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Bugs and suggestions for Microsoft Word™ 4.0

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Please mail (I prefer hard copy) reports of new bugs and suggestions to:

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First of all I wish to state that there is no reason whatsoever for producing a detailed problems list for meleagrine software products. Word 4.0 is definitely worth buying, but some problems remain, and there are features I would like to see in future versions.Word is very good, ***but it should be better***.

Do not be deterred by the size of this list. The number and severity of the known bugs for Microsoft Word 4.0 are not excessive for a program of such complexity, especially one that is still being enhanced. Word is one of the most frequently used programs, for the Macintosh; it is inevitable that problems will be found.

Microsoft has fixed many, though not all the problems reported against versions 3.0 through 3.02 of Word. This document contains items originally reported against version 3, that have not yet been addressed, as well as items reported against Word version 4 only.

There are some reported problems, that I have not been able to reproduce. I have indicated some such problems with such qualification as '*A user reports…*'.

A.   Bugs and design errors in Microsoft Word

1.   Problems with spelling, hyphenation, thesaurus…

   i.   The spelling checker does not flag **alright**.

   ii.   Is Boston the capital of **Massachusetts**, or **Massachusettses**? Both spellings are accepted.

   iii.   In general Microsoft seems to have decided to exclude certain words, that normally do not appear in print or on radio or TV broadcasts. However, I do note the inclusion of a word starting with 'P' referring to renal secretion The *Word Finder* desk accessory lacks this consistency; it accepts terms that the Word spelling dictionary rejects. Furthermore, for certain words such as *ass* only the slang meaning is shown. How about some consistency?

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iv. Word fails to properly hyphenate some words. Furthermore, the hyphenator does not always report the same possible points when it encounters the same word at different times. The hyphenation algorithm should be improved and a suitable disclaimer should be placed in the reference manual and the help text as to the limits of automatic hyphenation. Some words that are not properly hyphenated: **antithesis**, **anomaly**, **attribute**, **dictionary**, **disclaimer**, **interpretable**, **suitable**.

v. If you look up **childcare**, the spelling checker suggests **kidnaper** - very interesting and only 1 **p**; all the derived forms of **kidnap** are accepted with only 1 **p**. These irregular forms are listed in dictionaries, but probably should be omitted from computerized spelling lists.

Another word that produces a funny suggested correction is **spacebar**.

vi. The spelling checker will not suggest words from user dictionaries.

vii. If your insert point is in a header or footer, when the **Spelling** command is executed, Word spell checks the header or footer only, and then reports that it has reached the end of the **document**.

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    viii.   The WordFinder thesaurus equates **atheist**, and **immoral**. Isn't this rather bigoted?

    ix.   If you close all Desk Accessories by using the Quit command from **DA Handler** (under MultiFinder) while WordFinder is running, a dimmed **WF** menu remains in Word and Finder.

    x.   I have reports from multiple sources of the Word spelling checker flagging a word but then claiming that it was spelled correctly, but have not not yet discovered any words that consistently behave in this manner. This was a known problem with Word 3.0.

    xi.   The spelling checker does not honor **"Smart" Quotes** when doing substitutions.

    xii.   The way the spelling checker displays suggested corrections incrementally can cause problems. If you double click on the correct spelling for a misspelled word too soon, the wrong word may be substituted.

    xiii.   The spelling checker does not recognize ligatures such as fi or fl.

2.   A funny thing happened on the way to the next paragraph…

    i.   Word handles the combination of a bottom of page footnote and a section break with **No Break** at the start of the section very badly. A *totally* unnecessary page break is inserted at the section boundary. Why can't Word simply continue to the next section on the same page, and then print the footnote on the bottom? *If a user specifies this combination, Word should assume he wants it. The section break may be present only for the purpose of changing the number of columns*.

    ii.   When a page contains all or part of more than one section, Word uses both the header and the footer of the first section present on the page. I feel that Word should use the header from the first section and the footer from the last section present. If this is not feasible (among other things it could result in multiple valid paginations for a document) the subject should be properly documented.

    iii.   When the next section's attributes do not force a break, Word does not honor the **Keep With Next ¶** paragraph attribute for the last paragraph of a section.

    iv.   The **Spacing Before** value for a paragraph should not be honored after a non-forced page or column break, though it should be honored after a forced (user specified) break. Both U. S. and international Word 3 versions worker properly when multiple columns were not used.

