ATARI®

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Microsoft® Write

A word-processing program for all MEGA™ and ST™ computers

User's Manual

C300236-001 Rev. A

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Microsoft Write for the Atari MEGA and ST computers is a uniquely powerful writing tool. With Write you can create all kinds of documents—memos, letters, reports, brochures, or books. And you can design printed documents that look polished and professional.

If you are new to word processing, you will be surprised at how easy Write is to learn and use. If you've used other word processors, you'll be impressed at how Write handles complicated tasks in an uncomplicated fashion.

Write has all the features you'd expect from a first-rate word-processing program. You can create long documents. There are no odd-looking codes or commands. You can correct errors and copy, replace, move, or format text quickly and easily. And you can edit or reformat as many times as you want.

And Write has more. You can establish "glossaries" for frequently used text, insert footnotes automatically, and merge information into a document to produce form letters. You can change the layout of a page or several pages within a printed document. What you see on the screen is what you will get when you print your work.

You can also merge text from other MEGA or ST applications into Write and vice versa. For example, you can use Write as a text editor for ST BASIC or ST LOGO.

Feel free to experiment with Write. You will find that Write adapts easily to your writing and formatting requirements, so you can concentrate on what is important to you—writing and designing your documents.

GETTING STARTED

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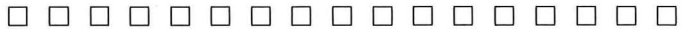
System Requirements and Essential Knowledge

To use the Microsoft Write program, your system should include the following equipment:

- Atari MEGA or ST computer
- Atari floppy disk drive (two are recommended, either two floppy drives or one floppy and one hard drive)
- Atari monitor (or TV, if your system allows)
- Printer (recommended)
- Formatted disks

If you haven't already set up your MEGA or ST computer system, now is the time to do so. You'll find complete setup instructions in the owner's manuals that came with your system.

This manual assumes that you already know how to use your MEGA or ST computer and that you have read your owner's manual. You should know how to:

- Open, copy, and delete disks and files using the desktop.
- Point, select, drag, and double-click with the mouse.
- Scroll in a GEM window using the scroll bars and the scroll arrows.
- Manipulate the size and position of windows using the size box and move bar.
- Pull down menus and choose commands.

About This Manual

The explanations, examples, and illustrations in this manual will help you take full advantage of Microsoft Write's many features. This manual is divided into three parts: **Learning Write**, **Using Write**, and **Write Reference**.

Learning Write: A Tutorial will teach you how to create, edit, format, and print a short document. When you're finished, you'll understand how to use Write, then you can go on to build more complex documents to fit your needs.

Using Write is a guide to word processing with Microsoft Write. This part is organized into five chapters: **Editing with Write**, **Formatting Your Work**, **Working with Complex Documents**, **Printing Documents**, and **Handling Documents.** You'll find that the step-by-step instructions for each task are clearly marked.

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Using Write also describes how to use document windows to simplify complicated editing tasks, such as moving text between documents; and how to use the glossary window for inserting frequently used text into documents automatically.

Write Reference contains a directory of Write commands and appendices that cover key sequences and preset page options. The **Glossary** defines common terms as they relate to the computer and to the word processor.

Customer Support tells you where to find further information about Microsoft Write and other Atari products.

The **Index** helps you locate terms and procedures used or explained in the manual.

If you . . .	See:
Are new to the MEGA or ST	**MEGA or ST Computer Owner's Manual**
Have never used a word processor before	**Learning Write Chapters 1-5**
Want a quick introduction to some basic tasks	
Have used another word processing program	**Using Write Chapters 6-10**
Want an overview of what you can do with Write	
Need information about a particular task	
Need details about a specific command	**Write Reference Chapter 11**
Need quick reference on entering commands from the keyboard	**Appendix A Key Sequences** or **Write Quick Reference Guide**
Need a quick rundown of Write's preset options and formats	**Appendix B Preset Options**
Are unfamiliar with a term used	**Write Reference Glossary of Terms**

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Making a Backup Copy of the Write Master Disk

Before you do anything else, it is essential that you make a backup copy of the Write master disk. A backup copy protects you from losing the original disk or damaging its contents.

Move the write-protect tab on the original disk so that you can see through the notch. Then copy the original disk from the GEM Desktop following instructions given in your MEGA or ST Computer Owner's Manual. You can copy the disk to a formatted floppy or hard disk.

Once you've made the copy, store the original Write master disk in a safe place; always use the backup copy as your Write master disk. Never make changes to the original disk.

What's on the Write Master Disk?

With GEM Desktop displayed on screen, insert your backup Write master disk into your drive, then obtain a directory window of the disk. You'll find the following files on the Write disk:

MEMO.DOC   A tutorial file for editing (used in **Chapter 2**)

README.DOC   A document containing the latest information about Write in general and its PRD files in particular

WRITE.HLP   Write's on-line help file

WRITE.INI   An information file that Write uses to store your word processing preferences

WRITE.PRG   The Write program

WRITE.RSC   Write's GEM resource file

.PRD files   Printer description files that Write uses to print text (see below)

Note: From time to time, changes may be made to the files and filenames actually included on the Write program disk. This guide may not accurately represent such changes. Your README.DOC file on disk will explain variations from the guide that are not included in the guide itself. Be certain to read this file before using Write.

The PRD Files

There are quite a few files on the Write disk with a .PRD extension. These are printer description files. A PRD file tells Write what kind of printer you have.

There are many printers and Write has, as a result, many PRD files. But you'll need only that PRD file(s) that best matches your printer(s) on your working Write disk.

The printer supported by a given PRD file should be fairly clear from the PRD filename. For example, SMM804.PRD is the PRD file you should use if you have an Atari SMM804 printer. The TTY.PRD file is a generic (ASCII) printer description file, and is the PRD file you should use if it happens that your printer (or its compatible) is not supported by any of the PRD files on disk.

A PRD filename ending with the letter "n" indicates that you should use this PRD file for near letter quality (or correspondence quality) printing with the printer named. This applies to dot-matrix printers only. For example, EPFX80.PRD is the all-purpose (draft quality) PRD file for an Epson FX-80 printer (or compatible); but EPFX80N.PRD is the PRD file you should use when you want to print in near letter quality with an Epson FX-80 (or compatible). For the sake of convenience, you should put both PRD files on your working Write disk (see below).

If you cannot determine from the filenames which PRD file you should use with your printer, the README.DOC file on disk contains a complete listing of the PRD files and the printers they support. Double-click on the README.DOC filename from the GEM Desktop, then click on the Show button (or the Print button, if you want a printout of the file—be certain your printer is connected properly and switched on).

The GDOS Files

If you choose, you can use GDOS files with Write. GDOS does three things: (1) allows you to display custom fonts on screen while working with Write; (2) lets you do graphics printing of the screen fonts to a graphics printer; (3) permits metafile printing. For instructions on installing GDOS and using GDOS features, see the **Atari GDOS Installation Manual**.

Preparing a Working Copy of Write

Copy the following files from your backup Write master disk to a blank formatted disk or your hard disk:

MEMO.DOC
WRITE HLP
WRITE.INI
WRITE.PRG
WRITE.RSC
The PRD file(s) that best matches your printer.

Use these copies of the files whenever you work with Write. This is your "working copy" of Write.

Keep your backup Write master disk and original Write master disk in a safe place, just in case you ever need to create new working copies.

Loading Write

You may use Write in high-resolution (monochrome monitor) or medium-resolution (color monitor or, if your system allows, a TV). You may not, however, use the program in low-resolution.

To load the program, obtain a directory of your working copy of Write (the disk must not be write-protected). Move the mouse pointer to the icon or directory entry labeled WRITE.PRG and double-click the left button. (Or select WRITE.PRG and click on the Open option of the GEM Desktop File menu.) After a short while, Write's startup screen appears.

PART 1
Learning Write: A Tutorial

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □

Learning Write shows you how to create, edit, format, and print a document with Write. In this part of the manual, you will create one short document and refine an existing, longer document. Both are typical of documents a small business might produce.

Step-by-step instructions will guide you through these basic tasks as you learn how to produce simple documents to fill most of your everyday needs. After you have worked through the tasks in **Learning Write: A Tutorial**—starting a new document, entering and editing text, formatting, and printing—you will be ready to begin producing your own documents.

Learning Write: A Tutorial is divided into five short chapters. A complete outline of the material they cover follows.

In **Chapter 1, Creating a Document**, you will:

Type a short sample document.
Insert text by typing.
Reverse with the Undo command.
Select and delete text.
Ask for help.
Save the sample document.
Close the window.

In **Chapter 2, Revising a Document**, you will:

Open a longer document (a memo).
Move text in the memo.
Copy text.
Find and change a phrase throughout the document.

In **Chapter 3, Changing the Appearance of Your Document**, you will:

Display the invisible paragraph mark (optional).
Center the title of the memo.
Open space above a paragraph.
Indent paragraphs.
Make the title boldface.
Make the title larger.

In **Chapter 4, See It in Print**, you will:

Set up your printer.
Print the memo.

In **Chapter 5, Finish the Session**, you will quit the program and review what you learned.

CHAPTER 1
CREATING A DOCUMENT

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □

The Startup Screen

Prepare your working copy of Write as described in the pre-
vious section, **Getting Started** or, if you're using GDOS, as
described in the **Atari GDOS Installation Manual**. Then load
the program. Once Write loads, the program displays its startup
screen. The startup screen has two main components: the
Write menu bar and an untitled, active document window.

*Menu Bar. Write's seven menu bar headings are always displayed at the
top of the screen. The headings contain drop-down menus that work just
like those on the GEM Desktop.*

Title Line/Move Bar

Full Box

*Close
Box*

Desk File Edit Search Character Paragraph Document

Untitled

Page 1

*The blinking vertical line is the insertion point (or cursor).
The characters you type appear at this point.*

*The end mark shows where
the document ends.*

Page Status

Horizontal Scroll Bar

Size Box

Vertical Scroll Bar
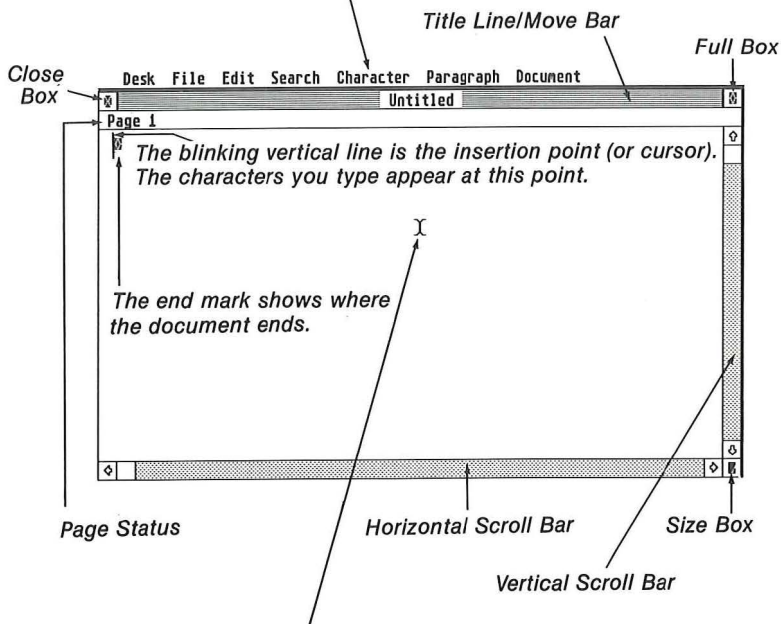
The mouse pointer is an I-beam when in the text area.

Entering Text

In the next few sections, you will work with a short listing that a real estate company might prepare to send to a newspaper as a classified ad.

You need to enter (or type) the listing into Write's untitled document window. Once you have drafted and entered the document, you can easily modify it.

Type the Text

1. Type the text for the real estate listing as it appears below. The text will appear at the blinking insertion point.

2. Do not press [Return] as you type. Use [Return] only to end a paragraph or skip a line.

```
┌─────────────────────────── Untitled ───────────────────────────┐
│ Page 1                                                          │
│  Just listed this week--must be seen to be believed!!          │
│  Richmond area, $70,000.  Old world charmer, 2 bedrooms, plus  │
│  master bedroom, fireplace, hardwood floors, unfinished        │
│  basement.  All appliances and drapes included.  Private lot   │
│  in good location, close to schools and freeway.  Call Jim     │
│  Murphy at 999-7777.                                           │
│                                                                 │
│                                                                 │
│                                                                 │
└─────────────────────────────────────────────────────────────┘
```
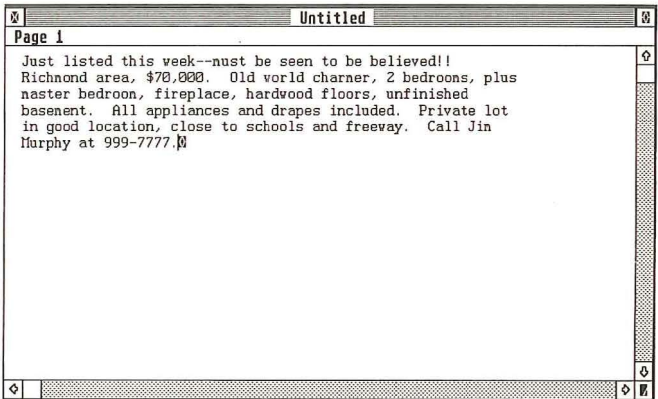
Wordwrap

The insertion point moves to the next line each time you reach the right margin. This is called "wordwrap." Wordwrap saves you a lot of work when you insert, delete, or change the format of your text. Write automatically "wraps" and adjusts lines as you type.

```
┌─────────────────────── Untitled ───────────────────────┐
│ Page 1                                                  │
│ Just listed this week--must be seen to be believed!!    │
│ Richmond area, $70,000.  Old world charmer, 2 bedrooms, plus│
│ master bedroom, fireplace, hardwood floors, unfinished base│
│        ┌─────────────────── Untitled ───────────────────────┐
│        │ Page 1                                              │
│        │ Just listed this week--must be seen to be believed!!│
│        │ Richmond area, $70,000.  Old world charmer, 2 bedrooms, plus│
│        │ master bedroom, fireplace, hardwood floors, unfinished│
│        │ basement                                            │
│        │                                                     │
│        │                                                     │
│        │                                                     │
│        │                                                     │
│        │                                                     │
└────────┴─────────────────────────────────────────────────────┘
```
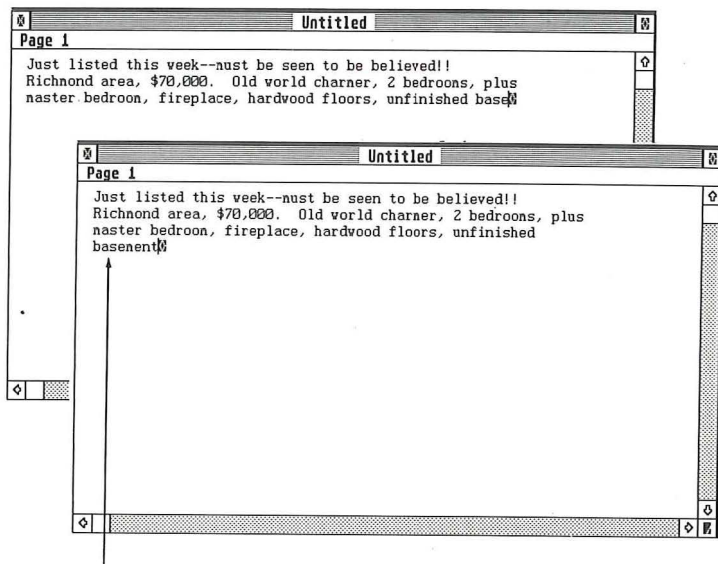
Wordwrap moves the entire word to the next line.

Try Backspacing

If you make a typing mistake, press [Backspace]. [Backspace] erases characters as it backs over them. For example, to erase the period and the four 7's in the phone number at the end of the listing, press [Backspace] five times. Now type: 8888.

Inserting Text

Add a couple of items to the listing to make the home seem more attractive to buyers. To add text to the paragraph you just typed, point the mouse (I-beam) and click the left button to position the insertion point where you want to start typing.

Note: Write uses only the left mouse button. When you read an instruction to (point and) "click," you are to click the left mouse button.

To Add More Text to the Listing

1. Click before the period (.) following "basement."
2. Press [Spacebar], then type: "with washer and dryer".
3. To insert text at the end of the document, click before the end mark. Press [Spacebar] twice and type: "Closing costs negotiable."

Inserted Text

Window showing:
```
                        Untitled
 Page 1
    Just listed this week--must be seen to be believed!!
    Richmond area  $70,000.  Old world charmer, 2 bedrooms, plus
    master bedroom  fireplace, hardwood floors, unfinished
    basement with washer and dryer.  All appliances and drapes
    included.  Private lot in good location, close to schools
    and freeway.  Call Jim Murphy at 999-8888.  Closing costs
    negotiable.
```
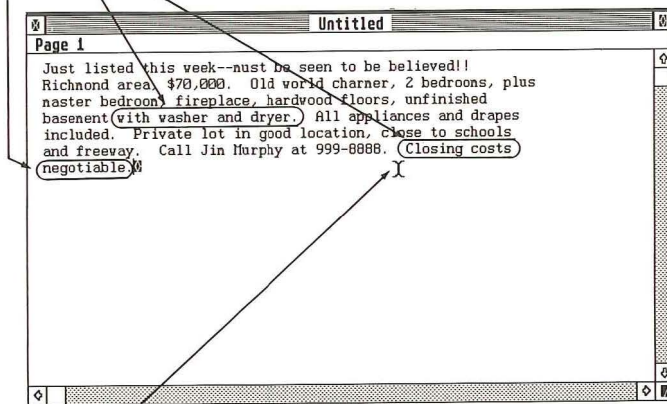
The mouse pointer is an I-beam when in the text area.
Use the I-beam to position the insertion point.

The lines adjusted automatically as you typed. Write also wraps text when you insert.

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Using the Undo Command

If you make a mistake, or have second thoughts about what you just typed, you can reverse your most recent action with the Undo command.

To Undo What You Just Typed

1. Select the Edit menu and choose the Undo Typing command. (The Undo command changes your last action—in this case, typing.) The text "Closing costs negotiable" disappears.

2. Look at the Edit menu again. The command now reads Redo Typing. Choose Redo Typing to put the text back again. The text is selected (highlighted) once it appears on the screen again.

```
  Desk  File  Edit  Search  Character  Paragraph  Document
 ▣                Redo Typing            Untitled                              ▨
 ┌─Page 1──────────────────────────────────────────────────────────┐      ◇
 │ Just listed │ Cut        ^X │ een to be believed!!                │
 │ Richmond are│ Copy       ^C │ ld charmer, 2 bedrooms, plus        │
 │ naster bedrd│ Paste      ^U │ ood floors, unfinished              │
 │ basement wit│ Clear      ^B │ All appliances and drapes           │
 │ included.  P│ Show Clipboard│ ocation, close to schools           │
 │ and freeway.│ Show Glossary │ 999-8888.▨                          │
 │             ├───────────────┘                                     │
 │             │ Show Ruler  ^R                                       │
 │             │ Show ¶      ^Y                                       │
 │             │ Preferences...                                       │
 │                                                                    │      ◇
 ◇└────────────────────────────────────────────────────────────┘◇  ▨
```

You can also reverse your most recent action using the keyboard; press [Undo]. Pressing [Undo] is functionally equivalent to choosing the Undo command.

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Selecting and Deleting Text

You might want to delete text from your listing—for example, the newspaper may limit the number of words you can put in your listing for a certain price. You can delete a letter or a word at a time, or you can delete large blocks of text at once.

Before you can change any part of a document, you need to select the text you want to change.

To Delete by Typing Over Text

There are several ways to delete with Write. One way is to replace the selection by typing over it. Change the phrase "2 bedrooms, plus master bedroom" to read "3 bedrooms,"

```
┌──────────────────────────────────────────────┐
│ █      ═══════════════ Untitled ════════════  █ │
│ Page 1                                          │
│ ┌────────────────────────────────────────── ⇧ │
│ │ Just listed this week--nust be seen to be believed!! │
│ │ Richnond area, $70,000.  Old world charner, █ ]bedroons, plus │
│ │ naster bedroon, fireplace, hardvood floors, unfinished │
│ │ basenent with vasher and dryer.  All appliances and drapes │
│ │ included.  Private lot in good location, close to schools │
│ │ and freevay.  Call Jin Murphy at 999-8888.  Closing costs │
│ │ negotiable.█ │
│ │                                               │
│ │                                            ◇ │
│ ◇│                                         ◇ █ │
└──────────────────────────────────────────────┘
```
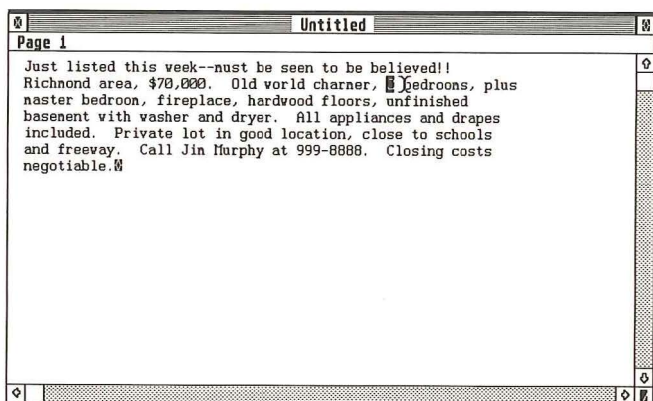
1. Select the 2. Click on it and drag across it.
2. Type 3.

```
┌──────────────────────────────────────────────┐
│ █      ═══════════════ Untitled ════════════  █ │
│ Page 1                                          │
│ ┌────────────────────────────────────────── ⇧ │
│ │ Just listed this week--nust be seen to be believed!! │
│ │ Richnond area, $70,000.  Old world charner, 3 ]bedroons, plus │
│ │ naster bedroon, fireplace, hardvood floors, unfinished │
│ │ basenent with vasher and dryer.  All appliances and drapes │
│ │ included.  Private lot in good location, close to schools │
│ │ and freevay.  Call Jin Murphy at 999-8888.  Closing costs │
│ │ negotiable.█ │
│ │                                               │
│ │                                            ◇ │
│ ◇│                                         ◇ █ │
└──────────────────────────────────────────────┘
```
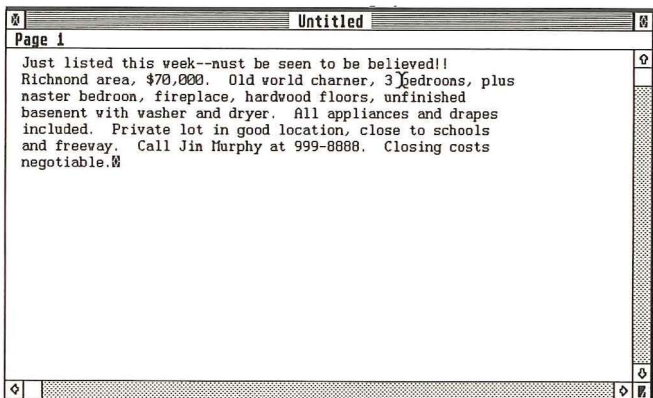
To Delete with [Backspace]

Another way to delete is to use **[Backspace]**. Delete the three words: "plus master bedroom." Again, you need to select the text first.

1. Select the first word. Move the insertion point to the word "plus."

2. Double-click to select the word.

   The rest of the words are on the next line. You need to extend the selection to include these words.

3. Extend the selection. Move the I-beam after the last word you want to select (after "bedroom" and just before the "f" of "fireplace").

4. Hold down **[Shift]** and click.

```
┌─────────────────────────────────────────────────────┐
│ ░  ═════════════════ Untitled ══════════════════   ▓ │
├─────────────────────────────────────────────────────┤
│ Page 1                                                │
│  Just listed this week--nust be seen to be believed!!│ ⇧
│  Richmond area, $70,000.  Old world charner, 3 bedroons, ▊plus▊│
│  ▊master bedroom ▊fireplace, hardwood floors, unfinished│
│  basement with washer and dryer.  All appliances and drapes│
│  included.  Private lot in good location, close to schools│
│  and freeway.  Call Jin Murphy at 999-8888.  Closing costs│
│  negotiable.▓                                         │
│                                                       │
│                                                       │
│                                                       │
│                                                      ⇩│
│ ◇                                                  ◇ ▓│
└─────────────────────────────────────────────────────┘
```
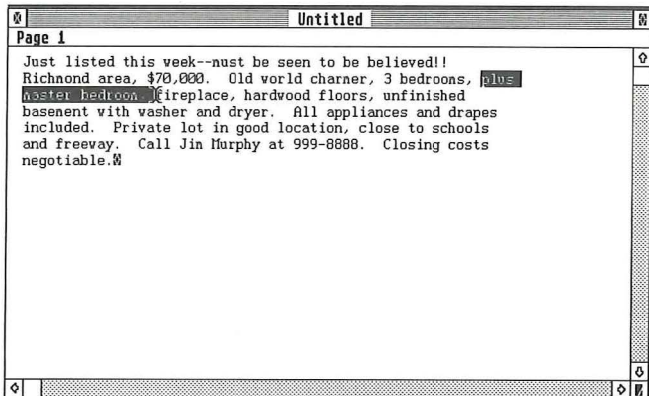
5. Delete the selection using **[Backspace]**. Press **[Backspace]**, and the words will disappear.

To Delete with the Cut Command

Now remove the sentence "All appliances and drapes included" using the Cut command.

1. Select the sentence. Move the pointer anywhere in the sentence.

2. Hold down [Control] while clicking the mouse button.

```
┌─────────────────────────────────────────────────────┐
│ ▨ ══════════════════ Untitled ══════════════════ ▨   │
│ ┌─────────────────────────────────────────────────┐ │
│ │ Page 1                                          ◇ │ │
│ │ Just listed this week--must be seen to be believed!! │
│ │ Richmond area, $70,000.  Old world charmer, 3 bedrooms, │
│ │ fireplace, hardwood floors, unfinished basement with washer │
│ │ and dryer. ▓All appliances▓and drapes included.▓ Private lot │
│ │ in good location, close to schools and freeway.  Call Jim │
│ │ Murphy at 999-8888.  Closing costs negotiable.▨ │
│ │                                                   │ │
│ │                                                 ◇ │ │
│ │ ◇ ▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨ ◇ ▮ │ │
│ └─────────────────────────────────────────────────┘ │
└─────────────────────────────────────────────────────┘
```
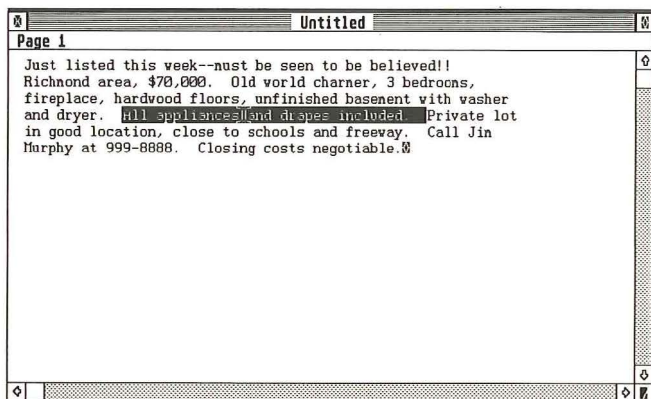
3. Choose the Cut command from the Edit menu. The text disappears from the screen.

When you use the Cut command, text is stored in the Clipboard (in memory but not displayed on screen). It will remain there until you move or copy something else to the Clipboard. (Moving and copying text will be discussed in **Chapter 2**.)

To Delete Blocks of Text

You can also select a block of text to delete by moving the pointer into the invisible selection bar on the far left side of the window.

1. Move the pointer into the selection bar to the left of the first line. The mouse pointer shifts to the right when you are in the selection bar.

2. Click once. The line is selected.

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The invisible selection bar is used to select entire blocks of text quickly. The mouse pointer shifts to the right in the selection bar.

```
┌─────────────────────────────────────────────────────────────┐
│ ▓▏══════════════════ Untitled ═══════════════════════════ ▓ │
├─────────────────────────────────────────────────────────────┤
│ Page 1                                                       │
│ ▶▌Just listed this week--must be seen to be believed!!▐    ◊ │
│   Richmond area, $70,000.  Old world charmer, 3 bedrooms,   ▓ │
│   fireplace, hardwood floors, unfinished basement with washer▓│
│   and dryer.  Private lot in good location, close to schools▓ │
│   and freeway.  Call Jim Murphy at 999-8888.  Closing costs ▓ │
│   negotiable.▓                                               ▓ │
│                                                              ▓ │
│                                                              ▓ │
│                                                   ·          ▓ │
│                                                              ▓ │
│                                                              ◊ │
│ ◊▏                                                       ◊ ▓ │
└─────────────────────────────────────────────────────────────┘
```
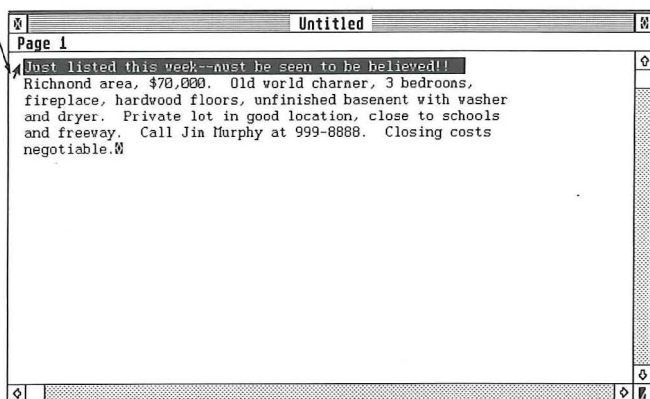
3. Press [Backspace] once and the line will disappear.

Text is not stored in the Clipboard when you delete with [Backspace], although you can get it back with the Undo command.

If you make a mistake selecting text, you can easily change your selection. Move the mouse pointer away from the selection. When you click again, the insertion point moves to the location you are pointing to.
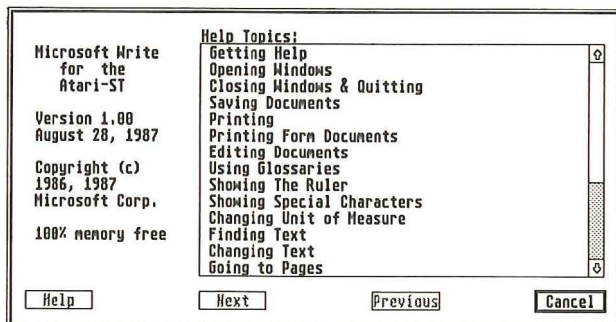
Asking for Help

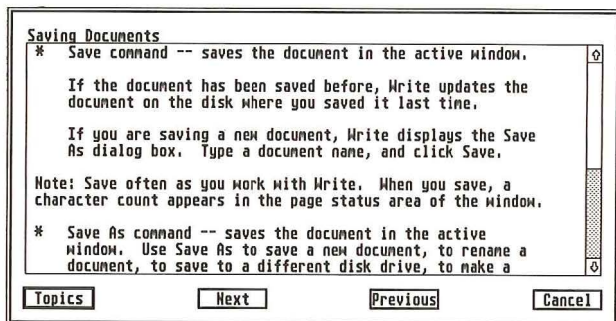There are three ways you can ask for help while working with Write:

1. You can choose the About Write command from the Desk menu and select any topic from the list box.

2. You can press [Help]; this has the same effect as choosing the About Write command from the Desk menu.

3. You can press [Control] [?]. When the mouse pointer changes to a question mark (?), move it to a command or dialog box area. When you click the mouse button, Write displays help information about the item you are pointing to. If you need to change the question mark back to the mouse pointer, press [Control] [?] again.

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To Use the About Write Command

1. Choose the About Write command from the Desk menu, or press [Help].

2. The dialog box contains a list box that displays the topics you can get help with. The dialog box also contains memory information.

```
                    Help Topics:
  Microsoft Write    Getting Help                          ⬆
     for  the        Opening Windows
     Atari-ST        Closing Windows & Quitting
                     Saving Documents
  Version 1.00       Printing
  August 28, 1987    Printing Form Documents
                     Editing Documents
  Copyright (c)      Using Glossaries
  1986, 1987         Showing The Ruler
  Microsoft Corp.    Showing Special Characters
                     Changing Unit of Measure
  100% memory free   Finding Text
                     Changing Text
                     Going to Pages                        ⬇

    Help              Next         Previous      Cancel
```

Many topics have more than one screenful of information. Scroll down to see the rest of the information.

```
  Saving Documents
  *   Save command -- saves the document in the active window.    ⬆

      If the document has been saved before, Write updates the
      document on the disk where you saved it last time.

      If you are saving a new document, Write displays the Save
      As dialog box. Type a document name, and click Save.

  Note: Save often as you work with Write. When you save, a
  character count appears in the page status area of the window.

  *   Save As command -- saves the document in the active
      window. Use Save As to save a new document, to rename a
      document, to save to a different disk drive, to make a     ⬇

    Topics            Next         Previous      Cancel
```

Click on Cancel to close the Help window.

To Get Help on a Particular Topic

1. Press [Control] [?].

2. Move the (?) to the command or to the topic in the dialog box that you want information on.

3. When you click, the Help window appears. It contains the help information on the item you were pointing to.

To Resume Your Work

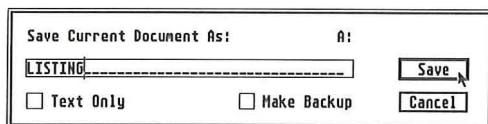Close the Help window by clicking on the Cancel button.

20

Saving Your Work

You should save your work to disk at the end of each Write session so that you don't have to type it again. It's also a good idea to save every 15 minutes during each Write session. This ensures that your work will not be lost if there is a power interruption or if you leave your MEGA or ST computer unattended.

Note: In the interest of saving disk space (especially if you have a single-sided, single-drive system, or if you plan to go through this lesson again), you may not want to save this document to disk. You can close the window and go on to the next section.

To Save the Listing

If you decide to save the listing, follow these steps:

1. Choose the Save command from the File menu. Because the document is as yet untitled, the Save As dialog box appears.

```
┌─────────────────────────────────────────────┐
│ Save Current Document As:          A:        │
│ ┌──────────────────────────────┐  ┌───────┐  │
│ │LISTING_____│  │ Save ↵│  │
│ └──────────────────────────────┘  └───────┘  │
│ □ Text Only      □ Make Backup    [Cancel]   │
└─────────────────────────────────────────────┘
```

2. Type LISTING on the line labeled "Save Current Document As." LISTING will be the name of the newspaper listing.

3. Click on the Save button. Write saves the document as LISTING.DOC. Write automatically adds the suffix .DOC to a document name when you do not specify an extension.

After the program saves the document, the number of characters in the document appears in the upper left-hand corner of the window where the page number usually is.

For more information on saving documents, see **Chapter 10, Handling Documents**.

The listing stays on the screen so you can continue working after you save. For now, close the window and move on to the next task.

Closing the Window

Although you can have up to four document windows open at one time, it is easier to close windows that you are not using.

To Close the Window

Choose the Close command from the File menu, or click on the window's close box.

The window disappears and you see Write's blank desktop.

Whenever you have unsaved changes or try to close a window containing a new document, a dialog box appears, asking if you want to save. This ensures that you will not accidentally lose new, unsaved work.

For more information on closing windows, see **Chapter 10, Handling Documents**.

CHAPTER 2
REVISING A DOCUMENT

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □

Now that you are able to use Write to type, insert, and delete
text, you can learn to edit a longer document. This time you will
open a document already supplied on your Write disk—a
memo that lists suggestions on how to prepare a house for sale.

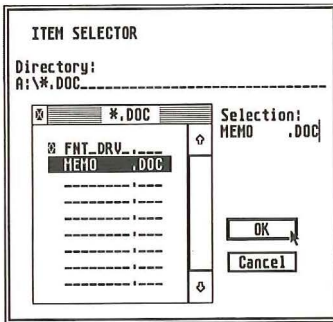## Using the Keyboard to Choose Menu Commands

You may have noticed that beside many of Write's drop-down
menu commands there appears a caret (ʌ) followed by a
letter of the alphabet. The caret (ʌ) represents [Control] on
your MEGA or ST computer keyboard; the letter beside the
caret represents that letter on the keyboard.

You can use a Control key sequence instead of the mouse when
you need to use any of the commands with such equivalents.
The equivalents appear as reminders on the menus them-
selves. No doubt you'll soon have many of them memorized, as
the letters corresponding to the commands are often obvious
mnemonics. For example, when you want to open (or load) an
existing document on disk, you can press [Control] [O] instead
of clicking on the Open command under the File menu (try this
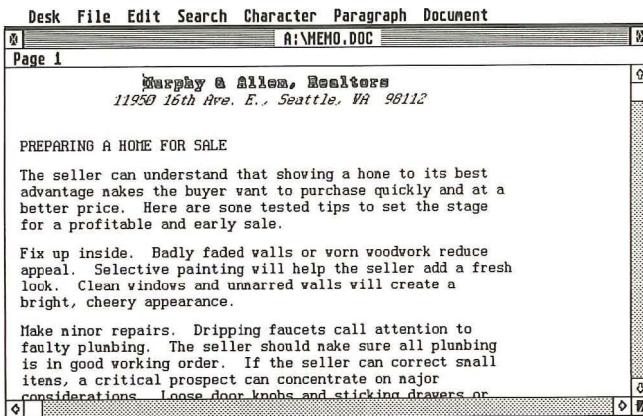in the next section).

Write has key sequence equivalents for most everything you
can do by "pointing and clicking" with the mouse. You may,
over time, find it more convenient to use these key sequences,
especially while entering text from the keyboard. The Control
key sequence equivalents for important menu commands are
the only ones listed on the menus themselves. For a complete
listing of Write's numerous editing, formatting, keyboard con-
trol, and function key equivalents, refer to **Appendix A, Key
Sequences**, your **Write Quick Reference Guide**, or the Using
Key Sequences entry among the on-line help topics (About
Write command).

Loading a Document

1. Choose the Open command from the File menu. The GEM Item Selector appears. The Item Selector displays, in alphabetical order, the names of all DOCuments on the disk (that is, those with a .DOC extension), plus any folders. You may need to scroll to see the entire list.

```
 ITEM SELECTOR
 Directory:
 A:\*.DOC_____
   ▨▓▓▓▓▓*.DOC▓▓▓▓▓   Selection:
                    ⇧   MEMO    .DOC|
    ▨ FNT_DRV_._____
      MEMO    .DOC
      _____!___
      _____!___
      _____!___        ┌──────────┐
      _____!___        │    OK  ◄  │
      _____!___        └──────────┘
      _____!___        ┌──────────┐
      _____!___  ⇩     │  Cancel  │
                         └──────────┘
```

2. Click on the document name MEMO.DOC, then click the OK button. Or double-click on the name MEMO.DOC. The document loads in from disk and appears on the screen.

```
 Desk  File  Edit  Search  Character  Paragraph  Document
 ▨▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ A:\MEMO.DOC ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓                ▨
 Page 1
                    Murphy & Allen, Realtors                 ⇧
                 11950 16th Ave. E., Seattle, WA  98112

    PREPARING A HOME FOR SALE

    The seller can understand that showing a home to its best
    advantage makes the buyer want to purchase quickly and at a
    better price.  Here are some tested tips to set the stage
    for a profitable and early sale.

    Fix up inside.  Badly faded walls or worn woodwork reduce
    appeal.  Selective painting will help the seller add a fresh
    look.  Clean windows and unmarred walls will create a
    bright, cheery appearance.

    Make minor repairs.  Dripping faucets call attention to
    faulty plumbing.  The seller should make sure all plumbing
    is in good working order.  If the seller can correct small
    items, a critical prospect can concentrate on major       ⇩
    considerations.  Loose door knobs and sticking drawers or
 ⟨                                                          ⟩ ◊▨
```

Now you can start to edit the memo.

