

WordPerfect[®] OFFICE 12

Transitioning from
Microsoft[®] Office to WordPerfect[®] Office

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References to Microsoft Word, Microsoft Excel, and Microsoft PowerPoint are to the latest version of Microsoft Office as of May 1, 2005. The information on Microsoft Word, Microsoft Excel, and Microsoft PowerPoint contained herein has been derived from the application and its online help. Product specifications, pricing, packaging, technical support and information (“Specifications”) refer to the United States retail English version only. The United States retail English version is available only within North America and is not for export. Specifications for all other versions (including language versions and version available outside North America) may vary. All Specifications, claims, features, representations and/or comparisons provided are correct to Corel’s best knowledge at the date of publication, May 1, 2005. However, because the software programs referred to herein are complex and may be upgraded from time to time, some descriptions may become inaccurate. We recommend that you do not rely solely on this document in evaluating these programs, but that you carefully review the current Specifications of each product to weigh the features and benefits that apply to a particular task. If you know of any inaccuracy within this document, please write to Corel Corporation, WordPerfect Product Management team, 1600 Carling Ave., Ottawa, ON K1Z 8R7.

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Introduction

WordPerfect® Office 12 introduces several new features that were designed to facilitate compatibility with other office productivity suites. These suite-wide compatibility enhancements make WordPerfect Office the world's leading alternative to Microsoft® Office. You can easily open, import, export, and save Microsoft® Word, Microsoft® Excel, and Microsoft® PowerPoint® files, reducing or eliminating many of the difficulties that can arise when switching applications.

With the new Workspace Manager, WordPerfect Office 12 makes it easier than ever for users to switch from Microsoft Office. With two easy clicks, the Workspace Manager lets you simulate Word, Excel, and PowerPoint workspaces in WordPerfect®, Quattro Pro®, and Presentations™ respectively. While there are many similarities between these applications, you may find this helpful for getting accustomed to working with WordPerfect Office.

Simulating a Microsoft Office workspace positions the WordPerfect Office features, including toolbars and menu items, where you would find the equivalent feature in Microsoft Office. It also applies Microsoft Office keyboard shortcuts to WordPerfect Office features, allowing you to quickly find the tools you need.

WordPerfect Office 12 also introduces the Compatibility toolbar, a feature that eases the transition from other office productivity applications. Available in WordPerfect, Quattro Pro, and Presentations, the Compatibility toolbars let you save to popular document publishing formats, such as Word, Excel, PowerPoint, PDF, HTML, and XML with one easy click. In addition, the Compatibility toolbars give you immediate access to online Help for migrating from Microsoft Office.

This document is designed to help users make the transition from Word, Excel, and PowerPoint to WordPerfect 12, Quattro Pro 12, and Presentations 12. The document uses comparative tables to illustrate key differences between the applications, and also provides basic procedures to help smooth your transition.

Making the transition from Microsoft® Word to WordPerfect®

With the introduction of the Workspace Manager, WordPerfect 12 makes it easier than ever for users to switch from Microsoft Word. The Workspace Manager lets you simulate the Microsoft Word environment in WordPerfect. While there are many similarities between the two applications, you may find this helpful for getting accustomed to working with WordPerfect.

Using the Workspace Manager

Choosing Microsoft Word from the Workspace Manager positions the WordPerfect features, including toolbars and menu items, where you would find the equivalent feature in Microsoft Word. This also applies Microsoft Word keyboard shortcuts to WordPerfect features, allowing you to quickly find the tools you need to create documents in WordPerfect.

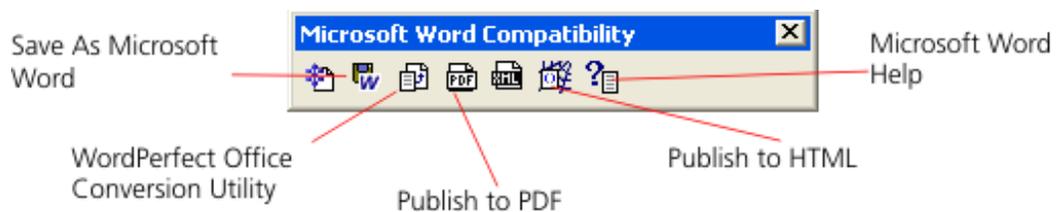


To use the Microsoft® Word workspace in WordPerfect®

- 1 Click **Tools** ► **Workspace Manager**.
- 2 Enable the **Microsoft Word Mode** option, and click **OK**.

Using the Compatibility toolbar

WordPerfect 12 also introduces the Compatibility toolbar, another feature designed to facilitate compatibility with other office productivity applications. The Compatibility toolbar provides easy, one-click access to popular document publishing formats, such as Microsoft Word, PDF, HTML, and XML. In addition, the Compatibility toolbar gives you immediate access to online Help specific to Microsoft Word.



To display the Compatibility toolbar

- 1 Click **View ► Toolbars**.
- 2 Enable the **Microsoft Word Compatibility** check box, and click **OK**.

Enabling the Microsoft® Word toolbar

If you prefer to work in the WordPerfect workspace, but you want to access the most common WordPerfect features using Microsoft Word buttons and icons, you can display the Microsoft Word toolbar.



You can choose a toolbar from Microsoft Word 97 or Microsoft Word 2002.

To enable a Microsoft® Word toolbar

- 1 Click **View ► Toolbars**.
- 2 Enable one of the following check boxes:
 - **Microsoft Word 97**
 - **Microsoft Word 2002**
- 3 Click **OK**.

Opening Microsoft® Word documents

WordPerfect 12 makes it easy for you to convert Microsoft Word files to WordPerfect format, open Microsoft Word documents in WordPerfect, and save WordPerfect documents as Microsoft Word files. If you are moving from Microsoft Word, you need to know which features of WordPerfect have different names. Because Microsoft Word and WordPerfect share basic formatting features, essential layouts, and many of the same menu options, you can create Microsoft Word documents and then easily import files into WordPerfect.

