

**COREL™**

**WordPerfect®**  
**MAIL**



Reviewer's Guide

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# Contents

- Introducing WordPerfect Mail. . . . . 4
  - Getting started with WordPerfect Mail . . . . . 5
  
- What's included with WordPerfect Mail? . . . . . 6
  - Main application. . . . . 6
  - Availability . . . . . 6
  - Documentation . . . . . 7
  - System requirements . . . . . 7
  
- Key features of WordPerfect Mail. . . . . 8
  
- About Corel . . . . . 19

# Introducing WordPerfect® Mail

The new WordPerfect Mail cures what ails e-mail: inability to find the information users need. At the office and at home, people depend on e-mail to communicate, stay informed, and effectively manage their time. WordPerfect Mail makes it easy to find information and organize e-mail, contacts, and calendars. It's the fast and simple approach to e-mail communication.

## Find the information you need with lightning speed

With lightning speed, WordPerfect Mail accurately finds information buried by years of accumulated inbox, contacts, and calendar clutter. With search speeds dozens of times faster than those of its competitors, WordPerfect Mail instantly finds messages and attachments, contacts, and calendar entries in the largest of folders. In addition, you can take advantage of innovative features, such as Smart Groups, Fast Filing, Rules, and Categories, to instantly sort, store, and find the information you need.

## Discover easy to use features

WordPerfect Mail is an easy-to-use e-mail application that saves time and that can be customized to meet your personal needs. With the straightforward Import wizard, it's simple to adopt WordPerfect Mail. With just a few easy clicks, you can quickly import e-mail, folders, calendars, and contacts from other e-mail applications, such as Microsoft Outlook, Netscape, or Eudora. In addition, the convenient Calendar Peek and Date Picker features make it easy to quickly navigate the calendar and add events.

## Keep your Inbox clean and organized

E-mail communication is often hindered by the volume of messages that people receive. When combined with the nuisance of unsolicited junk e-mail, the task of organizing information can be overwhelming. WordPerfect Mail offers innovative filing capabilities and outstanding spam protection to help keep your inbox clean and tidy. It also provides automatic features to manage mailing lists, distribution lists, and RSS (Really Simple Syndication) news feeds. And, you can feel secure that you are avoiding viruses targeted at Outlook.

## Choose a full-featured e-mail application

WordPerfect Mail is a robust, full-featured application that provides e-mail, calendar, and contact management. It includes SAproxy Pro, the industry-leading software that protects you from annoying spam. In addition, WordPerfect Mail provides simple, straightforward options for composing e-mail messages, such as the Spelling Checker, Signatures, and text formatting tools. It also lets you maintain multiple accounts, aliases, and calendars.

## The ideal e-mail application for a best-of-breed office suite

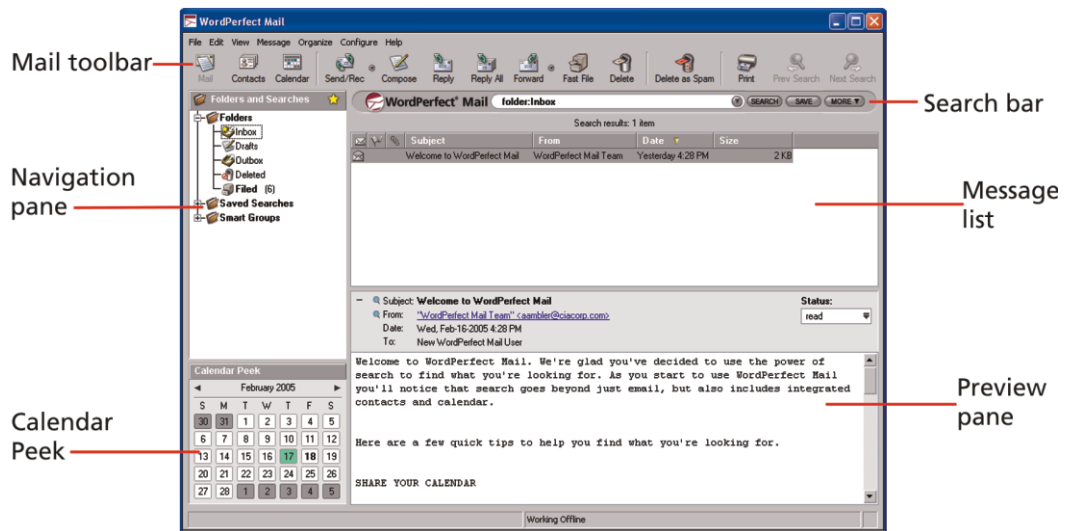
WordPerfect Mail is the ideal addition to the WordPerfect Office product family, offering best-of-breed e-mail capabilities developed in collaboration with Yahoo!. Based on the e-mail client formerly known as Bloomba, WordPerfect Mail is available as a standalone product as of July 2005. From May 2005,

WordPerfect Mail is available as an integral component of Corel's new collection of software for small business: WordPerfect Office 12 Small Business Edition.

