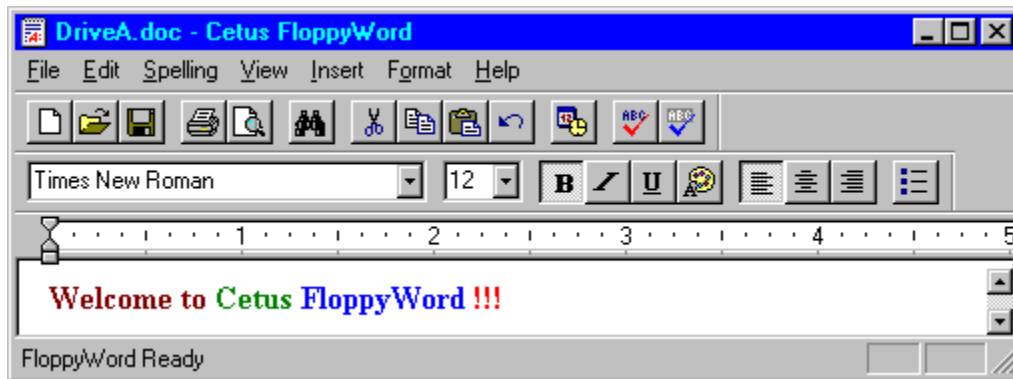




# Cetus FloppyWord Help Contents

Click on any FloppyWord-specific feature for Help on its function:



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## About Cetus FloppyWord

Cetus FloppyWord Word Processor is a floppy-only implementation of the Windows 95 WordPad application that is provided as an accessory with the Windows 95 operating system. FloppyWord provides most of the functionality of WordPad, as well as adding a spell checking function and a more complete Help file, but is restricted to use with document files on either the A: or B: drive.

FloppyWord will not open files from a hard drive, nor will it save files to a hard drive. FloppyWord is intended to be used as a restrictive replacement for a "normal" word processor (such as WordPad), whenever it is desired to restrict guest users of a Windows 95 PC from opening files from, or saving files to, a hard drive.

FloppyWord is being provided for any Windows 95 user who, for security reasons, has a need for its restrictive functionality. We at Cetus Software (creator of Windows security software products) have found that system administrators at many institutions, particularly schools, have expressed a need for a product such as FloppyWord, to allow the use of a word processor that does not read from or write to a PC's hard drive. Because of this, FloppyWord is being provided by Cetus Software.

If you have questions about FloppyWord, if you have any suggestions for improvements for FloppyWord, or if you would like information about our other freeware and shareware software products, please contact us at:

Cetus Software Inc.  
Post Office Box 700  
Carver, MA 02330 USA  
Email: [users@cetussoft.com](mailto:users@cetussoft.com)

Please feel free to visit our Web site at <http://www.cetussoft.com>, where you may download free copies of the latest versions of all of our programs.

FloppyWord is adapted from source code provided by Microsoft Corporation for users of the Microsoft Visual C++ development system and the Microsoft Foundation Classes product. Cetus Software wishes to thank Microsoft for making the source code available to developers, and it is in the spirit of such sharing that Cetus Software wishes to distribute FloppyWord as freeware.

Cetus Software hopes you will be pleased with FloppyWord.

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**The following freeware programs are being distributed by Cetus Software:**

