

Corel®
WordPerfect®
OFFICE X5

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1



Introducing Corel® WordPerfect® Office X5

The productivity market has changed a lot in the last 20 years; over the last two years, the pace of that change has been exponential. New players and business models have emerged that have expanded the scope of what is considered an office productivity tool. And as functionality has changed, so have users' expectations. But as always, the key to any new office suite is blending tools that users have come to rely on with new features that fit into today's workflow.

The Internet is impacting every technology market because of its ability to connect people and provide a vehicle for collaboration. Market research indicates that business and government users are quickly adopting online tools to make their organizations more collaborative and efficient. Consumers, on the other hand, are moving slowly towards online capabilities as they weigh the value that online office tools offer against the kind of tasks they regularly perform.

As enterprises, law offices, and government departments have recognized and embraced online/offline tools, Corel® WordPerfect® Office has been at the forefront of integrating them into the office productivity workflow. With these users in mind, WordPerfect® X5 is designed to mesh with an organization's workflows and back-end systems.

These days people are just as likely to turn to an e-mail client for writing a note or memo. But when there's more at stake — when an organization's or a person's reputation and image are on the line — that's when users turn to the features that can only be found in traditional

productivity tools. While addressing emerging trends is critical, so is adding to the value of the core office suite.

Drawing upon a rich history in office productivity innovation, Corel breaks new ground while still improving the most critical areas in the traditional office suite, so users can do more with words, numbers, and ideas. Corel WordPerfect Office X5 redefines the office suite by providing:

- The ability to use WordPerfect® X5 in lockstep with document management systems, like Microsoft® SharePoint®.
- Web Services integration, so users have the time-saving capability of creating documents populated with data pulled from the Web.
- Enhanced compatibility, allowing users to open, edit, and save in Office Open XML (OOXML) formats.
- Nuance® PaperPort® 12 SE, giving users the ability to easily annotate PDFs and integrate with scanners.
- Mozilla® Thunderbird® for WordPerfect® Office, a new integrated e-mail client and calendar that offers a tabbed e-mail view and powerful search tools.
- The new Reference Center, a redesigned approach to the Help system and tutorials for every part of the suite.

Users want to take advantage of new technologies, and they also know that the work they produce with an office suite has a huge impact on their image and reputation. With that in mind, WordPerfect Office X5 is built on four key areas of focus. **More tools that make life easier** allow people to focus on what really matters — content. **When it's more than a page**, when there's more at stake, users demand collaborative tools and formatting features that allow them to give their documents just the right look. **File-format freedom** is also a cornerstone because market-leading compatibility means users never have to worry about file formats when sharing their documents or working with others. And because every dollar counts these days, WordPerfect Office X5 is designed to be the right office productivity tool at **the right price**.

More tools that make life easier

Users want to focus on the details of their work, not the logistics of their office suite. They don't want an office suite that makes them work. Instead, they need an office productivity tool that works for them. The legendary formatting features and intuitive user interface of WordPerfect Office help users effortlessly turn notes into powerful proposals and outlines into compelling slideshows.

Longtime favorites that make document formatting a breeze have been bolstered by a variety of powerful productivity features, including Web Services integration and PDF annotation tools. WordPerfect Office X5 makes it simple for anyone to produce creative, polished, and professional results.

When it's more than a page

WordPerfect Office X5 builds on a foundation of more than 20 years of constant design refinements to meet the ever-changing needs of government, law offices, small businesses, and home users. New Microsoft SharePoint capabilities offer enterprise-class collaborative features, making it easy for multiple users to fine-tune an important document. Delivering a legendary user experience found nowhere else, WordPerfect Office X5 provides unparalleled control over multi-page documents and features

famous for their ability to deliver results when it counts. Any e-mail client or word processor will do when writing a note or memo. But when it's a multi-page report or when users simply need a document to look just right, WordPerfect Office X5 stands out.

With a legacy of distinct features, such as Reveal Codes and comprehensive legal tools, WordPerfect Office X5 gives users the tools to produce their very best work. When it's more than a page, that's the time for WordPerfect Office X5.

File-format freedom

Whether it's in a law office or a home office, people are exchanging files and collaborating with others more than ever. Supporting more than 60 file types, WordPerfect Office X5 is designed to let users focus on the content of a file, not its format. With the ability to open, edit, and create OOXML files, WordPerfect Office X5 ensures easy collaboration with Microsoft Office users. And enhanced compatibility with binary Microsoft Office formats ensures that file content displays as it was intended better than ever before.

But what really separates WordPerfect Office X5 from every other office productivity suite is its unique PDF capabilities. Offering the ability to work with scanned PDFs, along with built-in PDF annotating, importing, editing and publishing features, it's the world's first PDF office suite.

