

Microsoft® Word User's Manual



**Manual Part Number
45474-90001**

HP Computer Museum

www.hpmuseum.net

For research and education purposes only.

NOTICE

In addition to the .PRD (printer documentation) files described in Appendix A of the Microsoft Word User's Guide, the utility disc that came with your package provides the .PRD file described below:

**HP 2686A
LaserJet Printer**

With HPLASLAN.PRD and 92286A or 92286B:

<u>FONTS</u>	<u>SIZES</u>	<u>BOLD</u>	<u>ITALIC</u>
Landscape	12, 8.5	No	No

8.5 Landscape is font cartridges' lineprinter Landscape font.

12 is built in Courier 12 point font.

For more information on printing with the LaserJet Printer refer to Appendix A.

The Portable computer requires a minimum of 140K memory. This is smaller than the size in the getting started section.

Word Convert requires at least 100K of memory on the Portable.

Table of Contents

Using the Microsoft Word User's Manual Introduction

Getting Started with Microsoft Word on Your HP Personal Computer

Getting Started-1	Overview
Getting Started-1	Before You Begin
Getting Started-2	Checking the MS Word Package for Completeness
Getting Started-2	Write-Protecting the Master MS Word Program Disc
Getting Started-3	Referring to Your HP Personal Computer Owner's Documentation
Getting Started-3	Installing MS Word on the HP Touchscreen Personal Computer
Getting Started-4	Installing MS Word on the HP Portable Computer
Getting Started-5	Using the Install MS Word Program on the HP Portable Computer
Getting Started-7	Using MS Word on the HP Portable

Part I:

Learning Microsoft Word

Chapter 1:

Introducing Microsoft Word

1-1	Overview
1-1	Starting MS Word
1-3	Introducing the MS Word Screen and Keyboard
1-4	The Text Window
1-7	The Command Area: Command Menu, Message, and Status Lines

1-10	The Function Labels and Keys
1-13	Getting Help
1-15	Clearing the Window
1-17	Quitting MS Word: the Quit Command

Chapter 2:

Creating a New Document

2-1	Overview
2-2	Entering Text
2-4	Correcting Typing Mistakes: The BACKSPACE Key
2-5	Making Changes to Text in a Document
2-5	Selecting Text: Extending The Cursor
2-5	Editing Text
2-14	Formatting Text
2-24	Saving Your Work: The Transfer Save Command
2-26	When To Save Your Documents

Chapter 3:

Working with an Existing Document

3-1	Overview
3-1	Getting an Existing Document From a File: The Transfer Load Command
3-3	Moving Around in a Document: Scrolling
3-3	Using the Scroll Keys
3-4	Going Directly to the Top or Bottom of a Document
3-5	Moving Blocks of Text: The Delete and Insert Commands
3-7	Using the Delete Command
3-8	Using the Insert Command
3-10	Copying Blocks of Text: The Copy and Insert Commands
3-12	Automatic Replacement of Text: The Replace Command
3-14	Using Help to Find Out What A Command Does
3-17	Finding Text: The Search Command
3-18	Adding Text to a Table
3-22	Adjusting Table Formats: The Format Tabs Commands
3-25	Changing Tab Stop Alignment
3-27	Finishing Up: Saving and Printing the Document
3-27	Printing Your Document: The Print Command

Part II:**Using Microsoft Word**

Chapter 4:**Microsoft Word Basics**

- 4-1** Overview
- 4-2** The MS Word Screen
- 4-2** The Text Window
- 4-4** Command Area
- 4-7** Function Labels
- 4-8** The MS Word Keyboard
- 4-11** Using the Command Menu
- 4-12** Activating the Command Menu
- 4-12** The Command Menus
- 4-13** Basic Steps For Using Commands
- 4-13** Choosing a Command
- 4-15** Filling in Command Fields
- 4-18** Carrying Out a Command
- 4-18** Confirming a Command
- 4-18** Cancelling a Command

Chapter 5:**Creating and Working With Documents**

- 5-1** Overview
- 5-1** Creating New Documents and Working with Existing Documents
- 5-2** Creating and Working with a New Document
- 5-4** Working with an Existing Document
- 5-4** Entering Text
- 5-5** Correcting Mistakes as You Type
- 5-5** Wordwrap and New Paragraphs: When to Use the RETURN Key
- 5-7** Some Other Keys to Use as You Enter Text
- 5-9** Editing Text: Making Changes to the Content of Your Document
- 5-9** Locating Text You Want to Change

5-11	Selecting Text
5-13	Basic Editing Changes
5-14	Inserting New Text
5-14	Replacing a Few Characters by Overtyping
5-15	Deleting Text
5-16	Moving and Copying Text
5-18	Searching and Replacing Text
5-21	Storing and Reusing Text: The Glossary
5-21	Using the Glossary
5-23	Saving a Glossary
5-23	Merging a Glossary
5-24	Glossary Example
5-24	Windows
5-24	When to Use More than One Window
5-25	Using Multiple Windows
5-28	Working with Windows: Some Examples

Chapter 6:

Formatting Documents

6-1	Overview
6-2	What You Can Format
6-2	Characters
6-2	Paragraphs
6-2	Tabs
6-2	Footnotes
6-2	Divisions
6-3	Running Heads
6-3	Character Formats
6-3	Character Formats on the Screen and on Paper
6-4	Ways to Assign Character Formats
6-10	Paragraph Formats
6-10	Initial Paragraph Formats
6-11	Paragraph Formats on the Screen and on Paper
6-11	When to Begin a New Paragraph
6-12	Ways to Assign Paragraph Formats
6-18	Understanding Paragraph Formats
6-25	Hyphens and Spaces in Paragraphs

6-28	Tabs
6-28	Preset Tab Stops
6-28	Viewing Tab Stops with the Ruler
6-29	Setting, Clearing, and Moving Tab Stops
6-33	Tabs in Tables
6-34	Footnotes
6-34	Creating Footnotes
6-35	Editing Footnotes
6-36	Deleting and Moving Footnotes
6-36	Using the Footnote Window
6-37	Positioning Footnotes in Your Document
6-37	Division Formats
6-38	When to Begin a New Division
6-39	How to Begin a New Division
6-39	Initial Division Formats
6-40	How to Assign Division Formats
6-41	Measurements
6-42	Understanding Division Formats
6-46	Running Heads
6-46	Creating Running Heads
6-48	Running Heads with Page Numbers
6-48	Positioning Running Heads on the Page
6-49	Formats that You Don't Always See on the Screen
6-49	Screen and Printed Page Differences
6-50	Page Layout

Chapter 7:

Formatting With Style Sheets

7-1	Overview
7-1	Differences Between MS Word's Usual Format Commands and Formatting with Style Sheets
7-2	Advantages of Formatting With Style Sheets
7-3	Samples and Examples
7-5	Working With Style Sheets
7-5	MS Word Commands That You Use with Style Sheets
7-6	Examining a Style Sheet
7-7	Displaying a Style Sheet on the Screen
7-9	Parts of a Style Sheet

7-12	Creating Style Sheets
7-12	Basic Steps in Creating a New Style Sheet
7-13	Starting a New Style Sheet
7-15	Creating a Character Style
7-18	Creating a Paragraph Style
7-22	Creating a Division Style
7-25	Your Completed Style Sheet
7-26	Saving Your Style Sheet
7-27	Suggestions for Creating Useful Style Sheets
7-27	Plan Ahead
7-27	Suggestions About Key Codes
7-28	Suggestions About Usages
7-29	Suggestions About Variants
7-30	Suggestions About Character Styles
7-31	Changing Existing Style Sheets
7-31	Basic Editing Steps
7-33	Using Style Sheets
7-34	Attaching a Style Sheet to a Document
7-35	Attaching The Style Sheet You Created in This Chapter
7-35	Assigning Styles to Your Text
7-37	Example: Assigning a Paragraph Style
7-39	Assigning Different Style Sheets to Change Formats All at Once
7-40	Making Additions to NORMAL.STY

Chapter 8:

Printing Documents

8-1	Overview
8-1	Before You Print for the First Time
8-3	Basic Printing
8-4	Printing Rough Drafts
8-5	Working on Documents While You Print: The Print Queue
8-6	Using the Print Queue
8-6	Printing Specific Portions of Document
8-8	Repaginating a Document

Chapter 9:**Strategies for Writing**

- 9-1** Overview
 - 9-1** Before You Begin to Enter Text
 - 9-2** Outlining
 - 9-2** Notetaking
 - 9-2** Working with Long or Multiple Documents
 - 9-2** Editing
 - 9-2** Changing the Appearance of Text
 - 9-3** Page Breaks
 - 9-3** Running Heads and Page Numbers
 - 9-3** Using Glossaries to Avoid Retyping
 - 9-4** Multiple Columns
-

Chapter 10:**Working with Documents on Discs**

- 10-1** Overview
 - 10-1** Types of Disc Drives
 - 10-2** When it is Safe to Change Discs
 - 10-3** Managing Documents on Discs: Your Main Tasks
 - 10-3** Saving Documents
 - 10-6** Loading Documents
 - 10-8** Working with Multiple Documents: Planning Ahead
 - 10-9** Working with Documents on Different Discs
 - 10-9** Deleting Documents
 - 10-11** Renaming Documents
 - 10-12** The Scratch File
-

Part III:**Reference to Microsoft Word**

Chapter 11:**Special Keys Directory**

- 11-1** Overview
- 11-1** The Function Keys
 - 11-1** Main Menu of Function Key Labels
- 11-1** Main Memory of Function Key Labels
- 11-2** Main Menu Function Keys That Start a Function Immediately
- 11-2** Main Menu Function Keys That Show You a New Set of Functions
- 11-6** Additional Function Keys
- 11-6** The Touchscreen
- 11-7** Keys and Key Combinations

Chapter 12:**Command Directory**

- 12-1** Overview
- 12-2** Alpha
- 12-3** Copy
- 12-4** Delete
- 12-6** Edit
- 12-6** Format
- 12-8** Format (Gallery menu)
- 12-9** Format Character
- 12-12** Format Character (Gallery menu)
- 12-13** Format Division
- 12-19** Format Division (Gallery menu)
- 12-19** Format Footnote
- 12-21** Format Paragraph
- 12-25** Format Running-head
- 12-27** Format Style
- 12-29** Format Tabs
- 12-29** Format Tabs Clear
- 12-30** Format Tabs Reset-all
- 12-41** Format Tabs Set
- 12-34** Gallery
- 12-34** Help
- 12-36** Insert
- 12-37** Insert (Gallery menu)

12-39	Jump
12-39	Jump Footnote
12-39	Jump Page
12-41	Library
12-42	Name
12-42	Options
12-45	Print
12-45	Print Direct
12-46	Print File
12-47	Print Merge
12-48	Print Options
12-52	Print Printer
12-52	Print Queue
12-53	Print Repaginate
12-54	QUIT
12-56	Replace
12-59	Search
12-60	Transfer
12-62	Transfer (Gallery menu)
12-62	Transfer Clear
12-64	Transfer Clear (Gallery menu)
12-64	Transfer Delete
12-65	Transfer Glossary
12-66	Transfer Glossary Clear
12-67	Transfer Glossary Merge
12-67	Transfer Glossary Save
12-68	Transfer Load
12-70	Transfer Merge
12-71	Transfer Merge (Gallery menu)
12-71	Transfer Options
12-72	Transfer Rename
12-73	Transfer Save
12-75	Undo
12-76	Window
12-77	Window Close
12-77	Window Move
12-79	Window Options
12-81	Window Split
12-82	Window Split Footnote
12-83	Window Split Horizontal
12-84	Window Split Vertical

Chapter 13:

Message Directory

Appendices

Appendix A:

Capabilities of Standard Printers

- A-1** Overview
 - A-2** Direct Support to Printers
 - A-4** Fonts
 - A-6** Dot Matrix Printers
 - A-19** TTY and TTYBS Printers
 - A-20** Plain
-

Appendix B:

WordStar Conversion Utility

- B-1** Overview
 - B-1** Using Convert
-

Appendix C:

Using Print Merge

- C-1** Overview
- C-2** Basic Steps in Using Print Merge
- C-2** Preparing the Main Document
- C-2** Specifying Field Names
- C-4** Specifying Instructions
- C-5** Preparing the Datafile
- C-6** Using the Print Merge Command

- C-7** Using Database Programs with Print Merge
- C-7** Using Header Files
- C-7** Preparing a Datafile With dBaseII
- C-8** Using Print Merge Instructions
- C-9** Inserting Text Conditionally with IF and ELSE
- C-12** Printing Variable Line Addresses with IF
- C-12** Entering Text with SET and ASK As You Print
- C-14** Inserting Text From Several Data Records with NEXT
- C-16** Printing Mailing Labels With NEXT
- C-16** Inserting One Document Into Another with INCLUDE
- C-18** Summary of Print Merge Instructions

Appendix D:

The Touchscreen

- D-1** Overview
- D-1** Scrolling
- D-2** Selecting Text
- D-3** Moving the Cursor to a Different Window
- D-3** Choosing a Command
- D-4** Activating the Function Key Labels

Using the Microsoft Word User's Manual

Overview

This manual is designed to be useful throughout the whole time you work with Microsoft Word®*. You can use this manual as a learning tool when you first begin working with MS Word and continue to use it for reference as you become a more expert MS Word user.

What's In This Manual

This manual has an introduction, a preface and four main sections. They are:

Introduction

The introduction to the Microsoft Word User's Manual gives you a brief overview of MS Word's many capabilities. Read it to get an idea of what you can do with MS Word.

Getting Started

The preface to this manual, *Getting Started*, gives you the information you need to know before you start working with MS Word. Read *Getting Started* before going on to the rest of the manual to learn how to install MS Word on your HP Personal Computer. *Getting Started* also explains some important differences in how MS Word works on different HP Personal Computers.

*Microsoft Word is a trademark of Microsoft Corporation.

Part I. Learning Microsoft Word

The three chapters that make up *Learning Microsoft Word* take you step-by-step through the basic concepts and features you need to know to use MS Word. Its tutorial format and specific examples give you a chance to practice on your computer as you learn how MS Word works.

Part II. Using Microsoft Word

The seven chapters that make up *Using Microsoft Word* give you the information you need to know to use MS Word in your daily work. The concepts that are introduced in *Learning Microsoft Word* are reviewed and presented in a form that makes reference easy. Refer to Part II when you need reminders or have questions about your work on MS Word.

Part III. Reference to Microsoft Word

The three chapters that make up *Reference to Microsoft Word* give you detailed, easy to reference, information about MS Word's special keys, commands and messages.

Appendices

The appendices at the end of the manual provide information you might need in special situations. You'll find information about how different printers work with MS Word, how to convert WordStar®* files to MS Word files, how to use Print Merge, and how to use a Touchscreen.

*WordStar is a trademark of MicroPro International.

How to Use This Manual

This manual is designed so that it can be used by both beginners and experienced MS Word users. The discussion below gives some suggestions about how you can make the best use of this manual.

If MS Word Is Not Yet Installed On Your Computer

If MS Word is not yet installed on your computer turn to *Getting Started*, the Preface to this manual. *Getting Started* tells you how to install MS Word on your personal computer and gives you the information you need before you begin working with MS Word.

If You're New to Word Processing

If you've never used a word processor before, start learning about and working with MS Word by going through the tutorial in Chapters 1, 2 and 3. The tutorial gives you a chance to practice on your computer as you learn basic concepts.

When you've finished the tutorial, you'll be proficient enough with MS Word to begin doing your own work. You can then use the rest of the manual when you want more information about specific tasks, and when you want to learn more advanced word processing features.

If You've Used Word Processors, but are New to Microsoft Word

If you've worked on word processors before, but have never used MS Word, you might want to go through the tutorial in Part I, Learning Microsoft Word. The tutorial will help you become familiar with what MS Word can do and how it works. You'll also see very quickly how MS Word is different from other word processors you've used.

Once you've learned MS Word's basic operations in the tutorial, you can use Part II and Part III of the manual when you need to find specific information.

If You've used Microsoft Word, but not a an HP Personal Computer

If you've used MS Word, but not on an HP Portable Computer, start by reviewing the basics in Chapter 4, Microsoft Word Basics. You'll notice that there are some differences in how MS Word works on your Hewlett Packard Computer and how it works on other computers.

If you want to take some time to become reacquainted with MS Word, go through the tutorial in Chapters 1, 2 and 3. If you find that Chapter 1 is too easy and repeats what you already know, skip Chapter 1 and go on to Chapter 2.

Introduction

What You Can Do With Microsoft Word

Microsoft Word®* is a powerful tool for producing letters, memos, reports, brochures, pamphlets and even book-length manuscripts for office, school or personal use. With MS Word, you can enter and edit your documents easily and efficiently. Then with a few simple commands, MS Word turns your rough draft into a final printed copy with a polished, professional appearance.

In some ways you use MS Word just as you use a typewriter. You type on your computer keyboard and the text appears on the screen, just as what you type on a typewriter appears on paper. However MS Word does many things that a typewriter cannot do. It is much easier to enter, edit and format text with MS Word than it is with a typewriter.

Typing

When you type text with MS Word, you don't need to think about where the end of each line should be and you don't have to hit a carriage return key to start each new line. MS Word automatically starts a new line where you need it. If there isn't enough room at the end of a line to finish a word, MS Word moves the entire word to the next line with a feature called *wordwrap*.

*Microsoft Word is a trademark of Microsoft Corporation.

Editing

When you edit documents with MS Word, you can insert or delete text anywhere you want without retyping the whole document or changing the document's format. You can also copy text from one part of a document and insert it in another place in the same document or in another document.

Several MS Word features make it especially easy to edit documents:

- MS Word lets you open up to eight text windows on the screen at the same time. This makes it possible to look at and edit as many as eight different documents or parts of documents at the same time.
- Using MS Word's Search and Replace commands, you can quickly find names, words or phrases wherever they occur in a document and change them automatically.
- MS Word provides a Glossary in which you can store frequently used names, terms or even lengthy paragraphs of text. You can then insert text from the Glossary at any place in any document.
- In addition, you can change your mind after making a change to text and use MS Word's "Undo" feature to reverse the change.

Formatting

If you've never used a word processor before, you might be surprised at how easy it is to set up the physical appearance of your documents with MS Word. You can very easily move margins, set tabs, change the alignment and indentation of paragraphs, change the look of characters by adding special emphasis, such as underlining or italics, and create footnotes and running heads.

If you've used other microcomputer word processing programs, you'll be pleased to discover that with MS Word, you don't see control characters on the screen disrupting the appearance and the alignment of your document. Almost all the formatting you assign to a document with MS Word is visible on the screen as you work. You don't have to guess how your final document will look. You can see it on the screen.

A special feature of MS Word lets you create and store *Style sheets*. Then when you want to format a document in a particular style, you simply attach the Style sheet to it. Instead of recreating your standard formats for each new document, you can define your formatting styles once in a Style sheet and then apply them to any document. Style sheets make it easy to standardize the format of documents written by different people at different times.

Printing

With MS Word you can print documents on most of the commonly used impact and dot matrix printers. MS Word also has the built-in capability to support even the most sophisticated laser printers and typesetting equipment as they become available. Because MS Word supports 64 fonts and has an internal measurement accuracy of better than one one-thousandth of an inch, it can be used for typesetting.

As you work with MS Word, you don't have to worry about whether your printer can handle every detail of the format you specify. If a style isn't available on the printer you're using, MS Word will approximate it to the best of the printer's ability. This feature is especially useful if you print the same document on several different types of printers. Because MS Word automatically adjusts to the capabilities of different printers, you can switch printers without changing any formatting information in your document, even if you are moving from a dot matrix to a letter-quality printer.

MS Word's *Print Merge* feature lets you print multiple versions of a document by combining variable text (such as addresses) with a standard document (such as a form letter).

Getting Started with Microsoft Word on Your HP Personal Computer

Overview

Getting Started tells you what you need to know to begin using MS Word on your HP Personal Computer. The information presented here is for both desktop computers, like the HP Touchscreen Personal Computer, and portable computers, like the HP Portable.

Before you can do anything else, you must install MS Word on your computer. Getting Started tells you how.

Before You Begin

Before you install MS Word, we recommend that you:

- Check the MS Word package for completeness.
- Write-protect the MS Word Master Disc you received from Hewlett-Packard.
- Format a blank flexible disc to install MS Word onto. (If your computer has a fixed disc, you don't need a blank flexible disc.)
- Take out the owner's documentation that came with your computer. You might need to refer to it for help with formatting discs and installing applications.

Checking the MS Word Package for Completeness

Make sure that your MS Word package contains:

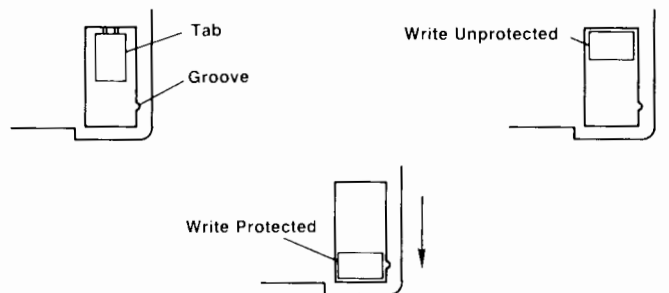
- Two MS Word discs — the Master MS Word Program Disc which has the MS Word program on it and the MS Word Utilities Disc which contains configuration files for different printers as well as a WordStar®* and conversion program.
- The Microsoft Word User's Manual.
- The Microsoft Word Quick Reference Card.

Your MS Word package also contains a keyboard template. If you have an HP Touchscreen Personal Computer, this template fits over the numeric keyboard to the right of the main keyboard. Put this template on the keyboard now. With the template in place, you see the names of special MS Word functions given to the four keys above the numeric keyboard.

Write-Protecting the Master MS Word Program Disc

Write-protecting is simple but important. When a disc is write-protected, you cannot accidentally delete or change any of the files on it. You want to be sure you don't change the contents of your Master MS Word Disc, so write protect it now.

To write-protect the disc, push the red tab toward the edge of the disc until it clicks in place.



*WordStar is a trademark of MicroPro International

Referring to Your HP Personal Computer Owner's Documentation

The information in the owner's documentation that came with your HP Personal Computer is specific to your computer, and contains information about formatting discs and installing applications. If you need help while getting started with MS Word, the information you need may be in this documentation.

Installing MS Word on the HP Touchscreen Personal Computer



To install MS Word on the HP Touchscreen Personal Computer, use the FORMAT and INSTALL utilities in the Personal Applications Manager (P.A.M.). Follow these basic steps:

1. Format a blank flexible disc using the FORMAT utility. If you need help using the FORMAT utility, see the owner's documentation that came with your HP Touchscreen Personal Computer.

If your computer has a fixed disc, you can install MS Word onto the fixed disc. In this case you do not need a blank formatted flexible disc.

2. Install MS Word onto the newly-formatted disc using the INSTALL utility. See the owner's documentation that came with your computer if you need more information about how to use INSTALL.
3. After installation is complete, remove the Master MS Word Disc and put it in a safe place.
4. Turn to Chapter 1, Introducing Microsoft Word, to start using your new word processing program. To learn how to use the Touchscreen with MS Word, see Appendix D, The Touchscreen.

Installing MS Word on the HP Portable Computer

To install MS Word on the HP Portable Computer, follow these basic steps:

1. Connect your portable computer to your external disc drive and turn on all the equipment. If this is the first time you've used the external disc, see the owner's documentation that came with your HP Portable Computer for information.
2. Make sure that your System Configuration menu shows the correct number of external disc drives you are using and reset the amount of memory.
 - a. Select **System Config** **[F6]** to view the System Configuration Menu.
 - b. At the prompt **Memory / Edisc:**, press either **Next Choice** **[F3]** or **Prev Choice** **[F4]** to set the amount of memory to 196K.

If you can't set the memory to 196K, the internal disc contains too many files. Use MS DOS or the File Manager to delete unnecessary files and try again.



If you change the amount of memory for use with other programs, you must set it to 196K again before you can use MS Word.

- c. At the prompt **External disc drives:**, set the correct number of drives you are using that are external to your portable computer.

If you need to change the number displayed, press **Next Choice** **[F3]** or **Previous Choice** **[F4]** until you see the correct number of disc drives on the screen.

- d. Select **Exit Config** **[F8]** to save the new configuration and return to the P.A.M. Main Menu.
3. Format a blank flexible disc using the FORMAT utility. If you need help using the FORMAT utility, see the owner's documentation that came with your HP Portable Computer.
4. Install MS Word onto the newly formatted disc in an external disc drive, following the steps shown in the next section.



When you install MS Word on your portable computer, you must install it to an external disc in order to have enough space for it to run.

Using the Install MS Word Program on a Portable Computer

Install MS Word on your Personal Computer using the Install MS Word program that is on your Master MS Word Disc.

To install MS Word:

1. Insert the Master MS Word Disc into drive C and press **Reread Discs** **[F4]**.
The **Install Word** label appears on the P.A.M. Main Menu. The letter of the disc drive containing your Master MS Word Disc, drive C, appears on the second line of the label.
2. Following the P.A.M. prompts at the top of the screen, use the arrow keys to move the pointer to **Install Word**. Press **Start Applic** **[F1]** to start the installation.
3. Respond to the questions as they appear on your screen.

- a. Where should program be installed (default is A:)?

Type the letter of the drive where you want to install MS Word followed by a colon (:) and press , like this:

If you only have one external disc drive:

Type C: .

If you have two external disc drives, insert the blank formatted disc in drive D, and:

Type D: .

- b. Should a remove utility be provided (enter Y or N; default is Y)?

Press to accept the default response of *yes*.

- c. Your computer and P.A.M. begin installing MS Word according to your responses to the prompts. If you have only one external disc drive, you will need to swap discs when you see these messages:

Insert target disc

The target disc is the disc to receive the installed copy of MS Word. Remove the MS Word Master Disc and insert the formatted disc.

Insert master disc

The master disc is the Master MS Word Disc. Remove the formatted disc that is receiving the copy and insert the Master disc.

4. When MS Word is installed, you see the new label **MS Word** on the P.A.M. Main Menu.
Remove the Master MS Word Disc and put it in a safe place.
5. Read Using MS Word on the HP Portable before you turn to Chapter 1, Introducing Microsoft Word.

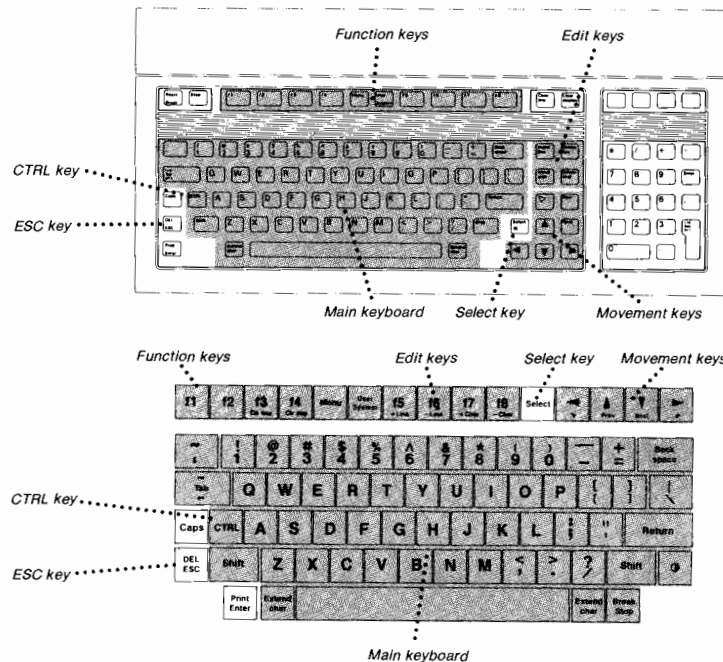


Using MS Word on the HP Portable

MS Word does all the same things on the HP Portable that it does on the HP Touchscreen Personal Computer. However the HP Portable Screen displays fewer lines of text than the HP Touchscreen and different keys are sometimes used to perform the same operations. The instructions and screen illustrations in the Microsoft Word User's Manual are based on the keys on the HP Touchscreen Personal Computer.

If you have an HP Portable Computer, study the keyboard illustrations and the chart below to see the difference between the keys. Pay particular attention to the words on the front of the arrow keys. These functions are activated by holding down **Extend Char** while you press the arrow key.

To learn more about the MS Word keys and how to use them, read Chapters 1-3, Learning Microsoft Word, Chapter 4, Microsoft Word Basics, and Chapter 11, Special Keys Directory, in this manual.



Action	On the HP Touchscreen, Press	On the HP Portable, Press
Move the cursor		
To the top of the window	CTRL + ⏮	CTRL + Extend Char + ⏮
To the bottom of the window	Shift + CTRL + ⏭	CTRL + Extend Char + ⏭
Scroll the text		
Page from above	Prev or Shift + CTRL + ⏮	Extend Char + Prev or Shift + CTRL + ⏮
Page from below	Next or Shift + CTRL + ⏭	Extend Char + Next or Shift + CTRL + ⏭
To the beginning of the document	⏮	Extend Char + ⏮
End of the document	Shift + ⏭	Extend Char + ⏭
Select text		
Word right	Word	Extend Char + .
Word left	Shift + Word	Extend Char + ,
Previous Sentence	Shift + Sentence or CTRL + ⏮	CTRL + ⏮
Current or Next Sentence	Sentence or CTRL + ⏭	CTRL + ⏭

Action	On the HP Touchscreen, Press	On the HP Portable, Press
Edit text		
Delete to the scrap	Delete Line or Delete Char	Extend Char + - Line
Delete without placing in the scrap	Shift + Delete Line or Shift + Delete Char	Shift + Extend Char + - Line
Insert from the Scrap	Insert Line	Extend Char + + Line
Replace from the Scrap	Shift + Insert Line	Shift + Extend Char + + Line
Overtyping text	Insert Char	Extend Char + + Char



Learning Microsoft Word

Learning Microsoft Word has three tutorial chapters that take you step-by-step through the basic concepts and features you need to know to use MS Word for word processing.

Using specific examples, you'll learn to enter, edit, format and save text.

Chapter 1

• Introducing Microsoft Word •

Chapter 1 introduces you to the MS Word screen and keyboard. You'll learn how to enter text, select it so that you can change it, and move back and forth between the text window, where you work on text, and the Command menu, where you tell MS Word what changes to make.

Chapter 2. Creating a New Document

Chapter 2 shows you how to enter a short document, change it by deleting text, adding new text, and replacing text, and change its appearance by formatting it. You'll also learn to save your document on disc, and leave the MS Word program.

Chapter 3. Working with an Existing Document

Chapter 3 shows you how to retrieve a document from a disc, move through the text to locate what you want to change, and move and copy text.

After you use the tutorial chapters to learn some of MS Word's basics go to Part II, *Using Microsoft Word*, and Part III, *Reference to Microsoft Word*. The information you learn in the tutorial is presented again and in more detail. In addition, you'll find many MS Word features that are not discussed in these tutorial chapters.



1

Introducing Microsoft Word

Overview

This chapter helps you become familiar with the MS Word screen and keyboard, the basic terms that are used in this manual and on the screen, and how to identify where you are in MS Word.

This chapter gives you important conceptual information that is basic to working with MS Word. So, although you'll have a chance to practice what you're learning with some simple examples, you'll also do a lot of reading in this chapter. Later, in Chapters 2 and 3, you'll learn how to use MS Word by working through specific examples on your computer.

Starting MS Word

Start MS Word now so that you can look at the screen as you read the information below.



To use the MS Word program disc, be sure that it is not write-protected.

To start MS Word:

1. If you have just installed MS Word, it appears as a choice on the P.A.M. Main Menu. Select **MS Word** from the P.A.M. Main Menu and choose **Start Applic.**
After a moment, you'll see the MS Word screen.

2. If you have already installed MS Word and are just turning on your HP Personal Computer:

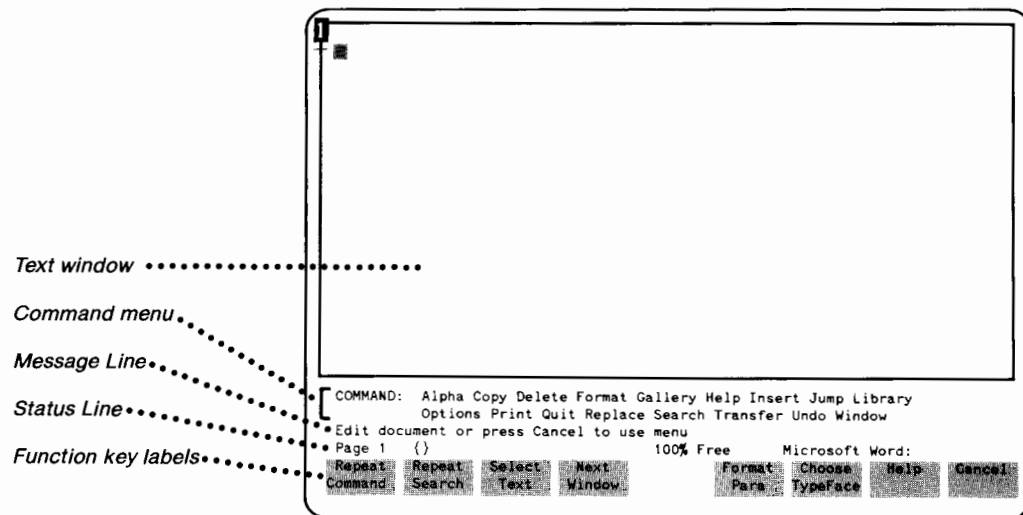
If you installed MS Word on a fixed disc, it appears as a choice on the P.A.M. Main Menu. Select **MS Word** from the menu and choose **Start Applic.**

If you installed MS Word on a flexible disc, when the P.A.M. Main Menu appears, insert the MS Word program disc and press **Reread Discs**. When **MS Word** appears on the P.A.M. Main Menu, select it and choose **Start Applic.**

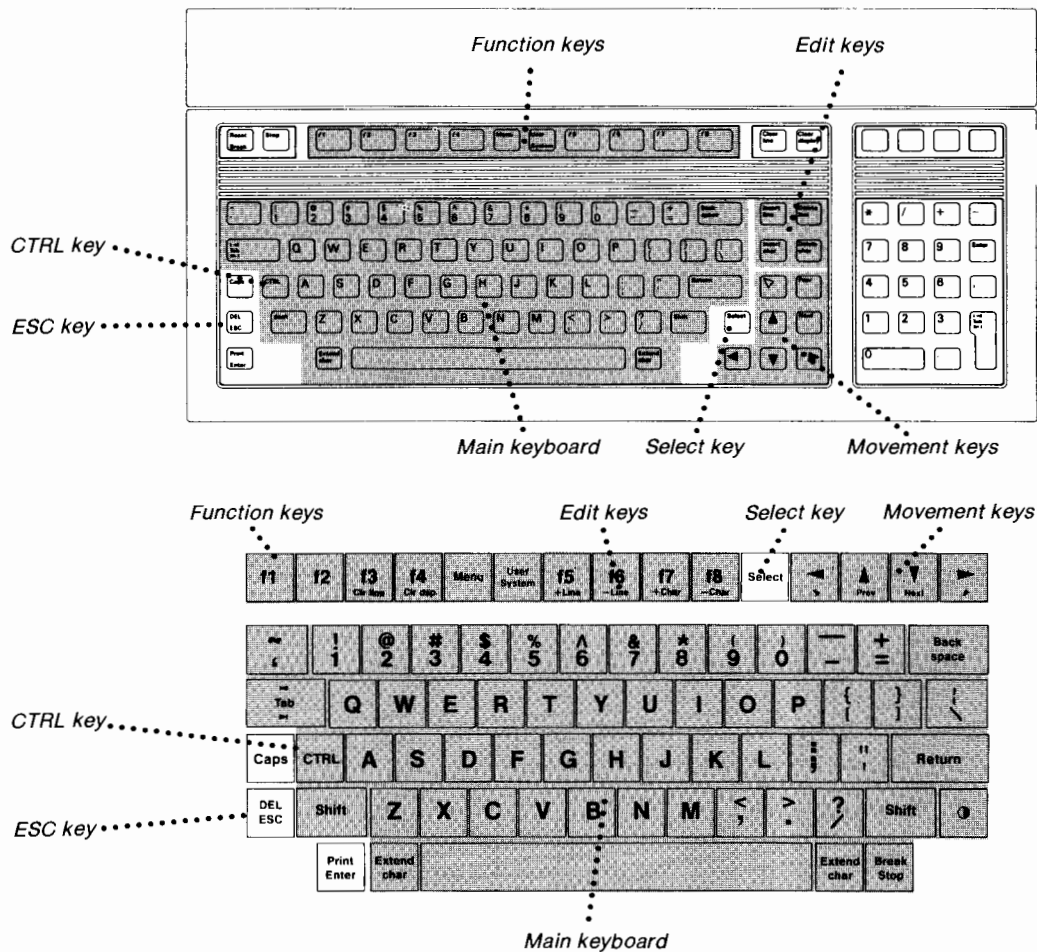
Introducing the MS Word Screen and Keyboard

When you start MS Word, you see the basic MS Word screen, as it now appears on your computer screen and in the illustration below. You will be working with the different parts of the screen pointed out in the illustration below, so take a minute to locate them on your computer screen:

- The Text Window
- The Command Menu
- The Message Line
- The Status Line
- The Function Key Labels



As you learn MS Word, you'll be using a number of special keys on the keyboard. Your keyboard looks something like one of the two keyboards illustrated below, either the desktop keyboard or the portable. The keyboard illustrations point out the different kinds of keys you'll be using. You'll learn to use many of these keys as you use the tutorial.



The Text Window

The text window is your work area, where the text you enter and edit appears. This window fills the major portion of the screen, and is bordered by a highlighted line.

If someone has already used the MS Word program disc, you may see a ruler across the top of the text window and some symbols other than those discussed below in the window. If you see a ruler and symbols you don't understand, ignore them for now. You'll learn what they are later in Chapter 2.

1-4 Introducing Microsoft Word

Symbols in the Text Window

1. Look at the upper left corner of the text window. Notice the number 1 in the upper left corner of the screen, the small horizontal line on the window border under the number, and the highlighted symbol (≡) just inside the window. These symbols are explained below.

Window Number. The number 1 is the *Window Number*. Right now there is only one window on the screen. However, MS Word lets you split the work area into multiple windows to view different parts of the same document, or different documents, at the same time. Each window will have its own window number. In this tutorial you'll be working with one window. Chapter 5, *Creating and Working with Documents*, tells you how to work with more than one window.

Scroll Line. The small horizontal line on the left window border is the *Scroll Line*. When you work with documents that are larger than the size of the window, you'll see the scroll line move down the side to show you how far into the document you are.

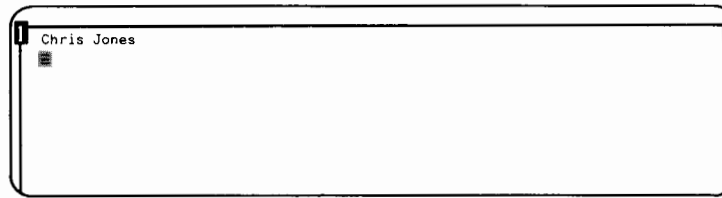
End Mark. The highlighted symbol (≡) is the *End Mark*. MS Word automatically displays the End Mark to show you the end of the text in your document.

Typing in the Text Window

Since the text window is empty now, the End Mark is the only character on the screen. When you type, characters are inserted in front of the highlighted End Mark, which moves to the right. Try it:

1. Type your first and last name. Then press **Return**.

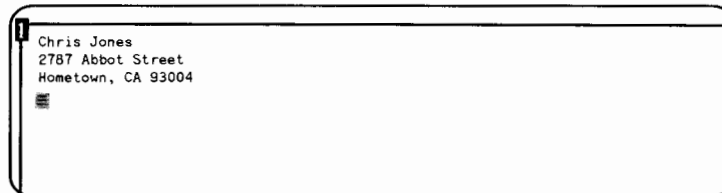
When you press **Return**, the End Mark moves to the beginning of the next line.



2. Now type your address, pressing **Return** at the end of each line, just as you would on a typewriter.

If you make a mistake while you're typing, you can press **Backspace** to erase the last character, and then continue typing. For now, however, don't worry about making mistakes. In Chapter 2, you'll learn how to make corrections and changes to your text.

Your screen should now look something like the one shown here:




The Cursor

The End Mark is not always highlighted. You can move the highlight, or cursor, to any place in your document. You can also extend the cursor so that more than one character is highlighted. The cursor highlight is used to indicate two things:


1. The position in your document where text will be inserted when you type.
2. Text that you want to edit or format.

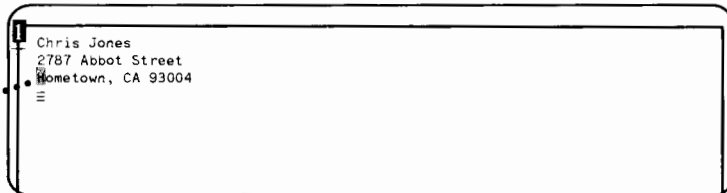
When you type and move around in MS Word documents, the cursor is usually one character. Later you'll see the cursor expand as you learn to select different amounts of text.

Moving Within Text

1. Look at your keyboard and find the four arrow keys.
2. Press .

The cursor moves up a line in your address on the screen and selects a new character.

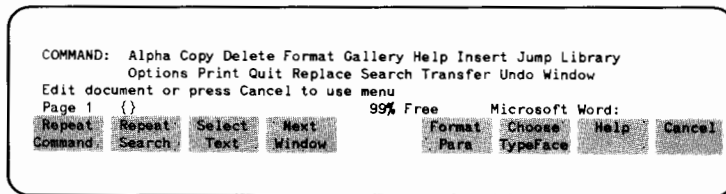
The cursor moves up a line when you press .



3. Take a minute to try the other arrow keys and get the feel of moving around in your text. You'll be using these keys again in a few minutes to help italicize your name.

The Command Area: Command Menu, Message, and Status Lines

The four lines below the text window are called the *Command area*.



1. Locate the command area on your screen and refer to it as you read the following paragraphs.

Command Menu

The two lines directly below the text window make up the *Command menu*. The words on these lines show the commands you'll be using to create, edit, save, and print your documents. You'll learn how to use some of these commands in the tutorial. The rest of the commands are described in Part II, *Using Microsoft Word*. In addition, Chapter 12, *Command Directory*, provides detailed explanations of all MS Word commands.

Message Line

Below the Command menu is the *Message Line*. Messages on the Message Line tell you what to do next and alert you when something has gone wrong. Right now the message on the Message Line tells you to:

`Edit document or press Cancel to use menu`

You'll see the message change as you activate the Command menu and use the various commands. Chapter 13, *Message Directory*, lists and explains all the possible messages.

Status Line

The *Status Line* which begins with the word *Page*, displays information about the current document. This includes the number of the page now shown on the screen, the contents of the Scrap ({}), the amount of free space, and the name of the active document. You'll be learning about some of these concepts throughout the tutorial. For detailed information about the Status Line, see Chapter 4, *Microsoft Word Basics*.

Moving Back and Forth From Text Window to Command Menu

As you use MS Word, you'll be moving back and forth between the text window, where you enter text and perform basic editing operations, and the Command menu, where you issue commands to perform many of MS Word's other operations.

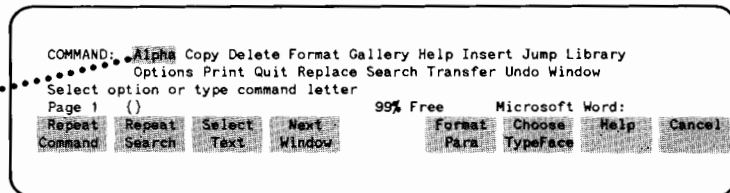
Right now there is no highlighting on the Command menu lines — this tells you that the Command menu is inactive. When you want to use a command, you must first stop entering text and activate the Command menu.

To activate the Command menu:

1. Find and press **[ESC]**, the escape key. Then look back at the Command menu.

You escaped from the text window, and started, or activated the Command menu. The word *Alpha* on the menu is now highlighted. The Message Line has also changed.

The highlight shows that the Command menu is active.



Whenever *Alpha* (or any other word on the menu) is highlighted, the Command menu is active and you can choose commands from it. When the Command menu is active, the text window is inactive and any characters you type are used to choose commands.

Alpha is in itself a command — it tells MS Word to return you to the text window for further typing and editing.

To choose a command from the menu, you type the first letter of the command. (You'll learn another method of choosing commands in the next chapter.)

1. Type A to choose the command *Alpha* and return to the text window.
2. Notice that the Command menu is no longer active — none of the words in it are highlighted.

MS Word has returned you to the text window, and you can now enter or change more text.

When You Make a Mistake on the Command Menu

MS Word provides several features to help you out if you make a mistake or change your mind. You'll learn about these as you work through the tutorial chapters. The most important one to know about when you're using the Command menu is the Escape key, **[ESC]**. You can cancel any command by pressing **[ESC]**.

1. Press **[ESC]** now to stop text entry and activate the Command menu again.
2. Now forget for a moment that the Command menu is active. Type J K L, as though you were inserting the characters into the text of your document.
You probably heard a beep from the computer, and noticed that the characters did not appear in your text.
3. Look down at the Command menu. Instead of the menu, you see the Jump command line. The *Jump* command was started when you typed J.
4. To cancel the command and return to the text window, press **[ESC]** and then type A again.

The Function Labels and Keys

You've certainly noticed the highlighted boxes across the bottom of the screen. Take a close look at them now.

These are *labels* for the *function keys* labeled f1 through f8 across the top of the keyboard. They tell you what will happen when you press one of the function keys. As the labels on the screen change, so do the actions initiated by the function keys.



The function keys let you do many special writing, editing, and formatting tasks in MS Word. With these function keys you can select text, format paragraphs, add special highlighting such as bold and underlining to your text, ask for help, and cancel commands.

Some of the function keys do something to the text on your screen as soon as you press them. Others cause the display of a new series of functions labels on the bottom of the screen.

If your computer has a Touchscreen, you can simply touch the function label on the screen to choose the function. For more information, see Appendix D, The Touchscreen.

Additional Function Keys

If you have a desktop computer, there are four additional function keys above the numeric keypad. You can use these keys to help select different amounts of text as you edit. The keyboard template that came with your personal computer shows you how much text each of these function keys selects.

Using the Function Keys

To practice using the function keys, follow these steps to select different portions of text in your document and then italicize your name:

1. Press **Select Text** **F3**.

The function labels on the screen change to display portions of text that you can select with the function keys.

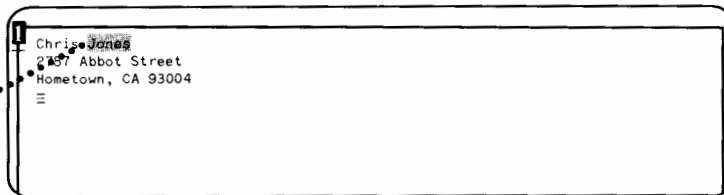


2. Look at your name and address as you typed them earlier.
3. Use the arrow keys to move the cursor to the first letter in your last name.

4. Press **Word Right** **[F2]** to select your last name.

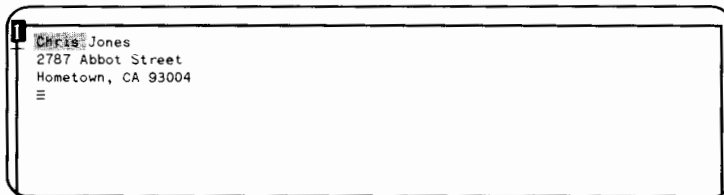
The cursor expands to highlight your last name. Your last name is now selected.

*Your last name highlights and becomes selected when you press **Word Right**.*

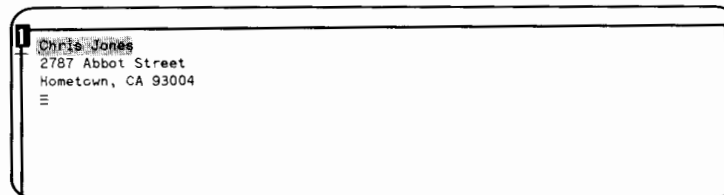


5. Press **Word Left** **[F1]** to select your first name.

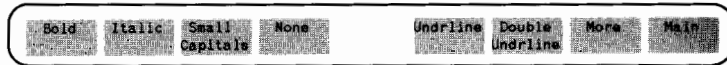
The expanded cursor moves to highlight the word on the left. Now your first name is selected.



6. Press **Line** **[F3]** to select your entire name — all the characters on the current line.

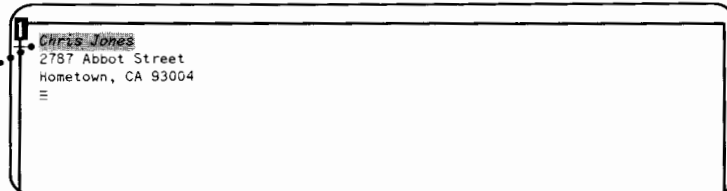


7. Press **Main** **F8** to return to the original function key labels.
8. Press **Choose TypeFace** **F6** to see your typeface choices.



9. Press **Italic** **F2** to italicize the currently selected text — your name. You'll see the typeface change right on the screen.

*Selected text becomes
italicized when you press
Italic*



10. Now press **Main** **F8** again.



You've just learned one way to select text and change the typeface. As you become more familiar with the features available in MS Word, you'll learn other ways to do the same thing. The method you decide to use is a matter of personal preference. The method you just tried gives you an idea of how the function keys work.

Getting Help

Help information is available at all times while you are using MS Word. You can choose help with a function key, or from the Command menu. This time try it with the function key:

1. If you don't see **Help** on the function labels, press **Main** **F8** to return the main labels to the screen.

2. Press **Help** **F7** now.

The introduction to Help appears on the screen, and a Help menu replaces the Command menu at the bottom of the screen. The Help menu lists major topics you can ask for help about.

HELP: Resume Next Previous
Introduction Commands Editing Keyboard Touchscreen Selection
Select option or type command letter

Practicing with Help

You can use Help to find out what a particular command will do, remind you of which key to press for the result you want, or review how to go about a particular task with MS Word.

Follow these steps to practice using Help and become familiar with the information in the help messages.

To ask for information about the special keys on the keyboard:

1. With the introductory help text and the Help menu on the screen, type K for Keyboard.

Information about the keyboard appears on the screen.

2. Find the words *Next* and *Previous* on the Help menu.

3. Type N for Next.

The *next page* of the help text appears on the screen, showing you more information about the keyboard. This time, it shows you which keys to use to select text.

You can see more information about the keyboard by continuing to type N for Next. (You can also press **Next** on your keyboard.)

4. Now type C for Commands.

The help text changes again. This time you see information about how to use commands. If you choose Next, you can page through information about all the commands shown on the Command menu.

5. You can continue to experiment with using Help, if you like. When you're finished, type R for Resume to return to the text window and resume text editing.

You'll learn more about using Help to find information about specific commands in Chapter 3.

Clearing the Window

You've almost completed your introduction to the MS Word screen and keyboard. In Chapter 2, you'll enter and format a short document, and you'll want to start with an empty window. Clearing the window also lets you practice moving to the Command menu and choosing a command.

1. If the Command menu is inactive (none of the words on it are highlighted), press **[ESC]**.

OR

Press **Cancel [F8]**. (**[ESC]** and **Cancel [F8]** can be used interchangeably.)

2. Find the word *Transfer* on the Command menu. This is the command you want to choose.

Earlier, you chose the Alpha command by typing its first letter — A. This time, you'll choose the command in a different way:

3. Press **[Tab]** to move the highlight across the words in the Command menu until *Transfer* is highlighted.

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

4. Press **Return**.

The Command menu changes to show another menu of commands that relate to transferring documents. Most of the Transfer commands are used to tell MS Word what documents to transfer between your disc(s) and the screen. One of the Transfer commands is used to clear text from the text window and from the memory of your personal computer.

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

5. Find the word *Clear* on the new menu.
6. Press **Tab** until *Clear* is highlighted.

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

7. Press **Return**.

Another set of choices appears on the menu line: All or Window. You will Clear All.

8. Since *All* is already selected (highlighted), just press **Return**.

The message on the Message Line tells you:

Enter Y to confirm loss of edits

Since you haven't saved your text to a document on disc, clearing the window will erase the only copy of your text. MS Word knows this, and wants to make sure you know the text will not be saved.

9. Type Y to clear the window and throw away the text you typed.

Your name and address are removed from the text window, which now looks just as it did when you started this chapter.

Quitting MS Word: the Quit Command

If you want to take a break before continuing with Chapter 2 of the tutorial, the following steps show you how to leave MS Word when you are finished.

If you want to continue learning more about MS Word, skip this step and turn to Chapter 2. You will also learn how to Quit at the end of Chapter 2.

To quit MS Word:

1. Press **[ESC]** or **Cancel** to activate the Command menu.
2. Choose the Quit command. (Type Q for Quit.)

Since you have already cleared the window the screen goes blank for a moment, and then the P.A.M. main Menu appears.

2

Creating a New Document

Overview

When you want to create a new document with MS Word, you simply type in the text window. When you finish typing the document, you save it on a disc so that you can edit and/or print it later.

In this chapter you will type and format a notice so that it looks like the one below. Then you'll save your work.



Do not begin typing yet.

NOTICE

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

One of the most important criteria was that we reduce our anticipated training overhead. Furthermore, we must be able to use our present HP Personal Computer hardware with little or no modification and produce documents on our existing printers.

The results of our evaluation will be presented Friday, March 11 at 10 AM in the Main Conference Room.

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

If you quit MS Word and took a break at the end of Chapter 1, you'll have to start MS Word again before you can continue. If you need help starting MS Word, see the beginning of Chapter 1.

Entering Text

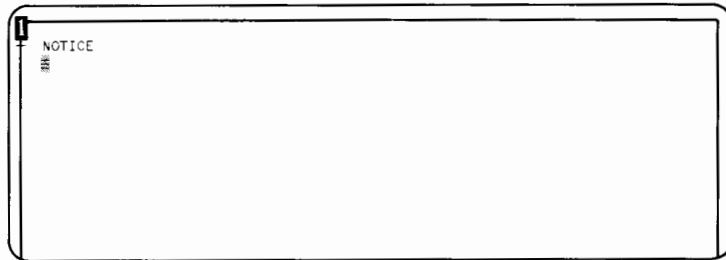
When you type with MS Word, you don't need to think about margins or other formats. MS Word has some basic formats already set for your use. Later in this chapter you will learn how to change some of these formats to make the notice look more attractive.

1. Type NOTICE and press **Return**.

As you type, the new characters are inserted in front of the cursor, and the cursor moves to the right.

When you press **Return**, you start a new paragraph, and the cursor moves to the left margin of the next line. An invisible paragraph mark is placed at the end of the paragraph (you'll learn how to make it visible later on). MS Word initially formats your text with single spacing between paragraphs — you'll learn how to change the spacing later in this chapter.

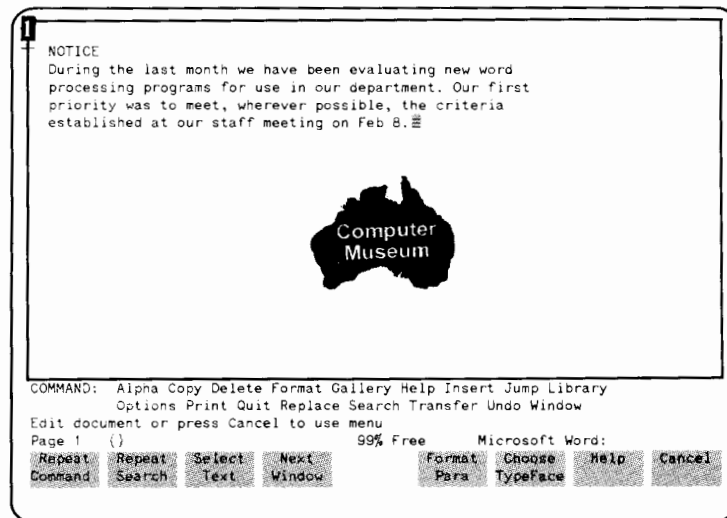
*Press **Return** to start a new line and a new paragraph.*



2. Type the following text, without pressing **Return**.

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 Feb 8.

As you type, MS Word automatically starts a new line for you each time the text passes the right margin.



This is called *Wordwrap*. Wordwrap lets you concentrate on creating and typing your document without having to worry about where the right margin is. You only need to press **Return** when you want to begin a new paragraph. You'll learn how to view and change the margins later.



If you press **Return** by mistake, you can press **Backspace** to remove the paragraph mark and get rid of the extra line. If you make a typing mistake, press **Backspace** to erase the last character, and continue typing. However, you needn't worry about making a perfect copy now — you'll learn how to move back into text and make editing changes later.

3. Press **Return** now to begin a new paragraph.

4. Type the next paragraph:

One of the most important criteria was that we reduce our anticipated training overhead. Furthermore, we must be able to use our present HP Personal Computer hardware with little or no modification and produce documents on our existing printers.

5. Press **Return** again to start the last paragraph, and type the rest of the notice. Do NOT press **Return** at the end of this next paragraph. Type:

The results of our evaluation will be presented at the department staff meeting this Friday, March 11 at 10 AM in the Main Conference room.

Correcting Typing Mistakes: The BACKSPACE Key

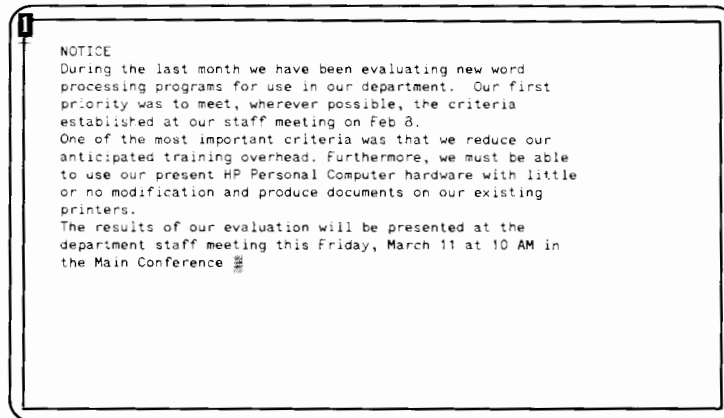
If you type the wrong characters, you can easily erase them and type the correct ones. To erase mistakes, press **Backspace**.

Backspace erases the character just to the left of the cursor. Then you can type the new characters.

Try it: erase *room* so that you can capitalize the *R*:

1. Press **Backspace** until you have erased *room*.

Backspace erases characters to the left of the cursor.



2. Type Room.

If you discover that you made errors earlier, don't worry about correcting them now. The next thing you will learn is how to select and delete characters or words without disturbing text that you want to keep.

Making Changes to Text in a Document

You can make all kinds of changes to a document with MS Word. As you create your own documents, you'll find that you want to make some changes as you write, and others after you've entered the main bulk of your text. In this example, you make changes after you've entered the main text.

When you make changes to a document, you follow two basic steps:

1. Select what you want to change.
2. Make the change.

Selecting Text: Extending The Cursor

In Chapter 1 you learned to use the arrow keys to move the cursor around in text, and the function keys to select different amounts of text. As you make editing and formatting changes to your new document in this chapter, you'll use the arrow keys again, and learn to *extend* the cursor with Select to include all the text you want to select and change.

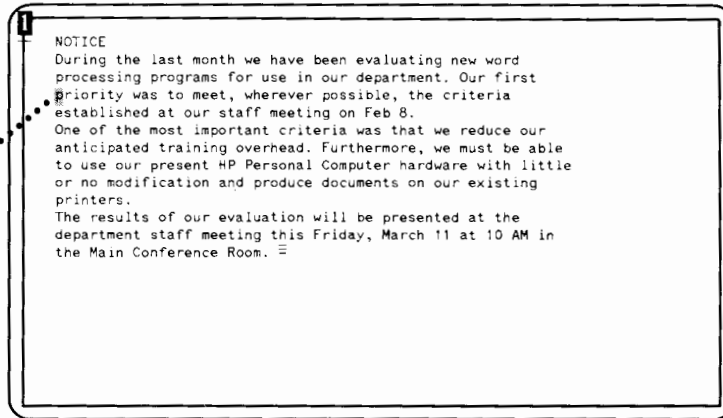
Editing Text

Let's say that 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 decide to use the word *consideration* instead.

First, you select the word you want to change. MS Word provides several ways to select text. As you become familiar with them, you can use whichever method is most convenient. In Chapter 1, you used the function keys to select text. Now you'll learn another way.

