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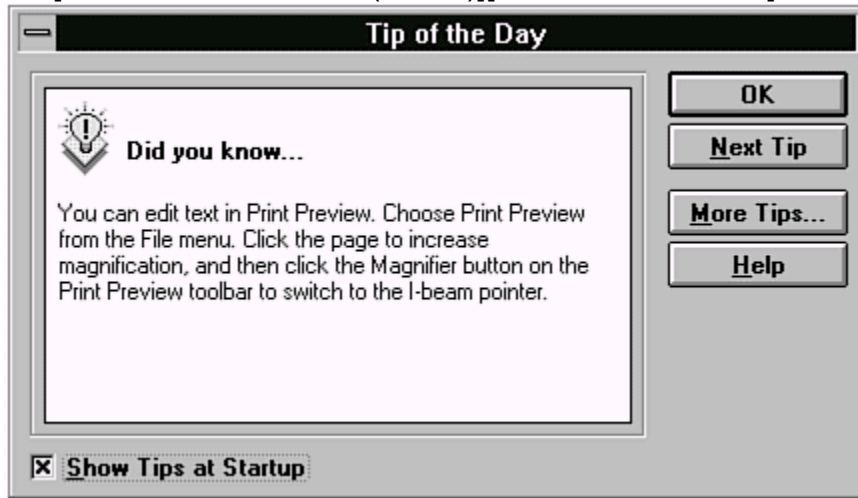
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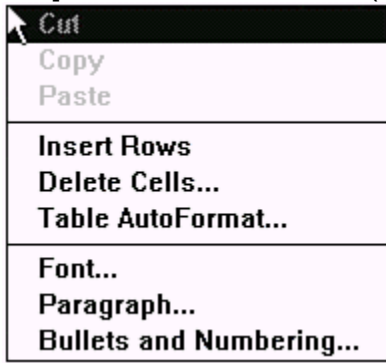
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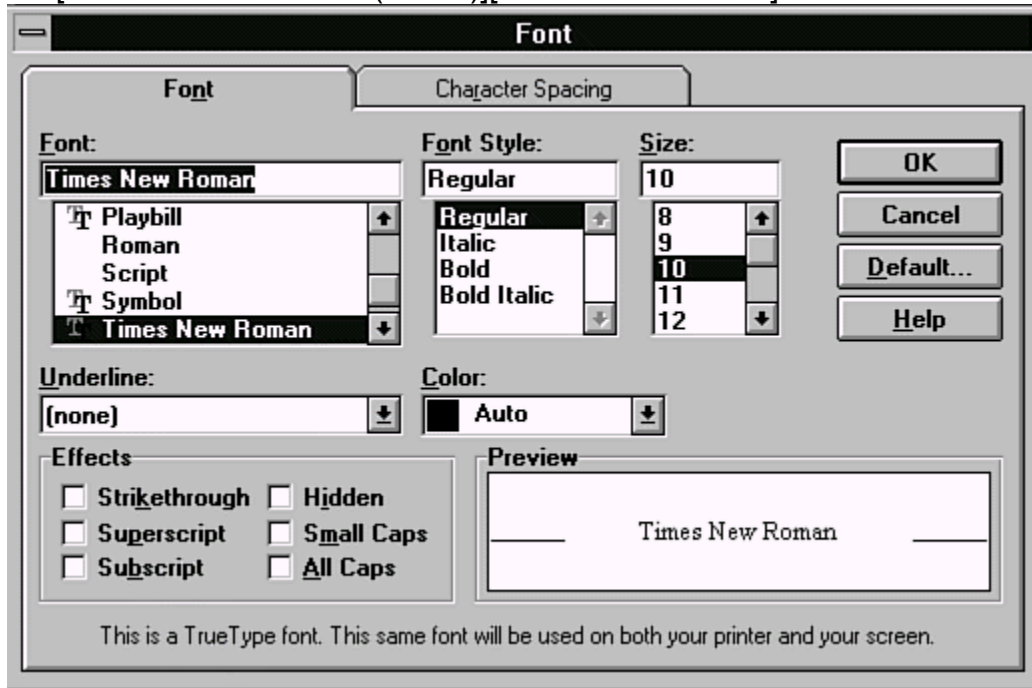
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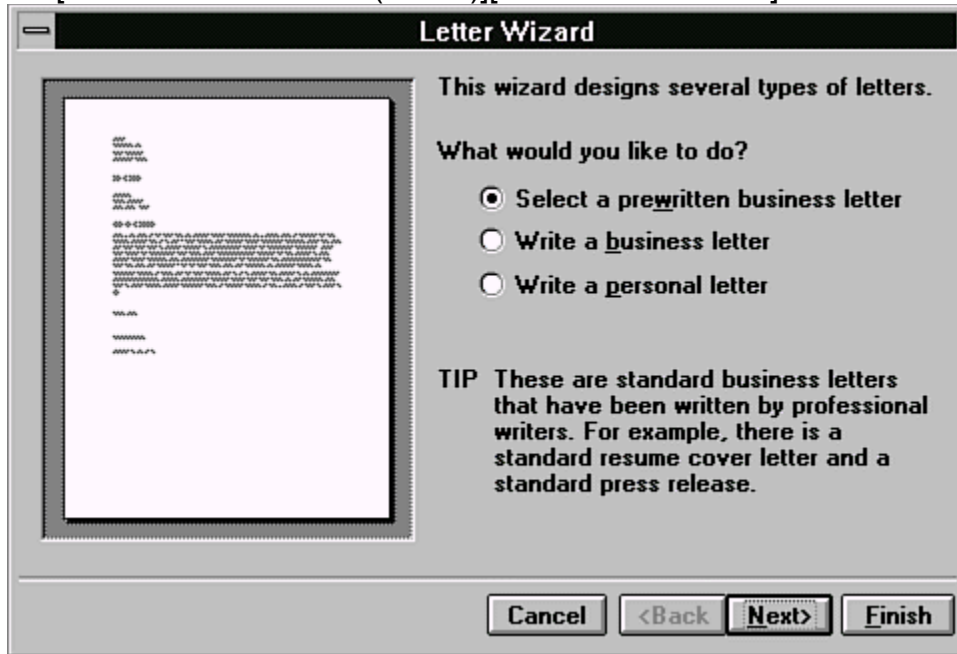
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Company Name
Address
City, State Zip
Telephone • Fax

FOR IMMEDIATE RELEASE

June 7, 1993

Contact: Chris Fields
(206) 555-5555

West Coast Sales Introduces the Tater Dicer Mark II

West Coast Sales recently announced the introduction of the Tater Dicer Mark II — a new way to dice potatoes and ensure both freshness and uniform potato cubes.

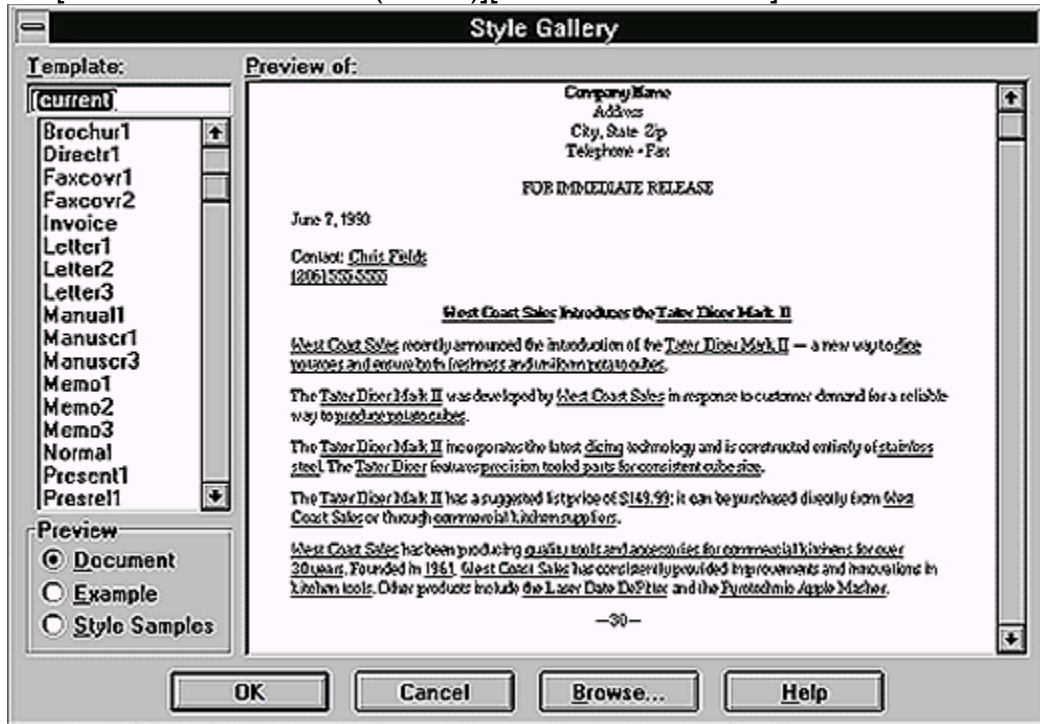
The Tater Dicer Mark II was developed by West Coast Sales in response to customer demand for a reliable way to produce potato cubes.

The Tater Dicer Mark II incorporates the latest dicing technology and is constructed entirely of stainless steel. The Tater Dicer features precision tooled parts for consistent cube size.

The Tater Dicer Mark II has a suggested list price of \$149.99; it can be purchased directly from West Coast Sales or through commercial kitchen suppliers.

West Coast Sales has been producing quality tools and accessories for commercial kitchens for over 30 years. Founded in 1961, West Coast Sales has consistently provided improvements and innovations in kitchen tools. Other products include the Laser Dicer DePitter and the Pyrotechic Apple Masher.






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Columns

Presets

One **Two** **Three** **Left** **Right**

Number of Columns:

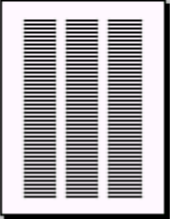
Line Between

Width and Spacing

Col #:	Width:	Spacing:
1:	<input type="text" value="1.67"/> <input type="button" value="▲"/> <input type="button" value="▼"/>	<input type="text" value="0.5"/> <input type="button" value="▲"/> <input type="button" value="▼"/>
2:	<input type="text" value="1.67"/> <input type="button" value="▲"/> <input type="button" value="▼"/>	<input type="text" value="0.5"/> <input type="button" value="▲"/> <input type="button" value="▼"/>
3:	<input type="text" value="1.67"/> <input type="button" value="▲"/> <input type="button" value="▼"/>	<input type="text" value=""/> <input type="button" value="▲"/> <input type="button" value="▼"/>

Equal Column Width

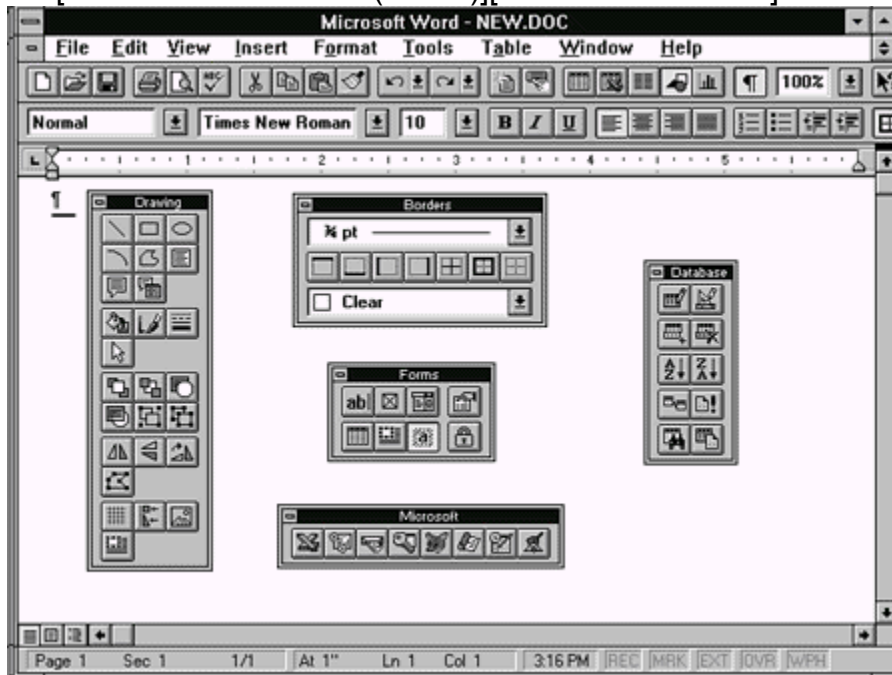
Preview



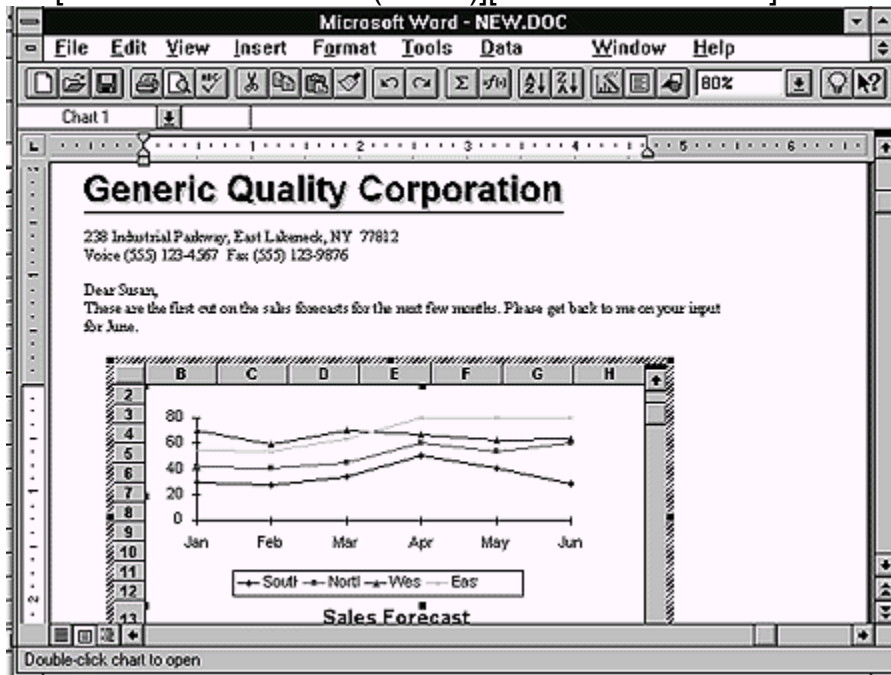
Apply To:

Start New Column

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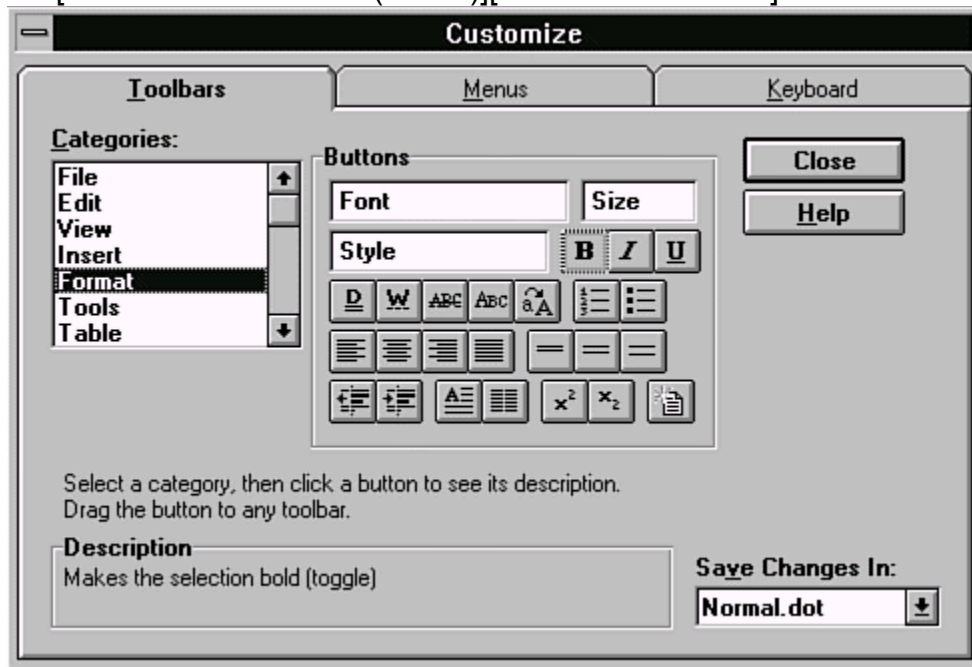
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The image shows a 'Data Form' window with a title bar and a close button. The form contains several text input fields and a set of control buttons. The fields are labeled as follows:

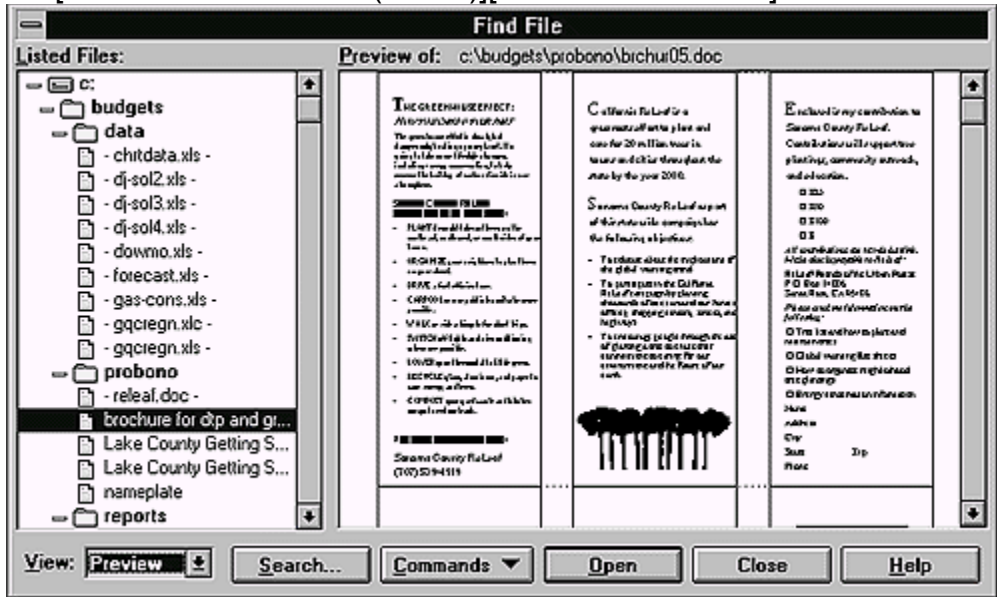
Title:	Mr.
FirstName:	David
LastName:	Hirsch
JobTitle:	CEO
Company:	Deer Park Industrials
Address1:	23 Ottawa St.
Address2:	
City:	Minitonkwa
State:	WI

At the bottom left, there is a 'Record:' label followed by navigation buttons: a left arrow, a right arrow, a text box containing '1', another left arrow, and another right arrow. On the right side of the form, there is a vertical stack of buttons: 'OK', 'Add New', 'Delete', 'Restore', 'Find...', 'View Source', and 'Help'.

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
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Microsoft Word - Document4

File Edit View Insert Format Tools Table Window Help

Your Company Name
 Your Company Slogan
 Your Company Street Address
 City, State ZIP
 000.000.0000 Fax: 000.000.0000

INVOICE

INVOICE NO: 0001
 DATE: September 14, 1993

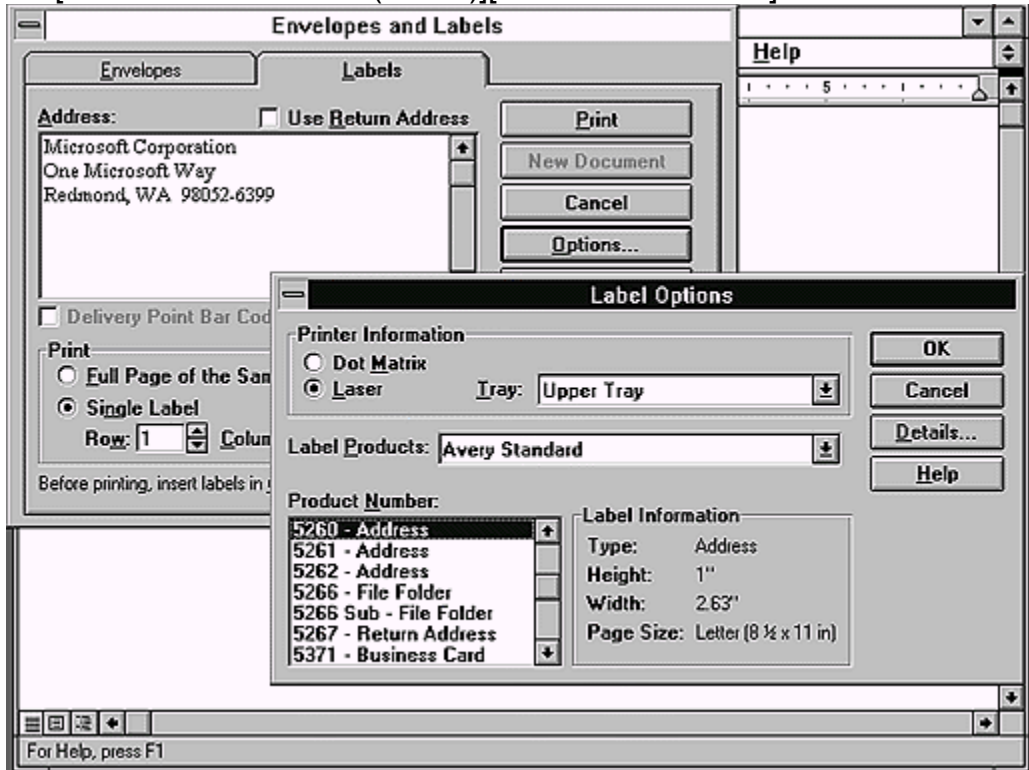
To: _____ Ship To: _____

SALESPERSON	P.O. NUMBER	DATE SHIPPED	SHIPPED VIA	F.O.B POINT	TERMS

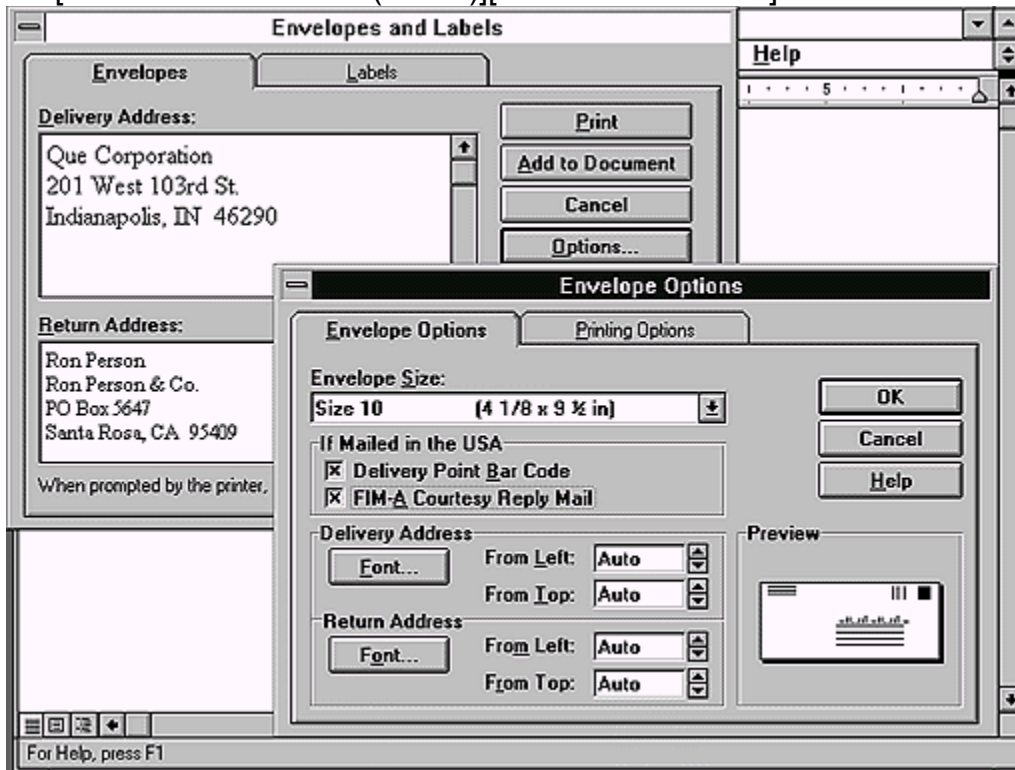
QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
			\$ 1.00
			\$ 1.00
			\$ 1.00
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Page 1 Sec 1 1/1 | At 2.4" Ln 13 Col 2 | 11:52AM REC MRK EXT OVR WPH

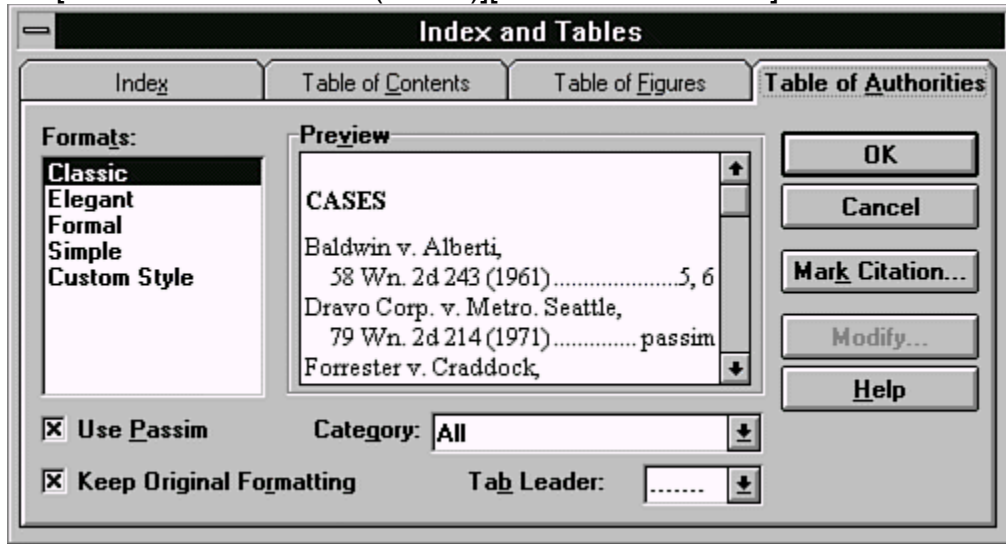
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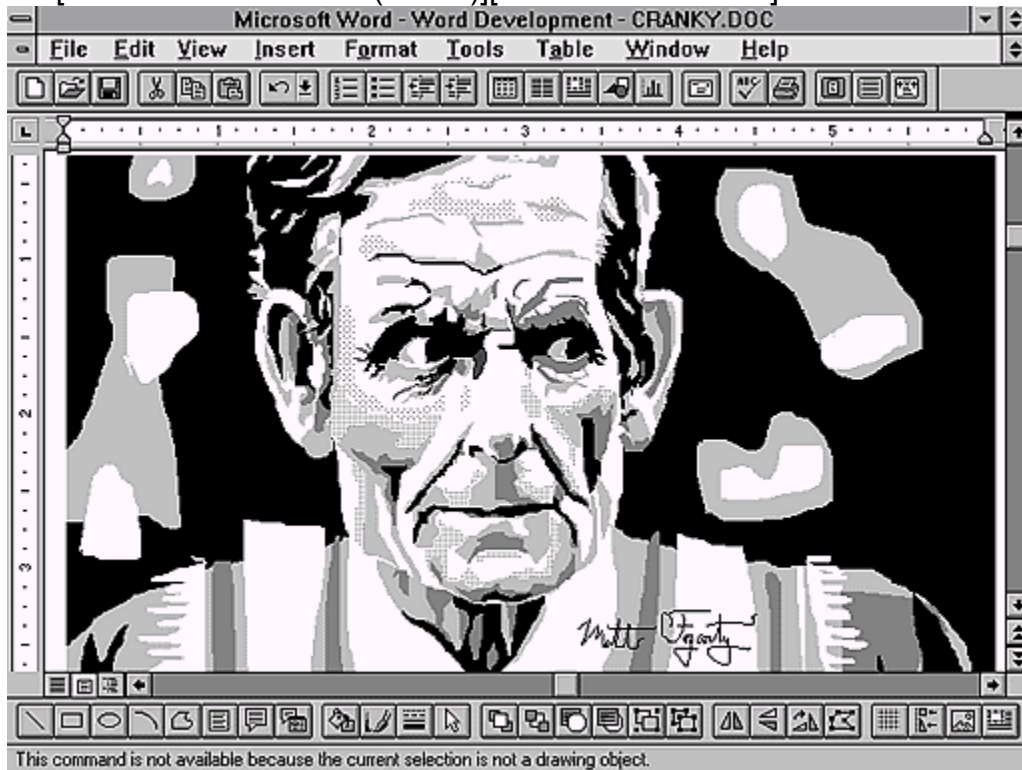
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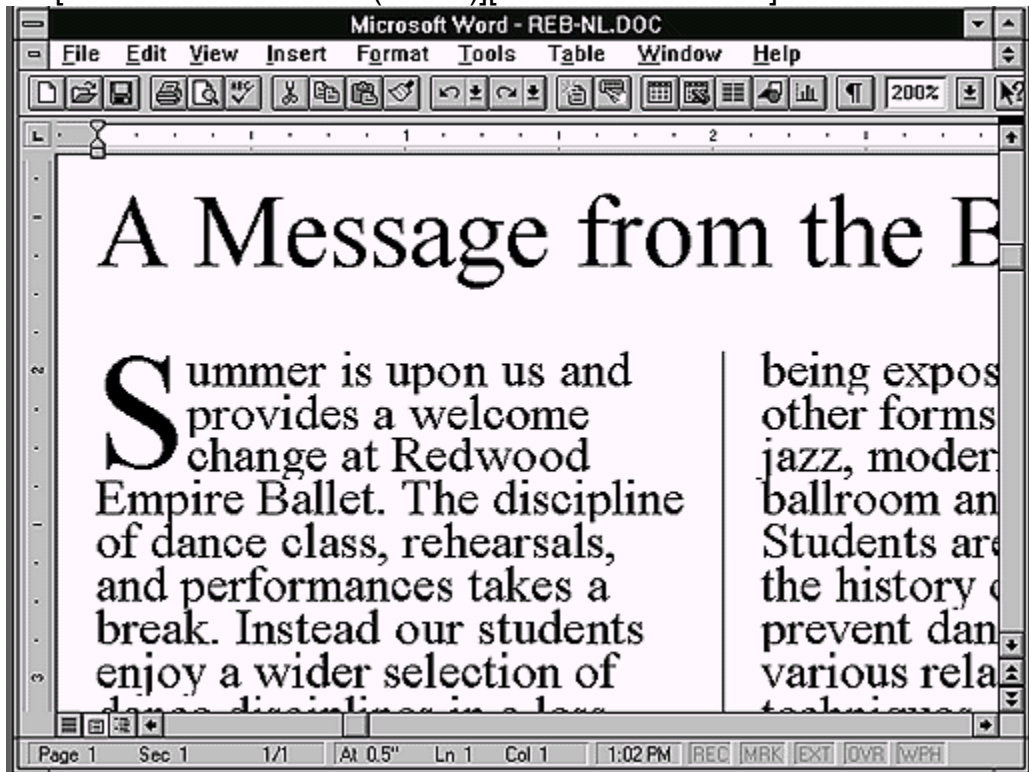
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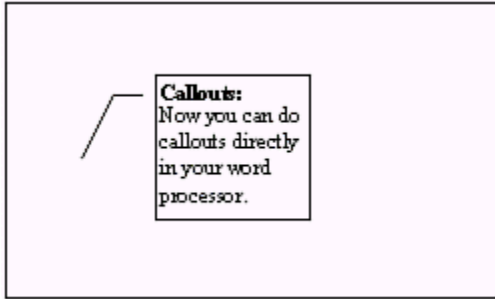
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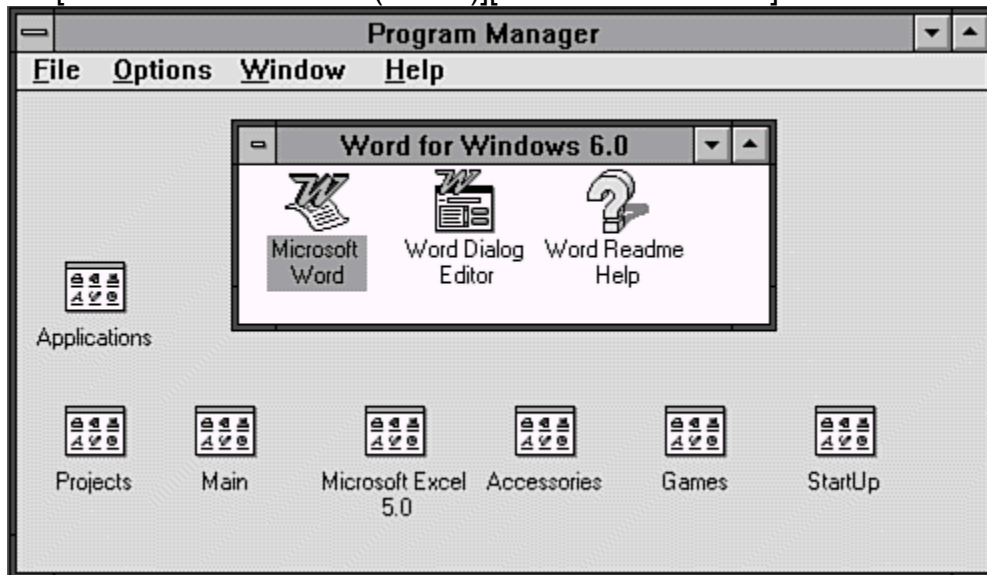
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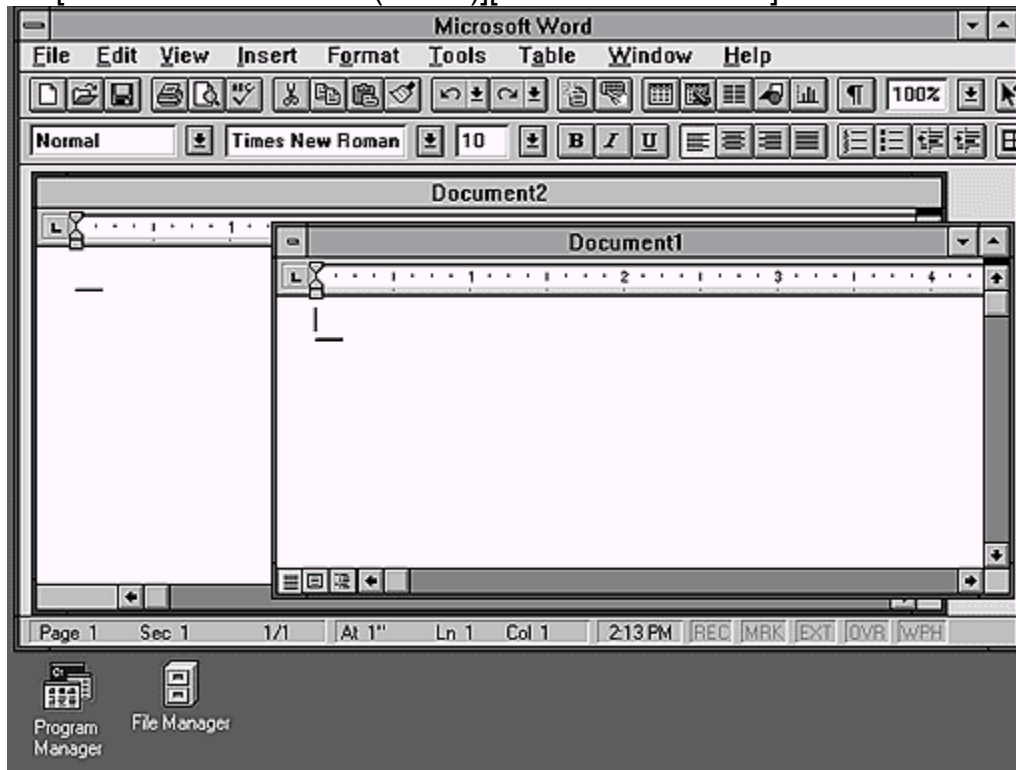
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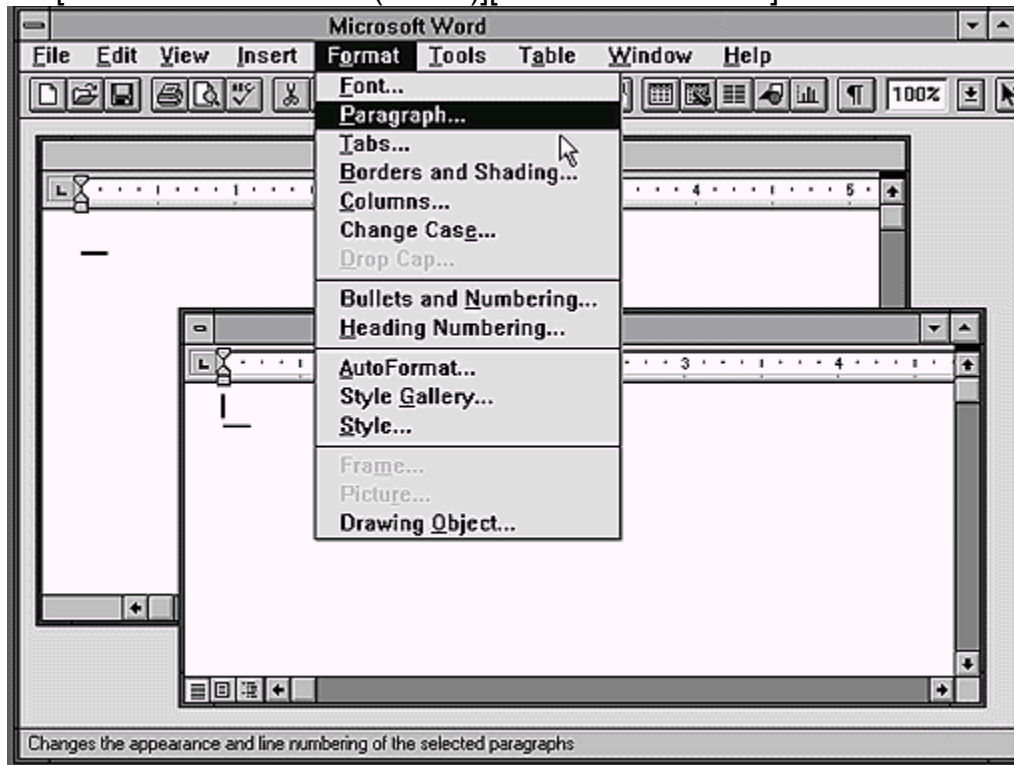
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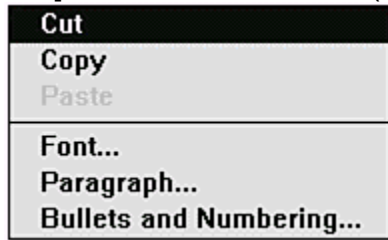
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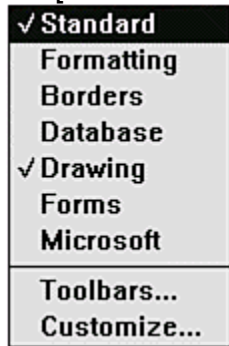
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Cut
Copy Paste
Format Drawing Object...
Bring to Front Send to Back Send Behind Text
Group Ungroup

