COREL™

WordPerfect®
STANDARD OFFICE X6

Legendary control. Trusted compatibility.

PROFESSIONAL HOME & STUDENT LEGAL **Reviewer's Guide**

WordPerfect®

STANDARD OFFICE X6

Contents

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Introducing Corel® WordPerfect® Office X6

As the technologies of day-to-day life and work have evolved — new ways of sharing information, new file formats, new hardware — what users seek from office productivity software has changed, too. Through it all, the priority of WordPerfect Office has been to deliver tools that make your life easier, and this focus has earned the suite a fiercely loyal following. Driven by the latest advancements and customer feedback, the development of WordPerfect Office X6 remains true to its longstanding commitment of simplifying the office productivity workflow.

For millions of longtime users, WordPerfect Office is their tool of choice because of the legendary control it allows when creating and formatting critical documents and the powerful compatibility it offers when sharing information. As the needs of our users have grown and shifted, WordPerfect Office X6 has expanded to provide powerful new tools and capabilities in tandem with its traditional strengths, creating an unrivaled office productivity experience.

WordPerfect Office X6 lets you do more with your office suite — for less.

Power

What made the suite a mainstay two decades ago is what still makes WordPerfect Office the productivity tool of choice for so many today — renowned formatting features and an intuitive workspace. WordPerfect Office X6 helps you focus on the content of your documents rather than the logistics of your software. When it's critical for a document to look just right, you need the unique features and user experience of WordPerfect Office X6.

Productivity

Millions choose WordPerfect Office because it doesn't make you work — it works for you. WordPerfect Office X6 adds innovative features to an impressive office productivity toolset so you can get the most done in as little time possible. New multiple monitor support lets you open and simultaneously work on more files than ever, and advanced preview features let you view, search, print, and copy files directly from Windows® Explorer and Microsoft® Outlook.

Collaboration

Because people exchange work and collaborate with others more than ever, WordPerfect Office X6 is designed on the principle that the format of a file is secondary to its content. Enhanced compatibility with Microsoft Office formats and improved PDF capabilities in combination with enterprise-class collaborative features like Web Services and Microsoft SharePoint support ensure hassle-free sharing and collaboration. And now WordPerfect X6 gives you the ability to publish to eBook formats, so you can give your work an even wider audience.

Value

WordPerfect Office is the leading alternative to Microsoft Office because it offers an incredible variety of applications in one value-priced package. WordPerfect Office X6 has a range of powerful productivity tools that you'd otherwise have to get from multiple sources: an office suite, unique PDF tools, enterprise-class collaboration features, and new video-editing and file-compression software.

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2

Customer profiles

WordPerfect Office X6 has been developed to meet the demands of the product's core users in the government, legal, and education markets, as well as the needs of consumers and small businesses. Each of these customers share a desire to achieve more with their documents and realize the savings of a value-priced office suite that offers enterprise-class features.

Government

WordPerfect Office X6 is specifically geared to the needs of public sector organizations, offering enterprise-class features, enhanced compatibility with Microsoft® Office file formats, and strong support for open standards. In addition to its hassle-free licensing, WordPerfect Office X6 also supplies an open architecture, support for accessibility technologies, and flexible workspace-customization options.

Legal

Law offices, from solo practitioners to the largest firms, benefit from WordPerfect Office X6 through the suite's advanced, intuitive formatting; easily customizable workspaces and templates; powerful redaction tools; robust PDF capabilities, including enhanced support for PDF/A; tools specific to the legal field, such as the new Bates Numbering feature; and support for key file formats, such as WordPerfect, Microsoft Office, PDF, and EDGAR®.

Small Business

WordPerfect Office X6 is designed to meet the needs of value-conscious small and home-based businesses, specifically those lacking a complex IT infrastructure and having fewer than 50 employees who use PCs. These customers look for software that lets them quickly create professional-looking content and tools that help them accelerate their businesses through better output, better analysis, or better presentation.

