





Write Concepts



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Write Concepts



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 Formatting Documents

Write Concepts



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Documents

-Saving and Printing

Write Concepts

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Write Concepts

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-What Is Windows

Write?

Write Concepts

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-Entering and Editing

Text



Formatting Documents

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Saving and Printing Documents



What Is Windows Write?



Entering and Editing Text



Formatting Documents



Saving and Printing Documents

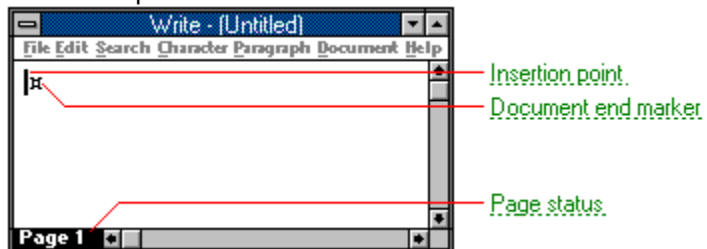
[How Write Saves and Opens Files](#)

[How Write Prints Documents](#)




What is Windows Write?

Microsoft Write is a word-processing application. You can use Write to create and print documents such as reports and letters.

When you first start Write, a blank untitled Write window opens. You type, edit, and format your text in the workspace in this window.



When you create a document, you generally follow these steps:

- Type the contents.
- Edit the text.
- Format the document.
-  Save your work.
-  Print the document.
-  Related Concepts

Concepts

[How Text Editing Works](#)

[How Text Entry Works](#)

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insertion point

The place where text will be inserted when you type. The insertion point appears as a flashing vertical bar.

When you start Write, the insertion point appears in the upper left corner. You cannot move the insertion point past the end mark, which indicates the end of your document. The mouse pointer indicates where the insertion point appears if you click the mouse button over a body of text.

document end marker

Marks the end of the document.

page status

Indicates the current page of your document. "Page 1" appears in the page status area until you break the document into pages.

How Text Entry Works

When you are ready, just start typing. Your text starts filling the Write Window at the insertion point.

When you reach the end of the line, Write automatically moves the insertion point to the beginning of the next line.

When you want to start a new paragraph, press ENTER. If you want to indent the first line of the paragraph, press the TAB key. If you want to leave a blank line between paragraphs, press ENTER twice.









hint

You can erase typing mistakes as you go by pressing the BACKSPACE key. With BACKSPACE, the insertion point erases the character to its left. Then you can type the correct letter.

How Text Editing Works

Write provides all the basic Windows editing features and several special ones. For example, you can cut and paste your text.

Within the Write window you can:

-  Move the insertion point.
-  Select text.
-  Find and change text.
-  Break your document into pages.
-  Add a picture to your text.
-  Insert optional hyphens.

See Windows Basics for a discussion of text editing basics.

-  Related Concepts

Concepts

[Optional Hyphens](#)

[Page Breaks](#)

[Pictures and Charts](#)

[Text Selection](#)


[The Insertion Point](#)

[The Search and Replace Feature](#)

The Insertion Point

The Write window often shows only part of your document. You can use the scroll bars or the PAGE UP and PAGE DOWN keys to view different parts of your text.

You move the insertion point by clicking your mouse, or by pressing the arrow keys. Write also provides several keys for moving the insertion point. For example, you can move to the next sentence, the next page, or the end of the document.

 Related Topics

Keys

[Movement Keys](#)

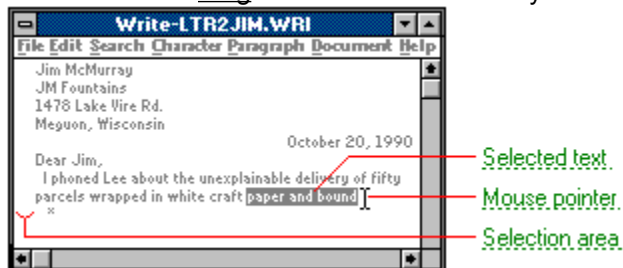
Procedure

[Moving the Insertion Point](#)


Text Selection

In Write, many of the commands require that you select text before you choose the command. For example, to format a word with bold, you select the word, then choose Bold from the Format menu.

Selected text is highlighted. The easiest way to select text is to move the mouse pointer to the beginning of the text and drag it to the end of the text you want to select.



Write also provides a selection area for using with your mouse. The selection area is at the far left edge of the Write window and makes selecting one or more lines easy with a mouse.

 Related Procedures

mouse pointer

In Windows, the shape of the pointer indicates its function.



For selecting Windows items, scrolling, resizing windows, and moving windows and dialog boxes with your mouse. This is the pointer you will see most often.



For selecting text with your mouse.



For changing the size of a window with your mouse.



For changing the location or size of a window with your keyboard.



For indicating the application is processing your request.

selected text

Text marked by highlighting it with key combinations or with a mouse. Selecting text does not initiate an action. After selecting text, you choose the action that affects or involves the text. For example, you can select text and then choose the Copy command to copy the text onto the Clipboard.

selection area

An invisible area that extends vertically along the left margin of the Write window. The pointer slants to the right when it is in the selection area. Following are a few examples of how you can select text in the selection area:


To select	Do this
A single line	Point to a line with the pointer in the selection area and click the mouse button.
Several lines	Point to a line, hold down the mouse button, and drag the pointer up or down within the selection area.
A paragraph	Point to a paragraph with the pointer in the selection area and double-click the mouse button.

Procedures


[Selecting Text](#)


[Selecting Text Using the Selection Area](#)

The Search and Replace Feature

Sometimes you'll want to find and replace a specific word in your document. (Click  for an example.) You can find any character, word, or group of characters or words. Write first searches from the insertion point to the end of your document. Then, it searches from the beginning of the document to the insertion point. It stops when it finds a match.

You can replace text in two ways. Write can:

 Stop at each occurrence of the text you specify and wait for you to indicate whether to make the change or not.

 Replace automatically all occurrences of the character, word, or words that you specify with your new entry.

If you make a selection before choosing Change, you can limit your changes to the selected text.

 Related Procedure

example

Suppose you need to change a date throughout a lengthy document. You could search for occurrences of July 11 and change them to August 17.

Optional Hyphens

Occasionally you might find a large gap at the end of a line where a long word has wrapped to the next line. You can eliminate these gaps by inserting optional hyphens in long words. Write then uses these hyphens to break the words only when they appear at the end of a line. Optional hyphens are invisible unless the words appear at the end of a line. A regular hyphen is always visible.



Related Procedure

Page Breaks

When you print a document, Write breaks it into pages automatically. You can control the placement of the breaks by adding them manually and repaginating the entire document.

NOTE: Write prevents a single line in a paragraph from printing by itself at the top or bottom of the page.



Related Procedure

Pictures and Charts

You can paste a picture or chart into your Write document. For example, you can create a logo in Paintbrush, then paste it into your letter in Write.

Write places the picture at the left margin. You can move the picture horizontally or resize it. You can also cut, copy, and paste the picture just as you would text.



Related Procedures

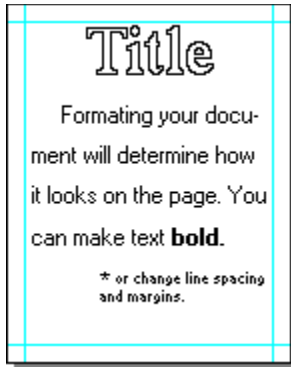
Procedures

[Changing the Size of a Picture](#)




[Moving Pictures](#)

[Pasting, Copying, and Cutting Pictures](#)


How Text Formatting Works



When you format a document, you determine the way text appears on a page. You can determine:

-  Character formats, such as bold.
-  Paragraph formats, such as line spacing.
-  Document formats, such as margins.

Most of the formats you choose look the same on your screen as in the printed document.

-  Related Concepts

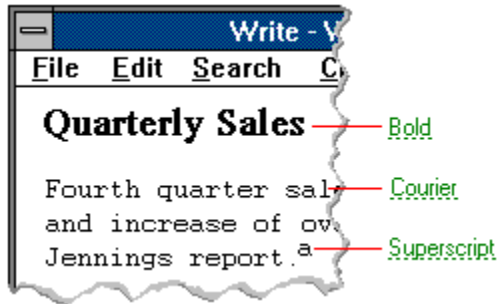
Concepts


[Character Formats](#)

[Document Formats](#)

[Paragraph Formats](#)

Character Formats



You can change the look of your document by using one or more of the character formats from the Character menu. 

You can choose a format for text before or after you type it. If you choose a format first, whatever you type next will have that format until you cancel it by choosing the format again. If you select the text before you apply a format, only your selection is formatted.

Write will display and print the formats supported by your default printer. To use other formats, you must change the default printer.

 Related Procedures

bold

Describes a character style in which the text is darkened. Other styles include italic, underline, superscript, and subscript.

Courier

A type of font. Examples of other font types are AvantGarde and Modern.

In Write, you can also change the size of a font.

superscript

Describes a character style in which the text appears slightly above other text. Other styles include italic, underline, bold, and subscript.

Procedures

[Changing Character Styles](#)

[Changing Fonts and Font Sizes](#)

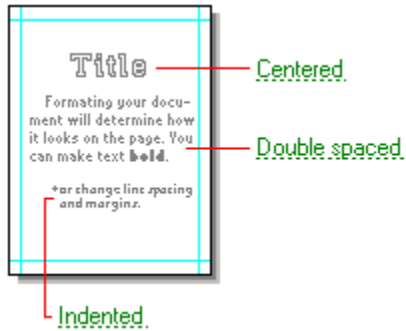
[Changing Printers and Printer Options](#)

[Creating Subscript and Superscript Text](#)

example

You can change font size. Font styles include **bold**, underline, and *italic*.

Paragraph Formats



You can change the look of your document by using one or more of the paragraph formats Write provides. For example, you can center the title of your report or indent a quotation.




Each paragraph ends with an invisible paragraph mark. This mark stores the formats that determine how the paragraph looks. The next paragraph automatically has the same formats as the previous one.



Related Procedures

centered paragraph

Paragraph centered between the margins. In Write, you can align paragraphs in the following ways:

-  At the left margin.
-  At the right margin.
-  Justified between both paragraphs.

You can use either the ruler or the Paragraph menu commands to format your paragraphs.

double spaced paragraph

Paragraph with double-spaced line spacing. In Write, paragraphs can also be single spaced and 1 1/2 spaced.

You can use either the ruler or the Paragraph menu commands to format your paragraphs.

indented paragraph

Paragraph indented from the left margin. In Write, you can also create hanging indents.

You can use either the ruler or the Paragraph menu commands to format your paragraphs.

Procedures

[Changing Paragraph Alignment](#)

[Changing Paragraph Indents](#)

[Changing Paragraph Line Spacing](#)

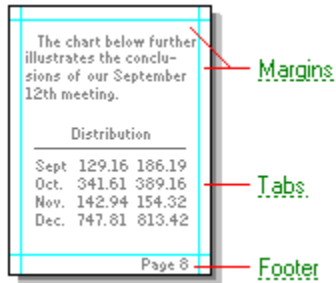
[Creating Hanging Indents](#)

[Formatting Paragraphs with the Ruler](#)

example





If you type a paragraph that is double-spaced and press ENTER to start a new paragraph, the text you type in the new paragraph will be double-spaced also.

Document Formats



You can change the look of your document by using one or more of the formats that affect the entire document. For example, you can change the margins and add page numbers to the bottom of each page.

When you start a new document, Write automatically sets the following:

-  Top and bottom margins of 1 inch.
-  Left and right margins of 1.25 inches.
-  Tabs at every 1/2 inch.
-  Headers and footers you specify at 0.75 inches from the edge of the page.

You can change the settings for margins and tabs.

-  Related Procedures

margins

The boundaries of the text on the page.

tabs

Includes both left-aligned and decimal tabs.

footer

Text that appears at the bottom of every page. Typically, a footer contains page numbers.

In Write, you can also create headers. Typically, a header contains a title or page numbers.

Procedures


[Adding Headers, Footers, and Page Numbers](#)

[Changing Page Layout](#)

[Changing Tabs with the Ruler](#)

[Changing Tabs with the Tabs Command](#)

How Write Saves and Opens Files

When you create a new document, it does not have a filename. The title bar says "Write--(Untitled)." To give a document a filename and store it on your disk, you must save it. Write automatically adds the extension .WRI to the name you give it. However, you can save a document with another extension and in another format. Write can save documents as Write files, text files, and Word for MS-DOS files. 

You can open files in Write that were not created with Write, such as text files and Word for MS-DOS files. The size of your Write files is limited by the amount of memory in your computer. However, very large files can slow down Write's processing speed.

 Related Procedures

Procedures

[Creating New Documents](#)

[Making Backup Copies](#)

[Opening Existing Documents](#)

[Saving Documents](#)

example

You can save your file as LETTER.DOC in Word for MS-DOS format. Then you can open it later in Word and work on it.

text file

A file containing only plain text, numbers or symbols. The text in a text file is uniform and does not contain any formatting, such as bold, underline, or different fonts and font sizes. A text file usually consists of characters coded from the ASCII character set.

The advantage of a text file is that it can be transferred to almost any text editor or word processor. Also, MS-DOS and Windows use certain kinds of text files, such as AUTOEXEC.BAT, CONFIG.SYS, and WIN.INI.

How Write Prints Documents

You can print your document after you install a printer. Write uses the default printer, and matches the character formats you choose to the formats your printer can print. For example, your printer must support italic to print your text in italic format.

If you want to use a different intalled printer, you can change printers from within Write. If you want to use an inactive printer, however, you must first make it active using Control Panel.



Related Procedures

Procedures

[Changing Printers and Printer Options](#)

[Choosing the Active Printer for a Port](#)

[Printing Documents](#)

Write Commands

Click a menu name or command.



File

Edit

Search

Charter

Paragraph

Document



File



- New
- Open...
- Save
- Save As...

- Print...
- Printer Setup...
- Repaginate...

- Exit



Edit



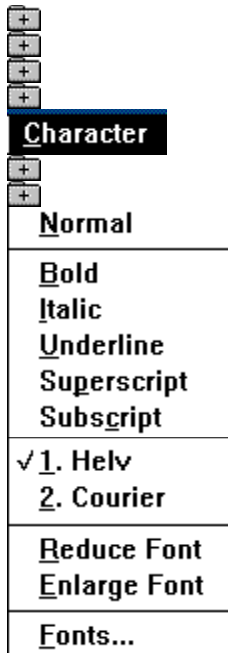
<u>U</u> ndo
Cu <u>t</u>
<u>C</u> opy
P <u>a</u> ste
<u>M</u> ove Picture
<u>S</u> ize Picture



Search



- Find...
 - Repeat Last Find
 - Change...
-
- Go To Page...



Character menu commands affect both selected text and the text you type.

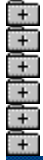


Paragraph



N ormal
L eft C entered R ight J ustified
S ingle Space 1 1/2 Space D ouble Space
I ndents...

To change the formatting for a single paragraph, place the insertion point anywhere in the paragraph. To change more than one paragraph, select text in those paragraphs.




Document
<u>H</u> ader...
<u>F</u> ooter...
<u>R</u> uler On <u>T</u> abs...
<u>P</u> age Layout...

