

## Context Help of 602Text

## Open File

The Open dialog contains a series of buttons in the top right section:

**Up One Level** - shifts you up one level to the parent folder.

**Document View Mode** - opens a menu in which you can choose the way files are viewed in the Open dialog: Preview, List, and Details.

**Create New Folder** - creates a new folder.

**Copy** - will copy the selected document to the clipboard.

**Paste** - pastes a document from the clipboard.

**Delete** - moves the selected document to the Recycle bin.

The top left section of the Open dialog contains the following buttons:

**Desktop** - shifts you to the Desktop folder and displays its contents.

**Folders** - switches the dialog to the Windows standard file and folder view mode. You can click the arrow next to the button and select the following options:

**Last opened** - shifts to the folder that was used before the last program exit.

**Desktop** - shifts to the Desktop folder.

**My Documents** - shifts to the My Documents folder.

**My Computer** - shifts to My Computer.

**Network Neighborhood** - if your computer is connected to a network, Network Neighborhood shows a list of computers in the network.

**Custom Folder** - opens the Set Folder dialog that is used to define a custom folder that can appear in the Open dialog each time you click File - Open.

**Albums** - is used for direct access to 602Album.

**eDock** - allows you to open a document to a folder in the eDock document store. This feature is only available when the eDock Windows client is installed and properly configured on your computer.

**Search** - allows you to search for a document in the eDock document store. This feature is only available when the eDock Windows client is installed and properly configured on your computer.

**Files of type:** is used to specify the file format.

**Read only** - you will be able to see the contents of the document, but unable to intentionally or accidentally change it.

**New window** - each document will open in a new 602Text window.

**Preserve file format** - 602Text will allow you to save the document in the same file format during file save (WPD to WPD, DOC to DOC etc.).

## Save File

The Save As dialog contains a series of buttons in the top right section:

**Up One Level** - shifts you up one level to the parent folder.

**Document View Mode** - opens a menu in which you can choose the way files are viewed in the Save As dialog: Preview, List, and Details.

**Create New Folder** - creates a new folder.

**Copy** - will copy the selected document to the clipboard.

**Paste** - pastes a document from the clipboard.

**Delete** - moves the selected document to the Recycle bin.

The top left section of the Open dialog contains the following buttons:

**Desktop** - shifts you to the Desktop folder and displays its contents.

**Folders** - switches the dialog to the Windows standard file and folder view mode. You can click the arrow next to the button and select the following options:

**Last opened** - shifts to the folder that was used before the last program exit.

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**My Documents** - shifts to the My Documents folder.

**My Computer** - shifts to My Computer.

**Network Neighborhood** - if your computer is connected to a network, Network Neighborhood shows a list of computers in the network.

**Custom Folder** - opens the Set Folder dialog that is used to define a custom folder that can appear in the Open dialog each time you click File - Save As.

**Albums** - is used for direct access to 602Album.

**eDock** - allows you to save a document to a folder in the eDock document store. This feature is only available when the eDock Windows client is installed and properly configured on your computer.

**Search** - enables you to search for a document in the eDock document store. This feature is only available when the eDock Windows client is installed and properly configured on your computer.

**Files of type:** is used to specify the file format.

Clicking this button loads a WWW page into 602Text. The next dialog will ask for the URL address of the page.

Clicking this button saves an HTML page to the WWW. Its URL can be set in the following dialog or in the Guide for storing on the WWW.

## **Insert Picture**

Selects a picture to be inserted into your document. Selecting a file also displays a preview of the file.

Select an item in the list of files for opening.

This button specifies detailed options to open a file:

**Open for Read Only** - The file cannot be edited (applies to this file only)

**New Window** - The file is opened in a new window

**No Description** - Description is not included in document's properties

**Retain Format Type for Saving** - The file is stored with the same format type it had when opened (applies to this file only).

This button specifies detailed options on storing a file:

**No Description** - Description is not included in document's properties

**Save Views** - View of the first page is saved into the file.

**Back up Documents** - Before saving, the system backups the document into a file with the same name as your document with the extension WP~.

Enter the name of save file.

Use the list of files to enter the name of the picture file to import.

The list includes files from the working directory on the drive.

Specifies the working directory of the selected drive.

Specifies the working drive. The list contains the available disk drives including network disks, if any.

Specifies the type of the loaded file; enables documents of various types to be imported. Selecting the **Documents** type displays a group of custom 602Text formats. The number of import formats depends on settings made in the file exclude.dat. Placing the (;) character at the begin of the line with corresponding filter enables showing of the filter in Open File dialog.

Specifies the type of the saved file; enables documents of various types to be exported. The document type set in dialog **Settings** is displayed by default. The number of export formats depends on settings made in the file exclude.dat. Placing the (;) character at the begin of the line with corresponding filter enables showing of the filter in Save File dialog.

Specifies the type of the loaded file.

Confirms all preset settings and exits the dialog.

Ignores all preset settings and exits the dialog.

Opens a picture using the default source of images (for example: scanner, digital camera, etc.).

Opens a selected file into a new window.

Specifies the method of coding of the Czech language when loading files. When importing files from the word processor **T602**, the coding is set automatically.

Specifies the method of coding of the Czech language when saving files.

Specifies the method of importing from **T602**.

Develops the file description - if item *No Document Properties* is not checked.

When the box is checked, the *Title* and *Subject* are not displayed.

The document is opened 'read only' and changes made can not be saved.

This displays a picture corresponding to the file in field **File Name**.

Enables the preview of the selected picture.

## **Setting the Template**

From this dialog, you can select the default document template for new documents.

Name of the file with the requested template.

List of files in the selected directory. The contents of the list correspond to the file mask (\*.WPT).

Specifies a directory on the selected drive.

The list of available disk drives including network disks, if any.

Selected template type (\*.WPT).

Confirms all specified options and exits the dialog.

Ignores all changed options and exists the dialog.

Displays help for the dialog.

Selects the standard template.

The selected template can be used for documents only.

The selected template can only be used for a server.

The file corresponding to the selected template shall be opened in a new window.

The selected template can only be used for a macro.

Opens a template in read-only mode.

Develops the file description - if box *No description* is not checked.

If this box is checked, the information in the *Title* and *Subject* will not be displayed.

## Font

The dialog is used to set the type and size of font. The selected font characteristics modify all characters within the selected block, text frame or table. If brush mode is selected then it modifies the contents of the brush.

**Font type** - click the font you want to use. All fonts installed in Windows appear in this list.

**Font style** - select the style of font (normal, bold, italics).

**Size** - specify the font size in points.

**Script** - displays a list of all available language scripts for the selected font. Click the language variant in that you will type your document or part of your document.

**Color** - click the desired font color.

**Sample** - shows a preview of the selected font with the selected format.

**Effects: Shadow, Outline, Emboss etc.** - select an effect for the font.

**Kerning** - set the spacing of characters in percent.

**Underline** - select the type of underlining to use.

**Caps** - results in all characters being displayed in capital letters. Information about their original size will be retained. Return to the initial size by using the option Original.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changed options and exits the dialog.

Selects the type of font. The number of fonts installed in Windows determines the number of font types in the list.

Changes the style of the font (normal, **bold**, *italics*).

Changes the size of the font in units of points for the current font or for the highlighted text.

Selects the type of underlining for a font.

Selects the placement of capitals in the text.

Choosing the style **Caps** results in all characters being displayed in capital letters, but information of their original size will be retained. The view can be switched back to the original size by using the option **Original**.

If this box is checked, characters typed shall be positioned normally on a line.

If this box is checked, the typed characters shall be positioned as subscripts (i.e. beneath the level of the line).

If this button is checked, the typed characters shall be positioned as superscripts (i.e. above the level of the line).

Confirms all selected options and exits the dialog.

Ignores all selected options and exits the dialog.

Displays help for the dialog.

Displays a list of all available language scripts for the selected font. Select the language variant for the language in which you shall be writing the document.

Changes the font color.

Selects the **Shadow** effect for the font.

Selects the **Strikethrough** effect for the font.

Selects the **Engrave** effect for the font.

Selects the **Outline** effect for the font.

Selects the **Emboss** effect for the font.

Searches for the **WinBase602** configuration files.

Selects the directory in which the configuration file for **WinBase602** is located.

Changes the current disk. The list contains available disk drives including network disks, if any.

Confirms all selected options and exits the dialog.

Ignores all selected options and exits the dialog.

Displays help for the dialog.

Selects and connects to one of the **WinBase602** database servers that are running on the local network.

## **Language Selection**

The dialog is used to set a language for the selected text. To set a language for the entire document, click Ctrl+A and then set the language you want.

Selects a jump to an HTML link.

Use this option to start the system browser in which you can view the opened HTML page.

Use this option to import the HTML page into 602Text.

Displays URL of the HTML link.

Use this option to place the new heading on all pages.

Use this option to place the new heading only on even numbered pages.

Use this option to place the new heading only on odd numbered pages.

Selects placing a new heading on the pages.

Selects the type of file for connection to a database. The selected type reduces the number of files in the file list to the matching ones.

Enter the name of the selected database file to be used for connection.

Confirms all selected options for connecting the database connection and exits the dialog.

Ignores all selected changed options and exits the dialog.

Opens a picture using **602Desk**.

Opens a picture using the default source of images (for example: scanner, digital camera, etc.).

Checking this box stops displaying this message when 602Text is launched.

Sets the font color for the selected or subsequent text.

Sets the font color.

Sets the color according to the preferences in *Windows*.

Confirms all selected options and exits the dialog.

Ignores all selected options and exits the dialog.

Displays help for the dialog.

Selects the printer and sets the printing configuration.

Selects the printer for printing.

Sets the paper orientation to portrait.

Sets the paper orientation to landscape.

Selects the paper format from the list of available paper formats from the selected printer.

Selects the paper feed. This list is not available if this feature is not present.

Sets optional printer attributes.

Selects import from **Text602**.

Selects the method of import.

Clicking this button enables you to modify the **User** defined import.

Selects each option in the user defined import T602.

Opens the standard import type which is used as a template for defining a new type of import.

Sets the number of spaces in tabs. Use this option in combination with a defined font size and font type to retain the defined tables and columns in your document.

Enter the minimum number of spaces to be used as a tab substitute.

Substitutes vertical lines with tabs. This option is useful in order to retain defined tables in your document, especially when the substitution of tabs with spaces is disabled.

Converts lines drawn with semi-graphic characters to horizontal lines float-linked with the paragraph.

Enter the minimum length of line to be used for substitution.

Enter the maximum number of paragraphs the input text can have to retain the original number of columns. If this number is exceeded, the remaining text is linked to form a large paragraph.

Creates a new style if the font changes.

Creates a new style if the size of the font at the beginning of a paragraph changes.

Creates a new style if the style of the font at the beginning of a paragraph changes (e.g. bold).

Creates a new style if the right indentation of a paragraph changes.

Creates a new style if the left indentation of a paragraph changes.

Creates a new style if the indentation of the first line changes.

Creates a new style if the line spacing changes.

Creates a new style if the settings of the tabulator changes.

Selecting this option lets imported pictures become part of the text.

Selecting this option provides automatic word breaking in paragraphs that originally contained a delimiter.

Replaces different fonts in **T602** with the selected font types and sizes.

Selects the replacement of **T602** fonts with user defined font types and sizes.

Selects the font type for replacement.

Selects the font size for replacement.

Examples of the selected font.

This option enables you to make changes in the following table according to your standard settings.

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Connecting 602Text to any of the registered WinBase602 servers.

Enter your name here.

Enter your username to login to **WinBase602**.

Selects the directory containing the database.

Selects a directory.

Selects a disk drive.

This dialog enables you to set the condition in the SQL query to extract data from WinBase602.

Enter the text of the condition in the SQL query to select data. The condition syntax is specified in the WHERE clause in the SQL language.

A list of attributes that can be used in the query condition. Attributes are the names of columns in the table.

Set the configuration of the word processor.

Selecting this option also includes standard fonts that are available for the selected printer.

If this box is checked, then bubble help is displayed for the toolbars and active controls in the status line.

If this box is checked, a dialog frame is suggested when you attempt to save a document into a file for the first time.

If this box is checked, the window layout used last will be retained when you run the word processor again.

If this box is checked, a list of templates will be suggested when opening a new document. By selecting from the list, you can preset a basic configuration for the new document.

Sets automatic saving of the currently open document after the specified number of minutes (1-99). If the document is unnamed, it shall be saved in the working directory under the name DOCn.WPD, where n is the document's number.

Sets the time interval for automatic saving (1-99).

Using this check box enables or disables the calculation that converts the picture to be printed in shades of gray on a black and white printer. On a slower computer this calculation may take a considerable amount of time.

This option enables you to specify whether windows should be arranged vertically (default) or horizontally in the mosaic view.

Sets the units of length that shall be used by default when specifying characteristics of the document and operating environment.

Enter the symbol to designate a footnote, e.g. \*). Leave the field empty, if you want numbered footnotes introduced. The footnote mark itself will also be numbered if you add # characters - this character will be replaced in the footnote with a number.

When checked, this option will group cursor movement undo commands.

When checked, this option will undo commands for inserting text.

When checked, this option will undo commands for deleting text.

Enter the names of the fields that will be implicitly used to generate fax numbers for batch sending of fax messages.

Enter the names of the fields that will be implicitly used to generate names for batch sending of fax messages.

Selection of available applications and their tables.

Selects the code page used by the selected application.

List of applications.

Selection of tables or queries for the selected application.

Inserts the query condition for selection from the database.

Connects 602Text to any of the registered WinBase602 server.

Disconnects 602Text from the active WinBase602 server.

Shows the selected of database server.

Confirm settings of the application and database server and exits the dialog.

Ignores all changed settings and exits the dialog.

## **WinBase602 Application Settings**

This dialog sets up applications of the selected database server. Select the application from the application list. Use the buttons **Connect** and **Disconnect** to set the connection to the database server.

**OK** - confirms settings of the application and database server and exits the dialog.

**Cancel** - ignores all changed settings and closes the dialog.

Conversion of an **OLE object** to another object or icon

An **OLE object** can be activated as one of the displayed types of objects.

Types of objects into which an **OLE object** can be converted.

When selected, the object will be inserted into the document as an icon.

Conversion of an **OLE object** into one of the objects displayed.

After editing, the **OLE object** shall be saved as its original type.

Changes the icon for the selected object.

Opens an OLE object from a file.

Shows the types of files displayed in the list. This is useful to reduce the number to those important to you.

Sets the working directory on a specified disk. Click on the icon if you want to see what is inside the directory.

The type of displayed files.

Selects the current disk. The list contains all available drives including network disks, if any.

Changes the icons that are associated with the selected object.

Changes the current icon.

Sets a default icon for the selected application.

Selects an icon from the file which is given by the selected OLE server.

Another file with icons can be changed by clicking the **Browse** button.

Selecting an icon from a selected file.

Enter a description for the picture of the icon.

Searches for a file that contains icons.

## Insert OLE Object

Creates an **OLE object** and places it into your document at the position of the cursor.

**Create new:** - inserts a new OLE object into your document.

**Create from file:** - inserts a file of another application into your document and allows you to edit the file by the source application. If you select this radio the contents of the dialog changes.

If **Create from file:** is selected

**Browse** - locates the file you insert into your document.

**Link** - links the object so that all changes in the original file are reflected in your document.

**Display as icon:** - displays the embedded object as an icon.

**Object type:** - select the type of object you want to insert into your document.

Creates an **OLE object** from the types displayed.

Creates an **OLE object** from a file.

Select a data source (OLE server).

The file the content of which will be inserted into your document.

Locates the file to be used when creating the object.

Checking this box links the object so that all changes in the original file are reflected in your document.

Checking this box causes the converted object to be inserted into the document as an icon.

The current icon for the given object.

Changes the icon to be used for the given object.

Description of the result of inserting the **OLE object**.

Changes in linking of OLE objects.

A list of OLE objects with links that can be changed.

Immediate update of the selected object.

Opens the source of the selected object.

Changes the data source for the selected object.

Deletes the link to the selected object. The object will continue to behave as a static OLE object.

Selecting this option causes the object to be updated after every change of its source data.

Selecting this option causes the object to be updated only when prompted by the user.

## **Paste Special**

Allows you to select the format in which the clipboard contents are pasted into your document.

**Source** - displays the source application for the clipboard contents.

**Paste** - inserts an object in the specified format.

**Paste link** - links an object in the specified format.

**As** - click the format you want to paste the clipboard contents in.

**Display as icon** - selecting this option causes the converted object to be inserted into the document as an icon.

**Result** - describes the result of inserting the OLE object.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changed options and exits the dialog.

Inserts an object in the specified format.

Links an object in the specified format.

List of available formats to be pasted into the document.

Selection from the available formats to be pasted into the document

Selection from the available formats to be pasted into the document.

Selecting this option causes the converted object to be inserted into the document as an icon.

Current icon for the given OLE object.

Changes the icon for the given OLE object.

Describes the result of inserting the OLE object.

Edit the document information.

You can enter the document heading here.

You can enter the subject of the document here. The content of this field is displayed in the dialog frame when opening the file and maybe useful for the future identification of the document.

Information about the document. The author's name is taken over from the template or from the information provided during installation.

You can enter **keywords** here that can be used in your document by inserting the appropriate field.

