

MICROSOFT

Microsoft. Windows Write

Writing Program



User's Guide

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Microsoft® Windows Write User's Guide



Writing Program

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Additional Information

Running Windows Write on a Two-Drive System

You should observe several precautions when using Microsoft Windows Write on a two-drive (two floppy drives) system. As described in your manual, the WRITE.EXE file should be copied to all of your document disks. In order to print large documents, you may find it necessary to print without the spooler.

ANSI and Non-ANSI Character Set

Windows uses an 8-bit ANSI character set. This allows you to represent up to 256 characters (0–255). For files or documents created in non-ANSI format, Windows Write has a conversion utility that will convert the documents to the Windows ANSI character set. For more details on working with these files, refer to the sections that follow. If you have a document created in non-ANSI format and the document contains characters in the 128–255 range, those characters will probably not be displayed correctly on Windows. Make sure you back up your work before doing a conversion. Do not convert any binary files. In these files, characters above 127 may be related to the program that created the file and therefore cannot be converted.

**Using Write to
convert non-ANSI
documents**

Opening Documents That Are Not in Write Format

When you try to open a document that was not created in Microsoft Write format, you will see a dialog box asking if you want to convert the document to Write format. Your document will be one of the following types:

- Microsoft Word document
- Other non-Windows document
- Write document saved as text only, or other Windows document

Procedures for opening each are in the following sections.

Opening a Microsoft Word Document

Opening Microsoft Word documents

When you try to open a document formatted using Microsoft Word, you will notice that the No Conversion option in the dialog box is grayed. Since Word documents do not use the ANSI character set, they must be converted.

If you have any special graphic characters in your Word-formatted document, they will not be converted. These special graphic characters do not have an equivalent in the ANSI character set. To avoid losing any data, make a backup of your Word-formatted document before converting it.

For Word documents that were saved as text only, select the Convert option. Your document will be converted to the Windows ANSI character set.

Opening Any Other Non-Windows Document

Opening other non-Windows documents

For all other documents that were not created using Windows, select the Convert option. Your document will be converted to the Windows ANSI character set.

Opening a Write Document Saved as Text Only or Other Windows Document

Opening documents in ANSI format

Documents created by a Windows application are in ANSI format. If you convert, your document will not be displayed correctly. If your document was created using Write and saved as text only, select No Conversion from the dialog box. Follow this same procedure for documents created by any other Windows application.

Note If you make a mistake in selecting the Convert/No Conversion option, simply quit Write without saving the file. Your file will be restored to its original status.

Saving a Write Document

When you choose Save from Write's File Menu, you will see a dialog box. A new option, Microsoft Word Format, has been added to the dialog box. As a result, you now have four choices when saving a Write document:

- Save the document as a Write-formatted document.
Choose the Save button or press the ENTER key.
- Save the document as a Microsoft Word-formatted document.
Select the Microsoft Word Format check box, then choose the Save button or press the ENTER key. The document will be saved as Microsoft Word-formatted text.
- Save the document without formatting (as a Windows ANSI text file).
Select the Text Only check box, then choose the Save button or press the ENTER key.
- Save the document as a Microsoft Word text file (non-formatted).
Select both the Text Only and Microsoft Word Format check boxes, then choose the Save button or press the ENTER key. Your document will not be saved in the Windows ANSI format.

If you try to overwrite an existing file when saving a new one, Write will prompt you with a dialog box asking if you really want to overwrite your file.

Document Names in Write

When you save a file for the first time, one of two extensions will be added to your file:

- If you save the file as a Write document and don't type an extension, Write will automatically add the extension .WRI. However, if you add your own extension, or if you end the filename with a period, Write does not add .WRI.
- If you select the Microsoft Word Format option and don't type an extension, Write automatically adds the extension .DOC. If you add your own extension when you save the document, or if you end the filename with a period, Write does not add .DOC.

Microsoft Word Format option

Filename extensions

Saving a Backup Copy of a Document Using Write

When you save a file in Write, the Make Backup check box is selected by default. This ensures that you make a backup copy each time you work with an existing document. If you converted the document to Write format when you opened it, the backup will be the original (unconverted) document.

Backing Up a Write Document

When making a backup of an existing Write document (extension .WRI), you can choose to do any of the following:

- Save the document as a Windows Write document. The backup file has the extension .BKP.
- Save the document as a Microsoft Word-formatted document. The backup file has the extension .BKP. The saved file will have the extension .WRI, but will be a Microsoft Word-formatted document.
- Save the document as a Microsoft Word-formatted document, but delete the extension proposed by the Save dialog box (.WRI). The document will be saved with the extension .DOC. The backup file will have the extension .WRI. The backup is the original Write-formatted document.

Backing Up a Microsoft Word Document

When making a backup of an existing Microsoft Word document (extension .DOC), you can do one of the following. (Since it is a Microsoft Word document, you can assume you converted it to the Write ANSI format when you opened it.)

- Save the document as a Microsoft Word-formatted document. The backup file will have the extension .BAK.
- Save the document as a Windows Write document. The backup file will have the extension .BKP.
- Save the document as a Windows Write-formatted document, but delete the extension proposed by the Save dialog box (.DOC). The document will be saved with the extension .WRI. The backup file will have the extension .DOC. The backup is the original Microsoft Word-formatted document.

Making a backup of a Write document

Making a backup of a Microsoft Word document

Changing Measurement in a Page Layout

When you choose Page Layout from Write's Document Menu, you will see a dialog box. This box now contains options for the English and metric systems of measurement. Move to the Measurements field and select either inch or cm (centimeters).

Corrections

Opening a Write Document from the MS-DOS Executive

(Windows Write User's Guide, page 7)

To be opened from the MS-DOS Executive, a Write document must be stored in the same directory as the WRITE.EXE file unless WRITE.EXE is listed in the PATH setting in your DOS AUTOEXEC.BAT file. For more information on placing entries in your AUTOEXEC.BAT file, refer to your DOS manual.

Change in Filename Extensions

(Windows Write User's Guide, pages 9, 10)

For Microsoft Windows Write files, the file extension .DOC has been replaced by the extension .WRI. The file extension .BAK has been replaced by the extension .BKP.

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Welcome

Windows Write is a writing program for Microsoft® Windows. With Write, you can write, edit, and print all kinds of documents for business and personal use. Because it runs in the Windows environment, Write gives you some unique advantages, such as pasting information or graphics from other applications into your Write documents to make your documents more informative and eye-catching.

Write uses the familiar conventions of the Windows environment: command menus, dialog boxes, icons, and the Windows System Menu. You will find that using Write is a natural extension of using Windows. Write makes it easy to accomplish all your day-to-day writing tasks.

About This Manual

This manual describes how to use Write to create, format, save, and print documents. It gives you a step-by-step procedure for every task you can perform with Write.

Throughout the manual, you will see sections called “Now Try This.” If you want, you can do the exercises in these sections to practice your skills before applying them to your own documents.

The manual is divided into six chapters:

- Chapter 1, “The Basics,” introduces you to the Write window and describes how to choose commands. It tells you how to open and save documents and how to end a Write session.
- Chapter 2, “Editing a Document,” describes how to enter text, scroll through a document, and select text. It also tells you how to insert, delete, move, copy, and find text.
- Chapter 3, “Formatting Your Work,” describes how to use Write’s formatting abilities to give your documents the appearance you want.
- Chapter 4, “Pasting from Other Applications,” describes how to copy text or graphics from other Windows applications into Write documents. Specific examples illustrate how pasting works with different types of applications.
- Chapter 5, “Printing a Document,” explains how to print and paginate your documents and how to change printers.
- Chapter 6, “Command Summary,” gives a brief description of the Write commands in the order they appear on the menus. It also reviews the various methods for choosing commands.

An appendix, “Fonts and the Current Printer,” describes how Write uses fonts with different types of printers.

If you want to	See
Review how to choose Write commands	“Choosing a Command” in Chapter 1
Open a document	“Opening a Document” in Chapter 1
Start typing text	“Typing Text” in Chapter 2
Edit a document	Chapter 2, “Editing a Document”
Change the appearance of your document	Chapter 3, “Formatting Your Work”
Paste information from another application into a Write document	Chapter 4, “Pasting from Other Applications”
Edit a Microsoft Word document in Write	“Using Windows Write with Microsoft Word” in Chapter 4
Save a document	“Saving a Document” in Chapter 1
Print a document	Chapter 5, “Printing a Document”
Close the Write window	“Ending a Write Session” in Chapter 1
Learn more about Write commands	Chapter 6, “Command Summary”

You can use Windows Write with or without a mouse. Where appropriate, this manual describes a procedure with the keyboard and with the mouse, so you can learn either or both techniques. If your mouse has more than one button, use only the left button with Write.

This manual assumes that you already know how to use your Microsoft Windows system and that you have read the *Microsoft Windows User's Guide*.

Getting Started

Windows Write includes:

- Windows Write disk
- *Microsoft Windows Write User's Guide*

To run Windows Write, you need Microsoft Windows installed and running on your computer.

For more information on what you need to run Microsoft Windows, see the sections "What You Need" and "Getting Started" at the beginning of the *Microsoft Windows User's Guide*.

Running Write with a two-drive system

Running Write with a Two-Drive System

To run Write with a two-drive system:

- 1 If you have not started Windows, insert the Windows Startup disk in drive A and the Windows System disk in drive B.
- 2 At the A> prompt, type *win*
Windows starts and the MS-DOS® Executive window appears.
- 3 Take the Startup disk out of drive A and insert the Write disk.
- 4 Select drive A in the MS-DOS Executive window.
- 5 Select and run WRITE.EXE.

Note If you have already started Windows and you want to run Write, put your Write disk in drive A and follow steps 4 and 5 above.

Store the documents you create with Write on the Write disk in drive A. The disk has about 150K bytes free for documents. When you want to start a new document disk, copy WRITE.EXE to a new disk. Then use that disk for running Write and storing documents. When you have about 50K bytes remaining on your Write disk, you should start a new disk.

To copy WRITE.EXE to a new disk:

- 1 Select drive A in the MS-DOS Executive window.
- 2 Select WRITE.EXE.

- 3 With the Windows System disk still in drive B, choose Copy from the File Menu in the MS-DOS Executive.

You will see a dialog box.

- 4 In the dialog box, type *b:* in the To text box.
- 5 Put a blank, formatted disk in drive B.
- 6 Choose the Ok button.

Windows copies WRITE.EXE to the blank disk in drive B.

- 7 When WRITE.EXE has been copied, put the Windows System disk back into drive B and put the disk with the new copy of WRITE.EXE in drive A.

Warning Never remove the Write disk while you are in the process of editing a document with Write. There are only two times when you can remove the Write disk without risk of losing your work:

- When the Save dialog box is on the screen
- When the Open dialog box is on the screen

Then, you can change disks if you want to save your document on a different disk or open a document that is on a different disk. Otherwise, do not remove the Write disk during an editing session.

Running Write with a Hard Disk System

If you have run Windows Setup, WRITE.EXE should already be copied onto your hard disk. If WRITE.EXE is not on your hard disk, use the DOS COPY command to copy WRITE.EXE to a directory on your disk. Then you can run Write from the MS-DOS Executive window as you would run any application.

To run Write with a hard disk system:

- 1 Open the MS-DOS Executive window.
- 2 Select and run WRITE.EXE.



Running Write with a hard disk system

1 The Basics

This chapter introduces you to the Write window and reviews the techniques for choosing commands. It also describes how to open a new or existing document, how to save a document on the disk, and how to close the Write window.

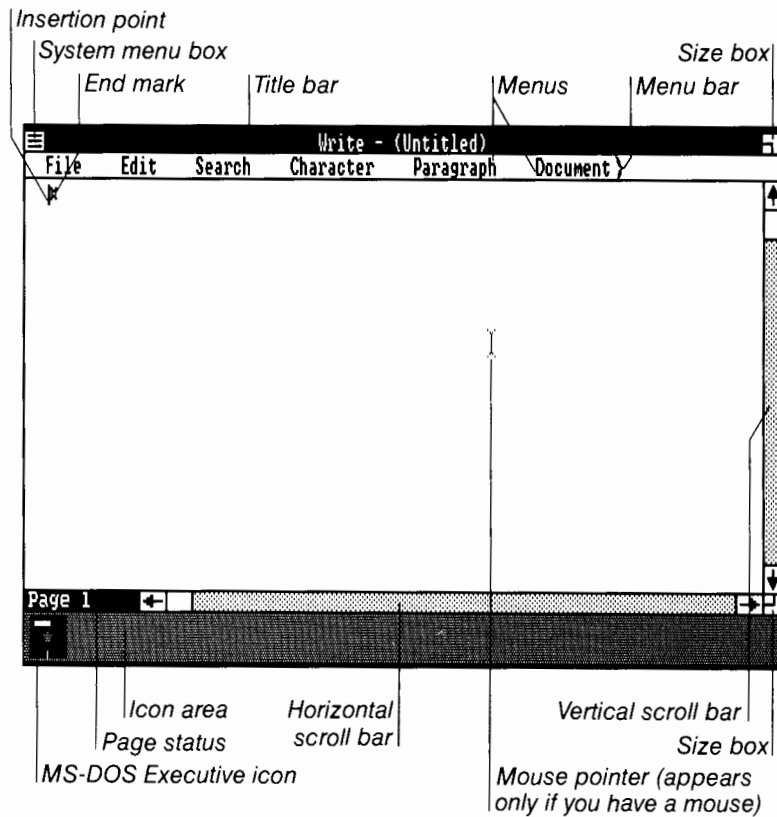
In this chapter:

- The Write window
- Opening a document
- Saving a document
- Ending a Write session

The Write Window

When you start Write, the screen looks like this:

1.1 Write Window



Choosing a Command

Write commands are organized into menus on the menu bar. You choose commands in Write just as you do in the MS-DOS Executive or the Windows Desktop Applications.

If you want to review how to choose commands in the Write window, read the steps given here for the keyboard or the mouse. For complete information on choosing commands, see Chapter 6, "Command Summary."

With the Keyboard

To choose a command with the keyboard:

- 1 Press the ALT key and the first letter of a menu to open the menu.

For example, pressing ALT-F opens the File Menu. To open the System Menu, press ALT-SPACEBAR.

- 2 Release the keys.

The menu stays open.

- 3 Press the first letter of a command on the menu.

For example, pressing N selects the New command on the File Menu. If two commands have the same first letter, press the letter twice to select the second command.



- 4 Press the ENTER key to carry out the command.

If the command needs more information, you will see a dialog box. See “Using Dialog Boxes” below for more information.

To close a menu or a dialog box without carrying out a command, press the ESC key.

With the Mouse

To choose a command with the mouse:

- 1 Point to a menu name and press the mouse button.
- 2 Drag down to the command you want.
- 3 Release the mouse button to carry out the command.

If the command needs more information, you will see a dialog box. See “Using Dialog Boxes” below for more information.

Choosing a command with the keyboard

1.2 New Command Selected on File Menu

Choosing a command with the mouse

Using Dialog Boxes

When you see a Write dialog box, you select options or list box items, and fill in text boxes to complete the command, just as you do with the dialog boxes in the Windows Desktop Applications.

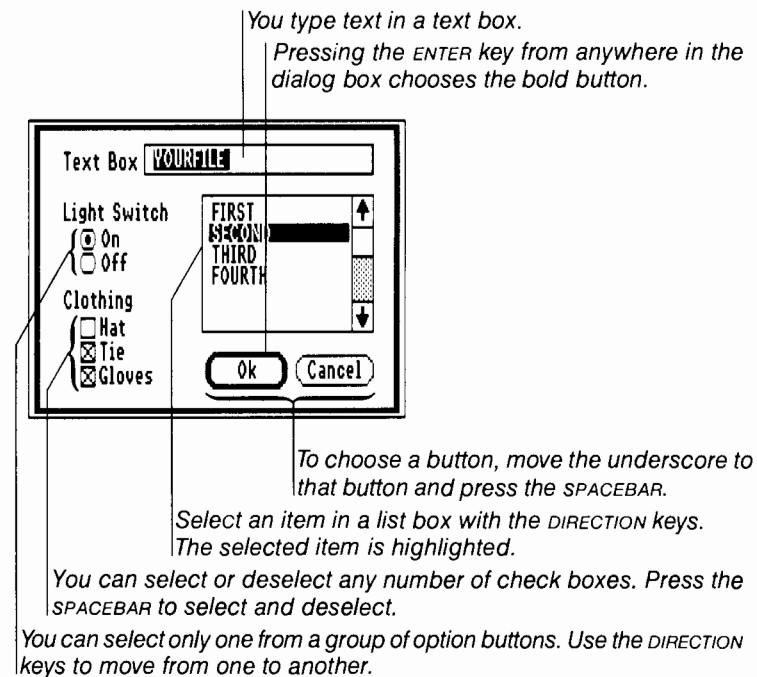
If you want to review how to use dialog boxes, read the examples below for the keyboard or the mouse.

With the Keyboard

To fill in a dialog box with the keyboard:

- Press the **TAB** key to move the flashing underscore or insertion point from one part of a dialog box to another. Then select an option or list box item, or fill in a text box, as shown in Figure 1.3.

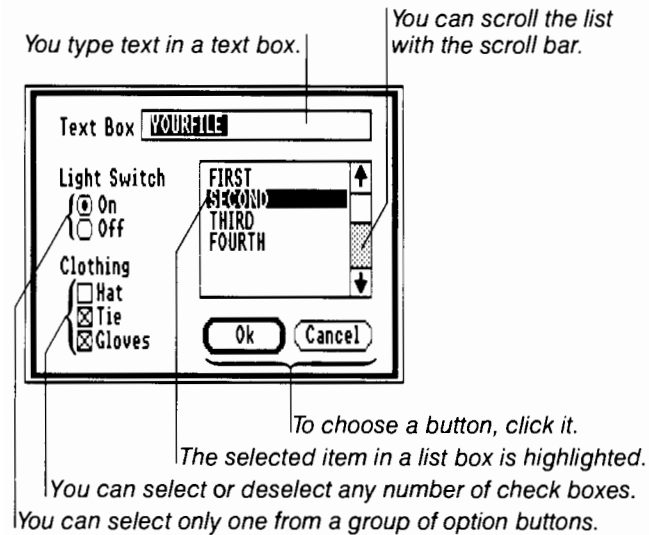
1.3 Filling In a Dialog Box with the Keyboard



With the Mouse

To fill in a dialog box with the mouse:

- ▣ Click the option or list box item, or fill in a text box, as shown in Figure 1.4.



1.4 Filling In a Dialog Box with the Mouse

Opening a Document

You can open documents with the New command or the Open command from the File Menu. The New command is for opening a new untitled document. The Open command is for opening a document that is already stored on your disk.

You can also open a new or existing document from the MS-DOS Executive window.

Opening a New Document

When you run WRITE.EXE from the MS-DOS Executive window, Write begins with a new untitled document. While you are using Write, you can open a new document with the New command.

To open a new document from Write:

- ▣ Choose New from the File Menu.

Opening a new document

Opening an existing document

Opening an Existing Document

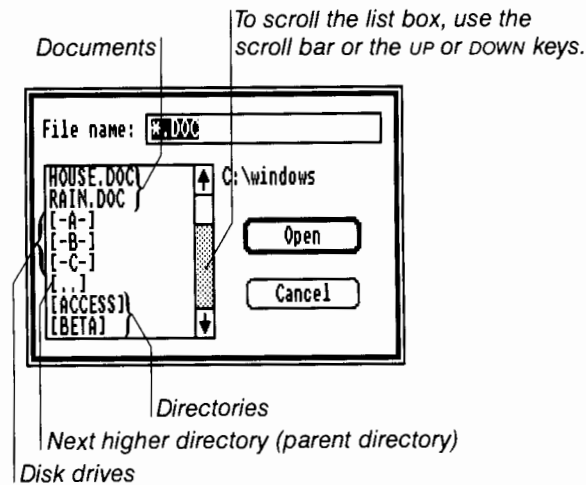
With the Open command, you can open a document you have saved. You can also open different disk drives and directories to gain access to documents stored in them.

To open an existing document from Write:

- 1 Choose Open from the File Menu.

You will see this dialog box:

1.5 Open Dialog Box



- 2 Select the name of the document you want to open.
- 3 Choose the Open button to complete the command.

Or, with the mouse, double click the name of the document you want to open.

If you open a document name, Write opens the document.

If you open a disk drive or directory, Write makes it the default disk drive or directory and displays the contents in the list box. Select again and choose the Open button. This way, you gain access to documents that are not on the current disk drive or in the current directory.

Opening a Document from the MS-DOS Executive

You can also run Write and open a document at the same time from the MS-DOS Executive window. The document must be stored in the same directory as WRITE.EXE.

To open an existing document from the MS-DOS Executive:

- 1 Expand the MS-DOS Executive window.
- 2 Select a Write document name and press the ENTER key.
Or, double click the document name with the mouse.

