HANDS ON • WORD PROCESSING

Windows 95



Dotty about **DOS**

Tim Phillips finds that loyal users of DOS word processors are being hard done by, tries the Win95 replacement for Write, fails to see the funny side of some Winword tips, and passes on some useful hints and macros.

ello! Is anyone out there? I'm interested to discover whether my correspondents are all Microsoft employees under assumed names, because the mail I get is unbelievably Windows-centric these days. If you have a DOS-related subject you want to mull over, write to me or mail me today — or I'll cut off your bit of the column.

One steady complaint I receive goes something like this: "I've had version 1.0 for a decade, it does everything that I want it to and I don't see why anyone wants this new-fangled Word for Windows." David Ling of Hereford points out that there's not a huge difference between his 1987 Wordcraft 3 and the Wordcraft 6 that Eric Evans wanted to upgrade a couple of months ago, and to some extent, I agree. Increasingly it seems that DOS is the choice for users who are happy with what their software does and don't particularly want to change. But while there is cheap Windows software being sold by the cartload, suppliers don't seem to have twigged that the big bucks are no longer being committed to DOS software.

I think we should see the cost of DOS packages brought down to the £50 mark. After all, few suppliers have ongoing development work to fund. In view of this, the prices for DOS word processors are astonishing. A trawl through *PCW* gave me the opportunity to buy Multimate 4.0 for £271, IBM's awful DisplayWrite 5 for a staggering £252, and JustWrite 2.0 for £159. If anyone is buying this stuff, please write and tell me why.

Well, I'm sitting pretty with all the latest bits of software on my lap, but it took me so long to set up Windows 95 that I haven't had time to evaluate them all. I'm thoroughly enjoying WinWord 7.0 though, which has some neat touches — note the wiggly line under a misspelt or unrecognised word. What with Word Pro (aka Ami Pro 4.0) doing a similar thing, this looks like the spell-check method of choice for the discerning 32-bit Windows user.

Meanwhile, I'll take you on a quick tour of the Windows 95 replacement for Write, which latterly I grew to rather like. Instead we have WordPad. WordPad isn't bad, but I can't help thinking it's an opportunity lost.

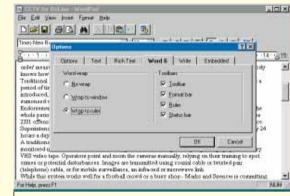
Whereas Write's font support was almost non-existent, WordPad does better by letting you use the system fonts to set size and attributes. It also has a better set of filters, allowing you to open Word 6.0, rich text format, text and Write documents,

although no non-Microsoft software filters are included.

That's hardly surprising, but I would have liked to have seen a few bells or whistles with WordPad. How about a few basic tools for letting users construct HTML? It's not that hard. (See page 271.)

Perhaps some sort of word-processing tutorial would have done the trick too, or a decent outliner to help users who don't write often

and need some help structuring a document. Well, they don't exist. For good commercial reasons (it wants to make you all buy Word for Windows 7.0) Microsoft



WordPad, the Windows 95 word processor: not bad, but nothing new

```
Sub MATN
Begin Dialog UserDialog 446, 142, "Search For Text In All Files In
        Text 99, 12, 247, 13, "What do you wish to search for?", .Text1
        TextBox 134, 40, 160, 18, .TextBox1
        OKButton 70, 70, 88, 21
        CancelButton 250, 70, 88, 21
        Text 66, 99, 285, 13, "Press CANCEL if you haven't already ",
        Text 66, 118, 229, 13, "selected the correct directory.",
.Text3
Dim SearchDlg As UserDialog
If Dialog(searchdlg) = 0 Then exit
                                                     Fig 1 Chris McCarthy's
Print "Counting Files"
Redim temp$
                                                     search macro (see page
Redim count
Redim success
temp$ = Files$("*.doc")
```





```
count = -1
success = 0
While temp$ <> ""
         count = count + 1
         temp$ = Files$()
Print "Opening files to do searches"
If count > - 1 Then
        Dim list$(count)
        list$(0) = Files$("*.doc")
         For i = 1 To count
                 list$(i) = Files$()
         Next i
         For i = 0 To count
                  Print "Opening file "; i + 1; " of "; count + 1
                 FileOpen list$(i)
                        EditFind .Find = SearchDlg.Textbox1, .Direction = 0,
 .WholeWord = 0, .MatchCase = 0, .Format = 0
                 FileClose
                                   If EditFindFound() = -1 Then
                                           Success = success + 1
                                           Insert list$(i)
                                           InsertPara
                                   End If
         Next i
End If
If success = 0 Then MsgBox "NO FILES FOUND CONTAINING SEARCH STRING"
FlseIf SUCCESS > 0 Then
        StartOfDocument
         Insert "Report: Search String Was " + SEARCHDLG.TEXTBOX1
         InsertPara
         InsertPara
         Insert "Search String Was Found In The Following Files"
         InsertPara
         InsertPara
Fnd If
exit:
MsgBox "The macro has been aborted"
End Sub
```

