WordPerfect
FILE FORMATS

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Click on the blue, underlined text to go to its linked reference.

In WordPerfect, when you select File ➤ Open, you are taken to "My Documents." However, that does not mean that you can open all the files that are stored there.

Here are the programs that can open a file, based upon its file extension. A file extension is a string of characters beginning with a period and followed by one to three letters; the optional second part of a PC computer filename; "most applications provide extensions for the files they create"; for example, WordPerfect uses the file extension "wpd".

☆ .cgm — CGM (Computer Graphics Metafile) was a once-standard format for interchanging graphics images. CGM stores images primarily in vector graphics, but also provides a raster format. Earlier GDM and VDM formats have been merged into CGM. There are many non-standard varieties of CGM in use. Usually found in the "My Pictures" folder of "My Documents" or some other graphics folder (such as "Art"), it can be *inserted* into *WordPerfect 9* using Insert ➤ Graphics ➤ From File (from the MenuBar).

☆ .cvs — comma-delimited file (a database with items separated by commas); this one can be opened only by importing it into the Outlook Express Address Book.

☆ .doc — Created with MS Word; WordPerfect can open it.

☆ .eml — Email created by Outlook Express or Outlook either of which can open it.

☆ .htm —. It is the file extension of HTML, created by programs like Microsoft FrontPage and others, including WordPerfect.

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HTML (HyperText Markup Language) is the document format used on the Web. Web pages are built with HTML tags (codes) embedded in the text. HTML defines the page layout, fonts and graphic elements as well as the hypertext links to other documents on the Web. Each link contains the URL, or address, of a Web page residing on the same server or any server worldwide, hence "World Wide" Web.

HTML 2.0 was defined by the Internet Engineering Task Force (IETF) with a basic set of features, including interactive forms capability. Subsequent versions added more features such as blinking text, custom backgrounds and tables of contents. However, each new version requires agreement on the tags used, and browsers must be modified to implement those tags. See HTML tag.

HTML is a markup language (the ML in HTML) that uses a fixed set of markup tags; but it is not a Programming Language A markup language can also be thought of as a "presentation language," but it is not a programming language. You cannot "if this-do that" like you can in Java, JavaScript or C++. However, in order to make pages interactive, programming code can be embedded in an HTML page. For example, JavaScript is widely interspersed in Web pages (HTML pages) for that purpose. See JavaScript and VBScript.

HTML was conceived as a simple markup language to render research documents. No one envisioned Web pages turning into multimedia extravaganzas. HTML pages have been reworked, jury-rigged and extended into a full-blown applications. As a result, the source code behind today's Web pages is often a hideous concoction of tags and scripting, including XML, XHTML and SGML.

☆ .jpg/jpeg — Joint Photographic Experts Group (pronounced "jay-peg") and commonly called photographs, this file can be opened by several photo-editing software — most notably Adobe Photoshop.

Usually found in the "My Pictures" folder of "My Documents", it can be *inserted* into WordPerfect using Insert ➤ Graphics ➤ From File (from the MenuBar).

☆ .pdf — Created for Adobe Acrobat Reader. While WordPerfect can create it — using File ➤ Publish to PDF (from the MenuBar) — only Adobe Acrobat Reader can open it. In Windows XP, use Start ➤ My Documents to get to it.

In older Windows versions, double-click on "My Documents" shortcut on the Desktop.

✯ .txt — File extension used for files written in basic ASCII (American Standard Code for Information Interchange) which is an international standard for converting text, digits, and punctuation into binary data that can be read by any computer. An ASCII text file is commonly called "plain text." It is pronounced "ask-ski."

WordPerfect can open "txt" files and will offer to save them in WP format.

✯ .wab — Outlook Express Address Book; this one can be opened only by importing it into the Outlook Express Address Book.

✯ .wmf — Windows Metafile (WMF) is the native vector graphics file format in Windows. Windows Metafiles also can hold bitmaps and text. The original 16-bit format uses the .WMF file extension. The subsequent 32-bit format, which supports more sophisticated graphics functions, generates .EMF (Enhanced MetaFile) files.

Usually found in the "My Pictures" folder of "My Documents", it can be *inserted* into WordPerfect using Insert ➤ Graphics ➤ From File (from the MenuBar).

✯ .wpd — Created with WordPerfect which can open it.

✯ .wpg — WordPerfect Graphics (wpg) is a graphics format developed for use in WordPerfect documents. WPG files can contain vector graphics or raster images.

Usually found in the "My Pictures" folder of "My Documents" or some other graphics folder (such as "Art"), it can be *inserted* into WordPerfect using Insert ➤ Graphics ➤ From File (from the MenuBar).

✯ .xls — Created by Microsoft Excel, it is a spreadsheet format. While WordPerfect can open it, some features are lost.