Before you can create a new document, you must select a style sheet to determine the initial appearance of the document. The style sheet provides a template into which you type text and insert pictures. The template includes a page layout that determines the way the pages initially appear and paragraph styles that provide different types of formatting for text.

To create a new Ami Pro document

1. Choose File/New.
2. Select the style sheet you want to use for the document.
3. Select the desired options.

   With contents
   Inserts any pre-defined text, frames, pictures, or tables into the document.

   Select With contents if you want to use any text, frames, pictures, or tables contained in the style sheet.

   Run macro
   Prompts you for default information that is required in this type of document and additional information that is specific to a particular document. Ami Pro places the information you specify into the appropriate locations in the document.

   Select Run macro if you want Ami Pro to insert information you specify into the appropriate locations in the document.

   Close current file
   Closes the current document before opening another document.

   If you want to display multiple documents, each in its own window, deselect Close current file.

   Ami Pro uses the setting you select the next time you choose File/New or File/Open.

   List by description
   Displays style sheet descriptions instead of style sheet file names. If a style sheet does not have a description, Ami Pro displays the style sheet file name followed by the words "No Description."

   Ami Pro always lists the style sheets in alphanumeric order according to their file names. File names beginning with characters that are not alphabetic or numeric, such as symbols, display in the order in which they appear in the ANSI character set.

   Preview
   Shows how the document will appear if you select With contents for the style sheet. Ami Pro displays any text, frames, pictures, or tables included in the selected style sheet in a separate window in Full Page view.

   You can use Preview to help you decide which style sheet to select and whether or not to select With contents.

4. Choose OK to create the document.

   Ami Pro creates an untitled document. If you selected With contents, the style sheet contents appear in the document. If you selected Run macro, Ami Pro prompts you for information.

5. Type the desired text.

   Ami Pro usually defaults to the Body Text paragraph style and uses the formatting information contained in that paragraph style. However, you can change the appearance of the text by using another paragraph style.

   Ami Pro wraps the text to a new line when it reaches the right margin. Press ENTER only at the end of a paragraph.

See also:

Creating, Saving, and Displaying an Ami Pro Document Contents

If you selected Run macro in the New dialog box, Ami Pro prompts you for both default information and specific information for the document you are creating.

To specify personal information

The first time you create a document and select Run macro, Ami Pro prompts you for personal information that is required in many different types of documents.

1. Specify the desired information in each text box.

2. Choose OK.

    Ami Pro saves the information you specify and automatically displays it in the Default Information dialog box each time you create a document and select Run macro. You can modify personal information by playing the COLLECT.SMM macro.

To specify default information

Each time you select Run macro in the New dialog box, Ami Pro displays the information you specified in the Personal Information dialog box.

1. Edit any information that is incorrect for the document you are creating.

2. Choose the desired command button.

    OK
    Saves the default information as contents in the current document.

    Save As
    Displays the Save as a Style Sheet dialog box so you can save the default information as contents in a new style sheet.

    When you create a new document, select that style sheet, and select With contents, Ami Pro automatically displays the information instead of displaying the Default Information dialog box.

To specify optional information

Ami Pro prompts you for information that is specific to the document you are creating.

1. Specify any information that is specific to this document.

2. Choose OK.

    Ami Pro displays the default and optional information in an untitled document.

See also:

Creating, Saving, and Displaying an Ami Pro Document Contents
Creating a New Ami Pro Document
Saving as a Style Sheet
Saving an Untitled Document
Playing a Macro Previously Saved to a File

Ami Pro requires each paragraph, defined as any text, characters, or spaces between two returns, to have a paragraph style. However, you do not need to manually assign a paragraph style to every paragraph. Ami Pro usually defaults to the Body Text paragraph style and continues to use that paragraph style until you change to another one, such as Bullet 1.

You can assign any of the paragraph styles either while you're typing or after you've typed the document. If you know the paragraph styles you want to use and the kind of text the document will contain, you can assign paragraph styles while you type. Alternatively, you can type all the text using a paragraph style such as Body Text and assign the paragraph styles later.

Ami Pro displays the name of the paragraph style for the current paragraph in the Style Status button in the status bar. You can use the button to assign paragraph styles to text. You can also use function keys, the Styles Box, or Fast Format to assign paragraph styles.

See also:

Creating, Saving, and Displaying an Ami Pro Document Contents
Understanding Paragraph Styles
Assigning a Paragraph Style Using the Style Status Button
Assigning a Paragraph Style Using the Styles Box
Assigning a Paragraph Style Using Fast Format

You can assign a paragraph style using the Style Status button in the status bar.

To assign a paragraph style using the Style Status button

1. Place the insertion point in the paragraph to which you want to assign a paragraph style, or select the desired paragraphs.
2. Click the Style Status button in the status bar and select the desired paragraph style.

See also:

Creating, Saving, and Displaying an Ami Pro Document Contents
Using the Status Bar
Assigning a Paragraph Style Using the Styles Box
Assigning a Paragraph Style Using Fast Format

You can assign a paragraph style using the Styles Box.

To assign a paragraph style using the Styles Box

1. Place the insertion point in the paragraph to which you want to assign a paragraph style, or select the desired paragraphs.

2. Choose Style/Select a Style to display the Styles Box and make it active.

   Keyboard: Press CTRL+Y.

3. Use or ↓ to scroll through the paragraph styles until the desired paragraph style is highlighted.

   Shortcut: Press the function key that precedes the paragraph style to assign the paragraph style.

4. Press SPACEBAR or ENTER to assign the paragraph style to the text in the document.

   Press ESC to exit the Styles Box without assigning another paragraph style.

   If the Styles Box remains on the screen, you can hide it by choosing View/Hide Styles Box.

See also:

You can use Fast Format to extract paragraph style formatting from text and then quickly apply that formatting to other main document text, table text, or text in a text frame.

You must have a mouse to apply the formatting you extract using Fast Format.

You can also use Fast Format to extract text formatting and apply it to other text.

To assign a paragraph style using Fast Format

1. Place the insertion point in the paragraph that has the desired formatting.
2. Choose Text/Fast Format.

   Keyboard: Press CTRL + T.
3. Select Only paragraph style.

   Only text font and attributes
   Extracts all text formatting from the word in which the insertion point is located.

   Text formatting is any typeface, point size, color, attributes (bold, italic, underline, word underline), capitalization, or special effect you applied to selected text using either SmartIcons, the status bar, or the Text menu.

   Only paragraph style
   Extracts all paragraph style formatting from the paragraph in which the insertion point is located.
4. Choose OK.

   Ami Pro changes the mouse pointer to a paint brush.
5. Select the paragraphs to which you want to apply the paragraph formatting and release the mouse button.

   Ami Pro assigns the paragraph style to the selected text. The text appears with the paragraph style formatting you applied. Ami Pro displays the name of the applied paragraph style in the Style Status button in the status bar.

   Ami Pro changes the paragraph style but does not replace any previously applied text formatting and text enhancements. For example, if you apply paragraph style formatting of Helvetica to text you previously changed to Palatino, the text appears in Palatino. You can select the text and choose Text/Normal to use the paragraph style formatting.
6. If you want to apply the extracted paragraph style formatting to other paragraphs, repeat step 5.
7. When you no longer want to apply the paragraph style formatting, choose Text/Fast Format.

   Keyboard: Press ESC.

   Ami Pro changes the mouse pointer to an I-beam.

See also:

When you save an untitled document, Ami Pro creates a file with the name you specify and stores it in the drive and directory you specify. You can also save the document to a different file format.

To save an untitled document

1. Choose File/Save.

   Keyboard: Press CTRL+S.

2. In the List Files of type list box, select Ami Pro.

3. In the file name list box, type the document name.

4. Specify the desired drive and directory by specifying them in the list boxes or by typing the path in the File name list box.

5. Select the desired options.

   Ami Pro automatically adds .SAM as the extension to the document name. You can specify the desired drive and directory by selecting them in the list boxes or by typing the path in the Filename text box.

   Keep format with document
   Keeps all the formatting information in the document instead of in a separate style sheet file. Selecting this option means the document is self-contained--the page layout and paragraph styles are stored in the document instead of in a style sheet.

   If you select Keep format with document, the word None appears in the Styles Box instead of a style sheet name. All the paragraph style names have bullets (dots) next to them.

   If you do not select Keep format with document, Ami Pro uses the formatting information stored in the style sheet associated with the document.

   Password Protect
   Prevents someone else from opening the document. There is no Undo function for Password Protect.

   Ami Pro 1.2 format
   Saves the document as an Ami Pro Version 1.2 formatted file so that it can be edited using Ami Pro Version 1.2.

   Ami Pro Version 1.2 saves graphic files imported with Copy Image selected as separate *.GXX files. Ami Pro Release 3.x saves these pictures as part of the .SAM file. If you select Ami Pro 1.2 format, Ami Pro saves the pictures in the document as separate *.GXX files.

6. If you want to store a comment about the document as part of the document information, place the insertion point in the Document description text box and type the desired information. You can type up to 119 characters.

   When opening a document, Ami Pro displays this comment to help you remember the contents of the document.

7. Choose OK.

   Ami Pro displays "Saving document" in the status bar while it saves the file.

See also:

Creating, Saving, and Displaying an Ami Pro Document Contents
Using Password Protect
Exporting a Text File
Saving Changes to a Titled Document
Saving a Document Under Another Name or to Another Location
Closing a Document

You can save changes to a titled or previously saved document.

Ami Pro can also automatically save your work if you specify Auto timed save in the User Setup.

To save changes to a titled document

Choose File/Save to save the document.

    Keyboard: Press CTRL+S.

Ami Pro saves the changes but does not display the Save As dialog box.

See also:

    Creating, Saving, and Displaying an Ami Pro Document Contents
    Setting User Setup Defaults

You can save a document under a different name or to a different drive and directory. Use Save As to save the results of an editing session while preserving the original document.

To save a document under another name or to another location

1. Choose File/Save As.
2. In the List files of type list box, select Ami Pro.
3. In the File name text box, type the document name.
4. Specify the desired drive and directory by selecting them in the list boxes or by typing the path in the File name text box.
5. Select the desired options.
6. Choose OK.

   Ami Pro creates a file with the name you specify and stores it in the drive and directory you specify.

See also:

Creating, Saving, and Displaying an Ami Pro Document Contents
Saving an Untitled Document
Using Password Protect
Exporting a Text File

When you save an untitled document or save a titled document under another name or to another location, you can protect the document from being opened by someone else.

To password protect an Ami Pro document

1. Choose File/Save.

   If you are saving a titled document under another name or to another location, choose File/Save As.

2. In the List files of type list box, select Ami Pro.

3. In the File name text box, type the document name.

4. Select Password protect.

5. Choose OK.

6. Type the desired password.

   You can type up to 14 characters.

   There is no Undo function for Password Protect. You will need to specify the correct password, including the upper- and lower-case letters specified originally, the next time you open the document. If you do not know or cannot remember the correct password, you cannot display the document.

   Use the same password for all your documents. That way, the password is consistent and easy to remember.

7. Choose OK.

   Ami Pro prompts you to confirm the password.

See also:

Creating, Saving, and Displaying an Ami Pro Document Contents
Saving an Untitled Document

You can remove the current document from the screen in several ways.

To close a document using File/Close
Choose File/Close.

If the current document is the only open file, Ami Pro displays the Ami Pro application window. If the current document is one of several open files, Ami Pro displays another open file.

To close a document using File/New
1. Choose File/New.
2. Select the style sheet you want to use for the new document.
3. Select Close current file.
4. Select any other desired options.
5. Choose OK.

   Ami Pro displays an untitled document on the screen.

To close a document using File/Open
1. Choose File/Open.

   Keyboard: Press CTRL+O.
2. Specify the desired options.
3. Select Close current file.
4. Choose OK.

   Ami Pro displays the document on the screen.

To close a document using File/Exit
Choose File/Exit.

Ami Pro closes all open documents and returns to the Windows Program Manager. Ami Pro is no longer an active application.

See also:

   Creating, Saving, and Displaying an Ami Pro Document Contents
   Creating a New Ami Pro Document
   Using Password Protect

You can use Open to display up to nine documents.

You can also use Open to import or insert a text or data file stored in another format.

If you specified Recent files in the User Setup dialog box, Ami Pro displays a list of recently opened files under the File menu. Choose File and the desired file name to open the document.

To open an Ami Pro document

1. Choose File/Open.

   Keyboard: Press CTRL+O.

2. In the List files of type list box, select Ami Pro.

3. In the File name text box, type the document name.

4. Specify the desired drive and directory by selecting them in the list boxes or by typing the path in the File name text box.

   Ami Pro displays file information at the bottom of the dialog box, including the date and time the document was revised and the file size in kilobytes. Ami Pro also displays a description of the document if you typed one when you saved it.

5. Select the desired options.

   Close current file
   Closes the current document before opening another document.

   If you want to display multiple documents, each in its own window, deselect Close current file.

   Ami Pro uses the Close current file setting you select the next time you choose File/Open or File/New.

   Preview
   Displays the contents of the selected document in a separate window. You can do the following in the Preview window:

- Scroll through the document.

- Change view levels and display modes.

- Display the ruler, Styles Box, and power fields.

- Copy selected text to the Clipboard and paste it into another open document.

- Use Go To and Find & Replace to find information.

- Print the document.

   You cannot edit and save changes to the Preview document.

6. Choose OK to open the document.

   If you selected Password protect when you saved the document, Ami Pro prompts you to enter the password.

See also:

Creating, Saving, and Displaying an Ami Pro Document Contents
Importing a Text or Data File
Setting User Setup Defaults
Using Password Protect

You can specify the following User Setup options:

- File saving options
- Undo level
- Number of recent file names you want to display under the File menu
- Disable options
- Notes options
- Automatic implementation of macros

These options are implemented every time you start Ami Pro.

See also:

You can set Auto backup and Auto timed save file saving options.

To set file saving options
 1. Choose Tools/User Setup.
 2. Specify the desired File Saving options.

> **Auto backup**
> Ami Pro creates and updates a copy of the current document when you save it. The copy is placed in the document directory specified in the User Setup Paths dialog box.
>
> If you select Auto backup, it is critical that you specify a backup directory that is different from the directory you work in. Ami Pro creates a backup file with the same name and extension as the original file. If you do not specify a different backup directory, Ami Pro overwrites your original files.
>
> The backup of any file is a copy of the file as it was prior to the last time you saved. As a result, the backup file and the displayed file are not identical. To create an exact duplicate of a file, use Save twice without making any changes to the file between the first and second Save commands.
>
> **Auto timed save**
> Ami Pro saves the titled document when the number of minutes you specify elapses. You can specify any number between 1 and 99 minutes. Ami Pro displays an hourglass to let you know when the file is being saved.
>
> Auto timed save is not implemented while you are using Drawing, Charting, Image Processing, or Equations. When you exit these modes, Ami Pro saves the document.

 3. Choose OK.

See also:

Setting Ami Pro Defaults Contents
Setting Default Paths

You can set an Undo level and the number of recent file names you want to display under the File menu.

To set editing options

1. Choose Tools/User Setup.

2. Select the desired Undo level. The level you specify determines the number of actions or levels Ami Pro can reverse. You can select Off, 1, 2, 3, or 4 levels.

    The fewer the levels of Undo, the faster Ami Pro operates.

3. Specify the desired number of recent file names you want to display under the File menu. Ami Pro displays the names of these recently opened files below the other File menu items. You can specify any number between 0 and 5.

    You can open a recent file by choosing File and selecting the desired file name in the list of items.

4. Choose OK.

See also:

Setting Ami Pro Defaults Contents

Specify whether you want to disable warning messages, one-line help, and Drag & Drop.

To set disable options
1. Choose Tools/User Setup.
2. Select the desired Disable options.

   Recent files applies only to documents stored on a hard disk.

   Disable warning messages
   Ami Pro no longer displays a message when you delete text that contains notes, page breaks, footnotes, page tables, floating headers or footers, inserted page layouts, anchored frames, DDE links, or power fields.

   Ami Pro continues to display other Help messages even if you select Disable warning messages.

   Disable one-line help
   Ami Pro no longer displays command descriptions in the title bar.

   Disable drag & drop
   Ami Pro no longer implements Drag & Drop to move or copy text.

   Select Disable drag & drop if you do editing that does not require moving or copying text.
3. Choose OK.

See also:

Using Drag and Drop to Move or Copy Text
Setting Ami Pro Defaults Contents

Specify your name, initials, and how you want notes to display in a document.

The Notes options are designed for a multi-user environment.

To set notes options

1. Choose Tools/User Setup.
2. Select the desired Notes options.

   Name
   Type your name to allow other people to add notes to a document, but prevent them from editing the document.

   You must also select Lock for annotations in the Doc Info dialog box.

   Initials
   Type your initials to distinguish the notes you create from notes that other people create. You can type up to 6 characters.

   Display initials in text
   Ami Pro displays your initials and the note numbers in the text when you display notes.

   If you want the note numbers to display without your initials, do not type anything in the Initials text box and select Display initials in text.

   Note color
   Select the color that you want to use for the notes you create in a document.

3. If you have a mouse and you want to display additional colors, click the arrow in the color bar.

   You can replace a color in the color bar with a color from the color box. Select the color in the color bar you want to replace. Then select the desired color in the color box. Ami Pro changes the color in the color bar to the color you selected.

   Ami Pro displays the color box.

4. If you have a mouse and you want to create a custom color, double-click the desired color in the color bar or box.

5. If you want to adjust the color, position the mouse pointer in the Custom Colors box and drag the mouse.

   Ami Pro displays the color in the example box as you adjust it.

6. Release the mouse button to stop adjusting the color.

7. If you want to adjust the hue, saturation, and luminance, or the amount of red, green, and blue in the custom color, position the mouse pointer on the Custom Colors color bar and drag the mouse to the left or right.

   You can also specify the desired settings in the Hue, Sat, Lum, Red, Green, and Blue text boxes.

8. Release the mouse button to stop adjusting the color.

9. Choose OK to return to the color bar or box.

   Ami Pro replaces the previous color with the custom color you created.

   If you want to change back to the original colors provided by Ami Pro, hold CTRL and click the mouse button anywhere in the color bar or box.

10. If necessary, click the arrow in the color bar to close the color box.

11. Choose OK.

See also:

<u>Setting View Preferences</u>

Specify a macro you want to run automatically when you start or exit Ami Pro.

You can specify the desired path for macros by choosing Tools/User Setup, choosing Paths, and typing the path in the Macro text box.

To set Run macros options

1. Choose Tools/User Setup.

2. Select the desired Run Macros options.

   You can display a list of the macro files in the AMIPRO\MACROS directory or the directory you specified as the default path for macros by clicking the arrow or pressing ↓ when the insertion point is in a text box.

   Program Load
   The macro you specify runs every time you start Ami Pro.

   Program Exit
   The macro you specify runs every time you exit Ami Pro.

3. Choose OK.

See also:

Setting Ami Pro Defaults Contents
Recording a Macro
Playing a Macro Previously Saved to a File
Setting Default Paths

You can specify the typographic options you want to use when you create and edit documents.

You can specify different hyphenation and pair kerning options for each document. Ami Pro uses the settings you specify for the current document only.

You must select the Hyphenation option for paragraph styles before Ami Pro implements any hyphenation settings.

To set typographic options

1. Choose Tools/User Setup.
2. Choose Options.
3. Specify the desired Typographic Options.

   Hyphenation hot-zone
   Sets the minimum number of spaces (including the space for the hyphen) that must be available at the right margin before Ami Pro hyphenates text instead of wrapping it to the next line. You can specify any number between 2 and 9.

   You can maximize the number of characters on the lines in a document by specifying a smaller number as the desired hot-zone.

   The number of characters you specify determines the amount of space between the right margin and the last character of text on a line.

   Widow/Orphan control
   Prevents the first line of a paragraph from printing as a single line at the bottom of a page or column, and the last line of a paragraph from printing at the top of a page or column.

   Widows and orphans are generally considered poor style. If you select Widow/Orphan control, Ami Pro prevents their occurrence.

   Pair kerning
   Reduces the amount of space between some characters. Select this option if your printer fonts support pair kerning.

   Pair kerning can decrease printing speed.

   Hyphenate last word in paragraph
   Allows hyphenation of the last word in a paragraph.

   Hyphenate last word in column/page
   Allows hyphenation of the last word in a column or on a page.

   Select Hyphenate last word in column/page if you need to maximize the amount of text that fits on a page.

4. Choose OK to return to the User Setup dialog box.
5. Choose OK to return to the document.

See also:

Setting Ami Pro Defaults Contents
Specifying Paragraph Style Hyphenation

You can minimize the time it takes for Ami Pro to print or format documents. Ami Pro uses the speed settings for every document.

To set Speed Options

1. Choose Tools/User Setup.
2. Choose Options.
3. Select the desired Speed Options.

    Print in background
    Ami Pro prints a document in the background, allowing you to perform functions and commands while the document prints.

    Flow in background
    Ami Pro formats the paragraph styles and pages in a document in the background, allowing you to perform functions and commands while the document reformats.

4. Select the desired Graphic display speed option.

    Ami Pro creates a screen snapshot file for any picture you display on the screen. These snapshot files enable Ami Pro to display the pictures in a document more quickly.

    If you do not display a particular page in a document, Ami Pro does not create snapshot files for the pictures on that page.

    Save for fast display
    Ami Pro creates the screen snapshot files, stores them as temporary ~ISD*.TMP files on the hard disk while the document is open, and saves them as part of the Ami Pro document when you use the Save command. This speeds up the screen display, but increases the size of the document.

    Save while open
    Ami Pro creates the screen snapshot files, stores them as temporary ~ISD*.TMP files on the hard disk while the document is open, and deletes them when you close the document or exit Ami Pro. This speeds up the screen display and does not increase the size of the document. However, it does not conserve disk space while the document is open, since Ami Pro creates the temporary files.

    Conserve disk space
    Ami Pro creates the screen snapshot files, but stores them only in RAM. Therefore, Ami Pro may need to re-create the snapshot files the next time you display the page containing the pictures. This slows down the screen display, but conserves disk space.

    Select Conserve disk space if your documents contain numerous pictures and the disk on which the documents are stored does not have at least 10MB of available space.

5. Choose OK to return to the User Setup dialog box.
6. Choose OK to return to the document.

See also:

Setting Ami Pro Defaults Contents
Printing in the Background

You can specify the default drive and directory for documents, style sheets, backup files, macros, and SmartIcons. Ami Pro uses this information to access and store files.

You can also indicate whether or not you want Ami Pro to use the last working directory you specified when you either opened or saved a document.

To set Default Paths

1. Choose Tools/User Setup.
2. Choose Paths.
3. Type the desired default paths.

   Document
   The drive and directory Ami Pro uses to store and retrieve documents. You should specify a directory on the hard disk unless you store your documents on floppy disks. This is normally set to C:\AMIPRO\ DOCS

   Style sheet
   The drive and directory Ami Pro uses to store and retrieve style sheets. You must specify a directory on the hard disk. This is normally set to C:\AMIPRO\STYLES

   Backup
   The drive and directory Ami Pro uses to store backup files if you select Auto Backup. The directory you specify must exist before you type its name in the text box.

   You must type a different directory name than the one you specified in the Document text box. If you do not specify a different directory, Ami Pro overwrites the original files with the backups, since it creates backup files with the same names and extensions as the originals.

   Macro
   The drive and directory Ami Pro uses to store and retrieve macro files. This is normally set to C:\ AMIPRO\MACROS.

   SmartIcons
   The drive and directory Ami Pro uses to store SmartIcons and sets of SmartIcons. This is normally set to C:\AMIPRO\ICONS.

4. If you want Ami Pro to display a list of the .SAM files in the last directory you specified when you opened or saved a document, select Use working directory.

   If you want Ami Pro always to use the default document directory, deselect Use working directory.

   Ami Pro continues to use the working directory until you deselect the option or exit the application.

5. Choose OK to return to the User Setup dialog box.
6. Choose OK to return to the document.

See also:

Setting Ami Pro Defaults Contents
Setting File Saving Options
Setting Run Macros Options

You can specify the mode, view, and style sheet you want to use when you load Ami Pro or display a document in another window. In addition, you can specify whether the following options should take effect each time you load Ami Pro or display a document in another window.

- Clean Screen
- Styles Box
- Maximize the window
- Display style sheet information by description

Ami Pro implements the load defaults when it is first loaded. The changes you specify take effect only after you exit and reload Ami Pro.

To set Load Defaults

1. Choose Tools/User Setup.
2. Choose Load.
3. Select Custom or Standard as the View you want to use as the default.
4. Select Clean screen, Styles box, and Maximized if you want these to be defaults.

   If you deselect Maximized, Ami Pro displays in the application workspace only.
5. Select Layout, Outline, or Draft as the Mode you want to use as the default.
6. Select the Style sheet you want to use as the default.
7. If you want to display style sheet descriptions instead of style sheet file names when you create a document or use another style sheet, select List by description.

   If a style sheet does not have a description, Ami Pro displays the style sheet file name followed by the words "No Description."
8. Choose OK to return to the Load Defaults dialog box.
9. Choose OK to return to the User Setup dialog box.
10. Choose OK to return to the document.
11. Exit and reload Ami Pro to implement the changes you specified.

See also:

You can determine how the screen appears while you work in a document by specifying view preferences. Although these preferences are automatically implemented every time you load Ami Pro, you can change them at any time.

To set View Preferences

1. Choose View/View Preferences.
2. Select the desired options.

Column guides
In Layout mode, displays column margins with a light dotted line.

Margins in color
In Layout mode, displays the margins of the document in color on a color monitor or as a speckled area on a monochrome monitor.

The margin colors are determined by the application workspace screen element color specified in the Windows Control Panel.

Pictures
Displays pictures on the screen. If you deselect this option, frames that contain pictures display a thin X.

Ami Pro operates faster if you deselect Pictures.

Tabs & returns
Displays a symbol for tabs and returns.

Marks
Displays a symbol for each of these functions:

Column Break

Page Break

Inserted Ruler

Inserted Page Layout

Floating Header--all, left, right pages

Floating Footer--all, left, right pages

Ami Pro also displays blue square brackets (on a color monitor) around any DDE text links.

Notes
Displays notes as colored numbered rectangles.

You can specify the initials and color you want to use for the notes you create in a document and whether or not the initials and note numbers should display in the text.

Outline buttons
In Outline mode, displays outline buttons.

Table gridlines
Displays lines between columns and rows as light gray solid lines that do not print.

Table row/column headings
Displays row and column headings in tables when the insertion point is in a table. Rows are identified by numbers and appear along the left side of the table. Columns are identified by letters of the alphabet and appear from left to right across the top of the table.

Vertical ruler
In Layout mode, displays a vertical ruler on the left side of the screen.

Horizontal scroll bar
Displays a horizontal scroll bar at the bottom of the window.

System font in draft mode
In Draft mode, displays all text in the Windows system font, instead of in the font specified in the paragraph style or applied using the Text menu or status bar.

If you select System font, Ami Pro operates faster in Draft mode.

Display as printed
Displays the document onscreen exactly as it appears when you print it. Ami Pro maintains correct line endings and uses only the fonts available on the selected printer. If you deselect this option, text displays based on how it fits on the screen, providing consistent spacing between words. However, the screen formatting (including line endings and pagination) may not be representative of how the document will appear when you print it using the selected printer.

If you deselect Display as printed, Ami Pro operates faster.

3. Specify the desired Custom view.

Custom view
Displays a document as a percentage of Standard View. You can specify a percentage between 10 and 400. If you specify 100%, the display is the same as Standard View.

4. Choose OK.

See also:

Setting Ami Pro Defaults Contents
Understanding Links
Setting User Setup Defaults
Understanding How Ami Pro Uses Screen Fonts
Using Different Views

Ami Pro can hide many parts of the Ami Pro window so that you can maximize the amount of the document that displays on the screen. These parts include the title bar, menu bar, status bar, vertical and horizontal scroll bars, and SmartIcons. You can use Clean Screen to hide these parts.

You can select the parts of the Ami Pro window you want to display even when you use Clean Screen.

To select Clean Screen Options

1. Choose View/View Preferences.
2. Choose Clean Screen Options.
3. Select the parts of the Ami Pro window you want to display when you use Clean Screen.

    Select Return icon if you want to display an icon in the lower right corner of the Ami Pro window. You can click the icon to redisplay all the parts of the Ami Pro window.

4. Choose OK to return to the View Preferences dialog box.
5. Choose OK to return to the document.

See also:

Setting Ami Pro Defaults Contents
Using Clean Screen

Windows applications use screen fonts to display text. Certain screen fonts are used for the text inside dialog boxes, in the menus and title bars. Other screen fonts are used to represent the fonts available to your printer.

Windows supplies several sets of screen fonts. The screen fonts are either bitmap (raster) or vector (stroke) fonts.

You can also install third party Windows-compatible screen fonts such as Adobe Type Manager fonts. Ami Pro can use any fonts recognized by Windows.

Bitmap fonts, such as Tms Rmn, Helv, Courier, and Symbol are composed of a specific pattern of dots (pixels) for each character. Bitmap fonts are supplied in sizes that can be scaled and stretched to different sizes.

When bitmap fonts are scaled, there may be some jaggedness in the characters. This is because pixels must be added or removed to display characters in different sizes.

Vector fonts, such as Modern, Roman, and Script, are generated using a mathematical description of each character and can be scaled to different sizes rapidly with a minimum of character degradation.

See also:

Setting Ami Pro Defaults Contents

Whenever you specify a font, Ami Pro asks Windows for a screen font that corresponds to the fonts available to the printer. If there is no screen font that directly corresponds to a printer font, Windows calculates a similar font that can be used as a replacement.

Windows then scales the substitute screen font so that it matches the requested font as closely as possible and provides it to Ami Pro.

If you install Windows screen fonts and matching printer fonts, such as Adobe Type Manager fonts, no scaling is necessary for those fonts.

There are two factors that influence the way text displays on the screen: the character set (symbol set) being used and whether you selected Display as printed in View Preferences.

Using Character Sets
The symbol set of a font determines which special characters (such as line draw characters or Greek/Math symbols) are available. Some of the more popular character sets are ANSI, IBM-PC ASCII, and Symbol.

Character sets vary from one screen font to another. A character that is available in your printer font may not be available in the screen font used to display the text on the screen. When you access that character on the screen, it may display as a different symbol, an underline, or a hyphen. A special character can be displayed on the screen because it is available in the screen font, but there may not be a corresponding character in the printer font available to your printer. Therefore, a different character such as a bullet or space may print.

Using Display as printed
This option determines how Ami Pro uses the screen fonts and whether or not the screen display matches the printed output.

If you choose View/View Preferences and select Display as printed, Ami Pro keeps the printer driver in memory and references the printer fonts available to your printer when it displays the text on the screen. It uses printer font metrics (character widths specified in the printer font) to determine how much text can fit on a line, and spaces the characters on a line so that correct line endings and word wrap points are maintained. The way the text formats on the screen is the way the text formats when you print the document.

In attempting to maintain the correct line endings, however, words on the screen may appear too close together or too far apart, and the exact placement of the insertion point may be difficult to ascertain when you use certain large or italic fonts. You can adjust this by:

- Choosing View/Standard to change to Standard View
- Choosing View/View Preferences and adjusting the Custom view level until the screen display is satisfactory in that View
- Choosing View/View Preferences and deselecting Display as printed

If you deselect Display as printed, Ami Pro does not keep the printer driver loaded in memory. This reduces the memory requirements and makes the screen display considerably faster. However, the way the text formats on the screen may not match the way the text formats when you print it because of the differences in the line endings.

See also:

Setting Ami Pro Defaults Contents

Control ——————
Menu
Boxes

File   Edit

File   Edit   View   Text   Style

Menu Bar

File Edit View Text Style

SmartIcons

Body Text | Times New Roman | 12 | d:\amipro

Ami Pro - [Untitled]

File   Edit   View   Text   Style   Page   Frame   Tools
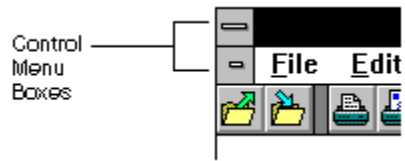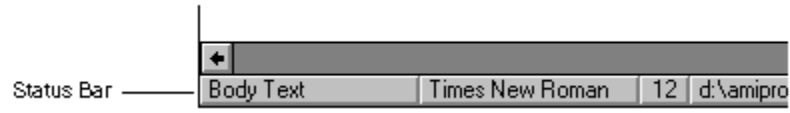
Restore button

Document
Restore button

Maximize button

Minimize button

Scroll Bar —————————————

| Body Text | Times New Roman | 12 | d:\amipro

Scroll Box ————————

Body Text | Times New Roman | 12 | d:\amipro
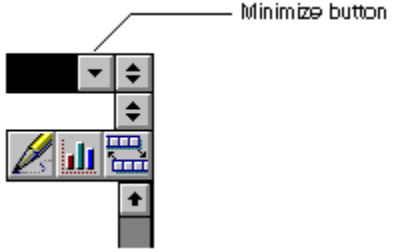
You can use Doc Info to identify the contents of a document and create a cover page that can be printed. Doc Info also provides revision information about a document.

To use Doc Info

 1. Choose File/Doc Info.

    Ami Pro provides information in the following fields:

    File name
    The file name you specified in the Save As dialog box, when you saved the document.

    Directory
    The drive and directory in which the document is located.

    Style sheet
    The style sheet associated with the document.

    If you saved the document and selected Keep format with document, the style sheet name appears as None.

    Import files
    The names of any files the document depends on as sources for imported pictures and DDE links.
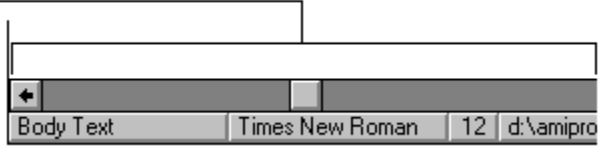
    The Import files list does not include either graphic files imported with the Copy image option or inserted text files.

    Date created
    The date the document was first created.

    Time created
    The time the document was first created.

    Date last revised
    The date the document was last saved.

    Time last revised
    The time the document was last saved.

    Total revisions
    The number of times the document was opened, edited, and saved.

    Total editing time
    The total number of minutes the document was open.

 2. If you want to add or edit a comment about the document and have it display when you choose File/Open or File/File Management, type the desired text in the Description text box. You can type up to 119 characters.

 3. If you want to specify keywords that provide information about the contents of the document, type the desired words in the Keywords text box.

    Lock for Annotations is dimmed if no name is specified in the User Setup.

 4. If you want to allow other people to add notes to the document, but you want to prevent them from editing the document, select Lock for annotations.

    Only the person whose name was specified in the User Setup dialog box when the document was locked can deselect the option.

    You must specify your name in User Setup to lock the file.

 5. If you want to allow other people to edit the document but you want to keep track of their changes, and prevent them from permanently altering the document, select Lock revision marking on.

    The next time the document is opened, Ami Pro automatically enables Revision Marking mode. The status bar displays Rev, and the title bar displays Locked for revisions. Ami Pro marks changes made to the document as revision insertions and deletions, using the attributes specified in the Revision

Marking Options dialog box.

Only the person whose name was specified in the User Setup dialog box when the document was locked can deselect the option.

6. If you want Ami Pro to run any macros assigned to frames in the document, select Run frame macros.

7. If you want Ami Pro to update the Statistics for the document, including the number of pages, words, characters, and size of the document, choose Update.

    No. of pages
    The number of pages in the document.

    No. of words
    The number of words in the document.

    No. of chars
    The number of characters in the document.

    Size of document (K)
    The size of the document in kilobytes.

    When you choose Update, Ami Pro updates the information and displays the new statistics.

    The statistics are dimmed and may be invalid until you choose Update.

8. If you want to specify information for up to 8 additional fields, choose Other Fields.

    You can use Other Fields if you need to maintain additional information about a document, such as the originator of the document, any individuals who edit the document, the name of the client the document pertains to, or the phone number of the client.

9. Specify the desired information for each field.

10. If you want to change the names of the fields, choose Rename Fields.

11. Type the names you want to use. You can type up to 31 characters for each field name.

12. Choose OK to return to the Doc Info Fields dialog box.

13. Choose OK to return to the Doc Info dialog box.

14. Choose OK to return to the document.

15. Choose File/Save to save the changes.

See also:

Setting User Setup Defaults
Using Revision Marking
Modifying the Type of Frame
Inserting Descriptive Data into a Document

You can insert document information into the text of the current document by inserting the name of the field that contains the desired data.

To insert descriptive data into a document

1. Place the insertion point where you want to insert the document information.
2. Choose Edit/Insert.
3. Choose Doc Info Field.
4. Select the desired Doc Info field.

   You can also insert Doc Info fields into the current document using power fields.
5. Choose Insert.

   Ami Pro inserts the data contained in the selected field into the document. The Insert Doc Info Field dialog box remains on the screen.

   Keyboard: You can insert all the Doc Info fields at one location by repeating steps 3 - 5, or you can insert one Doc Info field, choose Cancel, then repeat steps 1 - 5.
6. Place the insertion point where you want to insert the next Doc Info field.
7. Repeat the previous steps until you have inserted as many fields as you want.
8. Choose Cancel to remove the Insert Doc Info Field dialog box from the screen.

   Ami Pro automatically updates the data contained in most Doc Info fields you inserted into the document when you display the page on which the field is located. For Number of words, Number of characters, and Size of document, Ami Pro only updates the data if you choose File/Doc Info and choose Update. For Description, Ami Pro only updates the information in the document if you choose Edit/Power Fields and select Update All.

See also:

Inserting a Power Field
Updating Power Fields
Using Doc Info

Moving Around in a Document

Use the scroll bars to display different parts of the document and use keyboard shortcuts to navigate a document.

Selecting Text

Select a block of text, a paragraph, or a word using the mouse or the keyboard.

Deselecting Text

Deselect text using the mouse or the keyboard.

Specifying a Typing Mode

Specify Insert, Typeover, or Revision marking as the mode for typing text.

Deleting Text

Delete individual characters or a block of text.

Using Drag and Drop to Move or Copy Text

Quickly move or copy main document text using the mouse.

Moving Text

Use SmartIcons, the menu, or the keyboard to place selected text in the Clipboard and delete it from the current document.

Copying Text

Use SmartIcons, the menu, or the keyboard to place a copy of the selected text in the Clipboard.

Using Paste

Paste information that you previously cut or copied to the Clipboard into the current document.

Moving or Copying Text Between Documents

Move or copy text from one Ami Pro document to another.

Protecting Text

Prevent selected text from being easily accessed with the arrow keys or the mouse.

Inserting the Date or Time into a Document

Insert today's date, the date the current document was created or last revised, or a date or time that reflects the current date and time into a document.

Undoing One or More Actions

Cancel the editing changes you made to a document and reverse up to four actions.

Using Revert to Saved

Return to the last saved version of the current document.

When you are editing a document, you want to be able to move quickly through the pages. You can utilize the scroll bars to display different parts of the document and use keyboard shortcuts to navigate a document.

To scroll in a document

With a mouse, you can use the vertical scroll arrows, scroll bar, or scroll box on the right side of the screen to go forward or backward in a document by lines, screens, or pages. You can also use the horizontal scroll arrows, scroll bar, or scroll box at the bottom of the screen to see the left or right sides of your wide documents or enlarged views.

Scrolling changes the display but does not move the insertion point. You must click in the document to place the insertion point at a new location.

To use keyboard shortcuts to navigate a document

Ami Pro provides keyboard shortcuts for navigating a document. To use these shortcuts, hold the first key and press the second key.

If you hold SHIFT and use these keyboard shortcuts, Ami Pro selects the text.

To perform this action	Press this
Move down one line	↓
Move down one page	CTRL+PG DN
Move down one screen	PG DN
Move left one character	←
Move left one word	CTRL+←
Move right one character	→
Move right one word	CTRL+→
Move to the beginning of the line	HOME
Move to the beginning of the document	CTRL+HOME
Move to the beginning of the next sentence	CTRL+. (period)
Move to the beginning of the paragraph	CTRL+
Move to the beginning of the previous sentence	CTRL+, (comma)
Move to the end of the line	END
Move to the end of the document	CTRL+END
Move to the end of the paragraph	CTRL+↓
Move up one line	
Move up one page	CTRL+PG UP
Move up one screen	PG UP

See also:

You tell Ami Pro that you want to do something to a specific block, paragraph, or word by selecting the text and then performing an action. You can use either the mouse or the keyboard to select text.

When text is selected, you can type over it, delete it, move it, copy it, and modify its appearance by changing the font, alignment, indention, spacing, and attributes.

To select text using a mouse

1. Move the mouse pointer until the I-beam is at the beginning of the text you want to select.

2. Drag the mouse until you reach the end of the text you want to select, and then release the mouse button.

   Ami Pro deletes selected text if you type new text or press BACKSPACE, DEL, or ENTER while the text appears highlighted. If this is not what you intended, you may be able to use Undo to retrieve the text.

To use mouse shortcuts to select text

Ami Pro provides additional mouse shortcuts for selecting text.

To perform this action	*Do this*
Select a paragraph	Hold CTRL and double-click.
Select a sentence	Hold CTRL and click.
Select a word	Double-click the word.
Select multiple paragraphs	Hold CTRL, double-click, and drag.
Select multiple sentences	Hold CTRL, click, and drag.
Select multiple words	Double-click and drag.

To select text using the keyboard

1. Place the insertion point in the desired position at the beginning or end of the text you want to select.

2. Hold SHIFT and press , ↓, →, or ←.

   You can also hold SHIFT and use keyboard shortcuts to select text. For example, SHIFT+CTRL+END selects all text from the location of the insertion point to the end of the document.

   Ami Pro deletes selected text if you type new text or press BACKSPACE, DEL, or ENTER while the text appears highlighted. If this is not what you intended, you may be able to use Undo to retrieve the text.

See also:

Editing a Document Contents
Understanding Text Formatting and Text Enhancements
Moving Around in a Document
Undoing One or More Actions
Using Revert to Saved

To deselect text, you can:

- Click elsewhere in the text.
- Move the insertion point using either , ↓, →, or ←, or a navigational keyboard shortcut.
- Press ESC.

See also:

.

Ami Pro provides three modes for typing text. In Insert mode, you insert text at the position of the insertion point and any existing text automatically moves. In Typeover mode, you type over existing text within a paragraph. In Revision marking mode, the editing changes you make appear with attributes and colors so that you can keep track of revisions you make to the document.

To specify a typing mode

1. Press INS to change to Typeover mode.

   Mouse: Click the Typing mode button in the status bar to change to another mode. The Typing mode button is a toggle. If you click the button, you can switch between Insert, Typeover, and Revision Marking modes.

   In Typeover mode, you can only add a new paragraph to the existing text at the end of a document. Otherwise, you type over existing text.

2. Press INS to change back to Insert mode.

See also:

Editing a Document Contents
Using Revision Marking

You can delete individual characters or a block of text using DEL or BACKSPACE.

Deleting individual characters
Press BACKSPACE to delete characters to the left of the insertion point, or press DEL to delete characters to the right of the insertion point.

Deleting a block of text
Select the text and press BACKSPACE or DEL, or type new text.

If you press BACKSPACE, Ami Pro deletes the selected text and one character to the left of the selected text.

> **Keyboard:** Press CTRL+DEL to delete the next word.
>
> Press CTRL+BACKSPACE to delete the previous word.

See also:

> Editing a Document Contents
> Selecting Text
> Undoing One or More Actions
> Using Revert to Saved

If you have a mouse, you can quickly Move or Copy main document text.

To use Drag & Drop to move or copy text

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

2. If you want to move the text, position the mouse pointer anywhere in the selected text and drag the mouse until the insertion point is in the desired location.

   Ami Pro changes the mouse pointer to the move arrow and changes the color of the insertion point.

3. If you want to copy the text, position the mouse pointer anywhere in the selected text and hold CTRL and drag the mouse until the insertion point is in the desired location.

   Ami Pro changes the mouse pointer to the copy arrow and changes the color of the insertion point.

4. When the insertion point is in the desired location, release the mouse button.

   Ami Pro places the text in the desired location.

   Because Ami Pro does not place text you move or copy using Drag & Drop on the Clipboard, you cannot paste the text.

See also:

Editing a Document Contents
Setting User Setup Defaults
Selecting Text
Undoing One or More Actions
Using Revert to Saved

You can move text using SmartIcons, the menus, or the keyboard.

Text you move remains on the Clipboard until you copy or cut other text, data, or a picture.

To move text

1. Select the text you want to move.
2. Choose Edit/Cut.

   Keyboard: Press SHIFT+DEL or CTRL+X.

   Ami Pro places the text on the Clipboard.

   When you cut text, the original text is deleted from the document.
3. Place the insertion point where you want to move the text.
4. Choose Edit/Paste.

   Keyboard: Press SHIFT+INS or CTRL+V.

   The contents of the Clipboard appear in the desired location.

To move text using keyboard shortcuts

1. Place the insertion point in the text you want to move.
2. If you want to exchange the paragraph where the insertion point is located with the paragraph above it, press ALT+.
3. If you want to exchange the paragraph where the insertion point is located with the paragraph below it, press ALT+↓.

   Ami Pro moves the text to the desired location.

   Because Ami Pro does not place text you move or copy using keyboard shortcuts on the Clipboard, you cannot paste the text.

See also:

Editing a Document Contents
Selecting Text
Moving or Copying Text Between Documents
Undoing One or More Actions
Using Revert to Saved
Copying Text

You can copy text using SmartIcons, the menus, or the keyboard.

Text you copy remains on the Clipboard until you copy or cut other text, data, or a picture.

To copy text

1. Select the text you want to copy.
2. Choose Edit/Copy.

   Keyboard: Press CTRL+INS or CTRL+C.

   Ami Pro places the text on the Clipboard. The original text remains in the document.
3. Place the insertion point where you want to copy the text.
4. Choose Edit/Paste.

   Keyboard: Press SHIFT+INS or CTRL+V.

   The contents of the Clipboard appear in the desired location.

See also:

Editing a Document Contents
Selecting Text
Undoing One or More Actions
Using Revert to Saved
Moving Text

You can paste text, data, or a picture that you previously cut or copied to the Clipboard using SmartIcons, the menus, or the keyboard.

To use Paste

1. Select the desired text, data, or picture.
2. Choose Edit/Cut or Edit/Copy to place the selected information on the Clipboard.
   Keyboard: Press SHIFT+DEL or CTRL+X to cut the information.
   Press CTRL+INS or CTRL+C to copy the information.
3. Place the insertion point where you want to insert the contents of the Clipboard.
4. Choose Edit/Paste.
   Keyboard: Press SHIFT+INS or CTRL+V.
   The contents of the Clipboard appear in the desired location.

See also:

Editing a Document Contents
Selecting Text
Selecting One or More Frames
Copying Text
Moving Text
Selecting Cells in a Table

You can move or copy text from one Ami Pro document to another document.

To move or copy text between documents

1. Select the text you want to move or copy.
2. Choose Edit/Cut or Edit/Copy to place the selected text on the Clipboard.

   Keyboard: Press SHIFT+DEL or CTRL+X to cut the text.

   Press CTRL+INS or CTRL+C to copy the text.
3. Choose File/Open.

   Keyboard: Press CTRL+O.
4. In the List files of type list box, select the type of file.
5. Select the name of the document into which you want to paste the text.
6. If you want to close the current document before opening the other document, select Close current file. If you want to display multiple documents, each in its own window, deselect Close current file.
7. Choose OK.

   If the document into which you want to paste the text is already open, you can switch to that window by clicking in it or by choosing the Window menu and selecting the desired document.
8. Place the insertion point where you want to insert the text in the document.
9. Choose Edit/Paste.

   Keyboard: Press SHIFT+INS or CTRL+V.

   The contents of the Clipboard appear in the desired location.

See also:

Editing a Document Contents
Selecting Text
Opening an Ami Pro Document
Undoing One or More Actions
Using Revert to Saved

You can protect selected text from being accessed when you press , ↓, →, and ←, or click the mouse in Layout mode. This makes it difficult to edit certain text, thereby reducing the possibility that the text will be deleted or modified.

Ami Pro prevents you from placing the insertion point in protected text using the mouse or arrow keys. However, you can press BACKSPACE or DEL to delete the text or press SHIFT+, ↓, →, or ← to select the text.

To protect text

1. Select the text you want to protect.
2. Choose Edit/Mark Text.
3. Choose Protected Text.

   To unprotect text, use the keyboard to select the text and repeat steps 2 - 3.

See also:

Editing a Document Contents
Selecting Text
Undoing One or More Actions
Using Revert to Saved

You can insert today's date, the date the current document was created or last revised, or a date or time that reflects the current system date and time into a document.

To insert the date or time into a document

1. Place the insertion point where you want to insert a date.
2. Choose Edit/Insert.

   Shortcut: Click the Insert date/time icon and select the desired options in the dialog box.
3. Choose Date/Time.
4. Select the date or time you want to insert.
5. Select the desired style for the date.

   Today's date
   Permanently inserts the current system date. The document always displays the date on which you inserted it.

   System date
   Inserts a date that is updated to the current system date each time you open the document and display that page.

   System time
   Inserts a time that is updated to the current system time each time you open the document and display that page.

   The way the system time appears is determined by the time format specified in the Windows Control Panel. For information, refer to the Microsoft Windows User's Guide.

   Date of last revision
   Inserts the date you last saved the current document.

   Date created
   Permanently inserts the date the current document was created.
6. Choose OK.

   Ami Pro automatically uses the same date/time and style settings the next time you insert the date or time into a document.

See also:

You can cancel editing changes you make to a document. If you want to reverse up to four actions, you can use Undo.

Undo does not reverse any action once editing changes have been saved using File/Save, CTRL+S, or Auto Timed Save. Only editing done after the save can be reversed. In addition, Undo cannot cancel Revert to Saved, Printer Setup, Sort, column/row deletions in a table, and file management and equation operations.

You can use Undo to reverse actions in Ami Pro if the Undo Level in User Setup is set to one or more levels.

To undo one or more actions

1. Choose Tools/User Setup.
2. Select the desired Undo level. The level you specify determines the number of actions or levels Ami Pro can reverse. You can select Off, 1, 2, 3, or 4 levels.
3. Choose OK.
4. When you want to reverse an action, choose Edit/Undo.

   Keyboard: Press ALT+BACKSPACE or CTRL+Z.

   Ami Pro automatically undoes the most recent action, without any prompt.

See also:

Editing a Document Contents
Setting File Saving Options
Using Revert to Saved

You can use Revert to Saved to cancel the editing changes you made to a document and return to the last saved version of the document.

Revert does not reverse any action once editing changes have been saved using File/Save, CTRL+S, or Auto Timed Save. Only editing done after the save can be reversed. In addition, Undo cannot cancel Printer Setup, Sort, column/row deletions in a table, and file management and equation operations.

To revert to the last saved version of a document

Choose File/Revert to Saved to use revert.

If you used File/Save, CTRL+S, or specified Auto Timed Save, you can only revert to the last time the Save command was given or automatically executed.

See also:

Editing a Document Contents
Undoing One or More Actions

You can use Go To to quickly move the insertion point to a desired location in the document such as a specific page or a particular item.

To use Go To

1. Choose Edit/Go To.

   Mouse: Click the Page Status button in the status bar.

   Shortcut: Press CTRL+G to display the Go To dialog box. To activate the option specified in the Go To dialog box without displaying the dialog box, press CTRL+H.

2. Select the item you want to Go To.

   Page number
   Moves the insertion point to the top of the page you specify.

   First page
   Moves the insertion point to the top of the first page.

   Last page
   Moves the insertion point to the top of the last page.

   Page options are available only in Layout mode.

   Next item
   Moves the insertion point to the next occurrence of the item you select in the list box.

3. If you select Next item, select the desired item in the list box.

   Bookmark
   Places the insertion point at the location of the next text bookmark in the document.

   Floating Header/Footer Mark
   Places the insertion point at the location of the next floating header or footer mark in the document.

   Footer
   Places the insertion point in the footer on the current page.

   Footnote Mark
   Places the insertion point on the next footnote reference number in the document.

   Footer, Footnote Text, Frame, Header and Ruler are only available in Layout mode.

   Footnote Text
   Places the insertion point on the first character of the footnote text, if the insertion point was previously on the matching footnote reference number.

   Frame
   Selects one frame at a time on the current page.

   Hard Pg Break
   Places the insertion point at the location of the next inserted page break mark in the document.

   Header
   Places the insertion point in the header on the current page.

   Layout Change
   Places the insertion point at the location of the next inserted page layout mark in the document.

   Next Field
   Places the insertion point at the location of the next merge or power field in the document.

   Note
   Displays the next note in the document.

   Ruler
   Places the insertion point in the ruler at the top of the screen, if the ruler is displayed.

Ruler Mark
Places the insertion point at the location of the next inserted ruler mark in the document.

4. Choose Go To ^H.

Ami Pro moves the insertion point to the item you selected.

Shortcut: After Go To finds the first occurrence of the item you selected, you can press CTRL+H to Go To the next location of that item without displaying the dialog box.

See also:

Finding Information Contents

You can use Find & Replace to find and replace text or paragraph styles in a document and specify the range and direction for the search. When you use this function for text, you can provide precise instructions for which text should be found and how that text should be replaced.

Understanding text streams
Ami Pro organizes a document into portions of connected text called text streams. A document can contain one or several text streams. Ami Pro considers the following as separate text streams and prioritizes them in the order in which they are listed:

- Main document text

- Text in fixed frames (frames that have the Frame Type in the Modify Frame Layout dialog box set to Where placed)

- Footnote text

- Text in floating frames (frames that have the Frame Type in the Modify Frame Layout dialog box set to With para above or Flow with text) and text in page tables

- Floating header and footer text

- Fixed header and footer text and text in repeating frames (frames that have the Frame Type in the Modify Frame Layout dialog box set to repeat)

When you use Find & Replace, you can indicate the text Ami Pro should search by placing the insertion point in the desired text stream.

- If the insertion point is in main document text, you can specify whether Find & Replace should start at the beginning of the document and whether lower priority text streams should be included.

- To quickly search one or more paragraphs, select the text before choosing Edit/Find & Replace. Ami Pro searches just the selected text.

- If the insertion point is in any text stream other than main document text, Ami Pro automatically searches that text stream and any lower priority text streams.

   When Ami Pro searches the lower priority text streams, it automatically starts searching at the beginning of the document, regardless of the location of the insertion point when you started Find & Replace.

See also:

Finding Information Contents
Finding and Replacing Text
Finding and Replacing a Paragraph Style
Modifying the Type of Frame

You can find and replace text in a document

To specify Find & Replace options
1. Place the insertion point where you want to begin the search.
2. Choose Edit/Find & Replace.
    Keyboard: Press CTRL+F.
3. Specify the text you want to find.
4. Specify the text you want to use as a replacement.
    You can specify ANSI and ASCII characters in the Find and Replace with text boxes. If the character is one Ami Pro uses as a display character (such as a return, ¶), type angle braces, < >, around it in the text boxes.
5. Choose Find or Replace All.

See also:

Finding Information Contents
Deleting Tabs Using Find & Replace
Finding and Replacing a Paragraph Style

You can find and replace text in a document that has been enhanced

To specify Find & Replace attributes

1. Place the insertion point where you want to begin the search.
2. Choose Edit/Find & Replace.
   Keyboard: Press CTRL+F.
3. Specify the text you want to find.
4. Specify the text you want to use as a replacement.
5. Choose Attributes.
6. Select the desired Find Attributes.
7. Select the desired Replace Attributes.

   Ami Pro disregards the attributes you specify unless you choose Options in the Find & Replace dialog box, and select Find Exact attributes and Replace Exact attributes in the Find & Replace Options dialog box.

8. Choose OK to return to the Find & Replace dialog box.
9. Choose Find or Replace All.

See also:

   Finding Information Contents
   Finding and Replacing a Paragraph Style
   Understanding Find & Replace
   Specifying Find & Replace Attributes
   Specifying Find & Replace Options
   Finding and Replacing Occurrences of Text

You can specify additional options, the range, direction, and type fo search

To specify Find & Replace options

1. Place the insertion point where you want to begin the search.
2. Choose Edit/Find & Replace.

   Keyboard: Press CTRL+F.
3. Specify the text you want to find.
4. Specify the text you want to use as a replacement.
5. Choose Options.
6. Select the desired Find Options and Replace Options.

   Whole word only
   Finds text that is preceded and followed by a space instead of being part of a word.

   Some words are composed of letters that are part of other words. For example, the letters in the word the are embedded in many other words, such as theater and thesis. If you want Ami Pro to find the word the without finding the letters t-h-e in other words, select Whole word only.

   Exact case
   Finds text that matches the case of the text in the Find text box, or replaces text using the case of the text in the Replace with text box.

   Ami Pro disregards the capitalization of the text you specify in the Find and Replace with text boxes unless you select Find Exact case and Replace Exact case. It finds all occurrences of the text, regardless of the capitalization, and replaces all occurrences of the text using the same capitalization as the original text in the document.

   Exact attributes
   Finds text using the same attributes as those you selected for the text in the Find text box, or replaces text using the same attributes you selected for the text in the Replace with text box.
7. Select the desired Range & direction options.

   Beginning of document
   Ami Pro searches all the text from the beginning of the document, regardless of where in the main document text the insertion point is located when you choose Edit/Find & Replace. If you deselect this option, Find & Replace starts at the location of the insertion point.

   If the insertion point is in any text stream other than main document text, Ami Pro automatically deselects and dims Beginning of document.

   Include other text streams
   Ami Pro searches text in the text stream in which the insertion point is located and text in all lower priority text streams. If you deselect this option, Ami Pro searches only the text in the text stream in which the insertion point is located.

   If the insertion point is in any text stream other than main document text, Ami Pro automatically selects and dims Include other text streams.

   Find backwards
   If the insertion point is in the main document text, Ami Pro searches the text backwards from the location of the insertion point to the beginning of the document. If the insertion point is in any other text stream, Ami Pro searches only the current footnote, frame, header, footer, or table cell.
8. Select Text or Style as the Find & replace type.
9. Choose OK to return to the Find & Replace dialog box.
10. Choose Find or Replace All.

    Find

Finds the next occurrence of the text.

Replace All

Finds and replaces all occurrences of the text automatically.

If you select Find, Ami Pro selects the next occurrence of the text or paragraph style in the document.

See also:

If Ami Pro finds an occurrence, you can specify whether you want to skip or replace the selected occurrence, or replace all remaining occurrences in the document.

To find and replace occurrences of text

1. Choose the desired option.

   Replace & Find Next
   Replaces the selected occurrence and continues to search the document.

   Replace Remaining
   Replaces the selected occurrence and all remaining occurrences in the document.

   Find Next
   Skips the selected occurrence and continues to search the document.

2. Repeat step 1 for each occurrence.

When Find & Replace is complete, or when you cancel it, Ami Pro displays a message in the status bar indicating the number of times the text was found and the number of replacements that were made. If you selected Find, the insertion point is at the location of the last word Ami Pro found, even if you replaced or skipped the word.

If you start Find & Replace in Draft mode, it will end in Draft mode. The insertion point may be in a fixed frame, footnote, header, or footer, if that was where Ami Pro found the last word. If the insertion point is in one of these text streams, only the text for that text stream appears on the screen. Change to Layout mode to determine exactly where in the document the insertion point is located, and then place the insertion point in the desired main document text.

See also:

Finding Information Contents
Finding and Replacing a Paragraph Style
Understanding Find & Replace
Specifying Find & Replace Attributes
Specifying Find & Replace Options

You can use Find & Replace for a paragraph style when you want to change text to either a paragraph style you created or to an existing paragraph style you renamed but did not yet delete. You can also use Find & Replace to find all text using a paragraph style that does not exist in the current style sheet and change that text to a paragraph style that is available in the style sheet or document.

To find and replace a paragraph style
1. Place the insertion point where you want to begin the search.
2. Choose Edit/Find & Replace.
   Keyboard: Press CTRL+F.
3. Specify the paragraph style you want to find.
4. Specify the paragraph style you want to use as a replacement.

   If you press a function key to specify the paragraph style name, Ami Pro automatically selects Style as the Find & replace type in the Find & Replace Options dialog box.

   You must type the paragraph style name as it appears in either the Style Status button in the status bar or the Styles Box.
5. If you typed the paragraph style name, or you want to specify the range and direction for the search, choose Options.
6. Select the desired Range & direction options.
7. Select Style.
8. Choose OK to return to the Find & Replace dialog box.
9. Choose Find or Replace All.

   Find
   Finds the next occurrence of the paragraph style.

   Replace All
   Finds and replaces all occurrences of the paragraph style.

   If you select Find, Ami Pro selects the next occurrence of the paragraph style and displays the Find & Replace dialog box.
10. Choose the desired option.

    Replace & Find Next
    Replaces the selected occurrence and continues to search the document.

    Replace Remaining
    Replaces the selected occurrence and all remaining occurrences in the document.

    Find Next
    Skips the selected occurrence and continues to search the document.

When Find & Replace is complete, or when you cancel it, Ami Pro displays a message in the status bar indicating the number of times the paragraph style was found and the number of replacements that were made.

If you start Find & Replace in Draft mode, it ends in Draft mode. The insertion point may be in a fixed frame, footnote, header, or footer, if that was where Ami Pro found the last paragraph style. If the insertion point is in one of these text streams, only the text for that text stream appears on the screen. You can change to Layout mode to determine exactly where in the document the insertion point is located, and then place the insertion point in the desired main document text.

See also:

Finding Information Contents
Removing a Paragraph Style

You can delete text using Find & Replace.

To delete text using Find & Replace

1. Choose Edit/Find & Replace.
2. Type the text you want to delete in the Find text box.
3. If necessary, delete the contents of the Replace with text box.
4. Specify any desired options.
5. Choose Find.
6. Choose Replace & Find Next or Replace Remaining when Ami Pro finds the text.

   Ami Pro deletes the text.

See also:

Finding Information Contents
Understanding Find & Replace
Finding and Replacing Text

You can delete tabs using Find & Replace.

To delete tabs using Find & Replace

1. Choose Edit/Find & Replace.
2. Press CTRL+TAB when the insertion point is in the Find text box.
3. Delete any contents in the Replace with text box.
4. Choose Find.
5. Choose Replace & Find Next or Replace Remaining when Ami Pro finds a tab you want to delete.

    Ami Pro deletes the tab and reformats any text immediately after the tab.

See also:

    Finding Information Contents
    Understanding Find & Replace
    Finding and Replacing Text

You can delete returns using Find & Replace.

To delete returns using Find & Replace

1. Choose Edit/Find & Replace.
2. Press CTRL+ENTER when the insertion point is in the Find text box.
3. Delete any contents in the Replace with text box.
4. Choose Find.
5. Choose Replace & Find Next or Replace Remaining when Ami Pro finds a return you want to delete.

   Ami Pro deletes the return and reformats text after the return.

See also:

Finding Information Contents
Understanding Find & Replace
Finding and Replacing Text

If you are not certain of the spelling for the text you want to find and replace, you can type wildcard characters in the Find and Replace with text boxes. You can use one or more asterisks (*) or question marks (?), or you can use a combination of both in the same text box.

When you use an asterisk in the Find or Replace with text box, you must choose Options and deselect Whole word only in the Find & Replace Options dialog box.

Use the asterisk to tell Ami Pro to find and replace occurrences of the text typed in the text boxes plus one or more additional characters that precede or follow the specified text.

Ami Pro only finds occurrences in the document if the asterisk matches at least one character in the text.

Use a question mark to represent a single character within the text in the text boxes. You can type multiple question marks to represent multiple characters.

When Ami Pro finds a match for the text and any wildcards in the Find text box, it does not replace the characters represented by the wildcards in the Replace with text box. They are appended to, or incorporated into, the text specified in the Replace with text box. In general, you should specify the same number and type of wildcards in both the Find and Replace with text boxes.

If you specify an asterisk in the Find text box, but you do not specify an asterisk in the Replace with text box, Ami Pro replaces occurrences in the document with the text specified in the Replace with text box.

Be careful when you specify wildcards. Text that ends with a vowel or contains suffixes may not be found and replaced as you anticipate. For example, if you type organize* in the Find text box, Ami Pro does not find organize or organizing in the document because the wildcard does not match any characters in those occurrences. If you type organiz*, Ami Pro finds organize, organized, organizes, and organizing. In addition, if you type multiple asterisks in the Find text box and a single asterisk in the Replace with text box, Ami Pro may incorrectly incorporate the characters represented by a wildcard into occurrences in the document. For example, if you type *eet* in the Find text box and meet* in the Replace with text box, Ami Pro finds meeting and replaces it with meetm, and it finds sheets and replaces it with meetsh.

To use wildcard literals

You can search for and replace * and ? as text rather than as wildcard characters. To find the actual * and ? characters, type angle braces around them in the Find and Replace with text boxes.

To find	Type this in the text box
*	<*>
?	<?>

See also:

You can use Bookmarks to mark a frame, text, one or more table cells, or a specific location in the document. You can then quickly select the contents of the bookmark, or move the insertion point to that location in the document.

Once Ami Pro selects the contents of the bookmark, you can edit, copy, or move the contents.

You can use bookmarks as power fields, or include bookmarks in other power fields.

You can create bookmarks in main document text, in headers and footers, in frames, and in tables. Bookmarks do not appear on the screen and do not print when you print the document.

To add a bookmark

1. Place the insertion point in the text where you want to add the bookmark, or select the desired frame, text, or table cells.
2. Choose Edit/Bookmarks.
3. Type a name for the bookmark. You can type up to 17 characters.

   Bookmark names can contain letters and numbers, but they can neither start with numbers nor consist only of numbers.
4. Choose Add.

   Ami Pro marks the location in the document, or adds the selected frame, text, or table cells as a bookmark.

To go to the next text bookmark

If you want to move the insertion point to the location of the next text bookmark, you can use Go To. A text bookmark is either text or a specific location in the main document text or a header or footer.

1. Choose Edit/Go To.

   Mouse: Click the Page Status button in the status bar.

   Shortcut: Press CTRL+G to display the Go To dialog box. To activate the option specified in the Go To dialog box without displaying the dialog box, press CTRL+H.
2. Select Bookmark in the Next item list box.
3. Choose Go To ^H.

   Ami Pro moves the insertion point to the location of the next text bookmark in the document.

To go to a particular bookmark

If you want to select the frame, text, or table cells you added as a bookmark, or you want to move the insertion point to a particular bookmark, you can use the Bookmark Go To function.

1. Choose Edit/Bookmarks.
2. Specify the name of the desired bookmark.
3. Choose Go To.

   Ami Pro selects the contents of the specified bookmark.

To remove a bookmark

1. Choose Edit/Bookmarks.
2. Specify the name of the bookmark you want to delete.
3. Choose Remove.

   Ami Pro removes only the bookmark. The text, frame, or table cells are unchanged.

See also:

Finding Information Contents

You can use Line Numbering to number the lines of the pages in a document. You can number all lines in the document including blank lines, or number only those lines that contain text. Ami Pro displays and prints the line numbers in the left margin of every page in the document.

To guarantee that the line numbers align properly with the text in a document, you should specify the same font and line spacing for all the paragraph styles used in the main document text. In addition, you should set the paragraph spacing above and below options to zero for all paragraph styles used in the main document text.

To number lines

1. Choose Page/Line Numbering.
2. Select Number all lines or Number text lines as the desired type of numbering.
3. Select the desired Options.
4. Select the paragraph style on which you want the line numbering based.

    You should base the line numbering on the paragraph style you use for the majority of the main document text. If you select Number all lines, Ami Pro uses the font specified for the paragraph style you select. If you select Number text lines, Ami Pro numbers uses the font specified for Body Text.

    Every line
    Numbers every line in the document.

    Every other line
    Numbers one line, then skips the next line.

    Every fifth line
    Numbers every fifth line starting with line 5.

    Every nth lines
    Numbers every line that is a multiple of the number you specify.

    Reset each page
    Counts the first line on each page as line number 1.

5. Choose OK.

See also:

Finding Information Contents
Modifying a Paragraph Style
Numbering Pages Automatically

Understanding Frames

Use frames to include pictures in a document and to create multiple layouts on the same page.

Creating a Frame Manually

Create a frame manually using the mouse or the keyboard.

Creating a Frame of a Desired Size and Position

Specify the size and position for the frame and let Ami Pro create it for you.

Selecting One or More Frames

Select one or more frames or layered frames.

Deselecting a Frame

Deselect a frame to move the insertion point back into the main document text.

Moving or Copying a Frame on the Same Page

Move or copy one or more frames to another position on the same page.

Moving or Copying a Frame to Another Page

Move or copy a frame to another page.

Sizing a Frame

Adjust the size of a frame.

Deleting a Frame

Delete a frame and its contents.

Grouping Frames

Work with multiple frames as one unit when you need to move, copy, or delete multiple frames.

Using Layered Frames

Use Bring to Front and Send to Back to determine the order of layered frames.

Using Text in a Frame

Move the insertion point inside a selected frame to place text in the selected frame.

Modifying Frame Layout

Specify the type of frame, the size and position of a frame, and the frame lines, shadow, columns, and tabs.

Modifying the Type of Frame

Modify how text should wrap around the frame, whether the frame should be transparent or opaque, whether the frame should have square or rounded corners, where the frame should be placed on the page, and any macro you want Ami Pro to run when you select the frame.

Modifying the Size or Position of a Frame

Specify the width, height, position on the page, and margins for a frame.

Modifying Frame Lines and Shadows

Create lines and shadows around a frame.

Modifying Frame Columns

Specify the number of columns and the space between the columns.

Modifying Frame Tabs

Set left, right, numeric, center, and leader tabs for a text frame.

Understanding Graphics

Understand bitmap and vector graphics.

<u>Using a Picture in a Frame</u>

Place a picture into a frame by importing or pasting it.

<u>Importing a Picture</u>

Import a picture into a frame.

<u>Specifying Computer Graphics Metafile Options</u>

Specify options when you import a Computer Graphics Metafile.

<u>Specifying Hewlett-Packard Graphics Language file Options</u>

Specify options when you import a HPGL file.

<u>Pasting a Picture from Another Windows Application</u>

Paste a picture from another Windows application.

<u>Deleting a Picture Inside a Frame</u>

Delete a picture inside a frame.

When you produce a document, you may want to type text in an indention area or margin, include pictures in the main document text or a header, footer, or table cell, or create a title that spans a multi-column page. The frame feature in Ami Pro makes these formatting tasks simple and allows you to create multiple layouts on the same page.

Because Ami Pro allows you to position frames in the top, bottom, right, and left margins, you can add text or pictures without impacting the main document text.

A frame is a mini-document within the main document. You can place text or a picture inside it. The frame is not affected by the formatting of the main document. Main document text can wrap around the frame, flow behind the frame, or flow above and below the frame.

You must use frames to include pictures in a document. You can also use frames to create special effects with text. The frames can be transparent or opaque, have a line around them or a shadow effect.

A page can contain multiple frames and the frames can overlap. You can use the commands under the Edit menu to move and copy frames, and you can use the commands under the Style menu to create and modify paragraph styles within the frames, just as you do in the main document text.

See also:

Frame Contents
Creating a Frame Manually
Creating a Frame of a Desired Size and Position

You can create a frame manually using the mouse or keyboard.

To create a frame manually

1. In Layout mode, choose Frame/Create Frame.
2. Choose Manual.

   Ami Pro changes the mouse pointer to a square frame.
3. Move the square frame to the desired position on the page.

   Keyboard: Press , ↓, →, or ← to move the square frame to the desired position. You can press CTRL+, ↓, →, or ← to move in larger increments.
4. Drag the mouse to create the frame.

   Keyboard: Press SPACEBAR+, ↓, →, or ← to create the frame. You can press CTRL+SPACEBAR+, ↓, →, or ← to size in larger increments.

   Ami Pro moves a dotted outline of the frame to indicate the size of the frame.
5. Release the mouse button when the frame is the desired size.

   Keyboard: Release the SPACEBAR.

   The first time you create a frame, Ami Pro draws a thin line with a .10 inch margin and a shadow around the frame. You can change these using Modify Frame Layout.

   Ami Pro displays the frame with black handles to indicate that it is selected.

See also:

Frame Contents
Understanding Frames
Creating a Frame of a Desired Size and Position

You can specify the size and position for the frame and let Ami Pro create it for you.

To create a frame of a desired size and position

1. In Layout mode, Choose Frame/Create Frame.
2. Select inches, centimeters, picas, or points as the unit of measurement.
3. Specify the desired Width and Height for the frame.
4. Specify the desired Position for the frame.

   Make sure you do not position the frame in a printer's "no print" area.

   Down from top
   Positions the frame down from the top edge of the page by the amount you specify.

   In from left
   Positions the frame in from the left edge of the page by the amount you specify.
5. Choose OK.

   Ami Pro creates the frame you specified.

   Ami Pro uses these settings the next time you create a frame, unless you specify other settings.

See also:

Frame Contents
Creating a Frame Manually
Understanding Frames
Modifying the Size or Position of a Frame

You must select a frame before you can move, copy, size, delete, or modify it. You can select multiple frames and move, copy, delete, or group them. The frames do not need to be adjacent to each other, but they must be on the same page.

To select a frame

You can select a frame using the mouse or the keyboard.

To select a frame using the mouse

In Layout mode, click anywhere inside the frame.

Ami Pro displays the frame with black handles to indicate that it is selected.

If you want to select a frame that has a macro assigned to it, press SHIFT or CTRL and click inside the frame.

To select a frame using the keyboard

1. In Layout mode, place the insertion point on the page that contains the frame.
2. Press CTRL+G.
3. Select Frame in the Next item list box.
4. Choose Go To ^H.

   Ami Pro selects a frame on the page.
5. Press CTRL+H to select another frame on the page.

   Ami Pro selects another frame on the page without displaying the Go To dialog box.
6. Repeat step 5 until the desired frame is selected.

To select a layered frame

Layered frames are frames that either partially or completely overlap one another.

1. Select the frame on top of the other frames.
2. Press CTRL and click to select a frame underneath the currently selected frame.

   If you are using the keyboard, or if the frame underneath the currently selected frame is an anchored frame (Placement in the Modify Frame Layout dialog box is set to With para above or Flow with text), you must use Go To instead of CTRL and click.
3. Repeat step 2 until the desired frame is selected.

To select multiple frames

Once you select multiple frames, you can move, copy, or delete the frames in one action.

If you want to maintain the selected frames as one unit, you can group the frames.

1. Select a frame.

   Ami Pro does not allow you to select multiple frames if any of the frames are anchored (Placement in the Modify Frame Layout dialog box is set to With para above or Flow with text).
2. Hold SHIFT and select the next frame.

   Keyboard: Press CTRL+, ↓, →, or ← to move the pointer inside the next frame. Press CTRL+SHIFT+SPACEBAR to select both frames. Ami Pro displays two frames with black handles to indicate that they are both selected.
3. Repeat step 2 until you select all the frames.

   If you lift your finger from SHIFT while selecting any frame, only the last frame is selected.
4. To select multiple layered frames, hold SHIFT, press CTRL, and either click the mouse or press SPACEBAR when the pointer is in the area where the frames overlap.

See also:

To move the insertion point back into the main document text, you must deselect a frame. You can either click outside the frame or press ESC to remove the black handles.

Ami Pro removes the black handles to indicate that the frame is no longer selected. If multiple frames were selected, Ami Pro deselects all the frames.

See also:

Frame Contents
Selecting One or More Frames

You can move or copy a frame from one position on a page to another position on the same page.

To move a frame on the same page
1. Select the frame you want to move.
2. Position the mouse pointer inside the frame.

    Keyboard: Press , ↓, →, or ← to move the pointer inside the frame. You can press CTRL+, ↓, →, or ← to move in larger increments.
3. Drag the frame to the desired position.

    Keyboard: Press SPACEBAR+, ↓, →, or ← to move the frame.

    To move multiple selected frames at one time, hold SHIFT while you drag the mouse or use the keyboard.

    If the position where you want to move the frame is on the page but not on the screen, drag the frame off the edge of the Ami Pro window until the screen scrolls.

    Ami Pro moves the dotted outline of the frame to indicate the position of the frame.
4. Release the mouse button when the frame is in the desired position.

    Keyboard: Release the SPACEBAR.

To copy a frame on the same page
1. Select the frame you want to copy.
2. Choose Edit/Copy.
3. Choose Edit/Paste.

    Ami Pro pastes the frame and its contents on the page. The frame is automatically selected and the Placement in the Modify Frame Layout dialog box is set to Where placed.

    If you copy a frame that has its Type in the Modify Frame Layout dialog box set to With para above and No wrap beside, Ami Pro pastes the frame and its contents above and to the right of the original frame. If the Placement is set to Where placed or Flow with text, Ami Pro pastes the frame and its contents overlapping and to the right of the original frame.
4. Move the frame to the desired position on the page.

See also:

Frame Contents
Selecting One or More Frames
Moving or Copying a Frame to Another Page

You can move or copy a frame from one page to another page in the same document or to another document.

To move or copy a frame to another page

 1. Select the frame you want to move or copy.
 2. Choose Edit/Cut or Edit/Copy.
 3. Place the insertion point on the page where you want to move or copy the frame.
 4. Choose Edit/Paste.

    Ami Pro places the frame and its contents in the same position on this page as they were on the original page.

 5. Move the frame to the desired position on the page.

See also:

You can adjust the size of a selected frame after you create it. Only one frame can be sized at a time. You can also specify the size of a frame in the Modify Frame dialog box.

To size a frame

1. Select the frame you want to size.
2. Position the mouse pointer on a frame handle. The frame handle can be black or gray.
   Keyboard: Press , ↓, →, or ← to place the pointer on the desired handle.
   Ami Pro changes the mouse pointer to a double arrow.
3. Drag the handle until the frame is the desired size.
   Keyboard: Press SPACEBAR+ , ↓, →, or ← to size the frame.
   Ami Pro moves the dotted outline of the frame to indicate the size of the frame.
4. Release the mouse button.
   Keyboard: Release the SPACEBAR.

See also:]

To delete a frame

Select the frame you want to delete and press DEL. Ami Pro deletes both the frame and its contents.

To delete just the contents of the frame, select the frame, press ENTER, and press DEL.

    Mouse: Double-click the frame and press DEL.

If you selected an Undo level greater than None, you can restore a frame you deleted.

See also:

    Frame Contents
    Selecting One or More Frames
    Creating a Frame Manually
    Creating a Frame of a Desired Size and Position
    Undoing One or More Actions

When you group frames, Ami Pro treats multiple frames as one unit. This saves you time when you need to move, copy, or delete multiple frames.

You cannot place a picture into any frame that is part of a group. Also, the Frame/Modify Frame Layout and Frame/Bring to Front and Send to Back commands are dimmed if you select a frame that is part of a group. You can ungroup the frames to edit them.

If you delete one frame in a group, Ami Pro deletes all other frames in the group. If you selected an Undo level greater than none, you can restore the frames.

Frame/Group is a toggle. You can switch between grouping and ungrouping multiple selected frames by choosing Frame/Group.

You must select at least two frames before this command becomes available.

To group frames

1. Select a frame.

2. Hold SHIFT and select the next frame.

   To select multiple layered frames, hold SHIFT, press CTRL, and either click the mouse or press SPACEBAR when the pointer is in the area where the frames overlap.

   Keyboard: Press CTRL+, ↓, →, or ← to move the pointer inside the next frame. Press CTRL+SHIFT+SPACEBAR to select both frames.

3. Repeat step 2 until you select all the desired frames.

   Ami Pro displays all the selected frames with black handles.

4. Choose Frame/Group.

   A check appears next to Group under the Frame menu if the selected frames are grouped. Frames remain grouped, even when they are not selected, until you ungroup them by choosing Frame/Group. When you select any frame that is part of a group, Ami Pro automatically selects all the frames in the group.

See also:

Frame Contents
Selecting One or More Frames
Using Layered Frames

You can layer frames on top of each other to create visual effects. The Bring to Front and Send to Back commands allow you to determine the order of the layering so you can adjust the sizes and positions of the frames.

To change the order of layered frames

1. Select a layered frame.
2. Choose Frame/Bring to Front or Frame/Send to Back.

   Bring to Front
   Places the selected frame on top of all the other frames at that location.

   Send to Back
   Places the selected frame underneath all the other frames at that location.

See also:

Frame Contents
Selecting One or More Frames
Grouping Frames

You must move the insertion point inside a selected frame to place text in the selected frame. You can then type and edit the text or insert a text file.

To move the insertion point inside a frame

 1. Select the frame.

    Shortcut: Double-click the frame and type the text.

 2. Press ENTER.

    Ami Pro changes frame handles from black to gray to indicate that the contents of the frame are selected.

 3. Type the text.

    Ami Pro uses the Body Text paragraph style. You can change the paragraph style and edit the text just as you do in the main document text. If you type more text than will fit within the frame, the text does not appear until you make the frame larger. You can enlarge the frame by moving a frame handle.

To move the insertion point outside a frame

Click outside the frame or press ESC twice to return to the main document text.

See also:

Frame Contents
Selecting One or More Frames
Importing a Text or Data File
Creating a Frame Manually
Creating a Frame of a Desired Size and Position

You can use Modify Frame Layout to specify the type of frame, the size and position of a frame, and the frame lines, shadow, columns and tabs. The example box in the Modify Frame Layout box displays the frame as it will appear in the document.

To modify frame layout

1. Select the desired frame.
2. Choose Frame/Modify Frame Layout.

    Mouse: Click the right mouse button.
3. Select the desired Frame option.
4. Choose the desired command button.

    OK
    Saves the frame settings for the selected frame and closes the Modify Frame Layout dialog box.

    Make Default
    Saves the frame settings for the selected frame and sets the default for any future frames you create without closing the Modify Frame Layout dialog box.

    Ami Pro uses Where placed as the Placement default whenever you create a frame. If you let Ami Pro create the frame, the Placement is automatically set to Flow with text.

See also:

Frame Contents
Selecting One or More Frames
Modifying the Type of Frame
Modifying the Size or Position of a Frame
Modifying Frame Lines and Shadows
Modifying Frame Columns
Modifying Frame Tabs

You can specify how text should wrap around the frame, whether the frame should be transparent or opaque, whether the frame should have square or rounded corners, where the frame should be placed on the page, and any macro you want Ami Pro to run when you select the frame.

To modify the type of frame

1. Select the frame.
2. Choose Frame/Modify Frame Layout.

   Mouse: Click the right mouse button.

3. Select the desired Text Wrap Around option.

   The available Text Wrap Around options depend upon the Placement you select.

   Wrap around
   Displays text above, below, to the left, and to the right of the frame. The text flows down the left side of the frame, then to the top right side of the frame and down the right side of the frame.

   If you want the document text to appear only to the right or left of the frame, you can position the frame on the left or right margin and select Wrap around.

   No wrap around
   Flows text behind the frame and through the frame. If the frame is transparent, the text appears as if it were inside the frame. If the frame is opaque, the text behind the frame is obscured.

   No wrap beside
   Displays text above and below the frame, but not to the left and right of the frame.

4. Specify the desired Display options.

   Transparent
   Displays any text or picture behind the frame.

   Opaque
   Hides any text or picture behind the frame.

   Square corners
   Displays any lines you specify in Lines & shadows with square corners.

   Rounded corners
   Displays any lines you specify in Lines & shadows with rounded corners. You can specify any number between 0 and 100 as the degree of rounding.

   Ami Pro rounds the corners within the dimensions of the frame. If the width and height of the frame are equal and you specify 100 as the degree of rounding, the frame lines display as a circle. If the width and height are unequal and you specify 100 as the degree of rounding, the frame lines display as an ellipse.

   This does not change the actual shape of the frame, which is still square or rectangular.

5. Select the desired Placement for the frame.

   Where placed
   Displays the frame in its current position on the page, regardless of editing changes you make to the document. A frame set to Where placed always stays in the position where it was placed on the page, even if the text with which it was originally associated moves to another location. For this type of frame, you must either manually move the frame to the new location on the page, or cut and paste it on another page.

   With para above (anchors the frame)
   Displays the frame anchored to a return at the end of a paragraph of text in the main document, regardless of editing changes and page breaks. Ami Pro moves the frame only when sufficient text is inserted or deleted to cause the text to wrap differently. This type of frame can be set to No wrap around or No wrap beside.

You can move a frame anchored to a paragraph horizontally (left and right) within the margins of the column or page. You cannot move it vertically.

Flow with text (anchors the frame)
Displays the frame anchored to the last character within a paragraph of main document text, regardless of editing changes and page breaks. Ami Pro moves the frame as you insert and delete text within the paragraph.

Ami Pro automatically flows text around the frame and dims the Text Wrap Around options. You can move a frame anchored to a character vertically (up and down) by an amount equal to the height of the frame. You cannot move it horizontally.

