

LEARNING ESSENTIAL FORMATTING TECHNIQUES

In this chapter

by Laura Acklen

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CHOOSING THE RIGHT FONT

What can you do to transform a plain vanilla document into something that a reader would forward to reviewing? Choose attractive fonts to generate interest in your subject. Make the titles and headings larger than the body text so that they really stand out. It only takes a few minutes, and the results are well worth your effort.

There are 900 fonts included with WordPerfect Office X3. Of these, 24 are the character set fonts, which contain the symbols and foreign language alphabets. During a typical installation, a default set of fonts is installed. The rest can be installed separately, using either the Install Wizard or the Windows Fonts folder. To use the Fonts folder, choose Start, Control Panel, Fonts. In the Fonts dialog box, choose File, Install New Font and follow the prompts.

CAUTION



As you format your document, remember to always, always, always position the insertion point first. As a general rule, your changes take effect at the insertion point, which may or may not be where you want them. If you forget and get some unexpected results, you've got a safety net: You can click the Undo button to reverse the last action (or continue clicking to reverse the last several actions).

SELECTING FONTS

The quickest way to choose a different font is to click the Font Face drop-down arrow on the property bar. A drop-down list of fonts appears, and a large preview window pops up at the top of the document (see Figure 3.1). As you point to a font in the list, the sample text in the preview window morphs into that font. Thanks to Real Time Preview, the text in the document does the same thing. You don't have to play guessing games, trying to figure out how a font will look from a tiny piece of sample text—you can see how a whole page of text will look. When you find the font that you want, click it.

CAUTION

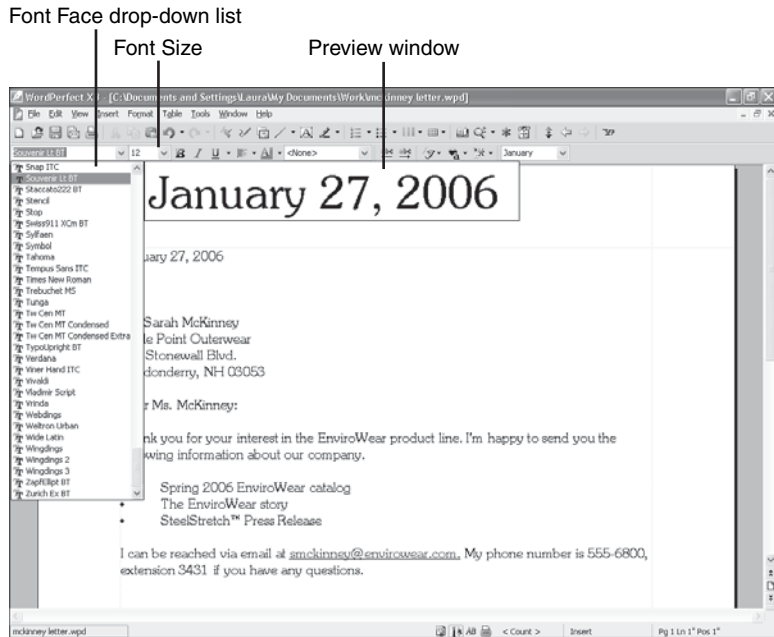
When you're changing the font (or font size) for existing text, such as a title or heading, select it first. Otherwise, the new font (or size) takes effect at the insertion point and stays in effect for the rest of the document (unless, of course, you change the font or size again later).

SELECTING FONT SIZES

Choosing a different font size works essentially the same way as choosing a different font. Click the Font Size drop-down arrow on the property bar to open a drop-down list of sizes. If you click the scroll arrows, you'll see that the list has sizes ranging from 6 points to 72 points. A *point* is a unit of measurement used to describe the size of a font. A 72-point character is 1" tall; a 36-point character is 1/2" tall, and so forth.

Figure 3.1

As you hover over fonts in the drop-down list, the sample text in the preview window and the text in the document morph into that font.



A preview window with sample text opens next to the list. As you move the mouse down through the list, the sample text and the document text expand and contract to show the new size.

TIP FROM

Aurora Aikhen

If you want to use a font size that isn't in the list, click the Font Size box (to select the current size), then type the size you want, then press Enter.

