COREL™

WordPerfect®
STANDARD OFFICE X7

Reviewer's Guide

WordPerfect® STANDARD OFFICE X7

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Introducing Corel® WordPerfect® Office X7

WordPerfect® Office X7 is a powerful, intuitive, and highly compatible office suite that helps you do more with documents, spreadsheets, and presentations. More than 30 years since it first took the computing world by storm, the legendary WordPerfect continues to be trusted by governments, law firms, educational institutions, businesses, and consumers.

Productivity

With its familiar interface, unrivaled formatting control, support for dual-monitor workflows, and unique legal tools, WordPerfect Office X7 helps you stay productive — at work, at home, and on the go.

You can now create fillable PDF forms, which are perfect for interactive information gathering. The new Macro Manager makes it easier than ever to discover, edit, and run powerful workflow automation macros. Plus, the new Mail Merge Expert walks you step-by-step through the mass mailing process.

Power

A key factor in the longevity of WordPerfect Office is that it puts you in the driver's seat, offering an array of classic tools and features, such as Reveal Codes, metadata removal, redaction, and Make It Fit™. And with WordPerfect Office X7, a new iPad companion app frees you from the desktop so you can stay productive on the road.

In addition, the new Keystroke Menu makes it easier to find features, tools, and menu commands without clicking through menus. And you can now publish WordPerfect documents to HTML5, the new standard for multimedia and graphical web content.

Collaboration

WordPerfect Office has always been built to ensure that you can easily collaborate and exchange your files with others.

To that end, WordPerfect Office X7 offers extensive support for more than 60 file formats, including the latest versions of Microsoft Office. Plus, its robust PDF import and publishing capabilities, and integration with Microsoft SharePoint, make it easy to share your documents, spreadsheets, and presentations with anyone.

Value

At just a fraction of the price of its competitors, WordPerfect Office X7 offers exceptional value. This complete productivity suite includes built-in eBook publishing options, the secure data solution Roxio Secure Burn, comprehensive training and Help resources, and an abundance of TrueType fonts, clipart images, digital photos, and project-ready templates.

Why spend more for less?

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Customer profiles

WordPerfect Office X7 meets the demands of its core users in the government, legal, and education markets, as well as the needs of consumers and small businesses.

Government

These users want an office suite with enterprise-class features, flexible workspace-customization options, compatibility with Microsoft Office, and support for open standards and accessible technologies.

Legal

These users want an office suite with intuitive formatting options, customizable project templates, powerful redaction tools, robust PDF capabilities, legal-specific tools for pleadings and Bates numbering, and support for commonly-used file formats, such as WordPerfect, Microsoft Office, PDF, and EDGAR®.

Small Business

These cost-conscious users want an office suite that helps them to quickly produce professional-looking business and marketing materials, analyze business data, and communicate with customers and colleagues.

Consumer

These users seek an affordable, easy-to-use office suite that helps them open, save, and edit a wide range of file formats, and quickly create a variety of documents that help them with household management.

Education

Whether students, teachers, or educational institutions, these users want a low-cost office suite that's easy-to-use, is compatible with Microsoft Office and PDF, and offers flexible licensing options.

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What's included in the Standard Edition?

Applications

- **WordPerfect® X7:** This powerful and feature-rich word processor offers hassle-free, easy-to-use formatting options that help you do more with documents.

- **WordPerfect® eBook Publisher:** This easy-to-use add-on includes step-by-step instructions to help you create a digital eBook.

- **Quattro Pro® X7:** This spreadsheet application makes it easy to organize, analyze, and share data.

- **Presentations™ X7:** This slide show creation tool makes it easy to produce high-quality presentation materials that can be shared with anyone.

- **WordPerfect® Lightning™:** This digital notebook offers a convenient way to view, create, and capture web content.

- **Presentations™ Graphics X7:** This simple graphics tool makes it easy to create and edit original drawings.

