

IN THIS CHAPTER

- Learn how to use bold, italic, and underline to emphasize important text.
- Select different fonts and font sizes to improve the appearance of your documents.
- Change the margin settings to squeeze more text on a page.
- Create an envelope with the mailing address automatically inserted for you.
- Choose from more than 1,500 symbols and special characters that can be inserted into a document.
- Turn on Reveal Codes and learn how to edit or remove codes.



BASIC FORMATTING

You've learned a lot in the first four chapters, and now it's time to put it into practice. This chapter covers a collection of features that fall into the "basic formatting" category. These are things you will likely want to do right away, such as applying bold, changing to a different font, adjusting margins, printing envelopes, and inserting symbols.

Reveal Codes is WordPerfect's secret weapon, so don't miss the discussion at the end of the chapter. You will learn how easy it is to adjust formatting and correct conflicts. A bonus has been added to WordPerfect 11—you can now print out Reveal Codes.

Emphasizing Important Text

In an oral presentation, you use different intonations for emphasis. To get an important point across, you might raise your voice and pronounce each word slowly and clearly. Speaking in a monotone will either bore your audience to tears or put them to sleep. Using a different tone of voice and pausing before important points help to hold your audience's attention.

You can do the same thing with a printed document. Judicious use of bold, italic, underline, and other effects can guide a reader through the text and draw attention to key points.

To apply bold, italic, or underline



1. Select the text.



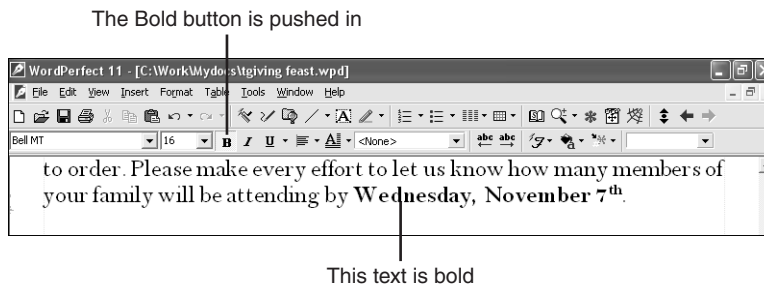
2. Click the **Bold**, **Italic**, or **Underline** button on the property bar (or any combination of the three).



When bold, italic, or underline has been applied to a section of text, the buttons on the property bar appear “pushed in” (see Figure 5.1).

FIGURE 5.1

Use the Bold, Italic, and Underline buttons on the property bar to emphasize text.



Choosing the Right Font

Choosing a font can be intimidating, especially because there are now thousands of fonts to choose from. It's worth the time and effort, though, because the right font can improve the appearance of a document and make it easier to read. Attractive fonts generate interest in your subject. Titles and headings should be larger than the body text so that they stand out a bit. It takes only a few minutes to select the fonts in a document, and the results are well worth your effort.

INSTALLING THE BONUS FONTS

Corel offers more than 1,000 fonts with WordPerfect Office 11. Of these, 24 are the character set fonts, which contain the symbols and foreign language alphabets. During a typical installation, a default set of fonts is installed. The rest can be installed separately, using either Corel Setup or the Fonts folder.

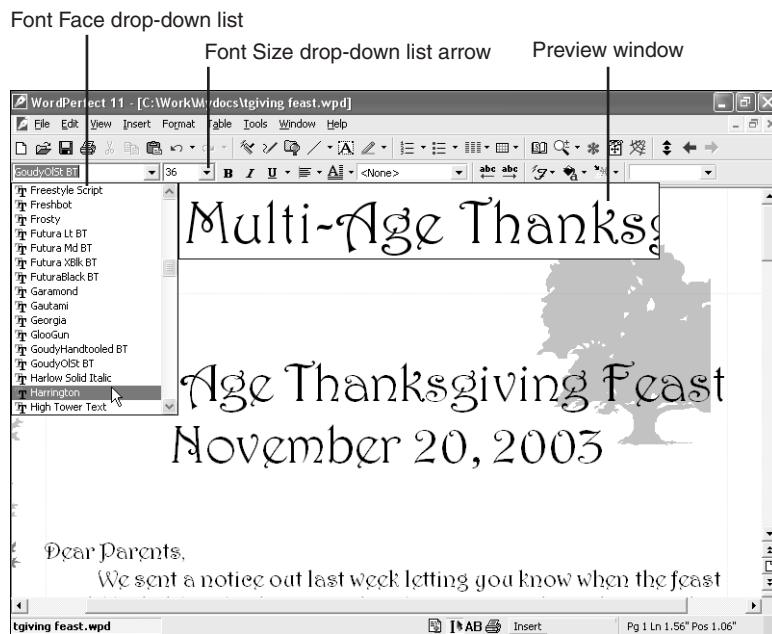
You can open the Fonts folder from the Control Panel. Click **Start**, (point to **Settings**,) and click **Control Panel**. Select **Fonts**. In the Fonts folder, choose **File, Install New Font**, and then follow the instructions. You will need to have the WordPerfect Office 11 CD #2 ready to insert.