The right price

For less than half the price of Microsoft® Office, WordPerfect Office X5 provides an incredible variety of tools in one value-priced package. WordPerfect Office X5 offers a range of powerful productivity tools that users would otherwise have to get from multiple sources: an office suite, enterprise-class online/offline collaboration features, and unique PDF tools. Backed by flexible licensing, enterprise-class professional services options, free online support, and a 20-plus-year pedigree in the office productivity business, it's no wonder that WordPerfect Office remains the leading alternative to Microsoft Office.

2



Customer profiles

Corel WordPerfect Office X5 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 X5 is specifically geared to the needs of public sector organizations, offering enterprise-class features, compatibility with Windows® 7 and Microsoft® Office file formats, and strong support for open standards. In addition to its hassle-free licensing, WordPerfect Office X5 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 X5 through the suite's advanced, intuitive formatting; easily customizable workspaces and templates; powerful redaction tools; robust PDF capabilities, including support for PDF/A; tools specific to the legal field; and support for key file formats, such as WordPerfect, Microsoft Office, PDF, and EDGAR®.

Small Business

WordPerfect Office X5 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 X5 delivers. Home PC users require compatibility with the latest Windows® operating systems, 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 X5 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



What's included with Corel® WordPerfect® Office X5 – Standard Edition?

Main applications

- **WordPerfect® X5:** Powerful and easy-to-use, this feature-rich toolset lets users do more with documents. Hassle-free formatting helps anyone easily create professional-looking letters, labels, fax cover sheets, brochures, reports, resumes, and more. Enhanced compatibility lets users open, edit, and create Microsoft® Word files, including OOMXL (DOCX) files. Unique PDF capabilities allow users to do more with PDFs than any other office suite. Support for a wide variety of file formats — including ODF — allows for the creation of dynamic documents that can be easily shared with others.
- **Quattro Pro® X5:** This powerful spreadsheet application can help organize, analyze, and share important data for better decision making. With enhanced file compatibility, users can open, edit, and create the latest Microsoft® Excel files (XLSX). It also provides features for creating budgets, invoices, receipts, and expense reports, so users can easily manage the numbers in their life.
- **Presentations™ X5:** Presentations™ X5 includes all the tools needed for creating compelling slide shows, proposals, demonstrations, interactive reports, and more. Enhanced compatibility lets users open, edit, and create the latest Microsoft® PowerPoint® files (PPTX). For easy sharing, projects can be published to HTML or Flash™. Plus, the self-contained presentations technology, Show On The Go™, lets any PC user view a project — whether or not they use Presentations.
- **WordPerfect® Lightning™:** This digital notebook provides a simple set of tools to take notes and quickly gather information and screen grabs from the Web, e-mail, and other sources.
- **Mozilla® Thunderbird® for WordPerfect® Office:** This easy-to-use mail client simplifies managing e-mail and scheduling. Integrated with WordPerfect X5, Mozilla Thunderbird lets users manage e-mail from other sources, like Gmail™ and Yahoo!® Mail, all from one inbox. In addition, there's a calendar application for managing schedules, tasks, and more.
- **Nuance® PaperPort® 12 SE:** The world's favorite document management software for the PC, Nuance® PaperPort®12 SE is the fastest and easiest way to scan, organize, find, and share documents and photos. Intuitive PDF-annotation tools are the perfect complement to the PDF features in WordPerfect® Office X5, eliminating the need for any other PDF software.

Supporting Utilities

- **WordPerfect® OfficeReady™ Template Browser:** This template browser makes it easy to find the right template for any project. It provides thumbnail views of available templates that open with a single click.
- **WordPerfect® Office Conversion Utility:** The WordPerfect® Office Conversion Utility makes it easy to convert batches of any document type that WordPerfect X5 can open. For example, users can convert an entire folder structure of Microsoft Word documents to WordPerfect.
- **PerfectScript™:** PerfectScript™ was developed specifically for WordPerfect Office applications to help users create macros, recordings, and scripts.
- **QuickFinder™:** QuickFinder™ is a powerful utility that lets users find files by performing highly customizable searches.
- **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 users through page, margin, font, line, footer, and signature settings, and can save pleading styles that can be easily reused.
- **PerfectExpert™:** The PerfectExpert guides users through basic tasks and helps create detailed projects.
- **The Pocket Oxford™ Dictionary:** The Pocket Oxford™ Dictionary gives users the ability to look up 30,000 definitions and phonetic spellings.
- **WordPerfect® XML Project Designer:** WordPerfect includes its own XML Project Designer that enables users to define how various elements are to be displayed. These definitions are collected in layouts and are stored in the same XML template that contains the DTD.
- **WordPerfect® Address Book:** The WordPerfect® Address Book is an information center that lets users store and manage personal and business contact information.