- **Roxio Secure Burn:** This secure data solution makes it easy to preserve and encrypt data on CDs, DVDs, and Blu-ray™ Discs.

Supporting utilities

- **WordPerfect® Office Conversion Utility:** This utility converts batches of any document type that WordPerfect X7 can open to the WPD format.

- **PerfectScript™:** This utility helps you create macros, recordings, and scripts to automate tasks.

- **QuickFinder™:** This search utility helps you find files fast by performing highly customizable searches.

- **PerfectExpert™:** This handy panel appears in WordPerfect, Quattro Pro, and Presentations to guide you through both basic tasks and detailed projects.

- **Pocket Oxford™ English Dictionary:** This electronic dictionary gives you the ability to look up 30,000 definitions and phonetic spellings.

- **WordPerfect® XML Project Designer:** This utility helps you define how various XML document elements are displayed.

- **WordPerfect® Address Book:** This utility helps you store and manage personal and business contact information.

Content

- more than 10,000 clipart images
- more than 175 digital photos
- more than 900 TrueType® fonts
- more than 300 project templates

Documentation

- Reference Center
- BrainStorm® video-based training
- WordPerfect Office X7 PDF User Guides – detailed reference manuals for the suite's applications
- *WordPerfect Office X7 Handbook* – a general-reference manual
- *WordPerfect Office X7 Guidebook* – a collection of step-by-step office productivity tutorials
- 10 PDF Quick Reference Cards
- Plain-text format Help files for use with screen-readers

Minimum system requirements

- Windows 8/8.1, Windows 7 (32-bit and 64-bit editions with latest service pack and critical updates), or Windows XP (32-bit edition with latest service pack and critical updates)

- 1.15 GB hard disk space for minimum installation

- 256 MB RAM

- 466 MHz processor

- 1024 × 768 monitor resolution

- DVD drive

- Mouse or pen tablet

Professional Edition exclusives

- **Paradox®:** This relational, file-based database 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.

Legal Edition exclusive

- **Corel® Perfect Authority:** Legal firms can save time and money with Corel Perfect Authority, which automates the citation process by generating a Table of Authorities in a few simple steps. And you can take advantage of the legendary formatting features of WordPerfect to easily create customizations, ensuring compliance with citation formatting requirements of various districts or courts.

Installation wizard

Installing WordPerfect Office X7

1 Insert **WordPerfect Office X7 DVD** into your DVD drive.

 The WordPerfect Office X7 installation screen appears.

2 Select the **WordPerfect Office X7** option to install the software, and follow the on-screen instructions.

 A message is displayed when installation completes.

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

Which WordPerfect® Office X7 edition best suits your needs?

	Standard Edition	Professional Edition	Home & Student Edition	Legal Edition
WordPerfect X7	✓	✓	✓*	✓
Quattro Pro X7	✓	✓	✓	✓
Presentations X7	✓	✓	✓	✓
WordPerfect Lightning	✓	✓	✓	✓
Paradox		✓		
Corel Perfect Authority				✓
BrainStorm video-based training	✓	✓	✓	✓
Roxio Secure Burn	✓	✓		✓
WordPerfect eBook Publisher	✓	✓		✓

* The Home & Student Edition of WordPerfect does not include PDF Import (OCR or text-based), PDF Forms, Metadata Removal, Bates Numbering, Pleading paper, Pleading Expert, and Document Management features.

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Key features

WordPerfect Office X7 is a powerful, intuitive, and highly compatible office suite that helps you do more with documents, spreadsheets, and presentations.

Productivity

With its renowned formatting control, intuitive workspace, unique legal features, new tools for creating PDF forms and managing time-saving macros, WordPerfect Office helps you focus on the content of your documents.

New! **PDF form creation:** With WordPerfect X7, you can now create fillable PDF forms, which can be distributed to anyone for interactive information gathering. You can easily add a range of form controls, including text fields, check boxes, drop-down lists, list boxes, and radio buttons.