If you select With para above or Flow with text, the frame can be no wider than the column width of the text to which it is anchored, and no longer than the amount of space remaining in the column or on the page on which it is placed. If you change the Number of columns using Page/Modify Page Layout, Ami Pro automatically adjusts the size of each anchored frame so that it fits within the column.

Repeat all pages
Displays the frame and its contents in the same position on every page in the document.

You can place a repeating frame anywhere on a page, including the margins of the document.

Repeat right/left
Displays the frame and its contents on alternating pages in the document. Right pages are odd, left pages are even.

6. If you want Ami Pro to run a macro each time you select the frame, select Run macro.

   In order for Ami Pro to run the macro, you must choose File/Doc Info and select Run frame macros. If you want to stop running any macros associated with any selected frames, choose File/Doc Info and deselect Run frame macros.

7. Specify the desired macro in the text box.

   You can either click the arrow or press ↓ when the insertion point is in the text box to display a list of the macro files in the AMIPRO\MACROS directory or the directory you specified as the default path for macros in the User Setup.

   You can specify the desired path for macros by choosing Tools/User Setup, choosing Paths, and typing the path in the Macro text box.

   If Run frame macro is selected, the frame acts as a button. When you click inside it, Ami Pro runs the assigned macro. If you press SHIFT or CTRL and click inside the frame, or you deselect Run frame macro, Ami Pro treats the macro as the contents of the frame. You can then select, copy, move, size, modify, and group the frame the same as other frames.

8. Choose OK.

See also:

You can specify the width, height, position on the page, and margins for a frame. Ami Pro displays an example page showing the size and position of the frame.

Margins control the amount of white space between the text or picture inside the frame and the outside edges of the frame. You can also use margins to control the amount of white space between the contents of the frame and the text around or above and below the frame.

To modify the size or position of a frame

1. Select the frame.
2. Choose Frame/Modify Frame Layout.

   Mouse: Click the right mouse button.
3. Select Size & position.
4. Select inches, centimeters, picas, or points as the unit of measurement.
5. Specify the desired Width and Height.
6. Specify the desired Position on Page.
7. Specify the desired Margins.

   The displayed position on page settings indicate the current size and position of the frame. If you move or size the frame, Ami Pro changes these settings. The displayed left and right margin settings indicate the current margins specified in the frame ruler in the columns & tabs options.

   A pica equals 1/6 of an inch. A point equals 1/72 of an inch.
8. If you want to set all frame margins to zero, choose clear margins.
9. Choose OK.

See also:

Frame Contents
Selecting One or More Frames
Sizing a Frame
Modifying Frame Layout
Modifying the Type of Frame
Modifying Frame Lines and Shadows
Modifying Frame Columns
Modifying Frame Tabs

You can create lines and shadows around a frame.

To modify frame lines and shadows

1. Select the frame.
2. Choose Frame/Modify Frame Layout.
   Mouse: Click the right mouse button.
3. Select Lines & shadows.
4. Select All, Left, Right, Top, or Bottom for the Lines option.
5. Select the desired Style for the lines.
6. Specify the desired Shadow options.
   If you do not want any lines to display around the frame, deselect all the Lines check boxes.
7. If you want to specify the position for the lines relative to the margins for the frame, select the desired position.
   Inside
   Displays the lines on the margins.
   Close to inside
   Displays the lines just outside the margins.
   Middle
   Displays the lines halfway between the margins and the outside edges of the frame.
   Close to outside
   Displays the lines just inside the outside edges of the frame.
   Outside
   Displays the lines on the outside edges of the frame.
8. If you want to create a shadow effect on two sides of the frame, select None, Shallow, Normal, or Deep as the desired type of Shadow.
9. If you want to specify a custom measurement for the shadow, select Custom and specify the desired depth in the text box.
   Ami Pro uses the unit of measurement you specified in the Size & position options.
10. Select an arrow to specify the two sides of the frame where you want the shadow to display.
    Ami Pro displays the shadow on the appropriate sides of the example frame.
11. If you want the lines, shadow, or frame background to display in different colors within the frame's borders, specify the desired colors.
    If you specify a background color other than white, Ami Pro makes the frame opaque.
12. Choose OK.

See also:

You can specify the number of columns and the space between the columns.

To modify frame columns

1. Select the frame.
2. Choose Frame/Modify Frame Layout.

    Mouse: Click the right mouse button.
3. Select Columns & tabs.
4. Select inches, centimeters, picas, or points as the unit of measurement.
5. Select the desired Number of columns.

    Keyboard: To change the unit of measurement, press TAB until the unit of measurement button is selected.   Press SPACEBAR to select inches, centimeters, picas, or points.

    Ami Pro displays the specified number of columns in the example frame. The shaded area in the example frame represents where the text can appear within the frame.
6. If you want the lengths of the columns to be horizontally aligned to as great an extent as possible, select Column Balance.

    Ami Pro automatically attempts to put equal amounts of text in all columns on complete pages of text, whether or not Column balance is selected. Use this option for horizontally aligning text on pages that are only partially full.
7. If you want to modify the amount of space between all the columns, specify the desired Gutter width.

    Column balance and Gutter width are dimmed unless you specify more than one column.

    If you want different gutter widths between multiple columns, specify the desired widths by moving the column margin indicators in the ruler.
8. If you want to modify the gutter width between two adjacent columns while maintaining the column widths for those columns, position the mouse pointer in the bottom half of the ruler between the left and right margin indicators for the same column and drag the mouse in the desired direction. Release the mouse button when the gutter width is the desired size.
9. If you want to modify the widths of two adjacent columns, position the mouse pointer in the bottom half of the ruler between the right margin indicator for one column and the left margin indicator for the adjacent column, and drag the mouse in the desired direction. Release the mouse button when the columns are the desired widths.
10. If you want a line to display between the columns, select Line between columns.
11. Select the desired Style for the Line between columns.
12. Specify the desired Color for the Line between columns.
13. Choose OK.

See also:

Frame Contents
Modifying Frame Tabs
Understanding Tabs and Rulers
Setting User Setup Defaults

You can set left, right, numeric, center, and leader tabs for a text frame. You can create up to 22 tabs.

If you select multiple columns, Ami Pro automatically creates and uses the same tabs in all columns, although it only displays the tabs in the first column. Any modifications you make to tabs in the first column affect the tabs in all the columns.

To modify frame tabs

1. Select the frame.
2. Choose Frame/Modify Frame Layout.

   Mouse: Click the right mouse button.
3. Select Columns & tabs.
4. Select inches, centimeters, picas, or points as the unit of measurement.
5. If you want to remove all existing tabs, choose Clear Tabs.
6. Specify the desired tabs.

   Keyboard: To change the unit of measurement, press TAB until the unit of measurement button is selected. Press SPACEBAR to select inches, centimeters, picas, or points.
7. If you want to create a tab, select the desired Tab button in the tab bar.

   Keyboard: Press TAB until the first Tab button is selected. Press → or ← to select the desired Tab button.

   Left
   Left aligns the text after the tab. Places the first character typed after pressing TAB at the position of the tab setting and displays subsequently typed characters to the right of the tab setting.

   Right
   Right aligns the text after the tab. Places the first character typed after pressing TAB at the position of the tab setting and displays subsequently typed characters to the left of the tab setting. When another tab setting, other text, a column boundary, or the left margin is encountered, the characters display to the right.

   Numeric
   Places the first character typed after pressing TAB at the position of the tab setting and displays subsequently typed characters to the left of the tab setting. After a numeric separator is typed, the characters display to the right of the tab setting.

   The numeric separator is determined by the Number Format specified in the Windows Control Panel.

   Center
   Evenly positions text to the left and right of the tab setting.
8. If you want tabular text to be separated by a character instead of spaces, click the Leader Character button in the tab bar until the desired leader character displays on the Tab button.

   Keyboard: Press TAB to move to the Leader Character button. Press → or ← until the desired leader character displays on the Tab button.

   Underline _____
   Dash --------
   Period ....
   None
9. In the top half of the ruler above the number or unit indicator, position the mouse pointer where you want to add the tab and click the mouse button.

   Keyboard: Press SHIFT + TAB until the insertion point moves to the ruler. Press → or ← to move the solid black line to the desired position. Press SPACEBAR to add the tab. You can press CTRL+→ or CTRL+← to move in larger increments.

If you need to create a tab in a precise location, you can also specify the desired location for the tab in the tab bar text box and choose Set Tab.

10. If you want to move a tab, position the mouse pointer on the tab indicator you want to move and drag it to the desired position in the ruler.

You cannot move a tab indicator beyond another tab indicator. You can delete the existing tab and then create the desired tab.

Keyboard: Press TAB to move the insertion point to the ruler. Press → or ← to move the solid black line to the tab indicator you want to move. Press SPACEBAR+→ or SPACEBAR+← to move the tab indicator to the desired position.

Ami Pro automatically aligns the tab to the closest unit indicator in the ruler.

11. If you want to delete a tab, position the mouse pointer on the tab indicator you want to delete and drag it up or down off the ruler.

Keyboard: Press TAB to move the insertion point to the ruler. Press → or ← to move the solid black line to the tab indicator you want to delete and press DEL.

12. Choose OK.

See also:

Frame Contents
Modifying Frame Columns
Understanding Tabs and Rulers
Setting User Setup Defaults

Graphics are generally of two types: bitmap (raster) and vector (object-oriented). Bitmap graphics are stored as pixels or groups of dots. Vector graphics are stored as a series of instructions or vectors, that direct the computer to draw a line from point to point or to draw a particular sized object at a certain position.

Bitmap graphics

Bitmap graphics are made up of individual points. The screen is divided into a rectangular array of points called pixels (picture elements) and the computer is told which color each pixel should be. Most dot matrix and laser printers operate in this manner when printing graphics.

Because bitmap graphics work like the screen does, they display more quickly than vector graphics.

Ami Pro can import the following types of bitmap graphics into a frame: PC Paintbrush (.PCX), Tagged Image File Format (.TIF), and Windows Bitmap (.BMP).

Ami Pro supports a fixed color set. When you import a color bitmap graphic, Ami Pro displays the picture using the closest available colors, even if your display adapter supports 256 colors. If you want to view the true colors in the picture, double-click inside the frame. When you exit the frame, Ami Pro reverts to the closest colors.

Vector graphics

Vector graphics are made up of lines and geometric shapes. With vector graphics, the computer is told to put a "pen" in a particular position and then draw a line or curve a certain distance in a certain direction (or draw a line to another specific point). This is how most PostScript® printers and plotters work.

Vector graphic files take up less disk space. This is because it takes less space for a vector "command" to draw an object than it does for a bitmap file to store each point that makes up the object.

Ami Pro can import the following types of vector graphics into a frame: AmiDraw (.SDW), Computer Graphic Metafile® (.CGM), DrawPerfect (.WPG), Encapsulated PostScript (.EPS), Freelance® (.DRW), HPGL, Lotus 1-2-3® Graphics (.PIC), and Windows Metafile (.WMF).

EPS (Encapsulated PostScript) files are vector graphic files made up of PostScript commands. Since PostScript is a language for describing objects to a printer, there is typically a header (a separate portion of the EPS file) used to display a graphic on the screen. This header is normally in TIFF format. If the EPS file does not have a header, the picture does not display but prints correctly to a PostScript printer. If the EPS file contains a header, even if you do not have a PostScript printer, the picture displays and prints. If the EPS file does not contain a header and you try to print the file to a printer that is not PostScript, the picture does not print.

See also:

Frame Contents
Using a Picture in a Frame
Importing a Picture
Specifying Computer Graphics Metafile Options
Specifying Hewlett-Packard Graphics Language File Options
Pasting a Picture from Another Windows Application
Deleting a Picture Inside a Frame

You can place a picture into a frame by:

- Importing a graphic file
- Pasting a picture using the Windows Clipboard
- Creating a picture using Drawing
- Paste linking a picture from another Windows application if the other application supports DDE or OLE

Once a picture is inside a frame, you can generally scale it, rotate it, or crop it. If the picture is a gray scale .TIF file, you can also use Image Processing.

Ami Pro can directly import the following types of graphic files:

- AmiDraw (.SDW)
- AmiEquation (.TEX)
- Computer Graphics Metafile (.CGM)
- DrawPerfect (.WPG)
- Encapsulated PostScript (.EPS)
- Freelance GraphicsTM (.DRW)
- Hewlett-Packard® Graphics Language (.PLT)
- 1-2-3 Graphics (.PIC)
- PC Paintbrush (.PCX)
- Tagged Image File Format (.TIF) versions 4.2 - 5.0
- Windows Bitmap (.BMP)
- Windows Metafile (.WMF)

Ami Pro converts Computer Graphics Metafile and Hewlett-Packard Graphics Language files to Windows Metafiles. It converts DrawPerfect, Freelance Graphics, and 1-2-3 Graphics files to AmiDraw files.

For most types of graphic files, you can import only one picture into a single frame. However, if a frame contains a picture that you can edit using Drawing, you can import multiple AmiDraw files, Windows Bitmap files, and Windows Metafiles into the frame while in Draw mode. You can also use Drawing to convert .CGM and .PLT files to Ami Draw files.

Pictures in an Ami Pro document require considerable disk space. Each picture is stored in a graphic file. When you open a document containing pictures, Ami Pro creates a temporary file for each

picture you display in the document. In addition, Ami Pro creates screen snapshot files for the pictures you display.

You can specify whether or not these snapshot files should be stored on the disk.

See also:

Frame Contents
Importing a Drawing
Importing a Picture
Setting Speed Options

A picture must be inside a frame. You can create a frame of the desired size before importing the picture or choose File/Import Picture and let Ami Pro create the frame using the current settings in the Create Frame dialog box.

To import a picture

1. Make the Ami Pro document that you want to contain the picture the active window.
2. If you want the frame to be a particular size, create or select an empty frame of the desired size in the location where you want the picture to appear.
3. Choose File/Import Picture.
4. Select the desired type of file.
5. Select the drive that contains the source picture.
6. Select the directory that contains the source picture.
7. Specify the File name.

   Ami Pro automatically uses the directory you specify the next time you import this file type.

8. If you want Ami Pro to create and use a copy of the original graphic file instead of the original file, select Copy image.

   If you choose Copy image, Ami Pro copies the picture file to a document image file that is saved as part of the document. Changes made to the original picture file are not reflected in the Ami Pro document. Ami Pro accesses the document image file instead of the original graphic file each time you display or print a page containing the picture.

   If you choose Copy image, the pictures display faster on the screen because Ami Pro does not need to import them each time.

   If you do not choose Copy image, Ami Pro accesses the original graphic file from the drive and directory you specified.

   If you do not select Copy image, make sure you use the Ami Pro File Management function to copy or move the document containing the picture to ensure that the graphic file is also copied or moved.

9. Choose OK.

   Ami Pro places the picture into the frame. The image is sized to fit in the frame and the aspect ratio is maintained.

   Once the pictures are in a document, you can display and print the document without them.

See also:

Frame Contents
Specifying Hewlett-Packard Graphics Language File Options
Specifying Computer Graphics Metafile Options
Using Graphics Scaling
Moving a Picture in a Frame
Using Image Processing
Copying or Moving a File
Setting View Preferences
Printing the Current Document

When you import a Computer Graphics Metafile, Ami Pro provides several options.

To specify Computer Graphics Metafile options

1. Select the desired options.

    Ignore background
    The picture is transparent. The background rectangle on which the picture was drawn is discarded.

    Force vector fonts
    Raster fonts are converted to vector fonts. Vector fonts can be infinitely scaled--raster fonts are restricted to the font styles and sizes available to your printer.

    For the most accurate scaling of any text or numbers in the .CGM file, select Force vector fonts.

    Dot lines
    Dotted lines are maintained. If you do not select this option, dotted lines are converted to solid lines.

    Dotted lines cannot be wider than 1 pixel and they may not print well on some printers.

    Default color table
    Colors in a Harvard Graphics® .CGM file are converted correctly.

2. Choose OK.

    Ami Pro converts the .CGM files to a Windows Metafile.

See also:

Frame Contents
Understanding Graphics
Importing a Picture

When you import a Hewlett-Packard Graphics Language (.PLT) file, Ami Pro provides several options.

To specify Hewlett-Packard Graphics Language file options

1. Select the Paper Size option that corresponds to the size of the paper used for the picture.
2. Select Portrait or Landscape as the desired Orientation.

   Portrait
   The picture displays across the width of the page.

   Landscape
   The picture displays down the length of the page.
3. Select the number of each pen to which you want to assign a color.
4. Select the color you want to assign to each pen.
5. Choose OK.

   Ami Pro converts the .PLT file to a Windows Metafile.

See also:

Frame Contents
Understanding Graphics
Importing a Picture

You can paste a picture from another Windows application instead of importing the picture.

To paste a picture from another Windows application

1. Make the application that contains the picture the active window.
2. Select the picture.
3. Choose Edit/Copy to copy the picture to the Clipboard.
4. Make the Ami Pro document that you want to contain the picture the active window.
5. If you want the frame to be a particular size, create or select an empty frame of the desired size in the location where you want the picture to appear.
6. Choose Edit/Paste.

   If you want to choose the format for the pasted picture, you can choose Edit/Paste Special.

See also:

   Frame Contents
   Using Paste Special
   Importing a Picture

You can delete a picture inside a frame or delete both a frame and its contents.

To delete a picture inside a frame

1. Select the frame.

    Shortcut: Double-click the frame and press DEL to delete the picture.
2. Press ENTER.
3. Press DEL.

    If the picture is a drawing, you must select all the objects before you press DEL.

    Ami Pro deletes the picture inside the frame.

    If you selected an Undo level greater than None, you can restore a picture you deleted.

To delete a frame and its contents

1. Select the frame.
2. Press DEL.

See also:

Frame Contents
Deleting an Object or a Drawing
Setting User Setup Defaults
Undoing One or More Actions

A header is information that displays in the top margin of a document. A footer is information that displays in the bottom margin.

There are two ways to create headers and footers in Ami Pro. You can have the same "fixed" header or footer on each page of your document, or you can create multiple headers and footers in the same document using floating headers and footers. You must be in Layout mode to create a header or footer.

You can format and edit all header and footer text. You can assign paragraph styles and use any of the Text menu commands. In addition, you can set margins, tabs, and columns specifically for the header and footer using Modify Page Layout.

See also:

Headers and Footers and Page Numbers Contents
Using Page Layout Options for a Header and Footer
Creating a Fixed Header or Footer
Creating an Alternating Fixed Header or Footer

If you want one header or footer that displays on all pages, all pages except page one, all right pages, or all left pages in the document, you can create a fixed header or footer.

A fixed header or footer is part of the page layout. If you select All Pages in the page layout, Ami Pro displays the header or footer on every page in the document. If you select Right or Left Pages in the page layout, you can specify different header or footer information for the odd and even pages in the document.

You can also create different fixed headers and footers in a document by inserting a page layout. Although Ami Pro continues to display the original header or footer, you can change the information on the pages using the inserted page layout without modifying the original fixed header or footer.

See also:

Headers and Footers and Page Numbers Contents
Creating a Fixed Header or Footer
Creating an Alternating Fixed Header or Footer
Specifying Which Pages Use the Layout
Inserting a Page Layout

If you want one header or footer that displays on all pages, all pages except page one, all right pages, or all left pages in the document, you can create a fixed header or footer.

To create a fixed header or footer

1. In Layout mode, place the insertion point on the page where you want to create a header or footer.

   Shortcut: Click in the top or bottom margin on the desired page and go to step 4. You can determine where the top and bottom margins are by choosing View/View Preferences and selecting Margins in color.

   If you selected Begin on second page for the Header or Footer in the page layout, place the insertion point on the second or subsequent page.

2. Choose Page/Header/Footer.

3. Select Header or Footer.

4. Choose OK.

   Ami Pro places the insertion point in the top or bottom margin.

5. Type the desired text or create the desired picture frame.

   You can place a picture in a fixed header or footer. If you want the picture to display on more than one page, you must specify Repeat all pages as the Placement in the Modify Frame Layout dialog box. The frame then becomes part of the page layout and displays on every page in the document.

6. Press ESC to return to the main document text.

   Mouse: Click anywhere in the main document text.

   Ami Pro displays the header and footer on every page, regardless of the page on which it was typed.

See also:

You can create an alternating fixed header or footer that displays different information on the odd and even pages in a document. The odd pages are right pages, the even pages are left pages.

To create an alternating fixed header or footer

1. In Layout mode, choose Page/Modify Page Layout.
2. Select Right Pages.
3. Choose OK.
4. Place the insertion point on any odd page.

   Shortcut: Click in the top or bottom margin on the desired page and go to step 6.
5. Choose Page/Header/Footer.
6. Select Header or Footer.
7. Choose OK.
8. Type the desired text or create the desired picture frame for the odd pages.

   You can place a picture in an alternating fixed header or footer. If you want the picture to display on alternating pages, you must specify Repeat right/left as the Placement in the Modify Frame Layout dialog box. The frame then becomes part of the page layout and repeats throughout the document.
9. Press ESC to return to the main document text.

   Mouse: Click anywhere in the main document text.
10. Place the insertion point on any even page.

    Shortcut: Click in the top or bottom margin on any even page and repeat steps 8 - 9.
11. Repeat steps 5 - 9.

    Ami Pro displays the left page header or footer on all even pages and the right page header or footer on all odd pages in the document.

See also:

Headers and Footers and Page Numbers Contents
Creating a Fixed Header or Footer
Removing a Header or Footer
Creating a Frame Manually
Modifying Frame Layout
Specifying Which Pages Use the Layout

You can remove fixed header or footer if you no longer want the information to appear in the top or bottom margin of a document.

To remove a fixed header or footer

1. In Layout mode, place the insertion point on any page that contains a header or footer.

   Shortcut: Click in the top or bottom margin on the desired page and go to step 5.

2. Choose Page/Header/Footer.

3. Select Header or Footer.

4. Choose OK.

   Ami Pro places the insertion point in the top or bottom margin.

5. Delete the text or picture in the top or bottom margin.

6. Press ESC to return to the main document text.

   Mouse: Click anywhere in the main document text.

   If you need to remove an alternating header or footer, repeat steps 2 - 6 for the header or footer that appears on the alternate pages.

See also:

Headers and Footers and Page Numbers Contents
Creating a Fixed Header or Footer
Creating an Alternating Fixed Header or Footer

If you want multiple headers or footers in the same document, you can insert floating headers or footers. Floating headers and footers allow you to place different header or footer text on the pages in a document. Ami Pro repeats the header or footer text until it encounters either another floating header or footer or an inserted page layout in the document.

Since a frame in the top or bottom margin is part of the page layout, inserting a floating header or footer does not prevent the contents of the frame from displaying throughout the document. Floating headers and footers allow you to modify only the header or footer text.

You must complete two steps to create a floating header or footer:

• Indicate the location where the header or footer should begin.

• Type the text in the top or bottom margin of the correct page.

Indicating the location
When you create a floating header or footer, Ami Pro places a mark at the location of the insertion point. This mark stays with the line of main document text on which it was inserted. You can see the floating header and footer mark by choosing View/View Preferences and selecting Marks.

If editing changes cause the main document text to move to a different location on the page, the mark also moves to the new location. This may cause the header or footer text to start on a different page. That is why the header or footer is called a "floating" header or footer--it may move from one location to another in a document.

Typing the text
Once you create the mark for the floating header or footer, you must type the text in the top or bottom margin of the correct page. If the mark is on the first line of the page, you type the text in the appropriate margin on the current page. If the mark is on any line other than the first line of the page, you type the text in the appropriate margin on the subsequent page.

You can stop floating header or footer text from displaying by inserting a new floating header or footer mark and not typing any text in the top or bottom margin, thereby creating a blank header or footer.

See also:

You must insert the floating header or footer on the first line of a page for it to take effect on that page.

To create a floating header or footer

1. In Layout mode, place the insertion point in the text to which you want to tie the floating header or footer, or on the first line of the page that should contain the header or footer.

   If editing changes might move a floating header or footer mark to the second or subsequent line on a page, you can insert the floating header or footer one page before the page on which you want the header or footer to display. Place the header or footer mark anywhere below the first line of text on that page.

2. Choose Page/Header/Footer.
3. Choose Floating Header/Footer.
4. Select Insert.
5. Select Floating header or Floating footer.
6. Select the pages on which the header or footer should display.

   All pages
   Displays the header or footer on every page after (and including if the mark is on the first line) the page containing the mark.

   Right pages
   Displays the header or footer on all odd pages after (and including if the mark is on the first line) the page containing the mark.

   Left pages
   Displays the header or footer on all even pages after (and including if the mark is on the first line) the page containing the mark.

7. Choose OK.

   Ami Pro places the insertion point in the top margin of the current page if you selected floating header, or in the bottom margin of the current page if you selected floating footer.

   If you insert the floating header or footer on any line other than the first line of a page, Ami Pro places the insertion point in the top or bottom margin of the subsequent page.

8. Type the desired text.
9. Press ESC to return to the main document text.

   Mouse: Click anywhere in the main document text.

See also:

Headers and Footers and Page Numbers Contents
Creating an Alternating Floating Header or Footer
Removing a Floating Header or Footer
Editing Text that Contains a Floating Header or Footer Mark

You can create alternating floating headers and footers for the odd and even pages in each section of a document.

To create an alternating floating header or footer

1. In Layout mode, place the insertion point at the beginning of the text to which the floating header or footer should be tied, or on the first line of the page that should contain the header or footer.
2. Choose Page/Header/Footer.
3. Choose Floating Header/Footer.
4. Select Insert.
5. Select Floating header or Floating footer.
6. Select Right pages or Left pages.

   You can insert both the right and left page floating header and footer on the first line of the page on which they should take effect. This lets you keep the corresponding headers and footers together as you edit the document.
7. Choose OK.

   If you select Right pages, Ami Pro places the insertion point in the desired margin on the current or next odd page. If you select Left pages, Ami Pro places the insertion point in the desired margin on the current or next even page.
8. Type the desired text.
9. Press ESC to return to the main document text.

   Mouse: Click anywhere in the main document text.

See also:

Headers and Footers and Page Numbers Contents
Creating a Floating Header or Footer
Removing a Floating Header or Footer
Editing Text that Contains a Floating Header or Footer Mark

You can remove a floating header or footer if you no longer want the information to appear in the top or bottom margin of a document. You can quickly move the insertion point to the location of a floating header or footer using Go To.

To go to a floating header or footer mark

If you want Ami Pro to check the entire document for floating header or footer marks, place the insertion point at the beginning of the document.

1. In Layout mode, choose Edit/Go To.

   Mouse: Click the Page Status button in the status bar.

2. Select Floating Header/Footer Mark in the Next item list box.

   If there are no floating header or footer marks in the document, Floating Header/Footer Mark is dimmed.

3. Choose Go To ^H.

   Ami Pro moves the insertion point to the next floating header or footer mark in the document.

To remove a floating header or footer

1. In Layout mode, place the insertion point on the floating header or footer mark.
2. Choose Page/Header/Footer.
3. Choose Floating Header/Footer.
4. Select Remove.
5. Select Floating header or Floating footer.
6. Choose OK.

   Ami Pro deletes the floating header or footer mark and the floating header or footer text.

See also:

Headers and Footers and Page Numbers Contents
Creating a Floating Header or Footer
Creating an Alternating Floating Header or Footer
Editing Text that Contains a Floating Header or Footer Mark

When you copy text that contains a floating header or footer mark, Ami Pro also copies the mark. When you

paste the text, Ami Pro pastes the header or footer mark with the text and displays the header or footer text in the top or bottom margin. You can then modify or delete the header or footer text.

When you cut text that includes a header or footer mark, Ami Pro displays a message. If you selected Disable warning messages in the User Setup, Ami Pro does not display the message.

See also:

When you create either a fixed or floating header or footer, Ami Pro uses the Header and Footer settings in the current page layout. These are the settings from the style sheet associated with the document, unless you modified them or inserted a page layout. You can use the same margin, tab, and column settings as those used for the main document text or specify different settings.

You can tell Ami Pro not to display a fixed header or footer on the first page of a document.

To start a fixed header or footer on page two

1. Choose Page/Modify Page Layout.
2. Select Header or Footer.
3. Select Begin on second page.
4. Choose OK.

If you select Begin on second page and then try to create a fixed header or footer on page one, Ami Pro displays a message reminding you about the Begin on second page option and does not allow you to place the insertion point in the top or bottom margin on the first page. If you create the header or footer and then select Begin on second page, Ami Pro no longer displays the header and footer on the first page, but does display it on the second and subsequent pages.

See also:

Headers and Footers and Page Numbers Contents
Modifying the Header and Footer Format

You can automatically number the pages in a document and specify the style of the numbers, the page on which you want the numbering to start, the number you want to start numbering with, and any leading text you want to precede the page numbers. You can choose Page Numbering from any page in the document. You can use leading text to create page numbers such as Page 1, Page 2, and so on.

Since you usually want page numbers to display throughout a document, you should place the numbers in the top or bottom margin as apart of a header or footer. If you created an alternating header or footer, or you inserted floating headers and footers in the document, you may need to place page numbers on multiple pages.

To number pages automatically

1. In Layout mode, place the insertion point in the top or bottom margin on any page in the document.
2. Choose Page/Page Numbering.
3. Select 1, I, i, A, or a as the Style for the page numbers
4. Select Start on page and specify the desired number to start the page numbering on a page other than the first page.
5. Select Start with number and specify the desired page number to start the page numbering with a number other than one.
6. Type the desired text and spaces in the Leading text box if you want text to precede the page numbers.

   Ami Pro places text you type in the Leading text box in the Table of Contents and Index when you use these functions.

   When you insert a page number into a header or footer, the number becomes part of the page layout.
7. Choose OK.

   If you want spaces or text after the page number, type them as part of the header or footer after Ami Pro inserts the number. You can apply text formatting and enhancements using SmartIcons, the status bar, or the Text menu, or assign a paragraph style to the text and the page number.

See also:

Headers and Footers and Page Numbers Contents
Creating a Fixed Header or Footer
Creating a Fixed Header or Footer
Creating an Alternating Fixed Header or Footer
Changing the Page Numbers
Understanding Text Formatting and Text Enhancements
Assigning a Paragraph Style Using the Style Status Button

You can modify the page numbers in a document.

To change the page numbers

1. Delete the page number you want to change.
2. Choose Page/Page Numbering.
3. Specify the desired options.
4. Choose OK.

See also:

      Headers and Footers and Page Numbers Contents
      Numbering Pages Automatically

File Menu SmartIcons

Edit Menu SmartIcons

View Menu SmartIcons

Text Menu SmartIcons

Style Menu SmartIcons

Page Menu SmartIcons

Frame Menu SmartIcons

Tools Menu SmartIcons

Table Menu SmartIcons

Window Menu SmartIcons

Help Menu SmartIcons

You can display Help about the functions or commands the SmartIcons represent by clicking the icons.

    Keyboard: Press **TAB** to select the desired icon and then press **ENTER**.

Create a New File

Open an existing File

Close a File

Save the current File

Import a Picture

File Management

Send Mail

Merge

Print Envelope

Print

Printer Setup

Exit Ami Pro

See also:

You can display Help about the functions or commands the SmartIcons represent by clicking the icons.

    Keyboard: Press **TAB** to select the desired icon and then press **ENTER**.

Undo last command or action

Cut to the Clipboard

Copy to the Clipboard

Paste Clipboard Contents

Find & Replace

Go To

Insert Bullet

Insert Date/Time

Insert Today's Date

Insert Note

Insert Glossary Record

Insert Power Fields

Update Selected Power Fields

Update All Power Fields

Go To Next Power Field

Go To Previous Power Field

Insert Index Mark

No Hyphenation

Bookmarks

Delete

See also:

Table Menu SmartIcons
Window Menu SmartIcons
Help Menu SmartIcons

You can display Help about the functions or commands the SmartIcons represent by clicking the icons.

    Keyboard: Press **TAB** to select the desired icon and then press **ENTER**.

Toggle Full Page/Previous Layout View

Toggle Outline/Layout View

Toggle Draft/Layout View

Show/Hide Ruler

Show/Hide Clean Screen

Show/Hide Power Fields

Show/Hide Column Guides

Show/Hide Margins in Color

Show/Hide Pictures

Show/Hide Tabs & Returns

Show/Hide Marks

Show/Hide Notes

Show/Hide Vertical Ruler

 View Preferences

See also:

You can display Help about the functions or commands the SmartIcons represent by clicking the icons.

Keyboard: Press **TAB** to select the desired icon and then press **ENTER**.

Change font, point size, and color of text

Left Align Selected Text

Center Selected Text

Right Align Selected Text

Justify Selected Text

Indent all Lines of Paragraph

Indent First Line of Paragraph

Indent All but First Line of Paragraph

Normal Text

Bold Text

Italicize Text

Underline Text

Word Underline Text

Capitalize Text

Capitalize First Letter of Each Word

Superscript Text

Subscript Text

Double Underline Text

Toggle Fast Format

See also:

Table Menu SmartIcons
Window Menu SmartIcons
Help Menu SmartIcons

You can display Help about the functions or commands the SmartIcons represent by clicking the icons.

    Keyboard: Press TAB to select the desired icon and then press ENTER.

 Modify a Paragraph Style

 Define a Paragraph Style

See also:

    Using SmartIcons
    SmartIcons Shortcuts Contents
    File Menu SmartIcons
    Edit Menu SmartIcons
    View Menu SmartIcons
    Text Menu SmartIcons
    Page Menu SmartIcons
    Frame Menu SmartIcons
    Tools Menu SmartIcons
    Table Menu SmartIcons
    Window Menu SmartIcons
    Help Menu SmartIcons

You can display Help about the functions or commands the SmartIcons represent by clicking the icons.

Keyboard: Press TAB to select the desired icon and then press ENTER.

 Insert a Header/Footer

 Modify Page Layout

 Insert a Page Number

 Insert a Page Break

See also:

You can display Help about the functions or commands the SmartIcons represent by clicking the icons.

Keyboard: Press TAB to select the desired icon and then press ENTER.

Add a Frame

Add a Frame Using Previous Size and Position Settings

Modify Frame Layout

Scale a Picture

Toggle Group/Ungroup Frames

Bring Frame to Front

Send Frame to Back

See also:

Using SmartIcons
SmartIcons Shortcuts Contents
File Menu SmartIcons
Edit Menu SmartIcons
View Menu SmartIcons
Text Menu SmartIcons
Style Menu SmartIcons
Page Menu SmartIcons
Tools Menu SmartIcons
Table Menu SmartIcons
Window Menu SmartIcons
Help Menu SmartIcons

You can display Help about the functions or commands the SmartIcons represent by clicking the icons.

Keyboard: Press **TAB** to select the desired icon and then press **ENTER**.

Spell Check

Grammar Check

Thesaurus

Create a Table

Create a Drawing

Charting

Equations

Insert Footnote

Revision Marking

Document Compare

Sort in ascending order

Generate TOC, Index

Floating SmartIcons

Customize SmartIcons

Switch SmartIcon Sets

Toggle Start/Stop Recording a Quick Macro

Play Back a Quick Macro

Toggle Start/Stop Recording a Macro

Play Back a Macro

See also:

You can display Help about the functions or commands the SmartIcons represent by clicking the icons.

Keyboard: Press TAB to select the desired icon and then press ENTER.

Modify Table Layout

Modify Lines & Colors

Insert Column or Row

Insert Column After Current Column

Insert Row After Current Row

Delete Column or Row

Delete Selected Columns

Delete Selected Rows

Delete an Entire Table

Size Columns & Rows

Connect Selected Cells

Edit Formula

See also:

You can display Help about the functions or commands the SmartIcons represent by clicking the icons.

   Keyboard: Press **TAB** to select the desired icon and then press **ENTER**.

  Tile Windows

   Cascade Windows

See also:

Using SmartIcons
SmartIcons Shortcuts Contents
File Menu SmartIcons
Edit Menu SmartIcons
View Menu SmartIcons
Text Menu SmartIcons
Style Menu SmartIcons
Page Menu SmartIcons
Frame Menu SmartIcons
Tools Menu SmartIcons
Table Menu SmartIcons
Help Menu SmartIcons

You can display Help about the functions or commands the SmartIcons represent by clicking the icons.

Keyboard: Press TAB to select the desired icon and then press ENTER.

 Tutorial

See also:

Understanding Import and Export File Filters

Use the import and export file filters to convert documents created in other applications to Ami Pro documents and to convert Ami Pro documents to other text file formats.

Using Import and Export File Filters

Learn about the formatting information that Ami Pro normally imports and exports.

Importing a Text or Data File

Use Open and Insert to import a text or data file.

Exporting a Text File

Use Save As to export the current document to a different file format.

Understanding Import and Export Options

Understand how Ami Pro converts text formatting information.

Using Text File Import Options

Select the desired Paragraph Styles option in the Import Options dialog box to determine how the text should be formatted when it is converted.

Using Text File Export Options

Select the desired Paragraph Styles option in the Export Options dialog box to determine how the text should be formatted when it is converted.

Using ASCII File Import Options

Specify the desired ASCII file import options in the ASCII Options dialog box.

Using ASCII File Export Options

Specify the desired ASCII file export options in the ASCII Options dialog box.

Importing and Exporting a DCA/RFT File

Learn about importing and exporting a DCA/RFT file.

Importing a DisplayWrite File

Learn about importing a DisplayWrite file.

Exporting a DisplayWrite File

Learn about exporting a DisplayWrite file.

Importing an E-Mail File

Learn about importing an E-Mail file.

Exporting an E-Mail File

Learn about exporting an E-Mail file.

Importing a Lotus Manuscript File

Learn about importing a Lotus Manuscript file.

Importing a Microsoft Word File

Learn about importing a Microsoft Word file.

Exporting a Microsoft Word File

Learn about exporting a Microsoft Word file.

Importing and Exporting a MultiMate File

Learn about importing and exporting a MultiMate file.

Importing and Exporting a Navy DIF File

Learn about importing and exporting a Navy DIF file.

Learn about importing a Lotus Symphony file.

Importing an Organizer File

Learn about importing an Organizer file.

You can use the Ami Pro text and data file import filters to convert documents created in other applications to Ami Pro documents and to convert Ami Pro documents to other text file formats. Ami Pro supports the following formats:

Import file filters	*Export file filters*
1-2-3® releases 1, 1A, 2.0, and 2.01 (.WKS and .WK1)	
1-2-3 releases 3.0, 3.1, and 1-2-3 for Windows (.WK3 and .WK4)	
Advance Write	Advance Write
Ami Pro	Ami Pro
ASCII	ASCII
dBase III®, dBase III+®, and dBase IV®	
DCA/FFT (Final Form Text)	DCA/FFT (Final Form Text)
DCA/RFT (Revisable Form Text)	DCA/RFT (Revisable Form Text)
DIF®	
DisplayWrite® 4 and 5	DisplayWrite 4 and 5
E-Mail	E-Mail
Enable® versions 1-5 through 2.5	Enable versions 1-5 through 2.5
Executive MemoMaker	Executive MemoMaker
Lotus Manuscript® releases 2.0 and 2.1	
Microsoft Excel version 4.0 and prior versions	
Microsoft Word versions 4.0, 5.0, 5.1, and 5.5	Microsoft Word versions 4.0, 5.0, 5.1, and 5.5
MultiMate® versions 3.3 and 4.0, and MultiMate Advantage II	MultiMate version 3.3 and MultiMate Advantage II
Navy DIF	Navy DIF
Office Writer 6.2	Office Writer 6.2
Organizer release 1.x	
Paradox® versions up to 3.5 (.DB)	
Peach TextTM version 2.11 and prior versions	Peach Text version 2.11 and prior versions
Professional Write versions 2.1 and 2.2	Professional Write versions 2.1 and 2.2
Rich Text Format	Rich Text Format
Samna® Word	Samna Word
SmartWare® version 1	
SuperCalc® versions 3 and 4	
Symphony® releases 1.0, 1.01, and 1.1 (.WRK and .WK1)	
Wang (IWP) version 3.02	Wang (IWP) version 3.02
Windows Write	Windows Write
Word for Windows	Word for Windows
WordPerfect versions 4.1 and 4.2	WordPerfect versions 4.1 and 4.2

WordPerfect versions 5.0, 5.1, and 5.2	WordPerfect versions 5.0, 5.1, and 5.2
WordStar® versions 3.3, 3.4, 4.1, and 5.0	WordStar versions 3.3, 3.4, 4.1, and 5.0
WordStar 2000 version 1.0	WordStar 2000 version 1.0
WordStar 2000 version 3.0	WordStar 2000 version 3.0

See also:

Applications support different levels of functionality. For this reason, Ami Pro may be unable to implement certain formatting information when you import a text or data file or export a text file.

Ami Pro normally imports and exports the following formatting information:

- Alignment--center, justify, left, right

  When importing, Ami Pro converts these to text formatting and text enhancements.

- Capitalization--initial caps, lower case, small caps, upper case

  When importing, Ami Pro converts these to text formatting and text enhancements.

- Dates--When importing and exporting, if the file format does not support a date function, Ami Pro converts the dates to text.

- Font--typeface, point size, color

  When importing, Ami Pro converts these to text formatting and text enhancements.

- Footnotes--When exporting, if the file format does not support footnotes, Ami Pro places the footnotes in the main document text at the end of the document.

- Headers and footers

- International characters

- Line spacing

- Page layout--margins, page breaks, rulers, tabs

  When importing, if the filter does not support page layout formatting information, Ami Pro places an inserted ruler with the correct tab settings at the beginning of each paragraph of text. If the filter supports page layout formatting information, the first ruler is incorporated into either the standard page layout or an inserted page layout, depending upon whether or not the insertion point is at the beginning of the document when you import the file.

  For all filters except ASCII and E-mail, if the file does not have a default ruler, the inserted ruler contains tabs set every .5 inches. For ASCII and E-mail files, Ami Pro uses the ruler in effect at the location of the insertion point when you import the file.

  When exporting, if the filter does not support center, numeric, or right tabs, Ami Pro changes these tabs to left tabs and sets the default ruler to a tab every .5 inches. If the filter supports center, numeric, and right tabs, they are used.

- Page numbering

  When importing and exporting, if the file format does not support a page numbering function, Ami Pro converts the page numbers to text.

- Paragraph styles

- Special formatting--hard hyphens, non-breaking spaces

- Text attributes--bold, double underline, italic, overstrike, strikethrough, superscript, subscript, underline, word underline

  When importing, Ami Pro converts these attributes to text formatting and text enhancements.

- Text frames

  When exporting, text in anchored frames appears in the file at the location where the frame is anchored. Text in non-anchored frames appears at the end of the page layout or at the end of the document.

In some filters, Ami Pro can import and export formatting information in several ways. You can specify how you want the text or data to appear when it is converted.

See also:

Importing and Exporting Files Contents

You can use Open to open a text or data file as an untitled document. You can use Insert to insert a text or data file at a particular location in an existing document. You can insert a text or data file into main document text, a selected text frame, or a table.

If you insert a text file into a table, Ami Pro places the entire file into the current cell. If you insert a data file into a table, Ami Pro places the data into the appropriate cells. If you insert a data file into an empty selected frame, Ami Pro creates and places the data into a table with the correct number of columns and rows.

To import a text or data file

1. If you want to insert the file at a particular location, place the insertion point at that location.
2. Choose File/Open.

   Keyboard: Press CTRL+O.

3. Select the desired type of file. The type of file you select tells Ami Pro which import filter to use.

   Shortcut: For certain types of files, you can perform a Quick Import by specifying the file name in the text box and choosing OK or Insert. These file types are: dBase, DCA/RFT, DIF, DisplayWrite, Excel, Lotus 1-2-3, Manuscript, Microsoft Word, Rich Text Format, Samna Word, SmartWare, SuperCalc, Windows Write, Word for Windows, WordPerfect 5.x, WordStar 2000. Ami Pro imports the document even though you do not select the type of file.

   If you want to quick import a file that has no extension, type a period after the file name. If you do not add the period, Ami Pro attempts to find an Ami Pro document with that name, instead of importing the file.

   When you specify a type of file, Ami Pro places the default extension for files generated in that application in the File name text box, and changes the file names in the Files list box.

   For example, if you specify Rich Text Format, the File name text box displays *.RTF and the Files list box displays a list of *.RTF files. This makes it easier to find the files that match the filter type.

4. Specify the name of the file you want to import.

   You can also specify the extension for a particular type of file by typing it in the File name text box. If you specify a path for the file, Ami Pro automatically uses that directory the next time you select that type of file in the Open dialog box.

5. If necessary, specify the desired drive and directory by selecting them in the list boxes or by typing them in the File name text box.
6. Select any other desired options.
7. Choose the desired command button.

   OK
   Displays the contents of the file as an untitled document. If the file is an ASCII file, Ami Pro displays the file name in the title bar.

   You can edit and save changes to an ASCII file using Save. You do not need to export it using Save As.

   Insert
   Inserts the contents of the file into the current document, starting at the location of the insertion point. The insertion point remains where you placed it prior to inserting the file.

   If the filter does not support paragraph style formatting information, Ami Pro converts all text to the paragraph style assigned to the paragraph in which the insertion point is located.

   Ami Pro may display a dialog box providing import options.

See also:

Importing and Exporting Files Contents

You can use Save As to export the current document to a different file format.

To export a text file

1. Choose File/Save As.
2. Select the desired type of file.

    The type of file you select tells Ami Pro which export filter to use.
3. Type the document name.
4. If necessary, specify the desired drive and directory by selecting them in the list boxes or by typing them in the File name text box.

    If you specify a path for the file, Ami Pro automatically uses that directory the next time you select that type of file in the Open or Save As dialog box.
5. Choose OK.

    Ami Pro saves the document to the file name you specified but leaves the current document on the screen. If you exported to an ASCII file, the current document is now an ASCII file, not an Ami Pro document.

    Ami Pro may display a dialog box providing export options.

See also:

Importing and Exporting Files Contents
Understanding Import and Export Options
Using Text File Export Options
Using Import and Export File Filters

In some filters, Ami Pro can import and export formatting information in several ways. You can specify how you want the text or the data to appear when it is converted.

For all filters, Ami Pro defines text formatting as any typeface, point size, color, attribute (bold, italic, underline, word underline), capitalization, or special effect you apply to selected text using either SmartIcons, the status bar, or the Text menu. Ami Pro defines text enhancements as any alignment, indention, or spacing you apply to selected text using either SmartIcons or the Text menu. Other applications refer to these as text attributes or text formatting.

See also:

Importing and Exporting Files Contents
Understanding Text Formatting and Text Enhancements
Using Text File Import Options
Using Data File Import Options
Using Text File Export Options
Using Import and Export File Filters

For some text file filters, Ami Pro displays an Import Options dialog box.

Select the desired Paragraph Styles option to determine how the text should be formatted when it is converted.

Some Import Options dialog boxes provide slightly different options.

Option	Formatting Information
Convert styles	Ami Pro creates paragraph styles to match the paragraph style names and formatting information contained in the original file. Ami Pro imports all text attributes as text formatting and text enhancements.
	Caution If paragraph styles with the same names already exist, Ami Pro modifies them so that they use the same formatting information as the original file.
Apply styles	Ami Pro converts all formatting information, including paragraph style formatting information, to text formatting and text enhancements. All paragraphs use the paragraph style of the line on which the insertion point is located when you import the file.
Keep style names	Ami Pro imports all paragraph style names. If there are paragraph style names available to the Ami Pro document that exactly match the paragraph style names in the original file, Ami Pro formats the text using the settings in the Ami Pro paragraph styles. Otherwise, Ami Pro formats the text using the settings in the Body Text paragraph style and displays the paragraph style name in red in the status bar. You can assign another paragraph style or create a paragraph style with the original style name.
	Ami Pro would not recognize Head1 and head 1 as matching paragraph style names.
Ignore styles	Ami Pro imports the text formatting information as text formatting and text enhancements. Ami Pro does not import paragraph style formatting information.
	All paragraphs use the paragraph style of the line on which the insertion point is located when you import the file.

See also:

Importing and Exporting Files Contents
Using Data File Import Options
Understanding Text Formatting and Text Enhancements
Using Import and Export File Filters
Assigning Paragraph Styles
Creating a New Paragraph Style

For some text file filters, Ami Pro displays an Export Options dialog box.

Select the desired Paragraph Styles option to determine how the text should be formatted when it is converted.

Some Export Options dialog boxes provide slightly different options.

Option	*Formatting Information*
Convert styles	Ami Pro creates paragraph style names to match the paragraph style names in the document and exports all paragraph style formatting information. Ami Pro also exports all text formatting and text enhancements.
Apply styles	Ami Pro exports all formatting information, including paragraph style formatting information, as text formatting and text enhancements.
Ignore styles	Ami Pro exports text formatting and text enhancements. Ami Pro does not export paragraph style formatting information.

See also:

Importing and Exporting Files Contents
Understanding Text Formatting and Text Enhancements
Using Import and Export File Filters

When you import a file and select ASCII as the type of file, Ami Pro displays an ASCII Options command button.

To use ASCII file import options

1. Choose ASCII Options.

2. Select the desired ASCII File Options.
3. Select the desired ASCII File Type.
4. Choose OK.

Option	Formatting Information
CR/LF at lines	Ami Pro combines the lines into single paragraphs. Choose this option if the ASCII file is formatted with a Carriage Return/Line Feed at the end of every line and two Carriage Returns/Line Feeds at the end of every paragraph.
CR/LF at paragraph ends only	Ami Pro imports each line as a separate paragraph. Choose this option if the ASCII file is formatted with a Carriage Return/Line Feed at the end of each paragraph.
Keep style names	Ami Pro imports all paragraph style names. If there are paragraph style names available to the Ami Pro document that exactly match the paragraph style names in the original file, Ami Pro formats the text using the settings in the Ami Pro paragraph styles.
	Each paragraph in the ASCII file must be preceded by the paragraph style name enclosed in angle brackets, <Style Name>. Otherwise, Ami Pro formats the text using the settings in the Body Text paragraph style and displays the paragraph style name in red in the status bar. You can assign another paragraph style or create a paragraph style with the original style name.
	Ami Pro would not recognize Head1 and head 1 as matching paragraph style names.
7 bit ASCII	The 7 bit ASCII character set contains only the first 128 characters of the IBM PC-ASCII character set and does not contain any foreign characters. Ami Pro converts any characters that are not part of this range into one of the

	128 characters.
8 bit PC-ASCII	The 8 bit PC-ASCII character set contains characters from the complete IBM PC-ASCII character set, including foreign accented characters and Greek and math symbols. Ami Pro converts PC-ASCII characters that have ANSI equivalents to those equivalents. ASCII characters that do not have ANSI equivalents are replaced with characters such as _ or +. Choose this option for files created in non-Windows applications.
8 bit ANSI	Ami Pro imports all Windows ANSI characters. Choose this option for files created in Windows applications.

See also:

Importing and Exporting Files Contents
Using Import and Export File Filters
Importing a Text or Data File
Understanding Import and Export Options
Assigning Paragraph Styles
Creating a New Paragraph Style

When you export a file and select ASCII as the type of file, Ami Pro displays an ASCII Options command button.

To use ASCII file export options

1. Choose ASCII Options.

2. Select the desired ASCII File Options.

3. Select the desired ASCII File Type.

4. Choose OK.

Option	Formatting Information
CR/LF at lines	Ami Pro places a Carriage Return/Line Feed at the end of every line (a maximum of 64 characters, not the width of the text in Ami Pro) and two Carriage Returns/Line Feeds at the end of every paragraph.
CR/LF at paragraph ends only	Ami Pro places a Carriage Return/Line Feed at the end of each paragraph.
Keep style names	Ami Pro places paragraph style names at the beginning of each paragraph. Ami Pro encloses each paragraph style name in angle brackets, <Style Name>. The paragraph style names are part of the text in the ASCII file.
	If the application receiving the ASCII file recognizes this format for paragraph style names, and its style sheet has identically named paragraph styles, the ASCII file created in Ami Pro is formatted according to the paragraph styles in the other application.
7 bit ASCII	The 7 bit ASCII character set contains only the first 128 characters of the IBM PC-ASCII character set and does not contain any foreign characters. Ami Pro converts any characters that are not part of this range into one of the 128 characters.
8 bit PC-ASCII	The 8 bit PC-ASCII character set contains characters from the complete IBM PC-ASCII character set, including foreign accented characters and Greek and math symbols. Ami Pro converts ANSI characters to their PC-

	ASCII equivalents. Choose this option for non-Windows applications.
8 bit ANSI	Ami Pro exports all Windows ANSI characters. Choose this option for Windows applications.

Exporting table information

Ami Pro exports table data as text. Column data is separated by tabs, and rows are separated by returns. If there are multiple paragraphs in a cell, the returns between the paragraphs are changed to spaces.

The data in page tables or anchored frames appears in the exported file at the location where the page table or frame is anchored. Data in non-anchored frame tables appears at the end of the document.

Only the results of formulas are exported, instead of the formulas.

Data in protected cells is exported. Connected cells are exported as individual cells.

See also:

Importing and Exporting Files Contents
Using Import and Export File Filters
Exporting a Text File
Understanding Import and Export Options
Tables Contents

Importing additional formatting information

Ami Pro imports RFT system page numbers as automatic page numbers starting with page 1.

Ami Pro imports footnote options.

If the first page in an RFT file contains a top margin that is larger than the top margin on subsequent pages, Ami Pro inserts a blank line equal to the size of the additional margin space at the beginning of page one.

If attributes were applied to the header or footer text in a RFT file, Ami Pro imports the header or footer text as normal text, without attributes.

Line draw, Greek, and other ASCII characters are converted to appropriate characters in the LotusLineDraw font. If you are using Windows 3.0, you must install Adobe Type Manager to access the font.

Although Ami Pro does not import graphics in RFT files, it creates frames where the graphics are located. You can replace the message that appears in each frame with the desired picture by double-clicking the frame, pressing DEL, and importing the file that contains the picture.

Using export options
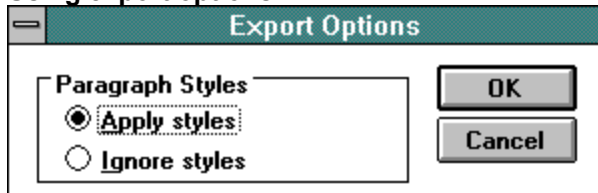
Option	Formatting Information
Apply styles	Ami Pro exports all formatting information, including paragraph style formatting information, as text formatting and text enhancements.
Ignore styles	Ami Pro exports text formatting and text enhancements. Ami Pro does not export paragraph style formatting information.

Exporting additional formatting information

There may not be an exact font match in all cases.

Double underline is converted to single underline.

Ami Pro exports centered alignment as a ruler with a centered tab.

Ami Pro exports footnote options.

All headers and footers are exported. Ami Pro inserts a page break and a page layout before any floating header/footer marks.

Ami Pro exports indentions as margin changes.

Exporting table information

Ami Pro exports table data as text. Column data is separated by tabs, and rows are separated by returns. If there are multiple paragraphs in a cell, the returns between the paragraphs are changed to spaces.

See also:

<u>Importing a Picture</u>

Importing additional formatting information
Ami Pro imports local margin and indent tab changes as Text menu indentions.

Primary and Alternate page layouts are imported as inserted page layouts.

Ami Pro imports format changes as revert to standard page layouts.

Line draw characters are converted to appropriate characters in the LotusLineDraw font. If you are using Windows 3.0, you must install Adobe Type Manager to access the font.

You can specify the desired font mappings in the WINDOWS\AMIDW.INI file.

Importing table information
Ami Pro imports DisplayWrite columns as single row tables with the equivalent number of columns.

See also:

Importing and Exporting Files Contents
Using Data File Import Filters
Importing a Text or Data File
Exporting a Text File
Understanding Import and Export Options
Exporting a DisplayWrite File

Using export options
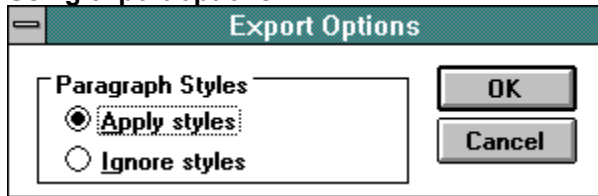
Option	Formatting Information
Apply styles	Ami Pro exports all formatting information, including paragraph style formatting information, as text formatting and text enhancements.
Ignore styles	Ami Pro exports text formatting and text enhancements. Ami Pro does not export paragraph style formatting information.

Exporting additional formatting information

You must repaginate the document after you import it into DisplayWrite.

Ami Pro exports centered alignment as a ruler with a centered tab.

All headers and footers are exported. Ami Pro inserts a page break and a page layout before any floating header/footer marks.

Ami Pro exports indentions as margin changes.

Since DisplayWrite only supports line spacing of 1/2 inch to 3 inches, Ami Pro changes the line spacing to the closest original setting.

Ami Pro exports only the standard page layout.

There may not be an exact font match in all cases.

Exporting table information

Ami Pro exports table data as text. Column data is separated by tabs, and rows are separated by returns. If there are multiple paragraphs in a cell, the returns between the paragraphs are changed to spaces.

See also:

Importing and Exporting Files Contents
Using Data File Import Filters
Importing a Text or Data File
Exporting a Text File
Understanding Import and Export Options
Importing A DisplayWrite File

Importing additional formatting information
Ami Pro automatically imports the file using the ASCII filter's 8 Bit PC-ASCII and CR/LF at paragraph ends only options.

Ami Pro imports daggers and stars.

Ami Pro converts bullets to asterisks.

Ami Pro automatically generates outline numbers. These numbers are not cumulative. Roman numerals are converted to Arabic numerals.

Ami Pro imports the left margin at the first text position. There is a maximum of 79 characters on any line regardless of the page layout settings.

Importing table information
Ami Pro imports multiline cells in a table.

See also:

Importing and Exporting Files Contents
Importing a Text or Data File
Exporting a Text File
Understanding Import and Export Options
Exporting an E-Mail File

Exporting additional formatting information

Ami Pro attempts to create an ASCII file that closely matches the Ami Pro document, including text wrapping and table information.

Ami Pro exports the document using the ASCII filter's 8 bit PC-ASCII and CR/LF at lines options, but does not place two Carriage Return/Line Feeds at the end of every paragraph.

You may want to specify a 10 pitch fixed font in the Ami Pro document since Ami Pro exports the text with a maximum of 80 characters, 79 characters plus a CR/LF.

Ami Pro retains tabs, indentions, and alignments by adding spaces, based upon 10 characters per inch.

Line spacing is rounded to the nearest whole number.

All Footnotes appear at the end of the document.

Double underline is converted to single underline.

Word underline is converted to regular underline.

Exporting table information

Ami Pro exports table data as text. Column data is separated by tabs, and rows are separated by returns. If there are multiple paragraphs in a cell, the returns between the paragraphs are changed to spaces.

The data in page tables or anchored frames appears in the exported file at the location where the page table or frame is anchored. Data in non-anchored frame tables appears at the end of the document.

Only the results of formulas are exported, instead of the formulas.

Data in protected cells is exported. Connected cells are exported as individual cells.

See also:

Importing and Exporting Files Contents
Importing a Text or Data File
Exporting a Text File
Understanding Import and Export Options
Importing an E-Mail File

Using import options

Options

Paragraph Styles
- ● Convert levels into styles
- ○ Apply levels

[OK]
[Cancel]
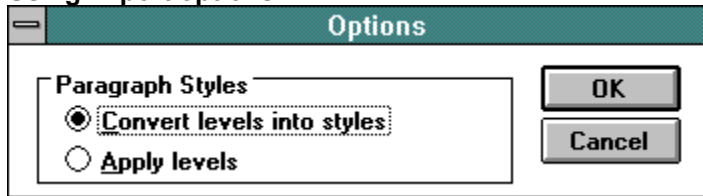
Option	Formatting Information
Convert levels into styles	Ami Pro converts all levels in a Manuscript structured document into paragraph styles, or all global settings in a Manuscript unstructured document into an MS Global and an MS Text paragraph style. Ami Pro imports fonts, attributes, alignments, indentions, tabs, and line spacing set in global, levels, blocks, columns, and text as paragraph style settings. Leading text in a level is imported as Special effects text. Outline levels are imported.
Apply levels	Ami Pro converts the attributes in the Manuscript document to text formatting and text enhancements in the current document. All paragraphs use the paragraph style of the line on which the insertion point is located when you import the file. Ami Pro imports fonts, attributes, alignments, indentions, tabs, and line spacings set in global levels, blocks, columns, and text as text formatting and text enhancements.

Importing additional formatting information

Ami Pro imports title, first, odd, and even page layouts and floating headers and footers.

Keycaps are imported as text surrounded by brackets.

Multiple columns are imported if the entire document has the same number of columns. Columns are imported as a page table.

Ami Pro does not import an index, table of contents, or equations.

You can import .CGM, .EPS and .PIC files.

If a graphic file contained in a Manuscript document cannot be located, Ami Pro prompts you for the path to the file. If you choose Cancel, Ami Pro imports the document without the picture.

See also:

Importing and Exporting Files Contents
Importing a Text or Data File
Exporting a Text File
Understanding Import and Export Options

Using import options

Option	Formatting Information
Convert styles	Ami Pro creates paragraph styles to match the paragraph style names and formatting information contained in the original file. Ami Pro imports all text attributes as text formatting and text enhancements.
	Caution If paragraph styles with the same names already exist, Ami Pro modifies them so that they use the same formatting information as the original file.
Apply styles	Ami Pro converts all formatting information, including paragraph style formatting information, to text formatting and text enhancements.
	All paragraphs use the paragraph style of the line on which the insertion point is located when you import the file.
Keep style names	Ami Pro imports all paragraph style names. If there are paragraph style names available to the Ami Pro document that exactly match the paragraph style names in the original file, Ami Pro formats the text using the settings in the Ami Pro paragraph styles. Otherwise, Ami Pro formats the text using the settings in the Body Text paragraph style and displays the paragraph style name in red in the status bar. You can assign another paragraph style or create a paragraph style with the original style name.
	Ami Pro would not recognize Head1 and head 1 as matching paragraph style names.
Ignore styles	Ami Pro imports the text formatting information as text formatting and text enhancements. Ami Pro does not import paragraph style formatting information.
	All paragraphs use the paragraph style of the line on which the insertion point is located when you import the file.

Importing additional formatting information

Certain formatting information is not imported, including box lines, shading, and shading color.

Ami Pro converts a normal line to a 2 point line, a bold line to a 4 point line, and a double line to a 2 point double line.

If the Microsoft Word style for footnotes is named anything other than Footnote, the footnote numbers in the footnote text are not imported.

If a Microsoft Word 5.x document does not contain remarks, Ami Pro automatically imports the text using the Ignore styles option.

If the style sheet associated with the Microsoft Word (PC) document cannot be located, Ami Pro prompts you for the path to the file. If you choose Cancel or Ignore Fonts, Ami Pro imports the document but ignores the paragraph style information.

If a Microsoft Word graphic file contained in the document cannot be located, Ami Pro prompts you for the path to the file. If you choose Cancel, Ami Pro imports the document without the picture.

Word Underline is converted to regular underline.

Overstrike and strikethrough are the same.

Importing table information
Ami Pro imports table data as text. Column data is separated by tabs, and rows are separated by returns.

See also:

Importing and Exporting Files Contents
Importing a Text or Data File
Exporting a Text File
Understanding Import and Export Options
Exporting a Microsoft Word File
Assigning Paragraph Styles
Creating a New Paragraph Style

Using export options

Option	Formatting Information
Convert styles	Ami Pro creates paragraph style names to match the paragraph style names in the document and exports the following paragraph style and page formatting information.
	Font: face, size, color, bold, italic, underline, word underline, double underline, all caps are exported. Initial caps and first line bold are not exported. Ami Pro does not export font names. A font is selected based on the face and size settings.
	Alignment: left, center, right, justify, indent all, indent first, indent rest, style tabs are exported. Indent both and hanging indent are not exported.
	Spacing: line spacing, paragraph spacing above and below are exported. Add In and text tightness settings are not exported. Ami Pro exports all spacing settings except single spacing as custom amounts. The custom spacing value is based on the size of the font. Single spacing is exported as Auto spacing.
	Breaks: before paragraph, after paragraph, allow break within paragraph, keep with previous paragraph, keep with next paragraph are exported.
	Lines: line above, line below, line style are exported. Line spacing, length, and color are not exported. Ami Pro converts a 2 point line style to a normal line in Microsoft Word. It converts 4 and 6 point styles to a bold line, 8 and 12 point styles to a thick line, and the remaining styles to a double line.
	Page Layout: right page layout settings are exported. Left page layout settings are not exported.
	Margins & Columns: left, right, top, bottom margins, tabs, and number of columns are exported.
	Page settings: length and width are exported.
	Page layout lines are not exported.
Ignore styles	Ami Pro exports text formatting and text enhancements. Ami Pro does not export paragraph style formatting information.

Exporting additional formatting information

Regardless of the option you select, Ami Pro prompts you for the location of the Word printer file and

whether or not you want to ignore the fonts in the printer file. Ami Pro retains font faces, sizes, colors, and lower case and initial caps applied using the Text menu. If you choose Cancel or Ignore Fonts, Ami Pro exports the document but ignores the font information.

Text in an Ami Pro frame appears with lines around it in Microsoft Word.

Ami Pro exports floating headers and footers as regular headers and footers.

Word Underline is converted to regular underline.

Overstrike and strikethrough are the same.

Exporting table information
Ami Pro exports table data as text. Column data is separated by tabs, and rows are separated by returns. If there are multiple paragraphs in a cell, the returns between the paragraphs are changed to spaces.

See also:

    Importing and Exporting Files Contents
    Importing a Text or Data File
    Exporting a Text File
    Understanding Import and Export Options
    Importing a Microsoft Word File

Importing additional formatting information
If there are footnotes in a MultiMate file and Ami Pro cannot locate the footnote file associated with the document, a dialog box appears asking for the path of the footnote file. If you do not know the path for the footnote file, choose Ignore Footnotes. Ami Pro imports the document without footnotes.

Ami Pro adds a page break when the number of characters on a page nears the MultiMate limit of 64,000 characters.

Ami Pro inserts a new page layout when it encounters multiple columns in a MultiMate document.

If a MultiMate document has not been printed or previewed before you import it, MultiMate does not retain the margins. MultiMate defaults to a top and bottom margin of .30 inches. Because .30 inches is too small to display header or footer text, you should enlarge the top and bottom margins.

MultiMate does not retain manual page breaks you inserted into a document when you export a MultiMate file. MultiMate does not import page breaks.

Ami Pro does not import balanced columns because MultiMate inserts a soft column break for balanced columns and automatic wrap around in columns.

Overstrike and strikethrough are the same.

Word underline is converted to regular underline.

Ami Pro imports bounded columns as tables.

Exporting additional formatting information
Frame text is exported, but frames are not.

See also:

> Importing and Exporting Files Contents
> Importing a Text or Data File
> Exporting a Text File
> Understanding Import and Export Options

Importing additional formatting information

Footnotes are gathered at the end of the document.

Double underline is converted to single underline.

Exporting additional formatting information

Ami Pro exports a maximum of 150 characters in a header or footer. Ami Pro exports regular text in headers and footers, but does not export special characters in headers and footers.

Frame text is exported, but frames are not.

Word underline is converted to regular underline.

See also:

Importing additional formatting information
Ami Pro imports initial caps.

Office Writer fonts are printer dependent. You can specify the desired font mapping in the WINDOWS\ AMIOW.INI file.

Exporting additional formatting information
Frame text is exported, but frames are not.

Only the page layout used for the first page is exported.

Word underline is converted to regular underline.

Exporting table information
Ami Pro exports table data as text. Column data is separated by tabs, and rows are separated by returns. If there are multiple paragraphs in a cell, the returns between the paragraphs are changed to spaces.

See also:

Importing additional formatting information

Double underline is converted to single underline.

Word underline is converted to regular underline.

Leading spaces are converted to text indentions.

Exporting additional formatting information

You can assign only one attribute to the header or footer text in a Professional Write document. If an attribute is assigned to the first character of the header or footer text in Ami Pro, that attribute is assigned to all the header or footer text when the document is exported to a Professional Write file.

Frame text is exported, but frames are not.

Double underline is converted to single underline.

See also:

Using import options

Option	Formatting Information
Convert styles	Ami Pro creates paragraph styles to match the paragraph style names and formatting information contained in the original file. Ami Pro imports all text attributes as text formatting and text enhancements. **Caution** If paragraph styles with the same names already exist, Ami Pro modifies them so that they use the same formatting information as the original file.
Apply styles	Ami Pro converts all formatting information, including paragraph style formatting information, to text formatting and text enhancements. All paragraphs use the paragraph style of the line on which the insertion point is located when you import the file.
Keep style names	Ami Pro imports all paragraph style names. If there are paragraph style names available to the Ami Pro document that exactly match the paragraph style names in the original file, Ami Pro formats the text using the settings in the Ami Pro paragraph styles. Otherwise, Ami Pro formats the text using the settings in the Body Text paragraph style and displays the paragraph style name in red in the status bar. You can assign another paragraph style or create a paragraph style with the original style name. Ami Pro would not recognize Head1 and head 1 as matching paragraph style names.
Ignore styles	Ami Pro imports the text formatting information as text formatting and text enhancements. Ami Pro does not import paragraph style formatting information. All paragraphs use the paragraph style of the line on which the insertion point is located when you import the file.

Importing additional formatting information

Ami Pro imports page layout formatting information, and tables and graphics contained in the original document.

Outline, hidden, and shadow text are imported as regular text.

Tables of contents, indexes, fields, annotations, line numbers, bookmarks, side-by-side spacing, vertical tabs, left and right lines, and formulas are not imported.

If a bullet mark is used in a Rich Text Format document, Ami Pro creates a new paragraph style with the bullet specified in the Bullets & Numbers option. The name of the paragraph style is the current style name plus B#, where # represents a number. If necessary, Ami Pro creates additional bullet paragraph styles by incrementing the # in the style name.

If the paragraph style spacing above and below is set to 0 for the paragraph style in a Rich Text Format document, Ami Pro imports the paragraph style with .05 inches as the default spacing above and below.

Importing table information

Ami Pro imports table data as text. Column data is separated by tabs, and rows are separated by returns.

Ami Pro applies the gutter width of the first cell in a Rich Text Format table to the entire table.

See also:

Exporting additional formatting information

Ami Pro automatically exports the style sheet with the Ami Pro document. All paragraph styles appear in the style sheet of a Windows application that supports Rich Text Format. All paragraphs display with the correct paragraph style.

Paragraph Style Option	Formatting Information
Font	Face, size, color, bold, italic, underline, word underline, double underline and all caps are exported.
	Initial caps and first line bold are not exported.
Alignment	Left, center, right, justify, indent all, indent right, indent first, indent rest, indent both sides, and style tabs are exported.
	Hanging indent is not exported.
Spacing	Line spacing, text tightness, and paragraph spacing above and below are exported.
	Paragraph Spacing Add In settings are not exported.
Breaks	Before paragraph, allow break within paragraph, keep with next paragraph, and next style are exported.
	Page break after paragraph and keep with previous paragraph settings are not exported.
Bullets & Numbers	The text before paragraph, including all attributes, is exported.
	A bullet is converted to a bullet field. If you frequently import and export Rich Text Format files, you should name the Ami Pro paragraph styles that use bullets with B# as the last two characters.
	No numbers are exported.
	The space for setting is exported as a single space.
Lines	Line above, line below, and line style are exported.
	The line style is exported to the closest available Rich Text Format line style. Line spacing, length, and color are not exported.
	Rich Text Format does not support both line above and line below in a paragraph style. When both are specified in an Ami Pro paragraph style, only the line above setting is exported.

Ami Pro exports the page numbering style, the start with number setting, and any leading text. The start on page setting is not exported.

Ami Pro retains typefaces, sizes, and colors applied using the Text menu.

Exporting table information

Ami Pro exports table data as text. Column data is separated by tabs, and rows are separated by returns. If there are multiple paragraphs in a cell, the returns between the paragraphs are changed to spaces.

Ami Pro does not export table line styles and colors, formulas, cell protection, connected cells, absolute table height, and absolute column width.

Ami Pro applies the gutter width of the first cell in a Rich Text Format table to the entire table.

See also:

Importing and Exporting Files Contents
Importing a Text or Data File
Exporting a Text File
Understanding Import and Export Options
Importing a Rich Text Format File

Importing additional formatting information

Ami Pro imports initial headers and footers and indentions.

Ami Pro imports bold, double underline, underline, superscript and subscript.

You can specify the desired font mapping in the WINDOWS\AMIIWP.INI file.

Ami Pro does not import right alignment, initial caps, lower case, small caps, upper case, footnotes, frames, or paragraph styles.

Exporting additional formatting information

Ami Pro exports initial headers and footers and indentions.

Ami Pro exports bold, double underline, underline, superscript and subscript.

Ami Pro does not export fonts, right alignment, initial caps, lower case, small caps, upper case, or paragraph styles.

Frame text is exported, but frames are not.

Exporting table information

Ami Pro exports table data as text. Column data is separated by tabs, and rows are separated by returns. If there are multiple paragraphs in a cell, the returns between the paragraphs are changed to spaces.

See also:

Importing and Exporting Files Contents
Importing a Text or Data File
Exporting a Text File
Understanding Import and Export Options

Importing additional formatting information
Footnotes are gathered at the end of the document.

Double underline is converted to single underline.

Word underline is converted to regular underline.

Exporting additional formatting information
Ami Pro changes the line spacing to 1, 1.5, or 2 lines, whichever is closest to the original setting.

Frame text is exported, but frames are not.

See also:

Importing additional formatting information
Some limitations to the Internal character set exists.

Overstrike and strikethrough are the same.

Exporting additional formatting information
If a paragraph is centered, Ami Pro removes the tabs.

Frame text is exported, but frames are not.

Word underline is converted to regular underline.

See also:

Using import options

Import Options

Paragraph Styles
- ◉ Apply styles
- ○ Ignore styles
- ○ Import style sheet

OK

Cancel

Option	Formatting Information
Apply styles	Ami Pro converts all formatting information, including paragraph style formatting information, to text formatting and text enhancements.
	All paragraphs use the paragraph style of the line on which the insertion point is located when you import the file.
Ignore styles	Ami Pro imports the text formatting information as text formatting and text enhancements. Ami Pro does not import paragraph style formatting information.
	All paragraphs use the paragraph style of the line on which the insertion point is located when you import the file.
Import style sheet	Ami Pro creates paragraph styles that match the paragraph style names and formatting information of the styles in the WordPerfect document.
	Ami Pro converts WordPerfect style attributes to text formatting and text enhancements.
	All paragraphs use the paragraph style of the line on which the insertion point is located when you import the file.
Save style option as default	Ami Pro saves the styles option you select as the default and no longer displays the Import Options dialog box when you import a WordPerfect document.
	To display the Import Options dialog box, you must modify a line in the WINDOWS\AMIWP.INI file. Change the line ShowOptions=no to ShowOptions=yes.

Importing additional formatting information

Ami Pro imports page layout formatting information and graphics.

You can specify the desired font mapping in the WINDOWS\AMIWP.INI file.

Ami Pro applies bold or italic attributes if the imported font contains bold or italic in the font name. For example, if an imported WordPerfect font is Courier 12 Bold Italic, Ami Pro applies the bold and italic attributes to the imported text.

Ami Pro imports bullets created using WordPerfect font sets 1, 2, 4, and 5.

Ami Pro converts dates to date variables. They are not imported as text.

Ami Pro converts redline text into text marked for insertion (using Revision Marking).

Ami Pro converts text with overstrike characters into text marked for deletion (using Revision Marking).

Ami Pro imports line numbers. The line numbers appear throughout the entire Ami Pro document, even if

they were implemented in only a part of the WordPerfect document. The line numbering is based on the Body Text paragraph style.

Ami Pro imports graphic boxes and maintains the frame lines and text wrapping specified in the WordPerfect document.

If a graphic contained in the WordPerfect document cannot be located, Ami Pro prompts you for the path to the file. If you choose Cancel, Ami Pro imports the document without the picture.
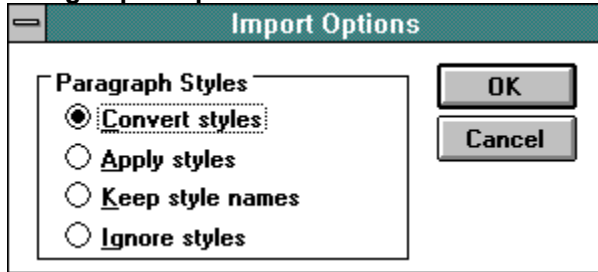
If the file is password protected, Ami Pro prompts you for the password.

Importing table information
Ami Pro imports tables as page tables.

See also:

  Importing and Exporting Files Contents
  Importing a Text or Data File
  Exporting a Text File
  Understanding Import and Export Options
  Exporting a WordPerfect 5.x File
  Assigning Paragraph Styles
  Creating a New Paragraph Style

Using export options

Option	Formatting Information
Convert styles	Ami Pro creates paragraph style names to match the paragraph style names in the document and exports paragraph style formatting information. Ami Pro also exports all text formatting and text enhancements.
	Font: face, size, color, bold, italic, underline, word underline, double underline, all caps are exported.
	Alignment: left, center, right, justify, indent all, indent right, indent both sides, style tabs are exported. If Indent First and Rest are greater than zero, the lesser value is added to Indent All.
	Spacing: line spacing, text tightness, paragraph spacing (WordPerfect 5.1 and 5.2 only) are exported. Add in settings are not exported.
	Breaks: before paragraph, after paragraph, next style are exported. Keep with settings are not exported.
	Bullets & Numbers: the bullet, number, or text and any attributes for that text are exported. Special effects for the footnote paragraph style are not exported. The space for setting is exported as a single space.
	Hyphenation is exported.
Apply styles	Ami Pro exports all formatting information, including paragraph style formatting information, as text formatting and text enhancements.
Ignore styles	Ami Pro exports text formatting and text enhancements. Ami Pro does not export paragraph style formatting information.

Exporting additional formatting information

Frame text is exported, but frames are not.

Word Underline is converted to regular underline.

Ami Pro exports dates as date variables. They are not exported as text.

Exporting table information

If you export to WordPerfect 5.0, Ami Pro exports table data as text. Column data is separated by tabs, and rows are separated by returns. If there are multiple paragraphs in a cell, the returns between the paragraphs are changed to spaces. Alignments are not exported.

If you export to WordPerfect 5.1, Ami Pro exports tables to WordPerfect format. Numbers of rows and columns, text placement in cells, text attributes, text alignment, returns, and absolute table width are

exported. Ami Pro also exports table line styles and colors, formulas, cell protection, connected cells, absolute table height, and absolute column width.

If a table contains more than 32 columns, Ami Pro exports the table data as text.

See also:

Importing and Exporting Files Contents
Importing a Text or Data File
Exporting a Text File
Understanding Import and Export Options
Importing a WordPerfect 5.x File

Importing additional formatting information
Footnotes are gathered at the end of the document.

Some limitations to international characters exist.

Double underline is converted to single underline.

Word underline is converted to single underline.

Exporting additional formatting information
You should realign the document after you import it into WordStar so that all the changes are reflected.

Ami Pro exports only the first three paragraphs of text in a header or footer.

Frame text is exported, but frames are not.

See also:

Importing and Exporting Files Contents
Importing a Text or Data File
Exporting a Text File
Understanding Import and Export Options

Using import options

Import Options

Paragraph Styles
- ● Convert styles
- ○ Apply styles
- ○ Keep style names
- ○ Ignore styles

OK

Cancel

Option	Formatting Information
Convert styles	Ami Pro creates paragraph styles to match the paragraph style names and formatting information contained in the original file. Ami Pro imports all text attributes as text formatting and text enhancements.
	Caution If paragraph styles with the same names already exist, Ami Pro modifies them so that they use the same formatting information as the original file.
Apply styles	Ami Pro converts all formatting information, including paragraph style formatting information, to text formatting and text enhancements.
	All paragraphs use the paragraph style of the line on which the insertion point is located when you import the file.
Keep style names	Ami Pro imports all paragraph style names. If there are paragraph style names available to the Ami Pro document that exactly match the paragraph style names in the original file, Ami Pro formats the text using the settings in the Ami Pro paragraph styles. Otherwise, Ami Pro formats the text using the settings in the Body Text paragraph style and displays the paragraph style name in red in the status bar. You can assign another paragraph style or create a paragraph style with the original style name.
	Ami Pro would not recognize Head1 and head 1 as matching paragraph style names.
Ignore styles	Ami Pro imports the text formatting information as text formatting and text enhancements. Ami Pro does not import paragraph style formatting information.
	All paragraphs use the paragraph style of the line on which the insertion point is located when you import the file.

Importing additional information

Ami Pro imports page layout formatting information, and tables and graphics contained in the original document.

Outline, hidden, and shadow text are imported as regular text.

Tables of contents, indexes, fields, annotations, line numbers, bookmarks, side-by-side spacing, vertical tabs, left and right lines, and formulas are not imported.

Certain formatting information is not imported, including box lines, shading, and shading color.

Ami Pro converts a normal line to a 2 point line, a bold line to a 4 point line, and a double line to a 2 point double line.

Importing table information
Ami Pro imports tables data as text. Column data is separated by tabs, and rows are separated by returns.

Ami Pro imports a Word for Windows table saved to Rich text Format as a page table.

See also:

Exporting additional formatting information

Ami Pro exports the style sheet with the Ami Pro document. All paragraph styles appear in the Word for Windows style sheet. All paragraphs display with the correct paragraph style.

Paragraph Style Option	Formatting Information
Font	Face, size, color, bold, italic, underline, word underline, double underline, and all caps are exported.
	Initial caps and first line bold are not exported.
	Word for Windows does not support all caps.
Alignment	Left, center, right, justify, indent all, indent right, indent first, indent rest, indent both sides, and style tabs are exported.
	Hanging indent is not exported.
Spacing	Line spacing, text tightness, and paragraph spacing above and below are exported.
	Paragraph Spacing Add In settings are not exported.
Breaks	Before paragraph, allow break within paragraph, keep with next paragraph, and next style are exported.
	Page break after paragraph and keep with previous paragraph settings are not exported.
Bullets & Numbers	The text before paragraph, including all attributes, is exported.
	No bullets or numbers are exported.
	The space for setting is exported as a single space.
Lines	Line above, line below, and line style are exported.

Ami Pro retains typefaces, sizes, and colors applied using the Text menu.

Ami Pro exports the page numbering style, the start with number setting, and any leading text. The start on page setting is not exported.

Ami Pro exports graphics.

Exporting table information

Ami Pro exports table data as text. Column data is separated by tabs, and rows are separated by returns. If there are multiple paragraphs in a cell, the returns between the paragraphs are changed to spaces.

Ami Pro does not export table line styles and colors, formulas, cell protection, connected cells, absolute table height, and absolute column width.

See also:

Importing and Exporting Files Contents
Importing a Text or Data File
Exporting a Text File
Understanding Import and Export Options
Importing a Word for Windows File

You can import data into main document text, into a frame, or into a table.

Importing data into main document text

When you import data into main document text, fields are separated by tabs and each record begins a new paragraph.

Ami Pro does not import alignments into the text. If you want to change the alignment for a field, change the type of tab in the ruler after you insert the file. Alignment characters, such as ^ or ' in Lotus 1-2-3, are skipped during import.

Importing data into a frame

If you import data into an empty selected frame, Ami Pro creates a table in the frame. The table fits in the frame and contains the correct number of columns and rows for the portion of the file you are importing.

If you place the insertion point inside a frame that contains text, Ami Pro imports the data as text, starting at the location of the insertion point.

Be sure the frame size is large enough to accommodate the data you are importing.

Importing data into a table

If you import data into a selected table cell, Ami Pro imports the file into the table using the selected cell as the home position. Ami Pro only imports the amount of data that fits into the existing cells in the table. Rows or columns are not added to the table.

Headers, footers, and page numbers are not imported.

See also:

Using import options
Ami Pro displays an Import Options dialog box when you import a data file.

To use data file import options
1. Select the desired import option.
2. Specify the desired Range.

For database files you can specify the desired fields.

Option	Formatting Information
Entire file	Ami Pro imports the entire data file. Ami Pro imports multiple worksheets in alphabetical order.
Active worksheet	Ami Pro imports the current active worksheet.
Range	Ami Pro imports only the part of the spreadsheet you specify. You can specify:
	The identifying letter for the desired worksheet (A).
	A range without a worksheet identifier (A1..B3). Ami Pro uses the current active worksheet.
	A range with a worksheet identifier (A:A1..B3 OR A:A1..A:B3). If the worksheet identifier is incorrect, Ami Pro imports data from the first worksheet.
	The range name for a range you defined in the worksheet.

