

## Frequently asked questions

Want to make the most of WordPerfect®? The “FAQs” in this document offer valuable tips and insights.

### FAQ 1: “Why don’t my menus appear as documented?”

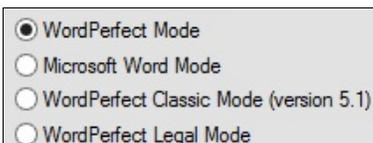
**Answer:** You may not be using the default WordPerfect workspace.

WordPerfect offers preset *workspaces*: working environments that define the layout of menus and toolbars, and the assignment of keyboard shortcuts. To switch workspaces, access the **Workspace Manager** from the **Tools** menu.

In addition, WordPerfect supports the customization (and sharing) of workspaces, such as through templates or template-based macros.

The documentation for WordPerfect describes the default “WordPerfect Mode” workspace. If you are using a different workspace, such as the one that simulates Microsoft® Word layout, your menus won’t appear as documented—in fact, some commands might seem missing altogether. To display the default menus, simply switch to WordPerfect mode.

**TIP:** Menu commands that appear “grayed out” may correspond to features not included with your edition of Corel® WordPerfect® Office. For a feature comparison, visit [WordPerfect.com](http://WordPerfect.com).



*“WordPerfect Mode” is the Workspace Manager interface documented in the Help.*

### FAQ 2: “Why doesn't my pasted content appear as expected?”

**Answer:** You may need to use a different paste format.

The standard **Edit ▶ Paste** method (shortcut **Ctrl + V**) attempts to preserve the formatting of the original content. The more complex the formatting, the harder it is to duplicate in the pasted content.

To choose a paste format, use the **Edit ▶ Paste Special** command.

**TIP:** To paste text without any formatting, simply press **Ctrl + Alt + V**.



*For complex content, try pasting text as unformatted: Just press **Ctrl + Alt + V**.*

### FAQ 3: “What can I do with Reveal Codes?”

**Answer:** The popular Reveal Codes feature (**View ▶ Reveal Codes**) lets you peek “behind the scenes” at the formatting codes applied to your document.

- **Double-click a code** to display and modify its settings.
- **Drag a code** within the Reveal Codes window to change its position in the document, or drag the code outside the window to remove it from the document altogether.
- **Change the display of codes** by clicking **Tools ▶ Settings ▶ Display** and then clicking the **Reveal Codes** tab. You can change the color and font of the codes, as well as the overall layout of the Reveal Codes window.

**TIP:** You can use **Edit ▶ Find and Replace** to find codes (**Match ▶ Codes**) and replace them (**Replace ▶ Codes**).



*Pointy tags mark on/off codes, while rectangular tags mark standalone codes.*

## FAQ 4: "What can I do with styles?"

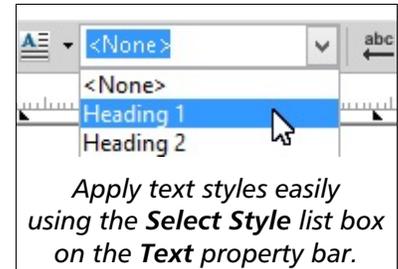
**Answer:** Styles let you format your document consistently and quickly.

A *style* is a collection of formatting attributes that you can apply to text or graphics. For example, you can use text styles to denote your document headings consistently; similarly, you can use graphics styles to adjust visual elements (graphics boxes, borders, fills, and lines) quickly.

You can apply (and edit) the preset styles offered by WordPerfect, or you can create your own styles from scratch.

- For text styles, click **Format ▶ Styles** (or press **Alt + F8**).
- For graphics styles, click **Format ▶ Graphics Styles**.

**TIP:** You can apply text styles quickly by using the **Select Style** list box on the **Text** property bar.



## FAQ 5: "What can I do with macros?"

**Answer:** You can use macros to automate repetitive or complex tasks.

WordPerfect supports multiple types of basic, straightforward macros:

- *QuickMacros™* – for temporary tasks you want to record without saving
- *WordPerfect macros* – for tasks contained within WordPerfect
- *Template macros* – for tasks contained within a WordPerfect template

WordPerfect also supports more robust macro-programming solutions:

- *PerfectScript™* – for interaction with Quattro Pro® or Presentations™
- *Microsoft® Visual Basic® for Applications (VBA) 6.3* – for interaction with other VBA-enabled programs

Macros are powerful tools, so they have a dedicated section of Help resources in the Reference Center.

To access these resources from WordPerfect, click **Help ▶ Reference Center**, and then click the **Macros** tab.

**TIP:** WordPerfect includes an updated set of ready-made ("shipping") macros, many conveniently accessible from the **Shipping Macros** toolbar (**View ▶ Toolbars**). If you need a more customized macro, you can record keyboard actions (**Tools ▶ Macro ▶ Record**) for subsequent playback (**Tools ▶ Macro ▶ Play**).



## In closing

We hope these FAQs have been insightful!

For even more information, please see the following topics in the main WordPerfect Help file.

- **Workspaces (FAQ 1):** "Changing the workspace"
- **Paste formats (FAQ 2):** "Cutting, copying, and pasting text and graphics"
- **Reveal Codes (FAQ 3):** "Using Reveal Codes"
- **Styles (FAQ 4):** "Working with styles"
- **Macros (FAQ 5):** "Using macros and other automation features"

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This Quick Reference Card was created with WordPerfect.