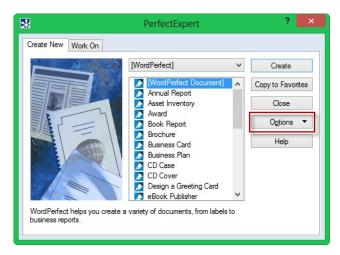
## Creating a Template in WordPerfect

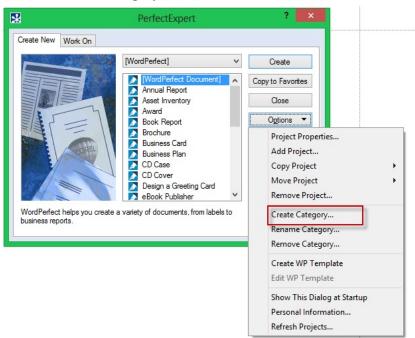
- 1. File
  - a. New From Project

🧕 File	Edit View Insert Format Ta	ble Tools Window Help	
3	New	Ctrl+N	· A 2 - 1
in	New from Project	Ctrl+Shift+N	<none></none>
	New XML Document		2
	Open	Ctrl+O	<u> </u>
	Open PDF		
-	Close	Ctrl+F4	
	Save	Ctrl+S	
	Save As	F3	
	Save Without Metadata		

## b. Go to Options



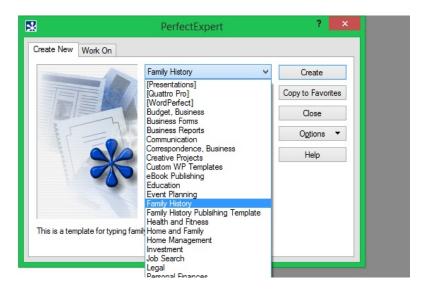
#### 2. Create A Category



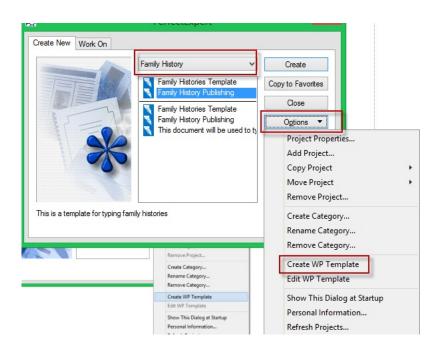
3. Name it Family History (or a title of your choice)



4. Find Family History in the Drop down list and Select it



- 5. Go to Options
- 6. Create New WP Template



- A new page comes up with a new menu bar across the top with the following: 7.
  - Build Prompts a.
  - Copy/Remove Object b.
  - Associate c.
  - d. Description

X	WordPerfect X7 - [Template1]
📓 File Edit View Insert Format T	able Tools Window Help
🖊 🔹 💾 📾 🔂 🗛 🐹 🛱 🛅 🕻	<u>1                                    </u>
Build Prompts Copy/Remove Object	<u>A</u> ssociate <u>D</u> escription 🔯
Times New Roman 🗸 12	× B / U·x² ♦a· E·▲ · <none> v ⇔ ⇔ 𝔅· 𝔅· ·</none>
k	I

- 8. Click on Description
  - a.
  - Type in your description "This is a template for typing family histories" b.
  - Click OK c.

^
ОК
ancel
Help

9. Go to File, Save

File	Edit	View	Insert	Format	Table	Tools	Window	Help
	New							Ctrl+N
	New f	from Pr	oject					Ctrl+Shift+N
	New )	XML Do	cument.					
	Open							Ctrl+O
	Open	PDF						
	Close		Ctrl+F					
	Save		Ctrl+S					
	Save	As		F3				
	Save	Without	Metada	ta				

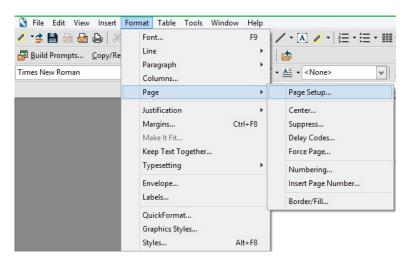
- 10. Template Box Pops up
- 11. Click in Family History
- 12. Give your Template a Name
  - a. "Family History Publishing"
  - b. Click OK