## Getting started with WordPerfect Mail

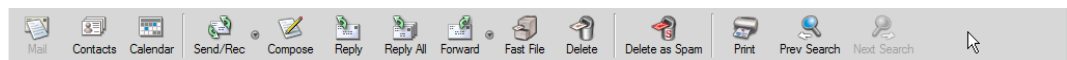
When you first start WordPerfect Mail, the Import wizard guides you through four quick steps for importing messages, contacts, and calendars from other e-mail applications. Start by selecting the application that you want to import from and follow the prompts of the Import wizard. WordPerfect Mail takes care of the rest.

**The Mail window:** The Mail window includes a Navigation pane that lets you quickly identify folders and the status of e-mail messages. WordPerfect Mail provides the standard folders that you expect to find in any e-mail application, including Inbox, Drafts, Outbox, Deleted, and Sent folders.



*The Mail window*

The Preview pane displays the currently selected message, a list of attachments, and the status of the message. The Message list displays all e-mail messages contained in the selected folder. A unique feature, the Calendar Peek displays the current month and brief descriptions of scheduled events. You can use the toolbar to easily toggle between the Mail, Contacts, and Calendar windows.



*The toolbar in the Mail window*

# What's included with WordPerfect Mail?

## Main application

WordPerfect Mail is a full-featured, easy-to-use application that offers e-mail, calendar, and contact management, as well as outstanding spam protection.

**E-mail:** The Mail window provides everything you need to compose, manage, and view e-mail messages. It offers simple text formatting features, convenient filing capabilities, straightforward customization options, and handy navigational tools.

**Calendar:** The Calendar window lets you schedule events and use the convenient Date Picker to quickly navigate the calendar.

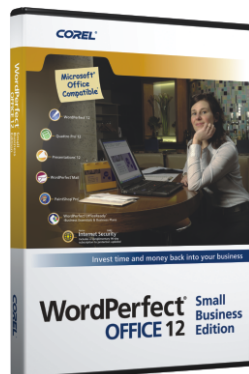
**Contact management:** The Contacts window lets you create, edit, and manage your list of contacts.

**Spam protection:** SProxy Pro uses a five-point protection system to keep your inbox free of spam.

## Availability



*In July 2005, WordPerfect Mail will be released worldwide as a standalone English product.*



*WordPerfect Mail was first bundled with WordPerfect Office 12 Small Business Edition in May 2005.*

## Documentation

- The **WordPerfect Mail User Guide** is included in the program as a PDF.
- Help file

## System requirements

- Windows® XP Home or Professional, Windows 2000, or Windows 98 SE
- Pentium® III 500 MHz processor
- 256 MB of RAM
- 110 MB of hard-disk space
- CD-ROM drive
- Mouse or tablet
- Internet connection

# Key features of WordPerfect Mail


WordPerfect Mail lets you instantly find information buried by years of accumulated e-mail, contacts, calendar, and folder clutter. A robust, full-featured, and easy-to-use application, WordPerfect Mail keeps your Inbox clean and tidy with innovative message-management and spam-protection features.

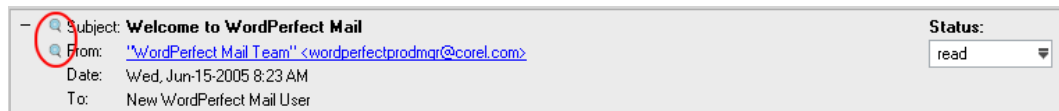
## Find the information you need with lightning speed

E-mail is supposed to make communication simpler. However, many people are so inundated with messages and spam that finding the information they need is akin to looking for a needle in a haystack. If you've ever tried searching with Microsoft Outlook or other e-mail applications, you already know how slow and inaccurate the process can be. WordPerfect Mail solves this problem.