The PDF Form Control Properties dialog box makes it easy to adjust the appearance of each form control. You can adjust the form control's line thickness, style, border and fill colors, and font formatting. Plus, you can quickly add tooltips for the form controls to help recipients complete the PDF form accurately.
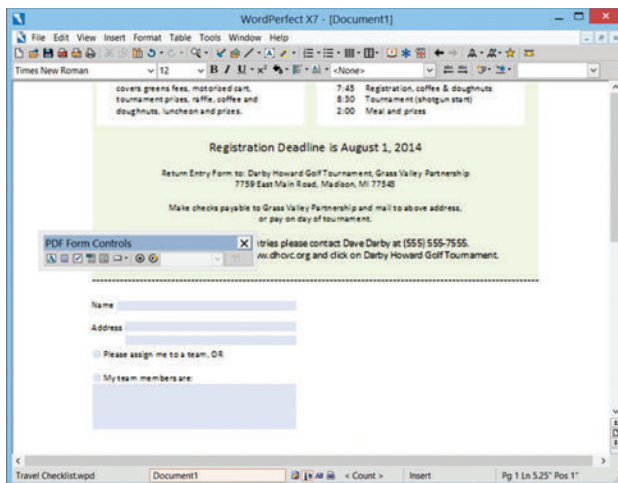
The new PDF Form Controls toolbar makes it easy to create fillable PDF forms.
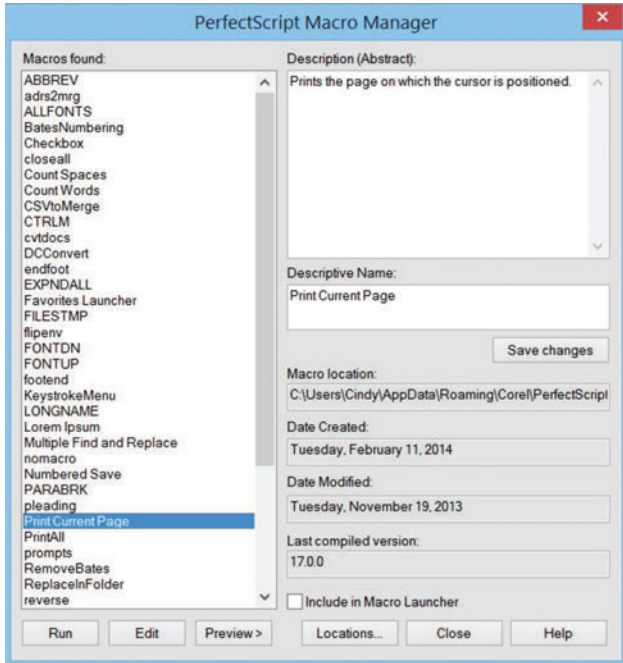
Give it a try

Creating a PDF form

1 In **WordPerfect X7**, click **File ▶ New**.

2 Click **Insert ▶ PDF Form Control**, and choose **PDF Form Control Toolbar** from the menu.

The PDF Form Controls toolbar appears; to float the toolbar, drag it to a new position on the page, to dock the toolbar, double-click it.

Note: You can also add various form controls by using the menu **Insert ▶ PDF Form Control**.

3 Position the cursor in the document and type **Date:**.

4 On the PDF Form Controls toolbar, click the **Insert Text Field** button.

Repeat **step 3** and **step 4** twice to create **Name** and **Address** text fields.

5 Position the cursor in the document, type **Country:**, and press **Enter**.

6 Position the cursor below **Country:**, click the **Insert Radio Button** button, and then type **United States**.

Repeat **step 6** twice to create radio button options for **Canada** and **Mexico**.

7 Click **File ▶ Publish to PDF**, browse to choose a location, type a name in the **File name** box, enable the **Open PDF After Saving** check box, and then click **Save**.