Opening More Than One Write Window

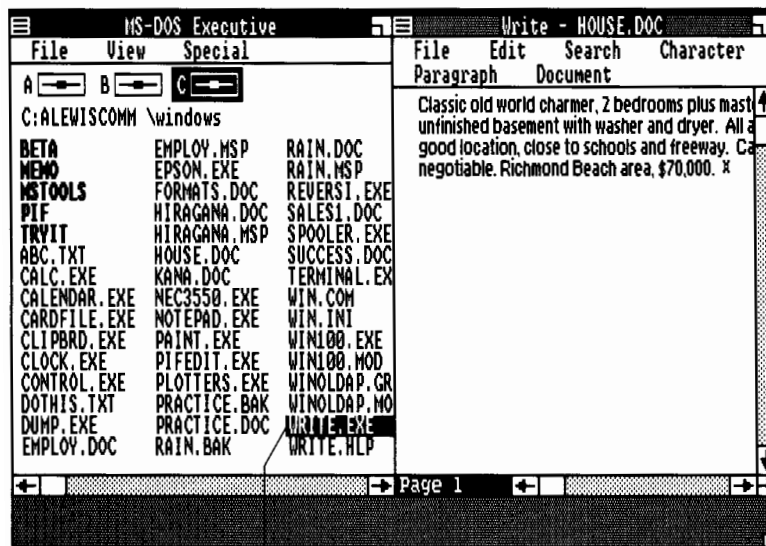
You can have more than one Write window open at a time. To do this, you need at least 512K random access memory in your computer.

To open an additional Write window:

- 1 Begin with a Write window open on your screen.
- 2 Expand the MS-DOS Executive window so that it shares the screen with the Write window.
- 3 Select and run WRITE.EXE.

Opening a document from the MS-DOS Executive

Opening more than one Write window



1.6 Opening an Additional Write Window

Press the ENTER key to open another Write window.

- 4 Open a document in the new Write window.

Note If you have the same document open in two different windows, you will see your changes only in the window you are working in. The document will not be updated in the other window unless you close and reopen it.

Saving a Document

When you save a document, Write stores the latest version of the document on the disk.

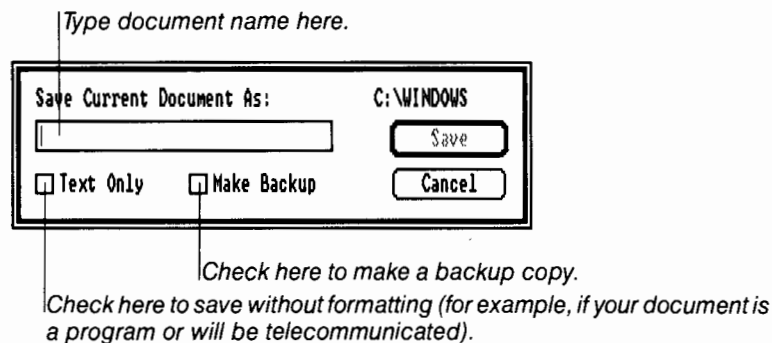
You will usually want to save your Write document before you close the Write window or open another document. It is also a good idea to save often while you are working with Write. Saving frequently helps Write perform faster, and it minimizes lost work if there is a power interruption.

To save a document:

- 1 Choose Save from the File Menu.

You will see this dialog box:

1.7 Save Dialog Box



- 2 Type the name you want the document to have.
If the document already has a name, Write proposes that name. See "Document Names" below for more information.
- 3 Choose the Save button to carry out the command, or press the ENTER key.

If you enter a name that already exists in the current MS-DOS directory, Write asks if you want to replace the existing file. Choose the Yes button only if you want to delete that file and replace it with the document you are saving. Otherwise, choose the No button and type a different document name.

While saving, Write briefly displays the number of characters contained in the document. The number appears in the lower-left corner of the window, where the page status usually appears. After saving, Write returns to the document so you can resume working.

Document Names

Keep in mind the following guidelines when you create a name for a Write document.

- The characters in a document name can be letters or numbers. You can enter the letters in upper or lower case, but Write always displays them in upper case.
- A name can have up to eight characters, plus an extension. An extension always begins with a period and can have up to three characters.
- Write automatically adds the extension .DOC for you. This extension is a good way to identify all your Write documents. If you add your own extension when you save the document, or if you just end the name with a period, Write does not add .DOC.

Saving More Than One Version

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 command to give the new version a slightly different name. For example, the new version of RESUME.DOC could be named RESUME2.DOC.

To save more than one version of a document:

- 1 Choose Save from the File Menu.
- 2 Type the name for the new version of the document in the text box.
- 3 Choose the Save button to carry out the command.

Document names

Saving more than one version

Saving a backup copy

Saving a Backup Copy

You can use the Save command to make a backup copy of your document. You must save the document one time before you can make a backup copy. The backup copy is the version of the document that was saved with the previous Save command. The backup copy has the same name as the document and the extension .BAK.

To save a backup copy:

- 1 Choose Save from the File Menu. Write proposes the current name of the document.
- 2 Select the Make Backup check box.
- 3 Choose the Save button to carry out the command.

Saving text only

Saving Text Only

You can ask Write to save only the text in your document, without the formatting. You may want to eliminate formatting if your document is a program or if you will be telecommunicating the text to another computer. Or, you may want to move unformatted text to another WIN application and format it there.

To save text only:

- 1 Choose Save from the File Menu.
- 2 Select the Text Only check box.
- 3 Choose the Save button to carry out the command.

Saving to a different disk drive

Saving to a Different Disk Drive

Normally, Write saves documents to the current disk drive, which is the drive containing WRITE.EXE. If you have a hard disk, you can save to a different disk drive by preceding the document name with the drive letter and a colon.

Note If you have a two-drive floppy disk system, do not save to a different disk. You must always save your documents on the Write disk in drive A. If you have a hard disk system you may want to save to a disk in drive A or B.

To save to a different disk:

- 1 Choose Save from the File Menu.
- 2 Type the name of the document preceded by a letter and colon for the drive you want to save to.
For example, type *B:RESUME.DOC* to save RESUME.DOC on the disk in drive B.
- 3 Choose the Save button to carry out the command.

Saving to a Subdirectory

Normally, Write saves documents to the current directory. You can save a document to a subdirectory by preceding the document name with a subdirectory name and a backslash.

To save to a subdirectory:

- 1 Choose Save from the File Menu.
- 2 Type the subdirectory name, a backslash, and the document name.
For example, type *JOBS\RESUME.DOC* to save the document RESUME.DOC in the subdirectory JOBS. JOBS must be a subdirectory in the current directory.
- 3 Choose the Save button to carry out the command.

The subdirectory you specify must already have been created with MS-DOS. Write will not create the subdirectory for you.

Ending a Write Session

When you are finished using Write, close the Write window.

To close the Write window:

- ▣ Choose Close from the System Menu.
Or, double click the System Menu box with the mouse.

If you have unsaved changes in the document, Write asks if you want to save them before closing.

If you end the Windows session without closing the Write window, Windows closes it for you. If you have unsaved changes in a Write document, Windows asks if you want to save them before ending the session.

Saving to a subdirectory

Ending a Write session

2 Editing a Document

This chapter tells you how to type and edit text with Write. Editing techniques include deleting, inserting, moving, and finding text. You can practice each technique by working through the sections called “Now Try This.”

In this chapter:

- Typing text
- Scrolling and selecting text
- Deleting text
- Inserting text
- Moving and copying text
- Finding and changing text
- Undoing your last action



Typing text

Typing Text

To type text with Write, start the program, then start typing. There are several things to keep in mind:

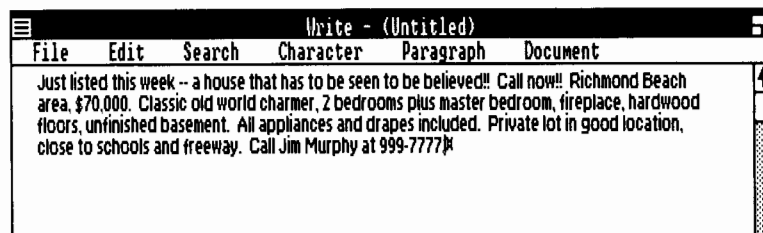
- As you type, text appears to the left of the blinking insertion point.
- If you make a typing mistake, press the BACKSPACE key. It erases characters as it backs over them.
- Press the ENTER key only when you want to begin a new paragraph, leave some blank lines, or begin a new line before you reach the right margin.

You do not need to press the ENTER key when you reach the end of each line because Write automatically starts the next line for you. This is called wordwrap. Each time you reach the right margin, the insertion point and the word you are typing automatically move to the next line.

Now Try This

- 1 Start Write as described in “Getting Started.”
- 2 Type the paragraph shown below. Do not press the ENTER key as you type. To erase typing mistakes, press the BACKSPACE key.

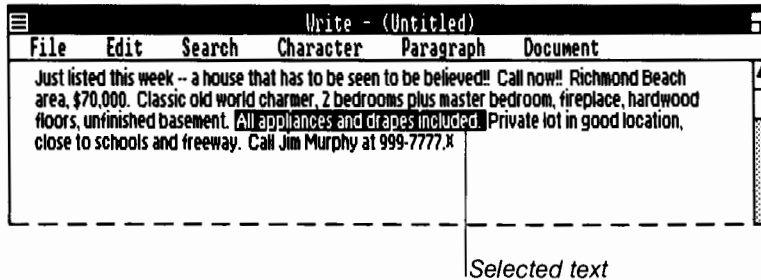
2.1 Typing Example



The text on your screen may not look exactly like the text shown here. This is because Write displays text in different fonts, depending on the current printer. For more information, see the Appendix, “Fonts and the Current Printer.”

Scrolling and Selecting Text

Scrolling is the process of moving the document text through the window. Selecting is the process of highlighting text on the screen. You want to be able to scroll efficiently so you can go where you want in the document. You want to be able to select text easily because many commands and actions with Write require you to first select text.



2.2 Selected Text

Scrolling and Selecting with the Keyboard

The following lists show you how to move the insertion point, scroll a document, and select text with the keyboard.

Moving the Insertion Point

To move	Press
Left, right, up, or down	A DIRECTION key: LEFT, RIGHT, UP, or DOWN
To the next or previous word	CTRL-RIGHT or CTRL-LEFT
To the beginning or the end of the line	HOME or END
To the next or previous sentence	GOTO-RIGHT or GOTO-LEFT (The GOTO key is the 5 on the keypad.)
To the next or previous paragraph	GOTO-DOWN or GOTO-UP (The GOTO key is the 5 on the keypad.)
To the top or bottom of the window	CTRL-PAGE UP or CTRL-PAGE DOWN

To move continuously, press and hold down the key or key combination. The document scrolls as necessary.

Moving the insertion point with the keyboard

Scrolling with the keyboard

Scrolling

To scroll	Press
Down or up one windowful	PAGE DOWN or PAGE UP
To the beginning or end of the document	CTRL-HOME or CTRL-END
To the next or previous page	GOTO-PAGE DOWN or GOTO-PAGE UP (The GOTO key is the 5 on the keypad.)

To scroll continuously, press and hold down the key or key combination.

For more information on printed pages, see “Paginating” in Chapter 5, “Printing a Document.”

Selecting text with the keyboard

Selecting Text

To select text, hold down the SHIFT key while holding down any key combination that scrolls or moves the insertion point. The SHIFT key indicates that you want to highlight the text as you move over it. For example:

To select	Press
Characters	SHIFT-LEFT or SHIFT-RIGHT
Words	SHIFT-CTRL-LEFT or SHIFT-CTRL-RIGHT
Lines	SHIFT-UP or SHIFT-DOWN

Now Try This

Practice moving the insertion point, scrolling, and selecting text in the real estate listing you typed.

- Press and hold down a DIRECTION key to move the insertion point continuously.
- Press the HOME or END key to move the insertion point to the beginning or end of a line.
- Press GOTO-LEFT to move to the previous sentence, and press GOTO-RIGHT to move to the next sentence.
- Press CTRL-HOME or CTRL-END to move the insertion point to the beginning or end of the document.
- Press PAGE DOWN to scroll down to the next windowful, and press PAGE UP to scroll back up.

- Press and hold down the SHIFT-DIRECTION keys to select some text.

Scrolling and Selecting with the Mouse

This section shows you how to move the insertion point, scroll a document, and select text with the mouse.

Moving the Insertion Point

To move the insertion point to a new position on the screen:

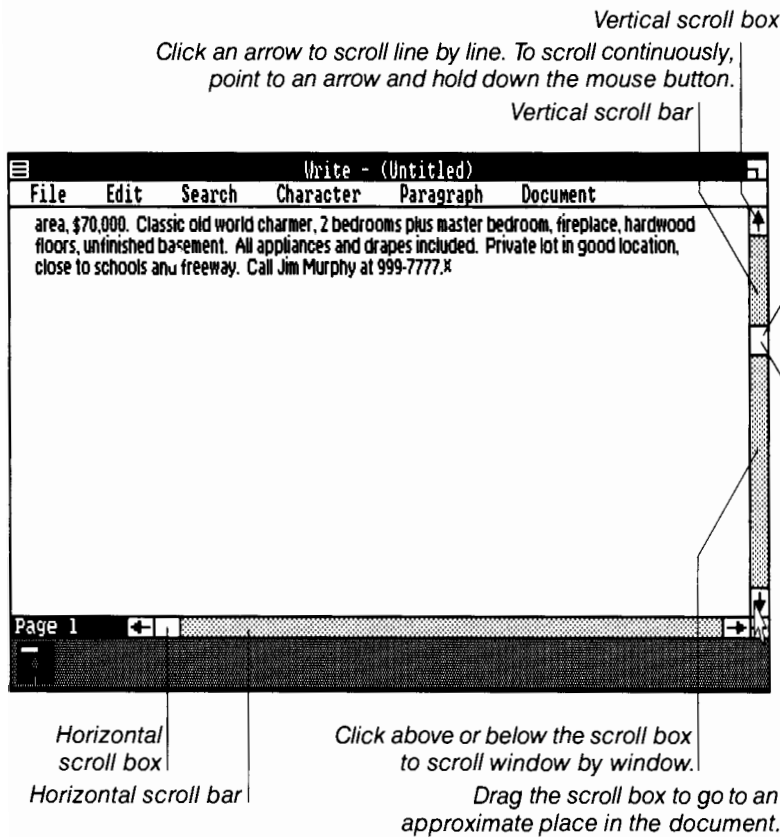
- ▣ Position the mouse pointer and click the mouse button.

Scrolling

To scroll with the mouse, use the scroll bars on the bottom and right side of the Write window, as shown in Figure 2.3.

Moving the insertion point with the mouse

Scrolling with the mouse



2.3 Using Scroll Bars

Selecting Text

Selecting text with the mouse

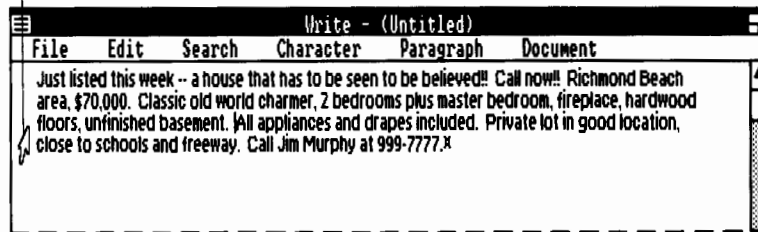
To select	Do this
Any text	Point to where you want to begin selecting text and press the mouse button. Drag over the text you want to select. Release the mouse button.
Words	Point to a word and double click to select it. Hold the second click and drag to extend the selection a word at a time.
Between points	Point to the starting place for the selection and click. Move the insertion point to a stopping place, hold down the SHIFT key, and click.

Using the selection bar

Selecting with the Selection Bar The far left edge of the window is called the selection bar. In the selection bar, the mouse pointer changes to an arrow that slants to the right. The selection bar provides some additional options for selecting text.

2.4 The Selection Bar

Mouse pointer in selection bar



To select	Do this
By the line	Move to the selection bar and point to a line. Click to select the line. Drag to select more than one line.
By the paragraph	Move to the selection bar and point to a paragraph. Double click to select the paragraph. Hold the second click and drag to extend the selection a paragraph at a time.
Between points	Use the selection bar to select a line or paragraph. Move to another line or paragraph on the selection bar, press the SHIFT key, and click. Write selects all lines or paragraphs between the two points.
The entire document	Move to the selection bar, press the CTRL key, and click.

Now Try This

Practice moving the insertion point, scrolling, and selecting text with the mouse in the real estate listing you typed.

- Position the mouse pointer anywhere in the document and click the mouse button to move the insertion point there.
- Click below the scroll box on the vertical scroll bar to scroll down to the next windowful, and click above the scroll box to scroll back up.
- Position the mouse pointer anywhere in the document and press and drag over some text to select it.
- Position the mouse pointer in the selection bar and press and drag to select some lines.

Going to a Specific Page

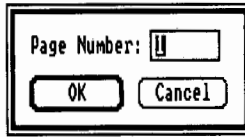
You can also scroll to a specific page number with the Go To Page command. The Go To Page command only works when you have divided the document into pages. You divide a document into pages by printing it or by choosing the Repaginate command from the File Menu. For more information on paginating, see Chapter 5, "Printing a Document."

Going to a specific page

To go to a specific page:

- 1 Choose Go To Page from the Search Menu, or press the F4 key.
You will see this dialog box:

2.5 Go To Page Dialog Box



- 2 Type the page number that you want to go to.
- 3 Choose the Ok button to carry out the command.

Deleting text

Deleting Text

There are five ways to delete text with Windows Write:

- With the BACKSPACE key
- With SHIFT-BACKSPACE
- With the DELETE key
- With the Cut command
- By typing over text you have selected

To delete

Do ONE of these

One character

Place the insertion point to the right of the character and press the BACKSPACE key.

Place the insertion point to the left of the character and press SHIFT-BACKSPACE.

More than one character

Select the text, then choose Cut or press the DELETE key.

Select the text, then start typing. The selected text is deleted and the text you type is inserted in its place.

When you delete a selection with the Cut command or the DELETE key, you remove the text from the document and put it on the Clipboard.

Using the Clipboard

The Clipboard holds information that you delete or copy from applications running with Windows. While text is on the Clipboard, you can paste it elsewhere in your Write document. You can also paste the contents of the Clipboard into another Write document or into another Windows application.

When you put information on the Clipboard, it stays there until you choose Cut or Copy again. Pasting the information from the Clipboard into a document or other application does not remove the contents of the Clipboard. You can also use the Clipboard to move or copy graphics and text into your Write document from other Windows applications. For more information, see Chapter 4, "Pasting from Other Applications." For more information on pasting text from the Clipboard, see "Inserting Text" and "Moving and Copying Text" later in this chapter.

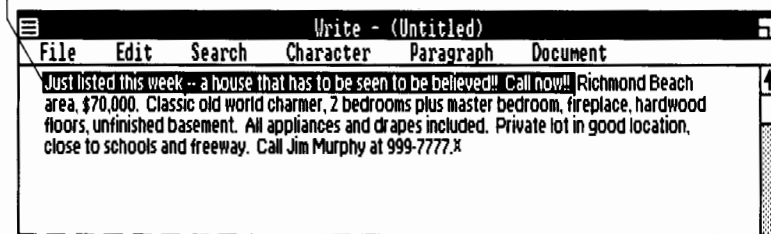
If you wish, you can expand the Clipboard to see its contents. To do so, run CLIPBRD.EXE from the MS-DOS Executive window. See the *Microsoft Windows User's Guide* for more information.

Now Try This

Delete sentences from the real estate listing.

- 1 Select the first two sentences in the paragraph, as shown below.
- 2 Choose Cut from the Edit Menu, or press the DELETE key, the shortcut key for the Cut command.

Choose Cut to delete the selected text, or press the DELETE key.



Using the Clipboard

2.6 Deleting Selected Text

Inserting Text

There are two ways that you can insert text in your document:

- By typing the text
- By inserting text from the Clipboard.

Inserting text by typing

To insert text by typing:

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

The text to the right of the insertion point moves over as you type the new text.

Inserting text from the Clipboard

To insert text from the Clipboard:

- 1 Move the insertion point to where you want to insert the text.
- 2 Choose Paste from the Edit Menu, or press the INSERT key, the shortcut key for the Paste command.

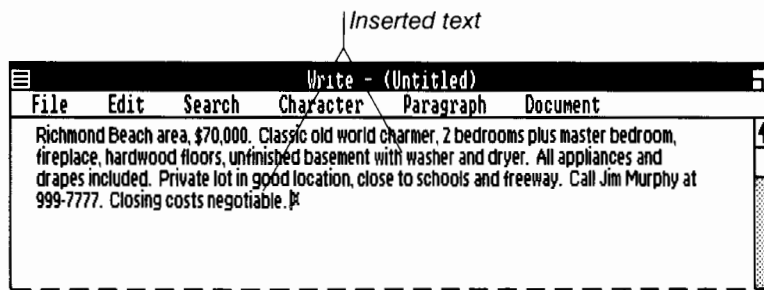
For more information on the Clipboard, see the sections “Deleting Text” and “Moving and Copying Text” in this chapter.