1. The cursor is on the End Mark. Use the arrow keys to move the cursor until the *p* in *priority* is highlighted.

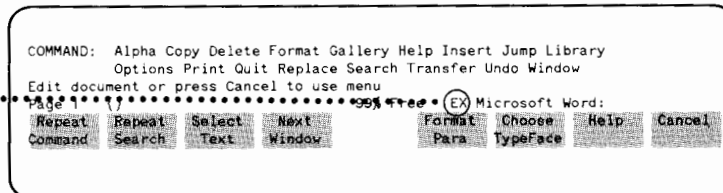
New cursor position marks the first character you want to change.



2. Look at the arrow keys on your keyboard and find the nearby **Select** key.
3. When you find it, press **Select**.

Notice the *EX* that appears on the Status Line at the bottom of the screen. *EX* stands for *extend* the cursor.

EX shows that extend selection is turned on.



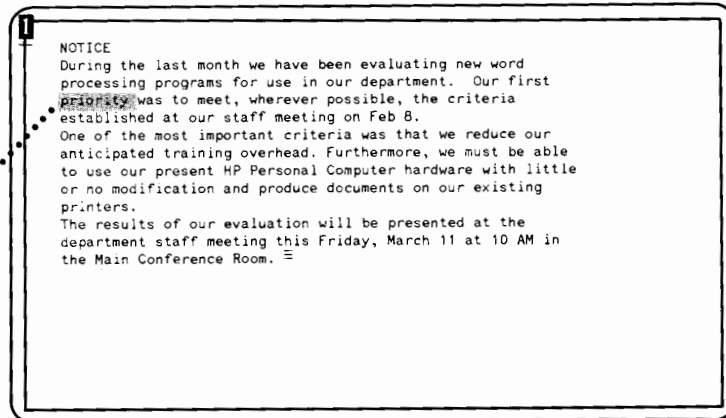
4. Now press and hold down **▶** until all of *priority* is highlighted.
If you go too far, you can press **◀** to reduce the size of the highlight.

2-6 Creating a New Document



If you have a desktop computer, you can also use the four extra function keys above the numeric keypad to select text. For more information, see Chapter 11, Special Keys Directory.

Select + **▶** extends
the selection to include
priority.



Deleting Text

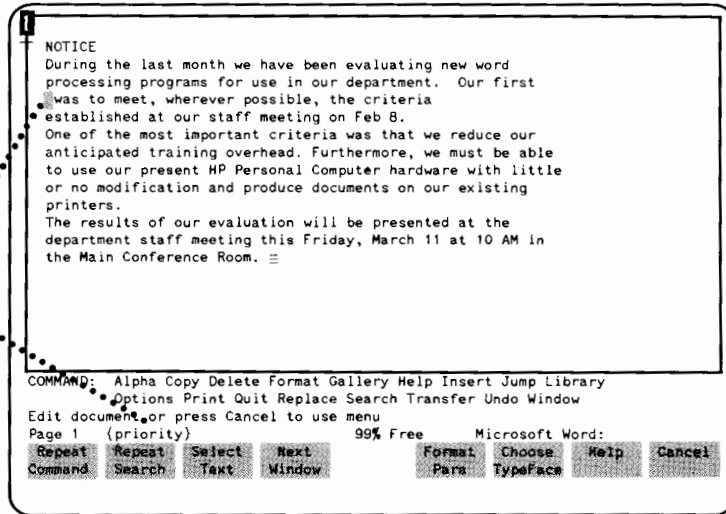
Now that *priority* is selected, you can delete it.

1. Press **Delete Line** to delete *priority*.

The word *priority* disappears, MS Word closes up the space, and the cursor automatically moves to the first character in the next word. **Delete Line** deletes the text that is currently selected, whether it is one character, or three pages. You can use the **Delete Char** key in exactly the same way. It's up to you which key to use.

2. Examine the Status Line now. The *EX* has disappeared — extend selection was turned off automatically when you pressed **Delete Line**. The word *priority* is now shown between the braces ({}) to the right of the Page number.

priority is deleted from
the document
and placed in the Scrap.



The braces on the Status Line show you the contents of the *Scrap*. The Scrap is a temporary storage area where text is normally placed when you delete or copy it. You can then insert text from the Scrap to another location in your document without having to retype it. You can also delete text so that it is not placed in the Scrap. You'll learn more about the Scrap in Chapter 3, and find detailed information about it in Chapter 5, Creating and Working with Documents.

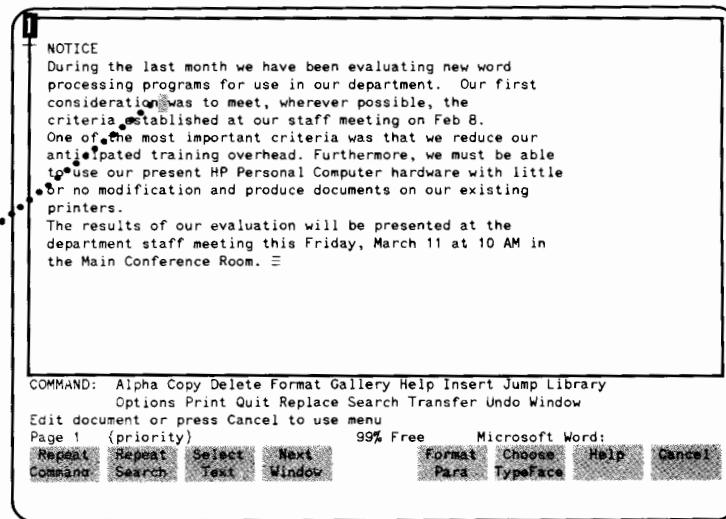
Inserting New Text

Now you can insert *consideration* in place of *priority*:

1. Type *consideration* plus a space.

The new word is inserted in front of the cursor, moving the rest of the text to the right. MS Word uses Wordwrap to automatically reformat the paragraph as needed.

New text is inserted at the cursor, which moves to the right.



Undoing Editing Changes: The Undo Command

Suppose 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's an easier way — you can *undo* your last change. The Undo command is on the Command menu

1. Press **[ESC]** or **Cancel [F8]**.

The word *Alpha* in the Command menu highlights. When a word in the Command menu is highlighted, you can choose one of the MS Word commands shown on the menu.

2. Type **U** (for Undo).

The word *consideration* is replaced by the word *priority*. Undo reversed the effect of the last editing change you made. You can even undo "undo".

3. Press **[ESC]** again.

4. Type U (for Undo).

Consideration appears in the text again, and you are automatically returned to the text window to continue editing.



Undo reverses only the last change you made.

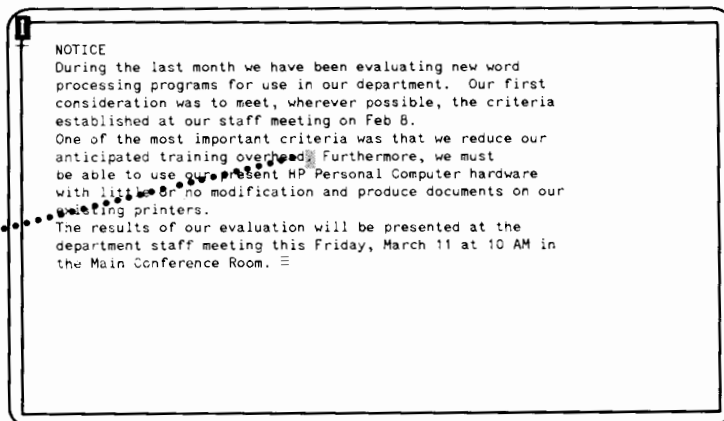
Typing More Text

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 MS Word; you choose the place to insert text by positioning the cursor there.

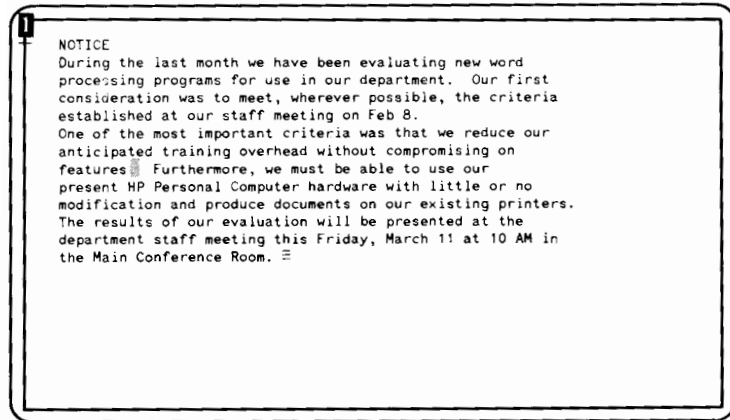
1. Position the cursor on the period after *overhead* in the first sentence of the second paragraph. Use the arrow keys to move the cursor to the new location.

*Position the cursor on
the character you want
to insert text in front of.*



You place the cursor on the period because you will insert the new text in front of it. Text is always inserted in front of the cursor.

2. Press the spacebar, then type:
without compromising on features

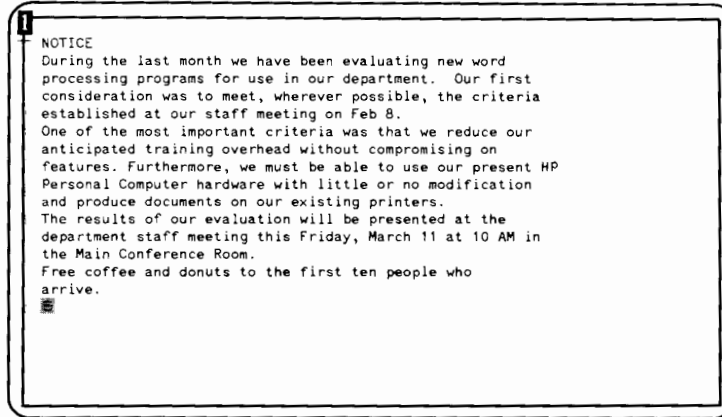


The text appears in front of the cursor, and the period moves to the right. The cursor is still on the period.

To finish off the notice with a little more flair, you decide to add a one-sentence paragraph at the end of the text.

4. Place the cursor on the end mark and press **Return**.
5. Type:
Free coffee and donuts to the first ten people who arrive.

3. Press **Return**.



Replacing Text

Looking over your last sentence, you decide that you want to give people an incentive to arrive on time. Instead of serving free coffee and donuts to the first *ten* people, you only want to serve the first *two*.

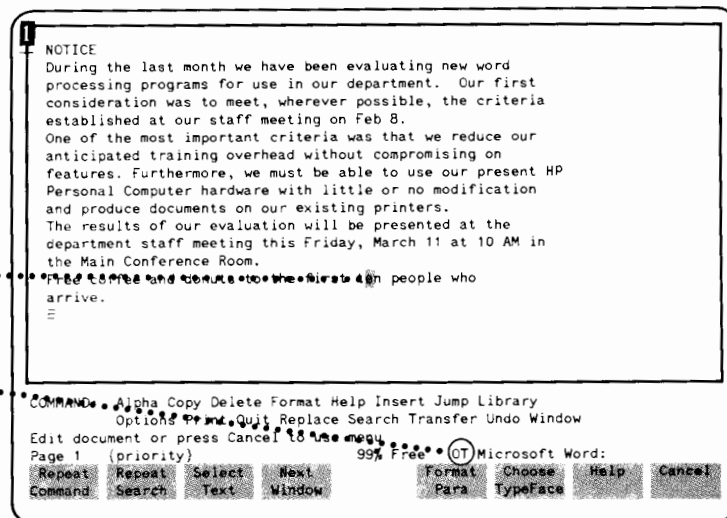
To replace a few characters, you can turn on *overtyping* and simply type the new characters over the existing ones. Use overtype to change *ten* to *two*.

1. Position the cursor on the *e* in *ten*.
2. Press **Insert Char** to turn on overtyping.

Notice the *OT* appear on the Status Line. This tells you that overtyping is turned on.

Position cursor on the first character you want to replace.

OT appears when you press **Insert Char** to turn on overtyping.



3. Type *wo*.

wo replaces *en* and your notice now says that only the first two people to arrive will have free coffee and donuts.

Perhaps this is a little extreme. You decide that you'll serve free coffee and donuts to the first ten people after all.

4. Position the cursor on *w* and type *en*

en replaces *wo* and your notice is as it was before you turned on overtype.

5. Press **Insert Char** again to turn off overtyping.

The *OT* disappears from the Status Line.

Formatting Text

The editing changes — that is, the changes to the content of the notice, are now complete. Your next step is to change the appearance of the text by *formatting* it.

When you use MS Word, there are three main types of formats that you can change: character formats, paragraph formats, and division formats.

Character formats determine how individual characters appear on the screen and in your printed documents. Character formats let you add emphasis to particular words or phrases with different type fonts and faces. For example, you can bold, underline, and italicize characters.

Paragraph formats determine how the lines in each paragraph look in the document. With paragraph formats you specify whether text is single-spaced, double-spaced, or triple-spaced; how many blank lines to leave between paragraphs; and whether or not the paragraph should have special indents from the left and right margins.

Division formats determine how text is placed on paper when you print your document. You use division formats to set top and bottom, left and right margins; specify placement of any header and footer information; and specify how you want page numbers and footnotes to be printed. You can have more than one division in a document, in case you want to change these settings for different parts of a document.

In the following examples, you'll change a few paragraph and character formats. When you format existing text with MS Word, you follow the same two steps you do when editing text:

1. First, you select the text you want to format.
2. Then, you choose the new format settings.

You can also set formats before you type. For more information, see Chapter 6, *Formatting Documents*.

Formatting Paragraphs

In the following examples, you'll use the function keys to change paragraph formats. This is one way to change paragraph formats. You can also use the Format command on the Command menu, and some special *control key combinations*. All three methods give you the same results, although some methods give you more choices than others. The three methods for changing paragraph formats are described in Chapter 6, Formatting Documents.

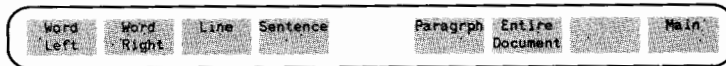
Adding Space Between Paragraphs

The first formatting change you'll make to the notice is to add blank space between paragraphs. This is sometimes called *opening space* between paragraphs.

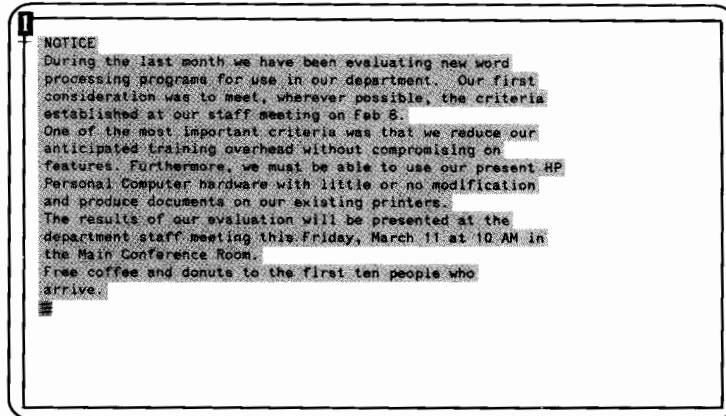
Since this change will apply to all the paragraphs in the document, you begin by selecting the entire document.

To select the entire document:

1. Press **Select Text** F3. The function key labels change, to these:



2. When the function labels for selecting text appear across the bottom of the screen, press **Entire Document** **F6**.
The entire text of the notice highlights.



3. Return to the main function labels by pressing **Main** **F8**.

To specify the format you want:

4. Press **Format Para** **F5**.

New labels appear for the function keys, this time showing available paragraph formats.

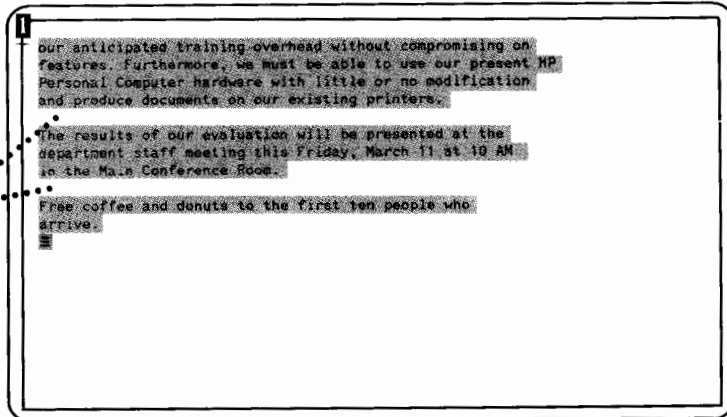


5. Press **Open Space** **[F5]**.

MS Word rearranges the paragraphs on the screen so that there is now one blank line between the paragraphs.

Notice that the top lines of the notice have been pushed out of sight below the bottom of the text window. You will learn how to bring text from above and below into view in the window by *scrolling* in Chapter 3.

A blank line separates paragraphs when you open space.



Centering Text

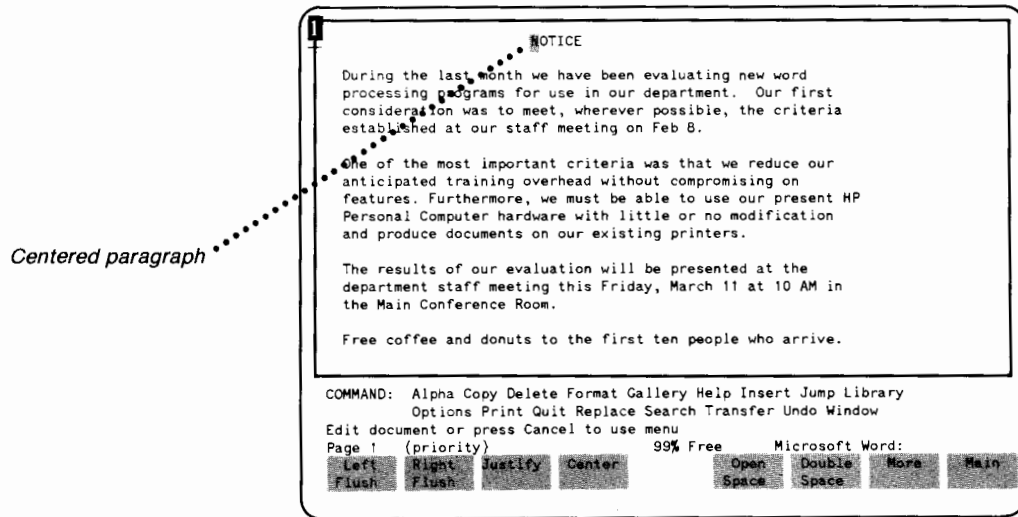
The document is beginning to look more like an official meeting notice. It would look better, however, if the word **NOTICE** was centered over the text. Centering is another paragraph format.

1. Press **[Prev]** to deselect the entire document and bring the top of the notice into view. The highlighting disappears. Move your cursor to the first character of the document which is the N of the heading **NOTICE**.

When you format paragraphs, you don't have to select (highlight) the whole paragraph. You just place the cursor anywhere in the paragraph to tell MS Word which paragraph you want to format. So leave the cursor on the N in **NOTICE**.

2. Since the function labels for formatting paragraphs are already on the screen, press **Center** **F4**.

The title centers over the body of the notice.



3. Press **Main** **F8** to return the main function labels to the screen.

Formatting Characters

Now you will add some special emphasis to characters in the document. You want people who read the notice to be able to see the date of the meeting at a glance. If you print *Friday, March 11* in boldface type, the date will be more obvious.

You could make *Friday* bold, then *March*, then *11*, but that would be tedious. You can do it all at once by selecting all three words, *Friday, March 11*.

To select several words to format:

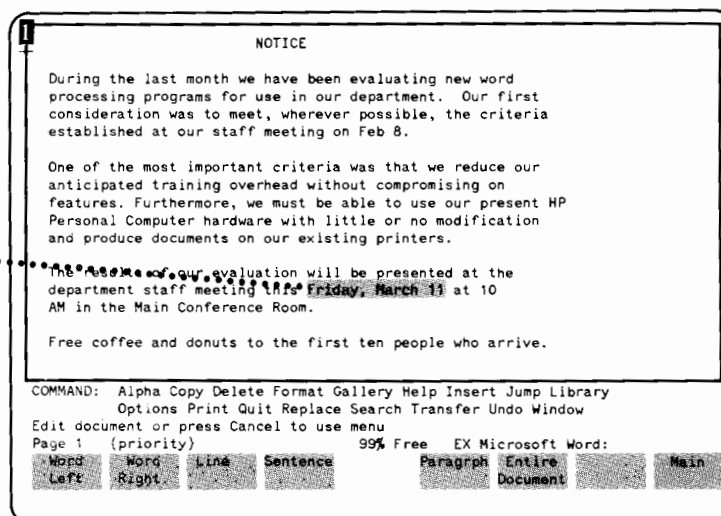
1. Move the cursor to the *F* in *Friday*.

2. Press **Select**.

Notice the *EX* that appears on the Status line. This tells you that *extended selection* is turned on.

3. Press **Select Text** **F3** and then press **Word Right** **F2** four times, until the phrase is highlighted.

Select the text you want
to make boldface.



The highlighted words are now selected and you can bold the date of your meeting.

To make the selection bold:

1. Press **Main** **F8** to return the main function labels to the screen.

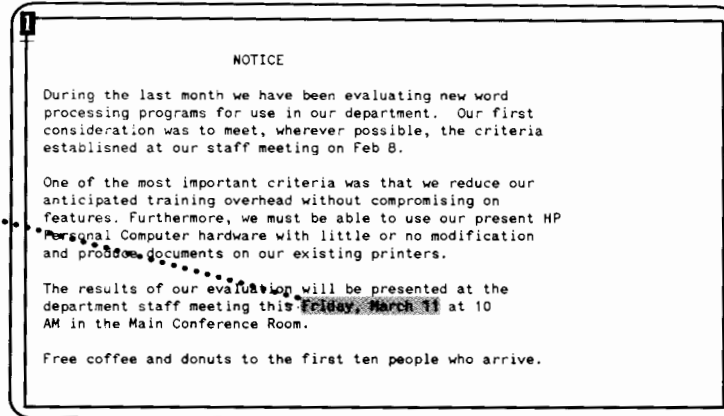
2. Press **Choose TypeFace** **F6**. A new set of labels appears at the bottom of the screen.



3. Press **Bold** **[F1]**.

The date of your meeting is bolded.

Selected text bolds on the screen.



4. Press **Main** **[F8]** to return the main function labels to the screen.

More Paragraph Formats: Indenting Paragraphs

Since the notice you typed is fairly short, it might look better if it were longer and narrower. To achieve this effect, you can either change the left and right margin settings in the Division Formats, or you can indent all the paragraphs from the margins that are already set. Indenting is a paragraph format. In this example, you will indent the left margin of all the paragraphs in the notice one-half inch. For information on changing Division Formats, see Chapter 6, Formatting Documents.

Viewing Margins: Turning on the Ruler

You can see the current left and right margin settings by turning on the Ruler.

To turn on the Ruler:

1. Press **ESC** or **Cancel** to activate the Command menu.
2. Type W for Window.

A new menu of Window commands appears.

3. Type O for Options.

Command fields appear that let you change the window options.

WINDOW OPTIONS window number: 1 background color: 0
style bar: Yes (No) ruler: Yes (No)

4. Press **Tab** three times, until the highlight appears on *No* in the Ruler command field.

WINDOW OPTIONS window number: 1 background color: 0
style bar: Yes (No) ruler: Yes **No**

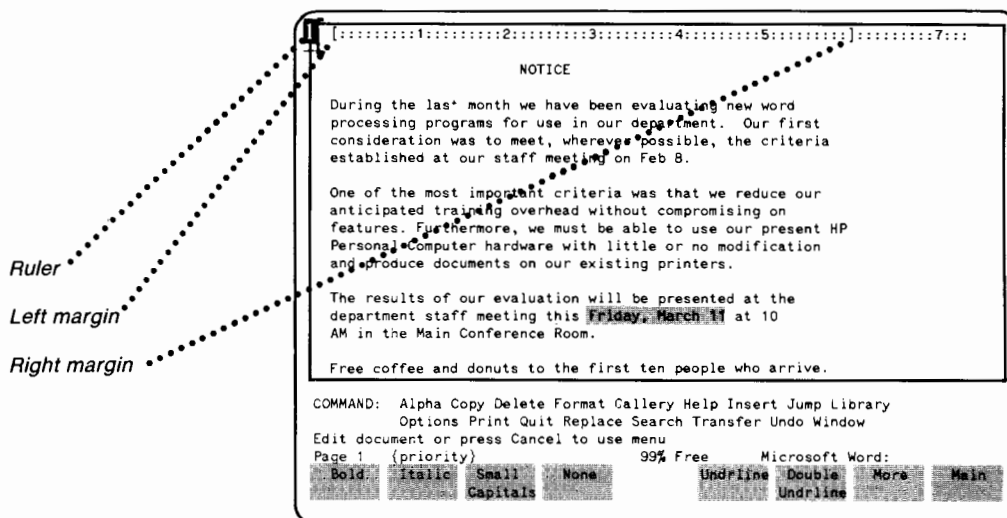
5. Press the spacebar once to move the highlight to *Yes*.

WINDOW OPTIONS window number: 1 background color: 0
style bar: Yes (No) ruler: **Yes** No

6. Press **Return** to tell MS Word you have made all the changes you want to make with this command and to go ahead with the new choices.

The Ruler appears at the top of the window. Notice the bracket symbols on it — they mark the current left and right margins. The left margin is at zero, and the right margin is at six.

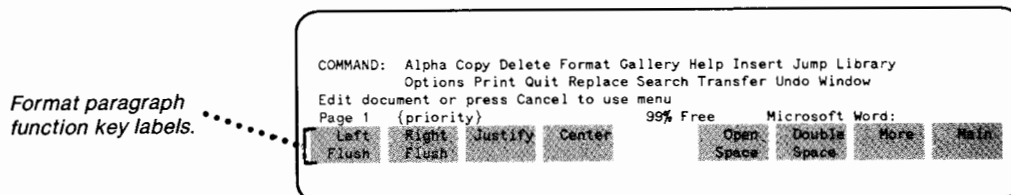
This tells you that the current length of your lines is six inches.



Now that the Ruler is turned on, you can see the change you're going to make to paragraph indentation.

To indent all the paragraphs in your document:

1. Select the entire document with **Select Text** [F3] and **Entire Document** [F6].
2. Press **Main** [F8] to return the main function labels to the screen.
3. Press **Format Para** [F5] see the format function key labels.



4. Press **More** **F7** to see a new set of format function labels.

More format paragraph
function key labels.....



The function key labels you see on your screen change the way paragraphs are indented. **Indent Left** and **Indent Right** move the left margin one half inch in the specified direction. **Indent 1st Line** indents the first line of a paragraph one-half inch. **Hanging Indent** leaves the first line at the left margin and indents all other lines in the paragraph one inch; outlines are one type of document where you might want to use hanging indents.

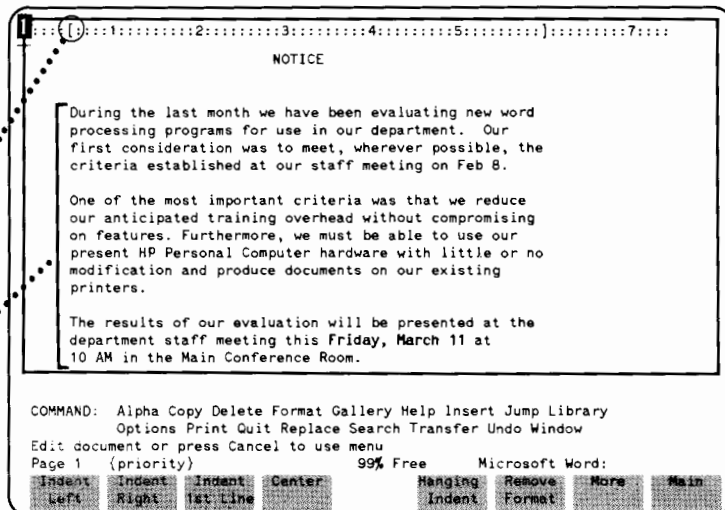
5. Press **Indent Right** **F2**.

The left margin of all paragraphs indents to the right one-half inch.

Notice the brackets on the Ruler now — the left bracket has also moved to one-half inch.

New margin setting
shows on ruler.

Left margin indents one-
half inch when you press
Indent Right.



Saving Your Work: The Transfer Save Command

Take a look at your notice. It looks good. You typed it, corrected your mistakes, made some editing changes and reformatted it. Now you're going to save your work.

So far, all the work you have done on your document has taken place in the memory of your computer. In order to have a permanent copy of the text, so that you can edit or print it later, you must save it to a file on disc.

When you want to save documents, you use the Transfer Save command.

To save your document on disc:

1. Press **ESC** or **Cancel** **F8** to activate the Command menu.

The word *Alpha* highlights on the Command menu and the message changes.

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

2. Type T (for Transfer) to choose the Transfer command.
OR

Press **Tab** until Transfer is highlighted on the Command menu and then press **Return**.

The list of Transfer commands appears at the bottom of the screen.

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

3. Type S (for Save).

OR

Press **Tab** once to move the highlight to Save and then press **Return**.

Now, the bottom of the screen looks like this:

TRANSFER SAVE filename: formatted: (Yes) No
Enter filename

MS Word is asking you to enter a name for this document.

4. Type a name for the document. Filenames can be up to eight characters long.

Type NOTICE

The characters are inserted into the filename *command field*. You'll learn more about command fields in Chapter 3, and find complete information about them in Chapter 4, Microsoft Word Basics.

TRANSFER SAVE filename: NOTICE formatted: (Yes) No
Enter filename

5. Press **Return** to tell MS Word you have finished entering the name and to go ahead and save the document.

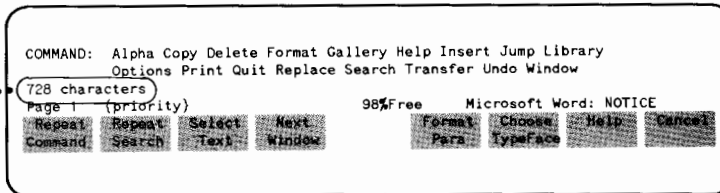
MS Word now saves your document on the disc with the filename *Notice*.



This saves the document on the program disc. If you want to save a document on a disc in a different drive, first type the drive letter and a colon and then the filename. Example:
B:NOTICE

After the document has been saved, MS Word displays a count on the Message Line of the number of characters in the file. At the end of the Status Line, MS Word displays the name of the file. You'll see this same information when a document is loaded.

Number of characters in the file displays on the message line after you save.



When To Save Your Documents

While you are working on longer documents, you'll want to use the Transfer Save command intermittently. This will protect your documents in the event of a power loss. It is a good idea to save your work:

- After a major amount of typing or editing, about every 15 to 30 minutes.
- When the % Free indicated on the Status Line is less than 55%. This means that the space MS Word has in memory to save your text and changes is getting low.

Quitting MS Word: the Quit Command

You have almost completed the tasks in Chapter 2. Follow these steps to practice leaving MS Word.

To quit MS Word:

1. Press **ESC** or **Cancel** **F8** to activate the Command menu.
2. Choose the Quit command. (Type Q for Quit.)

Since you have already saved your document with Transfer Save, the screen goes blank, and the P.A.M. Main Menu appears. If you do not save your document with Transfer Save before choosing Quit, MS Word will ask if you want to save the current version of the document before quitting.



3

Working with an Existing Document

Overview

In Chapter 2, you typed, edited, and formatted text. You saved your document and learned how to choose, fill in, and carry out commands. In this chapter, you will practice those skills and develop others. These new skills include:

- Getting an existing document from a disc.
- Moving around in long 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 on the program disc so that you can concentrate on editing with MS Word instead of typing.

Getting an Existing Document From a File: The Transfer Load Command

1. Start MS Word. If you need help, see the beginning of Chapter 1.
2. When MS Word is ready, press **ESC** or **Cancel** **F8** to activate the Command menu.
3. Choose the Transfer Load command:
 - a. Type T for Transfer.
 - b. Type L for Load.

4. When the Transfer Load command fields appear, type the name of the document you want to work on. In this case, type: EXAMPLE

TRANSFER LOAD filename: EXAMPLE.DOC read only: (Yes)No

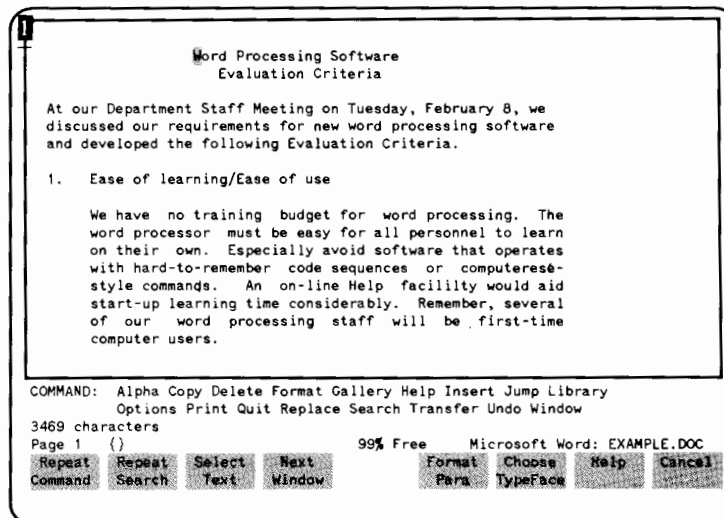
As you start to work with your own documents, you may need to precede the filename with a drive designation if they are not stored on the program disc. For more information, see Chapter 10, Working with Documents on Discs.

5. Press **Return**.

Notice that the steps you follow for the Transfer Load command are very similar to those you followed for the Transfer Save command in Chapter 2.

Also notice that when Transfer Load is complete, MS Word displays a character count just as it does after Transfer Save.

MS Word loads the EXAMPLE.DOC document, and you see the first windowful of text.



3-2 Working with an Existing Document

Moving Around in a Document: Scrolling

As you can see from the title of the document on the screen, the text that follows gives the evaluation criteria referred to by the notice you wrote in Chapter 2. The criteria cover about three printed pages, so much of the document is not visible in the window at the moment. To see more of the document, you must scroll the text.

Using the Scroll Keys

MS Word provides you with a number of scroll keys to help you move around in long documents. You've already learned to use the arrow keys to move the cursor. Now you'll learn to use the arrow keys with the **[Shift]** key to scroll, and to use the **[Next]** and **[Prev]** keys.

To move up and down in a document, use the **[Next]** and **[Prev]** keys:

1. Press **[Next]**.

This scrolls the next windowful of text into the window, from below.

2. Press **[Prev]**.

This scrolls the previous windowful of text into the window, from above.

To scroll more text into the window, a line at a time, use **[Shift]** plus the arrow keys:

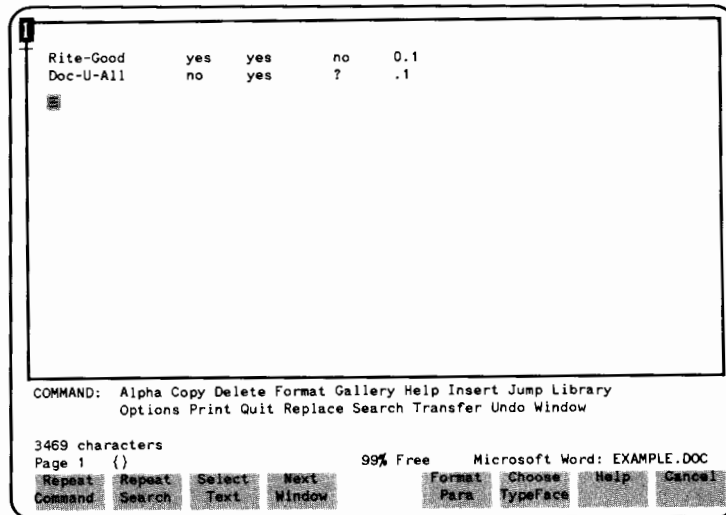
1. Hold down **[Shift]** and press **[▲]** to scroll text into the window from below, one line at a time.
2. Hold down **[Shift]** and press **[▼]** to scroll text into the window from above, one line at a time.

Going Directly to the Top or Bottom of a Document

You might also want to go to the beginning or end of a document. There are two special key combinations for doing this.

1. Hold down **Shift** and press **End**.

The end of the document appears in the window and the End Mark is selected.



If you have an HP Portable Computer, your keyboard has an END key **End**. You can use it instead of **Shift** + **End** to go directly to the end of your document.

2. Press **Home**.

The beginning of the document appears in the window, and the first character in the document is selected.

Other ways to scroll through a document are described in Chapter 5, Creating and Working with Documents.

3-4 Working with an Existing Document

Moving Blocks of Text: The Delete and Insert Commands

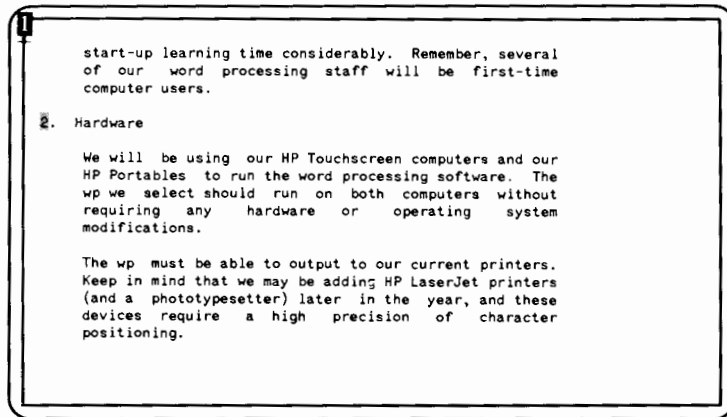
Now that you are able to move around easily in a document, you can start editing this report.

Remember, you select the text you want to edit before you change it with commands or keys.

In the document now on your screen, two topics are out of order. The group of paragraphs beginning *2. Hardware* should be moved towards the end of the document. You can correct this by moving the text. You select the text, delete it into the Scrap, then insert it from the Scrap at the new spot.

To select the text you want to move:

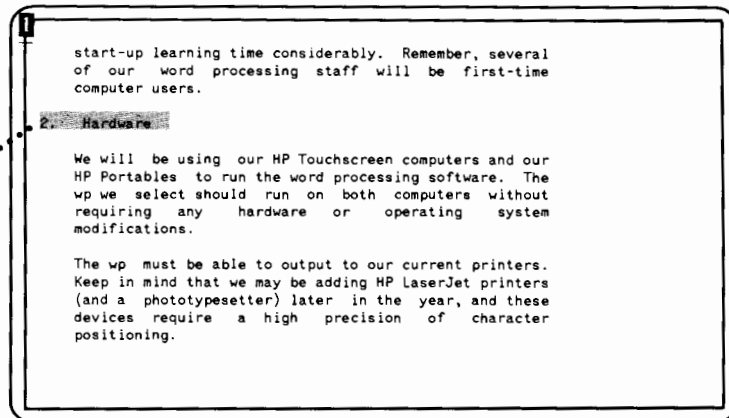
1. Select any character or word in the line, *2. Hardware*, by using the arrow keys.



2. Press **Select Text** [F3], and then press **Paragraph** [F5].

You have just selected a paragraph. (Although it is only one line, the heading is also a paragraph.)

Selected paragraph highlights.



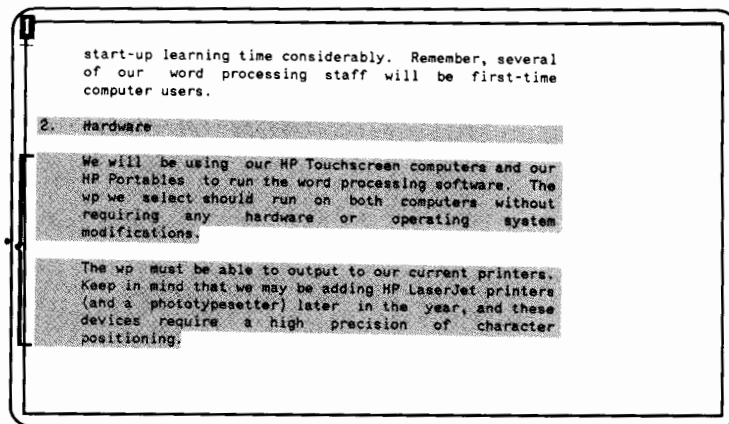
3. Now press **Select**.
4. Press **↓**.
5. Select the next paragraph by pressing **Paragraph** [F5] again.

Now two paragraphs are selected.

6. Repeat steps four and five to select a third paragraph.

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

All text to be moved is first selected.



3-6 Working with an Existing Document

Using the Delete Command

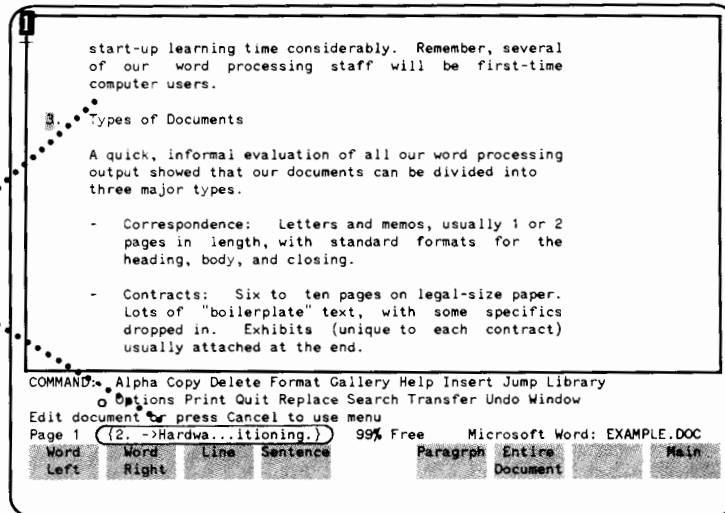
In Chapter 2 you deleted selected text with the **Delete Line** key. You can also delete selected text using the Delete command from the Command menu.

1. Press **ESC** or **Cancel** **F8**.
2. Type D (for Delete) and press **Return**.

Pressing **Return** places the text from the document into the Scrap, just as **Delete Line** does.

The text disappears from the document, and the cursor is now on the 3 in the next paragraph.

*Selected text
was deleted here,
and placed in the Scrap.*



The advantage to using the Delete command is that you can choose to place selected text in a special file called the *Glossary* instead of into the Scrap. The Glossary lets you store a number of text items, whereas the Scrap can only hold one. The message that appears on the Message Line when you choose the Delete command is a prompt for Glossary names. You don't need to pay attention to it when you are deleting to the Scrap. To learn how to use the Glossary, see Chapter 5, *Creating and Working with Documents*.

Using the Insert Command

Now you can insert the paragraphs in a new place. To insert text from the Scrap, you first move the cursor to where you want the text to appear in your document.

1. Move the cursor to highlight *T* in *To get our evaluation started...*, at the beginning of the last paragraph before the table.

To do this, you must scroll down in the document. Use one of the methods you learned about in the beginning of this chapter. For example, you can use **Next** to page through the document until the text you are looking for appears on the screen. Your screen should look approximately like the one below when you are through scrolling.

Position the cursor where you want to insert the text.

- 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 on some well-known word processors. It is incomplete, but a 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

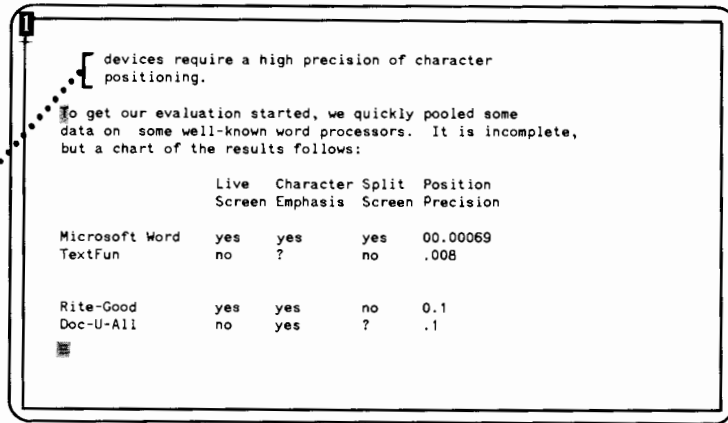
2. When the cursor is on the *T* at the beginning of the sentence, press **ESC** or **Cancel F8**.
3. Type **I** (for Insert) and press **Return**.

Pressing **Return** places the text from the Scrap into the document. If you notice the message when you choose Insert, you'll see that it also allows you to work with Glossary names.

The paragraphs you deleted and inserted appear in front of the cursor. Inserting text always places the text in front of the cursor, just as though you had typed it there.

The cursor remains in the same place as when you started the Insert command. You see the end of the inserted text on the screen. If you want to see the beginning of it, you can scroll with **Prev**.

You see the bottom of the inserted text above the cursor.



[devices require a high precision of character positioning.				
To get our evaluation started, we quickly pooled some data on some well-known word processors. It is incomplete, but a 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

The order of topics is now correct.



In this example, you inserted text from the Scrap with the Insert command. You can also insert text from the Scrap by positioning the cursor and pressing **Insert Line**. Use whichever method you prefer.

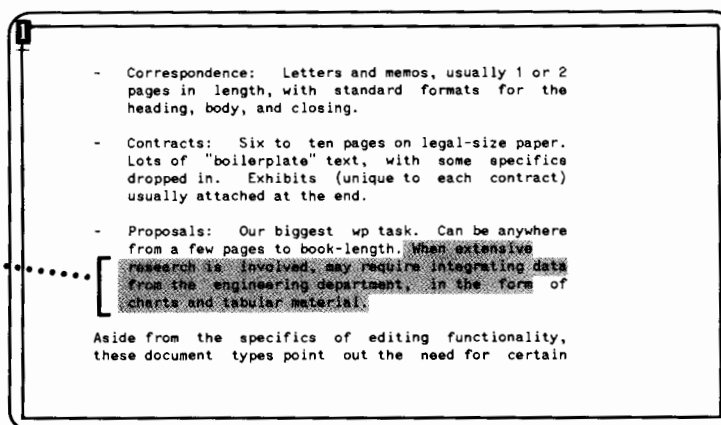
Copying Blocks of Text: The Copy and Insert Commands

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

1. 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.
 - a. Position the cursor on any character or word in the sentence.
 - b. Press **Select Text** **F3** and then press **Sentence** **F4**.

The selection should now look like this:

Select the sentence to be copied.



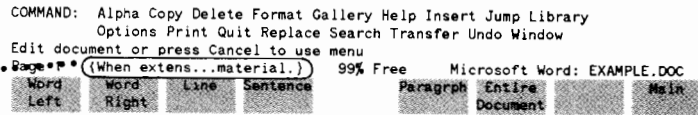
2. Press **ESC** or **Cancel** **F8** to activate the Command menu.
3. Type C to choose the Copy command.

4. Press **Return**.

A copy of the selected sentence is placed in the Scrap.

5. Look at the Scrap. Between the braces ({ }) you see the first and last few words of the copied sentence.

Copied text appears in
the Scrap.

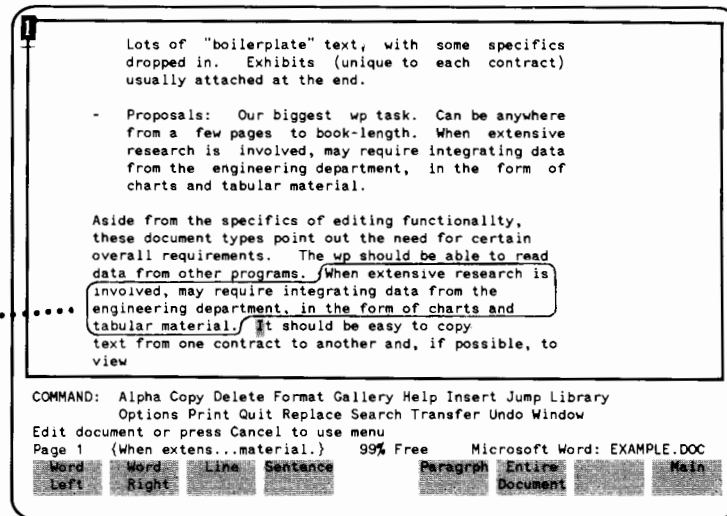


COMMAND: Alpha Copy Delete Format Gallery Help Insert Jump Library
Options Print Quit Replace Search Transfer Undo Window
Edit document or press Cancel to use menu
Page * * * (When extens...material...) 99% Free Microsoft Word: EXAMPLE.DOC
Word Left Word Right Line Sentence Paragraph Entire Document Main

6. Scroll to the next paragraph and select *I* in the sentence *It should be easy to copy text*. This is where you want to insert the copy of the sentence from the Scrap.
7. This time, press **Insert Line** to place the text from the Scrap into your document.
As you can see, the result is the same as if you used the Insert command.
8. Press the spacebar twice to insert the necessary spaces between the two sentences.

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


A copy of the text is inserted from the Scrap and placed in front of the cursor.




A copy of the text is still in the Scrap. You could insert it in another location if you wanted. Text remains in the Scrap until you delete or copy more text.

Automatic Replacement of Text: The Replace Command

As the report was being typed, it became tedious to type *word processor* each time, so *word processor* was abbreviated as *wp*. Now you want to replace *wp* with the full words. You could select and delete each occurrence of *wp* in the text and type *word processor*, but that would be inefficient. Use the Replace command instead.

1. First, move the cursor to the beginning of the document with . You move to the beginning because you want all occurrences of *wp* replaced. (You can replace text only from where the cursor is to the end of the document.)


2. Press **[ESC]** or **Cancel [F8]** and then type R to choose the Replace command.

```
REPLACE text:  with text:
confirm: (Yes)No case: Yes(No) whole word: Yes(No)
Enter text
```

What you see are the *command fields* of the Replace command. In command fields, you give MS Word additional information, as you did for the Transfer Save and Transfer Load commands by typing document names. The information in command fields (the *responses*) tells MS Word how to perform the command. In this case, you will tell MS Word what text to replace and what to replace it with.


3. You know you want to replace *wp* with *word processor*, so after *REPLACE text:* type *wp*

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


```
REPLACE text: wp with text:
confirm: (Yes)No case: Yes(No) whole word: Yes(No)
Enter text
```

4. Press **[Tab]** to move to the *with text* command field.

5. Type word processor

```
REPLACE text: wp with text: word processor
confirm: (Yes)No case: Yes(No) whole word: Yes(No)
```

6. Press **[Tab]** again to move to the *confirm* command field.

```
REPLACE text: wp with text: word processor
confirm: No case: Yes(No) whole word: Yes(No)
Select option
```

Yes is the proposed response. *Yes* means MS Word will ask you if you want to replace each occurrence. This is the response you want, so don't change it.

7. Move to the *case* command field.

What does *case* mean? You can ask MS Word to show you some information about *case* by using the **Help** **F7** function key. In Chapter 1 you experimented with Help; now you will use it to find specific information about the command field *case*.

Using Help to Find Out What A Command Does

When you ask for help in the middle of a command, or when a specific command field is highlighted, MS Word shows you information about that particular function.

1. Press **Help** **F7**.

(If **Help** doesn't appear on the function labels, press **Main** **F8** first.)

MS Word fills the screen with information about the Replace command, specifically about the *case* command field.

As you see from the Help text, *case* refers to whether or not the characters in the *search text* are uppercase, lowercase, or a combination of both. Because you want to replace all instances of *wp* with *word processor*, regardless of whether *wp* is capitalized or not, you should choose *No*. Note that the Help text says that case is ignored if you choose *No*; if matching text has initial or all uppercase letters, the replacement will match them. You'll see how this works as soon as you carry out the command.

Resuming Your Work From Help: The Resume Command

1. Look down at the Command area. The Replace command has been replaced with a new menu, the Help menu. You could use this menu if you wanted more help information. But for now, resume where you left off.

2. Type R (for Resume).

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

3. The proposed response in the *case* command field is *No*. This is what you want, so press **[Tab]** to move to the next field.
4. The proposed 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*.

```
REPLACE text: wp          with text: word processor
confirm: (Yes)No case: Yes(No) whole word: Yes(No)
Select option
```

When you want to change the response in a command field, you press the spacebar to move to the next response, or type the first letter of the response.

Press the spacebar now to move the highlight to *Yes*. This changes the response.

All the command field responses are now correct.

5. Press **[Return]** to tell MS Word to carry out the command.
6. MS Word stops at the first occurrence of *wp* in the text.

The first occurrence of
the search text is
highlighted.

usually attached at the end.

- Proposals: Our biggest 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 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

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 Cancel
Page 1 (When extens...material.) 99% Free Microsoft Word: EXAMPLE.DOC

Repeat Repeat Select Next Format Choose Help Cancel
Command Search Text Window Para Typeface

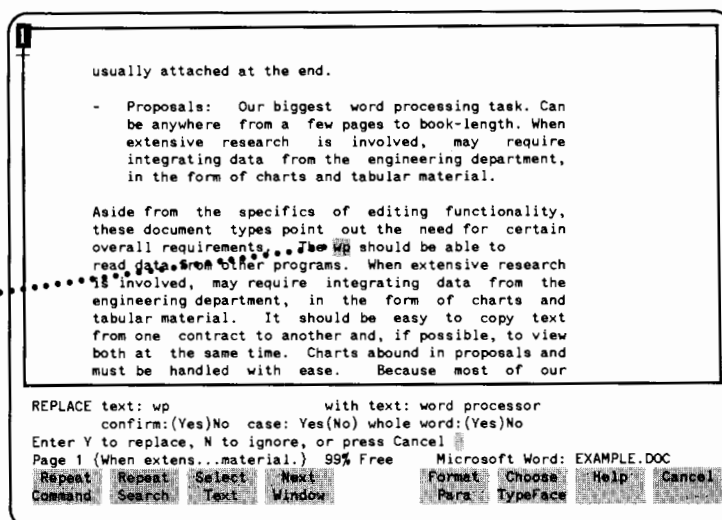
7. The Message Line shows you what to do next:

- Typing N leaves the highlighted text unchanged and starts a search for the next occurrence of the "search text".
- Pressing **[ESC]** or **Cancel [F8]** stops the searching and replacing altogether.
- Typing Y replaces the highlighted text with the "replacement text" and starts a search for the next occurrence of the "search text".

8. Type Y for Yes.

MS Word changes *wp* to *word processor* then finds the next occurrence of *wp*, which is in the next paragraph.

The next occurrence of the search text is highlighted.



9. Type Y (for Yes) to replace this occurrence. Continue responding by typing Y as MS Word finds each occurrence of *wp*.

When all occurrences of *wp* have been replaced, a message on the Message Line tells you how many replacements were made. Then just press any arrow key and MS Word returns you to the location that was selected before you carried out the command.

Finding Text: The Search Command

The next change you want to make to the example document is in the table. You can go directly to the table by searching to it, instead of scrolling. The Search command can help you locate words, phrases, or any occurrences of text up to 40 characters long. If you had a printed copy on which changes were marked, you would be able to pick out a unique word to search for. The paragraph before the table refers to the table as a “chart”, so you can search for chart.

1. Choose the Search command. *wp* still appears in the command field.

SEARCH text: **wp**
direction: Up(Down) case: Yes(No) whole word: Yes(No)
Enter text

2. Type chart right over *wp* in the highlighted command field.
3. Press **Tab** to move to the *direction* command field.



If at any time you tab past the command field you want, hold down **Shift** and press **Tab** to move to the previous command field.

The proposed direction (the one the highlight moves to in the command field) is *Down* to search toward the end of the document. This is the setting you want.

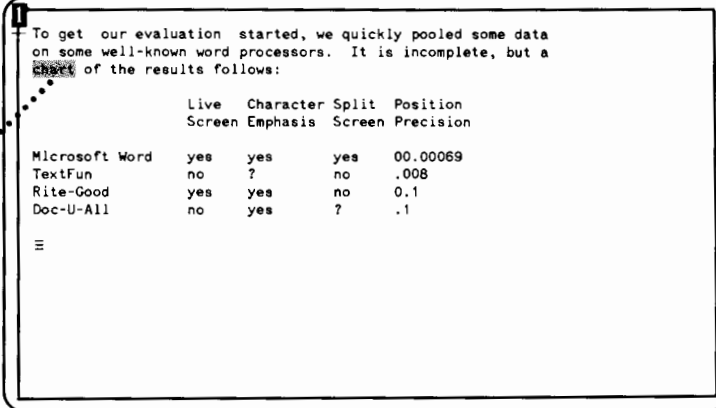
4. Press **Tab** to move to the *case* command field and choose *No* because you want case ignored. *Chart* might be at the beginning of a sentence with an initial capital letter.
5. Tab to the *whole word* command field and choose *Yes*.

SEARCH text: chart
direction: Up(Down) case: Yes(No) whole word: **Yes** No
Enter text

6. Press **Return** to tell MS Word to begin the search.

The document scrolls in the window, and the first occurrence of *chart* is highlighted.

The text you searched for is highlighted.



	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
≡				

You just used the Search command to find one particular place in your document. If you wanted to, you could search for more occurrences of *chart*. However, now that you've found the chart, you can learn about working with tables.

Adding Text to a Table

When you look over the table at the end of the document, you'll see that it has been entered in columns. These columns were formatted using tab stops. In MS Word, tab stops are preset every one-half inch. You can insert or delete tab stops by using the Format Tab Command. You will do this to make changes to the table.

You want to add a software package named *Quill* to the list. Its features include "Live Screen" and "Character Emphasis", but you don't know if it has "Split Screen". "Position Precision" is not available (which you will show with the abbreviation *n/a*).

Showing Invisible Symbols On The Screen

As you make changes to the table, you'll be working with some characters that are normally invisible in your document. So before you begin, make them visible.

1. Press **ESC** or **Cancel** **F8** and type **O** to choose the Options command.

You see the Options Command fields.

OPTIONS mute: YesNo measure:(In)Cm P10 P12 Pt
overtyp: Yes(No) display mode:(Normal)Printer visible: Yes(No)
Select option

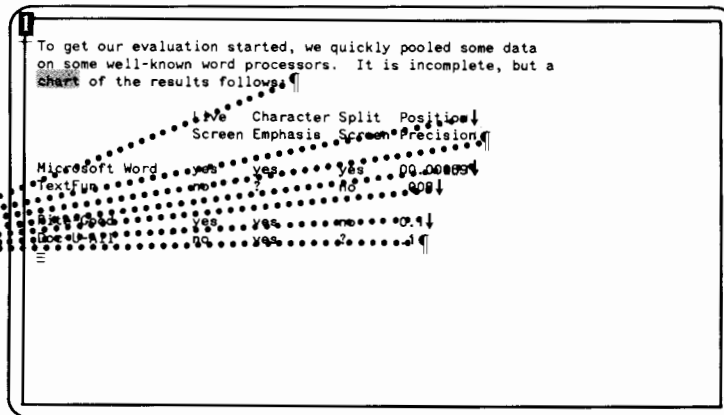
2. Press **Tab** four times until *No* in the command field next to *visible* is highlighted.
3. Press the spacebar to move the highlight to *yes*.

OPTIONS mute: Yes(No) measure:(In)Cm P10 P12 Pt
overtyp: Yes(No) display mode:(Normal)Printer visible: **Yes** No
Select option


4. Press **Return**.

Special characters now appear at the end of some lines. The ¶ marks show where **Return** was pressed to begin a new paragraph, and the ↓ appears where **Shift** + **Return** was used to begin a new line without beginning a new paragraph. Now when you add information to the table, you'll be able to see which lines begin a new paragraph and which do not.

New line and paragraph marks are now visible.

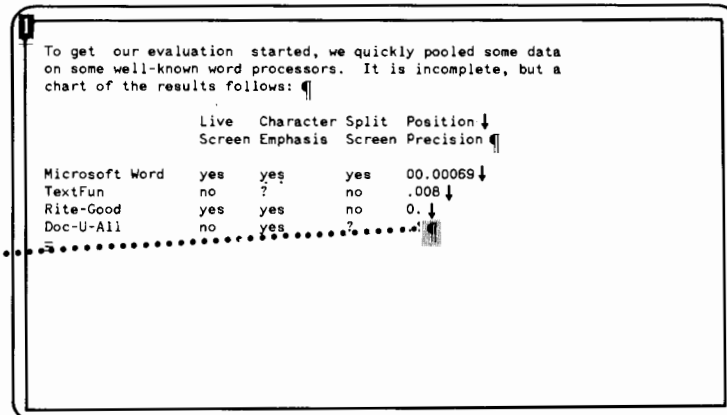


To add new information to the table:

1. Position the cursor on the end mark.
2. Press  to position the cursor on the paragraph mark at the end of the table.

The table was entered as one paragraph to make formatting easier. So when you add a new entry, you want to begin a new line without beginning a new paragraph.

To add a new line to the chart, place the cursor on the paragraph mark.....