Whether you need to find a personal message from a friend or relative, or an agenda summary for an upcoming meeting, WordPerfect Mail finds the information without delay. Using the same search technologies that power Internet search engines to instantly find information, the amazing speed of WordPerfect Mail easily eclipses the search capabilities of its competitors.

Built for the disk and memory characteristics of today's PC, WordPerfect Mail brings order to e-mail clutter. You can instantly find e-mail messages and attachments, contacts, and calendar events. Although, you can still organize and store e-mail messages in folders, you may not want to use such a filing system thanks to the outstanding speed and accuracy of the search capability.

**Quick Search buttons:** WordPerfect Mail provides Quick Search  buttons that find and sort all messages by a sender, or all messages within a subject. For example, if you are looking for a specific message that you received as part of a thread of messages, you simply select any message from the thread and click the Quick Search button to view all related messages.



*The Quick Search buttons let you instantly view messages from a particular e-mail address or about a particular subject.*

**Saved Searches:** This tremendous time-saving feature lets you save searches to immediately view all messages that meet the Saved Search criteria. For example, if you frequently need to find information from a particular company or contact, you simply save the search, and WordPerfect Mail instantly groups all related messages. The next time that you look for similar information, it's just a click away.

## Give it a try

### Creating a Saved Search

- 1 To open the Search form, click the **More** MORE ▼ button on the Search bar.
- 2 In the Search form, type the search parameters that you want to use.
- 3 Click the **Save** button.
- 4 In the New Top-level Saved Search dialog box, type a name for the search in the **Saved Search** field.
- 5 From the **Select Parent** list box, choose the folder where you want to save the search. The **<top>** option saves the search in the root of the Saved Searches folder.
- 6 From the **Group By** list box, choose one of the following options:
  - **Address Mode**
  - **Account**
  - **AddressBook**
  - **Categories**
  - **Priority**
  - **Status**
  - **Smart Groups**
- 7 Click **OK** to save the search.

You can now expand **Saved Searches** in the Navigation pane to view all messages that meet the parameters of your saved search. You can also use the **Next Search** and **Previous Search** buttons to quickly navigate saved searches.

**Expanding or narrowing searches:** In addition to providing quick and easy searches, WordPerfect Mail lets you expand search criteria. Narrow, easy searches use a simple keyword or phrase, such as a person's name, a subject, or even a word in an attached document or presentation. You can expand search criteria to include keywords, senders, recipients, folders, status, categories, and date. You can also save your search criteria to immediately find all messages that meet the criteria at any time.

WordPerfect Mail (bit) folder: "Archive Folders/Franchise Expansions" st:unread cat:business after:30-days SEARCH SAVE LESS ▲

Look for words: in Subject all of Franchise applicants New York

From contains: all of John Orbit

To/Cc contains: all of Paul Orbit

Folder: Franchise Expansions

Status: unread Categories: business Date range: Last 30 days

Search Save Clear

*The WordPerfect Mail Search bar lets you expand your search parameters.*

## Give it a try

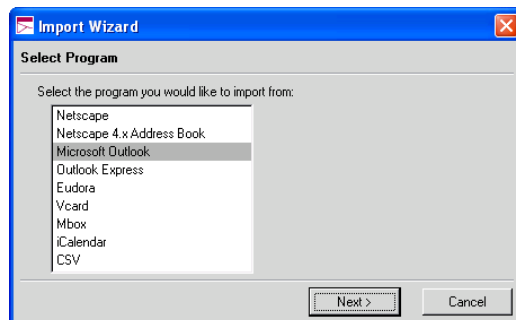
## Expanding a search

- 1 To open the Search form, click the **More** button on the Search bar.
- 2 In the **Look for words** area, choose one of the following options from the first list box:
  - **Anywhere** — searches for the word(s) in any part of an e-mail message
  - **In subject** — searches for the word(s) only in the subject heading
- 3 In the **Look for words** area, choose one of the following options from the **Look for** list box:
  - **All of** — locates all messages containing all search words. The search word is shown in parentheses in the Search bar. For example: subject:(event)
  - **Any of** — locates messages that contain any of the search words. The word OR appears in the Search bar. For example: subject:(event OR budget)
  - **None of** — excludes messages that contain any of the search words. A minus sign appears before the search words contained in the Search bar. For example: subject:-(event OR budget)
- 4 Type the word(s) you want to search for in the **Look for words** text box.  
If you want to search for an e-mail message from a specific sender, choose a search option from the **From contains** list box and type the sender's name in the text box.  
If you want to search for an e-mail message that you sent, choose a search option from the **To/CC contains** list box, and type the name of the receiver in the text box.
- 5 From the **Folder** list box, choose the folder in which you want to search.  
If you want to include all folders and searches, choose the **<top>** option.
- 6 Click the **Search** button.