For information on inserting graphics into your document, see Chapter 4, “Pasting from Other Applications.”

Now Try This

Insert text in the real estate listing.

- 1 Position the insertion point before the period (.) following “basement”.
- 2 Press the SPACEBAR, then type *with washer and dryer*
- 3 To insert text at the end of the document, position the insertion point before the end mark. Press the SPACEBAR and type *Closing costs negotiable.*



2.7 Inserted Text

Moving and Copying Text

Moving text means that you delete it from its original location in a document and insert it at a new location. Copying text means that you take a copy of some text without deleting the original text, and insert it at another location. Both actions use the Clipboard to hold the text while you move or copy it.

You can move or copy text:

- Within a document
- Between Write documents
- Between Write and other WIN applications

Moving Text

To move text:

- 1 Select the text.
- 2 Choose Cut from the Edit Menu, or press the DELETE key, the shortcut key for the Cut command.
- 3 Position the insertion point where you want to move the text.
- 4 Choose Paste from the Edit Menu, or press the INSERT key, the shortcut key for the Paste command.

Moving text

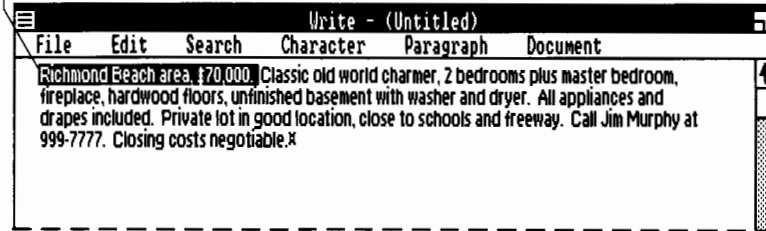
Now Try This

Move a sentence from one part of the real estate listing to another as follows:

- 1 Select the text as shown.

2.8 Deleting Text to the Clipboard

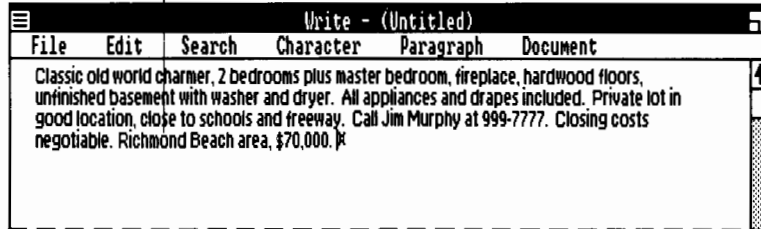
Choose *Cut* to delete the selected text to the Clipboard.



- 2 Choose *Cut* from the Edit Menu.
- 3 Move the insertion point to just before the end mark.
- 4 Choose *Paste* from the Edit Menu.

2.9 Pasting Text from the Clipboard

With the *Paste* command, you inserted this text from the Clipboard.



Copying text

Copying Text

To copy text:

- 1 Select the text.
- 2 Choose *Copy* from the Edit Menu, or press the F2 key, the shortcut key for the Copy command.
- 3 Position the insertion point where you want to insert the text.
- 4 Choose *Paste* from the Edit Menu, or press the INSERT key.

Repeat steps 3 and 4 to make additional copies of the text.

Note A copy of the text remains on the Clipboard until the next time you choose the Cut or Copy command. The Clipboard holds only the text from the most recent Cut or Copy command. If you cut or copy again before you insert, your original text will be lost from the Clipboard.

Moving and Copying with the Mouse

If you have a mouse, you can use the following shortcut methods for moving and copying text.

To move text with the mouse:

- 1 Select the text you want to move.
- 2 Point to where you want to insert the text.
- 3 Hold down the SHIFT and ALT keys.
- 4 Click the mouse button.

Write cuts the selected text and inserts it at the new location.

To copy text with the mouse:

- 1 Select the text you want to copy.
- 2 Point to where you want to copy the text.
- 3 Hold down the ALT key.
- 4 Click the mouse button.

Write copies the selected text and inserts it at the new location.

Moving and Copying Between Write Documents

You can move and copy text from one document to another. The procedures are similar to moving and copying within a document.

To move text between documents:

- 1 Select the text you want to move.
- 2 Choose Cut from the Edit Menu, or press the DELETE key.
- 3 Open the document you want to move the text to.
- 4 Place the insertion point where you want to insert the text in the new document.
- 5 Choose Paste from the Edit Menu, or press the INSERT key.

Moving text with the mouse

Copying text with the mouse

Moving text between documents

Copying text between documents

To copy text between documents:

- 1 Select the text you want to copy.
- 2 Choose Copy from the Edit Menu, or press the F2 key.
- 3 Open the document you want to copy the text to.
- 4 Place the insertion point where you want to insert the text in the new document.
- 5 Choose Paste from the Edit Menu, or press the INSERT key.

Note After you cut or copy text from a Write window to the Clipboard, do not close the Write window. If you close the window, the formatting for the text on the Clipboard will be lost.

You can also paste text and graphics from other applications into your Write documents. For more information, see Chapter 4, “Pasting from Other Applications.”

Finding and Changing Text

You can easily locate text and change it with the commands in the Search Menu. You can:

- Search for text up to 255 characters in length.
- Change all occurrences of the text in a document.
- Change only those occurrences you want to.

Finding text

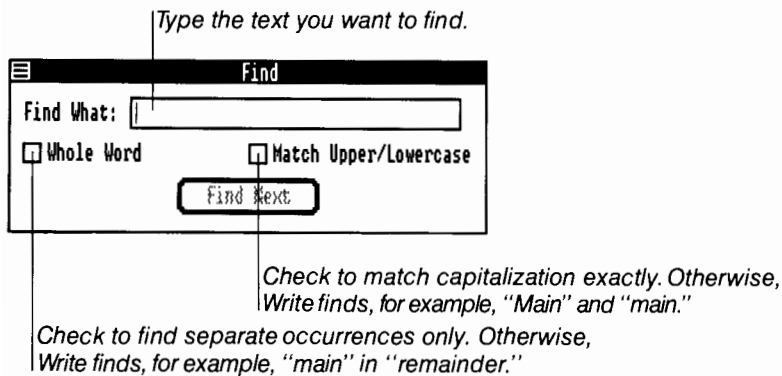
Finding Text

Use the Find command to look for a character, word, or group of characters or words. The Find command 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 insertion point or to the end of the selection.

To find text:

- 1 Choose Find from the Search Menu.

You will see this dialog box:



2.10 Find Dialog Box

- 2 Choose the Find Next button to start the search, or press the ENTER key.

Write searches for the text and selects the first occurrence, if there is one. If there are no occurrences of the text in the document, you see an alert box saying "Search text not found."

To continue the search after an occurrence is selected:

- 1 Choose the Find Next button again.

When all occurrences of the search text have been found, you see an alert that says "Search complete."

You can search for text using a question mark (?) to match any single character. For example, if the search text is hea?, you might find "head," "heal," "heap," "hear," or "heat."

You can search for text that includes spaces, tabs, paragraph marks, and page breaks. Enter these special characters in the search text:

Enter	To stand for
<code>^w</code>	White space. Searches for any combination of spaces, tab characters, paragraph marks, and page breaks.
<code>^t</code>	Tab character.
<code>^p</code>	Paragraph mark.
<code>^d</code>	Page break.

Note You can also use the above characters (except for `^w`) when you find and change text with the Change command. For more information, see “Changing Text” later in this chapter.

When you are finished finding text, close the Find dialog box.

To close the Find dialog box:

- Press the ESC key, or choose Close from the System Menu on the Find dialog box.

Editing between finds

Editing Between Finds

Often you want to edit the document after you find each occurrence of the search text. This is best accomplished by closing the Find dialog box after finding the first occurrence, and then using the Repeat Last Find command.

With the Repeat Last Find command, you can continue searching for text with or without the Find dialog box on the screen. The Repeat Last Find command finds the next occurrence of the search text used in the last Find command. The shortcut key for the Repeat Last Find command is the F3 key. You can search quickly through a document by pressing the F3 key repeatedly.

To edit between finds:

- 1** Use the Find command to find the first occurrence of the search text.
- 2** Close the Find dialog box.

- 3 Edit the document.
- 4 Choose Repeat Last Find from the Search Menu, or press the F3 key.

Repeat steps 3 and 4 to continue finding and editing.

Note You can also use the Repeat Last Find command after first choosing the Change command. For more information about the Change command, see “Changing Text” below.

Changing Text

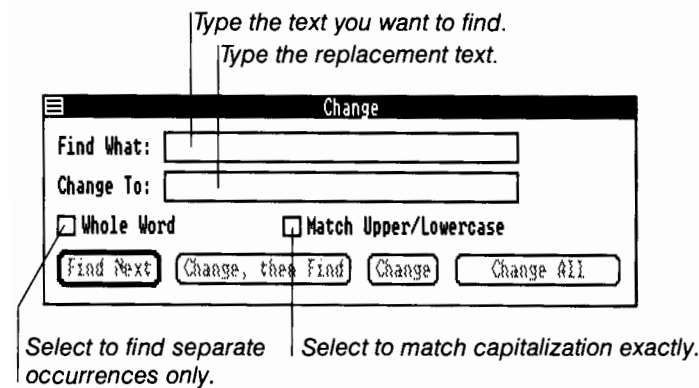
Use the Change command to find text and replace it with something else, or to change all occurrences of the text automatically.

The Change command searches forward from the insertion point, then goes to the beginning of the document and comes back to the insertion point. However, if you select one or more characters before choosing the Change command, the command operates only within that selection.

To find and change text:

- 1 Choose Change from the Search Menu.

You will see this dialog box:



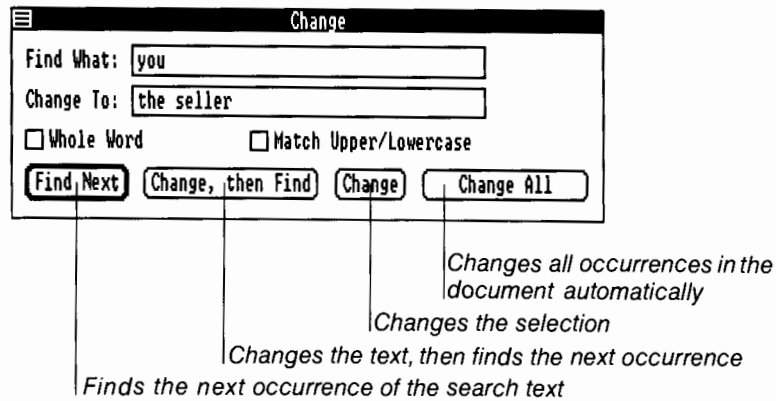
- 2 Choose one of the buttons to start: Find Next; Change, then Find; Change; or Change All.

Finding and changing text automatically



2.11 Change Dialog Box

2.12 Change Dialog Box Buttons



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

When the entire document has been searched, you see the message “Search complete.”

When you are finished changing text, close the Change dialog box.

To close the Change dialog box:

- Press the ESC key, or choose Close from the System Menu on the Change dialog box.

Often you want to make changes in part of a document rather than the entire document. To do this, select part of the document before you choose the Change command. The Change command then operates only within the selection, and the Change All button becomes the Change Selection button.

To change text within a selection:

- 1 Select the part of the document in which you want to find and change text.
- 2 Choose Change from the Search Menu.
- 3 Fill in the Find What and Change To text boxes.
- 4 Choose a button to start.

The Change Selection button changes all occurrences of the search text found within the selection.

Now Try This

Open the document called PRACTICE.DOC that comes on your Write disk. This is a longer document that is good for practicing your find and change skills. If you currently have the real estate listing or other document open, save that document before you open PRACTICE.DOC.

Choose the Save command to save the current document. If the current document is the real estate listing, save it with the name HOUSE.

- 1 Choose the Open command and open the document PRACTICE.DOC.
- 2 Choose Change from the Search Menu.
- 3 Type *you* in the Find What box.
- 4 Type *the seller* in the Change To box.
- 5 Choose each of the buttons in turn to see what happens.
 - Find Next: finds the first occurrence of "you."
 - Change, then Find: changes the first occurrence of "you" to "the seller," then finds the next occurrence of "you."
 - Change: changes that occurrence of "you" to "the seller."
 - Change All: changes the remaining occurrences of "you" to "the seller."
- 6 Press the ESC key to close the Change dialog box.

Undoing Your Last Action

Undoing your last action

You can use the Undo command from the Edit Menu to reverse your most recent action.

When you open the Edit Menu, the Undo command names the most recent action: Undo Typing, Undo Editing, or Undo Formatting.

To undo:

- Choose Undo from the Edit Menu.

If your most recent action was undo, the Undo command reverses the undo, so you have plenty of opportunity to change your mind. Using the Undo command, you can switch back and forth between two versions of text to see which you prefer.

3 Formatting Your Work

Formatting is the process of giving your document the appearance you want. You can change the appearance of the characters, the spacing and alignment of lines in each paragraph, and the page layout for the entire document. Most of the formats you choose appear on your screen as they will appear in the printed document.

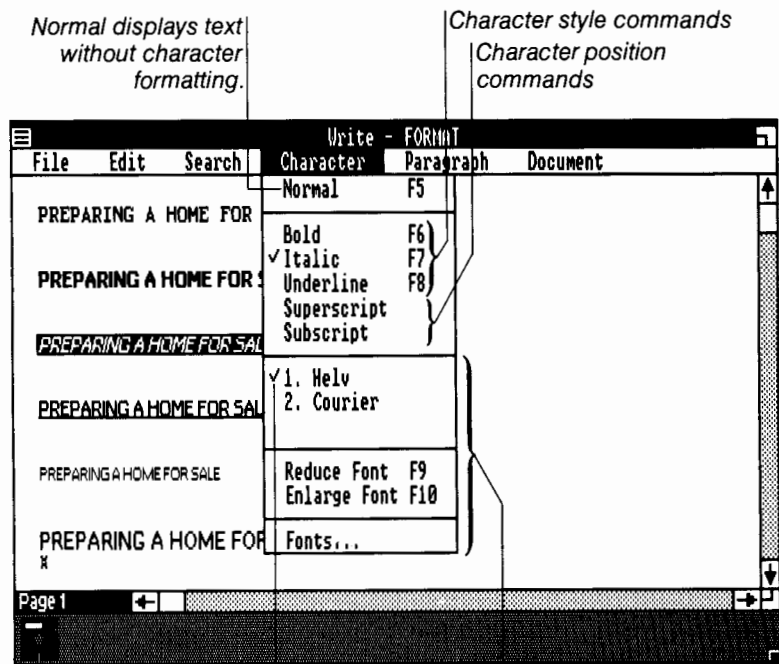
In this chapter:

- Formatting characters
- Formatting paragraphs
- Formatting documents

Formatting Characters

The commands in the Character Menu control the style, position, font, and font size of characters in your document.

3.1 Character Menu



Normal displays text without character formatting.

*Character style commands
Character position commands*

A checkmark indicates a format that applies to the selection.

Font and font size commands. The available fonts vary depending on the current printer and the fonts you install.

On the screen, Write displays character formats that resemble the formats you will see when you print the document. If your printer cannot print a format, such as italic, Write does not display it. However, the selection still has the format, as indicated by a checkmark on the menu. If you change to a printer that prints the format, Write changes the display. See "Changing the Printer" in Chapter 5, "Printing a Document," for information on how to change the printer.

Write saves character formats when you save your document. Write also keeps character formats when you move or copy your formatted text to other parts of the document or to another Write document.

When you type text, it will have the same formats as the text just before the insertion point unless you change the format right before you start typing.

Changing Character Styles

Character styles add emphasis to text by making it bold, italic, or underlined. You can apply more than one character style to the same characters. For example, if you choose Bold, then Italic, then Underline for the same selection, all three styles apply.

To change or add character styles:

- 1 Select the text you want to change.
- 2 Choose the style you want from the Character Menu, or press a shortcut key as shown below.

To choose	Press
Normal	F5
Bold	F6
Italic	F7
Underline	F8

If you choose a style that is already checked, Write removes that style from the selection. For example, if Bold is already checked, choosing Bold again cancels it.

Creating Superscripts and Subscripts

Superscripts and subscripts are characters that appear slightly above or below the rest of the text. They are also scaled to a smaller size. Use them for notations such as H₂O or 64².

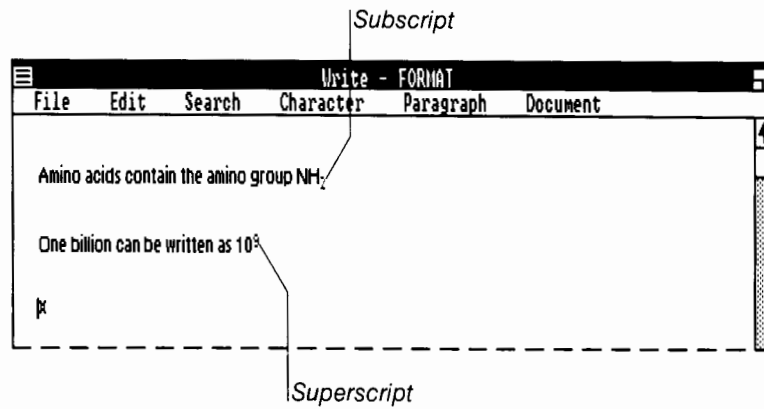
To create a superscript or subscript:

- 1 Select the text you want to be a superscript or subscript.
- 2 Choose Superscript or Subscript from the Character Menu.

Changing character styles

Creating superscripts and subscripts

3.2 Superscript and Subscript Examples



Fonts

The font is the design of the alphabet in which text is displayed or printed.

On the screen, Write displays the fonts and sizes that closely resemble the output you will obtain with the current printer. The design of the alphabet may not match exactly, but the line breaks and page breaks are accurate.

Changing Fonts and Size with the Character Menu

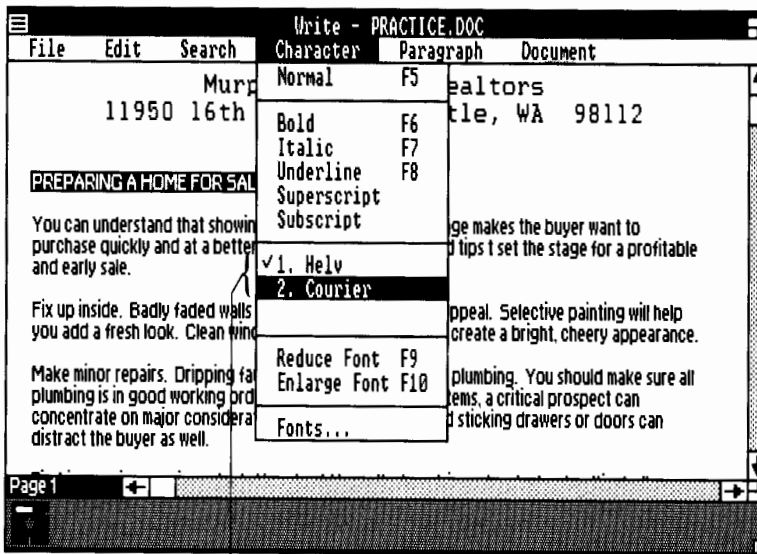
The Character Menu contains the names of the fonts that you can assign to text in your document, and commands to reduce or enlarge the fonts. Up to three font names are displayed on the menu itself, and more may be displayed in the Fonts command dialog box. The font names you see depend on the current printer. For more information on fonts and the current printer, see the Appendix, "Fonts and the Current Printer."

Changing fonts with the Character Menu

Changing Fonts When you start typing text in a new document, Write uses the default font for the current printer. If you want to change to a different font, you can choose one of the font names displayed in the Character Menu.

To change fonts:

- 1 Select the text you want to change.
- 2 Choose one of the font names from the Character Menu.



Fonts available with the current printer

3.3 Fonts on the Character Menu

There may be more than three fonts available for the current printer. You can change to a font that is not displayed on the Character Menu with the Fonts command. For more information, see “Changing Fonts and Size with the Fonts Command” later in this chapter.