You can enter your personal comments about the document here.

Select a WinBase602 database server from this list.

This dialog selects the WinBase602 database server.

Confirms the selected WinBase602 server.

Ignores all changed options and exits the dialog.

Displays the tables of the selected application.

Displays the SQL queries of the selected database application.

Displays a dialog for setting the **SQL** query condition to be used to extract data from a **WinBase602** table.

Select an operator or keyword from this list to be added to the condition and click the **Add** button.

Clicking the button adds the selected operator or keyword to the input line.

## **Merge Fields**

Select fields to be merged from the list containing the source database file.

Database source file contains the merge fields. This source file can be selected in dialog **Settings** in option Database.

Choose the fields to be merged into the text. The fields shall be pasted at the position of the cursor.

Selects a new database - if the text in a field for merging includes a different database than the one currently selected in the document.

Selecting this option pastes into the text those fields from the database (depends if the option Default database is checked).

Selecting this option selects the database of the field to be pasted.

Displays a list of database fields in the selected database. You can edit single database records in this section. To add a new record, click **Add New**.

List of database fields in the selected database. Select the field you want to insert, and then click Insert merge field.

Adds a new contact.

Deletes the current contact.

The tool bar includes tools used to browse through the database and to display database fields:



- displays contents of the database fields



- finds the first record in the database



- finds the previous record in the database



- finds the next record in the database



- finds the last record in the database



- creates a database (ODBC or WinBase602)



- Opens Outlook Express Address Book (when it is selected in Settings)

Locates the database file you want to merge with the document.

This shows the set database for merging with the document.

List of included database fields. Select a field to be inserted into the document.

This prints out the document merged with the database.

This inserts the selected field into the document. A new click inserts the next field.

This shows the number of the contained database record.

This shows the number of the selected database record.

## Find

The dialog is used to search and mark the specified string, word or group of words.

**Direction** - will search up or down from the current cursor position.

**Case sensitive** - distinguishes between lower and upper-case letters.

**Whole words only** - the search operation will relate only to whole words and only those strings will be matched that include the specified pattern.

**Note:** If you find the text, you can edit it directly in the document while the dialog remains active.

**Find** - searches for the specified text based on the specified criteria.

**Replace** - displays a dialog for replacing the searched string with another string.

**Close** - ignores all changes and exits the dialog.

Searches for the specified text based on the specified criteria.

Specifies searching for all grammatical forms of the word.

Specify the searched text string. Click the down arrow to select a previously searched string.

Specifies searching from the current cursor position to the start of the document. By default, searching is performed from the current position to the end of the document.

Takes into account lower and upper case letters according to the specified string pattern.

The search operation is performed with whole words only. Only those strings containing the pattern are matched.

Displays a dialog for replacing the searched string with another string.

## Replace

The dialog searches for a string, word or group of words, and replaces it with new text. Enter the searched text in the **Search** field or click the pull-down box and select a previously searched word. Type the new text in the **Replace** field to replace the old text, or click the pull-down box and select a string from the list of recent strings.

**Direction** - up or down from the current cursor position.

**Case sensitive** - distinguishes between lower and upper case letters.

**Whole words only** - the search operation will relate only to whole words and only those strings will be matched that include the specified pattern.

**Note:** If you find the text, you can edit it directly in the document while the dialog remains active.

**Find** - searches for the specified text based on the specified criteria.

**Replace** - click this button if you want to replace the matched string.

**Replace All** - replaces the strings in the whole document irrespective of the specified search direction.

**Close** - ignores all changes and exits the dialog.

Enter the searched string.

Searches for the text specified in the field **Search** and replaces the text with the new text.

Specifies searching and replacement from the current cursor position to the start of the document. By default, searching is performed from the current position to the end of the document.

Takes into account lower and upper case letters according to the specified pattern.

The replacement is performed with whole words only. Only those strings are marked that match the pattern.

Replaces the strings in the whole document irrespective of the specified search direction.

Starts searching. In the event of a match, the label on the button changes to Skip. Clicking the button continues the search without replacing.

Click this button if you want to replace the matched string.

## **Insert Field**

The dialog is used to insert a field at the cursor position (data from document description, comments, symbols, etc.). Use the option **View/Field Contents** to display the actual data of the inserted fields.

**Field type** - select the type of field you want to insert into the document. The field is inserted at the current cursor position.

**Ok** - inserts the field into the document and closes the dialog.

**Cancel** - exits this dialog.

You can select a field here you want to insert into the document. The field is inserted into the document at the current position of the cursor.

## Insert the Comment Field

The dialog inserts a Comment field at the current cursor position. This field relates a comment (explanation note) to the specified or selected text.

**Text** - type the text to which the comment relates.

**Comment** - type the text you want for the comment.

The buttons that appear between the **Text:** and **Comment:** fields allow you to modify the formatting of the inserted comment.

**Ok** - inserts the comment field at the current cursor position and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

Enter the text to which the comment relates.

Enter the comments.

Inserts a Comment field at the current cursor position and exits the dialog.

Inserts a field used to make a total in the column or a line in the table.

Enter the line number or column number from which the total is to be made.

## Go To

The dialog allows you to move to a page, section or chapter.

**Page** - moves you to the selected page.

**Section** - moves you to the selected section.

**Chapter** - moves you to the selected chapter.

**Number** - enter the number of the page, section or chapter that you want to go to.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## **Footnote Mark**

The dialog is used to insert a new footnote mark.

Type the footnote mark into the field in the center of the dialog. If you want to use automatic numbering of footnotes, attach the character # to the footnote mark. This character will be replaced with the sequential footnote number.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

Enter the footnote mark. If you want to use automatic numbering of the footnotes, attach the character # to the footnote.

Starts searching for text matching the specified pattern. After finding an occurrence, the cursor is moved to the matched text, marks the text and exits the dialog. To find the next instance, press the F3 key.

Specifies the language for the characters from the list of available languages.

Specifies the font type from the fonts available under Windows. If **Display Symbols** is checked, the list contains only symbol type fonts.

Checking this box displays only symbol type fonts.

Displays the character number in the **ASCII Table**. Holding down the ALT key and press 0 + the character number enables a symbol be inserted into the document.

Switches over between the lower part and upper part of the ASCII table.

Displays the ASCII table for the selected font type. Use the mouse to designate the symbol in the table and then use the cursor keys to move within the table.

Inserts the selected symbol as a field into the text and exits the dialog.

## Insert Symbol

This dialog is used to insert a symbol into your document. The symbol is inserted at the current cursor position as a field with the selected font type and language. Selecting **Display Field Contents** displays the field as a symbol.

**Font** - specifies the font type from the fonts available in Windows. If Display Symbols is checked, the list contains only symbol type fonts.

**Script** - specifies the language for the characters from the list of available languages.

**Switch** - switches over between the lower part and upper part of the ASCII table.

**Table** - displays the ASCII table for the selected font type. Use the mouse to designate the symbol in the table and then use the cursor keys to move within the table.

**Key** - displays the character number in the ASCII Table. Holding down the ALT key and pressing 0 + the character number inserts the selected symbol into the document.

**Show only symbol fonts** - displays only symbol type fonts.

**Insert** - inserts the selected symbol as a field into the text and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

Displays a view of the automatic table format. Application of some formats can be switched off for some formats and thus the format can be modified.

List of automatic table formats. The formats are arranged into subject-based application groups. To select from a format, click **Animation** for animated viewing and click **Stop** for the selected format.

Switches on the first line of the table. When switched off, the line accepts the format of the second line.

Switches on the last line of the table. When switched off, the line accepts the format of the second to last line.

Switches on formats of the first column of the table. When switched off, the column accepts the format of the second column.

Switches on formats of the last column of the table. When switched off, the column accepts the format of the second to last column.

Switches on formats of the text in the table (**Bold**, *italics*, color). When switched off, non-formatted text will be selected for the table.

Switches on formats of the text in the table. When switched off, the text in the table will be aligned to the left.

Switches on formats for shading background on the table. When switched off, the table will have a white background.

Switches on formats of margins in the table. When switched off, all margins in the table will be removed.

Click **Animation** to start an animated view of the automatic formats. Click **Stop** for the selected format.

When editing an existing table, the checked box selects the application of the automatic format for the whole table, the unchecked box select only the highlighted part of the table.

Searches for the next change in the reverse direction from the text pointer.

Searches for the next change in the forward direction from the text pointer.

Marks all changes made in the document.

Hides the changes and displays the current text.

Hides the changes and displays the original text.

Confirms insertion of the highlighted change into the document.

Removes the highlighted change from the document.

Confirms insertion of all changes into the document.

Removes all changes from the document.

Note to the changes.

Shows the author's name, date and time when the change was made.

Switches on and selects tracing of subsequent revision changes in the document.

Visibly shows changes on the screen.

Changes are shown in the printed document.

## **Comment to Revisions**

The dialog allows you to attach a comment to the revision in a document. A comment can be attached to every change marked in the document. Type the text for the comment into the text field. To break the current line in a comment, press **Enter**.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

Text field used to enter the comment, click **Enter** to jump to the new line of the text.

## Drop-down Form Field

The dialog is used to insert a drop-down form field into your document. Drop-down form fields allow the user to choose one of several word or word combination possibilities. This choice remains available even if the field is inserted into a protected section.

### **Adding a new item:**

Type the text you want into the **Item** field and click **Add** to add the new item to the list.

### **Removing an item:**

Select the item you want to remove and click **Remove** to remove the item.

### **Moving an item:**

If you want to move an item within the list, select the item and click an arrow button right to the Drop-down box.

Click the **Add** button to add a new item on the list.

The list displays an offer of words and word combinations, which will be offered to the user after dropping-down the list. Type text into the field **Item** and click the **Add** button to add a new item on the list. You remove the selected item by clicking the button **Remove**. If you want to move the item in the list, click the button **Move**.

Moves the selected item up in the list.

Moves the selected item down in the list.

If you want to move the item within the list, click the button **Move**.

Type text into the field **Item** and click the button **Add** to add a new item in the list.

Removes the selected item from the list.

Displays dialog for inscribing of help text for the form fields (for example the information, which is necessary for filling the form field). This text is displayed after positioning the cursor above the form field and pressing **F1**.

## Help Text for Form Field

The dialog allows you to add help text to a form field (for example information that is necessary for filling in the field). Help text appears when positioning the cursor over the form field and pressing **F1**.

Enter help text. This text is displayed after positioning the cursor above the form field and pressing **F1**.

## Print

Use the dialog to set printer properties and other print options.

**Name** - displays the name of the current printer. If you want to select a printer that is not on this list, first, install it into your operating system.

**Properties** - allows you to set Windows printer options for the selected printer.

**Status** - displays the status of the selected printer.

**Type** - displays the type of the selected printer.

**Location** - displays the location of the selected printer.

**Comment** - displays additional information such as the user description of the printer.

**Print to file** - check this box to print the document into a file instead of a printer.

**All** - prints the entire document.

**Current page** - only prints the page where the mouse cursor is located.

**Pages** - the specified part of the document will be printed. Enter the page or range of pages to print using the following format: 1-3,6,8,12-15,25.

**Reverse print order** - in order to print your multi-page document on both sides of the paper, first select printing of odd- numbered pages. Then place the printed pages into the printer with the printed side up and select printing of even-numbered pages.

**Print data only for forms** - 602Text prints only the data from the form fields in the current document.

**Pages: Copies** - enter the number of copies of the document (or its part) to be printed.

**Pages: All pages**- Use this option to print out all pages of the document (standard settings).

**Pages: Even pages or Odd pages**- use this option to print only even or odd pages (starting with the first page).

**Merge with database** - prints multiple documents created as a combination of text and data files (*Mail Merge* method).

**Merge: All** - prints all documents in the mail merge.

**Merge: Range from, to** - you can specify a range of records for which 602Text will print documents.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

Enter the number of copies of the document (or its part) to be printed.

Use this option to print out all pages of the document (standard settings).

Use this option to print out only even pages (starting with the first page).

Use this option to print out only odd pages (starting with the first page).

Prints out the whole document.

The specified part of the document will be printed. By default, this option displays the page currently being printed

Enter the first page of the selected part of the document.

Enter the last page of the selected part of the document.

In order to print your multi-page document on both sides of the paper, first select printing of odd-numbered pages. Then place the printed pages into the printer with the printed side up and select printing of even-numbered pages.

Advanced options for printing: the paper size and page orientation, feeder and resolution.

Print document created by combining text and data files (*Mail Merge* method).

The text combined with all records in a database will be printed.

You can specify a range of records for which the text is to be printed.

Number of the first record for which the text is to be printed.

Number of the last record for which the text is to be printed.

## Page Setup

In this dialog, you can select the page size according to the list of preset sizes or you can define the dimensions of the page- width and length. You can also determine the orientation of the page.

**Format** - select a page format for printing or create your own user defined page format.

**Height** - enter the page length in default units or specify the unit according to the size (e.g. 10 in or 15 cm).

**Width** - enter the page width in default units or specify the unit according to the size (e.g. 10 in or 15 cm).

**Portrait** - changes the page orientation to portrait.

**Landscape** - changes the page orientation to landscape.

**Margins** - specifies the size of the text area. Borderlines are not printed. This setting does not apply to objects.

**Preview** - displays the page layout of your document.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

The selected page format selected for printing the document. This may be changed.

Letter format 8.5 x 11 inches.

Paper size 8.5 x 14 inches (used in the USA).

Enter the page width in default units or specify the unit after the size (e.g. 10 in or 15 cm).

Enter the page length in default units or specify the unit after the size (e.g. 10 in or 15 cm).

This option sets portrait paper orientation.

This option sets landscape paper orientation.

Specifies the text area on the page. Borderlines are not printed. This setting does not apply to objects for which printing can be enabled.

Specifies the text area on the page. Borderlines are not printed. This setting does not apply to objects for which printing can be enabled.

Specifies the text area on the page. Borderlines are not printed. This setting does not apply to objects for which printing can be enabled.

Specifies the text area on the page. Borderlines are not printed. This setting does not apply to objects for which printing can be enabled.

Select the type of line used to separate footnotes.

Displays the page layout for processing the document. The page layout is changed simultaneously with the settings.

The margins set in the page format dialog are outside the capacity of the printer. Click the **OK** button and change the settings.

Set a value in the specified range.

The version is displayed here.

Statistics about the document.

Sets automatic storage of the document into a file every (1-99) minutes. If the document is unnamed, it shall be stored in the working directory under the name DOCn.WPD, where n is the number of the document.

Check this box if you want to display the bubble help for the toolbars and the status line.

Check this box if you want the layout of the windows to be saved automatically. When you run the word processor again, the layout including the opened documents will be restored.

Sets units used in the document.

Check this box, if you want **printer fonts** to be previewed.

Check this box if you want **templates for new documents** to be previewed when starting 602Text or opening a new document. The template is used as a pattern document to facilitate creation of new documents of a similar type (e.g. contracts, commercial documents, etc).

Check this box if you want a description to be suggested when saving a document for the first time. Thus you can specify the author, a short description of the contents, etc. in the description. To modify this description for existing documents, use the Properties command from the File menu. This description is also accessible from external dialogs used to Open the file.

Check this box if you want to create **backup copies of files** prior to saving (the next to last version of the document is stored into a file with the same filename as your document having an extension WP~).

Enter the size of the indentation between the first character and the start of the line in default units.

Checking this box omits the indented character on the current line.

Checking this box selects numbering with Arabic numerals - **1,2,3...**

Checking this box selects numbering with Roman numerals - I,II,III,IV...

Checking this selects the following numbering - **i,ii,iii,iv...**

Checking this selects the following numbering - **A,B,C...**

Checking this selects the following numbering - **a,b,c,d...**

Select the start of the numbering here.

Clicking the button **Delete** deletes the actual tab stop.

Clicking the button **Replace** replaces the current tab stop.

Clicking this button opens **602Desk** in which you can easily search binders for documents.

Clicking this button opens **Agent** to find documents. A specified query creates a list of objects containing the specific words or group of words. Each file from the list can be instantly opened and loaded into your word processor.

You can enter a custom character for numbering here.

Select bullets here.

Layout of your work area.

Select a toolbar.

Checking this box adds the selected toolbar to the menu.

Placing the cursor over a button on the selected toolbar displays a short description of its function.

Clicking this button enables you to modify the ***User defined*** import.

Information about the current import (which is in the import field type) is displayed here.

A list of import types.

Selecting this option disables bullets and numbering for a paragraph.

Selecting this option enables you to specify the type of bullets to be used in a paragraph.

Selecting this option enables you to specify the type of numbering to be used in a paragraph.

You can set the paragraph numbering here.

Checking the box **Indent** causes the numbers, letters or bullets to be indented before the paragraph. The indentation amount is specified in the field Width.

A **preview** of the current settings is displayed here.

A preview of the selected settings.

Selecting the start number in a paragraph.

This enables you to select one of the displayed bullets for the paragraph.

Here you can specify the size of cutting off the object on the bottom. The size is calculated from the original size of the picture.

Here you can specify the size of cutting off the object on its left side. The size is calculated from the original size of the picture.

Here you can specify the size of cutting off the object on its right side. The size is calculated from the original size of the picture.

Here you can specify the size of cutting of the object on the top. The size is calculated from the original size of the picture.