See also:

Using import options
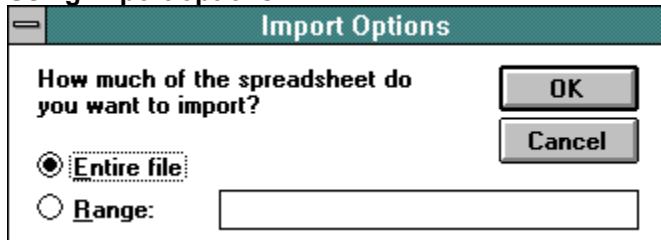
Option	Formatting Information
Entire file	Ami Pro imports the entire spreadsheet.
Range	Ami Pro imports only the part of the spreadsheet you specify. You can specify a Range Name or Range in the format A3:C7 or $A$3:$C$7, not R1C3:R5C7.

Importing additional formatting information

If you use an Excel 3.0 or 4.0 file, Ami Pro provides additional options.

If the insertion point is in a table when you import an Excel file, Ami Pro provides four style options. If the insertion point is in main document text when you import an Excel file, Ami Pro provides only the Apply and Ignore options.

Option	Formatting Information
Convert styles	Ami Pro creates paragraph styles to match the paragraph style names and formatting information contained in the original file. Ami Pro imports all text attributes as text formatting and text enhancements.
	Caution If paragraph styles with the same names already exist, Ami Pro modifies them so that they use the same formatting information as the original file.
Apply styles	Ami Pro converts all formatting information, including paragraph style formatting information, to text formatting and text enhancements.
	All paragraphs use the paragraph style of the line on which the insertion point is located when you import the file.
Keep style names	Ami Pro imports all paragraph style names. If there are paragraph style names available to the Ami Pro document that exactly match the paragraph style names in the original file, Ami Pro formats the text using the settings in the Ami Pro paragraph styles. Otherwise, Ami Pro formats the text using the settings in the Body Text paragraph style and displays the paragraph style name in red in the status bar. You can assign another paragraph style or create a paragraph style with the original style name.
	Ami Pro would not recognize Head1 and head 1 as matching paragraph style names.
Ignore styles	Ami Pro imports the text formatting information as text formatting and text enhancements. Ami Pro does not

import paragraph style formatting information.

All paragraphs use the paragraph style of the line on which the insertion point is located when you import the file.

Ami Pro imports the twenty-one original Excel numeric formats. User defined formats are imported in the GENERAL format.

Ami Pro imports dates and times in Excel format using the parameters specified in the Windows Control Panel.

Ami Pro imports left, center, and right alignments into tables. Fill alignment is imported as GENERAL, which Excel defines as left alignment for text and right alignment for numbers.

Ami Pro does not import Excel 2.1 fonts. However, certain font attributes such as bold, italic, underline, and strikeout are imported into both text and tables. These attributes are also maintained when you paste Excel data into the main document text in an Ami Pro document.

See also:

Importing and Exporting Files Contents
Using Data File Import Filters
Importing a Text or Data File
Understanding Import and Export Options
Assigning Paragraph Styles
Creating a New Paragraph Style

Using import options
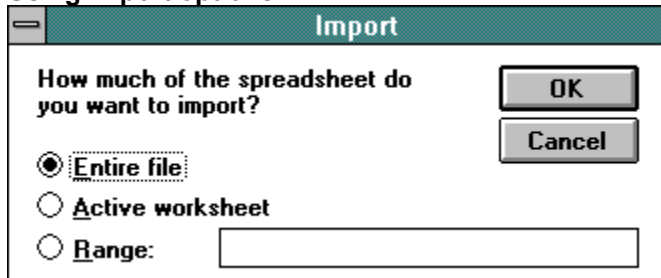
Option	Formatting Information
Entire file	Ami Pro imports the entire spreadsheet.
Range	Ami Pro imports only the part of the spreadsheet you specify. You can specify a range name or a range, in the format A3 . . C25.\

Importing additional formatting information

Ami Pro modifies the following characters upon import:

Lotus 1-2-3	Ami Pro
uppercase grave	generic grave
uppercase acute	generic acute
uppercase circumflex	generic circumflex
uppercase umlaut	generic umlaut
uppercase tilde	generic tilde
lowercase grave	generic grave
lowercase acute	generic acute
lowercase circumflex	generic circumflex
lowercase umlaut	generic umlaut
lowercase tilde	generic tilde
Dutch Guilder	f
Pesetas sign	Pts
<	<=
÷	/
TM	tm
Œ	OE
Ÿ	Y
œ	oe

Ami Pro takes default settings from Window 1.

Ami Pro ignores dates prior to 1-1-1980. Cells containing these are skipped.

Ami Pro does not support the Numeric Display format TEXT, which causes a formula to display instead of a value. The value, not the formula, is imported in the default format.

Ami Pro retains the numeric formatting used in 1-2-3 spreadsheet cells. You can then use the cells in Ami Pro table formulas

When you import a 1-2-3 document into main document text, Ami Pro creates a table for the data. Ami

Pro does not create a table for 1-2-3 data when you import into an existing table or a selected empty frame.

See also:

Importing and Exporting Files Contents
Using Data File Import Filters
Importing a Text or Data File
Understanding Import and Export Options

Using import options

Import

How much of the spreadsheet do you want to import?

[OK]

[Cancel]

◉ **Entire file**

○ **Active worksheet**

○ **Range:** [   ]

Option	*Formatting Information*
Entire file	Ami Pro imports the entire spreadsheet. Ami Pro imports multiple worksheets in alphabetical order.
Active worksheet	Ami Pro imports the active worksheet.
Range	Ami Pro imports only the part of the spreadsheet you specify:
	The identifying letter for the desired worksheet (A)
	A range without a worksheet identifier (A1..B3). Ami Pro uses the current active worksheet.
	A range with a worksheet identifier (A:A1..B3 OR A:A1..A:B3). If the worksheet identifier is incorrect, Ami Pro displays a message.
	The range name for a range you defined in the worksheet

If the insertion point is in main document text and the spreadsheet contains more than one cell, Ami Pro creates a table.

If any worksheet contains only one cell, Ami Pro imports the information as text. Numeric formatting specified as part of the table format is lost.

If the insertion point is in main document text and the spreadsheet contains multiple worksheets, Ami Pro imports each worksheet into a separate table.

If the insertion point is in a table and the spreadsheet contains multiple worksheets, Ami Pro imports all the worksheets into one table. However, Ami Pro does not add any columns or rows. You can increase the number of columns and rows and import the data again.

If the data contains very large or very small numbers, there may be a loss of precision in those numbers and ERR may appear in those cells.

Importing additional formatting information

If you use a .FM3 file with a .WK3 file or you import a .WK4 file, Ami Pro provides additional options.

Option	*Formatting Information*
Convert styles	Ami Pro creates paragraph styles to match the paragraph style names and formatting information contained in the original file. In a .WK4 file, this includes table format information.
	Ami Pro imports all text attributes as text formatting and text enhancements.
	Caution If paragraph styles with the same names already exist, Ami Pro modifies them so that they use

	the same formatting information as the original file.
Apply styles	Ami Pro converts all formatting information, including paragraph style formatting information, to text formatting and text enhancements.
	All paragraphs use the paragraph style of the line on which the insertion point is located when you import the file.
Keep style names	Ami Pro imports all paragraph style names. If there are paragraph style names available to the Ami Pro document that exactly match the paragraph style names in the original file, Ami Pro formats the text using the settings in the Ami Pro paragraph styles. Otherwise, Ami Pro formats the text using the settings in the Body Text paragraph style and displays the paragraph style name in red in the status bar. You can assign another paragraph style or create a paragraph style with the original style name.
	Ami Pro would not recognize Head1 and head 1 as matching paragraph style names.
Ignore styles	Ami Pro imports the character and cell attributes assigned independently of the styles in the 1-2-3 document as text formatting and text enhancements. All paragraphs use the paragraph style of the line on which the insertion point is located when you import the file.

See also:

Using Import options

Option	Formatting Information
Entire file	Ami Pro imports the entire spreadsheet. Ami Pro imports multiple spreadsheets in alphabetical order.
Selected fields	Select Selected fields if you want to import only certain fields. Specify the desired dBase field names delimited by either spaces or commas. If a specified field name is not valid for the selected file, Ami Pro displays a message and you must edit the entry.

Importing additional formatting information

Fields are imported in the order in which they appear in the file, not in the order you enter them in the dialog box.

If the memo file referenced in the dBase file does not exist in the same location as the database file, Ami Pro gives you the choice of canceling the import or continuing without the memo fields.

If you import into the main document text, memo field paragraphs cause manual line feeds (CTRL+ENTER) instead of new paragraphs.

Ami Pro imports international characters supported in Windows Help.

See also:

Importing and Exporting Files Contents
Using Data File Import Filters
Importing a Text or Data File
Understanding Import and Export Options

Importing additional formatting information

The DIF file format does not support international characters. Some applications, such as Lotus 1-2-3, may replace international characters with another character (for example, a question mark) when they export to a DIF file.

Some applications, such as Lotus 1-2-3, store some numbers in an expanded format in DIF files. For example, 1.5 may be stored as 1.500000000000E+00. When you import into a table, Ami Pro reformats these numbers appropriately. If you import into text, Ami Pro places the numbers into the document exactly as they are stored in the DIF file.

Ami Pro converts exponential numbers to regular numbers.

Table import may not look exactly like the original spreadsheet. For example, a five column spreadsheet with only two entries in a row may have the two entries placed in the first and second columns, regardless of their original location. DIF files do not always include the information needed to place these fields correctly.

Many applications allow DIF files to be stored in either row or column format. Ami Pro assumes files are in row format. If you import a column format file, the data is flipped from the way it appears in the original application.

See also:

Importing and Exporting Files Contents
Using Data File Import Filters
Importing a Text or Data File
Understanding Import and Export Options

If you are using SuperCalc5, choose the Level command to save the data file in a format Ami Pro supports .

Using import options
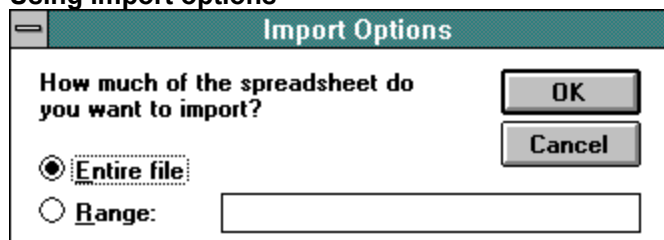
Option	Formatting Information
Entire file	Ami Pro imports the entire spreadsheet.
Range	Ami Pro imports only the part of the spreadsheet you specify. Specify the desired range in the format A3:C25 or A3.C7.

Importing additional formatting information

Ami Pro supports all built-in numeric formats: integer, general, scientific notation, currency, and *.

Ami Pro imports user defined date formats according to the parameters specified in the Windows Control Panel. Other user defined numeric formats are imported as defined in SuperCalc, with the exception of parentheses for negative numbers. All parentheses import as floating parentheses.

Very large and very small numbers in general format are imported into Ami Pro in scientific format.

Ami Pro imports the single quote text prefix as though it were a standard double quote. No text repeat is imported.

Ami Pro ignores control text (text beginning with a |). This includes, but is not limited to: fonts, lines, shading, grids, and page breaks.

Ami Pro imports left, center, and right alignments into tables.

Ami Pro does not support the Formula Display option. Formulas display as values.

Ami Pro imports international characters supported in Windows

See also:

Importing and Exporting Files Contents
Using Data File Import Filters
Importing a Text or Data File
Understanding Import and Export Options
.

Ami Pro requires 2 files to import a Paradox database file: the database file with a .DB extension and the primary index for the database with the extension .PX. Ami Pro can also use the format file with the .SET extension.

Using import options
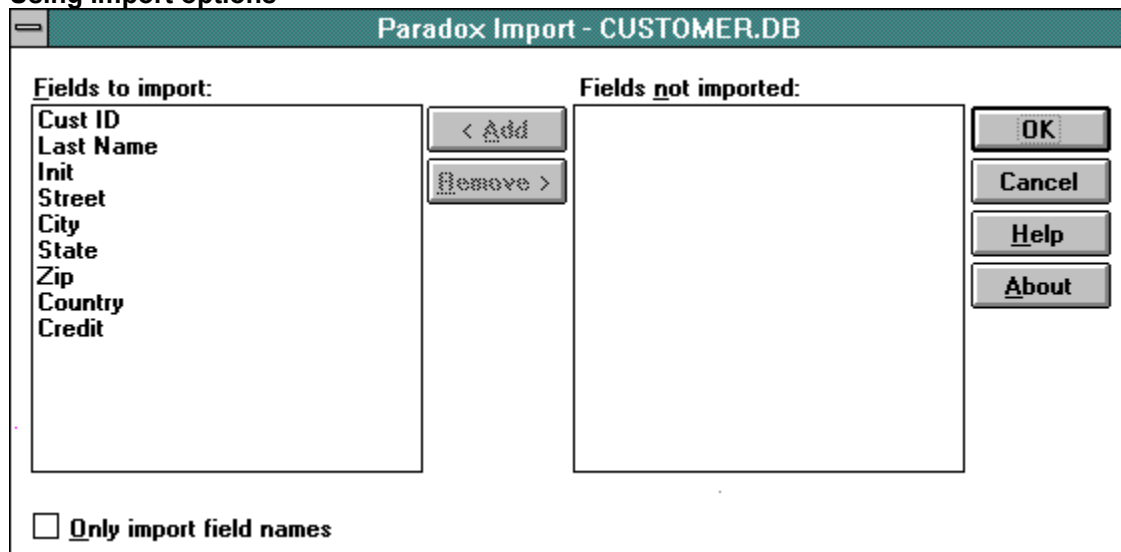
Ami Pro displays a list of all the available fields in the Fields to import list box. If you only want to import certain fields, select the fields you do not want to import and choose Remove. Ami Pro moves the selected fields to the Fields not imported list box.

Importing additional formatting information

Ami Pro formats numbers and dates and attempts to match the Paradox settings. If Ami Pro finds a Paradox format file, it formats numbers and dates using the Paradox settings. If the format file cannot be located, Ami Pro uses the number and date formats specified in the Windows Control Panel.

The Paradox format information is saved in a separate file with the same file name as the database file, but with a .SET extension. If you want Ami Pro to use the Paradox settings, keep the Paradox format file in the same directory as the database file. The Paradox format file is only created when you choose IMAGE/KEEPSET while in Paradox.

Ami Pro imports fields in the same order as the fields in the original Paradox database file.

You can reorder the data if you import the database file into a table and cut and paste the columns of data. When the order is correct, you can cut and paste the data into the main document text.

Embedded control codes and ASCII characters below 0x20 hex are converted to spaces.

Paradox version 3.5 has a maximum of 255 fields and as many records as will fit in 256MB. Ami Pro can handle all the fields as columns in a table but cannot import more than 65,536 records into a table. If you have more records than this limit, import them into the main document text where there is no limit.

There are two kinds of passwords that you can use in Paradox, the master password for a table and auxiliary passwords. The Paradox filter only supports the master password. You need the master password to access these files. Ami Pro prompts you for the password during import.

Ami Pro does not open read only files.

You must have read, write, create, and delete rights to the directory in which the Paradox file is located.

See also:

Importing and Exporting Files Contents
Using Data File Import Filters
Importing a Text or Data File

<u>Understanding Import and Export Options</u>

Importing additional formatting information
Ami Pro imports indentions.

Ami Pro does not import right alignment.

See also:

You can import the address book section of an Organizer into main document text, into a text frame, or into a table. You can also use the address book section of an Organizer file as a merge data file.

When you import or merge with an Organizer file, Ami Pro uses all address book sections except those created when you include files. If an Organizer file does not have an address book section, Ami Pro displays a message.

Ami Pro imports the entire Organizer file. You cannot specify a range.

Ami Pro prompts you to specify the password when you password protect an Organizer file. Ami Pro supports all three levels of password protection in Organizer. If you specify the private password, Ami Pro imports all address records. If you specify the public or read only passwords, Ami Pro imports all records except those marked confidential.

Ami Pro maintains the order of the addresses in the Organizer address book. If you want the records in a different order, you can sort the Organizer file before you import or merge. If your Organizer file has multiple address sections, you can sort each section.

See also:

Importing and Exporting Files Contents
Using Data File Import Filters
Importing a Text or Data File
Understanding Import and Export Options

<u>Understanding Macros</u>

Use macros to automate a task or a group of tasks.

<u>Recording and Playing a Quick Macro</u>

Use Quick Record and Quick Playback to quickly record and play back a macro.

<u>Assigning Shortcut Keys to a Quick Macro</u>

Assign two sets of shortcut keys to quick macros.

<u>Saving a Quick Macro</u>

Prevent a quick macro from being overwritten by saving it as a macro file.

<u>Recording a Macro</u>

Save any action, function, or command you use frequently to the macro file you specify.

<u>Playing a Macro Previously Saved to a File</u>

Play back a macro you previously saved to a file.

<u>Assigning or Changing Shortcut Keys</u>

Assign or change shortcut keys for a macro.

<u>Playing a Macro when you Open or Close a Document</u>

Assign a macro to run automatically any time you open or close the current document.

<u>Editing a Macro File</u>

Edit the contents of a macro file.

You can use macros to automate a task or a group of tasks.

You can also use power fields to automate document production.

A macro is a series of commands that automates a task or group of tasks. You can create a macro by either having Ami Pro record the actions necessary to perform a task or by typing the commands into an Ami Pro document.

When you write a macro, you must use the Ami Pro Macro Language to specify your instructions. You can also use the Ami Pro Dialog Editor to create your own dialog boxes.

Ami Pro can automatically execute a macro when you:

- Click a custom icon.
- Load or exit the application.
- Create a document and select a style sheet.
- Select a frame.
- Open or close a document.

Lotus has developed more than 40 macros to enhance Ami Pro. These macros are optional "mini" programs that provide additional functionality or an easier or faster way to accomplish a task. They are automatically copied to the AMIPRO\MACROS directory when you install Ami Pro. To learn more about these macros, open the GOODIES.SAM document.

See also:

Macros Contents
Recording a Macro
Understanding Power Fields
Editing SmartIcons
Setting User Setup Defaults
Modifying the Type of Frame
Playing a Macro when you Open or Close a Document
Recording and Playing a Quick Macro
Editing a Macro File
Ami Pro Macro Language Contents

You can use Quick Record and Quick Playback to quickly record and play back a macro. This function allows you to automate your work without saving the keystrokes to a named macro file.

Ami Pro stores the quick macro in a document named UNTITLED.SMM. If you use Quick Record to record several macros, only the most recent one is available when you use Quick Playback.

To record a quick macro

You can use a quick macro for a short-term or temporary task.

1. Choose Tools/Macros.

2. Choose Quick Record.

   Ami Pro displays "Recording Macro" in the status bar.

3. Perform the keystrokes you want to record.

4. When you complete the keystrokes for the macro, choose Tools/Macro and choose End Quick Record.

   Mouse: Click the "Recording Macro" message in the status bar.

To play a quick macro

1. Choose Tools/Macros.

   Shortcut: Click the Play back a quick macro icon to play a quick macro.

2. Choose Quick Playback.

   Ami Pro plays the most recently recorded quick macro.

   You can assign shortcut keys to a quick macro.

See also:

Macros Contents
Understanding Macros
Saving a Quick Macro
Assigning Shortcut Keys to a Quick Macro

You can assign two sets of shortcut keys to quick macros. One set of shortcut keys tells Ami Pro to start or stop recording a quick macro, the other set of shortcut keys plays the quick macro. Ami Pro uses the shortcut keys for any quick macro you record and play.

To assign shortcut keys to a quick macro

1. Choose Tools/Macros.

   Shortcut: Click the Toggle start/stop recording a macro icon and go to step 3.

2. Choose Record.

3. Choose Options.

4. Press the shortcut keys you want to assign to the quick macro.

   When you assign shortcut keys, you can use either CTRL or SHIFT, or any combination of the two, with most keys. For example, you can use SHIFT+F2. You cannot use F10, SHIFT+F1, or SHIFT+any alphanumeric key.

5. Choose OK to return to the Record Macro dialog box.

6. Choose Close to return to the document.

See also:

Macros Contents
Understanding Macros
Recording and Playing a Quick Macro
Saving a Quick Macro

If you want to prevent a quick macro from being overwritten, you can save it as a macro file.

To save a quick macro

1. Open the Ami Pro macro file named UNTITLED.SMM.
2. Save the file under another name with an .SMM extension.

See also:

Macros Contents
Understanding Macros
Recording and Playing a Quick Macro
Assigning Shortcut Keys to a Quick Macro
Exporting a Text File

You can create macros to record and play back multiple keystrokes that you can repeat at any time with pre-defined shortcut keys. Use Record to save any action, function, or command you use frequently to the macro file you specify.

All macro files must have an .SMM extension for Ami Pro to recognize them.

You can attach macros to SmartIcons.

For example, you could record a macro named PRINT.SMM to record the keystrokes required to print three collated copies of your document. You could assign SHIFT+F2 as the shortcut keys. Then, each time you want to print three copies of the current document, you would only need to press SHIFT+F2 to play back that macro.

You can use Record to create a macro and save it to a file.

To record a new macro

1. Choose Tools/Macros.
2. Choose Record.
3. Specify the name for the macro.
4. Press the shortcut keys you want to assign to the macro.

    Ami Pro automatically adds an .SMM extension.

    When you assign shortcut keys, you can use either CTRL or SHIFT, or any combination of the two, with most keys. For example, you can use SHIFT+F2. You cannot use F10, SHIFT+F1, or SHIFT+any alphanumeric key.

5. Choose OK.

    Ami Pro displays "Recording Macro" in the status bar.

6. Perform the keystrokes you want to record.

    Ami Pro records the keystrokes as the macro. Ami Pro records the menu and dialog box options you select with the mouse. However, mouse movements, such as moving the mouse pointer from one area of the screen to another are not recorded. You must use the keyboard to move the insertion point and select text.

    Be certain that the keystrokes you make are the keystrokes you want in the macro. If you make a mistake, the mistake becomes a part of the macro. To correct mistakes, you can either edit the macro file or re-record the keystrokes.

7. When you complete the keystrokes for the macro, choose Tools/Macros and choose End Record.
8. Click the "Recording Macro" message in the status bar.

See also:

Macros Contents
Understanding Macros
Playing a Macro Previously Saved to a File
Assigning or Changing Shortcut Keys
Playing a Macro when you Open or Close a Document
Editing a Macro File
Editing SmartIcons

You can play back a macro you previously saved to a file. If you assigned shortcut keys to the macro, you can press the appropriate keys. Otherwise, you can use the Playback function.

If you play a macro created in Ami Pro Version 1.2 that contains macro functions that are no longer available in Release 3.x, the macro will still run. However, if you display and edit a macro file and attempt to save the file in Release 3.x, Ami Pro displays an error message.

To play a macro previously saved to a file

1. Choose Tools/Macros.

   Shortcut: Click the Play back a macro icon and specify the options in the dialog box.

2. Choose Playback.

3. Specify the desired macro file.

   You can select a different drive and directory in the Macros list box or type the full path for the macro file in the Macro file text box.

   Shortcut: Double-click the macro file name to play back the macro.

4. Choose OK.

   Ami Pro plays the specified macro.

See also:

Macros Contents
Understanding Macros
Recording a Macro
Assigning or Changing Shortcut Keys
Playing a Macro when you Open or Close a Document
Editing a Macro File
Editing SmartIcons

You can modify a macro by assigning or changing the shortcut keys for the macro.

To assign or change shortcut keys

1. Choose Tools/Macros.
2. Choose Edit.
3. Specify the desired macro file.
4. Select Macro description to display a description for the selected macro file.
5. Press the desired shortcut keys.

   When you assign shortcut keys, you can use either CTRL or SHIFT, or any combination of the two, with most keys. For example, you can use SHIFT+F2. You cannot use F10, SHIFT+F1, or SHIFT+any alphanumeric key.

6. Choose Save to save the shortcut keys you specified without closing the Edit Macro dialog box. This allows you to assign or change shortcut keys for more than one macro file.
7. If you want to remove the shortcut key combination currently assigned to the macro, choose Clear.
8. If you want to remove all the shortcut keys you assigned to macros, choose Reset All.
9. Choose the desired command button.

   OK
   Saves the macro file shortcut keys and opens the macro file in a separate window so you can edit it.

   Close
   Closes the Edit Macro dialog box and returns to the document.

See also:

Macros Contents
Recording a Macro
Playing a Macro Previously Saved to a File
Playing a Macro when you Open or Close a Document
Editing a Macro File

You can modify a macro by assigning the macro to run automatically any time you open or close the current document.

To play a macro when you open or close a document

1. Make the desired document the active window.
2. Choose Tools/Macros.
3. Choose Edit.
4. Choose Assign.
5. Specify the desired Run macro options.
6. If you want Ami Pro to play a macro every time you open the current document, select File open and specify the desired macro in the text box.
7. If you want Ami Pro to play a macro every time you close the current document, select File close and specify the desired macro in the text box.
8. Choose OK to return to the Edit Macro dialog box.
9. Choose Close or Cancel to return to the current document.

See also:

You can edit the contents of a macro file. You can also create a description for the macro file and have it display in the Record Macro, Play Macro, and Edit Macro dialog boxes, as well as when you choose File/Open.

To edit a macro file

1. Choose Tools/Macros.
2. Choose Edit.
3. Select the macro file you want to edit.
4. Choose OK.

   Ami Pro displays the macro file in a separate window.
5. If you want to create a description for the macro, choose File/Doc Info and specify the desired description.
6. Choose OK to return to the document.
7. Make any desired editing changes.
8. Save the file by choosing File/Save or pressing CTRL+S.

   Ami Pro compiles the macro.
9. Choose File/Close to close the macro file.

See also:

   Macros Contents
   Understanding Macros
   Using Doc Info
   Assigning or Changing Shortcut Keys
   Assigning Shortcut Keys to a Quick Macro

New

Choose formatting information, contents, and automated features when you create a document.

Open

Open one or more Ami Pro documents.

Close

Remove a document from the screen.

Save

Save an untitled document as a file with the name you specify.

Save As

Save a document under another name or to another location.

Revert to Saved

Return to the last saved version of the current document.

Import Picture

Place a picture into a frame by importing a graphic file.

Doc Info

Display or edit descriptive data about the current document.

File Management

Copy, move, rename, delete, and change the attributes of files.

Send Mail

Send and receive messages if cc:Mail for Windows or Lotus Notes is installed on your computer.

Master Document

Select the Ami Pro documents you want to include in the master document from within a source document.

Merge

Combine data such as names and addresses with information contained in an Ami Pro document such as a letter or report.

Print Envelope

Print or merge envelopes.

Print

Specify the pages in the current document you want to print and how those pages should appear.

Printer Setup

Select a printer for the current document.

Exit

Exit Ami Pro and close the Ami Pro window.

Undo

Cancel the editing changes you made to a document and reverse up to four actions.

Cut

Use SmartIcons, the menu, or the keyboard to place the selected text, frame, or object in the Clipboard and delete it from the current document.

Copy

Use SmartIcons, the menu, or the keyboard to place a copy of the selected text, frame, or object in the Clipboard.

Paste

Paste information that you previously cut or copied to the Clipboard into the current document.

Paste Link

Create a DDE or OLE link to use data from another Windows application in an Ami Pro document.

Paste Special

Embed an OLE object into an Ami Pro document or select the format for data you want to paste.

Link Options

Display information about existing DDE and OLE links and update, unlink, deactivate, edit, or create a link anywhere in the current document.

Find & Replace

Find and replace text or paragraph styles in the current document.

Go To

Quickly move the insertion point to a desired page or location in the current document.

Insert

Bullet
Insert a bullet anywhere in the current document.

Date/Time
Insert today's date, the date the current document was created or last revised, or a date or time that reflects the current system date and time into a document.

Note
Insert a note into main document text, a table, a text frame, a header, a footer, or a footnote.

Merge Field
Create a merge document that contains the text for the letter or report and the merge field names.

Doc Info Field
Insert document information into the current document by inserting the names of the fields that contain the desired data.

Glossary Record
Insert a glossary record into the current document.

New Object
Create text, a picture, or a spreadsheet in another Windows application and embed that data into a frame in the current Ami Pro document.

Power Fields

Insert
Insert a power field into the main document text, a text frame, a table cell, a header, or a footer.

Update
Update a specific power field in the current document.

Update All
Update all power fields in the current document.

Next Field
Place the insertion point at the location of the next power field and select the entire power field.

Previous Field
Place the insertion point at the location of the previous power field and select the entire power field.

Mark Text

Index Entry
Create primary and secondary index entries.

TOC Entry
Specify the text you want to include in the table of contents.

Glossary
Create a glossary record from selected text.

Revision Insertion
Mark text you inserted into the current document with the revision insertion attribute and color.

Protected Text
Prevent selected text from being easily accessed with the arrow keys or the mouse.

No Hyphenation
Prevent selected text from being hyphenated.

Bookmarks

Create, go to, or remove a bookmark in the current document.

Full Page

Use Full Page view to reduce the text and pictures so that you can see an entire page.

Custom

Use Custom view to specify how much of the page should display as a percentage of Standard view.

Standard

Use Standard view to show the page in the same size as other Microsoft Windows applications.

Enlarged

Use Enlarged view to focus on a portion of the page so that you can see the fine details of your page layout.

Facing Pages

Use Facing Pages view to display two facing pages side by side.

Layout Mode

Use Layout mode to obtain a WYSIWYG (What You See Is What You Get) view of a document.

Outline Mode

Use Outline mode to obtain a collapsible and expandable view of a document and see how a document is organized.

Draft Mode

Use Draft mode to obtain a less formatted view of a document than Layout mode.

Hide SmartIcons

Hide or display SmartIcons.

Show Clean Screen

Hide or display certain parts of the Ami Pro window.

Show Ruler

Display or hide the current ruler across the top of the screen.

Show Styles Box

Display or hide the styles box, which displays the name of the style sheet associated with the current document, a list of the paragraph styles available in the current document, and the function keys used to access the paragraph styles.

Show Power Fields

Display or hide power fields in the current document.

View Preferences

Specify how the screen should appear while you work in an Ami Pro document.

Font

Modify the typeface, size, and color of selected text.

Alignment

Left align, right align, center, or justify selected text.

Indention

Indent selected text from the left or right margin.

Spacing

Modify the line spacing of selected text.

Normal

Remove all text enhancements and attributes you applied to selected text at one time.

Bold

Bold selected text.

Italic

Italicize selected text.

Underline

Underline selected text, including spaces between words.

Word Underline

Underline selected text and leave any spaces between words without an underline.

Caps

Capitalize selected text using the type of capitalization you specify.

Special Effects

Apply special text enhancements such as superscript, subscript, double underline, strikethrough characters, and overstrike characters to selected text.

Fast Format

Extract text formatting information from selected text and then apply that formatting to other main document text, table text, or text in a text frame.

<u>Create Style</u>

Create a new paragraph style based on either an existing paragraph style or selected text.

<u>Modify Style</u>

Specify the font, alignment, tabs, indention, spacing, breaks, bullets, numbers, leading text, lines, table format, and hyphenation for a paragraph style.

<u>Define Style</u>

Define a paragraph style using the text formatting and text enhancements you applied to text.

<u>Outline Styles</u>

Assign the desired outline level to each paragraph style available in a document.

<u>Use Another Style Sheet</u>

Modify the formatting of a document by changing from the current style sheet to another style sheet.

<u>Save as a Style Sheet</u>

Save paragraph and page formatting changes to either the current style sheet or a new style sheet.

<u>Style Management</u>

Manage paragraph styles in the document or style sheet.

<u>Select a Style</u>

Display the styles box so you can assign a paragraph style to text.

Header/Footer

Create a fixed header or footer.

Insert Page Layout

Insert or remove a page layout in the main document text.

Modify Page Layout

Specify the left, right, top, and bottom margins, tabs, number of columns, gutter width, page size and orientation, lines around page and between columns, header and footer format, and the pages that should use the layout.

Ruler

Insert or remove a ruler so that you can modify tabs, indentions, margins, or the number of columns for a section of a document.

Page Numbering

Number the pages in a document automatically.

Line Numbering

Number all lines in a document including blank lines or number only those lines that contain text.

Breaks

Insert a page or column break to end one page or column and begin another or to center text vertically on a page.

Create Frame

Create a frame manually using the mouse or keyboard, or specify the size and position for the frame and let Ami Pro create it for you.

Modify Frame Layout

Specify the type of frame, the size and position of a frame, and the frame lines, shadow, columns, and tabs.

Graphics Scaling

Specify the size of a picture in a selected frame.

Group

Work with multiple frames as one unit when you need to move, copy, or delete multiple frames.

Bring to Front

Place the selected frame on top of all the other frames at that location.

Send to Back

Place the selected frame underneath all the other frames at that location.

Spell Check

Check for and replace misspelled words.

Grammar Check

Check a document for problems in grammar, style, and mechanics.

Thesaurus

Use the thesaurus to find definitions, variations, and synonyms and to replace text in the document with an alternative word.

Tables

Create a table within the main document text (a page table) or within a frame (a frame table).

Image Processing

Enhance the gray scales in a scanned image.

Drawing

Use a mouse to create and edit objects such as lines, circles, and squares inside a frame.

Charting

Create and edit a chart inside a frame.

Equations

Create and edit scientific and mathematical formulas and equations.

Footnotes

Insert a footnote into the main document text or a table cell, and specify how footnotes should display in the document.

Revision Marking

Keep track of the insertions and deletions you make to main document text, headers, footers, footnotes, text in tables, and text in frames.

Doc Compare

Compare the main document text in the current version of a document with the main document text in a backup copy of that document, or compare two documents that contain similar information.

Sort

Arrange information in an Ami Pro document alphabetically or numerically, in ascending or descending order.

TOC, Index

Generate a table of contents or index for the current document or a master document.

SmartIcons

Use SmartIcons to implement Ami Pro functions, commands, or macros.

User Setup

Specify file saving options, an undo level, the number of recent file names you want to display under the File menu, help message options, notes options, and automatic implementation of macros.

Macros

Quick Record
Record keystrokes for a short-term or temporary task.

Quick Playback
Play the most recently recorded quick macro.

Record
Save any action, function, or command you use frequently to the macro file you specify.

<u>Playback</u>
Play back a macro you previously saved to a file.

<u>Edit</u>
Edit a macro by assigning or changing the shortcut keys, by creating a description, or by assigning the macro to run automatically any time you open or close the current document.

New Window

Display an Ami Pro document in two windows simultaneously.

Tile

Control how multiple documents display on the screen by tiling the windows.

Cascade

Control how multiple documents display on the screen by cascading the windows.

Contents

Display a list of main Help topics from which you can gain access to other parts of the Ami Pro Help system.

Using Help

Learn how to use Ami Pro Help.

Keyboard

Learn keyboard shortcuts for Ami Pro functions and commands.

How Do I ?

Display a list of common Ami Pro functions and information about each one.

For Upgraders

Learn about new and improved functions in Ami Pro Release 3.x and the major differences between this release and prior releases.

QuickStart Tutorial

Learn about basic Ami Pro features, including the Ami Pro window, SmartIcons, paragraph styles, page layout, frames, pictures, and editing techniques.

Macro Doc

Learn about the Ami Pro Macro Language, including functions and syntax.

Enhancement Products

Learn about other Windows applications you can use with Ami Pro.

About Ami Pro

Display information about Ami Pro, including the version, the copyright, and the amount of memory currently available to the application.

Promote

Assign a paragraph style set to a higher outline level to the text you select.

Demote

Assign a paragraph style set to a lower outline level to the text you select.

Move Up

Move the text you select before the paragraph preceding it.

Move Down

Move the text you select after the paragraph following it.

Expand

Display all the subordinate text for the paragraph in which the insertion point is located.

Contract

Hide all the subordinate text for the paragraph in which the insertion point is located.

Use Outline Styles

Use the typeface, point size, color, attributes, and numbers specified in the paragraph styles in the _OUTLINE.STY style sheet provided with Ami Pro instead of the typeface, point size, color, attributes, and special effects numbers specified in the paragraph styles you assigned to the text.

Modify Table Layout

Specify the default column and row sizes, the gutter sizes or spaces between columns and rows, and additional table layout options.

Lines & Color

Apply lines and a fill color to one or more cells to make them easy to distinguish.

Insert Column/Row

Insert one or more columns or rows into a table.

Delete Column/Row

Delete one or more columns or rows in a table.

Delete Entire Table

Delete a table and its contents without manually selecting cells, columns, or rows.

Column/Row Size

Change the sizes of the columns, rows, and gutter widths in a table.

Select Column

Select one or more columns in a table.

Select Row

Select one or more rows in a table.

Select Entire Table

Select an entire table even if it spans multiple pages.

Connect Cells

Connect two or more adjacent cells to create one large cell or disconnect cells you previously connected.

Headings

Create a heading that displays as the first row on each page of the table.

Leaders

Use leader characters instead of spaces before or after the last character in a cell.

Protect Cells

Prevent cells in a table from being edited by protecting them and selecting Honor protection in the Modify Table Layout dialog box.

Edit Formula

Use formulas to add, subtract, multiply, divide, and use sums and percents for the numeric data in a table.

Quick Add

Quickly add the contents of a column or row.

You can use the Ami Pro Equations editor to create and edit scientific and mathematical formulas and equations.

See also:

You can use File Management to copy, move, rename, delete, and change the attributes of your files.

See also:

File Management

Image Processing lets you enhance a scanned image by adjusting the brightness, contrast, edges, and smoothing of the picture. You can process any 4, 6, or 8 bit TIFF file that has been imported into a frame.

See also:

Image Processing

If you have a mouse, you can use the Ami Pro Drawing function to create, edit, and save an object-based picture. The picture can be in a frame in the main document text, a header or footer, or a table.

See also:

Drawing

You can use the Ami Pro Charting function to create and edit a variety of charts. Ami Pro creates the chart using data you provide.

See also:

Charting

Understanding Merge

Combine data such as names and addresses with information contained in an Ami Pro document such as a letter or report.

Creating a Merge Data File

Create a merge data file that consists of records organized into fields.

Creating a Merge Document

Create a merge document that contains the text for the letter or report and the merge field names.

Merging the Data

Perform the merge by displaying, printing, or saving the merged documents.

Viewing and Printing Merge Documents

Specify whether you want to print or skip the merge documents.

Merging Envelopes

Merge envelopes using an existing merge data file.

Assigning an Ami Pro Merge Data File

Change the Ami Pro merge data file assigned to a merge document.

Displaying Records in a Merge Data File

Display a particular record in a merge data file using the tab dividers, the navigation buttons, or Go To.

Editing an Ami Pro Merge Data File

Change the information in one or more fields, add new records, or delete existing records.

Modifying Fields

Use Field Management to insert or rename fields in an existing merge data file.

Sorting Records in a Merge Data File

Sort the records in a merge data file alphanumerically or numerically, in ascending or descending order.

Merging or Printing Avery Labels

Print Avery mailing labels using the records in a previously created merge data file or print individual labels using the text you specify.

Merging and Printing Custom Labels

Merge data in an existing merge data file to a custom size label instead of an Avery label.

Printing Multiple Records on a Page

Print more than one record on a page.

Using Merge Conditions

Merge only certain records in the merge data file.

Using Different Types of Data Files for a Merge

Use different types of data files for a merge.

Using a Table as a Merge data File

Use an Ami Pro document that contains a table as a merge data file.

Using an External Data File as a Merge Data File

Use a records file created in another application as a merge data file.

Specifying Field Names for an External Data File

Specify where the field names for the external data file are stored or create a description file for the field names.

<u>Merging with Other Types of Delimited ASCII Data Files</u>

Merge with ASCII data files in which fields are separated by a character other than a comma.

You can use Merge to combine data such as names and addresses with information contained in an Ami Pro document such as a letter or report. The data can be stored in an Ami Pro merge data file, an Ami Pro table, or a database or spreadsheet file.

For example, you could use Merge to send the same letter to multiple people, but personalize each letter with an individual's name and address. You can also use Merge to create mailing lists and labels.

You must perform three steps to do a merge:

1. Create or select a merge data file that contains the variable information (the names and addresses).
2. Create or edit a merge document that contains the standardized text (the letter or report) into which the variable information is merged.
3. Merge and print the data and document.

Because Ami Pro prompts you for the desired information each step along the way, creating and editing the merge files is easy.

See also:

Merge Contents
Creating a Merge Data File
Creating a Merge Document
Merging the Data
Using Different Types of Data Files for a Merge

A merge data file consists of records that are organized into fields. If the merge data file contains names and addresses, each complete name and address is a record. Within the record, the name, address, city, state, and zip-code are fields. You can create a merge data file as an Ami Pro document, use data in an Ami Pro table, or use data created in a database or spreadsheet application.

You can create an Ami Pro merge data file even if another document is displayed on the screen.

To create an Ami Pro merge data file

1. Choose File/Merge.

   Ami Pro displays the Welcome to Merge dialog box itemizing the three steps in the merge process.

2. Select option 1 to create a new merge data file.

3. Choose OK.

   Ami Pro displays the Select Merge Data File dialog box and a list of the documents in the current directory. Because you have not yet created a merge data file, you cannot use any existing documents.

4. Choose New.

   Ami Pro opens an untitled document and displays the Create Data File dialog box.

5. For each field you want to create, type the text you want to use as a Field Name and either press ENTER or choose Add.

   Field names can contain letters and numbers but they can neither start with numbers nor consist only of numbers.

   Ami Pro moves the field names to the Fields in data file list box in the order in which you add them.

6. If you need to change the order of the fields, select the desired field in the Fields in data file list box and choose the desired navigation button.

7. If you need to remove a field, select the field in the Fields in data file list box and choose Remove.

8. If you need to change a field name, you can remove an existing field and then add the new one.

9. If you want to specify particular field and record delimiters, choose Options.

   The field delimiter marks the end of a field (for example, city), and the record delimiter marks the end of a record (for example, a complete name and address). These special characters cannot appear anywhere in the data.

10. Select the desired Field and Record delimiters.

11. Choose OK to return to the Create Data File dialog box.

12. Choose OK.

   Ami Pro places the field and record delimiters on the first line of the merge data file. It places the field names, separated by field delimiters and ending with the record delimiter on the second line of the merge data file.

   Ami Pro displays the Data File dialog box, which resembles an index card. The field names you specified appear to the left of the data text boxes.

13. In each text box, type the desired data and press ENTER.

   If the merge data file contains more than ten fields, Ami Pro displays a down arrow at the bottom of the index card. You can choose the arrow to display the additional field names.

14. If you make a mistake while typing the data, you can correct it by placing the insertion point in the desired text box and editing the information.

15. When you finish specifying the data for all the fields, choose Add.

   Ami Pro places the data on the third and subsequent lines of the merge data file and displays a new blank record. The first ten characters of the information you specified for the first field in the previous

record appear in a tab divider.

16. Repeat the procedure for each record you want to create.

    Ami Pro places the records into the merge data file in the order in which you create them.

    You can modify the order of the records by sorting them.

17. When you finish creating all the records, choose Close.

    Ami Pro prompts you to save the file.

18. Specify the desired file name and choose OK.

    You can display particular records and edit those records, or create new records that you want to add to the merge data file.

See also:

Merge Contents
Understanding Merge
Creating a Merge Document
Merging the Data
Modifying Fields
Using Different Types of Data Files for a Merge
Sorting Records in a Merge Data File
Editing an Ami Pro Merge Data File

After you create the merge data file, you can create the merge document. The merge document contains the text for the letter or report. You can either create a new Ami Pro document or use an existing Ami Pro document.

To create a merge document

1. Make the document that contains the standardized text (the letter or report) the active window in Layout mode or display an untitled document.

2. Place the insertion point where you want Ami Pro to insert data contained in the merge data file.

3. Choose File/Merge.

   Ami Pro displays the Welcome to Merge dialog box itemizing the three steps in the merge process.

4. Select option 2 to create a merge document.

5. Choose OK.

   Because you have not yet assigned the merge data file to the document, Ami Pro displays a message. Choose Yes to use the current document as the merge document.

   If you just created or edited a merge data file, Ami Pro automatically assigns that data file to the merge document and displays the Insert Merge Field dialog box. Select the field name you want to insert into the merge document and go to step 8.

   Ami Pro automatically uses the specified merge data file any time you use a merge function with this merge document.

   If Ami Pro cannot determine the merge data file, it displays the Select Merge Data File dialog box so you can assign the desired file.

6. Specify the name of the merge data file you want to assign to the merge document and choose OK.

   Ami Pro displays the Insert Merge Field dialog box, which contains a list of the field names in the merge data file you assigned to the merge document.

7. Select the Field name you want to insert into the merge document.

   When you do the merge, Ami Pro replaces each field name with the information contained in that field.

8. Choose Insert to place the field name into the merge document.

   Ami Pro displays the field name within angle brackets, <>, in the document. The Insert Merge Field dialog box remains on the screen.

   Ami Pro does not recognize field names and brackets that you type into the merge document. You must insert the field names using the Insert Merge Field dialog box.

9. If necessary, place the insertion point where you want to insert another field name.

   Keyboard: Press ALT+F6 to move the insertion point into the document.

   You can insert one or more field names on a line. If certain records do not contain information for a particular field, Ami Pro does not leave space on the line during the merge. If the field name is the only text on the line, Ami Pro sets the line spacing to zero for that line during the merge. As long as the paragraph style has Paragraph Spacing Above and Below set to zero, no extra space appears in the printed document.

10. Repeat the procedure until you insert all the desired field names.

    Keyboard: Press ALT+F6 to return to the Insert Merge Field dialog box.

    Once you insert field names into the merge document, you can delete, copy, or move them elsewhere in the document. Select the entire field name, including the angle brackets surrounding it, and either press DEL or use cut, copy, and paste or Drag & Drop to copy or move the field name to the desired location. You can apply text formatting and text enhancements to field names using paragraph styles, SmartIcons, the status bar, or the Text menu. When Ami Pro merges data into the merge document,

the text displays and prints with the formatting and enhancements you applied to the field names.

11. Choose the desired command button.

Continue Merge
Displays the Welcome to Merge dialog box with option 3 selected. You can now merge the data.

Close
Closes the dialog box and returns to the merge document so you can continue to edit it.

You can save the merge document and the field names as a new style sheet. You can then use that style sheet any time you want to create a merge document. Ami Pro automatically uses the merge data file you assigned to the merge document.

See also:

Merge Contents
Understanding Merge
Creating a Merge Data File
Saving as a Style Sheet
Assigning an Ami Pro Merge Data File
Merging Envelopes

After you create the merge data file, create the merge document, assign the desired merge data file, and insert the desired field names into the merge document, you can perform the merge. You can display, print, or save the merged documents.

To perform the merge

1. Make the merge document the active window in Layout mode.
2. Choose File/Merge.
3. Select option 3 to merge and print the document.
4. Choose OK.
5. Select the desired type of merge.

   Merge & print
   Sends the merge document with the information contained in the records directly to the printer.

   Merge, view & print
   Displays the merge document with the information contained in a record so you can view and modify it before sending it to the printer. Any modifications you make affect subsequent merged documents.

   Merge & save as
   Saves the merge document with the information contained in a record to the Ami Pro file you specify for later editing or printing.

   In the merge document, field names should be in the main document text to successfully use Merge & save as. The field names cannot be in frames, tables, footnotes, headers, or footers. Also, the merge document should not contain pictures.

6. If you want to specify the number of copies, the range of pages, and additional print options, choose Print Opts.
7. Specify the desired options.
8. Choose OK to return to the Merge dialog box.
9. Choose OK to start the merge.

   Ami Pro creates the documents with the information contained in the records and either displays, prints, or saves them to a file.

See also:

Merge Contents
Creating a Merge Data File
Creating a Merge Document
Using Merge Conditions
Viewing and Printing Merge Documents
Merging Envelopes

If you selected Merge, view & print, you can specify whether you want to print or skip the merge documents.

To view and print merge documents

Choose the desired option.

Print and View Next
Prints the displayed document and displays the merge document with the information contained in the next record.

Skip and View Next
Skips printing the displayed merge document and displays the document with the information contained in the next record.

Print All
Prints the displayed document and all remaining documents.

Cancel
Cancels the merge and returns to the merge document.

See also:

Merge Contents
Merging the Data
Merging Envelopes

If you create a merge document and a merge data file, you can merge envelopes.

To merge envelopes

1. Make the merge document that contains the merge address fields the active window.
2. Select the merge field names for the recipient's address.
3. Choose File/Print Envelope.

    Ami Pro displays a message. Choose Yes to use the merge data file assigned to the document.
4. Select inches, centimeters, picas, or points as the unit of measurement.
5. Select an Envelope size by selecting the desired icon.

    You can also select an envelope size in the More envelope sizes list box, or type the desired length and width in the text boxes.

    You can specify any envelope size between three and eleven inches. However, make sure the printer can accommodate the size you specify.
6. If you want to print a return address on the envelopes, select Print return address.

    Ami Pro displays Return address options.
7. Select the desired address in the Return address names list box, or type an address in the Return address text box.

    You can type up to five lines of text as a Return address.
8. If you want to specify bin, feeder, orientation, envelope position, and return and recipient address position options for any printer you use to print envelopes, choose Options, specify the desired options, and choose OK.
9. Choose OK.

    Ami Pro displays the Merge dialog box.
10. Select Merge & print.
11. Choose OK.

    Ami Pro prints the envelopes using the addresses contained in the merge data file.

See also:

Merge Contents
Creating a Merge Data File
Creating a Merge Document
Printing an Envelope
Specifying Print Envelope Options
Modifying Envelope Paragraph Styles

After you create a merge document, you can change the merge data file assigned to that document. For example, you can assign a business contacts merge data file instead of a customer merge data file.

If the field names in this merge data file are different than those in the previous merge data file, you must delete the old field names and insert the field names from the new merge data file.

To assign an Ami Pro merge data file using the File menu

1. Make the merge document the active window in Layout mode.
2. Choose File/Merge.
3. Select option 2 to edit the merge document.
4. Choose Yes to use the current document.

    Ami Pro displays the Select Merge Data File dialog box.
5. Select Ami Pro as the type of file you want to use as the merge data file.
6. Specify the name of the merge data file you want to assign to the merge document.

    You can specify the desired drive and directory by selecting them in the list boxes or by typing the path in the File name text box.
7. Choose OK.

    Ami Pro displays the Insert Merge Field dialog box, which contains a list of the field names in the merge data file you assigned to the merge document.
8. If necessary, insert the field names into the merge document.

To assign an Ami Pro merge data file using the Edit menu

1. Make the merge document the active window in Layout mode.
2. Choose Edit/Insert.
3. Choose Merge Field.

    Ami Pro displays the Insert Merge Field dialog box.
4. Choose Data File.

    Ami Pro displays the Select Merge Data File dialog box.
5. Specify the name of the merge data file you want to assign to the merge document.

    You can specify the desired drive and directory by selecting them in the list boxes or by typing the path in the File name text box.
6. Choose OK to return to the Insert Merge Field dialog box.

    Ami Pro displays a list of the field names in the merge data file you assigned to the merge document.
7. If necessary, insert the field names into the merge document.

See also:

Merge Contents
Understanding Merge
Creating a Merge Data File
Creating a Merge Document

You can display a particular record in a merge data file using the tab dividers, the navigation buttons or Go To. You can then edit the record.

To display records in a merge data file

1. Choose File/Merge.
2. Select option 1 to edit the merge data file.
3. Choose OK.

   If the merge data file is not displayed, Ami Pro prompts you for the name of the file. Specify the name of the desired file and choose Edit.

   Ami Pro displays the first record in the Data File dialog box. The first ten characters of the information contained in the first field (or the field you sorted on if you sorted the records) for five records appear in the tab dividers.

   You can change the information displayed in the tab dividers.

4. If the information for the record you want to edit appears in a tab divider, click the divider to display the record.

   Ami Pro displays the record so you can edit it.

5. If the desired record does not appear in a tab divider, choose the desired navigation button.

   The first and last record navigation buttons change to stop buttons while Ami Pro scrolls through the merge data file.

   Ami Pro changes the information in the tab dividers as you move through the merge data file.

6. If you want to display the first or last record, or if you know some information contained in the record you want to display, choose Go To.

7. Specify the field you want Ami Pro to use to find the record, or select First record or Last record.

   Field
   Searches the field you specified for the text you specify in the text box. You can specify a wildcard, *, before and after the text you specify.

   First record
   Displays the first record in the merge data file.

   Last record
   Displays the last record in the merge data file.

8. Choose Go To to display the specified record.

   Ami Pro displays the record so you can edit it.

See also:

Merge Contents
Understanding Merge
Sorting Records in a Merge Data File
Editing an Ami Pro Merge Data File

You can edit a merge data file by changing the information in one or more fields, adding new records, or deleting existing records.

You must display a record to edit it.

To edit an Ami Pro merge data file

1. Choose File/Merge.
2. Select option 1 to edit the merge data file.
3. Choose OK.

   If the merge data file is not currently displayed, Ami Pro prompts you for the name of the file. Specify the name of the desired file and choose Edit.

   Ami Pro displays the first record in the Data File dialog box.

4. Display the record you want to edit.
5. Press TAB or SHIFT+TAB to move the insertion point to the field you want to edit and specify the desired data.
6. Choose the desired command.

   Add
   Saves the current data as a new record in the merge data file and displays a blank record.

   Delete
   Deletes the current record from the merge data file and displays the next record.

   Update
   Saves any new data you specify to the current record and leaves the current record on the screen.

   New Record
   Clears the displayed data without saving it and displays a blank record.

7. When you finish editing the records in the merge data file, choose Close.

   Ami Pro updates the current record and closes the Data File dialog box. If you edited the file, Ami Pro prompts you to save the changes.

See also:

Merge Contents
Creating a Merge Data File
Sorting Records in a Merge Data File
Displaying Records in a Merge Data File

You can use Field Management to insert or rename fields in an existing merge data file.

To modify fields

1. Choose File/Merge.
2. Select option 1 to edit the merge data file.
3. Choose OK.

   If the merge data file is not displayed, Ami Pro prompts you for the name of the file. Specify the name of the desired file and choose Edit.

   Ami Pro displays the first record in the Data File dialog box.
4. Choose Field Mgt.

   Ami Pro displays the Field Management dialog box, which contains a list of the field names in the merge data file. You can now insert or rename a field.

To insert a field into a merge data file

When you insert a field, you must specify the desired position for the field.

1. In the Field Name text box, type the name of the field you want to insert.
2. In the Fields in data file list box, select the field that is in the position where you want to insert the new field.
3. Choose Insert.
4. Select Before or After as the position for the new field.
5. Choose OK to insert the field and return to the Field Management dialog box.

   Ami Pro displays the new field name in the Fields in data file list box in the position you specified.
6. Choose OK to return to the Data File dialog box.

To rename a field in a merge data file

1. In the Fields in data file list box, select the field you want to rename.
2. In the Field Name text box, type the new name for the field.
3. Choose Rename.

   Ami Pro renames the field you selected.
4. Choose OK to return to the Data File dialog box.

   Ami Pro displays the current record with the modified field name.

See also:

Merge Contents
Creating a Merge Data File
Editing an Ami Pro Merge Data File
Sorting Records in a Merge Data File
Displaying Records in a Merge Data File

You can sort the records in a merge data file by the field you specify. This allows you to change the information that displays in the tab dividers in the Data File dialog box.

To sort records in a merge data file

1. Choose File/Merge.
2. Select option 1 to edit the merge data file.
3. Choose OK.

   If the merge data file is not displayed, Ami Pro prompts you for the name of the file. Specify the name of the desired file and choose Edit.

   Ami Pro displays the first record in the Data File dialog box.

4. Choose Sort.
5. Select the field you want to use for the sort.
6. Select the desired Sort type.

   Alphanumeric
   Ami Pro sorts by both text and numbers, character by character, ordering numbers first, then letters.

   Numeric
   Ami Pro sorts according to the values of the numbers. Any text that does not contain numbers is placed at the end of the list in correct alphabetical order.

7. Select the desired Sort order.

   Ascending
   Sorts the data from A to Z or 0 to 9.

   Descending
   Sorts the data from Z to A or 9 to 0.

8. Choose OK.

   Ami Pro sorts the records and displays the information contained in the sorted field in the tab dividers.

See also:

Merge Contents
Creating a Merge Data File
Displaying Records in a Merge Data FIle
Editing an Ami Pro Merge Data File

You can use merge to print mailing labels using the records in a previously created merge data file or print individual labels using the text you specify.

To merge or print Avery labels

1. Choose File/New.
2. Select the _LABEL.STY style sheet designed for Avery labels.
3. Select Run macro.
4. Choose OK.
5. Select the type of Avery label you want to use.

   The Labels list box displays the Avery labels in alphabetical order by type of label. If you want the list organized by part numbers in numerical order, deselect Sort by label type.
6. Choose the desired command button.

   Merge
   Merges the data in the merge data file you specify to the Avery label you select.

   Manual
   Prints the text you specify to the Avery label you select.

   Ami Pro changes the page layout to match the size of the label you select. You can now specify either the merge data file you want to use or the text you want to print.

To merge Avery labels

If you selected Merge in the Labels dialog box, Ami Pro displays the Select Merge Data File dialog box.

1. Specify the merge data file you want to use.
2. Choose OK.

   Ami Pro displays the Insert Merge Field dialog box.
3. Insert the desired field names into the label merge document.
4. Choose Continue Merge.

   Ami Pro displays the Welcome to Merge dialog box.
5. Select option 3 to merge and print the label document.
6. Choose OK.

   Ami Pro displays the Merge dialog box.
7. Select the desired type of merge.
8. Choose OK to start the merge.

To print Avery labels

If you selected Manual in the Labels dialog box and you are using a laser printer, Ami Pro displays a table that represents one sheet of Avery labels. Each table cell is the size of one label.

If you selected Manual and you are using a dot matrix printer, Ami Pro displays one label.

1. Type the desired label text in each cell or on each label.

   You can add additional rows or insert page breaks to create additional labels.
2. Choose File/Print.
3. Specify the desired options.
4. Choose OK to print the labels.

   Ami Pro prints as many labels as you typed in the table

See also:

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You can merge data in an existing merge data file to a custom size label instead of an Avery label.

To merge and print custom labels

1. Choose File/New.
2. Select the _LABEL.STY style sheet designed for Avery labels.
3. Select Run macro.
4. Choose OK.

   Ami Pro displays the Labels dialog box.
5. Choose Custom.

   Ami Pro displays the Modify Page Layout dialog box.
6. Specify zero as the top and left margins.
7. Specify the horizontal distance between the labels as the right margin.
8. Specify the vertical distance between the labels as the bottom margin.
9. Select Page settings.
10. Select Custom.
11. Specify the width and height of a single mailing label.
12. Choose OK.

    Ami Pro displays the Select Merge Data File dialog box.
13. Specify the merge data file you want to use.
14. Choose OK.

    Ami Pro displays the Insert Merge Field dialog box.
15. Insert the desired field names into the label merge document.
16. You can adjust the placement of the data on each label by choosing Page/Modify Page Layout and modifying the margin settings or by specifying the desired alignment for the field names using either Text/Alignment or Style/Modify Style.
17. Choose Continue Merge.
18. Select option 3 to merge and print the label document.
19. Choose OK.

    Ami Pro displays the Merge dialog box.
20. Choose Labels to indicate that the data should print on labels and to specify how many labels there are on each sheet or page.
21. Specify the desired number of Labels across page and Labels down page.
22. Select inches, centimeters, picas, or points as the unit of measurement.
23. Specify the desired number of times you want Ami Pro to print each label.

    The Labels options indicate the number of columns and rows on each sheet of labels.
24. If necessary, specify the desired position for the first label. These options indicate where the first label is located on the sheet of labels.

    Some laser printers have "no print" areas where they cannot print text. You can use the First label indent options to prevent Ami Pro from placing text in those areas.

    Down
    Prints the first label down from the top of the page by the amount you specify.

    Right
    Prints the first label in from the left edge of the page by the amount you specify.

25. Choose OK to return to the Merge dialog box.
26. Place the label sheets into the printer.
27. Select Merge & print.
28. Choose OK.

   Ami Pro prints the specified number of labels for each record in the merge data file. It prints the labels in order across the page and then down the page.

See also:

   Merge Contents
   Merging the Data
   Creating a Merge Data File
   Using Run Macro
   Merging Envelopes

You can print more than one record on a page. This is useful for printing a list of either all the records in the merge data file or the information contained in certain fields of the merge data file.

You can also use the NextRec power field to print a list of records.

You must create a label merge document to print a list of records. The page size should equal the dimensions of a single record. For example, if you want each record on a single line, the page size might be 8.5 inches by .5 inches. If you want each record on multiple lines, as in a label, the page size might be 2.5 inches by 1 inch.

To print a list of records

1. Make the label merge document the active window in Layout mode.
2. Choose File/Merge.

    If the Insert Merge Field dialog box is displayed, choose Continue Merge.
3. Select option 3 to merge and print the document.
4. Choose OK.
5. Choose Labels.
6. In the Labels across page and Labels down page text boxes, specify the number of columns and rows that you want on a page.
7. Specify 1 as the desired number of times you want Ami Pro to print each record.
8. Choose OK to return to the Merge dialog box.
9. Place regular paper into the printer.
10. Select Merge & print.
11. Choose OK.

    Ami Pro prints a list of the records, with the desired number of records on the page.

See also:

Merge Contents
Creating a Merge Document
Creating a Merge Data File
Using Pre-Defined Power Fields

You can use Merge conditions to merge only certain records in the merge data file. For example, you could use conditions to send a letter only to those people who live in Georgia, or to exclude only those people who live in Alabama.

To use conditions

1. Make the merge document the active window.
2. Choose File/Merge.
3. Select option 3 to merge and print the document.
4. Choose OK.
5. Choose Conditions.
6. Specify the Field name you want Ami Pro to use as the basis for selecting which records to merge.

   When the insertion point is in the Field name text box, Ami Pro displays a list of field names in a Field names list box. You can select the desired field name or type it in the text box.
7. Specify the Operator you want Ami Pro to use as the basis for selecting which records to merge. The operator is the relationship between the Field name and the Value you specify.

   Available relational operators are:

=	equal to
<	less than
>	greater than
!=	not equal to
<=	less than or equal to
>=	greater than or equal to

When the insertion point is in the Operator text box, Ami Pro displays a list of the available relational operators in an Operators list box. You can select the desired operator or type it in the text box.

8. Specify the Value you want Ami Pro to use as the basis for selecting which records to merge. The Value is the text or number for a specified field in a particular record.
9. If you want to specify more than one set of criteria for Ami Pro to use as the basis for selecting which records to merge, select And or Or.

   And
   Records in the merge data file should match the Field name, Operator, and Value specified in the first set of criteria and the Field name, Operator, and Value specified in the subsequent set (s) of criteria.

   Or
   Records in the merge data file should match either the Field name, Operator, and Value specified in the first set of criteria or the Field name, Operator, and Value specified in the subsequent sets of criteria.
10. Choose OK to return to the Merge dialog box.

See also:

Merge Contents
Creating a Merge Data File
Creating a Merge Document
Merging the Data

You can use different types of data files for a merge. The data can be stored in an Ami Pro merge data file, an Ami Pro table, or a database or spreadsheet file.

You can use a data (records) file created in another application as a merge data file if the file is in one of the following formats:

- Fixed length ASCII
- Comma Delimited ASCII

  If you want to use an ASCII data file that is in a delimited format other than comma delimited (for example, quote delimited), you should import the external file into an Ami Pro document.

- DIF
- Lotus 1-2-3 releases 1, 1A, 2.0, and 2.01 (.WKS and .WK1)
- Lotus 1-2-3 releases 3.0, 3.1, and 1-2-3 for Windows (.WK3)
- dBase versions III, III+, and IV
- Excel version 4.0 and prior versions (.XLS)
- Organizer release 1.x
- Paradox versions up to 3.5 (.DB)
- SuperCalc versions 3 and 4

See also:

Merge Contents
Understanding Merge
Using a Table as a Merge Data File
Using an External Data File as a Merge Data File
Creating a Merge Data File
Merging with Other Types of Delimited ASCII Data Files

You can use an Ami Pro document that contains a table as the merge data file for a merge, if the document does not contain any text other than the data in the table.

To use a table as a merge data file

When you use a table as the source of the data, each column in the table represents a field and each row represents a record. You should type the field names in the first row of the table. You do not need to type any delimiters in the table.

When you are ready to assign a merge data file and insert the field names into the merge document, specify the name of the Ami Pro document that contains the table you want to use.

You cannot use the automated data entry procedure for a table. You must open the table merge data file and modify the data manually.

You can import data created in another application into an Ami Pro table and then use the table document as the merge data file. If necessary, type the field names in the first row of the table.

See also:

> Merge Contents
> Understanding Merge
> Using Different Types of Data Files for a Merge
> Using an External Data File as a Merge Data File
> Merging with Other Types of Delimited ASCII Data Files

You can use a records file created in another application as a merge data file. You cannot edit the data file in Ami Pro.

To use an external data file as a merge data file

1. Create the records file in the other application.
2. Make the document that contains the standardized text (the letter or report) the active window in Layout mode.
3. Choose File/Merge.
4. Select option 2 to edit the merge document.
5. Choose OK.
6. Choose Yes to use the current document.
7. Select the type of file you want to use as the merge data file.
8. Specify the name of the merge data file you want to assign to the merge document.

   You can specify the desired drive and directory by selecting them in the list boxes or by typing the path in the File name text box.
9. Choose OK.

   Ami Pro checks the merge data file for field names. If Ami Pro finds field names, it displays the Insert Merge Field dialog box so you can insert the field names into the merge document.
10. Insert the field names into the merge document.

See also:

Merge Contents
Understanding Merge
Creating a Merge Data File
Using Different Types of Data Files for a Merge
Using a Table as a Merge Data FIle
Merging with Other Types of Delimited ASCII Data FIles
Creating a Merge Document
Specifying Field Names for an External Data File

You can specify where the field names for the external data file are stored or create a description file for the field names.

If Ami Pro does not find separate field names in the external data file, it displays the Merge Data File Fields dialog box. You must specify where the field names are stored.

To specify field names

1. Select the desired option.

    Field names in first record of data file
    The first record of the external data file contains field names instead of data.

    If this option is dimmed, you must create a description file. The description file contains a list of the fields in the external data file.

    Field names listed in description file
    The file you specify in the Description file list box contains the field names. You can select an existing file or type the name of a new file.

2. Choose the desired command button.

    OK
    Displays the Insert Merge Field dialog box, which contains a list of the field names for the data in the external data file. Go to step 3.

    Create Description File
    Displays the Create Description File dialog box so you can specify the field names.

3. For each field, type the field name and either press ENTER or choose Add.

    If you are using a fixed length ASCII file, you must type the field name, a comma, and the number of characters in the field before you press ENTER or choose Add. You can obtain the field lengths from the application used to create the ASCII data file.

    You must insert field names for each field in the external data file in the order in which they occur. You can rearrange the field names by selecting a field name and moving it up or down in the list box.

    If you need to remove a field name, select the field in the list box and choose Remove.

4. Choose OK.

    Ami Pro displays the Insert Merge Field dialog box.

5. Insert the desired field names into the merge document.

See also:

In some delimited ASCII data files, fields are separated by a character other than a comma. Certain database applications, for example, export their records into an ASCII file where fields are delimited by quotation marks.

You cannot use these data files as merge data files. You can, however, import the data into an Ami Pro document, specify the desired delimiters, and then use the Ami Pro document as the merge data file.

To merge with other types of delimited ASCII data files

1. Create a new Ami Pro document.
2. Insert the merge data file into the Ami Pro document.
3. On the first line of the document, type the delimiter that is used to separate the fields, followed by the delimiter that is used to mark the end of a record.
4. Press ENTER.

   If the record delimiter is a carriage return/line feed, press ENTER after typing just the field delimiter.
5. Starting on the second line, type the name of each field followed by the field delimiter.
6. After the last field name, type any record delimiter.
7. Press ENTER.
8. Choose File/Save.
9. Specify a file name and press ENTER.

See also:

Merge Contents
Understanding Merge
Creating a Merge Data File
Importing a Text or Data File
Creating a Merge Document

To view Help on a message included in one of the alphabetical ranges below, point to an underlined range and click the mouse button, or press TAB until the range is highlighted and then press ENTER.

Ami Pro Messages (A-L)

Ami Pro Messages (M-Z)

You can get Help for each message Ami Pro displays. The messages are listed in alphabetical order.

Point to the message for which you want to display Help and click the mouse button or press TAB until the desired message is highlighted and press ENTER.

(Application) is not active. Run it now?

(Directory) is not a directory

(Fieldname) is a predefined field, and can not be redefined.

(Fieldname) is not a valid field name

(Filename) already exists. Do you want to overwrite it?

(Filename) does not exist. Do you want to create it?

(Filename) has changed. Save changes?

(Filename) is a master document. Would you like to also copy the included file(s)?

(Filename) is already open. You cannot save any changes to this one.

(Filename) is currently protected. You cannot save any changes

(Key) is too long a key for Glossary

(Rule) already exists

(Rule) has changed

(Style sheet) has changed. Save changes.

(Stylename) cannot be removed

(Stylename) is already used. Do you want to replace it?

(Word) is not in the thesaurus

A Table of Contents created when Display-As-Printed is not selected...

Ami Pro cannot find the merge field names.

Ami Pro has detected an internal error.

Ami Pro will remove any shortcut keys you assigned to macros.

Bookmarks cannot be placed inside one another.

Cannot accept an object that Ami Pro can not display.

Cannot add any more words to Replace All list.

Cannot add any more words to Skip All list.

Cannot add any more words to the user dictionary

Cannot create temp file to complete export to (filename)

Cannot create temporary file for frame.

Cannot disconnect protected connected cells

Cannot display the header/footer requested.

Cannot do that command to an encrypted file.

Cannot drag & drop rows that contain any footnotes

Cannot drag & drop column A when there are footnotes

Cannot drop column(s) before column A when...

Cannot drop data in a footnote

Cannot drop footnote references below the first...

Cannot drop on top of protected cell

Cannot establish DDE link to (application)

Cannot establish DDE link to acceptable DDE format

Cannot find (directory) (filename)

Cannot find a library for frame.

Cannot find a printer driver

Cannot find requested document file.

Cannot find the hyphenation dictionary

Cannot find the specified file: (filename)

Cannot find the spelling dictionary

Cannot find the style referenced

Cannot find the thesaurus

Cannot go to that type of item right now

Cannot import file

Can not import file without an address section

Cannot increase table column width if the table fills the...

Cannot load (application)

Cannot load (filename)

Cannot load macro dll.

Cannot load the file management program

Cannot load the grammar program

Cannot load the spelling program

Cannot load the thesaurus program

Cannot open (filename)

Cannot open amipro.ini

Cannot open file for import/export

Cannot open style sheet

Cannot open style sheet (filename)

Cannot overwrite (filename)

Cannot overwrite style sheet (style filename)

Cannot place your text on any succeeding page

Cannot read file for import

Cannot reopen document file

Cannot resize and display graphic

Cannot sort across DDE or field escapes which span paragraphs.

Cannot sort tables which contain footnotes

Cannot understand this formula

Cannot write data for frame.

Cannot write to directory (directory).

Can only have one TOC style for level number

Changing (style) to have attributes of the selected paragraph's text.

Click on word to look up and try again

Connected cell detected in the sort range.

Copied cells do not fit in table

Could not find AmiPrint.

Large section of documents do not match. Continue?

Layout Changes cannot be made because of low memory. Reduce memory usage and try later.

You can get Help for each message Ami Pro displays. The messages are listed in alphabetical order.

Point to the message for which you want to display Help and click the mouse button or press TAB until the desired message is highlighted and press ENTER.

Macros must be appended in the main body

Mail server not responding.

Maximum paragraph size encountered

Memory exhausted for style management

Must specify an output file for the Index.

Must specify an output file for the Table of Contents.

Must specify a primary.

NewWave is unable to make a copy of this object while application is open.

No field names in DIF file or the description file

No field names in the description file

Not an Ami Pro document

Not enough memory to complete export to (filename)

Not enough memory to rotate bitmap

Out of memory for frame

Out of memory for Note text.

Out of memory for this document

Out of system memory

Output file cannot be the master document

Output Filename Required

Paste all the data in the current cell?

Path for data file is too long.

Path for description file is too long.

Record size exceeded. Increase GlossarySize

Removing (style) could affect other documents

Return address (return address name) already exists.

Save (Untitled)?

Save As Ami 1.0 no longer supported.

Save changes to (filename)?

Select an empty frame before importing this file

Select where you want the imported text to be inserted

Shade range does not match copied data range.

Shaded region contains a page table that will not be cut/copied.

Sort area too large to hold memory

Some of the information you are cutting cannot be put in the clipboard

Style sheet (style sheet)already exists

Temporary File space is low. Performance will be degraded.

The character set of this document (filename) is not supported in this version of Ami Pro

The clipboard contains no text data. Do you wish to enter the data now?

The frame is too small to create a chart.

The print spooler has run out of disk space

The printer (printer driver) is not enabled.

The style sheet for this document is in a different version format

The value input is incorrect.

The word immediately before this one was spelled exactly the same

There are invalid merge filds in this document

There are merge fields in the current document that do not match..

There can only be 9 document windows open.

There is a DDE link in the selection to be deleted

There is a field in the selection to be deleted.

There is a floating frame in the selection to be deleted

There is a Floating Header/Footer in the selection to be deleted

There is a Footnote in the selection to be deleted

There is a formula that tries to divide by zero

There is a merge data file assigned to this document.

There is a NewWave link in the selection to be deleted.

There is a Note in the selection to be deleted

There is a page break, column break or ruler in the section to be sorted

There is a page break or page layout in the selection to be deleted

There is a table in the selection to be deleted.

There is no field delimiter. Please specify one

There is not enough disk space for the temporary file

There is not enough room on disk for backup of (filename)

There is not enough room on that disk

This document already has a data file assigned to it

This demonstration release does not support that command.

This demonstration release does not support that filter.

This document is part of a Master document.

This document or style sheet has been saved in a different format

This document was saved while in revision marking mode.

This field contains a circular formula

This file cannot be opened

This file is not in DIF format

This frame already contains data. Select an empty frame...

This frame is too small to display your text.

This graphic will not display on the screen

This object supports both visual and data passing views.

This will undo all the changes you have made

TOC style does not exist in document

Unable to complete backup for file (filename)

Unable to complete copy

Unable to complete export to (filename)

"(Application) is not active. Run it now?"

Ami Pro tried to establish a DDE link to the host application, but either that application is not running, or Ignore Remote Request is specified in that application, or the particular file is not open.

Choose YES if you want to run the application. Choose NO if you know the host application is running and you want to change the Ignore Remote Request option.

"(Fieldname) is not a valid field name."

You tried to use File/Merge and Ami Pro encountered a merge field name in the standard document that is not defined in the specified merge data file.

Choose OK. Make certain you are using the merge data file that matches the merge standard document and retry.

"(Key): is too long a key for Glossary."

The glossary field name referenced in the message contains too many characters. The maximum length for a field name is 27 characters.

Choose OK. Use File/Open to display the glossary data file and reduce the length of the referenced field name.

"(Filename) already exists. Do you want to overwrite it?"

You tried to Rename, Copy, Move, Save or Save As a document and an existing document already has the name you want to use.

Choose YES to overwrite the contents of the existing document. To keep the original document, choose NO, retry the command and specify a different file name for the new document.

"(Filename) does not exist. Do you want to create it?"

You used File/Open and typed a file name that does not exist.

If you are sure the file exists, choose NO, check the spelling of the path and file name, and retry. Choose YES if you intentionally typed a name that does not exist and you want Ami Pro to create a new document with that name.

"(Filename) has changed. Save changes?"

You tried to exit Ami Pro or Windows or you used File/Open or File/New, but you did not save the changes you made to the current document.

Choose YES to save the changes. Choose NO to lose the changes.

"(Filename) is a master document. Would you like to also copy the included file(s)?"

You tried to use File Management to copy a master document.

Choose YES to copy all the documents included in the master document to the same destination as the master document. Choose NO to copy only the master document.

"(Filename) is currently protected. You cannot save any changes to the displayed document."

You tried to open, save, or close a document that is either write protected or is being used by another person on the network.

If you tried to use File/Open, choose OK to display a read-only copy of the document. Otherwise, choose CANCEL, use File Management to remove the read-only attribute, and try again.

If you tried to use File/Save or File/Close in a read-only document after you made changes to the document, choose OK to close the document without saving the changes. Choose CANCEL and then choose File/Save As and specify a different file name to save the changes.

"(Name) is not a directory."

You typed the name of a directory that either does not exist or is spelled incorrectly. Choose OK. Check the spelling of the path name and retry.

"(Rule) has changed. Save changes?"

In the Grammar and Style Options dialog box, you changed the settings in one set and selected another set without choosing Save.

Choose YES to save the changes. Choose NO to lose the changes.

"(Rule) already exists. Do you want to replace it?"

You chose Tools/Grammar Check/Options, created a Grammar and style set, and tried to save the set to an existing Grammar and style set name.

Choose YES to overwrite the existing Grammar and style set. To keep the original Grammar and style set, choose NO, choose Save As, and specify a different name.

"(Stylename) cannot be removed."

In the Style Management dialog box, you tried to remove the Body Text, Table Text, or Footnote paragraph style. These paragraph styles may be modified but not removed.

Choose OK.

"(Stylename) has changed. Save changes?"

In the Modify Style dialog box, you changed the settings in one paragraph style and selected another paragraph style without choosing Save.

Choose YES to save the changes. Choose NO to lose the changes.

"(Stylename) is already used. Do you want to replace it?"

You used Style/Create Style and specified the name of an existing paragraph style.

Choose YES to overwrite the existing paragraph style. To keep the original paragraph style, choose NO, retry the command, and specify a different paragraph style name.

"(Word) is not in the thesaurus."

You tried to use Tools/Thesaurus but the word you selected is either spelled incorrectly or is not contained in the thesaurus.

Choose OK. Make certain the word is spelled correctly and retry.

"(Field name) is a predefined field and cannot be redefined."

You tried to save a power field you created and you specified the name of a power field provided with Ami Pro.
Choose OK. Retry and specify a different field name.

"(Filename) is already open. You cannot save any changes to this one."

You chose File/Open and selected a file that is already open.

Choose OK to display a second copy of the same document. This second copy will be read-only. You cannot save any changes to it.

"Ami Pro cannot find the merge field names. Select the merge field names for the recipient's address and try again."

You chose File/Print Envelope and specified that you wanted to merge envelopes, but you did not select the field names you want Ami Pro to use for the merge.

Choose OK. Select the merge field names for the recipient's address and retry.

"Ami Pro has detected an internal error. Save this file under a new name, if you wish, and then exit immediately."

Ami Pro has detected an internal error that could result in the loss of your document if you continue.

Choose OK. Use File/Save As and specify a new file name, then exit Ami Pro immediately. Restart both Windows and Ami Pro. Begin work with the newly named document to ensure that it is intact. If not, try using the original document.

If you find a set of circumstances that produces this error often or consistently, call Lotus Technical Support to report the problem and get additional assistance.

"Ami Pro will remove any shortcut keys you assigned to macros. All shortcut keys originally provided in Ami Pro now replace the shortcut keys you assigned to macros."

You chose Tools/Macros/Edit and selected Reset All.

Choose OK if you want to remove all the shortcut keys you assigned to macros. The shortcut keys originally provided with Ami Pro are now enabled. Choose Cancel if you want to retain the shortcut keys you assigned to macros.

"Bookmarks cannot be placed inside one another."

You tried to place a bookmark in selected text and a bookmark was previously created at that location. Only 1 bookmark can be placed in a paragraph.

Choose OK. Place the insertion point in another paragraph and retry.

"Can only have one TOC style for level number."

You chose Tools/TOC, Index/TOC Options and tried to assign more than one paragraph style to a single TOC level.

Choose OK. Make certain that only one paragraph style is assigned to each TOC level and retry.

"Cannot write to directory (directory)."

You tried to write to a directory and were denied access.
Choose OK. Make sure you have rights to that directory and retry.

"Cannot accept an object that Ami Pro can not display."

The object you are trying to bring into an Ami Pro object cannot be displayed in Ami Pro. Choose OK. The frame will remain empty. Retry and specify another object.

"Cannot add any more words to Replace All list. Use the Replace command instead."

You used Tools/Spell Check and chose Replace All when Ami Pro found a word. Ami Pro can store 1,000 bytes of information in the Replace All list and you have exceeded that amount.

Choose OK to continue Spell Check and use Replace instead of Replace All, or choose CANCEL, retry Tools/Spell Check, and use Replace All.

"Cannot add any more words to Skip All list. Use the Skip command instead."

You used Tools/Spell Check and chose Skip All when Ami Pro found a word. Ami Pro can store 1,000 bytes of information in the Skip All list and you have exceeded that amount.

Choose OK to continue Spell Check and use Skip instead of Skip All, or choose CANCEL, retry Tools/Spell Check, and use Skip All.

"Cannot add any more words to the user dictionary. Free more hard disk space to create a larger user dictionary."

You used Tools/Spell Check and chose Add To Dictionary when Ami Pro selected a word. Ami Pro cannot add the word because there is insufficient space on the hard disk or insufficient memory to hold all the words in the user dictionary.

Choose OK. Check the following before you retry:

- Make certain there is sufficient disk space available.   If necessary, move or delete some files and retry.
- Close any unnecessary running applications to increase the amount of available memory and retry.

"Cannot create temp file to complete export to (filename)."

You tried to use File/Save As and Ami Pro cannot create or write to the temporary file created during the Export process.

Choose OK. Check the following before you retry:

* Make certain there is sufficient disk space available. If necessary, move or delete some files.

* Check the AUTOEXEC.BAT file to see if there is a set temp= statement. If there is not, temporary files used by Ami Pro are written to the root directory of your hard disk. You may want to add a set temp= statement in the autoexec.bat file to have temporary files placed in a particular drive or directory. An example of a set temp= statement is:

 SET TEMP=C:\TEMP

 where \TEMP represents the directory on drive C where temporary files should be placed.

* If you already have a set temp= statement in the autoexec.bat file, make certain the directory path specified is valid.

"Cannot create temporary file for frame. Frame contents will not be displayed."

Ami Pro cannot create the temporary file needed for a picture.

Choose OK. Make certain there is sufficient disk space available for the file. If necessary, move or delete some files.

"Cannot disconnect protected connected cell(s). Drop aborted."

You tried to use Drag & Drop to move or copy a column or row to a column or row of cells that is protected and connected.

Choose OK. Choose Tables/Modify Table Layout, deselect Honor protection, and try again.

"Cannot display the header/footer requested."

You tried to use Find & Replace in a header or footer text stream, or tried to place the insertion point in a header or footer, and Ami Pro cannot display the header or footer.

Choose OK. If there are multiple floating headers or footers on a single page, a second or subsequent header or footer may be preventing the first one from displaying. Choose Page/Floating Header/Footer and remove one or more of the floating headers or footers.

If you inserted page layouts into the document, or you are using right and left page layouts, there may be a fixed header or footer that cannot be displayed. Choose Page/Insert Page Layout/Remove to remove the inserted page layout, or choose Page/Modify Page Layout and select All Pages.

"Cannot do that command to an encrypted file. De-Encrypt and try again."

You tried to use Tools/Doc Compare, Edit/Insert/Glossary Record, Edit/Bookmark, or File/Merge when either the current document, the document you are comparing, or the data file is password protected.

Choose OK, remove the password protection, and retry.

To remove password protection

1. Open the document that is password protected.
2. Choose File/Save As.
3. Specify a different file name.
4. Unselect Password protect.
5. Choose OK.

"Cannot drag & drop column A when there are footnotes in the table. Drop was aborted."

You placed the insertion point in column A in a table that contains footnotes and pressed ALT+→ to move the column.

Choose OK.   Press SHIFT+↓ or or use a mouse to select only the cells you want to move and then press ALT+→.

"Cannot drag & drop rows that contain any footnotes. Drop was aborted."

You tried to use Drag & Drop to move or copy a row that contains footnote text. Choose OK. Move or copy another row or remove the footnote.

"Cannot drop column(s) before column A when there are footnotes in the table. Drop was aborted."

You placed the insertion point in column B in a table that contains footnotes and pressed ALT+← to move the column before column A.

Choose OK. Press SHIFT+↓ or or use a mouse to select only the cells you want to move and then press ALT+←.

"Cannot drop data in a footnote. Drop was aborted."

You tried to use Drag & Drop to move or copy data to a row that contains footnote text.
Choose OK. Move or copy the data to another location in the table or remove the footnote.

