WordPerfect 5.1 – X4

WRITING A RESEARCH PAPER

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

Of all the productivity tools in WordPerfect, the most widely acclaimed are those that help you work with long or complex documents. In this tutorial, you'll learn some tips for using these tools, which you can share with the students you know.

For most research papers, students need to include page numbers, headers and footers, a table of contents, and a bibliography. Students may also need to indent quotations, and maybe even adjust the line spacing for quoted text and insert footnotes to identify sources. The most important tool for any student; however, is the Word Count feature. If the assignment is to write 2,500 words, most students will produce a final word count as closely as possible to that number.

COUNTING WORDS IN A DOCUMENT

WordPerfect X3 includes a nifty new status bar button that displays the number of words in the current document (**Figure 1**).

To recalculate the number of words, you simply click the button.

Figure 1

Figure 2

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A tilde (~) next to the word count (**Figure 2**) indicates that the document has been edited since the last word count and that you need to click the button to update the count.

If you are using a previous version of WordPerfect, choose File ➤ Properties, and click the Word Count tab.

You can follow these same steps with WordPerfect X3 if you want to customize the word count settings. You can specify which document elements to include in the word count by enabling or disabling the check boxes in the "Include these" area of the dialog box.

ADDING PAGE NUMBERS

Even in elementary school, students are expected to include page numbers in their written reports.

Adding page numbers is easy: Just choose Format ➤ Page ➤ Numbering to open the Select Page Numbering Format dialog box (**Figure 3**).
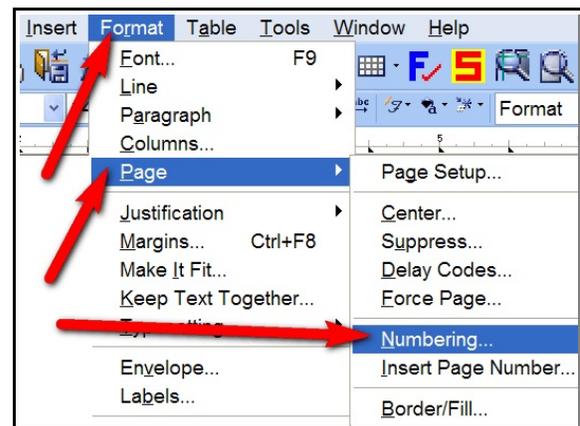
Figure 3

The option to insert a page number at the bottom of every page is already selected **(Figure 4)**, so you can choose OK. Otherwise, you can open the Position list box, choose a different position, and then choose OK.

The quickest way to insert a page number is to select a predefined page number position from the Position list box.
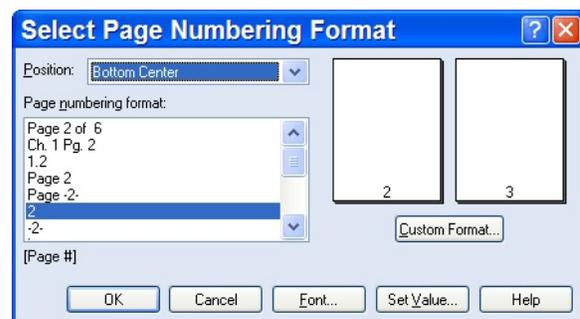
Figure 4

INSERT HEADERS AND FOOTERS

Along with adding page numbers, you can also display information in a header or footer. A header, appearing at the top of every page, might include the title of the paper. A footer, appearing at the bottom of every page, might include the student's name, class name, or teacher's name.

ADJUSTING LINE SPACING

The term "line spacing" sounds a little intimidating, so think of "single-space/double-space" instead.

At this point, you just need learn how to switch between the most common settings. Choose Format ➤ Line ➤ Spacing to open the Line Spacing dialog box (**Figure 5**).

