

# Home Office Team - Word Processor

Welcome to the Home Office Team (HOT) Word Processor. HOT Word Processor is a full featured word processor that is file compatible with Microsoft Word using the Rich Text Format (RTF). With HOT you can create simple or complex documents.

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# Using HOT Word Processor

HOT Word Processor (HOT) is an easy-to-use word processor that is file compatible with Microsoft Word. Below are some key topics to get you started using HOT right away!

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## Entering Text

To enter text, simply click in the main document area and start typing! Your cursor will be a blinking straight line. It indicates where the text you are about to type will appear. There are two modes of operation, insert and overstrike. By default the word processor uses the insert mode.

In the insert mode, everything you type will be inserted by the cursor and all text, if any, located to the right of the cursor will be moved to the right to accommodate the new text. In the overstrike mode, the text you type will erase previous text to the right of the cursor. The current mode of operation is indicated at the bottom of the window on the Status Line.

There is no need to press the RETURN key when you reach the end of a line; simply continue typing until you have finished a paragraph. The word processor will automatically wrap the text.

To go to the beginning of a line press HOME. To go to the beginning of the document press CTRL+HOME. To go to the end of a line press END. To go the end of the document press CTRL+END.

## Formatting Text

Select the text you wish to format. Select the format you would like to apply to the selected text using either the Format Toolbar or the Format menu. Repeat as often as desired until all formatting is complete.

To remove formatting simply reverse the steps taken. Remember, when copying text the formatting will be copied also. Therefore it can be a time saver to format text and then copy it as many times as desired to build your document.

# Selecting Text

## Keyboard

To select text with the keyboard move the cursor to the left of the first desired word or letter using the ARROW keys on your keyboard. Now, while holding down the SHIFT key on your keyboard, move the cursor using the ARROW keys. As you move the cursor you will be highlighting text; keep going until the text you want is selected. Once the selection is complete, you can add formatting, copy, paste or many other things.

To de-select the text simply move the cursor without holding the SHIFT key.

## Mouse

To select text with the mouse simply click to the left of the first desired word or letter and, while holding down the left mouse button, drag the mouse pointer across the desired text. Once the selection is complete, you can add formatting, copy, paste or many other things.

To select an entire word, double click anywhere inside the word. To select an entire line, triple click anywhere inside the line.

## Copying and Pasting Text

To copy text simply select it and then press CTRL+C (while holding down the CTRL key, press C). You can also use the Edit menu command for copying the text after you have selected it. Once you have completed this action, the text is saved on the clipboard for pasting to another location.

To paste the contents of the clipboard into the document first select the location you would like the text to be pasted into and then press CTRL+V (while holding down the CTRL key, press V). You can also use the Edit menu command for pasting text. Once you have completed this action the text is pasted into the document. The text remains on the clipboard as well, allowing you to paste it into multiple locations without repeating the Copy command.

## Opening and Saving a Document

To open an existing document type CTRL+O (while holding down the CTRL key, press O) or select Open from the File menu. A dialog box will be displayed which will allow you to navigate your hard disk, floppy disk or CD-ROM to select a document file to open.

When you have selected a file and opened it, it will be the active document. Any document you previously had opened will remain open in another window. You may even open more documents if desired. Having multiple documents open at one time makes copying text between them much easier.

To save a document select Save or Save As from the File menu. A dialog box will be displayed if the file has not yet been named or if you selected Save As. This dialog will allow you to name the file and specify where it will be stored.

## Printing a Document

To print the currently active document press CTRL+P (while holding down the CTRL key, press P) or select Print from the File menu. A dialog box will be displayed to allow you to select and/or set up your printer as well as determine whether you wish to print the entire document or certain pages.

Once you have finished making your selections the document will be printed.



## Page Setup

To set up the page format of the active document select Page Setup from the File menu. A dialog box will be displayed to allow you to set up unit of measurement, page margins, and page size.

Once you have finished making your selections the document reflect the new settings.

## Find and Replace Text

To find certain text in the currently active document press CTRL+F (while holding down the CTRL key, press F) or select Find from the Edit menu. A dialog box will be displayed to allow you to enter the text you wish to search for. You can indicate whether you want to search up or down from the current point in the text. You can also indicate whether you wish to match exact case. Press Find Next to begin the search.

