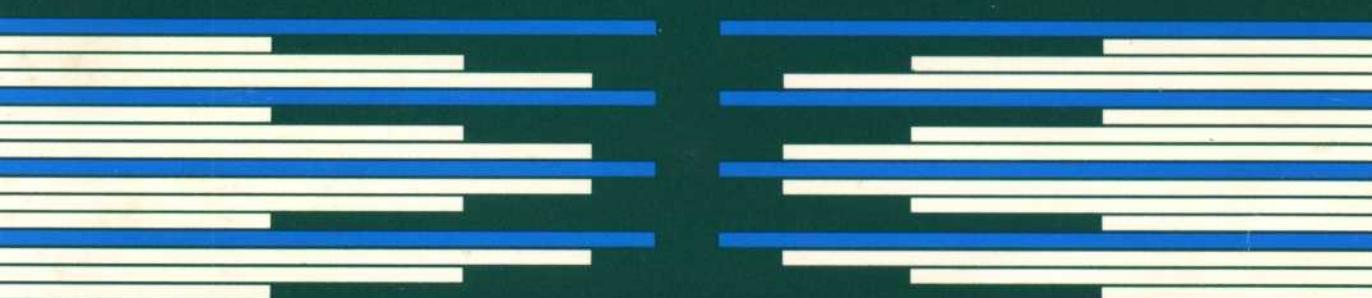# MICROSOFT® WORD

Word Processing Program

For IBM® Personal Computer

Microsoft® Word

Word Processing Program

for IBM® Personal Computer

Microsoft Corporation

If you have comments about this documentation or the enclosed software, complete the Software Problem Report at the back of this manual and return it to Microsoft.

Part Number: 99F34B

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Contents

Introduction

Microsoft® Word is a powerful tool for producing letters, memos, reports, brochures, pamphlets, and even book-length manuscripts for office, school, or personal use. With Word, you can type and correct your documents easily and efficiently. Then, with a few simple commands, Word turns your rough draft into final copy with a polished, professional appearance. You can also use Word to give every letter, memo, or report you write a consistent and distinctive style.

Word combines uniquely powerful features with exceptional ease of use. Even if you've used another word processing program before, you'll want to know what to expect from Microsoft Word. In this introduction we'll be looking at the ways in which Word can help you with all your writing tasks.

The full names of the command options are always presented clearly at the bottom of the screen. You choose a command either by simply pressing the key for the initial letter of the command name or, if you have the Microsoft® Mouse, by pointing at the command and clicking a single button. Furthermore, the mouse makes routine operations—like inserting, deleting, copying, and moving text—faster and simpler than ever before. Finally, if you are in doubt about how to use a command or feature, Word's Help command will come to your rescue.

Writing Documents

In some ways you use Word just as you would a typewriter: you type your text on your computer keyboard and it appears on your screen, just as what you type on a typewriter appears on paper. However, you will soon find that Word does many things a typewriter cannot. For example, correcting typing errors is much easier. You will be able to add or remove text wherever you want, without disrupting the format of your document. Because you make changes to documents on the screen instead of on paper, you won't need erasers, liquid cover-up, or correction paper.

Also, you needn't worry about where the end of each line should be. With Word, you don't have to hit a carriage return key to start a new line: Word automatically starts a new line where you need it. In fact, if there isn't enough room at the end of a line to finish a word, Word moves the entire word to the next line. This feature is called "wordwrap."

With Word, you can easily copy or move text within a document or between documents with only two or three keystrokes. This means you won't have to waste time retyping perfectly good text. With the Search and Replace commands, you'll be able to look for names, words, and phrases wherever they occur in your documents and change them automatically. Word allows you to create up to eight windows at a time, so that you can see and edit up to eight different documents or parts of documents at the same time. Also, you will be able to use Word's "glossary" feature to save yourself typing by using abbreviations of frequently used names, terms, or even lengthy paragraphs of text.

Once you get the feel of moving text around on the screen, these operations will become reflexes. Furthermore, you needn't worry about making mistakes. If you change your mind after you make a correction, you can "undo" the change to get your old version back. Word stores the documents you write, so you can return to them at any time, make revisions, and print new copies.

Making Your Document Look Right

If you have never used a word processor before, you may be surprised by how easily Word sets up the physical appearance of your documents for you, whether they are simple business letters or technical documents with complicated headings and tables. If you've used other microcomputer word-processing programs, you'll be pleased to discover that with Word you won't be using complicated control codes for commands, or entering strange-looking formatting codes. You'll have the choice of defining your own formatting styles, or applying a format directly with a few keystrokes.

More importantly, however, with Word "what you see is what you get." Most of the formatting you specify—including paragraph alignment, italics, and boldface—will be visible on your screen as you work. What you won't see on the screen are embedded control characters disrupting the appearance and alignment of the text. You won't have to guess how your final document will look: you can decide how you want your document to look, try it out and change it, if necessary, before you print anything.

With Word, you have many of the same features found on expensive dedicated word processors and professional typesetting equipment. You have control over such elements as:

Font type and point size

Paragraph alignment, indent, and justification

Page layout, including spacing, page length, margin and gutter widths, and multicolumn text

Style of running heads and page numbering

A special feature of Word is that you will be able to develop document "styles." Instead of recreating your standard styles every time you format a new paragraph or a new document, you can define your styles once and then reapply them as often as you wish. You won't have to repeat these commands for each individual document you write. You can design and specify formats in advance to standardize the look of paragraphs in short business

memos or even complex layouts for sections of longer documents (such as title pages, indexes, and bibliographies). Thus, every document you produce will look its best and be consistent with your other documents.

Word stores all the styles you define for a document in a "style sheet." You can reuse style sheets for different documents, or revise them as needed. The styles you create are collected in the "gallery." Word also provides you with some sample style sheets for typical documents. Because style sheets can be created in advance, a document can be formatted by simply telling Word which style sheet you want to use. If you are using Word in a business or an organization, this can be an enormous advantage: someone with no knowledge of defining styles with Word can still format a professional-looking document automatically.

Style sheets allow you to change your mind at any time about how you want your documents to look. When you redefine a style sheet, all the documents you have already produced with that style sheet will be modified automatically. You won't have to worry about reformatting the documents individually.

Printing Documents

Currently, Microsoft Word lets you print your documents on most of the commonly used impact and dot matrix printers and has the built-in capability to support even the most sophisticated laser printers and typesetting equipment, as they become available. Word supports 64 fonts and has an internal measurement accuracy of better than one one-thousandth of an inch, making it suitable for use in typesetting.

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

Revising Documents

With Microsoft Word and a little ingenuity, you should be able to write, revise, and manage any type of writing project: informal memos, business letters, brochures, term papers, technical papers and even book-length manuscripts. The principles for creating any document are identical. The more complex the task, the more you'll appreciate features like glossaries, multiple windows, and style sheets.

Every document, even the briefest memo, goes through several phases. First, if you are beginning a new document, you will probably be entering some text and correcting it as you write. Then, you may need to go through an extensive revision process, inserting or deleting text, or perhaps substituting one name or term for another everywhere it occurs. You might even need to reorganize your manuscript, using a "cut and paste" technique to move parts of your text around. You may need to maintain multiple versions of or updates to documents. Word offers you a great deal of flexibility in maintaining documents: you can make changes to the text of a document without reformatting it, redefine the style of a group of documents automatically, and even print documents on several different types of printers, without changing formatting specifications.

Using Your New Tool

Feel free to experiment with Word. There is essentially nothing you can do that is irreversible. In fact, Word always maintains a backup copy of your original document. You can always return to it, if you think you have made a mistake. Because Word is so powerful, you will probably find that there are many more commands and functions than you can learn at one sitting. The best approach is to become comfortable with Word—get to know your keyboard and mouse, if you have one, and learn the commands you will be using most often. You will find that Part 1, "Learning Word" is probably the best place to start. At first, it may seem that there are a lot of keys to type and buttons to push, but these will soon become reflexes. Later, as you gain more confidence, you will learn some of the more advanced Word features which will help you with longer and more complicated documents.

About This Manual

Take a look at this manual before you begin working with Word. You should become familiar with the manual and how to find information in it: you will probably be referring to it often. The manual has three introductory sections, three main parts, two appendices, a glossary, an index, and a separate *Quick Reference Guide*.

Getting Started. Following this introduction are three sections called "Getting Started," "The Keyboard,"and "Operating Information." These contain important instructions for starting to use Word. Read the information in "Getting Started" and follow the steps carefully. The "Operating Information" section is more technical. You may need to refer to it later on.

Part 1: Learning Word. The first part of the manual is a step-by-step introduction to Microsoft Word, designed to introduce you to some of Word's major features, and give you a feel for using Word as a writing tool. Try out the examples as you go. The time it takes will be well spent.

Part 2: Using Word. This part of the manual focuses on strategies for using Word to your best advantage for any writing project. The emphasis here is on providing you with the necessary techniques for designing your documents. You should then be able to apply these models to your own work.

Part 3: Reference to Word. This part is your reference guide to Word. If you are comfortable with a technical approach to a new program, or if you have used other word processing programs before and want an overview that explains how Word is different from those programs, you might want to read this section first. However, for most people, we suggest that you begin learning Word by reading Part 1 first. Later on, when you begin to feel more familiar with Word, you will probably be referring to this section for detailed information about specific features and commands. The "Elements of Microsoft Word" chapter describes the parts of Word and how they fit together. The "Command Directory" explains every Word command. The "Message Directory" explains the messages you see on your screen, suggesting your next response or reporting what's wrong.

Appendices. The appendices give you technical information about using specific printing devices and converting documents which have previously been written and formatted with WordStar®.

Glossary. The glossary defines some special terms used in this manual to describe the various elements of Word.

Index. The index will help you find the information you need quickly.

Quick Reference Guide. This is a handy source of information. It includes a guide to your keyboard.

Getting Started

This section tells you what you need to know and do before using Microsoft Word. It covers these topics:

What You Need

How to Copy the Microsoft Word System Disk

How to Copy the Microsoft Word Program Disk

If You Are Using a Microsoft Mouse

How to Start Microsoft Word

What You Need

To use Microsoft Word, you need:

1. An IBM® Personal Computer or an IBM Personal Computer XT with at least 128K of memory

2. At least one disk drive

3. A color/graphics monitor adapter or a monochrome display and printer adapter (installed)

4. An 80-column monochrome or color monitor

5. An IBM Personal Computer Disk Operating System disk

6. The Microsoft Word System disk

7. The Microsoft Word Program disk

8. Several blank disks

9. The Microsoft Mouse (optional)

10. A printer (optional)

How to Copy the Microsoft Word System Disk

Floppy disks can be damaged by heat, magnetism, dust, or careless handling, and eventually they will wear out. They can also be lost. For your protection, make copies of the Microsoft Word System and Program disks before you do anything else.

The Microsoft Word System disk contains a program called MWCOPY that allows you to make two copies of the Word System disk: one onto a floppy disk and one onto a hard disk. The MWCOPY program works only with hard disks compatible with IBM Personal Computer DOS version 2.0.

For details on starting the IBM Personal Computer Disk Operating System and using the FORMAT /S command, see the *IBM Personal Computer Disk Operating System* manual.

To copy the Microsoft Word System disk:

1. Start the IBM Personal Computer Disk Operating System.

    You should see the A> prompt.

2. If you are going to copy the Microsoft Word System disk onto a floppy disk, format the floppy disk with the FOR-MAT /S command. In addition to formatting the disk, the FORMAT /S command copies the IBM Personal Computer DOS programs to the disk.

3. Put the Microsoft Word System disk in drive A.

4. Type *MWCOPY*

5. Press the RETURN key.

6. The copy program, MWCOPY, displays detailed instructions on how to copy the disk. You can specify whether you want to copy onto a floppy disk or a hard disk. You can also specify which hard disk you want to copy to if you have more than one.

7.   When MWCOPY has finished copying the disk, label your copy clearly and put a write-protect tab on it. From now on, use your copy.

8.   Put a write-protect tab on the original disk and store it in a safe place.

How to Copy the Microsoft Word Program Disk

You can make as many copies of the Microsoft Word Program disk as you want. For details on starting the IBM Personal Computer Disk Operating System and using the FORMAT and COPY commands, see the *IBM Personal Computer Disk Operating System* manual.

To copy the Microsoft Word Program disk:

1.   Start the IBM Personal Computer Disk Operating System.

      You should see the A> prompt.

2.   If you are going to copy the Microsoft Word Program disk onto a floppy disk, first format two disks with the FORMAT command. You do not need to use /S.

3.   Use the DOS COPY command to copy the Microsoft Word Program disk onto one of the blank formatted disks.

      For example: if you have two floppy disk drives, put the Word Program disk in drive A and a blank formatted disk in drive B. Type the command *COPY A: * . * B:* and press the RETURN key.

4.   When the copy is complete, label your copy.

Important

Do not put a write-protect tab on your copy. Word will write information that it needs on the Program disk while running.

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5.   If you have two disk drives, take the copy of the Word Program disk from drive B and put in the other blank formatted disk.

6.   Type *COPY A:EXAMPLE.DOC B:* and press the RETURN key to copy the EXAMPLE.DOC file onto the blank disk in drive B. This disk is now a data disk which you will use in Part 1.

7.   Put a write-protect tab on the original disk, and store it in a safe place.

If You Are Using a Microsoft Mouse

If you are using a Microsoft Mouse and have installed the Mouse hardware, use the IBM Personal Computer DOS COPY command to copy the following files from the Microsoft Mouse software disk onto your copy of the Microsoft Word System disk:

AUTOEXEC.BAT

MOUSE.COM

MOUSE.SYS

Note

If you are using a CONFIG.SYS file to modify version 2.0 of the IBM Personal Computer DOS, you may want to create a CONFIG.SYS file to use with Word instead of the AUTOEXEC.BAT file. See the *Microsoft Mouse* manual.

How to Start Microsoft Word

To use Word, you will need your copies of the Microsoft Word System and Program disks plus several formatted disks for storing documents. See the *IBM Personal Computer Disk Operating System* manual for information on how to format disks.

To start Word on the IBM Personal Computer:

1. Put your copy of the Microsoft Word System disk in drive A.

2. Turn the computer on, or if it is already on, press the Del key while holding down the Ctrl and Alt keys.

3. Type the date and press the RETURN key, or just press the RETURN key to accept the proposed date.

4. Type the time and press the RETURN key, or just press the RETURN key.

5. When you see the A> prompt, type *WORD*

6. Press the RETURN key. You will see the message:

   Insert Program disk in drive A and press the RETURN key

7. Remove the System disk and put the Program disk in drive A.

8. Put the data disk with a copy of EXAMPLE.DOC on it into drive B.

9. Press the RETURN key.

Turn to Chapter 1 and begin learning about Word. The following section explains the keyboard—refer to it as you work with Word. You don't need to read the "Operating Information" section yet; you'll find it useful after you've gone through the examples in Part 1.

The Keyboard

The tables below show what key or combination of keys to use for specific tasks. The "keytop" is what you see on the IBM Personal Computer key. In this manual, "name" describes what the key does rather than what appears on the key itself. For example, the key labeled Esc has the name CANCEL because this key "cancels" the current command and lets you choose another.

In the tables, a hyphen (−) between keys means to press the second key while holding down the first. A plus sign (+) means to press the right key when the left key (a toggle key) is locked.

In Microsoft Word, the toggle keys are the EXTEND (F6), Scroll Lock, Caps Lock, Num Lock, and OVERTYPE (F5) keys. Press a toggle key once to lock it. It will stay locked until you press it a second time. To remind you that a key is locked, Word displays a code in the status line of the screen. The codes are EX for EXTEND, NL for Num Lock, SL for Scroll Lock, CL for Caps Lock, and OT for OVERTYPE.

Entering Text

Action	Keytop	Name
Start new paragraph	↵	RETURN
Start new line	⇧-↵	NEWLINE
Start new division	Ctrl-↵	DIVISION
Start new page	Ctrl-⇧-↵	PAGE
Tab	⇥	TAB
Enter non-required hyphen	Ctrl-−	
Enter non-breaking hyphen	− (minus)	
Enter non-breaking space	Ctrl-spacebar	

Selecting Text

Action	Keytop	Name
Select up	↑	UP
Select down	↓	DOWN
Select left	←	LEFT
Select right	→	RIGHT
Select first character in line	Home	HOME
Select last character in line	End	END
Select top of window	Ctrl-Home	
Select bottom of window	Ctrl-End	
Next window	F1	NEXT WINDOW
Previous window	⇧-F1	
Extend selection toggle	F6	EXTEND
Select word left	F7	WORD LEFT
Select previous sentence	⇧-F7	
Select word right	F8	WORD RIGHT
Select next sentence	⇧-F8	
Select sentence	F9	SENTENCE
Select line	⇧-F9	
Select paragrath	F10	PARAGRAPH
Select entire document	⇧-F10	

Scrolling

Action	Keytop	Name
Scroll up in document	PgUp	PAGE UP
Scroll down in document	PgDn	PAGE DOWN
Scroll to beginning of document	Ctrl-PgUp	
Scroll to end of document	Ctrl-PgDn	
Scroll left	Ctrl-←	
Scroll right	Ctrl-→	
Scroll up one line	Scroll Lock+↑	
Scroll down one line	Scroll Lock+↓	
Scroll left 1/3 of window	Scroll Lock+←	
Scroll right 1/3 of window	Scroll Lock+→	

Editing Text

Action	Keytop	Name
Delete previous character	←	BACKSPACE
Delete to scrap	Del	DELETE
Delete (no scrap)	⇧-Del	
Insert from scrap	Ins	INSERT
Insert from scrap replacing selection	⇧-Ins	
Insert glossary text	F3	REF
Overtype toggle	F5	OVERTYPE

Choosing Commands

Action	Keytop	Name
Move to an item on a menu	spacebar, ←	
Move to next field	⇥	TAB
Move to previous field	⇧-⇥	BACKTAB
Repeat last command	F4	REPEAT
Repeat last Search command	⇧-F4	
Word left	F7	WORD LEFT
Word right	F8	WORD RIGHT
Character left	F9	CHAR. LEFT
Character right	F10	CHAR. RIGHT
Carry out command	↵	RETURN
Cancel command	Esc	CANCEL
Help	Alt-h	HELP

Direct Formatting

Format	Alt key + (or Alt-x + if style sheet)
Normal character	spacebar
Bold	b
Italic	i
Underline	u
Double underline	d
Small caps	k
Strikethrough	s
Superscript	+
Subscript	−
Centered	c
Set first line indent 1/2''	f
Justified	j
Left flush	l
Decrease left indent 1/2''	m
Increase left indent (nest) 1/2''	n
Open paragraph spacing	o
Normal paragraph	p
Right flush	r
Hanging indent 1'' and tab	t
Double-spaced lines	2

Characters supported by the IBM Personal Computer Graphics Printer that do not appear on the keyboard can be entered using the Alt key with the keypad numbers. See the help information for a list of key codes.

Operating Information

You will find the information in this section useful once you are familiar with Microsoft Word. The following topics are covered:

Files and Filenames

Disks and Drives

If You Are Using DOS Version 2.0

Different Ways to Start Word

Variations in What You See on the Screen

Workspace and Disk Space

Using Serial and Parallel Printers

Files and Filenames

Computer files, like files of paper documents, are collections of information. This information may be data (numbers, text, formulas, etc.), computer programs, or a combination of the two. The following files are supplied with Microsoft Word:

Microsoft Word System Disk

WORD.COM	The Word startup program
MWCOPY.COM	The Word copy program
CONVERT.COM	The WordStar-to-Word document conversion program

Microsoft Word Program Disk

MW.PGM	The Word program file
MW.HLP	The Word help file
*.PRD	Each printer has description file with this extension
*.STY	Sample style sheets
EXAMPLE.DOC	Document used in "Learning Word"

Microsoft Word also creates the file MW.INI and a number of files with the extension .TMP on the program drive. This file is a record of the changes you made in the document. Also, every time you edit a file, Word makes a backup copy of the file with the extension .BAK. It has the same name as you have given to the document with the Transfer Save command.

Filenames may be 1-8 characters long. To further distinguish files, a period and 1-3 additional characters may be added. This part of the filename is called its extension. Microsoft Word automatically adds extensions to files when you save them to distinguish the kind of information contained in the file. You need not add an extension when naming a document, style sheet, or glossary. If you want to use the Transfer Delete command to delete a file, however, you must type the extension.

The extensions Word adds are:

.DOC	Document
.STY	Style sheet
.GLY	Glossary
.BAK	Backup copy

Filenames should begin with a letter, followed by any combination of letters (A-Z), numbers (0-9), and the following characters:

$ & % ' ( ) - @ ^ { } , ` !

You may use any combination of uppercase and lowercase letters. Word treats them as identical.

When a message starting with

Enter filename

appears on the message line, you may type a filename, a filename preceded by a drive specification (such as B:) or, if you are using IBM Personal Computer DOS version 2.0, a pathname.

Disks and Drives

Unless you have a hard disk drive, and keep all your programs and documents on it, you will have to keep track of which files are on which disks, and which disks go in which drives. There are three kinds of disks you need to keep track of:

The Microsoft Word System disk, used to start Word

The Microsoft Word Program disk, used to run Word

Data disks for storing documents

There are three corresponding kinds of drives:

The startup drive

The program drive

The data drives

Depending on the way you work, one or more of these drives may be the same. Although it may be possible to copy the contents of the Word Program disk onto the System disk, we suggest that you do not do this unless you are using a hard disk drive. The reason is that when you edit a document, Word opens a temporary file on the disk in the program drive. If your System disk and Program disk are the same, Word will be writing on the System disk. If any problem occurs while writing, the System disk could be damaged. You can copy the Program disk as many times as you need to, but you can only copy the System disk once. For your protection, keep the Word program file on a disk other than the System disk.

The Startup Drive

The startup drive is the drive from which you load the Word System disk file WORD.COM. Unless you are using DOS version 2.0 and the PATH command (see "If You Are Using DOS Version 2.0" in this section), the startup drive must be the current default drive when you start Word by typing *WORD* and pressing RETURN.

The Program Drive

The program drive is the drive from which you load the Word Program disk files MW.PGM, MW.HLP and *.PRD (the printer description files). In addition, Word creates the file MW.INI and a number of files with the extension .TMP on the program drive. The program drive will be the same as the startup drive, unless you are using DOS version 2.0 and the PATH command.

MW.INI contains information about the options you chose the last time you ran Word. Whenever you quit Word, it creates the file MW.INI to store whatever options are in effect, such as the printer name in the Print Options command, and the responses last chosen in the command fields of the Options command. If you delete this file, Word will not remember what options you chose.

The .TMP files are temporary work files where Word keeps information it needs while running. When you run Word, a .TMP file is created. These files are a temporary record of the text you have entered and the commands you have executed. When you quit Word, the .TMP files are erased. Word requires access to the .TMP files while it is running. Therefore, if your program drive is a floppy disk drive, you may remove the Word Program disk only at certain times, described below.

Data Drives

A data drive is any drive on which Word saves documents. Any time you type a filename in response to the message beginning with

Enter filename

you can precede the filename with a drive letter and a colon. For example, to save the document MEMO on drive B, type

B:MEMO

in the Transfer Save command. The document MEMO will be stored on drive B.

If you do not specify a drive with the filename, Word will save or look for the document in the default drive. If you have two floppy disk drives, the default data drive is always the B drive. Otherwise, the default data drive is left as it was when you started Word. This is generally the same as the startup drive.

You can instruct Word to change the default data drive with the Transfer Options command. Note, however, that you may only execute the Transfer Options command at certain times:

1. As the first Transfer command executed after a Transfer Clear All command.

2. As the first Transfer command executed after starting Word.

When to Change Disks

When you work with the IBM Personal Computer Disk Operating System, it is safe to change disks in any drive when you see the operating system prompt (e.g., A>). It is also safe to change disks when the operating system displays a message on the screen asking you to do so. In this case, follow the directions on the screen exactly.

You may remove the Microsoft Word Program disk and data disks only under the following circumstances. You may change disks whenever Word displays the message beginning with:

Enter filename

When Word displays the message

Enter Y to retry access to *filename*

it means that the file Word needs is not on the disk. You must replace the disk with the one containing the correct file.

Before starting an editing session, use the CHKDSK program to make sure that the data disk(s) you will be using contain enough space for new or edited documents. See the *IBM Personal Computer Disk Operating System* manual for details.

If You Are Using DOS Version 2.0

If you are using IBM Personal Computer DOS version 2.0, you have some extended capabilities not described above:

1. You can specify a directory anywhere you are able to specify a drive. For example, if you are saving the document MEMO in the directory B:\USR\MARY, you could type

    B:\USR\MARY\MEMO

    in the Transfer Save command.

2.   You have a startup directory instead of a startup drive. The startup directory is the directory which contains the Word System disk file WORD.COM. The startup directory can be any directory on a floppy or hard disk.

3.   You have a program directory instead of a program drive. The program directory is the directory which contains the Word Program disk files MW.PGM, MW.HLP, and *.PRD (the printer description files). The program directory can be any directory on any drive, including RAMDRIVE.

4.   If you are using the DOS version 2.0 PATH command, you can place the startup and program directories on the search path you specified in the PATH command. The startup directory need not be the same as the default directory you were in when you started Word. Also, the program drive need not be the same as the startup drive.

Suppose, for example, that you have the Word System disk files in the directory C:\USR\MARY\BIN and the Word Program disk files in the directory D:\USR\MARY\PGM. If you have an AUTOEXEC.BAT file which contains the command

```
PATH C:\USR\MARY\BIN; D:\USR\MARY\PGM
```

then, regardless of what directory you are in, you can start Word by typing *WORD* and pressing the RETURN key. The startup and program directories will be C:\USR\MARY\BIN and D:\USR\MARY\PGM respectively.

5.   Rather than having a data drive, you have a data directory. A data directory is a directory in which Word saves documents. Any directory on any drive can be a data directory. The rules for the default data directory given above still apply. If you have two floppy disk drives, the default directory is always on the B drive. Otherwise, the default data directory is the default you were in when you started Word. As noted above, this need not be the same as the startup directory.

Different Ways to Start Word

When you start Microsoft Word by typing *WORD* and pressing the RETURN key, the program does not load a document. You can tell Word to automatically load a specific document by typing

WORD *filename*

and pressing the RETURN key. For example, if you type

WORD LETTER

Word will look for the document LETTER that you previously saved. If it finds LETTER, it will load it so that you can start work on it immediately. If Word does not find LETTER, then no document will be loaded, just as if you had simply typed *WORD* to start.

If the document is located in a drive other than the current default drive, then you must precede the document name with the appropriate drive letter and a colon.

Microsoft Word remembers the name of the last document you were editing in window #1 the last time you ran the program. If you want this document to be automatically loaded when you start Word, you can type:

WORD /L

Word will look for the document in the last drive or directory in which it was located. If the document is there it will be loaded. Otherwise, no document will be loaded, just as if you had simply typed *WORD* to start. The name of the document is stored in the file MW.INI on the program drive. Therefore, if you have deleted the file MW.INI, the /L flag will have no effect.

You cannot type both /L and the name of the file when starting Word, since both of these options ask for specific files to be loaded. For example, you should not type *WORD LETTER /L*.

If you have a color monitor and a color/graphics monitor adapter installed, and wish to use color rather than high-resolution graphics, type:

WORD /C

You may combine the /C flag with automatic document loading. For example, you may type:

WORD /L /C

or

WORD LETTER /C

Variations in What You See on the Screen

If you have a color/graphics monitor adapter installed, Word makes use of high-resolution graphics to display character formats similar to how they will appear when printed. Italics, bold, small capitals, underline, double-underline, superscript, subscript, and strikethrough (but not different fonts) will be shown.

If you wish, you may use color instead of high-resolution graphics. In this case, normal characters appear in white, bold appears intensified, and all other formats (except fonts) appear in a color other than the background color. See "Different Ways to Start Word" above for how to start Word with color rather than with graphics.

If you have a monochrome display and parallel printer adapter, normal characters appear in the display's normal color, bold appears intensified, and all other character formats (except fonts) appear underlined.

If you have a Microsoft Mouse and a color/graphics monitor, and are using high-resolution graphics, the mouse pointer will change shape as it moves over sensitive areas on the screen. If you are using color or a monochrome display and parallel printer adapter, the pointer will be a small square rather than an arrow and will not change shape as you move it over the screen.

Workspace and Disk Space

When you run Word, a .TMP file is created on the Program disk. These files are a temporary record of the text you have entered and the commands you have executed. The size of the .TMP files, and thus the length of an editing session, are limited by the amount of disk space available on your program drive.

Especially if you are working with one or two single-sided floppy disk drives, you may need more room on the Program disk. There are two things you can do:

1.   You may move your copy of the Help file (MW.HLP) from your copy of the Program disk and place it on another disk. Then whenever you request Help, Word will display the message:

     Enter Y to retry access to MW.HLP

     At this point you may remove your copy of the Word Program disk, replace it with the disk that contains MW.HLP, and press *Y*. When you leave Help, Word will display the message:

     Enter Y to retry access to Word Program Disk

     At this point you should remove the disk that contains MW.HLP, replace it with your copy of the Word Program disk, and press *Y*.

2.   If you know that you will not be using one or more of the printers that Microsoft Word supports, you may erase the corresponding printer description file (with the extension .PRD) from your copy of the Program disk. For example, if you know that you are going to be using only an Epson FX, then you may erase all the .PRD files except the file EPSONFX.PRD.

Note

Under no circumstances should you ever erase any files from your original copies of the Microsoft Word System and Program disks. If you accidentally erase your copy of the Help file or of any of the printer description files, you can copy these again from the original disks.

If the .TMP files on your Program disk get too large, Word will display the message:

Disk full

At this point, you must save the document immediately with the Transfer Save command.

If you are saving a document that is larger than the available space on the current data disk, you will also get the error message:

Disk full

At this point you should try to create sufficient room on your data disk by deleting unwanted files with the Transfer Delete command. Then, save the document again with the Transfer Save command. If you still do not have a disk with sufficient available space, save your document with the Transfer Save command onto another data drive containing a data disk with sufficient space.

If you replace the current data disk with another disk, Word will ask you to switch data disks repeatedly, as it requires access both to the original copy of the document on the current data disk and to the new copy of the document on the new data disk. It is a good idea to always leave plenty of space on your current data disk and to keep around several blank formatted disks to use as data disks.

Whenever you edit an existing document and save the edited version, Word requires access to the original unedited copy of the document. If you are using Word's "cut and paste" techniques to edit several documents at once, Word may require access to original copies of several documents. Therefore, to avoid having to switch disks repeatedly, it is a good idea to keep on one data disk all the files that you will want to merge or "cut and paste."

When you save a document on a new data disk, Word creates a file called NEWFILE.TMP. When the save has been completed, Word renames the file to the filename you specified in the Transfer Save command. Whenever you see the message

> Enter Y to retry access to NEWFILE.TMP

you should insert the new data disk. Whenever you see either of the error messages

> Enter Y to retry access to *filename.DOC*
>
> Enter Y to retry access to *filename.BAK*

insert the disk containing the requested original document.

Using Serial and Parallel Printers

A number of popular printers are directly supported by Microsoft Word. They are listed below.

Printer Name	Printer Field	Parallel	Serial
Epson® MX-80	EPSONMX	Yes	No
Epson® MX-80 with Graftrax®	EPSONMXG	Yes	No
Epson® FX	EPSONFX	Yes	No
Diablo 630 API™	D630	Yes	Yes
NEC 3550 Spinwriter™	NEC3550	Yes	No
NEC 7710 Spinwriter™	NEC7710	No	Yes
Qume Sprint 11 Plus™	QUME	No	Yes
IBM Personal Computer Graphics Printer	IBMGRAPH	Yes	No

The capabilities of specific printers are described in detail in Appendix A, "Printing Documents With Word." This section describes the procedures for printing Word documents with serial and parallel printers.

Parallel printers must be connected through one of the parallel printer adapters LPT1:, LPT2:, or LPT3:. Serial printers must be connected through one of the asynchronous communications adapters, COM1: or COM2:. Details for using Word with serial printers are given below.

Before starting Microsoft Word, connect your printer and test the connection by copying a small text file (e.g., AUTOEXEC.BAT) to the printer. Once you have started Word, use the Print Options command to specify:

> The name of the printer in the "printer" field (as given in the table above).

> The name of the printer adapter in the "setup" field (LPT1:, LPT2:, LPT3:, COM1:, or COM2:). If no adapter is specified, Word will assume you are using LPT1:.

Once specified, these fields remain in effect until you change them with the Print Options command, even if you quit Word and later restart the program.

Serial Printers

If you are using a serial printer with the IBM Personal Computer, the MODE command must be used to specify the baud rate, the parity, the number of data bits, and the number of stop bits for serial data communication with the printer. You must also set the switches on the printer's operator control panel for the baud rate and the parity, and for ETX/ACK protocol that is used by Word. The correct mode commands and switch settings are:

Printer	MODE and Switch Settings
NEC 7710 Spinwriter	MODE COM1:30,N,8,1,P Switches: DIP6 = Off; Speed = Off, On, On (300 baud); Parity = Off, Off
Diablo 630 API	MODE COM1:12,N,8,1,P Switches: Right DIPs 2 = Off; 3 = Off, 5 = On (1200 baud)
Qume Sprint 11 Plus	MODE COM1:96,N,8,1,P Switches: DIPs 3 = On, 4 = On, 5 = On (9600 baud); 6 = Off, 7 = Off, 9 = On, 10 = On

If you are regularly using a serial printer, it is easier to include the MODE command in the AUTOEXEC.BAT file so that it will be executed automatically every time you start IBM Personal Computer DOS. To do this, use the following procedure:

1. With DOS running, type the appropriate MODE command first. Use the DOS COPY command to print a file. When you are satisfied that your file has printed correctly, add the MODE command to the AUTOEXEC.BAT file.

2. Start Word.

3. Remove the write-protect tab from the copy of the System disk, and insert it in drive B.

4.   Load B:AUTOEXEC.BAT with the Transfer Load command.

5.   Insert the text of the MODE command as the first line of the file. Do not disturb the text of the other commands in this file (e.g., the setup for the Microsoft Mouse).

6.   Transfer Save B:AUTOEXEC.BAT with the "formatted" option set to "No."

7.   Remove the System disk from drive B and replace the write-protect tab.

8.   Insert the Word System disk in drive A and restart DOS.

Part I
Learning Word

Chapter 1
Creating
and Formatting Documents

The Screen

To use Microsoft Word, you first need to start the program. Refer to the "Getting Started" section at the beginning of this manual for instructions. If you have two floppy disk drives, be sure the Word Program disk is in drive A and the data disk with the EXAMPLE.DOC file on it is in drive B.

When Microsoft Word is running, your screen shows the following display:

```
1
  ◆
         End mark

                                          Window border

    Selection

                      Text area



                  Command area




COMMAND: Alpha Copy Delete Format Gallery Help Insert Jump Library
         Options Print Quit Replace Search Transfer Undo Window
Edit document or press Cancel to use menu
EDIT         {}              ?    99% Free      Microsoft Word:
```
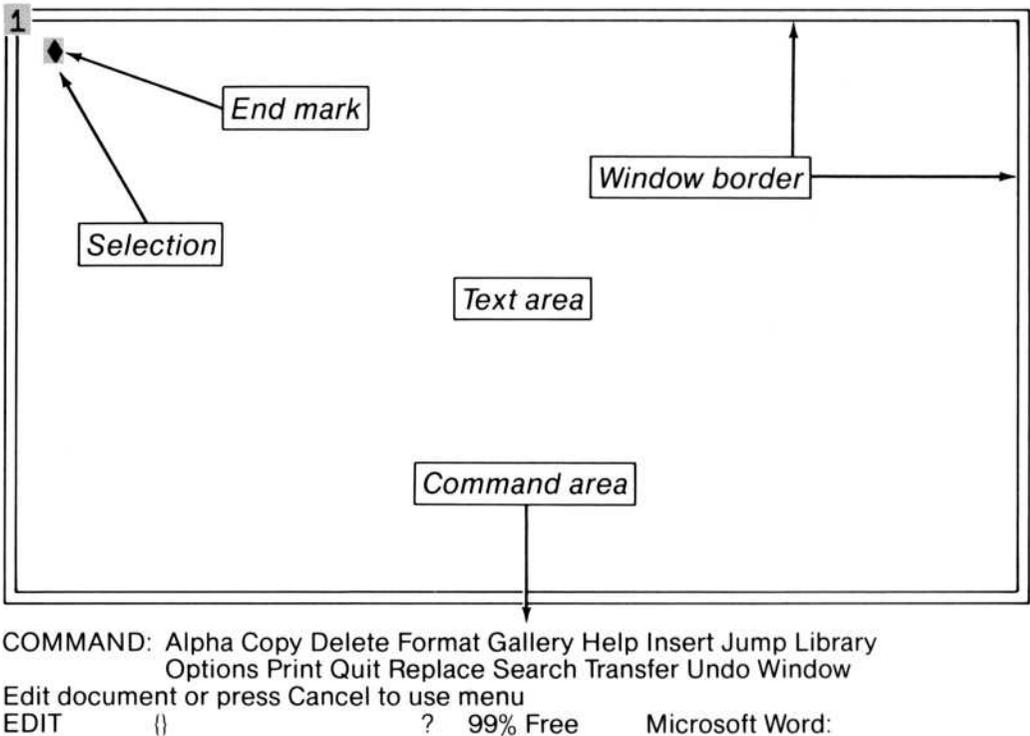
This is the basic Microsoft Word screen. Notice the diamond character, which is highlighted. The diamond character is the "end mark." It shows you the end of the document.

The highlighting shows you the "selection." The selection is the text (one or more characters) that you are working with right now. As you work with Microsoft Word, you'll learn more about the selection.

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

NOTICE

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

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

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

Entering Text: Typing

First, just type the words. Afterwards, you will make the notice look more attractive.

•   Type *NOTICE* and press the RETURN key.

When you press the RETURN key, you start a new paragraph (even though the usual spacing doesn't show up yet).

```
1
  NOTICE


              ┌─────────────────────┐
              │ Press the RETURN key│
              │ to start a new paragraph.│
              └─────────────────────┘
```

Type the following text, pressing the RETURN key only after *Feb 8.* and after *printers.*

NOTICE
During the last month we have been evaluating new word
processing programs for use in our department. Our
first priority was to meet, wherever possible, the
criteria established at our staff meeting on Feb 8.
Among the most important criteria were that we reduce
our anticipated training overhead. Furthermore, we
must be able to use our present IBM Personal Computer
hardware with little or no modification and produce
documents on our existing printers.
The results of our evaluation will be presented at the
department staff meeting this Friday, March 11 at 10 AM
in the Main Conference room.

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

```
1
   NOTICE
   During the last month we have been evaluating new word proce
```

At end of line

This is called "wordwrap." Wordwrap lets you concentrate on creating and typing your document without having to worry about where the right margin is.

```
1
   NOTICE
   During the last month we have been evaluating new word proce
   proces
```

As you type s,
Word starts a new line.

That's why you needed to press the RETURN key so few times. You needed only to end the paragraphs and Microsoft Word took care of starting new lines.

Correcting Typing Mistakes: The BACKSPACE Key

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

1

NOTICE
During the last month we have been evaluating new word processing programs for use in our department. Our first priority was to meet, wherever possible, the criteria established at our staff meeting on Feb 8.
Among the most important criteria was that we reduce our anticipated training overhead. Furthermore, we must be able to use our present IBM Personal Computer hardware with little or no modification and produce documents on our existing printers.
The results of our evaluation will be presented at the department staff meeting this Friday, March 11 at 10 AM in the Main Conference r

The BACKSPACE key erases to the left.

The BACKSPACE key erases the character just to the left of the selection. Then you type the new characters.

- Type *Room.*

If, by chance, you typed a wrong character farther back in the line or in a line above, don't worry about them now; later you'll learn how to move the selection without erasing characters you want to keep.

Now that you have finished typing the text, you notice a few changes you want to make.

Selecting Text: The Direction Keys

In the first paragraph, you typed the word *priority*. The criteria are guidelines, not goals. To be more precise, you now decide to use the word *consideration* in place of *priority*.

First, you have to select the word you want to change. Visually, this means highlighting the word. So, you need to know how to change the selection from the end mark to the word *priority*.

First, look in "The Keyboard" section. Find the RIGHT, LEFT, UP, and DOWN direction keys. When you find the keys on your keyboard:

- Press the UP, RIGHT, and LEFT direction keys until you have selected the *p* in *priority*.

1

NOTICE
During the last month we have been evaluating new word
processing programs for use in our department. Our first
priority was to meet, wherever possible, the criteria
established at our staff meeting on Feb 8.
Among the most important criteria was that we reduce our
anticipated training overhead. Furthermore, we must be able
to use our present IBM Personal Computer hardware with
little or no modification and produce documents on our
existing printers.
The results of our evaluation will be presented at the
department staff meeting this Friday, March 11 at 10 AM in
the Main Conference Room.

The direction keys change the selection by one character. Now, to select the whole word *priority*, press the key that selects a word to the right.

- Press the WORD RIGHT (F8) key to select *priority*.

NOTICE
During the last month we have been evaluating new word processing programs for use in our department. Our first priority was to meet, wherever possible, the criteria established at our staff meeting on Feb 8.
Among the most important criteria was that we reduce our anticipated training overhead. Furthermore, we must be able to use our present IBM Personal Computer hardware with little or no modification and produce documents on our existing printers.
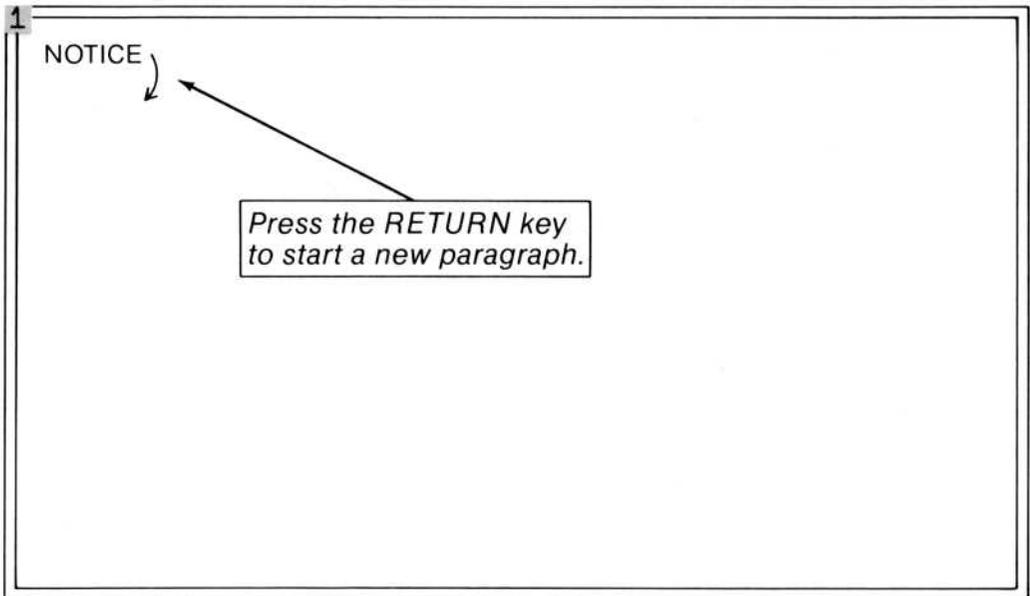The results of our evaluation will be presented at the department staff meeting this Friday, March 11 at 10 AM in the Main Conference Room.

WORD RIGHT (F8)
key selects words.

Editing Text: The DELETE (Del) Key

To replace *priority* with *consideration*, delete the one and type the other, as follows:

- Press the DELETE (Del) key.

  The word *priority* disappears and Microsoft Word closes up the space. The *w* of *was* is now the selection.

- Type *consideration* plus a space.

  Microsoft Word inserts the new word and moves the rest of the text to the right, using wordwrap as needed.
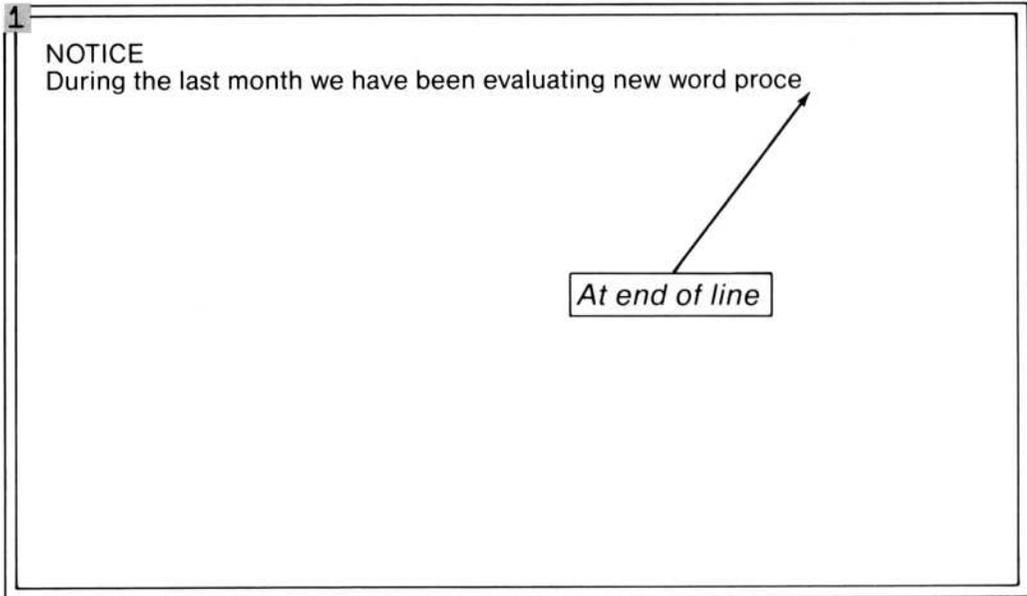
```
1
   NOTICE
   During the last month we have been evaluating new word
   processing programs for use in our department. Our first
   consideration was to meet, wherever possible, the criteria
   established at our staff meeting on Feb 8.
   Among the most important criteria was that we reduce our
   anticipated training overhead. Furthermore, we must be able
   to use our present IBM Personal Computer hardware with
   little or no modification and produce documents on our
   existing printers.
   The results of our evaluation will be presented at the
   department staff meeting this Friday, March 11 at 10 AM in
   the Main Conference Room.


      Text inserted in front of selection
```
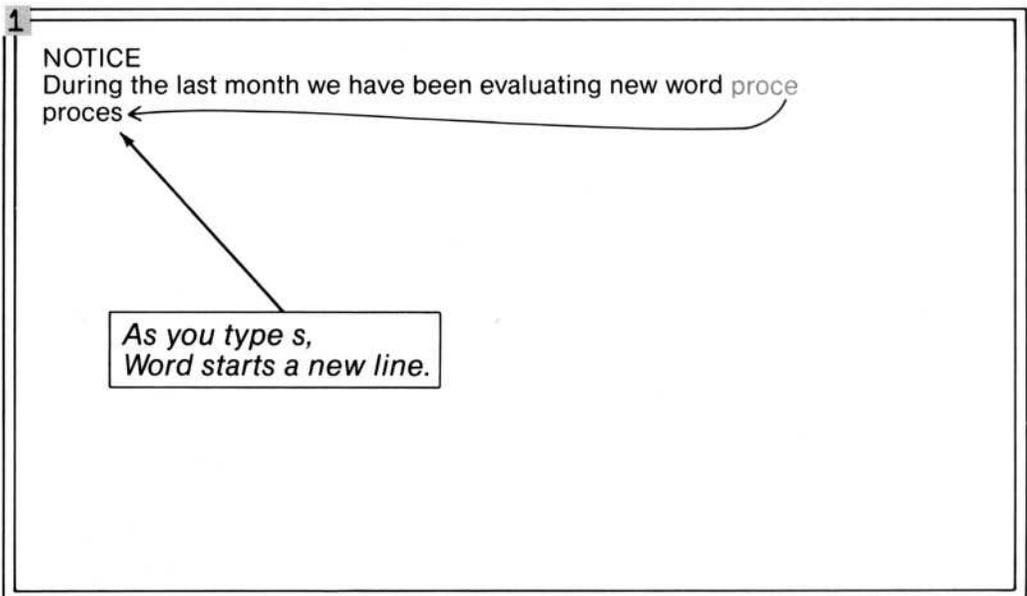
COMMAND: Alpha Copy Delete Format Gallery Help Insert Jump Library
Options Print Quit Replace Search Transfer Undo Window
Edit document or press Cancel to use menu
EDIT   {priority }   ?   99% Free   Microsoft Word:

Scrap

Notice that the word *priority* now appears on the bottom line of the screen between braces. This represents the "scrap." The scrap is the place where Microsoft Word keeps text that you delete from a document. This text can be returned to the document, as you'll see in a moment.

Undoing Editing Changes: Undo

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

- Press the CANCEL (Esc) key.

- Press *U* (for Undo).

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

You can also change your mind and decide to put *consideration* back in place of *priority*.

- Press the CANCEL (Esc) key.

- Press *U* (for Undo).

Undo can even "undo" itself. So you aren't stuck with a change; you can try out two versions of the same text, then switch back and forth between versions to decide which version you want to keep.

You should keep in mind, however, that Undo reverses only the most recent change you made.

Typing New Text

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

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

- Select the period after *overhead* in the first sentence of the second paragraph.

You select the period because you will insert the text in front of it. Text is always inserted in front of the selection.

You can select text with either the keyboard or the Microsoft Mouse. If you don't have the Microsoft Mouse, follow the keyboard procedure. You have already selected text with the keyboard, by pressing the direction keys.

To select the period after *overhead* with Microsoft Mouse:

- Move the mouse across the table so that the arrow on the screen, called the "mouse pointer," moves to the period after *overhead.*

- When the mouse pointer points to the period, press and release the left mouse button.

    The highlight jumps from *consideration* to the period. The period is now selected.

    Note that the word "select" in this manual means to change the selection to the new text. You can use either the keyboard or the mouse to do this.

• Press the spacebar, then type:

without compromising on features

NOTICE
During the last month we have been evaluating new word
processing programs for use in our department. Our first
consideration was to meet, wherever possible, the criteria
established at our staff meeting on Feb 8.
Among the most important criteria was that we reduce our
anticipated training overhead **without compromising on
features.** Furthermore, we must be able to use our present
IBM Personal Computer hardware with little or no
modification and produce documents on our existing printers.
The results of our evaluation will be presented at the
department staff meeting this Friday, March 11 at 10 AM in
the Main Conference Room.

Selection

Inserted text

The text is inserted in front of the selection, and the period
moves to the right. The period is still the selection.

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

- Select the end mark and press the RETURN key.

- Type:

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

- Press the RETURN key.

1

NOTICE
During the last month we have been evaluating new word processing programs for use in our department. Our first consideration was to meet, wherever possible, the criteria established at our staff meeting on Feb 8.
Among the most important criteria was that we reduce our anticipated training overhead without compromising on features. Furthermore, we must be able to use our present IBM Personal Computer hardware with little or no modification and produce documents on our existing printers.
The results of our evaluation will be presented at the department staff meeting this Friday, March 11 at 10 AM in the Main Conference Room.
Free coffee and donuts to the first ten people who arrive.