8 Populate the PDF form.

New! **PerfectScript™ Macro Manager:** This new dialog box presents all WordPerfect macros in one convenient location. You can view each macro's properties, add descriptions, preview a macro's text, and run or edit macros. You can also choose to include any macro as an option in the Macro Launcher menu, which makes it easier and more convenient to access your most-frequently used macros.

You can manage, edit, preview, and run WordPerfect workflow macros from the new PerfectScript Macro Manager.

Give it a try

Using the PerfectScript Macro Manager

1 On the WordPerfect toolbar, click the **Macro Launcher** button, and click **Macro Manager**.

2 In the **Macros found** area, scroll through the list and choose **Print Current Page**.

The **Description area** explains the function of the currently selected macro.

3 To view the macro code, click **Preview**.

4 To deploy the macro, click **Run**.

New! **Mail Merge Expert:** This new wizard will guide you through each step of performing a mail merge, which is a mass mailing of a form document. The Mail Merge Expert makes it easier than ever to associate a data source, such as an address book, with your form documents, such as letters, labels, and envelopes.
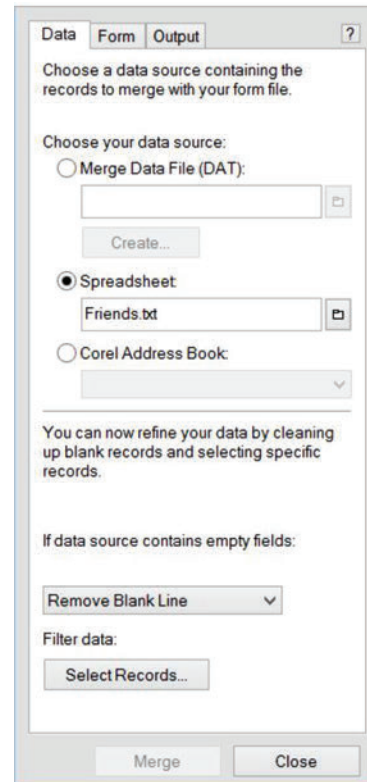

The new Mail Merge Expert guides you through the process of merging addresses with letters, labels, and envelopes.

Browse By button: This relatively obscure button appears in the vertical scroll bar of both WordPerfect and Quattro Pro, and can save you time when scrolling through long documents. It is also especially useful when reviewing a document for specific elements. For example, in WordPerfect, you can choose to browse a document by heading, page, table, footnote, graphic, or other object.

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Comprehensive legal tools: WordPerfect is indispensable in legal offices because of its unique 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.
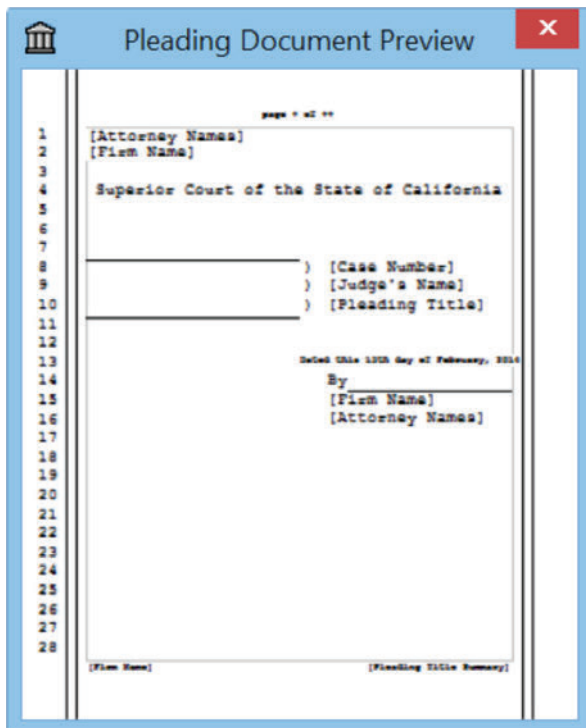
The Pleading Expert Designer displays a real-time preview as you define the pleading style.