"Cannot drop footnote references below the first footnote row. Drop was aborted."

You tried to use Drag & Drop to move or copy a row that contains a footnote reference below the footnote text associated with that footnote.

Choose OK. Move or copy the row to another location in the table or remove the footnote.

"Cannot drop on top of protected cell(s). Drop was aborted."

You tried to use Drag & Drop to move or copy multiple cells to cells that are protected.
Choose OK. Choose Table/Modify   table   layout, deselect Honor protection, and try again.

"Cannot establish DDE link. Acceptable DDE format is not available."

Ami Pro cannot paste or re-establish a link.

Choose OK. Check the following before you retry:

- There may not be enough system memory available. To increase the amount of available memory, close any unnecessary running applications.
- Make certain the other application is available.
- Make certain the other application can supply data in a format Ami Pro can use. To check this, re-copy the data from the other program, then use the Clipboard to display the contents of the data you copied. Choose Display and make certain Bitmap, Picture, and Text are available options.

"Cannot establish DDE link to (application) for (filename) item (name)."

Ami Pro cannot establish a link to the specified item in the file in the other application.
Choose OK. Check the following before you retry:
- Make certain the other application is running.
- Make certain the linked file has not been deleted or renamed.
- Make certain the item, such as a range, has not been deleted.

"Cannot find (directory) (filename)"

The path or file name you tried to use either does not exist or is spelled incorrectly.

Choose OK. Check the spelling of the directory and file name. If the source path and file name are correct, check the destination path and file name.

If this message is "Cannot find the specified file," you tried to display or print a page that contains a picture and Ami Pro cannot find the graphic file that contains the picture.

"Cannot find the hyphenation dictionary. Check the Language Path under Tools/Spell Check/Language Options."

Ami Pro cannot find the hyphenation files.

Choose OK. Choose Tools/Spell Check and choose Language Options. Make certain the path specified in the Language Path text box matches the Hyphenation Data Path specified in the WINDOWS\LOTUS.INI file. Also make certain the LOTUS??1.HYP hyphenation file is in the specified directory.

"Cannot find a library for frame. Frame contents will not be displayed."

The program library for the graphic you are trying to display cannot be found.

Choose OK. Make certain the AMIPRO.INI file contains a line referencing this type of graphic file and the matching program file exists in the AMIPRO directory.

"Cannot find a printer driver. Formatting for the screen."

You used File/Open or File/Print and Ami Pro cannot find a printer driver for either the printer selected for this document or the Windows default printer. There may not be an active printer recognized by Windows.

Choose OK. If you tried to open a file, the document will display on the screen. Choose Control Menu/Control Panel and choose Printers to install or activate the correct printer. Then choose File/Printer Setup to make certain the correct printer is selected.

"Cannot find requested file."

You tried to insert a file into an Ami Pro document and the file name you specified either does not exist or is spelled incorrectly.

Choose OK. Check the spelling of the file name and retry.

"Cannot find the spelling dictionary. Check the Language Path under Tools/Spelling/Language Options."

You tried to use Tools/Spell Check and Ami Pro cannot find the dictionary files.

Choose OK. Choose Tools/Spell Check and choose Language Options. Make certain the path specified in the Language Path text box matches the Spell Checker Data Path specified in the WINDOWS\LOTUS.INI file. Also make certain the *.DIC dictionary files are in the specified directory.

"Cannot find the specified file: (filename)."

You tried to display or print a page that contains a picture and Ami Pro cannot find the graphic file that contains the picture.

Choose OK. Make certain the file exists in the referenced location. If it does not, copy the graphic file to the specified directory and retry.

"Cannot find the style referenced."

You tried to use Edit/Find & Replace and specified a paragraph style in either the Find or Replace With text box that Ami Pro cannot find.

Choose OK. Check the spelling of the paragraph style name and retry. Paragraph style names must be typed exactly as they appear in the Style Status or Styles Box, including the case.

"Cannot find the thesaurus."

You tried to use Tools/Thesaurus and Ami Pro cannot find the *.SYN and *.ENV files.

Choose OK. Choose Tools/Spell Check and choose Language Options. Make certain the path specified in the Language Path text box matches the Thesaurus Data Path in the WINDOWS\LOTUS.INI file. Also make certain the *.SYN and *.ENV files are in the specified directory.

"Cannot go to that type of item right now."

You tried to use Edit/Go To and Ami Pro cannot move the insertion point to the item you specified. Choose OK. If you are in Draft mode, change to Layout mode, place the insertion point in the main document text, and retry.

"Can not import file without an address section."

You tried to import an Organizer file that either does not have an address section, or the address section was created by including files.

Choose OK. Ami Pro opens an untitled document, but does not import any Organizer address records.

"Cannot import file: (filename)"

You tried to use File/Open and Ami Pro encountered an error while importing the specified file. Choose OK. Check the following before you retry:

- You may have exceeded the limit of 65,408 paragraphs allowed in a document. Try dividing either the current document or the file you are importing into two smaller files.
- Make certain the file you are trying to import is not corrupted.

"Cannot load (application)."

You tried to use File/Open to display a document containing DDE links and a DDE-linked application cannot be loaded for the current document.

Choose OK. The application may not be in the DOS PATH. Load the program manually and retry.

"Cannot load (filename). Hyphenation will not be available."

Ami Pro cannot find the LOTUS??1.HYP and/or LTSHYPH*.DLL files.

Choose OK. Make certain the LOTUS??1.HYP and LTSHYPH*.DLL files are in the same directory as AMIPRO.EXE. If the files are not there, they have been moved, deleted, renamed, or were not initially installed. If you cannot locate either of the files, reinstall Ami Pro.

"Cannot load macro dll."

Ami Pro cannot find the AMIMACRO.DLL file.

Choose OK. Make certain the file is in the same directory as AMIPRO.EXE. If the AMIMACRO.DLL is not there, it has been moved, deleted, renamed, or was not initially installed. If you cannot locate the file, reinstall Ami Pro.

"Cannot load the spelling program."

You tried to use Tools/Spell Check and Ami Pro cannot find the LTSSPL*.DLL file.

Choose OK. Make certain the LTSSPL*.DLL file is in the same directory as AMIPRO.EXE. If the file is not there, it has been moved, deleted, renamed, or was not initially installed. If you cannot locate the file, reinstall Ami Pro.

"Cannot load the file management program."

You tried to use File/File Management and Ami Pro cannot find the AMIFM.EXE file.

Choose OK. Make certain the file is in the same directory as AMIPRO.EXE. If the AMIFM.EXE file is not there, it has been moved, deleted, renamed, or was not initially installed. If you cannot locate the file, reinstall Ami Pro.

"Cannot load the grammar program."

You tried to use Tools/Grammar Check, but Ami Pro cannot find the LOTUS??1.GCS and/or LTSGRM1.DLL files.

Choose OK. Check the following before you retry:

- If you are using the American version of Ami Pro but you selected British as the language, you can choose Tools/Spell Check and choose Language Options. Select American, choose OK, and try again. Although the British dictionary is shipped with Ami Pro, the British grammar program is not available.

- Make certain the LOTUS??1.GCS and LTSGRM1.DLL files are in the same directory as AMIPRO.EXE. If the files are not there, they have been moved, deleted, renamed, or were not initially installed. If you cannot locate either of the files, reinstall Ami Pro.

"Cannot load the thesaurus program."

You tried to use Tools/Thesaurus and Ami Pro cannot find the AMITHES*.EXE file.

Choose OK. Check the following before you retry:

- If you are using a Lotus International Dictionary and you installed it before you installed Ami Pro, reinstall the International Dictionary.

- Make certain the AMITHES*.EXE file is in the same directory as AMIPRO.EXE. If the file is not there, it has been moved, deleted, renamed, or was not initially installed. If you cannot locate the file, reinstall Ami Pro.

"Cannot increase table column width if the table fills the entire page."

You chose Table/Column/Row Size and tried to increase the column width. You cannot increase the column width because the table fills the entire page.

Choose OK. Decrease the size of another column and try again.

"Cannot open amipro.ini. Touch F1 for more information on how to correct this problem."

You tried to load Ami Pro but Ami Pro either could not find the WINDOWS\AMIPRO.INI file or the file contains incomplete or incorrect information.

Choose OK. Choose File/Exit to exit Ami Pro.

If you recently installed a new version of Windows into a directory other than the previous WINDOWS directory and you deleted the previous version of Windows, several initialization files for Ami Pro are no longer available. You must reinstall Ami Pro for the application to run correctly.

If you did not recently install a new version of Windows, you can use the Windows File Manager to copy AMIPRO\AMIPRO.IN2 to WINDOWS\AMIPRO.INI. Exit Windows and then start Windows and Ami Pro again.

The AMIPRO.IN2 file is a backup of the original AMIPRO.INI file that Ami Pro creates during the installation. Any changes you made to user setup, view preferences, frame, and other defaults are no longer implemented. You must set these defaults again.

"Cannot open (filename)."

You tried to use File/File Management and Ami Pro cannot find the file you want to copy, move, rename or delete.

Choose OK. Check the spelling of the file name, make certain the file is located in the drive and directory you specified, and retry.

"Cannot open file for import/export."

You tried to use File/Open or File/Save As and the file name you specified either does not exist, or is spelled incorrectly, the file is not in the drive or directory you indicated, or the file is write-protected.

Choose OK. Check the following before you retry:

- Make certain the file is not read-only. Choose File/File Management/File/Attributes to verify that the file is read-write.
- Check the spelling of the path and file name.

"Cannot open style sheet."

You tried to use Style/Style Management and Ami Pro cannot find the style sheet associated with the document. It may have been moved, deleted, renamed, or it may be write-protected.

Choose OK. Check the following before you retry:

- Choose File/File Management/File/Attributes to remove the read-only attribute.
- Choose Tools/User Setup and choose Paths. Make certain the style sheet path is set to the path that contains the style sheet associated with the document.

"Cannot open style sheet (filename)."

You tried to use either File/Open or Style/Style Management and Ami Pro cannot open the style sheet associated with the document. The file you want to open may have been copied from another disk without a style sheet, or the style sheet specified as the default is not in the current style sheet directory.

Choose OK. If Ami Pro displays the Use Another Style Sheet dialog box, select the style sheet you want to use and choose OK.

If Ami Pro does not display the Use Another Style Sheet dialog box, choose Tools/User Setup/Paths and specify the correct style sheet path or choose Tools/User Setup/Load and select another style sheet as the default.

"Cannot overwrite (filename)."

You tried to use File/Save and the file is write-protected.

Choose OK. Choose File/File Management/File/Attributes to remove the read-only attribute. You can also try saving the file using File/Save As and specifying a different path or file name.

"Cannot overwrite style sheet (style filename)."

You tried to use Style/Save as a Style Sheet and the style sheet name you typed is write-protected.

Choose OK. Choose File/File Management/File/Attributes to remove the read-only attribute. You can also try saving the style sheet specifying a different path or file name.

"Cannot place your text on any succeeding page with the present settings. Adjust one or more of the following: page layout, style alignment, font size, and/or repeating frames."

You changed the page layout, changed a paragraph style and/or used a text attribute that, in combination, causes your text not to fit on this or succeeding pages.

Choose OK. Check for wide margins, indents, or large repeating frames that will not allow text on a page.

"Cannot read file for import/export."

You tried to use File/Open and Ami Pro either encountered a disk error or the document you are trying to import may be corrupted.

Choose OK. Check the disk using the DOS CHKDSK command. Make certain the file you are trying to import is not corrupted.

"Cannot reopen the document file."

This message is rare. You tried to use File/Open and Ami Pro found the file but cannot open it.

Choose OK. If your computer is on a network, the problem may be with the network. Check with your network administrator.

"Cannot resize and display graphic."

You tried to size a picture and Ami Pro encountered a Windows error.

Choose OK. There may not be enough system memory available. To increase the amount of available memory, close any unnecessary running applications and retry.

Ami Pro displays an X in the frame. However, the picture is intact. If you close the document and then reopen it, the picture displays in the frame.

"Cannot sort across DDE or field escapes which span paragraphs."

You tried to use Tools/Sort and Ami Pro found DDE links or power fields that begin in one paragraph and end in another paragraph within the selected text.

Either modify the DDE links or power fields so that each is contained within a single paragraph, or select text that does not contain those links or fields and retry.

"Formula cell detected in cell (cell). Cannot sort across formula cells."

You tried to use Tools/Sort in a table and at least one cell you selected contains a formula. Ami Pro cannot include formulas in a sort.

Choose OK. Select only cells without formulas and retry.

"Cannot understand this formula."

Ami Pro does not understand the formula you entered for the cell. Choose OK. Check the following before you retry:

- Make certain the specified operators are correct.
- Check the use of parentheses (if applicable).
- Check the cell addresses referenced in the formula.

"Cannot write data for frame."

You tried to display or process an image file and Ami Pro encountered a disk error.

Choose OK. Make certain there is sufficient disk space available. If necessary, move or delete some files and retry.

"Changing (style) to have attributes of the selected paragraph's text."

You applied text formatting and text enhancements to selected text and chose Style/Define Style.

If you do not want to change the paragraph style, choose NO. Choose YES to incorporate all the text formatting and text enhancements into the existing paragraph style.

"Click on word to look up and try again."

You tried to use Tools/Thesaurus but did not select the word you want to look up.
Choose OK. Either select or place the insertion point on the word you want to look up and retry.

"Connected cell detected in the sort range. The connected cells will be un-connected. Would you like to continue?"

You tried to use Tools/Sort in a table and Ami Pro found connected cells in the selected data.

If you want to unconnect the cells and continue the sort, choose YES.

If you want to stop the sort, choose NO. You can reselect the desired data without selecting the connected cells and retry.

"Cannot find AmiPrint."

You tried to use File/Print and Ami Pro cannot find the AMIPRINT.EXE file.

Choose OK. Make certain the file is in the same directory as AMIPRO.EXE. If the AMIPRINT.EXE file is not there, it has been moved, deleted, renamed, or was not initially installed. If you cannot locate the file, reinstall Ami Pro.

"Copied cells do not fit in table. Data will be lost. Continue?"

You tried to use Drag & Drop to copy multiple columns or rows to a location that was too close to the last column or row in the table or on the page. Data in cells that will not fit into the column or row will be lost.

Choose YES to continue copying or choose NO and add more rows or columns to the table.

"Could not open (style sheet). Would you like to continue with the insert?"

You chose File/Open and chose Insert and Ami Pro could not find the style sheet associated with the document.

If you want to insert the document and use the current style sheet, choose YES. After the insert is complete, you can choose Style/Use Another Style Sheet and select a different style sheet.

If you want to stop the insert, choose NO. Choose Tools/User Setup and choose Paths. Make certain the style sheet path is set to the path that contains the style sheet you want to use. If it is correct, make certain the style sheet is in the specified style sheet directory.

"Data file is not in valid format."

You tried to use File/Merge, specified an external file as the data file, and the file either does not match the format required by Ami Pro or the information typed in the description file.

Choose OK. Make certain the data file matches the information in the description file and retry.

"Data in the destination cells will be lost. Continue?"

You tried to use Drag & Drop to move or copy data to cells that already contain data. All the data in the destination cell(s) will be lost if you continue.

Choose YES to continue or choose NO to keep the existing data in the destination cells.

"Data is not compatible with frame type."

You tried to use File/Import Picture, specified a graphic file, and the graphic file does not match the file type you selected.

Choose OK. Either select the file type that matches the file or make certain the file is in the correct format.

"There is a DDE link in the selection to be deleted. Would you like to continue?"

You selected text and either chose Edit/Cut or pressed DEL and there is a DDE link within the selected text.

Choose YES to delete the DDE link as well as the text. Choose NO to stop the command.

"DDE escape detected in the sort range. Sorting a multi-row DDE escape may alter the DDE escape. Would you like to continue?"

You tried to use Tools/Sort in a table and Ami Pro found a DDE link that begins in one row and ends in another.

Choose OK if you want to continue. The multi-row DDE escapes may be changed.

Choose CANCEL if you want to stop the sort command. Select the rows that do not contain multi-row DDE links.

"DDE link(s) in the selected cells will be terminated. Continue?"

You tried to use Drag & Drop to move or copy data into a column, row, or cell that contains a DDE link. If you continue, the DDE link will be deleted.

Choose YES to delete the DDE link and move or copy the data or choose NO to abort the drop.

"Default macro path has changed."

Ami Pro cannot implement the macros you specified to automatically run because the default macro path changed.

Choose OK. You can either specify the full path for each autoload macro, or change the default macro path to match the location of the autoload macros.

To change the path for a program load or program exit macro

1. Choose Tools/User Setup.
2. Specify the full path name for the macro in the Program load or Program exit text box.
3. Choose OK.

To change the path for a frame macro

1. Select a frame that has a macro assigned to it by holding CTRL and clicking inside the frame.
2. Choose Frame/Modify Frame Layout.
3. Specify the full path name for the macro in the Run macro text box.
4. Choose OK.

To change the default macro path

1. Choose Tools/User Setup.
2. Choose Paths.
3. Specify the default macro path in the Macro text box.
3. Choose OK.
4. Choose OK to return to the document.

"Deleting all notes cannot be undone. Would you like to continue?"

You created or edited a note, accessed the Note window control menu, and chose Remove All Notes.

Choose YES to remove all the notes in the current document. This cannot be undone.

Choose NO if you do not want to remove all the notes in the document. You can choose Remove This Note to just remove the displayed note.

"Deleting columns and rows in a table cannot be undone. Would you like to continue?"

With the insertion point in a table, you chose Table/Delete Column/Row. If you continue, you will not be able to use Undo to recover the information you are deleting.

Choose YES to delete the selected columns or rows. Choose NO to stop the command.

"Do you want to permanently delete return address (return address name) from the return address database?"

You chose File/Print Envelope and chose Delete Address to delete a return address.

Choose YES to delete the return address. Choose NO to stop the command.

"Do you want to sort the entire stream? If not, choose CANCEL, select the text to sort and try again."

You tried to use Tools/Sort and did not select any text.

Choose YES to sort the entire text stream. If you want to sort only a portion of text, choose NO, select the area you want to sort, and retry.

"Do you want to use the current document as the merge document?"

You chose File/Merge/Create or edit a merge document and the current document is not a merge document.

Choose Yes if you want to use the current document as a merge document or choose No to select the merge document you want to use.

"Error in glossary index."

Ami Pro is unable to complete the glossary command.

Choose OK. Check the following before you retry:

- Make certain the glossary file name is correct and the file name exists in the specified directory.
- Make certain the glossary file is not read-only. Choose File/File Management/File/Attributes to remove the read-only attribute.
- Use File/Open to display the glossary data file. Then use File/Save to save it again.

If you continue to receive this error, call the Lotus Technical Support Department for additional assistance.

"Error reading from disk."

Ami Pro tried to read a file and encountered a disk error.
Choose OK. Check your disk using the DOS CHKDSK command and retry.

"Error reading graphic."

You tried to copy a picture or tried to use File/Open to display a document that contains a picture, and Ami Pro cannot produce the image.

Choose OK. Check the following before you retry:

- You may have a disk error. Check your disk using the DOS CHKDSK command. Make certain the file you are trying to use is not corrupted.

- There may not be enough system memory available. To increase the amount of available memory, close any unnecessary running applications and retry.

"Error recording Agent Task."

You encountered an error while trying to record an Agent Task under New Wave.
Choose OK. The macro you were trying to record may not be complete.

"Error writing (filename) to disk. Document was not saved. Try another disk."

You tried to use File/Save and Ami Pro encountered a disk error. The file you are trying to save still exists. Choose OK. Check the following before you retry:

- Make certain you have rights to the drive or directory or try using File/Save As to save the file to another drive or directory.
- Make certain there is sufficient disk space available. If necessary, move or delete some files.

"Error writing to temporary file. Some data may be lost."

You tried to edit a file and Ami Pro encountered a disk error.

Choose OK. Make certain there is sufficient disk space available. If necessary, move or delete some files.

"External file type must be DIF, FIXED or COMMA."

You tried to use File/Merge and specified an external data file, but the description file does not specify a format Ami Pro can read. Ami Pro supports these file formats: Fixed Field ASCII, Comma Delimited ASCII, DIF, Lotus 1-2-3, Lotus 1-2-3 rel 3, dBase, Excel, Paradox, and SuperCalc.

Choose OK. Make certain the first line of the description file specifies either fixed, comma, dif, 1-2-3, 1-2-3 rel 3, dBase, Excel, Paradox, or SuperCalc.

"File is not the correct type for the import filter."

You tried to use File/Open/nsert and the file you selected does not match the file type you specified. Choose OK. Make certain the file type is correct and retry.

"File too large to be loaded. Saving the file will truncate it."

You tried to use File/Open to open or import a file that it is too large to fit in memory.

Choose OK. Ami Pro places only the part of the file that fits in memory into the displayed document. If you choose File/Save, Ami Pro saves only that part of the document.

"Filename contains invalid characters."

One or more characters in the file name you specified are not valid.
Choose OK. Retry and specify a different file name using valid characters.

"Filename is invalid."

One or more characters in the file name you specified are not valid.
Choose OK. Retry and specify a different file name using valid characters.

"Filename is too long."

The file name you specified is more than eight characters long. In Ami Pro, file names must be eight characters or less and can be followed by a period and a three character extension.

Choose OK. Specify a correct file name and retry.

"Fixed ASCII files must have field lengths of 1 - 2047 characters."

You tried to use File/Merge with an external merge data file and the ASCII file is not in fixed field format. Choose OK. Make certain the application in which the ASCII file was created uses fixed field lengths, and the description file specifies the correct field lengths. Retry.

"For Fixed Length ASCII, a length must be specified (for example, .'Last,25')."

You tried to use a fixed length ASCII file as a merge data file and typed a name for the field in the Create Description File dialog box but you did not specify the length for the field.

Choose OK. Type the field name, a comma, and the number of characters in the field before you press ENTER or choose Add.

"Frame protocol error (Error Number)."

Error in the ISD library. Error Number is an internal error number. The frame will not display correctly.

Choose OK. Delete the frame, then recreate it and retry the frame function. If the message occurs again, use File/Save As, specify a new file name, and exit Ami Pro and Windows. Restart both Windows and Ami Pro. Use the newly named document and retry the frame function.

"Record size exceeded. Increase GlossarySize."

You tried to use Tools/Glossary and the glossary record you specified is larger than the maximum size defined by the AMIPRO.INI file parameter for GlossarySize. The parameter for GlossarySize is set at 2 when you install Ami Pro, and represents 2 kilobytes (2048 characters).

Choose OK. If you want to use a larger glossary record, exit Ami Pro, change the GlossarySize value in the AMIPRO.INI file, save the file, then reload both Windows and Ami Pro.

For example, to set the maximum glossary record size to 4,096 characters (4 kilobytes), specify: GlossarySize=4 in the AMIPRO.INI file.

You can specify any whole number up to 32.

"Glossary name already in use."

You tried to create a glossary record from selected text and the name you specified is already in use. Choose OK. Specify a different record name and retry.

"Grammar Check is not available for the current language dictionary."

You chose Tools/Grammar Check, but Grammar Check is not available for the current language dictionary.

Choose OK. Choose Tools/Spell Check and choose Language Options. Select another language, choose OK, and try again.

If you are using the American version of Ami Pro, choose Tools/Spell Check and choose Language Options. Select American, choose OK, and try again. The British grammar program is not available in the American version of Ami Pro.

"Go To could not find a match for that item."

You tried to use Edit/Go To and specified an item that is not in your document or you began your search after the occurrence of the item.

Choose OK. If you are sure the item is in your document, choose Edit/Go To when the insertion point is at the beginning of the file.

"Header/Footer is a 2nd page Header/Footer. Please go to the 2nd page to edit it or turn off 2nd page option under Modify Page Layout."

You specified Begin on Second Page in the header or Footer option in the Modify Page Layout dialog box and then tried to create a header or footer on page 1.

Choose OK. You can create the header or footer on page 2 or any subsequent page in the document or unselect Begin on Second Page.

"An Index or TOC created when Display as printed is not selected may contain inaccurate page numbers."

You tried to use Tools/TOC, Index with Display as printed deselected in the View Preferences dialog box. Page numbers for the index or TOC may be incorrect.

Choose OK to generate the Index or TOC using the current page formatting. To make the page flow accurate, choose CANCEL, choose View/View Preferences, select Display as printed, and retry.

"Internal password failed to verify. Please reenter password and reverify."

You tried to choose File/Open and Ami Pro would not accept the password you typed. Choose OK. Type your password again for reverification.

"Invalid button format."

You tried to create a button power field and it is not in the correct format. You cannot add or update this power field if it uses an invalid format.

Choose OK. Create the button again.

"Invalid filename: (filename)."

You specified a file name that is a device. You cannot use a device name as a file name. Choose OK. Specify another file name.

"Invalid Index/TOC Format."

You tried to create an index or TOC power field and it is not in the correct format. You cannot add or update this power field if it uses an invalid format.

Choose OK. Create the index or TOC power field again.

"Invalid macro name (filename)."

You tried to use File/Open, File/Close, Tools/User Setup, or Frame/Modify Frame Layout and Ami Pro found an invalid macro file name in the macro list box.

Choose OK. Use File Manager or the DOS Rename command to correct the macro file name and retry the command.

"Invalid Password. Encrypted file will not open with incorrect password."

You tried to open a document that is password protected and specified an incorrect password. Choose OK. Retry and specify the correct password.

"Invalid Password Verification. Please reenter password and reverify."

You incorrectly typed the password in the Enter password text box. The document will not be password protected.

Choose OK. You can save the file again, select Password protect, and carefully specify a password.

"Invalid PrinterEscape."

You tried to create a PrinterEscape power field and it is not in the correct format. You cannot add or update this power field if it uses an invalid format.

Choose OK. Create the PrinterEscape power field again.

"Keystroke already assigned as an accelerator. If you reassign this keystroke, the accelerator will no longer be accessed by this keystroke."

You specified a macro playback shortcut key that is already used by Ami Pro as an accelerator key.

Choose OK to overwrite the previous accelerator, or press ESC to cancel the command, and specify another shortcut key.

"Keystroke already assigned to the macro: (macro name)."

You specified a macro playback shortcut key that is already used by another macro.

Choose OK to overwrite the shortcut key for the other macro, or press ESC to cancel the command and specify another shortcut key.

"Large section of documents do not match. Continue?"

You tried to use Tools/Doc Compare to compare two versions of a document and Ami Pro found significant differences between the two files.

Choose Continue if you are sure you chose the correct documents and want to continue comparing them. Choose Cancel if you want to stop comparing the documents. Make certain you are comparing similar documents and retry.

"Layout Changes cannot be made because of low memory. Reduce memory usage and try later."

You tried to use Page/Modify Page Layout and there is not enough memory available to make the changes. The formatting of your document is too complex. You may have a combination of too many paragraph styles and frames in a single document or too many lines and columns on a single page.

Choose OK. Reduce the complexity of the page or document and retry.

"A table of contents created when Display as printed is not selected may contain inaccurate page numbers."

You tried to use Tools/TOC, Index with Display as printed unselected in the View Preferences dialog box. Page numbers for the table of contents may be incorrect.

Choose OK to generate the table of contents using the current page formatting. To make the page flow accurate, choose CANCEL, choose View/View Preferences, select Display as printed, and retry.

"Cannot sort tables which contain footnotes."

You tried to use Tools/Sort in a table that contains footnotes. Ami Pro cannot sort table data if there is a footnote anywhere in the table.

Choose OK. Remove any footnotes and retry.

"Macros must be appended in the main body."

You tried to use File/Open/Insert to insert a macro file into a table, frame, header, footer or footnote. Macro files must be inserted into the main document text.

Choose OK. Place the insertion point in the main document text and retry.

"Mail server not responding."

You chose File/Send Mail. The server application started correctly, but would not respond to the DDE messages.

Make sure the server application is active and retry.

"Maximum paragraph size encountered."

The number of characters in the current paragraph exceeds the Ami Pro maximum paragraph size of 65,408 characters.

Choose OK. Divide the large paragraph into smaller paragraphs by placing the insertion point within the paragraph and pressing ENTER. Text to the right and below the insertion point will become new paragraph.

"Memory exhausted for style management. Choose OK to perform changes or choose Cancel and try later."

You tried to use Style/Style Management and specified too many changes for the amount of memory available.

Choose OK to accept the changes you made, then choose Style/Style Management again to make additional changes or close any unnecessary running applications to increase the amount of available memory and retry.

"Must specify an output file for the Index."

You tried to generate an index and did not specify a valid output file.
Choose OK. Specify a name for the output file in the Index ouput file text box.
If you still receive the message, make sure the output file you specified is valid.

"Must specify an output file for the Table of Contents."

You tried to generate a table of contents and did not specify a valid output file.
Choose OK. Specify a name for the output file in the TOC ouput file text box.
If you still receive the message, make sure the output file you specified is valid.

"Must specify a primary."

You chose Edit/Mark Text/Index Entry, specified text in the Secondary text box but left the primary text box empty, and chose Mark. You cannot specify a secondary index entry without also specifying a primary index entry.

Choose OK. Specify the primary index entry under which you want the secondary index entry referenced and retry.

"NewWave is unable to make a copy of this object while application is open. Close application and try again."

You tried to cut, copy, or share an open object. An object is open if its application is running.

Choose OK. Close the object and retry.

"No field names in DIF file or the description file."

You tried to use File/Merge, specified a DIF file as the external merge data file, and the DIF file does not contain any field names.

Choose OK. You can specify the field names in either of two ways:

1. Include the field names as part of the DIF file.
2. Specify the field names in a description file.

"No field names in the description file."

You tried to use File/Merge with an external merge data file and specified a description file that does not contain field names.

Choose OK. Field names must be specified in a description file unless you are using a DIF file that contains the field names.

"Not an Ami Pro document."

You tried to use File/Open and selected a document with a .SAM extension, but the file name you specified is not an Ami Pro document.

Choose OK. Choose File/File Management and make certain the document is an Ami Pro file.

If the document was created in another application, choose File/Open, select the desired file type, and retry.

"Not enough memory to complete export to (filename)."

You tried to use File/Save As and there is not enough memory available.

Choose OK. To increase the amount of available memory, close any unnecessary running applications and retry. You can also reduce the size of the document you want to export and retry, or divide the document into two documents and export the two files separately.

"Not enough memory to rotate bitmap."

You tried to use Frame/Graphics Scaling and there is not enough memory available. There must be enough memory for both the original bitmap and the rotated bitmap.

Choose OK. To increase the amount of available memory, close any unnecessary running applications and retry, or reduce the complexity or size of the graphic and retry.

"Out of memory for frame."

You tried to perform a frame function and there is not enough memory available.

Choose OK. To increase the amount of available memory, close any unnecessary running applications and retry.

"Out of memory for Note text."

You tried to use Edit/Insert/Note and typed more than the note can hold. Note text is limited to 32,000 characters.

Choose OK. Create another note in the same location to type additional text.

"Out of memory for this document. Reduce the number of styles or frames or reduce the size of your document."

The formatting of your document is too complex. You may have a combination of too many paragraph styles and frames in a single document or too many lines and columns on a single page.

Choose OK. Reduce the complexity of the page or document.

"Out of system memory. Reduce memory usage and try later."

There is not enough memory available to perform the function or command.

Choose OK. To increase the amount of available memory, close any unnecessary running applications and retry or you may need to add RAM to your computer to have enough system memory to run Ami Pro.

"Output file cannot be the master document."

You tried to use File/Master Document/Options and specified the name of the master document source document as the TOC or index output file. The table of contents and index must be in separate files.

Choose OK. Specify different file names for the TOC and index output files.

"Output Filename Required"

You tried to use File/Merge and selected Merge & save as. Before Ami Pro can merge the documents to a file, you must type the name of the file you want to use.

Choose OK. Choose File/Merge and type a file name in the Merge & save as text box.

"Paste all the data in the current cell?"

You tried to use Edit/Paste or File/Open/Insert to place main document text containing carriage returns into a table.

Choose YES if you want all the text placed in the current cell. Choose NO if you want each paragraph of text to be placed into a separate row.

"Path for data file is too long."

You specified a path name for a merge or glossary data file and the path name is too long. Choose OK. Specify a shorter path name and retry.

"Path for description file is too long."

You specified a path name for a merge description file and the path name is too long.
Choose OK. Specify a shorter path name and retry.

"Removing (style) could affect other documents using this style. Are you sure you want to remove it?"

You tried to use Style/Style Management to remove a paragraph style. This will affect all documents using this style sheet.
Choose YES if you want to remove the style. Choose NO to cancel.

"Return address (return address name) already exists. Do you want to overwrite it?"

You chose File/Print Envelope, selected Print return address, chose Add Address, and the name specified for the return address already exists.

Choose YES to overwrite the return address. To keep the original return address, choose NO, retry the command, and specify a different return address name in the Return address names text box.

"Save (Untitled)?"

You created and edited an untitled document and tried to exit Ami Pro or use File/New or File/Open to open another document.

Choose YES to save the document to a file name. Choose NO to lose the contents of the document. Choose CANCEL to leave the untitled document on the screen.

"Save As Ami 1.0 no longer supported."

You tried to save a document as an Ami 1.0 file. You can no longer save in Ami 1.0 format.

Choose OK. If you created a macro in Ami Pro 1.2 to save documents with the Ami 1.0 option selected, edit the macro and change the save options.

"Save changes to (filename)?"

You used File/Import Picture to import an original graphic file and edited it in Ami Pro.

Choose YES to overwrite the original graphic file with the changes you made. Choose NO to have Ami Pro create an image file that will contain the changes and leave the original graphic file intact.

"Select an empty frame before importing this file."

You tried to use File/Import Picture without selecting a frame and Ami Pro cannot create the frame. Choose OK. There may not be enough system memory available. To increase the amount of available memory, close any unnecessary running applications.

"Select where you want the imported text to be inserted before importing this file."

You tried to use File/Open/Insert to import a text file into a frame that already contains a picture or is part of a group.

Choose OK. Create or select one text frame, place the insertion point in the desired location in the frame, and retry.

"Selected range does not match copied data range."

You selected a range of cells in a table and tried to use Edit/Paste. The selected range of cells does not match the dimensions of the copied or cut data.

Choose OK. Either select the correct number of columns and rows or place the insertion point in the upper left cell of the desired range and choose Edit/Paste.

"Selected region contains a page table that will not be cut/copied. If you want to cut/copy the page table, select only the page table."

You tried to use Edit/Cut or Edit/Copy and there is a page table in the text you selected. The page table cannot be copied with the surrounding text and will not be available when you use Edit/Paste.

Choose OK if you want to cut or copy only surrounding text. If you want to keep the table, choose CANCEL, then select text that does not contain the page table.

If you want to cut/copy the page table itself, select only the page table and retry.

"Some of the information you are cutting cannot be put in the clipboard. If you don't cancel, it will be lost; paste will not reinsert it."

You tried to use Edit/Cut and there is an anchored frame, a page table, a page break, an inserted page layout, a DDE link, or a bookmark in the text you selected. These items cannot be copied to the Windows Clipboard and will not be available when you use Edit/Paste.

If you want to keep any of the items, choose CANCEL, then select text that does not contain the items.

"Sort area too large to hold in memory."

You tried to use Tools/Sort but the field you are sorting on occurs too many times to fit in memory. Choose OK. Divide the file into several smaller files and try again.

"Style sheet (style name) already exists. Do you want to overwrite it?"

You tried to use Style/Save as a Style Sheet and specified the name of an existing style sheet.

Choose YES to overwrite the contents of the existing style sheet. Choose NO to keep the existing style sheet, then retry the command and specify a different style sheet name.

"Temporary File space is low. Performance will be degraded."

You used either File/Import Picture and specified a graphic file or used Edit/Paste to place a picture into a frame and Ami Pro encountered a disk error trying to create a temporary image file for the picture. No data will be lost.

To regain performance, exit Ami Pro and make certain there is sufficient disk space available. If necessary, move or delete some files and retry.

"The clipboard contains no text data. Do you wish to enter the data now?"

You chose Tools/Charting and the clipboard does not contain information which can be used as charting data.   Choose OK to type the data in the Charting Data dialog box.   Choose Cancel to return to the document.

"The frame is too small to create a chart."

You created or selected a very small frame and then chose Tools/Charting. Choose OK, enlarge the frame, and try again or delete the frame and Ami Pro will create a frame when you choose Tools/Charting.

"The print spooler has run out of disk space."

You tried to use File/Print with the Windows Print Manager enabled and there is not enough disk space available to create the file.

Choose OK. Make certain there is sufficient disk space available. If necessary, move or delete some files and retry. You can also divide your document into multiple (smaller) files and print them separately.

"The printer (printer driver) is not enabled. Please enable it or reformat the document for the correct printer."

You tried to use File/Print and the printer specified for the document is inactive.

Choose OK. Either enable the printer or select another printer for the document.

To enable the printer
1. Choose Control Menu/Control Panel.
2. Choose Printers.
3. Select the desired printer.
4. Select Active.
5. Choose OK.

To reformat the document for an available printer
1. Choose File/Printer Setup.
2. Select the desired printer.
3. Choose OK.
4. Choose File/Save to save the changes.

"The style sheet for this document is in a different version format. To make changes to it, use Style/Save as a Style Sheet and try again."

You tried to use Style/Modify Style and the style sheet associated with the current document was saved under a different version of Ami Pro.

Choose OK. Use Style/Save as a Style Sheet, specify a file name (you can use the same name) to update the style sheet to the current Ami Pro release, then use Style/Modify Style to change the paragraph styles.

"The value input is incorrect."

You tried to use File/Merge/Conditions and specified an invalid value.
Choose OK. Make certain you specified a valid field name, operator, and value in each text box.

"The word immediately before this one was spelled exactly the same."

You used Tools/Spell Check and Ami Pro spotted side-by-side duplicate words. For example, "and and" is a common typing error.

Choose OK. To delete one of the words, delete the word in the Replace With text box and choose Replace.

"There are invalid merge fields in this document. Continue merging?"

You chose File/Merge/ Merge and print the data and the document and the merge data file contains merge fields that do not match the merge fields in the current document.

Choose YES to continue the merge or choose NO to stop the merge and select another merge data file or merge document.

"There are merge fields in the current document that do not match this data file.   Continue?"

You chose File/Merge/Select, create, or edit data file and selected a merge data file that contains merge fields that do not match the merge fields in the current document.

Choose YES to continue the merge procedure or choose NO to select another merge data file.

"There can only be 9 document windows open."

You tried to use File/Open to open more than 9 document windows at one time. There can only be 9 documents open in Ami Pro at one time.

Choose OK. Close one or more windows and retry.

"There is a field in the selection to be deleted. Would you like to continue?"

You selected text and chose Edit/Cut or pressed DEL and there is a power field within the selected text. Choose YES to delete the power field and the selected text. Choose NO to stop the command. You can display power fields by choosing View/Show Power Fields and then retry.

"There is a floating frame in the selection to be deleted. Would you like to continue?"

You selected text and chose Edit/Cut or pressed DEL and there is a frame anchored to a paragraph within the selected text.

Choose YES to delete the frame and its contents as well as the text. Choose NO to stop the command.

"There is a floating header/footer in the selection to be deleted. Would you like to continue?"

You selected text and chose Edit/Cut or pressed DEL and there is a floating header/footer within the selected text.

Choose YES to delete the floating header/footer as well as the text. Choose NO to stop the command.

"There is a formula that tries to divide by zero."

You chose Table/Edit Formula and specified a formula that contains a division operation where a number will be divided by zero. This is not a valid operation.

Choose OK. Correct the formula and retry.

"There is a footnote in the selection to be deleted. Would you like to continue?"

You selected text and chose Edit/Cut or pressed DEL and there is a footnote reference within the selected text.

Choose YES to delete the footnote reference and the footnote, as well as the text. Choose NO to stop the command.

"There is a merge data file assigned to this document. Do you want to perform a merge using the information contained in the records?"

You chose File/Print Envelope and the current document has a merge data file assigned to it.

Choose YES to use the information contained in the merge data file and merge the envelopes. Choose NO to print a single envelope using the address you specify.

"There is a NewWave link in the selection to be deleted. Would you like to continue?"

You selected text and chose Edit/Cut or pressed DEL and there is a data view object within the selected text.

Choose YES to delete the object and the selected text. Choose NO to stop the command.

"There is a note in the selection to be deleted. Would you like to continue?"

You selected text and chose Edit/Cut or pressed DEL and there is a note within the selected text. Choose YES to delete the note as well as the text. Choose NO to stop the command.

"There is a page break, column break, or page layout in the selection to be deleted. Would you like to continue?"

You selected text and chose Edit/Cut or pressed DEL and there is a page break, column break or inserted page layout within the selected text.

Choose YES to delete the break or inserted page layout as well as the text. Choose NO to stop the command.

"There is a page break, column break, or ruler in the section to be sorted. Do you want to sort across it?"

You selected text and chose Tools/Sort and there is a page break, column break, or inserted ruler within the selected text.

Choose YES to continue the sort and have the break or ruler stay in the paragraph in which it was inserted. Choose NO to stop the command.

"There is a table in the selection to be deleted. Would you like to continue?"

You selected text and chose Edit/Cut or pressed DEL and there is a table within the selected text. Choose YES to delete the table as well as the text. Choose NO to stop the command.

"There is no field delimiter. Please specify one."

You tried to use Tools/Sort, specified that you want to use a field delimiter instead of a tab delimiter, but did not type the field delimiter.

Choose OK. Either type the desired character in the field delimiter text box or select tab delimited to use tabs.

"There is not enough disk space for the temporary file."

You tried to use File/Save and there is not enough disk space available to write to the temporary file. Choose OK. Check the following before you retry:

* Make certain there is sufficient disk space available for the temporary file. If necessary, move or delete some files.

* Check the AUTOEXEC.BAT file to see if there is a set temp= statement. If there is not, temporary files used by Ami Pro are written to the root directory of your hard disk. You may want to add a set temp= statement in the autoexec.bat file to have temporary files placed in a particular drive or directory. An example of a set temp= statement is:

  SET TEMP=C:\TEMP

  where \TEMP represents the directory on drive C where temporary files should be placed.

"There is not enough room on disk for backup of (filename)."

You chose Tools/User Setup and selected Auto backup and there is not enough disk space available for the backup file on the backup drive specified in the Default Paths dialog box.

Choose OK. Make certain there is sufficient disk space available for the backup file. If necessary, move or delete some files. You can also choose Tools/User Setup/Paths and specify a different drive and directory in the Backup text box.

"There is not enough room on that disk."

You tried to use File/Save or File/Save As and there is not enough disk space available.

Choose OK. Make certain there is sufficient disk space available for the backup file. If necessary, move or delete some files or use another disk.

"This demonstration release does not support that command."

You chose a command that the Working Model does not support.
Choose OK. If you want to use the function or command, you must install a full package of Ami Pro.

"This demonstration release does not support that filter."

You tried to use File/Open and specified a file type that the Working Model does not support. Choose OK. If you want to import that type of file, you must install a full package of Ami Pro.

"This document already has a data file assigned to it.   Are you sure you want to use the new one?"

You chose File/Merge/Select a data file and chose to use the current document as the merge document. The merge fields in the data file that you selected do not match the merge fields in the current document.

Choose YES to continue the merge or choose NO to select another data file.

"This document is part of a master document. Should it be considered a single document?"

You chose File/Master Document in a document that is included in a master document.

Choose NO if you want the document to remain part of the master document. You can choose File/Save As to make a copy of the document and then make the desired editing changes. Choose YES if you want to change the page or footnote numbering, or print selected pages in the document.

If you want to reinclude the current document in the master document, you must update the master document by either generating a table of contents or index, or printing it.

"This document or style sheet has been saved in a different format."

This message is rare. You tried to use File/Open to display a file created in a pre-released version of Ami Pro.

Choose OK. Try to display the document using File/Open and selecting ASCII as the file type.

"This document was saved while in revision marking mode. Would you like to enter revision marking mode?"

You chose File/Open and selected a document that was previously saved and closed while Revision Marking mode was enabled.

Choose YES if you want to automatically enable Revision Marking. Choose NO if you do not want to enable Revision Marking.

"This field contains a circular formula."

You chose Table/Edit Formula and specified a formula that contains a circular reference. Choose OK. Make certain any cell address specified in the formula is correct and retry.

"This file cannot be opened. Please call Ami Pro Technical Support at the phone number found on the Technical Support card."

You tried to use File/Open and the file you specified will not display.

Choose OK. Contact the Ami Pro Technical Support Department for assistance.

"This file is not in DIF format."

You tried to use File/Merge and specified a DIF file as the merge data file, but the file you specified is not a DIF file or is corrupted.

Choose OK. Make certain you specified the correct path and file name, check the data file for errors, and retry.

"This frame already contains data.   Select an empty frame or unselect the current frame before attempting to insert object."

You tried to insert or drop an object into a frame that already contains data.

Choose OK and click outside the frame to create a new frame or choose another frame that contains no data.

"This frame is too small to display your text. Resize the frame."

You tried to place the insertion point into the top or bottom margin, or you selected a text frame and tried to move the insertion point inside the frame to edit the text.

Choose OK. If you tried to place the insertion point in the top or bottom margin, the current page layout settings do not allow sufficient space for a header or footer. Choose Page/Modify Page Layout and specify a larger top or bottom margin for the page or a smaller top or bottom margin for the header or footer.

If you tried to edit text in a frame, either manually enlarge the frame or choose Frame/Modify Frame Layout/Size & position and specify a larger width and height.

If the frame overlaps another frame, make certain the Frame/Modify Frame Layout settings for the top frame are not set to opaque and No Wrap Around.

"This graphic will not display on the screen. However, it will print on PostScript printers."

You chose File/Import Picture and specified an EPS file. The graphic file you selected does not contain a TIFF header that Ami Pro can use to display the picture.

Choose OK. Although the picture will not display, it will print on a PostScript printer.

"This object supports both visual and data passing views. Choose YES to insert object as a visual view and NO to insert object as a data passing view."

You tried to use Edit/Paste to paste a NewWave object into an Ami Pro object without selecting a frame.

Choose YES to insert the object as a visual view (picture of data placed in a frame). Choose NO to insert the object as a data view (the actual data) in the main document text.

"This will undo all the changes you have made since you last saved. Are you sure?"

You chose File/Revert. Revert causes any editing you have done in the document since the last time you saved it to be lost.

Choose OK to lose the editing changes. Choose CANCEL to stop the command.

"TOC style does not exist in document."

You generated a table of contents and then chose Tools/TOC, Index/Toc Options to modify the TOC levels.   Ami Pro could not find one or more paragraph styles to which you assigned TOC levels.

Choose OK.   Choose Style/Create Style to create paragraph styles with the same names as the original styles or choose Style/Use Another Style Sheet and select a style sheet that contains the necessary paragraph styles.

"Unable to complete backup for file (filename)."

You specified Auto backup in the User Setup dialog box and Ami Pro encountered a disk error while backing up the file referenced in the error message.

Choose OK. Check the following before you retry:

*   Make certain there is sufficient disk space available. If necessary, move or delete some files.

*   Choose Tools/User Setup/Paths and make certain you have rights to the path specified in the Backup text box or specify another drive and directory to which you know you have rights.

"Unable to complete copy."

You tried to use Edit/Copy or Edit/Cut and Ami Pro encountered a disk error or there is not enough memory available.

Choose OK. Check the following before you retry:

*   There may not be enough system memory available. To increase the amount of available memory, close any unnecessary running applications.

*   Make certain there is sufficient disk space available. If necessary, move or delete some files.

*   You may need to copy or cut a smaller amount of text or graphics.

"Unable to complete export to (filename)."

You tried to use File/Save As and Ami Pro encountered a disk error or there is not enough memory available.

Choose OK. Check the following before you retry:

*   Make certain there is sufficient disk space available. If necessary, move or delete some files.

*   There may not be enough system memory available. To increase the amount of available memory, close any unnecessary running applications.

"Unable to complete paste."

You tried to use Edit/Paste and Ami Pro encountered a disk error or there is not enough memory available.

Choose OK. Check the following before you retry:

* There may not be enough system memory available. To increase the amount of available memory, close any unnecessary running applications.

* Make certain there is sufficient disk space available. If necessary, move or delete some files.

* You may need to copy or cut a smaller amount of text or graphics.

"Unable to copy or cut to the clipboard."

You tried to use Edit/Copy or Edit/Cut to copy or cut data from a file to the Windows Clipboard and Ami Pro encountered a Windows error.

Choose OK. Check the following before you retry:

*   The data you tried to copy or cut may be greater than 64K. You may need to copy or cut a smaller amount of text or graphics.

*   There may not be enough system memory available. To increase the amount of available memory, close any unnecessary running applications.

"Unable to create (style filename)."

You tried to use Style/Save as a Style Sheet and Ami Pro encountered a disk error.
Choose OK. Check the following before you retry:
*   Make certain there is sufficient disk space available. If necessary, move or delete some files.
*   Make certain you have rights to the drive or directory or try saving the file to another drive or directory.

"Unable to create temporary file. Check TEMP environment variable."

You tried to use File/Open and Ami Pro encountered a disk error trying to create a temporary file. Choose OK. Check the following before you retry:

*   Make certain there is sufficient disk space available. If necessary, move or delete some files.
*   Check the AUTOEXEC.BAT file to see if there is a set temp= statement. If there is not, temporary files used by Ami Pro are written to the root directory of your hard disk. You may want to add a set temp= statement in the autoexec.bat file to have temporary files placed in a particular drive or directory. An example of a set temp= statement is:

    SET TEMP=C:\TEMP

    where \TEMP represents the directory on drive C where temporary files should be placed.
*   If you already have a set temp= statement in the autoexec.bat file, make certain the directory path specified is valid and you have rights to it.

"Unable to finish operation. Some of the document may be lost."

You tried to use File/Open/Insert and Ami Pro cannot insert the whole file. The original document combined with the text from the inserted file exceeds the limit of 65,408 paragraphs allowed in a document.

Choose OK. Ami Pro inserted all the text up to the point when the limit was reached. Data beyond that point was not inserted, but is intact in the original file. Reduce the size of the current document or original file, or divide the current document or inserted file into two smaller files and retry.

"Unable to import all of (filename)."

You tried to use File/Open and Ami Pro cannot import the entire file.

Choose OK. Check the following before you retry:

*   Make certain there is sufficient disk space available. If necessary, move or delete some files.

*   There may not be enough system memory available. To increase the amount of available memory, close any unnecessary running applications.

*   Make certain the file you are trying to import is not corrupted.

"Unable to print this document. Install the correct printer driver and try again."

You tried to use File/Print and the printer driver specified for the document cannot be accessed.

Choose OK. Use Control Menu/Control Panel to either install the desired printer or, if the printer is already installed, to connect it to an active port. Use File/Printer Setup to make certain the correct printer is specified for the document and retry.

"Unable to rotate bitmap"

You tried to use Frame/Graphics Scaling and and the bitmap is too complex to rotate.

Choose OK. Import a less complex bitmap and retry.

"Unable to save enough information to Undo later."

This message is a warning. The function you chose requires a large amount of memory and Ami Pro will not be able to undo it later if you change your mind.

Choose OK to continue. Choose ESC to stop the function.

"Unable to show insertions/deletions of fixed and repeating frames in draft mode. Please review revisions in layout mode for this."

In Draft mode, you chose Tools/Revision Marking and selected Review Revisions and Ami Pro cannot display the changes made to fixed and repeating frames.

Choose OK. Choose View/Layout Mode and retry.

"Unable to show insertions/deletions of rows and columns in fixed and repeating frames in draft mode. Please review revisions in layout mode for this."

In Draft mode, you chose Tools/Revision Marking and selected Review Revisions and Ami Pro cannot display the changes made to tables in fixed and repeating frames.

Choose OK. Choose View/Layout Mode and retry.

"Unmatched wildcard in replace string."

You used Edit/Find & Replace and specified a wildcard in the Replace with text box, but did not specify a wildcard in the Find text box, or used different wildcard characters in the Find and Replace with text boxes.

Choose OK. Specify the same wildcard character in both the Find and Replace with text boxes and retry.

"Untitled.SMM is reserved for quick recording."

You chose Tools/Macros/Record and specified Untitled.SMM as the macro file name. That file name is reserved for a quick macro.

Choose OK. Specify another file name for the macro you want to record and retry.

"Update DDE links in this document?"

You used File/Open to display a document that contains DDE links.

Choose YES if you want to update the links so that changes made in the source file will be reflected in the Ami Pro document. Choose NO if you do not want the links updated. The link is still there, but the data may not be current.

"Update NewWave links in this document."

You opened an Ami Pro object that contains objects inserted with a data view, not a visual view. Choose OK to update the data view objects.

"Warning, you will lose your current document! Continue?"

You used File/Open, specified an AmiPro Windows File or an AmiPro Macro File, and chose to overwrite the current object.

Choose YES to overwrite the current object. Choose NO to cancel the command.

"You may not insert an object when multiple frames are selected."

You tried to place an object into a frame when multiple frames were selected.
Choose OK. Select one empty frame and retry.

"You may not insert a visual view into a table."

You tried to insert a visual view into a table cell. Ami Pro does not allow you to do this. Choose OK. You can insert a visual view into an empty selected frame.

"You must specify a description file name first."

You tried to use an external data file as a merge data file and you did not specify a description file name in the Merge Data File Fields dialog box before you chose Create Description File.

Choose OK, specify a name for the description file, and try again.

"The character set of this document (filename) is not supported in this version of Ami Pro. Text may not appear correctly."

You tried to open a document that was saved in a version of Ami Pro which uses a non-American character set. The text will display differently.

Choose OK. The character set used when the document was last saved is different than the character set available in your current version of Ami Pro. Ami Pro attempts to match the values of the characters in the document to the character set in the current release, but the document may still look different than it would if you were using the same version of the software.

Understanding Master Document

Use Master Document to create one table of contents and index for multiple Ami Pro documents or to create consecutive page numbers, footnote numbers, and outline numbering schemes in the documents included in the master document.

Creating a Master Document

Select the Ami Pro documents you want to include in the master document from within a source document.

Modifying a Master Document

Modify a master document by adding or removing one or more documents.

Preparing to Generate a Table of Contents or an Index

Prepare each document included in the master document before you generate a table of contents or index.

Selecting Table of Contents or Index Options

Select Table of Contents or Index options.

Generating the Table of Contents or Index

Generate a table of contents or index for a master document.

Printing a Master Document

Print a master document.

Changing the Numbering in a Single Document

Change the numbering in a document included in a master document.

Updating a Master Document

Update a master document if you add, remove, or modify any documents included in the master document.

Use Master Document when you are producing a book or manual. Each chapter can be a separate Ami Pro document, but you can join them together when you are ready to create a table of contents, create an index, or print the book.

You can use Master Document to create one table of contents and index for multiple Ami Pro documents. Ami Pro treats the documents as one large document, but does not combine them into one file. You can modify the master document by adding or removing documents.

You can also use Master Document to create consecutive page numbers, footnote numbers, and outline numbering schemes in the documents included in the master document. To do so, you must either print the master document or generate a table of contents or index for it. Ami Pro places the consecutive page, footnote, and outline numbers in the documents. However, you can continue to edit and print each document separately.

You must insert page numbers and footnote numbers in any document you include in a master document. However, do not specify either leading text or a starting page number in the page numbering dialog box, or specify a starting number in the Footnote Options dialog box. If you do so, the master document numbering will be incorrect.

See also:

Master Document Contents
Creating a Master Document
Modifying a Master Document
Preparing to Generate a Table of Contents or an Index
Selecting Table of Contents or Index Options
Generating the Table of Contents or Index
Printing a Master Document
Changing the Numbering in a Single Document
Updating a Master Document

Before you create a master document, you must select all the Ami Pro documents you want to include in the master document from within a source document. You must create a new Ami Pro document as the source document.

To create a master document

1. Create a new document to use as the source document.

   You can identify this document as the source document by specifying a description in the Doc Info dialog box.

2. Choose File/Master Document.

3. Specify the desired drive and directory.

4. Select the file you want to include in the master document.

   If you insert page numbers in any document you include in the master document, Ami Pro numbers the pages in the documents consecutively when you generate either an index or table of contents or print the master document. Therefore, you should select the documents in the order in which you want them referenced.

5. Choose Include.

   Ami Pro displays the selected document name in the Master doc files list box.

6. Select the next file you want to include in the master document and then choose Include.

7. When you have selected all of the master document files, choose OK.

See also:

Master Document Contents
Understanding Master Document
Modifying a Master Document
Printing a Master Document
Changing the Numbering in a Single Document
Updating a Master Document
Using Doc Info

You can modify a master document by adding or removing one or more documents in the master document. You can delete a master document by removing all the Ami Pro documents included in the master document.

If you add or remove documents, you must update the master document for it to be correct.

To modify a master document

1. Make the source document the active window.
2. Choose File/Master Document.
3. If necessary, specify the drive and directory for the documents you want to add or remove in the master document.
4. If you want to add a document to the master document, select the desired document in the Files list box.
5. In the Master doc files list box, select the document that should come immediately after the document you are adding.

    If you do not select a document, Ami Pro adds the document at the end of the list.
6. Choose Include.

    Ami Pro displays the selected document in the desired position.
7. If you want to remove a document from the master document, select the desired document in the Master doc files list box.
8. Choose Remove.

    Ami Pro removes the document from the master document.
9. Choose OK to return to the document.

See also:

Master Document Contents
Understanding Master Document
Creating a Master Document
Printing a Master Document
Changing the Numbering in a Single Document
Updating a Master Document

Before you generate a table of contents or index, you must prepare each document included in the master document by:

- Creating index entries
- Assigning paragraph styles
- Creating any desired table of contents entries
- Specifying the desired table of contents and index options

For best results when creating a table of contents, you should assign the same heading paragraph styles to the heading text in all documents included in the master document.

See also:

When you are ready to generate a table of contents or index for the master document, you must specify the desired options.

To select table of contents or index options

1. Make the source document the active window.
2. Choose File/Master Document.
3. Choose Options.
4. Select Generate TOC to generate a master document table of contents
5. Specify the name of the file you want to use as the TOC output file.
6. Specify the drive and directory for the file you want to use as a TOC output file.
7. Select Generate index to generate a master document index.
8. Specify the name of the file you want to use as the Index output file.
9. Specify the drive and directory for the file you want to use as the Index output file.

   Ami Pro automatically adds a .SAM extension to the file names you specify.

   Before you generate a table of contents, you must assign heading paragraph styles to the text in the documents and assign TOC levels to those paragraph styles. You must also create any desired TOC entries in the documents. Before you generate an index, you must create the index entries in the documents.

10. If you are generating an index and you want a letter of the alphabet to precede each group of primary index entries that begins with the same letter, select Include alphabetical separators.
11. If you are generating a table of contents and you did not assign TOC levels to paragraph styles, or you want to use page numbers, right align the page numbers, or use separators, choose TOC Options.

    The paragraph styles displayed in the TOC Options list box are those that are available in the source document. In order for Ami Pro to generate an accurate table of contents, the same paragraph styles should be available in all documents included in the master document.

12. Choose OK to return to the Master Document dialog box.
13. Choose OK to return to the source document.

See also:

Master Document Contents
Using Table of Contents
Using Index
Specifying TOC Options
Understanding Master Document
Creating a Master Document
Preparing to Generate a Table of Contents or an Index
Generating the Table of Contents or Index

You must specify the desired table of contents and index options before you generate a table of contents or index.

To successfully generate a table of contents or index for a master document, the insertion point must be in the source document.

To generate the table of contents or index

1. Make the source document the active window.
2. Choose Tools/TOC, Index.

   Ami Pro displays the Index and Table of contents options that you selected in the Master Document Options dialog box

3. Choose OK.

   Ami Pro creates the table of contents or index or both. It also creates consecutive page numbers, footnote numbers, and outline numbering schemes in the documents included in the master document, in the order in which you included them.

See also:

Master Document Contents
Understanding Master Document
Creating a Master Document
Preparing to Generate a Table of Contents or an Index
Selecting Table of Contents or Index Options
Generating an Index
Generating a Table of Contents

You can print a master document whether or not you have generated a table of contents or index. If you insert page numbers or footnote numbers in any document included in the master document, Ami Pro creates consecutive page numbers, footnote numbers, and outline numbering schemes across the documents.

To print a master document with correct numbers, the insertion point must be in the source document.

To print a master document

1. Make the source document the active window.
2. Choose File/Print.
3. Specify the desired Number of copies.
4. Select All as the desired Page range.
5. If you want to specify print and bin options, choose Options.
6. Choose OK.

    Ami Pro prints each document in the master document. If the documents contain page numbers, footnotes, or outline numbering, the numbers are consecutive across documents.

    If you generated a master document table of contents, Ami Pro prints the table of contents before it prints the documents.

See also:

Master Document Contents
Printing the Current Document
Understanding Master Document
Creating a Master Document
Modifying a Master Document

When you include a document in a master document, Ami Pro stores that information internally in the file format. Even if you copy or move the document, Ami Pro recognizes it as part of a master document.

When you print the master document, or generate a table of contents or index for it, Ami Pro creates consecutive page numbers, footnote numbers, and outline numbering schemes in the documents included in the master document. If you later need to change the numbers in a particular document, or you want to print just the master document source document, you must indicate that you want to treat the document as a single document

To change the numbering in a single document

1. Make the document you want to edit the active window.
2. Choose File/Master Document.

   Ami Pro displays a message indicating the file is part of a master document. Choose Yes to treat it as a single document.

   Ami Pro automatically changes the page, footnote, and outline numbers so that they begin with the number one.
3. Edit the document.
4. Print the document.

   If you now want to return to the master document numbers, you must update the master document.

See also:

Master Document Contents
Understanding Master Document
Modifying a Master Document
Updating a Master Document

You must update a master document if:

- You add or remove any documents in the master document.
- You modify any page, footnote, and outline numbers in any document included in the master document.
- You change either the total number of pages or the pages on which table of contents or index entries are located in any document included in the master document.

You can update the master document by either:

- Generating the master document table of contents
- Generating the master document index
- Printing the master document

See also:

Master Document Contents
Understanding Master Document
Creating a Master Document
Modifying a Master Document
Changing the Numbering in a Single Document
Preparing to Generate a Table of Contents or an Index
Generating the Table of Contents or Index

Several menus are specific to Ami Pro for NewWave, including the Action menu, the Objects menu, and the Task menu. In addition, Share, under the Edit menu, is available only if you are using Ami Pro for NewWave.

The Action menu contains items that affect entire objects. It is similar to the File menu in Ami Pro for Windows.

There are several functions that operate differently in Ami Pro for NewWave. Information about these functions is included in the NewWave Help.

In the NewWave Help, references are made to objects. In the regular Ami Pro Help, references are made to files. If you are using Ami Pro for NewWave, you should interpret files and documents as objects when you refer to the regular Ami Pro Help. Containers are the locations where objects are placed. Containers include the NewWave Desktop, the File Drawer, the Waste Basket, and any folders located on the NewWave Desktop.

Converting Ami Pro Documents to NewWave Objects

Convert Ami Pro documents created in Ami Pro for Windows into NewWave objects.

Using Action/Save As

Save editing changes to a new object and leave the original Ami Pro object displayed on the screen.

Using Action/Save As Master

Save the current Ami Pro object as a NewWave master.

Using Action/Import Text

Import either a different type of file or an Ami Pro NewWave object into the current Ami Pro object.

Using Action/Doc Info

Identify the contents of a document and create a cover page that can be printed.

Using Action/Merge

Merge a standard document with variable data contained in a data file.

Using Action/Window

Display multiple copies of the same object at one time.

Using Edit/Share

Share NewWave objects contained in Ami Pro frames.

Using the Objects Menu

Use commands that affect objects within an Ami Pro object.

Using the Task Menu

The Task menu is supplied by NewWave for NewWave aware applications.

Using Visual and Data Views

Use visual and data views in an Ami Pro object.

Setting Defaults in Ami Pro for NewWave

Set Auto Backup and default paths in Ami Pro for NewWave.

Editing the User Dictionary in Ami Pro for NewWave

Edit the Ami Pro User Dictionary object.

Using a Glossary Data File in Ami Pro for NewWave

Specify either an Ami Pro NewWave object or a Windows Ami Pro file as the type of file you want to use for a glossary.

Importing the Contents of an Ami Pro Object

Drag an Ami Pro object's icon into the open window of another Ami Pro object.

Using Macros in Ami Pro for NewWave

Create macros in Ami Pro for NewWave to automate procedures you use regularly.

Using the NewWave Agent

Use the NewWave Agent to automate tasks you perform with Ami Pro and other NewWave applications and tools.

If you previously used Ami Pro for Windows you can convert your Ami Pro documents to NewWave objects.

To convert Ami Pro documents

1. Double-click the desired Ami Pro object on the NewWave Desktop.
2. Choose Action/Import Text in Ami Pro.
3. Select the Ami Pro Windows File in the file type list box to import a Windows Ami Pro file into an Ami Pro object.
4. Specify the desired drive, directory, and file name.
5. Choose Overwrite if you want to create an exact copy of the Ami Pro for Windows document. Choose OK if you want to import the file into the object starting at the location of the insertion point.

See also:

Using Ami Pro with NewWave Contents
Understanding Import and Export File Filters
Using Action/Import Text

Choose Action/Save As to save your editing changes to a new object and leave the original object displayed on the screen. You can also use Action/Save As to save the current Ami Pro object to another type of file, such as a Windows Ami Pro document.

To use save as

1. Choose Action/Save As.
2. Select the desired file type.
3. Specify the desired drive and directory or container.
4. Type the desired file name or object name.
5. Choose OK.

See also:

Using Ami Pro with NewWave Contents
Exporting a Text File
Using Macros in Ami Pro for NewWave

Choose Action/Save As Master to save the current Ami Pro object as a NewWave master. A master is a template, similar to an Ami Pro style sheet. When you create a new Ami Pro object, you can select a master. Any masters you create display in the list box, in addition to the masters provided with Ami Pro.

You can save the paragraph styles and page layout using Style/Save as a Style Sheet. If you want to save a new style sheet as a master, you must use Action/Save as Master.

To use save as master

1. Choose Action/Save As Master.
2. Type a title for the master in the Title text box.

   You can type up to 32 characters for an object title.
3. Choose OK.

See also:

Using Ami Pro with NewWave Contents
Understanding Style Sheets

Choose Action/Import Text to import either a different type of file or an Ami Pro NewWave object into the current Ami Pro object.

To use import text

1. Choose Action/Import Text.
2. Select the desired File type. In addition to all the types of text files, you can select Ami Pro Macro File, Ami Pro Object, or Ami Pro Windows File.

   Ami Pro Macro File
   Select Ami Pro Macro in the file type list box to import a macro file into an Ami Pro object.

   Choose Overwrite if you want to overwrite the current object. Choose OK if you want to import the file into the object starting at the location of the insertion point.

   Ami Pro Object
   Select Ami Pro Object in the file type list box to import an Ami Pro object.

   The object is imported starting at the location of the insertion point.

   Ami Pro Windows File
   Select Ami Pro Windows File in the file type list box to import a Windows Ami Pro file into an Ami Pro object.

   Choose Overwrite if you want to create an exact copy of the Ami Pro for Windows document. Choose OK if you want to import the file into the object starting at the location of the insertion point.

3. Specify the desired drive and directory or container.
4. Type the desired file name or object name.
5. Choose OK.

See also:

Using Ami Pro with NewWave Contents
Understanding Macros
Importing a Text or Data File
Using Macros in Ami Pro for NewWave

Choose Action/Doc Info to identify the contents of a document and create a cover page that can be printed. Doc Info also provides revision information about a document.

To use doc info
1. Choose Action/Doc Info.
2. If you want to display the NewWave Attributes dialog box for the object, choose Attributes.

   For information about the NewWave Attributes dialog box, refer to Attributes in the *HP NewWave User's Guide Index*.

See also:

Using Ami Pro with NewWave Contents
Using Doc Info
Using the Objects Menu

Choose Action/Merge to create, edit, and select a data file; insert the fields into the merge document; and perform a merge.

See also:

Choose Action/Window/New Window to display multiple copies of the same object at one time. One window contains an editable copy of the document. Any other windows contain copies that are Read Only.

If you display multiple copies of an object, the open object and any Read Only copies are listed at the bottom of the Action menu. The editable copy is listed first, followed by any open Read Only copies. Choose one of these items to switch to that window or choose Action/Window/Tile or Action/Window/Cascade.

To close the Read Only copy of the object in the active window, select the document control menu box and choose Close.

Keyboard: Press CTRL+F4.

See also:

Using Ami Pro with NewWave Contents
Displaying the Same Document in Two Windows

Share is the only item on the Edit menu that is specific to Ami Pro for NewWave. Sometimes it is useful to work with an object's contents from several locations. When this is the case, you can create shared views of the object. Each shared view of an object has the same content as other shared views of it. This gives you the ability to work with the same information from more than one object. Shared views provide you with an easy way to update the contents of an object when the contents appears in more than one location. When you change one of the shared views of the object, all of its other shared views also change.

To use share

1. Select the frame that contains the NewWave object you want to share.
2. Choose Edit/Share.
3. Place the insertion point on the page in the Ami Pro object where you want to paste the shared object.
4. Choose Edit/Paste.

   If you paste the shared object on the same page as the original object, Ami Pro pastes the object overlapping and to the right of the original object. You can move the shared object to the desired position on the page. If you paste the shared object on another page, Ami Pro pastes the object on this page in the same location as the original object.

   After the object has been shared, it may also be pasted in the NewWave Office or in another object.

See also:

   Using Ami Pro with NewWave Contents
   Selecting One or More Frames
   Understanding Frames

The Objects menu contains commands that affect objects within an Ami Pro object.

To create a new object

You can place an object into the open Ami Pro object.

1. Choose Objects/Create a New.
2. Choose the desired Object Type.
3. Specify a Title for the new object.
4. If necessary, select the desired Master.
5. Choose OK.

To open an object

You can open an object in an Ami Pro frame.

1. Select the frame that contains the object you want to open.
2. Choose Objects/Open.

   Mouse: Double-click the object. If the object is a visual view, Ami Pro opens the object and allows you to position the picture within the frame.

To open a data view object

1. Place the insertion point on the left red bracket at the beginning of the data view.
2. Choose Objects/Open.

   Mouse: Double-click the left red bracket.

To display a list of objects

Choose Objects/List Objects to display a list of all the objects that exist in the current Ami Pro object. The object name is followed by the object type in parentheses. You can select an object and choose Open to open the object or Print to print the object.

To show links

You can display a list of all the objects and tools that contain the selected object.

1. Select the frame that contains the object for which you want to show the links.
2. Choose Objects/Show Links.

   You can select an object and choose Open to open the object.

To show links for a data view object

1. Place the insertion point on the left red bracket at the beginning of the data view.
2. Choose Objects/Show Links.

To use attributes

You can display and edit the information about a selected object.

1. Select the frame that contains the object for which you want to display and edit the information.
2. Choose Objects/Attributes of Object.

   For information about the NewWave Attributes dialog box, refer to Attributes in the *HP NewWave User's Guide Index*.

See also:

Using Ami Pro with NewWave Contents
Moving a Picture in a Frame

You can automate a task in NewWave by recording the actions necessary to complete the task. Once you have this record of your actions, you can have the NewWave Agent perform them automatically. The Task menu is supplied by NewWave for NewWave aware applications.

For information about NewWave tasks, refer to the Task menu in the *HP NewWave User's Guide Index*.

See also:

Ami Pro supports both visual views and data views.

A visual view is a picture of data placed in a frame. It can be scaled and cropped the same as any other picture. The appearance of the visual view is determined by the original application, which gives Ami Pro a picture to display.

A data view is actual data. You can insert a data view into main document text, a frame, or a table. You can format the view in Ami Pro by applying text enhancements or assigning paragraph styles. However, any formatting changes you make to a data view are overwritten when you update the view.

Ami Pro encloses a data view in red left and right square brackets. You can see the red brackets if you choose View/View Preferences and select Marks.

To open a data view object

1. Place the insertion point on the left red bracket at the beginning of the data view.
2. Choose Objects/Open.

    Mouse: Double-click the left red bracket at the beginning of the view.

To show links for a data view object

1. Place the insertion point on the left red bracket at the beginning of the data view.
2. Choose Objects/Show Links.

To open a visual view object

1. Select the frame that contains the visual view object.
2. Choose Objects/Open.

    Mouse: Double-click the object.

    Ami Pro opens the object and allows you to position the picture within the frame.

See also:

Using Ami Pro with NewWave Contents
Defining A Paragraph Style
Text Formatting Contents
Moving a Picture in a Frame
Selecting One or More Frames
Setting View Preferences
Using the Objects Menu

If you choose Tools/User Setup and specify Auto backup, Ami Pro creates and updates a copy of your object when you save the object. The copy is placed in an Ami Pro Backup folder on the NewWave Desktop.

If you move the Ami Pro Backup folder from the NewWave Desktop, Ami Pro creates a new folder.

The backup of any object is a copy of the object as it was prior to the last time you saved. As a result, the backup object and the current object are not identical. To create an exact duplicate of an object, use save twice without making any changes to the object between the first and second save commands.

The backup object does not contain any shared objects, only copies of the objects. If you want to retain shared views of any object in the backup object, select the desired object in the original Ami Pro object, choose Objects/Attributes of Object, and select Auto Share.

If you choose Tools/User Setup and then choose Paths, you can specify the drive and directory that Ami Pro should use to store and retrieve your style sheets, macro files, and sets of SmartIcons.

See also:

Using Ami Pro with NewWave Contents
Setting Ami Pro DefaultsContents
Setting Default Paths
Setting User Setup Defaults
Using Edit/Share
Using the Objects Menu

Ami Pro provides two dictionaries. The main dictionary cannot be edited. The other dictionary is a user dictionary that you can customize, edit, and update to meet your own needs. When you use Spell Check and choose Add to Dictionary, Ami Pro adds the words to the user dictionary.

To edit the user dictionary object

1. Choose Tools/Spell Check.
2. Choose Edit Dictionary.

   Ami Pro creates and opens the User Dictionary object.

3. Edit the user dictionary.
4. Save the editing changes.
5. Choose Action/Close to close the User Dictionary object.

   Ami Pro leaves the User Dictionary object on the NewWave Desktop so that you can edit it at any time. If you throw the User Dictionary object away, your changes are not lost. Ami Pro creates the dictionary the next time you choose Edit Dictionary.

See also:

Using Ami Pro with NewWave Contents
Editing the Dictionary

You can specify the type of file you want to use for the glossary. You can choose either an Ami Pro NewWave object or a Windows Ami Pro file.

To specify a glossary data file

1. Choose Edit/Insert.
2. Choose Glossary Record.
3. Choose Data File.
4. Select the desired View option.

   Objects
   Displays a list of available Ami Pro objects.

   Files
   Displays a list of available Windows Ami Pro files.

5. Specify the desired object or file in the list box.
6. Choose OK to return to the Insert Glossary Record dialog box.

See also:

You can drag an Ami Pro object's icon into an open Ami Pro object if you want to import the contents of the icon into the open Ami Pro object. The contents, including text and pictures, imports at the location of the insertion point.

Ami Pro cannot import shared NewWave objects when dragging the icon into another object. The visual objects are converted to empty text frames and the data view objects are converted to text.

To import an object's contents

1. Place the insertion point in the document where you want to import the contents of an Ami Pro object.
2. Select the desired Ami Pro object icon.
3. Drag the icon into the open object.

   The Ami Pro icon is moved into the open object and is no longer available at it's previous position.

   Hold CTRL when you drag the icon to create a copy of the icon.
4. Release the mouse button.

See also:

Using Ami Pro with NewWave Contents
Using Action/Import Text

You can create macros in Ami Pro for NewWave to automate procedures you use regularly. Both Record & Play and editable macros are supported. If you want to automate tasks that are accomplished using Ami Pro and other tools and applications in the NewWave Office, you can use the NewWave Agent.

To record and play a macro
You can record and playback an Ami Pro macro. Macros are stored in macro files rather than in NewWave Objects.

You can only playback functions that are available in Ami Pro for NewWave. If you playback a macro that invokes a function available only in Ami Pro for Windows (such as Opening a file), the macro ends with an error message indicating the desired function was not available.

To edit a macro
You can edit an Ami Pro macro that was previously recorded with the Record function. However, the method used to open, edit, and then save the changes is different than that described in the macro documentation.

1. Create and open a new Ami Pro object.
2. Choose Action/Import Text.
3. Select Ami Pro Macro File as the file type.
4. Choose Overwrite.

   Ami Pro converts the macro to editable form and displays it in the current object.

   If a text version of the macro you want to edit already exists as a NewWave object, you can simply open that object and edit it.

   If you specify a function that is not available in Ami Pro for NewWave, you receive an error message when you compile the macro.

To save a macro
1. Choose Action/Save As.
2. Select Ami Pro Macro File as the file type.
3. Type a DOS file name for the macro file.
4. Choose OK.

   Ami Pro compiles the macro.

   If any errors occur during compilation, the compiled version is not saved. You can correct the error and try Save As again.

   If you specify a function in the macro that is not available in Ami Pro for NewWave, the macro compiles. However, only functions available in Ami Pro for NewWave can be played back. If you play a macro that invokes a function available only in Ami Pro for Windows, the macro ends with an error message indicating that the desired function was not available.

See also:

Using Ami Pro with NewWave Contents
Understanding Macros
Using Macro Doc
Using the NewWave Agent

You can use the NewWave Agent to automate tasks you perform with Ami Pro and other NewWave applications and tools. You can record, execute, and edit these agent tasks in Ami Pro.

Using the Ami Pro macro language
When you record an agent task in an Ami Pro window, the actions are recorded in the Ami Pro macro language. Like the NewWave Agent, the Ami Pro macro language consists of program statements and functions.

Using program statements
Ami Pro macro program statements include statements such as IF/ENDIF, FUNCTION/END FUNCTION, GOTO, and WHILE/WEND. Agent program statements include IF/ENDIF, TASK/ENDTASK, and WHILE/ENDWHILE. When you edit agent tasks, use Agent program statements rather than Ami Pro macro program statements.

Using functions
There are two types of functions: language functions and Ami Pro functions. Language functions allow you to access information and perform actions that are not available using the record feature. Ami Pro functions allow you to complete the functions that are available using the Ami Pro menus and shortcut keys. While most functions work the same in NewWave, there are some significant differences in the syntax for recording or editing agent tasks.

Syntax differences for all functions
Some functions have predefined constants that allow you to use a word instead of a number for required parameters. For agent tasks, you must specify the numeric parameter, not the text parameter. For example:

If you want to change the line color to red, you must specify 255. You cannot use the word RED.

Some functions return string values that end with a $ character. For agent tasks, you must remove the $ sign. For example:

CurChar$() should be changed to: CurChar().

Syntax differences for language functions
When using a language function, you must assign the return value to a NewWave variable. Variables in NewWave must end with the pound (hash) character, #. For example:

answer#=Query("Enter your name.")

Syntax differences for Ami Pro functions
For many Ami Pro functions, you can specify parentheses and parameters to accomplish a function or omit them to display the dialog box for the function. For agent tasks, you must remove the parentheses following the function name but supply the parameters for the function. Except for functions that are solely designed to display dialog boxes (such as Modify Page Layout), you cannot display dialog boxes for functions using agent tasks. For example:

InsertNote ("This is a note.") should be changed to:

InsertNote "This is a note."

Other functional differences
Some functions available in Ami Pro for Windows are not available in Ami Pro for NewWave. For example:

New(), which creates a new file, is not available in Ami Pro for NewWave.

Some functions or parameters change when they are used under NewWave. For example: Call, which executes an Ami Pro macro as part of an agent task, uses different parameters.

Call "drive:path\macrofile!function name" PASSING "parameter1" "parameter2"

See also:

Using Ami Pro with NewWave Contents

You can send and receive messages within Ami Pro if either cc:Mail for Windows Release 1.1 or higher or Lotus Notes Release 2.1 or higher is installed on your computer. If you do not have access to these applications, you can save a document as either an ASCII or E-mail file and send it using another mail application.

Ami Pro can attach either a titled document or selected text in a document to a message, or you can send a message without attaching a document.

Ami Pro does not attach the style sheet associated with a document to the message.

If you want to maintain the formatting in a titled document when you attach it to a message, save the document under a different name and select Keep format with document before you choose File/Send Mail.

To send a message

1. Make the document you want to attach to a message the active window.
2. If you want to send just part of the document, select the desired text.

   If you want to send table data, choose Tools/Tables and then choose Select Entire Table.
3. Choose File/Send Mail.
4. Select Attach.

   If you selected text, the Attach option is dimmed. If you edited the current document since the last Save command, or if the current document is Untitled, the attach option is Save and attach.

   Ami Pro displays the Save As dialog box if the document is Untitled or read-only.
5. Choose OK.

   Ami Pro displays the Mail application's send mail screen. You can now type the mail message.

   If you selected Attach, the Ami Pro document is automatically attached to the message. If you selected text or table data, the selected text or data is incorporated into the message.

To receive notification of mail

Ami Pro can notify you when you receive mail if the mail application is loaded. Ami Pro checks with the mail application every five minutes. If you have received mail, Ami Pro displays a Mail button in the status bar.

You can check your mail by clicking the Mail button in the status bar. Ami Pro displays the mail application's receive mail screen.

See also:

Integrating Ami Pro with Other Applications Contents
Using the Status Bar
Creating, Saving, and Displaying an Ami Pro Document Contents
Exporting a Text File
Using ASCII File Import Options
Using ASCII File Export Options
Importing an E-mail File
Exporting an E-mail File

In the Microsoft Windows environment, you can share information across applications using Dynamic Data Exchange (DDE) and Object Linking & Embedding (OLE). These utilities allow you to create a link or connection between data in a file in one Windows application and a file in another Windows application. As you edit the original data in one application, the changes can be reflected automatically in another application that uses the data.

Not all Windows applications support DDE and OLE.

Using links, you can modify data in a file in one Windows application and automatically update files in other Windows applications that use the data.

Every link has a server and a client. The server contains the original data. The client uses that data. For example, when you create a link from an Ami Pro document to a presentation graphics application such as Freelance Graphics for Windows, the Ami Pro document is the server because it provides data to the graphics application. When you create a link from a spreadsheet application such as 1-2-3 for Windows to an Ami Pro document, the Ami Pro document is the client because it uses the data from the spreadsheet.

The server and client files can be any files created in Windows applications that support DDE or OLE.

You cannot create a link between two files in the same application, such as two Ami Pro documents.

You can create a DDE or an OLE link. The type of link depends upon whether the application that contains the original data supports only DDE, or both DDE and OLE. OLE links are preferable because they provide greater control over the exchange of data.

A DDE link requires that both the application containing the original data and the application using the data be active at the same time. The client application must be able to communicate with the server application in order to display the data accurately. For example, if you change a number in the original spreadsheet or charting data and you want the corresponding number to change in the word processing application using that data, both applications must be active.

Active links use considerable memory because the two applications must be active simultaneously. You should use active links only when necessary.

You can modify the status of links.

An OLE link does not require that both applications be active at all times. Once you create the link, the original data becomes an object within the application using the data. The OLE object can appear as either an icon, a Windows Metafile, or text. You can start the other application and edit the original data from within the application that is using the data.

You can specify the kind of link you want.

Using links, you can:

- Create a link from a file in another Windows application to text, a table, or an empty selected frame in an Ami Pro document.
- Create a link from either text or a table in an Ami Pro document to a file in another Windows application.

See also:

Integrating Ami Pro with Other Applications Contents
Creating a Link to an Ami Pro Document
Creating a Link from an Ami Pro Document
Using Link Options
Using Paste Special

When you create a link to an Ami Pro document, the Ami Pro document uses data from another Windows application. A single Ami Pro document can use data from several different applications.

To create a link to an Ami Pro document

1. Start the application and open the file that contains the original data.

   The file must be a named file. It cannot be Untitled.

2. Select the data you want to include in an Ami Pro document.

   For example, select the spreadsheet cells or chart you want to include in an Ami Pro document.

3. Choose Edit/Copy to copy the data to the Windows Clipboard.

   Leave this application running. If you want, you can minimize the application's window to an icon.

4. Start Ami Pro and open the Ami Pro document you want to contain the data.

5. Place the insertion point where you want the data to appear.

   If you want the data to appear in a frame, or you want to create an OLE link instead of a DDE link, create, size, and select an empty frame. If you want the data to appear in a table, place the insertion point in the desired table cell.

6. Choose Edit/Paste Link.

   The data appears in the Ami Pro document.

If the application containing the original data supports Rich Text Format through DDE, Ami Pro maintains the fonts, colors, and attributes of the original data. If the application containing the original data supports OLE linking and you inserted the data into a frame, the link is an OLE link instead of a DDE link, and the data appears as an OLE object.

