

Easy Journal in WordPerfect

Number 2 – January 2018



Set up a fancier title “flag,” article headlines and two-column pages.

In *Easy Journal in WordPerfect* No. 1, I just accepted the default font and sizing for the journal’s title (known as the “flag” or “masthead”).

It’s quite easy to change the defaults to whatever you would prefer. You only have to edit what are called “styles” and they are accessible by pressing Alt-F8 or clicking on Format and then on Styles.

There are 11 Styles available by default in my version of WordPerfect, plus one option for <None>, i.e., no Style is used for text typed when this is selected.

Select “Heading 1,” and the Preview window shows how Heading 1 looks at present. Click on the Edit button and the Styles Editor window opens. At the top of that window your current font and point size are shown, as well as any other options such as boldface, italic, etc. Click the down arrow next to Font and you will see a list of the fonts installed on your computer, any one of which you can choose instead. You can change the point size in the same way. Likewise you can toggle

features like bold, italic, etc., on or off by clicking on them.

Click Okay to exit the Styles Editor window, then click Insert to change the selected text to the new Heading 1 style, or to start typing your Heading 1 title text.

That’s all you have to do to make a flag like the upper one on page 1.

The second flag on page one was created quite differently.

Click Insert, then click Graphics/Pictures, and then click TextArt. The TextArt window will open with the General tab ready for you to work in. In the box labeled “Type here” you will see the word “Text” typed and right below it a window will display how that word looks with the options that were in place when you opened the TextArt window. You can change all of those options – the Shape the text assumes (click on the “More” box and you will see over 50 choices), its font, the Font style, and the Justification.

On top of that, the other tabs in the TextArt window offer many other ways to customize your TextArt. The 2D tab lets you control the pattern of your text, its shading, its outline, its rotation, its color, and its “Preset,” which seems to be something like other patterns. (I’m not entirely clear on that.) If you choose the 3D tab, you get a bunch more options. You can certainly experiment around with various choices because the Preview window lets you see right away what your text will look like if you leave it with the options you’ve selected.

The built-in WordPerfect Help files under Help / Help Topics / Search / Using TextArt / will help explain all the possibilities for control that you have.

We’re straying from “basic and modest” with these tools, hardly any of which I’ve used personally, but I’m offering these steps because I was asked by one reader how he could create a fancier “flag” than the one I used in my first issue.

A word about the dateline under each of the titles on