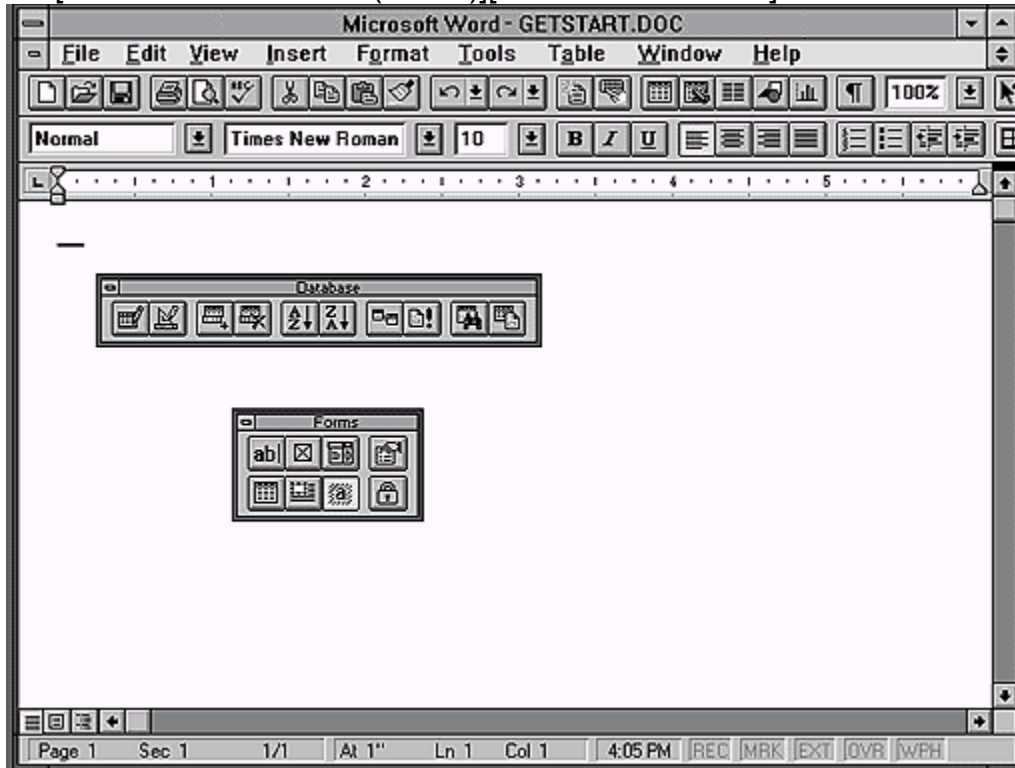
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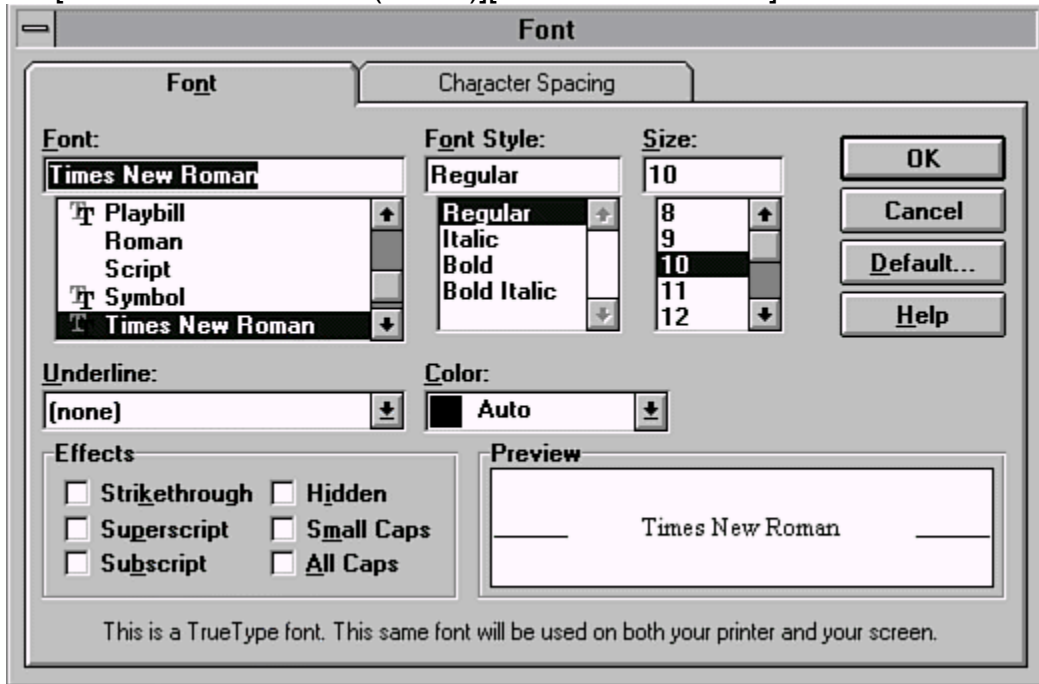
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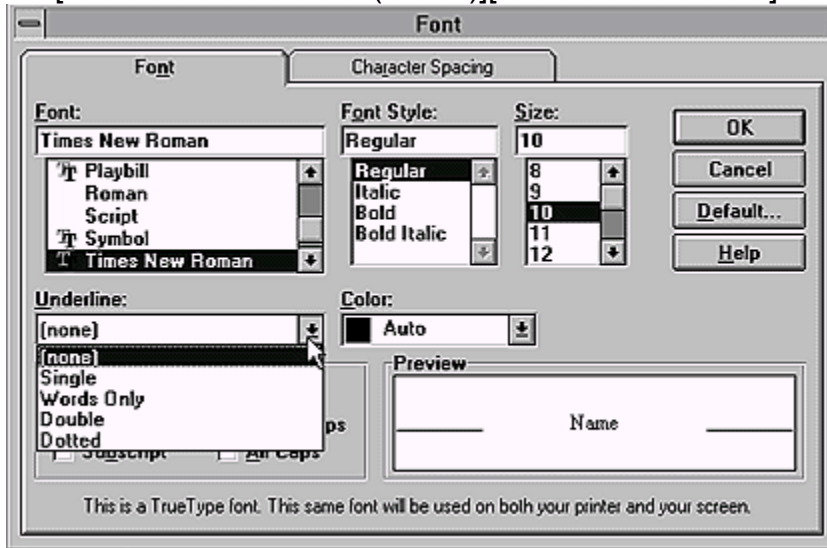


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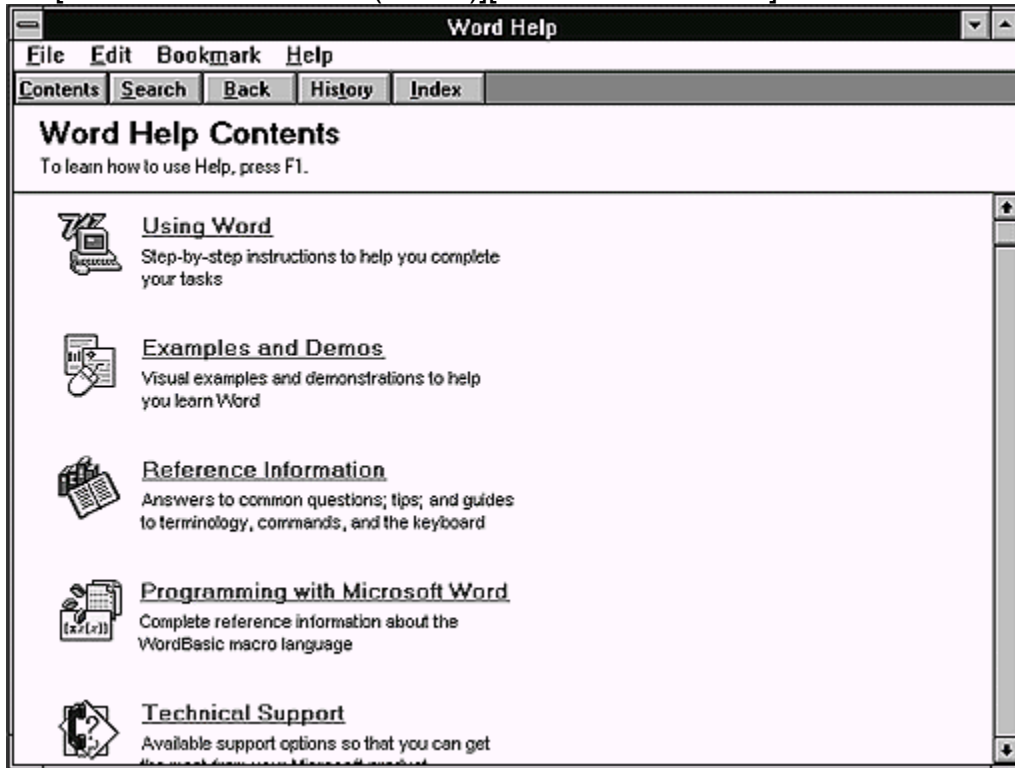
The image shows a 'Sort' dialog box with the following elements:

- Sort By:** A dropdown menu set to 'Column 1', a 'Type:' dropdown set to 'Text', and radio buttons for 'Ascending' (selected) and 'Descending'.
- Then By:** A dropdown menu set to 'Column 2', a 'Type:' dropdown set to 'Text', and radio buttons for 'Ascending' and 'Descending' (selected).
- Then By:** A dropdown menu set to 'Column 3', a 'Type:' dropdown set to 'Text', and radio buttons for 'Ascending' (selected) and 'Descending'.
- My List Has:** Radio buttons for 'Header Row' and 'No Header Row' (selected).
- Buttons:** 'OK', 'Cancel', 'Options...', and 'Help' buttons are located on the right side of the dialog.

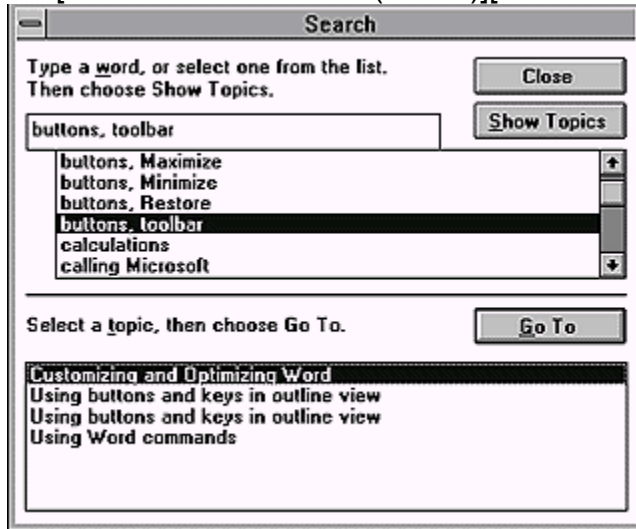
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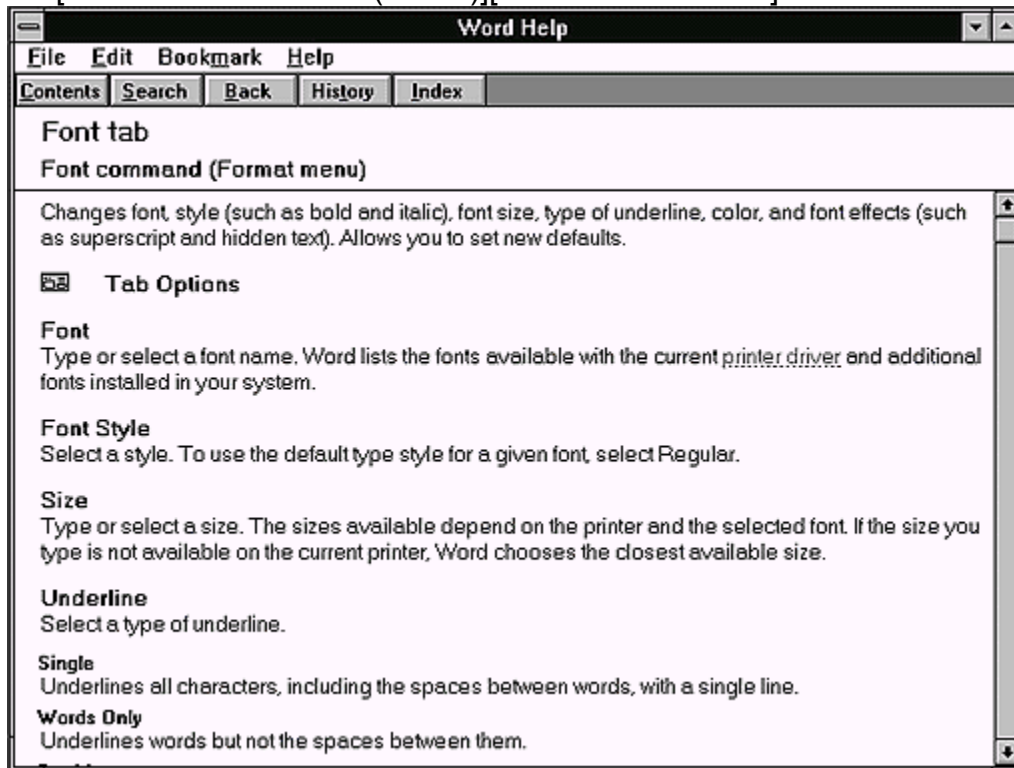
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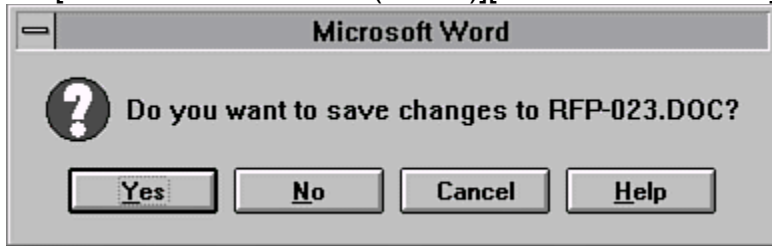
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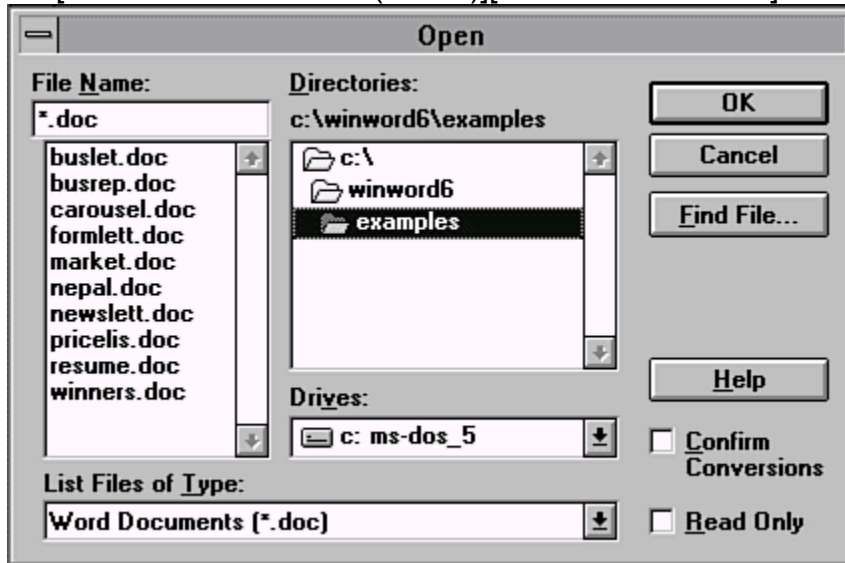
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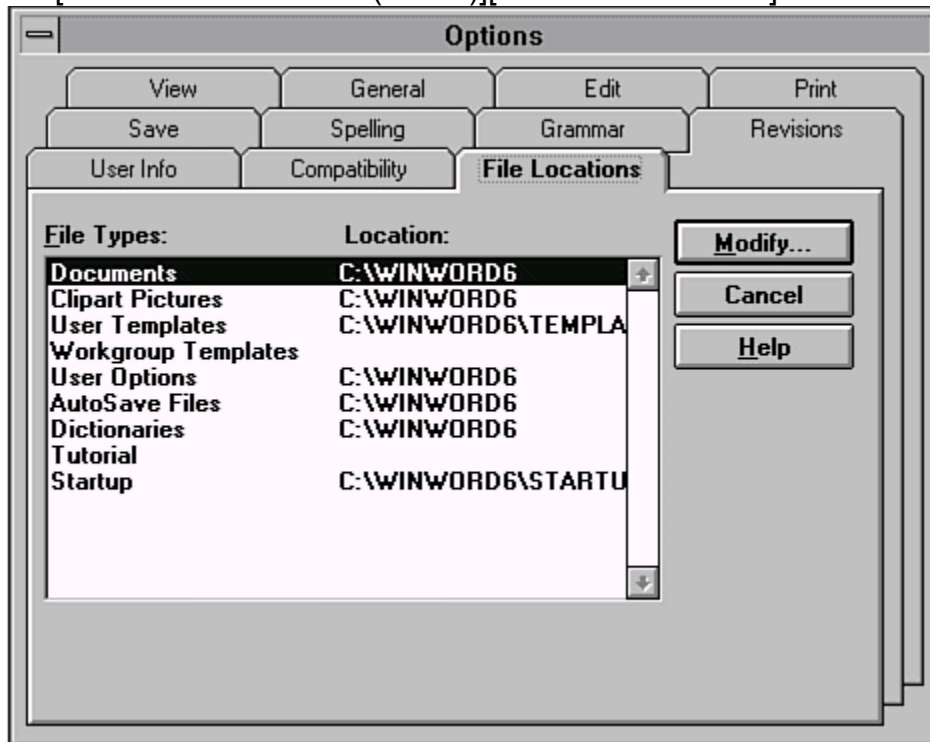
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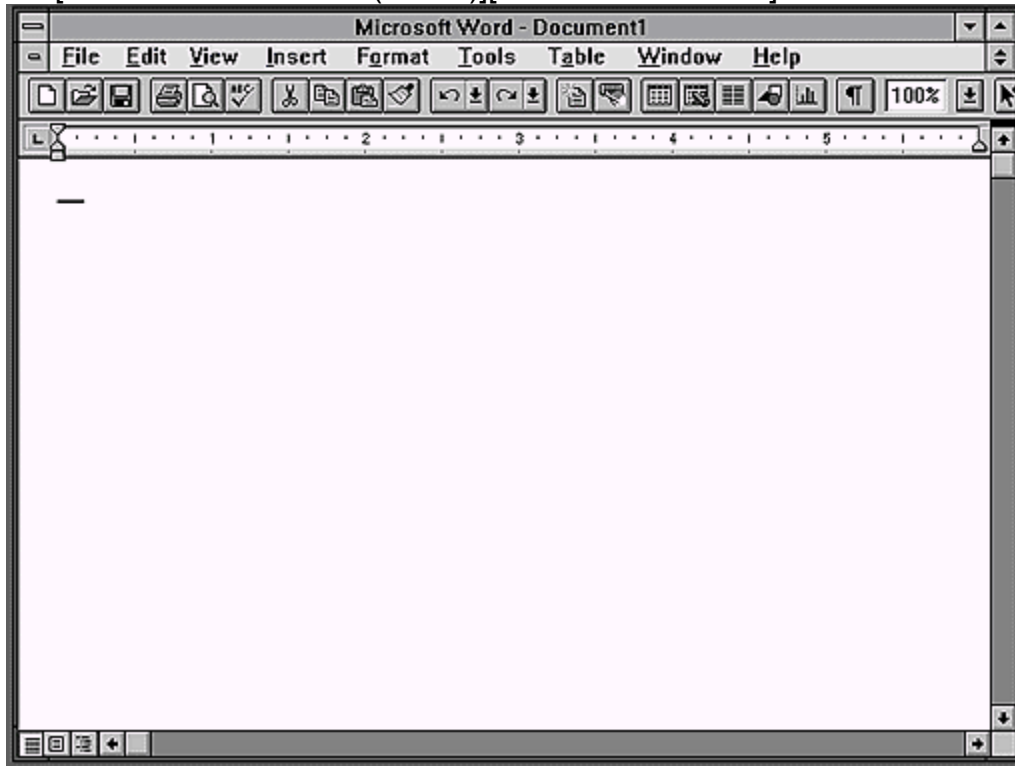
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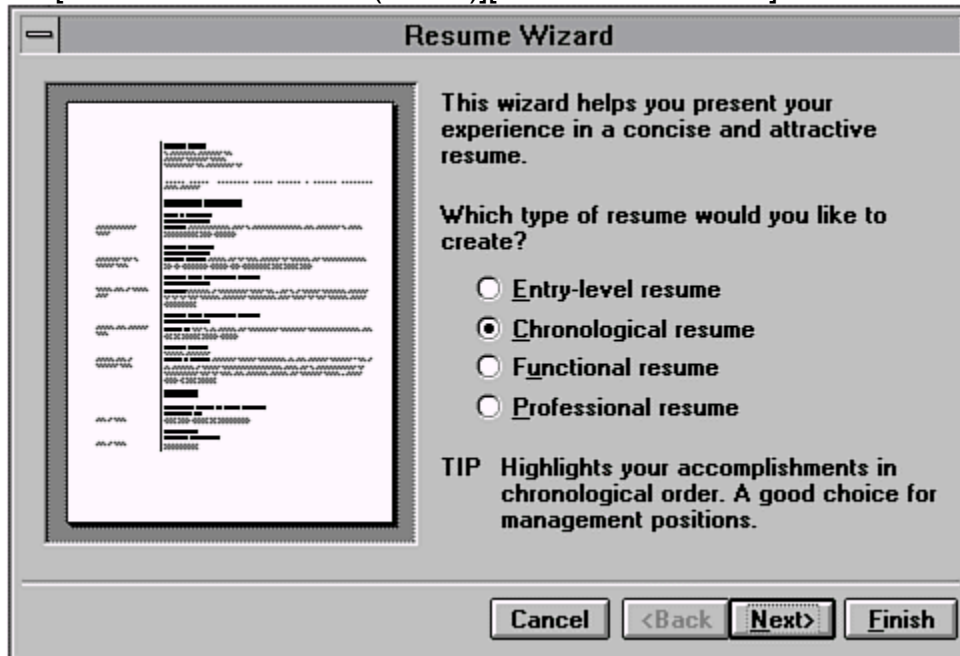
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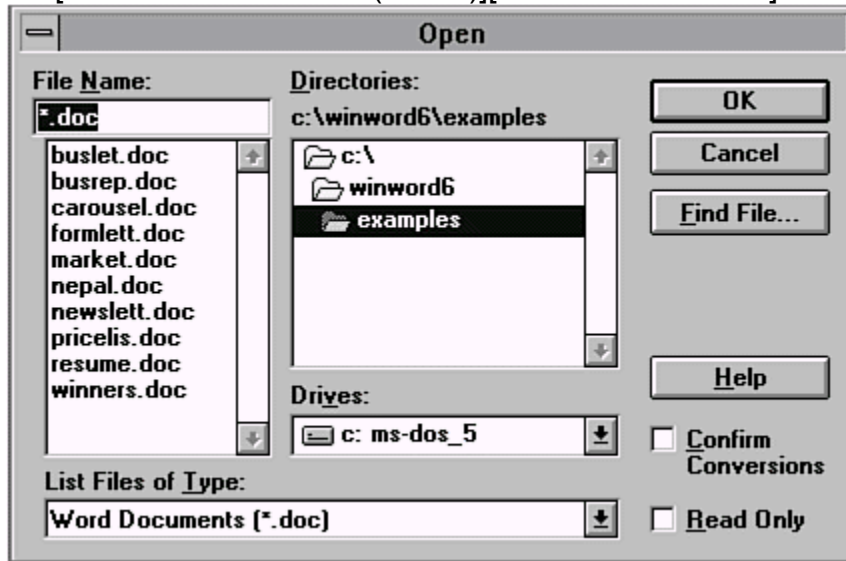
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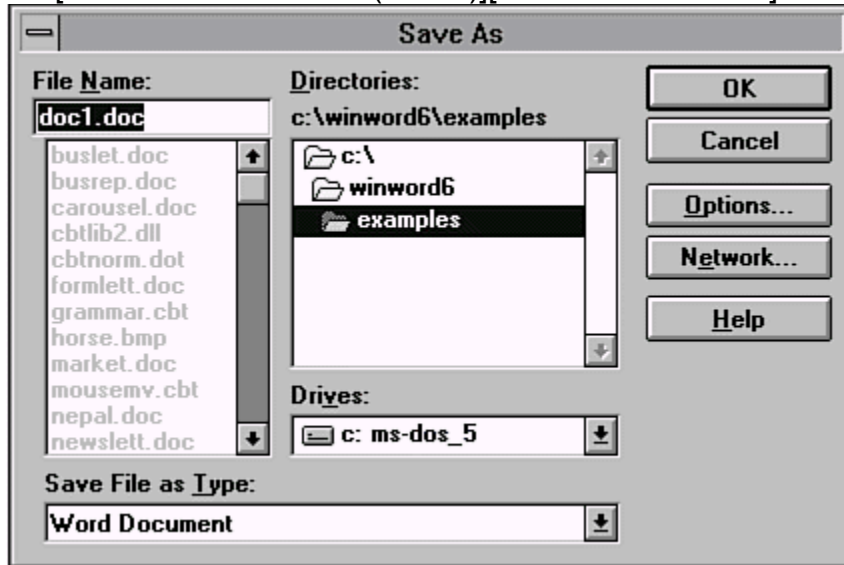
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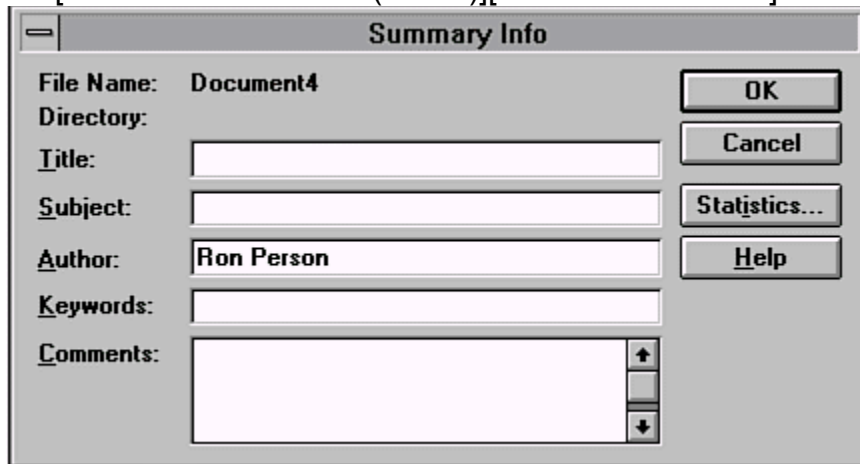
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The image shows a 'Summary Info' dialog box with a title bar containing a minus sign and the text 'Summary Info'. The dialog is organized into two columns. The left column contains labels and input fields: 'File Name:' with the value 'Document4', 'Directory:' with an empty field, 'Title:' with an empty field, 'Subject:' with an empty field, 'Author:' with the value 'Ron Person', 'Keywords:' with an empty field, and 'Comments:' with a large empty text area and three vertical scroll buttons (up, middle, down). The right column contains four buttons: 'OK', 'Cancel', 'Statistics...', and 'Help'.

File Name: Document4	OK
Directory:	Cancel
Title:	Statistics...
Subject:	Help
Author: Ron Person	
Keywords:	
Comments:	

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
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Document Statistics

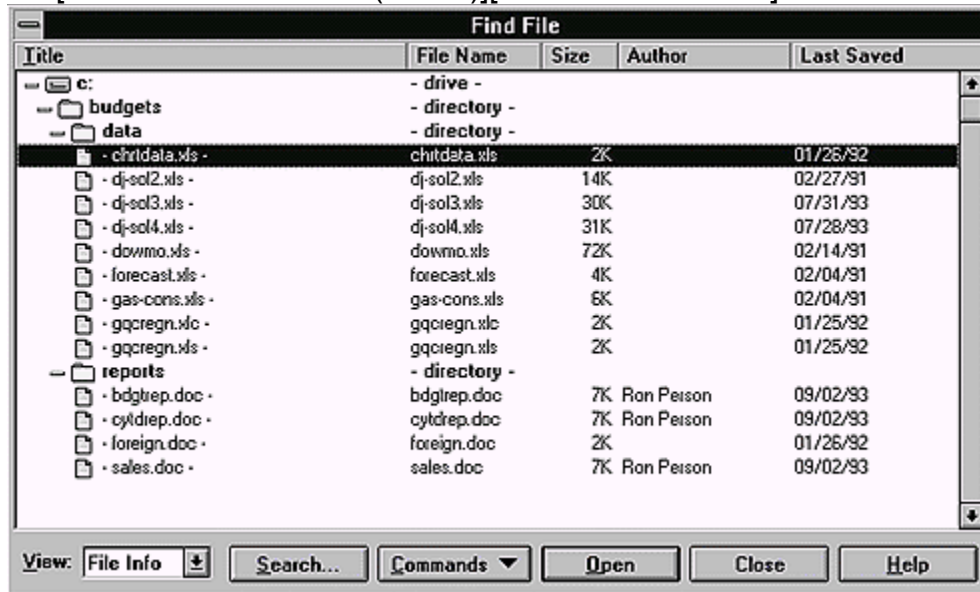
File Name: BUSLET.DOC **Close**
Directory: C:\WINWORD6\EXAMPLES
Template: NORMAL.DOT **Help**
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Last Saved: 9/16/91 12:27 PM
Last Saved By: Microsoft
File Size: 3,560 Bytes
Revision Number: 2
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Last Printed:
Statistics:

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Words	232
Characters	1,154
Paragraphs	14
Lines	36

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
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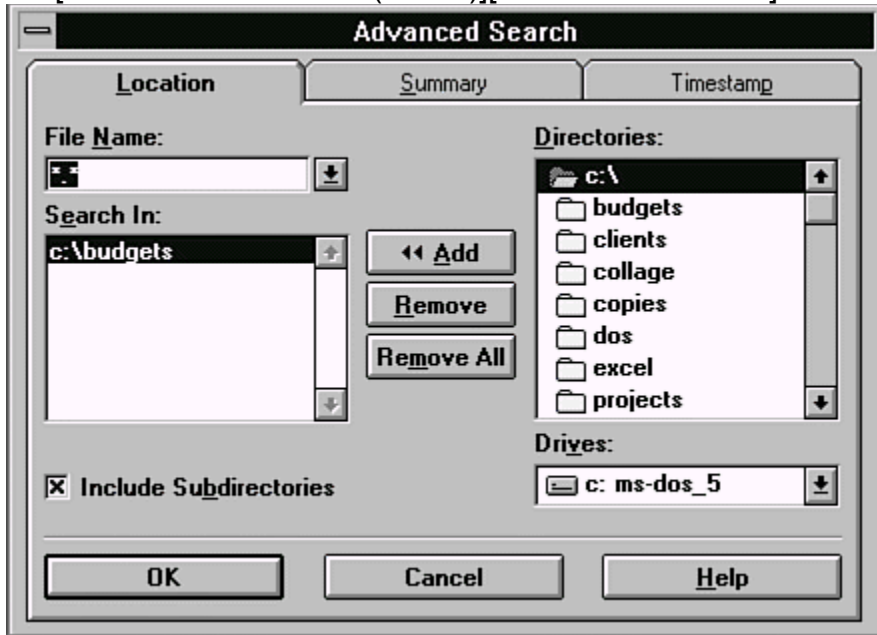
The image shows a 'Search' dialog box with the following elements:

- Search** (Title bar)
- Saved Searches** section:
 - Empty text field with a dropdown arrow.
 - Save Search As...** button
 - Delete Search** button
- Search For** section:
 - File Name:** text field containing a search pattern with a dropdown arrow.
 - Location:** text field containing 'c:\budgets' with a dropdown arrow.
- Options section:
 - Rebuild File List**
 - Include Subdirectories**
- Buttons at the bottom:
 - Clear** button
 - Advanced Search...** button
- Buttons on the right side:
 - OK** button
 - Cancel** button
 - Help** button

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

The image shows a screenshot of a software dialog box titled "Advanced Search". The dialog has a tabbed interface with three tabs: "Location", "Summary", and "Timestamp". The "Summary" tab is currently selected. The dialog contains several input fields and options:

- Title:** An empty text input field.
- Author:** A text input field containing the text "John Davenport".
- Keywords:** A text input field containing the text "EIS".
- Subject:** An empty text input field.
- Options:** A dropdown menu currently showing "Create New List" with a small square icon to its right. To the right of the dropdown is a checkbox labeled "Match Case", which is currently unchecked.
- Containing Text:** A section with a label "Containing Text" and an empty text input field below it.
- Use Pattern Matching:** A checkbox labeled "Use Pattern Matching" which is checked (indicated by an 'x' in a square).
- Special:** A button labeled "Special" with a downward-pointing arrow.

At the bottom of the dialog, there are three buttons: "OK", "Cancel", and "Help".

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Advanced Search

Location Summary **T**imestamp

Last Saved

From:

To:

By:

Created

From:

To:

By:

OK **Cancel** **Help**

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Save Search As

Search Name:
All EIS Proposals

OK
Cancel
Help

Search For

File Name: *. * ↓

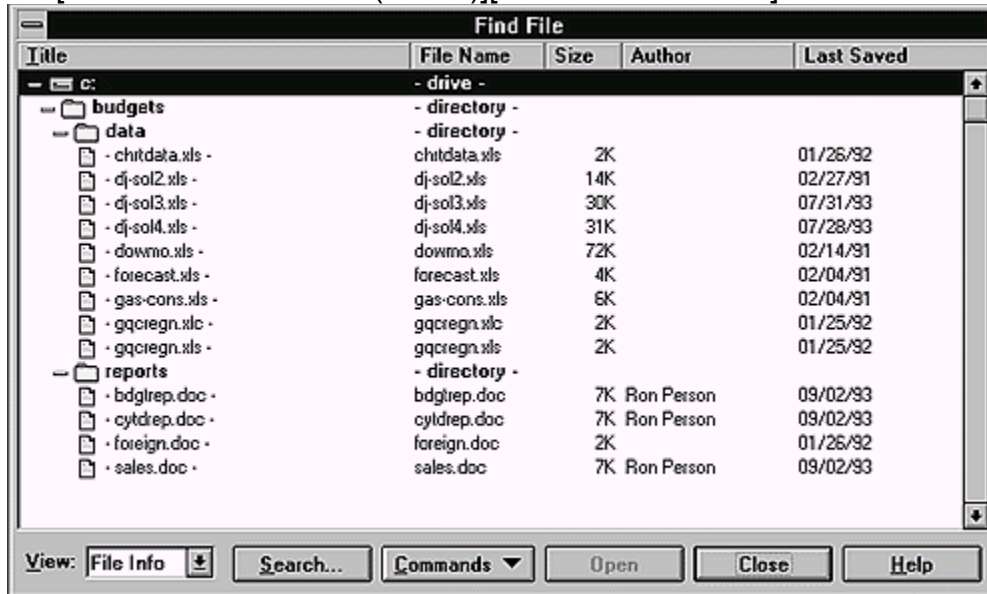
Location: c:\budgets ↓

Revise From: 01/01/94
Revise To: 10/01/94

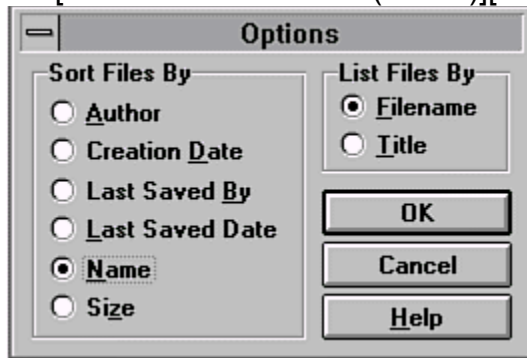
Rebuild File List
 Include Subdirectories

Clear Advanced Search...

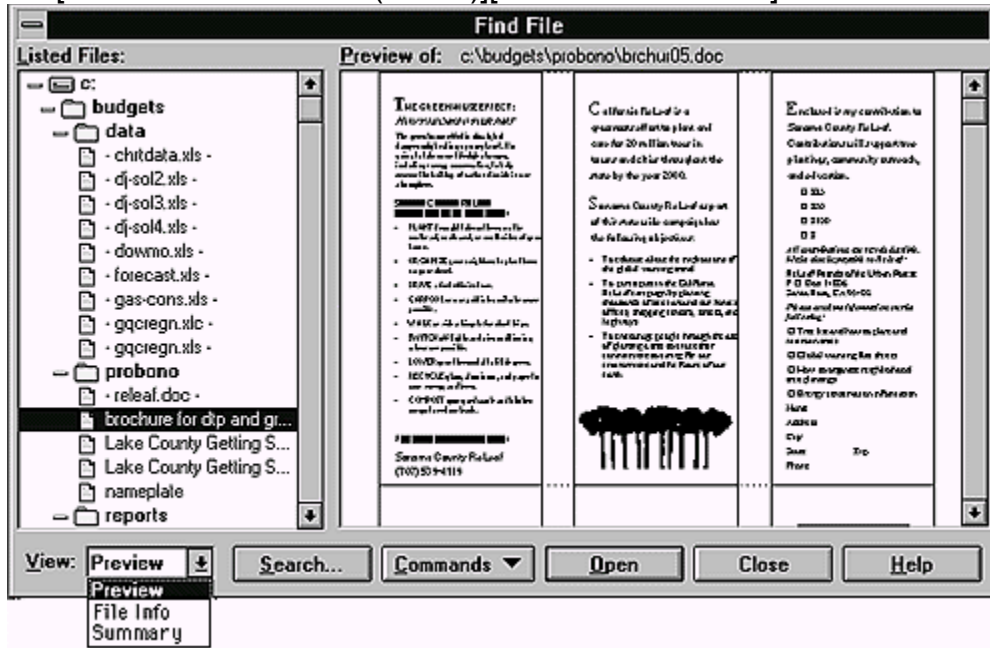
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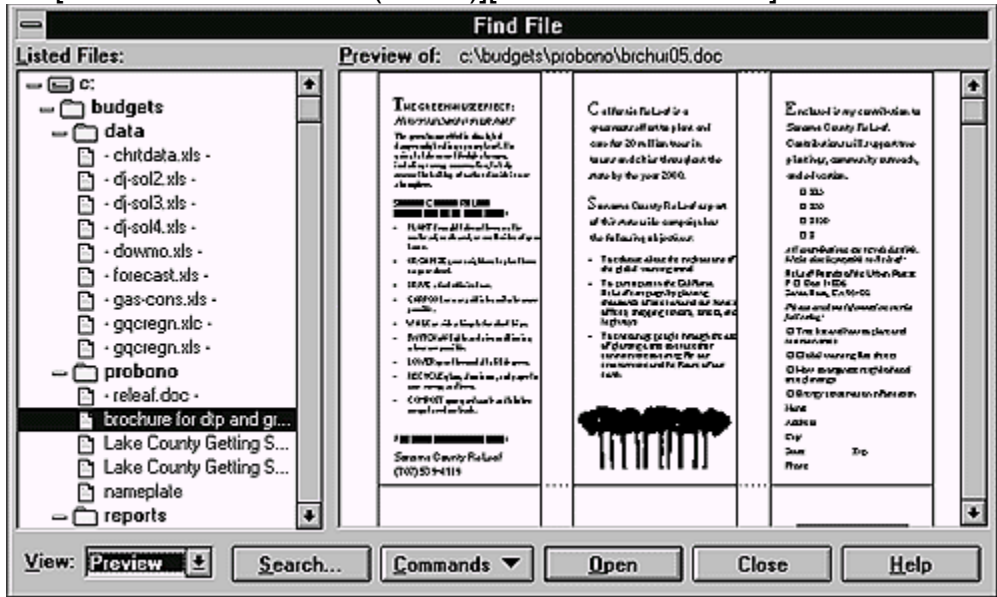
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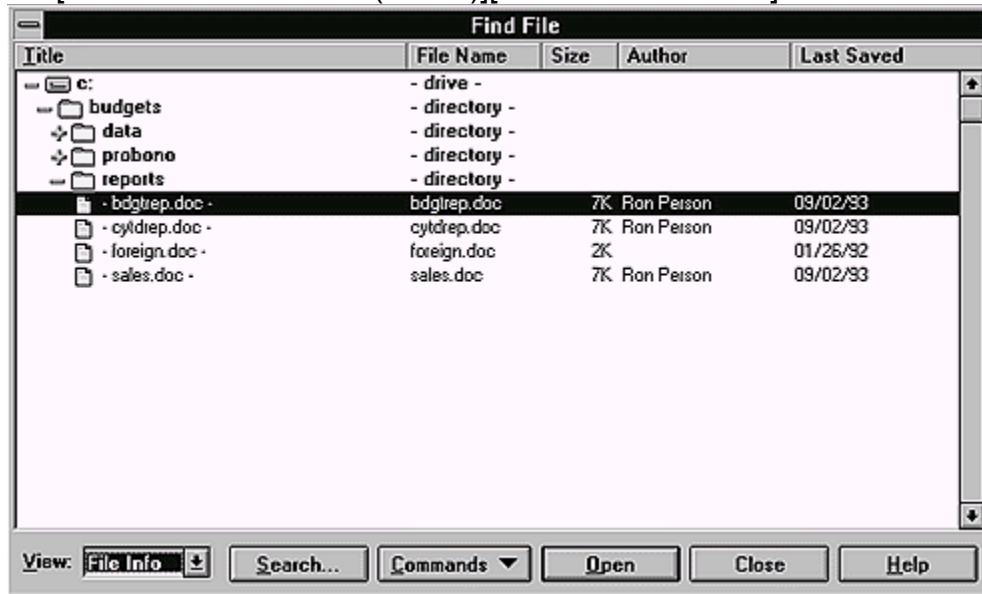
View: **Preview** [down arrow]
 Preview
 File Info
 Summary

Search... Commands [down arrow] Open Close Help

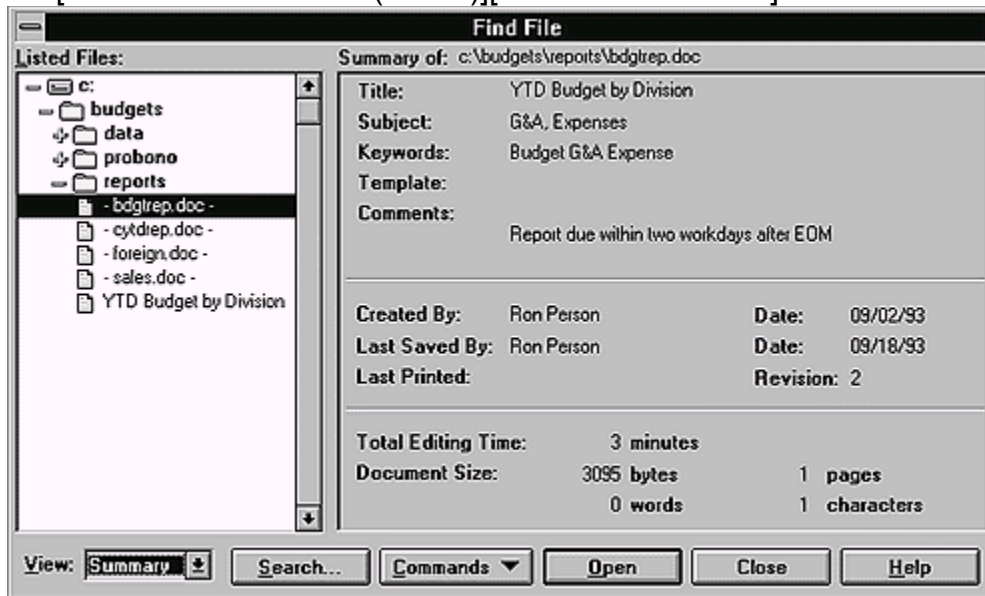
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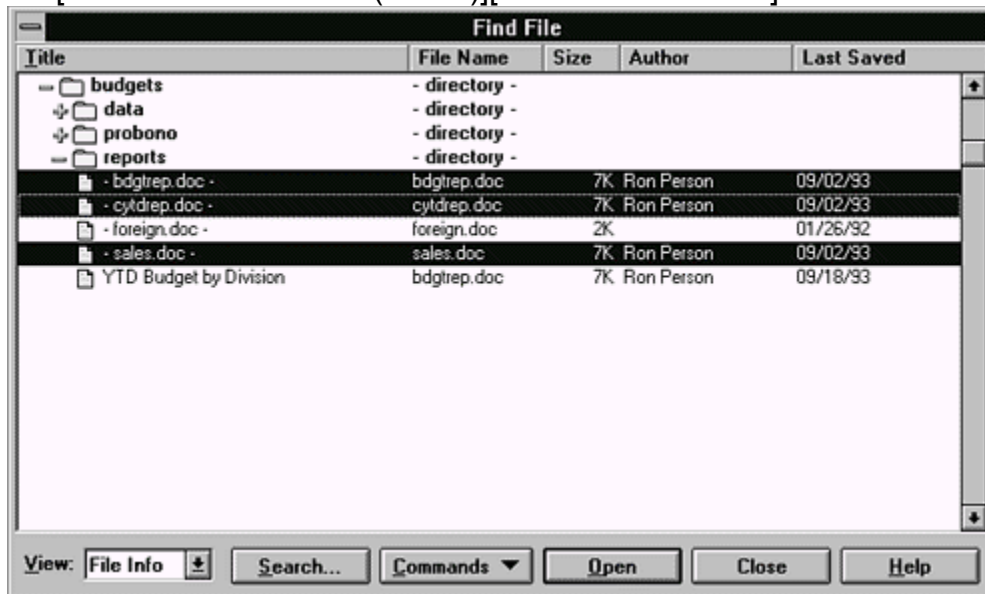
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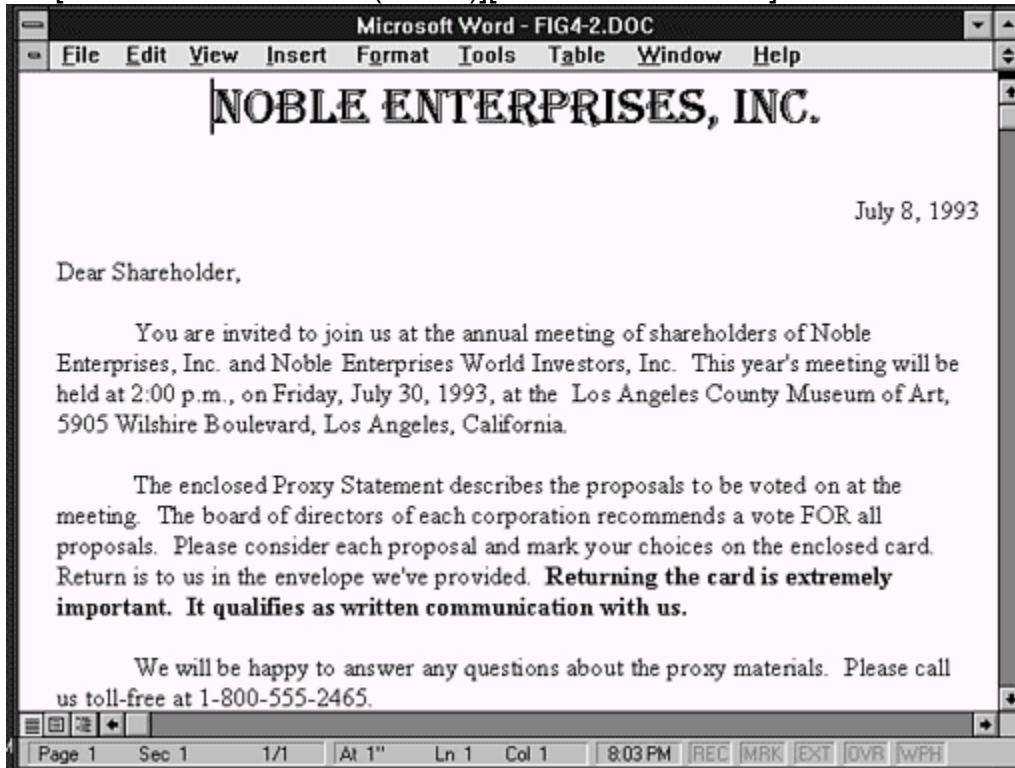
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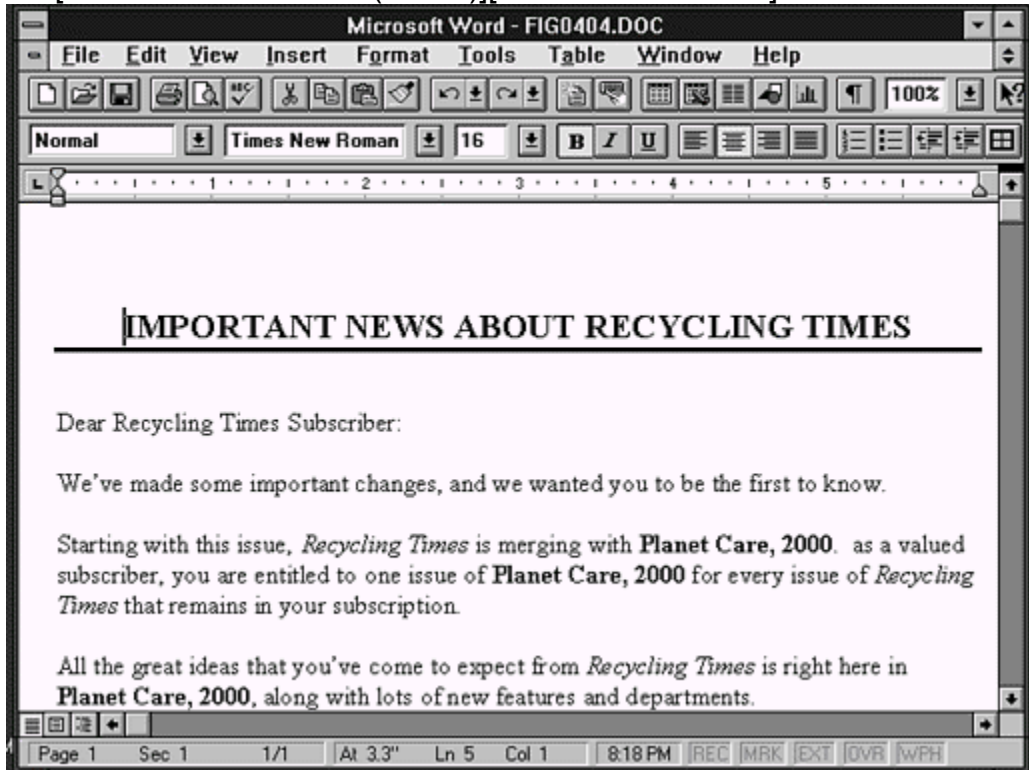
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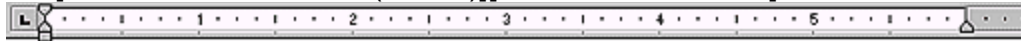
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{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



IMPORTANT NEWS ABOUT RECYCLING TIMES

Dear Recycling Times Subscriber:

We've made some important changes, and we wanted you to be the first to know.

