

Editor Window

The Editor Window displays one document for editing. It is divided into three sections, Header, Body and Footer. The thick, black horizontal dividers can be dragged to resize each section. Clicking on the button labelled with the small HF near the top left of the editor window will alternately show and hide the Header and Footer areas so that you can concentrate on typing. At the left end of the divider atop each section is a small popUp menu button, each containing commands pertinent to that section, as described below. These popUp menus are labelled H, B, and F; the Header and Footer buttons disappear as their respective area is minimized.

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