- **Cetus CNotePad Text Editor** is an enhanced replacement for the Windows 95 Notepad application that is provided with the Windows 95 operating system. CNotePad provides the basic functionality of Notepad, but also features a multiple document interface, a spell checking function, and a more complete Help file. (CNotePad is a 32-bit application, for use with Windows 95. Cetus Software also distributes NotePad3, essentially the same program but for 16-bit Windows 3.x.)
- **Cetus CWordPad Word Processor** is an enhanced implementation of the Windows 95 WordPad application that is provided as an accessory with the Windows 95 operating system. CWordPad provides all the functionality of WordPad, plus it also features a spell checking function and a more complete Help file.
- **Cetus FloppyWord Word Processor** is a floppy-only implementation of the Windows 95 WordPad application that is provided as an accessory with the Windows 95 operating system. FloppyWord provides all of the functionality of WordPad, as well as a spell checking function and a more complete Help file, but is restricted to use with document files on either the A: or B: drive.
- FloppyWord will not open files from a hard drive, nor will it save files to a hard drive. FloppyWord is intended to be used as a restrictive replacement for a "normal" word processor (such as WordPad), whenever it is desired to restrict guest users of a Windows 95 PC from opening files from, or saving files to, a hard drive.
- FloppyWord is being provided for any Windows 95 user who, for security reasons, has a need for its restrictive functionality. We at Cetus Software (creator of Windows security software products) have found that system administrators at many institutions, particularly schools, have expressed a need for a product such as FloppyWord, to allow the use of a word processor that does not read from or write to a PC's hard drive. Because of this, FloppyWord is being provided as freeware by Cetus Software.
- **Cetus NotePad3 Text Editor** is an enhanced replacement for the Windows Notepad application that is provided with the Windows 3.x and Windows for Workgroups 3.x operating systems. NotePad3 provides all the basic functionality of Notepad, but it also features a multiple document interface, a spell checking function, and a more complete Help file. (NotePad3 is a 16-bit application, for use with Windows 3.x. For those users who are running Windows 95, Cetus Software also distributes CNotePad, essentially the same program in appearance and function, but designed as a 32-bit application.)

**Cetus Software hopes you will try, and will be pleased with, our products.**

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## Contacting Cetus Software

If you have questions about FloppyWord, if you have any suggestions for improvements for FloppyWord, or if you would like information about our other freeware and shareware software products, please contact us at:

Cetus Software Inc.  
Post Office Box 700  
Carver, MA 02330 USA  
Email: [users@cetussoft.com](mailto:users@cetussoft.com)

Please feel free to visit our Web site at <http://www.cetussoft.com>, where you may download free copies of the latest versions of all of our programs.

Cetus Software hopes you will be try, and be pleased with, our products.

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The following shareware programs are being distributed by Cetus Software:

- StormWindows for Windows 95 will allow the authorized user to add several types and degrees of protections to the desktop and system of a Windows 95 computer. Intelligent use of StormWindows security measures will allow secure use of any shared Windows 95 computer.
- StormWindows desktop protections include: hiding all desktop icons; preventing the saving of desktop changes; hiding all drives in "My Computer"; hiding the Start Menu Subfolders, Settings, and/or Taskbar; and hiding the entire "Network Neighborhood", or just "Entire Network" or "Workgroup Contents" in it.
- StormWindows system protections include: disabling the MS-DOS prompt and/or the running of MS-DOS applications; blocking the running of Registration Editor and/or System Policy Editor; preventing the merging of .REG files into the Registry; preventing the addition or deletion of printers; and individually hiding "sensitive" Control Panel pages and settings.
- StormWindows protections would probably be most useful to someone in charge of a number of computers at a school or business, a network manager, or a parent. Access to the program is password protected.
- ProGuard V.2.2 password-protects Windows 3.1x icons, making it impossible for guest users to run selected programs simply by double-clicking on their icons in Program Manager. ProGuard can also prevent guest users from creating, modifying, copying, moving, or deleting Program Manager icons, or from using the New, Move, Copy, Delete, and Run commands in Program Manager's File Menu.
- WinGuard V.2.4 is a Windows 3.1x program that offers considerable global security for the Program Manager desktop. Perhaps the best description of WinGuard was provided by John Hedtke in a review in "Mobile Office" Magazine:
- "Other than using the Windows screen saver to restrict access to Windows completely, the big security issues for Windows users are freezing your desktop configuration and restricting access to specific program groups. WinGuard from Cetus Software can take care of both problems."
- "I like WinGuard's screen layout. The toolbar at the top of the screen is convenient for quick access to system features. When you move the pointer over the buttons, you get help at the bottom of the screen. The help file is quite professional and complete."
- "WinGuard provides seven levels of protection. At the lowest, no rearrangement of the Program Manager will be saved. At increasingly higher levels, users can't change program groups, program items, command lines, or item properties. At the highest two security levels, users can't start a program with the Run line, and the File menu is removed entirely from Program Manager."
- "You can't hide specific icons (except for parts of the Control Panel), but you can hide program groups. You can use this feature along with the protection levels to lock Windows up pretty tightly. For example, you can use WinGuard to lock out the File Run menu and then lock out access to the DOS and File Manager icons by hiding the Main program group. Guest users won't be able to run any program they can't see an icon for."
- "You need to restart Windows to enable the changes you've made. Making subsequent changes isn't difficult: run WinGuard again, give it your password, and blaze away. (The default password is "shield" but you should change this to something else.)"