Starting with this issue, *Recycling Times* is merging with **Planet Care, 2000**. as a valued subscriber, you are entitled to one issue of **Planet Care, 2000** for every issue of *Recycling Times* that remains in your subscription.

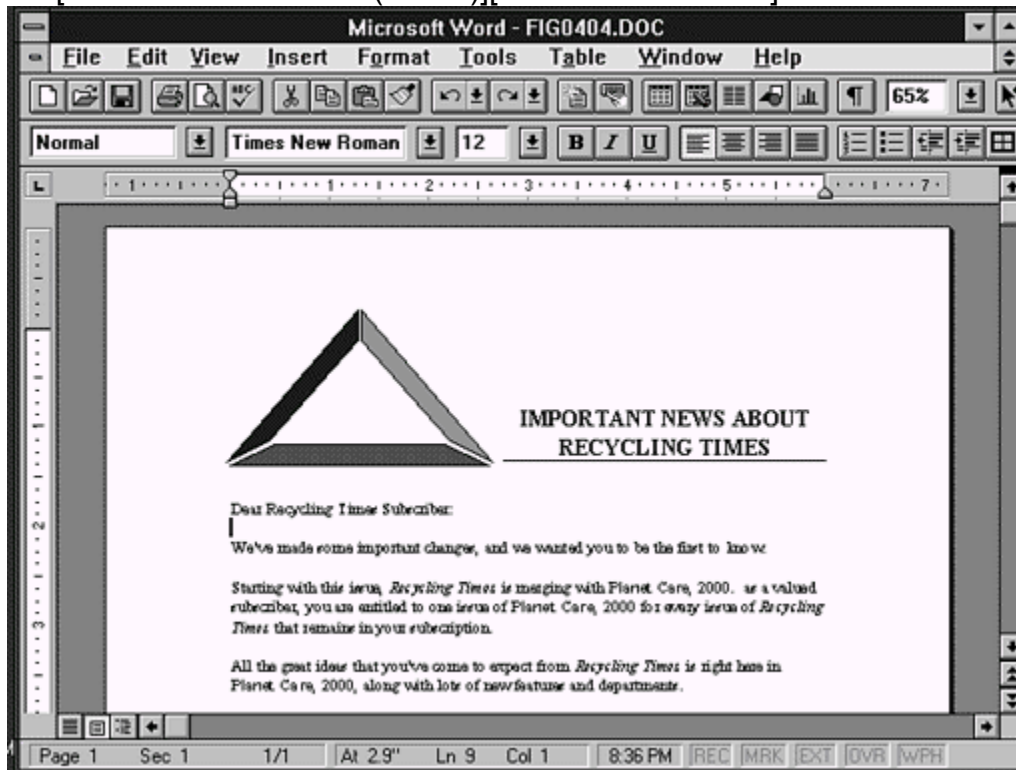
All the great ideas that you've come to expect from *Recycling Times* is right here in **Planet Care, 2000**, along with lots of new features and departments.

You don't have to do a thing, because we've taken care of all the subscription details. Sit back and enjoy reading your copy of **Planet Care, 2000**.

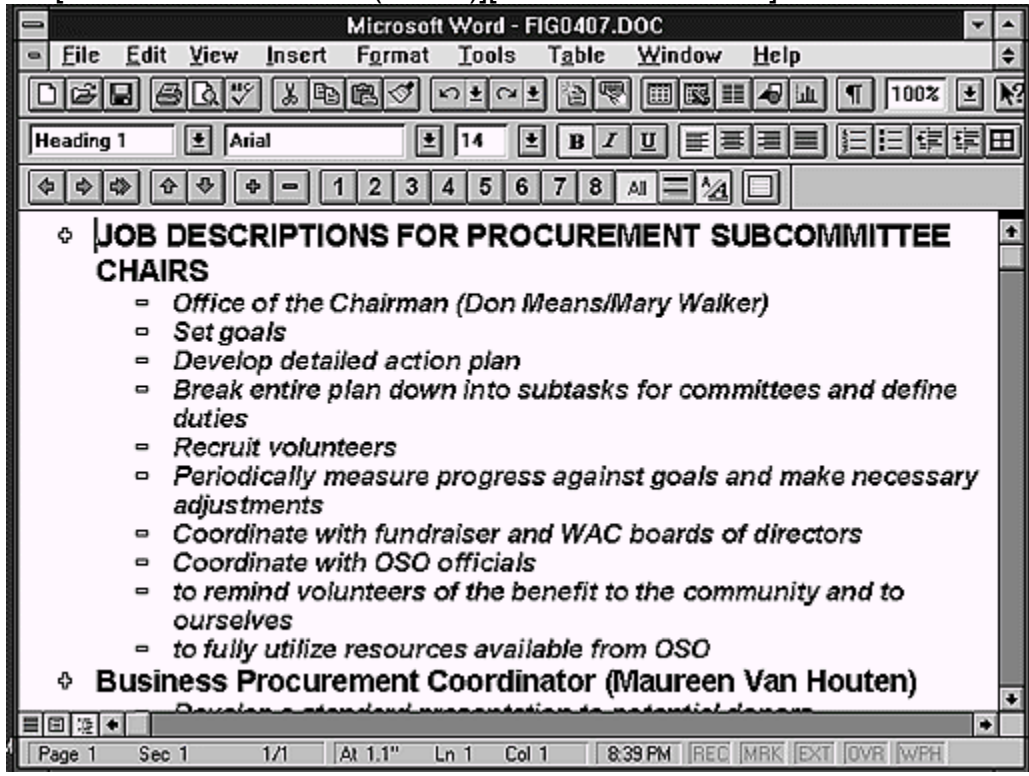
We're sure that you'll be delighted, because we're continuing to bring you the most up-to-date information on recycling products and techniques. You'll also find regular columns and practical tips developed by leaders in the field.



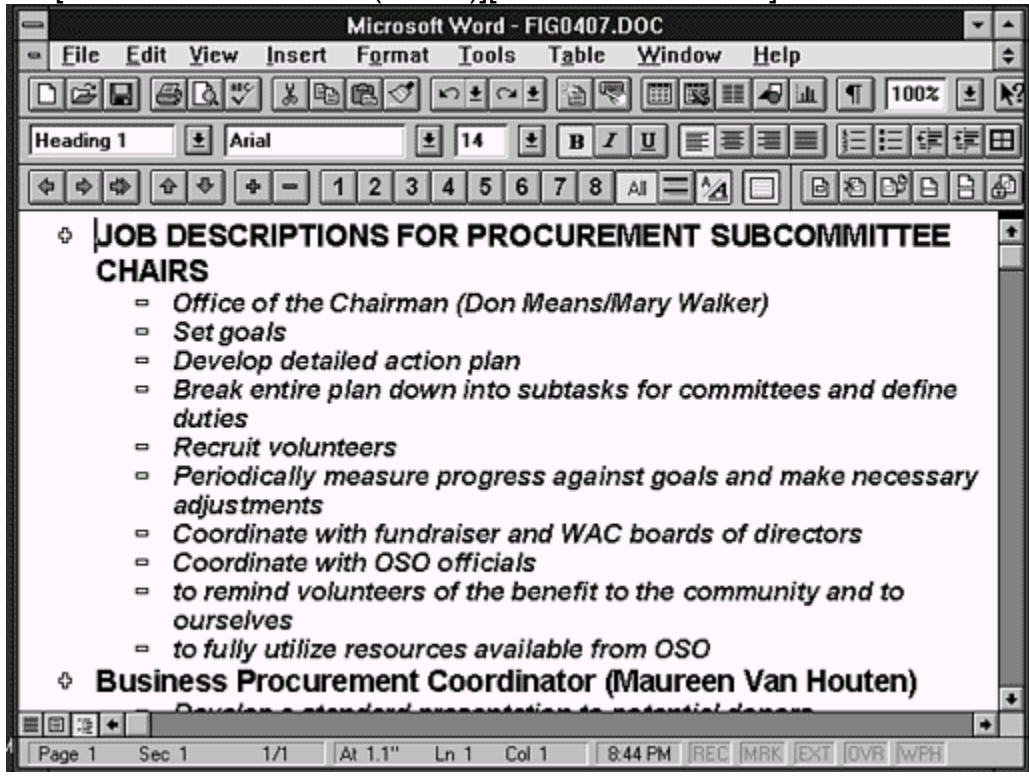
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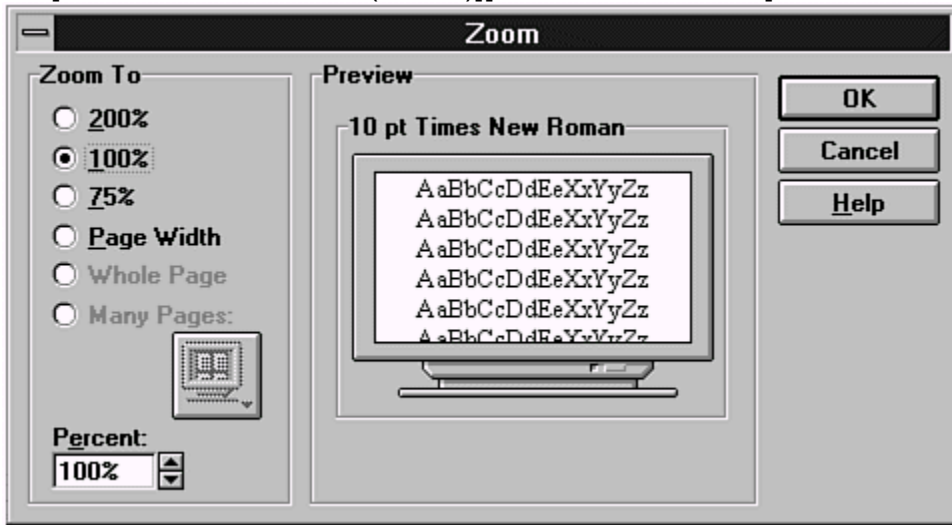
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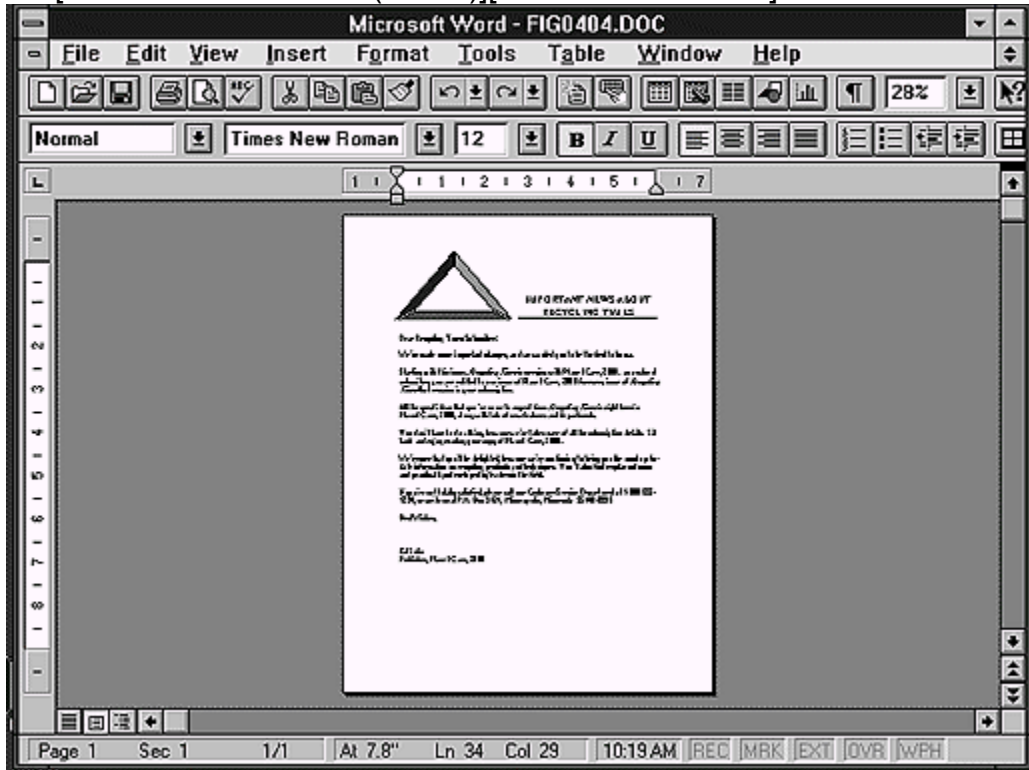
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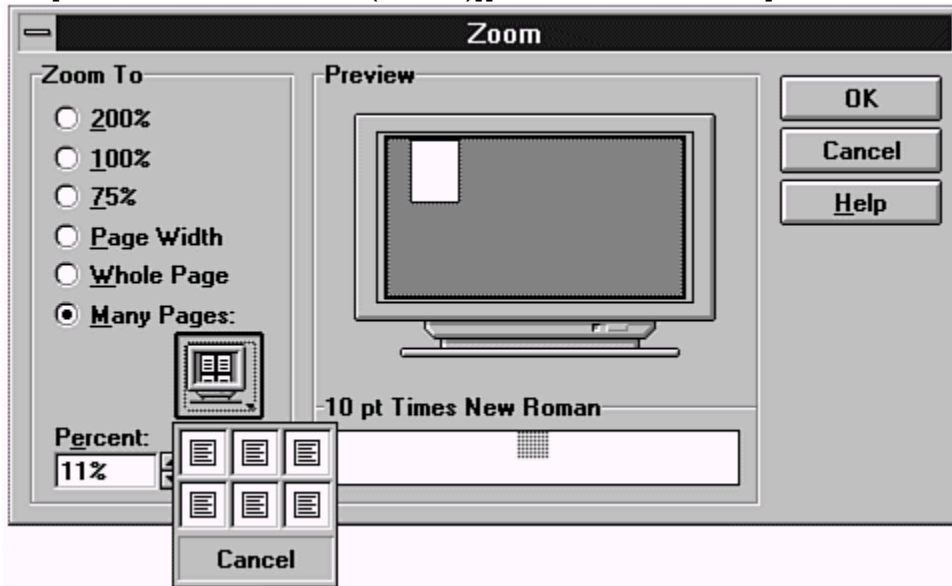
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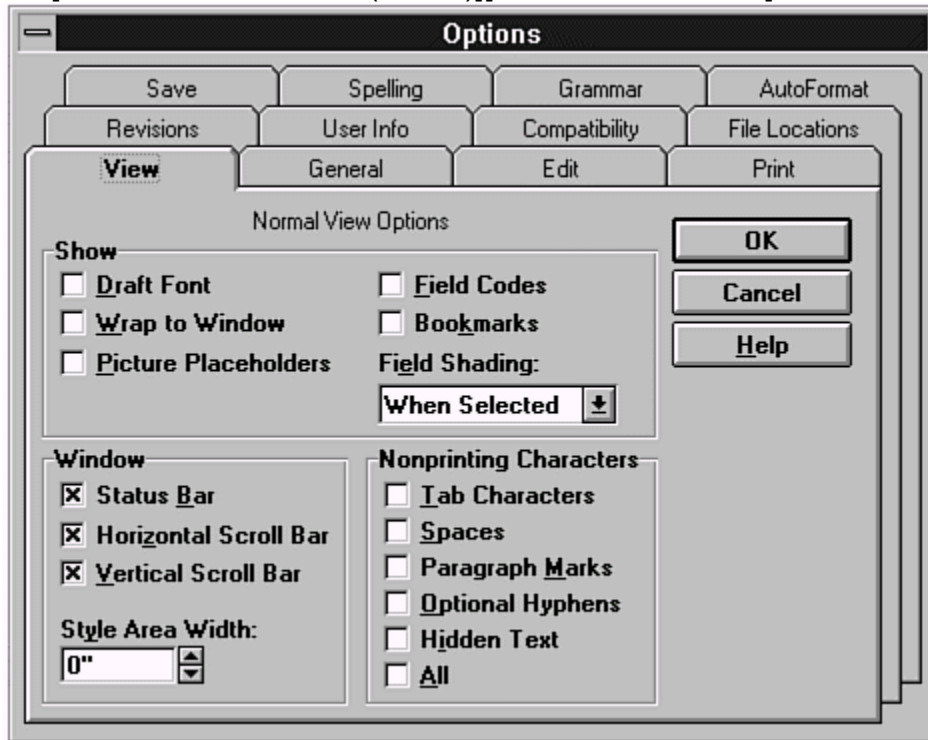
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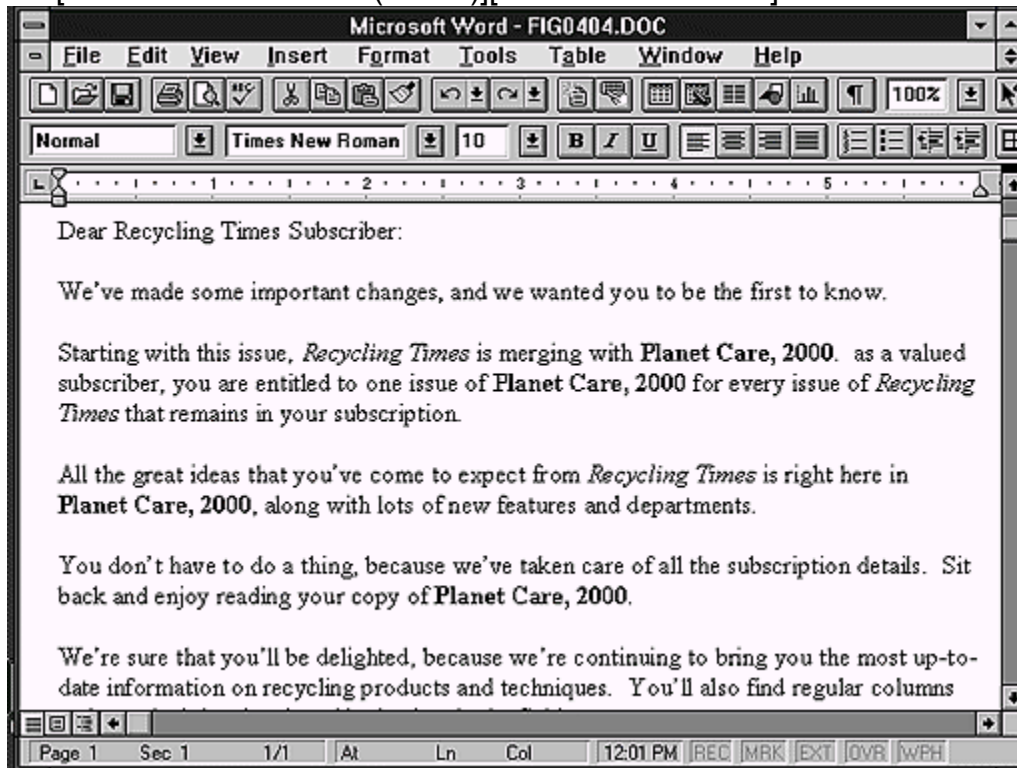
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Go To

Go to **W**hat:

- Page
- Section
- Line
- Bookmark
- Annotation
- Footnote
- Endnote

Enter Page Number: 12

Enter + and - to move relative to the current location. Example: +4 will move forward four items.

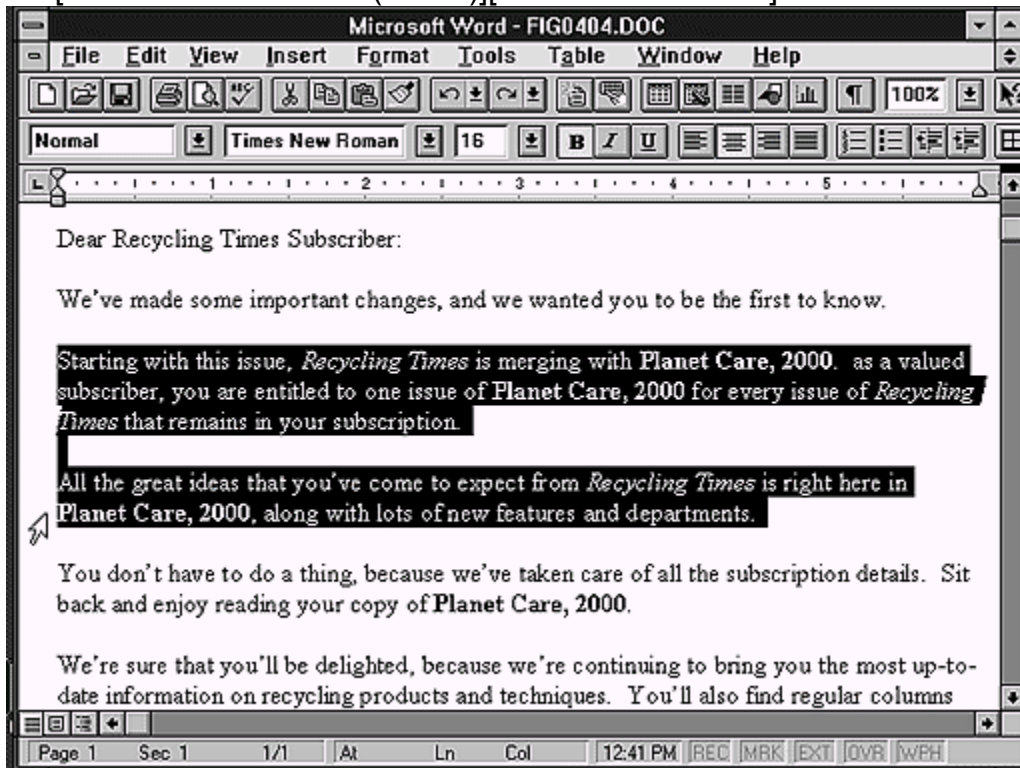
Go To

Previous

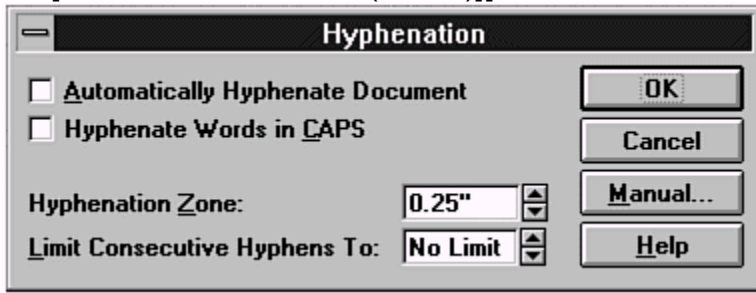
Close

Help

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
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AutoText

Name:
Subscriber

Insert
Cancel
Add
Delete
Help

Make AutoText Entry Available To:
All Documents (Normal.dot)

Selection
Subscriber

In the document, type the AutoText name and press F3.

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

AutoCorrect

Change 'Straight Quotes' to 'Smart Quotes'

Correct TWo INitial CApitals

Capitalize First Letter of Sentences

Capitalize Names of Days

Replace Text as You Type

Replace: With: Plain Text Formatted Text

atuo	auto
------	------

adn	and	↑
don;t	don't	
i	I	
incl	include	
occurence	occurrence	
P.O.	PO	↓

OK

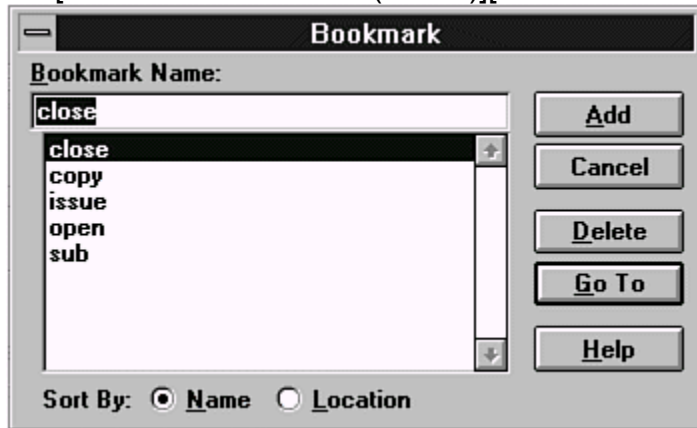
Cancel

Help

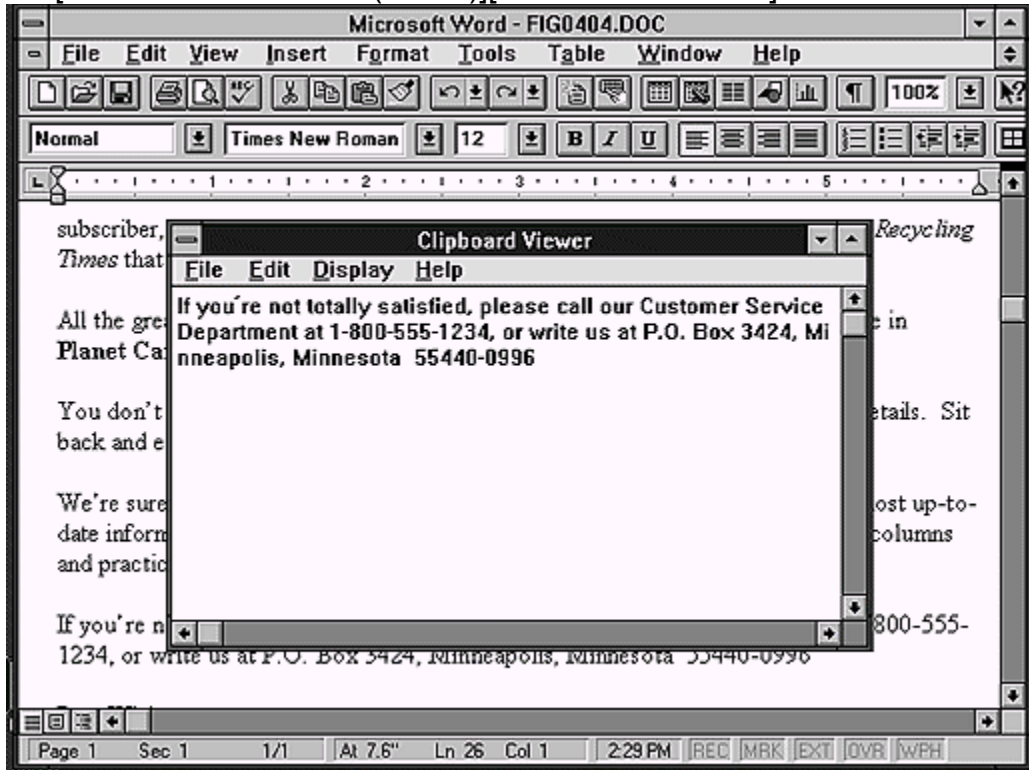
Add

Delete

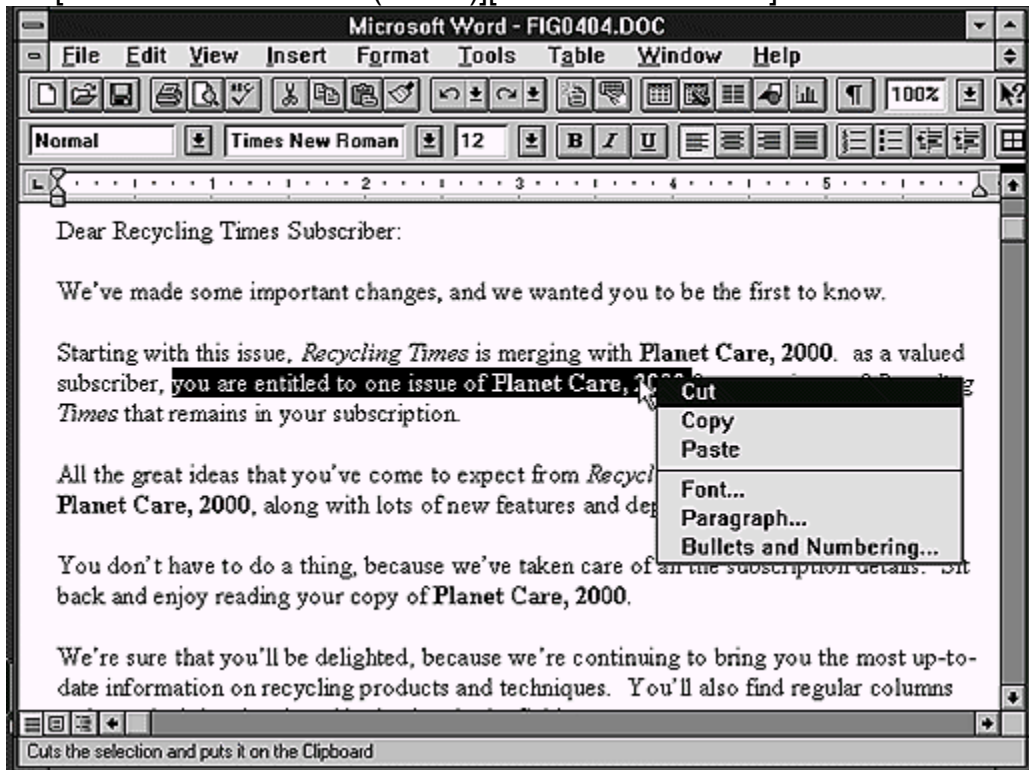
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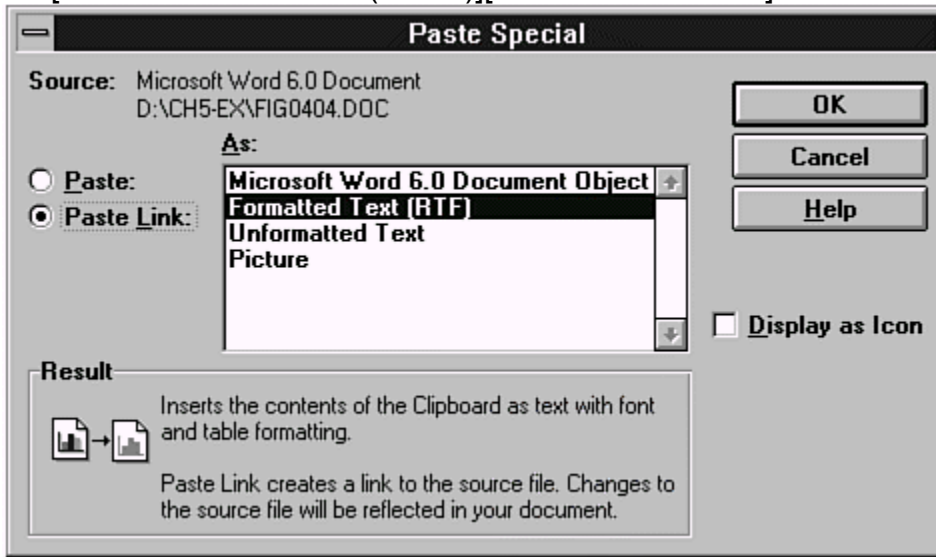
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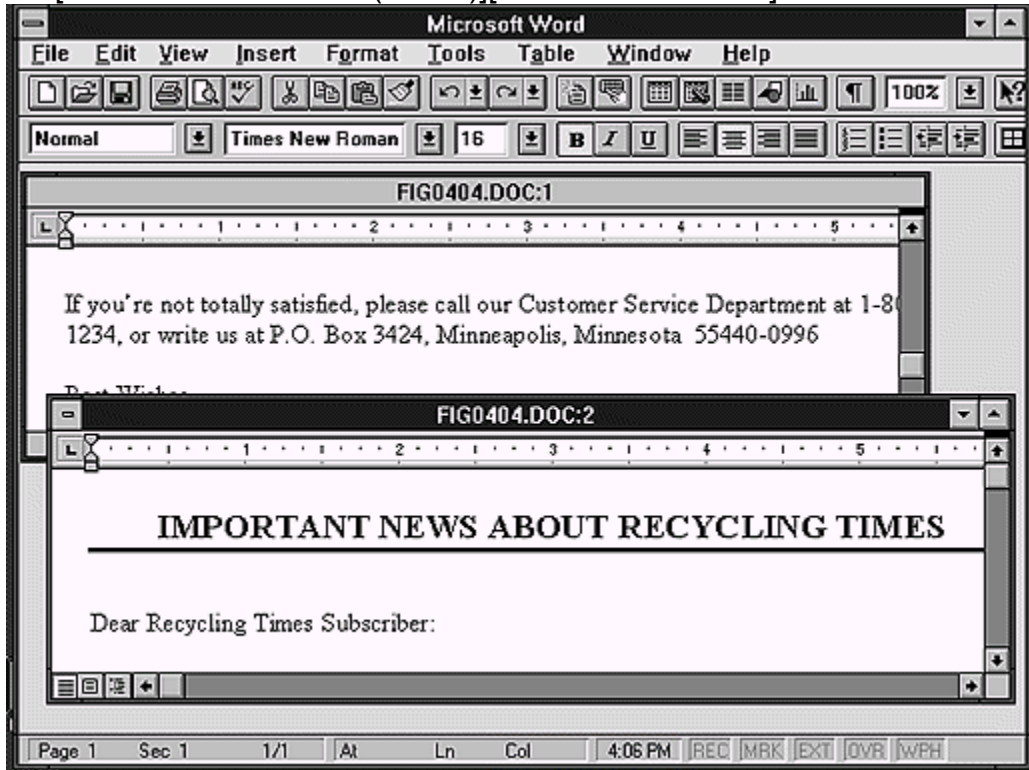
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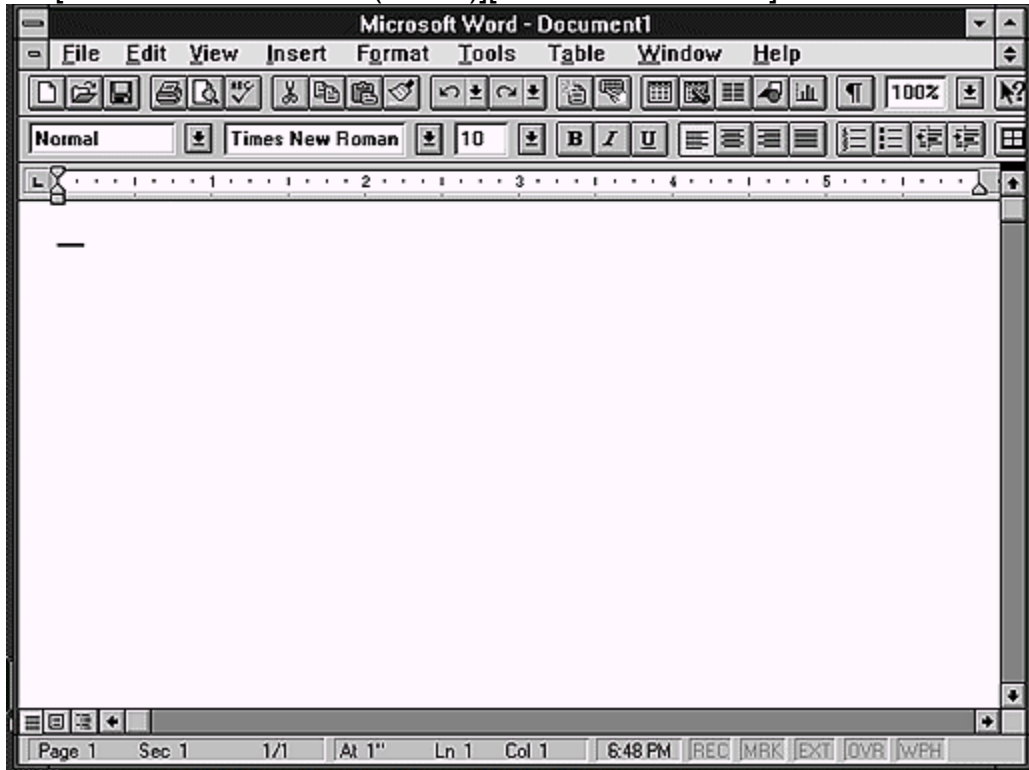
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Microsoft Word - Document2

File Edit View Insert Format Tools Table Window Help

Normal Arial 10 B I U

1 2 3 4 5 6 7

Your Company Name
 Your Company Slogan
 Your Company Street Address
 City, State ZIP
 000.000.0000 Fax: 000.000.0000

INVOICE

INVOICE NO: 0001
 DATE: September 20, 1993

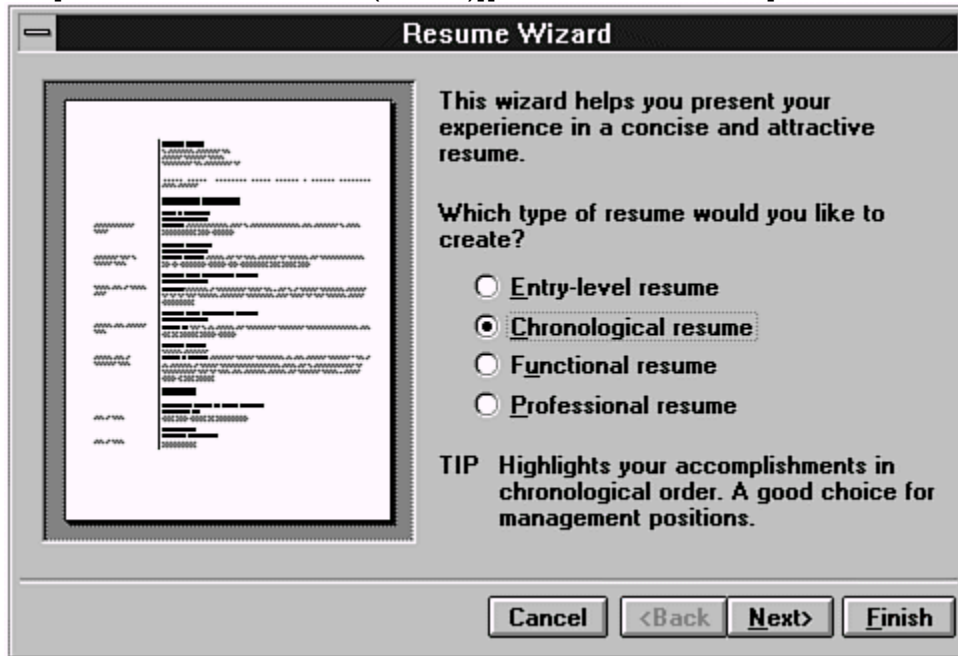
To: Ship To:

SALESPERSON	P.O. NUMBER	DATE SHIPPED	SHIPPED VIA	F.O.B. POINT	TERMS

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT

Enter the billing address

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
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Summary Info

File Name: Document8

Directory:

Title: Office Automation Proposal

Subject: Integration of Microsoft Office

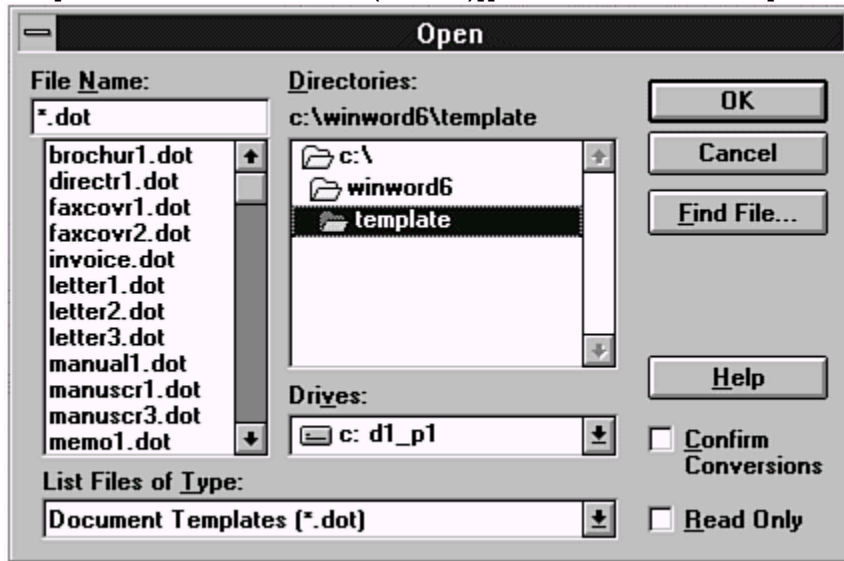
Author: Ron Person

Keywords: Proposal Office Integration

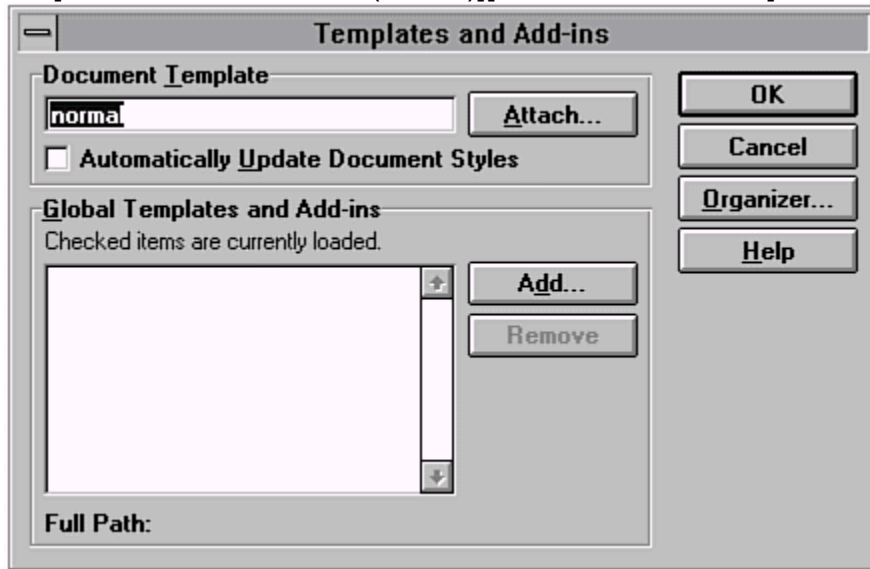
Comments: Description for SynSun on training their internal developers on how to integrate Access, Excel, and Word.