Note: For more information about the GEM Item Selector, see **Chapter 10, Handling Documents**, and **Chapter 11, Commands**.
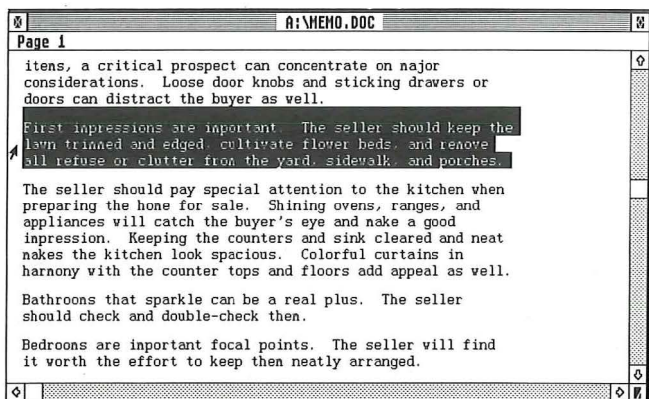
Moving Text with Cut and Paste

You move text in Microsoft Write simply by "cutting" text from the document, then "pasting" it back from the Clipboard into the new location.

For example, you can move the paragraph starting with "First impressions are important" closer to the beginning of the document.
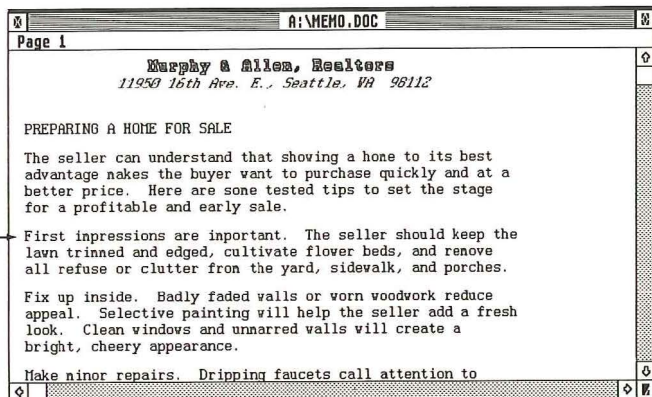
To Select the Paragraph

1. Scroll down to the fourth paragraph in the document, beginning with "First impressions are important." To scroll down to that point, use the document window's vertical scroll bar (to scroll a screen at a time) or scroll arrows (to scroll a line at a time); or you can use the [down arrow] key.

2. Move the pointer into the selection bar to the left of any line in the paragraph.

3. Double-click to select the entire paragraph.

```
┌─────────────────────────────────────────────────────────┐
│ ░                    A:\MEMO.DOC                        ░ │
├─────────────────────────────────────────────────────────┤
│ Page 1                                                    │
│  itens, a critical prospect can concentrate on major  ⬆  │
│  considerations.  Loose door knobs and sticking drawers or│
│  doors can distract the buyer as vell.                    │
│  First inpressions are inportant.  The seller should keep the│
│  lavn trinned and edged, cultivate flower beds, and renove│
│  all refuse or clutter fron the yard, sidewalk, and porches.│
│                                                           │
│  The seller should pay special attention to the kitchen when│
│  preparing the hone for sale.  Shining ovens, ranges, and │
│  appliances vill catch the buyer's eye and nake a good    │
│  inpression.  Keeping the counters and sink cleared and neat│
│  nakes the kitchen look spacious.  Colorful curtains in   │
│  harnony vith the counter tops and floors add appeal as vell.│
│                                                           │
│  Bathroons that sparkle can be a real plus.  The seller   │
│  should check and double-check then.                      │
│                                                           │
│  Bedroons are inportant focal points.  The seller vill find│
│  it vorth the effort to keep then neatly arranged.    ⬇  │
│  ◇                                                  ◇ ▓  │
└─────────────────────────────────────────────────────────┘
```

25

To Move the Paragraph

1. Choose the Cut command from the Edit menu. The para-
graph is stored in the Clipboard.

2. Scroll up and select the new location for the text, after the
first paragraph in the memo. Place the insertion point just
before the "F" in "Fix."

3. Choose the Paste command from the Edit menu. The
paragraph reappears in the new location.

```
┌─────────────────────────────────────────────────────────┐
│ ▨ ══════════════════ A:\MEMO.DOC ══════════════════════ ▨ │
├─────────────────────────────────────────────────────────┤
│ Page 1                                                  ⇧ │
│                                                           │
│            Murphy & Allen, Realtors                       │
│         11950 16th Ave. E., Seattle, WA  98112            │
│                                                           │
│  PREPARING A HOME FOR SALE                                │
│                                                           │
│  The seller can understand that shoving a home to its best│
│  advantage makes the buyer want to purchase quickly and at a│
│  better price.  Here are some tested tips to set the stage│
│  for a profitable and early sale.                         │
│                                                           │
│  First impressions are important.  The seller should keep the│
│  lawn trimmed and edged, cultivate flower beds, and remove│
│  all refuse or clutter from the yard, sidewalk, and porches.│
│                                                           │
│  Fix up inside.  Badly faded walls or worn woodwork reduce│
│  appeal.  Selective painting will help the seller add a fresh│
│  look.  Clean windows and unmarred walls will create a    │
│  bright, cheery appearance.                               │
│                                                        ⇩  │
│  Make minor repairs.  Dripping faucets call attention to  │
│ ◇ ▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨ ◇ ▨ │
└─────────────────────────────────────────────────────────┘
```

Pasted Paragraph

Copying Text

You copy text in the same way you move text. However,
instead of choosing the Cut command, you choose the Copy
command from the Edit menu.

For example, there is an important sentence in the fourth
paragraph: "If the seller can correct small items, a critical
prospect can concentrate on major considerations." You
might want to restate this again at the end of the document.

To Select the Sentence

1. Place the insertion point anywhere in the sentence.

2. Hold down [Control] while clicking the mouse button.

To Copy the Sentence

1. Choose the Copy command from the Edit menu. The text is copied to the Clipboard.

2. Place the insertion point just in front of the end mark.

3. Choose the Paste command from the Edit menu. The sentence appears at the new location.

```
┌─────────────────────────────────────────────────────────┐
│ ▣ ═══════════════ A:\MEMO.DOC ══════════════════════ ▧ │
│ ┌─────┐                                                  │
│ │Page 1│                                                ◊│
│ └─────┘                                                  │
│    Schedule showings that are convenient so that the hone will│
│    be presented at its best.  Personal and fanily privacy│
│    should be respected.                                  │
│                                                          │
│    The seller should discuss the visdon of any major project│
│    with the real estate agent before proceeding.  Many large│
│    expenditures, though needed, nay not be econonically sound│
│    while trying to sell a hone.                          │
│  ┌►If the seller can correct snall itens, a critical prospect│
│  │ can concentrate on najor considerations.  ▨          │
│  │                                                       │
│  │                                                      ◊│
│  │ ◊ ▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒ ◊ ▨        │
└──┴───────────────────────────────────────────────────────┘
```

└─*Copied Text at End of Document*

Don't worry about the spacing around the sentence—you will fix that later on.

Finding and Changing Text

You can easily find and change text with the commands on the Search menu. For example, you could use the Find command to search through a document for a name or phrase. The Change command finds and changes text. You can automatically change all occurrences of the text within the entire document or a selected portion of the document. Or you can go through and selectively change each occurrence, one at a time.

Use the Change command to replace all occurrences of "the seller" in the MEMO document with the word "you."

To Replace the Text

1. Choose the Change command from the Search menu. The Change window appears. (You can move this window around by dragging on the move bar if it obscures your text, but the screen scrolls so that selected text remains in clear view.)

2. Type "the seller" in the Find What line.

3. Press [Tab] to move the cursor to the next line. (Alternatively, you can use the [down arrow] key or simply click in the next line.) Type "you" on the Change To line.

4. Click on the Find Next button. The first occurrence of "the seller" is selected.

First Occurrence of "the seller"

```
   Desk  File  Edit  Search  Character  Paragraph  Document
                          A:\MEMO.DOC
 ┌─────────────────────────────────────────────────────────────┐
 │ Page 1                                                        │
 │                                                               │
 │                   Murphy & Allen, Realtors                    │
 │               11950 16th Ave. E., Seattle, WA  98112          │
 │                                                               │
 │     PREPARING A HOME FOR SALE                                 │
 │     The seller can understand that showing a home to its best │
 │     advantage makes the buyer want to purchase quickly and at │
 │     a better price.  Here are some tested tips to set the     │
 │     stage for a profitable and early sale.                    │
 │                                                               │
 │     First in ┌─────────────────────────────────────────────┐ │
 │     lawn tri │▓═════════════════ Change ═══════════════════│ │
 │     all refu │                                             │ │
 │     Fix up i │  Find What:the seller_____    │ │
 │     appeal.  │  Change To:you_____    │ │
 │     look.  C │                                             │ │
 │     bright,  │  ☐ Whole Word          ☐ Match Upper/Lowercase│ │
 │     Make nin │ [Find Next][Change, then Find][Change][Change All]│
 │              └─────────────────────────────────────────────┘ │
 └─────────────────────────────────────────────────────────────┘
```

5. Click on the Change, then Find button to replace it and go to the next occurrence.

"The seller" was changed to "You." Since "The seller" contains a capital letter, Write capitalizes "You" to replace it.

```
   Desk  File  Edit  Search  Character  Paragraph  Document
                          A:\MEMO.DOC
 ┌─────────────────────────────────────────────────────────────┐
 │ Page 1                                                        │
 │               11950 16th Ave. E., Seattle, WA  98112          │
 │                                                               │
 │     PREPARING A HOME FOR SALE                                 │
 │                                                               │
 │     You can understand that showing a home to its best advantage│
 │     makes the buyer want to purchase quickly and at a better  │
 │     price.  Here are some tested tips to set the stage for a  │
 │     profitable and early sale.                                │
 │                                                               │
 │     First impressions are important.  The seller should keep the│
 │     lawn tri ┌─────────────────────────────────────────────┐ │
 │     all refu │▓═════════════════ Change ═══════════════════│ │
 │     Fix up i │  Find What:the seller_____    │ │
 │     appeal.  │  Change To:you_____    │ │
 │     look.  C │                                             │ │
 │     bright,  │  ☐ Whole Word          ☐ Match Upper/Lowercase│ │
 │     Make nin │ [Find Next][Change, then Find][Change][Change All]│
 │     faulty p └─────────────────────────────────────────────┘ │
 └─────────────────────────────────────────────────────────────┘
```

Next Occurrence

28

Write searches forward from the insertion point to the end of the document, then goes back to the beginning of the document and searches forward until it again reaches the insertion point. In this case, the insertion point was next to the end mark, so Write went directly back to the beginning.

You can cancel a search at any time simply by pressing [Control] [C].

To replace all occurrences of "the seller," click on the Change All button. All occurrences of "the seller" will be changed to "you."

When you change all occurrences, the entire document is selected.
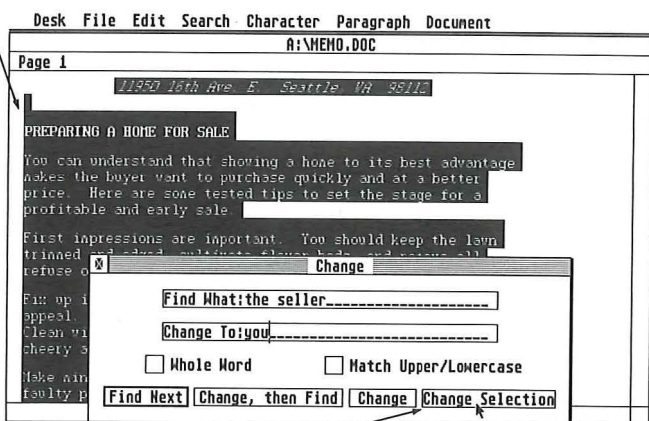
Since the entire document is selected, the Change All button becomes the Change Selection button.

To make the changes within the current selection, click on Change Selection.

Now close the Change window.

To Close the Window

Choose the Close command from the File menu, or click on the Change window's close box.

CHAPTER 3
CHANGING THE APPEARANCE
OF YOUR DOCUMENT

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

With Write, there are many ways you can format, or change the appearance of, your document. You can change the shape, size, and position of the characters for emphasis. Or you can change the way a paragraph aligns on the margin, the indentation, or the amount of space between lines. You can structure and organize your text into columns or tables.

Formatting Paragraphs

A paragraph is a group of related concepts, and can be as long or short as you want. The Paragraph menu commands give you the power and flexibility to format paragraphs in your document in a variety of ways.

When you use Write, pressing **[Return]** inserts a "paragraph mark," which is the end of the paragraph. The paragraph includes any text you type before pressing **[Return]**, plus any formatting to the characters or to the paragraph. When you insert or delete text, text wraps and realigns only within that paragraph. This is why you should not use **[Return]** to end a sentence; if you do, all your sentences will become paragraphs and must be formatted individually.

The paragraph mark is normally invisible. You can display it by choosing the Show ¶ command on the Edit menu; do so now if you want to. Then you can make it invisible again by choosing Hide ¶
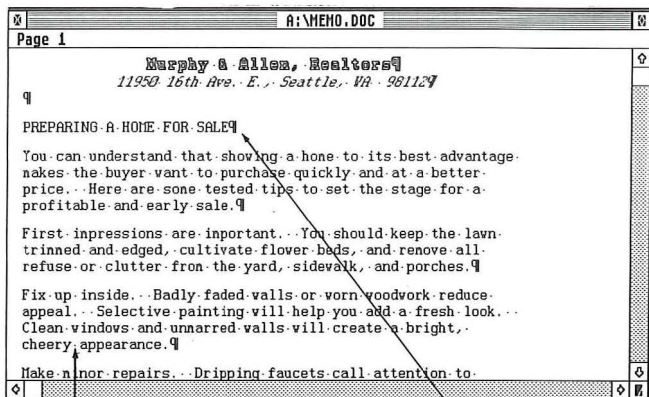
This is the symbol for a space.   *Paragraph Mark*   31

A paragraph can be at any logical break in the text. For example, the MEMO title "Preparing a Home for Sale" is a paragraph. You can emphasize the title by centering it.

To Center the Title

1. Select the title or make sure the insertion point is in the title.

2. Select Centered from the Paragraph menu.

3. Pull down the Paragraph menu again and Centered will be checked, telling you that this format is in effect.

```
 Desk  File  Edit  Search  Character  Paragraph  Document
┌──┬────────────────────────────┬──Normal──────────────┬──────┬──┐
│▨ │▤▤▤▤▤▤▤▤▤      A:\ME│                       │      │▨ │
├──┴────────────────────────┬───┤ Left                 ├──────┼──┤
│ Page 1                     │   ├──────────────────────┤      │⇧ │
│         Murphy & Allen, Re │  √│ Centered    ▸        │      │  │
│         11950 16th Ave. E., Seatt┤ Right              │      │  │
│                            │   │ Justified            │      │  │
│        ┌──────────────────┐│   ├──────────────────────┤      │  │
│        │ PREPARING A HOME FO│  √│ Single Space         │      │  │
│ You can understand that showing a hom│ Double Space  │ntage │  │
│ makes the buyer want to purchase quic│√ Open Space   │r     │  │
│ price.  Here are some tested tips to ├──────────────────────┤a   │  │
│ profitable and early sale.           │ Formats...  ^M│      │  │
│                                      │ Tabs...     ^T│      │  │
│ First impressions are important.  You should keep the lawn   │  │
│ trimmed and edged, cultivate flower beds, and remove all     │  │
│ refuse or clutter from the yard, sidewalk, and porches.      │  │
│                                                              │  │
│ Fix up inside.  Badly faded walls or worn woodwork reduce    │  │
│ appeal.  Selective painting will help you add a fresh look.  │  │
│ Clean windows and unmarred walls will create a bright,       │  │
│ cheery appearance.                                           │  │
│                                                              │  │
│ Make minor repairs.  Dripping faucets call attention to     │⇩ │
├──┬──────────────────────────────────────────────────────┬───┼──┤
│◇ │▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨│   │◇ │▨ │
└──┴──────────────────────────────────────────────────────┴───┴──┘
```

The Paragraph menu commands set the line spacing for a paragraph. All of the paragraphs in the MEMO document have an extra space between them—except for the last paragraph, which you copied earlier.

32

To Open Space Above the Paragraph

1. Move the insertion point to any spot within the paragraph.

```
 Desk  File  Edit  Search  Character  Paragraph  Document
```

	A:\ME	Normal
Page 1		✓ Left
vill display the full value of storag		Centered
Schedule showings that are convenient		Right
be presented at its best. Personal a		Justified
should be respected.		✓ Single Space
You should discuss the visdon of any		Double Space
real estate agent before proceeding.		Open Space
expenditures, though needed, nay not		Formats... ^M
vhile trying to sell a hone.		Tabs... ^T
If you can correct snall itens, a critical prospect can		
concentrate on major considerations. ▓		

The insertion point should be in the paragraph you want to open space above.

2. Choose the Open Space command from the Paragraph menu.

A:\MEMO.DOC
Page 1
vill display the full value of storage and utility space.
Schedule showings that are convenient so that the hone vill be presented at its best. Personal and fanily privacy should be respected.
You should discuss the visdon of any major project with the real estate agent before proceeding. Many large expenditures, though needed, nay not be econonically sound vhile trying to sell a hone.
If you can correct snall itens, a critical prospect can concentrate on major considerations.
▓

It might be best to indent some of the paragraphs to break out part of the memo into a list of suggestions. Start with the "First impressions..." paragraph and continue through the "Schedule showings..." paragraph.

33

To Select the Paragraph

1. Move the pointer into the selection bar next to the line starting with "First impressions...."

2. Click to select the line.

3. Scroll toward the end of the document. Locate the paragraph starting with "Schedule showings...."

4. Position the pointer over the period after "respected."

5. Hold down [Shift] and click. The paragraphs from the selection to the pointer are selected.
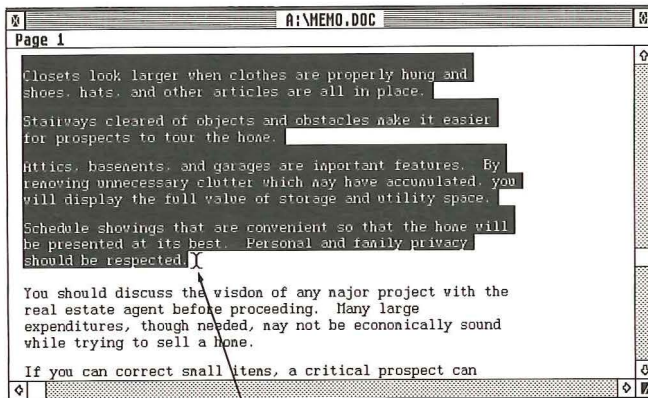
[Shift] click here to extend the selection.

To Indent the Paragraphs

1. Choose the Show Ruler command from the Edit menu. The ruler appears at the top of the window. You can set indents and tabs on the ruler quickly and easily—and you can see how your formatting changes look right away.

2. Click and drag the marker on the left margin. The small square marker is picked up by the mouse first. This is the marker for the first line indent. Click and drag this square marker to the half-inch mark.

3. The two triangles at either end of the ruler are for left and right indents. Click and drag the left triangle to the half-inch mark.

34

Click and drag the first line indent marker, then the left indent marker.
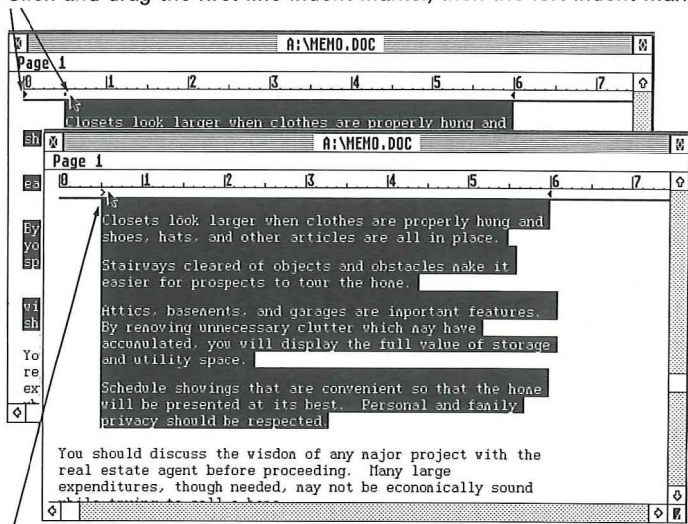
When you release the mouse button, your indent is changed.

If you want to hide the ruler again, choose the Hide Ruler command on the Edit menu.

Emphasizing Characters

You can emphasize characters by formatting them with the commands on the Character menu.

For more impact, make your MEMO document title boldface.

To Make the Title Boldface

1. Select the title by clicking next to it in the selection bar.
2. Choose Bold from the Character menu.
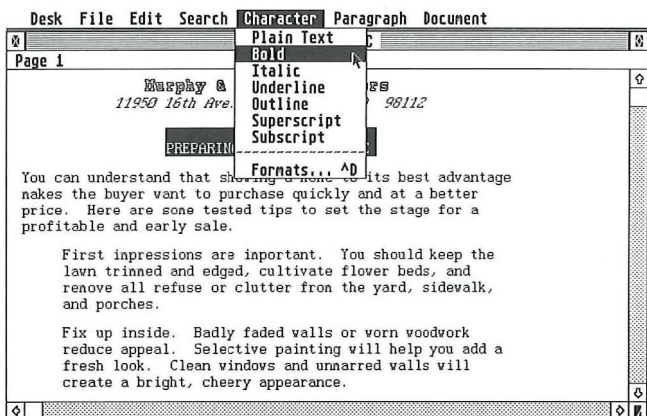
To Make the Title Larger

Perhaps more emphasis is needed—making the title larger might help.

1. Make sure the title is still selected.

2. Choose Formats from the Character menu. A dialog box appears containing a list box of fonts. (The font is the design of the alphabet that characters are displayed in.) The font sizes are on the right side of the font list box. The list shows the sizes available for the selected font—in this case, Typewriter, which, if available (only with GDOS installed), is the preset font Write uses (otherwise, System will be the preset font).
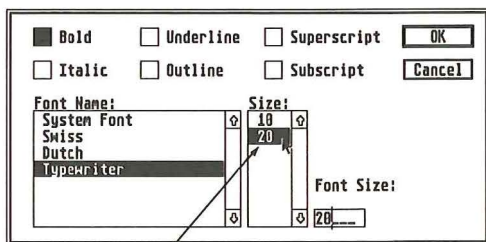
Click to select the font size.

3. Write presets the font size at 10 points (monochrome) or 9 points (color). Click to select 20 (monochrome) or 18 (color) from the right side of the list box. You could also type a number here to change the font size.

4. Click on the OK button.

The title is now larger.

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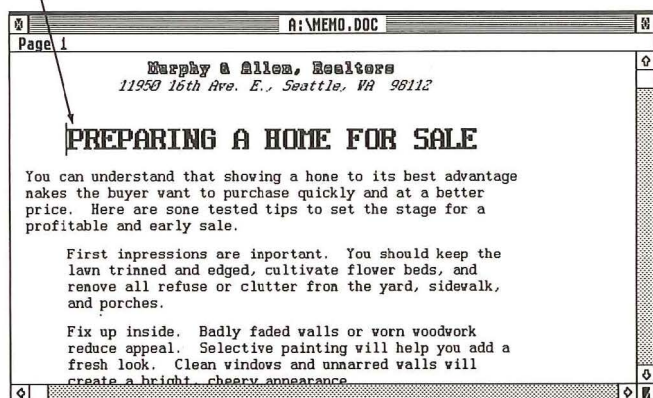
The Formats dialog box also contains boxes for the other com-
mands on the Character menu—Bold, Italic, Underline, Out-
line, Superscript, and Subscript. You can use the Character
Formats command to set all your formatting at once.

See **Formatting Characters** in **Chapter 7** for more information
on any of these commands.

CHAPTER 4
SEE IT IN PRINT

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □

You can see your work in Write on paper by printing your document.

Before you start, make sure your printer is plugged in and installed properly. See your printer manual for instructions.

Printer Setup

Before you print, you must tell Write which printer you have, what character pitch you'll be using, and through which port your document will go to the printer.

1. Select Printer Setup from the File menu. You will see the following dialog box:
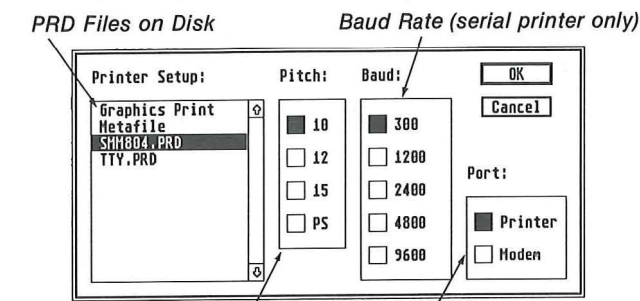
PRD Files on Disk   *Baud Rate (serial printer only)*

Printer Setup:	Pitch:	Baud:	OK
Graphics Print	■ 10	■ 300	Cancel
Metafile			
SHM804.PRD	□ 12	□ 1200	Port:
TTY.PRD	□ 15	□ 2400	
	□ PS	□ 4800	■ Printer
		□ 9600	□ Modem

Character Pitch Options: *Port Your Printer Is Connected To*
10 pitch, 12 pitch, 15 pitch,   *(printer port for parallel printers,*
and proportional spacing   *modem port for serial printers)*

Note: Graphics Print and Metafile are available only with GDOS installed.

2. Click on the PRD file for your printer. (You should already have copied the PRD file(s) that best matches your printer to your working Write disk; if not, see the section, **Getting Started.**) If present on disk, and you have never chosen a PRD file, TTY.PRD is the preset PRD file.

3. Click on the character pitch you want to use. Ten pitch is the preset option, as well as the most common pitch supported by printers. Your printer must support the character pitch you choose.

4. If you have a serial printer, click on the baud rate supported by your printer. Three hundred baud is the preset option. Your printer must support the baud rate you choose.

5. Click on Printer (preset option) if you have a parallel printer (a printer connected to the printer port on your MEGA or ST computer). Click on Modem if you have a serial printer (a printer connected to the modem port on your MEGA or ST computer).

6. Click on the OK button.

For more information, see the section, **Getting Started** and **Chapter 9, Printing Documents**.

Single-Sheet or Form-Feed Paper?

If you use single sheets of paper when printing, select Install Printer from the Control Panel. Click on Single, then click on the OK button. Write will stop printing at the bottom of a full page, and prompt you to insert another sheet of paper.

If you use standard computer form-feed (or "fanfold") paper when printing, select Install Printer from the Control Panel. Be certain Feed is selected, then click on the OK button. Feed is the preset option. Write will print continuously until the document's end.

For more information on Install Printer, see your Atari computer manual.
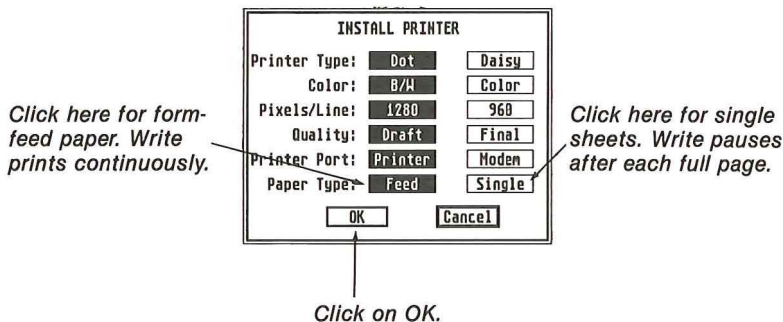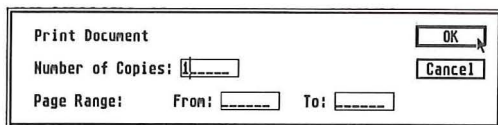
Click here for form-feed paper. Write prints continuously.

```
        INSTALL PRINTER
Printer Type:   Dot      Daisy
       Color:   B/W      Color
 Pixels/Line:  1280       960
     Quality:  Draft     Final
Printer Port: Printer    Modem
  Paper Type:  Feed      Single
        OK           Cancel
```

Click here for single sheets. Write pauses after each full page.

Click on OK.

Note: Write uses only the Feed/Single option from the Install Printer desk accessory. All other settings are handled by the Printer Setup command.

For more information, see **Chapter 9, Printing Documents**.

Print the Document

1. Choose the Print command from the File menu, press [Control] [P], or [F7]. You will see this dialog box:

```
┌─────────────────────────────────────────────────┐
│ Print Document                          [  OK  ] │
│ Number of Copies: [1_____]             [ Cancel ] │
│ Page Range:    From: [_____]   To: [_____]     │
└─────────────────────────────────────────────────┘
```

2. Click on the OK button. Your document will start to print.

If you have questions about any of the other settings, see **Chapter 9, Printing Documents**.

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CHAPTER 5
FINISH THE SESSION

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □

At this point, you can continue to practice using Microsoft Write, or you can quit the program.

To Quit

1. Be sure the Write program disk is in the drive you loaded it from, then choose the Quit command from the File menu, or press **[F10]**.

2. You will be asked if you want to save your changes.

If you want to go through **Learning Write** again, or if someone else will be learning to use Write, click on No to discard the changes to the MEMO document you made in this session. Write quits and returns to the GEM Desktop. Your changes to the document are discarded.

If you want to save your changes, click on Yes.

When all documents are saved, Write quits and returns to the GEM Desktop. It is recommended that you always quit the program cleanly, as described in the above procedure. For more information, see **Chapter 10, Handling Documents**, and **Chapter 11, Commands**.

If you don't plan to work through **Learning Write** again, you can free work space on your working Write disk by deleting the MEMO document or by moving it to another disk. You can delete or move files using the GEM Desktop only.

As you become more experienced with Write, you may want to remove the help file (WRITE.HLP) from your working Write disk. Doing this will make the help files unavailable to you when working with the program, but will also free up disk storage space. Never remove the WRITE.HLP file from your original Write master disk, as you may wish to add the file to a working copy of Write in the future.

Review

In **Learning Write**, you used the basic word-processing techniques that you'll need to build more sophisticated documents. And you have seen some of the ways that Write simplifies your writing and editing tasks.

You have learned to:

Start Write

Type a new document

Insert text by:
    Selecting the insertion point, then typing

Reverse an action with the Undo command

Select text:
    A character
    A word
    A sentence
    A line
    A paragraph

Extend the selection

Delete text by:
    Typing over the selection
    Choosing the Cut command
    Pressing **[Backspace]**

Ask for help using the About Write command and by pressing **[Help]** or **[Control] [?]**

Save your work using the Save As command

Close the window

Use key sequence equivalents for some Write commands

Open a document with the Open command

Move text by:
    Selecting the text
    Choosing the Cut command
    Selecting an insertion point
    Choosing the Paste command to insert the text

Copy text by:
Selecting the text
Choosing the Copy command
Selecting an insertion point
Choosing the Paste command to insert the copied text

Find and change text two ways using the Change command:
Finding then changing text
Replacing all occurrences of the text

Center the title by:
Selecting the title
Choosing the Centered command from the Paragraph menu

Indent paragraphs by:
Selecting the paragraphs
Dragging the indent markers on the ruler

Make text boldface for emphasis by:
Selecting the text
Choosing the Bold command from the Character menu

Change the font size by:
Selecting the text
Choosing the Formats command from the Character menu
Choosing the new size in the list box

Set up your printer using the Printer Setup command

Print a document using the Print command

Quit Write using the Quit command

If you have questions about performing specific tasks, refer to the **Using Write** section of this manual. If you have questions about the individual commands, see **Chapter 11, Commands.**

PART 2
Using Write

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □

Using Write describes Write features and explains how to write and produce a variety of documents that fit almost every need. The material is divided into five chapters that cover the main tasks: editing, formatting, creating complex documents, printing, and handling documents.

Many of the tasks that were described in step-by-step procedures in **Part 1, Learning Write**, are explained in greater detail in this part of the manual.

Using Write shows you how to use Write's special features to make your work easier. For instance, you will learn how to use the glossary function to store frequently used pieces of text that you can recall with a few keystrokes. You might use the glossary to store your return address, or long titles, or equations. Running heads are also described in this section. You can create running heads with Write to give your documents a professional, finished look.

If you create documents that need footnotes, you will learn how to create footnotes in this section. Write follows your directions and automatically places the text and footnotes for you.

If you need form letters or other kinds of form documents, you will learn how to create these in this section.

The following list shows which tasks are described in each chapter.

If you want to	See
Select text	**Chapter 6**
Insert or delete text	**Editing with Write**
Move or copy text	
Find and/or change text	
Work with more than one window	
Create a glossary for repetitive text	
Change font, font size, or position of text	**Chapter 7**
	Formatting Your Work
Indent text	
Change line spacing	
Set tabs	
Create running heads	**Chapter 8**
Footnote text	**Working with Complex Documents**
Number pages	
Change the position of footnotes, running heads, or page numbers	
Vary the format of a document	
Change the margins	**Chapter 9**
Print a document	**Printing Documents**
Print a form document	
Open a document	**Chapter 10**
Save a document	**Handling Documents**

See **Chapter 11, Commands,** for information about individual Write commands.

CHAPTER 6
EDITING WITH WRITE

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □

This chapter summarizes the basic editing techniques that you can use to revise and refine your documents. If you have read **Learning Write**, you will find that this chapter reviews the techniques you learned there. This chapter also covers Write's more advanced editing functions.

In this chapter, you will learn how to enter and select text; insert, delete, move, and copy text; undo your last change; find and change text; go to a specific page; use windows; and insert frequently used text using the glossary.

Entering Text

To enter text with Microsoft Write, start the program, then begin typing. There are several things you should keep in mind:

1. Words that are too long for a line are moved to the next line automatically. This is called "wordwrap." Wordwrap also occurs when you insert or delete text; your lines are adjusted automatically.

2. Use [Return] only to end a paragraph. Do not use [Return] to end each line.

3. Use [Backspace] to erase mistakes as you type.

Write also uses key sequences to perform special editing tasks and to insert some special characters.

Press the new line key sequence to end a line without starting a new paragraph.

The new page key sequence inserts a page break; ending the page and starting another.

A fixed size, nonbreaking space keeps two words from being split at the end of a line. For example, you might use a non-breaking space if you didn't want a line break between two words of a title or a name. A nonbreaking space is not enlarged or compressed when you justify a line.

An optional hyphen lets you specify that a word can be broken at the end of a line, if necessary. Otherwise, Write moves the entire word to the next line. The optional hyphen also indicates where you want that word broken; for example, "Clip-board."

The [Control] [A] key sequence (or [F2]) will repeat your most recent action. For example, if you type a sentence and press [Control] [A], the sentence will be duplicated.

To insert	Do this
New line	Hold [Shift] and press [Return].
New page	Hold [Shift] and [Control] and press [Return].
Nonbreaking fixed space	Hold [Control] and press [Spacebar].
Optional hyphen	Hold [Control] and press [–] (hyphen key).
Repeat last edit	Hold [Control] and press [A], or press the [F2] key.

See **Appendix A, Key Sequences**, or the **Write Quick Reference Guide** for a complete list of all key sequences that you can use with Write.

Selecting Text

You must select an insertion point before you choose a command. When you select text, you are telling Write where to perform the next task. Selected text is highlighted.

To select	Do this
An insertion point	Click to the left of a character to insert in front of it.
A character	Drag across it.
A word	Double-click any character in the word. The space after the word is also selected.
The previous word	Hold [Shift] and [Alternate] and press [Backspace].
A line of text	Move into the invisible selection bar to the left of the line and click.
A sentence	Press [Control] and click anywhere in the sentence.
A paragraph	Move into the invisible selection bar next to any line in the paragraph, then double-click.

Part of a paragraph   Click next to the first line you want to select, then drag across the rest. Or extend the selection. (See the procedure below.)

An entire document   Move into the selection bar, then hold down **[Control]** and click.

To Extend Any Selection
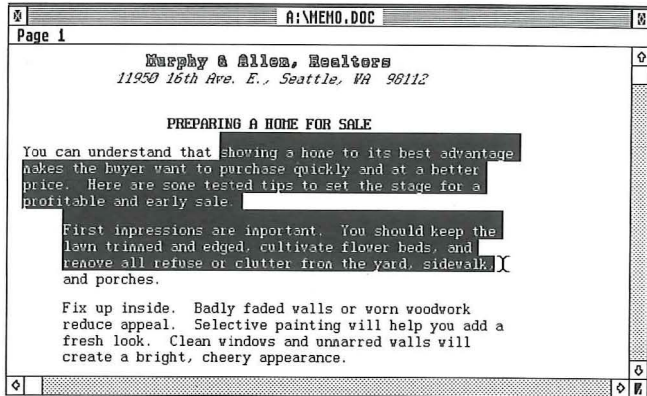
1. Put the insertion point at the beginning of the text you want to select.

2. Move the mouse pointer to the last character you want to select—then hold down **[Shift]** and click.

You can also extend the selection by holding down **[Shift]** and double-clicking on the last word you want to select. This also selects the space after the word.

To Change the Selection
Move the pointer. When you click, the highlighting disappears and the insertion point moves to the new location. Select other text.

To Replace the Selection with New Text
With the text you want to replace selected, start typing. The text you type replaces the selection.

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Inserting

You can insert text by typing new text, or by pasting text in from the Clipboard.

You can also insert text from a glossary. See **Inserting Frequently Used Text: The Glossary Window** in this chapter for more information about glossaries.

To Insert New Text

1. Move the insertion point to where you want to insert the text.
2. Type the new text.

To Insert Text from the Clipboard

1. Move the insertion point to where you want to paste the text.
2. Choose Paste from the Edit menu to insert text from the Clipboard.

When you insert text, it takes on the formatting of the character to the left of the insertion point. If you are inserting at the beginning of the document, then the text takes on the format of the character to the right of the insertion point.

Deleting

There are three ways to delete text with Microsoft Write:

1. To erase text completely, select the text and press [Backspace] or choose the Clear command from the File menu.
2. To remove text from the document to the Clipboard, use the Cut command from the Edit menu.
3. To replace text, select the text and type over it.

When you delete text with [Backspace] or the Clear command, you can use the Undo command to get it back.

To delete	Do one of these
One character	Place the insertion point to the right of the character and press [Backspace]. Select the character; choose the Clear command. Select the character; choose the Cut command. This moves the character to the Clipboard. Select the character and type over it. Select the character; press [Backspace].
More than one character	Select the text; choose the Cut command. Select the text; then press [Backspace] (or choose the Clear command). Select the text; start typing to replace it.
The entire document	Select the entire document; press [Backspace] (or choose the Clear command), or use the Cut command to move the text to the Clipboard.