## Discover easy to use features

WordPerfect Mail provides simple features that eliminate the hassles of e-mail management. It also includes several time-saving features, such as the Calendar Peek and the Date Picker, which improve productivity for business users. In addition, there's no fear of losing existing information. With just a few clicks, you can easily import account information from other e-mail applications.

**Import e-mail, attachments, calendar events, and contacts:** When you first start WordPerfect Mail, the Import wizard helps you import data from another e-mail program. You can import all existing contacts, messages, attachments, calendars and events, and folders from Outlook Express, Microsoft Outlook, Eudora, Netscape Mail, and even Web mail.



*The Import wizard lets you import messages, attachments, contacts, calendars and events, and folders from other e-mail applications with just a few easy clicks.*

## Give it a try

### Importing from Microsoft Outlook

Before you start the import process, close the e-mail application, temporarily disable any antivirus and anti-spam applications that are running, and disconnect from the Internet. After completing the import process, restart the antivirus program, and reconnect to the Internet.

- 1 Click **File** ► **Import**.
- 2 In the Import wizard, choose **Microsoft Outlook**, and click **Next**.
- 3 Click **Browse**, and choose the drive and folder where the PST file that you want to import is stored.
- 4 Click **Choose**, select the drive and folder containing the datastore, and click **Next**.
- 5 On the **Select Items** page, enable any of the following check boxes:
  - **Contacts**
  - **Account data**
  - **Messages**
  - **Calendar**

If you want to change the default folder location, click **Change**.

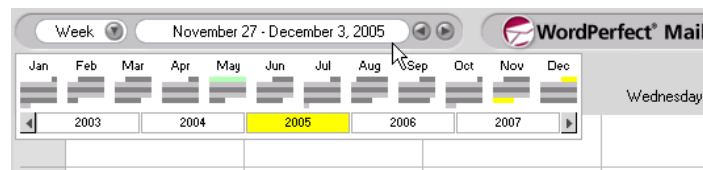
- 6 Click **Next**, and click **Import Now**.

**Calendar Peek:** The Calendar Peek is a convenient monthly calendar that appears in the Mail window. It highlights the current date, displays brief descriptions of scheduled events for any day that you select, and lets you add new events to your Calendar without leaving the Mail window.



*The Calendar Peek*


**Date Picker:** The Calendar window provides a handy, graphical Date Picker for quick and easy navigation. The Date Picker appears when you position the cursor over the date field on the property bar. It lets you navigate to past or future dates by day, week, month, or year.



*The Date Picker pops up when you position the cursor over the date field in the Calendar window.*

## Give it a try

### Using the Date Picker

- 1 In the Mail window, click the **Calendar**  button.
- 2 In the Calendar window, choose one of the following views:
  - **Day**
  - **Week**
  - **Month**
- 3 To see the Date Picker, position the cursor over the date field on the property bar.
- 4 Click the day, week, or month that you want to display.  
To close the Date Picker, simply position the cursor outside the Date Picker.


## Keep your inbox clean and organized

E-mail is integral to modern communication and increasingly people have to cope with an overwhelming volume of information. E-mail is also a target spam or junk mail, nuisances that add to the difficulties of finding what you're looking for. WordPerfect Mail provides simple features that make it easy to keep your inbox clean and organized.

**Fast Filing:** Fast Filing lets you quickly move messages to the **Filed** folder. You simply select a message and click the Fast File button. For added flexibility, you can also specify a different folder.

## Give it a try


### Using Fast Filing

- 1 In the **Message** list, select the message or messages that you want to file.
- 2 Click the **Fast File**  button.  
The messages that you selected are moved to the **Filed** folder.

**Categorizing:** Categories are an excellent way to associate contacts with places, events, businesses, and activities. You can assign categories to contacts to help you find and classify contact information. For example, you can create a category that has a conference name and then assign that category to all contacts you met at the conference.