Power

WordPerfect Office is chosen by millions worldwide because it offers unrivaled features that work for you, rather than forcing you to work a certain way. With a handy Keystroke Menu, support for HTML5 publishing, and a new iPad companion app, WordPerfect Office X7 continues to offer innovative and powerful tools.

New! Keystroke Menu: Accessible from the Help menu in WordPerfect X7, the new Keystroke Menu helps you quickly find menu items by using keywords. You simply type the first few letters of the feature you're seeking, and WordPerfect will present a series of available matches. This makes it faster and easier to access WordPerfect tools, dialog box settings, menu commands, macros, and features. It is especially useful for users who prefer a mouse-free workflow.
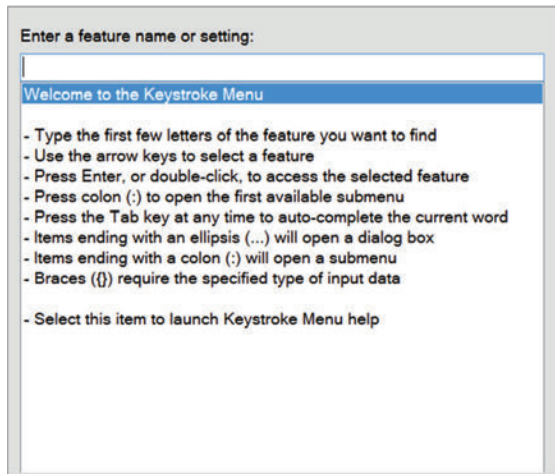
The new Keystroke Menu helps you quickly find features and functions without having to click through menus.

Give it a try

Using the Keystroke Menu

1 In WordPerfect X7, click **Help ▶ Find Feature** or press **Ctrl+Backslash** (\).

2 In the **Keystroke Menu** function browser, type the first few letters of the feature you want to find.

   For example, to change the font color to purple, you can simply type **pu**, use arrow keys to select **Purple**, and then press **Enter**.

New! **WordPerfect for iPad®:** With WordPerfect X7, you can experience the full-featured, legendary word processor on an iPad. Virtualized by Sphere 3D, this new app helps mobile workers take care of business when they're on the go.
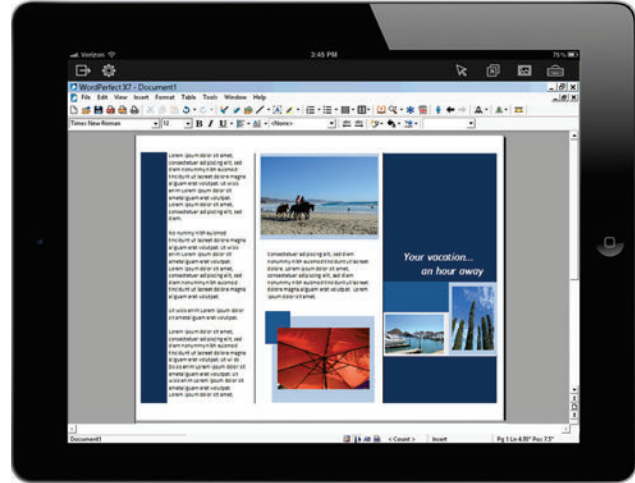

You can now use WordPerfect X7 on a new mobile iPad app.

Enhanced! **HTML output:** WordPerfect X7 offers improved HTML publishing options, including support for HTML5, the popular standard for presenting multimedia and graphical content on the web. In addition, WordPerfect now supports publishing a document's footnotes and comments to HTML, and relative font sizing, which adjusts the font size proportionally to browser size.

You can now publish WordPerfect documents to HTML5.