Moving and Copying

You can move or copy text within the same document or between Write documents.

When you move or copy text to a new location, whether it's in the same Write document or in a different one, the text takes on the paragraph formatting of the text around it. However, the moved text keeps the character formatting it had in the old location. For example, if it was italic in the old location, it will be italic in the new location also.

To Move or Copy Text

1. Select the text that you wish to move or copy.
2. Choose Cut or Copy from the Edit menu. The selection is placed in the Clipboard (in memory but not displayed on screen).

```
 Desk  File  Edit  Search  Character  Paragraph  Document
┌─┬──────────────────────────────────────────────────────┬─┐
│□│        Undo Formatting   A:\LIST.DOC                   │□│
├─┴────────────────────────┐────────────────────────────┬─┤
│ Page 1                    │                            │⇧│
│                Cut     ^X │                            │ │
│                Copy    ^C  Murphy & Allen Realtors      │ │
│                Paste   ^V        11950 16th Ave E       │ │
│                Clear   ^B      Seattle, WA 98112        │ │
│                Show Clipboard                           │ │
│                Show Glossary                            │ │
│ Address        ─────────────    Phone No.   Listed      │ │
│                Show Ruler   ^R                          │ │
│ 9000 16th Av   Show ¶       ^Y   888-1010   2/14/86     │ │
│ 400 S.W. 2nd   Preferences...    222-3333   2/25/86     │ │
│ 10101 Carr St       George Grew  122-7777   3/30/86     │ │
│ 353 Arrowwood       Art Amherst  555-1212   4/2/86      │ │
│ 89 Arizona Blvd     Ann Murphy   800-8080   3/5/86      │ │
│                                                         │ │
│ ░                                                       │ │
│                                                         │⇩│
├─┬─────────────────────────────────────────────────────┼─┤
│◇│▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒│◇│▚│
└─┴─────────────────────────────────────────────────────┴─┘

┌─┬──────────────────── Clipboard ──────────────────────┬─┐
│□│                                                      │⇧│
│ │             Murphy & Allen Realtors                  │ │
│ │                 11950 16th Ave E                     │ │
│ │                 Seattle, WA 98112                    │ │
│ │                        ░                             │⇩│
├─┼──────────────────────────────────────────────────────┼─┤
│◇│▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒│◇│▚│
└─┴──────────────────────────────────────────────────────┴─┘
```

3. Move the insertion point to the new location for the text.
4. Choose Paste from the Edit menu. The text is pasted from the Clipboard into the new location.

```
┌─┬──────────────────── A:\LIST.DOC ────────────────────┬─┐
│□│                                                      │□│
├─┴──────────────────────────────────────────────────────┤ │
│ Page 1                                                 │⇧│
│                                                        │ │
│ Address        Owner        Phone No.   Listed         │ │
│                                                        │ │
│ 9000 16th Ave  O.W. Foote   888-1010   2/14/86         │ │
│ 400 S.W. 2nd St Alice Brew  222-3333   2/25/86         │ │
│ 10101 Carr St  George Grew  122-7777   3/30/86         │ │
│ 353 Arrowwood  Art Amherst  555-1212   4/2/86          │ │
│ 89 Arizona Blvd Ann Murphy  800-8080   3/5/86          │ │
│                                                        │ │
│                                                        │ │
│                       Murphy & Allen Realtors          │ │
│                           11950 16th Ave E             │ │
│                           Seattle, WA 98112            │ │
│                                  ░                     │ │
│                                                        │⇩│
├─┬─────────────────────────────────────────────────────┼─┤
│◇│▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒│◇│▚│
└─┴─────────────────────────────────────────────────────┴─┘
```
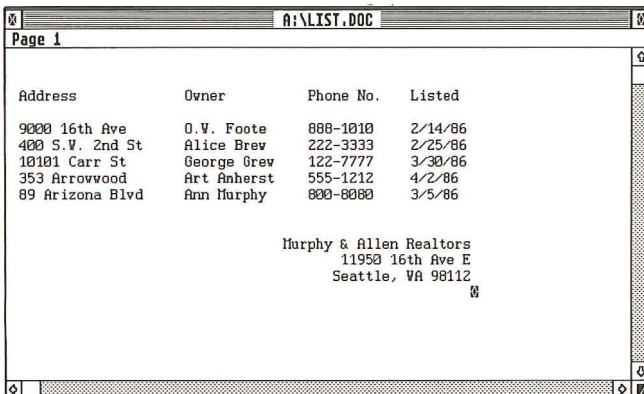
Note: A copy of the text remains in the Clipboard until the next cut or copy. The Clipboard will hold only the contents of the most recent cut or copy. If you cut or copy again before you paste, your original text in the Clipboard will be lost. Use the Show Clipboard command under the Edit menu to open the Clipboard window and see what's inside.

To Move Text with the Mouse

It is faster and easier to move text with the mouse instead of using the Edit menu commands.

1. Select the text to be moved.

2. Place the mouse pointer on the character or spot where you want to insert the text.

```
┌─────────────────────── A:\LIST.DOC ───────────────────────┐
│ Page 1                                                      │
│ ┌────────────────────────────────────────────────────────┐│
│ │Murphy & Allen Realtors                                   ││
│ │11950 16th Ave E                                          ││
│ │Seattle, WA 98112                                         ││
│ │                                                          ││
│ │Address        Owner        Phone No.   Listed            ││
│ │                                                          ││
│ │9000 16th Ave  O.W. Foote    888-1010   2/14/86           ││
│ │400 S.W. 2nd St Alice Brew   222-3333   2/25/86           ││
│ │10101 Carr St  George Grev   122-7777   3/30/86           ││
│ │353 Arrovvood  Art Anherst   555-1212   4/2/86            ││
│ │89 Arizona Blvd Ann Murphy   800-8080   3/5/86            ││
│ │                                                          ││
│ │                                                          ││
└─────────────────────────────────────────────────────────────┘
```
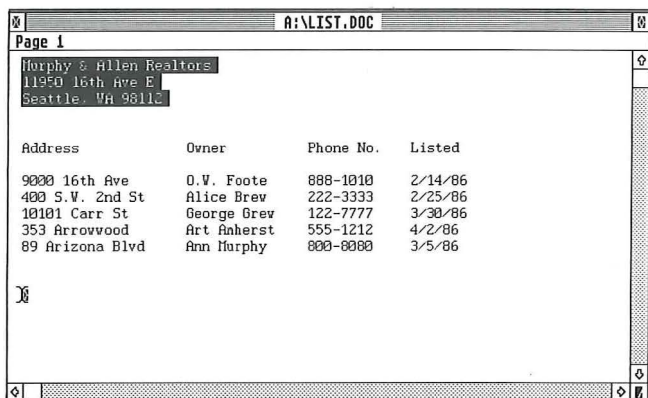
3. Click on the mouse button while pressing **[Shift]** and **[Alternate]**. The text appears at the new location.

```
┌─────────────────────── A:\LIST.DOC ───────────────────────┐
│ Page 1                                                      │
│                                                             │
│ Address        Owner        Phone No.   Listed             │
│                                                             │
│ 9000 16th Ave  O.W. Foote    888-1010   2/14/86            │
│ 400 S.W. 2nd St Alice Brew   222-3333   2/25/86            │
│ 10101 Carr St  George Grev   122-7777   3/30/86            │
│ 353 Arrovvood  Art Anherst   555-1212   4/2/86             │
│ 89 Arizona Blvd Ann Murphy   800-8080   3/5/86             │
│                                                             │
│ ┌────────────────────────────────────────────────────────┐│
│ │Murphy & Allen Realtors                                   ││
│ │11950 16th Ave E                                          ││
│ │Seattle, WA 98112                                         ││
└─────────────────────────────────────────────────────────────┘
```
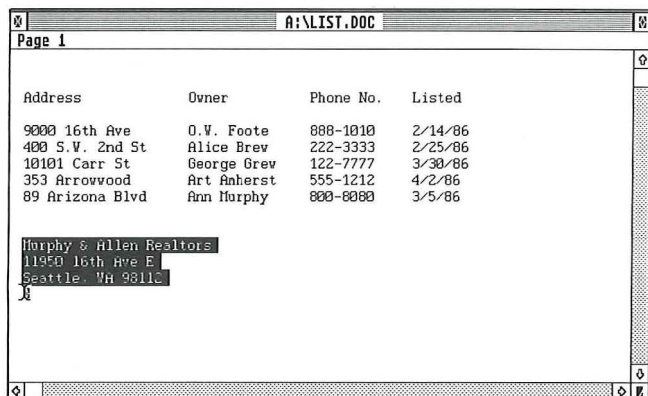
To Copy Text with the Mouse

You can also copy text the same way, except that you hold down only **[Alternate]** while clicking.

1. Select the text to be copied.
2. Place the mouse pointer at the character or spot where you want to insert the text.
3. Click on the mouse button while holding down **[Alternate]**.

You can move or copy any amount of text within a document using the mouse. However, you cannot use this technique to move text between documents.

To Move or Copy between Documents

The procedure for moving and copying between documents is the same as for moving and copying within a document using the Cut or Copy command. You select text, and cut or copy to the Clipboard. Then you select the new location (in a new document) and paste the contents of the Clipboard in that location.

1. Select the text you want to cut or copy.

```
┌─────────────────────── A:\LIST.DOC ────────────────────────┐
│ Page 1                                                      │
│ ┌─────────────────────┐                                    │
│ │Murphy & Allen Realtors│                                  │
│ │11950 16th Ave E       │                                  │
│ │Seattle, WA 98112      │                                  │
│                                                             │
│ Address          Owner         Phone No.    Listed         │
│                                                             │
│ 9000 16th Ave    O.W. Foote    888-1010     2/14/86        │
│ 400 S.W. 2nd St  Alice Brew    222-3333     2/25/86        │
│ 10101 Carr St    George Grew   122-7777     3/30/86        │
│ 353 Arrowwood    Art Amherst   555-1212     4/2/86         │
│ 89 Arizona Blvd  Ann Murphy    800-8080     3/5/86         │
│                                                             │
└─────────────────────────────────────────────────────────────┘
```
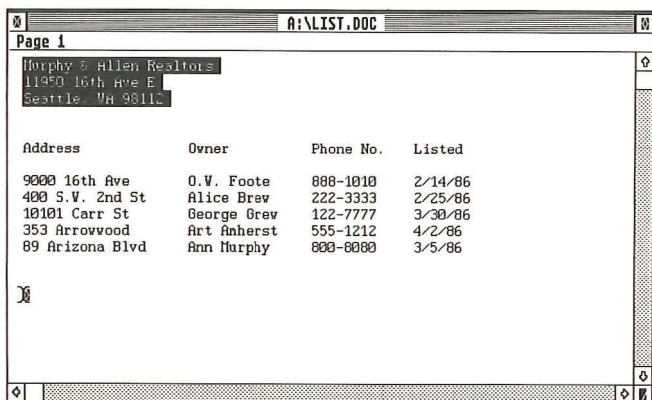
2. Choose Cut or Copy from the Edit menu. The text is placed in the Clipboard.

```
┌─────────────────────── Clipboard ──────────────────────────┐
│                                                             │
│ Murphy & Allen, Realtors                                    │
│ 11950 16th Ave E                                            │
│ Seattle, WA  98112                                          │
│                                                             │
└─────────────────────────────────────────────────────────────┘
```
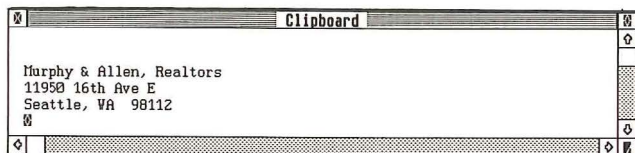
3. Open the document you want to copy to. The new window opens on top of any other windows on the screen.

4. Select an insertion point for the text.

5. Choose Paste from the Edit menu. The contents of the Clipboard are pasted into the new location.

```
▓▭▭▭▭▭▭▭▭▭▭▭▭A:\FLYER.DOC▭▭▭▭▭▭▭▭▭▭▭▭▭▓
Page 1
Murphy & Allen, Realtors                                        ⇧
11950 16th Ave. E.
Seattle, WA  98112
This classic home is located in the Wind-in-the-Willows.
With four spacious bedrooms and three full-sized bathrooms,
it will graciously accommodate a family in warm, old-
fashioned comfort that is rarely found in today's modern
homes.
▓
                                                                ⇩
◇                                                              ◇ ▣
```
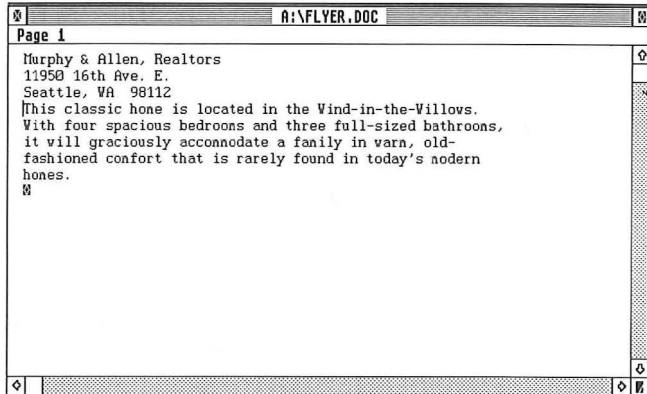
Note: When you are moving and copying text between docu-ments, it is a good idea to save your document after you paste. Until you save, Write has to go back to the old location to read that text—if you copied text from another disk, you will be asked repeatedly to insert the other disk.

Undoing Your Last Change

You can use the Undo command to reverse your most recent editing or formatting action. However, you need to use Undo immediately after the action that you want to reverse.

When you drop down the Edit menu, the Undo command names the last action you performed. For example, the menu might read Undo Typing, Undo Paste, or Undo Formatting.

To Undo

Choose the Undo command from the Edit menu, or press [Undo].

Once you carry out the Undo command, it becomes Redo on the Edit menu—Redo Typing, Redo Paste, or Redo Formatting. This enables you to reverse the Undo command. You can switch back and forth between different versions of text, to see which you prefer.

When the Undo command cannot be used, the entry under the Edit menu is Can't Undo. This happens, for instance, immediately after saving a document—you can't undo the Save command.

Finding and Changing Text

You can easily locate text and change it with the commands on the Search menu.

With the Search menu you can:

- Search for up to 29 characters.
- Change a specified arrangement of capital and lowercase letters.
- Change all occurrences of the text in a document.
- Change only those occurrences you want to.

You can also search for a "wild card" character, using [?] (question mark) to match any character. You could use this if you think you might have spelled something more than one way. For example, "hea?" in the Find What line would find: head, heal, heap, hear, heat. You can use as many wild card characters as you like on the Find What line.

The Search menu commands work within the window that is active when you choose the command. If you have several document windows open, you have to search each window individually.

Finding Text

Use the Find command to look for and select a character, word, or group of characters or words. The Find command always starts at the insertion point or at the end of the selection and goes to the end of the document. Then Find goes back to the beginning of the document and continues searching to the end of the selection.

To Find Text

1. Choose the Find command from the Search menu. You will see this window:

Type the text that you want to find here.

```
 ┌─────────────────────────────┐
 │ ▨ ═══════ Find ═══════       │
 ├─────────────────────────────┤
 │ Find What:▯──────────────── │
 │ □ Whole Word  □ Match Upper/Lowercase │
 │        [ Find Next ]        │
 └─────────────────────────────┘
```
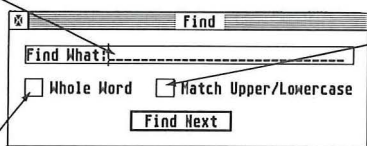
Click to find occurrences of text with the specified arrangement of upper- or lowercase letters.

Click to find only those occurrences that are distinct words, so Write won't find your text embedded within words.

2. Type the text you want to find in the Find What line.

3. Click the Find Next button to start the search. You can also press **[Return]** or **[Enter]** since, as with all such "default" command buttons, the Find Next button has an enlarged border. Write searches for the text you specified and selects the first occurrence (if there is one).

```
 Desk  File  Edit  Search  Character  Paragraph  Document
 ┌────────────────────────────────────────────────────┐
 │                    A:\MEMO.DOC                       │
 ├─┬──────────────────────────────────────────────────┤
 │Page 1                                                │
 │                                                      │
 │              Murphy & Allen, Realtors                │
 │           11950 16th Ave. E., Seattle, WA  98112     │
 │                                                      │
 │                  PREPARING A HOME FOR SALE           │
 │                                                      │
 │ ▨ can understand that showing a home to its best advantage │
 │ makes the buyer want to purchase quickly and at a better │
 │ price.  Here are some tested tips to set the stage for a │
 │ profitable and early sale.                           │
 │                                                      │
 │      First impressions are important.  You should keep the │
 │      lawn trimme┌────────────────────────────────┐  │
 │      remove all │ ▨ ═══════ Find ═══════          │  │
 │      and porches├────────────────────────────────┤  │
 │                 │ Find What:you────────────────── │  │
 │      Fix up insi│                                 │  │
 │      reduce appe│ □ Whole Word  □ Match Upper/Lowercase │  │
 │      fresh look.│      [ Find Next ↓ ]            │  │
 │      create a br└────────────────────────────────┘  │
 │                                                      │
 └──────────────────────────────────────────────────────┘
```

4. Click the Find Next button if you want to continue. The document scrolls automatically as needed. When all occurrences have been found, you see the Search complete alert box. Click on OK.

5. Now click the close box on the title bar to close the Find window. (Or choose the Close command.)

If there are no occurrences of the text in the document, you will see the Search text not found alert box.

You may want to change something in the document window while you are searching. You can do this as you are using the Find command.

To Edit Text in the Document as You Search

1. Click anywhere in the document window to make it active, and edit the text. The Find window is still on the screen but it is under the active window.

2. Choose the Find command again. The search text you used last will be on the Find What line. Click the Find Next button to continue. You can also get the Find window back by dragging the document window until you see part of the Find window, then clicking anywhere in the Find window to make it active.

Pressing **[F1]** will find the last search text entered on the Find What line, even if you have not displayed the Find window. You may prefer to use **[F1]**, especially when you want to edit your document as you search.

To Change the Search Text

1. Press **[Backspace]** to delete one character at a time. Press **[Esc]** to erase the entire line.

```
┌─┬═══════════ Find ═══════════┐
│▓│                            │
├─┴────────────────────────────┤
│ Find What:yo_____ │ │
│ ☐ Whole Word  ☐ Match Upper/Lowercase │
│         ┌────────────┐       │
│         │  Find Next │       │
│         └────────────┘       │
└──────────────────────────────┘
```

2. Type the text that you want to find.

```
┌─┬═══════════ Find ═══════════┐
│▓│                            │
├─┴────────────────────────────┤
│ Find What:to_____ │ │
│ ☐ Whole Word  ☐ Match Upper/Lowercase │
│         ┌────────────┐       │
│         │  Find Next │       │
│         └────────────┘       │
└──────────────────────────────┘
```

60
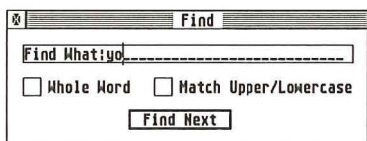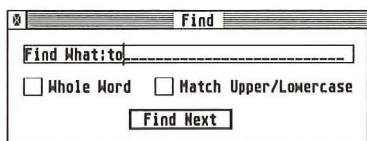
To Cancel the Search

Close the Find window by clicking the close box or use the Close command.

```
Desk  File  Edit  Search  Character  Paragraph  Document
                      A:\MEMO.DOC
Page 1

                  Murphy & Allen, Realtors
              11950 16th Ave. E., Seattle, WA  98112


                  PREPARING A HOME FOR SALE

[You] can understand that showing a home to its best advantage
makes the buyer want to purchase quickly and at a better
price.  Here are some tested tips to set the stage for a
profitable and early sale.

        First impressions are important.  You should keep the
        lawn trimme┌─┐┌═══════════ Find ═══════════════┐
        remove all  └─╫█
        and porches  │ Find What:you_____│
                     │
        Fix up insi  │ □ Whole Word   □ Match Upper/Lowercase
        reduce appe  │
        fresh look.  │       │ Find Next │
        create a br  │
```

Changing Text

Use the Change command to find text and replace it with something else, or to change all occurrences automatically.

The Change command also searches forward from the insertion point, then goes to the beginning of the document and comes back to the insertion point. However, if one or more characters is selected, the Change All button will be replaced by the Change Selection button. In that case, only those occurrences of the text that are within the selection will be found and changed.

To Find Then Change Text

1. Choose the Change command from the Search menu. You will see the following dialog box:

```
┌█═══════════════════════ Change ═══════════════════════┐
│     ┌────────────────────────────────────────┐        │
│     Find What:_____│         │
│     Change To:_____│         │
│                                                        │
│      □ Whole Word      □ Match Upper/Lowercase         │
│  │ Find Next ││ Change, then Find ││ Change ││ Change All │
└────────────────────────────────────────────────────────┘
```
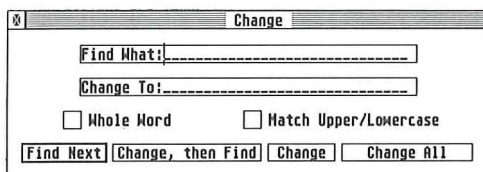
2. Type the text that you want to find on the Find What line.
   Type the replacement text on the Change To line. If you
   leave this box blank, the search text will be deleted.

   Press [Tab] to go to the next line. Use the [up arrow] and
   [down arrow] keys to move between lines. You can also
   click on the line you want to go to.

   Click on Whole Word to find and change those occur-
   rences that are distinct words only. (Otherwise, Write finds
   and changes search text when it occurs within a word—
   e.g., "is" within "display.")

   Click on Match Upper/Lowercase to find only the arrange-
   ment of upper- or lowercase you specify. (Otherwise, Write
   ignores capitalization when searching for characters.)

3. Click one of the buttons in the Change dialog box to start
   the search. Write searches for the text you specified and
   selects the first occurrence (if there is one).

   The Find Next button finds the next occurrence of the text.
   The Change, then Find button changes the text when you
   click, then finds the next occurrence. The Change button
   changes the selection. The Change All button changes all
   occurrences in the document automatically.

4. To continue searching, click the Find Next button or the Change,
   then Find button. The document scrolls automatically as
   needed. When the entire document has been searched, you
   will see the Search complete message displayed.

5. When you are finished, click the close box or choose the
   Close command to close the Change window.

To Change All Occurrences

1. Choose the Change command from the Search menu.
2. Fill in the Find What and Change To lines.
3. Click on the Change All button.

All occurrences of your text are changed automatically to the
new text you specified in the Change To line. The document
does not scroll, but the entire document is selected. Change
All can be reversed only with the Undo command.

To Find and Change Text within the Selection

1. Select the block of text you want to search. The selection
   can be as small as one character or as large as the entire
   document.

2. Choose the Change command from the Search menu.

3. Fill in the Find What and Change To lines.

4. Click the Change Selection button.

```
 Desk  File  Edit  Search  Character  Paragraph  Document
╔═══════════════════════════════════════════════════════╗
║                    A:\MEMO.DOC                          ║
╟───────────────────────────────────────────────────────╢
║ Page 1                                                  ║
║                                                         ║
║              Murphy & Allen, Realtors                   ║
║             11950 16th Ave. E., Seattle, WA  98112      ║
║                                                         ║
║                 PREPARING A HOME FOR SALE               ║
║  ░You can understand that showing a home to its best advantage░
║  ░makes the buyer want to purchase quickly and at a better░
║  ░price.   Here are some tested tips to set the stage for a░
║  ░profitable and early sale.░                            ║
║    Fir┌▓══════════════════ Change ══════════════════┐   ║
║    law│                                               │   ║
║    ren│  ┌Find What:you─────────────────────────┐     │   ║
║    and│  └───────────────────────────────────────┘     │   ║
║    Fix│  ┌Change To:the seller──────────────────┐     │   ║
║    red│  └───────────────────────────────────────┘     │   ║
║    fre│  ☐ Whole Word          ☐ Match Upper/Lowercase │   ║
║    cre│ ┌Find Next┐ ┌Change, then Find┐ ┌Change┐ ┌Change Selection┐ │
╚═══════════════════════════════════════════════════════╝
```

If you have a selection on the screen, Change All becomes Change Selection.

All occurrences of the text within the selection are changed. The document does not scroll. You can reverse this change with the Undo command.

Note: See **Chapter 11, Commands**, for information about finding and changing special characters (e.g., tabs, paragraph marks, and "white space").

Going to a Specific Page

Write ends pages (or paginates) in a document when it is printed. You can also press **[Control] [Shift] [Return]** to end a page yourself. You can choose the Repaginate command from the Document menu to paginate a document that has never been printed, so that you can see the page breaks. When you want to go directly to a particular page in a paginated document, use the Go To command on the Search menu.

For more information about pagination, see **Chapter 9, Printing Documents**.

To Go to a Specific Page

1. Choose the Go To command from the Search menu. You see this dialog box:

```
┌──────────────────────────────────┐
║ Go To              ┌──── OK ────┐ ║
║                    └────────────┘ ║
║ Page Number: [1____] [ Cancel ]   ║
└──────────────────────────────────┘
```
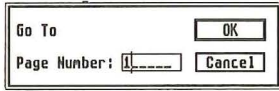
2. Type the page number that you want to go to.
3. Click on the OK button.

Write goes to the first line on the page you specified.

To Go to the Last Page of the Document

1. Choose the Go To command from the Search menu.
2. Type the last page number, or any number greater than the last page number.
3. Click on the OK button.

Note: Remember that the Go To command will work only if the document has previously been paginated (by printing or the Repaginate command).

Using Windows

With Write, you can have up to four document windows on the screen at any time. Using more than one document window can be helpful to:

• Edit several documents for consistency.
• Refer to another document for information.
• Copy and move text between documents.
• Use an outline or notes as you write.

You can look at several document windows, or you can look at any of the special windows.

The special windows are used for performing specific editing tasks. They include:

• The Clipboard window
• The Glossary window
• The Find and Change windows
• The Footnote window

For detailed information on the Glossary window, see the section in this chapter, **Inserting Frequently Used Text: The Glossary**; for information on the Find and Change windows, see the section in this chapter, **Finding and Changing Text**. For information on the Footnote window, see **Chapter 8, Working with Complex Documents**.

When You Work with Windows

You can move windows around by dragging them with the title line/move bar. You can shrink or expand windows by dragging the size box in the lower right-hand corner.

You can also click in the full box to make a window full size, or to go from full size back to the previous size. You can keep several windows on the screen, and expand them one at a time to work in each one.

You can have up to four document windows open on the screen at one time. The Clipboard and Footnote windows also count as one of the four (the Glossary and Find and Change windows do not.) The active window usually overlaps any other windows on the screen. (If your windows are very small, they may not overlap.)

You can have up to four document windows open at one time.

Desk File Edit Search Character Paragraph Document

```
A:\MEMO.DOC
Page 1
                Murphy & Allen,        A:\BROCHURE.DOC
               11950 16th Ave. E., Sea  Page 1
                                          Introduction
  ☒        A:\FLYER.DOC              ☒ phy & Allen hope that this bro
  Page 1                               your hone.  It is designed
  This classic hone is located in the Wind-in  ☒ he factors you need to consi
  With four spacious bedrooms and three full-    in  dealing with buyers.  The
  it will graciously accommodate a family in   so please feel free to call us
  fashioned confort that is rarely found in t   or concerns.
  hones.                                       hat you will find this a pleas
  ☒                                            e for you and your family.  Th
                                               e in us.  We are happy to ass
                                             a Hone
                                           ☒ of a hone represents the liqu
  ◇                                    ◇ ☒
```

The active document window overlaps the others.   *Click here to go to full size.*

To Open a Window for an Existing Document

1. Choose the Open command from the File menu, or press [F4].
2. Click to choose the document in the Item Selector.
3. Click on the OK button. Or, choose the Open command (or press [F4]) and double-click on the document name you want to open. Or, type in the document name on the selection line, then click on OK.

Double-click to open this document.
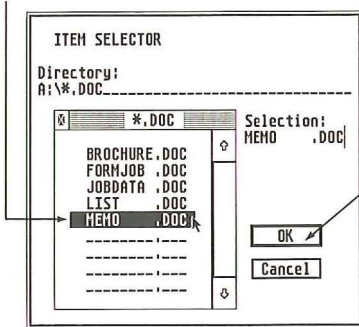
Or, click to select the name, then click on OK. Or, type in the document name on the selection line, then click on OK.

To Open a Blank Window

Choose the New command from the File menu, or press [F3].

A blank, untitled document window appears on the screen. This window overlaps any windows already on the screen.

To Change from One Window to Another

1. Move the pointer into the window you want to work in. (You may have to move your windows around a bit, because smaller windows may be underneath.)
2. Click anywhere in that window. It will move to the top.

To Open the Clipboard Window

Choose the Show Clipboard command from the Edit menu. The contents of the Clipboard appear on screen in the Clipboard window.

Click on the close box to close the Clipboard window.
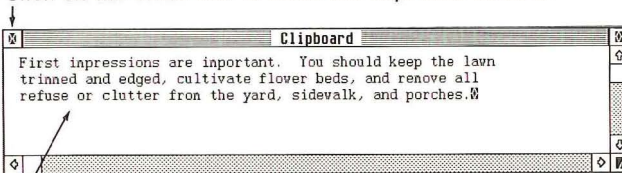
You cannot edit text in the Clipboard.

66

To Close a Window

Click on the close box, choose Close from the File menu, or press [F5] to close the active window.

When you close a window that has unsaved changes in it, Write prompts you to save those changes.

For information about using the Footnote window, see Chapter 8, Working with Complex Documents.

Inserting Frequently Used Text: The Glossary Window

The Glossary window is a special window for storing information that you use often, but don't want to type over and over. You can use this window for storing names, addresses, standard clauses for contracts, copyright information, or special terms or definitions you use often in your writing.

You store each piece of information as a glossary entry. Each glossary entry has a name, which can be anything you like— a word, a character, or a phrase. When you type the glossary name in your text, and then expand it by pressing [Control] [Backspace], the full text of your glossary entry appears in your document.

You can create glossary entries for a particular task and discard them at the end of the session with Write. Or you can create entries that you save from one session to another.

You use the Clipboard to move text into the Glossary window. The advantage of using the Glossary window is that you can type the glossary name and insert the entire glossary entry text in your document using just a few keystrokes. And formatting to the original text is kept.

To Open the Glossary Window

Choose the Show Glossary command from the Edit menu.

Type the glossary name in the Name in Glossary line.
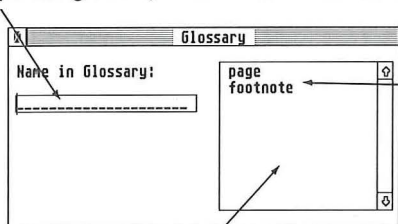
These are the two reserved glossaries.

The list box contains the names of all glossary entries.

Reserved Glossaries

When you open the Glossary window, you will notice that Write has reserved the two glossary names, page and footnote, for special use. You can use the page glossary name to insert a page number in running head text without having to type the number in the text. Page is replaced with the page number automatically when the document is printed.

You can use the footnote glossary as a place holder if you accidentally delete an automatic footnote number in the Footnote window. Write will insert the correct footnote number when you expand the glossary.

For more information about running heads and footnotes, see **Chapter 8, Working with Complex Documents**.

Using the Glossary Window

To Create a Glossary

1. Select the text in your document that you want to be the glossary entry. If the text is not already in the document, type it in the document, then select it. All formatting to the text will be kept in the glossary entry.

2. Choose Copy from the Edit menu to copy the text to the Clipboard. (Choose Cut if you want to remove it from the document.)

3. Choose Show Glossary from the Edit menu. The Glossary window appears.

4. Type the glossary name in the Name in Glossary line. The glossary name can be up to 21 characters long.

5. Choose Paste from the Edit menu.

The new glossary name appears in the list box.
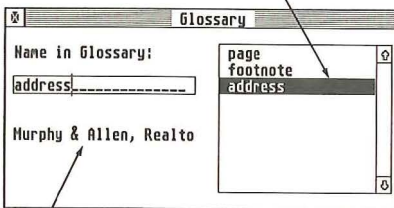
The glossary text appears in the area below the glossary name. You cannot always see the full text.

The Glossary window does not have to be on the screen when you insert a glossary entry in your document. Once you have created the glossary, you can close the window.

To Use a Glossary Entry

1. Select the location where you want to insert the text.
2. Type the glossary name.
3. Hold down [Control] and press [Backspace]. The glossary text appears in your document.

Glossary Name

Expanded Glossary Entry
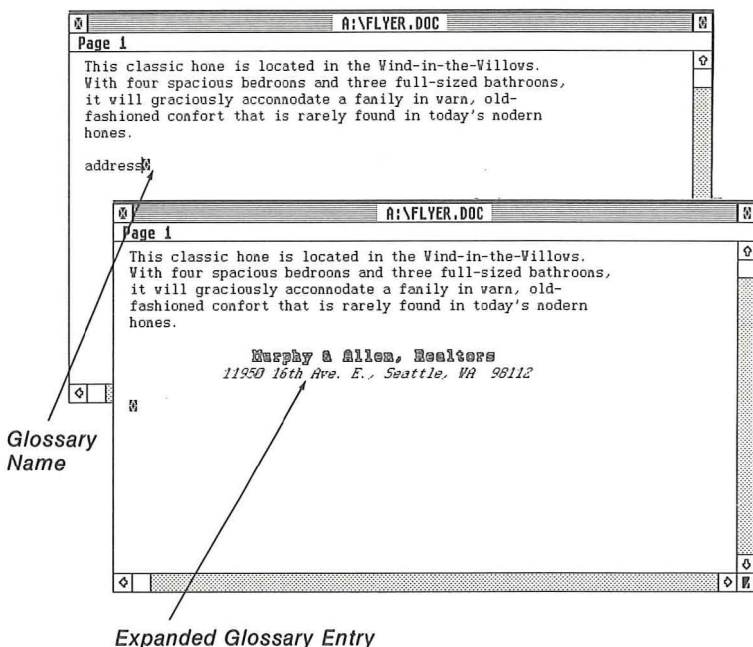
There is no limit to the size of the glossary entry text (so long as it fits on the disk).

When you expand a glossary entry, the character and paragraph format of the glossary entry will apply to whatever you type to the right of the entry. Press [Alternate] [Spacebar] to go back to "plain text" character format, and [Alternate] [P] to go back to "normal" paragraph format. If the glossary includes font changes, choose Formats from the Character menu to go back to your normal text font and size.

See **Chapter 7, Formatting Your Work,** for details on paragraph and character formatting.

To Display a Glossary Entry

1. Open the Glossary window with the Show Glossary command.
2. Select the name of the glossary you want to see in the list box. The glossary name and text appears on the left side of the window.

```
┌──────────────────────────────────────┐
│ ⬚ ══════════════ Glossary ══════════ │
├──────────────────────────────────────┤
│ Name in Glossary:      page       ⬆  │
│                        footnote       │
│ address────────────    address  ▶     │
│                                       │
│ Murphy & Allen, Realto                │
│                                   ⬇   │
└──────────────────────────────────────┘
```
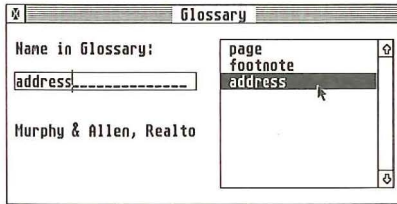
You may not be able to see all of the glossary entry text—to do so, you can copy the entry to the Clipboard (use the Copy command), then open the Clipboard.

The Glossary window does not display formatting to the glossary entry text. When you expand the glossary name, any formats in the original text will also appear in the new location.

To Replace a Glossary Entry

You cannot edit glossary text in the Glossary window. Instead, you must change the text in the document, then replace the obsolete glossary text with the new.

1. Type the new glossary text in the document, or expand the glossary name then edit the text.
2. Cut or copy it to the Clipboard.
3. Open the Glossary window with the Show Glossary command.
4. Display the glossary text by selecting the name from the list box.
5. Choose Paste from the Edit menu to paste the glossary text from the Clipboard over the text in the window.

The new entry completely replaces the old entry.

To Delete a Glossary

1. Choose the Show Glossary command.
2. Click the name of the glossary you want to remove.
3. Choose the Cut command. This deletes the glossary name and entry.

To Save a New Glossary

1. You can choose the Save As command from the File menu while the Glossary window is active, or you will see a prompt to save the glossary when you quit. You will see a line labeled: "Save Current Document As". Glossary files must have the .GLY extension.

2. Type the name of your glossary in the box. Most of the time you will want to save to the file STANDARD.GLY (Standard Glossary), which is the name suggested in the box.

3. Click on the Save button, or press [Return] or [Enter].

Write automatically uses the Standard Glossary when you choose the Show Glossary command. If you want all your glossary entries stored in one place, just save your entry in this glossary.

However, if you want to save the glossary entries for one session separately, you can do so by typing a new name when you save. This separate glossary will appear on your desktop, and you can copy and move it to other disks. To open a separate glossary, display the Glossary window, then choose the Open command and select the glossary you want to open. The glossary will be merged into the glossary that is already in the Glossary window (usually STANDARD.GLY, since Write loads this glossary automatically).

To move your glossary to another disk, use the GEM Desktop to copy it. See your MEGA or ST Computer Owner's Manual for information on copying files from one disk to another.

CHAPTER 7
FORMATTING YOUR WORK

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When you format a document, you tell Write how you want your finished page to look. You can alter the position, shape, or density of characters in the text. You can change the alignment and spacing of paragraphs, or indent them from the margins. You can set tabs to align your text in columns. Usually, any format you choose will appear on your printed document just as it appears on the screen.

With Write, you control the appearance of characters, the alignment and spacing of paragraphs, and the layout of pages. This chapter covers character and paragraph formatting, and tab settings. For information on page layout, see **Chapter 8, Working with Complex Documents**.

Formatting Characters

Text consists of the characters that you type in your document. Characters include letters, symbols, numbers, and spaces. There are also some special characters, normally invisible, that you can display with the Show ¶ command on the Edit menu. See the Show ¶ command in **Chapter 11, Commands**, for more information.

The Character menu commands control font, font size, position, and shape of characters. Use the Character menu commands to:

- Emphasize text by making it boldface, italic, outlined, or underlined.
- Change the position of a character or characters (subscript or superscript).
- Change the font. (Available with GDOS only.)
- Change the size of the font.

Character formatting is saved when you save your document. Character formats are also kept when you move or copy your formatted text into other parts of the document.

When you type text at the insertion point, that text will look like the text just before the insertion point unless you change the format with an option from the Character menu or a key sequence. For more information on key sequences, see the section on **Changing Characters with the Keyboard** later in this chapter.

