



WordPerfect

# FILE LOCATIONS

© Darry D Eggleston<sup>1</sup>



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These are the “Default” (locations set by WordPerfect) and “Preferred” (locations selected by me so I can transfer macros, templates, etc. between our multiple computers).

My great friend, Dave Lee, has one of the most workable schemes for his documents and macros. He keeps his documents in “C:\Doc” and his macros in “C:\WPWinMac”. Thus, he does not have to learn new locations each time he gets a new PC. Whatever scheme you design, keep in mind that other files — most of which I have listed — may depend upon knowing where those files are.

To find or to change the file locations, select **Tools ► Settings**, and click on “**Files**” icon. There you find the locations (**Figure 1**).

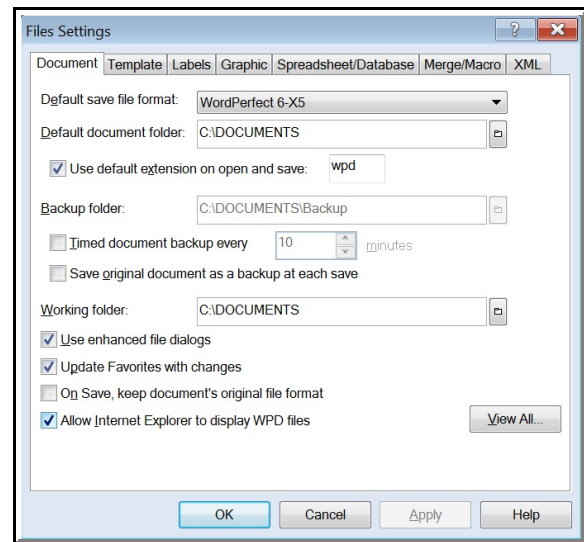


Figure 1

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## WP 7 FILE LOCATIONS

- **Documents:** C:\MyFiles
- **Graphics files:** C:\Core\Office7\Graphics
- **Macros:** C:\Core\Office7\Macros\WPWIN
- **Presentations macros:** C:\Core\Office7\Macros\PRWIN

## WP 8 FILE LOCATIONS

- **C:\MyFiles** — Documents created by WordPerfect.
- **C:\Core\Suite8\Graphics** — Graphics files created.
- **C:\Core\Suite8\Macros\WPWIN** — Macros.
- **C:\Core\Suite8\Macros\PRWIN** — Presentations macros
- **C:\Windows\Personal\Corel\*.\*** — Settings & Dictionary

## WP 9 (WP 2000) FILE LOCATIONS

- **Documents:** C:\My Documents
- **Backup:** C:\My Documents\Backup
- **MenuBar:** WT9US.HST (on Windows Me PC):  
C:\My Documents\Corel User Files
- **MenuBar:** WT9US.HST (on Windows XP PC):  
C:\Documents and Settings\Owner\My Documents\Corel User Files
- **ClipArt (NOTE: MUST have “primary.srb” file in that folder):**  
C:\Program Files\Corel\WordPerfect Office 2000\Graphics
- **ClipArt Locator: Primary.srb**  
C:\Windows\Profiles\ARTBASS\Applications\Data\Corel\Scrapbook\9  
C:\Windows\Applications\Data\Corel\Scrapbook\9  
C:\Program Files\Corel\WordPerfect Office 2000\Graphic
- **QuickCorrect (WT9US.UWL):** C:\My Documents\Corel User Files
- **QuickWords (QW9EN.WPT): Custom WP Templates**
- **Templates:** C:\Windows\Application Data\Corel\PerfectExpert\9\  
PerfectExpert\9\Custom WP Templates
- **Custom Templates:**  
C:\Windows\Profiles\ARTBASS\Application Data\Corel\  
**Custom WP Templates**  
C:\Program Files\Corel\WordPerfect Office 2000\template\  
➤ **Default Template:** C:\Program Files\Corel\