Selecting Fonts and Font Sizes

Before we talk about choosing another font or font size, I want to point out the importance of selecting the text that you want to work with first. If you don't, the change will take place at the insertion point and continue until another font or font size is selected. The quickest way to choose a different font is to click the **Font Face** drop-down arrow on the property bar. A drop-down list of fonts appears, and a large preview window pops up at the top of the document (see Figure 5.2). As you point to a font in the list, the sample text in the preview window changes into that font.

FIGURE 5.2

As you hover over fonts in the drop-down list, the sample text in the preview window and the text in the document change to that font.



Thanks to Corel's RealTime Preview, the text in the document does the same thing. You don't have to play guessing games, trying to figure out how a font will look from a tiny piece of sample text—you can see how a whole page of text will look. When you find the font that you want, click it.

Choosing a different font size works essentially the same way as choosing a different font. Click the **Font Size** drop-down list arrow on the property bar to open a drop-down list of sizes. If you click the scroll arrows, you will see that the list has sizes ranging from 6 to 72 points. A preview window with sample text opens next to the list. As you move the mouse down through the list, the sample text and the document text expand and contract to show the new size.

When you've decided which font you want to use for the body text, set that as the default font for the document.

To set a default font for a document

1. Choose **Format, Font** to open the Font Properties dialog box.
2. Make your selections.
3. Click **Settings**.
4. Click **Set Face and Point Size As Default for This Document**.

Likewise, if you select a font that you want to use for most, if not all, of your documents, set that as the default for all *new* documents.

To set a default font for all new documents

1. Choose **Format, Font** to open the Font Properties dialog box.
2. Make your selections.
3. Click **Settings**.
4. Click **Set Face and Point Size As Default for All Documents**.

caution



As you format your document, remember to always position the insertion point first. As a general rule, your changes take effect at the insertion point, which might or might not be where you want them. You can always click **Undo** if you make a mistake.



tip

If you want to use a font size that isn't shown in the list, click the **Font Size** box (to select the current size), and then type the size you want.



SAVING THE FONTS WITH THE DOCUMENT

Have you ever tried to make last-minute changes to a document on a machine that didn't have the same fonts installed? It can be a nightmare. Thanks to font-embedding technology, you can save fonts with a document so that they go where the document goes. When you save a file, choose **Embed Fonts Using TrueDoc (TM)** in the Save File dialog box. WordPerfect compresses the fonts and saves them with the file.

Choosing a Font from the QuickFonts List

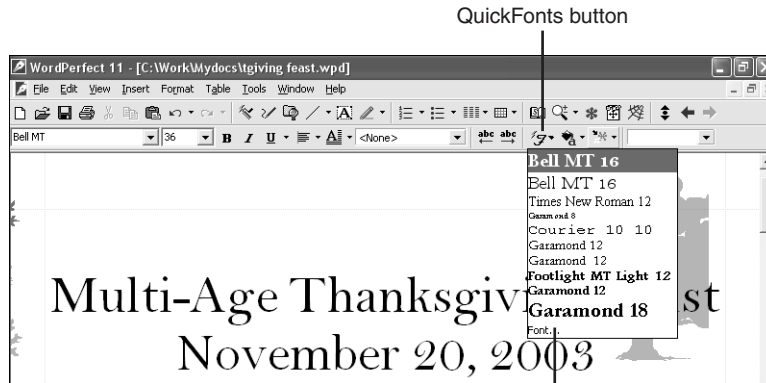
Let's say that you just finished revising the text in your resume. You're ready to polish the appearance. You're finished experimenting, so you know which fonts you want to use for your headings and job titles. Even with the Font Face and Font Size drop-down lists, reselecting the same fonts and sizes over and over can be tedious.



Thank goodness for the QuickFonts feature, which maintains a running list of the last 10 fonts (with sizes and effects) that you selected. Click the **QuickFonts** button on the property bar (see Figure 5.3), and then click the font you want to reuse. (In case you're wondering, RealTime Preview doesn't work here.)

FIGURE 5.3

Click the **QuickFonts** button to select from the 10 most recently used fonts.

