WordPerfect 7 – X4
BARS
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1. DOCUMENT
This lesson describes the helpful bars in WordPerfect (**Figure 1**).

1-1. TITLEBAR
Found at the very top of the screen, it's function is to tell you what document you are working on and where that document is located. As you can see in **Figure 1**, I'm working on a document cal-led "Darry D's Tips 0607" in a folder on the C drive in the "My Documents" folder.
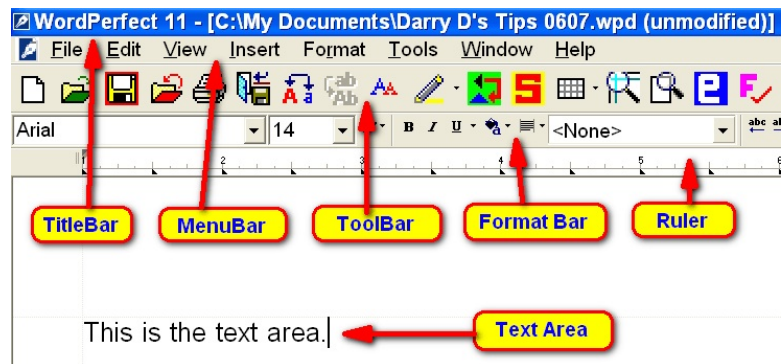

Figure 1

1-2. MENUBAR
This bar begins with File, Edit... and ends with "Help. It offers text-based options for editing, printing, and other functions. The Help menu is the manual for using the program.

1-3. TOOLBAR
This offers graphics-based aids to many of the same functions as the MenuBar. In WordPerfect 11, you can increase the size of the ToolBar by:
❶ RIGHT-click on the ToolBar.
❷ Left-click on "Settings".
❸ Ensure the ToolBar you want to modify is selected and click on the "Options" button.

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❹ Click on the box (□) next to "Large Icons" and click "OK". The new, larger icons show on the ToolBar.
❺ Click on "Close" button.

1-4. FORMAT BAR
This eases the formatting of text. It offers all the font faces, sizes, appearances and justifications.

1-5. RULER
This shows a ruler marked off in $^1/_8$-of-an-inch increments.

2. MACRO BARS
When you access macros, you'll see another series of bars, but, they will be in the same order top-to-bottom (**Figure 2**).
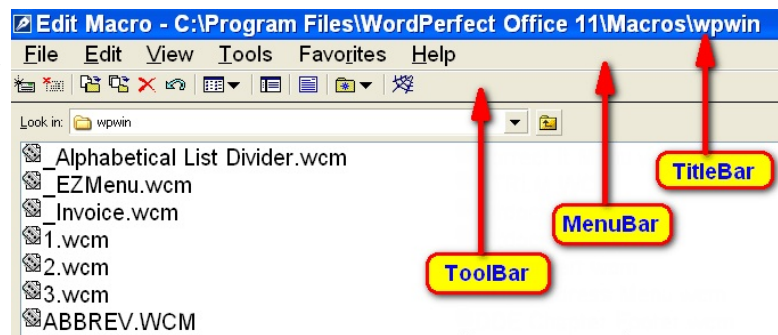

Figure 2

2-1. TITLEBAR
The TitleBar shows that the macros, in order to work properly, need to be located in the folder listed:
C:\Program Files\WordPerfect Office X3\Languages\EN\Macros\WPWin

2-2. MENUBAR
The MenuBar is a word-based offering of options for saving, editing and viewing your macros. Again, the Help menu is the manual for using macros.

2-3. TOOLBAR
The ToolBar is a graphical presentation of choices.

3. GRAPHICS TOOLBAR

When a graphic is inserted, the normal ToolBar and Format Bar disappears but are replaced by a new Graphics ToolBar **(Figure 3)**.

NOTE: My Graphics ToolBar has been modified by adding addition icons, beginning with the "CD" icon with red letters and a white background.
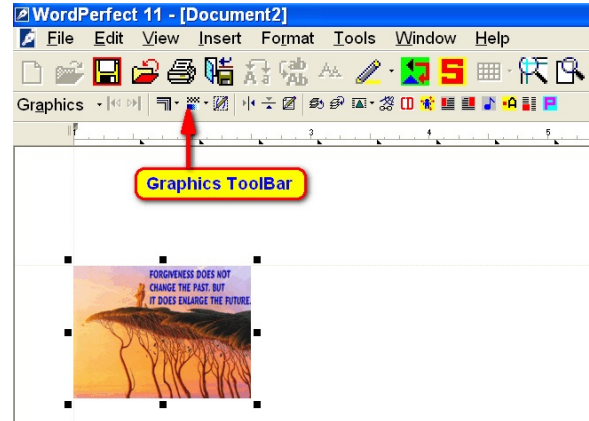

Figure 3