Checking this box retains the original size of the picture.

Original size of the picture.

Original width of the picture.

This button can be used to disable any cutting of the picture. You can also use it to recover the picture to its original state before cutting off.

You can specify the change in the height of the picture in units of percents.

You can specify the change in the width of the picture in units of percents.

Checking this box displays the object in the frame, otherwise display of the object is suppressed.

When specifying the path to a file containing the source picture, a link is created to this picture. If the path is not specified, a copy of the picture is created and saved in a specified format and placed into the target directory of the HTML page.

The tag in the notation of the picture will be as follows: `<IMG SRC="...">`  
and if used in a form, the following is used:  
`<INPUT TYPE=IMAGE SRC="...">`

Enter a brief description of the picture here that characterizes the picture or its contents. This will be displayed in the frame specifying the position in the HTML document viewer in the following cases:

- 1) The picture has not yet been downloaded (text is downloaded first, graphics follow).
- 2) Automatic downloading of pictures is turned off, the graphics will be downloaded upon your request.
- 3) The picture is not available and it's frame is crossed out.

The tag in the notation will be as follows: `<IMG ALT="...">`

If you want the user to move to another position within the document, to another local document or another URL by clicking on this picture, enter the link into this field or click **Search** to select a link to a WWW page, reference or a file.

The tag in the notation will be as follows:

```
<A HREF="..."><IMG...></A>
```

Clicking **Browse** opens a dialog used to specify the link to a WWW page, reference or file.

Enter the name of the file to be mapped in this field (filenames are case sensitive).

Checking this box selects the **ISMAP** mapping method. In the Link to URL field, enter the path to the text file that contains the definition of the sensitive areas for clicking according to the following template: <type of area><URL address><coordinates>.

Checking this box selects the **USEMAP** mapping method. In the field Name, enter the name of the picture for mapping.

Enter the area definition with the <AREA> tag.

Selecting this option creates a copy of the picture in the **JPEG** format.

Selecting this option creates a copy of the picture in the **GIF** format.

Pair.

Distance settings.

Enter the actual **URL** of the Internet page to which other URL references will relate.

The heading of the current document, if included in the information, is displayed here.

Enter the path to the picture that will form the background.

Clicking the button (...) opens a dialog in which you can specify the picture to be used for the background.

Select an area and use the following field to specify its color.

Select a color to be used for the area specified in the preceding field.

Clicking **Attributes** opens a dialog with HTML attributes. These attributes shall be appended before the tag and enable you to implement new features of the HTML language or overwrite those automatically generated by 602Text.

Use the following format: ATTRIBUTE = VALUE

Sets the space size above a paragraph.

Sets the space size below the paragraph.

Sets the alignment of the paragraph to the left.

Centers the paragraph.

Sets the alignment of the paragraph to the right.

Sets the alignment of the paragraph into a block.

Sets the indentation of the first line from the left margin (set in the dialog Page Setup).

Sets the word hyphenating within the paragraph:

**None** - the words are not hyphenated, default paragraph setup

**Following lines** - the word is properly hyphenated, if necessary

**Every other line, Every three lines** - leave one or two blank lines (suitable when a neat layout is required).

Sets the indentation of the paragraph and from the left margin (set in the dialog Page Setup).

Sets the line spacing. Together with the most frequently used settings (120%, 180%, 240%) that correspond with settings on a typewriter, you can also enter any number greater than 100%. The default value is 120%.

Selecting this option enables you to specify a filling pattern.

Sets the outline level.

Choose the way of paragraph numbering (used in the displayed outline).

Sets the indentation of the paragraph and from the right margin (set in the dialog Page Setup).

You can set the indentation between the frame and the paragraph text here.

You can set the alignment of tab stops and their placement here.

Sets the character to be used in filling tabs (printable character).

Sets the number of columns of text (1-8) into which the text is to be aligned.

You can set the space between columns here.

Type of hyphenation of words.

Types of numbering of objects.

Sets a paragraph to be framed from all sides or in another specified way (e.g. top or bottom).

Sets the type of font for the conversion.

Sets the font size for the font to be used in the conversion for the selected font type and selected style.

A preview of the selected font.

Type of selected font.

Standard type of the selected font.

Width of the selected font.

Height of the selected font.

Size of the selected font.

Type of selected font.

Standard type of selected font.

Width of the selected font.

Height of the selected font.

Size of the selected font.

Type of selected font.

Standard type of the selected font.

Width of the selected font.

Height of the selected font.

Size of the selected font.

Saves all changes made in the dialog.

Sets the import of text in the selected style.

Replaces spaces with tabs. In combination with a suitable font style and size, this can be used to retain the table and multi-column layout of the document.

A substitute line drawn in semi-graphic characters with horizontal lines that float with the paragraph.

Replaces vertical lines with tabs. This option is suitable to retain the table layout, namely when replacement of spaces with tabs is not activated.

Creates a new style, if the font changes.

Creates a new style, if the column right indentation changes.

Creates a new style, if the column left indentation changes.

Creates a new style, if the indentation of the first line changes.

Creates a new style, if the toolbar settings are changed.

Active position of the switch provides importing pictures as part of the text.

Active position of the switch provides automatic word break in paragraphs where originally a hyphen was used.

Creates a new style if the size of the fonts at the beginning of a paragraph is changed.

Creates a new style if the style of the fonts at the beginning of a paragraph is changed (e.g. bold).

Creates a new style if the line spacing is changed.

Enter the minimum number of spaces to be used to replace tabs.

Enter the minimum length of the line to be used for conversion.

Enter the maximum number of paragraphs the input text can have to retain the original division of paragraphs. If this limit is exceeded, the remaining text is merged into large paragraphs.

Ignores all changed options and exits the dialog.

**Cancel...**

Selects substitution of fonts from **602Text** with user defined font types and sizes.

Type of margins.

Type of hyphenation.

You can set the column height here.

You can enter the increment of columns. If when entering text, you exceed the preset height of the columns, the length of all columns in the section will be increased by this increment. Overflow of the text into previous columns creates more space for the new text in the last column.

Sets the column increment.

You can set the alignment of paragraphs here.

You can select a custom type of shading used in a paragraph.

You can select a custom line for the paragraph here.

When entering text at the position of this tab stop, the text is aligned to the left and flows to the right.

When entering text at the position of this tab stop, the text is centered and flows on both sides.

When entering text at the position of this tab stop, the text is aligned to the right and flows to the left.

When entering numerical values at the position of this tab stop, the values will be aligned so that the decimal symbol (determined by the settings in Windows) is justified to the position of this tab stop.

Displays the settings for alignment of tab stops.

Displays the settings for alignment of paragraphs.

Checking this box disables any later changes when editing the object.

Sets a fixed position of the frame with respect to text flow.

Sets automatic expansion of the text frame when text is input.

Fixes the frame in the paragraph. In case of changes to the paragraph, the frame moves together with the paragraph and its distance from the right (left) margin does not change. In case of changes within the paragraph in which the frame is placed, the relative horizontal and vertical positions with respect to the beginning of the paragraph do not change.

Fixes the frame in a paragraph. When the text is changed, the frame is moved between pages so that its position on a page remains the same.

Fixes the frame horizontally to the paragraph into which it was originally inserted. When moved, the frame retains its horizontal distance from the start of the column and vertical distance from the paragraph.

Sets the repetition of the object within the current chapter.

Sets the repetition of the object within the current document.

Sets the repetition of the object on each page.

Sets the repetition of the object on every odd-numbered page.

Sets the repetition of the object on every even-numbered page.

Omits the object on the first page.

Fixes the frame to the text at a specific character position. This is the only case when it can be selected together with text.

Information on the object type.

Sets the size the object is cut on the left.

Sets the size the object is cut on the right.

Sets the size the object is cut on the top.

Sets the size the object is cut on the bottom.

Checking this box disables using the selected lines and shading for both pictures and OLE objects.

Sets the way text flows around the object.

Sets the space between the bottom of the object and the text.

Checking this box sets mapping method using **USEMAP**.

Sets the space between the object and the text on the left.

Sets the way text flows around the object. The text will cover the frame (the frame bleeds through the document).

Sets the space between the object and the text on the right.

Use field Name to enter the name of the picture to be mapped.

Sets the space between the top of the object and the text.

Distance of the text at the top.

Select and highlight the operation you want to undo. You can also select to undo several operations at one time.

Clicking the Undo button enables you to undo the highlighted operations.

Checking this box will group continuous cursor movements.

Checking this box will group continuous text insertion.

Checking this box will group continuous deleting.

Sets the use of the **602Pro Mail System** for sending electronic messages, letters or faxes from the program environment.

Sets the use of the Windows E-mail system (MAPI) for sending electronic messages, letters or faxes from the program environment.

Clicking **Set** opens a dialog used to set the configuration directory for the 602Pro Mail system.

Select the file format you want 602Text to use by default each time you e-mail a document as an attachment.

List of applications available in the selected database.

List of available applications. Applications are groups of database tables.

The information text is displayed here.

Enter text information into field **Text**, that will be displayed where the field is inserted. The information will be used as a starting point to activate the reference when clicked.

Select the Internet service you will be using. HTTP service must be set for the viewing of HTML documents.

Select the required bookmark in this list.

When specifying the file manually, the list of bookmarks is not displayed automatically. To display it, click **Load**.

You can enter the name and path to a file or use the button (...) to search for the file.

Clicking the button (...) opens the Open dialog in which you can locate the file yourself.

You can enter the URL here.

The information text is displayed here.

Clicking **Attributes** opens a dialog with HTML attributes. These attributes shall be appended before the closing tag and enable you to implement new features of the HTML language or to overwrite those automatically generated by 602Text.

Use the following format: ATTRIBUTE = VALUE

The information text is displayed here.

These attributes shall be appended before the closing tag and enable you to implement new features of the HTML language or to overwrite those automatically generated by 602Text.

Use the following format: ATTRIBUTE = VALUE

Moves the view of the document to the selected page and locates the cursor with the page.

Moves the view of the document to the selected section and locates the cursor with the section.

Moves the view of the document to the selected chapter and locates the cursor with the chapter.

Select the length of the line.

Sets the length of the line for the footnote in units of percents of the column width.

Moving to the left or to the right decreases or increases the line length.

Separating the items of the contents.

Checking this box creates the index for a new chapter.

Checking this box appends the index to the end of the document.

You can specify the number of columns in your index in this field

Hidden text.

Hidden text.

Flush proof.

Clicking **Suggest word** allows you to select from the list of suggested words.

Clicking **Add** adds the selected words.

The name of the currently set printer is displayed here. If you want to select a printer that is not on this list, first you have to install it in your operating system.

Up to.

You can select merging with a database here.

Up to.

The document will be printed beginning the specified page number.

To the specified page number.

The status of the current printer is displayed here.

Displays the current printer type.

Displays location of the current printer.

Displays a user description of the printer.

Search.

Use this field to enter what is to be searched.

Checking this box enables a case sensitive search to be performed.

Checking this box searches for whole words only.

Clicking **Replace** enables you to replace the searched word with a new one.

Replace.

Enter the new word into this field.

Clicking **Replace all** replaces all occurrences of the word.

Clicking **Replace** starts the replacement.

The **Down** direction means that the search starts from the cursor position to the end of the file.

The **Up** direction means that the search starts from the cursor position to the beginning of the file.

The **Down** direction means that the search starts from the cursor position to the end of the file.

Description of the paragraph style is displayed here.

Description of the paragraph style is displayed here.

Checking this box results in tabs not being filled with other characters.

Checking this box fills tabs with: ..... .

Checking this box fills tabs with: \_ \_ \_ \_ .

Checking this box fills tabs with: \_\_\_\_\_ .

Lines around the whole highlighted area.

Selecting the grid for the highlighted area.

The line on the left for each highlighted cell.

The line on the right for each highlighted cell.

The line at the top for each highlighted cell.

The line at the bottom for each highlighted cell.

The result of the conversion is displayed here.

The total of the columns of row number.

Sets enlargement of the document to 100%.

Sets the document view without margins to the whole window width.

Sets the document view in the window to the whole page width.

Views the whole page.

The size of the document will be set according to the value specified in percent.

Change to.

Original word.

Synonyms for the given word.

Displays the original word.

Displays information about searching for synonyms.

Displays the basic form of the current word.

Displays the characteristics of the word.

Displays a global macro.

Displays the name of the global macro.

Displays the length of the code.

Displays the size of data.

Checking this box adds the macro to the menu.

Hotkey for the command.

Hotkey for the command.

Displays a description of the macro selected from the list.

Declaration of the procedure or function selected from the list.

Clicking **Local** results in the macro to be used in the current document. After saving the document, the macro becomes its part.

Clicking **Global** results in the macro to be used in the current document. After saving the document, the macro does not become its part.

## **Rename Macro**

From this dialog, you can rename the selected macro.

Displays the original name of the macro.

Displays hidden text.

Select the style to be used in your custom style.

Displays a description of the currently selected style.

Enter the **HTML tag**.

Enter the **HTML symbol**.

Clicking this button opens **602Desk** where documents can be easily saved into binders.

Clicking **More** opens a dialog with more options.

First level of contents.

Last level of contents.

Enter the position of the object from the left.

Enter the position of the object from the right.

Enter the width of the object.

Enter the height of the object in currently set units.

Clicking **More** opens more options in the Open dialog.

Ignores all changed options and exits the dialog.

Selects the method the text flows above and below the object. The document will be divided by the frame (the part above frame, then the frame itself and then the part below frame)

Clicking **OK** confirms all changes.

Cancel the database merging in the document.

Enter your password into this field.

To confirm your password, retype it into this field.

This is a list of sections created in the document. To protect a section, check the box in front of the section you want to protect.

Enter the length to specify the minimum height of the multi-column section. When this value is reached another column will be used.

Sets the spacing of characters in units of percent.

Enter the password to open the file into this field.

Select a line type to be used for footnotes.

Selects the line type to be used for framing paragraphs. You can select a single or double line.

Sets the type of shading for the paragraph. Shading is applied to the whole area of the paragraph between its right and left margins. We recommend that shading is one of the last operations performed with the document. The shading looks fine on a printed document but it worsens the legibility of text on the screen.

Select the type of line for the object.

Select the type of shading for the object.

More options how to open the selected document and to load its contents.

More options for the document opened in the current window.

Setting the printer, paper type and orientation for printing this document.

Information, statistics and HTML characteristics of the document opened in the current window.

## HTML Tag

The dialog is used to insert an **HTML tag** at the current cursor position.

**Text** - enter the **HTML tag**

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## HTML Symbol

The dialog is used to insert an **HTML symbol** at the current cursor position.

**Text** - enter the **HTML symbol**

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## HTML Link

The dialog is used to insert an **HTML link** to a Web site, bookmark or file.

## **Paragraph**

From this dialog, you can define the paragraph properties (alignment, lines and shading, tab stops, bullets, hyphenation, numbering and outline).

## **Section**

The dialog sets the parameters of the current section (columns, lines in between columns).

Sets the characteristics of the frame for the selected object.

Sets the preferences for 602Text.

Enter the name of the block into this field.

Moves the document view to the selected block and highlights it.

Confirms the entered block name for the selected block in the document.

Copies the named block into the clipboard.

Deletes the selected block from the list.

Checking this box causes each document saved in 602Text to be indexed by Agent.

Select a document for a template to be assigned to documents or to a 602Text server. The server type template is used for inserting OLE objects of the 602Text type into other applications (container). This object is then administered by 602Text which, in this case, has the function of a server.

Displays the buttons for the selected toolbar. The clicked buttons are displayed on the toolbar.

Sets the character position on the line.

Clicking **Close** ends your work with the dictionary.

In case of a multi-column section, separation of columns can be highlighted by inserting a line with an optional thickness. You can also select the line type.

Select a WinBase602 database server from this list.

## Properties - Summary

This tab contains summary information about the document.

**Author** - displays the name of the author (when it is available in Windows).

**Keywords** - type the key words of your document (see Insert - Field - Keywords from Properties).

**Comment** - enter the comment you want to use when you search for the document.

**Title** - enter the title you want to use when you search for the document.

**Subject** - type the subject of the document.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## Properties - Statistics

This tab contains statistical information about the document.

**Created** - displays the date/ time when the document was created.

**Last printed** - displays the date when document was last printed.

**Last saved** - displays the date when the document was last saved.

**Revision** - displays the version of the document (number of times that the file has been saved).

**Mail merge source** - displays the name of the database file (only for documents merged with a database).

**Statistics** - displays a table in which you can view the number of pages, words, characters, paragraphs, objects, and lines in the document.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## Properties - HTML

This tab contains information about the HTML documents.

**Title** - displays the title of the document, when available.

**Base URL** - enter the URL to which other URL links in the document will relate.

**Background** - enter the path to the picture that will appear as a background image in the HTML document.

**Colors** - select a section in the first combo box and choose a color for the selected section in the next field.

**Attributes** - opens a dialog that is used to specify the HTML attributes for the document. 602Text will append the attributes you enter in the dialog to each HTML tag. Always use the following format:  
ATTRIBUTE = VALUE.

**CSS (Cascading Style Sheets)** - click **CSS** to specify the CSS saving options and locate the file with cascading style sheets.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## HTML Attributes

The dialog is used to set the HTML attributes for the document. 602Text will append the attributes you enter in the dialog to each HTML tag.