Consumer

Customers shopping for software for their home PCs seek easy-to-use applications that help them perform a wide range of tasks — and WordPerfect Office X6 delivers. Home PC users require the ability to open, save, and edit in a variety of file formats, and the tools to easily create good-looking documents without being a software expert.

Education

With professional-quality features, strong collaboration capabilities, and a value price, WordPerfect Office X6 is ideal for customers in the education field, ranging from individual students and teachers to educational institutions of all sizes. These customers share the need for low-cost software, flexible licensing, Microsoft Office and PDF compatibility, and the ability to work with and share a wide variety of content in both legacy and emerging file formats.

3

New and enhanced features

Adapting to the ever-changing ways people create, share, and consume information, WordPerfect Office X6 blends leading-edge tools with classic features.

Productivity

New features in WordPerfect Office X6 help you work faster and smarter.

New! **Multiple Monitor support:** WordPerfect X6 makes it easier than ever to work on multiple documents at the same time. You can even edit a document on one screen in real-time and show it to a client on another. And when you're comparing complex, highly detailed files, you can get a full-screen look at both by having them open on separate monitors. You can also open the current document in a new instance of WordPerfect X6 in a couple of clicks.

New Multiple Monitor support lets you work on several documents at the same time.

New! **WordPerfect® eBook Publisher:** Publishing an eBook usually requires extensive technical know-how and a variety of complex software. Or, you could pay an eBook publishing company to do it. Now using the new WordPerfect® eBook Publisher, you can lay out a book with the legendary formatting features of WordPerfect and then publish it to an eBook format in no time.

The WordPerfect eBook Publisher has an intuitive interface, making it easy to create MOBI formatted files, which can then be uploaded to Amazon and shared on the Kindle™ and other handheld devices and smartphones.
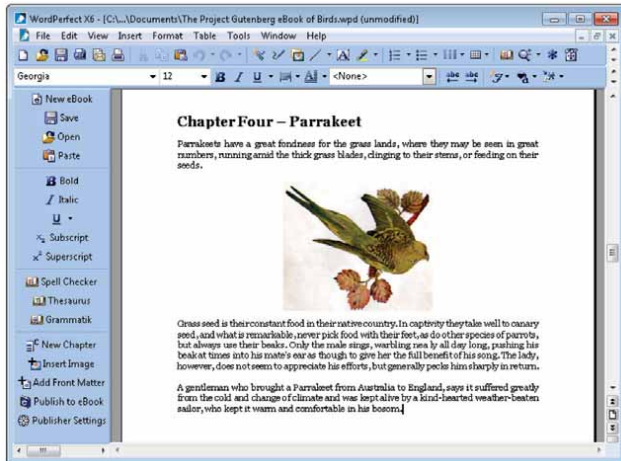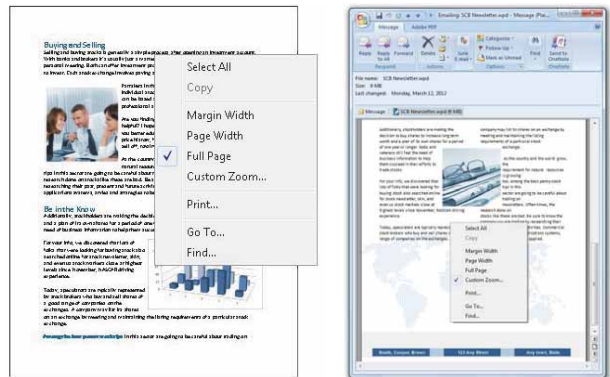
WordPerfect eBook Publisher helps you avoid complicated software and costly conversion fees.

Right-clicking a document preview in Windows Explorer (left) or Microsoft Outlook (right) presents a range of options.

Give it a try

Publishing an eBook

1   Click **File** menu ▶ **New from Project**.

   The PerfectExpert dialog box appears.

