

Corel® WordPerfect® offers the ability to work across multiple application windows by running more than one “instance” of WordPerfect. Let’s take a peek through the WordPerfect window—er, windows!

Understanding multiple instances

When you start WordPerfect, the application window appears. Traditionally, WordPerfect has supported a single application window at a time; starting WordPerfect while it was already running simply displayed the current application window rather than creating another one.

WordPerfect, however, lets you create as many application windows as your computer can handle. For clarity, the WordPerfect documentation refers to each application window as an “instance” of WordPerfect; in technical terms, each instance is a separate Windows® process.

- **EXAMPLE 1:** You can spread your documents across multiple instances of WordPerfect (and cycle through them by pressing **Alt + Tab**)—and you can even spread those instances across multiple monitors.
- **EXAMPLE 2:** You can dedicate one instance of WordPerfect to a long or complex document, and you can use additional instances for documents you want to refer to or copy from—or isolate for special focus



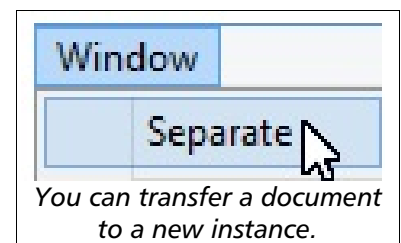
Getting started with multiple instances

An instance is created each time you start WordPerfect. The positioning of the application window is typically determined by the last-closed instance.

To move the current document to a new instance, click **Window ▶ Separate**.

By default, documents opened outside WordPerfect are sent to a new instance. To disable this setting, click **Tools ▶ Settings ▶ Files ▶ Document**.

TIP: On Windows 7 or Windows 8, you can close all instances (if combined on the taskbar) by right-clicking the WordPerfect item and choosing **Close all windows**.

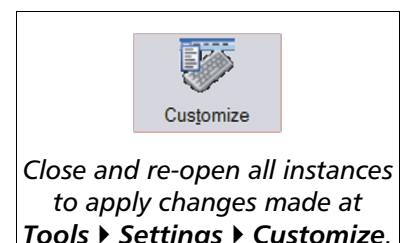


Working across multiple instances

The multiple-instance workflow affects various traditional behaviors of WordPerfect in ways you may not expect.

For example, workspace customizations made in one instance are not automatically applied to all other open instances. Such customizations are most effectively applied by closing and re-opening all instances.

TIP: Two items in particular require special consideration: template settings and macro behaviors. For details, read on!



Updating templates across multiple instances

Each time you open WordPerfect or click **File ▶ New**, the default WordPerfect template is applied. Any changes you make to the default template affect all future **File ▶ New** documents.

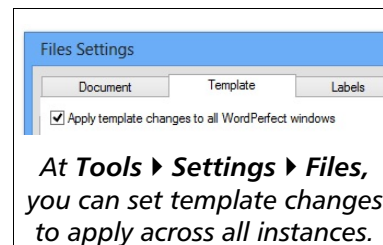
If you want, you can apply template changes across all open instances, to all open documents based on that template. This technique is particularly useful for carrying forward template changes such as the following:

- default-font settings (**File ▶ Document ▶ Default Font**)
- text styles (**Format ▶ Styles**)
- graphics styles (**Format ▶ Graphics Styles**)
- compatibility settings (**Tools ▶ Settings ▶ Convert ▶ Compatibility**)

To apply template changes across multiple instances:

1. Click **Tools ▶ Settings ▶ Files ▶ Template**.
2. Enable the **Apply template changes to all WordPerfect windows** check box.
3. Make your template changes, and apply them by saving the document or closing its instance.

TIP: You can also use this procedure to apply project-template changes across multiple instances.



Adapting macros to multiple instances

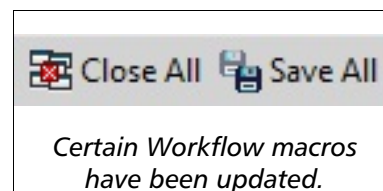
To better suit the multiple-instance workflow, macros that previously applied to “all documents” apply only to those in the current instance of WordPerfect.

For example, two WordPerfect “workflow” macros from previous versions (**View ▶ Toolbars ▶ Workflow Macros**) have been updated:

- **Save All** – saves all documents in the current instance
- **Close All** – closes all documents in the current instance

If you are bringing forward (“migrating”) macros from a previous version of WordPerfect, you may want to revisit them similarly.

TIP: You can use the macro command **SeparateDocument** to send the current document to a new instance of WordPerfect.



In closing

We hope these windows into WordPerfect bring you “instance” gratification with all your projects!

For even more information, please see “Running multiple instances of WordPerfect” in the WordPerfect Help.

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