Always use the following format: ATTRIBUTE = VALUE

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## Cascading Style Sheets - Saving Options

This dialog is used to set the location of the cascading style sheets.

**Export cascading style sheets** - checking this box enables you to use CSS in your HTML document. The cascading style sheets will be included in the HTML code.

Check **use external css file** to use an external file with css. Locate the file by using the file browse button to the right of the text field below. Only the link to the external CSS file will be appear inside the HTML code.

**Linked file** - enter the name of the external css file.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## Rulers and Toolbars

The dialog is used to adjust the working area for your document.

**Horizontal ruler** - displays the horizontal ruler in the upper part of the working window below the toolbar area. The units of measurement for the ruler are set in the Options dialog.

**Vertical ruler** - displays the vertical ruler in the left part of the working window. The units of measurement for the ruler are set in the Options dialog.

**Scrollbars** - displays the horizontal and vertical scrollbar.

**Status bar** - displays the status line in the bottom of the window.

**Maximize workspace** - checking this box prevents the rulers, status bar, and scroll bars from being displayed to create a less distracting workspace.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## **Rulers and Toolbars**

The dialog is used to adjust the working area of your document. To display or remove a toolbar, click on the toolbar name.

**Toolbar** - select the toolbars that you want to appear in the toolbar area.

**Customize** - opens a dialog that is used to customize the selected toolbar.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## HTML Link - Web

Inserts an HTML Link into your document.

**Protocol** - select the Internet service(the HTTP service must be set to enable hypertext browsing).

**URL** - enter the URL for the link.

**Text** - type the text information that will display where the link is inserted.

**Attributes** - opens a dialog that is used to specify the HTML attributes for the link. 602Text will append the attributes you enter in the dialog to each HTML tag. Always use the following format: ATTRIBUTE = VALUE.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## HTML Link - Bookmark

Inserts an HTML Link into your document.

**File** - enter the name and path of the file or use the file browse button (...) to search for the file.

**Bookmark** - select the required bookmark from this list.

**Load** - when specifying the linked file manually, the list of bookmarks is not displayed automatically. To display it, click **Load**.

**Text** - enter the text information that will display where the link is inserted.

**Attributes** - opens a dialog that is used to specify the HTML attributes for the link. 602Text will append the attributes you enter in the dialog to each HTML tag. Always use the following format: ATTRIBUTE = VALUE.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## HTML Link - File

Inserts an HTML Link into your document. Any type of file can be used if the browser is able to view it (i.e. not only an HTML file, but also pictures, sound files and video sequences).

**File** - enter the name and path of the file you want or use the file browse button (...) to search for the file.

**Link to WPD export as HTML** - 602Text will export the link to a 602Text document (doc or .wpd) as an HTML link. When converting the document into the HTML format, you need to convert this linked document into HTML as well.

**Text** - enter the text information that will display where the link is inserted.

**Attributes** - opens a dialog that is used to specify the HTML attributes for the link. 602Text will append the attributes you enter in the dialog to each HTML tag. Always use the following format: ATTRIBUTE = VALUE.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## **Chapter Properties - Numbering**

Sets the type of chapter numbering within the document. The default setting is incremental. You may also click Set: and enter the starting number for chapter numbering in the field next to the radio.

Select the page numbering method and its starting value in the bottom section.

## Chapter Properties - Footnote

**Footnote numbering** - specify whether 602Text will number footnotes sequentially in the whole document across pages and sections or restart numbering at each page or chapter.

**Line type** - choose a separator line and color for the line.

**Line length** - set the line length with the selector or by the Based on column field. The field value and the rider position mutually correspond.

## Paragraph - Alignment

The tab is used to set the indentation, type of alignment and line spacing for the selected paragraph.

**Indent: First line** - enter the distance between the text and the left margin on the first line. If you want text to appear in the left margin, enter a negative number.

**Indent: Left** - enter the distance between the text and the left margin. If you want text to appear in the margin, enter a negative number.

**Indent: Right** - enter the distance between the text and the the right margin. If you want text to appear in the margin, enter a negative number.

**Line spacing: Above** - enter the amount of space above each of the selected paragraphs.

**Line spacing: Below** - enter the amount of space below each of the selected paragraphs.

**Line spacing: Spacing** - sets the amount of space between lines of text.

**Hyphenation** - sets the type of hyphenation for the selected paragraph(s). This setting is only available with PC SUITE Plus and only for English (US, UK) and German.

**Alignment** - sets the alignment of the selected paragraph(s).

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## Paragraph - Lines and Shading

The tab is used to set the shading and frame for the selected paragraph(s).

**Lines** - select the line style.

**Lines: Color** - select the color of the line.

**Border:** - click a button to select the edge(s) that will form the border.

**Border: Indent** - set the indentation of text from the line.

**Shading:** - click the shading style you want for the paragraph. Shading is applied to the entire area of the selected paragraph between its right and left margin.

**Shading color** - click the color you want to shade the selected paragraph(s) with. Shading is applied to the entire area of the selected paragraph between its right and left margin.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## Paragraph - Tabs

The tab is used to define the tab stops in your document.

**Selection** - click an existing tab stop position.

**Filling** - choose a filling for the selected tab stop position.

**Change: Location** - type the distance from the left margin for the new tab stop.

**Alignment: Left** - text is aligned to the left and flows to the right.

**Alignment: Right** - text is aligned to the right and flows to the left.

**Alignment: Center** - text appears centered.

**Alignment: Decimal** - when entering numerical values, the values will be aligned so that a decimal point is justified to the position of the tab stop.

**Add** - will add the new tab stop to the list of available tab stops.

**Delete** - deletes the selected tab stop from the list of available tab stops.

**Replace** - replaces the selected tab stop in the list with a new tab specified in the Change section.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## Paragraph - Bullets and Numbering

Use the tab to set the type of paragraph bullets and numbering.

**None** - removes bullets and numbering from the selected paragraph(s).

**Bullets** - allows you to specify the type of bullets in the selected paragraph(s).

**Bullets: Color** - select a color for the bullets.

**Width** - enter the amount of space between the first character and beginning of line.

**Skip** - removes bullets or numbering from the current line.

**Indent** - specify the amount of space you want between the bullet or list number and the start of the text.

**Numbering** - allows you to specify the type of numbering in the selected paragraph(s). Select the style you want: Arabic (1,2,3), Roman (I,II,III,IV) and other: i,ii,iii,iv or A,B,C or a,b,c.

**Numbering : Start at** - enter the starting number for the numbered list.

**Outline numbering** - allows you to create an outline-number list.

**Numbering format** - select a format for outline numbering.

**Level** - set the outline level.

**Preview** - shows a preview of the selected settings.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## **Paragraph - Miscellaneous**

Sets the type of paragraph numbering and hyphenation.

## Object Properties - Location

From this tab, you can define the size and location of an object on the page.

**Location** - enter the distance from the left and top page margin.

**Size and location** - enter the width and height for the object.

**Lock size and location** - disables any future changes while editing the object.

**Resize with text** - (for text frames) automatically expands the text frame according to the length of text.

**Frame position:**

**Fixed** - fixes the position of the object frame without any respect to text flow.

**Fixed on page** - fixes the position of the frame so that its position on the page will remain unaltered if you add new text.

**Floating with paragraph** - fixes the frame within the current paragraph. The frame will move in accordance to the paragraph and its distance from the right (left) margin will remain unaltered if you add new text.

**Floating with column** - fixes the frame horizontally to the paragraph where it was originally inserted. The frame will retain its horizontal distance from the starting of the column and its vertical distance from the paragraph.

**Floating with character** - fixes the frame to the current character position. NOTE: This is the only position when text and objects can be selected with the mouse.

**Through chapter** - object appears on each page in the current chapter.

**Through document** - object appears on each page in the document.

**On page:**

**Exclude first page** - omits the object on the first page.

**On every** - object appears on every page.

**Odd page only** - object appears on each odd page.

**Even pages only** - object appears on each even page.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## HTML

The tab is used to set the HTML options of text tables.

**Title** - enter the title of the table.

**Locate below the table** - click on this check box to place the title below the table. By default, the title appears above the table.

**Cell: Spacing** - set the amount of space between the border and text within a cell in pixels.

**Cell: Padding** - set the width of the cell border in pixels.

**Size units: percent** - causes that the dimensions of the table to appear in percent values, relative to the width of the document (100%). This is useful for preserving the original layout of the document if a different screen resolution is used.

**Size units: points** - all dimensions of the table appear in pixels.

**Attributes** - opens a dialog that is used to specify the HTML attributes. 602Text will append the attributes you enter in the dialog to each HTML tag. Always use the following format: ATTRIBUTE = VALUE.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## Location

Sets the location, alignment and wrapping for the HTML mode of a new object.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## Object Properties - Alignment

Sets the object alignment with respect to its position on the page or in a group of objects.

**Margins** - enter the amount of space between the object and the left, right, top and bottom edge.

**Alignment: In group** - aligns all objects within a group using the buttons for vertical and horizontal alignment.

**Alignment: On page** - aligns all objects on the page using the buttons for vertical and horizontal alignment.

**Vertical: No change** - the vertical alignment of the object remains unchanged.

**Vertical: Up** - aligns the object to the top in vertical direction.

**Vertical: Center** - centers the object in vertical direction.

**Vertical: Down** - aligns the object to the bottom in vertical direction.

**Horizontal: No change** - the horizontal alignment of the object remains unchanged.

**Horizontal: Left** - aligns the object to the left in horizontal direction.

**Horizontal: Center** - centers the object in horizontal direction.

**Horizontal: Right** - aligns the object to the right in horizontal direction.

**Keep layout in group** - retains the relative positions of objects in the group.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## Object Properties - Wrapping

Sets the way the object is wrapped by text.

**Distance from text** - set the amount of space between the left, right, top and bottom edge of the object and the neighboring text.

**Wrapping** - sets the style of wrapping. Select a preview: text will cover the frame, or text will appear around the top and bottom of the object but not on the sides, or text will appear around all edges of the object.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## **Object Properties - Lines and Shading**

Sets the style of lines and the filling pattern for two-dimensional objects.

**Lines: Color** - select the color of the object.

**Lines: Type** - select the type of line for the object.

**Shading: Color** - select the color of shading for the object.

**Shading: Type** - select the type of shading for the object.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## **Miscellaneous**

A summary of parameters used with graphical objects in the document.

## Object Properties - HTML

Sets the properties of form objects used in the creation of HTML forms.

**Name** - enter the name of the object.

**NAME="..."** will precede the name.

**Value** - type the text you want to display in the object.

**Checked** (for Form Check box and Radio button only) - the object will be automatically marked by default.

**Attributes** - opens a dialog that is used to specify the HTML attributes. 602Text will append the attributes you enter in the dialog to each HTML tag. Always use the following format: ATTRIBUTE = VALUE.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## Undo

Displays a list of the most recent operations.

**List** - select the operation to undo. You may multiple operations.

**Cursor movement** - groups all continuous cursor movements.

**Insert** - groups continuous insertions text.

**Delete** - groups continuous deletions.

**Undo** - allows you to undo the selected operations.

**Cancel** - ignores all changes and exits the dialog.

Confirms all options and exits the dialog.

Ignores all options and exits the dialog.

Specifies the condition for manual reading of data.

Sets the left margin of the object.

Sets the right margin of the object.

Sets the top margin of the object.

Sets the bottom margin of the object.

Dialog to specify the conversion method.

Checking the box **Reduced Font List** creates a list of basic fonts.

Opens a file that contains the **Main Dictionary**.

Opens a file that contains the **User Defined Dictionary**. If you enter the name of a non-existing dictionary into the field File Name and click **Open**, a new dictionary with the specified name is created.

Clicking this button makes a **User Defined Dictionary** to be used.

Clicking this button exits the dialog.

Information about the application, the name of the user, the license number and the product identification number.

Date the document was created.

Time the document was created.

Date the document was last printed.

Time the document was last printed.

Date the document was last saved.

Time the document was last saved.

Checking this box causes hotkeys to be displayed in the bubble help. Using the hotkeys is an alternative method to execute a command (e.g. Ctrl+F - pressing the Ctrl and F keys at the same time opens the Find dialog).

Check this box if you want to print the document into a file instead of the printer. To print this file, use the command (DOS) - **copy (file name).prn lpt1:**

Checking this box causes the 602Text document (.wpd) link to be exported as a HTML page link. When converting the page into the HTML format, it is necessary to convert this linked document into HTML format too.

Select a file containing data in this dialog. This data will be used as variable values to fill in your document.

Checking this box enables you to open the selected template directly from Start menu in the operating system.

Sets the used color.

Checking this box causes examples of fonts to be displayed together with the list.

Sets the shading color of the object.

Sets the line color of the object.

Sets the color of the selected bullet.

Sets the color of the selected line between columns.

Sets the color of the selected footnote line.

When checked, the set paragraph formats remain to be shown even with the outline preview.

When checked, the 3D view of toolbars is set.

Checking this box activates the index items. Double click the item to move the view to the reference point.

Checking this box adds a page number to indexed items.

Highlighting makes the items active. Double click the item to move the view to the reference point.

## HTML - List of Used Links

Displays a list of HTML links in the document and their specification:

**type** - displays the type of the linked document:



- inserted picture



- picture as a link to the Web



- picture as a button



- link to a Web site



- cascade style sheet



- button for sending and its location:



- local (located on the local disk)



- external (located on the Web)

**Address** - displays the physical location (URL address) of the linked document

**Text** - displayed or alternative text

**Validity** - 602Text automatically tests validity of local links; for links with external position validity is tested after clicking this button.

**Include** - select the files that you want to export during saving on the Web, see also the **Web Upload** command.

**GoTo** - moves to the selected link within the document and highlights the link.

**Properties** - displays the properties of the selected link.

**Test All** - tests validity of all links within the document. You may pause testing by pressing Esc.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

Designates page URL.

Document specification:

type - displays the document type and its location:



- inserted picture



- picture as a link to the WWW



- picture as a button



- link to a www page



- cascade style sheet



- button for sending and its location:



- local (located on the local disk)



- external (located on the WWW)

Displays the physical location (URL address) of the document. After modifying the address, validity is checked with the local link.

Displayed or alternative text for the link.

With the local position, automatically tests the validity of the selected link, with the external ones, this is tested after clicking the button:

**Yes** - the link is available

**No** - the link is not available

**?** - the link has not been tested

Selects files to be exported during saving on the WWW, see command **Web Upload**.

This option tests the validity of all links within the document. The testing itself is shown by closing the validity button with the tested link into brackets. Use **ESC** to interrupt the testing.

Moves to the selected link within the document and highlights the link.

Displays properties of the selected link.

## **HTW Command**

This dialog facilitates inserting of special HTML tags into the created document, HTW templates.

Enter an expression that after being evaluated results in a logical value. This expression can consist of the following:

- Variables
- Integer** values
- Logic values
- Logic operators
- Arithmetic operator

Generates the **ELSE** branch which is executed in case the **IF ... THEN** condition is not met.

Enter the starting value for the **FOR** command. This **Integer** type value sets the beginning of iteration.

Entering the **Integer** type value sets the beginning of iteration for the **FOR** command.

Enter the end value for the **FOR** command. This **Integer** type value specifies the end of iteration.

Entering the **Integer** type value sets the end of iteration for the **FOR** command.

Enter the increment value for the **FOR** command. This **Integer** type value specifies the increment of iteration.

Entering the **Integer** type value sets the increment of iteration for the **FOR** command.

Enter the name of variable for the **FOR** command. This **Integer** type value takes the actual value of iteration.

Select the name of the selection that will be used to name the section detail (corresponds to one of the SELECT commands in the WBC section).

An expression is a notation in which the following elements can appear:  
Variable, Integer type value, logic value logic operators and arithmetic operator.

Checks the syntax of the expression.

Sets the type of the resultant expression value.

Sets the type of the resultant expression value.

Select the name for the selection (corresponds to one of the SELECT commands in the WBC section).

Select the **Attribute** name associated with the respective selection.

Enter the variable that was created in the corresponding WBC connector in block GetVariable or enter the following predefined variables:

**CurrentRecord** - current processed record

**MaxRecords** - minimum number of records

Enter an operator from the list.

Displays the resultant notation of an HTW command as it is inserted into the document.

Confirms and inserts an HTW command into the current document and exits the dialog.

Displays the number of undo operations.

Enter the user information, such as name, address or telephone, that will be shown in the list after inserting the field User Information.

Check this box to show hard spaces in the document.

Check this box to show end of paragraphs in the document.

Check this box to show hard hyphens in the document.

Check this box to show spaces in the document.

Check this box to show tab stops in the document.

Check this box to show all non-printable characters in the document.

Check this box to show margins in the document.

Check this box to show guide lines in the document.

Check this box to show objects in the document.

Check this box to show fixed objects in the document.

Check this box to show style bubbles in the document.

Check this box to show bookmarks in the document.

Checking this box characters will be shown on the screen such in the printed document. If box is not checked only origins of the words will be placed according to printer settings. Characters in the words will be positioned in accordance with screen font proportions.

To create a field, enter the field name in line **Field**, enter the text in line **Items** and click **Add** or press **ENTER**. To add a new item, enter the new text in line **Item** and click **Add** to confirm the record.

