

HEADER FORMAT

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I have always heard that you could use different formatting on a section of the same line in WordPerfect. This is one of the features which makes WP superior to MS Word.

But, when I tried to do this, it wasn't that easy. I would type the first phrase Left Justified; then type the second phrase, select it, and Center it. The result was that the entire line was centered. I didn't seem to be able to have different justification for each phrase.

Here's the solution (**Figure 1**):



Figure 1

1. Type the first phrase or word at the Left Margin.
2. RIGHT-click.
3. Select "Center."
4. Type the phrase or word to be centered.
5. RIGHT-click.
6. Select "Flush Right."
7. Type the phrase or word to be placed on the right margin.

CURRENT DATE

NOTE: If you want the date to be current each time you open the document in the future you need to Insert the Date as follows:

- ① Click Insert ► Date/time.
- ② Select the desired Date Format.
- ③ Put a check in the box "Keep the inserted date current."
- ④ Click Insert.

ALTERNATIVE METHOD

1. Type the first phrase or word.
2. Click Format ► Line ► Center.
3. Type the phrase or word to be centered.
4. Click Format ► Line ► Flush Right.
5. Type the phrase or word to be placed on the right margin.