Update for
Microsoft Word Version 4 Users

Please note the following corrections and additions to Microsoft Word version 4 and its documentation. You can print this document for convenient reference.

To quickly see an overview of the topics, choose Outlining from the Document menu. Then click the Ú icon on the outlining icon bar or press * (asterisk) on the numeric keypad. You can expand any topic you'd like information on. Choose Outlining again to return to the normal (galley) view of the document. (If you're using Short menus, choose Full Menus from the Edit menu to make the Outlining command available.)

For additional information about using PostScript instructions, see the document "Using PostScript with Microsoft Word" in the PostScript Glossary folder on the Word Utilities disk.

Corrections to the Documentation

Aligning Paragraphs

When you enter a section break in a justified paragraph, Word expands the line before the section break to the right indent. (*Reference to Microsoft Word*, p. 3)

Character Command

When Show ¶ is selected, text having the white color format is displayed in black. (*Reference to Microsoft Word*, p. 19)

Document Command

If you select the Bottom of Page or Beneath Text options for Footnote Position, the option Restart Each Section changes to Restart Each Page. Turning on this option numbers the footnotes from 1 on each page. (*Reference to Microsoft Word*, p. 53)

Optional Hyphens

To remove optional hyphens, type ^- (a caret and hyphen) in the Find What box of the Change command; do not press Command and a hyphen. (*Reference to Microsoft Word*, p. 128)

Insert Table Command

Word does not dim the Number of Columns option if you are converting text separated by tabs or commas.

When converting either tab- or comma-delimited text to a table, Word converts each paragraph in the selection to one row in the table by default. A line of text ended with a line break (Shift-Return) or a manual page break (Shift-Enter) is also converted to a row. Word initially proposes a number of columns based on the greatest number of tab stops within any one paragraph or line in the selection. You can change the proposed number of columns, and Word adjusts the number of rows accordingly.

If a manual page break occurs within a paragraph you are converting to a table, the paragraph text is placed in two separate rows. When converting tab- or comma-delimited text, Word ignores a manual page break that immediately follows a paragraph mark or line break. If the page break precedes a paragraph mark or line break, however, the page break terminates the paragraph or line, and the following paragraph mark or line break is converted to a blank row. You should delete manual page breaks that occur within a paragraph or line you want converted to a single row. Automatic page breaks inserted by Word have no effect. (*Reference to Microsoft Word,* pp. 141, 142)

Inserting Columns in a Table

To insert a new column into a table, place the insertion point in the column to the right of where you want the new column inserted. (*Reference to Microsoft Word,* p. 366)

Extended Keyboard Function Key Assignments

If you have an Apple Extended Keyboard, you can choose many menu commands using the following function key assignments, in addition to any Command key combinations assigned to the commands. (*Reference to Microsoft Word*, p. 148)

Command	Key Combination	Command	Key Combination
Character	F14	Paste	F4
Copy	F3	Paste Link	Option-F4
Cut	F2	Plain For Style	F9
Document	Command-F14	Plain Text	Shift-F9
Edit Link	Option-F2	Print	F8
Hyphenate	Shift-F15	Print Preview	Option-F13
New	F5	Renumber	Command-F15
New Window	Shift-F5	Save	F7
Open	F6	Save As	Shift-F7
Open Any File	Shift-F6	Section	Option-F14
Outlining	Shift-F13	Spelling	F15
Page Setup	Shift-F8	Undo	F1
Page View	F13	Update Link	Option-F3
Paragraph	Shift-F14	Word Count	Option-F15

Outlining Keyboard Commands

To expand text on an original Macintosh keyboard, press the Command-Option-T prefix and then the plus sign (+) typing key (not $). (*Reference to Microsoft Word*, p. 162)

Form Letters and Print Merge

Don't use commas in the names of data documents. Word uses commas to separate the name of the header document from the name of the data document in the DATA instruction.

The maximum number of characters between a pair of print merge characters (« and ») is 254. Consequently, the maximum length of a field name is 254 characters. (*Reference to Microsoft Word*, pp. 71, 296, 297)

Mailing Labels

ImageWriter

In creating mailing label documents for ImageWriter printers, you may need to set the left margin to .25 or .5 inch, depending on the type of label you use. When setting the custom page size, you can generally leave the page width at 8.5 inches. You need to increase the page width only if the total width of the label area on the form is greater than 8.5 inches.

LaserWriter

The table for margins to specify when printing labels on a LaserWriter should read:

*1-inch labels	1.5-inch labels
Top: 1 in or .5 in	Top: 0.5 in
Bottom: 1 in or .5 in	Bottom: 0.5 in
Left: 0.5 in	Left: 0.75 in
Right: 0.5 in	Right: 0.5 in

* If you use label sheets (8.5 inches x 11 inches) containing half-labels in the top and bottom rows, set the top and bottom margins at .5 inch. You can then use all of the full labels on the sheet.