You can open the following Microsoft Word file formats in WordPerfect:

- Microsoft Word 1.0 for MS-DOS®
- Microsoft Word 1.1 for MS-DOS
- Microsoft Word 1.2 for MS-DOS
- Microsoft Word 2.0 for MS-DOS
- Microsoft Word 4.0 for MS-DOS
- Microsoft Word 5.0 for MS-DOS
- Microsoft Word 5.5 for MS-DOS
- Microsoft Word 6.0 for Windows®
- Microsoft Word 7.0 (Microsoft® Office 95)
- Microsoft Word 97
- Microsoft Word 2000
- Microsoft Word 2002 (Microsoft Office XP)
- Microsoft Word 2003

To open a Microsoft® Word document

- 1 Click **File** ► **Open**.
- 2 Choose the drive and folder where the file is stored.
- 3 Select a filename, and click **Open**.

To insert a Microsoft® Word document into a WordPerfect® file

- 1 Click **Insert** ► **File**.
- 2 Choose the drive and folder where the file is stored.
- 3 Select a filename, and click **Insert**.

Saving WordPerfect® documents as Microsoft® Word documents

You can save WordPerfect documents as Microsoft Word documents. This ensures that your WordPerfect files will transfer virtually seamlessly to different versions of Microsoft Word.

To save a WordPerfect® document as a Microsoft® Word document

- With the **Compatibility toolbar** displayed, click the **Save As Microsoft Word**  button.

Or

- Click **Alt+Shift+S**.

Or

- 1 Click **File ► Save as**.
- 2 Choose the drive and folder where you want to save the file.
- 3 Type the filename in the **Filename** box.
- 4 Choose **MS Word** from the **File type** list box.
- 5 Click **Save**.

Using the WordPerfect® Office Conversion Utility

The WordPerfect Office Conversion Utility allows batch conversions of any document that WordPerfect can open. For instance, this handy utility will let you convert an entire folder structure of Microsoft Word documents, leaving the converted WordPerfect files in a new location. In addition, support for scripting can help you batch convert the WordPerfect or Microsoft Word files to PDF.

To use the WordPerfect® Office Conversion Utility

- With the **Compatibility toolbar** displayed, click the **Conversion Utility**  button.

Or

- From the Windows **Start** menu, choose **Programs ► WordPerfect Office 12 ► Utilities ► Conversion Utility**.

Using Microsoft® Word shortcut keys in WordPerfect®

The following table lists the Microsoft Word shortcut keys and the WordPerfect keyboard equivalents. You can customize your shortcut keys to reflect Microsoft Word or WordPerfect settings. In addition, choosing Microsoft Word Mode from the Workspace Manager applies Microsoft Word shortcut keys to WordPerfect features.

Microsoft® Word shortcut keys	WordPerfect® command	WordPerfect® 12 shortcut keys
Ctrl + E	Align center	Shift + F7
Ctrl + B	Bold, turn on/turn off	Ctrl + B
Ctrl + F4	Close document	Ctrl + F4
Ctrl + C	Copy the selection to the Clipboard	Ctrl + C
Alt + F4	Exit	Alt + F4
Ctrl + D	Font, change	F9
F7	Grammar, check and correct	Alt + Shift + F1
Ctrl + Enter	Hard page break	Ctrl + Enter
Enter	Hard return	Enter
F1	Help	F1
Ctrl + Hyphen	Hyphen, hard	Ctrl + Hyphen
Ctrl + Shift + Hyphen	Hyphen, soft	Ctrl + Shift + Hyphen
Ctrl + M	Indent current paragraph one tab stop	F7
Ctrl + I	Italic, turn on/turn off	Ctrl+ I
Ctrl + V	Insert Clipboard contents at the cursor	Ctrl + V
Ctrl + G	Jump to a specified place in the document	Ctrl + G
Ctrl + E	Justify center	Ctrl + E
Ctrl + J	Justify full	Ctrl + J
Ctrl + L	Justify left	Ctrl + L
Ctrl + R	Justify right	Ctrl + R
Shift + Enter	Line break	Ctrl + Shift + L
Ctrl + T	Margin release (hanging indent)	Ctrl + F7

Microsoft® Word shortcut keys	WordPerfect® command	WordPerfect® 12 shortcut keys
Ctrl + Home	Move the cursor to the beginning of the document	Ctrl + Home
Home	Move the cursor to the beginning of a line	Home
Page down	Move the cursor to the bottom of the screen	Page down
Up Arrow	Move one cell up in a table	Alt + Up Arrow
Down Arrow	Move one cell down in a table	Alt + Down Arrow
Right Arrow or Tab	Move one cell right in a table	Alt + (Right Arrow or Tab)
Left Arrow or Tab	Move one cell left in a table	Alt + (Left Arrow or Tab)
Right Arrow	Move one column to the right	Alt + Right Arrow
Left Arrow	Move one column to the left	Alt + Left Arrow
Ctrl + X	Move selection to the Clipboard	Ctrl + X
Ctrl + N	New document	Ctrl + Shift + N
Ctrl + Enter	New page	Ctrl + Enter
Ctrl + O	Open document	Ctrl + O
Ctrl + P	Print	Ctrl + P
Ctrl + S	Save	Ctrl + S
F12	Save as	F3
Ctrl + F	Search (forward)	Ctrl + F
Ctrl + Shift+ F	Search (backward)	Ctrl + Shift + F
F7	Spelling, check and correct	Ctrl + F1
Shift + F7	Open thesaurus	ALT + F1
Ctrl + U	Underline, turn on/turn off	Ctrl + U
Insert	Typeover	Insert
Ctrl + Z	Undo	Ctrl + Z
Ctrl + Y	Undo reverse last	Ctrl + Shift+ Z

Comparing Microsoft® Word and WordPerfect® features

The following table lists the features in Microsoft Word that have different names in WordPerfect.