13. Look in the Title Bar and you will see that it is a Template with a .wpt extension

WordPerfect X7 - [C:\Users\roken_000\AppData\Roaming\Corei\PerfectExpert\17\EN\Custom WP Templates\Family History\Family History Publishing.wpt junn	nodified)]
🕆 Flie Edit View insert Format Table Tools Window Help	
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🛃 Build Prompts Copy/Remove Object Associate Description   🍅	
Times New Roman v 12 v B / U · x <sup>2</sup> ♣ · [E · ▲ · <none> v = = / ??</none>	
I	

- 14. Now that you are in your template, you need to format it
- 15. Page Margins and Layout
  - a. Format (on the tool bar), Page, Page Setup



- 16. Dialog Box pops up
  - Set the "printer page types" to Letter Orientation Portrait a.
  - b.
  - c.
  - Current and Following Pages Set the top margin to 1", the Bottom .75" and the sides both to .5" Click on the Layout Tab at the top d.
  - e.

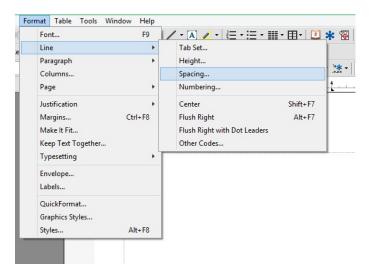
n n
n
n I I I I I I I I I I I I I I I I I I I
n ,
n Document margins
in Y Equal Minimum
Left 0.5
Right 0.5
Right 0.5
Right 0.5

- 17. Click on Book (side to side) for two sided printing
- 18. Two sided binding
  - a. Increase Margin for Inside .5"
    - i. This will keep the inside binding from being bound.

19. Click on Save every once in a while to make sure you don't lose your work.

		E 12	10		F	<b>T</b> 11		147 1	
	File	Edit	View	Insert	Format	lable	lools	Window	Help
1		New							Ctrl+N
5		New f	rom Pr	oject					Ctrl+Shift+N
Tin		New )	KML Do	ocument					
Tin		Open							Ctrl+O
		Open	PDF						
		Close							Ctrl+F4
		Save							Ctrl+S
		Save A	As						F3
		Save V	Nithou	t Metada	ata				

20. Spacing - Set the spacing for the document by going to Format, Line, Spacing



21. When the dialog box comes up set it to 1.2", click ok

Line Spaci	ng ? 🗙
Spacing:	ОК
1.2	Cancel
	Help

22. Paragraph Formatting - Format, Paragraph, Format

Font F9	/ • \Lambda 🧹 •   洼 • 洼 • 🏢 • 田•   🗳 🛠 🤈
Line •	-
Paragraph +	Format
Columns	Paragraph Numbering
Page +	Drop Cap
Justification +	Border/Fill
Margins Ctrl+F8	Indent F7
Make It Fit	Hanging Indent Ctrl+F7
Keep Text Together	Double Indent Ctrl+Shift+F7
Typesetting +	Back Tab
Envelope	
Labels	
QuickFormat	
Graphics Styles	
Styles Alt+F8	

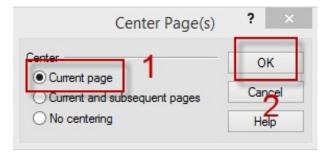
- 23. In the dialog box:
  - a. First line indent .3
  - b. Spacing between paragraphs 8pts
  - c. Click ok

	Par	agra	ph Format	? ×
First line indent:	0.300"	•	1 3	ОК
Left margin adjustment:	0''	•		Cancel
Right margin adjustment:	0"	•		Clear All
Spacing between paragra	aphs —			
O Number of lines	1	*		Help
Distance in points	8	•	2	

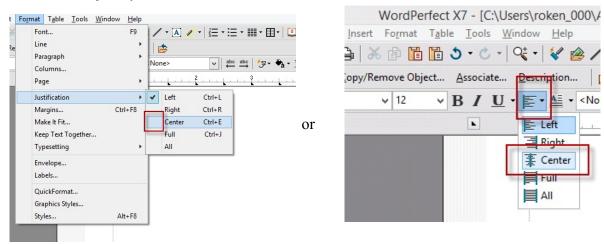
- 24. Now it is time to start on the first page
  - a. We want the title on the first page to be centered Verticallyi. Format, Page, Center

	Format	T <u>a</u> ble	Tools	Window	<u>H</u> elp		
× Re	Lin Par	nt e ragraph lumns			F9	<ul> <li>• • • • • • • • • • • • • • • • • • •</li></ul>	<u>}</u> ≡ - ≡ - ∎
	Pa	ge			•	Page Setup	
I	Jus	tification	n		•	Center	
	Margins Make It Fit Keep Text Together		1+F8	Suppress Delay Codes Force Page			
l		velope	)		•	Numbering. Insert Page N	
L	Lat	oels				Border/Fill	
L	Gra	ickForm aphics St les		A	t+F8		

25. Click Current Page, ok



- 26. The cursor goes to the middle of the page
  - Center this page horizontally Click the Format, Justification, Center or click the a. justify button



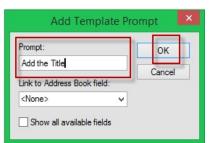
- 27. **Build Some Prompts** 
  - Click on Build Prompts a.