OK
Cancel
Statistics...
Help

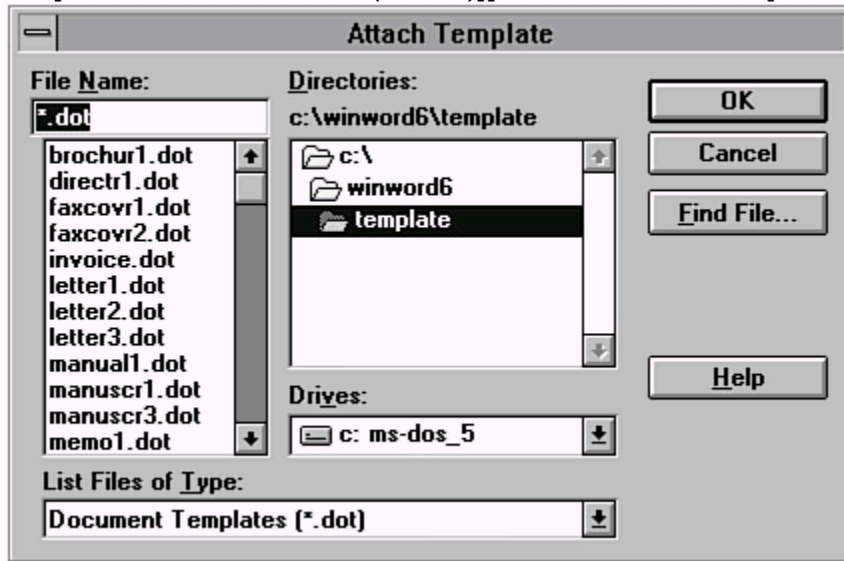
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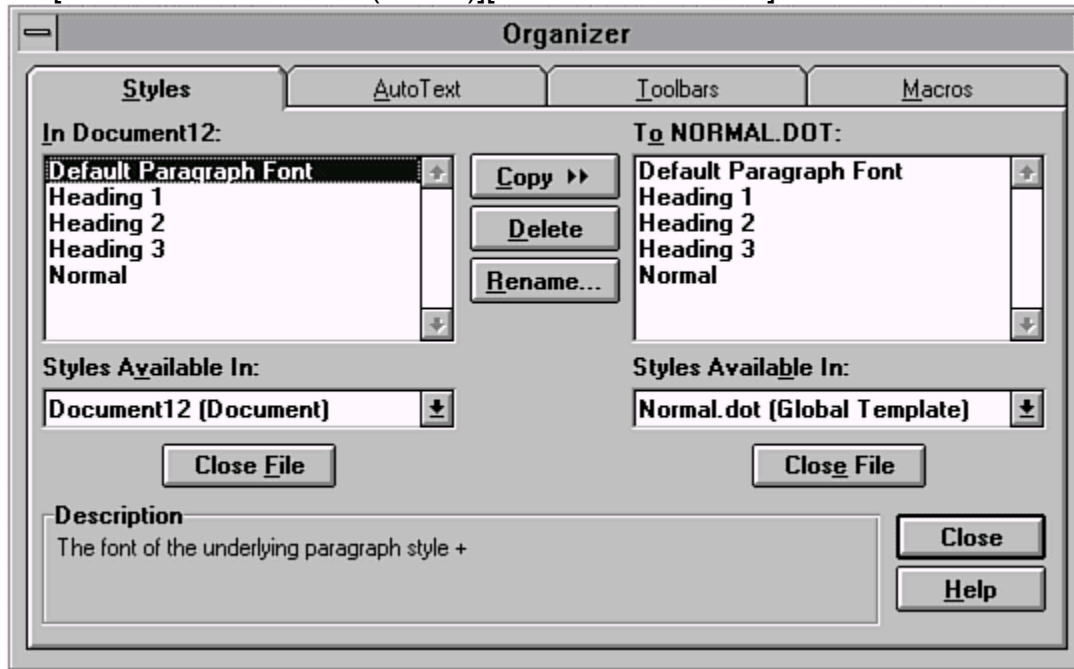
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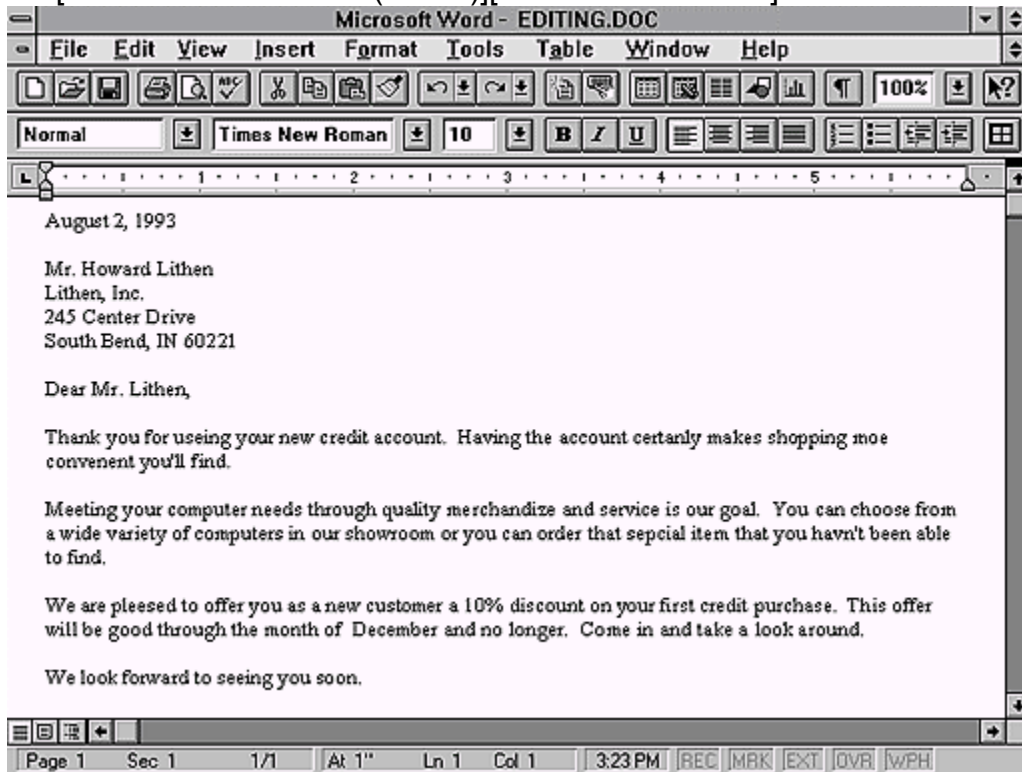
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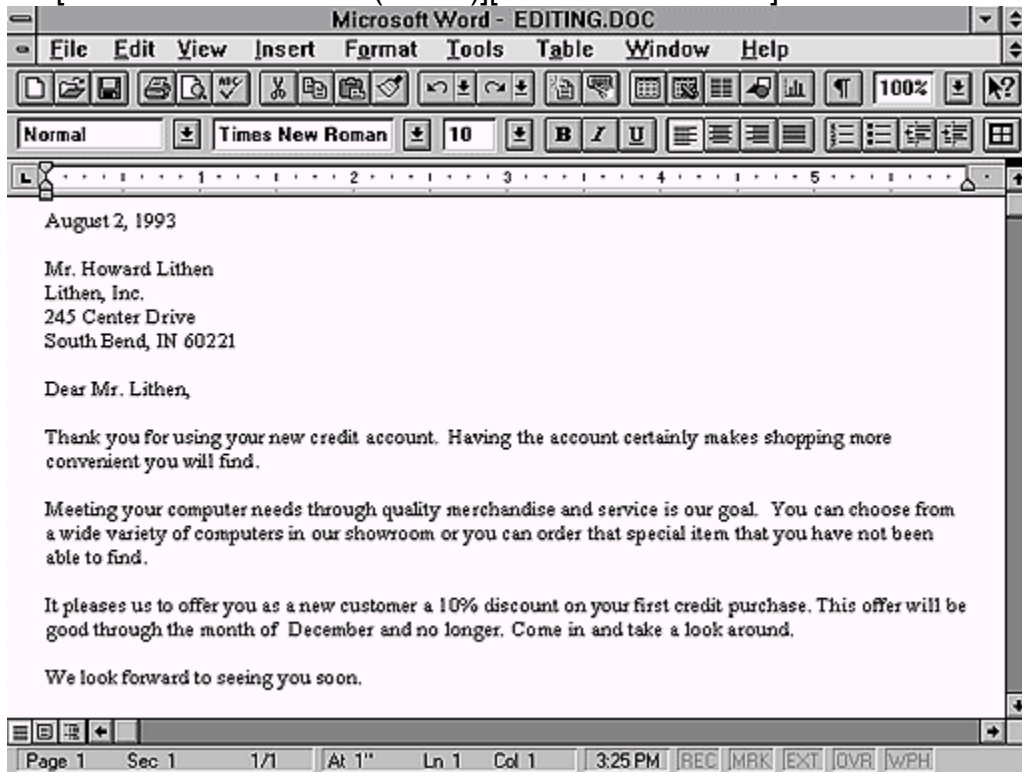
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{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
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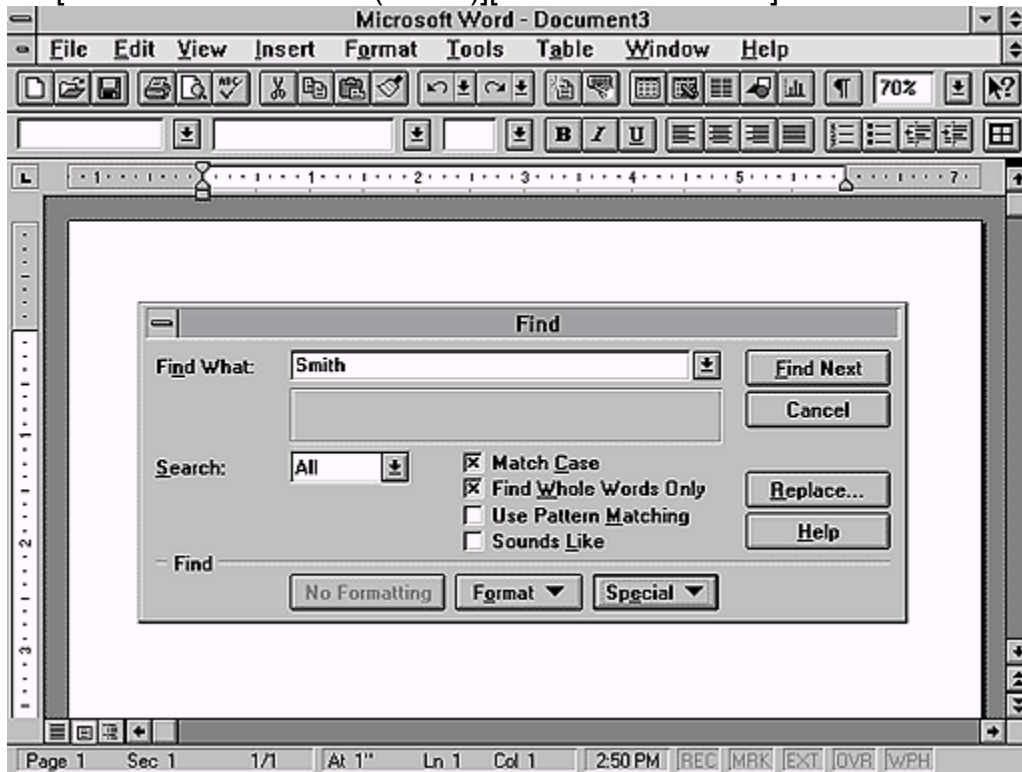


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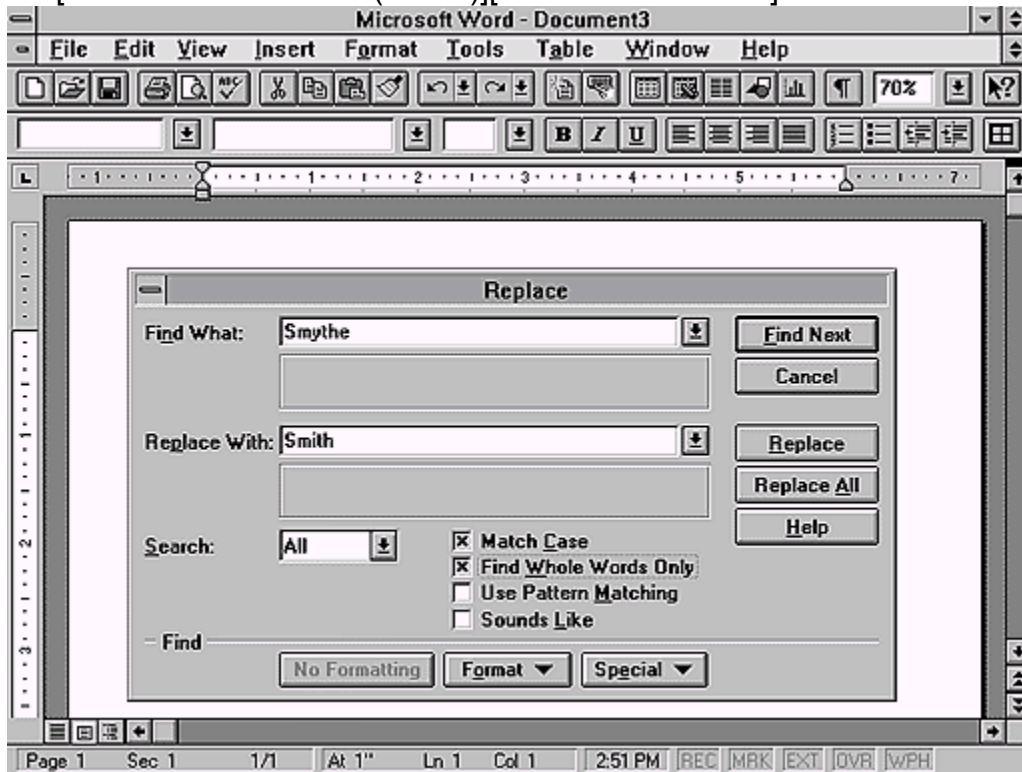
The image shows a standard 'Find' dialog box with the following elements:

- Title Bar:** 'Find' with a close button on the left.
- Find What:** A text input field containing 'Smith' and a dropdown arrow on the right.
- Search:** A dropdown menu set to 'All' with a dropdown arrow on the right.
- Options:** Four checkboxes:
 - Match Case
 - Find Whole Words Only
 - Use Pattern Matching
 - Sounds Like
- Buttons:** 'Find Next', 'Cancel', 'Replace...', and 'Help' are arranged vertically on the right side.
- Bottom Bar:** Three buttons: 'No Formatting', 'Format' (with a dropdown arrow), and 'Special' (with a dropdown arrow).

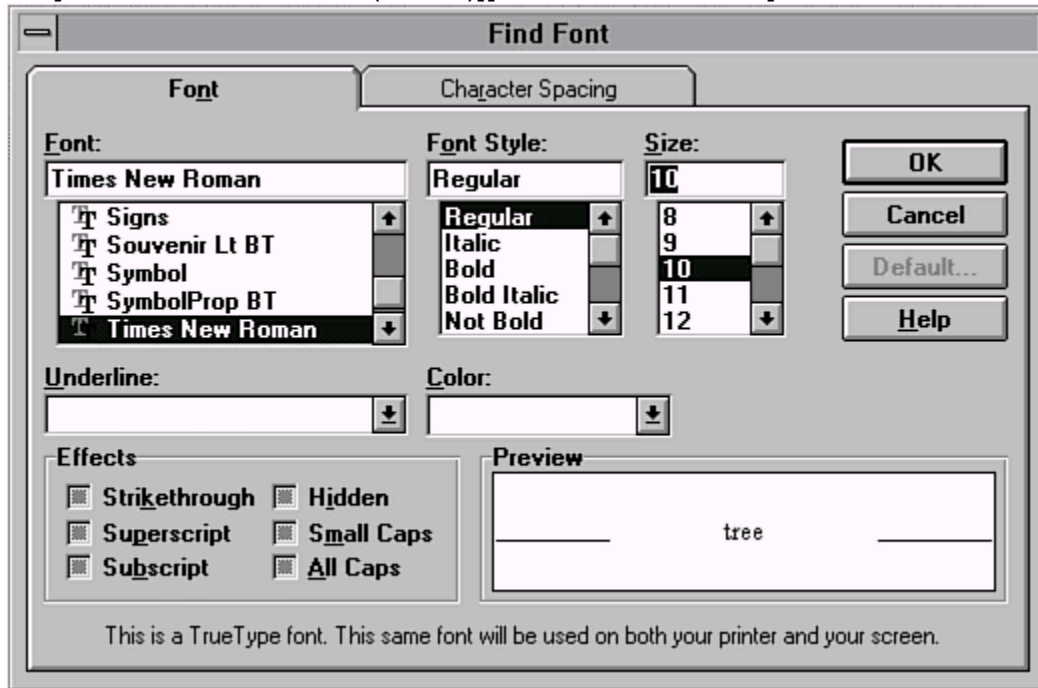
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[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



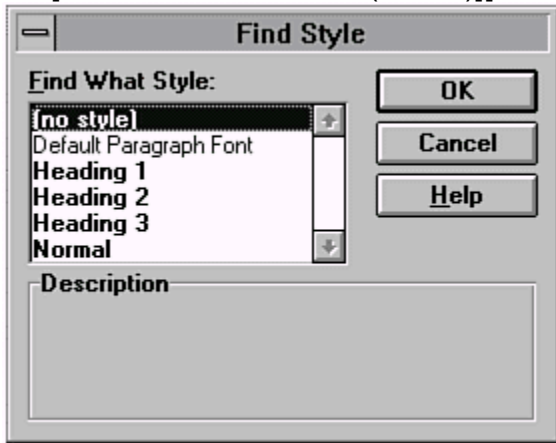
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(` main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

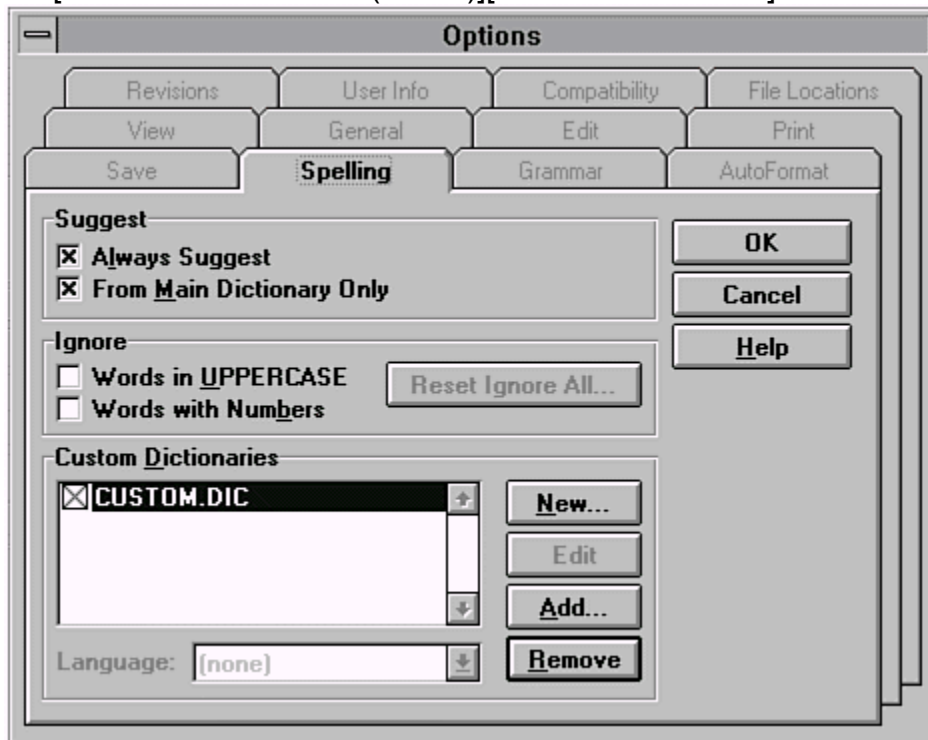


{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

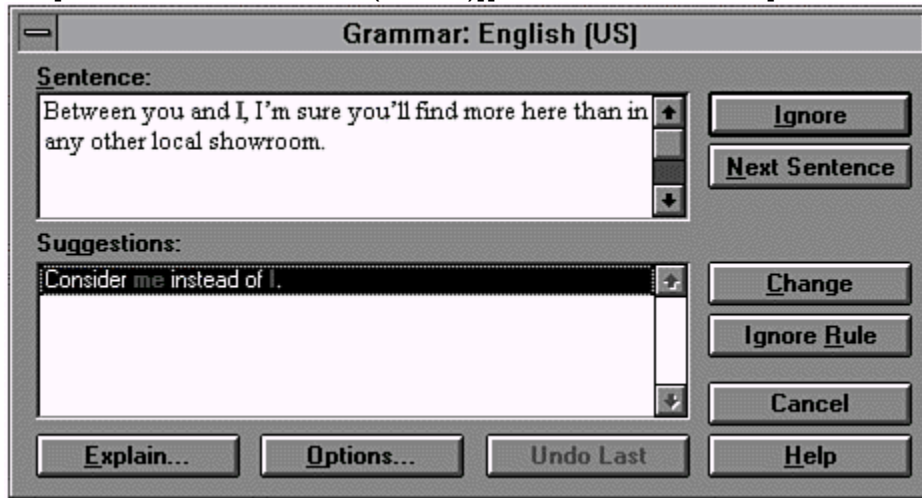


The image shows a standard Windows-style dialog box titled "Spelling: English (US)". It features a "Repeated Word:" field containing the text "third". Below this is a "Change To:" field, which is currently empty. To the right of the "Change To:" field is a list box labeled "Suggestions:", which is also empty. To the right of the list box are six buttons: "Ignore", "Ignore All", "Delete", "Delete All", "Add", and "Suggest". Below the list box is a dropdown menu labeled "Add Words To:" with "CUSTOM.DIC" selected. At the bottom of the dialog are five buttons: "AutoCorrect", "Options...", "Undo Last", "Cancel", and "Help".

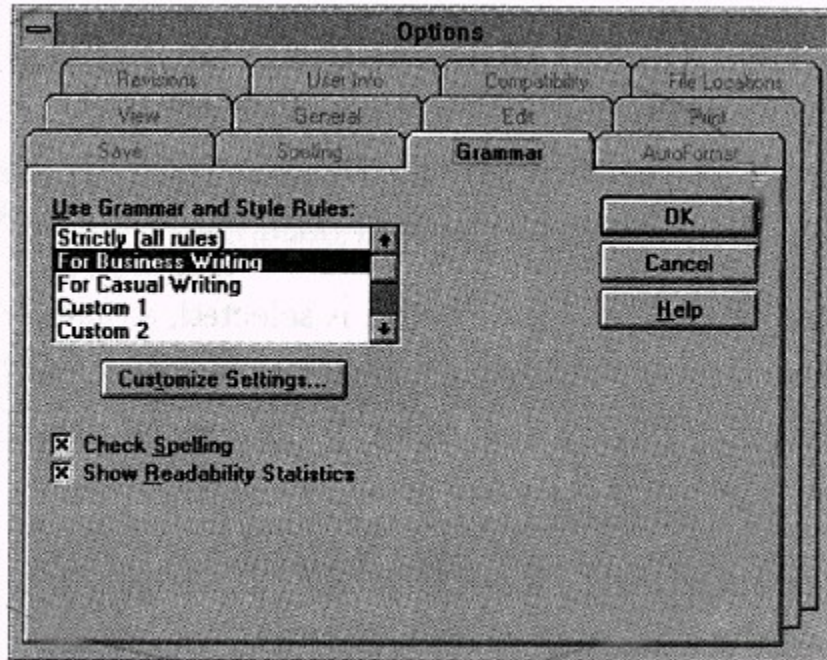
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(' main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



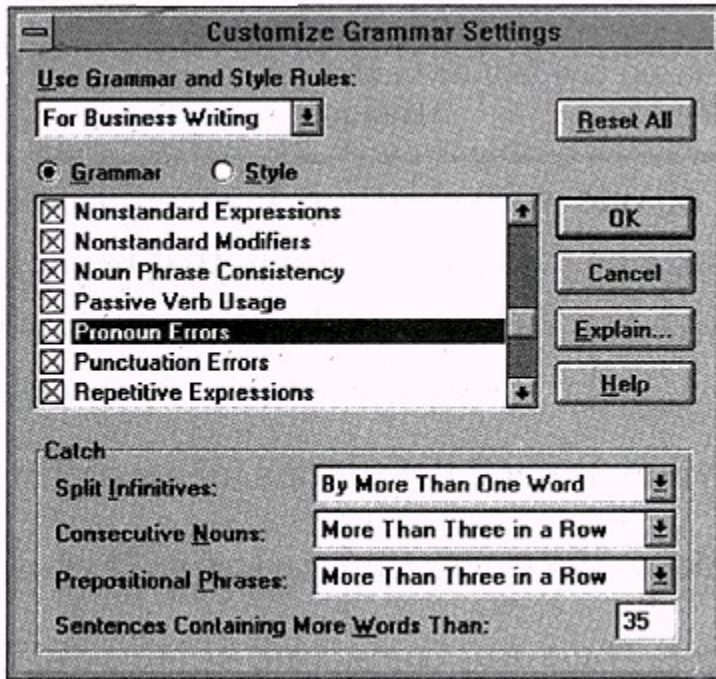
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



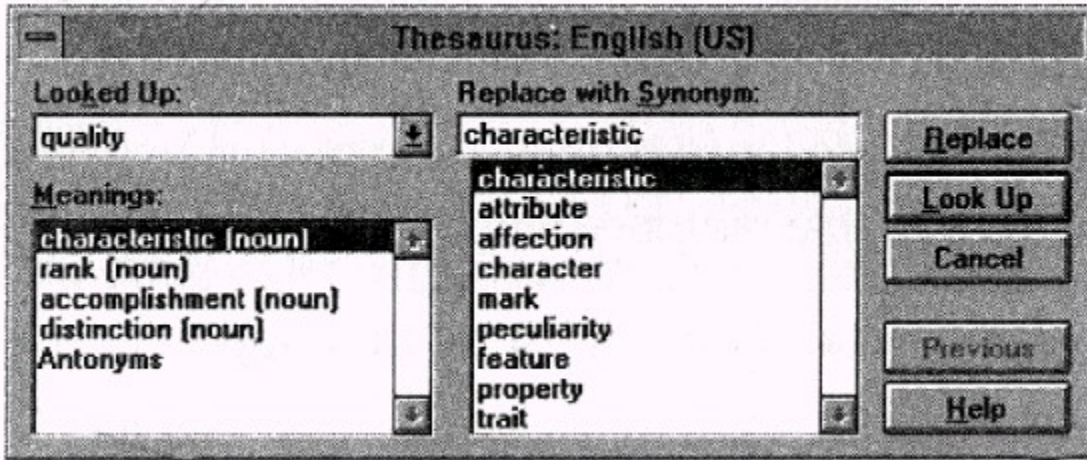
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



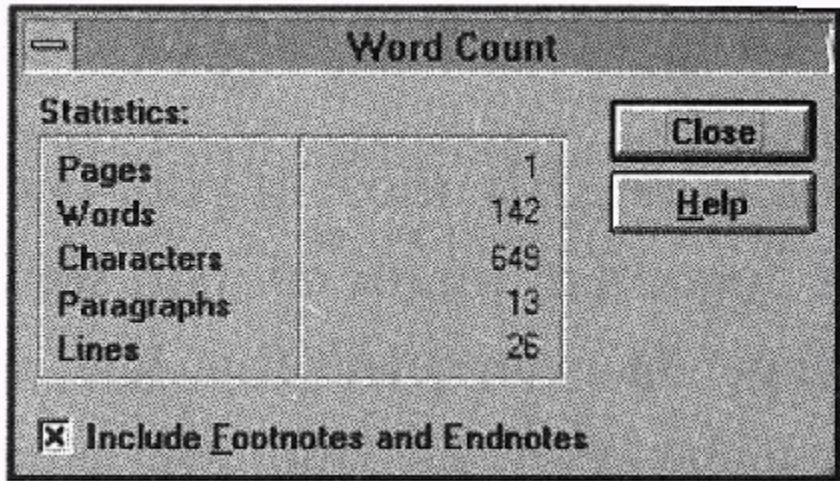
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



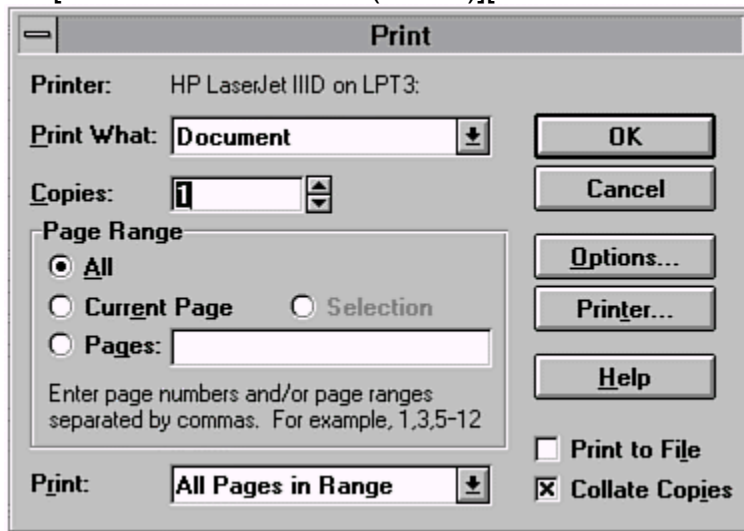
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



The image shows a standard Windows-style print dialog box. At the top, the printer is identified as 'HP LaserJet IIID on LPT3:'. Below this, the 'Print What:' dropdown is set to 'Document'. The 'Copies:' spinner is set to 1. The 'Page Range' section has three radio buttons: 'All' (selected), 'Current Page', and 'Selection'. There is an empty text field for 'Pages:'. A note below the radio buttons reads: 'Enter page numbers and/or page ranges separated by commas. For example, 1,3,5-12'. At the bottom left, the 'Print:' dropdown is set to 'All Pages in Range'. On the right side, there are several buttons: 'OK', 'Cancel', 'Options...', 'Printer...', and 'Help'. At the bottom right, there are two checkboxes: 'Print to File' (unchecked) and 'Collate Copies' (checked).

Print

Printer: HP LaserJet IIID on LPT3:

Print What: Document

Copies: 1

Page Range

All

Current Page Selection

Pages:

Enter page numbers and/or page ranges separated by commas. For example, 1,3,5-12

Print: All Pages in Range

Print to File

Collate Copies

OK

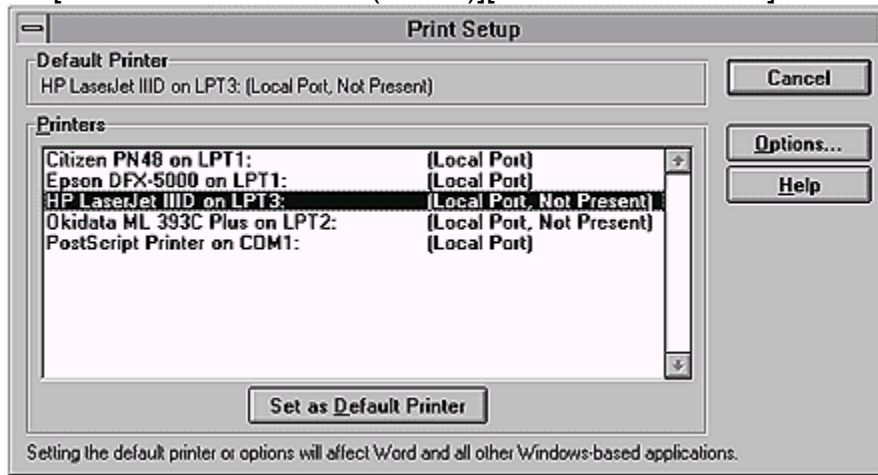
Cancel

Options...

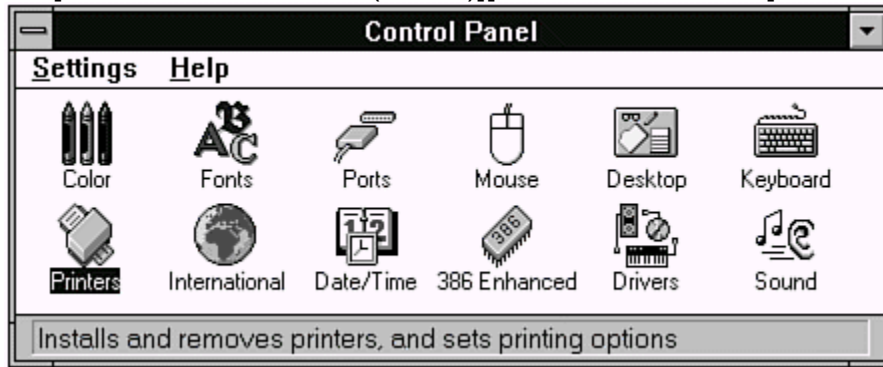
Printer...

Help

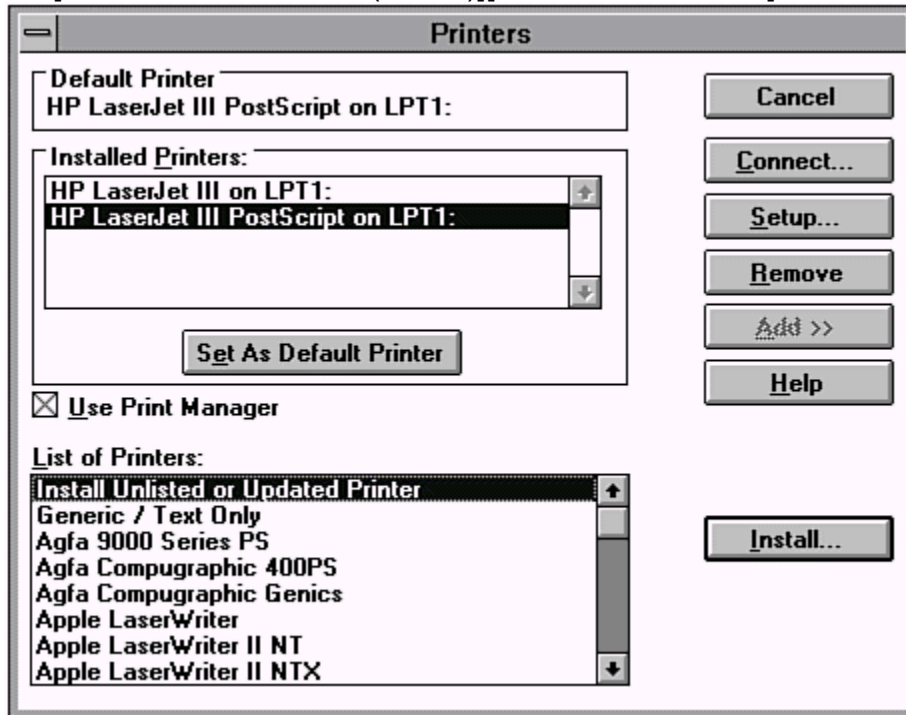
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Setup: HP LaserJet III on LPT1:

Paper Size: Letter 8 ½ x 11 in

Paper Source: Upper Tray

Graphics Resolution: 300 dots per inch

Copies: 1

Memory: 1 MB

PageProtection:

Orientation

Portrait

Landscape

Cartridges (2 max)

None

Z: Microsoft 1A

HP: Bar Codes & More

HP: Forms, Etc.

HP: Global Text

OK

Cancel

Options...

Fonts...

Help

About

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(' main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

The image shows a standard Windows-style dialog box titled "Options". It contains several sections for configuring print settings:

- Print To:** A group box containing two radio buttons: "Printer" (selected) and "Encapsulated PostScript File". Below the radio buttons is a text field labeled "Name:".
- Margins:** A group box containing two radio buttons: "Default" (selected) and "None".
- Scaling (%):** A text field containing the value "100".
- Color:** A checkbox labeled "Color" which is currently unchecked.
- Send Header with Each Job:** A checkbox labeled "Send Header with Each Job" which is checked.

On the right side of the dialog, there are five buttons: "OK", "Cancel", "Advanced...", "Send Header...", and "Help".

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

TrueType Fonts Send to Printer as: <input type="text" value="Adobe Type 1"/> <input type="button" value="v"/> <input type="checkbox"/> Use Printer Fonts for all TrueType Fonts <input checked="" type="checkbox"/> Use Substitution Table <input type="button" value="Edit Substitution Table ..."/>	<input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Defaults"/> <input type="button" value="Help"/>
Memory Virtual Memory (KB): <input type="text" value="168"/> <input type="checkbox"/> Clear Memory per Page	
Graphics Resolution (DPI) <input type="text" value="300"/> <input type="button" value="v"/> Halftone Frequency <input type="text" value="60.0"/> Halftone Angle <input type="text" value="45.0"/> <input type="checkbox"/> Negative Image <input type="checkbox"/> Mirror <input type="checkbox"/> All Colors to Black <input checked="" type="checkbox"/> Compress Bitmaps <input type="checkbox"/> Conform to Adobe Document Structuring Convention <input checked="" type="checkbox"/> Print PostScript Error Information	

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Microsoft Word - RLNEWS04.DOC (Preview)

File Edit View Insert Format Tools Table Window Help

31% Close

1 1 2 3 4 5 6 7



ReLeaf NEWS

*** A Shade Better ***

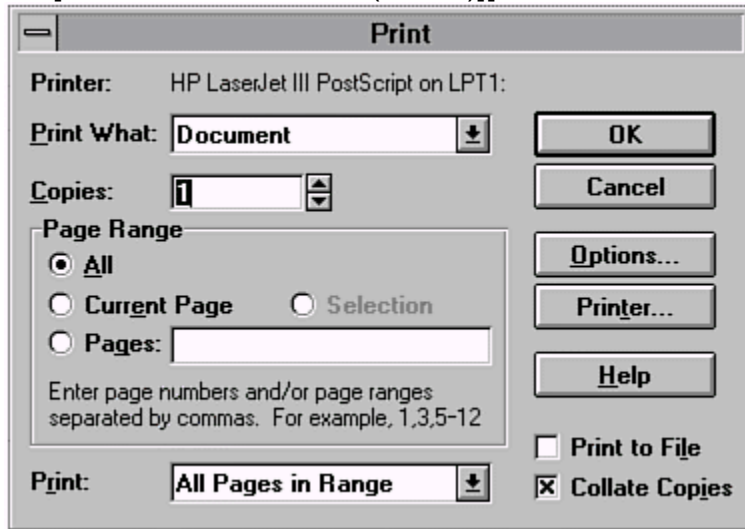
Free Trees!

