

Word Perfect 9: Special Effects
August 2001

To Create a Table

NOTE: Table options are found in the Table toolbar. To display the Table toolbar, select View from the menu bar, click Toolbars from the pull down menu, and click the box next to Tables to create a checkmark within the box if it doesn't already have one.

Select Insert from the menu bar, click Table from the pull down menu, select the number of rows and columns desired, and click the Create button. Use the <Tab> key to move from one cell to another and use the <Enter> key to increase the height of the current cell.

To Format a Table

Select Table from the Table toolbar and click Format from the pull down menu. The Format menu option allows you to format cells, columns, rows, or the whole table. To select multiple cells, rows, or columns to format, click and drag the mouse across the block within the table to be formatted and select Format from the Table menu option. Text and data alignment, row height, and column width are some of the things that can be selected through the Format menu option.

To Insert and Delete Rows or Columns in a Table

Select Table from the Table toolbar and click Insert or Delete from the pull down menu. When inserting a row or column, WordPerfect inserts the row or column in the location of the cursor by moving the current row down when inserting a row and moving the current column to the right when inserting a column. When deleting a row or column, WordPerfect deletes the row or column where the cursor is located when the option is selected. The insert and delete options can also be found by pointing and clicking the right mouse button in the row or column of the table where you would like to insert or delete a row or column.

To Add Borders and Fill Patterns to a Table

Select Table from the Table toolbar and click Borders/Fill from the pull down menu. Adding borders and fill patterns may sometimes require you to select the option for each cell in the table one at the time or you may find it possible to select an entire block of cells prior to selecting the option.

To Split or Join Cells in a Table

Select Table from the Table toolbar and click Split or Join from the pull down menu. You may join multiple cells into one cell or split a single cell into multiple cells. To split a cell, simply place the cursor in the cell you wish to split prior to selecting the option. To join cells, select the cells to be joined prior to selecting the option.

To Create a Brochure

Select Format from the menu bar, click Columns from the pull down menu, and select the number of columns you would like to have in your brochure (3 columns for a tri-fold brochure and 2 columns for a bi-fold brochure). Choose the type of columns you would like to have, the width of the columns, and the space between columns. At least a .5 or 1/2" width between columns is recommended to prevent text from running into the fold of the brochure. Borders and fill patterns can also be placed around or within the columns of the brochure. Keep in mind that the cursor will remain in the first column until text has filled that column. If you would like to place the cursor in a different column before typing text into the first column, use the <Enter> key to move the cursor and NOT the <Arrow> keys. Once the cursor reaches the end of one column it will jump to the top of the next column. To create a brochure with text on the front and back, remember that the column containing the title page for the brochure should be in the column to the farthest right-hand side of the second page. To print the brochure, print the first page and then turn the paper over to print the second page on the back of the first. If you have problems with this, send the first page and then the second page separately to the MAA Help Desk laser printer and ask one of the assistants to help in printing it out.

To Insert a Graphic

Select the Insert option from the menu bar and select Graphics from the pull down menu. Select Clipart to choose from a variety of WordPerfect graphics or select From File to select a graphic from your diskette or from another software application (the Microsoft ClipArt Gallery for example). Additional WordPerfect clipart has been placed on the “Shared K:” drive and can be found by selecting the From File option and going into the “Clipart Wp” folder. You may want to select the Toggle Preview On button to view the clipart prior to inserting it into your document. The trick to inserting a graphic from another software application is knowing where on the computer that application’s graphics files are located. You may have to ask an assistant for help. To insert a WordPerfect graphic, select the graphic and click the Insert button. If the window containing the graphic is maximized so that you can’t see your document, restore the window by clicking the middle button in the top right-hand corner. To insert a file from another application or from diskette, locate the file and click the Insert button. To move or resize the graphic, click once on the graphic so that black dots appear at each corner and side of the object. Four arrows indicates you can move the graphic and two arrows indicates you can resize the graphic. You can’t do anything to the graphic unless the black dots appear around the graphic.

To Create TextArt

Text art allows you to create letters and words that take on unusual shapes and sizes. Select Insert from the menu bar, select Graphics from the pull down menu, and click TextArt from the pop out menu. Type the text you would like to manipulate in the box that contains the word Text. If you are having problems getting TextArt to work, make sure the 3D Mode box is not checked. Select the shape, alignment, and font you would like your text to take on. When finished, click the Close button to insert the text art into your document.

To Create a Watermark

Watermarks are graphics that appear lightly shaded in the document and allow text to be typed on top of them. Select Insert from the menu bar, click Watermark from the pull down menu, select Watermark A if this is the first watermark in the document or Watermark B if this is the second watermark in the document, and click Create. The screen will immediately change size. Insert a graphic into the document as your watermark. See To Insert Graphics in this brochure to obtain steps for that procedure. Once the graphic has been inserted, black dots will appear around the graphic to show that it is selected. Right click the mouse on top of the image to display a floating menu of options that will allow you to add borders and fills, add a caption, rotate or flip the image, and edit the image. Click one time outside of the image (back dots disappear) to begin typing text. If the text appears too light in color, select Format from the menu bar, click Font from the pull down menu, and change the shading (100% will make text black). You can also change the color of the text here if you would like.

To Create a Text Box

Text boxes are useful when you want to type text over graphics (and don’t want to use a watermark) or when you would like one block of text to be separated from surrounding text with different borders, fills or formatting. Select Insert from the menu bar and click Text Box from the pull down menu. A box will immediately appear where your cursor was when you selected the option. The cursor appears inside of the text box and is ready for you to type in your text. To format the text, select the block of text you would like to format 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 Format from the menu bar and select any formatting option needed as you would in any other WordPerfect document. To change the border or fill of the text box, click once on the border of the text box until black dots appear around the text box, click the right mouse button on top of the text box, and select the option from the floating menu.

To Create Lines and Shapes

Place your cursor in the location you would like to insert the line or shape, select Insert from the menu bar, select Line to insert a vertical or horizontal line and Shape to insert a shape of your choice. The Horizontal Line option will draw a line the entire width of the

page and the Vertical Line option will draw a line the entire height of the page. To create a horizontal or vertical line shorter than the width or height of the page, select Custom Line. WordPerfect 9 not only allows you to create basic shapes, but to create arrows, stars, “callout” or balloons, and action buttons. As with graphics, shapes can be formatted by clicking once on them to create black dots at each corner and on each side and utilizing the Graph bar when it appears. Pointing at the shape and clicking with the right mouse button is another way to access formatting options.

SSS 8-2001