

***WordPerfect*[®] 12**
FOR
DUMMIES[®]

**by Margaret Levine Young, David Kay,
and Richard Wagner**



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About the Authors

In high school, **Margaret Levine Young** was in a computer club before there were high school computer clubs. She stayed in the field throughout college, graduated from Yale, and went on to become one of the first PC managers in the early 1980s at Columbia Pictures, where she rode the elevator with big stars whose names she wouldn't dream of dropping here.

Since then, Margy has co-authored more than 25 computer books about the topics of the Internet, UNIX, WordPerfect, Microsoft Access, and (stab from the past) PC-File and Javelin, including *Access 2003 All-in-One Desk Reference For Dummies*, *Dummies 101: The Internet For Windows 98*, *UNIX For Dummies*, and *WordPerfect for Linux For Dummies* (all published by Wiley Publishing, Inc.), *Poor Richard's Building Online Communities* (published by Top Floor Publishing), and *Windows XP: The Complete Reference and Internet: The Complete Reference* (published by Osborne/McGraw-Hill). Aside from explaining computers to anyone who will listen, her other passion is her children, along with music, Unitarian Universalism (www.uua.org), reading, and anything to do with eating. She lives in Vermont (see www.gurus.com/margy for some scenery).

David C. Kay is a writer, engineer, artist, and naturalist, combining disparate occupations with the same effectiveness as his favorite business establishment, Acton Muffler, Brake, and Ice Cream (now defunct). Dave has written or contributed to more than a dozen computer books, including various editions of *WordPerfect 11 For Dummies*, *Graphics File Formats*, and *The Complete Reference, Millennium Edition*.

Besides writing computer books, Dave consults and writes for high-tech firms, and also teaches about wildlife and edible plants. For recreation, he paints theatrical sets, makes strange blobs from molten glass, sings Gilbert and Sullivan choruses in public, and hikes in whatever mountains he can get to. He longs for the Rocky Mountains of Canada, pines for the fjords of New Zealand, and dreams of tracking kiwis and hedgehogs in Wanaka. He feels silly writing about himself in the third person like this and will stop now.

Richard Wagner is an experienced *For Dummies* author whose writings span both technical and non-technical worlds. His tech books include *WordPerfect 11 For Dummies*, *XML All-in-One Desk Reference For Dummies*, *XSLT For Dummies*, as well as 15 other computer books. He also invented and architected the award-winning NetObjects ScriptBuilder software product. In his non-tech life, Richard is author of *Christianity For Dummies* and *Christian Prayer For Dummies* and editor of the Digitalwalk.com e-zine.

Dedication

I dedicate this book to Kimberly and the entire team at Jeta Workshop.

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Introduction

If you thought that the purpose of word processing was to write, not to do amazing things on a computer . . . If you ever secretly wondered who in the world actually uses *all* those features advertised on the box your software came in . . . If you'd rather create nice-looking, readable documents, not try to use every possible feature in WordPerfect in 90 seconds flat . . . If you're smart enough to say, "Call me what you will — I just want to get some work done, please!" . . . Congratulations — you've come to the right place.

How to Use This Book

This book is a reference book, so when some feature in WordPerfect has you tying knots in your mouse cord, you can just look up what you want in the table of contents or the index.

If your brow is already furrowed from merely looking at the pictures of WordPerfect on the box, check out the early chapters first. These chapters are written for beginners; they speak of mice and menus and similar basics. They help you get used to the what, why, and how of giving commands to WordPerfect. After you understand the basics, though, you don't have to read the chapters in any sequence.

Conventions Used in This Book

We try to avoid conventions (too many long lines to the restroom). Mostly, you find full, robust sentences, not cryptic abbreviations or other so-called conventions. On the other hand, if we always used instructions such as

Move the mouse so that the mouse pointer covers the word Edit on the menu bar and then press the left mouse button. A menu appears, containing the word Cut. Move the mouse so that the mouse pointer covers the word Cut. . .

you'd be comatose by Chapter 2, and this book would take on encyclopedic dimensions. When we want you to choose a command from the menu bar and then choose another command from the submenu that appears, we use this cute little arrow: ⇨. So, instead of the long drawn-out instructions just presented, we write "Choose Edit⇨Cut" instead.

We also use a few other conventions to make things more readable. When we want you to type something, it appears in **bold** type. Internet addresses look like `this`. When we suggest pressing two keys at the same time, such as the Ctrl key and the C key, we use a plus sign, like this: Ctrl+C.

Foolish Assumptions

This section explains what we assume about you, our esteemed (and, thanks to the joy of software, occasionally steamed) reader:

- ✓ You use a PC with Windows and WordPerfect Office 12 installed.
- ✓ You want to create text documents that look nice.
- ✓ You know some basics of working in Microsoft Windows, probably enough to at least browse the Web or check your e-mail.
- ✓ If you're lucky, you have a guru available — an expert, like one of those infuriatingly clever 10-year-olds born with a computer cable for an umbilical cord — for the really tough stuff.
- ✓ You have a typical installation of WordPerfect Office 12. WordPerfect is accommodating almost to a fault and lets itself be twisted and restructured like a ball of Silly Putty. If buttons and things on your screen don't look like the buttons in the figures in this book or if your keyboard doesn't work as this book describes, be suspicious that someone got clever and changed things. The differences might be small enough that you can figure out what to do anyway. If not, go find the person who changed things and ask for help.

Although we assume that lucky readers have a computer guru at their disposal, we also know that gurus can be hard to coax down from the top of the mountain. So we teach you a few of the important guru-type tricks where it's practical.

How This Book Is Organized

Unlike computer manuals, which often seem to be organized alphabetically by height, this book is organized by what you may be trying to do. For example, we don't explain all the commands on the Edit menu in one chapter. Our reasoning is that the Edit commands don't necessarily have anything to do with editing and that Edit is a foolish category because isn't almost everything you do in a word processor a sort of edit anyway? No, what this book does is break things down into the following six useful categories.