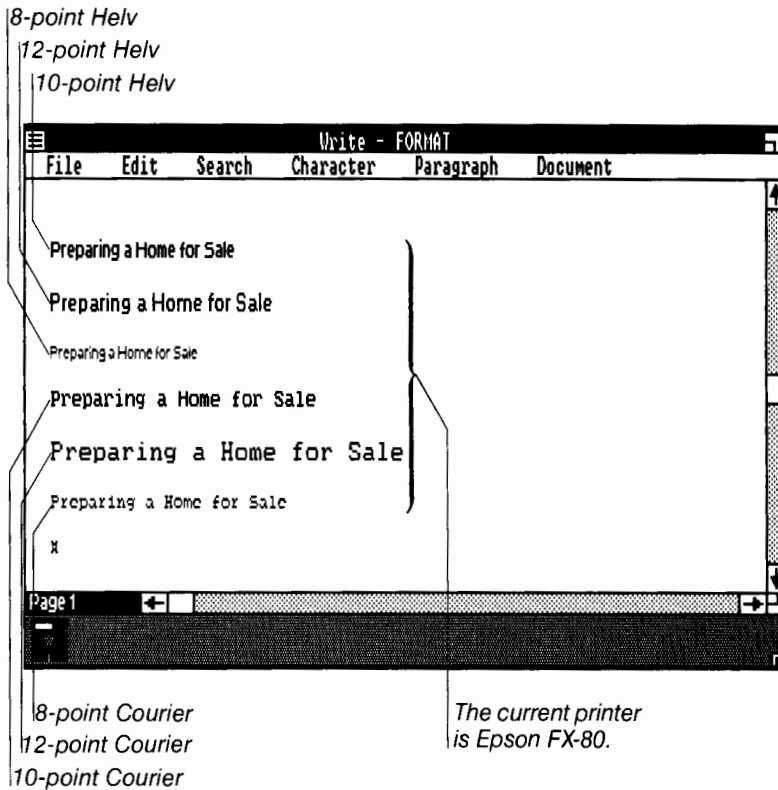
Changing Font Size You can change the font size with the Reduce Font and Enlarge Font commands from the Character Menu.

To change the font size:

- 1 Select the text you want to change.
- 2 Choose Reduce Font or Enlarge Font from the Character Menu. Or, press the shortcut key F9 (Reduce Font) or F10 (Enlarge Font).

Changing font size with the Character Menu

3.4 Font Size Examples



When you choose Reduce Font, Write changes the font size to the next smaller size. When you choose Enlarge Font, Write changes the font size to the next larger size. The sizes are determined by Write, independent of the current printer. If you change to a font size that the current printer does not support, the text on the screen does not change size. If you change to a font size that the current printer does support, you see the size change on the screen.

To find out the current size of some text:

- 1 Select the text.
- 2 Choose Fonts from the Character menu.

The dialog box displays the current font size in the Size text box.

Font sizes are given in points. A font size of 10 points gives about 6 lines of text to the inch when printed.

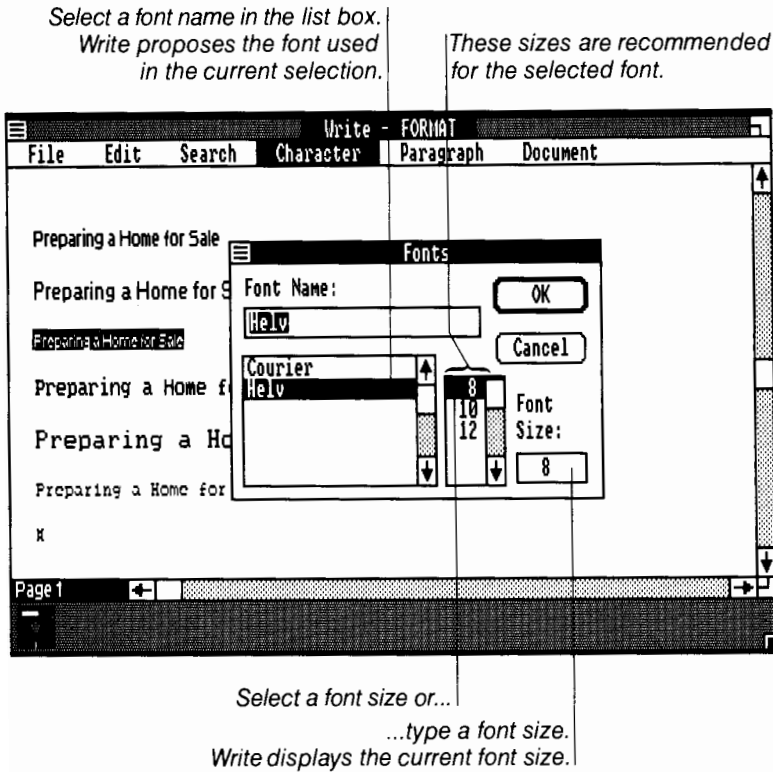
Changing Fonts and Size with the Fonts Command

With the Fonts command you can change to a font that is not displayed on the Character Menu. When you choose the Fonts command, you see a dialog box that lists all the fonts available for the current printer. If you want to select a font that is not on the list, you can add the font name to the list.

To change fonts or font size with the Fonts command:

- 1 Select the text you want to change.
- 2 Choose Fonts from the Character Menu.

You will see this dialog box:



Changing fonts and size with the Fonts command

3.5 Fonts Dialog Box

- 3 Choose the Ok button to carry out the command.

If you enter a font size that cannot be printed on the current printer, Write does not change the size of the text displayed on the screen.

If the current selection has more than one font or font size assigned, the Fonts dialog box does not propose a font name or size. You can leave either of these items blank to indicate “no change.” This is useful if you want to change the font size for a selection that contains various fonts, or change the font name for text that appears in various sizes.

As you assign fonts from the dialog box to your text, the font names displayed on the Character Menu change to reflect the fonts you use most often.

**Adding a font name
to the list**

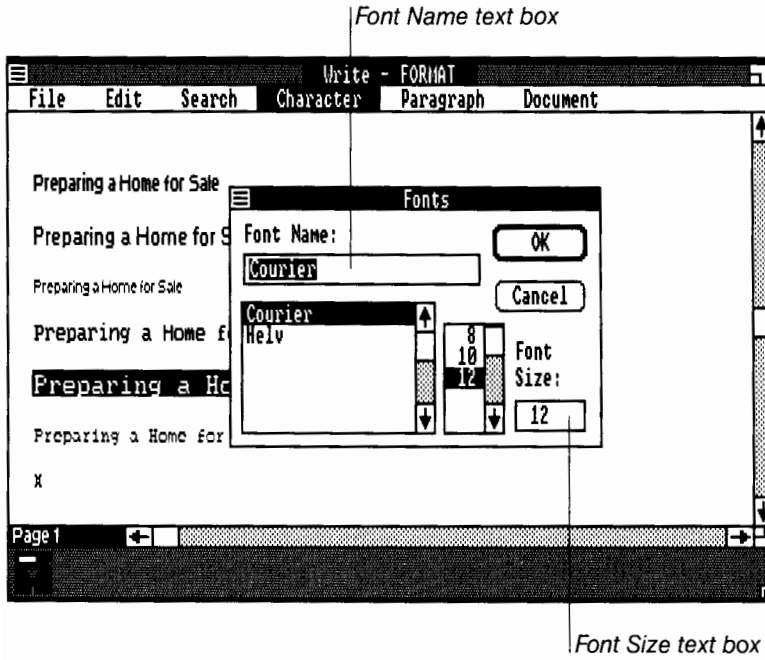
You can add a font name to the list in the Fonts dialog box and then assign that font to text in your document. This is useful if you plan to print the document on a printer other than the current printer.

For example, perhaps the Epson® FX-80 is the only printer installed in your Windows system. But a co-worker uses Windows with a NEC 3550, and you plan to print the document on that system. You can add NEC 3550 font names to the Fonts dialog box and assign them to text in your document. Then you can print the document in the fonts you want on the NEC 3550. You can still print the document on your Epson FX-80, or on another printer; if the Spooler doesn't recognize a font name, it selects an available font and continues printing.

As an alternative, you could install the NEC 3550 (or any other printer) in Windows using Windows Setup or the Control Panel. Then you could change to that printer before you format the document in Write. For more information, see “Changing the Printer” in Chapter 5, “Printing a Document.”

To add a font name to the list:

- 1 Choose Fonts from the Character Menu.



3.6 Font Name and Font Size Text Boxes

- 2 Type the name of a font in the Font Name text box.
- 3 Type the size of the font in the Font Size text box.
- 4 Choose the Ok button to carry out the command.

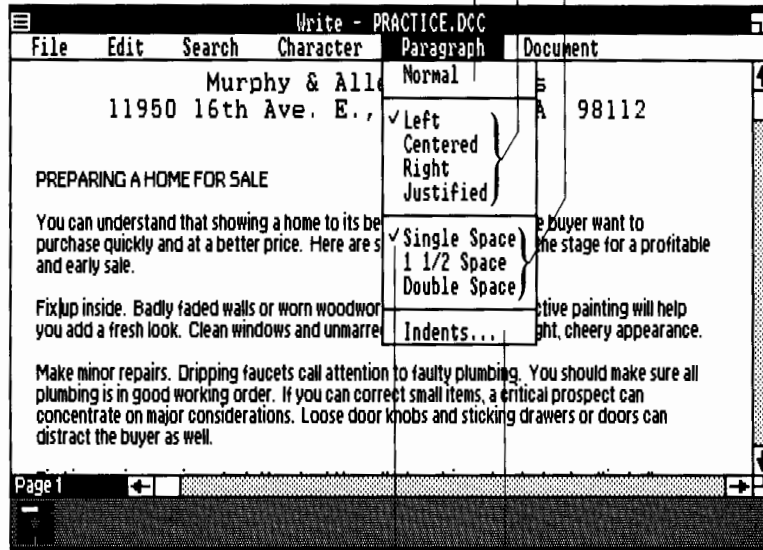
Formatting Paragraphs

The commands in the Paragraph Menu control the alignment, spacing, and indents of lines in each paragraph.

3.7 Paragraph Menu

Normal restores left alignment and single spacing with no indents.

Paragraph alignment
Line spacing



Checkmarks indicate formats for the paragraph containing the insertion point.

Indent changes

Before choosing a command from the Paragraph Menu, position the insertion point inside the paragraph you want to format. Or, you can format more than one paragraph at a time. To do this, make a selection that spans all the paragraphs you want to format. The command affects all the paragraphs that are included in the selection.

Starting a new paragraph

Starting a New Paragraph

To start a new paragraph:

- 1 Position the insertion point where you want to start the paragraph.
- 2 Press the ENTER key.
If you want a blank line between paragraphs, press the ENTER key twice.

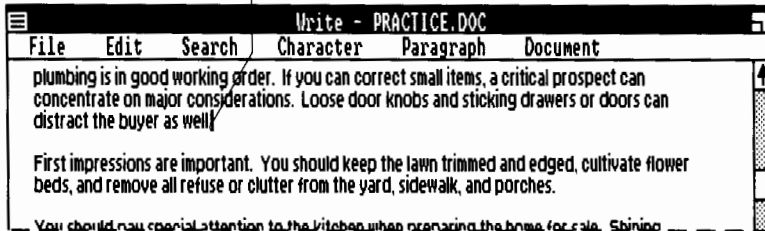
Every time you press the ENTER key, Write inserts a paragraph mark in the document and starts a new line. There is no visible

character for the paragraph mark, so you cannot see it on the screen. But you can select, delete, copy, and move a paragraph mark just as you do other characters.

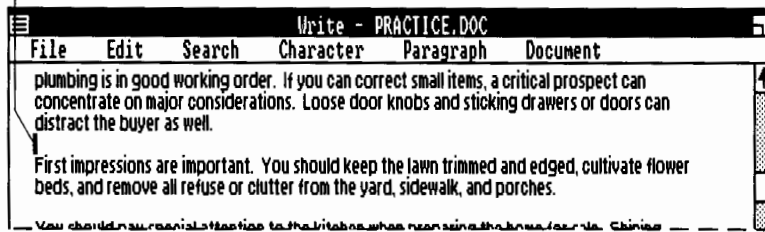
For example, in PRACTICE.DOC, the blank lines between paragraphs were created by pressing the ENTER key twice: once to start a new line and again to leave that line blank. So there are two paragraph marks after each paragraph. You can select an individual paragraph mark as you would select any single character. Or, you can make a selection that includes text and paragraph marks.

3.8 Paragraph Marks

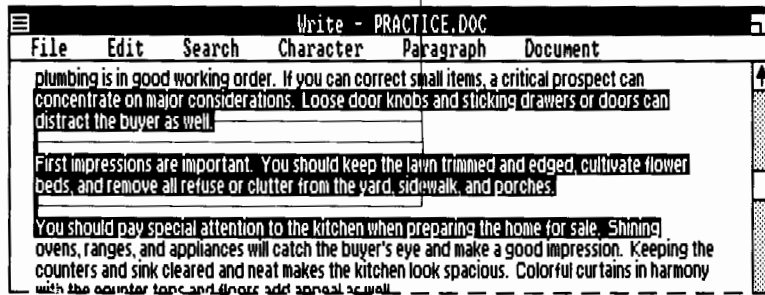
Paragraph mark selected



Paragraph mark selected



Paragraph marks included in selection



When you copy or move a paragraph, include the paragraph mark in the selection to keep the paragraph formats with the paragraph.

A new paragraph starts out with the same formats as the previous paragraph. For example, if you are typing a paragraph that is double-spaced and justified and you press the ENTER key, the following text you type will be double-spaced and justified.

To remove a paragraph break:

- 1 Place the insertion point at the beginning of the paragraph following the break you want to remove.
- 2 Press the BACKSPACE key.

If your paragraphs have a blank line between them, press the BACKSPACE key twice.

Changing paragraph alignment

Changing Paragraph Alignment

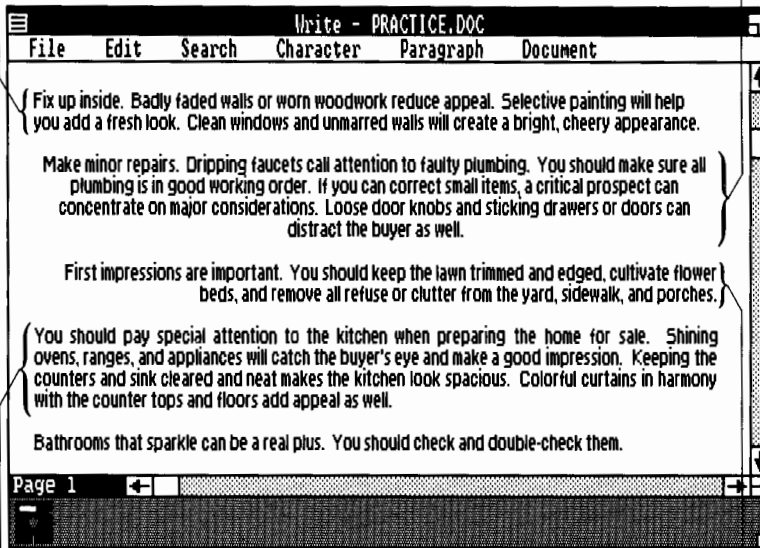
You can align a paragraph on the left margin, the right margin, or both margins (justified), or you can center it between the margins.

To change paragraph alignment:

- 1 Place the insertion point inside the paragraph you want to change.
- 2 Choose one of the alignment commands from the Paragraph Menu: Left, Centered, Right, or Justified.

The Left command aligns a paragraph flush left on the margin.

The Centered command centers each line in the paragraph.



The Justified command adjusts spaces so text fills the line to both margins.

The Right command aligns a paragraph flush right on the margin.

3.9 Paragraph Alignment Examples



Changing Paragraph Line Spacing

You can change the line spacing in a paragraph to single spacing, 1 1/2 spacing, or double spacing.

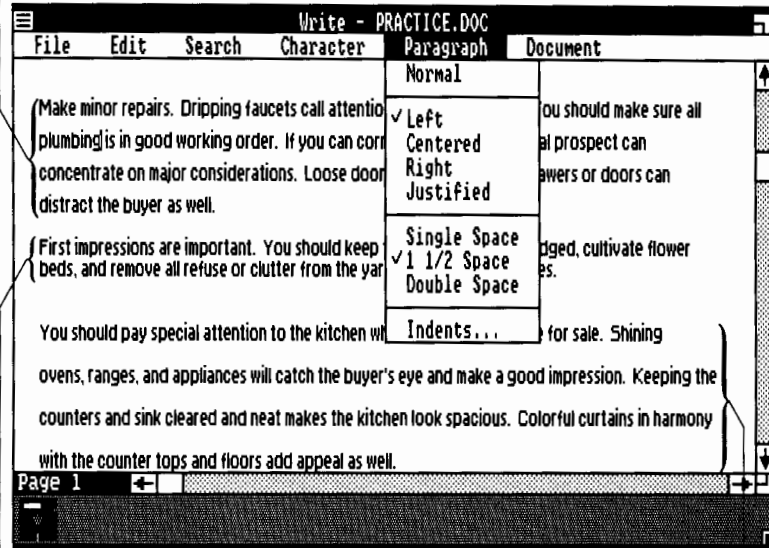
To change line spacing:

- 1 Place the insertion point inside the paragraph you want to change.
- 2 Choose one of the line spacing commands from the Paragraph Menu: Single Space, 1 1/2 Space, or Double Space.

Changing paragraph line spacing

3.10 Paragraph Spacing Examples

1 1/2 space
1/4 inch between lines



Single space
1/6 inch between lines

Double space
1/3 inch between lines

Changing paragraph indents

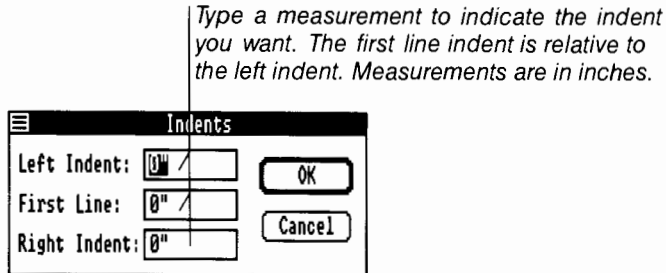
Changing Paragraph Indents

You can indent a paragraph from the left or right margin, and you can indent the first line of a paragraph. Note that indenting is not the same as moving the margin itself. To change the margins for the printed page, see "Changing the Page Layout" later in this chapter.

To change paragraph indents:

- 1 Place the insertion point inside the paragraph you want to change.
- 2 Choose Indents from the Paragraph Menu.

You will see this dialog box:



3.11 Indents Dialog Box

- 3 Type a measurement in inches for any indent you want to change.
- 4 Choose the Ok button to carry out the command.

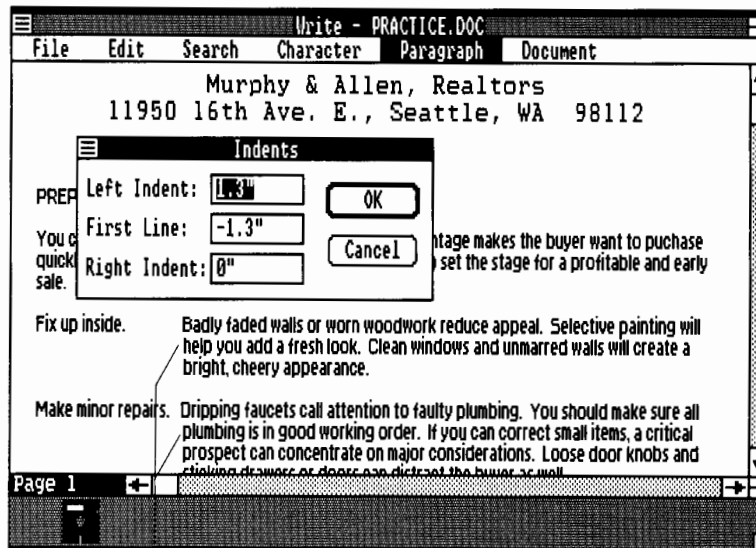
You can also create a hanging indent with the Indents command. In a paragraph with a hanging indent, the first line extends farther to the left than the rest of the paragraph.

To create a hanging indent:

- 1 Place the insertion point inside the paragraph you want to change.
- 2 Choose Indents from the Paragraph Menu.
- 3 Enter a positive number for the measurement of the left margin indent.
- 4 Enter a negative number for the measurement of the first line indent.

Creating a hanging indent

3.12 Paragraphs with Hanging Indent



Hanging indent

- 5 Choose the Ok button to carry out the command.

Formatting Paragraphs with the Ruler

If you have a mouse, you can also change paragraph formats with the Ruler. The Ruler appears at the top of the window when you choose the Ruler On command from the Document Menu.

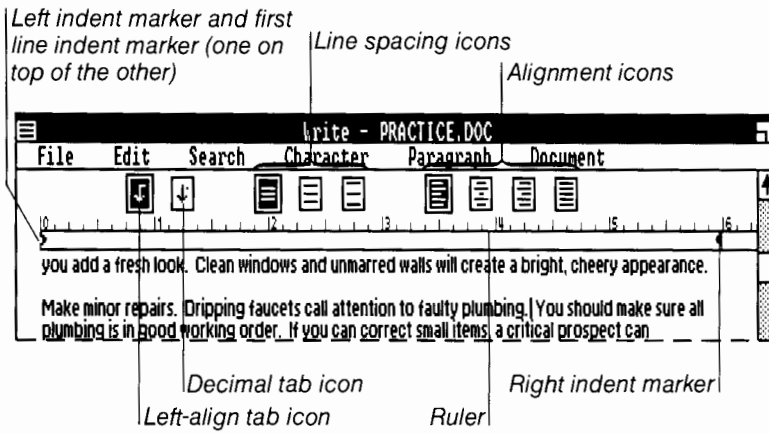
To display the Ruler:

- Choose Ruler On from the Document Menu.