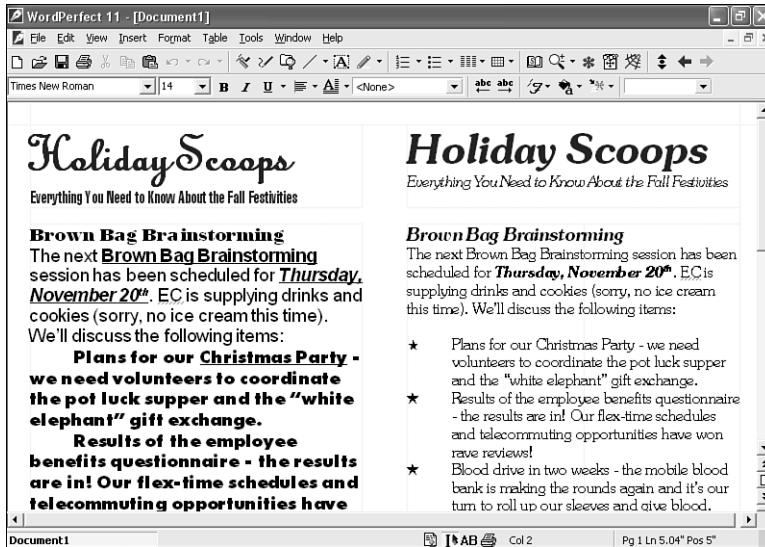


Open the Font Properties dialog box

Some good rules of thumb are as follows: Don't use more than three or four fonts on a page, don't apply bold *and* italic *and* underline (all at once), don't use a bunch of different font sizes, and do choose an attractive font that suits the subject matter. Figure 5.4 shows the text from two newsletters. The newsletter on the left uses decorative fonts, but they are difficult to read. Also the combination of bold, underline, and italic on the date is too "busy." The newsletter text on the right uses an attractive font, the use of bold or italic alone, and a smaller type size. The use of bullets in the list of items also helps the reader to follow along.

FIGURE 5.4

The newsletter on the right illustrates how different font selections can improve the appearance of the text.



Using Other Font Effects

Bold, italic, and underline all have buttons on the property bar, so they are the most accessible font effects. The other effects, also called *attributes*, are found in the Font Properties dialog box.

To use the other font effects

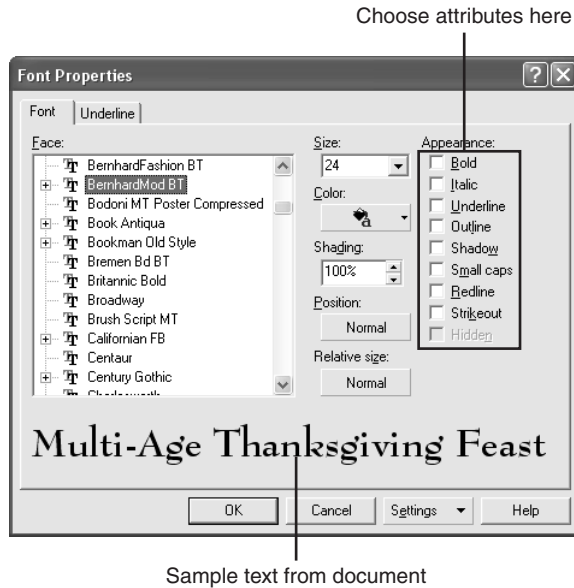
1. Position the insertion point where you want the effects to start (or select some existing text).
2. Choose **Font** from the **Format** menu (**F9**) or right-click and choose **Font** from the QuickMenu to open the Font Properties dialog box (see Figure 5.5).
3. Click **OK** when you're finished choosing effects.

The font attributes are listed in the Appearance section. As you select attributes, the sample text in the lower-left corner shows you how the attributes will look when applied to the text. The RealTime Preview feature pops up again here—WordPerfect pulls in a short section of text from your document and uses it as the sample text. (If you're working in a blank document, the sample text is the name of the currently selected font.)

Use the Font Properties dialog box anytime you need to set more than a couple of font options at once. For example, if you need to choose a different font and size, and apply bold and italic, it's faster to do it all at once in the Font Properties dialog box than to choose each one separately from the property bar.

FIGURE 5.5

The Font Properties dialog box is helpful when you need to set multiple font options or if you want to preview your changes first.



Changing Margins

It isn't something you think about every day, but you can actually make your document easier to read by adjusting the margins. A wider margin creates more white-space around the text and reduces the number of words on a line. And remember, the shorter the line, the less likely the reader is to lose her place.

On the other hand, if you're trying to keep down the number of pages, you might want to make the margins smaller so that you can fit more on a page. When you use headers and footers, for example, you might want to cut down the top and bottom margins to 1/2 inch. In WordPerfect, the margins are set to 1 inch on all sides by default. This differs from Microsoft Word, where the default left and right margins are 1.25 inches and the top and bottom margins are 1 inch.

The margins can be adjusted in several different ways. Using the mouse, you can click and drag the guidelines in or out, or click and drag the margin indicators on the ruler. Or, you can open the Margins dialog box and change the settings there.

Using the Guidelines

Using the guidelines is a popular choice because most of us leave the guidelines turned on. They don't take up any space in the document window, unlike the ruler.