Part I: Exploring the Essentials

Part I gets you up and running by showing you how to use the essential features of WordPerfect. This part is the place to go for the basics of using menus and toolbars to navigate your document and control WordPerfect. You also explore how to create a document, edit it, check the spelling, and make it come out of your printer.

Part II: Formatting Your Text

A few holdouts from the 1960s probably still love to create documents that look like they were typed on an old manual typewriter — monospaced text with double-spaced paragraphs. But we suspect that you've probably moved into the 21st century and would like to create some snazzy-looking documents that include fancy fonts, page numbers, and text styles. If so, check out Part II. It's all there.

Part III: Making Your Documents Come Alive

In this era of digital cameras, scanners, and ink jet printers, creating a document often involves more than just typing plain old text, no matter how nice the font looks. Part III enables you to “get with the program” as you discover how to make your documents come alive with pictures, tables, borders, and other types of cool formatting.

Part IV: All The World's a Page: Going Beyond Your Desktop

WordPerfect is a popular software program, but you can't be sure that everyone who reads your document also has WordPerfect on their machine. Good thing the folks at Corel realized that too, because they developed an arsenal of tools you can use to get your documents in just the right format, whatever the occasion. Part IV focuses on how to use WordPerfect to publish Web pages, Adobe Acrobat (PDF) documents, and XML files. And, because most everyone and their brother use Microsoft Office, you'll discover how Word Perfect can work “perfectly” with Microsoft Office documents.

Part V: More Stuff You Can Do with Your Documents

Nestled in WordPerfect are some nifty features that allow you to manage and work with multiple documents. Check out Part V to find out about these capabilities. What's more, if you ever wanted to put on a trench coat and do some sleuthing, now's your chance. This part also explores how to work with reveal codes, WordPerfect's secret coding language behind your documents.

Part VI: The Part of Tens

In honor of the decimal system, the Ten Commandments, and the fact that humans have ten fingers, Part V is where we stick other useful stuff. We would have made this part an appendix, but appendixes have no fingers and . . . look, just check it out, okay?

Icons Used in This Book

Icons are pictures that are far more interesting than the actual words they represent. They also take up less space than words, which is why they're used on computer screens in such blinding profusion.



This icon alerts you to the sort of stuff that appeals to people who secretly like software. It's not required reading unless you're trying to date a person like that (or are married to one).



This icon flags useful tips or shortcuts.



This icon suggests that we're presenting something useful to remember so that you don't wear out your book by looking it up all the time.



This icon cheerfully denotes things that can cause trouble. (Why doesn't life come with these icons?)

Where to Go from Here

If WordPerfect is installed on your computer, you may have already tried to do something in the program and are likely intrigued, perplexed, or annoyed. Flip to the section of the book that meets your present needs:

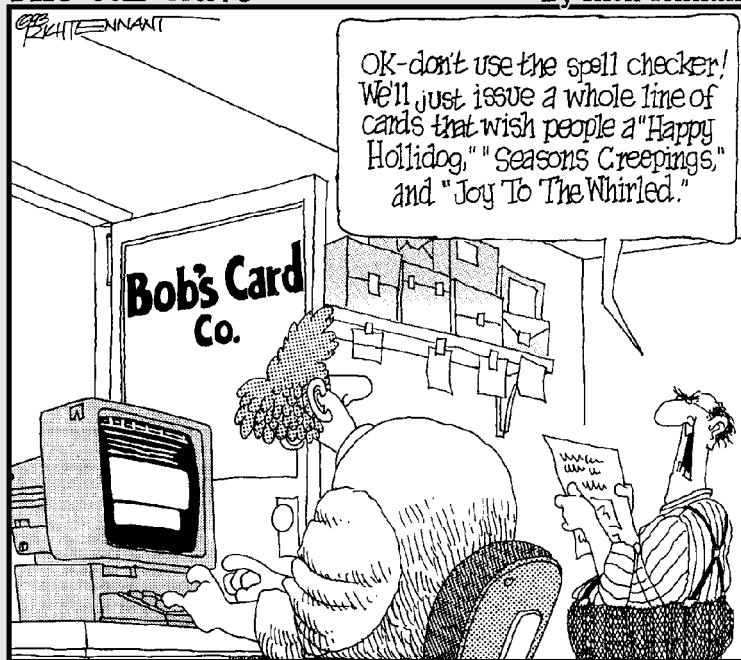
- ✔ If you're just getting your feet wet with WordPerfect or Microsoft Windows, turn to Chapter 2.
- ✔ If you're ready to dive into the basics of text editing, check out Chapter 3.
- ✔ If you've already created documents that you want to look great, see Chapters 6 through 9.
- ✔ If you just got a new digital camera and want to show off your pictures in your documents, check out Chapter 11.
- ✔ If you want to publish Web pages using WordPerfect, turn to Chapter 13.
- ✔ If you're a WordPerfect user in a place filled with Microsoft Office, flip the page to Chapter 14.

Part I

Exploring the Essentials

The 5th Wave

By Rich Tennant



In this part . . .

You're ready to employ the state-of-the-art in word processing technology. You have the power to create tables, graphics, columns, fonts, borders, tables of contents, illustrations, sidebars, envelopes, junk mail — you name it! In short, you're ready to launch yourself into the blazing, glorious world of word processing — except for one teensy little problem. You were wondering, perhaps: How do you start the silly thing? Or type a basic document? And, um, how do you print something? Or delete a sentence? Or save your work? Good questions, pilgrim — questions that deserve answers. And here's where to find them: Part I of *WordPerfect 12 For Dummies*. Read on.