When you've decided which font you want to use for the body text, set that as the default font for the document. Likewise, if you select a font that you want to use for most, if not all, your documents, set that as the default for all *new* documents. Choose Format, Font to open the Font Properties dialog box. Make your selections, and then choose Settings. Choose Set Face and Point Size As Default for This Document *or* Set Face and Point Size As Default for All Documents.

TIP FROM

Aurora Aikhen

Have you ever been stuck making last-minute changes to a document on a machine that didn't have the same fonts installed? What was once a logistical nightmare is now completely painless, thanks to font-embedding technology. You can save fonts with a document so they go where the document goes. When you save a file, choose Embed Fonts using TrueDoc™ in the Save As dialog box. WordPerfect compresses the fonts and saves them with the file.

TIP FROM



Ever wish you had a “font catalog” that you could flip through? WordPerfect includes a nifty macro that prints out a sample of the fonts on your system. Choose Tools, Macro, Play, and then double-click the Allfonts icon. Bear in mind that if you have hundreds of fonts on your system (and who doesn’t) it will take a while to build the document. It will also take a while to print and may overload your printer, depending on how much printer memory you have. If you are unable to print the entire font document, try breaking it up into several pieces.

→ To find a list of all the macros that ship with WordPerfect, along with the steps to create your own macros, **see** “Running the Shipping Macros,” **p. 570**.

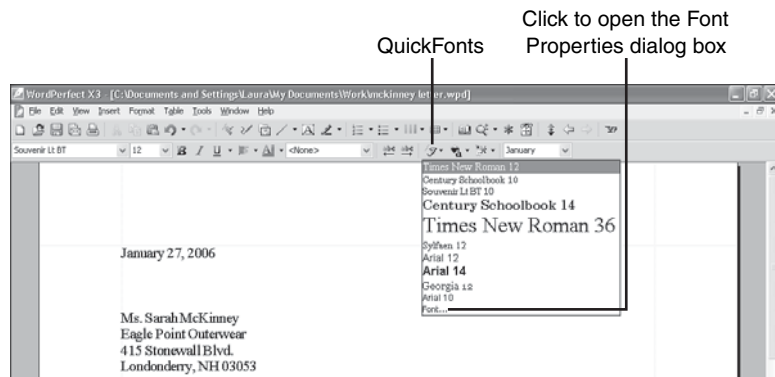
SELECTING RECENTLY USED FONTS BY USING QUICKFONTS

Say you’re formatting a lengthy report. You’re finished experimenting, so you know which fonts you want to use for your headings and key terms. Even with the Font Face and Font Size drop-down lists, reselecting the same fonts and sizes over and over is tedious.

QuickFonts to the rescue! The last 10 fonts (with sizes and effects) you selected are kept in the QuickFonts list for fast access. Click the QuickFonts button on the property bar (see Figure 3.2), and then click the font you want to reuse. Sorry—no Real Time Preview here.



Figure 3.2
Click the QuickFonts button to select from the 10 most recently used fonts.



EMPHASIZING IMPORTANT TEXT

When you speak, you use inflection for emphasis. To get an important point across, you might raise your voice and enunciate each word slowly and clearly. This gets the audience’s attention and it gives a point of reference.

You can do the same thing with your printed document. Judicious use of bold, italic, underline, and other effects can guide a reader through the text and draw attention to key points. You have to be careful not to use these elements too much or you risk distracting the reader.

NOTE

Don't get carried away with all the different fonts and font effects that you can choose from! A light touch is all you need. Too many fonts, too many effects, or too much color only frustrates the reader.

Try to keep things simple: Don't use more than three or four fonts on a page, don't apply bold *and* italic *and* underline (all at once), don't apply color to long passages of text, don't use a bunch of different font sizes, and choose a font that suits the subject matter.

USING BOLD, ITALIC, AND UNDERLINE

Before there were gazillions of fonts to play with, the only way you could vary the look of the text was with bold, italic, and underline. These old standbys still have their place. The designers for the *Special Edition Using* books decided to use italic to point out important terms and to emphasize words. Titles and headings are bold so they really stand out.



Screenshots illustrate WordPerfect's use of underlines for hotkeys. All of these things make it easier for you to understand the information being presented.