Free Spring Training

Job-Job

Page 2 Sec 3 2/3 At 6.7" Ln 127 Col 2 1:33 PM REC MRK EXT QVR WPH

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



The image shows a standard Windows-style print dialog box. At the top, the printer is identified as 'HP LaserJet III PostScript on LPT1:'. Below this, the 'Print What:' dropdown is set to 'Document'. The 'Copies:' spinner is set to 1. The 'Page Range' section has three radio buttons: 'All' (selected), 'Current Page', and 'Selection'. Below these is a text field for 'Pages:' with the instruction: 'Enter page numbers and/or page ranges separated by commas. For example, 1,3,5-12'. At the bottom, the 'Print:' dropdown is set to 'All Pages in Range'. On the right side, there are buttons for 'OK', 'Cancel', 'Options...', 'Printer...', and 'Help'. At the bottom right, there are two checkboxes: 'Print to File' (unchecked) and 'Collate Copies' (checked).

Print

Printer: HP LaserJet III PostScript on LPT1:

Print What: Document

Copies: 1

Page Range

All

Current Page Selection

Pages:

Enter page numbers and/or page ranges separated by commas. For example, 1,3,5-12

Print: All Pages in Range

Print to File

Collate Copies

OK

Cancel

Options...

Printer...

Help

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Print

Printer: HP LaserJet IIID on LPT3:

Print What: **Document** [v]

Copies: **1** [v]

Page Range

All

Current Page Selection

Pages: **1,3-9,15-19,23**

Enter page numbers and/or page ranges separated by commas. For example, 1,3,5-12

Print: **All Pages in Range** [v]

Print to File

Collate Copies

OK

Cancel

Options...

Printer...

Help

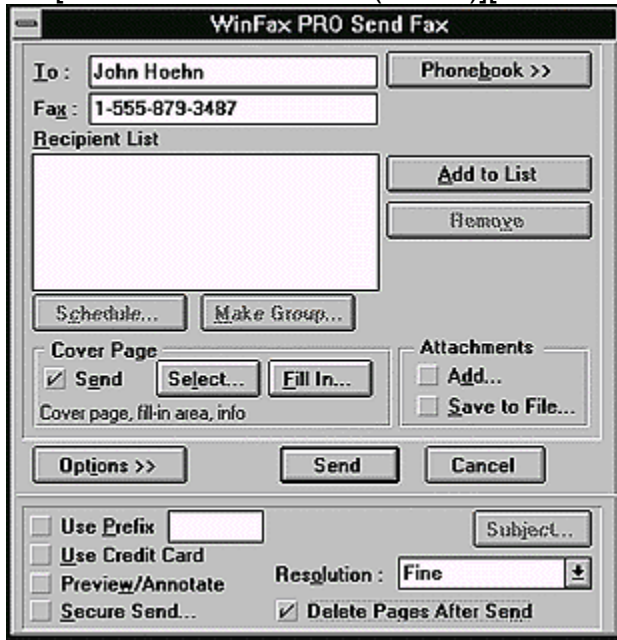
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



The image shows a screenshot of the "WinFax PRO Send Fax" dialog box. The window title is "WinFax PRO Send Fax". It contains several sections for configuring a fax:

- To:** John Hoehn (with a "Phonebook >>" button)
- Fax:** 1-555-879-3487
- Recipient List:** An empty list box with "Add to List" and "Remove" buttons.
- Buttons:** "Schedule...", "Make Group...", "Options >>", "Send", and "Cancel".
- Cover Page:** A section with a checked "Send" checkbox, "Select..." and "Fill In..." buttons, and the text "Cover page, fill-in area, info".
- Attachments:** A section with "Add..." and "Save to File..." checkboxes.
- Options:** A section with checkboxes for "Use Prefix", "Use Credit Card", "Preview/Annotate", and "Secure Send...". It also includes a "Subject..." button, a "Resolution:" dropdown menu set to "Fine", and a checked "Delete Pages After Send" checkbox.

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Health insurance letter

Edit Help


Send Check Names Attach Options Address Cancel

To: James Henley

Cc: Agnes Bowen

Subject: Health insurance letter

Jim, if you could give me your comments on this by Friday, I'd appreciate it.

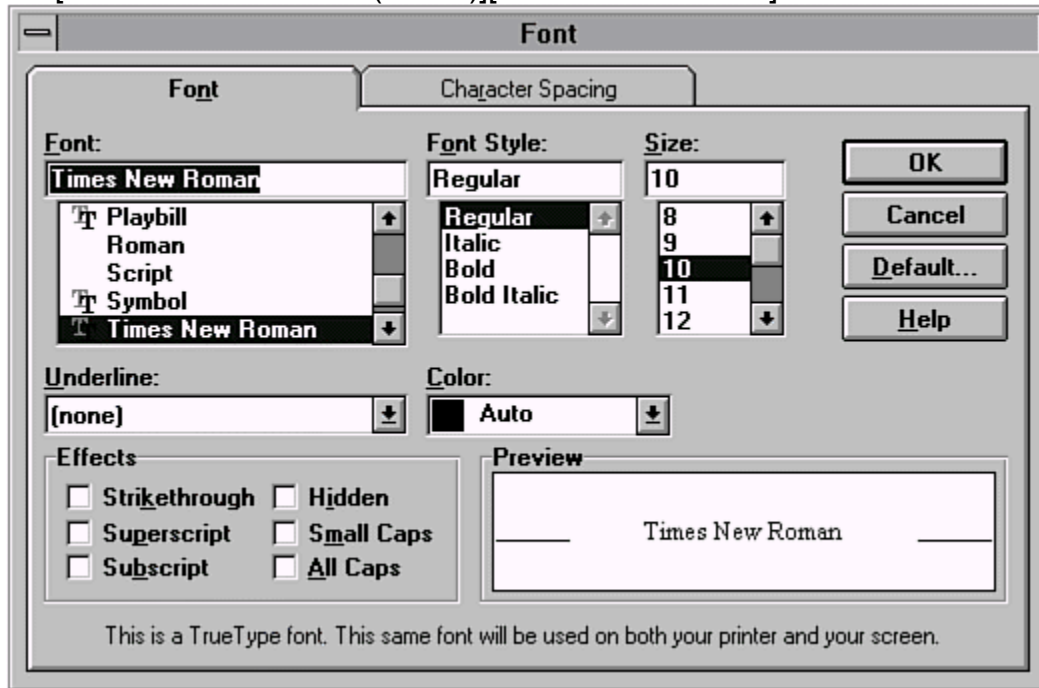

HINS.DOC

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

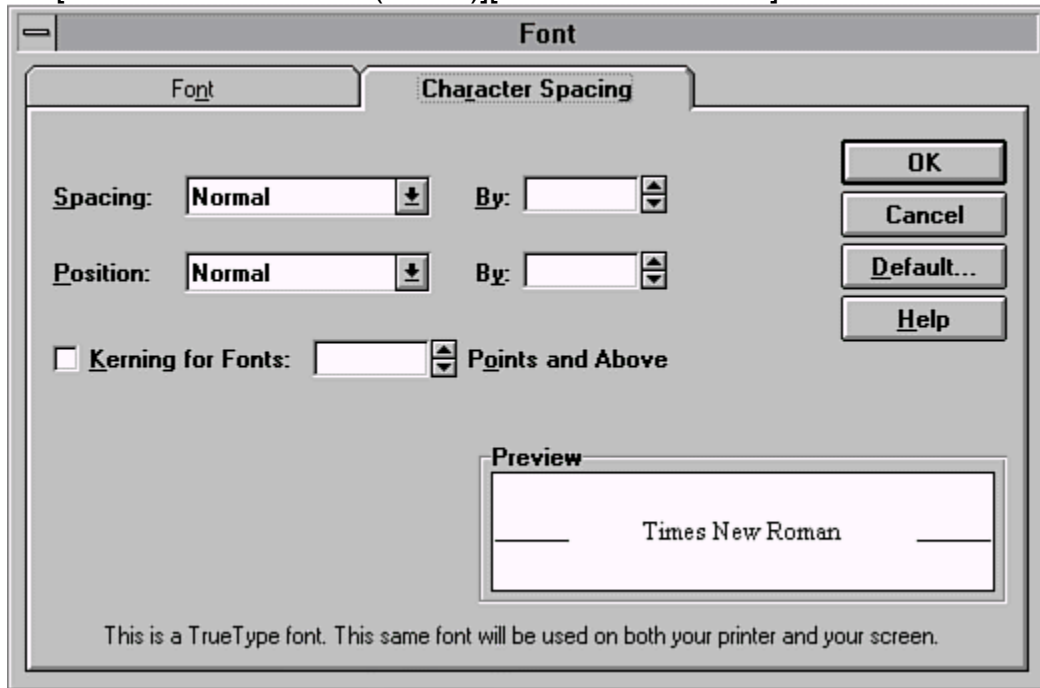
Formatting Characters

You have many options for formatting characters. You can **change the font** and **font size** of your text. You can also apply different font styles, such as **bold** and *italic*. There are several special effects to choose from, including ~~strikethrough~~, ^{superscript}, _{subscript}, and SMALL CAPS. You can also raise text and lower text, and condense and expand the spacing between characters.

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Times Roman

Helvetica

Palatino

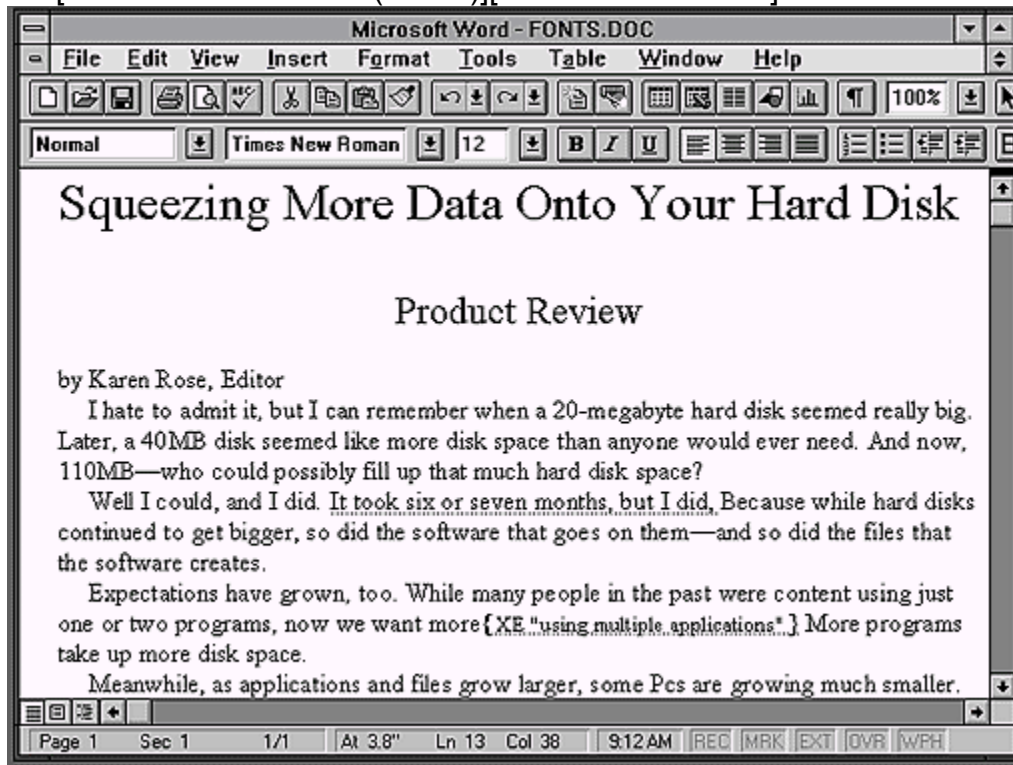
Bookman

Zapf Chancery

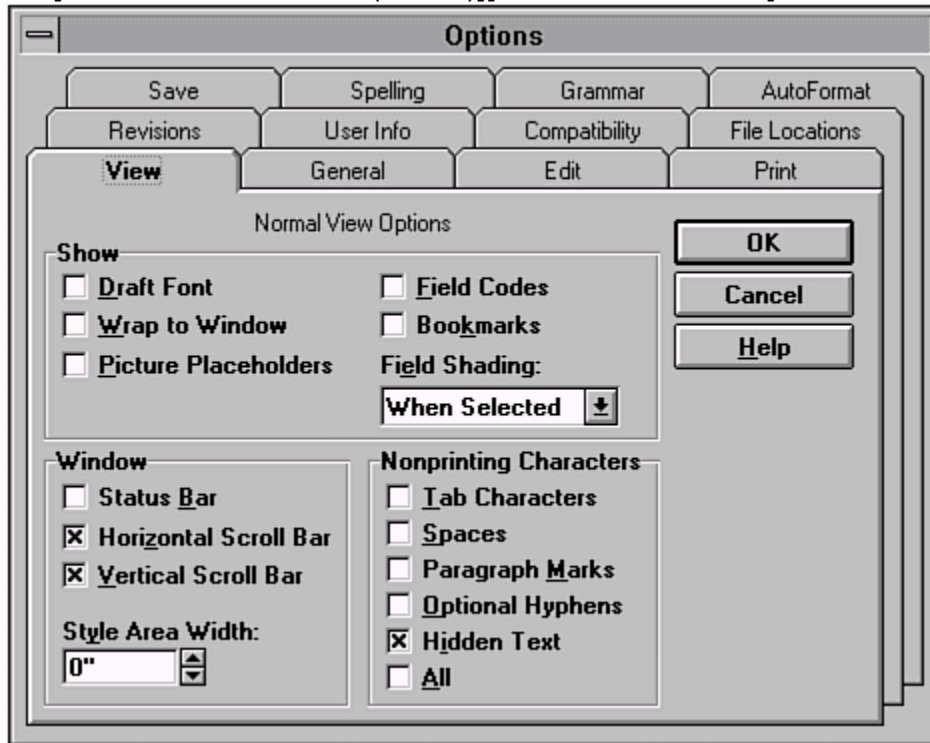
Script

Symbol: σ ψ μ β ο λ

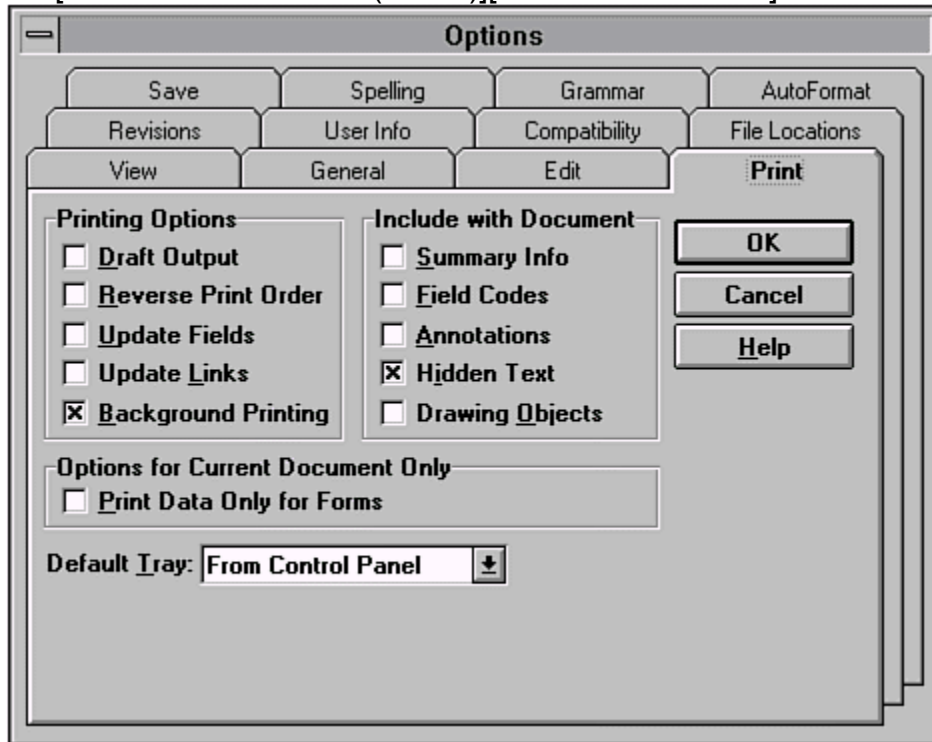
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(' main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



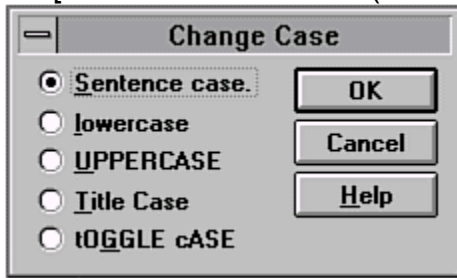
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

This text is condensed by 1 point

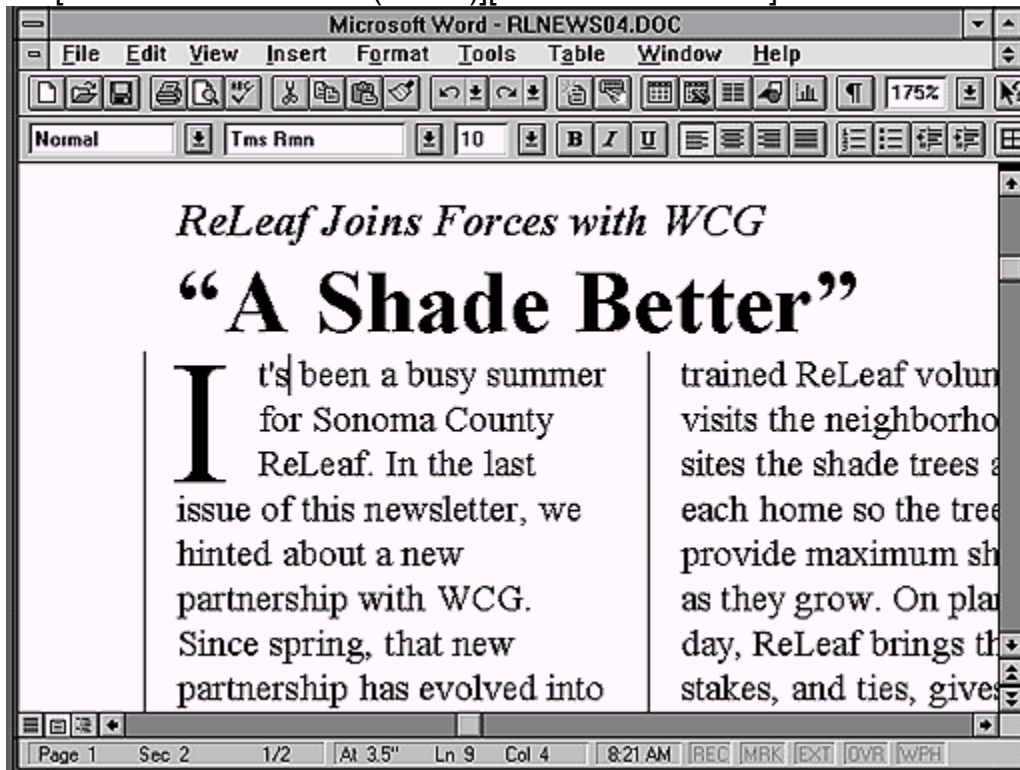
This text is expanded by 3 points.

Letter pairs that might need kerning:	AV	Ty	Pd
After kerning:	AV	Ty	Pd

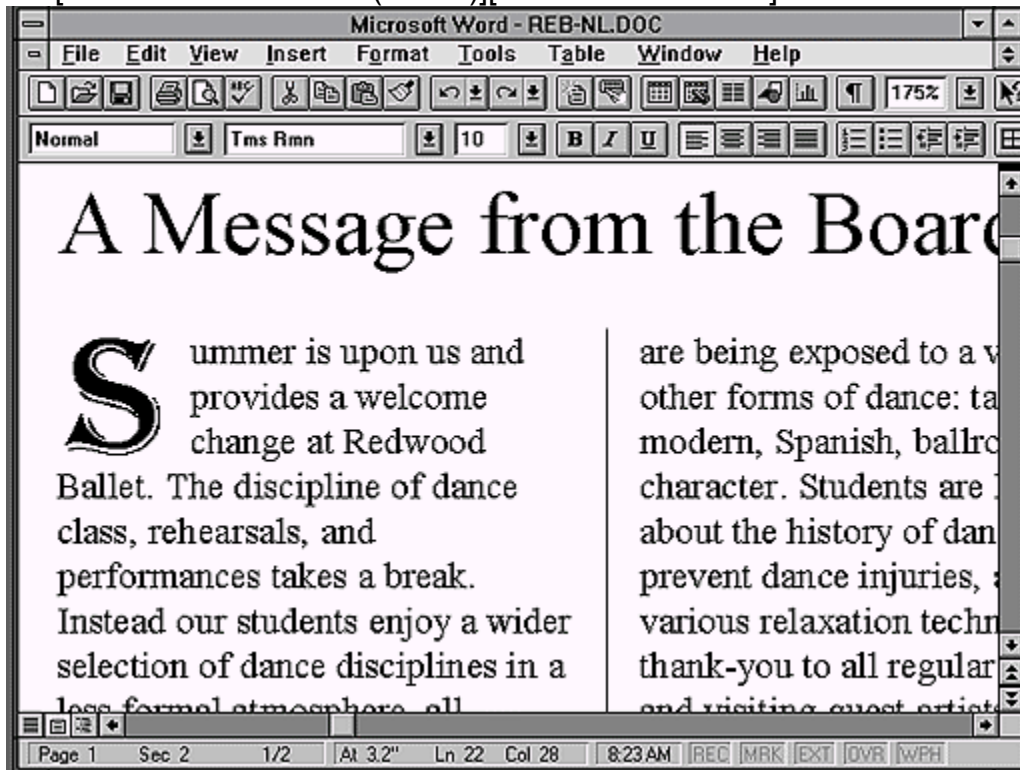
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



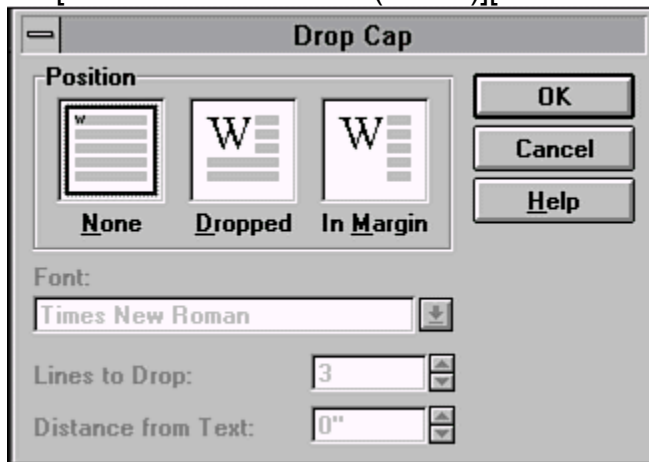
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



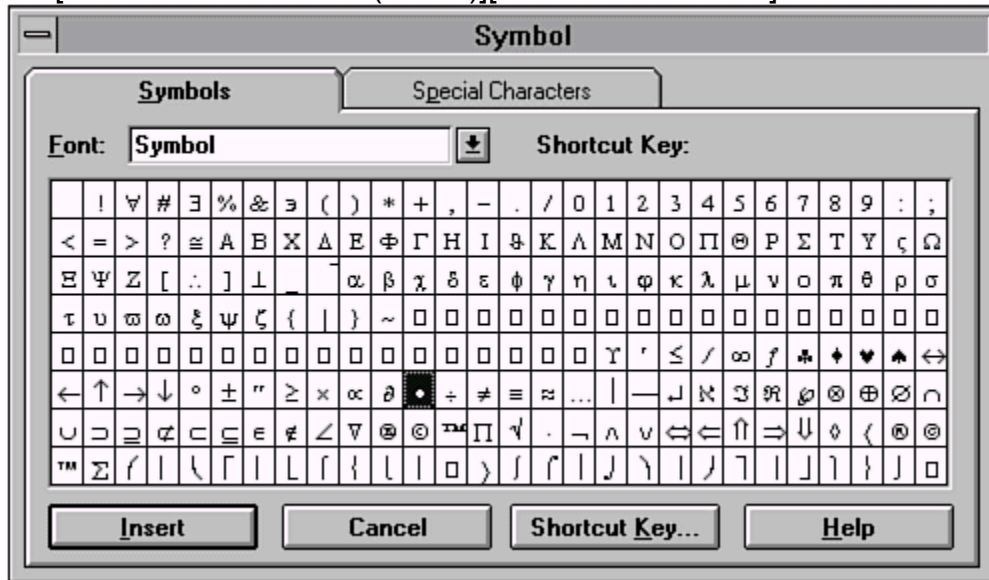
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



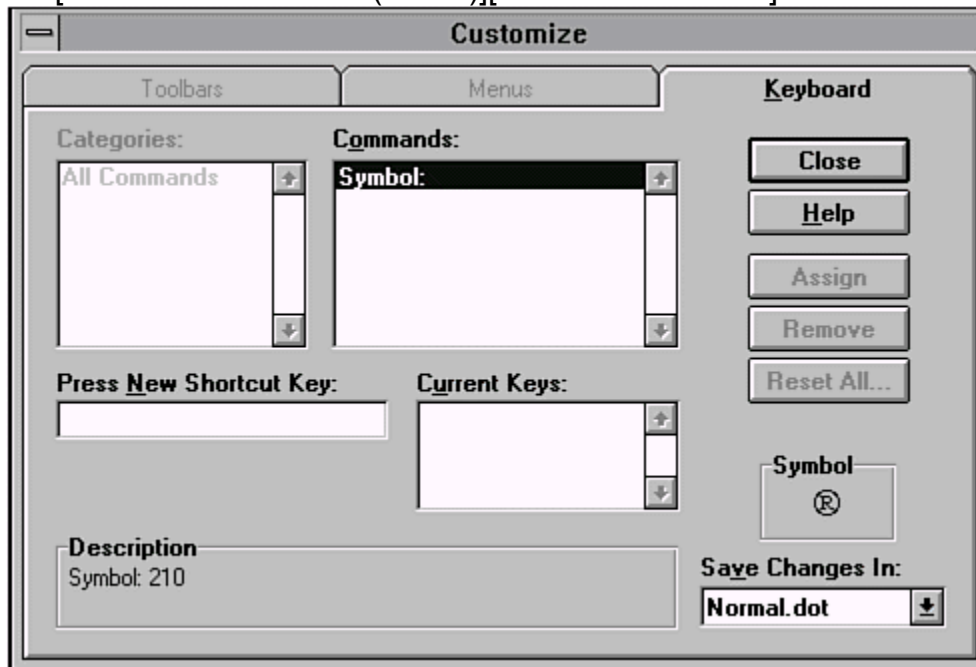
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



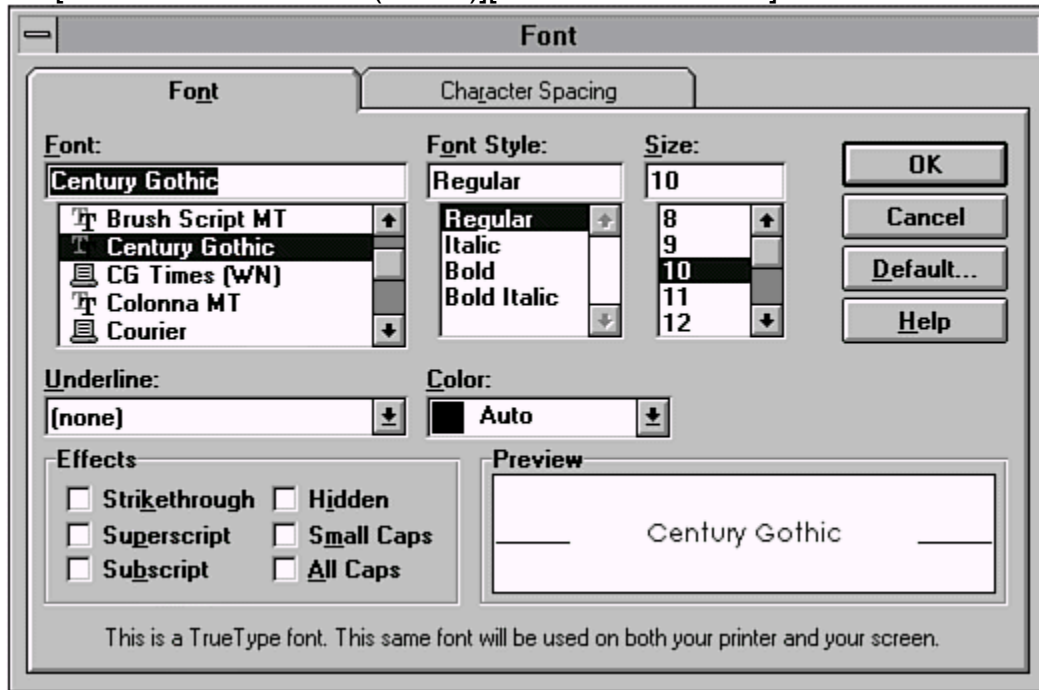
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-/H25/W200/B2TLBR/ACC/D2]}



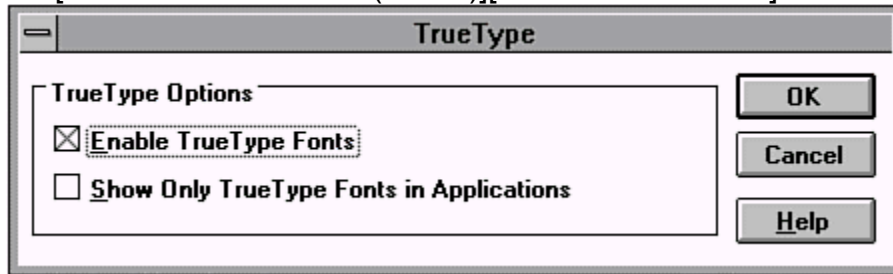
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



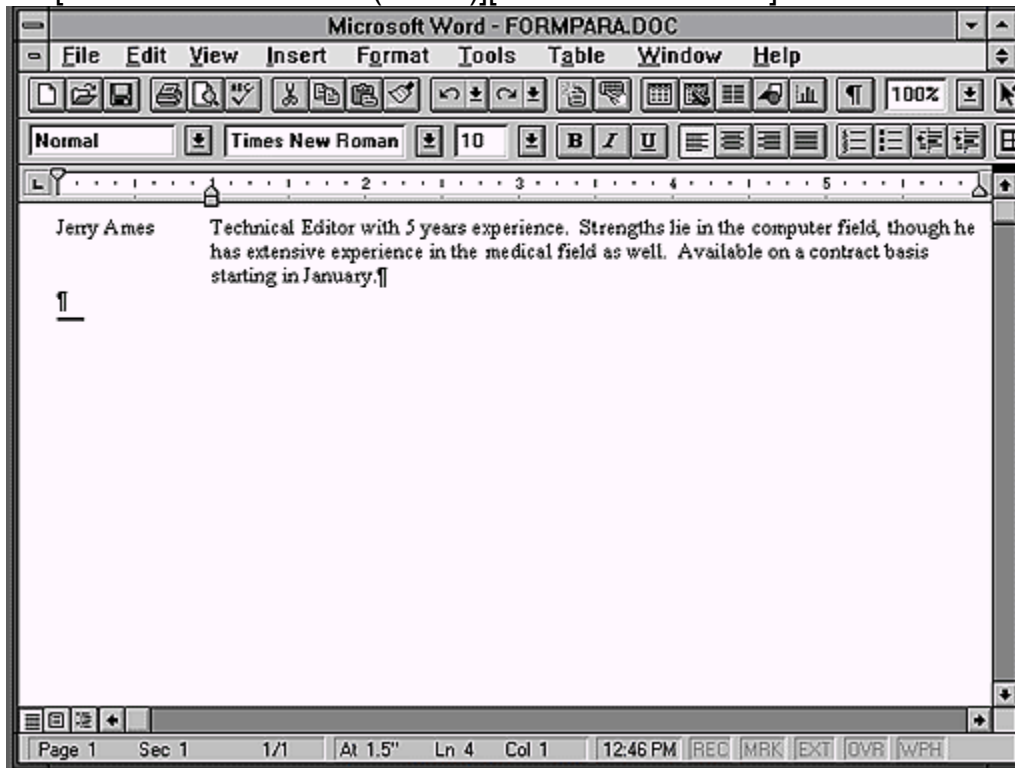
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



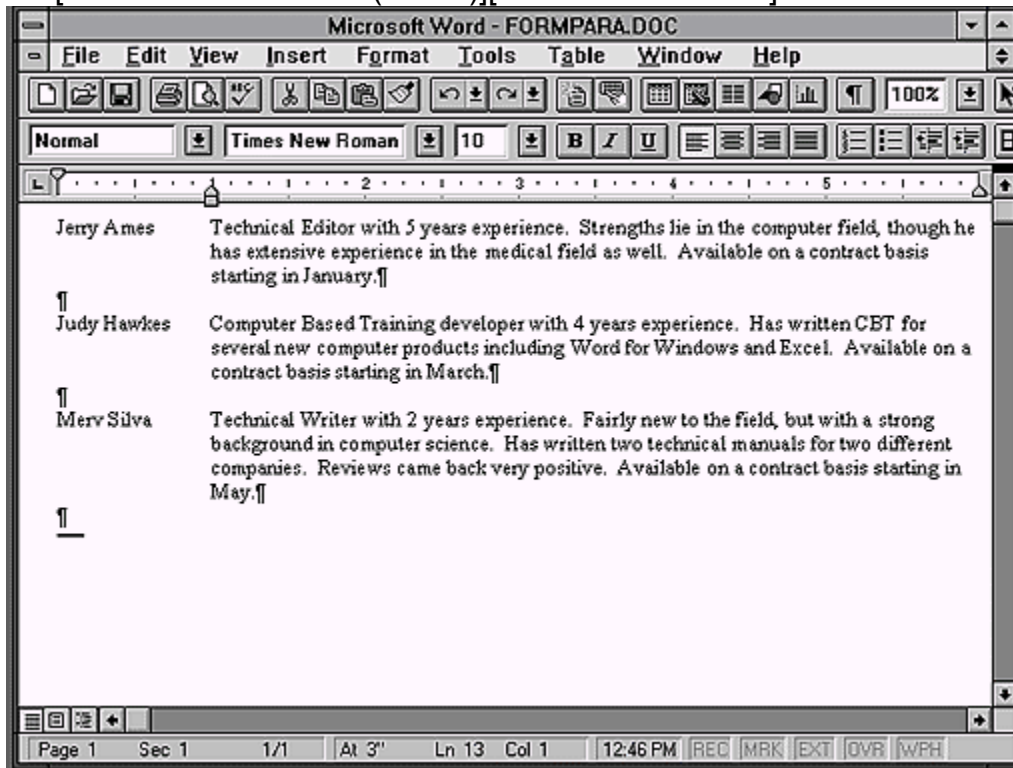
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



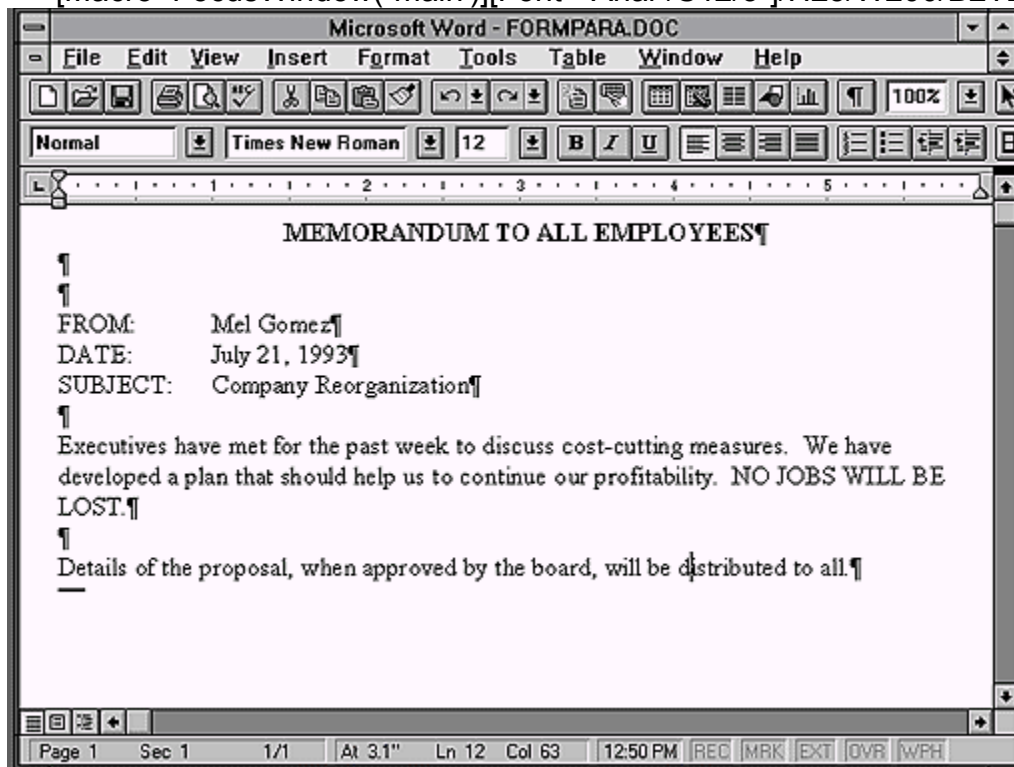
{ewc TSTOOLS2, TsButton2, "Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



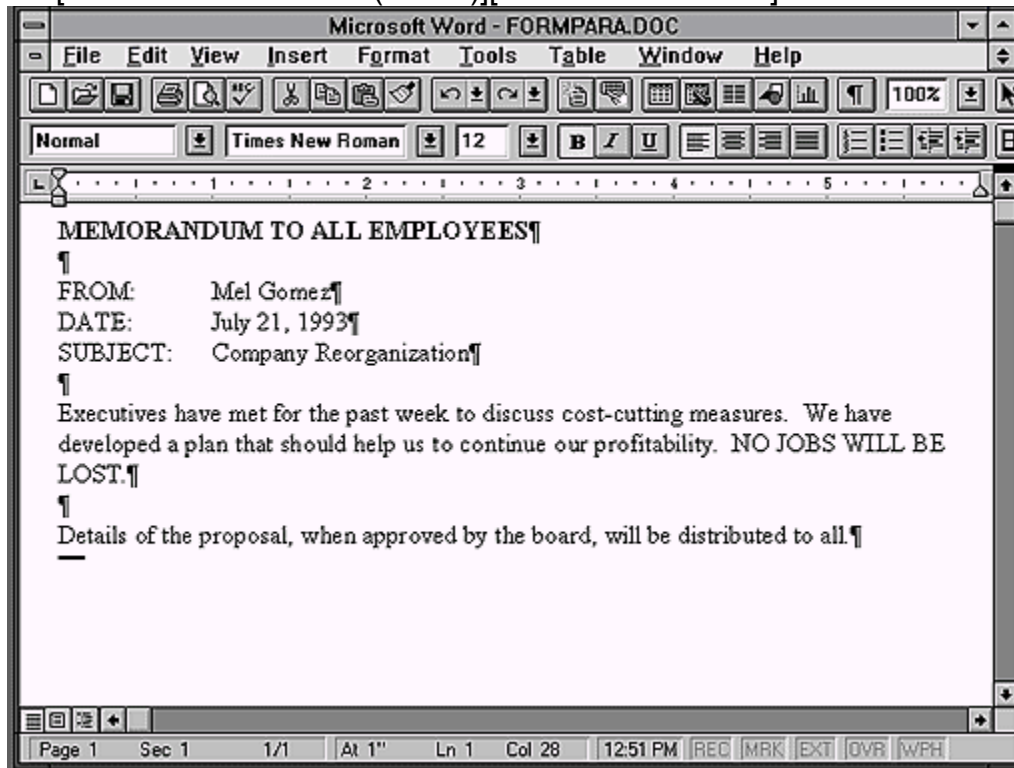
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



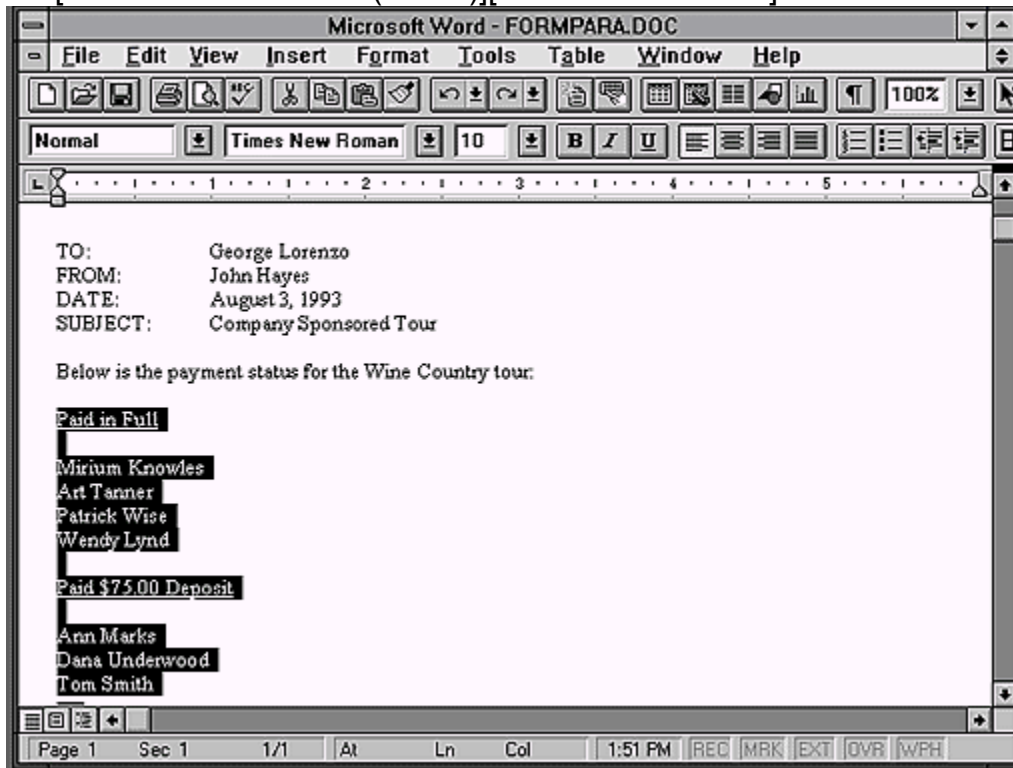
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



