READ ME FIRST

All computer software is subject to change, correction, or improvement as the manufacturer receives customer comments and experiences. Radio Shack has established a system to keep you immediately informed of any reported problems with this software, and the solutions. We have a customer service network including representatives in many Radio Shack Computer Centers, and a large group in Fort Worth, Texas, to help with any specific errors you may find in your use of the programs. We will also furnish information on any improvements or changes that are "cut in" on later production versions.

To take advantage of these services, you must do three things:

(1) Send in the postage-paid software registration card included in this manual immediately. (Postage must be affixed in Canada.)

(2) If you change your address, you must send us a change of address card (enclosed), listing your old address exactly as it is currently on file with us.

(3) As we furnish updates or "patches", and you update your software, you must keep an accurate record of the current version numbers on the logs below. (The version number will be furnished with each update.)

Keep this card in your manual at all times, and refer to the current version numbers when requesting information or help from us. Thank you.

APPLICATIONS SOFTWARE VERSION LOG			OP. SYSTEM VERSION LOG
$\emptyset 1 . \emptyset \emptyset . \emptyset \emptyset$			

Errata

p. 65   In the ninth paragraph, regarding the Insert command, change "COPY to"
         to "Insert from."

p. 96   Delete the last sentence of the first paragraph under the heading,
         "The Footnote Window." Running heads do not appear in footnote
         windows.

p. 117   Delete "or running heads" in the third paragraph of item number 3.
         Running heads do not appear in footnote windows.

p. 124   Delete the "Non-required hyphen" line in the fifth paragraph. A
         non-required hyphen appears as a normal hyphen in the scrap.

p. 124   In the fifth paragraph, replace the symbol that appears for automatic
         footnote numbers with the following: ⊢╫⊣

875–9601

Addendum
for

Microsoft Word

Printers

If you are using a DMP 2100, DWP 210, or any other buffered printer, you must execute the BUFFER program before starting Microsoft Word. Make sure your printer is turned on, then type:

BUFFER [ENTER]

After executing the BUFFER program, you can start Word as usual. Execute BUFFER again before starting Word after resetting or turning off the computer. You can create an autoexec.bat file to do this for you. Consult your MS-DOS manual for instructions.

Note: The .PRD file for a DWP 510 with a sheet feeder is DWP510SF.PRD.

Sample Screens

Note that the sample Word screens provided will not always match exactly what you see on your screen when going through the examples in this manual. Since the sample screens are provided only to illustrate the features explained, more or less text may appear in order to more clearly illustrate an example.

End Mark

No edits can be performed on the end mark.

Transfer Delete Command

When using Transfer Delete, it is possible to delete **any** file, even those needed to run the system. Take care when using this command. As a rule, you should delete only document (.DOC), backup (.BAK), stylesheet (.STY), and glossary (.GLY) files.

Glossary Names

Glossary names can be up to 31 characters long. Spaces are not allowed.

Running Heads

For a running head to appear on a certain page, it must have been defined as the first paragraph on that or a previous page (hard page or division). If the running head is not the first paragraph of the page, it takes effect on the **next** page. Running heads remain in effect until they are replaced by another running head.

875-9605

Cat. No. 26-5314

MICROS⊕FT®
WORD

MICR🔳SOFT®
WORD

MICROSOFT®
WORD

About This Manual

Parts 1 and 2 are designed for the beginning Word user. Read these two parts before you begin using Microsoft® Word. Part 3 explains the more advanced Word features. Read this section after you experiment with Word and are ready to design and draft your own documents. Part 4 is your reference guide to Word. Refer to the information in this part as you use Microsoft Word.

Part 1, "Introduction to Word"

Introduces you to Microsoft Word, its command keys, and its many features. We recommend that you read all of Part 1 before using Microsoft Word.

Part 2, "Learning Word"

Contains a step-by-step tutorial that uses some of Microsoft Word's major features, giving you a feel for using Word. Follow the examples as you go through the manual.

Part 3, "Using Word"

Focuses on strategies for using Word for any writing project. The emphasis is on document design techniques. Apply these models to your own work.

Part 4, "Reference to Word"

Serves as your reference guide to Word. Refer to this part for detailed information on specific features and commands. "Elements of Microsoft Word" describes the parts of Word and how they fit together. "Command Directory" explains the Word commands. "Message Directory" includes the reasons for and the responses to screen messages.

Appendices

The appendices contain technical information for using specific printing devices, converting documents written with WordStar®, and using Merge for producing form letters and other multiple-versions documents. There is also a guide to using the Digi-Mouse™ with Word. A glossary and an index is included in the appendices.

Hardware Requirements

Required Equipment

- A 256K Tandy® 2000 Personal Computer with two floppy disk drives

- A VM-1 Monochrome Monitor (Cat. No. 26-5111) or a CM-1 Color Monitor (Cat. No. 26-5112)

- The High-Resolution Monochrome Graphics Option (Cat. No. 26-5140)

- A Tandy Daisy Wheel or Dot-Matrix Printer

- An MS™-DOS system diskette (Version 2.0.2. or later)

- Several blank diskettes

Optional Equipment

- A Digi-Mouse (Cat. No. 26-1197) with the Digi-Mouse/Clock Controller Board (Cat. No. 26-5144)

- A 256K Tandy 2000 with 10-Megabyte Hard Disk and one floppy disk drive (Cat. No. 26-5104)

Contents

Part 3   Using Word

Part 4   Reference to Word

Part 1
Introduction to Word

Introduction

Microsoft Word is a powerful tool for producing informal memos, letters, reports, brochures, pamphlets, term papers, technical papers, and long manuscripts for office, school, or personal use. Use Word to type and correct your documents easily and efficiently. Then, with a few simple commands, Word turns your rough draft into final copy with a polished, professional appearance. Use Word to prepare every letter, memo, or report in a consistent and distinctive style.

Word combines its uniquely powerful features with exceptional ease of use. Even if you have used other word processing programs, you will find that the Microsoft Word features make document preparation easier than ever before.

The full names of available command options always clearly display at the bottom of the screen. Choose a command either by simply pressing the key for the initial letter of the command name or, if you have a Digi-Mouse, by pointing at the command and clicking a single button. Also, if you are in doubt about a command or feature, use the Help command to display more information on it.

This introduction presents you with an overview of Word's features and the many ways in which Word can help you with your writing tasks. With Word and a little ingenuity, you can write, revise, and manage any type of writing project. The more complex the task, the more you will appreciate the Microsoft Word features such as glossaries, multiple windows, and style sheets.

Features

- Overtype or insertion typing modes — type over text or insert text at the current location

- Word wrapping — a word moves (wraps) to the next line if there is not enough room for it on the current line

- Easy text copying or moving within a document or between documents — select by character, word, phrase, sentence, paragraph, page, or document

- Search and replace — search for and/or replace words or phrases throughout a document

- Window concept — display and edit up to eight portions, or windows, of one or more documents at a time

- Glossary — substitute short, user-defined abbreviations for frequently used names, phrases, or paragraphs

- Undo — restore text to the last version of the document

- Format displaying — italics, boldface, underline, double underline, subscript, and superscript display on the screen as you type

- Character formatting — choose font type and point size; Word supports 64 fonts, with an internal measurement of better than one one-thousandth of an inch

- Paragraph formatting — specify paragraph alignment, indent, justification, spacing, page length, margin and gutter widths, and multicolumn text

- Document formatting — specify style of running heads and page numbering

- Style sheets — define your document styles once, then use them as often as you wish (or choose a style sheet already defined by Word and in the style sheet gallery)

- Redefinition of a style sheet — redefine a style sheet and all documents in that style are automatically reformatted

Getting Started

"Getting Started" discusses the following topics:

- Copying your Microsoft Word master diskettes
- Formatting data diskettes
- Copying Microsoft Word to hard disk
- Setting up Word for your printer
- Starting Microsoft Word

Protect your Microsoft Word programs. Make a "backup" copy of the master Word diskettes before you start Microsoft Word. Do not remove the write-protect tab from your master diskettes. **Never use the master Microsoft Word diskettes for anything other than making copies.**

> **Important Note:** All the procedures in this manual assume that your Word Program diskette contains the operating system, MS-DOS. Follow the instructions in Appendix E to install MS-DOS on your Word Program diskette. You **must** load MS-DOS or install it on your Program diskette in order to run Microsoft Word.

Copying Your Microsoft Word Master Diskettes

Format two blank diskettes and copy the Word files from the masters to the formatted diskettes, as follows:

1. Follow the instructions in your *Introduction to the Model 2000* manual to turn on your Tandy 2000. Insert the Word Program diskette into Drive A, and start up MS-DOS.

2. Insert a blank diskette into Drive B. At the system prompt, type:

   FORMAT B: /V (ENTER)

3. Press any key to begin the format. When the format is complete, enter a label for the diskette. A format complete message appears, and you are asked if you want to format another diskette. Press (Y).

4. Remove the formatted diskette from Drive B, and insert another blank diskette. Press any key to begin the format. After the second format is complete and you have entered a label, press ⓝ to return to the system prompt.

5. To copy all Word files to the formatted diskette in Drive B, type:

   DISKCOPY A: B: ⒺⓃⓉⒺⓇ

6. Press any key to begin copying the files. When the diskcopy of the Program diskette is complete, a copy complete message appears, and you are asked if you want to copy another diskette. Press ⓨ.

7. Remove the diskettes from Drives A and B, and insert the Word Utilities diskette into Drive A and the second formatted diskette into Drive B. Press any key to begin the diskcopy. After the Utilities diskette is copied, insert the Program diskette into drive A again, and press ⓝ to return to the system prompt.

Remove the master from Drive A. Use the backup, or "working," Program diskette for creating, editing, and printing documents. Use the working Utilities diskette to set up Word for your printer. Store the master diskettes in a safe place.

You should also periodically make copies of your working diskettes to safeguard against data loss. Diskette flaws, power outages, or extreme fluctuations in power level can all cause data loss. Follow the instructions for copying your master diskettes to make daily backups of your working diskettes.

Formatting Data Diskettes

When using a floppy diskette system, you store your data files (in this case, your documents) on data diskettes. A data diskette is a formatted diskette that does not contain MS-DOS or any system files. Format blank diskettes as follows:

1. Follow the instructions in your *Introduction to the Model 2000* manual to turn on your Tandy 2000. Insert the Word diskette into Drive A, and start up MS-DOS.

2. Insert a blank diskette into Drive B. At the system prompt, type:

   FORMAT B: /V ⒺⓃⓉⒺⓇ

3. Press any key to begin the format. When the format is complete, enter a label for the diskette. A format complete message appears, and you are asked if you want to format another diskette. Press Ⓨ.

4. Remove the formatted diskette from Drive B, and insert another blank diskette. Press any key to begin the format. Enter a label for the diskette when the format is complete.

Format as many diskettes as you need, then press Ⓝ at Format another (Y/N)? to return to the system prompt.

Installing Word on Your Hard Disk

If you plan to use Microsoft Word on a hard disk system, you must first copy all the Word files to the hard disk, setting up a separate subdirectory for them. You may create your own subdirectory and copy the files into it, or you can use **hdword**, a program on your Utilities diskette, to do all of this for you.

Create your own subdirectory (at any level) by following the instructions for creating multiple directories in Chapter 9 of your *Introduction to the Model 2000* manual. After you create the directory, copy all files from the two Word diskettes to the newly created hard disk directory.

The program we have provided for you (**hdword**) sets up a second-level subdirectory called **msword**. It then copies all the files from the Word Program and Utilities diskettes to the hard disk (into the **msword** subdirectory).

To install Word on your hard disk using **hdword**, use the following instructions:

1. Place the Utilities diskette in Drive A. At the hard disk prompt, type:

   A:hdword *drive name* Ⓔⁿᵀᴱᴿ

   For example, if you are using hard disk drive C, type:

   A:hdword C Ⓔⁿᵀᴱᴿ

2. The screen shows:

   Insert Program Diskette — Strike a key when ready . . .

   Remove the Utilities diskette and insert the Program diskette into Drive A. Press any key.

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The program creates the **msword** subdirectory on the hard disk drive you named, then copies all the files from the Word Program diskette into it. As the files are copied, the filenames appear on the screen.

3. After the copying process is complete, the screen shows:

Insert Utilities Diskette — Strike a key when ready . . .

Remove the Program diskette and insert the Utilities diskette into Drive A. Press any key.

The program copies all the files from the Word Utilities diskette into the **msword** subdirectory on the hard disk drive you named. As the files are copied, the filenames appear on the screen.

Note: Always go to the correct subdirectory after you power up your system each day by typing:

cd*subdirectory name* (ENTER)

For example, if you created the **msword** subdirectory using the **hdword** program, type:

cd\\msword (ENTER)

Setting Up Word for Your Printer

Word supports most of the Tandy dot matrix and daisy wheel printers. A complete listing of the printers currently supported by Word is in Appendix A, "Printing Documents With Word."

A printer description (.PRD) file is provided for each of the supported printers. Use the .PRD files to set up Word for use with your printer(s).

Before you use Word, copy the appropriate printer description (.PRD) file or files from your working copy of the Word Utilities diskette to your working copy of the Word Program diskette (or to hard disk), as follows:

1. Insert your Word Program working diskette into Drive A and your Word Utilities working diskette into Drive B.

2. At the MS-DOS prompt, type:

    COPY B:*printer*.PRD A: (ENTER)

    A complete list of the printers supported by Word and the avail-
    able printer description files (*printer*) is given in Appendix A. You
    may also create .PRD files for printers not supported. If the
    printer you are using is not listed, refer to "Specification for a
    Printer Description (.PRD)" in Appendix A. Make sure you have
    the correct .PRD files on the Program diskette or hard disk before
    you start Microsoft Word.

Starting Microsoft Word

To start Microsoft Word:

1. Follow the instructions in your *Introduction to the Model
    2000* manual to turn on your Tandy 2000. Insert your work-
    ing diskette into Drive A and a formatted data diskette into
    Drive B.

    Hard Disk Users: Your files are already copied to hard disk.
    Make sure that Drive A is empty.

2. Press the RESET switch, then enter the date and time. The
    MS-DOS system prompt appears.

3. At the system prompt, type:

    WORD (ENTER)
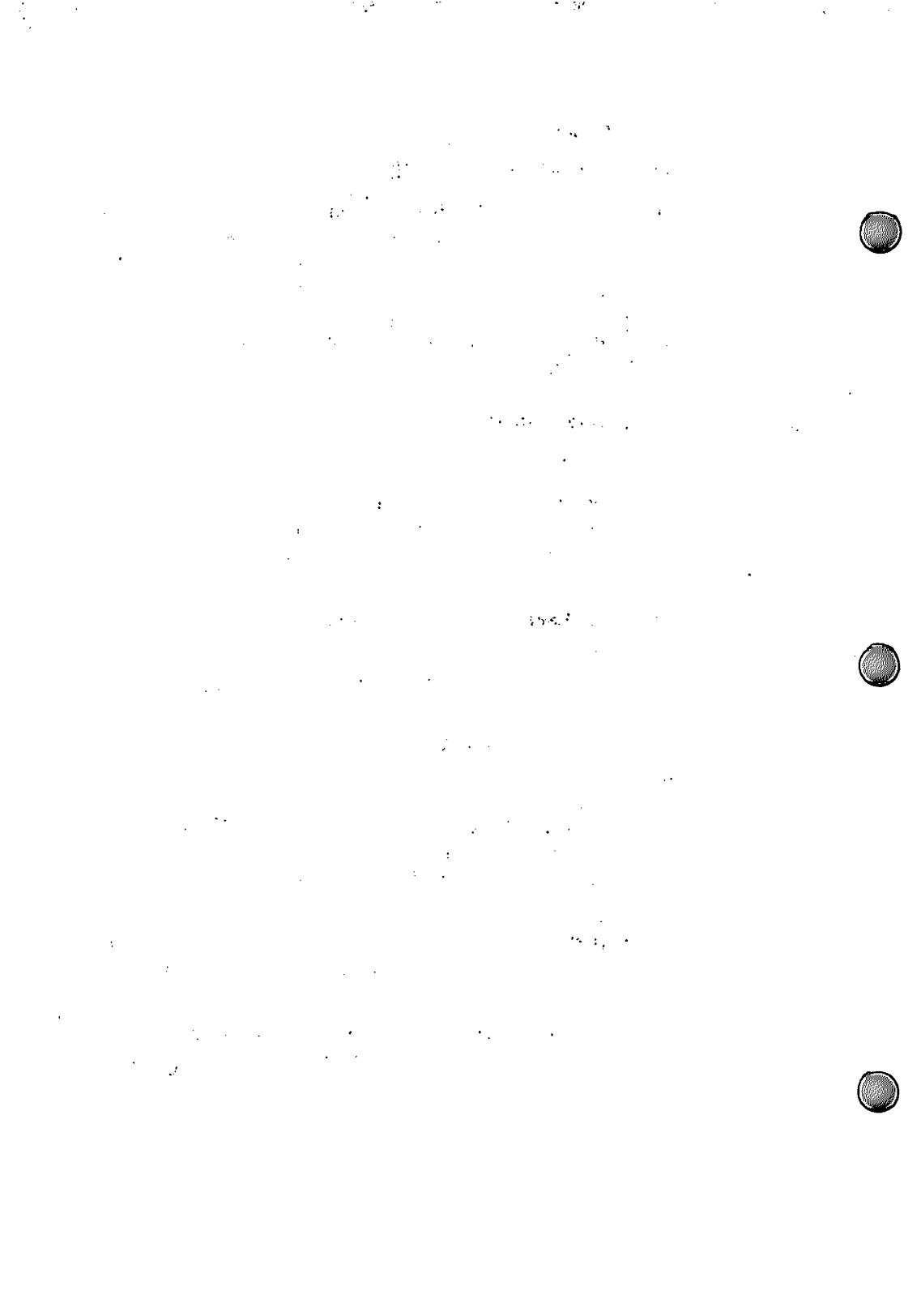
    When you start Microsoft Word by typing WORD and press-
    ing (ENTER), the program does not load a document. There
    are also other ways to start the Word program.

WORD *filename* (ENTER)	starts Word and loads the specified document; if the file is not found, you can press (Y) to create it
WORD /L (ENTER)	starts Word and loads the last document you edited in window 1

The Keyboard

The tables below show which key or combination of keys to use for specific tasks. "Tandy 2000 Key" refers to what actually appears on the key. The function the key performs is shown in caps in the "Action" column. For example, whenever you are told to press the CANCEL key, press (ESC) to perform the CANCEL function.

In the tables, where two keys are given for a function, press the second key while holding down the first ones. For example, hold down (CTRL) and press (ENTER) to start a new division. In some cases, a key is shifted to perform a function. Hold down the (SHIFT) key to toggle to shifted characters, then press the function key or keys as usual. For example, hold down (CTRL), then hold down (SHIFT), and press (ENTER) to start a new page.

(F6) (EXTEND), (CAPS), and (NUM LOCK) are also toggle keys. Press a toggle key once to lock it. It stays locked until you press it a second time. To remind you that a key is locked, Word displays a code in the status line of the screen. The codes are EX for extend, NL for number lock, and CL for caps lock.

Text Entry Keys

Tandy 2000 Key	Action
(ENTER)	starts a NEW PARAGRAPH
(SHIFT) (ENTER)	starts a NEW LINE
(CTRL) (ENTER)	starts a NEW DIVISION
(CTRL) (SHIFT) (ENTER)	starts a NEW PAGE
(TAB)	moves to the next TAB
(CTRL) (—)	enters a NON-REQUIRED HYPHEN
(CTRL) (SHIFT) (—)	enters a NON-BREAKING HYPHEN
(CTRL) space bar	enters a REQUIRED SPACE

Cursor Movement Keys

Tandy 2000

Key	Action
(↑)	moves UP
(↓)	moves DOWN
(←)	moves LEFT
(→)	moves RIGHT
(HOME)	moves to beginning of line (HOME)
(END)	moves to END of line
(CTRL) (HOME)	moves to TOP of WINDOW
(CTRL) (END)	moves to BOTTOM of WINDOW
(F1)	moves to NEXT WINDOW
(SHIFT) (F1)	moves to PREVIOUS WINDOW

Text Selection Keys

Tandy 2000

Key	Action
(F6)	EXTENDs selection
(F7)	selects PREVIOUS WORD
(SHIFT) (F7)	selects PREVIOUS SENTENCE
(F8)	selects NEXT WORD
(SHIFT) (F8)	selects NEXT SENTENCE
(F9)	selects current SENTENCE
(SHIFT) (F9)	selects current LINE
(F10)	selects PARAGRAPH
(SHIFT) (F10)	selects entire DOCUMENT

Note: If the cursor is in the middle of a word or a sentence, the PREVIOUS/NEXT WORD/ SENTENCE keys select the current word or sentence. Repeatedly pressing one of these keys continues to select the previous or next item, as appropriate.

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Text Scroll Keys

Tandy 2000

Key	Action
CTRL ↑ or PG UP	scrolls up one screen (PAGE UP)
CTRL ↓ or PG DN	scrolls down one screen (PAGE DOWN)
CTRL PG UP	scrolls to beginning (DOCUMENT TOP)
CTRL PG DN	scrolls to end (DOCUMENT END)
CTRL ←	SCROLLs LEFT
CTRL →	SCROLLs RIGHT
SHIFT ↑	SCROLLs UP one line
SHIFT ↓	SCROLLs DOWN one line
SHIFT ←	scrolls left 1/3 of window
SHIFT →	scrolls right 1/3 of window

Text Editing Keys

Tandy 2000

Key	Action
BACKSPACE	BACKSPACEs, deleting previous character
DELETE	DELETE to scrap
SHIFT DELETE	DELETE with NO SCRAP
INSERT	INSERT from scrap
SHIFT INSERT	REPLACE from scrap
F3	INSERT GLOSSARY text
F5	toggle OVERTYPE

Command Keys

Tandy 2000 Key	Action
space bar	moves to an item on a menu
(TAB)	moves to the next field
(SHIFT) (TAB)	moves to the previous field
(F4)	repeats the last command (COMND REPEAT)
(SHIFT) (F4)	REPEATs the last SEARCH command
(ENTER)	carries out a command
(ESC)	CANCELs the current command
(F12)	displays HELP information

Merge Delimeter Keys

Tandy 2000 Key	Action
(CTRL) (C)	sets the LEFT MERGE field MARKER
(CTRL) (])	sets the RIGHT MERGE field MARKER

Hold down **(ALT)** (or **(ALT)** **(X)** for a style sheet), and press the appropriate direct formatting key, as follows:

Tandy 2000

Key	Action
space bar	returns to NORMAL characters
(+)	begins SUPERSCRIPT
(-)	begins SUBSCRIPT
(2)	begins DOUBLE SPACEd lines
(b) or **(B)**	begins BOLDFACE characters
(c) or **(C)**	begins CENTERed text
(d) or **(D)**	begins DOUBLE UNDERLINE
(f) or **(F)**	sets the FIRST line INDENT at 1/2″
(i) or **(I)**	begins ITALICS
(j) or **(J)**	begins justification (JUSTIFY)
(k) or **(K)**	begins SMALL CAPS
(l) or **(L)**	begins LEFT FLUSH text
(m) or **(M)**	decreases left indent by 1/2″
(n) or **(N)**	increases left indent by 1/2″ (NEST)
(o) or **(O)**	OPENs paragraph SPACING
(p) or **(P)**	returns to NORMAL PARAGRAPHs
(r) or **(R)**	begins RIGHT FLUSH text
(s) or **(S)**	begins STRIKETHROUGH
(t) or **(T)**	sets HANGING INDENT at 1″ and TABs
(u) or **(U)**	begins UNDERLINE

Keys Used With the Digi-Mouse

Hold down the appropriate Tandy 2000 key, and press either Digi-Mouse button, as follows:

Tandy 2000 Key	Action
(SHIFT)	copies previously selected text to destination
(CTRL)	moves previously selected text to destination
(ALT)	applies attributes of previously selected text to destination text
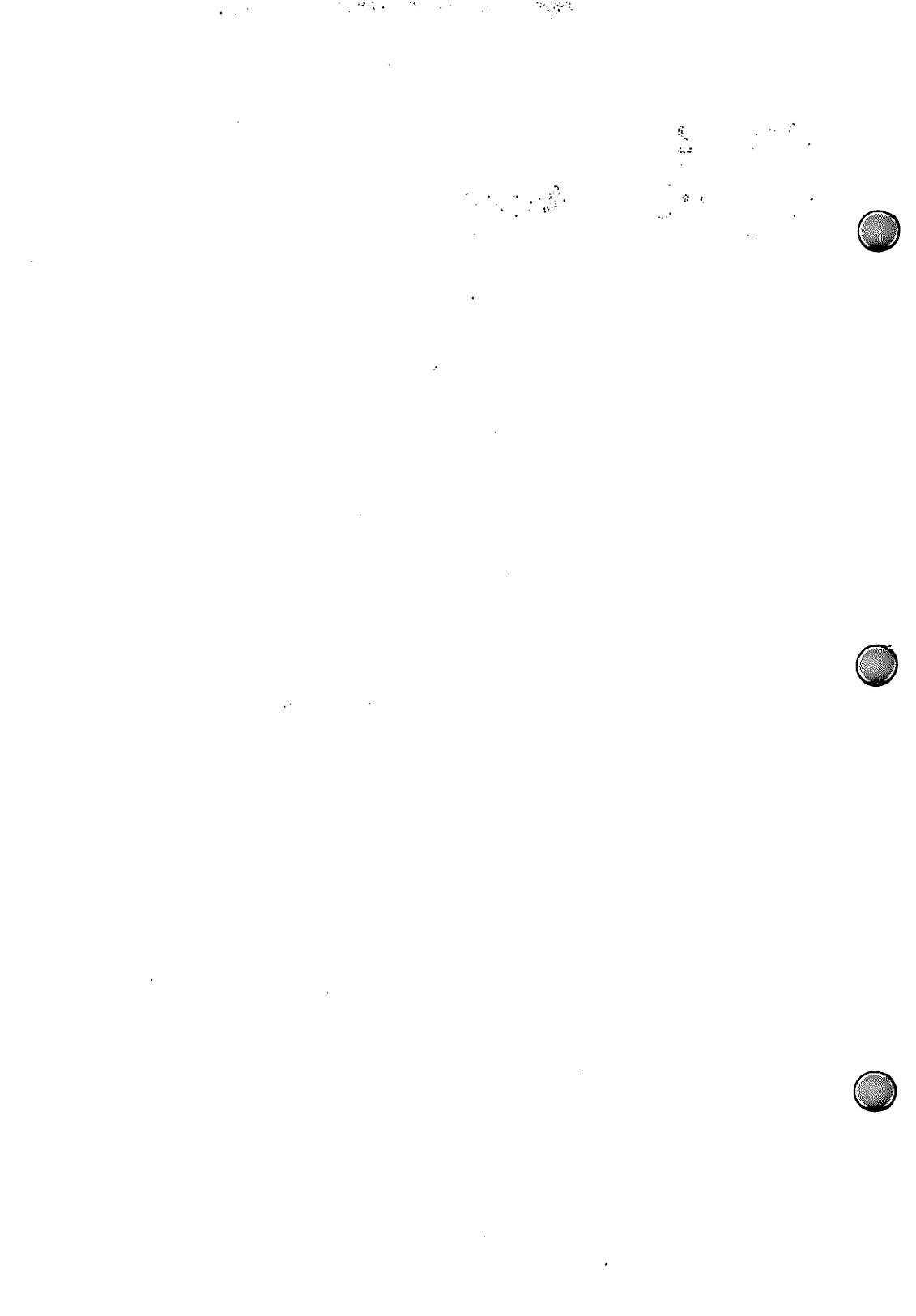
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Part 2
Learning Word

Chapter 1   Creating and Formatting Documents

The Screen
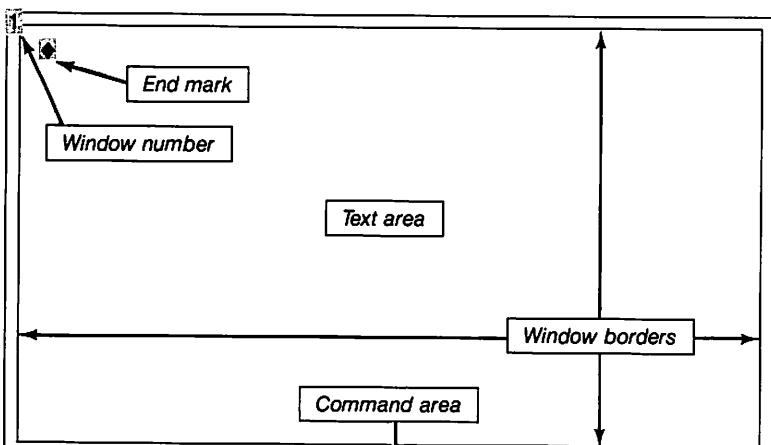
Before you run the examples in this section, copy the sample document file, EXAMPLE.DOC, from your Program diskette to a data diskette. Insert your Word Program diskette into Drive A and a data diskette into Drive B. At the system prompt, type:

COPY EXAMPLE.DOC B:EXAMPLE.DOC (ENTER)

To verify that the file was copied, type:

DIR B: (ENTER)

To use Microsoft Word, start the program as instructed in "Getting Started." When Microsoft Word is running, the screen shows:


```
COMMAND: Alpha Copy Delete Format Gallery Help Insert Jump Library
         Options Print Quit Replace Search Transfer Undo Window
Edit document or press Escape to use menu
Page 1 { }                        ?   100% Free          Microsoft Word:
```

This is the basic Microsoft Word screen. The diamond character is the "end mark," which marks the end of each document. Because this document does not contain text yet, the end mark is the only character in the text area.

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The current cursor location is highlighted. Because there is no text in this document, the end mark is highlighted.

During this session with Microsoft Word, you will type and format a notice so that it appears as follows:

NOTICE

During the last month we have been evaluating new word processing programs for use in our department. Our first consideration was to meet, wherever possible, the criteria established at our staff meeting on Oct 8.

One of the most important criteria was that we reduce our anticipated training overhead without compromising features.

The results of our evaluation will be presented at the department staff meeting this **Friday, Nov. 16** at 10 a.m. in the Main Conference Room.
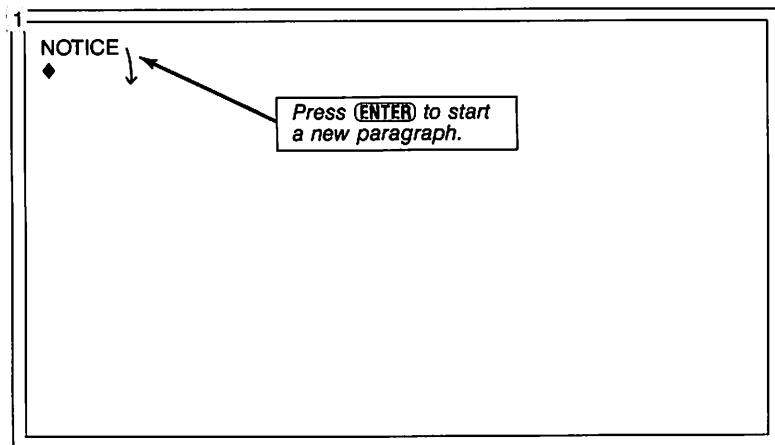
Free coffee and donuts to the first ten people who arrive.

Entering Text

First, simply type the text. Later, you will format the notice to look like the example.

• Type NOTICE, and press (ENTER).
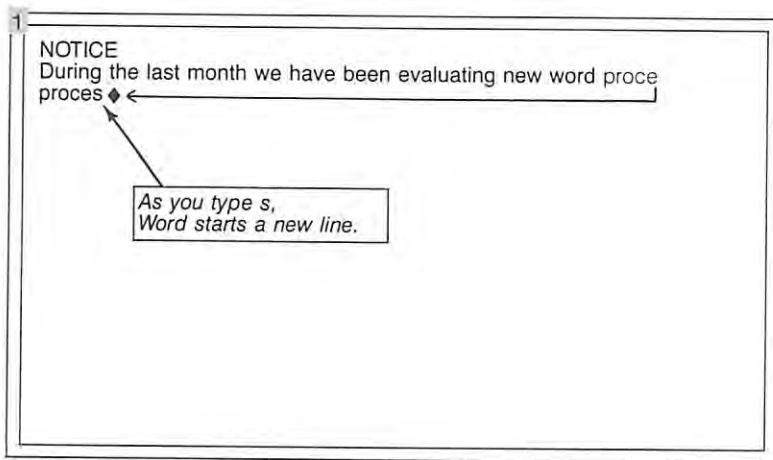
When you press (ENTER), you start a new paragraph.

- Type the remainder of the text, pressing (ENTER) only after Oct 8. and after overhead.

During the last month we have been evaluating new word processing programs for use in our department. Our first priority was to meet, wherever possible, the criteria established at our staff meeting on Oct 8.
One of the most important criteria was that we reduce our anticipated training overhead.
The results of our evaluation will be presented at the department staff meeting this Friday, Nov 16 at 10 a.m. in the Main Conference room.

While you were typing the text, Microsoft Word started a new line for you by moving part of a word to the beginning of the next line.

NOTICE
During the last month we have been evaluating new word proce
proces ◆ ⟵

As you type s,
Word starts a new line.

This is called "word wrapping." Word wrapping lets you concentrate on creating and typing your document without worrying about the right margin.

Correcting Typing Mistakes

If you type the wrong characters, you can easily erase them and type the correct ones. To erase a mistake, press (BACKSPACE).

- Press (BACKSPACE) five times to erase room.

Each time you press (BACKSPACE), it erases the character immediately to the left of the cursor. (Note that you must be in the insertion typing mode; pressing (F5) toggles between overtype and insertion mode.) Then you type the new characters.

- Type Room.

If you typed a wrong character farther back in the line or in a line above, do not worry about it now. Next, we show you how to move the cursor without erasing characters you want to keep.

Selecting Text

After reading your notice again, you decide to make some changes. In the first paragraph, you typed the word **priority**. To be more precise, you now decide to use the word **consideration** instead.

First, select the word you want to change. Visually, this means highlighting the word. So, you need to know how to move the cursor from its current location to the word **priority**.

Find the ⊕ (UP), ⊕ (DOWN), ⊝ (LEFT), and ⊛ (RIGHT) text scroll keys on your keyboard. (A complete listing of the keys is in "The Keyboard" in Part 1 of this manual.)

- Press the LEFT and UP text scroll keys until the cursor is on the p of priority.

1
NOTICE
During the last month we have been evaluating new word
processing programs for use in our department. Our first
priority was to meet, wherever possible, the criteria
established at our staff meeting on Oct 8.
One of the most important criteria was that we reduce our
anticipated training overhead.
The results of our evaluation will be presented at the
department staff meeting this Friday, Nov 16 at 10 a.m. in
the Main Conference Room. ◆

Now, to select the entire word **priority**, press the NEXT WORD key.

- Press the NEXT WORD key, (F8), to select priority.

Editing Text
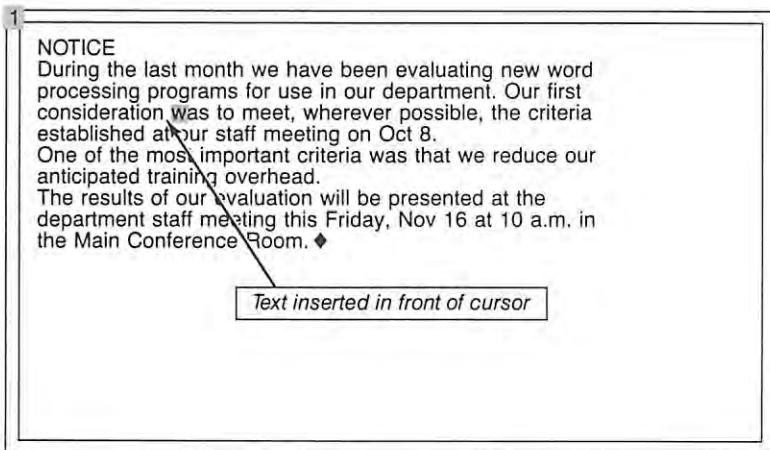
Now that priority is selected, you can delete it and replace it with **consideration** as follows:

- Press (DELETE).

The word **priority** disappears, and Microsoft Word closes up the space. The cursor is now on the w of was.
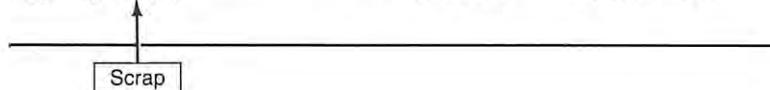
- Type consideration plus a space.

Because you are currently in the insertion typing mode, Microsoft Word inserts the new word and moves the rest of the text to the right, using word wrapping as needed.

```
┌─┬──────────────────────────────────────────────────────────┐
│1│                                                          │
│ │  NOTICE                                                  │
│ │  During the last month we have been evaluating new word  │
│ │  processing programs for use in our department. Our first│
│ │  consideration was to meet, wherever possible, the criteria│
│ │  established at our staff meeting on Oct 8.              │
│ │  One of the most important criteria was that we reduce our│
│ │  anticipated training overhead.                          │
│ │  The results of our evaluation will be presented at the  │
│ │  department staff meeting this Friday, Nov 16 at 10 a.m. in│
│ │  the Main Conference Room. ♦                             │
│ │                                                          │
│ │          ┌──────────────────────────────┐               │
│ │          │ Text inserted in front of cursor │            │
│ │          └──────────────────────────────┘               │
│ │                                                          │
└─┴──────────────────────────────────────────────────────────┘
```

COMMAND: Alpha Copy Delete Format Gallery Help Insert Jump Library
Options Print Quit Replace Search Transfer Undo Window
Edit document or press Escape to use menu
Page 1 {priority }   ? 99% Free   Microsoft Word:

┌──────────┐
│ Scrap   │
└──────────┘

Notice that the word **priority** now appears on the bottom line of the screen, between braces. This represents the "scrap" buffer. Microsoft Word keeps text that you delete from a document in the scrap buffer. Each time you delete text, the deleted text replaces the previous contents of the scrap buffer.

Text in the scrap buffer can be returned to the document with the (INSERT) key, or you can "undo" your changes, returning the text in the scrap buffer to its original location.

Undoing Editing Changes

Suppose that you are not sure you really want to change **priority** to **consideration**. How do you change it back? You could select, delete, and type again, but there is an easier way.

• Press the CANCEL key, (ESC).

• Press U (for Undo).

The word **consideration** is replaced by the word **priority**. Undo reverses the effect of the last editing change you made to the document.

Use Undo again to put **consideration** back in place of **priority**.

• Press the CANCEL key, (ESC), again.

• Press U (for Undo).

You can switch back and forth between the two words to decide which version you want to keep.

Keep in mind, however, that Undo reverses only the most recent change.

Typing New Text

Looking over the notice now, you decide to insert a few more words into the second paragraph.

When you want to insert words into something you are writing by hand, you naturally pick the place you want the words to go. The same is true when you are using Microsoft Word; you place the cursor where you want to begin inserting the text.

• Place the cursor on the period after overhead at the end of the second paragraph.

26
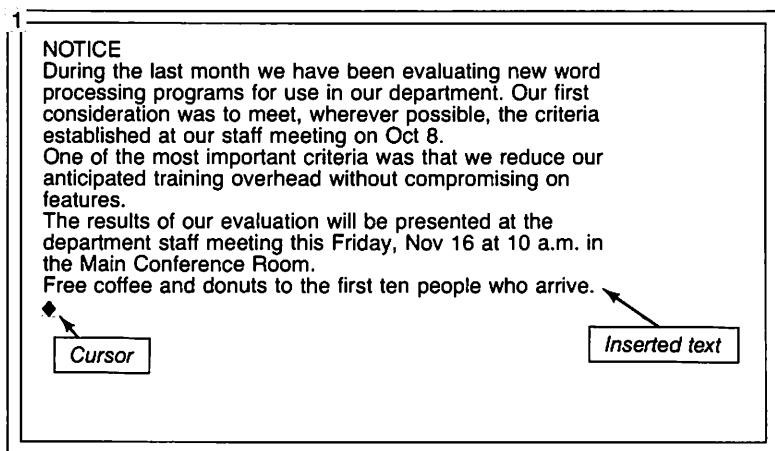
When you type new text, it is inserted in front of any text at the current cursor location.

- Press the space bar, then type:

  without compromising on features

The text is inserted in front of the period, which moves to the right. The cursor remains on the period.

Finally, you decide to add a one-sentence paragraph at the end of the text.

- Place the cursor over the end mark, and press (ENTER).

- Type:

  Free coffee and donuts to the first ten people who arrive.

- Press (ENTER).

1

NOTICE
During the last month we have been evaluating new word
processing programs for use in our department. Our first
consideration was to meet, wherever possible, the criteria
established at our staff meeting on Oct 8.
One of the most important criteria was that we reduce our
anticipated training overhead without compromising on
features.
The results of our evaluation will be presented at the
department staff meeting this Friday, Nov 16 at 10 a.m. in
the Main Conference Room.
Free coffee and donuts to the first ten people who arrive.

◆

| Cursor |

| Inserted text |

The notice is now ready to format.

Formatting Paragraphs

Now you will format your sample text. First, justify the text and open up some space between paragraphs.

To do this, select the entire document, using the DOCUMENT selection keys. Then, format the document, using a FORMAT key combination.

27

- Use the DOCUMENT selection keys by holding down (SHIFT), and pressing (F10).

The entire notice is now highlighted, or selected.

- Hold down the FORMAT key, (ALT), then press (I) to JUSTIFY the notice.

NOTICE
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One of the most important criteria was that we reduce our anticipated training overhead without compromising on features.
The results of our evaluation will be presented at the department staff meeting this Friday, Nov 16 at 10 a.m. in the Main Conference Room.
Free coffee and donuts to the first ten people who arrive.
◆

> (ALT) (I) *justifies paragraphs.*

All paragraphs now have even edges at both ends of the lines. Most printed books and articles are justified.

You can just as easily open up space between pargraphs.

- Hold down the FORMAT key, (ALT), then press (o) to OPEN SPACING between the paragraphs.

NOTICE

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One of the most important criteria was that we reduce our anticipated training overhead without compromising on features.

The results of our evaluation will be presented at the department staff meeting this Friday, Nov 16 at 10 a.m. in the Main Conference Room.

Free coffee and donuts to the first ten people who arrive.
◆
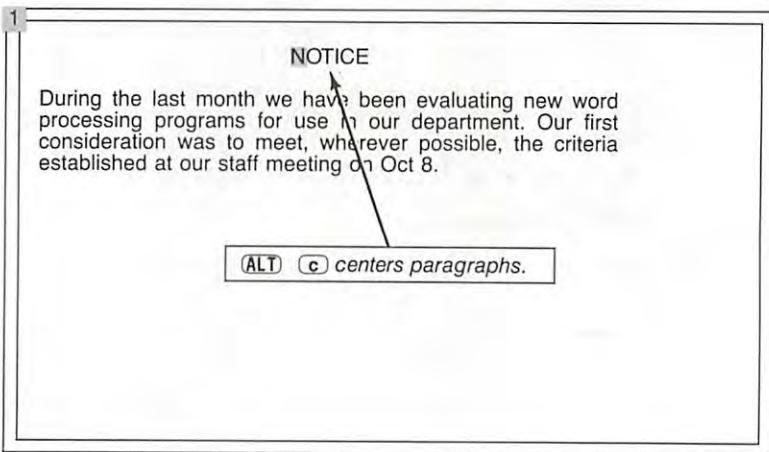
(ALT) (o) opens space before paragraphs.

Microsoft Word rearranges the paragraphs on the screen so that there is now a blank line between each of the paragraphs (after each carriage return).

This document is starting to look more like a meeting notice. It would be nice, however, if the word NOTICE appeared in the middle of the page, not flush with the left margin.

- Place the cursor over the letter N in the heading, NOTICE.

- Hold down the FORMAT key, (ALT), then press (c) to CENTER the paragraph.

NOTICE

During the last month we have been evaluating new word processing programs for use in our department. Our first consideration was to meet, wherever possible, the criteria established at our staff meeting on Oct 8.

(ALT) (c) centers paragraphs.

The heading moves to the middle of the screen.

The next step is to make the date more prominent in the notice.

30

Formatting Characters

People who read the notice should be able to see the date of the meeting at a glance. To accomplish this, you will print the date in boldface type.

- Place the cursor on Friday.

You could make Friday bold, then Nov, then 16, but that would be tedious. You can do it all at once. To select all three words, Friday, Nov 16, you "extend" the selection.

- Press the EXTEND key, (F6).

- Press the NEXT WORD key, (F8), until all three words are high-lighted (selected).

- To make the selection boldface, hold down the FORMAT key, (ALT), then press (b).

1

NOTICE

During the last month we have been evaluating new word processing programs for use in our department. Our first consideration was to meet, wherever possible, the criteria established at our staff meeting on Oct 8.

One of the most important criteria was that we reduce our anticipated training overhead without compromising on features.

The results of our evaluation will be presented at the department staff meeting this **Friday, Nov 16** at 10 a.m. in the Main Conference Room.

Free coffee and donuts to the first ten people who arrive.

◆

(ALT) (b) *makes characters bold.*

31

Saving Your Work

When you have written your notice, save it on a diskette so that you do not have to type it again. To save documents in Microsoft Word, you use the Transfer Save command.

Before you choose a command from the keyboard, you must first cancel "type-in" mode and go to "command" mode. Type-in mode means that whatever you type becomes part of your document. You have been in type-in mode most of the time so far. To go to command mode:

• Press the CANCEL key, (ESC).

This may sound familiar. This is exactly what you did when you used the Undo command earlier.

The command menu is immediately below the window border and begins with the word COMMAND. Notice that, when you go to the command mode, Alpha on the command menu is highlighted and the message changes. (You can return to the type-in mode by pressing A for Alpha.)

