Overview

Letter Writer   is an incredibly **easy-to-use Word-Processor** with standard interface so you   won' t spent time learning to use it . It is quick and   slick with functionality that matters but without the bells and whistles.

It stores   **Letters with Descriptions**, so you won' t have to remember cryptic file names to retrieve the document.

Letter Writer supports an unique feature called the **Shorthand** which allows you to store your standard constructs like the opening paras, body text, closing paras which can be pulled into your document with a click of your mouse.

Besides, it also comes with   **50 ready-to-use business letters and forms** for various occasions.

The **Spell-Checker**   gives you the option of   British   or   American   Dictionary, selected at the time of installation.

You can   include **Tables, Bitmaps and Files** into your letters and use contacts from the Address Book to **Mailmerge**. The Mail-Merge option allows seamless integration with EDESK Address Books.

Letter Writer is an companion product for EDESK - The Executive Desk

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Menu Commands

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- Tools
- Spellcheck
- Shorthand
- Date Calendar
- Time Stamp

New

Opens a new document. Saves an earlier document before opening a new document.

Open

Opens an existing Document (Letter or Form). The File Open Dialog box is displayed to select the document. In case of DLW and RTF files the brief description of each letter is displayed alongside the file name for easy identification of   the contents of the document.

Save

Saves the current Document. In case the Document is being saved for the first time the File Save Dialog box is displayed.

Save As

Displays the File Save Dialog box to specify the name of the document. The document can be stored in the Letter Writer format, ASCII Text format or the RTF (Rich Text Format) which allows you to use the document in other popular Word Processors.

In case the file is to be saved as a DLW or RTF file then a dialog box is displayed prompting for a brief description of the document.

Print

Displays the Print Dialog box. You can specify options such as the Number of Pages, Print Quality and an option to Print to a File.

Print Setup

Displays the Printer Setup Dialog box. You can select from the List of   Printers, set the Paper Orientation, Paper Size and Paper Source. By clicking on the options button the Dithering, Intensity Control and Print Quality can   be set.

Print Preview

Shows how the document will look on printing.

Exit

Exits from the Letter Writer.

UNDO

Restores the last action.

Cut

Cuts the selected text or graphics from the document.

Copy

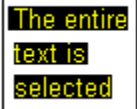Copies the selected text or graphics from the document. The original document is not altered.

Paste

Inserts the contents of the clipboard at the cursor position in the document.

Clear

Clears **the** selected text.

Deletes the selected text or graphics from the document. You cannot paste the contents again by using the Paste command, although you can retrieve the contents using the Undo Command.
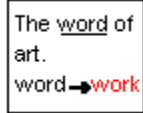
Select All

The entire text is selected

Selects the entire contents of the Document. The text, graphics and tables included in the Document are also selected.

Search

Displays a dialog box to enter the word/text to be searched in the document. You can specify if only whole words are to be checked and if the search is case sensitive   by clicking on the respective check boxes. The forward/backward/all direction of the search can also be set.

Replace

```
The word of
art.
word➡work
```

The search word is replaced by the new word. The same settings as mentioned for search are displayed. You can additionally set the global replace option by clicking on the Replace all button. The forward/backward direction of replace can also be set.

Insert Table Row

You can add additional rows to your table using this option.

Delete Table Row

You can delete rows from the table using this option.

Note : *If you are typing in a table and cannot see the cursor, then your font size is larger than the table row height.   Either decrease the font size or increase the table row height.   To add a new line inside a cell press CTRL+ENTER.*

You can change the alignment of text within a cell.   If you click in a cell and pick a new alignment, the cell contents will only be aligned as selected when you are NOT editing the cell.

To cut and paste within a cell use the Windows built in cut (Shift + Delete) and paste (Shift+ Insert).

Pictures and Input Fields cannot be placed into cells.

Unit of Measure

You can set the unit of measure of the document either in   Inches   or Centimetres (Metric). This works like a toggle.

Background Color

You can set the background color of your document by selecting the color of your choice from the dialog box.

Iconbar

You can set the Iconbar On/Off by clicking on this option.

Ruler

You can set the Ruler On/Off by clicking on this option.

Tabulator

You can set the Tabulator On/Off by clicking on this option. To set the tabs ,   click on the tabulator at the desired positions. To clear tabs simply drag them off the tabulator.

Normal

Characters are displayed in the normal mode without any attributes.

Bold

Sets the character style to bold.

Underline

Underlines the text.

Italic

Sets the character style to Italic.

Strike Thru

Sets the strike thru attribute of the font.

Superscript

Places the text a little above the normal line of text. Mark the text and click on the button shown alongside to place the text above the normal line or select this option from the Font Menu.

Subscript

Places the text a little below the normal line of text. Mark the text and click on the button shown on the left hand side to place the text below the normal line or select this option from the Font Menu.

Reduce Font

A

Reduces the point size of the font to the next available size.

Enlarge Font

A

Increases the point size of the font to the next available size.

Typespec

A dialog box is displayed which allows you to select the font to be used.   You can also select the style, size and the color of the font and set the effects ---- Underline and Strikeout.

Document

Displays the page format as defined by the printer driver. You can set the margins depending on the paper size. Once the margins are set,   the recalculated height and width are displayed.

Clicking on the printer value will show you the maximum possible printable area in the height and width columns.