        There has been considerable discussion of this topic, and it may be desirable to provide options for spacing at the start of a page or column.

    v.   Drop caps and other fixed position paragraphs do not work properly with indented paragraphs. The amount of indentation is added to the blank space created when an indent paragraph wraps around a fixed position paragraph. This happens for both left and right indents.

    vi.   It is impossible to create a totally empty header (or footer) for a section after a section whose header (or footer) is not empty. Word always uses the text from the preceding section.

3.   Problems with formulas

    i.   Formulas are often vertically mis-centered.
        For example \I\su(i=1,i=n,\r(i+1))+\i\su(i=1,i=n,\r(3,i+1)) produces \I\su(i=1,i=n,\r(i+1))+\i\su(i=1,i=n,\r(3,i+1))
        Notice the mis-centering of the second Sigma.

    ii.   On a Macintosh (II, IIx, IIcx…) equipped with color, some formula elements are unconditionally shown in black when the entire formula is given a color attribute; Note the Sigmas and the radical in the formula above.

    iii.   The formula feature does not honor the interchange of *comma* and *decimal point* is specified in the System file.

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4. Saving a document as text causes all formatting information to be lost in Word's *internal* copy of the document. It is displayed in the default **Normal** style.

5. Underlining of subscripts and superscripts rises and falls in accordance with the amount of vertical positioning, instead of properly remaining at the same level below the base of the line. This makes it impossible to properly underline such things as titles containing chemical formulas.

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6. Index entries within footnotes are ignored; such usage is common in legal word processing.

7. When an existing file is modified and saved with **Make Backup** selected, the icons of file and the backup file occupy the same place when viewed by the Finder. Word should clear the 'init' Finder attribute from the old file to have the icon moved to an empty place.

8. Word is very sensitive to errors in the **Word Settings (4)** or other configuration file. If you encounter crashes with Word 4, one of the first things you should try is to erase and remake your settings file. It is probably a good idea to save your configuration file whenever you change defaults.

    There have been several reports of corrupted configuration files, though I have have seen any reports of specific actions causing the corruption.

9. Right margins are often incorrect with justified, or right aligned text. This happens mostly when a format other than plain is used and the **fractional widths** option is enabled. When **Outline** or **Shadow** character formatting is used, the right margins are **always** incorrect on a PostScript printer when **fractional widths** is enabled, and often even when the **fractional widths** option is disabled.

    One user complains that the problem is particularly bad in footnotes.

10. Word 4 uses the same creator and file type for its documents as Word 3 does This can cause serious confusion at sites where both versions of Word are in use.

11. The feature that would not die

    i. The 'side by side' format option is missing from the 'Format Paragraph' dialog. This option has capabilities, that cannot be done as easily with the new positioning or tables commands.

    ii. Paragraphs with the 'side by side' formatting option are hard to select in page view; selection with the mouse often fails but the keyboard sequences can be used.

    iii. The **Insert Table…** command has an option to convert side by side paragraphs into tables, but paragraphs within headers and footers cannot be directly converted. You must copy the side by side text into the body of some document, convert the paragraphs into a table, and then paste the table into the header or footer.

    iv Side by side paragraphs at the end of a header or footer cannot be properly replaced with a table. Word creates an undeletable paragraph after the table, that fouls up text positioning .

12. Problems with arithmetic calculation feature.

    i. Arithmetic calculations involving decimal points produce wrong negative results. For example 1.1-2.1 produces -0.9 instead of -1.0.

    ii. This feature does not work with System files that specify the use of *comma* as the decimal point character.

13. Changing the style of a paragraph sometimes removes all character attributes from the entire paragraph., especially when part or all of the paragraph is selected **Undo** will not restore the paragraph to its previous state.

14. 'Open Documents With Ruler' is missing from the preferences dialog. It is documented only in the Read-me file included on the Word disks.

15. In Page View, if you type into a footer, that includes the page number, the page number shown changes as text is typed in. It reverts to the proper value after Word has processed the changes.

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16.   If you backspace over a footnote reference mark (exactly - no more characters) and type, the text typed is in default Normal style (the Normal style from the Settings file in use) instead of the style in effect for the paragraph.

17.   Selecting a paragraph containing a footnote marker, and changing everything to 'Plain For Style' causes the footnote marker to lose its attributes from the **footnote reference** style.