Content

- 8,000 clipart images
- 175 photos
- 900 TrueType® fonts
- One-hour training video from BrainStorm®

Documentation

- **Reference Center:** The new Reference Center gives quick access to the main applications' Help files, tips, and tutorials, so users can get to work in no time. There's even a section that links to the Help for the writing, spelling, and grammar tools and tips for creating well-written, eye-catching documents and presentations. And for those who use the automation tools in WordPerfect Office X5, there's a section that gives access to Help for using macro tools and migrating macros created in previous versions of the suite.
- **Printed user guide:** A 312-page reference manual gets users on their way to learning WordPerfect Office X5, its programs and utilities, and additional features such as writing tools and support for macros and migration.
- **User guide PDFs:** Comprehensive user guides are available as PDFs providing detailed information on WordPerfect Office X5, WordPerfect X5, Quattro Pro X5, and Presentations X5. There are also user guides for creating macros using PerfectScript and VBA. In addition, a tutorial-based guidebook walks users step-by-step through some of the most common tasks in WordPerfect Office X5. The fonts and clipart manual is also included as a PDF.
- **Accessibility features:** Improved font-adjustment features make it easy to adjust the text size in the Help text. In addition, Help files are provided in plain-text format, for use with screen-readers.

Professional Edition: Additional Applications and Resources

- **Paradox®:** A relational, file-based database application, Paradox® lets users 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):** With the Professional Edition, an SDK is included to simplify deployment and maintenance of the software.

Minimum System Requirements

- Windows® 7, Windows Vista®, Windows® XP (32 bit and 64 bit with latest Service Pack and Critical Updates)
- 660 MB hard disk space for minimum installation
- 256 MB RAM
- 466-MHz processor
- 800 × 600 monitor resolution (1028 × 768 or higher recommended)
- CD-ROM drive
- Mouse or tablet

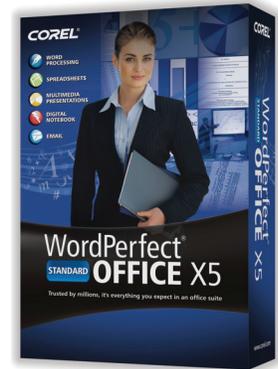
Installation

The installation wizard makes it easy to install Corel WordPerfect Office X5.

To install the software

- 1** Insert **Disc #1** into your CD-ROM drive.
The WordPerfect Office X5 CD1 screen appears.
- 2** Select the **WordPerfect Office X5** 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.

4



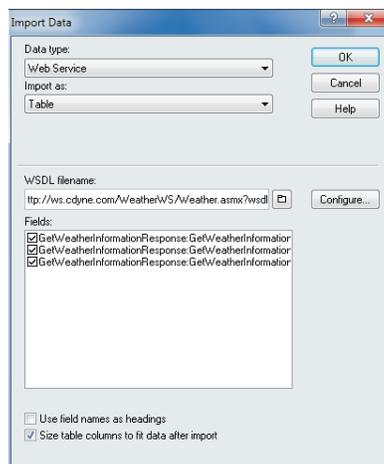
New and distinguishing features

Adapting to the ever-changing ways people work, Corel WordPerfect Office X5 blends leading-edge tools with classic features. For millions of longtime users, WordPerfect Office is their mission-critical tool that is dependable, adaptable, and always there when they need it. With powerful new tools and capabilities added to traditional strengths, WordPerfect Office X5 offers an unrivalled productivity experience that lets anyone do more with words, numbers, and ideas.

More tools that make life easier

New! Web Services integration:

WordPerfect X5 has been enhanced to support Web Services, an increasingly important part of the workflow in enterprises, government departments, and legal organizations. Web Services allow users to collaborate across systems and gather information from both internal and external data sets. With Web Services integration, users can populate fields in their documents with data pulled from the Web.



You can perform Web queries in WordPerfect X5.

Give it a try

Performing a Web query

- 1 Click **File** menu ▶ **Open**.
- 2 In the Open File dialog box, choose **WebQuery1.wpt** from the **Sample File** folder on the Corel WordPerfect Office X5 Press Kit CD, and click **Open**.
- 3 Click **Tools** menu ▶ **Macro** ▶ **Play**.
- 4 In the Play Macro dialog box, navigate to the **Sample File** folder on the Corel WordPerfect Office X5 Press Kit CD, choose **TestData.wcm**, and click **Play**.

The macro **TestData.wcm** contains a command that calls data from a Web service that provides U.S. weather information.

- 5 In the Get Weather By Zip Code dialog box, type your zip code.

The fields in **WebQuery1.wpt** are populated with data pulled from the Web service.

You can also perform a Web query the following way.

