



Mind your language

Avoid that US English proofing in Windows, as Tim Nott presents a way to **change languages from the system tray. And, good news for victims of WordPro 97 dictionary syndrome.**

In September's column, we finally (or so I had thought) laid to rest the mystery of why Word insisted on defaulting to US English as the proofing language. It was, it turned out, all related to the Windows keyboard settings. The positive side of this is that you can use the multilingual support of Windows 95 or 98 to change languages from the System Tray — that bit of the Task Bar where the clock lives. Several readers have asked how you

enable this, and Matthew Trump, of the British Council in Slovenia, provided the final, missing piece of the puzzle:

Go to Windows Control Panel, Keyboard, and select the Languages tab. **Click** the Add button and select the additional (or default) language you want to use for proofing.

Highlight this, and then click the Properties button. You will then (as I missed, but Matthew didn't) get the opportunity to choose the keyboard layout independently.

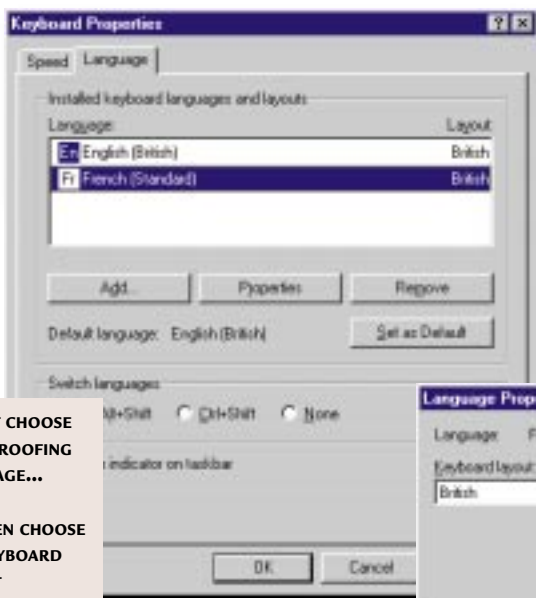
If you are using multi-lingual proofing, then having enabled the Taskbar icon (or keyboard shortcuts) you will be able, for instance, to click on this, switch, say to French proofing, without having to use the AZERTY layout, exactly the same (though much quicker) than using Word's Tools, Language, Set

Language. Even if you are using just one language but, like Bob Monroe, want to proof in British while using a US keyboard layout, you can do this by altering the properties of the default language (British) to use the US keyboard layout.

WordPro woes

At last, some good news for victims of the user-dictionary-goes-read-only syndrome in WordPro 97. John Birtwistle brought to my notice a document on the Lotus Web site www.lotus.com which acknowledges the problem. A search for the document 147344.txt reveals that: "While using Spell Check (File, Check Spelling) the system crashes. The system is then brought up and the spell check is resumed. Attempting to add a word to the user dictionary results in the following error message: 'Cannot modify user dictionary because it is in use by another program'." It doesn't actually address the problem of why the system crashes, but does tell us of a fix which, as we had surmised, is to remove the read-only attribute from the user dictionary file: typically C:\Lotus\Compnent\Spell\LTSUSER1.UDC.

There is better news, though. First, as John points out, this has been fixed in subsequent releases: his version N97.807.0 doesn't exhibit the problem. Second, as William Sutherland informs us, there is a repair patch for existing victims at www2.support.lotus.com/ftp/pub/desk/Drivers/win95.



► **FIRST CHOOSE YOUR PROOFING LANGUAGE...**

► **...THEN CHOOSE THE KEYBOARD LAYOUT**

QUICK TIPS

➔ **If you're sending** WP documents as email attachments, stick to using the Windows TrueType core fonts (i.e. Arial, Courier New and Times New Roman in Windows 95) unless you are sure the recipient has any other fonts you may be using. Otherwise the missing fonts will be substituted (often by monospaced

Courier) on the recipient's machine, which will almost certainly mess up the formatting, particularly if you are using tables or columns.

➔ **I mentioned** (July issue) the annoyance of having Word auto-complete dates and that turning off "Show AutoComplete Tip..." gets rid of this. Gary Porter,

who "finds AutoCorrect annoying and useful in about equal quantities", has an alternative method "...when the yellow suggestion box pops up, hit Esc to continue as normal."

➔ **If it's important** that they see other fonts you may want to use, then it can be possible to embed the extra fonts in the

document. There's an option in Word's Tools, Options, Save. However, there are three snags. First, not all fonts support this feature; it's at the manufacturer's discretion. Second, it will add substantially to the file size. And third, it may limit the recipient's ability to edit the document.

Questions & answers

Q Two problems. My phone number has the number 50 twice in succession: is there any way to add this to any dictionary to stop the Word spell-checker making a halt? Similarly, when I write the Australian states (e.g. N.S.W.) the same thing happens: the spell-checker stops without the possibility to hit the add button.