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18. Word can have 'Word Temp…' files in places other than the System Folder. This happens when you have 2 (or more) documents open, and you **Save As…** one document with the name of a a different open document. The still open document is converted into a **Word Temp…** file and is not deleted until you quit from word, even if the document (which is now called **Untitled…**) is closed. If the file is on on floppy, unmeetable mount requests may occur because of this.

19. Word 4 handles change bars incorrectly. They now appear relative to the paragraph margins, instead of at the page margins where they belong.

20. Separate commands do not exist for the Command+Shift+Option+… keyboard commands for **selecting** text. They exist only as the move commands with the additional use of the Shift key.

21. It is very disconcerting to see misplaced line breaks while typing in text. Word eventually sets things right, but this is a real annoyance. This happens most often when running under MultiFinder, with background programs active.

22. Word does not follow Macintosh guidelines on window sizing. By default, windows should fill the entire available screen.

23. In Page View, Word jumps completely from one page to the next; it will not display from the bottom of one page through the top of the next page.

24. Word occasionally loses track of proper repagination without a printer change; **Full Repaginate Now** is the only way to clear the problem. In page view lines may disappear off the bottom of the page. If the document is printed in this state, paragraph spacing may be incorrect. In some cases, especially with Widow Control enabled, pagination on the screen differs from the printed output.

25. Line numbers do not show in Page View. This is a serious regression from version 3, where the 'magnifier' icon in Page Preview mode would show **everything** on the page except PostScript effects. This icon is missing from the Word 4 Page Preview display; I presume that the Page View button was intended to replace it.

26. Word 4 will not open, even in read only mode, a document that is currently opened by another application. If this is a deliberate choice, that was made to prevent serious problems when a document is modified while Word has it open, this limitation should be properly documented. Because Word does not make an internal copy of the entire contents of documents that it opens, this limitation may be absolutely necessary.

27. RTF files produced by Word 4 for the Macintosh and Word 5 for the IBM PC series are not compatible in the area of style naming.

28. Embedded PostScript, and print spoolers do not mix. Usually the first page is not printed correctly. While this problem is especially noticeable with Word, it is actually in the Apple-supplied LaserWriter driver. I have seen reports that this problem occurs with other programs, and that the color version (6.0) of the LaserWriter driver fixes it.

29. If you have Show Gridlines active, and delete the contents of a header or a footer in Page View mode, the lines do not disappear until you leave Page View mode or close the document.

30. Double clicking on a word in square brackets selects the brackets along with the word. Parentheses, braces, or angle brackets are **not** selected with a word they enclose. Word should be consistent.

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31. The text fields in the Find and Replace dialogs use a non-standard version of the Chicago fonts, that is built into Word. In particular, the 'fi' ligature appears as a 1-point space instead of as the missing character symbol.. Some users have found this extremely annoying. I have also seen reports of trouble arising from the special Word version of the **Geneva** font.

32. Some users are complaining that Word is a bit slow. Particularly annoying is the noticeable delay between selecting a menu title and the appearance of the menu. The **Suggest** option of the spelling checker has also drawn speed complaints.

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33. There are two independent subscript (or superscript) commands with the same names that can be added to menus. One form, normally executed with the Command-plus-+ (or Command-Shift-minus for subscript), reduces the character size. The other form, normally executed from the **Format Character…** dialog, does not affect the character size.

   These distinct commands appear identical on menus. The second form only will receive a check mark if properly formatted text is selected, but the command does not act as a toggle.

   Adding the subscript (or superscript) command to a menu with the **Commands…** command apparently does not always add the same form.

34. Sometimes the **Help** window has incorrect word wrapping; the ends of most lines are cut off. I have noticed this on a Macintosh Plus with an ImageWriter, but have been unable to reproduce this on a Macintosh II with a Laser Printer. One user claims that he notices the problem if and only if the top window is in Page View mode when **Help** is called up.

35. The **Go Back** command (Command-Option-Z or keypad 0) is disabled while the **Copy Text** (Command-Option-C) or **Move Text** (Command-Option-X) command is pending. This is a regression from Word 3.

36. Dotted underlines do not print properly on Postscript printers; a wavy pattern is produced instead of true dotting. This problem also occurs with dotted borders.

