

Word Perfect 9
August 2001

To Load WordPerfect 9

Double click the WordPerfect Office 2000 folder on the Windows 95 Desktop and double click the Corel WordPerfect 9 icon from the folder window.

To Retrieve a Document

Select File from the menu bar and click Open from the pull down menu to bring up the Open File dialog box. Select the drive that contains your document

[3 ½ Floppy (A:) or zip disk drive] from the Look in box in the top left-hand section of the screen, click the document's name in the middle of the dialog box, and click the Open button in the bottom right-hand corner.

To Save a Document

Select File from the menu bar and click Save As from the pull down menu to bring up the Save As dialog box. If you wish to save your document in a different format (as a MS Word 97 file for example) select the format from the File type option in the bottom left-hand corner of the dialog box. Select the drive that contains your document [3 ½ Floppy (A:) or zip disk] from the Save in box in the top left-hand section of the screen, click one time in the File name box in the bottom left-hand corner, type the name you wish to give to your document, and click the Save button in the bottom right-hand corner. If you don't have a disk, you can save to the "Shared K:" drive (the server hard drive) which will allow you to open the file from any computer in the library, but keep in mind that the K: drive is periodically cleaned off. Once you have saved your document, future saves can be done by selecting File from the menu bar and clicking Save from the pull down menu. Remember to SAVE YOUR WORK OFTEN! (NOTE: Save As should be used when either saving your work for the first time or when renaming a document. Save should be used once the document has been initially saved.)

To Use Help

The Help menu option in WordPerfect is an important function. The Help Topics menu option under Help gives you many options to choose from when trying to figure out how to perform an operation in WordPerfect. If you know what you want to do, but don't know how to do it or where to locate that menu option, you may want to select the Find tab option in Help Topics and type the word you're interested in looking up. Once you have typed in the word, click the Display button to read information about that topic. Before asking someone else for help, check out the Help menu option and see if you can help yourself.

To Cut and Paste

Select the block of text you would like to move (cut) by either clicking and dragging your mouse over the selection or putting your cursor at the beginning of the selection, holding down the <Shift> key, and using the arrows on the keyboard to block or highlight the section. Select Edit from the menu bar, click Cut from the pull down menu, move your cursor to the beginning of the location you would like to move the selection to, select Edit in the menu bar, and click Paste from the pull down menu.

To Copy and Paste

Select the block of text you would like to copy by either clicking and dragging your mouse over the selection or putting your cursor at the beginning of the selection, holding down the <Shift> key, and using the arrows on the keyboard to block or highlight the section. Select Edit from the menu bar, click Copy from the pull down menu, move your cursor to the beginning of the location you would like to copy the selection to, select Edit from the menu bar, and click Paste from the pull down menu.

To Format Text

There are many options available to enhance the text in your document from the Format menu option in the menu bar. Select the Font menu option to choose a font face (Times New Roman, Arial, etc.), font size (10 pt, 12 pt, etc.), font appearance (bold, italics, etc.),

and text color (black, red, etc.). Top, bottom, left, and right margins can be set from the Margins menu option. Line spacing, such as double spacing, can be found by selecting Format, Line, and Spacing. Finally, text can be positioned to the left, center, or right-hand side of the document by selecting first the text you would like to position and clicking Justification from the Format menu option.

To Create Headers and Footers

Keep in mind that the header or footer will display on the page in which your cursor was located when you selected the option and on every page after that one. In other words, if your cursor is on page 3 when you select the Header/Footer option, the header or footer will display on page 3 and on every page after page 3, but will not display on pages 1 and 2. To create a header or footer, put your cursor on the page from which you wish the header or footer to begin, select Insert from the menu bar, click Header/Footer from the pull down menu, click Header A or Footer A if this is the first header or footer for this document, select Header B or Footer B if this is the second header or footer for this document, and click the Create button. WordPerfect will take you to the top of the current document if you are creating a header and to the bottom of the current document if you are creating a footer. Simply type in the header or footer you would like to place into your document. If you would like the header or footer to be centered or right justified, simply select the option to justify the cursor prior to typing in the header or footer (or type in the header or footer, select it, and choose your alignment preference). If you would like your header or footer to be a page number, simply select the Format menu option, click Page from the pull down menu, click Numbering from the pop out menu, and select the style number you wish to appear. To display the current date as your header or footer, select Insert from the menu bar, click Date/Time from the pull down menu, and select the style date you would like to have appear in your document. If you would like to have the header or footer not display on a particular page, put your cursor within that page, select Format from the menu bar, click Page from the pull down menu, click Suppress from the pop out menu, select whichever header or footer you are suppressing; and click the OK button.

To Create Footnotes and Endnotes

Put your cursor at the end of the text you wish to footnote or endnote. Select Insert from the menu bar, select Footnote/Endnote from the pull down menu, select either the Footnote or Endnote option, and click the Create button. WordPerfect will number the footnote or endnote, but you must type in its contents.

To Number Pages

Keep in mind that page numbers will display on the page in which your cursor was located when you selected the option and on every page after that one. In other words, if your cursor is on page 3 when you select the Page Number option, the number will display on page 3 and on every page after page, but will not display on pages 1 and 2. To add numbers to your pages, put your cursor on the page from which you wish the page numbering to begin, select Format from the menu bar, click Page from the pull down menu, click Numbering from the pop out menu, select where you would like the page numbers to display from the Position box, and click the OK button. If you would like to have the page number not display on a particular page, put your cursor within that page, select Format from the menu bar, click Page from the pull down menu, click Suppress from the pop out menu, select Page numbering, and click the OK button.

To Use Spell Check and Thesaurus

To spell check your document, select Tools from the menu bar and click Spell Checker from the pull down menu. WordPerfect will search through your document for words it doesn't recognize from its own dictionary. Remember that just because WordPerfect doesn't recognize a word doesn't mean the word is misspelled. You are given options to select another word if the word is indeed misspelled or you can skip the word if you know it is not misspelled. To find a list of words that mean the same as or opposite of a word in your document, put your cursor within the word you would like to look up, select Tools from the menu bar and Thesaurus from the pull down menu. If you find a word you would like to replace the word with, click the Replace button. If you would like to look up a different word, type it into the Thesaurus box and click the Look Up button.

To Print a Document

Select File from the menu bar and click Print from the pull down menu to bring up the Print dialog box. Select a printer by clicking on the down arrow next to the Current printer box. To print to the laser printer nearest your computer, select the printer name containing

the same letter identification that your computer has (For example: Printer D). To print to the color printer behind the MAA Help Desk, select Color Printer. Make a print selection in the left-hand section of the screen, and select the number of copies you wish to print on the right-hand section of the screen. Click the Print button to print your document. To pick up color print copies, remember your computer's name, go to the MAA Help Desk, and tell the assistant your computer's name so (s)he can release your print job. Your Eagle Vend Card or Eagle Express Card will be debited \$.20 per printed page.

To Exit WordPerfect 9

Click File from the menu bar and select Exit from the pull down menu. If you haven't already saved your document (or the changes to your document), WordPerfect will ask if you would like to save now. If you would like to save, click Yes and refer to the To Save a Document section of this handout. Otherwise, click No to exit WordPerfect and you will return to the Windows 95/98 Desktop.

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