<b>N</b>	WordPerfect X7 - [C:\Users\roken_000\AppData\
File Edit View	Insert Format Table Tools Window Help
🗅 🚅 💾 💩 🖨	※ 🖻 🛅 🌢 • ℭ •   B / U • 🖉 • 🛠   🏠 🗄 🖪
🛃 <u>B</u> uild Prompts	Copy/Remove Object Associate Description
Times New Roman	v 12 v B / U · x <sup>2</sup> a · E · ▲ · <noi< p=""></noi<>

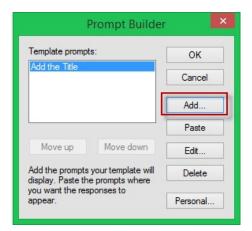
28. In the Box click Add



29. Another box appears - Type in "Add the Title" – Click ok

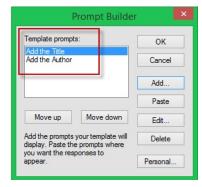


30. The Prompt Builder comes back – Click on Add



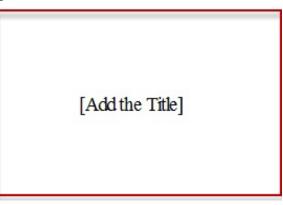
31. "Add the Author" Click OK - the Prompt Builder reappears.

Prompt:	ОК
Add the Author	Cancel
Link to Address Book field:	Canoor
<none></none>	✓



- 32. Place you're your cursor is on the page and location where you want your title to be
- 33. Select "Add the Title" and click on paste
- 34. Title appears on the page where you cursor is

	Prompt Builde	r I
Template prompt	s:	ОК
Add the Title Add the Author		Cancel
		Add
		Paste
Move up	Move down	Edit
Add the prompts your template will display. Paste the prompts where		Delete
you want the res appear.	ponses to	Personal

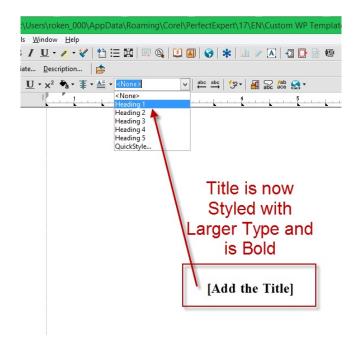


- 35. Now we need to style the title
  - a. Select "add the title" on the page,

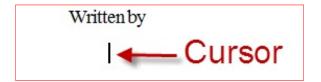
## Add the Title

## Text is Selected

b. click in the styles box and select "Heading 1"



- 36. Now hit the enter key about 13 to 17 times (whatever you think looks good)
- 37. Make sure you are still centered and type *Written by* on the page and then hit enter

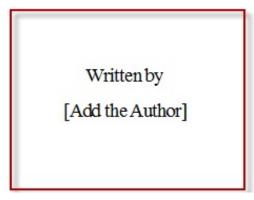


38. Click enter 2 times and then and select "Add the Author" in the prompt box and click paste

Pr	ompt Builder	×
Template prompts:		ОК
Add the Title Add the Author		Cancel
	F	Add
		Paste
Move up	Move down	Edit
Add the prompts your template will display. Paste the prompts where		Delete
you want the respo appear.	onses to	Personal

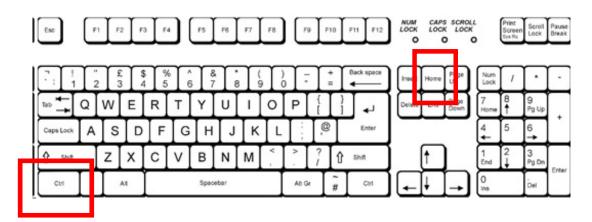
Written by

39. After your title page is done, close the prompt builder by clicking the red x in the top right corner.

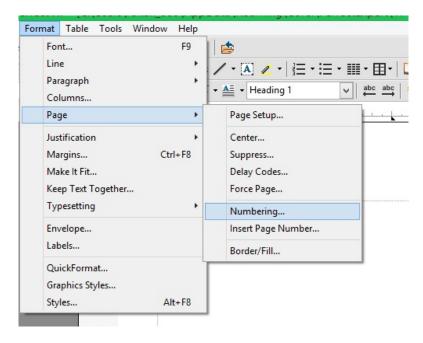


- 40. Adding the Page Numbers
  - a. The title page usually has no page number and the second page will be a table of contents that has the *Roman Numeral ii* for the page number. The first page is the *Roman Numeral I* but remember we do not want any page numbering to show on the title page.
  - b. The first written page of the document will have th numerical number 1.