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Character Menu Commands

The Character menu gives you two ways of formatting. When you want to change the emphasis or position of text quickly, choose the appropriate command from the menu (a check ✔ appears next to the chosen command). But if you want to make extensive changes, or change several things at one time, use the Formats command.

```
Desk  File  Edit  Search  [Character]  Paragraph  Document
┌─────────────────────────── Plain Text ──DOC══════════════════════╗
│                            Bold
├─ Page 1 ─────────────────  √ Italic
│  PREPARING A HOME FOR SALE   Underline
│                              Outline
│  PREPARING A HOME FOR SALE   Superscript
│                              Subscript
│  PREPARING A HOME FOR SALE  ─────────────
│                              Formats... ^D
│  PREPARING A HOME FOR SALE
│
│  PREPARING A HOME FOR SALE
│
│  PREPARING A HOME FOR SALE
│
│  PREPARING A HOME FOR SALE
│
│  PREPARING A HOME FOR SALE
│
```
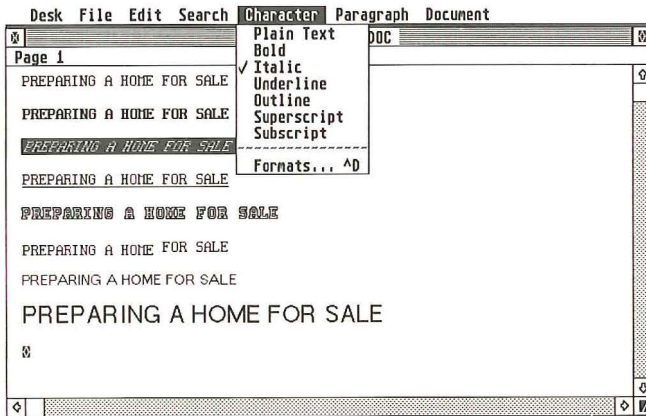
The Plain text command displays text without any character formatting. This command also erases character formatting.

The Bold, Italic, Underline, and Outline commands control the density, shape, and emphasis of characters.

The Superscript and Subscript commands control the position of characters

The Formats command controls all these things, plus font and font size.

To Change the Appearance of Characters

1. Select the text you want to change.

2. Choose the format you want from the menu.

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```
┌─────────────────────────────────────────────────────────────┐
│ ▨ ║══════════════ A:\CHARFORM.DOC ══════════════║          ▨ │
│ ══════════════════════════════════════════════════════════  │
│ Page 1  ·                                                    │
│   PREPARING A HOME FOR SALE                             ⇧    │
│                                                              │
│   PREPARING A HOME FOR SALE                                  │
│                                                              │
│   PREPARING A HOME FOR SALE                                  │
│                                                              │
│   PREPARING A HOME FOR SALE                                  │
│                                                              │
│   PREPARING A HOME FOR SALE                                  │
│                                                              │
│   PREPARING A HOME FOR SALE                                  │
│                                                              │
│   PREPARING A HOME FOR SALE                                  │
│                                                              │
│   PREPARING A HOME FOR SALE                                  │
│                                                              │
│   ▨                                                          │
│                                                         ◊    │
│ ◊ │▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒│  ◊ │ ▨       │
└─────────────────────────────────────────────────────────────┘
```

Formats: Font Changed to Swiss   Formats: Size Changed to 18 Point
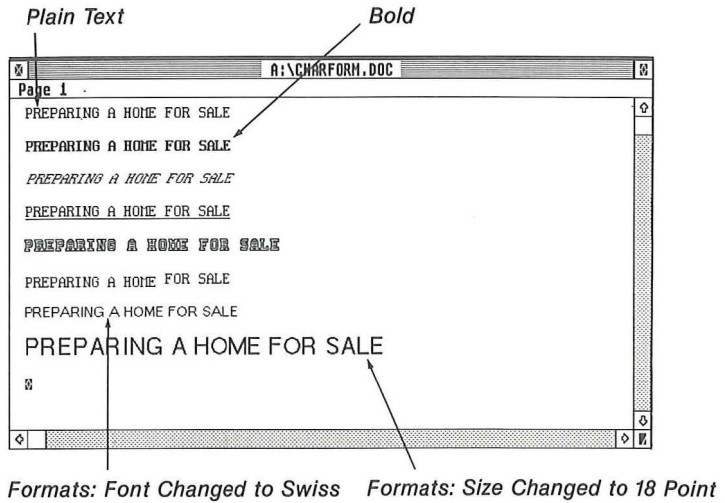
Note: You can change font and font size, as well as character style, with the Formats command. See the sections on changing the font and size later in this chapter.

When you choose commands from the menu, you can add new formats to previous ones. For example, if you choose Bold, then Italic, the resulting characters will be boldface and italic. But if you choose a command that is already checked, this will remove that character format. For example, if Bold is checked on the menu, then choosing Bold again cancels the format.

To Change Character Position

1. Select the text to be changed.

2. Choose Superscript or Subscript from the Character menu.

   Superscript raises the selected characters above the baseline of the text. The superscripted characters are reduced in size in some fonts.
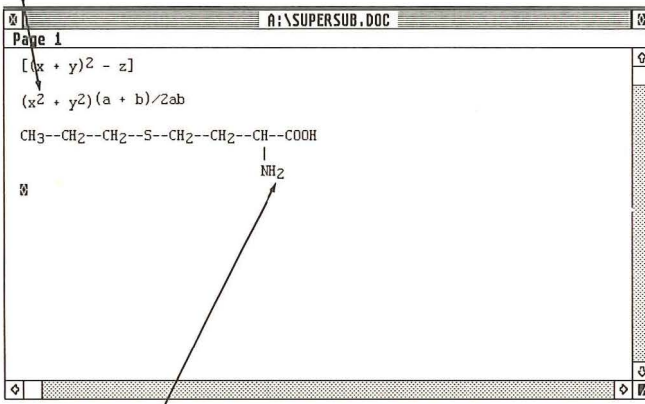
Subscript lowers the selected characters below the baseline of the text. The subscripted characters are reduced in size in some fonts.

To Change the Font

The font is the design of the alphabet in which text is displayed or printed. Write presets the font to 10 point (monochrome) or 9 point (color) Typewriter if GDOS is installed, or to System if GDOS is not installed.

Within a given document, you can change the font to any of the fonts available. (See the **GDOS Installation Manual** for more information on installing fonts on disk). Fonts available may vary; thus, with the exception of System, you may have to construe other fonts named in this manual as examples only.

1. Choose the Formats command on the Character menu. You will see this dialog box:
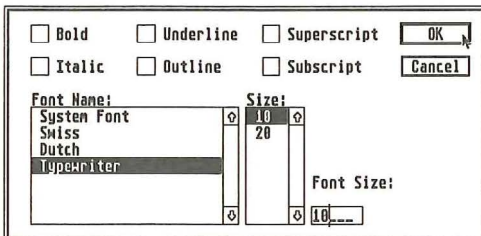
If you want to add or remove several formats at once, click on the style name to toggle the format on and off. (These are the same as Character menu commands.)

Then scroll, if necessary, through the available fonts to see the entire list.

2. Choose a font; click on the OK button.

To Change the Font Size

You can make your characters larger or smaller with the Formats command. For example, you might want to make the title of a document larger. In Write, character size is measured in points and picas (the standard measure for typesetters and printers). A pica is equal to 1/6 of an inch. A point is equal to 1/12 of a pica, or 1/72 of an inch.

1. Choose the Formats command on the Character menu.
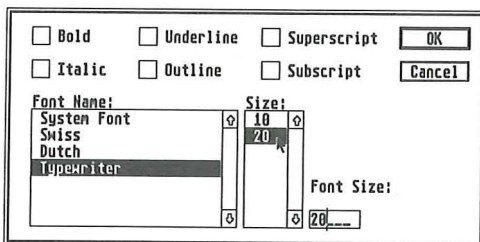
2. In the lower part of the dialog box, a list box displays the names and sizes of the fonts available on the Write master disk.

3. To the right of the list box is the Font Size line. You can specify any size on this line. If you specify a size that is not available for a particular font, Write displays the closest available size.

4. Select any other formats you wish to change; then click on the OK button.

Any character formatting that has been applied to the selection is reflected in the Formats dialog box. For example, if your selection is Typewriter Bold, Bold will be selected, and Typewriter will be selected in the list box.

However, if your text selection contains two or more different formats, all "Style" boxes will be gray. The style of the characters in the selection will not be affected when you click on OK, unless you click one of the styles on or off.
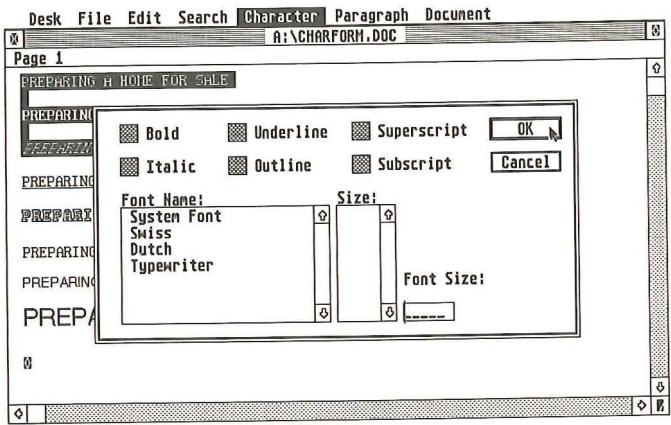
To Make Several Changes at Once

The Formats command lets you make several changes all in one step. You can click to select the format (the box is highlighted), or click again to remove the format. You can also select new fonts and font sizes from the list box, or type the size on the Font Size line. When you have chosen all your formats, click on the OK button.
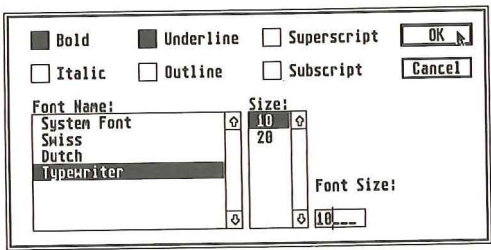
To Copy Character Formats

You can also copy the formats of characters to other charac-
ters. (This applies to font and font size as well.)

1. Select the text that you want to format.

2. Position the mouse pointer on the text that already has the
   desired format.

3. Hold down [Alternate] and [Control] and press the mouse
   button. When you release the mouse button and the keys,
   the selected text looks like the formatted text.

*This 20 point Bold format was copied
to the selection below using the mouse.*

```
╔═══════════════════════════════════════════════╗
║ ▨         A:\MEMO.DOC                      ▨ ║
╟─────────────────────────────────────────────╢
║ Page 1                                    ◇ ║
║                                              ║
║           Murphy & Allen, Realtors          ║
║           11950 16th Ave. E., Seattle, WA  98112 ║
║                                              ║
║  ↓ PREPARING A HOME FOR SALE                 ║
║                                              ║
║  You can understand that showing a home to   ║
║  its best advantage makes the buyer want to purchase quickly ║
║  and at a better price.  Here are some tested tips to set the ║
║  stage for a profitable and early sale.      ║
║                                              ║
║     First impressions are important.  You should keep the ║
║     lawn trimmed and edged, cultivate flower beds, and ║
║     remove all refuse or clutter from the yard, sidewalk, ║
║     and porches.                             ║
║                                              ║
║     Fix up inside.  Badly faded walls or worn woodwork ║
║     reduce appeal.  Selective painting will help you add a ◇ ║
║     fresh look.  Clean windows and unmarred walls will  ║
║ ◇                                         ◇ ▨ ║
╚═══════════════════════════════════════════════╝
```

Printing Fonts

Only those screen fonts with matching printer fonts can be
printed in just the way they appear on screen (for example,
System does not have a matching printer font, but Dutch and
Swiss do). You must have GDOS installed and you must
activate the graphics print option in the Printer Setup com-
mand before printing. Further, your printer must be a graphics
printer and be compatible with the printer driver supplied to
you with GDOS.

Changing Characters with the Keyboard

You can change the format of characters with key combinations, as an alternative to using the Character menu commands. This is useful if you are entering text and want to keep your hands on the keyboard.

To Emphasize Characters as You Type

1. When you are ready to change the character format, press the desired key sequence.

2. Type the text you want to emphasize.

To get this format	Press these keys
Font Size	[Alternate] [◄] makes text the next font size smaller.
	[Alternate] [►] makes text the next font size larger.
Superscript	[Alternate] [=] (equal sign)
Subscript	[Alternate] [–] (hyphen)
Italic	[Alternate] [I]
Bold	[Alternate] [B]
Underline	[Alternate] [U]
Outline	[Alternate] [D]
Plain text	[Alternate] [Spacebar]

For a complete list of formatting keys, see **Appendix A, Key Sequences**, or your **Write Quick Reference Guide**.

Formatting Paragraphs

Paragraphs are blocks of text set apart from the text before and after by a line space or by a first line indent. In Write, a paragraph consists of the characters you type and the formatting you assign before you press [Return], plus the paragraph mark inserted by [Return].

The paragraph mark is normally invisible. You can select, delete, copy, or display it by choosing the Show ¶ command from the Edit menu.

A paragraph can be as long or as short as you want. For example, the title of your document is usually a paragraph. Start a new paragraph when you want to:

- Make a paragraph break in the text.
- Create a heading for your document.
- Split a paragraph into two parts.
- Change the alignment, line spacing, or indentation of part of the document.
- Change your tab settings in part of the document.

To Break a Paragraph into Two Parts

1. Choose the Show ¶ command on the Edit menu to display the ¶ character. (This step is optional.)

2. Move the insertion point to where you want to break the paragraph.

3. Press [Return].

[Return] was pressed here.
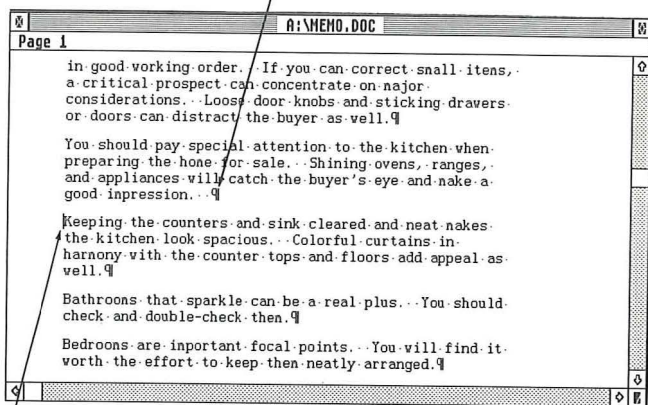
This text became a separate paragraph.

To Join Two Paragraphs

1. You may find it easier if you display the paragraph mark, although it is not required. To display the paragraph mark, choose the Show ¶ command from the Edit menu.

2. Select the paragraph mark of the first paragraph. Choose Clear from the Edit menu or use [Backspace] to delete it. (Use the Cut command if you want to delete it to the Clipboard.) Or, place the insertion point at the first line of the second paragraph, and backspace. (Backspace twice if you used [Return] to open space between the paragraphs.)

The ¶ is deleted to join paragraphs.

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┌────────────────────────────────────────────────────────┐
│ ▨ ▐═════════════ A:\MEMØ.DOC ═══════════════════ ▐ ▨    │
│ ┌───────────────────────────────────────────────┐       │
│ │Page 1                                          │ ⬆    │
│ │    in·good·working·order.···If·you·can·correct·small·items,│
│ │    a·critical·prospect·can·concentrate·on·major·│       │
│ │    considerations.··Loose·door·knobs·and·sticking·drawers·│
│ │    or·doors·can·distract·the·buyer·as·well.¶   │       │
│ │                                                │       │
│ │    You·should·pay·special·attention·to·the·kitchen·when·│
│ │    preparing·the·home·for·sale.··Shining·ovens,·ranges,·│
│ │    and·appliances·will·catch·the·buyer's·eye·and·make·a·│
│ │    good·impression.··Keeping·the·counters·and·sink·cleared·│
│ │    and·neat·makes·the·kitchen·look·spacious.··Colorful·│
│ │    curtains·in·harmony·with·the·counter·tops·and·floors·│
│ │    add·appeal·as·well.¶                         │       │
│ │                                                │       │
│ │    Bathrooms·that·sparkle·can·be·a·real·plus.···You·should·│
│ │    check·and·double-check·then.¶               │       │
│ │                                                │       │
│ │    Bedrooms·are·important·focal·points.··You·will·find·it·│
│ │    worth·the·effort·to·keep·then·neatly·arranged.¶│     │
│ │                                                │       │
│ │    Closets·look·larger·when·clothes·are·properly·hung·and·│ ⬇│
│ │    shoes,·hats,·and·other·articles·are·all·in·place.¶│    │
│ │ ◇                                              ◇│ ▯    │
└────────────────────────────────────────────────────────┘
```

Paragraph formatting is saved with your document. It is also kept when you copy or move your formatted text to another location, as long as you move or copy the paragraph mark with the text.

Margins are part of the page format, and can be changed with the Page Setup command in the File menu. See **Chapter 9, Printing Documents**, for more information. Also see **Appendix B, Preset Options**.

Paragraph Menu Commands

The Paragraph menu commands give you added control and flexibility in designing your documents. The Paragraph menu commands control line spacing, indentation, alignment of text, and tabs.

The Paragraph menu gives you three ways of formatting. When you want to change the alignment or line spacing of a paragraph quickly, choose a command from the menu. If you want to change indentation, or make several changes at once, use the Formats command. You can also change indents and tabs on the ruler, which appears at the top of the screen when you choose the Formats command (or the Show Ruler command on the Edit menu).

Whenever you use a command on the Paragraph menu, make sure the insertion point or selection is in the paragraph (or paragraphs) you want to change.

See **Setting Tabs** in this chapter for more information on how to set tabs and use the ruler.

When You Pull Down the Paragraph Menu

```
 Desk  File  Edit  Search  Character  Paragraph  Document
┌─────────────────────── A:\PARA  Normal ─────────────────────────────┐
│ Page 1                                                               │
│ Attics, basements, and garages are in  ✓Left                   By    │
│ removing unnecessary clutter which na   Centered            , you    │
│ will display the full value of storag   Right              e.        │
│                                         Justified                    │
│ Attics, basements, and garages are in  ✓Single Space         By      │
│ removing unnecessary clutter which na   Double Space       , you     │
│ will display the full value of storag   Open Space         e.        │
│                                                                      │
│ Attics, basements, and garages are in   Formats...    ^M   By        │
│ removing unnecessary clutter which na   Tabs...        ^T  , you     │
│ will display the full value of storage and utility space.            │
│                                                                      │
│ Attics, basements, and garages are important features.  By           │
│ removing unnecessary clutter which may have accumulated, you         │
│ will display the full value of storage and utility space.            │
└──────────────────────────────────────────────────────────────────────┘
```

The Normal command restores left alignment and single spacing. It doesn't affect tabs.

The Left, Centered, Right, and Justified commands affect alignment of text on the margins.

The Single Space, Double Space, and Open Space commands affect spacing between lines and paragraphs.

Formats controls indentation, as well as alignment and line spacing. A ruler is displayed when you choose Formats.

Tabs allows you to set tab stops.

To Change Paragraph Alignment

Choose one of the commands from the Paragraph menu. You can also use the Formats command on the Paragraph menu to change alignment.

When you select two or more paragraphs that do not have the same formats, a check does not appear on the menu; when you choose the Formats command, none of the formats is reflected in the dialog box.

In the first paragraph shown in the screen below, the Normal command restores left alignment and the Left command aligns a paragraph flush left on the margin. In the second paragraph, the Centered command centers the paragraph. In the third paragraph, the Right command aligns the paragraph flush right on the margin. In the fourth paragraph, the Justified command justifies the paragraph by adjusting spaces so that the text fills the line to both margins.

```
┌─┬──────────────────────────────────────────────────┬─┐
│▯│                 A:\PARAFORM.DOC                    │▯│
├─┴──────────────────────────────────────────────────┼─┤
│ Page 1                                               │▯│
│ ▯ttics, basenents, and garages are inportant features.  By │
│ renoving unnecessary clutter which nay have accunulated, you │
│ vill display the full value of storage and utility space. │
│                                                      │ │
│  Attics, basenents, and garages are inportant features.  By │
│ renoving unnecessary clutter which nay have accunulated, you │
│   vill display the full value of storage and utility space. │
│                                                      │ │
│    Attics, basenents, and garages are inportant features.  By │
│ renoving unnecessary clutter which nay have accunulated, you │
│       vill display the full value of storage and utility space. │
│                                                      │ │
│ Attics, basenents, and garages are inportant features.  By │
│ renoving unnecessary clutter which nay have accunulated, you │
│ vill display the full value of storage and utility space. │
│ ▯                                                    │ │
│                                                      │▯│
├─┬──────────────────────────────────────────────────┼─┤
│◊│                                                    │◊│▯│
└─┴──────────────────────────────────────────────────┴─┘
```

To Change Line Spacing

To change line spacing, choose Single Space to restore your paragraph to single spacing. Use this command to go back to single spacing without losing your indents.

Choose Double Space to add an extra space between each line in the paragraph.

Choose Open Space to add a line space above the paragraph containing the selection or insertion point.

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Single Space   *Double Space*
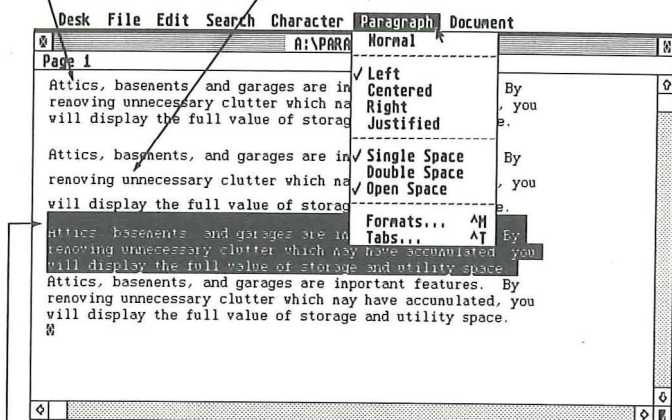
Open Space

You can use the Formats command to set single, double, and open spacing; to specify space before or after a paragraph; and to set a fixed line height.

To Indent a Paragraph

1. Select the paragraph you want to indent.
2. Choose the Formats command from the Paragraph menu. You will see this dialog box:

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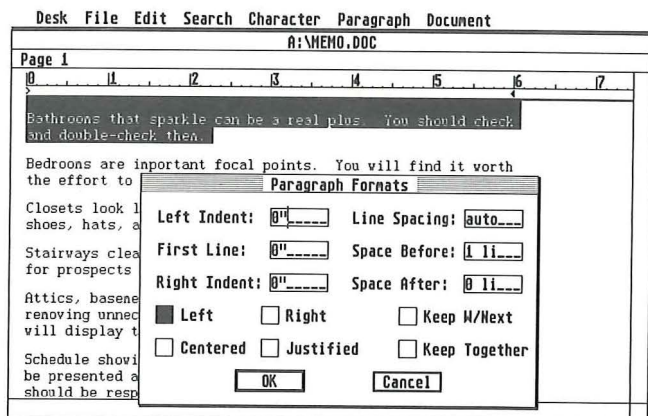
3. Type a number to indent text from the left margin.

Type a number to indent the first line of the paragraph from the left margin.

Type a number to indent text from the right margin.

4. You can indent the first line of the paragraph in two ways. You can click and drag the indent marker with the mouse, or you can type the position on the First Line line.

Indent Marker   *First Line*

```
 esk  File  Edit  Search  Character  Paragraph  Document
                        A:\MEMO.DOC
 Page 1
 |0      |1      |2      |3      |4      |5      |6      |7

 Bathrooms that sparkle can be a real plus.  You should check
 and double-check them.

 Bedrooms are important focal points   You will find it worth
 the effort to ┌────────────── Paragraph Formats ──────────────┐
 Closets look l │                                              │
 shoes, hats, a │ Left Indent:  [0"___]   Line Spacing: [auto__] │
                │                                              │
 Stairways clea │ First Line:   [0.5"_]   Space Before: [1 li_] │
 for prospects  │                                              │
 Attics, basene │ Right Indent: [0"___]   Space After:  [0 li_] │
 removing unnec │                                              │
 will display t │ ■ Left    □ Right          □ Keep W/Next       │
 Schedule showi │ □ Centered □ Justified     □ Keep Together     │
 be presented a │        [   OK   ]          [ Cancel ]          │
 should be resp └──────────────────────────────────────────────┘
```

5. When you click on the OK button, your indents are set.

```
 ░                    A:\MEMO.DOC                    ░
 Page 1
 harmony with the counter tops and floors add appeal as well.
 Bathrooms that sparkle can be a real plus.  You should
 check and double-check them.

 Bedrooms are important focal points.  You will find it worth
 the effort to keep them neatly arranged.

 Closets look larger when clothes are properly hung and
 shoes, hats, and other articles are all in place.

 Stairways cleared of objects and obstacles make it easier
 for prospects to tour the home.

 Attics, basements, and garages are important features.  By
 removing unnecessary clutter which may have accumulated, you
 will display the full value of storage and utility space.

 Schedule showings that are convenient so that the home will
 be presented at its best.  Personal and family privacy
 should be respected.
```

You can indent text from the left margin or from the right margin the same way by dragging the triangular markers instead.

You can also set indents on the ruler with the Show Ruler command on the Edit menu. See the section, **Using the Ruler to Indent** for information on displaying and working with the ruler.

Write uses inches as the preset unit of measure. If you occasionally want to use another unit of measure (centimeters, points, 10 pitch, or 12 pitch), use the Formats command and type the number and the unit on the line for left, right, or first line indent. If you want to change the unit for every measurement in your documents, use the Preferences command on the Edit menu. See **A Note About Measurements** below for information on changing the preset unit of measure.

To Change Line Spacing with Formats

1. Select the text that you want to change the spacing for.

2. Choose Formats from the Paragraph menu. You will see this dialog box:

```
┌─────────────────────────────────────────────┐
│         ═══ Paragraph Formats ═══            │
│                                              │
│  Left Indent:  [0"____]  Line Spacing: [auto__]│
│                                              │
│  First Line:   [0"____]  Space Before: [0 li_]│
│                                              │
│  Right Indent: [0"____]  Space After:  [0 li_]│
│                                              │
│  ■ Left      □ Right        □ Keep W/Next    │
│                                              │
│  □ Centered  □ Justified    □ Keep Together  │
│         [   OK   ]      [ Cancel ]           │
└─────────────────────────────────────────────┘
```
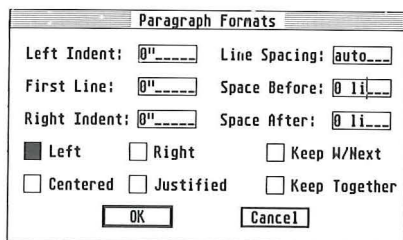
3. Do nothing if you want Write to adjust spacing between lines automatically. Or type a number in Line Spacing if you want to specify a fixed line height.

   Type a number in Space Before to insert extra space or lines above a paragraph, and in Space After to insert extra space or lines below a paragraph.

   Click on Keep W/Next to keep the selected paragraph plus the following paragraph together on a page.

   Click on Keep Together to keep the selected lines together on a page.

4. Click on the OK button.

If you don't specify a unit of measure, Write uses inches for indents and lines for line spacing. See **A Note About Measurements** later in the chapter for more information.

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Use the Keep Together option when you have two or more lines that you want to keep together on a page. Use the Keep W/Next option when you have two or more paragraphs that you want to keep together on a page—for example, a table with the text explaining it, or questions with answers.

To Change from One Format to Another
Choose Normal from the Paragraph menu to restore text to single spaced, left aligned, unjustified, with no indents. Or, choose Formats from the Paragraph menu.

```
╔══════════ Paragraph Formats ══════════╗
║                                         ║
║  Left Indent:  [0"____]  Line Spacing: [auto__]  ║
║                                         ║
║  First Line:   [0"____]  Space Before: [0 li__]  ║
║                                         ║
║  Right Indent: [0"____]  Space After:  [0 li__]  ║
║                                         ║
║  ■ Left     □ Right        □ Keep W/Next  ║
║                                         ║
║  □ Centered □ Justified    □ Keep Together  ║
║                                         ║
║        [    OK    ]      [ Cancel ]       ║
╚═════════════════════════════════════════╝
```
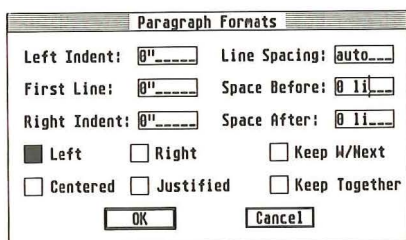
1. Type your changes to indents and spacing on the appropriate lines.
2. Click on any of the alignment buttons.
3. Click on the OK button.

To Copy Paragraph Formats
You can also copy the formatting of one paragraph to another paragraph.

1. Make sure the paragraph you want to format contains the insertion point; or select the paragraph you want to format.
2. Position the pointer in the selection bar next to the paragraph that already has the desired formatting.
3. Hold down [Alternate] and [Control] while clicking the mouse button.
4. Release the keys and the mouse button. The selected text will look like the formatted text.

Using the Ruler to Indent
You can also use the ruler to set indents for your text. The left and right indent markers are the triangles at the left and right ends of the ruler. (The left indent marker is partially obscured by the first line indent marker.)

To Display the Ruler

Choose either the Formats command from the Paragraph menu, or the Show Ruler command from the Edit menu.

Ruler   *Indent Markers*
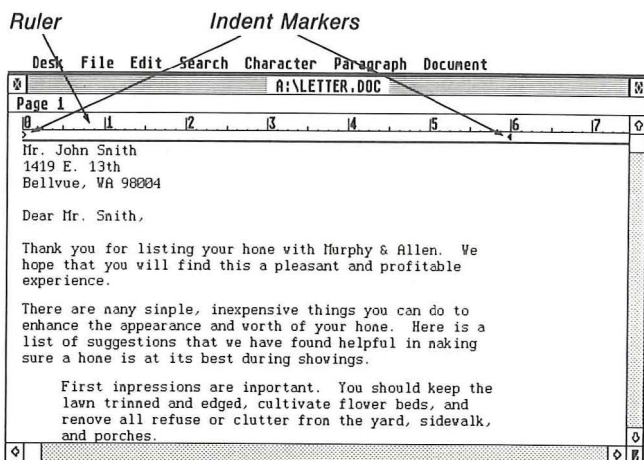
To Set or Change Indents

1. Select the text you wish to indent or change.
2. Display the ruler as described above.

Left Indent Marker

First Line Indent Marker

Click and drag indent markers with the mouse.

Right Indent Marker
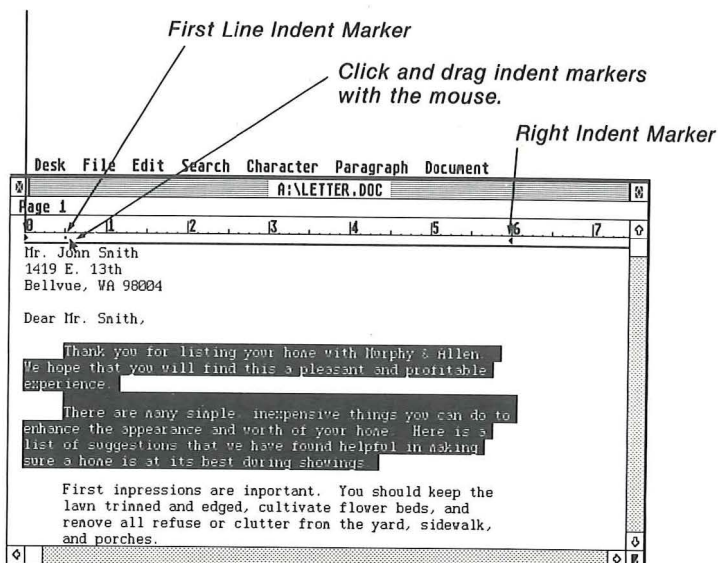
In this example, the Show Ruler command was used.

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3. Click on one or both of the triangular indent markers at the left and right ends of the ruler, and drag them to the desired position. (If you are using the Formats command, the position in inches is reflected in the dialog box.)

4. Drag the small square marker to change the first line indent.

When you release the mouse button, your indents are set. You can use this technique for moving them again.

You can also use the ruler to set tabs. For details, see **Setting Tabs** in this chapter.

Formatting Paragraphs with the Keyboard

You can also use the keyboard to change paragraph spacing and alignment, as an alternative to choosing commands from the menu.

To Change the Format as You Type

1. After pressing [Return], press the desired key sequence.

2. Type the text of the paragraph.

If you apply these formats to a paragraph that you have already typed, make sure the selection or insertion point is in the paragraph.

To get this format	Press these keys
Erase paragraph formats (normal)	[Alternate] [P]
Left aligned	[Alternate] [L]
Right aligned	[Alternate] [R]
Centered	[Alternate] [C]
Justified	[Alternate] [J]
Open space	[Alternate] [O]
Indent first line 0.5″	[Alternate] [F]

For a complete list of paragraph formatting keys, see **Appendix A, Key Sequences,** or your **Write Quick Reference Guide.**

To Nest Paragraphs

You can also "nest" paragraphs—that is, indent them one-half inch from the previous paragraph, no matter what the indent of the previous paragraph is. You might do this to indent several paragraphs by increasing amounts, or if you want to set only one paragraph apart for emphasis without changing any other indents.

1. Press [Alternate] [N] to nest paragraphs.
2. Press [Alternate] [M] to reverse nesting.

Nested Paragraphs
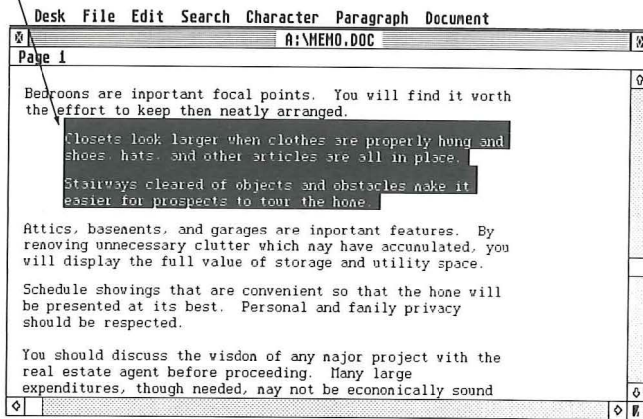
To Create a Hanging Indent

You can create a hanging indent also. The selected line or lines, usually at the beginning of the paragraph, will extend further to the left than the rest of the paragraph. Press **[Alternate] [T]** to indent all but the first line of the paragraph.

```
┌─────────────────────────────────────────────────────┐
│ ⊠    ════════════════ A:\MEMO.DOC ════════════    ⊠ │
│ ┌─────────────────────────────────────────────────┐ │
│ │ Page 1                                          ⬦ │
│ │                                                   │
│ │  Attics, basenents, and garages are inportant features.  By  │
│ │  renoving unnecessary clutter which nay have accunulated, you │
│ │  vill display the full value of storage and utility space.    │
│ │                                                   │
│ │  Schedule showings that are convenient so that the hone vill  │
│ │          be presented at its best.  Personal and fanily       │
│ │          privacy should be respected.                         │
│ │                                                   │
│ │  You should discuss the visdon of any najor project with the  │
│ │  real estate agent before proceeding.  Many large             │
│ │  expenditures, though needed, nay not be econonically sound   │
│ │  vhile trying to sell a hone.                                 │
│ │                                                   │
│ │  If you can correct snall itens, a critical prospect can      │
│ │  concentrate on najor considerations.                         │
│ │                                                   │
│ │  ⊠                                                │
│ │                                                 ⬦ │
│ │ ⬦ ═══════════════════════════════════════════ ⬦ ▮ │
│ └─────────────────────────────────────────────────┘ │
└─────────────────────────────────────────────────────┘
```

Hanging Indent

A Note About Measurements

When you are specifying a measurement for indentation or line spacing, it is a good idea to specify the unit of measure you want also. Write assumes that horizontal measurements (for indents) will be in inches; and vertical measurements (line spacing) will be in lines.

You can change the preset horizontal unit of measure with the Preferences command from the Edit menu, or you can use the following abbreviations when you specify a particular unit of measure:

"	Inches
cm	Centimeters
p10	10 Pitch
p12	12 Pitch
pt	Points

Write adjusts line spacing automatically for you. A line is usually 12 points in height (1 point = 1/72 inch, or 1/6 inch, therefore yielding six lines per inch); but if the line contains text that is 14 points high, Write automatically adds the extra space above the line. Most of the time this will be convenient for you.

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You may want to specify fixed spacing for a line, however. Choose the Formats command; then type the measurement and unit of measure in the Line Spacing line.

You can also specify extra space before and after a paragraph using the Space Before and Space After lines. Space between paragraphs is the sum of the space before one paragraph and the space after the previous paragraph. Keep this in mind when you change spacing with the Formats command.

To Change the Preset Unit of Measure

1. Choose the Preferences command from the Edit menu. You will see this dialog box:

Preset Unit of Measure
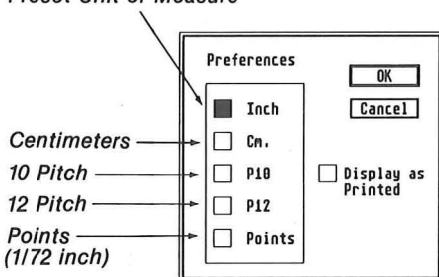
2. Click to select any of these units of measure. Then click on the OK button.

The preset units of measure for Formats and Tabs (on the Paragraph menu), for Division Layout and Page Numbering on the Document menu, and for Page Setup on the File menu will be changed to the new unit. Measurements you specify will be displayed in the new unit of measure. Write saves the Preferences settings from one session to the next and will apply the settings to all documents.

To Display Text as Printed

```
┌─────────────────────────────────────┐
│  Preferences                         │
│  ┌──────────────┐  ┌─────────┐       │
│  │              │  │   OK    │       │
│  │  ■ Inch      │  └─────────┘       │
│  │  □ Cm.       │  [ Cancel ]        │
│  │  □ P10       │  □ Display as      │
│  │  □ P12       │     Printed        │
│  │  □ Points    │                    │
│  └──────────────┘                    │
└─────────────────────────────────────┘
```
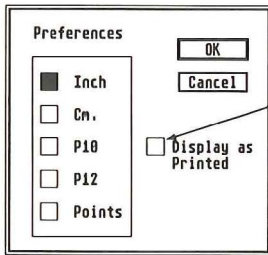
Click here to display your document as it will be printed.

The Display as Printed option displays text on the screen as it will appear when you print. This means that when you choose Display as Printed, the appearance of your screen may vary between documents, depending on which printer(s) you are using and the way you have set up your page. This option is especially useful for previewing line breaks. You can click to turn this option off at any time (for instance, in order to make your display more legible and redraw more quickly).

Setting Tabs

You can easily set tabs for lists or tables with Write. You display the ruler with the Tabs command on the Paragraph menu, or the Show Ruler command on the Edit menu. Then you click with the mouse at the position on the ruler where you want to set the tab. This position is called the tab stop.

You can set one tab or as many as you want (up to 19). You can choose the kind of tab you want:

- Left aligned, right aligned, centered, or aligned on the decimal.
- Blank, period, hyphen, or underline as leader character. The leader character fills the area between text and tab stops.

The ruler can display up to a 7 ½-inch line (preset option). Indents and tab stops appear just below the inch marks. Tab stops are preset at every half-inch; preset tab stops do not appear on the ruler. Tab stops that you set override all pre-ceding tab stops; the tab stops that follow the last tab stop you set remain at their preset intervals of one half-inch.