New Command



Creates a new document.

When you choose this command, Write lets you save changes to the current document before opening the new document.

 Related Procedure





Open Command



Opens an existing document.

When you choose this command, Write lets you save changes to the current document before opening the new document.

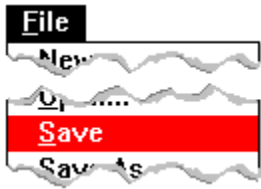
Write can open:

-  Write documents.
-  Windows application documents saved as text files.
Choose No Conversion when prompted.
-  Microsoft Word for MS-DOS documents.
Choose Convert when prompted.
-  Non-Windows application documents saved as text files.
Choose Convert when prompted.

CAUTION: Be sure you back up a file before you convert it to the Write format. Also, do not convert any files that are not purely text files. In binary files, ASCII characters above 127 might be related to the program that created the file and, therefore, cannot be converted. Other files might contain control characters that should not be converted.

-  Related Procedure

Save Command



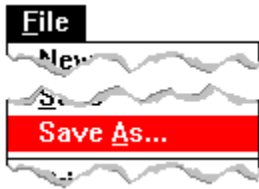
Saves changes to the current document.

When you choose this command, the document remains open so you can continue working on it.







Related Procedure

Save As Command





Saves a new document or an existing document under another name.

You can save:

-  A new document in Write format.
-  A document as text only.
-  A document in Microsoft Word for MS-DOS format.
-  An existing document under another name.

You might want to rename a document so that you can change it without modifying the original.

-  A backup copy.
-  Related Procedures

Procedures

[Making Backup Copies](#)

[Saving Documents](#)

Print Command



Prints the current document.

If you have connected and installed a printer, you can print the document. Write automatically prints to the default printer.

In the dialog box, you can specify the following options:

This option	Does this
Copies	Indicates the number of copies to be printed.
Pages: All	Prints all the pages in the document.
Pages: From/To	Prints a range of pages. After you select this option, type page numbers in the From and To boxes.
Draft Quality	Prints quickly an unformatted copy of the document text. (Pictures print as empty boxes.) If Draft Quality is dimmed, this option is not available for the selected printer.

When printing, Write uses the margin settings in the Page Layout dialog box.



Related Procedures

Procedures

[Changing Page Layout](#)

[Installing New Printers](#)




[Printing Documents](#)

Printer Setup Command



Sets printer options for Write before printing.

You can:

-  Select a default printer for Write.
 -  Choose Setup and change options for the printer.
- The available options depend on the type of printer selected.
-  Related Procedure

Repaginate Command



Repaginates a document and shows page breaks on the screen.

Write automatically paginates a document when you print. However, with this command, you can approve or move the automatic page breaks. You can also approve or move manual page breaks.

Select the Confirm Page Breaks box if you want to approve each page break or move any page breaks.



Related Procedure

Exit Command



Exits Write and closes the Write window.


If the document is unsaved, Write lets you save it before exiting.

Undo Command

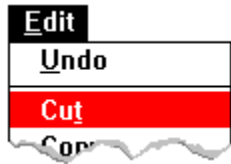


Undoes your last typing, editing, or formatting action.

The name of the Undo command often reflects your last action. For example, if your last action was an editing change, the Edit menu will show Undo Editing.

 Related Procedure

Cut Command



Cuts text or graphics from a document and places it on the Clipboard, erasing the previous Clipboard contents.

You can then use Paste to place the cut text or graphics in the same document, another document, or another application.



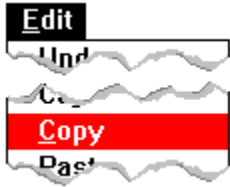
Related Procedures

Procedures

[Copying and Cutting Pictures](#)

[Copying and Moving Text](#)

Copy Command



Copies text or graphics from your document and places it on the Clipboard, leaving the original intact and erasing the previous Clipboard contents.

You can then use Paste to place the copied text or graphics in the same document, another document, or another application.



Related Procedures

Paste Command



Pastes a copy of the Clipboard contents at the insertion point or replaces selected text or graphics with the Clipboard contents.

The Clipboard contents can be either text or graphics. You can choose this command repeatedly to paste the Clipboard contents in more than one location.



Related Procedures

Procedures

[Copying and Moving Text](#)

[Pasting Pictures](#)

Move Picture Command



Moves a picture horizontally.

When you choose Move Picture, the pointer changes shape. Use the arrow keys or mouse to move the picture frame where you want the picture to appear.



Related Procedure

Size Picture Command



Changes the size of a picture.

When you choose Size Picture, the pointer changes shape. Use the arrow keys or mouse to change the size of the frame for the picture.



Related Procedure

Find Command



Finds text in a Write document.

You can start searching for text at any point in your document. You can specify whether Write should match uppercase and lowercase characters of the text and should find only whole words.

Write can also find tabs, paragraph marks, page breaks, wildcard characters, or spaces.

Write starts a search at the insertion point or at the end of selected text. It stops at the first match. To search for the next occurrence of the text, choose the [Repeat Last Find command](#).

When it reaches the end of the document, Write automatically continues searching from the beginning of the document to the starting point of the search. If you want to edit found text, click the mouse button or press ALT+F6 to switch from the Find dialog box to the document.

 Related Procedure

Repeat Last Find Command

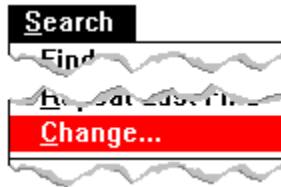


Repeats the last search without opening the Find dialog box.

Use this command when you don't want to display the Find dialog box but want to search immediately for the specified text.

 Related Procedure

Change Command



Searches for and changes text.

With one exception, this command searches for text just as the [Find command](#) does. The exception is that if you select text before choosing this command, the search is limited to the selected text.

You can use the following buttons when changing text:

This button	Does this
Find Next	Finds the next occurrence of the search text. To switch back to the document, click the text or press ALT+F6.
Change, then Find	Changes the currently selected search text, and then finds the next occurrence. If no text is selected, choosing this option finds the first occurrence of the search text.
Change	Changes the currently selected search text.
Change All	Changes all occurrences of the search text in the document.
Change Selection	Changes all occurrences of the search text in the selected section of the document. The Change All button is replaced by a Change Selection button if you select text in your document.



Related Procedure

Go To Page Command



Goes to a specific page in the document.

To use the Go To Page command, you must first create page breaks by printing or repaginating the document.

 Related Procedures

Procedures

[Going to Specific Pages](#)

[Printing Documents](#)

[Repaginating Documents](#)

Normal Command



Changes the character style to plain text.



Related Procedure

Bold Command

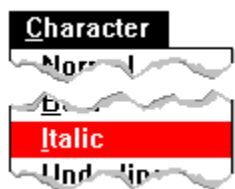


Changes the character style to bold.




Related Procedure

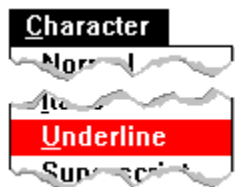
Italic Command




Changes the character style to italic.

 Related Procedure

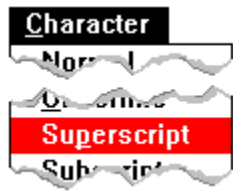
Underline Command



Underlines text.

 Related Procedure

Superscript Command



Positions text above other text.

Superscript text is also scaled to a smaller size.



Related Procedure

Subscript Command



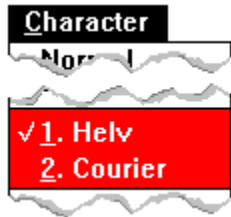
Positions text below other text.

Subscript text is also scaled to a smaller size.



Related Procedure

Font Names



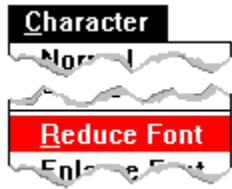
Changes the character format to a different font.

The Character menu lists up to three font names, such as Courier, Modern, or AvantGarde. The font names that appear are the fonts you use most often.

If possible, Write uses the same fonts and sizes on your screen that you will see when you print your document. If Write cannot exactly match the selected fonts, it substitutes a font that resembles the selected font as closely as possible.

 Related Procedure

Reduce Font Command



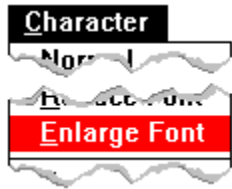
Reduces the font size to the next available size.

If you choose this command and the default printer does not support the next smaller or larger size, the text you type or selected does not change size on the screen.



Related Procedure

Enlarge Font Command



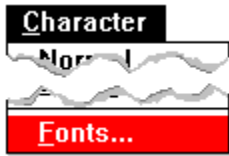
Increases the font size to the next available size.

If you choose this command and the default printer does not support the next smaller or larger size, the text you type or selected does not change size on the screen.



Related Procedure

Fonts Command



Changes the font and/or font size to a font not listed on the Character menu.

When you choose Fonts, a dialog box appears that lets you select from all available fonts and font sizes. You can also enter the name of a font that is not currently installed on your computer. You might enter the name of a font if later you plan to install the font on your computer or open the document on a computer that has the font.

The default printer determines the fonts that are available. If you plan to print the document on a printer other than the default printer, you must set up the other printer using Control Panel and make it the default printer with Write's [Printer Setup command](#). Then its fonts will be available for text in your document.

 Related Procedures

Procedures

[Changing Fonts and Font Sizes with the Fonts Command](#)

[Changing Printers and Printer Options](#)


[Installing New Printers](#)

Normal Command



Changes the formatting to a single-spaced paragraph aligned with the left margin.

Pictures are also aligned at the left margin, with a single space between the picture and any text above or below the picture.

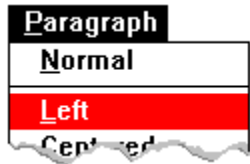
 Related Procedures

Procedures

[Changing Paragraph Alignment](#)

[Changing Paragraph Line Spacing](#)

Left Command



Aligns paragraphs or pictures with the left margin.

You can also align paragraphs and pictures with the left margin by clicking an icon on the ruler.



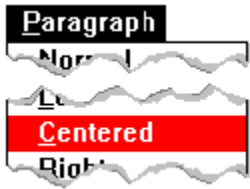
Related Procedures

Procedures

[Changing Paragraph Alignment](#)

[Formatting Paragraphs with the Ruler](#)

Centered Command



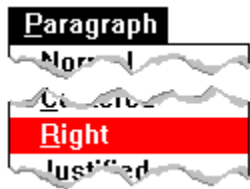
Centers paragraphs or pictures between the left and right margins.

You can also center paragraphs and pictures by clicking an icon on the ruler.



[Related Procedures](#)

Right Command



Aligns paragraphs or pictures with the right margin.

You can also align paragraphs and pictures with the right margin by clicking an icon on the ruler.



Related Procedures

Justified Command



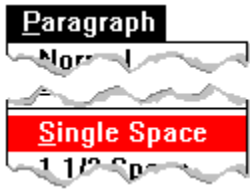
Aligns paragraphs with both the left and right margins.

You can also align paragraphs and pictures with the left and right margins by clicking an icon on the ruler.



Related Procedures

Single Space Command



Changes line spacing to single-spaced.

You can also change line spacing to single-spaced by clicking an icon on the ruler.



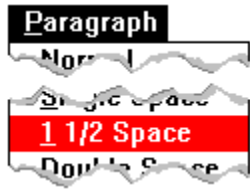
Related Procedures

Procedures

[Changing Paragraph Line Spacing](#)

[Formatting Paragraphs with the Ruler](#)

1 1/2 Space Command



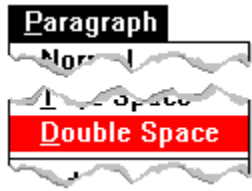
Changes line spacing to 1 1/2 lines.

You can also change line spacing to 1 1/2 lines by clicking an icon on the ruler.



Related Procedures

Double Space Command



Changes line spacing to double-spaced.

You can also change line spacing to double-spaced by clicking an icon on the ruler.



Related Procedures

Indents Command



Sets left, right, and first-line indents for an entire paragraph.

The values in the Left Indent and Right Indent boxes specify how much to indent a paragraph from the left and right margins. The value in the First Line box indicates how much to indent the first line of the paragraph from the rest of the paragraph.

Indenting the lines of a paragraph differs from changing the left or right margins for a paragraph. Write indents paragraph lines from the [current margin setting](#).

You can create a hanging indent by typing a positive number in the Left Indent box and a negative number in the First Line box. (In a paragraph with a hanging indent, the first line extends farther to the left than the rest of the paragraph as would happen in a numbered or bulleted list.)

 Related Procedures

Procedures

[Changing Paragraph Indents](#)



[Creating Hanging Indents](#)

Header Command






Creates a header for the printed document.


In the Page Header dialog box, you can:

-  Specify the header's distance from the top of the page.
-  Set the header to appear on the first printed page.

Otherwise, the header first appears on the second page.

-  Insert page numbers as headers.
-  Clear all headers from the document.
-  Return to the document.

In the header window, you can type text you want to appear in the printed document. You can format the text as you would any other text in the document.



-  Related Procedure

Footer Command






Creates a footer for the printed document.

In the Page Footer dialog box you can:

-  Specify the footer's distance from the bottom of the page.
-  Set the footer to appear on the first printed page.

Otherwise, the footer first appears on the second page.

-  Insert page numbers as footers.
-  Clear all footers from the document.
-  Return to the document.

In the footer window, you can type text you want to appear in the printed document. You can format the text as you would any other text in the document.

-  Related Procedure

Ruler On Command



Displays the Ruler at the top of the window.

Once you've turned on the Ruler, you can change line spacing and paragraph alignment by clicking the icons with your mouse. You can also add tabs by clicking the Ruler and remove tabs by dragging the tabs from the Ruler.

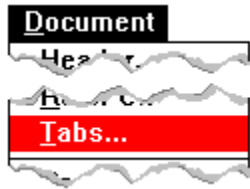
 Related Procedures

Procedures

[Changing Tabs with the Ruler](#)

[Formatting Paragraphs with the Ruler](#)

Tabs Command



Sets left-aligned and decimal tabs.

Write has tabs preset at every half inch. Tabs that you set override the preset tabs. You can set up to 12 tabs--left-aligned tabs and decimal tabs. Decimal tabs let you create a column of numbers that line up on their decimal points.

Tabs are measured from the left margin.







Related Procedure

Page Layout Command



Sets page layout options.

You can specify:

-  The starting page number for your document.
This number appears in your document if you included a page number in your header or footer. If you specify a starting page number, Write adjusts the page numbers displayed in the lower-left corner of the window. Write also uses the adjusted page numbers for the Go to Page command.
-  The margins for the printed page.
-  The system of measurement (English or metric) used in Write.
The system of measurement you choose is also used for such items as headers, footers, and indents.
-  Related Procedures

Procedures

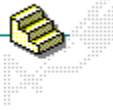
[Adding Headers, Footers, and Page Numbers](#)







[Changing Page Layout](#)

[Going to Specific Pages](#)

Write Procedures

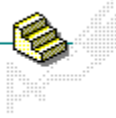
Click a folder or topic title.



