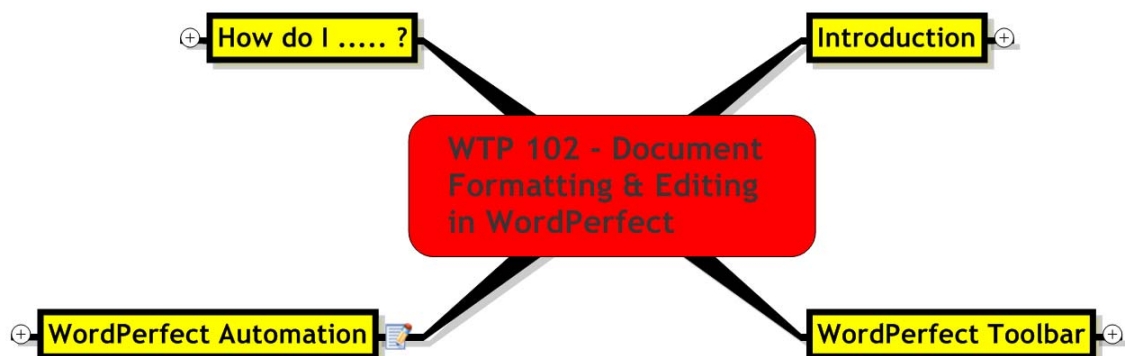


# WTP 102 - Document Formatting & Editing in WordPerfect



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# 1 Introduction

## 1.1 Scope of Course

Course covers what happens next -- after you have assembled a document?

## 1.2 WordPerfect Toolbar

The Word Toolbar is divided into 4 groups:

Stylesheet Templates

Reveal Codes

Styles and Formatting

Cleanup Tools

### **1.3 WordPerfect Automation**

The automation does not end with the "assemble" button. The WTP document represents "best practices" in WordPerfect design. In this section we will cover:

WordPerfect Styles

Outline Numbering

Internal Cross-References

Automated Table of Contents

### **1.4 How do I ..... ?**

The following How To Topics will be addressed:

How do I add a new article?

How do I add a new numbered paragraph?

How do I change the level/indentation of a paragraph

## **2 WordPerfect Toolbar**

### **2.1 Stylesheet Templates**

#### **2.1.1 Standard Numbering (S)**

Standard Formatting Style (Buttons 4 – 6) allows the user to apply the “Standard” style sheet with either single, double or one and a half line spacing. The standard style uses the Times New Roman font type.

#### **2.1.2 Legal Numbering (L)**

Legal Formatting Style (Buttons 1 – 3) allows the user to apply the “Military” numbering style sheet with either single, double or one and a half line spacing. The legal style uses the Times New Roman font type.

#### **2.1.3 Arial Font (C)**

Custom Formatting Style (Buttons 7 – 9) allows the user to apply the “Custom” style sheet with either single, double or one and half line spacing. The custom style uses the Arial font type.

### **2.1.4 Single Spacing**

### **2.1.5 1.5 Spacing**

### **2.1.6 Double Spacing**

## ***2.2 Reveal Codes***

### **2.2.1 Document Map**

Document Map (Button 10) enables an “outline” panel in the left margin of the document that allows you to quickly navigate to specific areas within the assembled document.

### **2.2.2 Show/Hide Para**

Show/Hide (Button 11) turns on various formatting markers in the document (e.g. spaces, paragraph marks, page and section breaks and hidden text).

### **2.2.3 Reveal Formatting**

Reveal Formatting (Button 12) like “Reveal Codes” in WordPerfect. Displays the font, paragraph (alignment, indentation and spacing) and section formatting for the selected text.

## ***2.3 Styles and Formatting***

### **2.3.1 Style and Formatting**

Styles and Formatting (Button 13) allows the user to view and modify available formatting styles for that particular document.

### **2.3.2 Text Break**

## ***2.4 Cleanup Tools***

### **2.4.1 Remove Object Tags**

Remove Object Tags (Button 16) allows you to easily remove object tags from applicable documents and/or templates. Object tags allow developers to locate blocks of text within the templates so that they can quickly modify them.

