

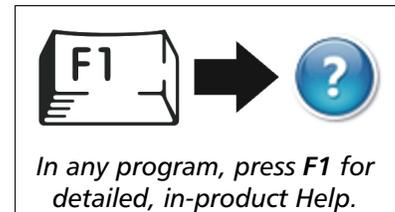
### Getting help

Corel® WordPerfect® Office provides a staggering number of productivity tools—along with a vast library of resources to assist you in using them! Here’s the best way to get help with WordPerfect Office.

#### Step 1: Check the in-product Help

You can access comprehensive, in-product Help for any of the following:

- *an entire program* – Click **Help** ▶ **Help Topics**, or press **F1**.
- *a toolbar button* – For a quick tip, point to the button. For a detailed topic, press **Shift + F1**; then, click the button.
- *a dialog box* – For a detailed topic, click the **Help** button. For a quick tip on any control, click the ? button; then, click the control.



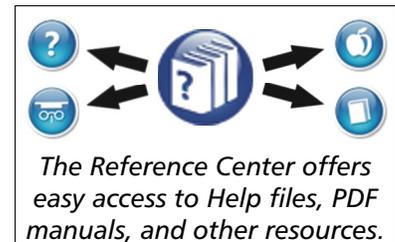
In any Help file, you can locate content by using the left pane (if hidden, click **Options** ▶ **Show Tabs**):

- Browse by topic (**Contents** tab) or keyword (**Index** tab).
- Search for a specified word or phrase (**Search** tab). You can sort results by topic, Help file, or ranking.

#### Step 2: Browse the Reference Center

WordPerfect Office installs numerous resources: Help files, PDF manuals, and more. For easy access to these materials, visit the Reference Center!

- To open the Reference Center in Windows®, click **Start** ▶ **All Programs** ▶ **WordPerfect Office** ▶ **Reference Center**. In WordPerfect®, Quattro Pro®, or Presentations™, click **Help** ▶ **Reference Center**.
- Click any Reference Center tab to view the resources for that category. Then, click any described resource to open it in a new window.

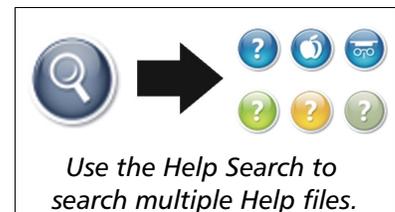


#### Step 3: Search across multiple Help files

As already discussed, you can search within a given Help file (**Search** tab).

You can use the Reference Center to search across multiple Help files for multiple types of content—how-tos, tutorials, tips, and more:

1. In the Reference Center, click the **Key Resources** tab.  
If you prefer to search only the Help files for WordPerfect, Quattro Pro, or Presentations, click the corresponding program tab.
2. Type a word or phrase in the search box. Enable the **Help Search** option; then, click the **Search** button.
3. Your search results appear in the “Help Finder” that opens—along with helpful tips on refining your searches. Double-click any search result (in the left pane) to display it (in the right pane).



## Step 4: Visit WordPerfect Office on the Web

On the Web, Corel provides even more resources for WordPerfect Office.

For product information, visit these websites:

- [WordPerfect.com](http://WordPerfect.com) – announcements, tutorials, tips, and more
- [Corel.com/knowledgebase](http://Corel.com/knowledgebase) – articles written by Corel® Support

Prefer to learn through interaction with others? Visit these social-media sites:

- [OfficeCommunity.com](http://OfficeCommunity.com) – official community site, hosted by Corel
- [Corel.com/socialmedia](http://Corel.com/socialmedia) – up-to-date list of official social networks

**TIP:** You'll find these links on the **Web Resources** page of the Reference Center—and even more links sprinkled elsewhere throughout WordPerfect Office.



## Step 5: Search across multiple WordPerfect Office websites

Still haven't found what you're looking for?

You can use the Reference Center to search across multiple WordPerfect Office websites for multiple types of content—announcements, tutorials, tips, forum threads, blog posts, downloads, and more:

1. Make sure you're connected to the Internet.
2. In the Reference Center, click the **Web Resources** tab.
3. Type a word or phrase in the search box; then, click the **Search** button.
4. Search results appear in your Web browser. The main page combines all search results, but you can click any tab to focus on a specific website. If you still don't see what you're looking for, you can use the search box on the results page to perform a new search.



**TIP:** You can also access the Web Search feature from the Reference Center pages that offer Help Search.

## In closing

Congratulations! You've learned the five main steps to getting help with WordPerfect Office:

1. **Check the in-product Help.** Use the built-in Help features, or see the Help files for more information.
2. **Browse the Reference Center.** Access multiple installed resources, neatly organized by category.
3. **Search across multiple Help files.** Use the Help Search in the Reference Center.
4. **Visit WordPerfect Office on the Web.** See the Web Resources page of the Reference Center for links.
5. **Search across multiple WordPerfect Office websites.** Use the Web Search in the Reference Center.

For even more help with WordPerfect Office, please see the "Learning to use..." topic in the main Help file for WordPerfect, Quattro Pro, or Presentations.

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This Quick Reference Card was created with WordPerfect.