COMMAND: Alpha Copy Delete Format Gallery Help Insert Jump Library
         Options Print Quit Replace Search Transfer Undo Window
Edit document or press Escape to use menu
Page 1 {priority }   ? 99% Free   Microsoft Word:

Changes to

COMMAND: Alpha Copy Delete Format Gallery Help Insert Jump Library
         Options Print Quit Replace Search Transfer Undo Window
Select option or type command letter
Page 1 {priority }   ? 99% Free   Microsoft Word:

To choose a command, press the key of its initial letter.

- Press ⟨T⟩ (for Transfer).

The command menu changes to:

TRANSFER: **Load** Save Clear Delete Merge Options Rename Glossary

Select option or type command letter
Page 1 {priority }   ?   99% Free   Microsoft Word:

To save your document:

- Press ⟨S⟩ (for Save).

Now, the bottom of the screen looks like this:

TRANSFER SAVE filename: □   formatted: (Yes)No

Enter filename
Page 1 {priority }   ?   99% Free   Microsoft Word:

Type a name for the document:

- Type B:NOTICE.

TRANSFER SAVE filename: B:NOTICE □   formatted: (Yes)No

Enter filename
Page 1 {priority }   ?   99% Free   Microsoft Word:

- Press ⟨ENTER⟩ to carry out the command.

Microsoft Word now saves your notice on the data diskette in Drive B, with the filename NOTICE.

33

After the document has been successfully saved, Microsoft Word displays on the message line a count of all ASCII characters in the document file. This same count displays when a document is loaded.

You can also use Transfer Save as a way of protecting your work against data loss in case of a power outage. Transfer Save your work after you do major revisions and when the % Free amount on the status line is less than 55%.

Quitting Microsoft Word

Your document has been saved on a diskette, so you can quit this session.

Use the Quit command to quit Microsoft Word. You can choose the Quit command with the keyboard or with the mouse.

To quit Microsoft Word using the mouse:

• Point to the command word Quit.

• Press and release the left mouse button.

Since you have already saved your document with Transfer Save, the screen goes blank, and the operating system prompt appears. If you do not save your document with Transfer Save, Microsoft Word will ask if you want to save the current version of the document:

QUIT:
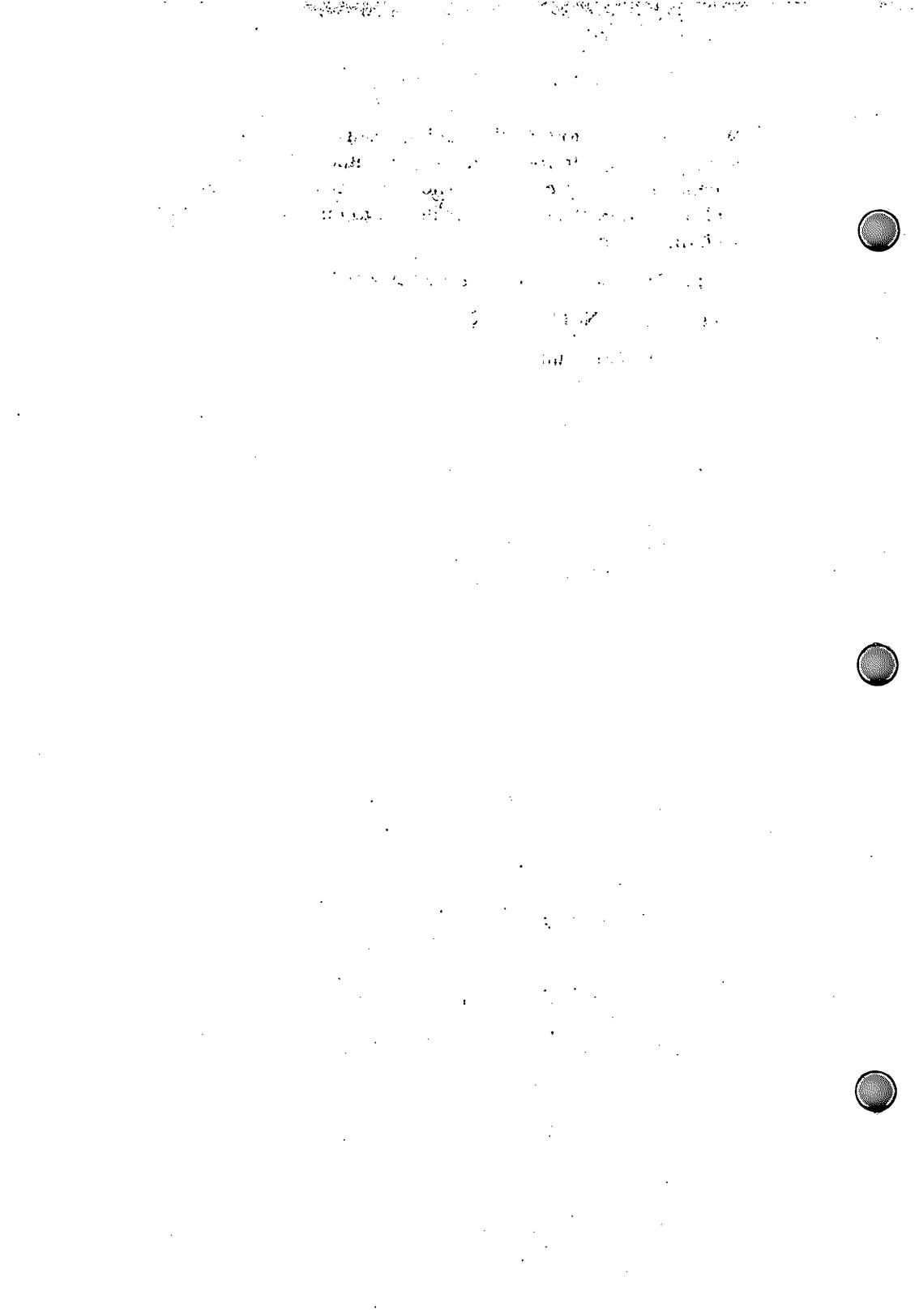
Enter Y to save, N to lose edits, or Escape ▮
Page 1 {priority }   ?   99% Free Microsoft Word: NOTICE.DOC

Message asks you to
confirm this command.

When you want to save the editing changes made during this session, press ⓨ. If you want to quit without including the most recent changes, press Ⓝ. (The old version, if one exists, will still be on diskette.) If you decide not to quit, press Ⓔ𝐒Ⓒ to CANCEL the command.

To quit Microsoft Word using the keyboard:

• Press the CANCEL key, Ⓔ𝐒Ⓒ.

• Press Ⓠ (for Quit).

Chapter 2   Refining Documents

In Chapter 1, you typed, edited, and formatted text. You also saved your document and learned how to use some of the commands. In this chapter, you will practice those skills and develop others. These other skills include:

Moving around in large documents

Moving and copying blocks of text

Replacing text throughout a document by typing the change only once

Working with tabs and tab stops to edit a table

Printing your document

For this session, we have provided a sample document so you can concentrate on editing with Microsoft Word, rather than your typing skills.

Getting a Document from a File

Start Microsoft Word. From the type-in mode on a blank screen, go to the command mode.

• Press the CANCEL key, (ESC).

Next, choose the Transfer Load command.

• Press (T), then press (L).

TRANSFER LOAD filename: []   read only: Yes(No)

Enter filename or select from list
Page 1 { }   ? 100% Free Microsoft Word:

Now, type the name of the document.

• Type B:EXAMPLE.

TRANSFER LOAD filename: B:EXAMPLE ☐   read only: Yes(No)
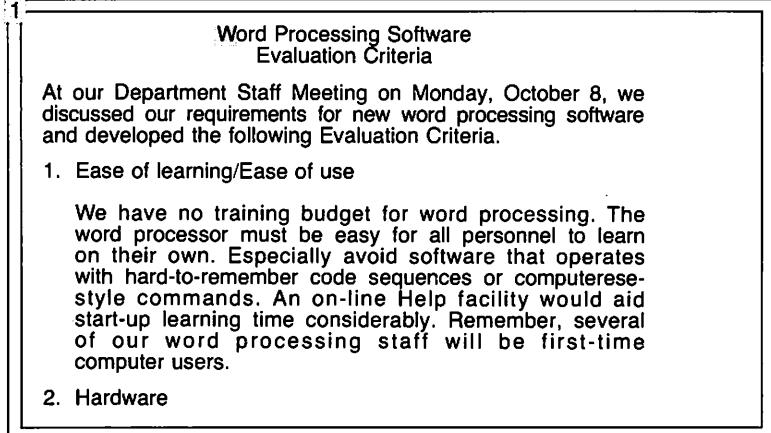
Enter filename or select from list
Page 1 { }   ? 100% Free Microsoft Word:

• Finally, press (ENTER) to carry out the command.

Note that the steps you take for the Transfer Load command are very similar to those taken for the Transfer Save command in Chapter 1.

Notice also that when Transfer Load is complete, Word displays a character count just as it does after Transfer Save.

Microsoft Word loads the EXAMPLE.DOC document, and the first screen of text appears.

---

1 ═══════════════════════════════════
                    Word Processing Software
                     Evaluation Criteria

    At our Department Staff Meeting on Monday, October 8, we
    discussed our requirements for new word processing software
    and developed the following Evaluation Criteria.

    1. Ease of learning/Ease of use

       We have no training budget for word processing. The
       word processor must be easy for all personnel to learn
       on their own. Especially avoid software that operates
       with hard-to-remember code sequences or computerese-
       style commands. An on-line Help facility would aid
       start-up learning time considerably. Remember, several
       of our word processing staff will be first-time
       computer users.

    2. Hardware

COMMAND: Alpha Copy Delete Format Gallery Help Insert Jump Library
              Options Print Quit Replace Search Transfer Undo Window
Edit document or press Escape to use menu
3542 characters
Page 1   { }   ?   99% Free   Microsoft Word: EXAMPLE.DOC

Moving Around in a Document

As you can see from the title on the screen, the sample text gives the evaluation criteria mentioned in the notice you wrote in Chapter 1. The sample document is three printed pages. Therefore, most of the document is not currently shown on the screen. To see more of the document, scroll the text.

You can move up and down in a document with the page keys.

• Press the PAGE DOWN key, (PG DN).

This scrolls down in the document one screen at a time.

• Press the PAGE UP key, (PG UP).

This scrolls up in the document one screen at a time.

You might also want to jump to the end or to the beginning of a document. Use DOCUMENT END and DOCUMENT TOP to do this.

To move to the end of the document:

• Hold down (CTRL), and press (PG DN) for the DOCUMENT END.

```
1
   Rite-Good     yes     yes     no      0.1
   Doc-U-All     no      yes     ?       .1
   ◆
```

The end of the document appears, and the cursor is on the end mark.

To move to the beginning of the document:

- Hold down (CTRL), and press (PG UP) for DOCUMENT TOP.

> **Word Processing Software**
> **Evaluation Criteria**
>
> At our Department Staff Meeting on Monday, October 8, we discussed our requirements for new word processing software and developed the following Evaluation Criteria.
>
> 1. Ease of learning/Ease of use
>
>   We have no training budget for word processing. The word processor must be easy for all personnel to learn on their own. Especially avoid software that operates with hard-to-remember code sequences or computerese-style commands. An on-line Help facility would aid start-up learning time considerably. Remember, several of our word processing staff will be first-time computer users.
>
> 2. Hardware

The beginning of the document appears, and the cursor is on the first character in the document.

These are the basic scrolling methods. There are also other, specialized methods that you may find useful. These are described in "Scrolling in a Document" in Chapter 8. For now, you need only these most commonly used scrolling methods.

Now that you are able to move around easily in a document, you can start editing the sample document.

Moving Blocks of Text

As you review the "Evaluation Criteria" report, you notice that two topics are out of order, and you want to correct this mistake. No retyping is necessary. You simply rearrange the text by first selecting the text you want to move, deleting it (to the scrap buffer), then inserting the text in the scrap buffer at the correct location.

Select the heading (a complete paragraph), 2.   Hardware.

- Place the cursor on any character or word in the paragraph, using (↑), (↓), (←), and (→).

- Press the PARAGRAPH key, (F10).

The paragraph is now highlighted, or selected.

Now EXTEND the selection to include every paragraph you want to move.

- Press the EXTEND key, (F6).

- Press (↓) to place the cursor on the next paragraph.

- Press the PARAGRAPH key, (F10), again to select this paragraph.

- Repeat these last two steps to extend the selection to the third paragraph.

Now the heading and the two paragraphs of text that belong with it are highlighted and selected.

```
┌─────────────────────────────────────────────────────────┐
│1╔═══════════════════════════════════════════════════════╗│
│ ║                                                       ║│
│ ║  2. Hardware                                          ║│
│ ║                                                       ║│
│ ║     We will be using our Tandy 2000 computers with MS-DOS ║│
│ ║     to run the word processing software. The wp we select ║│
│ ║     should not require any hardware or operating system ║│
│ ║     modifications. We will be adding the Digi-Mouse to ║│
│ ║     some of the 2000's, so it would be great if the wp ║│
│ ║     took advantage of the Mouse.                      ║│
│ ║                                                       ║│
│ ║     The wp must be able to output to our current printers. ║│
│ ║     Keep in mind that we might be adding laser printers (and ║│
│ ║     a phototypesetter) later in the year, and these devices ║│
│ ║     require a high precision of character positioning. ║│
│ ║                                                       ║│
│ ║  3. Types of documents                               ║│
│ ║                                                       ║│
│ ║     A quick, informal evaluation of all our word processing ║│
│ ║                                                       ║│
│ ╚═══════════════════════════════════════════════════════╝│
└─────────────────────────────────────────────────────────┘
COMMAND: Alpha Copy Delete Format Gallery Help Insert Jump Library
         Options Print Quit Replace Search Transfer Undo Window
Edit document or press Escape to use menu
Page 1 { }                    ?  99% Free EX Microsoft Word: EXAMPLE.DOC
```

Now delete the text from its current location, storing it in the scrap buffer, using the Delete command. (Note that you may also use the (DELETE) key to delete text and store it in the scrap buffer.)

- Press the CANCEL key, (ESC).

- Press (D) (for Delete).

- Press (ENTER).

41

The text is removed from its current location in the document, and it is placed in the scrap buffer. This is the same as when you used (DELETE) in Chapter 1.

---

[3] Types of Documents

A quick, informal evaluation of all our word processing output showed that our documents can be divided into three major types.

— Correspondence: letters and memos, usually 1 or 2 pages in length, with standard formats for the heading, body, and closing.

— Contracts: Six to ten pages on legal-size paper. Lots of "boilerplate" text, with some specifics dropped in. Exhibits (unique to each contract) usually attached at the end.

— Proposals: Our biggest wp task. Can be anywhere from a few pages to book-length. When extensive

---

COMMAND: Alpha Copy Delete Format Gallery Help Insert Jump Library
          Options Print Quit Replace Search Transfer Undo Window
Edit document or press Escape to use menu
Page 1 {2. →Hardware...itioning.¶}   ?   99% Free   Microsoft Word: EXAMPLE.DOC

Scrap shows first and last few words. Note the ellipsis for long text.

Now you can insert the paragraphs in a new place. To insert text from the scrap, you first select a precise location.

- Place the cursor on the T of To get our evaluation started . . .,
  at the beginning of the last paragraph before the table.

```
1
    include word wrapping, search and replace, block copy
    and move, glossary capability, and scrolling with ease
    through long documents.

    For text formatting, the word processing staff gave us
    the following "wish list":

            — Centering
            — Justification
            — Emphasis: underline, bold, italics
            — Tab flexibility
            — Variable page width/length
            — Footnotes
            — Running heads
            — Page numbering
            — Superscripts and subscripts
            — Indents (and hanging indents)

    To get our evaluation started, we quickly pooled some data
```

Now insert the text at the current marker location, using the Insert command. (Note that you may also use the (INSERT) key to insert text from the scrap buffer.)

- Press the CANCEL key, (ESC).

- Press (I) (for Insert).

- Press (ENTER).

The paragraphs you deleted reappear immediately before the cursor.

The order of topics is now corrected. Later, you may want to renumber the items.

Copying Blocks of Text

Suppose you decide to repeat one of the sentences in the paragraph describing proposals and use it in the paragraph that follows. To duplicate text, you select it, copy it to the scrap, then insert the text in the scrap at the new location.

First, select the following sentence under Proposals, in item 3.

> When extensive research is involved, may require integrating data from the engineering department, in the form of charts and tabular material.

* Place the cursor on any character or word in the sentence, then press (F9) to select the current SENTENCE.

The sentence is highlighted.

Now use the Copy command to place a copy of the sentence in the scrap buffer.

* Press (ESC), then (C), then (ENTER).

A copy of the sentence is stored in the scrap buffer. Look at the bottom line of the screen. The first and last part of the copied sentence appear between the scrap buffer braces.

* Now place the cursor over the I in the sentence It should be easy to copy text . . . ., in the next paragraph.

Now insert the text from the scrap buffer in front of the current cursor location, using the Insert command.

* Press (ESC), then (I), then (ENTER).

* Press the space bar to include a space between the two sentences.

44

The text now appears where you inserted it, as well as in its original location.

from a few pages to book-length. When extensive research is involved, may require integrating data from the engineering department, in the form of charts and tabular material.

Aside from the specifics of editing functionality, these document types point out the need for certain overall requirements. The wp should be able to read data from other programs. When extensive research is involved, may require integrating data from the engineering department, in the form of charts and tabular material. It should be easy to copy text from one contract to another and, if possible, to view both at the same time. Charts abound in proposals and must be handled with ease. Because most of our documents have a standard layout, it would be helpful if the wp could "remember" the layout as it goes from one document to the next.
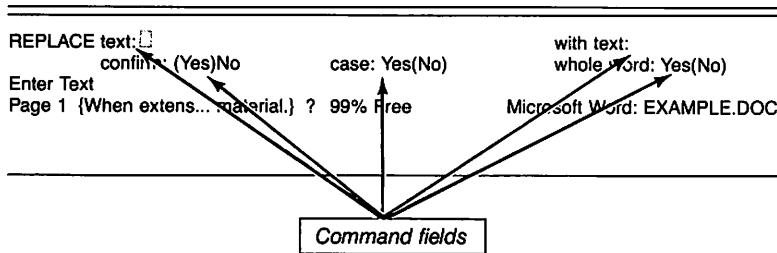
Text now appears in two places.

Replacing Text

As the report was being typed, it became tedious to type **word processor** each time, so it was abbreviated to **wp**. Now you will use the Replace command to replace each occurrence of **wp** with **word processor**.

- First, move the cursor to the beginning of the document. (Replace begins at the current cursor location.)

- Next, press (**ESC**), then (**R**) to choose the Replace command.

The command menu changes as follows:

```
REPLACE text:□                                        with text:
         confirm: (Yes)No        case: Yes(No)        whole word: Yes(No)
Enter Text
Page 1 {When extens...material.} ? 99% Free           Microsoft Word: EXAMPLE.DOC
```

                        ┌─────────────────┐
                        │ Command fields │
                        └─────────────────┘

What you see are the command fields of the Replace command.
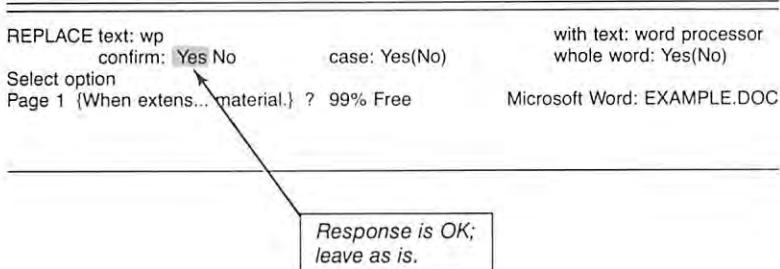
Command fields, located below the window border, are for giving Microsoft Word additional information on how to perform the command. You used command fields in the Transfer Save and Transfer Load commands when you typed the document filenames.

In this case, you tell Microsoft Word what text to replace and what to replace it with. You want to replace **wp** with **word processor**.

- Type **wp**.

This is the text Microsoft Word will search for and replace.

- Now press (TAB) to move to the with text command field.
- Type word processor.
- Now press (TAB) to move to the confirm command field.

REPLACE text: wp   with text: word processor
            confirm: Yes No   case: Yes(No)   whole word: Yes(No)
Select option
Page 1 {When extens... material.} ? 99% Free   Microsoft Word: EXAMPLE.DOC

Response is OK;
leave as is.

Leave the "Yes" response on confirm in order to stop at each oc-
currence of the REPLACE text. You then confirm that it should be
replaced or skip it and go to the next occurrence.

- Move to the case command field.
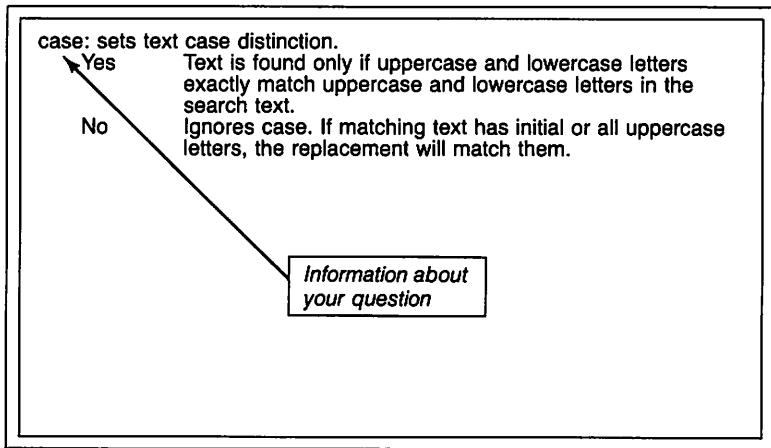
What does "case" mean? You can ask Microsoft Word to show you
some information about "case" by using the HELP key.

Getting Help

To obtain general information about Microsoft Word, use the Help command. For specific information about a command or command field, use the HELP key, (F12). Press (F12) while you are using the command or command field (when it is highlighted).

- Press the HELP key, (F12).

Information about the Replace command, specifically, the "case" command field, displays.

```
case: sets text case distinction.
      Yes      Text is found only if uppercase and lowercase letters
               exactly match uppercase and lowercase letters in the
               search text.
      No       Ignores case. If matching text has initial or all uppercase
               letters, the replacement will match them.




                         ┌─────────────────┐
                         │ Information about │
                         │ your question     │
                         └─────────────────┘
```

HELP: Resume Next Previous
      Introduction Commands Editing Keyboard Mouse Selection
Select option or type command letter
Page 1 {When extens... material.} ? 99% Free   Microsoft Word: EXAMPLE.DOC

┌─────────────────────┐
│ New command menu   │
│ for use while in Help │
└─────────────────────┘

As you can see from the Help text, "case" refers to whether or not the characters in the "REPLACE text" are uppercase, lowercase, or a combination of both. Because you want to replace all instances of **wp** with **word processor**, without regard to case, you will choose "No." Any instances of **wp**, **Wp**, **wP**, and **WP** will be replaced.

Resuming Your Work From Help

Look in the command area. The Help menu appears in place of the Replace command. You could use this menu if you wanted more help information. But for now, simply resume where you left off.

• Press Ⓡ for Resume.

The document reappears in the window, and the Replace command fields reappear in the command area.

The highlighted response in the case command field is No. Leave this response as it is.

• Press TAB to leave use No for case.
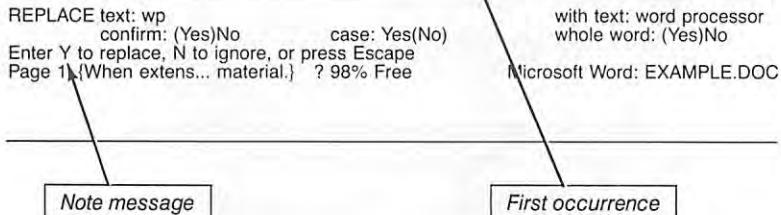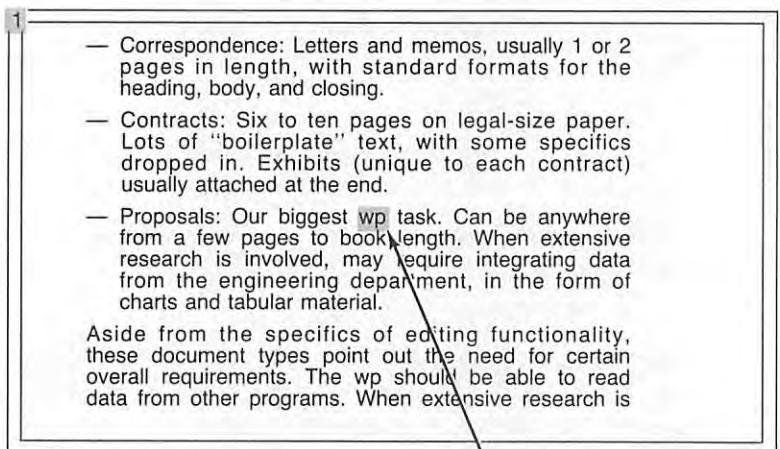
The highlighted response in the whole word command field is also No. Because you want to replace wp only when it appears as a word, and not when it appears within surrounding text, change the response to Yes.

• Press the space bar to change the whole word command field to Yes.

Because all the command field responses are correct, you are now ready to carry out the command.

• Press ENTER to carry out the Replace command.

Microsoft Word stops at the first occurrence of wp in the text, and highlights it.

```
1 ┌─────────────────────────────────────────────────────
  │        — Correspondence: Letters and memos, usually 1 or 2
  │          pages in length, with standard formats for the
  │          heading, body, and closing.
  │        — Contracts: Six to ten pages on legal-size paper.
  │          Lots of "boilerplate" text, with some specifics
  │          dropped in. Exhibits (unique to each contract)
  │          usually attached at the end.
  │        — Proposals: Our biggest wp task. Can be anywhere
  │          from a few pages to book length. When extensive
  │          research is involved, may require integrating data
  │          from the engineering department, in the form of
  │          charts and tabular material.
  │        Aside from the specifics of editing functionality,
  │        these document types point out the need for certain
  │        overall requirements. The wp should be able to read
  │        data from other programs. When extensive research is
  └─────────────────────────────────────────────────────

REPLACE text: wp                                    with text: word processor
        confirm: (Yes)No          case: Yes(No)     whole word: (Yes)No
Enter Y to replace, N to ignore, or press Escape
Page 1 {When extens... material.}  ? 98% Free       Microsoft Word: EXAMPLE.DOC
```

Note message   First occurrence

The message line shows you what to do next:

Pressing ⒩ leaves the highlighted text unchanged and finds the next occurrence of the REPLACE text.

Pressing ⒠⒮⒞ CANCELs the Replace command.

Pressing ⓨ replaces the highlighted text with the new, replacement text and finds the next occurrence of the REPLACE text.

• Press ⓨ for Yes.

Microsoft Word changes **wp** to **word processor**, then finds the next occurrence of **wp**.

• Press ⓨ (for Yes) for this occurrence and all others in the document.

When all occurrences of **wp** have been replaced, Word displays a message telling you how many replacements were made. To return to the location of the cursor before you carried out the command, press ⊕.
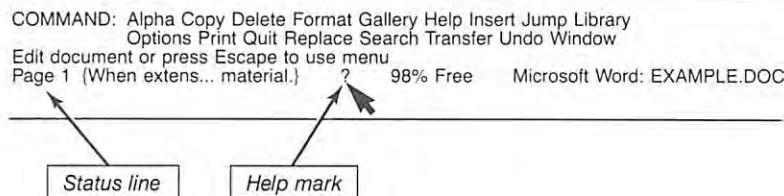
Scroll down several screens to 4. Editing and Formatting. Notice what has happened at the beginning of the text of item 4. In this case, Wp was in the original text. During the replacement, Wp was changed to Word processor.

Getting Help With the Digi-Mouse

Help information is also available using the digi-mouse. This method gives you specific information about the command you are working with.

To request help information with the digi-mouse:

• Point to the question mark in the last line of the screen.

```
COMMAND: Alpha Copy Delete Format Gallery Help Insert Jump Library
                Options Print Quit Replace Search Transfer Undo Window
Edit document or press Escape to use menu
Page 1 {When extens... material.}      ?     98% Free      Microsoft Word: EXAMPLE.DOC
```

Status line   Help mark

• Click the left mouse button.

When you have finished looking at the help information, move the mouse pointer to the Resume command in the Help menu, then click the left mouse button.

51

Adding Text to a Table

While looking over the table at the end of "Evaluation Criteria," you see that you need to add to it one more software package, "Quill." Its features include Live Screen and Character Emphasis, but you do not know if it has Split Screen. Position Precision is not available.

To add the new information to the table:

• Place the cursor on the end mark.

• Press ⊖ to place the cursor on the paragraph marker (invisible) at the end of the table.

• Hold down (SHIFT), and press (ENTER) to start a new line without starting a new paragraph.

• Type Quill.

• Press (TAB).

```
chart of the results follows:

                   Live      Character  Split    Position
                   Screen    Emphasis   Screen   Precision

Microsoft Word    yes       yes        yes      00.00069
TextFun      ·    no        ?          no       .008
Rite-Good         yes       yes        no       0.1
Doc-U-All         no        yes        ?        .1
Quill ──────────> ▣
◆
```

The cursor moves to the first tab stop set for the sample table. Use (TAB) to move from column to column in the table.

- Type yes, and press (TAB).
- Type yes, and press (TAB) again.
- Type ?, and press (TAB).
- Type n/a.

Each new entry lines up with the existing column.

```
1
chart of the results follows:
                Live     Character  Split   Position
                Screen   Emphasis   Screen  Precision
Microsoft Word  yes      yes        yes     00.00069
TextFun         no       ?          no      .008
Rite-Good       yes      yes        no      0.1
Doc-U-All       no       yes        ?       .1
Quill           yes      yes        ?       n/a
◆
```

Adjusting Table Formats

While checking the table for accuracy, you decide to move the Position Precision column to the right, so that it is set off from the other columns. To accomplish this, delete and reset the column's tab stop, using the Format Tabs Set command.

• Select the paragraph of column headings, by placing the cursor on the paragraph and pressing (F10).

• Choose the Format Tabs Set command. (Press (ESC), then (F), then (T), then (S).)

Notice that a "ruler" line is now visible in the top window border. Tab stops in the ruler are denoted by a capital letter L, for **Left tab**.

| Left indent | Ruler | Tab stop | Right indent |

```
1 ⊏[········1·····L·2···L···3···L···4·L·······5··········]····7··
   chart of the results follows:
```

	Live Screen	Character Emphasis	Split Screen	Position Precision
Microsoft Word	yes	yes	yes	00.00069
TextFun	no	?	no	.008
Rite-Good	yes	yes	no	0.1
Doc-U-All	no	yes	?	.1
Quill	yes	yes	?	n/a
♦				

| Ruler shows tab stops and indents. |

FORMAT TABS SET position:▮
          alignment: (Left) Center Right Decimal   leader char:(Blank). – _
Enter measurement
Page 1 {When extens... material.} ? 99% Free   Microsoft Word: EXAMPLE.DOC

Press (↓) until the cursor on the ruler reaches the tab stop you want to change.

• In this case, press (↓) five times, until 4.2″ appears in the position command field at the bottom of the screen.

Tab stops are measured in inches. The 4.2 that appears represents a tab stop set at 4.2 inches, or position 42 on the ruler. (The ruler currently is set to show 10 characters per inch; each "tick," or position, on the ruler represents one-tenth of an inch.)

Microsoft Word presets tab stops every ½ inch, at positions 5 (.5 inches), 10 (1.0 inches), 15 (1.5 inches), and so forth. When new tabs are set, as we did in this sample document, the preset tabs resume after the last set tab.

- Press (DELETE). (The 4.2 disappears.)

- Press (→) three times.

The next tab stop (which is a preset one), 4.5, appears in the position command field.

- Press (ENTER).

1

chart of the results follows:

	Live Screen	Character Emphasis	Split Screen	Position Precision
Microsoft Word	yes	yes	yes	00.00069
TextFun	no	?	no	.008
Rite-Good	yes	yes	no	0.1
Doc-U-All	no	yes	?	.1
Quill	yes	yes	?	n/a

◆

The heading Position Precision moves to the right, aligning with position 45.

The heading has been shifted, but the table entries are still aligned with a different tab stop. Also notice that the readability of the Position Precision entries suffers because the decimal points do not line up. You can easily align decimal points by changing the response in the alignment command field in the Format Tabs Set command to "Decimal."

To change the tab stop alignment, select the data part of the table (but not the column headings).

- Place the cursor over the M of Microsoft.

- Choose the Format Tabs Set command.

Notice, again, that a ruler line is visible in the top window border.

- Press ⊤ until 4.2 appears in the position command field.

- Press DELETE.

- Press → until 4.7 appears in the position command field.

- Press TAB to move to the alignment command field, and choose Decimal.

- Press ENTER.

chart of the results follows:

	Live Screen	Character Emphasis	Split Screen	Position Precision
Microsoft Word	yes	yes	yes	00.00069
TextFun	no	?	no	.008
Rite-Good	yes	yes	no	0.1
Doc-U-All	no	yes	?	.1
Quill	yes	yes	?	n/a

Decimal points aligned

Text and integers align flush right at decimal tab stops.

The Position Precision entries now align by decimal point under the heading.

The "Evaluation Criteria" document is now complete, and ready to be saved on diskette.

- Choose the Transfer Save command.

- Type B:Report.

This changes the filename for the document, so you have both the original and the revised documents saved on diskette.

- Press (ENTER).

Printing Your Document

You saved your document on the Data diskette. Now print it.

- Press (ESC), then (P) to choose the Print command.

- Press (P) again to choose the Printer command.

Microsoft Word starts printing your document immediately (after you press (Y) if you are using a daisy wheel printer). To CANCEL printing, press (ESC).

For more specific information, see the "Printing Documents with Word" appendix and the Print commands in the "Command Directory."

You now know enough about Microsoft Word to create most of the documents you need. But Microsoft Word can do much more. Many other topics, such as full use of the Format commands, use of style sheets, working with footnotes, and multiple windows are covered in Part 3, "Using Word."

Part 3
Using Word

Chapter 3   Editing and Managing Documents

This chapter covers: editing your text using windows, repeating frequently-used text with the glossary feature, and managing large or multiple documents.

Windows
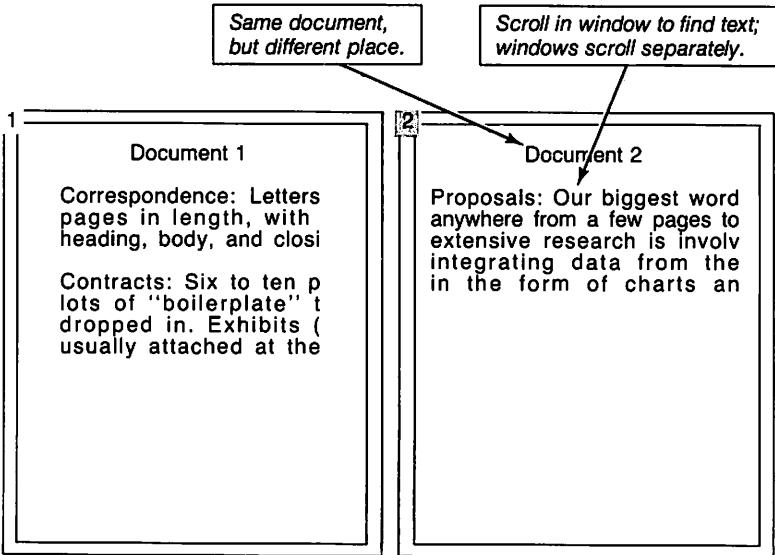
A "window" is a portion of the screen in which document text appears — a view of a document you are writing editing. You can open up to eight windows at once. Each window is independent and can contain a different part of the same document or a part of a different document.

You start Microsoft Word in the first window, number 1. The window number displays in the upper left corner of each. (Note that you must save a document displayed in a particular window before you close the document in order to save any changes you make in that window.)

Three common uses for windows are:
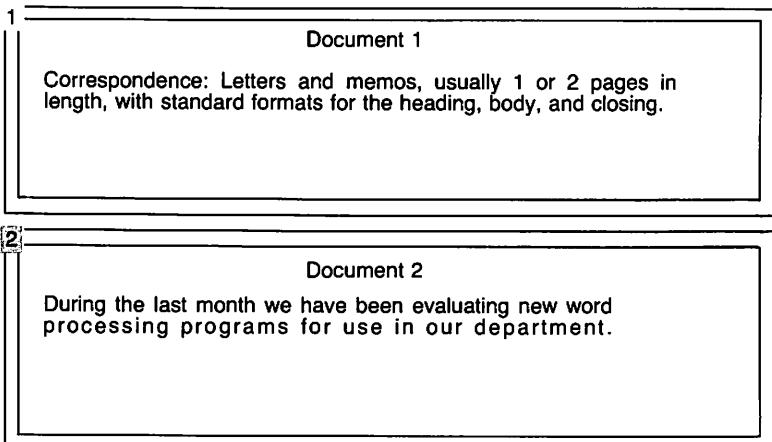
1. to move text around in a single document

    View different parts of one document by opening a second window that contains the same document as the original window. Scroll the windows separately to display the appropriate areas where you want to copy, delete, and insert text.

1

2

Document 1

Correspondence: Letters
pages in length, with
heading, body, and closi

Contracts: Six to ten p
lots of "boilerplate" t
dropped in. Exhibits (
usually attached at the

Document 2

Proposals: Our biggest word
anywhere from a few pages to
extensive research is involv
integrating data from the
in the form of charts an
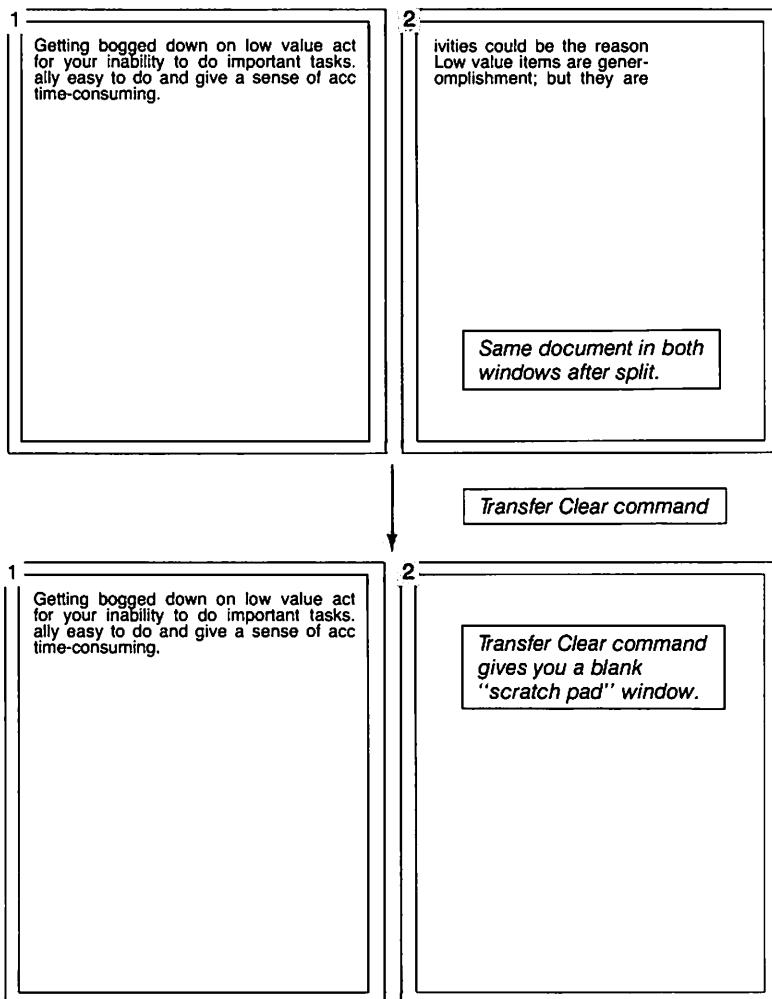
2. to move text between documents

    Open a second window and load the second document into it
    with the Transfer Load command. Scroll the windows sepa-
    rately to display the appropriate areas where you want to
    copy, delete, and insert text.

1

Document 1

Correspondence: Letters and memos, usually 1 or 2 pages in
length, with standard formats for the heading, body, and closing.

2

Document 2

During the last month we have been evaluating new word
processing programs for use in our department.

3. to use a second window as a scratch pad for notes to yourself while creating or editing a document

Open a second window, then use the Transfer Clear Window command to give yourself a clean, blank document in which to make notes.

1
Getting bogged down on low value act for your inability to do important tasks. ally easy to do and give a sense of acc time-consuming.

2
ivities could be the reason Low value items are gener- omplishment; but they are

Same document in both windows after split.

Transfer Clear command

1
Getting bogged down on low value act for your inability to do important tasks. ally easy to do and give a sense of acc time-consuming.

2
Transfer Clear command gives you a blank "scratch pad" window.

To open a window, use the Window Split command.

- Press (ESC), then (W), then (S).

- Press (H) for a horizontal window or (V) for a vertical window.

To clear a window, use the Transfer Clear Window command (clears a newly opened or active window).

- Press (ESC), then (T), then (C), then (W).

  If there are unsaved changes to the document in this window, Word asks you to confirm the loss of your changes.

To move to another window, use the NEXT WINDOW key.

- Press (F1).

To move to a footnote window, use the Jump Footnote command. The footnote window must already be open.

- With the cursor on a footnote reference mark, press (ESC), then (J), then (F).

When you are using more than one window, you may need to adjust their sizes so that you can display more text in one window or the other. Do this by moving the window borders.

To move a window border, use the Window Move command.

- Press (ESC), then (W), then (M).

- Enter the number of the window you are adjusting, the line number for the new bottom border, then the position for the new right border.

  Note that you adjust the size of a window in the bottom, right corner by moving the borders of its neighboring windows.

When you have finished viewing a window and want to retrieve the space for the remaining windows, close the window using the Window Close command. When you close a window, the contents are lost if you have not saved the window.

- Press (ESC), then (W), then (C).

The Glossary

If you use certain words, phrases, paragraphs, or pages repeatedly in one or more of your documents, you will find the glossary a helpful and time-saving feature. You abbreviate each word, phrase, and so forth into a short (up to 31 characters) mnemonic that you store in the glossary. To insert the text in your document you simply type the abbreviation, and press (F3). The text appears as you entered it in the glossary.

Word contains a glossary file named NORMAL.GLY that is available immediately for you to copy text into. A predefined glossary name, "page," is also available. Type page, and press (F3) to automatically number pages. (page) appears on the screen. When printing, Word replaces (page) with the appropriate page number.

To store text in the glossary, enter a glossary abbreviation, or name, in the command field when you use the Copy or Delete command. (If you use Delete, the text is stored in the glossary, but removed from the document. Copy stores text in the glossary without deleting it.)

• Use the Text Selection keys to select the text you want to store in the glossary.

• Press (ESC), then (C), and enter a glossary name in the COPY to command field.

To insert text from the glossary into a document, type the glossary name, and press the GLOSSARY key.

• Type the glossary name, and press (F3).

You can also use the Insert command in the Edit menu, and enter the glossary abbreviation in the command field.

• Press (ESC), then (I), and enter a glossary name in the COPY to command field. (Press an arrow key to display on the screen the names of all currently defined glossary names.)

You may also save the glossary on disk for use in a later session. A glossary that is not saved is lost when you quit Word or use the Transfer Clear All command. To save the glossary, use the Transfer Glossary Save command.

• Press (ESC), then (T), then (G), then (S), and enter a glossary filename.

Load a saved glossary file into Word at any time. The file merges with any glossary files already in Word. If any glossary name in the new file is identical to one in a glossary file already present, the new word replaces the old one. To load and merge a glossary file, use the Transfer Glossary Merge command.

- Press (ESC), then (T), then (G), then (M), and enter a glossary filename.

Managing Documents

Managing documents involves planning how and where to store documents — arranging diskettes in drives and working with long documents and more than one document at a time.

The size of any document is limited only by the amount of storage space available. When working with several documents at once, you must keep in mind on what diskettes the documents are stored. To make this easier, whenever possible, store all documents you will access at one time on a single diskette. Do this with your operating system commands. Leave room on the diskette for any additions to the documents and for backups of the documents.

If you are using Word and storing your documents on a hard disk, documents are always readily accessible.

If you are using a two-drive diskette-based system and need more than two diskettes, change diskettes as you work. It is safe to change diskettes in a drive only when you see one of the following messages on the message line:

Enter Y to retry access to filename

Enter filename

Enter filename or select from list

Changing disks at any other time endangers your documents.

Managing Long or Multiple Documents

You can store a long document in several files, treating the parts as separate documents. Break up the long document at logical points, such as chapters or format divisions. Use windows to view and edit the smaller documents (the parts of the large document).

Remember, though, that some aspects of a document depend on related aspects of its other parts. For example, numbered footnotes, and page numbers.

To make footnotes consecutive, number them by hand in each document after the first. You may also merge the parts into a single document before printing, using the Transfer Merge command.

To number pages consecutively throughout a document that is divided into smaller documents, use the Format Division command to set the starting page number for each part of the document.

* Load one of the small documents.

* Choose the Format Division command.

* Choose Start in the numbering command field, then, in the (Start) at command field, enter the page number at which you want this part of the longer document to start.

You may use the Print Repaginate command to assure that the last page number of the preceding part of the document is correct. When the command has finished, place the marker on the end mark, and use the Jump Page command. The number of the last page in your document appears as a prompt in the command field. The alternative is to count the page break symbols in the style bar.

Repeat these steps for each part.

Chapter 4   Formatting Documents

Word organizes documents into divisions, paragraphs, and characters. A character (or set of characters) is the smallest Word element. A paragraph, a block of one or more characters, words, or sentences, is the next level. A paragraph always ends with (ENTER). The division, any portion of a document (one page or the entire document) that uses a consistent format, is the highest level. You can format any of these elements, as follows:

character formatting determines how a set of characters looks in a document

paragraph formatting determines the basic layout of a paragraph

division formatting determines the overall look of a printed page

There are two ways to control formatting:

Direct   use the Format commands on the Edit menu or the Direct Formatting keys ((ALT) + a formatting key)

Indirect   attach predefined "styles" (from the style sheets) to the text

This chapter describes how to directly format your document and its parts using the Direct Formatting keys and the Format command.