- 1 Click **File** menu ▶ **New**.
- 2 **Insert** menu ▶ **Spreadsheet/Database** ▶ **Import**.
- 3 In the Import Data dialog box, choose **Web Service** from the **Data type** list box.
- 4 Choose **Table** from the **Import as** list box.
- 5 Type **http://wsf.cdyne.com/WeatherWS/Weather.asmx?wsdl** in the **WSDL filename** box.
- 6 Click **Configure**.

Give it a try

- 7 In the Configure Web Service Query dialog box, choose **SoapHttp:GetCityForecastByZIP** from the **Operation** list box.
- 8 In the Query Request area, double-click in the **Value** box, type your Zip code, and click **OK**.
- 9 In the Import Data dialog box, enable the check boxes in the Fields area for the types of weather forecast data you want to pull, and click **OK**.

A table containing the data pulled from the Web service is inserted in the document.

New! Reference Center: The Reference Center offers a new approach to the Help system, giving users quick access to the answers they need in a single, easy-to-use location.

Each of the main applications has comprehensive Help files, tips, and tutorials that allow users to get right to work in no time at all. All the utilities in the suite are grouped in one section of the Reference Center, ensuring that users can get the most out of every WordPerfect Office X5 component. There's a section that contains the Help for the writing, spelling and grammar tools, as well as tips for creating well-written, eye-catching documents and presentations. In addition, there's a section that gives access to the Help files for using macro tools and migrating macros created in previous versions of the suite.



The Reference Center offers quick access to all Help files in the suite.

Give it a try

Using the Reference Center

- 1 Click **Start** ▶ **Programs** ▶ **WordPerfect Office X5** ▶ **Reference Center**.
- 2 Click the **WordPerfect** tab.
- 3 Click **Help Finder**.
- 4 Click the **Search** tab.
- 5 In the **Type in the word(s) to search for** box, type **drop caps**.
- 6 All associated Help topics appear.

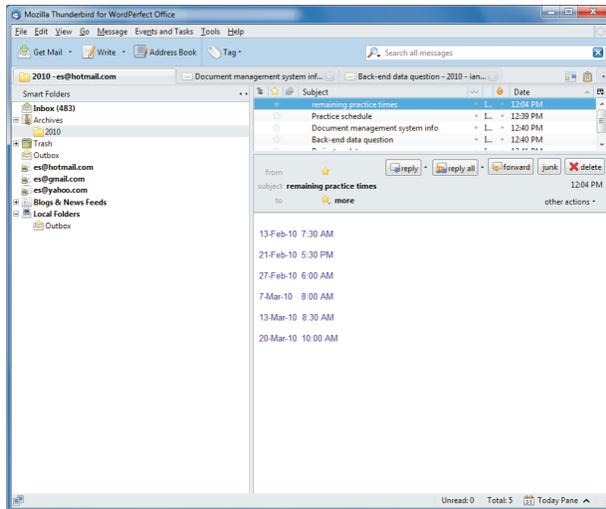
New! Mozilla® Thunderbird® for

WordPerfect® Office: Combining the best of open source innovation with proprietary software development, Mozilla Thunderbird for WordPerfect Office redefines the e-mail workflow. A tabbed approach and a new set of search tools allow users to locate specific e-mail in an instant. Just like tabbed browsing in a Web browser, tabbed e-mail lets users keep multiple e-mails open in separate tabs for easy reference. Visible tabs are saved when quitting the application and restored the next time the Mozilla Thunderbird is launched.

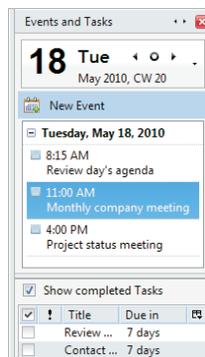
The search interface contains filtering, indexing, and timeline tools to pinpoint a specific e-mail. Mozilla Thunderbird displays search results in a separate tab so users can easily switch between search results and other e-mail.

Each e-mail received passes through leading-edge junk mail filters. Every time a message is marked as spam, Mozilla Thunderbird automatically refines filtering settings so users can spend more time reading the mail that matters.

Mozilla Thunderbird even lets users manage e-mail from other sources, like Gmail and Yahoo! Mail, from the same inbox. In addition, Mozilla Thunderbird includes a tightly integrated calendar that allows users to easily perform e-mail-related calendaring tasks.



Mozilla Thunderbird for WordPerfect Office offers a tabbed view and access to multiple e-mail accounts.



Mozilla Thunderbird for WordPerfect Office includes a tightly integrated calendar.