Tab Stops

Desk File Edit Search Character Paragraph Document
A:\LIST.DOC
Page 1
|0 |1 |2 |3 |4 |5 |6 |7

Murphy & Allen Realtors
11950 16th Ave E
Seattle, WA 98112

Address	Owner	Phone No.	Listed
9000 16th Ave	O.W. Foote	888-1010	2 14 86
400 S.W. 2nd St	Alice Brew	222-3333	2 25 86
10101 Carr St	George Brew	122-7777	3 30 86
353 Arrowwood	Art Amherst	555-1212	4 2 86
89 Arizona Blvd	Ann Murphy	800-8080	3 5 86
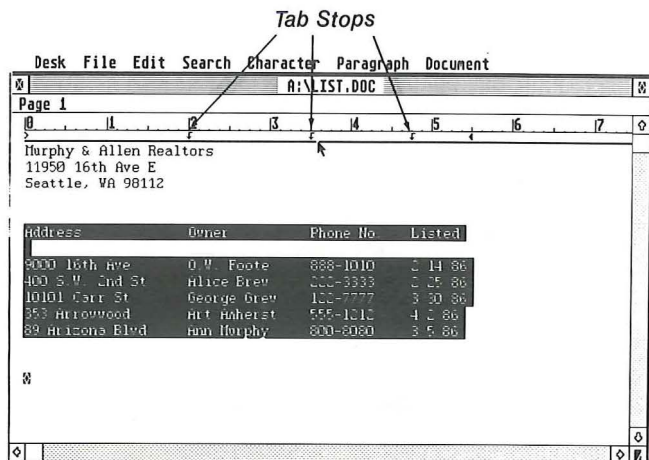
To Set Tab Stops

1. If you are applying tabs to text already in the document, select the text.

2. Choose the Tabs command from the Paragraph menu. You will see the ruler and the Tabs dialog box.

Desk File Edit Search Character Paragraph Document
A:\LIST.DOC
Page 1
|0 |1 |2 |3 |4 |5 |6

Murphy & Allen, Realtors
11950 16th Ave E
Seattle, WA 98112

Address	Owner	Phone No	Listed
9000 16th Ave			
400 S.W. 2nd St			
10101 Carr St			
353 Arrowwood			
89 Arizona Blvd			

Tabs

■ Left   ■ Blank   [OK]

□ Center   □ ......   [Cancel]

□ Right   □ ------   Position:
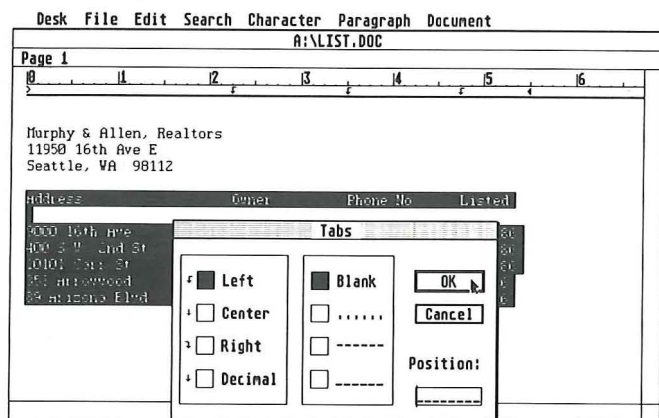
□ Decimal   □ ------   [_____]

3. Choose Left to align text flush left on a tab stop, Center to center text, or Right to align text flush right on a tab stop. Choose Decimal to align decimal points on a tab stop.

   If you want empty space between your text and tab stops, choose Blank. Choose the line of periods to add dots between your text and tab stops, or choose to add hyphens or a solid line.

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4. Move the mouse pointer into the ruler, on the line below the inch marks. Click where you want to set the tab stops. Or, type a number in the Tabs Position line. You can set up to 19 tab stops.

Tab Stop Position

Tab Stop Position
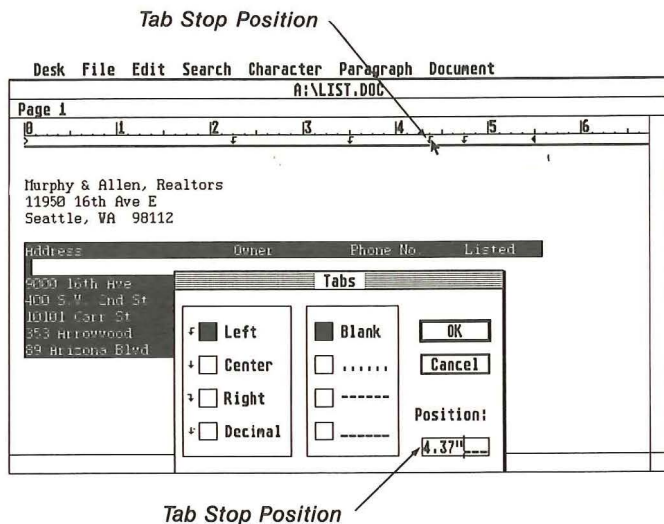
5. Click on the OK button. Your tabs are set; just press [Tab] as you type to align your text on the tab stops.

You can also use the Show Ruler command on the Edit menu to display the ruler and to set tabs as described above. If you are using the Show Ruler command, your tabs are set as soon as you click in the ruler.

If you want to set tab stops using units other than inches, choose the Tabs command and follow the procedure above, but do not click on the ruler. Instead, type the number and unit on the Position line, then click on OK. Repeat for each tab stop you want to set.

If you want some of your tabs to have a different alignment or leader character, just choose the Tabs command. Make sure the tab stop in the Position line corresponds to the tab you want to be different. Make your changes; set any additional tabs with the new alignment or leader. Then click on the OK button.

If you want to see existing tab stops for text in your document, select the text first, then display the ruler.

Tab Stops

```
 Desk  File  Edit  Search  Character  Paragraph  Document
┌─────────────────────────────A:\LIST.DOC─────────────────────────────┐
│ Page 1                                                               │
│ |0    .    |1    .    |2    .    |3    .    |4    .    |5    .    |6    .    ⇧│
│                                                                      │
│                                                                      │
│ Murphy & Allen, Realtors                                             │
│ 11950 16th Ave E                                                     │
│ Seattle, WA  98112                                                   │
│                                                                      │
│ Address              Owner        Phone No. Listed                   │
│                                                                      │
│ 9000 16th Ave        O.V. Foote   888-1010  2 14 86                  │
│ 400 S.W. 2nd St      Alice Brew   222-3333  2 25 86                  │
│ 10101 Carr St        George Grev  122-7777  3 30 86                  │
│ 353 Arrowwood        Art Amherst  555-1212  4 2 86   I               │
│ 89 Arizona Blvd      Ann Murphy   000-8080  3 5 86                   │
│                                                                      │
│                                                                      │
└──────────────────────────────────────────────────────────────────⇩─┘
```
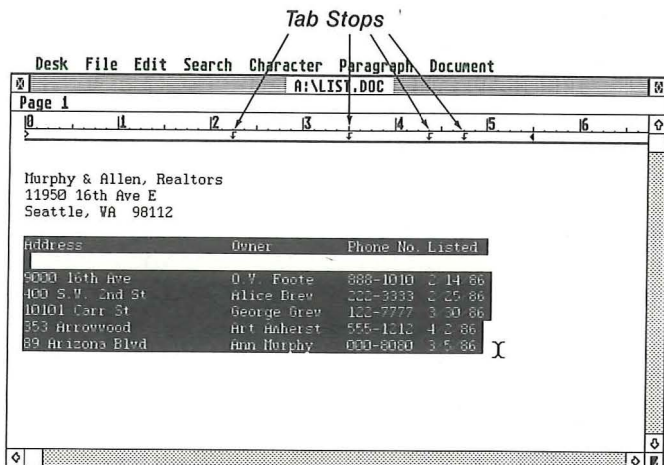
To Set Multiple Tab Stops

1. Select the text.
2. Choose Tabs or Show Ruler.
3. Click on the positions where you want to set tab stops.

```
 Desk  File  Edit  Search  Character  Paragraph  Document
┌─────────────────────────────A:\LIST.DOC─────────────────────────────┐
│ Page 1                                                               │
│ |0    .    |1    .    |2    .    |3    .    |4    .    |5    .    |6    .    ⇧│
│                                                                      │
│ Murphy & Allen, Realtors                                             │
│ 11950 16th Ave E                                                     │
│ Seattle, WA  98112                                                   │
│                                                                      │
│ Address              Owner        Phone No. Listed                   │
│                                                                      │
│ 9000 16th Ave        O.V. Foote   888-1010  2 14 86                  │
│ 400 S.W. 2nd St      Alice Brew   222-3333  2 25 86                  │
│ 10101 Carr St        George Grev  122-7777  3 30 86                  │
│ 353 Arrowwood        Art Amherst  555-1212  4 2 86                   │
│ 89 Arizona Blvd      Ann Murphy   000-8080  3 5 86                   │
│                                                                      │
│                                                                      │
└──────────────────────────────────────────────────────────────────⇩─┘
```
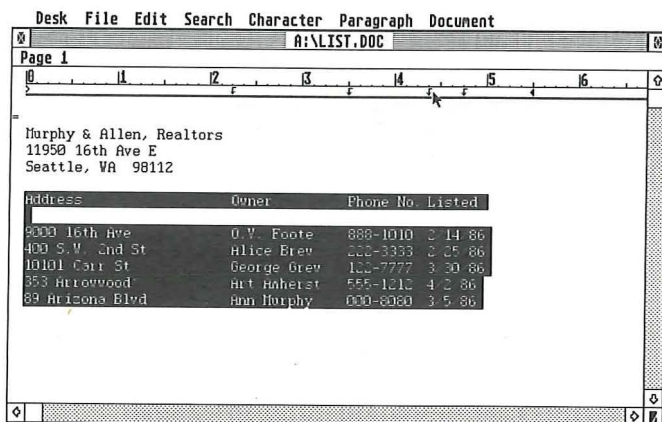
To Insert Tabs in Unaligned Text

1. Set your tab stops on the ruler as described above.

2. Click at each item in the document text that you want aligned on a tab stop, and press [Tab]. Repeat for every item you want to align on tabs.

Keep in mind that Write treats tabs as characters. If you press [Tab] while text is selected, the tab will replace the selected text.

To Reset Tab Stops on the Ruler

If your document already contains tabs, and you want to change them, move the tab stops on the ruler.

1. Select the text to be realigned on the new tabs.

2. Choose Tabs from the Paragraph menu (or the Show Ruler command). The ruler appears showing the tab stops you set for the selected text earlier.

3. Click and drag the tab stops to the new positions.

Drag tab marker to new location.

The Position line reflects the new position.

Click on OK.

Desk File Edit Search Character Paragraph Document

A:\LIST.DOC

Page 1

Address	Owner	Phone No.	Listed
9000 16th Ave	O.W. Foote	888-1010	2 14 86
400 S.W. 2nd St	Alice Brev	222-3333	2 25 86
10101 Carr St	George Brev	122-7777	3 30 86
353 Arrowwood	Art Amherst	555-1212	4 2 86
89 Arizona Blvd	Ann Murphy	800-8080	3 5 86

Tabs

■ Left   ■ Blank   OK

□ Center   □ .....   Cancel

□ Right   □ ------   Position:

□ Decimal   □ ------   2.25"___

98
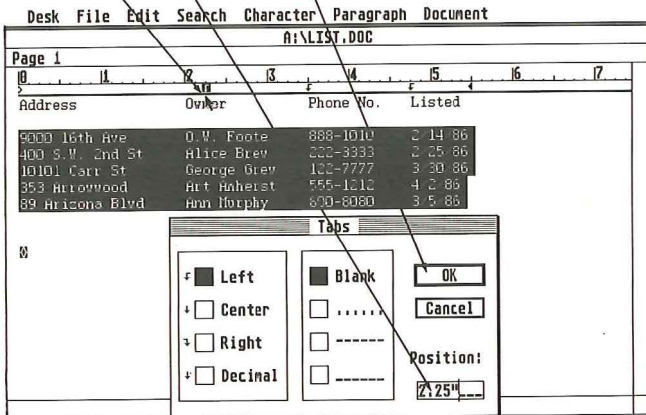
You can have any number of tables in a document with different tab settings. You select the block of text that you wish tabs to apply to, and set the tabs. Then select another block of text and set different tabs for that section.

This line was not selected—it aligns on the previous tab.
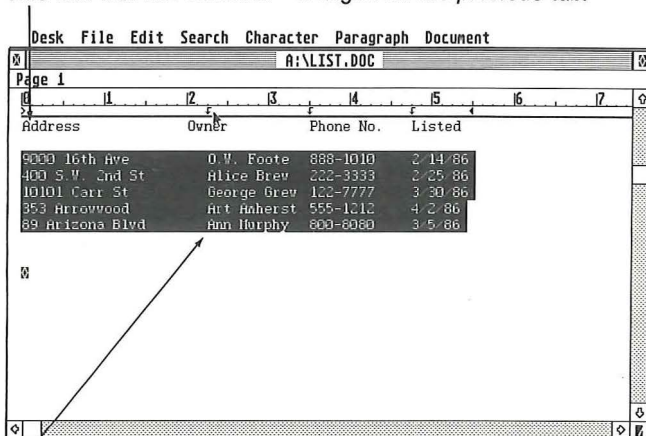
Selected text aligns on the new tab.

To Delete Tab Stops

1. Choose Tabs from the Paragraph menu (or Show Ruler from the Edit menu).
2. Move the mouse pointer into the ruler, and drag the tab stops from the ruler into the text area. When you release the mouse button, the tab stops will disappear.

Drag tab stop down from ruler to delete.
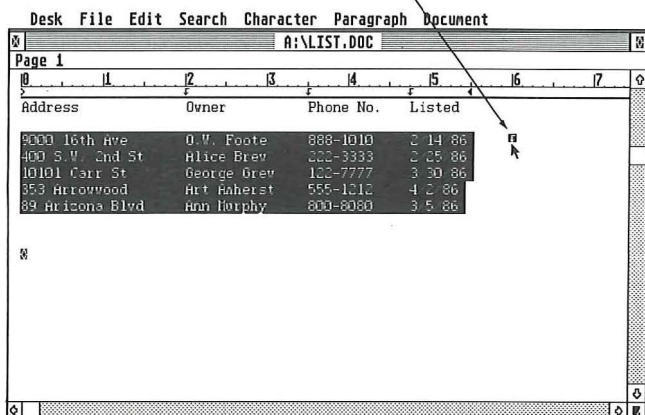
CHAPTER 8
WORKING WITH COMPLEX
DOCUMENTS

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □

This chapter tells you how to create longer, more complex documents with varying layouts, footnotes, and running heads ("headers" and "footers"). Write lets you vary the format in parts of your document by creating "divisions" within it. You can have automatically numbered pages, or any sort of page number format you want. Write also sets up footnotes and running heads in just a few easy steps. And you can position these elements of your document almost anywhere you want.

The Parts of a Document: An Overview

A document consists of text and any formatting (styling and emphasis) you assign to that text. It can be any size, one word or fifty pages long. A document can also have one format, or many.

When you format any part of your text, Write makes your design part of the document. You won't see the special codes on the screen; you see the result. Write saves formatting information with the document.

Write has certain preset formats. Some of them are shown in the figure on the following page. Most of the time, the preset formats will be satisfactory for your documents. But you can change them whenever you wish. See **Appendix B, Preset Options**, for a complete list of preset formats and options.

When you work with long or complex documents, you can use the Document menu commands to create footnotes and running heads and to control page layout.

If you want to	Use this command
Position running heads	Division Layout
Position footnotes	
Vary format within a document	
Print text in more than one column	
Specify a type of page number	Page Numbering
Position page numbers	
Create footnotes	Footnote
Create running heads	Running Head
Repaginate a document that was printed, then edited again	Repaginate

Margins

Margins are the amount of space between the edges of the paper and where the text begins (not including any indents you may specify). In addition to the top, bottom, and side margins, you can specify a gutter margin to allow extra space for binding on the left side of odd-numbered pages and the right side of even-numbered pages.

If you want to change the preset margins, use the Page Setup command on the File menu. Changes to margins affect text only, and not the positions of running heads and automatic page numbers.

See **Chapter 9, Printing Documents**, for more information about margins. Also see the **Page Setup** command in **Chapter 11, Commands**.

Divisions

A division consists of pages that have a single design or lay-out. Most documents you write will have only one division (i.e., one format throughout the document). But occasionally you may have sections of your document that require very different page formats. For example, you may want your index to look different from the main portion of your document. When you want to change any part of your page layout, you should begin a new division.

In most cases, starting or changing a division does not affect what you see on your screen, except that you see a line of colons where the new division begins.

A division can be one page long, or as many pages long as you like. You can have as many divisions as you want in a document. Create a new division when you want to:

- Change the page number style (to Roman numerals, for instance).
- Change the position of the page number.
- Change the page numbering sequence.
- Change the number or size of columns on a page.
- Change the position of a running head.
- Change footnote numbering, or placement of the footnote.
- Change the way the division breaks the page.

If you want to change the position of the page number for the entire document, you do not need to create a new division. But if you want to put the page number at the top of the page for the first five pages of the document, and on the bottom for the remaining ten pages, you should start a new division.

A division break usually starts a new page, unless you specify otherwise in the Break section of the Division Layout command on the Document menu.

When you change any of the settings for a division, make sure the selection or insertion point is in that division.

To Create a Division

1. Select the location where the new division will start.

2. Press **[Control] [Return]**. A line of colons appears across your page on the screen. This marks the end of the old division. Any text that appears (or that you type) below the division mark will be in the new division.

Division Mark


```
┌─────────────────────────────────────────────────────────┐
│ ⊠           A:\BROCHURE.DOC                            ⊠ │
├─→ P1 D1                                                   │
│ =          Introduction                                ⇧ │
│                                                           │
│   We at Murphy & Allen hope that this brochure will help you │
│   in selling your home.  It is designed to help you become   │
│   aware of the factors you need to consider in settling on a │
│   price and in dealing with buyers.  The discussion is very  │
│   general, so please feel free to call us if you have any    │
│   questions or concerns.                                     │
│                                                              │
│   We hope that you will find this a pleasant and profitable  │
│   experience for you and your family.  Thank you for your    │
│   confidence in us.  We are happy to assist you in the sale of│
│   your home.|                                                │
│   ::::::::::::::::::::::::::::::::::::::::::::::::::::::::::: │
│ = Appraising a Home                                          │
│                                                              │
│   The sale of a home                                         │
│   represents the liquidation                                 │
│   of a major asset for most                                  │
│   people.  It implies that                                ⇩ │
│ ◇|                                                      |◇ ▣│
└─────────────────────────────────────────────────────────┘
```

Page 1, Division 1. This reflects the position of the top line in the window.

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The division mark stores the division formats for the text before it. The division mark can be copied, cut, and pasted like any other character.

Page Numbering

With Write you control the page numbering you want, and where the page numbers will appear. You can vary the page numbering sequence from division to division, if you wish.

To Number Pages Automatically

You need to specify that you want Write to number pages automatically as it prints, otherwise Write will not print page numbers. Once you print or repaginate, the page numbers in the page status area of the window reflect the correct pagination.

```
┌─────────────────────────────────────────┐
│                                          │
│  Page Numbering              ┌─────┐     │
│                              │  OK │     │
│  Page Number Format:         └─────┘     │
│                              ┌────────┐  │
│  ■ Numeric      ■ Auto Page  │ Cancel │  │
│                   Numbering: └────────┘  │
│  □ Roman (upper)                         │
│                 From Top: [0.75"___]     │
│  □ Roman (lower)                         │
│                 From Left:[7.25"___]     │
│  □ Alpha (upper)                         │
│                 Start Page Numbers At:[_____] │
│  □ Alpha (lower)                         │
│                                          │
└─────────────────────────────────────────┘
```
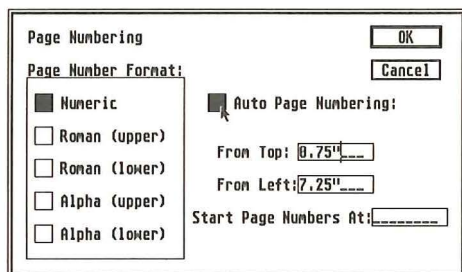
Click on Auto Page Numbering, then click on the OK button for automatic page numbering.

To Choose a Page Number Format

You can specify the type of page number you want—numeric, Roman, or alphabetic—with the Page Numbering command.

1. Choose the Page Numbering command from the Document menu.

2. Click on Auto Page Numbering.

3. Click on one of the options in the Page Number Format box.

Preset format: 1, 2, 3, 4 ...

I, II, III, IV ...

i, ii, iii, iv ...

A, B, C, D ...

a, b, c, d ...

```
┌─────────────────────────────────────────────┐
│  Page Numbering                    ┌──OK──┐  │
│  Page Number Format:               ┌─Cancel─┐│
│  ■ Numeric          ■ Auto Page Numbering:   │
│  ☐ Roman (upper)                             │
│  ☑ Roman (lower)     From Top: 0.75"___       │
│  ☑ Alpha (upper)     From Left:7.25"___       │
│  ☑ Alpha (lower)    Start Page Numbers At:___ │
└─────────────────────────────────────────────┘
```
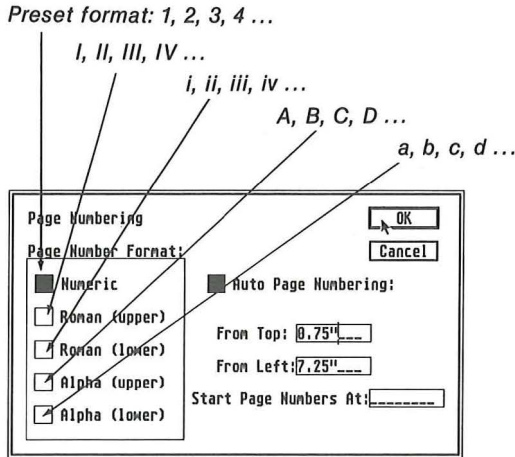
4. Click on the OK button.

Page numbers displayed in the upper left-hand corner of the window are always numeric, no matter what page number format you choose.

To Change the Page Number Position

1. Choose the Page Numbering command.
2. If you want automatic page numbering, click on Auto Page Numbering.
3. Type a number on the From Top line to specify a position from the top edge of the page. Then type a number on the From Left line to specify a position from the left edge of the page.
4. Click on the OK button.

Make sure that you do not position the page number and a running head in the same place. Otherwise, Write prints the running head and does not print the page number. See the section on **Running Heads** in this chapter for details on embedding a page number in the running head.

Write assumes the unit to be inches, unless you specify otherwise by typing a different unit of measure, or by changing the unit of measure with the Preferences command.

To Change the Page Numbering Sequence

Write assumes that page numbering will be continuous (even between divisions). You can change this setting to start at any page number you want at the division break.

1. Choose Page Numbering.
2. Type the page number that the new division will start on in the Start Page Numbers At line.
3. Click on the OK button.

Printing in Columns

Most documents are printed in one column that extends the entire width of the page. (In Write, this is the preset format.) Occasionally, you may want to print your document in two columns—for example, you can create and format a two-column brochure. Write allows you to print in up to six columns. To print a document in two or more columns, use the Division Layout command.

When you change the layout to print more than one column, your text appears on the screen in one narrow column only. Line breaks will be accurate, but you will need to scroll to see the rest of the text. Write does not display column breaks. When you print the document, it will be printed in the number of columns you specified. (You may find that Write takes longer to print in a multi-column format.)

To Print Your Document in Columns

1. Choose the Division Layout command from the Document menu.
2. Use the Number of Columns line to specify the number of columns you want (up to six).
3. Type a measurement on the Column Spacing line to specify the space between columns.

Number of Columns   *Space between Columns*

4. Click on the OK button.

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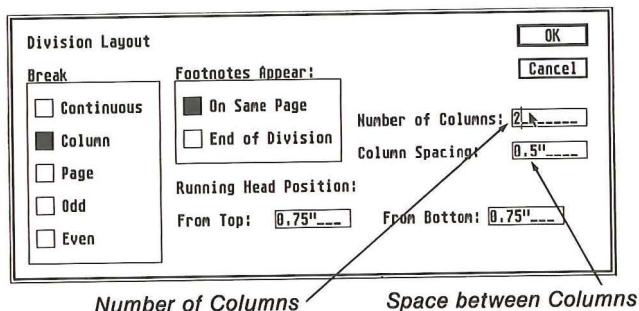
The Break Options

Three other sections in the Division Layout command are Break, Footnotes Appear, and Running Head Position.

See the next section in this chapter, **Footnotes,** for details on specifying where footnotes will appear. See the section in this chapter, **Running Heads,** for information about specifying running head position.

The Break options change the way page breaks occur when you start a new division. The preset option is Page; this will probably be the best choice for most of your work. Page starts a new division format on the next page, and the division mark forces a page break (the start of a new page).

The Odd and Even options also start a new page with each new division. The Odd option starts printing on the next odd-numbered page; the Even option starts on the next even-numbered page. In either case, you may get a blank page. If you choose automatic page numbering, page numbers will be printed on the blank page.

Use the Column option in multi-column documents when you want the new division to start the next column. So if your division break occurs in the second column, Write goes to the next page; if the division occurs in the first column, the new format begins with the second column on the page.

The Continuous option causes the old format to continue until the top of the next page; in this case, the division does not break the page.

To Change How the Division Will Break Pages

The Break options change the way page breaks occur when you start a new division.

1. Choose the Division Layout command.
2. Choose Continuous if you want the old division format to continue until the next page after the division mark. Then the format for the new division takes effect.
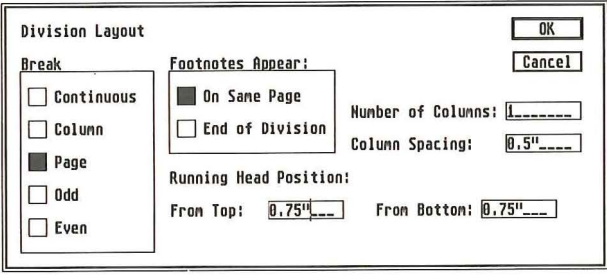
   Choose Column in multi-column documents to make the division mark end the column. The new division format starts with the next column.

   Choose Page to start a new page at the division mark.

   Choose Odd to make the division mark break the page and start the new division on the next odd-numbered page.

   Choose Even to make the division mark break the page and start the new division on the next even-numbered page.

3. Click on the OK button.

```
┌─────────────────────────────────────────────────────────────┐
│ Division Layout                                    ┌────────┐ │
│                                                    │   OK   │ │
│ Break          Footnotes Appear:                   └────────┘ │
│                                                    ┌────────┐ │
│ ☐ Continuous   ■ On Same Page                      │ Cancel │ │
│                                Number of Columns: ┌────────┐  │
│ ☐ Column       ☐ End of Division                  │1_____│  │
│                                Column Spacing:    ┌────────┐  │
│ ■ Page                                            │0.5"____│  │
│                Running Head Position:                         │
│ ☐ Odd                                                         │
│                From Top:  ┌────────┐   From Bottom: ┌───────┐ │
│ ☐ Even                    │0.75"___│                │0.75"__│ │
│                           └────────┘                └───────┘ │
└─────────────────────────────────────────────────────────────┘
```

Footnotes

If your document requires footnotes, you can create and
number them with the Footnote command. You position the
footnotes with the Division Layout command. Both com-
mands are on the Document menu.
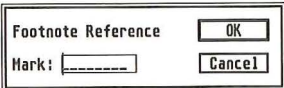
You can let Write number footnotes for you automatically,
or you can specify a footnote reference mark instead of a
number. (The footnote reference mark appears in your docu-
ment text to indicate the corresponding footnote text.) The
footnote reference mark can be anything you like—a letter,
symbol, or phrase up to eight characters long. (If you change
the format of your footnote number or reference text in the
document text, this change will not be reflected in the foot-
note window.)

The footnote text appears in the Footnote window, not on
screen within the Document window. A footnote can be as long
as you wish, and can contain any number of paragraphs. You
can scroll in the Footnote window and edit the footnote text.

Footnotes can appear on the same page as the reference mark,
or at the end of your division. If you have more than one division
in your document, they can appear at the end of each division.

To Create a Footnote

1. Place the insertion point immediately after the text that
   the footnote will reference.
2. Choose the Footnote command from the Document menu.

```
┌──────────────────────────────────┐
│ Footnote Reference   ┌────────┐   │
│                      │   OK   │   │
│ Mark: ┌────────┐     └────────┘   │
│       │_____│     ┌────────┐   │
│       └────────┘     │ Cancel │   │
│                      └────────┘   │
└──────────────────────────────────┘
```

3. Write will automatically number footnotes (1, 2, 3) as the preset option. To change this, type your footnote reference mark on the Mark line.

4. Click on the OK button. The Footnote window opens at the bottom of the screen and becomes the active window.

5. Type the footnote. There is no limit to the size of the footnote text.

```
 Desk  File  Edit  Search  Character  Paragraph  Document
┌──────────────────────────A:\TAXLAW.DOC──────────────────────────┐
│ Page 1                                                           │
├──────────────────────────────────────────────────────────────── │
│ Exclusive use of part of your hone neans that you nust use a     │
│ specific part of your hone solely for conducting your            │
│ business or in connection vith your enployment.  If you use      │
│ part of your hone as your business office and also for           │
│ personal purposes, you have not net the test for                 │
│ exclusivity.¹                                                    │
│ ▓                                                                │
│                                                                  │
│                                                                  │
│                                                                  │
├──┬══════════════A:\TAXLAW.DOC!Footnotes══════════════┬──────┬──┤
│  │                                                    │      │▓ │
│  │ ¹ According to Publication 587, the taxpayer's use of the    ⇧ │
│  │ hone office nust be both regular and exclusive.|             │
│  │ ▓                                                            │
│  │                                                              │
│  │                                                              ⇩ │
├──┴──────────────────────────────────────────────────────┬───┤
│◇ │                                                        │◇ │█│
└──┴────────────────────────────────────────────────────────┴──┘
```

Automatic footnote numbers are smaller than document text and are superscripted. The word "Footnotes" appears beside the filename in the Footnote window.

When you finish typing the footnote text, move the insertion point back into the Document window and continue your work. The Footnote window remains on the screen until you close it.

To Open the Footnote Window

You can go into the Footnote window to edit the footnote without creating a new entry.

Choose the Open Footnote command from the File menu.

```
 Desk  File  Edit  Search  Character  Paragraph  Document
┌──────────────────────────────────────────────────────────────┐
│ ▨    New        ^N         A:\TAXLAW.DOC                    ▨ │
│ 403 Cha Open...    ^O                                          │
│         Close      ^W                                       ⇧ │
│ Exclus  Save       ^S  your hone neans that you nust use a    │
│ specif  Save As...     e solely for conducting your           │
│ busine  Set Folder...  with your enploynent.  If you use      │
│ part o  Open Footnote  business office and also for           │
│ person ───────────────ve not net the test for                │
│ exclus                                                        │
│ ▨       Page Setup...                                          │
│         Print...   ^P                                          │
│         Print Merge...                                        │
│         Printer Setup...                                      │
│         Quit       ^Q                                          │
│                                                            ⇩ │
│ ◇                                                        ◇ ▨ │
└──────────────────────────────────────────────────────────────┘
```
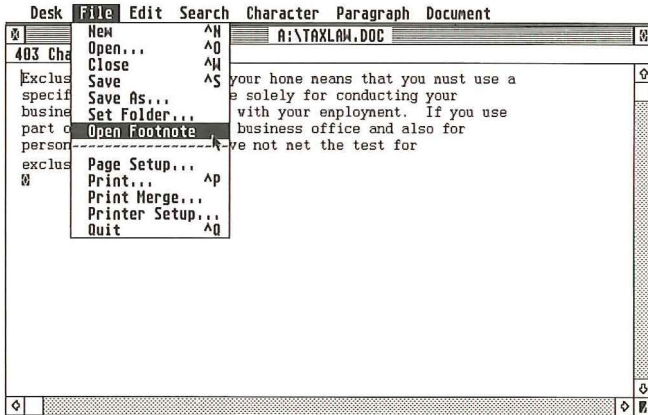
To Close the Footnote Window

Click the close box on the Footnote window, or choose the Close command from the File menu while the Footnote window is active.

```
 Desk  File  Edit  Search  Character  Paragraph  Document
┌──────────────────────────────────────────────────────────────┐
│        New        ^N      A:\TAXLAW.DOC                       │
│ 403 Cha Open...    ^O                                          │
│         Close     ^W                                          │
│ Exclus  Save    ↖ ^S  your hone neans that you nust use a     │
│ specif  Save As...     e solely for conducting your           │
│ busine  Set Folder...  with your enploynent.  If you use      │
│ part o  Open Footnote  business office and also for           │
│ person ───────────────ve not net the test for                │
│ exclus                                                        │
│ ▨       Page Setup...                                          │
│         Print...   ^P                                          │
│         Print Merge...                                        │
│         Printer Setup...                                      │
│         Quit       ^Q                                          │
│                                                               │
│ ▨               A:\TAXLAW.DOC!Footnotes                    ▨ │
│                                                            ⇧ │
│  1 According to Publication 587, the taxpayer's use of the   │
│  hone office nust be both regular and exclusive.|            │
│ ▨                                                             │
│                                                            ⇩ │
│ ◇                                                        ◇ ▨ │
└──────────────────────────────────────────────────────────────┘
```

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To Expand the Footnote Window

Move the Footnote window into position with the move bar, then size it to your liking using the size box.

```
   Desk  File  Edit  Search  Character  Paragraph  Document
┌──────────────────────── A:\TAXLAW.DOC ────────────────────────┐
│ 403 Chars                                                      │
├────────────────────────────────────────────────────────────────┤
│ Exclusive use of part of your home means that you must use a   │
│ specific part of your home solely for conducting your         │
│ business or in connection with your employment.  If you use   │
│ part of your home as your business office and also for        │
│ personal purposes, you have not met the test for              │
│ exclusivity.1                                                  │
│ ▨                                                              │
├───────────────────── A:\TAXLAW.DOC!Footnotes ─────────────────┤
│ 1 According to Publication 587, the taxpayer's use of the     │
│ home office must be both regular and exclusive.               │
│ ▨                                                              │
│                                                                │
└────────────────────────────────────────────────────────────────┘
```

To Specify Footnote Position

Use the Division Layout command to specify where you want to position footnotes. Write will automatically place your footnotes on the same page as the footnote reference mark. You can change this and place footnotes at the end of the document, or at the end of the division if there is more than one division.

```
┌──────────────────────────────────────────────────────────────┐
│ Division Layout                                      ┌────────┐ │
│                                                      │   OK   │ │
│ Break              Footnotes Appear:                 └────────┘ │
│                                                      ┌────────┐ │
│  ☐ Continuous       ☐ On Same Page                   │ Cancel │ │
│                                            Number of Columns: │1_____│ │
│  ☐ Column           ■ End of Division                       │
│                                            Column Spacing:  │0.5"____│ │
│  ■ Page                                                     │
│                     Running Head Position:                   │
│  ☐ Odd                                                       │
│                     From Top:  │0.75"___│   From Bottom: │0.75"___│ │
│  ☐ Even                                                      │
└──────────────────────────────────────────────────────────────┘
```
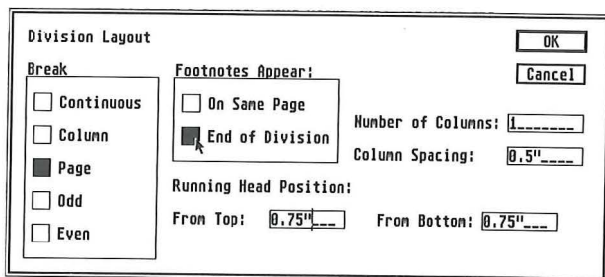
1. Choose the Division Layout command from the Document menu.

2. Click on On Same Page or End of Division to position footnotes.

See the **Divisions** section of this chapter for more information on the Division Layout command.

To Delete a Footnote

Delete the reference number or reference mark in the document text. References around it will be automatically adjusted if you have numbered footnotes.

Note: You cannot delete a footnote completely simply by deleting the text in the Footnote window. The text will disappear, but the last paragraph mark for the footnote reference text can't be deleted. You must always delete the number or reference mark in the document text.

Copying Text with Footnotes

When you copy text with footnotes to another document or division, the footnote marks and text are copied as well. When you copy text with numbered footnotes within a document division, the copied text is renumbered and the footnote text remains the same. You may want to delete or change footnotes in the copied text.

To Insert the Footnote Glossary

The reserved glossary name "footnote" can be used if you accidentally delete an automatic footnote number in the Footnote window.

1. Type the word "footnote" at the location in the Footnote window where you need to insert the footnote number.

2. Expand the glossary by pressing [Control] [Backspace]. Write inserts the correct footnote number.

If you delete a footnote reference number in the document text, you can reinsert the footnote reference number (use the Footnote command on the Document menu), and Write will automatically adjust the surrounding footnote numbers.

See **Chapter 6, Editing with Write,** for more information about using glossaries.

Running Heads

A running head is text that appears at the top ("header") or at the bottom ("footer") of your page. Running heads can appear on even-numbered pages only, odd-numbered pages only, or on all pages.

Use the Running Head command on the Document menu to:

• Set text apart as a running head.
• Choose whether you want the running head at the top of the page or at the bottom of the page.
• Specify whether you want running heads on even pages, on odd pages, or on the first page of the document (or division). Running heads are preset to appear on both even and odd pages, but not on the first page of a division.

Use the Division Layout command to position the running head at the top or bottom of the page. Running heads are preset to print three quarters of an inch from the top edge of the paper or three quarters of an inch from the bottom edge of the paper. You may have to adjust your top or bottom margin to allow enough space for the header to print.

To Create a Running Head

1. Type the text for the running head. The running head text can be as long as you want. Pressing [Return] ends the running head.

2. Select the running head text. If the running head is part of the document text (a chapter title, for instance), type the text again, or copy it.

3. Choose the Running Head command from the Document menu.

   Specify whether you want running heads at the top or bottom of the page, on even-numbered or odd-numbered pages, or both. If you want to print the running head on the first page of the division, click the First Page option.

```
 Desk  File  Edit  Search  Character  Paragraph  Document
▩═══════════════════ A:\BROCHURE.DOC ═══════════════════▩
 Page 1                                                  ⇧
═┌─────────────────── Introduction ──────────────────────┐
 │We at Murphy & Allen hope that this brochure will help you│
 │in selling your hone ┌──────────────────────────┐  ne    │
 │aware of the factors │                     ┌────────┐ on a│
 │price and in dealing │ Running Head        │   OK   │ ery │
 │general, so please fe│                     └────────┘ y   │
 │questions or concerns│                   ┌──────────┐     │
 │                     │                   │  Cancel  │     │
 │We hope that you will│  ■ Odd Pages       └──────────┘ ble│
 │experience for you an│                              r      │
 │confidence in us.  We│  ■ Even Pages    ■ Top       le of │
 │your hone.           │                                    │
 │                     │  □ First Page    □ Bottom          │
 │ ▓Appraising a Hone▓ │                                    │
 │                     └──────────────────────────┘         │
 │ Appraising a Hone                                        │
 │ The sale of a hone represents the liquidation of a najor │
 │ ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~ ⬦  ⬦│▮
◇└──────────────────────────────────────────────────────┘
```

4. Click on the OK button. The running head symbol «
appears in the document next to the running head.

```
▩═══════════════════ A:\BROCHURE.DOC ═══════════════════▩
 Page 1                                                  ⇧
═┌─────────────────── Introduction ──────────────────────
 │We at Murphy & Allen hope that this brochure will help you
 │in selling your hone.  It is designed to help you becone
 │aware of the factors you need to consider in settling on a
 │price and in dealing with buyers.  The discussion is very
 │general, so please feel free to call us if you have any
 │questions or concerns.
 │
 │We hope that you will find this a pleasant and profitable
 │experience for you and your fanily.  Thank you for your
 │confidence in us.  We are happy to assist you in the sale of
 │your hone.
 │
«│    ▓Appraising a Hone▓
 │
 │Appraising a Hone
 │
 │The sale of a hone represents the liquidation of a najor
◇│~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~ ⬦  ⬦│▮
```

When you print the document, the running head text is placed
on the pages you specified.