Inserted text

Selection

The notice is now ready to be formatted. In Microsoft Word, many formats are available with a few keystrokes.

Formatting Paragraphs: The Alt Keys

First, justify the text and open up some space between paragraphs.

To do this, select the whole document—you format it all at once instead of one paragraph at a time.

- Press the combination of keys that selects the whole document (SHIFT-F10).

  The whole notice is now highlighted.

- Hold down the Alt key, then press the *j* key.

1

NOTICE
During the last month we have been evaluating new word processing programs for use in our department. Our first consideration was to meet, wherever possible, the criteria established at our staff meeting on Feb 8.
Among the most important criteria was that we reduce our anticipated training overhead without compromising on features. Furthermore, we must be able to use our present IBM Personal Computer hardware with little or no modification and produce documents on our existing printers. The results of our evaluation will be presented at the department staff meeting this Friday, March 11 at 10 AM in the Main Conference Room.
Free coffee and donuts to the first ten people who arrive.

Alt-j justifies paragraphs.

The paragraphs, all of them, now have even edges at both ends of the lines. This is called "justification." This is the way most printed books look.

You can just as easily open up space between paragraphs.

- Hold down the Alt key, then press the *o* key.

NOTICE

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

Among the most important criteria was that we reduce our anticipated training overhead without compromising on features. Furthermore, we must be able to use our present IBM Personal Computer hardware with little or no modification and produce documents on our existing printers.

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

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

Alt-o opens space before paragraphs.

Microsoft Word rearranges the paragraphs on the screen so that there is now blank space between the paragraphs.

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

- Select the letter *N* in the heading *NOTICE*.

- Hold down the Alt key, then press the *c* key.

```
┌─────────────────────────────────────────────────────┐
│ 1 ┌─────────────────────────────────────────────────┐
│   │                     NOTICE                        │
│   │                                                   │
│   │  During the last month we have been evaluating   │
│   │  new word processing programs for use in our      │
│   │  department. Our first consideration was to       │
│   │  meet, wherever possible, the criteria            │
│   │  established at our staff meeting on Feb 8.        │
│   │                                                   │
│   │                                                   │
│   │              ┌──────────────────────────┐         │
│   │              │ Alt-c centers paragraphs. │         │
│   │              └──────────────────────────┘         │
│   │                                                   │
│   └───────────────────────────────────────────────────┘
└─────────────────────────────────────────────────────┘
```
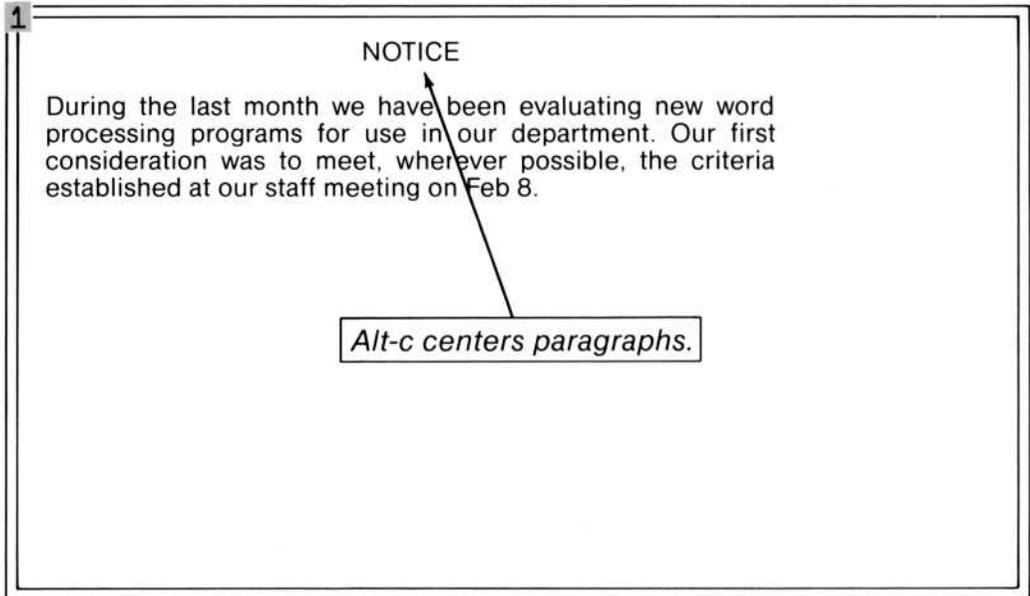
The heading moves to the middle of the screen. This is called "centering."

Your meeting notice looks beautiful. You could post it right now.

Formatting Characters: More Alt Keys

People who read the notice should be able to see the date of the meeting at a glance. If you printed *Friday, March 11* in boldface type, the date would be more noticeable.

- Select *Friday*.

  You could make *Friday* bold, then *March* then *11*, but that would be tedious. You can do it all at once. To select all three words, *Friday, March 11*, you "extend" the selection.

- Press the EXTEND (F6) key.

- Press the WORD RIGHT (F8) key until all the three words are selected.

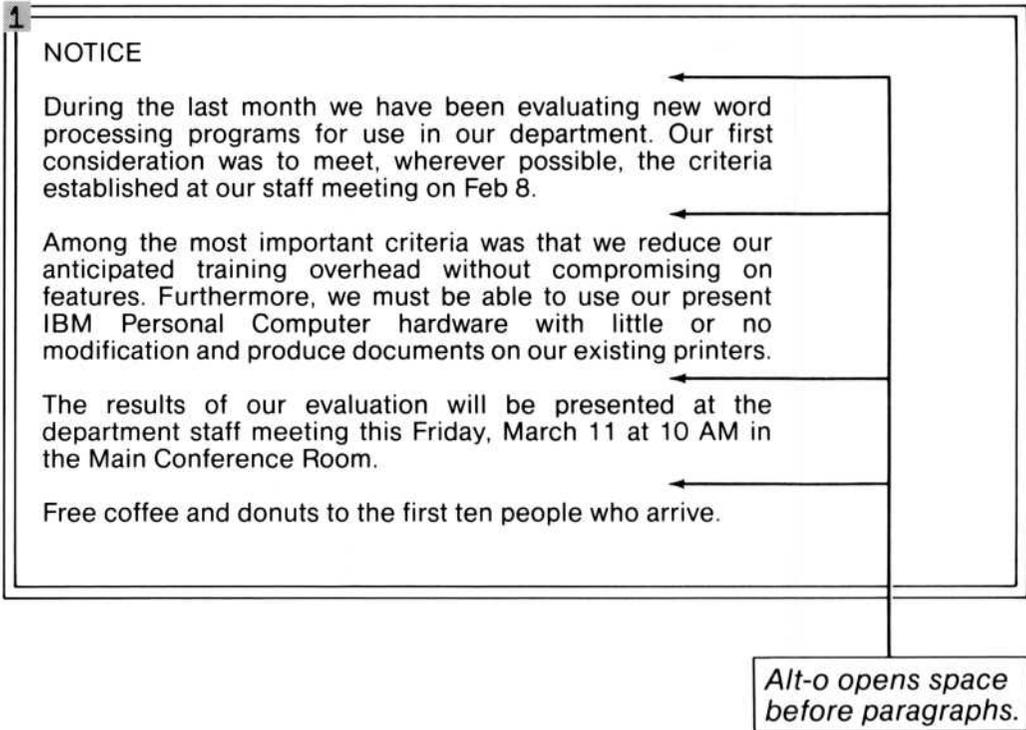- To make the selection bold, hold down the Alt key, then press the *b* key.

1

NOTICE

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

Among the most important criteria was that we reduce our anticipated training overhead without compromising on features. Furthermore, we must be able to use our present IBM Personal Computer hardware with little or no modification and produce documents on our existing printers.

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

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

Alt-b makes characters bold.

Saving Your Work: The Transfer Save Command

When you have written your notice, save it on a disk so that you don't have to type it again. To save documents in Microsoft Word, choose the Transfer Save command.

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

- Press the CANCEL (Esc) key.

This may sound familiar. This is exactly what you did when you used Undo earlier. Undo is also a command, so you already have a feel for choosing commands from the keyboard.

Notice that when you cancel type-in mode, Alpha on the command menu is highlighted and the message changes. The command menu is just below the window border and begins with the word COMMAND.

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

Changes to

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

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

- Press T (for Transfer).

The command menu changes to:

TRANSFER: Load Save Clear Merge Options Delete Rename Glossary

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

You want to save your document, so

- Press S (for Save).

Now, the bottom of the screen looks like this:

TRANSFER SAVE filename: formatted: (Yes)No

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

- Type a name for the document: type $NOTICE$

TRANSFER SAVE filename: NOTICE   formatted: (Yes)No

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

- Press the RETURN key to carry out the command.

Microsoft Word now saves your notice on the disk.

The word "filename" in the Transfer Save command, which was followed by a colon (:), is a "command field" name. In command fields, you give Microsoft Word information about exactly what the command should do. When you typed *NOTICE* to save your notice on the disk, you were filling in the "filename" command field of the Transfer Save command.

Transfer Save, for example, will save your notice in a file on a disk. But, before it can do this, it needs a name for the file. The "filename" command field is where you supply this information.

Quitting Microsoft Word: The Quit Command

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

To quit Microsoft Word, choose the Quit command. You can choose the Quit command with the keyboard or with the mouse.

To quit Microsoft Word using the mouse:

- Point to the command word Quit.

- Press and release the left mouse button.

The command menu changes, and you see a new message:

QUIT:

Enter Y to confirm
EDIT   {priority }   ?   99% Free   Microsoft Word:

Message asks you
to confirm this command.

23
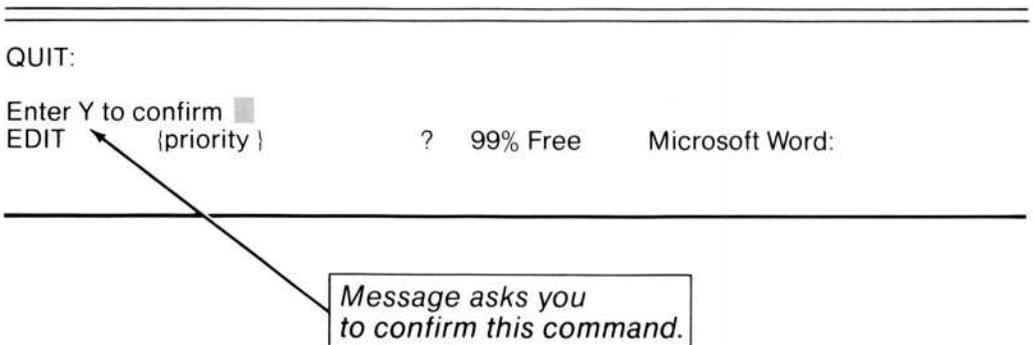
- Press and release the left mouse button to confirm that you wish to quit.

The screen goes blank, then the operating system prompt appears.

Note that you can use both the mouse and the keyboard at any time.

To quit Microsoft Word using the keyboard:

- Press the CANCEL (Esc) key.

- Press *Q* (for Quit).

- Press *Y* to confirm that you wish to quit.

Summary

In this chapter, you learned about:

Typing your document, wordwrap, and starting a new paragraph.

Correcting typing errors with the BACKSPACE key.

Selecting text using the direction keys and the mouse.

Deleting text to the scrap.

Reversing changes with the Undo command.

Selecting the place to insert new text.

Formatting text with Alt key combinations.

Saving your documents with the Transfer Save command.

Canceling "type-in mode" with the CANCEL (Esc) key and choosing commands from the keyboard.

Choosing commands with the mouse.

Command fields and filling them in.

Carrying out commands.

Quitting Microsoft Word.

Chapter 2
Refining Documents

In Chapter 1, you typed, edited, and formatted text. You saved your document and learned how to choose, fill in, and carry out commands in the process. In this chapter, you will use those skills to develop other skills you will need often in your writing. These other skills include:

Moving around in large documents by "scrolling"

Moving and copying blocks of text

Replacing text throughout a document by typing the change only once

Working with tabs and tab stops to edit a table

Printing your document

For this session, we have provided a sample document so you can concentrate on editing with Microsoft Word. In this chapter, as in the last, you will see descriptions of procedures using both the mouse and the keyboard methods.

Getting a Document From a File:
The Transfer Load Command

Start Microsoft Word as described in the "Getting Started" section. If you have two floppy disk drives, be sure the Word Program disk is in drive A and the data disk with EXAMPLE.DOC on it is in drive B. When Microsoft Word is ready,

•   Choose the Transfer Load command.

TRANSFER LOAD filename: read only: Yes(No)

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

Recall that you can choose commands in one of two ways:

> On the keyboard, press the CANCEL (Esc) key, then press the key for the first letter of the command name.

> Or, with the Microsoft Mouse, move the mouse pointer to the command name, then click the left mouse button. (You "click" a mouse button by pressing and releasing it.)

Now you can type the name of the document.

- Type *EXAMPLE*

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

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

- Carry out the command.

You can carry out a command in one of two ways:

> Press the RETURN key on the keyboard.

> With the mouse, click the left mouse button on any command name that is shown in all capital letters; in this case, TRANSFER LOAD.

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

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

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

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

Moving Around in a Document: Scrolling

As you can see from the title on the screen, these are the evaluation criteria mentioned in the notice you wrote in Chapter 1. The criteria cover about three printed pages, so much of the document is not visible through the window at the moment. To see more of the document, you must scroll the text.

First, use the mouse, if you have one. (If you don't, the keyboard method is described below.) With the Microsoft Mouse, scrolling is quick and easy.

Scrolling with the mouse involves the window border on the left of the text area. This border contains a "scroll bar."

- Move the mouse pointer into the left window border next to the text *1. Ease of learning/Ease of use.*

You will know you have moved onto a scroll bar when the mouse pointer becomes a double-headed arrow.

Word Processing Software
Evaluation Criteria

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

1. Ease of learning/Ease of use

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

2. Hardware

Mouse pointer in a scroll bar

- Press the right mouse button.

The double-headed arrow changes to a down arrow.

1

Word Processing Software
Evaluation Criteria

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

1.   Ease of learning/Ease of use

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

2.   Hardware

Right mouse button scrolls down.

The right button moves you down (toward the end) in a
document. The down-arrow pointer in the scroll bar shows
you the direction you are moving in the document.

•   Release the right mouse button.

You have moved down in the document by eight lines. Note that this is the same number of lines that the mouse pointer is away from the top of the window.

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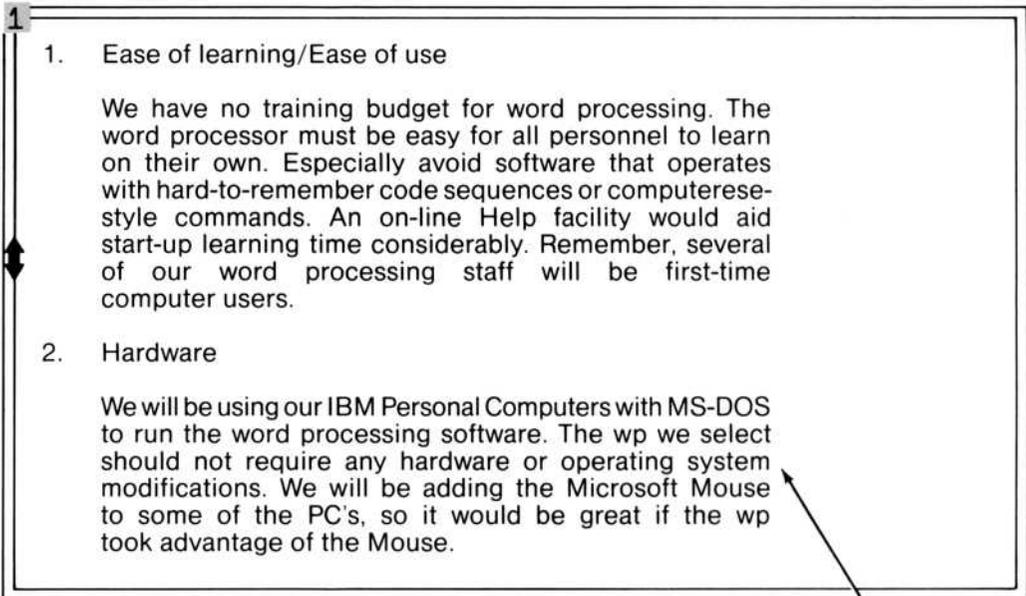
We have no training budget for word processing. The word processor must be easy for all personnel to learn on their own. Especially avoid software that operates with hard-to-remember code sequences or computerese-style commands. An on-line Help facility would aid start-up learning time considerably.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

2. Hardware

We will be using our IBM Personal Computers with MS-DOS to run the word processing software. The wp we select should not require any hardware or operating system modifications. We will be adding the Microsoft Mouse to some of the PC's, so it would be great if the wp took advantage of the Mouse.

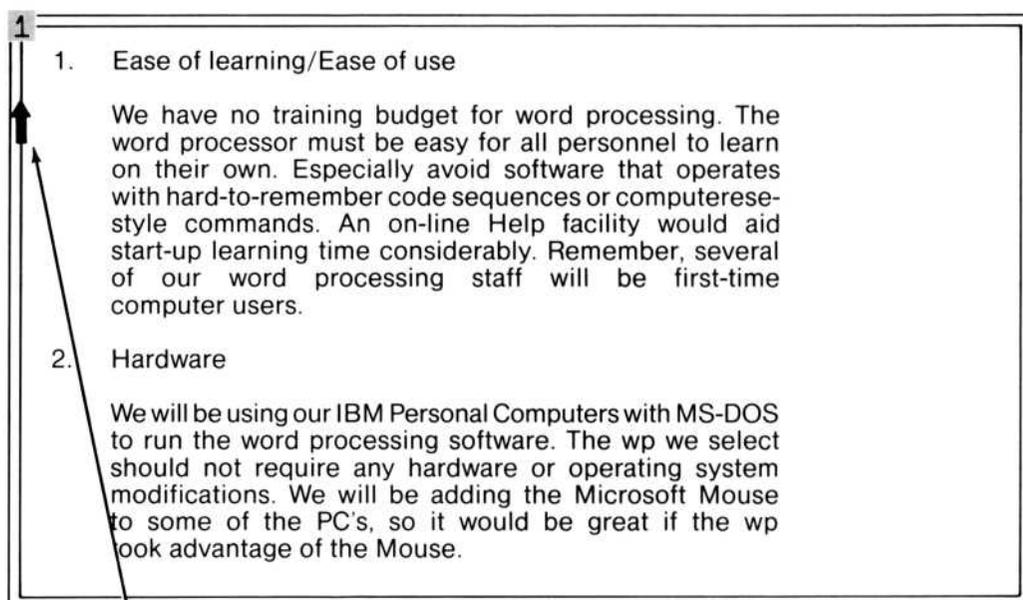*Scrolled down to this part of document.*

To scroll up (toward the beginning) in a document:

- Move the mouse pointer into the vertical scroll bar (in the left window border).

- Position the mouse pointer next to the text *We have no training budget* . . .

  The idea is to position the mouse pointer along the scroll bar so that the pointer is the same number of lines away from the top as you want to move up or down.

- Click the left mouse button.

  First, the double-headed arrow changes to an up arrow.

```
1. Ease of learning/Ease of use

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

2. Hardware

   We will be using our IBM Personal Computers with MS-DOS
   to run the word processing software. The wp we select
   should not require any hardware or operating system
   modifications. We will be adding the Microsoft Mouse
   to some of the PC's, so it would be great if the wp
   took advantage of the Mouse.
```

Left mouse button scrolls up.

Just as moving down displayed a down arrow in the scroll bar, so moving up displays an up arrow.

and developed the following Evaluation Criteria.

Scrolled up to this part of document.

1. Ease of learning/Ease of use

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

2. Hardware

    We will be using our IBM Personal Computers with MS-DOS to run the word processing software. The wp we select should not require any hardware or operating system modifications. We will be adding the Microsoft Mouse to some of the PC's, so it would be great if the wp

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

*   Press the PAGE DOWN (PgDn) key.

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

*   Press the PAGE UP (PgUp) key.

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

Also, you might want to jump to the beginning or end of a document. There are two special key sequences for doing this.

*   Hold down the Ctrl key.

*   Press the PgDn key.

The end of the document appears in the window, and the end mark is selected.

```
1
    chart of the results follows:

                    Live      Character   Split     Position
                    Screen    Emphasis    Screen    Precision

    Microsoft Word  yes       yes         yes       00.00069
    TextFun         no        ?           no        .008
    Rite-Good       yes       yes         no        0.1
    Doc-U-All       no        yes         ?         .1
    ◆
```

- Hold down the Ctrl key.

- Press the PgUp key.

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

```
1
                    Word Processing Software
                     Evaluation Criteria

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

    1.  Ease of learning/Ease of use

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

    2.  Hardware
```

These are the basic scrolling methods. There are other specialized methods that you may find handy. These are covered in the "Scrolling in a Document" section in Chapter 9, "Elements of Microsoft Word." For now, you need only these scrolling methods, because they are the ones you will probably use most often.

Now that you can move around in a document easily, you can start editing this report. Remember, editing tasks require a selection to work on. This means you should select the text you want to edit before you start any editing maneuver. Just as there are some specialized methods of scrolling, there are fine points to selecting. You won't need to know these fine points now, but later you might want to look through the "Selecting Text" section of Chapter 9, "Elements of Microsoft Word."

Moving Blocks of Text:
The Delete and Insert Commands

As you review the "Evaluation Criteria," you notice that two topics are out of order, and you want to straighten out this mistake. With Microsoft Word, you can just move the text; no retyping is necessary. To move text, you select the text, delete it to the scrap, then insert it from the scrap at the new spot.

Note

> 2. *Hardware* is a paragraph. The following text is another. This is a typical strategy when using Microsoft Word: that is, to make headings a separate "paragraph" from the text following them.
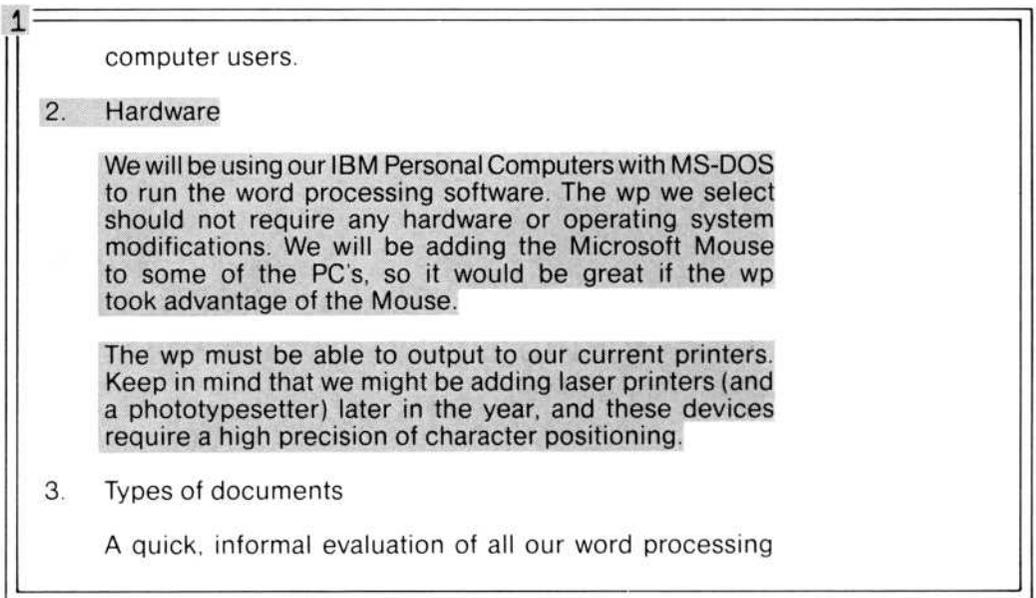

To select the paragraph that begins *2. Hardware* with the keyboard:

- Select any character or word in the paragraph, using the direction keys.

- Press the F10 key to select the paragraph.

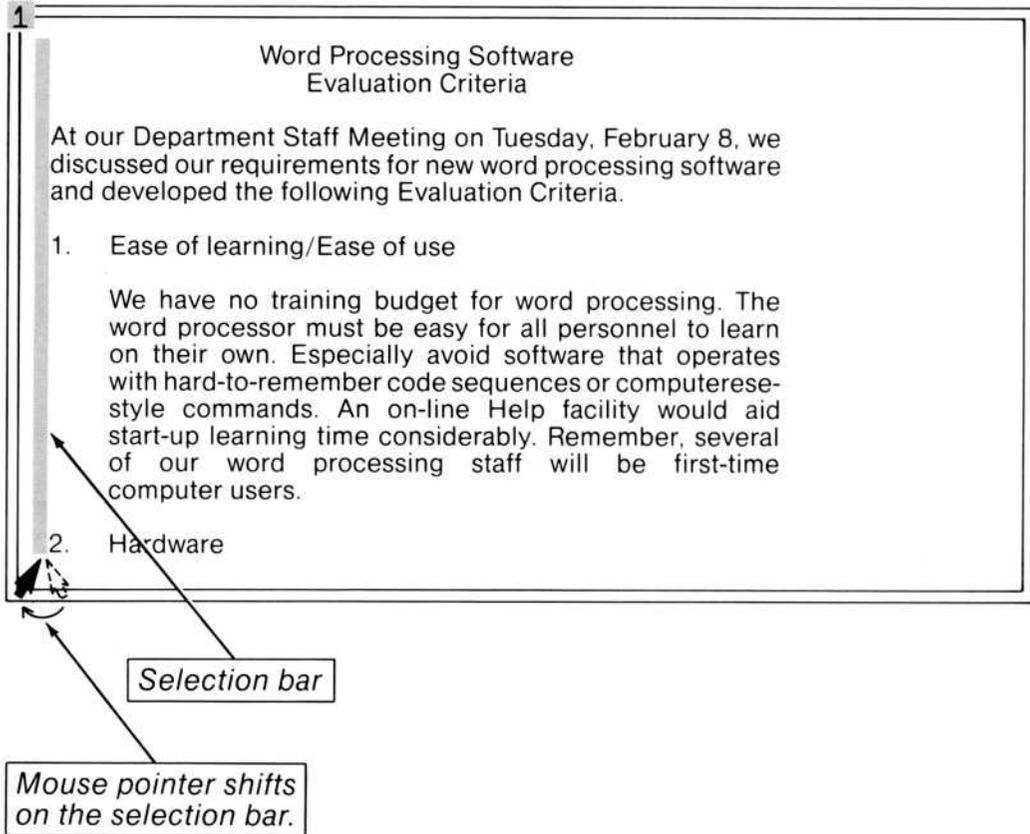The paragraph is now selected.

- Press the EXTEND (F6) key.

- Press the DOWN direction key.

- Again, press the F10 key to select a paragraph.

- Repeat these last two steps again.

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

```
1
        computer users.

   2.   Hardware

        We will be using our IBM Personal Computers with MS-DOS
        to run the word processing software. The wp we select
        should not require any hardware or operating system
        modifications. We will be adding the Microsoft Mouse
        to some of the PC's, so it would be great if the wp
        took advantage of the Mouse.

        The wp must be able to output to our current printers.
        Keep in mind that we might be adding laser printers (and
        a phototypesetter) later in the year, and these devices
        require a high precision of character positioning.

   3.   Types of documents

        A quick, informal evaluation of all our word processing
```

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

With the mouse, you move the mouse pointer next to (not onto) the left window border. The mouse pointer arrow "shifts" direction to point toward the upper right corner instead of toward the upper left corner of the screen.
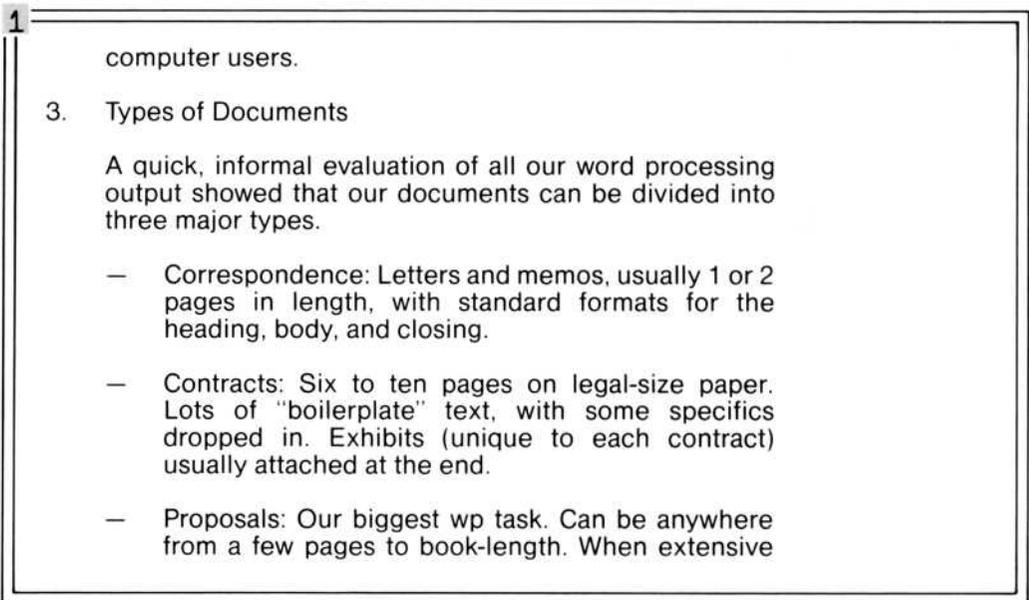
```
┌─────────────────────────────────────────────────────────────┐
│ 1                                                             │
│                    Word Processing Software                   │
│                      Evaluation Criteria                      │
│                                                               │
│  At our Department Staff Meeting on Tuesday, February 8, we   │
│  discussed our requirements for new word processing software  │
│  and developed the following Evaluation Criteria.             │
│                                                               │
│  1.    Ease of learning/Ease of use                           │
│                                                               │
│        We have no training budget for word processing. The    │
│        word processor must be easy for all personnel to learn │
│        on their own. Especially avoid software that operates  │
│        with hard-to-remember code sequences or computerese-   │
│        style commands. An on-line Help facility would aid     │
│        start-up learning time considerably. Remember, several │
│        of  our  word  processing  staff  will  be  first-time │
│        computer users.                                        │
│                                                               │
│  2.    Hardware                                               │
│                                                               │
└─────────────────────────────────────────────────────────────┘
```

Selection bar

Mouse pointer shifts on the selection bar.

When the mouse pointer shifts direction, showing you that you are on the selection bar, you click the right mouse button to select the whole paragraph.

Now choose and carry out the Delete command.

To delete with the mouse, point to the Delete command name in the menu, and click the left mouse button. When the command menu changes, point to the command name DELETE in all capital letters at the left end of the command line, and click the left mouse button again.

To delete from the keyboard, press the CANCEL (Esc) key, press *D* (for Delete), then press the RETURN key.

The text goes from the document into the scrap, just as it did when you used the DELETE (Del) key in Chapter 1.

1

computer users.

3. Types of Documents

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

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

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

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

---

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

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

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

- Select the *T* of *To get our evaluation started...*, in front of the last paragraph before the table.

---

include wordwrap, search and replace, block copy and move, glossary capability, and scrolling with ease through long documents.

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

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

To get our evaluation started, we quickly pooled some data

To do this, you have to scroll down in the document. Use one of the methods you learned about at the beginning of this chapter.

- Choose and carry out the Insert command.

The paragraphs you deleted reappear in front of the selection. Inserting text always places the text in front of the selection.

The order of topics is straightened out. Later you may want to renumber the items.

Copying Blocks of Text:
The Copy and Insert Commands

Suppose you decide to repeat a sentence used in the paragraph describing proposals in the paragraph that follows it. To copy text, you select the text, copy it to the scrap, then insert it in the new paragraph.

• Select the following sentence under *Proposals* in item 3.

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

• To select a sentence with the keyboard, select any character or word in the sentence.

• Press the F9 key to select a sentence.

1

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

Aside from the specifics of editing functionality, these document types point out the need for certain overall requirements. The wp should be able to read data from other programs. It should be easy to copy text from one contract to another and, if possible, to view both at the same time. Charts abound in proposals and must be handled with ease. Because most of our documents have a standard layout, it would be helpful if the wp could "remember" the layout as it goes from one document to the next.

4. Editing and Formatting

Wp users were polled for the "most-wanted" editing

With the mouse, point to any character or word in the sentence, then click both mouse buttons together.

- Choose and carry out the Copy command.

  A copy of the sentence is stored in the scrap. Look at the bottom line of the screen: you will see the first and last few words of the copied sentence.

  Selection unchanged

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

  Aside from the specifics of editing functionality, these documents point out the need for certain overall requirements. The wp should be able to read data from other programs. It should be easy to copy text from one contract to another and, if possible, to view both at the same time. Charts abound in proposals and must be handled with ease. Because most of our documents have a standard layout, it would be helpful if the wp could "remember" the layout as it goes from one document to the next.

  4. Editing and Formatting

  Wp users were polled for the "most-wanted" editing

  COMMAND: Alpha Copy Delete Format Gallery Help Insert Jump Library
                   Options Print Quit Replace Search Transfer Undo Window
  Edit document or press Cancel to use menu
  EDIT   (When extens...r material.) ?   99% Free   Microsoft Word: EXAMPLE.DOC

  Scrap shows copied text.

- Select *It* in the sentence *It should be easy to copy text...* as the spot in front of which to insert the sentence.

- Choose and carry out the Insert command. Press the space-bar twice.

Text now appears in two places.

1

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

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

The text now appears in two places: the original spot from which you made the copy, and the new spot where you inserted it.

Replacing Text: The Replace Command

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

- First select the beginning of the document, by pressing the Ctrl-PgUp keys.

- Choose the Replace command.

The command menu changes to:

```
REPLACE text:                          with text:
          confirm: (Yes)No   case: Yes(No)   whole word: Yes(No)
Enter text
EDIT     (When extens. material.)     99% Free     Microsoft Word: EXAMPLE.DOC
```
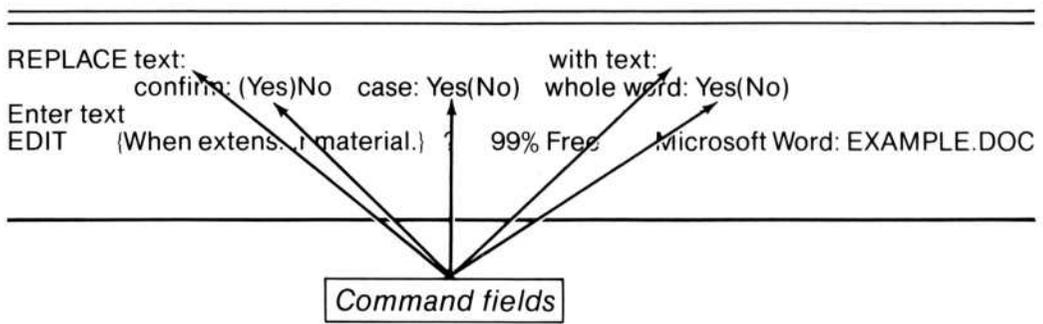
Command fields

What you see are the command fields of the Replace command.

Command fields are located below the window border. In command fields, you give Microsoft Word additional information, as you did for the Transfer Save and Transfer Load commands by typing document names. The information in command fields (the responses) tells Microsoft Word how to perform the command. In this case, you will tell Microsoft Word what text to replace and what to replace it with.

You know you want to replace *wp* with *word processor*, so:

•   Type *wp*

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

Typed-in response; "search text"

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

•   Press the TAB key to move to the "with text" command field.

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

•   Type *word processor*

```
REPLACE text: wp                           with text: word processor
          confirm: (Yes)No   case: Yes(No)   whole word: Yes(No)
Enter text
EDIT      {When extens...r material.}  ?   99% Free      Microsoft Word: EXAMPLE.DOC
```

Text Word uses to replace "search text."

- Move to the "confirm" command field.

```
REPLACE text: wp                          with text: word processor
         confirm: Yes No   case: Yes(No)   whole word: Yes(No)
Enter text
EDIT      (When extens...r material.)  ?   99% Free      Microsoft Word: EXAMPLE.DOC
```

> *Proposed response is OK;*
> *leave as is.*
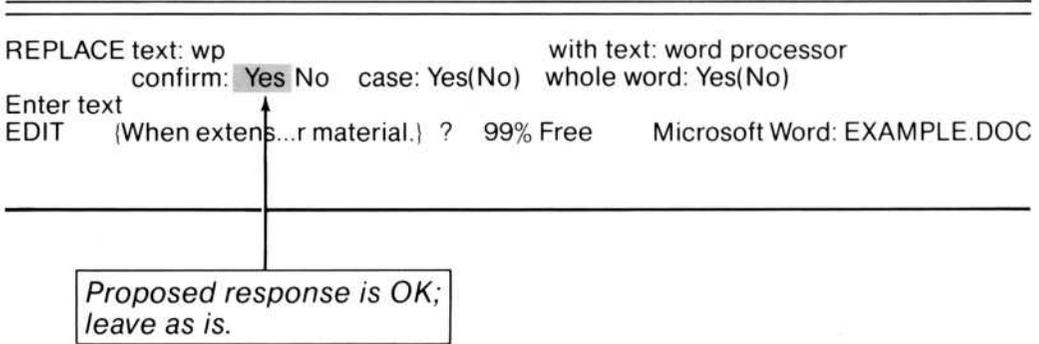
You can leave the "Yes" response. "Yes" means Microsoft Word will ask you, when it finds each occurrence, if you want to replace it. This is how proposed responses help you.

- Move to the "case" command field.

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

Getting Help: The HELP Key

To get information about Word, you ask for help. You can get general information by choosing the Help command. For specific information about a command or command field, use the HELP key.

- Press the HELP (Alt-h) key.

Microsoft Word fills the screen with information about the Replace command, specifically about the "case" command field.

```
┌─┬──────────────────────────────────────────────────────────────────┐
│1│                                                                    │
│ │ "case": sets text case distinction.                                │
│ │     "Yes"  —   text is found only if upper and lower case letters exactly │
│ │                 match upper and lower case letters in the search text.    │
│ │     "No"   —   ignores case. If matching text has initial or all upper case │
│ │                 letters, the replacement will match them.          │
│ │ "whole word": sets word distinction.                               │
│ │     "Yes"  —   text must be a word by itself, not part of a larger word.   │
│ │     "No"   —   text is found even if embedded in larger words.     │
│ │                                                                    │
│ │                                                                    │
│ │                              ┌──────────────────┐                  │
│ │                              │ Information about │                  │
│ │                              │ your question    │                  │
│ │                              └──────────────────┘                  │
│ │                                                                    │
│ └────────────────────────────────────────────────────────────────┐ │
└──────────────────────────────────────────────────────────────────┘
```

HELP: Resume Next Previous
      Introduction Commands Editing Keyboard Mouse Selection
Select option or type command letter
EDIT   (When extens...r material.) ? 99% Free   Microsoft Word: EXAMPLE.DOC

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

As you see from the Help text, "case" refers to the letters of the
"search text." Because you want to replace all instances of *wp*
with *word processor*, regardless whether *wp* is capitalized or not,
you should choose "No." But first, notice also what the descrip-
tion says will happen during replacement when you choose "No."
You'll see how this works as soon as you carry out the command.

Resuming Your Work
From Help: The Resume Command

Look down at the command area. The Replace command has been replaced with a new menu, the Help menu. You can use this menu to move around in the help information. But for now, resume where you left off.

• Press *R* (for Resume).

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

• The proposed response in the "case" command field is "No."

```
1
                        Word Processing Software
                           Evaluation Criteria

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

       1.   Ease of learning/Ease of use

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

       3.   Types of Documents
```

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

Proposed response is OK.

The proposed response in the "whole word" command field is also "No." Because you want to replace *wp* only when it appears as a word, and not if it appears inside a larger word, change the response to "Yes."

- Move to the "whole word" command field.

- Press the spacebar to choose "Yes."

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

- Carry out the Replace command.

Microsoft Word stops at the first occurrence of *wp* in the text.

1

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

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

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

    Aside from the specifics of editing functionality, these document types point out the need for certain overall requirements. The wp should be able to read data from other programs. When extensive research is

---

REPLACE text: wp   with text: word processor
         confirm: (Yes)No   case: Yes(No)   whole word: (Yes)No
Enter Y to replace, N to ignore or press Cancel
EDIT   (When extens...r material.)   ?   99% Free   Microsoft Word: EXAMPLE.DOC

Note message

First occurrence

The message line shows you what to do next:

> Pressing *N* leaves the selection unchanged and starts a search for the next occurrence of the "search text."

> Pressing the CANCEL (Esc) key stops the searching and replacing altogether.

> Pressing *Y* replaces the selection with the replacement text and starts a search for the next occurrence of the "search text."

- Press *Y* (for Yes).

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

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

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

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

    Aside from the specifics of editing functionality,
    these document types point out the need for certain
    overall requirements. The wp should be able to read
    data from other programs. When extensive research is
```

Next occurrence   *Text replaced*

- Press *Y* (for Yes) for this occurrence and all others in the document.

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

4.   Editing and Formatting

Wp users were polled for the "most-wanted" editing features. Top priority: the ability to format text on the screen and print it out exactly as you see it. This means you have a "live screen." You can see

> *Word scrolls document as necessary.*

All occurrences of *wp* become *word processor*. When all *wp*s have been replaced, Word returns to the location that was selected when you carried out the command.

> *Returns to first selection when Replace is finished*

Word Processing Software
Evaluation Criteria

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

1.   Ease of learning/Ease of use

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

3.   Types of Documents

Scroll down several pages to *4. Editing and Formatting*, and notice the most interesting occurrence at the beginning of the text of item 4. In this case, *wp* was actually *Wp* with an initial capital letter. During the replacement, Microsoft Word changed *Wp* to *Word processor*, rather than *word processor*.

Filling In Command Fields

To fill in command fields, you move to the command field, then enter a response. As you have seen, there are two kinds of command fields: those that you type responses into and those that are small menus.

Note

When there is a menu, you can "type a response" by typing the initial letter of the choice.

On the keyboard, you move between command fields with the TAB and BACKTAB keys. You can choose from menus by pressing the key of the first letter of the option, or by pressing the spacebar or the BACKSPACE key to move the highlight to your choice. You can change an edited response by typing a new one.

Using the mouse to move to command fields and choose responses from the command field menus is equally simple.

- Move the mouse pointer to the desired response in the command field. For command fields with typed responses, just point to the response.

- Click the left mouse button.

The highlight jumps to the response in the command field. You can choose any command field from any other command field with the mouse.

Requesting Help Information With the Mouse

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

To request help information with the mouse:

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

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

| Status line | | Help mark |
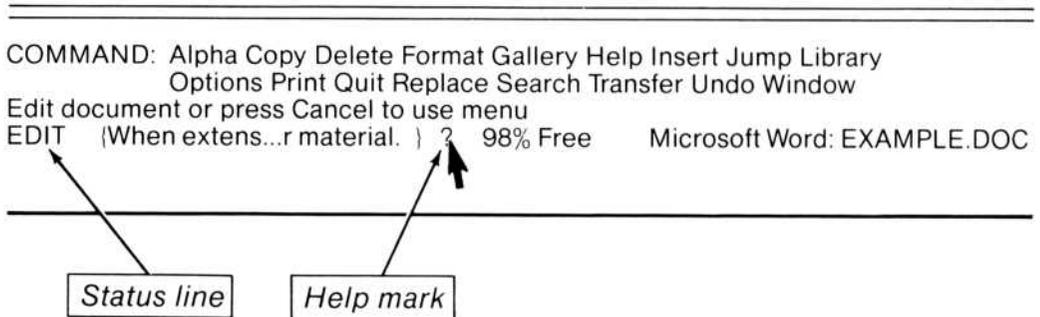
• Click the left mouse button.

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

Adding Text to a Table: The TAB Key

While looking over the table at the end of the "Evaluation Criteria," you see that you need to add one more software package to the list. The package is called "Quill," and it does have "Live Screen" and "Character Emphasis." You don't know if it has "Split Screen," and "Position Precision" is not available (which you will show with the abbreviation *n/a*).

To add this information to the table:

- Select the end mark.

- Press the LEFT direction key. This selects the paragraph mark (invisible) at the end of the table.

- Hold down the SHIFT key, and press the RETURN key.

```
┌─1───────────────────────────────────────────────────────┐
│  chart of the results follows:                           │
│                                                          │
│                   Live      Character   Split    Position│
│                   Screen    Emphasis    Screen   Precision│
│                                                          │
│  Microsoft Word   yes       yes         yes      00.00069│
│  TextFun          no        ?           no       .008    │
│  Rite-Good        yes       yes         no       0.1     │
│  Doc-U-All        no        yes         ?        .1      │
│  ◄─                                                      │
│  ◆                                                       │
│                                  ┌──────────────────┐    │
│                                  │ New line started │    │
│                                  └──────────────────┘    │
│                                                          │
│                                                          │
└──────────────────────────────────────────────────────────┘
```

This starts a new line in the table without starting a new paragraph.

- Type *Quill*

- Press the TAB key.

```
1
 chart of the results follows:

                  Live       Character    Split     Position
                  Screen     Emphasis     Screen    Precision

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

The selection aligns with the first tab stop.

To move from column to column in a table while entering text, use the TAB key.

- Type *yes* and press the TAB key.

- Type *yes* and press the TAB key again.

- Type *?* and press the TAB key.

- Type *n/a*

  The new entries line up with the existing columns.

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

Adjusting Table Formats:
The Format Tabs Commands

While checking the table for accuracy, you notice that the *Position Precision* column is evenly spaced with the others. *Position Precision* is important information for your presentation, so you want to set it off from the other columns of features. You decide to move the *Position Precision* column to the right. To do this, you'll use the Format Tabs Clear command.

- Select the paragraph of column headings.

```
chart of the results follows:
```

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

- Choose the Format Tabs Clear command.

  Choose the Format command, then the Tabs subcommand, then the Clear subcommand.

  Notice that a "ruler" line is now visible in the top window border. You can see where the tab stops are in the ruler.

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

```
1=[··········1·······L·2····L····3····L····4·L·······5··········]········7··

    chart of the results follows:

                    Live       Character  Split     Position
                    Screen     Emphasis   Screen    Precision

    Microsoft Word  yes        yes        yes       00.00069
    TextFun         no         ?          no        .008
    Rite-Good       yes        yes        no        0.1
    Doc-U-All       no         yes        ?         .1
    Quill           yes        yes        ?         n/a
    ♦
```

| Ruler shows tab |
| stops and indents. |

FORMAT TABS CLEAR position: ▓

Enter measurement
EDIT   {When extens...r material.} ?   99% Free   Microsoft Word: EXAMPLE.DOC

- Type *4.2*

  4.2 is a measurement in inches. Because the ruler is set to show ten characters per inch, each tick on the ruler represents one-tenth of an inch. Therefore, all these tab stop measurements should be entered in tenths of inches. Later you will learn about other units of measurement as well.

- Carry out the command.

chart of the results follows:

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

♦

The heading *Position Precision* moves to the right, aligning with position 4.5. Microsoft Word has preset tab stops every one-half inch. Because you deleted the last tab stop, Microsoft Word uses a preset tab stop.

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

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

- Select the *M* of *Microsoft*.

- Press the key that selects a whole paragraph (F10).

- Choose the Format Tabs Set command.

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

- Press the DOWN direction key until *4.2* appears in the "position" command field.

To move this tab stop, you will delete it, then type the position for the new tab stop.

- Press the DELETE (Del) key.

The responses in the other command fields now represent the attributes of the tab stop at position 4.2. All of the current tab stops now appear in the ruler.

- Press the RIGHT direction key until *4.7* appears in the "position" command field.

- Move to the "alignment" command field and choose "Decimal."

- Carry out the command.

chart of the results follows:

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

♦

Decimal points aligned

Text and integers align flush right at decimal tab stops.

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

Setting, clearing, and moving tab stops is quick and easy with the Microsoft Mouse. Refer to "Setting, Clearing, and Moving Tabs" in Chapter 6, "Footnotes, Running Heads, and Tabs," and to the Format Tabs command in Chapter 10, "Command Directory."

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

● Choose the Transfer Save command.

● Type *REPORT*

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

● Carry out the command.

Printing Your Document: The Print Command

The document has been saved on disk. Now you want to print and distribute your "Evaluation Criteria."

- Choose the Print command.

- Choose the Printer command.

Microsoft Word starts printing your document right away on any printer connected to LPT1:. If you want to stop printing, press the CANCEL (Esc) key. For other printer configurations, you should consult "Operating Information," the Print commands in Chapter 10, "Command Directory," and Appendix A, "Printing Documents With Word," for full details.

You now know enough about Microsoft Word to create most of the documents you need. But Microsoft Word can do many more things; you have only glimpsed its potential. Many other topics, such as full use of the Format commands, use of style sheets, working with footnotes, and multiple windows are covered in Part 2 of the manual, "Using Word."

Summary

In this chapter, you learned about:

Loading a file from a disk into Microsoft Word.

Scrolling up and down in a document with the Microsoft Mouse and the PAGE keys.

Moving a block of text with the Delete and Insert commands.

Copying a block of text with the Copy and Insert commands.

Replacing text with new text using the Replace command.

Using the "case" command field.

Using the HELP key to ask for help information that is specifically related to the command you are working with.

Using the TAB key and the Format Tabs commands to format a table.

Moving tab stops and changing their "alignment."

Printing your document.

You now have the basic skills you need to use Microsoft Word:

Selecting text

Editing text

Formatting text

Choosing commands

Giving responses in command fields

Carrying out commands

Using the other features of Microsoft Word is a matter of developing the skills you've learned in Part 1 of the manual.

Part II
Using Word

Chapter 3
Writing With Word

Whatever the size of your project—memo or manual, poem or novel—it will go through several phases of writing and revision before you are satisfied with it. Microsoft Word is a tool for planning, writing, revising, formatting, and producing documents.

With Microsoft Word, the keyboard can be used much like a typewriter, with preset tabs and the RETURN key determining horizontal and vertical spacing. But if you have worked through Part 1, "Learning Word," you already have an idea of how much more powerful a tool you have in Word.

When you write, you create text and control its appearance, or format, at the same time. Word gives you extensive control over document format. Documents have three levels of format: page layout, line layout, and the appearance of characters. Word has a set of easy-to-use formatting controls for each of the three levels of document format.

This part of the manual is devoted to helping you use Word to express your ideas and give them shape. The next chapter discusses the three levels of document format and how to control them in detail. Succeeding chapters describe other aspects of Word that you will find useful in planning and writing.

Strategies for Writing

If you're like most writers, your work varies among periods of planning, creative outpouring, revising, and refining. The following suggestions will help you adapt Word to your own special way of working. They refer to things that will be familiar from "Learning Word" and to things that will be discussed later in this manual.

1. After you start Word and before you begin writing, set the paragraph format for the main text. The initial settings do not allow for indentation of the first line or space between paragraphs. We suggest using the Alt-o key combination when you start typing a new document. This will put a line of space between each paragraph automatically.

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

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

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

5. When you revise and refine, choose "Yes" in the "visible" and "ruler" command fields of the Options command. The "visible" option makes the paragraph marks, nonrequired hyphens, and newline marks visible so they will be easier to select and delete or copy. The "ruler" option lets you see tab stops and indents for each paragraph at a glance. If you turn on the ruler before splitting windows, new windows will also have rulers.