2   Choose **eBook Publishing** from the list box.

3   Choose **MOBI Publisher** from the list.

4   Click **Create**.

5   Click **Enable macros**.

6   Follow the steps in the **WordPerfect eBook Publisher Wizard**.

New! **Advanced Preview:** The new Preview mode lets you have a look at WordPerfect files in Windows® Explorer and Microsoft® Outlook® before you open them. Other word processors only let you select and copy text from the preview window, but WordPerfect X6 also lets you customize the preview zoom level, perform a text search, and browse a file by scrolling through document elements, such as headings, comments, and graphics. You can even print a WordPerfect document directly from Preview mode.

Give it a try

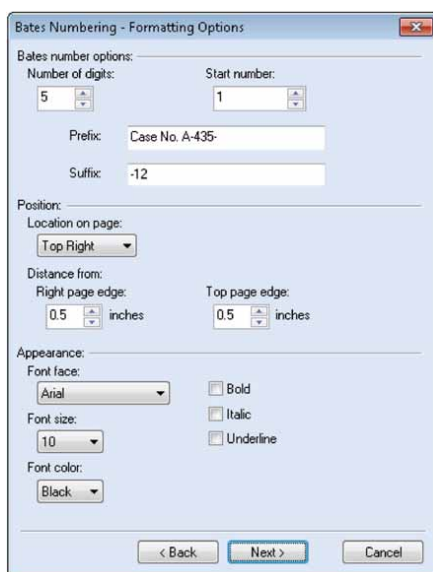### Printing a WordPerfect document from Windows Explorer

1   Open Windows Explorer, and click **Organize ▶ Layout ▶ Preview pane**.

2   From the sample files provided to you, open **SCB Newsletter.wpd**.

3   In the Preview pane, right-click and choose **Print**.

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Power

WordPerfect Office X6 lets you work the way you want so you can maximize your document's impact.

New! **Bates Numbering:** Adding Bates numbering to critical files is standard practice in many fields, including law and medicine, and can be tedious and time-consuming. Legal users can save time with this new tool that lets you easily insert Bates numbers in WordPerfect documents. Every page in a document is assigned a unique, incremental number for quick identification.

You can apply Bates numbering for easy document identification and retrieval.

New! **Macros:** Many often-performed tasks are now automated in WordPerfect X6, saving you time and boosting your productivity. With a single click of a button on the Shipping Macros toolbar, you can discard all changes and open the last saved version of a file, print the current document page, save all open files, highlight all instances of a word or phrase, and more.

Enhanced! **Reference Center:** From a single, easy-to-use location, the Reference Center gives you quick access comprehensive Help files, tips, and tutorials for each of the main applications. And now, with an overhauled index, improved navigation features, and new search functionality and tips, the Reference Center makes finding the information you need about WordPerfect Office X6 easier than ever. You can even search the web for answers directly from the Reference Center.

The Reference Center offers new web-search functionality.

Collaboration

WordPerfect Office is renowned for unrivaled file compatibility and exceptional collaboration tools, and this version of the suite builds on that tradition.

New! **WordPerfect Viewer for Android™:** If you're on the fly, the WordPerfect® Viewer for Android™ helps you take care of business and keep important projects moving. You can read WordPerfect email attachments and downloaded files with a simple tap on any Android device. You can also quickly scan a document by keyword, email converted files, and export an HTML version.

The WordPerfect Viewer for Android keeps you in touch with important information when you're on the move.

Enhanced! **The PDF Office Suite:** PDF is the standard format for sharing electronic documents, but the inherent value of PDFs isn't fully exploited if the content can only be read. With unrivaled importing, editing, archiving, and exporting capabilities, WordPerfect X6 lets you do more with PDFs than any other word processor.

* **PDF import:** By simply opening a PDF with WordPerfect X6, you can easily reuse text and graphics, and then save the file to a wide variety of formats. And if you only need the text in a PDF, you can choose to import it without the layout.