-  Editing a Document
-  Editing a Picture
-  Formatting Text
-  Formatting a Document
-  Printing
-  Working with Documents

Write Procedures

Click a folder or topic title.



Editing a Document

[Moving the Insertion Point](#)

[Selecting Text](#)

[Selecting Text Using the Selection Area](#)

[Copying and Moving Text](#)

[Finding Text](#)

[Finding and Replacing Text](#)

[Going to Specific Pages](#)

[Repaginating Documents](#)

[Inserting Page Breaks](#)

[Inserting Optional Hyphens](#)

[Undoing Your Last Action](#)

Editing a Picture

Formatting Text

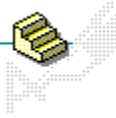
Formatting a Document


Printing

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Write Procedures

Click a folder or topic title.



 Editing a Document


 Editing a Picture

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 Formatting Text

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Editing a Document

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[Changing Tabs with the Ruler](#)

[Changing Tabs with the Tabs Command](#)



Printing



Working with Documents



Editing a Document



Editing a Picture



Formatting Text



Formatting a Document









Printing

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Working with Documents

-  Editing a Document
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[Creating New Documents](#)

[Opening Existing Documents](#)

[Saving Documents](#)

[Making Backup Copies](#)

Moving the Insertion Point

To move the insertion point:

- ▶ Move the pointer where you want the insertion point to appear and click the left mouse button once.



Keyboard Procedure

Selecting Text

To select text:

- 1 Point to the first character you want to select.
- 2 Drag the pointer to the last character you want to select.
- 3 Release the mouse button.

To select a single word:

- ▶ Double-click the word.

To cancel a selection:

- ▶ Click anywhere in the document to cancel the selection.



Keyboard Procedure

Selecting Text Using the Selection Area

The selection area is an invisible area that extends vertically along the left margin of the Write window. The pointer slants to the right when it is in the selection area.

To select	Do this
A single line	Point to a line with the pointer in the selection area and click the mouse button.
Several lines	Point to a line, hold down the mouse button, and drag the pointer up or down within the selection area.
A paragraph	Point to a paragraph with the pointer in the selection area and double-click the mouse button.
Several paragraphs	Point to a paragraph with the pointer in the selection area, double-click, and hold the mouse button down. Drag the pointer up or down within the selection area.
A range of text	Select the starting line or paragraph. Hold down the <code>SHIFT</code> key while pointing to the ending line or paragraph with the pointer in the selection area. Then click the mouse button. Write selects everything between the two points.
The entire document	Move the pointer to the selection area. Hold down the <code>CTRL</code> key and click the mouse button.

Copying and Moving Text

To copy or move text:

- 1 Select the text you want to copy or move.
- 2 Move the pointer where you want to insert the text.
- 3 Hold down ALT and click the mouse button to copy the selected text.
Or hold down SHIFT+ALT and click the mouse button to move the selected text.



Keyboard Procedure

Finding Text

Write starts searching at the insertion point or at the end of selected text. When it reaches the end of the document, Write automatically continues searching from the beginning of the document to the starting point of the search.

To find text:

- 1 Move the insertion point where you want the search to begin.
- 2 Choose Find from the Search menu.
- 3 Type the search text in the Find What box.

To search for text that includes tabs, paragraph marks, page breaks, wildcard characters, or spaces, use the following characters (where ^ means the caret symbol) in the Find What box:

Type	To search for
------	---------------

^d	A manual page break .
^p	A paragraph mark.
^t	A tab character.
^w	A space character.
?	Any character. For example, if you type hea? in the Find What box, Write finds every word with hea, such as headstrong, figurehead, heal, heap, or heat.

- 4 Select the Whole Word check box to find occurrences of the search text that are entire words only. Otherwise, Write finds, for example, main in remainder.
- 5 Select the Match Upper/Lowercase check box to match capitalization exactly. Otherwise, Write finds, for example, both Main and main.
- 6 Choose Find Next to start the search.
Write searches for the text and selects the first occurrence. If you want to edit the text, click the mouse button or press ALT+F6 to switch from the Find dialog box to the document.
- 7 Choose Find Next again to find the next occurrence of the search text.

To search without the Find dialog box:

- 1 Use the Find command to find the first occurrence of the search text.
- 2 Close the Find dialog box.
- 3 Make whatever changes you want to the search text.
- 4 Choose Repeat Last Find from the Search menu to find the next occurrence of the search text.



Related Procedure



Keyboard Procedure

Finding and Replacing Text

When you choose the Change command, Write searches for your text forward from the insertion point. When it reaches the end of the document, Write automatically continues searching from the beginning of the document to the insertion point. If you select a section of your document before choosing Change, however, the command searches only within the selection.

To find and replace text:

- 1 Move the insertion point where you want the search to begin.
Or select a block of text to limit the search to a section of the document.
- 2 Choose Change from the Search menu.
- 3 Type the search text in the Find What box and the new text in the Change To box.
To search for text that includes tabs, paragraph marks, page breaks, wildcard characters, or spaces, use the following characters in the Find What box:

Type	To search for
------	---------------

^d	A manual page break .
^p	A paragraph mark.
^t	A tab character.
^w	A space character.
?	Any character. For example, if you type hea? in the Find What box, Write finds every word with hea, such as headstrong, figurehead, heal, heap, or heat.

- 4 Select the Whole Word check box to find occurrences of the search text that are entire words only.
Otherwise, Write finds, for example, main in remainder.
- 5 Select the Match Upper/Lowercase check box to match capitalization exactly.
Otherwise, Write finds, for example, both Main and main.
- 6 Choose one of the following command buttons:

This button	Does this
-------------	-----------

Find Next	Finds the next occurrence of the search text. To edit the text in the document, click the text or press Alt+F6 to switch to the document.
Change, then Find	Changes the currently selected search text, and then finds the next occurrence. If no text is selected, choosing this option finds the first occurrence of the search text.
Change	Changes the currently selected search text.
Change All	Changes all occurrences of the search text in the document.
Change Selection	Changes all occurrences of the search text in the selected section of the document. The Change All button is replaced by a Change Selection button if you select text in your document before choosing the Change command.



Related Procedure



Keyboard Procedure

Going to Specific Pages

To use the Go To Page command, you must first create page breaks by [printing](#) or [repaginating](#) the document.

To go to a specific page:

- 1 Choose Go To Page from the Search menu.
- 2 Type the number of the page you want to move to.
- 3 Click OK.



Related Procedure



Keyboard Procedure

Repaginating Documents

By repaginating a document before printing, you can see where Write automatically places page breaks and then you can insert manual page breaks if necessary. Page breaks you insert manually will force a new page. You can also make sure that any manual page breaks are still in the right place after you edit a document. When Write automatically breaks your document into pages, it prevents a single line in a paragraph from being printed by itself at the top or bottom of a page.

To repaginate a document:

- 1 Choose Repaginate from the File menu.
- 2 Select the Confirm Page Breaks check box if you want to approve each page break.
If you don't select Confirm Page Breaks, Write shows where page breaks occur, but doesn't allow you to move the page breaks.
- 3 Click OK.
Page breaks automatically inserted (by printing or choosing Repaginate) are designated by arrows. Page breaks you manually inserted or placed are designated by a dotted line. The page numbers appear in the page status area at the lower-left corner of the window.
- 4 Click Up to move an automatic page break upward a line at a time from Write's proposed location.
Or click Down to move the page break downward a line at a time if you moved it up too far and want to move it back.
- 5 Choose Confirm to move to the next page break.
- 6 Choose Keep or Remove if you have manually inserted or placed page breaks.



Related Procedure



Keyboard Procedure

Inserting Page Breaks

To insert a page break manually:

- 1 Position the insertion point where you want the page to break.
- 2 Press CTRL+ENTER.

You can select, delete, or copy manual pages breaks, just as you can any other character.



Related Procedure



Keyboard Procedure

Inserting Optional Hyphens

You can eliminate large gaps at the end of lines by inserting optional hyphens in long words. Write then uses the hyphenation points to break words at the end of a line. Optional hyphens are invisible unless they appear in words that break at the end of a line.

To insert optional hyphens:



Press CTRL+SHIFT+HYPHEN at each desired hyphenation point.



Keyboard Procedure

Undoing Your Last Action

To undo your last action:



Choose Undo from the Edit menu.



Keyboard Procedure

Pasting, Copying, and Cutting Pictures

When you paste a picture or graph into Write, it always appears at the left margin. If you paste a picture that was created using colors, the colors are converted to black and white. You can select the picture and cut, copy, or paste it just as you would text in the document.

Write displays pictures on your screen in a resolution that is appropriate for the default printer. Because of differences in screen and printer resolutions, pictures may seem slightly distorted on the screen. However, when you print a picture, the resolution will be correct for your printer.

To paste a picture into a Write document:

- 1 Copy the picture onto the Clipboard.
- 2 Switch to Write.
- 3 Open the document you want to paste the picture into.
- 4 Move the insertion point where you want the picture.
- 5 Choose Paste from the Edit menu.

To copy or cut a picture:

- 1 Click the picture to select it.
- 2 Choose Copy or Cut from the Edit menu.



Related Procedures



Keyboard Procedure


Procedures

[Selecting Windows or Icons](#)

[Starting Applications](#)

Changing the Size of a Picture

To change the size of a picture:

- 1 Click the picture to select it.
 - 2 Choose Size Picture from the Edit menu.
A square pointer appears in the center of the picture and a dotted frame surrounds the picture.
 - 3 Place the pointer halfway across the left, right, or bottom edge of the box.
Or place the pointer on a lower corner of the picture box to change both the length and width of the picture at the same time.
 - 4 Move the pointer in the direction that you want to enlarge or reduce the picture.
If you are not satisfied with the size of the picture, press `ESC` to return the picture to its original size.
 - 5 Click the mouse button when the picture box is the size you want. 
- If you are not satisfied with the size of the picture, you can choose Undo from the Edit menu.



Related Procedure



Keyboard Procedure

hint

The lower-left corner of the Write window displays sizing information in the form of x and y location values. It is best to keep the x and y values the same and to position the frame at whole rather than fractional numbers (for example, 5 rather than 5.5). This will prevent distortion of the picture.

Moving Pictures

To move a picture horizontally:

- 1 Click the picture to select it.
- 2 Choose Move Picture from the Edit menu.
A square pointer appears in the center of the picture and a dotted frame surrounds the picture.
- 3 Move the mouse right or left, without pressing a mouse button.
To return the picture box to its original position, press ESC.
- 4 Click the mouse button when the picture box is located where you want it.
If you are not satisfied with the position of the picture, you can choose Undo from the Edit menu.

To move a picture with formatting commands:

- 1 Click the picture to select it.
Or press the UP ARROW or DOWN ARROW key to move the insertion point to the picture.
- 2 Choose Left, Centered, or Right from the Paragraph menu.



Related Procedure



Keyboard Procedure

Changing Character Styles

Choosing one of the Character-menu commands affects the selected text or the next text you type. A new paragraph keeps the same character formatting as the previous paragraph.

Write usually displays the same character formats on screen that will print. If your printer cannot print a certain font, point size, or character style, Write attempts to match the selected character format on screen as closely as possible.

You can apply more than one style to the same characters. For example, you can bold, italicize, and underline the same text. Write maintains the character formats when you move or copy formatted text to other parts of the same document or to another Write document.

To apply character styles:

- 1 Move the insertion point where you want the character style to begin.
Or select the text whose style you want to change.
- 2 Choose the style you want from the Character menu.

To cancel a character style:

- 1 Select the text whose style you want to cancel.
- 2 Choose the style from the Character menu.
Or choose Normal to cancel all styles.



Related Procedure



Keyboard Procedure

Creating Subscript and Superscript Text

Superscript and subscript characters appear slightly above or below other text. They are also scaled to a smaller size.

To create subscript or superscript text:

- 1 Move the insertion point where you want subscript or superscript text to begin.
Or select the text that you want to be subscript or superscript.
- 2 Choose Subscript or Superscript from the Character menu.

Choose Subscript or Superscript again to cancel subscript or superscript text.



Related Procedure



Keyboard Procedure

Changing Fonts and Font Sizes

When you start typing text in a new document, Write uses the standard font for the default printer. With commands on the Character menu, you can change to a different font or font size.

To change the font or font size for existing text, you must select the text before you choose the new font or size. The Character menu displays a checkmark and the font name if the entire selected region contains only one font and font size.

To change the font size with the Font Size commands:

- 1 Move the insertion point where you want to begin a different font size.
Or select the text you want to change.
- 2 Choose Reduce Font or Enlarge Font from the Character menu.
Write changes the font size to the next smaller or larger size. If you choose Reduce Font or Enlarge Font and the default printer cannot print the next smaller or larger size, the text you type does not change size on the screen.

To change fonts from the Character menu:

- 1 Move the insertion point where you want to begin a different font.
Or select the text you want to change.
- 2 Choose a font name from the Character menu.
The Character menu contains the names of up to three fonts. If more than three fonts are available, you can select them by choosing the Fonts command. If you use the fonts in the Fonts dialog box more than those on the Character menu, the font names on the Character menu automatically change to the font names you use most often.
If possible, Write displays the same fonts and sizes on the screen that will print. If Write cannot exactly match the selected font, it substitutes a font on the screen that resembles the selected font as closely as possible.

To change fonts or font sizes with the Fonts command:

- 1 Move the insertion point where you want to begin a different font.
Or select the text you want to change.
- 2 Choose Fonts from the Character menu.
- 3 Select a font name in the Fonts box.
Or type the name of the font in the Font Name box.
The currently selected printer determines which fonts are available. If you plan to print the document on a printer other than the currently selected printer, you must set up the printer you want to use. To set up a different printer, use Control Panel and then [make it the default printer](#).
- 4 Select a font size in the Sizes box.
Or type the size in the Point Size box.
- 5 Click OK.



Related Procedure



Keyboard Procedure

Adding Paragraph Marks

A paragraph mark is not a visible character in a document, but it invisibly marks the end of a paragraph or a blank line.

To add a paragraph mark:

- 1 Press ENTER after typing the last character in a paragraph.
- 2 Press ENTER again if you want a blank line between paragraphs.

Although Write shows no visible character for the paragraph mark, you can select, delete, copy, and move a paragraph mark just as you do other characters.

To select an individual paragraph mark, select the space at the end of a paragraph. Or select both text and an individual paragraph mark.

When you copy or move a paragraph, include the paragraph mark in the selection to keep the paragraph formats with the paragraph.

To remove a paragraph mark:

- 1 Move the insertion point to the beginning of the paragraph following the mark you want to remove.
- 2 Press BACKSPACE.

Or press BACKSPACE twice if your paragraphs have a blank line between them.



Keyboard Procedure

Formatting Paragraphs with the Ruler

Using a mouse, you can change paragraph formats with the Ruler.