- 41. Adding the Roman Numeral to the Title Page
  - a. Hit *Ctrl* + *Home*, *Home* 
    - i. This command will put you at the very top of the document. Make sure you click on the Home key twice while holding down the ctr key on the keyboard.



b. Click on Format, Page, Numbering



		• • • •	1 1 0 1		1 1 0 1
C	A nonun hox y	will come un wit	h the detaults -	. vou will chang	ge those defaults
<b>U</b> .	r popup oor	will come up wit	in the defaults	you will ollang	se mose defaunts

	Select Page	Numberin	g Format	? ×
Position:	Bottom Center	~		
Page num	bering format:			
Page 1 of Ch. 1 Pg. 1.1 Page 1 Page -1-		^ _	2 Custom For	3 mat
[Page #]	OK Cancel	Font	Set Value	Help

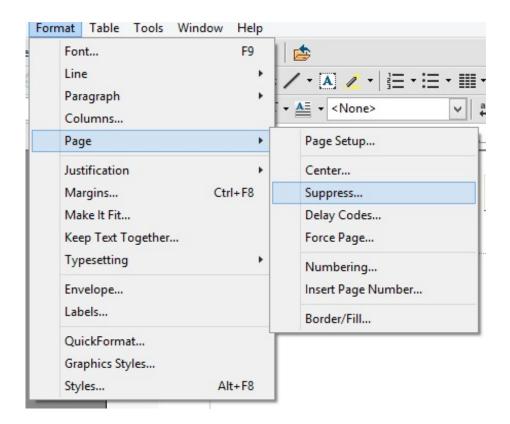
d. Keep Bottom Center selected and scroll through the options until you get to the *small case Roman Number I* and then select it.

	Select Page I	Numbering	g Format	? ×
Position:	Bottom Center	~		
Page num	bering format:			
-a- A -A- I			i	ii
 - -		~	Custom Form	at
[Page #]				
	OK Cancel	Font	Set Value	Help

e. The bottom of your page should have the *Roman Numeral I* 

i
---

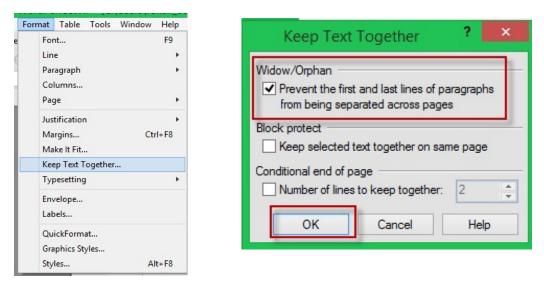
f. We don't really want this number on our page so we need to suppress it for this page so that it won't show but the numbering will be right on the next page so go to *Format, Page, Suppress* 



42. Check Page numbering on current page. Now the numbering is in place but not showing on page 1

Suppress	? ×
Suppress on current page	ОК
Header B Watermark B	Cancel
☐ Footer A  Page numbering Footer B  All	Help
Print page number at bottom center of	on current page

- 43. Now we need to set the Widow/Orphan option on our document. This keeps two lines of a paragraph together either at the bottom or top of a page so you don't have any single lines of paragraph sitting alone either at the bottom or top of a page.
  - a. Format, Keep Text Together, Check Widow and Orphan, Say ok



44. Page Border – If you would like a page border around your title page:i. Format, Page, Border Fill

Insert	Format Table Tools Window Help	
opy/Re ≩   X	Font F9 Line Paragraph Columns	✓     ▲     ✓     ↓ </td
	Page         Justification         Margins         Ctrl+F8         Make It Fit         Keep Text Together         Typesetting         Envelope         Labels         QuickFormat         Graphics Styles	Page Setup Center Suppress Delay Codes Force Page Numbering Insert Page Number Border/Fill
	Graphics Styles Styles Alt+F8	