37. Fonts condensed or expanded in fractional sizes do not print properly; the fractional part appears to be ignored. This occurs whether fractional widths is set or not.

38. Though I have not been able to reproduce this, there have been multiple reports of Word becoming unable to perform simple replacements in large documents. After several changes, Word can not locate the source string.

39. When the **Change** dialog is active, and a copy of the source string is selected, Command-C does **Change Selection** instead of **Change**. Version 3 did **Change**. **Change Selection** does not find the next copy of the source. A user complained about having to type an additional return.

40. Word will **not** find the combination **^p^w** (paragraph followed by white space), though it will usually find **^p^p^w** (two paragraphs followed by white space). If the paragraph marks are changed to some other character word can then find that character followed by white space.

41. When The **Background Repagination** option is enabled, some screen savers do not work properly. **Pyro** (I have multiple reports against the original version) will not function properly, but **Dimmer** works properly.

42. Problems with graphics in Word documents.

   i. Word apparently alters the format of PICT resources (pictures) pasted into Word 4 documents. In particular Mathtype may crash if it receives one of its formulas from a Word 4 document. This did not happen with version 3 of Word.

   ii. If Word is running with limited memory (in the reported case 700K was too small) graphics cannot be reliably pasted from Word to other applications.

43. When multiple Word documents are printed from the Finder (using the ImageWriter 2.7 driver), documents after the first always print in **Faster** quality with **Automatic** paper feed no matter what options were selected in the **Print** dialog.

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44.   The **Cancel** button in several dialogs including **Define Styles…**, **Commands…**, and **Change…** does not cancel all actions taken since the dialog was opened. These dialogs should be modified to reflect what the button actually does, which is to close the dialog, return to the document, and cancel only pending changes.

45.   Word 4 has trouble opening some MacWrite documents, particularly the Apple Tech Notes. In particular page numbers do not appear in the proper place.

46.   Problems with tables

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      i.   The **Merge Cells** option in the **Table** dialog leaves a paragraph marker between the original contents of the cells.

      ii.   If a table cell is more than a page long, Word has trouble printing it. The cell is truncated at the end of the page.

47.   Crash and Hang Reports…

      i.   If, while Word is in Page View, you select text that spans a page boundary and reformat it several times by adjusting tabs on the ruler, Word will crash. I have had no problem reproducing this crash.

      ii.   At least one user reports persistent crashes on a 512KE with 3rd party upgrades. I have a report that some upgrades have a hardware problem that causes incompatibilities with Word. If you have a memory expansion board, and are unable to run **Word**, call the manufacturer; they may have a fix for your problem.

      iii.   A user has reported an infinite loop when Word is trying to adjust paging in a multi-section document.

      iv.   A user has reported crashes when working with documents from which the indexes have been deleted.

      v.   A user reports occasional occurrences of frozen cursors after doing repeated insertions in tables.

48.   If you open a header or footer, while a different header or footer window is open with the window scrolled horizontally, the scroll bar fails to reset.

49.   The **Find** and **Change** commands distinguish too strongly between ordinary and non-breaking hyphens. If a word with a hyphen into the dialog, a corresponding word with a non-breaking hyphen will not be found.

50.   Under some circumstances, the first line of a page may be cut off at the top.

51.   A user reports that after changing the font of an entire document, and saving it, the most recently changed parts may have the wrong font when the document is reopened.

52.   If an extremely large **Change** is attempted, so that Word runs out of memory, it does not allow you to do the operation with **Undo** disabled, as it says it is doing. Instead no changes are made.

53.   Double clicking on the reference number part of a footnote replicates the reference number instead of selecting it.

54.   The built-in glossary items **time - now**, and **time - print** cannot be entered from the keyboard by using the **Command-Delete** combination.

55.   Word completely suspends background activity during typing. This interferes with some system processes especially when MultiFinder is active.

56.   A user reports that there are at least two versions of *Word 4.0* around. One distinction between the versions is the font (Chicago vs. Geneva) used at the bottom of the screen.

57.   Decimal tabs do not work properly with localized System files that specify the use of the *comma* as the decimal point character.

B.   Documentation Problems

1.   The keyboard combinations for dialogs do not work for those not produced by Word itself, such as the request from the Standard File Package whether to overwrite a file with the same name. This may not be feasible to fix, but should be properly documented.