When the text is found it will be selected (highlighted) in the main document area where it occurs. The Find dialog continues to be displayed to allow you to repeat the search as often as desired. When finished press Cancel.

To find *and replace* certain text in the currently active document press CTRL+H (while holding down the CTRL key, press H) or select Replace from the Edit menu. A dialog box will be displayed to allow you to enter the text you wish to replace as well as the new text to replace it with. You can also indicate whether you wish to match exact case. Press Find Next to begin the search.

When the text is found it will be selected (highlighted) in the main document area where it occurs. Press Replace to replace the selected text and move to the next occurrence. Press Find Next to leave the current text as is and move to the next occurrence. Press Replace All to replace all occurrences of the text.

# General Reference

Menus

Workspace

# Menus

File

Edit

View

Insert

Format

Window

Help

## **File**

<b>New</b>	Creates a new document
<b>Open</b>	Opens an existing document
<b>Close</b>	Closes the current document
<b>Save</b>	Saves the current document using the current file name
<b>Save As</b>	Saves the current document using a file name specified by the user
<b>Page Setup</b>	Opens a dialog which allows setting units of measurement, page size, and margins.
<b>Print</b>	Prints the current document
<b>Exit</b>	Quits HOT Word Processor

## Edit

<b>Cut</b>	Cuts the selected text from the document and copies it to the clipboard
<b>Copy</b>	Copies the selected text from the document to the clipboard
<b>Paste</b>	Pastes clipboard contents into the document at the point where the cursor is
<b>Clear</b>	Clears the selected text and DOES NOT copy this text to the clipboard
<b>Find</b>	Finds selected text. See <a href="#">Find and Replace</a> for more information.
<b>Replace</b>	Finds selected text and replaces it. See <a href="#">Find and Replace</a> for more information.
<b>Select All</b>	Selects all text in the current document

## View

<b>Standard Toolbar</b>	Turns the <u>Standard Toolbar</u> on or off
<b>Status Line</b>	Turns the <u>Status Line</u> on or off
<b>Format Toolbar</b>	Turns the <u>Format Toolbar</u> on or off
<b>Ruler</b>	Turns the <u>Ruler</u> on or off
<b>Special Characters</b>	Allows turning on or off display of special characters such as end of paragraph marker

## Insert

### Text

Allows inserting an entire text file into the current document



## Format

<b>Font</b>	Formatting of font type, size, style (bold, italic, strikethrough and underlining), and position (normal, superscript or subscript) can be performed from this dialog.
<b>Paragraph</b>	Formatting of line spacing, alignment, indents and distances can be performed from this dialog.
<b>Borders</b>	Formatting of borders, border style and border dimensions can be performed from this dialog.
<b>Text Color</b>	Allows selection of text color
<b>Background Color</b>	Allows selection of background color

## Window

<b>Cascade</b>	Organizes all open documents by overlaying them with their title bars visible.
<b>Tile Horizontally</b>	Tiles all open documents horizontally on the screen.
<b>Tile Vertically</b>	Tiles all open documents vertically on the screen.
<b>Arrange Icons</b>	Organizes all open but iconized documents neatly across the bottom of the window.
<b>Open Window List</b>	Shows a list of all open documents for easy selection.

# Help

## **Contents**

Displays the main help screen for HOT Word Processor.

## **Search For Help On**

Allows a search for a specific term.