Bob Reksten, Monaco

a I can't think why it won't let you add N.S.W. Perhaps the user dictionary has caught the WordPro bug (see WordPro woes, left)? With regard to the number problem, this is because your phone number is formatted the French way, with spaces between each pair of numbers, and you can't add "50 50" as a word. There is a solution to both problems, however. Go to Tools, Options, Spelling and Grammar, then tick the two boxes entitled "Ignore words in UPPERCASE" and "Ignore words with numbers".

Q Whenever I cut text and paste it into Word from, say, a web browser it is often full of return characters which I don't want. I can't find an easy way of getting rid of them.

Nick Bowen

a Nor, it seems, can Word's Autoformat. The simplest thing is to record a macro. Usually, such texts will contain a return at the end of each line, which you don't want, and two returns at the end of each paragraph. You will usually want to keep the paragraphs, so turn on the macro recorder and do a

search for ^p^p, (^p stands for the return symbol in Search), replacing it with @#~@, or any other symbol combination strange enough not to appear naturally in the text.

Hit the Replace All button. Repeat the process to replace all single occurrences of ^p with either a space (if there are no spaces at the ends of a line) or nothing if there are spaces before each return. (Hint – turning on All Formatting Marks from Tools, Options, View helps establish this.) Finally, repeat to substitute single paragraph marks (^p) for the dummy @#~@ symbols.

Q Using Word 97, I was making a short list of quotations when I gained a line across the page which was very difficult to get rid of. I couldn't find anything in Help and it wouldn't delete. Eventually I chased it away by re-copying all the text to a blank sheet as unformatted text. I suspect that I may have caused the appearance of this line by putting about a dozen hyphens between each quotation. How can I avoid this happening?

Michael Burch, Oman

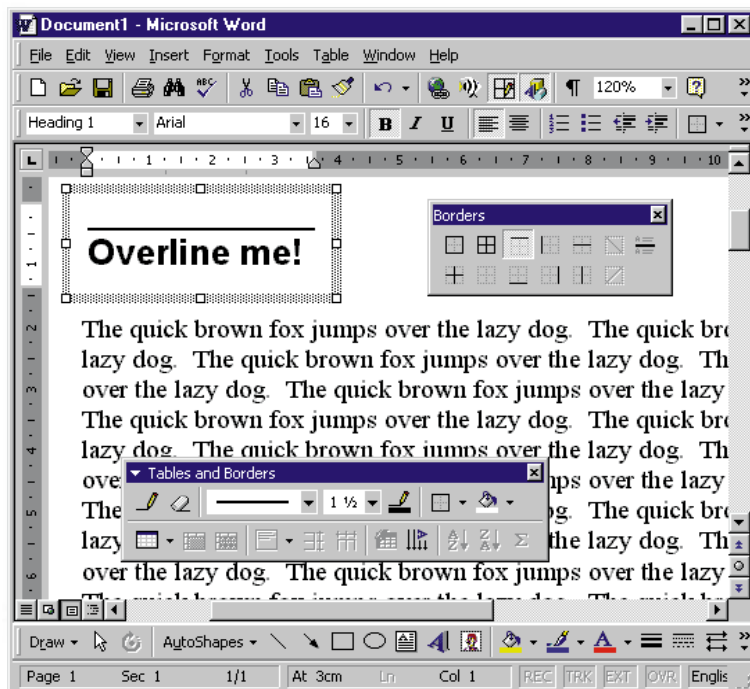
a Yes, as you suspected, it's those hyphens. Word is very cleverly assuming you want these (and various

other repetitive patterns) converted into top paragraph borders. To turn this cleverness off, go to Tools, AutoCorrect, AutoFormat As You Type, then untick Borders in the top section.

Q The feature I miss most from Ami Pro, now that I use Word, is the ability to format text with a line above it, extending the width of the text rather than the paragraph. I've tried selecting the text and using both the drop-down border button and Format, Borders and Shading in a variety of combinations. In all cases, what I end up with is either no line at all, a box around the text, or a line above the paragraph, extending to the margin width.

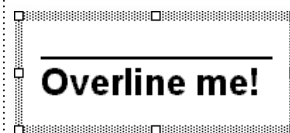
Mike Schorah

a As you've discovered, attempting to do this with borders is an excellent way to drive oneself barking mad. If you just want to do this to a heading, then one way is



▲ IT CAN BE DONE – USING A TEXT BOX TO CREATE A TOP-ONLY BORDER

to create a single-cell table. You'll find you can then format each cell border separately. This will also work with text boxes. You need to format the text box itself to have a "No Line" outline colour, then use the border tools to create a top-only border inside the text box. Alternatively, if you want to do this in the middle of a paragraph, say, you can use the drawing tools, but as it's something of a fiddle to get the line to stay in the correct position, it's advisable to do all your other editing first.



PCW CONTACTS

Tim Nott can be contacted by post via the PCW editorial office or at wp@pcw.co.uk