

- **Headers and footers** — Users can use headers and footers to display information, such as page numbering, a chapter heading, a title, a date, a person's name, or a company name at the top or bottom of each page or on alternating pages in a document.
- **Delay codes** — Users can insert and edit codes that take effect after a specified number of pages. Users can delay any open code. *Open codes* are codes used for **Line Numbering**, **Fonts**, **Tab Setting**, and **Margins**. For example, if users want to use a letterhead for the first page of a document and use blank paper for the rest of the document, they can set up the first page size and then place a second page size in delay codes.
- **Identifying formulas**- Users can add formulas and functions to tables using arithmetic and logical operators. The new **Cell Formula Markers** give users an easy way to tell if a table cell contains a formula and provides more options for manipulating formulas. When users pause their pointer on a **Cell Formula Marker**, the cell's formula displays in a tool tip. Drag-and-drop functionality lets users easily copy formulas from one table cell to another, while clicking a **Cell Formula Marker** displays the **Formula** toolbar.
- **Changing text to tables and tables to text**- Users often need to incorporate data from other sources, such as a database or mailing list, into a WordPerfect document. Often that data is not formatted in a presentable fashion. WordPerfect 10 gives users the ability to convert text to tables and to convert tables to text or to a merge file. When converting tables to text, users can also specify the desired delimiter, or they can convert the table to a merge data file with the option of designating the top row as a header row.
- **Creating complex tables**- Users can create a basic table, or they can use advanced table features to create more complex tables with features such as slanted header rows and

unmatched numbers of cells in each row or column. Users can join two tables with the same number of columns into one large table, or they can split a table horizontally into two tables.

- **Table of contents**- Users can generate a table of contents for a single document or a master document. A table of contents generated for a master document includes entries for all its subdocuments. Users can also create more than one table of contents in a document; for example, users can create one table of contents for chapter titles and another for document headings. Users can customize many aspects of a table of contents, including the number of levels, layout, font, and other styles.
- Further training is available via the Corel WordPerfect site. (<http://www.corel.com>)
- ITT Training classes, please contact Shelia Frizzell at 301-903-8979
- ITT training classes (<http://cio-ops.doe.gov/training>)
- Books:
 - [Special Edition Using Corel WordPerfect 10](#), Laura Acklen and Read Gilgen
 - [Absolute Beginner's Guide to Corel WordPerfect 10](#), Laura Acklen
 - [Corel WordPerfect 10.0 Quick Source Guide](#), The ReSource Network

For additional help, call SC Support Center
☎301-903-5313

Department of Energy Office of Science

Quick Guide



Corel® WordPerfect 10™

This upgrade will not affect your day-to-day operations. You can do everything you used to do, but with more capability.
This guide is intended for experienced WordPerfect users.

Objective

- WordPerfect 10 will improve the exchange of WordPerfect documents with the Office of the Executive Secretariat, other offices within the Department, and with the various Department of Energy affiliated Labs.

Features

- **Import/export filters** – Exchange files with colleagues and clients using Microsoft® Word, Microsoft® Excel and Microsoft® PowerPoint.
- WordPerfect 10 can open Word documents and previous WordPerfect versions by using the **Open function** from the File Menu.
- Word will allow you to open WordPerfect documents in a similar fashion by selecting the **Open function** from the File Menu.
- WordPerfect 10 makes it easier to **save documents** in various forms. Just by selecting **save** you can select what version you wish to save the WordPerfect document in.
- **Publish-to-PDF** – Share documents across applications and platforms with the formatting intact thanks to powerful PDF capabilities in WordPerfect® 10 that support hyperlinks and watermarks.
- **AutoScroll tool- AutoScroll** lets users scroll through a document quickly without using the arrow keys or the scroll bars. The scrolling speed increases if users move the pointer further away from the **AutoScroll** tool and decreases if they move the pointer closer. The **AutoScroll** tool gives users functionality similar to that of the Microsoft IntelliMouse with their regular mouse.
- **Customizing keyboards**- Many WordPerfect users use the **Keyboard Editor** to create or edit a custom keyboard by assigning features, keystrokes, applications, or macros to keys on a keyboard. Now users can print a list of the key assignments they created for their custom keyboard by using the **Print Keyboard List** command, letting them have a printed reference to which they can refer anytime.
- **Browse**- The **Browse** command, located on the vertical scroll bar, lets users browse through a document by elements, including by page, by footnote, or by table.
- **The Pocket Oxford™ Dictionary** – Look up word definitions and phonetic spellings, and then add text to your documents with this English-language dictionary.
- **Corel® Application Recovery Manager** – Recover from most application failures *without* losing your work.
- **PerfectScript™** – Create and edit macros to automate repetitive tasks. WordPerfect includes a security feature to protect users against unwanted and possibly viral macros. If a template or document contains a macro that will be triggered without direct user action, WordPerfect will alert the user.
- **PerfectExpert™** –Help feature that guides you through many common tasks. This feature combines QuickTask, templates, and Coaches from the earlier versions of WordPerfect.
- **Variables** – This feature allows a variable or placeholder to be placed in multiple locations in a document. The application will automatically fill in all instances of the variable with text specified by the user.
- **Publish-to-PDF and HTML enhancements** –PDF capabilities that now support hyperlinks and watermarks, and HTML capabilities including cascading style sheets. **For demo on the above feature please select the following link: [Further Information](#)** or please visit www.corel.com.
- **Corel® Real Time Preview enhancements** – Preview formatting options when you select Fonts, Columns, Underline styles, Drop Caps, QuickFonts™, Outline, Bullets and Numbering. **For demo on the above feature please select the following link: [Further Information](#)** or please visit www.corel.com.
- **Easy document formatting with Reveal Codes** – the familiar Reveal Codes feature lets users format long or complex documents. **For demo on the above feature please select the following link: [Further Information](#)** or please visit www.corel.com.
- **Guard against unwanted changes**- Users can protect documents from being changed by assigning a read-only status or a password to a document.
- **Digital Signatures**- WordPerfect 10 supports digital signatures.
- **Correspondence and mass mailings**- WordPerfect 10 lets users mass-produce letters, envelopes, mailing labels, contracts, phone list, memos, and more with the merge feature.
- **Creating consistent formatting**- The **Text Styles** feature ensures consistency within a document and between multiple documents. **Text Styles** are collections of formatting attributes users can apply to selected text, selected paragraphs, or to an entire document. Users can retrieve, copy, edit, and rename **Text Styles**, and they can create their own styles either from scratch or from an existing style.
- **Managing long documents**- WordPerfect 10 offers tools to manage long documents, including business reports, magazine articles, and more. Users can work with several small documents and link them to a master document.
- **Cross-references**- A cross-reference refers a reader to other pages, figures, and notes. When page numbers, figure numbers, and endnote and footnote numbers change as users edit a document, the references are updated when the user regenerates the document.