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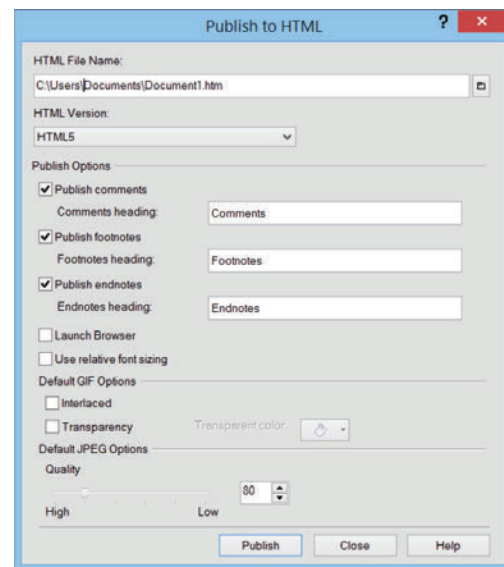
Bates Numbering: Adding Bates numbering to critical files is standard practice in many fields, including law and medicine, and can be tedious and time-consuming. Legal users can save time with this new tool that lets you easily insert Bates numbers in WordPerfect documents. Every page in a document is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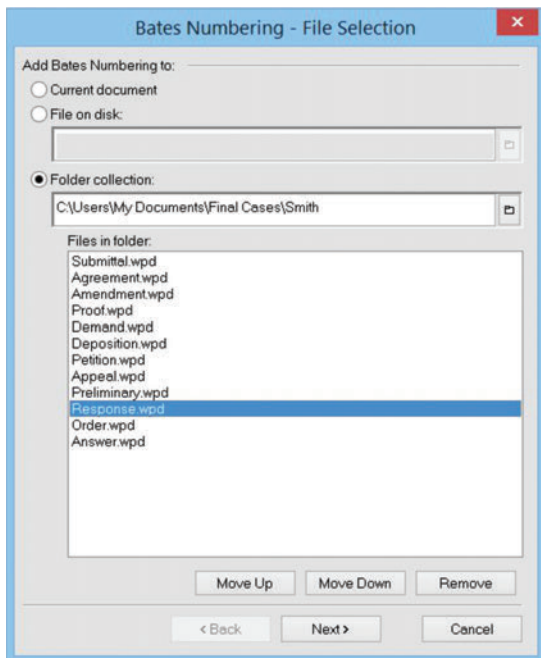

For legal users, WordPerfect makes adding Bates numbering quick and easy.

Reveal Codes: This unique feature has long been a favorite of WordPerfect users because it reduces the time spent formatting documents. Easy to use, Reveal Codes makes it quick and 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. Plus, double-clicking any code in the Reveal Codes window lets you make advanced alterations to the settings or styles.

Redaction: WordPerfect X7 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. In addition, the redacted document can be saved to DOC, PDF, or WPD with the redacted text in place.
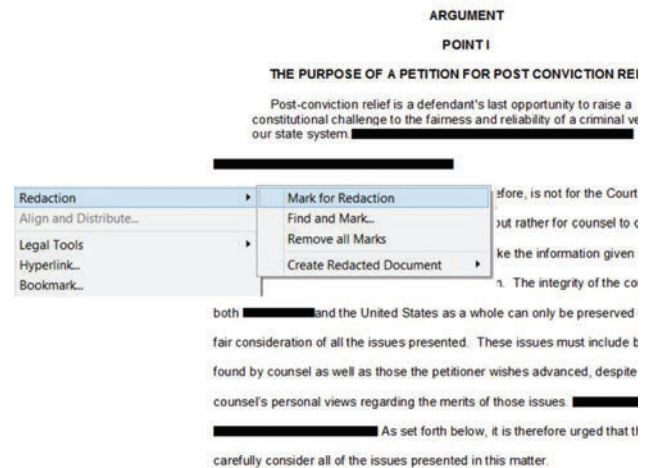
You can easily redact confidential information in your WordPerfect documents.