2.   Global changes (selecting the entire document and changing the font) do not affect headers footers and footnotes.

3.   The spelling checker does not show the context for misspelled words within headers, footers or footnotes.

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4. Documentation for the 'side by side' paragraph format has been deleted. from the help text; it is present only minimally in the Read Me file on the Word disk. The documentation should also warn of the possible need to change paragraph styles after side by side paragraphs are converted to a table. Users, who have defined a cycle of styles to create a table structure with Word 3, have run into trouble after conversion of the paragraphs to a Word 4 table.

5. 'Menu metamorphosis', the change in menu items when the shift key is held down, is inadequately documented.

6. Check the spelling in the various files. I found misspelled words, notably 'paragaraph' in the Help file. A user reported 'tempoarary' in the RTF/WP 4.2 converter.

7. A 'List' option is mentioned in the help text for the 'Open' command, but there is no such option; it appears to be a garbled description of the list produced by the operating system.

8. The 'credits' dialog is not listed in any documentation. To reach it, select **About Microsoft Word…** from the Apple menu; then hold down the Command key while clicking on the Word icon.

9. The proper method for changing paragraph border spacing is poorly documented in the manual. The proper method is to type in the spacing, and then click on the affected border. I have received multiple complaints about this. If you type in a spacing value immediately before closing the dialog, the value is ignored.

10. The proper combination (^~) for finding or replacing with non-breaking hyphens does not appear to be documented anywhere.

11. The Style Selection Box is poorly described in the manual, but the on-line help text for it is reasonable.

12. The **Screen Test** command is not documented.

13. The term *Galley View* is extensively used in the documentation, but not in the Word program itself.

14. A user has suggested that the documentation should recommend turning off the **Fast Save** option for documents to be imported by certain other programs. It is often hard to remember that suggestion from the documentation of the importing program.

15. The error messages from **Print Merge** are hard to understand, and some such as *Data record too short* are not listed in the documentation.

16. The Command-Option-Spacebar key combination for splitting a table, or adding a paragraph before a table is not referenced in the manual and help text sections on Tables.

C. Design issues raised by users

1. The behavior of tabs, when typing extends beyond a tab position, is controversial. Perhaps there should be an option to choose between typesetting tabs (ignore tab characters if the corresponding tab has already been reached - the way Word 1 behaves), and typewriter tabs.

2. When **Show ¶** is enabled, the dots used for spaces are hard to distinguish from periods. Version 1 of **Word** raised these dots more than current versions do.

3. When 2 paragraphs are combined by deleting the ¶ mark between them while retaining text from each of the paragraphs, the newly formed paragraph takes the attributes of the *second* paragraph. I have received a request that the attributes of the *first* of the combined paragraphs be retained.

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4.   A user complained about the adjustment of right margins when the page width is altered.

5.   It is no longer possible to specify custom paper sizes on a document by document basis.

6.   The exit from **Print Preview** is weirdly inconsistent. The **Page View** button always takes you to **Page View**, but the **Cancel** button takes you to **Page** or **Galley** view depending what mode you were in before entering **Preview**. The buttons should always be for opposite modes. There should also be some way to exit from preview without using the mouse.

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7. A user complains about losing his position in the main document window if he edits a footnote.

8. Zero values are shown as blank in several dialogs, but it is necessary to explicitly type in a zero to change a non-zero value.

9. Word's use of its own Clipboard causes difficulty with some screen capture programs.

10. Some commands (such as changing between inches and centimeters) cannot be placed on a menu or assigned to key combinations.

11. You can assign a key combination without going through the **Commands** dialog, but you cannot delete the key combination without going there.

12. In the **Font Size** pop up menu for the **Commands** dialog, once a size has been added, it is almost impossible to remove.

13. The spelling checker should start checking as soon as it has been invoked by the **Spelling…** command.

D.   Suggestions for new or expanded features

1. Add features to formula generation. Some suggestions are:

   i.   Overridable user setable global defaults for such things as amount of sub- and superscripting and relative size of limits compared to the integral sign.

   ii. Multiple character Brackets (such as double bars) and "Integral signs" (such as **Sum**).

   iii. Make fraction bars look better, especially on Postscript printers.

   iv. Use the special symbol-part characters of the **Symbol** font for large integral signs and brackets...