* *Enhanced!* **Suite-wide publishing to PDF:** The PDF capabilities of WordPerfect Office X6 aren't restricted to word processing documents. You can create rich, eye-catching PDFs in Quattro Pro X6 and Presentations X6, too. And unlike Microsoft Office, there's no need to download or buy another tool just to create a PDF from a spreadsheet or slideshow.

* *Enhanced!* **Import scanned PDFs:** In a couple of clicks, you can convert characters in image-based PDFs to fully editable text. New to WordPerfect X6 is the ability to convert JPEG 2000 images in PDFs.

* *Enhanced!* **File size options:** You can tailor PDF file-size and print-resolution options to best suit a variety of platforms, such as web, email or print.

* *Enhanced!* **PDF/A support:** WordPerfect Office X6 has updated PDF/A support, so archiving documents to meet government standards is easier and more efficient than ever.

* **Password protection:** You can password-protect PDFs you create in WordPerfect Office X6 to restrict who can view, copy, edit, or print your work.

* **Tagged PDF support**: Support for tagged PDFs ensures that PDFs flow exactly as intended, are readable on handheld devices, and meet government accessibility standards.

Enhanced! **Open, edit, and create files in the latest Microsoft Office formats:** As Microsoft Office proprietary formats change, WordPerfect Office X6 keeps pace to help clear any compatibility hurdles. Improved header and margin support makes for easier round-tripping of templates and pleading papers with Microsoft Word users. Whether it's the latest Microsoft Office document (DOCX), spreadsheet (XLSX) or presentation (PPTX), WordPerfect Office X6 ensures hassle-free collaboration and file exchange, including Open Office XML documents.

Value

WordPerfect Office X6 helps you do more with your office suite for less.

Enhanced! **BrainStorm® QuickHelp™ Training:** WordPerfect Office X6 gives you quick access to video-based training from BrainStorm, Inc. an industry-leader in software training since 1995. In just one click from the WordPerfect X6 toolbar, you'll receive short, easy-to-follow video training with step-by-step instruction to keep you more productive in the workplace, at school, and at home.
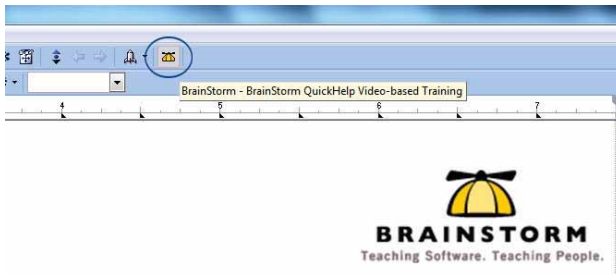
*You can take advantage of the free BrainStorm QuickHelp™ video-based training right from the toolbar.*

New! **Corel® VideoStudio® Essentials X4:** Corel® VideoStudio® Essentials X4 is the simple way to start making movies and slide shows. You can quickly add photos, videos, and music to the library, then drag them to the timeline where you can apply a wide variety of transitions, filters and effects. Then share your videos online via your favorite websites, including Facebook®, Flickr®, and YouTube™.

Corel VideoStudio Essentials X4 is the simple way to start making movies and slide shows.