- **WordPerfect Office 2000\template\Custom WP Templates:**  
C:\WINDOWS\Application Data\Core\PerfectExpert\9\Custom WP Templates
- **Default Template:** C:\Program Files\Core\WordPerfect Office 2000\template\Custom WP Templates\wp9US.wpt
- ✕ **Win XP:** C:\WINDOWS\Application Data\Core\PerfectExpert\9\Custom WP Templates\wp9US.wpt
- **Additional Templates:**
- ✕ **Original:** C:\WINDOWS\Profiles\Darry D\Application Data\Core\PerfectExpert\9\ Custom WP Templates
- **Default Spreadsheet Folder:** C:\My Documents
- **Default Database Folder:** C:\My Documents
- **Default Macro Folder:**  
C:\Program Files\Core\WordPerfect Office 2000\macros\wpwin
- **Default Label File:**  
C:\Program Files\Core\WordPerfectOffice 2000\programs\WP\_WP\_EN.lab
- ✕ **Win XP:** C:\WINDOWS\Profiles\Darry D\Application Data\Core\ WordPerfect\9\Labels\WP\_WP\_EN.lab
- **Default Graphics Folder:** C:\Art
- **Supplemental Graphics Folder:** C:\Art\Clipart
- ✕ **Original:** C:\Program Files\Core\WordPerfect Office 2000\Graphics\ClipArt
- **Default Fancy Borders Folder:** C:\Art\Borders
- ✕ **Original:** C:\Program Files\Core\WordPerfect Office 2000\Graphics\Borders
- **Template Folder:**  
**Original:** C:\Program Files\Core\WordPerfect Office 2000\Template\ Custom WP Templates\XML
- **Template Base:**  
C:\Program Files\Core\WordPerfect Office 2000\Template\Custom WP Templates\XML\XML.wpt

## PRESENTATIONS 9 (WP 2000) FILE LOCATIONS

- **Document Folder:** C:\Art
- **Masters Folder:** C:\Program Files\Corel\WordPerfect Office 2000\Programs\Masters
- **Backgrounds:** C:\Art\Backgrounds
- **Macros:** C:\Program Files\Corel\WordPerfect Office 2000\Macros\PrWin
- **Tools/Keyboards:**  
C:\Program Files\Corel\WordPerfect Office 2000\Config
- ✕ **Win XP:**  
C:\WINDOWS\Application Data\Corel\Presentations\9\Config
- **Sound Clips:** C:\Windows\Media
- ✕ **Win XP:**  
C:\Program Files\Corel\WordPerfect Office 2000\Sounds
- **Textures:** C:\Art\Textures
- **Pictures:** C:\Art\Pictures
- **Movies:** C:\Art\Movies
- **Backup:** C:\Art

## WP 10 (WP 2002 ) FILE LOCATIONS

- **Documents:** C:\My Documents
- **Backup:** C:\My Documents\Backup
- **Default Template Folder:**  
C:\Program Files\Corel\WordPerfect Office 2002\Template\  
Custom WP Templates
- **Default Template Folder:**  
C:\Program Files\Corel\ WordPerfect Office 2002\Template\  
Custom WP Templates\wp10US.wpt
- **Default Spreadsheet Folder:** C:\My Documents
- **Default Database Folder:** C:\My Documents
- **Default Macro Folder:**  
C:\Program Files\Corel\WordPerfect Office 2002\macros\wpwin
- **Default Label File:**
- **Default Program File Locations:**  
C:\Program Files\Corel\WordPerfect Office 2002

## WP 11 FILE LOCATIONS

- **Documents:** C:\My Documents
- **Documents (using Windows XP):**  
C:\Documents and Settings\[user]\Documents
- **Backup:** C:\My Documents\Backup
- **Backup: (using Windows XP):**  
C:\Documents and Settings\[user]\Documents

