



How do I migrate or copy items, such as Toolbars, Menus, and Keyboards, from an older version of WordPerfect® to my latest version?

- WordPerfect Office Suite

The WordPerfect® default template contains customization information for WordPerfect. When you migrate a customized template from a previous version of WordPerfect, your customizations are available in the new version of WordPerfect, including custom Toolbars, Menus, and Keyboards.

NOTE:

Before you begin:

- ? You need to ensure that the customized templates of your older version of WordPerfect are accessible. If you removed your previous version of WordPerfect Office and enabled the "Remove user files" option, the customized templates are deleted, unless you saved them to another location.
- ? You need to install the latest version of WordPerfect and launch it at least once.

Method:

- 1. Copy the WP####.WPT (from your old version) template to the folder containing the latest WP####.WPT file. (i.e.; WP13US.WPT for WordPerfect X3)**

NOTE: Refer to article for information on locating your WordPerfect Templates. If you need to migrate information from more than one template, you can copy all templates into the new directory where the most recent WordPerfect default templates reside. You can also perform the following;

- ? Open WordPerfect and go to the Tools > Settings > Files.
- ? Click the Template tab.
- ? Enter the path where the old templates reside and click OK.
- ? You can now proceed to step 2.
- ? Once you get to the field called 'Template to copy from:' explained below, the additional list of templates displays.

- 2. Open WordPerfect and go to the Tools > Settings.**
- 3. Select the Customize option.**
- 4. Select the appropriate tab for the component you want to copy into your new template (i.e.; Toolbars, Menus, Keyboards).**
- 5. Click Copy.**
- 6. In the "Template to copy from" list box, select the name of your old template.**
- 7. In the box in the middle, select the component you want to copy.**
- TIP: Hold down CTRL to select multiple components.**

- 8. In the "Template to copy to" list box, select wp####.WPT (i.e.; wp14US for WordPerfect X4)**
- 9. Click OK.**

If a dialog box called "Copy/Rename Object" displays, this means that a component with the same name already exists. Rename the component. Click OK.

TIP: You may want to rename the component and include a version number. For example, you can rename "Equation Editor" to "Equation Editor v9."

- 10. You will notice that the new component is available for selection. Click on its checkmark to enable the component.**

If you want to add more components, repeat the same steps under each tab.

11. Click close to return to WordPerfect.

It is recommended that you copy your customized components from your old template into WP##\$.WPT (WP##\$.WPT, where ## is the version number (9,10, etc.) and \$ is the default writing tools language (US, UK, FR, CE, etc.)) rather than replacing the default template with your old one. If you only replace the default template and rename it to match your latest one, new added menus, toolbars, and features of the new version of WordPerfect do not display.