Nuance PaperPort® 12 SE: Eliminating paper clutter and organizing an office just got a lot easier with Nuance PaperPort 12 SE. Mounds of hard copies and photos can be scanned to fully searchable PDFs, simplifying document management. Nuance PaperPort 12 SE is the perfect complement to the renowned PDF capabilities in WordPerfect Office. You can annotate PDFs, facilitating collaboration and making any extra PDF software unnecessary. Using OCR (Optical Character Recognition) technology, PaperPort 12 SE can convert scans of paper documents into WordPerfect (WPD) or Microsoft Word (DOC) files for even more flexibility. What's more, scanned spreadsheets can be converted to Quattro Pro (QPW) or Microsoft Excel (XLS) files, and scanned slideshows to Presentations (SHW) or Microsoft PowerPoint (PPT) files.
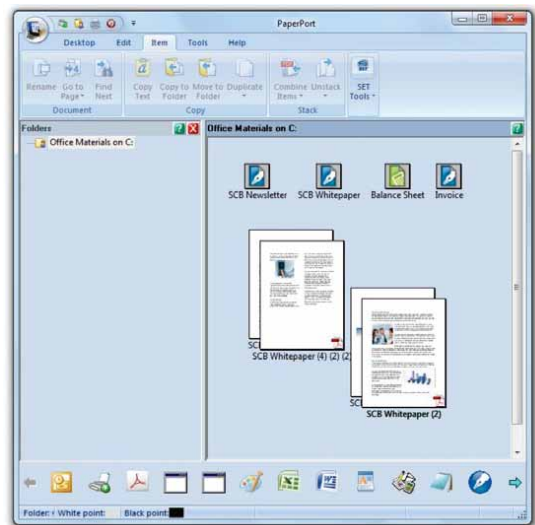
*Nuance PaperPort 12 SE lets you organize, scan, and share your documents.*

4

Favorite features

WordPerfect Office X6 delivers a legendary user experience found nowhere else, offering unparalleled control over multipage documents and features famous for their ability to deliver results when it counts.

Reveal Codes: This unique feature has long been a favorite of WordPerfect fans because it helps to reduce the time required for formatting documents. Easy to use, Reveal Codes makes it simple to change document formatting. For example, to remove bold formatting, turn on Reveal Codes, locate the <Bold> code, and then just drag it out of the Reveal Codes window. In addition double-clicking any code in the Reveal Codes window lets you make advanced alterations to the settings or styles.
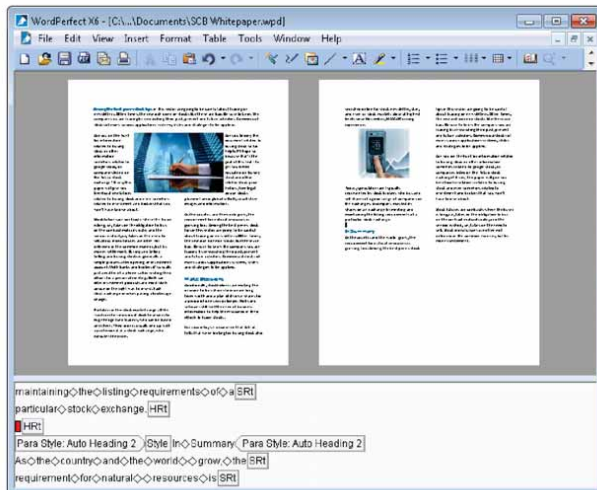
Reveal Codes gives you total control over formatting.

Make It Fit: Sometimes there's just a little too much to say in the space that there is to work

with. For example, you might have a two-page invoice that you'd like to squeeze onto a single page. This longtime favorite lets you select a block of text and instantly resize it to fit a specified number of pages. And, the tweaking is so subtle that formatting changes are barely noticeable.
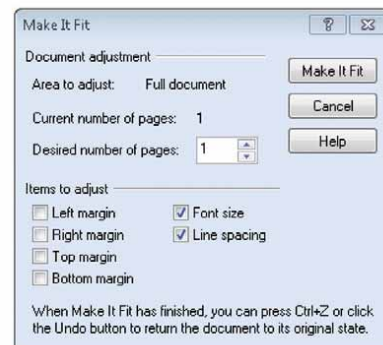
You can make selected text or all text in a document fit a specific number of pages.

## Give it a try

Making text fit a specific number of pages

1 Click **File** menu ▶ **Open**.

2 From the sample files provided to you, open **SBC Invoice.wpd**.

3 Click **Format** menu ▶ **Make It Fit**.

4 Type **1** in the **Desired number of pages** box.

5 The invoice text is reduced to one page.

Customizable workspace: Rather than force anyone to work a certain way, WordPerfect Office X6 encourages you to work in whatever way suits you best with easy-to-use workspace

customization settings. With a single click, the unique Workspace Manager automatically adopts the keystrokes and menus of Microsoft Office, so there's no need to hunt for commands or features if you're new to WordPerfect Office X6.