To format paragraphs with the Ruler:

- 1 Choose Ruler On from the Document menu.
- 2 Place the insertion point anywhere in the paragraph that you want to change.
Or, if you want to format more than one paragraph, select text from the paragraphs.
- 3 Set the following paragraph format options as appropriate:

To set	Do this
Alignment	Select one of the four paragraph alignment icons on the right side of the Ruler. From left to right, the icons represent alignment to the left margin, centered between margins, alignment to the right margin, and justified between margins.
Line spacing	Select one of the three line spacing icons in the middle of the Ruler. From left to right, icons represent single-spaced, 1 1/2 spaced, and double-spaced.
Indents	<p>Drag one of the indent markers to a new position. The left and right indent markers are the triangles on the left and right of the Ruler. The first-line indent is a small rectangle. The left indent marker and the first-line indent marker are superimposed until you move one of them.</p> <p>You can indent an entire paragraph from the left or right margin, or you can indent just the first line of a paragraph from the left margin. Indenting the lines of a paragraph differs from changing the left or right margins for a paragraph. Write indents paragraph lines from the current margin setting. You should set the margins that you want to use for your paper size first (or use the standard settings provided by Write) and then indent the paragraphs of your document.</p>





- 4 Choose Ruler Off from the Document menu if you want to hide the Ruler.



Related Procedure

Changing Paragraph Alignment

You can align a paragraph in any of the following ways:

-  At the left margin.
-  At the right margin.
-  Justified between both margins.
-  Centered between both margins.



To change paragraph alignment:

1 Place the insertion point anywhere in the paragraph whose alignment you want to change.

Or, if you want to change more than one paragraph, select some text from the paragraphs.

2 Choose Left, Centered, Right, or Justified from the Paragraph menu.

Or choose Normal to align the paragraph at the left margin and make it single-spaced.

-  Related Procedure
-  Keyboard Procedure

Changing Paragraph Line Spacing

To change the paragraph line spacing:

- 1 Place the insertion point anywhere in the paragraph that you want to change.
Or, if you want to change more than one paragraph, select some text from the paragraphs.
- 2 Choose Single Space, 1 1/2 Space, or Double Space from the Paragraph menu.
Or choose Normal to make the paragraph single-spaced and align the paragraph at the left margin.



Related Procedure



Keyboard Procedure

Changing Paragraph Indents

You can indent an entire paragraph from the left or right margin, or you can indent just the first line of a paragraph from the left margin. Indenting the lines of a paragraph differs from changing the left or right margins for a paragraph. Write indents paragraph lines from the current margin setting. You should [set the margins](#) that you want to use for your paper size first (or use the standard settings provided by Write) and then indent the paragraphs of your document.

To change indentation of a paragraph:

1 Place the [insertion point](#) anywhere in the paragraph that you want to change.

Or, if you want to change more than one paragraph, select some text from the paragraphs.

2 Choose Indents from the Paragraph menu.

3 Type a measurement for any indentation you want to change.

The values in the Left Indent and Right Indent boxes specify how far to indent a paragraph from the left and right margins. The value in the First Line box indicates how far to indent the first line of the paragraph from the rest of the paragraph.

4 Click OK.



Related Procedure



Keyboard Procedure

Creating Hanging Indents

In a paragraph with a hanging indent, the first line extends farther to the left than the rest of the paragraph as would happen in a numbered or bulleted list.

To create a hanging indent:

- 1 Place the insertion point anywhere inside the paragraph that you want to change.
Or, if you want to change more than one paragraph, select some text from the paragraphs.
- 2 Choose Indents from the Paragraph menu.
- 3 Enter a positive number in the Left Indent box to set the indentation for the paragraph.
Measurements are in inches or centimeters, depending on the [Page Layout setting](#) you choose.
- 4 Enter a negative number in the First Line box to set the indentation for the first line.
- 5 Click OK.







Related Procedure



Keyboard Procedure

Changing Page Layout

When you start Write, it uses the following page layout settings:

-  Measurements in inches.
-  1-inch top and bottom margins.
-  1.25-inch side margins.
-  The first page numbered as 1.

The page layout settings are used in printing.

To change the page layout settings:

- 1 Choose Page Layout from the Document menu.
- 2 Type a starting page number for your document in the Start Page Numbers At box to start with a number other than 1.



This number appears in your document only if you have a page number in your [header or footer](#).

- 3 Type margin settings in the Margins boxes.
- 4 Select inches or centimeters.

The system of measurement you choose is also used for such items as headers, footers, and indents.





- 5 Click OK.

If you enter a starting page number, Write adjusts the page numbers displayed in the lower-left corner of the window. Write also uses the adjusted page numbers for the [Go to Page command](#).

-  Related Procedure
-  Keyboard Procedure


Adding Headers, Footers, and Page Numbers

You can have one header and one footer in each document. With the Header or Footer commands, you can:

-  Enter the text you want to use as a header or footer.
-  Include page numbers in the header or footer of the printed document.
-  Start the header or footer on the first or second page of the document.
-  Change the distance between the header or footer and the top or bottom of the page.

To add a header or footer:

- 1 Choose Header or Footer from the Document menu.
- 2 Type the text for the header or footer in the window.
You can format the text just as you would in any document.
You can move the header or footer (and insertion point) by choosing Centered, Left, or Right from the Paragraph menu.
Choose Clear if you make a mistake in the header or footer window and you want to start over again.
- 3 Click the Insert Page # button if you want to insert page numbers in the document.
- 4 Select the Print on First Page check box if you want the header or footer to appear on the first page of the printed document.
Otherwise, the header or footer starts on the second page.
- 5 Type a measurement in the Distance from Top or Distance from Bottom box if you want to change the distance between the header or footer and the edge of the page.
Measurements are in inches or centimeters, depending on the [Page Layout setting](#) you choose.
- 6 Choose Return to Document when you finish setting up your header or footer.
When you print your document, you will see your headers and footers, even though they do not appear in the main Write window.

-  Keyboard Procedure

header

Text that appears at the top of every page. A header can include page numbers.

footer

Text that appears at the bottom of every page. A footer can include page numbers.

Changing Tabs with the Ruler



Write has tabs preset at every half inch. You can use these preset tabs to create a column of items aligned to the left. Preset tabs do not appear on the Ruler.

Using a mouse with the Ruler, you can set your own tabs for lists or tables. Tabs that you set override the preset tabs. You can set up to 12 tabs--either left-aligned tabs or decimal tabs. Decimal tabs let you create a column of numbers that line up on their decimal points.

To set tabs:

- 1 Choose Ruler On from the Document menu.
- 2 Click one of the two tab icons above the Ruler.
The tab icons are the two icons at the left end of the row of icons above the Ruler.
The tab icon with the period is for decimal tabs.
- 3 Click the Ruler where you want to set the tab.
Or drag an existing tab marker to a new position.
- 4 Choose Ruler Off from the Document menu if you want to hide the Ruler.
The tabs you set on the Ruler also appear in the Tabs dialog box.

To remove a tab:

-  Drag the tab marker off the Ruler.
-  Related Procedure

Changing Tabs with the Tabs Command

Write has tabs preset at every half inch. You can use these preset tabs to create a column of items aligned to the left. Preset tabs do not appear in the Tabs dialog box.

Tabs that you set override the preset tabs. You can set up to 12 tabs--either left-aligned tabs or decimal tabs. Decimal tabs let you create a column of numbers that line up on their decimal points.

To set tabs:

- 1 Choose Tabs from the Document menu.
- 2 Place the insertion point in a Positions box to add a tab.
Or select a tab measurement in a Positions box to change a tab.
- 3 Type a measurement.
This is the distance of the tab stop from the left margin.
- 4 Select the Decimal box if you want a decimal tab.
- 5 Click OK.

The tabs you set in the Tabs dialog box also appear on the Ruler.



To delete a tab:

- 1 Choose Tabs from the Document menu.
- 2 Delete the measurement for the tab.

To delete all tabs at once:

- 1 Choose Tabs from the Document menu.
- 2 Choose Clear All.

Write still retains its preset tabs.



Related Procedure



Keyboard Procedure

hint

The text you type at a decimal tab stop is inserted to the left of the tab stop until you type a decimal point. The decimal point is inserted at the tab stop, and any additional characters you type are inserted to the right of the decimal point. You can use a decimal tab to line up text to the right, as long as you don't use more than one period in the text.

Printing Documents

If you have installed and connected to a printer, you can print the current document. Write automatically prints to the default printer.

To print the current document:

- 1 Choose Print from the File menu.
- 2 Select the print options you want.

This option	Does this
Copies	Indicates the number of copies to be printed.
Pages: All	Prints all the pages in the document.
Pages: From/To	Prints a range of pages. After you select this option, type page numbers in the From and To boxes.
Draft Quality	Prints an unformatted copy of the document text quickly. (Pictures print as empty boxes.) If Draft Quality is dimmed, this option is not available for the selected printer.

- 3 Click OK.

When printing, Write uses the margin settings in the [Page Layout dialog box](#).



Related Procedures



Keyboard Procedure

Procedures

[Changing Printers and Printer Options](#)

[Installing New Printers](#)

Changing Printers and Printer Options

If you have several printers connected to your computer and designated as active printers, you can print to one of these printers by selecting it as the default printer.

To change printers:

- 1 Choose Printer Setup from the File menu.
- 2 Select the printer that you want to print on.
- 3 Choose Setup to change printer options.

In the dialog box that appears, the available options depend on the printer you choose.

- 4 Select the options you want.

For more information on the options, click the Help button in the printer's Setup dialog box.

- 5 Click OK to close the printer's Setup dialog box.
- 6 Click OK.






Related Procedure



Keyboard Procedure

Creating New Documents


To create a new document:

-  Choose New from the File menu.
-  Related Procedure
-  Keyboard Procedure



Opening Existing Documents

The size of a file you can open is limited only by the amount of memory available on your computer.

To open a Write document:

- 1 Choose Open from the File menu.
- 2 If the file is in the current directory, double-click the name of the file in the Files box.
If the file is not in the current directory, double-click the directory you want in the Directories box. Then double-click the name of the file in the Files box. 

To open a document that is not in Write format:

- 1 Choose Open from the File menu.
- 2 If the file is in the current directory, double-click the name of the file in the Files box. 
If the file is not in the current directory, double-click the directory you want in the Directories box. Then double-click the name of the file in the Files box. 
- 3 Choose a conversion option.

This option	Opens
No Conversion	Text files created with Windows applications, including Write documents saved as text only. Most text files created with Windows applications are in ANSI format, the same format Write uses. Therefore, you do not need to convert these text files.
Convert	Microsoft Word for MS-DOS documents.
Convert	<u>Non-Windows application</u> documents saved as text-only. Most text files created outside of Windows are not in ANSI format. Therefore, you must convert non-Windows text files.



CAUTION: Be sure you back up a file before you convert it to the Write format. Do not convert any files that are not purely text files. In binary files, ASCII characters above 127 might be related to the program that created the file and, therefore, cannot be converted. Other files may contain control characters that should not be converted.



Related Procedures



Keyboard Procedure

Procedures

[Browsing Through the Directories List Box](#)

[Creating New Documents](#)

hint

To find files with an extension other than .WRI, type that extension in the Filename box and then click OK.

hint

The current directory is shown below the Filename box. Double-clicking the two periods [...] at the top of the Directories box shows the files and directories located one level closer to a disk's root directory.

Instead of using the Files and Directories list boxes to open a file, you can type the complete pathname in the Filename box and click OK.

hint

If you make a mistake in selecting Convert or No Conversion, simply quit Write without saving the file. Your file will be restored to its original status.

Saving Documents

The size of a file you can save is limited only by the amount of memory available on your computer.


To save changes to an existing document:

- 1 Choose Save from the File menu. 

To save a new Write document or an existing Write document under a different name:

- 1 Choose Save As from the File menu.
- 2 If you want to save the file in the current directory, type the filename, including a filename extension if you want to specify one.

The .WRI extension is automatically assigned to the filename if you don't specify an extension. If you specify an extension, it overrides any automatic extension.


If you want to save the file in a different directory, double-click its name in the Directories box. Then type the filename. 

- 3 Click OK. 

To save a Write document in another format:

- 1 Choose Save As from the File menu.
- 2 If you want to save the file in the current directory, type the filename, including a filename extension if you want to specify one.

The .DOC extension (for any Word for MS-DOS document) or .WRI extension (for a text-only document) is automatically assigned to the filename if you don't specify an extension. If you specify an extension, it overrides any automatic extension.



If you want to save the file in a different directory, double-click its name in the Directories box. Then type the filename. 

- 3 Select Text Only and/or Microsoft Word Format.

You lose all graphics and formatting when saving a document in text or Word format.

This format	Saves your document as
Text Only	A Windows ANSI text file. You might want to use this option if your document is a program or will be telecommunicated.
Microsoft Word	A Microsoft Word for MS-DOS document.
Text Only and Word	An unformatted Microsoft Word for MS-DOS text file.

- 4 Click OK. 

-  Related Procedures
-  Keyboard Procedure

Procedures

[Browsing Through the Directories List Box](#)

[Making Backup Copies](#)

hint


The current directory is shown below the Filename box. Double-clicking the two periods [...] at the top of the Directories box shows the directories located one level closer to a disk's root directory.

hint

Instead of using the Files and Directories list boxes to save a file, you can type the complete pathname in the Filename box and click OK.

Making Backup Copies

To make a backup copy of a document:

- 1 Choose Save As from the File menu.
- 2 If you want to save the file in the current directory, type the filename, including a filename extension if you want to specify one.
If you want to save the file in a different directory, double-click its name in the Directories box. Then type the filename. 
- 3 Select Make Backup.
- 4 Select Text Only and/or Microsoft Word Format if you want to specify a format.
- 5 Click OK.



Backup Copy Extensions

When making a backup, if you do not change the filename extension, Write automatically assigns the following extensions to the backup copy:





Document Format	Backup Copy Extension
------------------------	------------------------------

Windows Write	.BKP
Microsoft Word	.BAK

If you delete the filename extension of a Write document and save it in Microsoft Word for MS-DOS format, the document and its backup are given the following extensions:

-  .DOC for the document now in Word for MS-DOS format.
-  .WRI for the backup copy. This is the original version of the document in Write format.

Similarly, if you delete the filename extension of an existing Word for MS-DOS document and save it in Write format, the document and its backup are given the following extensions:

-  .WRI for the document now in Write format.
-  .DOC for the backup copy. This is the original version of the document in Word for MS-DOS format.
-  Related Procedures
-  Keyboard Procedure

Procedures


[Browsing Through the Directories List Box](#)

[Saving Documents](#)

Write Keys

Click a folder or topic title.



 Topics

Write Keys

Click a folder or topic title.



Topics

[Movement Keys](#)

[Optional Hyphen Keys](#)

[Page Break Keys](#)

[Picture Keys](#)

[Text Selection Keys](#)

Movement Keys

Use the following keys to move the insertion point:

<u>To move the insertion point</u>	<u>Press</u>
Up one line	UP ARROW
Down one line	DOWN ARROW
Right one character	RIGHT ARROW
Left one character	LEFT ARROW
Right one word	CTRL+RIGHT ARROW
Left one word	CTRL+LEFT ARROW
To the beginning of the line	HOME
To the end of the line	END
To the next sentence	5+RIGHT ARROW
To the previous sentence	5+LEFT ARROW
To the next paragraph	5+DOWN ARROW
To the previous paragraph	5+UP ARROW
To the next page, according to the last repagination	5+PAGE DOWN
To the previous page, according to the last repagination	5+PAGE UP
Up one window	PAGE UP
Down one window	PAGE DOWN
To the beginning of the document	CTRL+HOME
To the end of the document	CTRL+END

Use the following keys to move between some Write dialog boxes and the document:

<u>To switch</u>	<u>Press</u>
Between the document and the Find or Change dialog box	ALT+F6
Between the document and the Page Header or Page Footer dialog box	ALT+F6

Optional Hyphen Keys

<u>To insert</u>	<u>Press</u>
An optional hyphen	CTRL+SHIFT+HYPHEN

Page Break Keys

<u>To insert</u>	<u>Press</u>
------------------	--------------

A page break

CTRL+ENTE
R

Picture Keys

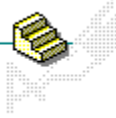
To	Press
Select a picture.	SHIFT+RIGHT ARROW
Move the Size Picture cursor.	arrow keys
Move a selected picture after you choose Move Picture.	