To adjust the margins with the guidelines

1. Position the mouse pointer over a guideline and wait until the pointer changes to a double-arrow.
 - To adjust the top margin, position the mouse pointer over the horizontal guideline at the top of the document window.
 - To adjust the left margin, position the pointer over the vertical line on the left side of the document window.
 - To adjust the right margin, position the pointer over the vertical line on the right side of the document window.
 - To adjust the bottom margin, position the pointer over the horizontal guideline at the bottom of the document window.
2. Click and drag the guideline. When you click and drag, a dotted guideline and a bubble appear. The dotted guideline shows you where the new margin will be, and the bubble tells you what the new margin will be (in inches) when you release the mouse button (see Figure 5.6).

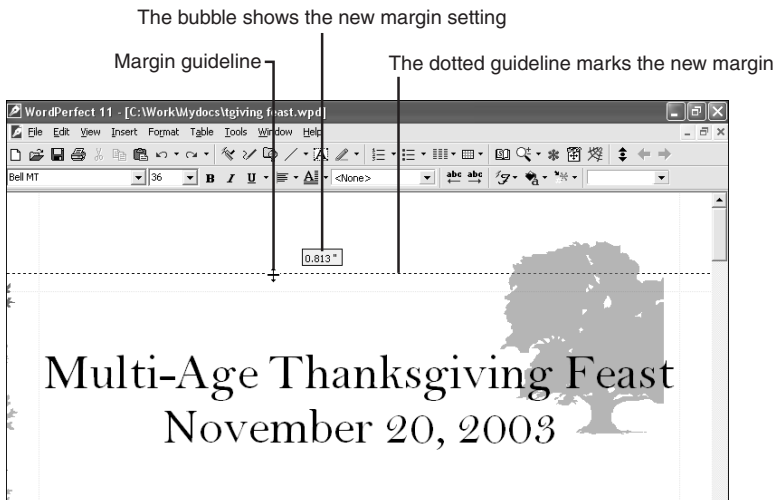
caution

If you don't see the guidelines (as shown in Figure 5.6), someone might have turned them off on your system. Choose **View, Guidelines**; place a check mark next to **Margins**; and then click **OK**.



FIGURE 5.6

Clicking and dragging guidelines is a quick way to adjust the margins.



Adjusting the Left and Right Margins Using the Ruler

The ruler is a nice feature for people who use tabs a lot in their documents. With the ruler displayed, it's a snap to add, move, or delete tabs. For more information on setting tabs with the ruler, see Chapter 7, "Working with Paragraphs."

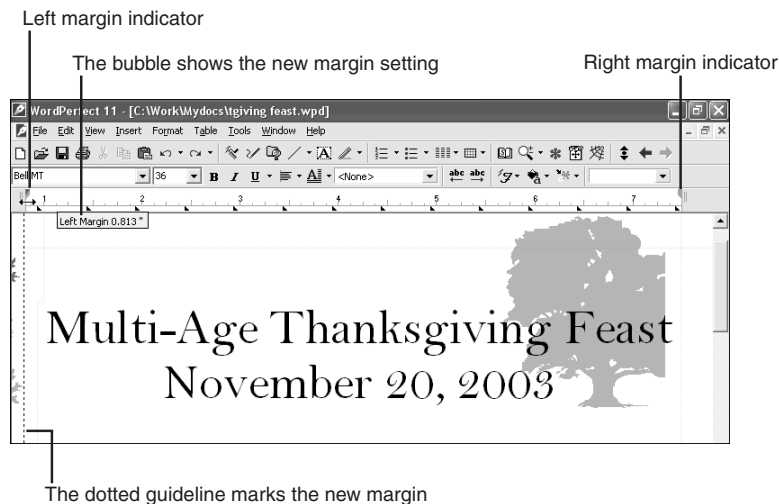
Margin indicators on the ruler show what the current margins are. You can click and drag these indicators to adjust the left and right margins.

To adjust the left and right margins with the ruler

1. If necessary, display the ruler by choosing **View, Ruler**. The ruler appears under the property bar.
2. Position the cursor over the left or right edge of the margin indicator and wait for the double arrow.
3. Click and drag the margin indicator to the left or right to adjust the margin (see Figure 5.7).

FIGURE 5.7

It's easy to adjust the left and right margins with the ruler.



Using the Page Setup Dialog Box

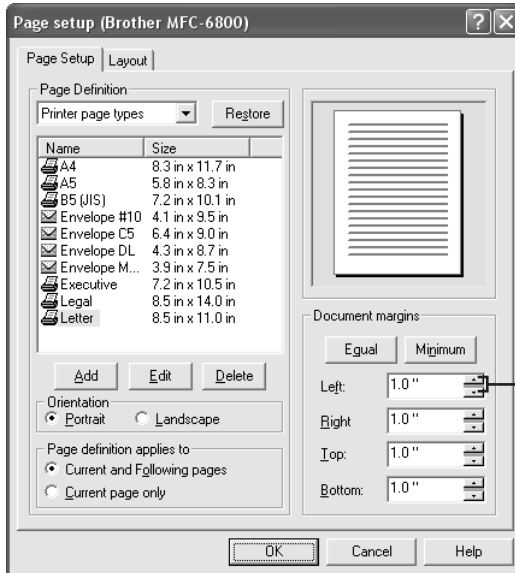
If you're not comfortable with clicking and dragging, or if you just want to be more precise, you can make your changes in the Page Setup dialog box.