PerfectExpert™: Get started quickly with the PerfectExpert, a step-by-step guide that offers an array of project templates and helpful advice. Positioned on the left side of the workspace, this comprehensive resource waits unobtrusively to provide help when needed. When a user starts a PerfectExpert project, the PerfectExpert panel dynamically updates to provide advice and guidance specific to the task at hand.

WordPerfect® Viewer for the iPhone® and iPad®: When you're on the move, the WordPerfect® Viewer keeps you touch in with important information. On your iPhone® or iPad®, you can read WordPerfect email attachments and downloaded files with a simple tap. A search feature lets you quickly scan a document to find relevant sections by keyword. You can also bookmark files, email converted files, and export an HTML version.
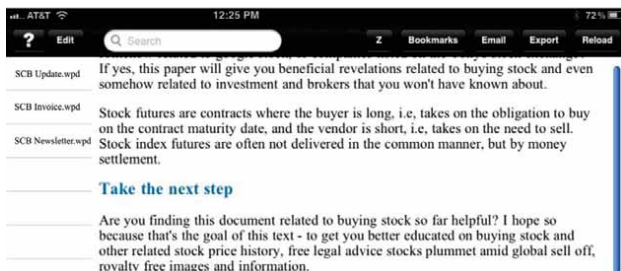
The WordPerfect Viewer gives you the freedom to keep business moving — wherever you go.

Browse By button: A hidden gem in WordPerfect X6 and Quattro Pro X6, this handy button lets you scroll through long documents by heading, table, footnote, graphic, or other object, allowing for quick review of specific elements in a file.

Context-sensitive property bars: The property bar in each application of WordPerfect Office X6 puts every option and button related to the task being performed front and center, saving time and effort.

Comprehensive legal tools: WordPerfect is an indispensable tool in legal offices because of the tools unavailable anywhere else. With the Pleading Expert, legal professionals create a custom pleading format — one time, and for each variation required — and then simply use the Pleading Expert Filler to complete pleadings.

The Legal toolbar helps save time and streamlines the legal workflow. It provides quick access to tools for adding Bates numbering and creating Tables of Authorities, Tables of Contents, and lined Pleading Paper. Other tools on the Legal toolbar let you turn on automatic paragraph numbering, use redlining, create watermarks, publish to EDGAR, and compare documents.

Redaction: WordPerfect X6 provides redaction tools, allowing you to replace sensitive or confidential information with a black bar. The replaced text cannot be retrieved or revealed in the redacted version of the document. This versatile feature can search a document for words and phrases to hide and automatically apply redaction marks. In addition, the redacted document can be saved to DOC, PDF, or WPD with the redacted text in place.

Metadata removal: WordPerfect X6 has a built-in feature that helps ensure that you never get caught with confidential or sensitive information in your documents. Metadata is information that lurks within office productivity files, such as

- undo/redo history
- reviewers' notes
- hidden text
- comments
- document summary data
- headers and footers
- hyperlinks
- routing slips

This type of information is often confidential, and its inclusion within files could be detrimental to court cases or contract negotiations. The Save Without Metadata feature lets you decide what

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metadata to remove from documents — without requiring additional purchase or download.