To view this list while using WordPerfect, click the **Microsoft Word Help**  button on the **Compatibility** toolbar.

Microsoft® Word feature	WordPerfect® feature	To access the feature in WordPerfect®
Annotation	Comment	Click Insert ► Comment ► Create .
AutoCorrect	QuickCorrect™	Click Tools ► QuickCorrect .
AutoShapes	Shapes	Click Insert ► Shapes .
AutoText	QuickWords™	Click Tools ► QuickWords .
Automatic save	Backup	Click Tools ► Settings ► Files , and click the Document tab.
Break	New page	Click Insert ► New page .
Bullets and numbers	Bulleted, numbered, and alphabetical lists	Click Insert ► Outline/bullets & numbering .
Change case	Convert case	Click Edit ► Convert case .
Character	Font appearance	Click Format ► Font .
Character spacing	Word and letter spacing	Click Format ► Typesetting ► Word/Letter spacing .
Charting	Chart	Click Insert ► Chart .
Compare versions	Document review	Click File ► Document ► Review .
Create envelope	Envelopes	Click Format ► Envelope .
Customize	Settings	Click Tools ► Settings .
Drawing	Draw	Click Insert ► Graphics ► Draw picture .
Footers	Headers/Footers	Click Insert ► Header/Footer .
Frame	Boxes	Click Insert ► Graphics ► Custom box .
Full screen	Hide bars	Click Tools ► Settings , and click Customize .
Grammar	Grammatik®	Click Tools ► Grammatik .

Microsoft® Word feature	WordPerfect® feature	To access the feature in WordPerfect®
Grammar as you type	Grammar As-You-Go™	Click Tools ► Proofread ► Grammar As-You-Go .
Gutters	Binding	Click File ► Page setup , and click the Layout tab.
Headers	Headers/Footers	Click Insert ► Header/Footer .
Heading numbering	Outlines, bullets, and numbering	Click Insert ► Outlines/bullets and numbering .
Hyperlink	Hyperlink	Click Tools ► Hyperlink .
Indentation	Indent	Click Format ► Paragraph ► Indent .
Index and tables	Reference	Click Tools ► Reference .
Keep lines together	Keep text together	Click Format ► Keep text together .
Keep with next	Conditional end of page	Click Format ► Keep text together .
Kerning	Kerning	Click Format ► Typesetting ► Manual kerning .
Mail recipient (As attachment)	E-mailing documents	Click File ► Send to ► Mail recipient .
Merge documents or Mail merge	Merge	Click Tools ► Merge .
Merge cells	Join	Click Table ► Join ► Cell .
Normal view	Switching document views	Click View ► Draft .
Options	Settings	Click Tools ► Settings .
Page alignment	Center page	Click Format ► Page ► Center .
Page numbers	Numbering	Click Format ► Page ► Numbering .
Paragraph alignment	Justification	Click Format ► Justification .
Position text	Advance	Click Format ► Typesetting ► Advance .
Print layout view	Switching document views	Click View ► Page .
Protect document	Keep text together	Click Format ► Keep text together .
Right-aligned text	Flush right	Click Format ► Justification .
Routing	Routing documents	Click File ► Document ► Routing slip .
Save as Web page	Publishing to HTML	Click File ► Publish to ► HTML .

Microsoft® Word feature	WordPerfect® feature	To access the feature in WordPerfect®
Sorting	Sort	Click Tools ► Sort .
Spelling	Spelling checker	Click Tools ► Spell Checker .
Spelling as you type	Spell-As-You-Go™	Click Tools ► Proofread ► Spell-As-You-Go .
Strikethrough	Strikeout	Click Format ► Font , and enable the Strikeout check box.
Summary info	Document summary	Click File ► Properties , and click the Information tab.
Table AutoFormat	SpeedFormat™	Click Table ► SpeedFormat .
Tabs	Tab set	Click Format ► Line ► Tab set .
Track changes	Document review	Click File ► Document ► Review .
Vertical alignment	Center page	Click Format ► Page ► Center .
WordArt	TextArt™	Click Insert ► Graphics ► TextArt .
Word count	Properties	Click Tools ► Word Count/Info .

Customizing WordPerfect®

One of the key strengths of WordPerfect is its ease of customization. You can customize virtually any element of WordPerfect to ensure that it fits your working style and needs.

You can change application settings, such as rulers, measurements, colors, and cursor movement. You can also customize display settings, the application bar, the property bar, user information, and much more.

In addition, you can customize menus, commands, keyboards, and toolbars. You can change the appearance of toolbar buttons and separators. You can also add and remove menu items, separators, and drop-down menus.

To customize WordPerfect®

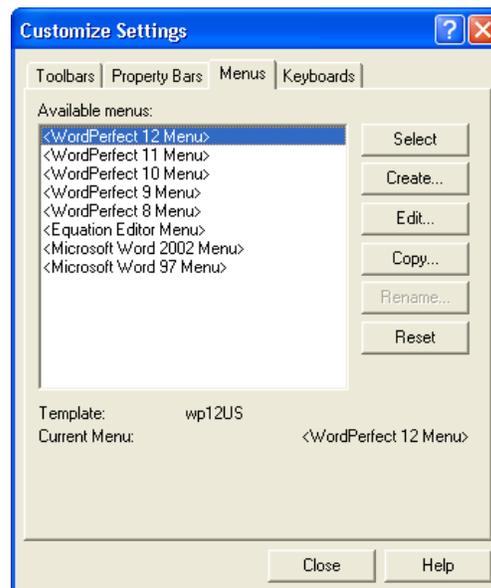
- 1 Click **Tools ► Settings**.
- 2 Choose an element to customize from the **Settings** dialog box.



WordPerfect 12 gives you a wide variety of customization choices.