Includes a list of available fields. To create a field, enter the field name in line **Field**, enter the text in line **Field list** and click **Add** or **ENTER**.

Includes a list of items for the selected field. These items can be added by specifying the new text in line **Field list** and clicking **Add**.

Click **Delete field** to erase the selected field.

Click **Delete item** to erase the selected item.

Enter the name and path to the template that will be used for a new 602Text document opened as an OLE server. Or use the button (...) to find the template.

Click this button to find the template for the new 602Text document opened as an OLE server.

Enter the name and path to the template that will be used for a new 602Text document opened as an OLE server. Or use the button (...) to find the template.

Click this button to find the template for the new document.

A new document is loaded into the new working window.

Enables you to set the default file format used to save a document. This default format will be suggested always with the first save of the document. When exporting into the same format type, the original file is rewritten. However, the exported file type might not support some options of 602Text (formats or objects) and loss of information may result.

**Example:** HTML is unable to save OLE objects created under 602Text.

Checking this box displays the point where the last modification was made after opening the file.

Checking this box displays the help guide for Agent.

Checking this box starts spell checking in the background.

**Note:** If **Tracing Changes** is switched and the changes are not shown, spell checking on the background is switched **off**.

## Web Upload Wizard

Use this wizard to store a document on the Internet in the form of a WWW page. This page can include pictures and other links and if the access to the page is protected with a name and a password, these items have to be entered.

The first page of this three-page wizard enables you to specify the file name and directory, into which the file is to be stored (including the name of a subdirectory for pictures, if any). If you are using proxy to access Internet, select item **FTP proxy** for the FTP protocol and enter its address; a proxy "**User With No Logon**" is assumed here. In case of the HTTP protocol, these settings are ignored and the proxy server set in the system is used. A pair of switches in the section **In path and name files** enable the diacritic to be eliminated while specifying access path and file name and all letters to be converted to lower case. In section **Access**, enter the name and password for the page protected with a password.

Enter the URL of the WWW page. HTTP and FTP protocols can also be used.

Enter the file name to be stored on WWW.

Enter the subdirectory name to be used for storing inserted pictures.

Caution: Some HTTP servers do not enable creation of subdirectories. In such case, do not enter any information into this field.

In case of a page protected with a password, enter your access name.

In case of a page protected with a password, enter your access password.

Checking this box removes the diacritic in path and file names.

Checking this box converts letters in paths and file names to lower case.

Sets coding for the page.

Switches on access to the Internet via a proxy server (for FTP protocol).

If you are using a proxy to access the Internet, select the **FTP proxy** item for the FTP protocol and enter its address. This setting is ignored for the HTTP protocol and the proxy server specified in the system is used.

**Note:** It is assumed that FTP type proxy “User With No Logon“ is used.

## Web Upload Wizard

This page shows a list of HTML links within the document and their specification:

**type** - displays the document type and its location:



- inserted picture



- picture as a link to the WWW



- picture as a button



- link to a WWW page



- button for sending



- local (located on the local disk)



- external (located on the WWW)

**Address** - displays the physical location (URL address) of the document

**Text** - displayed or alternative text

**Validity** - with the local position, automatically tests the validity of the selected link, with the external ones, this is tested after clicking the button.

**Include** - selects the files that will be exported during saving on the WWW, see command **HTML - List of Links**.

## **Web Upload Wizard**

This last page shows the list of all files to be used for storing on the WWW.

Shows the list of all files to be used for storing on the WWW.

## Web Upload

Use this dialog to store a document in the form of a WWW page on the Internet. This page can include pictures and other links and can be protected with a password. Enter the file name and URL to where the current document is to be stored. In section Access, enter the name and password for access to the server. For setting Cascading Style Sheets, select CSS.

For detail settings, select **Wizard**.

Enter the URL and file name to be used for storing the page on the WWW. Protocol HTTP or FTP can be used.

For detail settings, select **Wizard**.

## Print Labels

This dialog is used to print labels or business cards.

**Name** - displays the name of the current printer. If you want to select a printer that is not on this list, install that printer into your operating system.

**Properties** - allows you to set Windows printer options for the selected printer.

**Status** - displays the status of the selected printer.

**Type** - displays the type of printer selected.

**Location** - displays the location of the selected printer.

**Comment** - displays additional information such as the user description of the printer.

**Print to file** - check this box if you want to print the document into a file instead of a printer.

**All** - prints the entire document.

**Current page** - prints the page where the mouse cursor is located.

**Pages** - the specified part of the document will be printed. Enter the page or range of pages to print using the following format: 1-3,6,8,12-15,25.

**Reverse print order** - in order to print your multi-page document on both sides of the paper, first select printing of odd- numbered pages. Then place the printed pages into the printer with the printed side up and print the even-numbered pages.

**Print data only for forms** - 602Text prints only the data from the form fields in the current document.

**Pages: Copies** - enter the number of copies of the document (or its part) to be printed.

**Pages: All pages**- Use this option to print out all pages of the document (standard settings).

**Pages: Even pages** or **Odd pages**- use this option to print only even or odd pages (starting with the first page).

**Merge with database** - prints multiple documents created as a combination of text and data files (*Mail Merge* method).

**Merge: All** - prints all documents in the mail merge.

**Merge: Range from, to** - you can specify a range of records for which the 602Text will print documents.

**Labels: Print from position** - enter the starting position from that you want to start print.

**Labels: Count labels** - enter the number of labels to print. The number of sheets appears in the field Pages.

**Labels: Pages** - enter the number of sheets to print. The number labels appears in the field Count labels.

**Preview** - shows a preview of the page with labels.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

Use this field to enter the number of labels printed for one database record - after being printed, a new record is loaded.

Enter the starting position for printing on the sheet.

This option shows the preview of the page with labels.

If you want to print an exact number of labels, use this field to enter the number of labels. The field **Pages** is used to calculate the required number of sheets being printed.

If you want to print an exact number of sheets, use this field to enter the number of sheets. The field **Count labels** is used to calculate the required number of labels being printed.

Shows the format of labels to be printed.

List of labels. You can modify these labels, add new ones and delete the existing ones.

Adds a new label format to the list under the selected name.

Removes the selected label format from the list.

Specify the label width.

Specify the label height.

Specify left/right margin on the sheet.

Specify the top margin on the sheet.

Specify the bottom margin on the sheet.

Specify the left/right space between the labels on the sheet.

Specify the top/bottom space between the labels on the sheet.

Specify the number of labels placed in one line on the sheet.

Specify the number of labels placed in one column on the sheet.

Specify the height of the sheet with labels.

Specify the width of the sheet with labels.

Show preview of the selected label format on the sheet.

Show preview of the selected label format on the sheet.

Includes a list of labels used to create a label type document.

Displays a dialog used to set detail characteristics of the label, to add a new or remove an existing label.

Displays the dialog used to set label margins.

Displays the label size.

## Bar Code - Properties

This tab is used to set the basic bar code properties (type, size, font, orientation, print properties, etc).

**Symbology** - click the bar code format to use.

**Comment** - enter the heading for the bar code (not mandatory).

**Message** - enter the input message for the code (mandatory).

**Properties** - opens a dialog, in which you may set more advanced properties of the code.

**Preview** - shows a preview of the bar code.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

Sets the bar code type.

Enter the comment to the bar code

Enter the input code.

Enter the complementary input code.

Displays a dialog used for detail settings of the Bar Code, such as fonts, orientation and location of the code, display of margins and frame, insert and display of the control number and optimizes the bar code for print.

Shows the current preview of the bar code.

Enables you to merge the comment with a database. Set the database first in Tools/Database/Settings.

Enables you to merge the comment with a database. Set the database first in Tools/Database/Settings.

Enables you to merge the code to with a database.

Select the merge field you want to use for the message.

## **Bar Code - Properties**

This card is used to set properties of the Bar Code, such as size, font, orientation, print properties, line reduction, adds a control number, etc.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

Sets the font types used for text in the Bar Codes.

Sets the fonts size used for text in the Bar Codes.

Sets the horizontal orientation of the Bar Code.

Sets vertical orientation of the code to 90°.

Sets the horizontal orientation of the code to 180°.

Sets vertical orientation of the code to 270°.

Switches on presentation of the code text.

Checking this box locates the text above the bar code.

Checking this box locates the text below the bar code.

Sets the left and right margins for the bar code.

Adds the top and bottom lines to the code. This line avoids wrong reading of the code on the top and bottom side, respectively due to running of the bar code in case of printing with ink.

Adds a control number to the code. This number checks the exactness of how the code was read. If you want the code to be shown in the form of text, check the box **Display check digits**.

Adds a control number to the code. This number checks the exactness of how the code was read. To obtain a better exactness, check both items for the number check. If you want the number to be shown in the form of a text, check the box **Display check digits**.

Shows the control number as text.

Checking this box enables 128 ASCII characters to be included into the text.

Checking this box adds an asterisk (\*) both before and after the text.

Checking this box sets optimization for industrial usage of the code.

Checking this box enables a complementary bar code to be added that contains currency designation and price.

Adds a control number to the code. The number is used namely to identify the products.

Optimizes the bar code for the selected printer and its resolution.

Sets automatic proportional magnification of fonts with respect to the bar code.

Sets the thickness of the fine line.

Sets the reduction of the fine line with respect to running of the ink.

Sets the height for the bar code.

Shows the bar code width.

Sets the ratio between the Narrow and Wide elements widths.

## **Fax Merge**

This dialog is used to create a fax merge (send a fax to multiple recipients by merging the main document with a database that includes the fax numbers and names of recipients).

**Database that includes fax numbers and names:** - the name of the selected database.

**Field: Fax** - select the merge field that contains the fax numbers of recipients.

**Field: Name** - select the merge field that contains the names of recipients.

**Send** - sends the fax.

**Close** - exits the dialog without faxing the document.

## E-mail Merge

This dialog is used to send e-mail to multiple recipients by merging the current document with a database that includes the addresses of recipients.

**Database with addresses** - displays the name of the selected database and the range of addresses.

**Organizer** - opens the Organizer that is used to view and select database records within the merged database.

**Field with address:** - select the merge field that contains the addresses of recipients.

**Send to addresses: All** - sends the e-mail to all database records.

**Send to addresses: From, To** - only sends the e-mail to the selected database records.

**Subject** - enter the subject for the mail merge or use the predefined subject.

**E-mail format** - opens a dialog where you may set the format of the main e-mail merge.

**Send** - launches your e-mail client that sends the document to all selected addressees and closes this dialogue.

**Close** - exits this dialog without sending the document.

Click Settings... to use addresses from Outlook Express Address Book for mail merge. Click the arrow next to the button and choose Database... to select a different data source.

Sets the database of addresses for merging. This database can be created by the command **Settings** from the menu Database.

The address database for merging. This database can be set by the option **Set Database**.

Starting address from the selected database.

Sends the e-mail to all database records.

Sends the e-mail to the selected database records.

Sends the fax to all database records.

Sends the fax to the selected database records.

Set the number of the starting record from the selected group.

Set the number of the last record from the selected group

Shows the address of the starting record from the selected group.

Shows the address of the last record from the selected group

Sets the database for merging. This database can be created by the command **Settings** from the menu Database.

The set database for merging. This database can be set clicking the button **Setting**.

E-mails the document to all selected addresses and closes this dialogue.

Faxes the document to all selected fax numbers and closes this dialogue.

This permits compression of pictures in documents when the file is saved. If you open this file in versions older than 99, the pictures are shown in black-and-white. If you do not save this file in an older version, the file is loaded in the new version in its original quality.

When checked the open format or the last save format is automatically preserved.

This option sets saving a preview in the document.

## Web Downloading

This dialog is used for downloading external linked files. Choosing **Download** starts downloading process of all listed files. If you choose **Cancel**, external pictures will not be displayed and external stylesheets will be ignored.

Displays external linked files contained in a document.

List contains external linked files.

This option starts the downloading process of all listed files.

Checking this box enables the use of cascading style sheets in HTML.

Checking this box links the cascading style sheets as an external file.

Enter the name of the external **css** file for cascading style sheets.

Clicking the button find (...) opens the Open dialog in which you can locate the file yourself.

Displays name of the **css** file. The cascading style sheets will be exported into this file.

Clicking **CSS** opens the **Cascading Style Sheets - Saving Options** dialog.

## Zoom

This dialog is used to define the level of magnification that is applied to the document.

**Page width** - sets the display of your document view so that it fits within the left and right margins

**Zoom 100%** - displays your document at its normal size

**Whole page** - sets the display so that the entire page fits within the document window.

**Margins width** - sets the display so that the document, without margins, fits within the document window.

**Percent** - allows you to specify the percentage at which you want to view your document

**Zoom** - enter a number between 25 and 400%

**Slider** - drag the slider to set the view scale.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changed options and exits the dialog.

Modifies the placement of auxiliary control elements in the 602Text window.

Checking this box displays a horizontal ruler in the upper part of the current window right above the working area. It enables easier viewing of the documents indentation and tabulator marks. A fine line cursor is active in the lengthwise part of the ruler. The units of the ruler correspond to the units set in the **Options** dialog.

Checking this box displays a vertical ruler in the left part of the current work window. A fine line cursor is active in the area of the ruler. The units of the ruler correspond to the units set in the **Options** dialog.

Checking this box causes the vertical and horizontal sliders to be displayed in the active window.

Checking this box causes the fixed toolbar to be displayed in the upper area of the window.

Checking this box causes the movable toolbar to be displayed.

Checking this box causes the status line to be displayed in the bottom part of the window.

Checking this box ignores all the above settings. The settings of all other options remain unaffected.

## **Levels of Outline**

The dialog is used to display only parts of your document that correspond to the selected and higher outline level. This is only valid for the Outline view mode.

Displays level 1 and higher.

Displays level 2 and higher.

Displays level 3 and higher.

Displays level 4 and higher.

Displays level 5 and higher.

Displays level 6 and higher.

Displays level 7 and higher.

Displays level 8 and higher.

Displays level 9.

Display all outline levels.

## **Go To Record**

The dialog displays the selected database record.

Record number to which you want to move.

Sets the page margins and limits the text writing work area.

Sets the text frame margin.

Use these drag points to change the size of the object.

Sets the distance between the object and the text.

Sets the space above the paragraph.

Sets the space below the paragraph.

Sets the left indentation of the paragraph.

Sets the indentation of the first line from the left margin.

Sets the indentation of the first line from the right margin.

Sets interlining of the selected characters by dragging the drag point on the right side.

Sets the line spacing in percents. The default value for line spacing is 120%.

Sets the minimum height of a row in a table.

Resize the cell in table.

The displayed bubble contains the name of the paragraph style in use. Later changes, if any, are indicated by an asterisk (\*). Clicking on the bubble with the **Left** mouse button selects the entire paragraph.

Clicking on the bubble with the **Right** mouse button displays a menu used for style changes:

**Select from the list of the preset styles** - this option causes the reformatting of the paragraph according to the selected style.

**Create a new style** - creates a new style with all formats used in this paragraph.

**Update style** - saves all later changes made in the paragraph style and applies this updated style on all paragraphs that use this style.

**Return to style** - removes all later changes made in the paragraph style and deletes the asterisk (\*).

Displays the fixation of the floating object to the paragraph. The object can also be fixed to another paragraph by dragging the mouse.  
Clicking the right mouse button enables you to cancel floating mode and fix the position of the object within the page.

## Create Text Table

This dialog is used to set the properties of a new text table.

**Columns** - enter the number of columns you want for the text table.

**Rows** - enter the number of rows you want for the text table.

**Table type** - displays the type of the text table (Normal or the selected AutoFormat type).

**Based on selected text** - checking this box fills the new table with text from the selected block of text.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changed options and exits the dialog.

**AutoFormat** - creates a text table with an automatic format.

## AutoFormat

The dialog allows you to apply and modify an AutoFormat to a new or existing text table.

**List** - click an AutoFormat style in the list. A preview of the style will appear in the right section of the dialog.

**Apply special formats to: Text** - applies the text formatting of the selected AutoFormat to the table (**Bold**, *italics*, **color**).

**Apply special formats to: Borders** - applies the border formatting of the selected AutoFormat to the table.

**Apply special formats to: Shading** - applies the shading of the selected AutoFormat to the table.

**Apply special formats to: Alignment** - applies the alignment of the selected AutoFormat to the table.

**Formats to apply: Heading rows** - applies the formatting of the selected AutoFormat to the first row in the table. Otherwise, 602Text uses the format of the next row.

**Formats to apply: Last row** - applies the formatting of the selected AutoFormat to the last row in the table. Otherwise, 602Text uses the format of the previous row.

**Formats to apply: First column** - applies the formatting of the selected AutoFormat to the first column in the table. Otherwise, 602Text uses the format of the next column.

**Formats to apply: Last column** - applies the formatting of the selected AutoFormat to the last column in the table. Otherwise, 602Text uses the format of the previous column.

**Animation** - click **Animation** to start a slide show of the available AutoFormat styles.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changed options and exits the dialog.

Enter the number of columns for the text table into this field

Enter the number of rows for the text table into this field.

Checking this box causes the new table to be filled with text from the selected text block.

Creates a text table with an automatic format.

Selected automatic format.

## Object List

This dialog is used to set the properties of objects inserted into a document.