Character Formats

When you write, you probably pay little attention to the appearance of characters, except perhaps to emphasize a word or phrase by underlining or using all capital letters. You might also rule through words to delete them in your drafts. With Word, you can modify the appearance of characters in many more ways than you can with a pencil or a typewriter.

All the changes you can make to the appearance of characters are part of character formatting. Character formats include: boldface, italics, underline, double underline, strikethrough, small capitals, superscript and subscript, font type, and font size (the height of the characters, usually measured in points).

Most character formats display on the screen. The way character formats appear in the printed document depends on the capabilities of your printer. If your printer cannot reproduce a particular character format, Microsoft Word makes an appropriate substitution. For details, see Appendix A, "Printing Documents With Word."

Changing Character Formats

Initially, characters have a "normal" format without any special attributes.

You can change the appearance of characters as you type the text or, later, as you edit. Character formats are cumulative: you can apply more than one to the same character.

To format characters as you type:

- Press the desired Direct Formatting key combination (hold down (ALT), and press the appropriate key), or use the Format Character command.

- Type the text.

- Hold down (ALT), and press the space bar to return to the normal character format.
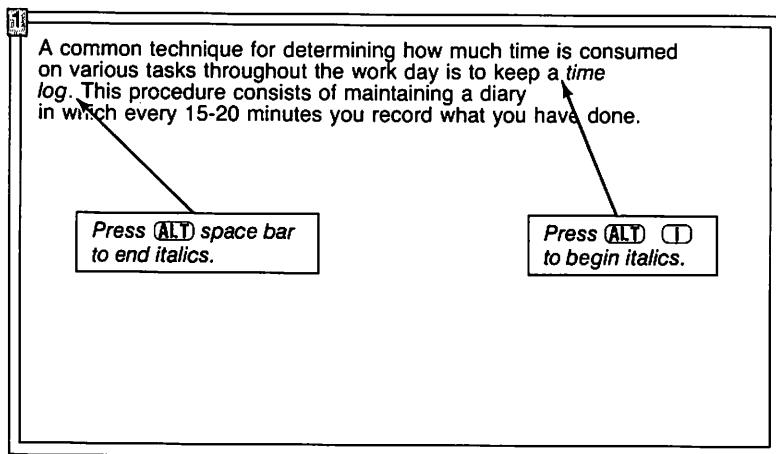
To change the format of existing characters:

- Select the characters.

- Hold down (ALT), and press the desired key, or use the Format Character command.

Exception: If you select a single character only, you must press the Direct Formatting key combination twice.

To remove character formats:

• Select the characters.

• Hold down (ALT), and press the space bar to return to the normal character format.

A common technique for determining how much time is consumed on various tasks throughout the work day is to keep a *time log.* This procedure consists of maintaining a diary in which every 15-20 minutes you record what you have done.

Press (ALT) space bar to end italics.

Press (ALT) (I) to begin italics.
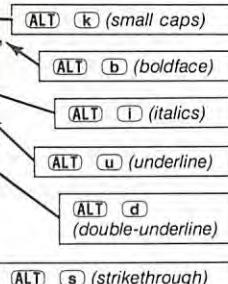
Italics, Underline, Boldface, Strikethrough, Double Underline and Small Capitals

Character formats can be assigned with an (ALT) key combination or with the Format Character command, and, like the italics shown above, can be assigned as you type or as you edit.

It is easy to format characters with the ALT key. First, you **select** the characters you want to format, then you simply press the appropriate key combination. The changes appear like *magic*. Document titles, such as Quick Reference Guide, may be underlined or even double-underlined. And to show intended deletions by the party of the first part on behalf of the party of the second part, ~~strikethrough~~.

ALT k *(small caps)*

ALT b *(boldface)*

ALT I *(italics)*

ALT u *(underline)*

ALT d
(double-underline)

ALT s *(strikethrough)*
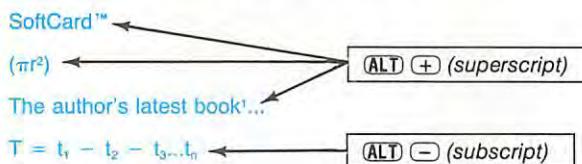
The fields in the Format Character Command are illustrated in the figure below.

FORMAT CHARACTER bold: Yes No   italic: Yes No   underline: Yes No
strikethrough: Yes No   uppercase: Yes No   small caps: Yes No
double underline: Yes No   position: Normal Superscript Subscript
font name: font size:

Superscripts and Subscripts

Superscripts and subscripts are useful for footnote reference marks, mathematical equations, chemical formulas, and for other special characters that must be above or below the line.

These position formats are assigned in the same ways as the appearance formats: with (ALT) or with the Format Character command, either as you type or as you edit.

SoftCard™

(πr^2)

The author's latest book[1]...

ALT + *(superscript)*

$T = t_1 - t_2 - t_{3}...t_n$

ALT − *(subscript)*

Paragraph Formats

The text of a document is laid out on a page in lines of varying length and alignment. When you are writing, you probably will make some changes to line length, either by indenting the lines at the left or right ends, or simply by starting a new line before you reach the right edge of the paper.

Paragraph formats include: new paragraphs, new lines, right and left justification, centering, indenting, and line spacing.

When writing with Microsoft Word, think of a paragraph in terms of how the lines look — justified, centered, or indented, single-spaced or double-spaced, and so forth. Whenever you make any of these changes, begin a new paragraph. In addition, Word treats headings for sections of a document and the text of footnotes and running heads as paragraphs.

Begin a new paragraph when you want to:

    start a new paragraph normally in the course of your writing

    create a heading for a section of a document

    split a paragraph into one or more paragraphs

    indent text from either or both margins

    change the length of lines temporarily

    change line spacing

    change alignment of text within lines (for example, flush left, centered, justified, or flush right)

To begin a new paragraph:

• Position the cursor where you want the new paragraph to begin, and press (ENTER).

The new paragraph will have the same formats as the previous paragraph; the formatting is stored with the paragraph mark at the end. The paragraph mark can be selected and deleted, or copied just like a character. The end mark can also serve as a paragraph mark. You can make the paragraph mark visible by selecting visible on the Options command menu.

Although you can generally see the formats of a paragraph on your screen, there may be times when you want to see the paragraph marks or the line breaks that the document will have when printed. To see these formatting symbols, choose the Options command and then choose Printer in the display command field.

When you start Microsoft Word, the following paragraph formats are in effect:

lines are aligned flush left (not justified)

lines are not indented from the left or right margin

lines are single-spaced

there is no blank space between paragraphs

page breaks are allowed within a paragraph

To format a paragraph as you type:

• After you start the paragraph, press the desired Direct Formatting keys, or use the Format Paragraph command.

• Continue typing the paragraph. The paragraph and each succeeding paragraph will have the format you assigned.

To change the format of an existing paragraph:

• Place the cursor on any text within the paragraph; or select several paragraphs.

• Press the desired Direct Formatting keys, or use the Format Paragraph command.
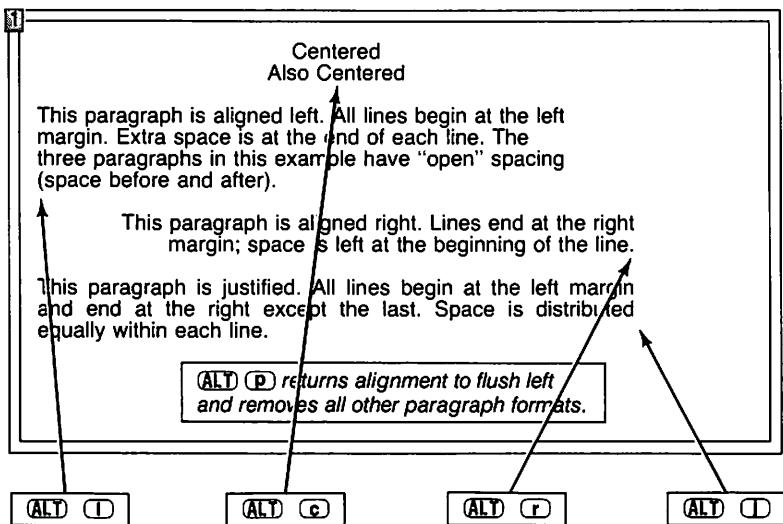
You do not need to select the entire paragraph. Word assigns the formats to the paragraph mark at the end of the paragraph containing the cursor. If you select more than one paragraph, Word assigns the formats to the paragraph marks at the ends of all selected paragraphs.

Paragraph Alignment: Justified, Centered, Left, and Right

Paragraph alignment positions the text within the available line width. Often, a line of text does not fill the available space because of word wrapping or beginning a new line. Decide where the extra space will go by setting the alignment.

To define paragraph alignment in your documents:

- Place the cursor in the paragraph.

- Use the Format Paragraph command, choosing one of the alignments in the alignment command field, or use the Direct Formatting keys for the paragraph alignment you want.

Indenting and Hanging Indents

Sometimes you will want to indent one or more lines. Rather than change the margins, you can choose the exact measurement by which to indent them. Word initially sets the indents (measured from the margins) at 0.

Each paragraph has three indents: left, right, and first line:

the left indent is the distance from the left margin to the beginning of the line

the right indent is the distance from the right margin to the end of the line

the first line indent is either negative or positive. If it is negative, it is indented less than succeeding lines. If it is positive, it is indented more

Format Keys **Format**
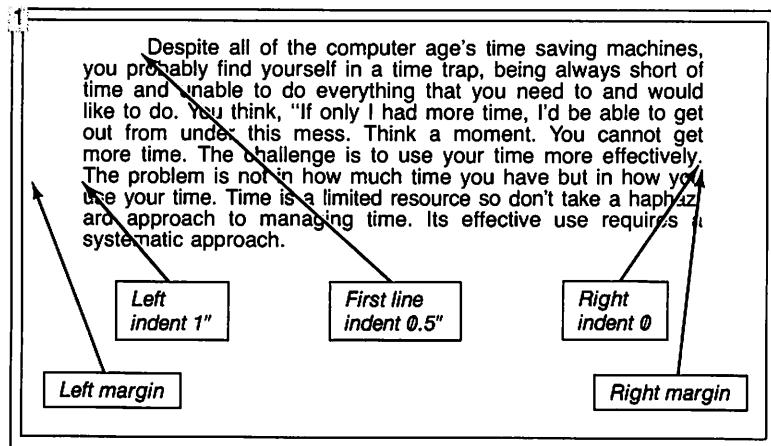
(ALT) (f)   Set first line indent ½ inch

(ALT) (n)   Increase left indent (next) ½ inch

(ALT) (m)   Decrease left indent ½ inch

(ALT) (t)   1-inch hanging indent and tab

(ALT) (p)   Normal paragraph

Despite all of the computer age's time saving machines, you probably find yourself in a time trap, being always short of time and unable to do everything that you need to and would like to do. You think, "If only I had more time, I'd be able to get out from under this mess. Think a moment. You cannot get more time. The challenge is to use your time more effectively. The problem is not in how much time you have but in how you use your time. Time is a limited resource so don't take a haphazard approach to managing time. Its effective use requires a systematic approach.

Left indent 1"

First line indent 0.5"

Right indent 0

Left margin

Right margin

Line and Paragraph Spacing

Line spacing is the spacing between lines; paragraph spacing is the spacing between paragraphs.

You can, if you wish, use (ENTER) to begin new lines and to insert blank lines between paragraphs as you would on a typewriter. This is useful for quick preparation of documents you do not plan to format extensively. However, if you make frequent use of the formats described in this chapter, it is best to space lines and paragraphs as described below. By doing so, you avoid unexpected and undesired extra space when you change formats or styles.

Double-space lines and open paragraph spacing using the Direct Formatting keys. More precise control over line and paragraph spacing can be achieved through the Format Paragraph command. You can give line and paragraph spacing in either points (pt) or lines (li).

Line Breaks and Nonbreaking Spaces

Sometimes you may need to begin a new line at a particular place within a paragraph, such as when you are making a block address or a table. To begin a new line without starting a new paragraph use the NEWLINE key, (SHIFT) (ENTER).

There may also be times when you do not want a line break between two words: for example, it may seem impolite to break a person's name at the end of a line. For these cases, Word provides a nonbreaking space (CTRL) space bar.

For further information, contact my colleague, John Brown.

To prevent this line break, use (CTRL) space bar instead of just space.
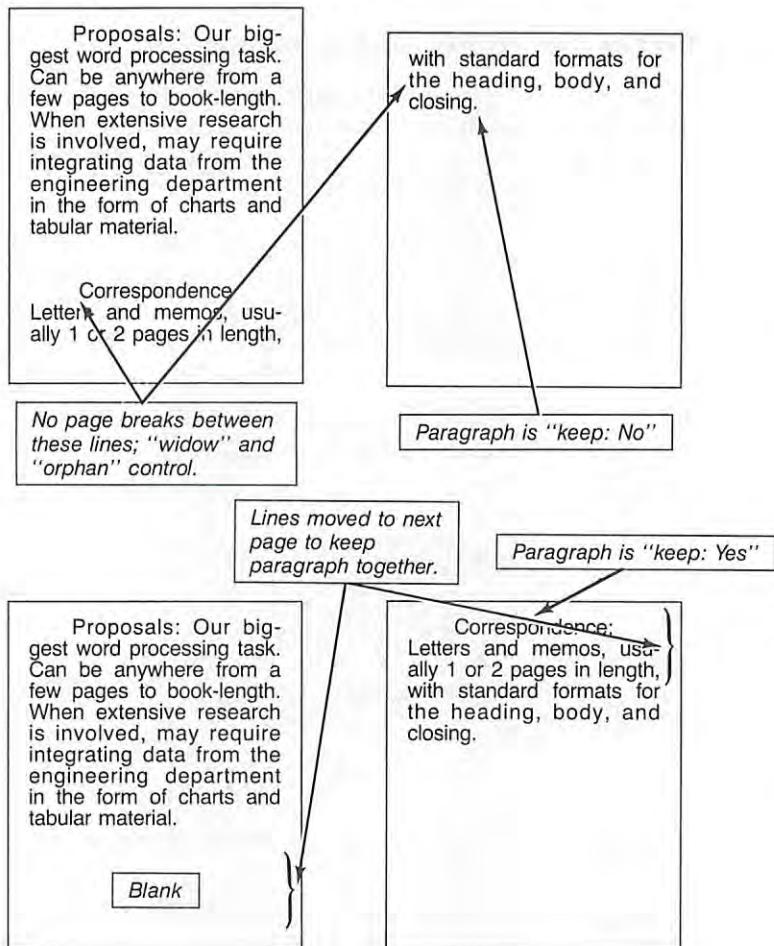
For further information, contact my colleague, John Brown.

Note: A non-breaking space cannot be enlarged for justifying a line; this kind of space is treated the same as letters or numbers.

Keeping a Paragraph on One Page

If there is only enough room left on a page for the first line of a paragraph, Microsoft Word will begin the paragraph on the next page. If there is room on the page for all but the last line of a paragraph, Word will put the last two lines of the paragraph on the next page. Otherwise, Word puts as many lines on a page as will fit, then begins a new page.

To prevent a page break from occurring within a paragraph, choose Yes in the keep field of the Format Paragraph command. If there is not enough room on the page for the whole paragraph, Word will move it to the next page.

Proposals: Our biggest word processing task. Can be anywhere from a few pages to book-length. When extensive research is involved, may require integrating data from the engineering department in the form of charts and tabular material.

Correspondence Letters and memos, usually 1 or 2 pages in length,

with standard formats for the heading, body, and closing.

No page breaks between these lines; "widow" and "orphan" control.

Paragraph is "keep: No"

Lines moved to next page to keep paragraph together.

Paragraph is "keep: Yes"

Proposals: Our biggest word processing task. Can be anywhere from a few pages to book-length. When extensive research is involved, may require integrating data from the engineering department in the form of charts and tabular material.

Blank

Correspondence: Letters and memos, usually 1 or 2 pages in length, with standard formats for the heading, body, and closing.

Joining and Splitting Paragraphs

The paragraph breaks you put into your document may need to be changed.

To join two paragraphs, delete the paragraph mark separating them:

- Place the cursor on the first character of the second paragraph.

- Press (**BACKSPACE**).

- Press the space bar to put space between the two sentences where the paragraphs are joined.

Note that when you join two paragraphs, the new paragraph will have the paragraph formats of the second paragraph.

To split one paragraph into two, insert a paragraph mark:

- Place the cursor on the first character of the second paragraph. Press (**ENTER**).

Note that when you split a paragraph, the two new paragraphs each have the same paragraph formatting as the original paragraph.

Hyphens

Word lets you control hyphenation of words. You can use three types of hyphens: hyphens that separate words like spaces (normal hyphens — press the hyphen on the keyboard); hyphens that separate words that should not be separated, such as a name (non-breaking hyphens — press (**CTRL**) (**SHIFT**) and a hyphen); and hyphens that separate two parts of a single word when it is divided at the end of a line (non-required hyphens — press (**CTRL**) and a hyphen).

Justification using hyphens can be a time –
consuming task.

> *Normal hyphen;*
> *type a hyphen (–)*

If a name is hyphenated, such as
Smith – Jones, you don't want a line
break at the hyphen. You also don't
want a break for negative numbers,
–20.23 points on the stock market,
for example.

For some long words, such as phototype –
setter, you may want to hyphenate only if
they fall at the end of a line.

Non-breaking hyphen;
type (CTRL) (SHIFT) (–)

Non-required hyphen;
type (CTRL) (–)
(invisible until needed).
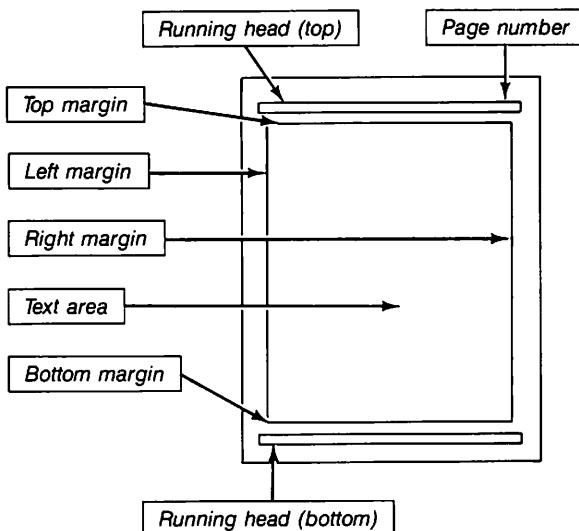
Deleting Hyphens

To delete a hyphen, delete as you would any other character. Because non-required hyphens may be invisible, this may require some additional maneuvering. To delete a non-required hyphen:

- Choose Yes in the visible command field of the Options command, then select and delete the hyphens.

Division Formats

Format Division commands control your page layout. Division breaks occur when you change the page layout. Division formats include: page size, margin sizes, page numbers (placement and type), number and arrangement of columns, and placement of footnotes and running heads.

| Running head (top) | Page number |

Top margin

Left margin

Right margin

Text area

Bottom margin

Running head (bottom)

Because division formats affect how pages look when they are printed, only a few of the division formats affect what you see on the screen.

When to begin a New Division

Begin a new division when you want to:

start a title page, table of contents, main text, bibliography, index, and similar parts of documents

change the placement of the page number

change the page numbering sequence

change the format of the page number (for example, Arabic to Roman)

change the width of the margins

change the number or arrangement of columns of text on a page

change the location of the running head area on the page

You do not begin a new division to change the margins temporarily, as for an indented paragraph. Set indentations on a paragraph-by-paragraph basis.

Starting a New Page

Although Word breaks pages for you automatically, there are times when you want to ensure the start of a new page. To force a page break:

• Press the NEW PAGE keys, (CTRL) (SHIFT) (ENTER).

This starts a new page with the same page layout (division formats) as the preceding page.
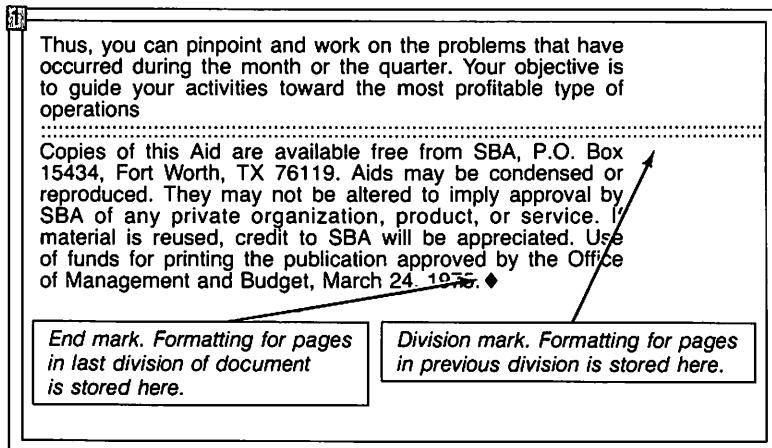
Beginning a New Division

To begin a new division:

• Place the cursor where you want the new division to begin.

• Press the NEW DIVISION keys, (CTRL) (ENTER).

This inserts a division mark — a line of colons extending across the screen — which stores the formatting for the **preceding** division. The division mark can be selected and deleted like a character. The end mark can also act as a division mark (and does when the document has only one division, created with the default attributes).

A new division has the same page layout as the previous division, excluding the text of the running heads. You can, of course, change division formats at any time with the Format Division command.

Thus, you can pinpoint and work on the problems that have occurred during the month or the quarter. Your objective is to guide your activities toward the most profitable type of operations

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End mark. Formatting for pages in last division of document is stored here.	Division mark. Formatting for pages in previous division is stored here.

Initial Division Formats

When you start Microsoft Word, the following division formats are in effect:

Paper length	11	inches
Paper width	8.5	inches
Gutter width	0	inches
Margins: top	1	inch
bottom	1	inch
left	1.25	inches
right	1.25	inches
Number of columns	1	

Page numbers continue from the end of the previous division (first page of document will be page 1).

Page numbers are located at 0.5 inches from the top of the sheet and 7.5 inches from the left edge.

Page numbers will be Arabic numerals.

The division begins a new page.

Running heads are located 0.5 inches from the top or bottom of the sheet.

If you will be printing a single column of text on standard 8.5 inch by 11 inch paper and the margins above are acceptable, you may not need to change division formats.

Changing Division Formats

To change division formats:

• Place the cursor on any text within the division you want to format. Use the Format Division command, filling in the appropriate responses in the command fields.

Measurements

For many Format command fields you need to enter a measurement. The message line shows:

Enter a measurement

Enter a measurement in any of the various measures recognized by Word: inches, centimeters, points, 10 pitch, 12 pitch, or lines. Type the number followed by an abbreviation from the list below. All measurements may be decimal fractions.

in	Inches
"	Inches
cm	Centimeters
p10	Character positions in a 10 pitch font (there are ten p10s per inch)
p12	Character positions in a 12 pitch font (there are twelve p12s per inch)
pt	Points (there are 72 points per inch)
li	Lines (one line is 12 points); can be used for vertical measurements only. Specifying lines is an easy alternative to entering point measurements for vertical spacing. For finer measurements, use points instead of lines.)

Microsoft Word recognizes both 2 cm and 2cm (a space is not required). No abbreviations other than those in the list above are valid; type the abbreviation exactly.

If you type a number with no abbreviation, Microsoft Word will assume you mean the unit specified in the measure command field of the Options command, which is initially set to inches.

Page Length and Width

Word needs to know the size of paper the document will be printed on to determine the amount of text that can fit on a page. Change the measurements for page length and width only if the paper you will print on has measurements that differ from the measurements shown in the page length and width command fields of the Format Division Command.

FORMAT DIVISION break: Cont Column Page Odd Even

page length:	width:	gutter width
pg #:Yes No	from top:	from left:
numbering: Cont Start	at:	format: 1 l i A a
margin top:	bottom:	left: right:
# of cols:	space between:	footnotes: Same-page End
running head pos	from top:	from bottom:

The maximum length of a page is 22 inches; the number of lines is determined by the paragraph and line spacing used.

Maximum width is 22 inches or 254 characters, whichever is smaller.

Margins

All four margins (top, bottom, left, right) are measured from the corresponding edge of the paper toward the text area.

In addition, you can specify a "gutter width" for double-sided documents. In Word, the gutter width measurement means extra space added to the left side of odd-numbered pages and the right side of even-numbered pages to allow for binding. If you are printing only on one side of the paper, you can simply add the extra space to the left margin measurement.

The relationship between the page length, width, and gutter width fields and the margin fields in the Format Division command determines the maximum possible line length and depth of text that can fit on the page.

Page Numbers

Microsoft Word can number pages as it prints. The numbers appear on the printed copy but do not show on the screen. This can be done either by choosing Yes in the pg # command field of the Format Division command, or by typing the special glossary entry page and pressing (F3), which displays as (page), in a running head.

You specify the exact position of page numbers and of running heads, so you need to plan the page layout to coordinate their positions with that of the text.

Generally, running heads and page numbers should have position measurements that are at least ⅙ inch smaller than the top or bottom margin measurements. To coordinate page numbers and running heads, see the "Running Heads with Page Numbers" section in Chapter 5, "Tabs, Running Heads, and Footnotes."

Page breaks are represented in the selection bar (between the text and the left window border) with the symbol ›› , which shows where each new page began when the document was last printed. These page breaks do not necessarily reflect the next printing. To repaginate your document before printing, use the Print Repaginate command. This command inserts page breaks that you can view on the screen before you print. This way you can check the page breaks and make adjustments if necessary.

Controlling How the Division Begins

There will be times when you do not want to start a new page but you do want to change the layout of the page and start a new division. For example, when you change the running head for a new section of a chapter, the new section may start in the middle of a page, but the running head for that section need not appear until the next page. Another example is when you print a document in multiple columns and you want to start a new column at a specific place. You will want the text to continue on the same sheet.

The break field of the Format Division command controls how the division begins.

Galleys

Galleys

New formats take effect on next page.

Division break:
Cont

Beginning　　10

Second　　11

Division break:
Column

Starts new column.

Blank

Division break:
Odd

Skips a page if last page is odd-numbered.

Page 11

Blank

Page 12

Blank

Page 13

87

Multiple Columns of Text
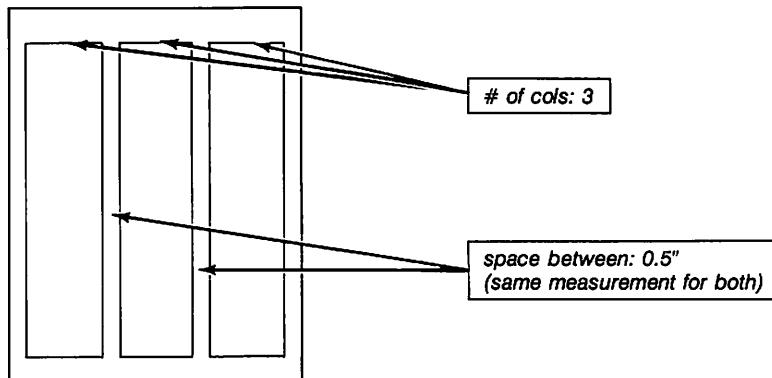
Microsoft Word can print text in as many columns as there is room for on a page. Normally, there is one column per page. When you specify more than one column, you will still see only one column on the screen, but when Word prints the document, each page will have the correct number of columns. In addition to specifying how many columns you want, you also need to specify how much space you want between them.

The Column Fields in the Format Division Command

FORMAT DIVISION break: Cont Column Page Odd Even

page length:	width:	gutter width
pg #:Yes No	from top:	from left:
numbering: Cont Start	at:	format: 1 I i A a
margin top:	bottom:	left: right:
# of cols:	**space between:**	footnotes: Same-page End
running head pos	from top:	from bottom:

In general, a comfortable width for text on a page is 6 inches. The initial division formats give you six inches of text on an 8.5 inches wide sheet. As you break the text into multiple columns, you will need to reduce the right and left margins to maintain 6 inches of text. For example, if you wanted to print in three columns of two inches each, you would specify margins of 0.75 inch each and space between columns of 0.5 inch (0.75 + 2 + 0.5 + 2 + 0.5 + 2 + 0.75 = 8.5). Note, however, that six inches of text is an optimum measure for an 8.5 inch sheet, not a fast rule for Word or for printing in general.

# of cols: 3

space between: 0.5"
(same measurement for both)

Chapter 5 Tabs, Running Heads, and Footnotes

Tab Stops

You can use the tab stops in several ways to align text and numbers. The tab stops are paragraph formats, so they may change from paragraph to paragraph.

The (TAB) key inserts a tab character, which Word expands so that the text aligns properly at the next tab stop. The tab character may appear to be several spaces wide, but it is always a single character.

You may use the preset tab stops, or you may set your own.

Preset Tab Stops

Word has tab stops preset at every one-half inch across the page. When you press (TAB), the cursor aligns with the next numbered tab stop to the right. Preset tab stops are always left-aligned. (See "Tab Stops You Set: Left, Right, Center, Decimal" for an illustration of a left-aligned tab stop.) Preset tab stops always follow the last set tab stop. For example, if you set a tab stop at 5.2 inches, the first preset tab stop will appear at 5.5; there will be no preset tab stops before 5.2 inches.

Viewing Tab Stops

You can see indents and tab stops for the current paragraph (where the cursor is) by turning on a "ruler."

To turn on the ruler:

• Use the Window Options command.

The ruler appears in the top border of the window. (The ruler also appears when you choose the Format Tabs command.)

Tab Stops You Set: Left, Right, Center, Decimal

Each paragraph can have its own tab settings, providing for maximum flexibility in creating tables. You can decide if you want to be able to give each line of a table its own tab stops. If you do, press (ENTER) at the end of each line of the table. If you want to be able to select the whole table as one paragraph, end each line with the NEW LINE keys, (SHIFT) (ENTER). Once you set a tab stop, the preset tab stops to the left of it are removed.

You can instruct Microsoft Word to fill tab characters with dots (.), dashes (−), or underlines (__) instead of blanks. Each tab stop can also have its own leader character format. For instance, you can connect one entry in a column to the next entry with a row of dots, as in a table of contents.

```
       ┌─────────────┐   ┌───────────┐    ┌──────────────┐
       │ Left tab stop │   │ Dot leader │    │ Right tab stop │
       └─────────────┘   └───────────┘    └──────────────┘
              │                  ╲               │
              ▼                  ╲               ▼
┌─┌ ········ 1 ···· L ··· 2 ········ 3 ········ 4 ········ 5 ········ 6 ······· R ···················· ]─┐
│                                                                                    │
│  Acknowledgements .............................. ix                                │
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│  Chapter 1.   The Social Context .................... 9                            │
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│                                                                                    │
│                                                                                    │
│                                                                                    │
│                                                                                    │
└────────────────────────────────────────────────────────────────────────────────┘
```

Setting, Clearing, and Moving Tab Stops

You set, clear, and move tab stops using the Format Tabs commands. To set the tabs for a paragraph, place the cursor in the paragraph.

To set, clear, or reset tab stops:

* To set a tab stop, use the Format Tabs Set command. Specify the position, alignment, and leader character of the tab stop. Tab stop positions are measured in units, rather than in columns or characters; for example, 4.1″ means the tab stop is 4.1 inches from the left margin.

* To clear a tab stop, use the Format Tabs Clear command. Type the position, or press ⊕ to move to the next (⊕ for previous) tab stop you want to clear.

* Press ⒺⓃⓉⒺⓇ.

* To clear all tab stops at once, use the Format Tabs Reset-all command.

To move a tab stop:

* Choose the Format Tabs Set command.

* Press ⊕ or ⊕ to move the highlight to the tab stop you want to move. Press ⒹⒺⓁⒺⓉⒺ.

* Move the highlight in the ruler to the new tab stop position.

* Press ⒺⓃⓉⒺⓇ.

Running Heads

The term "running head" is used in Word to refer to headings that appear at either the top or bottom of one or more pages.
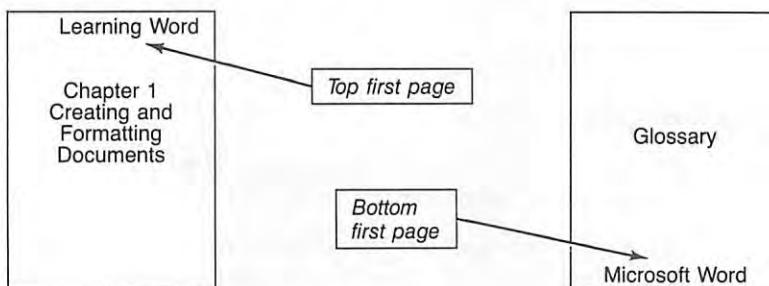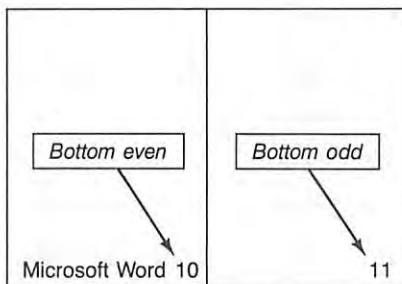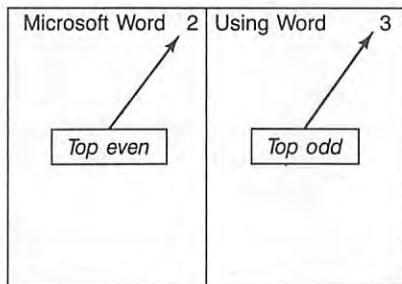
You can create running heads when you create a document, or later when you edit. Running head text may appear anywhere in the text of the division. It will be printed in the position you designate with the Format Running-head command.

Each division of a document has up to six different positions available for running heads:

> top or bottom of odd-numbered pages
>
> top or bottom of even-numbered pages
>
> top or bottom of the first page

Microsoft Word   2 | Using Word   3

Top even

Top odd

Bottom even

Bottom odd

Microsoft Word 10

11

Learning Word

Chapter 1
Creating and
Formatting
Documents

Top first page

Glossary

*Bottom
first page*

Microsoft Word

There is no limit on the length of a running head. A running head may include more than one paragraph.

To create a running head:

- Type the text of the running head as the first paragraph(s) of the document.

- Place the cursor in the paragraph containing the running head, or select the paragraphs if there are more than one.

- Choose the Format Running-head command.

- Choose where the running head will appear (Top or Bottom).

- Choose whether the running head will appear on odd pages, even pages or the first page.

- Press (ENTER).

Once a paragraph has been formatted with the Format Running-head command, a caret (´) appears beside it in the selection bar (left margin). The running head will appear in the document in the place you specified with Format-Running head, not where it appears in the text of the document. The running head remains in effect until the end of the division, or until you specify a new running head in the same position. You can edit or delete running heads as you would edit document text.

You can also change a running head back to normal text:

- Select the paragraph(s).

- Choose the Format Running-head command.

- Choose No in the odd page, even page, and first page command fields.

- Press (ENTER).

Running Heads With Page Numbers

You can include a page number in running head text. To include page numbers in running heads:

- Type page, and press (F3). When expanded, it displays as (page).

During printing, these entries are converted to the page numbers. You can control the exact position of the page numbers by controlling the position of the running heads.

If you include page numbers in running heads, the pg # field of the Format Division command will be overridden.

Positioning Running Heads on the Page
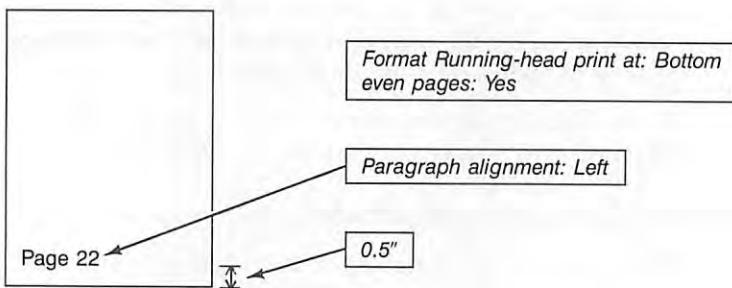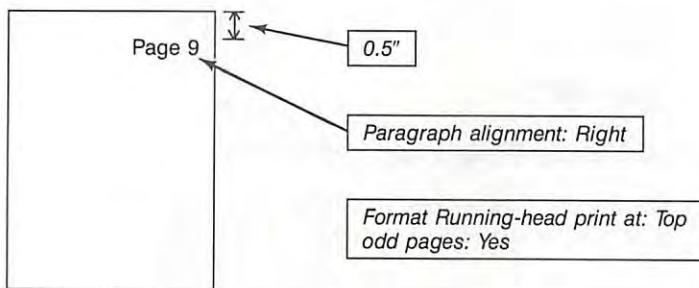
When you create a running head with the Format Running-head command, you specify the general position of the head — top or bottom; odd, even, or first. You can specify the precise vertical position of the running heads with the Format Division command.
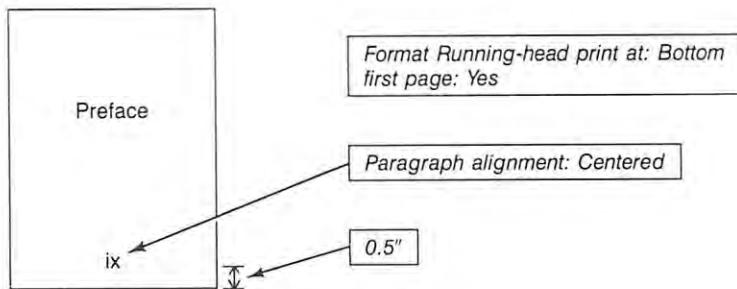
The vertical position is measured from the top (from top) of the page and the bottom (from bottom) of the page. Initially, running heads are positioned 0.5 inches from the top or bottom of the sheet.

Because running heads may have any number of lines, be sure to allow a large enough top or bottom margin to accommodate the full running head.

Generally, running heads and page numbers should have position measurements that are at least ⅙ inch smaller than the top or bottom margin measurements.

Horizontal positioning is controlled through paragraph formats assigned to the running head text. Indents in the paragraphs of running heads will be calculated from the edges of the page, not from the margin.

Page 9

0.5"

Paragraph alignment: Right

Format Running-head print at: Top
odd pages: Yes

Format Running-head print at: Bottom
even pages: Yes

Paragraph alignment: Left

Page 22

0.5"

```
┌─────────────────┐
│                 │        ┌──────────────────────────────────┐
│                 │        │ Format Running-head print at: Bottom │
│                 │        │ first page: Yes                    │
│   Preface       │        └──────────────────────────────────┘
│                 │        ┌──────────────────────────────────┐
│                 │        │ Paragraph alignment: Centered      │
│                 │        └──────────────────────────────────┘
│                 │              ┌────────┐
│   ix            │              │ 0.5"   │
└─────────────────┘              └────────┘
```

Footnotes

You can create footnotes when you create a document, or later when you edit. Microsoft Word stores footnotes at the end of the document. However, Word can print each footnote either on the same page as its reference or at the end of the division. If you wish, Microsoft Word will number the footnotes for you.

To create a footnote:

- Place the cursor to the right of the character position where you want the footnote reference to appear. (A footnote mark appears at the end of the material it references.)

- Choose the Format Footnote command.

- If you want Word to automatically number the footnote for you; leave the reference mark command field blank. If you want to specify the reference mark, type one or more characters. Any reference marks you type (including numbers) remain constant; you must manually update them if you add or delete footnotes.

Word jumps to the footnote text area at the end of the document text.

- Type the text of the footnote.

- Use the Jump Footnote command to jump back to the footnote reference mark in the text (or scroll up).

There is no limit on the length of a footnote. A footnote may consist of more than one paragraph.

To edit a footnote:

- Place the cursor on the footnote reference mark for the footnote you want to change.

You can use the Jump Footnote command to move to the next footnote reference if the cursor is not already on a reference mark.

• With the cursor on the footnote reference mark you want, use the Jump Footnote command to jump to that footnote's text. (You can also scroll to the end of the document.)

• Edit the footnote as you would edit document text.

• Use the Jump Footnote command to return to the footnote reference.

To delete a footnote:

• Press (DELETE) to delete the footnote reference mark. Word also deletes the footnote.

To move a footnote:

• Move the footnote reference as you would any other piece of text. With the cursor on the footnote reference mark, press (DELETE). Move to the right of the new material you want to reference, and press (INSERT). Word renumbers the footnotes for you.

The Footnote Window

The footnote window shows the footnotes whose references appear in the text window you are viewing. As you scroll the text window, the footnote window scrolls to show any footnotes referenced in the text window. Because the footnote window is essentially a window of the end of the document, you can also see the text of running heads in it.

To open a footnote window:

• Use the Window Split Footnote command.

The top border of the footnote window is a dashed line.

In the footnote window, you can see and edit footnotes (and running heads). You do not have to scroll or Jump to the end of the document where footnotes are stored. The footnote window is a convenience; it is **not** necessary to open a footnote window to create and edit footnotes.

The position of footnotes in the printed document is controlled by the footnotes field in the Format Division command. Same-page means that Microsoft Word places each footnote on the same page as its reference when printing the document.

End means that all footnotes referenced in a division are printed together at the end of the division. If the document has only one division, the footnotes are printed at the end of the document.

Exclusive use of a part of your home means that you must use a specific part of your home solely for conducting your business or in connection with your employment. If you use part of your home as your business office and also for personal purposes, you have not met the exclusive use test.[13]

Regular use means that you must use the exclusive business part of your home on a continuing basis. The occasional or incidental business use of a part of your home does not meet the regular use test even if that part of your home is used for no other purpose.

> footnotes:
> Same-page

_ _ _ _ _

[13]According to Publication 587: The taxpayer's use of the home office must be both regular and exclusive.

Chapter 6   Formatting With Style Sheets

Chapters 4 and 5 describe how to format text directly. This chapter tells you how to format documents using style sheets. While direct formatting is more than adequate for many purposes, the formats must be set and changed one by one. If you use a particular combination of formats repeatedly, and if you want to ensure consistent formats within and among documents, you will find Microsoft Word style sheets extremely helpful.
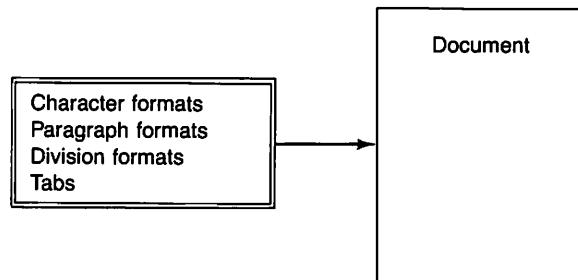
When you format directly, formats are stored with the text. When you format with styles, the name of a style is stored with the text. When you use styles, Word refers to a style sheet for formatting instructions. Each time word displays or prints a portion of text that has a style assigned to it, Word consults the currently attached style sheet to see how to format that particular text.

Thus, styles and style sheets make it very easy to change the look of an entire document. Because the formats are not stored with the document, you don't need to change the document itself. Instead, you simply redefine a style on a sheet or attach a different style sheet.

For example, while writing a document, you may want to print it out in double-spaced, single-column draft form, which could be called "draft style." After the document is completed, you may want to print it single-spaced with two columns per page, which could be called "article style." By attaching a different style sheet, you can change the draft style to article style without having to edit the document.
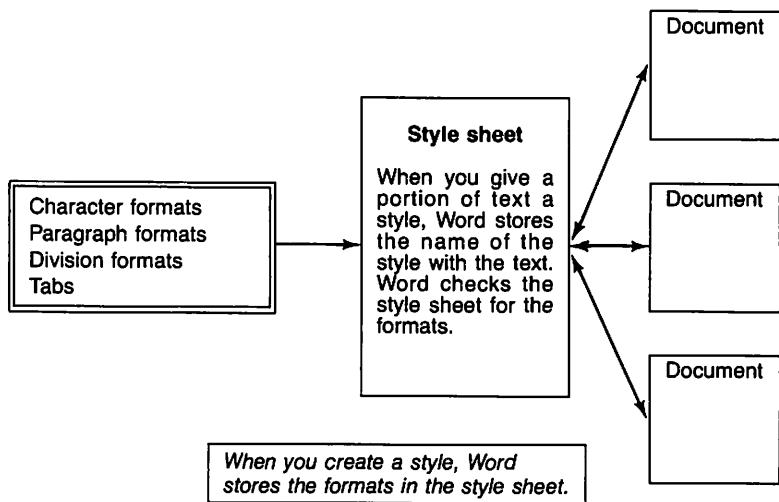
The following figure is a comparison of how formatting instructions are stored when you format directly and how they are stored when you format with style sheets.

Direct Formatting

Character formats Paragraph formats Division formats Tabs	→	Document

When you Format directly, Word stores the formats in the document with the text.

Formatting With A Style Sheet

Character formats Paragraph formats Division formats Tabs	→	**Style sheet** When you give a portion of text a style, Word stores the name of the style with the text. Word checks the style sheet for the formats.	Document Document Document

When you create a style, Word stores the formats in the style sheet.

Microsoft Word provides two style sheets for you to use. If the styles set up on these sheets are appropriate for your documents, you do not have to set up style sheets at all. Even if you want different styles, you may want to look at these first, then modify them or create your own style sheets later.

- Press (ESC), then (G) to go to the Gallery menu.

In the Gallery menu, the status line displays the name of the style sheet currently in effect (attached). If you do not have a style sheet attached, NORMAL.STY appears (in the bottom right corner). This is the default, no style sheet.

To see a directory of all style sheets currently available (on Drive A), use the Transfer Load command.