Metadata removal: WordPerfect X7 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 metadata to remove from documents — without requiring additional purchase or download.

Make It Fit™: For those times when you're bound by a specific page count, Make It Fit can help. For example, you might have two pages of information to convey in a single-page invoice. With Make It Fit, you can instantly resize a document's text to fit a specified number of pages. WordPerfect will implement subtle, barely noticeable formatting changes that ensure you can meet any page count restrictions.

Reference Center: From a single, easy-to-use location, the Reference Center gives you quick access to 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 X7 easier than ever. You can also search the web for answers directly from the Reference Center.

The Reference Center provides quick access to a wealth of WordPerfect Office resources, including PDF User Guides and new Quick Reference Cards for each of the suite's applications.

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Collaboration

Designed to ensure that you can easily collaborate and exchange work with others, WordPerfect Office X7 offers support for Microsoft Office file formats, exceptional PDF import and publishing capabilities, and much more.

Enhanced! **Microsoft Office support:** You can open, edit, and save the latest Microsoft Office file formats in each WordPerfect Office X7 application. Whether it's a Word document (DOCX), spreadsheet (XLSX), or presentation (PPTX), WordPerfect Office X7 ensures hassle-free collaboration and file exchange.

WordPerfect Office X7 provides support for more than 60 file formats, including the latest versions of Microsoft Office.

PDF import: You can open PDFs directly with WordPerfect X7, which makes it easy to reuse text and graphics. You can also choose to import only the PDF's text, and convert characters in image-based PDFs to fully editable text.
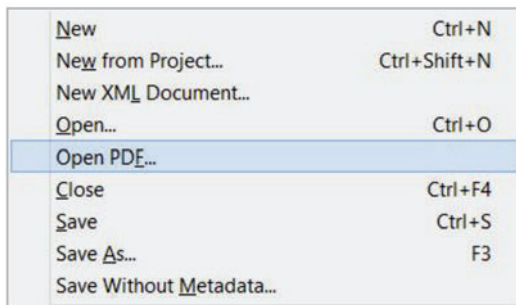
You can open, edit, and save PDFs in WordPerfect X7.

Robust PDF publishing: With suite-wide PDF publishing options, WordPerfect Office X7 ensures that you can share your documents, charts, and presentations with anyone. You can adjust PDF file-size and print-resolution to suit a variety of destination platforms, such as web, email, and print.

The suite also supports PDF password protection, which lets you restrict who can view, copy, print, or edit your PDFs. What's more, WordPerfect Office X7 supports PDF/A, which is a widely-used government standard for archiving documents.

Microsoft SharePoint support: For legal, enterprise, and government organizations, WordPerfect X7 provides direct access to Microsoft SharePoint. This enables you to quickly retrieve and store documents, compare versions, and track changes directly from WordPerfect X7.

Value

As the world's leading alternative to Microsoft Office, WordPerfect Office X7 is an incredible value, offering a complete range of powerful productivity tools and applications at a competitive price. In addition to its legendary productivity features, WordPerfect Office X7 also includes a wealth of valuable extras, such as clipart images, digital photos, TrueType fonts, and project-ready templates so you can hit the ground running.

Enhanced! **eBook publishing:** In addition to the MOBI format, WordPerfect X7 now supports eBook publishing in EPUB format. This new EPUB template provides compatibility with additional electronic book devices, such as Kobo and Sony Reader. In addition, the eBook publishing process has been refined to support relative font and graphic sizing, and automatic conversion of footnotes to cross-linked endnotes.
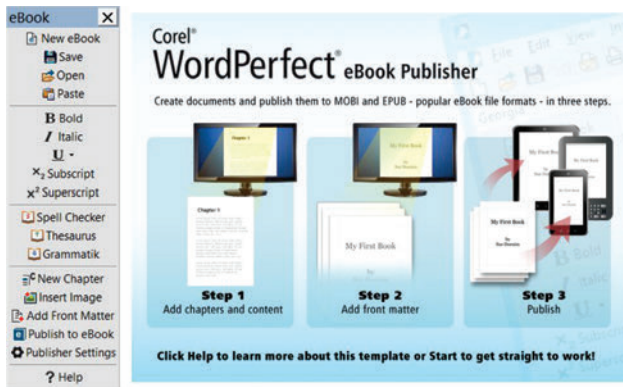
The eBook Publisher guides you through the process of creating an eBook.