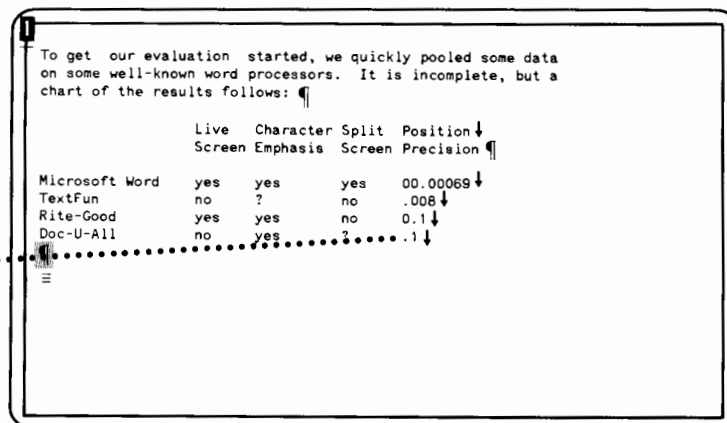
The screenshot shows a document editor window. At the top, there is a paragraph of text: "To get our evaluation started, we quickly pooled some data on some well-known word processors. It is incomplete, but a chart of the results follows:". Below this text is a table. The table has four columns: "Live", "Character", "Split", and "Position". The rows of the table are: "Microsoft Word", "TextFun", "Rite-Good", and "Doc-U-All". The table is followed by a paragraph mark (¶) at the end of the line.

	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

3. Hold down  and press .

This starts a *new line* in the table without starting a new paragraph. The paragraph mark moves to the next line and is replaced by ↓.

Pressing  +  inserts a new line character.....



The screenshot shows the same document editor window as before, but now a new line character (↓) has been added at the end of the table. The paragraph mark (¶) has moved to the next line.

	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


4. Type Quill

5. Press **Tab**.

The cursor jumps to the next tab stop.

To get our evaluation started, we quickly pooled some data on some well-known word processors. It is incomplete, but a 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				



6. Type yes and press **Tab**.

7. Type yes and press **Tab** again.

8. Type ? and press **Tab**.

9. Type n/a

The new entry lines up with the existing columns. You have now added "Quill" to your table.

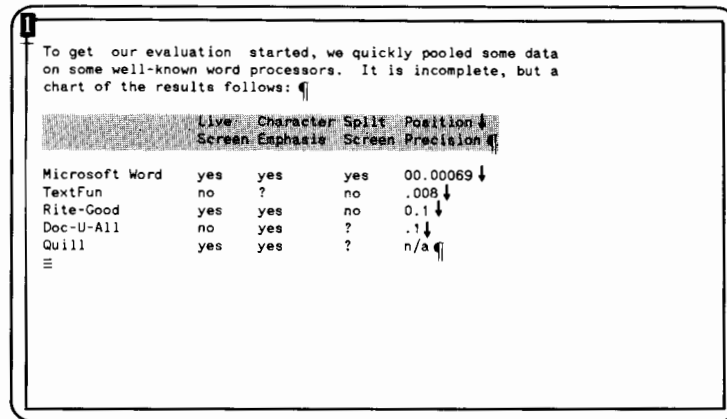
To get our evaluation started, we quickly pooled some data on some well-known word processors. It is incomplete, but a chart of the results follows:

	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

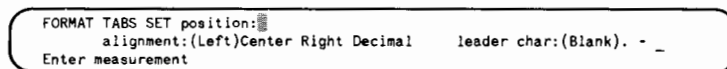
Adjusting Table Formats: The Format Tabs Commands

Let's say that while checking the table for accuracy, you notice that the *Position Precision* column is evenly spaced with the others, and that the decimal points don't align. Because this topic is important for your presentation, you want to set it off from the other columns. You decide to move the *Position Precision* column to the right. To accomplish this, you will delete and reset that tab stop using the Format Tabs Set command.

1. Select the paragraph of column headings.



2. Choose the Format Tabs Set command. (Type F, then T, then S.)



A ruler showing margins and tab stops appears across the top of the window.

3. Press to move the cursor onto the ruler. Then press again to move from tab stop to tab stop on the ruler. Each time the cursor moves to a tab stop, the tab setting appears in the position field. In this case, press five times until the position field displays 4.2".

Notice that the measurement in the position field is shown in inches. Unlike on a typewriter, tab stops are not measured in number of characters.

The tab position shows on the ruler and in the command field.

[:::1:::2:::3:::4:::5:::6:::7:::]

To get our evaluation started, we quickly pooled some data on some well-known word processors. It is incomplete, but a 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 ↓

FORMAT TABS SET position: 4.2" alignment:(Left)Center Right Decimal leader char:(Blank). - _ Enter measurement

4. Press **Delete Line**.

4.2" disappears from the command field and the tab stop marker disappears from the ruler. You have just cleared a tab stop. Now you will set a new tab stop.

Tab stop has been cleared.

[:::1:::2:::3:::4:::5:::6:::7:::]

To get our evaluation started, we quickly pooled some data on some well-known word processors. It is incomplete, but a 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 ↓

FORMAT TABS SET position: alignment:(Left)Center Right Decimal leader char:(Blank). - _ Enter measurement

Page 1 (When extends...material.) 98% Free Microsoft Word: EXAMPLE.DOC

Repeat Repeat Select Next Format Choose Help Cancel
Command Search Text Window Para Typeface

- Press **→** until you see 4.5" in the position field. As you press **→**, the cursor moves incrementally across the ruler.

Cursor position shows on the ruler and in the command field.

FORMAT TABS SET position: 4.5"
 alignment:(Left)Center Right Decimal leader char:(Blank). - _
 Enter measurement
 Page 1 (When extends...material.) 98% Free Microsoft Word: EXAMPLE.DOC
 Repeat Repeat Select Next Format Choose Help Cancel
 Command Search Text Window Para TypeFace

	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

- Press **Return** to tell MS Word to set the new tab stop at this position and return you to the text window for further editing.

The heading *Position Precision* moves to the right, aligning with the new tab setting of 4.5".

To get our evaluation started, we quickly pooled some data on some well-known word processors. It is incomplete, but a 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↓

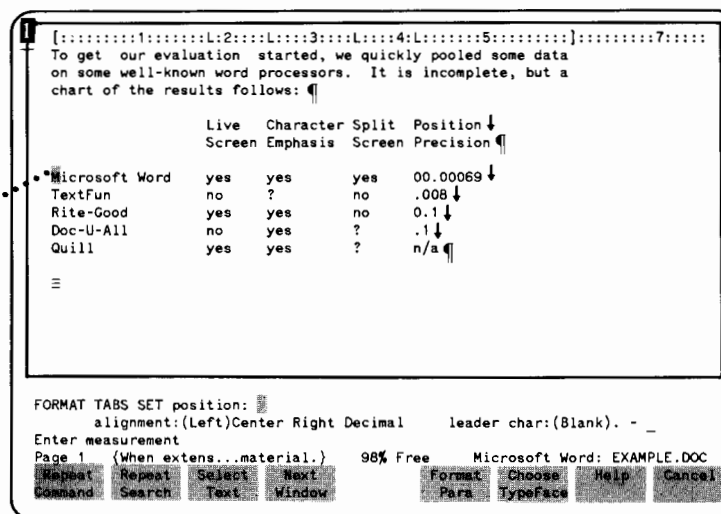
The heading has been shifted, but the table entries are still aligned with a different tab stop. The readability of the *Position Precision* entries suffers because the decimal points don't line up. You can easily align decimal points by changing the response in the *alignment* command field in the Format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

Changing Tab Stop Alignment

To change the tab stop alignment, select the data part of the table (but not the column headings). Since the lines of the table were entered as one paragraph, you can change the alignment for all the lines in the table at once.

1. Position the cursor on the *M* of *Microsoft*.
2. Choose the Format Tabs Set command.

Cursor is in the paragraph you are changing tabs for.



3. Press until 4.2" appears in the *position* command field.
4. Press .
5. Press until 4.7" appears in the *position* command field.

6. Tab to the *alignment* command field and press the spacebar three times to choose *Decimal*. When it highlights, you know you have chosen the new setting you want.

Highlight the tab
alignment you want to
use.

FORMAT TABS SET position: 4.7"
alignment: Left Center Right **Decimal** leader char: (Blank). - _
Enter to add alignment
Page 1 (When extens...material.) 98% Free Microsoft Word: EXAMPLE.DOC

7. Press **Return**.

The *Position Precision* entries now align at their decimal points under the heading.

Decimal points now align
in the column.

To get our evaluation started, we quickly pooled some data on some well-known word processors. It is incomplete, but a chart of the results follows:

	Live Screen	Character Emphasis	Split Screen	Position Precision
Microsoft Word	yes	yes	yes	00.00069
TextFun	no	?	no	.408
Rite-Good	yes	yes	no	0.
Doc-U-All	no	yes	?	0.
Quill	yes	yes	?	n/a

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

Repeat Repeat Select Next Format Choose Help Cancel
Command Search Text Window Para TypeFace

Finishing Up: Saving and Printing the Document

The "Evaluation Criteria" document is now complete, and it's time to save the document.

1. Press **ESC** or **Cancel** **F8** and choose the Transfer Save command. (Type T and then S.)

TRANSFER SAVE filename: EXAMPLE.DOC	formatted: (Yes)No
Enter filename	

2. Type REPORT

This changes the document name, so that your new copy will be saved with a different name from the original. You will have both the original and the revised documents saved on disc.

TRANSFER SAVE filename: REPORT	formatted: (Yes)No
Enter filename	

3. Press **Return**. MS Word takes a few seconds to save your document.

Printing Your Document: The Print Command

The document is saved on disc. Now you want to print and distribute your Evaluation Criteria.

Before you print, make sure that your printer is set up and ready to go. If you're not certain that your printer is set up correctly, see Chapter 8, Printing Documents.

When your printer is ready:

1. Choose the Print command by typing P.

PRINT: Printer Direct File Options Queue Repaginate
Select option or type command letter

2. Choose the Printer command by typing P or by pressing **Return**.

MS Word starts printing your document. If you want to stop printing, press **ESC** or **Cancel** **F8**.

For more specific information on printing, see Chapter 8, Printing Documents, and the Print commands in Chapter 12, Command Directory.



Using Microsoft Word

In Part I, *Learning Microsoft Word*, you learned many of MS Word's features by following specific instructions and working with very specific examples.



The next 6 chapters make up Part II, *Using Microsoft Word*. This part of the manual tells you how to use MS Word in your day-to-day work. It provides detailed information about the features introduced in Part I, *Learning Microsoft Word*, and describes some more advanced features that you will find invaluable as you become a more expert MS Word user. You can read the chapters either straight through, or section by section as you need particular information.

Chapter 4. Microsoft Word Basics

Turn to Chapter 4 for a detailed discussion of the MS Word screen and keyboard, and instructions for working with the Command menu. Chapter 4 repeats the material that was presented in Chapter 1, but gives more detailed information.

Chapter 5. Creating and Working with Documents

Turn to Chapter 5 to find out how to create new documents, retrieve existing documents, and make editing changes to a document. You'll also find information on saving your work on disc, and renaming and deleting files.

Chapter 6. Formatting Documents

Turn to Chapter 6 to learn how to change the appearance of your documents by formatting them. You'll find information about the types of formats available from the format menu: character, paragraph, division, tabs, footnotes, and running heads.

Chapter 7. Formatting with Style Sheets

Turn to Chapter 7 when you want to define and create your own special document formats, which are entered and stored in *Style sheets*. This advanced way of formatting lets you reformat an entire document by assigning a different Style sheet to it.

Chapter 8. Printing Documents

Turn to Chapter 8 when you want to learn how to print your documents. You'll find information about basic printing, printing rough drafts, printing one document while you work on another, and printing parts of a document.

Chapter 9. Strategies for Writing with Microsoft Word

Turn to Chapter 9 when you have become familiar with MS Word's basic features, and are ready to create more complex documents. You'll find helpful hints for using MS Word's features to your best advantage in different situations.

Chapter 10. Working with Documents on Discs

Turn to Chapter 10 when you need specific information about working with discs.

4

Microsoft Word Basics

Overview

This chapter gives you basic information about the MS Word screen and keyboard, and tells you how to use commands from the main Command menu. Some of the information from Chapter 1 is repeated, but it is explained here in more detail.

Look here when you need information about:

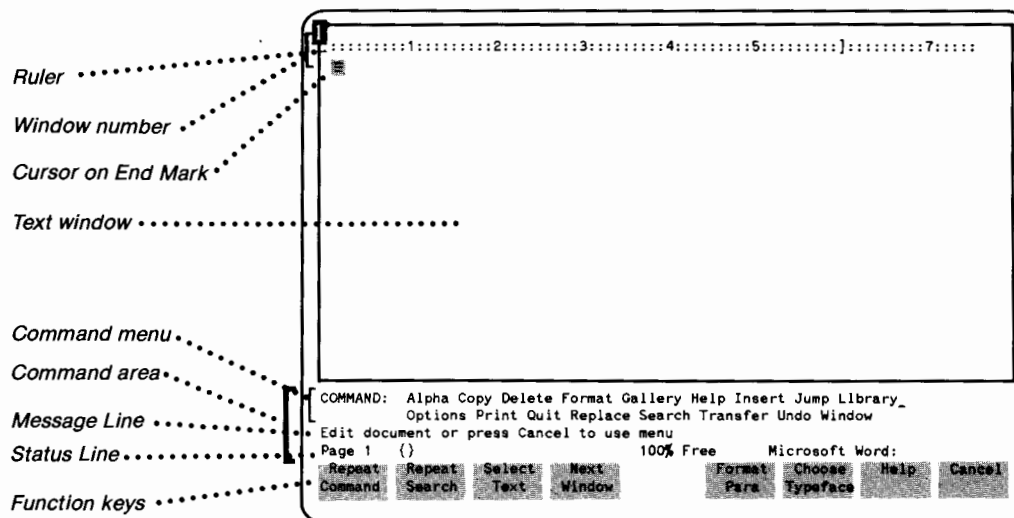
- The parts of the screen.
- Symbols that appear on the screen.
- Special keys on the keyboard.
- How to use the Command menu.
- How to respond to commands.

If you are ready to enter and edit text in a document, see Chapter 5, Creating and Working with Documents.

The MS Word Screen

When you start MS Word, you see the basic MS Word screen, as it appears below.

There are three parts to the screen, the window at the top of the screen, the Command area below it and the panel of function labels at the bottom of the screen.



The Text Window

The text window is your work area, where the text you enter and edit appears. It fills the major portion of the screen, and is bordered by a highlighted line. When you first start MS Word, you'll see one window. You can also open more windows — up to eight at one time — so that you can look at different parts of a long document or work with multiple documents at the same time. For information on how to open and work with more than one window, see Chapter 5, Creating and Working with Documents.

A window can show you only part of your document at one time. If your document is longer than the window, you can scroll to see the rest of it. For information on scrolling, see Chapter 5, Creating and Working with Documents.

Symbols in the Text Window

A number of different symbols can appear in the text window:

- The Window Number
- The Scroll Line
- The Cursor
- The End Mark
- The Ruler
- The Paragraph and New Line Marks
- The Style Bar

You see some of these symbols whenever you use MS Word and others only at particular times. The following descriptions tell you what the symbols mean and when you'll see them.

Window Number. The number 1 at the top left corner of the window is the *Window Number*. In the illustration above there is only one window on the screen. However, MS Word lets you split the work area into multiple windows to view different parts of the same document, or of different documents, at the same time. Each window has its own Window Number. Chapter 5, *Creating and Working with Documents*, tells you how to work with more than one window at a time.

Scroll Line. The small horizontal line on the left window border is the *Scroll Line*. When you work with documents that are larger than the window, the Scroll Line moves down the side of the window to show you how far into the document you are.

Cursor. One or more characters in the window is highlighted. The highlighted characters in your document represent the *cursor*. The cursor shows the position in your document where text will be inserted when you type. You can also extend the cursor to highlight or select text that you want to edit or format.

End Mark. If you see the last page of your document in the window, you'll also see an *End Mark* (≡). The End Mark indicates the end of your document.

The Ruler. The *Ruler* appears on the top border of the window when you choose the Format Tabs or Format Paragraph command, or when you request a Ruler with the Window Options command. The Ruler shows the margins and tab stops of the paragraph you're working on.

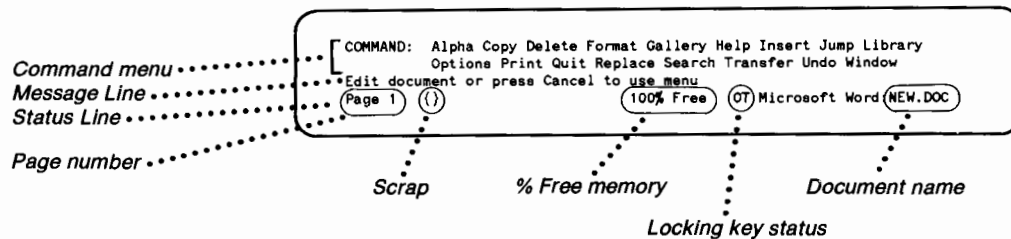
Paragraph and New Line Marks. *Paragraph Marks* and *New Line Marks* appear on the screen when you choose *Visible* with the Options command. Paragraph Marks (¶) show you where you have created a new paragraph by pressing [Return]. New Line Marks (↓) show you where you started a new line by pressing [Shift] + [Return].

The Style Bar. The *Style Bar* is an area to the left of the text in the window. It displays symbols that represent paragraph styles if you assign them with a Style sheet, and symbols showing the placement of running heads. See the Window Options command in Chapter 12, Command Directory, for details.

Command Area

The Command area includes the four lines below the text window. The Command area has the following three parts which are also shown in the illustration below:

- The Command menu
- The Message Line
- The Status Line



Command Menu

The top two lines of the Command area show the Command menu. The Command menu is a list of commands that let you tell MS Word what to do to your document.

Later in this chapter you'll learn how to use the commands on the Command menu. All of the commands and what they do are described in detail in Chapter 12, Command Directory.

Message Line

Below the Command menu is the Message Line. The Message Line tells you what to do next, or alerts you that something has gone wrong. When the text window is active, the message on the Message Line tells you to:

`Edit document or press Cancel to use menu`

You'll see the text on this line change as you activate the Command menu and use the various commands. Chapter 13, Message Directory, lists and explains all the messages that can appear on the Message Line.

Status Line

The fourth and last line of the Command area is the Status Line. It shows a page number, a division number if the document has more than one division, the contents of the Scrap, the amount of free space left in the memory of your personal computer, the status of the keyboard, and the name of the active document.

Page Numbers are shown on the far left of the Status Line. If the document has not been printed or paginated, the Status Line shows *Page 1*. If the document has been printed or previously paginated with the Print Repaginate command, the Status Line shows the page number of the text where the cursor is now.

If the document has more than one division, the division number appears before the page number.

The Scrap is shown in braces ({}) to the right of the page number. This is where MS Word shows you the contents of the Scrap (a temporary storage place for deleted or copied text). If the Scrap contains more characters than can be shown, the additional characters are represented by an ellipsis (...). The Scrap represents invisible characters with these symbols:

- ¶ for a paragraph mark
- for a tab
- ↓ for a line feed
- ▼ for a nonrequired hyphen
- § for page marks
- ⊖ for automatic page numbers
- † for automatic footnote numbers

Free Space is shown in the center of the Status Line. This is where MS Word tells you how much Free Space remains in the memory of your personal computer. For example, 100% Free means that all of working memory is available for use.

As you work on a document, MS Word stores the text and changes in the computer's memory. As this happens, you'll see the % Free decrease. You can use the Transfer Save command to increase the amount of available memory by copying the changes into a file on disc. You should always save your document when the % Free reaches 55%.

The Transfer Clear All command clears the memory as well as the contents of the window, and resets the percentage to 100%. See Chapter 12, Command Directory, and Chapter 10, Working With Documents on Discs, for more information about the Transfer Command.

Locking Key Status. To the right of Free, you may see a set of initials. This is where MS Word shows you the Locking Keys Status. MS Word uses locking keys on the keyboard to control overtyping and extended selections.

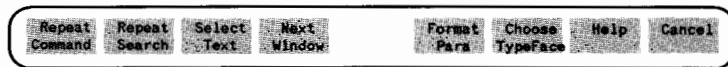
The status of the locking keys is shown by one of these two-letter codes:

- EX (EXTEND) indicates that **Select** has been pressed to extend the selection. For more information on extended selections, see Chapter 5, Creating and Working with Documents.
- OT (OVERTYPE) indicates that **Insert Char** has been pressed to turn on overtyping. What you type replaces existing characters instead of inserting new characters in front of the existing characters.

The **Active Document Name** is the last piece of information MS Word gives you on the Status Line. This is the name of the document you are currently editing (the document in the active window). If you don't specify a name when you start MS Word, you are creating a new, unnamed document.

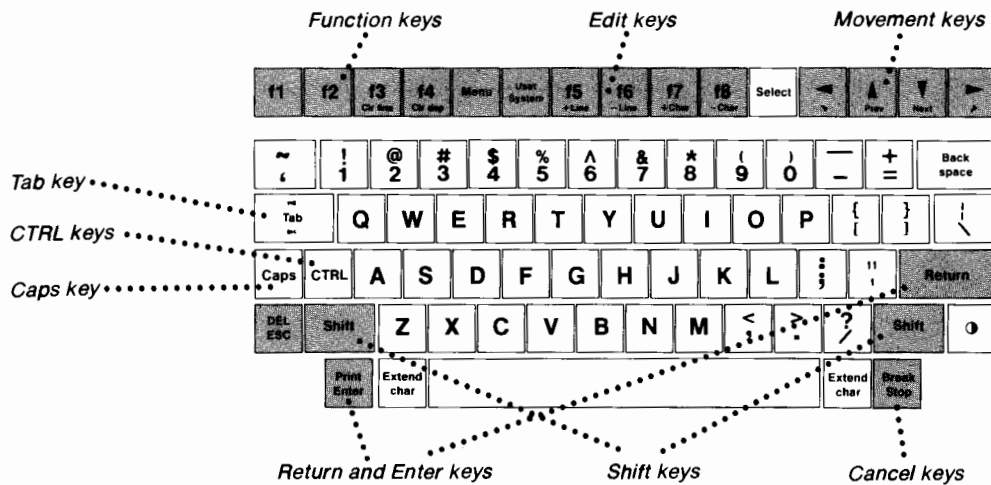
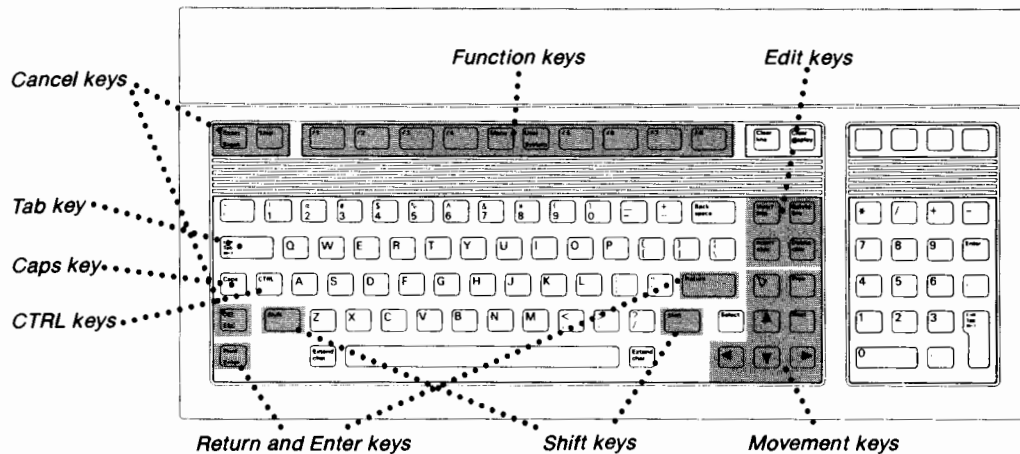
Function Labels

The function labels are a row of eight boxes at the bottom of the screen. The function labels correspond to the function keys (f1 through f8) on the top row of the keyboard. Some of the function keys start a function as soon as you press them. Others show you a new set of functions on the function labels. As the function labels change, so do the actions initiated by the function keys. The main menu of function labels looks like this:



The MS Word Keyboard

The main keyboard of your personal computer looks much like the keyboard on a typewriter. The keys for letters and numbers are in the same locations and look the same. There are also a number of special keys that may be new to you. Your keyboard looks much like one of the keyboards shown below.



Function Keys

The keys labeled **F1** through **F8** across the top of your keyboard are called function keys. These keys let you do many special writing, editing, and formatting tasks. You can use the function keys to select text, scroll through the document, format paragraphs, and add special highlighting such as bold, italics and underlining to your text.

The labels for the function keys are shown on the bottom line of the screen, as a row of eight boxes. Some of the function keys start a function as soon as you press them. Others display a new menu of functions on the labels. You'll find a chart of function key menus in Chapter 11, Special Keys Directory.

If you have a desktop computer, you have four additional function keys above the numeric keypad. You can use these keys to help select different amounts of text as you edit. You received a template for these four keys in your MS Word package. If you haven't already done so, place the template on the keyboard so you can easily see what these keys do.

Return and Enter Keys

The **Return** and **Enter** keys are used to end paragraphs, and to tell MS Word when you are finished entering a command.

Shift and CTRL Keys

The **Shift** and **CTRL** keys are used in combination with other keys to activate special functions. They are held down while you press another key or series of keys, just as the shift key is held down to type a capital letter. You'll find a listing of all **Shift** + and **CTRL** + keys in Chapter 11, Special Keys Directory.

Movement Keys

The four arrow keys at the right of the keyboard move the cursor through the text in a document in the direction of the arrow.

CTRL + **←** moves the cursor to the beginning of the current line.

CTRL + **→** moves the cursor to the end of the current line.

Next and **Prev** bring the next “windowful” of text into view from below or above the current text on the screen, respectively.

Shift + **CTRL** + **←** brings text of a wide document into view from the left.

Shift + **CTRL** + **→** brings text of a wide document into view from the right.

The **↵** key brings the beginning of your document into view on the screen. **Shift** + **↵** brings the end of your document into view.

The **Select** key turns on extended selection. It is used in conjunction with the movement keys. For more information see Selecting Text in Chapter 5, Creating and Working with Documents.

Editing Keys

The keys labeled **Insert Line**, **Delete Line**, **Delete Char** and **Insert Char** are used to make changes and corrections to your document.

Delete Line and **Delete Char** delete the current selection and place it in the Scrap.

Insert Line inserts the contents of the Scrap into the document.

Insert Char turns on and off overtyping.

The Cancel Keys

Four keys on the keyboard let you cancel a function: The **Stop** key; the **Cancel** **F8** key; the **Break** key; and the **ESC** key. When the text window is active, these keys cancel text entry and activate the Command menu. When you have started a command and want to stop it, you can use any of these keys.

Throughout this manual, you are told to press **ESC** or **Cancel** **F8**. However, these four keys are interchangeable: use whichever you find most convenient.

The Caps Key

Pressing **Caps** lets you enter all characters as capitals. Everything you type appears on the screen in uppercase until you press **Caps** a second time. When you press **Caps**, you'll see **CAPS** below the function key labels.

The Tab Key

The **Tab** key inserts a tab character and moves the cursor to the next tab stop on a line. **Tab** is also used to move from command to command in the Command menu and to move between command fields. Pressing **Tab** moves the highlight forward to the next command or command field. Holding down **Shift** and pressing **Tab** moves the highlight back to the previous command or command field.

Using the Command Menu

As you use MS Word, you'll be moving back and forth between the text window, where you enter text and perform basic editing operations, and the Command menu, where you issue commands to use many of MS Word's special features.

This section tells you how to use the commands on the Command menu. Detailed information about entering and editing text in the text window is found in Chapter 5, *Creating and Working with Documents*.

Activating the Command Menu

When you want to use a command, you must first stop text entry and activate the Command menu. Here's how:

1. Press **[ESC]**.

The word *Alpha* on the Command menu highlights, indicating that the Command menu is active.

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

The message on the Message Line also changes. It tells you to:

Select option or type command letter

Anything you type now tells MS Word to choose commands. If you want to leave the Command menu and enter text again, type **A** for *Alpha* to deactivate the Command menu and return to the text window.

The Command Menus

There are two major menus in MS Word: The main Command menu, and the Gallery menu.

The main Command menu is what you see on the first two lines of the Command area when you start MS Word. The main Command menu, shown below, lists the commands that you use as you work with the text of your documents.

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

The Gallery menu appears in the Command area when you choose the Gallery command from the main Command menu. The Gallery menu, shown below, is **only** used to create and change Style sheets.

COMMAND: Copy Delete Edit Format Help Insert
Library Name Print Transfer Undo

You can return to the main Command menu from the Gallery menu by choosing *Edit* from the Gallery menu.

Chapter 12, Command Directory, describes each of the commands in both menus. Turn to Chapter 12 when you want information about a specific command.

Basic Steps For Using Commands



When you use any command, you follow these same basic steps:

1. Select text, if the command will act on specific text.

Although you cannot enter new text while the Command menu is active, you can select and/or scroll text while the Command menu is active.

2. Choose a command.
3. Fill in the command fields.
4. Press **Return** to tell MS Word to act on the command.

Choosing a Command

You can choose a command in either of two ways. You can:

1. Press **Tab** until the command you want is highlighted and then press **Return**. (**Shift** + **Tab** moves the highlight backward, to the previous command.)

OR

2. Type the first letter of the command you want to choose. For example, type A for *Alpha*, C for *Copy*, and so forth.

What Happens When You Choose a Command

When you choose a command from a Command menu, one of two things happens:

1. The command takes effect immediately. For example:
 - ☐ Choosing *Alpha* cancels the Command menu and returns you to the text window for further editing.
 - ☐ Choosing *Help* displays help text on the screen.
 - ☐ Choosing *Undo* restores the last editing or formatting change you made in your document.

OR

2. The command displays another menu of subcommands. The following commands show you submenus:

- ☐ Format
- ☐ Gallery
- ☐ Print
- ☐ Transfer
- ☐ Window

For example, when you choose the Transfer command, you'll see the following submenu:

TRANSFER:  Save Clear Delete Merge Options Rename Glossary

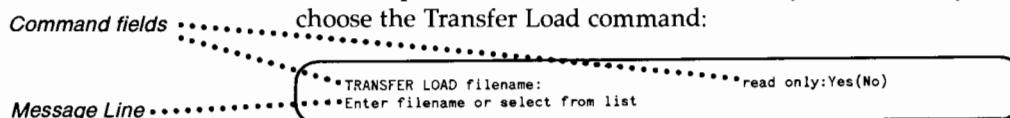
Choose a subcommand just as you choose the main commands: Press **Tab** to move the highlight to the subcommand and then press **Return** or type the first letter of the subcommand.

When you choose a subcommand, you'll see one or more command fields. The next section tells you how to fill in command fields.

Filling in Command Fields

In some command fields you type a response, such as a filename. Other command fields show you possible responses and you choose the one you want.

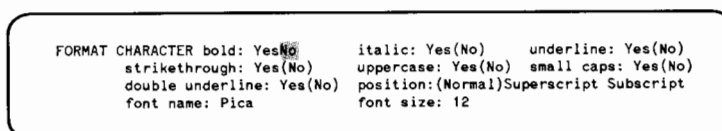
For example, these are the command fields you see when you choose the Transfer Load command:



The lowercase words followed by colons label the command fields. In the Transfer Load command, the first field, *filename* does not show you possible responses. Instead a message on the Message Line tells you to type a response.

The second field *read only* shows two possible responses, *Yes* and *No*. The parentheses around *No* mean that *No* is the *proposed response*, that is, it is the response MS Word will use unless you change it. The proposed response is usually the last response that was used in a command.

Some commands have more command fields than others. For example, these are the command fields you see when you choose the Format Character command:



Notice that *No* is highlighted in the *bold* field. When the highlight is in a command field, it highlights the proposed response. The proposed responses in the other fields are enclosed by parentheses. In the fields where there are no parentheses, *font name* and *font size*, you type a response instead of choosing one.

To fill in command fields:

1. Use **Tab** and **Shift** + **Tab** to move from command field to command field. Pressing **Tab** moves the highlight forward to the next field. Pressing **Shift** + **Tab** moves the highlight back to the previous field.

If there is a proposed response in a field, you don't have to change it. If you want MS Word to use the proposed response, just press **Tab** to move the highlight to the next field.

If there is no proposed response in a field, you must give a response. MS Word will not let you move the highlight to the next field until you have given a response. For example, in the Transfer Load command, you cannot move the highlight to *read only* until you have given a filename.

2. If the command field requires that you type a response, such as a filename, type the necessary characters. The Message Line tells you what kind of response to type.
3. If the command field shows the possible responses, choose the one you want. Here's how:

- a. Type the first letter of the response you want.

The new response highlights.


OR


- b. Press the spacebar or **Backspace** to highlight the response you want.


When you press **Tab** to move to the next field, the response you chose will be enclosed by parentheses.

Correcting Mistakes While Filling in Command Fields

If you make a mistake while typing a response, you can use **Word** (above the numeric key pad), **Word Right** [F2], **Word Left** [F1], **Backspace**, and **Delete Line** to edit the proposed response in a typed-in command field.

 **Word Left** [F1] and **Word Right** [F2] move the highlight to the next word (left or right) in the proposed response. **Word** moves the highlight to the right, and **Shift** + **Word** moves the highlight to the left.

 **Backspace** deletes the character to the left of the highlight.

 **Delete Line** deletes the character(s) under the highlight. (It does not copy the deleted characters to the Scrap.)

You can also cancel a command at any time by pressing **ESC**.

Viewing a List of Responses

Some command fields that require you to type a response will show you a list of possible responses. For example, when the highlight is in the filename field of the Transfer Load command, you see the message:

Enter filename or select from list

To display and choose from a list of responses once you are in the command field:

1. Press an arrow key to display the list of possible responses.
2. When the list appears, use the arrow keys to move the highlight to the response you want. As you highlight each item in the list, the item also appears in the command field as the response.
3. When the correct response is highlighted and appears in the command field, press **Tab** to move to the next command field or press **Return** if you are finished entering information in the command.

Carrying Out a Command

After you have filled in the command fields, you must tell MS Word to carry out the command.

To tell MS Word to carry out a command:

1. Press **Return**.

If there are any errors, MS Word displays a message. See Chapter 13, Message Directory, for causes of errors and actions you should take.

Confirming a Command

Some commands ask you to confirm your choice. You can either confirm an action (allow it to be carried out) or cancel it.

To confirm your choice:

1. Type Y

To cancel your choice:

1. Type N

If you do not want to answer the confirm message, you can cancel the command by pressing **ESC**.

Cancelling a Command

If you cancel a command, the Command menu remains active, and you can continue to choose commands (including Alpha to return to the text window).

5

Creating and Working with Documents

Overview

In Part 1, *Learning Microsoft Word*, you learned some basic editing techniques as you worked through the tutorial. This chapter reviews those techniques and goes on to show you some advanced editing features.

Editing involves entering and changing the *content* of a document. If you want to change the *appearance* of text, see Chapter 6, *Formatting Documents*.

In this chapter, you'll find information about how to:

- Begin working with new and existing documents.
- Enter text.
- Make basic editing changes to text, such as inserting, deleting, moving, copying and replacing.
- Use the Glossary for text you repeat often in your documents.
- Use multiple windows to help when you edit long documents or multiple documents.

Creating New Documents and Working with Existing Documents

Each time you start MS Word, an empty text window appears, ready for you to begin typing text for a new document. The text window is empty, and active. Sometimes, you'll finish working with one document and want to start a new one. To do this, you save the first document, and then clear the text window. At other times you'll start by editing a document that is already stored on disc.

Creating and Working with a New Document

The steps below show you the general stages you'll go through when you create new documents and change existing documents.

As you create and work with a new document, you'll normally go through these basic steps:

When you start MS Word:

1. The text window will be clear, so you can begin by typing your basic text. For specific information, see *Entering Text*, below.
2. Make changes to the content of the text by *editing* it. For information about specific editing techniques, see *Basic Editing Changes*, later in this chapter.
3. Make changes to the appearance of the text by *formatting* it. You can also format text as you enter and edit it, as well as afterwards. For information about how to format your document, see Chapter 6, *Formatting Documents*.



For some editing and formatting changes, you'll want to use commands from the Command menu. If you're not familiar with the Command menu and how to use it, see Chapter 4, *Microsoft Word Basics*.

4. As you work on your document, periodically save your text to a file on disc. Here's how:
 - a. If the Command menu is not active (no words are highlighted), press **[ESC]** or **Command-[F8]** to activate it.
 - b. Choose the Transfer Save command. (Type T for Transfer, and then S for Save.)

- c. Type a name for the document, and press **Return**.

The document now in the window is saved in a file on your disc. The text of the document still appears in the text window.

For more information on saving documents and document names, see Chapter 10, Working With Documents on Discs.

5. Print your document. For information on printing your documents, see Chapter 8, Printing Documents.

When you have finished working with one document and want to begin a new one:

1. Save your finished document. Follow the instructions in step 4, above.
2. Press **ESC** or **Cancel** **F8** to activate the Command menu.
3. Choose the Transfer Clear Window command. (Type **Transfer**, **C** for Clear, **W** for Window, and press **Return**.)



You can also use the Transfer Clear All command. For detailed information on the difference in Transfer Clear commands, see Chapter 12, Command Directory.

This clears the text of the previous document from the text window.



You can also begin a new document in a second window if you want to keep the first document in view. For more information, see Using Windows, later in this chapter.

4. Begin typing your new document.

Working with an Existing Document

When you want to work with a document that already exists on a disc, follow these steps:

1. If the Command menu is not active, (no words are highlighted) press **ESC** or **Cancel** **F8** to activate it.
2. Choose the Transfer Load command. (Type T, and then L.)
3. Type the name of the document you want to work with and press **Return**.

If you need more help finding the document on disc or using the Transfer Load command, see Chapter 10, Working With Documents On Discs.

MS Word loads the text of the document into the memory of the computer and displays the beginning of the document on the screen.

Entering Text

When you want to enter new text in a document:

1. Be sure the text window is active, and the Command menu is inactive. Here's how:
 - a. Look at the Command menu. If any of the words on the menu are highlighted, the menu is active. If no words on the menu are highlighted, the text window is active.
 - b. If the Command menu is active, type A for *Alpha* to leave the menu and return control to the text window.

2. When the text window is active, use the arrow keys to move the cursor to the position in the text where you want to type new text. All new characters you type will be inserted in front of the cursor.

If the text window is empty, the cursor is on the End Mark. You don't need to move the cursor. Simply begin typing.

If you are working on a long document, see Locating Text You Want to Change, below, for help in scrolling or searching for specific text.

3. Type your text, using the main keyboard, just as you would a typewriter. Each letter, number, symbol, or punctuation character that you type is inserted in front of the cursor.

Correcting Mistakes as You Type

If you make a mistake as you're typing, it's easy to correct it with the **Backspace** key.

The **Backspace** key lets you erase characters backwards — that is, to the left of the cursor.

If you hold down **Backspace**, it repeats and you can erase as many characters as you like.

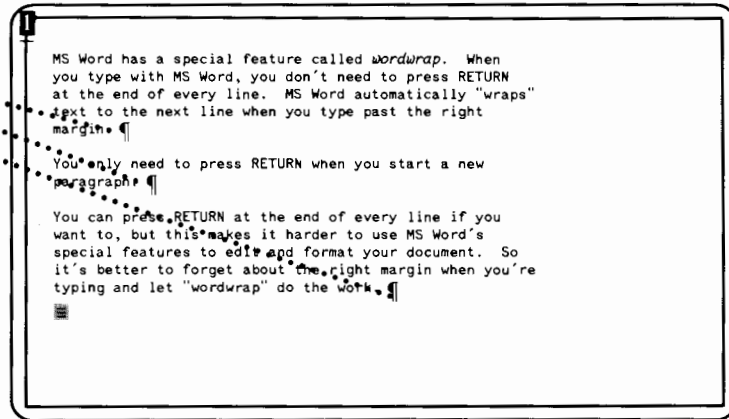
Wordwrap and New Paragraphs: When to Use the RETURN Key

On a typewriter, you press **Return** at the end of each line to move the carriage back to the left margin. With MS Word, you don't need to worry about the end of the line — MS Word automatically “wraps” text to the next line when you type past the right margin. This is called *wordwrap*.

Important

As you enter text in your document, press **Return** only when you want to begin a new paragraph. Later, when you format the text, this will allow you to make the fullest use of the special formats that work on a paragraph by paragraph basis.

RETURN was pressed
here to start a new
paragraph.



If you haven't changed any format settings, you won't see any extra spaces between paragraphs when you press **Return** — but you will see the cursor move to the left margin of the next line. For information on adding space between paragraphs, see Chapter 6, Formatting Documents.

Special paragraph markers are placed in your text each time you press **Return**. If you don't see them on the screen, you can make them appear by turning on the *visible* command field of the Options command. For more information, see the Options command in Chapter 12, Command Directory.

Some Other Keys to Use as You Enter Text

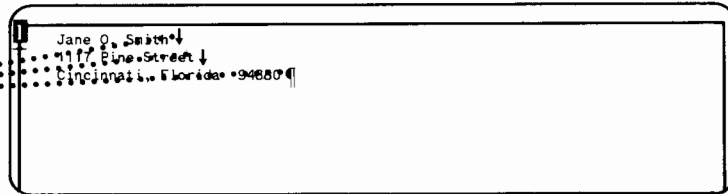
In addition to **Backspace** and **Return**, there are some other keys and key combinations that you'll find useful as you enter text.

When You Want a New Line, but Not a New Paragraph:

Shift + **Return**

Sometimes you'll want to begin a new line without beginning a new paragraph. For example, if you type a name and address on three consecutive lines, it may be helpful later when selecting or changing information to have the entire address be part of one paragraph.

New lines *begin new lines without beginning a new paragraph.*



To start a new line without starting a new paragraph:

1. Hold down **Shift** while you press **Return**.

Throughout this manual, this is represented as **Shift** + **Return**.

Typing Tables: The **Tab** Key

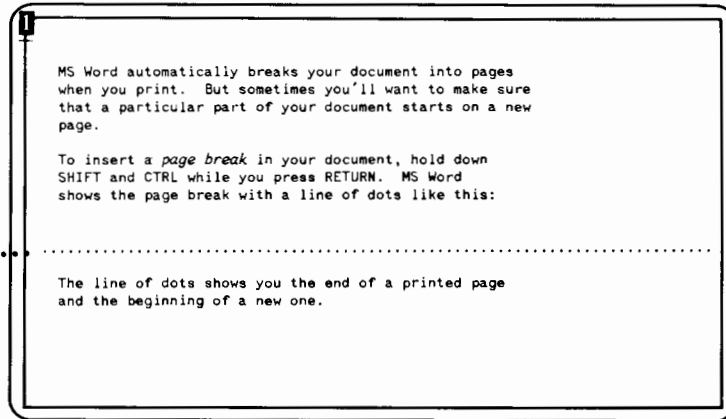
The **Tab** key works just as it does on a typewriter — it moves the cursor to the next tab stop. Tab stops are initially set every one-half inch. You can change tab settings with the Format Tabs command. For more information, see Chapter 6, Formatting Documents.

Use tabs when you want to align information in columns. Although you can use tabs to indent paragraphs, as you do on a typewriter, later format changes will be easier if you indent paragraphs with the special indent setting available through the Format Paragraph command.

When You Want to Start a New Page: [Shift] + [CTRL] + [Return]

Most of the time you don't need to think about when your text has filled up one page and must continue on the next. MS Word automatically inserts *page breaks* for you when your documents are longer than one page. Sometimes, however, you will want your text to start on a new page.

A page break shows
when you press [Shift]
+ [CTRL] + [Return].



To start a new page:

1. Hold down [Shift] and [CTRL] while you press [Return]. Throughout this manual, this is represented as [Shift] + [CTRL] + [Return].

You can also start a new Division when the Division format changes within your document. See Division Formats in Chapter 6 for information on when and how to start a new Division.

Editing Text: Making Changes to the Content of Your Document

Locating Text You Want to Change

When you make changes to text, you always:

1. Locate the text.
2. Select the text.
3. Then make the change.

If you are working on a long document, you may need to scroll the document to find the text you want to change.

If you can already see the text you want to change on the screen, read *Selecting Text*, below, for information on how to select text.

Scrolling A Document

Often the entire text of a document is larger than the screen. You can move more of a document into view by scrolling the document.

When you want to bring text from above or below into view on the screen, you scroll vertically. If you have a wide document and want to bring text from the side into view, you scroll horizontally.

You can scroll text while either the text window or the Command menu is active.

The Scroll Line. When you scroll vertically in a document, a small horizontal line in the left window border moves up and down to indicate the approximate location of the lines you are viewing in relation to the length of the entire document.

To scroll up or down a windowful:

1. Press **Prev** or **Next**.

Prev brings text into the window from above. **Next** brings text into the window from below.

To scroll up or down a line at a time:

1. Hold down **Shift** and press **▲** to bring another line of text into the window from below. Hold down **Shift** and press **▼** to bring another line of text into the window from above.

In addition, if you press **▲** when the cursor is in the top line of the window, or **▼** when the cursor is in the bottom line of the window, the text automatically scrolls to bring the next line into view.

If you try to scroll above the first line of the document or below the end mark, MS Word cancels the request and you may hear a beep.

To bring the top of the document into view:

1. Press **Ctrl+Home**.

To bring the bottom of the document into view:

1. Hold down **Shift** and press **End**.

To bring text into the window from the left or right:

1. Hold down **Shift** and press **Ctrl+Left** or **Ctrl+Right**.

You can scroll beyond the left or right window border only when at least one line in the window is wider than the window.

Selecting Text

Before you can tell MS Word to change something in your document, you must specify which part of the document you want changed. You do this by *selecting* text. *Selecting* means expanding the cursor so that a portion of text is highlighted; a word, a sentence, a paragraph or an entire document.

If you try to select anything before the beginning or after the end of the document, MS Word cancels the selection and you may hear a beep.

You can select text while either the text window or the Command menu is active.

To select a character:

1. Use the arrow keys to move the cursor and select any character.

To select the next character to the left, to the right, up, or down, press the appropriate arrow key. The cursor moves in the direction of the arrow key and selects the next character. Spaces, tabs, paragraph marks, new line characters, division breaks, and page breaks are treated as single characters.

Each of the arrow keys is a repeating key: if you press and hold down the arrow keys, they continue to move the cursor in the indicated direction.

To select a word:

1. Press **Select Text** (F3) and then **Word Left** (F1) or **Word Right** (F2).

OR

If you have a desktop computer, press **Word** to select the word to the right of the cursor or **Shift** + **Word** to select the word to the left of the cursor.

To select the current line:

1. Press **Select Text** F3 and then **Line** F3.

OR

If you have a desktop computer, press **Line**.

To select the current (or next) sentence:

1. Press **Select Text** F3 and then **Sentence** F4.

OR

If you have a desktop computer, press **Sentence**.

To select the previous sentence

1. Press **CTRL** + **▲**.

OR

If you have a desktop computer, press **Shift** + **Sentence**.

To select a paragraph:

1. Press **Select Text** F3 and then **Paragraph** F5.

OR

If you have a desktop computer, press **Paragraph**.

To select the entire document:

1. Press **Select Text** F3 and then **Entire Document** F6.

Extending a Selection

Once you've made a selection, you can extend it to include additional text or exclude some text with **Select**. **Select** "toggles" — that is, pressing it once turns on the extended selection, and pressing it again turns off the extended selection. You'll see *EX* appear on the Status Line when you first press **Select**.

To change the size of the selection:

1. Press **Select**.

Notice the characters *EX* appear on the Status Line.

2. Press the arrow keys to extend or reduce the selection in the desired direction.

Press **Next** or **Prev** to extend the selection a screenful and scroll the text.

Press **Word Left** **F1** or **Word Right** **F2** to extend or reduce the selection by a word.

If you have a desktop computer, press **Word** or **Sentence** to extend the selection by a word or sentence.

3. When you use a menu command or press one of the edit keys to change the selected text, or when you press **Select** a second time, extend is turned off and *EX* disappears from the Status Line.



Basic Editing Changes

The basic types of changes you can make to the content of your document are presented on the following pages, in this order:

- Inserting New Text
- Replacing Characters by Overtyping
- Deleting Text
- Moving and Copying Text
- Searching for and Replacing Text

Inserting New Text

You can insert new text in a document at any time, from a few characters, to multiple paragraphs. Here's how:

1. Move the cursor to the position where you want to insert the new text.
2. Be sure the text window is active. If any words on the Command menu are highlighted, type A for *Alpha* to return to the text window.
3. Type the new text.

The text that's already there automatically moves forward to make room for the new text.

If you insert new text in front of selected text, for example, if a whole word or paragraph is highlighted, the new text is inserted before the first character of selected text, just as it is inserted in front of the cursor.

Replacing a Few Characters by Overtyping

When you want to replace a few characters, you can turn on *overtyping* and type over them. Here's how:

1. Move the cursor to the first character that you want to replace.
2. Press Insert Char to turn on overtyping.
Notice the *OT* appear on the Status Line. This tells you that overtyping has been turned on.
3. Type the character that you want to replace the selected character.
4. Continue to type, replacing all characters that you want to, up to the end of the paragraph.

If you continue typing at the end of the paragraph, the characters are inserted before the paragraph mark, but do not replace it.

5. Press Insert Char again to turn off overtyping.
The *OT* disappears from the Status Line.

Deleting Text

You can delete text from a document in two ways. You can use:

- The **Delete Line** or **Delete Char** keys.
- The Delete command.

The method you decide to use depends in part on what you want to do with the deleted text.

If you do not want to reuse the text you are deleting, use one of the delete keys on the keyboard.

If you want to move the text to another location in a document, use either method to place the text temporarily in the *Scrap*. Use the Scrap when you will reinsert the text into a document soon. For more information on moving text and using the Scrap, see *Moving and Copying*, below.

If you want to use the text over and over again in different places in this and other documents, use the Delete command. The Delete command lets you place deleted text in the *Glossary*. For more information on the Glossary, see *Storing and Reusing Text*, later in this chapter.

To delete text from a document:

1. Select the text you want to delete.
2. Press **Delete Line** or **Delete Char** to place the text temporarily in the Scrap.
OR
Press **Shift** + **Delete Line** to remove the text without placing it in the Scrap. (This leaves any existing text in the Scrap unchanged.)
OR

- a. Press **[ESC]** or **Cancel [F8]** to activate the Command menu.
- b. Type D for Delete. The following command field appears:

DELETE to: {}

- c. Press **[Return]** to place the text temporarily into the Scrap.

OR

Type a name to be placed with the text in the Glossary, and press **[Return]**.

Moving and Copying Text

You can move or copy text from one part of a document to another, and to a different document. Whether you move or copy text, the text is placed temporarily in a special storage area called the Scrap.

The Scrap

The Scrap is a temporary storage location for text that you delete or copy from a document. The braces ({ }) on the Status Line show you the current contents of the Scrap. When the text you have deleted or copied to the Scrap is too long to display on the Status Line, MS Word shows you the first few words and the last word, separated by ellipses. The contents of the Scrap might look like this:

{Any amount . . . text.}

Any amount of text can be placed in the Scrap. However, since any new text you delete or copy to the Scrap replaces the previous contents, you can only store one piece of text in the Scrap at a time.

Only **Delete Line** and **Delete Char**, and the Copy, Delete, Transfer Clear, and Undo commands change the contents of the Scrap. All other commands and keys leave the Scrap as it was. This means you can place selected text in the Scrap and then perform other tasks before you insert it in a new location.

To move text in a document:

1. Delete the text so that it is placed in the Scrap.
2. Select the location in the document where you want to insert the text. Scroll if you need to bring the text into view. If you want to replace some text with the inserted text, select the text to be replaced.



You can also insert the text into another window. For more information, see Windows, below.

3. Press **Insert Line** to insert the contents of the Scrap into the document in front of the cursor.

OR

Press **Shift** + **Insert Line** to delete the selected text (without copying it to the Scrap) and insert the contents of the Scrap into the document in its place.

To copy text in a document:

1. Select the text you want to copy.
2. Press **ESC** or **Cancel** **F8** to activate the Command menu.
3. Type C for Copy.
4. Press **Return** to place the text temporarily into the Scrap.

OR

Type a name to be placed with the text in the Glossary, and press **Return**.

5. Select the location where you want to insert the text. The destination may be in the same window or in a different window. This makes it easy to copy text both within a document and between documents.
6. Press **Insert Line** to insert the contents of the Scrap at the new location.

If you have placed the text in the Glossary with the Copy command, see Glossary, below, for more information on how to use it.

Searching and Replacing Text

Another way to edit text in a document is to use the Search and Replace commands.

Use the Search command to tell MS Word to search for the next occurrence of a specific portion of text in your document. MS Word stops when it finds the word or phrase and highlights it. Then, if you want to, you can change the text or delete it. If you want, you can tell MS Word to repeat the search and find the next occurrence of the text.

Use the Replace command if you want to replace specific text in your document with other specific text. You can either tell MS Word to find all occurrences of the text and automatically replace it with the new text or you can tell MS Word to stop each time and let you confirm or ignore the replacement.

To search for text in a document:

1. Press **ESC** or **Cancel F8** to activate the Command menu.
2. Choose the Search command. (Type S for Search.) You'll see the following command fields:

SEARCH text: 
direction: Up(Down) case: (Yes)No whole word: Yes(No)

3. Fill in the command fields.

- a.** In the *text* field, type the text you want MS Word to search for.
- b.** In the *direction* field, tell MS Word to search either up or down in the document.

MS Word begins searching from the location of the cursor in the document. So if you want to search through the entire document, place the cursor at the beginning of the document and tell MS Word to search *down*.

- c.** In the *case* field, tell MS Word to find either every case of the text or only the text that appears exactly as you typed it.

For example, if you tell MS Word to search for *INTRODUCTION*, and you choose *Yes* in the *case* field, MS Word will only search for cases of the word *introduction* that are in all capital letters.

- d.** In the *whole word* field, tell MS Word to search for the text either when it occurs as a whole word (by choosing *Yes*) or when it occurs as a part of another word (by choosing *No*).

For example, if you tell MS Word to search for *compute*, and you choose *no* in the *whole word* field, MS Word will search for *computes*, *computer* and *computers*, as well as *compute*.

4. Press **Return**. You'll see the message:


s e a r c h i n g . . .

When MS Word finds the first occurrence of the search text, it will stop and highlight the text. You can change the text or not.

5. When you're ready to go on to the next occurrence of the search text, press **Repeat Search** **F2**.

To replace text in a document:

1. Press **ESC** or **Cancel** **F8** to activate the Command menu.
2. Choose the Replace command. (Type *R* for Replace.) You'll see the following command fields:

REPLACE text:  with text:
confirm:(Yes)No case: Yes(No) whole word:(Yes)No

3. Fill in the command fields.
 - a. In the *text* field, type the text you want MS Word to find and replace. In the *with text* field, type the new text you want MS Word to insert in place of the existing text.
 - b. In the *confirm* field, tell MS Word if you want to confirm replacements before they're made.

If you choose *Yes*, MS Word stops each time it finds the text and asks you if you want to replace it or not.

If you choose *No*, MS Word automatically makes all the replacements.
 - c. In the *case* field, tell MS Word to find and replace either every case of the text or only the text that appears exactly as you typed it.

For example, if you tell MS Word to change every occurrence of *INTRODUCTION* to *OVERVIEW* and you choose *No* in the *case* field, MS Word only replaces *INTRODUCTION* with *OVERVIEW* when it finds *INTRODUCTION* in all capital letters.
 - d. In the *whole word* field, tell MS Word to replace text either when it occurs as a whole word (by choosing *Yes*) or when it occurs as a part of another word (by choosing *No*).

For example, suppose you tell MS Word to replace *Anderson* with *Mr. Anderson*. If you choose *Yes* in the *whole word* field, MS Word will not replace *Andersonville, Ohio* with *Mr. Andersonville, Ohio*.

4. Press **Return**.

If you choose *No* in the *confirm* field, MS Word makes the replacements and when the replacements are complete, you see a message telling you how many replacements were made.

If you choose *Yes* in the *confirm* field, MS Word stops and highlights the first occurrence of the search text and asks you to confirm or ignore replacement.

Storing and Reusing Text: The Glossary

Like the Scrap, the Glossary is a place to store text that you want to reuse. But, unlike the Scrap, the Glossary can hold many pieces of text at the same time. When you copy or delete text into the Glossary, you label the text with a *glossary name*. You can then use the glossary name to recall text from the Glossary and insert it anywhere in any document. The text will appear in the document exactly as you entered it in the Glossary.

When you add text to the Glossary, it is placed in your personal computer's memory. It is not stored in a disc file until you explicitly save it. You can store glossary text in the Glossary provided by MS Word, NORMAL.GLY, or you can specify a new glossary file name. Unless you specifically save the Glossary with a different name, MS Word automatically stores glossary items in a Glossary named NORMAL.GLY.

Using the Glossary

The Copy command and the Delete command can both place text into a Glossary. Which one you use depends on whether you want the text to remain in your document as well as in the Glossary (use *Copy*) or you want to delete the text from your document and place it in the Glossary (use *Delete*).

To store text in the Glossary:

1. Select the text you want to store in the Glossary.
2. Press **ESC** or **Cancel** **F8** to activate the Command menu.
3. If you want the text to remain in the document as well as in the Glossary, choose the Copy command. (Type **C** for Copy.)

If you want to delete the text from the document when you place it in the Glossary, choose the Delete command. (Type **D** for Delete.)

4. Type a glossary name in the command field. A glossary name can be from 1 to 32 characters long. It must be all alpha-numeric characters, with no spaces or dashes or other punctuation marks. When you assign a glossary name to the selected text, keep in mind that you'll use this name whenever you want to insert the text from the Glossary.



When you assign glossary names to selected text, do not use the names "page" and "footnote". These words are reserved by MS Word for page numbers and footnotes. For information about using page numbers and footnotes, see Chapter 6, Formatting Documents.

5. Press **Return**.

The text and the glossary name are placed in the Glossary. If you want a permanent copy of items you place in the Glossary, you must save the Glossary. See Saving a Glossary, below.

To insert text from a Glossary into a document:

1. Press **[ESC]** or **Cancel [F8]** to activate the Command menu.
2. Choose the Insert command. (Type *I* for Insert.)
3. Type the glossary name in the command field or press any arrow key to see a list of glossary names and select from the list.

OR

Type the glossary name in your document in the location you want the glossary text to appear. Then hold down **[Shift]** and press **[Select]**.

The glossary text automatically replaces the glossary name in your document.

Saving a Glossary

You can save changes to a Glossary on disc for use in a later session if you wish. To save a Glossary, use the Transfer Glossary Save command.

If you do not save a Glossary, it is lost when you quit MS Word or when you use the Transfer Clear All command. If you use either the Quit or the Transfer Clear All command without saving a Glossary, MS Word asks whether you want to save or delete the changes to the Glossary. If you tell MS Word to save the changes, they are automatically saved in NORMAL.GLY, unless you previously saved them to another file during the current session.

Merging a Glossary

When you start MS Word, entries in NORMAL.GLY are automatically available. If you have entries in another Glossary file that you want to use, you must use the Transfer Glossary Merge command to merge the new Glossary file.

Merging combines the entries from the new file with the entries in NORMAL.GLY. If any name in the new Glossary file is identical to a name in NORMAL.GLY, the new entry replaces the entry in NORMAL.GLY. If you then save the Glossary file, all the entries in the Glossary, including those from NORMAL.GLY and other merged files, are saved in the new Glossary file.

Glossary Example

As an example of how you might use a Glossary, suppose you have saved text with the following glossary names:

- "RADRS" Contains your return address.
- "RSVP" Contains an invitation form letter.
- "GM" Contains the closing for the general manager's signature.

Then, a letter to Mr. Jones could be created as follows:

1. Type RADRS. Press **[Shift]** + **[Select]**.
2. Type Dear Mr. Jones:
3. Type RSVP. Press **[Shift]** + **[Select]**.
4. Type GM. Press **[Shift]** + **[Select]**.

The text of the letter is finished. You can now format, print, or save it.

Windows

When you start MS Word, only one window is open. You can open up to eight windows. Window numbers are displayed in the upper left corner of each window.

Each window can contain different parts of a single document, or of several documents. When you close a window, the contents are discarded, so if you make changes to the text in a window that you want to keep, save the document before you close the window.

When to Use More than One Window

Here are four possible uses for multiple windows:

- When you want to move text from one part of a long document to another.

- When you want to move or copy text from one document to a different document.
- When you want to use a second window as a scratch pad for notes to yourself while creating or editing a document.
- When you want to view the text of a footnote you have previously entered.

Using Multiple Windows

The information that follows tells you how to use the basic Window commands to open and close windows. For more detailed information, see the Window Command, in Chapter 12, Command Directory.