## Give it a try

### Categorizing

- 1 In the Mail window, click the **Contacts**  button.
- 2 Right-click a contact in the **Contacts** list, click **Categories**, and choose the category that you want to apply to this contact.  
If you want to apply an additional category to this contact, repeat step 2.  
You can also apply a category to multiple contact files at the same time: hold **Shift** and click two contacts to select all contacts within that range; or hold **Ctrl** and click each file that you want to select.

**Rules:** To help you manage messages more efficiently, WordPerfect Mail lets you create rules for both incoming and outgoing messages. Rules identify certain types of messages so that actions are performed on all messages that meet the specified criteria. For example, you can request that all messages from a certain person be moved into a folder or be tagged with a category.

## Give it a try

### Creating a rule

- 1 From the menu, choose **Configure ► Rules**.
- 2 Click **Add**.
- 3 In the Add Rule dialog box, type a name for the new rule in the **Name** text box.
- 4 In the **Enable this rule for** area, enable one of the following check boxes:
  - **Incoming messages**
  - **Outgoing messages**
- 5 Click **Next**.
- 6 Type a **Search Phrase** for your rule, and click one of the following buttons; and click **Next**.
  - **Recent Searches** — lets you choose a search string and use it as the new rule, or as the foundation for a more complex set of search criteria
  - **Search Form** — lets you choose complex search parameters

If you want to apply the rule to all messages or manually apply a rule to messages at a later time, leave the **Search Phrase** text box blank.

- 7 On the **Specify actions** page, click **Add**.
- 8 Choose an action for your rule from the **Actions** list.
- 9 Click **Finish**.

**Spam protection:** To protect you from junk e-mail, or spam, WordPerfect Mail includes SAproxy Pro, the most comprehensive anti-spam software available today. Using a five-point protection system to fight spam, SAproxy Pro learns from stored e-mails, filters incoming e-mails by using a whitelist and blacklist system, scans incoming e-mails by using rules, consults with community blacklists, and calculates historical averages of received e-mails.

You can train SAproxy Pro to recognize which messages you consider spam and which ones you consider legitimate. This powerful feature remains effective even as spammers change their tactics for finding your inbox.



*SAproxy Pro uses a five-point protection system to keep your inbox free of spam.*

## Give it a try

### Training spam protection

To train SAproxy Pro, you provide it with a Training Database of messages that have already been classified as spam or legitimate e-mail. This is how SAproxy Pro learns which e-mails to treat as spam.

- 1 In the Mail window, choose **Configure ► Spam Protection**.
- 2 In the SAproxy Pro Configuration window, click the **Training** tab, and click **Training wizard**.
- 3 In the Spam Training dialog box, click **Next**.
- 4 Click **Browse**, and locate the **Mbox** file that you want to use.
- 5 In the **Learn these messages as** area, enable one of the following options:
  - **Spam** Sets the folder as containing spam messages
  - **Not-spam** Sets the folder as containing legitimate messages
- 6 Click **Next**.  
You can ignore any warning messages that appear.
- 7 Click **Next**.

SAproxy Pro displays a report detailing how many messages are in the Training Database. SAproxy Pro reports only on messages not yet analyzed, so if you've used a particular folder for training, it reports that no messages have been learned.

- 8 Click **Finish**.

**Smart Groups:** You can use Smart Groups to manage subscriptions to RSS (Really Simple Syndication) feeds and online mailing or distribution lists, such as news, reports, and other information that is updated on a daily, weekly, or monthly basis. Smart Groups automatically moves messages from your inbox to specified folders. RSS feeds, such as CNN, Wired, the Motley Fool, and others, provide an advantage over standard mailing or distribution lists because you do not have to reveal your e-mail address to the provider.