Text Selection Keys

To select text	Press
One character at a time to the left or right. Or, if the character is already selected, to cancel the selection.	SHIFT+LEFT OR RIGHT ARROW
Up or down one line at a time. Or, if the line is already selected, to cancel the selection.	SHIFT+DOWN OR UP ARROW
Up one window. Or, if the previous window is already selected, to cancel the selection.	SHIFT+PAGE UP
Down one window. Or, if the next window is already selected, to cancel the selection.	SHIFT+PAGE DOWN
To the beginning of the line.	SHIFT+HOME
To the end of the line.	SHIFT+END
To the previous word.	CTRL+SHIFT+LEFT ARROW
To the next word.	CTRL+SHIFT+RIGHT ARROW
To the next paragraph.	SHIFT+5+DOWN ARROW
To the previous paragraph.	SHIFT+5+UP ARROW
To the beginning of the document.	CTRL+SHIFT+HOME
To the end of the document.	CTRL+SHIFT+END

Write Keyboard Procedures

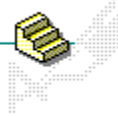
Click a folder or topic title.



-  [Editing a Document](#)
-  [Editing a Picture](#)
-  [Formatting Text](#)
-  [Formatting a Document](#)
-  [Printing](#)
-  [Working with Documents](#)

Write Keyboard Procedures

Click a folder or topic title.



Editing a Document

[Moving the Insertion Point](#)

[Selecting Text](#)

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[Finding Text](#)

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[Going to Specific Pages](#)

[Repaginating Documents](#)

[Inserting Page Breaks](#)

[Inserting Optional Hyphens](#)

[Undoing Your Last Action](#)

Editing a Picture

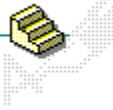
Formatting Text

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Write Keyboard Procedures



Click a folder or topic title.

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Keyboard: Moving the Insertion Point

To move the insertion point:

 Use the following keys:

Press	To move the insertion point
UP ARROW	Up one line.
DOWN ARROW	Down one line.
RIGHT ARROW	Right one character.
LEFT ARROW	Left one character.
CTRL+RIGHT ARROW	Right one word.
CTRL+LEFT ARROW	Left one word.
HOME	To the beginning of the line.
END	To the end of the line.
5+RIGHT ARROW	To the next sentence.
5+LEFT ARROW	To the previous sentence.
5+DOWN ARROW	To the next paragraph.
5+UP ARROW	To the previous paragraph.
5+PAGE DOWN	To the next page, according to the last repagination.
5+PAGE UP	To the previous page, according to the last repagination.
PAGE UP	Up one window.
PAGE DOWN	Down one window.
CTRL+HOME	To the beginning of the document.
CTRL+END	To the end of the document.



 Mouse Procedure

Keyboard: Selecting Text

To select text:

- 1 [Move the insertion point](#) to the first character you want to select.
- 2 Press SHIFT.
- 3 Move the insertion point to the last character you want to select.
- 4 Release SHIFT.

To cancel a selection:

-  Press an arrow key.
-  Mouse Procedure

Keyboard: Copying and Moving Text

To copy or move text:

- 1 Select the text you want to copy or move.
- 2 Press CTRL+INS to copy the selected text.
Or press SHIFT+DEL to move the selected text.
- 3 [Move the insertion point](#) where you want to paste the text.
- 4 Press SHIFT+INS.



Related Keys



Mouse Procedure

Keyboard: Finding Text

To find text:

- 1 [Move the insertion point](#) where you want to start your search.
- 2 Press ALT and then S.
- 3 Press F.
- 4 Type the search text in the Find What box.
- 5 Press ALT+W to find occurrences of the search text that are entire words only.
- 6 Press ALT+M to match capitalization exactly.
- 7 Press ENTER to start the search.
- 8 Press ENTER again to find the next occurrence of the search text.
Or press ESC to close the Find dialog box and press F3 to find the next occurrence of search text without opening the Find dialog box.



Related Procedure



Mouse Procedure

Keyboard: Finding and Replacing Text

To find and replace text:

- 1 [Move the insertion point](#) where you want to start your search.
Or select a block of text to limit the search to a section of the document.
- 2 Press ALT and then S.
- 3 Press C.
- 4 Type the search text in the Find What box.
- 5 Press TAB and type the new text in the Change To box.
- 6 Press ALT+W to find occurrences of the search text that are entire words only.
- 7 Press ALT+M to match capitalization exactly.
- 8 Press ALT+N (Find Next), ALT+H (Change, then Find), ALT+A (Change All), ALT+C (Change), or ALT+S (Change Selection).



Related Topics



Mouse Procedure

Keys

[Text Selection Keys](#)

Procedures

[Finding Text](#)

Keyboard: Going to Specific Pages

To go to a specific page:

- 1 Press F4.
- 2 Type the number of the page you want to move to.
- 3 Press ENTER.



Related Procedure



Mouse Procedure

Keyboard: Repaginating Documents

To repaginate a document:

- 1 Press ALT and then F.
- 2 Press E.
- 3 Press ALT+B to approve each page break during pagination.
- 4 Press ENTER.
- 5 Press ALT+U to move an automatic page break upward a line at a time from Write's proposed location.
Or press ALT+D to move the page break downward a line at a time if you moved it up too far and want to move it back.
- 6 Press ALT+C to move to the next page break.
- 7 Press ALT+K to keep a manually inserted or placed page break.
Or press ALT+R to remove a manually inserted or placed page break.



Related Procedure



Mouse Procedure

Keyboard: Inserting Page Breaks

To insert a page break manually:

1 [Move the insertion point](#) where you want the page to break.

2 Press CTRL+ENTER.



Related Procedure



Mouse Procedure

Keyboard: Inserting Optional Hyphens

To insert optional hyphens:



Press CTRL+SHIFT+HYPHEN at each desired hyphenation point.

Mouse Procedure

Keyboard: Undoing Your Last Action

To undo your last action:



Press ALT+BACKSPACE.



Mouse Procedure

Keyboard: Pasting, Copying, and Cutting Pictures

To paste a picture into a Write document:

- 1 Copy the picture onto the [Clipboard](#).
- 2 Switch to Write.
- 3 [Open the document](#) you want to paste the picture into.
- 4 [Move the insertion point](#) where you want to insert the picture.
- 5 Press SHIFT+INS.

To copy or cut a picture:

- 1 [Move the insertion point](#) to the picture to select it.
- 2 Press CTRL+INS to copy the picture.

Or press SHIFT+DEL to cut the picture.



Related Procedures



Mouse Procedure

Procedures

[Selecting Windows or Icons](#)

[Starting Applications](#)

Keyboard: Changing the Size of a Picture

To change the size of a picture:

- 1 [Move the insertion point](#) to the picture to select it.
- 2 Press ALT and then E.
- 3 Press S.
- 4 Use the arrow keys to move the pointer until it rests halfway across the left, right, or bottom edge of the box.
Or move the pointer to a lower corner of the picture box.
- 5 Move the pointer in the direction that you want to enlarge or reduce the picture.
- 6 Press ENTER when the picture box is the size you want.



Related Procedure



Mouse Procedure

Keyboard: Moving Pictures

To move a picture horizontally:

- 1 [Move the insertion point](#) to the picture to select it.
- 2 Press ALT and then E.
- 3 Press M.
- 4 Press the LEFT ARROW or RIGHT ARROW key.
- 5 Press ENTER when the picture box is located where you want it.



Related Procedure



Mouse Procedure

Keyboard: Changing Character Styles

To apply character styles:

- 1 [Move the insertion point](#) where you want the character style to begin.
Or select the text whose style you want to change.
- 2 Press CTRL+B (Bold), CTRL+I (Italic), or CTRL+U (Underline).

To cancel a character style:

- 1 Select the text whose style you want to cancel.
- 2 Press CTRL+B (Bold), CTRL+I (Italic), or CTRL+U (Underline) to cancel one style.
Or press F5 to cancel all styles.



Related Topics



Mouse Procedure

Keys

[Text Selection Keys](#)

Procedure

[Creating Subscript and Superscript Text](#)

Keyboard: Creating Subscript and Superscript Text

To create subscript or superscript text:

1 [Move the insertion point](#) where you want subscript or superscript text to begin.

Or select the text that you want to be subscript or superscript.

2 Press ALT and then E.

3 Press P to choose Superscript.

Or press C to choose Subscript



Related Topics



Mouse Procedure

Keys

[Text Selection Keys](#)

Procedure

[Changing Character Styles](#)

Keyboard: Changing Fonts and Font Sizes

To change fonts or font sizes from the Character menu:

- 1 [Move the insertion point](#) where you want to make a font change.
Or select the text you want to change.
- 2 Press ALT and then C.
- 3 Press the number associated with the font you want on the Character menu.
Or press R (Reduce Font) or E (Enlarge Font) to change the font size.

To change fonts or font sizes with the Fonts command:

- 1 [Move the insertion point](#) where you want to make a font change.
Or select the text you want to change.
- 2 Press ALT and then C.
- 3 Press F.
- 4 Type a font name in the Font Name box.
Or press TAB and use the UP ARROW or DOWN ARROW to select a font.
- 5 Press TAB and use the UP ARROW or DOWN ARROW to select a font size.
Or press ALT+P and type the size in the Point Size box.
- 6 Press ENTER.



Related Keys



Mouse Procedure

Keyboard: Adding Paragraph Marks

To add a paragraph mark:

- 1 Press ENTER after typing the last character in a paragraph.
- 2 Press ENTER again if you want a blank line between paragraphs.

To remove a paragraph mark:

- 1 [Move the insertion point](#) to the beginning of the paragraph following the mark you want to remove.
- 2 Press BACKSPACE.

Or press BACKSPACE twice if your paragraphs have a blank line between them.



Mouse Procedure

Keyboard: Changing Paragraph Alignment

To change paragraph alignment:

- 1 [Move the insertion point](#) anywhere in the paragraph that you want to change.

Or, if you want to change more than one paragraph, select some text from the paragraphs.

- 2 Press ALT and then P.

- 3 Press L (Left), C (Centered), R (Right), or J (Justified).

Or press N (Normal) to align the paragraph at the left margin and make it single-spaced.



Related Keys



Mouse Procedure

Keyboard: Changing Paragraph Line Spacing

To change the paragraph line spacing:

- 1 [Move the insertion point](#) anywhere in the paragraph that you want to change.

Or, if you want to change more than one paragraph, select some text from the paragraphs.

- 2 Press ALT and then P.

- 3 Press S (Single Space), 1 (1 1/2), or D (Double Space).

Or press N (Normal) to make the paragraph single-spaced and align the paragraph at the left margin.



Related Keys



Mouse Procedure

Keyboard: Changing Paragraph Indents

To change indentation of a paragraph:

- 1 [Move the insertion point](#) anywhere in the paragraph that you want to change.
Or, if you want to change more than one paragraph, select some text from the paragraphs.
- 2 Press ALT and then P.
- 3 Press I.
- 4 Press TAB until you select a measurement for an indentation you want to change.
- 5 Type a measurement.
- 6 Press ENTER.



Related Keys



Mouse Procedure

Keyboard: Creating Hanging Indents

To create a hanging indent:

- 1 [Move the insertion point](#) anywhere inside the paragraph that you want to change.
Or, if you want to change more than one paragraph, select some text from the paragraphs.
- 2 Press ALT and then P.
- 3 Press I.
- 4 Type a positive number in the Left Indent box to set the indentation for the paragraph.
- 5 Press TAB and type a negative number in the First Line box to set the indentation for the first line.
- 6 Press ENTER.



Related Keys



Mouse Procedure

Keyboard: Changing Page Layout

To change the page layout:

- 1 Press ALT and then D.
- 2 Press P.
- 3 Type a starting page number for your document in the Start Page Numbers At box to start with a number other than 1.
- 4 Press TAB until you select a margin you want to change. Then type the margin setting.
- 5 Press ALT+I to select inches or press ALT+C to select centimeters.
- 6 Press ENTER.



Related Procedure



Mouse Procedure

Keyboard: Adding Headers, Footers, and Page Numbers

To add a header or footer:

- 1 Press ALT and then D.
- 2 Press H (Header) or F (Footer).
- 3 Type the text for the header or footer in the window. Then press ALT+F6 to switch to the Page Header or Page Footer dialog box.
Press ALT+C if you made a mistake in the header or footer window and you want to start over again.
- 4 Press ALT+I to insert page numbers in the document.
- 5 Press ALT+P to select the Print on First Page check box if you want the header or footer to appear on the first page of the printed document.
- 6 Press ALT+D and type a measurement in the Distance from Top or Distance from Bottom box if you want to change the distance between the header or footer and the edge of the page.
- 7 Press ALT+R when you finish setting up your header or footer.



Mouse Procedure

Keyboard: Changing Tabs with the Tabs Command

To change tabs:

- 1 Press ALT and then D.
- 2 Press T.
- 3 Press TAB until the insertion point reaches a Positions box in which you want to add a tab.
Or press TAB until you select a tab measurement you want to change.
- 4 Type a measurement. Then press TAB and press the SPACEBAR if you want a decimal tab.
Or press BACKSPACE to delete a tab.
Or press ALT+A to delete all tabs at once.
- 5 Press ENTER.



Mouse Procedure

Keyboard: Printing Documents

To print the current document:

- 1 Press ALT and then F.
- 2 Press P.
- 3 Type the number of copies you want.
- 4 Press ALT+A to print all the pages of the document.
Or press ALT+F to print some of the pages of the document. Then type the starting page number, and press TAB and type the ending page number.
- 5 Press ALT+D if you want to print in draft quality.
- 6 Press ENTER.



Related Procedure



Mouse Procedure

Keyboard: Changing Printers and Printer Options

To change printers:

- 1 Press ALT and then F.
- 2 Press R.
- 3 Use the UP ARROW or DOWN ARROW to select the printer that you want.
- 4 Press ALT+S to change printer options.
- 5 Select the options you want and press ENTER.
- 6 Press ENTER.



Mouse Procedure

Keyboard: Creating New Documents

To create a new document:

1 Press ALT and then F.

2 Press N.



Related Procedure



Mouse Procedure

Keyboard: Opening Existing Documents

To open a document:

- 1 Press ALT and then F.
- 2 Press O.
- 3 If the file is in the current directory, press ALT+F and use the UP ARROW or DOWN ARROW key to select the file.
If the file is not in the current directory, press ALT+D, use the UP ARROW or DOWN ARROW key to select a drive or directory, and press ENTER. Then press ALT+F and use the UP ARROW or DOWN ARROW key to select the file.
- 4 Press ENTER.
- 5 Press ALT+C (Conversion), ALT+N (No Conversion), or ESC (Cancel) if you are opening a document not in Write format.