Splitting Windows

When you want to open a window, you *split* the current window. When the new window appears, you see another copy of the same text that is in your original window.

To open a window, use the Window Split command:

1. Type W for Window, and S for Split. A subcommand menu appears:

WINDOW SPLIT: **Horizontal** Vertical Footnote

2. Choose Horizontal, Vertical, or Footnote, depending on the type of window you want.

For example, if you choose *Vertical*, you'll see the following field:

WINDOW SPLIT VERTICAL at column: **13**

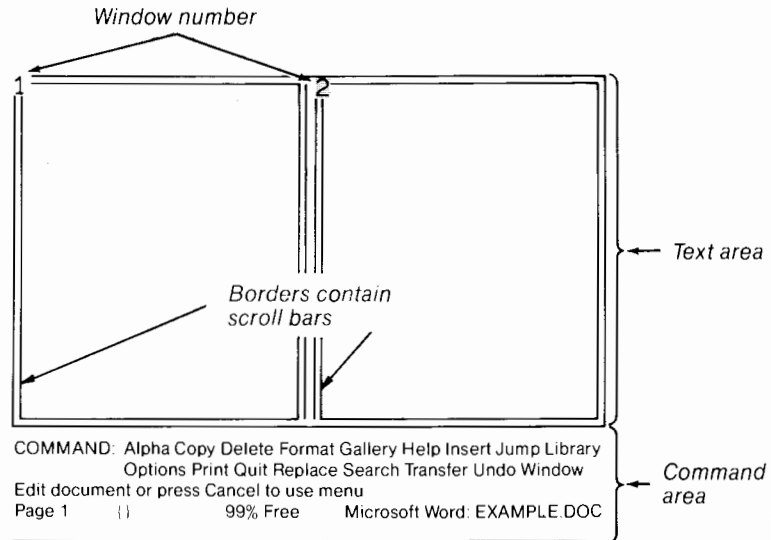
3. The line or column number where the cursor is currently located appears in the command field. If this is where you want the window to split, press **Return**.

OR

Type the line or column number where you want the new window to begin.

4. Press **Return**.

The current window splits into two windows, with the same document shown in each one. The illustration below shows a window split vertically.



Clearing Windows

If you want a new blank window to enter text into, or to load another document into, you must *clear* it.

To clear a window, use the **Transfer Clear** command:

1. Type **T** for Transfer, **C** for Clear, and **W** for Window.

If you have made changes that you haven't saved yet, MS Word asks you to confirm that you want to discard the changes.

The active window (the one with the selection in it), is cleared.

Moving Between Windows

Only one window on the screen is active at one time. The active window is the one in which you can see the highlighted selection. To work with text in another open window, you must move to it first.

To move to another text window:

1. Press **Next Window** **F4**.

Footnote Windows

When the footnote window is open, you can scroll to see the text of all the footnotes whose reference marks appear in the text window.

Unlike other split windows, footnote windows are shown only by a dotted line and a window number. There is no line space between a footnote window and the window it was split from. This slight difference in the appearance of the footnote windows lets you distinguish them from other horizontally-split windows.

Any text window can have a footnote window, but footnote windows count toward the total of eight windows that can be open at a time. Once a text window has a footnote window split from it, the text window cannot be split again. See the Format Footnote and Window Split Footnote commands in Chapter 12, Command Directory. For detailed information on creating and changing footnotes, see Chapter 6, Formatting Documents.

To move to an open footnote window:

1. Choose the Jump Footnote command.

Changing Window Size

When you have more than one window, you may need to change their sizes so that you can display more text in one of them. You do this by moving the window borders. You always change window size by moving the border of the upper window — you cannot move the border of the bottom or rightmost window.

To move a window border, use the Window Move command. For detailed information, see the Window Move command in Chapter 12, Command Directory.

Closing Windows

When you are finished with a window and want to retrieve the space for the remaining windows, close the window. When you close a window, the contents are discarded. If you made changes to a document that you want to keep, save the document before you close the window. If you try to close a window containing unsaved changes, MS Word will ask you to confirm the command.

To close a window:

1. Choose the Window Close command.
2. In the command field, type the number of the window you want to close and press **[Return]**.

Working with Windows: Some Examples

When you want to move text from one part of a long document to another:

1. Open a second window with the Window Split command. The new window contains the same document as the original window.
2. Scroll the windows separately to bring the desired portions of the document into view.

3. Select the text you want to move and press **Delete Line** to remove it from the original location and place it in the Scrap.
4. Press **Next Window** **F4** to deactivate the first window and place the selection in the second window.
5. Move the cursor to the position where you want to insert the text.
6. Press **Insert Line** to insert the contents of the Scrap in the new location.

When you want to move or copy text from one document to another document:

1. Open a second window with the Window Split command.
2. Load one document into window number 1. (For detailed information on loading documents, see Chapter 10, Working with Documents on Discs.)
3. Press **Next Window** **F4** to move to window number 2.
4. Load the second document into window number 2.
5. Scroll the windows separately so that you see the text you want to move or copy in one window, and the destination for the text in the other.
6. Use the Delete or Copy commands to place a copy of the desired text in the Scrap.
7. Press **Next Window** **F4** to move to the window containing the destination document.
8. Move the cursor to the position where you want to insert the text.
9. Press **Insert Line** to insert the contents of the Scrap in the new location in the second document.

When you want to use a second window as a scratch pad for notes to yourself while creating or editing a document:

- 1.** Open a second window.
- 2.** Use the Transfer Clear Window command to give yourself a clean, blank document in which to make notes.

6

Formatting Documents

Overview

Formatting lets you change the appearance of text in a document. Although you see most of the formats you set on the screen, formatting is used primarily to control the visual presentation of how the document will print. For example, you can add emphasis to characters by bolding or underlining them, set spacing and indents for paragraphs, and specify how much space to leave blank as margins on each page.

You can format text as you type it, or you can type a document and then change format settings for all or part of the document.

MS Word provides many format settings for you to choose from, and several ways to change the settings. This chapter tells you how to format your document directly on the screen by using the Format command, the Function keys, and a number of control key combinations.

As you create and format documents with MS Word, you will find some combinations of formats that you use over and over again. You can store these combinations of formats in a special document called a *Style sheet*. Style sheets let you apply multiple formats to text with one or two keystrokes. In addition, by assigning a different Style sheet to a document, you can change all the formats of a document at once. Once you are familiar with how to format your documents in the ways discussed in this chapter, and are ready to create your own Style sheets, turn to Chapter 7, Formatting With Styles.

What You Can Format

You can assign formats to six different parts of your document.

Characters

Character formats let you specify how the characters themselves look — from adding special emphasis, such as underlining or italics, to changing the type font and size used for characters when your document is printed.

Paragraphs

Paragraph formats let you specify how each paragraph of text appears in your document. For example, you can indent from the left and/or right margins, specify spacing between lines and between paragraphs, and choose whether a paragraph will be flush with the left margin, flush with the right margin or centered on the page.

Tabs

Tab formats let you set, reset and clear tabs. You can create different tab stops for each paragraph. You can also fill the space between tabs with dots, dashes or underlines.

Footnotes

Footnote formats let you create footnotes and choose how they will appear in your document. You can choose whether footnotes will be numbered or indicated with a special reference mark, such as an asterisk, and you can also indicate whether footnotes will appear at the bottom of the page or together at the end of the document.

Divisions

Division formats let you specify how text is laid out on a page. You can specify page size, margins, the positions of headers and footers, and other settings that affect how the text fits on a piece of paper when it is printed. Often your documents may have only one set of division formats. However, when you have different types of text together in a document (for example, a cover letter and a proposal, or a table of contents and the main text of a report), you may want more than one division in a document so that each type of text will print correctly.

Running Heads

Running Head formats let you specify text that you want to print at the top and bottom of each page, and designate where in the top and bottom margins the text will print. Text that prints continuously at the top of each page is often called a *header*. Text that prints continuously at the bottom of each page is often called a *footer*.

Character Formats

When you write on paper, 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. With MS Word, you can modify the appearance of characters in many more ways than you can with a pencil or a typewriter.

Character Formats on the Screen and on Paper

Most character formats appear on the screen. The way that character formats appear on the screen depends on your computer. For example, subscripts appear as half-bright characters on the HP Touchscreen Personal Computer, while they appear slightly below the main line of text on the HP Portable Computer. Strikethrough and double-underline both appear as underlined text on the HP Touchscreen Personal Computer. However, they will print correctly if your printer has that capability.

How character formats appear in the printed document depends on the capabilities of your printer. If your printer cannot reproduce a particular character format, MS Word makes an appropriate substitution or if necessary, omits the format entirely. For example, if a printer cannot print italicized text, but can print underlines, text that is italicized on the screen may be underlined when it is printed.

Ways to Assign Character Formats

There are three ways to assign character formats. The method you decide to use is largely a matter of personal preference, but there are a few differences. You can use:

- **The Format Character command.** Use this command when you want to change more than one format at once, or when you want to see all character formats that are currently set. In addition, font name and font size can only be set through the menu.
- **The function keys that appear when you press `Choose TypeFace` [F6].** Use these function keys when you don't want to leave the text window, and when you want to see a listing of the main character formats available.
- **The control key combinations.** Use the control key combinations if you are a touch typist and find that moving your fingers from their "home" position on the keyboard is disruptive.

Table 6-1 below lists the available character formats and tells you which of the three methods you can use for each format. Instructions on using each method follow the table. "N/A" means that the format is not available with a method.

Table 6-1. Character Formats

Character Format	Format Command	Function Key	<div>CTRL + Key</div>
Bold	yes	Bold	<div>B</div>
Italic	yes	Italic	<div>I</div>
Underline	yes	Undrline	<div>U</div>
Strikethrough	yes	Strike Through	<div>S</div>
Uppercase	yes	N/A	N/A
Small Caps	yes	Small Capitals	<div>K</div>
Double Underline	yes	Double Undrline	<div>D</div>
Subscript	yes	Sub Script	<div>-</div>
Superscript	yes	Super Script	<div>+</div>
Font name	yes	N/A	N/A
Font size	yes	N/A	N/A
Remove Format	yes	None	<div>spacebar</div>

Although capital letters are shown in the

CTRL

 + key column in Table 6-1, you can type upper or lower case letters.

Two possible character formats are italics and underlining.

It's easy to format characters using various combinations of keys. First, select the characters you want to format, then simply press the appropriate key combination. The changes appear on the screen *(like magic)*. Document titles, such as Quick Reference Guide, may be underlined or even double-underlined. And to show intended deletions, use strikethrough characters.



Assigning Character Formats

You can set character formats either before you type the text, or after, as you edit the text.

To format characters before you type them:

1. Choose the format you want with one of the methods discussed in this section.
2. Type the text you want to have the new format.
3. Return to normal character format to continue entering text without the special format. The easiest way to return to normal format is to hold down **CTRL** while you press the spacebar.

Italics turned on here
and turned off here.

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.

To change the format of existing characters:

1. Select the characters you want to format.
2. Choose the format you want.



If you select a single character only, you must press the **CTRL** key combination twice or press the function key twice.

Using the Format Character Command

To assign a character format with the Format Character command:

1. Press **ESC** or **Cancel** **F8** to activate the Command menu.
2. Type F for Format.

A new menu, listing the types of format commands, replaces the main Command menu on the screen.

FORMAT: **Character** Paragraph Tabs Footnote Division Running-head Style

3. Type C for Character.

The Format Character command fields appear. These command fields show all the available format settings you can use with characters.

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: modern a font size: 12

4. Press **Tab** until the highlight is in the command field to the right of the format you want to change.
5. Press the spacebar to move the highlight to the setting you want to use.

When a character format can only be on or off, *yes* turns it on, and *no* turns it off.

The last two character format choices, *font name* and *font size*, require that you type in a response. To see the font names and sizes available for the printer, highlight the command field and press an arrow key. It is helpful to use the Print Options command to designate your printer and to see which fonts it has available before changing this setting.

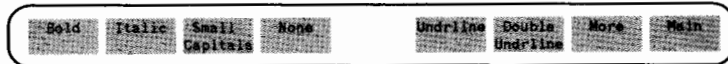
6. Repeat steps 4 and 5 for each character format you want to use. For example, you might want characters to be both bold and underlined.
7. When you have changed all of the character format settings that you want to change, press **Return**.
The new format settings take effect in your document.
8. If you make a mistake, or don't like the effect of the resulting format, choose Undo from the Command menu and try again.

Using the Function Keys

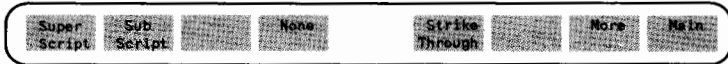
To assign a character format with the Function Keys

1. Press **Choose TypeFace** **F6**.

New function labels appear at the bottom of the screen. These show you the character formats that you can apply with the function keys.



Notice the new label for **F7** — **More**. This tells you that more character formats are available when you press **F7**.



Not all of the character formats available with the Format Command are available on the function keys. See Table 6-1 above for details.

2. Press the function key for the character format you want to use.

The new format takes effect in your document.

3. Repeat step 2 to add additional character formats with function keys.
4. Press **Main** to return the main function key labels to the screen.
5. If you want to remove all special character formats from the selected text, press **None** (**F4**)

Using Control Key Combinations

To assign a character format with the control key combinations:

1. Hold down the **CTRL** key while you type the first letter of the character format you want to use.



Not all of the character formats available with the Format Command are available with control key combinations. See Table 6-1 above for details.

2. If you want to remove all special character formats from text, press **CTRL** + spacebar.



If the computer beeps and displays the message **Key code not defined** when you use a control key combination, you either pressed the wrong character, or the document may have a Style sheet other than the empty **NORMAL.STY** attached to it. Try pressing **CTRL** + **x** + the letter. For more information, see Chapter 7, Formatting with Style Sheets.

Paragraph Formats

In any document, it's likely that you won't want all your paragraphs to look the same. You might want some paragraphs to be flush with the left margin, others to be indented and still others to be centered. With MS Word you can create a different format for each paragraph.

A paragraph's format is stored with the paragraph mark at the end of the paragraph. The paragraph mark can be selected and deleted, or copied just like a character. If you don't see paragraph marks at the end of each paragraph, you can bring them into view by turning on *Visible* with the Options command.

```
OPTIONS mute: Yes(No)  measure: (In) Cm P10 P12 Pt  
overtyp: Yes(No)  display mode: (Normal)Printer  visible: YesNo  
Select option
```

Initial Paragraph Formats

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

- Lines are aligned flush left.
- Lines are not indented from the left and right margins.
- Lines are single-spaced.
- There is no blank space between paragraphs.
- Page breaks are allowed within a paragraph.

You can change all of these initial settings. For information on what each specific paragraph format does, see Understanding Paragraph Formats, below.

Paragraph Formats on the Screen and on Paper

If your printer is 10- or 12-pitch, your paragraphs look the same on the screen as they will when they're printed. If your printer is not 10- or 12-pitch, the line lengths of paragraphs may look somewhat differently on the screen than when you print them. In this case, you can see how paragraphs will look when your document is printed by choosing the Options command and then choosing Printer in the Display command field. For more information on the Options command, see Chapter 12, Command Directory.

When to Begin a New Paragraph

Normally, you begin new paragraphs in your text when you want blank lines to separate parts of your text. When you are formatting text with MS Word, you may sometimes want to break text up into paragraphs even when you don't want blank lines above and below it.

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 (the heading is considered a paragraph for formatting purposes).
- Indent text from either or both margins.
- Change the length of lines temporarily.
- Change line spacing (for example, double-spacing or triple-spacing).
- Change alignment of text within lines (for example, flush left, centered, justified, or flush right).

To begin a new paragraph while you are typing text:

1. Press Return.

The new paragraph will have the same formats as the previous paragraph.

To split one paragraph into two:

1. Select the character that will be the first character of the second paragraph.
2. Press **Return**.

The two new paragraphs each have the same paragraph formatting as the original paragraph. The new paragraph mark is a duplicate of the original paragraph's mark.

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

1. Select the first character of the second paragraph.
2. Press **Backspace**.
3. Press the spacebar to insert space between the two sentences where the paragraphs are joined.

The new, single paragraph will have the paragraph formats of what was formerly the lower paragraph.

Ways to Assign Paragraph Formats

There are three ways to assign paragraph formats. The method you decide to use is largely a matter of personal preference, but there are a few differences. You can use:

- **The Format Paragraph command.** Use this command when you want to set multiple paragraph formats at the same time. In addition, the Format Paragraph command shows you all possible paragraph settings.
- ⌘ **The function keys that appear when you press **Format Para** **F5**.** Use these function keys when you want to use one of the special paragraph formats that are preset on the keys. (See below for details.)
- ⌘ **The control key combinations.** Use the control key combinations if moving your hands from their "home" position on the keyboard is distracting.

Table 6-2 below lists the available paragraph formats and tells you which of the three methods you can use for each format. Instructions on using each method follow the table. “N/A” means that the format is not available with a method. An asterisk next to an item means that it has special settings that are discussed below.

Table 6-2. Paragraph Formats

Paragraph Format	Format Command	Function Key	CTRL + Key
Alignment			
Left Flush	Yes	Left Flush	L
Centered	Yes	Center	C
Right Flush	Yes	Right Flush	R
Justified	Yes	Justify	J
Keep	Yes	N/A	N/A
Left Indent	Yes	Indent Left*	M*
		Indent Right*	L*
First Line	Yes	Indent 1st Line*	F*
Right Indent	Yes	N/A	N/A
Line Spacing	Yes	Double	(numeric) 2** (for double)
Space Before	Yes	Open Space	O
Space After	Yes	N/A	N/A
Hanging Indent	Yes	Hanging Indent*	T*
Normal Paragraph	Yes	Remove Format	spacebar

Although capital letters are shown in the CTRL + key column in Table 6-2, you can type upper or lower case letters.

*Special Function Keys for Format Paragraph

The function keys and control key combinations listed with asterisks next to them in the table above provide you with some commonly used indent settings:

- ☛ **Indent Left** and **CTRL** + **M** indents the paragraph one-half inch from the current left margin. That is, it moves the left margin to the right one-half inch. Pressing it a second time indents the paragraph another half inch.
- ☛ **Indent 1st Line** and **CTRL** + **F** indents the first line of the paragraph one-half inch.
- ☛ **Indent Right** and **CTRL** + **L** moves the left margin one-half inch to the left.
- ☛ **Hanging Indent** and **CTRL** + **T** leaves the first line of the paragraph where it is, and indents all additional lines one inch. You'll find this setting useful if you create outlines.

If you have a desktop computer with the numeric keypad, you must use **CTRL + the number two **2** on the numeric keypad for double spaced paragraphs.

Flush left paragraph with no indent.

Indent Right
indents the left margin one-half inch.

Indent 1st Line
indents first line one-half inch.

Hanging Indent
sets the right indent to one inch and the 1st line indent to minus one inch.

PARAGRAPH INDENTS

[This paragraph has no indent, but is aligned flush left. That means that each line of this paragraph begins at the left margin of the page.

[A one-half inch paragraph indent from the left margin of the page looks like this. Each line of this paragraph is flush on the left with the others, and is indented one-half inch from the left margin.

[This paragraph begins with the first line indented one inch, but the rest of the lines are flush with the margin.

[In a hanging indent, the first line of a paragraph begins further to the left than all subsequent lines of the paragraph, which are indented one inch.

Assigning Paragraph Formats

You can set paragraph formats either as you type the text, or after, as you edit the text.

To format a paragraph as you type it:

1. After you start the paragraph, choose the format you want using one of the methods discussed in this section.
2. Continue typing the paragraph. The paragraph and each succeeding paragraph will have the format you assigned until you change the setting again.

To change the format of existing paragraphs:

1. Select any text within the paragraph (or adjoining paragraphs) that you want to format.
2. Choose the format you want.

You do not need to select the entire paragraph. MS Word assigns paragraph formats to each paragraph that contains any selected characters. If the selection spans more than one paragraph, MS Word assigns the formats to all paragraphs containing selected text.

Using the Format Paragraph Command

To assign a paragraph format with the Format Character command:

1. Press **ESC** or **Cancel** **F8** to activate the Command menu.
2. Type F for Format.

A new menu, listing the types of format commands, replaces the main Command menu on the screen.

FORMAT: **Character** Paragraph Tabs Footnote Division Running-head Style

3. Type P for Paragraph.

The format paragraph command fields appear. These command fields show all the available format settings you can use with paragraphs.

FORMAT PARAGRAPH alignment: **Left** Centered Right Justified keep: Yes No
left indent: 0 first line: 0 right indent: 0
line spacing: 0 li space before: 0 li space after: 0 li



If multiple paragraphs are selected and they do not all currently have the same paragraph formats, the command fields cannot accurately display the current settings. Instead they appear blank. You may still enter settings that will apply to all selected paragraphs.

- 4.** Press **[Tab]** to move the highlight to the first paragraph format setting you want to use.
- 5.** If you are changing the alignment or keep formats, press the spacebar to move the highlight to the setting you want.

If you are changing any of the indent or line settings on the bottom two lines of the command, type in the measurement you want to use. Indents can be entered in inches, centimeters, or points. Lines and spaces are entered in number of lines.

For more detailed information on how to enter measurements, see Measurements, in the Division Formats section of this chapter.

- 6.** Repeat steps 4 and 5 for each paragraph format you want to apply. For example, you might want paragraphs to be both indented and justified.
- 7.** When you are finished changing paragraph format settings, press **[Return]**.

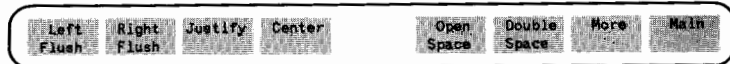
Using the Function Keys

To assign a paragraph format with the Function Keys:

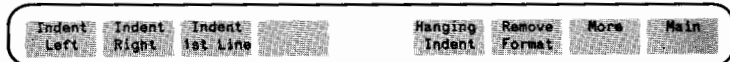
1. Press **Format Para** **F5**.

New function labels appear at the bottom of the screen.

These show you the paragraph formats that you can apply with the function keys.



Notice the new label for **F7** — **More**. More paragraph formats are available when you press **F7**.



Not all of the paragraph formats available with the Format Command are available on the function keys.

2. Press the function key for the paragraph format you want to use.
3. Repeat step 2 for each additional format you want to add.
4. Press **Main** **F8** to return the main function key labels to the screen.

Using the Control Key Combinations

To assign a paragraph format with the control key combinations:

1. Hold down **CTRL** while you type the first letter of the character format you want to use.

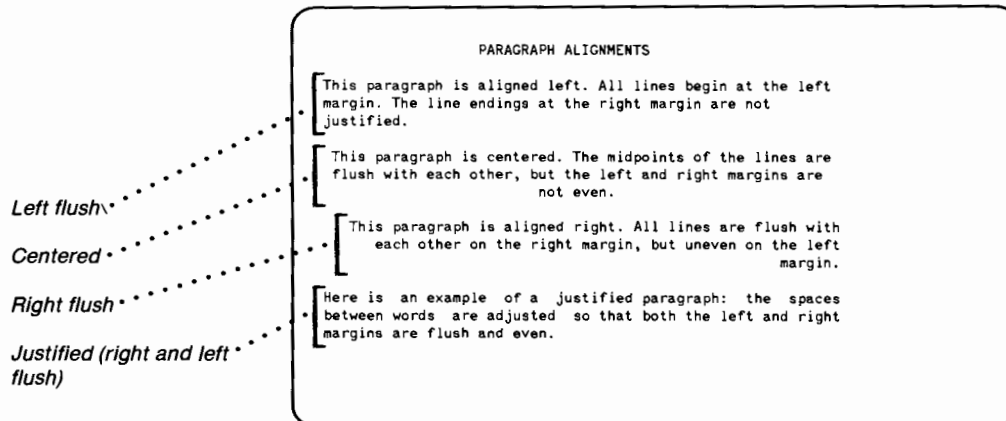
Not all of the paragraph formats available with the Format Command are available with control key combinations. See Table 6-2 above for details.

Understanding Paragraph Formats


The information on the following pages discusses each of the paragraph formats available with MS Word, and how they will affect your text.

Aligning Paragraphs

Paragraph alignment determines how paragraphs are placed between the left and right margins. The illustration below shows the types of alignment that are available.



To change paragraph alignment in your documents:

1. Select the paragraph(s).
2. Choose the Format Paragraph command, or use the **Format Paragraph**  function key or the **CTRL** key combination.

Indenting Paragraphs

Sometimes you will want to indent one or more lines of a paragraph. MS Word initially sets the indents (measured from the margins) at 0 inches. With this initial setting, text is automatically entered in block paragraphs. You can use the Format Paragraph Indent command to change this setting.



Indents are measured from the current margins. All margins — left, right, top, and bottom — are set through the Format Division command. Setting an indent temporarily changes the margins. If you want to change the left and right margins for an entire document, use the Division Formats discussed below and change the margins before changing indents for individual paragraphs.

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

- The **left indent** is the distance from the left margin to the beginning of each line in the paragraph.
- The **right indent** is the distance from the right margin to the end of the line. If you enter a positive number, such as one-half inch (.5"), each line will end one-half inch before the right margin. If you enter a negative number, such as minus one-half inch (-.5"), each line will extend one-half inch past the right margin.

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.

Left indent of one inch,
1st line indent of .7"

Left indent of .5"; 1st
indent of -.5"

This example shows you a paragraph indent format that was set by using the Format Paragraph command menu choices. This method gives you a bit more flexibility than the key combination method, because you can enter very specific measurements for the format.

Different formats and visual dynamics can be used to aid the impact of your information. You can use a hanging indent paragraph like this one for outlining information.

You can review the indents for a paragraph by selecting text within that paragraph and then examining the responses in the Indent command fields of the Format Paragraph command, or by examining the Ruler. The Ruler appears automatically at the top of the window when you choose Format Paragraph. You can also turn it on through the Window Options command.

Ruler appears with the
Format Paragraph
command.

0: [1: 2: 3: 4: 5: 6:]
To set the paragraph formats shown in the command fields at the bottom of this screen, choose Format from the main command menu, and then Paragraph from the Format menu. This paragraph was formatted with the measurements shown in the command fields below.

FORMAT-PARAGRAPH alignment: (Left) Centered Right Justified keep: Yes(No)
left indent: 0.5" first line: 1" right indent: -1
line spacing: 1 li space before: 0 li space after: 0 li

Select option

Page 1

()

99% Free

Microsoft Word:

Repeat
Command

Repeat
Search

Select
Text

Next
Window

Format
Para

Choose
Typeface

Help

Cancel

Paragraph Spacing and Line Spacing

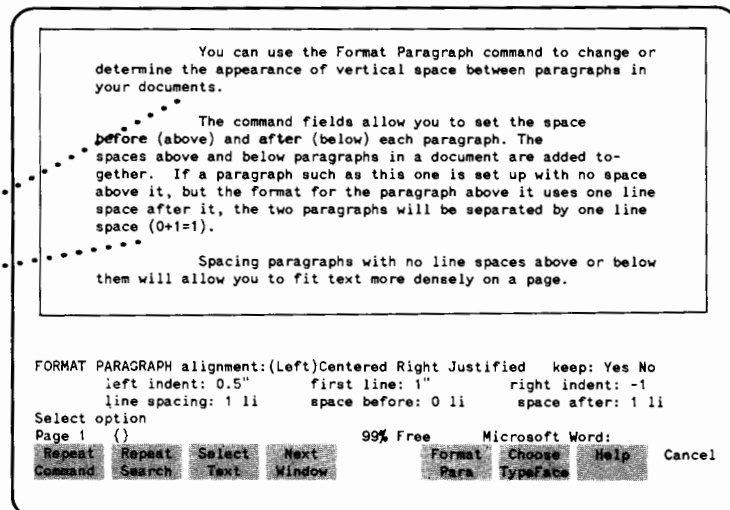
Paragraph spacing is the spacing between paragraphs; line spacing is the spacing between lines in a paragraph.

Spacing Between Paragraphs

When you enter text in a document, don't press **Return** to begin new lines and to insert blank lines between paragraphs as you would on a typewriter. Although this method of adding space may be useful for quick preparation of documents you do not plan to format extensively, if you make frequent use of the formats described in this chapter, it is best to tell MS Word to add extra space between lines and paragraphs as described below. By doing so, you will avoid unexpected and undesired extra space when you use or change formats or styles.

You can indicate that you want to "open" (that is, leave a blank line between paragraphs) paragraph spacing with **Open Space**.

*One space after
paragraphs leaves a
blank line.*



The *space before* and *space after* command fields let you control paragraph spacing. You can specify line and paragraph spacing in these fields in either points (pt) or lines (li).

Entering 1 li in either of these fields adds one blank line between paragraphs. Entering 1 li in both of these fields adds two blank lines between paragraphs. The amount of blank space between any two paragraphs is the sum of the space after the first paragraph and the space before the second.

Spacing Between Lines in a Paragraph

You can indicate that you want double line spacing with the function keys that are available when you press **Format Para** **F5**. You can leave as many blank spaces as you want between lines in a paragraph by changing the *line spacing* command field in the Format Paragraph command. For example, if you want text to be double spaced, you can enter 2 li in this field. Line spacing can be entered in either lines or points.



When you first use MS Word, the initial format settings that display in the Format Paragraph command fields are shown in lines. When you change these settings and want to enter the measurement in lines, you only need to type the number — MS Word will assume that the measurement is in lines. If you want to enter the measurement in points, you must indicate that you are using points. For example, if line spacing is to be twelve (12) points, you would type 12 pt. If you use points regularly as a measurement, you may want to change the default. You can do so by changing the *Measure* command field of the Options command.

Single space
paragraphs.

Double space
paragraphs.

You can use the Format Paragraph options for choosing line spacing within paragraphs. Line spacing is how far apart the lines in a paragraph are. This paragraph is single spaced.

You may want to use double-spacing between lines in your paragraphs for a less dense format. To do so, type in 2 li (which means 2 lines) after the line spacing option on the Format Paragraph options menu.

Starting New Lines without Starting a New Paragraph

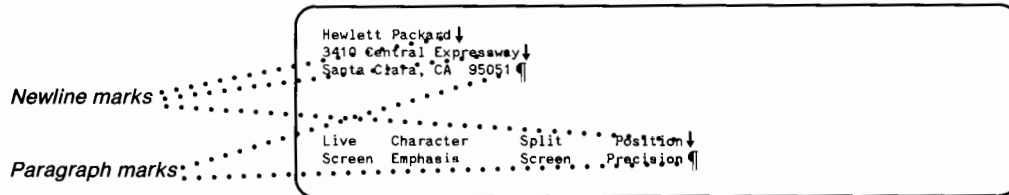
MS Word automatically starts a new line whenever you type more characters than will fit on the current line. This feature is called *wordwrap*. The number of characters that will fit on a line is determined by the margins, indents, and font size of the text.

Sometimes you may want text to begin on a new line in the same paragraph without adding the paragraph spacing which is inserted when you press **Return**. For example, you may want a new line in the same paragraph when you are making a block address or a table.

To begin a new line without starting a new paragraph:

1. Press **Shift** + **Return**.

The cursor returns to the left margin or left indent, and the text you type remains part of the same paragraph. If you have turned on *Visible* in the Options command, you will see a small arrow appear at the end of line where you pressed **Shift** + **Return**.



Keeping a Paragraph on One Page

If there is only enough room left on a printed page for the first line of a paragraph, MS 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, MS Word will put the last two lines of the paragraph on the next page. Otherwise, MS 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:

1. Select the paragraph.
2. Choose Yes in the Keep field of the Format Paragraph command.

If there is not enough room on the page for the whole paragraph, MS Word moves it to the next page.

Hyphens and Spaces in Paragraphs

There may be times when you don't like the look of the lines in a paragraph because of hyphenation problems. You may see:

- Large blank spaces at the end of a line because the first word on the next line is large, and when wordwrap moved it to the next line, it left blank space on the previous one.
- Too much spacing between words in justified paragraphs, because wordwrap moved a large word to the next line.
- A phone number or other word that should remain together on a line but is split at the end of the line because it contains a hyphen.
- A person's name, such as Mrs. Jones, or other words which should remain together on one line and not be separated by wordwrap.

You can correct all of these spacing problems by using the different types of hyphens and spaces available with MS Word. You can tell MS Word to break or not to break words at the end of a line by choosing different kinds of hyphens, and you can insert special *non-breaking spaces*.

The Three Kinds of Hyphens

You can use three types of hyphens: Normal, non-breaking and non-required.

- **Normal hyphens** are those you type as part of a word, such as *day-to-day*. They appear on the screen and in your printed document. If a word containing a normal hyphen appears at the end of a line, Wordwrap will break the hyphenated word at the hyphen.
- **Non-breaking hyphens** also appear on the screen and in your printed document. However, MS Word will not break a word that's hyphenated with a non-breaking hyphen. Use non-breaking hyphens when you want the word to be kept on the same line. For example, if you type a phone number that contains a hyphen, you don't want the first three digits to appear on one line and the last four on the next.

Nonrequired hyphens can be entered to separate parts of a word if they fall at the end of a line. For example, you might want to insert them between syllables in long words if you want the word to be broken at the end of a line. Nonrequired hyphens will not normally display on the screen unless Visible is turned on in the Options command. They do, however, automatically appear when the word breaks at the end of the line.

Non-breaking hyphen

Required hyphen

Non-required hyphen

Justification using hyphens can be a time-consuming task.

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 such as -10 degrees. Use non-breaking hyphens in these situations.

For some long words such as phototypesetter, you may want to hyphenate only if they fall at the end of a line. Enter non-required hyphens between syllables of long words to cause them to break at the end of a line.

Entering Hyphens

Enter Normal hyphens by pressing the hyphen key, just as you would enter any other character.

Enter Non-breaking hyphens by pressing **CTRL** + **/**.

Enter Nonrequired hyphens by pressing **Shift** + **CTRL** + **-**.

Deleting Hyphens

Delete a normal or non-breaking hyphen as you would any other character. Because non-required hyphens may be invisible, deleting a non-required hyphen takes some additional steps.




To delete a non-required hyphen:

1. Choose *Yes* in the Visible command field of the Options command.

All non-required hyphens appear in the text of your document.

2. Select and delete the hyphens as you would any other character.


Or

1. With Visible turned off in the Options command, use the  or  keys to move the cursor through a word with non-required hyphens.
2. When the selection highlight disappears between characters, the non-required hyphen is selected.
3. Press .

Non-Breaking Spaces

Normally when you press the spacebar to insert a space between words, the space marks the end of a word. Spaces help tell MS Word where in text it is okay to begin a new line with wordwrap. Sometimes, however, you may want to insert a space which will not be broken at the end of a line. For example, in a name such as Mr. Smith, you do not want Mr. to appear at the end of one line and Smith to appear at the beginning of the text. In these cases, you can enter a *non-breaking space*.

To insert a non-breaking space in text:

1. Press  while you press the spacebar.

You can delete a non-breaking space just as you would any other character.

Tabs

You can use tab stops to align text and numbers. Each paragraph can have its own tab settings. You can use MS Word's preset tab stops, or you can set your own. Use the Format Tabs command to set your own tab stops.

Pressing **Tab** inserts a tab character, and moves the cursor to the next tab stop. The tab character may appear to be several spaces wide, but it is always a single character.

Preset Tab Stops

Tab stops are preset every one-half inch across the page. When you press **Tab**, the selection aligns with the next tab stop to the right.

Preset tab stops are always left-aligned and always follow the last tab stop you set. For example, if you set a tab stop at 5.2 inches, the preset tab stops are reset to appear every one-half inch after that tab. The first will appear at 5.7; there will be no preset tab stops before 5.2 inches.

Viewing Tab Stops with the Ruler

You can see what tab stops have been set for the paragraph that contains the selection by turning on a Ruler. The Ruler appears in the top border of the window. Only tab stops which you have specifically set appear on the Ruler. Preset tab stops are not marked. Left and right margins or indents are also shown on the Ruler.

To turn on the Ruler, use the Window Options command. The Ruler also temporarily appears when you choose the Format Tabs command.

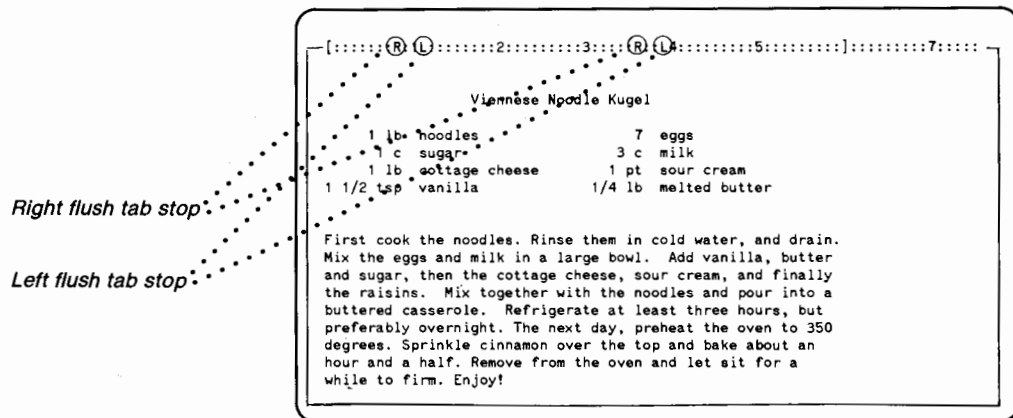
Types of Tabs: Alignment and Leader Characters

When you set tabs, you can indicate the kind of tab stop you want to use. You can have:

- ☐ Left flush tabs. The letter L appears on the Ruler at the tab stop.

- Right flush tabs. The letter R appears on the Ruler at the tab stop.
- Centered tabs. The letter C appears on the Ruler at the tab stop.
- Decimal tabs. The letter D appears on the Ruler at the tab stop.
- Leader tabs, in which a character fills the space from where you pressed **Tab** to the tab stop. The leader character and an alignment character appear on the Ruler at the tab stop. Possible leader characters are periods (....), hyphens (----) and underlines (_____).

The illustration below shows the effects of some different tab alignments and the tab marks that appear on the Ruler.



Setting, Clearing, and Moving Tab Stops

Each paragraph can have its own tab settings. Once you set a tab stop, the preset tab stops to the left of it are removed.

You can set, clear, and move tab stops with the Format Tabs commands. To set the tabs for a paragraph, at least one character in the paragraph must be selected.





Setting Tab Stops

To set a tab stop, use the Format Tabs Set command and specify the position, alignment, and any 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 set a tab stop:

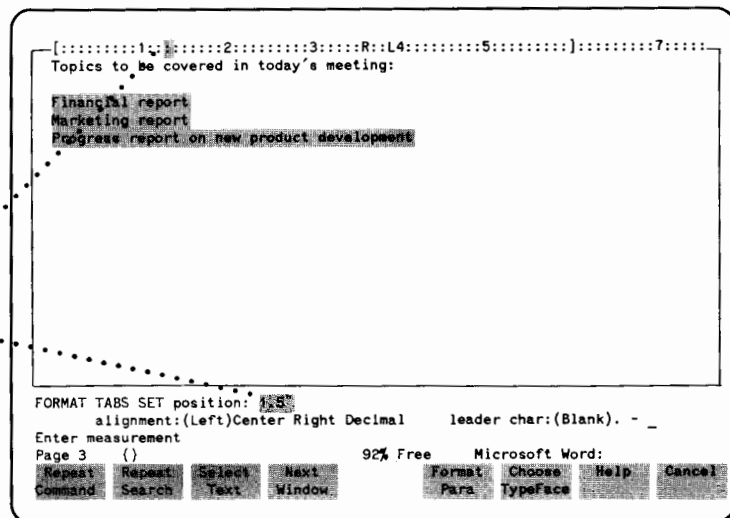
1. Select the paragraph(s) for which you want to set tabs.
2. Choose the Format Tabs Set command.

FORMAT TABS SET position:
alignment: Left Center Right Decimal leader char: Blank . -

3. Type the position for the first tab stop. You can use the arrow keys to help, if you want:
 - a. Press any one of the arrow keys.
A cursor appears on the Ruler line, in the zero (0) position.
 - b. Press  and  to move the cursor along the Ruler, one space at a time. Press  to move to the next tab stop now on the Ruler. Press  to move to the previous tab stop now on the Ruler.

As you move the cursor with the arrow keys, the position number appears in the command field.

Cursor position on the ruler shows in the command field.



4. When the correct position measurement is in the command field, press **Tab** to move to the alignment and leader character command fields, if you want to change them. Use the spacebar to choose the setting you want. For more information on leader tabs, see *Tabs in Tables*, below.

5. If you are only setting one tab, press **Return**.

The tab is set and the command fields disappear from the screen.

OR

If you want to set additional tabs, press **Insert Line** to set the first tab. Then repeat steps 3 and 4 above to set more tabs. When all the tabs have been set, press **Return**.

Clearing Tab Stops

To clear a tab stop:

1. Select the paragraph(s) for which you are changing the tabs.
2. Choose the Format Tabs Clear command.
3. Type in the position of the tab you want to clear or press to move the cursor across the Ruler to the position of the tab stop you want to clear.
4. Press to clear the tab stop and return to the text window.



You can only clear a tab which has been set with the Format Tabs Set command. You cannot clear pre-set tabs.

To clear all tab stops at once:

1. Choose the Format Tabs Reset-all command.
All tabs you have set are cleared, and the preset tabs every one-half inch are reset.

Moving Tab Stops

When you want to move a tab stop, that is, clear one and set a new one at the same time, you can do it through the Format Tabs Set command.

To move a tab stop:

1. Select the paragraph(s) for which you want to move the tab stop.
2. Choose the Format Tabs Set command.
3. Use the arrow keys to move the cursor onto the Ruler and to the position of the tab stop you want to move.
4. Press **Delete Line** to remove the tab.
5. Use the arrow keys to move the cursor on the Ruler to the new tab stop position.
6. Press **Return** to set the new tab stop and return to the text window.

Tabs in Tables

Because each paragraph can have its own tab settings, you can give each line of a table its own tab stops.

To give each line in a table its own tab stops:

1. Press **Return** at the end of each line of the table.

If all the lines in a table will have the same tabs stops, you may want to enter the table as one paragraph. This will let you select the entire table at once, and make any tab and paragraph formatting changes once for all the lines of the table.

To enter a table as one paragraph:

1. Press **Shift** + **Return** at the end of each line.

If *Visible* is turned on in the Options command, you'll see a small down arrow symbol appear at the end of each line .

Press **Shift** + **Return**
to start a new line in a
table and keep it in the
paragraph.

	Live	Character	Split
	Screen	Emphasis	Screen
Microsoft Word	yes	yes	yes ↓
TextFun	no	?	no ↓
Rite-Good	yes	yes	no ↓
Doc-U-Aff	no	yes	? ↓

When entering tables, you may want to use the Leader Character field of the Format Tabs Set command to tell MS Word to fill some tab characters with dots (.), dashes (-), or underscores (_) instead of blanks. Each tab stop can have its own leader character format. For example, you can connect one entry in a column to the next entry with a row of dots, as you might in a table of contents.

Footnotes

You can create footnotes when you create a document, or later when you edit the document. In both cases, you use the Format Footnote command.

Once you have created footnotes, you can use the Jump Footnote command to move from the footnote reference in the body of the text to the text of the footnote itself and back again.

Footnote text is stored at the end of the document. However, you can print a footnote either on the same page as its reference or at the end of the division. (If you are new to MS Word and *division* is an unfamiliar term to you, see Division Formats, later in this chapter.) Use the Format Division command to tell MS Word where you want footnotes to be printed.

Creating Footnotes

When you want to insert a footnote in your document, you first insert the footnote mark, or *reference* in the main text, and then type the actual text of the footnote.

To create a footnote:

1. Position the cursor where you want the footnote reference to appear. As with all inserted text, the footnote reference will be placed in front of the cursor.
2. Choose the Format Footnote command.

3. If you want MS Word to automatically number the footnote for you, leave the Reference Mark command field blank and press **Return**.

If you want to use a special reference mark instead of a number, for example, an asterisk (*), you can type the characters you want inserted as the footnote mark and then press **Return**.

The footnote reference, whether number or another symbol, is inserted in the text and MS Word jumps to the footnote area at the end of the document.

4. Type the text of the footnote. There is no limit on the length of a footnote, and a footnote can consist of more than one paragraph.
5. Choose the Jump Footnote command to jump back to the footnote reference in the main text area.

Editing Footnotes

You can edit the text of footnotes just as you do the main text of your document. Footnote text is located at the end of the document. You can scroll to it, or use the Jump Footnote command.

To edit a footnote with the help of the Jump Footnote command:

1. Select the reference number or mark of the footnote you want to edit.

If the footnote reference mark is below the current cursor position in the document, you can use the Jump Footnote command to scroll the document and move the cursor directly to the next footnote reference. If the reference mark is not for the footnote you want to edit, press **▶** to move the cursor past the current reference, and then use the Jump Footnote command again to find the next footnote reference.

3. When you find the footnote reference you want, use the Jump Footnote command to jump to the footnote text.

4. Edit the footnote as you would edit any other text.
5. Use the Jump Footnote command to return to the footnote reference.

Deleting and Moving Footnotes

You can easily delete footnotes, and move footnotes to another location in your document.

To delete a footnote:

1. Delete the footnote reference mark.

MS Word automatically deletes the footnote text along with the reference to it.

To move a footnote:

1. Move the footnote reference as you would any other piece of text.

MS Word automatically rennumbers the footnotes for you.

Using the Footnote Window

You can open a special *footnote window* so that you can view the reference to a footnote and its text at the same time. When you first open a footnote window, it shows the text of the footnotes whose references appear in the text window. As you scroll the text window, the footnote window scrolls to show any footnotes referenced in the text window.

By using the footnote window, you can see and edit footnote text without scrolling to the end of the document where footnotes are stored. However, the footnote window is a convenience. You don't have to open a footnote window to create and edit footnotes.

To open a footnote window:

1. Choose the Window Split Footnote command.

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

Positioning Footnotes in Your Document

Use the Format Division Footnotes command to tell MS Word whether to print footnotes at the bottom of the page, or at the end of the document. In the footnotes command field, choose Same-page or End.

Same-page means that MS Word places each footnote on the same page as its reference when printing the document.

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

For more information on using the Format Division commands, see the next section.



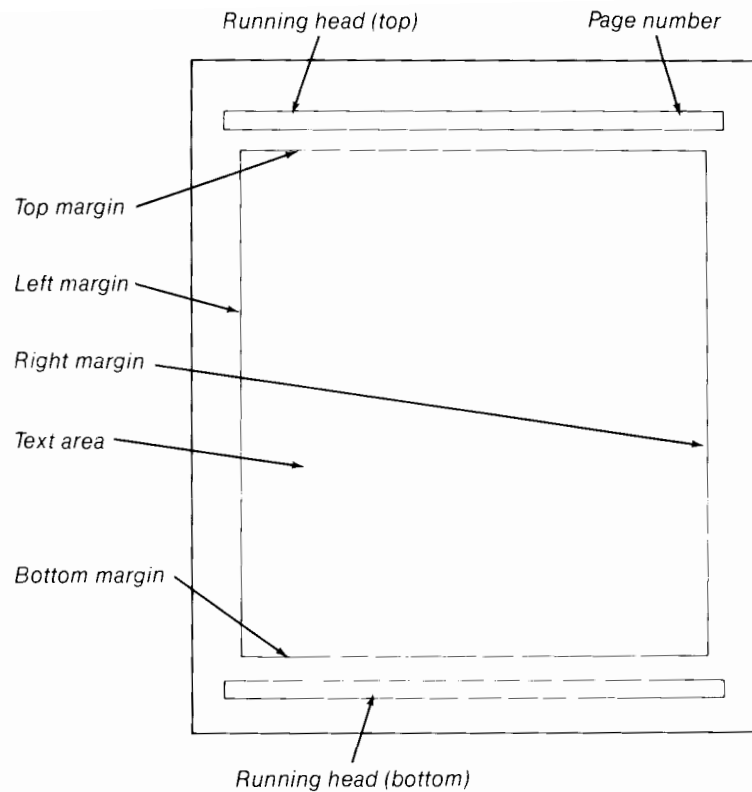
Division Formats

A division is the portion of a document which will be printed with the same page layout — that is, the same margins, page size, and placement of running heads and footnotes. Many of your documents will only contain one division, however sometimes you may find it useful to break a document into more than one division.

Division Format settings include:

- Page size (that is, size of the paper you are printing on).
- Left, right, top and bottom margins.
- Placement and type of page number.
- Number and arrangement of columns.
- Placement of footnotes and running heads.

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 position in which the page number prints.
- ✦ Change the page numbering sequence.
- ✦ Change the format of the page number (for example, Arabic to Roman).
- ✦ Change the size of the margins.
- ✦ Change the number or arrangement of columns of text on a page.
- ✦ Change the location in which running heads print on the page.

DO NOT begin a new division to:

- ❖ Change the margins temporarily, as for an indented paragraph. Use the Format Paragraph command and change the paragraph, instead.
- ❖ Start a new page. Press **Shift** + **CTRL** + **Return** to start a new page without starting a new division. A line of colons appears across the screen to mark the new page break.

How to Begin a New Division

When you want to begin a new division, you insert a division mark in the document.

To begin a new division:

- 1.** Make sure the cursor is in the location where you want the new division to begin.
- 2.** Press **CTRL** + **Return**.

This inserts a division mark—a line of colons extending across the screen—which stores the formatting for the preceding division and marks the beginning of a new 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 with the original division formats).

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

Initial Division Formats

When you start MS Word, the following division formats are in effect.

- ❖ Paper length: 11 inches.
- ❖ Paper width: 8.5 inches.
- ❖ Gutter width: 0 inches.
- ❖ Margins: top and bottom, 1 inch; left and 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 printed one-half inch from the top of the sheet and 7.25 inches from the left edge.
- Page numbers are Arabic numerals.
- The division begins a new page.
- Running heads are printed one-half inch from the top or bottom of the sheet.

How to Assign Division Formats

Division Formats are set only through the Format Division command.

To assign a format with the Format Division command:

1. Press **ESC** or **Cancel F8** to activate the Command menu.

2. Type F for Format.

A new menu, listing the types of format commands, replaces the main Command menu on the screen.

FORMAT: **Character** Paragraph Tabs Footnote Division Running-head Style

3. Type D for Division.

The Format Division command fields appear. These command fields show all of the available format settings that you can use for a division.

FORMAT DIVISION break: Cont Column **Page** Odd Even
 page length: 11" width: 8.5" gutter width: 0"
 pg #: Yes No from top: 0.5" from left: 7.25"
 numbering: (Cont) Start at: 1 format: (1) I i A a
 margin top: 1" bottom: 1" left: 1.25" right: 1.25"
 # of cols: 1 space between: 0.5" footnotes: (Same-page) End
 running head pos from top: 0.5" from bottom: 0.5"

4. Tab to the first division format you want to use. (For specific information about each of the command fields, see Understanding Division Formats, below.)

5. If the command field contains a list of possible responses, press the spacebar to move the highlight to the one you want.

If the command field is one that requires you to enter a measurement, type in the number. For information on different types of measurements that you can use, see Measurements, below.

6. Repeat steps 4 and 5 for each division format you want to apply.
7. Press **Return** when you are through setting division formats.

This changes the format for all text in the division.

Measurements

When the message line says **Enter a measurement**, you can give a measurement in inches, centimeters, points, 10-pitch, 12-pitch, or lines. Type the number followed by an abbreviation from the list below. All measurements can be decimal fractions.

Abbreviation	Measurement
in	Inches
"	Inches
cm	Centimeters
p10	Character positions in a 10-pitch font (there are ten p10s per horizontal inch)
p12	Character positions in a 12-pitch font (there are twelve p12s per inch)
pt	Points (there are 72 points per vertical 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.

MS Word recognizes both 2 cm and 2cm (a space is not required), but cannot recognize any abbreviations other than those in the list above.

If you type a number with no abbreviation following it, MS Word automatically assigns the type of measurement specified in the measure command field of the Options command. Initially this is set to inches. However, when the message is **Type a measurement in lines**, typing a number by itself will mean lines. Other units can still be used by following them with an abbreviation. If you typically use measurements other than inches, you may want to change the setting specified in the Options command.

If you change the default measurement in the Options command to 12pt, each increment on the ruler becomes one 12pt character.

Understanding Division Formats

The information in the next few pages discusses each of the division formats and what they do.

Page Length and Width

MS 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. 8-1/2 by 11 inch paper is the initial setting.

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

The 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.

You can also specify a Gutter Width for documents that will be printed on both sides of the paper. The gutter width measurement adds extra space to the left side of odd-numbered pages and the right side of even-numbered pages to allow for binding. If you are printing on only 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

MS Word can number pages as it prints. The numbers appear on the printed copy but do not show on the screen. You can number pages by choosing *Yes* in the pg # command field of the Format Division command, or by including the special Glossary entry (page) in a running head. You'll find more information on running heads below.

You must specify the exact position of page numbers, so you need to plan the page layout to coordinate their position with the text. Initially page numbers are printed .5" from the top of the page and 7.25" from the left margin. If you want page numbers to align with your text, be sure to change the position in the Format Division command. MS Word does not automatically change the position page numbers will print, even if you specify a different size paper or a gutter.

Generally page numbers should have position measurements that are at least 1/6-inch smaller than the top or bottom margin measurements.

Page breaks are shown in the left window border with the symbol >>. This symbol tells you where each new page began when the document was last printed. These page breaks are not previews of the next printing. To repaginate your document before printing, use the Print Repaginate command. This command inserts page breaks and you can view them on the screen before you print.

Controlling How the Division Begins: The Division Break

When you first start using MS Word, divisions are set to start a new page with the division. 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.

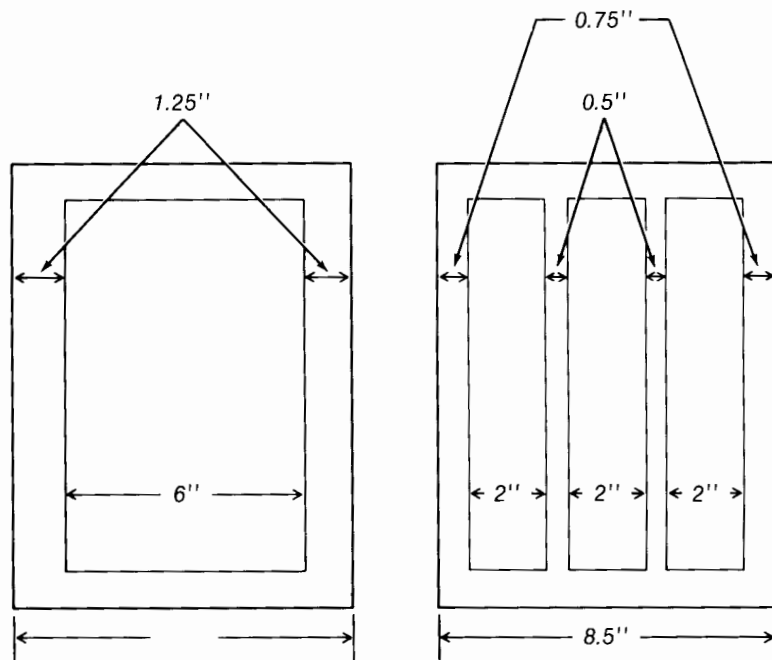
FORMAT DIVISION break : Cont Column Page Odd Even

- **Cont** (for continuous) starts the new division immediately after the previous one.
- **Column** starts the new division at the top of the next column.
- **Page** starts the new division at the top of the next page.
- **Odd** starts the new division at the top of the next odd-numbered page.
- **Even** starts the new division at the top of the next even-numbered page.

Multiple Columns of Text

MS Word can print text in as many columns as there is room for on a page. Initially, 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 the document prints, 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.

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-inch 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.



Running Heads

The term *running head* is used in MS Word to refer to text that prints continuously at either the top or bottom of a page. Text that prints at the top of each page is often called a *header*, while text that prints at the bottom of each page is often called a *footer*.

Use the Format Running Head command to create running heads. You can create running heads when you create a document, or later when you edit. Running head text may be printed on any or all of the pages in a 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 printing running heads:

- # Top and bottom of all odd-numbered pages.
- # Top and bottom of all even-numbered pages.
- # Top and bottom of the first page as well as all other pages, or top and bottom of all pages except the first page.

There is no limit on the length of a running head. A running head can include more than one paragraph. However, if you enter a long running head, be sure you leave enough space in the margin for it by adjusting the settings in the Format Division command.

Creating Running Heads

When you type a running head into your document, it is a good idea to place it at the top of the first page on which you want it to print. Heads will not print on pages that begin before the location of the heading text in your document. If you place a running head in the middle of a page, it will begin printing on the following page.

To create a running head:

1. Type the text of the running head in the text of the document.
2. Select the paragraph(s). (The entire paragraph or paragraphs will become the running head.)
3. Choose the Format Running-head command.

FORMAT RUNNING-HEAD position: (Top) Bottom
odd pages: (Yes) No even pages: (Yes) No first page: Yes (No)

4. Choose where the running head will be printed (top or bottom).
5. Choose whether the running head will be printed on odd pages, even pages, and whether the first page should be included. If you want the running head to print on odd, even, and the first page, set each of these command fields to *yes*.
6. Press **Return**.

Once a paragraph has been formatted with the Format Running-head command, a caret (^) appears beside it on the left window border.

If you turn on the style bar in the Window Options command, you see the letter *b* next to running heads that will print at the bottom of the page, and the letter *t* next to those that will print at the top.

The running head is printed in the document in the place you specified with the Format Running-head command. The running head remains in effect until the end of the division, or until you specify a new running head in the same position. If you want to turn off a running head within a division, create a blank running head. You can edit or delete running heads as you would edit document text.

To change running head text to normal text:

1. Select the paragraph(s).
2. Choose the Format Running-head command.
3. Choose No in the odd page, even page, and first page command fields.
4. Press .

Running Heads with Page Numbers

You can position page numbers within running heads by including them in the running head text. To include page numbers in running heads, use the Insert command to enter the predefined Glossary name *page* as part of the running head text. You'll see (page) appear in the text of the running head.

During printing, (page) is converted to the page numbers. You can control the exact position of page numbers by controlling the position of running heads.

If you include page numbers in running heads, the pg # field of the Format Division command is automatically turned off.

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 and bottom of the page. Initially, running heads are positioned 0.5 inches from the top or bottom of the page.

Because running heads can 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 1/6-inch smaller than the top or bottom margin measurements.

Horizontal positioning is controlled through paragraph formats assigned to the running head text. Unlike regular text in a document, indents in running head paragraphs are calculated from the edges of the page, not from the margin. If you want running heads to align with the text of the document, be sure to set paragraph formats for them. See Paragraph Alignment, earlier in this chapter, 6 for details about paragraph indents and alignment.

Formats that You Don't Always See On The Screen

Although most of the formats that you set in MS Word are clearly visible on the screen, how formats look when they are printed depends on your printer.

Screen and Printed Page Differences

The type of printer you use affects how your document looks when it is printed. Unless you use a 10- or 12- pitch printer, the line breaks you see on the screen will not be the same as the line breaks in the printed copy of your document.

You can use the Options command to display text in two different ways.

Normal Display shows you how your text would look if it were printed on a 10- or 12- pitch printer.

Printer Display shows you where lines will be broken when the document is printed on your printer. However, the alignment of the right edge of text and table alignment may not appear correctly on the screen, especially if you're using proportional spacing or other special fonts.

Page Layout

MS Word prints pages from the top to the bottom, repeating the process until the end of the text.

First, any running head and page number is printed, using the formats you assigned to it.

Next, MS Word aligns the main body of text with the top left margin and prints the text with the number of columns and the spacing you defined with the division format.

Page Breaks

Pages break according to the following rules: first, if you specified that footnotes should be on the same page as the text they refer to, the amount of space needed for the footnote text is calculated. Then the page breaks at the opportunity nearest to the bottom margin, leaving the number of lines needed for footnotes:

- ✳ For paragraphs of more than three lines, there will not be a page break immediately after the first line or immediately before the last line.
- ✳ If you choose *yes* in the Keep field of the Format Paragraph command, the paragraph is kept together on one page. The whole paragraph is moved to the next page if necessary.

7

Formatting with Style Sheets

Overview

MS Word provides the formatting capabilities described in Chapter 6, Formatting Documents. As you use MS Word for more complex documents, you'll find that it can become tedious to assign new styles continually through the Format commands. You can avoid the redundancy of using the Format commands by creating and using Style sheets.

This chapter gives you an example of using Style sheets by showing you how to create a Style sheet called EXAMPLE.STY, edit it, attach it to your document and assign styles from EXAMPLE.STY to your text. To learn to use Style sheets, it is recommended that you try the example in this chapter, in the order it is presented, before creating your own Style sheets.