6. When you are ready to consider how the document will look, think about the formats. How many different levels of headings do you want to distinguish, how many different paragraph styles, what kinds of tables, running heads, footnotes? If your design ideas are elaborate, and especially if they are likely to change, consider developing a style sheet. See Chapter 8, "Creating Your Own Document Styles," for details.

7. If you will be printing your document on a printer that has proportional spacing, you can preview line breaks on the screen by choosing "Printer" in the "display" command field of the Options command.

8. Try using two or three windows. One of these windows could be a footnote window, which you should consider opening as soon as you have a footnote or running head. Liberal use of windows will allow you to see different parts of a document at the same time. Two windows make cut and paste between documents faster and easier.

9. Word will break pages, avoiding "widow" and "orphan" lines. If you want to change a page break, you have a couple of choices: (1) Insert a "hard" page break with the Ctrl-SHIFT-RETURN key combination; or (2) Give a paragraph the "keep" attribute.

10. If you want to insert a blank page so that a chapter will begin on an odd-numbered (recto) page, use the "odd" page break option in the Format Division command. If you want a blank odd-numbered page, use the "even" page break option. One case where you might use the "even" option is a book design that places text on even-numbered (verso) pages and illustrations on odd-numbered pages.

11. To coordinate running heads and page numbers, place the page number in the running head as part of its text. Use the "page" glossary name to insert a page number "place holder." Word converts the place holder to a page number when you print the document. Centered and right flush tab stops are especially useful for running heads.

12. The glossary is especially well suited for text that you use repeatedly and must be cited verbatim. This is true whether the text is an occasional piece or a longer-lived piece. Save the long-lived text in glossary files; unsaved temporary text will be erased when you quit Word.

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

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

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

Chapter 4
Formatting Documents

As mentioned in Chapter 3, "Writing With Word," the format of a document depends on page layout, line layout, and the appearance of characters. To control these elements, Word documents are organized into divisions. Each of these contains text which will be laid out into identical-looking pages. The actual appearance of the desired page layout, such as the page margins or the position of page numbers, can be set by formatting commands and will remain the formats for the division.

Similarly, divisions are organized into paragraphs. The formats of paragraphs, as controlled by formatting commands, determine the appearance of the lines within the paragraph: their width, spacing, and alignment.

Finally, the look of characters, whether individually or in sequence, is controlled by character formats that can also be set by the formatting commands.

In Word you can control formatting directly or indirectly. Direct formatting gives the elements of a document specific looks which you control with predefined format keys and the Format commands in the Edit menu. Indirect formatting, called "styles," is assigned by using style sheets as described in Chapters 7 and 8. An understanding of direct formatting provides the basis for creating and using style sheets.

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

Page Layout: Division Formats

Think of a page as a background with areas of varying size arranged on it (see Figure 4.1). Each of these areas acts as a frame for text. Deciding the size and position of these areas results in a page layout, which is a plan for how the page will look. Page layout includes page size, margins, page numbers, the number and arrangement of columns, and the placement of footnotes and running heads.

Running head (top)

Page number

Top margin

Left margin

Right margin

Text area

Bottom margin

Running head (bottom)
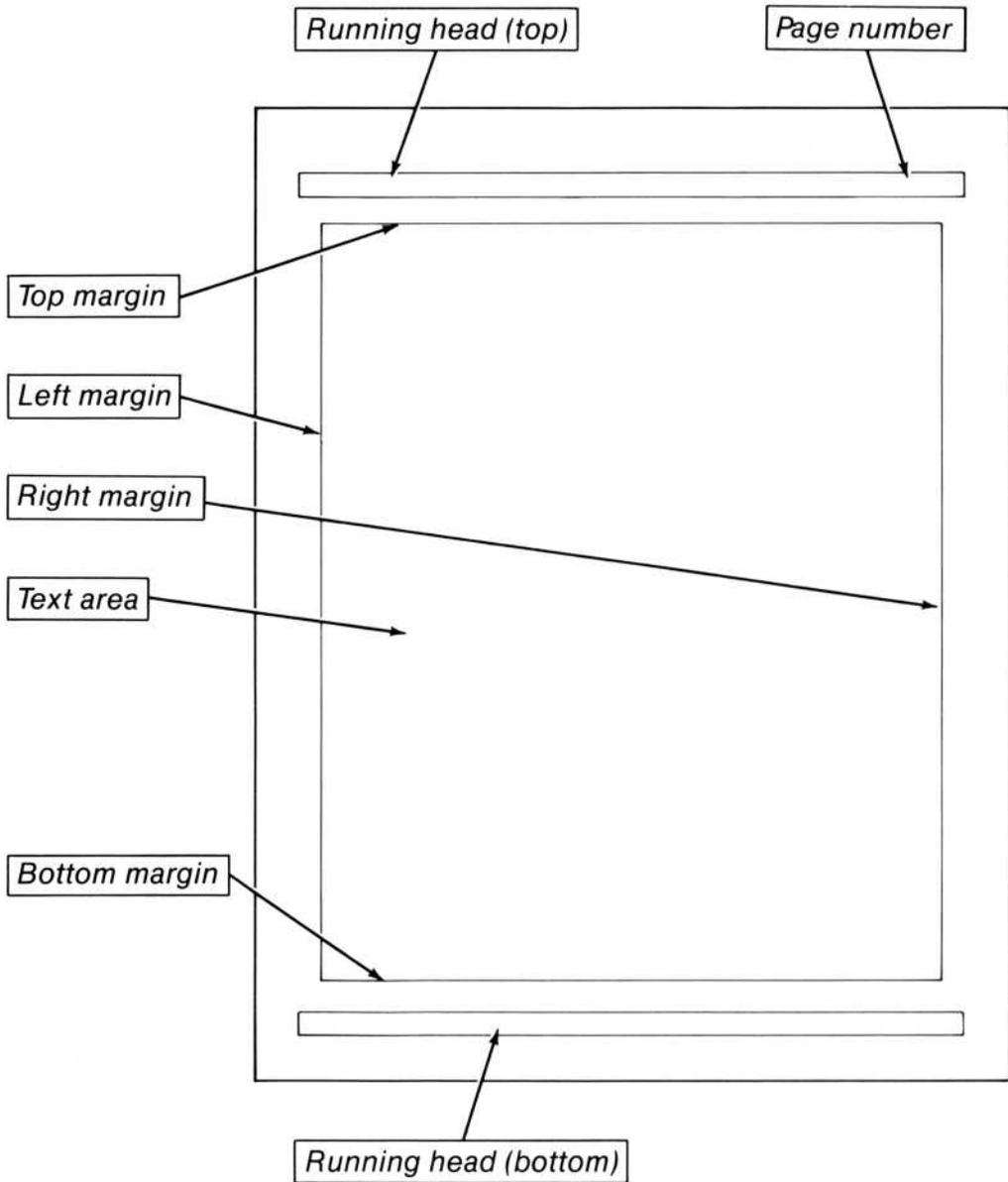
Figure 4.1.   Page Layout

Whenever you want to change any part of the page layout, you need to begin a new division. For example, different parts of a document, such as title page, table of contents, main text, bibliography, and index, would probably each need to form a separate division. You control page layout with the Format Division command.

Because division formats affect how pages look during printing, only a few of the division formats affect what you see on the screen.

When to Begin a New Division

Begin a new division when you want to:

Change the placement of the page number

Change the page numbering sequence

Change the format of the page number (for example, Arabic or Roman)

Change the size of margins

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

Change the text or placement of running heads

Do not begin a new division to change the margins "temporarily," as for an indented paragraph: set indentations on a paragraph-by-paragraph basis (see "Line Layout: Paragraph Formats" in this chapter).

Starting a New Page

Do not begin a new division just to start a new page. To start a new page:

- Press the Ctrl-SHIFT-RETURN key combination.

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

If you have a reason to start a new division (such as one of those listed above), do not use this key combination for a new page; start a new division instead.

How to Begin a New Division

To begin a new division:

- Select the character at which you want the new division to begin. Press the DIVISION (Ctrl-RETURN) key.

This inserts a division mark.

Each division has its own division mark — a line of colons extending across the screen. The division mark can be selected and deleted like a character. Formatting for each division is stored with the division mark at the end of the division. The end mark (♦) can also act as a division mark.

When you start a new division, the new division has the same page layout as the previous division, excluding the text of the running heads. You can, of course, change division formats at any time with the Format Division command (see "Changing Division Formats" below).

1

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

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

Division mark. Formatting for pages in previous division is stored here.

Initial Division Formats

When you start Microsoft Word, the following division formats are in effect. If you will be printing a single column of text on standard 8.5-inch by 11-inch paper and the margins below are acceptable, you may not need to change division formats.

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

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

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

Page numbers will be Arabic numerals.

The division begins a new page.

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

Changing Division Formats

To change division formats:

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

This changes the formats stored with the division mark.

Measurements

For many Format command fields you need to enter a measurement. When the message line says

Enter a measurement

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

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

Microsoft Word recognizes, for example, both 2 cm and 2cm (a space is not required), but cannot recognize any abbreviations other than those in the list above, so type the abbreviation exactly.

If you type a number with no abbreviation, Microsoft Word will assume you mean the unit specified in the "measure" command field of the Options command, which is initially set to inches (see Chapter 10, "Command Directory"). However, when the message line says

Type a measurement in lines

typing a number by itself will mean "lines." Other units can still be used.

Page Length and Width

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

Page Size Fields in the Format Division Command

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

Maximum length is 22 inches; the number of lines is determined by the paragraph and line spacing used.

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

Margins

Margins refer to the amount of space between the edges of the paper and the text area. All four margins (top, bottom, left, right) are measured from the corresponding edge of the paper toward the text area.

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

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

Margin Fields in the Format Division Command

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

Text Area

This is the area within which the main text of the document will be printed. In most cases, you should not change margins within a document.

Left margin

If you need to change the position of a paragraph within the margins (sometimes called "temporary margins"),

Indent

see "Line Layout: Paragraph Formats" in Chapter 4 or the Format Paragraph command in "Command Directory."
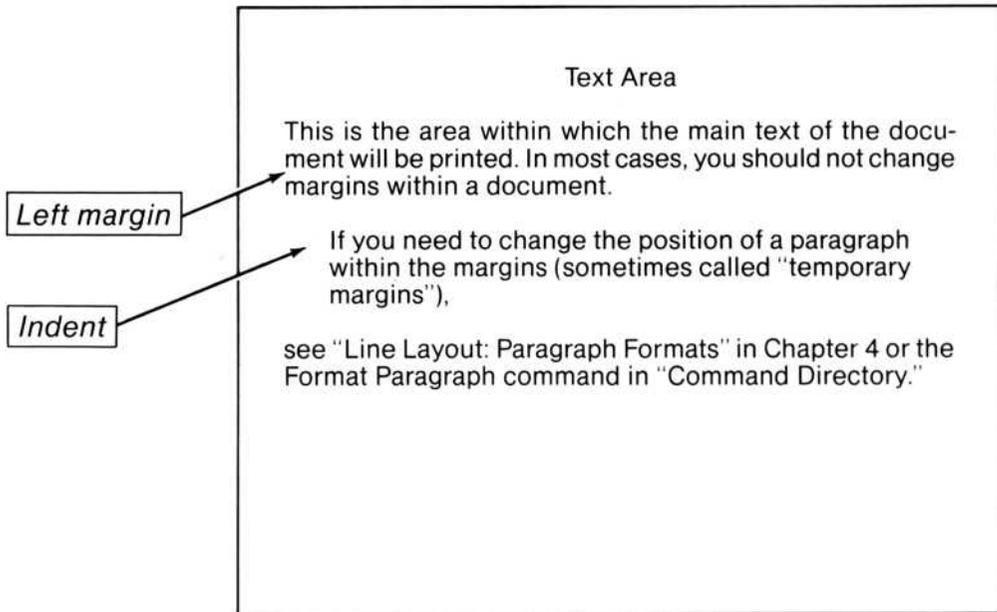
Figure 4.2.   Margin Fields in Format Division Command

Page Numbers

Microsoft Word can number pages as it prints each page. The numbers appear on the printed copy, but do not show on the screen. To tell Word to number the pages, choose "Yes" in the "pg #" command field of the Format Division Command.

Because you can specify the exact position of page numbers and of running heads, you need to plan the page layout so that their positions and the position of the text are coordinated.

Generally, running heads and page numbers should have position measurements that are at least 1/6-inch smaller than the top or bottom margin measurements. To coordinate page numbers and running heads, see the "Running Heads With Page Numbers" section in Chapter 6, "Footnotes, Running Heads, and Tabs."

Page Number Fields in the Format Division Command

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

Even though the page numbers do not appear in the document text on the screen, you can view the page breaks created during printing by choosing "Yes" in the "style bar" command field of the Window Options command. With the style bar turned on, you will see a » in the blank column alongside the left window border. This shows you where a new page started during printing. These page breaks are not previews of the next printing.

You can see where the page breaks will fall during the next printing of a document by using the Print Repaginate command. This command inserts page breaks where they will appear during printing. This way you can check the page breaks before printing and make adjustments if necessary.

from left 7.5''

10

from top
0.5''

Pg : Yes
page number is printed.

numbering: If Cont, last page of
previous division was page 9.

If Start, number in
"at" field is 10

format:
Arabic
Other choices in this case —
X,x,J,j
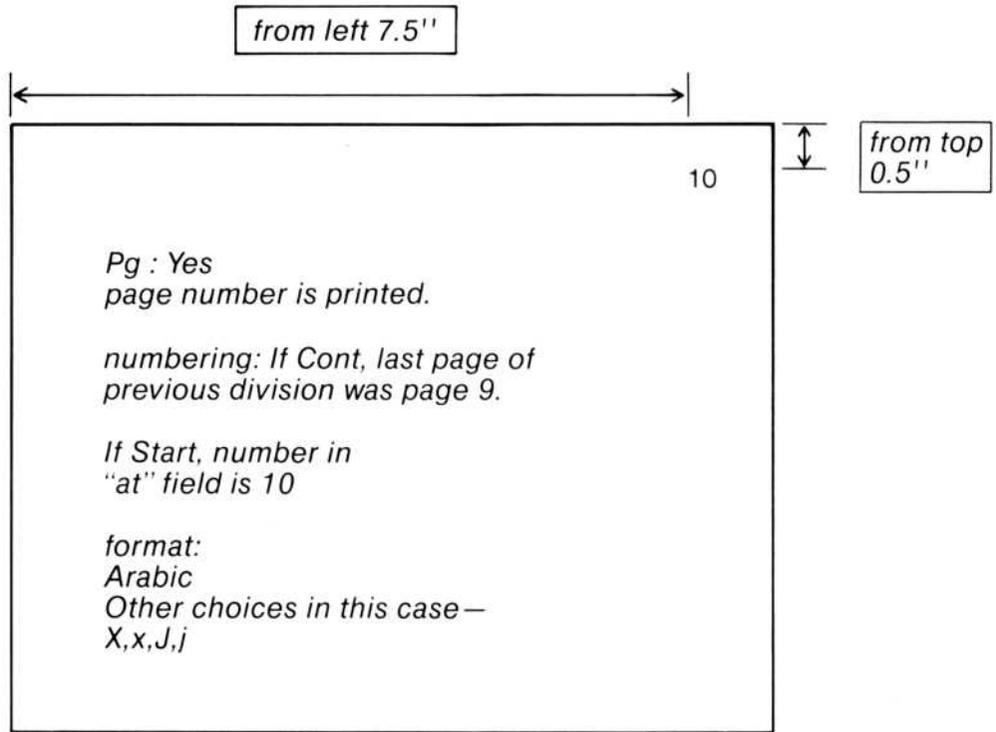
Figure 4.3.   Page Number Fields in Format Division Command

Controlling How the Division Begins

Because changes to page layout are the main reasons for starting a new division, a division break usually means a page break. There may be occasions when you do not want to start a new page at the beginning of a division. You may want the text to continue to the bottom of the page before the changes to page layout take effect.

One example of this is changing the running head for sections of a chapter. The new section may start in the middle of a page, but the running head for that section need not appear until the next page. Another example is when you print a document in multiple columns and you want to start a new column at a specific place. You will want the text to continue on the same sheet.

The "break" field of the Format Division command controls how the division begins. See Figure 4.4 below.

The Break Field in the Format Division Command

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

Printed page

Galleys

New formats take effect on next page.

Division break: Cont

Beginning 10

Second 11

Starts new column.

Division break:
Column

Blank

Skips a page if last page is odd-numbered.

Division break: Odd

Page 10

Blank

Page 11
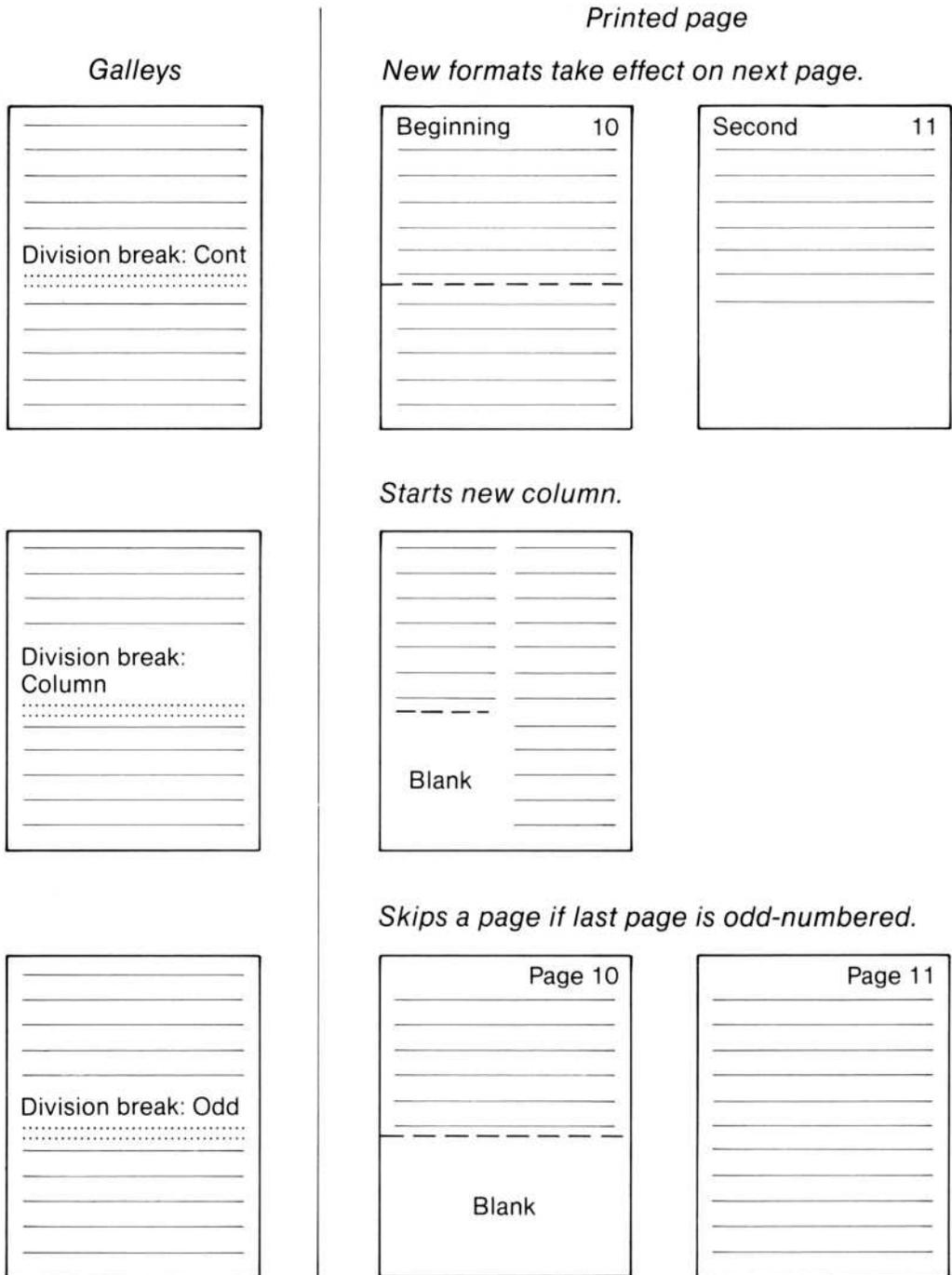
Figure 4.4. Break Field in Format Division Command

Multiple Columns of Text

Microsoft Word can print the text you type in as many columns as there is room for on a page. Normally, there is one column per page. When you specify more than one column, you will see only one column on the screen, but when Word prints the document, each page will have the correct number of columns. You need to specify the number of columns and the space between the columns.

The Column Fields in the Format Division Command

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

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

# of cols: 3

space between: 0.5''
(same measurement for both)
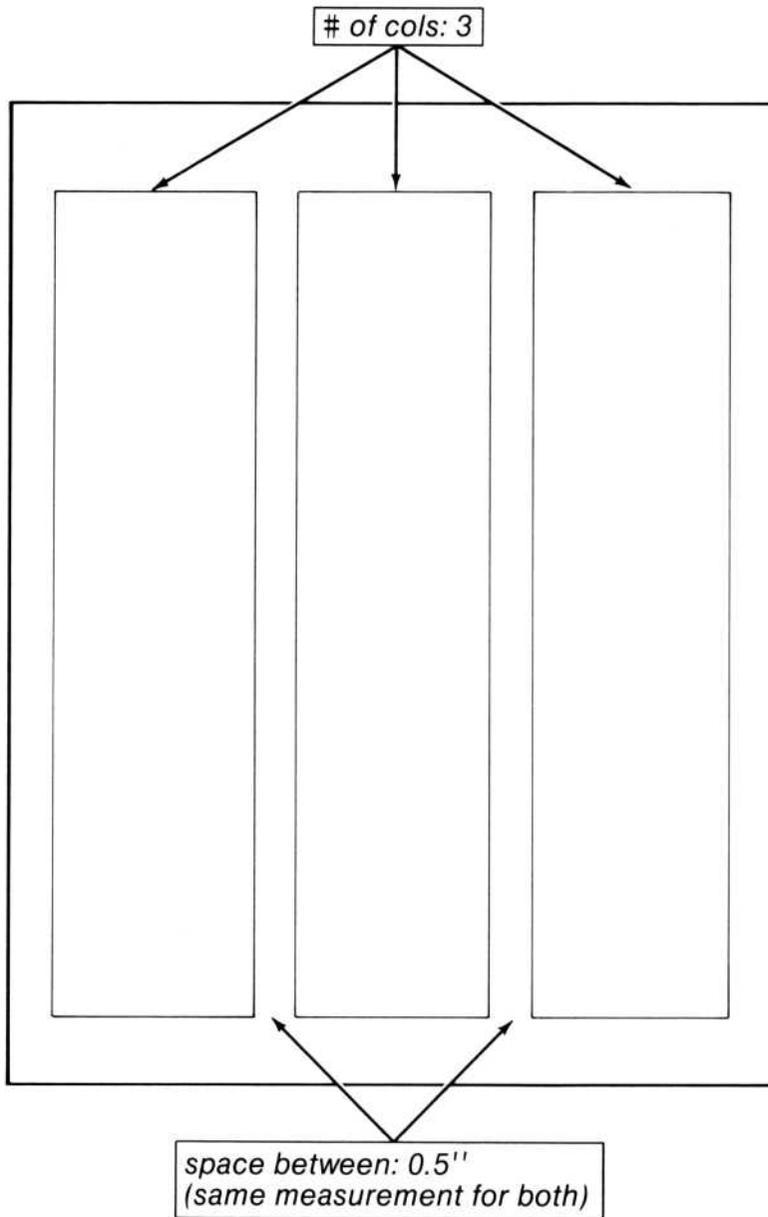
Figure 4.5.   Column Fields in Format Division Command

Line Layout: Paragraph Formats

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

In Word, the line layout is determined by paragraph formats.

When writing with Microsoft Word, think of a paragraph in terms of how the lines look—whether they are justified, centered, or indented, whether they are single-spaced or double-spaced, and so forth. Whenever you make any of these changes, you need to begin a new paragraph. This means that what, in terms of content, may be a single unit may, in terms of line layout, be several paragraphs (as shown in Figure 4.6). In addition, headings for sections of a document and the text of footnotes and running heads are treated as paragraphs in Word.

The taxpayer's use of the home office must be both regu-
lar and exclusive. According to Publication 587:

> Exclusive use of a part of your home means that
> you must use a specific part of your home solely
> for conducting your business or in connection with
> your employment. If you use part of your home as
> your business office and also for personal pur-
> poses, you have not met the exclusive use test.
>
> Regular use means that you must use the exclu-
> sive business part of your home on a continuing
> basis. The occasional or incidental business use
> of a part of your home does not meet the regular
> use test even if that part of your home is used for
> no other purpose.

As a matter of practical and tax planning, this requirement
will influence the taxpayer who is purchasing, renting, or
remodeling a home. A home office which is segregated (at
least walled off) from the rest of the home would be easier
to justify to the IRS. Furthermore, the taxpayer should not
allow members of the household to use the area for per-
sonal purposes. For instance, one would not choose to put
a pool table in the area claimed as a home office.

"Temporary margins." Use indents in Format Paragraph.

Figure 4.6. Temporary Margins

When to Begin a New Paragraph

Begin a new paragraph when you want to:

Start a new paragraph normally in the course of your
writing.

Create a heading for a section of a document (the heading is
considered a paragraph for formatting purposes).

Split a paragraph into one or more paragraphs.

Indent text from either margin or both margins.

Change the length of lines temporarily.

Change line spacing (for example, double-spacing or triple-spacing).

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

How to Begin a New Paragraph

To begin a new paragraph:

- Select the character where you want the new paragraph to begin. Press the RETURN key.

Each paragraph has its own paragraph mark, which is normally invisible on the screen. A paragraph mark can be selected and deleted or copied like a character. Formatting for each paragraph is stored with the paragraph mark at the end of the paragraph. The end mark also can act as a paragraph mark.

When you start a new paragraph, it has the same formats as the previous paragraph. You can, of course, change paragraph formats at any time.

Most paragraph formats are visible on the screen, so you get a general preview of line layout before printing the document. To see an exact preview on the screen of the line breaks that printing will give you, choose "Printer" in the "display" command field of the Options command.

Initial Paragraph Formats

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

Lines will be aligned flush left (not justified).

Lines will not be indented from the left and right margins.

Lines will be single-spaced.

There will be no blank space between paragraphs.

Page breaks will be allowed within a paragraph.

1

Getting bogged down on low value activities could be the reason for your inability to do important tasks. Low value items are generally easy to do and give a sense of accomplishment; but they are time-consuming. Second, time wasters may be internally generated by you or externally generated by events or other people. Internally generated time wasters are the easier ones to resolve because they stem from your own actions or inactions. Thus, if you are part of the problem, you can become part of the solution. Time problems which are internally generated, however, require more imagination and creativity because they are not totally within your control.

2 paragraphs typed with initial formats.

RETURN key pressed here to end one paragraph and begin the next.

The finer details of spacing do not appear on the screen. How they appear in the printed document depends largely on the capabilities of your printer. If the printer cannot reproduce a particular paragraph format, Microsoft Word will make a reasonable substitution. For details, see Appendix A, "Printing Documents With Word."

Changing Paragraph Formats

To format a paragraph as you type:

> After you start the paragraph, press the desired format keys (described in the next few sections—you used some of these keys in Part 1, "Learning Word"), or choose and carry out the Format Paragraph command.
>
> Type the paragraph. The paragraph and each succeeding paragraph will have the format you assigned.

To change the format of existing paragraphs:

> Select any text within the paragraph; or select several paragraphs.
>
> Press the desired format keys or use the Format Paragraph command.

You do not need to select the entire paragraph. Microsoft Word recognizes what kinds of formats apply to what. When you use a paragraph format key or the Format Paragraph command, Word assigns the formats to the paragraph mark at the end of the paragraph containing the selection. If the selection spans more than one paragraph, Word assigns the formats to the paragraph marks at the ends of all paragraphs containing selected text.

Refer to the following places for a full list of the direct formatting keys:

> Chapter 9, "Elements of Microsoft Word"
>
> *Quick Reference Guide*
>
> "The Keyboard" section of this manual
>
> The Keyboard command in the Help menu

Paragraph Alignment:
Justified, Centered, Left, and Right

Paragraph alignment places the text horizontally within lines. Very often a line of text is narrower than the line measure (see next section) because of wordwrap or because you start a new line. This means there are extra spaces in the line. By setting the alignment, you decide where the extra spaces will be placed (see Figure 4.7 below).

Format Keys	Format
Alt-l	Left flush
Alt-c	Centered
Alt-r	Right flush
Alt-j	Justified
Alt-p	Normal paragraph

Alignment Fields in the Format Paragraph Command

FORMAT PARAGRAPH alignment: Left Centered Right Justified keep: Yes No
left indent: first line: right indent:
line spacing: space before: space after:

Centered
Also Centered
→ Alt-c

This paragraph is aligned left. All lines begin at the left margin. Extra space is at the end of each line. The three paragraphs in this example have "open" spacing (space before and after).
→ Alt-l

This paragraph is aligned right. Lines end at the right margin; space is left at the beginning of the line.
→ Alt-r

This paragraph is justified. All lines begin at the left margin and end at the right except the last. Space is distributed equally within each line.
→ Alt-j

Alt-p returns alignment to flush left
and removes all other paragraph formats.

*If you want to use the
Format Paragraph command:*

Alt-c alignment: Centered

Alt-l alignment: Left

Alt-r alignment: Right

Alt-j alignment: Justified

Figure 4.7. Alignment Fields in Format Paragraph Command

Indenting and Hanging Indents

Sometimes you will want text to be narrower than the margins for one or more lines. With Word, you indent the paragraph from the margins rather than change the margins. The measurement between the margin and the edge of the text is called an "indent."

Three indents are associated with each paragraph: left, right, and first line. The left and right indents are the distances between the corresponding margins and the beginnings and endings of lines. The first line indent is measured from the beginning of the line, as determined by the left indent: if it is "positive," the first line is indented more than the succeeding lines; if it is "negative," the first line is indented less.

First line
indent 0.5''

1

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

Left
indent 1''

Right
indent 0

Left margin

Right margin

You can review the indents for a paragraph by selecting text within that paragraph, then by studying the responses in the "indent" command fields of the Format Paragraph command or by studying the positions of the following symbols in the ruler. (See the "Viewing Tab Stops: The Ruler" section of Chapter 6, "Footnotes, Running Heads, and Tabs," for a description of the ruler.)

Indent Symbols in the Ruler

[Left indent

]   Right indent

¦   First line indent

Format Keys	**Format**
Alt-f	Set first line indent 1/2 inch
Alt-n	Increase left indent (nest) 1/2 inch
Alt-m	Decrease left indent 1/2 inch
Alt-t	1-inch hanging indent and tab
Alt-p	Normal paragraph

Indent Fields in the Format Paragraph Command

FORMAT PARAGRAPH alignment: Left Centered Right Justified   keep: Yes No
     left indent: first line: right indent:
     line spacing: space before: space after:

This paragraph is aligned flush left and has no other paragraph formats. Alt-p restores this paragraph format (which is the original format). ← Alt-p 1.

    This paragraph is nested one-half inch from the indent. Alt-n gives this paragraph format. ← Alt-n 2.

        The Alt-n combination accumulates; each Alt-n is added to any previous nesting. ← Alt-n 3.

    The Alt-m combination reduces nesting by one level; that is, by one-half inch. ← Alt-m 4.

    This paragraph is aligned left, has a left indent of 0, a right indent of 0, and a first line indent 0.5 inch from the left indent. ← 5.

This paragraph was formatted with a hanging indent: the first line has a negative indent, so the rest of the paragraph "hangs." It is also justified. ← Alt t / Alt j 6.

The Alt-m combination reduces the indent of the "hanging" part of a paragraph by one-half inch. So Alt-t followed by Alt-m gives a one-half inch hanging indent instead of one inch. ← Alt-t / Alt-m 7.

    This paragraph is justified and has left and right indents of 0.5 inches. ← 8.

If you want to use the Format Paragraph command:

1. alignment: Left, left indent: 0, first line: 0, right indent: 0

2. alignment: Left, left indent: 0.5'', first line: 0, right indent: 0

3. alignment: Left, left indent: 1.0'', first line: 0, right indent: 0

4. alignment: Left, left indent: 0.5'', first line: 0, right indent: 0 (same as 2)

5. alignment: Left, left indent: 0, first line: 0.5'', right indent: 0

6. alignment: Justified, left indent: 1.0'', first line: −1.0, right indent: 0

7. alignment: Left, left indent: 0.5'', first line: −0.5'', right indent: 0

8. alignment: Justified, left indent: 0.5'', first line: 0, right indent: 0.5''

Figure 4.8.   Using the Alt Keys to Format Paragraphs

The following figure contains the paragraph format that it illustrates.

1.

2. | Alt-o, Alt-t

This is an example of using format keys to change paragraph formats as you type. Begin by typing this paragraph of body text. End the paragraph by pressing the RETURN key.

1. Type Alt-o, then Alt-t to set up the format for this paragraph. Begin it by typing six spaces, the number 1, and a period. Then press the TAB key. Then type the paragraph. End it with the RETURN key.

2.

2. Begin this paragraph by typing six spaces. You don't need to press any format keys; each paragraph will have the same formats until you change them. As always, end the paragraph with the RETURN key.

3. | Alt-m, Alt-m

*

Now press Alt-m twice to remove the effect of the Alt-t format. (The Alt-t format adds one inch to the left indent; Alt-m reduces the left indent by one-half inch.) Type this paragraph and end it with the RETURN key.

* Alt-p returns alignment to flush left and removes all other paragraph formats.

If you want to use the Format Paragraph command:

1. alignment: Left
   left indent: 0'' first line: 0'' right indent: 0''

2. alignment: Left
   left indent: 1.0'' first line: −0.25'' right indent: 0
   space before: 12 pt

3. alignment: Left
   left indent: 0'' first line: 0'' right indent: 0''
   space before: 12 pt

Figure 4.9.   Indent Fields in Format Paragraph Command

Line and Paragraph Spacing

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

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

You can indicate that you want double line spacing and open paragraph spacing (you used this in Part 1,"Learning Word") with the format keys. More precise control over line and paragraph spacing can be achieved through the Format Paragraph command. You can give line and paragraph spacing in either points (pt) or lines (li).

Format Keys	Format
Alt-o	Open paragraph spacing (1 blank line before)
Alt-2	Double-spaced lines
Alt-p	Normal paragraph

Spacing Fields in the Format Paragraph Command

FORMAT PARAGRAPH alignment: Left Centered Right Justified   keep: Yes No
    left indent: first line: right indent:
    line spacing: space before: space after:

The space between two paragraphs is the sum of the space after the first paragraph and the space before the second.

This paragraph has no space before or after it. The line spacing is 0 lines. — Alt-p

The space between this paragraph and the previous one is a result of 12 points (or I line) "space before." — Alt-o

Larger Space Before Headings — 2 li "space before"

To give headings additional space before—2 or 3 lines—

enter 2 li or 3 li as the "space before." Double spacing — Alt-2

in this paragraph is the result of 2 li of "line spacing." — 2 li "line spacing"

When might you want to use space after? Here are a few examples:

— 2 li "space before"

A list, such as this one
A quotation separated from body text
A footnote, to open space between footnotes — 1 li "space after"

In short, wherever you want extra space between paragraphs, attach "space after" to a special paragraph rather than to your normal paragraphs. — Alt-o

Figure 4.10.   Spacing Fields in Format Paragraph Command

Line Breaks and Nonbreaking Spaces

Microsoft Word automatically starts a new line whenever you type more characters than will fit on the current line. This feature is called "wordwrap." The number of characters that will fit is determined by the margins, indents, and font size effective in the paragraph.

Sometimes you may need to begin a new line at a particular place within a paragraph, such as when you are making a block address or a table. To begin a new line without starting a new paragraph, use the NEWLINE (SHIFT-RETURN) key. Using this key makes selecting the whole of that text easier (that is, you can select one paragraph instead of selecting several).
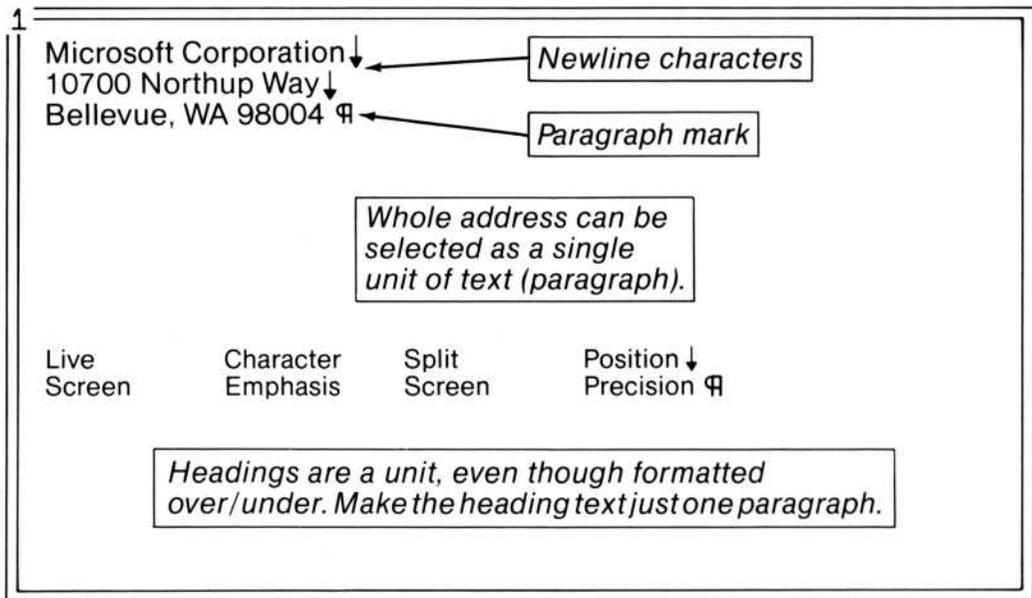
Figure 4.11. Beginning Lines With the NEWLINE Key

There may also be times when you do not want a line break between two words: for example, it may seem impolite to break a person's name over the end of a line. For these cases, Word provides a nonbreaking space, which you enter with the Ctrl-space key combination.

For further information, contact my colleague, John Brown.

To prevent this line break, use Ctrl-space instead of just space.

For further information, contact my colleague, John Brown.
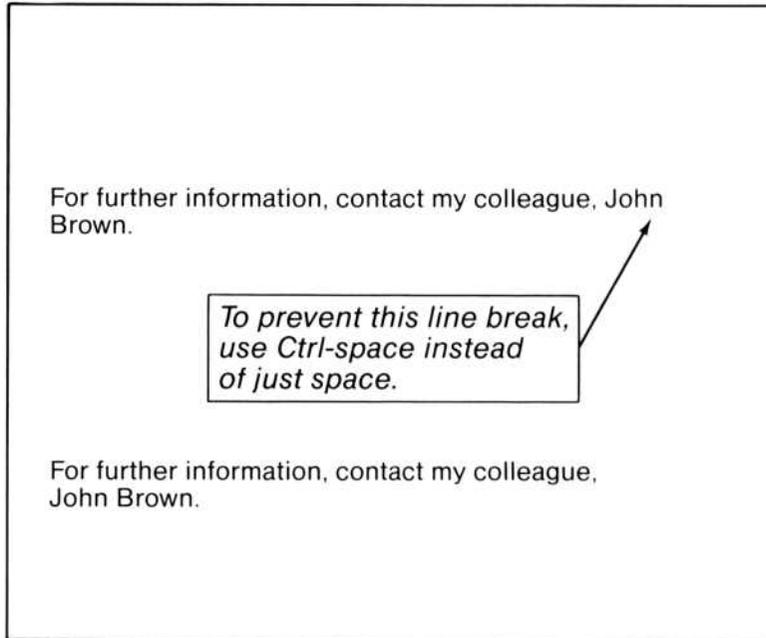
Figure 4.12.   Breaking Lines With Ctrl-space

Note

A nonbreaking space cannot be enlarged for justifying a line; this kind of space is treated just like letters or numbers.

Keeping a Paragraph on One Page

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

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

The Keep Field in the Format Paragraph Command

```
FORMAT PARAGRAPH alignment: Left Centered Right Justified   keep: Yes No
          left indent:              first line:            right indent:
          line spacing:            space before:           space after:
```

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

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

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

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

Paragraph is "keep: No"

Paragraph is "keep: Yes"

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

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

Blank

Lines moved to next page to keep paragraph together.

Figure 4.13.   Keep Field in Format Paragraph Command

Joining and Splitting Paragraphs

The paragraph breaks you put into your document may need to be changed. Some paragraphs could be joined into one; other (perhaps longer) paragraphs could be split into two or more paragraphs. Word provides a means to do these two tasks.

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

- Select the first character of the second paragraph. Press the BACKSPACE key.

You will want to press the spacebar to put space between the two sentences where the paragraphs are joined.

Note that when you join two paragraphs, the new, single paragraph will have the paragraph formats of the remaining paragraph mark. The formats of the first paragraph are deleted when the paragraph mark is deleted.

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

alignment: Left

Contracts: Six to ten pages on legal-size paper. Lots of "boilerplate" text, with some specifics dropped in. ¶

alignment: Justified

Select here to join 2 paragraphs.

DELETE (Del) key erases paragraph mark, and paragraphs are joined.

Correspondence: Letters and memos, usually 1 or 2 pages in length, with standard formats for the heading, body and closing. Contracts: Six to ten pages on legal-size paper. Lots of "boilerplate" text, with some specifics dropped in. ¶

alignment: Justified

Press spacebar to add space between sentences at joint.

Figure 4.14. Joining Two Paragraphs

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

- Select the character that will be the first character of the second paragraph. Press the RETURN key.

Note that when you split a paragraph, the new paragraph has the same paragraph formatting as the original, larger paragraph. The new paragraph mark is a duplicate of the original paragraph's mark.

As a matter of practical and tax planning, this requirement will influence the taxpayer who is purchasing, renting, or remodeling a home. A home office which is segregated (at least walled off) from the rest of the home would be easier to justify to the IRS. Furthermore, the taxpayer should not allow members of the household to use the area for personal purposes. For instance, one would not choose to put a pool table in the area claimed as a home office. ¶

Paragraph mark at end of long paragraph

Select place to start new paragraph.

RETURN key splits one paragraph into two with the same paragraph formats.

As a matter of practical and tax planning, this requirement will influence the taxpayer who is purchasing, renting, or remodeling a home. A home office which is segregated (at least walled off) from the rest of the home would be easier to justify to the IRS. ¶

Furthermore, the taxpayer should not allow members of the household to use the area for personal purposes. For instance, one would not choose to put a pool table in the area claimed as a home office. ¶

Identical paragraph marks

Figure 4.15. Splitting a Paragraph

Hyphens

Word lets you control hyphenation of words. You can use three types of hyphens: hyphens that separate words like spaces, called normal hyphens; hyphens that are not word separators, called nonbreaking hyphens; and hyphens that separate parts of words but are invisible until they are needed, called nonrequired hyphens.

Justification using hyphens can be a time‐
consuming task.

Normal hyphen

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

Nonbreaking hyphen

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

Nonrequired hyphen;
invisible until needed.

Figure 4.16. Types of Hyphens

Type of Hyphen	What to Type
Normal	Hyphen (−)
Nonbreaking	Minus sign (−) (minus on keypad)
Nonrequired	Ctrl-−

Deleting Hyphens

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

To delete a nonrequired hyphen:

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

  or

- Use the RIGHT or LEFT direction key to move the selection through a word with nonrequired hyphens. When the selection highlight disappears between characters, the nonrequired hyphen is selected. Press the DELETE (Del) key.

Character Formats

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

All of the changes you can make to the appearance of characters are part of character formatting. By controlling character formats you control their appearance. In Word, character formats include boldface, italics, underlining, double underlining, strikethrough, small capitals, superscript and subscript positions, as well as font name and font size. Size refers to the height of the characters, usually measured in points.

You control character formats with the Format Character command.

Most character formats show up on the screen. How the characters appear depends on the type of hardware you have. See "Operating Information" for details.

How character formats appear in the printed document depends on the capabilities of your printer. If your printer cannot reproduce a particular character format, Microsoft Word will make an appropriate substitution or omit the format entirely if necessary. For details, see Appendix A, "Printing Documents With Word."

Changing Character Formats

Initially, characters have a "normal" format. Until you change the normal format, the font used will be the font that your display and your printer normally use. The generic name Word uses for this font is "Modern a."

You can change the appearance of characters either as you type the text or later as you edit. Character formats are cumulative: you can apply more than one to the same character, either by pressing several format keys or by using the Format Character command.

To format characters as you type:

*   Press the desired format key(s) or use the Format Character command.

*   Type the text.

*   Press the Alt-space combination to return to normal character format.

To change the format of existing characters:

*   Select the characters.

*   Press the desired format key(s) or use the Format Character command.

    Exception: If you select a single character only, press the format key twice.

To remove character formats:

*   Select the characters.

*   Press the Alt-space combination to return characters to normal character format.

Refer to the following places for a full list of the direct formatting keys:

Chapter 9, "Elements of Microsoft Word"

Quick Reference Guide

"The Keyboard" section of the manual

The Keyboard command in the Help menu

1

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

Press the Alt-space combination here to end italics.

Press Alt-i here to begin italics.
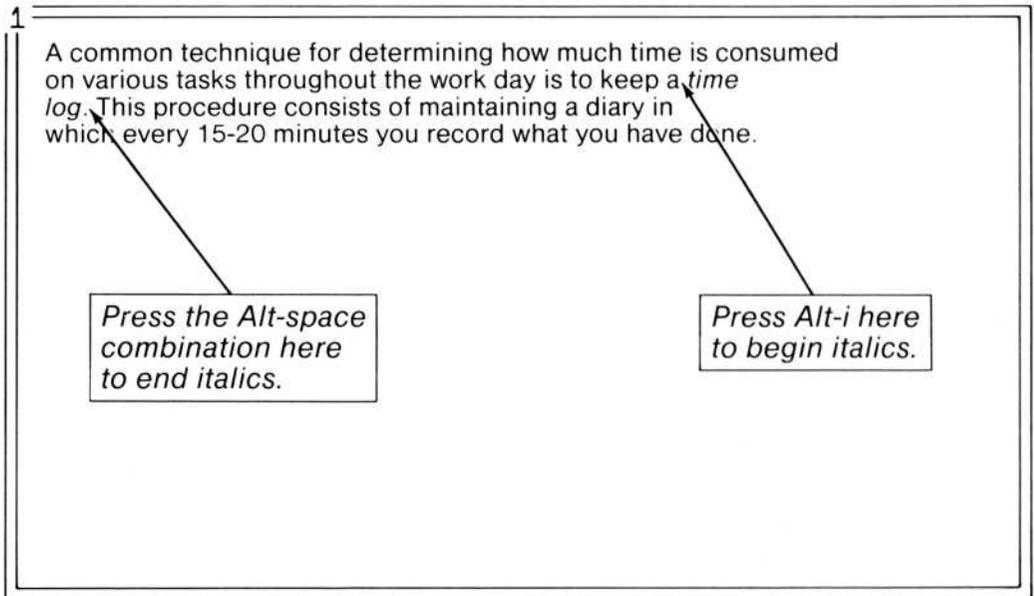
Italic, Underline, Bold, Strikethrough, Double Underline, and Small Capitals

Character formats can be assigned with format keys or with the Format Character command, and, like the italics shown above, can be assigned as you type or as you edit.

Format Keys	Format
Alt-b	Boldface
Alt-i	Italic
Alt-u	Underline
Alt-d	Double underline
Alt-s	Strikethrough
Alt-k	Small caps
Alt-space	Normal character

Fields in the Format Character Command

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

Some of the fields in the Format Paragraph command are illustrated in the figure below.

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

Alt-k (small caps)
Alt-b (bold)
Alt-i (italic)
Alt-u (underlined)
*Alt-d
(double-underlined)*
Alt-s (strikethrough)

Superscripts and Subscripts

Included among the character formats is the positioning of characters above or below the base of a line of text. Superscripts and subscripts are useful for footnote reference marks, mathematical equations, chemical formulas, and for other special characters that must be raised or lowered.

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

Format Keys	Format
Alt-+	Superscript
Alt-−	Subscript
Alt-space	Normal

Fields in the Format Character Command

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

SoftCard™

(πr^2) Alt-+(superscript)

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

$T = t_1 + t_2 + t_3...t_n$ Alt-− (subscript)

Figure 4.17.   Superscripts and Subscripts

Chapter 5
Editing and Managing Documents

In Part 1, "Learning Word," you learned basic editing techniques, including how to copy, delete, and insert text. This chapter covers:

Some "expert" cut and paste techniques using the mouse and windows. This includes cutting and pasting text within a single, large document and between separate documents.

The glossary.

Managing large documents and multiple documents, especially when these involve more than one disk and disk drive.

Cut and Paste With the Microsoft Mouse

In Part 1, "Learning Word," you learned how to cut and paste by using the Copy and Delete commands. These commands place a copy of the selection into the scrap. You also learned how to insert the contents of the scrap anywhere within the same document or in another document by using the Insert command or the INSERT (Ins) key. The mouse can perform cut and paste faster than the commands, and can do it in one action.

Remember that you can delete or copy a selection of any size, regardless of whether you use the commands or the mouse techniques.

The following procedures describe faster copy and move operations using the mouse.

Important

When moving text, take care not to delete any paragraph marks unintentionally. If you do, the paragraph that lost its paragraph mark and the following paragraph will become one (see "Joining and Splitting Paragraphs" in Chapter 4).

Copying Text With the Mouse

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 SHIFT key and click the left mouse button.
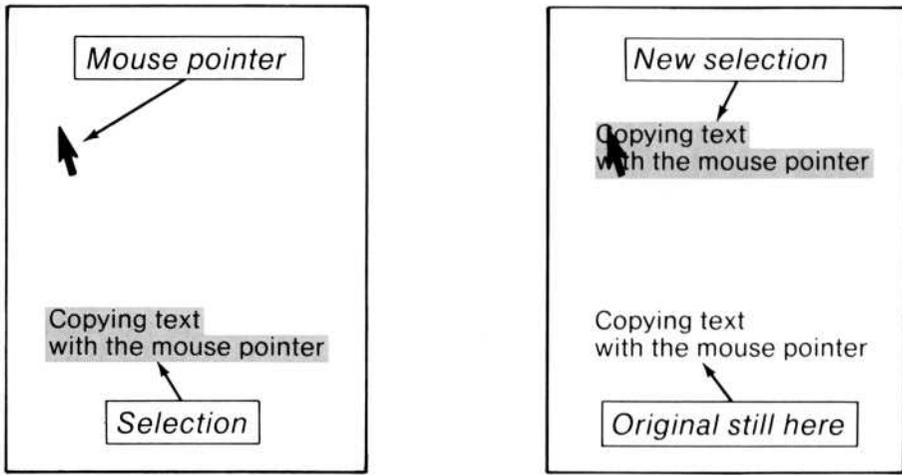
SHIFT-left button copies selection to spot.