**Main field** - displays a list of objects inserted into the document.

**Go To** - displays and highlights the selected object.

**Properties** - opens a dialog where you may change the properties of the selected object.

**Links** - updates the selected object and allows you to change the data source or delete the link (for OLE objects with link only).

**Delete Objects** - deletes the selected object(s).

**Filter** - select all objects of the selected type.

**Group** - creates a grouped object that will consist of the selected objects and behave as a single object.

**Show all object** - displays all objects in the document.

**Respect groups** - displays grouped objects as a single object.

**Close** - exits the dialog.

## Select Object Filter

This dialog is used to specify what types of objects appear in the list of objects.

**Object type: Shapes, Text, Picture, OLE Object, etc.** - selects the object type.

**Display object: All** - all objects of the selected type(s) appear in the list of objects, **None** - none objects of the selected type(s) appear in the list of objects.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changed options and exits the dialog.

Sets the horizontal and vertical alignment of objects.

Sets the placement of an object relative to the left page margin.

Sets the placement of an object relative to the top of the page.

Sets the width of the object.

Sets the height of the object.

Aligns objects within a group using the buttons for vertical and horizontal alignment.

Aligns objects on a page using buttons for vertical and horizontal alignment.

Vertical alignment remains unchanged.

The object shall be aligned from the top in the vertical direction.

The object shall be centered in the vertical direction.

The object shall be aligned from the bottom in the vertical direction.

Horizontal alignment remains unchanged.

The object shall be aligned to the left in the horizontal direction.

The object shall be centered in the horizontal direction.

The object shall be aligned to the right in the horizontal direction.

Retains the relative positions of objects in the group.

Convert one object into another.

Select an object into which the original object is be converted.

## Lines and Shading

Sets the style of borders and shading in the selected cell(s).

**Single cells: Left, Right, Top and Bottom** - click the style of border you want to add to the top, bottom, left and right border of each cell in the selected area.

**Range: Around** - click the style of border you want to draw around the outer edge of the selected area.

**Range: Grid** - click the line style for the grid on the selected area in the table.

**Shading** - click the style of background you want to shade the selected area in the table with.

**Color Shading** - click the color you want to add to the selected area in the table.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

Checking the box Range causes the highlighted area to be framed as a whole with the selected line.

Checking the box Single cell causes each cell to have four borderlines assigned: top, bottom, left and right. Color of these lines can be set individually. Thicker lines will be used to display two neighboring borderlines with different thickness.

Sets the borderlines for the selected range of cells.

Sets the grid for the entire selected range of the table.

Sets the left border of each cell in the highlighted area of the table.

Sets the right border of each cell in the highlighted area of the table.

Sets the top border of each cell in the highlighted area of the table.

Sets the bottom border of each cell in the highlighted area of the table.

Sets the pattern and thinning of the background color in each cell or in the highlighted area of the table.

Sets the background color for each cell in the highlighted area or in the highlighted area of the table.

## **Text Table Header**

This dialog is used to create a header for text tables that cover more than a page. The header may include the first one to five rows in the table.

**Lock 1-5 row** - select the number of rows you want to repeat on each page in the table.

**No header** - removes the header from the table.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changed options and exits the dialog.

Repeats the first row on each new page of a multi-page table.

Repeats the first two rows on each new page of a multi-page table.

Repeats the first three rows on each new page of a multi-page table.

Repeats the first four rows on each new page of a multi-page table.

Repeats the first five rows on each new page of a multi-page table.

Check this box to get a table without a heading.

## Split Cells

The dialog splits the selected cell(s). Enter the number of cells you want to split the cell(s) into in the field **Split horizontally into:**. Each cell in the selection will split individually.

If you split cells that were merged vertically into more columns, the cells will split in a vertical direction as well. To split cells that had been merged in a vertical direction, enter 1 in the field **Split horizontally into:** and check **Split vertically merged cells**. The cells will split into the original number of rows.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changed options and exits the dialog.

## **Insert Cells**

The dialog is used to insert new cells in front of or under the selected area in the table.

**Count** - enter the number of cells you want to insert.

**Before the range** - inserts the cells in front of the selected area.

**After the range** - inserts the cells under the selected area.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changed options and exits the dialog.

## **Insert Row**

Use the dialog to insert a new row of cells under the cell.

**Arrangement of cells in row number** - enter the number of the row according to which the inserted row will arrange. The default setting is the current row.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changed options and exits the dialog.

## Row Height

The dialog is used to set the height of the selected row(s) in the table.

**Auto** - sets the row height automatically.

**Minimum regular** - automatically sets a minimum height for the selected row(s).

**Minimum:** - specify the minimum height for the row in the field next to the radio.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changed options and exits the dialog.

## **Vertical Alignment**

The dialog is used to set the vertical alignment of data in the selected cells.

**Alignment options** - Click a picture to set the vertical alignment of text in the select cells.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changed options and exits the dialog.

Select the existing row according to which cells are to be organized in the inserted one. By default, the current row is suggested.

Inserts a field for a plain sum in rows or columns of the table. The format of the sum depends on regional settings for currency under Windows.

Sum of cells within a column.

Sum of cells within a row.

Enter the symbolic name of the object in the form here.

This will be preceded with NAME="..." at the actual position.

Into this field, enter the text you want to display in the object.

Clicking the button **Attributes** opens a dialog containing HTML attributes. These attributes shall be appended before closing the tag and enables you to add new features of the HTML language or to overwrite those automatically generated by 602Text.

Use the following format to specify them: `ATTRIBUTE = "VALUE"`

Checking this button causes the object to be automatically selected.

Enter the HTML heading into this field.

Enter the maximum number of characters for the text.

Enter the width of the object in number of characters.

This tag will have the following form:

```
<TEXTAREA COLS=10>
```

Enter the number of lines for a multi-line text.

This tag will have the following form:

```
<TEXTAREA ROWS=5>
```

Sets formatting of text in a ***multi-line text*** object. You have the following options: Off (no formatting), Virtual or Physical. Press Ctrl+Enter if you want to create a new line.

**OFF** - without line breaks. Lines are sent exactly as they are written in the object.

**VIRTUAL** - displays line breaks, but the text broken into the object is processed as a single line.

**PHYSICAL** - displays line breaks exactly as they were entered in the object.

Enter the number of lines into this field. If one line is selected, the object will be displayed as a selection list. If the number of lines is bigger, the object shall be displayed as a list.

Enables multiple selections while working with the list. Checking the components (using the box near the component in the list) causes a default selection of these components.

Enter the text into this field you want to display in the object as an item and its value. Checkboxes in this field enable you to set the default settings for these items. If the box Multiple Selection is checked, you can make multiple selections both in the setting mode and when working with this object.

## **Web Download**

Enter or select a URL you want to open in 602Text.

Creates a new connector.

Edits the existing connector.

Creates a new HTW template.

Opens the existing HTW template.

Sets the CGI server for processing.

Creates and modifies dynamic HTML pages in cooperation with WinBase602.

## Updating the Style from a Template

The dialog is used to update the selected style according to the changes of the style that appear in the selected template or document.

**Update:**

**Update: - Style** - updates only the style that was selected in Paragraph Style Definition dialog.

**Update: - Some styles** - asks you to confirm or reject the update of each style.

**Style - All styles** - updates all styles.

**Template name:** - enter the name of the template or locate the template by using the (...) button. NOTE: The template must be a WPT or WPD (602Text) document.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changed options and exits the dialog.



Enter the name of the template or document into this field. If you are not sure, click (...) to locate the template.

Clicking this button opens the dialog to search for templates.

Check the box to update the selected style.

Check the box to update the selected styles.

Check the box to update all styles.

## **New Template Name**

This dialog is used to create new HTW templates with an already existing connector.

Enter the name of the file from which you want to load the connector.

Enter the name of the file with the new template.

Searches for the file with the connector.

## **New Connector Name**

This dialog is used to create a new connector and copy that one that was created before.

Enter the name of the file from which you want to load the connector.

Enter the name of the file into which you want to store the new connector.

Select a connector from the specified list to be used.

Searches for the file with connector.

Sets the position and type of tab stops.

Displays the type and position of current tab stops.

Enables you to set the type of alignment on tab stops.

Sets the position of the tab distance from the left margin of the available page area.

Adds a tab stop to the list the **Change** section.

Deletes the selected tab stop from the list.

Replaces the tab stop in the **Selection** list with a new tab specified in the **Change** section.

Sets the characteristics of chapters and footnotes.

Chapters shall be numbered according to their position from the start of the document, beginning with chapter 1.

Chapters shall be numbered using the value in the following field.

Enter the number of the new chapter here.

Enables an independent numbering of chapters.

Pages shall be numbered starting from the number entered in this field.

New settings for headers and footer.

Go to the selected header or footer.

Creates a new header or footer.

A list of headers and footers with information on their positions.

## Apply Paragraph Style

From this dialog, you can apply the selected style to a paragraph or group of paragraphs.

**Style** - click the style that you want to apply on the paragraph or group of paragraphs.

**Style description** - displays a description of the selected style.

**On text only** - the style will only apply to the font properties.

**Apply** - applies the selected style to the selected paragraph and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## Paragraph Style Definition

From this dialog, you can create new paragraph styles and modify existing styles.



- creates a new style based on the selected paragraph style.



- renames the selected style.



- deletes the selected style.



- removes the dependence of the selected style.



- updates the selected style from the selected template or document.



- opens a dialog where you may set the paragraph properties of the selected style.



- opens a dialog where you may set the font properties of the selected style.

**Left section** - list of currently defined styles. The styles that are used in the active document are highlighted in yellow.

**Right section** - description of the selected style.

**Shortcut** - assign a shortcut to the selected style.

**Successor style** - set the style that you want to use based on the selected style.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

List of currently defined styles. The styles used in the document are highlighted in yellow.

Adds the style defined in the **Paragraph** and **Font** dialogs to the list. Enter its name in the input field on styles list, then enter the required settings and click the button **Add**.

Deletes the style that is currently highlighted in the list.

Enables you to rename the style selected in the list.

Sets the paragraph characteristics (size, number of columns, alignment etc.).

Sets the characteristics of the font used in a paragraph (type, size, style and position on the line).

Key commands (*hotkeys*) can be assigned to the selected styles.

Sets the style to be used after the selected one.

Renames the paragraph style.

## **Style Name**

The dialog is used to enter a name for the new paragraph style.

Enter the new name of the paragraph style.

The selection sets the construction of the new style based on the original one (parent), when new characteristics are added to the existing style - this option lets you change the properties with the parent, the change will then be used with its children. The unchecked box sets a new style (see Defining a New Style).

Enter the minimum height of the row into this field. These settings shall be applied to the current or selected row.

Checking this option selects the height of rows in the table automatically.

Checking this option enables you to specify the minimum height of a row in the table manually. The setting shall be apply to the selected or current row.

Sets the vertical alignment of text in the cell to the top, bottom or center.

Opens the dialog in which you can create a custom toolbar.

Deletes a custom toolbar.

Opens a dialog used to edit the custom toolbar.

## Setting the Custom Toolbar

This dialog is used to create a custom toolbar by selecting items from the list of macros. Use the field **Title** to enter the toolbar name. The button can be presented on the toolbar in the form of a picture (recommended size height=15, width=16 points) or text placed in bubble help. If the macro includes a hotkey, this hotkey will be used for the button. To separate the functionally identical button, click the button **Space** to enter a space.

Displays a list from which you can pick buttons to be added to your toolbar.

This field displays a list of items already included on your toolbar.

Clicking this button adds the selected item from the list to the left of your toolbar.

Clicking this button deletes the selected component from the list on the right of your toolbar.

This field shows the preview of the picture to which the path is specified in the field Picture. This picture will be used for the currently selected button in the list on the right.

Enter the path to the picture into this field or click on the (...) button to search for the picture. The located picture will be used for the button on the currently selected item in the list on the right.

Displays a search dialog to locate the picture to be used for the currently selected item in the list on the right.

Selecting this option opens a preview of your HTML document in HTML view in 602Text.

Selecting this option opens a preview of your HTML document in the browser installed in Windows.

Click this button to add a space between buttons on your toolbar.

Click this button to delete a space between buttons on your toolbar.

Enter the text for bubble help for the selected button into this field.

The hotkey for the selected button is displayed here.

Enter the name of your toolbar into this field.

Checking this box will use your picture in the form and it will be activated for clicking (to send a command).

This field displays the default value of the data format (**"application/x-www-form-urlencoded"**); normally, there is no need to edit this.

This field displays the method the client should use to send data. The permissible values are GET or POST (recommend for larger forms).

The tag will have the following form:

```
<FORM METHOD="GET">
```

Use this field to enter the symbolic name of the picture in the form.

The notation will have the form of NAME="..."

Use this field to enter the path to the CGI program that will process the data in the form.

The tag will have the following notation:

`FORM ACTION="/cgi/maier.cgi"`

Alignment of text.

URL.

Set the picture format into which the picture will be transformed too.

Sets the method of mapping the sensitive areas of the picture.

Name of the picture for mapping.

The default value of the data format is displayed in this field.

Sets the method the client should use to send the data.

Checking this box calls the updated www page and the cache is not used for reading.

Use this field to enter the URL of the page you want to load into 602Text.

Pressing the button **Properties** opens a dialog with the HTML properties of the selected form object.

Clicking the button **Go To** highlights the selected object in the list of form objects. This is useful for visual control of the selected object.

This field displays the list of all form objects used in the section. If sending, all data items of these objects shall be sent.

The button function to be taken when sending pictures and OLE objects (with the picture and OLE object, only if they are set to be used in the form) are displayed here. If the list contains two or more objects, they must have the same function assigned.

In the event of a conflict, the function of the button to send pictures and OLE objects are different. Objects whose functions are in conflict are displayed here.

Use this field to enter the heading for an HTML table.

Check this box if you want the heading to be positioned under the table. By default, the heading is placed above the table.

Sets the width of the cell borders in pixels.

Sets the size of the space between the border and text within a cell in units of pixels.

Check this box if you want to enter the dimensions of the text table in units of percents relative to the width of the document (100%). This method is useful for retaining the layout of the document in case a different screen resolution is used.

Check this box if you want to enter the dimensions of the text table in units of pixels.

Check this option if you want to set the minimum uniform height of the row.

Assigns the selected style to the highlighted paragraph and exits the dialog.

Used to enter the selection name for the table in the HTW template. This name corresponds to the name in command SELECT to the respective connector.

**Note:** The name appears in the entered HTW format only if at least one table row is selected as the section for repetition.

Creates a description and assigns a hotkey to a macro.

Enter a character (0-9, A-Z or F1-F8), which in combination with keys Ctrl and Shift is used to execute the macro.

A description of the macro that will help you to identify the macro in the Executable macros frame.

## **Executable Macros**

This dialog contains a list of executable macros and enables you to run, rename or delete macros. It also displays additional information about the function the macro performs.

A list of macros ready for execution.

Execution of a macro selected from the **List of macros** field.

Sets the description and hotkey for the selected macro.

Deletes the selected macro.

Renames the selected macro.

## List of Macro Language functions

A list of functions and procedures available in the macro language and their declarations. Confirm the selected macro to save it as a macro file.

Adds the selected function in the macro file at the position of the cursor.

Inserts the complete declaration of the selected function at the position of the cursor.

A list of procedures and functions you can use in your macro file.

Assigns a new name to a macro.

Enter a new name for a macro.

Replaces a macro with a new one.

Retains all information associated with the original macro of the same name (description, hotkey).

Replaces everything (i.e. creates a new macro).

## Table of Contents

The dialog is used to create a table of contents in your document.

**Level: All** - adds all outline levels to the table contents (with the exception of the basic text level). Otherwise, the fields First and Last will be active.

**Level: First** - enter the outline level that will define the start of the table of contents.

**Level: Last** - enter the outline level that will define the end of the table of contents.

**Active items** - the items of the table active. Double-clicking an item in the table of contents moves you to the reference point.

**Page numbers** - adds page numbers to the table of contents.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## Named Blocks

The dialog is used to assign names to blocks of text and perform actions with named blocks .

**Field in the top left section** - type the name of the selected block.

**List in the left section** - click the name of the block you want to perform an action with.

**Select** - will move you to the selected block and selects it in the document.

**Set Name** - will confirm the name of the selected block and add it to the list of named blocks.

**Copy** - will copy the selected block into the clipboard.

**Delete** - will delete the selected block from the list.

**Cancel** - exits the dialog.

## **Index Entry**

The dialog is used to mark new index entries.

**Index entry** - marks the word where the cursor appears in the field and adds it to the list of index entries.  
To mark the word, click OK.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changed and exits the dialog.

List of index entries to which references are made in the text. This list can be edited by deleting the entry, selecting the entry in the text and correcting the selected entry.

## Create Index

The dialog is used to create a list of index entries that appear in alphabetical order.

**Index entry separator: None** - will not separate index entries that start with a different letter.

**Separator: Empty line** - will separate the index entries that start with a different letter by using an empty line.

**Separator: Character** - will separate the index entries that start with a different letter with this character and places each index entry on a separate line.

**Active items** - will activate the items of the index. Double-click on an item will move you to its reference point.

**Page number** - will assign page numbers to the index items.

**As a new chapter** - will create the index as a new chapter in the document.

**At the end of document** - will attach the index at the end of the document.

**Columns** - specify the number of columns you want for the index.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

Index entries starting with different letters will not be separated.

