

## Absolute Beginner's Guide to WordPerfect 12

Copyright © 2005 by Sams Publishing

International Standard Book Number: 0-7897-3242-4

### Warning and Disclaimer

Every effort has been made to make this book as complete and as accurate as possible, but no warranty or fitness is implied. The information provided is on an "as is" basis. The author and the publisher shall have neither liability nor responsibility to any person or entity with respect to any loss or damages arising from the information contained in this book.

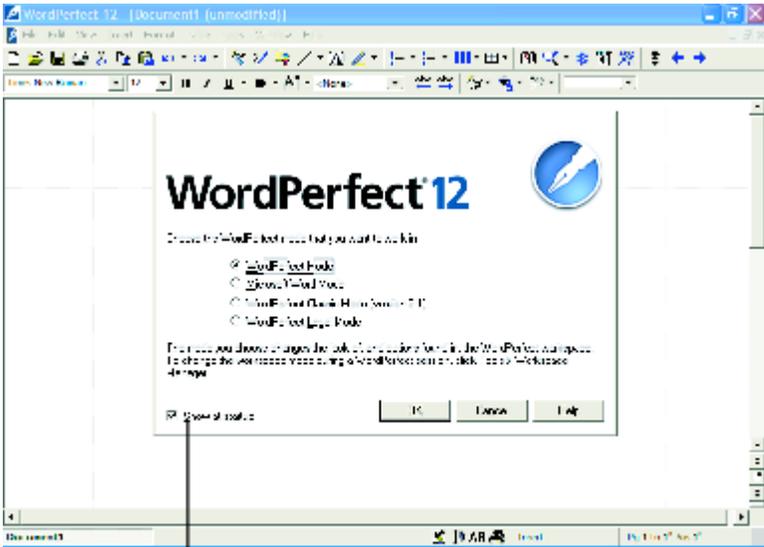
When reviewing corrections, always check the print number of your book. Corrections are made to printed books with each subsequent printing. To determine the printing of your book, view the copyright page.

The print number is right-most number on the line below the "First Printing" line. For example, the following indicates the 4<sup>th</sup> printing of a title.

*First Printing: August 2004*

06 05 04 7 6 5 4

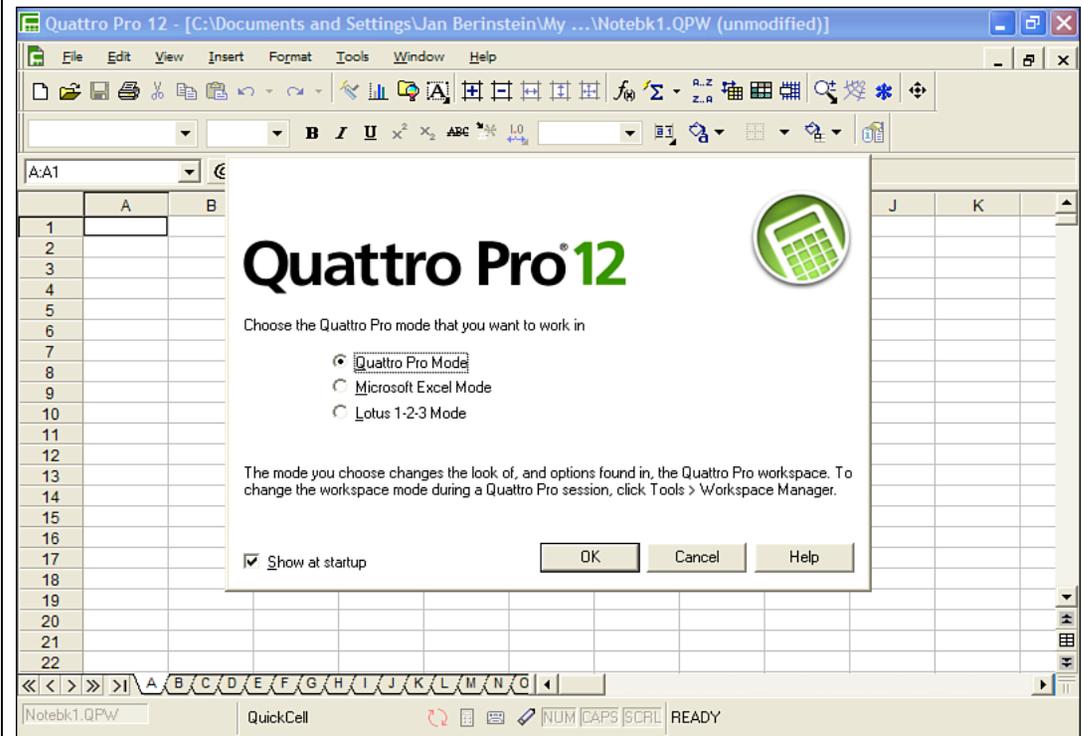
Misprint	Correction
page 3, frontmatter, Contents at a Glance, Part 1, chp 5 Leaning Basic Formatting	<b>Learning</b> Basic Formatting

<p>chapter 1, page 11, figure 1.1</p>	<p>replace figure with</p>  <p>Show at startup</p>
<p>chapter 1, page 11, last paragraph, 2nd line click to <del>un</del> check the "Show at startup"...</p>	<p><b>disable</b> the "Show at startup"...</p>
<p>chapter 3, page 46, figure caption 3.9 The Conversation Utility button <del>on the Microsoft Word Compatibility toolbar</del> makes it easy to convert multiple files to WordPerfect.</p>	<p>The Conversation Utility button makes it easy to convert multiple files to WordPerfect.</p>
<p>chapter 3, page 48, #4 in list 4. Click the <b>Paste</b> button, or choose <b>Edit, Paste</b>, or click <b>Move</b>.</p>	<p>4. Click the <b>Paste</b> button, or choose <b>Edit, Paste</b>.</p>

chapter 9, page 152, first paragraph under Paired Styles heading, 2nd sentence A paired style is really two styles used in tandem ("paired"): an on style and an off style...	A paired style is really two styles used in tandem: an on style and an off style...
chapter 10, page 167, figure 10.3, callout Cell €4	Cell <b>D</b> 4
chapter 16, page 307, note, 3rd sentence Note that the browser/templates package...	Note that the browser <b>&amp;</b> templates package...

appendix A, page 353, figure A.1

replace figure with



appendix A, page 360, 3rd paragraph, 2nd sentence

You can also save a Quattro Pro notebook as a Microsoft Excel file, although some features unique...

You can also save a Quattro Pro notebook as a Microsoft Excel file, although some **file format** features unique...

This errata sheet is intended to provide updated technical information. Spelling and grammar misprints are updated during the reprint process, but are not listed on this errata sheet.