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# WordPerfect<sup>®</sup> OFFICE 12

## Student and Teacher Edition FAQ

### What is included with WordPerfect<sup>®</sup> Office 12 – Student and Teacher Edition?

#### WordPerfect<sup>®</sup> Office 12 – Student and Teacher Edition features the following:

- WordPerfect<sup>®</sup> 12 – powerful word processing
- Quattro Pro<sup>®</sup> 12 – versatile spreadsheets
- Presentations<sup>™</sup> 12 – multimedia presentations
- Paradox<sup>®</sup> – relational database management
- WordPerfect OfficeReady<sup>™</sup> – template browser
- WordPerfect Wireless Office Suite—Powered by ZIM
- Address Book
- Pocket Oxford<sup>™</sup> English Dictionary
- Microsoft<sup>®</sup> Internet Explorer 6.0
- Adobe<sup>®</sup> Acrobat<sup>®</sup> Reader<sup>®</sup> 6.0

### What is new in WordPerfect Office 12 – Student and Teacher Edition?

This edition offers a wide range of new and enhanced features and capabilities, including:

- **Enhanced! Compatibility with Microsoft<sup>®</sup> Office** – Based on user feedback, Corel has improved the suite's compatibility with Microsoft Office. With many new compatibility enhancements, it's now faster and easier than ever to share information and collaborate with faculty, teachers and students using Microsoft<sup>®</sup> Word, Microsoft<sup>®</sup> Excel and Microsoft<sup>®</sup> PowerPoint<sup>®</sup>.
- **Enhanced! Microsoft Office file conversion help files** – Access improved help files that provide support when converting documents between Microsoft Office and WordPerfect Office 12 formats.
- **New! Compatibility toolbars** – Quickly publish documents to formats such as PDF, HTML, XML, Microsoft Word, Microsoft Excel and Microsoft PowerPoint with the click of a button.
- **New! Workspace Manager** – Quickly adjust the user interface—including toolbars, menu items and shortcut keys—to suit your needs. Choose between WordPerfect Office or Microsoft Office-style interfaces, Lotus<sup>®</sup> 1-2-3 Mode and Corel<sup>®</sup> WordPerfect<sup>®</sup> 5.1 Classic Mode.
- **New! Upgrade installation** – When you install WordPerfect Office 12 on a single machine,\* you have the option to keep or replace existing versions of WordPerfect Office. For example, if you're currently using WordPerfect Office 2002, you can replace it with WordPerfect Office 12. Conversely, you can choose to install WordPerfect Office 12 to run on the same system as WordPerfect Office 2002.
- **New! WordPerfect Wireless Office Suite—Powered by ZIM** – Get mobile today with two-way SMS text messaging and mobile phones to keep you connected anytime, anywhere. Easily send e-mails and instant messages no matter where you're located!
- **New! WordPerfect<sup>®</sup> OfficeReady<sup>™</sup>** – Organize, preview and access all your WordPerfect Office 12 templates in one easy-to-use browser. Get links to 40 new templates and access to many more via the Internet.\*\*

### Are other template collections available?

Yes. To see the latest solution packs available for WordPerfect Office 12 – Student and Teacher Edition, click [here](#).

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### How much does WordPerfect Office 12 – Student and Teacher Edition cost?

This powerful, full-featured, value-packed suite is available for just \$99.99 US/\$129.99 Cdn.

### What are the minimum system requirements?

- Windows Server 2003, Windows® XP (with SP1 Home or Professional Edition), Windows NT® 4.0 (with SP6a), Windows 2000 (with SP4) or Windows 98 SE
- 64 MB RAM (128 MB recommended)
- 166 MHz (Pentium® III or equivalent processor recommended)
- 195 MB hard disk space for minimum installation (maximum 399 MB)
- 197 MB additional hard disk space for Paradox
- CD-ROM drive
- Mouse or tablet

### Do I need to uninstall my current version of WordPerfect Office before installing WordPerfect Office 12 – Student and Teacher Edition?

When you install WordPerfect Office 12 – Student and Teacher Edition, you have the option to keep or replace existing versions of WordPerfect Office. For example, if you're using WordPerfect Office 2002, you can replace it with WordPerfect Office 12 – Student and Teacher Edition. Remember: while this will save disk space, you will no longer have access to the older version of WordPerfect Office. Alternately, you can choose to install WordPerfect Office 12 – Student and Teacher Edition to run on the same system as WordPerfect Office 2002.

### In what languages is WordPerfect Office 12 – Student and Teacher Edition available?

At present, WordPerfect Office 12 – Student and Teacher Edition is available in English only. It arrives on store shelves June 1, 2004.

### Where can I buy WordPerfect Office 12 – Student and Teacher Edition?

To find an Education Reseller in your area, please click [here](#). WordPerfect Office – 12 Student and Teacher Edition is also available at numerous retail stores throughout North America.