To customize toolbars, property bars, menus, or keyboards

- 1 Click **Tools ► Settings ► Customize**.
- 2 From the **Customize Settings** dialog box, choose an element to customize.



The customization dialog box lets you determine your own working style.

Publishing to PDF in WordPerfect®

WordPerfect features an integrated engine that lets you publish a document to Portable Document Format (PDF) so that it can be distributed across multiple platforms and read by anyone using the freely distributed Adobe® Acrobat® Reader®. You can choose common PDF styles and compression methods, add bookmarks, and more. And, with support for Adobe Acrobat Reader 5.0, PDF compatibility will never be a problem.

To publish the active document to PDF

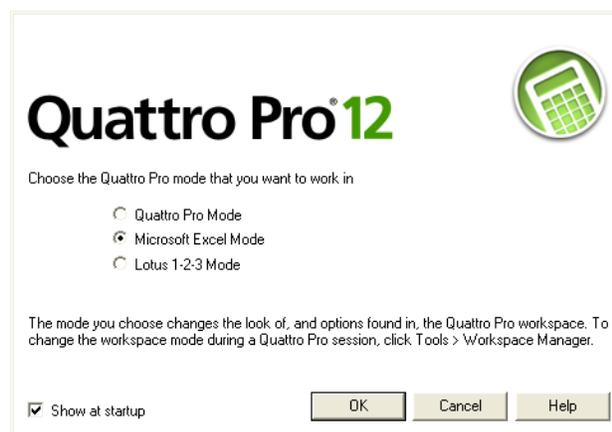
- 1 Click the **Publish to PDF**  button on the **Compatibility** toolbar, or click **File ▶ Publish to PDF**.
- 2 On the **General** tab, click **Browse**.
- 3 Choose the drive and folder where you want to save the file.
- 4 Type the filename in the **Filename** box.
- 5 Click **Save**.
- 6 In the **Export range** area, enable one or more of the following options:
 - **Full document** — publishes the entire file
 - **Current page** — publishes the active page only
 - **Pages** — publishes a portion of the file
 - **Selection** — publishes selected text
- 7 Choose a style from the **PDF style** list box, and click **OK**.

Making the transition from Microsoft® Excel to Quattro Pro®

With the introduction of the Workspace Manager, Quattro Pro 12 makes it easier than ever for users to switch from Microsoft Excel. The Workspace Manager lets you simulate the Microsoft Excel workspace in Quattro Pro. While there are many similarities between the two applications, you may find this helpful for getting accustomed to working with Quattro Pro.

Using the Workspace Manager

Choosing Microsoft Excel from the Workspace Manager positions the Quattro Pro features, including toolbars and menu items, where you would find the equivalent feature in Microsoft Excel. It also automatically saves to the Microsoft Excel format, displays sheets as numbers, and applies Microsoft Excel keyboard shortcuts to Quattro Pro features, allowing you to quickly find the tools you need to create Microsoft Excel compatible files in Quattro Pro.



To use the Microsoft® Excel workspace in WordPerfect®

- 1 Click **Tools** ► **Settings**.
- 2 Click **Workspace**.
- 3 Enable the **Microsoft Excel Mode** option, and click **OK**.

Using the Compatibility toolbar

Quattro Pro 12 also introduces the Compatibility toolbar, another feature designed to facilitate compatibility with other office productivity applications. The Compatibility toolbar provides easy, one-click access to popular document publishing formats, such as Microsoft Excel, HTML, and XML. In addition, the Compatibility toolbar gives you immediate access to online Help specific to Microsoft Excel.



The Microsoft Excel Compatibility toolbar

To display the Compatibility toolbar

- 1 Click **View ► Toolbars**.
- 2 Enable the **Microsoft Excel Compatibility** check box in the **Toolbar** list.
- 3 Click **OK**.

Opening Microsoft® Excel documents

You can open Microsoft Excel workbooks in Quattro Pro without losing data. Quattro Pro supports many of the features of Microsoft Excel and translates most Microsoft Excel formats, navigational tools, print options, formulas, and spreadsheet functions.

Occasionally, some information in a workbook cannot be converted or may not display as expected after the conversion process.

You can open Microsoft Excel version 5, 7, 97, 2000, 2002, and 2003 workbooks in Quattro Pro. If you modify the workbook, you can save it as a Quattro Pro notebook so that you don't lose Quattro Pro formulas or features not supported in Microsoft Excel.

Microsoft Excel workbooks that contain custom spreadsheet names may not open in Quattro Pro if characters used in the names are not recognized by Quattro Pro. If this happens, Quattro Pro displays a dialog box warning you about the invalid spreadsheet name. You can change the spreadsheet name to make it compatible with Quattro Pro.

To open a Microsoft® Excel workbook in Quattro Pro®

- 1 Click **File ► Open**.
- 2 Choose the drive and folder where the workbook is stored.
- 3 Double-click the workbook's filename.

Saving Quattro Pro® documents as Microsoft® Excel documents

You can save a Quattro Pro notebook as a Microsoft Excel file; however, some file format features unique to Quattro Pro may be lost.

To save a Quattro Pro® notebook as a Microsoft® Excel file

- With the **Compatibility** toolbar displayed, click the **Save As Excel**  button.

Or

- Click **Alt+Shift+S**.

Or

- 1 Click **File ► Save as**.
- 2 Choose the drive and folder where you want to save the file.
- 3 Type a filename in the **Filename** box.
- 4 Choose a Microsoft Excel file type from the **File type** list box.

Enabling Microsoft® Excel tabs in Quattro Pro®

You can change spreadsheet tabs in a Quattro Pro notebook to adopt the Microsoft Excel spreadsheet naming conventions.

To switch to the Microsoft® Excel naming convention for spreadsheet tabs

- 1 Click **Tools ► Settings**.
- 2 In the list of categories, double-click **Workspace, Application**, and click **Compatibility**.
- 3 In the **Sheet Tab Display** area, enable the **Display as Numbers** check box.