For label sheets containing 11 rows of 1-inch labels, set the top and bottom margins at 1 inch. The first and last rows of labels are skipped, but these labels are unusable in any case because the LaserWriter requires a minimum margin of .5 inch. (*Reference to Microsoft Word*, p. 177)

Open Footer/Header Commands

Turning on the Even/Odd Headers option of the Document dialog box adds to the Document menu the commands for creating even and odd headers and footers.

To close a header or footer window, click the close box in the upper-left corner. (*Reference to Microsoft Word*, pp. 224, 225)

PostScript

In the table "Variables for pages only," the variables wp$xcol and wp$xcolb should read wp$colx and wp$colxb, respectively. (*Reference to Microsoft Word*, p. 286)

Printing

To substitute LaserWriter fonts during printing, select the Font Substitution option in the Page Setup (not Print) dialog box. (*Reference to Microsoft Word*, p. 304)

Windows

If you are using a large monitor, Word bases the initial full size of new document windows on the current default page size and margins. The full-size window may not cover the entire width of the screen if you use a small page size or set large margins.

On all monitors, clicking the zoom box switches the window between its full size and an alternate size and position. If you have not previously moved and/or sized the window (using the size box in the lower right corner), Word adjusts the window to a default alternate size and position based on the number of open document windows. The size and placement of the windows on the screen allows you to see at least a portion of each window. If you have sized and/or moved the window, Word uses the size and position you set as the alternate. (*Reference to Microsoft Word*, p. 391)

Appendix A: Operating Limitations

The maximum number of usable columns in a table is 31. (*Reference to Microsoft Word*, p. 397)

Getting Started with Microsoft Word

White has been added to the list of colors in the Character dialog box. (p. 4)

Additional Information on Word Features

Commands Command

The Reset button in the Commands command dialog box also resets the settings in the Preferences dialog box and Word's defaults. The Open button sets the preference settings and Word's defaults to those of the previously saved configuration that you open.

Features Available Through the Commands Dialog Box

The following options are available through the Commands command. To turn an option on or off, select the option from the list in the Commands dialog box and then click the Do button. You can assign these options to a menu or a key combination.

Open Documents With Ruler

With this option turned off (the default), you choose Show Ruler to display the ruler in a document window and in header and footer windows. With this option on, Word automatically turns on the ruler display when you open a window.

Fast Save Enabled

With this option off, the Fast Save option in the Save As dialog box remains dimmed, and Word performs a normal save of your document each time you use the Save command. With Fast Save Enabled on (the default), Word saves the document using the Fast Save option when possible. In this case, each time you want to perform a normal save, you must choose Save As and turn the Fast Save option off.

Include RTF in Clipboard

With this option on (the default), Word places Interchange format, or Rich Text Format (RTF), codes on the Clipboard when you cut or copy text. Text copied or moved from Word to another program retains its character and paragraph formatting if the other program reads RTF. With the option turned off, Word omits the RTF codes, and text pasted from the Clipboard into other programs is in ASCII format. Transferring text is faster with this option off. Text moved or copied within or between Word documents always retains its formatting.

Italic Cursor

With this option on (the default), the insertion point slants when placed within italic text.

List All Fonts

Displays all installed fonts on the Fonts menu. You can use this command to restore all fonts to the menu after you have removed any from the menu.

Redefine Style From Selection

Redefines the style applied to a selected paragraph to match the current format of the paragraph. The new style definition reflects any formatting changes added to the paragraph after you applied the original style.

Show Menu Function Keys

If you have an Apple Extended Keyboard, you can turn on and off the display on the menus of function key assignments for commands. With Show Menu Function Keys on (the default), the function key assignments are displayed. If a command has both a Command key combination and a function key combination assigned to it, the Command key combination is shown.

Side by Side

Applies the Word 3.0 side-by-side paragraph format. You can achieve the same effect more easily using Word's new table feature.

Decimal Tabs

If you set a decimal tab (⇡) inside a table cell with no other tabs in that cell, Word automatically moves the insertion point to that tab stop so you can enter numbers without first pressing the Tab key.

Finding and Changing

Using the Find or Change commands, you can search for the following items in a Word document:

To find	In the Find What box, type
Graphic	^1
Footnote mark	^5

Page Setup

The Fractional Widths option in the Page Setup dialog box enables a better printing mode for LaserWriters. With Fractional Widths turned on, text on the screen may be difficult to read because Word attempts to simulate the LaserWriter character positioning, which exceeds the display capabilities of the screen. Fractional Widths affects only LaserWriter fonts. Before using this option, be sure you have the Font/DA Mover version 3.6 or later. If you encounter problems, delete the font and reinstall it using the Font/DA Mover.