To hide the Ruler:

- Choose Ruler Off from the Document Menu.

Displaying or hiding the Ruler



3.13 The Ruler

To change paragraph alignment with the Ruler:

- 1 Place the insertion point in the paragraph you want to change.
- 2 Click one of the paragraph alignment icons above the Ruler.

Changing alignment with the Ruler

To change line spacing with the Ruler:

- 1 Place the insertion point in the paragraph you want to change.
- 2 Click one of the line spacing icons above the Ruler.

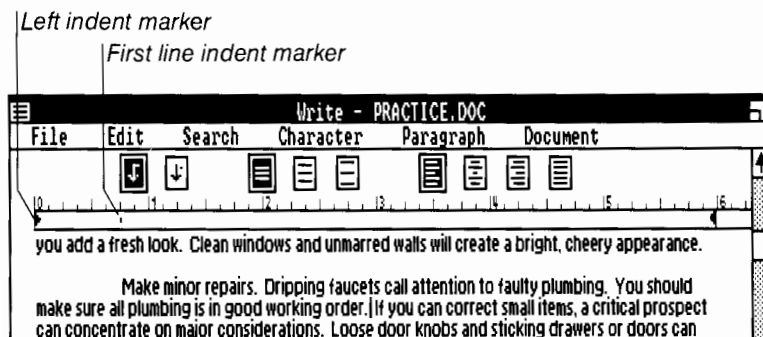
Changing line spacing with the Ruler

To change indents with the Ruler:

- 1 Place the insertion point in the paragraph you want to change.
- 2 Drag one of the indent markers to a new position.

Changing indents with the Ruler

Note that the left indent marker and the first line indent marker are superimposed before you move one of them.



3.14 First Line and Left Indent Markers

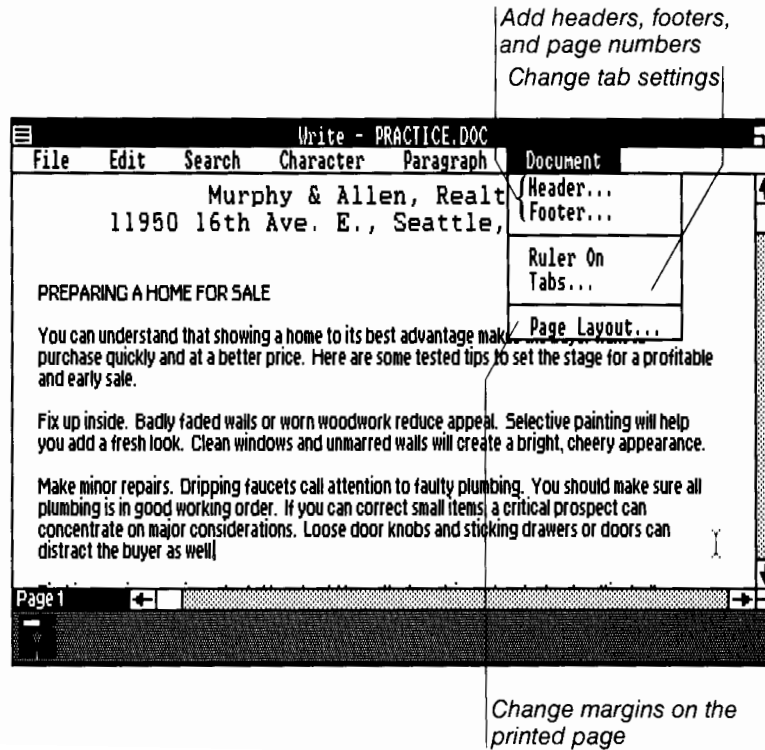
The indents you create with the Ruler are reflected in the Indents dialog box.

You can also change tab settings with the Ruler. For more information, see “Setting Tabs with the Ruler” later in this chapter.

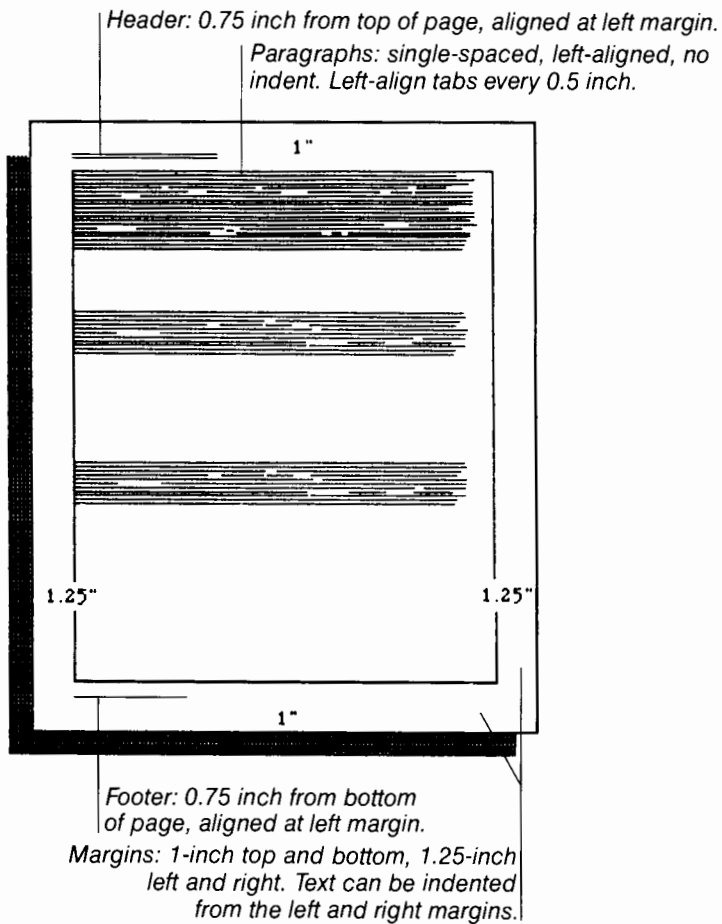
Formatting a Document

The commands in the Document Menu control formats that apply to the document as a whole.

3.15 Document Menu



When you start a new document, the formats are automatically set as follows:



3.16 Preset Formats

Headers and Footers

A header is text that appears at the top of every page, and a footer is text that appears at the bottom of every page. Use the Header or Footer command from the Document Menu to:

- Enter the text you want for the header or footer.
- Include page numbers in the printed document.
- Include the header or footer on the first page.
- Change the distance between the header or footer and the top or bottom of the page.

You do not see headers and footers in the document until you print the document. You can have one header and one footer in each document.

Adding a Header or Footer

Adding a Header or Footer

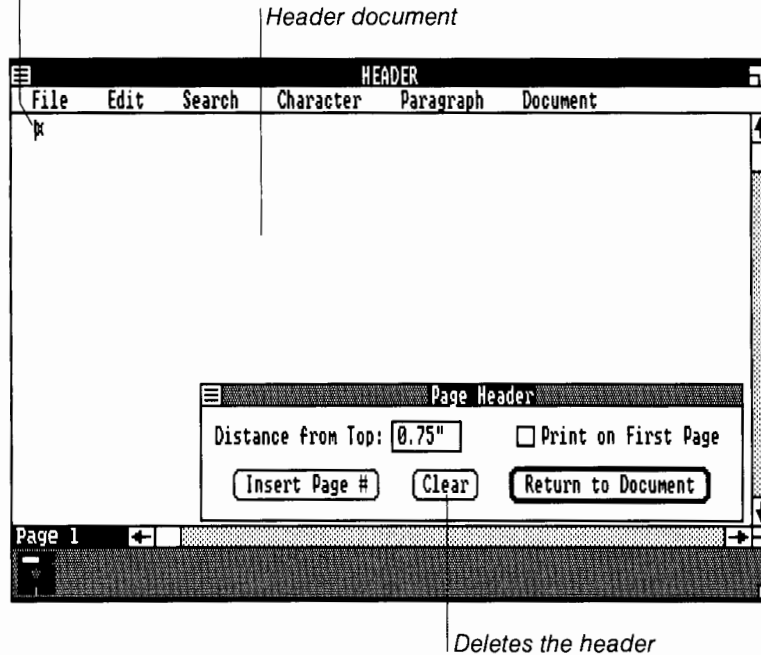
To add a header or footer:

- 1 Choose Header or Footer from the Document Menu.

You will see the Header or Footer document and the Header or Footer dialog box:

3.17 Header Document and Dialog Box

Type header text here. Press ALT-TAB to switch between the header document and the header dialog box.



- 2 Type the text for the header or footer in the Header or Footer document.

You can format the text as you would any other text.

- 3 Press ALT-TAB to select the Header or Footer dialog box, or click the mouse inside the dialog box.

- 4 Type a measurement in the Distance from Top box if you want to change the distance between the header and the edge of the page.

For a footer, this measurement is Distance from Bottom.

- 5 Select the Print on First Page check box if you want the header or footer to appear on the first page of the printed document.

Otherwise, Write does not print the header or footer on the first page.

- 6 Choose the Insert Page # button to have page numbers in the printed document.

When you choose the Insert Page # button, Write inserts the special text "(page)" at the insertion point in the Header or Footer document. The special text becomes consecutive page numbers when you print your document.

- 7 To carry out the command and return to your document, press the ESC key at any time, or choose the Return to Document button in the Header or Footer dialog box.

Note Pressing the ESC key or choosing the Return to Document button saves the text, formatting, and editing you entered in the Header or Footer document. You cannot use the ESC key in a Header or Footer document to erase all your changes. You can, however, use the Undo command in the Header or Footer document as you would in any document.

Adding Page Numbers Only

To add page numbers only:

- 1 Choose Header from the Document Menu if you want page numbers printed at the top of the page; choose Footer if you want them at the bottom.
- 2 Move the insertion point to where you want the page number to appear on the line.
- 3 Press ALT-TAB to activate the Header or Footer dialog box, or click the mouse inside the dialog box.
- 4 Choose the Insert Page # button. This button inserts the special text "(page)" in the Header or Footer document. The special text becomes consecutive page numbers on the printed page.
- 5 Choose the Return to Document button to carry out the command.

Adding page numbers only

Aligning a header or footer

Aligning a Header or Footer

Normally, Write aligns the header and footer with the left margin on the printed page. You may want your header or footer aligned with the right margin or in the center of the page. You can change the alignment of a header or footer just as you would change the alignment of any other paragraph.

To change the alignment of a header or footer:

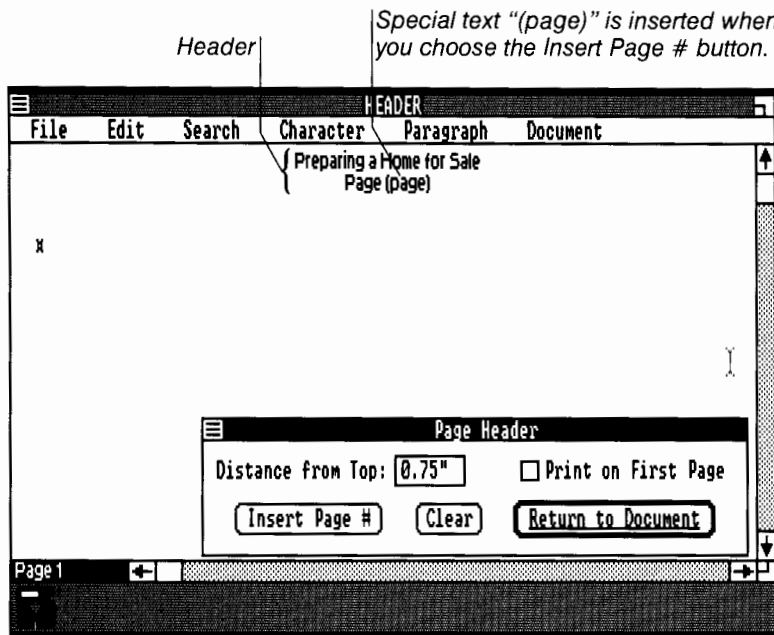
- 1 Position the insertion point inside the header or footer text.
- 2 Choose Left, Right, or Centered from the Paragraph Menu.

Now Try This

Add a header to PRACTICE.DOC, and format it so that it appears centered, 0.75 inch from the top of each page except the first page.

- 1 Open PRACTICE.DOC. Choose Header from the Document Menu.
- 2 Choose Centered from the Paragraph Menu.
Now the text you type will be centered as you type it.
- 3 Type *Preparing a Home for Sale* in the Header document and press the ENTER key.
- 4 Type *Page* and press the SPACEBAR.
- 5 Press ALT-TAB to select the Header dialog box.
- 6 Press the TAB key twice so the blinking underscore is in the Insert Page # button.
- 7 Press the SPACEBAR.

Write inserts the special text "(page)" at the insertion point in the Header document.



3.18 Header Example

- 8 Press SHIFT-ALT-TAB to select the Header document again.
- 9 Press the ENTER key twice to leave a blank line between the header and the text when you print the document.
- 10 Press the ESC key to save the header and return to PRACTICE.DOC.

Try printing PRACTICE.DOC so you can see the header on each page.

Setting Tabs

You can easily set tabs for lists or tables with Write. Use the Tabs command from the Document Menu, or use the Ruler. A tab can be a left-align tab or a decimal tab. Use left-align tabs to form a column of items aligned on the left. Use decimal tabs to form a column of numbers aligned on their decimal points.

Tabs are preset at every half inch. The preset tabs are left-align tabs. They do not appear in the Tabs dialog box or on the Ruler. Tabs that you set override the preset tabs. You can set up to 12 tabs.

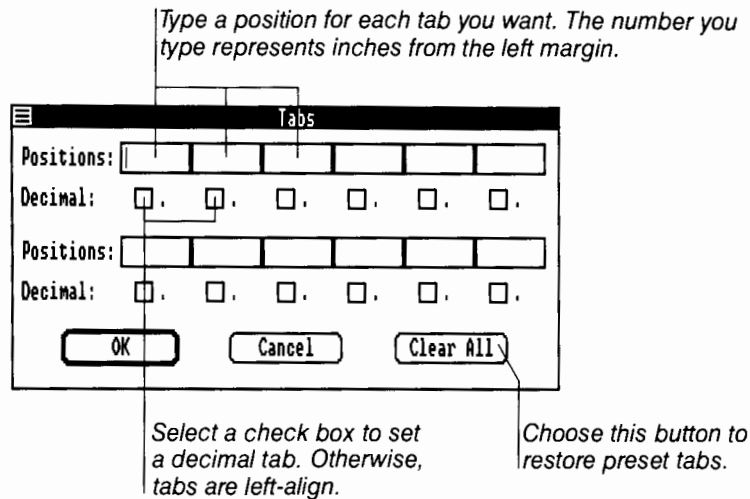
Setting tabs

To set tabs:

- 1 Choose Tabs from the Document Menu.

You will see this dialog box:

3.19 Tabs Dialog Box



- 2 To change a tab, select the position and type a number in inches.
- 3 To delete a tab, select the position and press the DELETE key.
To delete all tabs at once, choose the Clear All button.
- 4 Choose the Ok button to carry out the command.

The tabs you set with the Tabs command are reflected on the Ruler.

Decimal tabs

Decimal Tabs

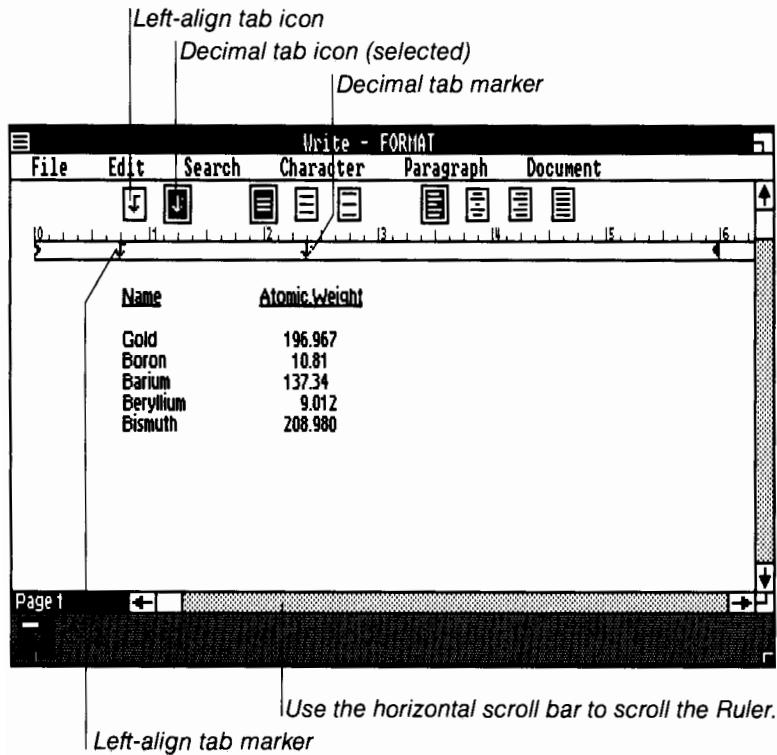
A decimal tab is a special tab stop that aligns text on the decimal point. When you type text at a decimal tab stop, the characters you type are inserted to the left of the tab stop until you type a decimal point. The decimal point is inserted at the tab stop, and any additional characters you type are inserted to the right of the decimal point. If you don't type a decimal point at a decimal tab, all the text you type will be right-aligned at the tab stop. Thus, you can use a decimal tab as a right-align tab if you want to.

Setting Tabs with the Ruler

If you have a mouse, you can also set tabs with the Ruler. The Ruler appears at the top of the window when you choose the Ruler On command from the Document Menu.

To set tabs with the Ruler:

- 1 Choose Ruler On from the Document Menu.



Setting tabs with the Ruler

3.20 Tab Settings on the Ruler



- 2 Click the tab icon you want to use: left-align or decimal.
- 3 Click the Ruler where you want to set a tab, or drag an existing tab marker to a new position.
- 4 To hide the Ruler, choose Ruler Off from the Document Menu.

The tabs you set with the Ruler are reflected in the Tabs dialog box.

To remove a tab with the Ruler:

- Drag the tab marker down and off the Ruler.

Changing the page layout

Changing the Page Layout

The page layout is the arrangement of text on the page when you print your document. Use the Page Layout command to:

- Change Write's margins for the printed page.
- Specify a starting page number other than 1 for the printed document.

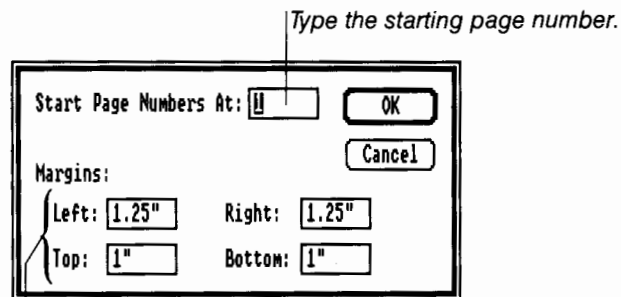
In a printed document, indented text is indented from the margins you set with the Page Layout command.

To change the page layout:

- 1 Choose Page Layout from the Document Menu.

You will see this dialog box:

3.21 Page Layout Dialog Box



In the Margins boxes, enter measurements to change the margins on the printed page. Measurements are in inches.

- 2 In the Start Page Numbers At box, type the number at which you want page numbers to start, if different than 1.
- 3 In the Margins boxes, type the margins you want.
- 4 Choose the Ok button to carry out the command.

If you enter a starting page number, Write adjusts the page numbers displayed in the lower-left corner of the window. Write also uses the adjusted page numbers for the Go To Page command from the Search Menu.

4 Pasting from Other Applications

You can paste text and graphics from other Windows applications into your Write documents. Pasting makes it easy to enhance documents visually and to insert text without retyping it.

In this chapter:

- The Clipboard
- Four examples of pasting information into Write
- Moving and sizing a picture in Write
- Pasting from Write into other applications
- Using Write with Microsoft Word

You can paste information from any application that runs with Windows, whether it is a WIN application or a standard application. For general guidelines about running standard applications, see Chapter 9, "Techniques for Standard Applications," in the *Microsoft Windows User's Guide*. In particular, the section "Transferring Information" tells you how to move and copy information between Windows applications.

Note If you have a computer with 512K of memory or less, you will probably run only one application at a time. You can still paste from another application into Write; it is not necessary to run the two applications simultaneously. Windows holds the information you copy and paste on the Clipboard. Windows saves the Clipboard even after you quit the application you copied from.

The Clipboard

The Clipboard

The Clipboard holds the information you want to paste. You have probably already used the Clipboard to move and copy text within a Write document.