Figure 5.1.   Copying With the Mouse

Moving Text With the Mouse

To move text with the mouse:

1.   Select the text you want to move.

2.   Point to where you want to move the text.

3.   Hold down the Ctrl key and click the left mouse button.

Ctrl-left button moves selection to spot.
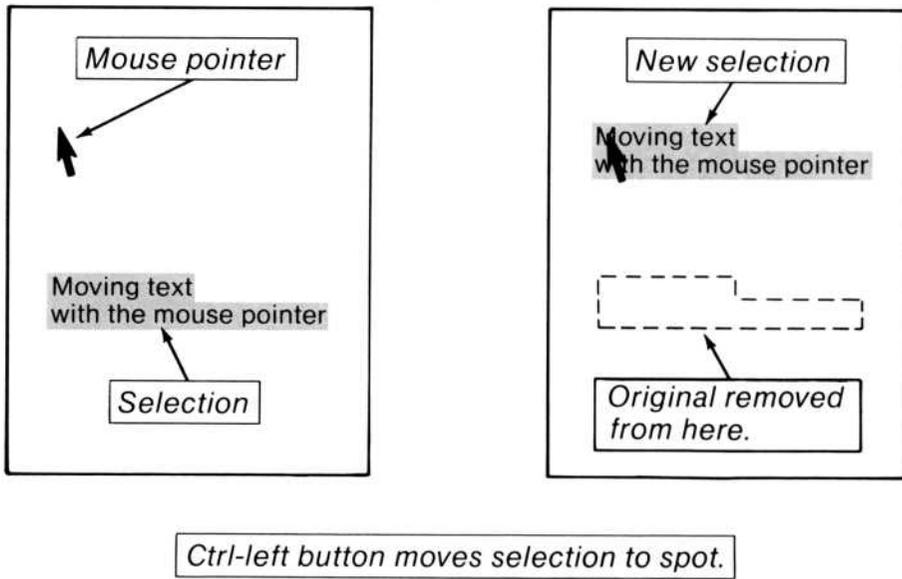
Figure 5.2.   Moving Text With the Mouse

Storing and Reusing Text: The Glossary

One of the most useful editing tools within Word is the glossary. Like the scrap, the glossary is a place to store pieces of text. But, unlike the scrap, the glossary can hold many pieces of text at the same time. When you copy or delete a piece of text into the glossary, you give the text an identifying name. You can recall any piece of text from the glossary by its name and insert it anywhere in any document.

The glossary is useful for storing pieces of text that appear repeatedly in one or more documents and must be cited verbatim. These pieces of text might include:

Names of products or organizations

Exhibits attached to a contract

Your return address

Disclaimer and copyright pages in books

A paragraph in a form letter

Word contains a glossary file named NORMAL.GLY, which is loaded into memory when you start Word. Copy text that you insert into documents regularly to NORMAL.GLY to make this text immediately available.

To store text in the glossary:

- Use the Copy or Delete command, including a glossary name in the command field to identify the text.

To insert text from the glossary:

- Use the Insert command in the Edit menu, and include a glossary name in the command field to identify the text. If you press a direction key, the defined glossary names will appear on the screen.

    or

- Use the REF (F3) key.

The REF key is very convenient to use as you are typing a document. At the point you want to insert text from the glossary, type the glossary name, then press the REF (F3) key.

You can also select a word (longer than a single character) and press the REF (F3) key. If the word is a defined glossary name, it will be replaced by the contents of the named glossary buffer.

You can save the glossary on disk for use in a later session if you wish. If you do not save the glossary, it is lost when you quit Word or when you use the Transfer Clear All command.

To save the glossary:

• Use the Transfer Glossary Save command.

You may load a glossary file into Word at any time. This glossary file merges with any glossary file already in Word. If any of the names in the added glossary file is the same as one already in memory, the contents of the name being added will replace the contents in memory.

To merge a glossary file:

• Use the Transfer Glossary Merge command.

Two predefined glossary names, "page" and "footnote," are always available. When expanded, "page" appears on the screen as (page). During printing, Word replaces (page) with the appropriate page number. This makes (page) useful for including the page number in running heads (see Chapter 6, "Footnotes, Running Heads, and Tabs," for details about them). The second name, "footnote," always expands to the number of the current footnote. See the "Glossary Buffers" section of Chapter 9, "Elements of Microsoft Word," for further information.

Example

Suppose you have saved text in the following glossary names:

RADRS contains return address

RSVP contains an invitation form letter

GM contains the closing for the general manager's signature

Then, a letter to Mr. Jones could be created as follows:

- Type *RADRS*. Press the REF (F3) key.

- Type *Dear Mr. Jones:*

- Type *RSVP*. Press the REF (F3) key.

- Type *GM*. Press the REF (F3) key.

The text of the letter is finished. You can now format, print, or save it.

Managing Documents

Managing documents involves planning how you will store documents and where. This means you have to decide how to arrange disks in drives, and you also have to decide how you want to work with long documents and more than one document at a time.

Disks and Drives

Microsoft Word can be used to edit a document of any size. The only practical limit on the size of a document is how much storage space you have available. This depends, in part, on the number and type of disk drives connected to your computer, and on the types of disks you use to store documents.

When working with several documents at once, you need to keep in mind where (on what disks) the documents are stored. To alleviate problems with remembering the locations of files, it is wise, whenever possible, to collect all the documents you want to work with on a single disk. Do this with your operating system commands. Make sure to leave room on the disk for any additions you make to the text and for a backup copy of the document you are editing.

If you have a hard disk, little advance planning is needed as long as you store documents on the hard disk. If you have a hard disk drive, copy the Word system and program files onto the hard disk. You can use either the hard disk or floppy disks to store documents.

If you do not have a hard disk, you should plan your work session to make managing documents as easy as possible. If you have two floppy disk drives, use the second drive for storing documents. Put a blank, formatted disk in drive B for documents. Word will use this drive for storing and retrieving documents, the glossary, and style sheets.

If you have one disk drive, you will normally use a copy of the Program disk for storing documents because a Program disk must be in the drive almost all the time. Space is very limited on the Program disk, but you can make as many copies of the Program disk as you need to.

If you are storing documents on the Program disk, you can keep copies of some files on different disks to increase the storage space. Consider moving the file MW.HLP and all files ending with .PRD (except the .PRD file for your printer) to another disk.

If at all possible, keep the Program disk intact. Also, you can still ask for help, but you will have to change disks to get the information and change again to return to your work.

Changing Disks

If you have one drive, or if you have two drives but need to work with more than two disks, you will have to change disks as you work.

It is safe to change disks in a drive only when you see one of the following messages in the message line:

> Enter Y to retry access to *filename*
>
> Enter filename
>
> Enter filename or select from list

Changing disks at any other time endangers your documents.

Strategy for Working With Long or Multiple Documents

While Word can handle very long documents, you will probably find it more convenient to save portions of longer documents as separate documents. There are a couple of reasons for this:

> It is faster to save a smaller document than to save a larger one.
>
> If your computer fails for any reason, you will lose less work if your documents are smaller.

When you store a long document in several files, you can think of the parts of the large document as separate documents. This way of viewing the document can be reinforced if you break up the large document at logical breaks, such as chapters, or even wherever you have a new division in the document format (see "Page Layout: Division Formats" in Chapter 4).

To view and edit different parts of a large document or of different documents, use windows. See the next section, "Windows," for details about working with more than one document.

If you do decide to store a long document as several small documents, remember that some aspects of a document depend on related aspects in its earlier and later parts. For example, if you let Word number footnotes for you, either you will have to number them by hand in each document after the first, or you will have to merge the parts into a single document before printing. You can merge the parts of a long document into a single document if you have the storage space available. To do this, use the Transfer Merge command.

Another example is page numbers. If you want consecutive page numbers throughout a long document that you have stored as several smaller documents, you can use the Format Division command to set the starting page number for each part of the document. Use the following procedure:

1. Load one of the small documents, then choose the Format Division command. You will repeat these steps for each small document.

2. In the "numbering" command field of the Format Division command, choose "Start."

3. In the "at" command field, enter the page number at which you want this part of the long document to start.

    One way to assure that you know the last page number of the preceding part of the document is to use the Print Repaginate command. When the command has finished, select the end mark and then use the Jump Page command. The number of the last page in your document will appear as a prompt in the command field. The alternative is to count the page break symbols in the style bar.

Windows

When you start Microsoft Word, only one window is open. You can open up to eight windows. Each window can contain different parts of a single document, or parts of different documents. When you close a window, the contents are discarded. If you made changes that you want to keep, save the document before you close the window. You can use cut and paste techniques to copy or move text from one window to another.

Here are three strategic uses for windows:

1.   To cut and paste text in different parts of the same document. Because you can scroll the windows separately, you can see both the source text and the destination at once.

     To view different parts of one document, open a second window. The new window contains the same document as the original window. Scroll the windows separately to bring the desired portions of the document into view.

Same document, but different place.

Scroll in window to find text; windows scroll separately.

1

2

Document 1

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

Proposals: Our biggest word processing task. Can be anywhere from a few pages to book length. When extensive research is involved, may require integrating data from the engineering department.

Document 1

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

SHIFT-left mouse button copies. Ctrl-left mouse button moves.

2.   To cut and paste between documents. You load one document into each window. Again, because you can scroll the windows separately, you can see both the source text and the destination at once.

To work with different documents, open a second window. Then load the second document into the second window with the Transfer Load command. You can scroll the windows separately and copy and move text between documents just as you can within documents.

1

Document 1

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

2
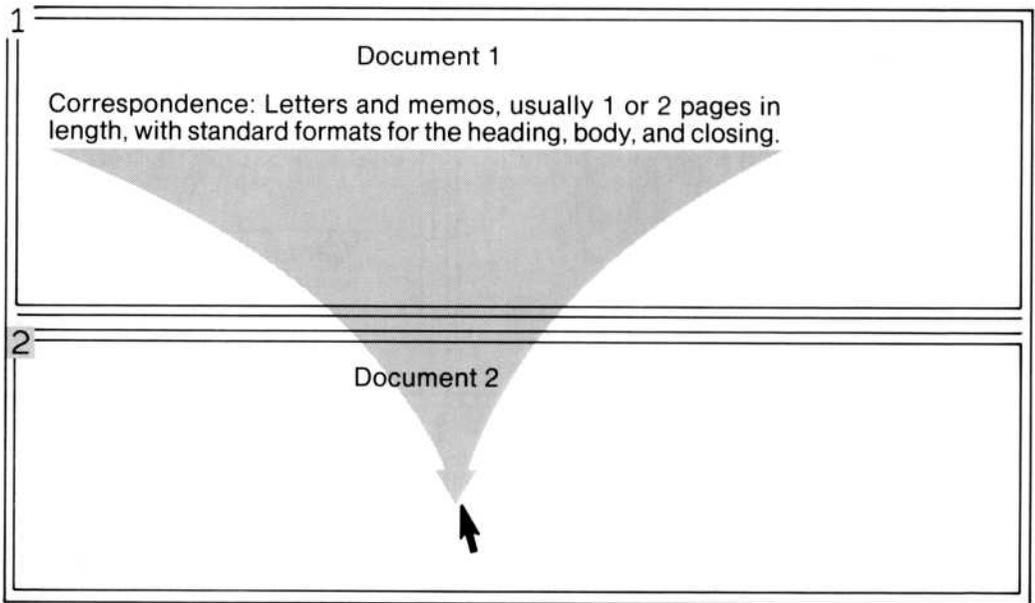
Document 2

SHIFT-left mouse button copies.
Ctrl-left mouse button moves.

3. To use a second window as a scratch pad for notes to yourself while creating or editing a document. After you open the second window, use the Transfer Clear Window command to give yourself a clean, blank document in which to make notes.

1

Getting bogged down on low value act
for your inability to do important tasks.
ally easy to do and give a sense of acc
time-consuming. Second, time waster
ated by you or externally generated b
Internally generated time wasters are
because they stem from your own actio
are part of the problem, you can becom
problems which are internally generat
imagination and creativity because the
control.

2

ivities could be the reason
Low value items are gener-
omplishment; but they are
s may be internally gener-
y events or other people.
the easier ones to resolve
ns or inactions. Thus, if you
e part of the solution. Time
ed, however, require more
y are not totally within your

Same document in both windows after split.

Transfer Clear command

1

Getting bogged down on low value act
for your inability to do important tasks.
ally easy to do and give a sense of acc
time-consuming. Second, time waster
ated by you or externally generated b
Internally generated time wasters are
because they stem from your own actio
are part of the problem, you can becom
problems which are internally generat
imagination and creativity because the
control.

2

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

Opening a Window

To open a window:

- Click the left mouse button when the pointer is in a window bar in either the top or right window border.

  or

- Use the Window Split command.

Clearing a Window

To clear a window:

- Use the Transfer Clear Window command.

If you have made changes to the document in the window that you haven't saved yet, Word will ask you to confirm that you want to discard the changes.

Moving From Window to Window

To move to another text window:

- With the mouse, select anything in the new window.

  or

- Press the NEXT WINDOW (F1) key.

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

Changing the Size of a Window

Once you have more than one window, you may need to change their sizes so you can display more text in one of them. You do this by moving the window borders.

To move a window border:

- Use the Window Move command.

  or

- With the mouse, point to the lower right corner of the window you want to change. The pointer will change into a four-headed arrow.

- Hold down the left mouse button and move the pointer to the new position for the corner. Release the mouse button to redraw the window borders.

Closing a Window

When you are finished with a window and want to retrieve the space for the remaining windows, close the window. When you close a window, the contents are discarded. If you made changes to a document that you want to keep, save the document before you close the window. If you try to close a window containing unsaved changes, Word will ask you to confirm the command.

To close a window:

- Click both mouse buttons at the same time in the appropriate window bar.

  or

- Use the Window Close command.

Chapter 6

Footnotes, Running Heads, and Tabs

Footnotes

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

To create a footnote:

- Select the character to the right of the position where you want the footnote reference to appear.

- Choose the Format Footnote command.

- If you want Word to number the footnote for you, leave the "reference mark" command field blank; or type one or more characters as the footnote reference.

- Carry out the command.

  Word jumps to the footnote area.

- Type the text of the footnote.

- Use the Jump Footnote command to jump back to the footnote reference.

There is no limit on the length of a footnote. A footnote may consist of more than one paragraph. Footnotes are stored at the end of the document.

To edit a footnote:

- Select the footnote reference.

  If the footnote reference you want is below the selection, use the Jump Footnote command to find the next footnote reference. If the footnote reference you want is still below the selection, press the RIGHT direction key, then use the Jump Footnote command again to find the next footnote reference.

- When you find the footnote reference you want, use the Jump Footnote command to jump to the footnote text. Or you can scroll to the end of the document.

- Edit the footnote as you would edit document text.

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

To delete a footnote:

- Delete the footnote reference. Word then also deletes the footnote.

To move a footnote:

- Move the footnote reference as you would any other piece of text. Word renumbers the footnotes for you.

The Footnote Window

In the footnote window, you can see and edit footnotes and running heads without having to scroll to the end of the document where footnotes are stored. The footnote window is a convenience; it is not necessary to open a footnote window to create and edit footnotes.

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

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

To open a footnote window:

- Use the Window Split Footnote command.

  or

- Move the mouse pointer into the right window bar and click the right mouse button.

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

Page 19

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

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

footnotes:
Same-page

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

Figure 6.1. Footnotes Field in Format Division Command

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

The Footnotes Fields in the Format Division Command

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

Running Heads

The term running heads is used in Word to refer to running heads that appear at both the top and bottom of a page.

You can create running heads when you create a document or later when you edit. Microsoft Word stores running heads at the end of the document, but prints them in their designated positions on each page of the document.

Each division of a document has up to six different positions available for running heads: top and bottom of odd-numbered pages, top and bottom of even-numbered pages, and top and bottom of the first page.

Microsoft Word 2   Using Word 3

Top even   *Top odd*

Bottom even   *Bottom odd*

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Chapter 1
Editing and
Formatting

Top first page

Glossary

*Bottom
first page*

Microsoft Word
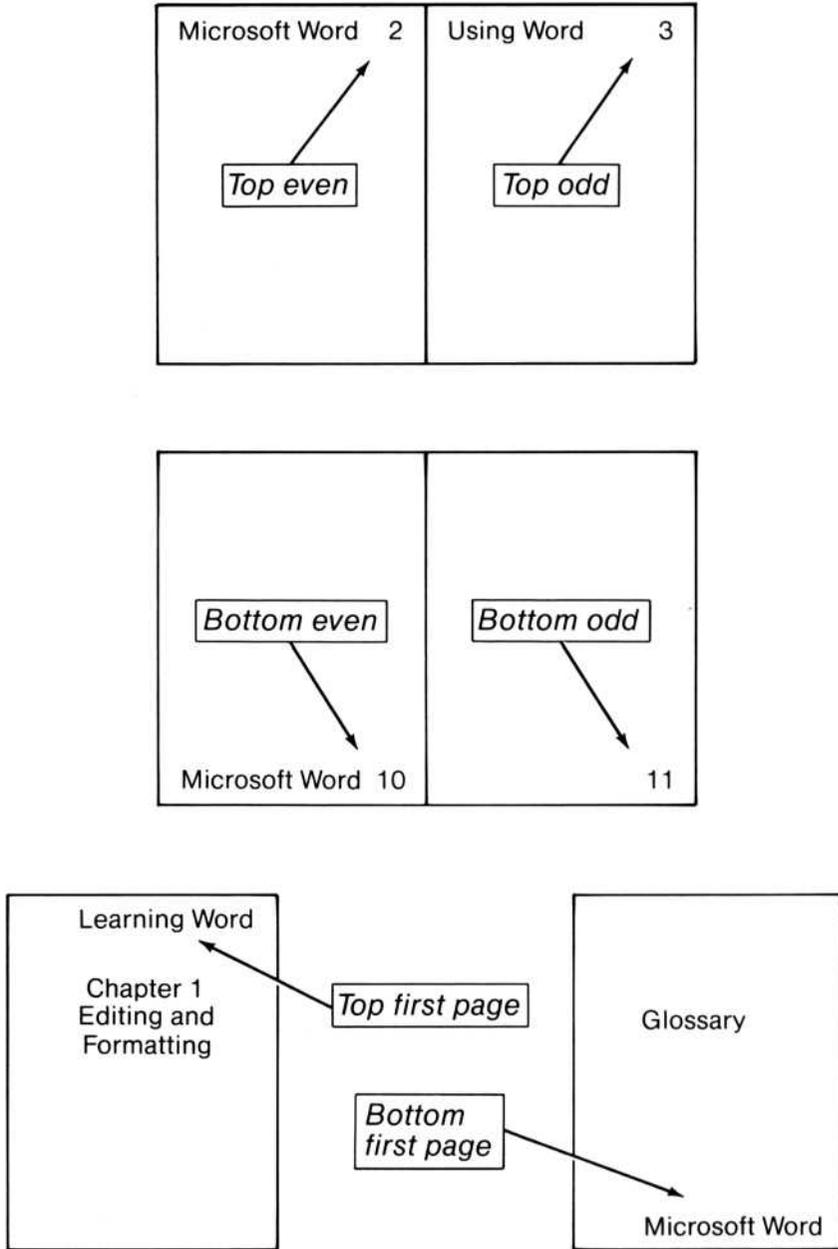
**Figure 6.2.   Command Fields
in Format Running-head Command**

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

To create a running head:

- Choose the Jump Running-head command to jump to the end of the document where running heads are stored.

- Type one or more paragraphs of text for the running head.

- Select the paragraph(s).

- Choose the Format Running-head command.

  The command fields appear:

  ```
  FORMAT RUNNING-HEAD position: Top Bottom
      odd pages: Yes No  even pages: Yes No  first page: Yes No
  ```

- Choose where the running head will appear (top or bottom).

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

- Carry out the command.

- Repeat the last six steps for each running head in a different position.

- Use the Jump Running-head command to jump back to the appropriate division (the whole division is selected), then scroll back to your place in the text to continue editing.

To edit a running head:

- Choose the Jump Running-head command to jump to the running head for the division you are in.

- Edit the running head as you would edit document text.

- Use the Jump Running-head command to jump back to the appropriate division (the whole division is selected), then scroll back to your place in the text to continue editing.

To delete a running head:

• Delete the running head text at the end of the document.

Note

Word will not let you delete the final paragraph end of the last running head; you should delete everything else, leaving the paragraph end as a place holder should you decide to insert more running heads later. Also you could specify "No" in the "odd pages," "even pages," and "first page" command fields of the Format Running-head command.

Running Heads With Page Numbers

You can link page numbers with running heads by including them in the running head text. This strategy lets you easily coordinate the positioning of running heads and page numbers.

To include page numbers in running heads:

• Enter the predefined glossary name, "page", as part of the running head text. Be sure to expand the reference with the REF (F3) key. When expanded, it will display as (page).

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

If you include page numbers in running heads, choose "No" in the "pg #" field of the Format Division command. See "Page Numbers" in Chapter 4, "Formatting Documents," for more information about page numbers.

Positioning Running Heads on the Page

When you create a running head with the Format Running-head command, you specify the general position of the head—top or bottom; odd, even, or first. You can specify the precise vertical position of the running heads with the Format Division command.

The vertical position is measured from the top of the page and the bottom of the page. Initially, running heads are positioned 0.5 inches from the top or bottom of the sheet.

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

Generally, running heads and page numbers should have position measurements that are at least 1/6-inch smaller than the top or bottom margin measurements.

Running Head Fields in the Format Division Command

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

Horizontal positioning is controlled through paragraph formats assigned to the running head text. *Indents in the paragraphs of running heads will be calculated from the edges of the page, not from the margin.* See "Paragraph Alignment" in Chapter 4 for details about paragraph indents and alignment.
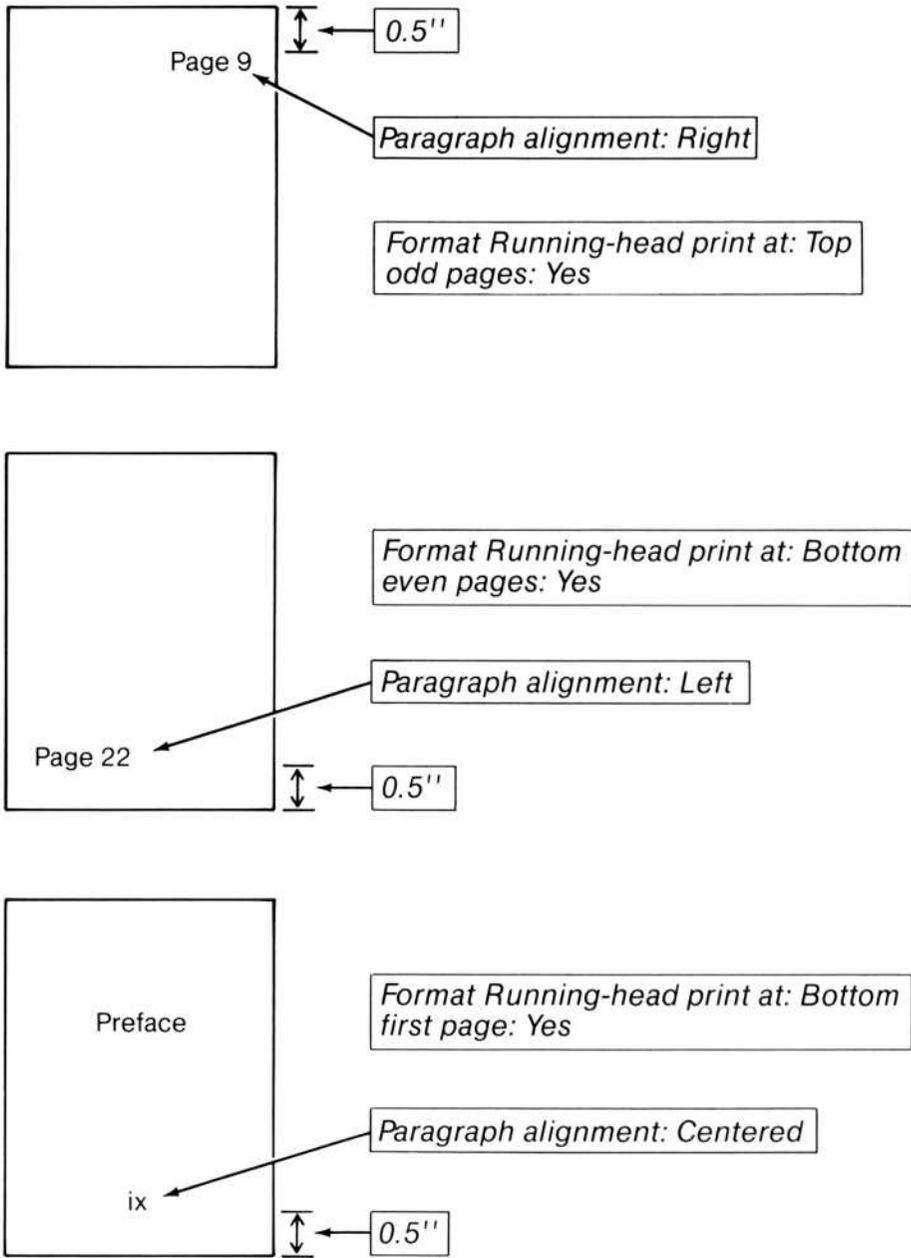
Figure 6.3. Running Head Fields in Format Division Command

Tab Stops

Microsoft Word has four ways to align text around tab stops. Together, they provide great flexibility in aligning text and numbers. The tab stops are paragraph formats, so they may change from paragraph to paragraph.

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

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

Preset Tab Stops

Word has tab stops preset at every one-half inch across the page. Preset tab stops work much like tabs on a typewriter. When you press the TAB key, the selection aligns with the next tab stop to the right. Preset tab stops are always left-aligned. (See "Tab Stops You Set: Left, Right, Center, Decimal" below for an illustration of a left-aligned tab stop.) Preset tab stops always follow the last set tab stop. For example, if you set a tab stop at 5.2 inches, the first preset tab stop will appear at 5.5.

Viewing Tab Stops: The Ruler

A "ruler" showing indents and tab stops for the paragraph containing the selection appears in the top border of the window whenever you choose the Format Tabs command or when you explicitly turn the ruler on.

To turn on the ruler:

• Click the left mouse button in the upper right corner of the window.

or

• Use the Window Options command.

Right tab   Left tab   Right tab   Left tab

1 [········1R·L·····2········3·······R4L·······5········]·······7

Viennese Noodle Kugel

1 lb.	noodles	7	eggs
1 c.	sugar	3 c.	milk
1 lb.	cottage cheese	1 pt.	sour cream
1 1/2 tsp.	vanilla	1/4 lb.	melted butter
1 c.	white raisins	1 tsp	cinnamon

First cook the noodles. Rinse them in cold water to cool them and drain. Mix in a large bowl the eggs and milk without beating, add vanilla, butter, and sugar. Then the cottage cheese, sour cream, and finally the raisins. Mix together with the noodles and pour into a buttered casserole and put in the refrigerator all night—but not less than three hours if you're in a hurry! The next day, preheat the oven to 350. Sprinkle cinnamon over the top and bake about an hour and a half. Take it out of the oven and let sit for a while so it gets a little firmer. Enjoy!

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

Each paragraph can have its own tab settings, providing for maximum flexibility in creating tables. You can decide if you want to be able to give each line of a table its own tab stops. If you do, press the RETURN key at the end of each line of the table. If you want to be able to select the whole table as one paragraph, then end each line with the NEWLINE key (SHIFT-RETURN).

Once you set a tab stop, the preset tab stops to the left of it are removed.

You can instruct Microsoft Word to fill tab characters with dots (.), dashes (−), or underscores (__) instead of blanks. Each tab stop can have its own leader character format.

| Left tab stop | | Dot leader | Right tab stop |

```
1 [······1·····L···2······3······4······5······6····R················]
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  Chapter 2.    The Economic Climate .................31
  Chapter 3.    Esoteric and Popular Literature.......55
  Chapter 4.    Cultural Symbolism  ..................75
  Chapter 5.    Synthesis and Transcendence ..........89
  Appendix      Demographic Maps .....................98
  Bibliography.......................................103
```

Setting, Clearing, and Moving Tab Stops

You can set, clear, and move tab stops with the Microsoft Mouse or with the keyboard using the Format Tabs commands. To set the tabs for a paragraph, at least one character in the paragraph must be selected.

To set, clear, or move tab stops with the mouse:

- Choose the Format Tabs Set command.

- Point to a position on the ruler and use the mouse buttons:

   The left mouse button sets a tab stop with the alignment and leader character chosen in the command fields.

   Holding down the right mouse button "picks up" a tab stop. Move the mouse pointer to the new position and release the button.

   Pressing both mouse buttons at the same time clears a tab stop.

- When you have finished adjusting the tab stops, carry out the command.

To set, clear, or reset tab stops with the keyboard:

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

- To clear a tab stop, use the Format Tabs Clear command. Press the DOWN and UP direction keys to move a highlight in the ruler to the position of the tab stop you want to clear.

- Carry out the command.

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

To move a tab stop:

- Choose the Format Tabs Set command.

- Press the DOWN and UP direction keys to move a highlight in the ruler to the position of the tab stop you want to move. Press the DELETE (Del) key.

- Use the RIGHT and LEFT direction keys to move a highlight in the ruler to the new tab stop position.

- Carry out the command.

You may set, clear, and move several tab stops at the same time with the Microsoft Mouse using the Format Tabs Set, Format Tabs Clear, or Format Paragraph command. You may also set, clear, and move several tab stops at once with the keyboard using the Format Tabs Set command. See Chapter 10, "Command Directory," for details.

Chapter 7
Formatting With Style Sheets

Chapters 4 and 6 describe how to format text directly. This chapter tells you how to use style sheets that are already developed to format documents by using styles. Chapter 8 tells how to create your own styles and style sheets.

While direct formatting is more than adequate for many purposes, the formats must be set and changed one by one. If you use a particular combination of formats over and over again, and especially if you want to insure consistent formats within and among documents, you will find Microsoft Word style sheets extremely useful.

When you format directly, formats are stored with the text. When you format indirectly, by using styles, the name of a style is stored with the text. Formatting by using styles tells Word to look on a style sheet for formatting instructions. Each time Word displays (or prints) a portion of text that has a style assigned to it, Word consults the corresponding style sheet to see how to format that particular text.

Thus, styles and style sheets make it very easy to change the look of an entire document. Because the formats are not stored with the document, you don't need to change the document itself. Instead, you simply change style definitions by redefining a style on a style sheet or by attaching a different style sheet containing different formatting information for the same style names.

For example, while writing a document, you may want to print it out in double-spaced, single-column draft form, which could be called "draft style." After the document is completed, you may want to print it single-spaced with two columns per page, which could be called "article style." By attaching a different style sheet, you can change from draft style to article style without having to edit the document.

Direct Formatting

Document

Character formats

Paragraph formats

Division formats

Tabs
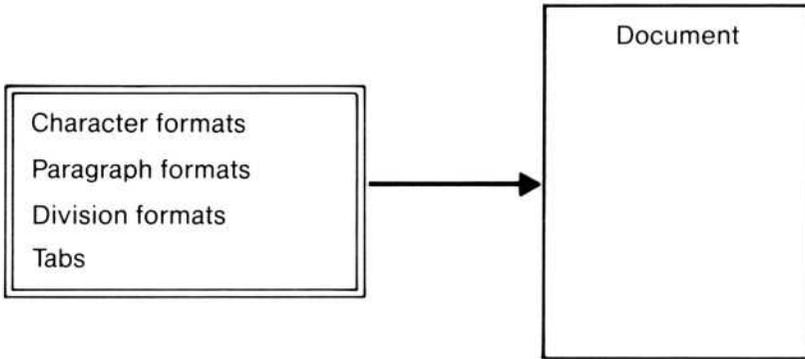
When you use direct formatting, Word
stores formats in document with text.

Formatting With Style Sheet

Character formats

Paragraph formats

Division formats

Tabs

Style sheet

When you give a
portion of text a
style, Word stores
the name of the
style with the text.
Word checks the
style sheet for the
formats.

Document
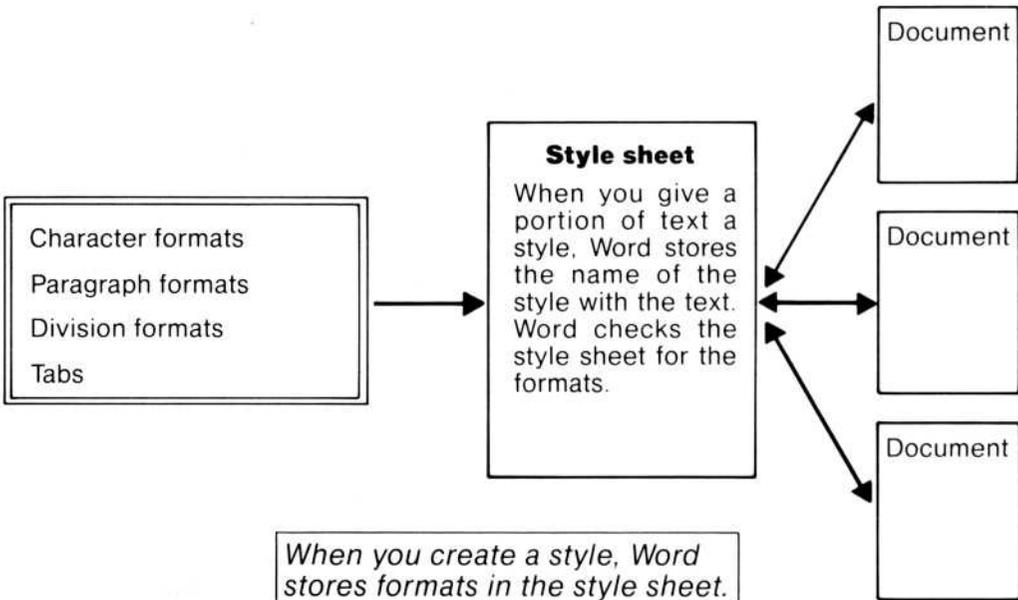
Document

Document

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

**Figure 7.1.   Direct Formatting
vs. Formatting With a Style Sheet**

Attaching a Style Sheet to a Document

To format with styles, you have to attach a style sheet to the document.

To attach a style sheet to a document:

- Use the Format Style Sheet command.

If the document already has a style sheet attached to it, the new style sheet replaces the current style sheet. To detach a style sheet from a document without attaching a new one, delete the response in the command field of the Format Style Sheet command.

Formatting With Styles

Once you have attached a style sheet to a document, you format a document by assigning styles from the sheet to the text.

As a convenience, Microsoft Word assigns the following styles automatically.

Normal paragraph	All paragraphs
Normal division a	All divisions
Running head 1	All running heads
Footnote reference a	All footnote references
Footnote a	Text of all footnotes

For more information, see Chapter 8, "Creating Your Own Document Styles."

To assign styles to text:

- Use the Alt keys. When you type two-character style codes, Alt must be held down while the first character is typed. To see a list of the available styles and the key codes that assign them, look in the gallery. See "Viewing a Style Sheet" below for details.

  or

- Use the Format Style command. Use the direction keys to see a list of available styles.

Note

If you want to use direct formatting keys in a document with an attached style sheet, hold down the Alt key and type *x* followed by the direct format key code (described in Chapter 4). However, direct formatted text will not change appearance when you change the style sheet.

To request help information with the HELP key after a style sheet is attached to the document, hold down the Alt key and type *xh*.

Viewing a Style Sheet

You can view the attached style sheet by choosing the Gallery command.

A style sheet can contain up to 124 styles. Each style has two parts—a name and a definition. The name is a way to refer to the style and has four elements: key code, usage, variant, and remark. The definition is a list of direct formats that the style assigns to text. The parts of a style are explained in detail in the next chapter.

The following illustration shows what you'll see when you look in the gallery. Note particularly the key code because these keys, pressed while holding down the Alt key, assign the style you see associated with them.
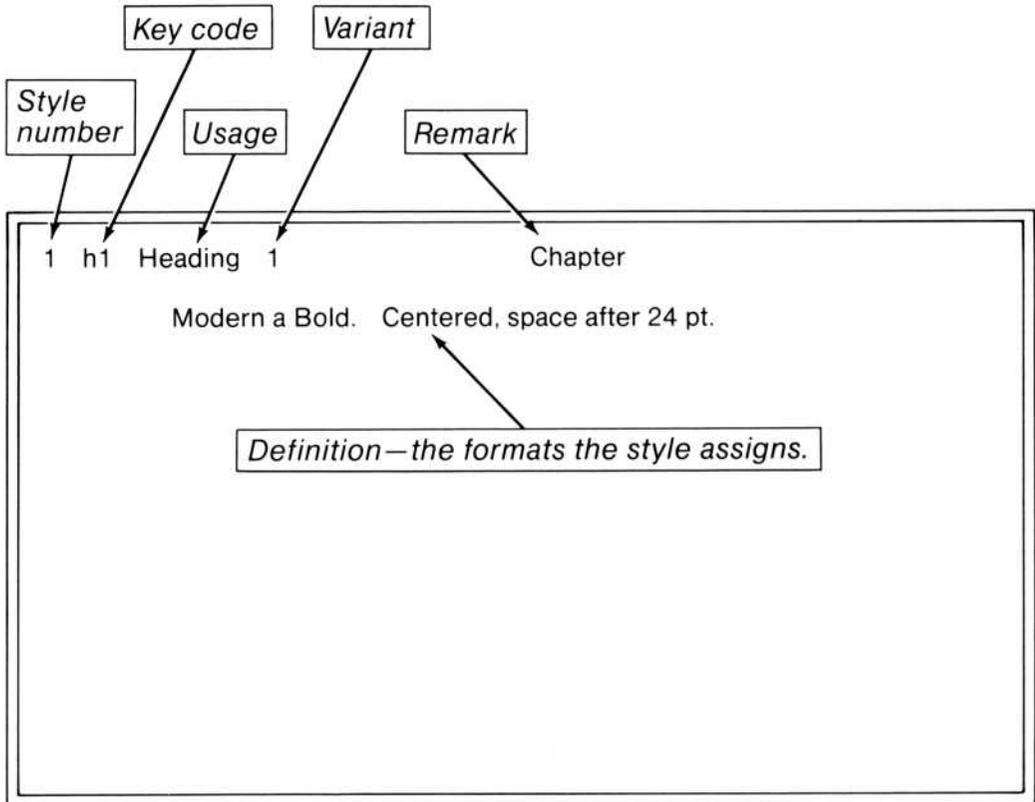
While in the gallery, you can also load another style sheet from the disk to view or edit it (see also "Editing and Saving Style Sheets" in Chapter 8). Loading a style sheet into the gallery does not attach it to a document. To do that, you must use the Format Style Sheet command (see the previous section).

Choose the Edit command to return to editing the document.

Several style sheets are provided with Microsoft Word. Two of these are shown at the end of this chapter along with samples of the results their styles can produce. To see a complete list of the style sheets provided with Word, choose the Transfer Load command in the Gallery menu and press a direction key.

Samples and Examples

Some style sheets are provided on the Microsoft Word Program disk. You can use them or modify them (see the next chapter). The following examples show a document formatted with two style sheets: DRAFT.STY and ARTICLE.STY (provided with Microsoft Word). Two style sheets with the same style names can produce different formatting results without editing the document.

1

```
 1   P  Normal paragraph                 General Text
         Pica (modern a) 12/24. Flush left (first line indent 0.5'').
 2   L  List a                           List
         Pica (modern a) 12. Flush left, left indent 0.8'' (first line indent   0.4'').
         Tabs at: 0.8'' (left flush).
 3   E  List b                           Last Item in List
         Pica (modern a) 12. Flush left, left indent 0.8'' (first line indent   0.4''),
         space after 0.5 li (keep in one column). Tabs at: 0.8'' (left flush).
 4   T  Title a                          Title
         Pica (modern a) 18/20. Flush left, space before 1 li, space after 0.5 li.
 5   A  Author a                         Byline
         Pica (modern a) 12/24. Centered, space before 4 pt, space after 0.5 li.
 6   O  Affiliation                      Organization Name
         Pica (modern a) 12/24 Italic. Flush left, space after 0.5 li.
 7   S  Heading 1                        Section Heading
         Pica (modern a) 16/18 Bold. Flush left, space before 1 li, space after 0.5 li.
 8   N  Other paragraph a                Note
         Pica (modern a) 12/24. Flush left, space after 0.5 li.
 9   I  Emphasis a                       Italics
         Pica (modern a) 12 Italic.
10   B  Emphasis b                       Bold
         Pica (modern a) 12 Bold.
11   U  Emphasis c                       Underlined
         Pica (modern a) 12 Underlined.
12   G  Normal division a                Page Layout
         Page break. Page length 11''; width 8.5''. Folios Arabic. Top margin 1'';
         bottom 1''; left 1''; right 1.25''. Top running head at 0.5''.
         Bottom running head at 0.5''. Gutter 0.25''. Footnotes on same page.
```

1

```
 1   P  Normal paragraph                 General Text
         Pica (modern a) 12. Justified (first line indent 0.25''), space after 0.5 li.
 2   L  List a                           All Items But Last in List
         Pica (modern a) 12. Justified, left indent 0.66'' (first line indent   0.33'')
         (keep in one column). Tabs at 0.66'' (left flush).
 3   E  List b                           Last Item in List
         Pica (modern a) 12. Justified, left indent 0.66'' (first line indent   0.33''),
         space after 0.5 li (keep in one column). Tabs at 0.66'' (left flush).
 4   T  Title a                          Title
         Pica (modern a) 18/20. Centered, space before 1 li, space after 0.5 li.
 5   A  Author a                         Byline
         Pica (modern a) 12/24. Centered, space before 4 pt, space after 0.5 li.
 6   O  Affiliation                      Organization Name
         Pica (modern a) 12 Italic. Centered, space after 4 pt.
 7   S  Heading 1                        Section Heading
         Pica (modern a) 16/18 Bold. Flush left, space before 1 li, space after 0.5 li.
 8   N  Other paragraph a                Note
         Pica (modern a) 12. Justified, space after 0.5 li.
 9   I  Emphasis a                       Italics
         Pica (modern a) 12 Italic.
10   B  Emphasis b                       Bold
         Pica (modern a) 12 Bold.
11   U  Emphasis c                       Underlined
         Pica (modern a) 12 Underlined.
12   G  Normal division a                Page Layout
         Page break. Page length 11''; width 8.5''. Folios Arabic. Top margin 1'';
         bottom 1''; left 0.5''; right 0.5''. Top running head at 0.5''.
         Bottom running head at 0.5''. 2 columns; spacing 0.33''. Gutter 0.25''.
         Footnotes on same page.
```

Alt-t

Alt-a

Alt-o

Alt-s

Alt-p

Alt-l

Alt-e

```
Techniques of Time Management

                              by H. Kent Baker
School of Business Administration, The American University
of Washington, D.C.

Get Out of the Time Trap
        Despite all of the computer age's time saving machines,
you probably find yourself in a time trap being always short
of time and unable to do everything that you need to and
would like to do.  You think, "If only I had more time, I'd
be able to get out from under this mess."  Think a moment.
You cannot get more time.  The challenge is to use your time
more effectively.  The problem is not in how much time you
have but in how you use your time.  Time is a limited
resource so don't take a haphazard approach to managing time.
Its effective use requires a systematic approach.  Improving
your use of time allows you to:
        -   avoid crises,
        -   gain a feeling of accomplishment,
        -   do the things of benefit to you or your business, and
        -   live your life, not just spend it.
        To manage time better the first step is to gain a bet-
ter perspective of your time.  Resolve to manage your time
and not let time manage you.  Once you realize that the way
```

Alt-g

Alt-t

Alt-a

Alt-o

Alt-s

Alt-p

Alt-l

Alt-e

Techniques of Time Management

by H. Kent Baker

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Get Out of the Time Trap

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

- avoid crises,
- gain a feeling of accomplishment,
- do the things of benefit to you or your business, and
- live your life, not just spend it.

To manage time better the first step is to gain a better perspective of your time. Resolve to manage your time and not let time manage you. Once you realize that the way you handle time causes some of your time problems, then you can begin to develop a time management strategy.

In devising this strategy, keep two thoughts in mind. First, it takes time to learn how to use time effectively. Second, the principles of time use are not universally applicable. Although

This strategy of learning how to make your time of greater benefit involves investigating three important questions:

1. Where does my time go?
2. Where should my time go?
3. How can I use time better?

By systematically answering each question, you will be better able to control your time.

Where Does My Time Go?

Frequently time management problems stem from poor work habits; so analyze how you spend your time. Find out how you waste time. Realize that *you* are the probable cause of most of your own time problems and the painful task of changing your habits is required.

Using a Time Log

A common technique for determining how much time is consumed on various tasks throughout the work day is to keep a **time log**. This procedure consists of maintaining a diary in which every 15-20 minutes you record what you have done. After several days of listing your activities you will have a sufficient number of observations for analysis. The time log should then be summarized and analyzed to determine what could have been done to make better use of your time.

In analyzing your time log, you should ask yourself several questions:

1. What are the major activities or events which cause me to use my time ineffectively?
2. Which of these tasks can be performed

Chapter 8

Creating Your Own Document Styles

Creating a style is a process of naming the style, then defining it by associating direct formats with the name. First, you must decide how you want your documents to look; then you can define styles for that look. You can create styles for the three elements of documents—characters, paragraphs, and divisions.

A style name is created with the Insert command in the Gallery menu, and the elements of a name can be modified individually with the Name command in the Gallery menu. A style definition is created and modified with the Format command in the Gallery menu. The parts of a style are explained in the next section, "Creating or Changing a Style."

Creating or Changing a Style

The first thing you must do before you create or change a style is decide precisely what you will use the style for. It would be best to think through the whole design of your document—what kind of page layouts you will need, what kinds of paragraphs, tables, headings, and so forth. An overall plan will help you choose the name elements as well as the formats in a logical and consistent way.

Creating and changing a style involves two steps: first, naming the style; then defining the style.

To name a new style:

• Use the Insert command in the Gallery menu.

To change a style name:

• Use the Name command in the Gallery menu.

To define the formatting for a style:

• Use the Format command in the Gallery menu.

Examples of Creating Styles

The steps described in this section use specific examples to illustrate and explain in detail how to use the Insert and Format commands in the Gallery menu to create new styles. The steps show how to create styles for the three elements of a document. Each step provides additional details about each of the command fields.

Creating a Character Style

A character style assigns formats to characters. The following steps will create a style for footnote reference marks.

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

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

3. Choose the Insert command.

    The braces in the "key code" command field mean that you can simply insert a style from the scrap. To create a wholly new style, you enter responses in the command fields.

4. In the "key code" command field, enter two characters.

    Type *fr*

    You use this key code to assign the style to text in the same way you use format keys to assign direct formats. In fact, this key code becomes a new format key combination. You define these style format keys; the direct formatting keys were defined for you.

    The idea is to choose two characters for the key code that might suggest to you what this style does. In this case, "fr" is meant to suggest "footnote reference," a suggestion that will become clearer when you read about "usages" in step 5.

You can use single-character key codes, but this is not advisable because:

Any two-character key codes that start with the same letter as a single-character code will be inaccessible.

With single-character codes you can create only a limited number of styles, far fewer than the maximum of 124.

You should also avoid key codes that begin with x because x is the gateway to the direct formats after you attach a style sheet to a document. Character formats like bold and italic and paragraph formats like justified and nested are still available as two-character codes. For example, Alt-b (for bold character format) becomes Alt-x-b after you attach a style sheet. If you create a style with x as the first character of the key code, you can no longer use the direct formatting keys with a document that has that style sheet. When you are in type-in mode and have a style beginning with h, you can still get help by holding down the Alt key and typing *xh*.

5. In the "usage" command field, enter a style usage.

Select "Footnote reference" from the list.

Select a usage from the list. You can see the list by clicking the right mouse button in the "usage" field or by pressing one of the direction keys. Then you can select a usage by moving the highlight to the one you want. As you move the highlight over each usage, it also appears in the "usage" command field. Of course, you can type the usage name, but using the list saves keystrokes and ensures accuracy.

You will notice that the usage names are shown in three groups. The top group lists character usages, the middle group lists paragraph usages, and the bottom group lists division usages. You select a usage based on the element of a document you want to create a style for. The names are meant to suggest the element of a document the style would be applied to. The "Suggestions About Usages and Variants" section of this chapter gives ideas about the kinds of styles some of the usages might be used for.

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

6.　In the "variant" command field, enter a style variant.

Select "a" from the list.

You can see the list by clicking the right mouse button in the "variant" field or by pressing one of the direction keys. Then you can select a variant by moving the highlight to the one you want. As you move the highlight over each variant, it also appears in the "variant" command field. Of course, you can type the variant.

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

Like the usage names, variants are meant to be used to suggest what the style would be applied to. The "Suggestions About Usages and Variants" section of this chapter gives some ideas about the kinds of styles some of the usages and variants might be used for.

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

8. Carry out the Insert command.

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

```
1
 1   fr Footnote reference a

        Modern a 12.
```
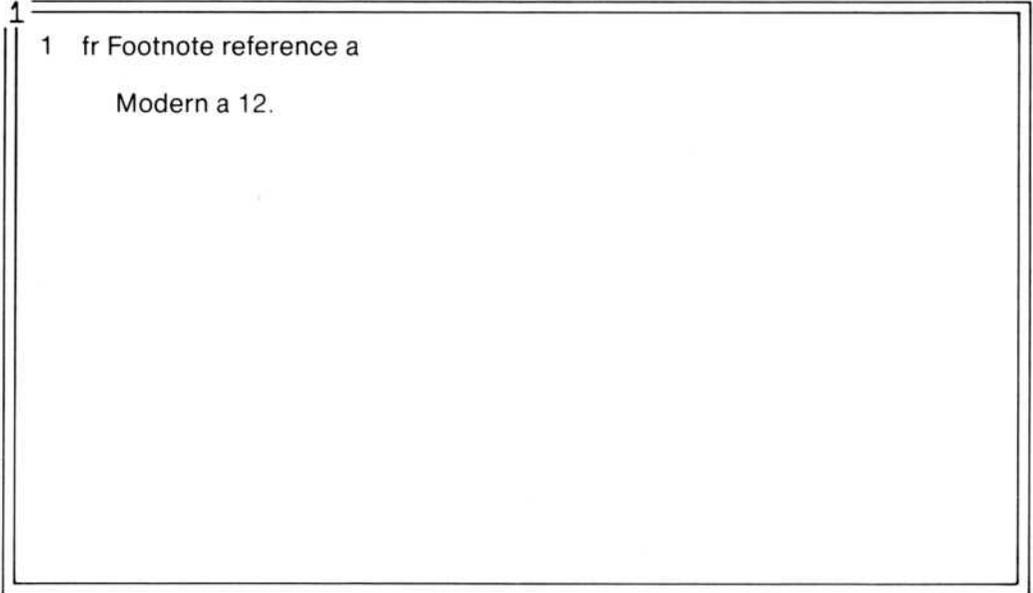
You have now created a name for a new character style. Now you need to define the style using the Format command. One benefit of defining a footnote reference style is that Word will always use it to format footnote references as you create them, without your assigning the style explicitly. (This is also true for the "Footnote" paragraph usage.)