obviously told its staff: make WordPad more or less exactly like Write, with long filenames and the ability to read WinWord 6.0 documents

A note on humour

David Greenwood, inspired by our report of silly tips in WinWord, investigated the French and German versions. Presumably reluctant to take instruction from Americans on how to dress (plaid shirts and striped pants rarely make a positive fashion statement) the French humorous tips of the day concentrate on selfimprovement:

C'est à Strasbourg que Gutenberg, vers 1440, a mis au point le procédé d'imprimerie à caractères mobiles qu'il developpa ensuite à Mayence.

And if that didn't have you clutching your sides, try another WinWord tip:

Les deux auteurs du poème "La Chasse Spirituelle" attribué à Rimbaud,

ont été obligés de récrire un autre poème pour prouver aux critiques leur "bonne foi de faussaires". (Paris 1949).

If you're a German WinWord user, it's bad news about the funnies: there aren't any. Instead, Germans can relax and laugh loudly to themselves thinking about how the strong mark keeps the price of DOS word processors high.

Tim's macro club

A jolly good start and as yet, I'm not sorry I embarked on this. So here are the minutes of my first monthly meeting.

A prize to the excellently named Storm Dunlop, who has a solution to the problem of translating text with one language in each window. We wondered if a scrolling macro could be used. He gives a convincing reason not to bother: "I am also a translator, and at one time I toyed with this idea. In practice, however, it doesn't help. Only if you were translating something made of

Hints & Tips

 Having conducted an exhaustive survey of word processors for generating Web pages, including the HTML generators you can get with Word and WordPerfect, the shareware version for Ami Pro, and even a couple of dedicated editors like HotDog. I have found the best HTML writer around.

It's Windows Write and a cheap HTML reference on my lap. Or then again it could be Dos Edit, or Notepad (at a pinch) or any one of a million cheap text editors. I'm not a Luddite — guite the opposite — but the demands of HTML authoring are different to those of document formatting in the Word 6.0 sense. In HTML you have no control over fonts, or image size, or (unless you're a NetScape user) image position. There are about half a dozen style tags which will do for 90 percent of your pages, and in the end I found these easier to type direct rather than use some fancy tool which slowed me down.

By all means use one of these tools, but I reckon that good HTML style means keeping your page simple and precise, and the bells and whistles in HTML add-ons are a distraction. If anyone can come up with something I can do faster by using a word processor Web authoring add-on than by typing a tag manually, I'll send them a prize. Yet more on removing carriage returns. Definitely the last, I think. In Word 6.0, highlight the text you want to change, click on Tools AutoFormat and Word does the whole job for you. It does add a bit of irritating extra formatting, but it will strip carriage returns from text where there isn't a blank line between paragraphs. My thanks to Robert Ramsay (rramsay@realres. demon.co.uk) and others for this tip. As he says: "Most people rightly ignore AutoFormat since, given complete freedom, it will almost always mess up your text in new and exciting ways. If however you preserve all your previous styles, clear all the 'Apply styles to' entries and set all the 'Adjust' boxes, your multiple lines will become one paragraph."

Use Tools, Customise to stick an AutoFormat button on your menu bar if you like. Our regular correspondent Shane Devenshire yet again trumps my knowledge of shortcut keys. His extras (the top two work in most Microsoft software) are:

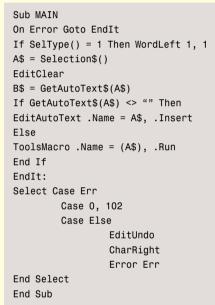
AutoFormat in Word 7.0 (it's in version 6 too). A shortcut for stripping carriage returns

- Ctrl+Shift+F takes you to the font shortcut
- Ctrl+Shift+P to the font drop down box:
- Ctrl+Shift+F twice (or P twice) opens the font dialog box and selects the font tab;
- Ctrl+Shift+S takes you to the style dropdown list, and doing this twice puts you in the Format, Style dialogue box.