*The Smart Groups wizard makes it simple to manage subscriptions to RSS feeds.*

## Give it a try

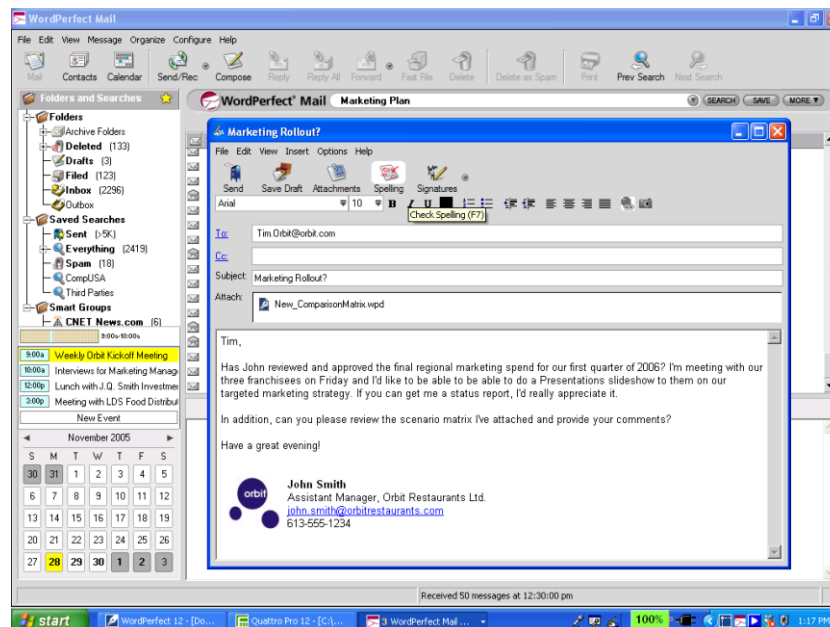
### Creating a RSS feed Smart Group

- 1 Click **Configure** ► **Smart groups**, and click **Add**.
- 2 Enable the **RSS feed** option, and click **Next**.
- 3 Scroll down to the **Custom RSS feed** area, and type a name in the **Enter subscription title** box. You can use whatever title you want. The name you choose appears under **Smart Groups** in the Navigation pane and in the Configuration dialog box.
- 4 Type the **RSS URL** in the **Enter RSS feed URL** box.  
If you want to include a description of the RSS feed, type the description in the **Enter description** box.
- 5 Click **Next**, select one of the **Lifecycle** options, and click **Finish**.  
If you choose the **Create a custom lifecycle** option, the Smart Groups message lifecycle dialog box opens. You then need to specify lifecycle settings and click **Accept changes**.

## Choose a full-featured e-mail application

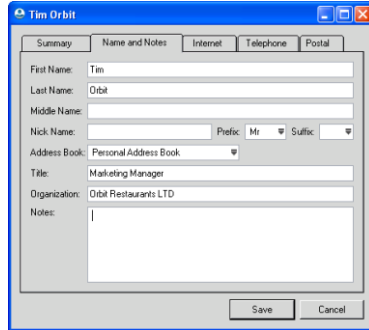
WordPerfect Mail is a full-featured e-mail application that offers contact management, spam protection, calendars, and more. It includes a Spelling Checker and easy-to-use text formatting tools for composing messages. In addition, you can easily create and use e-mail signatures.

**Composing an e-mail message:** For convenience, you can compose a new message from both the Mail and Contacts windows. It's easy to select the recipients to whom you want to send copies or blind copies. You can also easily attach files to messages. In addition, WordPerfect Mail provides simple text formatting features, such as bold, italic, numbering, bullets, and more. There's also a Spelling Checker to ensure proper spelling in your e-mail messages.



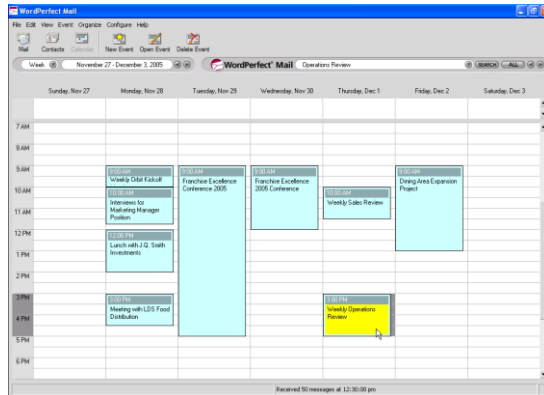
The WordPerfect Mail composition window

**Contact Manager:** The Contact Manager lets you create, edit, and manage your list of contacts. You can import contact information from other e-mail programs or create new entries. You can also create distribution lists of contacts. In addition, Categories provide an efficient way to manage contacts lists by associating contacts with their respective places, events, businesses, and activities. For example, you can use a conference name as a Category to sort all of the contacts that you met at a conference.



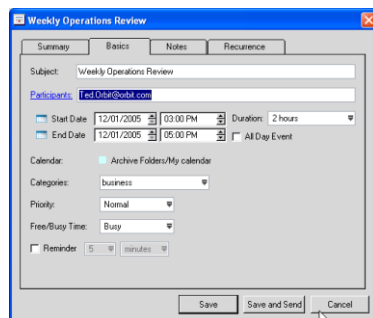
*The Contact Manager lets you create and edit contact information.*

**Calendar:** The Calendar lets you schedule events, such as meetings, appointments, and conferences. You can import and export calendar events between WordPerfect Mail and Microsoft Outlook. You can also subscribe to a calendar from a remote source. In addition, you can import a calendar from another e-mail application that supports iCalendar, the standardized Internet format for calendar, or ICS, files.



