



Getting Started



Getting to Know WordPerfect 9.0

- **Menu Bar** – contains tools for working with files, editing, viewing, personalizing, and finding help.
- **WordPerfect Full Bar** – contains shortcut buttons for standard tools.
- **Navigation Bar** – contains tools for comparing documents.
- **Property Bar** – contains text formatting tools.
- **PerfectCaption** – provides help setting up and formatting documents.
- **Application Bar** – displays information about the status of your document.
- **Browser Buttons** – enables you to move from page to page, table to table, etc.

Creating a New Document

Select **New** from the **File** menu, press **Ctrl+N**, or click the **New** button.

Using Project Templates

WordPerfect provides a number of project templates to help you quickly create an attractive document.

1. Select **New from Project** from the **File** menu, or press **Ctrl+Shift+N**.
2. Select a project group from the list box.
3. Select an individual project from the resulting list.
4. Click the **Create** button.

Opening an Existing Document

1. Select **Open** from the **File** menu, press **Ctrl+O**, or click the **Open** button.
2. Locate the document, or enter the file name in the **File name** box.
3. Click the **Open** button.

Saving a Document

1. Select **Save** from the **File** menu, press **Ctrl+S**, or click the **Save** button.
2. Select a desired location for the file.
3. Enter a name for the file in the **File name** box.
4. Click the **Save** button.

Note: If you click **Save** in a document after the initial save, click the **Save** button.

Saving in Another Format

1. Select **Save** from the **File** menu, press **Ctrl+S**, or click the **Save** button.
2. Select a desired location for the file.
3. Enter a name for the file in the **File name** box.
4. Select a file format from the **File type** list box.
5. Click the **Save** button.

Creating a New Project Template

1. Select **New from Project** from the **File** menu, or press **Ctrl+Shift+N**.
2. Click the **Options** button.
3. Select **Create WP Template** from the resulting menu.
4. Create your document template using the tools provided on the **Template** button.
5. Select **Save** from the **File** menu, press **Ctrl+S**, or click the **Save** button.
6. Enter a description and name for your template in the spaces provided.
7. Select a category in which to file your template.
8. Click the **OK** button.

Viewing Documents

Open the **View** menu and select from four view modes:

- **Draft** – displays the document the way it will look when printed. Draft view does not, however, display headers, footers, watermarks, and some other features.
- **Page** – displays the document the way it will look when printed. Page view displays all features, including headers, footers, and watermarks.
- **Two Pages** – displays two consecutive pages side-by-side in the same document window. This view offers the same display features as Page View.
- **Web Page** – displays the document in HTML format. This enables you to create a web page without needing to know HTML, to create your document.



Enlarging or Reducing Page Display

1. Select **Zoom** from the **View** menu.
2. Select a zoom option.
3. Click the **OK** button.

Note: To quickly zoom, click the **Zoom** button on the toolbar and select a zoom option.

Viewing Multiple Documents

You can view multiple documents at the same time by selecting a viewing option from the **Window** menu.

- **Cascade** – displays documents in overlapping windows.
- **File Top to Bottom** – displays documents in separate non-overlapping windows from top to bottom.
- **File Side by Side** – displays documents in separate non-overlapping windows from side to side.

Corel Wordperfect 100 Quick Source Guide

Scott C. Dulebohn



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