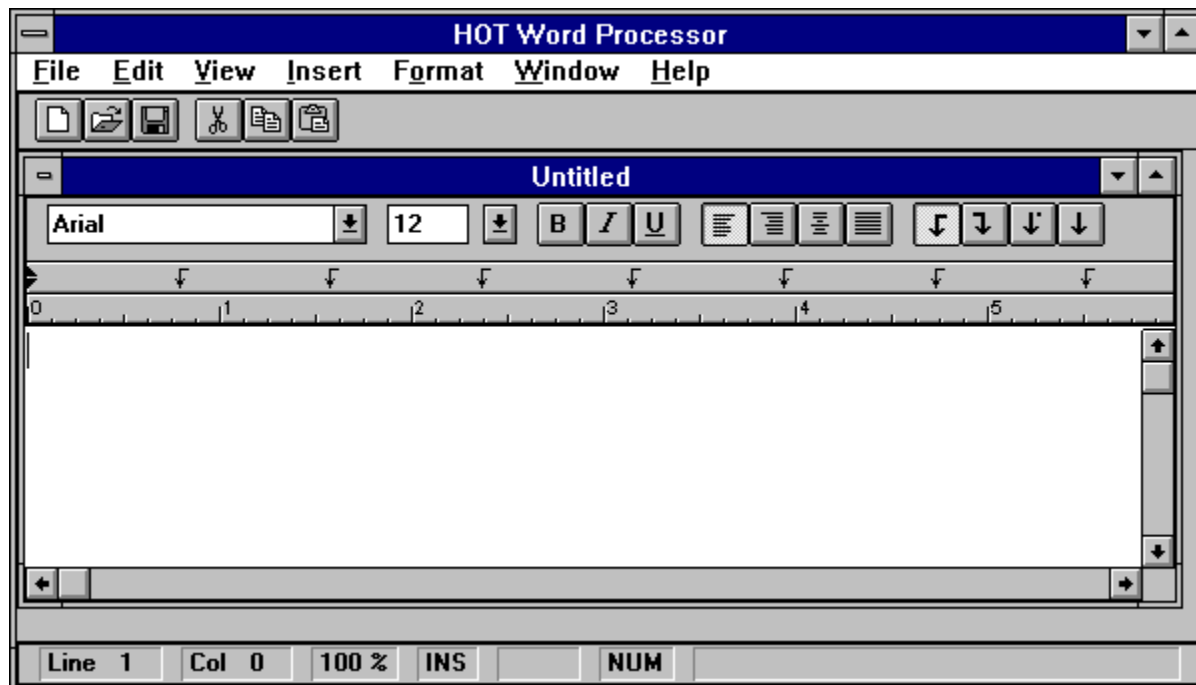
## **How to Use Help**

Displays help which explains how to use the Windows help system.

## **About HOT Word Processor**

Displays information about HOT Word Processor.

Click on any workspace area you want to know more about.



## **New File**

Opens a new document. For more information see the [File menu](#) section.

## **Open File**

Opens an existing document. For more information see the [File menu](#) section.

## **Save File**

Saves the current document. For more information see the [File menu](#) section.

## **Cut Selection**

Cuts the currently selected text and copies it to the clipboard. For more information see the [Edit menu](#) section.



## **Copy Selection**

Copies the currently selected text to the clipboard. For more information see the [Edit menu](#) section.

## **Paste Selection**

Pastes the text from the clipboard into the currently cell or cells. For more information see the [Edit menu](#) section.

## Font Type

Allows selection of font type for the currently selected text. For more information see the Format menu section.

## Font Size

Allows selection of font size for the currently selected text. For more information see the Format menu section.

## Font Bold

Allows selection of bold type style for the currently selected text. For more information see the [Format menu](#) section.

## Font Italic

Allows selection of italic type style for the currently selected text. For more information see the [Format menu](#) section.

## Font Underline

Allows selection of underlined type style for the currently selected text. For more information see the [Format menu](#) section.

## **Left Justify**

Left justifies the paragraph in which the cursor currently resides. For more information see the [Format menu](#) section.



## **Center**

Centers the paragraph in which the cursor currently resides. For more information see the [Format menu](#) section.

## **Right Justify**

Right justifies the paragraph in which the cursor currently resides. For more information see the [Format menu](#) section.

## **Justify**

Justifies the paragraph in which the cursor currently resides. For more information see the [Format menu](#) section.

## **Left Tab**

Sets the Tab flag to Left tab. Clicking on the ruler will now set a left tab.

## **Right Tab**

Sets the Tab flag to Right tab. Clicking on the ruler will now set a right tab.

## **Numeric Tab**

Sets the Tab flag to Numeric tab. Clicking on the ruler will now set a numeric tab.

## Center Tab

Sets the Tab flag to Center tab. Clicking on the ruler will now set a center tab.

## **Ruler**

The ruler shows the size of the page, the current tab settings and the current margin settings for the selected paragraph. It is also an easy way to change tab and margin settings by simply clicking and dragging the markers or by clicking to add markers.



## **Status Line**

The Status Line is displayed at the bottom of the window and it displays the line number, column number, Insert status, CapsLock status, and NumLock status.