Microsoft® SharePoint® support:
WordPerfect X6 gives you direct access to Microsoft SharePoint, the de facto document management system standard for organizations where multiple people write, review, and access the same document. Legal, enterprise, and government users can quickly retrieve and store documents, compare document versions, and track changes directly from within WordPerfect X6. In addition, updates to the WordPerfect iFilter allow you to search content in WordPerfect documents stored in a Microsoft SharePoint server with Google Desktop and Windows Desktop Search.
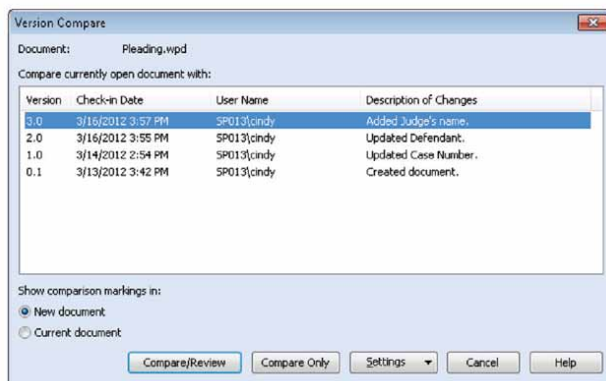
WordPerfect X6 can display a detailed list of changes.

Web Services integration: WordPerfect X6 supports Web Services, which allow you to import data to create templates from web-based databases, such as Oracle. With Web Services integration, you can populate fields in documents with data pulled from the web and update reports as needed. This allows users in enterprises, government departments, and legal organizations to efficiently collaborate across systems and quickly gather the most up-to-date information from both internal and external databases.

WordPerfect® Lightning™: This digital notebook makes it easier than ever to capture, organize, and reuse ideas, information, and images. It helps you perform your most common tasks simpler and faster. WordPerfect Lightning helps you:

- **Create:** The Notes window lets you capture ideas, reuse information from other sources, and insert graphics or pictures.

- **View:** The Viewer lets you read Microsoft Word (binary), WordPerfect, and image files.

- **Grab:** You can easily take a snapshot of any area of your desktop or Web browser, which is saved as a note that can be emailed, printed, saved as an image file, or sent to WordPerfect X6.

An all-in-one office solution: Why spend time and money looking for an office suite *and* software for creating, editing, and annotating PDFs when WordPerfect Office X6 offers that and more? The tight integration of a range of productivity tools makes for a smooth, time-saving, headache-free workflow.

5

What's included with Corel® WordPerfect® Office X6 – Standard Edition?

Main applications

- **WordPerfect® X6**
- **Quattro Pro® X6**
- **Presentations™ X6**

Supporting applications

- **WordPerfect® Lightning™**
- **WordPerfect® Viewer**
- **Presentations™ Graphics X6**
- **Corel® VideoStudio® Essentials X4**
- **Nuance PaperPort® SE 12**
- **Mozilla® Thunderbird® for WordPerfect® Office**
- **Mozilla® Firefox®**

Supporting utilities

- **WordPerfect® OfficeReady™ Template Browser** – makes it easy to find the right template for any project
- **WordPerfect® Office Conversion Utility** – converts batches of any document type that WordPerfect X6 can open to the WPD format
- **PerfectScript™** – helps you create macros, recordings, and scripts
- **QuickFinder™** – lets you find files by performing highly customizable searches
- **PerfectExpert™** – guides you through basic tasks and helps create detailed projects

- **Electronic Pocket Oxford™ Dictionary** – gives you the ability to look up 30,000 definitions and phonetic spellings
- **WordPerfect® XML Project Designer** – enables you to define how various elements are to be displayed
- **WordPerfect® Address Book** – lets you store and manage personal and business contact information

Content

- 10,000 clipart images
- 175 photos
- 900 TrueType® fonts
- 300 templates

Documentation

- Reference Center
- BrainStorm® video-based training
- Printed WordPerfect Office X6 Handbook
- WordPerfect Office X6 PDF manuals
- Plain-text format Help files for use with screen-readers

Professional Edition: additional applications and resources

- **Paradox®:** A relational, file-based database application, Paradox® lets you store and retrieve data in a variety of ways. To help track, organize, and compile data, this complete desktop database solution stores information in powerful, searchable tables.

- **Software Developer Kit (SDK):** The Professional Edition includes an SDK to simplify deployment and maintenance of the software.