9. Choose the Format command.

   Word displays the Format Character command fields. Word cues on the type of usage you chose for the style and displays the appropriate command fields. The "Footnote reference" usage is a character usage; therefore, you now see *FORMAT CHARACTER*.

10. In the "position" command field, choose the "Superscript" response.

    This response will raise the footnote reference characters by one-half line.

11. In the "font size" command field, type *6*

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

12. Carry out the Format Character command.

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

1

    1   fr Footnote reference a

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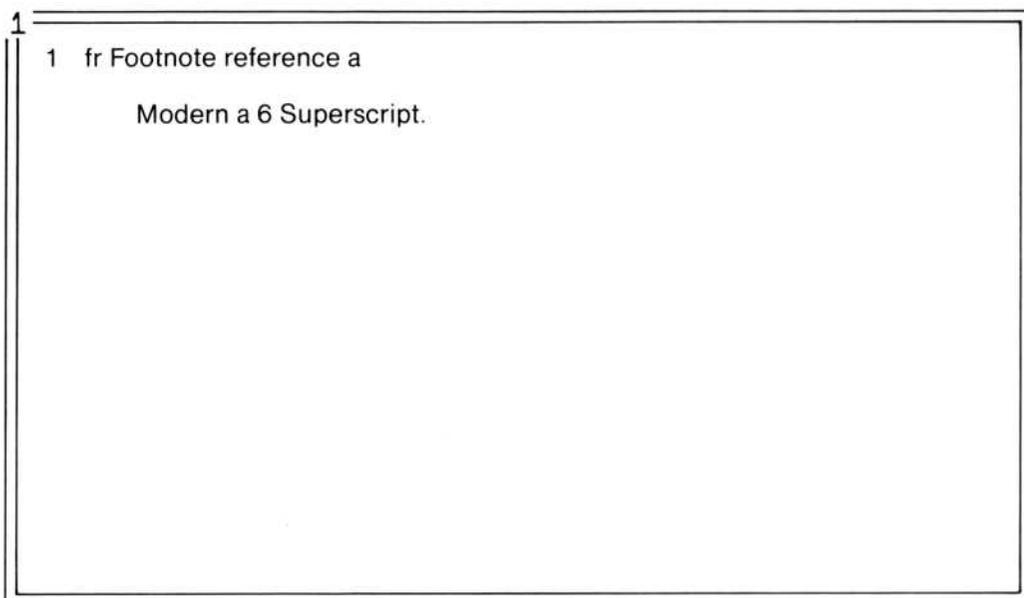
This style is complete. It will format footnote reference marks to be raised by one-half line and printed in 6-point type size.

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

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

As you saw in Chapter 4, many of the character formats are already available individually as direct formats. However, there is an advantage to defining styles for individual character formats, like bold or italic, under the character usage "Emphasis." The advantage of this is that you can later redefine what you want an emphasis style to be (from underline to italic, for example) without having to change the document in any way. The benefit of this advantage increases as the number of documents using the style increases. See the "Suggestions About Usages and Variants" section for more ideas along these lines.

Creating a Paragraph Style

A paragraph style controls line layout—indentations, vertical spacing, and so on (see "Line Layout: Paragraph Formats" in Chapter 4 for details). In addition, a paragraph style can include in its definition tab stop settings and a character style for "normal" characters (characters that have no character formats otherwise specified for them).

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

1. Choose the Insert command in the Gallery menu.

2. In the "key code" command field, type *q1*

3. In the "usage" command field, display the list of usages (press a direction key or the right mouse button), and select *Quotation.*

4. In the "variant" command field, display the list of variants, and choose variant a.

5. In the "remark" command field, type *Extended quotations*

6. Carry out the command.

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

7. Choose the Format command.

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

    FORMAT: Character Paragraph Tabs

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

8. Choose Paragraph.

    Word now shows you the Format Paragraph command fields.

9. In the "alignment" command field, choose "Justified."

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

10. In the "left indent" command field, type *1*

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

11. In the "right indent" command field, type *1*

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

12. In the "space before" command field, type *2*

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

13. In the "space after" command field, type *1*

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

14. Carry out the Format Paragraph command.

    These formats appear on the screen, as follows:

```
1
    1   fr Footnote reference a

            Modern a 6 Superscript.

    2   q1 Quotation a      Extended Quotation

            Modern a 12. Justified, left indent 1'', right
            indent 1'', space before 2 li, space after 1 li.
```
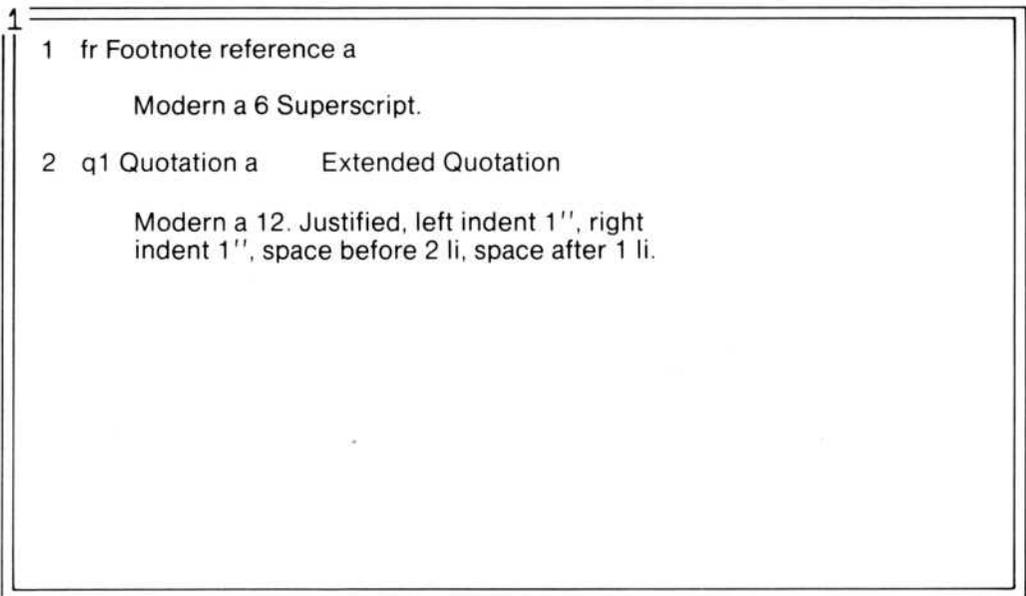
15. Choose the Format command, then the Character subcommand.

16. In the "font name" command field, use the proposed response (modern a).

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

17. In the "font size" command field, type *9*

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

18. Carry out the Format Character command.

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

Creating a Division Style

A division style controls page layout — page size, margins, placement of page numbers and running heads, and so on (see "Page Layout: Division Formats" in Chapter 4 for details).

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

1. Fill in the Insert command fields as follows:

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

The "key code" c3 can suggest 3 columns (columns-3).

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

The "variant" 3 can suggest three-column format.

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

2. Carry out the Insert command.

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

3. Choose the Format command.

    Word shows you the Format Division command fields. Edit the following command fields so that the responses appear as shown below:

    left: 0.75''

        Reducing the margins gives more space for text; the columns will not be so narrow. This left margin and the following right margin together give as much horizontal space for text as 1.25'' gives for one column page layout (8.5–0.75–0.5 –0.5–0.75=8.5–1.25–1.25). See Figure 8.1 below.

    right: 0.75''

    # of cols: 3

    space between: 0.5''

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

4. Carry out the Format Division command.

You now have a division style suitable for printing a document in three columns.
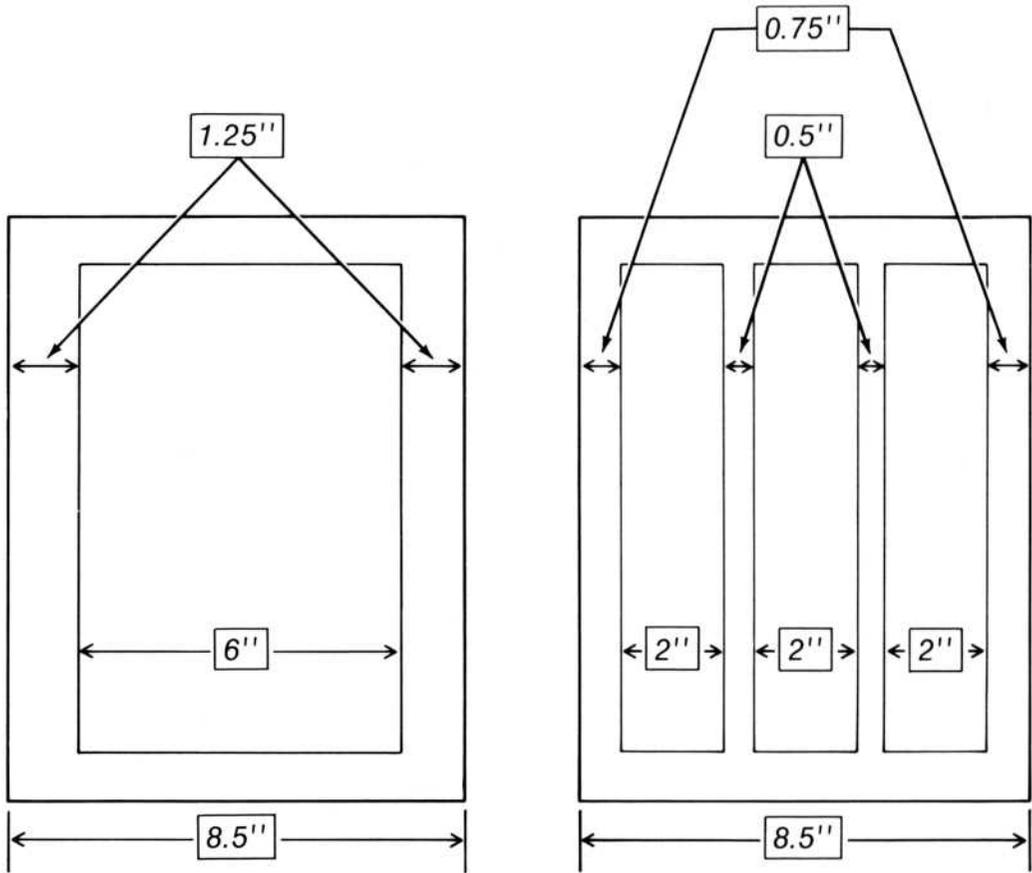
Figure 8.1.   Page Layout in Three Columns

Suggestions About Usages and Variants

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

Example

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

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

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

Example

"Heading" is also a likely name to "use" for a style; in this case, for the headings of chapters and sections of a document. "Heading" has six number variants (1-6) and four letter variants (a-d). The numbers could suggest the levels of headings.

Variant	Example of Format
1	**BOLD UPPERCASE**
2	<u>UNDERLINED UPPERCASE</u>
3	UPPERCASE
4	**Bold Initial Caps**
5	<u>Underlined Initial Caps</u>
6	Initial Caps

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

See Chapter 9, "Elements of Microsoft Word," for a complete list of usages and their variants.

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

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

Appendix	Author	Contents
Copyright	Footnote	Footnote reference
Index	Subscript	Superscript
Title		

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

Usage	**Style for:**
Affiliation	Company, group, or organization name.
Emphasis	Highlighting text in formats such as bold, italic, or underline. You can change how text is "emphasized" by changing the style sheet.
Figure reference	References in text to figures.
Folio	Page numbers.
Front matter	Prefaces, Introductions, Acknowledgements, Dedications.
Index term	A word or phrase that should appear in the index.
List	Numbered or unnumbered lists of steps in procedures or of items. The number variants could represent nesting level, as in nested usage, below.
Nested	Indented paragraphs. The number variants could suggest the level of indentation.

Quotation	Presenting quotations in body text.
Sequence number	Format of numbers used in heading numbers, numbered lists, figure numbers, table numbers, or any other parts of a document that may be numbered sequentially.
Table	Tabular listings. The number variants could represent the number of columns and/or rows in the table.

Future versions of Word will be able to automatically process text with sequence number or index term styles.

Editing and Saving Style Sheets

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

When you save the styles you have defined in the gallery, you create a style sheet. You can then use the Format Style Sheet command to attach that style sheet to a document (see "Attaching a Style Sheet to a Document" in Chapter 7).

To save a style sheet:

• Use the Transfer Save command in the Gallery menu.

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

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

Part III
Reference to Word

Chapter 9
Elements of Microsoft Word

This chapter describes the elements of Microsoft Word and how they fit together. This chapter also explains choosing commands and gives information about messages in general. Full details of commands and messages appear in Chapter 10, "Command Directory," and Chapter 11, "Message Directory."

Microsoft Word Screen

The main features of the Microsoft Word screen are the windows and the command area.

Windows

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

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

A window may be up to 19 lines long and 77 characters wide. The size of windows after splitting depends on where splits are made. See the Window Split commands in Chapter 10, "Command Directory," for further details on window splitting.

Window number   Ruler button

Borders contain
window bars

Text area

Borders contain
scroll bars

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

Command
area

Window Move button
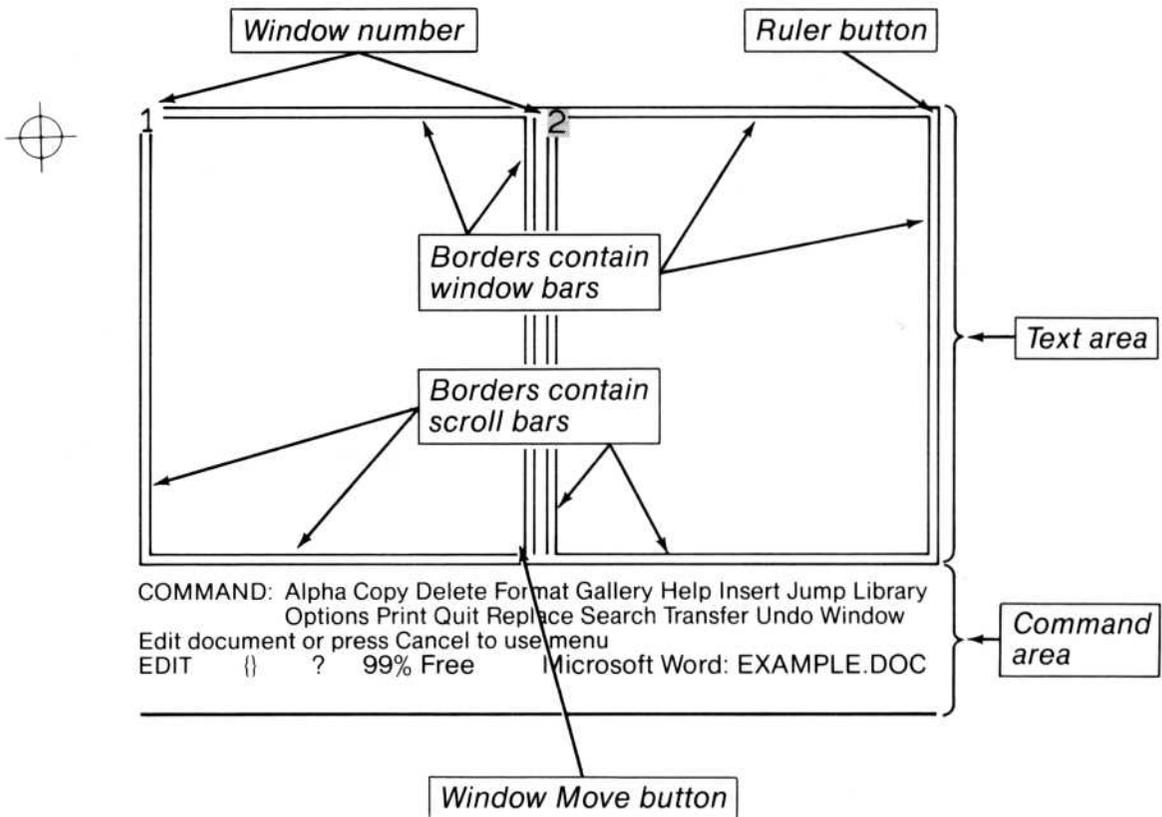
The borders of windows are sensitive to the Microsoft Mouse. The borders on the left and bottom of a window contain scroll bars for scrolling in documents. The left window border contains the vertical scroll bar for scrolling up (toward the beginning) and down (toward the end) in a document. The vertical scroll bar is always active. The vertical scroll bar contains a "thumb," marked by the symbol —. As you scroll in a document, the thumb moves up or down to show you the location (relative to the beginning of the document) of the characters you can see in the window.

The bottom window border contains the horizontal scroll bar for scrolling left and right in a document. The horizontal scroll bar is active only when at least one line in the window is wider than the window.

The borders on the top and right of a window contain window bars, used to open and close a new window. See the "Mouse Pointer" section below for details. The top window border may

also show a ruler. The ruler shows the margins and the tab stops of the active paragraph. The ruler appears when you choose the Format Tabs or Format Paragraph command, or when you request a ruler through the Window Options command or the ruler button.

Each window has spots that are sensitive to the mouse pointer. The upper right corner of each window border contains a ruler button. The lower right corner of each window border contains a window move button. See the "Mouse Pointer" section below for details about both of these buttons. Along the left border of each window there is a column where you can select a line or paragraph of text or the whole document (see the "Selecting Text" section below).

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

Style bar
(invisible)

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

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

For text formatting, the word processing staff gave us the

1Features used by middle managers are a subset of this list; no special items were added to the list for them.

End mark

Autonumbering—
Footnotes for references
in text window

Footnote window

Footnotes

Special border

The footnote window is opened with the Window Split Footnote command. When the footnote window is open, Microsoft Word shows the text of all the footnotes whose reference marks appear in the text window from which the footnote window was split. Any text window may have a footnote window, but footnote windows count toward the total of eight windows that may be open at a time. Once a text window has a footnote window split from it, the text window cannot be split again. See the Format Footnote and Window Split Footnote commands in Chapter 10, "Command Directory."

The style bar, when turned on, is two characters wide and appears on the left side of the window it was opened from, between the window border and the selection bar. The style bar displays symbols that represent paragraph styles or the page breaks in the displayed text. For running heads, the code will show bottom or top, and even, odd, or first attributes. See the Window Options command in Chapter 10, "Command Directory" for details.

A document in a window contains an end mark and a selection. The end mark (♦) indicates the end of the document. The selection (marked by a highlight) is one or more characters of text. These are the characters that Microsoft Word will perform its next action on. For information on selecting characters, see "Selecting Text" below.

Command Area

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

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

| Scrap contents | Free memory for work. | Document name |

| Main menu name | Help mark | Keyboard status codes |
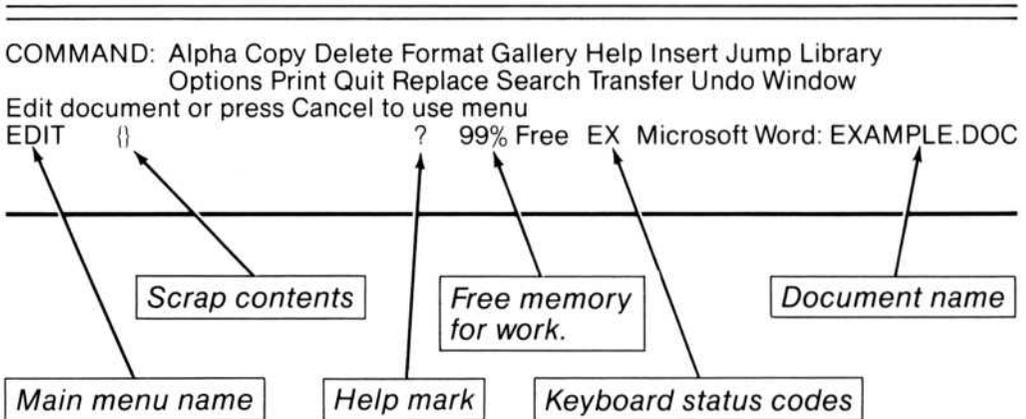
The command menu is a list of command words. Each represents a Microsoft Word command. A command directs some action on the document being worked on. To use a command, choose the corresponding command word from the menu. You may use the mouse or the keyboard to choose a command. All of the commands and the actions they perform are described in detail in Chapter 10, "Command Directory." For a description of how to choose commands, see "Choosing Commands" in this chapter.

The message line is a prompt and error message line. It displays the Microsoft Word messages that tell you what to do next in a command or what has gone wrong. All of the messages and the actions you might take in response to them are given in Chapter 11, "Message Directory."

The status line shows which main menu you are using, the contents of the scrap, the Help mark, the amount of free space left, the status of the keyboard, and the name of the active document.

At the front of the status line you will see either EDIT or GALLERY or LIBRARY. These names correspond to the main command menus, which are described in "Command Menus" below.

The contents of the scrap (a temporary storage place for deleted or copied text) is shown enclosed in braces {}. If the scrap contains more characters than can be shown, the additional characters are represented by an ellipsis (...). The scrap represents invisible characters with symbols:

¶	Paragraph mark
➔	Tab character
↓	Linefeed
▼	Nonrequired hyphen
♣	Automatic footnote numbers
☺	Automatic page numbers

To insert the contents of the scrap into the document, see "Editing Text" below.

If you have a mouse, the ? (Help mark) appears on the status line. To display help information, point the mouse pointer to the mark, then press and release the left mouse button. You will see information specific to the command and command field you are working in.

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

EX (EXTEND)	Direction keys extend the selection.
NL (Number Lock)	Keypad enters numbers; hold down SHIFT key to use direction keys.
SL (Scroll Lock)	Direction keys scroll text.
CL (Caps Lock)	All letter keys enter capitals.
OT (OVERTYPE)	Typing replaces characters instead of inserting.

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


Edit document or press Cancel to use menu
EDIT        {}                           ?   99% Free  NL  Microsoft Word:


EDIT        {}                           ?   99% Free  SL  Microsoft Word:


Edit document or press Cancel to use menu
EDIT        {}                           ?   99% Free  CL  Microsoft Word:


Edit document or press Cancel to use menu
EDIT        {}                           ?   99% Free  OT  Microsoft Word:
```

Only one code is shown, in the order listed above, when more than one option is on. To turn off key lock status, press the key that turned it on. For details, see "The Keyboard" at the beginning of the manual and the Options command in Chapter 10, "Command Directory."

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

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

Mouse Pointer

The mouse pointer can be moved to any part of the screen by moving the mouse on your desktop. You can direct Microsoft Word to perform an action by pressing the mouse buttons. The mouse pointer can be used to:

Choose commands, command fields, and menu options

Select text

Scroll in a document

Split and close windows

Move a window border

Turn the ruler on and off

Set, clear, and move tab stops

Change indents

Request help for a specific topic

The action performed depends on where the pointer is on the screen and which mouse buttons you push. The mouse pointer changes shape as it performs different actions in different areas on the screen.

Shape	Meaning
▲	Text and command selection inside window or command area
◢	Text selection in selection bar
↕ ↔	In scroll bar, ready to scroll
← →	In scroll bar, scrolling left or right (arrow points)
↑ ↓	In scroll bar, scrolling up or down (arrow points)
▶ ▲	In scroll bar, indicating place to "thumb" to
☐	In window bar, ready to change window splits
⊟ ⊞	In window bar, ready to split window in direction of line
⊠	In window bar, ready to close window
✥	In lower right window corner, ready to move border
|||	In upper right window corner, ready to turn ruler on or off
✕	Ready to cancel command
Y	Ready to confirm message

When using the mouse with Microsoft Word, pressing down a button prepares you for an action, but you can still cancel or adjust the action. You cancel the action by moving outside the window before releasing the button. Releasing the button carries out an action.

Additional details on the mouse pointer and its actions are presented in this chapter in "Microsoft Word Screen," "Choosing Commands," "Selecting Text," and "Scrolling in a Document."

Command Menus

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

To use a command:

1. Select text if necessary.

2. Choose a command.

3. Fill in the command fields.

4. Carry out the command. Or cancel during steps 2 or 3.

The main command menus are lists of Microsoft Word commands. The main command menus are as follows:

Edit Menu

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

Gallery Menu

Copy Delete Edit Format Help Insert
Library Name Print Quit Transfer Undo

Library Menu

This menu is reserved for future use.

Choosing Commands

Choosing a command directs Microsoft Word to perform an action. You may choose a command from a menu with the mouse or the keyboard.

You can choose commands from a menu with the mouse at any time. After carrying out a command, Microsoft Word returns to type-in mode in the Edit menu (equivalent to choosing the Alpha command) so that you may insert text into documents by simply typing it.

To make a choice with the mouse, move the mouse pointer to the command word in the menu. Press and release the left mouse button.

To make a choice with the keyboard, first press the CANCEL (Esc) key to cancel type-in mode if you are in the Edit menu. Type the first letter of the desired command or press the spacebar or BACKSPACE key to move the highlight to the desired command, then press the RETURN key.

You can choose commands from the Gallery menu without pressing the Cancel (Esc) key.

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

TRANSFER: Load Save Clear Delete Merge Options Rename Glossary

The capitalized word on the left is the main command and all other words name the subcommands. You can choose subcommands with either the mouse or the keyboard any time you see a subcommand.

Command Fields

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

TRANSFER LOAD filename: read only: Yes(No)

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

When choosing commands with the mouse, the left button simply chooses the command or subcommand as described above. Pressing the right mouse button speeds up choosing commands. This is easily explained with a couple of examples. The Transfer command has a subcommand menu with Load as the first subcommand. If you choose Transfer with the right mouse button, Word chooses both Transfer and Load. Choosing in any menu with the right mouse button chooses the next level of proposed response as well.

Filling In Command Fields

Filling in a command field supplies the information needed by a command to carry out its task. There may already be responses in the field. These are proposed responses (see the next section). To fill in a command field when the proposed response is not the one you want, either choose an option from a menu of options or responses, or type a response. You may fill in a command field with either the mouse or the keyboard.

To choose a response from a menu using the mouse, move the mouse pointer to the desired response. Press and release the left mouse button to simply choose the response. Press and release the right mouse button to choose the response and carry out the command.

To choose a response from a menu using the keyboard, first choose the command field by pressing the TAB key to move the highlight forward to the next field, or by pressing the BACKTAB key to move back to the previous command field.

Once in the command field, press the initial letter, the spacebar, or the BACKSPACE key to choose the response you want. The chosen response is highlighted.

To choose a type-in command field with the mouse, move the mouse pointer to the space provided for the response (to the right of the field's label), or point to the proposed response (if any). Press and release the left mouse button to move to the command field. Press and release the right mouse button to see a list of possible responses, if available.

To choose a type-in command field with the keyboard, press the TAB key or BACKTAB (SHIFT-TAB) key to move between command fields.

In both cases, the chosen command field (and the full response, if any) are highlighted. To fill in the field, you may simply type a response. The message line tells you what kind of response to type.

If you make a mistake while typing a response, you can use the CHARACTER, WORD, BACKSPACE, and DELETE (Del) keys to edit the proposed response in a typed-in command field as follows:

> The CHARACTER LEFT (F9) and CHARACTER RIGHT (F10) keys move the highlight to the next character (left or right) to edit specific characters in the proposed response.

> The WORD LEFT (F7) and WORD RIGHT (F8) keys move the highlight to the next word (left or right) in the proposed response.

> The BACKSPACE key deletes the character to the left of the highlight.

> The DELETE (Del) key deletes the character(s) under the highlight. (It does not copy the deleted characters to the scrap.)

Some command fields that require you to type a response will show you a list of possible responses. Command fields that can display a list of possible responses will show a message, such as

Enter filename or select from list

in the message line.

To choose from a list of responses with the mouse, point to the command field, then press and release the right mouse button. The list of responses will appear. Point to the response you want. Press and release the left mouse button to choose a response from the list. Press and release the right mouse button to choose a response and carry out the command.

To choose from a list of responses with the keyboard (once you are in the command field), press a direction key. When the list appears, use the direction keys to move the highlight to the response you want. As you point to each item in the list, the item will also appear in the command field as the response.

Once the response is correct, press the TAB key to move to the next command field or press the RETURN key to carry out the command.

Proposed Responses

When a command field appears, it may contain a proposed response. A proposed response is information that Microsoft Word uses to carry out the command if you do not give a new response.

For example, in the "read only" command field shown in "Command Fields" above, "No" (in parentheses) is the proposed response. If you do not change this response, Microsoft Word uses "No" to complete the command. The proposed response is usually the last response used by a command.

Microsoft Word marks the response in a menu of options by highlighting it when the highlight is in that command field, or by enclosing it in parentheses when the highlight is in another command field.

Carrying Out a Command

After you have filled in the command fields, you must direct Microsoft Word to carry out the command. You can do this with the mouse or the keyboard.

To carry out a command using the mouse, move the mouse pointer to the capitalized command word (to the left of the command fields). Press and release the left mouse button. You can also press and release the right mouse button in a command field with a menu or on a choice in a list of responses to both choose a response and carry out the command at the same time.

To carry out a command using the keyboard, press the RETURN key.

If there are any errors discovered, Microsoft Word displays a message. See Chapter 11, "Message Directory," for causes of errors and actions you should take.

Confirming a Command

Some Microsoft Word commands ask you to confirm your choice. You can either confirm an action (allow it to be carried out) or cancel it by using the mouse or the keyboard.

To confirm or cancel the action using the mouse, move the mouse pointer into the command area. Press and release the left mouse button to confirm. Press and release both mouse buttons at the same time to cancel.

If you use the right mouse button to choose a command that asks for confirmation, Word interprets the right button as automatic confirmation and carries out the command without waiting for further confirmation, unless multiple confirmations are needed.

To confirm or cancel an action using the keyboard, type *Y* to confirm. Type *N* to cancel.

If you do not wish to answer the confirm message, you can cancel the command by pressing the CANCEL (Esc) key.

Canceling a Command

To cancel a command while still in a command menu or command field, move the mouse pointer to the command area, then press and release both the left and right mouse buttons at the same time, or press the CANCEL (Esc) key. In both cases, after Microsoft Word cancels the command, it displays a main command menu. If you cancel a command with the mouse, Word returns to type-in mode and you may use the keyboard to enter text into the document. If you cancel a command with the CANCEL (Esc) key, the main command menu remains active, and you may use the keyboard to choose commands (including Alpha to return to type-in mode).

Requesting Help

Microsoft Word gives you access to information about its operation at all times. You may request help with either the mouse or the keyboard. The help information you see first depends on how and when you request help.

When you use the Help command with the keyboard or the mouse, you will first see the Introduction to the help information. Then you may choose one of the help topics shown in the Help command menu.

When you use the HELP key or the Help mark, you see specific information about a command or command field.

To ask for help using the HELP key or the Help mark, move the highlight to the command or command field you want information about. Press the HELP key or move the mouse pointer to the Help mark and "click" the left mouse button.

For example, to see information about the Delete command, choose the Delete command, then press the HELP key.

Selecting Text

The Microsoft Word commands and keys that insert, copy, delete, and format text perform their actions either on the selection or in front of the selection. You can select text with either the mouse or the keyboard. If a selection is incorrect, you can correct it easily.

The selected character or characters remain highlighted until you change the selection, or until a command (such as Search, Replace, Transfer Load, or Transfer Clear) changes the selection.

To change the size of the selection:

1. Press the EXTEND (F6) key.

2. Move to the end of the selection. You can scroll, point to it with the mouse, or use direction keys.

3. Press the EXTEND (F6) key once again to stop extending (optional).

| WORD LEFT | Original selection | WORD RIGHT |

```
1
                        Word Processing Software
                           Evaluation Criteria