- b. You can choose from line or fancy
- c. Click on the border and color you want and make sure "Apply border to current page only"
- d. Click ok

	Page Border/Fill ? ×
Border Shadow	Advanced Fill
Border type:	Line V Discontinue
Available border	tyles:
Heavy Double Color: Line style:	
Apply border	to current page only
	OK Cancel Apply Help

- 45. Click behind "add the Author" at the bottom of the page or hit the "Pg dn" key on your keyboard (so your cursor is below all text) and then hit Ctr+Enter on your keyboard to start a new page.
- 46. If you want a table of contents follow the steps below. If you want to just start your history skip this section.
- 47. Table of Contents
  - a. On the new page Click on the top of the page to make sure you are at the top of the new page
  - b. Type "Table of Contents" and select it by dragging your mouse over it with the left key pressed down.

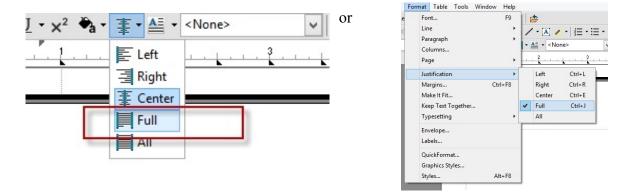


## c. style it with Heading 2





- d. This should style your heading with larger text and bold
- e. Hit the Enter key twice
- f. Your justification is still on "center" so go to the justification icon and click Full Justification or go to Format, Justification, Full



g. The Table of Contents can be set to generate automatically so that your headings and page numbers are automatically placed. This way if you add or delete content the table of contents can be regenerated to reflect the new page numbers and/or headings.

## h. Go to Tools, Reference, Table of Contents

. 4	Spell Checker	Ctrl+F1	
3	Grammatik	Alt+Shift+F1	• 🗄 • 🏢 • 🖽 • 🚺 \star 🛞 🗲
1.00	Thesaurus	Alt+F1	
E	Dictionary	Alt+Ctrl+F1	역 🗄 👍 🗷 🖽 🗷 🃭 🚍 -
	QuickCorrect		<u> </u>
	QuickWords		
	Word Count		
	Proofread	•	
	Language	•	
	Macro	•	
	Template Macro	+	Table of Contents
	Visual Basic	•	Taok of Contents
	Address Book		
	Mail Merge Expert	Alt+Ctrl+F9	
	Merge	Shift+F9	
	Sort	Alt+F9	
	Highlight	•	
	Redaction	+	
	Align and Distribute		
	Legal Tools	•	
	Hyperlink		
	Bookmark		
	Reference	•	List
	Workspace Manager		Index
	Settings	Alt+F12	Cross-Reference
_			Table of Contents
			Table of Authorities
			Generate Ctrl+F9

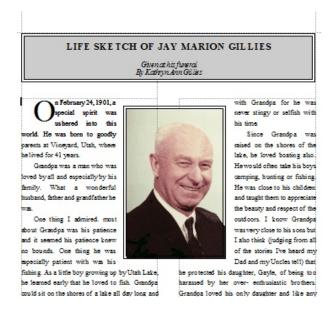
## i. Click on Define

			Reference To	ols	X
List	Index	Cross Reference	Table of Contents	Table of Authorities	
		rk levels 1 through corresponds to a k		the Table of Contents	0
	Mark 1	Mark 2	Mark 3	Mark 4	Mark 5
					Define
Auto g	generate		Generat	e Close	Help

j. Set the numbers and dot leaders the way you want to appear and then click on ok. The Reference Tools box will come back up and now click on close.

Define	e Table of Contents	? ×	Reference Tools
Number of levels (1-5): Numbering format	×	ок	List Index Cross Reference Table of Contents Table of Authorities Choose from mark levels 1 through 5.
Level Style	Position	Cancel	Each mark level corresponds to a level of indentation in the Table of Contents.
1 TableofCont1	Text# ∨	Help	Mark 1 Mark 2 Mark 3 Mark 4 Mark 5
2 TableofCont2	Text# ∨		
3 TableofCont3	Text# ∨		
4 TableofCont4	Text# ∨		Define
5 TableofCont5	Text# ∨		Auto generate Generate Close Help
American Literature Late Nineteenth Cen (1861-1914) Humor: A Social Critique	ntury: 	]	
Display last level in wrap	ped format		

- k. << Table of Contents will generate here >> appears on your page
- 1. Throughout your document if you will use the style headings, the Table of Contents will automatically generate you table of contents down to the level you specified (in the illustration it is 3 levels). Make sure you use Styles for your headings. Using Styles will automatically puts in the Table of Content tags.
- m. Hit Pg dn on the keyboard and then hit Ctr+Enter for a new page
- 48. The 3<sup>rd</sup> Page This is where you will start typing your actual history. The template we will setup will look something like the following illustration:

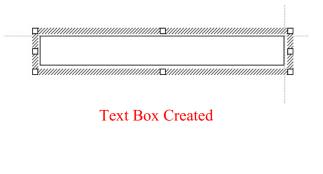


49.