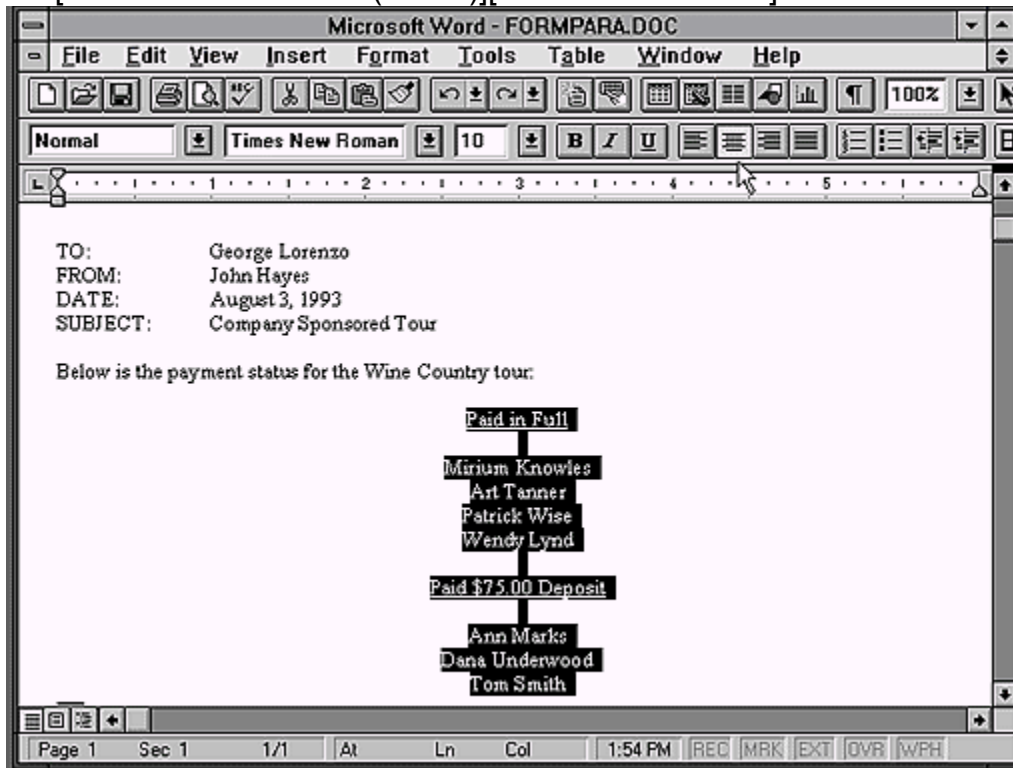
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



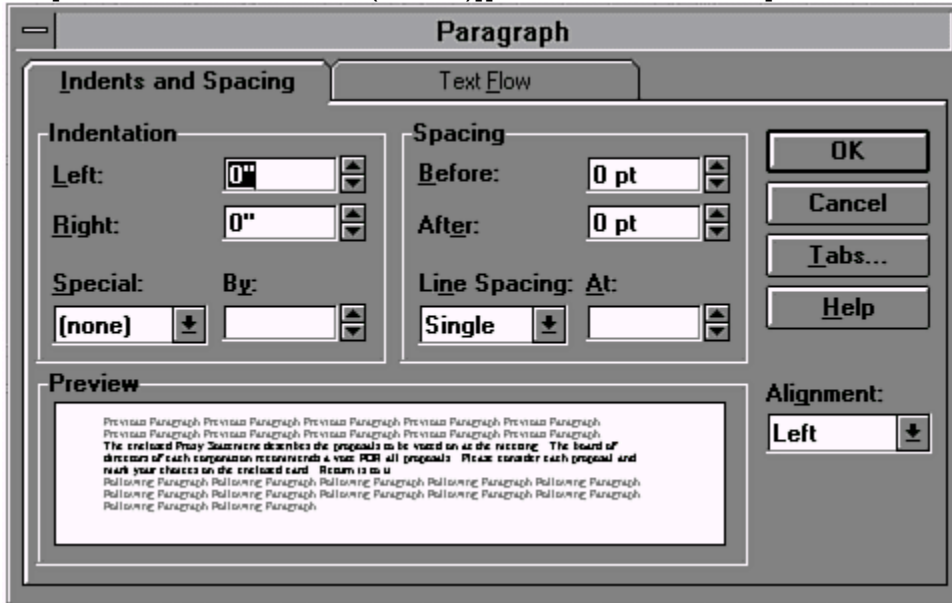
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[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



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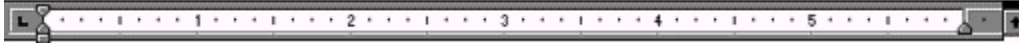
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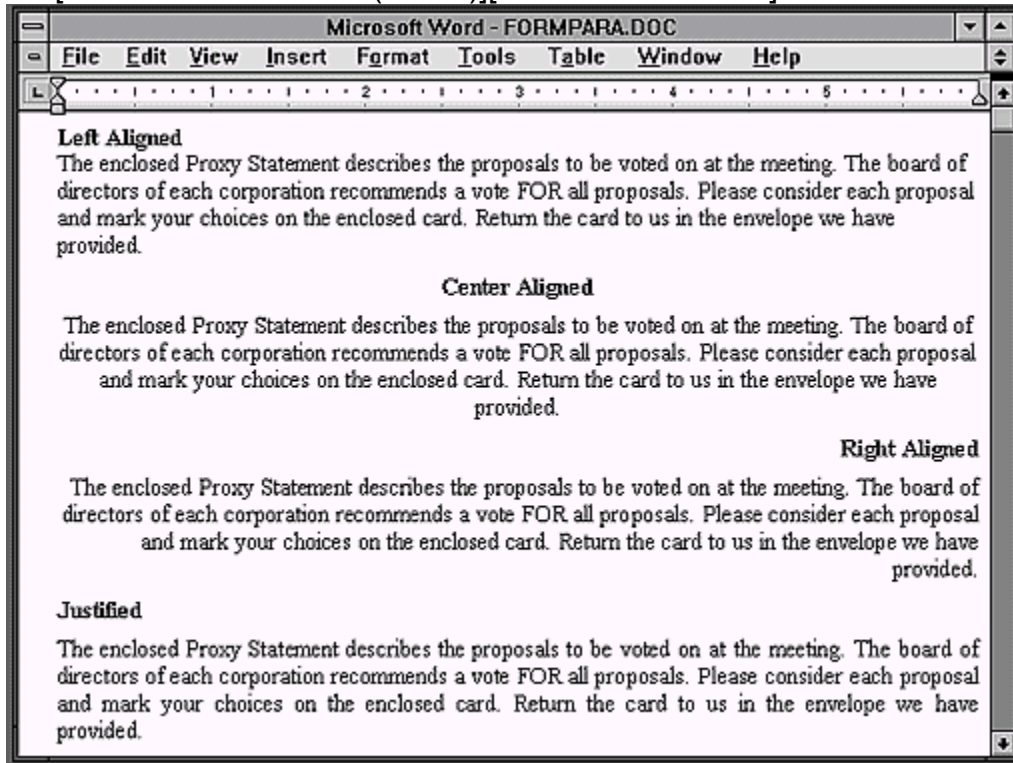
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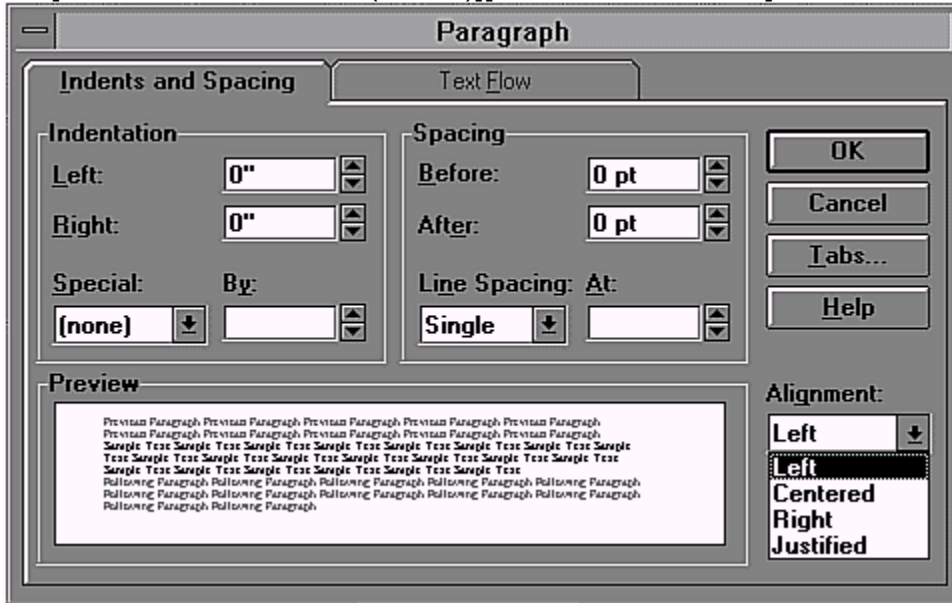
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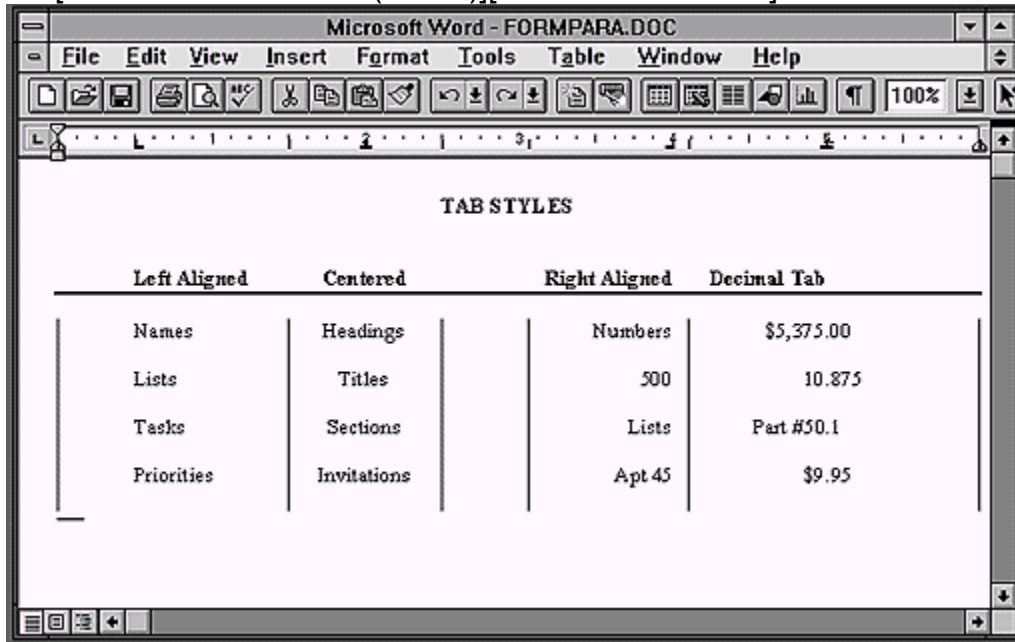
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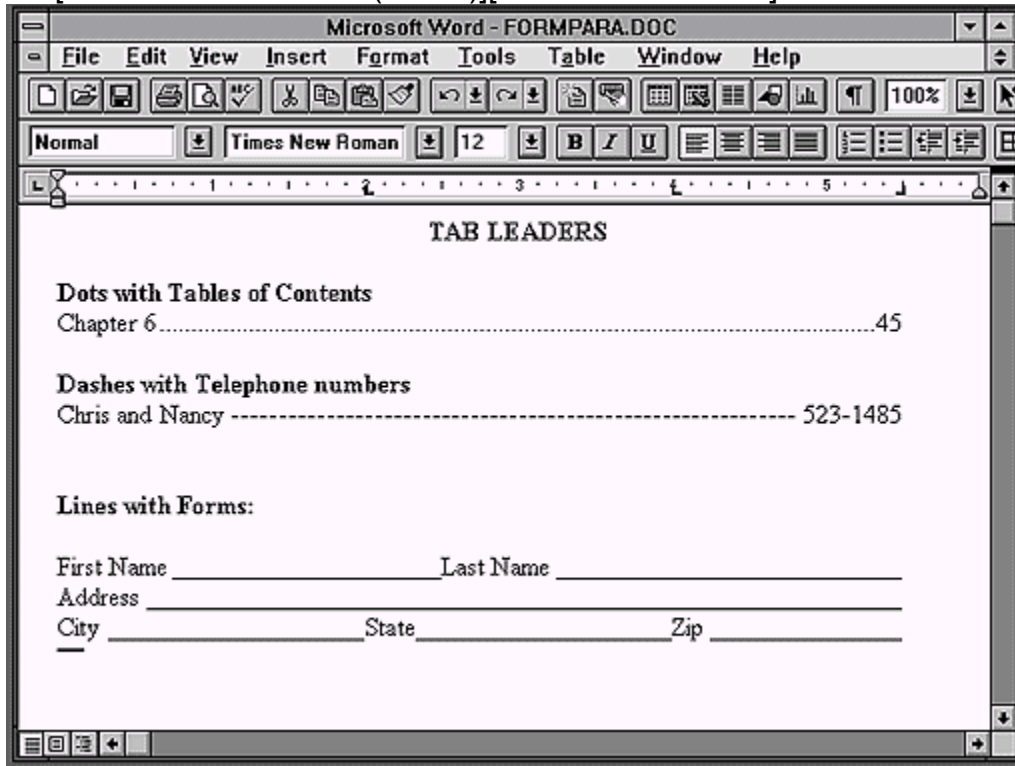
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Tabs

Tab Stop Position: 0" 0.5" 1.5" 2" 2.5" 3.06" 4" 4.1"

Default Tab Stops: 0.5"

Alignment

- Left
- Center
- Right
- Decimal
- Bar

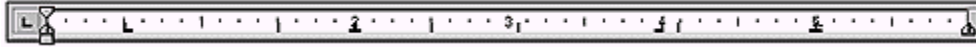
Leader

- 1 None
- 2
- 3
- 4 _____

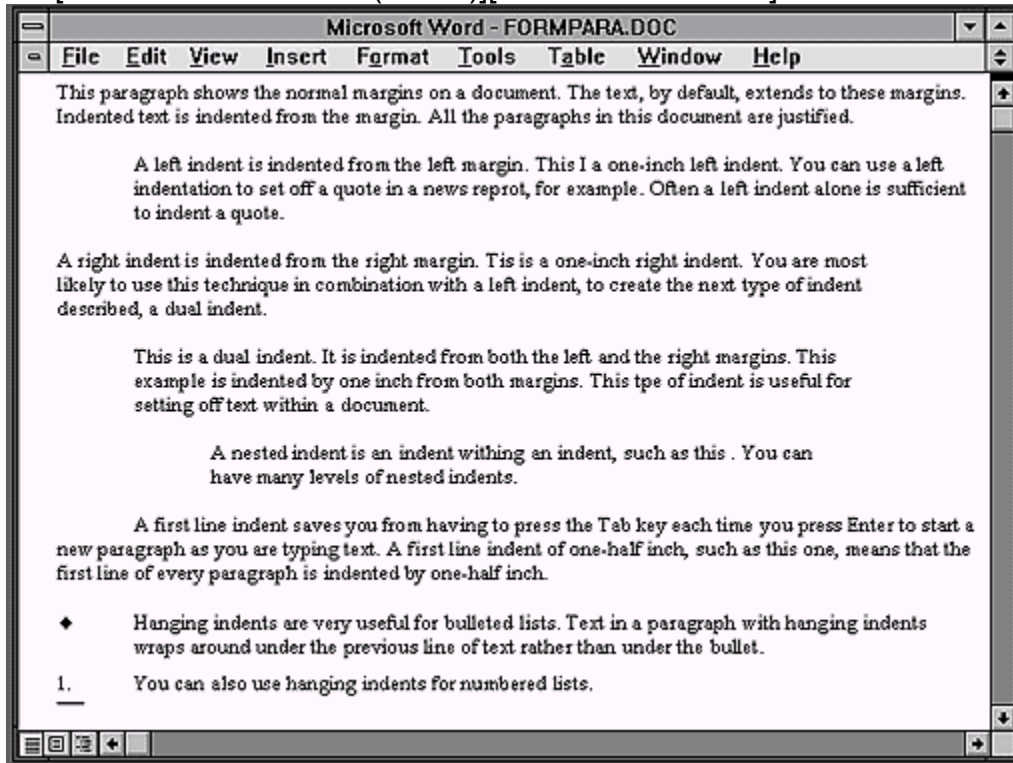
Tab Stops to Be Cleared:

OK
Cancel
Set
Clear
Clear All
Help

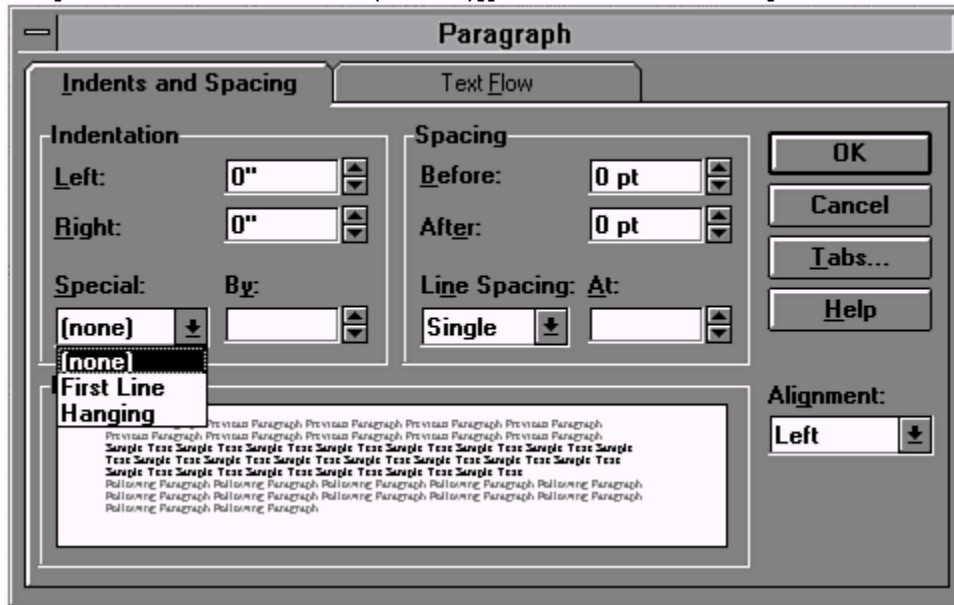
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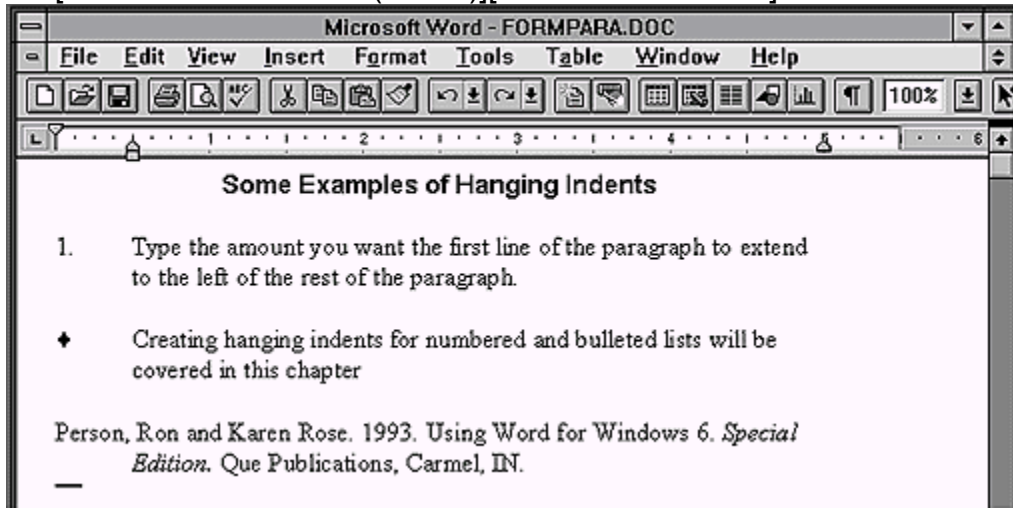
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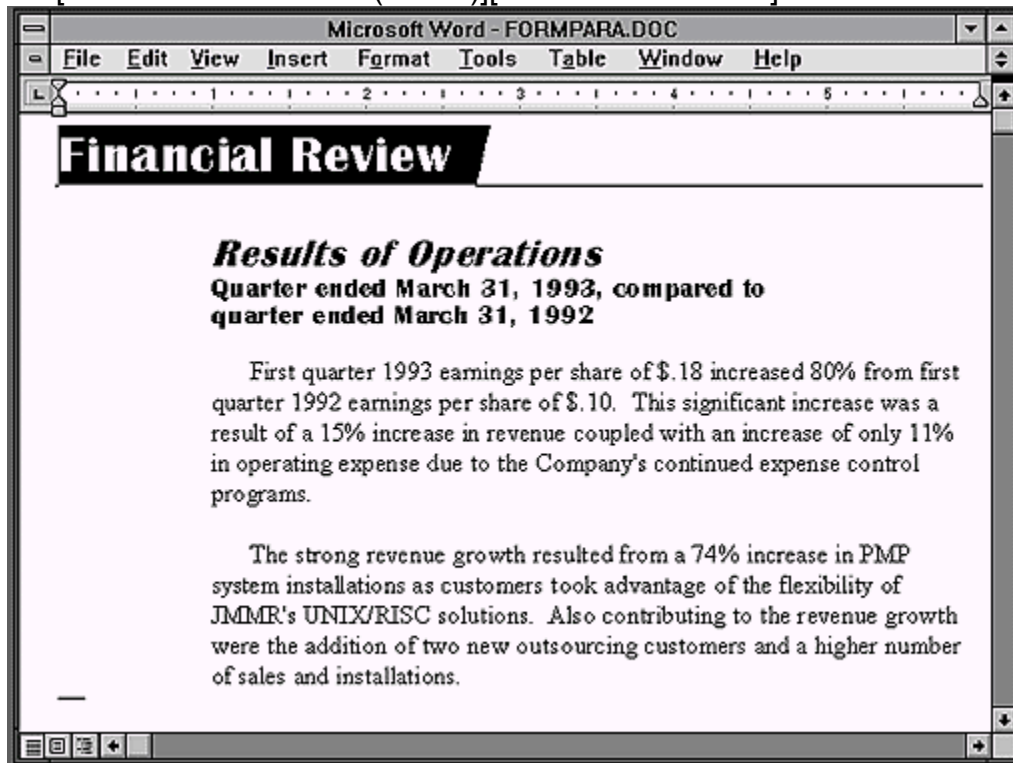
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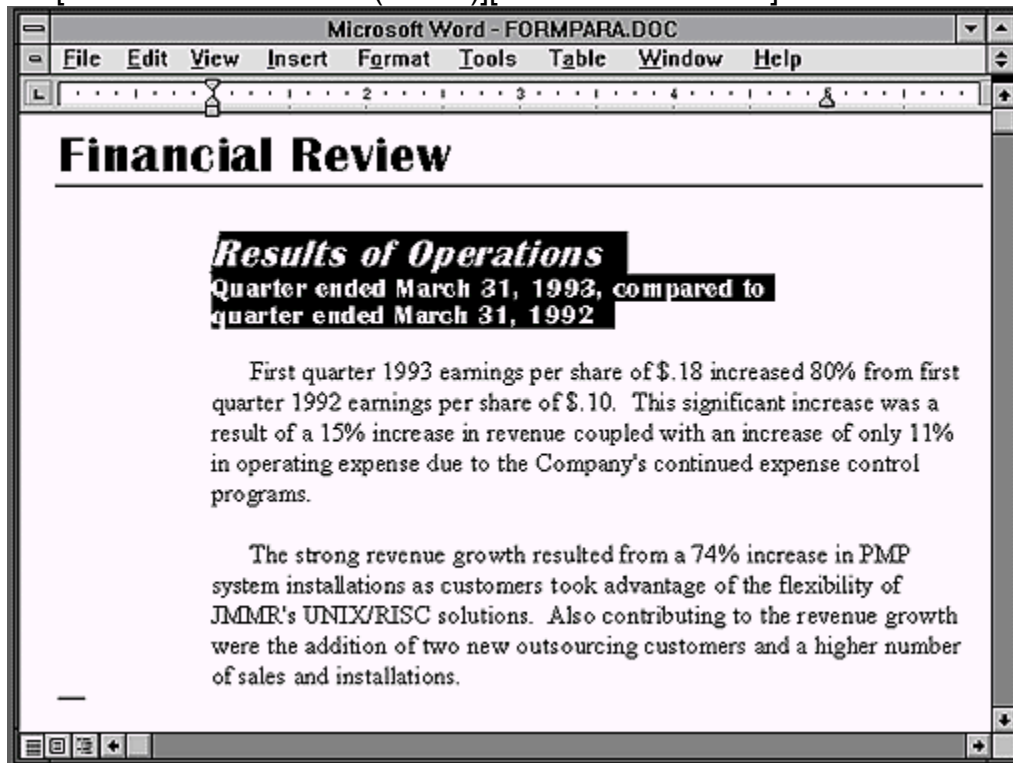
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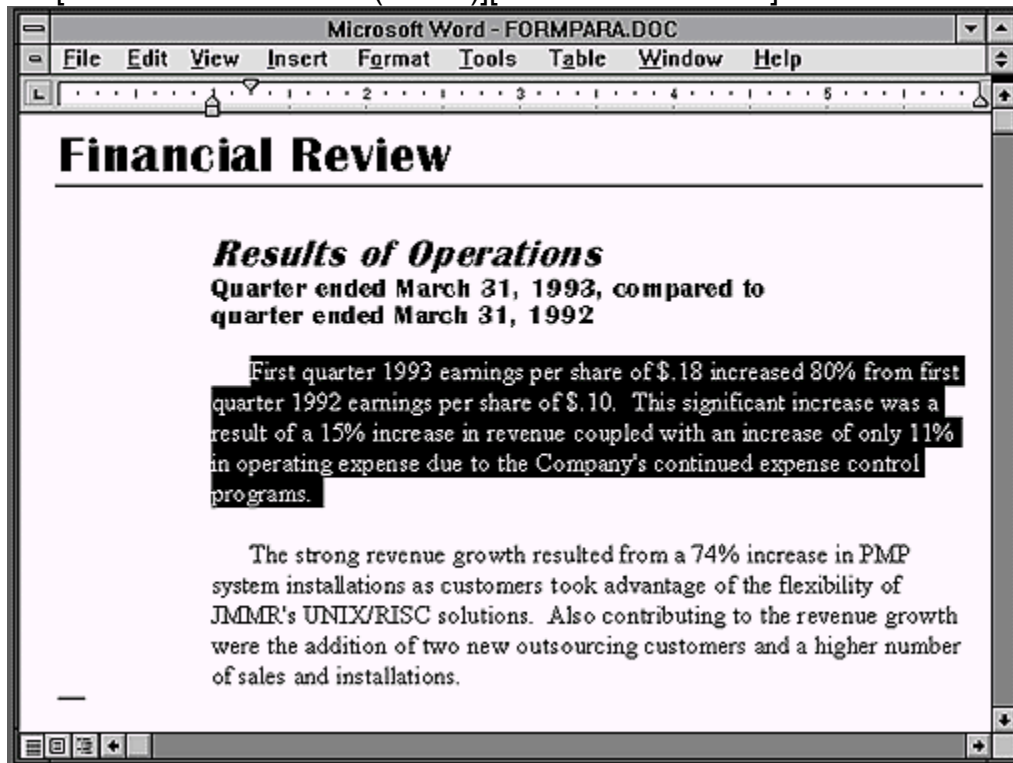
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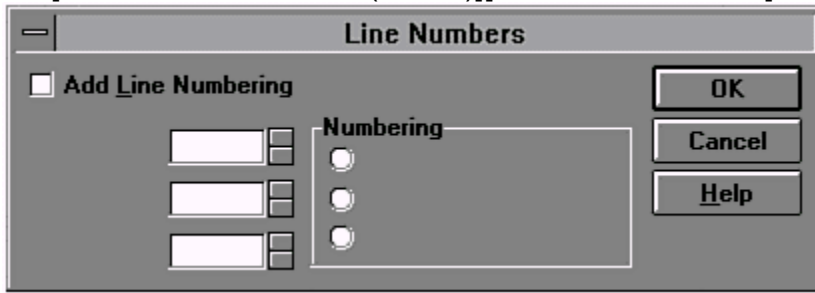
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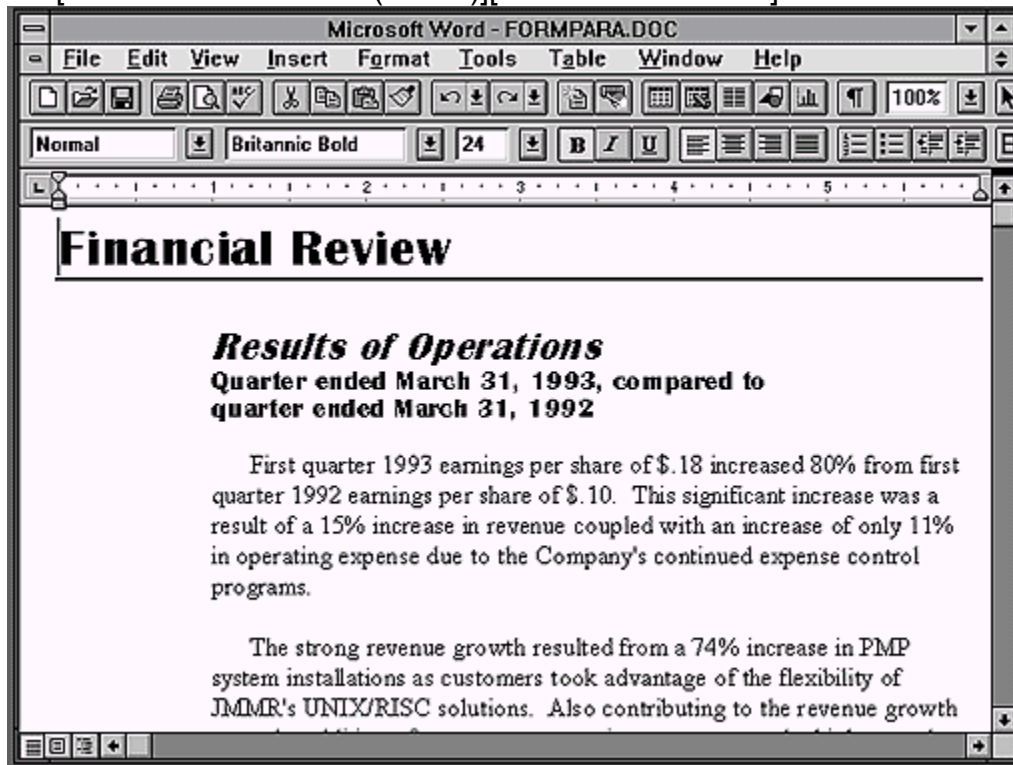


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The image shows a dialog box titled "Line Numbers". It features a checkbox labeled "Add Line Numbering" which is currently unchecked. To the right of this checkbox are three empty input fields, each with a small square icon to its right. Below these fields is a section titled "Numbering" containing three radio buttons. On the right side of the dialog box, there are three buttons: "OK", "Cancel", and "Help".

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
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Paragraph

Indents and Spacing Text Flow

Indentation

Left: 1" Right: 0"

Special: By: First Line 0.25"

Spacing

Before: 12 pt After: 12 pt

Line Spacing: At: Single

Preview

Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph
Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph

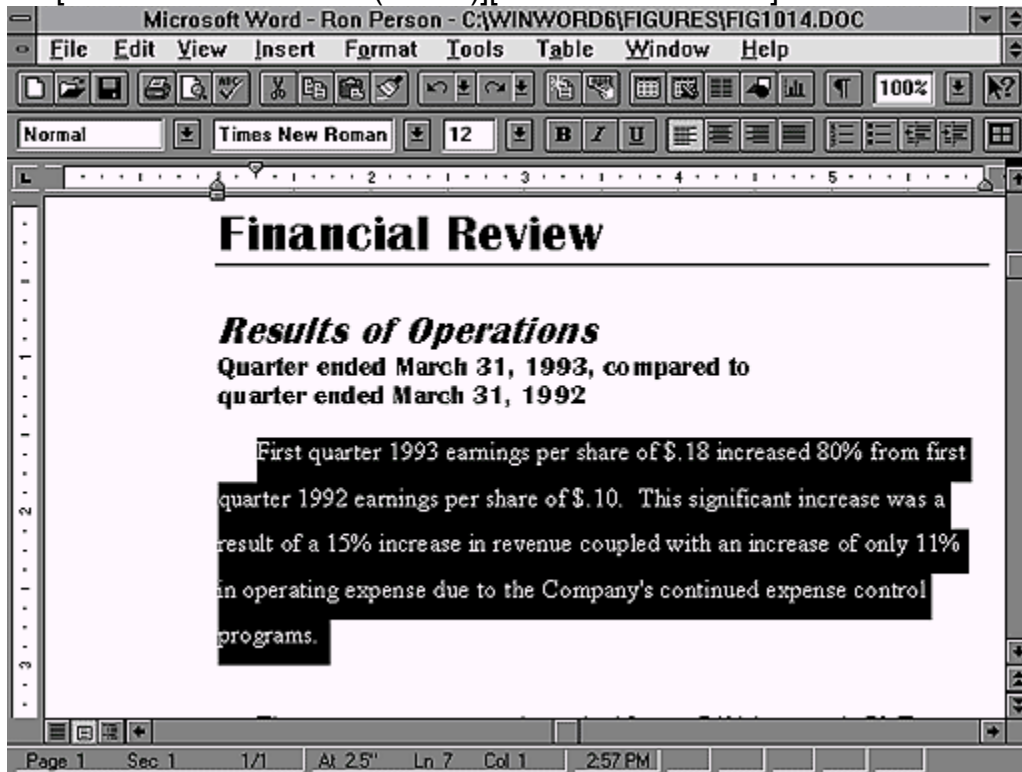
First quarter 1991 earnings per share of \$ 18 increased 80% from first quarter 1990 earnings per share of \$ 10. This significant increase was a result of a 15% increase in revenue coupled with an increase of only 11% in operating expense due to the Company.

Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph
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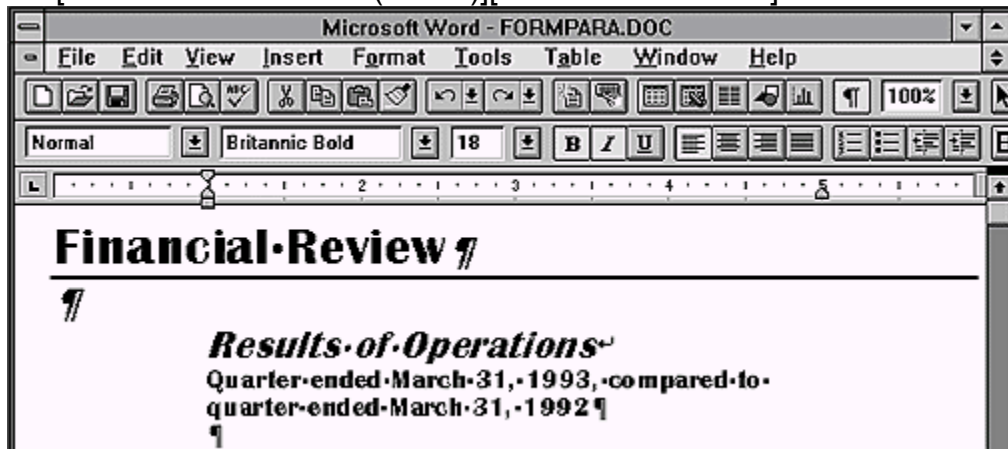
Alignment: Left