You can double-click the OLE object to start the other application and edit the original data.

If you created a DDE link to main document text, Ami Pro encloses the data in blue left and right square brackets. You can see the blue brackets by choosing View/View Preferences and selecting Marks.

If you created a link to a graphic such as a chart, Ami Pro scales the picture so that it fits in the frame and maintains the aspect ratio. If the selected frame already contains a DDE-linked graphic, Ami Pro overwrites the existing picture.

See also:

Integrating Ami Pro with Other Applications Contents
Understanding Links
Creating a Link from an Ami Pro Document
Using Link Options
Editing an OLE Object

When you create a link from an Ami Pro document, the Ami Pro document provides original data to another Windows application.

To create a link from an Ami Pro document

1. Make the Ami Pro document that contains the original data the active window.

   The Ami Pro document must be a named file. It cannot be Untitled.

2. Select the text or table data you want to use in another application.

   If the other application supports OLE linking, you can select text, table data, or a picture.

3. Choose Edit/Copy to copy the data to the Windows Clipboard.

   Leave Ami Pro running. If you want, you can minimize the Ami Pro window to an icon.

4. Start the other application and open the file you want to contain the data.

5. If necessary, indicate the position where you want the data to appear.

6. Choose Edit/Paste Link.

   The data appears in the file.

See also:

Integrating Ami Pro with Other Applications Contents
Understanding Links
Creating a Link to an Ami Pro Document
Using Link Options
Editing an OLE Object

You can use Link Options to display information about existing DDE and OLE links, and to update, unlink, deactivate, edit, or create a link anywhere in an Ami Pro document. Link Options are only available if the current document uses data from another Windows application.

You can also choose File/Doc Info to identify existing links in the current document.

To create or modify a link

1. Choose Edit/Link Options.

   Mouse: Double-click one of the blue square brackets that encloses a DDE text link. You can see the blue brackets by choosing View/View Preferences and selecting Marks.

2. If you want to modify an existing link in any way, select the desired link.

3. If you want to obtain a new copy of the data from the application containing the original data, choose Update.

   Ami Pro updates the linked data by obtaining a new copy of the original data.

4. If you want to terminate the selected link, choose Unlink.

   Ami Pro stops updating the linked data. Changes in the original data are no longer reflected in the Ami Pro document.

   You cannot update a link after you use Unlink.

5. If you want to stop updating the selected link temporarily, choose Deactivate.

   Ami Pro stops updating the linked data, but does not terminate the link. Changes in the original data are not reflected in the Ami Pro document until you update the link.

   When a link is deactivated, it becomes inactive and requires less memory. You can choose Update when you want to make the link active again.

6. If you want to specify a different Windows application for the original data, or specify a different path for the file containing the original data, or specify a different range for the original data, without having to open or switch to the other application, choose Edit.

7. Type the Application, Topic, and Item for the link you want to edit or create.

   You can see a list of available object types if you close the dialog box, choose Edit/Insert, and then choose New Object.

   Application
   The name of the application that contains the original data. For DDE, this is the application name and path. For OLE, this is the object type created by the application.

   Topic
   The drive, directory, and name for the file that contains the original data, or the object name for the original data.

   Item
   The location or name for the original data, such as a range of cells or a named spreadsheet range.

8. Choose OK to return to the Link Options dialog box.

9. Choose OK to return to the document.

See also:

Integrating Ami Pro with Other Applications Contents
Understanding Links
Creating a Link to an Ami Pro Document
Creating a Link from an Ami Pro Document

You can create an Ami Pro macro to control another application through DDE. First, determine how the other application responds to DDE. Then, write a macro that sends information to, and retrieves information from, the other application.

See also:

Object Linking and Embedding (OLE) is a Microsoft Windows facility that allows you to use several Windows applications to produce a single document. With OLE, the original data becomes an object within the application using the data. The OLE object can appear as either an icon, a Windows Metafile, or text, and it contains the original data in its native format.

Not all Windows applications support OLE embedding.

You can specify how you want the object to appear.

With OLE, you can start another Windows application and edit its data from within the application that is using the data. For example, you can open a document in Ami Pro, start a Windows drawing application from within an empty selected frame in the Ami Pro document, create a drawing in the drawing application, and edit that drawing from within the Ami Pro document.

Using OLE embedding, you can:

- Create a new OLE object and embed it into an empty selected frame in an Ami Pro document.
- Make existing data such as an Ami Pro document an OLE object and embed it into a file in another Windows application that supports OLE embedding.

See also:

Integrating Ami Pro with Other Applications Contents
Inserting a New Object
Embedding Existing Data as an OLE Object
Editing an OLE Object
Using Paste Special

Within Ami Pro, you can create text, a picture, or a spreadsheet in another Windows application and embed that data into an empty selected frame in the current Ami Pro document. The Ami Pro document uses the data from the other application.

To insert a new object

1. Make the Ami Pro document into which you want to embed the new data the active window.
2. Create, size, and select an empty frame.

   In Ami Pro, you must embed an OLE object into a frame.

   You can let Ami Pro create the frame using the current settings in the Create Frame dialog box.
3. Choose Edit/Insert.
4. Choose New Object.
5. Select the type of object you want to create.

   The Object type list box automatically displays all available applications that support OLE and the types of objects they create.
6. Choose OK.

   The application is loaded into the selected frame and takes control.
7. Create the desired object.
8. Choose File/Update to save the object.
9. If necessary, choose File/Exit or File/Exit & Return to exit the application and return to the Ami Pro document.

   Ami Pro regains control. The data appears as an OLE object in the Ami Pro document.

   You can double-click the OLE object to start the other application and edit the original data.

See also:

Integrating Ami Pro with Other Applications Contents
Embedding an Object
Embedding Existing Data as an OLE Object
Creating a Frame Manually
Editing an OLE Object
Using Paste Special

You can make existing data an OLE object and embed it into either an Ami Pro document or a file in another Windows application that supports OLE embedding.

To embed existing data as an OLE object

1. Start the application and open the file that contains the original data.

   In Ami Pro, make the document that contains the original data the active window.

2. Select the data you want to embed.

   In Ami Pro, select one word of text in the document. Ami Pro automatically makes the entire document the OLE object.

   You can use a picture in the Ami Pro document as the OLE object by selecting a picture frame.

3. Choose Edit/Copy to copy the data to the Windows Clipboard.

   Leave this application running. If you want, you can minimize the application's window to an icon.

4. Start the other application and open the file you want to contain the data.

   In Ami Pro, make the document into which you want to embed the OLE object the active window, and create, size, and select an empty frame.

   You can let Ami Pro create the frame using the current settings in the Create Frame dialog box.

5. Place the insertion point where you want to embed the data.

6. Choose Edit/Paste Special and select the desired format for the data.

   In Ami Pro, select OLE Embed.

   The data appears as an OLE object. You can now close the application that contains the original data.

   You can double-click the OLE object to start the other application and edit the original data.

See also:

Integrating Ami Pro with Other Applications Contents
Embedding an Object
Inserting a New Object
Creating a Frame Manually
Using Paste Special
Editing an OLE Object

If a file contains a linked or embedded OLE object, you can start the application that contains the original data and edit that data.

To edit an OLE object

1. Start the application and open the file that contains the OLE object you want to edit.
2. Double-click the OLE object.

   In Ami Pro, double-click the frame that contains the object, or select the frame and press ENTER.
3. Make the desired changes.
4. Choose File/Update to save the changes.
5. Choose File/Exit or File/Exit & Return to exit the application and return to the file containing the object.

   When you edit an Ami Pro object embedded into a file in another application, File/Save changes to File/Update, and File/Exit changes to File/Exit & Return.

See also:

Integrating Ami Pro with Other Applications Contents
Embedding an Object
Inserting a New Object
Embedding Existing Data as an OLE Object

When you copy data to the Windows Clipboard, the application places the data on the Windows Clipboard and lists the formats in which the data is available. The most common formats are: Windows Metafile (Picture), Windows Bitmap (Bitmap), DIB, Rich Text Format, Text, DDE Link, OLE Link, and OLE Embed.

When you choose Edit/Paste to paste information, Ami Pro checks the location of the insertion point and automatically uses the format that seems most suitable for that location.

- If you paste a picture without first creating a frame, Ami Pro automatically creates a frame set to Flow with text in the Modify Frame Layout dialog box.
- When you paste into a frame, Ami Pro uses either Windows Metafile, DIB, or Windows Bitmap, in that order.
- When you paste into main document text, Ami Pro uses either Ami Text Format, Rich Text Format, BIFF (Excel format), Text, Windows Metafile, DIB, or Windows Bitmap, in that order.

Sometimes you may want to select a different format than the one Ami Pro uses. For example, Ami Pro defaults to Ami Text Format or Windows Metafile when you paste text or a picture, but you may want to embed the text or picture. In this situation, you must use Edit/Paste Special to embed the data.

See also:

Integrating Ami Pro with Other Applications Contents
Using Paste Special

You must use Paste Special to embed an OLE object into an Ami Pro document. You can also use Paste Special to select the format for data you want to paste.

To use Paste Special

1. Start the application and open the file that contains the data you want to copy, link, or embed.
2. Select the desired data.
3. Choose Edit/Copy to copy the data to the Windows Clipboard.
4. Start Ami Pro and make the Ami Pro document you want to contain the data the active window.
5. Place the insertion point where you want the data to appear.
6. Choose Edit/Paste Special.
7. Select the desired Format.

   The Formats list box automatically displays all the formats in which the data is available.

   Windows Metafile
   This format scales well but it does not always retain text formatting.

   Windows Bitmap and DIB
   These formats provide exact representations of a graphic but they do not scale well.

   Rich Text Format
   A text format that maintains formatting information and attributes such as bold and center. Rich Text Format pastes slowly but it is complete.

   Text
   A text format that maintains characters but not attributes.

   DDE Link
   A format that contains DDE link information.

   OLE Link
   A format that contains OLE link information.

   OLE Embed
   A format that contains either an icon, a Windows Metafile, or text as a representation of the original data, and the original data in its native format.

8. Choose OK.

   Ami Pro embeds or pastes the data in the format you selected.

See also:

Integrating Ami Pro with Other Applications Contents
Understanding Links
Embedding an Object
Understanding Paste Special

Outline mode provides a way for you to view and organize the contents of a document. Ami Pro provides nine outline levels that are based upon paragraph styles. Each paragraph style has a level assigned to it. You can modify these levels to meet your needs.

Because Outline mode is based on paragraph styles, you should be familiar with how they function.

When you access Outline mode, Ami Pro displays outline level and command icons across the top of the screen. Using the expand and contract commands, you can display the entire document or display only selected text. You can quickly move or delete large sections of text in the document. In addition, you can change the paragraph styles assigned to text using the promote and demote commands.

You can specify how text should display in Outline mode. You can either use the typeface, point size, color, attributes, and numbers specified in the paragraph styles available to the current document or use the typeface, point size, color, attributes, and numbers specified in the paragraph styles available in the _OUTLINE.STY style sheet provided with Ami Pro.

Editing a document in Outline mode is simple because you can control the level of detail that displays and quickly see the hierarchy of the document. If you want to focus on the main topics in the document, you can contract the text to display only text using paragraph styles set to high outline levels. If you want to view additional detail, you can expand the text to display text using paragraph styles set to lower outline levels.

When you are in Outline mode, you can insert and type over text, delete text, and copy and move large sections of text. If you need to rearrange text so that the text uses different paragraph styles, you can promote paragraphs with or without their subordinate text to a higher outline level, or demote them to a lower outline level.

See also:

Outline Mode and Outline Numbering Contents
Understanding Paragraph Styles
Assigning Outline Levels
Accessing Outline Mode
Using the Outline Level and Command Icons

Outline levels are stored as part of the formatting information in the paragraph styles. Before you access Outline mode, you should assign the desired levels to each paragraph style available in the document. That way, when you change to Outline mode, Ami Pro automatically displays all the text at the correct levels.

Ami Pro orders the outline levels from level 1, which represents the highest level (the main headings in the document), to level 9, which represents the lowest level (the lowest subheadings in the document). Ami Pro also provides an outline level of None for paragraph styles used in the main document text, such as Body Text.

To assign an outline level to a paragraph style

 1. Choose Style/Outline Styles.
 2. Select a paragraph style to which you want to assign a different outline level.

    Each paragraph style available in the document automatically appears under either the number of the level that is currently set in that paragraph style or under None.

 3. Choose Promote or Demote until the selected paragraph style appears under the desired outline level number.

    To ensure that Ami Pro uses the desired paragraph style place only one paragraph style under each outline level between 1 and 9.

    Mouse: Drag the selected paragraph style to the left or right until it appears under the desired outline level number.

    Promote
    Assigns a higher outline level to the selected paragraph style.

    Demote
    Assigns a lower outline level to the selected paragraph style.

    Ami Pro highlights the outline level numbers across the top of the list box as you promote or demote the paragraph style.

    When you promote or demote a paragraph style, you are modifying that paragraph style. The changes are effective only for the current document, unless you save them to the style sheet associated with the document.

 4. Repeat the procedure for each paragraph style.

    In addition to assigning outline levels, you can use the Number options in the Outline Styles dialog box to create an outline numbering scheme.

 5. Choose OK to return to the document.

    There are no visible changes to any text in the document. The outline levels you assigned display only in Outline mode.

See also:

Outline Mode and Outline Numbering Contents
Saving As a Style Sheet
Understanding Outline Numbering
Understanding Outline Mode
Accessing Outline Mode
Using the Outline Level and Command Icons
Using the Outline Buttons
Contracting and Expanding Text Globally
Contracting and Expanding Text Locally
Promoting and Demoting Text

Choose View/Outline Mode to access Outline mode.

Outline appears in the menu bar.

Ami Pro can also display outline buttons to the left of each paragraph. You can see the buttons by choosing View/View Preferences and selecting Outline buttons.

In Outline mode, tables and text or pictures in anchored frames (Placement in the Modify Frame Layout dialog box is set to With para above or Flow with text) display in the correct locations in the document. Text or pictures in other types of frames do not display. You can edit the contents of a frame in Outline mode, but you cannot create, cut, copy, or move a frame.

See also:

Outline Mode and Outline Numbering Contents
Understanding Outline Mode
Using the Outline Level and Command Icons
Using the Outline Buttons
Promoting and Demoting Text
Displaying Text in Outline Mode

The outline level icons allow you to specify globally which text should display and which text should be hidden. The icons also indicate the outline levels that are assigned to paragraphs of text.

To use outline level icons

Click the desired outline level icon to display all text using the paragraph style set to that outline level, plus any text using a paragraph style set to a higher outline level.

To use outline command icons

1. Select the desired paragraphs, or place the insertion point in the desired paragraph.
2. Click the desired outline command icon.

   Several of the commands available as outline command icons are also available under the Outline menu.

   Promote
   Assigns a paragraph style set to a higher outline level to the text you select.

   Demote
   Assigns a paragraph style set to a lower outline level to the text you select.

   Move Up
   Moves the text you select before the paragraph preceding it.

   Move Down
   Moves the text you select after the paragraph following it.

   Small Plus
   Displays any hidden subordinate text for the paragraph in which the insertion point is located, one outline level at a time, starting with the next highest outline level subordinate text and moving to the lowest outline level subordinate text.

   Small Minus
   Hides any displayed subordinate text for the paragraph in which the insertion point is located, one outline level at a time, starting with the lowest outline level subordinate text and moving to the highest outline level subordinate text.

   Large Plus
   Displays all the subordinate text for the paragraph in which the insertion point is located.

   Large Minus
   Hides all the subordinate text for the paragraph in which the insertion point is located.

See also:

Outline buttons are small three-dimensional buttons that display to the left of each paragraph of text. The buttons indicate whether or not a paragraph has subordinate text, and whether subordinate text is hidden.

The Plus outline buttons also allow you to hide and move text.

To display outline buttons

You can display or hide the outline buttons.

1. Choose View/View Preferences.

2. Select Outline buttons.

3. Choose OK.

   Ami Pro displays the outline buttons.

   Plus button
   Indicates that the paragraph is using a paragraph style set to an outline level between 1 and 9 and that the paragraph has subordinate text.

   Minus button
   Indicates that the paragraph is using a paragraph style set to an outline level between 1 and 9 and that the paragraph does not have any subordinate text.

   Filled Plus button
   Indicates that the paragraph is using a paragraph style set to an outline level between 1 and 9 and that the paragraph has subordinate text that is currently hidden.

   Box button
   Indicates that the paragraph is using a paragraph style set to an outline level of None. Ami Pro displays this text halfway between two outline level icons.

   If you want to hide the outline buttons, deselect Outline buttons in the View Preferences dialog box.

To use the Plus buttons

If you have a mouse, you can use the Plus buttons to display or hide paragraphs and to move text to either another location in the document or to another outline level.

1. Double-click a Plus button to display or hide subordinate text.

2. Click a Plus button and drag the button to the desired location to move text to that location.

   Ami Pro automatically moves the text as you drag the mouse.

See also:

Outline Mode and Outline Numbering Contents
Understanding Outline Mode
Assigning Outline Levels
Using the Outline Level and Command Icons
Contracting and Expanding Text Globally
Contracting and Expanding Text Locally
Moving Selected Paragraphs
Promoting and Demoting Text
Deleting Text in Outline Mode
Displaying Text in Outline Mode

You can change globally the amount of text that displays in Outline mode using the outline level icons or the keyboard.

To contract and expand text globally

1. If you want to display only the text using the paragraph style set to outline level 1, click the level 1 outline level icon.

   Keyboard: Press ALT+1.

   Ami Pro hides all text in the document using paragraph styles set to outline levels 2 - 9 and None.

2. If you want to display additional text using paragraph styles set to outline levels 2 - 9, click the desired outline level icon.

   Keyboard: Press ALT+ the number of the desired outline level.

3. If you want to display all the text in the document, including text using paragraph styles set to None, click the Asterisk icon.

   Keyboard: Press ALT+0.

See also:

Outline Mode and Outline Numbering Contents
Understanding Outline Mode
Contracting and Expanding Text Locally
Promoting and Demoting Text
Displaying Text in Outline Mode

You can contract and expand subordinate text for a particular paragraph using the Outline menu, the outline command icons, a Plus outline button next to the paragraph, or the keyboard.

To contract and expand text locally

1. In Outline mode, place the insertion point in the paragraph for which you want to display or hide the subordinate text.

2. If you want to hide all the subordinate text for the paragraph, choose Outline/Contract.

   Mouse: Click the Large Minus command icon or double-click the Plus button to the left of the paragraph.

   Keyboard: Press ALT+PG UP.

3. If you want to hide any displayed subordinate text for the paragraph one outline level at a time, starting with the lowest outline level subordinate text and moving to the highest outline level subordinate text, click the Small Minus icon.

4. If you want to display all the subordinate text for the paragraph, choose Outline/Expand.

   Mouse: Click the Large Plus command icon or double-click the Filled Plus button to the left of the paragraph.

   Keyboard: Press ALT+PG DN.

5. If you want to display any hidden subordinate text for the paragraph one outline level at a time, starting with the next highest outline level subordinate text and moving to the lowest outline level subordinate text, click the Small Plus icon.

See also:

Outline Mode and Outline Numbering Contents
Understanding Outline Mode
Contracting and Expanding Text Globally
Promoting and Demoting Text

You can quickly move one or more paragraphs of text to another location in the document using the Outline menu, the outline command icons, or the keyboard.

To move selected paragraphs

1. Place the insertion point in the paragraph you want to move, or select the desired paragraphs.

2. If you want to move the selected text before the paragraph preceding it, choose Outline/Move Up.

    Mouse: Click the Move Up command icon.

    Keyboard: Press ALT+.

3. If you want to move the selected text after the paragraph following it, choose Outline/Move Down.

    Mouse: Click the Move Down command icon.

    Keyboard: Press ALT+↓.

4. If you want to move both the selected paragraph and its subordinate text, click the Plus button to the left of the paragraph to select it, and then drag the button to the desired location in the document.

    Ami Pro displays a horizontal guideline as you drag the button. You can use the line to determine the location of the insertion point so you can correctly move the text to the desired place in the document.

5. If you want to move a paragraph and all its subordinate text, choose Outline/Contract, select the entire paragraph including the return at the end of the paragraph, and press ALT+.

See also:

You can promote or demote one or more paragraphs with or without their subordinate text to another outline level using the Outline menu, the outline command icons, or the keyboard.

To promote and demote text

1. In Outline mode, place the insertion point in the paragraph you want to move to another outline level, or select the desired paragraphs.

2. If you want to move the text to a higher outline level, choose Outline/Promote until the text is at the desired outline level.

   If you promote text using a paragraph style set to outline level None, the text moves to the closest higher outline level.

   Mouse: Click the Promote command icon.

   Keyboard: Press ALT+←.

   Ami Pro assigns a paragraph style set to a higher outline level to the text.

3. If you want to move the text to a lower outline level, choose Outline/Demote until the text is at the desired outline level.

   If you demote text using a paragraph style set to outline level None, the text moves to the closest lower outline level.

   Mouse: Click the Demote command icon.

   Keyboard: Press ALT+→.

   Ami Pro assigns a paragraph style set to a lower outline level to the text.

4. If you want to move both the selected paragraph and its subordinate text, click the Plus button to the left of the paragraph to select it, and then drag the button to the desired location in the document.

   Ami Pro displays a vertical guideline as you drag the button. You can use the line to determine the current outline level so you can correctly move the text to the desired level.

When you promote or demote text, Ami Pro assigns the paragraph style at that outline level to the text. If there is no paragraph style at a particular outline level and you promote or demote text to that level, Ami Pro creates a paragraph style with the same characteristics as the text you moved and names it Outline#, where # indicates the number of the outline level. For example, if you move text from outline level 4 to outline level 5, and if there is no paragraph style at outline level 5, Ami Pro creates a paragraph style named Outline5.

If there is more than one paragraph style set to a particular outline level, Ami Pro chooses one paragraph style and automatically assigns that paragraph style to any text you promote or demote to that outline level. If Ami Pro does not choose the desired paragraph style, you can specify just the desired paragraph style at that outline level in the Outline Styles dialog box, or assign another paragraph style to the text.

See also:

Outline Mode and Outline Numbering Contents
Assigning Outline Levels
Assigning Paragraph Styles
Understanding Outline Mode
Using the Outline Level and Command Icons
Using the Outline Buttons

You can delete a selected paragraph, or delete both a selected paragraph and its subordinate text by contracting the text.

To delete text

1. If you want to delete displayed text, select the text you want to delete and press DEL.

2. If you want to delete an entire section of the document including all the subordinate text, place the insertion point in the paragraph using the paragraph style set to the highest outline level you want to delete.

3. Choose Outline/Contract.

   Mouse: Click the Large Minus command icon or double-click the Plus button to the left of the paragraph.

   Keyboard: Press ALT+PG UP.

4. Select the entire paragraph, including the return at the end of the paragraph.

   You can display returns by choosing View/View Preferences and selecting Tabs & returns.

   Mouse: Hold CTRL and double-click.

   Keyboard: Place the insertion point at the beginning of the paragraph and press SHIFT+↓ until the desired paragraph is selected.

5. Press DEL.

See also:

Outline Mode and Outline Numbering Contents
Understanding Outline Mode

When you are in Outline mode, Ami Pro displays the text using the typeface, point size, color, attributes, and numbers specified in the paragraph styles you assigned to the text. Ami Pro indents the text so that it displays aligned under the outline level icons, uses single line spacing, sets the paragraph spacing above and below to zero, and ignores any lines specified in the paragraph styles.

If you have multiple documents that use different paragraph styles, or if the paragraph style formatting information varies from one document to another, you can display the text in a consistent manner when you access Outline mode by using the typeface, point size, color, attributes, and numbers specified in the paragraph styles in the _OUTLINE.STY style sheet provided with Ami Pro.

To use the outline paragraph styles

To use the formatting information in the _OUTLINE.STY paragraph styles, choose Outline/Use Outline Styles when you are in Outline mode.

Ami Pro now uses the formatting information in the outline paragraph styles every time you access Outline mode. If you no longer want to use the outline styles, you can choose Outline/Use Outline Styles to change back to using the formatting information in the paragraph styles available to the current document.

Ami Pro does not actually assign the outline paragraph styles to the text. When you exit Outline mode, Ami Pro displays the text using the formatting information in the paragraph styles available to the current document.

You can modify the fonts, attributes, and numbers in the paragraph styles in the _OUTLINE.STY style sheet to change the way the text displays in Outline mode when you use the outline styles. Choose File/New, select _OUTLINE.STY as the desired style sheet, modify the font, attributes, and number in each paragraph style you want to change, and then save the changes to the style sheet.

If you are not using outline styles and you modify the font, attributes, and number in a paragraph style while in Outline mode, the changes are immediately apparent. If you modify other paragraph style settings, Ami Pro implements them only after you change to Layout mode.

See also:

Outline Mode and Outline Numbering Contents
Modifying a Paragraph Style Font
Understanding Outline Numbering
Saving As a Style Sheet
Understanding Outline Mode

If you print a document when you are in Outline mode, Ami Pro prints only the text that appears on the screen. Hidden subordinate text does not print.

The outline buttons do not print.

To print in Outline mode

1. In Outline mode, expand or contract the document to show as much text as you want to print.
2. Choose File/Print.
3. Specify the desired options.
4. Choose OK.

See also:

Outline Mode and Outline Numbering Contents
Understanding Outline Mode
Printing the Current Document

You can establish an outline numbering scheme with up to nine levels by specifying the desired outline levels, numbers, letters, or characters, and reset options for each paragraph style you want to use for the outline numbering. Ami Pro stores the outline numbering as part of the bullets & numbers formatting information in each outline paragraph style.

When you assign the outline paragraph styles to the text, Ami Pro numbers any paragraphs using the outline paragraph styles. If you insert additional paragraphs using the outline paragraph styles, Ami Pro renumbers any paragraphs affected by the changes.

Ami Pro provides several style sheets that contain either multiple outline paragraph styles or a Number List paragraph style already set up for a simple numbered list scheme. If you select one of these style sheets when you create a document, all you need to do is assign the desired paragraph style to the text in the document.

Do not create paragraph styles with names that differ from one another only by letter case, such as Outline a and Outline A. Ami Pro sees these as one paragraph, not two. You can, however, create paragraph style names such as Outline a) and Outline A.

See also:

Outline Mode and Outline Numbering Contents
Modifying a Paragraph Style
Saving As a Style Sheet
Using Quick Numbering
Creating a Numbering Scheme
Modifying a Numbering Scheme

The fastest way to assign numbers, letters, characters, punctuation, and reset options to outline paragraph styles is to use quick numbering.

To use quick numbering

1. Choose Style/Outline Styles.

2. Assign the desired outline level to each paragraph style you want to use for outline numbering.

3. Choose one of the Quick Numbering command buttons.

   I, A, 1, i, a
   Ami Pro assigns the following outline numbers or letters to the nine outline paragraph styles in the order in which they are listed, and automatically selects After higher level in the Reset options for each outline paragraph style.

   I   A   1   i   a   1)   i)   a)   (1)

   1, 1.1, 1.1.1
   Ami Pro assigns the following outline numbers to the nine outline paragraph styles in the order in which they are listed, and selects After higher level and Cumulative numbering in the Reset options for each outline paragraph style.

   1,   1.1,   1.1.1,   1.1.1.1,   1.1.1.1.1,   1.1.1.1.1.1,   1.1.1.1.1.1.1, 1.1.1.1.1.1.1.1,   1.1.1.1.1.1.1.1.1

4. Choose OK.

If you use Cumulative numbering, you should allow sufficient space for the outline numbers. You can modify each outline paragraph style so that the entire number displays and prints.

See also:

Outline Mode and Outline Numbering Contents
Modifying Paragraph Style Alignment
Modifying Paragraph Style Bullets and Numbers
Assigning Outline Levels
Understanding Outline Numbering
Creating a Numbering Scheme
Modifying a Numbering Scheme

You can create your own numbering scheme and specify one or more letters or numbers and punctuation for each outline paragraph style.

Ami Pro provides several outline style sheets that contain multiple outline paragraph styles. If you select one of these style sheets when you create a document, all you need to do is assign the desired paragraph styles to the text in the document.

To create a numbering scheme

1. Choose Style/Outline Styles.

2. Assign the desired outline level to each paragraph style you want to use for outline numbering. These paragraph styles become the outline paragraph styles.

   Assign outline levels only to the outline paragraph styles. DO NOT assign the same outline level to more than one paragraph style. Ami Pro increments the outline numbering based on the outline level, regardless of the paragraph style. If two paragraph styles are set to the same outline level, Ami Pro increments the numbering any time it finds text using either paragraph style.

3. Select the outline paragraph style set to outline level 1.

4. If you want to create a numbering scheme that uses multiple letters, numbers, or characters in an outline paragraph style, select Cumulative numbering in the Reset Options.

5. Select the Number you want to use for the outline paragraph style. You can select none, 1, I, i, A, a, *, or †.

   If you select a letter or number for the outline paragraph style, Ami Pro increments the paragraphs in correct alphabetical or numerical order. If you select an asterisk or a dagger, Ami Pro inserts the correct number of characters. For example, one asterisk (*) is followed by two asterisks (**) and then three asterisks (***).

   You can right align numbers, letters, or characters in outline paragraph styles.

6. Select the Separator you want to use for the outline paragraph style. You can select none, . , : , - ,) ,] , () , .) , (.)

7. Select the desired Reset Option for the paragraph style.

   You must select a Reset Option for every outline paragraph style. If you do not select a Reset Option, Ami Pro does not restart the numbering.

   After higher level
   Ami Pro restarts the numbering for text using an outline paragraph style set to a lower outline level when it follows text using a paragraph style set to a higher outline level. For example, numbering for text using an outline paragraph style set to outline level 3 restarts when it follows text using an outline paragraph style set to outline level 1 or 2.

   After an intervening style
   Ami Pro restarts the numbering for text using any outline paragraph style when it follows text using any paragraph style set to another outline level or None. This includes both outline and non-outline paragraph styles. For example, numbering for text using an outline paragraph style set to outline level 5 restarts when it follows a paragraph of text using any paragraph style set to outline level None or any text using an outline paragraph style set to outline levels 1 - 4 or 6 - 9.

8. Select the outline paragraph style set to the next level.

9. Repeat steps 4 - 7 for this outline paragraph style.

   If you select Cumulative numbering, Ami Pro automatically incorporates the number, letter, or character specified in the outline paragraph style set to the previous outline level into this outline paragraph style. You can change the outline numbers, letters, characters, and punctuation, or you can delete them by choosing None as the Number. You cannot specify more numbers or letters than the outline level assigned to the paragraph style. For example, for the outline paragraph style set to outline level 3, you can specify no more than three numbers, letters, or characters.

10. Choose OK to return to the document.

If you use Cumulative numbering, you should allow sufficient space for the outline numbers. You can modify each outline paragraph style so that the entire number displays and prints. In addition, you can specify one or more spaces before the outline numbers.

See also:

Outline Mode and Outline Numbering Contents
Assigning Outline Levels
Modifying Paragraph Style Bullets and Numbers
Understanding Outline Numbering
Using Quick Numbering
Modifying a Numbering Scheme

You can modify a numbering scheme by modifying the outline paragraph styles. You can manually change the Number, Separator, and Reset options, change the outline levels, or clear the existing Number and Reset options.

To modify a numbering scheme

1. Choose Style/Outline Styles.
2. If you want to change any setting for an outline paragraph style, select the desired paragraph style and specify the desired options.
3. If you want to change the outline level for an outline paragraph style, select the desired paragraph style and use Promote or Demote it until it appears under the desired outline level number.

   Ami Pro does not modify the Number, Separator, and Reset options for an outline paragraph style when you change the outline level for that paragraph style. You must modify the numbering manually.
4. If you want to change the entire outline numbering scheme, choose Clear.

   Ami Pro removes all letters, numbers, and punctuation from every outline paragraph style. You can now create a new numbering scheme.
5. Choose OK when you have finished modifying the outline paragraph styles.

See also:

Outline Mode and Outline Numbering Contents
Creating a Numbering Scheme
Using Quick Numbering

<u>Inserting a Manual Page and Column Break</u>

Insert a page or column break to end one page or column and begin another or to center text vertically on a page.

<u>Removing a Manual Page Break</u>

Remove a page break you previously inserted.

<u>Removing a Column Break</u>

Remove a column break you previously inserted.

<u>Creating a Fixed Header or Footer</u>

Create a fixed header or footer.

<u>Using Line Numbering</u>

Number all lines in a document including blank lines or number only those lines that contain text.

In Ami Pro, the page layout includes all page formatting information and determines the way pages in a document initially appear. The standard page layout is included in the style sheet that you select when you create a document.

Each page can have only one layout. However, you can use frames to create the appearance of multiple layouts on a single page. Each frame has its own layout, separate from the page layout specified for the main document text.

Page layout settings include:

- Left, right, top, and bottom margins
- Left, right, center, numeric, and leader tabs
- Number of columns, and space between columns (gutter width)
- Page size and orientation
- Margins, tabs, and columns for a header or footer, and whether it should begin on the first or second page
- Apply page layout settings to all, left, or right pages, facing pages
- Placement and style of lines around page and between columns

See also:

Page Layout Contents
Modifying the Page Layout
Modifying the Standard Page Layout

You must be in Layout mode to modify the page layout. You can modify the page formatting information in a document by:

- Changing the standard page layout settings for the entire document
- Inserting a new page layout and specifying the desired settings
- Reverting to the standard page layout without manually specifying the settings

When you modify or insert a page layout, Ami Pro automatically reformats the pages in the document using that layout.

Any changes you make to the page layout are effective only for the current document, unless you save the page layout to the style sheet.

Ami Pro saves only the first page layout in a document to a style sheet.

See also:

Page Layout Contents
Modifying the Standard Page Layout
Inserting a Page Layout
Saving as a Style Sheet
Understanding Tabs and Rulers
Setting View Preferences

You can use Modify Page Layout to specify the standard page layout settings. These settings are determined by the page layout included in the style sheet associated with the document.

You can specify the desired margins, columns, tabs, page settings, lines, header and footer options, and which pages should use the layout. Ami Pro displays an example so you can see how the changes look before you use them in the document.

You can also quickly modify the left and right margins and the number of columns using the current ruler, which can be displayed at the top of the screen. You can modify the top and bottom margins using the vertical ruler, which can be displayed along the left side of the screen.

Ami Pro uses the standard page layout for the entire document unless you insert a page layout. It uses the tabs specified in the standard page layout ruler for the entire document unless you either insert a ruler or assign paragraph styles with ruler settings to text.

Any changes you make to the page layout ruler are effective only for the current document, unless you save the page layout to the style sheet.

See also:

Page Layout Contents
Saving as a Style Sheet
Understanding Tabs and Rulers
Setting View Preferences
Displaying and Using the Current Ruler

You can specify the left, right, top, and bottom margins, the number of columns, and the space between the columns for the entire document.

If you are using a laser printer and you set the margins to less than .5 inches, it is possible that a portion of the text will not print because it will be in the no print zone.

To modify margins and columns

1. Choose Page/Modify Page Layout.

   Mouse: Click the right mouse button when the mouse pointer is in any margin area.

2. Select Margins & columns.

3. Select inches, centimeters, picas, or points as the unit of measurement.

4. Specify the desired left, right, top, and bottom Margins.

5. Select the desired Number of columns.

   Keyboard: To change the unit of measurement, press TAB until the unit of measurement button is selected. Press SPACEBAR to select inches, centimeters, picas, or points.

6. If you want to modify the left margin, position the mouse pointer on the solid black arrow in the bottom left half of the ruler and drag the arrow to the desired position, or specify the desired margin in the Left text box.

   Keyboard: Press TAB to move the insertion point to the ruler. Press → or ← to move the solid black line to the desired position. Press [to set the left margin.

7. If you want to modify the right margin, position the mouse pointer on the solid black arrow in the bottom right half of the ruler and drag the arrow to the desired position, or specify the desired margin in the Right text box.

   Keyboard: Press TAB until the insertion point is in the ruler. Press → or ← to position the solid black line. Press] to set the right margin.

8. If you want to modify the widths of two adjacent columns, position the mouse pointer in the bottom half of the ruler between the right margin indicator for one column and the left margin indicator for the adjacent column, and drag the mouse in the desired direction. Release the mouse button when the columns are the desired widths.

9. If you want to modify the amount of space between all the columns, specify the desired Gutter width.

   Column balance and Gutter width are dimmed unless you specify more than one column.

   If you want different gutter widths between multiple columns, specify the desired widths by moving the column margin indicators in the bottom half of the ruler.

10. If you want to modify the gutter width between two adjacent columns while maintaining the column widths for those columns, position the mouse pointer in the bottom half of the ruler between the left and right margin indicators for the same column and drag the mouse in the desired direction. Release the mouse button when the gutter width is the desired size.

11. If you want the lengths of the columns to be horizontally aligned to as great an extent as possible, select Column balance.

    Ami Pro automatically attempts to put equal amounts of text in all columns on complete pages of text, whether or not Column balance is selected. Use this option for horizontally aligning text on pages that are only partially full.

12. Choose OK.

    Ami Pro reformats all pages in the document using the standard page layout.

See also:

Page Layout Contents
Displaying and Using the Current Ruler

You can set left, right, numeric, center, and leader tabs for the entire document. You can create up to 22 tabs.

If you select multiple columns, Ami Pro automatically creates and uses the same tabs in all columns, although it only displays the tabs in the first column. Any modifications you make to tabs in the first column affect the tabs in all the columns.

To modify page layout tabs

1. Choose Page/Modify Page Layout.

    Mouse: Click the right mouse button when the mouse pointer is in any margin area.

2. Select Margins & columns.

3. Select inches, centimeters, picas, or points as the unit of measurement.

    Keyboard: To change the unit of measurement, press TAB until the unit of measurement button is selected. Press SPACEBAR to select inches, centimeters, picas, or points.

4. Specify the desired tabs.

5. If you want to remove all existing tabs, choose Clear Tabs.

6. If you want to create a tab, select the desired Tab button in the tab bar.

    Keyboard: Press TAB until the first Tab button is selected. Press → or ← to select the desired Tab button.

    Left
    Left aligns the text after the tab. Places the first character typed after pressing TAB at the position of the tab setting and displays subsequently typed characters to the right of the tab setting.

    Right
    Right aligns the text after the tab. Places the first character typed after pressing TAB at the position of the tab setting. Displays subsequently typed characters to the left of the tab setting. When another tab setting, other text, a column boundary, or the left margin is encountered, the characters display to the right.

    Numeric
    Places the first character typed after pressing TAB at the position of the tab setting and displays subsequently typed characters to the left of the tab setting. After a numeric separator is typed, the characters display to the right of the tab setting.

    The numeric separator is determined by the Number Format specified in the Windows Control Panel. For information, refer to the Microsoft Windows User's Guide.

    Center
    Evenly positions text to the left and right of the tab setting.

7. If you want tabular text to be separated by a character instead of spaces, click the Leader Character button in the tab bar until the desired leader character displays on the Tab button.

    Keyboard: Press TAB to move to the Leader Character button. Press → or ← until the desired leader character displays on the Tab button.

    Underline   ___

    Dash   -----

    Period   ......

    None

8. In the top half of the ruler above the number or unit indicator, position the mouse pointer where you want to add the tab and click the mouse button.

    Keyboard: Press TAB until the insertion point moves to the ruler. Press → or ← to move the solid black line to the desired position. You can press CTRL+→ or CTRL+← to move in larger increments.

Press SPACEBAR to add the tab.

If you need to create a tab in a precise position, you can specify the desired position for the tab in the tab bar text box and choose Set Tab.

9. If you want to move a tab, position the mouse pointer on the tab indicator you want to move and drag it to the desired position in the ruler.

You cannot move a tab indicator beyond another tab indicator. You can delete the existing tab and then create the desired tab.

Keyboard: Press TAB to move the insertion point to the ruler. Press → or ← to move the solid black line to the tab indicator you want to move. Press SPACEBAR+→ or SPACEBAR+← to move the tab indicator to the desired position.

10. If you want to delete a tab, position the mouse pointer on the tab indicator you want to delete and drag it up or down off the ruler.

Keyboard: Press TAB to move the insertion point to the ruler. Press → or ← to move the solid black line to the tab indicator you want to delete and press DEL.

11. Choose OK.

Ami Pro reformats all pages in the document using the standard page layout.

See also:

Page Layout Contents
Displaying and Using the Current Ruler

You can specify the page size and orientation for the document. Ami Pro can accommodate a page up to 22 X 22 inches.

To modify page settings

1. Choose Page/Modify Page Layout.

    Mouse: Click the right mouse button when the mouse pointer is in any margin area.

2. Select Page settings.

3. Select inches, centimeters, picas, or points as the unit of measurement.

4. Select the desired Page Size or select Custom and specify the desired width and length.

5. Select Portrait or Landscape as the desired Orientation.

    Keyboard: To change the unit of measurement press TAB until the unit of measurement button is selected. Press SPACEBAR to select inches, centimeters, picas, or points.

    Letter   8.5 in. x 11 in.

    Legal   8.5 in. x 14 in.

    A3 29.70 cm x 41.99 cm

    A4 21.00 cm x 29.69 cm

    A5 14.80 cm x 21.00 cm

    B5 17.60 cm x 25.00 cm

    Be sure the paper size matches the size of the paper in your printer. If the paper is larger than the selected page size, Ami Pro prints on the upper left side of the paper. On some printers, if the paper is smaller than the selected page size, Ami Pro does not print until you change the page size or printer setup. On other printers, only the text that fits on the paper prints.

    If you select Portrait, text prints across the width of the page. If you select Landscape, text prints across the length of the page. Before you change to landscape, be certain that your printer can accommodate that orientation. Usually, only laser printers can print in landscape and some require cartridges or soft fonts to do so. If you are using Windows Version 3.1, you can print in both portrait and landscape regardless of the orientation selected in the page layout.

6. Choose OK.

    Ami Pro reformats all pages in the document using the standard page layout.

    If you select landscape and either the current printer cannot print landscape or the printer setup does not match the orientation specified in the page settings for the current page, Ami Pro displays a dialog box when you use the print command.

    If the printer setup is correct for the page you want to print, choose Continue and the pages will print in the orientation specified in the printer setup. Otherwise, either choose Configure Printer and change the printer setup, or press Cancel and adjust the page settings.

See also:

Page Layout Contents

You can place lines around the page or between columns for all of the document.

To modify lines

1. Choose Page/Modify Page Layout.

   Mouse: Click the right mouse button when the mouse pointer is in any margin area.
2. Select Lines.
3. Select All, Right, Top, or Bottom to specify where the lines should display.
4. Select the desired line Position.
5. Select the desired line Style.
6. Specify the desired line color.

   Inside
   Displays the line you selected on the corresponding margin.

   Close to inside
   Displays the line you selected just outside the corresponding margin.

   Middle
   Displays the line you selected halfway between the margin and the edge of the paper.

   Close to outside
   Displays the line you selected just inside the corresponding edge of the paper.

   Outside
   Displays the line you selected on the corresponding edge of the paper.

   If lines set to Outside or Close to outside do not print, they may be in the "no print" area for a printer. You can select Middle to print the lines.
7. If you are using multiple columns in the document and you want lines between them, select Line between columns.
8. Select the desired Style in the Style list box for the Line between columns.
9. Choose OK.

   Ami Pro reformats all pages in the document using the standard page layout.

See also:

Page Layout Contents

You can specify the format for the header and footer you type in the top or bottom margin of the document.

A header displays in the top margin. A footer displays in the bottom margin.

To modify the header and footer format

1. Choose Page/Modify Page Layout.

   Mouse: Click the right mouse button when the mouse pointer is in any margin area.

2. Select Header or Footer.

3. Select inches, centimeters, picas, or points as the unit of measurement.

4. Specify the desired left, right, top, and bottom Margins for the header or footer.

5. Select the desired Number of columns.

   You can specify Header or Footer top and bottom margin settings to prevent text from being placed in the "no print" areas on laser printers. Set the Header top margin to .5 inches and the Footer bottom margin to .5 inches. Ami Pro only allows you to type header text below the top half inch, and footer text above the bottom half inch, thereby preventing the text from falling into the no print areas.

6. If necessary, modify the tabs. The default tabs match those set for the page.

7. If you selected multiple columns and you want to change the amount of space between all the columns, specify the desired Gutter width.

   If you want different gutter widths between multiple columns, specify the desired widths by moving the column margin indicators in the ruler.

8. If you want the lengths of the columns to be horizontally aligned to as great an extent as possible, select Column balance.

9. If you want the header or footer to begin on the second page instead of on the first page, select Begin on second page.

10. Choose OK.

    Ami Pro reformats all the pages in the document using the standard page layout.

See also:

Page Layout Contents
Modifying Page Layout Tabs
Inserting a Page Layout
Specifying Which Pages Use the Layout

You can specify the page layout for all pages in the document, or for all right and left pages. In addition, you can specify whether right and left pages should be mirrored.

To specify which pages use the layout

1. Choose Page/Modify Page Layout.

   Mouse: Click the right mouse button when the mouse pointer is in any margin area.

2. Select the desired Pages option.

   All
   Uses the page layout settings on all pages. If the Mirror option is selected, this option is dimmed.

   Right
   Uses the page layout settings only on right pages.

   Left
   Uses the page layout settings only on left pages.

   Specify the desired margins, columns, and lines for both Right and Left pages at one time. Ami Pro automatically applies the correct page layout to the appropriate pages.

   Mirror
   Uses the same page layout settings on both left and right pages, but reverses them. This options is only available if you select Right or Left. The Mirror option is sometimes called "facing pages" layout. You can view facing pages by choosing View/Facing Pages.

   Specify settings for either Right or Left pages. Ami Pro automatically sets the other one for you.

3. Choose OK.

   Ami Pro reformats all pages in the document using the standard page layout.

See also:

Page Layout Contents
Saving as a Style Sheet

A page can contain only one page layout. When you insert a page layout, Ami Pro inserts a page break at the location of the insertion point, unless the insertion point is on the first character of a page preceded by a manual page break.

To insert a page layout

1. Place the insertion point on the character where you want the new page layout to begin.
2. Choose Page/Insert Page Layout.
3. Choose Insert.
4. Specify the desired settings for the new page layout.
5. Choose OK.

Ami Pro places an inserted page layout mark on the last line of the page preceding the page with the new page layout. The mark stays with the line of main document text in which it was inserted. You can display the page layout mark by choosing View/View Preferences and selecting Marks.

Ami Pro reformats all pages in the document using the inserted page layout. It uses the settings in the inserted page layout until the end of the document, until it encounters another inserted page layout, or until it encounters a revert to standard page layout command.

When you insert page layouts into a document, the settings that display in the Modify Page Layout dialog box change depending upon the location of the insertion point.

See also:

Page Layout Contents
Modifying the Page Layout
Reverting to the Standard Page Layout
Removing an Inserted Page Layout

You can remove a page layout you previously inserted.

To remove an inserted page layout

1. Place the insertion point anywhere in the text using the inserted page layout.

   You can move the insertion point to an inserted page layout mark by choosing Edit/Go To, selecting Layout Change in the Next item list box, and choosing Go To ^H.

2. Choose Page/Insert Page Layout.

3. Choose Remove.

   If Remove is dimmed, the insertion point is not located on a page using an inserted page layout.

Ami Pro automatically wraps the text to the preceding page, if there is room on that page, and repaginates the document.

Pages previously using the settings in the inserted page layout now use the settings of the preceding inserted page layout. If there is no preceding inserted page layout, the pages use the settings in the standard page layout.

See also:

Page Layout Contents
Inserting a Page Layout
Reverting to the Standard Page Layout

You can use revert to change back to the standard page layout without manually specifying the settings in the Modify Page Layout dialog box.

To revert to the standard page layout

1. Place the insertion point on the character where you want the standard page layout settings to begin.

2. Choose Page/Insert Page Layout.

3. Choose Revert.

Ami Pro places an inserted page layout mark on the last line of the page preceding the page with the new page layout. The mark stays with the line of main document text on which it was inserted. You can see the page layout mark if you choose View/View Preferences and select Marks.

Ami Pro reformats all pages in the document that used the inserted page layout. It uses the standard page layout settings for the current page and all subsequent pages until the end of the document, or until it encounters an inserted page layout.

See also:

In Ami Pro, tabs are set in rulers. In addition, in some rulers you can specify left and right margins, indentions, and number of columns.

Ami Pro allows you to set tabs in text, in text frames, and in tables. You can set tabs for all main document text regardless of the paragraph styles assigned to that text, set tabs for each paragraph style, set tabs for each text frame, and set tabs for each cell in a table.

- You can specify tabs and margins in the page layout ruler in the Modify Layout dialog box for all main document text and for all header and footer text.

- You can specify tabs and indentions for each paragraph style in the Modify Style dialog box.

- You can specify tabs for a text frame in the Modify Frame Layout dialog box.

- You can specify tabs and indentions for text, text frames, and table cells in the current ruler displayed at the top of the screen. You can also specify the number of columns if the insertion point is in main document text, a header or footer, or a text frame.

  The current ruler displays only in Layout mode.

Ami Pro prioritizes the rulers. The paragraph style rulers override the page layout ruler, and the current ruler overrides both the paragraph style rulers and the page layout ruler.

See also:

Page Layout Contents
Modifying Tabs in the Current Ruler
Modifying Page Layout Tabs
Modifying Paragraph Style Tabs
Modifying Frame Tabs
Displaying and Using the Current Ruler

Choose View/Show Ruler to display the current ruler across the top of the screen.

The current ruler indicates the tab settings, indentions, left and right margins, and number of columns in effect at the location of the insertion point.

You can use the top half of the current ruler to specify tabs and indentions. In the bottom half of the ruler, you can specify left and right margins. If the insertion point is in main document text, a header or footer, or a text frame, you can specify the number of columns.

You can also display a vertical ruler by choosing View/View Preferences and selecting Vertical ruler.

The vertical ruler indicates the top and bottom margins in effect at the location of the insertion point. If you have a mouse, you can use the vertical ruler to specify top and bottom margins.

If you do not insert any rulers or assign any paragraph styles with ruler settings to text, the rulers display the current page or frame layout settings. If the document contains inserted rulers or text using paragraph style rulers, the rulers display the settings that are in effect for the paragraph where the insertion point is located.

See also:

Page Layout Contents
Understanding Tabs and Rulers
Setting View Preferences
Inserting a New Ruler

You can insert a new ruler if you need to modify the tab settings for a section of a document.

To insert a ruler

1. Place the insertion point in the paragraph text where you want to modify the tabs, or select the desired text.
2. Choose Page/Ruler.
3. Choose Insert.
4. Modify the tab settings in the ruler.

Ami Pro places an inserted ruler mark at the beginning of the current paragraph. This mark stays with the paragraph into which it was inserted. You can display the ruler mark by choosing View/View Preferences and selecting Marks.

If the insertion point is in text or in a text frame, Ami Pro inserts the ruler at the beginning of the paragraph in which the insertion point is located or at the beginning of any paragraphs you selected before modifying the ruler. If the insertion point is in a table cell, Ami Pro inserts the ruler in the current table cell or any cells you selected before modifying the ruler.

Any changes you make to a ruler affect only the paragraph or table cell where the insertion point is located or any paragraphs you selected before modifying the ruler. If you press ENTER to begin a new paragraph, Ami Pro inserts a new ruler with the same settings as the previous paragraph.

You can cut, copy and paste a paragraph that includes inserted rulers. The ruler remains at the current location and is pasted with the text at the new location.

See also:

Understanding Page Layout
Understanding Tabs and Rulers
Displaying and Using the Current Ruler
Modifying Tabs in the Current Ruler
Removing an Inserted Ruler
Modifying Indentions in the Current Ruler
Modifying Margins and Columns in the CurrentRuler

You can set left, right, numeric, center, and leader tabs in the current ruler. You can display the ruler by choosing View/Show Ruler.

If you modify the tabs in the current ruler, Ami Pro inserts a new ruler. This is the same as choosing Page/Ruler, choosing Insert, and then modifying the tabs in the ruler.

Any changes you make to a ruler affect only the paragraph or table cell where the insertion point is located or any paragraphs you selected before modifying the ruler. If you press ENTER to begin a new paragraph, Ami Pro inserts a new ruler with the same settings as the previous paragraph.

To modify tabs in the current ruler
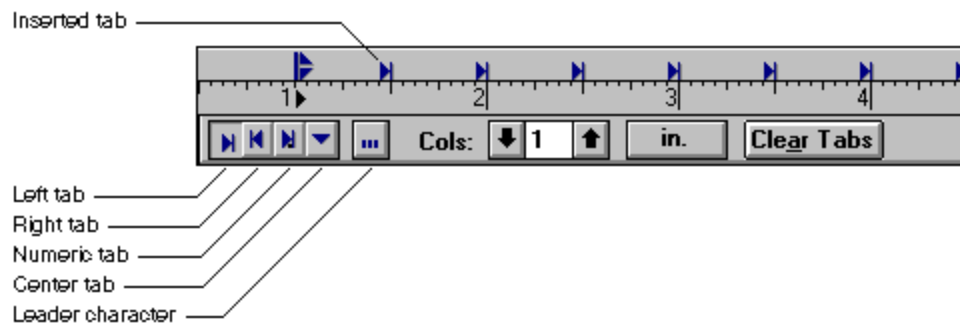
1. Place the insertion point in the paragraph text where you want to modify the tabs, or select the desired text.
2. Click in the current ruler displayed at the top of the screen.

   Keyboard: Choose Edit/Go To, select Ruler in the Next item list box, and choose Go To ^H.
3. Select inches, centimeters, picas, or points as the unit of measurement.

   Keyboard: To change the unit of measurement, press TAB until the unit of measurement button is selected. Press SPACEBAR to select inches, centimeters, picas, or points.
4. If you want to remove all existing tabs, choose Clear Tabs.

   Ami Pro does not display any tabs specified in the current page layout if they are positioned before the current indention for all lines in the paragraph.
5. If you want to create a tab, select the desired Tab button in the tab bar.

   Keyboard: Press TAB until the first Tab button is selected. Press → or ← to select the desired Tab button.

   Left
   Left aligns the text after the tab. Places the first character typed after pressing TAB at the position of the tab setting and displays subsequently typed characters to the right of the tab setting.

   Right
   Right aligns the text after the tab. Places the first character typed after pressing TAB at the position of the tab setting and displays subsequently typed characters to the left of the tab setting. When another tab setting, other text, a column boundary, or the left margin is encountered, the characters display to the right.

   Numeric
   Places the first character typed after pressing TAB at the position of the tab setting and displays subsequently typed characters to the left of the tab setting. After a numeric separator is typed, the characters display to the right of the tab setting.

   The numeric separator is determined by the Number Format specified in the Windows Control Panel. For information, refer to the Microsoft Windows User's Guide.

Center
Evenly positions text to the left and right of the tab setting.

6. If you want tabular text to be separated by a character instead of spaces, click the Leader Character button in the tab bar until the desired leader character displays on the Tab button.

   Keyboard: Press TAB to move to the Leader Character button. Press → or ← until the desired leader character displays on the Tab button.

   Underline ___

   Dash -----

   Period ......

   None

7. In the top half of the ruler above the number or unit indicator, position the mouse pointer where you want to add the tab and click the mouse button.

   Keyboard: Press TAB until the insertion point moves to the ruler. Press → or ← to move the solid black line to the desired position. You can press CTRL+→ or CTRL+← to move in larger increments. Press SPACEBAR to add the tab.

8. If you want to move a tab, position the mouse pointer on the tab indicator you want to move and drag it to the desired position in the ruler.

   You cannot move a tab indicator beyond another tab indicator. You can delete the existing tab and then create the desired tab.

   Keyboard: Press TAB until the insertion point is in the ruler. Press → or ← to move the solid black line to the tab indicator you want to move. Press SPACEBAR+→ or SPACEBAR+← to move the tab indicator to the desired position.

   Ami Pro displays a guideline down the screen as you move the tab. You can use the line to determine the position of the tab and how text will align on it.

9. If you want to delete a tab, position the mouse pointer on the tab indicator you want to delete and drag it up or down off the ruler.

   Keyboard: Press TAB until the insertion point is in the ruler. Press → or ← to move the solid black line to the tab indicator you want to delete and press DEL.

10. To exit the ruler, click in the main document text or press ESC.

    Ami Pro reformats the selected text.

See also:

Page Layout Contents
Understanding Tabs and Rulers
Displaying and Using the Current Ruler
Inserting a New Ruler

You can remove a ruler you previously inserted.

To remove an inserted ruler

1. Place the insertion point on the inserted ruler mark or anywhere within the text affected by the ruler.

   You can move the insertion point to an inserted ruler mark by choosing Edit/Go To, selecting Ruler Mark in the Next item list box, and choosing Go To ^H. You can display the inserted ruler mark by choosing View/View Preferences and selecting Marks.

2. Choose Page/Ruler.

3. Choose Remove.

   Ami Pro aligns the text according to either the paragraph style tab settings or the current page layout tab settings.

See Also:

Page Layout Contents
Displaying and Using the Current Ruler
Modifying Tabs in the Current Ruler

You can specify the desired indentions for the lines in a paragraph in the current ruler. You can display the ruler by choosing View/Show Ruler.

If you modify the indentions in the current ruler, Ami Pro applies the changes as text enhancements to the paragraph in which the insertion point is located or to any paragraphs you selected before modifying the ruler.

To modify indentions in the current ruler

1. Place the insertion point in the paragraph where you want to modify the indention, or select the desired text.

2. Click in the current ruler displayed at the top of the screen.

    Keyboard: Choose Edit/Go To, select Ruler in the Next item list box, and choose Go To ^H.

3. If you want to modify the indention for all lines in a paragraph, position the mouse pointer on the solid line above the number or unit indicator in the top half of the ruler and drag the line to the desired position.

    Keyboard: When the insertion point is in the ruler, press → or ← to move the solid black line to the desired position for the indention. You can press CTRL+→ or CTRL+← to move in larger increments. Press 0 to set the indention.

4. If you want to modify the right indention for all lines in a paragraph, position the mouse pointer on the large triangle above the number or unit indicator in the top half of the ruler and drag the triangle to the desired position.

    Keyboard: When the insertion point is in the ruler, press → or ← to move the solid black line to the desired position for the indention. Press 3 to set the indention.

5. If you want to modify the indention for the first line in a paragraph, position the mouse pointer on the upper triangle above the number or unit indicator in the top half of the ruler and drag the triangle to the desired position.

    Keyboard: When the insertion point is in the ruler, press → or ← to move the solid black line to the desired position for the indention. Press 1 to set the indention.

6. If you want to modify the indention for the rest of the lines in a paragraph, position the mouse pointer on the lower triangle above the number or unit indicator in the top half of the ruler and drag the triangle to the desired position.

    Keyboard: When the insertion point is in the ruler, press → or ← to move the solid black line to the desired position for the indention. Press 2 to set the indention.

7. To exit the ruler, click in the main document text or press ESC.

    Ami Pro reformats the selected text.

    You can change the indentions back to the paragraph style indention settings by selecting the text, choosing Text/Indention, and selecting Revert to style.

See also:

Page Layout Contents
Modifying Paragraph Style Indentions
Removing an Inserted Ruler

You can specify the desired left and right margins and the number of columns in the current ruler. You can display the ruler by choosing View/Show Ruler.

If you modify the left and right margins or the number of columns, Ami Pro changes the settings in the page or frame layout in effect for that page or that text frame.

If you selected multiple columns, you must place the insertion point in the desired column before you can modify the margins for that column.

To modify margins and columns in the current ruler

1. Click in the current ruler displayed at the top of the screen.

   Keyboard: Choose Edit/Go To, select Ruler in the Next item list box, and choose Go To ^H.

2. If you want to modify the left margin, position the mouse pointer on the solid black arrow in the bottom left half of the ruler and drag the arrow to the desired position.

   Keyboard: Press → or ← to move the solid black line to the desired position for the margin. Press [to set the left margin.

   Ami Pro displays a solid line down the page which moves as you move the margin indicator. The current position of the left margin displays on the right side of the tab bar.

3. If you want to modify the right margin, position the mouse pointer on the solid black arrow in the bottom right half of the ruler and drag the arrow to the desired position.

   Keyboard: Press → or ← to move the solid black line to the desired position for the margin. Press] to set the right margin.

4. If you want to modify both the left and right margins but maintain the same page width, position the mouse pointer anywhere in the bottom half of the ruler and drag the mouse in the desired direction. Release the mouse button when the entire page is in the desired position.

5. If you want to modify the number of columns, specify the desired number of columns. You can specify between 1 and 8 columns.

   Ami Pro displays only the column margin indicators and the tabs for the column in which the insertion point is located in the ruler.

6. If you want to modify the widths of two adjacent columns, position the mouse pointer in the bottom half of the ruler between the right margin indicator for one column and the left margin indicator for the adjacent column, and drag the mouse in the desired direction. Release the mouse button when the columns are the desired widths.

7. If you want to modify the gutter widths between multiple columns, move the column margin indicators in the bottom half of the ruler.

8. If you want to modify the gutter width between two adjacent columns while maintaining the current column widths, position the mouse pointer in the bottom half of the ruler between the left and right margin indicators for the same column and drag the mouse in the desired direction. Release the mouse button when the gutter width is the desired size.

9. To exit the ruler, click in the main document text or press ESC.

   Ami Pro reformats all pages using the same page layout as the current page.

See also:

Page Layout Contents
Modifying Paragraph Style Indentions

You can insert a page or column break anywhere in the main document to end one page or column and begin another. Breaks that you insert are known as manual or hard breaks.

To insert a manual page or column break

1. Place the insertion point in the text where you want a new page or column to begin.
2. Choose Page/Breaks.
3. Select Insert page break or Insert column break.
4. If you are inserting a page break and you want the text above the insertion point to be centered between the top and bottom margins, select Vertically center text above page break.

   To remove the vertical centering once you specify it, you must remove the page break.
5. Choose OK.

   If you inserted a page break, Ami Pro places a page break mark at the location of the insertion point and moves any text beyond the location of the insertion point to the next page.

   If you inserted a column break, Ami Pro places a column break mark at the beginning of the paragraph in which the insertion point is located and moves any text beyond the end of that paragraph to the next column. If there is no text beyond the column break, you must press ENTER to move the insertion point to the next column. You can see the page break or column break mark by choosing View/View Preferences and selecting Marks.

See also:

Page Layout Contents
Modifying Paragraph Style Breaks
Removing a Manual Page Break
Removing a Column Break

You can remove a page break you inserted.

To remove a manual page break

1. In Layout mode, place the insertion point anywhere on the page where you inserted a page break. In Draft mode, place the insertion point on the page break mark.

   You can move the insertion point to a manual page break mark by choosing Edit/Go To, selecting Hard Pg Break in the Next item list box, and choosing Go To ^H.

2. Choose Page/Breaks.

3. Select Remove page break.

4. Choose OK.

   In Layout mode, Ami Pro removes the page break and repaginates the text in the document. In Draft mode, Ami Pro removes the page break mark.

See also:

Page Layout Contents

You can remove a column break you inserted.

To remove a column break

1. Place the insertion point anywhere in the paragraph where you inserted a column break.
2. Choose Page/Breaks.
3. Select Remove column break.
4. Choose OK.

   In Layout mode, Ami Pro removes the column break and reflows the text into the current column. In Draft mode, Ami Pro removes the column break mark.

   In Layout mode, Ami Pro removes the column break and repaginates the text in the document. In Draft mode, Ami Pro removes the column break symbol.

See also:

   Page Layout Contents

Understanding Paragraph Styles

Understand how Ami Pro formats text using the formatting information contained in paragraph styles.

Assigning Paragraph Styles

Assign paragraph styles while you're typing or after you've typed the document.

Modifying the Formatting Information for a Paragraph Style

Understand the ways to modify the formatting information contained in a paragraph style. Specify the font, alignment, tabs, indention, spacing, breaks, bullets, numbers, leading text, lines, table format, and hyphenation for a paragraph style.

Defining a Paragraph Style

Define a paragraph style using the text formatting and text enhancements you applied to text.

Modifying a Paragraph Style

Use Modify Style to reformat all the text in a document using a particular paragraph style.

Modifying a Paragraph Style Font

Specify the typeface, point size, and color for each paragraph style.

Modifying Paragraph Style Attributes

Specify font attributes such as bold, italic, underline, and capitalization for each paragraph style.

Modifying Paragraph Style Tabs

Set left, right, numeric, center, and leader tabs for each paragraph style.

Modifying Paragraph Style Indentions

Indent all lines, the first line, or the remainder of the lines, or use any combination of those indentions for each paragraph style.

Modifying Paragraph Style Alignment

Specify the alignment for each paragraph style. Options include: Left, right, center, or justify.

Modifying Paragraph Style Spacing

Specify the line spacing (leading), paragraph spacing, and text tightness for each paragraph style.

Modifying Paragraph Style Breaks

Specify how you want Ami Pro to break pages/columns for each paragraph.

Modifying Paragraph Style Bullets and Numbers

Specify the bullet, number, or text or any combination of the three that you want to appear prior to text using a paragraph style.

Modifying Paragraph Style Lines

Specify a line that displays above, below, or both above and below the first or last line of a paragraph using the paragraph style.

Modifying Paragraph Style Table Format

Specify the format for data in a table.

Specifying Paragraph Style Hyphenation

Specify hyphenation for each paragraph style.

Creating a New Paragraph Style

Create a new paragraph style based on either an existing paragraph style or selected text.

In Ami Pro, paragraph styles include all text formatting information and determine the way text in a document initially appears. The paragraph styles are included in the style sheet that you select when you create a document. They contain pre-defined formatting information for paragraphs of text. Ami Pro defines a paragraph as any text, characters, or spaces between two returns.

As you type and edit a document, you can assign different paragraph styles to the text. Ami Pro formats the text using the formatting information contained in the paragraph styles you assign. Ami Pro displays the name of the current paragraph style in the Style Status button in the status bar.

Paragraph style settings include:

- Typeface, point size, color, and attributes such as bold and italic
- Left, right, center, numeric, and leader tabs, indentions and hanging indent
- Left, right, center, or justified alignment
- Line spacing, paragraph spacing, and text tightness
- Page breaks before, after, or within a paragraph, and keeping a paragraph with the preceding or following paragraph
- Bullet, number, and text before a paragraph
- Line above and below a paragraph, and its placement and style
- Format of numeric data within an Ami Pro table
- Hyphenation of text if the entire word does not fit on a line

If a paragraph style name in the Style Status button appears in red (gray on a monochrome monitor), the paragraph style assigned to that text is not available in the current style sheet or document. You may have imported or pasted text from one document into another, or used another style sheet for a document, or removed a paragraph style. Either assign an available paragraph style to all paragraphs where this occurs, or create a paragraph style with the same name and characteristics as the paragraph style assigned to the text in the original document.

See also:

Paragraph Style Contents
Assigning Paragraph Styles

You can modify the formatting information for a paragraph style by:

- Defining a paragraph style from any text formatting and text enhancements you applied to selected text
- Modify a paragraph style by changing its settings
- Creating a new paragraph style from either an existing paragraph style or selected text

When you define or modify a paragraph style, Ami Pro reformats all text in the document using that paragraph style. When you create a paragraph style, you can assign it to any paragraphs in the current document.

Any time you create or change a paragraph style, the paragraph style name appears in the status bar and Styles Box with a bullet (dot) next to it. This indicates that the formatting information for the paragraph style is now stored in the document, not in the style sheet.

Any changes you make to paragraph styles are effective only for the current document, unless you save the paragraph styles to the style sheet.

If a paragraph style name in the Style Status button appears in red (gray on a monochrome monitor), the paragraph style assigned to that text is not available in the current style sheet or document. You may have imported or pasted text from one document into another, or used another style sheet for a document, or removed a paragraph style, Either assign an available paragraph style to all paragraphs where this occurs, or create a paragraph style with the same name and characteristics as the paragraph style assigned to the text in the original document.

See also:

Paragraph Style Contents
Saving as a Style Sheet
Defining a Paragraph Style

You can use Define Style to incorporate any text formatting and text enhancements you apply to text into the paragraph style assigned to that text.

You must modify selected text before you can define a paragraph style.

To define a paragraph style

1. Apply the desired text formatting and enhancements to selected text using SmartIcons, the status bar, or the Text menu.

2. Assign the paragraph style into which you want to incorporate the formatting and enhancements to the text you modified.

3. Place the insertion point on any word in the paragraph that has all the formatting and enhancements you want to incorporate into the paragraph style.

4. Choose Style/Define Style.

   Ami Pro displays a message indicating the name of the paragraph style that will be modified.

   Ami Pro reformats any text in the document using that paragraph style. The paragraph style name appears in the status bar and Styles Box with a bullet next to it, indicating that the formatting information is now stored in the document, not in the style sheet.

   If you previously modified selected text in any paragraph using this paragraph style, the text formatting and text enhancements you applied override the settings for the paragraph style. You can select the paragraph and choose Text/Normal to use the paragraph style settings.

   You can make the modified paragraph style available to other documents if you save it to the style sheet.

See also:

Paragraph Style Contents
Understanding Text Formatting and Text Enhancements
Saving as a Style Sheet
Selecting Text

You can use Modify Style to reformat all the text in a document using a particular paragraph style. You can specify the desired font, alignment, tabs, indention, spacing, breaks, bullets, numbers, leading text, lines, table format, and hyphenation for a paragraph style. Ami Pro displays examples so you can see how the changes look before you use them in the document.

To modify a paragraph style

1. Choose Style/Modify Style.

   Mouse: Click the right mouse button when the insertion point is in main document text.

   Keyboard: Press CTRL+A.

2. Select the paragraph Style you want to modify.

3. Select the desired Modify options.

4. Choose the desired command button.

   OK
   Saves the paragraph style settings and closes the Modify Style dialog box.

   Cancel
   Closes the Modify Style dialog box without saving any changes.

   Save
   Saves the paragraph style settings without closing the Modify Style dialog box. This allows you to modify more than one paragraph style.

   Save As
   Saves the paragraph style settings to the paragraph style name you specify.

Ami Pro reformats any text in the document using that paragraph style. The paragraph style name appears in the status bar and Styles Box with a bullet next to it, indicating that the formatting information is now stored in the document, not in the style sheet.

If you previously modified selected text in any paragraph using this paragraph style, the text formatting and text enhancements you applied override the settings for the paragraph style. You can select the paragraph and choose Text/Normal to use the paragraph style settings.

You can make the modified paragraph style available to other documents if you save it to the style sheet.

See also:

Understanding Text Formatting and Text Enhancements
Saving as a Style Sheet
Modifying Paragraph Style Attributes
Modifying Paragraph Style Tabs
Modifying Paragraph Style Indentions
Modifying Paragraph Style Alignment
Modifying Paragraph Style Spacing
Modifying Paragraph Style Breaks
Modifying Paragraph Style Bullets and Numbers
Modifying Paragraph Style Lines
Modifying Paragraph Style Table Format
Specifying Paragraph Style Hyphenation

A font is a collection of all the available characters (letters, numbers, punctuation, and special symbols) for one size and style of a specific typeface.

The fonts available in Ami Pro depend on the fonts available to the current printer. If the name in the Face button on the status bar appears in red (gray on a monochrome monitor) and the Point Size button does not react when you click it, the paragraph style assigned to that text specifies a font that is not available to the printer.

You can specify the typeface, point size, and color for each paragraph style.

To modify a paragraph style font

1. Choose Style/Modify Style.

   Mouse: Click the right mouse button when the insertion point is in main document text.

   Keyboard: Press CTRL+A.

2. Select the paragraph style you want to modify.

3. Select Font.

4. Select the desired Face.

5. Select the desired Size.

6. If you want to use a custom point size, specify the size in the Points text box.

7. Specify the desired color.

   Ami Pro displays any typeface that is not supported by the current printer in red in the Face list box. You should select a face that is available to the printer for each paragraph style and then save the changes to a new style sheet.

8. Choose OK.

   Ami Pro reformats any text using that paragraph style.

   You can save the changes to a new style sheet.

See also:

Paragraph Style Contents
Saving as a Style Sheet
Setting User Setup Defaults
Understanding Text Formatting and Text Enhancements
Applying a Font to Selected Text

You can specify the desired font attributes for each paragraph style. Attributes are special characteristics of text, such as bold, italic, underline, and caps. The available attributes depend on the fonts available to your printer.

To modify paragraph style attributes

1. Choose Style/Modify Style.

   Mouse: Click the right mouse button when the insertion point is in main document text.

   Keyboard: Press CTRL+A.

2. Select the paragraph style you want to modify.

3. Select Font.

4. Select the desired Attributes.

   You can select Normal, Bold, Italic, Underline, Word underline, Double underline, All caps, 1st line bold, or any combination of those attributes.

5. Choose OK.

   Ami Pro reformats any text using that paragraph style.

See also:

Paragraph Style Contents
Saving as a Style Sheet
Understanding Text Formatting and Text Enhancements
Applying Attributes to Selected Text

You can set left, right, numeric, center, and leader tabs for each paragraph style. You can create up to 22 tabs in the ruler.

You must select Use style tabs for Ami Pro to implement the tabs you set. The tabs you set in a paragraph style override the tabs set in the page layout, but they do not override tabs set in inserted rulers.

To modify paragraph style tabs

1. Choose Style/Modify Style.

   Mouse: Click the right mouse button when the insertion point is in main document text.

   Keyboard: Press CTRL+A.

2. Select the paragraph style you want to modify.

3. Select Alignment.

4. If you want to remove all existing tabs, choose Clear Tabs.

   Keyboard: To change the unit of measurement, press TAB until the unit of measurement button is selected. Press SPACEBAR to select inches, centimeters, picas, or points.

5. If you want to create a tab, select the desired Tab button in the tab bar.

   Keyboard: Press TAB until the first Tab button is selected. Press → or ← to select the desired Tab button.

   Left
   Left aligns the text after the tab. Places the first character typed after pressing TAB at the position of the tab setting and displays subsequently typed characters to the right of the tab setting.

   Right
   Right aligns the text after the tab. Places the first character typed after pressing TAB at the position of the tab setting and displays subsequently typed characters to the left of the tab setting. When another tab setting, other text, a column boundary, or the left margin is encountered, the characters display to the right.

   Numeric
   Places the first character typed after pressing TAB at the position of the tab setting and displays subsequently typed characters to the left of the tab setting. After a numeric separator is typed, the characters display to the right of the tab setting. The numeric separator is determined by the Number Format specified in the Windows Control Panel.

   Make sure you set numeric tabs so that the largest numbers you type in the document have sufficient space between them. Otherwise, the numbers may not align correctly.

   Center
   Evenly positions text to the left and right of the tab setting.

6. If you want tabular text to be separated by a character instead of spaces, click the Leader Character button in the tab bar until the desired leader character displays on the Tab button.

   Keyboard: Press TAB to move to the Leader Character button. Press → or ← until the desired leader character displays on the Tab button.

   Underline   ___

   Dash   -----

   Period   ......

   None

7. In the top half of the ruler above the number or unit indicator, position the mouse pointer where you want to add the tab and click the mouse button.

   Keyboard: Press SHIFT+TAB until the insertion point moves to the ruler. Press → or ← to move the solid black line to the desired position. Press SPACEBAR to add the tab.

You can press CTRL+ → or CTRL+ ← to move in larger increments.

If you need to create a tab in a precise location, you can specify the desired location for the tab in the tab bar text box and choose Set Tab.

8. If you want to move a tab, position the mouse pointer on the tab indicator you want to move and drag it to the desired position in the ruler.

You cannot move a tab indicator beyond another tab indicator. You can delete the existing tab and then create the desired tab.

Keyboard: Press TAB to move the insertion point to the ruler. Press → or ← to move the solid black line to the tab indicator you want to move. Press SPACEBAR+→ or SPACEBAR+← to move the tab indicator to the desired position.

9. If you want to delete a tab, position the mouse pointer on the tab indicator you want to delete and drag it up or down off the ruler.

You cannot change an existing tab indicator to another type of tab indicator. To change the type of tab, delete the existing tab indicator and then create the desired type of tab.

Keyboard: Press TAB to move the insertion point to the ruler. Press → or ← to move the solid black line to the tab indicator you want to delete and press DEL.

10. Select Use style tabs.

If you do not select Use style tabs, Ami Pro uses the tabs set in the page layout instead of the tabs set in the paragraph style.

11. Choose OK.

Ami Pro reformats any text using that paragraph style.

See also:

Paragraph Style Contents
Understanding Tabs and Rulers
Saving as a Style Sheet

You can indent all lines, the first line, or the remainder of the lines, or use any combination of those indentions for each paragraph style. Ami Pro starts all indentions from the left or right margin.

To modify paragraph style indentions

1. Choose Style/Modify Style.

   Mouse: Click the right mouse button when the insertion point is in main document text.

   Keyboard: Press CTRL+A.

2. Select the paragraph style you want to modify.

3. Select Alignment.

4. Select inches, centimeters, picas, or points as the unit of measurement.

5. Specify the desired indentions in the text boxes or the ruler.

   You can see the effects of your indention settings in the middle paragraph of the Example Page box. If you are using a color monitor, the first line in the middle paragraph displays in magenta and represents the amount specified in First. The blue lines in the middle paragraph represent the amount specified in Rest. Both the magenta and blue lines represent the amount specified in All.

   All
   Indents all lines of a paragraph from the left margin by the amount you specify.

   Mouse: Position the mouse pointer on the solid blue line above the number or unit indicator in the top half of the ruler and drag the line to the desired position.

   Keyboard: Press SHIFT+TAB to move the insertion point to the ruler. Press → or ← to move the solid black line to the desired position for the indention. Press 0 to set the indention. You can press CTRL+ → or CTRL+ ← to move in larger increments.

   From right
   Indents all lines of a paragraph from the right margin by the amount you specify. The right margin in the paragraph style ruler is set at 22 inches or the equivalent measurement in centimeters, picas, or points. You may need to scroll in the ruler to see the right indent indicator.

   Mouse: If you want to modify the right indention for all lines in a paragraph, position the mouse pointer on the large triangle above the number or unit indicator in the top half of the ruler and drag the triangle to the desired position.

   Keyboard: When the insertion point is in the ruler, press → or ← to move the solid black line to the desired position for the indention. Press 3 to set the indention.

   Both sides
   Indents text from both the right and the left margins by the amount you specify in All.

   First
   Indents only the first line of a paragraph by the amount you specify.

   Ami Pro adds the amount you specify in First to the amount you specify in All to indent the first line of text in a paragraph.

   Mouse: Position the mouse pointer on the upper triangle above the number or unit indicator in the top half of the ruler and drag the triangle to the desired position.

   Keyboard: When the insertion point is in the ruler, press → or ← to move the solid black line to the desired position for the indention. Press 1 to set the indention.

   Rest
   Indents all lines of a paragraph except the first line by the amount you specify. Ami Pro adds the amount you specify in Rest to the amount you specify in All to indent the remaining lines of text in a paragraph.

   Mouse: Position the mouse pointer on the lower triangle above the number or unit indicator in the top

half of the ruler and drag the triangle to the desired position.

Keyboard: When the insertion point is in the ruler, press → or ← to move the solid black line to the desired position for the indention. Press 2 to set the indention.

Hanging indent
Indents all lines of a paragraph, including any text on the first line that follows a tab, by the amount you specify in Rest.

You must specify an amount in the Rest text box for the hanging indent to work.

To create a hanging indent, you must type the text you want to appear at the beginning of the first line, press TAB, and then type the remaining text. If you find that the hanging indent does not align at the desired location, increase or decrease the amount specified in the Rest option.

A hanging indent lets you produce a "term and description" effect, where the term appears at the left end of the line and the description or definition appears to the right.

6. If you want to remove the All, First, Rest, and Right indents, choose Clear Indents.

7. Choose OK.

   Ami Pro reformats any text using that paragraph style.

See also:

Paragraph Style Contents
Saving as a Style Sheet
Understanding Text Formatting and Text Enhancements
Applying an Indention to Selected Text

You can specify left, right, center, or justify as the alignment for each paragraph style.

To modify paragraph style alignment

1. Choose Style/Modify Style.

   Mouse: Click the right mouse button when the insertion point is in main document text.

   Keyboard: Press CTRL+A.

2. Select the paragraph style you want to modify.

3. Select Alignment.

4. Select the desired Alignment.

   Left
   Aligns text at the left margin.

   Center
   Centers text between the left and right margins.

   Right
   Aligns text at the right margin.

   Justify
   Aligns text at both the left and right margins.

5. Choose OK.

See also:

Paragraph Style Contents
Saving as a Style Sheet
Understanding Text Formatting and Text Enhancements
Applying an Alignment to Selected Text

You can specify the line spacing (leading), paragraph spacing, and text tightness for each paragraph style.

To modify paragraph style spacing

1. Choose Style/Modify Style.

   Mouse: Click the right mouse button when the insertion point is in main document text.

   Keyboard: Press CTRL+A.

2. Select the paragraph style you want to modify.

3. Select Spacing.

4. Select inches, centimeters, picas, or points as the unit of measurement.

5. Specify Single, 1 1/2, Double, or Custom Line Spacing.

6. Select Tight, Normal, or Loose as the desired Text Tightness.

   Text tightness controls the width of a space on a line. Tight means a smaller space so more text fits on a line. Loose means a larger space so less text fits on a line.

7. If you want a certain amount of space above or below a paragraph, specify the desired Paragraph Spacing.

   Above
   Displays the amount of space you specify above the first line of a paragraph.

   Below
   Displays the amount of space you specify below the last line of a paragraph.

8. If you want to select when the paragraph spacing should be used, select Always or When not at break.

   Always
   Specified paragraph spacing always occurs.

   When not at break
   Specified paragraph spacing occurs only when a paragraph is not at a page or column break.

9. Choose OK.

   Ami Pro reformats any text using that paragraph style.

See also:

Paragraph Style Contents
Saving as a Style Sheet
Understanding Text Formatting and Text Enhancements
Applying Line Spacing to Selected Text

You can specify how you want Ami Pro to break pages for each paragraph style.

To modify paragraph style breaks

1. Choose Style/Modify Style.

   Mouse: Click the right mouse button when the insertion point is in main document text.

   Keyboard: Press CTRL+A.

2. Select the paragraph style you want to modify.

3. Select Breaks.

4. Select the desired Break options.

   Page break before paragraph
   Ami Pro places a page break before any paragraph of text using this paragraph style.

   Page break after paragraph
   Ami Pro places a page break after any paragraph of text using this paragraph style.

   Column break before paragraph
   Ami Pro places a column break before any paragraph of text using this paragraph style.

   Column break after paragraph
   Ami Pro places a column break after any paragraph of text using this paragraph style.

   Allow page/column break within
   Ami Pro allows text using this paragraph style to continue onto the next page or into the next column if there is no space left on the current page or in the current column. If you deselect this option, Ami Pro moves the entire paragraph to the next page or column rather than break it in the middle.

5. If you want to keep paragraphs using this paragraph style on the same page, select the desired Keep With options.

   The Keep With options are designed to keep related, consecutive paragraphs together on the same page. Neither option is available if you select Allow page/column break within.

   Previous paragraph
   Ami Pro keeps a paragraph of text using this paragraph style with the preceding paragraph. It does not place a page break between the two paragraphs.

   Next paragraph
   Ami Pro keeps a paragraph of text using this paragraph style with the subsequent paragraph. It does not place a page break between the two paragraphs.

6. If you want Ami Pro to change to a particular paragraph style every time you press ENTER at the end of text using the paragraph style you are modifying, select Next style and then select the desired paragraph style in the Next style list box.

   Ami Pro implements Next style only when you start a new paragraph. If you press ENTER in the middle of a previously created paragraph, the new paragraph maintains the current paragraph style. It does not change to the paragraph style you specify as the Next style.

7. Choose OK.

   Ami Pro reformats any text using that paragraph style.

See also:

Paragraph Style Contents
Saving as a Style Sheet

You cannot use multiple numbers, bullets, or strings of leading text in one paragraph style.

Ami Pro provides several style sheets that contain a Number List paragraph style already set up for a simple numbered list scheme.

You can also create an outline numbering scheme and specify the number, letter, and punctuation for each paragraph style.

To modify paragraph style bullets & numbers

1. Choose Style/Modify Style.

   Mouse: Click the right mouse button when the insertion point is in main document text.

   Keyboard: Press CTRL+A.

2. Select the paragraph style you want to modify.

3. Select Bullets & Numbers.

   You can select Bold, Italic, Underline, Word underline, All caps, or Superscript, or any combination of those Attributes.

   Select the bullets, numbers, and leading text in the order in which you want them to appear. If you need to change the order, you can deselect one or more options and then select them again in the desired order.