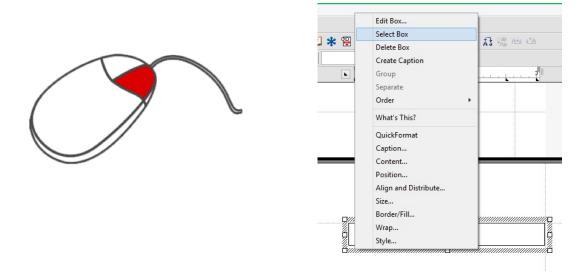
a. Textbox - First we will create a text box for the title of the history or article.

b. Click on Insert, Textbox

View	Insert	Format	Table	Tools	Window	Help	
s <u>(</u> D		Symbol Date/Time Dutline/Bul /ariable Header/Foc Footnote/Ei Natermark. Graphics/Pi	lets & N oter ndnote		ng	Ctrl+W	•
	1	PDF Form C Line Shapes Chart	Controls				•
	e E	Text Box Comment Equation Sound					•
	1	Spreadshee Other File Object	t/Databa	ise			•
	T	New Page			(	Ctrl+Enter	



50. Now that the Textbox is created, it needs to be formatted. Formatting a text box is done by selecting the text box with the mouse and then pressing the right mouse key to bring up a menu. (The right mouse key is a menu key in most cases.) Left Mouse Click on Select Box so your text box is selected.



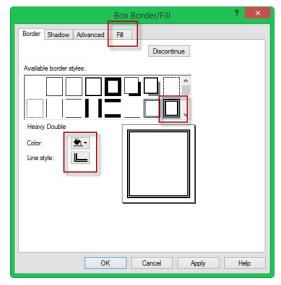
- 51. Size
  - a. Right click on the Textbox for an image menu
  - b. Left Click on Size
    - i. Set the width to full (it will go across from margin to margin)
    - ii. Set the Height to whatever you would like, I am going to set this one to 1 inch. Click OK.

Box Size	? ×
Width	ОК
Full	Cancel
Maintain proportions     Height	Help
Set: 1"	
O Maintain proportions	
O Minimum: 1"	

- 52. Border/Fill
  - a. Select your box (You can tell your box is selected by the black squares.)
  - b. Right Click on the Text box
  - c. Left Click on Border/Fill

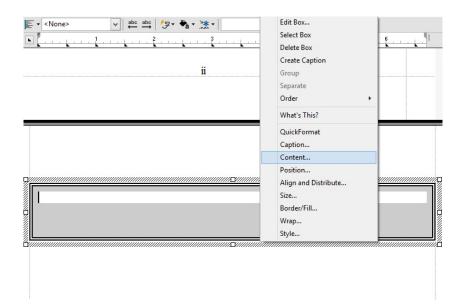
Edit Box Select Box Delete Box Create Caption Group Separate Order	
What's This?	
 QuickFormat Caption Content Position Align and Distribute Size	
Border/Fill	
Wrap Style	

- d. Choose your line style and color
- e. Click on the Fill Tab and click on the 4<sup>th</sup> grey box this will give you about 20% fill
- f. Click OK
- g. Your text box should be created



	Вох	Border/Fill		?	
Border Shadow Advance	d Fill				
Available fill styles: 20% Fill Foreground: Background: Pattem:			^ 		
	ок	Cancel	Apply	He	lp

- 53. Center Text Vertically in the Text Box
  - a. Select the Box (click on it with the mouse left key) if it is not selected (if the black squares are not showing)
  - b. Right Click and select (with the left mouse button) Content



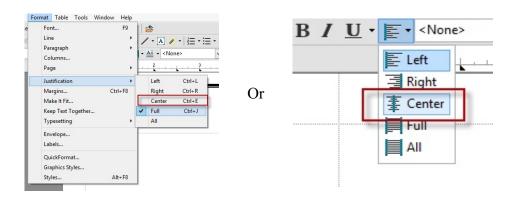
- c. Select Vertical position of Centered
- d. Click ok

