

1. Use the Windows File Manager to create your project directory, VIEWERHT\CHAP5_8 and the standard subdirectories — TEXT, SOUNDS, PICTURES, MOVIES — under CHAP5_8. Create these four directories for all projects, even if some are not needed.
2. Use Viewer's Project Editor to create a new project file in your VIEWERHT\CHAP5_8 directory.
Enter the name of your document file as TEXT\CHAP5_8.RTF.
3. Use the Project Editor to start Word and create your document.
4. Choose Paragraph from the Format menu and select the Keep Lines Together check box. Click on OK to return to the document.