Related Procedures



Mouse Procedure

Procedures

[Browsing Through the Directories List Box](#)

[Creating New Files](#)

hint

The current directory is shown below the Filename box. Choosing the two periods [..] at the top of the Directories box shows the files and directories located one level closer to a disk's root directory.

To find files with an extension other than .WRI, type that extension in the Filename box. Then press ENTER.

hint



Instead of using the Files and Directories list boxes to open a file, you can type the complete pathname in the Filename box and press ENTER.

Keyboard: Saving Documents



To save changes to an existing document:



- 1 Press ALT and then F.
- 2 Press S.

To save a new document or an existing document under a different name:

- 1 Press ALT and then F.
- 2 Press A.
- 3 If you want to save the file in the current directory, type the filename, including a filename extension if you want to specify one.
If you want to save the file in a different directory, press ALT+D and use the UP ARROW or DOWN ARROW key to select a directory, and press ENTER. Then press ALT+N and type the filename. 
- 4 Press ENTER. 

To save a Write document in another format:

- 1 Press ALT and then F.
- 2 Press A.
- 3 If you want to save the file in the current directory, type the filename, including a filename extension if you want to specify one.
If you want to save the file in a different directory, press ALT+D and use the UP ARROW or DOWN ARROW key to select a directory, and press ENTER. Then press ALT+N and type the filename. 
- 4 Press ALT+T if you want the document saved as text only.
- 5 Press ALT+W if you want the document saved in Microsoft Word for MS-DOS format.
- 6 Press ENTER. 

-  Related Procedures
-  Mouse Procedure

Procedures

[Browsing Through the Directories List Box](#)

[Making Backup Copies](#)

hint



The current directory is shown below the Filename box. Choosing the two periods [..] at the top of the Directories box shows the directories located one level closer to a disk's root directory.

hint


Instead of using the Files and Directories list boxes to save a file, you can type the complete pathname in the Filename box and press ENTER.

Keyboard: Making Backup Copies

To make a backup copy of a document:

- 1 Press ALT and then F.
- 2 Press A.
- 3 If you want to save the file in the current directory, type the filename, including a filename extension if you want to specify one.
If you want to save the file in a different directory, press ALT+D and use the UP ARROW or DOWN ARROW key to select a directory, and press ENTER. Then press ALT+N and type the filename. 
- 4 Press ALT+M to select Make Backup.
- 5 Press ALT+T if you want the document saved as text only.
- 6 Press ALT+W if you want the document saved in Microsoft Word for MS-DOS format.
- 7 Press ENTER. 

 Related Procedures

 Mouse Procedure

Procedures

[Browsing Through the Directories List Box](#)

[Saving Documents](#)

Write

A word-processing application you can use to create and print documents.

application Control-menu




R estore
M ove
S ize
M inimize
M aximize
C lose
S witch To...

- Restores the application window to its former size.
- Moves the application window to another location.
- Changes the size of the application window.
- Shrinks the application window to an icon.
- Enlarges the application window to its maximum size.
- Closes the application window.
- Starts Windows Task List.

title bar



Contains the title of the application running in the window, in this case Write. The title bar also shows the name of the file that's open.

 Drag the title bar to move an application window on the screen.

Minimize button



Click the Minimize button to shrink the Write window to an icon.

Maximize button



Click the Maximize button to enlarge the Write window to its maximum size.

File Menu

File

<u>N</u>ew	Creates a new file.
<u>O</u>pen...	Opens an existing file.
<u>S</u>ave	Saves changes to the current file.
<u>S</u>ave <u>A</u>s...	Saves a new file or an existing file under a new name.
<u>P</u>rint...	Prints the current document.
<u>P</u>rinter <u>S</u>etup...	Sets printer options for Write before printing.
<u>R</u>epaginate...	Repaginates a document and shows page breaks.
<u>E</u>xit	Exits Write and closes the Write window.

Edit Menu

Edit

<u>U</u>ndo	Undoes your last typing, editing, or formatting action.
<u>C</u>ut	Cuts text or graphics and places it onto the Clipboard.
<u>C</u>opy	Copies text or graphics from your document onto the Clipboard.
<u>P</u>aste	Pastes a copy of the Clipboard contents at the insertion point.
<u>M</u>ove Picture	Moves a picture horizontally.
<u>S</u>ize Picture	Changes the size of a picture.

Search Menu

Search

Find...

Repeat Last Find

Change...

Go To Page...

Finds specified text in a write document.

Repeats the last search without opening the Find dialog box.

Searches for and changes specified text.

Goes to a specific page in the document.

Character Menu

Character	
<u>N</u>ormal	Changes the character style to normal.
<u>B</u>old	Changes the character style to bold.
<u>I</u>talic	Changes the character style to italic.
<u>U</u>nderline	Underlines text.
<u>S</u>uperscript	Positions text above other text.
<u>S</u>ubscript	Positions text below other text.
<u>1</u>. AvantGarde <u>2</u>. Courier <u>3</u>. Bookman	Changes the character format to a different font.
<u>R</u>educe Font	Reduces the font size to the next available size.
<u>E</u>nlarge Font	Increases the font size to the next available size.
<u>F</u>onts...	Changes the font size to one not shown on the menu.

Paragraph Menu

Paragraph

<u>N</u>ormal	Changes the formatting to single-spaced and left-aligned.
<u>L</u>eft	Aligns paragraphs or pictures with the left margin.
<u>C</u>entered	Centers paragraphs or pictures between the margins.
<u>R</u>ight	Aligns paragraphs or pictures with the right margin.
<u>J</u>ustified	Aligns paragraphs with both the left and right margins.
<u>S</u>ingle Space	Changes line spacing to single-spaced.
<u>1 1/2</u> Space	Changes line spacing to 1 1/2 lines.
<u>D</u>ouble Space	Changes line spacing to double-spaced.
<u>I</u>ndents...	Sets left, right, and first-line indents for an entire paragraph.

Document Menu

Document	
H header...	Creates a header for the printed document.
F ooter...	Creates a footer for the printed document.
R uler On T abs...	Displays the Ruler at the top of the window. Sets left-aligned and decimal tabs.
P age Layout...	Sets page layout options.

Help Menu

Help

Index

Displays an alphabetical list of all Help topics.

Keyboard

Displays Help on Write key combinations.

Commands

Displays Help on Write commands.

Procedures

Displays Help on Write procedures.

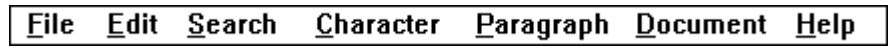
Using Help

Displays information about Windows Help.


About Write ...

Displays important information about Write.

menu bar



Contains the names of all the Write menus.

 Click a menu name to display the menu commands.

scroll arrow



An arrow on either end of a scroll bar used to move the contents of the window or list box.




Click a scroll arrow to move the contents.

scroll bar



A bar that appears at the right and/or bottom edge of a window whose contents aren't completely visible. Each scroll bar contains two scroll arrows and a scroll box, which allow you to move the contents of the window or list box.

 Click a scroll bar to move the contents one screen.

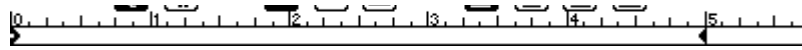
scroll box

A small box in a scroll bar. The scroll box shows the position of what's currently in the window or list box relative to the contents of the entire file or list.



Drag the scroll box to display another part of the contents.


Ruler



Displayed across the top of the window when you choose the Ruler On command from the Document menu. Use the Ruler to view and apply paragraph formatting.

left tab icon 

Sets a left-aligned tab. Characters are inserted to the right of the tab stop.

 Select the icon and then click the Ruler where you want the tab to appear.

decimal tab icon

Sets a decimal tab.

When you type text at a decimal tab stop, the characters you type are inserted to the left of the tab stop until you type a decimal point. The decimal point is inserted at the tab stop, and any additional characters you type are inserted to the right of the decimal point.



Select the icon and then click the Ruler where you want the tab to appear.

single space icon




Formats paragraphs single spaced.



Click the icon to format selected paragraphs or a paragraph in which the insertion point appears.


1 1/2 space icon 

Changes line spacing of paragraphs to 1 1/2 spaces.

 Click the icon to format selected paragraphs or a paragraph in which the insertion point appears.

double space 


Formats paragraphs double spaced.

 Click the icon to format selected paragraphs or a paragraph in which the insertion point appears.

left aligned icon




Aligns paragraphs or pictures with the left margin.

 Click the icon to format a selected paragraph or picture, or a paragraph in which the insertion point appears.

centered icon




Centers paragraphs or pictures between the left and right margins.

 Click the icon to format a selected paragraph or picture, or a paragraph in which the insertion point appears.

right aligned icon




Aligns paragraphs or pictures with the right margin.

 Click the icon to format a selected paragraph or picture, or a paragraph in which the insertion point appears.

justified icon 

Aligns paragraphs with both the left and right margins.

 Click the icon to format a selected paragraph or picture, or a paragraph in which the insertion point appears.

left indent marker



first line indent marker

»

left indent marker

indents paragraphs from the left margin.

first line indent marker

indents the first line of paragraphs. By default, the first line indent marker appears as a small white square on top of the left indent marker.




Drag the left indent marker to change the indent of selected paragraphs, or a paragraph in which the insertion point appears.



Drag the first line indent marker to change the indent of the first line in selected paragraphs, or a paragraph in which the insertion point appears.


right indent marker 

Indents paragraphs from the right margin.

 Drag the right indent marker to change the indent of selected paragraphs, or a paragraph in which the insertion point appears.


text **Swimming, boating, fishing, volleyball and
baseball games**

Text you type appears in the Write window.

 Place the insertion point where you want text to appear and start typing.


selected text **Two music stages**

Text that is highlighted with key combinations or with the mouse. You select text before carrying out an action such as copying the text or changing its character formatting.

 Point to the first character you want to select, drag the pointer, and let go of the mouse button at the last character you want to select.

insertion point |

The place where text will be inserted when you type. The insertion point appears as a flashing vertical bar in the Write window. The text you type appears to the left of the insertion point, which is pushed to the right as you type.

 Click the mouse pointer in a body of text to move the insertion point.

picture




Example of a picture that has been created in another Windows application and pasted into this Write document.



Click the picture to select it.

mouse pointer

The cursor on the screen that follows the mouse's movement and indicates which area of the screen will be affected when you click the mouse's button. The pointer appears as an I-beam when it's over text and as a pointer when it's in the selection area.

 Move the mouse to move the pointer.

selection area

Invisible area that extends vertically along the left margin of the Write window. Use the selection area to select blocks of text. The mouse pointer slants to the right when it is in the selection area.


document end marker ¶

Marks the end of the document.

manual page break -----

A page break you insert.


Page breaks divide one printed page from another. A manual page break is marked by a dotted line whereas an automatic page break is marked by double arrows at the left edge of the window.

 Press CTRL+ENTER to insert a page break.

automatic page break »

Page break inserted when you print or choose the Repaginate command from the File menu.


Page breaks divide one printed page from another. An automatic page break is marked by double arrows at the left edge of the window whereas a manual page break is marked by a dotted line.

 Choose Repaginate from the File menu to view or change automatic page breaks.

page status area

Page 1

Shows the page number of the text appearing at the top of the window.


 Choose Repaginate from the File menu to view pagination in your document.

application window

The main window for an application, in this case the Write window. It contains the application's menu bar and main workspace. The Write application window can contain text or graphics.

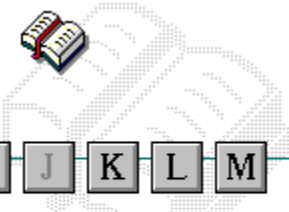
window border 

The outside edge of a window.

 Drag the window border to change the size of the window.

Windows Glossary

Click a button or term.



- A
- B
- C
- D
- E
- F
- G
- H
- I
- J
- K
- L
- M
- N
- O
- P
- Q
- R
- S
- T
- U
- V
- W
- X
- Y
- Z

Windows Glossary

Click a button or term.



A B C D E F G H I J K L M

N O P Q R S T U V W X Y Z

A

[386 enhanced mode](#)

[active](#)

[active printer](#)

[animation](#)

[application](#)

[application icon](#)

[application window](#)

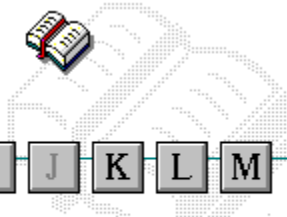
[arrow keys](#)

[associate](#)

[AUTOEXEC.BAT](#)

Windows Glossary

Click a button or term.



[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#)

[N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

B

[<< button](#)

[>> button](#)

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[base-level synthesizer](#)

[batch file](#)

[baud rate](#)

[bitmap](#)

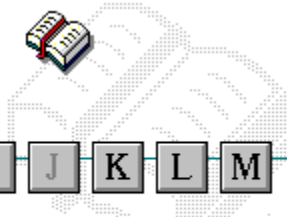
[branch](#)

[browse](#)

[byte](#)

Windows Glossary

Click a button or term.



[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#)

[N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

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D

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International MIDI Association



No defined terms.



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kilobyte



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Multimedia PC

multitasking



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network queue

network server

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print option

printer-driver file

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printer queue information line

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program information file (PIF)

program item

program item icon



No defined terms.



R

RGB components

read-only

real mode

Restore button

root directory



S

sample

saturation

scaled font size

screen font

screen saver

scroll arrow

scroll bar

scroll box

Search button

select

selection cursor

serial port

shortcut key

shrink

simple device

solid color

source directory

spin box

standard mode

status bar

stop bits

synthesizer



Task List

text box

text file

title

title bar

topic

track



Up button



vector font

virtual memory

volume label



waveform

WAVE format

wildcard characters

window

window border

Windows application

wrap



No defined terms.



No defined terms.



No defined terms.

386 enhanced mode

Provides access to the virtual memory capabilities of the Intel 80386 processor. With virtual memory capabilities, Windows applications can use more memory than is physically available. Enhanced mode also allows for multitasking of non-Windows applications.

active

Describes the selected window or icon that you are currently working with. Windows always applies the next keystroke or command you choose to the active window. If a window is active, it appears in front of all other windows on the desktop, and its title bar changes color to differentiate it visually from other windows. If an icon is made active, its Control menu appears.

Inactive is the opposite of active and describes windows or icons on the desktop that are not selected.

active printer

An installed printer that has been assigned to a printer port using Setup or Control Panel. More than one printer can be set up to work on a single port, but only one can be active, since only one printer can be physically connected to the port at a time.