- Press (T), then (L), then any direction (arrow) key.
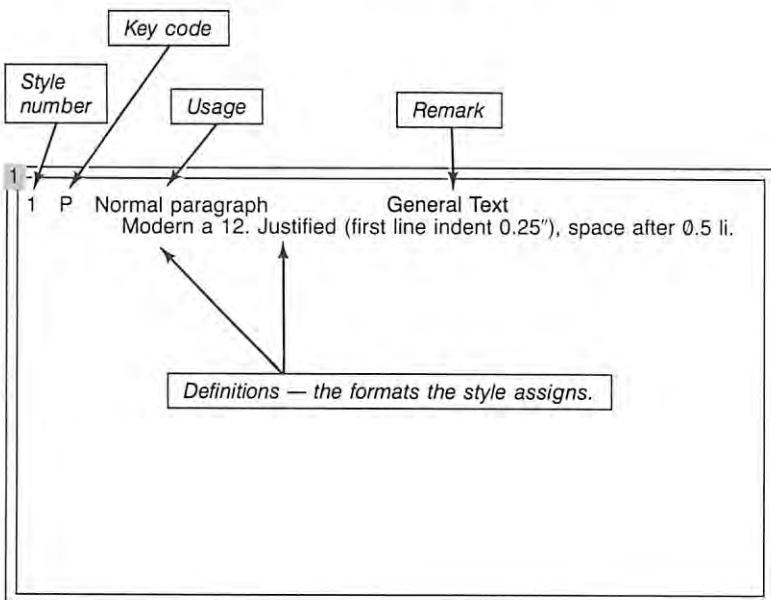
The available style sheet names display.

Type the name of the style sheet you want to load, and press (ENTER). (Note that you can load a style sheet from Drive B, even though only the style sheets in Drive A display in the list. Simply type the correct style sheet name.)

- Type ARTICLE.STY, and press (ENTER).

The first screen of styles for ARTICLE.STY displays.

The first style in ARTICLE.STY appears, for example:

The styles are numbered sequentially as you enter them. The key code is a one or two character code for the style. (Note that any two-letter key codes that start with the same letter as a single-character code will **not** be accessible.) You use the key code when assigning the style to your text. (You press (ALT), and the key code.)

Note that when a style sheet is attached to a document you must press (X) before you press the appropriate direct formatting key if you want to use direct formatting as well as the style sheet. Directly formatted text does not change if you change style sheets.

Usage is a name for the element of a document to which this style would be applied. The remark is for a non-technical reminder about the formats in this style. The definitions are created by you in much the same way as you do in the text, using the Format command.

* Load another style sheet into the gallery, or press (E) to return to the document (Edit).

    If you made any changes to the style sheet, Enter Y to confirm loss of edits to style sheet appears.

Note that loading a style sheet into the gallery does not attach it to your document. Use the Format Style Sheet Command to attach a style sheet to your document.

Creating Your Own Document Styles

To create a style you must first decide how you want your documents to look; then you can define styles for that look.

Plan the whole design of your document — what kind of page layouts you will need, what kinds of paragraphs, tables, headings, and so forth. Then use your design to choose the name elements as well as the formats in a logical and consistent manner.

Creating and changing a style involves two steps: first, naming the style; then defining the style. The name is a way to refer to the style and has four elements: key code, usage, variant, and remark. The definition is a list of direct formats that the style assigns to text.

To name a new style, use the Insert command in the Gallery menu. To define the formatting for a style, use the Format command in the Gallery menu. (If you want to change the name of a style, use the Name command.)

The examples in the following section illustrate and explain in detail how to use the Insert and Format commands in the Gallery menu to create new styles. You will create styles for the three elements of a document, characters, paragraphs, and divisions. Each section provides additional details about each of the command fields.

Creating a Character Style

A character style assigns formats to characters. Use the following steps to create a style for footnote reference marks. You name the style first (key code, usage, variant, remarks), then you define it (assign the formats).

First, name the style:

1. Choose the Gallery command to move to the Gallery menu.

2. If the gallery contains a style sheet, use the Transfer Clear command.

3. Choose the Insert command.

   The braces in the key code command field mean that you can simply insert a style from the scrap, by pressing (INSERT). To create a new style, enter responses in the command fields.

4. Assign a key code.

   In the key code command field, enter one or two characters.

   • Type fr, and press (TAB) to move to the next command field.

   Choose characters for the key code that suggest to you what this style does. In this case fr is meant to suggest "footnote reference."

Avoid key codes that begin with x. After you attach a style sheet to a document, you use x to directly format text. For example, (ALT) (b) (boldface character format) becomes (ALT) (x) (b) after you attach a style sheet. If you create a style with x as the first character of the key code, you can no longer use the direct formatting keys with a document that uses that style sheet. (You can still get Help by holding down (ALT) pressing (x), then (h).)

5. Define the usage.

In the usage command field, enter a style usage.

Choose a usage from the list, which you can display by pressing one of the direction keys. Then you can select a usage by moving the cursor to the one you want. As you move the cursor to a usage, it is highlighted. It also appears in the usage command field. (You can type in the usage name, but selecting from the list saves keystrokes and ensures accuracy.) You must choose one of the listed usages.

The usage names are shown in three groups. The top group lists character usages, the middle group lists paragraph usages, and the bottom group lists division usages. Select a usage based on the element of a document for which you wish to create a style. The names are meant to suggest the element of a document to which the style would be applied. See "Suggestions About Usages and Variants" in this chapter.

• Select Footnote reference from the list. Press (TAB) to move to the next command field.

You now have the minimum necessary to name a style — a key code and a usage. If you carry out the Insert command now, by pressing (ENTER), Word uses a as the response in the variant command field and leaves the remark command field blank. The steps below explain these two parts of a style name.

6. Enter a variant.

In the variant command field, enter a style variant.

Display the list of variants by pressing one of the direction keys. Then you can select a variant by moving the cursor to the one you want. As you move the cursor, the variant also appears in the variant command field. (Of course, you can type the variant.)

Using the list lets you see how many variants are available for the usage you have selected and whether the variants are letters, numbers, or both. If you do not give a variant, Word selects variant a for you (or 1 if there are no letter variants). If you have already created a style for variant a for the usage you choose, choose a different variant.

Like the usage names, variants are meant to be used to suggest what the style would be applied to. See "Suggestions About Usages and Variants" in this chapter.

- Select a from the list. Press (TAB) to move to the next command field.

7. Enter a remark.

In the remark command field, enter a reminder to yourself about the formats to which the style applies. The reminder is necessary only if a departure is made from the standard usage. Because the footnote reference usage name is clear, you can ignore this field.

8. Carry out the Insert command.

- Press (ENTER).

The style name is inserted into the gallery and appears on the screen as follows:

```
1 ┌──────────────────────────────────────
  │ 1  fr  Footnote reference a
  │         Modern a 12.
  │
  │
  │
  │
  │
  │
  │
  │
  │
  │
  │
  │
  └──────────────────────────────────────
```

You created a name for a new character style. Now you need to define the style, using the Format command. One benefit of defining a footnote reference style is that Word will always use it to format footnote references as you create them, without your assigning the style explicitly. (This is also true for the Footnote paragraph usage.)

1. Choose the Format command.

   Word displays the Format Character command fields. Word displays the appropriate command fields, according to the type of usage you choose for the style. "Footnote reference" is a character usage; therefore, Word displays the Format Character menu.

2. In the position command field, choose Superscript. Press (TAB) to move to the next command field.
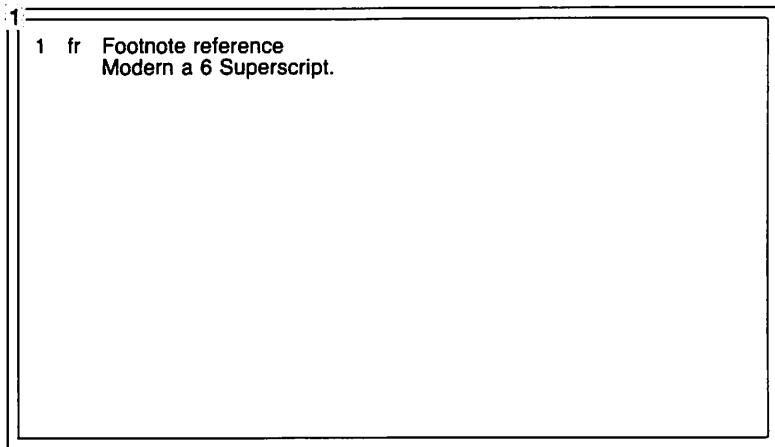
   This response raises the footnote reference characters one-half line.

3. In the font size command field, type 6.

   This response prints the footnote reference characters at half the size of the text characters (assuming that the text is printed in 12 point size, which is the initial response in the font size command field).

4. Carry out the Format Character command, by pressing (ENTER).

The style now has a definition, which appears on the screen as:

```
1
  1  fr  Footnote reference
         Modern a 6 Superscript.
```

The style is complete. It will format footnote reference marks to be raised by one-half line and printed in 6-point type size.

Character styles are most useful when you want to include more than one character format in the definition. For example, the footnote reference style you just defined includes two character formats: superscript and font size. As another example, you could define a style for the trademark characters, TM, that formats the characters as small capital letters and superscript. The style format key would assign both formats at once. If you used direct formatting keys, you would have to assign one format, then the other.

Note that for trademarks there is no usage that fits precisely. One good alternative would be to use superscript variant 2, with the appropriate remark.

As you saw in Chapter 4, many of the character formats are already available individually as direct formats. However, there is an advantage to defining styles for individual character formats, like boldface or italics, under the character usage "Emphasis." The advantage of this is that you can later redefine what you want an emphasis style to be (from underline to italics, for example) without having to change the document in any way. The benefit of this increases as the number of documents using the style increases.

Creating a Paragraph Style

A paragraph style controls line layout — indentations, vertical spacing, and so forth. In addition, a paragraph style can include in its definition tab stop settings and a character style for "normal" characters (characters that have no character formats otherwise specified for them).

Creating a paragraph style follows the same steps as creating a character style. Here's an example of a paragraph style that could be used to format long quotations that appear in a document.

First, name the style:

1. Choose the Insert command in the Gallery menu.

2. In the key code command field, type q1, and press (TAB).

3. In the usage command field, display the list of usages (press a direction key), and select Quotation, then press (TAB).

4. In the variant command field, display the list of variants, and choose variant a, then press (TAB).

5. In the remark command field, type Extended Quotation.

6. Carry out the command, by pressing (ENTER).

Now that the paragraph style is named, you can define it with the Format command, as the following example shows.

1. Choose the Format command.

   Instead of command fields, you will see a subcommand menu:

   FORMAT: Character Paragraph Tabs

   Each of these subcommands can be used to define part of a paragraph style. This example uses two of these subcommands, Character and Paragraph.

2. Define the paragraph formats.

   • Choose Paragraph from the Format menu. (Press (P).)

     Word now shows you the Format Paragraph command fields.

   • In the alignment command field, choose Justified.

     This will give your extended quotations a "block" look.

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- In the left indent command field, type 1

The left indent is the distance from the left margin to the left edge of the text. This response will indent the paragraph 1 inch.

- In the right indent command field, type 1

The right indent is the distance from the right margin to the right edge of the text. This response will indent the paragraph 1 inch.

- In the space before command field, type 2

Space before leaves blank space between the end of the previous paragraph and the paragraph you are formatting. Choosing 2 lines here sets this paragraph apart from its neighbors even more than the usual one line of space between paragraphs. One line equals 12 points.

- In the space after command field, type 1

Space after adds blank space at the end of a paragraph. You want to separate the paragraph from its neighbors with extra space, but you do not want to alter the normal format of paragraphs of body text. If you decide to remove the special paragraph later, you will not have to change the adjacent normal paragraphs in any way.

Carry out the Format Paragraph command, by pressing (ENTER).

These formats appear on the screen, as follows:

```
1
  1  fr   Footnote reference a
           Modern a 6 Superscript.

  2  q1   Quotation a      Extended Quotation
           Standard (modern a) 12. Justified, Left indent 1", right
           indent 1", space before 2 li, space after 1 li.
```

3. Define the character formats:

- Choose the Format command again, then the Character
  subcommand.

- In the font name command field, use the proposed re-
  sponse (modern a).

  The actual font Word will use to print the document will
  depend on the printer you use. See Appendix A, "Printing
  Documents with Word," for details.

- In the font size command field, type 9.

  This response determines the point size the characters will
  be printed in. Generally, extended quotations appear in a
  slightly smaller type size than the surrounding body text. If
  the printer does not have the correct size, a suitable substi-
  tution will be made.

  Carry out the Format Character command.

You now have a paragraph style suitable for formatting paragraphs
in extended quotations.

Creating a Division Style

A division style controls page layout — page size, margins, placement of page numbers and running heads, and so forth.

The procedure for creating a division style is identical to creating a character or paragraph style. The following example creates and defines a style for a three-column page format.

First, name the division style:

1. Choose the Insert command in the Gallery menu.

2. Fill in the Insert command fields as follows:

```
INSERT key code: c3     usage: Normal division      variant: 3
            remark: Three column page format
Enter text
GALLERY { }                    ?  98% Free        Microsoft Word: example.sty
```

The key code, c3, suggests 3 columns.

The usage, Normal division, is a format you would probably use in body text because you might format a whole document in three columns. So, this style is one variation of normal page layout.

The variant, 3, suggests a three-column format.

Here's where a remark is extremely helpful. Even through "c3" can suggest three columns, it might suggest something else, such as a "continuous" division break. To eliminate ambiguity, type a remark that explains the style, Three-column page format.

3. Carry out the Insert command, by pressing (ENTER).

Notice on the screen that the Normal division style has a lengthy definition already. These are the initial division formats for Normal division styles. You can easily change this definition with the Format command.

1. Choose the Format command.

Word shows you the Format Division command fields.

2. Edit the following Column command fields so that the responses appear as shown below:

left: 0.75"

Reducing the margins gives more space for text; the columns will not be so narrow. This left margin and the following right margin together give as much horizontal space for text as 1.25" gives for one column page layout (8.5-0.75-0.5-0.5-.75 = 8.5-1.25-1.25).

right: 0.75"
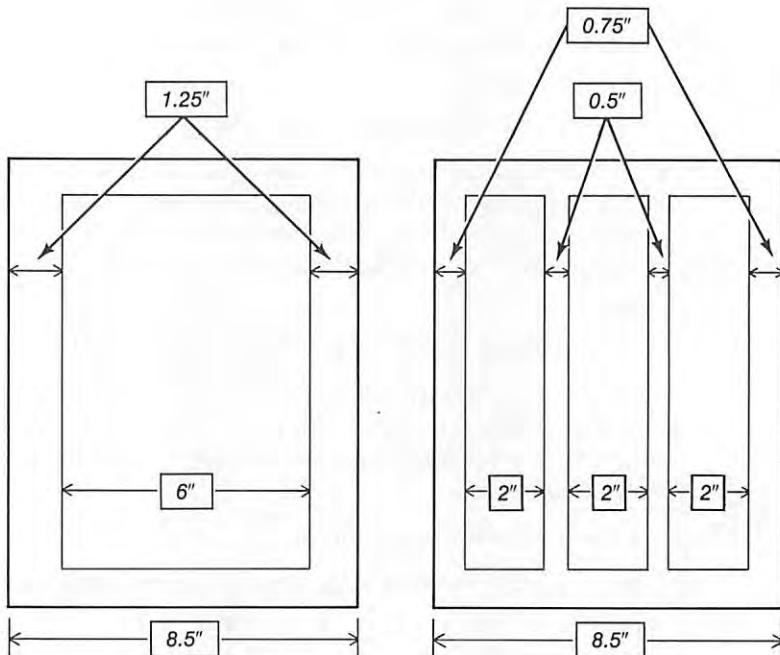
# of cols: 3

space between: 0.5"

Note that the space between all columns will be the same.

3. Carry out the Format Division command, by pressing (ENTER).

You now have a division style suitable for printing a document in three columns.

Editing and Saving Style Sheets

Style sheets are like document text. Any changes you make will be lost unless you save the changes with the Transfer Save command.

When you save the styles you have defined in the gallery, you create a style sheet. You can then use the Format Style Sheet command to attach that style sheet to a document. If the document already has a style sheet attached to it, the new style sheet replaces it.

To save a style sheet:

• Use the Transfer Save command in the Gallery menu.

You can load a style sheet into the gallery for editing with the Transfer Load command. The style sheet need not be attached to the document you are currently editing. This way you can create and change style sheets independently from specific documents. When you have finished editing a style sheet, save it with the Transfer Save command.

After loading an unattached style sheet into the gallery, you can easily return to the style sheet attached to the document in Word by choosing the Edit command, then the Gallery command.

Suggestions About Usages and Variants

The names of usages and the variants assigned to them are intended to promote consistency among style sheets created by different authors.

Example:

Choose the Running head usage for styles that format the text of running heads. The variants are numbered 1-6. The numbers are meant to suggest the six positions where a running head may be printed, as follows:

Variant	Page	Position
1	odd	top
2	odd	bottom
3	even	top
4	even	bottom
5	first	top
6	first	bottom

Variants are of two types: numbers and letters. As the running head example above shows, number variants are intended to suggest an obvious application of a style. Another example might give an additional perspective on number variants.

Example:

Choose Heading as the usage for the headings of chapters and sections or parts of a document. Heading has six number variants (1-6) and four letter variants (a-d). The numbers could suggest the levels of headings.

Variant	Example of Format
1	Level 1 heading, Bold Uppercase
2	Level 2 heading, Underlined Uppercase
3	Level 3 heading, Uppercase
4	Level 4 heading, Bold Initial Caps
5	Level 5 heading, Underlined Initial Caps
6	Level 6 heading, Initial Caps

On the other hand, letter variants are not meant to suggest any specific application of a style. Thus, Heading a might be used for the highest level heading, or as an extra heading level when you have more than six levels of headings.

Within each group of usages, there is one Normal usage and one Other usage. The Normal usage is intended for defining the styles you will use most often for characters, paragraphs, and divisions. The Other usages are extras, which you can use in any way. You might use them for usages not defined or to add variants to a defined usage.

Some of the usages have very obvious connotations. Among these are:

Appendix	Author	Contents
Copyright	Footnote term	Footnote reference
Index	Subscript	Superscript
Title		

The following usages are perhaps less obvious, without some suggestions about how they might be applied:

Usage	Style For:
Affiliation	Company, group, organization, or name of author
Emphasis	Highlighting text in formats such as boldface, italics, or underline
Figure reference	References in text to figures
Folio	Page numbers
Front matter	Prefaces, Introductions, Acknowledgements, or Dedications
Index term	A word or phrase that should appear in the index
List	Numbered or unnumbered lists of steps in procedures or lists of items
Nested	Indented paragraphs
Quotation	Presenting quotations in body text
Sequence number	Format of numbers used in headings, numbered lists, figure numbers, table numbers, or any other parts of a document that may be numbered sequentially
Table	Tabular listings

Assigning Styles to Your Text

Once you have attached a style sheet to a document, you refer to the style sheet and then assign styles to specific text in your document.

Microsoft Word assigns the following styles automatically to any style sheet that does not have them defined otherwise.

Normal paragraph	assigned to all paragraphs
Normal division a	assigned to all divisions
Running head 1	assigned to all running heads
Footnote reference a	assigned to all footnote references
Footnote a	assigned to the text of all footnotes

To assign styles to text:

• Hold down (ALT), and type the key code for the style.

or

• Use the Format Style Character, Format Style Paragraph, and Format Style Division commands. Press any direction (arrow) key to see the list of styles available.

Chapter 7   Strategies for Using Word

Whatever the size of your project — memo or manual, poem or novel — it normally goes through several phases of writing and revision before you are satisfied with it.

The following suggestions will help you adapt Word to your own special way of working.

1. After you start Word and before you begin writing, set the paragraph format for the main text. The initial, default settings do not allow for indentation of the first line or space between paragraphs. We suggest using the (ALT) (o) key combination to put a line of space between each paragraph automatically.

2. For your "inspired" writing, don't bother with formatting. Make each heading or title a separate paragraph. You can come back later and decide just how they should look.

3. Do you work from an outline? Create your outline as a separate document and load it into one window as you write in another. You can view your outline and document at the same time, checking off sections as you complete them.

   Do you make notes to yourself as you work? Open and clear another window to create a document for them.

   Try using two or three windows. One of these windows could be a footnote window, which you should consider opening as soon as you have a footnote or running head. Two windows make cut and paste between documents faster and easier.

4. When you revise and refine, choose Yes in the visible command field of the Options command. The visible option makes the paragraph marks, non-required hyphens, and new line marks visible so that they are easier to select, delete, or copy. The ruler option of the Window Options command field lets you see tab stops and indents for each paragraph at a glance. If you turn on the ruler before splitting windows, new windows will also have rulers.

5. When you are ready to define the look of your document, think about the formats. How many different levels of headings do you want to distinguish? how many different paragraph styles? what kinds of tables, running heads, and footnotes? If your design ideas are elaborate, and especially if they are likely to change, consider developing a style sheet.

6. If your document contains font sizes other than p10 (elite) or p12 (pica), such as a proportional-sized font, you can preview line breaks on the screen by choosing Printer in the display command field of the Options command.

7. Word will break pages, avoiding "widow" and "orphan" lines. If you want to change a page break, you can insert a "hard" page break with the NEW PAGE ((CTRL) (SHIFT) (ENTER)) keys or give a paragraph the keep attribute.

8. To coordinate running heads and page numbers, place the page number in the running head as part of its text. Type page (a glossary name), and press (F3) to insert a page number. Word converts the glossary name, displayed as (page), to a page number when you print the document. Centered and right flush tab stops are especially useful for running heads. The glossary is well-suited for text that you use repeatedly and that must be cited verbatim. Save glossary words you use frequently in glossary files; unsaved glossary words are erased when you quit Word.

   Save the glossary words that you use daily in a glossary file named NORMAL.GLY. This glossary file is loaded automatically when you start Word, which makes the glossary text immediately available to you.

9. For the most part, a six-inch line width is one of the most readable line layouts. When you lay out pages in multiple columns, try to maintain six inches of text.

   When you format a document in multiple columns, especially three or more, do not format paragraphs justified. When the line length is short, there can be large gaps between words, which make the text difficult to read smoothly. If you have some very short lines that give an "eroded" effect along the right edge of the text, consider inserting non-required hyphens ((CTRL) (-)) so that Word can place a part of a word at the end of a line. This will also reduce "gapping" within lines when you justify paragraphs.

Part 4
Reference to Word

Chapter 8   Elements of Microsoft Word
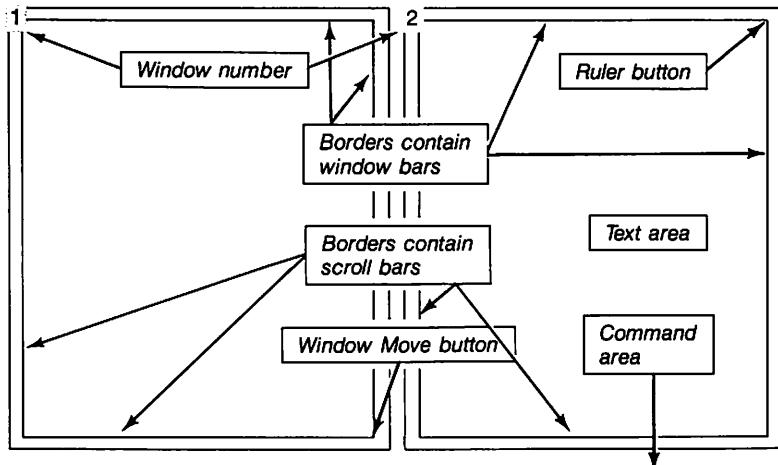
This chapter describes the elements of Microsoft Word and how they fit together. It also explains choosing commands and gives information about messages in general.

Windows

The windows in the upper portion of the screen allow you to view documents. There may be as many as eight windows open at once. Each window has a window number in its upper left corner. Windows may be used to look at different parts of one document, or to look at different documents.

Each window displays only a portion of a document at any one time. To view a particular portion of a document, you can scroll to that section of the document.

The size of windows after splitting depends on where splits are made. See the Window Split commands in Chapter 9, "Command Directory," for further details on window splitting.


```
1                          2
        Window number                    Ruler button


              Borders contain
              window bars

              | | | |
                                         Text area
              Borders contain
              scroll bars

              | | |
              Window Move button         Command
                                         area
```
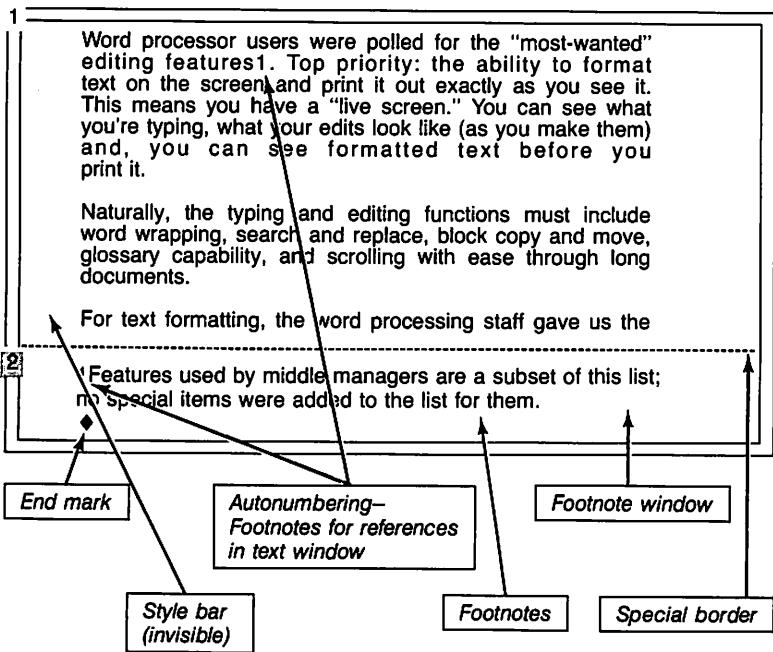
COMMAND: Alpha Copy Delete Format Gallery Help Insert Jump Library
            Options Print Quit Replace Search Transfer Undo Window
Edit document or press Escape to use menu
Page 1 { }   ?   99% Free   Microsoft Word: EXAMPLE.DOC

The top window border may show a ruler, which indicates the margins and the tab stops of the active paragraph. The ruler appears when you choose the Format Tabs or Format Paragraph command, or when you request a ruler with the Window Options command.

A special window is available for viewing the text of footnotes and a special area (the style bar) within each window is available for viewing the styles of paragraphs and attributes of page layout.

Word processor users were polled for the "most-wanted" editing features1. Top priority: the ability to format text on the screen and print it out exactly as you see it. This means you have a "live screen." You can see what you're typing, what your edits look like (as you make them) and, you can see formatted text before you print it.

Naturally, the typing and editing functions must include word wrapping, search and replace, block copy and move, glossary capability, and scrolling with ease through long documents.

For text formatting, the word processing staff gave us the

Features used by middle managers are a subset of this list; no special items were added to the list for them.

End mark

Autonumbering—
Footnotes for references
in text window

Footnote window

Style bar
(invisible)

Footnotes

Special border

You open the footnote window with the Window Split Footnote command. When the footnote window is open, Microsoft Word shows the text of all the footnotes whose reference marks appear in the text window from which the footnote window was split. Any text window may have a footnote window, but footnote windows count toward the total of eight windows that may be open at a time. Once a text window has a footnote window split from it, the text window cannot be split again.
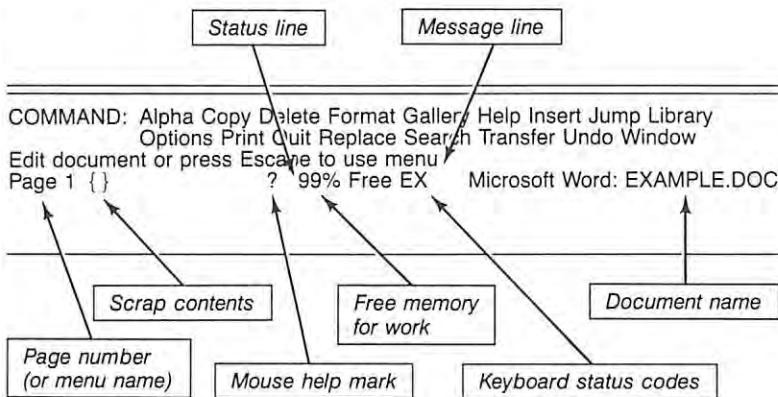
The selection bar is an area to the left of the text in the window. It displays symbols representing page breaks (››) after a document has been printed.

When the style bar is turned on, it appears between the left window border and the selection bar (to the left of the text in the window in which it is opened). The style bar is two characters wide and displays symbols that represent paragraph styles. For running heads, the code will show bottom or top, and even, odd, or first attributes. See the Window Options command in Chapter 9, "Command Directory" for details.

The end mark (◆) indicates the end of the document. The cursor or the current selection is highlighted.

The Command Area

The command area takes up the last four lines on the screen. It has three parts: the command menu, the message line, and the status line.

The command menu is a list of Microsoft command words. A command directs some action in the current document. To use a command, choose the corresponding command word from the menu by typing the first letter of it, or by pressing (TAB) until the command is highlighted, then pressing (ENTER). All the commands and the actions they perform are described in detail in Chapter 9, "Command Directory."

The message line is for prompts and error messages. It displays the Microsoft Word messages that tell you what to do next in a command or what has gone wrong. All the messages and the actions you might take in response to them are given in Chapter 10, "Message Directory."

The status line shows a page number, a division number if applicable, the contents of the scrap, the amount of free space left, the status of the keyboard (mode), and the name of the active document. A help mark (?) displays if you have a mouse.

If the document has not been paginated, the status line shows Page 1. If the document has been previously paginated, the status line shows the page of the text in the current window. If the document has divisions, the division number displays before the page number.

The contents of the scrap (a temporary storage place for deleted or copied text) is shown enclosed in braces ({ }).

If the scrap contains more characters than can be shown, the additional characters are represented by an ellipsis (...). The scrap represents invisible characters with symbols:

¶	Paragraph mark
→	Tab
↓	Line feed
▼	Non-required hyphen
::::	Division marks
	Automatic footnote numbers
☺	Automatic page numbers

Microsoft Word takes advantage of the "locking" keys on the keyboard. These keys control scrolling, numbers, and capital letters. In addition, Microsoft Word has two other special keys and a command option that lock on special behavior for some of the keys. The status of the locking keys is shown by one of these two-letter codes:

EX ([F6])	selection of next word ([F8]), previous word ([F7]), sentence ([F9]), and paragraph ([F10]) is extended
NL ([NUM LOCK])	keypad enters numbers
CL ([CAPS])	letter keys enter capitals
OT ([F5])	typing replaces characters instead of inserting

Only one code is shown, in the order listed above, when more than one option is on. To turn off a key lock status, press the key that turned it on.

Free space is the amount of room left to continue your work. 100% Free means that all of working memory is remaining for your use. Using the Transfer Save command increases the amount of available memory. The Transfer Clear All command resets the percentage to 100%.

The active document name is the name of the document you are currently editing (in the active window). If you give no name when you start Microsoft Word, you are creating an unnamed new document.

Command Menus

In Microsoft Word you create, edit, and format a document by choosing commands. You choose commands and supply additional information with command menus and command fields.

To use a command:

1. Select text if necessary.

2. Choose a command.

3. Fill in the command fields.

4. Carry out the command, by pressing [ENTER].

The main command menus are lists of Microsoft Word commands:

Edit Menu

Alpha Copy Delete Format Gallery Help Insert Jump Library Options Print Quit Replace Search Transfer Undo Window

Gallery Menu

Choosing Commands

You can choose a command to direct Microsoft Word to perform an action. If you want to return to the document from the Command menu, use the Alpha command on the Edit menu to return to type-in mode.

To choose a command from the Edit menu, first press (ESC) to CANCEL type-in mode. Then type the first letter of the desired command. Or press the space bar or (TAB) to move the highlight to the desired command, then press (ENTER).

You can choose commands from the Gallery menu without pressing the CANCEL key, (ESC), first.

When you choose a main menu command, Word displays either a choice of subcommands or one or more command fields. For example:

TRANSFER: Load Save Clear Delete Merge Options Rename
            Glossary

The capitalized word on the left is the main command and all other words name the subcommands.

Command Fields

A command field is a labeled field in the command area of the screen. A command displays command fields only if the command requires additional information to complete its action. Command fields have the following typical form:

TRANSFER LOAD filename: read only: Yes(No)

The words in all capital letters on the left label the commands chosen so far. The lowercase words followed by colons label the fields. In this example, in the filename command field you type a response (a filename), and in the read only command field you choose an option Yes or No.

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Filling in a command field supplies the information needed by a command to carry out its task. There may already be responses in the field. These are proposed, or default, responses. Proposed responses are highlighted or enclosed by parentheses. If you do not change a response, Word uses the proposed response. To fill in a command field when the proposed response is not the one you want, either choose an option from a menu, or type a response. The space bar moves between the displayed responses.

Press (TAB) to move to the next command field, or press (SHIFT) (TAB) to move back to the previous command field.

In a menu command field, press the first letter, the space bar, or (TAB) to choose the response you want. The chosen response is highlighted.

In a type-in command field, type a response. The message line tells you what kind of response to type.

Some command fields that require you to type a response will show you a list of possible responses. These command fields display a message in the message line, such as:

Enter filename or select from list

To display and choose from a list of command field responses, press a direction key. When the list appears, use the direction keys to highlight the response you want. As you point to each item in the list, it also appears in the command field.

Once the response is correct, press (TAB) to move to the next command field, or press (ENTER) to carry out the command.

Carrying Out a Command

After you fill in the commands fields, you must direct Microsoft Word to carry out the command. To carry out a command, press (ENTER).

If there are any errors discovered, Microsoft Word displays a message. See Chapter 10, "Message Directory," for causes of errors, and actions you should take to correct them.

Some Microsoft Word commands ask you to confirm your choice. You can either confirm an action (allow it to be carried out) or cancel it. To confirm action, type Y. Type N to cancel. You can cancel the command by pressing the CANCEL key, (ESC).

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After Microsoft Word cancels the command, it displays a main command menu. If you cancel a command, the main command menu remains active, and you may continue to choose commands (including Alpha to return to type-in mode).

Requesting Help

Microsoft Word gives you access to information about its operation at all times. The help information you see first depends on how and when you request help. When you use the Help command, you will first see the Introduction to the help information. Then you may choose one of the help topics shown in the Help command menu.

When you use the HELP key (F12), you see specific information about a command or command field. To ask for help, first highlight the command or command field about which you want information, then press (F12). For example, to see information about the Delete command, highlight the Delete command, then press (F12).

Press (R) (Resume) to return to the command menu (or to the Delete command).

Selecting Text

The Microsoft Word commands and keys that insert, copy, delete, and format text perform their actions either on the selected text or text under the cursor or the selection in front of the cursor.

To change the size of the selection:

1. Press the EXTEND key, (F6).

2. Move to the end of the text you want to select. You can scroll or use direction keys.

   (Press (F6) again to go back to the normal mode of selection.)

```
┌─────────────────────────────────────────────────┐
│ 1                                               │
│            Word Processing Software             │
│              Evaluation Criteria                │
│                                                 │
│  At our Department Staff Meeting on Tuesday, October 8, we
│  discussed our requirements for new word processing software
│  and developed the following Evaluation Criteria.
│                                                 │
│  1. Ease of learning/Ease of use               │
│                                                 │
│     We have no training budget for word processing. The
│     word processor must be easy for all personnel to learn
│     on their own. Especially avoid software that operates
│     with hard-to-remember code sequences or computerese-
│     style commands. An on-line Help facility would aid
│     start-up learning time considerably. Remember several
│     of our word processing staff will be first-time
│     computer users.
│                                                 │
│  2. Hardware                                    │
└─────────────────────────────────────────────────┘
```

| DOWN direction | Original selection | UP direction |

Tabs, paragraph marks, new line characters, division breaks, and page breaks appear as single characters. If you try to move to a character that is beyond the edge of the window, Microsoft Word will scroll the document so that you may see the selected character. If you try to move or select beyond the beginning or end of the document, Microsoft Word cancels the request or selection and sounds a tone.

Press the PREVIOUS WORD (F7) or NEXT WORD (F8) keys to select the word that precedes or follows the cursor.

Press the SENTENCE key (F9) to select a sentence.

Press the SELECT LINE keys (SHIFT F9) to select a line.

Press the PARAGRAPH key (F10) to select a paragraph.

Use the Document keys (SHIFT F10) to select the entire document.

Scrolling in a Document

You can view any portion of a document that is too large to fit in one window by scrolling in the document.

In Microsoft Word, scrolling vertically means scrolling up toward the beginning or down toward the end of the document. Scrolling horizontally means scrolling toward the left or right end of the lines you are viewing.

To scroll up or down in the document, press the PAGE UP (`PG UP`)) or PAGE DOWN (`PG DN`)) key. PAGE UP shows the previous window, PAGE DOWN the next.

To scroll up or down line-by-line, press `↓` or `↑`. Word scrolls the document to bring the line within view.

If you try to scroll beyond the first line of the document or below the end mark, Microsoft Word cancels the request and sounds a tone.

When you scroll, a small mark called "the thumb" (a small horizontal line) in the left window border moves up and down the vertical scroll bar to indicate the approximate location of the lines you are viewing.

Microsoft Word also scrolls the document with the DOCUMENT TOP (`CTRL` `PG UP`)) and DOCUMENT BOTTOM (`CTRL` `PG DN`)) keys.

To scroll left or right in the document, press `←` or `→`. You may scroll left or right only when at least one line in the window is wider than the window.

To scroll left or right by one third of a window, press `SHIFT`, `←` or `→`. The document scrolls in the direction corresponding to the direction key pressed.

Typing

When Microsoft Word starts up, you may enter text directly from the keyboard into the document. This is called "type-in mode." Each letter, number, symbol, or punctuation character that you type is inserted in front of the cursor.

When you are entering text, the space bar inserts a single space into the document. `TAB` inserts a tab character that expands to fill all space up to the next tab stop. Tab stops are initially placed one-half inch apart, but can be changed to other settings. (See the Format Tabs command in Chapter 9, "Command Directory".) `ENTER` inserts a paragraph mark and starts a new paragraph. Pressing `SHIFT`, then `ENTER`, starts a new line without starting a new paragraph. The FORMAT key (`ALT`), used in combination with other keys, assigns attributes (direct formatting and styles) to the selected text. Microsoft Word displays these attributes as you assign them so that you can see what you get before printing.

When you finish typing text and wish to use the keyboard to choose commands, press the CANCEL key, (ESC). Anything you type now directs Microsoft Word to choose commands only; the text does not go into your document.

If, after you press (ESC), you wish to add more text to the document, choose the Alpha command to return to type-in mode.

Editing Text

Use editing keys to help you edit text with Microsoft Word. Microsoft Word allows simple overtyping of text as well.

Use the (BACKSPACE), (DELETE), (INSERT), and OVERTYPE ((F5)) keys to edit text in a document.

(BACKSPACE) deletes the character to the left of the cursor.

(DELETE) deletes the selected text or the text under the cursor, placing it in the scrap. This is useful if you wish to insert the deleted text back into the document at a different place.

The DELETE NO SCRAP keys (SHIFT) (DELETE), delete the selected text or the text under the cursor without copying it to the scrap. This is useful if you wish to delete the text (which you do not need) without losing the current contents of the scrap.

(INSERT) inserts the contents of the scrap into the document in front of the cursor.

The REPLACE keys, (SHIFT) (INSERT), delete the selected text or the text under the cursor (without copying it to the scrap), then insert the contents of the scrap into the document in front of the cursor.

The OVERTYPE key, (F5), changes Microsoft Word from insertion mode to overtype mode (or back to insertion mode if overtype is already on). Overtyping may also be turned on by choosing Yes in the overtype command field of the Options command. Overtyping replaces the character under the cursor with a character you type.

The Scrap

The scrap is used primarily for storing text to be copied or moved to other portions of a document.

To copy the selected text to the scrap, use the Copy command. To delete the selected text to the scrap, use the (DELETE) key or the Delete command. For both commands, the proposed response is always the scrap, as shown by the braces ({ }) in the command field. Any amount of text can be placed in the scrap. However, the new text replaces the previous contents of the scrap; you cannot accumulate deleted text.

Only the (DELETE) key and the Copy, Delete, Transfer Clear, and Undo commands change the contents of the scrap. No other commands or keys affect the scrap. This means you can copy selected text to the scrap, then perform other tasks without losing the text in the scrap.

To move selected text:
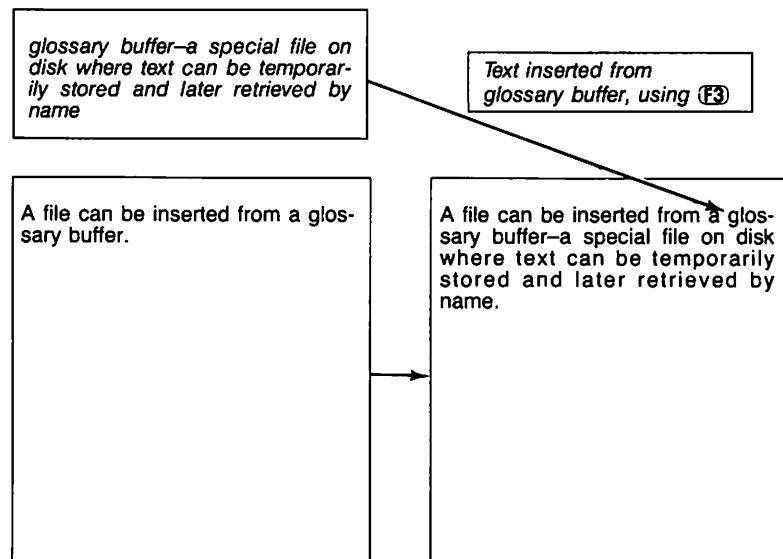
1. Press the (DELETE) key or use the Delete command to place the selected text in the scrap.

2. Place the cursor at the location to receive the text. The destination may be in the same window or in a different window.

3. Press the (INSERT) key or use the Insert command to insert the scrap at the new location.

To copy selected text:

1. Use the Copy command to place the selected text in the scrap.

2. Place the cursor at the location to receive the text. The destination may be in the same window or in a different window.

3. Press the (INSERT) key or use the Insert command to insert the scrap at the new location.

Glossary Buffers

Microsoft Word has glossary buffers in which you may store many pieces of text for use with the Insert command. The primary use for glossary buffers is to store shortened versions of frequently used phrases that you want to repeat verbatim.

glossary buffer—a special file on disk where text can be temporarily stored and later retrieved by name

Text inserted from glossary buffer, using (F3)

A file can be inserted from a glossary buffer.

A file can be inserted from a glossary buffer—a special file on disk where text can be temporarily stored and later retrieved by name.

The Copy and Delete commands can be used to place text in a glossary buffer. Instead of accepting the proposed response, which is { } for the scrap, you type a name to identify the glossary text. Glossary names may be up to 31 characters long.

Microsoft Word reserves the glossary buffer names "page" and "footnote." Use "page" to place page numbers in a document. The glossary name "footnote" contains the special character used by the Format Footnote command for automatic footnote numbering.

Glossary buffers may be saved collectively with the Transfer Glossary Save command, and retrieved with the Transfer Glossary Merge command (see Chapter 9, "Command Directory" for details).

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To retrieve text from a glossary buffer and place it in a document, use the Insert command or (F3). For the Insert command, type the glossary name as the response. You can request a list of defined glossary names by pressing a direction key when the from command field is highlighted.

Pressing (F3) causes one of two actions:

1. If the word to the left of the cursor is a glossary name, Word replaces the name with the text from the glossary.

2. If the selected text is a glossary name, Word replaces the text with the text from the glossary.

Formatting Text

You format text in Microsoft Word using either direct formatting or styles. There are two ways to assign the formatting: using the Format commands in the Edit menu, and using formatting keys.

For details on using the Format commands in the Edit menu, see Chapter 9, "Command Directory." In brief, using the Format commands involves selecting the text you want to format; choosing the appropriate command; filling in the appropriate responses; and carrying out the command (pressing (ENTER)).

Formatting keys are a combination of (ALT) and one or two other keys. Formatting keys may assign either direct formatting or styles. The keys that assign direct formatting are preset in Microsoft Word, and all are preceded by holding down the FORMAT key ((ALT)). These keys are:

Character Formats

Key	Format
space bar	Normal character
+	Superscript
−	Subscript
b	Boldface
d	Double underline
i	Italics
k	Small capitals
s	Strikethrough
u	Underline

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Paragraph Formats

Key	Format
2	Double-spaced lines
c	Centered
f	Set first line indent ½″
j	Justified
l	Left Flush
m	Decrease left indent ½″
n	Increase right indent (nest) ½″
o	Open paragraph spacing
p	Normal paragraph
r	Right flush
t	Hanging indent 1″ and tab

Paragraph formats apply to the entire current paragraph.

While you are typing text, (ALT) formats the characters you type. If text is selected, the formatting is applied to those characters. To apply formatting to a single character, press the format keys twice in succession.