Cetus Software hopes you will try, and will be pleased with, our products.

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# Menu and Button Commands

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# File Functions

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## **File New**

**Creates a new document.**

**To quickly create a new document, click the New button on the toolbar.**

**(To open an existing document, use the File Open command.)**



## **File Open...**

Opens an existing document (which must exist on a diskette in the A: or B: drive).

To quickly open an existing document, click the Open button on the toolbar.

FloppyWord keeps track of the documents you last worked on. You can quickly open one of them by selecting it from the File menu.

(To create a new document, use the File New command.)



## **File Save**

**Saves the current document with the name, location (A: or B: drive only), and file format you previously set in the Save As dialog box.**

**When you save a document for the first time, FloppyWord displays the Save As dialog box.**

**If you want to change the name, location, or file format of an existing document, choose the Save As command.**

**To quickly save a document with its existing name, location, and file format, click the Save button on the toolbar.**

## **File Save As...**

Displays the Save As dialog box, where you specify the name, location (A: or B: drive only), and file format of the current document.

To quickly save a document with its existing name, location, and file format, click the Save button on the toolbar.



## **File Print...**

**Controls how a document is printed. Before using this command, you must install and select a printer. To install a printer, see your Windows documentation. To select a printer, see Print Setup dialog box.**

**To quickly print the current document, click the Print button on the toolbar.**



## **File Print Preview**

**Shows how a document will look when you print it. You can use the Print Preview toolbar to make changes before you print.**

**To quickly view the current document as it would appear if printed, click the Print Preview button on the toolbar.**

## **File Page Setup...**

Changes margins, paper source, paper size, and page orientation for the entire document or for selected sections of a document.

## **File Recently Used Files**

FloppyWord keeps track of the documents you last worked on. You can quickly open one of them by selecting it from the File menu.



## **File Send...**

**Sends a a FloppyWord document via MS Exchange.**

## File Exit

Ends a FloppyWord session. FloppyWord prompts you to save any unsaved changes in a document.

You can also exit FloppyWord by doing one of the following:

- Open the application Control menu and choose Close.
- Double-click the application Control menu box.
- Single-click the "X" at the right end of the title bar.

# Edit Functions

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## Edit Undo

Reverses the last change you made in a document.

To quickly undo the previous change, click the Undo button on the toolbar.



## Edit Cut

Removes selected text and puts it on the Clipboard. This command is available only when you select text.

Text that you place on the Clipboard remains there until you replace it with a new item.

To quickly remove selected information from the document and place it on the Clipboard, click the Cut button on the toolbar.



## Edit Copy

Copies selected text to the Clipboard. This command is available only when you select text.

Text that you copy to the Clipboard replaces the previous contents.

To quickly copy information to the Clipboard, click the Copy button on the toolbar.



## Edit Paste

Inserts a copy of the Clipboard contents at the insertion point, replacing the selection (if any) with the text on the Clipboard. This command is not available if the Clipboard is empty.

To quickly insert the Clipboard contents at the insertion point, click the Paste button on the toolbar.

**Edit Clear**

Deletes selected text.



## **Edit Select All**

Selects the text of the entire FloppyWord document.



## Edit Find...

Searches for specified text in the document.

To quickly search the current document, click the Find button on the toolbar.

## **Edit Find Next**

If text has already been searched for, repeats the search.

## Edit Replace

Searches for and replaces specified text.

# Spelling Functions

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## Spelling Check Document

The Check Spelling Dialog appears if a word requiring your attention is detected anywhere within the document. You can use the dialog to specify whether the word should be ignored or replaced.

**Add button:** Causes the reported word to be added to the dictionary selected in the Add Words To list.

**Add Words To list:** Indicates which user dictionary words will be added to when you select the Add button.

**Change button:** Causes the reported word to be replaced with the word in the Change To box.

**Change All button:** Causes this and all following occurrences of the reported word to be replaced with the word in the Change To box.

**Change To box:** Contains a word which will replace a misspelled word when you select the Change or Change All buttons.

**Consider Changing box:** Contains a word which may be misspelled or otherwise incorrect, and is presented with a candidate replacement word.

