



Getting Started

The WordPerfect Window



- **Title Bar** – displays the name of the active document.
- **Menu Bar** – contains all the tools for use with WordPerfect 11.
- **WordPerfect 11 Toolbar** – contains context-sensitive tools for standard WordPerfect actions and tools.
- **Property Bar** – contains context-sensitive tools for formatting and working with documents. The Property Bar provides additional tools for some features, such as creating tables or reviewing documents.
- **ruler** – displays page dimensions, tab stops, and margins.
- **Application Bar** – displays information about the active document.
- **Browser by button** – enables you to browse the document according to the selected object (i.e. page, heading, table, footnote, bookmark, etc).

Creating a New Blank Document

To create a new blank document, select **New** from the **File** menu, press **Ctrl + N**, or click the **New Blank Document (N)** button on the WordPerfect 11 toolbar.

Creating a Document Using a Project Template

1. Select **New from Project** from the **File** menu.
2. Click the arrow on the list box and select a category from the resulting menu.
3. Select a project template from the list of templates.
4. Click the **Create** button.

Opening a Document

1. To open an existing document, select **Open** from the **File** menu, press **Ctrl + O**, or click the **Open (O)** button on the WordPerfect 11 toolbar.
 2. Locate and select the document you want to open.
 3. Click the **Open** button.
- Note:* WordPerfect 11 now contains a convenient utility that allows you to quickly convert documents to the WordPerfect format.

Saving a Document

1. Select **Save** from the **File** menu.
 2. Select the location where you want to save the document.
 3. Enter a name for the document in the **File name** box.
 4. Click the **Save** button.
- Note:* To quickly save after the initial save, press **Ctrl + S**, or click the **Save (S)** button on the WordPerfect 11 toolbar.

Saving in Another Format

WordPerfect enables you to save a document in a variety of formats, including Excel spreadsheets, Word documents, or Rich Text Files.

1. To save a document in another format, select **Save As** from the **File** menu, or press **F2**.
2. Optional: Make changes to the file name and location.
3. Select a file type from the **File type** box.
4. Click the **Save** button when you are finished.

Publishing to HTML, PDF, XML, or EDGAR

You can publish WordPerfect documents in HTML, PDF, XML, and EDGAR formats.

1. Select **Publish To** from the **File** menu.
2. Do one of the following:
 - To publish to HTML, select **HTML** from the resulting menu, select options, and click the **Publish** button.
 - To publish to PDF, select **PDF** from the resulting menu. Select an Acrobat version from the **Compatibility** box, select options, and click the **OK** button. *Note:* Publish to PDF format is now compatible with Acrobat 5.0.
 - To publish to XML, select **XML** from the resulting menu, select output options, and click the **Publish** button.
 - To publish to EDGAR, select **EDGAR** from the resulting menu, change the file name and location, and click the **Save** button.

Viewing

Switching Views

To switch the document view, click on the **View** menu and select from four document views:

- **Default** – displays the document without headers, page breaks, margins, and footers.
- **Page** – displays the document the way it will look when printed.
- **Two Pages** – displays two consecutive pages side-by-side in the same document window. This view offers the same display features as the **Page** view.
- **Preview in Browser** – displays the documents in HTML format as it will appear when viewed in a web browser.

Enlarging or Reducing the Page Display

- To zoom in on a particular area of the active document, click the **Zoom (Z)** button on the WordPerfect 11 toolbar and then click the document in the area you want to view, or click and drag the **Zoom (Z)** pointer to select the area you want to view.
- To turn off the **Zoom** tool, click the **Zoom (Z)** button again.
- To select a specific zoom setting, click the arrow on the **Zoom (Z)** button and select a view setting from the resulting menu. When you place the mouse pointer over a view setting, you can preview the document with the selected magnification.

Note: The document must be displayed in **Default** or **Page** view to enlarge or reduce the page display.

Viewing Multiple Documents

To view multiple documents at the same time, first open the documents and then select a view setting from the **Window** menu:

- **Cascade** – to display the documents in overlapping windows.
- **Title Top to Bottom** – to display the documents in separate non-overlapping windows from top to bottom (horizontal layout).
- **Title Side by Side** – to display the documents in separate non-overlapping windows from side to side (vertical layout).

Wordperfect 11 Quick Source Guide

Annelies Wilder-Smith



Wordperfect 11 Quick Source Guide:

Wordperfect 11 Quick Source Guide Book Review: Unveiling the Power of Words

In a world driven by information and connectivity, the ability of words has been evident than ever. They have the capacity to inspire, provoke, and ignite change. Such could be the essence of the book **Wordperfect 11 Quick Source Guide**, a literary masterpiece that delves deep into the significance of words and their impact on our lives. Published by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we will explore the book's key themes, examine its writing style, and analyze its overall effect on readers.

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