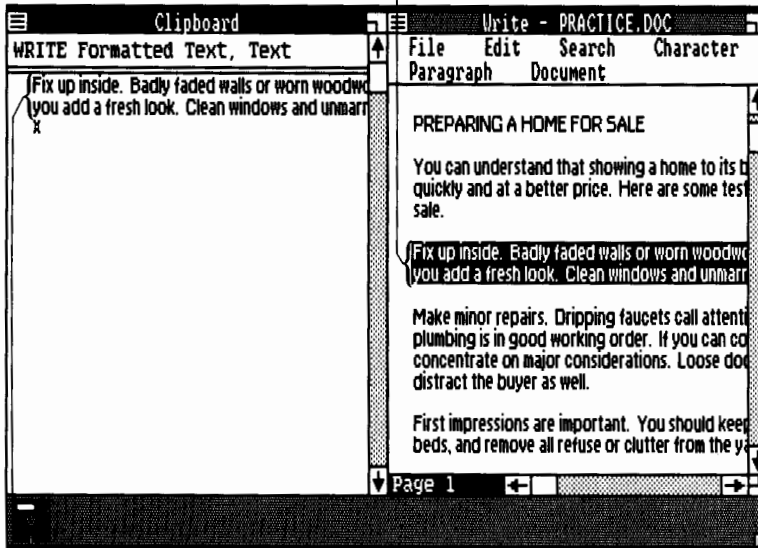
You can run the Clipboard any time during a Windows session to see what is on it. This is useful if you want to check the contents of the Clipboard before you paste.

To run the Clipboard:

- 1 Open the MS-DOS Executive window.
- 2 Select and run CLIPBRD.EXE.

4.1 Viewing the Clipboard

Choose Copy in Write to copy the selection to the Clipboard.



Run CLIPBRD.EXE to view the contents of the Clipboard.

The Clipboard contains the most recent information you cut or copied from a Windows application. The next Paste command pastes this information into an application. The contents of the Clipboard remain until you cut or copy new information, or end the Windows session. The following examples show how to paste different kinds of data from various applications into Write. The examples are:

- Pasting graphics from Windows Paint (a WIN application).
- Pasting spreadsheet data from Microsoft Multiplan® (a standard application that runs in a window).
- Pasting a chart from Lotus® 1-2-3® (a standard application that does not run in a window).
- Pasting text from Microsoft Access (a standard application that does not run in a window).

This is a small sampling of the applications you can paste from. To paste from other applications, follow the example that comes closest to your situation.

Pasting graphics from Windows Paint

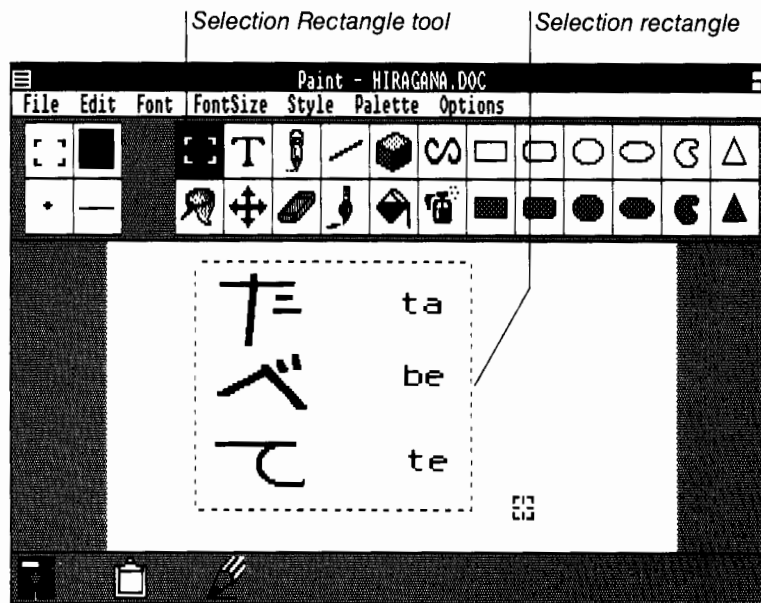
Pasting Graphics from Windows Paint

Windows Paint is a drawing tool that is a WIN application; that is, it was designed especially to run with Microsoft Windows. You can paste all or part of a Paint canvas into a Write document.

To paste from Paint:

- 1 Open a Paint window with the canvas you want to copy from.
- 2 Pick up the Selection Rectangle tool, and select the area of the canvas you want to paste into Write.

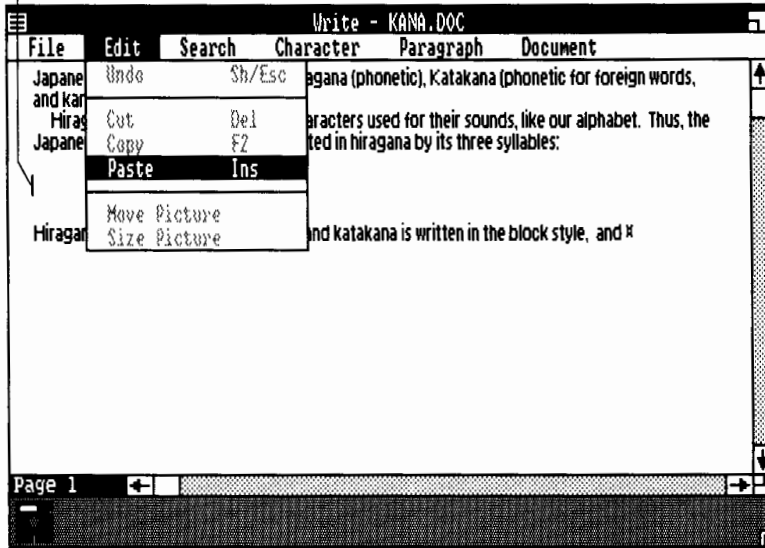
4.2 Selection Rectangle in Paint



- 3 Choose Copy from the Edit Menu.
This copies the selection to the Clipboard.
- 4 Open a Write window with the document you want to paste into.
- 5 Move the insertion point to where you want to insert the graphics from Paint.

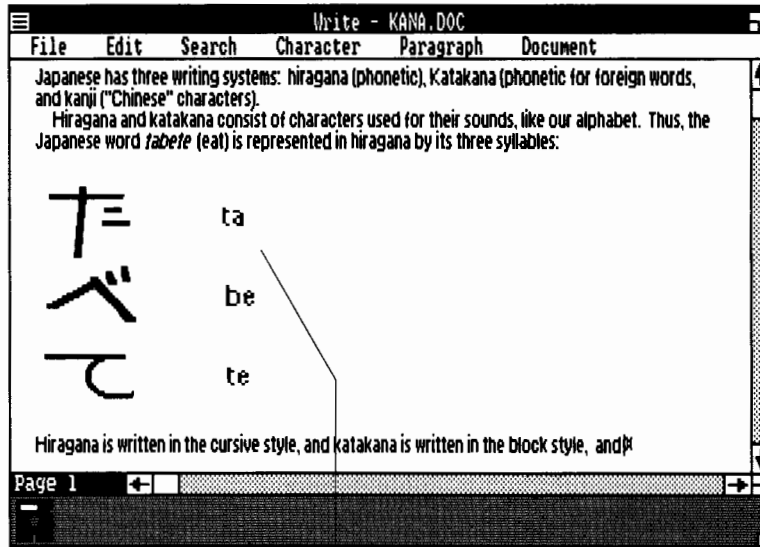
When you choose the Paste command, the graphics will be inserted from the Clipboard at the insertion point.

4.3 Pasting at the Insertion Point



- 6 Choose Paste from the Edit Menu to insert the graphics into the document.

4.4 Graphics Pasted from the Clipboard



Graphics pasted from the Clipboard

Note Choosing Paste need not be your first action after opening the document. But it is wise to paste immediately, before you choose the Cut or Copy command and inadvertently change the contents of the Clipboard.

You can also use Paint to enhance text or graphics from other applications before pasting into Write. See “Pasting from Write into Another Application” later in this chapter.

Pasting data from Microsoft Multiplan

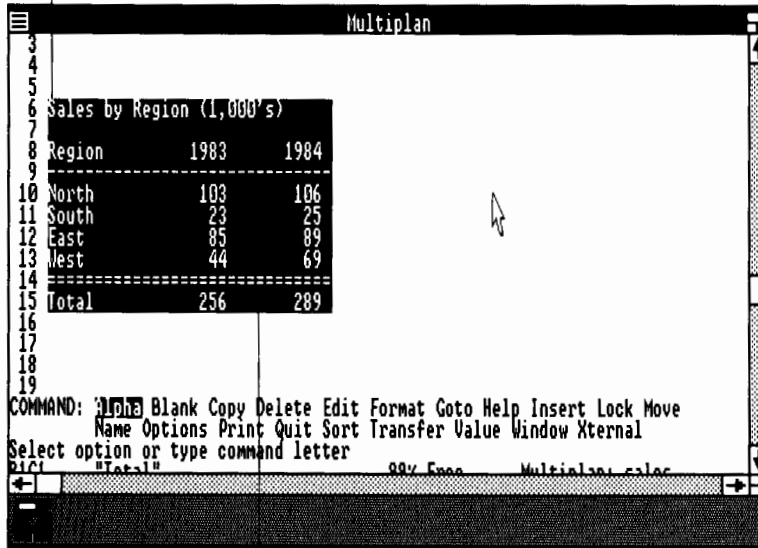
Pasting Data from Microsoft Multiplan

Multiplan runs with Windows as a standard application in a window. You can use the System Menu to mark the area you want to paste.

To paste from Multiplan:

- 1 Open a Multiplan window with the worksheet you want to paste from.
- 2 Choose Mark from the System Menu.
- 3 Select the area you want to copy, as shown in Figure 4.5.

Use the *DIRECTION* keys to move to the beginning of the selection.

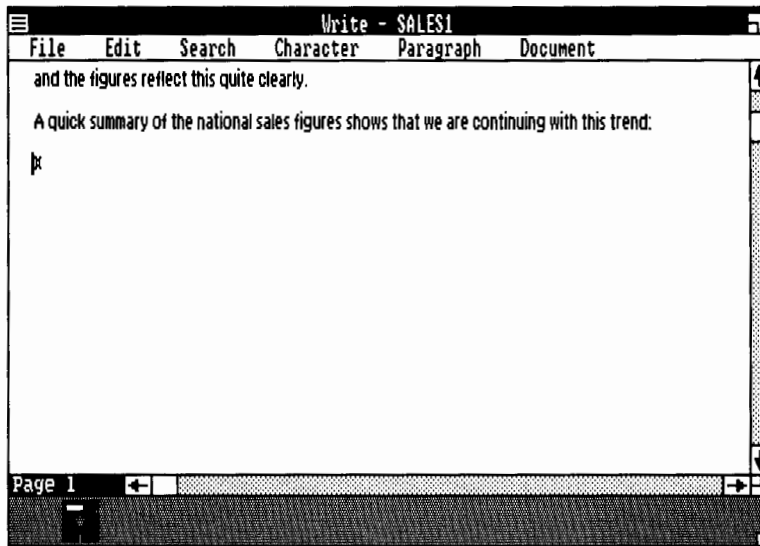


4.5 Selecting Part of a Multiplan Worksheet

Use *SHIFT-DIRECTION* to select an area. With the mouse, drag over the area you want to select.

- 4 Choose Copy from the System Menu.
This copies the selection to the Clipboard.
- 5 Choose the Multiplan Quit command to close the application.
- 6 Open a Write window with the document you want to paste into.
- 7 Move the insertion point to where you want to insert the data.
If your document is in a proportional-space font such as *Helv*, it's a good idea to change to a fixed-space font such as *Courier* before pasting spreadsheet data. This assures that your columns of figures will line up in your Write document.

4.6 Before Pasting Multiplan Data

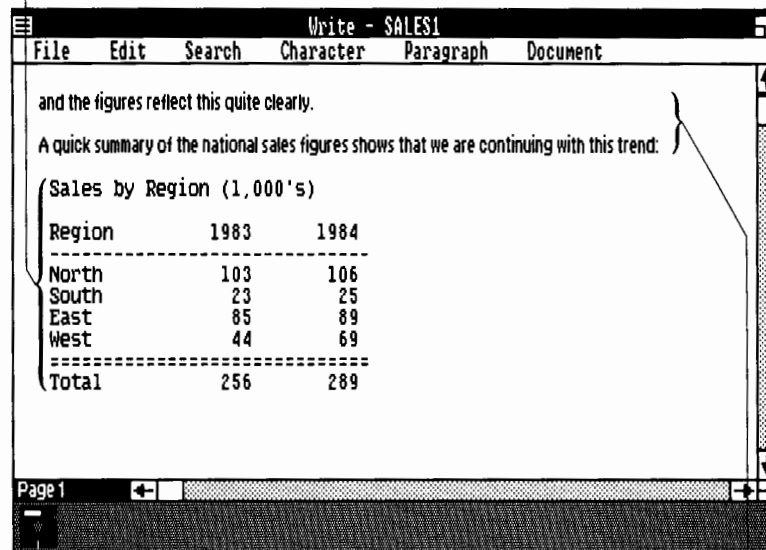


- 8) Choose Paste from the Edit Menu to insert the data into the document.

If you changed to a fixed-space font, change back to the proportional-space font before you continue typing.

4.7 After Pasting Multiplan Data

Data pasted from Multiplan is in Courier.



The rest of the document is in Helv.

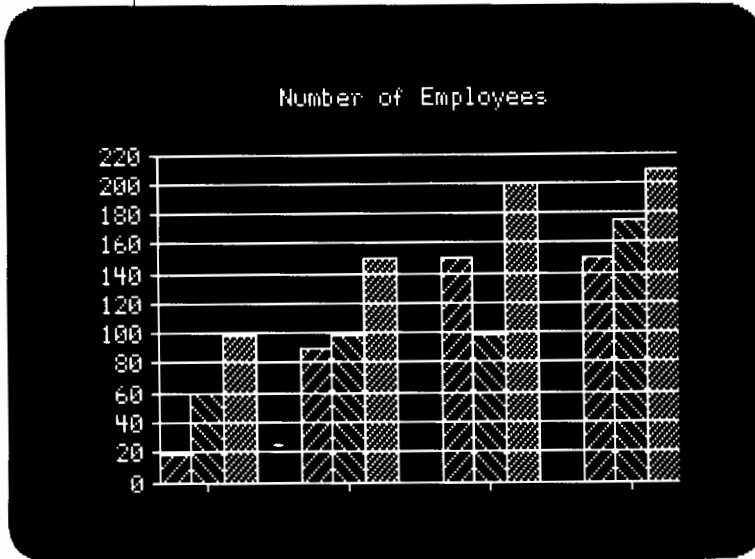
Pasting a Chart from Lotus 1-2-3

You can run Lotus 1-2-3 as a standard application with Windows. It does not run in a window, so you will not use the System Menu to mark or copy a selection. Instead, you will copy the entire screen to the Clipboard by pressing ALT-PRINTSCREEN.

To copy a chart from Lotus 1-2-3 to the Clipboard:

- 1 Start Lotus 1-2-3 from the MS-DOS Executive and open the chart you want to copy.

Press ALT-PRINTSCREEN to copy the screen to the Clipboard.



Pasting a chart from Lotus 1-2-3

4.8 Copying a Lotus 1-2-3 Chart to the Clipboard



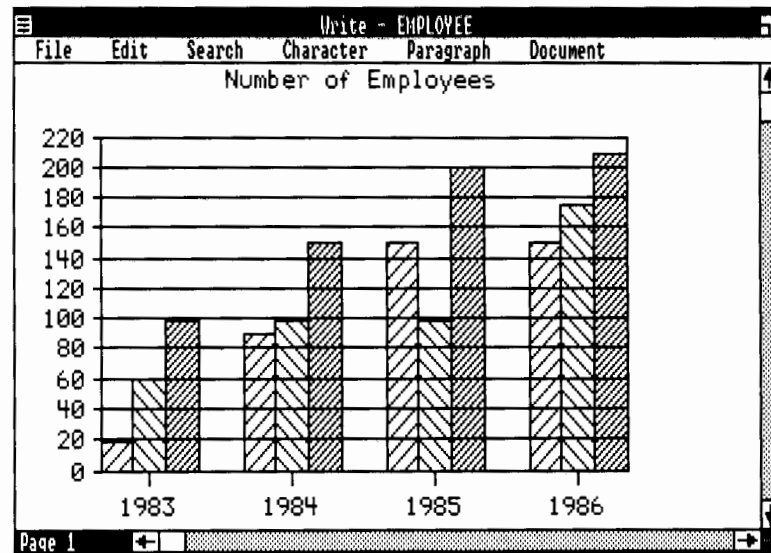
- 2 Press ALT-PRINTSCREEN to copy the screen to the Clipboard.
- 3 Choose the Quit command in Lotus 1-2-3 to close the application.

In Lotus 1-2-3, the chart is drawn in white on a black field. The image of the chart that is on the Clipboard is black on a white field, because Windows inverts graphic images when you copy them with ALT-PRINTSCREEN.

To paste the chart into Write:

- 1 Open a Write document and move the insertion point to where you want to insert the chart.
- 2 Choose Paste from the Edit Menu to insert the chart.

4.9 Lotus 1-2-3 Chart Pasted into Write



Note The chart will be the same size it was in Lotus 1-2-3. Do not size this chart as you would size other pictures in Write. The large area copied from the Lotus 1-2-3 screen makes sizing the chart difficult in Write.

Pasting text from Microsoft Access

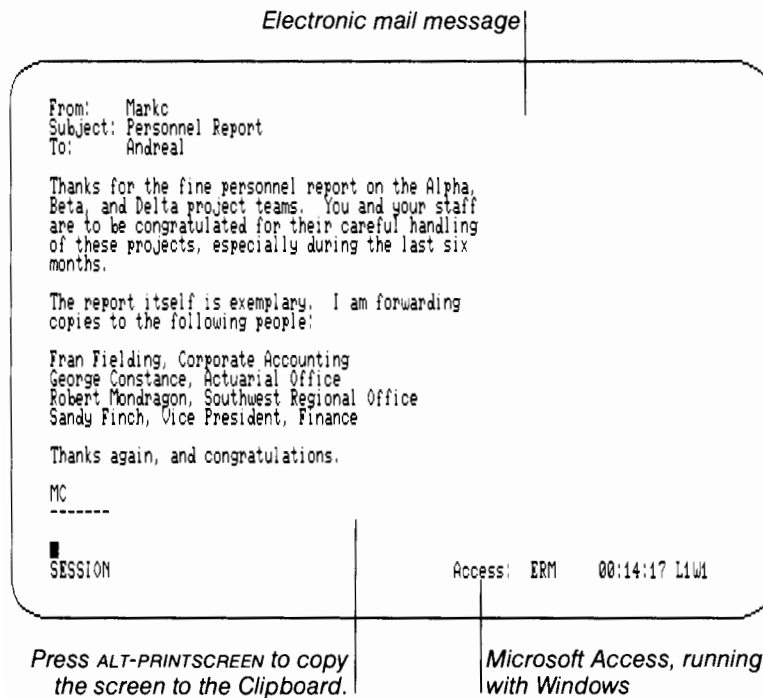
Pasting Text from Microsoft Access

Microsoft Access is a communications program used to connect to information services and electronic mail services. Because Access runs with Windows, you can paste information you receive from these services into your Write documents.

Perhaps you subscribe to Dow Jones News/Retrieval® or CompuServe® Information Service. If you are writing a memo based on news received from a service, you could paste the news screen right into your document. Or, you could paste some electronic mail you received from a co-worker.

To paste information from Microsoft Access:

- 1 Start Access from the MS-DOS Executive and log on to the mail or information service you want to use.

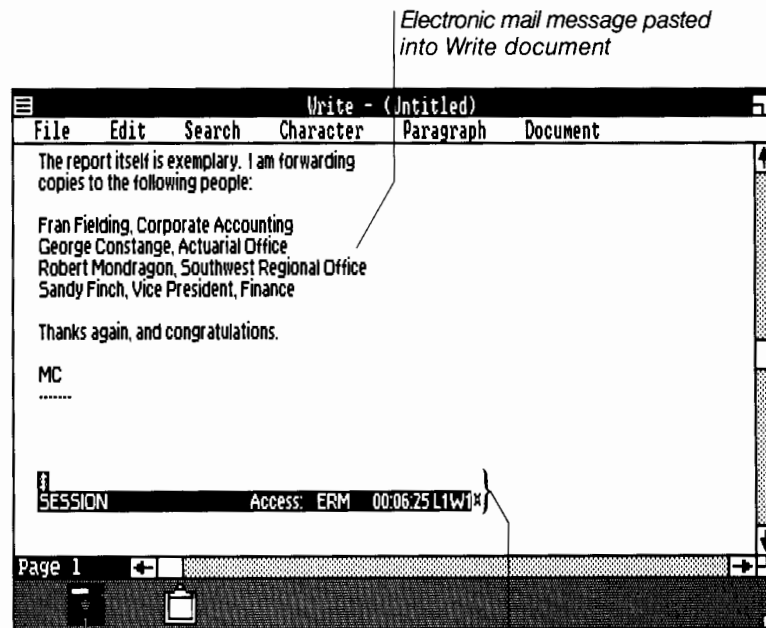


4.10 Copying Electronic Mail to the Clipboard

- 2 When the information you want to paste is on the screen, press ALT-PRINTER to copy the text to the Clipboard.
- 3 Log off the service and choose Quit to close Access.
- 4 Open a Write document and move the insertion point to where you want to insert the information.
- 5 Choose Paste to insert the information.