Give it a try

Importing an address book

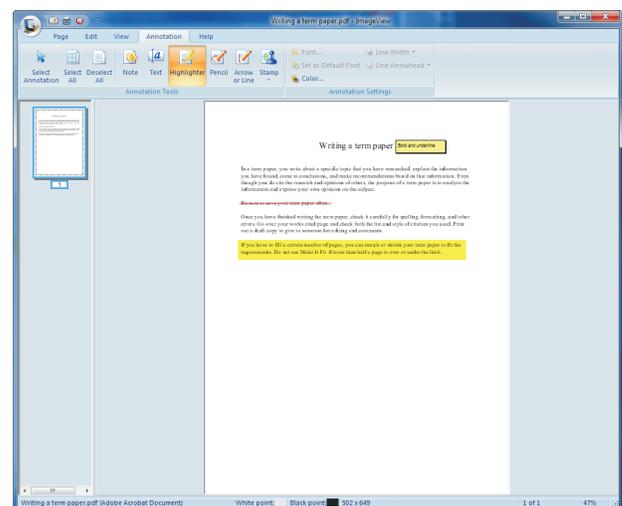
- 1 In Mozilla Thunderbird for WordPerfect Office, click **Tools** menu ► **Address Book**.
- 2 In the Address Book, click **Tools** menu ► **Import**.
- 3 In the Import dialog box, enable the **Address Books** option, and click **Next**.
- 4 Select the type of address book to import, and click **Next**.

New! E-mail address book integration:

Users can access their e-mail address book when performing mail merges, completing templates or envelopes, and more. WordPerfect Office X5 supports Outlook, Mozilla Thunderbird, or Windows address books. In addition, enhanced MAPI-compliance is a step towards full Microsoft Exchange compatibility.

New! 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. What's more, the renowned PDF capabilities in WordPerfect Office just got more powerful with the addition of Nuance PaperPort 12 SE. Users can now annotate PDFs, facilitating collaboration and making any extra PDF software unnecessary. Using OCR (Optical Character Recognition) technology, Nuance 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 offers versatile annotation tools.

Give it a try

Annotating a PDF in Nuance PaperPort 12 SE

- 1 Launch Nuance PaperPort 12 SE Image Viewer, and open a PDF.
- 2 Click the **Annotation** tab.
- 3 Use any of the following tools to annotate the PDF:
 -  — The **Note** tool lets you add a note much like a sticky note that you write on and then stick on paper documents.
 -  — The **Text** tool lets you add a line of text with a transparent background.
 -  — The **Highlighter** tool lets you highlight any part of the page.
 -  — The **Pencil** tool lets you draw free-hand lines or marks on the page.
 -  — The **Arrow** or **Line** tool lets you draw straight lines, with or without arrowheads, on a page.
 -  — The **Stamp** tool lets you paste a graphic on the page, much like using a rubber stamp.

New! Windows® 7 compatibility: Designed to make everyday tasks faster and easier, Windows 7 promises to change the way PC users work. WordPerfect Office X5 is built to take advantage of all that this new operating system offers, with full Windows 7 optimization.

Enhanced! Migration: Users can upgrade from older versions of the suite to WordPerfect Office X5 with less effort and setup time than previous migrations. Even if menu commands have changed, templates, customized menus, shortcuts, and toolbars created in previous releases can be imported to WordPerfect Office X5 in a few clicks. Network administrators can also now easily update and reuse WordPerfect macros easily, even if their organization continues to use different versions of the application.

Favorite! The PDF Office Suite: PDF is the standard for the sharing of 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 X5 lets users do more with PDFs than any other word processor.

- **PDF import:** Too often customers have difficulties when trying to access and reuse PDF content. By simply opening a PDF with WordPerfect X5, users can easily reuse text and graphics, and then save the file to a wide variety of formats. And if only the text in a PDF is needed for reuse, users can choose to import it without the layout.

Give it a try

Importing a PDF

- 1 Click **File** menu ▶ **Open PDF**.
 - 2 In the Open File dialog box, choose **import.pdf** from the **Sample File** folder on the Corel WordPerfect Office X5 Press Kit CD, and click **Open**.
- **Suite-wide publishing to PDF:** The PDF capabilities of WordPerfect Office X5 aren't restricted to word processing documents. Users can create rich, eye-catching PDFs in Quattro Pro X5 and Presentations X5, 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. In addition, a PDF created with any WordPerfect Office X5 application launches automatically, saving users time and giving them an instant look at the PDF.
 - **Import scanned PDFs:** Users can do more with scanned PDFs than just read them. WordPerfect X5 converts characters in image-based PDFs to fully editable text, making retyping a scanned PDF a thing of the past.
 - **Password protection:** By adding a password to a PDF created in WordPerfect Office X5, users can decide who can view, copy, edit, or print their work.
 - **File size options:** The PDFs can be outputted to a variety of media, including the Web, e-mail, or print. WordPerfect X5 helps tailor

file-size and print-resolution options to best suit the platform on which the end user will be viewing the PDF.