To set the margins in the Page Setup dialog box

1. Choose **Format, Margins (Ctrl+F8)** to open the Page Setup dialog box (see Figure 5.8).
2. Either type the measurements in the text boxes or click the spinner arrows to bump the value up or down—in this case, 0.1 inch at a time.

FIGURE 5.8

Use the Page Setup dialog box to adjust the margin settings.



Click the spinner arrows to adjust the value

You can quickly set equal margins by adjusting one of the margins and clicking **Equal**. Also, if you want to set the margins to the bare minimum for that printer, click **Minimum**.

Creating an Envelope

We spend a lot more time emailing documents back and forth, and we don't need to print as many envelopes as we used to. Still, it's fast and easy, so the next time you reach for a pen to address an envelope, why not let WordPerfect do the work?

WordPerfect figures out where the mailing address is in the document and pulls it into the envelope dialog box, so you don't even have to retype it. You may wonder how this is done. The program looks for three to six short lines of text followed by a blank line. If two address blocks are in a letter, such as a return address followed by a mailing address, WordPerfect uses the second address.

caution

Certain types of printers are not capable of printing to the edge of the paper. This area is called the *unprintable zone*. The size of this zone varies from printer to printer, so the information is kept in the printer's setup.

If you try to set a margin within the unprintable zone, WordPerfect automatically adjusts it to the printer's minimum margin setting.



ENTERING YOUR PERSONAL INFORMATION

When you choose **Format, Envelope**, you might see the following message (instead of the Envelope dialog box): “The Template feature allows you to enter information about yourself that will personalize your templates. You need only enter this once.” Creating an envelope is one area in the program where your personal information is used.

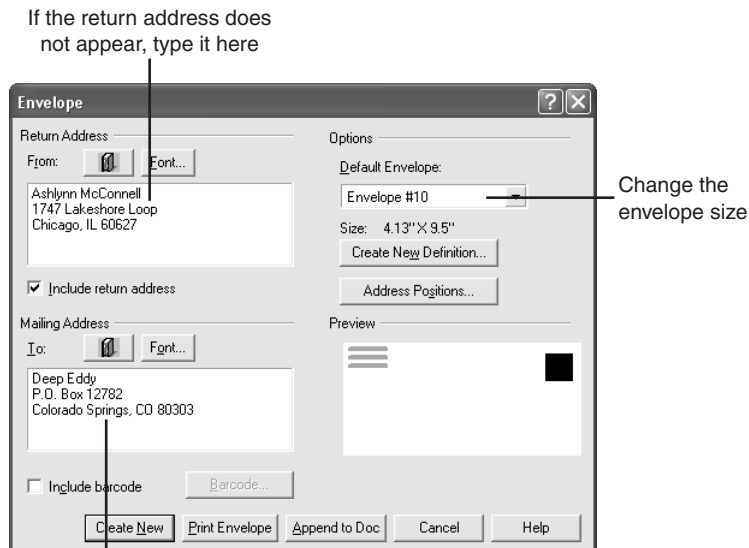
You have a choice: You can either create a record in the Address Book with your personal information now—in which case WordPerfect automatically inserts your return address, or you can skip this step and manually type your return address in the envelope. Keep in mind that if you skip the step of entering your personal information, you will be prompted to do it every time you try to do something that involves a template or your personal information. For more information on entering the personal information, see “Filling in Personal Information” in Chapter 16.

To create an envelope

1. Choose **Format, Envelope** to display the Envelope dialog box (see Figure 5.9).

FIGURE 5.9

WordPerfect locates the mailing address and inserts it in the Envelope dialog box so that you don't have to type it twice.



WordPerfect inserts the mailing address

2. If there isn't a return address in the **From** text box, or if you want to revise the address, you have a couple options:

- Click in the **From** text box and enter the information.
- Click the **Address Book** icon if you want to select an address from one of the available address books. (The type and number of available address books will vary depending on your email capabilities.)



3. If necessary, you can do the following:

- You can either manually replace the mailing address or click the **Address Book** icon and choose a mailing address from one of the available address books.
- Click the **Font** button to change the font or font size for the return address and mailing address.
- Enable the **Include Barcode** check box; click the **Barcode** button, then type the recipient's ZIP Code and choose a position for the bar code.
- Click the **Address Positions** button and then adjust the placement of the return and mailing addresses.
- Click the **Default Envelope** drop-down list arrow, and then choose a size from the pop-up list.