2. Requests involving spelling, hyphenation and thesaurus

   i.   When adding a word to a user spelling dictionary, there should be an option to describe capitalization requirements. When a previously unrecognized word is to be added to a user dictionary, and the word happens to be capitalized in the document, Word should have an option to add the word without case sensitivity, as it may be start of a sentence. While it is possible to manually enter the word without its leading capital letter, the procedure to do so is awkward and error prone.

   ii. Provide some capability to edit the standard dictionary.

   iii. Sell vertical market spelling dictionaries for such English-like languages as Legalese and Medicalese. Provide spelling and hyphenation dictionaries for other English-speaking countries such as Canada and Australia.

         Sell spelling and hyphenation dictionaries, if possible, for major foreign languages; I believe that Microsoft has announced its intention to do this.

   iv. Provide for real time spell checking.

   v.   Provide a method to modify or expand the hyphenation dictionary and rules. Perhaps the hyphenation dictionary should be combined with the spelling dictionary.

   vi. The hyphenator should have options to not hyphenate words with particular text attributes (bold, italic ...).

   vii. The spelling checker should be able to bypass Roman paragraph numbering.

   viii. Add provision for documents to include internal dictionaries, for their unique constructs.

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    ix.   Replace the **WordFinder** desk accessory with a built-in thesaurus facility.

    x.   The hyphenator should have minimum thresholds for the number of letters before or after a line split.

3.   Requests involving document structure, sections, pagination…

    i.   Page margins should be adjustable section by section, as in the MS DOS version. It may also be desirable to change page orientation in the middle of a document, if the printer interface of the Macintosh operating system ever permits it.

    ii.   Allow skipping pages (start at a specified page number) at a section boundary.

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iii. There should be an option to not print a footer on the last page of a document.

iv. Provide a means to dynamically display the total page count. (e.g. "page 3 of 17" in the footer)

v. Support automated references. References are similar to footnotes, but may be referred to at more than one place in the document, and consecutive numbering is based on the first occurrence. It would be especially desirable to have independent numbering of footnotes and references in the same document. Also support rereferencing of footnotes.

vi. The **Same as Previous** option for headers and footers should be available as a permanent option, so that header and footer changes can be propagated throughout a multi-section document. Many users have complained that the current convention of using an empty header or footer is totally unacceptable.

vii. Allow the insertion of unnumbered or specially numbered pages in the middle of a document, so that correction sheets can be prepared more easily.

viii. Provide for dynamic page references (e.g. *see figure xxx on page yyy.*)

ix. Add an option for automatic numbering of outline structures, as paragraphs are added, deleted, or moved.

x. Allow footnote numbering to restart at section boundaries only, no matter where the footnotes are printed.

xi. When footnotes are printed at the end of a document, provide for separators between the footnotes for different sections.

xii. When printing multiple documents together, allow footnotes for all documents to print together.

4. Requests involving index and table of contents

i. There should be some provision for prefixed page numbers for documents organized by chapters. The intent is that the chapter number prefix should appear in the table of contents and the index.

ii. Provide a capability to retain the font of index and table of contents entries, so that entries containing, for example, characters from the Symbol font can be preserved.

5. Printing and Print Merge improvements

i. Kerning pairs should be supported for LaserWriter fonts.

ii. When printing to a LaserWriter or other Postscript printer, Word should sort each page by font, style and size to minimize processing within the printer.

iii. Add options to print *odd* or *even* pages only to facilitate double sided printing.

iv. Provide a simple means of propagating the footnote separators and continuation notice from document to document.

v. Support multiple **SET**s for the same variable within a document. Now that variable substitution is allowed within headers and footers, this could be used for putting the current topic into the header.

vi. Provide an "infinite loop" capability for the **Print Merge** facility for generating simple reports from a list with global information before and after the entire report.

vii. The setting of custom paper size should be in the **Page Setup** dialog instead of in the preferences.

6. Page preview improvements

i. The **Page Preview** display should have icons for *next page* and *previous page*.

7. Additional formatting capabilities wanted

i. Add additional character attributes: Overline; Title Caps (Capitalize first letter of each word only).

ii. The **Find** and **Change** commands should support text with format attributes. (e.g. find the word 'the' in a particular font or in italics.)

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iii.   Provide facilities for easy conversion of text to the opposite case, or mixed text to all caps or all lower case.

iv.   Add an additional paragraph specification for the height of the first line of the paragraph. A user noticed that every page of a double spaced document started a line too low.

v.   Word should be able to include graphics in more formats including ESPF (encapsulated Postscript) and TIFF.

vi.   Make change bars independent of paragraph borders.