4. If you want to use a leading bullet, select Bullet and select the desired bullet style.

   You can also insert a bullet in the text instead of making it part of the paragraph style.

5. If you want to use a leading number, select Number and select the desired number style. You can choose 1, I, i, A, or a.

   If you want periods after the numbers, type a period in the text box after you select the number style. Ami Pro displays the period as part of the number style the next time you select Bullets & Numbers in the Modify Style dialog box.

6. If you want to right align leading numbers, select Right Align.

7. If you want to use leading text, select Text and type the desired text in the text box.

   If you want one or more spaces before the bullet, number, or leading text, you can type the desired number of spaces in the Text text box before you select Number or Bullet, or select Right Align. You can edit or delete any text in the text box if you need to change it.

8. Specify the amount of space you want to allow for the bullet, number, or text.

9. Choose OK.

   Ami Pro reformats any text using that paragraph style. The first line of those paragraphs is indented by the amount you specified in the Space for text box.

See also:

Paragraph Style Contents
Understanding Outline Numbering
Saving as a Style Sheet
Using a Bullet

You can specify a line that displays above, below, or both above and below the first or last line of a paragraph using the paragraph style.

To modify paragraph style lines

1. Choose Style/Modify Style.

   Mouse: Click the right mouse button when the insertion point is in main document text.

   Keyboard: Press CTRL+A.

2. Select the paragraph style you want to modify.
3. Select Lines.
4. Select inches, centimeters, picas, or points as the unit of measurement.
5. Specify the desired color for the Line above and Line below.
6. Select Line above and/or Line below.
7. Select the desired line style.
8. Specify the desired Spacing between the text and the line.

   Line above displays a line above the first line of any paragraph using this paragraph style. Line below displays a line below the last line of any paragraph using this paragraph style.

9. If you want to specify the length of the line, select Text, Margins, or Other as the desired Length for the Line above and Line below.

   If you select Text, the line automatically adheres to the alignment and indention set in the paragraph style.

   If you select Other, specify the desired length in the text box.

10. Choose OK.

    Ami Pro reformats any text using that paragraph style.

See also:

[Paragraph Style Contents](#)
[Setting User Setup Defaults](#)
[Saving as a Style Sheet](#)

Just as you can specify paragraph style options for text, you can specify the format for data in a table. You only need to set this format if you use tables for numeric data.

To modify paragraph style table format

1. Choose Style/Modify Style.

   Mouse: Click the right mouse button when the insertion point is in main document text.

   Keyboard: Press CTRL+A.

2. Select the paragraph style you want to modify.

3. Select Table format.

4. To specify how numbers should display in a table, select the desired Cell format.

   General
   Displays numbers with no decimal positions.

   Fixed Decimal
   Displays numbers with the number of decimal places you specify.

   Currency
   Displays numbers with the currency symbol you specify.

   Percent
   Displays numbers with a percent symbol.

5. To specify how decimal numbers should display in a table, specify the desired Numeric Format.

   No. decimal places
   If you select Fixed Decimal, displays numbers with the number of decimal positions you type in the text box.

   Decimal symbol
   If you select Fixed Decimal, displays the character you type in the text box as the decimal symbol.

   Thousands separator
   Displays the character you type in the text box to separate thousands from the rest of the number.

6. To specify how negative numbers display in a table, specify the desired Negative format.

   Leading minus
   Displays a minus sign in front of negative numbers.

   Trailing minus
   Displays a minus sign at the end of negative numbers.

   Red
   Displays negative numbers, including the symbols associated with these numbers, in red on the screen.

   Parentheses
   Displays parentheses around negative numbers.

7. If you want a character to precede or follow numbers in a table, specify the desired Currency format.

   Use Currency options when you work with international currencies.

   Symbol
   Displays numbers with the symbol you type in the text box.

   You can use Symbol to specify a character you want to appear before or after numbers in a table.

   Leading
   Displays the symbol before the numbers.

   Trailing
   Displays the symbol after the numbers.

8. Choose OK.

   Ami Pro reformats any text in tables using that paragraph style.

See also:

Paragraph Style Contents
Saving as a Style Sheet

You can specify hyphenation for each paragraph style. Hyphenation determines whether or not Ami Pro hyphenates the last word on a line of a paragraph using the paragraph style.

To specify paragraph style hyphenation

1. Choose Style/Modify Style.

   Mouse: Click the right mouse button when the insertion point is in main document text.

   Keyboard: Press CTRL+A.
2. Select the desired Style.
3. Select Hyphenation.
4. Choose OK.

Using Hyphenation

If you select Hyphenation, Ami Pro automatically:

- Hyphenates a word if the entire word does not fit on a line, instead of wrapping the entire word to the next line
- Allows no more than two consecutive lines within the paragraph to be hyphenated
- Breaks words with discretionary hyphens
- Prevents hyphenation of a word that contains numerals
- Prevents hyphenation of words connected by a non-breaking space

You can override the hyphenation of selected text.

In addition, you can specify whether or not you want Ami Pro to hyphenate the last word in a paragraph and the last word in a column or on a page, and the number of spaces that should be available at the right margin before hyphenation occurs.

See also:

Paragraph Style Contents
Overriding Hyphenation
Setting Typographic Options
Saving as a Style Sheet

You can use Create Style to create a new paragraph style either based on an existing paragraph style or selected text in the document.

You can use Create Style to create a paragraph style based on the text formatting and enhancements Ami Pro applies to text you import from another file format.

You can also create a new paragraph style in the Modify Style dialog box.

To create a new paragraph style

1. If you want to create a new paragraph style based on the text formatting and enhancements you applied to text using SmartIcons, the status bar, or the Text menu, select the desired text.

2. Choose Style/Create Style.

3. Type the name you want to use for the New style.

4. Specify whether the new paragraph style should be based on an existing paragraph Style or Selected text.

   Style
   Ami Pro bases the new paragraph style on the paragraph style you select in the list box. All settings in the new paragraph style are the same as those in the paragraph style you select, unless you modify them.

   Selected text
   Ami Pro bases the new paragraph style on any text formatting and enhancements you applied to the first word of the selected text. All other paragraph style settings are the same as those in the paragraph style assigned to the selected text.

5. Choose Create or Modify.

   Create
   Creates the paragraph style and returns to the document.

   Modify
   Creates the paragraph style and automatically displays the Modify Style dialog box.

6. If you chose Modify, specify the desired settings for the new paragraph style.

7. Choose OK.

The new paragraph style name now appears in the status bar and Styles Box with a bullet next to it, indicating that the formatting information for the paragraph style is now stored in the document, not in the style sheet. Ami Pro assigns the paragraph style the first available function key. If no function key is available, the new paragraph style name appears at the end of the list.

Ami Pro does not automatically assign the new paragraph style to any paragraphs in the document. To use the new paragraph style, you should assign it to the appropriate paragraphs.

You can make the new paragraph style available to other documents if you save the paragraph style to a style sheet.

See also:

Paragraph Style Contents
Modifying a Paragraph Style
Saving as a Style Sheet
Understanding Text Formatting and Text Enhancements
Selecting Text

You can use Graphics Scaling to size a picture in a frame. The picture can be a graphic you imported or a drawing you created. If the picture is an AmiDraw, DrawPerfect, Freelance, Lotus PIC, PCX, non-gray scale TIFF, or Windows Bitmap graphic, you can rotate it within the frame.

You cannot size or rotate an Ami Equation using Graphics Scaling.

To size a picture

1. Select the frame that contains the picture.

    Shortcut: Press SHIFT while dragging a corner handle of the frame to simultaneously size the frame and the visible part of the picture inside it. Ami Pro automatically maintains the aspect ratio of the picture. In the Graphics Scaling dialog box, Ami Pro automatically selects Custom as the Sizing option and specifies the dimensions in the text boxes.

2. Choose Frame/Graphics Scaling.
3. Select the desired Sizing option.
4. Select inches, centimeters, picas, or points as the unit of measurement.
5. Specify the number of degrees you want the image to rotate inside the frame.
6. Select Maintain aspect ratio to keep the height and width proportional and prevent distortion.

    Ami Pro displays in the text boxes the dimensions of the picture using the selected sizing option.

    Original size
    Scales the picture to its original size.

    If you select Original size and the image is larger than the size of the frame, Ami Pro displays a portion of the picture.

    Fit in frame
    Scales the picture to fit within the frame.

    Percentage
    Scales the picture to the percentage of the original size you specify in the text box.

    Custom
    Scales the picture to the dimensions you specify.

    If you custom size the picture and select Maintain aspect ratio, specify only the first dimension. Ami Pro supplies the other dimension.

7. Choose OK.

See also:

Using a Picture in a Frame
Importing a Picture
Importing a Drawing
Selecting One or More Frames

You can position a picture within a frame and crop it so that only part of the picture displays.
You cannot crop an OLE object embedded in a frame.

To crop a picture

1. Select the frame that contains the picture.

   Double-click the frame and go to step 3.

2. Press ENTER.

   If the picture is a drawing, click the Hand draw object icon in Draw mode.

   Ami Pro changes the mouse pointer to a hand.

3. Move the picture to the desired position within the frame.

   Mouse: Position the mouse pointer inside the frame and drag the picture to the desired position.

   Keyboard: There is no keyboard interface if the picture is a drawing. For other types of pictures, use ↑, ↓, →, or ← to move the picture within the frame in small increments. Use CTRL+↑, ↓, →, or ← to move in larger increments.

4. Click outside the frame or press ESC twice to return to the document.

See also:

Using a Picture in a Frame
Importing a Picture
Importing a Drawing
Selecting One or More Frames

<u>Understanding Power Fields</u>

Use power fields, which contain instructions for completing desired actions, to automate document production.

<u>Inserting a Power Field</u>

Insert a power field into the main document text, a text frame, a table cell, a header, or a footer.

<u>Saving a Power Field</u>

Save a power field you create and specify a description for that power field.

<u>Understanding Syntax Conventions</u>

Follow certain conventions so that Ami Pro can understand and implement the power field instructions.

<u>Using Pre-Defined Power Fields</u>

Use the pre-defined power fields that appear in alphabetical order in the Insert Power Fields dialog box.

<u>Using Formatting Options</u>

Specify different formatting options when you use power fields.

<u>Displaying Power Fields</u>

Display power fields so that you can find or edit the power fields in a document or print the document with the power field instructions.

<u>Using Next Field and Previous Field</u>

Place the insertion point at the location of the next or previous power field and select the entire power field.

<u>Printing Power Fields</u>

Print the power field instructions instead of the results.

<u>Updating Power Fields</u>

Update a specific power field or update all power fields in a document, or specify power fields that should not be updated.

<u>Editing a Power Field</u>

Edit a power field using the Insert Power Fields dialog box or from within the document text.

<u>Using Drag & Drop to Move or Copy a Power Field</u>

Use Drag & Drop to move or copy one or more power fields.

<u>Moving or Copying a Power Field</u>

Move or copy a power field whether or not power fields are displayed in the document.

<u>Deleting a Power Field</u>

Delete a pre-defined power field you inserted into a document or delete a power field you created.

A power field is a tool you can use to automate document production. Each power field contains instructions for completing a desired action. These instruction can be simple or complex. For instance, a power field can determine the location of a referenced area in your document, such as a frame. A power field can also insert the current page number for that frame into the document. A power field can perform macro functions, so that you can complete several tasks at a particular location in a document.

In addition, a power field can integrate information in one document or application into another document. A power field can also integrate information located in one section of a document into another section in the same document.

Power fields are dynamic. If you change the original information referenced by a power field, you can update the results for that particular power field or for all power fields in the document.

Power fields are flexible. You can view, modify, move, copy, delete, and print the power fields you insert into a document. You can also create and save your own power fields.

Here are several typical applications of power fields.

- The expense report you have been filling out manually for the last 3 years has been automated with power fields. When you open the expense report, Ami Pro prompts you for data, places the data into the proper location in the report, and does the calculations. You can do this using the Query$ power field.

- You are responsible for creating a weekly inventory report. You create one file for the format of the report and another file for the inventory data. When the inventory data changes, you update the inventory data file. Then, when you are ready to generate the report, Ami Pro prints the report with the updated data. You can do this using Bookmarks and the Include power field.

- You are creating and editing a document that includes figures to illustrate the text. You want the figures to have captions as well as sequential numbers. Elsewhere in the document, you want to create a reference list of these figures along with the captions and correct page numbers. Ami Pro changes the reference list if you modify a caption. If you rearrange the order of the figures, Ami Pro renumbers them and changes the page numbers. You can do this using Bookmarks and the Seq and PageRef power fields.

Understanding the components of a power field

Each power field consists of two components, instructions and results. The instructions tell Ami Pro the action you want to perform or the information you want to insert into the document at the location you specify. These instructions are normally hidden from view. The results are the text Ami Pro normally displays in the document at the location of the power field, or the action it initiates at that location.

Power field instructions consist of one or more expressions. An expression can be:

- Another power field
- A bookmark
- A global variable
- A macro function
- A merge field
- A number
- Quoted text
- A variable

You can use mathematical operators (+, -, *, /) in power fields to compute the value of multiple expressions.

See also:

Power Fields Contents
Inserting a Power Field

You can insert a power field into the main document text, a text frame, a table cell, a header, or a footer. You can also create your own power field, save it, and insert it into the current document or other documents. Power fields can also be included inside other power fields.

To insert a power field

1. Place the insertion point where you want to insert a power field.

   Shortcut: Click the Insert power field icon and go to step 4.

2. Choose Edit/Power Fields.

3. Choose Insert.

4. Select the desired power field in the Fields list box.

   You can also type the desired power field or expression directly into the Insert text box.

   Ami Pro places the power field in the Insert text box, displays the available options for the power field in the Options list box, and displays the description and syntax for the power field in the Description box.

   For all power fields except bookmarks, Ami Pro overwrites the contents of the Insert text box.

5. If you want to use an option, select the desired option in the Options list box.

6. If you want to specify additional expressions, place the insertion point after the power field in the Insert text box and type the desired expression.

   Ami Pro allows you to specify multiple expressions in the Insert text box only if the power field requires or allows it.

   For any text other than a power field, type a quotation mark, ", immediately before and after the text.

7. Choose OK.

   Ami Pro places the power field into the text. Depending upon the particular power field, Ami Pro evaluates the instructions of the power field and displays the results at the location of the power field.

   For some power fields, the results are not visible in the document. These power fields initiate actions that affect the results of other power fields. In addition, some power field results produce numbers that either need to be formatted, such as Date/Time fields, or removed, such as Decide.

See also:

Power Fields Contents
Using Pre-Defined Power Fields
Saving a Power Field
Understanding Syntax Conventions
Using Formatting Options

You can save a power field you create and specify a description for that power field. You can create up to 254 power fields.

To save a power field you create

1. Choose Edit/Power Fields.

   Shortcut: Click the Insert power field icon and go to step 3.

2. Choose Insert.
3. Specify the desired power field, options, and expressions in the Insert text box.
4. Choose Save.
5. Type the name you want to use for the new power field.

   You can type spaces in the name.

6. Type a description for the power field.
7. Choose OK to return to the Insert Power Fields dialog box.

   Ami Pro saves the power field.

8. If you want to insert the new power field into the document at the location of the insertion point, choose OK.

   If you do not want to insert the power field at the location of the insertion point, choose Cancel.

   The next time you choose Edit/Power Fields and choose Insert, Ami Pro displays the new power field in the Fields list box.

See also:

Power Fields Contents
Inserting a Power Field
Understanding Syntax Conventions
Using Formatting Options

You must follow these conventions so that Ami Pro can understand and implement the power field instructions.

- You must not use angle brackets, < >, in the power field instructions unless they are part of an expression, such as num > 5. Ami Pro uses the angle brackets to indicate where fields begin and end when you show power fields.

  The example angle brackets in the Description box in the Insert Power Fields dialog box indicate beginning and ending points only. They should not surround any fields.

- You must not place a global variable within quotation marks.

  If Ami Pro displays a message about an undefined variable, choose OK. Ami Pro may insert the message into the document as the result of the power field. When you later define the variable, Ami Pro replaces the message with the correct results.

- You must use quotation marks, ", around any literal text you include in a power field.

- You must use parentheses, ( ), to indicate the parameters for macro functions.

- You must use the %Dx, %Nx, %P, %Tx, and %W codes to format the result of certain power fields such as CreateDate, EditDate, and Seq. The x designates a particular format.

  These codes must be the last expression in the power field.

- Ami Pro uses square brackets, [ ], to indicate that a parameter is optional.

  For the PrintEscape function, you must use square brackets to denote the escape portion of the printer code. Specify [027] for decimal or [0x1b] for hexadecimal, followed by the specific printer command code.

See also:

Power Fields Contents
Inserting a Power Field
Using Pre-Defined Power Fields
Ami Pro Macro Language Contents

Ami Pro provides pre-defined power fields. These fields appear in alphabetical order in the Insert Power Fields dialog box.

To use pre-defined power fields

Power fields that are macro functions are denoted with an asterisk, *.

Function   *Syntax*

Bookmark   **Bookmark name**

Inserts the contents of the bookmark. You can select a bookmark name in the Options list box or you can type the desired bookmark name in the Insert text box.

<totalsales> or <LastName> displays the contents of those bookmarks.

Bookmarks do not overwrite the contents of the Insert text box. Ami Pro inserts the bookmark at the location of the insertion point.

You can use Bookmark to create repetitive text. If bookmarks are named with either a number such as 1 or 27, or a math symbol, and you use them in a power field, Ami Pro may treat the bookmark as a numeric expression.

Button   **Button "Display Text" expression**

Inserts the text enclosed in quotation marks into the document. When you double-click the text, Ami Pro performs the action in the expression.

<Button "HELP" Message ("Refer to Chapter 3.") >

When you double-click HELP in the document, Ami Pro displays the message, Refer to Chapter 3.

You can use Button to create online documentation or hypertext.

*Call   **Call [path]filename[!macro](parameters)**

A macro statement that executes the macro file you specify.

<Call ansi.smm!insertchar()> executes the function insertchar() from the macro file ANSI.SMM.

CreateDate   **CreateDate [%date/time option]**

Inserts the date or time the document was first created. The format options display in the Options list box.

<CreateDate %Db>, <CreateDate %T6> inserts August 23, 1991, 11:00am for a file that was created on that date at that time.

If you do not select a style in the Options list box for either the date or time function, Ami Pro inserts a number. This number represents the number of seconds, Greenwich mean time, since January 1, 1970 at midnight. Calculations can be made using this numeric value.

*Decide   **Decide("Message Text")**

Displays a question and yes and no command buttons in a dialog box.

<IF Decide("Use Creation date?") CreateDate Else EditDate EndIf %Db> asks if you want to use the creation date of the file. If you specify no, Ami

Pro inserts the date the file was last saved instead of the date the file was created. The date is formatted as specified by %Dd as Monday, August 7, 1991.

Defined   **Defined variable**

Returns true if the variable is defined as either a bookmark, a global variable, or a merge field. Typically used with the IF statement.

<IF Defined totalpages totalpages ELSE "?" ENDIF> determines whether or not the variable, totalpages, is a defined variable. If it is, Ami Pro inserts the value of totalpages into the document. If not, Ami Pro inserts a ? into the document.

Description   **Description**

Inserts the description specified in the Doc Info dialog box.

EditDate   **EditDate [%date/time option]**

Inserts the date or time the document was last saved.

<EditDate %Db>, <EditDate %T6> inserts August 31, 1991, 9:00am for a file that was saved on that date at that time.

*Exec   **Exec(application, parameters [,show])**

Executes the application you specify.

<Exec("123w.exe", Query$("Spread sheet name?"))> displays a dialog box requesting the name of the spreadsheet you want to open. When you specify the file, Ami Pro runs 123w.exe and opens that file.

FileSize   **FileSize**

Inserts the size of the document in kilobytes.

<FileSize> inserts 115 for a file that has 115,000 bytes.

*FormatNum$**   **FormatNum$(prefix, suffix, decimals, expression)

Displays a number in the format you specify.

<FormatNum$("$", "", 2, 235.8)> displays the number 235.8 as $235.80

IF   **IF condition expression [ElseIf condition express] [Else express] EndIf**

Evaluates conditions, decides which expression to act upon, and performs the appropriate action.

<IF SALES > 10000 "Great Job!" Else "Keep up the good work" Endif> determines if the value of the variable, sales, is greater than 10000. If it is, Ami Pro inserts - Great Job! - into the document. If sales is less than 10000, Ami Pro inserts - Keep up the good work.

You can use If statements to customize merge documents.

Include   **Include [path]filename[!bookmark][%P][%W]**

Inserts the main document text in an Ami Pro or ASCII document, or the contents of a bookmark from another Ami Pro document.

<Include "Standard.sam!Greeting"> inserts the Greeting bookmark from the STANDARD.SAM document.

You can insert an entire document by specifying the FileOpen macro function instead of Include.

Index   **Index "Primary" [#] ["Secondary"] ["other"]**

Marks text you want referenced under an index entry.

This is the same as choosing Edit/Mark Text and choosing Index Entry.

<Index "memory" # "extended"> displays memory as a primary index entry and extended as a secondary index entry followed by a page number when you generate an index.

*LCase$**   **LCase$(expression)

Makes the text you specify lower case.

<LCase$("Hello")> displays Hello as hello.

*Left$**   **Left$(expression,length)

Inserts the characters you specify, beginning with the leftmost character and including the number of characters you specify for the length.

<Strcat$(Left$(Fname,1),Left$(Lname,1))> If Fname is a merge variable for first name and Lname is a merge variable for last name, Ami Pro inserts the first and last name initials of the person in the current merge record.

*Len   **Len(expression)**

Extracts the number of characters in the text you specify.

<IF (Len(Query$("Enter Address - Max 40 characters"))>40) Message ("Address is too Long!") EndIf> displays a message if you have more than 40 characters in an address.

MergeField   **MergeField Mergefieldname**

Inserts the merge field name into the document.

The merge field name displays within angle brackets, <>. The name should be a valid field name in the merge data file.

<MergeField ADDRESS> displays the merge field name ADDRESS as <ADDRESS> in the merge document.

MergeRec   **MergeRec**

Inserts the number of the current merge record.

Ami Pro does not count merge records skipped as a result of criteria specified in the Merge Conditions dialog box. It does count merge records skipped as a result of the Skip power field.

<IF MergeRec = 1 set total subtotal Else set total total + subtotal EndIf> checks to see if the current record is the first record of a merge. If it is the first record, Ami Pro sets the global variable total equal to subtotal.

Otherwise, Ami Pro adds subtotal to total.

*Message   **Message("Message Text")**

Displays in a dialog box the message you specify.

<Message("Good morning")> displays Good Morning in a dialog box.

*Mid$**   **Mid$(expression,start,length)

Inserts the characters you specify, beginning with the start character and including the number of characters you specify as the count.

<Mid$("(404) 391-0011", 2, 3)> inserts 404.

NextRec   **NextRec**

Advances to the next record during a merge.

<NAME><NextRec> <NAME> If NAME is a merge field, Ami Pro inserts the name of the person in the current merge record, a space, and the name of the person in the next merge record.

You can use NextRec when you want multiple records to appear on the same page.

*Now   **Now( )**

Inserts the current date or time.

<Now() %Db> displays the current date in the format August 28, 1991.

NumChars   **NumChars**

Inserts the current number of characters in the document.

<NumChars> displays 3594 if there are 3,594 characters in the document.

NumEdits   **NumEdits**

Inserts the current number of times the document was opened, edited, and saved.

<"Version 1.{NumEdits}"> inserts Version 1.9 for a file that has been edited and saved 9 times.

NumPages   **NumPages**

Inserts the current number of pages in the document.

<NumPages> inserts 3 if there are 3 pages in the document.

You can use NumPages to create page numbers such as Page 1 of 7, Page 2 of 7, and so on.

NumWords   **NumWords**

Inserts the current number of words in the document.

<NumWords> inserts 67 if there are 67 words in the document.

PageRef   **PageRef [bookmarkname]**

Inserts the page number on which the specified bookmark is located.

<Pageref Chapter5> inserts 22 if the bookmark Chapter5 is located on page 22.

You can use PageRef to create cross-references within a document.

PrintEscape   **PrintEscape "[27]text"**

Inserts the printer codes you specify. Ami Pro sends these codes to the printer without translating them. The results appear only in the printed document.

 Just before the printer code, you must type the ASCII or Hex code for ESC in square brackets. For ASCII, type [27]. For Hex, type [0x1b].

<PrintEscape "[27]&l2H"> tells an HP Laserjet printer to change from its default tray to the manual feed tray.

*Query$**   **Query$("Message Text" [,"Default Text"])

Displays a dialog box with the message you specify, a text box, and OK and Cancel command buttons. The default text is placed in the text box and can be edited by the user. When the user types text in the text box, Ami Pro inserts the text in the document.

<Query$("What is your name?")> prompts you for your name and inserts the name you specify into the document.

*Right$**   **Right$(expression,length)

Inserts the characters you specify, beginning with the rightmost character and including the number of characters you specify as the count.

 <Right$("123456789", 5)> inserts 56789.

Seq   **Seq SequenceName[=[exp]][-[exp]][+exp]**

Inserts a sequential number in the format you specify. SequenceName is a variable that is set automatically for use throughout the document.

Ami Pro orders frames from left to right and then from top to bottom.

Because Ami Pro independently tracks the SequenceName for each text stream, you can use the same SequenceName in multiple text streams.

<Seq Figure>, <Seq Table=5>, <Seq Figure+2 %N2> increments Figure by 1 starting at 1, sets Table to start at 5, and increments the second Figure by 2 using the format of I,II,III. Ami Pro inserts 1, 5, III.

Set   **Set GlobalVariable expression**

Defines a global variable. The GlobalVariable is set to the expression.

<Set total total + subtotal> adds the value of subtotal to the existing value of total and then updates total with the result.

You can use Set to change text in multiple documents if you open the documents and update the power fields.

Skip   **Skip**

Skips the record you specify and advances to the next record during a merge.

This power field is usually used in conjunction with an IF macro language command to exclude certain merge records.

<IF zipcode != "30347-1334" Skip Endif> checks to see if the current merge record equals 30347-1334. If it does, Ami Pro skips the record.

*StrCat$**   **StrCat$(expression, expression [,expression..])

Appends the texts you specify and inserts the new text in the document.

<StrCat$(Query$("Greeting?"), " Mr. Jones") joins together the answer you specify to a question about a greeting with (space) Mr. Jones.

*StrField$**   **StrField$(expression, fieldnum, separator)

Inserts the segment of text you specify. The segment is determined by the number of the field you specify as n and the field delimiter you specify as the separator.

<StrField$("one,two,three", 2, ",") inserts two in the document.

TOC   **TOC level "Text"**

Marks text you want referenced as a table of contents entry. When you generate the table of contents, Ami Pro includes the specified text in the table.

<TOC 1 "Printer"> marks Printer as a level 1 TOC entry.

TotalEditingTime   **TotalEditingTime**

Inserts as a whole number the accumulated total number of minutes the document was open.

<Set Cost Rate * TotalEditingTime> multiplies the number of minutes by the value of Rate and inserts the results into Cost.

*UCase$**   **UCase$(expression)

Makes the text you specify upper case.

<UCase$("hello")> displays hello as HELLO.

User   **User Anything**

Returns no value, but allows the macro programmer to reference a location.

<User TOA,1,People vs. Smith> allows a user to mark the case People vs. Smith so it may be referenced for a Table of Authorities.

Void   **Void expression**

Performs the action you specify without inserting a value into the document. Void must precede the expression that would insert unwanted results.

<Void Exec("clock.exe", "", 2)> runs the clock application minimized, but

does not insert anything into the document.

See also:

You can specify different formatting options when you use power fields.

Date format [%D]

Code	Format
Da	5/20/92
Db	May 20, 1992
DB	MAY20, 1992
Dc	20 May 1992
DC	20 MAY 1992
Dd	Wednesday, May 20, 1992
DD	WEDNESDAY, MAY 20, 1992
De	May 20
DE	MAY 20
Df	Wednesday May 20
DF	WEDNESDAY MAY 20
Dg	6/20
Dh	6/20/1992
Di	20. May
DI	20. MAY
Dj	20. May 1992
Dk	1992 May 20
DK	1992 APRIL 25
Dl	May, 1992
DL	MAY, 1992

Time format [%T]

Code	Format
T0	9:11
T2	9:00 AM
T3	09:00 AM
T4	9:00 A
T5	09:00 A
T6	9:00 am
T7	09:00 am
T8	9:00 a
T9	09:00 a

Number format [%N]

Code	Format
N1	1, 2, 3..
N2	I, II, III...
N3	i, ii, iii..
N4	A,B, C..
N5	a, b, c..

In addition, there are two formatting options you can use with Include:

%P - Paragraph only
Inserts an ASCII file formatted with Carriage Return/Line Feeds at the ends of paragraphs into an Ami Pro document.

%W - Windows Convert
Converts characters in an ASCII file from the IBM PC character set to the ANSI character set when the file is inserted into an Ami Pro document.

See also:

    Power Fields Contents
    Using Pre-Defined Power Fields
    Understanding Syntax Conventions
    Editing a Power Field

Ami Pro usually displays the results of power fields in a document. It normally does not display the actual power field instructions since they change the way text formats on the screen.

If you want to find or edit the power fields in a document, or print the document with the power field instructions, you can display the power fields.

To display power fields

You can switch between showing and hiding power fields. When you show power fields, Ami Pro displays the power field instructions instead of the results. When you hide power fields, Ami Pro displays the results of the power field instructions.

Choose View/Show Power Fields to display the power field instructions.

Ami Pro displays the instructions for each power field within left and right angle brackets, < >. The text formats differently on the screen.

The left bracket indicates the beginning of the power field and the right bracket indicates the end of the power field. If you delete or type over the brackets, Ami Pro no longer recognizes the power field instructions.

If you want to display power field results instead of instructions, choose View/Hide Power Fields. Ami Pro automatically hides power fields when you use the Save command.

See also:

Power Fields Contents
Inserting a Power Field
Using Next Field and Previous Field
Editing a Power Field
Using Drag & Drop to Move or Copy a Power Field
Moving or Copying a Power Field

You can move the insertion point to a power field so you can edit it.

To go to a power field

1. Choose View/Show Power Fields if you wan to display the power fields.

2. Place the insertion point anywhere in the document.

   If you want to locate a specific power field, place the insertion point at or close to the location where you inserted the power field.

   Shortcut: Click the Go To next/previous power field icon to select the power field.

2. Choose Edit/Power Fields.

3. Choose Next Field or Prev Field.

   Next Field
   Places the insertion point at the location of the next power field and selects the entire power field.

   Prev Field
   Places the insertion point at the location of the previous power field and selects the entire power field.

See also:

Power Fields Contents
Inserting a Power Field
Editing a Power Field
Using Drag & Drop to Move or Copy a Power Field
Moving or Copying a Power Field

You can print the power field instructions instead of the results if you display power fields before you use the Print command.

The printed copy of the document is formatted differently than when you print without power fields displayed.

See also:

You can update a specific power field or update all power fields in a document. You can also specify power fields that should be updated automatically each time you open the document. In addition, you can specify power fields that should not be updated.

Ami Pro automatically updates power fields when you insert them into the document, when you generate a table of contents or an index, and when you print the document if you specify Update Power Fields in the Print Options.

To update a power field

1. Place the insertion point in the power field you want to update.

   Shortcut: Click the Update selected power fields icon to update the power fields.

2. Choose Edit/Power Fields.

3. Choose Update.

   Ami Pro performs the instructions and displays the results of these instructions, if applicable.

To update all power fields

1. Place the insertion point anywhere in the document.

   Shortcut: Click the Update all power fields icon to update all power fields.

2. Choose Edit/Power Fields.

3. Choose Update All.

   Ami Pro performs the instructions specified in all the power fields and displays the results of those instructions in the document. If the document contains many power fields, this may take some time.

To update a power field automatically

Ami Pro can update a power field each time you open a document.

1. Place the insertion point in the power field you want Ami Pro to update automatically.

   Shortcut: Click the Insert power fields icon and go to step 4.

2. Choose Edit/Power Fields.

3. Choose Insert.

4. Select Auto run.

   Auto run is dimmed until you insert the power field into the document.

5. Choose Cancel.

   Ami Pro updates the power field each time you open the document.

To lock a power field

You can lock a power field to prevent Ami Pro from updating it.

Ami Pro updates a locked power field when you open a document if you select Auto Run.

1. Place the insertion point in the power field you want to lock.

   Shortcut: Click the Insert power fields icon and go to step 4.

2. Choose Edit/Power Fields.

3. Choose Insert.

4. Select Lock.

   Ami Pro dims the OK button to prevent the power field from being updated.

5. Choose Cancel to remove the dialog box from the screen.

See also:

You can edit a power field using the Insert Power Fields dialog box or from within the document text.

To edit a power field from the Insert Power Fields dialog box

You do not need to display power fields to edit them using the Insert Power Fields dialog box.

1. Place the insertion point in the section of the document that contains the power field you want to edit.

   Shortcut: Click the Insert power fields icon and go to step 4.

2. Choose Edit/Power Fields.

3. Choose Insert.

4. If necessary, choose Previous Field or Next Field until the desired power field displays in the Insert text box.

   Previous Field
   Places the insertion point at the location of the previous power field and selects the entire power field.

   Next Field
   Places the insertion point at the location of the next power field and selects the entire power field.

5. Make the desired changes to the power field.

6. If you want to prevent the power field from being updated when you choose Update or Update All, select Lock.

7. If you want Ami Pro to update the power field each time you open the current document, select Auto run.

8. Choose OK.

   Ami Pro saves the changes and evaluates the instructions. The Insert Power Fields dialog box remains on the screen.

9. If you want to edit other power fields, repeat steps 4 û 8 for each power field.

10. Choose Cancel to return to the document.

    Ami Pro places the insertion point at the location of the last power field displayed in the Insert Power Fields dialog box.

To edit a power field within the document

You must display power fields before you can edit them from within the document.

1. Choose View/Show Power Fields.

   Ami Pro displays the power field instructions and hides the power field results.

2. Place the insertion point in the power field you want to edit.

   Choose Edit/Power Fields and choose Next Field or Prev Field to move the insertion point to the desired power field.

3. Make the desired changes to the power field.

   Be sure you do not delete the angle brackets surrounding the power field instructions.

   Shortcut: Click the Update selected power fields icon and go to step 6.

4. Choose Edit/Power Fields.

5. Choose Update to implement the change.

6. Choose View/Hide Power Fields.

   Ami Pro displays the power fields results in the document, if applicable.

See also:

Power Fields Contents

You can use Drag & Drop to move or copy one or more power fields. You must display power fields before you can edit them.

Because Ami Pro does not place power fields you move or copy using Drag & Drop on the Clipboard, you cannot paste the power fields.

To use Drag & Drop to move or copy a power field

1. Choose View/Show Power Fields.

   Ami Pro displays the power field instructions surrounded by angle brackets.

2. Select an entire power field, including one character past the right angle bracket.

3. If you want to move the power field, position the mouse pointer anywhere in the selected power field and drag the mouse until the insertion point is in the desired location.

   Ami Pro changes the mouse pointer to the move arrow and changes the color of the insertion point.

4. If you want to copy the power field, position the mouse pointer anywhere in the selected power field and hold CTRL and drag the mouse until the insertion point is in the desired location.

   Ami Pro changes the mouse pointer to the copy arrow and changes the color of the insertion point.

5. When the insertion point is in the desired location, release the mouse button.

   Ami Pro places the power field in the desired location.

See also:

Power Fields Contents
Inserting a Power Field
Displaying Power Fields
Using Next Field and Previous Field
Moving or Copying a Power Field
Deleting a Power Field

You can move or copy a power field whether or not power fields are displayed in the document.

Text you move or copy using Edit/Cut or Edit/Copy remains on the Clipboard until you copy or cut other text, data, or a picture.

To move or copy a power field if power fields are not displayed

1. Place the insertion point anywhere in the document.

   Shortcut: Click the Insert power fields icon and go to step 4.

2. Choose Edit/Power Fields.

3. Choose Insert.

4. Choose Next or Prev Field until the desired power field displays in the Insert text box.

5. Choose Cancel.

6. Choose Edit/Cut or Edit/Copy.

   Keyboard: Press SHIFT+DEL or CTRL+X to cut the power field. Press CTRL+INS or CTRL+C to copy it.

   Ami Pro cuts or copies the selected power field to the Clipboard.

7. Place the insertion point where you want the power field to appear in the document.

8. Choose Edit/Paste.

   Keyboard: Press SHIFT+INS or CTRL+V.

   Ami Pro moves or copies the power field to the desired location.

To move or copy a power field if power fields are displayed

1. Choose View/Show Power Fields.

   Ami Pro displays the power field instructions surrounded by angle brackets.

2. Place the insertion point one character before the left angle bracket of the power field you want to move or copy.

3. Select the entire power field, including one character past the right angle bracket.

4. Choose Edit/Cut or Edit/Copy.

   Keyboard: Press SHIFT+DEL or CTRL+X to cut the power field. Press CTRL+INS or CTRL+C to copy it.

   Ami Pro cuts or copies the selected power field to the Clipboard.

5. Place the insertion point where you want the power field to appear in the document.

6. Choose Edit/Paste.

   Keyboard: Press SHIFT+INS or CTRL+V.

   Ami Pro moves or copies the power field to the desired location.

   If Ami Pro inserts power field instructions that are not surrounded by angle brackets, choose Edit/Undo and repeat steps 2 - 6.

See also:

Power Fields Contents
Inserting a Power Field
Using Drag & Drop to Move or Copy a Power Field
Editing a Power Field
Deleting a Power Field
Displaying Power Fields
Using Next Field and Previous Field

You can delete a pre-defined power field you inserted into a document. You can delete a power field you created using a text editor.

You must display power fields before you can delete them.

To delete a power field

1. Choose View/Show Power Fields.
2. Place the insertion point in the power field you want to delete.

   You can choose Edit/Power Fields and choose Next Field or Prev Field to move the insertion point to the desired power field.
3. If necessary, select the entire power field, including the angle brackets surrounding the power field.
4. Press DEL.

   Ami Pro displays a message indicating that there is a field in the text you are deleting. Choose Yes to delete the power field.

To delete a power field you created

1. Using any text editor, open the WINDOWS\AMIPRO.INI file.
2. Locate the [Fields] section.
3. Place the insertion point at the beginning of the line that contains the power field you want to delete.
4. Delete the power field and all its instructions.
5. Repeat steps 3 - 4 for each power field you want to delete.
6. Save and close the file.

See also:

Power Fields Contents
Saving a Power Field
Displaying Power Fields
Using Next Field and Previous Field

Within Ami Pro, you can print the document displayed in the active window. Although printing is usually a foreground function (you cannot perform other actions until the necessary information is forwarded to Windows), Ami Pro provides a way to print in the background.

You can specify the pages you want to print, and how those pages should appear, when you use the Print function.

To print a document

1. Make the document you want to print the active window.

2. Choose File/Print.

   Ami Pro displays the name of the printer and the port to which it is connected in the lower left corner of the Print dialog box. You can change the printer for the current document using Printer Setup.

3. Specify the desired Number of copies.

4. Specify All or Current page as the desired Page range.

5. If you want to print only certain pages, specify the beginning and ending page numbers in the From and To text boxes.

6. Select the pages you want to print within the specified range. You can select Even pages, Odd pages, or Both.

7. If you want to specify print and bin options, choose Options.

8. Select the desired Print Options.

   Reverse order
   Prints the last page of the document first, then the next to the last page, and so on.

   Collate
   Prints an entire copy of the document before printing the next copy.

   If you specify multiple copies and do not choose Collate, Ami Pro prints all copies of page 1, then all copies of page 2, and so on.

   Crop marks
   Prints fine lines that indicate the corners of the page. Crop marks print offset .5 inches from the top left corner of the physical page.

   Use crop marks when the page size you specified in the page layout is smaller than the physical size of the paper.

   If the page size you specified in the page layout matches the physical size of the paper, only the top left crop mark prints.

   Without pictures
   Prints only the text in the document. Frames containing pictures print as empty frames. This decreases the time it takes to print the document.

   With notes
   Prints the user's initials and the note number at the location of the note in the text and the contents of all the notes at the end of the document.

   You must specify initials in the User Setup if you want initials to print.

   With doc description
   Prints the document information as a cover page.

   On preprinted form
   If you select this option, Ami Pro does not print either protected text or lines and shades associated with frames and tables.

   Update fields
   Updates the results of each power field in the document and prints the results at the location of the

power field.

9. Select the desired Bin Options.

10. Choose OK to return to the Print dialog box.

11. If you want to specify printer setup options, choose Setup.

   The options you specify affect all files printed under Windows, not just the current document. If you modify the printer setup for the current document but need to use the original setup for another document, you must choose File/Printer Setup and change the settings after printing the current document. For information about printer setup, refer to the Microsoft Windows User's Guide.

12. Choose OK to return to the Print dialog box.

13. Choose OK to print the document.

   Ami Pro displays a message indicating the document is printing. Choose Cancel if you want to cancel the print job.

   You can decrease the amount of time the message remains on the screen by using AmiPrint to print in the background.

See also:

   Print Contents
   Printing in the Background
   Selecting a Printer for a Document
   Setting User Setup Defaults

You can print an address on standard or custom size envelopes. You can also specify the size of an envelope you use frequently as the custom size.

Ami Pro automatically uses the printer selected for the current document when it prints the envelope. If you want to use a different printer, choose File/Printer Setup and select the desired printer.

To print an envelope

1. Make the document that contains the address you want to print the active window.

2. Select the recipient address in the document.

   If you do not select an address, Ami Pro finds and selects the first recognizable address on the first page of the document. If the selected text is not the correct address, you can choose Cancel and select the correct address.

3. Choose File/Print Envelope.

4. Select inches, centimeters, picas, or points as the unit of measurement.

5. Select an Envelope size by selecting the desired icon.

   You can also select an envelope size in the More envelope sizes list box, or type the desired length and width in the text boxes.

   You can specify any size between three and eleven inches. However, make sure the printer can accommodate the size you specify.

6. If you want to save the size specified in the text boxes as the size of the custom envelope, choose Set Custom.

   Ami Pro uses that size each time you select the Custom icon. You can specify only one custom size.

7. If you want to print a return address on the envelope, select Print return address.

   Ami Pro displays Return address options.

8. Select the desired address in the Return address names list box, or type an address in the Return address text box.

   You can type up to five lines of text as a Return address.

9. If you want to save the address you typed in the Return address text box, type a name for the address in the Return address names list box and then choose Add Address.

   If you do not type a name and no name displays in the Return address names list box, Ami Pro uses the first line of text in the address as the name.

   If you specify an existing name, Ami Pro displays a message. If you want to overwrite the name, choose Yes. If you do not want to overwrite the name, choose No and type a new name.

10. If you want to delete an address in the Return address names list box, select the address and then choose Delete Address.

    Ami Pro prompts you to confirm the deletion.

11. If you want to specify bin, feeder, orientation, envelope position, and return and recipient address position options for any printer you use to print envelopes, choose Options, specify the desired options, and choose OK.

12. Choose OK to print the envelope.

    Ami Pro prints the recipient address as it displays in the document, including any text formatting and text enhancements you applied using SmartIcons, the status bar, or the Text menu.

    If you did not select an address and Ami Pro could not find a recognizable address, Ami Pro prompts you to type the address.

    Ami Pro displays a message indicating the envelope is printing. Choose Cancel if you want to cancel the print job.

See also:

Ami Pro uses the ~AMIENV.STY style sheet when printing envelopes. You can modify the recipient and return address paragraph styles if you want to modify how the printed address appears.

To modify envelope paragraph styles

1. Choose File/New.
2. In the Style sheet for new document list box, select Envelope -- Used for automatic envelope printing (~amienv.sty).
3. Choose OK.

    Ami Pro displays an untitled document.
4. Choose Style/Modify Style.

    Keyboard: Press CTRL+A.
5. Select the paragraph style you want to modify.
6. Select the desired Modify options.
7. Specify the desired settings.
8. Choose Save.
9. Repeat steps 5 - 8 for each paragraph style.
10. Choose OK.
11. Choose Style/Save as a Style Sheet.
12. Choose OK without changing the File name.

    Ami Pro prompts you about overwriting the style sheet. Choose Yes.

    Ami Pro saves the changes to the style sheet.
13. Choose File/Close.

    Ami Pro prompts you about saving the untitled document. Choose No.

See also:

You can specify the bin, orientation, envelope position, and return and recipient address position for each printer you use to print envelopes. You can also specify whether or not an envelope feeder is installed on each printer.

Ami Pro automatically uses the printer selected for the current document when it prints the envelope. If you want to use a different printer, choose File/Printer Setup and select the desired printer.

To specify print envelope options

1. Make the document that contains the address you want to print the active window.
2. Select the recipient address in the document.

   If you do not select an address, Ami Pro finds and selects the first recognizable address on the first page of the document. If the selected text is not the correct address, you can choose Cancel and select the correct address.

3. Choose File/Print Envelope.
4. Specify the desired envelope size and return address.
5. Choose Options.
6. Select the printer for which you want to specify options.
7. Select the desired Bin.
8. Select Portrait or Landscape as the desired Orientation.
9. If you selected landscape as the Orientation, select Left, Center, or Right as the desired Envelope feed position.
10. If the printer has an envelope feeder attachment, select Envelope feeder installed.

    Ami Pro adjusts the position of the envelope for the feeder.

11. If you want to adjust the position of the address on the envelope, choose Adjust.

    The Adjust button does not appear if you use a decimal separator other than a period. You can change the decimal separator to a period by changing the International Number Format in the Windows Control Panel.

12. Select the direction you want to move the Return Address and specify the desired amount in inches.

    Left or Right
    Prints the return address to the left or right of the current return address position by the amount you specify.

    Up or Down
    Prints the return address above or below the current return address position by the amount you specify.

13. Select the direction you want to move the Recipient Address and specify the desired amount in inches.

    Left or Right
    Prints the recipient address to the left or right of the current recipient address position by the amount you specify.

    Up or Down
    Prints the recipient address above or below the current recipient address position by the amount you specify.

14. Choose OK to save the adjustments for the specified printer and return to the Print Envelope Options dialog box.
15. Choose OK to return to the Print Envelope dialog box.

    Ami Pro saves the settings you specified for the selected printer.

You can now specify envelope options for additional printers, print the selected address, or return to the document.

See also:

Print Contents
Selecting a Printer for a Document
Printing an Envelope

AmiPrint is a printer application provided with Ami Pro. If you enable AmiPrint, Ami Pro creates a temporary file in your temporary directory each time you use the print command. This temporary file contains a complete description of each page in the document. AmiPrint translates the descriptive information into data that can be interpreted by Microsoft Windows. Windows sends the data to the printer driver and then to either the Print Manager or the printer.

AmiPrint remains active until the document is translated, even if you exit Ami Pro.

The temporary file may require substantial disk space, especially if the document contains pictures. In addition, foreground editing tasks may be slower while AmiPrint processes the document.

To print in the background

1. Choose Tools/User Setup.
2. Choose Options.
3. Select Print in background to enable AmiPrint.
4. Choose OK to return to the User Setup dialog box.
5. Choose OK to return to the document.
6. Choose File/Print.
7. Specify the desired options.
8. Choose OK.

    Ami Pro briefly displays a message indicating the document is printing.

9. If you want to pause, resume, or remove the document from the print queue, minimize Ami Pro.

    An AmiPrint icon normally displays at the bottom of the screen. However, if the document you are printing is small and the file has already been turned over to Windows for printing, the AmiPrint icon may not display.

    If you want to cancel the printing of all documents, click the AmiPrint icon and choose Close.

10. Open the AmiPrint window.
11. Select one or more documents.
12. Choose the desired option.

    Pause
    Temporarily stops printing documents.

    Resume
    Resumes printing all documents.

    Remove
    Cancels printing of selected documents.

    Removing the document does not cancel the printing of any pages already sent to the printer.

See also:

Print Contents
Printing the Current Document

Ami Pro allows you to select a printer for the current document. You can specify a printer other than the one Windows recognizes as the default printer. The printer you choose determines the fonts that are available onscreen and at print time.

To select a printer

1. Choose File/Printer Setup.
2. Select the desired printer.
3. Choose Setup to specify printer setup options.

   The options you specify affect all files sent to this printer, not just the current document. Although you can change the printer for one document, you cannot change the printer setup for only one document. If you modify the printer setup for the current document but need to use the original setup for the next document, you must choose File/Printer Setup and change the settings after printing the current document. For information about printer setup options, refer to the Microsoft Windows User's Guide.

4. Choose OK to return to the Select Printer dialog box.
5. Choose OK to return to the document.

See Also:

Print Contents

You can print in landscape mode if your printer, the Windows printer driver you are using, and the font you are using support landscape or sideways printing.

Before you print the document in landscape mode, you must change the page layout to landscape orientation.

If you are using Windows Version 3.1, this is all you need to do.

If you are using Windows 3.0 or your printer supports different fonts in portrait and landscape modes, you must also:

- Change the printer setup to landscape orientation.

   The options specified in the printer setup determine the fonts that are available onscreen and at print time. If the printer supports the same fonts in both portrait and landscape modes, you do not need to change the setup. If different fonts are available in portrait and landscape modes, you should specify landscape orientation in the printer setup to guarantee that the text prints in the correct fonts.

- Use the Text menu or the status bar to apply a landscape font to the text, or modify any paragraph styles assigned to the text to specify a landscape font.

When you use the Print command in Windows Version 3.0, Ami Pro checks the page settings for the first page you specify in the Page range. It uses that orientation for every page in the document, regardless of the orientation specified in the printer setup. In Windows Version 3.1, you can print both portrait and landscape pages regardless of the orientation of the first page you print.

For some printers, if the orientation specified in the page settings does not match the orientation specified in the printer setup, Ami Pro displays a dialog box. If the printer setup is correct for the pages you want to print, choose Continue. If you want to change the printer setup, choose Configure Printer. If you want to change the page settings, choose Cancel and modify the page layout.

See also:

Print Contents
Changing the Page Layout to Landscape Orientation
Changing the Printer Setup to Landscape Orientation
Specifying a Landscape Font

You must change the page layout to landscape orientation before you can print in landscape mode.

To change the page layout

1. Choose Page/Modify Page Layout.
2. Select Page settings.
3. Select Landscape Orientation.
4. Choose OK.

See also:

If you are using Windows 3.0, you must change the printer setup to landscape orientation before you can print in landscape mode.

To change the printer setup

1. Choose File/Printer Setup.
2. Choose Setup.
3. Select Landscape Orientation.

   The printer setup affects all files printed under Windows.

   If the selected printer does not support landscape orientation, this option does not appear.
4. Choose OK to return to the Select Printer dialog box.
5. Choose OK to return to the document.

See also:

Print Contents
Changing the Page Layout to Landscape Orientation
Specifying a Landscape Font

The fonts available in the Face list box when you specify landscape orientation may be different than the fonts listed when you specify portrait orientation.

If you are using Windows 3.0 or your printer supports different fonts in portrait and landscape modes, you must use the Text menu or the status bar to apply a landscape font to the text, or modify any paragraph styles assigned to the text to specify a landscape font before you can print in landscape mode.

If you think a particular landscape font should be available and it is not, you should install the font so that Windows recognizes it. You can follow the installation instructions provided by the vendor of the font or choose File/Printer Setup and choose Setup to add or select the desired font or cartridge.

To change the paragraph style

1. Choose Style/Modify Style.
2. Select the paragraph style.
3. Specify a landscape Face and Size for each paragraph style used in the document.

   Ami Pro displays only the faces and point sizes available to the Windows printer driver.
4. Choose OK.

See also:

Print Contents
Changing the Page Layout to Landscape Orientation
Changing the Printer Setup to Landscape Orientation
Specifying a Landscape Font
Applying a Font to Selected Text
Modifying a Paragraph Style Font

Printer fonts can be bitmap, vector, or outline fonts. Different types of printers use different fonts. A dot matrix printer generally uses a bitmap font; a laser printer may use any of the three types of fonts.

Bitmap fonts
Bitmap fonts are composed of many small pixels.

In bitmap (raster) fonts, each character is composed of many individual dots. At print time, the printer is told where each dot should be placed to create each character on the paper. Bitmap fonts are typically available on printers that use hardware-based cartridges or software-based downloadable font files (soft fonts). The cartridges and soft fonts have bitmap descriptions of all the available characters in a specific size, which the printer reproduces on paper.

Using screen fonts as bitmap printer fonts
Under Windows, dot matrix printers can print the Windows screen fonts even though the fonts are not actually available in the printer. This provides a wider selection of typefaces than would normally be available. However, it also means the fonts are of a lower resolution than the printer's capabilities, and therefore the printout is less professional-looking. In addition, if you use screen fonts as printer fonts, speed becomes an issue. When a dot matrix printer prints the screen fonts, it must switch into graphics mode and print the text as a graphics image. This greatly increases the time spent printing a document.

If you install and use third party fonts such as Adobe Type Manager fonts, the screen and printer fonts match and you do not encounter either problem.

Vector fonts
Vector fonts are made up of lines and arcs.

Vector fonts work in the printer the same way they do onscreen. Since only one description of the font is required to generate any font size, the amount of storage space needed for vector fonts is significantly reduced. Vector fonts differ from bitmap fonts in that they are actually drawn as lines and curves, similar to the way a pen plotter draws lines and text. The quality of scaled vector fonts is much better than that of scaled bitmap fonts since the font can be scaled mathematically without losing resolution.

Outline fonts
Outline fonts are made up of filled-in outlines of each character.

Outline fonts generally produce the highest quality font image, and are used by Postscript and other types of printers. While similar to vector fonts, outline fonts are composed of a mathematical description that traces the outline of each character. Outline fonts have interior and exterior areas that are filled in or left blank when you print, whereas vector fonts have very thin lines that make up the complete character. Outline fonts are scalable without any loss in resolution, due to their mathematical description. Since a description for each point size of a font is not necessary, they are stored in a more efficient manner than are bitmap fonts.

An outline font is converted into a high resolution bitmap image at print time. If a selected screen font is unavailable to the printer, the printer substitutes another font in its place.

See also:

Print Contents

The pictures in Ami Pro frames can be either bitmap graphics or vector graphics. When you print a document containing pictures, the printed image resolution depends on the type of graphics in the document and the type of printer you are using.

- If you print a vector graphic to a bitmap printer, the resulting printed image resolution is the same as the resolution of the output device.

  For example, if you print a Lotus PIC file (a vector graphic) to a 300 dpi laser printer, the PIC file prints at 300 dpi.

- If you print a bitmap graphic to a bitmap printer, the printed image resolution is determined by the resolution of the graphic file or the printer, whichever is lower.

  For example, if you print a PCX file (a bitmap graphic) that has a resolution of 72 dpi to a 300 dpi laser printer, the PCX file prints at 72 dpi and appears jagged.

See also:

Print Contents

Ami Pro provides two proofing tools--a spell checker and a grammar checker. When you use these tools, you can specify the text in the document that should be checked.

Ami Pro organizes a document into portions of connected text called text streams. A document can contain one or several text streams. Ami Pro considers the following as separate text streams and prioritizes them in the order in which they are listed:

• Main document text

• Text in fixed frames (frames that have the Frame Type in the Modify Frame Layout dialog box set to Where placed)

• Footnote text

• Text in floating frames (frames that have the Frame Type in the Modify Frame Layout dialog box set to With para above or Flow with text) and text in page tables

• Floating header and footer text

• Fixed header and footer text and text in repeating frames (frames that have the Frame Type in the Modify Frame Layout dialog box set to repeat)

When you use Spell Check or Grammar Check, you can indicate the text Ami Pro should check by placing the insertion point in the desired text stream. Ami Pro does not check text in notes or Draw frames.

• If the insertion point is in main document text, you can specify whether Spell Check or Grammar Check should start at the beginning of the document and whether lower priority text streams should be included.

• If the insertion point is in any text stream other than main document text, Ami Pro automatically checks that text stream and any lower priority text streams.

• If you want to check a single word or a paragraph, select the text and choose either Tools/Spell Check or Tools/Grammar Check. Ami Pro checks just the selected text.

  When Ami Pro checks the lower priority text streams, it automatically starts checking at the beginning of the document, regardless of the location of the insertion point when you started Spell Check or Grammar Check.

See also:

Spell Check and Grammar Check Contents
Modifying the Type of Frame
Using Spell Check
Using Grammar Check

You can use Spell Check to check for and replace misspelled words.

To check your spelling

1. Place the insertion point where you want to begin Spell Check.

2. Choose Tools/Spell Check.

3. Select the desired options.

   Check from beginning of document
   Ami Pro checks all the text from the beginning of the document, regardless of where in the main document text the insertion point is located when you choose Tools/Spell Check. If you deselect this option, Spell Check starts at the location of the insertion point.

   If the insertion point is in any text stream other than main document text, Ami Pro deselects and dims Check from beginning of document.

   Include other text streams
   Ami Pro checks text in the text stream in which the insertion point is located and text in all lower priority text streams. If you deselect this option, Ami Pro searches only the text in the text stream in which the insertion point is located.

   If the insertion point is in any text stream other than main document text, Ami Pro selects and dims Include other text streams.

4. Choose OK to start Spell Check.

   Ami Pro checks the document for spelling errors.

See also:

Spell Check and Grammar Check Contents
Using Proofing Tools
Specifying Spell Check Options
Correcting Spelling Errors
Using Language Options
Editing the Dictionary

You can specify whether Ami Pro should check certain types of text and display words you add to the user dictionary.

To specify spell check options

1. Place the insertion point where you want to begin Spell Check.

2. Choose Tools/Spell Check.

3. Choose Options.

4. Select the desired options.

   Check for repeated words
   Checks for words that appear twice in succession.

   Check words with numbers
   Checks any text that contains numbers.

   Check words with initial caps
   Checks words where only the first letter of the word is a capital letter.

   Include user dictionary alternatives
   Displays in the Alternatives list box any words you added to the user dictionary.

5. Choose OK to return to the Spell Check dialog box.

6. Choose OK to start Spell Check.

   Ami Pro checks the document for spelling errors.

See also:

Spell Check and Grammar Check Contents
Using Proofing Tools
Using Spell Check
Using Spell Check to Check for Repeated Words
Correcting Spelling Errors

If Spell Check finds an unrecognized word, you can specify whether you want to skip, replace, or add the selected occurrence, or skip or replace all remaining occurrences in the document.

To correct spelling errors

1. Select an alternative word or edit the word in the Replace with text box.
2. Choose the desired option.

    Replace All
    Replaces all occurrences of the word with the text you specify in the Replace with text box.

    Replace
    Replaces only this occurrence of the word with the text you specify in the Replace with text box.

    Skip All
    Skips all occurrences of the word during this Spell Check.

    Skip
    Skips only this occurrence of the word.

    Add to Dictionary
    Adds the word to the user dictionary. Ami Pro now recognizes the word in all documents you Spell Check.
3. Repeat steps 1-2 for each unrecognized word Ami Pro finds.

At the end of Spell Check, the insertion point is at the location of the last misspelled or repeated word, even if you corrected or skipped the word.

If you start Spell Check in Draft mode, it will end in Draft mode. The insertion point may be in a fixed frame, footnote, header, or footer, if that was where Ami Pro found the last word. If the insertion point is in one of these text streams, only the text for that text stream appears on the screen. Change to Layout mode to determine exactly where in the document the insertion point is located, and then place the insertion point in the desired main document text.

See also:

Spell Check and Grammar Check Contents
Editing the Dictionary

Ami Pro can check the document for words that appear twice in succession.

To check for repeated words
1. Choose Tools/Spell Check.
2. Select the desired options.
3. Choose Options.
4. Select Check for Repeated Words.
5. Choose OK to return to the Spell Check dialog box.
6. Choose OK.
   Ami Pro selects the second occurrence of a repeated word and displays a message. Choose OK.
7. Specify the desired text in the Replace with text box or press DEL.
8. Choose Replace or Skip.
   Replace
   Replaces the occurrence of the word with the text you specify in the Replace with text box.
   Skip
   Skips the second occurrence of the word.

See also:

Spell Check and Grammar Check Contents
Using Proofing Tools
Using Spell Check

Ami Pro provides two dictionaries. The main dictionary contains 115,000 words and cannot be edited. The other dictionary is a user dictionary that you can customize, edit, and update to meet your needs. When you use Spell Check and choose Add To Dictionary, Ami Pro adds the word to the user dictionary.

The user dictionary file name is LTSUSER1.DIC. It is normally located in the AMIPRO directory. However, the user dictionary file name is different if you are using a dictionary for another language (although it still ends with the .DIC extension). The file may be located in a different directory if you are using Ami Pro on a network.

To edit words in the user dictionary

1. Choose Tools/Spell Check.
2. Choose Edit Dictionary.

   Ami Pro displays the user dictionary in a separate window. Any words you previously added to the user dictionary appear on the screen.

   Ami Pro lists existing words in the user dictionary file in this order: numbers, symbols (in the order in which they appear in the ANSI character set), capitalized words in alphabetical order, lower case words in alphabetical order.

3. If you want to add a word, type the word and press ENTER.

   You must type only one word on a line. However, you can type the word on any line since Ami Pro sorts the words when you save the file.

4. If you want to delete a word, select the word and the return and press DEL.

To save changes to the user dictionary

1. Make the user dictionary the active window.
2. Choose File/Save.

   Ami Pro sorts the words in the file.

To close the user dictionary

1. Make the user dictionary the active window.
2. Choose File/Close.

See also:

Ami Pro is shipped with the primary language dictionary and thesaurus used in your country. However, dictionaries and thesauruses are available for different languages, including: American English, French, German, Dutch, Spanish, Italian, U.K. English, Norwegian, Swedish, and Danish.

Ami Pro accesses the language dictionary when you use hyphenation, Spell Check, and Thesaurus.

To access another language dictionary

1. Choose Tools/Spell Check.
2. Choose Language Options.
3. Type the full path to access a dictionary in a different directory.
4. Select the default language dictionary for new documents.
5. Select the language dictionary for the current document.
6. Choose OK.

See also:

Spell Check and Grammar Check Contents
Editing the Dictionary

You can use Grammar Check to proof a document for problems in grammar, style, and mechanics. Grammar Check analyzes every sentence in the document for possible errors and supplies suggestions and examples for correcting any incorrect sentences. Grammar Check does not find spelling errors.

You can specify the text that should be checked.

You can use one of the eight pre-defined grammar and style sets provided with Ami Pro, modify the rules for an existing set, or create a custom set.

To check your grammar

1. Place the insertion point where you want to begin Grammar Check.
2. Choose Tools/Grammar Check.
3. Select the grammar and style set you want to use.
4. Select the desired Preferences options.

   Show readability statistics
   At the end of Grammar Check, Ami Pro provides data about the contents of the document, including the number of words, sentences, paragraphs, and syllables, the averages for words and sentences, the percentage or passive sentences, and readability indexes and scores.

   Show explanations
   During Grammar Check, Ami Pro provides explanations of grammatical and style errors, and examples illustrating the correct use of the rules.

   If the insertion point is in any text stream other than main document text, Ami Pro deselects and dims Check from beginning of document.

   Check from beginning of document
   Ami Pro checks all the sentences from the beginning of the document, regardless of where in the main document text the insertion point is located when you choose Tools/Grammar Check. If you deselect this option, Grammar Check starts at the location of the insertion point.

   Include other text streams
   Ami Pro checks sentences in the text stream in which the insertion point is located and text in all lower priority text streams. If you deselect this option, Ami Pro searches only the text in the text stream in which the insertion point is located.

   If the insertion point is in any text stream other than main document text, Ami Pro selects and dims Include other text streams.

   Check in Draft mode
   Ami Pro changes to Draft mode to check for grammatical and style errors.

   Select Check in Draft mode if the document contains sentences that span columns or pages. Grammar Check can display such sentences in their entirety only in Draft mode.
5. Choose OK to start Grammar Check.

   Ami Pro checks the document for grammatical and style errors.

See also:

Spell Check and Grammar Check Contents
Specifying Grammar Check Options
Using Proofing Tools
Correcting Grammatical Errors

You can specify the grammar, style, and word order rules for each grammar and style set.

To specify the rules for a grammar and style set

1. Place the insertion point where you want to begin Grammar Check.
2. Choose Tools/Grammar Check.
3. Choose Options.
4. Select the grammar and style set you want to modify.
5. Select the type of rules you want to modify.

   Grammar rules
   Rules for basic grammar, usage, and punctuation.

   Style rules
   Rules for sentence effectiveness and word choice.

   Word order rules
   Rules for split infinitives, consecutive nouns, and prepositional phrases.

6. Select the rules you want to include in the selected set.

   Keyboard: Press TAB until the first rule is selected. Press TAB or or ↓ to move through the list of rules.

   Ami Pro displays an explanation of a rule when you select it.

7. Choose the desired command button.

   OK
   Saves the grammar, style, and word order rules you select and closes the Grammar and Style Options dialog box.

   Cancel
   Closes the Grammar and Style Options dialog without saving any changes.

   Save
   Saves the rules you select without closing the Grammar and Style Options dialog box. This allows you to modify more than one grammar and style set.

   If you modify a grammar and style set provided with Ami Pro, you cannot revert to the default rules. You can use Save As to create a custom set and maintain the original set.

   Save As
   Saves the grammar, style, or word order rules you select to the grammar and style set name you specify. Ami Pro adds the set to the Use grammar and style set list box in the Grammar Check dialog box.

8. Choose OK to return to the Grammar Check dialog box.
9. If necessary, select the grammar and style set you want to use.
10. Choose OK to start Grammar Check.

    Ami Pro checks the document for grammatical and style errors.

See also:

Spell Check and Grammar Check Contents
Using Grammar Check
Correcting Grammatical Errors
Saving as a Grammar and Style Set

If Grammar Check finds an error, you can specify whether you want to skip, replace, or correct the selected occurrence, or skip all remaining occurrences in the document.

The Suggestions text box contains information about the error and suggestions for correcting it.

If a replacement is available, it displays in a Replacement options list box. Otherwise, the sentence containing the error appears in a Sentence list box, with the error displaying in red (bold on a monochrome monitor).

To correct grammatical errors

1. Choose the desired available option.

   Skip
   Skips only this occurrence of the error.

   Skip Rule
   Skips all occurrences of the error during this Grammar Check.

   Next Sentence
   Checks the next sentence, even if there are other errors in the current sentence.

   Replace
   Replaces the current sentence with the replacement sentence you select in the Replacement options list box.

   Replace is dimmed if the error appears in a Sentence list box.

2. If you want to correct an error that appears in the Sentence list box, click in the document and make the desired changes.

   Keyboard: Press ALT+F6.

   The Grammar Checker dialog box remains on the screen.

3. Choose Resume to continue Grammar Check.

   Keyboard: Press ALT+F6 to return to the dialog box and choose Resume.

   Ami Pro resumes Grammar Check by checking the sentence in which the insertion point is located.

4. Repeat steps 1 - 3 for each sentence with a grammatical or style error.

   At the end of Grammar Check, the insertion point is at the location of the last sentence that contained a grammatical or style error, even if you corrected or skipped the error.

See also:

Spell Check and Grammar Check Contents
Using Grammar Check
Specifying Grammar Check Options
Understanding Readability Statistics

If you selected Show readability statistics in the Grammar Check dialog box, Ami Pro displays the Readability Statistics dialog box, which provides information about the contents and readability of the document.

Gunning's Fog Index
Indicates how difficult the document is to read, based on the averages for sentence lengths and the number of multi-syllable words in sentences. The higher the index, the more difficult the document is to read.

Flesch-Kincaid Score
Indicates the Fog Index as a grade level. The higher the score, the more difficult the document is to read.

Flesch Reading Ease Score
Indicates how easy it is to read and understand the document, based on the average number of words per sentence and the average number of syllables per 100 words. The higher the score, the easier the document is to read and understand.

The highest score is 100, which indicates the document is very easy to read and understand. An average score is between 60 and 70. A low score is between 0 and 30, which indicates the document is very difficult to read and understand.

Flesch Reading Ease Grade Level
Indicates the Flesch Reading Ease Score as a grade level. A fourth grade level corresponds to a score between 90 and 100. An eighth grade level corresponds to a score between 60 and 70. A college education corresponds to a score between 0 and 30.

Choose Close to close the dialog box and return to the document.

See also:

Spell Check and Grammar Check Contents
Using Grammar Check
Specifying Grammar Check Options
Using Proofing Tools

You can save grammar, style, or word order rules to a new grammar and style set name.

To save a grammar and style set

1. Choose Tools/Grammar Check.
2. Choose Options.
3. Select the grammar and style set you want to modify.
4. Select the type of rules you want to modify.
5. Select the rules you want to include in the selected set.

   Keyboard: Press TAB until the first rule is selected. Press TAB or or ↓ to move through the list of rules.

   Ami Pro displays an explanation of a rule when you select it.
6. Choose Save As.
7. Specify the name you want to use for the new set.
8. Choose OK to return to the Grammar and Style Options dialog box.
9. Choose OK to return to the Grammar Check dialog box.

   Ami Pro adds the new set to the Use grammar and style set list box.
10. If necessary, select the grammar and style set you want to use.
11. Choose OK to start Grammar Check.

See also:

Ami Pro provides several reference tools. You can use Thesaurus to display definitions, variations, and synonyms for words and replace the words in the document. You can insert footnotes into main document text or a table cell quickly and easily. You can use Table of Contents and Index to organize, assemble, and summarize the information in a document. You can use Glossary to store frequently used data in a separate file and then insert that data into other Ami Pro documents. You can create a table of authorities for legal briefs.

Using Thesaurus

Use the thesaurus to find definitions, variations, and synonyms and to replace text in the document with an alternative word.

Using Footnotes

Use footnotes or endnotes in a document and specify how they should display and number.

Inserting a Footnote

Insert a footnote into the main document text or into a table cell.

Specifying Footnote Options

Specify how footnotes should display in the document.

Finding the Next Footnote Quickly

Move the insertion point to a footnote reference number in either the main document text or a table cell.

Editing Footnote Text

Edit footnote text in the main document text or a table.

Modifying Footnote Reference Numbers

Modify the footnote reference numbers by modifying the footnote paragraph style.

Removing a Footnote

Remove a footnote in the main document text or a table.

Using Table of Contents

Create a table of contents with up to nine levels of indention in either the current document or a separate document.

Specifying TOC Options

Create table of contents entries by assigning TOC levels to paragraph styles and specifying how you want the page numbers to appear.

Creating a Table of Contents Entry from Selected Text

Specify text you want to include in the table of contents.

Generating a Table of Contents

Generate a table of contents.

Modifying or Removing a TOC Entry

Modify or remove TOC entries you created from selected text before or after you generate a table of contents.

Using Index

Create an index by selecting and marking text as index entries.

Creating Index Entries

Create primary and secondary index entries and specify the desired reference options.

Creating Index Entries in a Separate Index List Document

Create an index list document if you need to create an index for multiple documents or if the index list is extensive.

Using the Index List Document

Use the index entries in the index list document to create index entries for the text in other documents.

Generating an Index

Generate an index.

Modifying an Index

Modify the index if you find inconsistencies in the capitalization, tense, or spelling of the index entries, or if you want to create or remove an index entry.

Using Glossary

Use Glossary to store frequently used data and to insert that data into your documents.

Creating a Glossary Data File

Create a glossary data file that contains the frequently used data.

Creating a Glossary Record from Selected Text

Use selected text in a document as a glossary record by adding it to any existing glossary data file.

Specifying a Glossary Data File

Specify the name of the glossary data file that contains he glossary records you want to insert.

Inserting a Glossary Record into a Document

Insert a glossary record into the current document.

Using the Table of Authorities Macro

Use the TOA macro to add menu commands that enable you to create a table of authorities.

Marking TOA Long Entries

Use selected text in a document to create a table of authorities entry and select the category under which you want the TOA entry referenced.

Creating a New Table of Authorities Category

Create your own categories for the table of authorities.

Marking TOA Short Entries

Use subsequent occurrences of text you marked as a TOA long entry to create TOA short entries. TOA short entries appear as page numbers next to the appropriate TOA long entries in the table of authorities.

Generating a Table of Authorities

Select paragraph styles for the category headings and TOA entries and generate a table of authorities.

Going To a Table of Authorities Entry

Locate and remove a TOA long or short entry.

You can use the 1,400,000 word thesaurus provided with Ami Pro to find definitions, variations, and synonyms for 40,000 root words and to replace text in the document with an alternative word.

To use the thesaurus

1. Either select or place the insertion point on the word you want to look up.

   If you select more than one word, Ami Pro looks up the first word only.

2. Choose Tools/Thesaurus.

3. If you want to display information about a meaning variation, select a different term in the Meaning variations list box.

4. If you want to change the word in the Replace with text box, select a different word in either the Meaning variations or Synonyms list box, or type the word in the text box.

5. If you want to display information about a synonym, select a word in the Synonyms box and choose Look up. You can also type a word in the Replace with text box and choose Look up.

6. If you want to revert to the previous Word Looked Up, its Meaning variations, Synonyms, and its definition, choose Previous.

7. If you want to replace the word selected in your document with the word in the Replace with text box, choose Replace.

8. Choose Cancel to return to the document.

See also:

Reference Tools Contents

You can insert a footnote into the main document text or a table cell. Ami Pro places a footnote reference number--a number, letter, asterisk, or dagger--at both the location of the insertion point in the document and in an area created for the footnote text at the bottom of the page or at the end of the table. Because Ami Pro formats the pages to allow for the footnotes, footnote text can be any length and can contain multiple paragraphs. Ami Pro automatically calculates the correct footnote reference number for every footnote, regardless of how you edit the document.

You can specify how footnotes should display by:

- Specifying endnotes to place footnotes at the end of the document
- Resetting the footnote reference numbers on each page
- Adjusting the starting footnote reference number
- Adjusting the length and indention of the footnote separator line

All footnotes initially use the Footnote paragraph style that is created by Ami Pro when you insert the first footnote. The Footnote paragraph style has all the characteristics of the Body Text paragraph style plus a reference number.

You can modify footnote reference numbers by:

- Specifying the type of number you want to use
- Right aligning the numbers
- Adjusting the space for the numbers to indent the footnote text

See also:

Reference Tools Contents
Inserting a Footnote
Specifying Footnote Options
Finding the Next Footnote Quickly
Editing Footnote Text
Modifying Footnote Reference Numbers
Removing a Footnote

You can insert a footnote into the main document text or into a table cell.

To insert a footnote

1. Place the insertion point where you want to insert the footnote.

   If you want to insert a footnote into a table, place the insertion point in the desired table cell.

2. Choose Tools/Footnotes.

3. Select Insert footnote.

4. Choose OK.

   Ami Pro inserts a footnote reference number at the location of the insertion point and in the footnote text area. It places the insertion point in the footnote text area.

   If you are inserting a footnote into a table cell, Ami Pro creates a single-column row for the footnote text at the end of the table.

5. Type the footnote text.

6. Press ESC to return to the main document text.

   Mouse: In Layout mode, click anywhere in the main document text.

   Footnotes grow up from the bottom margin of the page. There must be sufficient space below the lowest frame on the page for Ami Pro to create the footnote. If the footnote text is very long, or if there is insufficient space below a frame to fit all the footnote text, Ami Pro may split the footnote over multiple pages.

See also:

Reference Tools Contents
Using Footnotes
Specifying Footnote Options
Finding the Next Footnote Quickly
Editing Footnote Text
Modifying Footnote Reference Numbers
Removing a Footnote

You can specify how footnotes should display in the document.

To specify footnote options

1. Choose Tools/Footnotes.
2. Choose Options.
3. Specify the desired footnote options.
4. Select inches, centimeters, picas, or points as the unit of measurement.
5. Specify the desired Separator Line Options to control the appearance of the line that displays between the main document text and the footnote text.

   Make endnotes
   Places all the footnotes at the end of the document instead of at the bottom of each page.

   Reset number on each page
   Restarts the sequence of footnote reference numbers on each page, instead of incrementing the numbers continuously.

   If you have multiple footnotes on a page, Ami Pro increments the footnote reference numbers on that page. The first footnote on the following page resets to the starting number you specify.

   If you use an asterisk or a dagger as the footnote reference number and you select Make endnotes, you should deselect Reset number on each page so that the reference number sequence is continuous.

   Starting number
   Starts incrementing reference numbers with either the number or the number of characters you specify.

   For example, if you specify 3 as the starting number, Ami Pro begins the footnotes with that number using the type of footnote reference number specified for the Footnote paragraph style.

   Margins
   Displays a line that extends from the left to the right margin.

   Custom
   Displays a line of the length you specify, starting from the left margin.

   Indent from left
   Indents the line from the left margin by the amount you specify.

6. Choose OK to return to the Footnotes dialog box.
7. Choose OK to return to the document.

   Ami Pro reformats the footnotes using the options you specified.

See also:

Reference Tools Contents
Using Footnotes
Inserting a Footnote
Finding the Next Footnote Quickly
Editing Footnote Text
Modifying Footnote Reference Numbers
Removing a Footnote

You can move the insertion point to a footnote reference number in either the main document text or a table cell.

To go to the next footnote reference number

1. Place the insertion point in the main document text or the table.
2. Choose Edit/Go To.
3. Select Footnote Mark in the Next item list box.
4. Choose Go To ^H.

    Ami Pro places the insertion point on the next footnote reference number in the document or table.

See also:

Using Footnotes
Inserting a Footnote
Specifying Footnote Options
Editing Footnote Text
Modifying Footnote Reference Numbers
Removing a Footnote

You can edit footnote text in the main document text or a table.

To edit the footnote text

1. Place the insertion point on the footnote reference number in the main document text or the table.

   Shortcut: In Layout mode, click anywhere in the footnote text and go to step 4.

2. Choose Tools/Footnotes.

3. Select Edit footnote.

4. Choose OK.

   Ami Pro places the insertion point on the first character in the footnote text.

5. Edit the footnote text.

   If you are in Layout mode, you can use or ↓ to move through the footnotes. However, you cannot select text across separate footnotes.

6. Press ESC to return to the main document text.

   Mouse: In Layout mode, click anywhere in the main document text.

See also:

Reference Tools Contents
Using Footnotes
Inserting a Footnote
Specifying Footnote Options
Finding the Next Footnote Quickly
Modifying Footnote Reference Numbers
Removing a Footnote

You can modify the footnote reference numbers by modifying the Footnote paragraph style. You can change the type of number, right align the numbers, change the attributes for the numbers (including adding or removing the superscript), and adjust the amount of space used for the numbers.

You can also specify other settings for the paragraph style.

To modify the footnote reference numbers

1. Choose Style/Modify Style.
2. Select the Footnote paragraph style.
3. Select Bullets & Numbers.
4. Select the desired Bullet or Number.
5. Select the desired Attribute.

   You can select Bold, Italic, Underline, Word Underline, All caps, or Superscript, or any combination of those attributes.

   If you select a letter for the footnote reference numbers, Ami Pro assigns the letters in the order in which they appear in the alphabet. If you select an asterisk or a dagger for the footnote reference numbers, Ami Pro inserts the correct number of characters.

   Ami Pro only prints superscript reference numbers if the font size specified for the Footnote paragraph style is available to the printer. Otherwise, Ami Pro displays and prints the footnote reference numbers, but does not superscript them.

   For example, one asterisk * is followed by two asterisks ** and then three asterisks ***.

   If you want periods after the footnote reference numbers, type a period in the Text text box after you select the type of reference number. Ami Pro automatically places periods after all the footnote reference numbers.

6. If you want to right align the footnote reference numbers, select Right align.

   If you want to indent the footnote number and only the first line of the footnote text, select Right Align and specify an amount in the Space for text box.

7. If you want to modify the space for the footnote reference numbers, specify the desired amount in the Space for text box.

   Ami Pro uses the specified amount of space for the footnote reference numbers and indents the first line of the footnote text by that amount.

8. Choose OK to return to the document.

   Ami Pro reformats the footnote reference numbers.

See also:

You can remove a footnote in the main document text or in a table.

To remove a footnote

1. Select the footnote reference number in the main document text or the table.
2. Press DEL.

See also:

Reference Tools Contents
Using Footnotes
Editing Footnote Text

You can create a table of contents (TOC) with up to nine levels of indention in either the current document or a separate document.

Before you generate a table of contents, you must create table of contents entries. You can assign heading paragraph styles to the text in the document and assign TOC levels to those paragraph styles, create table of contents entries from selected text in the document, or do both to create the entries.

Ami Pro places all text using heading paragraph styles that are assigned TOC levels, including blank lines, into the table of contents. Do not assign paragraph styles to blank lines.

See also:

Reference Tools Contents
Specifying TOC Options
Creating a Table of Contents Entry from Selected Text
Generating a Table of Contents
Modifying or Removing a TOC Entry

If you use heading paragraph styles in the document, you can create table of contents entries by assigning TOC outline levels to those paragraph styles. The TOC levels determine the level of indention for the table of contents entries. Ami Pro orders the TOC levels from level 1, which represents the main headings, to level 9, which represents the lowest subheadings.

To assign TOC levels to heading paragraph styles

1. Make the document for which you want to generate the table of contents the current window.

2. Choose Tools/TOC, Index.

3. Choose TOC Options.

4. Select a paragraph style you want to use in the table of contents.

    Each paragraph style available in the document automatically appears under the number of the TOC level that is currently assigned to that paragraph style or under None. Ami Pro provides a TOC level of None for paragraph styles such as Body Text that you do not want to use in the table of contents.

    If you are generating a table of contents for a master document, the paragraph styles displayed in the TOC Options list box are those that are available in the source document. In order for Ami Pro to generate an accurate table of contents, the same paragraph styles should be available in all documents included in the master document.

5. Choose Promote or Demote until the selected paragraph style appears under the desired TOC level number.

    You cannot assign the same TOC level to multiple paragraph styles.

    Mouse: Drag the selected paragraph style to the left or right until it appears under the desired TOC level number.

    Promote
    Assigns a higher TOC level to the selected paragraph style.

    Demote
    Assigns a lower TOC level to the selected paragraph style.

    Ami Pro highlights the TOC level numbers across the top of the list box as you promote or demote the paragraph style.

6. If you want to include page numbers for table of contents entries using this TOC level, select Page number.

    You can number the pages in the document with a chapter number preceding the page number (for example, 2-1, 3-1) and have both numbers appear in the table of contents.

7. If you want to separate the table of contents entries from the page numbers, specify the Leader character you want to use. You can specify none, a period, a hyphen, an underline, or a space.

    Working with Ami Pro 1

    Working with Ami Pro ------------- 1

    Working with Ami Pro _____ 1

    Working with Ami Pro   1

8. If you want to place page numbers at the right margin, select Right align page number.

    If you do not select Right align, Ami Pro places a single leader character between each table of contents entry and page number.

9. Repeat the procedure for each paragraph style.

10. Choose OK to return to the TOC, Index dialog box.

11. Choose Cancel to return to the document.

    There are no visible changes to any text in the document. The TOC levels you assigned display only

in the table of contents.

See also:

You can specify text you want to include in the table of contents in addition to, or instead of, assigning TOC levels to heading paragraph styles.

You can use this method if you assign only one paragraph style such as Body Text to text in a short document. You can also use this method to shorten a table of contents entry if the text in a heading paragraph contains several lines.

To create a table of contents entry from selected text

1. Make the document for which you want to generate the table of contents the active window.

2. Select the text you want to include in the table of contents, or place the insertion point where you want to create a table of contents entry. You can select up to 240 characters.

3. Choose Edit/Mark Text.

4. Choose TOC Entry.

5. Specify the TOC level for the text.

6. Type or edit the text for the TOC entry.

7. Choose OK to return to the document.

8. Repeat steps 2 - 7 for any text you want to include in the table of contents.

   When you generate the table of contents, Ami Pro includes only the text you select instead of the entire paragraph, even if you assigned a TOC level to the paragraph style used by the text.

See also:

Reference Tools Contents
Using Table of Contents
Generating a Table of Contents
Modifying or Removing a TOC Entry

After you assign the heading paragraph styles to the text and assign TOC levels to the heading paragraph styles, or mark the text you want to include in the table of contents, or complete both procedures, you are ready to generate a table of contents.

If you change the total number of pages in the document or the pages on which table of contents entries are located, or you add or delete text in the document after you create a table of contents, you should regenerate the table.

To generate a table of contents

 1. Make the document for which you want to generate the table of contents the active window.
 2. Choose Tools/TOC, Index.
 3. Select Table of contents.
 4. Specify the name of the file you want to use as the TOC output file.
 5. Specify the drive and directory for the file you want to use as a TOC output file.

    If you do not specify a TOC output file, Ami Pro places the table of contents at the beginning of the current document.