**Ignore button:** Causes this occurrence of a misspelled word to be skipped.

**Ignore All button:** Causes this and all further occurrences of a misspelled word to be skipped.

**Lock checkbox:** Locks the position of the Check Spelling dialog in place.

**Not in dictionary box:** Indicates that a misspelled word was detected.

**Suggest button:** Causes a set of suggested replacements for misspelled words to be added to the Suggestions list.

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## Spelling Check Selection

The Check Spelling Dialog appears if a word requiring your attention is detected within selected text. You can use the dialog to specify whether the word should be ignored or replaced.

**Add button:** Causes the reported word to be added to the dictionary selected in the Add Words To list.

**Add Words To list:** Indicates which user dictionary words will be added to when you select the Add button.

**Change button:** Causes the reported word to be replaced with the word in the Change To box.

**Change All button:** Causes this and all following occurrences of the reported word to be replaced with the word in the Change To box.

**Change To box:** Contains a word which will replace a misspelled word when you select the Change or Change All buttons.

**Consider Changing box:** Contains a word which may be misspelled or otherwise incorrect, and is presented with a candidate replacement word.

**Ignore button:** Causes this occurrence of a misspelled word to be skipped.

**Ignore All button:** Causes this and all further occurrences of a misspelled word to be skipped.

**Lock checkbox:** Locks the position of the Check Spelling dialog in place.

**Not in dictionary box:** Indicates that a misspelled word was detected.

**Suggest button:** Causes a set of suggested replacements for misspelled words to be added to the Suggestions list.

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# Spelling Options...

You can use the Options Dialog to specify various SpellChecker options.

**Ignore Capitalized Words:** When enabled, any words beginning with a capital letter are ignored.

**Ignore All-Caps Words:** When enabled, any words containing all capital letters are ignored.

**Ignore Words with Numbers:** When enabled, any words containing embedded digits are ignored.

**Ignore Words with Mixed Case:** When enabled, any words containing an unusual mixture of upper- and lower-case letters are ignored.

**Report Doubled Words:** When enabled, any word appearing twice in a row is reported via the Check Spelling Dialog.

**Case Sensitive:** When enabled, a distinction is made between capitalized and non-capitalized words..

**Always Suggest:** When enabled, a list of suggested replacements is automatically displayed when a misspelled word is reported.

**Phonetic Suggestions:** When enabled, suggestions are made on the basis of phonetic similarity as well as typographical similarity..

**Suggest Split Words:** When enabled, two separate words will be suggested as a replacement for a misspelling containing two joined words.

**OK button:** Closes the Options Dialog, and saves any changes made to the option settings.

**Cancel button:** Closes the Options Dialog, and discards any changes made to the option settings.

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## Spelling Dictionaries...

The Dictionaries Dialog allows you to open and close user dictionaries, and to edit the contents of an open user dictionary.

**Add File button:** Opens a user dictionary file. When you select the Add File button, a dialog appears which you can use to select the dictionary file to open.

**Add Word button:** Causes the word entered in the edit area of the Words list to be added to the currently selected dictionary.

**Close button:** Closes the Dictionaries dialog.

**Delete Word button:** Causes the word appearing in the edit area of the Words list to be removed from the currently selected dictionary.

**Export button:** Saves the contents of the currently selected dictionary to a text file.

**Files list:** Contains the list of open dictionary files.

**Import button:** Adds the words contained within a text file to the currently selected dictionary.

**Language:** Displays the language of the words in the currently selected dictionary.

**New button:** Creates a new user dictionary file.

**Remove File button:** Closes the currently selected dictionary file.

**Type:** Displays the type or purpose of the currently selected user dictionary.

**Words list:** Contains the list of words in the currently selected user dictionary.

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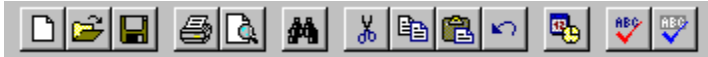
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## View Toolbar

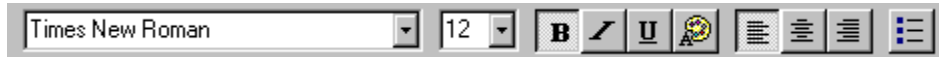


Displays (or hides) the main FloppyWord toolbar, which has buttons to help you quickly access frequently used commands.

A brief description of each button may be obtained by holding the mouse over the button and observing the text at the left end of the status bar.

A very brief description of each button may be obtained by holding the mouse over the button and observing the "Tooltip" that appears nearby.