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vii. Allow Word to set the background color for characters…

viii. Allow specification of spacing for table borders as is done for paragraph borders.

ix. Allow table rows to span pages, if the user so specifies. Word currently tries to keep a table row on one page if possible, no matter what the effects this has on the appearance of the document.

x. There should be a way to convert quotes in an existing document to smart quotes.

xi. Allow tabs to be specified as being relative to the right margin. or the center of the page. In particular allow the default header and foot styles to be independent of page width.

xii. Allow specification of grey text as a character attribute, perhaps with a percentage specified.

xiii. Expand the functionality of the **Position** command. In particular allow better flow of text before and after a fixed position paragraph even to the extent of automatically flowing text around a full page figure.

xiv. Provide an option for column alignment when a non-proportional font (such as Courier) is used.

8. Usability improvements

i. Word should provide styles that affect *only* character formats when applied (without changing paragraph formats), as done in the MS DOS version. This would allow, for example, having individual words in either Geneva or Helvetica, while most of the document is in New York or Times, and switching both pairs of fonts easily, or switching all underlined words to bold easily.

Section, and table styles are also desirable.

ii. Word should support more date formats, both dynamic and non-dynamic in its documents. Using the international utilities, and offering both long and short date formats in Word 4 is an improvement, but even more flexibility is really needed. The best date format for the Finder may not be totally desirable in the heading of a business letter.

iii. Word should provide for automatically adding change bars wherever the document is altered, and deleting all of them at the start of a new revision. If feasible, add an option to print only changed pages.

iv. Provide for the temporary screen display of selected text in a large type size to assist editing without affecting the character attributes used for printing.

v. Remember more default settings: **Num. Lock** status; ruler status of a document...

vi. Provide for automatic numbering of tables, figures and equations.

vii. Some dialogs, especially the **Style** dialog, could be made larger. Perhaps some of Word's dialog boxes could be made resizable.

viii. Provide a **Get Info** facility to store with each document such information as author, revision ...

ix. Several of Word's modal dialogs should be made modeless. On a Macintosh II there may be plenty of room to keep a dialog such as **Format Paragraph** continually visible, select some text, format it…

x. Make it easier to navigate through a large document by providing for hidden markers that can be easy to go to.

xi. When in Num. Lock mode, the Num. Lock mode on the Macintosh extended keyboard should be lit.

xii. Tab leader choices should be moved to the ruler.

xiii. Add a command to revert to the last saved version of a document.

xiv. Add a **Save A Copy As…** command, which would save the current state of a document, but still work with the current file after the save.

xv. Add a command to open a file, and insert its contents into the current file at the cursor.

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xvi.   Allow more control key combinations to become command equivalents.

xvii.   Add an option to not copy hidden text to other programs, or omit hidden text from the TEXT part of the clip when **Show Hidden Text** is not selected.

xviii.   The dialog for the **Renumber** command should remember previous settings.

xix.   When **Auto Line Spacing** is specified for a paragraph, the actual spacing to be used should be available.

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xx. Add a transposition reversal command to reverse either two selected consecutive characters, or the characters before and after the cursor. Transposing two characters is a very common typing mistake, and Word should facilitate the correction of such errors.

xxi. Allow character and paragraph formatting directly from outlining mode.

xxii. Allow users to select the font to be used in the **Find** and **Change** dialogs; they may be using a font with a different character set.

xxiii. When saving a document in **MacWrite** format, Word should convert end-of-line markers to paragraph marks.

9. For networked systems, provide an option for the *network administrator* to limit the number of times Word can be opened simultaneously, as per licensing restrictions.

10. Add an annotation feature comparable to that in the current MS DOS Word 5, or other means to allow different users to create suggested changes to a document.

11. Allow printing with no top and bottom margins on printers, such as the ImageWriter, that support this.

12. Provide a built-in Macro Facility instead of using an INIT.

13. For greater legibility on the screen, optionally allow Helvetica, Times, and Courier to be displayed as Geneva, New York, and Monaco but with proper spacing for the Laser fonts.

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F.   Revision Record

89/05/11	First Edition
89/05/31	Second Edition
89/08/11	Third Edition
89/11/03	Fourth Edition