4. When you're finished, choose from the following:

- Click the **Create New** button if you want to place the envelope in a new document.
- Click the **Print Envelope** button to send the envelope directly to the printer.
- Click the **Append to Doc** button if you want to place the envelope at the bottom of the current document.



caution

Some printers have a large unprintable zone on the left side, which interferes with printing the return address on the envelope. A macro that comes with WordPerfect 11, called `flipenv`, is used to create an envelope that is rotated 180 degrees (the text is upside down) so that you can get around the problem. See Chapter 17, "Creating and Playing Macros."

Inserting Symbols

The capability to insert symbols is one area in which WordPerfect stands head and shoulders above the competition. WordPerfect Office 11 comes with fonts for more than 1,500 special characters and symbols, including entire foreign language alphabets. You can insert the characters anywhere in your document.

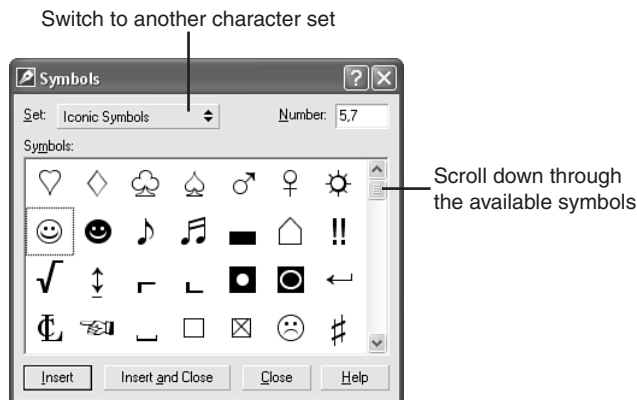
Using the Symbols Dialog Box

The Symbols dialog box has a complete list of all the character sets and special characters. You can switch to a different character set and quickly insert any symbol from the list.

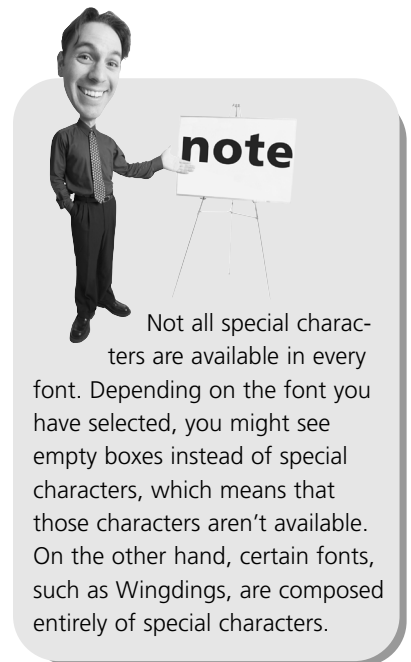
To insert special characters with the Symbols dialog box

1. Click in the document where you want the special character to appear.
2. Choose **Insert, Symbol (Ctrl+W)** to open the Symbols dialog box (see Figure 5.10). You might need to scroll down to see the symbol you want.

FIGURE 5.10
Through the Symbols dialog box, you can insert more than 1,500 symbols and characters from foreign language alphabets.



3. If you don't see the character you need, click the **Set** button and select a different character set from the list.



4. Select the symbol, and then click **Insert**, or double-click a symbol in the list to insert it. The dialog box stays open to make it easier for you to insert other symbols. If you only need to insert one symbol, click **Insert and Close** instead.
5. Click **Close** when you are finished.

Using the Symbols Toolbar Button

You can use the Symbols button on the toolbar to open a palette of 16 common symbols. Using the mouse, you can insert one of the symbols in just two clicks.

To select a symbol from the palette

1. Click the **Symbols** button on the property bar to open the palette (see Figure 5.11).
2. Click the symbol that you want to insert.
3. If you don't see the symbol that you want, click **More** to open the Symbols dialog box.

FIGURE 5.11

Select one of the 16 symbols from the Symbols palette.



The symbol palette changes as you insert symbols into your documents, remembering up to the last 16 symbols you've used. After you've inserted the symbols that you use most often, they appear on the palette and can be easily inserted with the Symbols button.

Using QuickCorrect

The QuickCorrect feature is designed to automatically correct common spelling errors and typos while you type. The five common symbols that you can insert with QuickCorrect are shown in Table 5.1.



tip

WordPerfect has a great shortcut for inserting special characters. The next time you select a symbol, jot down the two numbers in the **Number** text box. The next time you need to insert the character, press **Ctrl+W**, type the two numbers (separated by a space or a comma), and then press **Enter**. For example, to insert the smiley face shown in Figure 5.10, press **Ctrl+W**, type **5,7**, and then press **Enter**.

