

Working with templates

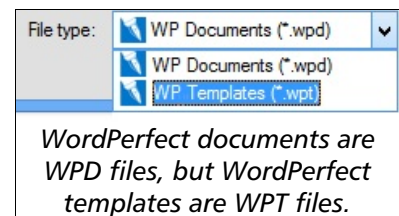
Corel® WordPerfect® offers a wide variety of *templates*: ready-made files designed to get you up & running as quickly as possible. Let's take a closer look at what templates can do for you!

What are templates?

WordPerfect® templates, or WPT files, have two main types:

- *Workspace templates* focus on how you interact with WordPerfect.
- *Project templates* focus on what you create with WordPerfect.

You can create all your documents from the *default template* that installs with WordPerfect—or, for more tailor-made solutions, you can create (and share!) your very own *customized templates*.



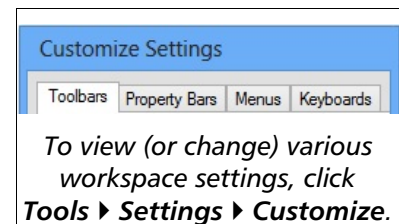
About workspace templates

Workspace templates configure various parts of the WordPerfect interface:

- toolbar, menu, and keyboard layouts (**Tools ▶ Settings ▶ Customize**)
- built-in macros for automating tasks (**Tools ▶ Template Macro**)
- default settings, such as for formatting text (**Format ▶ Font ▶ Settings**)

Workspace templates can include standardized or “boilerplate” content (such as headers and footers, or a watermark). However, for best results with a more complex solution, a dedicated project template is recommended.

TIP: When you open a template, WordPerfect (by default) checks it for default menu commands that are missing. You can add such commands by using the **Merge** feature at **Tools ▶ Settings ▶ Customize ▶ Menus**.

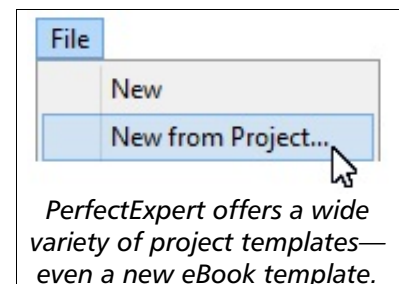


About project templates

Project templates offer a model for a specific type of document.

Through its PerfectExpert™ feature, WordPerfect offers numerous project templates—from basic starting-point documents to detailed, step-by-step walkthroughs. To create a document from a PerfectExpert project template:

1. Click **File ▶ New from Project**.
2. In the **PerfectExpert** dialog box that appears, click the **Create New** tab.
3. Choose **[WordPerfect]** from the list box of categories.
4. Choose from the list of project templates, and then click **Create**.



TIP: The built-in PerfectExpert panel lets you learn—and even perform!—the steps recommended for your project. However, if you prefer, you can ignore the panel and work directly within the template.

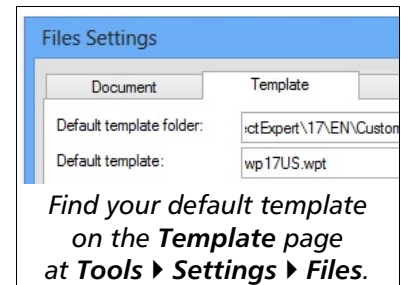
About the default template

The default template is applied each time you open WordPerfect or click **File ▶ New**. By default, WordPerfect installs and uses a straightforward workspace template (for example, **wp18US.wpt**) as your default template.

To view the location and name of your current default template, or to choose a different location or template, click **Tools ▶ Settings ▶ Files**; then, click the **Template** tab.

Any changes you make to the default template affect all future **File ▶ New** documents. To restore the original default template, simply delete the current default template; when you next open WordPerfect, the default template originally installed with WordPerfect will be re-created.

TIP: Also on the **Template** page at **Tools ▶ Settings ▶ Files**, you can optionally choose an *additional objects template*—a second default template whose settings can supplement (or replace) those of the default template.



About customized templates

If the templates included with WordPerfect don't strike your fancy, you can edit them—or even create your own!—at **File ▶ New from Project**:

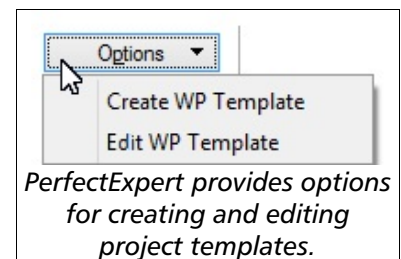
- To edit a selected template, click **Options ▶ Edit WP Template**.
- To create a template from scratch, click **Options ▶ Create WP Template**.

If you receive a customized template from someone else, it's a good idea to save it—along with the rest of your customized templates—at the following location in your Windows® application-data folder:

- **Corel\PerfectExpert\xx\EN\Custom WP templates**

You can use a customized template as your default template; however, keep in mind that it will be applied each time you open WordPerfect or click **File ▶ New**. For best results with using a customized template as your default template, choose a (basic) workspace template instead of a (complex) project template.

TIP: As with any other important file, be sure to keep a backup of your customized templates—just in case you should ever need to restore them.



In closing

For details on workspace settings, such as those used in workspace templates, please see the topic “Customizing WordPerfect” in the main WordPerfect Help.

For details on using, customizing, and managing project templates, please see the topic “Working with project templates” in the main WordPerfect Help.

For information specific to the PerfectExpert feature, please see the **Writing Tools** page in the Reference Center:

- Click **WordPerfect PerfectExpert** to learn how to make the most of PerfectExpert and its project templates.
- Click **PerfectFit Help** to learn how to customize the PerfectExpert interface.

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This Quick Reference Card was created with WordPerfect.