Give it a try

Creating an eBook

1 In **WordPerfect X7**, click **File ▶ New from Project**, click the **Create New** tab, choose **eBook Publishing**, and then click **Create**.

2 In the **PerfectScript** dialog box, click **Enable Macros**.

3 In the **WordPerfect eBook Publisher**, click **Start**.

4 In the **New Chapter** dialog box, type a **Chapter heading** and click **OK**.

   You can now start writing the eBook.

5 When you are ready to publish, save your document, and then click the **Publish to eBook** [e] button on the eBook template toolbar.

6 In the **eBook Formats** dialog box, choose a format (**MOBI**, **EPUB**, or both), and click **Next**.

7 In the **Publishing Information** dialog box, type a title for your eBook in the **Title** box.

   You can also add a cover image and non-mandatory metadata to your eBook, such as **Author**, **Publisher**, **Subject**, **Unique ID**, **Publish date**, **Description**.

   Note: When you first publish to MOBI, the Publisher Settings dialog box prompts you to specify a location for required supporting files, **kindlegen.exe** and **KindlePreviewer.exe**. You can download the files by clicking **Auto download** or **Go to download site**.

8 Choose the point in your eBook to display when it opens from the **Book starts at** list box:

   • **First chapter**
   • **Tables of contents**
   • **Title page**

9 Click **Publish**.

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New! **Roxio Secure Burn:** You can now create secure archives of important data by simply dragging files and folders to the desktop. With Roxio Secure Burn, powerful data encryption and password protection ensure that disc contents can only be accessed by authorized users.
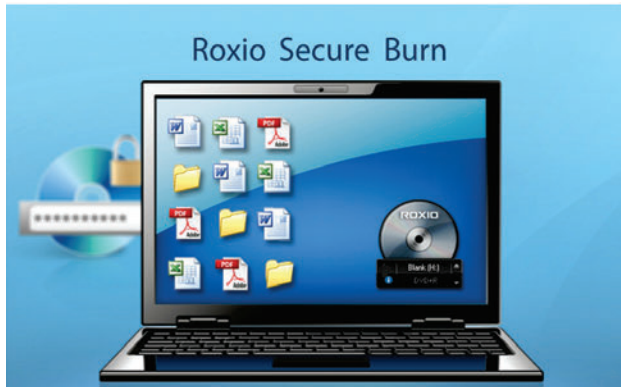
You can use Roxio Secure Burn to secure your files.

BrainStorm QuickHelp Training: WordPerfect Office X7 provides quick access to video-based training from BrainStorm, Inc. an industry-leader in software training since 1995. With a single click from the WordPerfect X7 toolbar, you can access short, easy-to-follow video training with step-by-step instruction to help you get up to speed quickly.

About Corel

Corel is one of the world's top software companies providing some of the industry's best-known graphics, productivity and digital media products. Boasting the most comprehensive portfolio of innovative software, we've built a reputation for delivering solutions that are easy to learn and use, helping people achieve new levels of creativity and productivity. The industry has responded with hundreds of awards for innovation, design, and value.

Used by millions of people around the world, our product lines include CorelDRAW® Graphics Suite, CorelDRAW® Technical Suite, CorelCAD™, Corel® Painter®, Corel® PaintShop® Pro, Corel® VideoStudio®, and Corel® WordPerfect® Office. For more information on Corel, please visit www.corel.com.

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