WordPerfect
APPLY
DEFAULT DOCUMENT STYLE

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Once you've created a Default Document Style, you may want to apply it to documents you created before you defined that style. (A "Default Document Style" contains those attributes — hyphenation, default font, margin settings, justification, etc. — that you want applied to the current document.) See my lesson, "Create Default Document Style."

Here's how to do it.

1. Open a new, blank document (File ➤ New or Ctrl+N keys), and touch the Enter key one time (**Figure 1**).

Figure 1

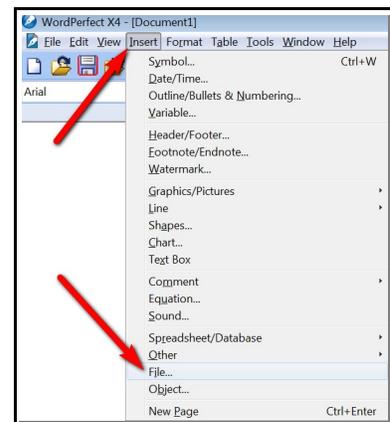2. Insert a file by selecting Insert ➤ File from the MenuBar (**Figure 2**).
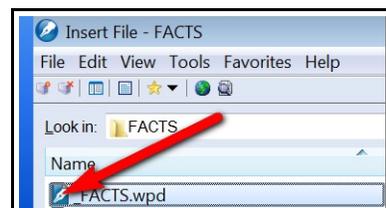

Figure 3

Figure 2

3. Double, left-click on the file to which you wish to apply the Default Document Style (**Figure 3**).

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4. Use the Ctrl+End key combination (**Figure 4**) — hold the Ctrl key down, and touch the End key, releasing both quickly — to move to the end of the document.

Ctrl + END

Figure 4

5. If there are long words within the hyphenation zone that you created in the Default Document Style, you will receive a prompt (**Figure 5**). You have six choices of action. If it were a website, you would click on "Ignore Word."
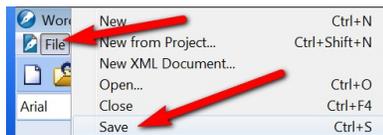
Figure 5

6. After all the prompts have stopped, save the document by selecting File ➤ Save, or Ctrl+S keys, or Alt, F, S (touch & release the Alt key, touch & release the F key, and touch & release the S key.

Figure 6

7. Double, left-click on the original file's icon — or click on the file name and then click on "Save" button — to save the file by that name (**Figure 7**).
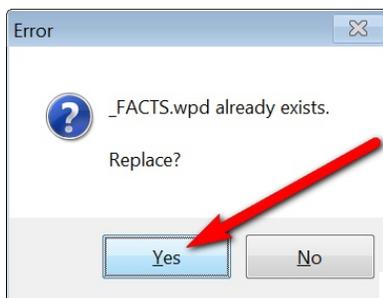
Figure 7

8. Left-click on "Yes" button to overwrite the existing file (**Figure 8**).

Figure 8

You can add a "soft hyphen" to a word by using the Ctrl+ Shift+Dash key combination.