If you want to end a line within a running head, or add a line
space with the running head, press **[Shift] [Return]**. This
"new line" key sequence ends the line without ending the
running head.

To Specify Running Head Position
You can have running heads at the top ("headers") or at the
bottom of the page ("footers"). Whether they appear at top
or bottom is specified in the Running Head command.

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The Running Head Position section of the Division Layout box controls the position of running heads in relation to the top and bottom edge of the page.

```
┌────────────────────────────────────────────────────────────┐
│  Division Layout                                  ┌──▄OK──┐  │
│                                                   └───────┘  │
│  Break            Footnotes Appear:               ┌─Cancel─┐ │
│  ┌─┐                ▄                              └────────┘ │
│  │ │ Continuous    █ On Same Page                             │
│  └─┘                              Number of Columns: ┌1──────┐│
│  ┌─┐              ┌─┐                                 └───────┘│
│  │ │ Column       │ │ End of Division                         │
│  └─┘              └─┘              Column Spacing:   ┌0.5"────┐│
│  ┌─┐                                                 └────────┘│
│  █ Page           Running Head Position:                      │
│  ┌─┐                                                          │
│  │ │ Odd          From Top:  ┌0.75"───┐  From Bottom: ┌0.75"───┐│
│  └─┘                         └────────┘               └────────┘│
│  ┌─┐                                                          │
│  │ │ Even                                                     │
│  └─┘                                                          │
└────────────────────────────────────────────────────────────┘
```

1. Choose Division Layout.
2. Specify a position from the top or the bottom of the page by typing numbers on the Running Head Position lines.
3. Click on the OK button.

Running heads print one-half inch from the left and right edges of the page.

To change this position, use the Formats command on the Paragraph menu, and indent the running heads as you would any other paragraph. See **Chapter 7, Formatting Your Work**, for more information about paragraph formatting. See below for the procedure on indenting running heads.

Note: If you position running heads less than one-half inch from the left or right side of the page, your printer may cut off part of the running head. You may need to experiment with running head position.

To Delete a Running Head

1. Select the running head text in the document.
2. Delete the running head by pressing **[Backspace]**, or move it to the Clipboard by choosing the Cut command.

To Edit a Running Head

Change the running head text as you would any other text in the document.

To Change a Running Head Back to Normal Text

1. Choose the Running Head command.

2. The Odd Pages and Even Pages boxes are selected as the preset option, and the First Page box is blank. If you have not changed this yet, click next to Odd Pages and Even Pages, so that all three boxes are blank. This specifies that the running head is to appear on none of the pages.

3. Click on the OK button.

Note: You may have to adjust the indent once the running head has been changed to normal text. Use the Show Ruler or Paragraph Formats command.

To Embed a Page Number in a Running Head

You can also embed page numbers in running heads, by using the page glossary. The page glossary is a page number place holder that is expanded automatically when the document is printed. You can use this glossary in running head text to place a page number in a running head, without having to type the actual number in the text. See **Chapter 6, Editing with Write**, for more information on using glossaries.

1. Type the word "page" in your running head text at the location you want to reserve for the page number.

2. Expand the glossary entry by pressing **[Control] [Backspace]**. The word (page) appears in the running head text in the document.

3. Format and position your running head as usual; when you print, (page) will be replaced with the page number.
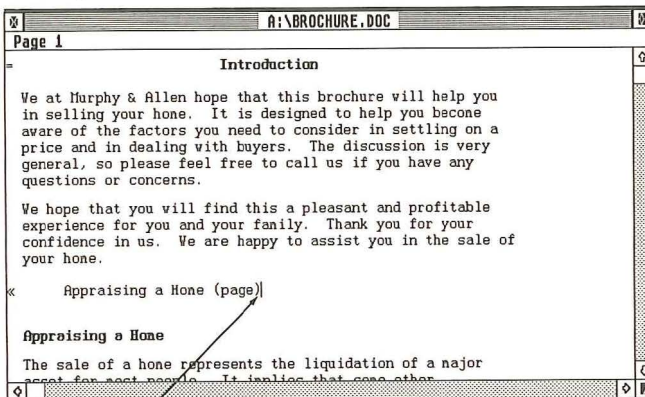
Page Glossary

If you don't expand the page glossary immediately after typing it, you can select it later and expand it.

To Indent Running Heads

Running head position is not affected by the left and right page margins. Running heads are preset to print one-half inch from the left edge of the page.

Use the Formats command on the Paragraph menu to indent the running head from the left side of the page, as you would any other paragraph.

1. Select the running head text.

2. Choose the Formats command from the Paragraph menu.

3. Indent the running head by typing the position in the text boxes; or by dragging the markers on the ruler.

4. Click on the OK button. When your document is printed, your running heads will be indented.

```
Desk  File  Edit  Search  Character  Paragraph  Document
┌───────────────────────A:\BROCHURE.DOC───────────────────────┐
│ Page 1                                                        │
│         Introduction                                          │
│                                                               │
│    We at Murphy & Allen hope that this brochure will help you in │
│    selling your home.  It is designed to help you become aware │
│    of the factors you need to consider in settling on a price │
│    and in dealing with buyers.  The discussion is very general │
│    so please feel free to call us if you have any questions or │
│    concerns.                                                  │
│                                                               │
│    We hope that you will find this a pleasant and profitable  │
│    experience for you and your family.  Thank you for your    │
│    confidence in us.  We are happy to assist you in the sale of │
│    your home.                                                 │
│                                                               │
│                Appraising a Home (page)                       │
│                                                               │
│    Appraising a Home                                          │
│                                                               │
│    The sale of a home represents the liquidation of a major   │
│    asset for most people.  It implies that some other         │
└───────────────────────────────────────────────────────────────┘
```

This running head was indented one inch from the left.

Remember that the ruler normally shows about seven and one-half inches of text; if you position your running head at the right side of the page, you may need to scroll the document horizontally to look at it on the screen.

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To Alternate Running Head Position

You can use this method to alternate the position of the running head (i.e., to make the running head appear on the right side of odd-numbered pages and on the left side of even-numbered pages).

1. If the text for the running head will be the same for both left and right pages, copy the running head text so that it appears twice. If the text will be different (for example, book title on left pages and chapter on right pages), type the text for each running head.

2. Format the two running heads separately, using the Running Head command. Specify that one running head appear on odd-numbered pages; specify that the other appear on even-numbered pages.

3. Use the Formats command from the Paragraph menu to align the running head flush right for odd-numbered pages. The other running head is aligned flush left automatically, unless you want to indent it (with the Formats command).

CHAPTER 9
PRINTING DOCUMENTS

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
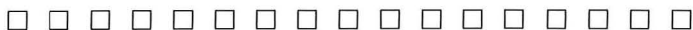
First, install and switch on your printer according to the instructions in your MEGA or ST Computer Owner's Manual and in your printer manual.

This chapter describes how to set up pages and your printer, use the Print command, and paginate. It also includes instructions on printing form documents.

Setting Up Pages

When you choose the Page Setup command, you will note that certain page options are already set:

- Letter-size page (8½ by 11 inches).
- Margins are one inch at top and bottom, and one and one-quarter inches on the left and right sides.

Note: If GDOS is installed and Graphics Print is selected, the page will automatically be adjusted to be no larger than the maximum size your printer can handle.

To Specify Page Size and Margins

```
┌─────────────────────────────────────────────────────────┐
│  Page Setup                                    [  OK  ]   │
│  Page Width: 8.5"____   Page Height: 11"____   [Cancel]  │
│                        Margins                            │
│  Top:    1"_____    Left:  1.25"___                     │
│  Bottom: 1"_____    Right: 1.25"___   Gutter: 0"_____  │
└─────────────────────────────────────────────────────────┘
```

1. Choose the Page Setup command from the File menu.
2. If your page differs from 8½ inches wide and 11 inches high (preset), type the measurement in the Page Width and Page Height lines. (Write assumes inches, unless you specify otherwise.)
3. The margin settings are in the lower part of the Page Setup box. Type a number or numbers on the appropriate lines. Specify a unit after the number if you do not want inches.
4. In the Gutter line, specify extra spaces on the right margin of even pages and the left margin of odd pages for binding.
5. Click on the OK button when you have chosen your formats.

The paper measurement at the top of the dialog box (Page Width and Page Height) is remembered from one Write session to the next. You need not change it each time you print with Write.

The margin settings are saved with your document, provided there is a division mark(s) in your document. Margin settings can differ from document to document.

Setting Up Your Printer

Before you print, you must tell Write which printer you have, what character pitch you'll be using, and through which port your document will go to the printer.

To Set Up Your Printer

1. Select Printer Setup from the File menu. You see the following dialog box:
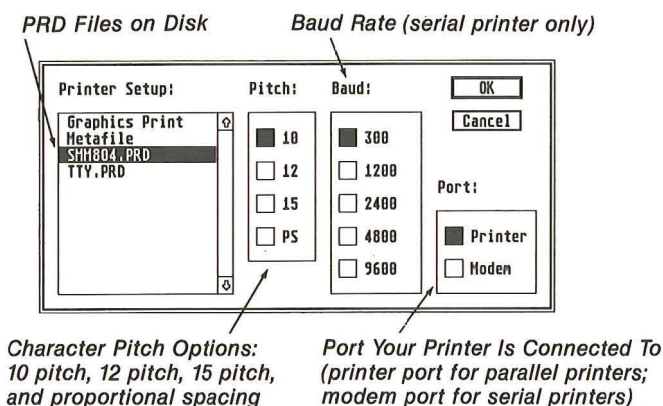
PRD Files on Disk   *Baud Rate (serial printer only)*

Printer Setup:	Pitch:	Baud:	OK
Graphics Print	■ 10	■ 300	Cancel
Metafile	□ 12	□ 1200	Port:
SHH804.PRD	□ 15	□ 2400	
TTY.PRD	□ PS	□ 4800	■ Printer
		□ 9600	□ Modem

Character Pitch Options: *Port Your Printer Is Connected To*
10 pitch, 12 pitch, 15 pitch,   *(printer port for parallel printers;*
and proportional spacing   *modem port for serial printers)*

2. Click on the PRD file for your printer. (You should already have copied the PRD file(s) that best matches your printer to your working Write disk; if not, see the section, **Getting Started.**)

Note: Graphics Print and Metafile are available only with GDOS installed. Graphics Print uses the full resolution of your printer and prints a wider variety of fonts and sizes. Metafile print produces a disk file with a .GEM extension that can be used by other programs.

3. Click on the character pitch you want to use. Ten pitch is the preset option, as well as the most common pitch supported by printers. Your printer must support the character pitch you choose.

4. If you have a serial printer, click on the baud rate supported by your printer. Three hundred baud is the preset option. Your printer must support the baud rate you choose.

5. Click on Printer if you have a parallel printer (a printer connected to the printer port on your MEGA or ST computer). Click on Modem if you have a serial printer (a printer connected to the modem port on your MEGA or ST computer).

6. Click on the OK button.

Single-Sheet or Form-Feed Paper?

If you use single sheets of paper when printing, select Install Printer from the Control Panel. Click on Single, then click on OK. Write will stop printing at the bottom of a full page, and prompt you to insert another sheet of paper.

If you use standard computer form-feed (or "fanfold") paper when printing, select Install Printer from the Control Panel. Be certain Feed is selected, then click on OK. Feed is the preset option. Write will print continuously until the document's end.

Click here for form-feed paper. Write prints continuously.

```
          INSTALL PRINTER
Printer Type:  [ Dot ]   [ Daisy ]
      Color:   [ B/W ]   [ Color ]
Pixels/Line:   [ 1280 ]  [  960  ]
    Quality:   [ Draft ] [ Final ]
Printer Port:  [Printer] [ Modem ]
 Paper Type:   [ Feed ]  [ Single]
         [   OK   ]  [Cancel]
```

Click here for single sheets. Write pauses after each full page.

Click on OK.
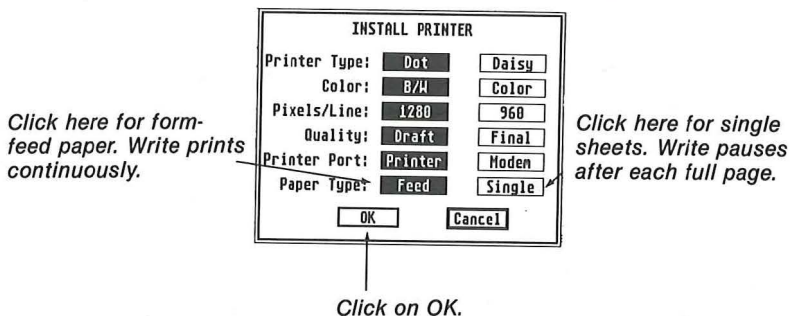
If the Install Printer desk accessory does not appear under your current Desk menu, refer to your Atari computer manual.

Note: Write uses only the Feed/Single option from the Install Printer desk accessory. All other settings are handled by the Printer Setup command.

Using the Print Command

When you print, you can specify how many copies and what pages to print.

The preset options for printing are:
- All pages in document printed.
- One copy of document printed.

To Print a Document

1. If you want to change any of the preset page dimensions (such as margins or paper size), choose the Page Setup command and make your changes. See the section **Setting Up Pages** in this chapter.

2. Choose the Print command from the File menu, press [Control] [P], or [F7].

3. Specify how many copies to print (preset to one copy).

```
┌──────────────────────────────────────────────────┐
│  Print Document                        [  OK  ◄┐  │
│  Number of Copies: 1_____               [Cancel] │
│  Page Range:     From: _____   To: _____       │
└──────────────────────────────────────────────────┘
```
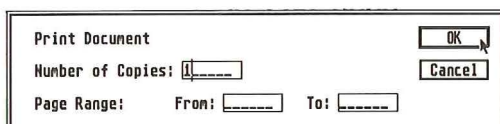
4. To print part of a document, specify a page range. If you do not specify a range, Write prints all pages in the document (preset).

5. Click on the OK button. The document will start to print.

You may find that saving your document before you print will speed the process. This is particularly true if you make a lot of formatting changes to your document prior to printing. And because Write paginates (or repaginates) a document as it's printed, you should save the document (thus saving the pagination format) after printing as well.

To Interrupt Printing

Press [Control] [C]. This stops printing completely and immediately.

If you have GDOS installed and have chosen Graphics Print or Metafile, [Control] [C] stops printing at the end of the page.

Pagination

You do not need to worry about pagination most of the time. Write breaks pages (ends one page and starts the next) for you automatically. Write also has a "widow" and "orphan" control so that a single line in a paragraph is not printed at the top or bottom of a page.

To End a Page

You can tell Write where to end the page if you want to.

1. Select where you wish the page break to occur.

2. Press [Control] [Shift] [Return]. Write places a line of periods at the insertion point to indicate the "hard" page break.

To Keep Lines or Paragraphs Together

You can specify that certain lines and paragraphs be kept together on a page. Use the Keep W/Next and Keep Together options in the Formats command on the Paragraph menu. See **Chapter 7, Formatting Your Work**, for details.

Keep selected lines together.

```
╔══════════════════════════════════════╗
║        Paragraph Formats               ║
║                                        ║
║ Left Indent:  [0"____]   Line Spacing: [auto___]  ║
║                                        ║
║ First Line:   [0"____]   Space Before: [0 li___]  ║
║                                        ║
║ Right Indent: [0"____]   Space After:  [0 li___]  ║
║                                        ║
║ ■ Left      □ Right      □ Keep W/Next  ║
║                                        ║
║ □ Centered  □ Justified  □ Keep Together ║
║                                        ║
║      [   OK   ]       [ Cancel ]       ║
╚══════════════════════════════════════╝
```
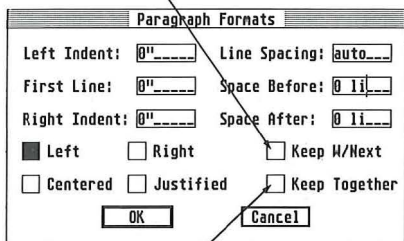
Keep selected paragraphs together.

You can specify what kind of page number you want, where you want page numbers to appear, and whether you want page numbering to be continuous or to restart at each division. Use the Page Numbering command to control page numbers. See **Chapter 8, Working with Complex Documents**, for details about using the Page Numbering command.

To Repaginate Documents

Use the Repaginate command on the Document menu, or press [F9], to repaginate documents you have already printed. This is particularly useful if you have made editing changes since you last printed, and need to see how your page breaks are affected.

Choose the Repaginate command from the Document menu (or press [F9]).

The document you are editing is repaginated. Page breaks appear as equal signs (=) on the left edge of the document. Changes in pagination will appear when you print.

You can also choose Repaginate to see page breaks in a document that has not been printed.

Repaginate will not move a page break inserted by pressing [Control] [Shift] [Return].

Printing Form Documents

When you want to produce many documents that will be very similar, you can always do so by creating many slightly different versions and printing them one at a time. But you will find this time consuming and tedious.

The easier way is to create a "form document" and use the Print Merge command to automatically print all the different versions. A form document can be:

- A form letter that is customized to the recipient—for example, the person's name and address can appear in the letter.
- A main document that contains text that is inserted only if a certain condition is true.
- A merge document that compiles data from other documents (personnel records, perhaps).

You can also use Print Merge to insert entire documents into a main document, then print them in sequence, without having to choose the Print command over and over. In order to access the Print Merge commands, documents containing these commands must be in the same folder as the Write program files or you must give the full name (including folder names).

To Create a Form Letter

To produce a form letter, you first create two special documents, then you tell Write to combine them.

The main document contains the "standard" text. This text remains the same for all copies of the document.

The merge document contains the text that varies from one copy of the form document to the next.

See the sections **Creating a Main Document** and **Creating a Merge Document** for directions on creating these two documents.

Creating a Main Document

You edit and format the main document like any other Write document. The main document is different in that it contains special fields and instructions where Write inserts information while printing.

A "field" represents one item of information or data. The field name is usually a general category, such as "name," "address," or "salary." An "instruction" tells Write to insert information in a specific way—typical instructions are ASK, INCLUDE, and IF...ENDIF.

When the document is printed, Write replaces the field names with information from the merge document. The inserted text has the same character formats as the field name it replaces. For example, if the field name «*address*» appears in your main document, the address will be italic when you print the document.

Main Document   *DATA Instruction*

```
 Desk  File  Edit  Search  Character  Paragraph  Document
                        A:\FORMJOB.DOC
 Page 1

                       Murphy & Allen
                 11950 16th Ave. Seattle, VA 98112

 «DATA jobdata.doc»
 «ASK Interview=?Do we want to interview?»
 «SET date=?What is the date?»


 «fullname»                    «date»
 «address»

 Dear «name»:

 Thank you for responding to our advertisement in the
 newspaper for a «position».

 «IF Interview = "yes"»We would like to discuss this
 position with you further.  Please call our secretary
 Ms. Jones to schedule an interview.«ELSE»The position
 you applied for has been filled.  However, we will keep
```

Field Names   *Special Merge Characters*

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To Create a Main Document

1. The DATA instruction must be the first instruction in your main document. This instruction tells Write the name of the merge document to open for information. For example, the instruction «DATA jobdata.doc» inserts data from the "jobdata" document.

2. Type the main document text. Type field names at the places where you want to insert text from the merge document. Surround each field name with a set of special merge characters—for example, «address». (These special characters are international quotation marks, not angle brackets.) Hold down [Alternate] and press [[ ] (left bracket key) to get the first «. Hold down [Alternate] and press [ ]] (right bracket key) to get the second ».

You can have up to 127 fields; each field name can be up to 128 characters long. As long as the DATA instruction is first, you can put the field names and instructions in any order you like in the main document. You do not have to include all the information that is in the merge document; you can choose to include only those fields you want in the main document.

You can also use a header document name in addition to the merge document name in the DATA instructions. See the **Print Merge** command in **Chapter 11, Commands**, for details.

For a complete list of the instructions you can use in a main document, see the section **Instructions** in this chapter.

Creating a Merge Document

The merge document contains the information or data that you want to merge into the main document. You can use Write to create a merge document; or you might use unformatted ASCII documents from other MEGA or ST computer applications, then add the proper merge symbols using Write.

A merge document is made up of data records. Each data record contains the fields of text that are inserted to produce one version of your document. A data record in a payroll file might include this information for each person on the payroll: name, social security number, gross income, net income, and so on. You end a data record by pressing [Return].

The first data record is a special one, called a "header record." This header record lists the field names. For example, a typical header record might read "name, address, phone, date of birth." These categories will correspond to the field names in the main document.

Note: In the merge document, you do not type special characters around fields. Instead, you separate them with commas or tabs.

Merge Document ——————

Header Record

Header record and data record order must match in the merge document.

```
┌─[X]═══════════════════A:\JOBDATA.DOC═══════════════════[X]─┐
│ 438 Chars                                                  ⬆ │
│ |fullname, address, name, position                         │
│ Kenneth Watson, 7900 114th NE                              │
│ Seattle WA  98103, Mr. Watson, consultant ◄────            │
│ Mr. John Quiet, 500 N. 42nd                                │
│ Bellevue WA 98003, Mr. Quiet, window washer ◄──            │
│ John Keeley, 2200 SW 4th                                   │
│ Kirkland WA 98033, Mr. Keeley, maintenance engineer ◄      │
│ Ms. Charlotte W. Nash, 3400 Galer St.                      │
│ Seattle WA 98122, Ms. Nash, word processing operator       │
│ Mr. Bryan Dilkington, 100 11th W.                          │
│ Seattle WA 98101, Mr. Dilkington, freelance artist         │
│ X                                                          │
│                                                            │
│                            I                               │
│                                                            ⬇ │
│ [◊]═══════════════════════════════════════════════[◊][■]  │
└────────────────────────────────────────────────────────────┘
```

Separate fields with commas or tabs.   *Data Records*

To Put Commas in a Field

Surround the entire field with quotation marks. For example, your data record might read: "John Smith, Jr.", 1419 13th E, house, $50000.

To Put Quotes in a Field

Surround the field with double quotes. For example, another data record might read: Mary Brew, 1820 18th Avenue, " "fixer-upper" ", $30000.

To Prepare a Merge Document

1. Type the header record and press **[Return]**. The header record must be the first data record; it names the fields for all data records that follow.

2. Type the rest of your data records. Fields should be sep-
   arated with commas or tabs only. Type the fields in the
   same order in which they appear in the header record.
   Press [Return] to end each data record.

   Merge document using Show ¶ to show symbols.

```
 ▣ ═══════════════════ A:\JOBDATA.DOC ═══════════════════ ▣
 438 Chars                                                  ⬆
   fullnane, ·address, ·nane, ·position¶
   Kenneth·Vatson, ·7900·114th·NE*
   Seattle· ·VA· ·98103, ·Mr. ·Vatson, ·consultant¶
   Mr. ·John·Quiet, ·500·N. ·42nd/
   Bellevue·VA·98003, ·Mr. ·Quiet, ·vindov·vasher¶
   John·Keeley, ·2200·SV·4th*
   Kirkland·VA·98033, ·Mr. ·Keeley, ·naintenance·engineer¶
   Ms. ·Charlotte·V. ·Nash, ·7400·Galer·St.*
   Seattle·VA·98122, ·Ms. ·Nash, ·vord·processing·operator¶
   Mr. ·Bryan·Dilkington, /100·11th·V.*
   Seattle·VA·98101, ·Mr/ ·Dilkington, ·freelance·artist¶
   ▣                                                    ⎗
                                                           ⬇
 ◇ ▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒ ◇ ▮
```

[Shift] [Return] (new line)   *[Return] ends*
ends a line.   *each data record.*

Instructions

You type instructions in the main document to tell Write how
to handle or where to look for specific information. Instruc-
tions are also surrounded by «special merge characters».

You can type instructions using any combination of capital
and lowercase letters.

Summary of Instructions

DATA	Tells Write in which document to find data.
ASK	Prompts you for the contents of a field. You can also specify the prompt.
INCLUDE	Inserts the text of the specified document in the main document. You can use this instruction to print several documents at one time.
NEXT	Tells Write to go to the next data record in the merge document.

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SET   Sets the contents of the field equal to one value for
                       all documents printed.

                       You can also use this instruction to display a prompt
                       every time it is encountered so you can type the infor-
                       mation as each copy of the document is printing out.

DATA

If you type «DATA orders.doc» at the beginning of your main
document, this instruction tells Write to use the data document
named "orders" to fill the data fields in the main document. The
DATA instruction must always be the first instruction in the
main document.

ASK

If you insert the instruction «ASK Interview = ?Do we want to
interview?» in your file, you will see this message at the point
that the instruction is encountered: "Do we want to interview?"
The first question mark after the equal sign is required; the
second is part of the text for the prompt in this example. You
would probably use this in combination with a conditional instruc-
tion. The response to the ASK statement usually corresponds to
the information in the IF statement. See the conditional state-
ments in the table below.
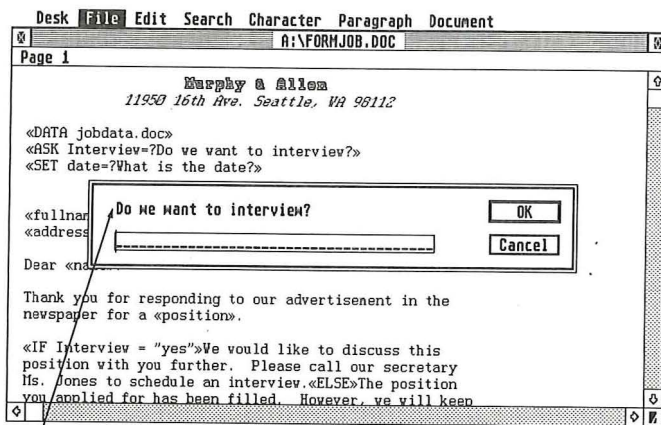
ASK instruction will display a prompt.

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INCLUDE

If you type the instruction «INCLUDE brochure.doc» in your main document, the entire "brochure" document will be inserted at the point where the instruction is encountered.

The number of documents you can include this way is limited only by the amount of space left on your disk, because Write builds one large file, then prints it.

NEXT

This instruction tells Write to go immediately to the next data record in the merge document. For example, if you type «NEXT» between field names in your main document, you can print all the information in one form document, instead of one data record for each field in each document.

This example prints all the names and addresses from the merge document in one form document:

«name»	«address»
«NEXT»	
«name»	«address»
«NEXT»	
«name»	«address»

Mary Brew	1820 18th Ave.
John Smith, Jr.	1419 13th E.
Beth Clarke	11249 145th St.

SET

Use the SET instruction to insert the same information each time the field is encountered. If you type the instruction «SET date = March 1, 1987», Write will print the «date» as "March 1, 1987" in all your copies.

You can also use the SET instruction to display a prompt at each occurrence of the date field. For instance, «SET date = ?What is the date?» displays the message: "What is the date?" when the date field is encountered.

You can use the SET instruction to display a prompt.

```
  Desk  File  Edit  Search  Character  Paragraph  Document
 ┌──────────────────────── A:\FORMJOB.DOC ────────────────────────┐
 │ Page 1                                                          │
 │                     Murphy & Allen                          ↑  │
 │                 11950 16th Ave. Seattle, WA 98112              │
 │                                                                │
 │ «DATA jobdata.doc»                                             │
 │ «ASK Interview=?Do we want to interview?»                      │
 │ «SET date=?What is the date?»                                  │
 │                                                                │
 │ «fullna│  What is the date?              ┌────── OK ──────┐     │
 │ «addres│                                 └────────────────┘     │
 │ Dear «na│ └──────────────────────────────┐  ┌── Cancel ──┐     │
 │                                              └────────────┘     │
 │ Thank you for responding to our advertisement in the           │
 │ newspaper for a «position».                                    │
 │                                                                │
 │ «IF Interview = "yes"»We would like to discuss this            │
 │ position with you further.  Please call our secretary          │
 │ Ms. Jones to schedule an interview.«ELSE»The position          │
 │ you applied for has been filled.  However, we will keep     ↓  │
 └────────────────────────────────────────────────────────────────┘
```

Conditional Instructions

You can also insert conditional instructions. This means that Write prints the text only if a certain condition is true; or that Write prints one thing if the condition is true, and something else if the condition is not true. If your condition requires a response from you (instead of the condition matching a name or number, for instance), you will be asked whether the condition is true when you print.

Conditional Instructions

IF...ENDIF	Inserts text if the condition specified is met. You can also use the comparison operators ⋗ (greater than) and ⋖ (less than) in this instruction.
IF...ELSE...ENDIF	Also inserts conditional text. If the condition specified is met, the text is inserted. Otherwise, another text entry that you specify is inserted.
	You can also use greater than or less than operators.

Put quotes around the conditional item in the instruction.

IF...ENDIF

If you want to confirm a meeting with one (or more) persons, type:

«IF name = "J.S. Clark"» I look forward to meeting with you on Thursday at 10:00 a.m. to discuss the contract.«ENDIF»

When the name you specify is found in a data record, Write prints the message. ENDIF completes the conditional instruction.

You can use SET or ASK to set a prompt, if you prefer that the IF statement be a response to a question. You can also use greater than or less than operators; for instance:

«IF maximum account balance ➤ "$50,000"» We would like you to attend our office Christmas party on December 23, 1987.«ENDIF»

IF...ELSE...ENDIF

In this example, if you respond with "yes" to the "Interview" prompt, Write prints the first sentence. If you respond with anything other than yes, Write prints the text that comes after the ELSE instruction. (Use SET or ASK to specify a prompt.)

«IF Interview = "yes"» We would like to discuss this position with you further. Please call our secretary Ms. Jones to schedule an interview. «ELSE» The position you applied for has been filled. However, we will keep your resume on file for six months. If any position opens that matches your qualifications within that time we will contact you.«ENDIF»

```
┌─────────────────────────────────────────────────────┐
│ ▩ ═══════════════ A:\FORMJOB.DOC ═══════════════ ▩   │
│ Page 1                                              ⬆ │
│ ┌─────────────────────────────────────────────────┐ │
│ │ Dear «nane»:                                      │ │
│ │                                                   │ │
│ │ Thank you for responding to our advertisenent in  │ │
│ │ the newspaper for a «position».            I      │ │
│ │                                                   │ │
│ │ «IF Interview = "yes"»We would like to discuss    │ │
│ │ this position with you further.  Please call our  │ │
│ │ secretary Ms. Jones to schedule an interview.     │ │
│ │ «ELSE»The position you applied for has been       │ │
│ │ filled.  However, we will keep your resune on     │ │
│ │ file for six nonths.  If any position opens that  │ │
│ │ natches your qualifications within that tine we   │ │
│ │ will contact you.«ENDIF»                          │ │
│ │                                                   │ │
│ │ We appreciate your interest in our conpany.       │ │
│ │                                                   │ │
│ │                     Sincerely,▩                   │ │
│ │                                                   │ │
│ │                                                 ⬇ │ │
│ ◇                                               ◇ ▩  │
└─────────────────────────────────────────────────────┘
```

For more details about the Print Merge command, see **Chapter 11, Commands,** in Write Reference.

Merging the Documents

When you have created both the main document and the merge document, you can start printing form documents using the Print Merge command. The main document, the merge document, and any documents inserted with the INCLUDE statement need to be on the same disk.

Each field name in the main document must match a field name in the merge document. Or you can define a field by using the SET or ASK instruction.

To Print a Form Document

1. Open the main document. The Main Document window must be active when you start to print.

2. Open the merge document if you wish. If you do not open the merge document, Write goes to the disk for it.

Merge Document

Main document must be active.   *Prompts*

```
Desk  File  Edit  Search  Character  Paragraph  Document
                          A:\JOBDATA.DOC
437 Chars
fullname, address, nane, position
Kenneth Watson, 7900 114th NE
Seattle  VA  98103, Mr. Watson, consultant
Mr. John Quiet, 500 N. 42nd
Bellvue VA 9                          A:\FORMJOB.DOC
John Keeley,   Page 1
Kirkland VA
Ms. Charlott                   Murphy & Allen
Seattle VA 9          11950 16th Ave. Seattle, VA 98112
Mr. Bryan Di
Seattle VA 9    «DATA jobdata.doc»
                «ASK Interview=?Do we want to interview?»
                «SET date=?What is the date?»

                «fullname»              «date»
                «address»

                Dear «nane»:
```

3. Choose the Print Merge command from the File menu.

4. At this point, if you have inserted conditional instructions or prompts in the main document, you may be prompted to respond to questions. Fill in the line below each question exactly as you are prompted. A dialog box appears that is identical to the Print dialog box. Choose options just as you would to print any document.

5. Click on the OK button in the Print Merge dialog box to start printing.

If you inserted conditional instructions or prompts, Write will stop and prompt you for each copy of the form document that you print. Printing continues until all information in the merge document has been combined with the main document.

To Reprint Part of the Merge Document

If you make a mistake in one of the data records, you probably do not want to reprint all of the data records in the merge document.

1. Correct the error in the data record.
2. Create a new (empty) merge document.
3. Copy and paste the corrected text into the new merge document.
4. Change the DATA statement in your main document so that it inserts the newly created merge document.
5. Use the Print Merge command as described above.

You can use this technique to reprint any number of data records if you need to.

CHAPTER 10
HANDLING DOCUMENTS

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

This chapter explains how to get your documents from disk and put them back using the Open, Save, and Save As commands on the File menu.

Write operates most efficiently with two disk drives, allowing you to store documents on a separate, formatted disk in the extra drive. You don't need the Write program on this "document disk."

For introductory information on topics relating to disks, see the **Getting Started** section of this manual.

Using the Set Folder Command

Normally, Write's default (preset) disk directory is the disk directory from which you loaded the program. For example, if you load Write from drive A, when you choose the Open command the Directory window will display all "documents" (all files with a .DOC extension) on drive A.

The Set Folder command lets you specify a different default directory (folder or "path") for the Open, Save, Save As, and Glossary commands.

To Change the Default Disk Directory

1. Choose the Set Folder Command from the File menu.

2. Type in the main disk directory you wish to get documents from (e.g., B: \ ).

```
Set Default Folder:                    [  OK  ]

B:\--------------------------------   [ Cancel ]
```
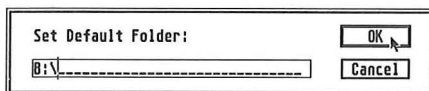
3. Click on the OK button.

Now Write will automatically access the directory you've specified when you choose the Open, Save, Save As, or Glossary commands.

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Note: The Set Folder command information is not saved from one Write session to the next. You must reset the folder during each new Write session if you wish to access a directory other than the one you loaded Write from.

To Change the Default Directory:
Folders, Paths, and Pathnames

Folders are actually smaller, separate directories within the main, or "root," directory of a disk in a disk drive (e.g., drive A). A folder within a folder is a directory within a directory of the main disk directory.

In order to keep all these directories straight, each has its own name; and in order to access any given main disk directory or folder, you must use its pathname. Pathnames designate directories and folders.

Pathnames are of the form:

drive specification: \folder name

where the drive specification specifies a root (main) directory and the folder name specifies a folder. Each component of the pathname must be separated by a "backwards" slash (\). For example, you would specify a folder called MYFOLDER on floppy drive B as follows: B:\MYFOLDER. And you would specify a certain folder within MYFOLDER as follows: B:\MYFOLDER\LETTERS.

1. Choose the Set Folder command from the File menu.

2. Type in the pathname you wish to access (e.g., B:\MYFOLDER).

```
┌─────────────────────────────────────────────┐
│  Set Default Folder:              ┌─ OK ──┐  │
│                                   └───────┘  │
│  │B:\MYFOLDER│---------------│    ┌ Cancel ┐ │
│                                   └────────┘ │
└─────────────────────────────────────────────┘
```
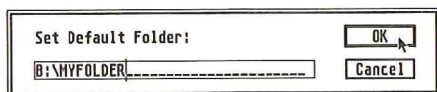
3. Click on the OK button.

Now Write will automatically access the pathname you've specified when you choose the Open, Save, Save As, or Glossary commands.

For more information on folders and file management with folders, see your MEGA or ST Owner's Manual.

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Opening Documents

To Open a New, Blank Document Window

Choose New from the File menu, or press [F3]. A new untitled document window appears. Write will prompt you to name the document when you save it.

To Open an Existing Document from the GEM Desktop

There are two ways to open an existing document. First, you can open the document from Write using the Open command, just as you've been told to do throughout this manual.

Or you can install Write to run when you double-click, from the GEM Desktop, on any file of a certain type (all .DOC files, for example). This loads the Write program and the document at the same time, as long as the Write program resides in the same directory as the document. Since Write must be in the same directory as the document you want to open, this method of opening documents is recommended only if you have a double-sided drive or hard drive (you'll then have plenty of room on the disk for both the Write program and Write documents).

Installing Write to run in this way is solely a property of the GEM Desktop; you must use the Install Application command on the desktop to do it. For more information on using the Install Application command, refer to your MEGA or ST Owner's Manual.

To Open an Existing Document from Write

1. Choose the Open command from the File menu, or press [F4]. The GEM Item Selector comes up on screen.

```
ITEM SELECTOR

Directory:
A:\*.DOC_____

  ◨▒▒▒▒  *.DOC  ▒▒▒▒      Selection:
                   ⇧     ┌--------┐--------
    BROCHURE.DOC
    FORMJOB .DOC
    JOBDATA .DOC
    LIST    .DOC
    MEMO    .DOC
    --------┼---
    --------┼---         ┌──────────┐
    --------┼---         │    OK    │
    --------┼---         └──────────┘
                   ⇩     ┌──────────┐
                         │  Cancel  │
                         └──────────┘
```
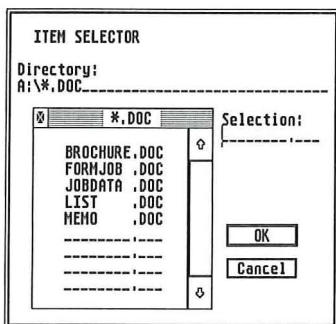
The Directory window contains the names of all documents on the disk. Scroll, if necessary, to see the entire list.

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2. Click on the name of the document you wish to open.

3. Click on the OK button. Your document loads from disk and appears on the screen. Or, double-click on the document name in the Directory window to open it.

For more detailed information on the GEM Item Selector, see the section **Open** in **Chapter 11, Commands**.

To Open Another Document Window

1. Choose Open from the File menu, or press **[F4]**. The GEM Item Selector will appear on top of the current document window.

2. Click on the document name in the Directory window.

3. Click on the OK button. Or, double-click on the document name in the Directory window to open it.

Note: You can have up to four document windows open at one time.