*The Calendar window*

You can navigate the Calendar by scrolling or by advancing to the current date or to a specified date. The Date Picker lets you navigate the Calendar graphically. It appears when you position the mouse over the date field on the property bar. When you create an event, you can specify the participants; date, time, and duration; the calendar in which you want to schedule it; and the category to which you want to assign it. You can also assign a priority to the event, such as Low, Normal, or High. In addition, you can specify whether the event is recurring.



*You can create events in the Calendar.*

**Connect to an e-mail server:** WordPerfect Mail can easily connect to e-mail servers that use the POP3 or IMAP protocols.

## Give it a try

### Connecting to a POP3 or IMAP server

- 1 From the menu, choose **Configure ► Accounts and Aliases**, and click **Add**.
- 2 In the Add Account dialog box, select **POP3 account** or **IMAP account**, and click **Next**.
- 3 In the **Display name** text box, type your display name for example, John Orbit.
- 4 In the **E-mail address** text box, type your e-mail address for example, john.orbit@orbit.com.
- 5 Click **Next**, and in the **Server** text box, type the name of your e-mail server.
- 6 Type your **Username** and **Password** in the appropriate text box, and click **Finish**.
- 7 In the **Configure** list, choose **Outgoing Servers**, and click **Add**.
- 8 In the Outgoing Servers dialog box, type the name of your e-mail server in the **Server address** text box.
- 9 Enable the **This server requires authentication** check box, and click **OK**.
- 10 In the Configuration dialog box, click **OK**.

**E-mail signature:** You can create signatures for work-related messages and for personal messages. You also can associate specific signatures with accounts or aliases. In addition, you can personalize signatures by adding small images and URLs.

## Give it a try


### Creating a signature

- 1 From the menu, choose **Configure ► Signatures**.
- 2 Click **Add**.
- 3 In the New Signature dialog box, type a name for the signature file in the **Name** text box. This name does not appear in the signature. It is used to identify the signature file.
- 4 Type the text that you want to appear as the signature in your e-mail messages.
- 5 Choose a font from the **Font** list box, and a font size from the **Size** list box.
- 6 Use the other features on the formatting bar to format the text, and click **OK**. The new signature appears in the **Signatures** list. To change the order in which it appears in the Signatures list in the message window, click the **Move Up** or **Move Down** buttons.
- 7 Click **OK**.

**Spelling Checker:** The Spelling Checker lets you check the spelling of a message before sending it. You can also set WordPerfect Mail to automatically check the spelling of outgoing messages.

## Give it a try

### Using the Spelling Checker

- 1 In a message window, click the **Spelling**  button.  
The first word that is unrecognized by the Spell Checker is highlighted in the **Not in dictionary** dialog box.
- 2 Choose a word from the **Suggestions** list box.
- 3 Click one of the following buttons:
  - **Change** — replaces this instance of the misspelled word
  - **Change All** — replaces all instances of the misspelled word

If you want a suggestion for a replacement word, click **Suggest**.

To accept the spelling as correct in this instance, click **Ignore**.

To accept the spelling as correct in this and all other instances, click **Ignore All**.

# About Corel

Corel Corporation provides innovative software solutions that help millions of value-conscious businesses and consumers in more than 75 countries improve their productivity. The company is renowned for its powerful software portfolio, which combines innovative photo-editing, graphics-creation, vector-illustration, and technical-graphics applications with office and personal productivity solutions. Corel's flagship products include the CorelDRAW® Graphics Suite, the WordPerfect® Office suite, Corel® Painter™ Natural-Media® painting and illustration software, and the Paint Shop™ family of digital photography and image-editing software. For more information, please visit [www.corel.com](http://www.corel.com).

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**WordPerfect Expert Newsletter:** The WordPerfect Expert is where you'll find everything you need to keep up-to-date with what's happening in WordPerfect world: including news and events, tips, tricks and training opportunities. And we're also going to include some free downloads — just for our WordPerfect community. To subscribe, visit [www.wordperfect.com/newsletter](http://www.wordperfect.com/newsletter).

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