An inactive printer is an installed printer that is not currently connected to the printer port.

animation

The display of a series of graphic images, simulating motion. You can play animation files (for example, files with the.MMM extension) with the Media Player accessory. Animations are also called movies.

application

A computer program used for a particular kind of work, such as word processing. This term is often used interchangeably with "program."

application icon



Alarm Clock

An icon that represents an application that is running.

application window

The main window for an application. It contains the application's menu bar and main workspace. An application window may contain multiple document windows.

arrow keys

The four arrow keys on your computer keyboard. These keys move the cursor or pointer on your screen to locations you choose. Each arrow key moves the cursor or pointer in the direction of the arrow on the key. Each arrow key is named for the direction in which arrow points: UP ARROW, DOWN ARROW, LEFT ARROW, and RIGHT ARROW.

associate

To assign files that have the same extension to a program. When you choose a file with the specified extension, the associated application runs with the file loaded.

AUTOEXEC.BAT

Batch file that lists MS-DOS commands. MS-DOS automatically carries out the commands in your AUTOEXEC.BAT file when you turn on your computer. The file is located in the root directory of your first hard disk, which is usually drive C.

Typically, an AUTOEXEC.BAT file starts memory-resident utilities such as a network and sets up environment variables that are used later by applications. In addition, your AUTOEXEC.BAT file might set your MS-DOS prompt or start pop-up programs such as Borland's SideKick.

<< button



Displays the previous topic in a series of topics, until you reach the first topic in the series. Then the button is dimmed. Use this button when you want to backtrack through topics the way they are organized in HyperGuide.

>> button



Displays the next topic in a series of topics, until you reach the last topic in the series. Then the button is dimmed. Use this button to move from topic to topic in the recommended order.

Back button

Displays the last topic you viewed. HyperGuide moves back one topic at a time, in the order in which you viewed them.

base-level synthesizer

One of the two types of synthesizers accommodated by Windows.

MIDI files authored for Windows include two versions of a song: one version for base-level synthesizers and another version for extended synthesizers. The distinctions between base-level and extended synthesizers are based on the number of instruments and notes the synthesizer can play.

batch file

A file that runs a sequence, or "batch," of commands when you type its filename. All filenames of batch files end with the extension .BAT, even though you don't have to type this extension to run the batch file.

baud rate

Signalling speed measured by the number of signals per second.

bitmap



An image stored as an array of bits.

branch



A segment of the Directory Tree, representing a directory and any subdirectories it contains.

browse

To look through files and directories. In some dialog boxes, the Browse button shows a list of files and directories from which you can choose.

byte

The amount of memory space (normally 8 bits) that a computer needs to represent a single character or word.

cascading menu



A menu that opens from a command on another menu.

CD-ROM

Compact Disc-Read Only Memory. An optical data-storage technology that allows large quantities of data (such as animations, images, music, and sound) to be stored on a compact disc similar to discs used by the music industry.

channel

MIDI uses channels to send messages to individual devices within a MIDI setup. There are 16 MIDI channel numbers. Devices in a MIDI setup can be directed to respond only to messages marked with a channel number specific to the device.

check box



A small square box that appears in dialog boxes and can be selected or cleared. When the check box is selected, an X appears in the box.

choose

To use key combinations or your mouse to carry out a command in Windows. You often choose a command after you have selected an item or made it active.

Clipboard



A temporary storage area in memory, used to transfer information. You can cut or copy information onto the Clipboard and then paste it into another document or application.

close

To reduce a document window or application window to an icon or, in some cases, to remove it from the desktop. You close a window by double-clicking the Control-menu box or choosing the Close command from the Control menu. When closing an application window, you can choose to save or abandon changes to the current document before you close it.

collapse

To hide a level of directory information in the Directory Tree window. When you first start File Manager, all directories but the root directory are collapsed.

command



A word or phrase, usually found in a menu, that you choose to carry out an action.

command button

A button in a dialog box that carries out or cancels the selected action. Two common command buttons are OK and Cancel. The button that carries out the action will often have a label that describes it (for example, Open, Create, Install). Another dialog box appears when you choose a command followed by ellipses.

command line

Information given to MS-DOS that specifies a command and all the pertinent information to carry it out. For example, to start Windows, you type **win** at the MS-DOS prompt.

complementary color

The color exactly opposite a color on the RGB color wheel. For example, the complementary color of blue is yellow.

compound device

Devices, such as the waveform audio driver, that have an associated file and require a filename specification when opened.

CONFIG.SYS

A file that defines device drivers and specifies your MS-DOS configuration. For example, a typical CONFIG.SYS file might specify the location of the MS-DOS file COMMAND.COM, define an extended memory manager, and specify how many files an application can have open at once. MS-DOS runs the commands in the CONFIG.SYS file each time you turn on your computer. Your CONFIG.SYS file is located in the root directory of your first hard disk, which is usually drive C.

Contents button



Displays the HyperGuide contents.

Control menu

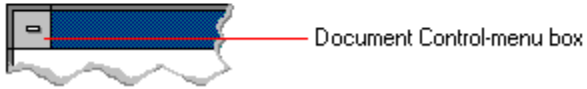


The menu in the upper-left corner of a window. The Control menu appears on every application that runs in a window and on some non-Windows applications. Document windows, icons, and some dialog boxes also have Control menus.

Control menu commands move, change the size of, and close windows. You can also switch to Task List by using the Control menu. For non-Windows applications, Control menu commands transfer information and perform other functions, depending on the application.

Control-menu box

The box located in the upper-left corner of a window. Clicking the Control-menu box opens the Control menu for the window.



conventional memory

The first 640K of memory that MS-DOS uses to run applications. Most computers have at least 256K of conventional memory and can accommodate up to 640K of conventional memory.

cutout



A portion of a Paintbrush drawing you select with the Scissors or Pick tool.

data bits

The bits in each package of data sent between two computers during telecommunication. Most characters are transmitted in 7 or 8 data bits.

default button

The command button in some dialog boxes that is automatically selected or chosen by Windows as the most logical or safest choice. The default button has a bold border, indicating that it will be chosen if you press ENTER. You can override a default button by choosing Cancel or another command button.

default printer

The printer that Windows applications automatically use when you choose the Print command. You can have only one default printer, which must also be the active printer on the port. The printer you use most often should be made the default printer.

desktop

The background of your screen, on which windows, icons, and dialog boxes appear.

desktop pattern

A geometric pattern that appears across your desktop. You can design your own pattern or choose one of the patterns provided by Windows.

destination directory

The directory to which you intend to copy or move one or more files.





device contention

When several applications simultaneously request use of a peripheral device, such as a printer or modem.

Windows automatically handles device contention when all the applications are Windows applications. When one of the applications is a non-Windows application, however, the conflict is handled according to the options you select in the 386 Enhanced dialog box. This dialog box appears when you choose the 386 Enhanced icon in Control Panel.

device driver

Tells Windows how to control a piece of hardware. Using Control Panel, you can install device drivers for your:

-  Display (monitor)
-  Keyboard
-  Mouse
-  Network

dialog box

A rectangular box that either requests or provides information. Many dialog boxes present options that you must choose from before Windows can carry out a command. Some dialog boxes present warnings or explain why a command can't be completed.

directory path



The directions to a directory or file within your system.

In the illustration, C:\ART stands for the ART directory on drive C. Any commands you use affect the files and subdirectories in this directory.

When you want to specify a file, make sure the filename follows the directory path.

Directory Tree



A graphic display of a disk's directory structure. The directories on the disk are shown as branching from the disk's root directory.

Directory Tree window



A File Manager window that shows the complete branching structure of the selected disk drive.

directory window



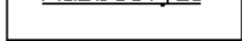
A File Manager window that lists the contents of a specific directory. The directory window shows all the files and subdirectories contained in the directory.

disk-drive icon



An icon in the Directory Tree window of File Manager that represents a disk drive on your system. Different icons depict floppy disk drives, hard disk drives, RAM drives, CD-ROM drives, and network disk drives.

display box



A display box is not an option, but a type of text box that shows an example of another option you have selected, in this case a sample of the 10 pt, underlined, Helvetica font.

document

Whatever you create with an application, including information you enter, edit, view, or save. A document can be a business report, a spreadsheet, a picture, and so on.

document file 

Files that are associated with an application. You can start an application and open the associated file by choosing a document file icon.

document window



A window inside an application window. Each document window contains a single document or other data file. There can be more than one document window inside an application window.

DOS

Disk Operating System, typically known as MS-DOS (Microsoft) or PC-DOS (IBM). This is the underlying software that must exist for your PC to operate.

drag

A mouse move. You drag a Windows element by pointing to it, holding down the mouse button, and sliding the mouse from one spot on the surface of your desk to another and releasing the mouse button.

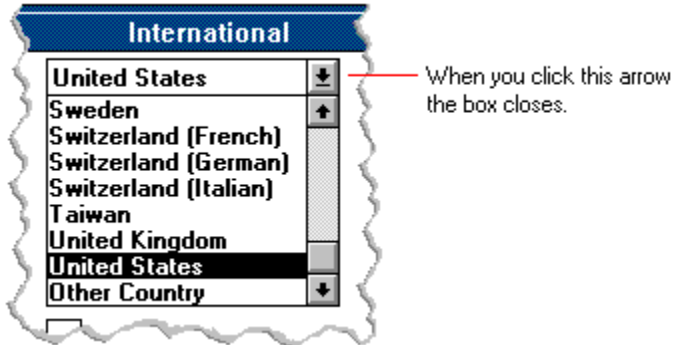
drop-down list box

A list box that opens and closes in dialog boxes.

Before you open a drop-down list box, it looks like this:



After the list box is open, it looks like this:



NOTE: When the list is longer than the box, scroll bars are provided.

error checking

A method for validating transmissions.

expand

To show hidden directory levels in the Directory Tree. With File Manager, you can expand a single directory level, one branch of the Directory Tree, or all branches at once.

expanded memory

Memory in addition to conventional memory that is available to applications. It is allocated in 16K blocks. Windows makes use of expanded memory only if the /r switch is used at startup. Windows running in 386 enhanced mode simulates expanded memory for the applications that need it. Windows running in standard mode or 386 enhanced mode allows applications to use expanded memory, but does not use expanded memory itself in managing applications.

extended memory

Memory in addition to conventional memory that is not readily accessible to MS-DOS or MS-DOS applications. Extended memory cannot be used on 8086 and 8088 computers. Windows running in standard mode or 386 enhanced mode uses extended memory to manage and run applications.

extended synthesizer

One of the two types of synthesizers accommodated by Windows.

MIDI files authored for Windows include two versions of a song: one version for base-level synthesizers and another version for extended synthesizers. The distinctions between base-level and extended synthesizers are based on the number of instruments and notes the synthesizer can play.


extension

Part of a file or directory name that appears after a period and provides additional information. It usually indicates the type of file or directory. For example, program files have default extensions of .COM or .EXE .






Many applications include a default extension automatically when you save a file the first time. For example, Notepad adds a .TXT extension to all filenames unless you specify otherwise.

file

A document or application that has been given a name. All documents are stored as files in Windows.

file information line Write - REPORT.TXT 12% of 101K 12:08 AM 2-6-91

Information specific to each file in a print queue. The information can include these details:

-  The file's position in the queue or a printer icon if the file is printing.
-  The title of the print job assigned by the application (if your network software supports this).
-  What percentage of the file has printed so far.
-  The size of the file in kilobytes (if the Print File Size command on the View menu is selected).
-  The time and date you sent the file to Print Manager (if the Time/Date Sent command on the View menu is selected).

If you are connected to a network printer, the printer queue information line shows the network server connection. Any detailed information the network can provide appears in the message box at the upper-right corner of the Print Manager window. Networks can provide varying degrees of detailed information.

flow control

The method for controlling the flow of information.

font Water **Water** *Water* Water Water

A graphic design applied to all numerals, symbols, and characters in the alphabet. A font usually comes in different sizes and provides different styles, such as bold, italic, and underlining for emphasizing text.

font size

The height of a printed character, measured in points. One inch equals 72 points. For example, 12-point Helv is 12 points high.

Helv

Helv 8 ABCDEFGHIJKL

Helv 10 ABCDEFGHIJKL

Helv 12 ABCDEFGHIJKL

Helv 14 ABCDEFGHIJKL

The font and font size you use determine the amount of text that fits on one page.

format

(1) The appearance of text on the pages of a document. (2) To prepare a disk so it can hold information. Formatting a disk erases all information that was previously on it.

full-screen application

A non-Windows application that uses the entire screen--rather than a window--to run in the Windows environment.

General MIDI Mode standard

A MIDI specification controlled by the MIDI Manufacturers Association (MMA). The purpose of this specification is to enable MIDI file authors to create files that sound the same across a variety of different synthesizers.

group

A collection of applications within Program Manager. Grouping your applications makes them easier to find.

group icon 

A group window you have reduced to an icon in Program Manager.

group window

A window that displays the items in a group within Program Manager. These items can be applications, files associated with applications, or a combination of both.

History button

Displays a list of the HyperGuide topics you have viewed. Use this button to revisit any of the last 40 HyperGuide topics you have viewed. The most recent topic appears first.

hotspot

Text, graphics, or parts of graphics that provide links to other HyperGuide topics or more information about the current topic.

Whether text or graphics, the pointer changes to the shape of a hand whenever it is over a hotspot. If you click a hotspot that is linked to another topic, that topic will appear in the HyperGuide window. If the hotspot is linked to more information, HyperGuide displays the information in a popup window on top of the HyperGuide window.

hue

The position of a color along the color spectrum.

HyperGuide button bar



Contains the HyperGuide buttons you use to move among topics and contents screens. It is located near the top of the HyperGuide window.

icon

A graphic representation of a disk drive, directory, group, application, document, and so on. You can restore an application icon to a window when you want to use the application.

insertion point |

The place where text will be inserted when you type. The insertion point usually appears as a flashing vertical bar in an application's window or in a dialog box. The text you type appears to the left of the insertion point, which moves to the right as you type.

International MIDI Association (IMA)

The non-profit MIDI organization that circulates information about the MIDI specification.

keymaps

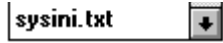
Percussion instruments are key-based--each note plays a different percussion instrument. Keymaps translate MIDI key values to ensure the proper percussion instruments are used to play MIDI files. All MIDI files for Windows are authored using standard key assignments based on the General MIDI Mode standard.

keyword

Words in the HyperGuide Search dialog box that are associated with topics. Each application's documentation has its own keyword list, including the glossary words in HyperGuide. You select from the list of keywords or type a keyword to see the list of topics associated with that keyword.

kilobyte

The measurement used for the size of a computer's memory, where 1 kilobyte (K) = 1,024 bytes.

list box

A box within a dialog box that lists available choices--for example, the list of all available files in a directory. If all the choices don't fit in the box, there will be a vertical scroll bar to the right of the list box. In some list boxes, you can select more than one item.

local printer

A printer that is directly connected to your printer by a cable.

|| 2 Calendar - SCHEDULE.CAL 6K 12:10AM 2-6-91 ||

local queue

Lists the files that you directed to any active printer connected to your computer. The computer and printers are connected locally by a cable.

When Print Manager starts printing on a local printer, its icon appears at the bottom of your screen. If you restore the icon to a window, you see the print queue for any active printer connected to your computer. You can use the Print Manager window to check the status of files in the print queue or to interrupt or cancel a print job.

luminosity

The brightness of the color on a scale from black to white.

maximize

To enlarge a window to its maximum size by using the Maximize button or the Maximize command.