Index entries starting with different letters will be separated with an empty line.

Index entries starting with different letters shall be separated by these letters on a separate line.

## Bookmarks

This dialog is used to create bookmarks for fast access from any position within the document.

Always place the cursor at the point where you want to place the bookmark.

**Field in the top left section** - type the name you want for the new bookmark.

**Left section** - displays a list of existing bookmarks. Click the bookmark you want to perform an action with.

**Go To** - moves you to the selected bookmark, highlights it in the document and exits the dialog.

**Insert** - adds the new bookmark to the list of bookmarks.

**Delete** - deletes the selected bookmark from the list of bookmarks.

**Cancel** - exits the dialog.

Contains a list of existing bookmarks. The selected bookmark can be deleted, moved or a new bookmark can be created.

Moves the view in the document to the selected bookmark, highlights it and exits the dialog.

Adds a bookmark with the specified name to the list of bookmarks.

Deletes the selected bookmark from the list of bookmarks.

## Database

The dialog is used to set the database that will merge with your document, to find the database records and to insert mail merge fields into your document.

The name of the set database, the total number of records and the number of the currently selected record appear in the dialog. When used with **Intelligent Templates**, the dialog allows you to create a database file for the items that the users will enter in the template (via ODBC).

**Setting** - set the database type by selecting an option from the list (Outlook Express Address Book, 602Tab worksheet, or a database file)

**Merge with Database** - to merge your document with the database, select the database field that will be inserted into your document.

**Insert** - will insert the selected field into the document. Each new click on the button will insert the same or next selected field

### Buttons in the top section



- displays the contents of database fields



- finds the first record in the set database



- finds the previous record in the set database



- finds the next record in the set database



- finds the last record in the set database



- creates a database (via ODBC)



- opens Outlook Express Address Book (when set in the document).

**Print** - this prints out the document merged with the database.

**Close** - close this dialog.

## Mail Merge Wizard

This dialog is used to start and customize a **mail merge, e-mail merge or fax merge**.

### Main document

For the main document you may select:

- **Active document** - to use the active document
- **New document** - to create a new document
- **Open document** - to open an existing document.

### Data source

The second step is the selection of a data file, which will be used to fill in the merge fields during printing.

- **Outlook Express Address Book** - you can select contacts from the Address Book.
- **Create New Group in Address Book** - you can create a new group in Address Book and add the contacts you want to the group. The new group will be used in the mail merge.
- **602Tab Worksheet** - you can use data that is stored in a worksheet in the XLS or WLS format.
- **Database** - you can open a database file in the DBF, CSV or ODBC format.
- **Database set in document** - this command appears in the menu if you use the document for a repeated mail merge and a database is merged already with the document.

### Inserting merge fields

Keep the Wizard open and place the mouse pointer where you want to insert the field, and then click Mail Merge Field on the Insert menu (or press Shift+Ctrl+W).

You will see a list of available fields in the Merge Field dialog. Select the field you want to insert, and then click Insert.

Merge fields inserted into the main document connect the document to the selected database. Each merge field represents one item in the database (for example a field named Street may represent a column with streets of the addressees in your database). You can insert the same field more than once into a document.

**Main Document** - click this button to select a main document for the mail merge.

**Data Source** - click this button to set a data source (Database Set in Document, Outlook Express Address Book, 602Tab Worksheet). To create a new group in Address Book, click Create New Group in Address Book.

**Edit** - allows you to edit the records in the selected database.

**Insert Merge Field** - inserts a field into the document.

**Combo next to the Merge Field button** - list of included database fields. Select the field you want to insert into the document.

**Toolbar** - tools that are used to browse the database and display database fields:



- displays the contents of database fields



- finds the first record in the set database



- finds the previous record in the set database



- finds the next record in the set database



- finds the last record in the set database



- creates a database (via ODBC)



- opens Outlook Express Address Book (when set in the document).

**Organizer** - opens a dialog that is used to view, search and select database records for your mail merge.

**E-mail / Fax** - opens a dialog that is used to e-mail or fax the merged document and set the options for this action.

**Print** - prints the merged document.

**Close** - closes this dialog.

**Delete** - deletes the selected database record.

**Add New** - adds a new record to the selected database.

## Organizer

The main box in the dialog displays a table of all records in the selected data file. To select a record, check the box at the beginning of the corresponding row in the table. Use the **Select All** button to select all records in the database. If you check **Highlight Selection**, Organizer will highlight the selected data records.

You can also use Organizer for searching the selected data file for a particular record as well as for sorting the data file in ascending or descending order.

## **Create Database**

The dialog allows you to create a new database file.

**Database type** - set the type of database (via ODBC).

**Data source** - set type of data source (included in the selected database type).

**Table name** - type the name of the table to be created in the database.

**Create** - click **Create** to start the creation of the database.

**Close** - closes this dialog.

## **Create New Group in Address Book**

The dialog is used to create new group in Address Book.

**Input text** - enter a name of the new group.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## Highlight Changes

The dialog is used to set the options for track changes in your document.

**Track change while editing** - will track the changes while editing the document.

**Highlight changes on screen** - will highlight the changes on the screen when you review the document.

**Highlight changes in printed document** - track changes will appear in the printed document.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## Accept or Reject Changes

This dialog allows you to review changes in the active document (e.g. during proof-reading) when **Track changes while editing** is set in the **Highlight Changes** dialog. Each modification is followed by the author's name, operation carried out, time of modification and a comment related to the change, if any.

**Changes** - shows the author's name, along with the date and time the change was made.

**View: Changes with highlighting** - marks all changes in the document:

**View: Changes without highlighting** - hides all changes and displays the document as it will look with all the changes.

**View: Original** - hides all changes and displays the document as it will look without any changes.

**<< Find** - finds and highlights the previous tracked change.

**>> Find** - finds and highlights the next tracked change.

**Accept** - confirms the insertion of the highlighted tracked change into your document.

**Reject** - rejects the highlighted tracked change.

**Accept All** - confirms the insertion of all the tracked change into your document.

**Reject All** - rejects all the highlighted tracked changes.

**Cancel** - exits the dialog.

## **Edit Index**

This dialog allows you to edit and delete index entries and move to the selected entry in the document.

**Index entry** - list of index entries to which references are made in the document.

**Go To** - moves you to the selected index entry and highlights it.

**Remove** - deletes the selected entry from the list.

**Close** - exits the dialog.

## **Change Password**

The dialog is used to limit access to the document by requiring a password to access the document.

**Password** - enter a password.

**Confirm password** - retype the password you entered in the Password field.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## Protected Sections

This dialog is used to protect individual sections of your document against unauthorized changes.

**List in the left section:** mark the section(s) you want to protect. Clear the box(es) of the section(s) where you want to turn password protection off.

**Password** - enter a password.

**Confirm password** - retype the password you entered in the Password field.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## Label Type

This is used to create labels. The dialog contains a list of available label formats.

**List in the left section** - click a label format. A preview of the selected format appears in the right section of the dialog.

**Label size** - displays the dimensions of the selected label.

**Properties** - opens a dialog, which is used to set the properties of the selected label type as well as to add new and remove existing label types.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## Label Properties

This dialog contains controls that are used to set advanced label options and modify the predefined label types.

**Label type** - click the label you want to modify.

**Left section** - shows a preview of the selected label format.

**Number: Columns and Rows** - enter the number of labels placed in one column (row) on the sheet.

**Page size: Width and Height** - specify the width and the height of the label sheet.

**Label size: Width and Height** - specify the width and height of the label.

**Rounded corners** - rounds the corners of labels.

**Gap between: Columns and Rows** - specify the amount of space between labels on the sheet.

**Page margins: Side, Top, Bottom** - specify the amount of space from the edges of the sheet.

**Replace** - adds the label format to the list of available label types with the name you enter in the Label type combo box.

**Remove** - removes the selected label format from the list of available label types.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## Options - Files

This dialog is used to set various options related to files in 602Text.

**Save: Default type** - defines the default file format that 602Text will use when saving a document.

**Save: Automatically preserve file format** - 602Text will allow you to save the opened document in the same file format during file save (WPD to WPD, DOC to DOC etc.).

**Save: Create backups** - 602Text will automatically create a backup copy each time you save a document.

**Save: Save preview** - 602Text will save a preview of each document.

**Save: Save AutoRecover every** - 602Text will save a temporary copy of the document every n-minutes.

**Save: every ... minutes** - enter the interval at which 602Text saves your documents.

**Save: Offer properties while saving** - you will be able to add a description when saving a document for the first time.

**Save: Compress pictures on save** - reduces the size of pictures in documents.

**Offer templates for new documents** - 602Text will offer templates for new documents when creating a new document.

**Document template** - enter the name of the template that will be used for new documents. Click the (...) button to locate the template.

**Server template** - enter the name of the template that will be used for documents opened as OLE server. Click the (...) button to locate the template.

**Open document in new window** - a new document will always open into a new window.

**Scroll to caret** - when opening a document, this option moves you to the place in the document where the document was most recently edited.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## Options - AutoText

AutoText is a function that allows you to insert frequently used text such as greetings and introductions.

**Field** - list of available AutoText fields. To create a new field, enter the field above the list and then enter at least one item into the right column.

**Field list** - displays a list of AutoText items for the selected AutoText field in the left column. To add a new item the selected field, type the text in the field above the column and click **Add**.

**Delete Field** - deletes the selected AutoText field.

**Delete Item** - deletes the selected AutoText item.

**Add** - adds the field (item) you entered above to the list of fields (items).

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## **Options - User Information**

This tab is used to enter information about the user to avoid repeating it every time you need it in your document, letter or e-mail..

**All fields** - type information such as name, address or telephone and e-mail that will be stored as AutoText. All you enter will appear in the list that opens each time you click AutoText - User Information under Insert.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## Options - View

This tab is used to view options in 602Text.

**Unprintable characters** - will show all non-printable characters in the document:

Hard space, Paragraph break, Hard hyphen, Space, Tabs and Bookmarks.

**Margins** - will show the margins in your document.

**Guide lines** - will show the guide lines in your document.

**Table gridlines** - will show the grid lines in text tables.

**Bubble help** - will display bubble help for the toolbar and status line.

**Object anchor** - will show fixed objects in your document.

**Wysiwyg characters layout** - characters in your document will appear on the screen same as in the printed document.

**Picture and OLE objects** - will show pictures and objects in your document.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## Options - Environment

This tab is used to set the default unit of measurement that 602Text will use in your documents and other options.

**Units** - select the default unit of measurement that 602Text will use in your documents.

**Device font enabled** - 602Text will offer fonts that are available for your printer(s).

**Wysiwyg font list** - will display a font preview in the list of available fonts.

**Reduced font list** - will display the most frequently used fonts in the list of available fonts on the toolbar.

**Save window layout on exit** - will automatically save the layout of your 602Text window(s) when closing 602Text.

**Horizontal tiles** - allows you to specify whether windows should be arranged vertically (default) or horizontally in the mosaic view.

**Voice: Activate voice notices** - the voice selected in the combo below will prompt you to save your documents etc..

**Voice: Voice gender:** - select female or male voice in this box for both reading text and voice notices.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## Options - Settings

This tab is used to define various options: spell checking, default footnote marks and others.

**Document: Background spelling** - activates spell checking in the background.

**Note:** If the Track Changes function is switched on and changes are not displayed, spell checking on the background is switched off.

**Document: Use paragraph properties in the outline** - paragraph formats will remain on screen, even in the Outline view mode.

**Document: Calculation gray scale for picture** - to increase the quality of the printed document, color pictures will be converted into gray scale.

**Replace tabs by left indent** - automatically replaces tab stops in a paragraph by left indent.

**Group undo: Cursor movement** - When checked, this option will group cursor movement undo commands.

**Group undo: Insert text** - will undo commands for the insertion of text.

**Group undo: Delete text** - will undo commands for text deletion.

**Footnote: Default footnote mark** - enter the symbol you want for footnotes, e.g. \*). Leave the field empty, if you want to use numbered footnotes. The footnote mark itself will also be numbered if you add the # character - this character will be replaced in the footnote with a number.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

Moves the view in the document to the selected index entry and highlights it.

Select the item with the selected entry.

Deletes an entry from the list and deletes **all** references associated with the entry.

Selecting the order of occurrence of the searched entry.

Enter the order of occurrence of the searched entry.

Sets a user defined dictionary.

Select the name of the user defined dictionary.

A list of matching files in the selected directory.

Sets the disk unit.

Sets the type of the files displayed in the list.

The user defined dictionary is not selected.

## **Word Translation**

Translates the selected word. Depending on the language selected, you can translate from Czech to English and vice versa or from Czech to German and vice versa. There are always two dictionaries used for translation: the main dictionary and the user defined dictionary. You can add your own words and phrases in the user-defined dictionary. The translated word can be inserted into the document at the position of the cursor.

A selected word from the text determined to be translated. You can enter your own word.

Translates the word displayed in the field Searched Word and shows the translated forms in the list.

In the section for translation, highlight the selected word and use this button to replace it with the original word in the text or insert the original word to the required place.

Selects the main dictionary.

Translates from Czech to English.

Translates from Czech to German.

Translates from English to Czech.

Translates from German to Czech.

Displays a dialog used to set or create a user defined dictionary.

Adds a word to the user-defined dictionary. Use this method to add new translation forms and to extend the dictionary.

Sorts the words in the user-defined dictionary in alphabetical order. Sorting is recommended after adding a new user entry.

Displays the preceding word in the main dictionary.

Displays the next word in the main dictionary.

The word located in the main dictionary.

The translation of the word found in the main dictionary. The list contains subject groups and examples of use.

Displays the preceding word in the user-defined dictionary.

Displays the next word in the user-defined dictionary.

The word found in the user-defined dictionary.

The translation of the word found in the user defined dictionary.

Displays the dialog for selecting the main dictionary.

Sets the path to the main dictionaries.

Selects the disk unit on which the main dictionaries are located.

Adds a word to the user-defined dictionary.

The translated entry.

Enter your translation. You can use the special characters displayed in the lower part of this dialog to enter pronunciation.

Deletes the contents in the user defined dictionary window.

Inserts a special character to display the pronunciation.

## Optional Hyphens

The dialog is used to insert an optional hyphen into the selected word.

**In word** - displays the word where the cursor is placed and the position of soft hyphens within the word.

**Insert Hyphen** - inserts a soft hyphen (|) at the cursor position in the selected word.

**No Hyphens** - guarantees that 602Text will not hyphenate the selected word.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

Selected word into which you can insert or delete soft hyphens.

Use this button to insert soft delimiters (|) into the selected word at the cursor position.

Use this key to guarantee that the word will not be broken.

## Thesaurus

From this dialog, you can search for the synonyms of the selected word.

**Original word** - word where the cursor is placed.

**Change to** - enter or select the word from the list of synonyms that will replace the original word.

**Word root** - basic form of the current word.

**Synonyms** - click a word on this list and then click Replace to replace the original word with the selected word.

**History** - list of words that were found earlier. Clicking on an entry takes you back to the original page of synonyms.

**Find** - select an item from the list of synonyms and click this button to start searching for another synonym for this entry.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

A list of synonyms found for the given word.

Replaces the word with the selected synonym and exits the dialog.

Click **Replace** to replace the original word in the text with the word in this field. You can either make an entry into this field manually or select an entry from the list of synonyms.

Select an item from the list and click this button to start searching for another synonym for this entry.

Words with the opposite meaning to the current word. You can work with this list in the same way as the list of synonyms.

A list of words found earlier. Clicking on an entry takes you back to the original page of synonyms.

## Spell Checking

This dialog can be used for checking spelling in a document.

**Word** - unknown word that may contain an error

**Language** - currently set language

**Change to** - word to which the original word will change if you click Change. You can either type your own word into this field or select a word from the list of suggestions in the section of the dialog

**Suggestions** - click a word on this list and then click Change to replace the original word with the selected word

**List (under Suggestions)** - words that can be used to replace the unknown word.

**Change** - replaces the unknown word with the word entered into the Change to field; if they are identical, the operation is skipped.

**Change All** - replaces all occurrences of the unknown word with the word that appears in the Change To field (this operation is case sensitive).

**Skip** - skips the unknown word and marks the word as correct, without adding the word to the user-defined dictionary.

**Skip All** - skips all occurrences of the unknown and which marks the word as correct, without adding the word to the user-defined dictionary (this operation is case sensitive).

**Add** - adds the word to the user-defined dictionary.

**Cancel** - ignores all changes and exits the dialog.

Spelling will be checked from the current cursor position to the end of the document.

Spelling will be checked throughout the whole document irrespective of the current position of the cursor.

Only the highlighted block of text will be checked. This check is available only if a block is highlighted before checking was started.

**Unknown word** found during spell checking. Click on the word with the right mouse button to select a replacement or add it to the dictionary.

## Spell Checking

The dialog allows you to select the spell checking method.

**From cursor position** - starts checking at the current cursor position

**Whole document** - check spelling in the whole document.

Enter your own word to replace the unknown one - then you can press **Change**. The unknown word is copied into this field and is already available for editing.

A list of words that can be used to replace the unknown word.