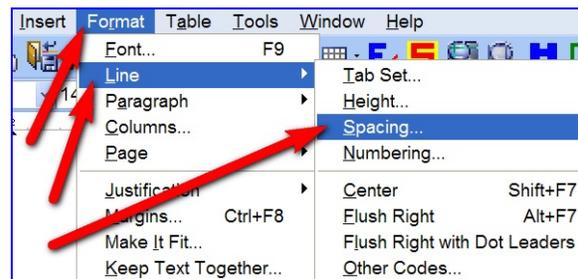**Figure 5**

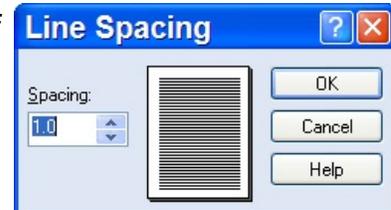Type 1 for single spacing, 1.5 for one-and-a-half spacing, or 2 for double-spacing, and choose OK (**Figure 6**).

INDENTING QUOTATIONS

Figure 6

Indentation is often used to set quotations apart from the rest of the text. When you indent text, you create space on one or both sides of the text, so that it stands out from the text extending from the left to the right margin.

For an example: This paragraph is indented on both the left and right sides. To indent text on the left side only, choose Format ➤ Paragraph ➤ Indent (or press F7 key, on the keyboard).

CREATE TABLE OF CONTENTS

A table of contents is usually added to long documents to make them easier to navigate. In most cases, a table of contents contains a list of the document's headings and subheadings. With WordPerfect, you can create a table of contents with up to five levels. The steps for creating a table of contents are simple: You mark the text, define the table, and then generate the table. Actually, the process has only two steps if you use the WordPerfect heading styles to mark the text.

WordPerfect has a collection of built-in styles that you can take advantage of when you don't have the time or inclination to create your own. Using the heading styles, you can quickly format headings and subheadings in a larger, bold font, with the table of contents marking already in place. Then, all you need to do is define and generate the table.

To apply the WordPerfect heading styles, select the heading, and then choose Format ➤ Paragraph ➤ Indent to open the Styles dialog box (**Figure 7**).

Select Heading 1 in the list to see a preview of how the text will look with that style applied (**Figure 4**). Heading 1 marks the text as level 1 in the table of contents, Heading 2 marks the text as level 2, and so on. When you are ready, select the style for your heading, and choose OK. Continue marking the rest of the headings.

Figure 7

The built-in heading styles offer a quick way to format text and mark it for a table of contents.

If you prefer more flexibility, and have a little time, it's super easy to mark text for a table of contents. All you do is select the text and choose a level for the table of contents entry. The trick is to avoid accidentally selecting formatting codes, like bold or italics; otherwise, the text will show up in bold or italics in the table of contents. It's a good idea to turn on Reveal Codes (press Alt + F3) so that you can see exactly what you are selecting.

With the text selected, choose Tools ➤ Reference ➤ Table of Contents to open the Reference Tools dialog box. Click the Mark 1 button to mark the text for level 1, Mark 2 to mark the text for level 2, and so on. Continue
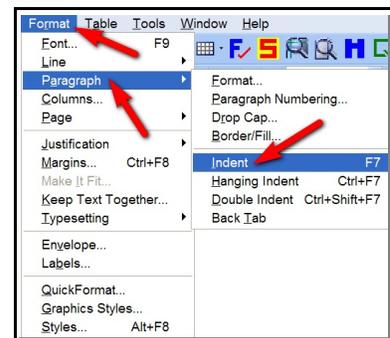
selecting text in the document and marking it for the appropriate level. If the Reference Tools dialog box is displayed across the bottom of the screen, you can click and drag the title bar to release it into a floating palette that you can move out of your way (**Figure 5**).

The Reference Tools dialog box can be anchored to the top or bottom of the screen, or released into a floating palette.