Comparing Microsoft® Excel and Quattro Pro® features

The following table lists the Microsoft Excel features that have a different name in Quattro Pro.

To view this list while using Quattro Pro, click the **Microsoft Excel Help**  button on the **Compatibility** toolbar.

Microsoft® Excel feature	Quattro Pro® reference	To access the feature in Quattro Pro®
Array formulas	Working with arrays	
AutoFill	Filling cells and spreadsheet tabs automatically	Click Edit ► Fill ► QuickFill .
AutoFit	To increase the column width while typing values	Click Tools ► Settings . In the list of categories, expand Workspace ► Application , and click General . Enable the Fit As-You-Go check box.
AutoFormat	Using formatting tools to format a spreadsheet	Click Format ► SpeedFormat .
Automatic file backup	To back up your notebooks automatically	Click Tools ► Settings , click File options , and enable the Timed backup every check box.
AutoSum	Performing running calculations	Click the QuickSum button on the Notebook toolbar.
Break points	Setting macro breakpoints	
Built-in full debugger	Debugging Quattro Pro macros	Click Tools ► Macro ► Debugger .
Calculation methods	Working with formulas	Type a plus sign (+) in a blank cell and type a formula.
Cell-based auditing	Tracing errors in formulas	Click Tools ► Auditing ► Show auditing toolbar .
Cell formatting	Editing and formatting spreadsheets	Click Format ► Selection properties .
Cell notes	To add a cell comment	Click Insert ► Insert comment .
Center across block	To center text across multiple cells	Click Format ► Selection properties , and click the Alignment tab. In the Horizontal alignment area, enable the Center across block option.

Microsoft® Excel feature	Quattro Pro® reference	To access the feature in Quattro Pro®
External range links	Creating notebook links	
Floating text boxes	Creating text box graphics	Click Insert ► Shapes ► Text box .
Formula bar	To display formulas instead of formula results	Click View ► Formulas .
Function Wizard	Composing formulas	Click the Formula Composer button.
Goal Seeker	Using goal seeking	Click Tools ► Numeric tools ► Solve for .
Headers and footers	Creating headers and footers	Click File ► Page setup .
Mail enabled	To send a notebook by email	Click File ► Send to ► Send mail .
Merge	Joining cells	Select the cells you want to join and click the Join cells button on the toolbar.
Multi-Variable Backsolver	Finding optimum solutions for linear and nonlinear problems	Click Tools ► Numeric tools ► Optimizer .
Nameable sheet tabs	Naming spreadsheets	Click Format ► Sheet properties , then click the Name tab.
Nonlinear Solver	Finding optimum solutions for linear and nonlinear problems	Click Tools ► Numeric tools ► Optimizer .
Normal view	Displaying, arranging, resizing, and hiding windows	Click View ► Draft view .
Notebook drawing layer	Drawing shapes and lines	Click Insert ► Shapes , and click a shape.
Password-protect file	Using password protection	Click Format ► Notebook properties , and click the Password level tab.
Queried import	Querying external databases	Click Tools ► Data tools ► Notebook query .
Save as Web page	Publishing spreadsheet data in HTML	Click File ► Publish to ► Publish to Internet .
Save workspace	Saving a notebook group	Click File ► Notebook group ► Save notebook group .
Search/replace	To find and replace data	Click Edit ► Find and replace .
Sort databases	Sorting data	Click Tools ► Sort .
Templates	Working with project templates	Click File ► New from project .

Microsoft® Excel feature	Quattro Pro® reference	To access the feature in Quattro Pro®
Toolbar Designer	To create a toolbar	Click Tools ► Customize , expand the Customization category and click Toolbar .
Trace mode	To set a trace cell for a Quattro Pro macro	
Visual Dialog Builder	Working with custom dialog boxes and controls	Click Tools ► Macro ► Dialog designer .
Wizards	Working with Quattro Pro Experts	Right-click a toolbar, and click Experts and numeric tools .

Customizing Quattro Pro®

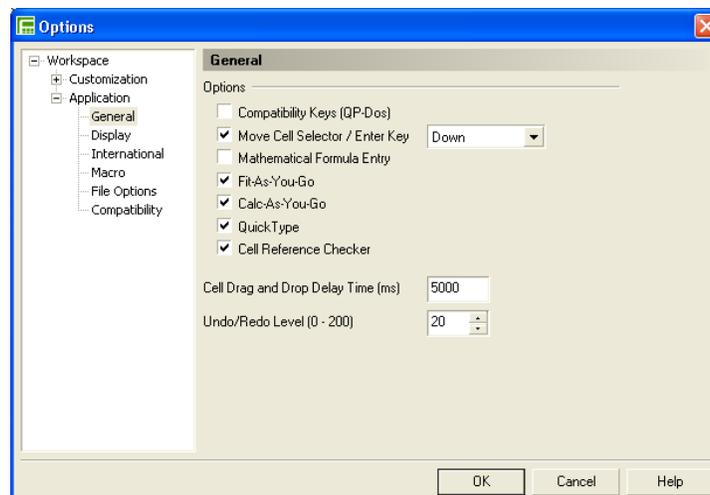
One of the key strengths of Quattro Pro is its ease of customization. You can customize virtually any element of Quattro Pro to reflect your preferred working environment.

You can change the application settings that determine how Quattro Pro should look and feel. For example, you can change the default file type that Quattro Pro opens on startup, select colors for the notebook palette, or set the number of rows, columns, and sheets to display.

In addition, you can customize the current menu by adding, deleting, and rearranging menu items. You can assign shortcut keys to menu items. You can also create, edit, delete, and reposition toolbars.