You can also set the tabs for the document.
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Page Break

The dotted line indicates the page break.

Inserts a perforated line indicating the end of a page. The subsequent text is automatically shifted to the next page.

Repaginate

Repaginates the entire document.

Title

A brief description of the letter can be stored. This helps to identify the contents of the various documents easily. Titles are stored only for documents saved as   DLW or RTF files.

Headers/Footers

HEADER

This is
a sample
document.

FOOTER

A split window will be displayed. Enter the text to appear on top of each page in the document.This appears as the heading when you print the document. You may insert your company logo in the header so that it appears as a banner. Similarly you may include text to appear at the end of your document. You may include your address or a small footnote so that it appears as a footer.

You can get a print preview of the page by clicking on the preview button on the toolbar or selecting the option from the menu.

Insert File

Displays a dialog box to select a file which can be inserted into the current Document.

Insert Picture

This is similar to the Insert File command. You can include BMP, PCX, GIF, TIF, TGA and WMF Files. You can also paste a clipboard picture. The picture is inserted at the cursor position.

Insert Table

You can create a table of rows and columns to be included in the Document.

To adjust the width of a row click anywhere in the column. Move the mouse to the top table edge and the right corner of the column. A small downward pointing triangle will appear. Click the left mouse and drag left (to decrease size) or right (to increase size). As you drag a dotted line representing the new column right edge will appear. Release the mouse when the width is correct. Similarly you can adjust the height of a row by clicking anywhere in the row and moving the mouse to the left table edge and bottom corner of the row.

Insert Fields

{Name}
{Company}
{Address}

You can select the fields to mailmerge. The fields are inserted at the cursor position in your document. To insert the complete address select the label field.

You can also include dates in your document by selecting the system date field.

Merge File

You can mailmerge contacts from the Address Books of EDESK. All the Address Books are displayed in a list, click on the appropriate name to select the Address Book to merge.

Letter Writer is an companion product for Executive Desk -- the world's easiest to use PIM from SOFTPLUS.

If you require further information on EDESK send an email to:

USA/Canada: softplus@compuserve.com
UK/Europe: john@soft-plus.demon.co.uk
Elsewhere: softplus@usa.net

Web: www.linax.ch/edesk
Web: ourworld.compuserve.com/homepages/softplus
Web: www.soft-plus.demon.co.uk

Merge View

Ann Bevon
Brightspark
Australia

The merged fields are replaced with the actual data from the database. You can get a glimpse of the mailmerged document by clicking on this option. One document will be displayed at a time, you can however, continue to view, skip or exit from the view option when desired.
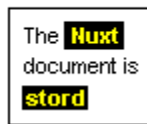
Merge Print

This is similar to the view option. The merge fields are replaced with the actual data from the database and the output is directed to the selected printer.

Note : *When the mailmerge fields are inserted in blank lines, they are suppressed if the field contents are blank. If they are embedded in between text then the mailmerge fields are not suppressed even if the field contents are blank.*

Note : *Selective mailmerge can be done by first selecting the contacts and creating a subset of the Address Book. Select this file from the Merge File list.*

Spellcheck

The document is checked for any spelling errors. Spellchecking begins at the place where the cursor is located in the document. The misspelled word is highlighted and the matching words found in the dictionaries are displayed in the suggestion list.You can select a word from this list and replace the mis-spelled word with it.

There are two types of dictionaries - Standard Dictionary and Custom Dictionary. The standard dictionary - LWRITER.VTD is provided with the Letter Writer. You can create your own custom dictionaries to suit different applications and documents.

For example, MEDICAL.DIC, LEGAL.DIC etc.

The custom dictionaries created in Letter Writer are compatible with Microsoft Word for windows and the custom dictionaries created in Microsoft Word for windows can be used in Letter Writer.

You can add words to the custom dictionary by clicking on the Add To Custom button. All such words will then be treated as correctly spelled in subsequent spellchecking sessions.

Note : *Tables are treated as objects and the text in the tables cannot be spell checked.*

Shorthand

Sincerely yours,
How are you?
With warm regards,

You can store frequently used phrases and sentences as shorthand messages. Click on the shorthand button on the toolbar or select the option from the Tools Menu.

In the shorthand mode, you can click on the toolbar buttons to enter a new Shorthand.   Enter the short description in the list box and the text to be included in the edit box.

You can   align the shorthand text and set the attributes and style of the text.

Once the shorthand is entered, click on the save button to store the shorthand for further use.

You can maintain a specific list of the shorthands by deleting the redundant shorthand using the delete button.

Click on the button shown alongside to insert the shorthand at the cursor point in the Main Document.

Insert Date Stamp

Click on this button on the toolbar to insert the date into your documents.
The date format depends on the country setting in the control panel.

Insert Time Stamp

Click on this button on the toolbar to insert   time into your documents

Font

Allows you to set the font attributes. A sub menu is displayed. The following settings can be used to enhance your document.

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MENU COMMANDS

- File
- Edit
- View
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- Normal
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- Underline
- Italic
- Strike Thru
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Note:

An arrow mark on the left hand side indicates the options selected. To deselect click again, the arrow mark disappears indicating that the attribute is removed.

Search Next

To continue search for the multiple occurrence of a particular word click on this option.

Keyboard - F3