



CORIOLIS GROUP BOOK

WORDPERFECT® 6.0 FOR WINDOWS™

INSIDER

GUIDE TO HARD-TO-FIND AND UNDOCUMENTED FEATURES

HOT TIPS AND SHORTCUTS FOR WORKING FASTER AND SMARTER

.....
WORKING WITH COLUMNS, TABLES, AND GRAPHICS

.....
GETTING THE MOST OUT OF MACROS

.....
CUSTOMIZING WORDPERFECT



PETER G. AITKEN
SCOTT JAROL

EDITED BY KEITH WEISKAMP

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CORIORIS GROUP BOOK

WordPerfect® 6.0 for Windows™ **INSIDER**

Peter G. Aitken
Scott Jarol



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Introduction

For several years now, the name *WordPerfect* has almost been synonymous for word processing on IBM-compatible personal computers using the MS-DOS operating system. Used by millions of people worldwide, WordPerfect offers an unparalleled array of features and capabilities that can handle just about any conceivable word processing need. The recent release of WordPerfect for Windows made a great program even better, adding many new features to an already impressive list. WordPerfect is a complex program, however, and has a well-deserved reputation of being difficult to learn and use. For many users, much of the program's power remains untapped, hidden behind non-intuitive commands and confusing documentation. Since you're looking at this book, we suspect you're one of the many people who use WordPerfect but would like to get more out of it.

Perhaps we can help. We have been working with WordPerfect for many years now, using it to produce a wide variety of different kinds of documents. During this time we have become quite familiar with the workings of the program, and have also developed many techniques and macros to help with many common—and some not so common—word processing tasks. This book lets you, the reader, take advantage of our years of experience.

About This Book

This book is not a beginner's tutorial, nor is it a complete reference to WordPerfect. You can go to any computer bookstore and find dozens of WordPerfect tutorial and reference books on the shelf, each one pretty much like the next in the way they rehash the material in the WordPerfect manuals. Such books may be useful at times, but this book—and others in the *Insider* series—have taken a different track.

We assume that you already know the fundamentals of WordPerfect; if you don't, this book is *not* the place to start! You are reasonably comfortable creating documents, editing text, saving and retrieving files, working with fonts, and other basic word processing tasks. Having reached this point, however, you want to go further—to become more productive and more adept at producing polished, professional documents. That's exactly what this book is intended for.

This book is not intended to be a complete reference to every WordPerfect feature. For the most part, we do not cover basic material or any material that is explained in the WordPerfect reference manual or online Help system. The exceptions are for complex topics that we feel are poorly explained in the WordPerfect documentation. The bulk of the book, however, takes you further. It provides a wealth of tips, macros, undocumented features, and suggestions that deal with almost every aspect of using WordPerfect.

The book's material is divided into fifteen chapters in six parts, based on subject matter. Within each chapter, the material is further broken down into sections and topics, which are the heart of the book. Each topic presents a question, problem, or task and shows how to answer or solve it. Relatively simple items are covered completely in a single topic, while more complex subjects may be divided among two or more topics.

There's no need to read the book in order from start to finish. We have intentionally written the book so that later parts do not depend on earlier material. You can skip around as needed, reading the material that's of immediate interest to you. Hot Tips scattered throughout the book present tips, warnings, and suggestions related to the chapter material.

There's a good deal of macro code in this book, and it has been handled in two ways. Complete functional macros that are ready to run are set off in numbered listings and have been assigned descriptive names. All of these macros are available on the companion diskette (you'll find an order form for the diskette elsewhere in the book). Incomplete macros, which are mostly code fragments used for illustrative purposes, are not named and are not set off in numbered listings.

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