	Box Content		? ×
Content type:	Text	~	ОК
Filename:		Ð	Cancel
Content position —			Edit
Horizontal position	Centered	$\mathbf{v}$	
Vertical position:	Centered	~	Help
Rotate text counter No rotation 90 degrees	clockwise 0 180 degrees 270 degrees		
Preserve image Suppress box (w	-		

- 54. Center and style the text
  - a. Click your left mouse button inside the text box

<b>□</b> ←Curs	sor		

- 55. Center the Text Horizontally
  - a. Format Justification center or go to the property bar and select center



## 56. Add the title

- a. Go to your "build prompts" again
- b. Paste "Add the Title" inside the text box,

[Add the Tit	ile]
Prompt Bu	
Template prompts: Add the Title Add the Author	OK Cancel
	Add
	Paste

- c. select the text and style it with Heading 1
- d. Hit Enter twice

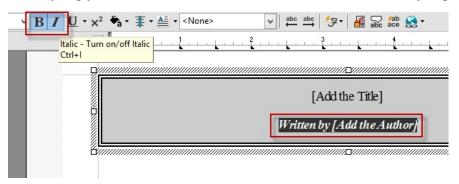


- 57. Add the Author
  - a. Type "Written by" space (space bar) and then Paste "Add the Author" then click OK

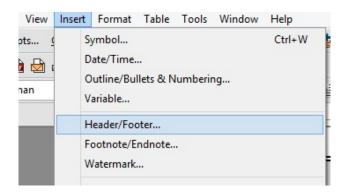
[Add th	e Title]		
Written by [Ac	id the Author]	l	
	f	Prompt Builder	×
	Template prompt	s:	ОК
	Add the Title Add the Author		Cancel
			Add
			Paste
	Move up	Move down	Edit
	Add the prompts display. Paste the you want the res		Delete

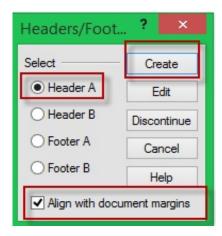
#### 58. Style the author text

a. Select "Written by [Add the Author] and click on bold and italic or any other styling you would like. Click out of the box and the title styling is done.

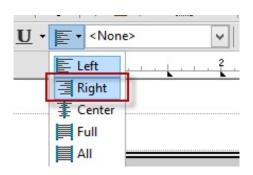


- 59. Creating the Header/Footer We want to create the header on this page, but we don't want it to show on the first page, just subsequent pages, so we will create it and then suppress it on this page much like we did the page number on the title page.
  - a. Go to Insert, Header/Footer
  - b. Select Header A make sure you check "Align with document margins" and click create



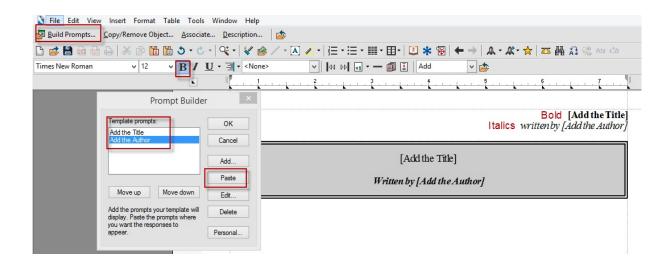


c. Click on Right Justified <u>or</u> Format, Justification, Right



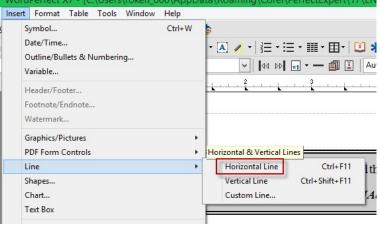
Font	F9	11	<b>*</b>	
Line	+		· · A /	• 12= •
Paragraph	+	ľ		
Columns		È		✓ 44 M
Page	•	Ŀ	. [	2
Justification	•		Left	Ctrl+L
Margins	Ctrl+F8	~	Right	Ctrl+R
Make It Fit			Center	Ctrl+E
Keep Text Together			Full	Ctrl+J
Typesetting	•		All	
Envelope		Γ		
Labels		H		
QuickFormat				
Graphics Styles				
Styles	Alt+F8			

- d. Click on Build Prompts Again
- e. Paste the "Add the Title" select [Add the Title] and Bold it
- f. Hit enter and type Written by and the Paste "Add the Author"
- g. Select "written by [Add the Author] and Italicize it