If the document you are editing has a style sheet attached, direct formatting is still available. Hold down (ALT), and press (x), then the direct formatting key. Note, however, that if you define any key code sequence that starts with x, you will lose access to all direct formatting.
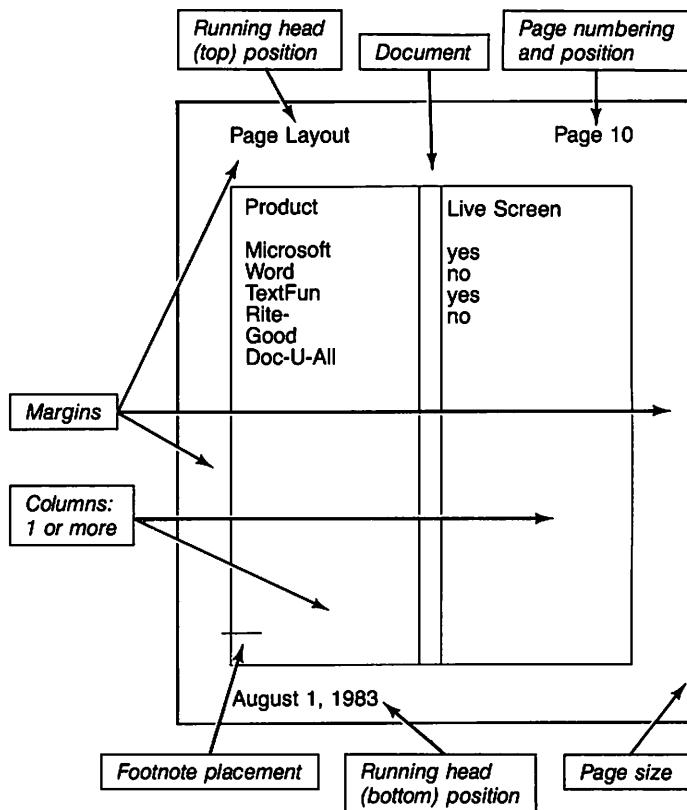
Documents

A document consists of characters such as letters, numbers, symbols, punctuation marks, spaces, tabs, and so forth.
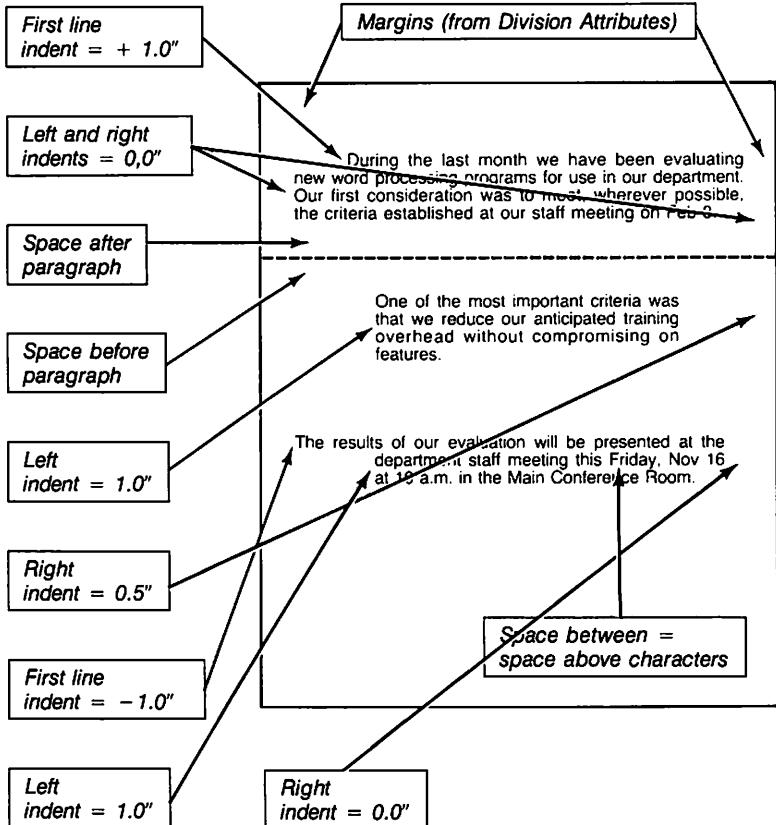
Microsoft Word places no limit on the number of characters in a document. However, there is a practical limit on how much space you have available on a diskette. For this reason, it is sometimes necessary to save long documents in several small files, rather than in one large one. (Each document may have an optional style sheet.)

Each document has a hierarchy of three elements: divisions, paragraphs, and characters. The largest of these is a division, which is bound by division marks. Most documents consist of only one division. Divisions determine the layout of the document pages. Individual paragraphs determine the layout of lines. The characters are the most basic elements of a document.

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Each element of a document has its own attributes. Division attributes affect the layout of all pages in that division (the placement of lines on a printed page). Division attributes include page breaks and numbering, references to running heads, and page size and margins.

```
┌──────────────┐   ┌──────────┐   ┌──────────────────┐
│ Running head │   │ Document │   │ Page numbering   │
│ (top) position│  └──────────┘   │ and position     │
└──────────────┘                  └──────────────────┘

        Page Layout                    Page 10

        ┌─────────────────┬─────────────────┐
        │ Product         │ Live Screen     │
        │                 │                 │
        │ Microsoft       │ yes             │
        │ Word            │ no              │
        │ TextFun         │ yes             │
        │ Rite-           │ no              │
        │ Good            │                 │
        │ Doc-U-All       │                 │

┌─────────┐
│ Margins │
└─────────┘

┌──────────┐
│ Columns: │
│ 1 or more│
└──────────┘

        August 1, 1983
```

┌──────────────────────┐ ┌──────────────────┐ ┌───────────┐
│ Footnote placement   │ │ Running head   │ │ Page size │
└──────────────────────┘ │ (bottom) position│ └───────────┘
                          └──────────────────┘

Paragraph attributes affect all lines in a paragraph and the relationship of a line to surrounding lines. Paragraph attributes include indentation, spacing between lines, and spacing between paragraphs.

First line
indent = + 1.0"

Margins (from Division Attributes)

Left and right
indents = 0,0"

During the last month we have been evaluating
new word processing programs for use in our department.
Our first consideration was to most, wherever possible,
the criteria established at our staff meeting on Feb 8.

Space after
paragraph

One of the most important criteria was
that we reduce our anticipated training
overhead without compromising on
features.

Space before
paragraph

The results of our evaluation will be presented at the
department staff meeting this Friday, Nov 16
at 10 a.m. in the Main Conference Room.

Left
indent = 1.0"

Right
indent = 0.5"

Space between =
space above characters

First line
indent = − 1.0"

Left
indent = 1.0"

Right
indent = 0.0"

Character attributes affect how a character looks. Character attributes include, for example, underlining or italic type face.

The attributes of the elements determine where lines will be broken (word wrapping). The summary of all word wrapping decisions makes up a "galley," which is what appears on the screen. In a galley, the text appears in a continuous stream. Columnar text appears as a single column, for example, and footnote text and text for running heads appear at the end of the document.

The galley, footnotes, and running heads are turned into a page layout, which becomes the final printed page. The placement of most page breaks, footnotes, and running heads is handled by the page layout process.

Document Layout

The goal of editing text with Microsoft Word is to create and print a document in a particular form. The printed document is the combination of the division, paragraph, and character attributes.

The placement of text on a page is determined by measurements. Measurements may be given to determine the dimensions of such attributes as margins, indents, tab stop positions, line spacing, the positions of running heads and page numbers, and other elements.

You can specify measurements in several units of measure. See the Options command in Chapter 9, "Command Directory," for details on the available units of measure.

Line Layout

Line layout involves stringing a sequence of characters together until the line reaches the right indent. Each line has both a left and right indent. Indents can be 0 (zero) width, meaning the indent aligns with the margin.
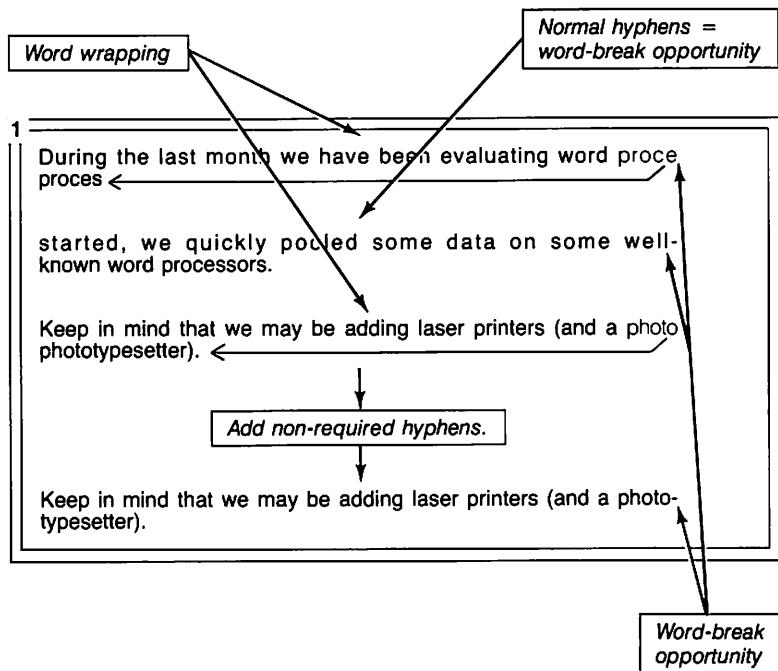
Line layout includes positioning tabs and setting the correct width. Each tab character corresponds to a tab stop; the first tab with the first tab stop, the second tab with the second tab stop, and so on. If the text preceding a tab character is at or after that tab's corresponding stop, Microsoft Word leaves one blank space on the screen, then displays the text following the blank space. The blank space permits easier selection of the tab character. During printing, the blank space is omitted.

For both screen display and printing, Microsoft Word adjusts the width of the tab so that the text that follows a tab will align correctly. The width of a tab is influenced both by the length of the text that precedes it and by the tab stop alignment chosen in the alignment field of the Format Tabs command.

When the string of characters reaches the end of the line, Microsoft Word breaks the line at the nearest "word-break opportunity"; that is, at a space or hyphen. The break may come anywhere in the line, but Microsoft Word uses the word-break opportunity that is closest to the right indent.
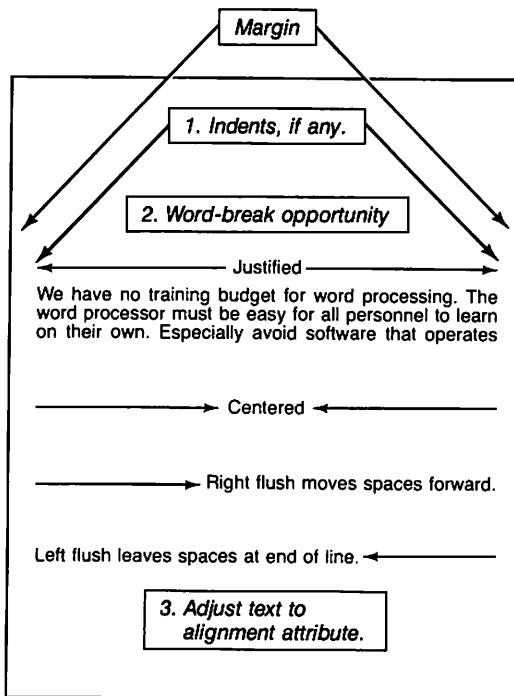
A non-required hyphen, entered with (CTRL) (—) is also a word-break opportunity, but the hyphen appears **only** when the opportunity is taken. That is, if a non-required hyphen is the word-break opportunity closest to the right indent, Microsoft Word makes the hyphen visible and breaks the line after the hyphen.

Non-breaking hyphens are not considered word-break opportunities.

In the rare case that there are no word-break opportunities in a string of characters, then any character becomes a word-break opportunity. In this case, the break will come at the right indent.

After Microsoft Word breaks a line, it checks the paragraph attributes to see how you want the line placed on the page horizontally. Because of word wrapping or because of a new line character, the text of a line is typically narrower than the available space. You have a choice of left flush, right flush, centered, or justified lines. If you gave a paragraph the justified attribute (text flush with both the right and left indents), for example, Microsoft Word distributes the space from the end of the line to all the spaces within the line. As closely as possible, Microsoft Word widens all spaces equally.

Note: If a line that you want justified also contains tabs, the spaces from the end of the line will be distributed only among the spaces between the last tab and the end of the line.

Layout decisions are based on a model of the type of printer you will be using to print the document. This means that Microsoft Word lays out a document with very high precision ($1/1440$ inch). For the screen, however, the normal layout model is based on a 10 or 12 character pitch printer. Unless the printer you plan to use fits this model, the line breaks on the screen will not normally correspond to those on the printer. Therefore, Microsoft Word offers two types of display, normal and printer. Both are available through the Options command.
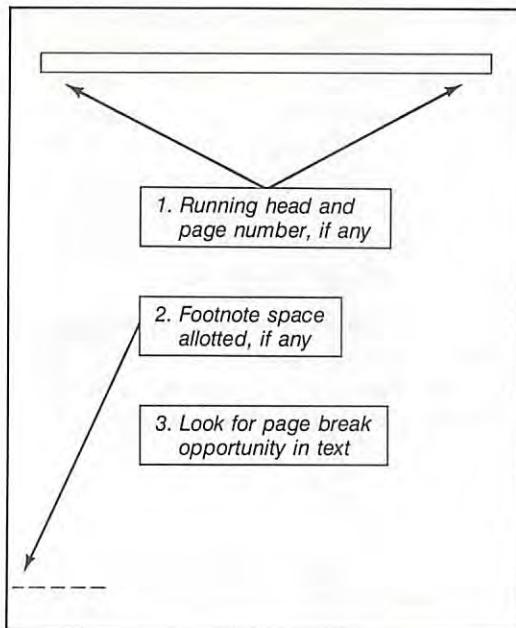
Printer display means that Microsoft Word shows where the line breaks will be when the document is printed. However, the alignment of the right edge of text and table alignment may suffer, especially if proportional spacing or other special fonts are specified.

Page Layout

Microsoft Word lays out pages from the top to the bottom of the page, repeating the process until the end of the text.

First, Microsoft Word puts in the running head and page number, if any. The text and position of running heads and the starting page, number, and format (Roman, Arabic, or alphabetic) of page numbering are defined among the division attributes.

After placing the running head and page number, Microsoft Word aligns the galley with the top left margin and lays the text down with the number of columns and the spacing you defined with the division attributes.

The key question becomes, then, where will Microsoft Word break pages? First, if the footnotes have the Same-page attribute, Microsoft Word takes into account the amount of space needed for the footnotes referenced since the last page break. Then Microsoft Word will break the page at the page-break opportunity nearest to the bottom margin, leaving the number of lines needed for footnotes. The page-break opportunity depends on two factors:

1. For paragraphs of more than three lines, Microsoft Word will not break the page immediately after the first line or immediately before the last line. This automatic feature of Microsoft Word prevents widow and orphan lines.

2. For paragraphs with the keep attribute, Microsoft Word keeps the paragraph together as one piece of text, moving the whole paragraph to the next page if necessary.

Formatting and Styles

Attributes may be assigned to the elements of a document either directly (direct formatting) or indirectly (styles). Direct formatting has a direct effect on document layout. Assigning a style tells Microsoft Word to refer to a style sheet for formatting information.

Each way of assigning attributes to a character, paragraph, or division (direct or indirect) supercedes the other.

Characters with the normal style attribute take their attributes from the paragraph style definition; that is, these characters' style is carried as an attribute of the paragraph style. This means that the "normal" character style is defined separately for each paragraph style.

The main advantages of using styles are:

All documents for an organization can be given a similar appearance without assigning several direct formatting attributes.

The appearance of a series of documents with the same styles can be changed by redefining the styles. There is no need to reformat each document individually.

Because styles can be assigned with a couple of keystrokes, it is very easy to format large pieces of text at once, including whole documents.

Styles are defined using the Gallery menu. Each style has five parts: a key code, a usage, a variant, remarks (optional), and a definition.

The key code is the sequence of keys you press to assign a style to a part of a document. The sequence is always preceded by holding down the (ALT) key. You may assign any one-key or two-key sequence to a style. As long as you do not start any sequence with x. (ALT) (x) gives you access to the built-in direct formats.

The usage part of a style is one of the categories of use that are defined within Microsoft Word. Each element of a document has its own list of usages. Display a list by pressing a direction key while in the usage command field.

The variant part of a style is the version of the usage you want to define. This makes usage/variant pairs the true identifiers of style; they comprise the quality that distinguishes one style from the other usage/variant pairs. Some usages have no variants (only one definition of the usage is allowed), and others have a number of variants. The total number of variants is fixed at 124 maximum. These variants are distributed among the usages, as follows:

Division Usages	Letter Variants	Number Variants
Normal division	a b	1 2 3 4
Front matter	a b	
Appendix	a b	
Index	a b c d	
Contents	a b c d	
Other division	a b c d	

Paragraph Usages	Letter Variants	Number Variants
Normal paragraph		
Nested	a b	1 2 3 4 5 6
Footnote	a b	
Quotation	a b	
Table	a b c d	1 2 3 4 5 6 7 8 9 10
	e f g h	11 12 13 14 15 16
Heading	a b c d	1 2 3 4 5 6
List	a b c d	1 2 3 4
Title	a b c d	
Author	a b	
Affiliation		
Copyright		
Running head		1 2 3 4 5 6
Other paragraph	a b c d	

Character Usages	Letter Variants	Number Variants
Normal character	(**ALT**) space bar	
Emphasis	a b c d	
Index term	a b c d	
Figure reference	a b c d	
Footnote reference	a b	
Sequence number	a b c d	
Folio	a b	
Superscript		1 2
Subscript		1 2
Other character	a b c d	

Some usages have been assigned letter variants, some have number variants, and some have both letters and numbers. Number variants are given to those usages for which a number is the usual way of thinking of the variants; for example, nesting level 1, nesting level 2, and so on, where the variant number could represent an increasing amount of indentation. The numbers are meant to suggest a readily recognizable format. For tables, the numbers are meant to refer to the number of columns. For running heads, the numbers refer to positions, as in the following table:

Variant	Page	Position
1	odd	top
2	odd	bottom
3	even	top
4	even	bottom
5	first	top
6	first	bottom

Of course, you may assign any style definition to any variant. The main reason for suggesting any possible assignment is to promote consistency and compatibility among styles used in documents written by different authors.

For example, if authors A and B use "nested 1" to mean the first level of indenting, then regardless of the exact amount of indentation each assigns to level 1, they can use each other's style sheets or each other's documents, knowing that the document will have an appropriate appearance. If, however, author B uses nested 1 to mean hanging indent and author A uses nested 1 to mean level-1 indent, the documents that would result from exchanging style sheets and documents would have inconsistent formats.

Usages with letter variants suggest no obvious format. Using letter variants in these cases is meant to alert other authors that they should check the definition before using a style definition with a letter variant.

For all three elements, Other is a usage that you can use for variants not covered by the usages for that element of a document. Note that these usage names have no predefined direct formatting when you build your own style sheet.

The remarks parts of a style are labels you choose for the style. The usage and variant may not be an obvious clue to how an author has used the style. Remarks are your chance to assign a name that serves as a memory aid for the nature and definition of the style. Remarks have no effect on a style's definition. Microsoft Word stores and displays up to 28 characters of a remark.

The definition part of a style comprises the direct formatting that defines the style. The attributes are assigned in the Format commands in the Gallery menu; the Gallery menu Format commands have the same command fields as the Format commands in the Edit menu. The attributes assigned to a style definition are the attributes of the three elements of a document.

When working in the Gallery menu, you can copy, delete, and insert style definitions using the scrap, just as you work with text through the scrap in the Edit menu. This allows you to move or copy style definitions from one style sheet to another. It also allows you to copy a style and then modify it to create a similar style quickly.

Microsoft Word Files

This section describes how Microsoft Word uses files and when it reads and writes files. This information will help you better plan your use of Microsoft Word files.

Files are permanent collections of information kept on diskettes or hard disk. Files are identified by filenames, which are kept in a directory. Microsoft Word uses files mainly for storing formatted and unformatted document text, backup copies of edited documents, style sheets, and glossary buffers; for remembering some of the attributes of an editing session; and for storing data about printing devices.

It's best to leave as much room on your Data (document) diskette for the scratch file (.TMP) as you can. If the diskette is filled with the scratch file, you will have to save the document to a new disk, and this can be time-consuming.

The scratch file contains a complete record of all the new text and formatting you have entered since the start of the session. At the end of the session, the contents are erased and this file is deleted. The scratch file is recreated at the start of each new session.

When You May Swap Diskettes

You can switch diskettes without danger when one of the "Enter filename. . ." or "Enter Y to retry access to. . . ." messages is on the screen.

You may also swap data diskettes when you give a response in the printer command field of the Print Options command. Microsoft Word reads the .PRD file and keeps it in memory throughout the session. This filename is also saved in the MW.INI file, so Microsoft Word can read it at startup.

Saving a document works like this: the original copy of the document file is renamed with the extension .BAK. Microsoft Word uses the scratch (.TMP) file and the .BAK file to write a new copy of the document on the diskette.

When you want to save the new copy of the document on a new diskette in the same data drive, you may need to swap two or more diskettes several times. Each time Microsoft Word moves from the .BAK file to the new .DOC file, you will have to swap diskettes.

If you cut and paste between documents that are on different diskettes, you will have to swap diskettes to load the second document into a window during cut and paste. Later, in the Transfer Save command, you will again have to swap diskettes because Microsoft Word has to read the "cut" file for the text to insert into the paste file.

You may often see the message:

Enter Y to retry access to *filename*

under some of the previously described circumstances. This is perfectly normal.

Gather all related documents onto one diskette before editing. Think in terms of session planning as well as document planning.

Documents may be kept in files with any names and filename extensions that are legal for the operating system. However, files that store backup copies, session attributes, style sheets, glossary buffers, and printer device files must have a specific filename extension for Microsoft Word to recognize them. A filename extension can be any sequence of 1-3 alphanumeric characters (letters and numbers) appended to a filename. The filename and the extension must be separated by a period. Microsoft Word recognizes the following filename extensions as special files.

Extension	Contents	Remarks
.DOC	Document	The Transfer Save and Load commands supply this extension as a default.
.BAK	Backup Copy	Transfer Save command (Edit menu) renames the previous version of a document with this filename extension.
.TMP	Scratch File	Microsoft Word creates this file to record all text and formatting entered during a session and uses it to save a new version of document or style sheet. This file is deleted at the end of the session.
.STY	Style Sheet	The Transfer command (Gallery menu) displays only files with this filename extension.
.GLY	Glossary Buffers	The Transfer Glossary command (Edit menu) displays only files with this filename extension.
.PRD	Printer File	This file contains data about the printer.

When you "print" a document to a file with the Print File command (and you have the file saved as .DOC), consider giving the filename a different extension, such as .PRN.

Microsoft Word creates a special file, with the name MW.INI, on the Microsoft Word program diskette. This file is updated when you quit Word.

File Operations

For reading and writing operations, Microsoft Word requires access to the files.

However, different files may reside on different diskettes. It is important to make sure that the proper diskette is in the proper diskette drive.

If the filename includes a drive specification, that drive is the proper one. Otherwise, Microsoft Word uses the drive assigned through the Transfer Options command.

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Microsoft Word may often display the message:

When you see this message, check the diskette for the file you want. If the file is not on the diskette, replace it with the correct diskette.

The following lists describe when Microsoft Word reads files, when it writes files, and problems Microsoft Word may have with reading and writing files. This information may help you anticipate when Microsoft Word will access a file.

Microsoft Word reads files:

when Word loads the Microsoft Word program

when Word loads the session attributes from the MW.INI file

when Word loads a document

when Word loads a style sheet

when Word loads a file containing glossary buffers

when Word reads the program diskette for parts of the Micro-soft Word program to execute commands, and for the Help file when help is requested

when you specify a printer name in the Print Options com-mand (Word reads and loads the printer description file)

when Word saves a document file (it reads both the scratch file and the original text file)

Microsoft Word writes a file to the diskette:

when you save a document

when you save a style sheet

when you save glossary buffers

when you rename or delete a document or glossary buffer file (Word reads or writes the file directory)

when you carry out the Print Printer, Print File, and Print Queue commands

when you quit (Microsoft Word writes some of the session at-tributes to the MW.INI file)

You should be aware of problems that may occur when trying to read or write a file. If problems with file access persist, check for possible causes.

If problems when reading occur, the information may not be on the diskette. Use the Transfer Load command and display the list of files on the diskette. The information is not reliably readable or is unreadable. You should maintain backup copies of important files.

Problems with writing usually occur as a result of a lack of diskette space.

Diskettes can store only a limited amount of information. As more files are stored on them, the diskettes may fill up. As you work, delete any unwanted files to save space. It will also help to save your documents periodically with the Transfer Save command. Otherwise, temporary files created by Word during the work session will crowd the diskette.

If you are trying to print to a file that already exists, Microsoft Word will ask you:

Enter Y to overwrite file

Pause and decide if this is what you want.

The diskette may be write-protected by a small piece of foil covering the write-protect notch. Consider the reason for write-protection before removing the foil.

Errors during writing, such as an interruption, may leave incorrect information on the diskette. Make sure that write operations are always allowed to complete.

Chapter 9   Command Directory

This directory explains each Microsoft Word command. All commands and subcommands appear in alphabetical order, regardless of their position in the menus.

Following each command name is a list of the menus in which it appears. For commands that work differently in the Edit and Gallery menus, descriptions for each mode appear on separate pages. Minor differences between commands in Edit and Gallery menus are described where appropriate.

Next, the command menu that appears when you choose the command is given.

"Purpose" explains what the command does and for what purpose you may use the command.

"Remarks" describes the action of the command, plus any restrictions, precautions, hints, and other details you should know.

"Command Field" describes the message in the message line and the possible responses for each command field.

To carry out a command, press (ENTER).

Alpha

Edit menu

Purpose

To return to type-in mode so that text can be inserted directly into the document.

Remarks

Microsoft Word starts in type-in mode, so you can enter text right away without choosing the command. The text you type appears in front of the cursor. Existing text is shifted right.

When you want to choose commands from the keyboard, you press (ESC) to cancel type-in mode and activate the command menu. If, after canceling any command, you wish to type more text from the keyboard, choose the Alpha command.

To start a new paragraph, press (ENTER). To start a new line without starting a new paragraph, press (SHIFT) (ENTER) key.

Microsoft Word returns to type-in mode after carrying out all other commands in the Edit Menu and carrying out the Edit command in the Gallery menu.

You can also enter characters supported by the printer that do not appear on the keyboard. Hold down the (ALT) key while typing the character code on the keypad. For example, to enter character code 128, hold down the FORMAT key ((ALT)), and type 128 on the keypad.

Copy

Edit, Gallery menus

COPY to: { }

Purpose

To place a copy of the selected text in the scrap or in a glossary buffer.

Remarks

You must select the text you want to copy before choosing the Copy command. The selected text replaces the contents of the scrap or the specified glossary buffer.

To copy to the scrap, simply carry out the command without entering a glossary name.

To copy to a glossary buffer, enter its name in the command line and press (ENTER) to carry out the command.

Command Field

to:

Enter a glossary name. The symbol for the scrap { } will always be the proposed response.

The glossary name may be up to 31 characters long.

To see a list of existing glossary names, press a direction key.

If you enter a glossary name that does not exist, Microsoft Word will create a glossary buffer with the name you specify.

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Delete

Edit, Gallery menus

Purpose

To remove the selected text from the document and place it in the scrap or in a glossary buffer.

Remarks

You must select the text you want to delete before choosing the Delete command. The selected text replaces the contents of the scrap or the specified glossary buffer.

To delete to the scrap, simply carry out the command without entering a glossary name.

To delete text to a glossary name, enter the name and carry out the command.

Command Field

to:

Enter a glossary name. The symbol for the scrap { } will always be the proposed response.

The glossary name may be up to 31 characters long.

To see a list of existing glossary names, press a direction key.

If you enter a glossary name that does not exist, Microsoft Word will create a glossary buffer with the name you specify.

Edit

Gallery menu

Purpose

To move to the Edit menu.

Remarks

When your work in the gallery is complete, return to the Edit menu and type-in mode to continue editing documents.

Microsoft Word starts in type-in mode with the Edit menu displayed. You can recognize the Edit menu by the word Page at the beginning of the status line, by the display of documents (possibly in multiple windows), and by the command menu, which matches the command menu above.

Format

Edit menu

Purpose

To specify formatting attributes for document elements.

Remarks

The Format commands of the Edit menu affect the attributes of the text under the cursor or the selected text.

If all the characters in the selection have the same attributes, then Microsoft Word will show those attributes as the proposed responses.

If, however, the selection has a mix of conflicting character attributes (for example, some characters are boldface, but others are not), no responses are proposed. Type-in fields will be blank and choice menus will show no parentheses or will be uniformly highlighted, depending on whether they are active or not.

If you set an attribute, it is set for all characters in the selection. Those attributes for which you make no choice remain "neutral"; that is, those character attributes are not changed. The Format Paragraph and Format Division commands behave similarly.

Format

Gallery menu

Purpose

To specify formatting attributes for styles.

Remarks

When you choose the Format command from the Gallery menu, you see either command fields or a subcommand menu. If the usage of the selected style belongs to divisions or to characters, you will see the appropriate command fields. If the usage of the selected style belongs to paragraphs, you will see a subcommand menu with the commands:

FORMAT: Character Paragraph Tabs

Choosing one of these commands leads to the appropriate command fields.

The Format subcommands and their menus are described on the following pages.

Format Character

Edit menu

Purpose

To view or to set formatting attributes of characters.

Remarks

Attributes have different effects on different displays and printers. Characters will be shown and printed in the best available image that corresponds to the display's or the printer's ability to produce the attribute. See Appendix A, "Printing Documents With Word."

The proposed responses represent the attributes of the selected characters. If the selected characters have a mixture of attributes (for example, if some have boldface and some do not), no proposed responses will be shown.

Command Fields

bold:

Choose an option. Characters with the bold attribute will be shown and printed in boldface.

italic:

Choose an option. Characters with the italic attribute will be shown and printed in italics.

underline:

Choose an option. Characters with the underline attribute will be underlined.

strikethrough:

Choose an option. Characters with the strikethrough attribute will be shown with a line through the middle.

Choose an option. Lowercase letters with the uppercase attribute will be shown and printed in all uppercase letters. When the response is reset to No the characters appear as typed.

small caps:

Choose an option. Lowercase letters with the small caps attribute will be shown and printed in all uppercase letters, but in a smaller font size. Uppercase characters with the small caps attribute will be shown as typed. When the response is reset to No, the characters appear as typed.

double underline:

Choose an option. Characters with the double underline attribute will be underlined twice.

position:

Choose an option.

Normal	characters with the normal position attribute will be shown and printed at the usual line level
Superscript	characters with the superscript attribute will be shown and printed above the usual line level
Subscript	characters with the subscript attribute will be shown and printed lower than the usual line level

font name:

Enter a font name from the list of names available (standard, correspond, proportional, and so forth) for the printer specified in the printer command field of the Print Options command. Press a direction key to see the list of font names. If the equipment that must print or display the text does not provide the font you choose, Microsoft Word tries to use a font that looks as much like your choice as possible. One of the generic fonts may be specified. They are listed in Appendix A, "Printing Documents With Word."

font size:

Enter a number for the font size in points. Press a direction key to see a list of font sizes.

Note: 12 pitch type on a typewriter is 10 points, and 10 pitch type on a typewriter is 12 points.

Format Character

Gallery menu

Purpose

To view or to set formatting attributes of styles with character usage; or to view or set the character attributes of Normal style for characters in styles with paragraph usage.

Remarks

To view or set the formatting attributes of a character style, select the style, then select the Format command. Microsoft Word chooses the Format Character command automatically.

To view or set the formatting attributes of characters through a paragraph style, select the paragraph style, then select the Format Character command.

Command Fields

For details of the command fields, refer to the description of the Format Character command in the Edit menu.

Format Division

Edit menu

Purpose

To view and set formatting attributes of divisions.

Remarks

Division attributes determine the layout of pages.

To create a new division, press the NEW DIVISION keys, CTRL ENTER.

See the Options command for more information on measurements.

Command Fields

break:

Choose an option. This attribute determines how the division boundary will be set up.

Cont	no special boundary, new attributes take effect starting on the next page
Column	division starts a new column (also a new page if there is only one column)
Page	division starts a new page
Odd	division starts with an odd-numbered (recto) page
Even	division starts with an even-numbered (verso) page

page length:

Enter a measurement for the length of a printed page. For measurements, see the Options command.

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width:

Enter a measurement for the width of a printed page.

gutter width:

Enter a measurement which extends the left margin of odd-numbered (recto) pages and the right margin of even-numbered (verso) pages to accommodate binding of the printed document.

pg #:

Choose an option.

No   page numbers will not appear automatically in the division

Note: Page numbers can still be printed if (page) is included in a running head.

Yes   automatic page numbers will be printed according to the attributes in the following five command fields

from top:

Enter a measurement for the distance from the top of the sheet to the position of the page number.

from left:

Enter a measurement for the distance from the left edge of the sheet to the position of the page number.

numbering:

Choose an option.

Cont page numbering starts at 1, or continues from the last page number of the previous division

Start pages are numbered starting with the number entered in the next command field (at)

at:

Enter a number for the start of division page numbering.

format:

Choose an option. During printing, Microsoft Word replaces the page number character with a page number in the form you choose in the format command field. The page number character is also available through the glossary buffer name "page."

1   Arabic numbering (1, 2, 3, 4, . . .)

I   Roman uppercase numbering (I, II, III, IV, . . .)

i   Roman lowercase numbering (i, ii, iii, iv, . . .)

A   Alphabetic uppercase numbering (A, B, C, D, . . .)

a   Alphabetic lowercase numbering (a, b, c, d, . . .)

margin top:

Enter a measurement for the distance from the top of the sheet to the top of the document text.

bottom:

Enter a measurement for the distance from the bottom of the sheet to the bottom of the document text.

left:

Enter a measurement for the distance from the left edge of the sheet to the left edge of the document text with the left indent set to zero.

right:

Enter a measurement for the distance from the right edge of the sheet to the right edge of the document text with the right indent set to zero.

of cols:

Enter the number of columns you want on a printed page.

space between:

Enter a measurement for the distance between columns.

Choose an option.

prints footnotes on the same page as the reference mark

prints footnotes at the end of the division

Enter a measurement for the distance from the top of a page to the start of the "top" running head.

Enter a measurement for the distance from the bottom of a page to the start of the "bottom" running head.

Format Division

Gallery menu

```
FORMAT DIVISION break: Cont Column Page Odd Even
    page length:                      width:    gutter width:
    pg #: Yes No                    from top:    from left:
    numbering: Cont Start                 at:    format:
    margin top:                       bottom:    left:    right:
    # of cols:                 space between:    footnotes: Same-page End
    running head pos                from top:    from bottom:
```

Purpose

To view and set formatting attributes of divisions.

Remarks

Division attributes determine the layout of pages.

In the Gallery menu, to assign formatting attributes to a division style, select the style, then select the Format command. Microsoft Word chooses the Format Division command automatically.

Command Fields

For details of the command fields, see the Format Division command on the Edit menu.

Format Footnote

Edit menu

Purpose

To insert new footnotes or to change the references to existing footnotes.

Remarks

A footnote consists of two parts: the reference mark (the superscript 1 in this instance) and the footnote itself.

[1] This is an example of a footnote.

Footnote reference marks are recognized as characters with special attributes by Microsoft Word and are connected to the corresponding footnote texts. A reference may be any sequence of characters, or it may be "auto footnote number."

Format Footnote works as follows: If the cursor is on a footnote reference mark, that reference mark will be the proposed response, which can be changed with the command. If the cursor is not on a footnote reference mark, the reference mark specified in the command field will be inserted in front of the cursor.

The footnote text may be viewed in a footnote window (see the Window Split Footnote command) or at the end of the document.

Footnote text is kept at the end of the document text, along with the text for running heads. The text is kept in the following order: footnotes for division 1, footnotes for division 2, and so forth. You can scroll to this text and edit it at any time.

Once the cursor is on a reference mark, the Jump Footnote command can be used to select the footnote text. You can move quickly to a footnote by selecting the reference mark, then choosing the Jump Footnote command. If the footnote window is open, you can select footnote text by moving to the footnote window with the NEXT WINDOW key, (F1).

When you carry out the Format Footnote command, Microsoft Word automatically carries out a Jump Footnote command to the footnote text area (at the end of the document text) so you can enter or edit footnote text. When you have entered or edited the footnote text, you may use the Jump Footnote command to return to the footnote reference mark, or you may scroll up in the document.

To delete a footnote, delete the footnote reference mark. The footnote text is deleted to the scrap along with the reference mark. You may delete the text of a footnote in the same way you delete document text, leaving an empty footnote.

Command Field

reference mark:

Enter a mark (such as * or a number) as the reference and press (ENTER). When Microsoft Word jumps to the footnote area, type the footnote text. The reference mark is inserted automatically at the beginning of the footnote; this mark may be changed or deleted.

To use automatic footnote numbering, carry out the command with no response. Word will insert a special footnote number character as the reference mark in the document and at the beginning of the footnote. This character will appear as the appropriate footnote number. The footnote number character is also available through the glossary buffer name "footnote." If an automatically numbered footnote reference is deleted or inserted, footnotes will be renumbered accordingly.

Format Paragraph

Edit, Gallery menus

Purpose

To view and set formatting attributes of paragraphs and paragraph styles.

Remarks

Paragraph attributes determine how lines of text are laid out. Additional paragraph attributes appear in the Format Tabs command.

Vertical spacing between lines and between paragraphs are attributes set in the line spacing, space before, and space after command fields. For these attributes, which always propose lines as the unit of measure, you can also specify points as a unit of measure by appending the abbreviation "pt" to the measurement. Line units are defined as 12 points or 1/6 inch (6 lines per inch). This is a typical typewriter line spacing. 1li means single-spacing; 2li means double-spacing; and 3li means triple-spacing.

Command Fields

alignment:

Choose an option. This attribute determines the alignment of text. Because of word wrapping or because of a "hard" line break, the text of a line is typically narrower than the available space.

Left	lines are aligned with the left indent; the text is "ragged right"
Centered	lines are placed in the middle of the line indents
Right	lines are aligned with the right indent; the text is "ragged left"
Justified	lines are aligned with both left and right indents, Microsoft Word automatically adjusts the width of spaces between words to fill in to the right indent

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Choose an option.

Yes	entire paragraph prints at the top of the next page if it does not fit on the current page
No	paragraph continues on the next page if it does not fit on the current page

left indent:

Enter a measurement for the distance between the left margin and the left edge of the document text.

first line:

Enter a measurement that represents the distance from the left indent for the other lines of the paragraph, to the left indent for the first line of the paragraph. If the response is a positive measurement, the paragraph has an indented first line. If the response is a negative measurement (preceded by a minus sign), the paragraph has an "outdented" first line. ("Outdented" means the line extends to the left beyond the main body of the text that follows.)

right indent:

Enter a measurement for the distance between the right margin and the right edge of the document text.

line spacing:

Enter a measurement for the amount of space between each paragraph line. One line gives single-spacing. A standard line is 12 points.

space before:

Enter a measurement for the amount of vertical space that will appear before the paragraph. One line gives single-spacing. A standard line is 12 points.

space after:

Enter a measurement for the amount of vertical space that will appear after the end of the paragraph.

Format Running-head

Edit menu

Purpose

To indicate the page and positions where running heads will appear.

Remarks

The position of a running head is determined with the Format Running-head command. Running heads may appear on the top or bottom of even- and odd-numbered pages, or first pages. Any or all of these may appear together on the document page. For example, one running head could be set to appear on the top of even- and odd-numbered pages; a second running head could appear on the top of the first page.

Word treats running heads as paragraphs. To create a running head, select the paragraph that contains the running head text, and use the Format Running-head command. A caret (ˆ) appears in the margin to the left of the paragraph, indicating that it is now a running head.

Once a paragraph is formatted with Format Running-head, it appears in the position you defined, not where it appears in the text of the document. If two or more consecutive paragraphs are formatted as running heads with the same position and format, they will be treated as a single running head. Running heads remain in effect from the point in the document where they occur until they are superceded by another running head or until the end of the division.

To turn a running head back into a normal paragraph, use the Format Running-head command and choose No in the odd pages, even pages, and first page command fields. If you define a new running head which has the same position as an existing running head, it supercedes the old running head.

Note that a running head in the Top position will appear at the top of the next page after its occurrence in the text, unless it is

the first text after a page break or a division break. It is a good idea to insert the text of running head paragraphs at the top of the page where they are to appear in the printed document. Also, since running heads are in effect only for the division in which they occur, the running head for a new division should be inserted immediately after the division mark.

Command Fields

position:

Choose an option.

Top   the paragraph is laid out in the top position, as specified in the running head pos from top command field of the Format Division command

Bottom   the paragraph is laid out in the bottom position (given in the running head pos from bottom command field)

odd pages:

Choose an option.

Yes   specifies that the paragraph is to appear on odd-numbered (recto) pages

No   specifies that the paragraph will not appear on odd-numbered pages

even pages:

Choose an option.

Yes   specifies that the paragraph is to appear on even-numbered pages

No   specifies that the paragraph will not appear on even-numbered pages

first page:

Choose an option.

Yes   specifies that the paragraph is to appear on the first page of a division

No   specifies that the paragraph will not appear on the first page of a division

Format Style

Edit menu

Purpose

To assign styles to a document and its elements.

Remarks

In each command field, you can ask Microsoft Word to show a list of available responses.

Command Fields

FORMAT STYLE CHARACTER:

Enter character style or select from list. The character style will be assigned to the character in the selection.

FORMAT STYLE DIVISION:

Enter division style or select from list. The style will be assigned to the current division(s). The text of a division precedes its division mark.

FORMAT STYLE PARAGRAPH:

Enter paragraph style or select from list. The style will be assigned to the selected paragraph(s).

FORMAT STYLE SHEET:

Enter filename or select from list. The style sheet will be attached to the current document. Word will supply the extension .STY. The initial proposed response is NORMAL.STY. If the style sheet does not exist, Microsoft Word displays the message:

Enter Y to create style sheet

You may confirm or cancel creation of a new style sheet.

Format Tabs

Edit, Gallery menus

Purpose

To set and clear tab stops in a document and as part of a paragraph style.

Remarks

The ruler appears in the top border of the active window when you choose either the Format Tabs Set or Format Tabs Clear command.

The tab stops themselves are paragraph attributes. Tab positions are measured from the left margin. See "Line Layout" in Chapter 8, "Elements of Microsoft Word," for details of how Word handles tabs.

Format Tabs Clear

Edit, Gallery menus

Purpose

To clear specified tab stops.

Remarks

You can also clear tab stops with the Format Paragraph and Format Tabs Set commands, and with the (DELETE) key in the Format Tabs Set command.

Command Field

position:

Enter a measurement for the position of the tab stops you want to clear. (Tab stop positions are measured in units rather than columns or characters.) To enter two or more positions, separate positions with commas.

You may use the direction keys to enter the positions of tab stops rather than typing them. If you press any direction key, a highlight will appear on the first tab stop in the ruler. The corresponding position will appear in the command field. Pressing (→) or (↓) will move the highlight to the next tab stop in the ruler. Pressing (←) or (↑) will then move the highlight to the previous tab stop in the ruler. The position in the command field will always correspond to the position of the highlight in the ruler.

Format Tabs Reset-all

Edit, Gallery menus

Purpose

To clear all tab stops set with the Format Tabs commands at once.

Remarks

Microsoft Word clears all tab stops as soon as you choose the Format Tabs Reset-all command.

To clear only some of the tab stops, use the Format Tabs Clear command.

Format Tabs Set

Edit menu

Purpose

To view, set, or clear tab stop attributes of paragraphs.

Remarks

You can also set and move tab stops with the Format Paragraph and Format Tabs Clear commands.

Command Fields

position:

Enter a measurement for the position of the tab stop. You may use the direction keys to enter the positions of the tab stops rather than typing them. If you press any direction key, a highlight will appear at the zero position in the ruler and the corresponding position will appear in the command field. Pressing ⭢ or ⭠ moves the highlight to the next or previous position on the ruler, respectively. Pressing ⭣ or ⭡ moves the highlight to the next or previous tab stop on the ruler. The position in the command field will always correspond to the position of the highlight in the ruler, respectively.

If you press (INSERT), a tab stop will be inserted at the position specified in the command field. It will have the alignment and leader character attributes specified in those command fields. You may set several tab stops at the same time by selecting options in the alignment and leader character command fields, entering a position in the position command field, and pressing (INSERT) for each tab stop.

You may move an existing tab stop by specifying its position in the command field, pressing (DELETE), then specifying a new position in the command field, and pressing (INSERT).

When you have finished adjusting the tab stops, carry out the command. When you carry out the Format Tabs Set command, tab stops are placed at the positions specified in the command field.
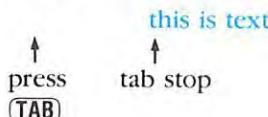
alignment:

Choose an option. This attribute determines the alignment of the text between two tab characters or between a tab character and the end of the line.

Choosing an alignment option arranges the text between the tabs as illustrated below.
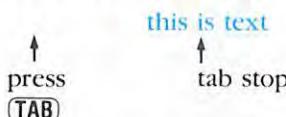
Left   text is aligned flush left with the tab stop;
                 this is the most common use of tabs

                         this is text
                 ↑   ↑
                 press   tab stop
                 (TAB)
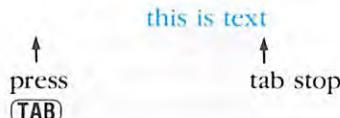
Center   text is centered around the tab stop

                         this is text
                 ↑   ↑
                 press   tab stop
                 (TAB)
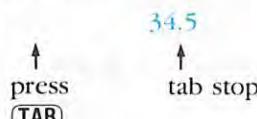
Right   text is aligned flush right with the tab stop
                 if there is sufficient room to the left of the
                 tab stop

                         this is text
                 ↑   ↑
                 press   tab stop
                 (TAB)

Decimal   decimal point is aligned with tab stop; if
                 the following text contains no decimal
                 point, text is aligned flush right with the
                 tab stop

                         34.5
                 ↑   ↑
                 press   tab stop
                 (TAB)

leader char:

Choose an option.

Blank	tab is displayed blank
.(period)	tab is displayed filled with periods
-(hyphen)	tab is displayed filled with hyphens
_(underscore)	tab is displayed filled with underscores

Gallery

Edit menu

Purpose

To move to the Gallery menu where you can create, review, and change style definitions.

Remarks

You can recognize the Gallery menu by the name GALLERY at the beginning of the status line by the display of style sheets and by the command menu, which matches the menu above.

You may select one or more styles in the gallery; and you can scroll the style sheet.

See Chapter 6, "Formatting With Style Sheets," for a complete discussion of the commands in the Gallery menu.

Help

All menus

Purpose

Provides information about Microsoft Word.

Remarks

Microsoft Word reads help text from a disk file. You can request help information in two ways:

choose the Help command from a main command menu, which shows the first page of the help text

press the HELP key, (F12)

When you request help, text from the help file replaces the document display, and the Help command menu appears in the command line. The text that appears depends on when you ask for help.

The document display resumes when you choose the Resume command or press the CANCEL key, (ESC). Resume returns to the exact place where you requested help. The CANCEL key, (ESC), returns to the main command menu from which you requested help.

If a command word is highlighted in a menu, details of that command will appear when you request help. Note that command words on the Edit menu can be highlighted only by pressing (ESC) then using the space bar or (BACKSPACE) key to move the highlight.

If the message line shows an error message, details of the previous command will appear.