    If the current document contains a title page or other introductory pages that must precede the table of contents, you may want to specify a TOC output file. Ami Pro places the table of contents in the file you specify, instead of at the beginning of the current document prior to your introductory pages.

 6. If you did not assign TOC levels to paragraph styles, or you want to use page numbers, right align page numbers, or use a leader character, choose TOC Options.

    If you are using selected text for table of contents entries and you did not assign TOC levels to paragraph styles, the Page number, Right align page number, and Leader settings apply to all TOC levels.

 7. Choose OK to return to the TOC, Index dialog box.
 8. Choose OK to return to the document.

Ami Pro generates the table of contents. Main document text and text in frames that have their Placement in the Modify Frame Layout dialog box set to With para above or Flow with text are included in the table. Text in other types of frames and text in tables are not included.

Formatting the table of contents

If you specified an output file name when you generated the table of contents, the insertion point is at the top of the first page in that document. The document uses the _TOC.STY style sheet and the TOC entries format according to the paragraph styles in that style sheet.

If you did not specify an output file name, the insertion point is on the first page of the current document, which now contains the table of contents. Ami Pro creates and assigns paragraph styles to the text and page numbers in the table of contents. These paragraph styles are named TOC1 through TOC9 and TOCPG1 through TOCPG9. Ami Pro sets the alignment in each paragraph style to provide appropriate indentions for the assigned TOC levels and assigns fonts to each paragraph style based on the fonts used in the heading paragraph styles. Level 1 TOC entries use the font specified in the level 2 paragraph style, level 2 TOC entries use the font specified in the level 3 paragraph style, and so on up to level 9 TOC entries, which use the font specified in the current Body Text paragraph style.

The table of contents is an Ami Pro page table. You can modify it the same way you modify other tables. In addition, you can modify the paragraph styles used in the table of contents.

See also:

　　Reference Tools Contents
　　Generating an Index
　　Specifying TOC Options

The table of contents entries you create from selected text are power fields. You can modify or remove them before or after you generate the table of contents. If you display power fields, you can use Find & Replace to find a table of contents entry and replace it with another entry.

To modify or remove a TOC entry

If you modify or remove table of contents entries you create from selected text after you create the table of contents, you should regenerate the table to reflect the changes.

See also:

>Reference Tools Contents
>Editing a Power Field
>Finding and Replacing Text
>Generating a Table of Contents
>Using Table of Contents

An index is an alphabetical listing of words, topics, functions, or commands, each of which is an index entry. Next to each index entry are one or more page numbers, which indicate the pages on which the index entries are discussed.

Before you generate an index, you must create index entries in any document you want to index. You can create index entries in either of two ways, or use both ways.

- You can create the index entries by selecting and marking text in any document you want to index.

- You can create a list of index entries in one document, insert the index list document into any document you want to index, and use the previously created index entries to create index entries for the text in the current document.

The method you use depends on the nature of the index you need to create. If you are creating a small index, it is faster to create the index entries in each document. If you need to create a large index with many index entries that are referenced in multiple places in one document, or you want to use the same list of terms for multiple documents, it is easier to create the index entries in a separate document and then insert the index list document into the documents you want to index.

Regardless of the method you use, when you indicate the text you want referenced in the index, you can:

- Create both primary and secondary index entries.

- Specify whether the index entries should have page numbers.

- Type any punctuation and cross-reference text you want to appear next to the index entries.

Building a good index is a manual process. You must indicate to Ami Pro every occurrence of text you want referenced in the index. If you create an index entry for text on a particular page, the page number for only that occurrence of text will appear by the entry. If that text appears on multiple pages in a document and you want all occurrences referenced in the index, you must create index entries for each occurrence of the text.

If you want to mark one occurrence of text as an index entry and have Ami Pro automatically include all other occurrences of that same text as index entries, you can use the INDEXALL.SMM macro provided with Ami Pro. For information, open the GOODIES.SAM file copied to the AMIPRO\DOCS directory during the installation.

See also:

Reference Tools Contents
Creating Index Entries
Creating Index Entries in a Separate Index List Document
Using the Index List Document
Generating an Index
Modifying an Index

You can use selected text in a document to create either a primary or secondary index entry, or you can select or create a different index entry for text in a paragraph.

To create index entries

1. Make the document for which you want to generate an index the active window.

2. Select the text you want referenced by an index entry or place the insertion point in the paragraph that contains the text you want referenced in the index.

3. Choose Edit/Mark Text.

4. Choose Index Entry.

5. Specify the Primary index entry you want to use for the selected text.

6. Specify the desired Reference options.

   Ami Pro displays any text you selected in the Primary text box.

   You can use the text as it appears in the Primary text box, or edit the text in the text box by adding or deleting words or changing the capitalization, or type entirely different text in the text box. Regardless, make sure you specify the index entry exactly as you want it to appear in the index, including the desired capitalization and spaces.

   If the document already contains index entries, you can click the arrow in the Primary text box to display those entries. You can then select the desired primary index entry. This helps to prevent errors in capitalization, tense, and spelling.

   If you want to use the text in the Primary text box as a secondary index entry instead of a primary index entry, you can press SHIFT+DEL or CTRL+X to cut the text, specify the desired primary index entry, place the insertion point in the Secondary text box, and press SHIFT+INS or CTRL+V to paste the text into the Secondary text box.

   Page Number
   Places a page number next to the index entry when you generate the index.

   Ami Pro automatically displays the page number next to the secondary index entry, if there is one. Otherwise, the page number displays next to the primary index entry.

   Other
   Places the punctuation and text you specify in the Other text box next to either the index entry or page number when you generate the index.

   If you want a comma or a space between the index entry or page number and the text, you must type the comma or space as the first character in the Other text box.

   You can use Other if you want to include See or See Also cross-references in the index.

7. If you want the text to be referenced by a secondary index entry, specify the desired secondary index entry in the Secondary text box.

   If the document already contains index entries, you can click the arrow in the Secondary text box to display the secondary index entries for the primary index entry. You can then select the desired secondary index entry.

   Ami Pro displays the index entry as it will appear in the index in the Example box.

8. Choose Mark to create the index entry.

   Ami Pro places an index entry in the document at the location of the insertion point. When you generate the index, Ami Pro places the page number for the text next to the index entry you specified.

9. If you want the text to be referenced by other index entries, repeat the procedure for each desired index entry.

   The Mark Index Entry dialog box remains on the screen so that you can create additional index entries for the text.

10. When you finish specifying all the index entries for the text, choose OK to return to the document.
11. Repeat steps 2 - 8 for each index entry you want to create in the document.

See also:

You can create an index list document if you need to create an index for multiple documents or if the index list is extensive. The index list document should contain all the words or phrases you want to include in the index as either primary or secondary entries. You can then use the list document to create index entries in the documents that contain the text you want referenced.

By using an index list document, you can prevent differences in spelling and capitalization of index entries because you do not need to type any text. In addition, you can save time because you do not need to select text.

To create an index list document

1. Choose File/New.
2. Choose _INDEX.STY as the style sheet for the document.
3. Choose OK.
4. Type the words, phrases, and synonyms you want to use as primary index entries into the document, and assign the Primary paragraph style to those paragraphs. These paragraphs contain the primary index terms.

   Type only one word or phrase on a line.
5. Choose Tools/Sort to alphabetize the primary index terms.
6. Type any secondary index terms under the appropriate primary index terms, and assign the Secondary paragraph style to those paragraphs.

   Type only one word or phrase on a line.
7. Press CTRL+HOME to move the insertion point to the beginning of the document.
8. Choose File/Save and specify a file name to save the document.

To convert the index terms to index entries

You must now convert the index terms to index entries.

1. In the index list document, press CTRL+HOME to move the insertion point to the beginning of the document.
2. Select the first index term assigned the Primary paragraph style.
3. Choose Edit/Mark Text.

   Shortcut: Click the Insert index mark icon and go to step 5.
4. Choose Index Entry.

   Ami Pro displays the Mark Index Entry dialog box with the selected text in the Primary text box.
5. Choose OK to create a primary index entry.
6. If you need to create a secondary index entry for that primary index entry, select the index term assigned the Secondary paragraph style.
7. Repeat steps 3 - 4 to display the Mark Index Entry dialog box.
8. Press SHIFT+DEL or CTRL+X to cut the text from the Primary text box.
9. Select the primary index entry under which you want to create the secondary index entry.
10. Press TAB to place the insertion point in the Secondary text box.
11. Press SHIFT+INS or CTRL+V to paste the secondary index term into the Secondary text box.
12. Choose OK.
13. Repeat steps 2 - 12 for each index term in the index list document.
14. Choose File/Save to save the document.

See also:

Once you create the index list document, you can use the index entries in that document to create index entries for the text in other documents.

To insert the index list document into another document

You must insert the index list document into each document you want to index in order to use the index entries you previously created.

1. Make the document for which you want to generate an index the active window.
2. Press CTRL+END to move the insertion point to the end of the document.
3. Choose Page/Breaks, select Insert page break, and choose OK to separate the current document from the index list document you are inserting.
4. Choose File/Open.

   Keyboard: Press CTRL+O.
5. Specify the name of the index list document.
6. Choose Insert.

   Ami Pro inserts the index list document at the end of the current document. The current document now contains all the index entries you created in the list document.
7. Press CTRL+HOME to move the insertion point to the beginning of the document.

To create index entries for text in a document

You must now indicate the text you want referenced by the index entries. You do so by creating index entries in the desired locations in the document.

1. In the document you want to index, place the insertion point in the paragraph that contains the text you want referenced in the index.
2. Choose Edit/Mark Text.

   Shortcut: Click the Insert index mark icon and specify the desired options in the Mark Index Entry dialog box.
3. Choose Index Entry.
4. Click the arrow in the Primary text box to display all the primary index entries you previously created in the index list document, and select the desired primary index entry.
5. If you want text in the paragraph to be referenced by a secondary index entry, click the arrow in the Secondary text box to display all the secondary index entries you previously created for this primary index entry, and select the desired secondary index entry.
6. Specify the desired Reference options.

   Page Number
   Places a page number next to the index entry when you generate the index.

   Ami Pro automatically displays the page number next to the secondary index entry, if there is one. Otherwise, the page number displays next to the primary index entry.

   Other
   Places the punctuation and text you specify in the Other text box next to either the index entry or page number when you generate the index.

   If you want a comma or a space between the index entry or page number and the text, you must type the comma or space as the first character in the Other text box.

   Ami Pro displays the index entry as it will appear in the index in the Example box.
7. Choose Mark.
8. If you want the text in this paragraph to be referenced by other index entries, repeat the procedure for each index entry.

9. When you finish creating all the index entries for the text in this paragraph, choose Cancel to return to the document.

10. Repeat steps 2 - 8 for each paragraph that contains text you want referenced in the index.

To remove the contents of the index list document

After you create the index entries for the text you want referenced in the index, you must remove the contents of the index list document. This prevents Ami Pro from creating index entries and page number references that are inappropriate for the document. It also removes any extra pages that were created when you inserted the index list document.

1. Place the insertion point at the beginning of the index list document you inserted.

2. Press SHIFT +CTRL+END to select the contents of the index list document.

3. Press DEL.

   Ami Pro displays a message indicating there is a power field that will be deleted. Choose Yes.

   Ami Pro deletes the contents of the index list document. Ami Pro does not delete the index entires you created in the current document.

4. If necessary, delete the page break you previously inserted by choosing Page/Breaks, selecting Remove page break, and choosing OK.

5. Choose File/Save or press CTRL+S to save the document.

See also:

Reference Tools Contents
Using Index
Generating an Index
Modifying an Index

After you create the desired index entries, you are ready to generate the index.

To generate an index

1. Make the document for which you want to generate an index the active window.
2. Choose Tools/TOC, Index.
3. Select Index.
4. Select Include alphabetical separators if you want a letter of the alphabet to precede each group of primary index entries that begin with the same letter of the alphabet.
5. Specify the name of the file you want to use as the Index output file.

   Ami Pro automatically adds a .SAM extension to the output file name.
6. Specify the drive and directory for the file you want to use as the Index output file.
7. Choose OK.

Ami Pro creates the index in the output file you specified, assigns paragraph styles to the index entries, alphabetizes the primary and secondary index entries, inserts commas between the index entries and page numbers and between multiple page numbers for the same entry, adds the page numbers, inserts any text you specified for cross-referencing, and places the insertion point at the top of the first page in the index file.

The index file is a separate document from any document that contains index entries. You can edit and print the index the same way as other Ami Pro documents.

Ami Pro uses the _INDEX.STY style sheet when it creates the index file. It assigns the Primary paragraph style to primary index entries, and the Secondary paragraph style to secondary index entries. If you selected Include alphabetical separators, Ami Pro assigns the Separator paragraph style to those paragraphs.

You can modify the paragraph styles and save the changes to the _INDEX.STY style sheet.

See also:

Reference Tools Contents
Creating Index Entries
Using Index
Modifying an Index
Modifying a Paragraph Style
Saving As a Style Sheet

You can modify the index if you find inconsistencies in the capitalization, tense, or spelling of the index entries, if you discover similar index entries with different page number references, or if you decide you want to create or remove an index entry.

Index entries are power fields. You can modify or remove them before or after you generate the index. If you display power fields, you can use Find & Replace to find an index entry and replace it with another entry.

If you modify or remove any index entries after you generate the index, you should regenerate the index.

To modify an index

1. Make the document that contains the index entries you want to modify the active window.

   You can place the insertion point anywhere in the document.

2. Choose Edit/Mark Text.

   Shortcut: Click the Insert index mark icon and specify the desired options in the Mark Index Entry dialog box.

3. Choose Index Entry.

4. If you want to modify several different index entries, choose Next Mark or Prev. Mark until an index entry you want to edit displays in the Primary text box.

   Next Mark
   Moves the insertion point to the next index entry in the document.

   Prev. Mark
   Moves the insertion point to the previous index entry in the document.

5. If you want to edit a particular index entry, specify the desired index entry in the Primary and Secondary text boxes and choose Next Same or Prev. Same.

   Next Same
   Moves the insertion point to the next occurrence of the index entry specified in the Primary text box.

   Prev. Same
   Moves the insertion point to the previous occurrence of the index entry specified in the Primary text box.

6. When Ami Pro finds an index entry for which you want to change the capitalization, tense, or spelling, either type the desired changes in the Primary and Secondary text boxes or select the Primary and Secondary index entry you want to use instead of the current entry and then choose Mark.

   Ami Pro replaces this occurrence of the index entry with the index entry you specify.

7. Repeat steps 5 - 6 for each index entry you want to edit.

8. If you want to add an index entry to a paragraph that already contains one or more index entries, display an existing index entry in that paragraph, specify the desired primary and secondary index entries and the desired Reference options, and then choose Mark.

   Ami Pro creates the index entry and adds it to the list of index entries in the document.

   The new index entry does not display in the Primary and Secondary list boxes until you choose OK to exit the Mark Index Entry dialog box and then redisplay the dialog box.

9. If you no longer want text referenced by an index entry, choose Remove when the index entry displays in the Primary and Secondary text boxes.

   Ami Pro does not delete the index entry from the Primary and Secondary list boxes if other text in the document is still referenced by that entry.

10. Choose OK to return to the document.

    Ami Pro places the insertion point at the location of the last index entry displayed in the Primary and Secondary text boxes.

See also:

You can use Glossary to store frequently used data, such as a salutation and closing you type into many letters. You can then use Glossary to insert the data into your Ami Pro documents.

You need two files to use the Glossary function:

- A glossary data file that contains two delimiters, two field names (an ID title and a data title), and the ID name and actual data that make up each glossary record

- An Ami Pro document into which you want to insert the data from the glossary data file

See also:

<u>Reference Tools Contents</u>
<u>Creating a Glossary Data File</u>
<u>Creating a Glossary Record from Selected Text</u>
<u>Inserting a Glossary Record into a Document</u>

You must define two delimiters, special characters that do not appear anywhere in the data, and two field names to create a glossary data file. You must then type the frequently used data into the file.

To create a glossary data file

1. Create a new Ami Pro document that will contain the glossary records.
2. Type two delimiters without any spaces between them on the first line of the glossary data file. The first delimiter is the field delimiter; the second delimiter is the record delimiter.

   You can choose symbols such as $, #, !, (,), |, or -, although you can use any ANSI or ASCII character. One delimiter marks the end of a field (the ID name), and the other marks the end of a record (the actual data).
3. Press ENTER.
4. On the second line of the document, type the field name you want to use as a title for the ID names in the glossary data file.
5. Type the field delimiter.
6. Immediately after the field delimiter, type the field name you want to use as the title for the actual records in the glossary data file.
7. Type the record delimiter.
8. Press ENTER.
9. For the next paragraph, type an ID name for the first record, followed by the field delimiter.

   If you use numbers as IDs for the glossary records, all the IDs should contain the same number of digits. For example, specify 001, 021, 105 as the record names rather than 1, 21, 105. That way, the IDs display in correct numerical order when you select the glossary record you want to insert.

   Be certain to name each record with a unique ID name. The ID name is what you will use to insert the record into a document.
10. Immediately after the field delimiter, type the text for this glossary record, followed by the record delimiter.

    You must type the text for each record exactly as you want it to appear when you insert it into a document.

    Glossary records can be several words or multiple paragraphs long.
11. Press ENTER.
12. Repeat steps 9 - 11 for each record you want in the glossary data file.
13. Choose File/Save.

    If you use a file name such as GLOSSARY.SAM, you can easily distinguish the glossary data file from other documents.

See also:

Reference Tools Contents
Using Glossary
Creating a Glossary Record from Selected Text
Inserting a Glossary Record into a Document
Saving an Untitled Document

You can use selected text in a document as a glossary record by adding it to an existing glossary data file. This saves you time because you do not need to display the glossary data file and type the information into it.

To create a glossary record from selected text

1. Make the document that contains the text you want to add to the glossary data file the active window.

2. Select the desired text.

3. Choose Edit/Mark Text.

4. Choose Glossary.

5. Type an ID name for the glossary record.

   Ami Pro displays the first line of the selected text in the Record Text box.

6. Choose OK to return to the document.

   Ami Pro adds the selected text to the glossary data file.

See also:

Reference Tools Contents
Using Glossary
Creating a Glossary Data File
Inserting a Glossary Record into a Document
Specifying a Glossary Data File

Specify the name of the glossary data file that contains the glossary records you want to insert.

To specify a glossary data file

1. Choose Edit/Mark Text.
2. Choose Glossary.
3. Choose Data File.
4. Specify the name of the glossary data file you want to use.
5. Select the desired drive and directory.
6. Choose OK to return to the Mark Glossary Record dialog box.
7. Choose OK to return to the document.

See also:

Reference Tools Contents
Using Glossary
Creating a Glossary Data File
Inserting a Glossary Record into a Document
Creating a Glossary Record from Selected Text

Once you create the glossary data file, you can insert a glossary record into any Ami Pro document.

To insert a glossary record into a document

1. Make the document into which you want to insert a glossary record the active window.
2. Place the insertion point where you want to insert a glossary record.
3. Choose Edit/Insert.
4. Choose Glossary Record.
5. If you want to specify a glossary data file other than the current glossary data file, choose Data File, specify the name of the glossary data file you want to use, and choose OK to return to the Insert Glossary Record dialog box.
6. Select the name of the Glossary item (record) you want to insert.
7. Choose Insert.

    Keyboard: Once you specify the glossary data file, you can move the insertion point to the desired location in the document, type the name of the record, and then press CTRL+K to insert the record.

See also:

Reference Tools Contents
Using Glossary
Creating a Glossary Data File
Creating a Glossary Record from Selected Text

You can use the TOA macro to create a table of authorities--a list of citations in a legal brief.

When you run the TOA macro it adds several commands to the Edit and Tools menus. You can then use the commands to create table of authorities entries and generate a table of authorities.

To run the TOA macro

You must run the TOA macro to add the necessary commands to the Edit and Tools menus.

1. Choose Tools/Macros.
2. Choose Playback.
3. Select TOA.SMM in the Macros list box or type TOA in the Macro file text box.
4. Choose OK.

   Ami Pro adds three commands to the Edit/Mark Text menu: TOA Long Entry, TOA Short Entry, and Go to TOA Entry. It adds one command to the Tools menu: Generate TOA.

   These commands remain on the menus until you exit Ami Pro.

   If you want the macro to run automatically every time you start Ami Pro, you can select the macro in the Run Macros option in User Setup.

See also:

Reference Tools Contents
Marking TOA Long Entries
Marking TOA Short Entries
Setting Run Macros Options

After you run the TOA macro, you can use selected text in a document to create table of authorities entries. You can create TOA entries either while you are typing or after you have typed the entire document.

There are two types of table of authorities entries: **long** and **short**. A TOA long entry includes the text you select, the category under which you want the text referenced, and the page on which the selected text is located. A TOA short entry includes the page number for a subsequent occurrence of an existing TOA long entry.

To create a well organized table of authorities, you should determine the categories you want to appear in the table. Ami Pro provides seven categories: Cases, Constitutional Provisions, None, Other Authorities, Rules and Regulations, Statutes, and Treaties. You can also create your own categories.

To create a TOA long entry

1. Make the document for which you want to generate the table of authorities the active window.

2. Select the text you want to use as an entry in the table of authorities.

3. Choose Edit/MarkText.

4. Choose TOA Long Entry.

5. If necessary, edit the text in the Short name text box to create a name for the TOA entry.

6. Select the Category under which you want the TOA entry referenced.

7. Choose OK.

    Ami Pro places a TOA long entry mark in the document at the location of the insertion point.

    When you generate the table of authorities, Ami Pro places the text you selected and the page number on which it is located in the table of authorities. All TOA long entries appear in alphabetical order under the categories you specified.

See also:

Reference Tools Contents
Using the Table of Authorities Macro
Creating a New Table of Authorities Category
Marking TOA Short Entries
Generating a Table of Authorities

You can create your own categories for the table of authorities. You can make the categories document specific or use them in multiple documents.

To create a new category

1. In the document that contains table of authorities entries, select the text you want referenced under a new category.
2. Choose Edit/Mark Text.
3. Choose TOA Long Entry.
4. Choose New Category.
5. Type a name for the category in the New category name text box.
6. If you want the category to apply only to the current document, select Make category document specific.
7. Choose Add.

   Ami Pro adds the category to the Category list box in the Mark TOA Long Entry dialog box.
8. Choose OK to create the TOA entry and reference it under the new category.

See also:

Reference Tools Contents
Marking TOA Long Entries
Marking TOA Short Entries
Generating a Table of Authorities

Once you create a TOA long entry, you can use subsequent occurrences of that text to create TOA short entries. A TOA short entry includes the TOA long entry that corresponds to the text you select and the page number on which the text is located.

You can manually select and mark each occurrence of text or have Ami Pro automatically find occurrences of the text you specify and optionally mark that text as a TOA short entry.

To create a TOA short entry manually

You can create TOA short entries either while you are typing or after you have typed the document.

1. In the document that contains table of authorities entries, select the text that is a subsequent occurrence of an existing TOA long entry.

2. Choose Edit/MarkText.

3. Choose TOA Short Entry.

4. Select the TOA long entry that corresponds to the selected text.

5. Choose OK.

   Ami Pro places a TOA short entry mark in the document at the location of the insertion point.

   When you generate the table of authorities, Ami Pro places the page number on which the text is located next to the TOA long entry you selected.

To create multiple TOA short entries automatically

You should finish typing all the text in the document before you create multiple TOA short entries.

1. If you want Ami Pro to search the entire document for the text you specify, press CTRL+HOME to move the insertion point to the beginning of the document and go to step 2.

   If you want to create the TOA short entries at the same time you create the corresponding TOA long entry, select the text you want to use as a long entry in the table of authorities, choose Edit/Mark Text, choose TOA Long Entry, select the desired category, and go to step 5.

2. Choose Edit/Mark Text.

3. Choose TOA Short Entry.

4. Select the Long entry that corresponds to the text you want to find.

5. Choose Mark Same.

6. In the Specify TOA Search dialog box, type the text you want to find.

   If you want to find occurrences of text that may not completely match the text you marked as a TOA long entry, you can edit the text in the Search for text box. You can also type one or more asterisks (*) or question marks (?), or use a combination of both, to perform a wildcard search if you are not certain of the spelling for the text.

7. Choose OK.

   Ami Pro selects the next occurrence of the text in the document and displays the Find TOA Short Entry dialog box.

8. Choose the desired option.

   Mark and Find Next
   Marks the selected text as a TOA short entry and continues to search the document.

   Find Next
   Skips the selected text and continues to search the document.

   Mark all
   Marks the selected text and all remaining occurrences of the text as TOA short entries.

See also:

After you create the TOA long and short entries, you can generate a table of authorities.

To generate a table of authorities

1. In the document that contains table of authorities entries, choose Tools/Generate TOA.
2. Select the paragraph style you want to use for Category Headings.

   You can select any paragraph style available in the current document.
3. Select the paragraph style you want to use for the References.

   Ami Pro uses the paragraph style for the text you marked as TOA long entries and the page numbers for the TOA long and short entries.
4. Select period, hyphen, underscore, or none as the leader character.

   Ami Pro places the leader character between the references and the page numbers in the table of authorities.
5. Choose OK.

   Ami Pro generates the table of authorities and places it at the end of the document. All TOA long entries appear in alphabetical order under the categories you specified.

   The table of authorities is an Ami Pro page table. You can modify it the same way you modify other tables.

See also:

Reference Tools Contents
Marking TOA Long Entries
Marking TOA Short Entries
Going To a Table of Authorities Entry
Modifying the Appearance of Information in a Table
Modifying Table Layout

You can use Go To TOA Entry to quickly select a TOA long or short entry. You can then remove the entry if it is no longer needed.

If you did not select an entire citation when you created a TOA long entry, or a TOA long entry contains a capitalization or spelling error, you can correct the error by removing the entry and then recreating it.

If you remove or create TOA entries after you create the table of authorities, you should regenerate the table to reflect the changes.

To go to a TOA entry

1. In the document that contains table of authorities entries, choose Edit/Mark Text.
2. Choose Go To TOA Entry.
3. Select the Long entry you want to find or remove.

   Ami Pro displays the page number on which the TOA long entry is located.
4. If you want to go to a corresponding TOA short entry, select Short entry and select the page number on which the desired entry is located.
5. Choose Go To.

   Ami Pro selects the TOA entry. If there are multiple TOA short entries on the page, Ami Pro selects the first occurrence of the entry on that page.
6. If you want to remove the selected entry so that it no longer appears in the table of authorities, choose Remove.

   If the entry is a TOA long entry, Ami Pro removes the selected long entry.

   If the entry is a TOA short entry, Ami Pro removes the selected short entry.

See also:

SmartIcons are icons that represent shortcuts for Ami Pro functions, commands, and macros. When you first load Ami Pro, they display in a set across the top of the window.

SmartIcons are customizable. You can modify either the set or individual icons in the set.

SmartIcons Shortcuts Contents

Display pictures of all the Ami Pro SmartIcons in menu order.

Using SmartIcons

Use SmartIcons to implement Ami Pro functions, commands, or macros.

Positioning SmartIcons

Display SmartIcons in either a fixed location or in a floating position inside or outside the Ami Pro application window.

Specifying the Size of SmartIcons

Select the default display size for SmartIcons.

Positioning and Sizing Floating SmartIcons

Move and size a set of floating SmartIcons.

Displaying SmartIcons

Display or hide SmartIcons.

Selecting a Set of SmartIcons

Use the status bar or the SmartIcons dialog box to select an icon set.

Specifying the Order of SmartIcons.

Specify the order of the SmartIcons in the displayed icon set.

Modifying an Icon Set

Modify a set of SmartIcons by adding, moving, or removing the icons.

Grouping Icons Within a Set

Group SmartIcons within a set by using spacer icons.

Saving an Icon Set

Create a new icon set by saving the selected icon set to another name.

Deleting an Icon Set

Delete any set of SmartIcons.

Editing SmartIcons

Edit a custom icon by modifying its colors.

Saving as a New Icon

Create a new icon by editing an existing custom icon and saving it to another file name, or by creating a bitmap and saving it to a file name.

You must have a mouse to use SmartIcons.

To use SmartIcons

1. Position the mouse pointer on the desired icon and click the mouse button to implement the command.

   If the icon represents a command that requires data to be selected, select the desired text, frame, or table cells first.

   Ami Pro performs the function, command, or macro the icon represents.

2. If you want to know what an icon does, position the mouse pointer on the desired icon and hold the right mouse button.

   Ami Pro displays the command description for the icon in the title bar.

See also:

SmartIcons Contents
SmartIcons Shortcuts Contents
Positioning SmartIcons
Specifying the Size of SmartIcons
Selecting a Set of SmartIcons
Displaying SmartIcons

You can display SmartIcons in a fixed location or in a floating position inside or outside the Ami Pro application window.

To position SmartIcons

1. Choose Tools/SmartIcons.
2. Select left, right, top, bottom, or floating as the desired position for SmartIcons.

    Floating allows you to position the set of SmartIcons anywhere on the screen and adjust the size of the set.

    Ami Pro displays the SmartIcons in the specified position.

See also:

SmartIcons Contents
SmartIcons Shortcuts Contents
Using SmartIcons
Specifying the Size of SmartIcons
Selecting a Set of SmartIcons

You can select the default size for the SmartIcons.

Ami Pro automatically chooses a display size for SmartIcons based on the type of monitor you are using.

To specify the size of SmartIcons

1. Choose Tools/SmartIcons.

2. Click Icon Size.

3. Select Small, Medium, or Large as the desired size.

   Ami Pro displays a sample icon in the size you selected.

4. Choose OK to return to the SmartIcons dialog box.

5. Choose OK to return to the document.

   Ami Pro displays the SmartIcons in the selected size.

See also:

   SmartIcons Contents
   SmartIcons Shortcuts Contents
   Using SmartIcons
   Positioning and Sizing Floating SmartIcons
   Selecting a Set of SmartIcons

You can easily move and size a set of floating SmartIcons.

To position and size floating SmartIcons

1. If you want to move a floating set of SmartIcons, position the mouse pointer in the title bar for the set and drag the set to the desired position.

2. If you want to size a floating set of SmartIcons, position the mouse pointer on a border of the set and drag the border.

See also:

SmartIcons Contents
SmartIcons Shortcuts Contents
Using SmartIcons
Positioning SmartIcons
Specifying the Size of SmartIcons
Selecting a Set of SmartIcons

You can display or hide SmartIcons. Ami Pro displays the set in the last position you specified, or at the top of the window if you did not select another position.

To display or hide SmartIcons

1. Choose View/Show SmartIcons to display the current icon set.

   Mouse: Click the SmartIcons button in the status bar and then click the set you want to display.

   Keyboard: Press CTRL+Q.

2. Choose View/Hide SmartIcons to hide the current icon set.

   Mouse: Click the SmartIcons button in the status bar and then click Hide SmartIcons.

   Keyboard: Press CTRL+Q.

   Shortcut: If you want to hide a floating set of SmartIcons, click the close box in the title bar for the set.

See also:

SmartIcons Contents
SmartIcons Shortcuts Contents
Selecting Clean Screen Options
Using SmartIcons

When you first load Ami Pro, the default set of SmartIcons displays across the top of the window. This set represents the most frequently used functions and commands. However, Ami Pro provides several different sets of SmartIcons for special kinds of formatting and editing tasks. You can quickly change to the set that best meets your needs.

You can use only one set of SmartIcons at a time.

You can use the status bar or the SmartIcons dialog box to select an icon set. The next time you load Ami Pro the icon set selected when you last exited the application is the one displayed.

To use the status bar

1. Click the SmartIcons button in the status bar.
2. Select the desired set of SmartIcons.

   Ami Pro displays the selected icon set.

To use the SmartIcons dialog box

1. Choose Tools/SmartIcons.
2. Select the desired set of SmartIcons.
3. Choose OK to return to the document.

   Ami Pro displays the selected icon set.

See also:

> SmartIcons Contents
> SmartIcons Shortcuts Contents
> Using SmartIcons
> Specifying the Order of SmartIcons.
> Saving an Icon Set
> Using the Status Bar

You can change the order of the SmartIcons in a set. Ami Pro uses the new arrangement each time you display that set.

You can specify the order of icons in either the displayed icon set or the SmartIcons dialog box.

To specify the order of icons in the displayed icon set

1. Position the mouse pointer on the icon you want to move to another position in the set.

2. Press CTRL+ drag the icon to the desired position in the set.

3. Release the mouse button.

    Ami Pro displays the icons in the new order.

    Shortcut: You can move an icon to the end of the set by pressing CTRL and dragging the icon outside the set. Ami Pro moves any icons following that icon forward one position.

See also:

SmartIcons Contents
SmartIcons Shortcuts Contents
Selecting a Set of SmartIcons
Modifying an Icon Set

Ami Pro provides a default set of SmartIcons as well as several different sets of icons for special kinds of formatting and editing tasks. The default set of SmartIcons is stored in the AMIPRO directory. The other sets are stored in the AMIPRO\ICONS directory. Each set of SmartIcons is stored in a separate file with an .SMI extension.

You can modify either a set of SmartIcons provided with Ami Pro or a set you create by adding, moving, removing, or grouping the icons. You can then save the changes to either the current icon set or a new set.

To add, move, or remove an icon

1. Choose Tools/SmartIcons.
2. Select the set of SmartIcons you want to modify.
3. If you want to add an icon to the selected set, drag an Available icon to the desired position in the selected set and release the mouse button.

   The Available icons include all the icons provided with Ami Pro, any custom icons you created, and any .BMP files stored in the AMIPRO\ICONS directory or the directory you specified as the default SmartIcons directory.
4. If you want to move an icon in the selected set to another position in that set, drag the icon to the desired position and release the mouse button.
5. If you want to remove an icon from the selected set, drag the icon out of the set and release the mouse button.
6. Choose OK or Save Set to save the changes.

   OK
   Saves the changes to the current icon set and closes the SmartIcons dialog box.

   Save Set
   Saves the changes to a new icon set with the name you specify.

See also:

SmartIcons Contents
SmartIcons Shortcuts Contents
Saving an Icon Set
Setting Default Paths
Selecting a Set of SmartIcons
Grouping Icons Within a Set

You can group SmartIcons within a set by using spacer icons. By placing related icons adjacent to one another, and then placing a spacer icon at either end of the related icons, you can visually separate these icons from other SmartIcons in the set.

Ami Pro does not display spacers in a set of floating SmartIcons.

To group icons within a set

1. Choose Tools/SmartIcons.

2. Select the Spacer icon in the Available icons list box, drag it to the desired position in the selected set, and then release the mouse button.

3. If necessary, move the icons so that related icons are adjacent to one another.

4. Choose OK or Save Set to save the changes.

   OK
   Saves the changes to the current icon set and closes the SmartIcons dialog box.

   Save Set
   Saves the changes to a new icon set with the name you specify.

See also:

SmartIcons Contents
SmartIcons Shortcuts Contents
Saving an Icon Set
Specifying the Order of SmartIcons
Modifying an Icon Set

You can create a new icon set by saving the selected icon set to another name. If you do not modify the selected set before you save it, the new set is a copy of the original. If you modify the selected set, only the new set contains the changes.

To save an icon set
1. Choose Tools/SmartIcons.
2. Select the icon set on which you want to base the new set.
3. Add, move, or remove icons in the selected set until it contains the desired icons in the desired order.
4. Choose Save Set.
5. Specify a name for the new icon set.
6. Specify a file name for the icon set.

   You can type up to 15 characters, including spaces and punctuation, for the name of the icon set. You can type up to 8 characters for the file name of the icon set, or use the suggested name. Ami Pro automatically adds an .SMI extension to the file name.
7. Choose OK to return to the SmartIcons dialog box.

   Ami Pro places the .SMI file in the current SmartIcons default directory.
8. Choose OK to return to the document.

See also:

SmartIcons Contents
SmartIcons Shortcuts Contents
Modifying an Icon Set
Setting Default Paths

You can delete any set of SmartIcons. You can use either Ami Pro or the Windows File Manager to delete one or more icon sets that you no longer need.

Each set of SmartIcons is stored in a separate file with an .SMI extension.

To delete an icon set

1. Choose Tools/SmartIcons.
2. Choose Delete Set.
3. Select any sets of SmartIcons you want to delete.
4. Choose OK to return to the SmartIcons dialog box.

   Ami Pro deletes the selected icon sets.

5. Choose OK to return to the document.

   If you delete the icon set that was displayed on the screen, Ami Pro uses the next set in the current SmartIcons default directory. If the current default directory does not contain any .SMI files, Ami Pro displays the default set. If Ami Pro can not find the default set, SmartIcons display as blank buttons. You can either specify another directory that contains .SMI files as the default SmartIcons directory, or copy .SMI files from another directory to the current default SmartIcons directory.

See also:

SmartIcons Contents
SmartIcons Shortcuts Contents
Setting Default Paths

Some of the SmartIcons provided with Ami Pro are custom icons. They represent shortcuts for macros rather than shortcuts for Ami Pro functions and commands.

You can edit a custom icon by modifying its colors. Ami Pro saves the changes to the original icon unless you save the icon as a new icon.

Each custom icon is stored in a file with a .BMP extension in the AMIPRO\ICONS directory, unless you specify another default SmartIcons directory. These icons appear as Available icons in the SmartIcons dialog box.

Choose the icon size you normally display in the Icon Size dialog box before modifying custom SmartIcons for best display in the icon set.

To edit SmartIcons

1. Choose Tools/SmartIcons.
2. Choose Edit Icon.
3. Select the icon you want to edit.
4. In the color bar, click the color you want to use in the icon.
5. In the enlarged view of the icon, click any bits you want to paint.

   Ami Pro changes the bits to the selected color and updates the Preview icon.
6. Choose OK to return to the SmartIcons dialog box.

   Ami Pro saves the changes to the icon and it is no longer available in its original version.

   Ami Pro displays the modified icon in the same position as the original icon in the Available icons list box.
7. Choose OK to return to the document.

See also:

SmartIcons Contents
SmartIcons Shortcuts Contents
Setting Default Paths
Recording a Macro
Setting User Setup Defaults
Modifying an Icon Set
Saving as a New Icon

You can create a new icon by editing an existing custom icon and saving it to another file name. You can also create a new icon by creating a bitmap and saving it to a file name.

You can create a macro incorporating Ami Pro functions or commands, assign it to the new custom icon, and then use the icon as a mouse shortcut to execute the macro.

You can use an existing bitmap to create a new icon. Copy the desired bitmap to the Clipboard before you choose Tools/SmartIcons.

To save as a new icon

1. Choose Tools/SmartIcons.
2. Choose Edit Icon.
3. If you want to create a new icon that is based on an existing icon, select the desired icon and choose Save As.

   If you want to create a new icon, choose New Icon.
4. Specify a file name for the new icon.
5. Choose OK.

   If you chose Save As, Ami Pro displays a copy of the original icon.

   If you chose New Icon, Ami Pro displays an editable blank, beveled button.

   If you copied an existing bitmap to the Clipboard, you can press SHIFT+INS or CTRL+V to paste the bitmap into the blank button.
6. Edit the icon.
7. In the Macros list box, select the macro file you want to assign to the icon.

   You must assign a macro to a new custom icon in order to use the icon.
8. If necessary, edit the macro description in the Description text box.

   Ami Pro does not change the original macro description.
9. Choose OK to return to the SmartIcons dialog box.

   Ami Pro displays the new icon at the bottom of the Available icons list box.
10. Add the new custom icon to the desired icon sets.
11. Choose OK to return to the document.

See also:

SmartIcons Contents
SmartIcons Shortcuts Contents
Editing SmartIcons
Modifying an Icon Set

An **automated style sheet** is one that prompts you for information when you choose File/New and select both With contents and Run macro. Ami Pro places the information you specify into the appropriate locations in the new document, which saves you time.

You can create a new automated style sheet or modify an existing automated style sheet using the SMARTFLD.SMM macro. This macro inserts **SmartFields** (power fields you specify) into the style sheet in the locations you specify. The power fields act as placeholders for the information you want to insert into any document using this style sheet.

To create or modify an automated style sheet, you must:

1. Play the SMARTFLD.SMM macro to add the SmartFields menu to the menu bar.

2. Insert the desired SmartFields into the style sheet using items under the SmartFields menu.

3. Make any desired changes to the page layout, paragraph styles, or contents.

4. Save the automated style sheet.

See also:

> Using Run Macro
> Understanding Power Fields
> Inserting a Power Field
> Playing the SMARTFLD.SMM Macro
> Creating an Automated Style Sheet
> Modifying an Automated Style Sheet

Before you can create or modify an automated style sheet, you must play the SMARTFLD.SMM macro.

To play the macro

1. Choose Tools/Macros.
2. Choose Playback.
3. Select SMARTFLD.SMM.
4. Choose OK.

Ami Pro adds the SmartFields menu to the menu bar. You can use the items under the SmartFields menu to:

- Insert the desired SmartFields (power fields) into the style sheet.
- Repeat SmartFields in multiple locations in the style sheet.
- Specify where you want to begin typing when you create a document using this style sheet.
- Add automated frames to the style sheet.
- Save the automated style sheet.

See also:

You can create an automated style sheet using the items under the SmartFields menu. The menu items allow you to insert SmartFields (power fields) into the style sheet.

You must play the SMARTFLD.SMM macro to get the SmartFields menu to appear.

To create an automated style sheet

1. If you want to use an existing style sheet as the basis for a new automated style sheet, choose SmartFields/Edit Automated Style Sheet, select the style sheet you want to use, and choose OK.

   If you want to use the formatting information stored in a document as the basis for an automated style sheet, open the document that contains the desired page layout and paragraph styles.

2. Choose SmartFields/Define Default Information.

3. Specify the names of the default information Fields you want to place in the style sheet, such as your name, title, and address. You can specify up to nine SmartFields.

   For each field, you can either type the field name in the Fields text box or click the arrow in the User info text box and select a field name. The User info list contains the field names you specified the first time you chose File/New, selected a style sheet, and selected both With Contents and Run macro.

4. Choose OK.

   Ami Pro prompts you to specify the location for a default information field.

5. Click in the document where you want to insert the field and then choose Resume.

6. Repeat step 5 for each default information field you want to place in the style sheet.

7. Choose SmartFields/Define Optional Information.

8. Specify the names of the optional information Fields you want to place in the style sheet. These fields prompt you for information that is specific to the document you are creating. You can specify up to nine SmartFields.

9. Choose OK.

   Ami Pro prompts you to specify the location for an optional information field.

10. Click in the document where you want to insert the field and then choose Resume.

11. Repeat step 10 for each optional information field you want to place in the style sheet.

12. Use the other items under the SmartFields menu to specify any SmartFields you want to repeat, specify where you want to begin typing when you create a document using this style sheet, and add any automated frames.

13. Modify the page layout, paragraph styles, or contents.

14. Choose SmartFields/Save Automated Style Sheet.

    Ami Pro displays the Save As Automated Style Sheet dialog box.

15. Specify the Name and Description for the automated style sheet.

16. Choose OK.

    Ami Pro saves the page layout, paragraph styles, contents, and SmartFields to the style sheet.

    The next time you create a new document using this style sheet, Ami Pro prompts you for the information you specified as SmartFields.

See also:

Using Run Macro
Playing the SMARTFLD.SMM Macro
Repeating SmartFields
Defining the Cursor Position
Adding an Automated Frame

When you create or modify an automated style sheet, you can specify the SmartFields you want to place in multiple locations in the style sheet.

For example, you can insert your name in both the letterhead and signature sections of a letter by repeating the appropriate SmartField.

You must play the SMARTFLD.SMM macro before you can repeat fields.

To repeat SmartFields

1. Choose SmartFields/Repeat SmartFields.
2. Select the SmartField you want to place in multiple locations in the style sheet.
3. Choose OK.

   Ami Pro prompts you to specify the location for the field.
4. Click in the document where you want to repeat the field and then choose Resume.

   Ami Pro displays the Make Fields Repeat dialog box.
5. Repeat steps 2 - 4 for any field you want to place in multiple locations.
6. When you finish repeating the fields, choose Done.

See also:

Playing the SMARTFLD.SMM Macro
Creating an Automated Style Sheet
Modifying an Automated Style Sheet

When you create or modify an automated style sheet, you can specify where you want to begin typing when you create a document using this style sheet.

For example, you can specify that the insertion point appear at the left margin on the line under the salutation in a letter.

You must play the SMARTFLD.SMM macro before you can define the cursor position.

To define the cursor position

1. Choose SmartFields/Define Cursor Location.

   Ami Pro prompts you to specify the location of the insertion point.

2. Click in the document where you want the insertion point to appear when you create a document using this style sheet.

3. Choose Resume.

See also:

Playing the SMARTFLD.SMM Macro
Creating an Automated Style Sheet
Modifying an Automated Style Sheet

When you create or modify an automated style sheet, you can add one or more automated frames.

An **automated frame** acts as a placeholder for a picture, table, chart, drawing, equation, or any frame text you want to insert into any document using this style sheet. When you click the frame in the new document, you can either insert the desired item into the frame or remove the existing text.

For example, you can create an automated frame that prompts you to insert a picture of an appropriate dialog box or icon in a training document.

You must play the SMARTFLD.SMM macro before you can add an automated frame.

To add an automated frame

1. Choose SmartFields/Add Automated Frame.

   Ami Pro prompts you to create the desired frame.

2. Create and size a frame in the desired location.

3. Choose Resume.

   Ami Pro places text into the frame that prompts you to click the frame when you want to specify the frame contents.

   To maintain the automation, do not click the frame while you are creating or modifying the automated style sheet. Click the frame only when you create a document using the style sheet.

See also:

Playing the SMARTFLD.SMM Macro
Creating an Automated Style Sheet
Modifying an Automated Style Sheet
Creating a Frame Manually

You can modify an automated style sheet using the items under the SmartFields menu. The style sheet can be one provided with Ami Pro or one you created.

You must play the SMARTFLD.SMM macro to get the SmartFields menu to appear.

To modify an automated style sheet

1. Choose SmartFields/Edit Automated Style Sheet.

   Ami Pro displays the New dialog box.

   With contents is selected and dimmed. Run macro is deselected and dimmed.

2. Select the style sheet you want to modify and choose OK.

   Ami Pro displays an untitled document.

3. Modify the page layout, paragraph styles, or contents of the style sheet.

4. Insert or remove SmartFields using any items under the SmartFields menu.

5. Choose SmartFields/Save Automated Style Sheet.

   Ami Pro displays the Save As Automated Style Sheet dialog box.

6. Specify the Name and Description for the automated style sheet.

7. Choose OK.

   Ami Pro saves the page layout, paragraph styles, contents, and SmartFields to the style sheet.

   The next time you create a new document using this style sheet, Ami Pro prompts you for the information you specified as SmartFields.

See also:

Playing SMARTFLD.SMM
Modifying a Paragraph Style
Modifying the Standard Page Layout
Creating an Automated Style Sheet
Repeating SmartFields
Defining the Cursor Position
Adding an Automated Frame

You can use Sort to arrange information in an Ami Pro document alphabetically or numerically, in ascending or descending order. You can sort a portion of or all of a document or table.

Ami Pro can sort simple lists of items or complex data. The basic unit for the sort is a record. A record contains information about a single item, subject, or person. For example, a record might consist of one or more words on a single line of text, or a record might contain information about a person such as the individual's name and address.

Ami Pro cannot undo a sort. Use File/Save As to make a copy of the document before you sort the data.

Ami Pro can sort up to three levels or fields at a time.

To sort data

1. Select the portion of the document or table you want to sort.

   If the data is in a table, Ami Pro sorts entire rows, even if you select only several cells within each row. Ami Pro does not sort across any cell that contains a formula.

2. Choose Tools/Sort.

3. Specify the number of the field you want to use for the sort. You can sort on the first field, the second field, and so on.

   If you are doing a multi-level sort, specify the number of the field you want to use as the primary sort instruction in the Level 1 Field option.

   Field
   Fields are the basic units of a record. Each item in a record is a field. For example, a record might consist of the following fields: Name, Address, City, State, Zip. Name would be field 1, Address would be field 2, and so on.

   Fields must be separated by tabs or a character that is not used within the text.

   If the data is in a table, the columns are the fields and the rows are the records. If you want to sort the data in the third column of the table, specify 3 in the Level 1 Field option.

4. Select the Type of sort you want to do.

   Alphanumeric
   Ami Pro sorts by both text and numbers, character by character, ordering numbers first, then letters. All text beginning with the number 1 is listed ahead of text beginning with the number 2, which is in turn listed ahead of text that does not contain numbers. Using this option, the number 10 is listed after the number 1, but before the number 2.

   Items that are neither alphabetic nor numeric, such as symbols, sort in the order in which they appear in the ANSI character set.

   If you want the number 10 listed after the number 9 in an alphanumeric sort, all the numbers should contain the same number of digits. For example, specify 001, 021, and 105 rather than 1, 21 and 105.

   Numeric
   Ami Pro sorts according to the values of the numbers. Any text that does not contain numbers is placed at the end of the list in correct alphabetical order. Text that contains both letters and numbers is ordered according to the value of the numbers.

   Using this option, the number 10 is listed after the number 9. The text A13 is listed between 12 and 14; the text 15X appears between 14 and 16.

5. Select the Word you want to use for the sort. You can sort on the first word, the second word, or all words in the field.

   Words are the basic units of a field. Each item in a field is a word. For example, Last-Name First-Name together might form the Name field. Last-Name would be the first word in the Name field, First-Name would be the second word in the Name field. Words are usually separated by spaces.

   Using the Name field composed of Last-Name First-Name, if you select 1st, Ami Pro lists the names

in alphabetical order according to the last name. If you select 2nd, Ami Pro lists the names in alphabetical order according to the first name. If you select All, Ami Pro lists people in alphabetical order by last name, and lists people with the same last name in alphabetical order according to first name.

6. Repeat steps 3 - 5 for each additional sort level. The levels determine the order in which Ami Pro sorts the fields within the record.

   For example, a record contains the following fields: Name, Address, City, State, Zip. You can order the data by State by specifying 4 in the Level 1 Field option, by Zip Code by specifying 5 in the Level 2 Field option, and by Name by specifying 1 in the Level 3 Field option. This puts the data in alphabetical order by state, in zip code order within states, and in alphabetical order by name within zip codes.

7. Select the desired Sort Order.

   Ascending
   Sorts the data from A to Z or 0 to 9.

   Descending
   Sorts the data from Z to A or 9 to 0.

8. Specify the desired Delimiter. The delimiter separates the fields in a record.

   If the data is in a table, Ami Pro automatically dims the Delimiter option.

   Tab delimited
   Tabs separate the fields in a record.

   Field delimiter
   The character or symbol you specify separates the fields in a record. You can type any character in the ANSI or ASCII character set.

9. Specify the number of paragraphs in a record.

   If the data is in a table, this option is No. Rows in Record.

   The data might be set up so that each field within the record is a separate paragraph or multiple fields are within one paragraph. Ami Pro counts the number of returns to determine where one record ends and the next record begins. If each record contains one paragraph of text followed by a blank line, the number of paragraphs in a record is two. If there are no blank lines, the number of paragraphs in a record is one.

   Specify a number other than 1 only if you are certain of the number of paragraphs in each record and all records contain the same number of paragraphs.

   Unless all the records contain the same number of paragraphs, the results of the Sort may not be what you expect and could be difficult to correct. Use the File/Save As to create a copy of the original document before you sort it.

10. Choose OK.

   Ami Pro re-orders the data.

   If you sort text in Outline mode, Ami Pro rearranges only those paragraphs that are visible. Although it does not rearrange any hidden subordinate text, that text remains with the appropriate visible text when the sort is complete.

See also:

Selecting Text

Ami Pro is a WYSIWYG (What You See Is What You Get) word processor. You use the same functions available in other powerful word processing applications such as enhancing text, editing text, and checking spelling. However, Ami Pro also shows you onscreen exactly how a document will appear when it prints.

Ami Pro adheres to Microsoft Windows conventions for using menus, menu commands, dialog boxes, command buttons, option buttons, list boxes, check boxes, text boxes, icons, and a mouse. You can press ESC to cancel any menu or dialog box without worrying about changes to your document.

Ami Pro does not require a mouse, although using one is recommended.

Becoming Familiar with the Ami Pro Window

Become familiar with the parts of the Ami Pro window so you can work quickly and efficiently.

Understanding Ami Pro Pointer Shapes

Understand the shapes the mouse pointer can assume.

Using the Status Bar

Use the status bar to implement Ami Pro functions and commands and obtain information about the current document or the function being performed.

Using the Keyboard

Use keyboard shortcuts to implement Ami Pro functions and commands.

Using Help

Use online Help to obtain information about Ami Pro functions, menus, and commands.

Using QuickStart Tutorial

Use the QuickStart tutorial to learn about basic Ami Pro features.

Using SmartIcons

Use SmartIcons to implement Ami Pro functions, commands, or macros.

Exiting Ami Pro

Exit Ami Pro and close the Ami Pro window.

Become familiar with the parts of the Ami Pro window so you can work quickly and efficiently.

You can specify which parts of the Ami Pro window you want to display, or you can hide all of the parts of the Ami Pro window.

Control Menu Boxes
Display a menu with commands that allow you to restore, move, size, minimize, maximize, close the application or document window. The application control menu box also allows you to switch between windows or open the control panel window.

Menu Bar
Lists the main menus in Ami Pro.

SmartIcons
Displays a set of icons (small symbols) that represent shortcuts for Ami Pro functions, commands, and macros.

> **Mouse:** You must have a mouse to use SmartIcons. If you position the mouse pointer on an icon and click the mouse button, Ami Pro performs the function, command, or macro the icon represents. If you position the mouse pointer on an icon and hold the right mouse button, Ami Pro displays the command description for the icon in the title bar.

Status Bar
Displays buttons that provide shortcuts for Ami Pro functions and commands as well as information about the current document or the function being performed.

Title Bar
Displays the name of the application and the name of the current document, or a one-line Help message when you choose a menu or menu command.

Restore Buttons
Restore the Ami Pro application or document window to the size and position it occupied before you maximized or minimized it.

Maximize Buttons
Enlarge the Ami Pro application or document window to fill the entire screen.

Minimize Buttons
Reduce the Ami Pro application or document window to an icon at the bottom of the screen.

Scroll Bars (Horizontal and Vertical)
Control the portion of the document that displays on the screen.

Scroll Boxes (Horizontal and Vertical)
Indicate where the screen display is located compared to the full width of the document, and where the insertion point is located in the document compared to the entire document.

See also:

Ami Pro Basics Contents
Using Clean Screen
Using SmartIcons
Using the Status Bar

The mouse pointer can assume the following shapes:

Arrow

> The shape the mouse pointer assumes over menus, scroll bars, the status bar, the Styles Box, frames, and SmartIcons.

Copy and move arrows

> The shape the mouse pointer assumes when you copy or move text by dragging it.

Double arrow

> The shape the mouse pointer assumes over the border of a window or the side of a frame when you size the window or frame.

Fast format arrow

> The shape the mouse pointer assumes when you extract and apply text or paragraph style formatting.

Frame arrow

> The shape the mouse pointer assumes when you create a frame manually.

Frame hand

> The shape the mouse pointer assumes inside a picture frame when you move the picture within the frame.

Help hand

> The shape the mouse pointer assumes in the Help window when you access a cross-reference.

Hourglass

> The shape the mouse pointer assumes when you must wait for Ami Pro to perform a function.

I-beam

> The shape the mouse pointer assumes when it is in a text area.

Question mark

> The shape the mouse pointer assumes when you press SHIFT+F1 to use point and shoot Help.

⊕

Small four-headed arrow
　　　The shape the mouse pointer assumes over a table gridline when you size table cells.

See also:

　　Ami Pro Basics Contents

The status bar consists of buttons that provide shortcuts for Ami Pro functions and commands as well as information about the current document or the function being performed.

To use the status bar

Position the mouse pointer on the desired button and click the mouse button.
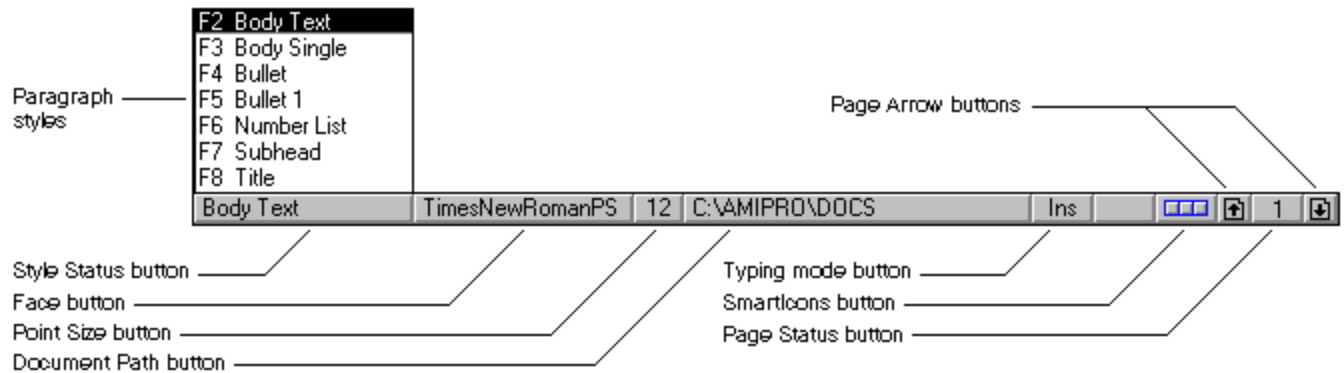
Style Status button
Click the Style Status button to display a list of available paragraph styles. Choose a paragraph style to assign that style to paragraphs you selected.

Ami Pro displays the name of the paragraph style for the current paragraph—the paragraph in which the insertion point is located.

Face button
Click the Face button to display a list of available typefaces. Choose a typeface to apply that face to text you selected.

Ami Pro displays the typeface for the text in which the insertion point is located. The face can be the face specified in the paragraph style or a face you applied using SmartIcons, the status bar, or the Text menu.

Point Size button
Click the Point Size button to display a list of available point sizes. Choose a point size to apply that size to the text you selected.

Ami Pro displays the point size for the text in which the insertion point is located. The point size can be the size specified in the paragraph style or a size you applied using SmartIcons, the status bar, or the Text menu.

The Face and Point Size buttons are shortcuts for choosing Text/Font and specifying the desired font options.

Document Path button
Click the Document Path button to switch between displaying the path, the current date and time, and the position of the insertion point.

Ami Pro indicates the line, column, and page position of the insertion point using the unit of measurement specified in the current ruler. Ami Pro does not display the line and page position if you are in Draft mode.

The position of the insertion point reflects the unit of measurement specified in the current ruler.

Mail Notification button
Click the Mail Notification button to display either the cc:Mail or Notes receive mail screen.

Ami Pro receives mail from either cc:Mail for Windows or Lotus Notes if the application is loaded.

Typing mode button
Click the Typing mode button to switch between Insert (Ins), Typeover (Type), and Revision Marking

(Rev) modes.

Caps Lock
Displays Caps if you are in Caps Lock mode. If you are not in Caps Lock mode, this button is blank.

SmartIcons button
Click the SmartIcons button to display a list of SmartIcons sets. Choose the set you want to display or choose Show or Hide SmartIcons.

Page Arrow buttons
Click a Page Arrow button in Layout mode to move the insertion point to the next or previous page.

Click a Page Arrow button in Draft mode to move the insertion point to the next or previous screen.

Page Status button
Click the Page Status button to display the Go To dialog box.

Ami Pro displays the current page number only if you are in Layout mode.

See also:

Ami Pro Basics Contents
Using Mail
Assigning a Paragraph Style Using the Style Status Button
Applying a Font to Selected Text
SmartIcons Contents

You can use keyboard shortcuts to implement Ami Pro functions and commands.
Hold the first key and press the second key to use these shortcuts.

To perform this action	Press this
Access Styles Box	CTRL+Y
Bold text	CTRL+B
Center text	CTRL+E
Copy	CTRL+INS or CTRL+C
Cut	SHIFT+DEL or CTRL+X
Delete next word	CTRL+DEL
Delete previous word	CTRL+BACKSPACE
Draft/layout view	CTRL+M
Exchange the selected paragraph with the paragraph above it	ALT+↑
Exchange the selected paragraph with the paragraph below it	ALT+↓
Fast Format	CTRL+T
Find & Replace	CTRL+F
Full page/previous layout view	CTRL+D
Go To	CTRL+G
Go To next item	CTRL+H
Insert glossary record	CTRL+K
Italicize text	CTRL+I
Justify text	CTRL+J
Left align text	CTRL+L
Modify a paragraph style	CTRL+A
Normal text	CTRL+N
Open document	CTRL+O
Paste	SHIFT+INS or CTRL+V
Print document	CTRL+P
Right align text	CTRL+R
Save	CTRL+S
Show/Hide set of SmartIcons	CTRL+Q
Underline text	CTRL+U
Undo previous action	ALT+BACKSPACE or CTRL+Z
Word underline text	CTRL+W

See also:

Editing a Document Contents
Selecting Text
Moving Around in a Document
Ami Pro Basics Contents

To perform this action	Do this
Copy text	Select text, release mouse button, hold CTRL and drag.
Move text	Select text, release mouse button, and drag.
Modify frame layout	Select frame and click right mouse button.
Modify page layout	Click right mouse button in margin area.
Modify style	Click right mouse button in main document text.
Select a paragraph	Hold CTRL and double-click.
Select a sentence	Hold CTRL and click.
Select a word	Double-click the word.
Select multiple paragraphs	Hold CTRL, double-click, and drag.
Select multiple sentences	Hold CTRL, click, and drag.
Select multiple words	Double-click and drag.

Ami Pro provides online Help for every function and message. There are several ways to obtain online Help:

- One-line Help

  Ami Pro displays a command description in the title bar when you choose a menu or command.

- Context sensitive Help

- Point and shoot Help

- Help menu

See also:

Ami Pro Basics Contents
Using Context Sensitive Help
Using Point and Shoot Help
Using the Ami Pro Help Menu
Using the Help Buttons
Using the Menus in the Help Window
Using a Cross-Reference

You can use the Help menu to display Help topics.

To use the Help menu

1. Choose Help.

   Shortcut: Press F1 to display Ami Pro Contents and go to step 3.

   Contents
   Displays a list of nine general Help topics, from which you can gain access to other parts of the Ami Pro Help system.

   Keyboard: Press HOME to display the Help Contents topic.

   Using Help
   Provides information about how to use Ami Pro Help.

   Keyboard
   Provides keyboard shortcuts for Ami Pro functions and commands.

   How Do I?
   Displays a list of common Ami Pro functions, from which you can gain access to Help topics that explain those functions.

   For Upgraders
   Provides information about the new and improved functions in Ami Pro and the major differences between this release and prior versions.

   Quick Start Tutorial
   Provides an overview of basic Ami Pro features, including the Ami Pro window, SmartIcons, paragraph styles, page layout, frames, pictures, and editing techniques.

   Macro Doc
   Provides complete information about the Ami Pro Macro
   Language, including functions, syntax, and examples.

   Enhancement Products
   Provides information about other Windows applications you can use with Ami Pro.

   About Ami Pro
   Displays information about Ami Pro: version, copyright, and amount of memory currently available to the application.

2. Choose Contents to display the Ami Pro Help Contents topic, or choose another Help menu item to display that Help topic.

3. If necessary, choose the desired Help topic.

   Keyboard: Press TAB to select the desired Help topic and press ENTER.

   Ami Pro displays the Help topic you chose.

See also:

   Ami Pro Basics Contents
   Using Context Sensitive Help
   Using Point and Shoot Help
   Using the Help Buttons
   Using the Menus in the Help Window
   Using a Cross-Reference

Ami Pro provides Help based upon the function you are using. Ami Pro also provides context sensitive Help for its messages. Simply press **F1** while the message is displayed on the screen to obtain information about what is causing the message and how to eliminate the error.

To use context sensitive Help

1. Choose a menu.

2. Choose a command.

3. Click the icon in the title bar of the dialog box.

    Keyboard: Press F1.

    Ami Pro displays the appropriate Help topic.

See also:

     Ami Pro Basics Contents
     Using Help
     Using Point and Shoot Help
     Using the Ami Pro Help Menu
     Using the Help Buttons
     Using the Menus in the Help Window
     Using a Cross-Reference

Point and shoot Help allows you to get information by pointing to a menu or command.

Point and shoot Help is available only if you are using a mouse. It is not available once a dialog box displays.

To use point and shoot Help

 1. Press SHIFT+F1.

    Ami Pro changes the mouse pointer to a question mark.

 2. Choose a menu by positioning the tip of the arrow on the desired menu.

 3. Choose a command.

    Ami Pro displays the appropriate Help topic.

See also:

Ami Pro Basics Contents
Using Help
Using Context Sensitive Help
Using the Ami Pro Help Menu
Using the Help Buttons
Using the Menus in the Help Window
Using a Cross-Reference

You can use the Help buttons to display or print Help topics.

Choose the desired Help button to use that button.

Contents
Displays a list of main Help topics, from which you can gain access to other parts of the Ami Pro Help system.

   Keyboard: Press Home.

Search
Lists all the Help keywords for Ami Pro. Type a word or phrase in the text box, or select a word or phrase in the list box.

Back
Displays the last Help topic you viewed. You can move back through each topic, one at a time. When you are at the first topic you viewed, the button is dimmed.

   Keyboard: Press Backspace.

History
Displays a list of the previous Help topics you viewed. You can choose any topic in the list to display that topic.

Browse
Displays the previous or next Help topic in a series of related topics. When you are at the first or last topic in a series, the button is dimmed. If the topic is not a part of a series, the buttons do not display.

   Keyboard: Press ← to display the previous Help topic. Press → to display the next Help topic.

See also:

   Ami Pro Basics Contents
   Using Help
   Using Context Sensitive Help
   Using Point and Shoot Help
   Using the Ami Pro Help Menu
   Using the Menus in the Help Window
   Using a Cross-Reference

When the Help window is active, the Help menu bar displays the available Help menus. You can obtain information about any menu item by selecting the item and pressing F1.

See also:

Ami Pro Basics Contents
Using Help
Using Context Sensitive Help
Using Point and Shoot Help
Using the Ami Pro Help Menu
Using the Help Buttons
Using a Cross-Reference

Many Help topics contain cross-references to other related Help topics. The cross-references display with a solid underline.

Choose the desired cross-reference to display another Help topic.

Mouse: Position the mouse pointer on a cross-reference and click the mouse button.

Keyboard: Press TAB to select the desired cross-reference and press ENTER.

See also:

Ami Pro Basics Contents
Using Help
Using Context Sensitive Help
Using Point and Shoot Help
Using the Ami Pro Help Menu
Using the Help Buttons
Using the Menus in the Help Window

You can use the QuickStart tutorial to become familiar with the Ami Pro window, SmartIcons, paragraph styles, page layout, frames, pictures, and editing techniques.

To access the QuickStart Tutorial, return to your Ami Pro document, choose Help/QuickStart Tutorial, and choose the desired topic.

See also:

Ami Pro Basics Contents

The online Ami Pro Macro Language documents the Ami Pro Macro Language. Use this documentation to create your own macros and to customize Record and Play macros. You can use the online macro documentation, if you chose to install it.

You do not need to use the documentation to use the macro Record and Play functions. Record and Play functions use the same macro and Ami Pro functions described here, but access these functions automatically. You do not need to be familiar with them to use them.

To access the Ami Pro Macro Language, return to your Ami Pro document, choose Help/Macro Doc, and choose the desired topic.

See also:

Ami Pro Basics Contents
Understanding Macros

You can learn about other Windows applications that you can use with Ami Pro.

To access Enhancement Products Help, return to your Ami Pro document, choose Help/Enhancement Products, and choose the desired topic.

See also:

Ami Pro Basics Contents

You can display information about Ami Pro, including the version, the copyright, and the amount of memory currently available to the application.

To access About Ami Pro Help, return to your Ami Pro document and choose Help/About Ami Pro.

See also:

Ami Pro Basics Contents

To exit Ami Pro, you can do one of the following:

- Choose File/Exit.

    Mouse: Double-click the application Control Menu box.

- Press ALT+F4.

See also:

A style sheet is a file you use as a template to format a document. Each style sheet contains formatting instructions for multiple paragraph styles and one page layout.

Before you create a document, you must select a style sheet to determine the initial appearance of the document. The style sheet can be one of the style sheets provided with Ami Pro or one you created. You create the document by typing text into the template provided by the style sheet.

For information about the style sheets provided with Ami Pro and an example of each style sheet, refer to the Ami Pro Style Sheet Guide.

When you modify the format of a document, the changes affect only the current document. They do not affect the style sheet unless you save the changes to the style sheet.

You can use style sheets to control the formatting of multiple documents. You can:

- Use Style Management to control which paragraph styles are stored in the current document and which paragraph styles are stored in the style sheet associated with the document.
- Create a new style sheet and use it with other documents.
- Use another style sheet with one or more documents.

In Ami Pro, some formatting changes take precedence over others.

- Enhancements applied to text using SmartIcons, the status bar, and the Text menu override paragraph style settings. Ami Pro changes the selected text only in the current document.
- Special formatting features (a non-breaking space, a hard return, no hyphenation, or a discretionary hyphen) override paragraph style settings. Ami Pro changes the text where you used a special formatting feature only in the current document.
- Paragraph styles modified using Modify Style or Define Style override paragraph style settings in the style sheet. Ami Pro changes the format for all paragraphs using the modified paragraph styles only in the current document.
- Modifications made to the page layout using Modify Page.

Layout override the page layout in the style sheet. Ami Pro changes the page layout only in the current document.

See also:

Style Sheet Contents
Assigning Paragraph Styles
Modifying a Paragraph Style
Modifying the Page Layout

When you create or modify a paragraph style, the paragraph style formatting information becomes part of, and is stored in, the current document. Only that document uses the modified paragraph style. The paragraph style name appears in the status bar and Styles Box with a bullet next to it, indicating the formatting information is no longer stored in the style sheet associated with the document.

Ami Pro obtains the formatting information for all new or modified paragraph styles from the document, not the style sheet. It obtains the formatting information for all non-modified paragraph styles from the style sheet associated with the document.

Similarly, when you modify the page layout for a document, the page formatting information becomes part of, and is stored in, the document. However, the style sheet is still associated with the document. Ami Pro may look at the style sheet for paragraph style information, but it looks at the document for page layout information. This means that you can change the page layout of the current document without having the changes affect other documents using the same style sheet.

If you like the changes and you want to make them available to other documents, you can save the changes to a new style sheet.

See also:

Style Sheet Contents
Saving as a Style Sheet

You can tell Ami Pro to always keep two or more words on the same line by using a non-breaking space.

To use a non-breaking space

1. Type the first word.
2. Press CTRL+SPACEBAR.
3. Type the second word.
    Ami Pro always keeps the text on the same line, regardless of editing you do to the document.

See also:

Style Sheet Contents

You can start a new paragraph by pressing ENTER, which creates a soft return. If you want to begin a new line within a paragraph before the text, you can use a hard return (manual line feed). This lets you control where the text wraps to the next line and allows you to continue a section of text on a new line without using the paragraph style settings specified for Paragraph Spacing Above and Below and Bullets & Numbers.

To use a hard return

1. Type the desired text for the first section of text.
2. Press CTRL+ENTER.
3. Type the desired text for the next section.

   Text following a hard return formats as if it were on the second line of the paragraph.

See also:

Style Sheet Contents

You can override the hyphenation Ami Pro provides by specifying No Hyphenation or by using a discretionary hyphen.

To use No Hyphenation

You can tell Ami Pro not to hyphenate certain words even if the hyphenation option is selected in the paragraph style.

1. Select the text you do not want hyphenated.
2. Choose Edit/Mark Text.
3. Choose No Hyphenation.

   Ami Pro does not hyphenate the selected text, even if there is space available on the preceding line.

To use a discretionary hyphen

You can force Ami Pro to hyphenate a word at a certain position if the entire word does not fit on a line.

Press CTRL + - after a letter in a word to create a discretionary hyphen.

See also:

Style Sheet Contents

In Ami Pro, some formatting changes take precedence over others.

- Enhancements applied to text using SmartIcons, the status bar, and the Text menu override paragraph style settings. Ami Pro changes the selected text only in the current document.

- Special formatting features (a non-breaking space, a hard return, no hyphenation, or a discretionary hyphen) override paragraph style settings. Ami Pro changes the text where you used a special formatting feature only in the current document.

- Paragraph styles modified using Modify Style or Define Style override paragraph style settings in the style sheet. Ami Pro changes the format for all paragraphs using the modified paragraph styles only in the current document.

- Modifications made to the page layout using Modify Page Layout override the page layout in the style sheet. Ami Pro changes the page layout only in the current document.

See also:

Style Sheet Contents
Using Style Management

Whether the formatting information for the paragraph styles is stored in the current document or the style sheet, you can use Style Management to manage the paragraph styles. You can move paragraph styles between the document and the style sheet, revert paragraph styles back to the style sheet paragraph style settings, remove paragraph styles, and assign function keys to paragraph styles.

To use Style Management

 1. Choose Style/Style Management.

 2. Select a paragraph style in either the Styles in document list box or the Styles in style sheet list box.

   Styles in document
   The paragraph styles stored in the document appear in the Styles in document list box. These paragraph styles have been modified and are now used only by the current document. Each time you create a new paragraph style or modify an existing paragraph style, that paragraph style name automatically appears with a bullet beside it.

   For example, if you modify the Body Text paragraph style by changing the font, Ami Pro moves Body Text from the Styles in style sheet list box to the Styles in document list box.

   Styles in style sheet
   The paragraph styles stored in the style sheet associated with the current document appear in the Styles in style sheet list box. These paragraph styles have not been modified in the document. Ami Pro stores the formatting information for these paragraph styles in the style sheet associated with the document.

 3. Choose the desired command or option button.

 4. Choose OK to return to the document.

See also:

   Style Sheet Contents
   Moving a Paragraph Style
   Reverting to the Style Sheet Paragraph Style
   Removing a paragraph Style
   Assigning a Function Key to a Paragraph Style

You can place a paragraph style you created or modified in the current document into the style sheet associated with the document. You can also place a style sheet paragraph style into the current document.

To move a paragraph style

1. Choose Style/Style Management.

2. If you want to move a paragraph style from the document to the style sheet, select the desired paragraph style in the Styles in document list box and choose the available Move command.

   When you move a modified paragraph style from the document to the style sheet, Ami Pro overwrites the original style sheet paragraph style with the same name.

   Ami Pro moves the paragraph style to the Styles in style sheet list box.

   Use Style Management to move modified paragraph styles to the style sheet. If you want to save all the modified paragraph styles and any page layout changes to the style sheet, use Save as a Style Sheet.

3. If you want to move a paragraph style from the style sheet to the document, select the desired paragraph style in the Styles in style sheet list box and choose the available Move command.

   Ami Pro moves the paragraph style to the Styles in document list box. The paragraph style name appears with a bullet next to it.

4. Choose OK to return to the document.

See also:

Style Sheet Contents
Saving as a Style Sheet

You can quickly undo changes made to a paragraph style. Ami Pro reverts to the paragraph formatting information stored in the style sheet. You cannot use Revert with a paragraph style you created. However, you can use Move to place the paragraph style in the style sheet.

To revert to the style sheet paragraph style

1. Choose Style/Style Management.
2. Select the desired paragraph style in the Styles in document list box and choose Revert.

    Ami Pro places the paragraph style in the Styles in style sheet list box. Any changes you made to the paragraph style since the last time you saved it are lost.

3. Choose OK to return to the document.

See also:

Style Sheet Contents

You can remove any paragraph style in the Styles in document list box. You can remove any paragraph style except Body Text in the Styles in style sheet list box.

Ami Pro automatically creates a Footnote paragraph style when you create a footnote and a Table Text paragraph style when you create a table. If those paragraph styles are assigned to text in the document, Ami Pro does not allow you to remove them.

To remove a paragraph style

1. Choose Style/Style Management.
2. Select the desired paragraph style in one of the list boxes.

    If you remove a paragraph style from the Styles in style sheet list box, other documents using that paragraph style and style sheet are affected. Ami Pro formats all text using the paragraph style you removed according to the settings specified in the Body Text paragraph style.

3. Choose Remove.

    If you selected a paragraph style in the Styles in style sheet list box, Ami Pro displays a message indicating that removing the paragraph style could affect other documents. Choose Yes to remove the paragraph style from the style sheet and the message from the screen.

    If you remove a modified paragraph style from the Styles in document list box, Ami Pro places the paragraph style in the Styles in style sheet list box. Any changes you made to that paragraph style are lost. Ami Pro uses the original paragraph style from the style sheet.

    If you remove a paragraph style you created, any text using that paragraph style reverts to the settings specified in the Body Text paragraph style.

    You can use Find & Replace to assign another paragraph style.

4. Choose OK to return to the document.

    If a paragraph style name in the Style Status button appears in red (gray on a monochrome monitor), the paragraph style assigned to the text is not available in either the current style sheet or the document. Either assign an available paragraph style to all paragraphs where this occurs, or create a paragraph style with the same name and settings as the original paragraph style assigned to the text.

See also:

Style Sheet Contents
Finding and Replacing a Paragraph Style

You can assign a function key to any paragraph style in the Styles in document or Styles in style sheet list box. You can also change the function key that is already assigned to a paragraph style.

To assign a function key to a paragraph style

1. Choose Style/Style Management.
2. Select the desired paragraph style in one of the list boxes.
3. Press the desired function key or select the desired function key at the bottom of the Style Management dialog box.

   If the function key was previously used by another paragraph style, Ami Pro changes the assignment to the paragraph style you specify. The other paragraph style now uses the next available function key.

4. Choose OK to return to the document.

   The function key assignments control the order of the paragraph styles in the Styles Box and Style Status list. The function key assignments in the Styles in document list box override the function key assignments in the Styles in style sheet list box only in the current document.

See also:

Style Sheet Contents

You can create a new style sheet by modifying a document using an existing style sheet and saving the changes to the style sheet.

You can create or modify an automated style sheet using the SMARTFLD.SMM macro.

When you create or modify paragraph styles or change the page layout, Ami Pro stores that formatting information in the document. Only that document contains the changes. If you want to access the modified paragraph styles and page layout with other documents, you must save them to either the current style sheet or a new style sheet.

You can use Save as a Style Sheet to save the paragraph and page formatting changes to either the current style sheet (the style sheet associated with the current document) or a new style sheet you create.

To create a new style sheet

1. Choose Style/Save as a Style Sheet.
2. Specify a File name for the style sheet.

   You can type up to 8 characters, a period, and STY to indicate the file is a style sheet.

   If you want to create a style sheet with a new name, type a file name for the style sheet. The original style sheet remains unchanged.

   If you want to save the changes to the current style sheet, leave the current file name. Any existing documents that obtain formatting information from the style sheet now use the modified settings.

   If you save changes to a style sheet provided with Ami Pro, you overwrite the original style sheet. You must reinstall Ami Pro to regain the use of the original style sheet.

3. Type a Description for the style sheet.
4. If you want the text, frames, tables, and pictures in the document to be included in the new style sheet, select With contents.
5. If you want Ami Pro to run a macro each time you choose File/New and select this style sheet, select Run macro and specify the desired macro in the text box.

   You can either click the arrow or press the down arrow key when the insertion point is in the text box to display a list of the macro files in the AMIPRO\MACROS directory or the directory you specified as the default path for macros.

   You can use this option to automatically insert such items as returns, a bookmark, a date, or page numbers into a new document.

6. Choose OK.

   Ami Pro moves the formatting information stored in the document to the style sheet you specify. Ami Pro also removes the bullets preceding any paragraph style names to indicate that the formatting information is now stored in the style sheet. Any existing documents that obtain paragraph or page formatting information from the style sheet use the modified settings.

   If you did not specify a description for the style sheet, Ami Pro displays the file name and the words "No Description" when you choose File/New and display style sheets by description.

See also:

Style Sheet Contents
Using Style Management
Recording a Macro
Playing a Macro Previously Saved to a File
Understanding an Automated Style Sheet

You can modify the formatting of a document by changing from the current style sheet to another style sheet. When you Use Another Style Sheet, the formatting in the document changes depending upon:

- Whether there is a style sheet associated with the document or all the formatting information is stored in the document

  If all the formatting information is stored in the document, the word None appears in the Styles Box instead of a style sheet name

- Whether the page layout was modified
- Whether the same paragraph style names exist in the new style sheet
- Whether the paragraph styles are stored in the document or in the style sheet

To use another style sheet

1. Choose Style/Use Another Style Sheet.
2. Select the style sheet you want to use.

   For information about the Ami Pro style sheets and sample documents using those style sheets, refer to the Ami Pro Style Sheet Guide.

3. If you want to display style sheet descriptions instead of style sheet file names, select List by description.

   If a style sheet does not have a description, Ami Pro displays the style sheet file name followed by the words "No Description."

4. Choose OK to return to the Use Another Style Sheet dialog box.
5. Choose OK to return to the document.

   Ami Pro formats any text using paragraph styles that are not available in the new style sheet with the settings specified in the Body Text paragraph style.

   If a paragraph style name in the Style Status button appears in red (gray on a monochrome monitor), the paragraph style assigned to the text is not available in either the current style sheet or the document. Either assign an available paragraph style to all paragraphs where this occurs, or create a paragraph style with the same name and settings as the original paragraph style assigned to the text.

   You can use Find & Replace to assign another paragraph style.

See also:

Style Sheet Contents
Finding and Replacing a Paragraph Style

Understanding Tables

Use tables to create side-by-side columns of text or numeric data.

Creating a Table

Create a table within the main document text (a page table) or within a frame (a frame table).

Modifying Table Layout

Specify the default column and row sizes, the gutter sizes or spaces between columns and rows, and additional table layout options.

Typing Text in a Table

Type text into a table.

Typing Numeric Data in a Table

Type numeric data into a table.

Pasting Data into a Table

Paste data that you cut or copied from the main document into the cells of a table.

Paste Linking Data into a Table

Exchange data between an Ami Pro table and another application that supports DDE or OLE.

Inserting Data from Another Application

Import data from another application such as a spreadsheet or database into a table.

Importing a Picture into a Table Cell

Import a picture into a table cell that does not contain data.

Creating a Drawing, a Chart, or an Equation in a Table Cell

Create a drawing, a chart, or an equation in a table cell that does not contain data.

Moving Around in a Table

Move around in a table using the mouse or the keyboard.

Selecting Cells in a Table

Select one or multiple cells in a table using the mouse or the keyboard.

Selecting One or More Columns or Rows

Select one or more columns or rows using the mouse or the Table menu.

Selecting an Entire Table

Select an entire table even if it spans multiple pages.

Modifying the Appearance of Information in a Table

Modify the appearance of text or numeric data in table cell by applying text formatting and text enhancements or by modifying the paragraph styles assigned to the data.

Undoing an Action

Undo certain actions you performed in a table.

Moving or Copying Selected Data

Use Cut, Copy, and Paste to move or copy selected data within a table, to another table, or to another document.

Using Drag & Drop to Move or Copy Selected Data

Use Drag & Drop to move or copy text, numeric data, formulas, or pictures within a table.

Using Drag & Drop to Move or Copy Columns or Rows

Use Drag & Drop or keyboard shortcuts to move or copy columns or rows from one location in a table to another.

Moving or Copying a Table

Move or copy a table to another location in the current document or to another document.

Deleting Data

Delete selected data, extra spaces, extra lines, or a picture in a cell.

Deleting a Table

Delete a table and its contents without manually selecting cells, columns, or rows.

Disabling Automatic Row Height

Disable automatic row height if you want all cells to contain only one line of data.

Using Honor Protection

Prevent cells you protected from being edited.

Modifying Table Lines and Color

Apply lines and a fill color to one or more cells to make them easy to distinguish.

Inserting a Column or Row

Insert one or more columns or rows if you need to place additional data into a table.

Deleting a Column or Row

Delete one or more columns or rows if they no longer contain data.

Modifying Column and Row Sizes

Modify the sizes of columns, rows, and gutter widths using a mouse or the Table menu.

Creating a Larger Cell by Connecting Two or More Cells

Connect two or more adjacent cells to create one large cell that can be used for a heading or in a form.

Creating a Heading

Create a heading that displays as the first row on each page of the table.

Creating Leaders

Use leader characters instead of spaces before or after the last character in a cell.

Protecting Cells

Prevent cells from being edited by protecting them and selecting Honor Protection in the Modify Table Layout dialog box.

Unprotecting Cells

Unprotect cells when you need to edit them.

Understanding Cell Addresses

Understand a cell address that is determined by the column and row in which a cell is located.

Creating or Editing a Formula

Use formulas to add, subtract, multiply, divide, and use sums and percents for the numeric data in a table.