#### 60. Add a Dividing Line

a. Go to Insert - Line - Horizontal Line and add a line to go across the page



# [Add the Title] written by [Add the Author]

b. To Edit and Design it go to Edit, Edit Graphic Line and choose your options, click ok

Edit	View Insert Format	Table Tools	Win
	Undo	Ctrl+Z	1
	Redo	Ctrl+Shift+Z	a
	Undo/Redo History		
	Cut	Ctrl+X	-
	Сору	Ctrl+C	
	Paste	Ctrl+V	
	Paste Special		
	Append		
	Repeat Next Action		
	Convert Case		•
	Select		•
	Edit Graphic Box	Shift+F11	
	Edit Graphic Line		Ec
	Links		
	Object		

Edit Graphics	S Line 🤉 🔀
Horizontal line     Vertical line	
Line attributes	
Line style:	
Line color:	
Line thickness:	
Space above line: —	
Space below line:	
Length: 7"	Use line style thickness
Position on page	
Horizontal: Full 🗸	at: 0 🌻
Vertical: Baseline 🗸	at: 0 🔶
OK Cancel Lin	ne Styles Help

c. Select the line by clicking on it and pull the line down under the writing

	[Add the Title]
	written by [Add the Author]

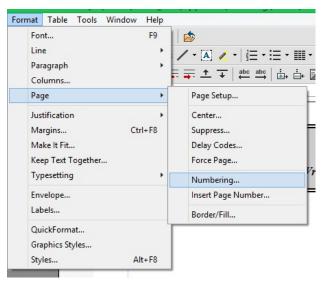
- d. Close the header by clicking down beneath the title box
- e. Suppress the Header
  - i. Go to Format, Page and Check Suppress Header A on Current Page
  - ii. The Header disappears but will appear on the pages after this one.

Forr	nat	Table	Tools	Window	Help	
	For	nt			F9	
	Lin	e			•	/ · A / · E · :
	Par	agraph			•	▼ AE ▼ <none></none>
	Co	lumns				I I I I I I I I I I I I I I I I I I I
	Pag	ge			•	Page Setup
	Jus	tification	n		+	Center
	Ma	rgins		Ctr	I+F8	Suppress
	Ma	ke It Fit				Delay Codes
	Kee	ep Text T	ogether			Force Page

Suppress on curr Header A		OK
	Watermark A Watermark B	Cancel
Footer A	Page numbering	Help

## 61. Page Number

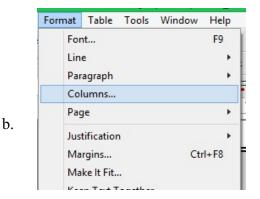
- a. The Roman Numerals need to be turned off and numerical numbers turned on. The page number needs to be 1 and not 3
- b. Go to Format, Page, Numbering



- c. Change the formatting to numerical numbers
- d. Click on Set Value and Set Page Number to 1instead of 3
- e. Click OK and then Click OK

Select Page Numbering Format ? ×	Values ? ×
Position: Bottom Center  Page numbering format:  3 1 -3 c C C iii  Page #]	Page Chapter Volume Secondary Set page number:  Aways keep number the same. Let number change as pages are added or deleted.  4
5 OK Cancel Font 2 Set Value Help	OK Cancel Apply Help

- 62. Adding Columns
  - a. With your cursor under the text box go to the column icon and click on Format, Columns



c. Change the space in between the columns to .325 or .4 and click ok

	Columns		? ×
Number of columns: 2	Space between:	0.325" 🔺	OK
Newspaper     Balanced newspaper     Parallel	Extra line spacing	1	Discontinue
O Parallel w/block protect	in parallel columns:		Border/Fill
Column widths Width Fixed			Help
Column 1- 3.34" - Space: 0.325" -			
Column 2- 3.34"			

- 63. Congratulations your template is done!
  - a. Save and Close
  - b. File Save
  - c. File Close

File	Edit	View	Insert	Format	Table	Tools	Window	Help
3	New							Ctrl+N
	New fr	om Pro	oject					Ctrl+Shift+N
T	New X	ML Do	cument.					
	Open							Ctrl+O
	Open I	PDF						
	Close							Ctrl+F4
	Save							Ctrl+S

File	Edit	View	Insert	Format	Table	Tools	Window	Help
	New							Ctrl+N
	New f	rom Pro	oject					Ctrl+Shift+N
	New X	ML Do	cument.					
	Open.							Ctrl+0
	Open	PDF						
	Close							Ctrl+F4
	Save							Ctrl+S
	Save A	s						F3
	Save V	Vithout	Metada	ta				