## View Format Bar



Displays (or hides) the FloppyWord format bar, which has buttons and listboxes to help you quickly change document formatting.

## View Ruler



**Displays (or hides) the FloppyWord ruler, a bar with a measurement scale and markers that enable you to adjust margins and tab stops.**

## **View Status Bar**

Displays (or hides) the FloppyWord status bar, located at the bottom of the FloppyWord window, which shows a brief explanatory message about any button over which the mouse is held or about any menu command over which the mouse is dragged.

## **View Options...**

Displays the FloppyWord Options dialog box, which allows you to set such items as word wrap and toolbar display for each type of document.

# Insert Functions

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## **Insert Date and Time...**

Inserts the date or time at the insertion point in the format you specify.

To quickly insert the date and time, click the **Date and Time** button on the toolbar.

## **Insert Bullet...**

Creates (or removes) a bulleted text item.

To quickly add or remove a bullet, click the **Bullet** button on the format bar.

# Format Functions

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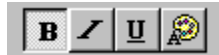
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## Format Font...

Applies or removes character formats from selected text or from the insertion point forward as you type.



To quickly change font and font size, select the font and font size you want from the Font and Font Size listboxes on the format bar.



To quickly apply or remove bold, italic, underline, or color formatting, click the Bold, Italic, Underline, or Color button on the format bar.

## Format Paragraph...

Controls the alignment and indentation of paragraphs.



To change paragraph alignment quickly, click the appropriate Alignment button (Left, Right, or Centered) on the format bar.

## Format Tabs...

Controls the position and alignment of tab stops.

# Help Functions

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## Help Topics

Opens the Help file to the Contents page.



## Help About...

Displays program information, version number, and copyright.

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# Help Cetus Freeware

Provides information on freeware software products released by Cetus Software.

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## Help Cetus Shareware...

Provides information on shareware software products released by Cetus Software.

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# How Do I . . .

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[Work with Documents ?](#)

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## Obtaining Help

You may move from one topic to another in this Help file by clicking with the mouse on any underlined "jump" item. From the keyboard, you may use the Tab key to highlight any item, and then press Enter.

A brief description of any FloppyWord menu command may be obtained by dragging the mouse over the menu item.

A brief description of any FloppyWord toolbar or format bar button may be obtained by holding the mouse over the button and observing the text at the left end of the status bar. A very brief description of any button may also be obtained by holding the mouse over the button and observing the "Tooltip" that appears nearby.

# Working with Documents

**To create a new document:**

- 1 On the File menu, click New.
- 2 Click the file type you want to create, and then begin typing.

**Tip:**

- To name the new file, click the File menu, and then click Save As.

**To save changes to a document:**

- On the File menu, click Save.

**Tip:**

- To save an existing document with a new name, click Save As, and then type a new name in the File Name box.

**To open a document:**

- 1 On the File menu, click Open.
- 2 In the Look In box, click the drive that contains the document you want to open.
- 3 Below the Look In box, click the folder that contains the document you want to open.
- 4 Click the document's name, or type it in the File Name box.

**Tips:**

- If you don't see what you're looking for, click a different file type in the Files Of Type list.
- To open a document you opened recently, click its name at the bottom of the File menu.

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## Working with Text

**To copy information into another document:**

- 1 In the document that contains the information you want to copy, select the information by highlighting it.
- 2 On the Edit menu, click Copy.
- 3 In the document where you want the information to appear, click the place where you want to put the information.
- 4 On the Edit menu, click Paste.

**Tip:**

- You can paste the information multiple times.

**To move information between documents:**

- 1 In the document that contains the information you want to move, select the information by highlighting it.
  - 2 On the Edit menu, click Cut.
  - 3 In the document where you want the information to appear, click the place where you want to put the information.
  - 4 On the Edit menu, click Paste.
- The information is removed from the original document and appears in its new location.

# Formatting Text

**To change the way text wraps on your screen:**

- 1 On the View menu, click Options.
- 2 In the Word Wrap area, click the wrapping option you want.

**Notes:**

- The wrapping options only affect how text appears on your screen. When printed, the document uses the margin settings specified in Page Setup.
- You can set different word wrap options for each text format in which you save the document: text-only, Word 6, Microsoft Write, and Rich Text Format (RTF).