To Open a Document on a "Document" Disk
If You Have Floppy Disk Drives

If you have two disk drives, you should load Write from drive A and insert your document disk in drive B. When you first enter the program, use the Set Folder command to set the default directory to drive B. When you next choose the Open command, all documents on drive B will appear in the Directory window. Click on the name of the document that you want to open, then click on OK to open the document (or double-click on the name in the Directory window to open the document in one quick step).

If you have one floppy disk drive, follow the same procedure but insert a document disk for B and swap disks as directed.

Alternatively, you can edit the Directory line to change the Directory window display. For more information, see the section **Open** in **Chapter 11, Commands**.

To Close a Document Window

1. Choose Close from the File menu, or press [F5], or click the close box to close the window on screen. If there is more than one window on the screen, this closes the active window.

2. If there are unsaved changes in this window, you will see an alert box asking if you want to save the changes.

   If you click on Yes, your document will be saved. If you are saving a new document, the Save As dialog box will appear. Type a name and click on the Save button to save the changes. The window will be closed.

   Clicking on No discards any changes you made, and the window will be closed.

Saving Documents

It's a good idea to save your documents at least every 15 minutes. Saving documents frequently will ensure that you won't lose your work by accident if there is a power interruption, or if you leave your computer unattended.

You are always asked if you want to save changes when you use the Quit and Close commands. See **Chapter 11, Commands**, for more information on these commands.

When you change an existing document and save it with the Save command, the new version replaces the old one on the disk. To save different versions of a document, or to create a backup copy of a document, use the Save As command.

To Save Editing Changes

Choose the Save command from the File menu, or press [F6].

If you've saved your document before, no dialog box appears. Your changes are saved automatically. The new, edited version of the document replaces the old one on the disk.

To save a new document, use either the Save or the Save As command. If you choose the Save command, Write will display the Save As dialog box so that you can supply a document name for the new document.

To Save a New Document

1. Choose the Save or Save As command from the File menu. You will see this dialog box:

```
┌─────────────────────────────────────────────────┐
│ Save Current Document As:          A:\           │
│ ┌─────────────────────────────────┐  ┌────────┐ │
│ │                                 │  │  Save  │ │
│ └─────────────────────────────────┘  └────────┘ │
│ ☐ Text Only        ☐ Make Backup    [ Cancel ]  │
└─────────────────────────────────────────────────┘
```
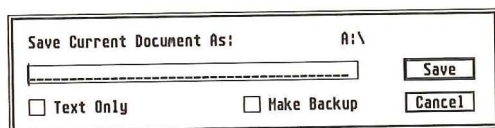
2. Type the name of the document in the Save Current Document As line. If you type the name of a document that already exists, you will be asked to confirm that you want to replace that document. Confirm or cancel the command.

3. Click on Text Only if you want to discard formatting. Otherwise, Write saves all formatting with the document text.

4. Click on Make Backup if you want to make a backup copy of your document.

5. Click on the Save button or press [Return] to save your document. The number of characters in your document appears briefly in the upper left-hand corner of the window. The current page number will reappear once the document has been saved and you start working again.

Note: You can use any combination of characters in a document name with the following exceptions: do not use a colon (:), question mark (?), asterisk (*), or any member of the extended (mostly foreign language) character set.

To Save More Than One Version of a Document

If you change a document, but want to keep the old version on the disk as well as the new version, you can use the Save As command to give the new version a slightly different name (for example, the new version of a RESUME document could be named RESUME2).

1. Choose the Save As command from the File menu.

2. Type the name for the new version of the document on the Save Current Document As line.

3. Click on the Save button, or press [Return].

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To Save a Backup Copy of a Document

If you want to keep extra copies of very important or frequently used documents on your disk, use the Save As command to make backup copies.

1. Choose the Save As command from the File menu. Write proposes the current name of the document.
2. Click on the Make Backup box.
3. Click on the OK button to save.

Write names the backup copy using the .BAK extension. For example, if the original document were named MYFILE.DOC, the backup copy would be named MYFILE.BAK.

Write needs a copy of the document you are making a backup copy of on the disk you are making the backup copy to, so the current version of the document should already have been saved to that disk. When you tell Write to make a backup copy of a new document that you have not yet saved, Write will not be able to do so. However, Write will make a backup copy the next time you save this document.

To Discard Formatting

You may want to discard a document's formatting for several reasons. Perhaps you intend to change the format later; you may want to save space on the disk; or you may wish to discard formatting so that you can move text from Write into another MEGA or ST computer application—for example, you might want to use Write to edit a BASIC program. The Text Only option saves a pure text (ASCII-only) file to disk.

1. Choose the Save As command.
2. If necessary, type the document name on the Save Current Document As line.
3. Click on the Text Only box.
4. Click on the OK button.

When You Quit

You should always quit Write cleanly, using the Quit command to exit the program. Otherwise, the temporary files Write builds while you work with the program will remain on disk. When you quit cleanly, however, Write automatically dispenses with these temporary files, and also records in its WRITE.INI file certain preferences and parameters you've set during the session (e.g., page length).

If there are unsaved changes to any documents when you quit, Write asks you to confirm whether or not you want to save changes to your documents. If you click on No, Write quits and discards all changes to all documents.

If you click on Yes, you will be asked again if you want to save the changes for individual documents. The windows move to the top one at a time; the Save Box applies to the document displayed in the top window. If you click on No, Write discards the changes and quits. If you click on Yes, Write displays the Save As dialog box for any new documents. When all changes to all documents have been saved, Write quits and returns you to the GEM Desktop.

PART 3
Write Reference

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □

Write Reference includes the following information:

Write Commands.

Appendices on the following topics:
Write command key sequences and the MEGA or ST computer's extended character set.
Preset options.

A Glossary of terms used in this manual.

CHAPTER 11
COMMANDS

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □
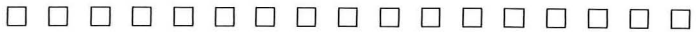
This chapter describes and explains the Write commands. They are arranged in the order in which they appear on the menus.

For an alphabetical list of commands, look in the **Index** under **Commands.**

A command is an instruction to your MEGA or ST computer to perform an action. When you select a menu on the MEGA or ST computer, some of the commands appear grayed. A command is grayed when it does not apply to what you are doing at the moment. You cannot choose a grayed command.

Some commands appear with a check mark beside them on the menu. The check mark tells you that the command is in effect. In most cases, a checked command applies only to the text that contains the insertion point or is currently selected.

Some commands are carried out as soon as you select them. Others need more information. Any command on a menu that is followed by an ellipsis (...) displays a dialog box. The dialog box appears when Write needs more information to carry out the command.

Menus

Write has seven menus: Desk, File, Edit, Search, Character, Paragraph, and Document.

The Desk menu contains the standard set of MEGA or ST desk accessories (if on disk when you first switch on your computer). The About Write command shows how much memory is used by the program, and offers help about using Write.

The File menu commands are used to open and save documents and windows, to print, and to end a session.

The Edit menu includes editing commands. The editing commands allow you to edit or to use the Clipboard, glossaries, and ruler.

The Search menu contains the Find, Change, and Go To commands, so you can look for and change a particular word or phrase.

The Character menu commands change the appearance, size, and style of your characters on the screen.

The Paragraph menu commands set alignment, indents, line spacing, and tabs.

The Document menu commands are for designing complex documents. You can change the size of columns, number or renumber pages, and create and position footnotes and running heads.

Desk Menu

```
 Desk  File  Edit  Search  Character  Paragraph  Document
⊠ │ About Write...  ═══════════ Untitled ═══════════  ⊠
  Page 1
  ⊠                                                     ⇧
```
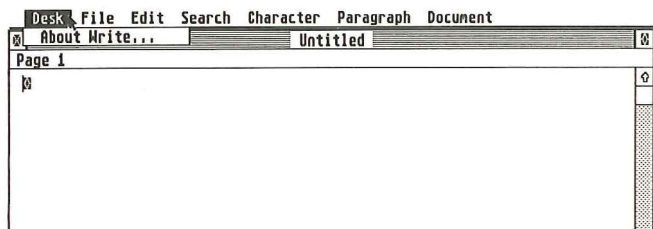
About Write

About Write displays a dialog box with two kinds of information about Write: the amount of free memory, and help.

The memory information can help you plan your documents. The dialog box shows the current percentage of memory free.

The Help list box contains topics for which help information is available. Select a topic on the list, then click on the Help button. Write displays a window with information about that topic.

If you want to see information on another topic, click on the Topics button to see the list of help topics. You can also see the next help topic by clicking on the Next button; and you can see the previous help topic by clicking on the Previous button.

An alternative to choosing the About Write command is to press [Help], which displays the Help list box.

Another alternative is to press [Control] [?]. The mouse pointer changes to a question mark; then choose the command you want information about, or click on the option or feature in a dialog box that you want details on. When you release the mouse button, Write displays the help information on the command or dialog box.

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Once the help information appears, you can use the Next, Previous, and Topics buttons as described above.

To cancel help and return to your work, click on the Cancel button.

See your MEGA or ST Computer Owner's Manual for a discussion of the desk accessories listed on the Desk menu.

File Menu

```
Desk  File  Edit  Search  Character  Paragraph  Document
┌─────┬──────────────┬──────────────────────────────────┐
│ █   │ New      ^N  │   Untitled                     █ │
├─────┤ Open...  ^O  ├──────────────────────────────────┤
│Page 1│ Close   ^W  │                              ⇧ │
│     │ Save     ^S  │                                  │
│ ░   │ Save As...   │                                  │
│     │ Set Folder...│                                  │
│     │ Open Footnote│                                  │
│     │──────────────│                                  │
│     │ Page Setup...│                                  │
│     │ Print... ^P  │                                  │
│     │ Print Merge..│                                  │
│     │ Printer Setup│                                  │
│     │ Quit    ^Q   │                                  │
└─────┴──────────────┴──────────────────────────────────┘
```
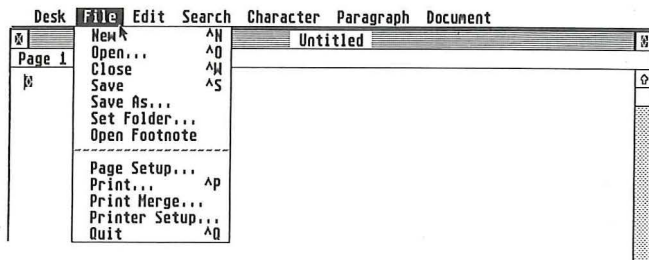
New

The New command displays a new, empty document window.

If there is already a document on the screen, Write will lay the new, blank window over the document on the screen. The first window is not erased or replaced; it remains below the new window.

If you already have four document windows open, you will not be able to choose New; it will be lightened on the menu. Close one of the windows, and then choose New.

Open

The Open command gets a document from the disk and displays it on the screen. (However, if you open a document that is already open and on screen, Write simply opens a copy of the document already open on screen.)

If there is already a document on the screen, Write will lay the new document window over the document already on the screen.

When you choose the Open command, the GEM Item Selector comes up on screen.

The Item Selector has three areas: the Directory line, the Direc-
tory window, and the Selection line. Use the cursor keys or the
mouse to position the cursor on the Directory or Selection lines.

Directory Line
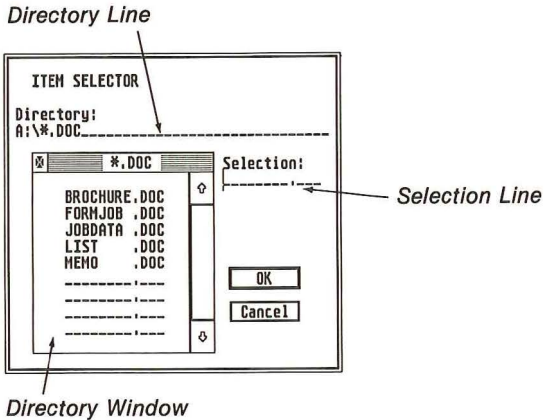
Directory Window

The Directory line determines which document names are dis-
played in the Directory window. You edit the Directory line by
typing in pathnames. When you first enter the program, the
Directory line is set to display all .DOC filenames on the disk
you loaded Write from, for example, A:*.DOC. To change the
document names displayed, edit the Directory line. Use the **[left
arrow]** key to position the cursor, then edit the Directory line. Or
press **[Esc]** to clear the Directory line. Type the current directory
(for instance, changing the Directory line to B:*.DOC will dis-
play all filenames with a .DOC extension on Drive B; changing it
to B:*.* will display all filenames on Drive B). Now click in the
Directory window's scroll bar to update the directory.

The Directory window displays all document names indicated by
the Directory line and can be scrolled just like a GEM Desktop
window. To open a file, either double-click on the document
name, or click once on the document name, then click on OK
(or press **[Return]**).

Note: If a folder appears in the Directory window, you can
display its contents by clicking once on it. Doing this also
updates the Directory line.

The Selection line displays the document name you've just
selected from the Directory window. To open the file, click on
OK. You can also type the name of the file you want to open
on the Selection line, then click on OK.

If the Glossary window is open when you choose the Open command, the Directory window displays the names of the glossaries on the disk (STANDARD.GLY plus any others you might
have saved separately using the .GLY extension). When you
click on the OK button, the selected glossary document is
added to the glossary that is already in the Glossary window.

Close

The Close command closes the active document window or
any of the special windows.

The Close command can be used instead of a window's close
box to make the window disappear.

If you close the only window on the screen, Write will display
an empty desktop. The only commands you will be able to
use are Quit and any of the commands that open a window
(for example: New, Open, Show Clipboard, or Show Glossary).

If you try to close a window that has unsaved changes in it, you
will see this message: "Save changes before closing window?"
If you click on Yes, the changes will be saved. (If the document
is untitled, you will see the Save As dialog box.) If you click on
No, changes to the window are discarded.

Clicking on the Cancel button cancels the Close command,
and the window remains open.

Save/Save As

The Save command saves the current document on disk.

If you are editing a document that has been saved before, you
will not see a dialog box. The Save command saves the document under the name used the last time it was saved; it overwrites the old version of the document on the disk.

If you choose the Save command to save a new, untitled document, you will see the Save As dialog box asking for the document name. Type the name, then click on the Save button.

The Save As command displays a dialog box asking for the
document name and lists some options. You can save the
text without the format, and you can choose to save a backup copy of a document.

```
┌─────────────────────────────────────────────────┐
│  Save Current Document As:        A:\             │
│  ┌───────────────────────────────────┐  ┌──────┐ │
│  │-----------------------------------│  │ Save │ │
│  └───────────────────────────────────┘  └──────┘ │
│  ☐ Text Only        ☐ Make Backup       ┌────────┐│
│                                          │ Cancel ││
│                                          └────────┘│
└─────────────────────────────────────────────────┘
```

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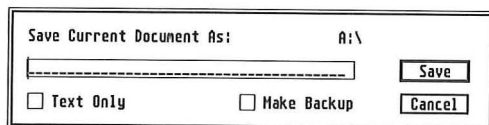
Type a name for the document in the Save Current Document As line. The document name can be any combination of letters, numbers, or symbols, except the following: do not use a colon (:), question mark (?), asterisk (*), or any member of the extended (mostly foreign language) character set.

If the document already has a name, Write will propose it. Click on Save to accept the proposed name, or type a new one to save the document under a different name.

If the name you type has already been used for a different document on the disk, Write will present the Overwrite existing document? dialog box. Click on OK to replace the document on disk with the current document. Click on Cancel to close the box. You can then type a different name.

After a document is saved, it remains on the screen. You can continue to change it and save it again under another name if you want to keep different versions.

If you choose to save a backup copy of a document, it is named as FILENAME.BAK. The version that is saved will be the last version you saved. It will not contain editing changes made after you saved.

If you click next to the Text Only option, formatting to your document will not be saved. This option is useful for transferring Write text to other applications.

It is a good idea to save changes to your document often, especially if you are moving or copying text to the document from another application or another document.

If you run out of disk space while saving a document, a dialog box will appear informing you of the problem. Insert a formatted disk with enough free space to accommodate the file, then save the file to that disk.

Set Folder

The Set Folder command lets you specify the default directory (path) for the Open, Save, Save As, and Glossary commands.
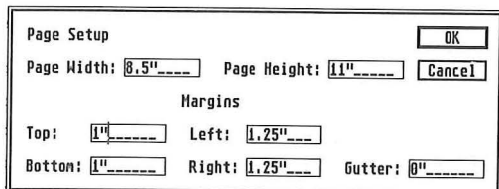
Open Footnote

The Open Footnote command opens the Footnote window without creating a new footnote, allowing you to edit existing footnote text. Select the Open Footnote command from the File menu. To close the window, click the window's close box.

Page Setup

The Page Setup command controls the appearance of the printed document.

When you choose the Page Setup command, you see the following dialog box:

```
┌─────────────────────────────────────────────────────┐
│ Page Setup                              ┌───OK───┐    │
│ Page Width: 8.5"____   Page Height: 11"_____ [Cancel] │
│                     Margins                           │
│ Top:    1"_____    Left:  1.25"___                  │
│ Bottom: 1"_____    Right: 1.25"___   Gutter: 0"_____│
└─────────────────────────────────────────────────────┘
```

The preset page size is 8½ inches wide, 11 inches high. If you want a different page size, type the measurement in the Page Width and Page Height lines. (Write assumes inches, unless you specify otherwise.)

Margins

The left, right, top, and bottom margins determine the amount of space between the edge of the paper and the printed document. The preset margins are one inch at top and bottom, and one and one-fourth inches on the left and right sides. If you wish to change the margins, type a number. Unless you specify otherwise, Write assumes the measurements to be inches. To specify otherwise, type a unit of measure after the number; or use the Preferences command on the Edit menu.

Minimum margins are one-fourth inch on the sides and one-half inch on the top. Your printer may not be able to print this close to the edge of the page, however.

You can specify a margin in tenths of an inch (for example, 1.5 represents one and one-half inches). Or you can specify any unit of measure in points, centimeters, 10 pitch, or 12 pitch.

When you change the margins, the new margins are saved with the document. Changes to all other Page Setup options remain set, and will be applied to other documents you print.

You can also specify a gutter margin to allow extra space for binding. The gutter margin is on the left side of odd pages and the right side of even pages.

Print

The Print command prints a copy of the current document.

The Print dialog box controls the number of copies to print (preset to one) and the range of pages to print. If you do not specify a range, Write prints all pages in the document (preset).

```
┌──────────────────────────────────────────────────────┐
│  Print Document                          ┌──── OK ──┐ │
│                                          └──────────┘↖│
│  Number of Copies: [1_____]              ┌─ Cancel ─┐ │
│                                          └──────────┘ │
│  Page Range:      From: [_____]   To: [_____]       │
└──────────────────────────────────────────────────────┘
```
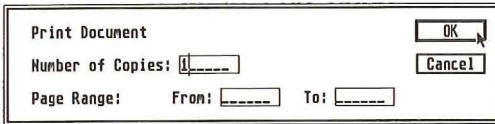
Also, see below for information on the **Printer Setup** command.

Print Merge

The Print Merge command prints multiple versions of a form document; each version contains variable information. A typical use for this command is to create personalized form letters. The main document, which contains the standard text plus special fields and instructions, is combined with a merge document containing the variable information.

Print Merge also lets you print several files as one document.

Main documents can contain fields and instructions. A field is a name for one data item; for example, an address. An instruction tells Write to look for something, or satisfy some condition, when inserting text from a merge document.

A merge document contains data that will be inserted into the main document. The information is inserted in the fields. Each merge document must have a "header record" that names the categories of information, using the same names used in the fields. The header record must be the first data record; all subsequent data records must list information in the same order as the names in the header record. (For example, if your header record contains the two field names "address" and "phone number," you must always list the information in your merge document in that order: 1928 14th Avenue, 333-9999.)

Each field name in the main document must match a field name in the merge document. Or you can define a field by using a SET or ASK instruction.

Separate information in your merge document with tabs or commas. If you want to include commas or quotes in the information you will insert in the main document, you must surround the field with an extra set of quotation marks. (For example, if you wanted to place a comma between city and state in an address, you would type: "Philadelphia, PA".)

When you choose the Print Merge command, you see a dialog box that is identical to the Print dialog box. See the **Print** command for details on the options available.

Commands

The following instructions can be inserted into the main document. They are read by Write when the Print Merge command is carried out. The boldface, lowercase words are general categories of text or information; you will replace these with your own prompts, fields, and so on.

Surround each instruction with « ». These special characters are foreign quotation marks—press **[Alternate] [[]** (left bracket) to get «, and press **[Alternate] []]** (right bracket) to get ».

The instructions need not be in any particular order in the main document, except that the DATA instruction must be first.

Use any combination of capital or lowercase letters when you type instructions. (They are shown in uppercase in this manual for emphasis.)

«ASK field = ?prompt»

Field is any individual data item. Prompt is any prompt you specify. (The first question mark after the equal sign is required.) This instruction prompts you for the contents of the field when the form document is printed.

Example: «ASK major account=?Is this a major account?» will cause this prompt to be displayed when the documents are merged: "Is this a major account?" Write will wait for your reply.

«DATA header document merge document»

Merge document is the name of the merge document that you want to combine with the main document. For example, «DATA orders.doc» merges data from the merge document "orders."

You can use a "header" document name in addition to the merge document name in the DATA instruction. To do this, type the header document name immediately after the DATA instruction; for example, in «DATA birthdat.doc employee.doc», "birthdat" is the header document. Using a header is helpful if you have a large merge document with many fields and want to use only a few fields in the form document you are printing right now. In the header document, type the field names separated by commas or tabs; press [Return] to end the header document. For the "birthdat" header document in the example above, you might type these fields: name, date of birth.

«IF field = data»text ... «ENDIF»

This instruction sets up a condition under which the text you specify will be printed if the information in the merge document meets a certain condition. For example, if you want to include a personal note to a particular person in a letter, you could type:

«IF name = "Frank"»Thank you for the bottle of wine you sent John and me for Christmas.«ENDIF»

«IF field = data»text ... «ELSE»text ... «ENDIF»

This instruction specifies a condition under which the first text will be used; if this condition is not met, then the text following «ELSE» is used. «ENDIF» marks the end of the conditional instruction. Field is the name of the field—for example, name. Data is the corresponding information in the merge document. For example, if you wanted to insert a personal note to John Smith in your form letter, you could use this statement:

«IF name = "John Smith"»P.S. See you this weekend. «ELSE»Please contact me if you have any questions. «ENDIF»

«IF field < or > data»text ... «ELSE»text ... «ENDIF»

This instruction is used like the previous one, except that you can use a mathematical comparison operator (greater than or less than) instead of an equal sign to specify a condition. For example:

«IF balance > "$200.00"»If you do not pay the balance within 10 days, your account will be sent to a collection agency. «ELSE»Please contact us as soon as possible to make payment arrangements.«ENDIF»

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INCLUDE

This instruction inserts the text of the document named in the instruction into the main document. The text of the second document is inserted at the location where the INCLUDE instruction is encountered. (The number of documents you can include is limited by disk space only.)

NEXT

This instruction uses the next data record immediately instead of waiting until the next copy is printed. This is useful if you want to print your data out as a list in one document, instead of merging the data into a form letter. For example, you may need to print out a list of all your clients in one document, instead of sending a letter to each one of them.

«SET field = information»

Sets a field equal to information that does not vary from copy to copy. For example: «SET date = March 15, 1988» would print the same information (the date) on every copy of a form document.

«SET field = ?prompt»

This instruction displays a prompt that you specify whenever the field is encountered. For example: «SET date =?The date is:» would cause this prompt to be displayed every time the date field is encountered: "The date is:". Write will wait for you to type a date.

Printer Setup

The Printer Setup command indicates to Write which printer your documents will be printed on.

Write will use the printer description (PRD) file that you last used. It is a good idea to remove PRD files you won't use from your working copy of the Write disk.

But if you switch back and forth between two printers (or more), use Printer Setup to tell Write which printer you are using.

When you choose Printer Setup, you see this dialog box:

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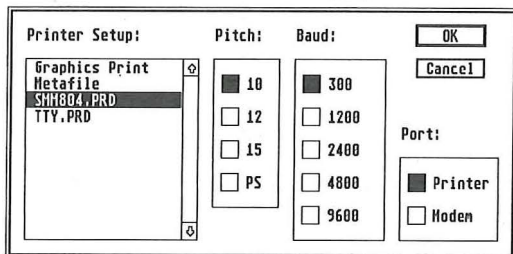
Quit

The Quit command ends a Write session. Always use the Quit command to exit the program; do not simply switch the computer off.

If you have made changes to a document without saving, Write will present the Save changes before quitting? box. If you click on Yes, you will see a prompt for each document: "Save changes to...?" You will be asked about each unsaved document you worked with by name. You will see the Save As dialog box for untitled documents.

If you have several windows on the screen, you will be prompted to save each one individually. The window will move to the top as the prompt for that document is displayed.

The Clipboard is saved when you quit Write, whether you save your document or not. See the Show Clipboard command in this section for information on using the Clipboard.

If you have any unsaved changes to the Glossary window, you will see a prompt to save your glossary entries as well.

Edit Menu
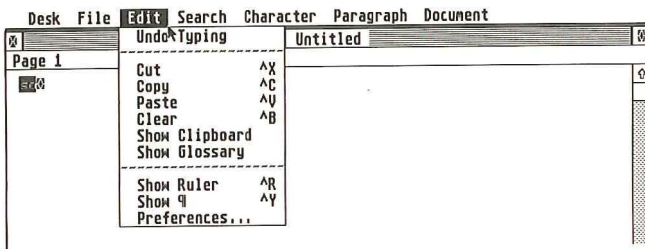
Undo

The Undo command reverses the last editing or formatting action. You can also undo the Change command on the Search menu. In some cases, Undo puts the previous contents of the Clipboard back in the worksheet. The command that will be reversed appears after Undo on the menu (for example, Undo Typing).

When you are typing in the document, the command on the menu becomes Undo Typing, which discards the information you just entered. If the most recent command cannot be un-done, the Undo command becomes Can't Undo, and will be lightened on the menu.

Once a command has been undone, the Undo command changes on the menu to Redo followed by the name of the reversed command (for example, Redo Typing). Redo stays on the menu until you choose another command. Redo can also be undone.

An alternative to clicking the Undo command in the Edit menu is to press [Undo].

Cut/Copy

The Cut command deletes selected text and puts it in the Clipboard, replacing anything that may already be there. Use the Cut command when you want to move text from one part of a document to another, or from one document to another document. You can also use Cut to remove a glossary entry.

The Copy command copies a selection and puts it in the Clipboard.

Both Cut and Copy can be reversed with the Undo command, as long as you don't choose another command before choosing Undo.

Once the selection is cut or copied, you can paste it into an insertion point; or you can paste it into a selection to replace the selection. (A copy of the text remains in the Clipboard until something else replaces it.) See **Chapter 6, Editing with Write**, for more information.

If you cut or copy from one part of your document to another part, or from one document to another, formatting will be moved or copied also.

Paste

The Paste command inserts the contents of the Clipboard into an insertion point or a selection.

If you use Paste to insert into a selection, the selection will be completely replaced by the contents of the Clipboard.

You also use the Paste command to move your glossary entry text into the Glossary window. See the **Show Glossary** command for more information.

Whenever you are pasting text in your document from another document, it is a good idea to save after you paste.

Clear

The Clear command erases the selected text without storing it in the Clipboard. Use the Clear command for deleting text from a document permanently. You cannot use Clear to move or copy.

The erased contents can be retrieved by choosing the Undo command before choosing any other command.

Show Clipboard

The Show Clipboard command opens the Clipboard window. The Clipboard window shows the text that was most recently cut or copied. You cannot edit the contents of the Clipboard window.

To close the Clipboard window, click on its close box or choose the Close command from the File menu.

Use the Clipboard to move text from one place to another.

Show Glossary

The Show Glossary command opens the Glossary window. This is the only way you can open the Glossary window; you cannot use the Open command to open the Glossary window.

The Glossary window lets you specify individual glossary entries by name, then insert the text that corresponds to the name into a document by pressing [Control] [Backspace]. You can insert this text whenever you want, without opening the Glossary window.

The Show Glossary command displays this window:

Type the name of the glossary entry here.
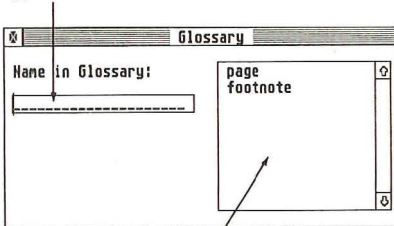
List Box

Page This is a predefined glossary name. When you type page and expand it by pressing **[Control] [Backspace]**, it appears in the document as (page). When you print your document, Write replaces (page) with the appropriate page number. You can include this glossary name in your running heads to embed page numbers in the running head.

Footnote This is a predefined glossary name. When you type footnote in the Footnote window and expand it, the word "footnote" is replaced with the automatic footnote number. Use this glossary to insert a footnote number in the Footnote window.

To add entries to the Glossary window, type the text in a document and then select it. Then use Cut or Copy to move the text to the Clipboard. Choose the Show Glossary command to open the Glossary window, and enter the name of the new glossary (up to 21 characters). Use the Paste command to paste the glossary text into the window from the Clipboard. The text appears below the glossary name. The glossary name appears in the list box. The size of the glossary text is limited only by disk space.

Any character or paragraph formatting applied to the glossary text before you copied or moved it to the Clipboard is kept in the Glossary window. These formats are not displayed in the Glossary window, but when you expand the glossary entry, the formats appear in the document window. (You may need to turn off these formats to continue typing or editing.)

To remove entries from the Glossary window, open the window and then click on the glossary name you want to delete in the list box. Choose the Cut command to delete the glossary name and entry.

To replace the text of a glossary entry, paste new text over the old. You cannot edit text in the Glossary window.

Use the Save As command to save your new glossary entries. Usually, you will save your glossary entries in the STANDARD.GLY document. This is a special document that Write loads automatically. When you are prompted to save, or when you choose Save As, STANDARD.GLY is the proposed document name. If you want to save your glossary entries in a separate glossary document, type a name when you see the Save Current Document as: prompt.

Open a separate glossary (not stored in STANDARD.GLY) by opening the Glossary window, then choosing the Open command. The separate glossary will merge into the glossary that was already loaded into the Glossary window (usually STANDARD.GLY).

Show Ruler

The Show Ruler command displays the ruler. Indents and tab stops are shown just below the inch marks.

Ruler

Left Indent

First Line Indent   *Tabs*   *Right Indent*
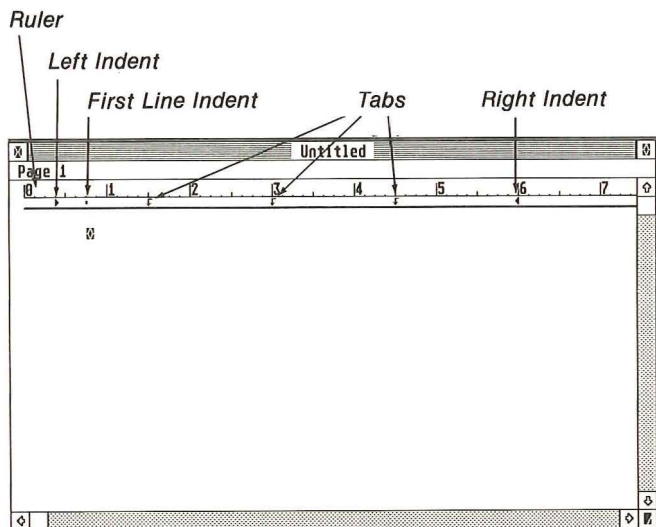
The indents and tab stops reflect the settings for the first selected paragraph or the paragraph containing the insertion point.

You can move indents or insert, delete, or move tab stops on this ruler. You can also use the Paragraph Formats command or the Tabs command to adjust indents and tabs on the ruler. If you make a change on the ruler to indents or tabs, the change will be applied to the entire selection.

When the ruler is on the screen, the command on the menu changes to Hide Ruler. Unless you specify otherwise (using the Preferences command), the ruler is calibrated in inches as the preset option.

To change to another unit of measure, use the Preferences command on the Edit menu.

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Show ¶

You can look at formatting characters that are normally invisible with this command. The characters that are displayed when you choose the Show ¶ command are:

¶ The paragraph mark; insert by pressing [Return].

• New line; create by pressing [Shift] [Return].

· Space; insert by pressing [Spacebar].

◊ Tab; insert by pressing [Tab].

Fixed-size nonbreaking spaces are displayed as large squares (regular spaces appear as dots).

Use [Control] [Spacebar] to insert a fixed-size space.

These invisible characters can have character formats. The paragraph mark stores paragraph formatting as well.

After you choose Show ¶, the command on the menu changes to Hide ¶. Choose this command to make these characters invisible again.

Preferences

Use the Preferences command in the Edit menu to change the preset unit of horizontal measure. Write assumes that all horizontal position measurements are in inches, unless you specify otherwise. You can specify different measurements on the appropriate horizontal measurement lines within individual dialog boxes. Or you can choose one of the following options from the Preferences dialog box to change the unit of measure globally.

```
                        ┌─────────────────────────────────┐
                        │ Preferences                      │
                        │                    ┌──────────┐  │
                        │                    │    OK    │  │
Preset Measure ───────►│  ■  Inch          └──────────┘  │
Centimeters  ─────────►│  □  Cm.            ┌──────────┐  │
                        │                    │  Cancel  │  │
                        │                    └──────────┘  │
10 Pitch  ────────────►│  □  P10         ┌─☐ Display as │
12 Pitch  ────────────►│  □  P12            Printed      │
Points (1/72 inch) ───►│  □  Points                      │
                        └─────────────────────────────────┘
```

Click here to display your document as it will be printed.
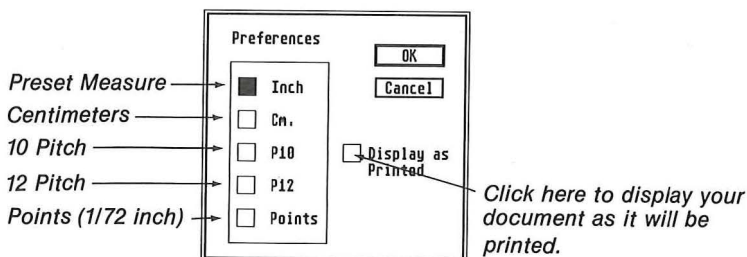
Write uses lines as the vertical unit of measure within a paragraph. Write adjusts spacing between lines automatically. If you want to specify a fixed line height, use the Formats command on the Paragraph menu.

If you change the preset unit of measure with this command, the unit of measure in Page Setup, Formats on the Paragraph menu, Tabs, Division Layout, and Page Numbering will be changed. Settings you change with Preferences are not saved with the document. They are saved from one session to the next (or until you reset them).

The Display as Printed option displays text on the screen as it will appear when you print. This means that when you choose Display as Printed, the appearance of your screen may vary between documents, depending on which printer(s) you are using and the way you have set up your page. This option is especially useful for previewing line breaks. You can click to turn this option off if you don't care where line breaks occur.

Search Menu

```
 Desk  File  Edit  Search  Character  Paragraph  Document
┌──┐┌──────────────┬─Find.↖,  ^F─┬Untitled════════════════════┐ ⊠
│⊠ ││              │ Change... ^H │                            │
│  │├──────────────┤ Go To... ^G  │                            │ ⇧
│Page 1            └─────────────┤                            │
│ ⊠ │                                                          │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
└──────────────────────────────────────────────────────────────┘
```
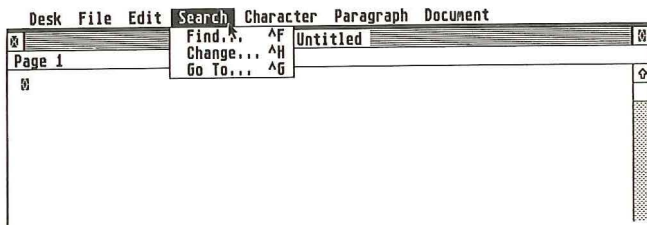
Find

Use the Find command to search for text in a document. You can specify any text you wish—a character, a word, or paragraph up to 29 characters. You can use the "wild card" character ? (question mark) also. Write finds and selects the first occurrence, then scrolls to the next occurrence when you click on the Find Next button.

When you choose the Find command, you see this window. You can move and close this window just as you would any other.

```
┌⊠════════════ Find ═════════════┐
│┌─────────────────────────────┐ │
││Find What:_____│ │
│└─────────────────────────────┘ │
│ ☐ Whole Word  ☐ Match Upper/Lowercase │
│        ┌──────────┐            │
│        │ Find Next │           │
│        └──────────┘            │
└────────────────────────────────┘
```
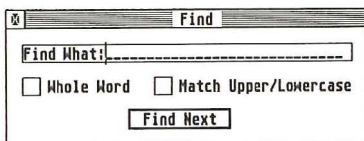
To start a search, type the search text in the Find What: line (up to 29 characters). Click on Whole Word to select distinct words only—not text embedded within other text. Click on Match Upper/Lowercase to find only the arrangement of upper- and lowercase letters typed in the Find Box.

When you click the Find Next button, the search starts at the insertion point. If you have text selected, the search starts at the end of the selection. The search continues to the end of the document. Then Write goes back to the beginning of the document and continues finding text until it comes back to the point you started at.

Click the Find Next button to continue finding after each occurrence of the text is selected.

You can cancel the search at any time by pressing [Control] [C].

If the text is not in the document, you will see the Search text not found message. You will see the Search complete message when Write gets back to the insertion point.

You can also search for special characters by typing the caret symbol (∧) and a character.

Use the key sequences in the table below to search for these characters:

Type		To search for
∧	w	white space
∧	s	fixed-size nonbreaking space
∧	t	tab
∧	p	paragraph
∧	n	new line
∧	–	optional hyphen
∧	d	division mark

Change

The Change command can be used to find and change text selectively; or to replace all occurrences of the search text. You can specify any text you wish—characters, words, even paragraphs. You can also change all occurrences of text within a selection.

See the **Find** command for information on wild card characters and for details on searching for special characters.

When you choose the Change command, the Change window appears on the screen.

```
┌─────────────────────────────────────────┐
│ ⌧ ════════════════ Change ═════════════  │
│   ┌─────────────────────────────────────┐│
│   │Find What:─────────────────────────── ││
│   │Change To:──────────────────────────  ││
│   │ ☐ Whole Word      ☐ Match Upper/Lowercase │
│   │[Find Next][Change, then Find][Change ][ Change All ]│
└─────────────────────────────────────────┘
```
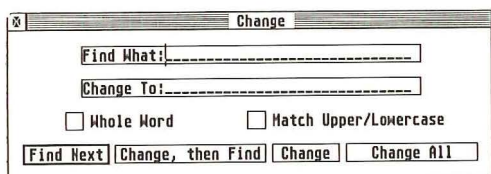
To find and change text, type the text that you want to find on the Find What line. Type the replacement text on the Change To line. If you leave the Change To line blank, the search text will be deleted. Press **[Tab]** to go to the next line. Use **[up arrow]** or **[down arrow]**, or click on the appropriate line to go back and forth between Find What and Change To.

Click on Whole Word to find and change those occurrences that are distinct words only. (Otherwise, Write finds and changes search text when it occurs within a word—e.g., "is" within "display.") Click on Match Upper/Lowercase to find only the arrangement of upper- or lowercase you specify. (Otherwise, Write ignores capitalization when searching for characters.)