Differences Between MS Word's Usual Format Commands and Formatting with Style Sheets

You can use the format commands and keys provided with MS Word and described in Chapter 6 to format all of your documents. They provide extensive formatting capabilities that will meet almost all of your formatting needs. By formatting with Style sheets, however, you can create your own control key combinations to apply multiple formats with one key code. Style sheets also allow you to easily change all the format styles for a document at one time.

What is a Style Sheet?

A Style sheet is a special document that you create with the Gallery menu. In it you enter the format command settings you use most frequently and assign a keycode to each one. Each of these settings is called a *style*, and is given a name. Later, you *attach* the Style sheet to the document you want to format, and assign styles to specific portions of the text. The name of each special style is stored with the text that it formats. Each time a portion of text that has a style assigned to it is displayed or printed, MS Word consults the currently attached Style sheet to see how to format the text.

For example, say you have a document that contains quotations. You like them to be indented half an inch, italicized and justified. You can enter that information as one style in a Style sheet. Then, as you're typing your document, you select each quotation, hold down the **CTRL** key, type the key code you assigned, and all of the settings take effect on the text immediately. This takes much less time than changing the Format Paragraph and Character commands for each quotation.

Advantages of Formatting With Style Sheets

Once you have assigned styles from a Style sheet to your text, it is very easy to change the look of an entire document. Because text now has a style name associated with it, you can either redefine the style on the Style sheet or attach a different Style sheet to reformat the document.

For example, while you're writing a document, you might want to print it in double-spaced, single-column draft form. The Style sheet you use for this format could be called "draft style". After the document is completed, you might want to print it single-spaced with two columns per page. The Style sheet for this format could be called "article style". By assigning styles from a Style sheet as you type, you can attach the Draft Style sheet for your rough draft and later the Article Style sheet without having to edit the document.

While direct formatting is more than adequate for many purposes, direct 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 Style sheets extremely helpful.

Samples and Examples

MS Word provides four Style sheets on the program disc for your immediate use. You can use these Style sheets as they are, or modify them to meet your own needs. Changing Existing Style Sheets, later in this chapter, tells you how to edit existing Style sheets.

The following examples show a document formatted with DRAFT.STY and ARTICLE.STY, two Style sheets that produce very different formats.

*A document formatted with
DRAFT.STY.*

Techniques of Time Management

by H. Kent Baker
School of Business Administration, The American University
of Washington, D.C.

Get Out of the Time Trap

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. Improving your use of time allows you to:

- avoid crises,
- gain a feeling of accomplishment,
- do the things of benefit to you or your business, and
- live your life, not just spend it.

To manage time better the first step is to gain a better perspective of your time. Resolve to manage your time and not let time manage you. Once you realize that the way

*The same document formatted
with ARTICLE.STY.*

Techniques of Time Management

by H. Kent Baker
School of Business Administration,
The American University of Washington, D.C.

Get Out of the Time Trap

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. Improving your use of time allows you to

- avoid crises,
- gain a feeling of accomplishment,
- do the things of benefit to you or your business, and
- live your life, not just spend it.

To manage time better the first step is to gain a better perspective of your time. Resolve to manage your time and not let time manage you. Once you realize that the way you handle time causes some of your time problems, then you can begin to develop a time management strategy.

In devising this strategy, keep two thoughts in mind. First, it takes time to learn how to use time effectively. Second, the principles of time use are not universally applicable. Although

This strategy of learning how to make your time of greater benefit involves investigating three important questions:

1. Where does my time go?
2. Where should my time go?
3. How can I use time better?

By systematically answering each question, you will be better able to control your time.

Where Does My Time Go?

Frequently time management problems stem from poor work habits, so analyze how you spend your time. Find out how you waste time. Realize that you are the probable cause of most of your own time problems and the painful task of changing your habits is required.

Using a Time Log

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. After several days of listing your activities you will have a sufficient number of observations for analysis. The time log should then be summarized and analyzed to determine what could have been done to make better use of your time.

In analyzing your time log, you should ask yourself several questions.

1. What are the major activities or events which cause me to use my time ineffectively?
2. Which of these tasks can be performed

7-4 Formatting with Style Sheets

Working With Style Sheets

You can work with Style sheets in four main ways. You can:

- Create, edit, and save Style sheets in the Gallery.
- Attach a Style sheet to a document.
- Assign specific format styles from the Style sheet to portions of text in the document.
- Assign different Style sheets to the same document to change some or all of the document's formats at one time.

This chapter shows you how to work with Style sheets in all of the above ways.

When you format with Style sheets, you use the Gallery menu, the Format Style command in the main Command menu and the control key combinations.

MS Word Commands That You Use with Style Sheets

There are three main commands that you use with Style sheets:

- The Gallery Command
- The Format Style Sheet Command
- The Format Style Character, Paragraph, and Division Commands

The Gallery Command

When you choose the Gallery command from the main Command menu, the Gallery appears, with its own window and menu. You use the Gallery menu to look at, edit, or work with an existing Style sheet, or create a new one. You can load a Style sheet into the gallery and work on it without affecting your document in any way. A Style sheet only affects formatting after you've attached it to a document.

The Format Style Sheet Command

You use the Format Style Sheet command in the main Command menu to attach a Style sheet to your document.

The Format Style Character, Paragraph, and Division Commands

Once a Style sheet is attached to your document, you can use the Format Style Character, Paragraph and Division commands as well as the control key combinations to assign styles from the attached Style sheet to your text.

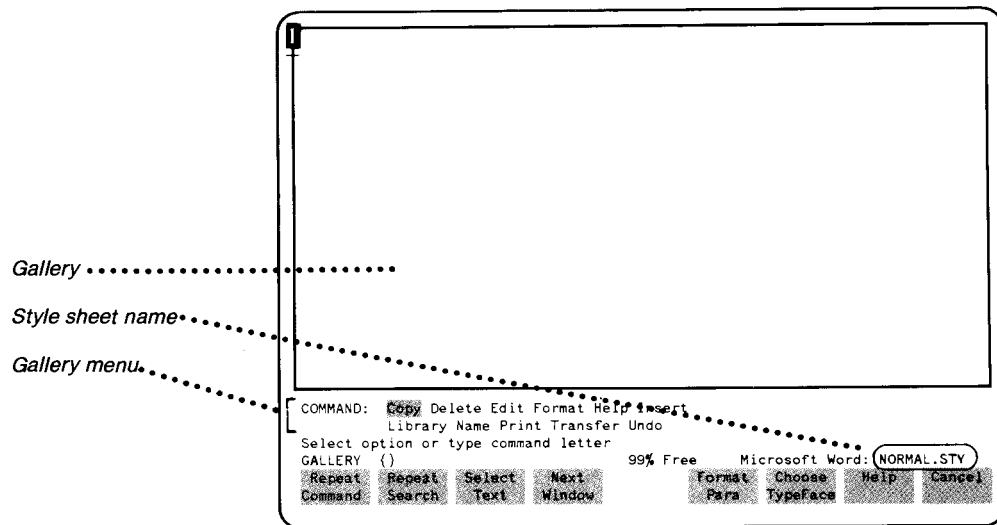
These commands are all discussed in detail in this chapter.

Examining a Style Sheet

Although a Style sheet can be considered as a type of document, the way information appears in a Style sheet and the way you insert new information and make changes to existing styles is somewhat different than the way you work with text.

Displaying a Style Sheet on the Screen

When you choose the Gallery command from the main Command menu, you see the Style sheet that's currently attached to your document. The Style sheet itself is displayed in the text window and the name of the Style sheet is shown in the lower right corner of the screen.



If you haven't attached a Style sheet to your document, MS Word automatically uses the Style sheet called NORMAL.STY. When you choose the Gallery command for the first time, you see the name NORMAL.STY in the bottom right corner of the screen, but the text window is empty. You don't see any entries in the normal Style sheet until you add some. When the empty Style sheet NORMAL.STY is attached to a document, MS Word acts as though no Style sheet is attached. The format commands presented in Chapter 6, Formatting Documents, are unaffected by the empty Style sheet. You can add styles that you commonly use on most of your documents to NORMAL.STY. To find out how to, and to understand the effect this will have on normal formatting, see Making Additions to NORMAL.STY, at the end of this chapter.

To see what a Style sheet looks like for the first time, you have to look at a Style sheet other than NORMAL.STY.

To display a Style sheet on the screen:

1. Choose the Transfer Load command from the Gallery menu.

The Command area looks like this:

TRANSFER LOAD Style sheet name: read only: Yes(No)
Enter filename or select from list
GALLERY: {} 99% Free Microsoft Word:

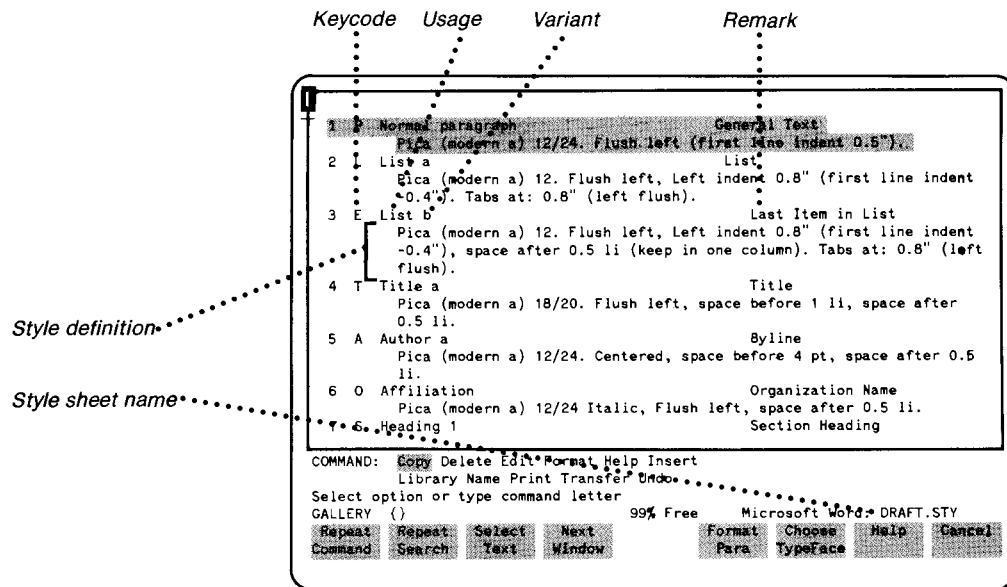
2. Press any arrow key.

A list of the Style sheets stored on the program disc appears.

ARTICLE.STY DRAFT.STY DEFAULT.STY STORY.STY

3. Move the highlight to the Style sheet you want to display and press **[Return]**. For practice, choose DRAFT.STY now.

When DRAFT.STY is loaded into the gallery, it looks like this:



Parts of a Style Sheet

Refer to DRAFT.STY as you read the explanation below.

Each numbered item on the Style sheet is a style. The first style in the Style sheet is highlighted. Use **[↑]** and **[↓]** to move the highlight from style to style. Use **[Next]** and **[Prev]** to move from page to page.

Style Name

The first line of a style tells you the style's name. A style name can have from two to four parts. Every style name includes a *Key Code* and a *Usage*. Some style names also include a *Variant* and a *Remark*.

The Key Code

To the right of the style's number one or two characters appear. This is the key code. All styles have a key code. The key code assigns the style to text in the same way the control key combinations assign direct formats. In fact, a key code becomes a new control key combination.

For example, the key code for Style 1 of DRAFT.STY is P. If DRAFT.STY was attached to your document, you would type **CTRL** + **P** to apply the style to your text.

Usage

To the right of the key code is the style's *usage* — in other words, what the style is used for. All styles have a usage. The usage for Style 1 in DRAFT.STY is Normal Paragraph.

To see all the available usages:

1. Choose the Insert command from the Gallery menu.
2. Press **Tab** to move to the Usage field.

INSERT key code: {}	usage: 	variant:
remark:		

3. Press any arrow key to see the list of usages.

The usage names are shown in three groups:

- the top group lists character usages.
- the middle group lists paragraph usages.
- the bottom group lists division usages.

Emphasis	Index term	Figure reference	Footnote reference
Sequence number	Folio	Superscript	Subscript
Other character			
Normal paragraph	Nested	Footnote	Quotation
Table	Heading	List	Title
Author	Affiliation	Copyright	Running head
Other paragraph			
Normal division	Front matter	Appendix	Index
Contents	Other division		

4. Press **[ESC]** or **Cancel [F8]** to return DRAFT.STY to the Gallery text window.

Variant

To the right of the usage, you may see a *variant*. A variant is only needed if the same usage is used more than once in a Style sheet.

For example, Style 1 of DRAFT.STY does not have a variant because there is only one style for a normal paragraph. Styles 2 and 3, on the other hand, are both lists so they are distinguished from each other by variants a and b.

Remark

At the far right of the first line of a style, you may see a *remark*. A remark is a reminder about what the style is used for. The reminder is only needed if a departure is made from the standard usage.

For example, Styles 2 and 3 both have remarks. Style 2 is List a and the remark tells you that this is the style to be used for lists. Style 3 is List b and the remark tells you that this is the style to be used for the last item in a list.

Style Definition

The first line of the style gives the style's name. The rest of the style is the style's *definition*. The definition is a list of direct formats that the style assigns to text. A character style has character formatting information, a paragraph style has paragraph formatting information and a division style has division formatting information.

For example, the definition of Style 1, Normal Paragraph, tells you that when Style 1 is assigned to a paragraph, the characters in the paragraph are Pica (Modern a), with a font size of 12 on 24 (a 12pt character on a 24pt or 2 line vertical space). The paragraph is aligned flush left and the first line indented .5".

Creating Style Sheets

This section gives you step-by-step instructions for creating a Style sheet. The example creates a practice Style sheet named EXAMPLE.STY. EXAMPLE.STY will have three styles, a character style for footnotes, a paragraph style for extended quotations and a division style for three-column text. If you've never created a Style sheet, use this example to learn how. Then, when you create your own Style sheets, you can use this example as a model and apply it to your own situation.

Basic Steps in Creating a New Style Sheet

When you create a new Style sheet, you go through these four basic steps:

- Clear the current Style sheet from the Gallery window.
- Insert styles into the Style sheet.

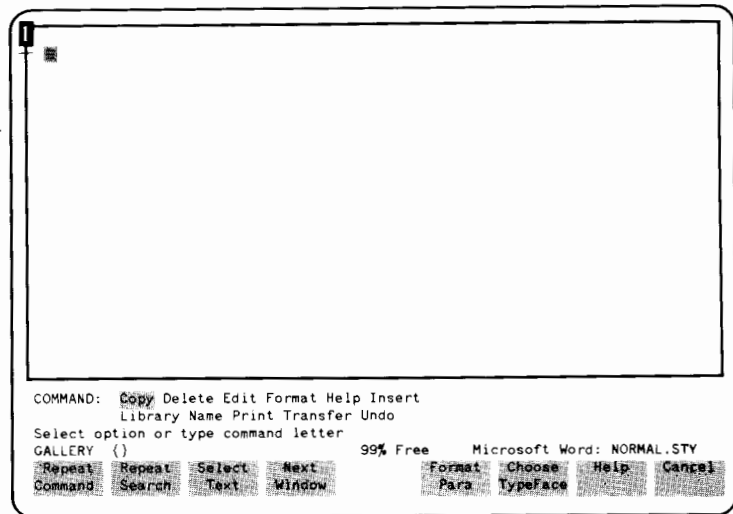
- Customize the styles to reflect the exact formatting you want to use.
- Name and save the Style sheet.

Starting a New Style Sheet

Before you create a new Style sheet, it's a good idea to clear the current Style sheet from the gallery, even if it is NORMAL.STY and appears empty. If you don't clear the current Style sheet all entries are placed into the current Style sheet. If you place new entries into NORMAL.STY, the entries are applied to all new documents you create unless you attach a different Style sheet. In addition, changes to NORMAL.STY affect your normal formatting. For more information, see Making Additions to NORMAL.STY, at the end of this chapter.

To start a new Style sheet:

1. If you are not yet in the Gallery, choose the Gallery command from the main Command menu.



The screen shows you the Gallery window, in which you see the Style sheet that is currently attached to your document. (If the attached Style sheet is NORMAL.STY, as shown in the illustration above, only an end mark appears in the window.) You also see the new Gallery menu and the Style sheet's name in the lower right corner of the screen.

- 2.** Choose the Transfer Clear command from the Gallery Menu.

The Transfer Clear command removes the attached Style sheet from the Gallery. This insures that you are starting with a new Style sheet rather than changing an existing one. Before you go to Step 3, check to make sure that there is no Style sheet name in the lower right corner of the screen.

You will provide a name for the new Style sheet later, when you save it.

Creating a Character Style

A character style assigns formats to characters. Here's an example of a character style that can be used to format footnote reference marks. This style will format footnote reference marks to be superscripted and printed with the font size of 6 points.

You name the style first (key code, usage, variant, remarks) and then define it (assign the formats).

To name and define a character style:

1. Choose the Insert command from the Gallery menu. (If the Gallery menu does not appear on your screen, choose the Gallery command from the main Command menu, and then choose Insert.)

INSERT	key code: {}	usage:	variant:
	remark:		
Enter key code			
GALLERY	{}	99%Free	Microsoft Word:

The braces in the Key Code command field mean that you could simply insert a style from the Scrap by pressing **Return**. Styles are placed in the Scrap when you use the Copy command. You can tell if there is a style in the Scrap by looking at the Scrap marks on the Status Line.

To create a wholly new style, you enter responses in the command fields.

4. Since you are creating a footnote reference, type *fr* in the Key Code command field.
fr will be the character style's key code. A key code should suggest what a style does so that it will be easy to remember and use. In this case, *fr* suggests footnote reference.
5. Press **Tab** to move the highlight to the Usage command field.

6. If you knew the usage you wanted to use, you could just type it in. You can also view a list of possible usages on the screen.

Press any arrow key to see the list of usages.

7. Use the arrow keys to move the highlight to Footnote Reference. When Footnote Reference is highlighted in the list, it also appears in the Usage command field. You can also type *Footnote Reference* in the Usage command field, but using the list saves typing and ensures accuracy.

Emphasis	Index term	Figure reference	Footnote reference
Sequence number	Folio	Superscript	Subscript
Other character			
Normal paragraph	Nested	Footnote	Quotation
Table	Heading	List	Title
Author	Affiliation	Copyright	Running head
Other paragraph			
Normal division	Front matter	Appendix	Index
Contents	Other division		

You now have the minimum necessary to name a style—a key code and a usage. If you were to press **Return** now (don't press it yet) to carry out the Insert command, MS Word would automatically assign *a* as the response in the Variant command field and leave the Remark command field blank.

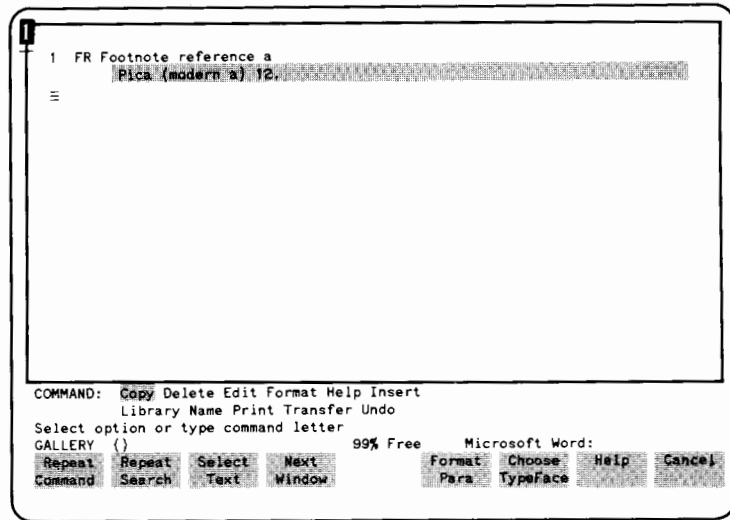
7. Press **Tab** to move the highlight to the Variant command field. Then press any arrow key to see the list of variants.

You don't have to choose a variant unless you plan to have more than one style for the same usage. If you do not give a variant, MS Word selects variant *a* for you (or variant 1 if there are no letter variants).

8. Press **Tab** to move to the Remark command field. Because the footnote reference usage name is clear, you can ignore this field. Remarks can be entered for your convenience to help you remember when to use a style.

9. Press **Return** to carry out the Insert command.

The style name is inserted into the gallery and appears on the screen like this:



You have inserted a new character style, and assigned a key code and usage to it. Now you need to define the style using the Format command in the Gallery menu.

When you work with a style in a Style sheet, the entire style is always highlighted. Changes are made to the entire style, rather than to individual characters. To make changes to the style definition, you use the Format commands.

10. Choose the Format command.

Since the Footnote Reference usage is a character usage, MS Word immediately shows you the Format Character menu.

```
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: Pica          font size: 12
```

11. to the Position command field, and choose *Superscript*.

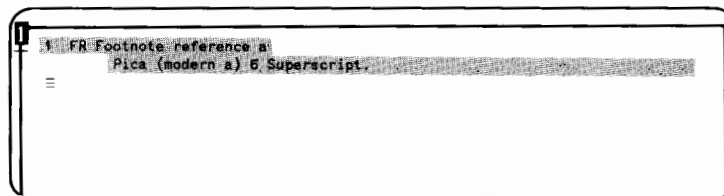
This response will raise the footnote reference characters by one-half line.

12. to the Font Size command field, and type 6

```
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: pica          font size: 6
```

13. Press to carry out the Format Character command.

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



The format you chose appears as part of the style's definition.

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

Creating a Paragraph Style

A paragraph style controls indentations, vertical spacing, and so on (see Paragraph Formats, in Chapter 6 for details). A paragraph style can also include tab stop settings and a character style for normal characters (characters that have no character formats otherwise specified for them).

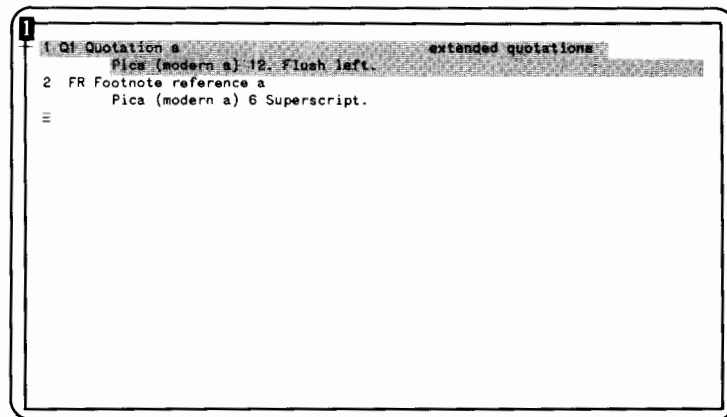
Creating a paragraph style follows the same steps as creating a character style. Here's an example of a paragraph style that can be used to format extended quotations that appear in a document.

To name and define a paragraph style:

1. Choose the Insert command in the Gallery menu.
2. In the Key Code command field, type q1
3. In the Usage command field, press any arrow key to display the list of usages. Use the arrow keys to move the highlight and select *Quotation*.
4. Since you don't need to specify a variant now (this is the first quotation style you have defined) **[Tab]** past it to the Remark command field, and type Extended Quotations
5. Press **[Return]** to carry out the command.

The name of your paragraph appears as number 1 on your Style sheet in the window. The footnote reference character style becomes number 2. (New styles are always inserted above the style that is currently highlighted, and the styles are renumbered accordingly.)

Your Style sheet now looks like this:



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.

- 10.** 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.

11. 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 will cause extended quotations to be set apart from the neighboring paragraphs even more than the usual one line of space between paragraphs. One line equals 12 points.

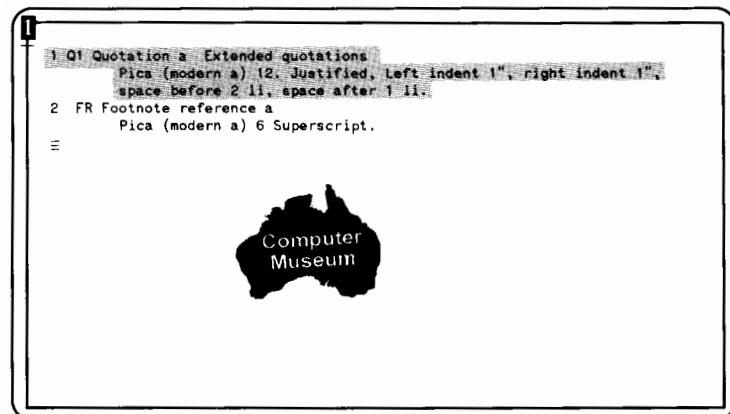
12. In the Space After command field, type 1

FORMAT PARAGRAPH alignment: Left Centered Right(Justified)		keep: Yes(No)
left indent: 1	first line: 0	right indent: 1
line spacing: 0 11	space before: 2	space after: 1

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

13. Press **Return** to carry out the Format Paragraph command.

The formats appear in the style like this:



Suppose you also want the characters in your extended quotation to be different from normal characters. You can assign character formats to the extended quotation:

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

15. Press **[Tab]** until the Font Size command field is highlighted.

16. In the Font Size command field, type 9.

This response determines the point size of the printed characters. Extended quotations usually appear in a slightly smaller type size than the surrounding body of text. If the printer does not have the correct size, a suitable substitution will be made.

The actual font size MS Word will use to print the document depends on the printer you use. See Appendix A, Capabilities of Standard Printers, for details.

17. Press **[Return]** to carry out the Format Character command.

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



Notice that the font size for the quotation style now shows as 9/12 on your Style sheet. This shows you the size in points for both the character size and vertical line measurement. 12 pts equal one vertical line. The vertical points display in this way when you choose a font size that is smaller than 12 or when you change the line spacing setting.

Creating a Division Style

A division style controls page layout—page size, margins, placement of page numbers and running heads, and so on (see Division Formats, in Chapter 6, Formatting Documents, for details).

Follow the same steps to create a division style as you did to create a character and paragraph style. The following example, shows you how to create and define a style for a three-column page format.

To name and define a division style:

1. Choose the Insert command.
2. In the Key Code command field, type c3, or any code that will help you remember that this is for a three-column format.

3. Press **Tab** to move to the Usage command field. Select Normal Division from the list of usages.

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

4. Press **Tab** to move to the Variant command field. Select 3 from the list of variants.

Although you don't have three division variants at this point, the number 3 can suggest three-column format.

5. Press **Tab** to move to the Remark command field.

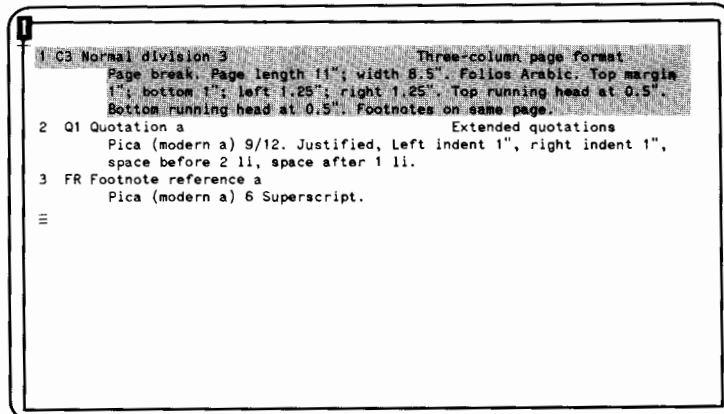
Type Three-column page format

Here's where a remark is extremely helpful. Even though the key code, c3, can suggest three columns, it might suggest something else, such as a continuous division break. The remark, *Three-column page format*, eliminates ambiguity about what the style does.

INSERT key code: c3 usage: Normal Division variant:3
remark: Three-column page format

6. Press **Return** to carry out the Insert command.

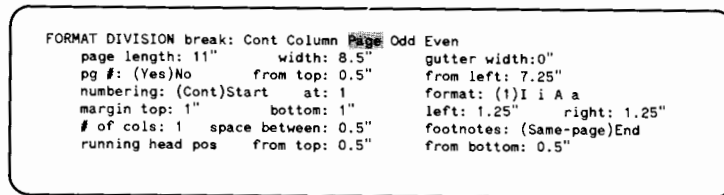
Your division format appears on the Style sheet in the window as number 1. Your Style sheet now looks like this:



You'll notice that the Normal division style has a lengthy definition already. These are all of the initial division formats for Normal division styles. You can easily change these Division Formats when you define the division style.

7. Choose the Format command.

MS Word shows you the Format Division command fields.



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

left: 0.75"

right: 0.75"

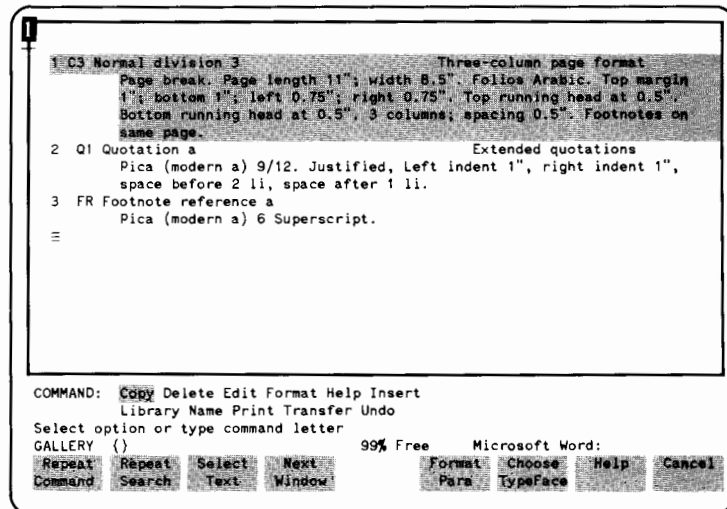
Reducing the margins gives more space for text; the columns will not be so narrow. These left and right margins together give as much horizontal space for text as 1.25" gives for one column page layout.

of cols: 3

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

9. Press **[Return]** to carry out the Format Division command.

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



Your Completed Style Sheet

Your Style sheet is now complete. A Style sheet can contain from one to 124 styles. Any formatting information you do not specify on your Style sheet is automatically supplied by MS Word.

MS Word automatically assigns the following styles to any Style sheet that doesn't define them otherwise:

- Normal Paragraph: Assigned to all paragraphs.
- Normal Division a: Assigned to all divisions.
- Running Head 1: Assigned to all running heads.
- Footnote a: Assigned to the text of all footnotes.

Saving Your Style Sheet

When you have finished inserting and defining styles in a new Style sheet, you must save it.

To save a Style sheet:

1. Choose the Transfer Save command. MS Word asks you for the Style sheet name.

TRANSFER SAVE Style sheet name: formatted:
(Yes)No

2. Type the name you want to give to the Style sheet and press **Return**. In this case, type Example (MS Word automatically assigns the extension ".STY" to the name you enter.)

The new Style sheet is saved on the disc, and the name you entered appears in the bottom right corner of the screen.



If you leave the Gallery menu with the Edit command on the Gallery menu, EXAMPLE.STY will not be loaded when you return to the Gallery menu. This is because the Gallery menu automatically displays the Style sheet that is attached to the active document. The attached Style sheet may not necessarily be the last Style sheet you worked on. If you want to work on a Style sheet other than the one that is attached to the document, you have to load it into the Gallery with the Gallery Transfer Load command. If you want to use the new Style sheet with the current document, you must attach it to the document. See Using Style Sheets, below.

Suggestions for Creating Useful Style Sheets

Plan Ahead

When you are ready to create your own Style sheets from scratch, you will find the following information helpful.

Before you create a Style sheet, decide how you want your document to look. Plan the whole design of your document first—what kind of page layouts you will need, what kinds of paragraphs, tables, headings, and so forth. Planning your document style ahead of time will make it easier for you to set up a Style sheet.

Suggestions About Key Codes

You can use a single character as a key code. However, it's better to use two-character key codes, because:

- Any two-character key codes that start with the same letter as a single-character code will be inaccessible.
- With single-character codes you can create only a limited number of styles, far fewer than the maximum of 124.

Also avoid key codes that begin with x because `CTRL + x` is the way to use the direct formats after you attach a Style sheet to a document. Character formats like bold and italic and paragraph formats like justified and indented are still available as two-character codes. For example, `CTRL + b` (for bold) becomes `CTRL + 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't use the direct formatting keys with a document that has that Style sheet.

Suggestions About Usages

Within each group of usages, there is one Normal usage and one Other usage. Use the Normal usage to define the styles you will use most often for characters, paragraphs, and divisions. The Other usages are extras that you can use in any way. You might use them for usages that are not suggested by the defined usages.

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

Appendix	Author	Contents	Copyright
Footnote	Footnote reference	Index	Subscript
Superscript	Title		

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

Affiliation	Company, group, or organization.
Emphasis	Adding emphasis to text in formats such as bold, italic, or underline.
Figure reference	References in text to figures.
Folio	Page numbers.
Front matter	Prefaces, Introductions, Acknowledgements, 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. The number variants could represent how far the steps are indented, as in nested usage, below.
Nested	Indented paragraphs. The number variants could suggest the level of indentation.
Quotation	Presenting quotations in body text.
Sequence number	Format of numbers used in heading numbers, numbered lists, figure numbers, table numbers, or any other parts of a document that may be numbered sequentially.
Table	Tabular listings. The number variants could represent the number of columns and/or rows in the table.

Suggestions About Variants

The names of usages and variants can be used to promote consistency among Style sheets created by different authors. There are two types of variants: numbers and letters. Letter variants are not meant to suggest any specific application of a style. Letter variants simply distinguish between different kinds of styles for the same usage. For example, *Heading a* might be used for the highest level heading, or as an extra heading level when you have more than six levels of numbered headings, or for any other use.

On the other hand, number variants can be used to show how a style should be applied to a document.

For example, Running Head is a likely name to use 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 can be printed.

Heading is also a likely name to use for a style; in this case, for the headings of chapters and sections of a document. Heading has six number variants (1-6) and four letter variants (a-d). The numbers could suggest the levels of headings used in a document.

Suggestions About Character Styles

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 defined includes two character formats: superscript and font size.

You could also define a style for the trademark TM that formats the characters as small capital letters and superscript. After you assign the style, you can use the **CTRL** key to 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 6, many character formats are already available individually as direct formats. However, there is an advantage to defining styles for individual character formats, like bold or italic, under the Emphasis character usage. The advantage of this is that you can later redefine what you want an emphasis style to be (from underline to italic, 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. See Suggestions About Usages and Variants above, for more information.

Changing Existing Style Sheets

Basic Editing Steps

You can change any part of a Style sheet by adding new styles, deleting existing styles or changing any part of a style's name and definition.

1. Choose the Gallery command from the main Command menu.
2. If the Style sheet that appears in the Gallery is not the one you want to change, choose the Transfer Load command from the Gallery menu and load the Style sheet.
3. When the Style sheet appears on the screen, use  and  to move the highlight to the style you want to change.
4. Use the following Gallery commands to change the highlighted style.

To change any part of a style name (key code, usage, variant or remark), use the Name command.

To change any part of a style definition (the formatting for a style) use the Format command.

To delete a style, use the Delete command or press

.

To insert a new style, use the Insert command.

To copy a style, use the Copy and Insert commands. Then use the Name and Format commands to make the changes you want.

To delete an entire Style sheet, use the Transfer Delete command.

5. Use the Transfer Save command to save your new version of the Style sheet.

Example: Editing a Style Sheet

This example shows you how to make changes to EXAMPLE.STY.

1. Load EXAMPLE.STY into the Gallery with the Transfer Load command.
2. Press to move the highlight to Style 2, *Quotation a*.
3. To change the key code for Quotation a, choose the Name command. Type QQ in the Key Code command field and press .

You see Quotation a on the Style sheet with the new key code, QQ.

4. Press to move the highlight to Style 3, *Footnote Reference a*.
5. To add to Footnote Reference a's definition by including another formatting instruction, choose the Format command.

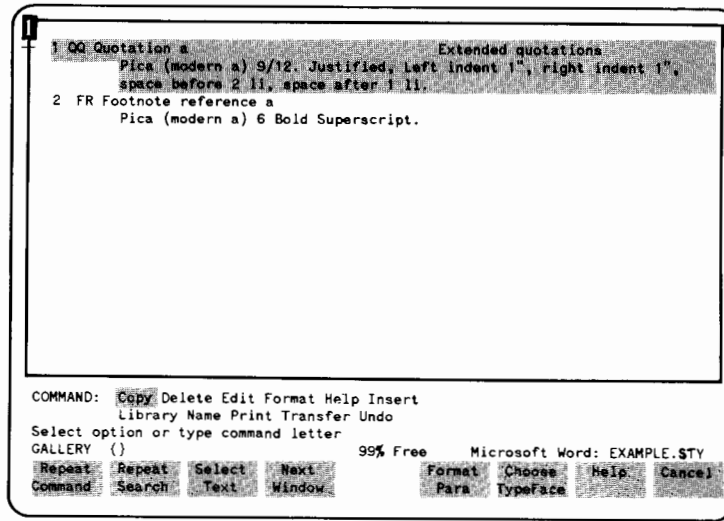
MS Word displays the Format Character command fields.

6. Choose *Yes* in the Bold command field and press .
6. Press twice to move the highlight to Style 1, *Normal Division 3*.
7. To delete Normal Division 3 from the Style sheet, choose the Delete command and press .

Normal Division 3 disappears from EXAMPLE.STY and MS Word rennumbers the other two styles.

8. Choose the Transfer Save command and save your changes.

Your new Style sheet looks like this:



9. Choose Edit to leave the Gallery and return to your document.

Using Style Sheets

MS Word has provided four Style sheets for your immediate use. Examples of two of them can be seen at the beginning of this chapter. You can also create your own Style sheets, as discussed in Creating Style Sheets, above. This section tells you how to attach a Style sheet to your document and assign the formats from the Style sheet to the text in your document.

Attaching a Style Sheet to a Document

To attach a Style sheet to a document:

1. If you are in the Gallery, type E for *Edit* to return to the text window and main Command menu. (If you have just created or edited a Style sheet, it's a good idea to save it before choosing Edit.)
2. Choose the Format Style Sheet command from the main Command menu.

The name of the Style sheet that's currently attached to your document appears in the command field like this:

3. Press an arrow key to see the list of available Style sheets. Move the highlight to your choice and press **Return** to attach that Style sheet to the current document.

If the document already has a Style sheet attached to it, the new Style sheet replaces the current Style sheet. You can detach a Style sheet from a document without attaching a new one, by leaving the command field of the Format Style Sheet command blank.

When you attach a Style sheet to a document for the first time, certain formats will alter the appearance of the text immediately. For example, if you have changed the *normal paragraph* formats on the Style sheet, all paragraphs in the document which have not been formatted directly in any of the ways discussed in Chapter 6 will be assigned the new "normal" settings. Similarly, if you have not already changed division settings in your text, MS Word assumes this division is "normal", and assigns any new settings in *normal division* from the Style sheet.

Formats other than *normal paragraph* and *normal division* from the Style sheet must be assigned specifically to the text you want to format. See Assigning Styles to Your Text, below, for more information.

Attaching The Style Sheet You Created in This Chapter

Practice attaching a Style sheet to a document using EXAMPLE.STY.

To attach EXAMPLE.STY to a document:

1. Choose the Format Style Sheet command from the main Command menu.
You see the name of the Style sheet that's currently attached to your document.
2. Press an arrow key to see the list of Style sheets. If you followed the steps to create a new Style sheet earlier in this chapter, EXAMPLE.STY is on the list.
3. Move the highlight to EXAMPLE.STY and press Return.
EXAMPLE.STY is now attached to your document. You can use it to assign styles to footnote references and extended quotations in your document.



Assigning Styles to Your Text

Once you have attached a Style sheet to a document, you can refer to the Style sheet and then assign styles to specific text in your document. Simply attaching a Style sheet does not by itself change the format of your text unless the document was previously formatted with a Style sheet using the same key codes. You must assign formats to specific text using CTRL + Key code or the Format Style commands.

EXCEPTION: As mentioned above, the *normal paragraph* and *normal division* styles automatically format the text of a document, even if it has not previously been formatted with a Style sheet. This is because, unless formatted directly, all paragraphs in a document are considered “normal paragraphs”, and all divisions in a document are considered “normal divisions”. So if you have changed the normal paragraph style in a Style sheet, the new style is automatically assigned to all normal paragraphs.



If you have previously formatted parts of a document with the Format commands, function keys, or control key combinations, those formats are not changed by attaching a Style sheet. If you want them to conform to the formats now listed on the Style sheet, you must assign the appropriate format from the Style sheet. To remove previous character formats, select the text and use **CTRL** + **X** + **Spacebar**.

It's helpful when you're assigning styles to text to turn on the Style Bar (use the Window Options command). When the Style Bar is on, you see the key codes for the styles you assign in the left margin of the text window.

To assign styles to text:

1. Select the text you want to format; the character, paragraph or division.
2. Hold down **CTRL** and type the key code for the style you want to assign to your text.

If the key code is two characters, hold down **CTRL** while you type the first character, then release **CTRL** while you type the second letter.

If you don't remember the key code you assigned, you can use the Format Style Character, Format Style Paragraph, or Format Style Division command and select a style from the list.

You see the new format on the screen. If the Style Bar is turned on, you'll also see the key code you used to assign the style in the left margin of the text window.




If you want to use MS Word's normal formatting keys in a document with an attached Style sheet, hold down **CTRL** and type **x** followed by the character of the normal format key code. For example, to bold text, press **CTRL** + **x** + **b**.

To request help information after a Style sheet is attached to the document, hold down **CTRL** and type **x** + **h**.

Example: Assigning a Paragraph Style

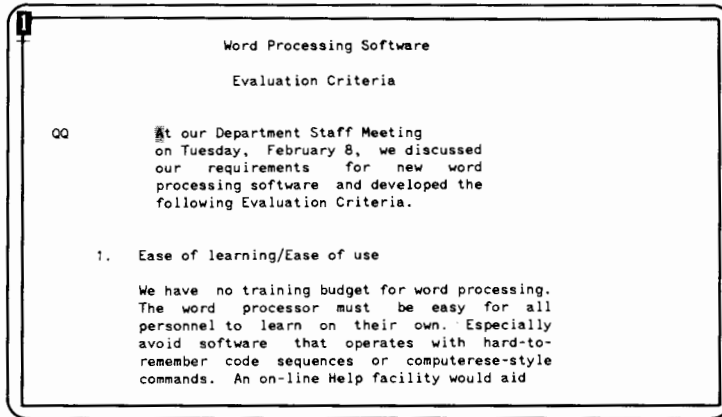
If EXAMPLE.STY isn't attached to your document, attach it now following the instructions in Attaching a Style Sheet, above. In this example, you choose a paragraph in your document to be an extended quotation and use Style 1 of EXAMPLE.STY to format the paragraph. The illustrations shown here use the document called EXAMPLE.DOC that you worked with in Chapter 3.

1. Choose the Window Options command and turn on the Style Bar.

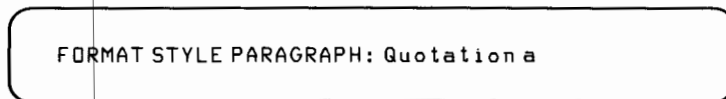
WINDOW OPTIONS	window number: 1	background color: 0
	style bar:  No	ruler: Yes(No)

2. Decide which paragraph in your document you want to format as an extended quotation and move the selection to that paragraph.
3. Hold down **CTRL** and type QQ, the key code for extended quotations.

The paragraph format changes. The format now includes all the formatting information you defined for extended quotations. You see QQ in the Style Bar to the left of the paragraph.



4. Now leave the selection in the paragraph and choose the Format Style Paragraph command. You see that Quotation a is the paragraph style.



5. Press an arrow key to see a list of the other paragraph styles that are available on EXAMPLE.STY.

You see that EXAMPLE.STY also has a Normal Paragraph style. The Normal Paragraph style was automatically supplied by MS Word.

6. Normal Paragraph is already highlighted, so just press Return.

The paragraph returns to the Normal Paragraph format.

Assigning Different Style Sheets to Change Formats All at Once

One of the advantages of formatting documents with Style sheets is the ability to quickly reformat an entire document simply by attaching a new Style sheet to it.

In order to make the best use of this capability, there are some things you should keep in mind when you create different Style sheets.

- Use the same style names for the same types of styles in different documents. For example, if you have a Style sheet that you use to print out a document on regular letter size paper, and another Style sheet to use for smaller paper that will fit a small binder, say the size of this MS Word manual, you may use different indents in some of your paragraphs. While you might use one inch indents for bulleted items on the larger paper, you might want one-half inch indents for bullets on the smaller paper. When you look at the list of possible usages, either *nested* or *list* might seem to be logical choices. Whichever usage name you choose, use the same name in both Style sheets. Since MS Word stores the name of the style with the text in the document, it will look for the same name in the new Style sheet to tell it how to format.
- When MS Word does not find a style name that it expects in a Style sheet, an asterisk appears in the style bar next to text that was formatted with that style name. For example, if you assign a bulleted style with *list* to text in a document, and then attach a Style sheet that does not contain the style *list*, an asterisk will appear in the style bar to indicate that the style is missing from the Style sheet. This text will be formatted as though it were a *normal paragraph*.

Making Additions to NORMAL.STY

If there are standard formats you would like to apply to all of your documents on a regular basis, you may want to insert some special styles into the initial Style sheet, NORMAL.STY. Since MS Word automatically attaches NORMAL.STY to all new documents, any styles you insert into this Style sheet will be available in all new documents that you create.

Be particularly careful with how you define *Normal Paragraph* and *Normal Division* in NORMAL.STY. Any formats you set with *Normal Paragraph* will apply to all paragraphs that you type, until you assign a different format, and any formats you assign to *Normal Division* will be used for the main page layout settings in your document unless you change them.

One disadvantage to changing NORMAL.STY is that it does mean that all of MS Word's regular control key combinations can only be used by pressing **CTRL** + **X** + the usual letter.

If you want to recreate the original NORMAL.STY after changing it, you can either delete all the styles from the Style sheet, or create another Style sheet which you leave blank. When a blank Style sheet is attached to a document, all of MS Word's regular control key combinations can be used without the extra "X".

8

Printing Documents

Overview

Printing your MS Word documents is simple and direct. This chapter tells you how to use Print commands to:

- Print all of a document.
- Print a rough draft of a document.
- Print part of a document.
- Print while you are working on another document.
- Repaginate a document without actually printing it.

Before You Print for the First Time

Before you print an MS Word document for the first time:

1. Make sure your printer is set up and connected properly. For information and instructions, see the manuals that came with your printer and your Hewlett Packard Personal Computer.
2. Make sure the necessary printer file has been copied onto your MS Word Master Disc. Printer files show the name of a printer, followed by the extension .PRD. For example, the file HP82906A.PRD contains the information MS Word needs to print on the HP82906A printer.

Your Microsoft Word package came with two discs - the Master MS Word Disc and the MS Word Utilities Disc. If you have one of the printers discussed in Appendix A, there is a special file with the extension .PRD on the MS Word Utilities Disc which will format your documents to print correctly on your printer.

- a. Insert the MS Word Utilities Disc in a drive.
- b. From the P.A.M. menu, choose **File Manager** **F5**. Then use **Choose Directory** and **Start Display** to locate the .PRD file you need. (The prompts at the top of the screen tell you what to do.)
- c. Use **Copy File** from the File Manager to copy the appropriate .PRD file from the MS Word Utilities Disc to your MS Word program disc.



You can print without using a special .PRD file if you don't need special fonts to print in your documents. A file named TTY.PRD is already present on the program disc. This file lets you print to most printers. However, it does not enable any special fonts or typefaces to print.

3. Follow these steps to tell MS Word what printer you are using, and what kind of paper it uses.
 - a. With MS Word running, choose the Print Options command.

```
PRINT OPTIONS: printer: 33
                draft: yes (no)  queued: yes (no)  copies:
                range: (all) Selection Pages  page numbers:
                feed: manual (continuous) Bin1 Bin 2 mixed  setup: PRN:
```

8-2 Printing Documents

- b.** With the highlight in the *printer* command field, press an arrow key to see the list of available printers. The list displays all the .PRD files now on your program disc.
- c.** Use the arrow keys to move the highlight to the name of the printer that is connected to your personal computer, and press **[Return]**.

If you don't see the file for the printer you have, see step 2, above.

- d.** Press **[Tab]** to move to the *feed* command field, and choose how paper is fed into your printer. For detailed explanations of each of the responses, see the Print Options command in Chapter 12, Command Directory.
- e.** Press **[Return]**.

Basic Printing

When you want to print a document, you must first bring it into the text window. Once it has been loaded, printing is quick and easy. Most of the time, you will probably want to print your document as it appears on the screen — that is, including all special formats. You can also print a rough draft of your document, without special formats, when you want to print a copy more quickly. See Printing Rough Drafts, below.

To print a document:

- 1.** Press **[ESC]** or **Cancel [F8]** to activate the Command menu.
- 2.** Make sure your printer is turned on, and type P for Print. The Printer Commands appear.

PRINT: **Printer** Direct File Options Queue Repaginate

3. Type P for Printer or, since *Printer* is already highlighted, you can press **Return**.

Your document will begin printing.

4. If you want to cancel printing for any reason, press **ESC** or **Cancel** **F8**.

Printing Rough Drafts

You can print a rough draft of your document when you want a quick copy of the text, and don't care about seeing all the special formatting such as bold, underlining, and italics.

To print a rough draft of a document:

1. Choose the Print Options command from the menu.

You see the Options command fields, like this:

```
PRINT OPTIONS printer:TTY
draft: Yes (No)   queued: Yes (No)   copies: 1
range: (All) Selection Pages   page numbers:
feed: Manual (Continuous) Bin1 Bin2 Mixed   setup: PRN:
```

2. Press **Tab** once to move the highlight to the command field next to *draft*.
3. Press the spacebar to set *draft* to *yes*.
4. Press **Return**.

The Print commands return to the screen, and *Printer* is highlighted.

5. Press **Return** to choose *Printer* and start the document printing.



Once you set the Print Options to print a rough draft, all documents will print as rough drafts until you change the setting again.

Working on Documents While You Print: The Print Queue

You can create and edit documents while another document prints, if there is plenty of room on the MS Word program disc. When you want to work on one document while another is printing, you use the Print Queue. You choose to *queue* a document in the Print Options command. Then, when you tell the document to print, MS Word formats it as though it were printing it directly on the printer, but places the text in a temporary file on the disc that contains the MS Word program. Once the information MS Word needs to print your document is on the disc, it will begin to print and you can resume working on the same document or on another document.

If you have MS Word installed on a fixed disc, there will probably be plenty of room to use the print queue. However, if you have MS Word installed on a flexible disc, there may not be enough room to use the print queue, particularly for large documents.

To print a document through the queue:

1. Choose the Print Options command.
2. Press **[Tab]** twice to move the highlight into the *queued* command field.
3. Press the spacebar once to choose *yes*.
4. Press **[Return]**.
Print commands reappear, and *Printer* is highlighted.
5. Press **[Return]** again to choose *Printer* and start the document printing.

You'll see the message **Formatting Page 1** appear on the Message Line as MS Word begins to place the document into a temporary file on the program disc.

It will take a few minutes for MS Word to finish placing the document in the print queue. You will see the document begin to print on the Printer when MS Word is ready.

6. Once the document begins to print on the printer, you can edit the file in the text window, save it, load another file, or otherwise continue to work on your documents.

Using the Print Queue

When you print a document from the print queue, you can temporarily halt the printing, by pausing and then continuing when you are ready, restart printing the document from the beginning, or stop the printing entirely. All of these choices are made by using the Print Queue command.

To pause, continue, restart, or stop a document that is printing from the print queue:

1. Choose the Print Queue command.

The print queue command fields appear, like this:

PRINT QUEUE: Continue Pause Restart Stop

2. Press the spacebar to move the highlight to the option you want.
3. Press **[Return]**.

The printer will continue, pause, restart the document, or stop the printing entirely, as you specified in step 2.

Printing Specific Portions of a Document

You can print specific portions of a document, instead of the entire document, if you want. You can tell MS Word to print the text that is currently selected in your document, or specify particular pages you want to print by using the Print Options command.

To print the text that is currently selected in the document:

1. Select the text you want to print.

2. Choose the Print Options command. These command fields appear:

```
PRINT OPTIONS printer:TTY
draft: Yes (No)   queued: Yes (No)   copies: 1
range: (All) Selection Pages   page numbers:
feed: Manual (Continuous) Bin1 Bin2 Mixed   setup: PRN:
```

3. Press **Tab** four times to move the highlight to the *range* command field.
4. Press the spacebar once to choose *selection*.
5. Press **Return**.

The Print commands reappear on the command lines, and *Printer* is highlighted.

6. Press **Return** to begin printing the selection.



When you print selected text, if there is any unselected text to the left of the selection (for example, when the selection begins in the middle of the first line of a paragraph), the printer ignores any text to the left of the selection and formats the printed page as if the beginning of the selection is the beginning of the text.

To print specific pages in a document:

1. Choose the Print Options command. These command fields appear:

```
PRINT OPTIONS printer:TTY
draft: Yes (No)   queued: Yes (No)   copies: 1
range: (All) Selection Pages   page numbers:
feed: Manual (Continuous) Bin1 Bin2 Mixed   setup: PRN:
```

2. Press **Tab** four times to move the highlight to the *range* command field.
3. Press the spacebar twice to choose *Pages*.
4. Press **Tab** again to move to the *page numbers* command field.
5. Type the pages you want to print, following these rules:
To print a sequence of pages, separate the first and last page numbers with a colon. For example, to print pages 5 through 10, type 5:10
To print a number of different pages, not necessarily consecutively, separate the numbers with commas. For example, to print pages 5, 10, and 15, type 5,10,15
To print a combination of individual pages and sequences of pages, combine the rules mentioned above. For example, to print pages 5, 7, and 10 to through 15, type: 5,7,10:15
6. Press **Return**.
The Print commands reappear on the command lines, and *Printer* is highlighted.
7. Press **Return** to begin printing the selection.

Repaginating a Document

When MS Word prints your document, page numbers are stored in the file so that you can quickly *jump* to a specific page. This is handy when you are editing a document with a marked up paper copy beside you, because you can move quickly to the page you want to edit.

As you enter and edit text, MS Word does not automatically renumber the pages, even though the specific text per page may change. Pages are repaginated and renumbered when you print.

There may be times when you want to repaginate your document without printing it. You can do so, with the Print Repagate command.

To repagate a document without printing it:

1. Choose the Print Repagate command.

A message appears, telling you that MS Word is formatting the pages of the document.

9

Strategies for Writing

Overview

This chapter gives you some suggestions on how to use MS Word to accommodate your own particular writing needs. As you create different types of documents, it will help you to consider how to:

- Create and work from an outline
- Make your notes accessible
- Work with long or multiple documents
- Edit text
- Change the appearance of text
- Insert page breaks
- Coordinate running heads and page numbers
- Use the Glossary to avoid retyping
- Set up multiple column documents



Before You Begin to Enter Text

Before you begin entering text into a new document, set the paragraph format that you want to use for the main portion of text. The initial settings do not allow for indentation of the first line or space between paragraphs. We suggest that you use the **CTRL** + **O** key combination to automatically insert a blank line between paragraphs. For more information, see Paragraph and Line Spacing, in Chapter 6, Formatting Documents.

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.

Outlining

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 and check off sections as you complete them.

Notetaking

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

**Working with Long
or Multiple
Documents**

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. Liberal use of windows will allow you to see different parts of a document at the same time. Two windows make cutting and pasting between documents faster and easier. For more information see Windows, in Chapter 5, Creating and Working with Documents.

Editing

When you revise and refine text, 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 they will be easier to select and 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.

**Changing the
Appearance of Text**

When you are ready to consider how the document will look, 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, footnotes? If your design ideas are elaborate, and especially if they are likely to change, consider developing a Style sheet. See Chapter 7, Formatting With Style Sheets, for details.

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. See the Options command in Chapter 12, Command Directory.

Page Breaks

MS 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 **[Shift] + [CTRL] + [Return]** or give a paragraph the “keep” attribute. See Keeping a Paragraph on One Page, in Chapter 6, Formatting Documents.

Running Heads and Page Numbers

To coordinate running heads and page numbers, place the page number in the running head as part of its text. Use the “page” Glossary name to insert a page number “place holder”. MS Word converts the place holder to a page number when you print the document. Centered and right flush tab stops are especially useful for running heads. See Running Heads With Page Numbers in Chapter 6, Formatting Documents, for more information.

Using Glossaries to Avoid Retyping

The Glossary is especially well suited for text that you use repeatedly and must be cited verbatim. This is true whether the text is an occasional piece or a longer-lived piece. Save the long-lived text in Glossary files; unsaved temporary text will be erased when you quit MS Word.

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

Multiple Columns

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 documents in multiple columns, especially three or more, don't 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 so that MS 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. See Hyphens and Spaces in Paragraphs in Chapter 6, Formatting Documents, for more information.

10

Working with Documents on Discs

Overview

Since your on-going word processing documents are stored on discs, it is crucial to your work to understand how to save and retrieve the documents you need. It is also important to understand how MS Word works with your documents and discs. This chapter tells you what you need to know to help insure that your work is safely saved. You'll find the following information in this chapter:

- When to change discs.
- When and how to save documents to disc.
- How to work with long or multiple documents.
- How to delete documents from disc.
- How to rename documents.
- How MS Word works with discs and files.

Types of Disc Drives

MS Word can be used to edit a document of any size. The only practical limit on the size of a document is how much storage space you have available. This depends in part on the number and type of disc drives connected to your computer and on the types of discs you use to store documents.

Your personal computer may have one or more of these types of disc drives:

An internal electronic disc.

One or more external double-sided micro-disc drives.

One or more external single-sided micro-disc drives.

An external fixed disc.

For detailed information about each type of disc and how to work with it, see the manuals that came with your personal computer.

When it is Safe to Change Discs

If you have one drive, or if you have two drives but need to work with more than two discs, you may have to change discs while you are using MS Word.

It is best to change discs in a drive only when you see one of the following messages in the Message Line:

`Enter Y to retry access to filename`

`Enter filename`

`Enter filename or select from list`



Be cautious if you change discs at any other time. Never change discs while a command is being executed, since MS Word may try to access the disc.

Managing Documents on Discs: Your Main Tasks

Your main tasks when managing your documents on discs are:

- Saving documents.
- Loading documents.
- Deleting documents.
- Renaming documents.

All of these tasks are done with the Transfer command, which looks like this:

TRANSFER: Load Save Clear Delete Merge Options Rename Glossary

Some of the Transfer commands shown on the menu are less frequently used, or do not apply directly to managing documents on discs. For information about them, see Chapter 12, Command Directory.

In addition to these tasks, you should also regularly make backup copies of important documents and discs. The “backup” mentioned in this chapter that is automatically done by MS Word does not provide you with a copy on another disc, in the event a disc should be damaged. You can make backup copies to another disc with P.A.M. or the operating system. For more information, see the manuals that came with your HP Personal Computer.

Saving Documents

Until you save a document to disc, MS Word places all the text you enter and edit in the memory of your personal computer. Occasionally part of the text is copied into a temporary, or *scratch* file. (You’ll find more information about the scratch file later in this chapter.) If something should go wrong, such as a power failure, all the text stored in the memory of the computer is erased. Consequently, you should make a more permanent copy of your work by *saving* your text and changes frequently.

When to Save a Document

Save a document whenever you have completed a major portion of work, whether it is text entry, edits, or text formatting. A good way to determine what is a "major portion" of work is to consider how much effort it will take to recreate it under the worst circumstances.

Here are some guidelines to help you decide when to save:

- Save every twenty to thirty minutes.
- Save when the % Free shown on the Status Line is nearing 50%. (MS Word maintains a copy of your most recent set of changes in memory, in case you want to "undo" them. If the amount of memory is nearing 50%, the space available for MS Word to store all of the necessary types of information is getting too low.)
- Save if you take a break to get coffee, leave your desk, or make a phone call.
- Save before you print the document.
- Save after you print the document, if you are finished with it. This will save the page breaks and numbers in the form they were printed.
- Save before you Quit MS Word, and before you choose the Transfer Clear All command.

To save a document:

1. Choose the Transfer Save command.

TRANSFER SAVE filename: formatted: (Yes) No

2. If you want the document to be stored on a disc other than the program disc, begin by typing the letter of the drive that contains the disc, followed by a colon, like this: B: You can also save a document to a subdirectory by preceding the filename with the subdirectory name, followed by a backslash (\), like this: LETTERS\



If you frequently save documents to the same drive, consider changing the default setting in the Transfer Options command. Then you won't have to type the drive name each time. For more information, see the Transfer Options command in Chapter 12, Command Directory.