Maximize button 

The small button at the upper-right corner of a window that contains an Up arrow. Mouse users can click the Maximize button to enlarge a window to its maximum size. Keyboard users can use the Maximize command on the Control menu.

Media Control Interface (MCI)

A standard control interface for multimedia devices and files. MCI allows a multimedia application to easily control a variety of multimedia devices and files.

memory

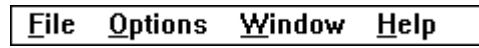
The space in a computer where information is stored while you are working with it. Most PCs have a small amount of read-only memory (ROM), containing the built-in programs that start the operation of the computer when it is turned on, and a large amount of random-access memory (RAM) for users' programs and data.

menu

✓ **M**inimize on Use

A list of available commands in an application window. Menu names appear in the menu bar near the top of the window. The Control menu, represented by the Control-menu box at the left end of the title bar, is common to all Windows applications. You use a command on a menu by selecting the menu name, then choosing the command you want.

menu bar



The horizontal bar containing the names of an application's menus. It appears just under the title bar.

menu command



A word or phrase in a menu that you choose to carry out an action, such as copying a file.

menu name

The name for a particular menu that appears in the menu bar and opens a menu when you choose it.

menu title

A word or phrase in the menu bar that identifies a group of commands. Selecting the menu title causes the title to be highlighted and its menu of commands to appear below it.

MIDI

Musical Instrument Digital Interface. MIDI sets a communications standard for transferring data between musical instruments and associated devices.

MIDI file

A file format for storing MIDI songs. In Windows, MIDI files have a .MID filename extension.

MIDI Mapper

A Control Panel option that lets you create and edit MIDI setup maps. Windows uses these maps to translate and redirect MIDI data.

MIDI Sequencer

Software that creates or plays songs stored as MIDI files. When a sequencer plays MIDI files, it sends MIDI data from the file to a MIDI synthesizer that produces the sounds. Windows provides a MIDI sequencer to play MIDI files.

MIDI Manufacturer's Association (MMA)

A collective organization composed of MIDI instrument manufacturers and MIDI software companies. The MMA works with the MIDI Standards Committee to maintain the MIDI specification.

minimize

To reduce a window to an icon using the Minimize button or the Minimize command. The document or application remains open (or running), and can be the active application or document.

Minimize button 

The small button at the upper-right corner of a window that contains a Down arrow. Mouse users can click the Minimize button to reduce a window to an icon. Keyboard users can use the Minimize command on the Control menu.

movie file

A multimedia data file (for example, a file with the .MMM extension). You can play movie files with the Media Player accessory. Movie files are also called animations.

MSCDEX








Microsoft Compact Disc Extensions. MSCDEX is software that makes CD-ROM drives appear to DOS as network drives. You must have MSCDEX installed on your computer for the CD-ROM drive to work.

multimedia extensions

Additional features added to Windows version 3.0 that enable your computer to run animations, play sound and MIDI files, and display high-quality images.

Multimedia PC

Multimedia personal computer. A multimedia computer satisfies a minimum set of hardware/software requirements necessary for multimedia computing. The requirements include:

-  An 80286/386/486 microprocessor running at 10MHz or faster
-  2MB or more of RAM
-  30MB or larger hard disk
-  VGA display
-  A digital audio subsystem
-  A CD-ROM drive
-  Systems software compatible with Microsoft Windows version 3.0 with multimedia extensions

multitasking

The ability of a single computer to perform several tasks simultaneously.

Multitasking makes it possible to print one document while editing another, or to perform lengthy computations while you work on something else.

network printer

A printer that is accessible to your computer only through a network.

network queue

Lists the files on the network server if you are using a network printer.

network server

A computer on a network that provides a particular service to other computers. For example, a disk server manages a large file server, and a print server manages a printer.

non-Windows application

An application that was not designed to run in Windows. Generally, non-Windows applications do not conform to Windows user-interface standards.

open

To display the contents of a directory or file in a window, or to enlarge an icon to a window.

option button



A small round button that appears in a dialog box and is used to select an option. Within a group of related option buttons, you can select only one button.

palette

Defines the colors used in a bitmap image. Every device independent bitmap (DIB) has an associated color palette.

parity

The method of detecting errors in data transmission.

patch

A specific sound created by a synthesizer. A synthesizer plays notes using sounds defined as patches.

patchmaps

A patch is a specific sound created by a synthesizer. A synthesizer plays notes using sounds defined as patches. Patchmaps translate MIDI patch changes to ensure the proper instruments are used to play MIDI files. All MIDI files for Windows are authored using standard patch assignments based on the General MIDI Mode standard.

pathname

The directions to a directory or file within your system. For example, C:\WINDOWS3\APPTS\JUNE.CAL is the pathname of the JUNE.CAL file in the APPTS subdirectory in the WINDOWS3 directory on drive C.

picture elements

The smallest graphics unit on the screen. Also known as pels.

pixels

The smallest graphic units on the screen. Also known as picture elements (pels).

playlist

A list of compact disc titles and tracks that determines the order in which the tracks on the disc are played. Playlists are only used in Music Box.

Use the Program button to assign or edit titles, and to change the playlist.

pointer



In Windows, the shape of the pointer indicates its function.



For selecting Windows items, scrolling, resizing windows, and moving windows and dialog boxes with your mouse. This is the pointer you will see most often.



For choosing a HyperGuide hotspot.



For selecting text with your mouse.



For changing the size of a window with your mouse.



For changing the location or size of a window with your keyboard.



For indicating the application is processing your request.

port

A connection on a computer where you plug in a cable that carries data to a device.

LPT ports are parallel ports. COM ports are serial ports. EPT is a port used for certain printers, such as the IBM Personal Pageprinter. You can use the EPT port only if you have installed a special card in your computer.

Multimedia PCs also have a port for a MIDI sequencer.

print options

Printer-specific settings such as page orientation--portrait or landscape--or the manner in which paper feeds through the printer. These options vary from printer to printer.

printer-driver file

A file that gives Windows important information about how to control your printer, including details about printer features and the printing interface, descriptions of fonts (such as sizes and styles), character translations, and control sequences the printer uses to achieve various formats. Windows has printer-driver files for most commonly used printers.




printer font

A series of dots connected by lines that can be scaled to different sizes. Another name for printer fonts is vector (or stroke) fonts. Plotters typically use vector fonts.

printer queue information line

PCL/HP LaserJet on LPT1 [Printing]

Indicates the following:

-  The name of the printer.
-  Where the printer connects to your computer.
-  The current status of the printer.

program file 

A file that contains information that controls an application. In File Manager, each program file is represented by an icon. You can start the application by choosing the icon. Filenames for program files can have these extensions: .EXE, .COM, .PIF, and .BAT.

program information file (PIF)

A file that provides important information that Windows needs to run a non-Windows application. PIFs contain information such as the name of the file, a startup directory, whether the program writes directly to the screen or to memory, and multitasking options for applications running in 386 enhanced mode.

program item 

A program file or associated document represented by an icon in Program Manager. The program item provides the instructions Windows needs to start an application and open a document (if specified) when you choose the icon.

program item icon

An icon representing an application you can start or an associated document you can open from a group in Program Manager. The program item provides the instructions Windows needs to start an application and open a document (if specified) when you choose the icon.

RGB components

The amount of each of the three primary colors--red, green, and blue--present in a color. Every color and pattern is made by varying the three primary colors. This is true even in monochrome (black and white) mode. For instance, white is made by mixing together 255 parts of red, 255 parts of green, and 255 parts of blue. Black, on the other hand, is 0 red, 0 green, and 0 blue.

read-only

Describes a file or CD-ROM disc that can only be opened and read. You cannot edit a read-only file or CD-ROM disc and save your changes.

real mode

An operating mode that Windows runs in to provide maximum compatibility with versions of Windows applications released prior to Windows version 3.0. Real mode is the only mode available for computers with less than 1 MB of extended memory.

Restore button

The small button at the upper-right corner of a window that contains both an Up arrow and a Down arrow. The Restore button appears only after you have enlarged a window to its maximum size. Mouse users can click the Restore button to return the window to its previous size. Keyboard users can use the Restore command on the Control menu.

root directory

The main directory on a disk. The root directory is created at the first level when you format a disk. The symbol used to indicate the root directory of a disk is the backslash (\). For example, the root directory for drive C is noted as C:\.

sample

A piece of waveform data represented by a single numerical value. You convert sound into digital form by taking samples of the sound at specific time intervals and converting them to numeric values.

saturation

The purity of a hue, moving from gray to the pure color.

scaled font size

A font size that approximates a specified font size for use on the screen. Windows scales larger font sizes when a size that is available for the printer is not available for the screen. Scaled fonts may look slightly different from unscaled fonts. When you choose a smaller font size that is available for the printer but not for the screen, Windows substitutes the correct size from a precision-drawn font that resembles the selected font as closely as possible.

screen font

A font that duplicates a printer font on your screen.



If you choose a printer font that does not have a corresponding screen font, Windows substitutes a screen font that closely resembles the printer font. The substitute font duplicates the line lengths and page breaks of the font you selected.

When you purchase extra fonts from a printer or font manufacturer, ask about the availability of screen fonts to match.

screen saver

An image or pattern that is shown on your computer screen during periods of inactivity. Screen savers hide information currently on the screen; by changing patterns they can also save wear on the electronics in the display.

scroll arrow 

An arrow on either end of a scroll bar that is used to scroll through the contents of a window or list box. Clicking a scroll arrow moves the contents one line. Holding down a scroll arrow scrolls the contents continuously.

Scroll arrows also control the playing of media in some applications, such as Media Player and Sound Recorder.

scroll bar

A bar that appears at the right and/or bottom edge of a window whose contents aren't completely visible. Each scroll bar contains two scroll arrows and a scroll box, which allow you to scroll within the window or list box.

A scroll bar is also used to control playing of media in some applications, such as Media Player and Sound Recorder.

scroll box

The square or rectangular box within a scroll bar that indicates your relative position within a document or list box. Mouse users can drag the scroll box up or down quickly through long documents.

A scroll box is also used to control playing of media in some applications, such as Media Player and Sound Recorder.

Search button

Displays the keywords you can use to search for topics. Use this button to look for topics related to a keyword.

select

To mark an item by highlighting it with key combinations or with a mouse. Selecting does not initiate an action. After selecting an item, you choose the action that affects or involves the item. For example, you can select text and then choose the Copy command to copy the text onto the Clipboard.

selection cursor



The marking device that shows where you are in a window, menu, or dialog box and what you have selected. The selection cursor appears as a dotted box around the text in a dialog box option.

serial ports

Ports used by your system, named COM1, COM2, and so on. Serial ports are typically used for connecting modems, mouse devices, and some kinds of printers.

shortcut key

A key or key combination, available for some commands, that you can press to carry out a command without first selecting a menu. The shortcut key for a command is listed to the right of the command name on the menu.

shrink

To reduce a window to an icon using the Minimize button or the Minimize command. The document or application remains open (or running), and can be the active application or document.

simple device

Devices, such as audio compact-disc players, that don't have an associated file and can be opened without a filename specification.

solid color

A color directly supported by your display.

source directory

The directory containing the file or files you intend to copy or move.

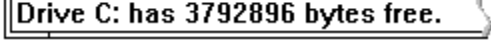
spin box



A spin box shows one item in a range of possible choices. Clicking the Up or Down arrow to the right of the entry lets you "spin" through the available choices until your choice appears in the display rectangle.

standard mode

The normal operating mode for running Windows. This mode provides access to extended memory. In standard mode, you can also switch among non-Windows applications.

status barA screenshot of a status bar from a file explorer window. The text "Drive C: has 3792896 bytes free." is displayed in a black font. The text is enclosed in a thin black rectangular border that has a slight 3D effect, with a shadow on the right side. The background of the status bar is white.

A line of information located at the top or bottom of a window. For example, in a directory window the status bar tells how many files are selected, how much disk space they occupy, and the total number of files in the directory. In the Directory Tree window, the status bar shows the number of bytes available on the disk and the total disk capacity. Not all windows have a status bar.

stop bits

The timing unit between characters.

Stop bits are not actually bits; they determine the time between transmitted characters.

synthesizer

An electronic instrument able to make music and sounds by creating its own audio waveforms and sending them out to an audio system. A synthesizer can play back MIDI files.

Task List

A window that shows all the applications you have running so you can switch among them. You can open the Task List window by choosing Switch To from the Control Menu or by pressing CTRL+ESC.

text box **Filename:**

A box within a dialog box where you type the information needed to carry out a command. When the dialog box appears, the text box may be blank or may contain text.

text file

A file containing only plain text, numbers or symbols. The text in a text file is uniform and does not contain any formatting, such as bold, underline, or different fonts and font sizes. A text file usually consists of characters coded from the ASCII character set.

The advantage of a text file is that it can be transferred to almost any text editor or word processor. Also, MS-DOS and Windows use text files, such as AUTOEXEC.BAT, CONFIG.SYS, and WIN.INI.

title

Another name for a software application written to run on a Multimedia PC.

title bar

The horizontal bar at the top of a window that contains the title of the window or dialog box. On many windows, the title bar also contains the Control-menu box and Maximize and Minimize buttons.

topic

The level in the HyperGuide hierarchy at which you see information in the main window. This information can be in the form of a Quick Look graphic, an explanation of a command, a conceptual overview, a procedure, or a table of keys. Information in pop-up windows and contents screens are not considered topics.

track

A sequence of sound on a CD disc, which usually corresponds to a song.

Up button



Moves up one level in the HyperGuide hierarchy.

vector fonts

A series of dots connected by lines that can be scaled to different sizes.

virtual memory

A memory management system used by Windows running in 386 enhanced mode, which allows Windows to behave as if there were more memory than is actually present in the system. Virtual memory equals the amount of free RAM plus the amount of disk space allocated to a swap file that Windows uses to simulate additional RAM.

volume label

The name you give a disk by using the Label command. Disk labels are optional. You see this information in File Manager only if you assigned a label to your disk. You can change or add a disk label through File Manager.

WAVE format

Microsoft's format for digitized waveform files. These files have a .WAV extension.

waveform

A sound waveform displays variances in air pressure over time. An audio signal waveform displays variances in voltage over time.

wildcard characters

Two MS-DOS characters you can substitute for all or part of a file or directory name when you want to find similarly-named files or want one command to affect a number of files or directories.

An asterisk (*) substitutes for all characters. A question mark (?) substitutes for a single character.

For example, this entry covers all files with a .DOC extension in the current directory:

***.DOC**

And this entry covers everything named with FY, three other characters, and the extension .90:

FY???.90

window

A rectangular area on your screen in which you view an application or document. You can open, close, and move windows, and change the size of most windows. You can open several windows on the desktop at the same time and you can shrink windows to icons or enlarge them to fill the entire desktop.

window border

The outside edge of a window. You can lengthen or shorten each border. You can also change the width of the border with Control Panel's Desktop command.

Windows application

An application that was designed for Windows and will not run without Windows. All Windows applications follow the same conventions for arrangement of menus, style of dialog boxes, use of the keyboard and mouse, and so on.

wrap

The automatic movement of the insertion point from the end of one line to the beginning of the next line as you type. When text wraps, you do not need to press ENTER at the end of each line in a paragraph.