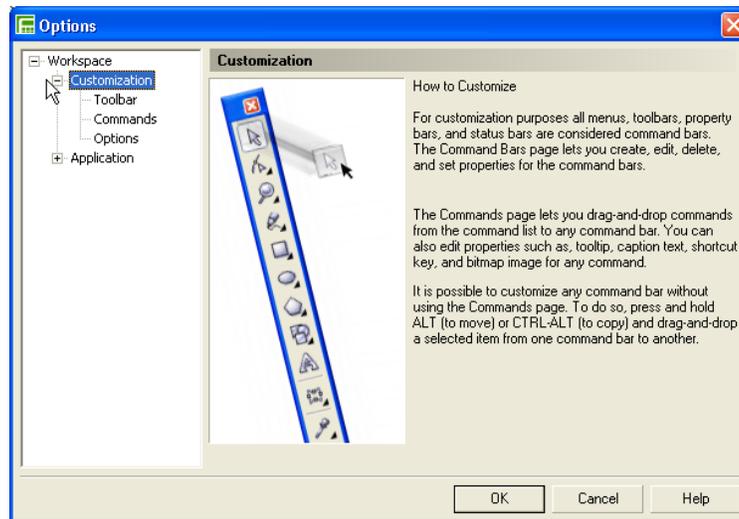
To customize Quattro Pro®

- 1 Click **Tools ► Settings**.
- 2 In the **Options** dialog box, choose an element to customize from the **Application** menu.



To customize Quattro Pro® menus, commands, and toolbars

- 1 Click **Tools ► Customize**.
- 2 In the **Options** dialog box, choose an element to customize from the **Customization** menu.

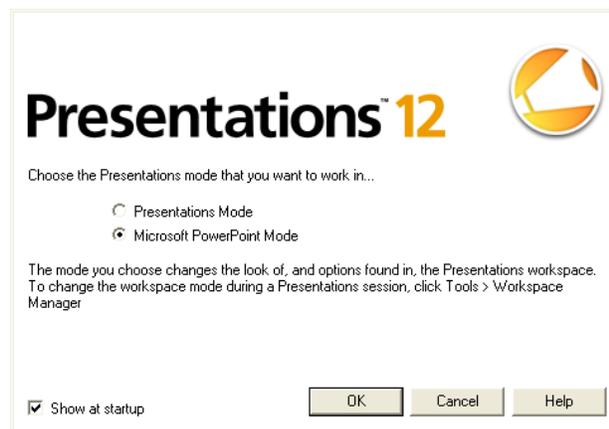


Making the transition from Microsoft® PowerPoint® to Presentations™

With the introduction of the Workspace Manager, Presentations 12 makes it easier than ever for users to switch from Microsoft PowerPoint. The Workspace Manager lets you simulate the Microsoft PowerPoint workspace in Presentations. While there are many similarities between the two applications, you may find this helpful for getting accustomed to working with Presentations.

Using the Workspace Manager

Choosing Microsoft PowerPoint from the Workspace Manager positions the Presentations features, including toolbars and menu items, where you would find the equivalent feature in Microsoft PowerPoint. This also applies Microsoft PowerPoint keyboard shortcuts to Presentations features, allowing you to quickly find the tools you need to create slide shows in Presentations.



To use the Microsoft® PowerPoint workspace in Presentations™

- 1 Click **Tools ► Workspace Manager**.
- 2 Enable the **Microsoft PowerPoint Mode** option, and click **OK**.

Using the Compatibility toolbar

Presentations 12 also introduces the Compatibility toolbar, another feature designed to facilitate compatibility with other office productivity applications. The Compatibility toolbar provides easy, one-click access to popular publishing formats, such as Microsoft PowerPoint, PDF, HTML, and XML. In addition, the Compatibility toolbar gives you immediate access to online Help specific to Microsoft PowerPoint.



By default, the Compatibility toolbar appears on the right side of the main Presentations toolbar.

Opening Microsoft® PowerPoint® documents

You can open the following Microsoft PowerPoint file formats in Presentations:

- Microsoft PowerPoint 2.0
- Microsoft PowerPoint 3.0
- Microsoft PowerPoint 4.0
- Microsoft PowerPoint 7.0 (Microsoft Office 95)
- Microsoft PowerPoint 97/2000/2002/2003

To open a Microsoft® PowerPoint document

- 1 Click **File** ► **Open**.
- 2 Choose the drive and folder where the file is stored.
- 3 Select **Microsoft PowerPoint** from the **File Type** drop down menu.
- 4 Select a filename, and click **Open**.

Saving Presentations™ documents as Microsoft® PowerPoint® documents

You can save your Presentations files to the following file formats:

- Microsoft PowerPoint 95 presentation (PR 9, 10 and 11GM)
- Microsoft PowerPoint 97 presentation (PR 9, 10 and 11)
- Microsoft PowerPoint 97/2000/2002/2003 presentation (PR 12)

To save a Presentations™ document as a Microsoft® PowerPoint document

- From the toolbar, click the **Save As PowerPoint**  button.

Or

- Click **Alt+Shift+S**.

Or

- 1 Click **File ▶ Save as**.
- 2 Choose the drive and folder where you want to save the file.
- 3 Type the filename in the **Filename** box.
- 4 Choose the **PowerPoint** presentation file format from the **File type** list box.
- 5 Click **Save**.

Comparing Presentations™ and Microsoft® PowerPoint® features

While Presentations and Microsoft PowerPoint share many of the same features, there are differences between the two applications in how you access similar features.

To view this list while using Presentations, click the **Microsoft PowerPoint Help**  button on the **Compatibility** toolbar.

Microsoft® PowerPoint® feature	Presentations™ feature	To access the feature in Presentations™
Action buttons	Action shapes	Click Insert ▶ Graphics ▶ Shape ▶ Action shapes .
Action settings	Object properties	Click Format ▶ Object properties .
Alignment	Justification	Click Format ▶ Justification .