To apply bold, italic, or underline, select the text, and then click the Bold, Italic, or Underline button (or any combination of the three).



If you can't figure out why your bold, italic, and underline disappear after you change the font, see "Disappearing Act" in the Troubleshooting section at the end of this chapter.

ADDING COLOR

I can't remember the last time I printed a document for someone to read. Like many others, I use e-mail most of the time. I just attach the file to an e-mail message. The recipient opens it in his word processing program and reads it onscreen.

This method of reviewing documents gave me the excuse I needed to start adding color to my documents. I began using it to draw attention to titles and headings, and progressed to using it for key terms, statistics, quotes, references, headers and footers, and so on.

To add color to your text, follow these steps:

1. If you've already typed some text to which you want to add color, select the text you want to add color to. Otherwise, position the insertion point where you want to start typing the colored text.

CAUTION

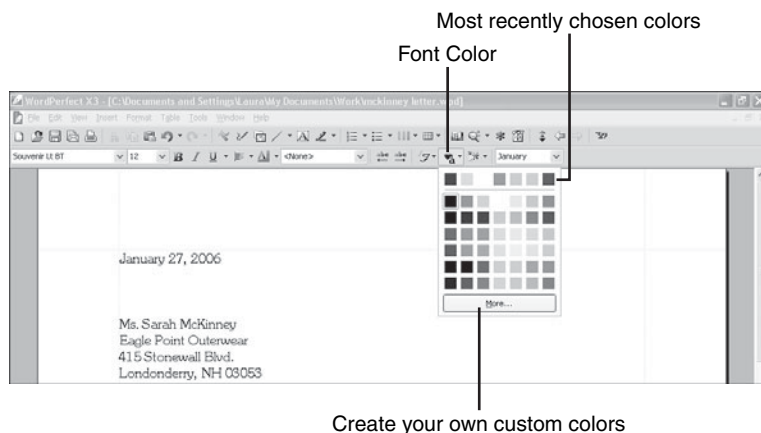
When you finish typing the colored text, you'll have to switch the color back to black. For this reason, it's easier to type the text, select it, and then choose the color.



2. Click the Font Color button on the property bar (see Figure 3.3).
3. Click one of the color boxes to choose one of the standard colors.

Figure 3.3

Clicking the Font Color button on the property bar is the fastest way to open the color palette. This palette is also available in the Font Properties dialog box.



3

TIP FROM

So, 42 colors aren't enough for you? When you've got to have just the right shade of blue/green (and you have a few minutes to play), choose More from the color palette to open the Select Color dialog box. Click anywhere on the color wheel to move the little selection box and display the color you've created in the New Color section. Now, click and drag the selection box on the vertical luminosity bar to the desired color intensity. You can then make minor adjustments by tweaking the numbers in the Color Values section.

TIP FROM

If you use the same colors over and over, you'll love this! WordPerfect places the last seven colors you've selected on the top row of the palette. I really appreciate this with the custom colors because I don't have to reselect them each time.

➔ To learn how to use the Highlight feature (instead of font color) to accentuate sections of text, **see** "Using the Highlight Tool," **p. 379**.