If the information contains text you don't want in your document, you can edit or delete it just as you would any other text.

4.11 Electronic Mail Pasted into Write



Electronic mail message pasted into Write document

Delete any pasted text you don't want in your document.

Moving and Sizing a Picture in Write

After you paste a picture or graph into Write, you can select it and move, copy, or paste it just as you would text.

The picture is always pasted into the document at the left margin. You can move the picture horizontally with the Move Picture command. You can change the size of the picture with the Size Picture command. The Move Picture and Size Picture commands are active while a picture is selected.

Moving a Picture

You can move a picture horizontally with the Move Picture command from the Edit Menu. You can move the picture with the keyboard or the mouse.

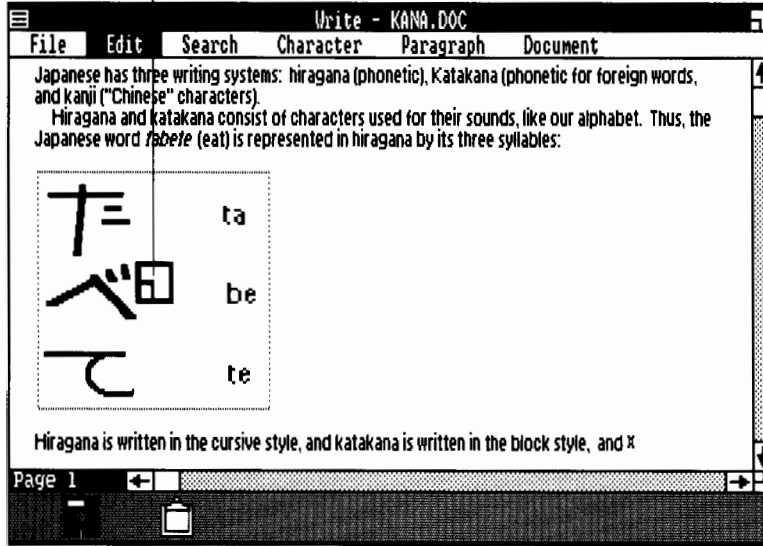
With the Keyboard

To move a picture with the keyboard:

- 1 Move the insertion point to the left of the picture and press SHIFT-RIGHT to select the picture.
- 2 Choose Move Picture from the Edit Menu.

An icon appears in the center of the picture and a dotted frame surrounds the picture.

Use the RIGHT and LEFT keys to move the picture frame. Then press the ENTER key.



Moving a picture with the keyboard

4.12 Using DIRECTION Keys to Move a Picture

- 3 Press the RIGHT or LEFT direction key to move the dotted frame.
- 4 When the frame is where you want it, press the ENTER key.
Or, press the ESC key to leave it where it was.

Moving a picture with the mouse

With the Mouse

To move a picture with the mouse:

- 1 Click the picture to select it.
- 2 Choose Move Picture from the Edit Menu.
An icon appears in the center of the picture and a dotted frame surrounds the picture.
- 3 Without pressing the mouse button, move the mouse right or left to move the dotted frame.
- 4 When the frame is where you want it, click the mouse button.
Or, press the ESC key to leave it where it was.

Sizing a Picture

You can enlarge or reduce a picture in Write with the Size Picture command from the Edit Menu. You can size the picture with the keyboard or the mouse.

Sizing a picture with the keyboard

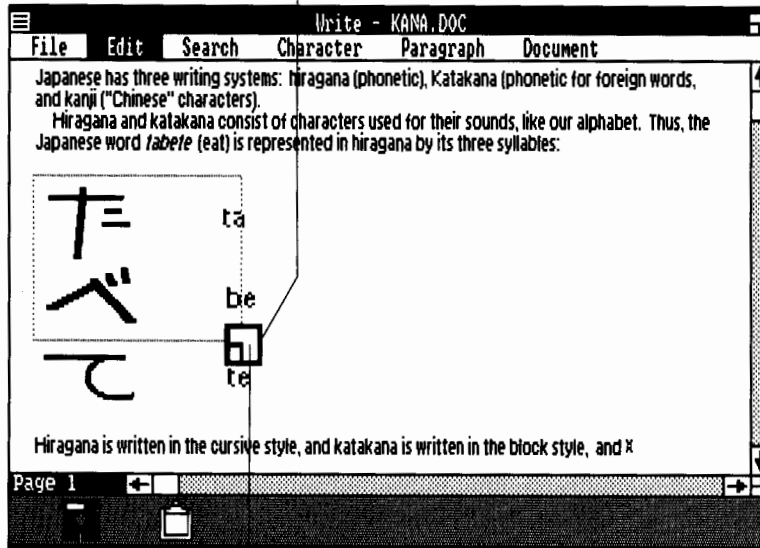
With the Keyboard

To size a picture with the keyboard:

- 1 Move the insertion point to the left of the picture and press SHIFT-RIGHT to select the picture.
- 2 Choose Size Picture from the Edit Menu.
An icon appears in the center of the picture and a dotted frame surrounds the picture.

Use the **LEFT**, **RIGHT**, or **DOWN** keys to move to the edge of the frame. To size in two dimensions, move to a corner.

4.13 Using DIRECTION Keys to Size a Picture



Use the **DIRECTION** keys to size the picture.

- 3 Press the **LEFT**, **RIGHT**, or **DOWN** key to move the icon to the bottom or side of the dotted frame. To size in two dimensions, move the icon to a lower corner of the dotted frame.
- 4 Press a **DIRECTION** key to enlarge or reduce the frame.
For example, if the icon is in the lower-right corner, pressing the **UP** key reduces the height of the dotted frame, and pressing the **LEFT** key reduces the width.
- 5 When the frame is the size you want, press the **ENTER** key.
Or, press the **ESC** key to go back to the original size.

With the Mouse

To size a picture with the mouse:

- 1 Click the picture to select it.
- 2 Choose **Size Picture** from the **Edit** Menu.
An icon appears in the center of the picture and a dotted frame surrounds the picture.

Sizing a picture with the mouse

- 3 Without pressing the mouse button, move the icon to the bottom, left, or right edge of the frame.
At the edge of the frame, move the icon in the direction you want to enlarge or reduce the picture.
- 4 When the frame is the size you want, click the mouse button.
Or, press the ESC key to go back to the original size.

Pasting from Write into another application

Pasting from Write into Another Application

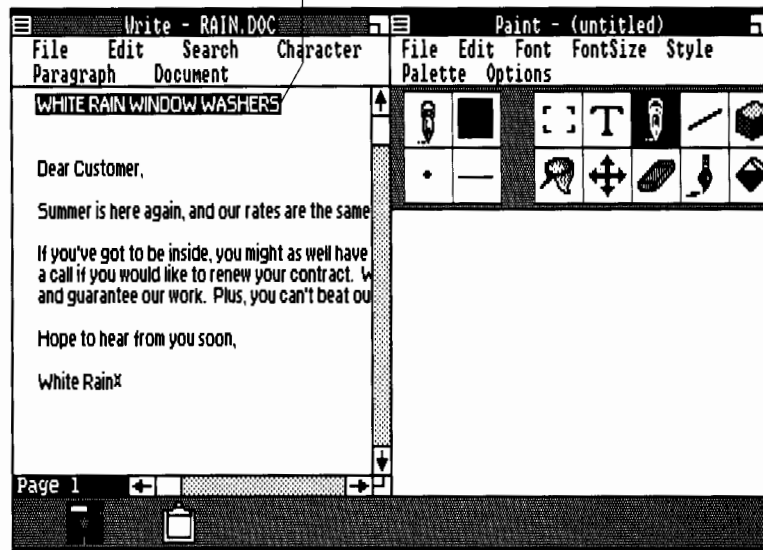
You can paste text and graphics from your Write documents into other applications. The following example shows you how to paste text into Paint. You may want to do this to make certain text, such as a title or letterhead, more elaborate. Then you can paste the text back into your Write document.

To paste from Write into Paint:

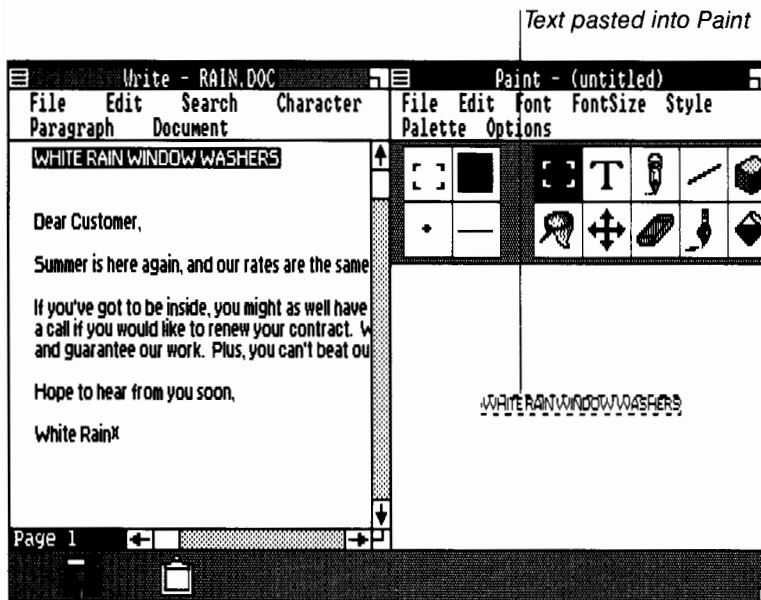
- 1 Open two windows on the screen: a Write window with a document and a Paint window with a clean canvas.
- 2 Select the text in the Write document that you want to paste into Paint.

4.14 Text Selected in Write Document

Copy text to the Clipboard.



- 3 Choose Copy from the Edit Menu.
- 4 Select the Paint window.
- 5 Choose Paste from the Edit Menu.



4.15 Text Pasted into Paint

Now you can use the Paint tools to make the text really exciting. Use your imagination and experiment. If you want to start over, erase the canvas and paste the text again.

When you finish designing the text, you can paste it back into the Write document. See "Pasting Graphics from Windows Paint" earlier in this chapter for instructions.

4.16 Text Graphics Pasted Back into Write

Graphics from Paint pasted back into document



Using Write with Microsoft Word

Write is highly compatible with Microsoft's in-depth word processing program, Word. You can share documents between these two writing programs and get the benefits of both.

Microsoft Word is a word processor for people who handle long documents or need advanced capabilities. With Word, you get special features such as mail merge, spelling checker, footnotes, glossaries, style sheets, and automatic hyphenation.

Write offers the advantages of combined text and graphics and the ability to paste information from other applications. It is the perfect writing program for busy people who need to get short documents out quickly. Write is also very easy to learn because it uses the standard Windows interface.

If you are using both Write and Word, or if you have access to Write and Word documents, you will find the two products complement each other. You can move a Write document into Word and use advanced features, such as mail merge, with that document. You can move a Word document into Write and paste in graphics and text from Paint and other applications in Windows.

Both word processors are very flexible in their treatment of fonts, but they do not use the same fonts. A document transferred into Write can use only the fonts available with Write. A document transferred into Word can use only the fonts available with Word.

Using a Word Document in Write

To use a Word document in Write, open the document with the Open command in Write. You can begin immediately to edit the text, paste graphics from the Clipboard, or perform other Write tasks with the document.

Because Word has more ways to treat text than Write does, some aspects of the document will change. Check the list below to see how Write will handle your Word document.

- If the Word document has more than one division, Write uses only the division formats of the first division. Write discards automatic page numbers, but keeps the starting page number, if you specified it. Write does not acknowledge any margin settings made in the Word document; instead it uses the margins that are set for the current printer in Write. Write changes Word's division marks into page breaks and discards any division formats assigned after the first division.
- If the first division of the Word document has a header and if the header is the first paragraph in the document, it becomes the header in the Write document. The same is true for the footer (or for both, if they are the first two paragraphs). Headers and footers that are not the first two paragraphs are discarded. Headers and footers from later divisions are discarded.

Note If you are using Version 1.0 of Microsoft Word, Write discards all headers and footers.

- Write displays footnotes from the Word document as paragraphs at the end of the document. Write displays automatic footnote references as asterisks. If you entered your own footnote references in Word, Write retains them.
- Write uses the tab settings from the first paragraph of the Word document. These tab settings apply to the entire Write document.
- Write keeps the paragraph formats from Word, except extra space between paragraphs. If paragraphs have line spacing greater than double spacing (such as triple spacing), Write changes it to double spacing.

Using a Word document in Write

- Write keeps new-line characters.
- Write keeps the bold, italic, and underline character formats. Write discards the strikethrough, double underline, and upper case formats and displays the text as normal text. Write displays a smaller font for small caps, but does not capitalize the text. Write keeps superscripts and subscripts.
- Write changes nonbreaking spaces to “ÿ” and nonbreaking hyphens to “ä.” Write discards optional and automatic hyphens.
- Write discards formatting that was done with Word style sheets. If you want to keep the formatting, change style sheet formatting to direct formatting before you transfer the document to Write.

To change style sheet formatting to direct formatting:

- 1 Select the entire document in Word.
- 2 Press ESC, F, C to open the Format Character menu.
- 3 Choose a character format that was NOT used in your document, such as Strikethrough or Double Underline, and choose No for that format.
- 4 Press the ENTER key.

This converts the character formatting done with style sheets to direct formatting. When you apply direct formatting to all the characters, Write breaks its connection with the character formats on the style sheet.
- 5 Press ESC, F, P to open the Format Paragraph menu.
- 6 Choose a paragraph format that was NOT used in your document, such as Keep Follow, and choose No for that format.
- 7 Press the ENTER key.

This converts the paragraph formatting done with style sheets to direct formatting. When you apply direct formatting to all the paragraphs, Write breaks its connection with the paragraph formats on the style sheet.
- 8 Save the document.

Now you can transfer the document to Write without losing the formatting.

Using a Write Document in Word

To use a Write document in Word, open the document as you would open any document with Word. You can begin immediately to use all the features of Word with the document.

Word keeps the character, paragraph, and document formats you assigned to the Write document. If you add Word-only features, such as footnotes or divisions, these will be changed if you open the document again with Write. See the above section, "Using a Word Document in Write."

Note If your Write document contains graphics, delete them before transferring the document to Word. If you do open a document with graphics in Word, do not attempt to edit the graphics or print the document with Word. The Word program is not intended for use with graphics.

Using a Write document in Word

5 Printing a Document

When you are ready to print a document, use the **Print** command from the **File** Menu to send the document to the printer. If you want to see where **Write** will break the pages before you print, use the **Repaginate** command to paginate the document. **Write** also has a **Change Printer** command that lets you switch to a different printer before you start printing.

In this chapter:

- Using the **Print** command
- **Paginating**
- **Changing the printer**

Using the Print Command

When you print a document, you can specify the number of copies and the range of pages you want to print. Write proposes printing one copy of the entire document. If you want to change the preset margins before you print the document, use the Page Layout command. For more information, see "Changing the Page Layout" in Chapter 3, "Formatting Your Work."

Printing a document

To print a document:

- 1 Choose Print from the File Menu.

You will see this dialog box:

5.1 Print Dialog Box

If the current printer has a draft mode, you will see this option. Select the check box if you want to print the document in draft mode.

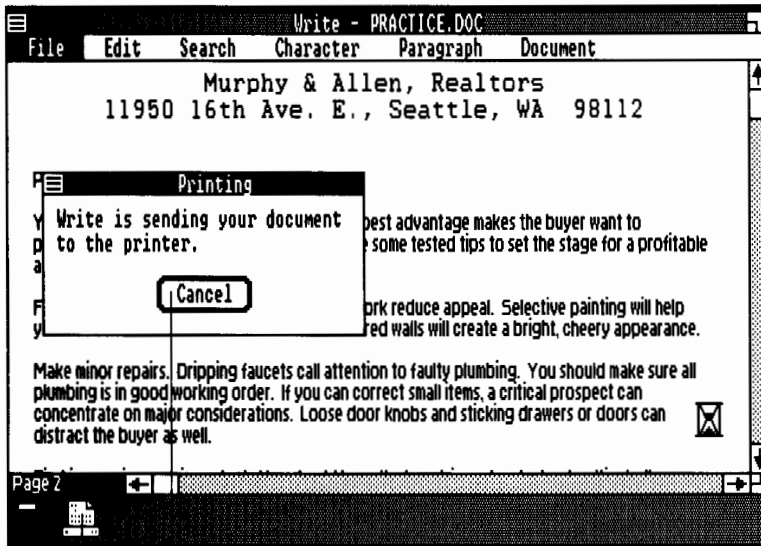
To print more than one copy, type the number of copies here.

Copies:
 Draft Quality
Page Range:
 All
 From: To:

To print a range of pages, select this option and type the page numbers in the From box and the To box.

- 2 Select the options you want in the dialog box.
- 3 Choose the Ok button.

You will see this message:



Choose this button to cancel printing.
Printing a document starts the Spooler.

To pause or cancel the print job after Write has sent the document to the printer, you use the Controls Menu in the Spooler.

To pause or cancel printing:

- 1 Expand the Spooler icon.
You will see a dialog box with a listing of the jobs in the print queue.
- 2 Select the name of the document you want to pause or cancel.
- 3 Choose Pause or Terminate from the Controls Menu.

To resume printing after a pause, choose Resume from the Controls Menu.

For more information, see Chapter 8, "Using the Spooler," in the *Microsoft Windows User's Guide*.

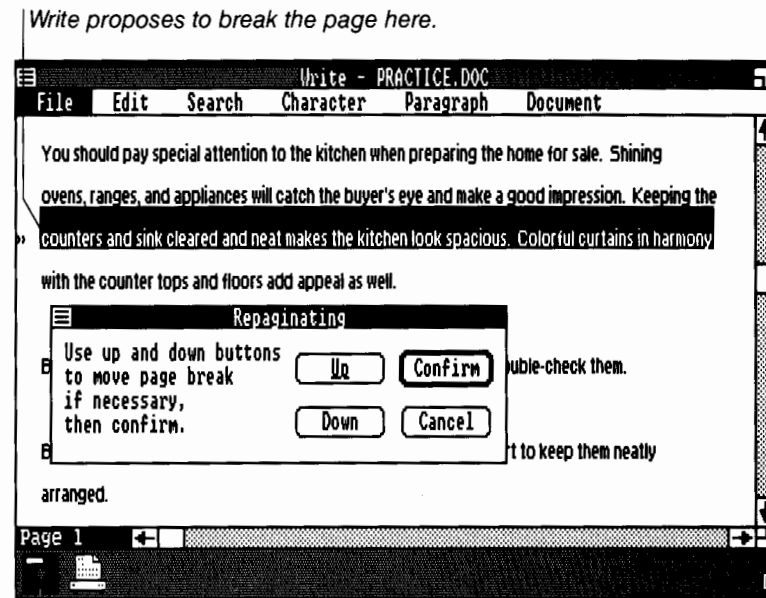
5.2 Printing Message

Pausing or canceling printing



If you elected to confirm page breaks, you will see this dialog box at each page break:

5.6 Confirming Page Breaks



Note You cannot move a page break down from where Write proposes it. If you do not like the page break, you must move it up. Use the Down button if you move the page break up too far and want to move it back.

The Repaginate command does not change a page break you inserted with CTRL+ENTER. However, while you are confirming page breaks, Write stops at each page break you have inserted and asks if you want to keep or remove it.

After a document has been paginated, you can jump to a specific page with the Go To Page command from the Search Menu. This is a quick way to scroll through a long document once it has been paginated. See "Going to a Specific Page" in Chapter 2, "Editing a Document."

Changing the Printer

Changing the printer

Write prints your documents on the current printer. The current printer is the printer you installed in Windows. If you have installed more than one printer, you can change to a different printer in Write with the Change Printer command. The printer you change to then becomes the current printer.

The Change Printer command lists all the printers you installed in Windows during setup and with the Add New Printer command in the Control Panel.

You can change printers in order to print on a different printer, or just to format your document for a different printer. The printer you change to need not be physically connected to your computer, but it must be installed in Windows.

When you change printers, the appearance of your document may change on the screen. This is because Write applies the fonts and character formats available with the current printer. These changes may affect the line breaks and page breaks in the document. If you change printers and want to see the new page breaks, use the Repaginate command.

To change the printer:

- 1 Choose Change Printer from the File Menu.

You will see a dialog box with a list of the installed printers.

- 2 Select the name of the printer you want to change to.
- 3 Choose the Ok button.