Write starts the search at the insertion point. It continues to the end of the document, then goes back to the beginning of the document and continues until it reaches the insertion point again.

If there is a selection in the document window, Write finds and changes within the selection only. The Change All button reads Change Selection.

Find Next Click on this button to start a search; or to go to the next occurrence of the text without changing.

Change, then Find Click on this button to change the selected text and then go to the next occurrence of the search text. Write selects the next occurrence without changing it.

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Change Click on this button to change the selection only.

Change All Click on this button to change all occurrences of the search text in the document.

Change Selection If there is a selection in the document window when you choose the Change command, the Change Selection button appears instead of Change All. Clicking on this button changes all occurrences of the search text within the selection only. Write stops the search at the last character of the selection.

As you find and change text, Write scrolls to the next occurrence of the text automatically.

If you are changing all occurrences of the text, the document will not scroll, and the entire document will be selected.
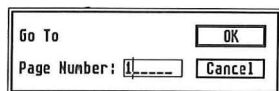
You can cancel the search at any time by pressing [Control] [C].

You can also reverse any changes you make with this command with the Undo command on the Edit menu.

If the text is not in the document, you will see the Search text not found message. You see the Search complete message when Write completes the search and comes back to the insertion point.

Go To

Use the Go To command to go to the page number you specify. This command can be used in any document that has been printed or repaginated.

```
Go To                    [    OK    ]
Page Number: [1_____]  [ Cancel ]
```

Type the page number you want to go to on the Page Number line. When you click on OK, Write goes to the page you've specified.

If you type a number greater than the number of the last page, you will go to the last page in the document.

Character Menu

```
Desk  File  Edit  Search  ▐Character▌  Paragraph  Document
┌─────────────────────────── Plain Text ──────────────────────────┐
│▓                                Bold                            ▓│
│ Page 1                          Italic                          │
│   ▓                             Underline                      ⬆│
│                                 Outline                         │
│                                 Superscript                     │
│                                 Subscript                       │
│                                 ------------                    │
│                                 Formats... ^D                   │
│                                                                 │
│                                                                 │
│                                                                 │
│                                                                 │
└─────────────────────────────────────────────────────────────────┘
```
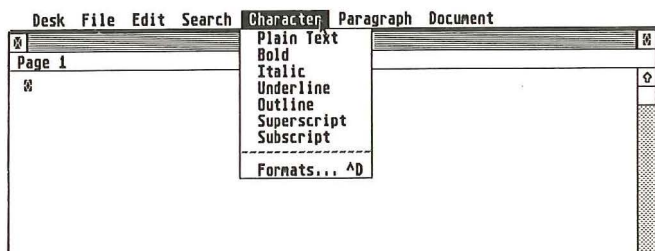
The Character menu commands are used to format characters. Character formats are saved with the text when you save a document. They are also kept when you copy or move formatted characters into unformatted text or text that is formatted differently.

When you want to change the format of the selected text, you can choose the appropriate command from the Character menu. A check appears on the menu next to the command that is in effect.

If you choose a command that is already checked, this reverses the effect of that command and removes the character format.

If you want to assign a more complex design, or change font and size, choose the Formats command on the Character menu.

Plain Text removes all character formatting except font and font size changes from your text.

The Bold command changes the selected text to boldface.

The Italic command changes the selected text to italic.

The Underline command underlines the selected text.

The Outline command reverses characters to display white characters outlined in black.

The Superscript command raises the selected characters above the baseline of the text. The superscript appears in a smaller size in some fonts.

The Subscript command lowers the selected characters below the baseline. The subscript appears in a smaller size in some fonts.

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Formats

The Formats command controls all aspects of character design. If you want to quickly assign one format to text, you can use the menu item. But if you want to assign several types of character design to one selection—for example, to make text bold, italic, and underlined—you would use the Formats command. You also use this command to change font and font size.

It is also a good idea to use this command to remove character formats if you don't want to go back to plain text.

When you choose the Formats command, you see this dialog box:

```
┌──────────────────────────────────────────────────┐
│  ☐ Bold      ☐ Underline   ☐ Superscript  [  OK  ]│
│                                                    │
│  ☐ Italic    ☐ Outline     ☐ Subscript   [Cancel] │
│  Font Name:            Size:                       │
│  ┌────────────────┐ ⬆ ┌──────┐                     │
│  │ System Font    │   │ 10   │ ⬆                   │
│  │ Swiss          │   │ 20   │                     │
│  │ Dutch          │   │      │                     │
│  │ Typewriter     │   │      │   Font Size:        │
│  │                │   │      │                     │
│  │                │ ⬇ └──────┘ ⬇ [10___]           │
│  └────────────────┘                                │
└──────────────────────────────────────────────────┘
```
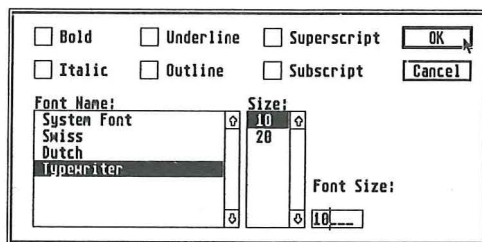
At the top of the box are buttons for character formats. These correspond to the menu commands. Scroll to see all the fonts and sizes. Click the formats on or off.

Below the buttons is a list box containing the fonts available if you have GDOS installed. (If you don't have GDOS installed, only System appears.)

Some of these fonts are:

Font	Sample
System	abcdefghijklmnopqrstuvwxyz
Swiss	abcdefghijklmnopqrstuvwxyz
Dutch	abcdefghijklmnopqrstuvwxyz
Typewriter	abcdefghijklmnopqrstuvwxyz

When you choose a font from the list box, the list of sizes at the right side of the box is updated to show which sizes are available for this font. You can choose a font from this list. To the right of the list box is the Font Size line. You can specify any font size here. If you specify a size that is not available for a particular font, Write will use the closest available size.

The Formats dialog box reflects the character formats that are in effect for the selected text. However, if you have two or more formats in the selection, the format boxes will be grayed. The character styles of the selected text will not be affected when you click on OK, unless you click the styles on or off.

Paragraph Menu

```
Desk  File  Edit  Search  Character  Paragraph  Document
┌─────────────────────────── Unt│ Normal  ▲ ──────────────────┐
│ Page 1                          │ ─────────────              │  ⬍
│ ▯                               │ Left                       │ ▒
│                                 │ Centered                   │ ▒
│                                 │ Right                      │ ▒
│                                 │ Justified                  │ ▒
│                                 │ ─────────────              │ ▒
│                                 │ Single Space               │
│                                 │ Double Space               │
│                                 │ Open Space                 │
│                                 │ ─────────────              │
│                                 │ Formats...  ^H             │
│                                 │ Tabs...     ^T             │
```
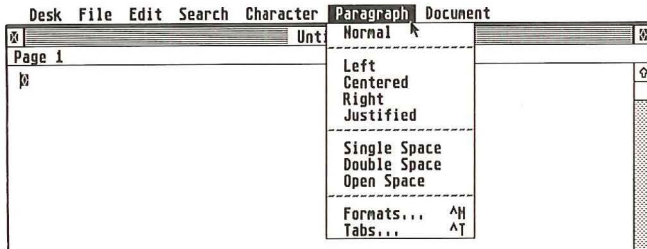
The Paragraph menu commands control the arrangement of lines and paragraphs on the page. These commands affect the paragraphs that contain the selection or the insertion point.

You specify paragraph breaks by pressing [Return]. You can see the paragraph mark by choosing the Show ¶ command from the Edit menu.

You can format paragraphs two ways: by choosing the commands from the menu, or by using the Formats command. You choose the Formats command when you want to assign more than one paragraph format at a time.

The Normal command sets all paragraph formats to the preset alignment and spacing. It does not affect tabs. The normal format is aligned left, unjustified, and single spaced.

The Left command aligns text.in the selected paragraph flush left on the margin.

The Centered command centers the selected text in the text area.

The Right command aligns text in the selected paragraph flush right on the margin.

The Justified command justifies the paragraph. It fills in the spaces between words to align the selected paragraph on the left and right margins.

The Single Space command sets the line spacing to single spacing—that is, no extra space between lines. If the line includes different font sizes, the height of the line will vary to accommodate the tallest character in the line. To set fixed spacing, see the Formats command from the Paragraph menu.

The Double Space command adds extra space between each line of the selected paragraph.

The Open Space command adds an extra line space before the paragraph.

Formats

Use the Formats command when you want to change several aspects of paragraph format at once.

When you choose the Formats command, the ruler appears at the top of the current document window, and you see the Paragraph Formats dialog box.

```
╔══════════════ Paragraph Formats ══════════════╗
║                                                ║
║   Left Indent:  [0".___]   Line Spacing: [auto.__]  ║
║                                                ║
║   First Line:   [0".___]   Space Before: [0 li.__]  ║
║                                                ║
║   Right Indent: [0".___]   Space After:  [0 li.__]  ║
║                                                ║
║   ■ Left      □ Right        □ Keep W/Next     ║
║                                                ║
║   □ Centered  □ Justified    □ Keep Together   ║
║                                                ║
║         [   OK   ]       [ Cancel ]            ║
║                                                ║
╚════════════════════════════════════════════════╝
```
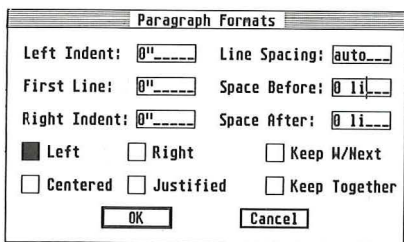
The left and right indent markers are the triangles at either end of the ruler. The first indent marker is the small square— you usually can't see it until you move the triangular marker away from it.

You can indent or change indentation by dragging the indent markers with the mouse. Clicking in the ruler inserts a tab marker (see the **Tabs** command for more information). You can also set indents in the Formats dialog box by typing a number to indent paragraphs from the left margin, to indent the first line of a paragraph, or to indent text from the right margin.

Write adjusts line spacing automatically for you. The Line Spacing line contains the auto option. Line spacing is usually the same throughout the document. But if you want to insert a word 18 points high in a line of text, Write will adjust the line spacing for you.

If you want to specify a particular line spacing measurement, simply type a number (and unit) on the Line Spacing line. You can also specify extra spacing above and below a paragraph using Space Before and Space After.

Write automatically avoids "widow" and "orphan" lines when printing. You can also use the Keep Together option when you have two or more lines in a paragraph that need to remain together on a page. For example, if Write reaches the end of the page, and you have assigned this option to a paragraph that would have been split, then the entire paragraph will be moved to the next page.

Use the Keep W/Next option when you have two or more paragraphs that should be kept together on a page—for example, a table with text explaining it.

You can also format paragraphs to align flush left, to be centered, to align flush right, or to align on the left margin.

Your changes take effect when you click on the OK button. If you click on Cancel, changes to the ruler will be cancelled as well as changes in the dialog box.

If your selection includes paragraphs with different formats, the dialog box will not reflect any formatting.

Tabs

Use the Tabs command to align text on tabs. Tabs apply to the selected paragraphs. You can have several different tab settings for a document (or different tab settings for each paragraph, if you like). You can set a maximum of 19 tab stops.

When you choose the Tabs command from the Paragraph menu, the ruler will appear at the top of the screen, and you see this dialog box:

```
┌══════════════ Tabs ══════════════┐
│  ┌──────────┐ ┌─────────┐ ┌──────────┐
│  │ ⌐■ Left  │ │ ■ Blank │ │    OK    │
│  │ ⌐□ Center│ │ □ ......│ │ [Cancel] │
│  │ ⌐□ Right │ │ □ ------│ │          │
│  │ ⌐□ Decimal│ │ □ -----│ │ Position:│
│  └──────────┘ └─────────┘ │ [_____] │
└───────────────────────────────────┘
```
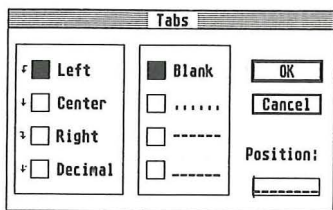
You can choose the sort of tab you want: left aligned, right
aligned, centered on the column, or aligned on the decimal
point. You can also choose the kind of leader character you
want to fill the space between tabs. You can change the
leader character or alignment for tab stops within a para-
graph if you want—for example, within a line of text you
could align some tabs flush left and others on the decimal
point.

The ruler shows about seven and one-half inches of text.
Indents and tab stops appear just below the measurements
on the ruler. Indents are preset to zero, and tab stops are
preset at every half-inch. You do not see the preset tabs on
the ruler.

Click with the mouse on the positions where you want to set
tab stops. The sort of tab inserted depends on your choices
in the Tabs dialog box. To set the tabs, click on the OK but-
ton. If you click on Cancel, your changes are cancelled and
the tabs go back to the previous settings.

If you want to use a unit of measure other than inches, type
the position plus a unit of measure on the Position line, then
click on OK. You need to repeat this for each tab you want to
set. You can also use the Preferences command to change
all units of measure.

You can see tab stops on the ruler when you choose the
Show Ruler command from the Edit menu. You can also set
tab stops by choosing the Show Ruler command, then click-
ing and dragging the tabs with the mouse. To move tabs,
click and drag the tab stops to new positions. To delete tabs,
click and drag the tab stops off the ruler.

Indents also appear on the ruler. Use the Formats command
on the Paragraph menu to set indents; or drag them with the
mouse while you are using the Tabs command.

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Document Menu

Desk File Edit Search Character Paragraph **Document**

X	Untitled	Division Layout...	X
		Page Numbering...	
Page 1			⇧
		Footnote... ^E	
		Running Head...	
		Repaginate ^J	
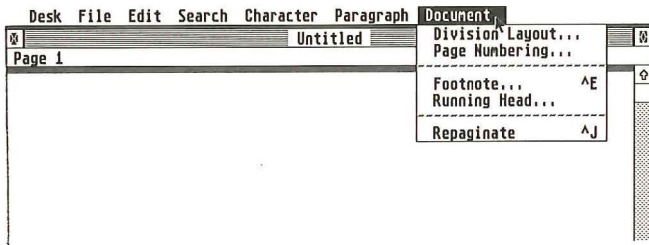
Division Layout

The Division Layout command controls running heads and footnotes; how many columns appear on the page; and how the division will break pages. When you create a division within your document, use the Division Layout command to specify how the page layout for the new division will vary from the layout for previous pages.

When you choose the Division Layout command, you see the dialog box below.

```
┌─────────────────────────────────────────────────────────────┐
│ Division Layout                                  ┌──── OK ───┐│
│                                                  └───────────┘│
│ Break           Footnotes Appear:                ┌── Cancel ─┐│
│                                                  └───────────┘│
│ ☐ Continuous    ■ On Same Page                                │
│                                   Number of Columns: 1        │
│ ☐ Column        ☐ End of Division                             │
│                                   Column Spacing:  0.5"       │
│ ■ Page                                                        │
│                 Running Head Position:                        │
│ ☐ Odd                                                         │
│                 From Top: 0.75"     From Bottom: 0.75"        │
│ ☐ Even                                                        │
└─────────────────────────────────────────────────────────────┘
```
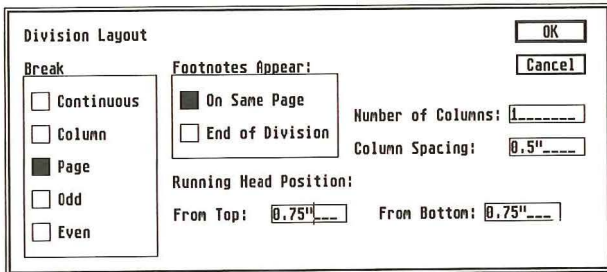
Press **[Control] [Return]** to insert a division mark; the division mark ends the old division format. If you choose the Division Layout command and your document contains no division marks, Write will insert a division mark at the end of the document when you click on OK. Write stores division information with the division mark. You can move or copy the division mark just as you would any other character.

When you use the Division Layout command, you can specify where you want the new division to begin. Choose Continuous if you don't want the new division format to start until the beginning of the next page after the division break. You can also choose to have the new division format start at a new column, a new page, or on the next odd-numbered or even-numbered page.

The Division Layout command also lets you choose the number of columns of text that will appear on the page and specify the amount of space between them.

See the **Footnote** command for information on creating footnotes.

See the **Running Head** command to create a running head and specify where it will appear in relation to the document text.

See the **Page Setup** command for information on setting page margins.

Page Numbering

When you choose the Page Numbering command, you will see this dialog box:

```
┌─────────────────────────────────────────────┐
│ Page Numbering                    [▸ OK  ]   │
│ Page Number Format:               [ Cancel ] │
│  ■ Numeric        ■ Auto Page Numbering:      │
│  □ Roman (upper)                              │
│  □ Roman (lower)   From Top: [0.75"___]       │
│                    From Left:[7.25"___]       │
│  □ Alpha (upper)                              │
│  □ Alpha (lower)  Start Page Numbers At:[_____] │
└─────────────────────────────────────────────┘
```
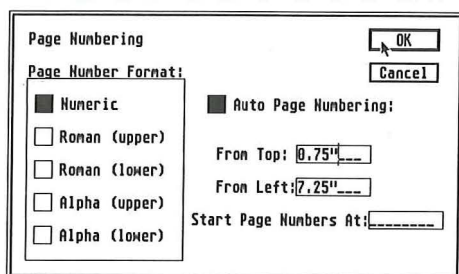
You can click for automatic page numbering and specify the page number position from top and left. You can also type a page number that a division will start with and specify the page number format.

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Footnote

Use the Footnote command to create a footnote, open the Footnote window, and specify whether you want automatically numbered footnotes.

To create a footnote, first select an insertion point in the document text that you want to reference. Then choose the Footnote command. You will see this dialog box:
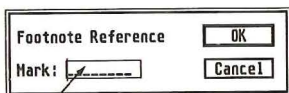
If you don't want automatically numbered footnotes, type your footnote reference character here.

Write automatically numbers footnotes unless you type a footnote reference mark (up to eight characters long) on the Mark line. Your number or reference mark appears in the document text. It is superscripted and in a smaller font size.

At the same time, the Footnote window opens and the same number or reference mark appears there. Type the footnote text. There is no limit to the size of the footnote text.

You can also open the Footnote window without creating a new footnote. Do this if you want to view a list of the division's footnotes. Select the Open Footnote command from the File menu. To close the window, click the window's close box.

To delete a footnote, delete the reference mark in the document text. If you have automatically numbered footnotes, the numbers around the deleted footnote will adjust automatically. You cannot delete the footnote completely by deleting the text in the Footnote window—you will not be able to delete the last paragraph mark of the footnote text.

If you already have four windows (including special windows) on the screen, the Footnote window will not appear. However, your footnote will still be created.

You can also expand and contract the Footnote window, just as you would any other document window.

If you change the format of the number or reference mark in the document text, this change will not be reflected in the Footnote window.

Running Head

Use the Running Head command to create running heads ("headers" and "footers") and to specify where you want them to appear in relation to the document text. The running head can have any format you like.

To specify where running heads will appear in relation to the top and bottom of the page, use the Division Layout command. To specify a position from the left and right edges of the page, use the Formats command on the Paragraph menu to indent running heads just as you would any other paragraph. Note that the ruler shows the position of the running head in relation to the edge of the paper, not to the margins. (Changing the margins has no effect on running heads.)

To create a running head, select the running head text in the document or type the running head text. The running head should be a separate paragraph; it ends with the paragraph mark, and can be formatted like any other paragraph. Then choose the Running Head command from the Document menu. You will see this dialog box:

```
┌─────────────────────────────────────┐
│ ┌───────────────────────────────┐   │
│ │ Running Head      [    OK    ] │   │
│ │                   [  Cancel  ] │   │
│ │ ■ Odd Pages                    │   │
│ │ ■ Even Pages    ■ Top          │   │
│ │ ☐ First Page    ☐ Bottom       │   │
│ └───────────────────────────────┘   │
└─────────────────────────────────────┘
```
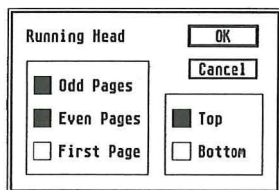
Specify whether you want running heads to appear at the top or bottom of the page. Also specify whether you want them to appear on odd- and even-numbered pages, and on the first page of the document or division. The preset options are running heads at the top of odd- and even-numbered pages, except for the first page.

To print running heads at the top and bottom of a page, type the text as two separate paragraphs; then specify the positions separately, placing one at the top of the page, and one at the bottom. If you specify a running head to appear on the first page, then the running head text must be at the top of the first page of the document or division.

When you make a paragraph into a running head, it will no longer be printed in the body of the text. It will appear only in the specified position for the running head. Write displays running heads with a « in the left border of the window.

To change a running head back into normal text, choose the Running Head command, and specify that the running head appear in none of the available positions.

Repaginate

Use the Repaginate command to see how editing changes made since printing will affect page breaks. You can also use Repaginate to see where page breaks will occur in an unprinted document.

The Repaginate command does not affect page breaks that you insert by pressing **[Control] [Shift] [Return]**. These pages remain the same; those around them may be adjusted.

When you choose the Repaginate command, the page break symbols in your document—the equal signs in the far left selection bar—are adjusted to reflect the new pagination. Page breaks are stored with your document.

APPENDIX A
KEY SEQUENCES

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □

You may prefer to use the keyboard to perform a task—for example, to format as you type. With Write, you can use key sequences as well as the mouse for word processing tasks.

Commands

You can choose these commands by pressing these (mostly [Control]) key sequences instead of choosing from the menu.

Desk

About Write   [Help]

File

New   [Control] [N]
Open   [Control] [O]
Close   [Control] [W]
Save   [Control] [S]
Print   [Control] [P]
Quit   [Control] [Q]

Edit

Undo   [Undo]
Clear   [Control] [B]
Cut   [Control] [X]
Copy   [Control] [C]
Paste   [Control] [V]
Show Ruler   [Control] [R]
Show ¶   [Control] [Y]

Search

Find   [Control] [F]
Change   [Control] [H]
Go To   [Control] [G]

Character

Formats   [Control] [D]

Paragraph

Tabs	[Control] [T]
Formats	[Control] [M]

Document

Footnote	[Control] [E]
Repaginate	[Control] [J]

The Function Keys

The function keys on your ST Computer keyboard have been assigned, and will execute, the following commands.

Find Next	[F1]
Repeat Last Edit	[F2]
New Window	[F3]
Open Window	[F4]
Close Window	[F5]
Save Document	[F6]
Print Document	[F7]
Show/Hide Ruler	[F8]
Repaginate	[F9]
Quit	[F10]

Editing Keys

You can use the following editing key sequences as you type.

Nonbreaking fixed-sized space	[Control] [Spacebar]
New page	[Shift] [Control] [Return]
New line	[Shift] [Return]
Optional hyphen	[Control] [–] (hyphen)
Expand glossary name	[Control] [Backspace]
Again key	[Control] [A]
Start new division	[Control] [Return]
Insert leading "merge print" quote («)	[Alternate] [[ ] (left bracket)
Insert trailing "merge print" quote (»)	[Alternate] [ ]] (right bracket)

Character Formats

You can format characters by pressing these key sequences as you type.

Plain Text	[Alternate] [Spacebar]
Boldface	[Alternate] [B]
Italic	[Alternate] [I]
Underline	[Alternate] [U]
Outline	[Alternate] [D]
Superscript	[Alternate] [=]
Subscript	[Alternate] [–] (hyphen)
Decrease font size	[Alternate] [<]
Increase font size	[Alternate] [>]

Paragraph Formats

You can format paragraphs by pressing these key sequences as you type.

Normal	[Alternate] [P]
Left aligned	[Alternate] [L]
Right aligned	[Alternate] [R]
Centered	[Alternate] [C]
Justified	[Alternate] [J]
Open space	[Alternate] [O]
Indent first line 0.5 inch	[Alternate] [F]
Nest paragraph 0.5 inch	[Alternate] [N]
Unnest paragraph	[Alternate] [M]
Hanging indent	[Alternate] [T]

Mouse and Key Combinations

Move selection	[Alternate] [Shift] Click
Copy selection	[Alternate] Click
Copy format to selection	[Alternate] [Control] Click

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Keyboard Control

Line Up	[up arrow]
Scroll Up	[Control] [up arrow]
Top of Screen	[Delete] [up arrow]
Page Up	[Insert]
Top of Document	[Delete] [Insert]
Line Down	[down arrow]
Scroll Down	[Control] [down arrow]
Bottom of Screen	[Delete] [down arrow]
Page Down	[Clr/Home]
End of Document	[Delete] [Clr/Home]
Character Left	[left arrow]
Beginning of Line	[Delete] [left arrow]
Word Left	[Control] [left arrow]
Sentence Left	[Delete] [Control] [left arrow]
Character Right	[right arrow]
End of Line	[Delete] [right arrow]
Word Right	[Control] [right arrow]
Sentence Right	[Delete] [Control] [right arrow]

Extended Character Set

Most of your MEGA or ST computer's extended character set can be accessed in Write by using [Control] [Alternate] or [Control] [Shift] [Alternate] as shown below.
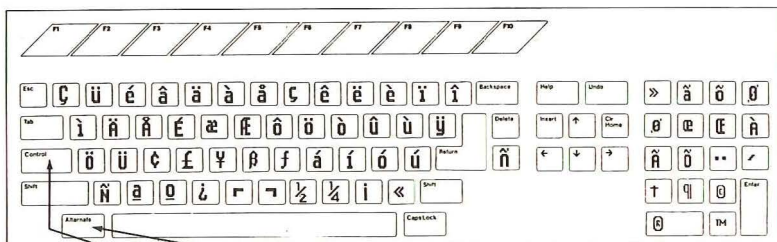
Hold down [Control] and [Alternate] and press the appropriate key to obtain the character shown on the key cap.
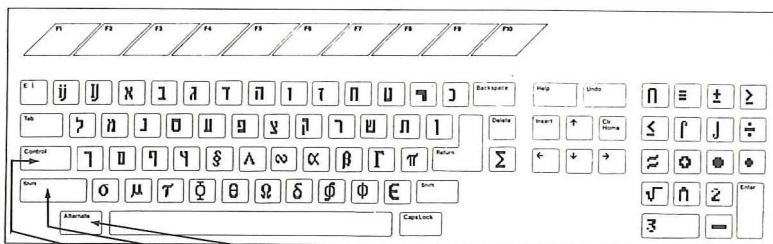
Hold down [Control], [Shift], and [Alternate] and press the appropriate key to obtain the character shown on the key cap.

Text Selection

You must select an insertion point before you choose a command. When you select text, you are telling Write where to perform the next task. Selected text is highlighted.

To select	Do this
An insertion point	Click to the left of a character to insert in front of it.
A character	Drag across it.
A word	Double-click any character in the word. The space after the word is also selected.
The previous word	Hold [Shift] and [Alternate] and press [Backspace].
A line of text	Move into the invisible selection bar to the left of the line and click.
A sentence	Press [Control] and click anywhere in the sentence.
A paragraph	Move into the invisible selection bar next to any line in the paragraph, then double-click.
Part of a paragraph	Click next to the first line you want to select, then drag across the rest. Or extend the selection.
An entire document	Move into the selection bar, then hold down [Control] and click.
Extended selection	Move the pointer from the original selection to the end of the text you want to select. Then hold down [Shift] and click.

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APPENDIX B
PRESET OPTIONS

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □

Write uses some standard preset formats for documents. In most cases, these settings will be fine for your documents. Changes to character, paragraph and document formats, and margins are saved with your document.

Page Setup

Margins	Top = 1 inch
	Bottom = 1 inch
	Left = 1.25 inches
	Right = 1.25 inches
Paper	8 1/2 inches x 11 inches (letter)

Paragraphs

Indents	None
Spacing	Single
	Automatically adjusted
Alignment	Left
Tabs	Left aligned every 0.5 inch
	Blank leader

Printing

Pages	All
Paper Feed	Continuous
Copies	One

Document

Page Numbers	Automatic numbering off
	Numeric, continuous
	From top = 0.75 inch
	From left = 7.25 inches
Running Heads	At top
	All pages except first
	From top = 0.75 inch
	From sides = 0.5 inch minimum
Columns	One
Footnotes	Same page, automatic numbering
Division	Breaks page

Other Settings

Character Format	Typewriter (GDOS installed)
	9 point (color); 10 point (monochrome)
	plain text
Find and Change	Match Upper/Lowercase off
	Finds embedded text
	Searches from insertion point to end of document, then from beginning back to insertion point
Measures	Unit = inches (Preferences command)
Display	Display As Printed off (Preferences command)
Save	Formatting saved, no backup

GLOSSARY OF TERMS

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
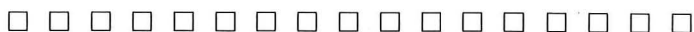
Active Of the things you are working with, the one to which the next command will apply (for example, the active window). This item is selected. See also **Selection.**

Alignment The horizontal position of text on the page. Left lines are aligned flush left, ragged right. Centered lines are centered. Right lines are aligned flush right, ragged left. Justified lines are aligned flush left and right; spacing is adjusted to fill in. See also **Justified.**

Auto-numbered footnote A footnote number that Write inserts automatically in document text and in the Footnote window. This type of footnote reference appears as a small superscript number. Write will automatically number your footnote if you do not specify a footnote reference mark. See **Footnote reference mark.**

Backspace The Backspace key backs over text and deletes it. You can also use [Backspace] to delete the selection.

Boldface A typeface which is darker and heavier than normal text.

Break A place where the text is deliberately stopped and a new start follows. Examples of breaks are word breaks, line breaks, paragraph breaks, page breaks, and division breaks.

Caps Capital letters.

Case The forms of letters, either capitals (uppercase) or small letters (lowercase).

Character Any number, letter, punctuation mark, symbol, or special mark (for example, @, |, *, %, $) that you type in as text.

Choose To pick a command from a menu.

Click To press and release the left mouse button on the spot where you want to perform the next task.

Close box The icon in the upper left-hand corner of a window. Click this icon to close the window.

Command An instruction to Write to perform a task. A command may have one or more options.

Cut and Paste To edit a document by combining documents and parts of documents. Use the Cut command to move text from the document into the Clipboard, and the Paste command to insert the text at the new location.

Data record A group of related fields in a merge document. Press **[Return]** to end a data record.

Delete To remove text permanently from the document you are working on. Use the Clear command or **[Backspace]** to delete text.

Dialog box A box where you make choices or provide information needed to perform a task.

Division The point at which you change the page layout, page numbering, or running head within a document. (For example, you might make an index or each chapter of your document a separate division.)

Division mark The character displayed as a line of colons indicating the start of a new division.

Document Any text you save on the disk is a document. A Write document includes both text and any formatting which has been applied to it. Common types of documents are letters, reports, memos, pamphlets, and brochures.

Embed To put text within other text. For example, you can embed a page number in a running head. When using the Find or Change command, you can encounter text embedded in words. For example, you might find "the" in the words theatre, breathe, or theme.

End mark The diamond indicating the end of a document.

Expand To replace a glossary name with the full glossary entry text by pressing **[Control] [Backspace]**.

Extend To lengthen a text selection, using **[Shift]** and clicking the mouse button.

Field For form documents, a piece of information that is merged into the main document from the merge document. In the main document, the field name is surrounded by special characters. In the merge document, fields are separated by commas or tabs. When you print, the field name is replaced with the field from the merge document.

Find To look for a specific occurrence of text in a document using the Find command.

Flush Aligned on either the left edge (flush left) or the right edge (flush right) of the line or column.

Font The design of the alphabet in which text is displayed or printed.

Footers See **Running head.**

Footnote reference mark The mark that appears in the text of a document to direct you to a footnote. You can specify a reference mark up to eight characters long. If you do not specify a reference mark, Write will number the footnote automatically. See **Auto-numbered footnote.**

Form document A printed document created by merging two special documents: the main document and the merge document. Standard text from the main document is combined with data or other information from the merge document. The result is the customized form document. See **Main document, Merge document.**

Format The way text looks on the page. With Write, you can format a document on three levels. You can format the position and appearance of characters, the alignment and spacing of lines and paragraphs, and the overall design of an entire document.

Global search To search an entire document for a specific occurrence of text using the Find command.

Glossary A special window where text can be stored and later retrieved by name. To expand the glossary entry in a document, type the glossary name and hold down [Control] while pressing [Backspace].

Glossary entry The repetitive text that you store in the Glossary window. Create an entry by cutting or copying the text from a document, then pasting it into the Glossary window. You name the glossary when you create it.

Glossary name The name you assign to a glossary entry when you create it.

Gutter margin The inner margins of facing pages of a document; that is, the left side of odd pages and the right side of even pages. These margins can be wider than the outside margins to allow extra space for binding. Use the Page Setup command on the File menu to specify a gutter margin.

Hanging indent An indent of the first line that is less than the indent of subsequent lines, so that the first line of a paragraph is wider than the rest of the lines.

Header See **Running head.**

Header record The first data record in a merge document. This record is special because it contains the identifying words that match the field names in the main document to the pieces of information contained in the merge document. The subsequent data records in the merge document must be in the same order as the header record.

Highlight An area appearing in reverse video to indicate the selected text.

Hyphen Write recognizes two types of hyphens: ordinary hyphens and optional hyphens. See **Optional hyphen.**

Indent The distance between the beginning of a line and the left margin, or the end of a line and the right page margin. Indents normally make text narrower than the margins. A zero (0) indent measurement aligns the first line on the margin. See also **Hanging indent.**

Insertion point A blinking vertical bar indicating where text will be inserted into a document as you type.

Justified Text whose right and left edges are flush with the right and left indents, or if a zero indent is specified, flush with the right and left margins. If you have a multi-column document, text will be flush left and right on the columns. Spaces are enlarged between words to make the text fill the whole line evenly. See also **Ragged.**

Keep This is an instruction to "keep" all of the specified text (usually two paragraphs) together on a page. Write prints the text on a new page rather than splitting it between pages. See **Chapter 7, Formatting Your Work,** for more information.

Leader character A character that fills a tab, drawing the reader's eye across columns, as in a table of contents. Use the Tabs command on the Paragraph menu to select any of the following leader characters:

blank (no leader character)
period ....
hyphen ------------------------
underscore _____

See also **Tab.**

Line spacing The amount of space between lines of text within paragraphs, and the number of blank lines above and below the paragraph.

Main document A document containing standard text that is the same for all copies of a form letter or form document, plus special fields where Write inserts variable information from another document (the merge document). See also **Merge document.**

Margin The area from the edge of the page to the edge of the text. (This area does not include indents.) Use the Page Setup command to set margins on the left, right, top, and bottom of the page. You can also set a gutter margin. See also **Gutter margin.**

Master disk The disk(s) you receive in your Write package.

Measure The units in which distances and sizes are given in Write, including inches, centimeters, picas, pitch, and points. Use the Preferences command on the Edit menu to indicate a unit of measure:

Inches (in., ")
Centimeters (cm.)
10 Pitch (p10)
12 Pitch (p12)
Points (pt)

See also **Pica, Pitch,** and **Point.**

Merge document A document that contains pieces of information to be merged into a main document for form letters and other form documents.

Move To move text to another place in the document or to another document. In Write, you move text by cutting it to the Clipboard, then pasting it into the desired location.

Nest To increase the indent of a paragraph from the preceding paragraph. Each subsequent nested paragraph is indented another increment from the one before it.

Nonbreaking space A space that you insert between two words so that they will not be separated by a line break. Insert a nonbreaking space by pressing **[Control] [Spacebar]**. This space is fixed and cannot be contracted or expanded when you justify the line.

Normal The preset format used by Write for paragraphs: single spaced, flush left, and unjustified.

Open spacing An extra line space added above a paragraph.

Optional hyphen A hyphen that separates parts of a word, but is invisible until needed. To insert an optional hyphen, press **[Control] [–]** (hyphen).

Orphan The first line of a paragraph that appears alone at the bottom of a page or column, while the rest of the paragraph appears on the next page or column. Write automatically avoids page or column breaks that leave orphan lines.

Page break The place where the page ends. Normally, Write breaks the page automatically; however, you can specify page breaks by pressing **[Control] [Shift] [Return]**.

Pagination To create page breaks and page numbers in documents. Use the Page Numbering command to choose any of these page numbering options:

Numeric 1, 2, 3, 4
Roman uppercase I, II, III, IV
Roman lowercase i, ii, iii, iv
Alphabetic uppercase A, B, C, D
Alphabetic lowercase a, b, c, d

Usually Write breaks pages automatically. If you wish to insert a page break at a particular place, do so by pressing [Control] [Shift] [Return].

Paragraph The text between two paragraph marks, including the trailing paragraph mark. Paragraph formats control alignment, line spacing, and indentation. See also **Paragraph mark**.

Paragraph mark A character at the end of a paragraph. This character is normally invisible. To insert a paragraph mark, press **[Return]**. Use the Show ¶ command to make paragraph marks visible.

Paste To insert into a document whatever was last cut or copied to the Clipboard.

Pica A unit of measure. One pica equals 12 points and six picas equal one inch. One point also equals one pixel on the MEGA or ST computer screen.

Pitch A measure of the number of characters per inch of paper, horizontally. Typically, typewriters and printers use 10 pitch (10 characters per inch) or 12 pitch (12 characters per inch).

Point A measurement used by typesetters and printers. One point equals 1/72 of an inch, and 12 points equal one pica.

Point size The height of a font measured in points.

Preset option Information already supplied by Write in a dialog box. You may replace a preset option with your own response.

Ragged Text with an uneven left (ragged left) or right (ragged right) edge. See also **Justified**.

Reference mark Text in the document that refers to footnoted text. A reference mark can be up to 8 characters long. You can specify your own reference mark; otherwise, Write uses automatically numbered footnote references.

Return The Return key inserts a paragraph mark in the document text, and causes a paragraph break. You can see the paragraph marks when you choose the Show ¶ command. See also **Paragraph mark**.

Roman numerals I, II, III, IV, V, and so on.

Ruler The numbered horizontal line that appears on the top edge of the window and displays the positions of tabs and indents. To change these positions, move the markers along the ruler with the mouse; or use the Formats command in the Paragraph menu.

Running head Text that appears at the top (header) or bottom (footer) of printed pages. Running heads may include page numbers, dates, titles, or other text.

Save To store a permanent copy of a document on disk with the Save command.

Select To choose the character, paragraph, or text to be affected by the next command.

Selection The highlighted character or group of characters that will be affected by the next command you choose.

Selection bar An area on the left side of the active window, used for selecting blocks of text. It is invisible, but the mouse pointer shifts direction (to the right) when it is in the selection bar.

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 A position for aligning text in columns by using tab characters. Use the Tabs command on the Paragraph menu to set and clear tabs. The following tabs are available:

Left	Text is aligned flush left on the tab
Center	Text is centered around the tab
Right	Text is aligned flush right on the tab
Decimal	Decimal points are aligned on the tab

Text All characters that make up your document.

Typewriter The preset character font that Write uses if GDOS is installed—10 point (monochrome) and 9 point (color).

Undo To reverse the most recent editing command with the Undo command. Undo can itself be "undone."

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. Write avoids page or column breaks that would leave widows.

Wordwrap Automatic shifting of a word to the next line. When you are typing text and you reach the right margin, Write checks to see if the word you type fits completely on the line. If not, Write automatically places the whole word on the next line.

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