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# File Operations

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## Opening a file

To open a file:

1. Click File.
2. Click Open to display the Open dialog box.
3. Use the Directories and Drives boxes to select the correct drive and directory.
4. Select the file from the File Name list box.
5. Click the OK button to open the file.
6. Click the Cancel button to abandon the open operation.

Only files saved in the CTIWord format with the .TEX extension can be opened.

## **Saving a file under a new name**

To save a file under a new name:

1. Click File.
2. Click Save As to display the Save As dialog box.

All files are saved in the CTIWord format with a .TEX extension.

## **Saving a file under an existing name**

To save a file under an existing name:

1. Click File.
2. Click Save.

If the file was previously opened or saved, it will be saved under the existing name. If the file still has the default name DOC1.TEX, the Save As dialog box will appear.

## Page setup

To change the page setup:

1. Click File.
2. Click Page Setup to display the Page Setup dialog box.
3. To change the page size, type the appropriate numbers in the Width and Height text boxes.
4. To change the page margins, type the appropriate numbers in the Left, Top, Right, and Bottom text boxes.
5. To change the measurement from inches to centimeters, click the appropriate button in the Measurements box.
6. Click the OK button to apply the changes.
7. Click the Cancel button to abandon the changes.

## **Printing a file**

1. Click File.
2. Click Print to display the Print dialog box.
3. To print multiple copies, type the number of copies in the Copies text box.
4. To change the print quality, select the quality from the Print Quality list.
5. Click the OK button to print the file on the default printer.
6. Click the Cancel button to cancel the print operation.
7. Click the Setup button to select a different printer, change the page orientation, select the paper size, or change the paper source.

## **Moving a CTIWord document to another word processor**

To move a CTIWord document to another word processor:

1. Open the CTIWord document.
2. Use the mouse or arrow keys to select the entire document or the portion of the document that you want to convert.
3. Click Edit, then Copy to copy the document to the Windows clipboard.
4. Press [Alt][Tab] to switch to the Windows Program Manager.
5. Start the other word processing program.
6. From the other word processing program, click Edit, Paste to paste the selected text.
7. Save the document from the other word processing program.



# Cut, copy, and paste

Copy

Cut

Paste

## **Copy**

To copy text:

1. Use the mouse or keyboard to select the text to be copied.
2. Click Edit, Copy to copy the text to the Windows clipboard.

## **Cut**

To cut text:

1. Use the mouse or keyboard to select the text to be cut.
2. Click Edit, Cut to cut the text to the Windows clipboard.

## **Paste**

To paste text:

1. Move the insertion point to the location to insert the text.
2. Click Edit, Paste to paste the text from the Windows clipboard to the document.

# Formatting

[Character formatting](#)

[Paragraph formatting](#)

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## **Character formatting**

To change the character format:

1. Use the mouse or keyboard to select the text to be formatted.
2. Click Format.
3. Click Character to display the Fonts dialog box.
4. Select the Font, Size, Attribute, and Position.
5. Click the OK button to apply the changes.
6. Click the Cancel button to abandon the changes.

## **Paragraph formatting**

To change the paragraph format:

1. Use the mouse or keyboard to select the text to be formatted.
2. Click Format.
3. Click Paragraph to display the Paragraph Format dialog box.
4. Select the line spacing, alignment, indents, and top/bottom distances.
5. Click the OK button to apply the changes.
6. Click the Cancel button to abandon the changes.

## Viewing control codes

To view control codes:

1. Click Format.
2. Click View Control Codes.

Spaces are shown as dots ·. Carriage returns are indicated with the paragraph symbol ¶.

To turn view control codes off:

1. Click Format.
2. Click View Control Codes.



## Tabs

Four types of tabs are supported. Left, right, and center tabs are used to align text to the left of a tab, to the right of a tab, and centered on a tab. The decimal tab is used to align a column of numbers at the decimal point.

To set a left tab:

1. Click the left tab button on the toolbar.
2. Click the ruler bar at the position to place the tab.

To set a right tab:

1. Click the right tab button on the toolbar.
2. Click the ruler bar at the position to place the tab.

To set a decimal tab:

1. Click the decimal tab button on the toolbar.
2. Click the ruler bar at the position to place the tab.

To set a center tab:

1. Click the center tab button on the toolbar.
2. Click the ruler bar at the position to place the tab.

# Spellcheck

To check the spelling of the document:

1. Click Tools.
2. Click Spellcheck.
3. The Word Not Found in Dictionary dialog box will appear when an unrecognized word is found in the document.
4. Click the appropriate Suggestions button to display additional suggested spellings for the word in the Not Found or Replace With text boxes.
5. Click the Ignore button to ignore the word and continue the spellcheck.
6. Click the Replace or Prompt Replace button to replace the word with the spelling shown in the Replace With text box.
7. Click the Ignore All button to ignore all occurrences of this word in the document.
8. Click the Replace All button to replace all occurrences of this word with the word in the Replace With text box.
9. Click the Options button to modify the spellcheck settings.
10. Click the Cancel Spellcheck button to cancel the spellcheck.

# The toolbar

Selecting a font

Selecting a font size

Bold

Italic

Underline

Left justification

Right justification

Centering

Full justification

Left tab

Right tab

Decimal tab

Center tab

## Selecting a font

To select a font from the toolbar:

1. Select the text to be modified.
2. Click the [down arrow] button on the font drop-down list.
3. Select the font from the list.

## Selecting a font size

Select the text to be modified.

1. Click the [down arrow] button on the font size drop-down list.
2. Select the size from the list.

## **Bold**

1. Select the text to be modified.
2. Click the Bold tool.

## **Italic**

1. Select the text to be modified.
2. Click the Italic tool.

## **Underline**

1. Select the text to be modified.
2. Click the Underline tool.



## **Left justification**

To set left justification:

1. Select the text to be modified.
2. Click the Left Justify tool.

## **Right justification**

To set right justification:

1. Select the text to be modified.
2. Click the Right Justify tool.

## **Centering**

To center text:

1. Select the text to be modified.
2. Click the Center tool.

## **Full justification**

To set full justification:

1. Select the text to be modified.
2. Click the Full Justify tool.

## **Left tab**

To set a left tab:

1. Click the left tab button on the toolbar.
2. Click the ruler bar at the position to place the tab.

## **Right tab**

To set a right tab:

1. Click the right tab button on the toolbar.
2. Click the ruler bar at the position to place the tab.

## **Decimal tab**

To set a decimal tab:

1. Click the decimal tab button on the toolbar.
2. Click the ruler bar at the position to place the tab.

## **Center tab**

To set a center tab:

1. Click the center tab button on the toolbar.
2. Click the ruler bar at the position to place the tab.