If the new printer has options for the mode of operation, you will see another dialog box. Select the options you want to use with the printer and choose the Ok button.

6 Command Summary

Write commands help you create, edit, format, and print your documents. You choose commands from the menus on the menu bar at the top of the Write window.

In this chapter:

- Choosing commands with the keyboard
- Choosing commands with the mouse
- Shortcut command keys
- Descriptions of all the commands, in the order they appear on the menus

Choosing commands with the keyboard

Choosing Commands with the Keyboard

There are several keyboard techniques you can use to open menus and choose commands. Use the techniques that you find most convenient.

To choose a command:

- 1 Press the ALT key and the first letter of a menu to open the menu.
For example, pressing ALT-F opens the File Menu.
- 2 Press the first letter of a command on the menu.
For example, pressing N chooses the New command on the File Menu. If two commands have the same first letter, press the letter twice to select the second command.
- 3 Press the ENTER key to carry out the command.
If the command needs more information, you will see a dialog box.

To close a menu without carrying out a command:

- 1 Press the ESC key.

To use a shortcut:

Here is a quicker way to carry out a command with the keyboard.

- 1 Press and hold down the ALT key.
- 2 Press a letter key to open a menu, but do not release the ALT key.
- 3 Press a letter key to select a command, and release both keys to carry out the command.

This shortcut method is the same as selecting the command and then pressing the ENTER key.

To go from menu to menu:

- 1 Open any menu.
- 2 Press the LEFT or RIGHT key to open the next menu.

To choose a command from the System Menu:

- 1 Press ALT-SPACEBAR to open the System Menu.
- 2 Press the first letter of a command to select it.
- 3 Press the ENTER key to carry out the command.

The shortcut method also works for the System Menu.

Choosing Commands with the Mouse

Choosing commands with the mouse

If your mouse has more than one mouse button, use only the left button with Write.

To choose a command:

- 1 Point at a menu and press the mouse button.
- 2 Drag the mouse to select the command you want.
- 3 Release the mouse button to carry out the command.

If the command needs more information, you will see a dialog box.

To choose a command from the System Menu:

- 1 Point at the System Menu box and press the mouse button.
- 2 Drag the mouse to select a command.
- 3 Release the mouse button to carry out the command.

To close a window with the mouse:

- Double click the System Menu box.

You can also close any dialog box that has a System Menu by double clicking the System Menu box on the dialog box.

Shortcut command keys

Shortcut Command Keys

Some commands have shortcut keys. Pressing a shortcut key is the same as choosing the command. For example, pressing the F2 key carries out the Copy command from the Edit Menu. The shortcut key names are displayed next to the commands on the menus. Not all commands have shortcut keys, but the most commonly used commands do.

6.1 Shortcut Keys on the Edit Menu

Shortcut keys

Edit	
Undo	Sh/Esc
Cut	Del
Copy	F2
Paste	Ins
Move Picture	
Size Picture	

With shortcut keys, you bypass opening the menu and choosing the command, and immediately carry out the command. You will find shortcut keys convenient, whether you have a keyboard system or a mouse system.

For this command	Press this key
Undo	SHIFT-ESC
Cut	DELETE
Copy	F2
Paste	INSERT
Repeat Last Find	F3
Go To Page	F4
Normal (Character)	F5
Bold	F6
Italic	F7
Underline	F8
Reduce Font	F9
Enlarge Font	F10

The System Menu

The System Menu is common to all Windows applications and contains commands for manipulating the windows themselves. Display the System Menu by pressing ALT-SPACEBAR or by clicking the System Menu box with the mouse.

Size

The Size command changes the size of a window. Choosing the Size command displays a size icon on the screen. You move the size icon with the DIRECTION keys or the mouse. You will see a dotted line when you move the icon to the window border. Continue moving the icon until the dotted line conforms to the window size you want. Then carry out the command by pressing the ENTER key or releasing the mouse button.

If you have a mouse, you can also change the size of a window with one of the size boxes in the upper- or lower-right corner of the Write window. Point to a size box and press the mouse button. Drag the size box past the window border, then drag until the window is the size you want and release the mouse button.

Move

Use the Move command to move a window to another position on the screen. You can also use the Move command to expand an icon or shrink a window. The advantage of using the Move command to expand an icon is that you can position the new window wherever you want.

When you select a window and choose Move, the icon for that window appears in the middle of the window. Press the DIRECTION keys to move the window in the direction you want. Each time you press a DIRECTION key, the window icon moves to the nearest window center or window border. Press the ENTER key to open the window on the location you chose.

If you have a mouse, there are two ways to move a window. You can choose the Move command and move the window icon with the mouse. Then click the mouse button to open the window on the location you choose.

Or, you can bypass the Move command by pointing to a window's title bar and pressing the mouse button. The mouse pointer becomes the window icon and you can drag it to a new location. Release the mouse button to open the window in the location you choose.

You cannot move a zoomed window.

Size

Move

Icon

Icon

The Icon command shrinks the selected window into an icon and places the icon in the icon area.

The Icon command also expands a selected icon into a window. The Icon command automatically expands the icon as soon as you carry out the command. The window opens in the column just above where the icon was in the icon area.

Zoom

Zoom

The Zoom command expands the selected window to full screen, even if it was an icon. Choosing this command again unzooms the window, that is, returns it to the original size and position.

Close

Close

The Close command closes the application running in the selected window and removes the program from memory. To use the program again, you run it from the MS-DOS Executive window.

The File Menu

Use the File Menu commands to create, save, and print your Write documents. Both the Open and New commands let you save any changes to the current document before proceeding.

New

New

The New command clears the window and opens a new, untitled document with the preset format and tabs. The document remains untitled until you give it a name with the Save command. For more information, see page 5.

Open

Open

The Open command opens the document you select from the Open list box. If there is a current document, Write closes it.

You can also open different directories and disk drives with the Open command. Disk drives and directories are shown in square brackets in the list box. If you open a disk drive, the list box displays the documents and directories that are on the disk in that drive. If you open a directory, the list box displays the documents and subdirectories that are in that directory. For more information, see pages 6-7.

Save

The Save command saves the document on the current disk in the current directory. If the document is untitled, you assign a name with the Save command. You can also change the name with the Save command.

You can save to a subdirectory by preceding the document name with the subdirectory name, *JOBS* for example.

If you have a hard disk, you can save to a different disk by preceding the document name with the drive name, *B:* for example.

The Save command has options for saving a backup copy and for saving a document without formatting. For more information, see pages 8-11.

Print

The Print command paginates the document and sends it to the current printer. The Print command automatically runs the Windows Spooler, and the Spooler icon appears on the screen. The Print command has options for the number of copies you want to print and for printing a selected page range. Write is preset to print one copy of the entire document. The Print command is disabled (gray) if you have not installed a printer using Windows Setup or the Add New Printer command in the Control Panel. For more information, see pages 82-83.

Change Printer

The Change Printer command changes the current printer. You select the printer you want from a list box. The list box has the names of the printers you have installed in Windows. The appearance of your document on the screen may change when you choose Change Printer because Write always formats the document for the current printer. For more information, see page 87.

Repaginate

The Repaginate command paginates the document so you can preview the page breaks before printing. Write indicates page breaks by placing » in the left margin. While Write is repaginating, you can approve or change page breaks with the Confirm Page Breaks option. For more information, see pages 84-86.

Save

Print

Change Printer

Repaginate

The Edit Menu

The Cut and Copy commands in the Edit Menu are disabled (gray) until you select some text. The Move Picture and Size Picture commands are disabled until you select a picture (graphics).

Undo

Undo

The Undo command reverses your most recent action. The command name changes, depending on your most recent action: Undo Typing, Undo Formatting, or Undo Editing. If your most recent action was undo, the command changes to Undo, and you can use it to reverse the undo. For more information, see page 31.

Cut

Cut

The Cut command removes selected text or graphics from the document and puts it in the Clipboard. Pressing the DELETE key is the same as choosing Cut. For more information, see pages 20-21 and 23-24.

Copy

Copy

The Copy command copies selected text or graphics to the Clipboard. Pressing the F2 key is the same as choosing Copy. For more information, see pages 24-26.

Paste

Paste

The Paste command inserts the contents of the Clipboard at the insertion point. Pressing the INSERT key is the same as choosing Paste. The contents of the Clipboard can be from a Write document or from another Windows application. For more information, see pages 21-26 and Chapter 4, "Pasting from Other Applications."

Move Picture

Move Picture

The Move Picture command puts a move icon in the selected picture and a dotted frame around the picture. Move the icon with the LEFT and RIGHT keys or with the mouse until the dotted frame is positioned where you want the picture. Then press the ENTER key or click the mouse button to set the new position. Or, press the ESC key to return to the original position. For more information, see pages 70-72.

Size Picture

The Size Picture command puts a size icon in the selected picture and a dotted frame around the picture. Use the DIRECTION keys or the mouse to move the size icon to the edge of the dotted frame. If you move to a corner, you can size in two dimensions. Move the size icon until the dotted frame is the size you want the picture to be. Then press the ENTER key or click the mouse button to set the new size. Or, press the ESC key to return to the original size. For more information, see pages 72-74.

Size Picture

The Search Menu

The Find command starts searching for text at the insertion point or at the end of the selection and goes to the end of the document; then it goes to the beginning of the document and continues searching to the insertion point or to the end of the selection. The Change command searches like the Find command. But, if you have characters or words selected, Change searches only within the selection.

You can use a question mark as a wildcard character in the search. For example, `hea?` might find “head,” “heal,” and “heap.”

The Find and Change commands both have the Whole Word and Match Upper/Lowercase options. Select the Whole Word check box to assure that Write does not find the search text embedded in other text, such as “main” in “remainder.” Select the Match Upper/Lowercase check box to find only those occurrences with the same capitalization as the search text. Otherwise, Write ignores capitalization while searching.

Find

The Find command searches for a specific piece of text and selects it. The Find dialog box stays on the screen while Write searches. You can choose the Find Next button to continue searching. To close the Find dialog box, press the ESC key. For more information, see pages 26-28.

Find

Repeat Last Find

The Repeat Last Find command continues the search for the text from the last Find or Change command. You can continue the search with Repeat Last Find even after you have closed the Find or Change dialog box. Pressing the F3 key is the same as choosing Repeat Last Find. For more information, see pages 28-29.

Repeat Last Find

Change**Change**

The Change command searches for a specific piece of text and selects and/or changes it. The Change dialog box stays on the screen while Write searches. You can choose the Find Next button or the Change then Find button to continue searching and changing. You can choose the Change All button to change all occurrences of the text automatically. If you make a selection before choosing the Change command, the command operates only within the selection. To close the Change dialog box, press the ESC key. For more information, see pages 29-31.

Go To Page**Go To Page**

The Go To Page command scrolls to a specific page number. Write assigns page numbers when you print the document or paginate it with the Repaginate command. Pressing the F4 key is the same as choosing Go To Page. For more information, see pages 19-20.

The Character Menu

To change the appearance of characters, select them before choosing a command from the Character Menu. If you do not make a selection, the command applies to the next text you type. Otherwise, the text you type has the character formats of the text immediately preceding it.

Character formats do not appear on the screen if they are not supported by the current printer.

The formats assigned to the selected text have a checkmark by them on the menu. Choosing a command that is already checked unchecks it and removes the formatting.

For more information, see pages 34-41.

Normal**Normal**

The Normal command removes all character formatting except font and font size changes from your text. Pressing the F5 key is the same as choosing Normal. For more information, see page 35.

Bold

The Bold command changes the character style to boldface. Pressing the F6 key is the same as choosing Bold. For more information, see page 35.

Italic

The Italic command changes the character style to italic. Pressing the F7 key is the same as choosing Italic. For more information, see page 35.

Underline

The Underline command underscores text. Pressing the F8 key is the same as choosing Underline. For more information, see page 35.

Superscript

The Superscript command raises characters above the baseline of the text. The superscript appears in a smaller size. For more information, see pages 35-36.

Subscript

The Subscript command lowers characters below the baseline of the text. The subscript appears in a smaller size. For more information, see pages 35-36.

Font Names

Up to three font names appear on the Character Menu, depending on the current printer. Choose a font name to assign that font to text. Write changes the names and their order on the menu depending on the fonts you use most often. For more information, see pages 36-37.

Reduce Font

The Reduce Font command reduces the size of a font to the next smaller size. If a smaller size is not supported by the current printer, there is no visible change on the screen. Pressing the F9 key is the same as choosing Reduce Font. For more information, see pages 37-38.

Bold

Italic

Underline

Superscript

Subscript

Font Names

Reduce Font

Enlarge Font

Enlarge Font

The Enlarge Font command increases the size of a font to the next larger size. If a larger size is not supported by the current printer, there is no visible change on the screen. Pressing the F10 key is the same as choosing Enlarge Font. For more information, see pages 37-38.

Fonts

Fonts

The Fonts command displays all the fonts and sizes available for the current printer. You can select a font and size from the lists to assign them to text. Or, you can enter a font name and size for a different printer and assign them to text. For more information, see pages 39-41.

The Paragraph Menu

The commands in the Paragraph Menu change the formats of a paragraph that contains the insertion point, or of all of the paragraphs in the current selection. When you start a new paragraph by pressing the ENTER key, it begins with the same formats as the preceding paragraph. For more information, see pages 41-50.

Normal

Normal

The Normal command restores the preset paragraph formats: left-aligned, single-spaced, unjustified, with no indents. For more information, see page 42.

Left

Left

The Left command aligns the paragraph flush left on the margin. For more information, see pages 44-45.

Right

Right

The Right command aligns the paragraph flush right on the margin. For more information, see pages 44-45.

Centered

Centered

The Centered command centers each line of the paragraph inside the current margins. For more information, see pages 44-45.

Justified

The Justified command justifies the paragraph. It fills in the spaces between words to align the paragraph on the left and right margins. For more information, see pages 44-45.

Single Space

The Single Space command sets the line spacing with one-sixth inch between lines. If the line includes different font sizes, the line spacing will vary to accommodate the tallest character in the line. For more information, see pages 45-46.

1 1/2 Space

The 1 1/2 Space command sets the line spacing with one-quarter inch between lines. For more information, see pages 45-46.

Double Space

The Double Space command sets the line spacing with one-third inch between lines. For more information, see pages 45-46.

Indents

The Indents command sets the distance that lines are indented from the margin. You can indent from the left and right margin, and you can indent the first line of a paragraph. Note that the Indents command does not change the margin itself. To change margins, you use the Page Layout command. For more information, see pages 46-48.

The Document Menu

The commands in the Document Menu affect the entire document. Headers, footers, and page numbers are displayed only on printed pages, not in your document on the screen. For more information, see pages 50-58.

Header

The Header command opens the Header document and dialog box. The text you type in the Header document becomes the running header when you print the document. The dialog box options let you include page numbers, change the distance of the

Justified

Single Space

1 1/2 Space

Double Space

Indents



Header

header from the top of the page, and print the header on page one. For more information, see pages 51-55.

Footer

Footer

The Footer command opens the Footer document and dialog box. The text you type in the Footer document becomes the running footer when you print the document. The dialog box options let you include page numbers, change the distance of the footer from the bottom of the page, and print the footer on page one. For more information, see pages 51-55.

Ruler On/Off

Ruler On/Off

The Ruler On command displays the Ruler at the top of the window. If you have a mouse, you can use the Ruler to set tabs and paragraph formats. The Ruler Off command hides the Ruler. For more information, see pages 48-50 and 57-58.

Tabs

Tabs

The Tabs command sets tabs. You can set left-align tabs or decimal tabs. Write has preset tabs set at every half inch. The preset tabs do not appear in the Tabs dialog box or on the Ruler. For more information, see pages 55-56.

Page Layout

Page Layout

The Page Layout command changes the margins for the printed page and changes the starting page number. The preset page layout leaves a 1-inch margin at the top and bottom of the page, and a 1.25-inch margin at the left and right of the page. For more information, see page 58.

Appendix Fonts and the Current Printer

This appendix describes how Write uses fonts with different types of printers.

The fonts provided with Windows are Courier, Helv, and TMSRMN. Courier is a fixed-space font, and Helv and TMSRMN are proportional-space fonts. Whether you can use a particular font with your Write documents depends on the printer(s) you have installed in Windows.

The Current Printer

When you start Write, the current printer is the printer you specified when you installed Windows. If you installed more than one printer in Windows, you can change to a different printer in Write with the Change Printer command. The printer you change to becomes the current printer, and Write formats the document for that printer. Write also sends the document to that printer when you choose the Print command. For more information on the Change Printer command, see "Changing the Printer" in Chapter 5, "Printing a Document." For more information on installing printers, see Chapter 7, "Using the Control Panel," in the *Microsoft Windows User's Guide*.

When you change printers, you may notice a change in the font names on the Character Menu and in the Fonts command dialog box. You may also notice that Write displays the text in your document in a different font. This is because Write uses the fonts that are available with the current printer. Read the appropriate section below for information on dot matrix or daisy wheel printers, or on the Hewlett-Packard® LaserJet printer.

Note On some two-drive floppy disk systems, you may not be able to use all three of the fonts provided with Windows, even though your printer supports all three fonts. To see which fonts you have, look at the font names listed on the Character Menu.

For information on deleting one font and adding another, see “Adding and Deleting Fonts with the Control Panel” in this appendix.

Dot matrix printers

Dot Matrix Printers

If the current printer is a dot matrix printer, such as the Epson FX-80 or the IBM® Graphics Printer, the list box in the Fonts command dialog box displays font choices available. Font names other than Courier, Helv, and TMSRMN may be in the list box if you installed additional fonts from the Windows Control Panel, or if the current printer is an Epson.

Daisy wheel printers

Daisy Wheel Printers

If the current printer is a daisy wheel printer, such as the NEC 3550, the list box in the Fonts command dialog box displays the names of fonts (print wheels) that are available for that printer. During printing, the Windows Spooler prompts you to change the print wheel if it encounters a font change in the document.

Hewlett-Packard LaserJet printer

Hewlett-Packard LaserJet Printer

If the current printer is the Hewlett-Packard LaserJet, look at your font cartridge to see which fonts are available. When you use the Fonts command to specify font sizes, be sure to specify a size that is on your font cartridge.

Adding and Deleting Fonts with the Control Panel

Normally, you use the fonts that were installed automatically with Windows. However, you may want to use the Control Panel to add or delete a font if:

- You obtain a new font for your Windows system and you want to install it.
- You have a two-drive floppy disk system that does not let you use all three Windows fonts so you need to delete one font to add another one.

Note If you have a hard disk system, you will probably not need to add or delete fonts. If you do want to add or delete a font, you can select and run CONTROL.EXE in the directory in which you installed Windows. Then you choose Add New Font or Delete Font from the Installation Menu, select a font name in the list box, and choose the Ok button. If you are adding a font, you must insert the disk with the font before you choose the Ok button.

Adding a Font with a Two-Drive System

When you add a font, you put it on the Windows System disk in drive B.

To add a font from the Windows Control Panel:

- 1 If you are using Write, close the Write window.
- 2 Insert the Windows Desktop Applications disk in drive A.
- 3 From the MS-DOS Executive window, select drive A.
- 4 Select and run CONTROL.EXE.
- 5 Choose Add New Font from the Installation Menu.
You will see a dialog box asking you to insert a disk with the font you want to add.
- 6 Insert the Utilities disk in drive A and choose the Ok button.
You will see a dialog box with a list of the available fonts.
- 7 Select the font you want to add and choose the Ok button.
You will see a dialog box asking where you want Windows to put the font.
- 8 Type *b:* and choose the Ok button.
Windows puts the font on the System disk in drive B.
- 9 When Windows is finished installing the font, remove the Utilities disk.
- 10 If you were using Write, put the Write disk back into drive A and select and run WRITE.EXE in the MS-DOS Executive window.
Write will show the new font in the list box for the Fonts command.

Adding a font with a two-drive system

Deleting a font with a two-drive system

Deleting a Font with a Two-Drive System

To delete a font from the Windows Control Panel:

- 1 If you are using Write, close the Write window.
- 2 Insert the Windows Desktop Applications disk in drive A.
- 3 From the MS-DOS Executive window, select drive A.
- 4 Select and run CONTROL.EXE.
- 5 Choose Delete Font from the Installation Menu.

You will see a dialog box with a list of available fonts.

- 6 Select the font you want to delete and choose the Ok button.

You will see a dialog box asking which disk you want to delete the font from.

- 7 Type *b:* and choose the Ok button.

Windows deletes the font from the System disk in drive B.

- 8 If you were using Write, select and run WRITE.EXE in the MS-DOS Executive window.

Note Other applications running with Windows, such as Cardfile, normally use the Courier font. If you delete Courier, Windows substitutes its system font in those applications. With the system font, the font on your screen may not match the font used by your printer.

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Problem Description

Describe the problem. (Also describe how to reproduce it, and your diagnosis and suggested correction.) Attach a listing if available.

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Date Resolved _____

Report Number _____

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