3. If this is the first time you have saved the document, or if you are saving it to a new file, type a name and press **Return**. For help in choosing document names, see below.

If a copy of the document is already on disc, the name you loaded it with appears in the filename command field.

Press **Return** to save it to the same file.

If you want to see a list of the names of files already on the disc, press an arrow key. (If you want to list the files on a disc in a specific drive, don't forget to type the drive letter followed by a colon; in a subdirectory, the directory name followed by a backslash.)

Your document is saved. While MS Word is saving it, you'll see **Saving...** on the Message Line. After it has been saved, the number of characters that were saved displays on the Message Line.

If the message **Document Disk Full** appears when you are saving a document, see the discussion under Deleting Documents, below.

What Happens When You Save a Document

When you save a document:

- The original copy of the document file is renamed with the extension .BAK.
- MS Word uses a special scratch (.TMP) file in which it has temporarily placed changes and the .BAK file to save the new copy of the document on disc.

What to Name Your Document

Documents may be kept in files with names that are one to eight characters long and begin with a letter. Numbers may be used in filenames, but some special symbols may not (, . [] space > <). If you don't assign an extension to the filename, MS Word automatically adds ".DOC" as the extension. You may add other extensions to remind you of the contents of a document. 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.

You should NOT use the following extensions because MS Word uses them for special files:

- .BAK
- .GLY
- .STY
- .TMP
- .PRD
- .INI

Loading Documents

Whenever you want to bring a document from disc into the text window, you *load* it.

To load a document:

1. Choose the Transfer Load command.

TRANSFER LOAD filename: read only:yes (no)

2. Type the name of the file you want to load, and press **Return**. If it is not on the program disc, or on the drive specified in the Transfer Options command, precede the name with the drive letter and a colon.

If you want to view a list of documents, type the drive letter, a colon, and press an arrow key. When the list appears, use the arrow keys to move the highlight to the name you want, and press **Return**.

Viewing Document Names

When you use the Transfer Load command and press an arrow key to view a list of documents, you usually only see the names of documents with the extension .DOC. Normally, this is the list of documents you want to choose from. However, there may be times when you need to load a file with a different extension, or at least make sure it is there.

To see all the files present on a disk with the Transfer Load command:

1. Type the drive letter followed by a colon, and then type a wildcard, like this:

Type: B:*. *

2. Press an arrow key.

The asterisk (*) wild card designators tell MS Word to display all files, no matter what the name or the extension.

Working with Multiple Documents: Planning Ahead

When working with several documents at once, you need to keep in mind on what discs the documents are stored. To remember the locations of documents, it is useful to collect all the documents you want to work with at one time on a single disc. Be sure to leave room on the disc for any additions you make to the text and for a backup copy of the document you are editing. (MS Word automatically makes a backup copy of your document file when you save a new version of it.) As a rule of thumb, leave at least 56K available for additions and backups.

If you have a fixed disc, little advance planning is needed as long as you store documents on the fixed disc. You can use either the fixed disc or flexible discs to store documents.

If you do not have a fixed disc, plan your work session to make managing documents as easy as possible. If you have two flexible disc drives, use the second drive for storing documents. Put a blank, formatted disc in drive B for documents.

If you have one disc drive, you will normally use a copy of the program disc for storing documents because a program disc must be in the drive almost all the time. Space is limited on the program disc, but you can make additional copies of it as you need to.

If you are storing documents on the program disc and you have single-sided drives, consider moving the file MW.HLP to another disc to increase the storage space. MW.HLP is the file that contains the help text. You can still ask for help, but you will have to change discs to get the information and change again to return to your work.

Working with Documents on Different Discs

If you are working with documents that are stored on different flexible discs, you may need to swap them in and out of the disc drive at different times.

For example, if you want to save a new copy of a document to a new disc in the same drive, you may need to swap two or more discs several times. Remember that MS Word will need the program disc in order to save the document, both to access the program and the scratch file. Each time MS Word moves from the .BAK file on one disc to the new .DOC file on the other, you will have to swap discs. If you are saving to a new disc in a single-drive system, swapping three discs may be necessary.

If you cut and paste between documents that are on different discs, you will have to swap discs to load the second document into a window and when you cut and paste the specific information. Later, in the Transfer Save command, you will again have to swap discs because MS 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 circumstances described above. This is perfectly normal. If you type Y and the message remains, the necessary disc is probably not in the drive. Try replacing the disc with your other document disc, or the MS Word program disc.

Deleting Documents

From time to time, you will want to delete documents from a disc. It's a good idea to get rid of documents you no longer need, to make the disc space available for new documents. There are also some circumstances under which you will need to delete documents from a disc in order to save the document presently in the text window.

To delete a document file from disc:

- 1.** Choose the Transfer Delete command.
- 2.** Type the name of the file you want to delete, or press an arrow key to see the list of files on disc and to move the highlight to the one to be deleted.
- 3.** Press `Return`.

Deleting Documents After a Document Disk Full Message

If you have a fixed disk, you may never see the message **Document Disk Full**. However, if you have one or two micro-disc drives, your discs may fill up before you realize it.

When the **Document Disk Full** message appears, if you want to save the current document, you must either save the document to a disc in another drive, replace the disc that is full with another disc that has space available, or delete files from the current disc. For information on replacing the disc with another, see *Working with Documents on Different Discs*, above.

If you decide to delete files to make room on the current disc, use the Transfer Delete command shown in the procedure above. When choosing what files to delete, consider:

- Files that contain documents you no longer need.
- .BAK files, especially if you have a backup copy of the main document on another disc.
- Glossary or Style sheet files which are not currently in use, and which you have a copy of on another disc.

Files You Can't Delete

MS Word will not let you delete files that you have used during the current session — that is, since the last time you started the program, or the last time you used the Transfer Clear All command. You may not delete either .DOC or .BAK files of documents you have edited during the current session, or Glossary or Style sheet files you have used during this session. Because of this, if your disc(s) are fairly full and you often access a number of documents from the disc in one work session, you may want to Transfer Clear All occasionally. This will allow you to delete .BAK files if you need to.

Renaming Documents

You can easily rename a document that has been loaded into a window.

To rename a document:

1. Choose the Transfer Rename command.
2. Type the new name you want to give to the document.
3. Press Return.

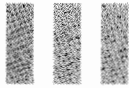
The name changes on the Status Line, and on the disc.

The Scratch File

As you enter and edit text in a document, MS Word keeps a complete record of all the new text and formatting you have entered since the start of the current session. This information is placed in one or more temporary, or *scratch* files. At the end of the session, the contents are erased and these files are deleted. An empty scratch file is automatically recreated at the start of each new session.

Scratch files begin with MW and end with the extension .TMP. For example, the first scratch file created might have the name MW0000.TMP.

It's best to leave as much room on the MS Word Program disc for the scratch file (.TMP) as you can. If the MS Word Program disc is filled with the scratch file and you have been storing the document on the program disc, you will have to save the document to a new disc, and this can be time consuming. Allow at least 64k for the scratch file.



Reference to Microsoft Word

This section of the Microsoft Word Manual provides specific information about the most detailed parts of MS Word — the special keys, the commands, and the messages that appear at the bottom of the screen.

The material in this section is presented in a reference format, for your ease in locating information quickly.

Chapter 11. Special Keys Directory

Turn to Chapter 11 when you can't remember which key to use for a special feature. You'll find a brief summary of all the special keys used in MS Word.

Chapter 12. Command Directory

Turn to Chapter 12 when you want detailed information about any of the commands. You'll find detailed information about what each command does and how to fill in the command fields to get the result you want. The commands are presented in alphabetical order.

Chapter 13. Message Directory

Turn to Chapter 13 when you are unsure what a message means or what you should do next. You'll find an alphabetical listing of the messages that MS Word may send to you, with information about what caused the message, and what to do.



11

Special Keys Directory

Overview

This chapter provides a detailed listing of all the special keys available in MS Word. You'll find specific information about each of the function keys, movement keys, edit keys, and control key combinations.

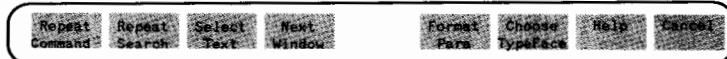
The Function Keys

The keys on the top row of the keyboard labeled **F1** through **F8** are function keys. The function keys correspond to the function key labels on the bottom line of the MS Word screen. The labels tell you what will happen when you press the corresponding function keys.

Some of the function keys carry out a function as soon as you press them. Others show you a new set of function key labels on the bottom of the screen. As the labels on the screen change, so do the actions initiated by the function keys.

Main Menu of Function Key Labels

When you first start MS Word, you see the Main Menu of function key labels on the bottom of the screen. It looks like this:



Main Menu Function Keys That Start a Function Immediately

Five of the function keys shown on the Main Menu of function key labels start a function as soon as you press them. They are:

Repeat Command [F1]. When you press [F1] on the Main Menu, MS Word repeats the last instruction you gave it. For example, if you type a sentence and then press [F1], the sentence appears on the screen a second time.

Repeat Search [F2]. When you press [F2] on the Main Menu, MS Word searches through your document for the next occurrence of the text you last told it to search for.

Next Window [F4]. When you press [F4] on the Main Menu, nothing happens unless you've opened more than one window with the Window command. If your text window is divided into two or more windows, pressing [F4] lets you move from window to window.

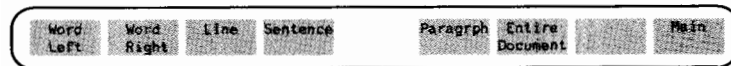
Help [F7]. When you press [F7] on the Main Menu, you see the MS Word Help Text that applies to whatever you were doing on MS Word when you asked for help. If you're just typing or starting out when you press [F7], you see the introduction to HELP and instructions on how to find the help you need.

Cancel [F8]. Pressing [F8] on the Main Menu cancels what you are currently doing on MS Word. For example, when you're typing, the text window is active and the Command menu is inactive. If you press [F8], your ability to type is "cancelled" and instead, you can use the Command menu.

Main Menu Function Keys That Show You a New Set of Functions

Three of the Function keys on the Main Menu do not start a function as soon as you press them. Instead, each one shows you a new set of function key labels. As the labels on the screen change, so do the actions initiated by the function keys. These three keys are **Select Text**, **Format Para**, and **Choose TypeFace**.

Select Text [F3]. When you press [F3] on the Main Menu of function key labels, you see a new set of function key labels that let you select specific portions of text. It looks like this:



When the **Select Text** function key labels are on the screen, the function keys do the following:

- **Word Left** [F1] selects the word to the left of the cursor.
- **Word Right** [F2] selects the word to the right of the cursor.
- **Line** [F3] selects the whole line of text in which the cursor is located.
- **Sentence** [F4] selects the sentence in which the cursor is located.
- **Paragraph** [F5] selects the paragraph in which the cursor is located.
- **Entire Document** [F6] selects the entire document.
- **Main** [F8] returns you to the Main Menu of function key labels.

Format Para [F5]. When you press [F5] on the Main Menu, you see a new set of function key labels that let you choose different paragraph formats for selected paragraphs. The new set of function key labels looks like this:



When the **Format Para** function key labels are on the screen, the function keys do the following:

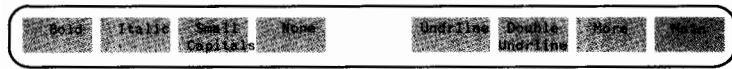
- **Left Flush** **F1** aligns selected paragraphs with the left margin.
- **Right Flush** **F2** aligns selected paragraphs with the right margin.
- **Justify** **F3** justifies selected paragraphs.
- **Center** **F4** centers selected paragraphs between the left and right margins.
- **Open Space** **F5** adds one line space between selected paragraphs.
- **Double Space** **F6** double-spaces all the lines in selected paragraphs.
- **Main** **F8** returns you to the Main Menu of function key labels.
- **More** **F7** shows you another set of Function Key Labels that gives you more choices of paragraph formats. It looks like this:



When the second set of **Format Para** function key labels are on the screen, the function keys do the following:

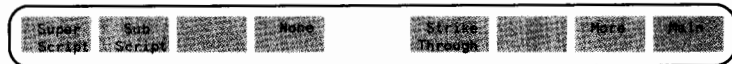
- **Indent Left** **F1** indents every line of the paragraph one-half inch to the left.
- **Indent Right** **F2** indents every line of the paragraph one-half inch to the right.
- **Indent 1st Line** **F3** indents the first line of the paragraph one-half inch to the right.
- **Hanging Indent** **F5** leaves the first line of the paragraph where it is and indents succeeding lines one inch to the right.
- **Remove Format** **F6** removes any paragraph formats that you've added to selected paragraphs.
- **More** **F7** returns you to the first set of **Format Para** function key labels.

Choose TypeFace [F6]. When you press [F6] on the Main Menu of function key labels, you see a new set of function key labels that let you add emphasis to selected text. For example, you can bold, underline or italicize text. The new set of labels looks like this:



When the **Choose TypeFace** function key labels are on the screen, the function keys do the following:

- **Bold** [F1] displays selected text in boldface type.
- **Italic** [F2] displays selected text in italics.
- **Small Capitals** [F3] displays selected text in all small capital letters.
- **None** [F4] removes all emphasis from selected text.
- **Undrline** [F5] underlines selected text.
- **Double Undrline** [F6] adds a double underline to selected text.
- **Main** [F8] returns you to the main menu of function key labels.
- **More** [F7] shows you another set of function key labels that gives you more ways to emphasize text. It looks like this:



When the second set of **Choose TypeFace** function key labels are on the screen, the function keys do the following:

- **SuperScript** **F1** shifts the character(s) up one-half line.
- **SubScript** **F2** shifts the character(s) down one-half line.
- **None** **F4** removes any character formats that have been added to the text.
- **StrikeThrough** **F5** places a line of dashes through the characters, as though you had drawn a line through them.
- **More** **F7** returns you to the first set of **Choose TypeFace** function key labels.
- **Main** **F8** returns you to the Main Menu of function key labels.

Additional Function Keys

If you have a desktop computer, there are four more function keys above the numeric keypad. You can use these keys to select different amounts of text as you edit. The template that came with your personal computer fits over these keys to show you how much text each key selects.

These keys are, from left to right:

- **Word** selects a word. If the cursor is within a word, **Word** selects that word. If you press it again, **Word** selects the next word to the right of the cursor. **Shift** + **Word** selects the word to the left.
- **Line** selects the line of text in which the cursor is located.
- **Sentence** selects the sentence in which the cursor is located. If you press it again, **Sentence** selects the next sentence. **Shift** + **Sentence** selects the previous sentence.
- **Paragraph** selects the paragraph in which the cursor is located.

The Touchscreen

If your computer has a Touchscreen, you can simply touch the function key label on the screen to activate its function. For more information, see Appendix D, the Touchscreen.

Keys and Key Combinations

The chart below shows you how you can use the keys on the keyboard in MS Word. It also shows special key combinations that you use by holding down one key and pressing another.

When You Want To:	Press:
Start a new paragraph	Return , Enter or (numeric) Enter
Start a new line	Shift + Return
Start a new Division	CTRL + Return
Start a new page	Shift + CTRL + Return
Tab to the next Tab Stop	Tab
Backtab	Shift + Tab
Move the cursor:	
Up	▲
Down	▼
Left	◀
Right	▶
To the beginning of a line	CTRL + ◀
To the end of a line	CTRL + ▶
To the top of the window	CTRL + ▼
To the bottom of the window	Shift + CTRL + ▼

When You Want To:	Press:
Scroll the text:	
Up a line	Shift + ▲
Down a line	Shift + ▼
Page from above	Prev or Shift + CTRL + ▲
Page from below	Next or Shift + CTRL + ▼
To the beginning of the document	▽
To the end of the document	Shift + ▽
Page from right	Shift + CTRL + ►
Page from left	Shift + CTRL + ◄
Select text:	
Variable amounts,	
To the right	Select + ►
To the right and down	Select + ▼
To the left	Select + ◄
To the left and up	Select + ▲
Word right	Word
Word left	Shift + Word
Current or next sentence	Sentence or CTRL + ▼
Previous sentence	Shift + Sentence or CTRL + ▲
Current line	Line
Current paragraph	Paragraph

When You Want To:	Press:
Edit text:	
Delete to the Scrap	Delete Line or Delete Char
Delete without the Scrap	Shift + Delete Line or Shift + Delete Char
Insert from the Scrap	Insert Line
Replace from the Scrap	Shift + Insert Line
Replace a glossary name with the glossary text	Shift + Select
Overtyping text (toggle)	Insert Char
Delete previous character	Backspace
Insert special characters:	
Non-required hyphen	CTRL + Shift + -
Non-breaking hyphen	CTRL + /
Non-breaking space	Shift + spacebar
Start merge	CTRL + [
End merge	CTRL +]
Change character formats to:	
(If Style sheet attached, use	CTRL + X + other key)
Normal character	CTRL + spacebar
Bold	CTRL + B
Italic	CTRL + I
Underline	CTRL + U
Double underline	CTRL + D
Small caps	CTRL + K
Strikethrough	CTRL + S
Superscript	CTRL + +
Subscript	CTRL + -

When You Want To:	Press:
Change Paragraph formats to:	
Centered	CTRL + C
Indent first line 1/2 inch	CTRL + F
Justified	CTRL + J
Left flush	CTRL + L
Right flush	CTRL + R
Decrease left margin 1/2 inch	CTRL + M
Increase left margin 1/2 inch	CTRL + N
Hanging indent 1 inch	CTRL + T
Double space lines	CTRL + (numeric) 2
Remove paragraph formats	CTRL + P
Choose commands:	
Move to the next command, subcommand or command field	Tab
Move to the previous command, subcommand or command field	Shift + Tab
Select the next option in a command field	spacebar
Select the previous option in a command field	Backspace
Carry out a command	Return
Cancel a command	ESC , Stop , or Break
Move cursor in command fields:	
Character left	Shift + Word Left
Character right	Shift + Word Right

12

Command Directory

Overview

This directory explains each MS Word command. All commands and subcommands appear in alphabetical order, regardless of their position in the menus. (*Subcommands* are a new list of choices that appear when you choose some commands from the menu. They act as a *submenu*.)

Following each command name is a list of the menus it appears in. For commands that work differently in the main Command menu and Gallery menus, descriptions for each menu appear on separate pages. Minor differences between commands in main Command and Gallery menus are described where appropriate.

Next, the menu of subcommands or the command fields that appear when you choose the command is given.

Purpose explains what the command does and what you can use the command for.

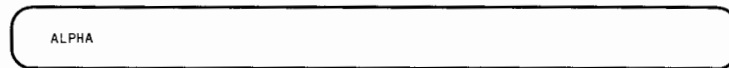
Remarks describes the action of the command, plus any restrictions, precautions, hints, and other details you should know.

Command Field describes the possible responses for each command field.

For detailed information on choosing and responding to commands, see Using the Command Menu in Chapter 4, Microsoft Word Basics.

Alpha

Main Command menu



Purpose

To return to the text window so that you can enter or edit text in the document.

Remarks

When you start MS Word, the text window is active, so you can enter text right away without choosing the Alpha command. The text you type appears in front of the cursor. Existing text is shifted to the right.

When you want to choose commands from the main Command menu, press **ESC** or **Cancel** (**F8**) to stop entry in the text window and activate the Command menu. When the Command menu is active, *Alpha* is highlighted.

When you cancel any command on the main Command menu, the Command menu remains active, and *Alpha* is highlighted. If you want to type more text in the document, type A or press **Return** to choose the Alpha command.

MS Word returns control to the text window after carrying out all commands in the main Command menu and after carrying out the Edit command in the Gallery menu.

Copy

Main Command and Gallery menus

COPY to: {}

Purpose

To place a copy of the selected text from the document into the Scrap or in the Glossary; to place a copy of selected styles in the Scrap.

Remarks

You must select the text or style(s) you want to copy before choosing the Copy command. The selected text replaces the contents of the Scrap or is inserted in the Glossary.

To copy to the Scrap, simply press **Return** without entering a glossary name.

To copy to the Glossary, enter a glossary name on the command line and press **Return**.

For more information on Glossaries, see the Transfer Glossary commands in this chapter and see Chapter 5, Creating and Working with Documents.

In the Gallery, choosing the Copy command automatically places a copy of the selected style(s) in the Scrap.

Command Field

to:

The symbol for the Scrap (|}) is always the proposed response. To copy to the Scrap, just press **Return**.

To copy to the Glossary, enter a glossary name and press **Return**. A glossary name can be up to 31 characters long.

To see a list of existing glossary names, press an arrow key. When the list appears on the screen, you can use the arrow keys



to select the name you want to store the selected text with in the Glossary and then press **Return**.



When you copy to an existing glossary name, the new text replaces any existing text associated with that name.

If you enter a glossary name that does not exist, MS Word creates a new glossary entry with the name you specify.

Delete

Main Command and Gallery menus

DELETE to: {}

Purpose

To remove the selected text from the document and place it in the Scrap or in the Glossary; to remove the selected style(s) from the Style sheet and place them in the Scrap.

Remarks

You must select the text or style(s) you want to delete before choosing the Delete command. The selected text replaces the contents of the Scrap or is inserted in the Glossary.

To delete text to the Scrap, simply press **Return** without entering a glossary name.

To delete text to the Glossary, enter the glossary name it will be stored with and press **Return**.





If you want to delete selected text without placing it in the Scrap or in the Glossary, press **[Shift] + [Delete Line]** instead of using the Delete command. This leaves the contents of the Scrap and the Glossary untouched. However, if you later want to insert the deleted text in another location, you'll have to retype it.

For more information on Glossaries, see the Transfer Glossary commands in this chapter and see Chapter 5, Creating and Working with Documents.

In the Gallery, choosing the Delete command automatically deletes the selected style(s) to the Scrap.

The symbol for the Scrap ({}) is always the proposed response. To delete to the Scrap, simply press **[Return]**.

To delete to the Glossary, type a glossary name and press **[Return]**. A glossary name can be up to 31 characters long.

You can see a list of existing glossary names by pressing an arrow key. When the list appears on the screen, you can use the arrow keys to select the name you want to store the selected text with in the Glossary and press **[Return]**.



When you delete to an existing glossary name, the new text replaces any existing text associated with that name.

If you type a glossary name that does not exist, MS Word creates a new glossary item with the name you specify.



Edit

Gallery menu

GALLERY: Copy Delete Edit Format Help Insert
Library Name Print Transfer Undo

Purpose

To exit from the Gallery menu, return the main Command menu to the screen, and resume editing in your document.

Remarks

When your work in the Gallery is complete, the Edit command returns you to the main Command menu and to the text window so that you can continue editing documents.

You can recognize the main Command menu by the word *Page* at the beginning of the Status Line; by the display of documents, possibly in multiple windows; and by the main Command menu.

Format

Main Command menu

FORMAT: Character Paragraph Tabs Footnote Division Running-head Style

Purpose

To specify the format settings you want to use in your document.

Remarks

The Format command on the main Command menu lets you specify the formats you want to use in your document. The words on the Format subcommand menu (shown above) tell you the main types of formatting available.



When you change a format setting, it changes for the portion of text that contains the cursor or selected text. For example:

- For Format Character settings, all selected characters will have the new format.
- For Format Paragraph settings, any selection in a paragraph selects the whole paragraph. If parts of two paragraphs are selected, both paragraphs will have the new format.
- For Format Tab settings, new settings apply to the currently selected paragraph(s).
- For Format Footnote settings, the first character of the selected text is used.
- For Format Division settings, any selection in a division selects the whole division.
- For Format Running-head settings, new settings apply to the currently selected paragraph.
- For Format Style settings, you can choose the portion of text you want to format with styles from the attached Style sheet.

When you choose a format from the subcommand menu, if all the characters in the selected text have the same format settings, the current settings for the selected text appear as the proposed responses .

If, however, the selected text has a mix of conflicting format settings (for example, when changing character formats, some of the selected characters are boldface, but others are not), no responses are proposed. The command fields which require a typed-in response are blank. Fields with choice menus do not show parentheses to indicate a proposed response and when the highlight is in a field with choice menus, all responses are highlighted.



When you change a format setting, it is set for all characters in the selected portion of the document. Settings for which you make no choice remain *neutral*; that is, the format settings are not changed.

Format

Gallery menu

FORMAT:

Purpose

To specify format settings 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 see the appropriate command fields. If the usage of the selected style belongs to paragraphs, you will see a subcommand menu with these 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

Main Command menu

```
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:
```

Purpose To view or set character format styles.

Remarks The proposed responses show you the current character formats of the selected characters. If the selected characters have a mixture of formats (for example, if some have boldface and some do not), no proposed responses are shown.

Character formats have different effects on different displays and printers. Characters are shown and printed in the best available image that corresponds to the display's or the printer's ability to produce the format. See Appendix A, Capabilities of Standard Printers.

Command Fields bold:

Choose *Yes* to bold the selection, *No* to remove bolding. Characters with the bold setting are shown and printed in boldface.



italic:

Choose *Yes* to italicize the selection, *No* to remove italics. Characters with the italic setting are shown and printed in italics.

underline:

Choose *Yes* to underline the selection, *No* to remove underlining. Characters with the underline setting are underlined.

striketrough:

Choose *Yes* to strikethrough the selection, *No* to remove strikethrough. Characters with the strikethrough setting are shown with a line through the middle or underlined, depending on your computer. They will print with a line through the middle if your printer can do so.

uppercase:

Choose *Yes* to uppercase all characters in the selection.

Lowercase letters with the uppercase setting are shown and printed in all uppercase letters. When you reset the response to *No*, the characters appear as they were initially typed.

small caps:

Choose *Yes* to show all characters in the selection as small caps, *No* to remove small caps.

Lowercase letters with the small caps setting are shown and printed in all uppercase letters, but in a smaller font size. Uppercase characters with the small caps setting are shown as typed. When you reset the response to *No*, the characters appear



as they were initially typed. For example, if you type *United States* and give the letters the small caps setting, you get UNITED STATES.

double underline:

Choose *Yes* to double underline the selection, *No* to remove double underlining. Characters with the double underline setting are shown on the screen with either a single or double underline, depending on your computer.

position:

Choose one of these options:

Normal: Characters with the normal setting are shown and printed at the usual line level.

Subscript: Characters with the subscript setting appear dim on the screen and print lower than the usual line level.

Superscript: Characters with the superscript setting appear dim on the screen and print above the usual line level.

font name:

Type a font name from the list of names available for the current printer. (The *current printer* is the one now specified in the *printer* command field of the Print Options command.)

When the font name command field is highlighted, you can press an arrow key to see the list of font names available for the current printer.

If you print the document on a printer other than the one now specified in the Print Options command, it is possible that the new printer may not provide the font you choose here. If this



happens, MS Word tries to use a font that looks as much like your choice as possible. You can specify one of the generic fonts listed in Appendix A, Capabilities of Standard Printers.

If the font you choose cannot be properly displayed on the screen, MS Word uses a font that looks as much like your choice as possible.

font size:

Enter a number for the font size in points (pts.). A point is a printer's measure that equals approximately 1/72nd of an inch. The most common font sizes are 10 pt. and 12 pt.

Press an arrow key to see a list of available font sizes. Available font sizes are determined by the printer that is currently attached to your computer. When the list appears, you can use the arrow keys to select the font size you want and press **Return**.

Format Character

Gallery menu

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:

Purpose

To view or to set formats for styles on a Style sheet.

Remarks

When you want to view or set the formats for a character style, select the style, then select the Format command. MS Word automatically chooses the Format Character command.



To view or set the formats of characters through a paragraph style, select the paragraph style, then select the Format Character command.

Command Fields

For details about the command fields, refer to the description of the Format Character command in the main Command menu.



Format Division

Main Command menu

FORMAT DIVISION break: Cont Column Page Odd Even

page length:width:gutter width:

pg #: Yes Nofrom top:from left:

numbering:Cont Start at:format: 1 1 i A a

margin top:bottom:left:right:

of cols:space between:footnotes:Same-page End

running head posfrom top:from bottom:

Purpose

To view and set division formats.



Remarks

Division format settings determine the layout of pages. They set the margins and other formats that determine how text is printed on the page.

To create a new division, press **CTRL** + **Return**. A double row of colons appears across the screen to mark the new division. Changing the division settings for a document which contains only one division places a division mark at the end of the document.

When you first start MS Word, the Format Division settings are measured in inches. You can enter the settings in inches by simply typing a new number, or in centimeters, 10- pitch, 12- pitch, or points by following the number with the initials of the units. You can also choose to see the current measurements displayed in any of the above options by changing the measurement setting in the Options command on the main Command menu. For more information on measurements, see the Options command.

Command Fields

break:

The break setting determines how the division boundary is set up. Choose one of these options:.

Cont: No special boundary. New division formats take effect immediately following the new division.

Column: The new division starts a new column (also a new page if there is only one column).

Page: The new division starts a new page.

Odd: The new division starts with an odd-numbered (recto) page.

Even: The new division starts with an even-numbered (verso) page.



page length:

Enter a measurement for the length of a printed page, including top and bottom margins. The initial setting is 11 inches. The page length can be from 1 inch to 22 inches long. You can enter the measurement in inches or any other measurement available in the Options command.

width:

Enter a measurement for the width of a printed page, including left and right margins. The initial setting is eight and one-half inches. The page width can be from 1 inch to 22 inches.

gutter width:

Enter a measurement that 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. This setting leaves extra room on the side of the page that will be bound.

pg #:

Choose *yes* to print page numbers on each page. Choose *no* to turn off page numbers.

Page numbers may also be printed in a running head if the Glossary item *page* is included in the text of the head.



from top:

Enter a measurement for the distance from the top of the sheet of paper to the position of the page number. The distance from the top of the sheet can be from 0 to 22 inches. The initial setting is one-half inch (.5").

from left:

Enter a measurement for the distance from the left edge of the sheet of paper to the position of the page number. The measurement can be from 0 to 22 inches. The initial setting is seven and one-quarter inches (7.25")



Be sure to check this measurement if you change the size of paper you are using, or change the left and right margins. MS Word does not automatically change this setting when you change margins or paper size.

numbering:

Choose one of the following options.

Cont: Page numbering starts at 1 if this is the first division in the document, 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 the number for the start of division page numbering.



format:

Choose one of the page number formats shown below. During printing, MS Word replaces the page number character with a page number in the form you choose in this command field.

- 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 of paper to the top of the document text. The top margin measurement should include room for all header information. If there is not enough room for all the header information, the header will still be printed. However, if there is then not enough room for the footer, the footer will not be printed.

bottom:

Enter a measurement for the distance from the bottom of the sheet of paper to the bottom of the document text. The bottom margin measurement should include room for all footer information. If there is not enough room for the footer, the footer will not be printed.

left:

Enter a measurement for the distance from the left edge of the sheet to the left edge of the document text. You can indent this margin for specific paragraphs in your document with the Format Paragraph command.



right:

Enter a measurement for the distance from the right edge of the sheet to the right edge of the document text. This is the right margin that will appear on the Ruler in your document. You can alter this margin for specific paragraphs with the Format Paragraph command.

of cols:

Enter the number of columns you want on a printed page. There should be at least 10 characters in each column.

space between:

Enter a measurement for the distance between columns.

footnotes:

Choose one of these options:

Same-page: Prints footnotes on the same page the reference mark appears on.

End: Prints footnotes at the end of the division.

running-head pos: from top:

Enter a measurement for the distance from the top of a page to the start of the *top* running head. Running heads take precedence over page numbers. So if you have a running head which would print on the same line as the page number, no page number will print, even if *page number* is set to *yes*.

from bottom:

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: 1 1 i A a
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 formats of division styles.

Remarks Division format settings determine the layout of pages.

To assign format settings to a division style from the Gallery menu, select the style, then select the Format command. MS Word automatically displays the Format Division command.

Command Fields For details of the command fields, see the Format Division command on the main Command menu (previous listing).

Format Footnote

Main Command menu

`FORMAT FOOTNOTE reference mark:`

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 the example below) and the footnote itself (shown below)¹.

¹ This is an example of a footnote.

You can specify a reference mark (such as *) or you can tell MS Word to automatically number footnotes.

Format Footnote works as follows: If the selected text in the document is a footnote reference mark, that reference mark is the proposed response, which can be changed with the command. If the selected text is not a footnote reference mark, the reference mark you enter in the command field is inserted in front of the selected text.

When you press Return to carry out the Format Footnote command, MS Word automatically jumps to the footnote area at the end of the document so you can enter or edit footnote text. When you have entered or edited the footnote, you can either use the Jump Footnote command to return to the footnote reference mark, or you can scroll up in the document.

Footnote text is always kept at the end of the document text. The text is kept in the following order:

Footnotes for division 1

Footnotes for division 2

and so on.

There are three ways to move to footnotes so that you review or edit them. You can:

- Scroll to the end of the document where the footnotes are stored.



- Jump to a footnote by selecting the reference mark in your document and then choosing the Jump Footnote command.
- If the footnote window is open (see the Window Split Footnote command), you can move to the footnote window with **Next Window** **F4**.

To delete or copy a footnote, delete or copy the footnote reference mark. The footnote text is automatically placed in the Scrap with the reference mark.

Command Field

reference mark:

Enter the mark (such as * or a number) you want to use as the reference and press **Return**.

MS Word inserts the reference mark in front of selected text and then jumps to the footnote area at the end of the document. In the footnote area, MS Word also inserts the reference mark. You can then enter or edit footnote text.

To use automatic footnote numbering, leave the command field blank and press **Return**. MS Word will insert a footnote number as the reference mark in the document and at the beginning of the footnote. If an automatically numbered footnote reference is deleted or inserted, footnotes are renumbered accordingly.

Format Paragraph

Main Command and Gallery menus

FORMAT PARAGRAPH alignment: Left Centered Right Justified keep: Yes No
left indent: first line: right indent:
line spacing: space before: space after:

Purpose

To view and set formats of paragraphs and paragraph styles.



Remarks

Paragraph format settings determine how paragraphs are laid out on the screen and on the printed page. Additional paragraph formats appear in the Format Tabs command.

Vertical spacing between lines and between paragraphs are set in the *line spacing*, *space before*, and *space after* command fields. These format settings always propose lines as the unit of measure. You can also specify *points* as a unit of measure by adding the abbreviation *pt* to the measurement. If you do not follow the number with an abbreviation, MS Word always assumes you mean lines. *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.

Left indent, *first line* and *right indent* are used in conjunction with the left and right margins set in the Format Division command to determine the margins of a paragraph.

Normally, the proposed responses in the command fields show the current paragraph settings. However, when more than one paragraph is selected and the paragraphs currently use different paragraph formats, no proposed responses are shown. Any formats you set apply to all selected paragraphs.

Command Fields

alignment:

This setting determines the alignment of text. Choose one of the options shown below.

Left: Lines are aligned with the left margin (or left indent, if the two settings are different). The text is *ragged right*.

Centered: Lines are centered between the left and right margins (or indents, if the margin and indent settings are different).



Right: Lines are aligned with the right margin (or indent, if the two settings are different). The text is *ragged left*.

Justified: Lines are aligned with both left and right margins (or indents, if the margin and indent settings are different). MS Word automatically adjusts the width of spaces between words to *fill in* to the right indent.

keep:

Choose *yes* to keep all the lines of the selected paragraph on the same page when the document is printed. Choose *no* to allow some lines of the paragraph to print on one page and the remainder on the next if a page break falls in the middle of the paragraph.

If you don't specify a choice in the *keep* field, MS Word allows some lines of a paragraph to print on one page and the remainder on the next. The only exception is that MS Word automatically prevents *widow lines* and *orphan lines*. This means that MS Word will not break a paragraph so that only one line of the paragraph is printed at either the top or bottom of a page.

left indent:

Enter a measurement for the distance between the left margin (which is set with the Format Division command) and the left edge of the paragraph(s). The measurement can be entered in any of the units available in the Option command.



This setting is entered as a measurement, rather than as the number of character spaces, as you might set an indent on a typewriter. For example, to indent a paragraph one-half inch, you type .5.



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 you enter a positive measurement, the paragraph has an indented first line. If you enter 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 (again, set with the Format Division command) and the right edge of the document text. If you enter a positive measurement, the right edge of the paragraph moves to the left. If you enter a negative measurement, the right edge of the paragraph moves to the right.

line spacing:

Enter a measurement for the amount of space between lines in the paragraph. One line gives single-spacing, two lines give double spacing, and so forth. A line is defined as 12 points.

space before:

Enter a measurement for the amount of vertical space that will appear before the paragraph.



When you *open space* in the paragraphs of a document with **CTRL** + **O** or **Open Space** **F5**, you are changing this format paragraph setting to *1 line*.



space after:

Enter a measurement for the amount of vertical space that will appear after the end of the paragraph.

Format Running-head

Main Command and Gallery menus

FORMAT RUNNING-HEAD position: Top Bottom
odd pages: Yes No even pages: Yes No first page: Yes No

Purpose

To indicate the page and positions where running heads will appear when the document is printed.

Remarks

The position of a running head is determined with the Format Running-head command. Running heads can be printed 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.

Running heads are treated as paragraphs.

To create a running head, select the paragraph that contains the text you want to use, and use the Format Running-head command. A caret (^) appears in the window border to the left of the paragraph, indicating that it is now a running head.



Once a paragraph is formatted with Format Running-head, it prints in the position you defined (for example, top-odd), 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 are treated as a single running head. The left indent of a running head is measured from the edge of the paper, rather than from the left margin setting.

Running heads remain in effect from the point in the document where they occur to the end of the division.

If, later in the text, you insert another running head in the same position as an earlier running head, it becomes the running head.

To turn a running head back into a normal paragraph, use the Format Running-head command and choose *No* in the *Odd*, *Even*, and *First* command fields.

A running head in the *top* position is printed 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. So it is a good idea to insert the text of running heads at the top of the page on which you want them to begin. Also, since running heads are in effect only for the division in which they occur, it is a good idea to insert the running head for a new division immediately after the division mark.

Command Fields

position:

Choose one of these options:

Top: The paragraph will be printed at the top of the page, positioned within the margins according to the spacing you designate in the *running head pos from top* command field of the Format Division command.



Bottom: The paragraph will print at the bottom of the page, positioned within the margins according to the spacing you designate in the *running head pos from bottom* command field of the Format Division command.

odd pages:

Choose *Yes* to print the head on odd-numbered pages. Choose *No* if the head is not to print on odd-numbered pages.

even pages:

Choose *Yes* to print the head on even-numbered pages. Choose *No* if the head is not to print on even-numbered pages.

first page:

Choose *Yes* to print the head on the first page of the division. Choose *No* if the head is not to print on the first page of the division.

Format Style

Main Command menu

FORMAT STYLE: Character Paragraph Division Sheet

Purpose

To assign styles from a Style sheet to a document and to attach a Style sheet to a document.

Remarks

For each of the command fields that appear when you choose Format Style, you can ask MS Word to show a list of available formats stored on the Style sheet now attached to the document. If you have not attached another Style sheet to the document or changed NORMAL.STY, MS Word uses the *normal format settings*, and no formats appear when you ask for a list.



FORMAT STYLE CHARACTER:

Type the character style key code, type the usage and variant, or select from list. The character style you specify is assigned to the characters in the selected text.

FORMAT STYLE PARAGRAPH:

Type the paragraph style key code, type the usage and variant, or select from list. The style you specify is assigned to the selected paragraph(s).

FORMAT STYLE DIVISION:

Type the division style key code, type the usage and variant, or select from list. The style you specify is assigned to the selected division(s) containing selected text. The text of a division precedes its division mark.

FORMAT STYLE SHEET:

Enter a filename or select from the list. The Style sheet you specify is attached to the current document. You need only type the main name of the Style sheet — MS Word supplies the extension .STY. The initial proposed response is NORMAL.STY. If the Style sheet you name does not exist, MS Word displays this message:

Enter Y to create style sheet

You can confirm or cancel creation of a new Style sheet. If you create a new Style sheet in this way, it will be blank. Blank Style sheets act as the NORMAL.STY Style sheet does. To make entries into your new Style sheet, use the Gallery menu. See the Gallery command and Chapter 7, Formatting With Style Sheets.

Format Tabs

Main Command and Gallery menus

FORMAT TABS: Set Clear Reset-all

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. Any current tab stops appear on the Ruler. The tab stops themselves apply to the entire paragraph, just as any paragraph format settings do. Tab positions are initially measured from the left margin, in inches and tenths of inches. If you change the measurement in the Options-command to 12pt, each mark on the ruler represents 1 pt.

Initial tab stops are set every half-inch (.5", 1", 1.5", and so forth), although they do not display on the Ruler.

Format Tabs Clear

Main Command and Gallery menus

FORMAT TABS CLEAR position:

Purpose To clear specified tab stops.



Remarks

In addition to filling in the command fields as shown below, you can also clear tab stops with the Format Tabs Set command, by indicating the tab stop and pressing **Delete Line**.



You cannot clear MS Word's preset tabs. You can only clear tabs which were set with the Format Tabs Set command.

Command Field

position:

Enter a measurement for the position of the tab stop you want to clear. (Tab stop positions are measured in units rather than columns or characters.) You can delete multiple tabs at the same time, by separating them with commas.

You can use the arrow keys to enter the positions of tab stops rather than typing them. If you press any arrow key, a highlight appears at zero on the Ruler and a zero (0) appears in the command field.

Pressing **►** or **◄** moves the highlight one tenth of an inch in the appropriate direction. Pressing **▲** or **▼** moves the highlight to the next or previous tab stop in the Ruler. The number shown in the command field is always the same as the position of the highlight in the Ruler.

Format Tabs Reset-all

Main Command and Gallery menus

FORMAT TABS RESET-ALL:

Purpose

To clear all tab stops set with the Format Tabs commands and reset the automatic one-half inch tabs.



Remarks

MS Word clears all tab stops at the same time 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

Main Command menu

FORMAT TABS SET position:
alignment: Left Center Right Decimal leader char:Blank.-_

Purpose

To view, set or clear tab stops for the selected paragraphs.

Remarks

You can clear tab stops with the Format Tabs Set command, by indicating the tab stop and pressing **Delete Line**.

Command Fields

position:

Enter a measurement for the position of the tab stop.

You can also use the arrow keys to enter the positions of the tab stops instead of typing the tab stops. If you press any arrow key, a highlight appears at the zero position in the Ruler and the zero (0) appears in the command field. Pressing **→** or **←** moves the highlight to the next or previous position on the Ruler, in tenth of an inch increments. Pressing **↓** or **↑** moves the highlight to the next or previous tab stop on the Ruler. The number in the command field always shows the same position as the highlight in the Ruler.



If you press **Return**, a tab stop is set at the position and you are returned to your document. To set multiple tabs, use **Insert Line**.

When you press **Insert Line**, a tab stop is inserted at the position specified in the command field. The tab stop will have the *alignment* and *leader character* settings specified in those command fields. You can check the alignment setting by looking at the letter that appears on the Ruler at the tab stop setting. *L* indicates left alignment, *C* indicates centered alignment, *R* indicates right flush alignment, and *D* indicates decimal alignment.

You can move an existing tab stop by specifying its position in the command field, pressing **Delete Line**, then specifying a new position in the command field and pressing **Insert Line**.

When you have finished adjusting the tab stops, press **Return**. Tab stops are set at the positions specified in the command field.

alignment:

This sets the alignment of the text between two tab characters or between a tab character and the end of the line. Consider, for example, the following sequence of characters:

...TAB this is text TAB...



Choosing an *alignment* option arranges the text between the tabs as illustrated below.

Choose one of these options:

Left: Text is aligned flush left with the tab stop. This is the most common use of tabs.

-----|this is text

Center: Text is centered around the tab stop.

-----|this is text

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

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

leader char:

Choose one of these options:

Blank: Tab character remains blank.

.(period): Tab character is filled with periods.

-(hyphen): Tab character is filled with hyphens, illustrated above in the examples of left, center, right, and decimal alignment.

_(underscore): Tab character is filled with underscores.

Gallery

Main Command menu

GALLERY: Copy Delete Edit Format Help Insert
Library Name Print Transfer Undo

Purpose

To move to the Gallery menu where you can create, review, and change Style sheets and 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 can select one or more styles in the Gallery, and can scroll the Style sheet.

See Chapter 7, Formatting With Style Sheets, for a complete discussion of how to use commands in the Gallery menu. In addition, you'll find all of the gallery commands listed in this Command Directory under their menu names.

Help

All menus

HELP: Resume Next Previous
Introduction Commands Editing Keyboard Touchscreen Selection

Purpose

Provides information about MS Word.

Remarks

MS Word reads help text from a disc file, and displays information about the highlighted commands or command fields. You can request help information in three ways:



- ☞ Choose the Help command from the main Command menu or the Gallery menu, which shows the first page of the help text (the introduction to help).

OR

- ☞ Press **Help** **F7**.

OR

- ☞ Press **CTRL** + **H**.

When you request help, text from the help file replaces the document display, and the Help command menu appears on the command lines. The text that appears depends on when you ask for help.

The document display resumes when you choose the Resume command or press **ESC** or **Cancel** **F8**. Choosing *Resume* returns to the exact place where you requested help. Pressing **ESC** or **Cancel** **F8** returns you to the main Command menu you requested help from.

If a command word is highlighted in a menu, details of that command appear when you request help.



Command words on the main Command menu can be highlighted by pressing **ESC** or **Cancel** **F8** and then using **Tab** or **Shift** + **Tab** to move the highlight.

If a command field is active (highlighted), information about that field appears on the screen.

If the Message Line shows an error message, information about the previous command appears on the screen.



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 screenful of help text. Often not all the relevant information about a command will fit on one screen. Choose *Next* to display the next windowful of text.

Previous: Shows the previous screenful of help text.

Introduction: Shows the beginning of the help text.

Commands: Shows the text for the first command (Alpha).

Editing: Gives a brief description of how to edit text with MS Word.

Keyboard: Shows what all of the special keys on the keyboard do. Includes the list of predefined control key (**CTRL** + key) combinations.

Touchscreen: Tells you how you can use the touchscreen with MS Word if you have an HP Touchscreen Personal Computer.

Selection: Shows you how to select text.

Insert

Main Command menu

INSERT from: {}

Purpose

To insert a copy of the text from the Scrap or from the Glossary.



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 for the text you are inserting, and wordwraps as necessary.

To insert from the Scrap, simply press **Return** without entering a glossary name. To insert from the Glossary, enter the glossary name and press **Return**.

Command Field

from:

The proposed response is always the symbol for the Scrap ({}). To insert text from the Scrap, simply press **Return**.

To insert text from the Glossary, enter a glossary name and press **Return**. You can either type the glossary name or press an arrow key to see a list of existing glossary names and select from the list.

If you enter a glossary name that does not exist, MS Word cancels the command and displays this message:

Glossary name not defined

Insert

Gallery menu

INSERT key code: {} usage: variant:
remark:

Purpose

To insert the definition of a new style into the Style sheet.



Remarks

A style has a name and a definition. A new style is inserted into a Style sheet with this command. You can change the key code, variant, usage, and remark of a style with the Name command.

To insert a style name from the Scrap, simply press **Return** without entering any responses. Styles are placed in the Scrap when you choose the Copy or Delete commands, or press the **Delete Line** key. 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 appear in the gallery with a proposed definition (the formats that will be assigned). You can change this proposed definition by using the Format commands from the Gallery menu.

Command Fields

key code:

Enter one or two letters or digits. This is the code that will be used with the **CTRL** key to apply the style to selected text when you are editing a document. While a one-character code can be used, a two-character code offers more unique style definitions. MS Word can produce up to 124 unique styles. To use this many styles, you must use two-character codes.

Do not assign key codes that begin with "x". Any code beginning with "x" overrides access to all the preset direct formats. See *Suggestions About Using Key Codes*, in Chapter 7, *Formatting with Style Sheets*.

usage:

Enter a usage or use the arrow keys to see a list of usages. See *Creating a Style Sheet*, in Chapter 7, *Formatting with Style Sheets*, for details.



variant:

Enter a variant or use the arrow keys to see a list of variants. Different usages take differing numbers of variants. See *Suggestions About Variants*, in Chapter 7, *Formatting With Style Sheets*.

remark:

Enter text. This text is stored with the style, but it will have no effect on MS Word. It is a memory aid to record notes for the users of the Style sheet. Remarks can be up to 30 characters long; longer remarks are truncated.

Jump

Main Command menu

JUMP to: Page Footnote

Purpose

To move quickly to a specific place in a document.

Jump Footnote

Main Command menu

JUMP FOOTNOTE:

Purpose

To jump to a footnote reference mark or its associated footnote.



Remarks

When the selected text is not a footnote reference mark, Jump Footnote jumps down to the next reference mark in the document.

When the selected text is a reference mark, the Jump Footnote command jumps to the associated footnote at the end of the document.

When the selected text is the footnote itself, the Jump Footnote command jumps to the footnote's reference mark in the document.

Jump Page

Main Command menu

JUMP PAGE number:

Purpose

To jump to the top of a specific page.



Remarks Jump Page jumps to the page number you specify. Unless you repaginate, page numbers correspond to the page breaks that were created when the document was last printed. Page breaks might 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 printed document and on the screen will match. At the next printing or repaginating (and not before), page 4 will become page 3.

If you specify a page number greater than the number of the last page, MS Word jumps to the top of the last page.

To update page breaks without printing, use the Print Repaginate command.

Command Field number:

Enter the number of the page you want to jump to. The format of the printed page numbers is irrelevant for this command.

Library

Main Command and Gallery menus

Purpose Reserved.

Remarks The Library menu is reserved for future additions to the MS Word program. For now, MS Word simply returns to the main Command menu when you carry out the Library command.

Name

Gallery menu

NAME key code: usage: variant:
 remark:

Purpose

To change the name of a selected style. A style's name has four parts — key code, usage, variant, and remark. Use the Name command to change any one or all of the parts of a style's name.

Remarks

The proposed responses are the parts of the style's current name. Responses that you enter in the command fields become parts of a style's name and appear in the Gallery window. If you want to change a style's definition, use the Format commands.

A typical use of the Name command is to create a new style by changing an existing style. You can use the Name command to change the style's name and the Format commands to adjust the definition where you want it to be different.

Options

Main Command menu

OPTIONS mute: Yes No measure: In Cm P10 P12 Pt
 otype: Yes No display: Normal Printer visible: Yes No

Purpose

To review and to set options for the MS Word operations listed in the command fields shown above.

Remarks

This command turns on or off the MS Word audible alarm and overtyping; sets the unit of measure to be displayed in most of the command fields that take a measurement; and sets the symbols (or lack of) that you see on the screen.



Command Fields

mute:

Choose *Yes* to turn off the audible alarm that sounds when MS Word cannot perform the operation you indicate, and make it *mute*. Choose *No* if you want to hear the alarm.

measure:

These settings define which units of measurement appear in command fields. Choose one of the options shown below. To choose among the three responses beginning with *P*, press the spacebar until the response you want is highlighted.

The options are:

In: Inches

Cm: Centimeters

P10: 10 pitch (10 characters per inch). A p10 measure equals 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 1/12th 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.



Vertical measures, such as line and paragraph spacing, show the measurement as you request, but always expect the measurement to be entered in lines. You may enter vertical spacing in points, but you must follow it with the abbreviation *pt*.



overtyping:

Choose *Yes* to turn on overtyping. Choose *No* to turn off overtyping.

When overtyping is on, *OT* appears on the Status Line at the bottom of the screen. New characters that you type replace existing characters in the text instead of inserting them in front of the cursor. You can also turn overtype on and off with

.

display:

Choose one of the options shown below:

Normal: The document appears on the screen as it would when printed on a 10-pitch printer; or, if the measure is p12 or pt, on a 12-pitch printer.

Printer: If you're printing in a font size other than 10pt or 12pt, choose *printer* to review on the screen where line breaks will occur in your printed document. MS Word cannot show a large font size on the screen, so the line length you see on the screen is inaccurate, but the line breaks are shown as they will be when printed.

visible:

Choose *yes* to see the special characters described below on the screen. The document then appears with normally invisible characters made visible. Choose *no* to make these characters invisible again.

¶ shows at each point in the document where you pressed to start a new paragraph.

↓ shows at each point in the document where you pressed to start a new line.



- shows where you have inserted nonrequired hyphens.
Nonrequired hyphens are used to tell MS Word where to break a long word when the word occurs at the end of a line. Otherwise, they do not print.

Print

Main Command and Gallery menus

PRINT: Printer Direct File Options Queue Repagate

Purpose

These commands print or control the printing of documents.

Remarks

In the Gallery, you will not see the Print submenu. As soon as you choose the Print command from the Gallery menu, the printer prints the selected Style sheet.

Print Direct

Main Command menu

PRINT DIRECT:

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 are 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

Main Command menu

PRINT FILE name:

Purpose

To save a *printer version* of a document in a file for later printing.

Remarks

The saved file can be printed by sending it to the printer using a standard copy or print utility.



Command Field

name:

Enter a filename. Care should be taken not to use the name of an existing file. You might consider appending *PR* 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

Main Command menu

PRINT MERGE:

Purpose

To print multiple versions of a document by combining the text of a main document, such as a form letter, with variable text, such as addresses, for each copy of the document. The variable text can be taken from a datafile or it can be entered as the document is printed. 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 Options

Main Command menu

```
PRINT OPTIONS printer:
draft: Yes No queued: Yes No   copies:
range: All Selection Pages   page numbers:
feed: Manual Continuous Bin1 Bin2 Mixed setup: PRN
```

Purpose

To review or set options that control printing.

Remarks

MS Word remembers the responses you enter in the following command fields for use in future editing sessions:

- ☐ printer
- ☐ draft
- ☐ feed
- ☐ setup

This means that, if you print a rough *draft* of a document on a particular printer, MS Word will print all documents in draft form on the same printer unless you change the setting again.



If you have deleted the MW.INI file which records the name of the PRD file you have chosen with Printer Options, MS Word attempts to load TTY.PRD. If the .PRD file you named with Printer Options or the TTY.PRD file are not on the MS Word disc, you 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 Repagate commands.



Command Fields

printer:

Enter a name, or use the arrow keys to see the list of printer names currently available on the program disc. The response in this command field is used by the Print Printer command and the *display* command field of the Options command.

If the printer you want to use is not shown on the list, you may need to copy a .PRD file from the MS Word Utilities disc to the MS Word program disc. See Chapter 8, Printing Documents, for more information.

See Appendix A, Capabilities of Standard Printers, for a list of many of the printers MS Word recognizes.

draft:

Choose *Yes* to print 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.

Choose *No* to print the document with all formats specified in the file.

queued:

Choose an option. *Yes* lets you continue editing while MS Word prints the document. However, for *queued* printing to work, space on the program disc must be available for a temporary file large enough to hold the queued printout. If there is not enough room on the program disc to hold this file, MS Word displays the following message on the Message Line:

Program disk full



When you see this message, you should either delete some files or print in a *non-queued* mode.

copies:

Enter the number of copies you want to print. MS Word prints an entire copy first, then repeats the printing for each copy requested.

range:

Choose an option. You can use the range option to print only part of a document. The options are:

All: Prints all of the document.

Selection: Prints only the lines containing the currently selected text. If the selection begins in the middle of a paragraph, the text is reformatted as though it was the beginning of the paragraph.

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 with a colon (:) or hyphen (-). For example, 3:5 would print pages 3, 4, and 5. Separate nonconsecutive pages with commas (,). For example, 3,5,12 would print pages 3, 5, and 12. You can enter both consecutive and nonconsecutive pages. For example, 3:5,11 prints pages 3, 4, 5, and 11.

feed:

The feed options allow you to choose whether paper is fed through the printer continuously or whether it is fed in sheets. If the printer has a twin-sheet feed, you must choose from 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. MS Word waits for you to insert another sheet of paper and type Y 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:

Enter one of the following output port designations:

PRN:

LST:

AUX:

You must include the colon. MS Word accepts no other entries in this command field.

If you do not enter one of these port designations, MS Word acts as though it is printing the document, but nothing will print.

Print Printer

Main Command menu

PRINT PRINTER:

Purpose

To print the active document.

Remarks

The Print Printer command uses all the responses in the Print Options command to print the document. Therefore you should make any necessary changes to Print Options before issuing the Print Printer command.

To stop printing, press **ESC** or **Cancel F8**. MS Word advances the paper to the top of the next sheet and returns to the main Command menu. Choose the Alpha command to resume editing your document.

To stop queued printing, use the Print Queue command.

If a printer error occurs during printing, MS Word displays the message:

Printer not ready

Check the printer to see what the problem is.

You can either enter Y to retry or press **ESC** or **Cancel F8**.

Print Queue

Main Command menu

PRINT QUEUE: Continue Pause Restart Stop

Purpose

To control queued printing.



Remarks When you choose *Yes* in the *queued* command field of the Print Options command, you can continue to use MS Word while you are printing your document. You can print and edit a document at the same time.

PRINT QUEUE CONTINUE :

To restart queued printing after using the Print Queue Pause command.

PRINT QUEUE PAUSE :

To halt printing temporarily.

PRINT QUEUE RESTART :

To begin queued printing from the beginning of the document.

PRINT QUEUE STOP :

To cancel queued printing.

Print Repaginate

Main Command menu

PRINT REPAGINATE:

Purpose To repaginate the document.

Remarks The Print Repaginate command can be used to update page breaks so that correct page status information is given in the lower left corner of the MS 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 (see Chapter 6, Formatting Documents). MS Word remembers the page breaks from the last printing or repagination. When you make editing changes that alter where the page breaks occur, the page breaks in the last printed copy are still remembered. This facilitates editing pages from a 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 >> appears in the selection bar to show the position of the page breaks.

QUIT

Main Command menu

QUIT:

Purpose

To end an editing session and exit from the MS Word program.

Remarks

If you have no unsaved changes in any of the documents you are working on, the Quit command ends the MS Word work session. If you are working with a document that has unsaved editing or formatting changes, MS Word asks you whether you want to save the current version of the document. The document in the first window is highlighted and the following message is displayed:

Enter Y to save, N to lose edits, or Cancel



If you type *Y*, the document is saved before MS Word is terminated. If you type *N*, any unsaved changes to the document are discarded. If you press **[ESC]** or **Cancel [F8]**, the Quit command is cancelled. If you want to save the document without quitting MS Word, use the Transfer Save command.

If you have not saved changes to a Style sheet or Glossary, you are asked whether you want to lose edits or not. If you choose to lose the changes, MS Word terminates. If you cancel so that you can save the changes, you must use the Gallery Transfer Save or Transfer Glossary Save from the main Command menu to save the data.

If the message **Not a valid file** appears, the document in the window has not previously been saved. Cancel the command and use the Transfer Save command before you Quit.

When you Quit, MS 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. (See Options, Print Options, and Window Options in this chapter for details on selecting options.) The options recorded at the end of a session are:

Options: mute, measure, overtype, display mode visible.

Print Options: draft, printer, setup, feed

Window Options: background color, style bar, ruler — of window #1 only

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 MS Word from MS-DOS by typing *Word/L.*



When you have confirmed that you want to quit, the work session is ended and you are returned to the P.A.M. Main Menu.

Replace

Main Command menu

REPLACE text: with text:
confirm: Yes No case: Yes No whole word: Yes No

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, MS Word inserts a question mark during replacement.

You can also search for and replace 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 (see below for additional details).
^d	Division mark or page break.
^n	New line character.
^p	Paragraph mark.



Character	Meaning
<code>^s</code>	Non-breaking space.
<code>^t</code>	Tab character.
<code>^w</code>	White space. Searches for any number and combination of spaces, tab characters, non-breaking spaces, new line characters, paragraph marks, division marks, and hard page break characters. The <code>^w</code> special character cannot be used in the <i>with text</i> command field.

If you precede any other character with the `^` symbol, MS Word takes that character at face value. For example, for `^?` MS Word searches for a question mark. For `^` MS Word searches for a `^` symbol.

If the search text does not contain a non-required hyphen, then MS Word finds 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`, MS Word only finds `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 the selection is a single character, the search starts at the selection and goes to the end of the document. If the selection is more than one character, the search goes from the first to the last character of the selection; only the text within the selection is searched.

If you choose the *confirm* option, MS Word asks you to confirm the replacement. Type *Y* (for Yes) to replace. Type *N* (for No) to prevent replacement and to search for the next occurrence. Press `[ESC]` or `Cancel` `[F8]` at any time to cancel the command.



When all replacements are made, MS Word returns to the text that was selected when you chose the Replace command. The total number of replacements made appears on the Message Line. For example:

12 replacements made

Command Fields

text:

Enter the text to search for. The text can be up to 40 characters long. You can also search for unspecified and special characters. See Remarks above for details. The text for the most recent search or replace is the proposed response. To change it, just type over it.

with text:

Enter the replacement text. The text can be up to 40 characters long. You can also replace with special characters, except *w* and *?*. See Remarks above for details. The text you entered the last time you used Replace or Search is the proposed response.

confirm:

Choose *Yes* to confirm each occurrence before replacing the text.