OK
Cancel
Tabs...
Help

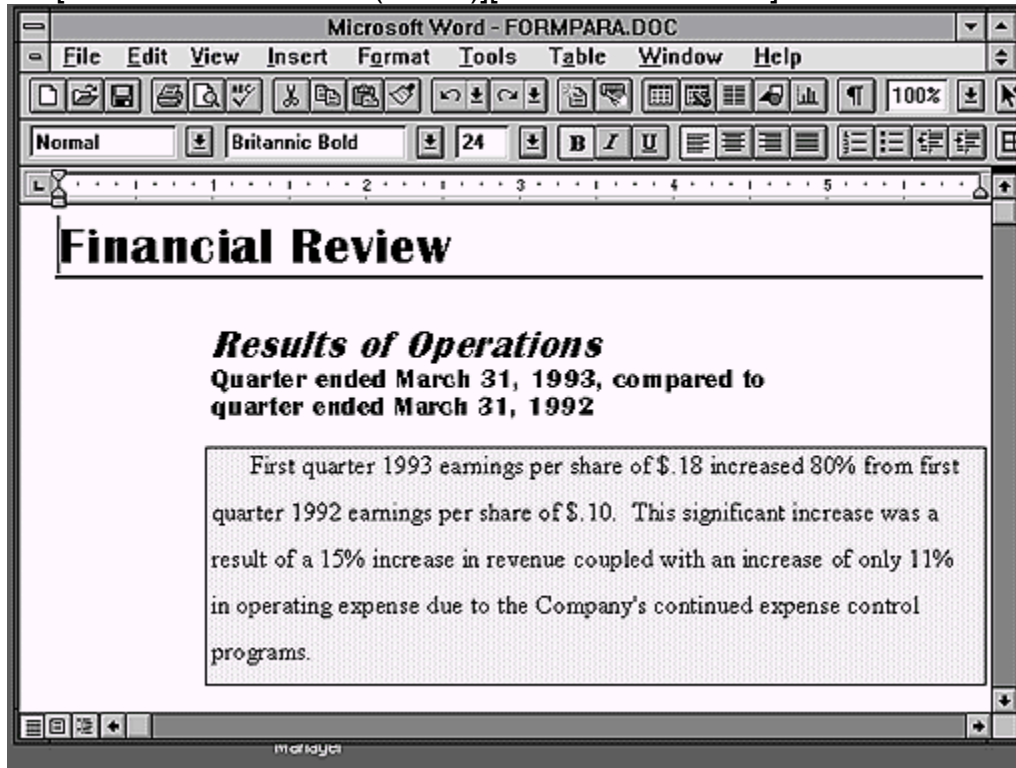
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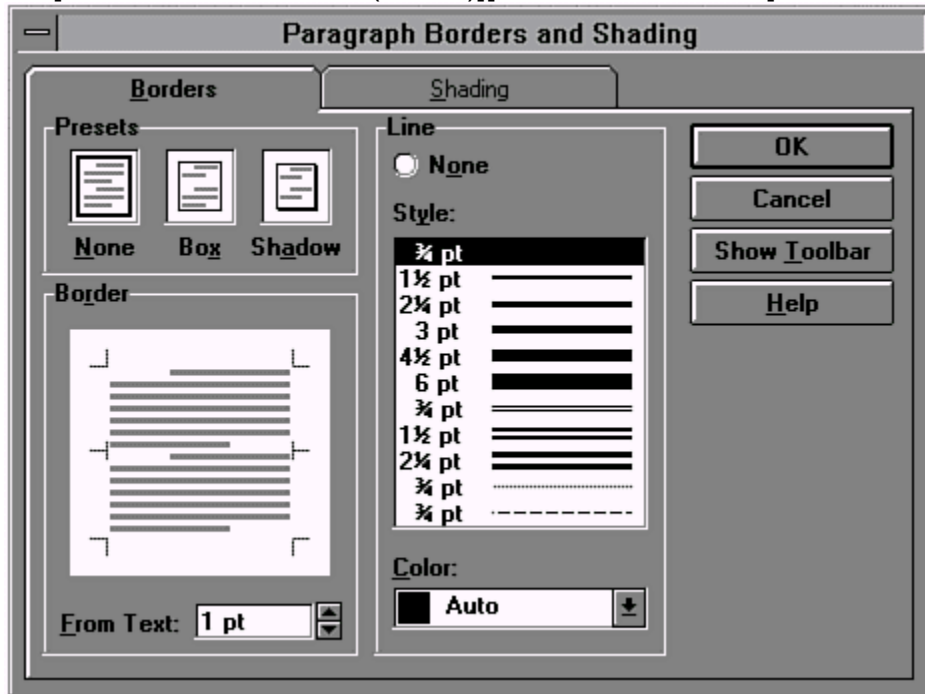
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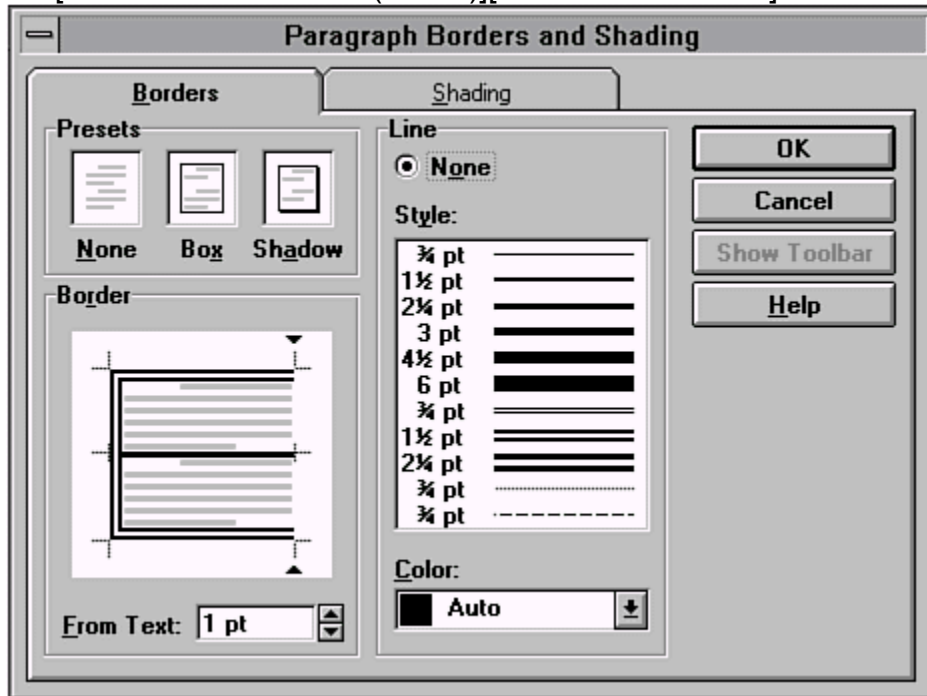
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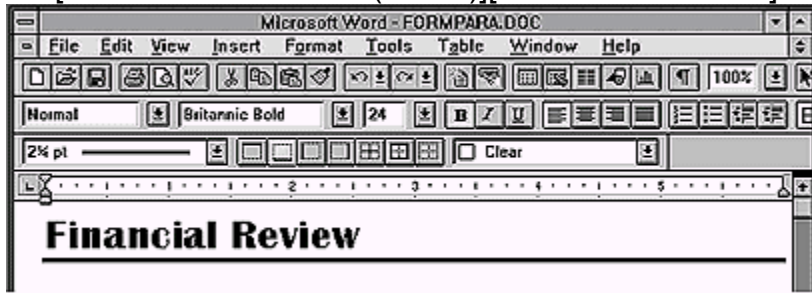
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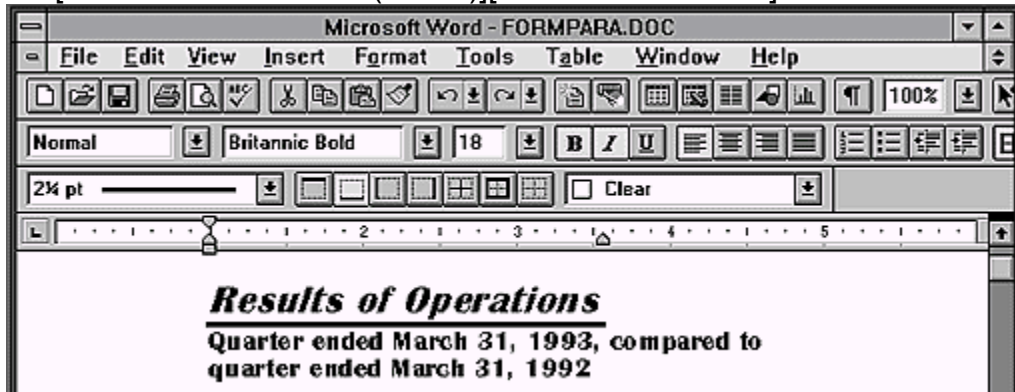
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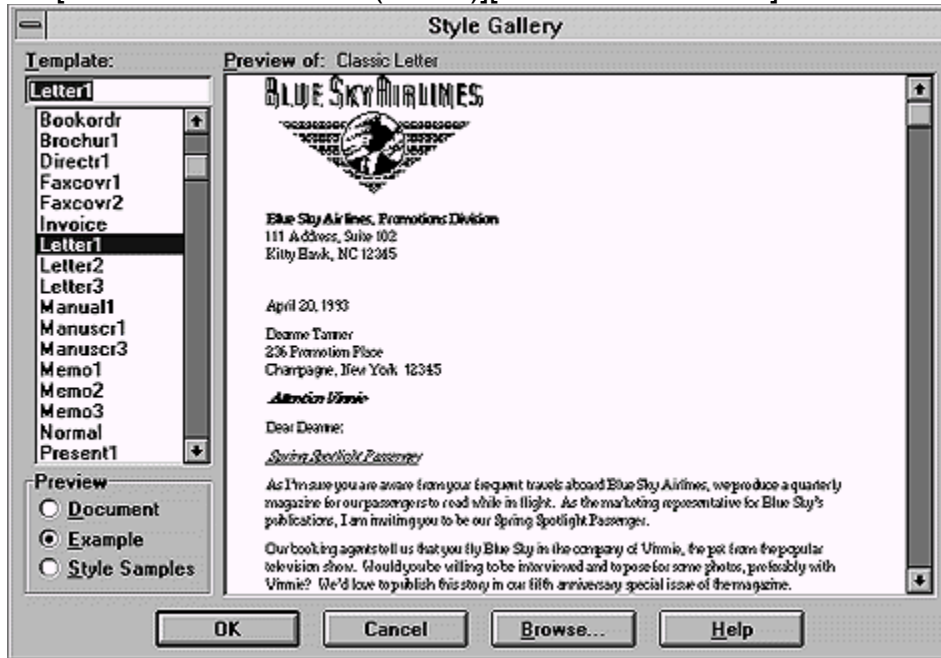
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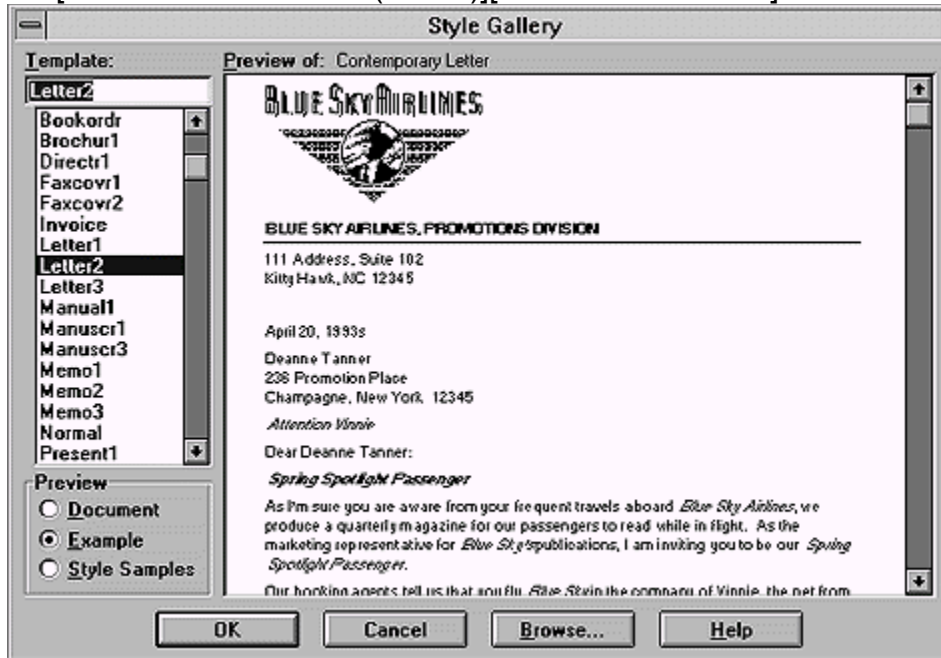
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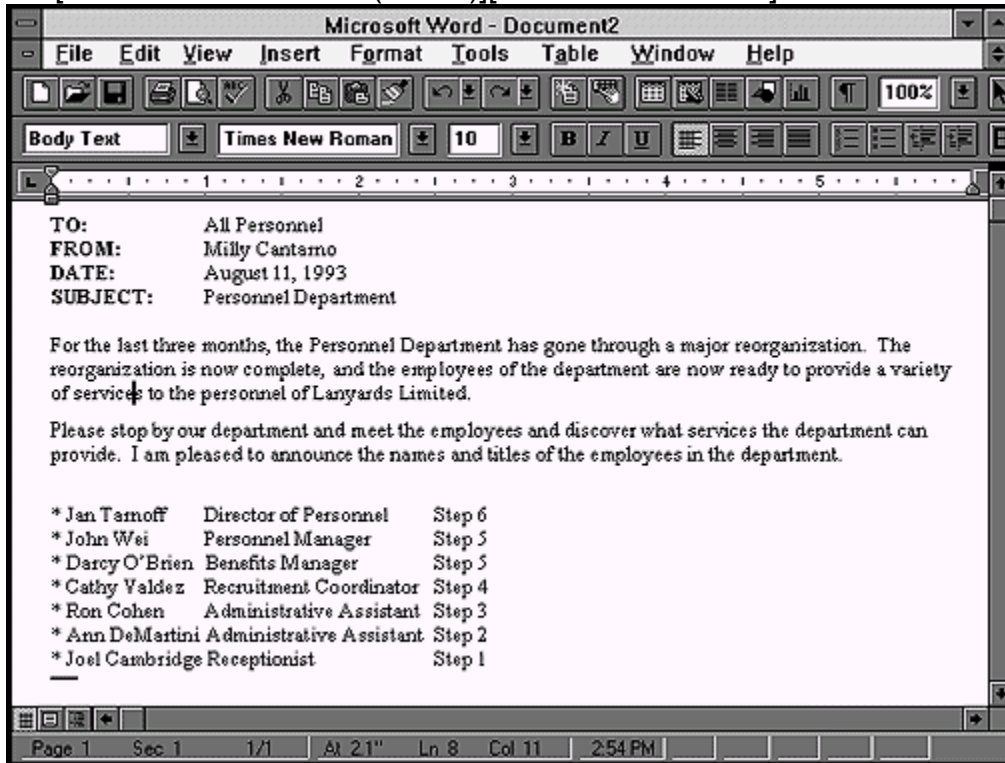
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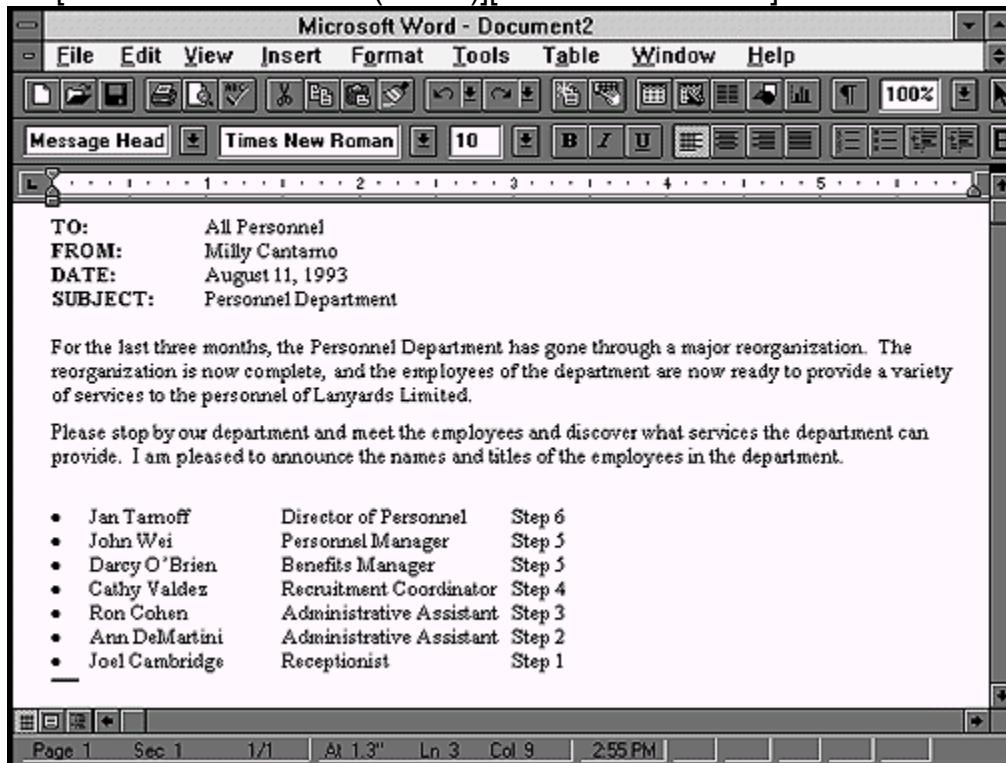
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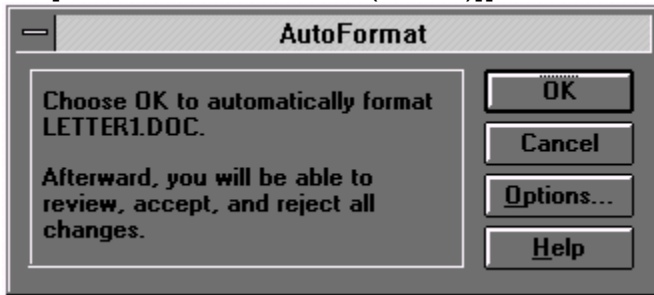
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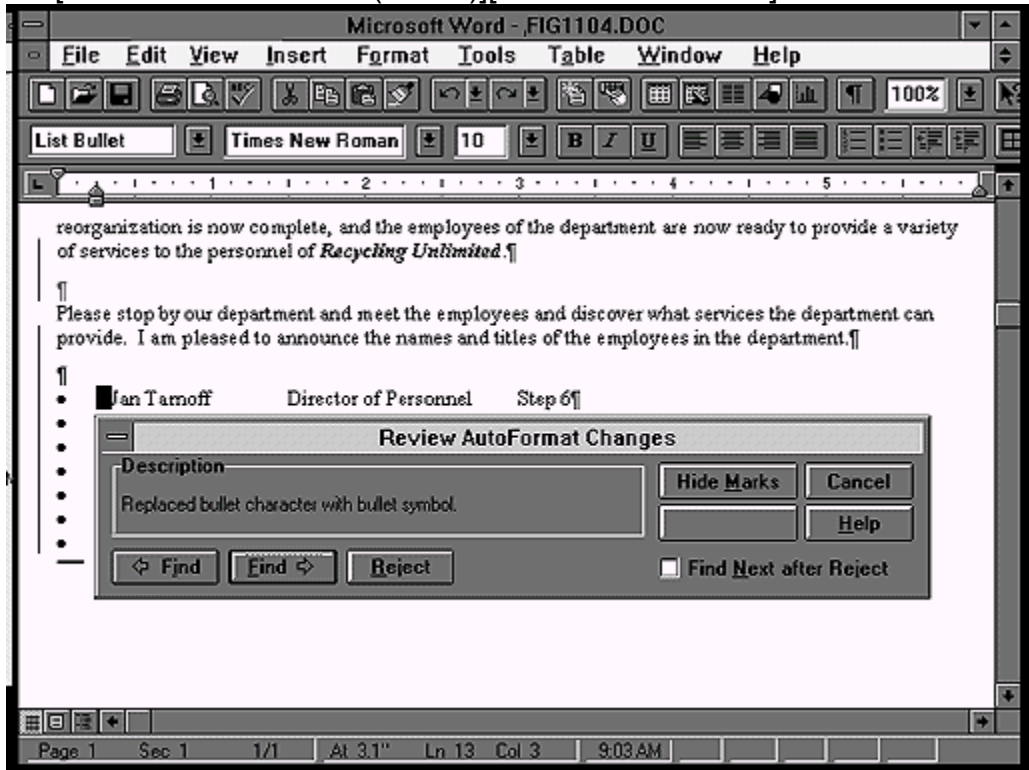
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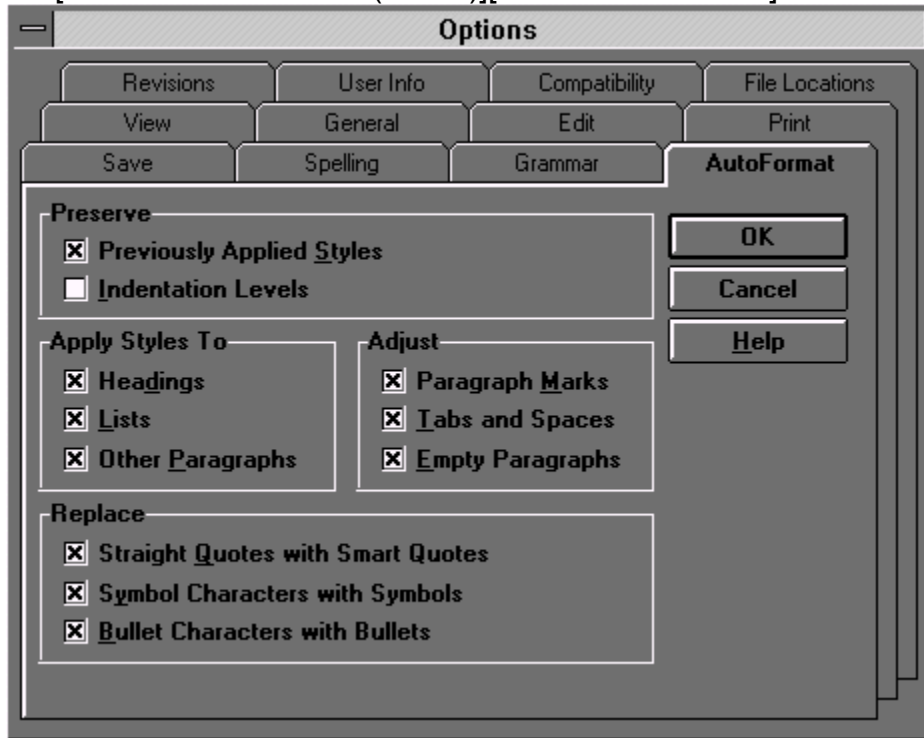
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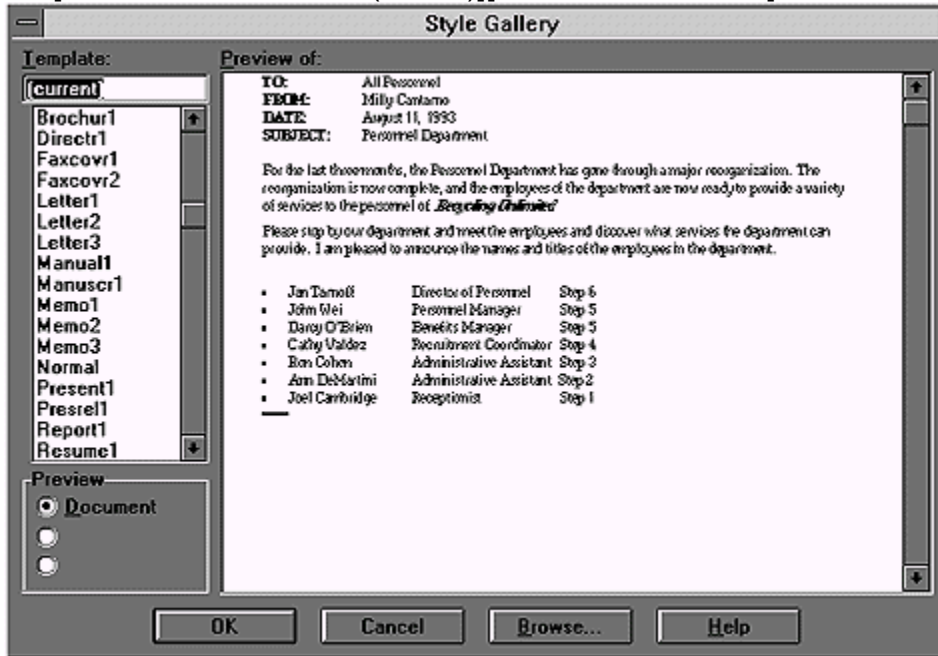
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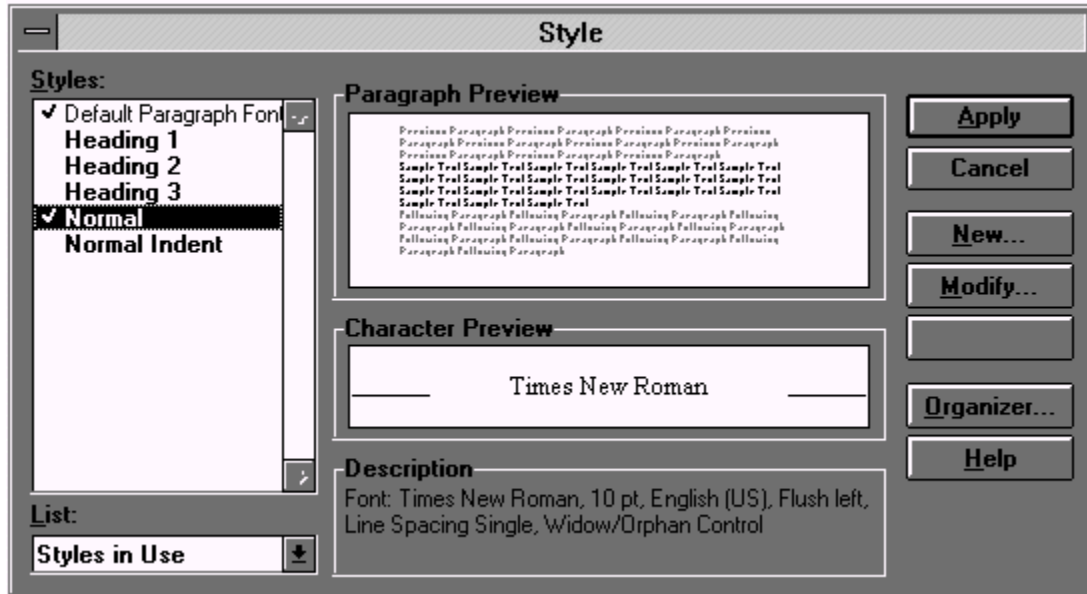
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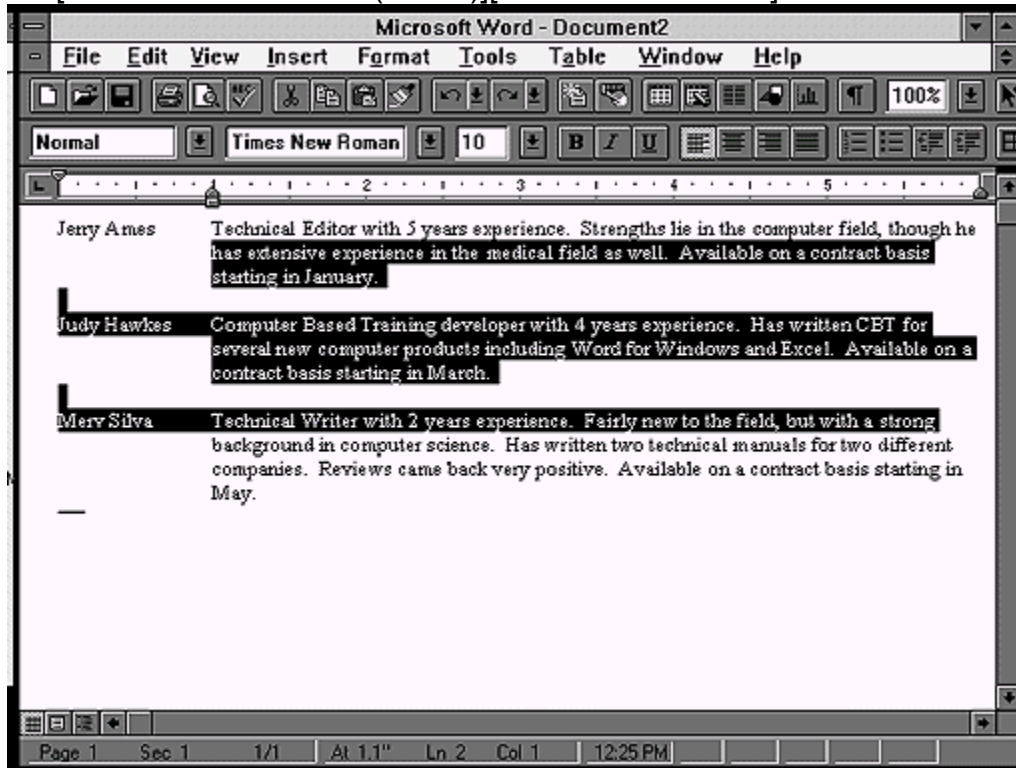
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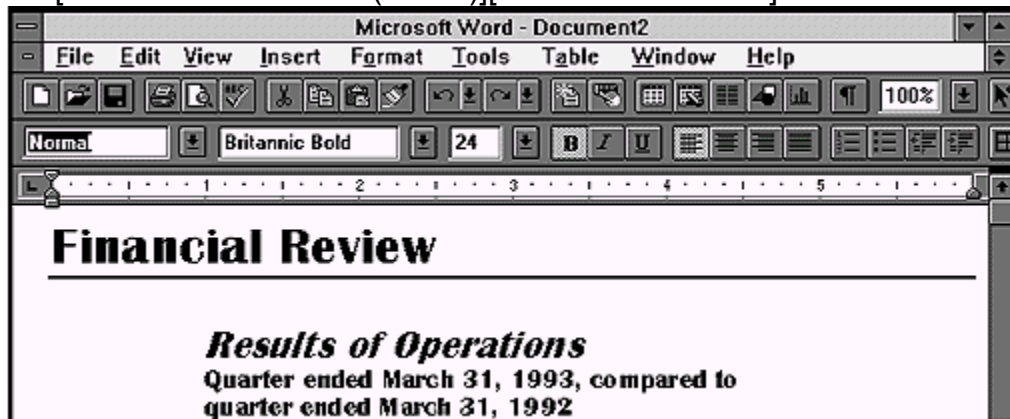
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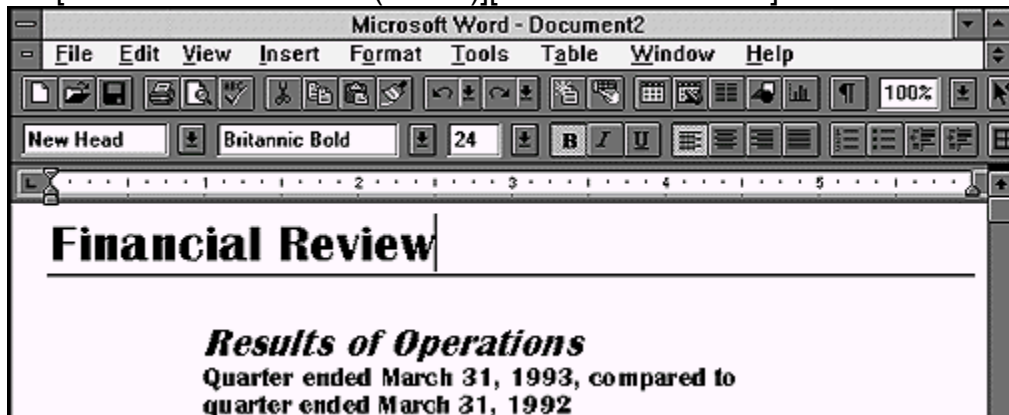
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New Style

Name: **Style Type:**

Based On: **Style for Following Paragraph:**

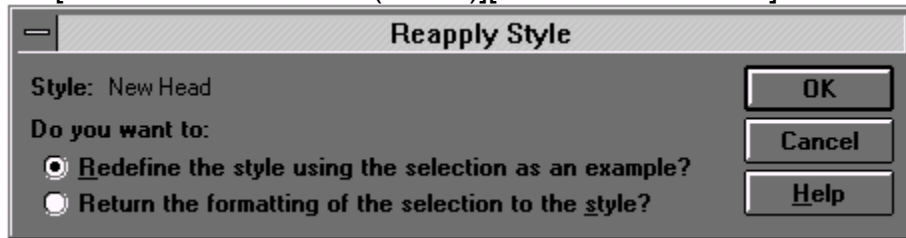
Preview

Preview Paragraph Preview Paragraph Preview Paragraph Preview Paragraph
Preview Paragraph Preview Paragraph Preview Paragraph Preview Paragraph
Preview Paragraph Preview Paragraph
Financial Review
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Fallauiq Paragraph Fallauiq Paragraph Fallauiq Paragraph Fallauiq Paragraph
Fallauiq Paragraph Fallauiq Paragraph Fallauiq Paragraph Fallauiq Paragraph

Description
New Head +

Add to Template

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Modify Style

Name:

Based On: **Style for Following Paragraph:**

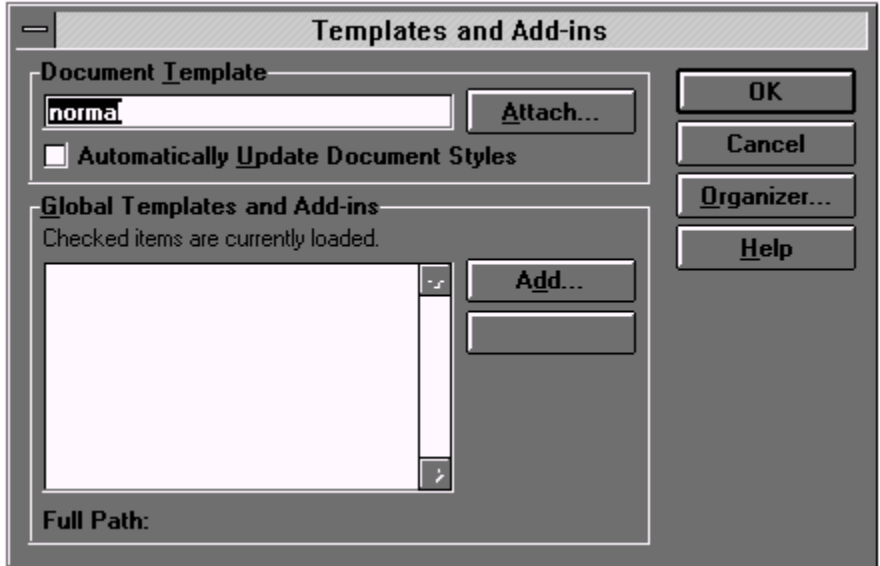
Preview

Preview Paragraph Preview Paragraph Preview Paragraph Preview Paragraph
Preview Paragraph Preview Paragraph Preview Paragraph Preview Paragraph
Preview Paragraph Preview Paragraph
You are invited to join us at the annual meeting of shareholders of Morgan Mortgage
Brokers and Morgan World Investors, Inc. This year's meeting will be held at 2:00 p.m.,
on Monday, August 16, 1993, at 3513 Oak Plaza, Kansas City Missouri.
Following Paragraph Following Paragraph Following Paragraph Following Paragraph
Following Paragraph Following Paragraph Following Paragraph Following Paragraph

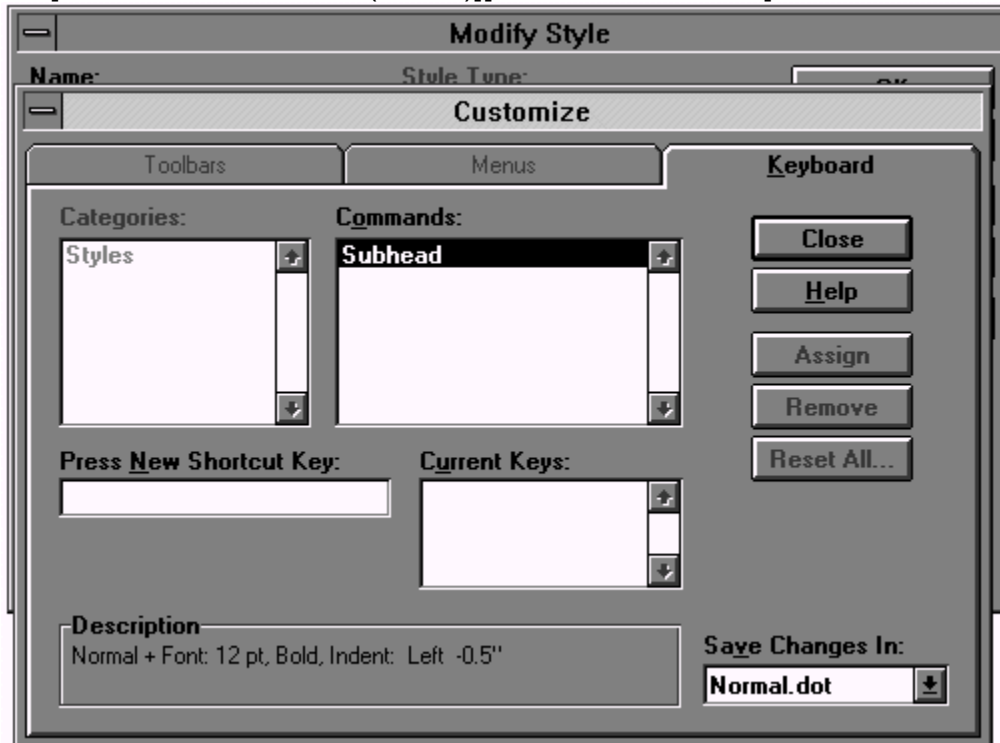
Description
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Add to Template

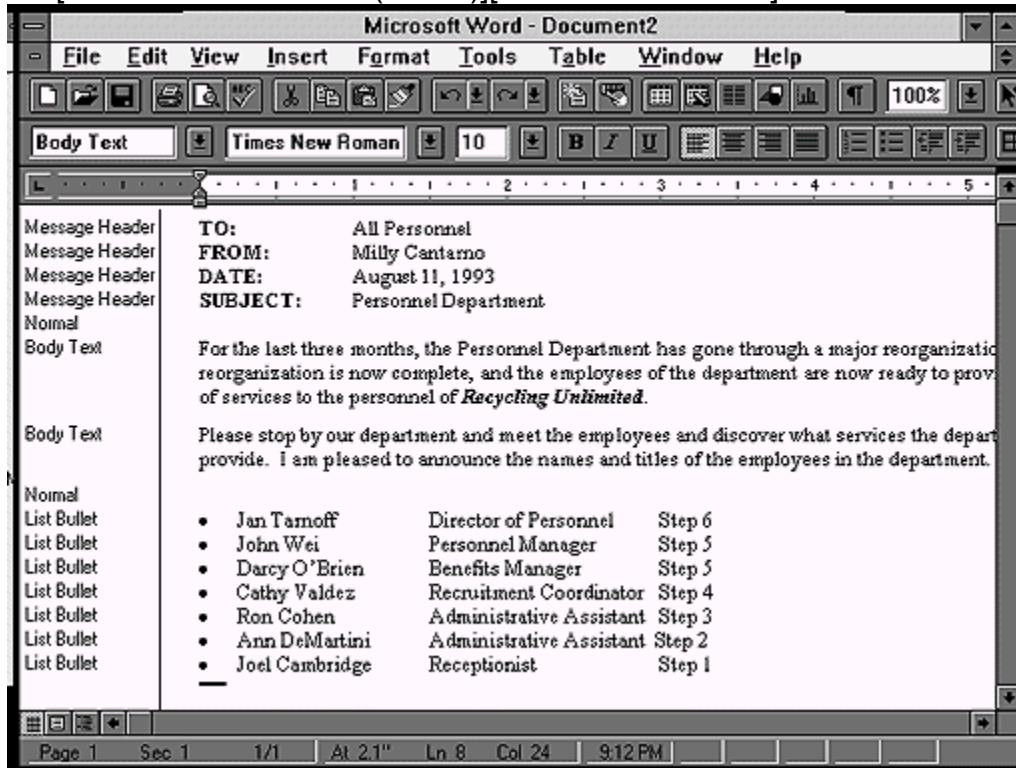
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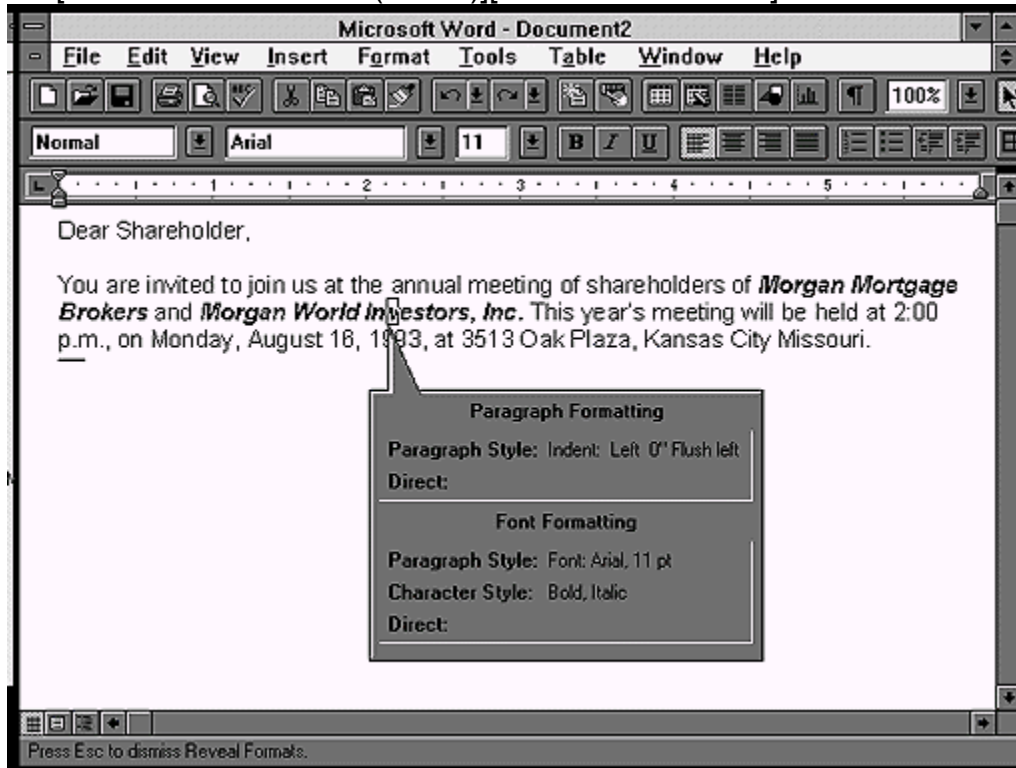
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What Can Windows Do for You?

Introducing Windows

By now, you've probably heard a lot about Windows. It's the new way to use your PC. It's the new way to use your PC.

Windows is a new way to use your PC. It's the new way to use your PC. It's the new way to use your PC.

Windows is a new way to use your PC. It's the new way to use your PC. It's the new way to use your PC.

Looking for Windows?

Windows is a new way to use your PC. It's the new way to use your PC. It's the new way to use your PC.

Windows is a new way to use your PC. It's the new way to use your PC. It's the new way to use your PC.

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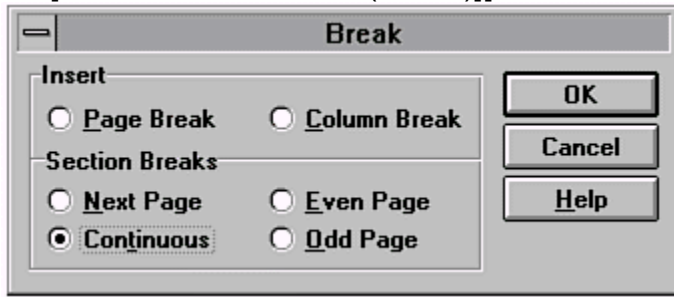
**Releaf
Plants
Trees
Throughout
State**

These plants are found in all parts of the state. They are common and easy to find. They are also very hardy and can grow in a variety of soil conditions. They are also very beautiful and can be used for many purposes. They are also very easy to care for and can be grown in a variety of climates. They are also very hardy and can grow in a variety of soil conditions. They are also very beautiful and can be used for many purposes. They are also very easy to care for and can be grown in a variety of climates.

Releaf Plants Trees Throughout State

These plants are found in all parts of the state. They are common and easy to find. They are also very hardy and can grow in a variety of soil conditions. They are also very beautiful and can be used for many purposes. They are also very easy to care for and can be grown in a variety of climates. They are also very hardy and can grow in a variety of soil conditions. They are also very beautiful and can be used for many purposes. They are also very easy to care for and can be grown in a variety of climates.

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
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Columns

Presets

One **Two** **Three** **Left** **Right**

Number of Columns:

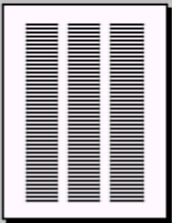
Line Between

Width and Spacing

Col #:	Width:	Spacing:
1:	<input type="text" value="1.67"/> <input type="button" value="▲"/> <input type="button" value="▼"/>	<input type="text" value="0.5"/> <input type="button" value="▲"/> <input type="button" value="▼"/>
2:	<input type="text" value="1.67"/> <input type="button" value="▲"/> <input type="button" value="▼"/>	<input type="text" value="0.5"/> <input type="button" value="▲"/> <input type="button" value="▼"/>
3:	<input type="text" value="1.67"/> <input type="button" value="▲"/> <input type="button" value="▼"/>	<input type="text"/> <input type="button" value="▲"/> <input type="button" value="▼"/>

Equal Column Width

Preview








Apply To:

Start New Column

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Columns

Presets

One **Two** **Three** **Left** **Right**

Number of Columns:

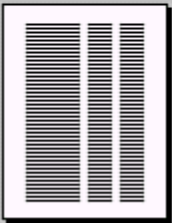
Line Between

Width and Spacing

Col #:	Width:	Spacing:
1:	<input type="text" value="2.82"/> <input type="button" value="▲"/> <input type="button" value="▼"/>	<input type="text" value="0.37"/> <input type="button" value="▲"/> <input type="button" value="▼"/>
2:	<input type="text" value="1.22"/> <input type="button" value="▲"/> <input type="button" value="▼"/>	<input type="text" value="0.37"/> <input type="button" value="▲"/> <input type="button" value="▼"/>
3:	<input type="text" value="1.22"/> <input type="button" value="▲"/> <input type="button" value="▼"/>	<input type="text" value=""/> <input type="button" value="▲"/> <input type="button" value="▼"/>

Equal Column Width

Preview



Apply To:

Start New Column

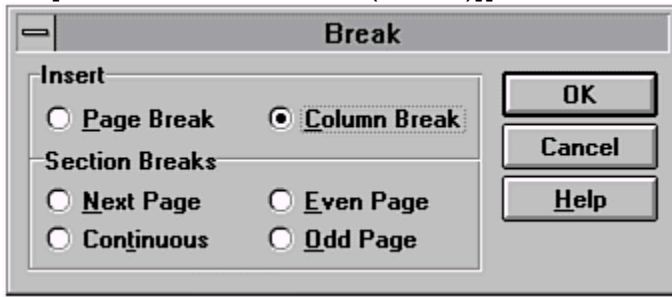
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ReLeaf Plants Trees Throughout State

Through the planting season, Sumner County ReLeaf is providing a wide variety of plants and trees to the residents of Sumner County. The trees help and beautify an area very much in need of a leafy touch. From the beautiful and fragrant flowering trees to the hardy evergreens, there are a wide variety of plants and trees available for your landscaping.

There are many trees available for planting in the spring and summer months. The trees are available in a variety of sizes and species. The trees are available in a variety of sizes and species. The trees are available in a variety of sizes and species.

For more information, please contact the ReLeaf program at 503-253-1234. The trees are available in a variety of sizes and species. The trees are available in a variety of sizes and species.