## WP X3 FILE LOCATION (WINDOWS VISTA)

- **Documents:** C:\Users\[User Name]\Documents
- **Document Backup:** C:\Users\[User Name]\Documents\Backup
- **Templates:** C:\Program Files (x86)\WordPerfect Office X3\  
Languages\EN\Template\Custom WP Templates
- **Labels:** C:\Program Files (x86)\WordPerfect Office X3\  
Languages\EN\Labels\Avery Labels EN.Lab
- **Graphics:** C:\Users\[User Name]\Pictures
- **Fancy Borders:**  
C:\Program Files (x86)\WordPerfect Office X3\Graphics\Borders
- **Spreadsheets:** C:\Users\[User Name]\Documents
- **Macros:**  
C:\Program Files (x86)\WordPerfect Office X3\Languages\EN\Macros\WPWin
- **MenuBar: WT14US.HST (on Windows XP PC):**  
C:\Users\[User Name]\Documents\Corel User Files

## XP 3 FILE LOCATIONS (WINDOWS XP)

- **Documents:** C:\User\[User Name]\My Documents
- **Graphics:** C:\User\[User Name]\My Documents\My Pictures
- **Macros:**  
C:\Program Files\WordPerfect Office X3\  
Languages\EN\Macros\WPWin
- **Macros (Default):**  
C:\Documents and Settings\[User Name]\Application Data\Corel\  
WordPerfect Office X3\Languages\EN\Macros\WPWin

## WP X4 FILE LOCATION (WINDOWS 7)

- **Documents:** C:\[User]\Documents
- **Backup:** C:\[User]\Documents\Backup
- **Borders: Default Fancy Borders Folder:**  
c:\Program Files (x86)\Corel\WordPerfect Office X4\Graphics\Borders
- **Databases:** C:\Users\[User Name]\Documents
- **Graphics:** C:\Users\[User Name]\Pictures
- **Graphics, Supplemental Graphics Folder:**  
c:\Program Files (x86)\Corel\ WordPerfect Office X4\Graphics\ClipArt\QuickArt
- **Labels:**  
C:\Users\DarryD\AppData\Roaming\Corel\WordPerfect\14\ EN\Labels\Avery Labels EN.lab
- **QuickCorrect (WT14US.UWL):**  
C:\Users\[User Name]\My Documents\Corel User Files
- **QuickWords (QW14EN.WPT):**  
C:\Users\[User Name]\My Documents\Corel User Files
- **Templates (Best Location):**  
C:\Program Files (x86)\Corel\WordPerfect Office X4\Languages\EN\Custom WP Templates
- **Templates (Default):**  
C:\Users\[User Name]\AppData\Roaming\Corel\PerfectExpert\14\EN\Custom WP Templates
- **Working Files:** C:\[User]\Documents\Working Files
- **Spreadsheet Folder:** C:\Users\[User Name]\Documents
- **Macros (Best location):** C:\WPMacros  
C:\Program Files (x86)\Corel\WordPerfect Office X4\Languages\EN\Macros\WPWin
- **XML:**  
C:\Users\DarryD\AppData\Roaming\Corel\PerfectExpert\14\EN\Custom WP Templates\XML
- **Catalog Files:**  
C:\Users\DarryD\AppData\Roaming\Corel\PerfectExpert\14\EN\Custom WP Templates\XML

## WPX4 FILE LOCATIONS (**DARRY D**) — WINDOWS 7

**Colored numbers** refer to folders in Figure.

➤ To access 'File Locations': Tools ➤ Settings ➤ Files

➤ Document

☆ Default Document Folder: C:\Users\DarryD\Documents

☆ Working folder: C:\Users\DarryD\Documents\Working Files

➤ TEMPLATE

① Default template folder: C:\WP Custom Templates

① Default Template: C:\WP Custom Templates\WP14US.wpt

① Additional Template Folder: C:\WP Custom Templates

➤ LABELS

☆ Default Label File:

C:\WPCorel\PerfectExpert\14\EN\Labels\Avery Labels EN.lab

➤ GRAPHIC

☆ Default Graphics Folder: C:\Users\DarryD\Pictures

③ Supplemental Graphics Folder: C:\WPGraphics\ClipArt

③ Default Fancy Borders Folder: C:\WPGraphics\Borders

➤ Spreadsheet/Database: C:\Users\DarryD\Documents

➤ MERGE/MACRO:

④ Default Macro Folder: C:\WPMacros\WPWin

➤ XML

② Template Folder: C:\Custom WP Templates\XML

② Project Base Template: C:\Custom WP Templates\XML\XML.wpt

➤ Catalog Files:

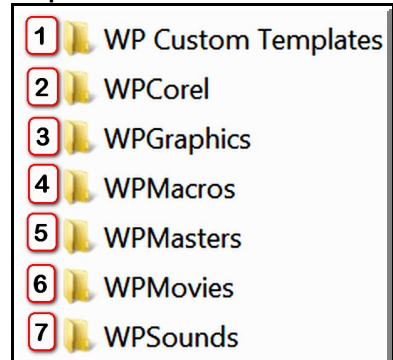
C:\Program Files (x86)\WordPerfect Office X4\XML\Import.cat

➤ Spell Check:

C:\Users\Darry D\AppData\Roaming\Corel\

WordPerfect Office X5\Writing Tools\

WT15US.UWL [**Hidden File**]



## WP X5 FILE LOCATION (DEFAULTS)

- **Documents:** C:\[User]\Documents
- **Backup:** C:\[User]\Documents\Backup
- **Borders: Default Fancy Borders Folder:**  
C:\Program Files (x86)\Core\WordPerfect Office X5\Graphics\Borders
- **Databases:** C:\Users\[User Name]\Documents
- **Graphics:** C:\Users\[User Name]\Pictures
- **Graphics, Supplemental Graphics Folder:**  
C:\Program Files (x86)\Core\ WordPerfect Office X5\Graphics\ClipArt\QuickArt
- **Labels:**  
C:\Users\DarryD\AppData\Roaming\Core\WordPerfect\15\EN\Labels\Avery Labels EN.lab
- **QuickCorrect (WT15US.UWL):**  
C:\Users\[User Name]\My Documents\Core User Files
- **QuickWords (QW15EN.WPT):**  
C:\Users\[User Name]\My Documents\Core User Files
- **Templates (Best Location):**  
C:\Program Files (x86)\Core\WordPerfect Office X5\Languages\EN\Custom WP Templates
- **Templates (Default):**  
C:\Users\[User Name]\AppData\Roaming\Core\PerfectExpert\15\EN\Custom WP Templates
- **Working Files:** C:\[User]\Documents\Working Files
- **Spreadsheet Folder:** C:\Users\[User Name]\Documents
- **Macros (Best Location):** C:\WPMacros\WPWin
- **XML:**  
C:\Users\DarryD\AppData\Roaming\Core\PerfectExpert\15\EN\Custom WP Templates\XML
- **Catalog Files:**  
C:\Users\DarryD\AppData\Roaming\Core\PerfectExpert\15\EN\Custom WP Templates\XML



## WPX5 FILE LOCATIONS (DARRY D)

**Colored numbers** refer to folders in Figure.

★ To access 'File Locations':

Tools ► Settings ► Files ► Document

★ **Default Document Folder:** C:\Documents

★ **Working folder:** C:\Documents

### ► TEMPLATE

❶ **Default template folder:**

C:\WP Custom Templates

❶ **Default Template:**

C:\WP Custom Templates\WP15US.wpt

❶ **Additional Template Folder:**

C:\WP Custom Templates

### ► LABELS

★ **Default Label File:**

C:\WPCorel\PerfectExpert\15\EN\Labels\Avery Labels EN.lab

🎵 **Leave this file where it is.**

► **GRAPHIC: Default Graphics Folder:** C:\Pictures

❸ **Supplemental Graphics Folder:** C:\WPGraphics\ClipArt

❸ **Default Fancy Borders Folder:** C:\WPGraphics\Borders

► **Spreadsheet/Database:** C:\Documents

► **MERGE/MACRO:** C:\WPMacros\WPWin

► **XML:**

❷ **Template Folder:** C:\Custom WP Templates\XML

❷ **Project Base Template:**

C:\Custom WP Templates\XML\XML.wpt

★ **Catalog Files:** C:\Custom WP Templates\XML\Import.cat

► **Spell Check:**

C:\Users\Darry D\AppData\Roaming\Corel\WordPerfect Office X5\Writing Tools\WT15US.UWL [**Hidden File**]