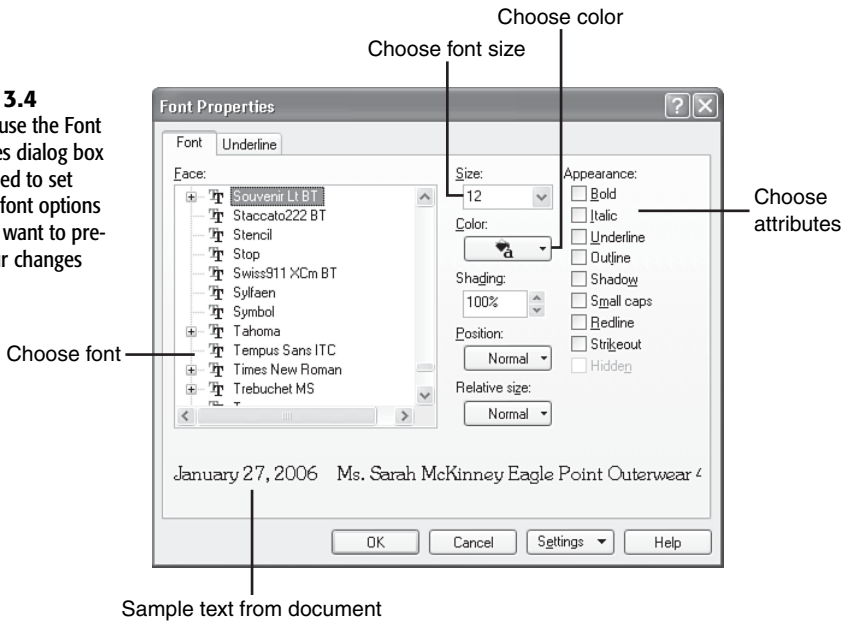
USING OTHER FONT EFFECTS

Bold, italic, underline, and color all have buttons on the property bar, so they are the easiest font effects to add. The other effects, also called *attributes*, are found in the Font Properties dialog box. First, position the insertion point where you want the effects to start (or select some existing text). Choose Format, Font or press F9 to open the Font Properties dialog box (see Figure 3.4).

The font attributes are listed in the Appearance section. As you select attributes, the sample text in the lower-left corner shows you how the attributes will look when applied to the text. The Real Time Preview feature pops up again here—WordPerfect pulls in a short section of text from your document and uses it as the sample text. (If you're working in a blank document, the sample text is the name of the currently selected font.) Click OK when you're done choosing effects.

Figure 3.4

You can use the Font Properties dialog box if you need to set multiple font options or if you want to preview your changes first.

**TIP FROM**

Anita Holden

If you use font attributes a lot, consider adding buttons for them to the toolbar. Or, create a new toolbar and add *all* your favorite buttons to it. Choose Tools, Settings, Customize. You can add to an existing toolbar, or you can create a new toolbar. To add a button to an existing toolbar, select the toolbar, and then choose Edit. Open the Feature Categories drop-down list and choose Format. Select the feature in the list, and then choose Add Button. When you are finished adding buttons, click OK to save your changes. To create a new toolbar, choose Create, type a name for the toolbar, and then click OK. Add buttons as previously described.



If you received an error message during setup saying that you had too many fonts selected, see "Too Many Fonts" in the Troubleshooting section at the end of this chapter.



If you're selecting options in the Appearance section of the Font Properties dialog box and the sample text isn't changing to reflect your changes, see "Disappearing Act" in the Troubleshooting section at the end of this chapter.

CHANGING MARGINS BY USING GUIDELINES

Believe it or not, you can make your document easier to read by adjusting the margins. A wider margin creates more whitespace around the text and limits the number of words on a line. The shorter the line, the less likely the reader is to lose her place.

On the other hand, if you're trying to keep the number of pages down, you might want to make the margins smaller so you can fit more on a page. For example, if you plan to use

headers and footers, you might want to cut the top and bottom margins down to 1/2 inch. By default, the margins are set to 1 inch on all sides (see Table 3.1 later in this chapter).

To adjust the margins, position the mouse pointer over a guideline and wait until the pointer changes into a double arrow. Click and drag the guideline. As you click and drag, you'll see a dotted guideline and a bubble. The dotted guideline shows you where the new margin will be, and the bubble tells you what the new margin will be (in inches) when you release the mouse button (see Figure 3.5).

CAUTION

If you don't see the guidelines (as shown in Figure 3.5), someone might have turned them off on your system. Choose View, Guidelines, place a check mark next to Margins, and then choose OK.



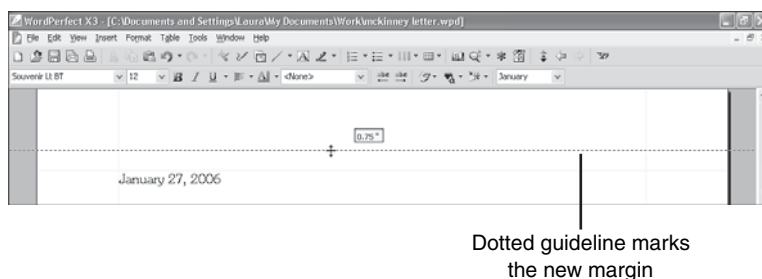
If you accidentally drag a margin guideline and end up with wacky margins, see "Bad Dragging" in the Troubleshooting section at the end of this chapter.

