

# Quick Start

Quick Start will get you underway quickly and easily to perform general analysis and repair of WordPerfect documents.

## **Steps to quickly analyze a document and repair it.**

Quick Analysis is broken down into three main steps

- Analyze and Repair WordPerfect Document
- Refresh Document Header
- Block Copy Paste

### **Step 1.**

#### **Analyze and Repair WordPerfect Document**

1. Close WordPerfect and any open documents
2. Open WordPerfect Corrupt Document Troubleshooter
3. Click on Open Document, an Open dialog box will appear.
4. Navigate to and select the suspected document. Click on OK to open document in WordPerfect Corrupt Document Troubleshooter.
5. Select Analyze and repair document from the drop down box
6. Click Next to Analyze document for corruption.

If the document is reported to be corrupt you can now repair the document (this feature only available in registered version). Click on Repair to begin repairing the document follow the instructions as prompted. Always save document as a new document thus protecting the original in case something goes wrong during the repair. Repeat Repair at least three (3) times even if document reports there is no corruption found. Sometime it will repair hidden corruption that is not reported. Once completed open the newly repaired version of the document and determine if the corruption behavior is still present. If so go to next step refresh header.

### **Step 2.**

#### **Refresh Document Header**

If the document still is showing signs of corruption you will need to refresh the document header. The document header is not to be confused with the page headers in the document itself. It is a hidden part of the document that contains all the computer language code it needs to read the document file and open it properly in WordPerfect.

Steps: On How to Refresh the Document Header

1. Close WordPerfect and all documents
2. Open WordPerfect Corrupt Document Troubleshooter
3. Click on Open Document and Open dialog box will appear.
4. Navigate to and select the suspected document. click on OK to open document in WordPerfect Corrupt Document Troubleshooter
5. Select Refresh document header from the drop down box
6. Click Next to Refresh the document header.
7. Once document is refreshed remove the x inserted at the beginning of the document and the new line that was inserted.

8. Save the newly repaired document as a new name.

### **Step 3.**

#### **Block Copy Paste**

This feature will Select the whole document, create a brand new document and paste the contents into a brand new document. This technique can be very successful on certain document corruption that cannot be resolved when analyzing and repairing a document or Refreshing the documents header.

Steps: On How to Block Copy Paste

1. Close WordPerfect and all documents
2. Open WordPerfect Corrupt Document Troubleshooter
3. Click on Open Document and Open dialog box will appear.
4. Navigate to and select the suspected document. click on OK to open document in WordPerfect Corrupt Document Troubleshooter
5. Select Block Copy Paste from the drop down box
6. Click Next to continue.
7. A new document will be created and all text will be copied into the new document
8. Save the newly repaired document as a new name.

### **Summary**

If these steps do not resolve the document corruption issue please read the Document Corruption document by opening WordPerfect Corrupt Document Troubleshooter and clicking on Help|Document Corruption Guide to continue with more detailed analysis and repair methods.