WordPerfect 8.0

Getting Started

Creating a New Document

1. Select New from the File menu. The following screen will appear:

2. Select WordPerfect Document or, if desired, another project from the list. A description of the project will appear on the bottom of the window.
3. Click the Create button.

Note: To automatically open a blank document, click the New button or press Ctrl + N.

Opening an Existing Document

1. Click the Open button, select Open from the File menu, or press Ctrl + O.
2. Enter the file name of the document you are opening or browse through the files to locate the document.
3. Click the Open button.

Using PerfectExpert Projects

1. Select New from the File menu.
2. Select a category from the drop-down list.
3. Double-click the project or template you wish to open.
4. Complete the project using the options in the PerfectExpert panel on the left.

Saving a Document

1. Click the Save button, select Save from the File menu, or press Ctrl + S.
2. Choose the desired location and name for the file.
3. Click the Save button.

Saving In Another Format

1. Select Save from the File menu.
2. Choose a desired location and name for the file.
3. Pull down the File Type list box to view a list of formats.
4. Select a format.
5. Click the Save button.

Creating Document Templates

Creating a document template allows you to set a alternative for a document.

1. Select New from the File menu.
2. Click the Options button.
3. Select Create WP Template from the resulting menu to display the Template window.
4. Type and format any content text in the Template window.
5. Select Save from the File menu to display the Save Template dialog box.
6. Enter a name and description for the template.
7. Select the group in which you want to include the new template.
8. Click the OK button.

Navigating Documents

1. Select Go To from the Edit menu. The following window will appear:

2. Select a navigation option.
3. Click the OK button.
4. Click the Page Navigation buttons to advance to the next page or move backwards to the previous page.

Views

Viewing Documents

Select one of the following from the View menu to switch views:

- **Draft** – shows the text and graphics without displaying the headers, footers, page numbers, or the top and bottom page margin guidelines.
- **Page** – shows the document as it will appear when printed.
- **Two Pages** – displays two pages on the screen at one time.
- **Web Page** – shows how the document would look as a web page.

Note: To magnify a document, select Zoom from the View menu.

Displaying Multiple Documents

Viewing multiple documents can be helpful when comparing documents or working on more than one document.

1. Select Open from the File menu to open the documents on which you wish to work.
2. Select one of the following display types from the Window menu:
   - **Cascade** – displays windows stacked on one another.
   - **Tile Top to Bottom** – displays documents in separate non-overlapping windows from top to bottom.
   - **Tile Side by Side** – displays documents in separate non-overlapping windows from side to side.
3. Click anywhere in the window of the document to make it active.

Note: To return to viewing only one document, double-click on the title bar of the document you want to work in.

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