Microsoft® PowerPoint® feature	Presentations™ feature	To access the feature in Presentations™
Apply design	Master Gallery	Click Format ► Master Gallery .
AutoCorrect	QuickCorrect	Click Tools ► QuickCorrect .
AutoRecover	Backup	Click Tools ► Settings ► Files ► Backup ► Timed document backup every _ minutes .
Auto shapes	Shapes	Click Insert ► Graphics ► Shape .
Arrange all windows	Tile side by side/Tile top to bottom	Click Window ► Tile top to bottom ; Window ► Tile side by side .
Background	Background Gallery	Click Format ► Background Gallery .
Blank slide	None	Click Insert ► New slide ► None .
Bullet	Bulleted list	Click Format ► Bulleted list properties ► Bullets ► Bullet shape .
Chart	Data chart	Click Insert ► New slide ► Data chart .
Chart and text slide	Combination	Click Insert ► New slide ► Combination .
Clipart	Clipart	Click Insert ► Graphics ► Clipart .
Clipart Pictures	Photos	Click Insert ► Graphics ► Clipart ► Photos .
Clipart Videos	Movies	Click Insert ► Graphics ► Clipart ► Movies .
Color and lines	Object properties	Click Format ► Object properties .
Custom shows	Audience	Click Tools ► Custom audiences .
Customizing toolbars	Customize	Click Tools ► Settings ► Customize .
Date and time	Date/time	Click Insert ► Date/Time .
Date and time Update automatically (insert as field)	Keep the inserted date current	Click Insert ► Date/Time ► Keep the inserted date current .
Find	Find and replace	Click Edit ► Find and replace .
Font effects	Font appearance	Click Format ► Font ► Appearance .
Font style	Font appearance	Click Format ► Font ► Appearance ► Bold .
Hyperlink	SpeedLink	Click Format ► Object properties ► SpeedLink .

Microsoft® PowerPoint® feature	Presentations™ feature	To access the feature in Presentations™
Hyperlink Link to file or URL	Browse Internet	Click Format ▶ Object properties ▶ SpeedLink .
Insert a picture from scanner	Acquire image	Click Insert ▶ Graphics ▶ Acquire image .
Loop continuously until ESC	Repeat slide show until you press ESC	Click View ▶ Play slide show ▶ Repeat slide show until you press ESC .
Notes master	Speaker notes	Click Format ▶ Slide properties ▶ Speaker notes .
Organization chart	Organization chart	Click Insert ▶ New slide ▶ Organization chart .
Outline view	Slide Outliner	Click View ▶ Slide Outliner .
Pack and go	Show On The Go	Click File ▶ Show On The Go .
Picture	Graphics	Click Insert ▶ Graphics .
Picture formatting	Image tools	Click Tools ▶ Image tools .
Preset animation	Object animation	Click Format ▶ Object properties ▶ Object animation .
Printing	Printing	Click File ▶ Print .
Printing handouts	Handouts	Click File ▶ Print ▶ Print range ▶ Handouts .
Printing notes page	Audience notes	Click File ▶ Print ▶ Print range ▶ Audience notes .
Replace	Find and replace	Click Edit ▶ Find and replace .
Replace straight quotes	QuickCorrect	Click Tools ▶ QuickCorrect ▶ Select quotation marks .
Save as HTML	Internet Publisher	Click File ▶ Internet Publisher .
Screen tips	QuickTips	Click Tools ▶ Settings ▶ Display QuickTips .
Slide layout	Layout Gallery	Click Format ▶ Layout Gallery .
Slides sized for	Page setup	Click File ▶ Page setup .
Slide Sorter	Slide sorter	Click View ▶ Slide sorter .
Slide transition	Transitions	Click Format ▶ Slide properties ▶ Transition .

Microsoft® PowerPoint® feature	Presentations™ feature	To access the feature in Presentations™
Slide view	Slide Editor	Click View ► Slide Editor .
Speaker notes	Speaker notes	Click Format ► Slide properties ► Speaker notes .
Spelling	Spell checker	Click Tools ► Spell checker .
Style checker	Grammatik	Click Tools ► Grammatik .
Tabs	Indent	Click Format ► Paragraph ► Indent .
Text and chart slide	Combination	Click Insert ► New slide ► Combination .
User Information	File properties	Click File ► Properties ► Author .
Viewing slide show	Play slide show	Click View ► Play slide show .
WordArt	TextArt	Click Insert ► Graphics ► TextArt .
Zoom to fit	Full page	Click View ► Zoom ► Full page .
Zoom to percent	Zoom other	Click View ► Zoom ► Other .

Using Microsoft® PowerPoint® shortcut keys in Presentations™

Presentations provides keyboard shortcuts that perform similar functions to Microsoft PowerPoint equivalents.

Keyboard shortcuts for controlling slide shows

The following table lists the Microsoft PowerPoint keyboard shortcuts for slide show controls and the equivalent Presentations keyboard shortcuts.

Microsoft PowerPoint keyboard shortcut	What it does	Presentations keyboard shortcut
Enter or Spacebar	Advances to the next slide	Enter or Spacebar
P or Backspace	Returns to the previous slide	Page up
<number> + Enter	Goes to slide <number>	Ctrl + G
Esc	Ends a slide show	Esc
E	Erases on-screen annotations	Ctrl + E

Keyboard shortcuts for deleting and copying text

The following table lists the Presentations keyboard shortcuts for deleting and copying text and the equivalent Microsoft PowerPoint keyboard shortcuts.

Microsoft PowerPoint keyboard shortcut	What it does	Presentations keyboard shortcut
Backspace	Deletes one character to the left	Backspace
Ctrl + Backspace	Deletes one word to the left	Ctrl + Backspace
Delete	Deletes one character to the right	Delete
Ctrl + Delete	Deletes one word to the right	Ctrl + Delete
Ctrl + X	Moves the object to the Clipboard	Ctrl + X
Ctrl + C	Copies the selected object	Ctrl + C
Ctrl + V	Inserts object from the Clipboard	Ctrl + V
Ctrl + Z	Undoes the last action	Ctrl + Z

Keyboard shortcuts for moving around in text

The following table lists the Microsoft PowerPoint keyboard shortcuts for moving around in text and the equivalent Presentations keyboard shortcuts.