To change the page default options Word uses for new documents, select the Page Setup options you want and turn on the Set Default option in the Page Setup dialog box. The Set Default option defines the page defaults for all new documents created using the current configuration file. The default Page Setup settings are saved in the current configuration file when you quit Word or save the current configuration using the Commands command.

Page View

In page view, you may not be able to edit paragraphs overlayed by other paragraphs, even though the "bottom" paragraphs may be visible.

For example, if you use the Word 3.0 side-by-side paragraph format, you can edit the paragraphs in the rightmost column, but not the paragraphs in the columns to the left, even though these paragraphs are visible.

This situation can also occur if you use the Position command to overlap paragraphs.

Using Word with PageMaker

At this release of Microsoft Word, Aldus PageMaker cannot directly place files created in Word version 4. Aldus Corporation will soon provide an update allowing the use of Word version 4 documents with PageMaker. Until then, you can save documents in Word 3.0 format for placement in PageMaker. Use the Save As command and select Microsoft Word 3.0/Microsoft Write as the file format.

A table created in Word version 4 can be placed in PageMaker only as a graphic. You cannot edit the graphic representation of the table once it is inserted in PageMaker.

Be sure to turn off Show ¶ and the Show Table Gridlines option of the Preferences command before performing the following steps.

To place a table in PageMaker:

1. Select the table.

2. Choose the Copy as Picture command (Command-Option-D).

   Word places a graphic representation of the table on the Clipboard.

3. Paste the table graphic directly into PageMaker, or paste it into a Word document and save the file in Word 3.0 format for placement in PageMaker.

Save As

If you want to save documents for use with Microsoft Works version 2.0 or Microsoft Word version 5.0 for the PC, specify RTF file format in the Save As dialog box. If you want to save documents for use with Microsoft Word version 4.0 for the PC, specify Microsoft Word/MS-DOS file format.

Spelling

When you quit Word after using the Spelling command in a work session, Word stores the list of dictionaries that you used in the current configuration file. When you next use Word with that configuration file, Word automatically opens all dictionaries in the list the next time you choose the Spelling command.

To edit a word while using the speller, click the word identified as Unknown Word. The unknown word is copied to the Change To box so you can edit it.

Tables

When you create a table using the Insert Table command, Word includes a special "trailing" cell at the end of each row in the table. If Show ¶ is on, you can see the end-of-cell marks for the trailing cells. Gridlines are not displayed around the trailing cells, and you cannot type in them or change the cell format. The trailing cells allow you to position the insertion point when you want to add a column to the right of the last column in the table. You also can paste a selection of cells into a trailing cell to extend one or more rows.

To add a column to the right of the last column:

1. Click to the right of the table to place the insertion point in the trailing cell at the end of any row.
2. Choose Table from the Edit Menu.
3. Click Column.
4. Click the Insert button.

Word inserts the new column to the right of the rightmost column. If necessary, resize the columns using the ruler (in table scale) or the Table command on the Edit menu.

Hidden Text in Tables

When you print a table containing text having the hidden text format, the hidden text itself is omitted. The space occupied by the table cells containing the hidden text, however, still appears in the printed document. To omit the space, you can convert the table to text or temporarily remove the table from your document.

Word Finder® DA and Word Finder® Thesaurus

In the Word Finder manual, "Word Finder DA" and "Large Thesaurus" refer to the files Word Finder® DA and Word Finder® Thesaurus. These files are located in the Word Finder® folder on the Word Utilities disk.

Microsoft Word for the Macintosh Conversion

Please note the following when converting documents created in previous versions of Word to Word version 4.

Pagination

Because Word version 4 measures text with greater accuracy, line, column, and page breaks may vary slightly in documents converted from previous versions of Word. Be sure to check page breaks in all converted documents.

Page Orientation

Documents saved in wide orientation in Word version 3 appear in tall orientation when opened in Word version 4. Before printing such documents, choose Page Setup and reselect the wide orientation.

First-Page Headers and Footers

In Word version 3, when you turned on the First Page Special option in the Section dialog box, text in the standard or odd-page header and footer (if any) was automatically copied into the first-page header and footer of the section. In Word version 4, first-page headers and footers are independent of other headers and footers used in the section. When you turn on the First Page Special option, headers and footers for the first page of the section are initially blank.

Because of this change, documents converted from Word version 3 may have blank headers and footers on the first page of a section. If in Word version 3 you chose Open First Header or Open First Footer and edited the text that was initially copied from the standard or odd-page headers and footers, the first-page header and footer are retained when you open the documents in Word version 4. However, if you did not edit the first-page header and footer after turning on the First Page Special option, the first-page header and footer will be blank in Word version 4.

Outline Heading Styles

The default formats of the automatic styles for outline headings (now named "heading 1" through "heading 9") are different from the formats defined for the styles "level 1" through "level 9" in Word version 3. You can redefine the styles using the Define Styles command or the style selection box on the ruler.