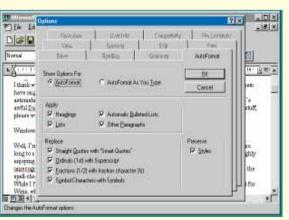
These are undocumented shortcuts and. I think you'll agree, top tips.

Storm Dunlop (see page 270) passes on his favourite macro (below) for WinWord 6.0. I'll let him explain:

"It is a function that was in WfW 2.0, but which was deleted (stupidly) in WfW 6.0. It enables you to key the name of a macro directly into your text and run it by hitting F3. It is not mine, I hasten to add, but comes from Herb Tyson via the WfW forum on CompuServe. It's called ExpandOrRun."



 Janet Gee of Hereford has an early copy of Professional Write and wanted to print a letterhead with it. "I have the image file of the



logo," she adds. "Is there an easy way to print it as part of the document?"

Yes and no, is the answer. I'm not familiar with Professional Write but a quick check assured me that your version doesn't support graphics. So, there are two solutions. The first is to upgrade your software, but you may not fancy that. The second is to use a package called Hijaak, which will be familiar to users of WordStar. This is an add-in program which will place graphics files on the page. You may find a characterbased interface makes it tricky to place the graphic accurately, but Hijaak, despite its age, is pretty useful in these situations.

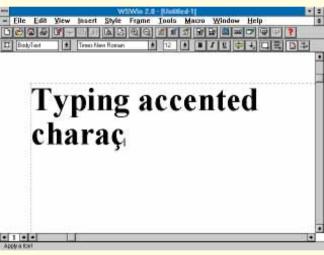
Can anyone track down this excellent utility for me? I have tried all the major dealers and they don't stock it any more. Two WordStar gueries to finish: Eric Roberts contacted me via email to ask how he can easily get accented characters into WordStar for Windows version 2.0. I initially thought this must just be a laborious process of assigning each character to a function key, but it turns out that WordStar has its own macro called EXTCHAR. It turns neat kludge but don't use it unless you know double characters into accented characters what you're doing.

- very neat. For example, run it and <c,> becomes c. You type <ctrl+~> to access the macro, the status bar says "Please type two characters" and the table of characters is at the back of the manual.

While I was researching this one I found a neat way for DOS WordStar users to access the same file in two different places. The original tip is courtesy of Robert Sawyer, who uses it to work on his novels, which are a single file. To refer back to an earlier page he runs another copy of WordStar, opening the same file, and taking care not to save in that second copy.

The clever bit: he has two configuration files: wp.cfg for his standard copy, and wp.cfg for his auxiliary, which he has altered to make the backup extensions for the file — the temporary files created when the file is opened into \$T\$, \$U\$ etc. In the standard configuration your temp files are \$A\$, \$B\$ etc.

You have to take care not to save the auxiliary copy of the file, and he sets the screen colours differently to make sure he always knows the difference. This sounds a



Accented characters the easy way in WordStar

excellent search macro (Fig 1) which, as he points out, can be used to strip carriage returns or do a host of other jobs to a whole directory of files. I'd like to see some adaptations of this one, and versions for Ami Pro and

WordPerfect. See what you can do.

"This Word 6 macro (OK in Word 2, I think) will open each file in a directory in turn and search for the specified text. Successful hits are noted in a new document. The user must be in the correct directory to start with." Chris says.

If you want to submit a macro, email it to me at the address below.

PCW Contacts

And that's that for this month. Surface or airmail to PCW, otherwise I'm on email at wong@cix.compulink.co.uk and CompuServe 100436,3616

very short lines (such as an index) might it work. Otherwise, the difference in length between source and target texts always means that windows get out of synchronism with each other and you have to scroll up or down a line by hand. If you are trying to run a macro, you must have the option to do this without having to break out, scroll the line(s) and re-run the macro.

"I've found that the best solution is to use full-screen mode, and split that into equal halves with a view of source and target texts. I skip between them with CTRL-F6 and scroll down a page at a time. I also use colour to indicate which sections of the source I have already translated."

Also a prize to Chris McCarthy for his

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PERSONAL COMPUTER WORLD