Command Fields

Once in the Help command, you can request help information by choosing one of the following commands in the Help menu:

Resume   returns to the menu or command field where you requested help

Next   shows the next screen of help text; usually not all the relevant text will fit on one screen, and you need to choose Next to display the rest of the text

Previous   shows the previous screen of help text

Introduction   shows the beginning of the help text

Commands   shows the help text, beginning with the first command (Alpha)

Editing   shows the help text, beginning with the description of Microsoft Word editing

Keyboard   shows Microsoft Word action keys; includes a list of the predefined FORMAT (ALT) keys

Selection   shows how to select text

Insert

Edit menu

Purpose

To insert, in front of the cursor, a copy of the text from the scrap or from a glossary buffer.

Remarks

You must select the spot where you want to insert text before choosing the Insert command.

Text in the document moves right to make room.

To insert from the scrap, simply carry out the command without entering a glossary name. To insert from a glossary buffer, enter the name of the buffer from which you wish to insert the text, and carry out the command.

Command Field

from:

Enter a glossary name. The proposed response is always the symbol for the scrap ({ }). You can ask Microsoft Word to show a list of existing glossary names by pressing a direction key.

The glossary name may be up to 31 characters long.

If you enter a glossary name that does not exist, Microsoft Word cancels the command and displays the message:

Glossary name not defined

Insert

Gallery menu

Purpose

To insert the definition of a new style into the style sheet.

Remarks

A style has a name and a definition. A style is inserted with this command and its name may be changed with the Name command.

To insert a style name from the scrap, simply carry out the command without entering any responses. To insert an entirely new style definition, enter responses in the command fields.

Your responses in the command fields become the style's name and will appear in the gallery with a proposed definition (direct formatting). You can change this proposed definition using the Format commands.

Command Fields

key code

Enter one or two letters or digits. This code may be used with (ALT) to apply the style to selected elements of the document. While a one-character code can be used, an two-character code offers more unique style definitions. Microsoft Word can produce up to 124 unique styles. To use this many styles, you must use two-character codes.

Note that any code beginning with "x" overrides access to all the preset direct formats.

usage:

Enter a style usage, or use the direction keys to choose a usage from the list.

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variant:

Enter a style variant, or use the direction keys to choose a variant from the list.

remark:

Enter text. This text will be stored with the style, but it will have no effect on Microsoft Word. It is a memory aid to record notes about the formats to which this style applies. Remarks may be up to 30 characters long; longer remarks are truncated.

Jump

Edit menu

Purpose

To move quickly to a specific place in a document.

Jump Footnote

Edit menu

Purpose

To jump to a footnote reference mark or its associated footnote.

Remarks

When the cursor is not on a footnote reference mark, Jump Footnote jumps down to the next reference mark.

If the cursor is on a reference mark, the Jump Footnote command goes to the associated footnote.

When footnote text is selected, the Jump Footnote command goes to the associated reference mark.

Jump Page

Edit menu

Purpose

To jump to the top of a specific page.

Remarks

Jump Page jumps to the specified page. The pages correspond to the page breaks at the last printing of the document. Note that page breaks may change during the next printing, depending on editing changes made during the current session. For example, if you are working with a marked-up manuscript and delete the text that was on page 2 at the last printing, you can still jump to page 4 to make changes, knowing that the pages in the manuscript and on the screen will match. At the next printing (and not before), page 4 will become page 3.

If you specify a page number greater than the number of the last page, Word will jump to the top of the last page.

To update page breaks, use the Print Repaginate command.

Command Field

number:

Enter an Arabic number for the page to jump to. The format of the printed page numbers is irrelevant for this command.

Library

Edit, Gallery menus

Purpose

To go to the Library menu, where you will be able to request additional tools to help you with your work on documents.

Remarks

The Library menu is reserved for future additions to the Microsoft Word program. For now, Microsoft Word simply returns to the main command menu when you carry out the Library command, and displays a message that explains that this is reserved for future use.

Name

Gallery menu

Purpose

To change the name elements of the selected style.

Remarks

The proposed responses are the current name elements. Responses in the command fields become elements of a style's name and appear in the Gallery window. Use the Format commands to change the definition (formatting) of the style.

A typical use of this command would be to generate a new style by copying a related style. Then, you would use the Name command to change the name elements and the Format commands to adjust the definition only where you want it to be different.

Command Fields

key code:

Enter a two-character key code.

usage:

Enter a style usage, or choose a usage from the list.

variant:

Enter a style variant, or choose a variant from the list.

remark:

Enter a reminder about the formats to which this style applies.

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Options

Edit menu

Purpose

To review and to set options for Microsoft Word operations.

Remarks

This command turns on or off the Microsoft Word audible alarm (mute) and overtyping, sets a default unit of measure for most of the command fields that require a measurement, and sets the type of screen display you see.

Command Fields

mute:

Choose an option. Yes turns off the audible alarm.

measure:

Choose an option. Press the space bar until the response you want is highlighted. The options define units of measurement.

In	inches (one inch = 2.54 cm)
Cm	centimeters
P10	10 pitch (10 characters per inch); a p10 measure equals $\frac{1}{10}$ inch; if a 10-pitch font is used, this measure corresponds to character positions
P12	12 pitch (12 characters per inch); a p12 measure equals $\frac{1}{12}$th inch; if a 12-pitch font is used, this measure corresponds to character positions
Pt	points as used by typesetters (72 points equal 1 inch)

overtype:

Choose an option. Yes turns on overtyping.

display:

Choose an option.

Normal   the document appears as it would when printed on a 10-pitch printer; or, if the measure is p12 or pt, on a 12-pitch printer

Printer   line breaks in the document are made with respect to the printer specified in the Print Options printer command field; because the visual accuracy of paragraph alignment will be reduced, use this display option only to review where line breaks will occur with font sizes other than 10pt or 12pt

visible:

Choose an option. The document appears with normally invisible characters made visible.

Print

Edit, Gallery menus

Purpose

These commands print or control the printing of documents.

Remarks

Choosing the Print command in the Gallery menu simply prints the definitions of the selected styles.

Documents can be given attributes that are as sophisticated as you want the format of the document to be. If the printer you are using cannot print all of the formats, Microsoft Word uses the full abilities of the printer to print a document as close to your design as is possible. Yet, when you print the document on a more sophisticated printer, you do not need to change attributes in the document. Microsoft Word gives you the best-looking document the printer can produce.

Print Direct

Edit menu

Purpose

To send all keystrokes directly to a printer.

Remarks

As you type on the keyboard, each character is sent directly to the port (printer) specified in the setup command field of the Print Options command.

The characters will be printed in the normal font or the current print wheel of the printer.

This command can be useful for addressing an envelope, or for any other "on-the-spot" typing task.

Print File

Edit menu

Purpose

To save a printer version of a document in a file for later printing.

Remarks

The saved file may be printed by sending it to the printer using a standard copy or print utility.

Command Field

name:

Enter a filename, or use direction keys to view the directory. Care should be taken not to use the name of an existing file. You might consider appending .PRN or some similar mnemonic extension to the name of any file that you create with this command to remind you of its contents.

Print Merge

Edit menu

Purpose

To print multiple versions of a document, such as a form letter, by combining the text of a main document with variable text for each copy of the document. The variable text may be taken from a datafile or it may be entered interactively at the time of printing. Print Merge also lets you combine several files as a single document at print time.

Remarks

See Appendix C "Using Print Merge," for a detailed explanation of Print Merge features.

Print Merge Instructions

The following instructions may be inserted into a main document to be read by Word when a Print Merge command is carried out. Each instruction must be surrounded by ‹‹ and ›› characters (entered with (CTRL) (◻) and (CTRL) (◻) respectively.)

‹‹ASK *field* = ?[*prompt*]››

You will be prompted for the contents of *field* when the document is printed. You can specify a prompt message to display, including the field name enclosed by merge delimiters (‹‹*field*››).

‹‹DATA [*headerfile*,] *datafile*››

The contents of the fields are supplied from the records in the *datafile*. The names of the fields are taken from the *header file*, if one is named. Otherwise, the first record in the datafile is read as the header.

‹‹IF *field*››text . . . ‹‹ENDIF››

Text will be inserted if *field* is present in the data record.

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‹‹IF *field* = "*string*"››text . . . ‹‹ENDIF››

The text between IF and ENDIF is inserted if the contents of the *field* are the same as the "*string*".

‹‹IF *field* = "*string*"››text . . . ‹‹ELSE››text . . . ‹‹ENDIF››

The text between IF and ELSE is inserted if the contents of the *field* are the same as the "*string*". Otherwise the text after ELSE is inserted.

‹‹IF *field operator value*››text . . . ‹‹ENDIF››

The text between IF and ENDIF is inserted in the document if the contents of the *field* have the relationship to the *value* expressed by the operator. Otherwise, the text is not inserted. The operators greater than (>), less than (<) and equal to (=) may be used. The value must be an integer.

‹‹IF *field operator value*››text . . ‹‹ELSE››text . . . ‹‹ENDIF››

The text between IF and ELSE is inserted if the contents of the *field* have the relationship to the *value* expressed by the operator (>, <, or =). The value must be an integer. Otherwise, the text after ELSE is inserted.

‹‹INCLUDE *filename*››

Inserts the text of *filename* in the document.

‹‹NEXT››

Merge goes onto the next data record in the datafile, instead of waiting for the next copy of the document to be printed.

‹‹SET *field* = *value*››

Sets the contents of the *field* to *value* for every copy of the document.

‹‹SET *field* = ?[prompt]››

You will be prompted to set the contents of the *field* when the file is merged. The contents of the *field* are set for every copy of the document. You can specify a prompt message to display, including the field name enclosed by merge delimiters (‹‹*field*››).

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Print Options

Edit menu

Purpose

To review or set options that control printing.

Remarks

Microsoft Word records the responses you enter in the following command fields between editing sessions:

> printer

> draft

> feed

Note that if you have deleted the MW.INI file which records the name of the .PRD file you have chosen with Printer Options, Word attempts to load TTY.PRD. If neither the .PRD file you have named with Printer Options nor the TTY.PRD file is on the Word diskette, you will see the following message:

> Enter a printer name in Print Options

You must choose the .PRD filename corresponding to your printer before using the Print Printer, Print File, or Print Repaginate commands.

Command Fields

printer:

Enter a name, or use the direction keys to see the list of printer names. The response in this command field will be used by the Print Printer command and the display command field of the Options command.

See Appendix A, "Printing Documents With Word," for a list of the printers Microsoft Word recognizes.

draft:

Choose an option. Yes prints the document without special character formats. On dot matrix printers, microspace justification will not be used. On impact printers, font changes will have no effect. The draft option provides a way to print a preliminary copy of your document at top speed, accurately printing line and page breaks, but not other formatting. The draft option is recorded between work sessions.

queued:

Choose an option. Yes allows you to continue editing while Microsoft Word prints the document. However, for queued printing to work, space on the Program disk must be available for a temporary file large enough to hold the queued printout.

copies:

Enter a number. Microsoft Word prints the first copy, then repeats the printing for each additional copy requested.

range:

Choose an option. You may use the range option to print only part of a document. The options are:

All	prints the entire document
Selection	prints only the lines containing selected text
Pages	prints only the text of the page numbers entered in the page numbers command field

page numbers:

Enter a number or list of numbers. Separate consecutive pages by a colon (:) or hyphen (-). For example, 3:5 would print pages 3, 4, and 5. Separate nonconsecutive pages by commas (,). For example, 3,5,12 would print pages 3, 5, and 12. You may enter both consecutive and nonconsecutive pages. For example, 3:5,11 prints pages 3, 4, 5, and 11.

The feed options allow you to choose whether paper will be fed through the printer continuously or whether it will be loaded in sheets. If the printer has a twin-sheet feed, you must choose among the options bin1, bin2, or mixed to indicate from which bin paper will be fed.

Choose an option.

Manual	the printer will stop at the end of every page; Word waits for you to insert another sheet of paper, and press ⒴ to continue
Continuous	the printer will print continuously until the end of the document
Bin1	the printer will feed paper from bin 1 for all pages printed
Bin2	the printer will feed paper bin 2 for all pages printed
Mixed	the printer will feed the first page from bin 1 and all other pages from bin 2

setup:

LPT: is the default for this command field. This is the only valid entry at this time.

Print Printer

Edit Menu

Purpose

To print the active document.

Remarks

The Print Printer command uses all the responses in the Print Options command to print the document.

To cancel printing, press (ESC). Microsoft Word advances the paper to the top of the next sheet and returns to the Edit menu. Choose the Alpha command to reenter type-in mode.

To stop queued printing, use the Print Queue command.

If a printer error occurs during printing, Microsoft Word displays the Printer not ready message.

Print Queue

Edit menu

Purpose

To control queued printing.

Remarks

When you choose the Yes response in the queued command field of the Print Options command, use this command to control printing from within Microsoft Word instead of from the operating system.

Command Fields

Choose an option.

Continue   restart queued printing after using the Print Queue Pause command

Pause   halt printing temporarily

Restart   begin queued printing from the beginning of the document

Stop   cancel queued printing

Print Repaginate

Edit menu

Purpose

To repaginate the document.

Remarks

The Print Repaginate command may be used to update page breaks so that correct page status information is given in the lower left corner of the Word screen.

The document is not printed, but all page breaks are changed to reflect the current document instead of the last printed version.

Page breaks are the places where new pages start when you print a document. Word remembers the page breaks for the last printing or repagination. Once you make editing changes that alter where the page breaks occur, the page breaks in the last printed copy will still be remembered. This facilitates editing pages from marked-up manuscript; the Jump Page command can be used to find the pages that correspond to the pages in the manuscript, even as editing progresses.

When you print or repaginate a document, the symbol ʾʾ appears in the selection bar to show the position of the page breaks.

QUIT

Edit menu

Purpose

To end an editing session and exit from the Word program.

Remarks

If you have no unsaved changes to any of the documents that are loaded, the Quit command will end the Word work session. If you are working with a document that does have unsaved editing or formatting changes, Microsoft Word will ask you whether you wish to save the current version of the document. The document in the first window will be highlighted and the following message will be displayed:

Enter Y to save, N to lose edits, or Cancel

If you press (Y), the document will be saved before Word is terminated. If you press (N), any unsaved changes to the document are discarded. If you press (ESC), the Quit command is canceled. If you wish to save the document without quitting Word, use the Transfer Save command.

Microsoft Word records some options that you have chosen with the Options, Print Options, and Window Options commands during the editing session. These options remain in effect during subsequent editing sessions, until you change them again. The options recorded at the end of a session are:

Options	Print Options	Window Options
mute	draft	background color (window 1 only)
measure	printer	style bar (window 1 only)
overtype	feed	ruler (window 1 only)
display mode		
visible		

Quit also saves the name of the document in window 1, the document's position in the window, the document's read-only status and Transfer Options. The document is loaded automatically if you start Word with the /L switch. These options are recorded in the file MW.INI.

When you have confirmed that you wish to quit, the work session is ended and you will be returned to the operating system.

Replace

Edit menu

Purpose

To search for and replace the specified text.

Remarks

This command searches the document for the text in the text field, and replaces it with the text in the with text field. You can also search for unspecified and special characters. You can use the question mark (?) to match any single character. For example, *Wo?d* as search text can find *Word*, *Wood*, or *Wold*.

You cannot use the question mark in this way in the with text command field. If you enter a question mark there, Word inserts a question mark during replacement.

You can also search for and replaces text with special characters, which are not letters, numbers, or punctuation. To enter special characters, you precede one of the following characters with the ^ symbol.

Character Meaning

^–   non-required hyphen

^d   division mark or page break

^n   newline character

^p   paragraph mark

^s   nonbreaking space

^t   tab character

^w   white space; searches for any number and combination of spaces, tab characters, non-breaking spaces, new line characters, paragraphs marks, division marks, and hard page break characters.

If you precede any other character with the ˆ symbol, Word takes that character at face value. For example, for ˆ? Word searches for a question mark. For ˆˆ Word searches for a ˆ symbol.

If the search text does not contain a non-required hyphen, Word will find all matching text, including text containing non-required hyphens. If the search text includes non-required hyphens, their positions must match the document exactly. For example, if your search text is **type-writer** Word will only find **type-writer** (that is, **type** non-required hyphen **writer**, but not **typewrit-er** or **type-writer** when the hyphen is a normal or non-breaking hyphen).

The direction of the search is always toward the end of the document. If no text is selected, the search starts at the cursor and goes to the end of the document. If text is selected, the search goes from the first to the last character of the selection; only the text within the selection is searched.

If the confirm option is chosen, Microsoft Word will ask you to confirm the replacement. Press (Y) (for Yes) to replace. Press (N) (for No) to skip this and search for the next occurrence. Press (ESC) at any time to cancel the command.

When the replacements have been made, Microsoft Word returns to the document. The total number of replacements made will appear on the message line. For example:

12 replacements made

Command Fields

text:

Enter text. The text may be up to 40 characters long. You can also search for unspecified and special characters. See "Remarks" for details. The text for the most recent search or replace will be the proposed response.

with text:

Enter text. The text may be up to 40 characters long. You can also replace with special characters, except *?* and *w.* See "Remarks" for details. The text for the most recent replace will be the proposed response.

confirm:

Choose an option.

Yes   asks you to confirm before replacing the text

No   replaces text without asking for confirmation

case:

Choose an option.

Yes   searches for text that has exactly the same upper-case and lowercase letters as the specified text and replaces this text with exactly what you type in the with text command field.

No   ignores case during the search. If the initial letter or all letters in the text to be replaced are uppercase, Microsoft Word will keep the same uppercase and lowercase configuration. For example, if *the* and *one* are the search and replacement text, Microsoft Word replaces *the* with *one*, *The* with *One*, and *THE* with *ONE*.

whole word:

Choose an option.

Yes   searches for text that has leading and trailing word breaks (spaces, punctuation, and so forth).

No   searches for text anywhere, even embedded in other text. For example, if *one* and *the* are the search and replacement text, Word changes *tone* to *tthe.*

Search

Edit Menu

Purpose

To search a document for the first occurrence of the specified text.

Remarks

This command searches the document for the text in the text field and selects the text. Word searches text before the cursor for an Up search or text after the cursor for a Down search.

You may also use the Search command to extend a selection, by pressing the EXTEND key, (F6), then entering the last part of the text you wish to include in the selection, in the text field.

Command Fields

text:

Enter text. The text may be up to 40 characters long. You can also search for special characters. See "Remarks" under the Replace command for details. The text for the most recent search or replace will be the proposed response.

direction:

Choose an option.

    Down   searches toward the end of the document.

    Up   searches toward the beginning of the document.

case:

Choose an option.

    Yes   searches for text that has exactly the same upper-case and lowercase letters as the specified text

    No   ignores case while it searches

Choose an option.

Yes   searches for text that has leading and trailing word breaks (spaces, punctuation, and so forth)

No   searches for text anywhere, even embedded in other text

Transfer

Edit menu

Purpose

These subcommands act on entire documents, the glossary file, and the file system.

Remarks

Most Transfer commands have a filename field in which you supply the name of a file. You can fill a filename field by typing a response or by choosing a name from a directory.

Whenever the filename command field is active, press one of the direction keys to view the directory of the current diskette. If the list of files you want to see is not on the current drive, include a correct drive name.

To view names that match a particular pattern, type the pattern, then press a direction key. To make a filename pattern, use the asterisk (*) and the question mark (?) in place of the characters of a filename. The asterisk can replace several characters, the question mark only one. For example, ??? displays all names that contain exactly three characters, and M* displays all names that begin with the letter **M**. To see all files, type *.*

To load a document from the directory, use the direction keys to move the highlight to the desired name. The highlighted name also will appear in the filename field. Once you have chosen a name, move to the next command field, or carry out the command.

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Transfer

Gallery menu

Purpose

To offer subcommands that act on style sheets and the file system.

Remarks

This command affects only style sheet files. When you use the direction keys to view the directory, only those filenames ending in .STY will appear.

Most Transfer commands have a filename field in which you supply the name of a file. You can fill a filename field by typing a response or by choosing a name from a directory.

Whenever the filename command field is active, press one of the direction keys to view the directory of the current diskette. If the list of files you want to see is not on the current drive, include a correct drive name.

To view names that match a particular pattern, type the pattern, then press a direction key. To make a filename pattern, use the asterisk (*) and the question mark (?) in place of the characters of a filename. The asterisk can replace several characters, the question mark only one. For example, ??? displays all names that contain exactly three characters, and M* displays all names that begin with the letter M. To see all files, type *.*

To load a document from the directory, use the direction keys to move the highlight to the desired name. The highlighted name also will appear in the filename field. Once you have chosen a name, move to the next command field, or carry out the command.

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Transfer Clear

Edit menu

Purpose

To start a new document.

Remarks

The Transfer Clear command clears only the active window. If there is only one window, this window will be cleared.

If there are unsaved changes to the documents you have loaded when you carry out either the Transfer Clear All or Transfer Clear Window command, the following message appears.

Enter Y to confirm loss of edits

Otherwise, Word will not ask for confirmation. If you press Y, any unsaved changes to the document in the active window will be lost. To save your changes, press ESC to cancel the Transfer Clear command, then use the Transfer Save command to save the document.

Command Fields

All
: clears the entire text area of all windows and text and reloads NORMAL.STY.

Using Transfer Clear All is like starting up Microsoft Word again. Everything is the scrap is lost and the % Free in the status line is restored to 100%.

If you want to delete a document which was active during the editing session, first use Transfer Clear All. You cannot use Transfer Delete to delete these documents.

Note: If you change data diskettes after using Transfer Clear All, use Transfer Clear All again to read NORMAL.STY from the current data diskette.

Window
: clears the contents of the current window

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Transfer Clear

Gallery menu

Purpose

To start a new style sheet.

Remarks

Transfer Clear on the Gallery menu clears the contents of the style sheet currently loaded from the gallery. If the style sheet contains unsaved changes, the following message appears:

Enter Y to confirm loss of edits to style sheet

If there are no unsaved changes to the current style sheet, Word will not ask for confirmation. If you press (Y), any unsaved changes to the style sheet will be lost. Pressing (ESC) cancels the Transfer Clear command. You can either continue editing the style sheet or save your changes with the Transfer Save command.

Transfer Delete

Edit, Gallery menus

Purpose

To delete a file from a diskette.

Remarks

Use this command whenever you need to make room for new files on a full diskette. You may delete only files that have not been loaded or saved during the current editing session. If you attempt to delete any file that you have loaded or saved during this session, Microsoft Word cancels the command and displays an error message.

Command Field

filename:

Enter a filename or use the direction keys to view the directory. See the Transfer command in the Edit menu for details on entering a filename. When you type a filename, type it exactly as it appears in the disk directory.

Transfer Glossary

Edit menu

Purpose

To offer subcommands that act on the entire glossary.

Remarks

The Transfer Glossary subcommands operate much like the Transfer Merge, Transfer Save, and Transfer Clear commands, except that they apply only to glossary buffers and files.

When Word starts up, it loads the glossary file NORMAL.GLY. This file is useful for storing glossary text you will use during most editing sessions, because the text is immediately available at startup.

Transfer Glossary Clear

Edit menu

Purpose

To remove a glossary name from the glossary or to clear the entire glossary.

Remarks

Microsoft Word asks you to confirm that you want to clear the specified glossary buffers. This action will remove the names of the buffers from the lists displayed by other glossary commands.

Command Field

name:

Enter glossary names, or leave blank to clear all glossary buffers. Blank is the proposed response. If you enter more than one name, separate the names with commas. If you enter a name that has not been defined, Microsoft Word will display the message:

Glossary name not defined

Word then highlights the undefined name, and waits for you to edit the response.

Transfer Glossary Merge

Edit menu

Purpose

To merge glossary buffers from a file or diskette into Microsoft Word for use during editing.

Remarks

Microsoft Word merges the glossary buffers from the specified file with the glossary buffers already in Word. If any of the glossary buffers from the file have the same names as glossary buffers already in Microsoft Word, the contents of the buffers from the file will replace the contents of those already in Word. If a file cannot be found, Word displays the message:

Cannot read file

Command Field

filename:

Enter filename or select from list. The extension .GLY will be supplied automatically.

Transfer Glossary Save

Edit menu

Purpose

To save the contents of the glossary buffers in a diskette file.

Remarks

When you quit Microsoft Word, the contents of the glossary buffers are not saved automatically. To save the contents for use in a later session, use the Transfer Glossary Save command.

Command Field

filename:

Enter filename or use the direction keys to select from the list. The extension .GLY will be supplied automatically.

Transfer Load

Edit, Gallery Menu

TRANSFER LOAD filename: read only:

Purpose

To load a document or a style sheet into the active window.

Remarks

Microsoft Word loads the document or style sheet you name from a file on disk. When the document is loaded, the total number of ASCII (alphanumeric, (TAB), and (ENTER)) characters in the document will be displayed on the message line. For example, the following message and status lines indicate that there are 4895 characters in SAMPLE.DOC:

4895 characters
Page 1 { } 99% ? Microsoft Word: SAMPLE.DOC

If Word cannot find the file containing the document or style sheet on the disk, it assumes you wish to create a new document or style sheet. You will see the message

Enter Y to create file

or

Enter Y to create style sheet

If you type (Y), Word creates a new document or style sheet with the name you specified. If you did not intend to create a new document or style sheet, you may cancel the command by pressing (ESC). You can use the direction keys to view the documents or style sheets available on the diskette.

Use the read only field if you wish to view the document without fear of accidentally changing it.

Unformatted ASCII text files created by other programs can be loaded into Word. (See "Transfer Save.")

Command Fields

filename: (style sheet name: *Gallery menu*)

Enter a filename (or style sheet name), or use the direction keys to view the directory. (Enter B:, then press an arrow to see the directory of drive B. You may use the Transfer Options command to change the default drive to B.) The list of filenames will show only those filenames that have the extensions .DOC (in the Edit menu) and .STY (in the Gallery menu). If you omit a filename extension, Word assumes you mean a filename that ends with .DOC or .STY. If the file you want to load has no filename extension, type the filename, followed by a period. To use a file with a different extension, type the entire filename, including the extension. See the Transfer command (Edit menu) for more information on entering a filename.

read only:

Choose an option. Yes means that the document is treated as a read only file. You may display the document but cannot make changes to it. No means that you can edit the document.

Transfer Merge

Edit menu

Purpose

To merge the active document with another document.

Remarks

File contents are inserted into the active document in front of the cursor or selection.

Command Field

filename:

Enter filename. See the Transfer command (Edit menu) for further information.

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Transfer Merge

Gallery menu

Purpose

To merge the active style sheet with style sheets from diskette files.

Remarks

Merged styles are inserted in front of the cursor or selection on the active style sheet. Any conflicts between merged definitions and definitions in the active style sheet are ignored until you carry out a Transfer Save command or choose Edit to move to the Edit menu. At that point, Microsoft Word displays the message:

> Style already defined

or

> Key codes conflict

One of the conflicting styles will be selected.

Command Field

style sheet name:

Enter filename or select from list. The extension .STY will be supplied automatically.

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Transfer Options

Edit, Gallery menus

Purpose

To view or change the default drive setting.

Remarks

You can use this command only when there are no documents or style sheets loaded in Word. To use the Transfer Options command, first use the Transfer Clear All command in the Edit menu. You can also use the Transfer Options command when you first start Word, before loading any documents.

If your system has two floppy disk drives, Word automatically makes drive B the data drive. If you start Word from drive B, you may change the data drive to drive A.

This command is useful whenever you want to load and save documents from a data disk. Once the default drive is set, you can refer to files on the disk in that drive without supplying the drive name.

Command Field

setup:

Enter drive or directory. If you do not specify a drive name, the default drive remains the same.

Transfer Rename

Edit, Gallery menus

Purpose

To rename the active document or style sheet.

Remarks

This command changes the name of the active document or style sheet indicated in the status line to the specified name. If the active document name has been saved, this command also changes the file on diskette.

Command Field

filename:

Enter filename, or select from list. See the Transfer command (Edit menu) for more information on entering a filename. If the new name is the name of a file that already exists on the current diskette, Microsoft Word cancels the command and displays the message:

Cannot rename file

Transfer Save

Edit, Gallery menus

Purpose

To save a document or a style sheet in a file on diskette.

Remarks

Microsoft Word saves the document or style sheet in the file you name. When the document has been saved, Word displays the total number of ASCII (alphanumeric, (TAB), and (ENTER)) characters in the document on the message line. For example, the following message and status lines indicate that SAMPLE.DOC contains 4895 characters.

> 4895 characters
> Page 1   { }   99% ? Microsoft Word: SAMPLE.DOC

After the document or style sheet is saved, you can continue to edit. If a document is saved on the same diskette from which the document was loaded, the old version of the file will be retained as a backup with the file extension .BAK. In fact, a backup file is created whenever a document is saved in a file that already exists. Note, however, that the backup file requires space on the diskette. If necessary, you can delete this file at a later session with the Transfer Delete command.

If you type in a filename for the document that is different than the proposed response, Word will display one of two messages. If you give the name of another document on the diskette, you will see:

> Enter Y to overwrite

You must confirm that you want to replace the previous contents of this file with the document you are saving. If you give a new name to the document, Word will save it under the new name. The new name will replace the old one as the active document or style sheet in the lower right corner of the screen. The earlier version(s) of the document will still be saved under the previous name.

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Command Fields

filename: (Style sheet name: *Gallery menu*)

Enter the new filename. See the Transfer command description for more information on entering a filename. The appropriate exten-·sion (.DOC in Edit menu, or .STY in Galley menu) will be supplied automatically.

formatted: (*Edit menu only*)

Choose an option.

Yes   the document and its formatting are saved

No   the document text is saved as a standard ASCII file without any formatting information

    Unformatted Word files contain only alphanumerics, (TAB), (ENTER), and linefeed characters. You may wish to use unformatted files as input to some other program that expects ASCII text only.

Undo

Edit, Gallery menus

UNDO

Purpose

To reverse the effect of the last editing change.

Remarks

The Undo command changes the document back to the way it was before your most recent change. If you are undoing a change that added text, Undo will delete the text and select the first character following the deletion. If you are undoing a change that deleted text, Undo will insert the text and leave it selected. You can also undo changes made by the Format and Replace commands.

Because the Undo command can itself be reversed, you can use the Undo command to toggle between a "before and after" view of an editing change.

If no editing changes have been made, Microsoft Word displays the message:

No edit to undo

Window

Edit menu

Purpose

To present a choice of window operations: splitting new windows horizontally or vertically, moving a window border to make windows larger or smaller, closing existing windows, or setting window options.

Remarks

Each of these subcommands is described in detail on the following pages.

Window Close

Edit menu

Purpose

To close a window.

Remarks

Microsoft Word closes the specified window. If this is the only window displaying a document with unsaved editing changes, Word will display the message:

Enter Y to confirm loss of edits

Press Ⓨ to discard the changes; press (ESC) to cancel the command.

Command Field

window number:

Enter number. The number of the active window is the proposed response.

Window Move

Edit menu

Purpose

To move window borders.

Remarks

This command moves the borders between windows to increase the size of a window. This can make viewing a document easier.

Common window borders change together, so changing the size of one window will affect the size of others in a complementary way. For windows on the bottom and right edges of the text, move the borders of the neighboring windows (see the figure below).

Windows can be shrunk until they show only four characters horizontally and one character vertically. The minimum-size window includes space for 1 selection bar character, one style bar character, and one character of text.

Command Fields

window #:

Enter a number for any open window, except for windows that border the bottom and right edges of the text area. If you choose a window that borders the bottom or right edge, Microsoft Word cancels the command.

to row:
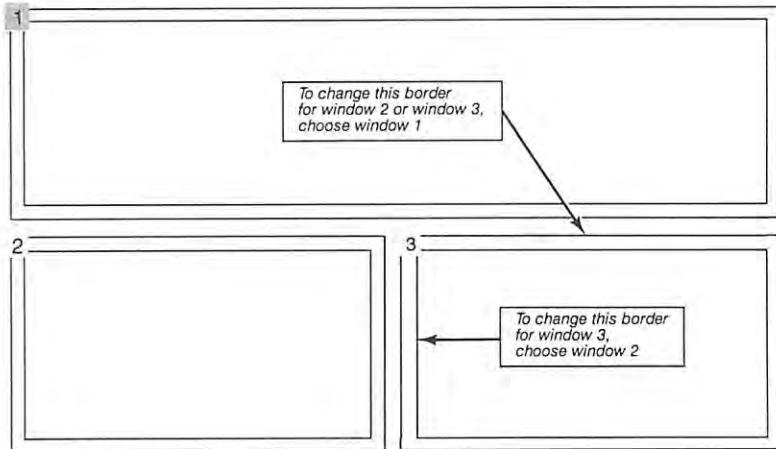
Enter a number for the row to which you wish to move the border. If you enter a number larger than the distance available, Microsoft Word moves the border as far as it can.

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You can use ⊕ and ⊕ to enter a row number. Press any direction key to make a square pointer visible in the lower right corner of the window. Move the Window Move pointer up and down with the direction keys to the correct row for the border. The row number appears in the command field as you move the pointer.

to column:

Enter a number for the column to which you wish to move the border. If you enter a number larger than the distance available, Microsoft Word moves the border as far as it can.

You can use the ⊕ and ⊕ to enter a number. If the pointer is not already visible, press any direction key to make a square pointer visible in the lower right corner of the window. Move the Window Move pointer right and left with the direction keys to the correct column for the border. The column number appears in the command field as you move the pointer.

To change this border for window 2 or window 3, choose window 1

To change this border for window 3, choose window 2

Window Options

Edit menu

Purpose

To review and set options for windows.

Remarks

The background of the window is the color on which the text appears.

The style bar along the left window border displays the key codes for paragraph styles assigned to the paragraphs in the associated text window. Each open window may have a style bar turned on. The style bar is always two characters wide when it is on.

When you use this command to turn the ruler on, it stays on until you turn it off. This is in contrast to the Format Tabs and Format Paragraph commands, which turn the ruler off automatically when you carry out the command.

Command Fields

window number

Enter number. The active window is the proposed response.

background color

Enter color number, or select from list. The choices are: 0 Black, 1 Yellow, 2 Red, 3 Green, 4 Magenta, 5 Cyan, 6 Blue, and 7 White. You can see a list of the color numbers and a "swatch" of the color by pressing a direction key.

style bar:

Choose an option. Yes activates the style bar. The symbols that appear in the style bar are:

        blank   this paragraph has no style assigned to it

1 or 2 letter key code	this is the key code that may be entered in combination with (ALT) to assign the paragraph style
* (asterisk)	this symbol represents a paragraph style that is not defined on the style sheet currently attached to the document
b	this paragraph is a running head that will appear at the bottom of both odd- and even-numbered pages during printing
be	this paragraph is a running head that will appear at the bottom of even-numbered pages during printing
bf	this paragraph is a running head that will appear at the bottom of the first page of the division during printing
bo	this paragraph is a running head that will appear at the bottom of odd-numbered pages during printing
t	this paragraph is a running head that will appear at the top of both odd- and even-numbered pages during printing
te	this paragraph is a running head that will appear at the top of even-numbered pages during printing
tf	this paragraph is a running head that will appear at the top of the first page of the division during printing
to	this paragraph is a running head that will appear at the top of odd-numbered pages during printing

ruler:

Choose an option. Yes displays the ruler.

Window Split

Purpose

To open a window by splitting the active window.

Remarks

New document windows display a portion of the document in the "parent" window. A new window becomes the active one. The cursor is on the same text as it was in the "parent" window before the split.

A total of up to eight windows may be opened using the Window Split commands.

Window Split Footnote

Edit menu

Purpose

To open a window for viewing footnotes.

Remarks

The footnote window displays only the text of footnotes whose reference marks are visible in the Window from which the footnote window was split.

You can scroll and edit footnote text in the footnote window as you would scroll and edit document text in a document window.

If you try to open a footnote window in a text window that already has a footnote window open, Microsoft Word will cancel the command and display the message:

Not a valid window split

Command Field

at line:

Enter a number. If you enter a number which doesn't provide enough room for the footnote window, Microsoft Word will cancel the command and display the message:

Not a valid window split

You can use ⊕ and ⊕ to enter a line number. Press any direction key to make a square pointer visible in the selection bar. Move the window split pointer up and down with the direction keys to the place you want to split the window. The line number appears in the command field as you move the pointer.

Window Split Horizontal

Edit menu

Purpose

To split the active window horizontally.

Remarks

The new window is the one below the split. It is given the next unused window number and becomes the active window. The new window will show the same document as the window from which it was split.

Command Field

at line:

Enter a number between 3 and the maximum number of lines in the window minus 1 line. Microsoft Word considers the first line of each window as line 1, regardless of where the line is located in the text area. If you enter a number smaller than 3 or larger than the last line of the window minus 1, Microsoft Word cancels the command and displays the message:

Not a valid window split

You can use ⊕ and ⊕ to enter a line number. Press any direction key to make a square pointer visible in the selection bar. Move the window split pointer up and down with the direction keys to the place you want to split the window. The line number appears in the command field as you move the pointer.

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Window Split Vertical

Edit menu

Purpose

To split a window vertically.

Remarks

The new window is to the right of the split. The new window is given the next unused window number and becomes the active window.

Microsoft Word allows a maximum of three side-by-side windows. If you attempt a third vertical split, Word cancels the command and displays the message:

Not a valid window split

Command Field

at column:

Enter a number between 4 and the maximum number of columns in the window minus 4 columns. Microsoft Word considers the first column of each window as column 0 (zero), regardless of where the column is located in the text area. If you enter a number smaller than 4 or larger than the last column of the window minus 4, Microsoft Word cancels the command and displays the message:

Not a valid window split

You can use ⬅ and ➡ to enter a column number. Press any direction key to make a square pointer visible in the scroll bar. Move the window split pointer right and left with the direction keys to the place you want to split the window. The column number appears in the command field as you move the pointer.

Chapter 10   Message Directory

This directory lists in alphabetical order all the messages that may appear on the message line while you are working with Microsoft Word. The probable causes of the messages are given, followed by a description of possible responses.

Cannot delete file

Cause: The file was not on the diskette; the filename was not valid; or the diskette is write-protected.

Action: Make sure you enter the correct filename; if the diskette is write-protected, consider removing the write-protect label.

Cannot move text into itself

Cause: You have attempted to move or copy the selection to a destination that is within the selection.

Action: Choose another destination for the move or copy.

Cannot read file

Cause: You either pressed (N) in response to the Enter Y to re-try access to . . . message, or you have requested a nonexistent filename.

Action: No special action is necessary. For more information about reading files, see the discussion of files in Chapter 8, "Elements of Microsoft Word."

Cannot rename file

Cause: There is already a file with that name; the name is not a legal name; or the diskette is write-protected.

Action: Choose another name for the file or, if the diskette is write-protected, consider removing protection from the disk.

Cannot save file

Cause: Word was unable to make a backup copy of the file you are saving because of a diskette error or because the diskette is full.

Action: Use the Transfer Delete command to delete some files, or use a different diskette.

XXXX characters loaded

Cause: You have just used the Transfer Load command to load a document. This message reports the total number of characters in the document.

Action: None required.

XXXX characters saved

Cause: You have just used the Transfer Save command to save a document. This message reports the total number of characters in the document.

Action: None required.

Command field requires response

Cause: You left a command field blank, but the command requires that the field be filled in.

Action: Retry the command after filling in the field.

DATA after SET or ASK

Cause: You are using the Print Merge command on a file that contains a DATA instruction after a SET or ASK instruction.

Action: Press (ESC) to cancel the Print Merge command, then edit the document so that the DATA instruction precedes any SET or ASK instructions in the document.

Disk error

Cause: The operating system has informed Word of a serious error while accessing the diskette.

Action: Check diskette for write-protect tab, and remove it if you wish to write to diskette. Reinsert the diskette correctly. Retry the command.

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Disk full

Cause: There is no more room on the diskette.

Action: Use the Transfer Delete command to look at the files on the diskette and delete unneeded files, or use a different diskette.

Edit document or press Escape to use menu

Cause: You are in the Alpha command and Word is ready for you to enter text.

Action: Enter text or edit it with the editing keys. To use other editing commands, press (ESC).

End mark cannot be edited

Cause: You attempted an editing command while the cursor was on the end mark or it was the only thing selected.

Action: Move the cursor or make a new selection, and retry the command.

ENDIF or ELSE without IF

Cause: You are using the Print Merge command with a main document that contains an ENDIF or ELSE instruction, without an IF instruction.

Action: Press (ESC) to cancel the Print Merge command, then add the IF instruction before the beginning of the text to be inserted conditionally.

Enter a printer name in Print Options

Cause: You are using the Print Printer, Print File, or Print Re-paginate commands. Either you have not selected a .PRD file with the Print Options command or Word cannot find the .PRD file you named on the disk.

Action: Press (ESC) to cancel the command, then use the Print Options command to select the correct .PRD file.

Enter character style or select from list

Cause: The active command field requires the name of a character style.

Action: If you know which style you want, type it in the command field. Otherwise, use the direction keys to view and select from the list of available character styles.

Enter color number or select from list

Cause: The active command field requires a color number from the list of available colors.

Action: If you know the number of the color you want, type it in the command field. Otherwise, use the direction keys to view and select from the list of available colors.

Enter division style or select from list

Cause: The active command field requires the name of a division style.

Action: If you know which style you want, type it in the command field. Otherwise, use the direction keys to view and select from the list of available division styles.

Enter drive or directory

Cause: You are in the setup field of the Transfer Options command; a response is required.

Action: Enter a drive specification, press (ESC) to cancel the command.

Enter filename

Cause: You have asked Word to write a file. The active command field requires the name of the file to be written.

Action: Enter the name of the file you want to write, or press (ESC) to cancel the command.

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Enter filename or select from list

Cause: The active command field requires the name of the file to be read.

Action: If you know which file you want, enter the filename. Otherwise, use the direction keys to view and select from the list of filenames.

Enter font name

Cause: The active command field requires the name of one of the available fonts.

Action: If you know the name of the font you want, type it in the command field. Otherwise, use the direction keys to view and select from the list of available fonts.

Enter font size in points or select from list

Cause: The active command field requires a font size in points.

Action: If you know the font size you want (for example, 12 pt) type it in the command field. Otherwise, select from the list of available sizes.

Enter glossary name or select from list

Cause: The active command field requires the name of a glossary buffer.

Action: If you know which glossary name you want, type it in the command field. Otherwise, use the direction keys to view and select from the list of available glossary buffer names.

Enter glossary names or leave blank to clear all

Cause: You have chosen the Transfer Glossary Clear command, and you are being asked to tell Word which glossary buffers you wish to clear.

Action: Enter the names of the glossary buffers you wish to clear, separated by commas, or press any direction key to view the list of names. Press (ESC) if you do not want to clear any glossary buffers.

Enter key code

Cause: The active command field requires that a one- or two-character key code be assigned to this style.

Action: Type the desired one- or two-letter key code combination.

Enter list of measurements

Cause: The active command field requires one or more numbers, separated by commas, which represent measurements.

Action: Type the number(s). Your response will be taken as a number of whatever units you have selected in the Options command; however, you may override that unit by following each number by one of the other units of measure (in, cm, p10, p12, pt).

Enter list of page numbers

Cause: You are in the page numbers command field of the Print Options command and wish to selectively print some pages of your document.

Action: Type the numbers of the pages you wish to print, separated by either commas (,) or colons (:). For example, to print pages one through five, and also page seven, you would type: 1:5, 7

Enter measurement

Cause: The active command field requires a number which represents a measurement.

Action: Type the number. Your response will be taken as a number of whatever units you have selected in the Options command; however, you may override that unit by following each number with one of the other units of measure (in, cm, p10, p12, pt).

Enter measurement in lines

Cause: The active command field requires the desired line spacing: 1 for single spacing, 2 for double spacing, etc. A line is considered to be 12 points.

Action: Type the number of lines. You may specify another unit of measure by following the number with the desired unit of measure (in, cm, p10, p12, pt).

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Enter number

Cause: The active command requires a number.

Action: Type a number, or press (ESC) to cancel the command.

Enter paragraph style or select from list

Cause: The active command field requires the name of a paragraph style.

Action: If you know which paragraph style you want, type it in the command field. Otherwise, use the direction keys to view and select from the list of available paragraph styles.

Enter printer name or select from list

Cause: You are in the Print Options command.

Action: In the printer command field, select the name of the printer you will be using. Use the direction keys to view and select from the list of printer names.

Enter second character of key code

Cause: You have typed the first character of a two-character key code to assign a style.

Action: Type the second letter of the key code for the style you want or press (ESC) to cancel.

Enter text

Cause: The active command field requires some text.

Action: Enter text, or press (ESC) to cancel the command.

Enter usage or select from list

Cause: The active command field requires the name of a usage.

Action: If you know which usage you want, type it in the command field. Otherwise, use the direction keys to view and select from the list of available usages.

Enter variant or select from list

Cause: The active command field requires the name of a variant.

Action: If you know which variant you want, type it in the command field. Otherwise, use the direction keys to view and select from the list of available variants.

Enter Y after mounting *font name*

Cause: Word is printing a document on an impact printer and has come to a place in the document where a font change is required. This message will also appear before Word starts printing.

Action: Change the print wheel as instructed, and press (Y) (for Yes).

Enter Y to confirm

Cause: You have chosen Quit or Transfer Clear All.

Action: Carefully consider whether this action is correct. If it is safe for the command to proceed, press (Y). Otherwise, press (ESC), and Word will return to the main command menu.

Enter Y to confirm loss of edits

Cause: Recent edits to the active document will be lost if Word carries out the command you have chosen.

Action: If you don't want to save the recent editing changes, press (Y) (for Yes). Otherwise, press (ESC) and use the Transfer Save command to save the changes before continuing. If you are not in the Gallery menu, you must enter the Gallery to save the current style sheet.

Enter Y to confirm loss of edits to style sheet

Cause: Recent edits to the current style sheet will be lost if Word carries out the command you have chosen.

Action: If the recent editing changes are unwanted, press (Y) (for Yes). Otherwise, press (ESC) and save the changes before continuing.

Enter Y to confirm loss of formatting

Cause: You have asked Word to save a document without its formatting.