NOTE

If you're not a big fan of clicking and dragging, or if you just want to be more precise, you can make your changes in the Margins dialog box. Choose Format, Margins, and then either type the measurements in the text boxes or click the spinner arrows to bump the value up or down—in this case, 0.1 inch at a time.

Figure 3.5

Clicking and dragging guidelines is the fastest way to adjust the margins. The dotted guideline and bubble show you what the new margins will be when you release the mouse button.



CAUTION

Many printers (such as inkjet and laser printers) aren't capable of printing to the edge of the paper. This area is called the *unprintable zone*. The size of this zone varies from printer to printer, so the information is kept in the printer's setup. What does this mean? If you try to set a margin within the unprintable zone, WordPerfect automatically adjusts it to the printer's minimum margin setting.

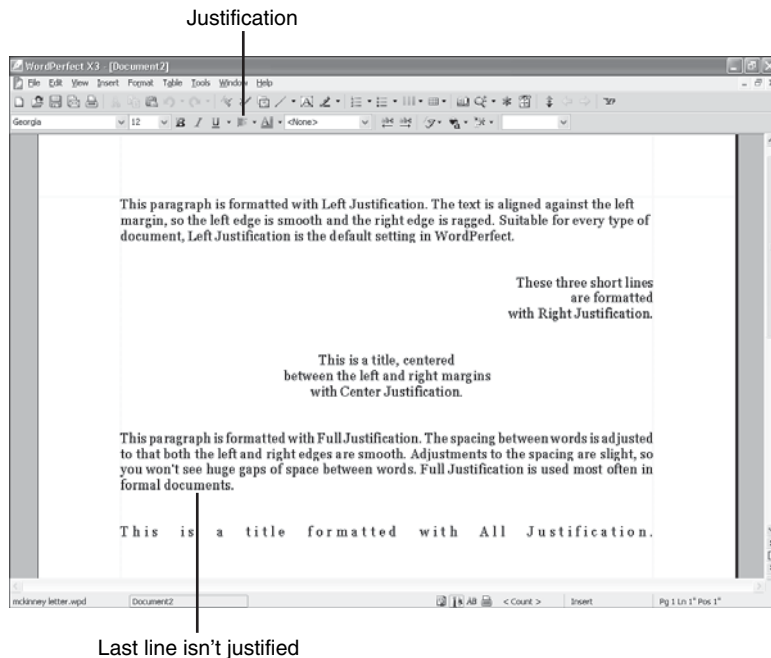
JUSTIFYING TEXT

Justification controls how text flows between the left and right margins. The most obvious example of this is centering text on a line. WordPerfect does the math, and you get the same amount of space on the left and right sides. No matter what you do to the left and right margins, that text stays centered.

The default setting in WordPerfect is left justification, which creates a smooth left margin and a ragged right margin. The result is an open, informal appearance that is accessible and easy to read. For that reason, this book has been formatted with left justification.

There are four other justification options that you might be interested in, especially if you work with columns, newsletters, and formal documents (see Figure 3.6).

Figure 3.6
This sample document illustrates the different justification settings.



Before you choose which type of justification you want to use in your document, decide where you want the justification to take effect, and then move the insertion point there. This may be at the top of the document, the top of a column, or the beginning of a paragraph. If you want to apply justification to a section of text, such as a multiline title, select the text first.



Instead of using the menus, you can click the Justification button on the property bar, and then choose the justification setting from the pop-up list. This method offers an advantage over the others in that you get a Real Time Preview of each justification setting when you hover over it.