### **2.4.2 Paste As Text**

## **3 WordPerfect Automation**

The automation does not end with the "assemble" button. The WTP document represents "best practices" in Word design

## **3.1 WordPerfect Shortcuts**

### **3.1.1 Undo (Ctrl-Z )**

### **3.1.2 Redo (Ctrl-Y)**

### **3.1.3 Copy (Ctrl-C)**

### **3.1.4 Cut (Ctrl-X)**

### **3.1.5 Paste (Ctrl-V) with format**

### **3.1.6 Edit -> Paste Special -> Unformatted Text**

## **3.2 WTP Stylesheet**

WTP has a clearly defined style sheet. Everything starts at TR\_Base. From there styles identify the function of the paragraph in the document.

### **3.2.1 The Base Style**

TR\_Base is the base for ALL styles in the system. That means, that you can change the FONT of TR\_Base, and the changes will ripple through the entire document.

### **3.2.2 Article Styles (TR\_Art)**

The Article Styles (TR\_Art ... ) govern the numbering and styles of Agreements. They are divided into Levels. TR\_Art1, TR\_Art2, TR\_Art3, TR\_Art3B, and TR\_Art4B. The difference between TR\_Art3 and TR\_Art3B is the first is formatted as a Header and the second is formatted as body text.

### **3.2.3 Body Styles (TR\_Body ...)**

These are Body styles for how to handle plain text.

- TR\_Body is justified with no indent.
- TR\_Body1 adds a first-line indent.

### **3.2.4 Memo Styles (TR\_Mem ...)**

These styles are used for Memos. They address the header (TR\_MemHeader1), the To/From (TR\_MemAddr), the Body (TR\_MemBody) and Bullets (TR\_MemBullet).

### **3.2.5 Letter Styles (TR\_Ltr...)**

### **3.2.6 Signature Styles (TR\_Sig...)**

### **3.2.7 Footer Styles (TR\_Footer...)**

### **3.2.8 Character Styles (TR\_Emphasis and TR\_ParaHdr)**

These are used to provide a consistent style for emphasis that can be "restyled" globally. TR\_Emphasis is used in special places to handle Client Memos.

TR\_ParaHdr functions like TR\_Emphasis, but is a special code that works in the Convert to 2-Level Table of Contents.

## ***3.3 Outline Numbering***

### **3.3.1 Apply automatically by using the appropriate Paragraph Style**

### **3.3.2 Default Schema**

The Standard Stylesheet is 1.5 spacing with no paragraph letting, except before Articles. Base schema starts with Article I, A., 1., a.

### **3.3.3 Alternate Military Schema**

Base schema starts with Article I, 1.1, 1.1.1, 1.1.1.1. Spacing depends on the template selected.

### **3.3.4 Bullets and Numbering Wizard**

CAUTION: Act at your own risk. Control-Z is your friend. Right click on the Text of Article I of the document and choose "Bullets and Numbering". Choose an alternate schema or click on Customize.

### ***3.4 Internal Cross-References***

#### **3.4.1 Automatically Updated**

**Classic Method: Select All (Ctl-A) then Update (F9) then Update TOC.**

**On clicking UPDATE ALL button on Toolbar**

**Failproof: On Print (set print options to update Fields)**

#### **3.4.2 Adding a New Cross-Reference**

**Menu: Insert -> Reference -> Cross-Reference**

**Paragraph Reference**

**Text Reference**

### ***3.5 Automated Table of Contents***

**3.5.1 Included in most documents, if check preference for Include Cover Page and TOC**

**3.5.2 Includes only TopLevel Articles**

**3.5.3 Assigning TR\_Art1 automatically adds an Article to TOC**

## **4 How do I ..... ?**

***4.1 Add a New Article?***

***4.2 Add a Numbered Paragraph?***

***4.3 Change the Level/Indentation of a Paragraph?***