- **Corel® PDF Fusion™:** This all-in-one PDF creator lets you view files, plus assemble, edit and create PDFs. You can take pages from multiple files, including documents, spreadsheets, and presentations — without having to buy and install the software used to create the file — and combine them into a single PDF to share with anyone. Corel PDF Fusion lets you add new text, bookmarks and comments and convert files to PDF, XPS and DOC formats with just a click. WordPerfect Office X6 Standard Edition offers a trial version of Corel PDF Fusion.

Legal Edition: additional applications and resources

- *New!* **Corel® Perfect Authority:** This new program automates the citation process by generating a Table of Authorities in a few easy steps, saving legal firms time and money. Corel® Perfect Authority works with WordPerfect Office X6 allowing law firms, paralegals, corporate legal departments and government agencies to reduce the amount of time spent manually creating Table of Authorities. Powered by the legendary formatting features of WordPerfect, Corel Perfect Authority enables users to create a variety of customizations, helping legal entities meet the citation formatting requirements of different districts or courts.

- **Pleading Expert:** A favorite tool among legal professionals, the Pleading Expert is a step-by-step wizard that helps create custom pleading styles. It guides you through page, margin, font, line, footer, and signature settings, and can save pleading styles that can be easily reused.

Minimum system requirements

- Windows® 8, Windows® 7, Windows Vista®, Windows® XP (32 bit and 64 bit with latest Service Pack and Critical Updates)

- 1.5 GB hard disk space for minimum installation

- 256 MB RAM

- 466-MHz processor

- 800×600 monitor resolution (1024×768 or higher recommended)

- DVD drive

- Mouse or tablet

Installation

The installation wizard makes it easy to install WordPerfect Office X6.

To install the software

1. Insert **WordPerfect Office X6 DVD** into your DVD drive.
   The WordPerfect Office X6 installation screen appears.

2. Select the **WordPerfect Office X6** option to install the software, and follow the instructions on your screen.
   A message is displayed when installation is complete.

3. Click **Finish** to exit the installation wizard.

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Which WordPerfect® Office X6 edition best suits your needs?

	Standard	Professional	Home & Student	Legal
WordPerfect® X6	✓	✓	✓ *	✓
Quattro Pro® X6	✓	✓	✓	✓
Presentations™ X6	✓	✓	✓	✓
WordPerfect® Lightning™	✓	✓	✓	✓
WordPerfect® OfficeReady™	✓	✓	✓	✓
Mozilla® Firefox®	✓	✓	✓	✓
Corel® PDF Fusion™	✓ (Trial)	✓	✓ (Trial)	✓
Nuance PaperPort® SE 12	✓	✓	✓	✓
Mozilla® Thunderbird®	✓	✓		✓
Paradox®		✓		
Corel® Perfect Authority				✓
BrainStorm® video-based training	✓	✓	✓	✓
Corel® VideoStudio® Essentials X4	✓	✓		✓
WordPerfect® eBook Publisher	✓	✓		✓

* Home & Student Edition does not include PDF Import (OCR or text-based)

About Corel Corporation

Corel is one of the world's top software companies with more than 100 million active users in over 75 countries. We develop software that helps people express their ideas and share their stories in more exciting, creative and persuasive ways. Through the years, we've built a reputation for delivering innovative, trusted products that are easy to learn and use, helping people achieve new levels of productivity. The industry has responded with hundreds of awards for software innovation, design and value.

In February 2012, Corel acquired Roxio's broad range of digital media and security solutions, expanding its product portfolio with new products including the industry's most popular digital media suite and the leading media conversion software on the Mac® platform.

Our award winning product portfolio includes some of the world's most widely recognized and popular software brands, including CorelDRAW® Graphics Suite, Corel® Painter™, Corel® PaintShop™ Pro, Corel® VideoStudio®, Corel® WinDVD®, Corel® WordPerfect® Office, WinZip®, Roxio Creator® and Roxio® Toast®.

Our global headquarters are in Ottawa, Canada, and major offices are in the United States, the United Kingdom, Germany, China, Taiwan, and Japan.

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Legendary control. Trusted compatibility.

Media Contact North America

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