WordPerfect offers the following justification options:

- **Left**—Text is aligned against the left margin so the left margin is smooth and the right is ragged. It's suitable for almost every type of document, especially those with long passages of text. To apply left justification, choose Format, Justification, Left, or press Ctrl+L.
- **Right**—Text is aligned against the right margin so the right side is smooth and the left is ragged. The unique placement draws attention, but because it's hard to read, you might not want to use it on more than three or four lines. To apply right justification, choose Format, Justification, Right, or press Ctrl+R.
- **Center**—Text is centered between the left and right margins. It's common practice to center titles and headings to differentiate them from the rest of the text. To apply center justification, choose Format, Justification, Center, or press Ctrl+E.
- **Full**—Text is aligned against the left and right margins, so both edges are smooth. How? WordPerfect makes slight adjustments to the spacing between words so that each line extends from the left to the right margin. Full justification gives documents a more formal and organized appearance. To apply full justification, choose Format, Justification, Full, or press Ctrl+J.
- **All**—This type of justification stretches lines of text between the left and right margins, regardless of their length. Whereas full justification adjusts the spacing between words, all justification adjusts the spacing between letters as well. This setting is used for letterhead, informal titles and headings, and special effects. To apply all justification, choose Format, Justification, All.

CAUTION

With justification set to full, the last line in a paragraph won't be justified if it doesn't extend to the right margin (or pretty close to it). Refer to Figure 3.6 for an example of how this looks.

TIP FROM

Anita Achen

Have you noticed that articles in the newspaper are formatted into columns with smooth left and right margins? When the column edges are well defined, side-by-side columns don't look cluttered or disorganized. You can achieve the same result by setting justification to full. This can be done before or after you type the text into columns.

→ To learn how to define columns, **see** "Setting Up Columns," **p. 212**.

USING QUICKBULLETS

I use lists in all sorts of documents. They're easier to follow than long, drawn-out explanations, so readers really appreciate them. WordPerfect's QuickBullets feature makes it easy for you to create a bulleted list on-the-fly. Simply type a symbol, and then press Tab—WordPerfect converts the symbol to a bullet. Table 3.1 lists the QuickBullets symbols.

Inserting QuickBullets is easy when you use the following steps:

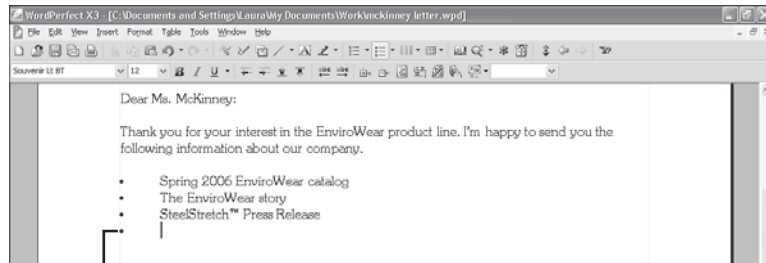
1. Choose the Tools menu and select QuickCorrect, Format-As-You-Go. If necessary, place a check mark next to the QuickBullets option.
2. Type one of the QuickBullets symbols, and then press Tab. As soon as you press Tab, WordPerfect converts the symbol to a bullet.

NOTE

If you type more than one line of text next to the bullet, you'll notice that the text automatically wraps under the text, not under the bullet. WordPerfect actually converts the tab to an indent so the list has the proper format.

3. Type the text, and then press Enter. Notice that you automatically get another bullet when you press Enter (see Figure 3.7).
4. When you are finished with the list, press Enter and then backspace to delete the bullet.

Figure 3.7
You can use the QuickBullets feature to create bulleted lists with just one or two keystrokes.



New bullet is inserted when you press Enter

TIP FROM

Arlene Holden

If for some reason you don't like the QuickBullets feature, you can easily turn it off. Choose the Tools menu and select QuickCorrect, Format-As-You-Go. Deselect (that is, remove the check mark from) the QuickBullets option.

Table 3.1 lists the six bullet symbols you can create with symbols on the keyboard. You can also refer to the help topic on this for a quick reminder.

TABLE 3.1 QUICKBULLET SYMBOLS

Press This	To Get This
+ then Tab	☆
^ then Tab	◇
o or * then Tab	•
O then Tab	●
> then Tab	→
— then Tab	—

- To learn how to indent text, **see** “Indenting Text,” **p. 176**.
- To learn how to insert bullets with the Bullets and Numbers dialog box, **see** “Working with Bulleted and Numbered Lists,” **p. 284**.

INSERTING SPECIAL CHARACTERS

Special characters, or symbols, are one of the many areas where WordPerfect distinguishes itself from the competition. WordPerfect has more than 1,500 special characters, including entire foreign language alphabets, that you can insert anywhere in your document.