Action: Make sure that you do want to save the document unformatted. If so, press (Y) (for Yes). If not, press (N) (for No).

Enter Y to continue, or Escape

Cause: Word has paused during printing, either because you pressed (ESC), or because you are printing a document on sheets of paper (rather than a continuous roll) and it has come to the end of a sheet.

Action: Insert another sheet, if necessary, and press (Y) (for Yes) if you want to continue printing the document; otherwise, press (ESC).

Enter Y to create file

Cause: You have responded to the Transfer Load command with the name of a nonexistent file, and Word is asking if you want to create a new file with that name.

Action: If you intend to create a new file, press (Y) (for Yes). If you intended to load an existing file, press (ESC) and retry the Transfer Load command, checking to make sure that you have typed the filename correctly and that the correct diskette has been inserted.

Enter Y to create style sheet

Cause: You have responded to the Transfer Load command (Gallery Menu) on the Format Style Sheet command (Edit menu) with a nonexistent style sheet name. Word is asking if you want to create a new style sheet with that name.

Action: If you intend to create a new style sheet, press (Y) (for Yes). If you intended to load an existing style sheet, press (ESC) and retry the command.

Enter Y to erase glossary names

Cause: You have chosen the Transfer Glossary Clear command to empty all current glossary buffers; Word is checking to make sure that's what you really intend.

Action: If you no longer need the current unsaved glossary buffers, press (Y) (for Yes). Otherwise, press (ESC) and save them before continuing with your work.

Enter Y to overwrite file

Cause: You have asked Word to print to a file that has the same name as an existing file. If Word continues, it will replace the existing file with the new one.

Action: If you want to replace the existing file, press (Y). To keep the existing file, press (ESC) and retry the command, giving the file a different name.

Enter Y to replace, N to ignore, or press Escape

Cause: You are using the Replace command with the "confirm" option and Word has located an instance of the text for which you are searching. You have three choices.

Action: Press (Y) (for Yes) if you want to make the replacement and continue searching. Press (N) (for No) if you don't want this occurrence replaced but do want to continue searching for other occurrences. Press (ESC) to cancel the Replace command.

Enter Y to retry access to *filename*

Cause: Word cannot access the file identified in the message.

Action: Press (N) (for No) if the file is not the one you wanted. Before retrying, make sure that the correct diskette is in the correct drive and that there is no write-protect tab on the diskette. Change the diskette or remove the write-protect tab, if necessary, and try pressing (Y) (for Yes).

If you still get this message, press (N) to cancel the command and return to the main command menu and window display. If Word requires access to the program disk, you will see the message:

Enter Y to retry access to Microsoft Word Program disk

Enter Y to save edits, N to lose edits, or Escape

Cause: You have chosen the Quit command and have one or more documents with unsaved edits.

Action: Press ⓨ to save the version of the document currently displayed in the window. Press Ⓝ to quit Word, without saving the edits you have made to the document. Press (ESC) to cancel the Quit command and continue working with Word.

Field name redefined

Cause: You are using the Print Merge command. The main document contains a SET or ASK instruction for a field already defined in the header file or datafile names in the DATA instruction.

Action: Press (ESC) to cancel the Print Merge command. Then either change the name of the field in the SET or ASK instruction in the main document, or change the name of the field in the header file or header record of the datafile.

Formatting page *number*

Cause: You have asked Word to print a document and the printing is in progress.

Action: Wait for the document to print. When the printing is complete, the Edit menu will return and you can continue working. Pressing (ESC) will interrupt the printing and return you to the Edit menu.

Formatting too complex

Cause: You have attempted to assign a combination of formatting commands that exceeds Word's capacity.

Action: Save your document. After the save, additional formatting may be performed.

Glossary name not defined

Cause: You have specified the name of a glossary buffer that does not exist.

Action: Retry the command, making sure that the name you select exists.

Insufficient memory

Cause: Word has run out of storage space; no more editing is possible.

Action: Save your documents immediately. You can continue editing after the save.

Key code not defined

Cause: The key code combination you typed has not been defined in the current style sheet.

Action: Retry the key code, checking to see that you have given the correct key combination for the style you want. If necessary, check the style sheet for the list of definitions.

Key codes conflict

Cause: Two styles on the style sheet have been defined with key codes that either are the same, or one is the same as the first letter of the other.

Action: Redefine the key code, and retry the command.

Library reserved for future use

Cause: You requested the Library command, which is not currently a valid command.

Action: None is required. Word returns to the main command menu.

List is empty

Cause: You have asked Word to display a list of names, but there are no names on the list.

Action: None is required. The message confirms that the list is empty.

Merging . . .

Cause: You are using the Print Merge command to merge and print documents.

Action: Wait for printing to complete or cancel the Print Merge command.

Missing comma in data record

Cause: One of the data records in the datafile ends with quotation marks, but there are no commas after the quotation marks.

Action: Cancel the Print Merge command, then insert the missing comma between fields.

Missing ENDIF

Cause: You are using the Print Merge command. The main document contains an IF or IF . . . ELSE instruction without an ENDIF.

Action: Cancel the Print Merge command, then add the ENDIF instruction at the end of the text to be inserted conditionally.

No edit to undo

Cause: You have chosen the Undo command when there is no previous editing that can be undone.

Action: None is required. Carry on with your editing.

No more footnote references

Cause: You have chosen the Jump Footnote command when you are already beyond the last footnote reference in the document, or when no footnotes exist in the document.

Action: None is required.

No such page

Cause: You have attempted to carry out a Jump Page command on a page number that was not created during the last pagination of the document.

Action: Retry the command, using a smaller page number. If you need to know the last page number of the document, select the end mark, then choose the Jump Page command. The proposed response is the highest page number.

Not a valid action for footnotes and running heads

Cause: You have attempted one of the following actions:

clearing a footnote window

loading a document into a footnote window

footnoting a footnote or a running head

inserting a division marker in a footnote or running head

deleting the last paragraph mark at the end of a running head

deleting the last paragraph mark at the end of a footnote

Action: None is required. Make sure your selection is neither a footnote nor a running head before repeating any of these actions.

Not a valid color number

Cause: You have entered an incorrect color number.

Action: Retry the command, checking to see that the color number you specified in the command field is correct.

Not a valid drive or directory

Cause: The drive or directory you named in the command is either incorrect or does not exist.

Action: Retry the command, checking to see that the drive or directory you specify is correct.

Not a valid file

Cause: In a Transfer Load or Transfer Glossary Load command, you have specified the name of a file that is not appropriate for the command (the name of a glossary file when a style sheet is required).

Action: Make sure that the file is appropriate for the Load command you wish to use.

Not a valid font name

Cause: You have specified a font name that is neither one of the generic font names nor one of the font names defined for the active printer.

Action: Retry the command, making sure that you have selected a valid font name.

Not a valid glossary name

Cause: Your response to Word's request for a glossary name contains a non-alphanumeric character.

Action: Retry the command, making sure that the name is typed correctly.

Not a valid key code

Cause: The key code you have given for a style sheet is either more than two characters long or contains a non-alphanumeric character.

Action: Retry the command, checking to see that the key code contains at most two letters or digits.

Not a valid number

Cause: The response in the active command field contains a non-numeric character or a number that is outside the acceptable range.

Action: Retry the command with a valid number in the command field.

Not a valid option

Cause: You typed a letter that does not correspond to any of the current menu options.

Action: Check the menu for the option you want and type the first letter of the menu item, or press (ESC) to cancel the command.

Not a valid style

Cause: The style you entered does not exist.

Action: Retry the command, selecting from the list of available styles.

Not a valid usage

Cause: The usage you entered does not exist.

Action: Retry the command. Use a direction key to view the list of available usages, and select from this list.

Not a valid variant

Cause: The variant you entered selected does not exist for the specified usage.

Action: Retry the command. Use a direction key to view the list of available variants and select from this list.

Not a valid window

Cause: You have specified a number for a window that does not exist.

Action: Retry the command, checking to see that the window number is valid.

Not a valid window split

Cause: You have attempted one of the following:

> making another vertical split when you already have three vertical windows

> spliting a footnote window

> spliting a window too close to an existing boundary

> spliting a window that has a footnote window open

Action: Either select another window to split, or close one of the existing windows to accommodate the new split.

Pagination is required

Cause: You have attempted a Jump Page command on a document that has not been paginated or printed.

Action: Use the Print Repaginate command to paginate the document.

Print wheel change ignored

Cause: A document you are printing in the background requests a font change.

Action: None is required.

Printer is not ready

Cause: The printer is not responding to a request from Word.

Action: Make sure the printer is connected properly and ready to print, then retry the command.

Read-only; document may not be edited

Cause: The document you are trying to edit has been loaded with the read-only option.

Action: If you want to make changes to a document, you must use Transfer Load to load it without the read-only option.

Reading printer description . . .

Cause: You have selected a new printer with the Print Options command.

Action: None is required.

XXXX replacements made

Cause: You have just used the Replace command to substitute text in your document. This message reports the total number of occurrences of the search text that were located and changed.

Action: None is required.

Reserved glossary name

Cause: You have attempted to copy or delete to one of the re-served glossary buffer names (page or footnote).

Action: Retry the operation with another glossary buffer name, making sure that the name you choose is not one of the reserved names.

Response too long

Cause: A response in a command field exceeds the length limit.

Action: Rephrase your response so that it is shorter.

Saving file . . .

Cause: Word is saving the document you have named with the Transfer Save command.

Action: None is required. When the Edit menu returns, the doc-ument has been saved and you can continue.

Scrap is empty

Cause: You have asked Word to insert text from the scrap, which is currently empty.

Action: Make sure you copy or delete text into the scrap before you insert from it.

Searching . . .

Cause: Word is searching for the text you specified with the Search command or in the Replace command.

Action: Wait for Word to finish the search.

Search text not found

Cause: Word cannot find any (or any more) instances of the search string you have specified.

Action: None is required. If you think the text should have been found, make sure that you spelled the search text correctly and that the search options were correctly set.

Select destination for copying text

Cause: You have selected text to be copied to another location. You must specify where to copy the text.

Action: Select a destination for the text. Then use the Insert command or the (INSERT) key.

Select destination for moving text

Cause: You have selected text to be moved to another location.

Action: Select a destination for the text. Then use the Insert command or the (INSERT) key.

Select option

Cause: Word awaits your choice from a list of options in a command field.

Action: Choose one of the items by pressing the space bar or (BACKSPACE), or type the initial letter of the item you want. Press (ENTER) after the option is chosen and all command fields are correct.

Select option or type command letter

Cause: You must choose from the command menu.

Action: Choose one of the items by pressing the space bar or (BACKSPACE), or type the initial letter of the item you want.

Select text to copy formatting from

Cause: You have requested that the formatting of some text be applied to another piece of text. You must specify from what text the formatting is to be copied.

Action: Select the text, then release the FORMAT key, (ALT).

Setup cannot be changed after loading documents

Cause: You attempted a Transfer Options "setup" after you had loaded documents.

Action: Use Transfer Save to save the documents you are working with. Carry out the Transfer Clear All command, then retry the command.

Style already defined

Cause: You have attempted to Transfer Save or enter Edit mode with a style sheet that has the same usage and variant defined more than once.

Action: Edit the style sheet so that each usage and variant is uniquely defined.

Style and format conflict

Cause: The use of the style is inconsistent with the format category.

Action: Choose the Format command that is consistent with the style usage. Note that the listing of usages is grouped according to the applicable format categories: characters, paragraphs, and divisions.

Too few fields in data record

Cause: You are using the Print Merge command with a datafile that has fewer fields than are named in the header record or header file. Either a field has been omitted from the data record or a comma has been omitted.

Action: Press the CANCEL key, (ESC), and correct the data record in the datafile. Either add the missing field to the data record, or add the comma separating two fields.

Too many fields in data record

Cause: You are using the Print Merge command with a datafile containing more fields than are defined in the header record or header file. Either the data record contains an extra field in the data record, or a field that contains a comma has not been surrounded with quotation marks.

Action: Press the CANCEL key, (ESC), and correct the data record in the data file. Either remove the extra field in the data record, or check for commas in fields not surrounded by quotation marks.

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Too many windows

Cause: You have attempted to open one more window than Word allows (the limit is eight).

Action: Close one of the existing windows before attempting to open a new one.

Unknown field name

Cause: You are using the Print Merge command. The main document contains a field that is not defined in the header record of the data file or in the header file (if one has been named in the header record of the data file).

Action: Press the CANCEL key, (ESC), to cancel the Print Merge command. You can change the field name in the document, or change the field name in the header file or header record of the data file.
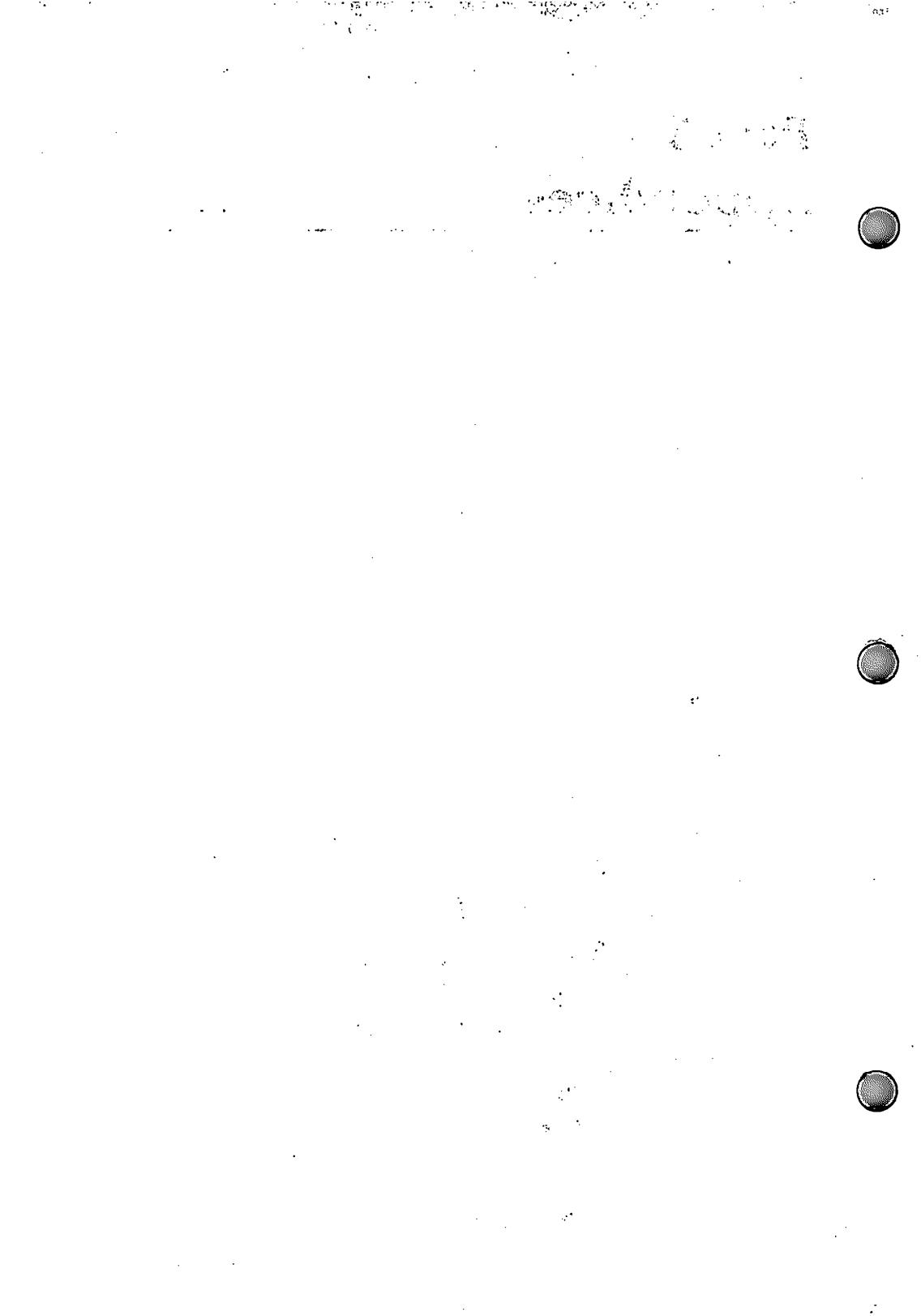
Part 5
Appendices

Appendix A
Printing Documents With Word

The three sections of this appendix contain technical information on the printers Microsoft Word supports and on advanced Microsoft Word printer features.

"Direct Printer Support" describes the available typefaces (fonts), type sizes, and attributes (boldface, italics, and so forth) for the printers Microsoft Word supports directly. Most of the printer information is presented in charts.

"The Microsoft Print File" describes the format of the MSPRINT file so that you may use it as a demonstration for setting up Word for use with a phototypesetter, laser printer, or other imaging device.

The final section of this appendix, "Specification for a Printer Description (.PRD)" presents you with information on creating .PRD files for printers not directly supported by Microsoft Word, including phototypesetters and laser printers.

Direct Printer Support

Microsoft Word directly supports most of the Tandy dot matrix and daisy wheel printers. Word also supports teletypes (TTY) and teletypes capable of backspacing (TTYBS). A printer description (.PRD) file for each of these printers is included on your Word Utilities diskette.

In order to use certain printers, you must first have copied their .PRD files to your working Program diskette (or to hard disk). Instructions for this procedure are in "Setting Up Word for Your Printer" in the introduction to this manual. After all the appropriate .PRD files are copied, selecting one of the supported printers is merely a matter of specifying the correct printer in the Print Options command. See "Print Options" in the "Command Directory," Chapter 9, for details.

The .PRD filenames for the printers that Microsoft Word supports are listed in the following table.

.PRD Filenames

Dot Matrix Printers		Daisy Wheel Printers	
Printer	.PRD Filename	Printer	.PRD Filename
DMP 110	dmp110	Daisy Wheel II	dwii
DMP 200	dmp200	Daisy Wheel IIB	dwiib
DMP 400	dmp400	DWP 210	dwp210
DMP 420	dmp420	DWP 410	dwp410
DMP 430	dmp430	DWP 510	dwp510
DMP 500	dmp 500	Teletypes	
DMP 2100	dmp2100		
	cmp2100*	TTY	tty
DMP 2100P	dmp2100p	TTY (backspace)	ttybs

*   The cmp2100 .PRD file is for printing condensed characters on the DMP 2100. The other dot matrix printers listed in the table do not use a separate .PRD file for condensed print. Choose the Condensed 7 font in the Format Character command to print condensed characters.

Also note that you can use condensed print only for **entire** documents. For example, you cannot print a condensed paragraph within a normal document.

Attributes

The following tables show the attributes available with each of the supported printers (which are listed by .PRD filename).

Note that when the italic attribute is not available, Word underlines the text when printing the document. If neither italics nor underline is available, Word prints the text normally.

Attributes Available on Dot Matrix Printers

	Underline	Double Underline	Strikethrough	Boldface	Italics	Superscript	Subscript
dmp110	✔		✔	✔	✔	✔	✔
dmp200	✔		✔	✔		✔	✔
dmp400	✔		✔	✔		✔	✔
dmp420	✔		✔	✔		✔	✔
dmp430	✔		✔	✔		✔	✔
dmp500	✔		✔	✔		✔	✔
dmp2100	✔		✔	✔		✔	✔
cmp2100	✔		✔	✔		✔	✔
dmp2100p	✔		✔	✔		✔	✔

Attributes Available on Daisy Wheel Printers

	Underline	Double Underline	Strikethrough	Boldface	Italics	Superscript	Subscript
dwii	✔	✔	✔	✔	✔	✔	✔
dwiib	✔	✔	✔	✔	✔	✔	✔
dwp210	✔	✔	✔	✔	✔	✔	✔
dwp410	✔	✔	✔	✔	✔	✔	✔
dwp510	✔	✔	✔	✔	✔	✔	✔

To print text in italics, you must have selected the text in the document and assigned an italic font to it, using the Format Character command.

The italic font on the DMP 110 is available only in 12 point type (10 pitch). Any documennt printed on the DMP 110 that contains text assigned an italic font should be set up with a 12 point type size so that the text aligns properly.

A "Tile Italic" wheel is available in both 12 point (10 pitch) and 10 point (12 pitch) type size for the daisy wheel printers. The printer stops, and Word prompts you to mount an italic print wheel for each occurrence of text assigned an italic font. Change to an italic wheel of the same type size as the body of the text so that it aligns properly.

Attributes Available on Teletypes

The only special attributes are boldface and underline, which are available only on a teletype capable of backspacing (ttybs). Underline is substituted for double underline and italics.

Fonts

Word categorizes fonts in six general classes: Modern, Roman, Script, Decor, Foreign, and Symbol. Classes may contain several variants, or individual fonts, each indicated by a single, lowercase letter. General descriptions of the classes are:

Modern fonts. Lines of uniform width, either with serifs of the same line quality or sans-serif. Most typewriter fonts are in this class. Variants a-p.

Roman fonts. Classical design with strokes of varying widths and serifs. Variants a-p.

Script fonts. Slanted characters formed from nearly continuous curved lines. Variants a-h.

Decor fonts. Decorative fonts; normally used only for titles. Variants a-h.

Foreign fonts. Greek, Kana, and other foreign character sets. Fonts that include only a few special characters or diacritical marks along with the English alphabet are not considered foreign fonts. Variants a-h.

Symbol fonts. Character sets not corresponding to any alphabet, but composed entirely of special symbols. Variants a-h.

All fonts currently directly supported by Word are classified as modern.

If you change the printer in the Print Options command, the font specified (in the Format Character command) changes to a font available for the new printer in the same class. For example, if you have the Madeleine font (Modern c class) specified for a Daisy Wheel II or DWP 510 printer, then change the printer to a DWP 210, the font name changes to Venezia, since it is also in the Modern c class.

If no fonts in the same class are available, Word substitutes a font in the first classification available. For instance, if you change the printer in the previous example to a DMP 500, Word substitutes the Correspond (Modern d) font, since a Modern c class font is not available.

Type measurements are often referred to by "pitch," or characters per inch. This is often the case with computer printers. Note that the measurement on a daisy wheel is in pitch. To keep things straight, simply remember that 10 pitch is 12 point type and 12 pitch is 10 point type. The larger the pitch, the smaller the type size in points.

The following tables show the fonts and type sizes currently available for each of the supported printers. You choose a font name and font size in the Format Character command. The type sizes are in "points," reflecting the appropriate response to the font size command field.

Available Fonts for Dot Matrix Printers (DPM Series)

	110	200	400	420	430	500	2100	2100p
Correspond 12	✔	✔	✔	✔	✔	✔	✔	
Courier 12								✔
Elite 12								✔
Italic 12	✔							
Standard 12	✔						✔	✔
Correspond 10	✔						✔	
Elite 10								✔
Standard 10	✔						✔	✔
Courier PS 8								✔
Elite PS 8								✔
Proportional 8	✔	✔	✔	✔	✔	✔	✔	
Condensed 7		✔	✔	✔	✔	✔	*	

*   Use the cmp2100 .PRD file for condensed print on the DMP 2100 printer.

Note that the fonts in the previous chart may also be elongated. For elongated text, choose the type size that is double that of the normal font. For example, Standard 10 becomes Standard 20 when elongated.

Available Fonts for Daisy Wheel Printers

	dwii	dwiib	dwp210	dwp410	dwp510
Courier 12	✔	✔	✔	✔	✔
Narrator 12	✔	✔		✔	✔
Pica 12	✔	✔		✔	✔
Tile Italic 12	✔	✔		✔	✔
Gothic 10	✔	✔		✔	✔
Letter Gothic 10	✔	✔		✔	✔
Prestige Elite 10	✔	✔	✔	✔	✔
Tile Italic 10	✔	✔		✔	✔
Bold 8	✔	✔		✔	✔
Cubic 8	✔	✔		✔	✔
Madeleine 8	✔	✔		✔	✔
Venezia 8			✔		

Mount the appropriate print wheel (daisy wheel) before you begin printing a document on a daisy wheel printer. When printing a document that has more than one font assigned to it, the printer stops, and Word prompts you to mount the appropriate print wheel for each new font.

Other Printers

To print documents on devices (including laser printers and phototypesetters) other than those supported directly, follow these steps:

1. Write an imaging device driver to convert the MSPRINT file format generated by Word into the proper control sequences for the device.

2. Create a printer description (.PRD) file for the device.

The names of any .PRD files you create appear in the list for the printer command field of the Print Options command. The .PRD file lists the available fonts on the device and the dimensions of the characters in each font. The file also specifies that the Print command produce output for a Microsoft Print file, which provides the necessary information for producing page images.

Read the following two sections of this appendix for specific information on writing device drivers and creating .PRD files.

The Microsoft Print File

If you select the Microsoft Print file, MSPRINT, instead of one of the printers in the Print Options command, the document is printed to a printer control file. This file can serve as a demonstration of the method for connecting Word to an external imaging device, such as a phototypesetter or laser printer.

The MSPRINT printer description file lists the following demonstration font names:

Fonts		Size
Roman	(Roman a)	12
Modern	(Modern a)	12
Script	(Script a)	12
Decor	(Decor a)	16
Foreign	(Foreign a)	12
Symbol	(Symbol a)	12

MSPRINT File Format

A Microsoft Print file contains all the information necessary to produce page images, including the precise position of every character on every page of the document. MSPRINT does **not** contain the source attributes (justification, for example) that determine the format of the document. MSPRINT is merely a communication format from the Word program to the imaging printer.

The Microsoft Print file is written in printable ASCII codes. The file contains a list of commands separated either by blanks or by a CR/LF (carriage return followed by linefeed) combination. Each command contains a list of operands, which are either numbers or text, as defined below. The last item in each command is the operation.

Text operands are enclosed by parentheses. Apostrophes and parentheses within a text operand must be preceded by an extra apostrophe.

The operations and their operands are:

B	**Boldface.** Boldface until next E.
BI	**Bold Italic.** Boldface and italics until next E.
n C	**Character.** Display character *n* (an integer).
E	**End.** End boldface and italics.
n s F	**Font.** Set font to *n* (as defined in the .PRD file), with font size *s*. The font size is in points, and may include a .5 decimal fraction.
I	**Italic.** Italics until next E.
x J	**Justify.** Set width of blanks (ASCII 0X20) to *x* 1/20-point units to simplify justification.
LD	**Letter attribute: Double underline.** Double underline until next LE (relative to current baseline, weighted for current font).
LE	**Letter attribute: End.** End underline, double underline, strikethrough, or leader.
n LL	**Letter attribute: Leader.** Draw leader *n* until next LE. *n* may be : 0 for dots, 1 for hyphens, and 2 for underline.
LS	**Letter attribute: Strikethrough.** Strikethrough until next LE.
LU	**Letter attribute: Underline.** Underline until next LE (relative to current baseline, with weight appropriate to current font).
x *y* P	**Position baseline pointer.** Position pointer for following text at *x* and *y* coordinates. *x* and *y* are integers in 1/20-point units. Coordinates start at the upper left corner and increase to the right and down.
PE	**Page End.** End page.
t S	**Show text.** Display text *t* in current font at current position. Advance the appropriate number of positions.

x SFL   **Set Form Length.** Set page length to *x* 1/20-
point units. May be checked by the printer driver
against its model of the paper stock.

For example, the following text:

This   is   an   example   of   a
Microsoft Print (MSPRINT) file.

will result in the following Microsoft Print file:

15840 SFL
1800   1680 P (This) S 345 J (is an example of a) S1800
1920   P B (Microsoft) S 144 J (Print) S E ('(MSPRINT) file.) S
PE

Assignment of Font Numbers

For compatibility between independently produced imaging device drivers, font number assignments should be made as close as possible to the following:

Font #	Generic Font Name	Reserved For
0	Modern a	Printer's Standard Modern
8	Modern i	Helvetica
9	Modern j	Avant Garde
10	Modern k	Spartan
11	Modern l	Metro
14	Modern o	OCR-A
15	Modern p	OCR-B
16	Roman a	Printer's Standard Roman
24	Roman i	Times Roman
25	Roman j	Century
26	Roman k	Palatino
27	Roman l	Souvenir
28	Roman m	Garamond
29	Roman n	Caledonia
30	Roman o	Bodoni
36	Script e	Commercial Script
37	Script f	Park Avenue
44	Decor e	Old English
48	Foriegn a	Greek
49	Foreign b	Kana
50	Foreign c	Hebrew

Use of some of these fonts may be conditional upon a license grant from the owner. Reference to the fonts in the previous chart does **not** grant any license or right to use them. Neither Tandy nor Microsoft make any representation as to the quality or performance of any of these fonts.

Specification for a Printer Description (.PRD)

This description is given for the benefit of those programmers or other technical persons who wish to adapt new printers or fonts to Microsoft Word.

The CONVPRD Utility

A program named CONVPRD.DOC is provided on your Utilities diskette. The purpose of this utility program is to simplify the creation and modification of printer description (.PRD) files.

If your printer is listed in "Direct Printer Support" in this appendix, a .PRD file already exists for it. Also, you can use the TTY and TTYBS printer description files even if a .PRD file does not exist for your printer. The TTY type .PRD files limit the available features to (at most) boldface, underline, and strikethrough. In either of these cases, you do not need to use the CONVPRD utility.

If, however, your printer is not one of the directly supported printers listed and the TTY type .PRD files do not give you the features you need, you can either modify an existing .PRD file or create a new one.

CONVPRD takes a text file that contains your printer information and converts it to a binary .PRD file. CONVPRD can also convert an existing binary .PRD file into a text file.

Modifying a .PRD File

The basic steps for modifying a .PRD file are:

1. Choose the existing .PRD file that comes closest to your printer. Use TTY.PRD if you are not sure.

2. Run CONVPRD to convert the existing binary .PRD file into a text file, as explained in "Running CONVPRD."

3. Load the text file into Word as a normal document, and make the necessary changes. See "The Text File Format" for more information.

4. Save the text file, unformatted. Use CONVPRD again to convert it back into a binary .PRD file.

5. Start Word. Use Print Options to load the new .PRD file. Test it by printing several documents. If you find a problem, repeat steps 2-5, making changes until the file is correct.

Running CONVPRD

Follow these steps to run CONVPRD:

1. Load MS-DOS, then place a copy of your Word Utilities diskette in Drive A.

2. Type:

   CONVPRD (ENTER)

3. You are prompted for a .PRD filename.

   Enter the name of the .PRD file that you are modifying or creating. For example, TTY.PRD (ENTER).

4. You are prompted for a text file name.

   Enter a name for the text file. For example, TTY.DOC (ENTER).

5. CONVPRD asks whether you are converting from a text file to a .PRD file or from a .PRD file to a text file.

   Enter a T to create a text file, a P to create a .PRD file.

CONVPRD processes the information and creates the appropriate file.

You can also run CONVPRD by typing:

CONVPRD /switch prdfilename textfilename (ENTER)

The /switch may be either /P (from text to .PRD) or /T (from .PRD to text). An example of creating a text file from the TTY.PRD file is:

CONVPRD /T TTY.PRD TTY.DOC (ENTER)

Entering Control Codes

Printer control codes are used in several text file sections. Control codes usually follow a **mod** (modification), inside double quotes. The control code characters are optionally preceded by a caret (ˆ) which signifies that the following character is a control character.

Example: A Control-O sequence appears as: ˆO.
          An Escape-G sequence appears as: ˆ[G.

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The Text File Format

In order to make changes to the text file you create with CONVPRD, you must familiarize yourself with the text file format. In addition, you must know the control codes and other technical information for your printer. Sufficient technical printer information is provided in the manuals that accompany Tandy printers.

.PRD files have a specific binary format composed of:

> header
> font directory
> font descriptions
> character width table
> character translation tables
> printer control sequence descriptions (PCSDs)
> printer control sequences

These are, for the most part, the basic sections required for a .PRD text file. Font directories and printer control sequences are not required in .PRD text files. CONVPRD calculates and creates the font directory and printer control sequences from the other information in a .PRD text file.

Following is a description of the contents of a .PRD file after it has been converted into a text format by CONVPRD. All measurements should be entered in twips. (A twip is 1/1440th of an inch, or 1/20th of a point. A point is 1/72 of an inch.)

The Header Section

This section of the text file describes the type of printer used (dot matrix, daisy wheel, and so forth) as well as technical and interface information. The header section contains the following, in order:

Label	Description and Purpose
dxaMin:	smallest horizontal printer head movement (in twips)
dyaMin:	smallest vertical printer head movement (in twips)
PrinterType:	printer type (0-3)
Microspace:	microspace justification flag
SerialInterface:	serial interface word (an integer value); for a parallel printer, use 0; if you cannot determine the correct value for another printer, try 0 or 40960; an incorrect value causes a printer buffer overflow

The remainder of the header section of a text file is calculated and created by CONVPRD during conversion back into a binary .PRD file. The format of the header section in the binary file is as follows:

Byte Name	Information
0-1	0XBE31 (low byte first)
2-3	3
4-5	0XAB00
6-13	zeros
14-15	low order 16 bits of length of file in bytes
16-17	high order 16 bits of length of file
18-19	length of file in bytes/128 (rounded up)
20-21	same as 18-19
22-23	same as 18-19
24-25	same as 18-19
26-27	same as 18-19
28-29	same as 18-19
30-127	zeros

Byte	Name	Information
128-191		reserved for future use (zeros)
192-193	CF	count of fonts in file
194-195	XM	smallest horizontal printer head movement
196-197	YM	smallest vertical printer head movement
198-199		unused
200-201		printer type 0 = MSPRINT 1 = dot matrix 2 = daisy wheel 3 = other
202-203		microspace justification flag bit 0X1 = no microspace justification (bit set: justification by spaces, XM only as units in WTPs; bit not set: width of spaces may be varied by XM) bit 0X4 = apply half-width correction for PS fonts (before printing a character, carriage must be advanced by half the width of the previous character plus half the width of the current character)
204-205		flag reserved for future use
206-207		serial interface word bit 0X8000 = serial printer bit 0X4000 = use ETX/ACK bit 0X2000 = use XON/XOFF
208-209	FCDB	absolute byte address of start of FCDs
210-211	CTTB	absolute byte address of start of CTTs
212-213	PCDB	absolute byte address of start of PCDs
214-215	PCSB	absolute byte address of start of PCSs
216-217	PCSBMAC	absolute byte address of start of PCSs
218-255		reserved for future use (zeros)

Font Directory

The font directory maps the font numbers to the font descriptions. See "Assignment of Font Numbers" for font numbers. The format of the font directory in the binary file is as follows:

Byte	Information
256-511	a table with CF entries; each entry consists of two words (four bytes): 0-1: font number n 2-3: byte offset from FCDB to FCD describing font
512-??	extension area for future use; size of area may be adjusted by changing FCDB

The Font Descriptions

This section of the text file describes the different fonts (character styles) available, as well as the sizes available for each font. The font description contains the following, in order:

Label	Description and Purpose
{F#	marks the beginning of font description whose number is #
CTP	character translation table (CTT) used for this font; currently only one translation table (CTT TO) allowed the first font uses CTT TO the second font may (and currently **must**) also use CTT TO for no translation, use NIL
cPSDs:	the count of PSDs (the number of available sizes for font currently being described)

Label	Description and Purpose
PSDs begin here (can have one or more); used to describe the sizes available for each font; one PSD for each size; within a font, PSDs must be arranged in ascending order (smallest first, and so on); PSDs are formatted as follows:	
FontSize: #	# is the font width in 1/2 points — divide number of characters per inch (pitch) into 120 (for example, 120 / 10 pitch = 12 points; since it is in 1/2 points, FontSize = 24)
WTPs: # # # #	WTP = width table pointer, #'s are (in order) the width of normal face characters, width of italic face characters, width of boldface characters, and width of bold italic face characters; WTP is a value equal to character widths in units of XM (as described in header section) for fixed width fonts, or a pointer to a character width table for proportional fonts (for example, WTPs: 10 10 10 10 means characters are of equal width regardless of attribute, width = 10 units of XM; WTPs: W0 W0 W1 W1 means use character width table 0 for normal and italic, 1 for bold and bold italic)
beginmod: modvalue "codes	code or method for putting the printer into this particular size font; if an Escape sequence is necessary, place it in quotes (for example, mod:0 = "^O" means no special mod required, the Escape code for this mod is Control-O; mod:2 means use the set spacing command to print this size)
endmod:modvalue "codes"	code required to end this font size; it is frequently not required (mod:0 with no Escape code), and the modvalue is always 0 (for example, mod:0 "^E" mod:0 if no code required)

Label	Description and Purpose
repeat the values for PSDs until all PSDs are entered	
FontName:name	immediately before the end of the font description; you supply the font name, such as: Courier, Pica, and so forth
}F	identifies the end of the font description section for one font; if there is more than one font, go through these steps again, beginning with {F#, for each successive font

The font descriptions include pointers to a character substitution table, descriptions of available font sizes and faces (bold, italic, and so forth), printer control sequences, and the font name. These values are collected into variable size data structures called FCDs. The FCDs are stored consecutively, starting at FCDB.

The format of the FDC in the binary file is as follows:

Byte	Name	Information
0-1	CTP	character substitution table pointer; the table is at byte CTP•16 + FCDB; zero indicates no associated table
2-3	CPSD	count of PSDs; there is one PSD for each size font
4-??	PSDs	each PSD is 18 bytes long, as described next
??-??		font name as zero-terminated ASCII string immediately following PSDs for this font

A PSD describes the font size using the following structure:

Byte	Information
0-1	font size in 1/2 point units
2-3	WTP for normal face
4-5	WTP for italic face
6-7	WTP for bold face
8-9	WTP for bold italic face
10-13	begin font (printer control sequence descriptor) mod = 1: cannot make this font bold mod = 2: use set char spacing command when changing to this font mod = 4: set char spacing parameter; is doubled by printer mod = 5: ignore control sequence in draft mode
14-17	end font

A WTP describes the width of the characters in the font either directly (for fixed-pitch fonts) or by reference to a width table:

WTP < 0xFF00	WTP•16 + FCDB is the actual position of the width table
WTP = 0xFF00	font is not available
WTP > 0xFF00	font is fixed-pitch; width of characters is given in second byte, in units of XM

The Character Width Tables Section

This section describes the width of characters for a proportionally spaced font (PS). PS fonts vary the spacing required for each character based on the width of a character — w requires more space, i, less, and so forth. This section is required only when defining a PS font, and should be ignored for standard, fixed-width fonts.

A character width table contains, in order:

Label	Description and Purpose
{W#	identifies the beginning of a width table whose number is #

FontSize: ##
   chFirst: ##
   chLast: ##
	FontSize identifies the average font size in units of 1/2 points (currently unused)
	     chFirst identifies the first character whose width is defined in this table
	     chLast identifies the last character whose width is defined

The table itself is made up of a series of entries containing the ASCII value of the character whose width is being defined, followed by a colon (:), and the width of that character in twips (for example, 32:144 33:72 34:96 35:144 ...)	
}W	indentifies the end of the character width table

When using fonts with variable pitch, you must define the widths for each character in the font. Width tables always start on a 16-byte boundary relative to FCDB. The first width table will follow the last FCD as close as possible. The format of a character width table in the binary file is as follows:

Byte	Information
0-1	font size in 1/2 point (1/144th inch) units; not necessarily the same as the corresponding word in a PSD that points to this table; data for any width may be obtained by scaling the amount in the table by the ratio of the two sizes; multiple PSDs may point to the same width table (currently unused)
2	first character code defined in table
3	reserved for future use
4	last character code defined in table
5	reserved for future use
6-??	table of character widths; 2 bytes for each character in the defined range

The Character Translation Tables Section

Character translation tables (CTTs) are used to create characters not normally found on your printer. They allow you to define two characters to be used together to create a single character. When Word encounters one of the translated characters, it prints the first character, backspaces, then prints the second character (overprinting the first).

CTTs can be used to create foreign characters and math symbols. For example, for ≥ (greater than or equal to), define a 242 to print a >, then an underline. CTTs can also be used for substituting one character for another. If the second character to be substituted is null, then the backspace and second character are ignored.

Label	Description and Purpose
{T#	identifies the beginning of a translation table whose number is #
cCSD:#	the count of CSDs; a CSD is made up of consecutive numbers to be translated; generally, there is only one CSD; if you have a large gap in the numbers to be translated, you may want to break the table into two or more CSDs (for example, defining characters 128-154 and 176-254; use one CSD for all or one for 128-154 and one for 176-254)

The CSDs consist of the following:

chFirst:# chLast:#	chFirst is the ASCII value of the first character defined chLast is the ASCII value of the last character defined if cCSD is greater than one, chFirst and chLast are supplied for each CSD

The table itself is made up of a series of numbers starting with chFirst and ending with chLast. The format is:

ASCII value of the character to be translated:1stchar 2ndchar. If there is no translation for a particular character in the sequence, set the first character equal to the character being translated, and set the second character equal to 0.

For example, 128:67 44 129:117 34 130:101 39 ... This defines an ASCII 128 as an ASCII 67 overprinted with an ASCII 44. The next character translated is an ASCII 129, and so forth.

}T	signifies the end of the table

The purpose of the character translation table is to implement printing of special characters that may have different internal and printer codes. A second substitution character provides diacritical marks, for example.

Character translation tables are addressed relative to FCDB and must start on a 16-byte boundary relative to FCDB. The format of the CTT is as follows:

Byte	Information
0-1	number of CSDs in table
2-??	CSDs

A CSD contains:

Byte	Information
0	first character code in block of codes that have substitutes
1	last character code in block
2-??	table of two character codes to be substituted (by strikeover, unless the second one is 0) for each character in block; length of table is: (last − first + 1)∗2 bytes

Printer Control Sequence Descriptions

This section describes the control codes or methods used by the printer for various purposes such as boldfacing, underlining, subscripting, superscripting, initializing the printer, issuing sheet feeder control codes, and so forth. In the .PRD text file, the printer control sequence descriptions (PCSDs) have the following format, in order:

Label	Description and Purpose
{P	identifies the beginning of the PCSD
byte:X mod:X "code"	a "short" printer control sequence (most common — "long" sequences have two additional fields, described next); the byte value determines its location in the .PRD file, the location determines the function mod:X can supply additional information to Word regarding the steps required to perform a particular function; it is most often set to 0 (does nothing) "codes" is the sequence of characters or control codes that are sent to the printer to perform the specified function; enter them in the format described in "Entering Control Codes"
"Long" PCSDs start at byte 8, 18, 28, 144, 154, 164, 174, and 184; they have two additional fields, magic and value.	

Byte	Information
magic:#	used as an offset if your printer requires a value other than binary to perform a specified function; in the case of byte 18 (set line spacing) Word normally sends the code you specify at byte 8, followed by a binary number of YM units equal to the line spacing desired, followed by the second part (code specified at byte 24); if uses a nonbinary value, supply a magic number, which is added to the number before sending; usually not needed, can set to 0 (for example, your printer wants a space (ASCII 32) for 0, ! for 1, and so forth; specify magic:32 — a binary 32 is added to the number before sending it to the printer)
value:#	specifies the maximum value that can be used for a long PCSD (in the example used for magic, your maximum line spacing might be 16 units of YM; specify value:16)
	in both magic and value fields, use 0 if they do not apply (the norm, rather than the exception)
}P	signifies the end of the PCSD and the PRD text file

The table of PCSDs, starting at PCDB, contains an entry for each desired effect. The PCSD then describes what needs to be done to create the proper control sequence.

Every PCSD has the following 2 words (4 bytes):

Byte	Information
0-1	PCSB relative byte pointer to start of control sequence
2:mod	modification byte that distinguishes different uses of the sequence mod = 0: the default value is not listed separately
3	length of control sequence in bytes; 0 indicates that printer has no control sequence for this function

Certain control sequences that require a parameter are described in two PCSDs: the "first part" and the "second part." The parameter character will be output between the first and the second part. To help calculate the parameter character, the first part PCSD has two additional bytes:

Byte	Information
4	magic number to be added to parameter.
5	maximum value of parameter; if the desired effect is larger than this value, the control sequence will be repeated with the maximum parameter sufficient times and then with the remainder

Using the "mod" bytes, Word can be commanded to simulate a desired effect by alternate means. In particular, a BS (backspace) pass, or a CR (carriage return without linefeed) pass is available to reposition the carriage to text output earlier. If mod = 0, the control sequence is simply output at the beginning (or end) of the place of the desired effect.

The PCSDs are arranged as follows:

Byte	Information
0-3	reset printer at beginning of document
4-7	reset printer at end of document

8-13	set form length at first part
	    mod = 1: use form length set by printer switch
	    mod = 2: Qume hex format
	    mod = 3: count of newlines (NEC7710)
	    mod = 4: MSPRINT format

14-17	set form length at second part

18-23	set line spacing, first part; the parameter is expressed in YM units with the magic number added
	    mod = 1: temporary line space (EpsonMXG)
	    mod = 2: suppress newline after carriage return

24-27	set line spacing, second part
28-33	set char spacing, first part; the parameter is expressed in XM units with the magic number added; extra spaces are used if desired spacing is greater than maximum value mod = 3: (Epson) graphics mode is used to effect char spacing
34-37	set char spacing, second part
38-41	bin1 begin (for sheet feeder control)
42-45	bin1 end
46-49	bin2 begin
50-53	bin2 end
54-57	line begin
58-61	line end
62-65	text (other than control information) begin (MSPRINT only)
66-69	text end
70-127	reserved

Label	Description and Purpose
128-131	begin bold mod = 1: BS pass (double strike) mod = 2: CR pass mod = 3: print wheel change
132-135	end bold
136-139	begin italic mod = 3: print wheel change mod = 4: use underline
140-143	end italic
144-149	begin underline mod = 1: BS pass (uses underscore characters) mod = 2: CR pass mod = 3: graphics mode
150-153	end underline
154-159	begin strikethrough mod = 1: BS pass (uses hyphens) mod = 2: CR pass mod = 3: graphics mode
160-163	end strikethrough
164-169	begin double underline mod = 1: BS pass (uses underscore characters, unless control sequence also specified) mod = 2: CR pass mod = 3: graphics mode mod = 4: use underline
170-173	end double underline
174-179	begin superscript mod = 2: CR pass (uses line spacing)
180-183	end superscript
184-189	begin subscript mod = 2: CR pass (uses line spacing)
190-193	end subscript
194-255	reserved

The control sequences start at PCSB. The starting points relative to PCSB and the length of the sequences are both encoded in the PCSDs above.