TABLE 5.1 Inserting Symbols with QuickCorrect

To Insert This Symbol	Type This
Copyright symbol	(c)
Registered trademark symbol	(r)
½	1/2
en dash	-- or n-
em dash	--- or m-

If you don't want QuickCorrect to make these automatic replacements, you can take these symbols out of the list. Choose **Tools, QuickCorrect**. Select the symbol you want to remove and then click **Delete Entry**. See "Adding and Removing QuickCorrect Entries" in Chapter 6 for more information.

Working in Reveal Codes

Opening the Reveal Codes window is a lot like raising the hood of a car. You're going under the hood of a document to see exactly how formatting codes control the appearance. There is no comparable feature in Microsoft Word. This is where WordPerfect distinguishes itself from the competition. No other application gives you the same power and flexibility.

Turning on Reveal Codes

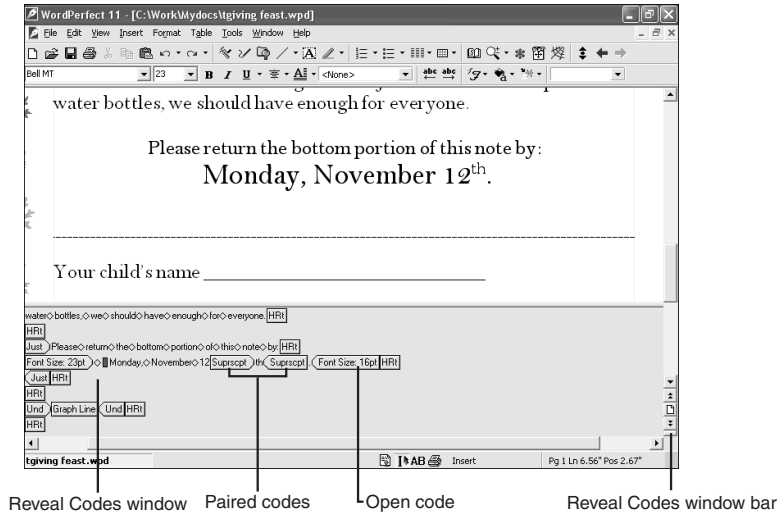
When you turn on Reveal Codes, the document window is split in half. The Reveal Codes window takes up the lower half of the screen (see Figure 5.12). In this window, you see a duplicate of the text in the document window with the codes displayed.

The placement of the codes controls the appearance. You read through the codes just like you read a book—from left to right. A code takes effect where it is placed and remains in effect until another matching code is reached. For example, if you change the top margin, the change stays in effect until the end of the document, or until another top margin code is found.

There are two types of codes: paired and open. *Paired* codes have an On code and an Off code. The On code is at the beginning of the affected text; the Off code is at the end. For example, if you boldface a title, you will see a Bold On code at the beginning of the title and a Bold Off code at the end. An open code, such as a margin change or a hard return, stands alone. If you want to make changes, you simply edit the codes or delete them altogether.

FIGURE 5.12

The Reveal Codes window displays the document text and the formatting codes.



You can use any of the following methods to turn on Reveal Codes:

- Right-click the document window and choose **Reveal Codes** from the QuickMenu.
- Choose **View, Reveal Codes**.
- Press **Alt+F3**.
- Drag the **Reveal Codes window bar** located at the bottom of the vertical scrollbar (refer to Figure 5.12).

Formatting codes appear in the Reveal Codes screen as buttons mixed in with the text. The insertion point is shown as a small red box. You can click in the Reveal Codes window to move the insertion point, or you can use the arrow keys.

To edit or delete a code

- You can delete codes by clicking and dragging them out of the Reveal Codes screen (see Figure 5.13).
- The quickest way to make formatting adjustments is to edit the code. Simply double-click the code in the Reveal Codes window. This opens the corresponding dialog box, where you can make the necessary changes. When you close the dialog box, your changes are saved.

caution

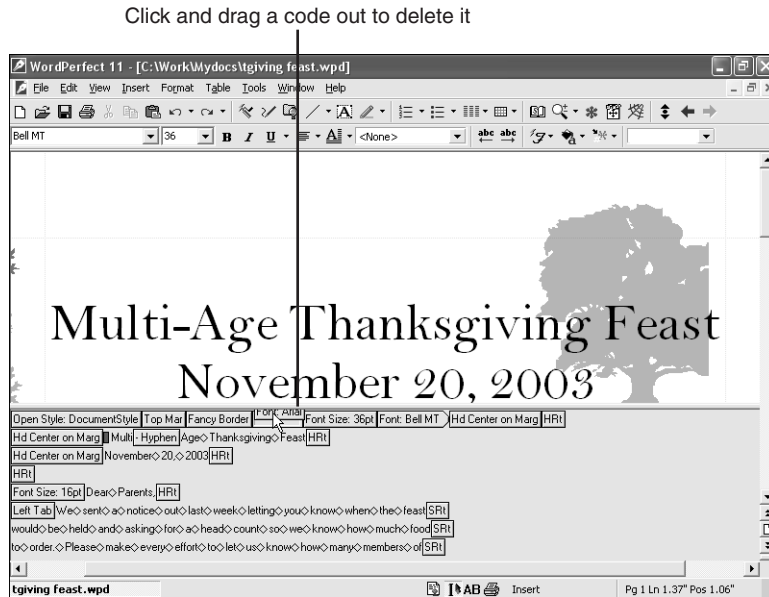
Be especially careful when you edit a document with Reveal Codes on. If the Reveal Codes window is open, WordPerfect assumes that you see the codes and that you intend to delete them when you use Delete or Backspace.