NOTE

Not all special characters are available in every font. Depending on the font you have selected, you may see empty boxes instead of special characters, which means that those characters aren't available. On the other hand, certain fonts, such as Wingdings, are composed entirely of special characters.

To insert special characters, follow these steps:

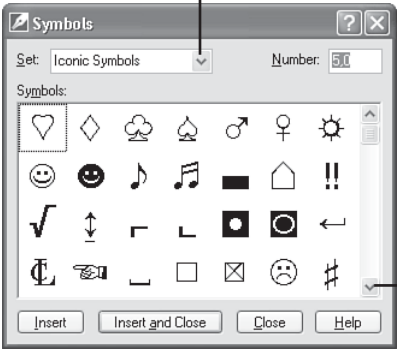
1. Click in the document where you want the special character to appear.
2. Press Ctrl+W or choose Insert, Symbols to open the Symbols dialog box (see Figure 3.8). You might need to scroll down to see the symbol you want.
3. If you don't see the character you need, open the Set drop-down list and then select a different character set from the list.
4. Select the symbol, and then choose Insert, or double-click a symbol in the list to insert it. The dialog box stays open to make it easier for you to insert other symbols. (If you want to move it, click and drag the title bar.) Choose Close when you are finished. If you only need to insert one symbol, choose Insert and Close instead.



If you see empty or black boxes instead of the special characters in the Symbols dialog box, see “Symbols Display As Empty or Black Boxes” in the Troubleshooting section at the end of this chapter.

Figure 3.8
Through the Symbols dialog box, you can insert more than 1,500 symbols and characters from foreign language alphabets.

Switch to another set of special characters



Scroll down through the symbols available in this set

TIP FROM

Aura Achen

If you insert the same symbols over and over, you'll appreciate this shortcut. The next time you select a symbol, look for the two numbers in the Number text box. Then, when you need to insert that character again, press Ctrl+W, type the two numbers (separated by a space or a comma), and then press Enter. For example, to insert the heart symbol shown in Figure 3.8, press Ctrl+W, type 5,0; then, press Enter.

3

The QuickCorrect feature is designed to automatically correct common spelling errors and typos while you type. There are five common symbols that you can insert with QuickCorrect (see Table 3.2).

TABLE 3.2 CREATING SYMBOLS WITH QUICKCORRECT

To Get This	Type This
Copyright symbol	(c or (c)
Registered trademark symbol	(r or (r)
½	1/2
en dash (–)	-- or n-
em dash (—)	--- or m-

If you don't want QuickCorrect making these automatic replacements, you can take these symbols out of the list. Choose Tools, QuickCorrect. Select the entry you want to remove, and then choose Delete Entry.

GETTING A WORD COUNT

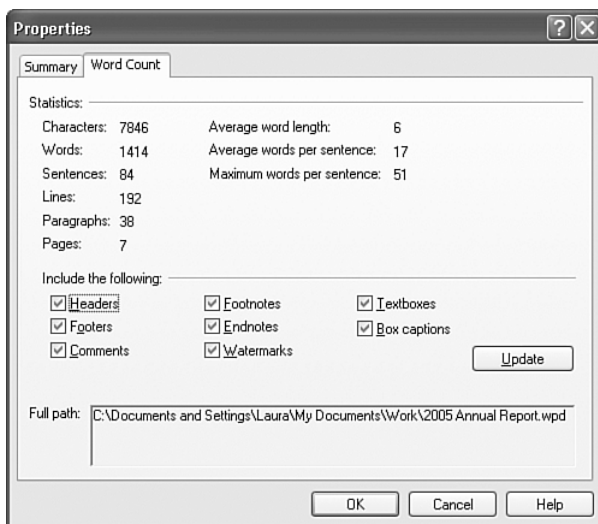
One of the most valuable tools that a writer can have is a word count feature. Author guidelines will clearly state a minimum or maximum word count as part of the instructions.

Whether you are submitting a magazine article, a short story, a nonfiction work, or a school assignment, you'll need to pay close attention to the number of words in your document.