- **Tagged PDF support:** Support for tagged PDFs ensures that PDFs flow exactly as intended and that they can be read by devices for the visually impaired, meeting government accessibility standards. Tagged PDFs also ensure that PDFs flow properly on handheld devices.
- **PDF/A support:** Addressing a critical need for government and legal offices, WordPerfect X5 has kept pace with ISO standards by offering support for PDF/A, the de facto archiving format. PDF/A is a subset of PDF that excludes features, such as external document linking, that are not suited to long-term archiving.

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

- **Create:** In an easy-to-use workspace, the Notes window lets users capture ideas and reuse information from other sources. It provides standard word-processing features, such as fonts and font styles, bullets and numbering, text alignment, tables, and color. The Notes window even lets users insert graphics or pictures in notes.
- **View:** The Viewer is a fast, lightweight file-viewing alternative for PDF, Microsoft Word (binary), WordPerfect, and image files.
- **Grab:** Users can easily take a snapshot of any area of their desktop or Web browser with the Snapshot tool with a simple click-and-drag. The snapshot is saved as a note, which can then be e-mailed, printed, saved as an image file, or sent to WordPerfect X5.

Give it a try

Taking a snapshot

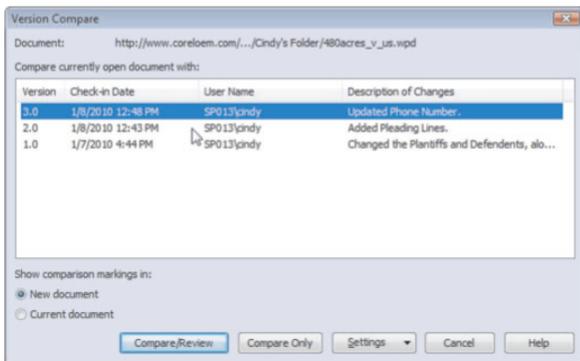
- 1 From the Start menu, click **All Programs ▶ WordPerfect Office X5 ▶ WordPerfect Lightning**.

Give it a try

- 2 In the **WordPerfect Lightning Start Panel**, click **Take a snapshot**.
- 3 Drag anywhere on your desktop.
The snapshot opens in a Notes Window.
- 4 In the Notes Window, click the arrow beside the **Send To** button, and choose **Send to Word Processor**.
- 5 In the Choose Word Processor dialog box, enable the **WordPerfect** option, and click **OK**.
- 6 WordPerfect X5 opens, and a new file is created containing the snapshot.

When it's more than a page

New! Microsoft® SharePoint® support: WordPerfect X5 gives users 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 X5. In addition, updates to the WordPerfect iFilter allow users to search content in WordPerfect documents stored in a Microsoft SharePoint server with Google Desktop and Windows Desktop Search.



WordPerfect X5 can display a detailed list of changes.

Give it a try

Checking a WordPerfect X5 document in and out of Microsoft SharePoint

- 1 In your Web browser, navigate to <http://www.coreloem.com/WordPerfectX5/default.aspx>
- 2 To log into the SharePoint Portal, type **WP5MEDIA** in the **User** box and **2WP5MEDIA4** in the **Password** box.
- 3 Double-click the **WordPerfect Documents** folder, and then double-click **Reviewers Guide** folder.
- 4 Double-click the file **BEI Oil Company Annual Report**.
- 5 In the File Download dialog box, click **Open**.

WordPerfect X5 launches and you will be prompted for login information. Use **WP5MEDIA** as the user name and **2WP5MEDIA4** as the password.

Give it a try

- 6 In WordPerfect X5, click **File** menu ▶ **Document Management** ▶ **Check Out**.
- 7 On the third page, add text or make a change in the Historical Background section of the template.
- 8 Click **File** menu ▶ **Document Management** ▶ **Check In**.
- 9 In the Check In dialog box, type **historical background** in the **Description of changes** box, and click **OK**.

Comparing versions of a file within WordPerfect X5

- 1 Click **File** menu ▶ **Document Management** ▶ **Version Compare**.

In the Version Compare dialog box, you can see what users have worked on the document and a list of changes.

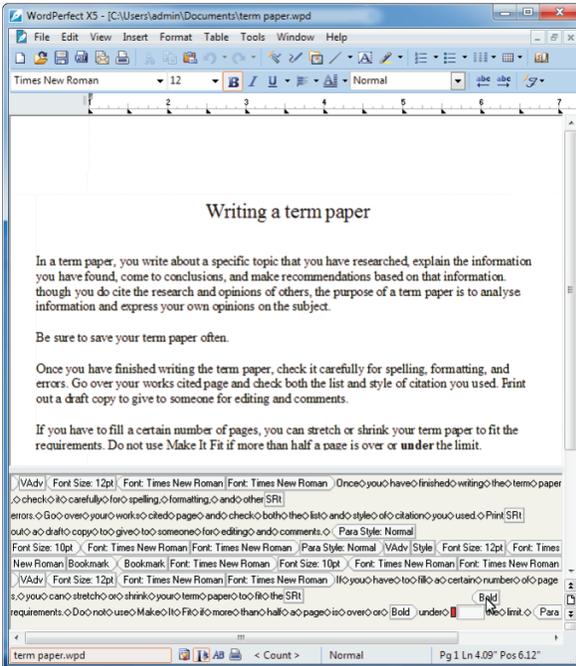
- 2 Choose an alternate version of the document from the **Compare currently open document with** list.
- 3 Enable the **New document** option, and click **Compare Only**.