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

     1.   Ease of learning/Ease of use

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

     2.   Hardware
```

Original selection   UP direction

1

Word Processing Software
Evaluation Criteria

At our Department Staff Meeting on Tuesday, February 8, we
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and developed the following Evaluation Criteria.

1.   Ease of learning/Ease of use

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

2.   Hardware

DOWN direction

Selecting Text With the Mouse

You may select any character in the window or any sequence of characters with the mouse.

If you try to select anything beyond the end of a line, Microsoft Word will select the last character on the line. If you try to select anything beyond the end mark, Microsoft Word will select the end mark.

To select a character, move the mouse pointer to the character. Press and release the left mouse button.

To select a word, move the mouse pointer to one of the characters in the word. Press and release the right mouse button.

To select a sentence, move the mouse pointer to any character in the sentence. Press and release both mouse buttons at the same time.

To select a line, move the mouse pointer into the selection bar along the left window border. When the mouse pointer shifts direction, point to the line you want to select. Press and release the left mouse button.

To select a paragraph, move the mouse pointer into the selection bar along the left window border. When the mouse pointer shifts direction, point to any line in the paragraph you want to select. Press and release the right mouse button.

To select the whole document, move the mouse pointer into the selection bar along the left window border. When the mouse pointer shifts direction, press and release both mouse buttons together.

To select a sequence of characters, move the mouse pointer to the first character in the sequence. Hold down the left mouse button. Move the mouse pointer to the last character in the sequence. If the last character is not in the window, pull the mouse pointer across a window border to scroll the document. Continue to scroll until the mouse pointer points to the last character in the sequence. Release the mouse button. You can select a sequence of words, lines or paragraphs in a similar fashion.

Selecting Text With the Keyboard

You can select any character or sequence of characters with the keyboard.

To select the next character to the left, to the right, up, or down, press the appropriate direction key. Tabs, paragraph marks, new line characters, division breaks, and page breaks appear as single characters.

When you select text with the UP and DOWN direction keys, the selection will stay in or return to the same horizontal position, if possible.

If you try to select a character that is beyond the edge of the window, Microsoft Word will scroll the document so that you may see the selected character.

If you try to select anything beyond the beginning or end of the document, Microsoft Word cancels the selection and sounds a tone.

To select the first or last character in a line, press the Home or End key.

To select the first character of the first or last line in the window, hold down the Ctrl key and press the Home or End key.

To select the first or last character in the document, hold down the Ctrl key and press the PgUp or PgDn key.

To select a word, press the WORD LEFT (F7) or WORD RIGHT (F8) key to select the word that precedes or follows the selection.

To select a sentence, press the SENTENCE (F9) key.

To select a line, hold down the SHIFT key and press the SENTENCE (F9) key.

To select a paragraph, press the PARAGRAPH (F10) key.

To select the entire document, hold down the SHIFT key and press the PARAGRAPH (F10) key.

Scrolling in a Document

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

In Microsoft Word, scrolling vertically means scrolling up toward the beginning or down toward the end of the document. Scrolling horizontally means scrolling toward the left or right end of the lines you are viewing. You may scroll vertically and horizontally with the mouse or the keyboard.

Scrolling With the Mouse

To scroll with the mouse, you move the mouse pointer to a scroll bar and press a mouse button. Scrolling this way does not change the selection.

When the mouse pointer points to a scroll bar, the pointer becomes a two-headed arrow. Position the two-headed arrow according to the amount you want to scroll; for example, to scroll two lines up or down, place the arrow next to the second line in the window.

To scroll up or down in a document, move the mouse pointer to the vertical scroll bar in the left window border. Press and release the left mouse button to scroll up in the document. Press and release the right mouse button to scroll down in the document.

To scroll left or right in a document, move the mouse pointer to the horizontal scroll bar in the lower window border. You may scroll horizontally only when at least one line in the window is wider than the window.

Thumbing

"Thumbing" allows you to bring text from any part of a document into the window in one jump. This action is like opening up a book with your thumb. You can choose text to be displayed by placing the mouse pointer on the vertical scroll bar in the left window border (to thumb vertically) or on the lower window border (to thumb horizontally).

Microsoft Word treats the scroll bar as a yardstick, using the mouse pointer's position in the scroll bar as the relative position it should scroll to in the document before displaying text. For example, if the mouse pointer is in the middle of the vertical scroll bar, Microsoft Word displays the middle of the document; if the pointer is at the bottom of the scroll bar, Microsoft Word displays the end of the document.

Thumb—
at beginning
of document

In middle
of document

At end
of document
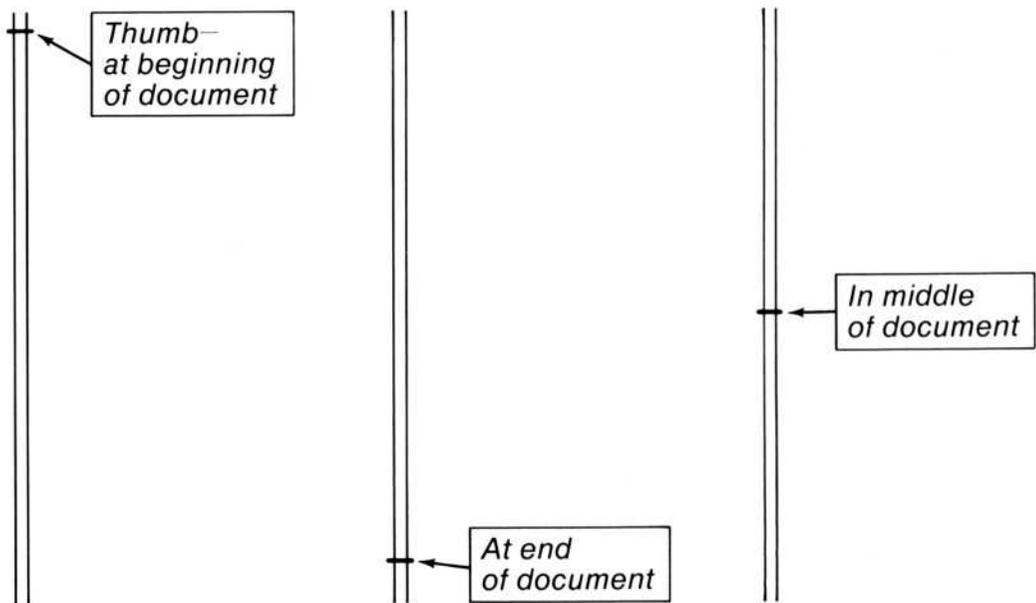
Figure 9.1.   The Thumb

To thumb up or down in a document:

1. Move the mouse pointer to the vertical scroll bar in the left window border.

2. Point to a position relative to the length of the bar that represents the place in the document you want to see. Press and release both mouse buttons at the same time.

3. As you thumb vertically, the thumb on the vertical scroll bar changes position to indicate the location in the document of the text in the window. The thumb is at the top of the scroll bar when the first line of the document is in the window. The thumb is at the bottom of the scroll bar when the end mark is in the window.

To thumb left or right in a document, move the mouse pointer to the horizontal scroll bar in the lower window border. Point to a position in the bar that represents the place in the document you want to see. Press and release both mouse buttons.

You may scroll or thumb horizontally only when at least one line in the window is wider than the window.

Scrolling With the Keyboard

To scroll up or down in the document using the keyboard, press the PgUp or PgDn key. PgUp shows the previous window, PgDn the next.

To scroll up or down by a single line, press the Scroll Lock key, then the UP or DOWN direction key.

If you use the direction keys to move the selection outside the window, Word scrolls the document to bring the selection within view.

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

When you scroll using the keyboard (as with the mouse), the thumb moves up and down the vertical scroll bar to indicate the approximate location of the lines you are viewing.

Notice that Microsoft Word also scrolls the document as you select characters with the Ctrl-PgUp, Ctrl-PgDn, and the direction keys.

To scroll left or right in the document, hold down the Ctrl key and press the LEFT or RIGHT direction key. You may scroll left or right only when at least one line in the window is wider than the window.

To scroll left or right by one third of a window, press the Scroll Lock key and then the LEFT or RIGHT direction key. The document scrolls in the direction corresponding to the direction key pressed.

Typing

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

When you are entering text, the spacebar inserts a single space into the document. The TAB key inserts a tab character that expands to fill all space up to the next tab stop (see the "Line Layout" section below). Tab stops are placed one-half inch apart, but can be changed to other settings (see the Format Tabs command in Chapter 10, "Command Directory"). The RETURN key inserts a paragraph mark and starts a new paragraph. Pressing SHIFT-RETURN starts a new line without starting a new paragraph. There are also keys for inserting a division break and page breaks (see "The Keyboard" at the beginning of this manual).

The Alt key, used in combination with other keys, assigns attributes (direct formatting and styles) to the selection. Microsoft Word displays these attributes as you assign them so that you can see what you get before printing. See the "Formatting and Styles" section below for details.

You can also enter characters supported by the IBM Personal Computer Graphics Printer which do not appear on the keyboard. Hold down the Alt key and type the character code on the keypad. For example, to enter character code 128, hold down the Alt key and type *128* on the keypad. See the help information for details.

When you have finished typing text and wish to use the keyboard to choose commands, press the CANCEL (Esc) key. Any typing you do now directs Microsoft Word to choose commands only; the text does not go into your document. You do not have to press CANCEL (Esc) to choose commands with the mouse.

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

Editing Text

You can use editing keys to help you edit text with Microsoft Word. (To edit typed-in responses in command fields, see the "Filling In Command Fields" section above.) You may also use the Microsoft Mouse to copy and move text. Microsoft Word allows simple overtyping of text as well.

Editing Text With Keys

The BACKSPACE, DELETE (Del), INSERT (Ins), and OVERTYPE (F5) keys may be used to edit text in the document.

The BACKSPACE key deletes the character to the left of the selection.

The DELETE (Del) key deletes the selected text and places it in the scrap. This is useful if you wish to insert the deleted text back into the document at a different place.

The SHIFT-DELETE (Del) key combination deletes the selected text without copying it to the scrap. This is useful if you wish to delete the selected text without losing the current contents of the scrap.

The INSERT (Ins) key inserts the contents of the scrap into the document in front of the selection.

The SHIFT-INSERT (Ins) key combination deletes the selected text (without copying it to the scrap), then inserts the contents of the scrap into the document in front of the selection. This is useful when you wish to replace the selected text with the contents of the scrap.

The OVERTYPE (F5) key turns on simple overtyping. Overtyping may also be turned on by choosing "Yes" in the "overtype" command field of the Options command. Overtyping replaces the first character of the selection with a character you type. Any other characters that were selected before will remain selected as you continue to overtype. If no character of the original selection remains, the next character is selected. The DELETE (Del) key will delete text that was selected but not overtyped.

The Scrap

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

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

Only the DELETE (Del) key and the Copy, Delete, Transfer Clear, and Undo commands change the contents of the scrap. All other commands and keys leave the scrap as it is. This means you can copy selected text to the scrap and then perform other tasks without losing the text in the scrap.

To move selected text:

1.   Use the DELETE (Del) key or the Delete command to place the selected text in the scrap.

2.   Select the location to receive the text. The destination may be in the same window or in a different window. This makes it easy to move text within a document and between documents.

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

To copy selected text:

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

2.   Select the location to receive the text. The destination may be in the same window or in a different window. This makes it easy to copy text both within a document and between documents.

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

Editing Text With the Mouse

The Microsoft Mouse makes it possible to edit text without choosing commands first. By using the combination of a key with a mouse button, you can quickly copy and move text.

To copy text, hold down the SHIFT key and click the left mouse button. A copy of the selection is inserted at the mouse pointer. The copied text is unchanged. The new copy of the text becomes the selection.
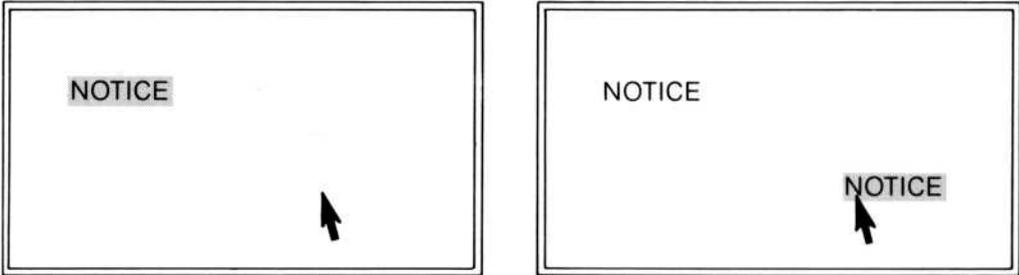
Figure 9.2.   Copying Text With the Mouse

To move text, hold down the Ctrl key and click the left mouse button. The selected text is deleted and a copy of it is inserted at the mouse pointer. The text remains selected at its new position.
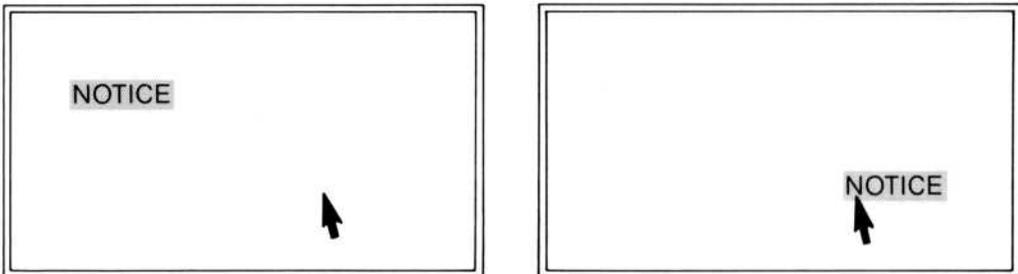
Figure 9.3.   Moving Text With the Mouse

Glossary Buffers

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

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

Text inserted from glossary buffer

A file can be inserted from a glossary buffer

A file can be inserted from a glossary buffer—a special file on disk where text can be temporarily stored and later retrieved by name.
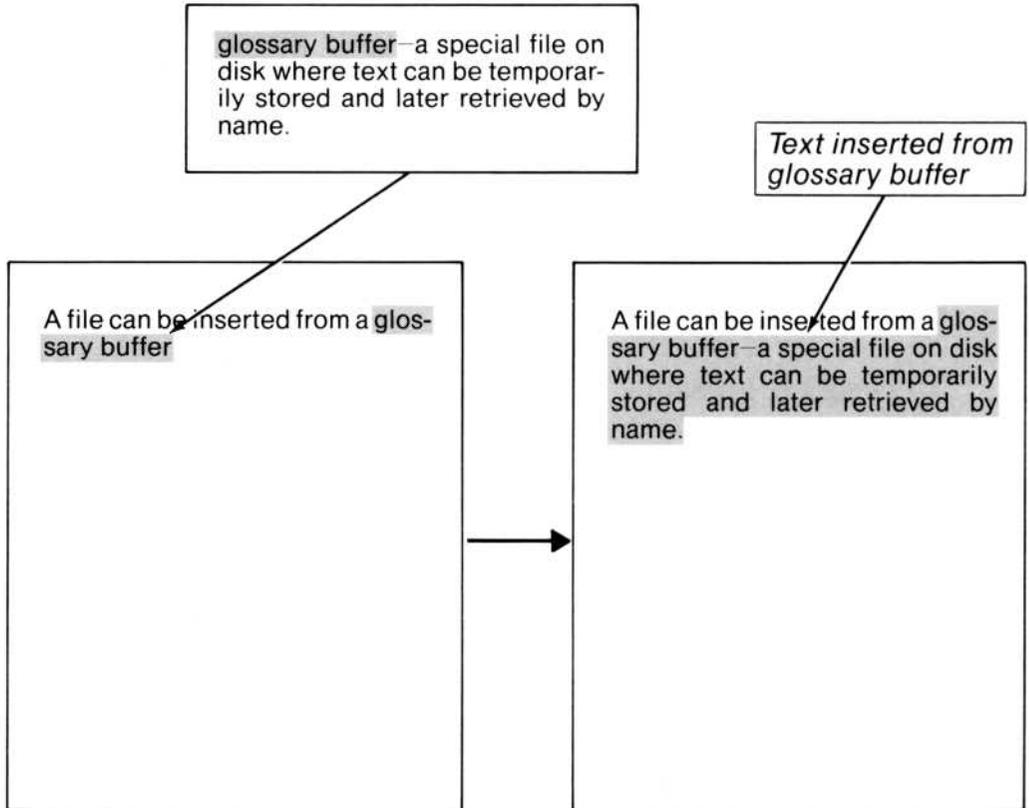
Figure 9.4.   Inserting Text From a Glossary Buffer

The Copy and Delete commands can be used to place text in a glossary buffer. Instead of accepting the proposed response, which is {} for the scrap, you type a name for the glossary buffer to identify the glossary text. Glossary names may be up to 31 characters long.

Microsoft Word reserves the glossary buffer names "page" and "footnote." "Page" is a page number place holder which, when placed in a document, is expanded during printing. This is useful for placing page numbers in running heads. The buffer name "footnote" contains the special character used by the Format Footnote command for automatic footnote numbering.

Glossary buffers may be saved collectively on glossary files with the Transfer Glossary Save command, and retrieved with the Transfer Glossary Merge command (see Chapter 10, "Command Directory," for details).

To retrieve text from a glossary buffer and place it into a document, use the Insert command or the REF (F3) key. For the Insert command, type the glossary name as the response. You can request a list of defined glossary names by pressing a direction key or by clicking the right mouse button when the "from" command field is active.

To insert a glossary buffer, you may type or select a glossary buffer name in the text, then press the REF (F3) key.

Pressing the REF (F3) key causes one of two actions:

1. If the word to the left of the single-character selection is a glossary name, Word replaces the name with the text from the glossary.

2. If the selection is a glossary name, Word replaces the selection with the text from the glossary.

Formatting Text

You format text in Microsoft Word using either direct formatting or styles (see the "Formatting and Styles" section below for details). There are two ways to assign the formatting: using the Format commands in the Edit menu, and using formatting keys.

For details on using the Format commands in the Edit menu, see Chapter 10, "Command Directory." In brief, using the Format commands involves selecting the text you want to format; choosing the appropriate command; filling in the appropriate responses; and carrying out the command.

Formatting keys are a combination of the Alt key and one or two other keys. Formatting keys may assign either direct formatting or styles. The keys that assign direct formatting are preset in Microsoft Word, and all are preceded by holding down the Alt key. These keys are:

Key	Format	
space	Normal character	
b	Bold	
i	Italic	
u	Underline	
d	Double underline	**Character Formats**
k	Small capitals	
s	Strikethrough	
+	Superscript	
−	Subscript	
c	Centered	
f	Set first line indent 1/2''	
j	Justified	
l	Left flush	
m	Decrease left indent 1/2''	
n	Increase right indent (nest) 1/2''	**Paragraph Formats**
o	Open paragraph spacing	
p	Normal paragraph	
r	Right flush	
t	Hanging indent 1'' and tab	
2	Double-spaced lines	

Paragraph formats apply to whole paragraphs which have characters selected.

While you are typing text (when the selection is a single character), the Alt keys modify the formatting of the characters typed. If more than one character is selected, the Alt formatting will be applied to those characters. To apply the formatting to a single character, the Alt keys have to be pressed twice in succession.

To copy formatting attributes using the mouse, hold down the Alt key and press the left mouse button. The selected characters (or paragraphs) will take on the attributes of the characters (or paragraphs) the mouse pointer is indicating. To copy paragraph attributes, the second selection must be made in the selection bar with the right mouse button, as in paragraph selection.
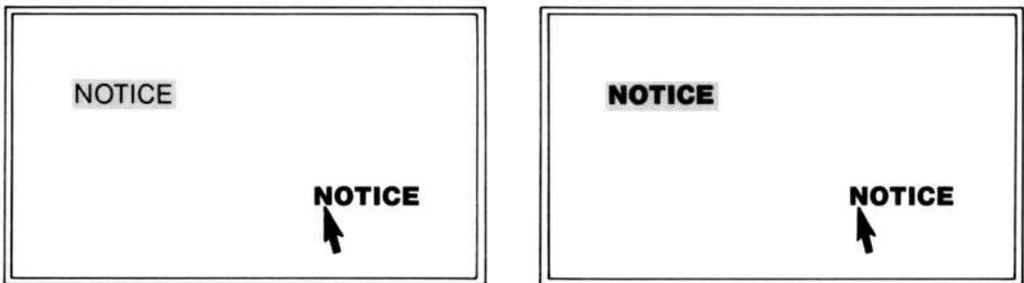
Figure 9.5.   Copying a Style With the Mouse

If the document you are editing has a style sheet attached, direct formatting is still available. Press Alt-*x*, then the direct formatting key. Note, however, that if you define any other key code sequence that starts with Alt-x, you will lose access to the preset direct formatting.

Documents

A document consists of characters, such as letters, numbers, symbols, punctuation marks, spaces, tabs, and so on.

Microsoft Word places no limit on the number of characters in a document. However, there is a practical limit on how much space you have available on a disk. For this reason, it is sometimes necessary to save long documents in several small files, rather than in one large one.

Each document may have an optional style sheet. See "Formatting and Styles" below.

Each document may have a hierarchy of three elements: divisions, paragraphs, and characters. The largest of these is a division, which is bound by division marks. Most documents consist of only one division. Divisions determine the layout of the pages of a document. Divisions are made up of paragraphs, which are bound by paragraph marks. Paragraphs determine the layout of lines. The characters are the most basic elements of a document.

Each element of a document has its own attributes. Division attributes affect the layout of all pages in that division. Page layout includes the placement of lines on a printed page. Division attributes include, for example, page breaks and numbering, references to running heads, and page size and margins.

Running head
(top) position

Document

Page numbering
and position

Page Layout

Page 10

Product	Live Screen
Microsoft Word	yes
TextFun	no
Rite-Good	yes
Doc-U-All	no

Margins

Columns:
1 or more

August 1, 1983

Footnote placement

Running head
(bottom) position

Page size
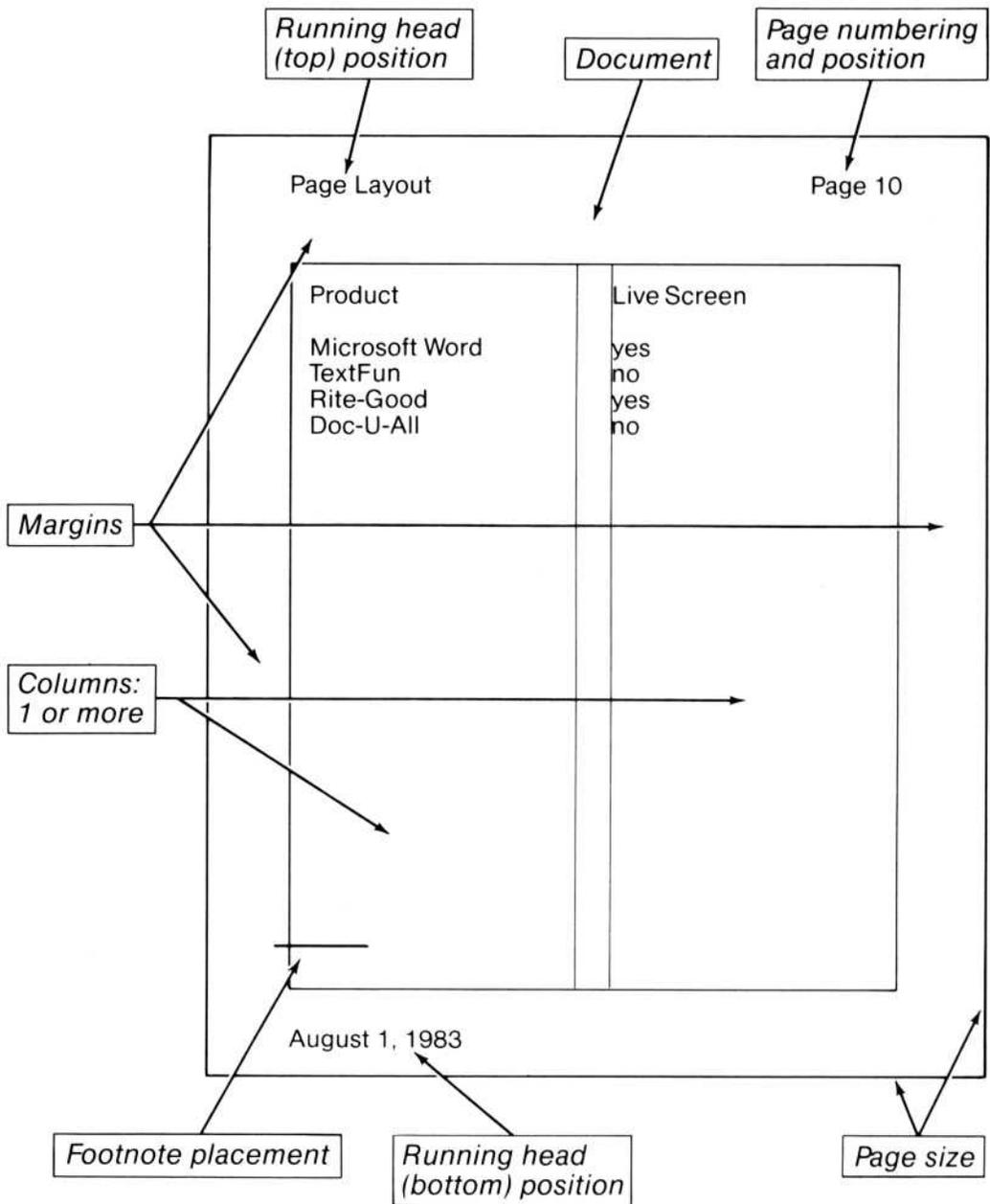
Figure 9.6.   Division Attributes

Paragraph attributes affect all lines in a paragraph and the relationship of a line to surrounding lines. Paragraph attributes include, for example, indentation, spacing between lines, and spacing between paragraphs.

| Margins (from Division Attributes) |

First line
indent = +1.0''

Left and right
indents = 0.0''

Space after
paragraph

Space before
paragraph

Left
indent = 1.0''

Right
indent=0.5''

First line
indent = −1.0''

Left
indent = 1.0''

Right
indent = 0.0''

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

Among the most important criteria were that we reduce our anticipated training overhead without compromising on features. Furthermore, we must be able to use our present IBM Personal Computer hardware with little or no modification and produce documents on our existing printers.

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

Space between =
space above characters

Figure 9.7. Paragraph Attributes

Character attributes affect how a character looks. Character attributes include, for example, underlining or italic type face.

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The attributes of the elements determine where lines will be broken (wordwrap). (See the "Line Layout" section below for details of line breaks.) The summary of all wordwrap decisions makes up a "galley," which is what appears on the screen. In a galley, the text appears in a continuous stream. Columnar text appears as a single column, for example, and footnote text and text for running heads appear at the end of the document.

The galley, footnotes, and running heads are turned into a page layout, which becomes the final printed page. The placement of most page breaks, footnotes, and running heads is handled by the page layout process, which is described in the next section.

Document Layout

The goal of editing text with Microsoft Word is to create and print a document in a particular form. The printed document is the combination of the division, paragraph, and character attributes.

The placement of text on a page is determined by measurements. Measurements may be given to determine the dimensions of such attributes as margins, indents, tab stop positions, line spacing, the positions of running heads and page numbers, and other elements.

You can specify measurements in several units of measure. See the Options command in Chapter 10, "Command Directory" for details on the available units of measure.

Line Layout

Line layout involves stringing a sequence of characters together until the line reaches the right indent. Each line has both a left and right indent. Indents can be 0 (zero) width, meaning the indent aligns with the margin.

Line layout includes positioning tabs and setting the correct width. Each tab character corresponds to a tab stop; the first tab with the first tab stop, the second tab with the second tab stop, and so on. If the text preceding a tab character is at or after that tab's corresponding stop, Microsoft Word leaves one blank space on the screen, then displays the text following the blank space. The blank space permits easier selection of the tab character. During printing, the blank space is omitted.

For both screen display and printing, Microsoft Word adjusts the width of the tab so that the text that follows a tab will align correctly. The width of a tab is influenced both by the length of the text that precedes it and by the tab stop alignment chosen in the "alignment" field of the Format Tabs command. See the Format Tabs command in Chapter 10, "Command Directory," for details on tab width and leader characters.

When the string of characters reaches the end of the line, Microsoft Word breaks the line at the nearest "word-break opportunity"; that is, at a space or hyphen. Usually, the break may come anywhere in the line, but Microsoft Word will use the word-break opportunity that is closest to the right indent.

Nonrequired hyphens, entered with the Ctrl-− keys, are also a word-break opportunity, but the hyphen appears only when the opportunity is taken. That is, if a nonrequired hyphen is the word-break opportunity closest to the right indent, Microsoft Word makes the hyphen visible and breaks the line after the hyphen.

Nonbreaking hyphens, entered with the minus sign key, are not considered word-break opportunities.

Wordwrap

A. During the last month we have been evaluating word proces
   proces ←

→ Word-break opportunity

Normal hyphens =
word-break opportunity

B. started, we quickly pooled some data on some well–
   known word processors.

→ Word-break opportunity

Wordwrap

C. Keep in mind that we may be adding laser printers (and a photo
   phototypesetter).

Add nonrequired hyphens.

Keep in mind that we may be adding laser printers (and a photo–
typesetter).

→ Word-break opportunity

Figure 9.8.   Word-break Opportunities

In the rare case that there are no word-break opportunities in a string of characters, then any character becomes a word-break opportunity. In this case, the break will come at the right indent.

After Microsoft Word breaks a line, it checks the paragraph attributes to see how you want the line placed on the page horizontally. Because of wordwrap or because of a new line character, the text of a line is typically narrower than the available space. You have a choice of left flush, right flush, centered, or justified lines. If you gave a paragraph the justified attribute, for example (text flush with both the right and left indents), Microsoft Word distributes the space from the end of the line to all the spaces within the line. As closely as possible, Microsoft Word widens all spaces equally.

Margin   Margin

1. Indents, if any.

2. Word-break opportunity
   (see Fig. 15).

←————————— Justified —————————→

We have no training budget for word processing. The
word processor must be easy for all personnel to learn
on their own. Especially avoid software that operates

——————————→ Centered ←——————————

——————————→ Right flush moves spaces forward.

Left flush leaves spaces at end of line. ←——————————

3. Adjust text to
   alignment attribute.
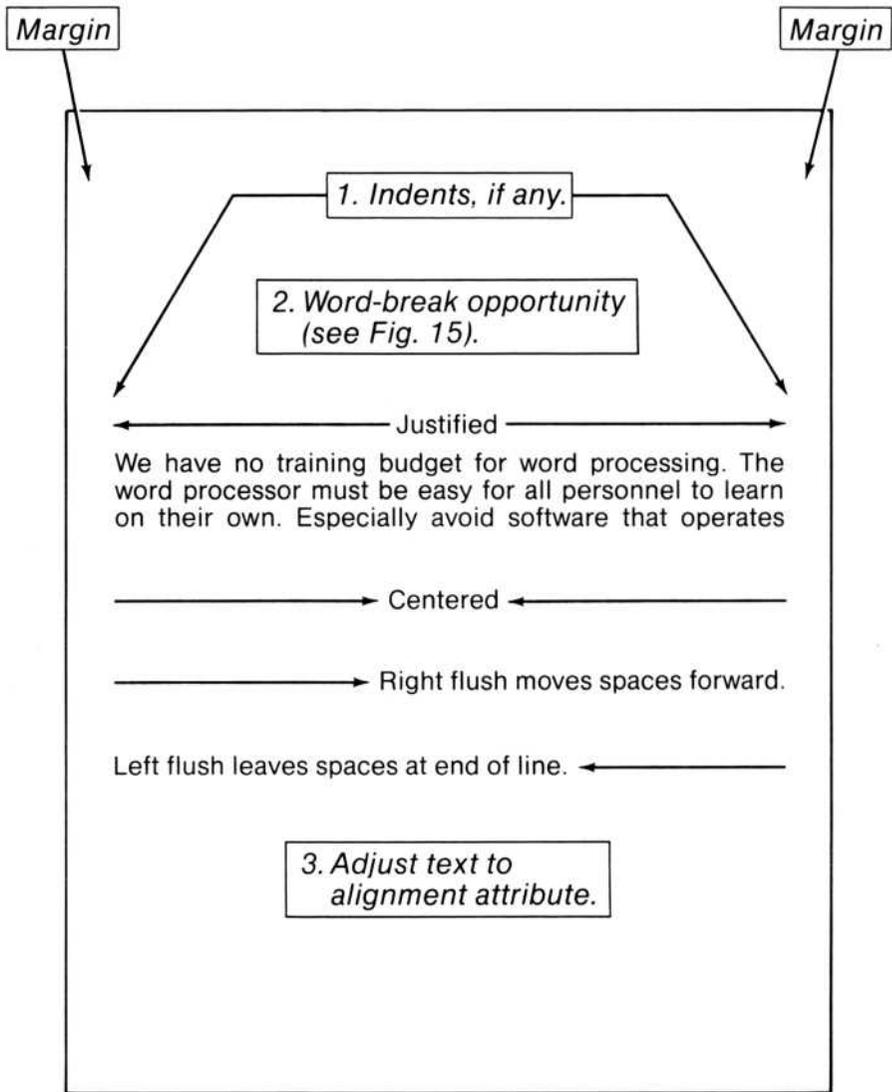
Figure 9.9. Line Layout

Note

> If a line that you want justified also contains tabs, the spaces from the end of the line will be distributed only among the spaces between the last tab and the end of the line.

Layout decisions are based on a model of the type of printer you will be using to print the document. This means that Microsoft Word lays out a document with very high precision (1/1440 inch). For the screen, however, the "normal" layout model is based on a 10- or 12-character pitch printer. Unless the printer you plan to use fits this model, the line breaks on the screen will not normally correspond to those on the printer. Therefore, Microsoft Word offers two types of display, "normal" and "printer." Both are available through the Options command.

Normal display means, as mentioned above, that on the screen, the text appears as it would if printed on a 10- or 12-pitch printer.

Printer display means that Microsoft Word shows where the line breaks will be when the document is printed. However, the alignment of the right edge of text and table alignment may suffer, especially if proportional spacing or other special fonts are specified.

Page Layout

Microsoft Word lays out pages from the top to the bottom of the page, repeating the process until the end of the text.

First, Microsoft Word puts in the running head and page number, if any. The text and position of running heads and the starting page, number, and format (Roman, Arabic, or alphabetic) of page numbering are defined among the division attributes.

After placing the running head and page number, Microsoft Word aligns the galley with the top left margin and lays the text down with the number of columns and the spacing you defined with the division attributes.

1. Running head and page number, if any.

2. Footnote space allotted, if any.

3. Look for page break opportunity in text (see Fig. 16).
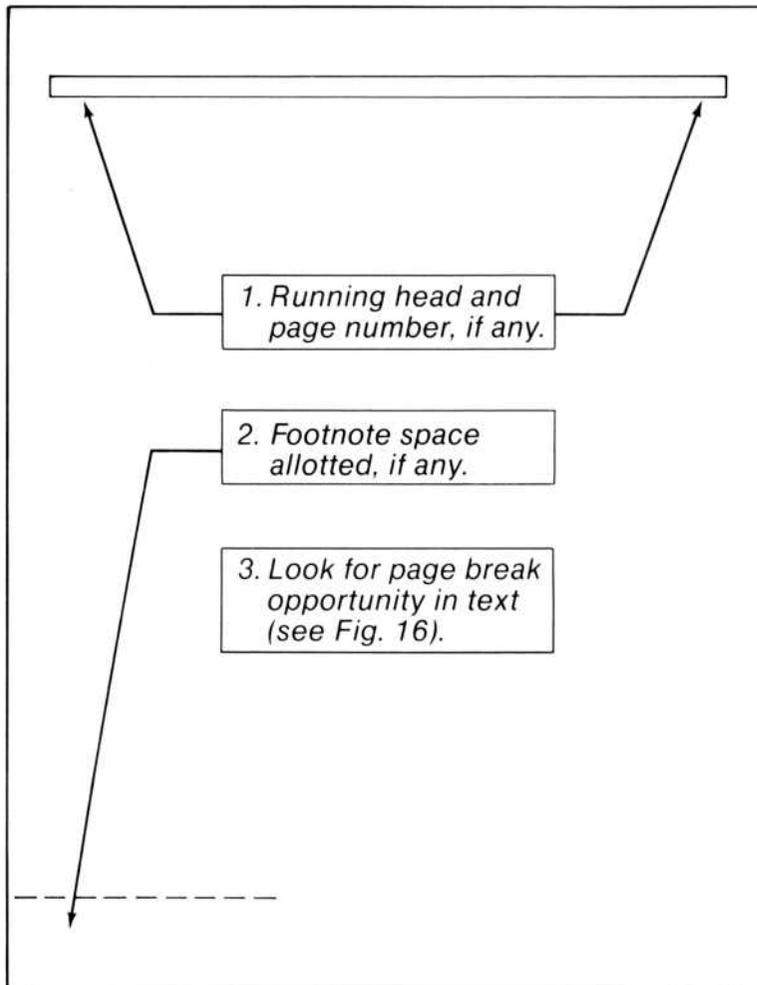
Figure 9.10.   Page Layout

The key question becomes, then, where will Microsoft Word break pages? First, if the footnotes have the "Same-page" attribute, Microsoft Word takes into account the amount of space needed for the footnotes referenced since the last page break. Then Microsoft Word will break the page at the page-break opportunity nearest to the bottom margin, leaving the number of lines needed for footnotes. The page-break opportunity depends on two factors:

> For paragraphs of more than three lines, Microsoft Word will not break the page immediately after the first line or immediately before the last line. This automatic feature of Microsoft Word prevents "widow lines" and "orphan lines."

For paragraphs with the "keep" attribute, Microsoft Word "keeps" the paragraph together as one piece of text, moving the whole paragraph to the next page if necessary.

We will be using our IBM Personal Computers with MS-DOS to run the word processing software. The wp we select should not require any hardware or operating system modifications. We will be adding the Microsoft Mouse to some of the PC's, so it would be great if the wp took advantage of the Mouse.

No page break here if paragraph has more than 3 lines.

Page break opportunities

We will be using our IBM Personal Computers with MS-DOS to run the word processing software. The wp we select should not require any hardware or operating system modifications. We will be adding the Microsoft Mouse to some of the PC's, so it would be great if the wp took advantage of the Mouse.

No page break here if paragraph has "keep" attribute.

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

Contracts: Six to ten pages on legal-size paper.

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

No page break here if paragraphs have "keep" attribute.

Figure 9.11.   Page Break Opportunities

Formatting and Styles

Attributes may be assigned to the elements of a document either directly or indirectly; these two ways of assigning attributes are referred to as "direct formatting" and "styles." Direct formatting has a direct effect on document layout. Assigning a style tells Microsoft Word to look on a style sheet to acquire direct formatting.

Each means of assigning attributes to a character, paragraph, or division supplants the other.

Characters with the "normal" style attribute take their attributes from the paragraph style definition; that is, these characters' style is carried as an attribute of the paragraph style. This means that the "normal" character style is defined separately for each paragraph style.

Many writers may be satisfied to use direct formatting everywhere in all of their documents. It is fine to do so in Microsoft Word. The main advantages of using styles instead of direct formatting are:

> All documents for an organization can be given a similar appearance without your having to remember to assign a tedious string of direct formatting attributes.

Organization style sheet
can control appearance
of many documents
and give standard "look."

Style sheet

Character styles

Paragraph styles

Division styles

Document | Document | Document
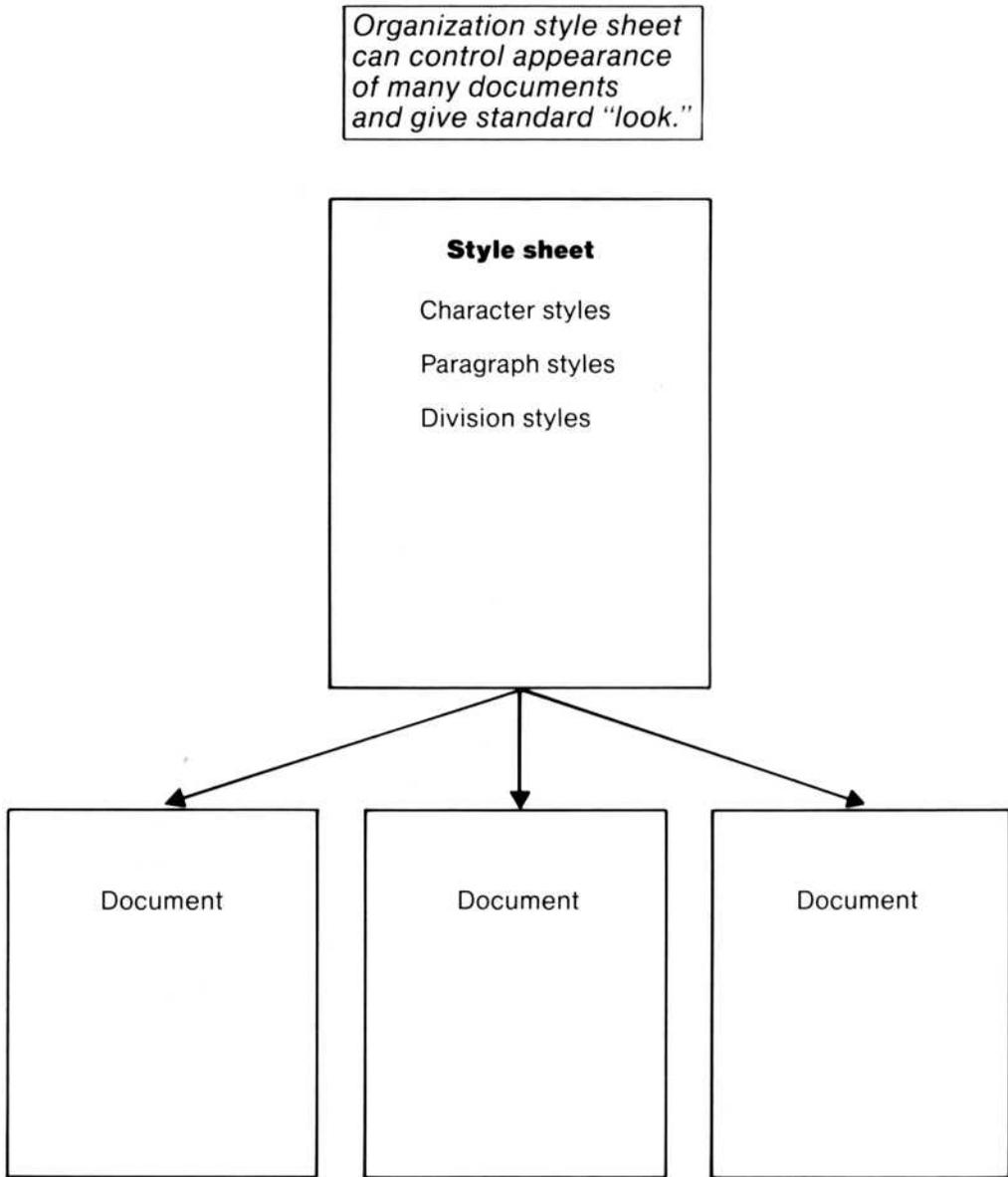
Figure 9.12.   Producing Standardized Documents With Styles

The appearance of a series of documents with the same
styles can be changed by redefining the styles. There is no
need to reformat each document individually.

Because styles can be assigned with a couple of keystrokes,
it is very easy to format large pieces of text at once, includ-
ing whole documents.

Styles are defined by using the Gallery menu. Each style has five parts:
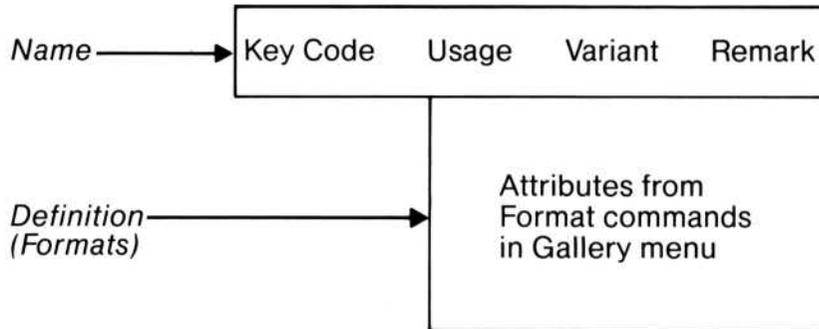
Figure 9.13.   Parts of a Style

The Key Code part of a style is the sequence of keys you press to assign a style to a part of a document. The sequence is always preceded by holding down the Alt key. You may assign any one-key or two-key sequence to a style. As long as you do not start any sequence with x, Alt-x will give you access to the built-in direct formats.

The Usage part of a style is one of the categories of use that is defined within Microsoft Word. Each element of a document has its own list of usages. The lists are made available by pressing a direction key or the right mouse button.

The Variant part of a style is the version of the usage you want to define. This makes usage/variant pairs the true identifiers of a style; they comprise the quality that distinguishes one style from the other usage/variant pairs. Some usages have no variants (only one definition of the usage is allowed), and others have a number of variants. The total number of variants is fixed at 124 maximum, and these variants are distributed among the usages as follows:

Division Usages	Letter Variants	Number Variants
Normal division	a b	1 2 3 4
Front matter	a b	
Appendix	a b	
Index	a b c d	
Contents	a b c d	
Other division	a b c d	

Paragraph Usages	Letter Variants	Number Variants
Normal paragraph		
Nested	a b	1 2 3 4 5 6
Footnote	a b	
Quotation	a b	
Table	a b c d e f g h	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16
Heading	a b c d	1 2 3 4 5 6
List	a b c d	1 2 3 4
Title	a b c d	
Author	a b	
Affiliation		
Copyright		
Running head		1 2 3 4 5 6
Other paragraph	a b c d	

Character Usages	Letter Variants	Number Variants
Normal character	(Alt-space, not otherwise assignable)	
Emphasis	a b c d	
Index term	a b c d	
Figure reference	a b c d	
Footnote reference	a b	
Sequence number	a b c d	
Folio	a b	
Superscript		1 2
Subscript		1 2
Other character	a b c d	

Some usages have been assigned letter variants, some have number variants, and some have both letters and numbers. Number variants are given to those usages for which a number is the usual way of thinking of the variants; for example, nesting level 1, nesting level 2, and so on, where the variant number could represent an increasing amount of indentation. The numbers are meant to suggest a readily recognizable format. For tables, the numbers are meant to refer to the number of columns. For running heads:

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

Of course, you may assign any style definition to any variant. The main reason for suggesting any possible assignment is to promote consistency and compatibility among styles used in documents written by different authors.

For example, if authors A and B use "nested 1" to mean the first level of indenting, then regardless of the exact amount of indentation each assigns to level 1, they can use each other's style sheets on each other's documents, knowing that the document will have an appropriate appearance. If, however, author B uses "nested 1" to mean hanging indent and author A uses "nested 1" to mean level 1 indent, the documents that would result from exchanging style sheets and documents would have inconsistent formats.

Nested 1

Nested 2

Nested 1

Nested 2

Author A

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

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

Author B

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

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

Figure 9.14.   Indenting With a Style Sheet

Usages with letter variants suggest no obvious format. Using letter variants in these cases is meant to alert other authors that they should check the definition before using a style definition with a letter variant.

For all three elements, "Other" is a usage that you can use to cover variants not covered by the usages for that element of a document. Recognize, however, that these usage names have no predefined direct formatting when you build your own style sheet.

The Remarks part of a style is the user-entered label for the style. The usage and variant may not be an obvious clue to how an author has used the style. Remarks are your chance to assign a name that serves as a memory aid for the nature and definition of the style. Remarks have no effect on a style's definition. Microsoft Word stores and displays up to 28 characters of a remark.

The Definition part of a style comprises the direct formatting that defines the style. The attributes are assigned in the Format commands in the Gallery menu; the Gallery menu Format commands have the same command fields as the Format commands in the Edit menu. The attributes assigned to a style definition are the attributes of the three elements of a document. See the discussion in the "Documents" section above for details.

When working in the Gallery menu, you can copy, delete, and insert style definitions using the scrap, just as you work with text through the scrap in the Edit menu. This allows you to move or copy style definitions from one style sheet to another. It also allows you to copy a style and then modify it to create a similar style quickly.

Microsoft Word Files

This section describes how Microsoft Word uses files and when it reads and writes files. This information will help you better plan your use of Microsoft Word files.

Files are permanent collections of information kept on disks. Files are identified by filenames, which are kept in a directory. Microsoft Word uses files mainly for storing formatted and unformatted document text, backup copies of edited documents, style sheets, and glossary buffers; for remembering some of the attributes of an editing session; and for storing data about printing devices.

After you start Microsoft Word, you will use the files on two types of disks during an editing session:

Program disk   Contains the Microsoft Word program, the Help file, and other files. Contains at least the following files:

MW.PGM—program file

MW.HLP—Help file

MW0000.TMP—the scratch file (the 0000 part may vary)

MW.INI—the session file (remembers certain settings from the last session)

*.PRD—printer description files

NORMAL.GLY—the default glossary file (optional)

NORMAL.STY—the default style sheet file (optional)

Data disk   Contains document, glossary, and style sheet files created by you.

When you start Microsoft Word, the program looks on the "startup drive" for MW.PGM. Because the file is not there, Microsoft Word asks you to insert the "Program disk."

You remove the System disk and insert the Program disk. Microsoft Word completes startup, and you are ready to work.

The Program disk is almost full with program files. It's best to leave as much room on the Program disk for the scratch file (.TMP) as you can. If the Program disk is filled with the scratch file, you will have to save the document to a new disk, and this can be time-consuming.

The scratch file contains a complete record of all the new text and formatting you have entered since the start of the session. At the end of the session, the contents are erased and this file is deleted. The scratch file is recreated at the start of each new session.

To make more space on the Program disk, you may copy the Help file to another disk, then delete it from the copy of the Program disk to get extra space. But we encourage you to keep the Help file and program file on same disk, if possible.

Likewise, you can move the printer files to another disk, but we strongly recommend that you keep at least the one .PRD file that you are using on the Program disk.

When You May Swap Disks

You can switch disks without danger only when one of the "Enter filename" or "Enter Y to retry access to..." messages is on the screen. At that point Microsoft Word has closed all files.

You may also swap data disks when you give a response in the "printer" command field of the Print Options command. Microsoft Word reads the .PRD file and keeps it in memory throughout the session. This filename is also saved in the MW.INI file, so Microsoft Word can read it at startup. That's why it's best to have the .PRD file on the Program disk.

Saving a document works like this: the original copy of the document file is renamed with the extension .BAK. Microsoft Word uses the scratch (.TMP) file and the .BAK file to write a new copy of the document on the disk. Microsoft Word may need to have access to these files several times during the process, depending on the amount of memory you have. Small documents stored in large amounts of memory require Microsoft Word to read and write only once. Large documents stored in a small amount of memory require Microsoft Word to read and write many times. The operation goes smoothly if all the files are on disks in the disk drives.

When you want to save the new copy of the document on a new disk in the same data drive, you may need to swap two or more disks several times. Remember that Microsoft Word will need the Program disk for saving a document, for the program and for the scratch file. Each time Microsoft Word moves from the .BAK file to the new .DOC file, you will have to swap disks. If you are saving to a new disk in a single-drive system, swapping three disks may be necessary.

If you cut and paste between documents that are on different disks, you will have to swap disks to load the second document into a window and during cut and paste. Later, in the Transfer Save command, you will again have to swap disks because Microsoft Word has to read the "cut" file for the text to insert into the "paste" file.

You may often see the message

Enter Y to retry access to *filename*

under some of the circumstances described above. This is perfectly normal.

With this information to consider, you might want to follow these strategies:

Gather all related documents onto one disk before editing. Try to think of everything you might need. Think in terms of session planning as well as document planning.

If you are working on a single-drive system, make your documents as small as possible for convenience.

Documents may be kept in files with any names and filename extensions that are legal for the operating system. However, files that store backup copies, session attributes, style sheets, glossary buffers, and printer device files must have a specific filename extension for Microsoft Word to recognize them. A filename extension can be any sequence of 1-3 alphanumeric characters (letters and numbers) appended to a filename. The filename and the extension must be separated by a period. Microsoft Word recognizes the following filename extensions as special files.

Extension	Contents	Remarks
.DOC	Document	The Transfer Save and Transfer Load commands supply this extension automatically.
.BAK	Backup Copy	The Transfer Save command (Edit menu) renames the previous version of a document with this filename extension.
.TMP	Scratch File	Microsoft Word creates this file to record all text and formatting entered during a session and uses it to save a new version of a document or style sheet. This file is deleted at end of session.
.STY	Style Sheet	The Transfer command (Gallery menu) displays only files with this filename extension.
.GLY	Glossary Buffers	The Transfer Glossary command (Edit menu) displays only files with this filename extension.
.PRD	Printer File	This file contains data about the printer. Microsoft Word has .PRD files that cover some of the most popular types of printing devices.

If you "print" a document to a file with the Print File command and you have the file saved as .DOC, you may consider giving the filename a different extension, such as .PRN, when you print it to a file.

Microsoft Word creates a special file, with the name MW.INI, on the Microsoft Word Program disk. This file is updated when you quit Word. See the Quit command in Chapter 10, "Command Directory," for details.

For other information on disks and filenames, see the "Operating Information" section and the "Strategy for Working With Long or Multiple Documents" and "Disks and Drives" sections of Chapter 5, "Editing and Managing Documents."

File Operations

For reading and writing operations, Microsoft Word requires access to the files.

However, the machine may have more than one disk drive and different files may reside on different disks. It is important to make sure that the proper disk is in the proper disk drive.

If the filename includes a drive specification, then that drive is the proper one. Otherwise, Microsoft Word uses the drive assigned through the Transfer Options command.

See also the "Operating Information" section and the Transfer Options command in Chapter 10, "Command Directory," for details.

Efficient operations with multiple disks require some advance planning (see the "Strategy for Working With Long or Multiple Documents" and "Disks and Drives" sections of Chapter 5, "Editing and Managing Documents"). Even so, Microsoft Word may often display the message:

Enter Y to retry access to *filename*

When you see this message, check the disk for the file you want and, if the file is not on the disk, replace the disk.

The following lists describe when Microsoft Word reads files, when it writes files, and problems Microsoft Word may have with reading and writing files. This information may help you anticipate when Microsoft Word will access a file.

Microsoft Word reads files:

> When Word loads the Microsoft Word program, especially when it looks for the MW.PGM file.

> When Microsoft Word loads the session attributes from the MW.INI file.

> When Microsoft Word loads a document (Transfer Load command, Edit menu).

> When Microsoft Word loads a style sheet (Transfer Load command, Gallery menu).

> When Microsoft Word loads a file containing glossary buffers (Transfer Glossary Merge command).

> When Microsoft Word reads the Program disk for parts of the Microsoft Word program to execute commands, and for the Help file when help is requested.

> When you specify a printer name in the Print Options command, Microsoft Word loads the printer description file, which has a filename extension of .PRD.

> When Microsoft Word saves a document file, it reads both the scratch file (a file with a filename extension .TMP) and the original text file.

Microsoft Word writes a file to the disk:

> When you save a document (Transfer Save command, Edit menu).

> When you save a style sheet (Transfer Save command, Gallery menu).

> When you save glossary buffers (Transfer Glossary Save command).

When you rename or delete a document or glossary buffer file, Microsoft Word reads or writes the file directory. The file directory, by definition, shares the disk with the document, style, and glossary buffer files.

When you carry out the Print Printer, Print File, and Print Queue commands.

When you quit, Microsoft Word writes some of the session attributes to the MW.INI file.

Problems With File Access

You should be aware of problems that may occur when trying to read or write a file. If problems with file access persist, check for possible causes from the following sections.

Problems When Reading

The information may not be on the disk. Use the Transfer Load command and display the list of files on the disk.

The information is not reliably readable or is unreadable. You should maintain backup copies of important files.

Problems When Writing

Disks can store only a limited amount of information. As more files are stored on them, the disks may fill up. See the "Operating Information" section for procedures for determining the amount of storage used on a disk.

Previous information stored in a file may be valuable. Microsoft Word will ask you

Enter Y to overwrite file

if you are trying to print to a file that already exists. Pause and decide if this is what you want.

The disk may be write-protected by a small piece of foil covering an indentation in the sleeve of the disk. Consider the reason for write-protection before removing the foil.

Errors during writing, such as an interruption, may leave incorrect information on the disk. Make sure that write operations are allowed to complete.

Chapter 10
Command Directory

This directory explains each Microsoft Word command. All commands and subcommands appear in alphabetical order, regardless of their position in the menus.

Following each command name is an indication of the menus it appears in. For commands that work differently in the Edit and Gallery menus, descriptions for each mode appear on separate pages. Minor differences between commands in Edit and Gallery menus are described where appropriate.

Next, the command menu that appears when you choose the command is given.

"Purpose" explains what the command does and what you may use the command for.

"Remarks" describes the action of the command, plus any restrictions, precautions, hints, and other details you should know.

"Command Field" describes the message in the message line and the possible responses for each command field.

To carry out a command, press the RETURN key or position the mouse pointer on the capitalized command name and press the left mouse button.

Alpha

Edit menu

Alpha

Purpose

To return to type-in mode so that text can be inserted directly into the document.

Remarks

Microsoft Word starts in type-in mode, so you can enter text right away without choosing the command. The text you type appears in front of the selection. Existing text is shifted right.

When you want to choose commands from the keyboard, you press the CANCEL (Esc) key to cancel type-in mode and activate the command menu. If after canceling any command you wish to type more text from the keyboard, choose the Alpha command. With the Microsoft Mouse, you can choose commands using the pointer without first pressing the CANCEL (Esc) key.

To start a new paragraph, press the RETURN key. To start a new line without starting a new paragraph, press the NEWLINE (SHIFT-RETURN) key.

Microsoft Word returns to type-in mode after carrying out all other commands in the Edit menu and carrying out the Edit command in the Gallery menu.

With Word, you can enter characters supported by the IBM Personal Computer Graphics Printer that do not appear on the keyboard. Hold down the Alt key while typing the character code on the keypad. For example, to enter character code 128, hold down the Alt key and type *128* on the keypad. See the help information for details.

Copy

Edit, Gallery menus

COPY to: { }

Purpose

To place a copy of the selected text in the scrap or in a glossary buffer.

Remarks

You must select the text you want to copy before choosing the Copy command. The selected text replaces the contents of the scrap or the specified glossary buffer.

To copy to the scrap, simply carry out the command without entering a glossary name. When you choose the command with the right mouse button, text is copied to the scrap automatically.

To copy to a glossary buffer, enter its name in the command line and carry out the command.

Command Field

to:

Enter a glossary name. The symbol for the scrap { } will always be the proposed response.

The glossary name may be up to 31 characters long.

To see a list of existing glossary names, press a direction key or the right mouse button.

If you enter a glossary name that does not exist, Microsoft Word will create a glossary buffer with the name you specify.

Delete

Edit, Gallery menus

> DELETE to: { }

Purpose

To remove the selected text from the document and place it in the scrap or in a glossary buffer.

Remarks

You must select the text you want to delete before choosing the Delete command. The selected text replaces the contents of the scrap or the specified glossary buffer.

To delete to the scrap, simply carry out the command without entering a glossary name. When you choose the command with the right mouse button, text is copied to the scrap automatically.

To delete to a glossary name, enter the name and carry out the command.

Command Field

to:

Enter a glossary name. The symbol for the scrap { } will always be the proposed response.

The glossary name may be up to 31 characters long.

You can see a list of existing glossary names by pressing a direction key or the right mouse button.

If you enter a glossary name that does not exist, Microsoft Word will create a glossary buffer with the name you specify.

Edit

Gallery menu

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

Purpose

To move to the Edit menu.

Remarks

When your work in the gallery is complete, return to the Edit
menu and type-in mode to continue editing documents.

Microsoft Word starts in type-in mode, with the Edit menu
displayed. You can recognize the Edit menu by the word EDIT at
the beginning of the status line; by the display of documents,
possibly in multiple windows; and by the command menu, which
matches the command menu above.

Format

Edit menu

> FORMAT: Character Paragraph Tabs Footnote Division
> Running-head Style

Purpose

To specify formatting attributes for document elements.

Remarks

The Format commands of the Edit menu affect the attributes of the text elements that contain the selection.

If all the characters in the selection have the same attributes, then Microsoft Word will show those attributes as the proposed responses.

If, however, the selection has a mix of conflicting character attributes (for example, some characters are boldface, but others are not), no responses are proposed: type-in fields will be blank and choice menus will show no parentheses or will be uniformly highlighted, depending on whether they are active or not.

If you set an attribute, it is set for all characters in the selection. Those attributes for which you make no choice remain "neutral"; that is, those character attributes are not changed. The Format Paragraph and Format Division commands behave similarly.

Format

Gallery menu

FORMAT:

Purpose

To specify formatting attributes for styles.

Remarks

When you choose the Format command from the Gallery menu, you see either command fields or a subcommand menu. If the usage of the selected style belongs to divisions or to characters, you will see the appropriate command fields. If the usage of the selected style belongs to paragraphs, you will see a subcommand menu with the commands:

FORMAT: Character Paragraph Tabs

Choosing one of these commands leads to the appropriate command fields.

The Format subcommands and their menus are described on the following pages.

Format Character

Edit menu

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

Purpose

To view or to set formatting attributes of characters.

Remarks

Attributes have different effects on different displays and printers. Characters will be shown and printed in the best available image that corresponds to the display's or the printer's ability to produce the attribute. See Appendix A, "Printing Documents With Word."

The proposed responses represent the attributes of the selected characters. If the selected characters have a mixture of attributes (for example, if some have boldface and some do not), no proposed responses will be shown.

Command Fields

bold:

Choose an option. Characters with the bold attribute will be shown and printed in boldface.

italic:

Choose an option. Characters with the italic attribute will be shown and printed in italics.

underline:

Choose an option. Characters with the underline attribute will be underlined.

strikethrough:

Choose an option. Characters with the strikethrough attribute will be shown with a line through the middle.

uppercase:

Choose an option. Lowercase letters with the uppercase attribute will be shown and printed in all uppercase letters. When the response is reset to "No," the characters appear as typed.

small caps:

Choose an option. Lowercase letters with the small caps attribute will be shown and printed in all uppercase letters, but in a smaller font size. Uppercase characters with the small caps attribute will be shown as typed. When the response is reset to "No," the characters appear as typed. For example, if you type *United States* and give the letters the small caps attribute, you get UNITED STATES.

double underline:

Choose an option. Characters with the double underline attribute will be underlined twice.

position:

Choose an option.

Normal	Characters with the normal position attribute will be shown and printed at the usual line level.
Superscript	Characters with the superscript attribute will be shown and printed above the usual line level.
Subscript	Characters with the subscript attribute will be shown and printed lower than the usual line level.

font name:

Enter a font name from the list of names available for the printer specified in the "printer" command field of the Print Options command. Press a direction key or the right mouse button to see the list of font names. If the equipment that must print or display the text does not provide the font you chose, Microsoft Word tries to use a font that looks as much like your choice as possible. One of the generic fonts may be specified. They are listed in Appendix A, "Printing Documents With Word."

font size:

Enter a number for the font size in points. Press a direction key or the right mouse button to see a list of font sizes.

Format Character

Gallery menu

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

Purpose

To view or to set formatting attributes of styles with character usage; or to view or set the character attributes of Normal style for characters in styles with paragraph usage.

Remarks

To view or set the formatting attributes of a character style, select the style, then select the Format command. Microsoft Word chooses the Format Character command automatically.

To view or set the formatting attributes of characters through a paragraph style, select the paragraph style, then select the Format Character command.

Command Fields

For details of the command fields, refer to the description of the Format Character command in the Edit menu.

Format Division

Edit menu

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

Purpose

To view and set formatting attributes of divisions.

Remarks

Division attributes determine the layout of pages. Additional division attributes appear in the Format Running-head command.

To create a new division, press the DIVISION (Ctrl-RETURN) key.

See the Options command for more information on measurements.

Command Fields

break:

Choose an option. This attribute determines how the division boundary will be set up.

Cont	No special boundary. New attributes take effect starting on the next page.
Column	Division starts a new column (also a new page, if there is only one column).
Page	Division starts a new page.
Odd	Division starts with an odd-numbered (recto) page.
Even	Division starts with an even-numbered (verso) page.

page length:

Enter a measurement for the length of a printed page. For measurements, see the Options command.

width:

Enter a measurement for the width of a printed page.

gutter width:

Enter a measurement to extend the margin at the left of odd-numbered (recto) pages or at the right of even-numbered (verso) pages to accommodate binding of the printed document.

pg #:

Choose an option.

"No" means no page numbers will appear in the division.

"Yes" means page numbers will be printed according to the attributes in the following five command fields.

from top:

Enter a measurement for the distance from the top of the sheet to the position of the page number.

from left:

Enter a measurement for the distance from the left edge of the sheet to the position of the page number.

numbering:

Choose an option.

Cont	Page numbering starts at 1, or continues from the last page number of the previous division.
Start	Pages are numbered starting with the number entered in the next command field ("at").

at:

Enter a number for the start of division page numbering.

format:

Choose an option. During printing, Microsoft Word replaces the page number character with a page number in the form you choose in the "format" command field. The page number character is also available through the glossary buffer name "page." See the Insert command in the Edit menu.

1	Arabic numbering (1, 2, 3, 4, ...)
I	Roman uppercase numbering (I, II, III, IV, ...)
i	Roman lowercase numbering (i, ii, iii, iv, ...)
A	Alphabetic uppercase numbering (A, B, C, D, ...)
a	Alphabetic lowercase numbering (a, b, c, d, ...)

margin top:

Enter a measurement for the distance from the top of the sheet to the top of the document text.

bottom:

Enter a measurement for the distance from the bottom of the sheet to the bottom of the document text.

left:

Enter a measurement for the distance from the left edge of the sheet to the left edge of the document text with the left indent set to zero.

right:

Enter a measurement for the distance from the right edge of the sheet to the right edge of the document text with the right indent set to zero.

# of cols:

Enter the number of columns you want on a printed page.

space between:

Enter a measurement for the distance between columns.

footnotes:

Choose an option. "Same-page" prints footnotes on the same page the reference mark appears on. "End" prints footnotes at the end of the division.

running-head pos: from top:

Enter a measurement for the distance from the top of a page to the start of the "top" running head.

from bottom:

Enter a measurement for the distance from the bottom of a page to the start of the "bottom" running head.

Format Division

Gallery menu

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

Purpose

To view and set formatting attributes of divisions.

Remarks

Division attributes determine the layout of pages.

In the Gallery menu, to assign formatting attributes to a division style, select the style, then select the Format command. Microsoft Word chooses the Format Division command automatically.

Command Fields

For details of the command fields, see the Edit menu Format Division command.

Format Footnote

Edit menu

FORMAT FOOTNOTE reference mark:

Purpose

To insert new footnotes or to change the references to existing footnotes.

Remarks

A footnote consists of two parts: the reference mark (the super-script 1 in this instance) and the footnote itself (shown below[1]).

[1]This is an example of a footnote.

Footnote reference marks are recognized as characters with special attributes by Microsoft Word and are connected to the corresponding footnote texts. A reference may be any sequence of characters, or it may be "auto footnote number."

Format Footnote works as follows: If the selection is already a footnote reference mark, that reference mark will be the proposed response, which can be changed with the command. If the selection is not already a footnote reference mark, the reference mark specified in the command field will be inserted in front of the selection.

The footnote text may be viewed in a footnote window (see the Window Split Footnote command) or at the end of the document.

Footnote text is kept at the end of the document text, along with the text for running heads. The text is kept in the following order:

Footnotes for division 1

Running heads for division 1

Footnotes for division 2

Running heads for division 2

and so on. You can scroll to this text and edit it at any time.

Once a reference mark has been selected, the Jump Footnote command can be used to select the footnote text. You can move quickly to a footnote by selecting the reference mark, then choosing the Jump Footnote command. If the footnote window is open, you can select footnote text by moving to the footnote window with the NEXT WINDOW (F1) key or the Microsoft Mouse.

When you carry out the Format Footnote command, Microsoft Word automatically carries out a Jump Footnote command to the footnote text area (at the end of the document text) so you can enter or edit footnote text. When you have entered or edited the footnote text, you may use the Jump Footnote command to return to the footnote reference mark, or you may scroll up in the document.

To delete a footnote, delete the footnote reference mark. The footnote text is deleted to the scrap with the reference mark automatically. You may delete the text of a footnote in the same way you delete document text leaving an empty footnote.

Command Field

reference mark:

Enter a mark (such as * or a number) as the reference and carry out the command. When Microsoft Word jumps to the footnote area, type the footnote text. The reference mark is inserted automatically at the beginning of the footnote; this mark may be changed or deleted.

To use automatic footnote numbering, carry out the command with no response. Word will insert a special footnote number character as the reference mark in the document and at the beginning of the footnote. This character will appear as the appropriate footnote number. The footnote number character is also available through the glossary buffer name "footnote." See the Insert command (Edit menu). If an automatically numbered footnote reference is deleted or inserted, footnotes will be renumbered accordingly.

Format Paragraph

Edit, Gallery menus

FORMAT PARAGRAPH alignment: Left Centered Right Justified   keep: Yes No
           left indent: first line: right indent:
          line spacing: space before: space after:

Purpose

To view and set formatting attributes of paragraphs and paragraph styles.

Remarks

Paragraph attributes determine how lines of text are laid out (see the "Line Layout" section of Chapter 9, "Elements of Microsoft Word"). Additional paragraph attributes appear in the Format Tabs command.

Vertical spacing between lines and between paragraphs are attributes set in the "line spacing," "space before," and "space after" command fields. For these attributes, which always propose lines as the unit of measure, you can also specify "points" as a unit of measure by appending the abbreviation "pt" to the measurement. "Line" units are defined as 12 points or 1/6 inch (6 lines per inch). This is a typical typewriter line spacing. "1li" means single-spacing; "2li" means double-spacing; and "3li" means triple-spacing.

Command Fields

alignment:

Choose an option. This attribute determines the alignment of text within the width of the line. Because of wordwrap or because of a "hard" line break, the text of a line is typically narrower than the available space.

Left	Lines are aligned with the left indent. The text is "ragged right."
Centered	Lines are placed in the middle of the line indents.
Right	Lines are aligned with the right indent. The text is "ragged left."
Justified	Lines are aligned with both left and right indents. Microsoft Word automatically adjusts the width of spaces in the line to "fill in" to the right indent.

keep:

Choose an option. A paragraph with this attribute will be kept on the same page during printing. See the "Page Layout" section of Chapter 9, "Elements of Microsoft Word," for details.

left indent:

Enter a measurement for the distance between the left margin and the left edge of the document text.

first line:

Enter a measurement for the distance from the left indent for the other lines of the paragraph to the left indent for the first line of the paragraph. If the response is a positive measurement, the paragraph has an indented first line. If the response is a negative measurement (preceded by a minus sign), the paragraph has an "outdented" first line ("outdented" means the line extends to the left beyond the main body of the text that follows).

right indent:

Enter a measurement for the distance between the right margin
and the right edge of the document text.

line spacing:

Enter a measurement for the amount of space before each line of
paragraph. One line gives single-spacing. A line is defined as 12
points.

space before:

Enter a measurement for the amount of vertical space that will
appear at the beginning of the paragraph.

space after:

Enter a measurement for the amount of vertical space that will
appear at the end of the paragraph.
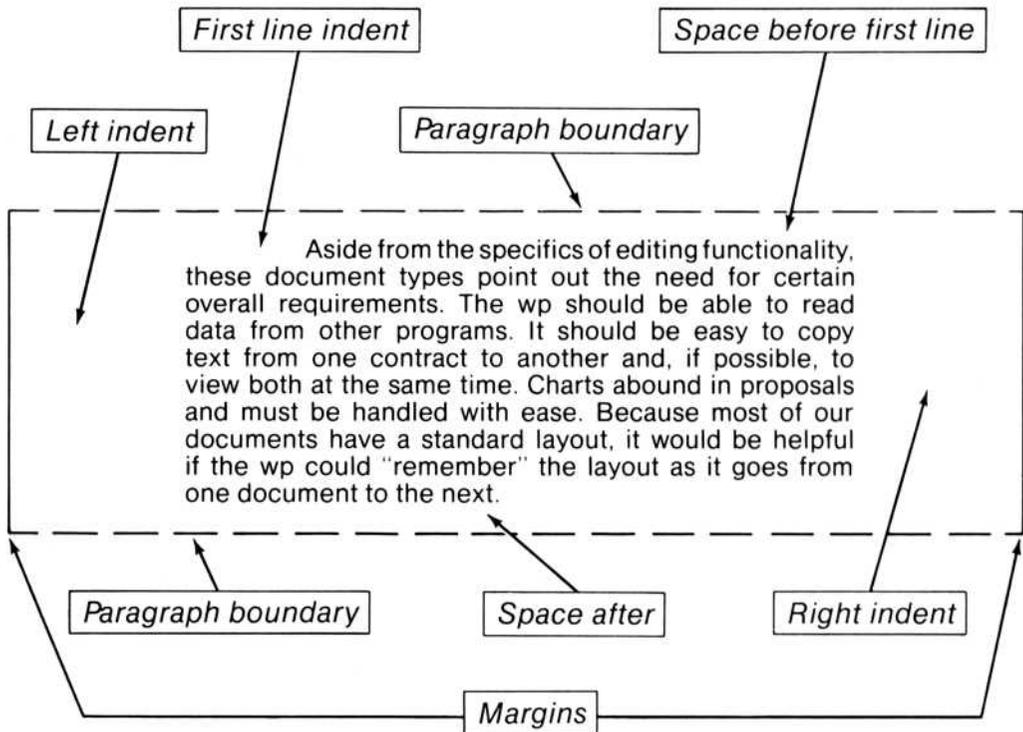
Figure 10.1.   **Command Fields in Format Paragraph Command**

Format Running-head

Edit, Gallery menus

FORMAT RUNNING-HEAD position: Top Bottom
    odd pages: Yes No even pages: Yes No first page: Yes No

Purpose

To indicate which pages running heads will appear on.

Remarks

Format Running-head attributes can be applied independently to each paragraph of a running head. For example, the first paragraph of running head text could be set to appear on the top of even- and odd-numbered pages; a second paragraph could appear on the top of the first page.

Use the Jump Running-head command to insert or edit the text for running heads. To prevent running heads from printing, specify "No" in the "odd pages," "even pages," and "first page" command fields of the Format Running-head command.

Command Fields

position:

Choose an option. "Top" means the paragraph is laid out in the top position, as specified in the "running head pos from top" command field of the Format Division command. "Bottom" means the paragraph is laid out in the bottom position (in the "running head pos from bottom" command field).

odd pages:

Choose an option. "Yes" specifies that the paragraph is to appear on odd-numbered (recto) pages.

even pages:

"Yes" specifies that the paragraph is to appear on even-numbered (verso) pages.

first page:

"Yes" specifies that the paragraph is to appear on the first page of a division.

Format Style

Edit menu

FORMAT STYLE: Characters Paragraph Division Sheet

Purpose

To assign styles to a document and its elements.

Remarks

In each command field, you can ask Microsoft Word to show a list of available responses.

FORMAT STYLE CHARACTERS:

Enter character style or select from list. The style will be assigned to the selection.

FORMAT STYLE DIVISION:

Enter division style or select from list. The style will be assigned to the active division. The text of a division precedes its division mark.

FORMAT STYLE PARAGRAPH:

Enter paragraph style or select from list. The style will be assigned to the active paragraph.

FORMAT STYLE SHEET:

Enter filename or select from list. The style sheet will be assigned to the active document. Word will supply the extension .STY. The initial proposed response is NORMAL.STY. If the style sheet does not exist, Microsoft Word displays the message:

Enter Y to create style sheet

You may confirm or cancel creation of a new style sheet.

Format Tabs

Edit, Gallery menus

FORMAT TABS: Set Clear Reset-all

Purpose

To set and clear tab stops in a document and as part of a paragraph style.

Remarks

The ruler appears in the top border of the active window when you choose either the Format Tabs Set or Format Tabs Clear command.

The tab stops appear on a ruler that is a part of the top border. The tab stops themselves are paragraph attributes. Tab positions are measured from the left margin. See "Line Layout" in Chapter 9, "Elements of Microsoft Word," for details of how Word handles tabs.

You may set, clear, and move tab stops with the Microsoft Mouse in the Format Tabs command. Choose the Format Tabs Set command, and use the mouse pointer and mouse buttons as follows:

To set a tab stop, choose the desired attributes in the "alignment" and "leader character" command fields. Move the mouse pointer into the ruler in the top border. Point to the position at which you want to set a tab stop, then press and release the left mouse button.

To clear a tab stop, point to the tab stop in the ruler (shown by L for left, R for right, C for centered, or D for decimal), then press and release both mouse buttons at the same time.

To move a tab stop, point to the tab stop you want to move. Hold down the right mouse button while moving the mouse pointer to the new position, then release the mouse button.

If you are in the Format Paragraph or the Format Tabs Clear command, you may also set, move, and clear tab stops with the Microsoft Mouse, just as described above. However, you may only set left-aligned tab stops with a blank as a leader character.

You may set, clear, and move tab stops with the keyboard in the Format Tabs Set command, as described below.

Format Tabs Clear

Edit, Gallery menus

FORMAT TABS CLEAR position:

Purpose

To clear specified tab stops.

Remarks

You can also clear tab stops with the Microsoft Mouse using the Format Paragraph and Format Tabs Set commands, and with the DELETE (Del) key in the Format Tabs Set command.

Command Field

position:

Enter a measurement for the position of the tab stops you want to clear. (Tab stop positions are measured in units rather than columns or characters.) To enter two or more positions, separate the positions with commas.

You may use the direction keys to enter the positions of tab stops rather than typing them. If you press any direction key, a highlight will appear on the first tab stop in the ruler. The corresponding position will appear in the command field. Pressing the RIGHT or DOWN direction keys will move the highlight to the next tab stop in the ruler. Pressing the LEFT or UP direction keys will then move the highlight to the previous tab stop in the ruler. The position in the command field will always correspond to the position of the highlight in the ruler.

Format Tabs Reset-all

Edit, Gallery menus

FORMAT TABS RESET-ALL:

Purpose

To clear all tab stops set with Format Tabs commands at once.

Remarks

Microsoft Word clears all tab stops as soon as you choose the Format Tabs Reset-all command.

To clear only some of the tab stops, use the Format Tabs Clear command.

Format Tabs Set

Edit menu

FORMAT TABS SET position:
　　alignment: Left Center Right Decimal　leader char: Blank . ‒__

Purpose

To view and to set tab stop attributes of paragraphs.

Remarks

You can also set and move tab stops on the ruler with the Micro-soft Mouse in the Format Paragraph and Format Tabs Clear commands.

Command Fields

position:

Enter a measurement for the position of the tab stop. You may use the direction keys to enter the positions of the tab stops rather than typing them. If you press any direction key, a highlight will appear at the zero position in the ruler and the corresponding position will appear in the command field. Pressing the RIGHT or LEFT direction key moves the highlight to the next or previous position on the ruler. Pressing the DOWN or UP direction key moves the highlight to the next or previous tab stop on the ruler. The position in the command field will always correspond to the position of the highlight in the ruler.

If you press the INSERT (Ins) key, a tab stop will be inserted at the position specified in the command field. It will have the "align-ment" and "leader character" attributes specified in those com-mand fields. You may set several tab stops at the same time by selecting options in the "alignment" and "leader character" com-mand fields, entering a position in the "position" command field, and pressing the INSERT (Ins) key for each tab stop.

If you press the DELETE (Del) key when the position in the command field corresponds to the position of an existing tab stop, that tab stop will be deleted and its "alignment" and "leader character" attributes will be shown in the other command fields.

You may move an existing tab stop by specifying its position in the command field, pressing the DELETE (Del) key, then specifying a new position in the command field and pressing the INSERT (Ins) key.

When you have finished adjusting the tab stops, carry out the command. When you carry out the Format Tabs Set command, tab stops are placed at the positions specified in the command field.

alignment:

Choose an option. This attribute determines the alignment of the text between two tab characters or between a tab character and the end of the line. Consider, for example, the following sequence of characters:

...TAB this is text TAB...

Choosing an "alignment" option arranges the text between the tabs as illustrated below.

Left   Text is aligned flush left with the tab stop. This is the most common use of tabs.

               --------------|this is text

Center   Text is centered around the tab stop.

               --------this i|s text

Right   Text is aligned flush right with the tab stop if there is sufficient room to the left of the tab stop.

               --this is text|

Decimal   Decimal point is aligned with the tab stop. If the following text contains no decimal point, text is aligned flush right with the tab stop.

               ----------34.|5

leader char:

Choose an option.

Blank	Tab is displayed blank.
. (period)	Tab is displayed filled with periods.
– (hyphen)	Tab is displayed filled with hyphens, as shown in the examples above.
__ (underscore)	Tab is displayed filled with underscores.

Gallery

Edit menu

Copy Delete Edit Format Help Insert
Library Name Print Quit Transfer Undo

Purpose

To move to the Gallery menu where you can create, review, and change style definitions.

Remarks

You can recognize the Gallery menu by the name GALLERY at the beginning of the status line; by the display of style sheets; and by the command menu, which matches the menu above.

You may select one or more styles in the gallery, and you can scroll the style sheet with the keyboard or the mouse.

Help

All menus