If you accidentally delete a formatting code, use Undo to restore it. Click the **Undo** button on the toolbar, or press **Ctrl+Z**.



FIGURE 5.13

The quickest way to delete a code is to click and drag it out of the Reveal Codes window.



As you work through these chapters, turn on Reveal Codes now and then so you can see that the selections you make in dialog boxes result in the insertion of codes that control the formatting of a document. The order of the codes is important. If you are having trouble figuring out why something is happening, the first thing you should do is turn on Reveal Codes and check the order of the codes. In many cases, all you need to do is rearrange the order of the codes or delete the codes causing trouble. Incidentally, you can select and move or copy codes in the Reveal Codes window using the same techniques that you learned in Chapter 4, “Revising Documents.”

Printing the Codes

Another great troubleshooting tool is a brand new feature in WordPerfect 11. The users requested it and Corel made it happen. You can now print out the codes with the document text. No more scrolling through a document to troubleshoot a problem. Just print out the affected pages and review the codes on paper. They are much bigger on the printed page, and they have a gray background so that they stand out from the rest of the text.

To print codes with the text

1. Choose **File, Print (Ctrl+P)** to open the Print dialog box.
2. Select the pages that you want to print.
3. Click the **Advanced** tab.
4. Enable the **Print Reveal Codes** check box.
5. Choose **Print**. Figure 5.14 shows an example of a page printed with the codes.

FIGURE 5.14

Printing the codes makes it easier to troubleshoot formatting conflicts.

[Open Style: DocumentStyle] [Fancy Border] [Font Size: 36pt] [Font: Bell
 MT> [Hd Center on Marg] [HRT] [Hd Center on Marg] Multi [-Hyphen]
 Age Thanksgiving Feast [HRT] [Hd Center on Marg] November 20, 2003 [HRT]
 [HRT] [Font Size: 16pt] Dear Parents, [HRT] [Left Tab]
 We sent a notice out last week letting you know when the feast [Srt]
 would be held and asking for a head count so we know how much food
 [Srt]
 to order. Please make every effort to let us know how many members of
 [Srt] your family will be attending by [Bold> Wednesday, November 7
 [Suprsct>] th <Bold> <Suprsct> . [HRT] [HRT] [Left Tab]
 To make our day really special, we are asking our Multi [-Hyphen] Age [Srt]
 families to contribute items to the feast. Ms. Gabbarts and Ms. [Srt]
 Crittendon classes are asked to provide drinks. We are expecting [Srt]
 approximately 350 students and family members. If each family from [Srt]
 the two 4 [-Hyphen] 5 classes could bring a box of juice drinks or a six [Srt]
 [Hyphen] pack of [Srt] water bottles, we should have enough for everyone.
 [HRT] [HRT] [Hd Center on Marg]
 Please return the bottom portion of this note by: [HRT] [Font Size: 23pt>
 [Hd Center on Marg] Monday, November 12 [Suprsct>] th <Suprsct> .
 [HRT] [HRT] [HRT] [Und>] [Graph Line] <Und> [HRT] [HRT]
 Your child's name [HRT] [HRT] [HRT]
 What would you like to bring? [HRT] [HRT] [Left Tab] [Hyperlink>
 <Hyperlink> Juice boxes [Hd Left Ind] How many? [HRT]
 [Left Tab] [Hyperlink> <Hyperlink> Water bottles [Hd Left Ind]
 How many? [HRT] [HRT-Spg]

THE ABSOLUTE MINIMUM

In this chapter, you learned how to perform basic formatting tasks. You learned how to select fonts, apply attributes, change the margins, create envelopes, and insert symbols.

- You learned the importance of using good judgment when selecting fonts and font attributes to emphasize important sections of text and to improve the appearance and readability of your document.
- There are several methods for changing the margins, and you got a chance to try them all.
- You learned how to create and print an envelope.
- You now know about WordPerfect's unique special character sets. You can insert characters from foreign alphabets, as well as a huge variety of symbols and other special characters.
- Understanding the role of codes helps you maintain total control over the formatting.

In the next chapter, you will learn how to use WordPerfect's writing tools to improve accuracy and ensure consistency in your documents.