The comparison results display in a new document

Favorite! Redaction: WordPerfect X5 provides redaction tools, allowing users to replace sensitive or confidential information with a black bar in a way that ensures that 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.

Favorite! 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 users make advanced alterations to the settings or styles.



Reveal Codes gives you total control over formatting.

Give it a try

Correcting formatting using Reveal Codes

- 1 Click **File** menu ▶ **Open**.
- 2 In the Open File dialog box, choose **Reveal Codes.wpd** from the **Sample File** folder on the Corel WordPerfect Office X5 Press Kit CD, and click **Open**.
- 3 Press **Alt + F3** to open the Reveal Codes window.
- 4 Drag the **Bold** tag before the words **Payment due** out of the Reveal Codes window.

The bolding is removed.

Favorite! Make It Fit: Sometimes there's just a little too much to say in the space that there is to work with. This longtime favorite lets users 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.

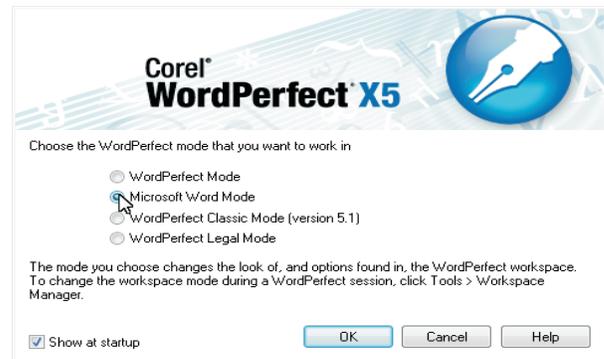
Give it a try

Making text fit a specific number of pages

- 1 Click **File** menu ▶ **Open**.
- 2 In the Open File dialog box, choose **Invoice.wpd** from the **Sample File** folder on the Corel WordPerfect Office X5 Press Kit CD, and click **Open**.
- 3 Click **Format** menu ▶ **Make It Fit**.
- 4 Type **1** in the **Desired number of pages** box.

The invoice text is reduced to one page.

Favorite! Customizable workspace: Rather than force anyone to work a certain way, WordPerfect Office X5 encourages users to work in whatever way suits them 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 a user is new to WordPerfect Office X5.



The Workspace Manager lets you customize your workspace.

Favorite! 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.

Give it a try

Using PerfectExpert to create a monthly calendar

- 1 Click **File** menu ► **New from Project**.
- 2 In the PerfectExpert dialog box, scroll down the list of templates, choose **Monthly Calendar**, and click **Create**.
- 3 In the **Calendar Information** dialog box, choose the starting month and year, the number of months, and which day to use in the first column.

- 4 Click **Finished**.

The PerfectExpert panel displays in the left side of the document window, where you can customize the look of the calendar.

***Favorite!* Context-sensitive property bars:**

The property bar in each application of WordPerfect Office X5 puts every option and button related to the task being performed front and center, saving time and effort.

***Favorite!* Browse By button:** A hidden gem in WordPerfect X5 and Quattro Pro X5, this handy button lets users scroll through long documents by heading, table, footnote, graphic, or other object, allowing for quick review of specific elements in a file.

***Favorite!* Document Map:** The Document Map is a navigational window that displays links to reference markers in a document, such as markers for an index, a table of contents, or a table of authorities. Users can easily view and navigate long documents by clicking markers in the Document Map window.

***Favorite!* Easy table of contents:** In two steps, users can create a table of contents that readers can then use as a means to easily navigate the document.

***Favorite!* Presentations Graphics X5:** This built-in, easy-to-use graphics application includes a broad range of bitmap-editing tools and special effects. Users can create, edit, and enhance drawings and pictures for use in documents, spreadsheets, presentations, on the Web, and more.

***Favorite!* Word Count:** With a simple click of the Count button on the application bar, users can get an update on a document's word count. In addition, the Word Count feature gives total control over which document elements to include in the count. For example, headers, footers, comments, footnotes, endnotes, watermarks, text boxes, and box captions can be included or excluded in the word count. Users can also get a word count on a selected block of text.

***Favorite!* Effortless slideshow creation from an outline:** This time-saver converts an outline created in WordPerfect X5 or WordPerfect Lightning into a Presentations X5 slideshow. Each major bullet in the outline becomes a slide, so users can spend time on the content of the presentation, not the formatting.