**To create a bullet list:**

- 1 Click where you want the bullet list to start.
- 2 On the Format menu, click Bullet Style, and then enter text. (When you press ENTER, another bullet is displayed on the next line.)
- 3 To end the bullet list, click Bullet Style again.

**To change a font type, style, and size:**

- 1 Select the text you want to format.
- 2 On the Format menu, click Font.
- 3 Click the options you want.

**Tips:**

- You can specify the font for new text by changing the font settings before you begin to type.
- To change the font for an entire document, click the Edit menu, and then click Select All before clicking the Format menu.
- For Help on an item, click [?] at the top of the dialog box, and then click the item.

**To format a paragraph:**

- 1 Click within the paragraph you want to format.
- 2 On the Format menu, click Paragraph, and then choose the alignment and indents you want.

**Tip:**

- To define paragraph formatting for a new document, change the format settings before you begin to type.

**To set tabs in paragraphs:**

- 1 Select the paragraph you want to set tabs for.
- 2 On the Format menu, click Tabs.
- 3 To set a tab stop, enter the position in the Tab Stop Position box, and then click Set.
- 4 To delete a tab stop, click it in the tab-stop list, and then click Clear.
- 5 To delete all tab stops in the selected paragraph, click Clear All.

**Tips:**



- To set tab stops by using the ruler, click the ruler at each increment where you want to put a tab stop.
- To delete tab stops by using the ruler, drag them off the ruler.

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# Setting Up the FloppyWord Window

To show or hide the toolbar:

- On the View menu, click Toolbar.
- When the command has a check mark next to it, the toolbar is on.

To show or hide the format bar:

- On the View menu, click Format Bar.
- A check mark appears when the format bar is visible.

Tips:

- The buttons on the format bar are shortcuts for formatting text, such as making text bold or underlined, or changing the paragraph style. To format text, select it, and then click the appropriate button on the format bar.
- You can drag the format bar and the toolbar to any location in the window.

To show or hide the ruler:

- On the View menu, click Ruler.
- A check mark appears when the ruler is visible.

Tip:

- To set tab stops by using the ruler, click the ruler at each increment where you want a tab stop. To delete tab stops with the ruler, drag them off the ruler.

To show or hide the status bar:

- On the View menu, click Status Bar.
- When the command has a check mark next to it, the status bar is on.

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# Printing from FloppyWord

## To print a document:

- If the document is open, click the File menu, and then click Print.
- If the document is not open, drag the document from My Computer or Windows Explorer to your printer in the Printers folder.

## Tips:

- While a document is printing, a printer icon appears next to the clock on the taskbar. When this icon disappears, your document has finished printing.
- For easy access to your printer, you can create a shortcut to it on the desktop.

## To see how your document will look before you print it:

- On the File menu, click Print Preview.

## Tip:

- To return to the previous view from Print Preview, click the Close button.

## To set page margins:

- On the File menu, click Page Setup, and then enter new values in the Margins area.

## Tip:

- For Help on an item, click [?] at the top of the dialog box, and then click the item.

## To change printers and printing options:

- 1 On the File menu, click Page Setup.
- 2 To change paper size, page orientation, or margins, change settings here.
- 3 To change printers, click Printer, and then click a printer from the Name list.

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## Cetus Freeware and Shareware

Cetus Software is the distributor of several freeware and shareware products. Look for them on the various online services as well as on the Internet (including at our Web site, <http://www.cetussoft.com>).

(For those without easy access to these sources, Cetus Software will provide copies on diskette of any for the nominal fee of \$5.00 each, postpaid.)

For further information on any Cetus Software product, please contact:

Cetus Software Inc.  
Post Office Box 700  
Carver, MA 02330 USA  
Email [users@cetussoft.com](mailto:users@cetussoft.com)

Please feel free to visit our Web site at <http://www.cetussoft.com>, where you may download free copies of the latest versions of all of our programs.

[Cetus Freeware Products](#)

[Cetus Shareware Products](#)

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## **File Print...**

Use this function if you wish to check the spelling of text in the entire document.

The Check Spelling Dialog appears if a word requiring your attention is detected. You can use the dialog to specify whether the word should be ignored or replaced.



## **File Print...**

Use this function if you wish to check the spelling of text that you have selected.

The Check Spelling Dialog appears if a word requiring your attention is detected. You can use the dialog to specify whether the word should be ignored or replaced.