Microsoft PowerPoint keyboard shortcut	What it does	Presentations keyboard shortcut
Left arrow key	Moves one character to the left	Left arrow key
Right arrow key	Moves one character to the right	Right arrow key
Up arrow key	Moves one line up	Up arrow key
Down arrow key	Moves one line down	Down arrow key
Ctrl + Left arrow key	Moves one word to the left	Ctrl + Left arrow key
Ctrl + Right arrow key	Moves one word to the right	Ctrl + Right arrow key
End	Moves to the end of a line	End
Home	Moves to the beginning of a line	Home
Ctrl + End	Moves to the end of a text box	Ctrl + End

Keyboard shortcuts for selecting text and objects

The following table lists the Microsoft PowerPoint keyboard shortcuts for selecting text and objects and the equivalent Presentations keyboard shortcuts.

Microsoft PowerPoint keyboard shortcut	What it does	Presentations keyboard shortcut
Shift + Right arrow key	Selects one character to the right	Shift + Right arrow key
Shift + Left arrow key	Selects one character to the left	Shift + Left arrow key
Ctrl + Shift + Right arrow key	Selects to the end of a word	Ctrl + Shift + Right arrow key
Ctrl + Shift + Left arrow key	Selects to the beginning of a word	Ctrl + Shift + Left arrow key
Ctrl + A	Selects all objects	Ctrl + A

Keyboard shortcuts for working in dialog boxes

The following table lists the Microsoft PowerPoint keyboard shortcuts for working in dialog boxes and the equivalent Presentations keyboard shortcuts.

Microsoft PowerPoint keyboard shortcut	What it does	Presentations keyboard shortcut
Ctrl + Tab	Moves to the next tab in a dialog box	Ctrl + Tab
Ctrl + Shift + Tab	Switches to the previous tab in a dialog box	Ctrl + Shift + Tab
Tab	Moves to the next option in a dialog box	Tab
Shift + Tab	Moves to the previous option or option group	Shift + Tab
Alt + Down arrow key	Opens a selected list box	Alt + Down arrow key
Esc	Closes a selected list box	Esc

Customizing Presentations™

One of the key strengths of Presentations is its ease of customization. You can customize virtually any element of Presentations to reflect your preferred working environment.

You can adjust display settings, such as displaying hints with menu items. You can also change the environment settings in Presentations. For example, you can choose the type of project that opens when you start the application.

In addition, you can customize toolbars, property bars, tool palettes, keyboards, and menu items.

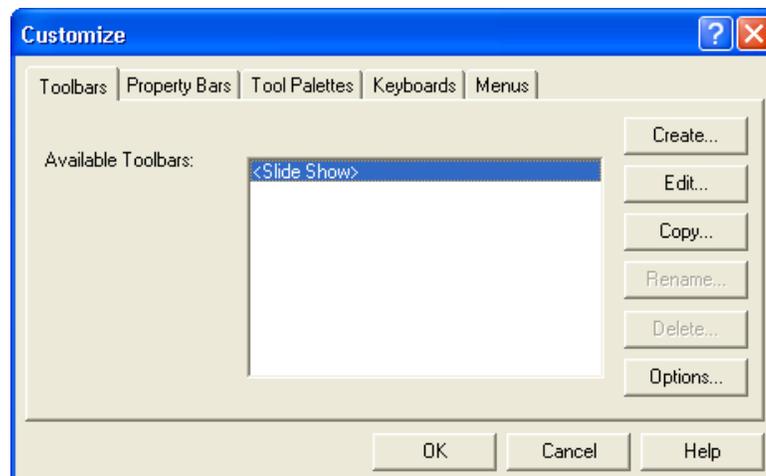
To customize Presentations™

- 1 Click **Tools ► Settings**.
- 2 Choose an element to customize from the **Settings** dialog box.



To customize toolbars, property bars, tool palettes, keyboards, and menus

- 1 Click **Tools ► Settings ► Customize**.
- 2 From the **Customize** dialog box, choose an element to customize.



Using Show On The Go™

You can create a self-executing version of a slide show that can be played on any computer that uses the Windows operating system, even if it doesn't have Presentations installed. The slide show files and the Presentations application files necessary to run the slide show are copied to the disk on which you create the portable slide show.

To create a portable slide show

- 1 Click **File ► Show On The Go**.
- 2 Click **Create**.

Publishing to PDF in Presentations™

Publishing a slide show as an electronic document in Portable Document Format (PDF) preserves the original typography, images, graphics, color, and formatting. PDF also lets you specify text formatting, color model, and compression options. PDF files are platform-independent and can be viewed, shared, and printed by Windows and Macintosh® users with Adobe Acrobat Reader.

To Publish to PDF

- 1 Click the **Publish to PDF**  button on the **Compatibility** toolbar, or click **File ► Publish to PDF**.
- 2 On the **General** tab, click **Browse**.
- 3 Type a file path and filename in the **Filename** box.
- 4 In the **Export range** area, enable one of the following options:
 - **Full document**
 - **Current view**
 - **Selection**
 - **Slides** (type a number in the box beside it)
 - **Speakers notes** (type a number in the box beside it)
 - **Audience notes** (type a number in the box beside it)
 - **Handouts** (type a number in the box beside it)
- 5 Choose a PDF style from the **PDF style** list box.
- 6 Click **OK**.

Corel corporate profile

Corel Corporation provides innovative software solutions that help millions of value-conscious businesses and consumers in over 75 countries improve their productivity. The Company is renowned for its powerful software portfolio that combines innovative photo-editing and graphics-creation, vector-illustration and technical-graphics applications along with office and personal productivity solutions. Corel's flagship products include the CorelDRAW® Graphics Suite, the WordPerfect® Office Suite, the 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.

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