```
HELP:   Resume Next Previous
        Introduction Commands Editing Keyboard Mouse Selection
```

Purpose

Provides information about Microsoft Word.

Remarks

Microsoft Word reads help text from a disk file. You can request information from the help file in three ways:

Choosing the Help command from a main command menu, which shows the first page of the help text.

Pressing the HELP key.

Using the mouse to select the help mark (?) in the status line.

When you request help, text from the help file replaces the document display, and the Help command menu appears in the command line. The text that appears depends on when you ask for help.

The document display resumes when you choose the Resume command or press the CANCEL (Esc) key. Resume returns to the exact place where you requested help. The CANCEL (Esc) key returns to the main command menu you requested help from.

If a command word is highlighted in a menu, details of that command will appear when you request help. Note that command words on a main menu can be highlighted only by pressing the CANCEL (Esc) key, then using the spacebar or BACKSPACE key to move the highlight.

If a command field is active (highlighted), details of that field will appear.

If the message line shows an error message, details of the previous command will appear.

Once in the Help command, you can request help information by choosing one of the following commands in the Help menu:

Resume	Returns to the menu or command field where you requested help.
Next	Shows the next screenful of help text. Usually not all the relevant text will fit on one screen, and you need to choose "Next" to display the rest of the text.
Previous	Shows the previous screenful of help text.
Introduction	Shows the beginning of the help text.
Commands	Shows the text for the first command (Alpha).
Editing	Shows the description of Microsoft Word editing.
Keyboard	Shows the keytop labels corresponding to Microsoft Word action keys. Includes the list of predefined Alt key assignments.
Mouse	Shows the description of mouse actions.
Selection	Shows how to select text.

Insert

Edit menu

INSERT from: { }

Purpose

To insert, in front of the selection, a copy of the text from the scrap or from a glossary buffer.

Remarks

You must select the spot where you want to insert text before choosing the Insert command.

Text in the document moves right to make room.

To insert from the scrap, simply carry out the command without entering a glossary name. When you choose the command with the right mouse button, text is inserted from the scrap automatically. To insert from a glossary buffer, enter the name of the buffer you want to insert the text from and carry out the command.

Command Field

from:

Enter a glossary name. The proposed response is always the symbol for the scrap { }. You can ask Microsoft Word to show a list of existing glossary names by pressing a direction key or the right mouse button.

The glossary name may be up to 31 characters long.

If you enter a glossary name that does not exist, Microsoft Word cancels the command and displays the message:

Glossary name not defined

Insert

Gallery menu

> INSERT key code: { }   usage: variant:
>   remark:

Purpose

To insert the definition of a new style.

Remarks

A style has a name and a definition. A style is inserted with this command and its name may be changed with the Name command.

To insert a style name from the scrap, simply carry out the command without entering any responses. To insert an entirely new style definition, enter responses in the command fields.

Your responses in the command fields become the style's name and will appear in the gallery with a proposed definition (direct formatting). You can change this proposed definition using the Format commands.

Command Fields

key code:

Enter one or two letters or digits. This code may be used with the Alt key to apply the style to selected elements of the document. While a one-character code can be used, a two-character code offers more unique style definitions. Microsoft Word can produce up to 124 unique styles. To use this many styles, you must use two-character codes.

Note that any code beginning with x overrides access to all the preset direct formats. Refer to the "Formatting and Styles" section of Chapter 9, "Elements of Microsoft Word," for details.

usage:

Enter a usage or use direction keys. See the "Formatting and Styles" section of Chapter 9, "Elements of Microsoft Word," for details.

variant:

Enter a variant or use direction keys. Usages take differing numbers of variants. See the "Formatting and Styles" section of Chapter 9, "Elements of Microsoft Word," for details.

remark:

Enter text. This text will be stored with the style, but it will have no effect on Microsoft Word. It is a memory aid to record notes for the users of the style sheet. Remarks may be up to 28 characters long; longer remarks are truncated.

Jump

Edit menu

JUMP to: Page Footnote Running-head

Purpose

To move quickly to a specific place in a document.

Jump Footnote

Edit menu

JUMP FOOTNOTE:

Purpose

To jump to a footnote reference mark or its associated footnote.

Remarks

When the selection is not a footnote reference mark, Jump Footnote jumps down to the next reference mark.

If the selection is a reference mark, the Jump Footnote command selects the associated footnote.

When the selection is footnote text, the Jump Footnote command selects the associated reference mark.
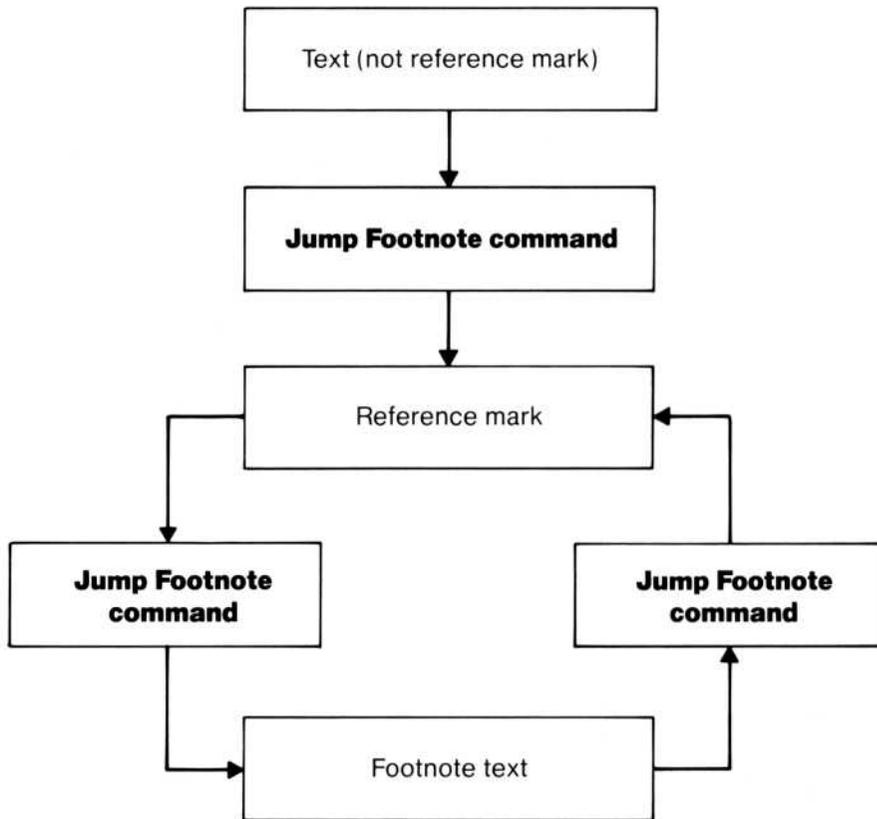
Figure 10.2.   The Jump Footnote Command

Jump Page

Edit menu

JUMP PAGE number:

Purpose

To jump to a specific page.

Remarks

Jump Page jumps to the next page with the specified page number. The pages correspond to the page breaks at the last printing of the document. Note that page breaks may change during the next printing, depending on editing changes made during the current session. For example, if you are working with a marked-up manuscript and delete the text that was on page 2 at the last printing, you can still jump to page 4 to make changes, knowing that the pages in the manuscript and on the screen will match. At the next printing (and not before), page 4 will become page 3.

To update page breaks, use the Print Repaginate command.

Command Field

number:

Enter an Arabic number for the page to jump to. The format of the printed page numbers is irrelevant for this command.

Jump Running-head

Edit menu

JUMP RUNNING-HEAD:

Purpose

To get to the running head paragraphs of a division.

Remarks

This command is carried out as soon as you choose Running-head in the Jump menu.

If the selection is in the division text, the command jumps to the running head area. If the division does not yet have a running head, Microsoft Word gives you an empty paragraph, in which you may type the running head.

If the selection is in a running head paragraph, this command jumps to the beginning of the corresponding division and selects the whole division (that is, RIGHT and DOWN direction keys scroll out of the end of the division).

Library

Edit, Gallery menus

Purpose

To go to the Library menu, where you will be able to request additional tools to help you with your work on documents.

Remarks

The Library menu is reserved for future additions to the Microsoft Word program. For now, Microsoft Word simply returns to the main command menu when you carry out the Library command.

Name

Gallery menu

NAME key code: usage: variant:
         remark:

Purpose

To change the name elements of the selected style.

Remarks

The proposed responses are the current name elements. Responses in the command fields become elements of a style's name and appear in the Gallery window. Use the Format commands to change the definition (direct formatting) of the style.

A typical use of this command would be to generate a new style by copying a related style. Then, you would use the Name command to change the name elements and the Format commands to adjust the definition only where you want it to be different.

Command Fields

For details of the command fields, see the Insert command in the Gallery menu.

Options

Edit menu

```
OPTIONS mute: Yes No    measure: In Cm P10 P12 Pt
        overtype: Yes No    display: Normal Printer   visible: Yes No
```

Purpose

To review and to set options for Microsoft Word operation.

Remarks

This command turns on or off the Microsoft Word audible alarm
and overtyping; sets the unit of measure to be used in most of the
command fields that take a measurement; and sets the type of
screen display you see.

Command Fields

mute:

Choose an option. "Yes" turns off the audible alarm.

measure:

Choose an option. To choose among the three responses begin-
ning with "P," choose either by pressing the spacebar or by using
the mouse until the response you want is highlighted. The options
define units of measurement. See the "Measurements" section in
Chapter 4, "Formatting Documents," for details. The options are:

In	Inches = 2.54cm
Cm	Centimeters
P10	10-pitch (10 characters per inch). A p10 measure equals 1/10 inch. If a 10-pitch font is used, this measure corresponds to character positions.

P12	12-pitch (12 characters per inch). A p12 measure equals 1/12th inch. If a 12-pitch font is used, this measure corresponds to character positions.
Pt	Points as used by typesetters. 72 points equal 1 inch.

overtype:

Choose an option. "Yes" turns on overtyping. See the "Editing Text With Keys" section in Chapter 9, "Elements of Microsoft Word," for details on overtyping.

display:

Choose an option.

Normal	The document appears as it would when printed on a 10-pitch printer; or, if the unit is p12 or pt, on a 12-pitch printer.
Printer	Line breaks in the document are made with respect to the printer specified in the Print Options "printer" command field. This display option should be used only to review where line breaks will occur, because the visual accuracy of paragraph alignment will be reduced.

visible:

Choose an option. The document appears with normally invisible characters made visible.

Character	**Display**
Paragraph	¶
New line	↓
Nonrequired hyphen	−

Print

Edit, Gallery menus

PRINT: Printer Direct File Options Queue Repaginate

Purpose

These commands print or control the printing of documents.

Remarks

Choosing the Print command in the Gallery menu simply prints the definitions of the selected styles.

Documents can be given attributes that are as sophisticated as you want the format of the document to be. If the printer you are using cannot print all of the formats, Microsoft Word uses the full abilities of the printer to print a document as close to your design as is possible. Yet, when you print the document on a more sophisticated printer, you do not need to change attributes in the document; Microsoft Word simply gives you the best-looking document the printer can produce.

Print Direct

Edit menu

PRINT DIRECT:

Purpose

To send all keystrokes directly to a printer.

Remarks

As you type on the keyboard, each character is sent directly to the printer specified in the "setup" command field of the Print Options command.

The characters will be printed in the "normal" font or the current printer wheel of the printer.

This command can be useful for addressing an envelope, or for any other "on the spot" typing task.

Print File

Edit menu

PRINT FILE name:

Purpose

To save a printer version of a document in a file for later printing.

Remarks

The saved file may be printed by sending it to the printer using a standard copy or print utility.

Command Field

name:

Enter a filename, or use direction keys to view the directory. Care should be taken not to use the name of any existing file. You might consider appending .PRN or some similar mnemonic extension to the name of any file that you create with this command to remind you of its contents.

Print Options

Edit menu

```
PRINT OPTIONS printer:
        draft: Yes No   queued: Yes No        copies:
        range: All Selection Pages     page numbers:
        feed: Sheet Continuous                setup:
```

Purpose

To review or to set options that control printing.

Remarks

Microsoft Word "remembers" the responses you enter between editing sessions in the following command fields:

printer

feed

setup

Command Fields

printer:

Enter a name, or use direction keys or the right mouse button to see the list of printer names. The response in this command field will be used by the Print Printer command and the "display" command field of the Options command.

You can enter any printer name that Microsoft Word recognizes. See Appendix A, "Printing Documents With Word," for a list of the printers Microsoft Word recognizes.

draft:

Choose an option. "Yes" prints the document without special character formats. On dot matrix printers, microspace justification will not be used; on impact printers, font changes will have no effect. The printer can therefore print at its top speed. This is useful when you want to see a printed copy which does not have to be the final printed version.

queued:

Choose an option. "Yes" allows you to continue editing while Microsoft Word prints the document. However, for "queued" printing to work, space on the Program disk must be available for a large temporary file to hold the queued printout.

copies:

Enter a number. Microsoft Word prints an entire copy first, then repeats the printing for each copy requested.

range:

Choose an option. May be used to print only a part of a document. The options are: "All" prints all of the document; "Selection" prints only the selection; "Pages" prints only the page numbers entered in the "page numbers" command field.

page numbers:

Enter a number. A list of page numbers may be entered. Separate consecutive pages by a colon (for example, 3:5 would print pages 3, 4, and 5). Separate nonconsecutive pages by commas (for example, 3,5,12 would print pages 3, 5, and 12). You may enter both consecutive and nonconsecutive pages (3:5,11 would print pages 3, 4, 5, and 11).

feed:

Choose an option. "Sheet" feed means that the printer will stop at the end of every page. Microsoft Word waits for you to press Y to continue. "Continuous" feed means that the printer will not stop at every page.

setup:

Enter one of the following output port designations:

LPT1:

LPT2:

LPT3:

COM1:

COM2:

You must include the colon. Word will accept no other entries in this command field. To use COM1 or COM2, you must also set up an AUTOEXEC.BAT file with the correct DOS MODE command. See "Operating Information" for details.

Print Printer

Edit menu

PRINT PRINTER:

Purpose

To print the active document.

Remarks

The Print Printer command uses all the responses in the Print Options command to print the document.

To cancel printing, press the CANCEL (Esc) key. Microsoft Word advances the paper to the top of the next sheet and returns to the Edit menu. Choose the Alpha command to reenter type-in mode.

To stop queued printing, use the Print Queue command.

If a printer error occurs during printing, Microsoft Word displays the "Printer not ready" message.

Print Queue

Edit menu

PRINT QUEUE: Continue Pause Restart Stop

Purpose

To control queued printing.

Remarks

When you choose the "Yes" response in the "queued" command field of the Print Options command, use this command to control printing from within Microsoft Word instead of from the operating system.

PRINT QUEUE CONTINUE:

To restart queued printing after using the Print Queue Pause command.

PRINT QUEUE PAUSE:

To halt printing temporarily.

PRINT QUEUE RESTART:

To begin queued printing from the beginning of the document.

PRINT QUEUE STOP:

To cancel queued printing.

Print Repaginate

Edit menu

PRINT REPAGINATE:

Purpose

To repaginate the document.

Remarks

The document is not printed, but all page breaks are changed to reflect the current document instead of the last printed version.

Page breaks are the places where new pages start when you print a document (see the "Page Layout" section of Chapter 9, "Elements of Microsoft Word"). Word remembers the page breaks for the last printing or repagination. Once you make editing changes that alter where the page breaks occur, the page breaks in the last printed copy will still be remembered. This facilitates editing pages from marked-up manuscript; the Jump Page command can be used to find the pages that correspond to the pages in the manuscript, even as editing progresses.

Quit

Edit, Gallery menus

QUIT:

Purpose

To end an editing session.

Remarks

The Quit command does not save documents. Therefore, if any documents have unsaved changes in them, Microsoft Word will ask you to confirm whether you wish to discard the changes for each document. To save the changes, press the CANCEL (Esc) key, then use the Transfer Save command.

Microsoft Word does save the following responses in the Options, Print Options, and Window Options commands of the last editing session.

Options

mute
measure
overtype
display
visible

Print Options

printer
feed
setup

Window Options

background color (of window #1 only)
style bar (of window #1 only)
ruler (of window #1 only)

Quit also saves the name of the document in window #1, the document's position in the window, and the document's read-only status. The document is loaded automatically at startup if you use the Word /L switch. (See the "Operating Information" section.)

Microsoft Word creates the file MW.INI on the Microsoft Word Program disk to store this information.

After all confirmations, Microsoft Word ends the session and returns control to the operating system.

Replace

Edit menu

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

Purpose

To search for and replace the specified text.

Remarks

This command searches the document for the text in the "text" field and replaces it with the text in the "with text" field. You can also search for unspecified and special characters. You can use the question mark (?) to match any single character. For example, Wo?d as search text can find Word, Wood, or Wold.

You cannot use the question mark in this way in the "with text" command field. If you enter a question mark there, Word inserts a question mark during replacement.

You can also search for and replace text with special characters, which are not letters, numbers, or punctuation. To enter special characters, you precede one of the following characters with the ^ symbol.

Character	Meaning
^w	White space. Searches for any number and combination of spaces, tab characters, non-breaking spaces, newline characters, paragraph marks, division marks, and "hard" page break characters. The ^w special character cannot be used in the "with text" command field.
^s	Nonbreaking space.
^t	Tab character.
^p	Paragraph mark.
^n	Newline character.
^—	Nonrequired hyphen (see below for additional details).
^d	Division mark.

If you precede any other character with the ^ symbol, Word takes that character at face value. For example, for ^? Word searches for a question mark. For ^^ Word searches for a ^ symbol.

If the search text does not contain a nonrequired hyphen, then Word will find all matching text, including text containing nonrequired hyphens. If the search text includes nonrequired hyphens, their positions must match the document exactly. For example, if your search text is *type–writer*, Word will only find *type–writer* (that is, *type* nonrequired hyphen *writer*), but not *typewrit–er* or *type-writer* when the hyphen is a normal or nonbreaking hyphen.

The direction of the search is always toward the end of the document. If the selection is a single character, then the search starts at the selection and goes to the end of the document. If the selection is more than one character, then the search goes from the first to the last character of the selection; only the text within the selection is searched.

If the "confirm" option is chosen, Microsoft Word will ask you to confirm the replacement. Type *Y* (for Yes) to replace. Type *N* (for No) to prevent replacement and to search for the next occurrence. Press the CANCEL (Esc) key at any time to cancel the command.

When the replacements have been made, Microsoft Word returns to the selection that was in effect when the Replace command was carried out.

Command Fields

text:

Enter text. The text may be up to 40 characters long. You can also search for special characters. See "Remarks" above for details. The text for the most recent search or replace will be the proposed response.

with text:

Enter text. The text may be up to 40 characters long. You can also replace with special characters, except *w* and *?*. See "Remarks" above for details. The text for the most recent replace will be the proposed response.

confirm:

Choose an option.

"Yes" asks you to confirm before replacing the text.

"No" replaces text without asking for confirmation.

case:

Choose an option.

"Yes" searches for text that has exactly the same uppercase and lowercase letters as the specified "text" and replaces this text with exactly what you type in the "with text" command field.

"No" ignores "case" during the search. If the initial letter or all letters in the text to be replaced are uppercase, Microsoft Word will keep the same uppercase and lowercase configuration. For example, if *the* and *one* are the search and replacement text, then Microsoft Word will replace *the* with *one*, *The* with *One*, and *THE* with *ONE*.

whole word:

Choose an option.

"Yes" searches for text that has leading and trailing word breaks (spaces, punctuation, etc.).

"No" searches for text anywhere, even embedded in other text.

Search

Edit Menu

> SEARCH text:
>   direction: Up Down   case: Yes No   whole word: Yes No

Purpose

To search a document for the first occurrence of the specified text.

Remarks

This command searches the document for the text in the "text" field and selects the text. The search begins after the selection for a "Down" search or before the selection for an "Up" search.

The direction of the search and other options are defined by the other command fields.

Command Fields

text:

Enter text. The text may be up to 40 characters long. You can also search for special characters. See "Remarks" under the Replace command for details. The text for the most recent search or replace will be the proposed response.

direction:

Choose an option.

"Down" searches toward the end of the document from the selection.

"Up" searches toward the beginning of the document from the selection.

case:

Choose an option.

"Yes" searches for text that has exactly the same uppercase and lowercase letters as the specified "text."

"No" ignores "case" while it searches.

whole word:

Choose an option.

"Yes" searches for text that has leading and trailing word breaks (spaces, punctuation, etc.).

"No" searches for text anywhere, even embedded in other text.

Transfer

Edit menu

TRANSFER: Load Save Clear Delete Merge Options Rename Glossary

Purpose

These subcommands act on entire documents, the glossary, and the file system.

Remarks

Most Transfer commands have a "filename" field in which you supply the name of a file. You can fill a "filename" field by typing a response or by choosing a name from a directory.

Whenever the "filename" command field is active, press one of the direction keys or the right mouse button to view the directory of the current disk. If the list of files you want to see is not on the current drive, include a correct drive name. Use the format described in the "Operating Information" section at the beginning of this manual.

To view all document names in the directory, press a direction key or click the right mouse button with the "filename" field empty. To view names that match a particular pattern, type the pattern, then press a direction key. To make a filename pattern, use the asterisk (*) and the question mark (?) in place of the characters of a filename. The asterisk can replace several characters, the question mark only one. For example, the pattern ??? displays all names that contain exactly three characters, and the pattern M* displays all names that begin with the letter M. To see all files, type the *.* pattern.

To load a document from the directory, use the direction keys or the mouse pointer and the left mouse button to move the highlight to the desired name. The highlighted name also will appear in the "filename" field. Once you have chosen a name, move to the next command field, or carry out the command.

Transfer

Gallery menu

TRANSFER: Load Save Clear Delete Merge Options Rename

Purpose

To offer subcommands that act on style sheets and the file system.

Remarks

This command affects only style sheet files. When you use the direction keys or the right mouse button to view the directory, only those filenames ending in .STY will appear.

For more details on entering filenames, see the Transfer command in the Edit menu.

Transfer Clear

Edit menu

TRANSFER CLEAR: Window All

Purpose

To start a new document.

Remarks

The subcommands clear only the active window, or they reset Word to a single empty window.

A new, cleared document will automatically be associated with the style sheet NORMAL.STY. This means that by defining the character and paragraph parts of "normal paragraph" style and "normal division" style in NORMAL.STY, one can control the initial formatting of characters, paragraphs and divisions in new documents. If NORMAL.STY does not exist, the association has no effect on the document (unlike associations with other style sheets that require that the style sheet exist).

TRANSFER CLEAR ALL:

Clears the entire text area of all windows and text. Using Transfer Clear All is like starting up Microsoft Word again.

TRANSFER CLEAR WINDOW:

This command clears only the active window.

Transfer Clear

Gallery menu

TRANSFER CLEAR:

Purpose

To start a new style sheet.

Remarks

The command clears the gallery as soon as you choose Clear. If the style sheet contains unsaved changes, Microsoft Word will ask you to confirm.

Transfer Delete

Edit, Gallery menus

TRANSFER DELETE filename:

Purpose

To delete a file from a disk.

Remarks

This command is useful whenever you need to make room for new files on a full disk. You may delete only files that have not been loaded or saved during the current editing session. If you attempt to delete any file that you have loaded or saved during this session, Microsoft Word cancels the command and displays a message.

Command Field

filename:

Enter a filename or use direction keys or the right mouse button to view the directory. See the Transfer command in the Edit menu for details on entering a filename. When you type a filename, type it exactly as it appears in the disk directory.

Transfer Glossary

Edit menu

TRANSFER GLOSSARY: Merge Save Clear

Purpose

To offer subcommands that act on the entire glossary.

Remarks

The Transfer Glossary subcommands operate much like the Transfer Merge, Transfer Save, and Transfer Clear commands, except that they apply only to glossary buffers and files.

When Word starts up, it loads the glossary file NORMAL.GLY. This file is useful for storing glossary text you will use during most editing sessions, because the text is immediately available at startup.

Transfer Glossary Clear

Edit menu

TRANSFER GLOSSARY CLEAR name:

Purpose

To remove a glossary name from the glossary or to clear the entire glossary.

Remarks

Microsoft Word asks you to confirm that you want to clear the specified glossary buffers. This action will remove the names of the buffers from the lists displayed by other glossary commands.

Command Field

name:

Enter glossary names or leave blank to clear all glossary buffers. Blank is the proposed response. If you enter more than one name, separate the names with commas. If you enter a name that has not been defined, Microsoft Word will display the message:

Glossary name not defined

Word then highlights the undefined name, and waits for you to edit the response.

Transfer Glossary Merge

Edit menu

TRANSFER GLOSSARY MERGE filename:

Purpose

To merge glossary buffers from a file on disk into Microsoft Word for use during editing.

Remarks

Microsoft Word merges the glossary buffers from the specified file with the glossary buffers already in Word. If any of the glossary buffers from the file have the same names as glossary buffers already in Microsoft Word, the contents of the buffers from the file will replace the contents of those already in Word. If a file cannot be found, Word displays the message:

Cannot read file

Command Field

filename:

Enter filename or select from list. The extension .GLY will be supplied automatically.

Transfer Glossary Save

Edit menu

TRANSFER GLOSSARY SAVE filename:

Purpose

To save the contents of the glossary buffers in a disk file.

Remarks

When you quit Microsoft Word, the contents of the glossary buffers are not saved automatically. To save the contents for use in a later session, use the Transfer Glossary Save command.

Command Field

filename:

Enter filename or select from list. The extension .GLY will be supplied automatically.

Transfer Load

Edit, Gallery menus

TRANSFER LOAD filename: read only:

Purpose

To load a document from a file on disk into the active window, or to load a style sheet.

Remarks

Microsoft Word loads the document or style sheet from the specified file. If Word cannot find the file, it displays the message:

Enter Y to create style sheet

or

Enter Y to create file

If you confirm, a new file will be created with the specified name.

Use the "read only" field if you wish to view the document without changing it.

In the Gallery menu, this command loads a style sheet.

Unformatted text files created by other programs can be loaded into Word.

Command Fields

filename: (style sheet name: *Gallery menu*)

Enter a filename, or use direction keys to view the directory. The list of filenames will show only those filenames that end in .DOC (in the Edit menu) and .STY (in the Gallery menu). To enter filenames that end differently, type the filename. If you omit a filename extension, Word assumes you mean a filename that ends with .DOC or .STY. If the file you want to load has no filename extension, type the filename and add a period only. See the Transfer command (Edit menu) for more information on entering a filename.

read only:

Choose an option.

"Yes" means that the document is treated as a "read only" file, which means you may display the document but cannot make changes to it.

"No" means that you can treat the document as an ordinary file and make changes.

Transfer Merge

Edit menu

TRANSFER MERGE filename:

Purpose

To merge the active document with another document.

Remarks

File contents are inserted into the active document in front of the selection.

Command Field

filename:

Enter filename. See the Transfer command (Edit menu) for further information.

Transfer Merge

Gallery menu

TRANSFER MERGE style sheet name:

Purpose

To merge the active style sheet with style sheets from disk files.

Remarks

Merged styles are inserted in front of the selection on the active style sheet. Any conflicts between merged definitions and definitions in the active style sheet are ignored until you carry out a Transfer Save command or choose Edit to move to the Edit menu. At that point, Microsoft Word displays one of the messages:

Style already defined

or

Key codes conflict

One of the conflicting styles will be selected.

Command Field

style sheet name:

Enter filename or select from list. The extension .STY will be supplied automatically.

Transfer Options

Edit, Gallery menus

TRANSFER OPTIONS setup:

Purpose

To view or change the default drive setting.

Remarks

You can use this command only when there are no documents or style sheets loaded in Word. To use the Transfer Options command, first use the Transfer Clear All command in the Edit menu. You can also use the Transfer Options command when you first start Word without any documents.

If your system has two floppy disk drives, Word automatically makes drive B the data drive. If you start Word from drive B, you may change the data drive to drive A.

This command is useful whenever you want to load and save documents from a data disk. Once the default drive is set, you can refer to files on the disk in that drive without supplying the drive name.

Command Field

setup:

Enter drive or directory. The response must be in the format described in the "Operating Information" section at the beginning of this manual. If you do not specify a drive name, the default drive remains the same.

Transfer Rename

Edit, Gallery menus

TRANSFER RENAME filename:

Purpose

To rename the active document or style sheet.

Remarks

This command changes the name of the active document or style sheet shown and printed in the status line to the specified name. If the active document name is also the name of a file on the current disk, the command changes the name of the file as well.

Command Field

filename:

Enter filename or select from list. See the Transfer command (Edit menu) for more information on entering a filename. If the new name is the name of a file that already exists on the current disk, Microsoft Word cancels the command and displays the message:

Cannot rename file

Transfer Save

Edit, Gallery menus

> TRANSFER SAVE filename:
>   formatted: Yes No

Purpose

To save a document or a style sheet in a file on disk.

Remarks

Microsoft Word copies the document to the specified file. After the copy, you can continue to edit the document or you can load a new document.

If a document is saved on the same disk that the document was loaded from, the old version of the file will be retained as a backup with its file extension changed to .BAK. In fact, a backup file is created whenever a document is saved on a file that already exists. Note, however, that the backup file requires space on the disk. If necessary, this file can be deleted at a later session using the Transfer Delete command.

Command Fields

filename: (style sheet name: *Gallery menu*)

Enter filename. See the Transfer command description for more information on entering a filename. The appropriate extension (.DOC in the Edit menu, or .STY in the Gallery menu) will be supplied automatically.

formatted: *(Edit menu only)*

Choose an option. "Yes" (the proposed response) means that the document and its formatting are saved. "No" means that only the document text is saved as a standard ASCII file without any formatting information and with a CR/LF combination terminating paragraphs. This could be useful if the file were intended as input to some other program that expected ASCII text only.

Undo

Edit, Gallery menus

    UNDO

Purpose

To reverse the effect of the last editing change.

Remarks

The Undo command changes the document back to the way it was before your most recent change. If you are undoing a change that added text, Undo will delete the text and select the first character following the deletion. If you are undoing a change that deleted text, Undo will insert the text and leave it selected. You can also undo changes made by the Format and Replace commands.

Because the Undo command can itself be reversed, you can use the Undo command to toggle between a "before and after" view of an editing change.

If no editing changes have been made, Microsoft Word displays the message:

    No edit to undo

Window

Edit menu

WINDOW: Split Close Move Options

Purpose

To present a choice of window operations.

Remarks

Splitting, closing, and moving windows can also be done with the mouse.

To split a window, move the mouse pointer into the top border (for a vertical split) or the right border (for a horizontal split) and click the left mouse button. To split a footnote window, move the mouse pointer into the right border and click the right mouse button.

To close a window, move the mouse pointer into the top or right border and click both mouse buttons together.

To move a window border, move the mouse pointer to the lower right corner of a window. When the pointer changes to a four-headed arrow, hold down the left mouse button and move the four-headed pointer to the new position. Release the button to redraw the borders.

Window Close

Edit menu

WINDOW CLOSE window number:

Purpose

To close a window.

Remarks

Microsoft Word closes the specified window. If this is the only window displaying a document with unsaved editing changes, Word will display the message:

Enter Y to confirm loss of edits

Type *Y* to discard the changes; press CANCEL (Esc) to cancel the command.

Command Field

window number:

Enter number. The number of the active window is the proposed response.

Window Move

Edit menu

WINDOW MOVE lower right corner of window #:   to line: to position:

Purpose

To move window borders.

Remarks

This command moves the borders between windows to increase the size of a window. This can make viewing a document easier.

Common window borders change together, so changing the size of one window will affect the size of others in a complementary way. For windows on the bottom and right edges of the text, move the borders of the neighboring windows (see the figure below).

Windows can be shrunk until they show only one character vertically and horizontally. The minimum-size window will still include space for the selection bar and the style bar if it was turned on before the window was shrunk.

Command Fields

window #:

Enter a number for any open window, except for windows that border the bottom and right edges of the text area. If you choose a window that borders the bottom or right edge, Microsoft Word cancels the command.

to line:

Enter a number for the line you want the border to move to. If you enter a number larger than the distance available, Microsoft Word moves the border as far as it can.

You can use the UP and DOWN direction keys to enter a line number. Press any direction key to make a square pointer visible in the lower right corner of the window. Move the window move pointer up and down with the direction keys to the place you want to move the border. The line number appears in the command field as you move the pointer. The restrictions on line numbers apply to this method, too.

to position:

Enter a number for the position you want to move the border to. If you enter a number larger than the distance available, Microsoft Word moves the border as far as it can.

You can use the RIGHT and LEFT direction keys to enter a position number. If the pointer is not already visible, press any direction key to make a square pointer visible in the lower right corner of the window. Move the window move pointer right and left with the direction keys to the place you want to move the border. The position number appears in the command field as you move the pointer. The restrictions on position numbers apply to this method, too.
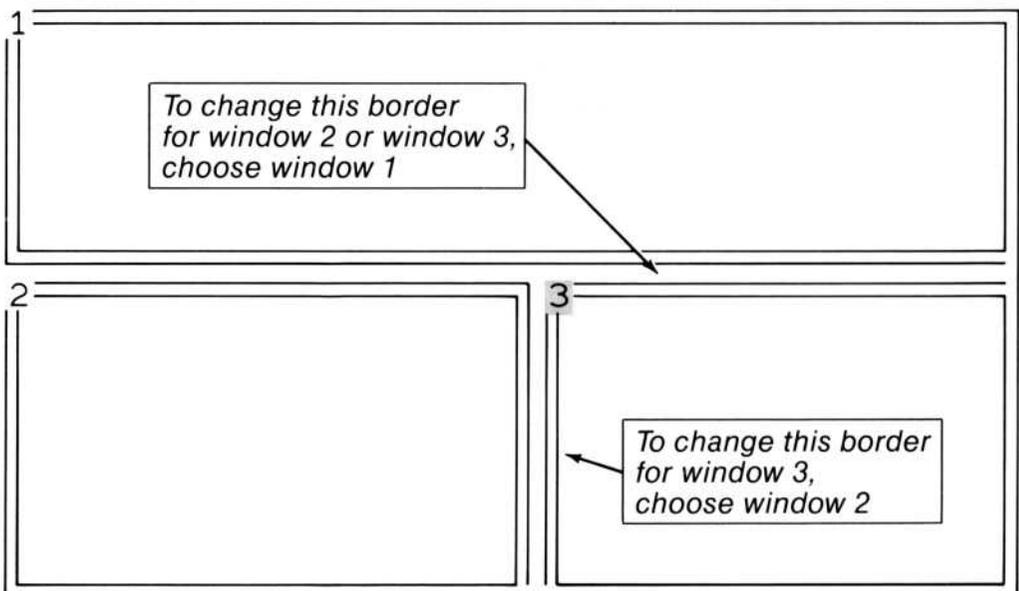
Window Options

Edit menu