### Are special licensing options available for college campuses?

Corel offers volume licensing for academic institutions. For more information about our licensing programs, please visit [www.corel.com/clp](http://www.corel.com/clp).

### Who is eligible to purchase WordPerfect Office 12 – Student and Teacher Edition?

Those eligible to purchase the Education edition of this shrink-wrapped software, or take advantage of volume purchasing through Corel Licensing, include accredited schools, faculties, full- or part-time registered students, academic supervisory organizations, hospitals, libraries, museums, and nonprofit charitable and religious organizations. Proof of eligibility is required. For details on Corel's Educational Definition, or to find the Corel Customer Service Center nearest you, please go to [www.corel.com/education](http://www.corel.com/education).

## Is WordPerfect Office 12 – Student and Teacher Edition compatible with other office suites and file formats?

Yes. It lets you share files with individuals and organizations using other applications and suites, including Microsoft Office. The primary development focus of WordPerfect Office 12 – Student and Teacher Edition was to improve file compatibility with Microsoft Office. You will see enhanced compatibility in the following areas:

### **WordPerfect® 12**

- Image positioning and wrapping
- Tables
- Footnotes/endnotes

### **Quattro Pro® 12**

- Formatting of borders, colors and patterns
- Currencies

### **Presentations™ 12**

- Backgrounds, layouts and masters
- Fills, such as gradient, pattern and picture fills
- Data charts

Other compatibility improvements include:

**Workspace Manager** – Adjust the user interface—including toolbars, menu items and shortcut keys—to suit your needs, and reduce training time and costs when switching from Microsoft Office. The Workspace Manager lets you customize the user interfaces of WordPerfect 12, Quattro Pro 12 and Presentations 12, to mimic those of Microsoft Word, Microsoft Excel and Microsoft PowerPoint, respectively. It even allows you to mimic the Lotus 1-2-3 interface. When you select a workspace, the toolbar, button and menu configurations for the WordPerfect Office applications will change to reflect the configuration of the applications you choose. This means you can easily find and access toolbars and menu items you're familiar with in locations similar to where they appear in the workspace of the selected application style. Plus, you can use familiar shortcut keys and file extensions when performing tasks and saving files.

**Improved user help files** – Easily convert Microsoft Office files in WordPerfect Office 12 – Student and Teacher Edition. To access these help files, go to [Help > Microsoft Word Help](#) in WordPerfect (or Microsoft Excel Help in Quattro Pro or Microsoft PowerPoint Help in Presentations). Alternately, in Microsoft Windows, you can go to [Start > All Programs > WordPerfect Office 12 > Support > Microsoft Office Compatibility](#).

**Conversion utility** – Batch-convert large numbers of Microsoft Word (\*.doc) files to WordPerfect (\*.wpd) format.

In addition, WordPerfect Office 12 – Student and Teacher Edition allows you to publish to XML, PDF and HTML, and enjoy support for many open standard technologies, including ODBC, SGML and OLAP.

### What import/export filters are supported in WordPerfect Office 12 – Student and Teacher Edition?

More than 165 import/export filters are supported. These include Microsoft Word, Microsoft Excel, Microsoft PowerPoint, PDF, HTML, XML, SGML and many, many more.

### What are the XML capabilities in WordPerfect Office 12 – Student and Teacher Edition?

XML capabilities are an important feature in WordPerfect Office 12 – Student and Teacher Edition, especially for

- **Education customers** looking for a tool set well suited to XML content creation for casual contributors of XML content
- **Individuals** seeking to convert existing content saved in WordPerfect Office files or Microsoft Office formats to XML

In response to feedback from WordPerfect Office users, WordPerfect Office 12 – Student and Teacher Edition now includes XML capabilities such as suite-wide Publish to XML and WordPerfect XML Editor, enabling you to create, edit, retrieve, validate and save documents created in SGML or XML. Because the XML help files have been written with an XML novice in mind, users at any level can get acquainted with the topic quickly to take full advantage of the XML tools.

### Is the Reveal Codes feature included in WordPerfect 12?

Yes. This renowned feature, exclusive to WordPerfect, gives you extensive control over the formatting and layout of your documents. Users can also print Reveal Codes to view document formatting in hard copy—a great benefit when reviewing long and complex documents.

### I've been using WordPerfect 5.1 for years. Will WordPerfect 12 be difficult to learn?

Not at all. In fact, with the new Workspace Manager, you can set WordPerfect 12 to run in Corel® WordPerfect® 5.1 Classic Mode. In this mode, the familiar blue screen environment and keyboard shortcuts are emulated from WordPerfect 5.1.

### Is the suite compatible with macros?

WordPerfect Office 12 – Student and Teacher Edition supports two scripting languages, PerfectScript™ and ObjectPAL® (Object Paradox Application Language).