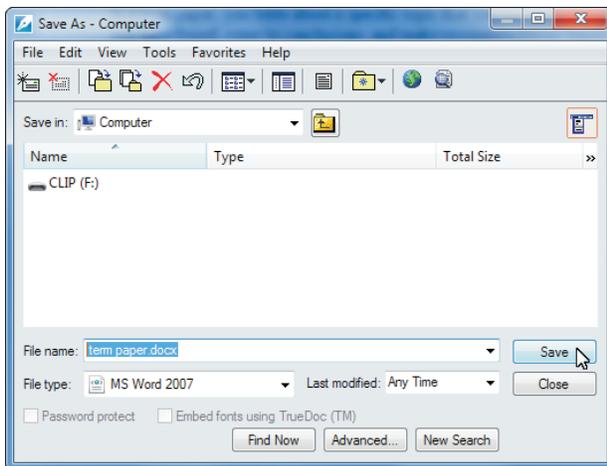
***Favorite!* Metadata removal:** WordPerfect X5 has a built-in feature that helps ensure that users never get caught with confidential or sensitive information in their documents. Metadata is information that lurks within office productivity files, such as undo/redo history, reviewers' notes, hidden text, and comments. 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 users decide what metadata to remove from documents — without requiring additional purchase or download.

***Favorite!* 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 their pleadings.

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

File-format freedom

New! Open, edit, and create files in the latest Microsoft Office formats: As Microsoft Office proprietary formats change, WordPerfect Office X5 keeps pace to help users clear any compatibility hurdles. Now users have even more file-format freedom with the ability to open and save documents in Open Office XML, making for the easy round-tripping of files with Microsoft Office users. Whether it's the latest Microsoft Office document (DOCX), spreadsheet (XLSX) or presentation (PPTX), WordPerfect Office X5 ensures hassle-free collaboration and file exchange.



*WordPerfect Office X5
lets you create OOXML files.*

Give it a try

Creating a DOCX document

- 1 Click **File** menu ▶ **Open**.
- 2 In the Open File dialog box, choose **Save Open XML.wpd** from the **Sample File** folder on the Corel WordPerfect Office X5 Press Kit CD, and click **Open**.
- 3 In the Save As dialog box, choose **MS Word 2007** from the **File type** list box, and click **Save**.

You can also save Quattro Pro X5 files to XLSX and Presentations X5 files to PPTX.

Enhanced! Microsoft Office compatibility:

Users familiar with Microsoft Office and concerned about having to learn another office suite needn't worry. WordPerfect Office X5 allows them to adopt the keystrokes and menus of Microsoft Office and automatically save files in a Microsoft Office file format. All the applications in WordPerfect Office X5 have been enhanced to offer even better file fidelity when working with documents, spreadsheets, and presentations from their Microsoft Office counterparts.

Enhanced! PDF/A support: With many organizations — especially large enterprises and government agencies — being legally required to keep more records on hand, the need to efficiently archive word-processing files has increased. The PDF/A archival format has been developed to meet this need, and WordPerfect Office X5 has updated PDF/A support.

Favorite! Open ODF files: The ISO-standard Open Document Format is generating interest with governments worldwide as a standard for storing and archiving documents. WordPerfect X5 has ODF in its impressive array of supported formats, letting users open and edit ODF word-processing files.

Give it a try

Opening ODF files

- 1 Click **File** menu ▶ **Open**.
- 2 In the Open File dialog box, choose **open.odf** from the **Sample File** folder on the Corel WordPerfect Office X5 Press Kit CD, and click **Open**.

Favorite! Support for more than 60 file formats: Famous for unrivaled file format support, WordPerfect Office X5 continues to help users work with an impressive range of formats — from those created in the earliest days of word processing and spreadsheets to emerging standards.

The right price

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 X5 offers that and more? The tight integration of a range of productivity tools makes for a smooth, time-saving, headache-free workflow.

Support for emerging standards: WordPerfect Office X5 supports the standards of tomorrow at today's price. Do you need to make the transition to Windows 7? No problem. How about opening, editing, and creating OOXML files? Done. Need a file-archiving solution that uses PDF/A, XML, or another format? WordPerfect Office X5 is already there.

Free online support and inexpensive services: Regardless of WordPerfect Office version, online support is free. Users have access to customization services, templates, professional support that help anyone get the most out of WordPerfect Office X5.

No hidden software costs: With a customizable interface, users can adapt their work environment, eliminating any retraining costs.

About Corel

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.

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 DESIGNER® Technical Suite, Corel® PaintShop Photo™ Pro, Corel® VideoStudio®, Corel® WinDVD®, Corel® WordPerfect® Office, WinZip®, and the recently released Corel® Digital Studio™ 2010. 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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