Replaces the unknown word with the word entered into the **Change to** field; if they are identical, the operation is skipped.

Skips the unknown word, which results in the word being flagged as correct but is not stored into the user defined dictionary.

Skips this one and any other occurrence of the unknown word which flags the word as correct, but is not added to the user defined dictionary (this operation is case sensitive).

Replaces the unknown word and all other occurrences of the word (this operation is case sensitive) in the document with the word entered into the **Change to** input field.

A list of words for substitution of the unknown word is available if **Suggest substitutes** is checked.

Adds the word indicated in the **Word** field to the user defined dictionary.

Enables you to add not only the unknown word to the user defined dictionary, but also all its forms.

Check this box to show substitutes to every unknown word.

## Add Words

This dialog is used to define possible forms added to the user defined dictionary.

Enter the edited word into field **Word** or edit its root. View the result and edit the word to reach the best conformity possible.

Use field **Pattern** to enter or edit the root of the pattern word. The pattern word should be a word in which the conjugation rules apply. View the result and edit the word to reach the best conformity possible.

Click button **Show forms** to generate a suggestion of possible forms of the word. Part of the suggestion can be forms that make no sense. Therefore it is necessary that before using the button **Select all** you check or select the items you want to add to the user defined dictionary and click **Add**.

Enter or edit the root of the selected word. By viewing the results you can modify the word until you reach a complete match.

Enter or edit the root of the pattern word. The pattern word should be a word in which the conjugation rules apply. View the result and edit the word to reach the best conformity possible.

A list of possible forms. Part of the suggestion can be forms that make no sense. Therefore it is necessary that before using the button **Select all** you check or select the items you want to add to the user defined dictionary and click **Add**.

This button highlights all items in the list of forms as selected. The selected forms can also be highlighted manually.

Original unknown word found in the document.

## Editing the Selected Dialog

This dialog is used to create and customize dialogs for intelligent templates.

Drag a dialog border to change the size of the dialog. To insert an edit field, text or picture click the right mouse button within the dialog area and select the object. The inserted object can be moved by the mouse and its size can be changed by dragging its drag points. To edit the object, double click or right click the object with your mouse. To delete the inserted object, select the object and click **Del**.

### Toolbar:

 - enter or set the static text and its alignment.

 - enter or set the properties of the input line.

 - enter or set the properties of the edit box.

 - enter or set the properties of the list box.

 - enter or set the properties of the combo box.

 - enter or set the properties of the picture.

**Apply** - confirms all changes and returns back to the list of dialogs.

**Cancel** - cancels all changes and returns back to the list of dialogs.

## **New Dialog Position**

This dialog is used to set the position of dialogs in an intelligent template.

**Dialog list** - list of all dialogs in the template. New dialog is marked with '?' and highlighted. Move the dialog by pressing an arrow key or with the mouse.

**Insert** - will insert the dialog to the template and confirm its position.

**Cancel** - ignores all changes and exits the dialog.

## New Input Line Properties

This dialog is used to set the properties of new input lines.

**Initial text** - type the text that will appear as the initial text in the new input line.

**Maximum length**: enter a value to restrict the maximum length of the text field.

by selecting a bookmark, all text entered into the input field will be placed at the position of the selected bookmark.

**Field**: - select the database field (if you connect your template to a database).

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## **Text Properties**

This dialog is used to enter the text and set its alignment.

**Text:** - type the text that will appear as initial text in the text field.

**Align text: Left, Center, Right** - set the alignment of text.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## Picture Properties

This dialog is used to set the size of the edited picture.

**Path** - shows the location of the picture.

(...) - opens a dialog that allows you to replace the selected picture with another one.

### **Size: Width or Height**

**with Height and width independent** - drag the sliders to set the height and width of the picture.

**with Keep original proportion** - drag the slider to set the width and height of the picture while retaining the original aspect ratio of the picture.

**with Original size** - drag the slider to set the original size of the picture.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## Caption Properties

This dialog is used to add a title to the selected template dialog.

**Insert new dialog caption** - enter the title for the selected dialog.

**Dialog Number** - inserts the number of this dialog into the caption. When the template opens, this field is replaced with a number.

**Dialog Count** - inserts the total number of dialogs into the caption. When the template opens, this field is replaced with a number.

**Apply** - the title will appear in the selected dialog.

**Apply for All** - the title will appear in all dialogs.

**Cancel** - click to cancel changes in the title and to return to Template Design.

## Common Shape

This dialog is used to create and customize a common shape for all dialogs in a template.

Drag a dialog border to change the size of the dialog. To insert an edit field, text or picture click the right mouse button within the dialog area and select the object you want. The inserted object can be moved by the mouse and its size can be changed by dragging its drag points. The object can be edited after double clicking or right-clicking on it. To delete the inserted object, select the object and click **Del**.

### Toolbar:

 - enter or set the static text and its alignment.

 - enter or set the properties of the input line.

 - enter or set the properties of the edit box.

 - enter or set the properties of the list box.

 - enter or set the properties of the combo box.

 - enter or set the properties of the picture.

**Apply** - confirms all changes and returns back to the list of dialogs.

**Cancel** - cancels all changes and returns back to the list of dialogs.

## Template Design

This dialog is the main dialog for the creation of HTML templates.

### Toolbar:



- opens a dialog to set a common shape that will be used for all dialogs



- opens a dialog to set the layout of the dialog selected in the Dialog list:



- adds a new dialog at sets its position in the Dialog list:



- deletes the selected dialog



- opens a dialog to add or edit a title of the selected dialog

**Dialog list:** - displays a list of dialogs in the order that they are appear in the template

**Check filling** - will check whether data was entered into all edit fields in the dialogs

**Generate** - confirms all preferences and creates a macro for the template

**Test** - runs test of the compiled macro

**Save Project** - saves the macro of the template into a file as a macro (\*.IMT). You can open and edit such project later.

**Close** - exits the wizard and offers an option to save the project into a file.

## Generate New Project

This dialog is used to set the basic properties of newly created intelligent templates.

**Project name** - type the name you want to use for the project.

**Dialog number** - set the number of dialogs that will appear in the project- you may change this number later.

**Assigned template** - if you created a document or template for your document in advance, specify the path to the document or template. You may locate the file by using the (...) button.

**Database create later** - this will provide you with the option to create a database (via ODBC) for the data filled into the template by users.

**Using database** - this directly assigns a database (via ODBC) to the template merged with the document.

**Find Picture** - opens a dialog to select a picture that will appear in all dialogs.

**Load Existing Project** - enables you to load projects you designed earlier (when available).

**Continue** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## List Properties

This dialog is used to add a drop-down field to a dialog in a template.

**Add** - adds the text you type in the field as an item to the list

**Delete** - deletes the item you selected in list on the left

**List** - opens a list of available fields

**Bookmark:** - by selecting a bookmark, all text entered into the input field will be placed at the position of the selected bookmark.

**Field:** - select the database field (if you connect your template to a database)

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

## Insert List

This dialog is used to create items for a drop-down in a dialog.

**Left field and list** - list of available fields. To create a new field, enter the field name into the input field above and click **Add List**

**Right field and list** - list of items available for the field selected in the left column

**Add List** - to create a List, type the field name into the line above and click this button

**Add Item** - to add a new item, type the new text into the line above and click this button

**Replace** - to replace a item, type the new text for the item into the line above and click this button

**Delete** - deletes the selected list or item

**Insert at cursor position** - will insert the field at the current cursor position in the template.

**Ok** - confirms all options and exits the dialog.

**Cancel** - ignores all changes and exits the dialog.

Preview of the inserted picture common for all dialogs. This picture can be subsequently edited for each dialog.

Selects the picture common for all dialogs.

Selects the preset name for dialogs. This name can be later changed for each dialog.

Sets the assumed number of dialogs. This can be later changed.

Loads the project designed earlier.

**Confirms** all settings made in this dialog and continues with the detail settings of properties of an intelligent template.

**Exits** the intelligent template wizard.

Confirms the insertion of the dialog and its placement into the list of dialogs and returns to **Template Design**.

Cancel the inserted dialog and return back to the list of dialogs without changes.

Enter the initial text for the edit field.

Sets the maximum number of characters in the text that can be entered.

This option assigns text to no bookmark.

This option assigns text to the predefined selected bookmark.

List of predefined bookmarks. Select a bookmark in the document and the text will be sent to this bookmark.

Enter the descriptive text.

Aligns the text to the left.

Centers the text.

Aligns the text to the right.

Enter the location of the picture on the disk or search for the picture by clicking (...).

Sets the picture height by moving the slider. This option is available when:

**Height and width independent** - move the slider to extend the height of the picture.

**Keep original proportion** - move the slider to enlarge the width and height of the picture and to retain the original aspect ratio.

**Original size** - sets original size of the picture.

Sets the picture width by moving the slider. This option is available when:

**Height and width independent** - move the slider to extend the width of the picture.

**Keep original proportion** - move the slider to enlarge the width and height of the picture and to retain the original aspect ratio.

**Original size** - sets original size of the picture.

**Height and width independent** - this option sets changes of both width and height of the picture independently.

**Keep original proportion** - this option sets changes of both width and height in the original aspect ratio.

**Original size** - this option sets both the width and height back to their original value.

Searches the binder containing the picture (.BMP).

Enter a new title for this dialog. This title can include the dialog number and dialog count (e.g. "Contract 1/3" or "Contract - 1 out of 3"). These values are inserted by clicking **Dialog number** and **Dialog count** in the field. When the template opens, this field is replaced with the number.

Inserts the number of this dialog into the heading field. When the template opens, this field is replaced with the number.

Inserts the total number of dialogs into the heading field. When the template opens, this field is replaced with the number.

Click **Apply** to use the specified title for the selected dialog.

Click **Apply for all** to use the specified title for all selected dialogs.

Click **Cancel** to cancel changes in the title and to return to **Template Design**.

Sets the properties of the **Back** button used to return to the previous dialog. The button can be freely moved by the mouse and its size can be changed by dragging the drag points.

Sets the properties of the **Next** button used to continue to the next dialog. The button can be freely moved by the mouse and its size can be changed by dragging the drag points.

Sets the properties of the **Cancel** button used to exit the dialogs. The button can be freely moved by the mouse and its size can be changed by dragging the drag points.

The button confirms all changes in the design and returns back to the list of dialogs.

**Cancel** cancels all changes in the design and returns back to the list of dialogs.

**Apply** confirms all changes in the design of the common shape and returns back to the list of dialogs.

**OK** confirms all changes of properties and returns back to the design dialog.

**Cancel** cancels all changes of properties and returns back to the design dialog.

Displays the list of dialogs in the order in which they are displayed upon opening the template. These dialogs can be deleted, added and their form can be changed by the current tool bar:



- sets a common form of the inserted dialogs.



- sets the layout of the dialog selected in the list (or after double clicking the dialog name in the list).



- adds a new dialog simultaneously with its position in the **Dialog list**.



- deletes the selected dialog (or after clicking **DEL**).



- edits the title of the selected dialog.

Displays the the tools:



- sets a common form of the inserted dialogs.



- sets the layout of the dialog selected in the list (or after double clicking the dialog name in the list).



- adds a new dialog simultaneously with its position in the **Dialog list**.



- deletes the selected dialog (or after clicking **DEL**).



- edits the title of the selected dialog.

Saves the project macro into a file as a template (\*.IMT). Such project can be later opened and edited.

**Confirms** all final preferences of the intelligent macro and Generates the macro code into a template.

**Exits** the intelligent template wizard and offers an option to save the project into a file.

When the macro is started, this option checks whether information was entered into all edit fields in the dialog.

Document or template created in advance you can include it into the project by clicking the search button (...).

This searches the document or formerly created document template.

This option enables you to create a database (ODBC or WinBase602) for the template later by the dialog Create Database. Use this database to archive the data from the dialogs.

This option assigns a database (ODBC or WinBase602) to the template formerly merged with the document. You can use this database to archive data from the dialogs.

This indicates the database file merged with the document. Archiving of data from the dialogs can be set only for ODBC or WinBase602 data sources.

This option starts the compiled macro for testing.

Select a bookmark from the list - the entered text will be sent to this position.

If you want to archive the data in the merged database, select a database field from the list.

Adds the specified text as an item into the list.

Deletes the selected item from the list.

Enter the field name in line **List**.

Enter the item name in line **Item**.

Includes a list of items for the selected field. These items can be added by specifying the new text in line **Items** and clicking **Add**.

To create a List, enter the field name in line **List** and click **Add list**. To add a new item, enter the new text in line **Item** and click **Add item** to confirm the record.

To add a new item, enter the new text in line **Item** and click **Add item** to confirm the record.

To replace a item, enter the text in line **Item** and click **Replace**.

Click **Delete** to erase the selected field.

Click **Insert** to inserts field in the template.

Displays selected field.

This dialog displays Tool Tips in 602Text.

Displays the next tip.

Displays tips at startup.

## **Document Default**

This message informs you of a conflict between the selected format of the document and the format of the selected printer. This message is displayed on Windows NT systems if there is a conflict between the selected document format and the selected printer format in the system (Start/Settings/Printers). If you change the printer settings to a commonly used format, this message will not be displayed any more.

**OK:** The document is sent to the printer and is printed correctly.

**CANCEL:** The printing operation is cancelled.

## Conflict in Paragraph Styles

This message is displayed if a 602Text style copied into another document conflicts with an existing style of the same name. The message enables you to retain the style of the inserted text and to insert this style under the name "Original name + ~".

**YES:** Format of the inserted style remains unchanged and will be stored under the original name + ~.

**NO:** Style of the same name in the document will be used for the inserted text.

## Conflict in Paragraph Styles

This message is displayed if a 602Text style copied into another document conflicts with an existing style of the same name. The message enables you to retain the style of the inserted text and to insert this style under the name "Original name + ~".

**YES:** Format of the inserted style remains unchanged and will be stored under the original name + ~.

**NO:** Style of the same name in the document will be used for the inserted text.

## **Change Paragraph Style According to the Selected Text**

This message is displayed if you want to update the style definition whose format was modified in the document and highlighted (the name of this style is indicated in the bubble help with an asterisk) by selecting its name from the list of styles on the toolbar. Confirm the update to the original style in the entire document according to the new change.

**YES:** The style is updated according to the new changes.

**NO:** The style remains unchanged.

## **Create Paragraph Style From the Selected Text**

This message is displayed if you want to use the selected text to create a new paragraph with the specific format by highlighting the text and entering the new style name into the list of styles on the toolbar. Confirming creates a new style with the specified name for the document.

**YES:** A style is created under the specified name and according to the selected text in the document.

**NO:** The styles in the document remain unchanged.

## **Cancel the Existing Table of Contents**

This message is displayed if you create a new table of contents in the document that already exists. The message informs you that the existing table of contents in the document and suggests an option to replace the old contents with the new one.

**OK:** The original table of contents is replaced with the new one.

**CANCEL:** The original table of contents remains unchanged and the new one is discarded.

## **Collection of Documents Does Not Exist**

This message is displayed if you select a search operation for Agent, but no collection of indexes has been created that Agent could use. The message suggests you create a collection of indexes.

**YES:** The dialog Agent - Index is displayed and you can create a new collection.

**NO:** Cancels the Index operation.

**602Pro Mail Not Available**

This message is displayed if the 602Pro Mail Client program used to send mail from 602Text in the Settings dialog is not available. Install the 602Pro Mail Client program or use the Settings - Communication dialog to switch over to the system mailer.

**OK:** The message is cleared without sending the mail.

## **No Index Items Created**

This message is displayed if no index item has been created.

**OK:** The message is cleared.

## **Cancel Existing Index**

This message is displayed if you create a new index in the document that already includes an index. After confirming, the index existing in the document (which is simultaneously highlighted) is replaced with the newly generated index.

**OK:** Deletes the existing index and creates a new one.

**CANCEL:** Cancels the operation Create Index and the document remains unchanged.

### **Conversion to 602Photo Required to Edit Picture**

This message is displayed after double clicking an inserted picture and suggests you edit the picture by means of the program 602Photo in its internal format. Simultaneously, the picture becomes an OLE object of 602Photo. This picture can be subsequently converted back to the format Windows Bitmap (BMP).

**YES:** The picture is converted to the 602Photo format as an OLE object and 602Photo is started.

**NO:** The message is cleared without changes.

## Table Too big, All Lines Cannot Be Displayed

This message is displayed if you create a table bigger than the document working area and the table has no **Fixed** location. Such table cannot overflow onto the next page and the overhanging lines will not be displayed on the page.

How to solve the problem:

- Delete the lines and reduce the table height.
- Select a **Fixed** location of the table in the dialog **Location**. The table is then divided and the overhanging lines will be inserted into the next page.

## **Document Export**

When exporting a document into the same format type, the original file is replaced and this dialog is used to confirm this replacement. However, the exported file type may not support some options of 602Text (formats or objects) and the information can be lost.

Example: HTML is unable to save OLE objects created in 602Text.

**YES:** The original file is replaced

**NO:** Saving to another file is suggested

## **File Cannot Be Opened For Writing**

This message is displayed when attempting to open a file that is write protected. This file is probably being used by another user or it is opened from the network on which you have no right to make changes. This file can only be opened as a copy of the original file.

**YES:** Open document as a copy.

**NO:** The message is cleared without changes.