One of the new features in WordPerfect X3 is the ability to customize the way a word count is performed. In past versions, you could not exclude the following document elements from the count: headers/footers, comments, footnotes/endnotes, watermarks, text boxes, and box captions. Choose File, Properties, and then click the Word Count tab to display the word count options (see Figure 3.9).

Figure 3.9

In the Word Count tab, you can disable the check boxes for those elements that you do not want included in a word count.

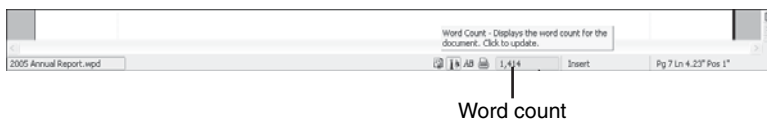


Also new in WordPerfect X3 is the Word Count button on the application bar (see Figure 3.10). The button displays <Count> by default. To initiate a word count, click the Word Count button. Once you do so, the number of words in the document appears on the button.

The Word Count button will not automatically reflect the number of words as you add or remove them from the document, but it does display a tilde (~) before the word count to let you know that the count has changed. When you are ready to update the word count, simply click the Word Count button.

Figure 3.10

In the Word Count tab, you can disable the check boxes for the elements that you do not want included in a word count.



TROUBLESHOOTING

TOO MANY FONTS

During a custom installation, I got the error message “Too Many Fonts Selected” after I marked the fonts I wanted to install. The installation continued, but now I’m not sure which fonts were installed.

All the fonts you marked were copied to your hard drive, but not all of them were registered. There is a limit to the number of fonts that can be registered in the Windows Registry. When you exceed this limit, all sorts of problems can crop up—from fonts not displaying correctly to buttons showing symbols instead of text. I’ve seen conflicting reports on what the actual limitation is, but most technicians recommend that you keep a maximum of 300 fonts registered at one time. This number includes any fonts that you already had on your system (such as Windows fonts and fonts installed with other applications). I would suggest that you run a typical installation so that the character set fonts and default fonts are safely installed before you attempt to install additional fonts.

To see the fonts that are currently registered on your system, open the Fonts folder by choosing Start, Control Panel, Fonts. To make room for the WordPerfect fonts, select and delete the fonts that you don’t use. Then choose File, Install New Font to add fonts that were copied to the hard drive but not registered during setup.

BAD DRAGGING

I accidentally grabbed a margin guideline with the mouse and before I knew what was happening, half my page had new margins. How do I fix this?



It’s really faster to undo the change than to try to drag the guideline back to its original position. Either click the Undo button; choose Edit, Undo; or press Ctrl+Z.

If you save the document before trying Undo, you won’t be able to undo the margin change because by default, the Undo information isn’t saved. You can still reverse the margin change, though. Simply position the insertion point where the margin change begins, turn on Reveal Codes and delete the margin code. To delete the code, click and drag it out of the Reveal Codes window.

DISAPPEARING ACT

After spending 15 minutes selecting text and applying italics, I decided to change the font. Now all the text I italicized is back to normal. How do I restore the italics I originally had?

Sometimes changing the font causes your bold, italic, underline, or other font effects to disappear. Why? Because the new font doesn’t support those effects. This doesn’t happen very often—it occurs mostly with the more decorative fonts—but when it does, it’s disconcerting. You can either switch to another font and see whether it supports them, or you can just forget about the effects.



SYMBOLS DISPLAY AS EMPTY OR BLACK BOXES

When I open the Symbols dialog box, I don't see the special characters that are shown in Figure 3.8. I see black boxes instead. How can I get the special characters back?

Sometimes the registry entries for the WP character font files get corrupted and you have to re-create them. To force Windows to rewrite the entries, you'll need to delete the files (send them to the Recycle Bin), and then restore them. Click Start, Control Panel, Fonts. In the Fonts folder, select all the fonts that begin with WP (everything between WP Arabic Sihafa and WP TypographicSymbols). Delete the files. Restart the computer. Double-click the Recycle Bin icon, and then select all the WP fonts. Choose File, Restore.

If the characters are still displayed as black boxes, you might need to delete and reinstall the fonts. Follow the steps given in the previous paragraph to delete the fonts. Run the WordPerfect Office setup program to install the fonts again. You'll have to restart the computer after you update the install. The characters should then display correctly in WordPerfect.