Choose *No* to replace text without asking for confirmation.

case:

Choose *Yes* to search for text that has exactly the same uppercase and lowercase letters as the specified *text* and replace this text with exactly what you type in the *with text* command field.



Choose *No* to ignore *case* during the search. If the initial letter or all letters in the text to be replaced are uppercase, MS Word keeps the same uppercase and lowercase configuration. For example, if *the* and *one* are the search and replacement text, then MS 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 on). Choose *No* to search for text anywhere, even embedded in other text.

Search

Main Command Menu

SEARCH text:
direction: Up Down case: Yes No whole word: Yes No

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. The search begins after the selection for a *Down* search or before the selection for an *Up* search.

The direction of the search and other options are defined by the other command fields.

You can also use the Search command to extend a selection. Press **Select**. Then, in the *search text:* field, enter the last part of the text you want to include in the selection, and press **Return**.

You can search to the next occurrence of the same text by pressing **Repeat Search** **F2**.



Command Fields

text:

Enter the text you want to locate. The text can be up to 40 characters long. You can also search for special characters. See Remarks under the Replace command for details. The text used for the most recent Search or Replace is the proposed response.

direction:

Choose an option. *Down* searches toward the end of the document from the selection. *Up* searches toward the beginning of the document from the selection.

case:

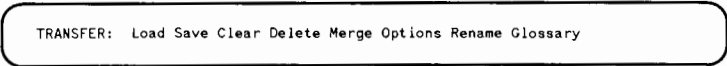
Choose an option. *Yes* searches for text that has exactly the same uppercase and lowercase letters as the specified text. *No* ignores case while it searches.

whole word:

Choose an option. *Yes* searches for text that has leading and trailing word breaks (spaces, punctuation, and so on). *No* searches for text anywhere, even embedded in other text.

Transfer

Main Command 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 arrow keys to view a list of appropriate files on the current disc. If you are loading a document, you will see all files with the extensions .DOC. If you are deleting files, you will see all files on the disc. If you are merging a Glossary, you will see all the files with the extension .GLY. If the list of document files you want to see is not on the current drive, include the correct drive name. For example, to see document files on the disc in drive B, type B: and then press one of the arrow keys.

To view filenames that match a particular pattern, type the pattern, then press an arrow 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, the pattern ??? displays all names that contain exactly three characters, and the pattern M* displays all names that begin with the letter M. The pattern *.bak displays all backup files. To see all files, type the *.* pattern.

To load a document from the directory, use the arrow keys to move the highlight to the desired name. The highlighted name also appears in the *filename* field. When you have chosen a name, move to the next command field, or press Return.



Transfer

Gallery menu

TRANSFER: Load Save Clear Delete Merge Options Rename

Purpose

To offer transfer subcommands that act on Style sheets and the file system.

Remarks

This command affects only Style sheet files. When you use the arrow keys to view the directory, only those filenames ending in .STY appear.

For more details on entering filenames, see the Transfer command in the main Command menu.

Transfer Clear

Main Command menu

TRANSFER CLEAR: All Window

Purpose

To clear a window or windows and start a new document.

Remarks

The Transfer Clear Window command clears only the active window. If there is only one window, this window is cleared.



If there are unsaved changes to the documents you have loaded, the message

Enter Y to confirm loss of edits

appears when you carry out either the Transfer Clear All or Transfer Clear Window command. Otherwise, MS Word does not ask for confirmation. If you type Y, any unsaved changes to the document in the active window are lost. To save your changes, press **[ESC]** or **Cancel [F8]** to cancel the Transfer Clear command, then use the Transfer Save command to save the document.

TRANSFER CLEAR ALL :

Clears the entire text area of all windows and reloads NORMAL.STY. Using Transfer Clear All is like starting MS Word again. The **% Free** in the Status Line is restored to 100%.



If you change data discs after using Transfer Clear All, use Transfer Clear All again to read NORMAL.STY from the current data disc.

TRANSFER CLEAR WINDOW :

Clears the contents of the current window.



Transfer Clear

Gallery menu

TRANSFER CLEAR:

Purpose

To start a new Style sheet.

Remarks

Transfer Clear on the Gallery menu clears the Style sheet currently displayed in the Gallery window. 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, MS Word does not ask for confirmation. If you type Y, any unsaved changes to the style sheet are lost. Pressing **ESC** or **Cancel** **F8** cancels the Transfer Clear command. You can either continue editing the Style sheet or save your changes with the Transfer Save command.

Transfer Delete

Main Command and Gallery menus

TRANSFER DELETE filename:

Purpose

To delete a file from a disc.

Remarks

This command is useful whenever you need to make room for new files on a full disc. You can 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, MS Word cancels the command and displays an error message.

Command Field

filename:

Enter a filename or use the arrow keys to view the directory. See the Transfer command in the main Command menu for details on entering a filename. When you type a filename, type it exactly as it appears in the disc directory. You can also use the arrow keys to select the document you want to delete.

**Transfer
Glossary**

Main Command menu

TRANSFER GLOSSARY: Merge Save Clear

Purpose

To show a list of 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 glossaries.

When MS Word starts, it loads the Glossary, NORMAL.GLY. NORMAL.GLY is useful for storing glossary text you use during most editing sessions, because the text is immediately available at startup. Unless you create a new Glossary, new words that you add to the Glossary are automatically placed in NORMAL.GLY when you save the Glossary. If you don't save the Glossary when you quit MS Word, any additions you made to NORMAL.GLY are deleted.

Transfer Glossary Clear

Main Command menu

TRANSFER GLOSSARY CLEAR *name*:

Purpose

To remove a glossary name from the Glossary or to clear the entire Glossary.

Remarks

MS Word asks you to confirm that you want to clear the glossary names. Clearing removes the glossary names from the lists displayed by other Glossary commands.

Command Field

names:

Enter glossary names, or leave blank to clear the entire Glossary. 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, MS Word displays this message:

Glossary name not defined

MS Word then highlights the undefined name, and waits for you to change the response to the correct name.

You can also use the arrow keys to see a list of glossary names, and then to select the name you want to clear.

Transfer Glossary Merge

Main Command menu

TRANSFER GLOSSARY MERGE filename:

Purpose

To merge a Glossary from a file on disc into MS Word for use during editing.

Remarks

MS Word merges the Glossary from the specified file with the Glossary already in MS Word. If any of the glossary items from the new file have the same names as glossary items already in MS Word, the glossary items from the new file replace the glossary items already in MS Word. If a file cannot be found, MS Word displays the message:

Not a valid file

Command Field

filename:

Enter a filename or select from the list. The extension .GLY is supplied automatically.

Transfer Glossary Save

Main Command menu

TRANSFER GLOSSARY SAVE filename:

Purpose

To save the contents of the Glossary in a disc file.



Remarks

When you quit MS Word, the contents of the Glossary are not saved automatically. To save the contents for use in a later work session, use the Transfer Glossary Save command. If you have not saved the contents of the Glossary when you quit, MS Word displays this message:

Enter Y to save glossary, N to lose edits, or Cancel

If you type Y to save the Glossary, any changes are saved in NORMAL.GLY or the last Glossary file you merged.

Command Field

filename:

Enter a filename or select from the list. The extension .GLY is supplied automatically.

Transfer Load

Main Command menu

TRANSFER LOAD filename: read only:

Gallery menu

TRANSFER LOAD Style sheet name: read only:

Purpose

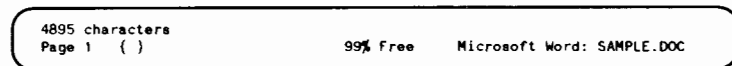
To load a document or a Style sheet into the active window.

Remarks

MS Word loads the document or Style sheet you name from a file on disc. When the document is loaded, the total number of ASCII (alphanumeric, TAB, and RETURN) characters in the



document is displayed on the Message Line. For example, the following Message and Status Lines indicate that there are 4895 characters in SAMPLE.DOC:



If MS Word cannot find the file containing the document or Style sheet on the disc, it assumes you want to create a new document or Style sheet. You will see one of these messages:

Enter Y to create file

OR

Enter Y to create style sheet

If you type Y, MS 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 can cancel the command by pressing **[ESC]** or **Cancel [F8]**. You can use the arrow keys to view the documents or style sheets available on the disc.

Use the *read only* field if you want to view the document without accidentally changing it.

Unformatted ASCII text files created by other programs can be loaded into MS Word. (See the Transfer Save command.)

Command Fields

filename: or style sheet name:

Enter a filename, or use an arrow key to view the directory. The list of filenames shows only those filenames that have the extensions .DOC (in the main Command menu) and .STY (in the Gallery menu). To enter filenames that end differently, type



the filename. If you omit a filename extension, MS 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. See the Transfer command (main Command 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 can display the document but cannot make changes to it. *No* means that you can edit the document.

Transfer Merge

Main Command menu

TRANSFER MERGE filename:

Purpose

To merge the active document with another document.

Remarks

File contents are inserted into the active document in front of the cursor.

Command Field

filename:

Enter filename. See the Transfer command (main Command menu) for further information on filenames.



Transfer Merge

Gallery menu

TRANSFER MERGE style sheet name:

Purpose

To merge Style sheets from disc files with the active Style sheet.

Remarks

Merged styles are inserted in front of the highlight on the active Style sheet. Any conflicts between merged definitions and definitions in the active Style sheet are ignored until you use the Transfer Save command or choose Edit to move to the main Command menu. At that point, MS Word displays this message:

Style already defined

OR

Key codes conflict

One of the conflicting styles is selected on the screen. You can then delete or change one of the conflicting styles.

Command Field

style sheet name:

Enter a filename or select from the list. The extension .STY is supplied automatically.

Transfer Options

Main Command and Gallery menus

TRANSFER OPTIONS setup:

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 MS Word. To use the Transfer Options command, first use the Transfer Clear All command in the main Command menu. You can also use the Transfer Options command when you first start MS Word, before loading any documents.

MS Word automatically sets the drive the program is run from as the default data drive. You can change the data drive with this option.

This command is useful whenever you want to load and save documents from a data disc. Once the default drive is set, you can refer to files on the disc in that drive without supplying the drive name.

Command Field

setup:

Enter the drive or directory. If you do not specify a drive name, the default drive remains the same.

**Transfer
Rename**

Main Command menu

TRANSFER RENAME filename:

Gallery menu

TRANSFER RENAME style sheet name:

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 name of the file on disc.

Command Field

filename or style sheet name:

Enter a filename, or select from the list. See the Transfer command (main Command menu) for more information on entering a filename. If the new name is the name of a file that already exists on the current disc, MS Word cancels the command and displays this message:

Cannot rename file

Transfer Save

Main Command menu

TRANSFER SAVE filename: formatted: Yes No

Gallery menu

TRANSFER SAVE style sheet name:

Purpose

To save a document or a Style sheet in a file on disc.



Remarks

MS Word saves the document or Style sheet in the file you name. When the document has been saved, MS Word displays the total number of ASCII (alphanumeric, TAB, and RETURN) 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% Free 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 disc that the document was loaded from, the old version of the file is retained as a backup with the file extension .BAK. In fact, a backup file is created whenever a document is saved on a file that already exists. Note, however, that the backup file requires space on the disc. If necessary, you can delete this file at a later session with the Transfer Delete command.



You cannot delete the .BAK file for any file that has been loaded during the current session. You must first Quit MS Word or Transfer Clear All.

You may type in a filename for the document that is different from the proposed response. If you give the name of another document on the disc, 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, MS Word saves it under the new name. The new name replaces the old one as the



active document or Style sheet in the lower right hand corner of the screen. The earlier version(s) of the document are still saved under the previous name.

Command Fields

filename: or **style sheet name:**

Enter a filename. See the Transfer command description for more information on entering a filename. The appropriate extension (.DOC in the main Command menu, or .STY in the Gallery menu) is supplied automatically.

formatted: (main Command menu only)

Choose *Yes* to save the document and its formatting.

Choose *No* to save the document text as a standard ASCII file without any formatting information. Unformatted MS Word files contain only alphanumerics, Tab, Return and Linefeed characters. You may want to use unformatted files as input to some other program that expects ASCII text only.

Undo

Main Command and Gallery menus



UNDO

Purpose

To reverse the effect of the last editing or format change.



Remarks

The Undo command changes the document back to the way it was before your most recent change. If you undo a change that added text, Undo deletes the text and places the cursor on the first character following the deletion. If you undo a change that deleted text, Undo inserts the text and the text remains highlighted. 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, MS Word displays the message:

No edit to undo

Window

Main Command menu



WINDOW: Split Close Move Options

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

Main Command menu

WINDOW CLOSE window number:

Purpose

To close a window.

Remarks

MS Word closes the specified window. If the document in the specified window contains unsaved editing changes, MS Word displays the message:

Enter Y to confirm loss of edits

Type Y to discard the changes; press **ESC** or **Cancel F8** to cancel the command.

Command Field

window number:

Enter the number of the window you want to close. The number of the active window is the proposed response.

Window Move

Main Command menu

WINDOW MOVE lower right corner of window #: to row: to column:

Purpose

To move window borders.



Remarks

This command moves the borders between windows to increase or decrease the size of a window. This can make viewing a document easier.

Common window borders change together, so changing the size of one window affects 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 .

Windows can be shrunk until they show only four characters horizontally and one character vertically. The minimum size window includes space for 1 cursor character, two style bar characters, 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, MS Word cancels the command.

to row:

Enter a number for the line you want the border to move to. If you enter a number larger than the distance available, MS Word moves the border as far as it can.

You can also use the arrow keys to enter a position number. Press any arrow key to make a square pointer visible in the lower right corner of the window. Move the window pointer up and down with the arrow keys to the place you want to move the border. The row number appears in the command field as you move the pointer. The restrictions on row numbers apply to this method, too.



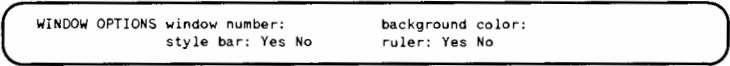
column:

Enter a number for the position you want to move the border to. If you enter a number larger than the distance available, MS Word moves the border as far as it can.

You can use the arrow keys to enter a number. If the pointer is not already visible, press any arrow key to make a square pointer visible in the lower right corner of the window. Move the window pointer right and left with the arrow keys to the place you want to move the border. The column number appears in the command field as you move the pointer. The restrictions on position numbers apply to this method, too.

Window Options

Main Command menu



WINDOW OPTIONS window number: background color:
style bar: Yes No ruler: Yes No

Purpose

To review and set options for windows.

Remarks

The *background* of the window is where text appears, just as text appears on paper. The *background color* option is for color terminals. On monochrome terminals *background color* is preset to 0 for *Black* and can't be changed.

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 can 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 press **Return**.

Command Fields

window number:

Enter number. The active window is the proposed response.

background color:

If you have a color terminal, enter a color number or select from the list.

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 was entered in combination with the CTRL key 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 appears at the bottom of both odd- and even-numbered pages during printing.
be	This paragraph is a running head that appears at the bottom of even-numbered pages during printing.
bf	This paragraph is a running head that appears at the bottom of the first page of the division during printing.



bo	This paragraph is a running head that appears at the bottom of odd-numbered pages during printing.
t	This paragraph is a running head that appears at the top of both odd- and even-numbered pages during printing.
te	This paragraph is a running head that appears at the top of even-numbered pages during printing.
tf	This paragraph is a running head that appears at the top of the first page of the division during printing.
to	This paragraph is a running head that appears at the top of odd-numbered pages during printing.

ruler:

Choose an option. *Yes* displays the Ruler. *No* turns off the Ruler.

Window Split

Main Command menu

WINDOW SPLIT Horizontal Vertical Footnote

Purpose

To open a window by splitting the active window.




Remarks

New document windows display a portion of the document present in the active window when you use this command. A new window becomes the active one. The selected text is the same text that was selected in the active window before the split.

Up to eight windows, including up to 3 vertical windows, can be open after using the Window Split commands.

If you want to clear the new window, use the Transfer Clear Window command.

If you want to load another document into the new window, use the Transfer Load command.

To move back and forth between windows, press **Next Window** .

Window Split Footnote

Main Command menu

WINDOW SPLIT FOOTNOTE at line:

Purpose

To open a window for viewing footnotes.

Remarks

The footnote window displays text of the footnote whose reference mark is selected in the window.

You can scroll and edit footnotes 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, MS Word cancels the command and displays the message:

Not a valid window split

Command Field

at line:

Enter a number. If you enter a number that doesn't provide enough room for the footnote window, MS Word cancels the command and displays the message:

Not a valid window split

You can use the arrow keys to enter a line number. Press any arrow key to make a square pointer visible in the selection bar. Move the window split pointer up and down with the arrow keys to the place you want to split the window. The line number appears in the command field as you move the pointer. The restrictions on line numbers apply to this method, too.

Window Split Horizontal

Main Command menu

WINDOW SPLIT HORIZONTAL at line:

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 shows 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. MS Word considers the first line of each window as line 1, regardless of where the line is located in the text area. The proposed response is the line which contains the cursor or the beginning of the selection. If you enter a number smaller than 3 or larger than the last line of the window minus 1, MS Word cancels the command and displays the message:

Not a valid window split

You can use the arrow keys to enter a line number. Press any arrow key to make a square pointer visible in the selection bar. Move the window split pointer up and down with the arrow keys to the place you want to split the window. The line number appears in the command field as you move the pointer. The restrictions on line numbers apply to this method, too.

Window Split Vertical

Main Command menu

WINDOW SPLIT VERTICAL at column:

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.



MS Word allows a maximum of three side-by-side windows. If you attempt a third vertical split, MS 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. MS 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, MS Word cancels the command and displays the message:

Not a valid window split

You can use the arrow keys to enter a column number. Press any arrow key to make a square pointer visible in the scroll bar. Move the window split pointer right and left with the arrow keys to the place you want to split the window. The column number appears in the command field as you move the pointer.

13

Message Directory

Overview

This directory lists in alphabetical order all the messages that may appear on the Message Line while you are working with MS Word. The probable causes of the messages are given, followed by a description of possible responses. If you need information about the command you are using when the message appears, see Chapter 12, Command Directory.

Cannot delete file

Cause: The file you tried to delete has been used during the current work session, is required by MS Word in order to operate, or the disc is write-protected.

Action: If the disc is write-protected, consider whether to remove protection from the disc. You cannot delete files that have been used during the current work session. Choose Transfer Clear All to remove the protected status from files that have been used during this work session.

Cannot rename file

Cause: There is already a file with the name you indicated, or the disc is write-protected.

Action: Choose another name for the file or, if the disc is write-protected, consider whether to remove protection from the disc. For a discussion of what to name MS Word document files, see Chapter 10, Working with Documents on Discs.

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. Commands which require this are Replace and Search.

Action: Fill in the empty command field(s) and press **Return** again.

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** or **Cancel F8** 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 MS Word of a serious error while accessing the disc.

Action: The disc may be inserted incorrectly, or damaged. Reinsert the disc correctly. Retry the command.

Document disk full

Cause: You tried to save a file and there is not enough room on the document disc.

Action: Use the Transfer Delete command to delete unnecessary files from the document disc. Then retry the Transfer Save command. Or insert another document disc and save the file to the new disc. (If you insert a new document disc in place of the full document disc in the same drive, you will have to swap discs to save the document.)

Edit document or press Cancel to use menu

Cause: You are in the text window and MS Word is ready for you to enter text.

Action: Enter text or edit and format it with the editing keys, the function keys, or control key combinations. To use commands from the menu, press **ESC** or **Cancel F8** .

End mark cannot be edited

Cause: You attempted an editing command while the End Mark was the only thing selected.

Action: Select the text you want to edit and retry the command. If the document contains no text, enter text and then select it 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]** or **Cancel [F8]** to cancel the Print Merge command, then add the IF instruction before the beginning of the text that is to be inserted conditionally.

Enter a printer name in Print Options

Cause: You are using the Print Printer, Print File, or Print Repagate commands. Either you have not selected a .PRD file with the Print Options command or MS Word cannot find the specified .PRD file on the disc.

Action: Press **[ESC]** or **Cancel [F8]** to cancel the command and then use the Print Options command to select the correct .PRD file. For more information, see Chapter 8, Printing Documents.

Enter character style or select from list

Cause: You have chosen the Format Style Character command. The active command field requires that you enter the name of a character style.

Action: If you know which style you want, type the style name in the command field. Otherwise, use the arrow keys to view and select from the list of available character styles (for more information, see Chapter 7, Formatting with Style Sheets).

Enter color number or select from list

Cause: You have chosen the Window Options command. The active command field requires a color number from the list of available colors.

Action: You cannot change colors on HP Personal Computers. Leave the color number set to zero (0).

Enter division style or select from list

Cause: You have chosen the Format Style Division command. The active command field requires that you enter the name of a division style.

Action: If you know which style you want, type the style name in the command field. Otherwise, use the arrow 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 the letter of the drive or the DOS 2.0 directory name that you want to be used as the default when saving and loading files, or press **ESC** or **Cancel F8** to cancel the command.

Enter filename



Cause: You have asked MS Word to save a document, Style sheet or Glossary. The active command field requires the name of the file in which to store the data.

Action: Enter the name of the file you want to store the data in, or press **ESC** or **Cancel F8** to cancel the command. If you want the file to be placed on a disc in a drive other than the default drive, type the letter of the drive, followed by a colon (:) before you type the name. For information on what to name your files, see Chapter 10, Working with Documents on Discs.

Enter filename or select from list

Cause: You have asked MS Word to access a file which already exists on disc. The active command field requires that you enter the name of the file to be used.

Action: If you know which file you want, enter the filename. Otherwise, use the arrow keys to view and select from the list of filenames. If you want to view files on a disc in a drive other than the default drive, type the letter of the drive, followed by a colon (:) before you press an arrow key.

Enter font name

Cause: You have chosen the Format Character command from the main Command menu or the Gallery menu. The active command field requires that you enter 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 arrow keys to view and select from the list of available fonts. The available fonts are determined by the printer specified in the Print Options command. See Appendix A, Capabilities of Standard Printers, for details on the fonts available for different printers.

Enter font size in points or select from list

Cause: You have chosen the Format Character command from the main Command menu or the Gallery menu. The active command field requires a font size in points.

Action: If you know the font size you want (e.g., 12 pt) type it in the command field. Otherwise, use the arrow keys to view and select from the list of available sizes. The available font sizes are determined by the printer specified in the Print Options command. See Appendix A, Capabilities of Standard Printers, for details on the font sizes available for different printers.

Enter glossary name or select from list

Cause: You have chosen Copy or Insert from the Command menu.

Action: If you want to place the selected text in the Glossary, you must type a name to be stored with the text. You can use the arrow keys to view and select from the list of names now in the Glossary. If you want to place the text in the Scrap instead of in the Glossary, just press **Return**.

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 MS Word which Glossary items you wish to clear.

Action: Enter the names of the Glossary items you wish to clear, separated by commas, or press any arrow key to view the list of names. Press **ESC** or **Cancel** **F8** if you do not want to clear any Glossary items.

Enter key code

Cause: You have chosen the Insert or Name command from the Gallery menu. The key code command field is active, and 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 and press **Tab** to move to the next command field.

Enter list of measurements

Cause: The active command field requires one or more numbers, separated by commas, which represent measurements.

Action: Type the measurement as a number(s). Your response is taken as a number of whatever units you specified in the Options command; however, you may override that unit by following each number by one of the other units of measure (in, cm, pt, p10, p12).

Enter list of page numbers

Cause: You are in the *page numbers* command field of the Print Options command from which you can 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, type 1:5, 7

Enter measurement

Cause: The active command field requires a number which represents a measurement.

Action: Type the measurement as a number. Your response is taken as a number of whatever units you specified in the Options command; however, you may override that unit by following each number with one of the other units of measure (in or ", cm, li, p10, p12, pt).

Enter measurement in lines

Cause: The active command field requires that you enter 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 or ", cm, li, p10, p12, pt).

Enter number

Cause: The command requires that you enter a single number.

Action: Type a number or press **ESC** or **Cancel** **F8** to cancel the command.

Enter paragraph style or select from list

Cause: You have chosen the Format Style Paragraph command. The active command field requires that you enter the name of a paragraph style.

Action: If you know which paragraph style you want, type the name in the command field. Otherwise, use the arrow keys to view and select from the list of available paragraph styles. (For more information, see Chapter 7, Formatting with Style Sheets.)

Enter printer name or select from list

Cause: You are in the *printer* command field of the Print Options command.

Action: Type the name of the printer you will be using. Or use the arrow keys to view and select from the list of printer names. In order for MS Word to accept a printer name, there must be a .PRD file for that printer on the program disc. For more information, see Chapter 8, Printing Documents.

Enter second character of key code

Cause: You have typed the first character of a two-character key code to assign a style from the attached Style sheet.

Action: Type the second letter of the key code for the style you want or press **ESC** or **Cancel F8** to cancel. For more information see Chapter 7, Formatting with Style Sheets.

Enter text

Cause: The active command field requires that you type a response.

Action: Type the response, or press **ESC** or **Cancel F8** to cancel the command.

Enter usage or select from list

Cause: You have chosen the Name or Insert command from the Gallery menu and are in the usage command field. The usage command field requires that you specify which usage you want the style to have.

Action: If you know which usage you want, type its name in the command field. Otherwise, use the arrow keys to view and select from the list of available usages. For more information, see Chapter 7, Formatting with Style Sheets.

Enter variant or select from list

Cause: You have chosen the Name or Insert command from the Gallery menu and are in the variant command field. This command field requires that you enter the name of a variant.

Action: If you know which variant you want, type it in the command field. Otherwise, use the arrow keys to view and select from the list of available variants. For more information, see Chapter 7, Formatting with Style Sheets.

Enter Y after mounting font name

Cause: MS 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 also appears before MS Word starts printing.

Action: Change the print wheel as instructed and type Y (for Yes).

Enter Y to confirm loss of edits

Cause: Recent edits to the active document will be lost if MS Word carries out the command you have chosen. You have chosen Quit, Transfer Clear All, Transfer Clear Window, Window Close, or Transfer Load.

Action: If you don't want to save the recent editing changes, type Y (for Yes). Otherwise, type N (for No), press **[ESC]** or **Cancel [F8]** and use the Transfer Save command to save the changes before continuing.

Enter Y to confirm loss of edits to style sheet

Cause: Recent edits to the current Style sheet will be lost if MS Word carries out the command you have chosen. You have chosen the Quit or Transfer Clear All command.

Action: If the recent editing changes are unwanted, type Y (for Yes). Otherwise, type N (for No), press **[ESC]** or **Cancel [F8]** and use Transfer Save from the Gallery menu before continuing. If you are not in the Gallery menu, you must enter the Gallery if you want to save the current Style sheet.

Enter Y to confirm loss of formatting

Cause: You have asked MS Word to save a document without its formatting.

Action: Make sure that you do want to save the document unformatted. If so, type Y (for Yes). If not, type N (for No).

Enter Y to continue, or Cancel

Cause: MS Word has paused during printing, either because you pressed **[ESC]** or **Cancel [F8]**, 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 of paper, if necessary, and type Y (for Yes) if you want to continue printing the document; otherwise, press **[ESC]** or **Cancel [F8]**.

Enter Y to create file

Cause: You have responded to the Transfer Load command with the name of a nonexistent file, and MS Word is asking if you want to create a new file with that name.

Action: If you intend to create a new file, type Y (for Yes). If you intended to load an existing file, press **[ESC]** or **Cancel [F8]** and retry the Transfer Load command, checking to make sure that you have typed the filename correctly and that the correct disc has been inserted. You can use the arrow keys to see a list of documents on a disc. For more information, see Chapter 10, Working with Documents on Discs.

Enter Y to create style sheet

Cause: You have responded to the Transfer Load command (Gallery menu) or the Format Style Sheet command (main Command menu) with a nonexistent Style sheet name. MS 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, type Y (for Yes). The new Style sheet will be blank, and will act as NORMAL.STY initially does until you insert styles into it. If you intended to load an existing Style sheet, press **[ESC]** or **Cancel [F8]** and retry the command. For more information, see Chapter 7, Formatting with Style Sheets.

Enter Y to erase glossary names

Cause: You have chosen the Transfer Glossary Clear command to erase the contents of all current Glossary items; MS Word is checking to make sure that's what you really intend.

Action: If you no longer need the current unsaved glossary buffers, type Y (for Yes). Otherwise, press **[ESC]** or **Cancel [F8]** and use Transfer Glossary Save to save them before continuing with your work.

Enter Y to overwrite file

Cause: You have asked MS Word to print to a file that has the same name as an existing file. If MS Word continues, it will replace the existing file with the new one.

Action: If you want to replace the existing file, type Y. To keep the existing file, press **ESC** or **Cancel F8** and retry the command, giving the new file a different name.

Enter Y to replace, N to ignore, or press Cancel

Cause: You are using the Replace command with the *confirm* option and MS Word has located an instance of the text you are searching for. You have three choices.

Action: Type Y (for Yes) if you want to make the replacement and continue searching. Type N (for No) if you don't want this occurrence replaced but do want to continue searching for other occurrences. Press **ESC** or **Cancel F8** to halt the Replace command.

Enter Y to retry access to filename

Cause: MS Word cannot access the file identified in the message. The file is not on the disc.

Action: Try typing N (for No) if you do not want MS Word to access the file with the name shown in the message. Before retrying, make sure that the correct disc is in the correct drive and that there is no write-protect tab on the disc. Change the disc or remove the write-protect tab, if necessary, and try typing Y (for Yes).

If you still get this message, try typing N to cancel the command and return to the main Command menu and window display. If MS Word requires access to the program disc, you will see the message: **Enter Y to retry access to MS Word Program disc**

Enter Y to save edits, N to lose edits, or Cancel

Cause: You have chosen the Quit command and have one or more documents with unsaved edits.

Action: Type Y to save the version of the document currently displayed in the window. Type N to quit MS Word, without saving the edits you have made to the document. Press **[ESC]** or **Cancel [F8]** to cancel the Quit command and continue working with MS Word. To save the changes, use the Transfer Save command.

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]** or **Cancel [F8]** 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 MS Word to print a document and the printing is in progress.

Action: Wait for the document to print. When the printing is complete, the main Command menu returns and you can continue working. Pressing **[ESC]** or **Cancel [F8]** will interrupt the printing and return you to the main Command menu.

Formatting too complex

Cause: You have attempted to assign a combination of formatting commands that exceeds MS 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 item that does not exist.

Action: Retry the command, making sure that the name you select exists. You can use the arrow keys to see a list of Glossary items while you are in the Insert, Copy, or Transfer Glossary Clear commands.

Insufficient memory

Cause: MS Word has run out of storage space; no more editing is possible.

Action: Save your document immediately, using the Transfer Save command and pressing Return in response to the filename that appears. You can continue editing after the save. To avoid this situation, save your document when the % Free on the Status line is greater than 50%.

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. For more information, see Chapter 7, Formatting with Style Sheets.

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 one of the key codes with the Name command, and retry the command.

Library reserved for future use

Cause: You requested the Library command.

Action: None is required. MS Word returns to the main Command menu.

List is empty

Cause: You have asked MS 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 does not exist in the current document.

Action: Retry the command, using a different page number. If you want to repaginate the document without printing, use the Print Repaginate command.

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 footnote.

Action: None is required. Make sure that the text that is selected is neither a footnote nor a running head before repeating any of these actions.

Not a valid color number

Cause: You are in the Window Options command and have selected an incorrect color number.

Action: Retry the command, checking to see that the color number you specified in the command field is correct. You may use the arrow keys to see a list of color numbers available. If you have an HP Touchscreen Personal Computer or an HP Portable computer, you may not change colors on the screen, so this setting should always be zero (0).

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: The filename you entered is not a valid filename (it may have been too long, or contain illegal characters), or it does not exist on disc. Or, in a Gallery Transfer Load or Transfer Merge Glossary command, you have specified the name of a file that is not appropriate for the command (e.g., the name of a Glossary file with the extension .GLY when a Style sheet is required). Or you have answered Y to the message **Enter Y to save, N to lose edits, or Cancel**, and the file has not previously been saved.

Action: Make sure that you enter the correct filename (for information on valid file names, see Chapter 10, Working with Documents on Discs). To see a list of files on the disc, press an arrow key after choosing Transfer Delete. To see a list of files on a disc in a different drive, choose Transfer Delete, type the letter of the drive followed by a colon (:), and then press an arrow key. Make sure that the file is appropriate for the Load command you wish to use. Glossary files always end with the extension .GLY. Style sheets always end with the extension .STY. If the document has not previously been saved, cancel the command and use the Transfer Save command.

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 MS Word's request for a Glossary name contains a non-alphanumeric character.

Action: Retry the command, making sure that the name is typed correctly. Glossary names may only include letters and numbers. They may not include other punctuation, special symbols, or spaces.

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** or **Cancel** **F8** to cancel the command.

Not a valid style

Cause: The style you have selected does not exist.

Action: Retry the command, selecting from the list of available styles. You can use the arrow keys to see a list of available styles.

Not a valid usage

Cause: The usage you have selected for the style does not exist.

Action: Retry the command. Use an arrow key to view the list of available usages and select from this list.

Not a valid variant

Cause: The variant you have selected for the style does not exist for the specified usage.

Action: Retry the command. Use an arrow 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:

- To make another vertical split when you already have three vertical windows.
- To split a footnote window.
- To split a window too close to an existing boundary.
- To split 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 through the Print Queue requests a font change.

Action: None is required.

Printer is not ready

Cause: The printer is not responding to a request from MS Word.

Action: Make sure the printer is connected properly and ready to print, then retry the command.

Program disk full

Cause: There is not enough room on the program disc for MS Word to store the changes you are making in a scratch file.

Action: Use Transfer Save to save your document immediately. Also save the Glossary and the Style sheet, if you have made any changes to them. Then use Transfer Clear All to clear the window(s) and the computer's memory. The scratch file is also deleted. Reload your document with the Transfer Load command and continue working.

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 which were located and changed.

Action: None is required.

Reserved glossary name

Cause: You have attempted to copy or delete to one of the reserved Glossary names (page or footnote).

Action: None is required. Retry the operation with another Glossary 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 of the Search or Replace command exceeds the length limit.

Action: Rephrase your response so that it is shorter.

Saving file...

Cause: MS Word is saving the document you have named with the Transfer Save command.

Action: None is required. When the main Command menu returns, the document has been saved and you can continue.

Scrap is empty

Cause: You have asked MS Word to insert text from the Scrap, but there isn't anything there.

Action: Make sure you copy or delete text into the Scrap before you insert from it.

Scratch file full

Cause: The scratch file in which MS Word temporarily stores the changes you are making to your document contains more than 64K. No more data can be stored in it.

Action: Use Transfer Save to save your document immediately. Also save the Glossary and the Style sheet, if you have made any changes to them. Then use Transfer Clear All to clear the window(s) and the computer's memory. The scratch file is also deleted. Reload your document with the Transfer Load command and continue working.

Search text not found

Cause: MS 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. You may want to change the direction of the search — MS Word searches either up or down from the current cursor position. Also check the current selection. If more than one character is selected, the search is performed only in the selected text.

Searching...

Cause: MS Word is searching for the text you specified with the Search command or in the Replace command.

Action: Wait for MS Word to finish the search. If you want to stop the search, press **[ESC]** or **Cancel [F8]**.

Select option

Cause: MS Word awaits your choice from a list of available options in a command field.

Action: Choose one of the items by pressing the spacebar or **[Backspace]** until the option you want is highlighted; or type the initial letter of the item you want. If you want to change more command fields, press **[Tab]** to move to the next one. When all command fields have been changed to your satisfaction, press **[Return]**.

Select option or type command letter

Cause: You must choose from a menu.

Action: Choose one of the items by pressing **[Tab]** or **[Shift] + [Tab]** and then pressing **[Return]**; or type the initial letter of the item you want.

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. Choose the Transfer Clear All command. After the command has finished, retry the Transfer Options command.

Style already defined

Cause: You are in the Glossary. You have attempted to Transfer Save a Style sheet or use Edit to return to the main Command menu when more than one style on the Style sheet has the same usage and variant.

Action: Edit the Style sheet so that each style has a unique usage and variant.

Style and format conflict

Cause: You are using the Gallery Name command. The usage which you just chose is inconsistent with the formats set for the style. For example, if you have a character style and then use the Name command to change the usage to a division style, the division style cannot specify character formats, so the style and format conflict.

Action: Choose a new usage that is consistent with the existing style usage. Note that the listing of usages is presented in three groups according to the applicable format categories: characters, paragraphs, and divisions. If you want to insert a new style with a different type of usage, use the Gallery Insert command.

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 **ESC** or **Cancel F8** and correct the data record in the datafile. Either remove the extra field in the data record, or check for commas in fields not surrounded by quotation marks.

Too many windows

Cause: You have attempted to open one more window than MS Word allows (the limit is eight).

Action: Close one of the existing windows before attempting to open the 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 datafile or in the header file (if one has been named in the header record of the datafile).

Action: Press **ESC** or **Cancel F8** 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 in the header record of the datafile.

Appendices

The appendices provide information you might need in special situations. You'll find information here about how different printers work with MS Word, how to use non-standard printers, how to convert WordStar files to MS Word files, how to use Print Merge, and how to use the Touchscreen on an HP Touchscreen Personal Computer.



Appendix A. Capabilities of Standard Printers

Appendix A gives a general description of the generic fonts available with MS Word, and a list of fonts available for the currently-supported dot matrix and impact printers.

Appendix B. WordStar Conversion Utility

Appendix B gives instructions for using the WordStar Conversion Utility. The WordStar Conversion Utility lets you convert WordStar files to MS Word files.

Appendix C. Print Merge

Appendix C describes and gives instructions for using MS Word's Print Merge feature. Print Merge lets you print multiple versions of a document by combining variable text (such as addresses) with a standard document (such as a form letter).

Appendix D. The Touch Screen

Appendix D describes the Touchscreen that is available on the HP Touchscreen Personal Computer and gives instructions for using the Touch Screen to scroll, select text, move to different windows, choose commands and activate the function keys.

A

Capabilities of Standard Printers

Overview

This appendix provides a general description of the generic fonts available with MS Word, and a list of fonts available for the popular dot matrix and impact printers that are currently supported.

For information about printing your documents, see Chapter 8, Printing Documents. You will also find information about the Print commands in Chapter 12, Command Directory. For information about how to use MS Word with parallel and serial printers and information on connecting your printer, refer to your printer manual and the owner's documentation that came with your computer.

If your printer is not covered in this appendix, and a .PRD file for it is not provided on the Utilities Disc, you can create your own .PRD file. For information, look at the file PRINTERS.DOC, which is included on the Utilities Disc. You can print it out and add it as an appendix to this manual, if you wish.

Direct Support to Printers

Your MS Word program supports at least the printers shown in the table below. To use one of these printers, you need to copy the appropriate .PRD file (Printer Description File) from the Utility disc that came with your MS Word package onto the program disc. For more information, see Chapter 8, Printing Documents.

The table below lists many of the supported dot matrix and impact printers, with the names of the corresponding .PRD files on your MS Word disc. Most of the printers listed in the table below are described later in this chapter. A few are not. Nevertheless the .PRD files are included on a utility disc.

Dot Matrix Printers	.PRD Files
HP ThinkJet	THINKJET
HP LaserJet With Letter Gothic Cartridge	HPLASLG
HP LaserJet With Courier Cartridge	HPLASCR
HP LaserJet With Proportional Space Cartridge	HPLASPS
HP LaserJet With Prestige Cartridge	HPLASPR
HP 150 Integral Printer	HP2674A
HP 2932A	HP2932A
HP 2934A Office Printer	HP2934A
HP 82905B	HP82905B
HP 82906A	HP82906A
Epson MX-80 with Grafrax-80	GRAFTRAX
Epson MX-80 with Grafrax Plus	EPSONMXG
Epson RX-80	EPSONRX
Epson FX-80	EPSONFX
Epson LQ 1500	EPSONLQ

Dot Matrix Printers	.PRD Files
Mannesmann-Tally Model MT-80	MT80
Okidata Microline 92	OKI92
Okidata Pacemark 2350, 2410	OKI2410
Texas Instruments Model 850	TI850
Toshiba P1350	TOSH1350
Impact Printers	.PRD Files
HP 2601A Daisywheel Printer	HP2601A
HP 26021 Daisywheel Printer	HP2602A
C. Itoh Starwriter FP-1500-45P	ITOHSTAR
Diablo Model 620	D620
Diablo Model 630	D630
Diablo Model 630 API	D630A
NEC Model 3550 Spinwriter	NEC3550
NEC Model 7710 Spinwriter	NEC7710
Qume Sprint 11 Plus	QUME11
Brother HR Series, HR 15 and HR 35	BROTHER
Teletypes	.PRD File
Teletype	TTY
Teletype (with backspace)	TTYBS
Clear Text (no enhancements)	PLAIN
Teletype (daisy wheel)	TTYWHEEL

Before you print a document, use the Print Options command to choose the .PRD file that corresponds to your printer.

Most printers not listed above will produce generally acceptable output if the TTY.PRD file is used. This is a good choice when you are in doubt and will probably get you going.

To print a document on any device not listed above, see the file document PRINTERS.DOC on the MS Word Utilities Disc.

Fonts

The formats that control the appearance of printed characters in a document are the font, the font size, and whether the character is boldface or italic. MS Word lets you print documents on different printers with different capabilities. You can specify font information for some commonly used printers, or you can use the generic, printer-independent specification described at the end of this appendix.

There are 64 generic fonts divided into several classes, with names reflecting the way they are intended to be used. Each of these classes contains a number of variants, designated by a single letter (for example, Roman a). The classes are:

- **Modern fonts.** Composed of lines of uniform width, either without serifs ("sans-serif") or with serifs of the same line quality. Most typewriter fonts are in this class.
- **Roman fonts.** Classical design with serifs and strokes of varying width.
- **Script fonts.** Slanted characters formed from nearly continuous curved lines.
- **Decorative fonts.** Used for titles.
- **Foreign fonts.** Greek, Kana, and other foreign character sets. Fonts that expand the English alphabet by only a few characters or diacritical marks are not included in this group.
- **Symbol fonts.** The character sets in these fonts do not correspond to any alphabet, but are composed entirely of special symbols.

The .PRD file specifies which fonts are available for the printer. The generic fonts, font size, and bold and italic formats are described. If a printer has already been specified with the Print Options command, printer-specific font names are automatically supplied in Style sheets and in any appropriate command fields, followed by the generic name in parentheses. For example:

Pica (Modern a)

If the specified printer is changed with the Print Options command, the font name displayed on the screen changes according to the definition of Modern a for that printer. If the font is not defined at all for the specified printer, only the generic name displays:

Modern a

For any font not defined for a printer, MS Word automatically substitutes a font in the same class. If no fonts of the same class are defined, MS Word substitutes a font in the first classification available. If a font size is not available, the next smallest size automatically replaces it. If bold or italic formats are not available, they are ignored in printing.

The following sections describe the fonts available for each of the supported printers. In general, some characters appear in all character sets, such as the letters of the English alphabet, the digits, and punctuation marks, as defined in the ASCII standard. Other characters differ for different character sets. (See your printer documentation for the list of characters.)

Dot Matrix Printers

Dot matrix printers have built-in fonts. The names of the fonts used by MS Word with specific Dot Matrix printers are shown in the charts below. Font sizes are shown in points.

HP2674A Integral Printer

The following fonts are available for the HP2674A Integral Printer in the HP Touchscreen Personal Computer:

FONTS	SIZES	BOLD	ITALIC
Pica(Modern a)	8, 12	12	no
Math-Symbols(Symbol a)	12	no	no
Line-Draw(Symbol b)	12	no	no

The HP2674A Integral Printer (HP Touchscreen Personal Computer only) does not support italics or double-underline. MS Word translates these into an underline. The 8-point is compressed, 12 is normal. The Math-Symbols and Line-Draw fonts are only available at 12pt. The printer cannot mix different font sizes on a single line. If you try to mix different font sizes on a single line, the results might be erratic.

HP82905B Dot Matrix Printer

The following fonts are available for the HP82905B Printer:

FONTS	SIZES	BOLD	ITALIC
Pica(Modern a)	8, 12, 14, 16	12, 16	no
PicaD(Modern b)	12	yes	no

Note that the font PicaD is printed in the printer's double-strike mode. The 8-point is compressed, 12 is normal, 14 is double-width compressed, and 16 is double-width mode. The compressed fonts cannot be made bold.

HP82906A Dot Matrix Printer

The following fonts are available for the HP82906A Printer:

FONTs	SIZES	BOLD	ITALIC
Pica(Modern a)	8, 12, 14, 16	12, 16	no
PicaD(Modern b)	8, 12, 14, 16	12, 16	no
Elite(Modern c)	10, 15	no	no
EliteD(Modern d)	10, 15	no	no
PS (Roman a)	12	Always	no

Note that the PicaD and EliteD fonts are printed in the printer's double-strike mode. The 8-point is compressed, 10 and 12 are normal, 14 is double-width compressed, and 15 and 16 are double-width mode. The compressed font cannot be made bold. There is no subscript or superscript available with the PS font, but a fixed-pitch font will automatically be substituted. Microspace justification is not available with this printer.

HP2932A Dot Matrix Printer

The following fonts are available for the HP2932A Printer:

FONTs	SIZES	BOLD	ITALIC
Cubic(Modern a)	8, 12, 16	12, 16	no
Courier(Modern b)	8, 12, 16	12, 16	no
Math-Symbols(Symbol a)	12	no	no
Line-Draw(Symbol b)	12	no	no

The HP2932A printer does not support italics or double-underline. MS Word translates these into an underline. Bold is supported by overprinting. The 8-point font is compressed, 12 is normal (10cpi) and 16 is expanded mode.

HP2934A Office Printer

The following fonts are available for the HP2934A Printer. An asterisk (*) indicates standard fonts internal to the HP2934A Printer.

FONTs	SIZES	BOLD	ITALIC
Cubic-200(Modern a)*	8, 10, 12, 16	yes	no
Courier-40(Modern b)	10, 12	yes	yes
Courier-200(Modern c)*	8, 10, 12, 16	yes	no
Prestige-40(Modern d)	10, 12	yes	no
LtrGothic-40(Modern e)	10, 12	yes	no
LtrGothic-PS(Modern f)	12	yes	no
Cubic-PS(Modern g)	12	yes	no
Helv-40(Modern i)	10, 12	yes	no
Helv-PS(Modern j)	12	yes	no
Courier-PS(Modern m)	12	yes	no
Prestige-PS(Roman a)	12	yes	no
Kana-8(Foreign b)*	10, 12	yes	no
Math-Symbols(Symbol a)*	12	no	no
Line-Draw(Symbol b)*	12	no	no

The HP2934A Office Printer has four plug-in font cartridge slots. In order for MS Word to use a specific font, the font must be plugged into the printer. Italics is a font cartridge and is selected whenever any font is to be in italics. Bold is supported by overprinting. If a requested font is not installed in the printer, the printer chooses a substitute. Double-underline is not available. MS Word replaces it with an underline.

HP2225 ThinkJet Printer

The following fonts are available for the ThinkJet Printer:

FONTs	SIZES	BOLD	ITALIC
Pica(Modern a)	8, 12, 14, 16	12, 14, 16	no
Math symbols	12	no	no
Line draw	12	no	no

The ThinkJet Printer does not support italics or double-underline. MS Word translates these into an underline. The 8-point is compressed, 12 is normal, 14 is expanded-compressed, and 16 is expanded mode. The Math-Symbols and Line-Draw fonts are only available at 12pt. The compressed font cannot be made bold.

HP2686A LaserJet Printer

The LaserJet printer has one plug-in font cartridge slot. Accessory fonts may be plugged into this slot, one at a time. Therefore, a number of .PRD files are provided. The printer itself only has one internal font. If no accessory fonts are installed, bold and italic will be ignored.

The following fonts are available for the LaserJet Printer with the listed font cartridges:

With HPLASCR.PRD and no Font Cartridge:

FONTS	SIZES	BOLD	ITALIC
Courier(Modern a)	12	no	no

With HPLASCR.PRD and HP92286A Font Cartridge:

FONTS	SIZES	BOLD	ITALIC
Courier(Modern a)	12	yes	yes

With HPLASPS.PRD and HP92286B Font Cartridge:

FONTS	SIZES	BOLD	ITALIC
Courier(Modern a)	12	no	no
Helv(Modern i)	14	always	no
TMSRMN(Roman a)	8, 10	10	10

Texas Instruments 850

The Texas Instruments 850 printer's has the following fonts available:

FONTs	sizes	BOLD	ITALIC
Pica (Modern a)	8, 12, 14, 16	12, 16	No
PicaD (Modern b)	8, 12, 14, 16	12, 16	No

Note that the font PicaD is printed in the printer's double strike mode. The emphasized mode is used for bold characters. The 8-point size is compressed, 12 is normal, 14 is double-width compressed, and 16 is double-width mode.

The Texas Instruments 850 does not support italics. The compressed fonts cannot be made bold. MS Word does not support microspace justification on this printer.

Epson FX-80 and Epson RX-80

The following fonts are available for the Epson FX-80 and Epson RX-80 printers.

FONTs	sizes	BOLD	ITALIC
Pica (Modern a)	8, 12, 14, 16	12, 16	Yes
PicaD (Modern b)	8, 12, 14, 16	12, 16	Yes
Elite (Modern c)	10, 15	No	Yes
EliteD (Modern d)	10, 15	No	Yes
PS (Roman a)	12, 16	Always bold	Yes

The fonts PicaD and EliteD are printed in the printer's double strike mode. The emphasized mode is used for bold characters. The 8-point size is condensed, 10 and 12 are normal, 14 is double-width compressed, 15 and 16 are double-width. There is no superscript or subscript available with the PS font, but a fixed-pitch font is automatically substituted.

Note that there is no microspace justification for the Epson RX-80. Only the Epson FX-80 has the PS font.

The Epson FX-80 will not support page widths wider than 8 inches. Change the page width specification in the NORMAL.STY Style sheet to reset the default page width to 8 inches.

Okidata Microline 92

The following fonts are available for the Okidata 92 printers:

FONTs	sizes	BOLD	ITALIC
Pica (Modern a)	8, 12, 14, 16	12, 16	No
PicaD (Modern b)	8, 12, 14, 16	12, 16	No
Elite (Modern c)	10, 15	No	No
EliteD (Modern d)	10, 15	No	Yes
PicaC (Modern e)	12, 16	No	No

PicaC uses the Okidata *correspondence quality* mode. Microspace justification is not available.

Okidata Pacemark 2410

The following fonts are available on the Okidata Pacemark 2410:

FONTS	SIZES	BOLD	ITALIC
Pica (Modern a)	8, 12, 14, 16	12, 16	No
Elite (Modern c)	10, 15	No	No
PicaC (Modern e)	12, 16	No	No

PicaC uses the Okidata *correspondence quality* mode. Note that the 2410 does not have a double-strike mode.

Okidata Pacemark 2350

The following fonts are available on the Okidata Pacemark 2350:

FONTS	SIZES	BOLD	ITALIC
Pica (Modern a)	12, 14, 16	12, 16	No
Elite (Modern c)	10, 15	No	No

Toshiba P1350

The Toshiba P1350 has the following fonts available:

FONTS	SIZES	BOLD	ITALIC
Pica	12, 16	Yes	No
Courier	12, 16	Yes	No
Prestige Elite	10, 12, 15, 16	Yes	No

The Toshiba P1350 does not support italics. Bold is implemented by double-striking.

Impact Printers

On an impact printer, MS Word character formats specify a printing element which must be mounted manually on the printer. Printing elements are measured by pitch, the number of characters per inch. The common pitches are: 10, 12, 15, and PS or *proportional space*. In MS Word, fonts are measured by their size in points. (One point equals 1/72 inch.)

The correspondence between pitch and font size is as follows:

10-pitch	12 points
12-pitch	10 points
15-pitch	8 points
PS	12 points (by convention)

The 10-, 12-, and 15-pitch fonts are called *fixed pitch* because the widths of all characters in the font are the same.

In PS (*proportional space*), some characters are wider than others.

Before printing starts, and every time the italic or font-related character formats in the printed text change, the following message appears:

Enter Y after mounting (font name)

The message gives the name of the correct font to mount, but MS Word does not check whether you have actually mounted the correct printing element. So you can substitute a printing element not listed in the .PRD file for the printer. The substituted element must be the same pitch as the font listed in the printer description.

Font changes in documents prepared for impact printers are rare. Usually the printing element prompt only appears once at the beginning of the printing. In documents queued for printing, you cannot change printing formats while printing documents.

Boldface is printed on impact printers using the printer's own emphasized mode, if any, or by double-striking the bold characters. Underline, double-underline, and strikethrough are printed only by the printer hardware or by MS Word automatically.

Fonts and font sizes available for specific printers are listed below. The .PRD file for these printers includes the names of the most popular printing elements. Other elements which have bold and italic variants are available from catalogs. Fonts not listed here may be substituted for listed fonts of the same pitch.

If you use PS elements, you must set switches manually on the operator's panel of the printer. The correct switch settings depend on the PS wheel used. (See your printer manual for instructions.)

HP2601A Daisywheel Printer

The HP2601A.PRD file includes descriptions for the most popular daisywheels. They are not all available from HP. Diablo 630 daisywheels fit and function on an HP2601A and are available from many suppliers. Unlisted fonts can be substituted for listed fonts of the same size, as described above. If you use PS fonts, you must set switches manually on the operator's panel of the printer. (See the 2601A Installation and Reference Manual for instructions.) The following fonts are available for the HP2601A Daisywheel Printer:

FONTs	sizes
Pica(Modern a)	12
Courier(Modern b)	10, 12
Elite(Modern c)	10
Prestige(Modern d)	10, 12
LetterGothic(Modern e)	8, 10
GothicPS-88(Modern f)	12
CubicPS-96(Modern g)	12
Titan(Modern h)	10, 12
OCR-A(Modern o)	12
OCR-B(Modern p)	12
BoldPS-88(Roman a)	12
TrendPS-88(Roman b)	12
RomanPS-88(Roman i)	12
Script(Script a)	10
ScriptPS-88(Script b)	12
Narrator(Decor a)	12
Emphasis(Decor b)	12
Kana(Foreign b)	10, 12

HP2602A Daisywheel Printer

The HP2602A.PRD file includes descriptions for the most popular daisywheels. They are not all available from HP. Diablo 620 daisywheels fit, and most function, on an HP2602A. They are available from many suppliers. Unlisted fonts can be substituted for listed fonts of the same size, as described above. These daisywheels self-identify when changed; pressing the RESET button on the operator's panel of the printer is all that is needed. (See the 2602A Owner's Manual, HP# 02602-90001.) The following fonts are available for the HP2602A Daisywheel Printer:

FONTs	sizes
Pica(Modern a)	12
Courier(Modern b)	10, 12
Elite(Modern c)	10
Prestige(Modern d)	10, 12
LetterGothic(Modern e)	8, 10
GothicPS(Modern f)	12
OCR-B(Modern p)	12
BoldfacePS—ASCII(Roman a)	12
ModernPS(Roman b)	12
RomanPS(Roman i)	12
Script(Script a)	10
Orator(Decor a)	12

NEC Spinwriter Model 3550 and 7710

The following fonts are available for the NEC Spinwriter Models 3550 and 7710:

FONTs	sizes
Pica(Modern a)	12
Courier(Modern b)	12
Elite(Modern c)	10
Prestige(Modern d)	8, 10
Gothic(Modern e)	10
OCR-A(Modern o)	10
OCR-B(Modern p)	10
BoldPS(Roman a)	12
EmperorPS(Roman b)	12
TimesRoman(Roman i)	10, 12
Script(Script a)	10
Focus(Decor a)	12
Greek(Foreign a)	10
Kana(Foreign b)	10, 12
Russian(Foreign e)	12
Symbol(Symbol a)	10, 12

**Daisywheel (Qume Sprint 11, C. Itoh Starwriter,
Diablo 620, 630, 630 API)**

The printer descriptions include the most popular daisywheels. Unlisted fonts may be substituted for listed fonts of the same size, as described above. If you use PS, you must set switches manually on the operator's panel of the printer. (See your printer manual for instructions.)

FONTS	SIZES
Pica(Modern a)	12
Courier(Modern b)	12
Elite(Modern c)	10
Prestige(Modern d)	10, 12
LetterGothic(Modern e)	8, 10
GothicPS(Modern f)	12
CubicPS(Modern g)	12
Titan(Modern h)	10, 12
OCR-A(Modern o)	12
OCR-B(Modern p)	12
Bold PS(Roman a)	12
TrendPS(Roman b)	12
RomanPS(Roman i)	12
Script(Script a)	10
ScriptPS(Script b)	12
Narrator(Decor a)	12
Emphasis(Decor b)	12
Kana(Foreign b)	10, 12
Hebrew(Foreign c)	10

TTY and TTYBS Printers

The .PRD file TTY can be used for any TTY printer without backspace; the .PRD file TTYBS can be used for any TTY printer with backspace. This .PRD file can also be used for printers not directly supported by MS Word.


The only available font is:

FONTS	SIZES
Pica (Modern a)	12

Note that TTY and TTYBS print only the bold, underline, and strikethrough character formats. Underline is substituted for double underline and italics. Microspace justification and fractional line spacing are rounded to integral spacing.

TTYWheel

The TTYWheel is a generic daisy wheel printer which will use one or more of the following fonts. Bold is done with two passes. Italic is done with a wheel change. Underline is substituted for double underline.

FONTS		SIZES
Pica (Modern a)		12
Courier (Modern b)		12
Elite (Modern c)		10
Prestige (Modern d)		10, 12
Letter Gothic (Modern e)		8, 10
Gothic PS (Modern f)		12
Cubic PS (Modern g)		12
Titan (Modern h)		10, 12
ORC-A (Modern o)		12
ORC-B (Modern p)		12

FONTS	SIZES
Bold PS (Roman a)	12
Trend PS (Roman b)	12
Roman PS (Roman c)	12
Script (Script a)	10
Script PS (Script b)	12
Narrator (Decor a)	12
Emphasis (Decor b)	12
Kana (Foreign b)	10, 12
Hebrew (Foreign c)	10

Plain The PLAIN.PRD file provides *Clear Text* output. All enhancements such as bold, underline, strikethrough and so on are ignored and text is printed in the one available font, Pica (Modern a) at 12 pt. Plain can be used for sending information into an electronic mail system or when a text-only copy of a document is needed.

B

WordStar Conversion Utility

Overview

The MS Word program disc 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 MS Word direct formats. The main exception is dot commands. Convert does not process the formatting information contained in WordStar dot commands. Instead, Convert generally flags these dot commands by inserting three asterisks in the MS Word document wherever a dot command occurs. For instance a ".HE" command in a WordStar file would be converted to "***.HE" in the MS Word file. This makes it easy for you to search your document in MS Word, find the WordStar dot commands, and then insert whatever formatting information the commands contained.

Using Convert

To convert a WordStar file to an MS Word document:

1. Insert the MS Word Utilities Disc.
2. Select and start the Word Convert application from P.A.M.
3. Convert asks you to type the name of the WordStar file you want to convert.

4. Place the disc containing the WordStar file in any drive and the disc that will contain the MS Word document in any other drive. If you have only one disc drive, the MS Word document will be written to a file on the same disc that contains the WordStar file. Do not remove the disks until conversion is complete.
5. Type the name of the WordStar file. You may include a drive designation. You must include the extension if the filename has one.
6. Press **Return**. Convert asks you to type a name for the new MS Word document.
7. Type a name for the new MS Word document.
The name may not have an extension. You may include a drive designation.
8. Press **Return**.
9. 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 in WordStar's "set right margin" (^OR) command.

Once you have entered this number, or decided that the standard width is fine, press **Return**.

Convert displays a message telling you when the conversion is complete. It also asks you for the name of another WordStar file to convert.
10. If you wish to convert another file, repeat the above procedure. If not, press **ESC** or **Cancel** **F8** to quit.

C

Using Print Merge

Overview

This appendix tells you how to use Print Merge to produce multiple versions of documents, such as form letters. Merging combines the text of a main document with a datafile that contains the text that will vary in each copy of the document. These datafiles can be prepared with MS Word, or they can be ASCII files from other application programs, such as dBaseII®*.

You can also use Print Merge to combine two or more documents, use different text in different versions of a document, and enter text at the keyboard while you are printing documents.

Before you use Print Merge, you may want to skim through the contents of this appendix to become familiar with the Print Merge capabilities.

* dBaseII® is a registered trademark of Ashton Tate.