```
WINDOW OPTIONS window number:          background color:
                   style bar: Yes No    ruler: Yes No
```

Purpose

To review and set options for windows.

Remarks

The "background" of the window is what the text appears on, similar to paper for example. When you start Word with the /C option, you can see a list of the color numbers and a "swatch" of the color by pressing a direction key or the right mouse button.

The style bar along the left window border displays the Alt key combinations for paragraph styles assigned to the paragraphs in the associated text window. Each open window may have a style bar turned on. The style bar is always two characters wide when it is on.

When you use this command to turn the ruler on, it stays on until you turn it off. This is in contrast to the Format Tabs and Format Paragraph commands, which turn the ruler off automatically when you carry out the command. You may also turn the ruler on and off with the mouse and the ruler button, which is in the upper right corner of each window.

Command Fields

window number:

Enter number. The active window is the proposed response.

background color:

Enter color number or select from list. The choices are:

0	Black
1	Blue
2	Green
3	Cyan
4	Red
5	Magenta
6	Yellow
7	White

style bar:

Choose an option. "Yes" activates the style bar. The symbols that appear in the style bar are:

blank	This paragraph has no style assigned to it.
1- or 2-letter key code	This is the key code entered in combination with the Alt key to assign the paragraph style.
* (asterisk)	This symbol represents a paragraph style that is not defined on the style sheet currently attached to the document.
»	This line was the beginning of a new page, as of the latest printing.
b	This paragraph is a running head that will appear at the bottom of both odd- and even-numbered pages during printing.

be	This paragraph is a running head that will appear at the bottom of even-numbered pages during printing.
bf	This paragraph is a running head that will appear at the bottom of the first page of the division during printing.
bo	This paragraph is a running head that will appear at the bottom of odd-numbered pages during printing.
t	This paragraph is a running head that will appear at the top of both odd- and even-numbered pages during printing.
te	This paragraph is a running head that will appear at the top of even-numbered pages during printing.
tf	This paragraph is a running head that will appear at the top of the first page of the division during printing.
to	This paragraph is a running head that will appear at the top of odd-numbered pages during printing.

ruler:

Choose an option. "Yes" displays the ruler.

Window Split

Edit menu

WINDOW SPLIT Horizontal Vertical Footnote

Purpose

To open a window by splitting the active window.

Remarks

New document windows display a portion of the document in the "parent" window. A new window becomes the active one. The selection is the same text that was selected in the "parent" window before the split.

Up to eight windows may be opened with the Window Split commands.

You can also split windows with the Microsoft Mouse and the window bars.

Window Split Footnote

Edit menu

WINDOW SPLIT FOOTNOTE at line:

Purpose

To open a window for viewing footnotes.

Remarks

The footnote window displays only the text of footnotes whose reference marks are visible in the window from which the footnote window was split.

You can scroll and edit footnote text in the footnote window as you would scroll and edit document text in a document window.

If you try to open a footnote window in a text window that already has a footnote window open, Microsoft Word will cancel the command and display the message:

Not a valid window split

Command Field

at line:

Enter a number between 3 and 18. If you enter any other number, Microsoft Word will cancel the command and display the message:

Not a valid window split

You can use the UP and DOWN direction keys to enter a line number. Press any direction key to make a square pointer visible in the selection bar. Move the window split pointer up and down with the direction keys to the place you want to split the window. The line number appears in the command field as you move the pointer. The restrictions on line numbers apply to this method, too.

Window Split Horizontal

Edit menu

WINDOW SPLIT HORIZONTAL at line:

Purpose

To split the active window horizontally.

Remarks

The new window is the one below the split. It is given the next unused window number and becomes the active window. The new window will show the same document as the window from which it was split.

Command Field

at line:

Enter a number between 3 and the maximum number of lines in the window minus 1 line. Microsoft Word considers the first line of each window as line 1, regardless of where the line is located in the text area. If you enter a number smaller than 3 or larger than the last line of the window minus 1, Microsoft Word cancels the command and displays the message:

Not a valid window split

You can use the UP and DOWN direction keys to enter a line number. Press any direction key to make a square pointer visible in the selection bar. Move the window split pointer up and down with the direction keys to the place you want to split the window. The line number appears in the command field as you move the pointer. The restrictions on line numbers apply to this method, too.

Window Split Vertical

Edit menu

WINDOW SPLIT VERTICAL at column:

Purpose

To split a window vertically.

Remarks

The new window is to the right of the split. The new window is given the next unused window number and becomes the active window.

Microsoft Word allows a maximum of three side-by-side windows. If you attempt a third vertical split, Word cancels the command and displays the message:

Not a valid window split

Command Field

at column:

Enter a number between 4 and the maximum number of columns in the window minus 4 columns. Microsoft Word considers the first column of each window as column 0 (zero), regardless of where the column is located in the text area. If you enter a number smaller than 4 or larger than the last column of the window minus 4, Microsoft Word cancels the command and displays the message:

Not a valid window split

You can use the RIGHT and LEFT direction keys to enter a column number. Press any direction key to make a square pointer visible in the scroll bar. Move the window split pointer right and left with the direction keys to the place you want to split the window. The column number appears in the command field as you move the pointer.

Chapter 11

Message Directory

This directory lists in alphabetical order all the messages that may appear on the message line while you are working with Microsoft Word. The probable causes of the messages are given, followed by a description of possible responses.

Cannot delete file

Cause.   The file was not on the disk; the filename was not valid; the disk is write-protected; or the file is in use.

Action.   Make sure that you enter the correct filename; if the disk is write-protected, consider whether to remove protection from the disk.

Cannot move text into itself

Cause.   You have attempted to move the selection with the mouse to a destination that is within the selection.

Action.   Select another destination for the move.

Cannot rename file

Cause.   There is already a file with that name, the name is not a legal name, or the disk is write-protected.

Action.   Choose another name for the file or, if the disk is write-protected, consider whether to remove protection from the disk.

Cannot save file

Cause.   Word was unable to make a backup copy of the file you are saving because of a disk error or because the disk is full.

Action.   Use the Transfer Delete command to delete some files, or use a different disk.

Command field requires response

Cause. You left a command field blank, but the command requires that the field be filled in.

Action. Retry the command after filling in the field.

Disk error

Cause. The operating system has informed Word of a serious error while accessing the disk.

Action. Check the disk for a write-protect tab, and remove it if you wish to write to disk. Reinsert the disk correctly. Retry the command. See the "File Operations" section of Chapter 9, "Elements of Microsoft Word," for more information.

Disk full

Cause. There is no more room on the disk.

Action. Use the Transfer Delete command to look at the files on the disk and delete unneeded files, or use a different disk.

Edit document or press Cancel to use menu

Cause. You are in the Alpha command and Word is ready for you to enter text.

Action. Enter text or edit it with the editing keys. To use other editing commands, press the CANCEL (Esc) key or choose a command with the mouse.

End mark cannot be edited

Cause. You attempted an editing command while the end mark was the only thing selected.

Action. Select other text and retry the command. If the document contains no text, enter text then select it to retry the command.

Enter character style or select from list

Cause. The active command field requires the name of a character style.

Action. If you know which style you want, type it in the command field. Otherwise, use the mouse or direction keys to view and select from the list of available character styles (see "Formatting and Styles" in Chapter 9, "Elements of Microsoft Word").

Enter color number or select from list

Cause. The active command field requires a color number from the list of available colors.

Action. If you know the number of the color you want, type it in the command field. Otherwise, use the mouse or direction keys to view and select from the list of available colors (as described in Chapter 10, "Command Directory," under the Window Options command).

Enter division style or select from list

Cause. The active command field requires the name of a division style.

Action. If you know which style you want, type it in the command field. Otherwise, use the mouse or direction keys to view and select from the list of available division styles.

Enter drive or directory

Cause. You are in the "setup" field of the Transfer Options command; a response is required.

Action. Enter a drive specification or a DOS 2.0 directory name, or press the CANCEL (Esc) key to cancel the command.

Enter filename

Cause. You have asked Word to write a file. The active command field requires the name of the file to be written.

Action. Enter the name of the file you want to write, or press the CANCEL (Esc) key to cancel the command.

Enter filename or select from list

Cause. The active command field requires the name of the file to be read.

Action. If you know which file you want, enter the filename. Otherwise, use the mouse or direction keys to view and select from the list of filenames.

Enter font name

Cause. The active command field requires the name of one of the available fonts.

Action. If you know the name of the font you want, type it in the command field. Otherwise, use the mouse or direction keys to view and select from the list of available fonts.

Enter font size in points or select from list

Cause. The active command field requires a font size in points.

Action. If you know the font size you want (e.g., 12 pt.) type it in the command field. Otherwise, select from the list of available sizes.

Enter glossary name or select from list

Cause. The active command field requires the name of a glossary buffer.

Action. If you know which glossary name you want, type it in the command field. Otherwise, use the mouse or direction keys to view and select from the list of available glossary buffer names.

Enter glossary names or leave blank to clear all

Cause. You have chosen the Transfer Glossary Clear command and you are being asked to tell Word which glossary buffers you wish to clear.

Action. Enter the names of the glossary buffers you wish to clear, separated by commas, or press any direction key to view the list of names. Press CANCEL (Esc) if you do not want to clear any glossary buffers.

Enter key code

Cause. The active command field requires that a one- or two-character key code be assigned to this style.

Action. Type the desired one- or two-letter or digit combination.

Enter list of measurements

Cause. The active command field requires one or more numbers, separated by commas, which represent measurements.

Action. Type the number(s). Your response will be taken as a number of whatever units you have selected in the Options command; however, you may override that unit by following each number by one of the other units of measure (in, cm, pt, p10, p12).

Enter list of page numbers

Cause. You are in the "page numbers" command field of the Print Options command and wish to selectively print some pages of your document.

Action. Type the numbers of the pages you wish to print, separated by either commas (,) or colons (:). For example, to print pages one through five, and also page seven, you would type 1:5, 7.

Enter measurement

Cause. The active command field requires a number which represents a measurement.

Action. Type the number. Your response will be taken as a number of whatever units you have selected in the Options command; however, you may override that unit by following each number with one of the other units of measure (in, cm, p10, p12, pt).

Enter measurement in lines

Cause. The active command field requires the desired line spacing: 1 for single spacing, 2 for double spacing, etc. A "line" is considered to be 12 points.

Action. Type the number of lines. You may specify another unit of measure by following the number with the desired unit of measure (in, cm, p10, p12, pt).

Enter number

Cause. The command requires a single number.

Action. Type a number or press CANCEL (Esc) to cancel the command.

Enter paragraph style or select from list

Cause. The active command field requires the name of a paragraph style.

Action. If you know which paragraph style you want, type it in the command field. Otherwise, use the mouse or direction keys to view and select from the list of available paragraph styles (see "Formatting and Styles" in Chapter 9, "Elements of Microsoft Word").

Enter printer name or select from list

Cause. You are in the Print Options command.

Action. In the "printer" command field, select the name of the printer you will be using. Use the mouse or direction keys to view and select from the list of printer names.

Enter second character of key code

Cause. You have typed the first character of a two-character key code to assign a style.

Action. Type the second letter of the key code for the style you want, or press CANCEL (Esc) to cancel.

Enter text

Cause. The active command field requires some text.

Action. Enter text, or press CANCEL (Esc) to cancel the command.

Enter usage or select from list

Cause. The active command field requires the name of a usage.

Action. If you know which usage you want, type it in the command field. Otherwise, use the mouse or direction keys to view and select from the list of available usages (as described in "Formatting and Styles" in Chapter 9, "Elements of Microsoft Word").

Enter variant or select from list

Cause. The active command field requires the name of a variant.

Action. If you know which variant you want, type it in the command field. Otherwise, use the mouse or direction keys to view and select from the list of available variants (see "Formatting and Styles" in Chapter 9, "Elements of Microsoft Word").

Enter Y after mounting *font name*

Cause. Word is printing a document on an impact printer and has come to a place in the document where a font change is required. This message will also appear before Word starts printing.

Action. Change the print wheel as instructed and type *Y* (for Yes).

Enter Y to confirm

Cause. You have chosen Quit or Transfer Clear All.

Action. Carefully consider whether this action is correct. If it is safe for the command to proceed, type *Y*. Otherwise, press CANCEL (Esc), and Word will return to the main command menu.

Enter Y to confirm loss of edits

Cause. Recent edits to the active document will be lost if Word carries out the command you have chosen.

Action. If you don't want to save the recent editing changes, type *Y* (for Yes). Otherwise, press CANCEL (Esc) and use the Transfer Save command to save the changes before continuing.

Enter Y to confirm loss of edits to style sheet

Cause. Recent edits to the current style sheet will be lost if Word carries out the command you have chosen.

Action. If the recent editing changes are unwanted, type *Y* (for Yes). Otherwise, press CANCEL (Esc) and save the changes using Transfer Save before continuing. If you are not in the Gallery menu, you must enter the Gallery to save the current style sheet.

Enter Y to confirm loss of formatting

Cause.   You have asked Word to save a document without its formatting.

Action.   Make sure that you do want to save the document unformatted. If so, type *Y* (for Yes). If not, type *N* (for No).

Enter Y to continue, or Cancel

Cause.   Word has paused during printing, either because you pressed CANCEL (Esc) or because you are printing a document on sheets of paper (rather than a continuous roll) and it has come to the end of a sheet.

Action.   Insert another sheet, if necessary, and type *Y* (for Yes) if you want to continue printing the document; otherwise, press the CANCEL (Esc) key.

Enter Y to create file

Cause.   You have responded to the Transfer Load command with the name of a nonexistent file, and Word is asking if you want to create a new file with that name.

Action.   If you intend to create a new file, type *Y* (for Yes). If you intended to load an existing file, press CANCEL (Esc) and retry the Transfer Load command, checking to make sure that you have typed the filename correctly and that the correct disk has been inserted.

Enter Y to create style sheet

Cause.   You have responded to the Transfer Load command (Gallery menu) or the Format Style Sheet command (Edit menu) with a nonexistent style sheet name, and Word is asking if you want to create a new style sheet with that name.

Action.   If you intend to create a new style sheet, type *Y* (for Yes). If you intended to load an existing style sheet, press CANCEL (Esc) and retry the command.

Enter Y to erase glossary names

Cause. You have chosen the Transfer Glossary Clear command to empty all current glossary buffers; Word is checking to make sure that's what you really intend.

Action. If you no longer need the current unsaved glossary buffers, type *Y* (for Yes). Otherwise, press the CANCEL (Esc) key and save them before continuing with your work.

Enter Y to overwrite file

Cause. You have asked Word to print to a file that has the same name as an existing file. If Word continues, it will replace the existing file with the new one.

Action. If you want to replace the existing file, type *Y*. To keep the existing file, press CANCEL (Esc) and retry the command, giving the file a different name.

Enter Y to replace, N to ignore, or press Cancel

Cause. You are using the Replace command with the "confirm" option and Word has located an instance of the text you are searching for. You have three choices.

Action. Type *Y* (for Yes) if you want to make the replacement and continue searching. Type *N* (for No) if you don't want this occurrence replaced but do want to continue searching for other occurrences. Press the CANCEL (Esc) key to halt the Replace command.

Enter Y to retry access to *filename*

Cause. Word cannot access the file identified in the message.

Action. Type *N* (for No) if the file is not the one you wanted. Before retrying, make sure that the correct disk is mounted in the correct drive and that there is no write-protect tab on the disk. Change the disk or remove the write-protect tab, if necessary, and try typing *Y* (for Yes). (See "File Operations" in Chapter 9, "Elements of Microsoft Word," and the "Operating Information" section at the beginning of this manual for more information.) If you still get this message, type *N* to cancel the command and return to the main command menu and window display. If Word requires access to the Program disk, you will see the message:

Enter Y to retry access to Microsoft Word Program disk

Formatting page *number*

Cause. You have asked Word to print a document and the printing is in progress.

Action. Wait for the document to print. When the printing is complete, the Edit menu will return and you can continue working. Pressing CANCEL (Esc) will interrupt the printing and return you to the Edit menu.

Formatting too complex

Cause. You have attempted to assign a combination of formatting commands that exceeds Word's capacity.

Action. Save your document. After the save, additional formatting may be performed.

Glossary name not defined

Cause. You have specified the name of a glossary buffer that does not exist.

Action. Retry the command, making sure that the name you select exists.

Insufficient memory

Cause. Word has run out of storage space; no more editing is possible.

Action. Save your documents immediately. You can continue editing after the save.

Key code not defined

Cause. The key code combination you typed has not been defined in the current style sheet.

Action. Retry the key code, checking to see that you have given the correct key combination for the style you want. If necessary, check the style sheet for the list of definitions.

Key codes conflict

Cause. Two styles on the style sheet have been defined with key codes that either are the same, or one is the same as the first letter of the other.

Action. Redefine the key code, and retry the command.

Library reserved for future use

Cause. You requested the Library command.

Action. None is required. Word returns to the main command menu.

List is empty

Cause. You have asked Word to display a list of names, but there are no names on the list.

Action. None is required. The message confirms that the list is empty.

No edit to undo

Cause. You have chosen the Undo command when there is no previous editing that can be undone.

Action. None is required. Carry on with your editing.

No more footnote references

Cause. You have chosen the Jump Footnote command when you are already beyond the last footnote reference in the document or when no footnotes exist in the document.

Action. None is required.

No such page

Cause. You have attempted to carry out a Jump Page command on a page number that was not created during the last pagination of the document.

Action. Retry the command, using a smaller page number. If you need to know the last page number of the document, select the end mark, then choose the Jump Page command. The proposed response is the highest page number.

Not a valid action for footnotes and running heads

Cause. You have attempted one of the following actions:

Clearing a footnote window.

Loading a document into a footnote window.

Footnoting a footnote or a running head.

Inserting a division marker in a footnote or running head.

Deleting the last paragraph mark at the end of a running head.

Deleting the last paragraph mark at the end of a footnote.

Action. None is required. Make sure that your selection is neither a footnote nor a running head before repeating any of these actions.

Not a valid color number

Cause. You have selected an incorrect color number.

Action. Retry the command, checking to see that the color number you specified in the command field is correct.

Not a valid drive or directory

Cause. The drive or directory you named in the command is either incorrect or does not exist.

Action. Retry the command, checking to see that the drive or directory you specify is correct.

Not a valid file

Cause. In a Transfer Load or Transfer Glossary Load command, you have specified the name of a file that is not appropriate for the command (e.g., the name of a glossary file when a style sheet is required).

Action. Make sure that the file is appropriate for the Load command you wish to use.

Not a valid font name

Cause.   You have specified a font name that is neither one of the generic font names nor one of the font names defined for the active printer.

Action.   Retry the command, making sure that you have selected a valid font name.

Not a valid glossary name

Cause.   Your response to Word's request for a glossary name contains a non-alphanumeric character.

Action.   Retry the command, making sure that the name is typed correctly.

Not a valid key code

Cause.   The key code you have given for a style is either more than than two characters long or contains a non-alphanumeric character.

Action.   Retry the command, checking to see that the key code contains at most two letters or digits.

Not a valid number

Cause.   The response in the active command field contains a non-numeric character or a number that is outside the acceptable range.

Action.   Retry the command with a valid number in the command field.

Not a valid option

Cause.   You typed a letter that does not correspond to any of the current menu options.

Action.   Check the menu for the option you want and type the first letter of the menu item, or press CANCEL (Esc) to cancel the command.

Not a valid style

Cause.   The style you have selected does not exist.

Action.   Retry the command, selecting from the list of available styles.

Not a valid usage

Cause.   The usage you have selected does not exist.

Action.   Retry the command. Use a direction key to view the list of available usages and select from this list.

Not a valid variant

Cause.   The variant you have selected does not exist for the specified usage.

Action.   Retry the command. Use a direction key to view the list of available variants and select from this list.

Not a valid window

Cause.   You have specified a number for a window that does not exist.

Action.   Retry the command, checking to see that the window number is valid.

Not a valid window split

Cause.   You have attempted one of the following:

To make another vertical split when you already have three windows side by side.

To split a footnote window.

To split a window too close to an existing boundary.

To split a window that has a footnote window open.

Action.   Either select another window to split, or close one of the existing windows to accommodate the new split.

Pagination is required

Cause.   You have attempted a Jump Page command on a document that has not been paginated or printed.

Action.   Use the Print Repaginate command to paginate the document.

Print wheel change ignored

Cause. A document you are printing in the background requests a font change.

Action. None is required.

Printer is not ready

Cause. The printer is not responding to a request from Word.

Action. Make sure the printer is connected properly and is ready to print, then retry the command.

Read-only: document may not be edited

Cause. The document you are trying to edit has been loaded with the read-only option.

Action. If you want to make changes to a document, you must use Transfer Load to load it without the read-only option.

Reading printer description...

Cause. You have selected a new printer with the Print Options command.

Action. None is required.

Reserved glossary name

Cause. You have attempted to copy or delete to one of the reserved glossary buffer names ("page" or "footnote").

Action. None is required. Retry the operation with another glossary buffer name, making sure that the name you choose is not one of the reserved names.

Response too long

Cause. A response in a command field exceeds the length limit.

Action. Rephrase your response so that it is shorter.

Saving file...

Cause.   Word is saving the document you have named with the Transfer Save command.

Action.   None is required. When the Edit menu returns, the document has been saved and you can continue.

Scrap is empty

Cause.   You have asked Word to insert text from the scrap, but there isn't anything there.

Action.   Make sure you copy or delete text into the scrap before you insert from it.

Search text not found

Cause.   Word cannot find any (or any more) instances of the search string you have specified.

Action.   None is required. If you think the text should have been found, make sure that you spelled the search text correctly and that the search options were correctly set.

Searching...

Cause.   Word is searching for the text you specified in the Search command or in the Replace command.

Action.   Wait for Word to finish the search.

Select destination for copying text

Cause.   You have selected text to be copied to another location. You must specify where to copy the text.

Action.   Use the mouse to select a destination for the text, then release the SHIFT key.

Select destination for moving text

Cause.   You have selected text to be moved to another location.

Action.   Use the mouse to select a destination for the text, then release the Ctrl key.

Select option

Cause. Word awaits your choice from a list of options in a command field.

Action. Select one of the options using the spacebar, BACKSPACE key, initial letter, or mouse.

Select option or type command letter

Cause. You must choose from the command menu.

Action. Choose one of the items by pressing the spacebar or BACKSPACE key and pressing RETURN. Or type the initial letter of the item you want. Or point to the option you want with the mouse and click the left mouse button.

Select text to copy formatting from

Cause. You have requested that the formatting of some text be applied to another piece of text. You must specify from what text the formatting is to be copied.

Action. Use the mouse to select the text, then release the Alt key.

Selection must be a running head

Cause. The Format Running-head command requires you to select a running head before proceeding.

Action. Make sure the selection is a running head and retry the command. Use the Jump Running-head command to locate the running head of a division.

Setup cannot be changed after loading documents

Cause. You attempted a Transfer Options command "setup" after you had loaded documents.

Action. Use Transfer Save to save the documents you are working with. Carry out the Transfer Clear All command, then retry the command.

Style already defined

Cause. You have attempted to Transfer Save or enter Edit mode with a style sheet that has the same usage and variant defined more than once.

Action. Edit the style sheet so that each usage and variant is uniquely defined.

Style and format conflict

Cause. The use of the style is inconsistent with the format category.

Action. Choose another Format command which is consistent with the style usage. Note that the listing of usages is grouped according to the applicable format categories: characters, paragraphs, and divisions.

Too many windows

Cause. You have attempted to open one more window than Word allows (the limit is eight).

Action. Close one of the existing windows before attempting to open the new one.

Appendices

Appendix A
Printing Documents With Word

This appendix provides information on the following topics:

What fonts are available with Word.

How Word handles font information for the currently supported dot matrix and daisywheel printers.

How to create the files necessary for producing documents formatted with Word on other devices, including laser printers and phototypesetters.

You will find information about the Print and Print Options commands in Chapter 10, "Command Directory." If you do not know how to connect or operate your printing device, be sure to read the printer manual before attempting to print a document produced with Microsoft Word. For information about the use of parallel and serial printers, read the "Operating Information" section at the beginning of this manual.

The following dot matrix and impact printers are currently supported:

Dot Matrix Printers

Epson MX-80

Epson MX-80 with Graftrax Plus

Epson FX-80

IBM Personal Computer Graphics Printer

Impact Printers

NEC Model 3550 Spinwriter

NEC Model 7710 Spinwriter

Diablo Model 630 API

Qume Sprint 11 Plus

C. Itoh Starwriter Model FP-1500-45P

TTY and TTYBS Serial Teletypes

If you wish to print a document on any device unlike those listed above, you will need to follow the steps described in the "Other Printers" section below.

Fonts

Three attributes control the appearance of printed characters in a document: the font, the font size, and whether the character is boldface or italic. To give the user the flexibility to print a document on different printers with different capabilities, Word provides a way to specify font information for some commonly used printers as well as a generic, printer-independent specification.

There are 64 generic fonts divided into several classes whose names reflect the intended uses of the font. Each of these classes contains a number of variants, designated by a single letter (e.g., "Roman a"). The classes are:

Modern a-Modern p

> Modern fonts. Composed of lines of uniform width, either without serifs ("sans-serif") or with serifs of the same line quality. Most typewriter fonts are in this class.

Roman a-Roman p

> Roman fonts. Classical design with serifs and strokes of varying width.

Script a-Script h

> Script fonts. Slanted characters formed from nearly continuous curved lines.

Decor a-Decor h

> Decorative fonts; used for titles.

Foreign a-Foreign h

> Foreign fonts. Greek, Kana, and other foreign character sets. Fonts which expand the English alphabet by only a few characters or diacritical marks are not included in this group.

Symbol a-Symbol h

> Symbol fonts. The character sets in these fonts do not correspond to any alphabet, but are composed entirely of special symbols.

The fonts available for a given printer are described in Word in a "printer description file," which describes the generic font, font size, and bold and italic attributes. If a printer has already been specified with the Print Options command, printer-specific font names will automatically be supplied in style sheets and in any appropriate command fields, followed by the generic name in parentheses. For example:

Pica (Modern a)

If the specified printer is changed with the Print Options command, the font displayed on the screen will change according to the definition of Modern a for that printer. If the font is not defined at all for the specified printer, only the generic name will be displayed:

Modern a

For any font not defined for a printer, Word will automatically substitute a font in the same class. If no fonts of the same class are defined, then Word will substitute a font in the first classification available. If a font size is unavailable, the next smallest size will automatically replace it. If bold or italic attributes are unavailable, they will be ignored in printing.

The following sections describe the fonts available for each of the supported printers. In general, some characters appear in all character sets, such as the letters of the English alphabet, the digits, and punctuation marks, as defined in the ASCII standard. Other characters differ for different character sets. (See your printer documentation for the list of characters.)

Dot Matrix Printers

Dot matrix printers have built-in fonts. The names of the fonts used by Word are listed below, followed by samples of each font.

Epson MX-80 Series

The following printers have these corresponding printer description file names:

Epson MX-80	EPSONMX
Epson MX-80 with Graftrax Plus	EPSONMXG
IBM Personal Computer Graphics Printer	IBMGRAPH

The following fonts are available:

Fonts	Sizes	Bold	Italic
Pica (Modern a)	8, 12, 14, 16	12, 16	Yes
PicaD (Modern b)	8, 12, 14, 16	12, 16	Yes

A table of each font and its possible attributes is given below:

Pica	8	ABCDabcd1234		ABCDabcd1234
Pica	12	ABCDabcd1234	ABCDabcd1234	ABCDabcd1234
Pica	14	ABCDabcd1234		ABCDabcd1234
Pica	16	ABCabc123	ABCabc123	ABCabc123
Picad	8	ABCDabcd1234		ABCDabcd1234
Picad	12	ABCDabcd1234	ABCDabcd1234	ABCDabcd1234
Picad	14	ABCDabcd1234		ABCDabcd1234
Picad	16	ABCabc123	ABCabc123	ABCabc123

Note that the font PicaD is printed in the printer's "double strike" mode. The "emphasized" mode is used for bold characters. The 8-point size is "compressed," 12 is "normal," 14 is "double width compressed," and 16 is "double width" mode.

Note the following limitations: the Epson MX-80 without Graftrax Plus has no italics. Neither model supports microspace justification.

If you have an IBM Personal Computer Graphics Printer, you can enter characters that are supported by the IBM hardware but do not appear on the keyboard. Hold down the Alt key while typing a character code on the keypad. For example, to enter character code 128, hold down the Alt key and type *128* on the keypad.

Word will try to approximate characters 128-167 for printers other than the IBM Personal Computer Graphics Printer. (Most of these are characters in foreign character sets.) For a complete list of characters with codes 128-167, see the help information.

Epson FX-80

The Epson FX-80 has the corresponding printer description file EPSONFX. The following fonts are available:

Fonts	Sizes	Bold	Italic
Pica (Modern a)	8, 12, 14, 16	12, 16	Yes
PicaD (Modern b)	8, 12, 14, 16	12, 16	Yes
Elite (Modern c)	10, 15	No	Yes
EliteD (Modern d)	10, 15	No	Yes
PS (Roman a)	12, 16	Always bold	Yes

A table of each font and its possible attributes is given below:

PS	12	ABCDabcd1234		ABCDabcd1234
PS	16	ABCabc123		ABCabc123
Pica	8	ABCDabcd1234		ABCDabcd1234
Pica	12	ABCDabcd1234	ABCDabcd1234	ABCDabcd1234
Pica	14	ABCDabcd1234		ABCDabcd1234
Pica	16	ABCabc123	ABCabc123	ABCabc123
Picad	8	ABCDabcd1234		ABCDabcd1234
Picad	12	ABCDabcd1234	ABCDabcd1234	ABCDabcd1234
Picad	14	ABCDabcd1234		ABCDabcd1234
Picad	16	ABCabc123	ABCabc123	ABCabc123
Elite	10	ABCDabcd1234		ABCDabcd1234
Elite	15	ABCDabcd1234		ABCDabcd1234
Elited	10	ABCDabcd1234		ABCDabcd1234
Elited	15	ABCDabcd1234		ABCDabcd1234

Note that the fonts PicaD and EliteD are printed in the printer's "double strike" mode. The "emphasized" mode is used for bold characters. The 8-point size is "condensed," 10 and 12 are "normal," 14 is "double width compressed," 15 and 16 are "double width." There is no superscript or subscript available with the PS font, but a fixed-pitch font will be automatically substituted.

Impact Printers

On an impact printer, Word character attributes specify a printing element which must be mounted manually on the printer. Printing elements are measured by "pitch," the number of characters per inch. The common pitches are: 10, 12, 15, and PS or "proportional space." In Word, fonts are measured by their size in points. (One point equals 1/72 inch.)

The correspondence between pitch and font size is as follows:

10-pitch	12 points
12-pitch	10 points
15-pitch	8 points
PS	12 points (by convention)

The 10-, 12-, and 15-pitch fonts are called "fixed-pitch" because the widths of all characters in the font are the same. In PS (proportional space) some characters are wider than others.

Before printing starts, and every time the italic or font-related character attributes in the printed text change, the following message appears:

Enter Y after mounting *font name*

Word does not check whether the specified printing element is, in fact, mounted. This allows you to substitute a printing element not listed in the printer description file for the printer. The substituted element must be of the same pitch as the font listed in the printer description.

Normally, font changes in documents prepared for impact printers will be rare. Typically, the printing element prompt will appear only once at the beginning of the printing. In documents "queued" for printing, you will not be able to change printing elements while printing documents.

Boldface is implemented on impact printers using the printers' own emphasized mode, if any; or by double-striking the bold characters. Underline, double underline, and strikethrough are implemented by the printer hardware or by Word automatically.

The available fonts and font sizes for specific printers are listed below.

NEC Spinwriter 3550 and 7710

The following NEC Spinwriter models have these corresponding printer description files:

NEC Spinwriter 3550	NEC3550
NEC Spinwriter 7710	NEC7710

The printer description file for these printers includes the names of the most popular printing elements. Other elements which have bold and italic variants are available from catalogs. Fonts not listed here may be substituted for listed fonts of the same pitch, as described above.

If you are using PS elements, you will need to set switches on the operator's panel of the printer manually. The correct switch settings depend on the PS wheel used. (See your printer manual for instructions.)

Fonts		Sizes
Pica	(Modern a)	12
Courier	(Modern b)	12
Elite	(Modern c)	10
Prestige	(Modern d)	8, 10
Gothic	(Modern e)	10
OCR-A	(Modern o)	10
OCR-B	(Modern p)	10
BoldPS	(Roman a)	12
EmperorPS	(Roman b)	12
TimesRoman	(Roman i)	10, 12
Script	(Script a)	10
Focus	(Decor a)	12
Greek	(Foreign a)	10
Kana	(Foreign b)	10, 12
Russian	(Foreign e)	12
Symbol	(Symbol a)	10, 12

Daisywheel (Qume, C. Itoh Starwriter, Diablo 630)

The following printers have these corresponding printer description files:

Qume Sprint 11 Plus	QUME11
C. Itoh Starwriter Model FP-1500-45P	CITOHSW
Diablo Model 630 API	DIAB630

The printer descriptions include the most popular daisywheels. Unlisted fonts may be substituted for listed fonts of the same size, as described above. The use of PS fonts requires that the switches on the operator's panel of the printer be set manually. (See your printer manual for instructions.)

Fonts		Sizes
Pica	(Modern a)	12
Courier	(Modern b)	12
Elite	(Modern c)	10
Prestige	(Modern d)	10, 12
LetterGothic	(Modern e)	8, 10
GothicPS	(Modern f)	12
CubicPS	(Modern g)	12
Titan	(Modern h)	10, 12
OCR-A	(Modern o)	12
OCR-B	(Modern p)	12
BoldPS	(Roman a)	12
TrendPS	(Roman b)	12
RomanPS	(Roman i)	12
Script	(Script a)	10
ScriptPS	(Script b)	12
Narrator	(Decor a)	12
Emphasis	(Decor b)	12
Kana	(Foreign b)	10, 12
Hebrew	(Foreign c)	10

TTY and TTYBS printers

The printer description file TTY can be used for any TTY printer without backspace; the printer description file TTYBS can be used for any TTY printer with backspace. The only available font is:

Font		Size
Pica	(Modern a)	12

Note that TTY and TTYBS implement only the bold, underline, and strikethrough character attributes. Underline is substituted for double underline and italics. Microspace justification and fractional line spacing are rounded to integral spacing.

Other Printers

To print documents on printing devices (including laser printers and phototypesetters) other than those described in the previous section, a number of components must be developed beforehand. First, an imaging device driver must be written to convert the Microsoft Print file format generated by Word into the control sequences of the particular device. Once this is implemented, a printer description file must be created for each printer.

The name of this file will be the name of the printer, ending with a ".PRD" extension. This filename will be displayed when requested along with the other printer names in the Print Options command. The file lists the available fonts on the device and the dimensions of the characters in each font. The file also specifies that the Print command produces output on a Microsoft Print file, which provides all the information necessary for the production of page images.

With the information specified by the .PRD file, Word can:

List the available fonts in the Format Character command or on the style sheet.

Lay out the lines and pages of documents according to the precise character dimensions.

Microsoft Print File

If you select "MSPRINT" instead of one of the printers in the Print Options command, the document will be printed to a "printer control file" which can serve as a demonstration of the method of connecting Word to an external imaging device, such as a phototypesetter or laser printer.

The Microsoft Print printer description lists the following demonstration font names:

Fonts		Sizes
Roman	(Roman a)	12 (fixed pitch)
Modern	(Modern a)	12 (fixed pitch)
Script	(Script a)	12 (fixed pitch)
Decor	(Decor a)	16 (fixed pitch)
Foreign	(Foreign a)	12 (fixed pitch)
Symbol	(Symbol a)	12 (fixed pitch)

The Microsoft Print (MSPRINT) File Format

A Microsoft Print file contains all the information necessary to produce page images, including the precise position of every character on every page of the document. The Microsoft Print file does not, however, contain the source attributes (e.g., justification) that determine the format of the document; it is a communication format from the Word program to the imaging printer.

The Microsoft Print file is written in printable ASCII codes. The file contains a list of "commands" separated either by blanks or by a CR/LF (carriage return followed by linefeed) combination. Each command contains a list of operands, which are either numbers or text, as defined below. The last item in each command is the operation.

Text operands appear in the format:

(body)

Apostrophes and parentheses in the body must be preceded by an extra apostrophe (').

The operations and their operands are as follows:

x y P	Position. x and y are integer coordinates in 1/20-point units. Coordinates start at the upper left corner of the sheet and increase down and to the right. Position baseline pointer for text to follow to coordinates x and y.
t S	Show. *t* is text. Show text in current font and face at current position. Advance x positions appropriately.
n C	Character. Show character with character code n (a decimal integer).
x J	Set the width of blanks (ASCII 0X20) to x 1/20-point units to simplify justification.
LU	Draw underline relative to current baseline and with weight appropriate to current font from current position to the next LE.
LE	End of underline (or double underline, strikethrough, leader dots).
LD	Draw double underline.
LS	Draw strikethrough.

n LL	Leader dots. Draw leader dots, with pattern n where n is a number. Patterns are: 0 for dots, 1 for hyphens, and 2 for underline.
n s F	Font. n, s are numbers. s may have the decimal fraction .5. Set current font to the font known as font n in the .PRD file and font size s. The font size is given in points. Half-point specifications are permitted.
B	Boldface. Changes current font to boldface.
I	Italic. Changes current font to italic.
BI	Bold Italic. Changes current font to bold and italic.
E	Changes current font to not bold, not italic.
PE	Page ends.
x SFL	The page length is x (1/20-point units). This information may be checked by the printer driver against its model of the paper stock.

For example, the following text:

```
This   is   an   example   of   a
Microsoft Print (MSPRINT) file.
```

will result in the following Microsoft Print file:

```
15840 SFL
1800 1680 P (This) S 345 J ( is an example of a) S
1800 1920 P B (Microsoft) S 144 J ( Print) S E ( '(MSPRINT' ) file.) S
PE
```

Assignment of Font Numbers

For compatibility between independently produced imaging device drivers, font number assignments should be made as close as possible to the following:

Font No.	Generic Font Name	Reserved for
0	Modern a	Printer's Standard Modern
8	Modern i	Helvetica*
9	Modern j	Avant Garde*
10	Modern k	Spartan*
11	Modern l	Metro*
14	Modern o	OCR-A
15	Modern p	OCR-B
16	Roman a	Printer's Standard Roman
24	Roman i	Times Roman*
25	Roman j	Century*
26	Roman k	Palatino*
27	Roman l	Souvenir*
28	Roman m	Garamond*
29	Roman n	Caledonia*
30	Roman o	Bodoni*
36	Script e	Commercial Script*
37	Script f	Park Avenue*
44	Decor e	Old English
48	Foreign a	Greek
49	Foreign b	Kana
50	Foreign c	Hebrew

* Use of the font(s) may be conditional upon a license grant from the owner(s) of the font(s). Microsoft makes no representation as to the quality or performance of the font(s), and reference to the font(s) does not grant any license or right to use the font(s).

Specification for a Printer Description (.PRD) File

The printer description file is in binary format. Unless otherwise indicated, distances are measured in 1/20-point units (1/1440 inch), in unsigned 16-bit integer format. The file contents are as follows:

Byte No.	Name	Information
0-1		the number 0XBE31
2-3		the number 3
4-5		the number 0XAB00
6-13		zeros
14-15		low order 16 bits of length of file in bytes
16-17		high order 16 bits of length of file
18-19		length of file in bytes/128
20-21		" " " " "
22-23		" " " " "
24-25		" " " " "
26-27		" " " " "
28-127		zeros
128-191		reserved for future use (zeros)
192-193	CF	count of fonts in file
194-195	XM	smallest horizontal printer head movement
196-197		smallest vertical printer head movement
198-199		printer driver ID number. Possible values: 0: MSPRINT 1: TTY 2: TTYBS 3: EPSONMX 4: EPSONMXG 5: EPSONFX 6: NEC3550 7: NEC7710 8: CITOHSW 9: DIAB630 10: QUME11

Byte No.	Name	Information
200-201	FCDB	absolute byte address of start of FCDs
202-203		flag set to 1 if printer cannot do microspace positioning. XM will be used only as units in WTPs below.
204-205	CTPB	absolute byte address + 1 of end of last width table.
206-255		reserved for future use (zeros).
256-511		a table with CF entries. Each entry consists of two words (four bytes): 0-1: font number n 2-3: byte offset from FCDB to FCD describing font
512-??		extension area for future use. Size of area may be adjusted by changing FCDB.
FCDB-??		start of FCDs. Each FCD is a variable size structure consisting of: 0-1: CTP, character substitution table pointer. The table is at byte CTP*16 + FCDB. 2-3: CPSD, count of PSDs. There is one PSD for each size of font. 4-: PSDs. Each PSD is 10 bytes long. The structure of a PSD is: 0-1: font size in 1/2-point units 2-3: WTP for normal face 4-5: WTP for italic face 6-7: WTP for boldface 8-9: WTP for boldface italic where WTPs may appear in one of three forms: 1) WTP < 0XFF00 means that WTP*16+ FCDB is actual position of width table. 2) WTP = 0XFF00 means font is undefined. 3) WTP > 0XFF00 means that font is fixed pitch. Width of characters is given in second byte in units of XM.

Byte No.	Name	Information
??-??		width tables and character substitution tables start after end of FCDs. All tables must be aligned on 16-byte boundaries relative to FCDB.

width tables contain:

0-1: font size in 1/2-point units.

This need not be same as the corresponding word in a PSD that points to this table. In that case the correct width will be obtained by scaling the amount in the table by the ratio of the two sizes, to have as many PSDs point to the same width table as possible.

2: reserved for future use.

3: first character code defined in table.

4: reserved for future use.

5: last character code defined in table.

6-?: table of character widths is 2 bytes for each character in defined range.

CTPB-?? character substitution tables contain:

0-1: number of CSDs in table.

2-?: CSDs. Each CSD is a variable size structure that contains:

0: first character code in block of codes that have substitutes.

1: last character code in block.

2-?: table of two character codes to be substituted (struck over each other, unless the second one is 0) for each character in block. Length of table is: (last−first+1)*2 bytes.

The purpose of the character substitution table is to implement printing of special characters that may have different internal and printer codes. A second substitution character provides for the addition of a diacritical mark, for example.

Appendix B
WordStar Conversion Utility

The Microsoft Word System disk contains a program called Convert that converts WordStar document files to Microsoft Word documents. WordStar "nondocument" files can be loaded for editing with the Transfer Load command; no conversion is necessary.

Most WordStar formatting information will be converted to the equivalent Microsoft Word direct formats with the Convert program. The main exception is dot commands. Convert does not process the formatting information contained in WordStar dot commands. Instead, Convert flags these dot commands by inserting three asterisks in the Microsoft Word document wherever a dot command occurs. For instance, a ".HE" command in a WordStar file would be converted to "***.HE" in the Word file. This makes it easy for you to search your document in Word, find the WordStar dot commands, and then insert whatever formatting information the commands contained.

To convert a WordStar file to a Word document:

1. Start the IBM Personal Computer Disk Operating System.

2. When you see the A> prompt, put your copy of the Microsoft Word System disk in drive A.

3. Type *CONVERT*

4. Press the RETURN key.

   Convert asks you to type the name of the WordStar file you want to convert.

5. Remove the Microsoft Word System disk. Place the disk containing the WordStar file in any drive and the disk that will contain the Word document in any other drive. If you have only one disk drive, the Word document will be written to the disk containing the WordStar file. Do not remove the disks until conversion is complete.

6. Type the name of the WordStar file.

   You may include a drive designation. You must include the extension if the filename has one.

7. Press the RETURN key.

   Convert asks you to type a name for the new Word document.

8. Type a name for the new Word document.

   The name may not have an extension. You may include a drive designation.

9. Press the RETURN key.

   Convert now asks you to specify the document's width. Standard WordStar documents have a right margin width of 65 characters. If you used the standard width in Word-Star, you need not specify anything; Convert will assume the standard width. However, if you used a nonstandard right margin width in WordStar, you need to specify this width. The value you enter should be identical to the number used in WordStar's "set right margin" (^OR) command.

10. Once you have entered this number, or decided that the standard width is fine, press the RETURN key.

    Convert displays a message telling you when the conversion is complete. It also asks you for the name of another WordStar file to convert.

11. If you wish to convert another file, repeat the above procedure. If not, press the CANCEL (Esc) key to quit.

Glossary

Active

Of the things you are currently working with (e.g., a document, window, or command field), the one to which the next command will apply; this item is highlighted. *See also* Selection.

Alignment

The horizontal position of text within the width of the line. Text may be set all the way to the left, to the right, or in the center of each line or between tab stops, or it may be "justified" to fill the line. In Word, alignment can be an attribute of paragraphs and tab stops.

Anchor point

The initial text selection from which you begin to extend the text selection. *See also* Extend.

Attribute

A feature of the document division, paragraph, or character format that controls the appearance of pages, lines, and characters. Attributes include margins, tab settings, and font size.

Boilerplate

Text that is used over and over without change, such as a company's own address, a copyright notice, or even whole sections of papers or reports.

Break

A place where the text is deliberately stopped and a new start follows. Examples of breaks are word breaks, line breaks, paragraph breaks, page breaks, and division breaks. *See also* Hard break, Soft break.

Buffer

A temporary file in a computer's memory which must be explicitly stored on disk at the end of a session. Otherwise, it will be erased. In Word, there are named buffers called glossary buffers, as well as the scrap, a single unnamed buffer. *See also* Glossary buffer, Scrap.

Case

The forms of letters, either capitals (uppercase) or small letters (lowercase).

Character

Any number, letter, punctuation mark, symbol, or special mark (e.g., @, :, *, %, $) that you can type as text.

Command

An instruction to Word. A command may have one or more command fields. *See also* Command field.

Command area

The area below the text window which contains the command menu, message line, and status line.

Command field

A space on a command menu, preceded by a field name and a colon, where you specify further information about how a command should work. When first displayed, a command field usually contains a proposed response; you can replace or edit this response to fit your needs.

Command menu

The lines on the screen just under the window area, which display the command options. *See also* Main command menu.

Copy

To take text from an existing document, using the Copy command, and to place it in the scrap or in a glossary buffer, without removing the text from its original place in the document. You can also copy text from one place to another with the SHIFT key and the mouse.

Cut and paste

The technique of creating or editing a document by combining documents and parts of documents.

Default drive

The disk drive on which Word will look for a file, unless a different drive is specified.

Delete

To remove text from the document you are working on and place it in the scrap or in a glossary buffer with the Delete command. Characters can also be deleted and placed in the scrap by using the DELETE (Del) key. Text can be deleted with the BACKSPACE key, but it is not saved in either the scrap or the glossary buffer. *See also* Buffer, Glossary buffer, Scrap.

Direct formatting

The process of assigning a format directly to selected text by using predefined key code combinations or the Format /S command in the Edit menu.

Direction key

The UP, DOWN, LEFT, and RIGHT keys. They can be used to move the selection or to display and select from a list of choices in command fields.

Directory

The list of files on a disk.

Division

A section of a document (e.g., the table of contents or a chapter) whose attributes control page layout. Divisions are separated by division marks.

Document

In Word, a document includes the text and the formatting attributes associated with it. Common types of documents are letters, reports, memos, pamphlets, and brochures. Documents are stored in files on the disk.

Edit key

Any key that makes an editing change, such as the DELETE (Del), INSERT (Ins), and BACKSPACE keys.

Extend

To lengthen a text selection, using the EXTEND (F6) key and the direction keys or the mouse.

File

The unit of data stored on disk. In Word, documents are saved as files. The Transfer commands, which transfer files from disk to memory and vice versa, give you access to files.

Folio

A page number.

Font

The design of the alphabet in which text is displayed or printed, such as Century Schoolbook or Helvetica. In Word, fonts are specified in broad classes with letter variants assigned to particular type styles.

Format

The way text is presented. In Word, format derives from both direct formatting and the application of styles.

Gallery

A command on the Edit command menu which accesses style sheets for viewing, definition, and revision.

Galley

The document as it appears on the screen; that is, in a continuous stream, with the footnotes and text for running heads stored at the end.

Glossary buffer

A special file on a disk where text can be temporarily stored and later retrieved by name. Use the Transfer Glossary Save command to save a glossary buffer permanently.

Gutter width

The inner margins of facing pages of a document. Often these margins must be wider than the outside margins to allow extra space for binding.

Hard break

A page break or carriage return that you enter into a document by pressing the PAGE or RETURN keys. Word will always observe these breaks. *See also* Soft break.

Heading

A title of a document or division of a document, often requiring a different font than the body of the text. Not to be confused with running heads. *See also* Running head.

Highlight

A means of emphasis used on the screen to indicate command choices, text selections, active window numbers, and active command fields.

Horizontal scroll

To move horizontally within a document that is wider than the window, so that parts of the document outside the window to the right or left come into view.

Indent

The distance between the beginning or end of a line and the left or right page margins. Indents normally make text narrower than the margins. Three indents are associated with each paragraph — left, right and first line. The first line of each paragraph may be indented by giving it a positive measurement, or "outdented" by giving it a negative indent measurement. (The latter is also called a "hanging indent.") A zero (0) indent measurement aligns the first line with the other lines in the paragraph.

Insert

The Insert command takes text from the scrap or from a glossary buffer and inserts the text in front of the selection. To insert new characters into a document, choose the Alpha command and type the characters. The INSERT (Ins) key may also be used to insert text from the scrap.

Justified

Text whose right and left edges are flush with the right and left indents, or if a zero indent is specified, flush with the right and left margins. Spaces are enlarged between words to make the text evenly fill the whole line. *See also* Ragged.

Keep

This is an instruction to "keep" all of the specified text together (usually a paragraph or table), creating a page break, if necessary and printing the text on the new page rather than splitting it between pages. In Word, "keep" is a paragraph attribute.

Key code

One or two characters you can use to assign a format to selected text. In addition to predefined key code combinations, you can also define new key codes in style sheets.

Leader character

A character used to fill a tab character (e.g., dots), which helps to draw the reader's eye across columns, as in a table of contents.

Load

To transfer a file from the disk into Word with the Transfer Load or Transfer Glossary Load command.

Main command menu

The list of command names that appears at the bottom of the screen whenever Word is ready for you to choose a main command. Word currently has two main command menus, the Edit menu and the Gallery menu. (The Library menu is reserved for future use.) *See also* Command menu.

Margin

The area from the edge of the page to the edge of the text, without indents. There are also top and bottom margins that are measured from the edge of the page to the top of the first line and the bottom of the last line on the page.

Menu

A list of alternatives, either of commands in a command menu or options in a command field. You can select a menu item by moving through the list with the spacebar (a highlight will move along the menu indicating the current selection) and pressing the TAB or RETURN key, as appropriate; or by typing the initial letter of the desired item. You can also select a menu item by moving the mouse pointer to the desired item and pressing and releasing the left mouse button.

Message

A notice that Word puts on the message line to tell you what to do next (a prompt) or what is wrong (an error message). *See also* Message line.

Message line

The next to the last line on the screen, where messages are displayed.

Mouse

A hand-operated device that lets you make selections and command choices by pointing rather than by typing at the keyboard.

Mouse pointer

The arrow-shaped mark on the screen that shows the position of the mouse in the text or command areas.

Orphan

The first line of a paragraph that appears alone at the bottom of a page or column, while the rest of the paragraph appears on the next page or column. Word avoids page breaks that leave orphan lines.

Overtype

A Word option that allows you to type new text directly over old text, using the OVERTYPE (F5) key.

Paragraph

The text between two paragraph marks, including the trailing paragraph mark. Paragraph attributes control line layout and spacing. *See also* Paragraph mark.

Paragraph mark

A character which identifies the end of a paragraph. To insert a paragraph mark press the RETURN key while in type-in mode. Use the Options command to make paragraph marks visible.

Pitch

A measure of the number of characters per inch of paper, horizontally. Typically, typewriters and printers use 10-pitch (10 characters per inch) or 12-pitch (12 characters per inch).

Point

A measurement used by typesetters.

Point (verb)

To move the mouse pointer to indicate a choice.

Pointer

See Mouse pointer.

Print wheel

On an impact printer, an interchangeable wheel with a character set in a particular font and size.

Printer

The output device used to print documents. Such devices include dot matrix, impact, and laser printers.

Printer description file

A file for each of the printers supported by Word, containing a list of the fonts available on the printer and the dimensions of the characters in each font.

Proposed response

A response supplied by Word in a command field. A proposed response is usually based on your most recent use of the command or the current status of the program. You may replace a proposed response with your own response. *See also* Response.

Ragged

Text with an uneven left (ragged left) or right (ragged right) margin. *See also* Justified.

Reference mark

A character chosen to indicate footnoted text.

Remark

A comment which can be added when you assign style usages and variants to remind you of their purpose. *See also* Usage, Variant.

Response

Information you type in a command field to tell Word how to carry out a command. When Word displays a command on the command line, it usually supplies a proposed response in every field of the command; you may replace or edit a response, or leave it as proposed. *See also* Proposed response.

Ruler

The horizontal line that appears on the top edge of the text window and displays the positions of tab stops and indents. To change these positions, move the markers along the ruler with the mouse or use the Format Paragraph and Format Tabs commands.

Ruler button

A sensitive spot in the upper right corner of each window where you can use the mouse to turn the ruler on and off.

Running head

Text that may appear at the top or bottom of every printed page. Running heads may include page numbers, dates, titles, or other text.

Save

To store a permanent copy of a document on disk with the Transfer Save command.

Scrap

A temporary storage area that holds the text you last deleted with the Delete command or DELETE (Del) key. It will also hold text you have copied with the Copy command. The contents of the scrap are displayed between braces {} on the message line. To retrieve the contents of the scrap, choose the Insert command or press the INSERT (Ins) key.

Scroll

To move the text so that parts of the document outside the window move into view.

Scroll bar

The bar on the left side or bottom of a window that you can use to scroll vertically or horizontally through a document with the mouse. The "thumb" on the vertical scroll bar shows you the relative position in the document of the text in the window.

Search

To look for a group of characters, a word, or a phrase within a document with the Search command.

Select

To choose one character or a group of characters that will be affected by the next command.

Selection

The highlighted character or group of characters that will be affected by the next command you choose.

Separator

Any non-alphanumeric character marking the end of a word. Separators include punctuation marks, spaces, tabs, paragraph marks, page breaks, and line breaks.

Soft break

A page or line break that is determined by page or line layout. Soft breaks may change after further editing of the document. *See also* Hard break.

Status line

The bottom line of the screen, where Word displays the following: the contents of the scrap, the Help mark, the percentage of free space, the status of locking keys, and the name of the active document.

Style

A style consists of the name which identifies it and its definition, including its direct formatting attributes. You may redefine a style by assigning different direct formats. Styles determine text formatting indirectly by reference to their definitions on a style sheet. *See also* Direct formatting.

Style bar

A special column on the screen, accessible with the Window Options command, that displays formatting information, such as paragraph styling and soft page breaks.

Style sheet

A file containing a list of style definitions. You create, review, and change a style sheet with the Gallery menu. A styled document is always formatted according to its style sheet.

Subscript

Text that appears slightly lower on a line than the text around it.

Superscript

Text that appears slightly higher on a line that the text around it.

Tab stop

A position for aligning text in columns by using tab characters. Use the Format Tabs command to set and clear tab stops.

Text

Characters that make up your document. Text is either typed in the Alpha command, or taken from other files. Characters typed as commands, responses in command fields, and formatting key codes do not constitute text.

Text area

The window which occupies most of the screen, in which the text of the document appears as you type.

Type face

See Font.

Undo

To reverse the most recent editing command with the Undo command. Undo can itself be "undone."

Usage

A name assigned to describe the use of a given style. *See also* Style.

Variant

A letter or number variation of a style usage available for definition. *See also* Usage.

Vertical scroll

To move vertically within a document that is longer than the window, so that parts of it formerly above or below the window come into view.

Widow

The final line of a paragraph when it appears alone at the top of a new page or column, while the rest of the paragraph is on the preceding page or column. Word avoids paragraph breaks that would leave widows.

Window

A rectangular portion of the screen through which you look at a document. In Word, you can have up to eight windows open at once. Each window may contain a different document or part of a document that is visible in another window.

Window bar

The bar at the top or to the right of a window that you can use to split or close a window with the mouse.

Window button

A sensitive spot in the lower right corner of each window where you can use the mouse to change the position of the window border.

Word

Any alphanumeric character or group of alphanumeric characters that is surrounded by separators. *See also* Separator.

Wordwrap

Automatic placement of a word on the next line. When you are typing text and you reach the right margin, Word checks to see if the word you type fits completely on the active line. If not, Word automatically places the whole word on the next line.

Index

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Software
Problem Report

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Instructions

Use this form to report software bugs, documentation errors, or suggested enhancements. Mail the form to Microsoft.

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Software Description

Microsoft Product _____

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Operating System _____

Rev. _____ Supplier _____

Other Software Used _____

Rev. _____ Supplier _____

Hardware Description

Manufacturer _____ CPU _____ Memory _____ KB

Disk Size _____" Density: Sides:

Single _____   Single _____

Double _____   Double _____

Peripherals _____

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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Action Taken: