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 format 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.

Corel Wordperfect 80 Quick Source Guide

JR Anderson

Corel Wordperfect 80 Quick Source Guide:

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In a digital era where connections and knowledge reign supreme, the enchanting power of language has be apparent than ever. Its power to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**Corel Wordperfect 80 Quick Source Guide**," published by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound affect our existence. Throughout this critique, we will delve into the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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