Now, whether you used the built-in heading styles or marked the text yourself, the next step is to define the table. First, create a page for the table, and center the title "Table of Contents" at the top of the page. Insert two blank lines, and choose Tools ➤ Reference ➤ Table of Contents. Click the Define button to open the Define Table of Contents dialog box. The simplest method is just to select the number of levels you want in the Number of Levels list box, and choose OK. Or, if you want, you can customize the formatting for each heading level in the table.

When you choose OK, WordPerfect inserts the dummy text "<<Table of Contents will generate here➤➤." If the placement looks good, choose Tools ➤ Reference ➤ Generate (or press Ctrl + F9). Choose OK to build the table.

CREATE BIBLIOGRAPHY

Creating a bibliography with the Table of Authorities feature is very similar to creating a table of contents, so if you've just read through that section, you're ahead of the game. The concept is the same: You mark the text, define the table, and then generate the table.

The difference between creating a bibliography and creating a table of contents is in how you mark the entries. Whereas the entries in a table of contents appear only once, the items included in a bibliography appear several times in the document.

For this reason, the method of creating a bibliography was retooled to make it easier to mark multiple entries. The first time you mark an entry, you create what is called a "full form." The next time you mark this entry, you use what is called a "short form," an abbreviation for the full form.

To mark text for a bibliography, select the text that you want to include in the bibliography. The text may be in the document itself, or in footnotes, endnotes, graphic boxes, or captions. Then, choose Tools ➤ Reference ➤

Table of Authorities to open the Reference Tools dialog box (**Figure 6**). Note that CASES is selected in the Type list box by default. The Table of Authorities feature was originally designed to meet the requirements of the legal industry, so it has a legal feel to it. Don't worry, though – you can use the feature to build a list of sources for any type of project.

The Table of Authorities feature is used to generate tables of authorities for legal documents and bibliographies for other types of documents.

Select the CASES entry, and then simply type a section name under which to place the source. The section name might be something like Books, Periodicals, Periodicals Online, Newspaper, Encyclopedia Articles, or Online Services/Internet. Next, edit the text that appears in the Short Form text box or just type a short abbreviation that will serve as a shortcut for marking subsequent entries. Choose Create.

Next, the editing window appears with the text that you previously selected for the entry. The editing window gives you the chance to work with the text appearance. That's the beauty of the Table of Authorities feature – the entry in the bibliography does not have to exactly match the text in the research paper. When you are done, choose Close. You should now see the Reference Tools dialog box.

If this source is mentioned more than once in the paper, click somewhere inside the second occurrence (you'll notice that you don't have to select it this time). The short form you just created is shown in the Short Form text box, so all you have to do is choose Mark. That's it!

When you are finished marking the reference sources, create a page for your bibliography and type a title. Underneath the title, type the first section name, and then position the insertion point where you want the sources listed. Click the Define button in the Reference Tools dialog box.

Select the section name that matches your heading, and then choose Insert. You'll see the dummy text "<<Table of Authorities will generate here>>." Repeat the steps for other section names. When you are finished, click the Generate button in the Reference Tools dialog box to build the bibliography.

CREATE FOOTNOTES & ENDNOTES

The process of creating footnotes is virtually identical to that of creating endnotes – the only difference is that footnotes appear at the bottom of the page, and endnotes appear on a page by themselves (usually at the end of a document). A footnote has two parts: the footnote reference number and the footnote text. The footnote reference number is placed in the text when you create the footnote. The footnote text, along with a corresponding footnote number, is inserted at the bottom of the page.

To insert a footnote, click in the text where you want the footnote reference number to appear. Choose Insert ➤ Footnote/Endnote ➤ Create. Type the text of the footnote, and then click the Close button on the property bar, or click in the document text to move out of the footnote-editing window. You should now see the footnote reference number in the text. If you scroll down, you can see the footnote text at the bottom of the page (choose View ➤ Page if you don't see the footnote text).

If you stay in Page view, you can edit the footnote text easily – simply click in the footnote text, and make your changes. If you want to delete a footnote, delete the footnote reference number in the document text. It's as simple as that.