This completes the description of the .PRD text file. If you do not understand some of the areas explained, look at the example .PRD file that follows, and compare it with the text.

Example .PRD Text File Created by CONVPRD

```
dxaMin:12 dyaMin:20
PrinterType:1 Microspace:0 SerialInterface:49152
{F0
CTP:T0
cPSDs:2

FontSize:16
Wtps:7 7 7 7
beginmod: 1 "^O"
endmod:0 "^R"

Fontsize:24
Wtps:12 12 12 12
beginmod:0 "^[G"
endmod:0 "^[H"
Fontname:Pica
}F

{F1
CTP:NIL
cPSDs:1

FontSize:16
Wtps:W0 W0 W0 W0
beginmod:1 "^O^[G"
endmod:0 "^[H^R"
fontname:PicaD
}F
```

```
{W0
FontSize:144 chFirst:32 chLast:126
  32:144     33:60      34:96     35:144     36:144     37:144
  38:144     39:60      40:72     41:72      42:144     43:144
  44:84      45:144     46:72     47:120     48:144     49:96
  50:144     51:144     52:144    53:144     54:144     55:144
  56:144     57:144     58:72     59:72      60:120     61:144
  62:120     63:144     64:144    65:144     66:144     67:144
  68:144     69:144     70:144    71:144     72:144     73:96
  74:132     75:144     76:144    77:144     78:144     79:144
  80:144     81:144     82:144    83:144     84:144     85:144
  86:144     87:144     88:120    89:144     90:120     91:96
  92:120     93:96      94:144    95:144     96:60      97:144
  98:132     99:132    100:132   101:144    102:120    103:132
 104:132    105:96     106:108   107:120    108:96     109:144
 110:132    111:144    112:132   113:132    114:132    115:144
 116:132    117:144    118:144   119:144    120:120    121:144
 122:120    123:108    124:60    125:108    126:144
}W

{T0
cCSD:1 chFirst:128 chLast:175
128:67  44      129:177  34     130:101  39      131:97  94
132:97  34      133:97  96      134:97  0        135:99  44
136:101  94     137:101  34     138:101  96      139:105  34
140:105  94     141:105  96     142:65  34       143:65  0
144:69  39      145:97  0       146:65  0        147:111  94
148:111  34     149:111  96     150:117  94      151:117  96
152:121  34     153:79  34      154:85  34       155:99  47
156:35  0       157:89  61      158:80  0        159:102  0
160:97  39      161:105  39     162:111  39      163:117  39
164:110  126    165:78  126     166:97  95       167:111  95
168:168  0      169:169  0      170:170  0       171:171  0
172:172  0      173:173  0      174:60  61       175:62  61
}T
```

{P
byte:0 mod:0 "^[@"
byte:4 mod:0
byte:8 mod:0 magic:0 value:127 "^[C"
byte:14 mod:0
byte:18 mod:1 magic:0 value:85 "^[J"
byte:24 mod:0
byte:28 mod:3 magic:0 value:0 "^[Y"
byte:34 mod:0
byte:38 mod:0
byte:42 mod:0
byte:46 mod:0
byte:50 mod:0
byte:54 mod:0
byte:58 mod:0
byte:62 mod:0
byte:66 mod:0
byte:128 mod:0 "^[E"
byte:132 mod:0 "^[F"
byte:136 mod:0 "^[4"
byte:140 mod:0 "^[5"
byte:144 mod:3 magic:0 value:0 "^[K"
byte:150 mod:0
byte:154 mod:2 magic:0 value:0
byte:160 mod:0
byte:164 mod:3 magic:0 value:0 "^[K"
byte:170 mod:0
byte:174 mod:0 magic:0 value:0 "^[S0"
byte:180 mod:0 "^[T"
byte:184 mod:0 magic:0 value:0 "^[S1"
byte:190 mod:0 "^[T"
}P

Appendix B WordStar Conversion Utility

The Microsoft Word Program diskette contains a program called "Convert" that converts WordStar document files to Microsoft Word documents. WordStar "nondocument" files can be loaded for editing with the Transfer Load command; no conversion is necessary.

The Convert program will convert most WordStar formatting information to the equivalent Microsoft Word direct formats. The main exception is dot commands. Convert does not process the formatting information contained in WordStar dot commands. Instead, Convert flags these dot commands by inserting three asterisks in the Microsoft Word document wherever a dot command occurs. For instance a ".HE" command in a WordStar file would be converted to "***.HE" in the Word document. This makes it easy for you to search your document, find the dot commands, then insert the correct formatting information.

To convert a WordStar file to a Word document:

1. Start MS-DOS.

2. When you see the operating system prompt, put your backup Microsoft Word Program diskette in drive A.

3. Type CONVERT, and press (ENTER).

    Convert asks you to type the name of the WordStar file you want to convert.

4. Remove the Microsoft Word diskette. Place the diskette containing the WordStar file in any drive and the diskette that will contain the Word document in any other drive. (Do not remove the diskettes until the conversion is complete.)

5. Type the name of the WordStar file, and press (ENTER).

    You may include a drive designation. You must include the extension if the filename has one.

    Convert asks you to type a name for the new Word document.

6. Type a name for the new Word document, and press (ENTER).

    The name must not have an extension. You may include a drive designation.

7. Convert now asks you to specify the document's width. Standard WordStar documents have a right margin width of 65 characters. If you used the standard width in WordStar, you need not specify anything; Convert will assume the standard width. However, if you used a nonstandard right margin width in WordStar, you need to specify this width. The value you enter should be identical to the number used is WordStar's "set right margin" command.

    Press (ENTER) to use the standard width; or type the width, and press (ENTER).

Convert displays a message telling you when the conversion is complete. It also asks you for the name of another WordStar file to convert.

If you wish to convert another file, repeat steps 1-7. If not, press the CANCEL key, (ESC), to quit.

Appendix C   Using Print Merge

This appendix describes how to use Print Merge any time you need to produce multiple versions of documents, such as form letters. Merge combines the text of a main document with text from a data file. The data file contains text that varies for each copy of the document. Data files can be prepared with Microsoft Word, or may be ASCII files from other application programs.

You can also combine two or more documents, use different text in different versions of a document, and enter text at the keyboard while you are printing the documents. At the end of this appendix is a summary of Merge instructions.

The general steps in preparing a form letter or other document to use with Print Merge are:

1.   Enter and format the text of the document.

Use special "merge" fields to specify where the variable text for each copy of the document will be inserted during printing.

2.   Prepare a data file containing the variable text for each copy of the document.

3.   When the main document and the data file are finished, Transfer Load the main document.

4.   Use Print Merge to print all the versions of the document.

Field Names and Instructions in Documents

The main document you prepare for use with Print Merge is much like any other document. It can contain any text and formatting you wish. The document also contains special merge fields and instructions for the Print Merge.

Each merge field is the name of a data item to be inserted in the document. Merge fields must be surrounded with the symbols « and ». To input these symbols, press (CTRL) (C) («) and (CTRL) (⊐) (»). The fields must correspond to fields in the data file. For example, you could prepare a form letter which begins like this:

    Dear «name»,
    Spencer Ceramics has received your order for
    «quantity» «item». . .

In this example, there are three merge fields: name, quantity and item. When the document is printed using Print Merge, each of these three fields is replaced by a real name, quantity, and item supplied from a data file. At the time of printing, you can create any number of copies of this form letter, each with a different name, quantity, and item filled in automatically.

The first letter might read:

Dear Mr. Smith,

Spencer Ceramics has received your order for three lawn fawns . . .

The second letter might read:

Dear Joe,

Spencer Ceramics has received your order for two dozen gold-speckled boomerang ashtrays . . .

The third letter might read:

Dear Miss Mannerly,

Spencer Ceramics has received your order for 38 Presidential Commemorative "Bread-and-Butter" Plates . . .

Keep the following in mind when preparing a main document:

text inserted into the main document has the same formatting characteristics as the first character of the field name

extra spaces outside fields appear in the printed document

extra spaces inside fields are ignored

In addition to merge fields, the document can also contain instructions, which provide other information at print time. Like merge fields, instructions are separated from the surrounding text with the characters « and ». A paragraph mark may be used instead of » to end an instruction.

Choosing a Data File

Choose a data file with the DATA instruction. For example, if a data file containing your customer orders is named order.doc, type the following instruction at the beginning of your form letter:

«DATA order.doc»

If a data file has an extension in its name (in this example, doc), enter the full name in the DATA instruction. If no extension is specified, Word appends .doc as the extension. If a period is the last character of the name, no extension is appended, for example:

this data file:	becomes:
mergdata	mergdata.doc
mergdata.doc	mergdata.doc
mergdata.	mergdata

Note that when you use the INCLUDE instruction you must **always** use the complete filename including any extension.

Word searches order.doc for the variable text (the merge field data) to insert in the merge fields of the form letter (the main document).

Entering Data into a Data File

A data file can be an ordinary document prepared with Microsoft Word, any ASCII file, or the ASCII output of a database program. In each data file, there are one or more data records. Data records have the following format:

each data record may have up to 256 fields

fields in the data record must be separated by either a comma (,) or a (TAB) character

each data record must end with a paragraph mark ((ENTER) character)

The first record of a data file is normally a special header record that names the merge fields for the data records that follow. These field names correspond to the fields in the main document.

field names must be less than 65 characters long

fields in the data records must be in the same order as the field names in the header record; field names **do not** need to appear in any special order in the main document

fields that contain commas or quotation marks must be surrounded with quotation marks; quotation marks within field values must be doubled.

For example, the data file for the letters in the previous example would look like this:

```
name, quantity, item
Mr. Smith, three, lawn fawns
Joe, two dozen, gold-speckled boomerang ashtrays
Miss Mannerly, 38, "Presidential Commemorative" "Bread-
and-Butter" "Plates"
```

The first line of this data file is the header record, containing the three merge field names: name, quantity, and item. The next three lines are data records, containing the information to be supplied for each copy of the merged document. Notice the use of quotation marks in the last data record above.

To use quotation marks in a field, you must type two sets of quotes. For example, to print the following text in the form letter:

Presidential Commemorative "Bread-and-Butter" Plates

type this in the data file:

```
"Presidential Commemorative" "Bread-and-Butter"
"Plates"
```

To prevent Merge from reading a comma as a field separator, you must put a field containing a comma in quotation marks. For example, your data record might read:

"Jones, Inc.", five, coffee mugs

Otherwise, Merge reads Jones and Inc. as two fields. The quotation marks do not appear in the printed document.

Using Header Files

Rather than placing your header in the data file, you can place it in a separate header file. Header files are useful if your data file is the output of another program, such as a database program. You can change data files and still use the same header file to provide the field names.

If you use a header file, it should look like the header record of a data file. For example, using the header record from the previous example, the header file looks like this:

name, quantity, item

Header files must be named along with the data file in the DATA instruction. For example, if the header information for the data file order.doc is in a file called orderhf.doc, then insert the following DATA instruction in the main document:

«DATA orderhf.doc, order.doc»

Inserting Text Conditionally

You may also want to vary text according to certain conditions. Use IF, ELSE, and ENDIF to do this.

For example, suppose you want to tell some of your customers:

Your order will be shipped within thirty days.

To others you want to say:

Due to unexpected demand, we are currently out of stock.

Prepare the text of the paragraph in the document like this:

«IF out-of-stock = "yes"» Due to unexpected demand, we are currently out of stock. «ELSE» Your order will be shipped within thirty days. «ENDIF»

Merge looks in the order.doc data file for the contents of the out-of-stock field. If yes appears in this field, the text after IF is printed. If the field is empty, or contains something other than yes, the text between ELSE and ENDIF is printed.

The order.doc file might look like this:

name, out-of-stock, quantity, item
Mr. Smith, yes, three, lawn fawns
Joe, no, one dozen, gold-speckled boomerang ashtrays

Mr. Smith will get a letter saying:

Due to unexpected demand, we are currently out of stock.

Joe will get a letter saying:

Your order will be shipped in thirty days.

It is also possible to check whether a field is null, or empty, in the current data record (indicated by two consecutive commas). Thus, the previous example could be re-phrased:

«IF backorder»Due to unexpected demand . . . «ELSE» your order will be shipped . . . «ENDIF»

You could then have the actual backorder values in the data record. This test would simply check for any value for backorder; if there is any value, the test is true (regardless of what the value is).

You can also use IF without an ELSE. For example, if you want to send Christmas catalogs to only those customers who have placed large orders in the preceding year, you could prepare the following text:

«IF preferred = "yes"» We are sending you our 1984 Christmas catalog under separate cover. «ENDIF»

Then, create a preferred field in your data file:

name, preferred, out-of-stock, quantity, item
Mr. Smith, yes, yes, three, lawn fawns
Joe, no, no, one dozen, gold-speckled boomerang ashtrays

Mr. Smith's letter will contain the announcement of the Christmas catalog, but Joe's will not.

You can also use IF instructions to insert text if a data field has a certain numeric value. Print Merge recognizes three operators: greater than ($>$), less than ($<$), and equal to ($=$). The numeric values must be integers. Print Merge compares the value in the field to the value in the IF instruction.

For example, instead of sending a Christmas catalog to customers with a yes in the preferred field, you could use an instruction like this in the main document:

«IF purchase>50» We are sending you our 1984 Christmas catalog . . .

Then, put a purchase field in your data file:

name, purchase, item
Mr. Smith, 99, lawn fawns
Joe, 29, ashtrays

Word prints the announcement of the Christmas catalog in Mr. Smith's letter because the value of his purchase (99) is greater than 50. Joe will not receive a Christmas catalog.

Entering Text When You Print

Merge has two instructions for entering text at the time of printing: SET and ASK. If you use SET or ASK in your document, you will be prompted to enter text for the documents.

SET prompts you to enter text once, for all copies of the document. ASK prompts you to enter new text for each copy.

For example, you can add a SET instruction to the text of the letter in our example:

```
«DATA ORDER.DOC»
«SET date = ?»
                «date»
Dear «name»,

Spencer Ceramics has received your order for . . .
```

At print time, you will see the message:

Enter text:

Type the date as you wish it to appear on all copies of the letter.

You can also use the SET instruction to set the contents of a field for all copies of a document in the main document itself. For example, you could use the instruction:

«SET date = 1/15/84»

You will not be prompted to enter text when the document is printed. Instead, 1/15/84 will be printed on all copies of the document.

Use ASK to enter new text for each copy of the document. Like the SET instruction, the displayed message is:

Enter text:

For example, instead of supplying the name of the item from a data file, you can enter it when you are ready to print the document:

«DATA ORDER.DOC»
«SET date = ?»
«ASK item = ?»
                «date»
Dear «name»,

Spencer Ceramics has received your order
for «item» . . .

When you print this letter, you will be prompted once to enter the date for all copies of the letter. You will also be prompted to enter the item for each copy of the letter.

If you prefer, you can replace the Enter text: message with your own prompt for either SET or ASK instructions. For example:

Spencer Ceramics has received your order for «ASK
item = ? item ordered:»

At print time, the following message appears on the screen:

item ordered:

The prompt you use in an ASK instruction may also contain a merge field name, surrounded by « and ». When the document is merged, the field data is displayed along with the prompt text to help you identify the current record.

Inserting Text From Several Data Records

You normally use one data record for each copy of a form letter, as in the examples above. However, you may want to insert text from more than one data record in a single copy of the document. To do this, use NEXT. The NEXT instruction tells Merge to go to the next data record in the data file for the contents of the fields.

For example, you might have a large data file, named EM-PLOY.DOC, beginning with the following records:

```
employee, job, wage
Charles Jones, casting, $5.25
Myrtle Peterson, glazing, $6.50
Libby LaChapelle, ceramic designer, $14.00
Josiah Carberry, consultant, $50.00
```

You could quickly produce a summary by creating a main document that begins like this:

```
«DATA EMPLOY.DOC»
Personnel Summary
```

Employee	Position	Wage
«employee»	«job»	«wage»
«NEXT»«employee»	«job»	«wage»
«NEXT»«employee»	«job»	«wage»
«NEXT»«employee»	«job»	«wage»

When you use the Print Merge command, the Personnel Summary report prints with four records on each page.

Personnel Summary

Employee	Position	Wage
Charles Jones	casting	$5.25
Myrtle Peterson	glazing	$6.50
Libby LaChapelle	ceramic designer	$14.00
Josiah Carberry	consultant	$50.00

If you don't want blank lines between each data record, each NEXT instruction should be on the same line as an employee line.

Printing Mailing Labels

With Microsoft Word, it is very easy to print mailing labels three to a page with the same technique used for printing text in multiple columns.

- Use the Format Division command to indicate how many columns you want to print.

- Adjust the space between value for your particular label sheet.

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- For each column of labels you want to print, put a separate label occurrence in the main document.

  «DATA labels»«address»
  «NEXT»«address»
  «NEXT»«address»

- Put DATA and NEXT instructions on the same line as the address to prevent an extra line between addresses.

If you choose to break your mailing address into more fields, be sure to separate each field with either (SHIFT) (ENTER) (NEW LINE) or (ENTER). Note also, that each label should have the same number of lines in it to format properly.

Variable Line Addresses

There are two methods of dealing with a set of addresses that do not have the same amount of lines. The first, and simplest, method is to use a single merge field for the entire address. Before every line of an address in the data record, press (SHIFT) (ENTER) for a NEW LINE. For example:

address (ENTER)

Dr. Jane London (SHIFT) (ENTER)
P. O. Box 728 (SHIFT) (ENTER)
400 Main Street (SHIFT) (ENTER)
"Dallas, Texas 75202" (ENTER)

Frank DeWitt (SHIFT) (ENTER)
123 Commerce Avenue (SHIFT) (ENTER)
"Fort Worth, Texas 76102" (ENTER)

Your main document would include, for example:

«address»(ENTER)

Dear Sir or Madam: (ENTER)

At times you may want each line of the address separate. You may, for example, want to address the letter in the previous example more personally. Each address line in the data file would be a separate field, as follows:

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name, address1, address2, address3 (ENTER)

Dr. Jane London, P. O. Box 728, 400 Main Street, "Dallas, Texas 75202" (ENTER)

Frank DeWitt, 123 Commerce Avenue, "Fort Worth, Texas 76102" (ENTER)

Your main document would include, for example:

«name» (ENTER)
«address1» (ENTER)
«address2» (ENTER)
«IF address3»«address3» (ENTER)
«ENDIF» (ENTER)

Dear «name»: (ENTER)

Inserting One Document Into Another

You can insert the text of another document into the main document. This text can be a simple "boilerplate" paragraph (text used over and over without change) you'd like to include in every version of your document or the ASCII output of another program, such as a spreadsheet. You can merge the contents of any ASCII file into a document. This is like using the Transfer Merge command to combine two or more files at print time.

To insert one document into another, put an INCLUDE instruction containing the name of the document to be inserted. This instruction should be placed at exactly the place in the main document where you want the second document to be inserted.

For example, you might want to incorporate a worksheet into a report:

The sales projections for the second quarter are
summarized in the following table:
«INCLUDE SHEET1»

You can insert any number of documents into a main document. For example, you can create a file to print all the chapters of a report sequentially. Your main document might look like this:

«INCLUDE CHAP1.DOC»
«INCLUDE CHAP2.DOC»
«INCLUDE CHAP3.DOC»

If you have made any changes to the chapters of the document, Word will repaginate the chapters as it prints them.

You can even insert documents within other inserted documents. For example, in CHAP1.DOC in the previous example, you can add other INCLUDE instructions:

«INCLUDE BOILER.DOC»
This report summarizes sales for the quarter.
«INCLUDE TABLE 4.DOC»

These inserted documents can contain Merge fields if the text is to be inserted from the same data file named in the main document. Documents inserted with INCLUDE instructions **cannot** contain DATA instructions naming new data files. You may find IN-CLUDE instructions useful for organizing long projects consisting of many document files. However, it is somewhat slower to merge multiple documents than it is to print a single long document.

Using the Print Merge Command

After you finish preparing your documents and data file, Transfer Load the main document. Then carry out the Print Merge command. The following message displays:

Merging . . .

The merged copies of the document are printed.

If the main document contains ASK or SET instructions, answer the prompts as each copy of the document is printed.

Summary of Print Merge Instructions

The following is a summary of Merge instructions. Brackets ([ ]) indicate optional entries.

«ASK *field* = ?[prompt]»

You will be prompted for the contents of the field when the document is printed. If you prefer, you can specify the prompt message.

«DATA [*header file*,] *data file*»

The contents of the fields are supplied from the records in the *data file*. The names of the fields are taken from the *header file*, if one is named. Otherwise, the first record in the data file is read as the header.

«IF *field*»text . . . «ENDIF»

Text is inserted if *field* is present in the data record.

«IF *field* = "*string*"»text . . . «ENDIF»

The text between «IF» and «ENDIF» is inserted if the contents of the *field* are the same as the *"string"*.

«IF *field* = "*string*"»text . . . «ELSE»text . . . «ENDIF»

The text between «IF» and «ENDIF» is inserted if the contents of the *field* are the same as the *"string"*. Otherwise, the text after «ELSE» is inserted.

«IF *field operator value*»text . . . «ENDIF»

The text between «IF» and «ENDIF» is inserted in the document if the contents of the *field* have the relationship to the *value* expressed by the operator. Otherwise, the text is not inserted. The operators greater than (>), less than (<), and equal to (=) may be used in «IF» instructions. The value must be an integer.

«IF *field operator value*»text . . «ELSE»text . . . «ENDIF»

The text between «IF» and «ELSE» is inserted if the contents of the *field* have the relationship to the *value* expressed by the operator. The value must be an integer. Otherwise, the text after «ELSE» is inserted.

«INCLUDE *filename*»

Inserts the text of *filename* in the document.

«NEXT»

Merge goes onto the next data record in the data file, instead of waiting for the next copy of the document to be printed.

«SET *field* = *value*»

Sets the contents of the *field* to *value* for every copy of the document.

«SET *field* = ?[prompt]»

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You will be prompted to set the contents of the *field* when the file is merged. The contents of the *field* are set for every copy of the document. If you prefer, you can specify the prompt message.

Appendix D   Using the Digi-Mouse with Word

Microsoft Word is even more powerful and easier to use with the Digi-Mouse. Although you can perform the same operations with the keyboard, the mouse performs most operations quicker and more efficiently. Use the mouse to perform the following operations:

moving (scrolling) from one place to another

selecting text

choosing and carrying out Word commands

splitting windows

setting the ruler and choosing tabs

requesting help

Using the mouse involves two basic actions, pointing and clicking. (Pointing means to move the mouse pointer to a particular location; clicking is pressing and releasing one or both mouse buttons.) What you point to and which button you click determines what action Word performs.

The mouse pointer can be moved to any part of the screen by moving the mouse on your desktop. The position of the mouse on the surface is not important. If the mouse gets too close to the edge, pick it up and set it down again in another spot. The mouse pointer changes shape as it performs different actions in different areas of the screen. (Note that if you are not using Word in the graphics mode, the mouse pointer does not change shape, but becomes a small square that changes height as it is moved to different areas of the screen.)

Shape	Meaning
➤	text or command selection inside window or command area
➤	text selection (in selection bar)
↕ ↔	in scroll bar (left or bottom window border), ready to scroll
← →	scrolling left or right
↑ ↓	scrolling up or down
▲ ▶	relative thumb position
▭	in window bar (top or right window border), ready to change window splits
⊟ ⊞	ready to split window in direction of line
⊠	ready to close window
✛	in lower right window corner, ready to move window border
Ⅲ	in upper right window corner, ready to turn on or off the ruler
✕	ready to cancel command
Y	ready to confirm message

Scrolling in a Document

The documents you write appear in a text window on the screen. Since many of the documents you create will be too large to fit inside this text window, you can use the mouse (or the keyboard) to scroll to another part of a document.

Using the mouse pointer while in the left border, or scroll bar, and clicking one of the mouse buttons lets you scroll vertically to different parts of a document. The pointer becomes a double-headed (up-down) arrow in the scroll bar.

Use the pointer in the scroll bar along with the left mouse button to scroll towards the beginning of a document by scrolling the first text line in the window farther in the window.

- With the pointer (now a double-headed arrow) in the scroll bar, place the pointer beside the line to which you want the first line on the screen to scroll. Click the left mouse button. (Note that the arrow points up as you press the left mouse button.)

  The first line moves down to the position of the pointer. Word does not scroll past the top of the document; the first line of the document displays at the top of the window if fewer lines are available to scroll than are requested.

Use the pointer in the scroll bar along with the right mouse button to scroll towards the end of a document by scrolling any text line in the window to the top of the window.

- With the pointer (now a double-headed arrow) in the scroll bar, place the pointer beside the line you want to scroll to the top of the screen. Click the right mouse button. (Note that the arrow points down as you press the right mouse button.)

  The line beside the pointer moves up to the top of the screen. Word will scroll one screen past the bottom of the document.

The scroll bar contains a small, horizontal line called the "thumb." The thumb moves up and down, indicating your relative position in the document. Use the pointer in the scroll bar along with both mouse buttons to scroll to a relative position (the second half or the last third, for example) in the document, as determined by the thumb line position.

- With the pointer (now a double-headed arrow) in the scroll bar, place the pointer at the approximate relative position to which you wish to scroll. Click both mouse buttons.

If your document is wider than the text window (if you have split two or more vertical windows, for example), you can scroll horizontally in a document. Using the mouse pointer while in the bottom scroll bar (the bottom border) and clicking one of the mouse buttons lets you scroll horizontally in a document that is wider than its window. The pointer becomes a double-headed (left-right) arrow in the scroll bar.

Use the pointer in the bottom scroll bar along with the left or right mouse button to scroll left or right in a document.

- With the pointer (now a double-headed arrow) in the bottom scroll bar, place the pointer at the character position to which you wish to scroll the first character currently displayed in the window, and click the left mouse button.

The first character in the window moves to the pointer position.

- With the pointer (now a double-headed arrow) in the bottom scroll bar, place the pointer under the character you want to scroll the left (first character position), and click the right mouse button.

The character above the pointer moves to the first position in the window.

Use the pointer in the bottom scroll bar along with both mouse buttons to thumb left or right in a document.

- With the pointer (now a double-headed arrow) in the bottom scroll bar, place the pointer at the relative position to which you wish to scroll. Click both mouse buttons.

Selecting Text

When you use Word, most of the actions you use to insert, delete, and format text apply only to the character under the cursor or to the selected text. The selected text (or the current cursor position) appears highlighted on the screen, and remains highlighted until you move the cursor or make another selection. With the mouse, you can move the cursor and select text quickly.

To select a character:

- Place the pointer on the character.
- Click the left mouse button.

To select a word:

- Place the pointer on any character in the word.
- Click the right mouse button.

To select a sentence:

- Place the pointer on any character in the sentence.
- Click both mouse buttons.

To select a line:

- Place the pointer in the selection bar to the left of the line. (The pointer arrow tilts to the right.)

- Click the left mouse button.

To select a paragraph:

- Place the pointer in the selection bar beside the paragraph.

- Click the right mouse button.

To select the entire document:

- Place the pointer anywhere in the selection bar.

- Click both mouse buttons at once.

Select more than one character, word, sentence, line, or paragraph as follows:

- Place the pointer on the first item you want to select.

- Press the appropriate mouse button to select a character, word, and so forth. Do **not** release the button.

- Move the pointer to the last item you want to include in the selection, and release the mouse button.

Editing Text

Edit text by using a combination of keyboard and mouse actions to copy and move text.

To copy text:

- Select the text you want to copy.

- Point to where you want the text inserted, then hold down (SHIFT), and click either or both mouse buttons, as follows:

  to insert before a character, point to that character, and click the left mouse button

  to insert before a word, point anywhere in the word, and click the right mouse button

  to insert before a sentence, point anywhere in the sentence, and click both mouse buttons

  to insert before a paragraph, point in the selection bar, and click the right mouse button

To move text:

• Select the text you want to move.

• Point to where you want the selection moved, then hold down (CTRL) and click either or both mouse buttons, as for copying text.

Copying Formatting

You can also use the mouse to copy formatting from one place in your document to another.

To copy character formats:

• Select the text you want to format.

• Point to the text that has the character format you wish to copy.

• Hold down (ALT), and click the left mouse button.

The selection takes on the character formats of the text to which the mouse is pointing.

To copy paragraph formatting:

• Select the entire paragraph you want format.

• Point in the selection bar beside the paragraph that has the paragraph format you wish to copy.

• Hold down (ALT), and click the right mouse button.

The selected paragraph takes on the paragraph attributes of the paragraph to which the mouse is pointing.

Choosing and Carrying Out Commands

In Word, you create, edit, and format documents by choosing commands from a command menu located below the text window.

To use the mouse to choose a command, a subcommand, or a menu option in a command field:

• Point to the menu item.

• Click the left mouse button.

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You can choose a command with the mouse at any time. You do not press (ESC) to choose from the Edit menu when you are using the mouse. After you carry out a command using the mouse, Word returns you to type-in mode.

To move to a fill-in command field:

• Point to the space provided for the response (to the right of the field name).

• Click the left mouse button.

or

• Point to the proposed response.

• Click the left mouse button.

You can then edit the fill-in command field as described in Chapter 8, "Elements of Microsoft Word."

To view a list of possible responses:

• Select the command field.

• Click the right mouse button.

To carry out a command once all the command fields are correct:

• Point to the main command name at the upper left of the menu.

• Click the left mouse button.

To confirm a command (when you see a message that begins Enter Y to confirm. . .):

• Point anywhere in the command area.

• Click the left button.

To cancel a command:

• Point anywhere in the command area.

• Click both mouse buttons at once.

If you use the mouse to cancel a command from the Edit menu, Word returns you to type-in mode so that you are ready to enter text. If you cancel an Edit menu command with the CANCEL key, (ESC), the command menu remains active. Choose the Alpha command to return to type-in mode.

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You normally use the left mouse button to choose commands, subcommands, or options or responses in a command field, and to carry out a command. You can speed up this process in a number of situations by using the right button instead:

to choose a command and its first subcommand at once (for example, Transfer Load, Format Character)

to select from a list of available responses and carry out the command at the same time

to choose an option in a menu command field and carry out the command

If you use the right button to choose the Quit or Transfer Clear All commands, Word automatically confirms the command before carrying it out.

Splitting, Moving, and Closing Windows

With Word, you can create up to eight document windows at the same time, each containing different parts of a document or different documents.

To open a window with the mouse:

• Point into the window bar in the top or right window border. (The mouse pointer changes to rectangle.)

• Click the left mouse button.

Clicking the left mouse button in the top border creates a vertical split between windows. Clicking the left button in the right border creates a horizontal window split.

To open a footnote window:

• Point to the right window border.

• Click the right mouse button.

To close either a text window or a footnote window:

• Point to the right window border.

• Click both mouse buttons at the same time.

To change the size of any window that is not at the bottom of the window area:

- Place the pointer in the lower right corner of the window you want to change. (The mouse pointer changes to a four-headed arrow.)

- Press and hold down either mouse button.

- Point to the new position for the corner.

- Release the mouse button.

When you release the mouse button, the windows are redrawn.

Using Windows to Cut and Paste

You can cut and paste text in different parts of the same document using the methods for scrolling, selecting, moving, and copying text described above.

To cut and paste between documents:

- Open a second window.

- Load the second document with the Transfer Load command.

- Use the mouse to scroll, select, copy, and move text between the two documents, as previously described.

You can also open a second window to use as a scratch pad for notes while editing a document.

- Open a second window.

- Use the Transfer Clear Window command to give yourself a blank document to use for notes.

Turning on the Ruler and Setting Tabs

To turn on the ruler:

- Place the mouse pointer in the upper right corner of the window.

- Click either mouse button.

To turn off the ruler:

- Place the mouse pointer in the upper right corner of the window.

- Click both mouse buttons.

To set, move or clear any kind of tab stops with the mouse:

• Choose the Format Tabs Set command.

• Use the alignment and leader char command fields to specify the kind of tabs you want.

• Set a tab stop by pointing to the position for it, and clicking the left mouse button.

• Move a tab stop by pointing to the existing tab stop, pressing and holding down the right button, moving the pointer to the position for the new tab stop, and releasing the right button.

• Clear a tab stop by pointing to it and pressing both mouse buttons.

• Carry out the command.

To move paragraph indents:

• Choose the Format Paragraph command.

• On the ruler, point to the appropriate indent symbol on the ruler (left, right, or first line).

• Press and hold down the right mouse button.

• Move the pointer to the position for the indent.

• Release the right mouse button.

• Carry out the command.

You can also set, move, and clear tab stops (left aligned only, no leader character) when the Format Paragraph menu is active. Choose the command and follow the same procedures as for setting, moving, or clearing tab stops with the Format Tabs Set command.

Requesting Help

You can ask Word for help by clicking the left mouse button while the pointer is on the Help command. Choose the specific help topic you want from the Help menu, or scroll through the help screens using the Next and Previous commands.

Get help for the current command by pointing to the question mark (?) at the bottom of the command area, and clicking either mouse button. The help screen for the current command displays.

To return to your document after using the Help command:

• Place the pointer on the Resume command.

• Click the left mouse button.

Appendix E   Installing MS-DOS on Your Program Diskette

All procedures in this Microsoft Word manual assume that your Word Program diskette contains the operating system, MS-DOS. Although it is not absolutely necessary for the Program diskette to contain MS-DOS in order to run Word, we highly recommend it. You may, if you wish, load MS-DOS from an operating system diskette, then load Word.

Following are instructions for copying the MS-DOS files to your Program diskette. Note that if you intend to use Word on a hard disk, there is no need to copy the operating system to your Program diskette.

1.   Place your operating system (MS-DOS) diskette in Drive A and your Word Program diskette in Drive B. Close the drive doors.

2.   If you are not already at the system prompt, flip the RESET switch on the computer.

3.   At the system prompt, type:

     SYS B: (ENTER)

4.   Type:

     COPY COMMAND.COM B: (ENTER)

5.   If you wish to place FORMAT and DISKCOPY on the Program diskette, type:

     COPY FORMAT.COM B: (ENTER)

     After the system prompt displays again, type:

     COPY DISKCOPY.COM B: (ENTER)

Glossary

active. The document, window, or command field you are currently editing; the one to which the next command will apply. This item is highlighted.

alignment. The horizontal position of text within the width of the line. Text may be set all the way to the left, to the right, in the center of each line or between tab stops, or it may be justified to fill the line. Alignment can be an attribute of paragraphs and of tab stops.

attribute. A feature of the document division, paragraph, or character format that controls the appearance of pages, lines, and characters. Attributes include margins, tab settings, and font size, and so forth.

boilerplate. Text that is used over and over without change, such as a company's own address, a copyright notice, or even whole sections of papers or reports.

break. A place where the text is deliberately stopped and a new start follows. Examples of breaks are word breaks, line breaks, paragraph breaks, page breaks, and division breaks. *See also* **hard break, soft break**.

buffer. A temporary file in a computer's memory, which must be explicitly stored on disk at the end of a session. Otherwise, it will be erased. In Word, there are named buffers called glossary buffers, as well as the scrap, a single unnamed buffer. *See also* **glossary buffer, scrap**.

case. The forms of letters, either capitals (uppercase) or small letters (lowercase).

character. Any number, letter, punctuation mark, symbol, or special mark (@, |, *, %, $, and so forth) you can type as text.

command. An instruction to Word. A command may have one or more command fields. *See also* **command field**.

command area. The area below the text window, which contains the command menu, message line, and status line.

command field. A space on a command menu, preceded by a field name and a colon, where you specify further information about how a command should work. When first displayed, a command field usually contains a proposed response; you can replace or edit this response to fit your needs.

command menu. The lines on the screen just under the window area, which display the command options. *See also* **main command menu**.

copy. Taking text from an existing document, using the Copy command, and placing it in the scrap or in a glossary buffer, without removing the text from its original place in the document.

cut and paste. The technique of creating or editing a document by combining documents and parts of documents.

daisy wheel. On a daisy wheel printer, an interchangeable wheel with a character set in a particular font and size. Also called a print wheel.

default drive. The diskette drive (or hard disk drive) on which Word will look for a file, unless a different drive is specified.

delete. Removing text from the active document, and placing it in the scrap or in a glossary buffer with the Delete command. Characters can also be deleted and placed in the scrap, using the (DELETE) key. Text also can be deleted with the (BACKSPACE) key, but it is not saved in either the scrap or the glossary buffer. *See also* **buffer, glossary, scrap**.

direct formatting. The process of assigning a format directly to selected text by using predefined key code combinations ((ALT) plus another key) or the format commands in the Edit menu.

direction keys. (↑), (↓), (←), and (→); also called the arrow keys. These can be used to move the cursor or to display a list of command field choices and select from it.

directory. The list of files on a diskette or on the hard disk.

division. A section of a document (the table of contents or a chapter, for instance) whose attributes control page layout. Divisions are separated by division marks.

document. In Word, a document includes the text and the formatting attributes associated with it. Common types of documents are letters, reports, memos, pamphlets, and brochures. Documents are stored in files on the diskette or hard disk.

edit keys. Any keys that make an editing change, such as: (DELETE), (SHIFT) (DELETE) (DELETE, no scrap), (INSERT), (SHIFT) (INSERT) (REPLACE), and (BACKSPACE).

extend. Lengthening a text selection, using the EXTEND key ((F6)) and the direction keys.

file. A unit of data stored on diskette or hard disk. In Word, documents are saved as files. The Transfer commands, which transfer files between diskette or hard disk and memory, give you access to files.

folio. A page number.

font. The design, or style, of the characters in which text is displayed or printed, such as Century Schoolbook or Helvetica. In Word, fonts are specified in broad classes with letter variants assigned to particular type styles.

format. The way text is presented. In Word, a format is derived from both direct formatting and the application of styles.

gallery. A command on the Edit command menu that accesses style sheets for viewing, definition, and revision.

galley. The document as it appears on the screen; that is, in a continuous stream, with the footnotes and text for running heads and footers stored at the end.

glossary buffer. A special file on diskette or hard disk in which text can be temporarily stored and later retrieved by name. Use the Transfer Glossary Save command to save a glossary buffer permanently.

gutter width. The inner margins of facing pages of a document. Often these margins must be wider than the outside margins to allow extra space for binding.

hanging indent. A paragraph with a negative indent for the first line. Also known as an outdented paragraph.

hard break. A page break or carriage return that you enter into a document by pressing (ENTER) (NEW PARAGRAPH) or (CTRL) (SHIFT) (ENTER) (NEW PAGE). Word will always observe these breaks. *See also* **soft break.**

heading. A title of a document or division of a document, often requiring a different font than the body of the text. Not to be confused with running heads. *See also* **running head.**

highlight. A means of emphasis used on the screen to indicate a command choice, cursor location, text selection, active window number, or active command field.

horizontal scroll. Moving horizontally within a document that is wider than the window, so that parts of the document outside the window to the right or left come into view.

indent. The distance between the beginning or end of a line and the left or right page margins. Indents normally make text narrower than the margins. Three indents are associated with each paragraph: left, right, and first line. The first line of each paragraph may be indented by giving it a positive measurement, or outdented by giving it a negative indent measurement (also called a hanging indent). A zero (0) indent measurement aligns the first line with the other lines in the paragraph.

insert. The Insert command takes text from the scrap or from a glossary buffer and inserts the text in front of the cursor. To insert new characters into a document, choose the Alpha command and type the characters. The (INSERT) key may also be used to insert text from the scrap.

justified. Text whose right and left edges are flush with the right and left indents, or if a zero indent is specified, flush with the right and left margins. Spaces are enlarged between words to make the text evenly fill the whole line. *See also* **ragged.**

keep. An instruction to keep all of the specified text together (usually a paragraph or table), creating a page break, if necessary, and printing the text on the new page rather than splitting it between pages. Keep is a paragraph attribute.

key code. One or two characters you can use to assign a format to selected text. In addition to predefined key code combinations, you can also define new key codes in style sheets.

leader character. A character used to fill a tab (for example, dots), which helps to draw the reader's eye across columns, as in a table of contents.

load. Transfering a document from the diskette into Word with the Transfer Load or Transfer Glossary Load commands.

main command menu. The list of command names that appears at the bottom of the screen whenever Word is ready for you to choose a main command. Word currently has two main command menus, the Edit menu and the Gallery menu. (The Library menu is reserved for future use.) *See also* **command menu.**

margin. The area from the edge of the page to the edge of the text, without indents. There are also top and bottom margins that are measured from the edge of the page to the top of the first line and the bottom of the last line on the page.

menu. A list of alternatives, either of commands in a command menu or options in a command field. You can select a menu item by moving through the list with the space bar (a highlight will move along the menu indicating the current position), and pressing (TAB) or (ENTER), as appropriate; or by typing the initial letter of the desired item.

message. A notice that Word puts on the message line to tell you what to do next (a prompt) or what is wrong (an error message). *See also* **message line.**

message line. The next to the last line on the screen, where messages are displayed.

orphan. The first line of a paragraph when it appears alone at the bottom of a page or column, while the rest of the paragraph appears on the next page or column. Word avoids page breaks that leave orphan lines.

outdented paragraph. *See* **hanging indent.**

overtype. A Word option that allows you to type new text directly over old text, using the OVERTYPE key, (F5).

paragraph. The text between two paragraph marks, including the trailing paragraph mark. Paragraph attributes control line layout and spacing. *See also* **paragraph mark.**

paragraph mark. A character that identifies the end of a paragraph. To insert a paragraph mark press (ENTER) while in type-in mode. Use the Options command to make paragraph marks visible.

pitch. A measure of the number of characters per inch of paper, horizontally. Typically, typewriters and printers use 10 pitch (10 characters per inch) or 12 pitch (12 characters per inch).

point. A measurement used by typesetters. There are 72 points in an inch.

.PRD file. *See* **printer description file.**

print wheel. On a daisy wheel printer, an interchangeable wheel with a character set in a particular font and size. Also called a daisy wheel.

printer. The output device used to print documents. Such devices include dot matrix, daisy wheel, and laser printers, as well as phototypesetters.

printer description file. A file for each of the printers supported by Word, containing a list of the fonts available on the printer and the dimensions of the characters in each font. Also known as a .PRD file.

proposed response. A response supplied by Word in a command field. A proposed response is usually based on your most recent use of the command or the current status of the program. You may replace a proposed response with your own response. *See also* **response.**

ragged. Text with an uneven left (ragged left) or right (ragged right) margin. *See also* **justified.**

reference mark. A character chosen to indicate footnoted text.

remark. A comment which can be added when you assign style usages and variants to remind you of their purpose. *See also* **style, usage, variant.**

response. Information you type in a command field to tell Word how to carry out a command. When Word displays a command on the command line, it often displays proposed responses for the command fields. Replace or edit a response, or leave it as proposed. *See also* **proposed response.**

ruler. The horizontal line that appears on the top edge of the text window and displays the positions of tab stops and indents. To change these positions, move the markers along the ruler with the Format Paragraph and Format Tabs commands.

running head. Text that may appear at the top or bottom of every printed page. Running heads may include page numbers, dates, titles, or other text.

save. Storing a permanent copy of a document on diskette or hard disk with the Transfer Save command.

scrap. A temporary storage area that holds the text you last deleted with the Delete command or (DELETE) key. It will also hold text you have copied with the Copy command. The contents of the scrap are displayed between braces {} on the status line. To retrieve the contents of the scrap, choose the Insert command, or press the (INSERT) key.

scroll. Moving the text so that parts of the document outside the window move into view.

search. Looking for a group of characters, a word, or a phrase within a document with the Search command.

select. Choosing one character or a group of characters that will be affected by the next command you choose.

selection. The highlighted character or group of characters that will be affected by the next command you choose.

separator. Any character marking the end of a word. Separators include punctuation marks, spaces, tabs, paragraph marks, and line breaks.

soft break. A page or line break that is determined by page or line layout. Soft breaks may change after further editing of the document. *See also* **hard break.**

status line. The bottom line of the screen, where Word displays the following: the page number of the document in the active window, the contents of the scrap, the percentage of free space, the status of locking keys, and the name of the active document.

style. A style consists of the name that identifies it and its definition, including its direct formatting attributes. You may redefine a style by assigning different direct formats. Styles determine text formatting indirectly by reference to their definitions on a style sheet. *See also* **direct formatting, usage, variant.**

style bar. A special column on the screen, accessible with the Window Options command, that displays formatting information, such as paragraph styling and soft page breaks.

style sheet. A file containing a list of style definitions. You create, review, and change a style sheet with the Gallery menu. A styled document is always formatted according to its style sheet.

subscript. Text that appears slightly lower on a line than the text around it.

superscript. Text that appears slightly higher on a line than the text around it.

tab stop. A position for aligning text in columns by using tab characters. Use the Format Tabs command to set and clear tab stops.

text. Characters that make up your document. Text is either typed in the Alpha command, or taken from other files. Characters typed as commands, responses in command fields, and formatting key codes do not constitute text.

text area. The window (or windows) that occupies most of the screen, in which the text of the document appears as you type.

type face. *See* **font.**

undo. Reversing the most recent editing command with the Undo command. Undo can itself be "undone."

usage. A name assigned to describe the use of a given style. *See also* **style, variant.**

variant. A letter or number variation of a style usage available for definition. *See also* **style, usage.**

vertical scroll. Moving vertically within a document that is longer than the window, so that parts of it above or below the window come into view.

widow. The final line of a paragraph when it appears alone at the top of a new page or column, while the rest of the paragraph is on the preceding page or column. Word avoids paragraph breaks that would leave widows.

window. A rectangular portion of the screen through which you look at a document. Up to eight windows may be open at once. Each window may contain a different document or part of a document that is visible in another window.

word. Any alphanumeric character or group of alphanumeric characters that is surrounded by separators. *See also* **separator.**

word wrapping. Automatic placement of a word on the next line. When you are typing text and you reach the right margin, Word checks to see if the word will fit on the line. If not, Word automatically places the whole word on the next line.

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