Basic Steps in Using Print Merge

When you print a document with Print Merge, follow these basic steps:

1. Prepare the main document. Create and format the text of the main document just as you would any document. However, you will also enter special field names to tell MS Word where to insert the variable text for each copy of the document when it is printed. You also enter special instructions to MS Word, such as where to find the variable text that will be inserted.
2. Prepare a datafile containing the text to be inserted in each copy of the document.
3. Use the Transfer Load command to load the main document.
4. Use the Print Merge command to print all the versions of the document. Instructions for using Print Merge are shown below.

Preparing the Main Document

After you've created and formatted your main document, you enter field names in it that tell MS Word where to insert variable text and enter instructions that tell MS Word where to find the variable text.

Specifying Field Names

A *field name* is the name of a list of variable information which will be inserted in the document. When you prepare your main document, type the field name in the place in the document where you want the variable information to be printed. Each field name must be surrounded with the symbols << and >>. The field name corresponds to a field in the datafile.

To insert the << symbol:

1. Hold down **CTRL** and press the **[F]** key.

To insert the >> symbol:

1. Hold down **CTRL** and press the **]** key.

For example, you could prepare a form letter that begins like this:

Dear <<name>> ,

Spencer Ceramics has received your order for <<quantity>>
<<item>> .

In this example, there are three fields: name, quantity, and item. When the document is printed with the Print Merge command, each of these three fields is replaced by a real name, quantity, and item supplied from a datafile. You can print any number of copies of this letter, each with a different name, quantity, and item filled in automatically.

The first copy of your letter might read:

Dear Mr. Smith,

Spencer Ceramics has received your order for three lawn fawns.

The second copy of your letter might read:

Dear Joe,

Spencer Ceramics has received your order for two dozen gold-speckled boomerang ashtrays.

The third copy of your letter might read:

Dear Miss Mannerly,

Spencer Ceramics has received your order for 38 Presidential Commemorative Bread-and-Butter Plates.

When you enter fields names, keep in mind that:

- The text inserted in the main document will have the same formatting characteristics as the first character of the field name.
- Extra spaces outside fields will appear in the printed document.
- Extra spaces inside fields will be ignored.

Specifying Instructions

In addition to field names, you can also specify instructions, which provide other information at print time. Like fields, instructions are separated from the surrounding text with the symbols << and >>.

To tell MS Word which datafile contains the text you want to insert in the main document, use the DATA instruction. For example, if the datafile containing your customer orders is named ORDER.DOC, type the following data instruction at the beginning of your form letter:

```
<<DATA ORDER.DOC>>
```

If the datafile has an extension in its name, give the full name in the DATA instruction.

If no extension is specified, MS Word appends .DOC to the name of the header or datafile. However, if a period is used as the last character of the name, no extension is added.

For information on special instructions that let you do more than simple inserts with Print Merge, see Using Print Merge Instructions, later in this chapter.

Preparing the Datafile

The datafile can be an ordinary document prepared with MS Word, any ASCII file, or the ASCII output of a database program, such as dBaseII.

In each datafile there are one or more data records. Data records have the following format:

- Each data record can have up to 256 fields.
- Fields in the data record must be separated by a comma (,) or a Tab character.
- Each data record must end with a paragraph mark (RETURN character).
- The first data record of a datafile is normally a special header record that names the 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 containing the actual data in the data records must be entered 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 datafile for the letter 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 datafile is the header record, containing the three 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.

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 datafile:

"Presidential Commemorative " "Bread-and-Butter" " Plates"

To prevent Print Merge from reading a comma as a field separator, you must surround any field containing a comma in quotation marks. For example, your data record might read:

"Jones, Inc.", five, coffee mugs

Otherwise Print Merge reads "Jones" and "Inc." as two fields. The quotation marks will not appear in the printed document.

Using the Print Merge Command

After you finish preparing your documents and datafile, use the Transfer Load command to load the main document. Then choose the Print Merge command and press **Return**. You will see the message:

Merging . . .

The copies of the document are printed as the document is merged with the data.

Using Database Programs with Print Merge

You can use Print Merge with database programs, such as dBaseII. The output of database programs can be used directly as datafiles.

Using Header Files

You can place a header record in a separate header file. Separate header files are useful if your datafile is the output of another program, such as a database program. You can change datafiles and still use the same header file to provide the field names.

A header file should look like the header record of a datafile. For example, if you put the header record in the previous example in a header file, the header file would look like this:

name, quantity, item

Header files must be named along with the datafile in the DATA instruction. For example, if the header information for the datafile ORDER.DOC is in a file called ORDERHF.DOC, then insert the following DATA instruction in the main document:

```
<<DATA ORDERHF.DOC, ORDER.DOC>>
```

Preparing a Datafile With dBaseII

If you are working with a database management program like dBaseII, you can use these data records as a datafile for a document prepared with Print Merge. To prepare a datafile with dBaseII, follow these steps:

1. Prepare a header file for the datafile. This header file should contain the names of the fields in the data records in the same order they appear in the datafile. Once you have created the header file, you won't have to change it each time you use different data records.

For example, you might have a header file called CUSTOMHF.DOC, containing the fields:

name, address, city, state, zip

2. Select the data records from the database and save them as an ASCII file.

For example, you might have a dBaseII database called "CUSTOMER". Suppose you want to send a special catalog supplement to only those customers of Spencer Ceramics who live in Seattle. Use the following dBaseII commands within the dBaseII program to select the data records:

```
^USE CUSTOMER
^LOCATE FOR CITY='SEATTLE'
^COPY TO SEATTLE.DOC DELIMITED WITH "
^QUIT
```

Now you have a datafile named SEATTLE.DOC, containing the names and addresses of customers living in Seattle.

3. Insert a DATA instruction in the main document to specify the names of the header file and datafile:

```
<<DATA CUSTOMHF.DOC, SEATTLE.DOC>>
```

If you later decide you want to send the letter to customers living in New York City, use the the same dBaseII commands to produce a NYC.DOC datafile:

```
^USE CUSTOMER
^LOCATE FOR CITY='NEW YORK'
^COPY TO NYC.DOC DELIMITED WITH "
^QUIT
```

You can use the same header file and the same form letter. Just replace the name of the datafile in the DATA instruction:

```
<<DATA CUSTOMHF.DOC, NYC.DOC>> .
```

Using Print Merge Instructions

Whenever you print documents with Print Merge, you use the DATA instruction to tell MS Word where to find datafiles. You can also use other instructions to tell MS Word to perform more complicated merging tasks.

Inserting Text Conditionally with IF and ELSE

You may also want to use different text in different copies of the document. You can use the instructions `<<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>>`

MS Word looks in the ORDER.DOC datafile 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 else, whatever follows ELSE before the ENDIF instruction is printed in that copy of the document.

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

MS Word prints the text after the IF instruction, if text in the out-of-stock field is Yes. If the field is empty or contains other text (for example, No), the text after the ELSE is printed. 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.

You can also check whether a field is null in the current data record (for example, two consecutive commas). Thus, the example above 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).

The IF instruction does not replace an ELSE instruction. For example, if you want to send Christmas catalogs to only those customers who 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 datafile:

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 the contents of a field in a datafile has a certain numeric value. Print Merge recognizes three operators: greater than (>), less than (<), or equal to (=). The numeric values must be integers. MS Word 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 datafile:

name, purchase, item

Mr. Smith, 99, lawn fawns

Joe, 29, ashtrays

MS 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 because the value of his purchase (29) is less than 50.

As with text included in fields, you can include commas or tabs in a field value if the field is surrounded by quotes ("). You must use two quotes (with no space separating them) for every quote that is to be included.

Field values take on the formatting characteristics of the first character after the << symbol, which may or may not be the first character of the field name. You can also use a paragraph mark ¶ instead of the >> symbol. This is useful for keeping the instruction on a line by itself. For example:

```
<<IF purchase>>50 (¶) We are pleased that you have  
submitted such a large order...(¶)<<ENDIF(P)
```

(P) is used to indicate the end of a paragraph in this section.

If you put the paragraph mark after the ENDIF statement such as <<ENDIF>>(P) and the IF instruction is false, the paragraph mark (and all paragraph spacing) is included.

Printing Variable Line Addresses with IF

There are two easy ways to deal with a set of addresses that do not have the same number of lines. The simplest way is to use a single field, such as Address for the entire address. For every line of the address that is not the last line, press **Shift** + **Return** to add a new line. For example:

```
line1  
line2  
line3  
line4
```

You would then just include <<address(P) in your main document.

However, sometimes you may want to identify the lines individually. Perhaps at some point, you may want to do a conditional test on the zip code and then will have to deal with addresses that have a variable number of lines. The address is broken into individual fields, such as: line1 line2 line3 line4

Within the main document you can conditionally process the extra lines using the IF statement. For example:
<<line1>>(P) <<line2>>(P) <<line3>>(P) <<IF line
4>> <<line4>>(P) <<ENDIF>>(P) .

Entering Text with SET and ASK As You Print

Two instructions let you enter text as you print the document: SET and ASK. If you put either of these instructions in your document, you are prompted to type the text when you print the copies of the document.

The SET Instruction

The SET instruction prompts you to enter the text for a field once, for all copies of the document. The ASK instruction prompts you to enter new text for each copy of the document printed.

For example, you can add a SET instruction to the text of the letter in the example above:

```
<<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 want 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=1/15/85>>
```

You will not be prompted to enter text when the document is printed. Instead, 1/15/85 will be printed on all copies of the document. You can use the SET instruction in this way for documents that require periodic updates.

The ASK Instruction

Use the ASK instruction to enter new text for each copy of the document. Like the SET instruction, the message is:

Enter text:

For example, instead of supplying the name of the item from a datafile, 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 document to be printed.

Creating Your Own Prompt for SET and ASK

You can replace the message "Enter text" with your own optional prompt for either SET or ASK instructions. To do this, you might type:

```
Spencer Ceramics has received your order for <<ASK  
item=?item ordered:>>
```

When you print you'll see the following message:

```
i t e m   o r d e r e d :
```

The prompt you use in an ASK instruction can contain a field, surrounded by << and >>. When the document is merged, the contents of this field will be displayed on the screen with the prompt text to help you identify which record in the datafile is current.

Inserting Text From Several Data Records with NEXT

Usually, you'll use one data record for each copy of a form letter. However, sometimes you might want to insert text from more than one data record in a single copy of the document. To do this, use the NEXT instruction. The NEXT instruction tells MS Word to go to the next data record in the datafile for the contents of the fields.

For example, you might have a large datafile named EMPLOY 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
```

EmployeePositionWage (\$Hr.)

```
<<employee>><<job>><<wage>>  
<<NEXT>><<employee>><<job>><<wage>>  
<<NEXT>><<employee>><<job>><<wage>>  
<<NEXT>><<employee>><<job>><<wage>>
```

When you use the Print Merge command, you will get a Personnel Summary report formatted with four records to the page, such as:

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

Later, you can update the Personnel Summary from the information in the EMPLOY.DOC datafile.

You can use the NEXT instruction to format more than one record per page. For example, if you have several data records, you can format them four to a page for a report if you wish. If you don't want blank lines between each data record, the NEXT instruction should be on the same line as your first field.

Printing Mailing Labels With NEXT

With MS Word, it is very easy to print mailing labels three to a page with the same technique used for printing text in multiple columns.

1. Use the Format Division command to indicate how many columns you want to print.
2. Adjust the *space between:* value for your particular label sheet.
3. 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>>

4. 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] + [Return]** for a new line or **[Return]** for a new paragraph. Note also, that each label should have the same number of lines in it to format properly.

Inserting One Document Into Another with INCLUDE

You can also use Print Merge to insert the text of another document into the main document. This text can be a simple boilerplate paragraph 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, use an INCLUDE instruction containing the name of the document to be inserted. This instruction should be inserted 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.DOC>>

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, MS Word repaginates the chapters as it prints them.

You can even insert documents within other inserted documents. For example, in CHAP1.DOC in the example above, you can add other INCLUDE instructions:

<<INCLUDE BOILER.DOC>> This report summarizes sales for the quarter. <<INCLUDE TABLE4.DOC>>

These inserted documents can contain Print Merge fields, if the text is to be inserted from the same datafile named in the main document. Documents inserted with INCLUDE instructions cannot contain DATA instructions naming new datafiles. You may find INCLUDE 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.

Summary of Print Merge Instructions

The following is a summary of Merge instructions. Brackets ([]) mean that the entry is optional.

- `<<ASK field= ?[PROMPT]>>` You are prompted for the contents of the field when the document is printed. If you prefer, you can specify the prompt message.
- `<<DATA HEADER FILE,] 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.
- `<<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 (`=`) can 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 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. If you prefer, you can specify the prompt message.
- <<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. If you prefer, you can specify the prompt message.



D

The Touchscreen

Overview

If your personal computer has a Touchscreen, many of MS Word's features are available at a touch. Using your finger or the eraser end of a pencil, you can scroll through a document, select text, move to a different window, choose commands and activate the function keys.

Scrolling

You can use your Touchscreen to scroll to different parts of a document.

To scroll vertically with a Touchscreen:

1. Touch the left window border.
2. Slide your finger or pencil down the window border to the place you want to locate in your document.

Touching the top of the window border moves you to the first page of your document.

Touching the bottom of the window border moves you to the last page of your document.

Touching the middle of the window border moves you to the middle page of your document and so on.

3. Lift your finger or pencil.
MS Word displays the associated page of your document.
4. Touch a portion of the text that is now on the screen.
This places the selection in text that is now in view.



If you don't touch a portion of the text now in view to select it, the selection remains in the same position as before you scrolled. Pressing any key will then return you to the text that was on the screen before you used the Touchscreen to scroll.

To scroll horizontally with a Touchscreen:

- 1.** Touch the top window border.
- 2.** Slide your finger or pencil across the window border in the direction you want to scroll:

Sliding your finger to the left edge of the window border brings the left edge of text into view.

Sliding your finger to the right edge of the window border brings the right edge of text into view.
- 3.** Lift your finger or pencil.

The text scrolls horizontally in the window.



You can only scroll horizontally if the text is wider than the window.

Selecting Text

You can use the Touchscreen to select any amount of text in a document.

To select text with a Touchscreen:

- 1.** Touch the first word of the text you want to select.
- 2.** Slide your finger or pencil to the last word of the text you want to select.
- 3.** Lift your finger or pencil.

The text you touched is now highlighted.

Moving the Cursor to a Different Window

When you have more than one window open and want to move to a different window to enter or edit text, you can simply touch a word in the window you want to move to.

To move to a new window with the Touchscreen:

1. Touch a word in the window you want to move to.
The word highlights to show that the window is active.
You can now work on the text in the new window.

Choosing a Command

You can choose commands and subcommands with the Touchscreen.

To choose commands or subcommands with a Touchscreen:

1. Touch the command or the subcommand on the Command menu or subcommand menu.
The command or subcommand highlights.
If the wrong command or subcommand highlights, move your finger or pencil until the correct command or subcommand highlights.
2. Lift your finger or pencil.
MS Word acts on the command.

Activating the Function Key Labels

With a Touchscreen, you can touch the function key labels on the screen to activate their functions. Touching a function key label produces exactly the same results as pressing the function key that corresponds to the label. For information about the function keys and labels, see Chapter 11, Special Keys Directory.

To activate a function key label with the Touchscreen:

1. Touch the function key label on the screen.

Glossary

Alpha. The command which activates the text window. Choose it when you want to type new text.

Alignment. The horizontal position of text within the width of the line. Text can be aligned with the left margin, the right margin, centered between the left and right margins, centered between tab stops, or justified to align with both the left and the right margins.

Arrow Keys. The Up, Down, Left, and Right keys which are used to scroll in a document and select text.

Break. A place where 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.

Case. The forms of letters, either capitals (uppercase) or small letters (lowercase).

Character. Any number, letter, punctuation mark, symbol, or special mark (e.g., @, !, *, %, \$) you can type as text.

Command. An instruction to MS Word chosen from a Command menu. Some commands do something as soon as you choose them and press **Return**. Others show you a menu of subcommands and/or one or more command fields where you give MS Word more information about what you want the command to do. See also Command Field.

Command Area. The area below the text window on the MS Word screen. It contains the Command menu, Message Line, Status Line.

Command Field. A space on a Command menu, preceded by a field name and a colon, where you give MS Word more information about what you want the command to do. Most command fields show you proposed responses. You can replace or edit these responses to fit your needs. See also Proposed Response.

Command Menu. The two lines under the text window on the MS Word screen that display a list of commands. See also main Command menu, and Gallery menu.

Copy. To use the Copy command to place text in the Scrap or in the Glossary without removing the text from its original place in the document.

Cursor. The highlight in the text window that indicates where text will be inserted when you type or edit a document. Text is always inserted in front of the cursor. You can extend the cursor highlight to select portions of text. See also Select, Selection.

Cut and Paste. Creating or editing a document by combining documents and parts of documents.

Default Drive. The disc drive on which MS Word will look for a file, unless you specify a different drive.

Delete. To remove text from a document and place it in the Scrap or in the Glossary using the Delete command or **Delete Line**. Text can also be deleted with **Backspace**, but it is not then saved in either the Scrap or the Glossary. See also Glossary, Scrap.

Direct Formatting. Assigning a format directly to selected text using the function keys, **CTRL** key combinations or the Format commands in the main Command menu.

Directory. The list of files on a disc.

Division. A section of a document (for example, the table of contents or a chapter) which uses the same page layout formats (for example, top and bottom, left and right margins, and page number positioning). Formatting of each division is done with the Format Division command. Divisions are separated by division marks.

Document. In MS Word, a document includes the text and its formatting instructions. Common types of documents are letters, reports, memos, pamphlets, and brochures. Documents are stored in files on disc.

Editing Key. Any key that makes an editing change, such as **Delete Line**, **Insert Line**, **Delete Char**, **Insert Char**, and **Backspace**.

Extend. To lengthen the size of selected text, using **Select** and the Arrow keys.

File. A unit of information stored on disc. In MS Word, documents are saved as files. The Transfer commands, which transfer files between disc and memory give you access to files.

Font. The design of the characters in which text is displayed or printed, such as Century Schoolbook or Helvetica. MS Word lets you specify different fonts for your printed documents. Font includes such details as whether text is plain, bold, or italic.

Format. The arrangement and appearance of text. In MS Word, you can format directly or with Style sheets.

Function Keys. The eight keys labeled **F1** through **F8** on the top row of the keyboard. The panel of function key labels on the bottom of the MS Word screen shows what the function keys do. Some of the function keys start a function as soon as you press them and others show you a new set of function key labels. As the function key labels change so do the actions initiated by the function keys.

Function Key Labels. A panel of labels across the bottom of the MS Word screen that show what the function keys do. See also Function Keys.

Gallery Menu. A menu of commands used to work on Style sheets. You can see the Gallery menu by choosing the Gallery command from the main Command menu.

Glossary. A special file in which you can store text so that you can insert it in a different place in a document or in a different document.

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.

Hard Break. A page break or carriage return that you enter by pressing the **[Shift]** + **[Return]** or just the **[Return]** keys. MS 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.

Help. A command that displays information about how MS Word works. You can view the Help text by choosing Help from the Command menu, the function keys, or by pressing **[CTRL]** + **[H]**.

Highlight. Emphasis used on the screen to indicate command choices, text selections, active window numbers, and active command fields.

Horizontal Scroll. To move 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. (The latter is also called a hanging indent.) A zero (0) indent measurement aligns the first line with the other lines in the paragraph.

Insert. To place text in front of the cursor in a document. Insert Line inserts text from the Scrap. The Insert command inserts text from the Scrap or from the Glossary.

Justified. Text whose right and left edges are flush with the right and left margins or indents. MS Word enlarges the spaces between words so that the text fills the whole line evenly. See also Ragged.

Keep. An instruction to keep all of the specified text together (usually a paragraph or table) on one page when a document is printed.

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 with Style sheets.

Leader character. A character used to fill a tab character (e.g., dots), which helps to draw the reader's eye across columns, as in a table of contents.

Load. To transfer a document from the disc into MS Word with the Transfer Load or Transfer Glossary Load commands.

Main Command Menu. The list of command names that appears below the text window whenever MS Word is ready for you to choose a main command. MS Word currently has two Command menus, the main Command 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 choices, either of commands in a Command menu or options in a command field.

Message. A notice on the Message Line that tells you either what to do next (a prompt) or that something is wrong (an error message). See also Message Line.

Message Line. The line below the Command menu on the screen, where MS Word displays messages.

New Line Mark. A symbol that shows where you have started a new line without starting a new paragraph by pressing **[Shift]** + **[Return]**.

Options. A command that lets you turn on and off the audible alarm and overtyping; set the unit of measure to be used in command fields; and make special symbols visible or invisible on the screen.

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. MS Word automatically avoids page breaks that leave orphan lines.

Overtyping. An MS Word option that lets you type new text directly over old text. **[Insert Char]** turns overtyping on and off.

Paragraph. Text between two paragraph marks. See also Paragraph mark.

Paragraph Mark. A character that shows the end of a paragraph. Press **[Return]** to insert a paragraph mark. Use the Options command to make paragraph marks visible on the screen.

Pitch. A measure of the number of characters in an inch. Typewriters and printers are usually 10-pitch (10 characters per inch) or 12-pitch (12 characters per inch).

Point. A measurement used to specify type size. A point is approximately 1/72nd of an inch.

Print. The command that lets you print, repaginate, and print merge documents.

Print Merge. An MS Word feature that lets you print multiple versions of a document by combining variable text (such as addresses) with a standard document (such as a form letter).

Print Wheel. On an impact printer, an interchangeable wheel with a character set in a particular font and size.

Printer. The output device used to print documents. Such devices include dot matrix, impact, and laser printers.

Printer Description File (.PRD). A file for each of the printers supported by MS Word that contains a list of the fonts available on the printer and the dimensions of the characters in each font.

Proposed Response. The response in a command field that MS Word will use to act on the command unless you change it. Proposed responses are shown in parentheses or are highlighted when the highlight is in the command field. Proposed responses are usually the responses that were last used for the command.

Quit. The command you use to leave MS Word when you are finished using it.

Ragged. Text with an uneven left (ragged left) or right (ragged right) margin. See also Justified.

Reference Mark. A character that indicates footnoted text and footnotes.

Remark. A comment you can add to a style's name to remind you what the style is for and when to use it.

Replace. The command that lets you search for and replace text in one step.

Response. Information you choose or type in a command field to tell MS Word how to act on a command. MS Word usually shows a proposed response in every command field. See also Proposed Response.

Repaginate. To update the pages in a document, so that page marks are shown where the text will stop printing on one page and begin on the next. Repaginating is done automatically when you print a document. You can also choose the Print Repaginate command to update page breaks without printing the document.

Ruler. The horizontal line on the top border of the text window that displays the positions of tab stops and indents. You can turn the Ruler on and off with the Window Options command.

Running Head. Text that is printed at the top or bottom of every page. Running heads can include page numbers, dates, titles, or other text.

Save. To store a permanent copy of a document on disc with the Transfer Save command.

Scrap. A temporary storage area that holds a copy of the text you last deleted with the Delete command or **Delete Line** or copied with the Copy command. The contents of the Scrap is shown between braces ({}) on the Status Line. To retrieve the contents of the Scrap, choose the Insert command or press **Insert Line**.

Scratch File. A temporary file in which MS Word stores the text you enter, format and change, until you save the document.

Scroll. To move text so that parts of the document outside the window move into view.

Search. To use the Search command to tell MS Word to find and go to a specific group of characters, a word, or a phrase in a document.

Select. To lengthen the cursor to highlight the character or group of characters that will be affected by the next command.

Selection. The highlighted character or group of characters that will be affected by the next command you choose.

Separator. Any non-alphanumeric 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 line on the screen where MS Word displays the page number of the document you're working on, the contents of the Scrap, the percentage of free space, the status of locking keys, and the name of your document.

Style. A part of a Style sheet that you can create and use to assign a particular format to selected text. A Style sheet is made up of one or more styles.

Style Bar. A vertical column to the left of the left margin in the text window that displays formatting information such as paragraph styles and page breaks. The Style Bar can be turned on and off with the Window Options command.

Style Sheet. A file containing a list of styles that you can create and use to assign specific formats to selected text. You create, review, and change a Style sheet with the Gallery menu.

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 text window or inserted from other files. Characters typed as commands, responses in command fields, and formatting key codes are not text.

Text Window. The window that occupies most of the MS Word screen, in which text appears as you type.

Transfer. The command which is used to save, load, delete and otherwise work with files on disc.

Type Face. See Font.

Undo. To reverse the most recent editing command with the Undo command. Undo can itself be undone.

Usage. A part of a style's name that describes what kind of text the style is used to format. For example, some typical usages are footnotes, headings, tables and quotations.

Variant. A letter or number that distinguishes different styles with the same usage. See also Usage.

Vertical Scroll. To move vertically within a document that is longer than the text window, so that parts of the document formerly 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. MS Word avoids paragraph breaks that would leave widows.

Window. A rectangular portion of the screen through which you look at a document. In MS Word, you can have up to eight windows open at once. Each window can 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.

Wordwrap. Automatic placement of a word on the next line. When you are typing text and you reach the right margin, MS Word checks to see if the word you type fits completely on the line. If not, MS Word automatically places the whole word on the next line.

Index

A

abbreviations, of measurements **6-41, 12-43**
 activate the text window **12-2**
 active document name **4-7**
 alignment
 of tab stops **3-25/3-26, 12-32**
 of paragraphs **12-22**
 Alpha command **1-9, 4-14, 12-2**
 arrow keys **3-3, 5-11**
 ASK instruction, in print merge files **C-12**
 assigning format styles to text **7-35**
 audible alarm **12-43**
 automatic replacement of text **3-12/3-16**

B

Backspace **5-5**
 backup files **10-6, 12-74**
 deleting **12-74**
 backup copies of documents **10-3**
 .BAK **10-6**
 beep, from computer **12-42**
Bold function key **2-20**
 boldface characters **2-19, 2-20, 6-5, 12-9**
 bottom of document, go to **3-4, 5-10**

C

C. Itoh Starwriter printer **A-18**
 cancel keys **4-10**
Cancel function key **11-2**
 to activate the Command menu, **1-15**
 cancelling a command **1-10**

cancelling printing **12-52**
 cancelling the Quit command **12-55**
 capabilities of MS Word, general overview **Intro-1/Intro-3**
Caps key **4-11**
 carrying out a command **4-18**
 case of characters to Search or Replace for **3-14**
Center function key **2-18**
 centering
 paragraphs **2-17, 6-12, 6-18, 12-22**
 tab stop **12-33**
 centimeters, using as a measurement **6-41, 12-43**
 changing an existing document, basic steps **5-4**
 changing discs, when to **10-2**
 changing text, *see* editing text
 character formats, *see also* formatting characters
 removing **12-9**
 table of **6-5**
Choose TypeFace
 function keys **1-13, 2-19, 6-8, 11-5**
 choosing a command **2-9, 2-24**
 with the Touchscreen **D-4**
 choosing a function key, with the Touchscreen **D-5**
 clear text output **A-20**
 clearing
 all **12-62**
 the Gallery window **7-13, 12-64**
 memory **12-62**
 tab stops **3-25, 6-32**
 the text window **1-15, 5-26, 12-62**
 closing windows **5-28**
 columns
 entering text in tables of **3-18**
 number of **12-18**
 columns of text, printing in multiple **6-45**

combining documents	12-70	between documents	5-29
combining Style sheets	12-71	to the Glossary	5-17, 5-22, 12-3
command fields	3-13	to the Scrap	3-11, 12-3
choosing a response	4-15	correcting mistakes, as you	
correcting mistakes in	4-17	type	5-5
filling in	4-15	on the command menu	1-10
moving from one to another	1-15, 4-11, 4-16	with Backspace	2-3
proposed responses in	4-15	with Undo	12-75
when they appear empty	12-7	creating a new document	2-1
commands, basic steps for		basic steps	5-2/5-4
using	4-13	CTRL key	4-9
cancelling	4-17	cursor	1-6, 4-3
carrying out	1-16, 4-18	disappears between	
choosing	2-9, 4-13, 11-10	characters	6-27
completing	1-16, 4-18	extending	2-6
confirming	4-18	expanded	1-12/1-13
executing <i>see</i> carrying out	4-18	what it indicates	1-6
listing of all, <i>see</i> Chapter 12		moving the	1-7
viewing lists of responses	4-17		
Command Area	1-7, 4-4		
Command menu	1-8, 4-5, 4-11/ 4-18	D	
activating	1-9, 4-12	daisywheel printers, <i>see also</i>	
correcting mistakes on	1-10	impact printers	A-18
highlight on	1-9	data record	C-5
using	4-11/4-18	database programs, using with	
conditional text, in print		print merge	C-7
merge files	C-9	datafile	C-4, C-5/C-6
continuous form paper, using	8-3	preparing with dBaseII	C-7
control key combinations	4-9, 11-7	decimal tabs	3-26, 12-33
for formatting characters	6-4, 6-9	decorative font	A-4
for formatting paragraphs	6-18	Delete Char key	2-7, 4-10
when you need to use X	7-28, 7-36	Delete Line key	2-7, 4-10, 5-15
Convert program, for	B-1	Delete command	3-7, 5-15, 12-4
WordStar conversion		deleting	
Copy command	3-10, 5-17, 12-3	backup files	12-74
copying footnotes	12-21	documents and other files	
copying text, <i>see also</i> copying,		from disc	10-9, 12-64
inserting	3-10/3-12, 5-16	footnotes	6-36, 12-21
between windows	5-28	files that you can't delete	10-11
		hyphens	6-26
		items from Glossary	12-66

paragraph marks (<input type="button" value="Return"/> characters)	2-3	division numbers, on the Status Line	4-5
deleting text	2-7, 5-15	division style, in a Style sheet	7-22
and leaving Scrap as is to the Glossary	5-15, 12-4	document	
	5-15, 5-22, 12-4	loading	3-1
to the Scrap	2-8, 3-7, 5-15, 12-4	merging	12-70
deselecting text	2-17	saving	2-25
desktop computer keyboard	2-7, 1-11	document names	10-6, 10-11
Diablo printers	A-18	viewing list of	10-7
direction to search in	3-17	Document disk full	10-10
directory of documents, viewing	10-5, 10-7, 12-61	dot matrix printers and fonts	A-6/A-12
disc drives		double underlining	6-5, 12-11
saving to different ones	10-4	double-spaced text, <i>see also</i> line spacing	12-24
changing default types of	12-71		
discs	10-1		
changing	10-2		
working with documents on different ones	10-9		
display, how lines are formatted	12-44		
division			
definition of	6-37		
how to begin a new	6-39, 12-14		
how to format	6-40		
when to begin a new	6-38		
where new one begins on the page	6-44, 12-14		
division formats	2-14, 6-37/6-45, 12-13/12-18		
	6-39, 12-14		
initial settings	6-43		
margins	6-45		
multiple columns	6-42		
page length and width	6-43		
page numbers	6-37		
placement of footnotes	6-42/6-45		
understanding them	6-44		
where new one starts	6-39		
division mark			

E

Edit command, on Gallery menu	7-27, 12-6
editing text	5-9/5-21
overview	Intro-2
basic types of changes	5-13/5-21
basic steps	5-4
footnotes	6-35
keys	4-10
ELSE instructions, in print merge files	C-9
End Mark	1-5, 3-4, 4-4
<input type="button" value="Enter"/> key	4-9
Enter Y to confirm loss of edits	1-16, 12-63, 12-77
Enter Y to confirm loss of edits to style sheet	12-64
Enter Y to create file	12-69
Enter Y to create style sheet	12-69
Enter Y to overwrite	12-74
Enter Y to save glossary, N to lose edits, or Cancel	12-67

entering text	5-4/5-8	on Status Line	2-26
entering text, with SET and ASK print merge instructions	C-12	restrictions on	10-6
Entire Document		viewing list of	10-7, 12-61
function key	2-16	when deleting documents	12-654
Epson FX-80 printer	A-10	from disc	12-70
Epson RX-80 printer	A-10	when merging documents	12-73
erasing characters with		when renaming documents	12-73
Backspace	1-6, 2-4, 5-5	when renaming Style sheets	12-73
ESC, to activate the		when saving documents	12-73
Command menu	1-9, 1-15	finding document on disc	12-69
to cancel a command	1-10	finding text, with the Search command	3-17
EX, on the Status Line	2-6, 2-19, 4-7, 5-13	fixed pitch fonts	A-13
EXAMPLE.DOC	3-2	font names, specifying as character formats	6-5, 12-11
executing a command, <i>see</i> carrying out a command		font size, specifying as character formats	6-5, 12-11
expanded cursor	1-12/1-13	fonts	
extending the selection with		and character pitch	A-13
Select	2-5/2-6, 2-19, 3-6, 5-13	available for the current printer	12-11
external disc drives, setting number of on HP Portable	Getting Started-4	fixed pitch	A-13
		generic ones available for different printers	A-1/A-20, A-4
		on the screen and when printed	12-11
		footer text, <i>see</i> running heads	
		footnotes	6-34/6-37
		automatically numbered	6-35
		copying	12-21
		deleting	6-36, 12-21
		editing	6-35, 12-20
		inserting	6-34, 12-19, 12-20
		jumping to	12-39/12-40
		moving	6-36, 12-21
		numbering, automatic	12-20
		positioning on the page	6-37
		printing at the bottom of the page	6-37, 12-18
		printing at the end of the document	6-37, 12-18

Index-4

reference marks	6-34, 6-35, 12-20, 12-39/12-40	Format Tabs Set command	3-25, 3-22, 6-30, 6-33, 12-31
window	6-36	formats, <i>see also</i> formatting	
window, moving to	5-27	assigning from a Style sheet	12-27
foreign fonts	A-4	changing, <i>see</i> individual	
form letters, creating and		format commands and Style	
filling in	C-1/C-19	sheets	
Format Character command	6-4, 6-7, 12-9	defining on a Style sheet	7-18
in the Gallery	12-12	differences on screen and	
Format command	12-6	printer	6-50
Format command, in the		types of	2-14
Gallery	7-18, 7-19, 12-8	formatting	6-1/6-51
Format Division command	6-40, 12-13	advantages of using Style	
in the Gallery	12-19	sheets	7-2
Format Footnote command	12-19	aligning paragraphs	6-18
Format Para function key	2-16, 2-22, 6-22, 11-3	aligning tab stops	12-32
Format Paragraph command	6-12, 6-15, 6-16, 12-21	assigning styles from a Style	
for line and paragraph		sheet	7-35
spacing	6-21	centering paragraphs	6-18
to keep paragraph on same		format commands vs. Style	
page	6-24	sheets	7-1
Format Running-head		indenting paragraphs	2-20, 2-22, 6-12, 6-19/ 6-20, 12-23
command	6-46, 6-47, 12-25	justified paragraphs	6-18
Format Style command	12-27	keeping paragraph on one	
Format Style Character		page	6-24, 12-23
command	7-6, 12-28	left flush paragraphs	6-18
Format Style Division		line spacing	6-22, 12-24
command	7-6, 12-28	margins	6-43
Format Style Paragraph		multiple columns	6-45, 12-18
command	7-6, 12-28	multiple paragraphs	6-16
Format Style Sheet command	7-6, 7-34, 12-28	overview	Intro-2
Format Tabs command	3-18/3-21, 3-22, 12-29	page length and width	6-42, 12-15
Format Tabs Clear command	6-32, 12-29	page numbers	6-43
Format Tabs Reset-all		paragraph alignment	6-18, 12-22
command	6-32, 12-30	paragraph spacing	6-12, 6-21, 12-22
		removing character formats	6-5
		right flush paragraphs	6-18
		selecting text to be	
		formatted	12-7

styles in Style sheets	12-8	as they print	6-11
with Style sheets	12-27	control key combinations	11-10
formatting characters	2-18/2-20,	how to	6-15/6-19
	2-14, 6-2,	initial settings	6-10
	6-3/6-9, 12-9	keeping on same page	6-24
as they print	6-3	on the screen	6-11
before you type	6-6	on a Style sheet	7-18
boldface	12-9	open space	6-21
changing the format	6-6	spacing	6-21/6-23
double underline	12-10	special function keys	6-14
font name	12-11	ways to	6-12
font size	12-11	with control key	
how to	6-6/6-9	combinations	6-12
italic	12-10	with function keys	11-3
on a Style sheet	7-13	with function keys	2-16, 2-22,
on the screen	6-3		6-12
small caps	12-10	formatting running heads	6-3, 6-46/
strikethrough	12-10		6-49, 12-25
subscript	12-11	positioning on page	6-47
superscript	12-11	formatting tabs, <i>see also</i> tab	
underlining	12-10	stops	6-28/6-34,
uppercase/lowercase	12-10		3-22/3-26,
ways to	6-4		6-2, 12-13/
with control key			12-34
combinations	6-4, 11-9	alignment	6-28/6-29
with function keys	2-19/2-20,	formatting text, <i>see also</i>	
	6-4, 6-17,	individual formats	2-14/2-23
	11-5	Free space in memory (% Free)	2-26, 4-6, 10-4
with Style sheet attached	6-9	function key labels	1-10, 4-7, 11-1
formatting divisions, <i>see also</i>		choosing with the	
division formats	2-14, 6-2,	Touchscreen	D-5
	6-37/6-45	function keys	1-10/1-12, 4-7
how to	6-40/6-41	above the numeric keypad	11-6
initial settings	6-39	detailed listing	11-1/11-6
on a Style sheet	7-22	practice using	1-11
formatting footnotes	6-2, 6-34/6-37	to format characters	2-20, 6-8
positioning on the page	6-37	to format paragraphs	2-16, 2-22,
formatting paragraphs	2-20, 2-14,		6-12, 6-17
	2-15/2-18,	for line and paragraph	
	6-2, 6-10/	spacing	6-22
	6-27, 12-19	for selecting text	2-16
as you type	6-15		

Gallery command, *see also*

Style sheets

**7-5, 7-12,
12-34**

Gallery Insert command

7-14

Gallery menu

4-12

Gallery Name command

7-31

Gallery Scrap

7-14

Gallery Transfer Clear
command

7-13

Gallery Transfer Delete
command

7-31

Gallery Transfer Load
command

7-8

Gallery Transfer Save
command

7-26

Gallery, exiting and returning
to document

7-27, 12-6

Gallery, using the Edit
command to leave

4-13, 7-27

getting a document from disc

3-1

getting help

3-14

global search and replace

12-58

Glossary

3-7, 5-17

clearing all items

12-66

clearing some items

12-66

deleting text to

5-16

deleting items from

12-66

Glossary

5-24

example of using

5-23, 12-37

inserting text from

merging text from a file into
memory

5-23

names, length of

12-3

names, viewing list of

12-3

placing text in

5-22

saving the text to a file

5-23

saving entries in

12-67/12-68

using

5-21/5-24,

9-3

using another

12-67

go to

top of document

3-4, 5-10

bottom of document

3-4, 5-10

page

12-40

gutter width

6-43, 12-15

H

hanging indent

**2-23, 6-20,
12-24**

header files

C-7

header and footer text, *see also*

running heads

12-25

Help

how to ask for

12-35

using

**1-13, 1-14,
12-34**

Help function key

**1-14, 3-14,
11-2**

Help command

**1-14/1-15,
3-14, 4-14,
12-34**

Help menu

1-14, 3-14

help text

how to exit and return to a
document

12-35

how to find what you need

12-36

highlighted text, *see* Selecting

HP2225 ThinkJet Printer

A-8

HP2601A Daisywheel printer

A-15

HP2602A Daisywheel printer

A-16

HP2674A Integral Printer

A-6

HP2686A LaserJet Printer

A-9

HP82905B Dot Matrix Printer

A-6

HP82906A Dot Matrix Printer

A-7

HP2932A Dot Matrix Printer

A-7

HP2934A Office Printer

A-8

HP Portable keys, differences

**Getting
Started-8**

hyphens

6-25/6-27

deleting

6-26

entering different types	6-26	from the Scrap	3-8, 3-11, 5-16, 12-37
non-breaking	6-25	in front of the cursor	3-8
non-required	6-26	with Insert Line	3-11
		Install MS Word Program	Getting Started-6
		installing MS Word	
		on the HP Portable Computer	Getting Started-4
		on the HP Touchscreen Personal Computer	Getting Started-3
		Introducing Microsoft Word	1-1
		instructions, in documents to be merged	C-4
		invisible characters, making visible	3-19
		Italic function key	1-13
		italicizing text	1-13, 6-5, 12-10
I		J	
IF instructions, in print merge files	C-9	Jump command	12-39
impact printers and fonts	A-12/A-18	Jump Footnote command	5-27, 6-34, 6-35, 12-39
inches, using as a measurement	6-41, 12-43	Jump Page command	12-40
INCLUDE instruction, in print merge files	C-16	justified paragraph	6-12, 6-18, 12-23
Indent 1st Line function key	2-23		
Indent Left function key	2-23		
Indent Right function key	2-23		
indenting paragraphs from margins	2-20, 2-22, 2-23, 6-12, 6-19/6-20, 12-22		
indents and margins	6-19		
viewing on the Ruler	6-20		
Insert Char key	2-12/2-13, 4-10, 5-14		
Insert Line key	3-9, 4-10, 5-17		
Insert command	3-8/3-9, 12-36		
Insert command, in Gallery	7-14, 12-37		
inserting footnotes	12-19		
inserting new line in a paragraph	3-20		
inserting new text	2-8, 2-10, 5-4/5-8, 5-14		
inserting one document into another in print merge files	C-16		
inserting styles in a Style sheet	12-37/12-38		
inserting text			
from multiple data records	C-14		
from the Glossary	5-23, 12-37		
		K	
		keep paragraphs on same page	6-12, 6-24, 12-23
		key codes	7-10, 7-14, 12-38
		appearing in Style bar	7-36
		changing	12-42

Key codes conflict	12-71
key combinations	4-9, 11-7
keyboard	4-8
differences on the HP Touchscreen and HP Portable	Getting Started-8
illustration	Getting Started-8, 1-4
keyboard template	1-11, 4-9, 11-6
keys that lock or "toggle"	4-6

L

LaserJet Printer	A-9
leader characters in tab stops	6-29, 6-34, 12-33
learning Microsoft Word, how to	Using-1/ Using-4
left flush paragraph	6-12, 6-18, 12-22
left flush tab stops	12-33
left margin, indenting	6-19
Library command	12-41
Line function key	1-12
line spacing	6-22
lines, using as a measurement	6-41, 12-22
lists, viewing when filling in command fields	4-17
loading	
documents into window	3-1, 10-6, 12-68
Style sheets into Gallery	12-62, 12-68
locating text	5-9/5-10, 12-59
jump to page	12-40
locking keys	4-6
long documents, working with	9-2
lowercase characters	12-10

M

mailing labels, using print merge for	C-16
Main function key	1-13
to return to main function	
key labels	2-16, 2-18, 2-19
main Command menu	4-12
manual, how to use	Using-1/ Using-4
margins	
gutter	6-43
left and right	2-20
and indents	2-20, 6-43
indenting	2-23
top, bottom, left, right	6-43, 12-17
viewing	2-20
mass mailings, <i>see</i> Print Merge	
matching cases	
when replacing text	12-58
when searching for text	12-60
measurements	
abbreviations for	12-43
in command fields	6-41
in division formats	12-14
in tab stops	3-23
specifying default	12-43
types you can use	6-41
Memory/Edisc	Getting Started-4
memory available, indicating	
with % Free	2-26, 4-6, 10-4
memory, clearing	4-6
merging documents	C-1
merging	
another Glossary with NORMAL.GLY	12-67
documents together	12-70
Style sheets together	12-71
Message Line	1-8, 4-5
text from different files	C-1

variable information from another file **12-47**

messages
 action to take in response to **13-1/13-26**
 alphabetical listing **13-1/13-26**
 causes of **13-1/13-26**

Microsoft Word Program Disc, write-protecting the master

Getting Started-2
12-75

mistake, undoing **A-4**

modern fonts **4-9**

movement keys **4-9**

moving in a document, *see also* scrolling **3-3, 5-9/5-10**

moving the cursor **1-7**
 keys to use **4-9, 11-7**

moving footnotes **6-36, 12-21**

moving tab stops **3-25**

moving to another window with the Touchscreen **D-4**

moving within text **1-7**

moving text, *see also* deleting, inserting **3-5/3-9, 5-16**
 between documents **5-29**
 between windows **5-28**

MS Word Basics **4-1/4-18**

MS Word concepts **1-1/1-17**

MS Word keyboard **4-8**

MS Word screen **1-3, 4-2**

MS Word Utilities Disc **8-2**

multiple columns of text **6-45, 9-4, 12-18**

multiple documents, working with **9-2**

multiple windows, when to use **5-24**

MW0001.TMP, *see* scratch file

N

Name command, in the Gallery **7-31, 12-42**

Index-10

name, of active document **4-7**

naming documents **10-6**

NEC Spinwriter Model 3550 **A-17**

NEC Spinwriter Model 7710 **A-17**

new line character **4-4, 12-44**
 how to make visible **6-24, 6-33**
 inserting **3-20, 6-24**
 viewing **3-19**

new lines within a paragraph, *see also* wordwrap **3-18/3-21, 5-7, 6-23**

new page, starting **5-8**

NEXT instruction, in print **C-16**

merge files **C-16**

NEXT key **3-3, 3-8, 4-9, 5-10**
 when selecting **5-13**

Next Window function key **5-27, 11-2, 12-82**

non-breaking spaces **6-27**

non-required hyphens, displaying **12-45**

normal division **7-22, 7-34**

normal paragraph style **7-34**

Not a valid window **12-83, 12-84, 12-85**

split **9-2**

notetaking **9-2**

numeric keypad, function keys above **1-11, 2-7, 4-9**

O

Okidata Microline 92 printer **A-11**

Okidata Pacemark 2350 printer **A-12**

Okidata Pacemark 2410 printer **A-11**

Open Space function key **2-17**

opening new windows **5-25, 12-81**

opening space between paragraphs **2-15, 9-1, 12-24**

Options command	3-19, 4-4, 12-42	paper size	6-42
measurements	6-42, 12-14	paper	
to display line breaks for		using continuous form or	
special printers	6-50	single sheets	8-3
OT on the Status Line	2-13, 4-7, 5-14, 12-42	type of	12-50
outdented paragraphs	12-24	paragraph formats	2-14, 2-20, 6-10/6-27
outlining	9-2	how to assign	6-12
overtyping text	2-12/2-13, 5-14	initial settings	6-10
overtyping, toggle	4-10, 12-44	table of	6-12
		understanding	6-18/6-24
		paragraph indents	6-19/6-20
		paragraph marks	4-4, 6-10, 12-44
		invisible	2-2
		viewing	3-19
		paragraph spacing	2-15, 6-21, 9-1
		initially set to single	2-2, 5-6
		paragraph style, in a Style sheet	7-18
		paragraphs	
		alignment of	6-12, 6-18, 12-22
		how to start a new one	4-9, 5-6, 6-11
		joining	6-12
		splitting	6-12
		when to begin	6-11
		pitch of characters, and fonts	A-13
		itches, available as	
		measurements	6-41, 12-43
		plain printing	A-20
		points, using as a measurement	6-41, 12-22, 12-43
		preset tab stops	6-28
		<code>Prev</code> key	3-3, 4-9, 5-10
		when selecting	5-13
		Print command	3-27, 12-45
		Print Direct command	12-45
		Print File command	12-46
		Print Merge command	12-47
		details for using	C-1/C-19
		print merge, basic steps for using	C-2

inserting instructions in document	C-4	documents	8-1/8-9, 12-52
inserting whole documents	C-16	main commands for	12-45
instructions, summary of	C-18	multiple copies	12-50
instructions, using	C-8	multiple versions of a document	12-47
preparing datafile	C-9/C-5	options that can be changed	12-48
preparing main document for	C-2	overview	Intro-3
specifying field names	C-2	plain (without formats)	A-20
Print Options command	8-2, 8-4, 8-5, 8-7, 12-48	rough drafts	8-4, 12-49
to specify printer type	A-5	specific pages	8-6, 12-49
Print Printer command	3-27, 12-52	specifying the type of paper feed	12-50
print queue	8-5, 12-49, 12-52	stopping	3-28
	8-6, 12-52	stopping from the queue	12-53
Print Queue command		Style sheets	12-45
Print Queue Continue command	12-53	the current selection	8-6, 12-50
Print Queue Restart command	12-53	to a queue	12-49, 12-52
Print Queue Stop command	12-53	to non-standard printer, <i>see</i> PRINTERS.DOC on Utilities	
Print Queue Pause command	12-32	Disc	
Print Repaginate command	8-8, 12-53	variable line addresses in merged documents	C-12
Printer commands	8-3	while you edit	8-5, 12-49, 12-52
printer files	8-1, A-1/A-2		12-50
what they do	A-5	with continuous paper	12-50
printers, <i>see also</i> individual		with single sheets of paper	12-50
printer names		prompt, creating your own in print merge files	C-14
choosing the one to use in Print Options	2-49	proportional spaced fonts, on impact printers	A-13
dot matrix that work with MS Word	A-2	proposed responses, in command field	3-15
impact that work with MS Word	A-3		
specifying the one to use	12-48		
teletype that work with MS Word	A-3		
printing			
basic how tos	8-3	Q	
before you print for first time	8-1	queued printing	8-5, 12-49, 12-52
canceling	8-4, 12-52	Quit command	1-17, 2-26, 12-54
directly from keyboard to printer	12-45	cancelling	12-55
document to disc file	12-46	quitting MS Word	1-17, 2-26

settings that are saved **12-55**
 Qume Sprint 11 printer **A-18**

R

read only, status for document
 or other file **12-70**
 reference mark, footnote **12-20**
 jumping to **12-39/12-40**
 remark in style on Style sheet **7-11, 7-16,**
 12-38
 changing **12-42**
 renaming documents **10-11, 12-72**
 renaming Style sheets **12-72**
 repaginate document without
 printing **8-8**
 Repeat Command function
 key **11-2**
 Repeat Search function
 key **5-19, 11-2,**
 12-59
 replacing text by overtyping **2-12/2-13**
 Replace command **3-12/3-16,**
 5-20, 12-56
 when to use **5-20**
 replacing text
 by overtyping **5-14**
 using special symbols **12-56**
 with text from the Scrap **5-17**
 with the Replace command **5-18**
 responses, in command fields **3-13**
 responses, blank in command
 fields **12-7**
 Resume command, from the
 Help menu **3-14**
 Return key **4-9**
 to complete and carry out a
 command **1-16**
 to start a new paragraph **1-6, 2-2, 2-3**
 when to press **5-6**
 right flush paragraph **6-12, 6-18,**
 12-23

right flush tab stop **12-33**
 right margin, indenting **6-19**
 roman fonts **A-4**
 rough draft printout **8-4**
 Ruler **4-4, 6-20, 6-28**
 brackets on **2-21/2-22,**
 2-23
 turning on and off **2-20, 9-2,**
 12-81
 viewing margins on **2-21/2-22**
 when clearing tab stops **12-30**
 when setting and changing
 tab stops **12-29, 12-31**
 with Format Tabs command **3-23**
 viewing **12-81**
 running heads **6-46/6-49,**
 12-25
 available positions on page
 creating **6-46, 12-25**
 editing text of **6-48**
 formatting **12-25**
 positioning on page **6-47, 12-18**
 specifying pages to print on **12-6/12-27**
 turning into normal text **12-26**
 turning on **12-25**
 turning off **12-26**
 with page numbers **6-48, 9-3**
 running head symbols in Style
 bar **6-47, 12-80**

S

saving a document **2-24, 3-27,**
 10-3, 12-73
 when to **2-26, 4-6,**
 10-3
 without formatting **12-75**
 to a different file **12-74**
 to discs in different drives **10-4**
 saving a Style sheet **7-26, 12-73**
 saving Glossary entries **12-67**

Scrap	2-8, 3-7, 3-8, 3-11, 4-6, 5-15, 5-16 7-14	Select Text function key	1-11, 2-15, 2-19, 3-6, 3-10, 5-11, 11-2
in Gallery			
inserting text from	12-37	selecting	1-12, 2-5, 5-11/5-13
Gallery	12-38	characters	5-11
placing text in	5-16	characters to be formatted	12-9
symbols in	4-6	entire document	2-15, 2-22, 5-12
scratch file	10-3, 10-6, 10-17	keys to use	11-8
screen, parts of	1-3, 4-2	lines	1-12, 5-12
script fonts	A-4	paragraphs	3-5/3-6, 5-12
scroll keys	3-3	sentence(s)	3-10, 5-12
Scroll Line	1-5, 4-3, 5-9	text to be formatted	12-7
scrolling	3-3, 5-9	text to move	3-5/3-6
from left and right	5-10	with function keys	2-19, 11-3
keys for	4-9	with the Touchscreen	D-2
to top of document	3-4, 5-10	whole document	5-12
to bottom of document	3-4, 5-10	words	1-12, 2-6, 2-19, 5-11
up and down a windowful		selection	
at a time	3-3, 5-10	changing the size of	5-13
up and down a line at a time	3-3, 5-10	extending	3-6, 5-13
with the Touchscreen	D-1/D-2	reducing the size of	2-6, 5-13
keys to use	11-8	SET instruction, in print merge	
search again	12-59	files	C-12
search text	3-14	setting memory on the HP	
Search command	3-17/3-18, 5-18/5-19, 12-59	Portable	Getting Started-4
		setting tab stops	3-25, 6-30/6-31
to extend selection	12-59	[Shift] key	4-9
when to use	5-18	simultaneous editing and	
search and replace, <i>see also</i>		printing	12-49, 12-52
Replace command	12-56	single sheet paper, using	8-3
confirming	12-58	single-spaced text, <i>see</i> line	
direction of	12-57, 12-60	spacing	
searching	12-59	size of windows	5-28
again for the same text	5-19	small caps, as a character	
within a selection	12-57, 12-59	format	6-5, 12-10
[Select] key, to extend the		space between paragraphs,	
selection	2-5, 2-19, 3-6, 4-10, 5-13	initially none	5-6

spaces, non-breaking	6-27	Style sheets	7-1/7-40
spacing		adding a style to	7-14, 12-37/12-38
between paragraphs, <i>see also</i>	2-15, 12-22	assigning formats from	12-28
paragraph spacing	6-21/6-22, 12-22	attaching to a document	7-34, 12-27
line and paragraph	12-22	basic steps for creating	7-12
spacing, vertical	12-22	changing NORMAL.STY	7-40
special keys	4-9	clearing	7-12, 12-64
special symbols on the screen,		creating	7-12
turning on and off	3-19, 4-4, 12-44	creating useful ones	7-27
	5-25	default settings	7-26
splitting windows		definition	7-2
starting a new line in the same		deleting	7-31, 12-64
paragraph	5-7	editing	7-31
starting a new page	5-8	example of how to edit	7-32
starting a new paragraph with		loading	7-8
Return	2-2, 2-3	merging	12-71
starting MS Word, how to	1-1	parts of	7-9
Status Line	1-8, 4-5	samples and examples	7-3
braces ({}) on	2-85-16	saving	7-26
EX on	2-6, 2-19	viewing	7-6, 12-34, 12-62
OT on	2-13		7-7
stop printing	8-4	using NORMAL.STY	7-33
stopping MS Word	1-17, 2-26, 12-54	using with documents	
		styles	
when documents have not		copying on Style sheet	7-31
been saved	12-54	deleting from Style sheet	7-31
settings that are saved	12-55	inserting on Style sheet	7-31
strikethrough	6-5, 12-10	assigning to text from a Style	
style, changing name of	12-42	sheet	7-35
Style already		style usages, defined	7-28
defined	12-71	subcommands	4-14
Style Bar	4-4, 6-47, 7-36	submenus	4-14
turning on	12-80	subscripts	6-5, 12-11
style definition	7-12	summary, of print merge	
style name	7-9	instructions	C-18
Style sheet key codes, viewing		superscripts	6-5, 12-11
in window	12-80	symbol fonts	A-4
Style sheet suggestions		symbols on the screen	
about character styles	7-30	in the Scrap	4-6
about key codes	7-27	in the style bar	4-4, 6-47, 12-80
about usages	7-28		
about variants	7-29	in the text window	1-5, 4-3, 6-47

viewing
System Config function
 key

3-19

**Getting
 Started-4**

setting **3-24, 6-30/
 6-31, 12-31**
 setting multiple **6-31, 12-32**
 viewing **6-28**
 with leader characters **12-33**
 teletype printers **A-19**
 Texas Instruments 850 Printer **A-10**
 text window **1-4/1-7, 4-2**
 activating **1-9, 4-12, 5-4,
 12-2**

symbols in **1-5, 4-3**
 clearing **1-15**
 ThinkJet Printer **A-8**
 .TMP **10-6**
 top of document, go to **3-4, 5-10**
 Toshiba P1350 printer **A-12**
 Touchscreen **1-11, 11-6,
 D-1/D-4**
 Transfer command **2-24, 3-1,
 10-3, 12-60**

Transfer command, in the
 Gallery **12-62**
 Transfer subcommands **4-14**
 Transfer Clear Command **1-15, 12-62**
 in Gallery **7-13, 12-64**
 Transfer Clear All command **12-63**
 Transfer Clear Window
 command **1-16, 5-26,
 12-63**
 Transfer Delete command **10-10, 12-64**
 in Gallery **7-31**
 Transfer Glossary command **12-65**
 Transfer Glossary Clear
 command **12-66**
 Transfer Glossary Save
 command **12-67**
 Transfer Glossary Merge
 command **12-67**
 Transfer Load command **3-1, 10-7,
 12-68**
 in Gallery **7-8**
 Transfer Merge command **12-70**
 Transfer Option command **12-71**
 Transfer Rename command **12-72**

T

Tab key **1-15, 4-11, 5-7**
Tab to move between
 command fields **1-15**
 Table 6-1. Character Formats **6-5**
 Table 6-2. Paragraph Formats **6-12**
 tables, entering text in **3-18, 5-7,
 6-23, 6-33**
 tabs, *see also* tab stops **6-28/6-34**
 centered **6-29**
 decimal **3-26, 6-29**
 inserting **3-21**
 in tables **3-22/3-26,
 6-33**
 left flush **6-28**
 right flush **6-29**
 types of **6-29**
 tab stops
 aligning **3-25/3-26,
 12-32**
 appearing on Ruler **12-29, 12-31**
 changing **3-22/3-26**
 changing alignment of **3-26/3-26**
 clearing **3-23, 3-25,
 6-32, 12-29**
 clearing all **12-30**
 clearing some while setting
 others **12-1**
 initial settings **12-29**
 leader characters in **6-34, 6-29**
 measured from margins **12-29**
 moving **3-25, 6-32**
 moving to on the Ruler **3-22**
 on the Ruler **6-28, 6-29**
 preset **6-28**
 resetting initial ones **12-30**

Transfer Save command	2-25, 3-27, 10-4, 12-73	vertical spacing	12-22
in Gallery	7-26	viewing, filenames	12-61
type faces and styles, italic	1-13	viewing glossary names	12-3
typing		viewing lists when filling in command fields	4-17
choosing Alpha command		viewing, ruler	12-81
first	1-9	viewing special symbols	9-2, 12-80
direct to the printer	12-45	viewing tab stops	6-28
overview	Intro-1	visible, making special characters	12-44
new text	1-5, 2-2, 5-4/ 5-8		
typing over text	2-12/2-13, 5-14		
<hr/>			
U			
Undo command	2-9, 4-14, 12-75	W	
underlining	6-5, 12-10	widow lines, avoiding	6-24
double	6-5, 12-11	window	
undoing editing changes	2-9	clearing	12-62
uppercase, turning on	4-11	closing	12-77
uppercase characters	6-5, 12-10	color of	12-79
usages in Style sheets	7-10, 7-15, 12-38	size of	12-80
changing	12-42	window borders, moving	12-77
defined	7-28	Window command	2-21, 12-75
list of	7-11	Window Close command	5-28, 12-77
using MS Word on the HP Portable	Getting Started-7	Window Move command	5-28, 12-77
<hr/>		Window Number	1-5, 4-3, 12-77
V		Window Options command	2-21, 12-79
variable line addresses,		window size, changing	12-77
printing	C-12	Window Split command	5-25, 12-81
variant	7-11, 7-16, 12-38	Window Split Footnote command	6-36, 12-82
changing	12-42	Window Split Horizontal command	12-83
		Window Split Vertical command	12-84
		window size, changing	5-28
		windows	4-2, 5-24/5-30
		clearing text from	5-26
		closing	5-28
		for footnotes	6-36, 12-82
		moving between	5-27, 11-2
		moving to footnote window	5-27
		opening	5-26

splitting	5-26
using multiple	5-24/5-30, 9-2
using as a scratch pad	5-30
word processing features, overview	Intro-1/Intro-3
Word Left function key	1-12
Word Right function key	1-12, 2-19
WordStar files, converting to MS Word	B-1
wordwrap	2-3, 5-5, 6-23
write-protecting the Master Microsoft Word Program Disc	Getting Started-2

X

Y

Z