- **PerfectScript** is a macro system and scripting language developed specifically for WordPerfect Office applications, to help users create macros, recordings and scripts.
- **ObjectPAL** is a powerful, object-based, event-driven, visual programming language tightly integrated with Paradox.

### Can I create PDF files with WordPerfect Office 12 – Student and Teacher Edition?

Yes. This suite has the most robust PDF publishing capabilities of any office productivity package on the market today. The Publish to PDF feature enables you to output to Adobe® Acrobat® 5.0—without the need to purchase copies of Adobe® Acrobat® Distiller or other PDF-generating tools. You can retain hyperlinks, generate bookmarks, embed fonts and optimize images according to specific needs. WordPerfect Office has provided Publish to PDF capabilities since WordPerfect Office 2000 (in WordPerfect 9 and Presentations 9).

### Do I have to buy a boxed copy for every user in my school or department? If not, what type of licensing options are available?

It's not necessary to buy a boxed copy for every user. Corel Licensing offers flexible licensing options for organizations of any size and is a cost-effective way to take advantage of volume licensing and high-quality support. It offers a variety of no-additional-charge features such as technical support, and home and laptop usage. To take advantage of WordPerfect Office 12 – Student and Teacher Edition and Corel Licensing, contact your favorite reseller or visit [www.wordperfect.com/licensing](http://www.wordperfect.com/licensing) for more information.

To find an Education Reseller in your area, please click [here](#).

### How do I access the Corel Knowledge Base?

To access Corel's wide range of support options for WordPerfect Office, including the Corel Knowledge Base, visit [support.corel.com](http://support.corel.com).

### Where can I get the latest information about WordPerfect Office 12 – Student and Teacher Edition?

It's easy! Simply subscribe to the WordPerfect e-newsletter, *WordPerfect Expert*, and you'll find everything you need to stay up to date with what's happening in the WordPerfect community. Get the latest news and tips and tricks, and find out about upcoming events and training opportunities. Plus, get exclusive access to free downloads! To sign up now, click [here](#).

### How can I get service packs?

Generally, service packs can be downloaded from [www.wordperfect.com](http://www.wordperfect.com). If a file size is too large to be downloaded, the service pack will be made available on CD-ROM and copies will be mailed, by request.

To find out when new service packs become available, configure the Corel Update utility. It checks and notifies you of product updates and delivers them directly to your computer,<sup>†</sup> helping you keep your Corel software current. To configure Corel Update, go to [Start > All Programs > WordPerfect Office 12 > Product Update](#).

### **Does WordPerfect Office 12 – Student and Teacher Edition meet the needs of the physically challenged?**

Yes. Flexible and customizable keyboard commands have always been an important feature in WordPerfect Office. In this latest version of the suite, you will enjoy a choice of display settings, zoom factors, auditory and/or visual error prompts and many other accessibility options. For more information about accessibility options, visit [www.wordperfect.com/accessibility](http://www.wordperfect.com/accessibility).

### **Does WordPerfect Office 12 – Student and Teacher Edition come with a printed manual?**

To keep costs down, WordPerfect Office 12 – Student and Teacher Edition does not come with a printed manual. However, a PDF version of the user guide is included on your WordPerfect Office 12 – Student and Teacher Edition CDs.

If you wish, you can purchase a printed manual by calling Corel Customer Support Services at 1-800-772-6735 (North America only). Corel Customer Support Services are available Monday to Friday from 8:30 a.m. to 7:30 p.m. EST.

Outside North America, please visit [www.corel.com/contact](http://www.corel.com/contact) for the phone number of the Corel Customer Support Services center nearest you.

### **How can I access the online manual for WordPerfect Office 12 – Student and Teacher Edition?**

A PDF-format manual is installed when you install your WordPerfect Office 12 – Student and Teacher Edition software. You can access the online manual by going to **Start ► All Programs ► WordPerfect Office ► Support ► User Guide.pdf**. Alternatively, go to **D:\Program Files\WordPerfect Office 12 Student and Teacher Edition\Shared\Help** (where “D” is the letter of the hard drive location where WordPerfect Office 12 – Student and Teacher Edition is installed) to access the file called **ug12en.pdf**.

### **Is WordPerfect Office 12 – Student and Teacher Edition available with Dragon NaturallySpeaking®?**

No, the suite does not come with ScanSoft’s Dragon NaturallySpeaking® software. However, Dragon NaturallySpeaking integrates well with WordPerfect, allowing users to dictate their documents into their favorite word processor!

### **Have any changes or improvements been made to Paradox® since version 10?**

The version of Paradox included in WordPerfect Office 12 – Student and Teacher Edition is based on the version that shipped in WordPerfect Office 2002 (i.e., Paradox 10). Paradox has been tested to ensure it coexists well with WordPerfect Office 12 – Student and Teacher Edition.

\*This feature applies only to single-machine installations, not to a network installation of WordPerfect Office 12.

\*\*Charges may apply for some templates.

\*Internet connection is required.