Using Quick Add

Quickly add the contents of a column or row.

Using Footnotes in a Table

Insert footnotes into table cells.

Using Tabs in a Table

Use tabs in a table cell to separate information within that cell.

Using a Page Break in a Table

Insert or remove a page break to control the amount of information on a page.

Sorting Data in a Table

Arrange the data in a table alphabetically or numerically in ascending or descending order.

<u>Using a Table for Merge</u>

Create a table in a document and type or import the merge data into the cells in the table.

<u>Using Table Data to Create a Chart</u>

Use data in a table to create a chart.

<u>Creating a Table for a Form</u>

Use a table to design a new form or reproduce an existing form.

<u>Protecting Cells Containing Label Text</u>

Prevent cells in a form from being edited.

<u>Printing a Form Without Printing Label Text</u>

Print a form without printing label text.

<u>Saving a Form for Future Use</u>

Save the form as an Ami Pro document or a style sheet.

You can use Tables to create side-by-side columns of text and numeric data. You can include pictures, notes, footnotes, tabs, and page breaks in tables. Table data can be sorted and used for Charting. You can also use tables for Merge and to create forms.

You can use Tables in Layout, Draft, and Outline modes.

You can place information into a table in several ways. You can:

- Type the desired text.
- Type the desired numeric data.
- Paste the desired main document text.
- Paste link information from another Windows application.
- Insert data created in another application.
- Import a picture.
- Create a drawing.
- Create a chart.
- Create an equation.

Ami Pro uses a cellular format in tables. Information is placed into individual cells that are organized into columns and rows. You can modify the appearance of table data by applying text formatting and text enhancements, assigning different paragraph styles, or modifying the assigned paragraph style.

You can see the table cells clearly if you display table gridlines and table headings. Choose View/View Preferences, select Table gridlines and Table row/column headings, and choose OK.

Once you create the table and place the desired information into the cells, you can edit the contents of the cells, edit the entire table, or modify the size and appearance of the table.

See also:

Tables Contents
Creating a Table
Modifying Table Layout
Modifying Table Lines and Color
Setting View Preferences

You can create a table within the main document text or within a frame. A table in the main document text is a page table. A table inside a frame is a frame table. The type of table you use depends on the size of the table and where you want it to appear.

If you know the table will be larger than one page, you should create a page table. Ami Pro automatically continues the table on subsequent pages. If you need to place the table in a particular location on a page, and you know the table will not exceed one page, you should create a frame table.

To create a table

1. Place the insertion point where you want a table to be located, or create or select an empty frame of the desired size and in the desired position.

2. Choose Tools/Tables.

3. Specify the Number of columns and Number of rows.

   You can specify up to 250 columns and 4000 rows.

   You can use tables to type side-by-side columnar text. In the Number of columns option, specify the desired number of side-by-side columns. In the Number of rows option, specify the maximum number of paragraphs you expect to have in any column. When you type the text, type the desired paragraphs in each cell.

4. Choose OK.

   Ami Pro places the insertion point in the first cell of the table. Table appears in the menu bar and table gridlines display.

   In addition to table gridlines, you can display column and row headings in the table. Choose View/View Preferences and select Table row/column headings. Table gridlines and headings do not print.

5. Type the desired text or numeric data.

   When you create a table, Ami Pro generates a Table Text paragraph style. It assigns that paragraph style to all table cells.

   You can modify the paragraph style or assign a different paragraph style to any cell in the table.

See also:

Tables Contents
Creating a Frame Manually
Modifying the Appearance of Information in a Table
Modifying Table Layout

You can use Modify Table Layout to define the initial table or to modify the entire table after you place data in it.

The settings in the table layout determine the default values for the width of columns, height of rows, and the gutter sizes or spaces between columns and rows. Table layout also determines whether protected cells can be selected and edited.

To modify table layout

1. Place the insertion point in the table you want to modify.

   If you are creating a new table, choose Tools/Tables.

2. Choose Table/Modify Table Layout.

   If you are creating a new table, choose Modify Table Layout in the Create Table dialog box.

3. Specify inches, centimeters, picas, or points as the unit of measurement.

4. Specify the desired Width and Gutter size for the columns.

   Gutter size is the space between each column or row.

5. Specify the desired Height for the rows.

6. Select Automatic to automatically increase the height of the row when text needs to wrap to another line.

7. Specify the desired Gutter size for the rows.

8. Select the desired Options.

   The available options depend on whether you are creating a page table or a frame table.

   Center table on page
   Places a page table evenly between the left and right margins of the page.

   Line around table
   Places a line around the outside edges of a page table.

   Ami Pro automatically uses the default frame line color specified in the Modify Frame Layout dialog box.

   Honor protection
   Prevents protected cells from being edited. Until you select Honor Protection, you are able to select and edit cells that are protected.

   Rows span pages
   In a page table, allows data in a cell to continue onto the next page without moving the entire row to the next page.

   Rows span pages is only available if you select Automatic.

   Disable mouse col/row sizing
   Prevents columns and rows from being sized using a mouse.

   Disable mouse column/row sizing if you frequently edit data in the table and you want to make sure you do not accidentally change the sizes of the columns and rows.

9. Select the desired Style for the line around the table.

10. Choose OK.

   If you are creating a new table, choose OK again to return to the document.

   Ami Pro reformats the table using the specified settings.

   Modify Table Layout does not affect any column and row sizes that you manually adjusted using either the mouse or Table/Column/Row Size.

See also:

Ami Pro automatically assigns a Table Text paragraph style to all table cells. This paragraph style is based upon the Body Text paragraph style, except Paragraph Spacing Above and Below and the Indention are set to zero, and there are no tabs or special effects.

To type text into a table

1. Place the insertion point in the cell where you want to place the text.
2. Type the desired text.

If you specified Automatic row height in the Modify Table Layout dialog box, Ami Pro automatically wraps the text you type in a cell to the next line by increasing the height of the row. You can also press ENTER to move the insertion point to the next line within a cell, even if the text has not filled the current line.

You can modify the appearance of the text.

See also:

Tables Contents
Modifying the Appearance of Information in a Table

Ami Pro right-aligns the numbers and uses the formatting information specified in the Table Text paragraph style.

To type numeric data into a table

1. Place the insertion point in the cell where you want numeric data to display.

2. Type the desired number.

Ami Pro displays the data in the specified numeric format when you move the insertion point out of the cell. While the insertion point is in the cell, only the number displays.

The numeric format for table data is initially determined by the table format specified in the Table Text paragraph style. The table format specifies the type of cell, numeric, negative number, and currency formats Ami Pro should use in table cells in all tables in the document.

You can modify the Table Text paragraph style or create and assign new paragraph styles to change the numeric format or table data.

If you type a space, character, or comma, or you press ENTER in a number cell, Ami Pro treats the cell as a text cell instead of a number cell. Quick Add or any formula referencing the cell yields incorrect results or displays REF.

Ami Pro removes any zeros preceding a number when you move the insertion point out of a cell. If you want to maintain the leading zeros, type a space after the number. Ami Pro now treats the cell as a text cell.

See also:

Tables Contents
Modifying Paragraph Style Table Format
Creating a New Paragraph Style

You can paste data that you cut or copied from the main document into the cells of a table.

You can also move and copy data within a table to other cells in the table.

To paste data into a table

1. Place the insertion point in the cell where you want the data to display.

2. Choose Edit/Paste.

   Keyboard: Press SHIFT+INS or CTRL+V.

Ami Pro inserts the data starting in the column in which the insertion point was located when you chose the Paste command.

If you paste tabular data from main document text into a table, Ami Pro inserts as many tabbed columns as there are columns in the table. Additional tabbed columns are not pasted. You can increase the number of columns and paste the data again.

See also:

Tables Contents
Moving or Copying Selected Data

You can use Paste Link to exchange data between an Ami Pro table and another application that supports DDE or OLE. The desired data should already be on the Clipboard.

To paste link data into a table

1. Place the insertion point in the cell where you want the data to display.
2. Choose Edit/Paste Link.

When you paste link data into an Ami Pro table, Ami Pro inserts as many columns of information as there are columns in the receiving table. Data in additional columns is not pasted. You can increase the number of columns and paste link the data again.

See also:

Tables Contents
Creating a Link to an Ami Pro Document

You can import data from other applications, such as spreadsheets or databases, into a table.

The number of columns in the table should be equal to or greater than the number of fields in the data file you are importing. The number of rows in the table should be equal to or greater than the number of records in the data file.

To insert data from another application

1. Place the insertion point in the cell where you want to insert the imported data.
2. Choose File/Open.

   Keyboard: Press CTRL+O.
3. Specify the desired type of file.
4. Specify the desired File name.
5. Choose Insert.

Ami Pro inserts the text starting in the column in which the insertion point was located when you gave the Insert command.

Ami Pro only imports the amount of data that fits into the existing cells in the table. No columns are added. You can increase the number of columns and import the data again.

If you are importing a spreadsheet, Ami Pro displays a message prompting you for the amount of data you want to insert.

See also:

Tables Contents
Opening an Ami Pro Document
Importing a Text or Data File
Using Data File Import Filters

You can import a picture into a table cell that does not contain data. Ami Pro makes the table cell transparent or opaque depending on the default frame layout setting.

To import a picture into a table cell

1. Place the insertion point in the cell you want to contain the picture.
2. Choose File/Import Picture.

See also:

Tables Contents
Using a Picture in a Frame
Modifying the Type of Frame

You can create a drawing, a chart, or an equation in a table cell that does not contain data. Ami Pro makes the table cell transparent or opaque depending on the default frame layout setting.

To create a drawing in a table cell

1. Place the insertion point in the cell you want to contain the drawing.
2. Choose Tools/Drawing.
3. Create the desired drawing.

To create a chart in a table cell

1. Place the insertion point in the cell you want to contain the chart.
2. If necessary, make the cell the desired size.
3. Choose Tools/Charting.
4. Create the desired chart.

To create an equation in a table cell

1. Place the insertion point in the cell you want to contain the equation.
2. Choose Tools/Equations.
3. Create the desired equation.

See also:

Tables Contents
Creating a Drawing
Creating a Chart
Creating an Equation
Modifying the Type of Frame

You can access a table and move around in it using the mouse or the keyboard.

Using the mouse

To access a page table, click anywhere in the table. To access a frame table, click the desired frame.

To move around in a table, click the desired cell.

To exit a table, click anywhere outside the table.

Using the keyboard

To access a page table, place the insertion point on the line above the table and press ↓. To access a frame table, select the desired frame using Go To.

To move around in a table, use the following keys:

Press this	To do this
TAB	Move the insertion point from left to right, cell by cell, in the same row and from the last cell in one row to the first cell in the next row.
SHIFT+TAB	Move the insertion point from right to left, cell by cell, in the same row, and from the first cell in a row to the last cell in the previous row.
CTRL+	Move the insertion point up a row.
CTRL+↓	Move the insertion point down a row.
CTRL+→	Move the insertion point right one column.
CTRL+←	Move the insertion point left one column.
HOME	Move the insertion point to the beginning of the current line within a cell.
HOME, HOME	Move the insertion point to the first column in the current row.
END	Move the insertion point to the end of the current line within a cell.
END, END	Move the insertion point to the last column in the current row.
, ↓, →, and ←	Move the insertion point within cells, between cells, and between the cells in a page table and the main document text.

To exit a page table, press ESC to return to the main document text, or press or ↓ until the insertion point moves into the main document text. To exit a frame table, press ESC twice.

See also:

You can use the mouse or the keyboard to select one cell, multiple cells, or all cells in a table. After selecting the cells, you can move, copy, or modify the appearance of the information in the cells.

Using the mouse

To select one cell, click in the desired cell and select the contents of the cell.

To select multiple cells, drag the mouse over the desired cells. You can also click in a cell on one corner of a region of desired cells, move the mouse I-beam to a cell in the diagonal corner of the rectangular area, hold SHIFT and click.

Using the keyboard

Press this	To do this
SHIFT+CTRL+↑	Select multiple cells in a column.
SHIFT+CTRL+↓	Select multiple cells in a column.
SHIFT+CTRL+→	Select multiple cells in a row.
SHIFT+CTRL+←	Select multiple cells in a row.

See also:

You can use the mouse or the Table menu to select one or more columns or rows. You can then move or copy the columns or rows.

To select one or more columns or rows using the mouse

1. Position the mouse pointer at the top of the desired column or to the left of the desired row.

    Ami Pro changes the mouse pointer to an arrow.

2. Click to select the entire column or row, or drag to select multiple columns or rows.

    Ami Pro selects all the cells in the columns or rows.

To select one or more columns or rows using the table menu

1. Place the insertion point in the desired column or row, or select at least one cell in any column or row you want to select.

2. If you want to select the columns, choose Table/Select Column.

3. If you want to select the rows, choose Table/Select Row.

    Ami Pro selects all the cells in the columns or rows.

See also:

Tables Contents
Selecting Cells in a Table
Selecting an Entire Table

You can quickly select an entire table even if it spans multiple pages. You can then move or copy the table, or modify the appearance of the information in it.

To select an entire table

1. Place the insertion point in the table.
2. Choose Table/Select Entire Table.

    Ami Pro selects all the cells in the table.

See also:

  Tables Contents
  Selecting Cells in a Table
  Selecting One or More Columns or Rows

You can modify the appearance of the text or numeric data in the cells by:

- Assigning different paragraph styles to the text or numeric data in the table cells
- Applying text formatting and text enhancements
- Modifying the paragraph styles assigned to the text or numeric data in the table cells

To apply text formatting and text enhancements

You can use SmartIcons, the Face and Point Size buttons in the status bar, or the Text menu to modify either selected data within a cell or all the data within selected cells. In addition, once you apply text formatting to data, you can extract that formatting and quickly apply it to other text using Fast Format.

1. Select the desired data.
2. Apply the desired text formatting and text enhancements.

To modify a paragraph style

You can modify the font, alignment, tabs, indention, spacing, text tightness, special effects, and table format for all data in a table assigned a particular paragraph style.

1. Choose Style/Modify Style.
2. Select the paragraph style you want to modify.
3. Select the desired Modify options.
4. Specify the desired settings.
5. Choose the desired command button.

When you modify a paragraph style, you modify all text in the document using that paragraph style, not just the text in the table.

See also:

Tables Contents
Assigning Paragraph Styles
Understanding Text Formatting and Text Enhancements
Modifying a Paragraph Style

You can undo an action in a table only if the insertion point is in the cell you just edited. You cannot use Undo if you move the insertion point to another cell or select another cell.

Deleting columns, rows, and pictures cannot be undone.

Moving cells, columns, rows, and pictures cannot be undone.

See also:

You can use Cut, Copy, and Paste to move or copy selected data to another location within the same cell, to other cells in the same table, to another table, or to either text or a text frame in the main document. The cells can contain text, numeric data, formulas, or pictures.

To move or copy selected data using Cut, Copy, and Paste

1. Select the data in one or more cells.

2. Choose Edit/Cut or Edit/Copy.

    Keyboard: Press SHIFT+DEL or CTRL+X to cut the selected data. Press CTRL+INS or CTRL+C to copy the data.

3. Place the insertion point in either the desired cell or the location in the main document text where you want to paste the data.

4. Choose Edit/Paste.

    Keyboard: Press SHIFT+INS or CTRL+V.

    Ami Pro places the data in the desired location.

Pasting selected data into a table

When you paste the contents of a single cell into another cell, Ami Pro appends the data to the existing cell contents, starting at the location of the insertion point within the cell.

When you paste tabbed data, multiple cells, or formulas, Ami Pro overwrites the existing cell contents, starting in the cell in which the insertion point is located.

If you specified Automatic in the Modify Table Layout dialog box, Ami Pro increases the size of the cells to accommodate the data. If you did not specify Automatic and the contents of the cells you are pasting are greater than the size of the receiving cells, some of the pasted data does not appear. You can size the cells to display the data.

Ami Pro does not insert any columns to accommodate the data. Data in additional columns is not pasted. You can increase the number of columns and paste the data again.

If necessary, Ami Pro inserts additional rows into a page table to accommodate the data. Ami Pro does not insert additional rows into a frame table.

Pasting selected data into the main document

When you paste table data into either text or a text frame in the main document, Ami Pro inserts a tab between the contents of each cell and a return at the end of each row except the last one. You must press ENTER if you want a return at the end of the last row.

See also:

Tables Contents
Inserting a Column or Row
Using Drag & Drop to Move or Copy Selected Data
Setting User Setup Defaults
Using Drag & Drop to Move or Copy Columns or Rows

You can use Drag & Drop and Cut, Copy, and Paste to move and copy text, numeric data, formulas, or pictures within a table.

You may need to add new columns or rows to accommodate the data you are moving or copying.

You can use Drag & Drop to move or copy selected data within a cell to another location in that cell, or to move or copy all the data within selected cells to other cells in the table.

To move or copy selected data using Drag & Drop

1. Select the data in two or more cells.
2. If you want to move the data, position the mouse pointer anywhere in the selected data and drag the mouse until the insertion point is in the desired location.

   Ami Pro changes the mouse pointer to the move arrow and changes the color of the insertion point.
3. If you want to copy the data, position the mouse pointer anywhere in the selected data and hold CTRL and drag the mouse until the insertion point is in the desired location.

   Ami Pro changes the mouse pointer to the copy arrow and changes the color of the insertion point.
4. When the insertion point is in the desired location, release the mouse button.

   Ami Pro places the data in the desired table cells.

If you use Drag & Drop to move or copy data within a cell, Ami Pro appends the data to the existing cell contents, starting at the location of the insertion point within the cell.

If you use Drag & Drop to move or copy all the data within selected cells to other cells in the table, Ami Pro overwrites the existing cell contents, starting in the cell in which the insertion point is located.

If you specified Automatic in the Modify Table Layout dialog box, Ami Pro increases the size of the cells to accommodate the data. If you did not specify Automatic and the cell contents are greater than the size of the receiving cells, some of the data does not appear. You can size the cells to display the data.

Ami Pro does not insert any columns or rows to accommodate the data. Data in additional columns and rows does not appear.

See also:

Tables Contents
Inserting a Column or Row
Moving or Copying Selected Data
Setting User Setup Defaults
Using Drag & Drop to Move or Copy Columns or Rows

You can quickly move or copy selected columns or rows from one location in a table to another using Drag & Drop or keyboard shortcuts. Because Ami Pro retains the column widths and row heights, it is easy to rearrange entire columns and rows of data.

You cannot use Drag & Drop to move or copy an entire table, or to move and copy columns and rows from one table to another.

To use Drag & Drop to move or copy columns or rows

1. Select the desired columns or rows.

   Shortcut: Press ALT+ or ALT+↓ to move the row in which the insertion point is located up or down one row. Press ALT+← or ALT+→ to move the column in which the insertion point is located to the left or right one column.

2. If you want to move the cells, columns, or rows, position the mouse pointer anywhere in the selected area and drag the mouse until the insertion point is in the desired location.

   Ami Pro changes the mouse pointer to the move arrow and changes the color of the insertion point.

3. If you want to copy cells, columns, or rows, position the mouse pointer anywhere in the selected text and hold CTRL and drag the mouse until the insertion point is in the desired location.

   Ami Pro changes the mouse pointer to the copy arrow and changes the color of the insertion point.

4. When the insertion point is in the desired location, release the mouse button.

   Ami Pro places the columns or rows in the desired location.

Ami Pro inserts the selected columns between the columns that already exist on either side of the insertion point. It inserts the selected rows between the rows that already exist above and below the insertion point. The original column widths and row heights are maintained.

Ami Pro inserts additional columns in the table if the Default Columns Width specified in the Modify Table Layout dialog box is smaller than the amount of available space before the right margin. It inserts additional rows in a frame table only if there is room in the frame.

See also:

   Tables Contents
   Setting User Setup Defaults
   Moving or Copying Selected Data

You can move or copy a table to another location in the current document or to another document. If the table is a frame table, you can move or copy it the same way you move or copy any frame.

To move or copy a table

1. Place the insertion point anywhere in the table.
2. Choose Table/Select Entire Table.
3. Choose Edit/Cut or Edit/Copy.

   Keyboard: Press SHIFT+DEL or CTRL+X to cut the table.

   Press CTRL+INS or CTRL+C to copy it.
4. Place the insertion point on the page or in the location where you want the table to display.
5. Choose Edit/Paste.

   Keyboard: Press SHIFT+INS or CTRL+V.

   Ami Pro pastes the table and its contents. If the table is a frame table, you may need to move the frame to the desired location.

See also:

Tables Contents
Moving or Copying a Frame on the Same Page

You can delete selected data, delete extra spaces and lines within the cells, delete a picture in a cell, and delete a table.

To delete selected data

You can delete the data in one or more cells, columns, or rows.

1. Select the cells that contain the data you want to delete.
2. Press DEL.

   Ami Pro removes the data in the selected cells. If Automatic is specified in the Modify Table Layout dialog box, Ami Pro reduces the size of a row to the height necessary to accommodate the remaining data in the cells.

To delete extra spaces and lines within the cells

If you display tabs and returns you can quickly determine whether extra returns in table cells are causing extra lines within those cells.

1. Choose View/View Preferences.
2. Select Tabs & returns.
3. Choose OK.

   Ami Pro displays returns as ¶ symbols within the cells.
4. Select the lines or spaces you want to delete.
5. Press DEL.

   Ami Pro deletes any extra lines within the cells. If Automatic is specified in the Modify Table Layout dialog box, Ami Pro reduces the size of a row to the height necessary to accommodate the remaining data in the cells.

To delete a picture in a cell

You can delete a picture, drawing, or chart in a table cell.

1. Select the cell that contains the picture.
2. Press DEL.

   Ami Pro deletes the picture.

See also:

Tables Contents
Deleting a Column or Row
Deleting a Table

You can quickly delete a table and its contents without manually selecting cells, columns, or rows.

To delete a table

1. Place the insertion point in the table.
2. Choose Table/Delete Entire Table.

    Ami Pro removes the table.

See also:

Tables Contents
Deleting Data
Creating a Table

Ami Pro automatically specifies Automatic for the Default Rows Height in the Modify Table Layout dialog box when you create a table. Automatic row height allows the height of a row to increase if the data you type in a cell needs to wrap to another line. Deselect Automatic and text in a cell does not wrap to another line within the cell.

If you are creating a form, or if you know the cell contents do not exceed one line, you may want to disable Automatic row height.

To disable Automatic row height

1. Choose Table/Modify Table Layout.

2. Deselect Automatic.

3. Specify the desired Height.

4. Choose OK.

   Ami Pro calculates the Default Rows Height based upon the font specified in the Table Text paragraph style. If you decrease the height, the data you type in the table may not have enough room to display.

See also:

Tables Contents
Modifying Table Layout

You can use Honor protection to prevent cells from being edited.

You must protect cells before you select Honor protection.

To use Honor protection

1. Choose Table/Modify Table Layout.
2. If you want to prevent the cells you protected from being edited, select Honor protection.

    If you want to edit the cells you protected, deselect Honor protection.
3. Choose OK.

    Ami Pro prevents placing the insertion point in protected cells.

See also:

Tables Contents
Protecting Cells

You can apply lines and a fill color to a single selected cell or to a region of selected cells. This makes it easy to distinguish certain cells, which is helpful when you are creating a form.

To modify lines and color

1. Select the desired cells.
2. Choose Table/Lines & Color.
3. Select the desired Line position.

   All
   Places lines around every side of every selected cell.

   Left
   Places a line on the left side of every selected cell.

   Right
   Places a line on the right side of every selected cell.

   Top
   Places a line at the top of every selected cell.

   Bottom
   Places a line at the bottom of every selected cell.

   Outline
   Places lines around the perimeter of the selected cells.

4. Select the desired Line style.
5. Select the desired Fill color.

   If you previously applied lines to any of the selected cells, Ami Pro indicates this by displaying certain Line position check boxes in gray. You can change any of the settings by selecting the check boxes to either remove the shading or place an X in the boxes.

   If you previously applied a fill color to any of the selected cells, Ami Pro indicates this by shading the Fill color check box gray. You can change the setting by either choosing another color or pattern, or by choosing no color or pattern.

6. Choose OK.

   Ami Pro displays the table using the specified lines and fill color.

See also:

   Tables Contents

You can insert one or more columns or rows into a table if you need to place additional data in the table. Ami Pro inserts additional columns in a table if the Default Columns Width specified in the Modify Table Layout dialog box is smaller than the amount of available space before the right margin. It inserts additional rows in a frame table only if there is room in the frame.

To insert a column or row

1. Place the insertion point in the cell where you want to insert a column or row.

   Shortcut: Hold CTRL and press + on the numeric keypad. Ami Pro inserts a single row. If you select multiple rows, Ami Pro inserts an equal number of rows after the selected rows. If you select multiple columns in a single row, Ami Pro inserts an equal number of columns after the selected columns.

2. Choose Table/Insert Column/Row.

3. Select Columns or Rows.

4. Specify the Number of columns or rows you want to insert.

5. Select the desired Position for the inserted column or row.

   Ami Pro indicates in the dialog box if there is not enough room to insert a column or row. Ami Pro allows a maximum of 250 columns and 4000 rows.

   Before
   Inserts a column to the left of the current column position or inserts a row above the current row position.

   After
   Inserts a column to the right of the current column position or inserts a row below the current row position.

6. Choose OK.

   Ami Pro inserts the specified number of columns or rows in the desired position. Ami Pro applies the lines and color specified for the selected cells to the cells in the new columns or rows.

See also:

Tables Contents
Deleting a Column or Row

You can delete one or more columns or rows in a table. This allows you to decrease the size of the table if the cells contain information that is no longer necessary.

To delete a column or row

1. Select a cell in the column or row you want to delete, or select multiple columns or rows.

    Shortcut: Hold CTRL and press - on the numeric keypad. Ami Pro deletes a single row. If you select multiple rows, Ami Pro deletes those rows. If you select multiple cells in a single row, Ami Pro deletes those columns.

2. Choose Table/Delete Column/Row.

3. Select Delete column or Delete row.

4. Choose OK.

See also:

Tables Contents
Inserting a Column or Row

You can modify the sizes of the columns, rows, and gutter widths in a table using a mouse or the Table menu.

To modify column and row sizes of all cells

You can modify the size of all cells using Modify Table Layout. However, if you manually adjusted column and row sizes using either the mouse or Table/Column/Row Size, changes you specify in the Modify Table Layout dialog box do not affect those columns and rows.

1. Choose Table/Modify Table Layout.
2. Make the desired changes.
3. Choose OK.

   Ami Pro reformats the table using the specified settings.

   Modify Table Layout does not affect any column and row sizes that you manually adjusted using either the mouse or Table/Column/Row Size.

To modify column and row sizes using the Table menu

You can modify the sizes of one or more selected columns or rows. However, Ami Pro does not allow you to increase the size of a column if the table fills the entire page. You must decrease the size of another column first.

1. Select adjacent columns or rows.
2. Choose Table/Column/Row Size.
3. Specify the desired Width and Gutter size for the selected columns.
4. Specify inches, centimeters, picas, or points as the unit of measurement.
5. Specify the desired Height and Gutter size for the selected rows.

   Ami Pro does not allow you to change the row height if Automatic is specified in the Modify Table Layout dialog box. Choose Table/Modify Table Layout, disable Automatic, and try again.

6. Choose OK.

   Ami Pro reformats the table using the specified sizes.

If you decreased the width of a column or the height of a row, Ami Pro displays as much data as possible. It hides the rest in any text cells where the data exceeds the width of a column or the height of the row.

If you decreased the width of a column and you did not specify Automatic row height in the Modify Table Layout dialog box, Ami Pro displays asterisks (*) in any number cells where the numeric data is wider than the width of the column. You can widen the column if there is room in the frame or on the page.

To modify the size of a column or row using a mouse

You can use a mouse to modify column and row sizes if Disable mouse col/row sizing is not selected in the Modify Table Layout dialog box.

Ami Pro does not allow you to increase the size of a column if the table fills the entire page. You must decrease the size of another column first.

Ami Pro does not allow you to change the row height if Automatic is specified in the Modify Table Layout dialog box. Choose Table/Modify Table Layout, disable Automatic, and try again.

1. Position the mouse on a cell gridline to the right of the column or below the row you want to size.

   Ami Pro changes the mouse pointer to a four-headed arrow.

2. Drag the mouse until the column or row is the desired size.

   Changing the height or width of a single cell changes the height or width of the entire row or column.

See also:

You can connect two or more adjacent cells to create one large cell that can be used for a heading or in a form.

To connect cells

1. Select the desired cells.
2. Choose Table/Connect Cells.

    The selected cells become a single cell. When you connect cells that already contain data, only the contents of the top left cell display. The contents of the other cells are obscured.

    To disconnect the cells, place the insertion point in the connected cell and choose Table/Disconnect Cells.

See also:

Tables Contents

If a table continues on multiple pages, you can create a heading for the table. Ami Pro automatically displays the heading as the first row on each page, above the rows that contain your data.

The Headings command is a toggle. You can switch between displaying and removing a heading by choosing Table/Headings.

To create a heading

1. Place the insertion point in the row that contains the data you want to use as a heading.
2. Choose Table/Headings.

    Ami Pro displays the contents of the entire row as the first row on each page.

    You can change the heading on subsequent pages by placing the insertion point in a different row and choosing Table/ Headings. Ami Pro uses the new heading until you specify another one.

See also:

Tables Contents

You can use leaders in tables if you want a series of characters instead of spaces to display before or after the last character in any cell.

You can also set leader tabs if you want a leader character to display between characters within the cell.

To create leaders

1. Place the insertion point in the cell where you want to create leaders or select the desired cells.

2. Choose Table/Leaders.

3. Choose the character you want to use.

   period   .....

   dash   ----

   underline   ___

   None

Ami Pro displays the leaders in the selected cells. The way in which leader characters display is determined by the Alignment specified in the paragraph style or Text menu:

• If data is left aligned or justified, the specified leader character displays between the last character in a cell and the right column boundary of the cell.

• If data is centered, the leader characters are not displayed.

• If data is right aligned, the specified leader character displays between the left column boundary of the cell and the first character on the last line of the cell.

To remove the leader character, select the desired cells, choose Table/Leaders, and then choose None.

See also:

Tables Contents
Modifying Tabs in the Current Ruler

You can prevent cells in a table from being edited if you protect them and select Honor protection in the Modify Table Layout dialog box. This is important when you are creating a form and you do not want certain information to be changed.

The Protect Cells command is a toggle. You can switch between protecting and unprotecting selected cells by choosing Table/Protect Cells.

To protect cells

1. Select the desired cells.
2. Choose Table/Protect Cells.
3. Choose Table/Modify Table Layout.
4. Select Honor protection.

    If you select Honor protection, you cannot place the insertion point in a protected cell.
5. Choose OK.

    You can tell if a cell is protected by choosing the Table menu. Ami Pro displays a check mark next to Protect Cells when you access the Table menu.

See also:

Tables Contents
Using Honor Protection
Unprotecting Cells

You can unprotect cells when you need to edit them.

To unprotect cells
1. Choose Table/Modify Table Layout.
2. Deselect Honor protection.
   If you deselect Honor protection, you can place the insertion point in a protected cell.
3. Choose OK.
4. Select the cells you want to unprotect.
5. Choose Table/Protect Cells.

See also:

Each cell in a table has a unique identifier or cell address that is determined by the column and row in which it is located. Columns are identified by letters of the alphabet. Rows are identified by numbers.

You can display column and row headings by choosing View/View Preferences and selecting Table row/column headings.

Cell addresses are always noted first by the letter of the column, then by the number of the row. For example, A4 means the first cell in the fourth row. A is the first column, 4 is the fourth row. You can use cell addresses to create formulas in a table.

See also:

Tables Contents

You can create a formula in a cell before you enter the numeric data referenced in the formula. Ami Pro automatically places the results of the calculations into the formula cell after you enter the data.

To create or edit a formula

1. Place the insertion point in the cell where you want to create or edit a formula.

   Mouse: Double-click a cell that contains a formula.

2. Choose Table/Edit Formula.

3. Type the desired formula or edit the existing formula, using the available mathematical operations and syntax.

4. Choose OK.

   When you place the insertion point in a cell that contains a formula, a box appears around the cell. You can edit the formula or delete it by pressing DEL.

   If you reference a cell in one or more formulas and Ami Pro cannot understand the contents of that cell, REF appears in any cells referencing that cell. You can either edit the formulas or modify the contents of that cell.

Using mathematical operations and syntax in a formula

You can specify any combination of five mathematical operations in a formula. These are addition (+), subtraction (-), multiplication (*), division (/), and percent (%). In addition, you can choose to sum a range of cells, and you can nest operations within parentheses.

You can use Lotus 1-2-3 syntax in table formulas. You can start a formula with an @ or an = or just use the operation. You can specify a range of cells using two periods (..) or a colon (:). For example, sum (B2:B5)-B6 and = sum (B2 .. B5)-B6 and @ sum (B2 .. B5)-B6 all mean subtract the number in cell B6 from the sum of the numbers in cells B2 through B5.

Cutting, copying, and pasting a formula cell

Cell addresses referenced in a formula normally change when the contents of the formula cell are cut, copied, and pasted into another cell. These cell addresses are relative to the cell containing the formula. For example, cell B1 contains this formula: sum (B2:B5)-B6. If you copy the contents of B1 and paste the formula into cell C1, the formula is now: sum (C2:C5)-C6.

You can use an absolute address to ensure that the contents of a specific cell are always referenced, even if the formula cells are copied, cut, and pasted. You can specify the absolute address of a cell by placing a $ designator before the column and row identifier of a cell. For example, cell B1 contains this formula: sum ($B$2:$B$5)-$B$6. If you copy the contents of B1 and paste the formula into cell C1, the formula remains: sum ($B$2:$B$5)-$B$6.

See also:

Ami Pro can automatically add the contents of a column or row.

To use Quick Add

1. Place the insertion point in the cell that should contain the sum.
2. Choose Table/Quick Add.
3. Choose Column or Row.
4. Choose OK.

    The cell now contains a formula. It can be edited the same way as other formula cells.

    If the column or row contains any text cells, Quick Add yields incorrect results.

See also:

Tables Contents

You can insert footnotes into table cells. Ami Pro creates a single-column row for the footnote text at the end of the table.

Ami Pro creates and numbers footnotes for each table. Footnotes are not numbered across tables.

To type footnotes into a table

1. Place the insertion point in the cell where you want to insert a footnote.
2. Choose Tools/Footnotes.
3. Select Insert footnote.
4. Choose OK.Footnote reference number.

    Ami Pro displays the footnote number in the cell and creates a single-column row for the footnote text at the end of the table.
5. Type the desired footnote text in the footnote cell.
6. Press ESC to move the insertion point back to the cell that contains the footnote reference number.

See also:

Tables Contents

You can use tabs in a cell to separate information within that cell. You create tabs by assigning paragraph styles using style tabs to the desired cells or by inserting a ruler into the cells.

You can use the same tab settings in multiple cells if you select the cells before assigning a paragraph style or inserting a ruler. After you set the desired tabs, you can press CTRL+SHIFT+TAB to insert a tab into a cell.

You can also use leaders to display a series of characters before or after the last character in any cell.

See also:

Tables Contents
Modifying a Paragraph Style
Modifying Tabs in the Current Ruler
Creating Leaders

If you are using a table that spans several pages, you can insert a page break to control the amount of information on a page. In particular, if a cell contains multiple lines or paragraphs of information, you can insert a page break so that all the data in the cell displays on the same page.

To insert a page break

1. Place the insertion point in any cell in the row that you want to move to the next page.

   You cannot place a page break in the first row of a table.

2. Choose Page/Breaks.

3. Select Insert page break.

4. Choose OK.

   Ami Pro moves the current row to the next page and continues the table on that page. If you choose View/View Preferences and select both Marks and Table gridlines, Ami Pro displays the table gridline as a dotted line in any row that contains a page break.

To remove a page break

1. Place the insertion point in any cell in the row immediately below the page break.

2. Choose Page/Breaks.

3. Select Remove page break.

4. Choose OK.

   Ami Pro removes the page break and repaginates the table.

See also:

Tables Contents
Modifying Paragraph Style Breaks

You can arrange the data in a table alphabetically or numerically in ascending or descending order. All Sort options used for main document text are available for table data. However, Ami Pro does not include any cells containing a formula when it sorts the data.

You can select the cells you want to sort, or sort the entire table. When you use Sort, the columns in the table are the fields, and the rows in the table are the records. You can specify the number of rows in one record. Ami Pro sorts an entire row, even if you select only a portion of it.

See also:

Tables Contents
Using Sort

You can create a table in a document and type or import the merge data into the cells in the table. If the number of records in the merge data file will exceed a single page in the document, create a page table.

When you use a table as a merge data file, you do not need to define the field and record delimiters. Ami Pro uses the columns in the table as the fields and the rows as the records.

To use a table as a merge data file

1. Create a table on the first page of the document.

   The table must be created on the first page of the document, and the document should not contain any other text.

2. Specify as many columns as the number of fields you want in the merge data file. You can insert additional columns later if you need them.

3. Specify as many rows as the number of records you want in the merge data file. You can insert additional rows later if you need them.

4. Choose OK.

5. In the first row of the table, type the name of each field.

   Each field name must be in a separate cell.

6. Place the insertion point in the first cell in the second row.

7. Type or import the desired data into the cells in the table.

See also:

Tables Contents
Using a Table as a Merge Data File

You can use data in a table to create a chart.

To use table data to create a chart

1. Create a table.
2. Insert the desired data into the cells.
3. Select the cells containing the data for the chart.
4. Choose Edit/Copy.
   The data is copied to the Windows Clipboard and Ami Pro uses it when you create the chart.
5. Choose Tools/Charting.

See also:

Tables Contents
Creating a Chart

To create a table that matches the specifications of the form, you need to plan ahead. You should:

- Count the number of columns and rows you'll need for the form.
- Measure the width of each column.
- Measure the height of each row.

To create a table for a form

1. Choose Tools/Tables.
2. Specify the number of columns and rows.
3. Choose Layout.
4. Specify the default width and height for the columns and rows in the table. If the column widths and row heights for the form vary, choose the most common settings. You can change the sizes of selected columns and rows after the table is created.

   If you are creating a table that prints text on a pre-printed form, you may want to disable Automatic in the Modify Table Layout dialog box. Once Automatic is disabled, you can specify the desired measurement for the height of a row.
5. Choose OK to return to the Create Table dialog box.
6. Choose OK to return to the document.

You can modify the column and row sizes and add lines around the cells.

Adding text to the form

Normally you have two types of text in a table: label text and variable text. Label text is text you want to appear on every form (for example, Name, Address, and so on.) Variable text is the particular data you type when you fill in the form (for example, Bill Jones, 123 Main Street). You enter both types of text the same way.

See also:

You can protect the cells containing label text from being edited.

To protect cells containing label text
1. Type all the label text in separate cells.
2. Select the cells.
3. Choose Table/Protect.
4. Repeat steps 2 - 3 for all the label cells.
5. Choose Table/Modify Table Layout.
6. Select Honor protection in the Options box.
7. Choose OK.

   Ami Pro does not allow you to place the insertion point into the protected cells until you deselect Honor protection.

See also:

Tables Contents
Protecting Cells
Unprotecting Cells

Ami Pro can print the form without printing the label text.

To print a form without printing label text

 1. Choose Table/Modify Table Layout.
 2. Deselect Honor Protection.
 3. Choose OK.
 4. Select the cells that contain the label text.
 5. Choose Edit/Mark Text.
 6. Choose Protected Text.
 7. Repeat steps 4 - 6 for all label cells.
 8. Choose File/Print.
 9. Choose Options.
10. Select On preprinted form.

    This prevents any text you marked as protected and any Lines or Color you specified in the table from printing on the form.
11. Choose OK to return to the Print dialog box.
12. Choose OK to start the print job.

    You can select Honor protection again if you want to continue to protect the label text from being edited.

See also:

Tables Contents

There are two ways you can save a form for future use. You can:

- Save the form as you would any Ami Pro document.
- Save the form as a style sheet selecting With contents.

    You can use the form style sheet each time you want to place data in the form. Choose File/New, select the form style sheet, select With contents, and choose OK.

    Ami Pro displays the form on the screen, ready for you to enter the variable text. This method allows you to complete and print a form without altering the original.

    If you need to make changes to the form or the label text, you can edit the form and then save it as a style sheet again, selecting With Contents.

See also:

Tables Contents
Creating, Saving, and Displaying an Ami Pro Document Contents
Saving As a Style Sheet

Understanding Text Formatting and Text Enhancements

Use SmartIcons, the status bar, or the Text menu to change the text you select and override the settings for the paragraph style assigned to the text.

Applying a Font to Selected Text

Modify the typeface, size, and color of selected text.

Applying an Alignment to Selected Text

Left align, right align, center, or justify selected text.

Applying an Indention to Selected Text

Indent all lines, the first line, or the remainder of the lines in a selected paragraph, or use any combination of those indentions.

Applying Line Spacing to Selected Text

Modify the line spacing of selected text.

Applying Attributes to Selected Text

Bold, italicize, underline, and capitalize selected text.

Applying Special Effects to Selected Text

Apply special text enhancements such as superscript, subscript, double underline, strikethrough characters, and overstrike characters to selected text.

Removing Text Formatting and Enhancements

Remove all text formatting and text enhancements you previously applied to text at one time.

Using Fast Format for Selected Text

Extract text formatting information from selected text and then apply that formatting to other main document text, table text, or text in a text frame.

Using a Bullet

Insert a bullet anywhere in the current document or remove a bullet you previously inserted.

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You can change the way text appears in a document. If you need to modify just a few words or phrases, or you need to use two fonts within the same paragraph, you can use SmartIcons, the Face and Point Size buttons in the status bar, or the Text menu. These types of changes affect only the specific words or phrases you select and override the settings for the paragraph style assigned to the text.

You can also modify all text using a particular paragraph style.

You can specify the text formatting and text enhancements you want to apply to selected characters, words, phrases, or paragraphs. Text formatting is any typeface, point size, color, attribute (bold, italic, underline, word underline), capitalization, or special effect you apply to selected text using either SmartIcons, the status bar, or the Text menu. Text enhancements include any alignment, indention, or spacing you apply to selected text using either SmartIcons or the Text menu.

You can apply text formatting and enhancements to existing text. You can also apply text formatting and enhancements as you type by either clicking SmartIcons or choosing the Text menu and selecting the desired commands. Any subsequent text you type displays with the formatting and enhancements you selected.

In addition, once you apply text formatting to text, you can extract that formatting and quickly apply it to other text using Fast Format.

Several text formatting and enhancement commands are toggles. You can switch between adding and removing the formatting and enhancements by clicking the SmartIcons or choosing the Text menu and selecting the desired command.

When the insertion point is on text that has been modified using SmartIcons, the status bar, or the Text menu, a check mark appears beside the appropriate menu item when you access the Text menu.

You can quickly remove all text formatting and enhancements applied to text by selecting the text and choosing Text/Normal. Ami Pro displays the selected text using the paragraph style settings.

See also:

Text Formatting Contents
Applying a Font to Selected Text

You can modify the typeface, size, and color of selected text.

The fonts available in Ami Pro depend on the fonts available to your printer. If the name on the Face button in the status bar appears in red (gray on a monochrome monitor) when you select text, and the Point Size button does not react when you click it, the typeface assigned to the text is not available to your printer. You should change to a face and size that is available.

To apply a font

1. Select the text you want to modify.
2. Choose Text/Font.

    Shortcut: Click the Face button in the status bar and select the desired face to apply that typeface. Click the Point Size button and select the desired size to apply that point size.
3. Select the desired Face.
4. Specify the desired Size.
5. Specify the desired color.

    You can specify a custom point size if the Points option is not dimmed.
6. Choose OK.

    Ami Pro displays the selected text in the specified face, size, and color.
7. If you want to revert to the font settings in the paragraph style, choose Text/Font, select Revert to style, and choose OK.

See also:

Text Formatting Contents
Selecting Text
Using the Status Bar
Modifying a Paragraph Style
Using Fast Format for Selected Text

You can left align, right align, center, or justify selected text.

Ami Pro aligns entire paragraphs. Even if you select only a part of the paragraph, the entire paragraph uses the alignment you choose.

To apply an alignment

1. Select the text you want to modify.

    Shortcut: Hold CTRL and press L for left, E for center, R for right, or J for justify to align the text.

2. Choose Text/Alignment.

3. Choose the desired alignment.

    Left
    Aligns the selected text at the left margin.

    Center
    Centers the selected text between the left and right margins.

    Right
    Aligns the selected text at the right margin.

    Justify
    Aligns the selected text at both the left and right margins.

4. Choose OK.

    Ami Pro displays the selected text with the specified alignment.

5. If you want to return to the alignment specified in the paragraph style, select the text, choose Text/Alignment, and then select the alignment that displays with a check mark beside it.

See also:

Text Formatting Contents
Selecting Text
Modifying a Paragraph Style
Using Fast Format for Selected Text

You can use SmartIcons or the Text menu to indent all lines, the first line, or the remainder of the lines in a selected paragraph, or use any combination of those indentions.

Ami Pro indents entire paragraphs. Even if you select only a part of the paragraph, the entire paragraph uses the indention you specify.

When you use SmartIcons to indent text, Ami Pro automatically indents in increments of .5 inches or 1 centimeter depending upon the unit of measurement specified in the page layout.

To apply an indention using SmartIcons

- Click the icon button to indent all lines of a paragraph from the left margin by .5 inches or 1 centimeter.
- Click the icon button to indent only the first line of the paragraph by .5 inches or 1 centimeter.
- Click the icon button to indent all lines of a paragraph except the first line by .5 inches or 1 centimeter.

If you want to indent a paragraph another .5 inches or 1 centimeter, click the desired icon button again.

To apply an indention using the Text menu

1. Select the text you want to modify.
2. Choose Text/Indention.
3. Select inches, centimeters, picas, or points as the unit of measurement.

   A pica equals 1/6 of an inch. A point equals 1/72 of an inch.
4. Specify the desired Indent options.

   All
   Indents all lines of the paragraph from the left margin by the amount you specify.

   From right
   Indents all lines of the paragraph from the right margin by the amount you specify.

   First
   Indents only the first line of the paragraph by the amount you specify.

   Ami Pro adds the amount you specify in First to the amount you specify in All to indent the first line of text.

   Rest
   Indents all lines of a paragraph except the first line by the amount you specify.

   Ami Pro adds the amount you specify in Rest to the amount you specify in All to indent the remaining lines of text.
5. Choose OK.

   Ami Pro displays the selected text with the specified indention.
6. If you want the selected text to revert to the indention specified in the paragraph style, choose Text/Indention, select Revert to style, and choose OK.

See also:

Text Formatting Contents
Modifying a Paragraph Style
Selecting Text
Using Fast Format for Selected Text

You can modify the line spacing for selected text.

Ami Pro spaces entire paragraphs. Even if you select only a part of the paragraph, the entire paragraph uses the spacing you specify.

To apply line spacing

1. Select the text you want to modify.
2. Choose Text/Spacing.
3. Select inches, centimeters, picas, or points as the unit of measurement.
4. Specify the desired Spacing.

   Single
   Displays the selected text with single line spacing.

   1 1/2
   Displays the selected text with one and one half line spacing.

   Double
   Displays the selected text with double line spacing.

   Custom
   Displays the selected text with the spacing you specify.

5. Choose OK.

   Ami Pro displays the selected text with the specified spacing.

6. If you want the selected text to revert to the spacing specified in the paragraph style, choose Text/Spacing, select Revert to style, and choose OK.

See also:

You can quickly bold, italicize, underline, and capitalize selected text. The available attributes depend on the fonts available to your printer.

To apply attributes

1. Select the text you want to modify.

   Shortcut: Hold CTRL and press the first letter of the desired attribute: N, B, I, U, or W to apply that attribute.

2. Choose the Text menu.

3. Select the attribute you want to apply.

   Normal
   Removes all text formatting and enhancements applied using SmartIcons, the Text menu, or the status bar. The selected text reverts to the settings in the paragraph style.

   Bold
   Emphasizes the selected text.

   Italic
   Italicizes the selected text.

   Underline
   Underlines the selected text, including spaces between words.

   Word Underline
   Underlines the selected text and leaves any spaces between words without an underline.

   Caps
   Capitalizes the selected text using the type of capitalization you specify. If you remove a caps enhancement, the text reverts to the case specified in the paragraph style.

   Upper Case
   Capitalizes all selected letters.

   Lower Case
   Changes all selected letters to lower case.

   Initial Caps
   Capitalizes the first letter of selected words.

   Small Caps
   Capitalizes all selected letters with small caps. Ami Pro converts the original upper case text (the first character in each selected word) to the standard size upper case for the specified font, and converts all lower case letters to a font 7/10 the size of the original font.

   If your printer cannot print small caps in the exact size, Ami Pro uses the closest equivalent.

   Ami Pro displays the selected text with the selected attribute.

4. If you want to remove a single text attribute, select the text, choose the Text menu, and select the attribute that displays with a check mark beside it. If you want to remove all text formatting and enhancements, choose Text/Normal.

See also:

Text Formatting Contents
Selecting Text
Modifying a Paragraph Style
Using Fast Format for Selected Text

You can apply special text enhancements such as superscript, subscript, double underline, and strikethrough and overstrike characters to selected text.

To apply special effects

1. Select the text you want to modify.
2. Choose Text/Special Effects.
3. Select the desired special effect.

Superscript
Places selected text just above the surrounding text, using a font 7/12 the size of the original font. Superscripts are used in footnotes.

Subscript
Places selected text just below the surrounding text, using a font 7/12 the size of the original font.

You can use Equations to create mathematical equations containing superscripts and subscripts.

Double underline
Places two lines under selected text.

Strikethrough
Displays and prints a straight line through selected text.

Overstrike character
Displays and prints the character you type in the text box on top of selected text. You can type any character in the ANSI or ASCII character set.

The character you specify as the overstrike character uses the same font as the selected text.

4. Choose OK.

Ami Pro displays the selected text with the selected special text enhancement.

5. If you want to remove Special Effects, select the text, choose Text/Special Effects, deselect the enhancement, and choose OK.

See also:

Text Formatting Contents
Using the Equation Icons
Modifying a Paragraph Style
Selecting Text
Using Fast Format for Selected Text

You can remove all text formatting and enhancements you previously applied to text at one time.

To remove all text formatting and enhancements
 1. Select the text from which you want to remove all text formatting and enhancements.
 2. Choose Text/Normal.
   Keyboard: Press CTRL+N.

   Ami Pro displays the selected text using the paragraph style settings.

See also:

   Text Formatting Contents
   Modifying a Paragraph Style
   Selecting Text
   Using Fast Format for Selected Text

You can use Fast Format to extract text formatting information from selected text and then apply that formatting to other main document text, table text, or text in a text frame. Text formatting is any typeface, point size, color, attribute (bold, italic, underline, word underline), capitalization, or special effects you applied to selected text using either SmartIcons, the status bar, or the Text menu.

You can also use Fast Format to extract paragraph style formatting information.

You must have a mouse to apply the formatting you extract using Fast Format.

To use Fast Format for selected text

1. Select the text that has the desired text formatting.
2. Choose Text/Fast Format.

   Ami Pro changes the mouse pointer to a paint brush and extracts any text formatting information. If you did not apply a font using either SmartIcons, the status bar, or the Text menu, Ami Pro extracts the font information contained in the paragraph style.

   If you select an entire paragraph, Ami Pro displays the Fast Format dialog box. Select Only text font and attributes and choose OK.
3. Select the text to which you want to apply the text formatting and release the mouse button.

   The text appears with the formatting you applied.

   Ami Pro adds text formatting to any formatting you previously applied. For example, if you extract the bold attribute and apply it to italicized text, the text appears both bold and italicized.
4. If you want to apply the extracted text formatting to other text, repeat step 3.
5. When you no longer want to apply the text formatting, choose Text/Fast Format.

   Keyboard: Press ESC.

   Ami Pro changes the mouse pointer to an I-beam.

See also:

Text Formatting Contents
Assigning a Paragraph Style Using Fast Format
Selecting Text

You can insert a bullet anywhere in the text. You can use bullets prior to text in several consecutive paragraphs, or insert a bullet in the middle of a paragraph.

If you want a bullet to precede all text assigned a particular paragraph style, you can specify the bullet as part of that paragraph style.

To insert a bullet

1. Place the insertion point where you want to insert a bullet.
2. Choose Edit/Insert.
   Shortcut: Click the Insert bullet icon and select the desired options in the dialog box.
3. Choose Bullet.
4. Select the desired bullet style.
5. Choose OK.
   Ami Pro inserts a bullet at the location of the insertion point.

To remove a bullet

You can remove an inserted bullet by:

- Placing the insertion point immediately before the inserted bullet and pressing DEL.
- Placing the insertion point immediately after the inserted bullet and pressing BACKSPACE.

See also:

Text Formatting Contents
Modifying Paragraph Style Bullets and Numbers

Using Revision Marking

Keep track of the insertions and deletions you make to main document text, headers, footers, footnotes, text in tables, and text in frames.

Enabling Revision Marking Mode

Keep track of the insertions and deletions you make by enabling revision marking mode

Specifying Revision Marking Options

Specify the attributes and colors you want to use for intentions and deletions, and the indicator you want to display in the margin on any lines that contain text insertions or deletions.

Marking Text as a Revision Insertion

Mark text you inserted into the current document with the revision insertion attribute and color.

Implementing Revisions

Review, accept, or cancel the changes you made in a document.

Comparing Documents

Compare the main document text in the current version of a document with the main document text in a backup copy of that document, or compare two documents that contain similar information.

Understanding Notes

Use Notes to insert messages or comments into a document.

Inserting a Note

Insert a note into main document text, a table, a text frame, a header, a footer, or a footnote.

Displaying a Note

Display a note to read its contents.

Editing a Note

Edit a note by inserting, deleting, cutting, copying, or typing the desired text.

Removing a Note

Remove a note when the insertion point is on the note mark or in the Note window.

Printing Notes

Print notes when you print the document that contains the notes.

You can use Revision Marking to keep track of the insertions and deletions you make to main document text, headers, footers, footnotes, text in tables, and text in frames. Revision Marking also keeps track of any columns and rows you add or delete in a table, and any frames you insert or delete.

You can mark insertions manually or you can change to Revision Marking mode and let Ami Pro automatically mark insertions and deletions as you make them. Either way, you can specify the attributes and colors you want to use for insertions and deletions.

You must enable Revision Marking mode for each document you want to edit. The status bar displays Rev if Revision Marking mode is enabled for the current document.

When you finish editing a document, you can review, accept, or cancel the revisions.

You can also prevent someone else from saving changes to a document by locking the document for revision marking.

See also:

Tracking Revisions Contents
Using Doc Info
Enabling Revision Marking Mode
Specifying Revision Marking Options
Marking Text as a Revision Insertion
Implementing Revisions
Comparing Documents

You can enable revision marking mode if you want Ami Pro to keep track of the insertions and deletions you make.

To enable revision marking mode

1. Make the document you want to edit the active window.

   Shortcut: Click the Typing mode button in the status bar until Rev displays to enable revision marking mode.

2. Choose Tools/Revision Marking.

3. Select Mark revisions.

4. Choose OK.

   Ami Pro displays Rev in the status bar.

See also:

You can specify the attributes and colors you want to use for intentions and deletions, and the indicator you want to display in the margin on any lines that contain text insertions or deletions.

To specify revision marking options

1. Choose Tools/Revision Marking.

2. Choose Options to specify how any insertions and deletions you make should display.

3. Specify the desired attribute for any text you delete.

   No attribute
   Displays the text you insert the same as the original text.

   Bold
   Emphasizes the text you insert.

   Italic
   Italicizes the text you insert.

   Underline
   Underlines the text you insert, including spaces between words.

   Double underline
   Displays two lines under the text you insert, including spaces between words.

4. Select the desired attribute for any text you insert.

5. Specify the color for any text and frames you insert.

   No attribute
   Displays the text you delete the same as the original text.

   Strikethrough
   Displays a straight line through the text you delete.

   Overstrike character
   Displays the character you type in the text box on top of the text you delete. You can type any character in the ANSI or ASCII character set.

6. Specify the color for any text and frames you delete.

   If you select No Attribute for the text you insert or delete, it may be difficult to distinguish insertions and deletions from the original text. You can specify a color to make the edited text stand out.

7. If you want an indicator to display in the margin on any lines that contain text insertions or deletions, specify the desired Revision Mark.

   None
   No marks display in the margin.

   Revision bars
   Displays a vertical line in the margin on any lines where you make text insertions or deletions.

   Revision character
   Displays the character you type in the text box in the margin on any lines where you make text insertions or deletions. You can type any character in the ANSI or ASCII character set.

8. If you want to specify the position where the character you specified should display, select the desired Position in the margin.

   Left
   Displays the bar or character in the left margin on all pages in the document.

   Right
   Displays the bar or character in the right margin on all pages in the document.

   Rt/Left
   Displays the bar or character in the right margin on right pages and in the left margin on left pages in

the document.

9. Choose OK to return to the Revision Marking dialog box.

10. Select Mark Revisions to enter Revision Marking mode.

11. Choose OK to return to the document.

12. Make the desired changes to the document.

    If you select any text or frame that is marked for insertion and press DEL or choose Edit/Cut, Ami Pro deletes the text or frame and its contents. They are not marked for deletion.

    Ami Pro marks the text you insert and delete, including text in frames, with the attributes and colors you specified. It marks the frames you insert with a "+" and the frames you delete with an "x". The "+" and "x" display in the colors you specified, or in black if you did not specify any colors.

    Ami Pro only marks frames you insert and delete. It does not mark frames you modify by changing the frame layout or scaling the picture. Ami Pro also does not mark any paragraph style changes.

    If you selected an Undo level greater than none, you can Undo an insertion or deletion.

See also:

If you edit a document and then decide you want to keep track of the insertions you made, you can manually mark any text you inserted.

To mark text as a revision insertion
1. Select the text you inserted into the document.
2. Choose Edit/Mark Text.
3. Choose Revision Insertion.
   The text appears with the specified revision marking colors and attributes.
   You can specify the desired colors and attributes for inserted text.

See also:

Tracking Revisions Contents
Specifying Revision Marking Options
Using Revision Marking
Enabling Revision Marking Mode
Implementing Revisions
Comparing Documents

After editing the document, you can review, accept, or cancel the changes. Ami pro checks all main document text, headers, footers, and footnotes from the beginning of the document.

To quickly implement Revisions for one or more paragraphs, select the text before choosing Tools/Revision Marking. Ami Pro checks just the selected text.

To implement revisions

1. Choose Tools/Revision Marking.

2. If you want Ami Pro to implement all the changes you made to the document, choose Accept All Rev.

3. If you want Ami Pro to undo all the changes you made to the document, choose Cancel All Rev.

   If you globally accept or cancel all revisions, you cannot use Undo to restore those changes.

4. If you want to review each change before you accept or cancel it, choose Review Rev.

   Ami Pro checks for frames that were inserted or deleted, for tables where columns or rows were inserted or deleted, and then for insertions and deletions within existing text, frames, and tables.

   Ami Pro selects an insertion or deletion and displays the Review Revision Marking dialog box.

5. Specify whether you want to accept, cancel, or skip the revision.

   If the text or frame is marked for insertion, Ami Pro displays Accept This Insertion and Cancel This Insertion command buttons. If the text or frame is marked for deletion, Ami Pro displays Accept This Deletion and Cancel This Deletion command buttons.

   Accept this Insertion or Deletion
   Ami Pro implements the revision. The text or frame is inserted into or deleted from the document.

   Cancel this Insertion or Deletion
   Ami Pro removes the mark for insertion or deletion. The text or frame marked for insertion is deleted from the document. The text or frame marked for deletion remains in the document.

   Skip
   Ami Pro skips the text or frame. The current revision mark remains so you can review the revision at another time.

6. Repeat step 5 for each revision.

   If you close a document while Revision Marking is enabled, the next time you open the document Ami Pro displays a message asking if you want to enter Revision Marking mode.

See also:

Tracking Revisions Contents
Using Revision Marking
Specifying Revision Marking Options
Marking Text as a Revision Insertion
Comparing Documents

You can use Doc Compare to compare the main document text in the current version of an Ami Pro document with the main document text in a backup copy of that document, or to compare two documents that contain similar information. In addition, if you gave an Ami Pro document to two people to edit and now you want to incorporate all the changes into one document, you can use Doc Compare to do so.

You cannot use Doc Compare in a macro file.

When Ami Pro compares two documents, it checks the text in both documents and integrates only the differences into the current document. All text differences display as revision insertions and deletions with the specified revision marking colors and attributes.

Doc Compare compares only the main document text in the two documents.

To compare two versions of a document

1. Make one of the documents you want to compare the active window. This document becomes the source document.

   Usually this is the most recent version of the document.

2. Choose Tools/Doc Compare.

3. Specify the drive and directory for the second document.

4. Specify the name of the file you want to compare with the current document.

   The document you specify becomes the compared document.

5. Choose OK.

   Ami Pro integrates any differences between the two documents into the source document.

   Ami Pro displays the differences between the two documents. Any text in the source document that is different than text in the compared document displays as revision inserted text. Any text in the compared document that is different than text in the source document displays as revision deleted text.

6. Choose Tools/Revision Marking.

7. Choose Review Rev to review the differences between the two documents.

When you finish reviewing the document, you can save the document with or without the revision marks or you can revert to the original document.

- If you want to save the changes to the current document, choose File/Save.

- If you do not want to save the changes to the current document, choose File/Revert to Saved.

- If you want to save the changes to another document, choose File/Save As.

   The original document remains the same as it was prior to using Doc Compare. The new document contains the changes.

See also:

Tracking Revisions Contents
Specifying Revision Marking Options
Implementing Revisions
Saving an Untitled Document
Undoing One or More Actions
Saving a Document Under Another Name or to Another Location
Using Revision Marking
Enabling Revision Marking Mode
Marking Text as a Revision Insertion

Ami Pro provides a powerful Notes function. One or more users can insert messages or comments into a document. The notes can then be read, revised, or removed by any other person who displays or prints the document.

You can prevent another person from editing your document except for adding notes.

You can edit notes. In addition, you can cut or copy text from a document into a note, from a note into the main document text, or from one note to another.

To make Notes effective, especially in a multi-user environment, each user should:

- Choose Tools/User Setup, specify the desired initials and color for the notes he or she creates, and select Display initials in text.

- Choose View/View Preferences and select Notes so that note marks are visible in the document.

See also:

Tracking Revisions Contents
Using Doc Info
Setting User Setup Defaults
Setting View Preferences
Inserting a Note
Displaying a Note
Editing a Note
Removing a Note
Printing Notes

You can insert a note into main document text, a table, a text frame, a header, a footer, or a footnote.

If you want to copy text from the document into the note, select the text and choose Edit/Copy before you create the note.

Ami Pro numbers the notes in the document. Notes in the main document text are numbered separately from notes in tables and text frames. Notes in headers, footers, and footnotes are numbered as zeros.

To insert a note

1. Place the insertion point where you want to insert the note.

   You should insert the note into existing text. If you place the note in an area where you are inserting text, the note moves as you insert text before it.

2. Choose Edit/Insert.

   Shortcut: Click the Insert note icon and type the text.

3. Choose Note.

   If you specified your initials in the User Setup, your initials display in the Note window in addition to the date and time.

   You can copy or move note text into the main document text or into another note. Press SHIFT+DEL or CTRL+X to cut the note text, or press CTRL+INS or CTRL+C to copy the note text. Press SHIFT+INS or CTRL+V to paste the text.

4. To return to the main document text, press ESC.

   Mouse: Click outside the Note window.

   Ami Pro places a note mark in the text and automatically renumbers any subsequent notes in the document. You can see the note mark if you choose View/View Preferences and select Notes.

See also:

Tracking Revisions Contents
Setting User Setup Defaults
Understanding Notes
Displaying a Note
Editing a Note
Removing a Note
Printing Notes

You can display a note to read its contents.

To display a note

You must display a note to read or edit its contents.

1. Choose Edit/Go To.

   Shortcut: Double-click the note mark in the text to display the note.

2. Select Note in the Next item list box.

3. Choose Go To ^H.

   Ami Pro displays the contents of the note. The author's initials, the note number, and the date and time the note was created or last edited appear in the Note title bar.

   Ami Pro calculates the note numbers based upon the total number of notes in the document that precede the displayed note, including notes inserted by other people.

See also:

Tracking Revisions Contents
Understanding Notes
Inserting a Note
Editing a Note
Removing a Note
Printing Notes

You can edit a note by inserting, deleting, cutting, copying, or typing the desired text.

You can edit any note in a document.

To edit a note

1. Display the note you want to edit.
2. Edit the note by inserting, deleting, cutting, copying, or typing the desired text.

    Press SHIFT+DEL or CTRL+X to cut the text. Press CTRL+INS or CTRL+C to copy the text. Press SHIFT+INS or CTRL+V to paste the text.

3. To return to the main document text, press ESC.

    Mouse: Click outside the Note window.

See also:

   Tracking Revisions Contents
   Understanding Notes
   Removing a Note
   Printing Notes

You can remove a note when the insertion point is on the note mark or in the Note window. Ami Pro automatically renumbers all subsequent notes in the document.

To remove a note without displaying the Note window

1. Place the insertion point on the note mark for the note you want to delete.

    Choose View/View Preferences and select Notes to display note marks in the document.

2. Press DEL.

    Ami Pro displays a message asking if you want to continue. Choose Yes to delete the note.

To remove a displayed note

3. Access the Control menu box in the Note window.

    Keyboard: Press ALT+SPACEBAR.

4. Choose Remove This Note.

    Ami Pro removes the note from the document.

To remove all notes in a document

5. Display any note in the document.

6. Access the Control menu box in the Note window.

7. Choose Remove All Notes.

    If you remove all notes, you cannot use Undo to restore the notes. Ami Pro removes all the notes in the document, regardless of their authors.

See also:

Tracking Revisions Contents
Understanding Notes
Editing a Note

You can print notes when you print the document that contains the notes

To print notes

1. Choose File/Print.
2. Choose Options.
3. Select With notes.

    Ami Pro does not print notes if you select Reverse order.
4. Choose OK to return to the Print dialog box.
5. Choose OK to print the document and notes.

Ami Pro prints notes in the following manner:

-   Ami Pro prints the number of the note in square brackets in any location in the text where a note exists.
-   If you specified initials in the User Setup, Ami Pro prints the author's initials prior to each note number.
-   On separate pages after the last page in the document, Ami Pro prints the number, initials, and contents of each note. Ami Pro uses the font specified in the current Body Text paragraph style for the notes.

    Ami Pro prints the word "Page" and the page number that contains the notes prior to the note numbers, initials, and contents that exist on that page.

See also:

Tracking Revisions Contents
Understanding Notes
Printing the Current Document

Lotus Ami Pro 3.0 makes power word processing so easy that it is fun. Because the user interface gives you direct control of your document, Ami Pro enables you to do more than you ever thought possible--in less time.

With release 3.0 of Ami Pro, Lotus is once again setting the standard for today's word processors. The design for Ami Pro 3.0 was based on the findings of extensive usability analysis. The result is the best-designed word processor for Windows--a perfect blend of word processing tools and power easily accessible through an intuitive user interface.

With a focus on day-to-day word processing needs, Ami Pro 3.0 adds features, such as Fast Format, Drag & Drop, Envelope printing, SmartMerge, and SmartIcon enhancements, that give you direct access to all of its features and functions. The following are descriptions of some of the new features in Ami Pro 3.0:

Drag & Drop

Fast Format

Enhanced SmartIcons

Right Mouse Button

SmartMerge

Envelope Printing

Label Printing

Automated Style Sheets and Viewer

Document Viewer

Clean Screen

Grammar Checker

Enhanced Macros

QuickStart Tutorial

Context Sensitive Help

Bullets

Table of Authorities

Other Enhancements

In Ami Pro 3.0, you now have the ability to move text by dragging and dropping it in the desired location. Simply select some text, drag the mouse to the new location, and drop the text. You can Drag & Drop a word, paragraph, cell, row, or column. In addition, you can copy the desired text (anywhere in your document) by holding down the control key while Drag & Drop is activated. And of course, you can still drag and drop frames and wrap text around them, as you could in Ami Pro 2.0.

See also:

For Upgraders Contents
Using Drag & Drop to Move or Copy Text

Fast Format gives you a direct and easy way to extract formatting information assigned to text and apply it to other text in a document. First, format text the way you like it, then select that text and click on the Fast Format SmartIcon. Your mouse pointer changes to the Fast Format arrow. You can apply the extracted formatting information to other text with a stroke of the mouse. It is that easy. With Fast Format you can quickly apply text formats and paragraph styles throughout your document--in main body text, headers/footers, tables, text frames, etc.--with fewer keystrokes than ever before.

See also:

For Upgraders Contents
Using Fast Format for Selected Text

The SmartIcons in Ami Pro 3.0 are even more powerful and easier to use than the SmartIcons in Ami Pro 2.0. First, you can quickly and easily rearrange your SmartIcon set directly on your screen by simply holding down the control key and dragging the mouse to the desired location. Second, you can group similar types of SmartIcons on the screen by inserting blank spacers between groups. Third, you can now create your own custom icons with Ami Pro 3.0's built-in icon editor and then save the icon with a macro for fast and easy customization of your Ami Pro environment. Finally, with Ami Pro 3.0 you can create and save your own custom sets of SmartIcons. These custom sets are easily accessible from the SmartIcons button on the pop-up status bar at the bottom of the screen. In fact, Ami Pro comes with 8 pre-configured SmartIcons sets--Default, Editing, Graphics, Long Documents, Macro Goodies, Proofing, Tables, and Working Together--which you can use in conjunction with your own sets when performing common word processing tasks.

See also:

Ami Pro 3.0 has one-click access to dialog boxes which enable you to modify paragraph styles, page layout, and frame layout. For example, all you need to do to change the look of a paragraph style is press the right mouse button while the insertion point is located in text. The Modify Style dialog box displays on the screen. Press the right mouse button when the mouse pointer is any where in the margin of the document, and you have quick access to the Modify Page Layout dialog box. And, for an easy way to modify the look of a frame, press the right mouse button when the mouse pointer is on a selected frame to bring up the Modify Frame Layout dialog box.

See also:

The Ami Pro 3.0 SmartMerge function will guide you through a successful merge. No more guesswork. Simply select Merge from the File menu, complete steps: 1- Select a data file; 2 - Create a merge file; and 3 - Merge and print.   It really is as easy as 1-2-3. Each time you finish a step, Ami Pro suggests the next step so that you know exactly what to do next. You can painlessly perform a merge with all of the major data file types, including 1-2-3, Paradox, dBase, Excel, DIF, and ASCII. In addition, Ami Pro 3.0 supplies a card file database front-end through which you can create and edit your own merge data files.

See also:

For Upgraders Contents
Understanding Merge

Have you ever tried to print an envelope from your word processor? Have you always retreated to your typewriter? Not any more! Ami Pro 3.0 makes printing an envelope simple. First, select the address in your letter and click on the Print Envelope SmartIcon. Second, choose the envelope size and the desired return address. Third, Ami Pro prints the envelope. You can even save several return addresses so that you do not have to retype your address every time you want to switch from your home address to your business address. In addition, you can use a merge document to print multiple envelopes.

See also:

For Upgraders Contents
Printing an Envelope

Ami Pro 3.0 comes with a style sheet for automated Avery label printing. Select the Label style sheet from the File/New dialog box and Ami Pro will prompt you for the type of label you would like to create. Choose from the entire list of Avery label types, or create your own! Then, either merge the desired data from a database, or type the label contents directly onto the label.

See also:

Ami Pro comes with over 55 professionally designed style sheets to make the creation of letters, memos, fax sheets, calendars, and more, quick and easy. Thirty-two of these style sheets are automated; when you open a new document and select one of these style sheets, Ami Pro will prompt you to enter the standard data required for that type of document. For example, in an automated letter style sheet you may be prompted for your name, the recipient's name, company name, title and address, and the salutation. You can easily create your own custom style sheets by entering the desired data into the dialog box and selecting Save As. If you do not wish to be prompted for information, you can choose to turn off the automation by deselecting Run macro while you are in the File/New dialog box. (See the Style Sheet Guide for more information on style sheets and style sheet automation.)

In addition, there is now no guesswork in finding the right style sheet for the document you are trying to create. In Ami Pro 3.0 you can choose to list your style sheets by file name or by the long description name. And if that is not enough for you to determine the right style sheet, you can preview the contents of that style sheet with the style sheet viewer by selecting the Preview check box from the File/New dialog box.

See also:

Do you often search for a certain document and have to open several before finding the right one? Ami Pro 3.0 will now save you time and aggravation by enabling you to preview any document from the Open dialog box. When you select Preview, your document displays with all of its fonts, attributes, colors, graphics and tables in a true WYSIWYG view. Once you have found the file you are looking for, you can scan through the document using the scroll bars, switch to enlarged or full page view, print it, copy text from it, or select OK to open it--all from the Document viewer.

See also:

For Upgraders Contents
Opening an Ami Pro Document

The Show Clean Screen option on the View menu gives you a quick way to maximize your editing workspace by hiding some or all of the windows controls from the Ami Pro screen. When you choose this option, Ami Pro will remove the title bar, menu, SmartIcons, status bar, and vertical and horizontal scroll bars so that you have the whole screen to view and edit your document. With a clean screen, you can continue to edit your document and access the menu using the ALT-keys on the keyboard. For example, you can press ALT+F to access the File menu. In addition, you can selectively choose which parts of the window you want to hide and which ones you want to show on the screen--giving you complete control over your editing environment.

See also:

For Upgraders Contents
Using Clean Screen

Now Ami Pro 3.0 includes a grammar checker as well as a spell checker and thesaurus! The grammar checker provides a quick way to check your documents for grammatical errors. It contains seven pre-defined sets of grammar rules and styles for different types of documents--business, legal, technical, fiction, academic, formal, and casual. You can even define your own rules and styles sets. Not only does the grammar checker indicate grammatical errors, it also provides suggestions for correcting the errors. You can edit your document to correct the error, and then resume the check.

See also:

For Upgraders Contents
Using Grammar Check

The Ami Pro macro language now has more macro functions than ever before. (For more information, choose Help/Macro Doc.) Ami Pro 3.0 also has a new and improved set of over 65 macros that come with the product. You can easily learn about these macros by running the GOODIES.SAM file and using the SmartIcons available in the Macro Goodies SmartIcon set. In addition, you can customize your Ami Pro environment through the Special Features dialog box accessible by running SPECIALF.SMM.

See also:

For Upgraders Contents
Understanding Macros

To quickly learn the basic Ami Pro functions and the new features in Ami Pro 3.0, choose Help/QuickStart Tutorial. The QuickStart Tutorial is an online tutorial that runs within Ami Pro. The tutorial contains 6 lessons--Quick Tour, SmartIcons, Tables, Frames, Styles Sheets, and What's New--none of which are over 6 minutes long. Therefore, in about a half an hour you can learn all of the basics of Ami Pro and immediately start creating great-looking documents. We encourage even current Ami Pro users to work through the tutorial. It's fun and you're sure to learn some new tricks.

See also:

For Upgraders Contents

Ami Pro 2.0 had context sensitive help. Ami Pro 3.0 goes one step further, making help even easier to access. Now each dialog box has a help button (a question mark) in the upper right corner of the title bar. This help button accesses the online, context sensitive help related to that dialog box. Of course, you can still access Help by pressing the F1 key or by choosing the desired item under the Help Menu.

See also:

For Upgraders Contents
Using Help

In addition to placing bullets in paragraph styles, in Ami Pro 3.0 you can now place bullets anywhere in your text. Place the insertion point anywhere in a word, sentence, or paragraph, and select Insert Bullet under the Edit menu. Ami Pro 3.0 displays all of the bullet types available for you to choose from. You just select the bullets you want to insert and choose OK. Ami Pro inserts the bullets at the location of the insertion point. Once you have inserted the bullets into the document, you can edit, move, copy, and paste them as regular text. You can even make the bullets as large or small as you want.

See also:

For Upgraders Contents
Using a Bullet

Ami Pro 3.0 includes a Table of Authorities feature. With one click of a SmartIcon, you can mark long and short citations throughout your document. Ami Pro links the short citations to the long ones. You can then generate the Table of Authorities, listing the similar long and short citations together and applying the attributes used in the main document. For Help on Table of Authorities, open GOODIES.SAM.

See also:

For Upgraders Contents

Table of Contents
You can generate a table of contents of up to nine levels in Ami Pro 3.0. You can also mark text in the document to be included in the Table of Contents, in addition to the entries, Ami Pro marks according to the paragraph style levels.

Footnotes
With Ami Pro 3.0, you can now insert daggers and asterisks as your footnote reference characters by changing the footnote paragraph style. As you add more footnotes, the number of daggers or asterisks increases to indicate the footnote number. As in Ami Pro 2.0, you can have the numbering restart on each page, and you can create end notes as well.

Line Numbering
Ami Pro 3.0 has improved line numbering so that it meets all legal document requirements. You can now not only number lines at evenly spaced intervals in the left margin of your document, but you can also choose to number only those lines that have text on them.

See also:

For Upgraders Contents
Using Table of Contents
Using Footnotes
Using Line Numbering

<u>Using Different Views</u>

Use views to determine the amount of the document that displays on the screen.

<u>Using Full Page View</u>

Use Full Page view to reduce the text and pictures so that you can see an entire page.

<u>Using Standard View</u>

Use Standard view to show the page in the same size as other Microsoft Windows applications.

<u>Using Custom View</u>

Use Custom view to specify how much of the page should display as a percentage of Standard view.

<u>Using Enlarged View</u>

Use Enlarged view to focus on a portion of the page so that you can see the fine details of your page layout.

<u>Using Facing Pages View</u>

Use Facing Pages view to display two facing pages side by side.

<u>Using Display Modes</u>

Learn when to use Layout, Outline, and Draft mode.

<u>Using Clean Screen</u>

Hide or display certain parts of the Ami Pro window.

<u>Displaying the Same Document in Two Windows</u>

Display a document in two windows simultaneously.

<u>Opening Multiple Documents</u>

Open up to nine documents at one time.

<u>Tiling or Cascading Multiple Windows</u>

Use Tile or Cascade to control how multiple documents display on the screen.

Views determine the amount of the document that displays on the screen. Ami Pro gives you a choice of five views:

- Full Page
- Custom %
- Standard
- Enlarged
- Facing Pages

You can specify a view by choosing the View menu and choosing the desired view.

See also:

Full Page view reduces the text and pictures so that you can see an entire page. This view is fully editable and is only available in Layout mode.

Depending on the fonts used in the document, you may not be able to read the text. However, you can see the pattern of your text and pictures and the layout of the page.

Choose View/Full Page to use Full Page view.

Keyboard: Press CTRL+D to switch between the current view and Full Page view.

Ami Pro displays a line around the page if it is difficult to distinguish the edges of the page.

See also:

View Contents

Standard view shows the page in the same size as other Microsoft Windows applications. This view is fully editable. In Standard view, you may need to use the horizontal scroll bar to simultaneously view the beginning and end of lines.

Choose View/Standard to use Standard view.

See also:

Custom view allows you to specify how much of the page should display. This view is fully editable.

You customize this view by choosing View/View Preferences and setting the Custom view level as a percentage of Standard view. You can specify a percentage between 10 and 400. If you specify 100%, the display is the same as Standard view. If you specify 200%, the display is the same as Enlarged view. Ami Pro sets the default as 91%.

Choose View/Custom to use Custom view.

See also:

Enlarged view focuses on a portion of the page so that you can see the fine details of your page layout. Enlarged view is 200% of Standard view. This view is fully editable.

Choose View/Enlarged to use Enlarged view.

See also:

Facing Pages view displays two facing pages side by side. This view is not editable and is only available in Layout mode.

If the insertion point is on page one of a document when you choose Facing Pages, Ami Pro displays pages one and two. If the insertion point is on any other page, Ami Pro displays the even-numbered page on the left and the odd numbered page on the right.

You can move the Facing Pages dialog box to another position on the screen if it covers text or a picture you want to view.

Choose View/Facing Pages to use Facing Pages view.

Choose Cancel or press ESC to return to the previous view level.

See also:

   View Contents

Ami Pro provides three display modes: Layout mode, Outline mode, and Draft mode. You can switch between them freely when a document is displayed.

The first time you load Ami Pro, the screen displays in Layout mode. You can select the mode you want to use as a

default by choosing Tools/User Setup, choosing Load, and selecting the desired mode.

To use Layout mode

Layout mode provides a WYSIWYG (What You See Is What You Get) view of a document. That is, the document displays onscreen as it will appear when it prints. The text displays in the typefaces and point sizes you specify, and with the attributes, alignment, indention, and spacing you specify. All tables, pictures, headers, footers, and footnotes appear in the document.

Choose View/Layout Mode to use Layout mode.

To use Outline mode

Outline mode provides a collapsible and expandable view of a document, and enables you to see the organization of the document. You can display all the text in a file, or just the text that uses the paragraph styles you specify. Using Outline mode, you can quickly rearrange large sections of text and create a new hierarchy for the information in the document.

Choose View/Outline Mode to use Outline mode.

To use Draft mode

Draft mode provides a less formatted view of a document than Layout mode. The text displays with enhancements and attributes, but without page breaks, headers, footers, or footnotes. Tables and text or pictures in anchored frames display in the correct locations in the document. Text or pictures in other types of frames do not appear at all.

You can edit the contents of a frame in Draft mode, but you cannot create, cut, copy, or move a frame.

You can display all text in the system font in Draft mode.

Choose View/Draft Mode to use Draft mode.

> **Keyboard:** Press CTRL+M to switch between Layout mode and Draft mode.

See also:

> View Contents
> Understanding Outline Mode
> Setting View Preferences

You can use Clean Screen to display certain parts of the Ami Pro window and hide other parts. Clean Screen also allows you to maximize the amount of the document that displays on the screen because you can make the screen look like a blank piece of paper. You can show or hide the parts of the Ami Pro application window in all modes and all views.

You can select the parts of the Ami Pro window you want to display, including the title bar, menu bar, SmartIcons, status bar, vertical scroll bar, and horizontal scroll bar. You can do this before or after you choose Clean Screen. Choose View/View Preferences, choose Clean Screen Options, and select the desired options.

You can also specify whether you want to use Clean Screen each time you load Ami Pro or display a document in another window.

To hide the parts of the Ami Pro window

Choose View/Show Clean Screen to display only certain parts of the Ami Pro window.

Ami Pro displays only the parts of the Ami Pro window that you selected in the Clean Screen Options dialog box. You can access any menu by pressing ALT+ the corresponding letter of the desired menu. If you close all the open documents, Ami Pro automatically displays the Return icon in the lower right corner of the screen.

To display the parts of the Ami Pro window

1. Press ALT+V to display the View Menu.

   Shortcut: If you selected Return icon in the Clean Screen Options dialog box, you can click the Return icon to display all the parts of the Ami Pro window.

2. Choose Hide Clean Screen.

   Ami Pro displays all the parts of the Ami Pro window.

See also:

    View Contents
    Selecting Clean Screen Options
    Setting View Preferences
    Setting Load Defaults

You can display a document in two windows simultaneously. One window contains an editable copy of the document. The other window contains a read only copy of the document.

To display the same document in two windows

1. Open a document.
2. Choose Window/New Window.

   Ami Pro displays a message indicating the document is already open. Choose OK.

   Ami Pro displays a copy of the document in a new window. The title bar of the new window indicates the document is read only.

3. If you want to make the editable copy of the document the active window, choose the Window menu and select the editable copy.

   Ami Pro makes the editable copy the active window.

   If you unintentionally edit the read only copy of the document, you can save the changes by choosing File/Save As and specifying a new file name.

4. To close the copy of the document in the active window, choose File/Close.

See also:

View Contents
Saving a Document Under Another Name or to Another Location
Changing File Attributes

You can open up to nine documents at one time. You can use cut, copy, and paste to copy and move information between documents.

To open multiple documents

1. Open a document.

2. Repeat step 1 for each document you want to display.

   Be sure you deselect Close current file. Otherwise, Ami Pro does not open the document in another window.

3. If you want to make a different document the active window, choose the Window menu and select the name of the desired document.

   Ami Pro makes the document you select the active window.

4. To close the document in the active window, choose File/Close.

See also:

View Contents

You can control how multiple documents display on the screen.

To tile or cascade multiple windows

1. Open the desired documents.
2. If you want to display the windows so that each document is visible, choose Window/Tile.

   Ami Pro displays the documents in smaller windows.
3. If you want to display the windows so that the documents overlap, choose Window/Cascade.

   Ami Pro displays the active window on top of all other open windows, with the title bar for each window visible.

See also:

   View Contents