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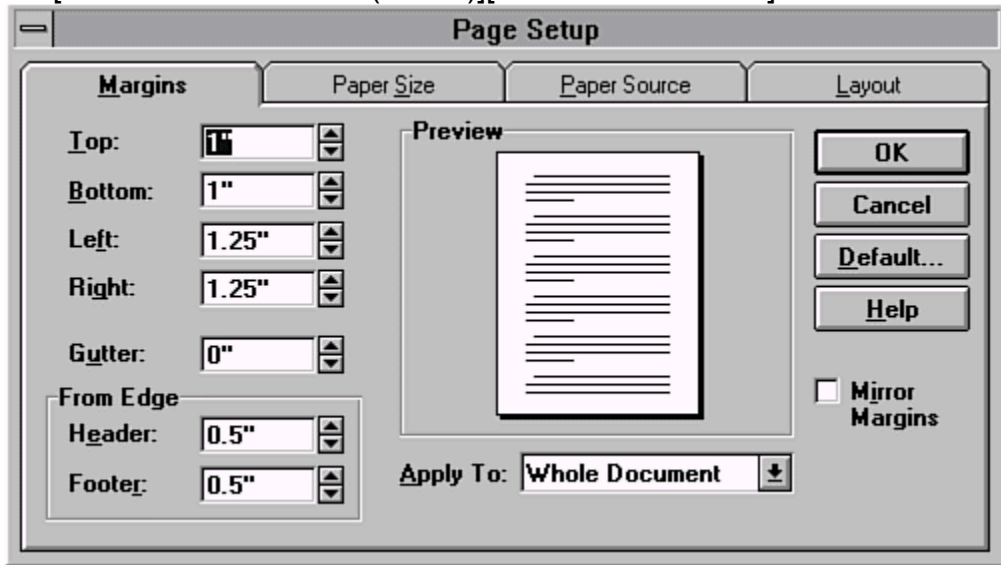
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For more information, please contact the ReLeaf program at 503-253-1234. The trees are available in a variety of sizes and species. The trees are available in a variety of sizes and species.

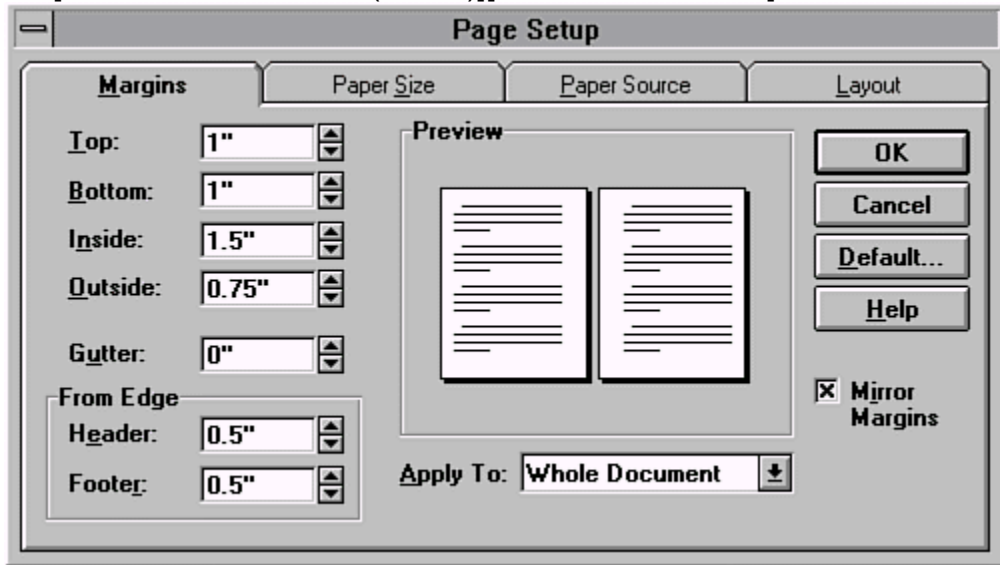
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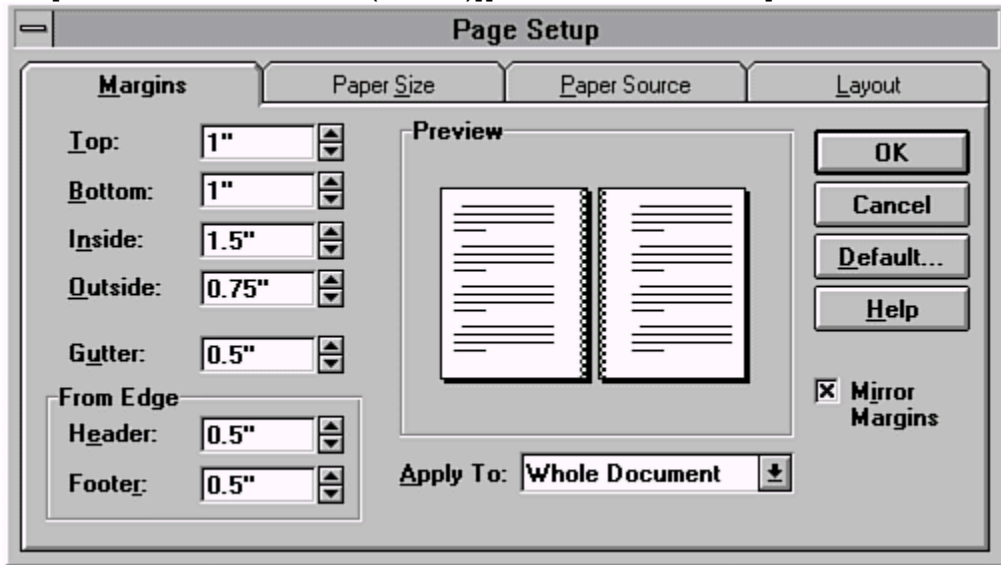
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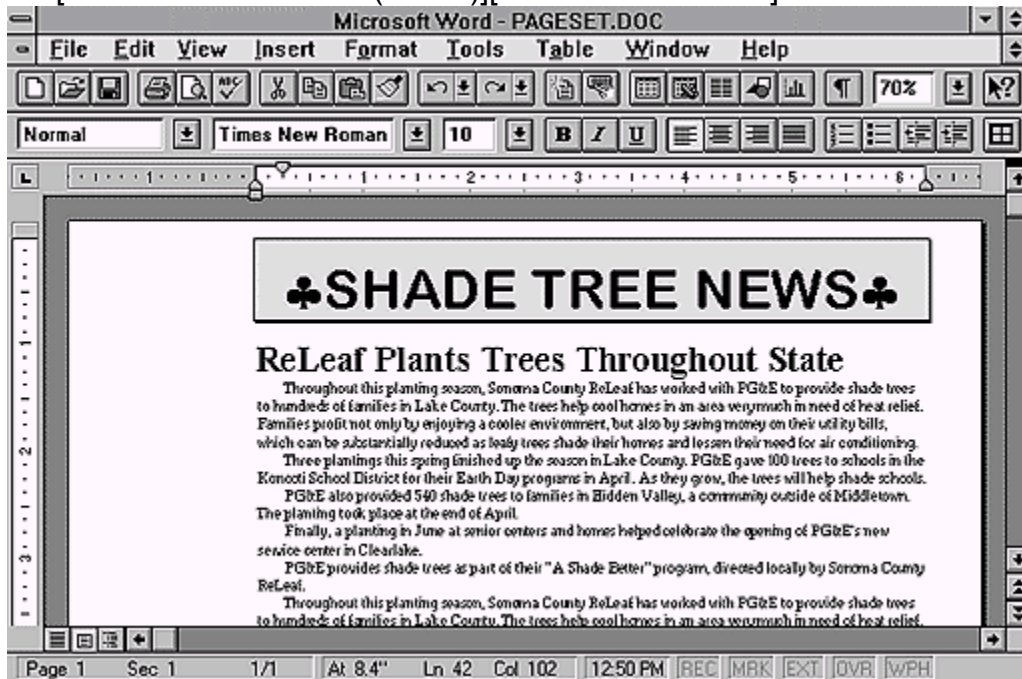
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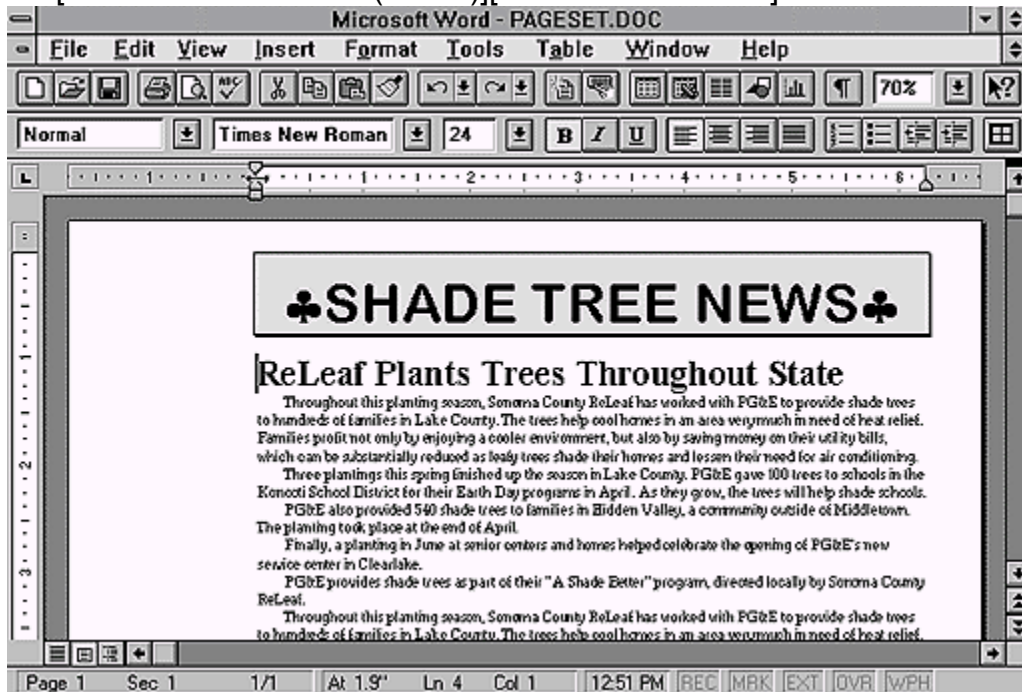
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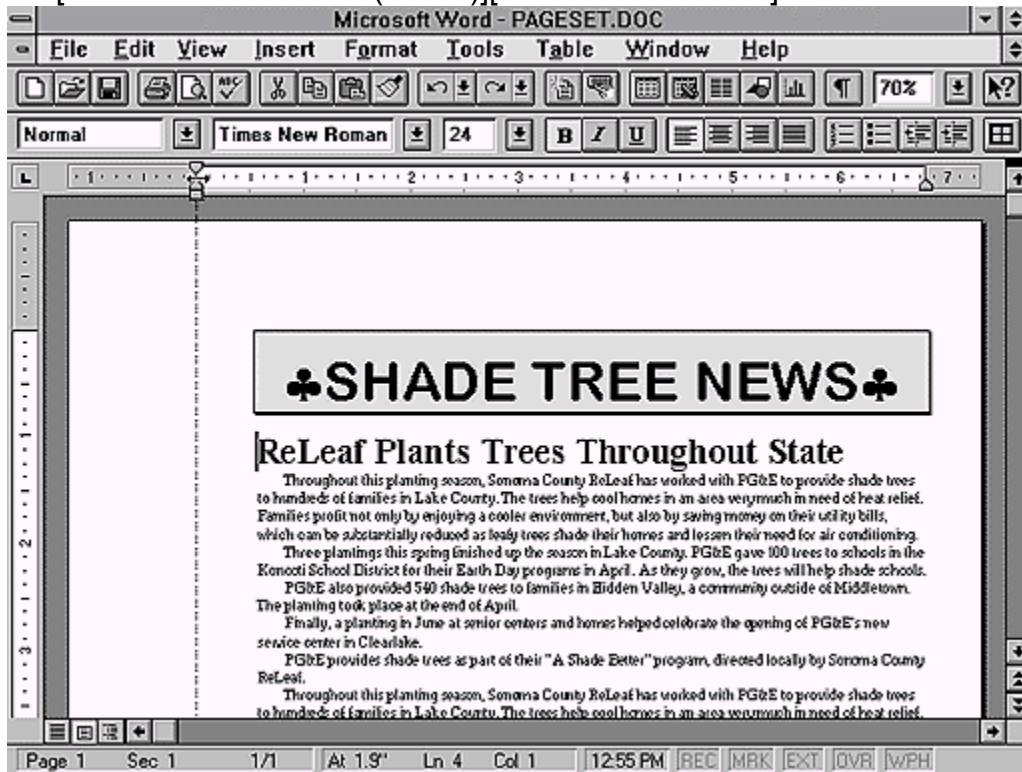
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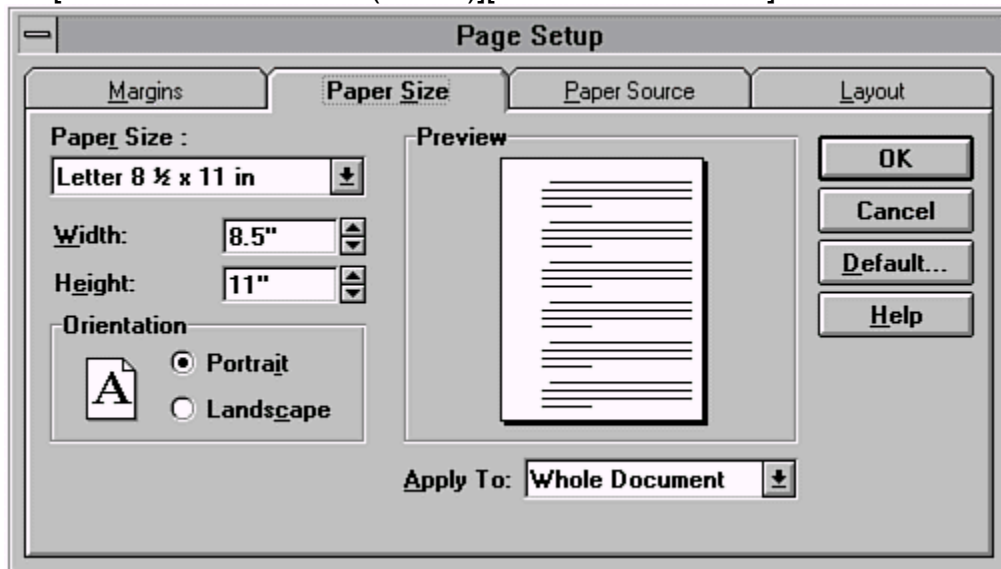
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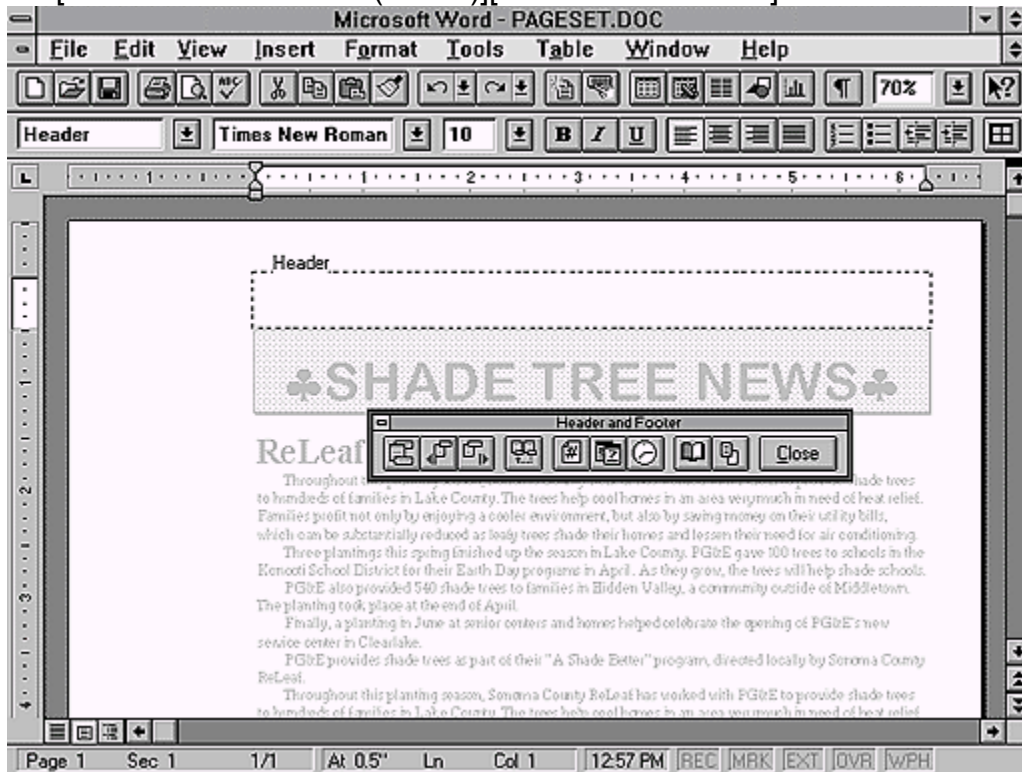
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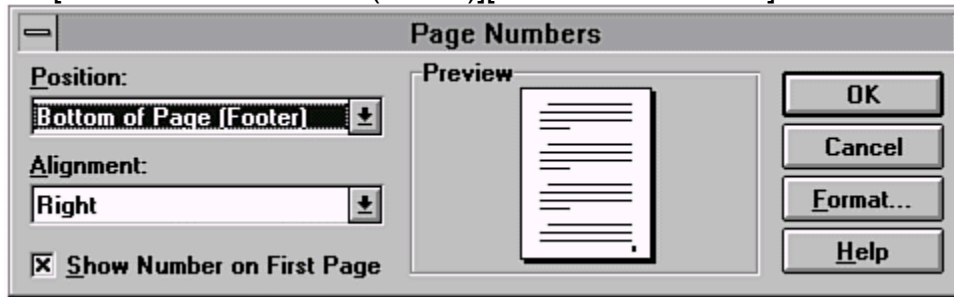
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Page Number Format

Number Format: 1, 2, 3, ...

Include Chapter Number

Chapter Number Ends with: Heading 1

Use Separator: - (hyphen)

Examples: 1-1, 1-A

Page Numbering

Continue from Previous Section

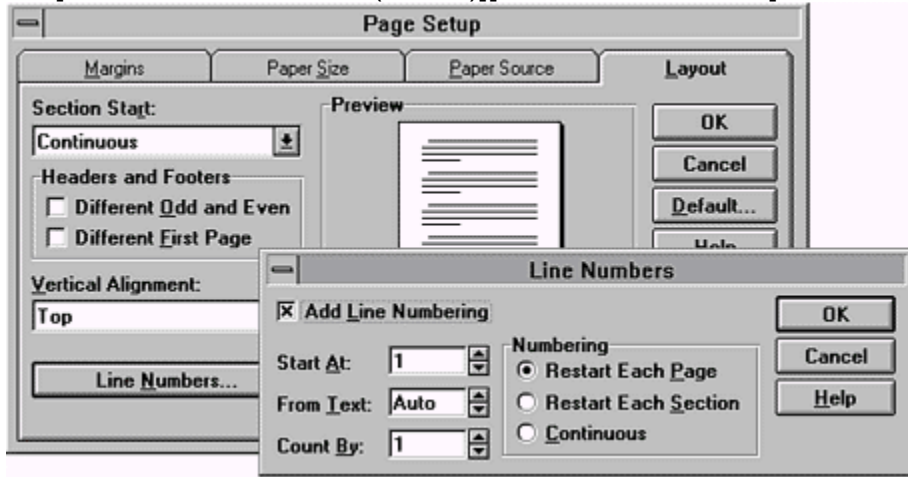
Start At: 1

OK
Cancel
Help

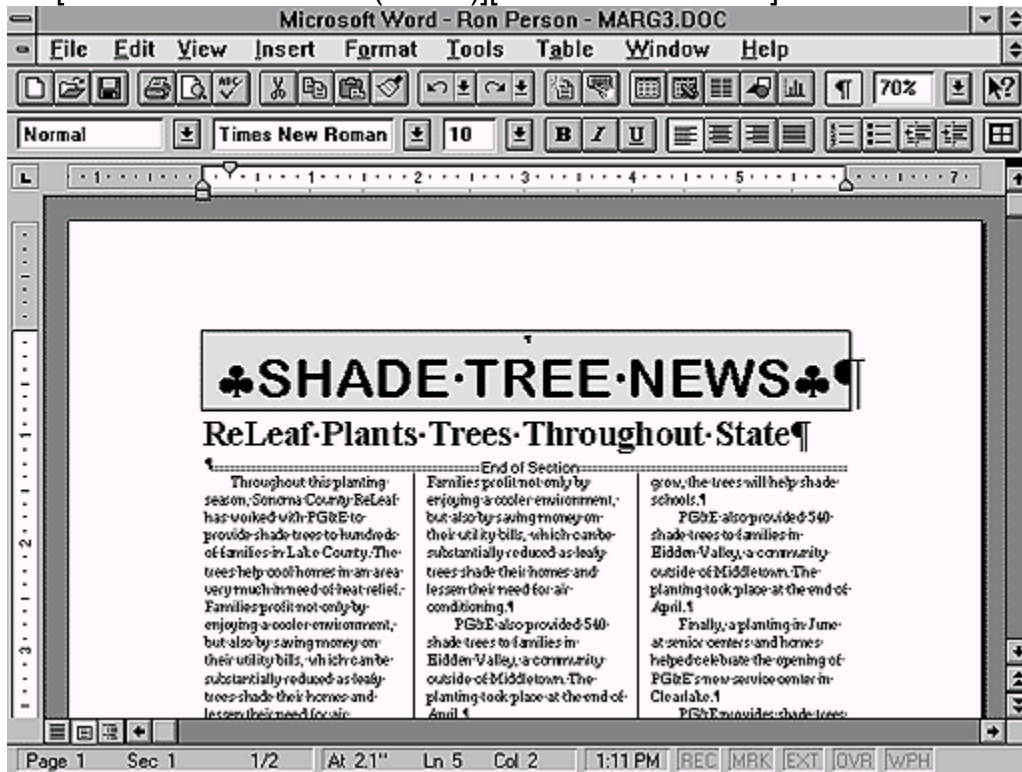
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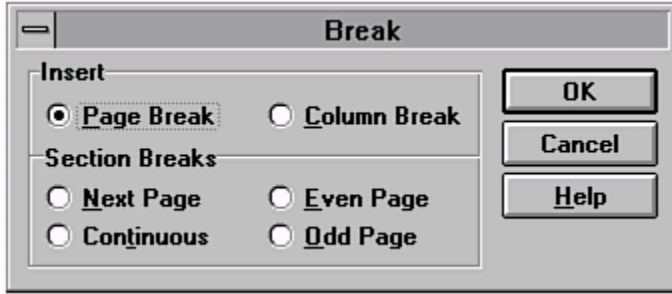
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[Macro=FocusWindow('main')][Font="Arial"/S12/3-/H25/W200/B2TLBR/ACC/D2]}

Little County Getting Started

There are three ways to get started with the Little County Getting Started program. The first is to click on the "Getting Started" button in the top right corner of the program. The second is to click on the "Getting Started" button in the top left corner of the program. The third is to click on the "Getting Started" button in the top center of the program.

The first way is to click on the "Getting Started" button in the top right corner of the program. This button is located in the top right corner of the program window. When you click on this button, the program will open the "Getting Started" screen.

The second way is to click on the "Getting Started" button in the top left corner of the program. This button is located in the top left corner of the program window. When you click on this button, the program will open the "Getting Started" screen.

The third way is to click on the "Getting Started" button in the top center of the program. This button is located in the top center of the program window. When you click on this button, the program will open the "Getting Started" screen.

Little County Getting Started

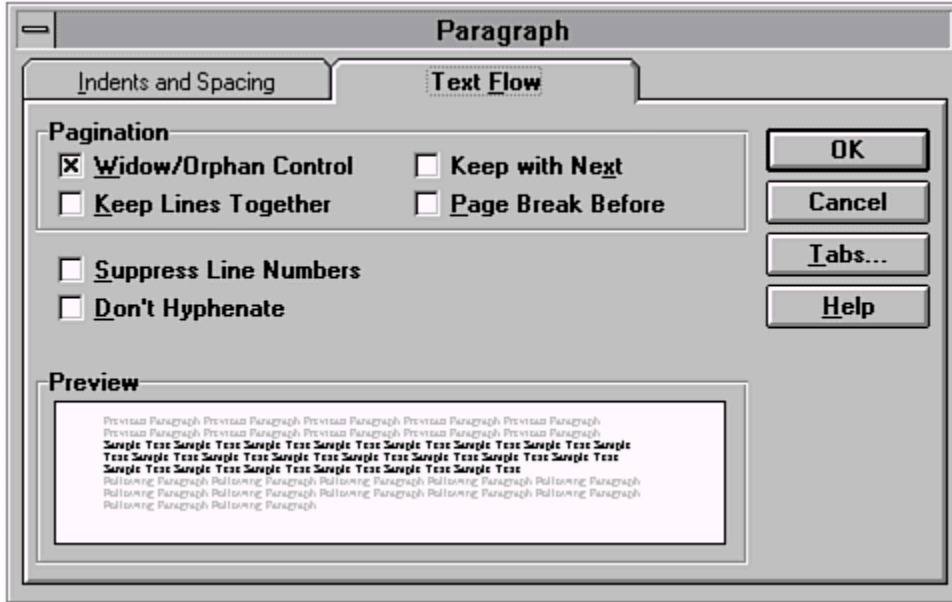
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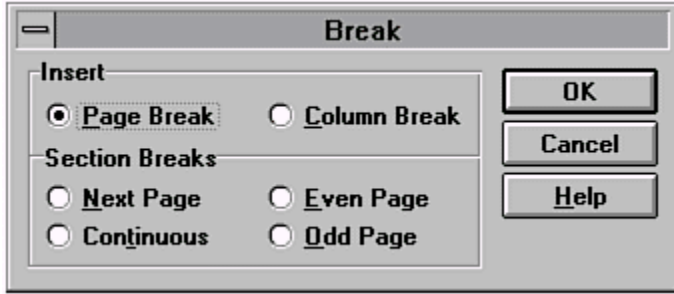
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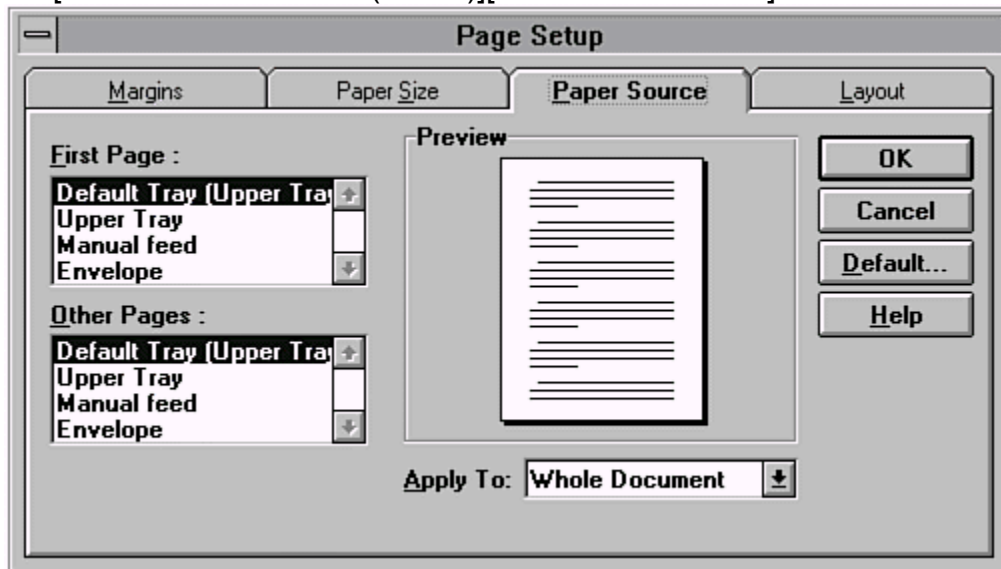
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Title	FirstName	LastName	Address	City	ST	ZIP
Mr.	John	Simon	3 Wall St.	Newark	NJ	43278
Ms.	Annka	Jones	34 Tree Ln.	Oakland	CA	95407
Mr.	Samuel	Petersen	89 Northridge	Concard	VA	08834
Mrs.	Anita	Abel	908 Terrace St.	New Wales	OH	78954
Mr.	Reggie	Noble	23 Mace Dr.	Richmond	VA	08832
Ms.	Pita	McAravy	3 Karvan St.	River City	KS	34879
Mr.	Rose	Steinway	788 Jimpson Ct.	Oram	ID	34120
Mr.	Chris	Norwa	867 Redwood Hwy	Tacoma	WA	56932
Ms.	Nancy	Stevens	754 Mountain Dr.	Sansom	MO	63426
Mr.	Bill	Johnson	8 First Ave.	San Burdue	CA	95487
Mrs.	May	Crawford	76 Amson Way	Easton	MN	87095
Ms.	Sarah	Johnson	87 Lords Ln.	Baton Rouge	LA	23986
Mr.	James	Knight	987 Singer St.	New York	NY	56342

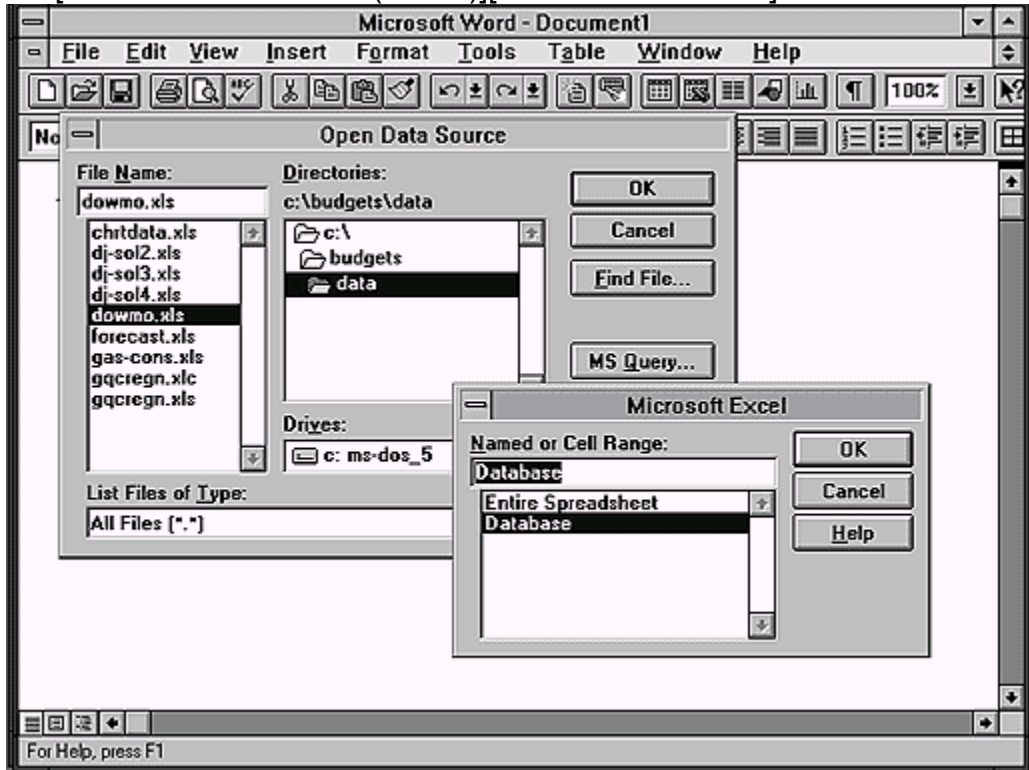
Page 1 Sec 1 1/1 At 1.2" Ln 1 Col 1 5:28 PM REC MRK EXT OVR WPH

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
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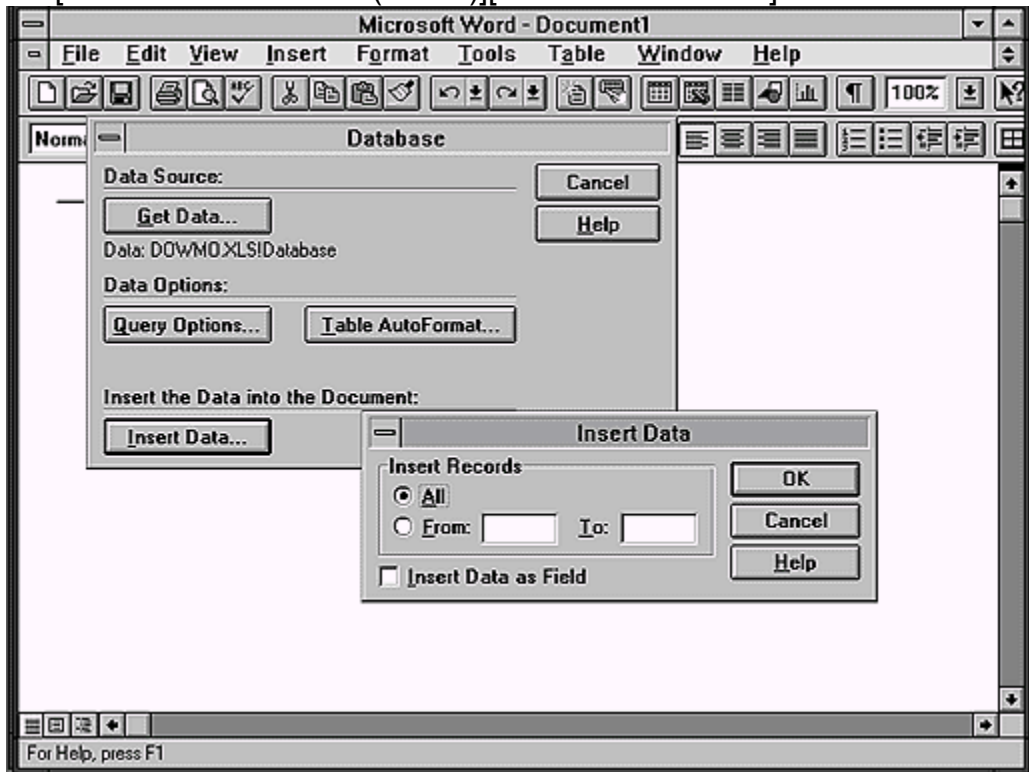
The image shows a dialog box titled "Database". It is divided into three main sections:

- Data Source:** This section contains a text input field, a "Get Data..." button, a "Cancel" button, and a "Help" button.
- Data Options:** This section contains two buttons: "Query Options..." and "Table AutoFormat...".
- Insert the Data into the Document:** This section contains a single button labeled "Insert Data...".

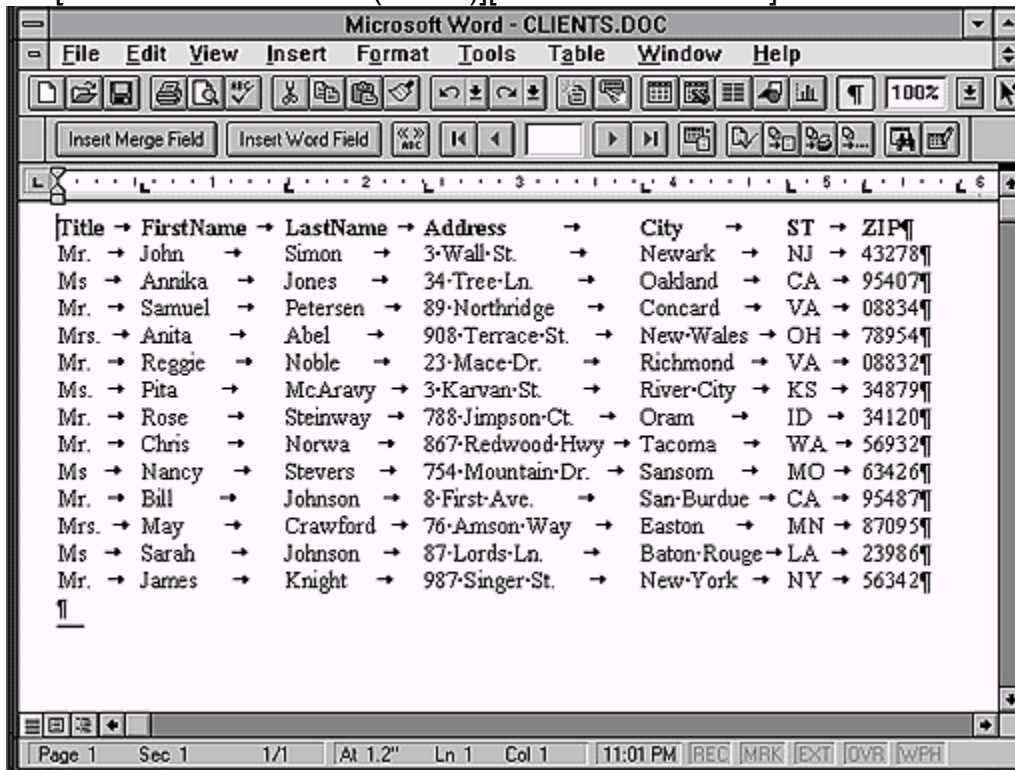
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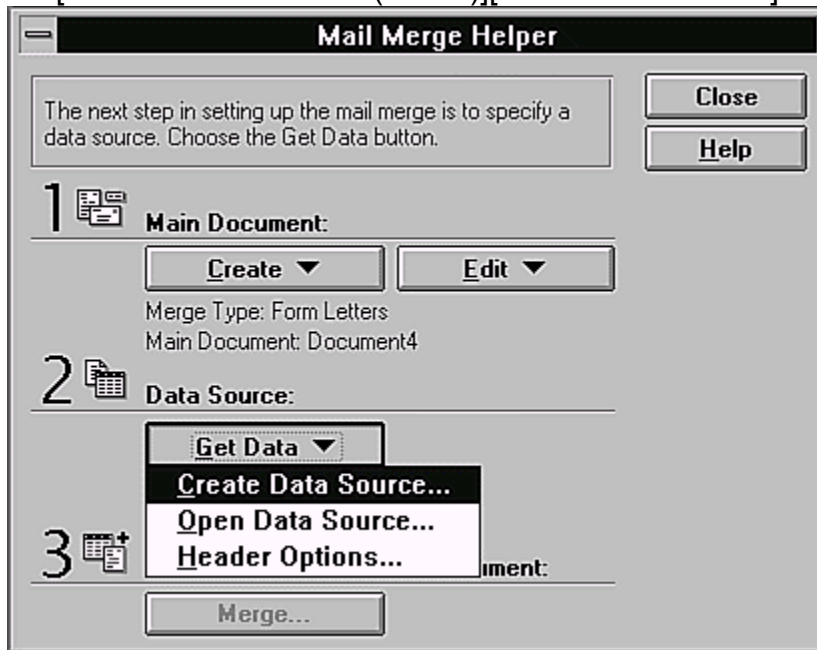


The screenshot shows a Microsoft Word window titled "Microsoft Word - CLIENTS.DOC". The window contains a table with the following data:

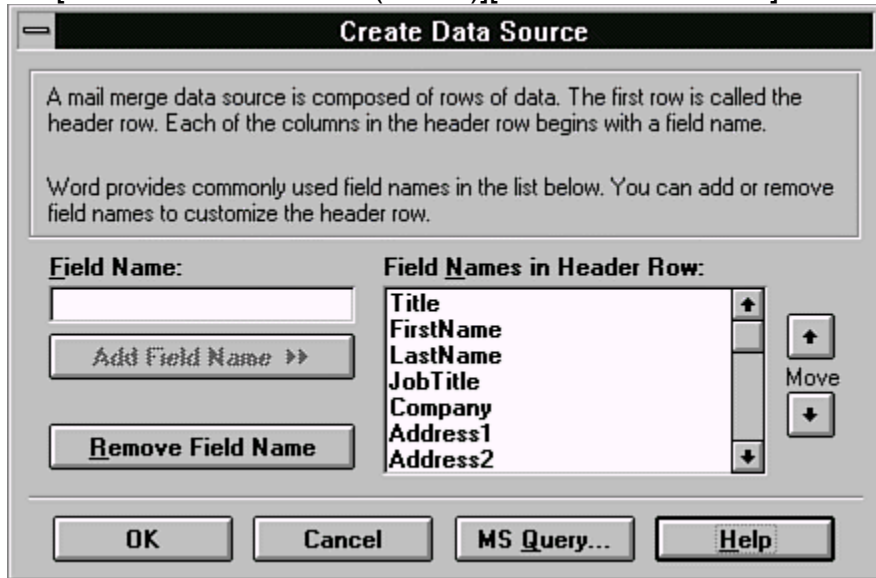
Title	FirstName	LastName	Address	City	ST	ZIP
Mr.	John	Simon	3-Wall-St.	Newark	NJ	43278
Ms	Annika	Jones	34-Tree-Ln.	Oakland	CA	95407
Mr.	Samuel	Petersen	89-Northridge	Concard	VA	08834
Mrs.	Anita	Abel	908-Terrace-St.	New-Wales	OH	78954
Mr.	Reggie	Noble	23-Mace-Dr.	Richmond	VA	08832
Ms.	Pita	McAravy	3-Karvan-St.	River-City	KS	34879
Mr.	Rose	Steinway	788-Jimpson-Ct.	Oram	ID	34120
Mr.	Chris	Norwa	867-Redwood-Hwy	Tacoma	WA	56932
Ms	Nancy	Stevens	754-Mountain-Dr.	Sansom	MO	63426
Mr.	Bill	Johnson	8-First-Ave.	San-Burdue	CA	95487
Mrs.	May	Crawford	76-Amson-Way	Easton	MN	87095
Ms	Sarah	Johnson	87-Lords-Ln.	Baton-Rouge	LA	23986
Mr.	James	Knight	987-Singer-St.	New-York	NY	56342

The status bar at the bottom of the window shows: Page 1, Sec 1, 1/1, At 1.2", Ln 1, Col 1, 11:01 PM, REC, MRK, EXT, OVR, WPH.

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
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{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
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[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

The image shows a window titled "Data Form" with a standard Windows-style title bar. The window is divided into several sections:

- Input Fields:** On the left side, there are eight text input fields, each with a label to its left: "Title:", "FirstName:", "LastName:", "JobTitle:", "Company:", "Address1:", "Address2:", "City:", and "State:". Each field is currently empty.
- Buttons:** On the right side, there is a vertical stack of seven buttons: "OK", "Add New", "Delete", "Restore", "Find...", "View Source", and "Help".
- Record Navigation:** At the bottom left, there is a "Record:" label followed by a set of navigation controls. These include a "Previous" button (left arrow), a "Next" button (right arrow), a small text box containing the number "1", and "First" and "Last" buttons (double left and double right arrows).

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Find in Field

Find What: **Find First**

In Field: **Close** **Help**

Company: Genbiotech

Address1: 3 Oceanside Ct.

Address2:

City: Ventura

State: CA

Record: 1

OK
Add New
Delete
Restore
Find...
View Source
Help

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

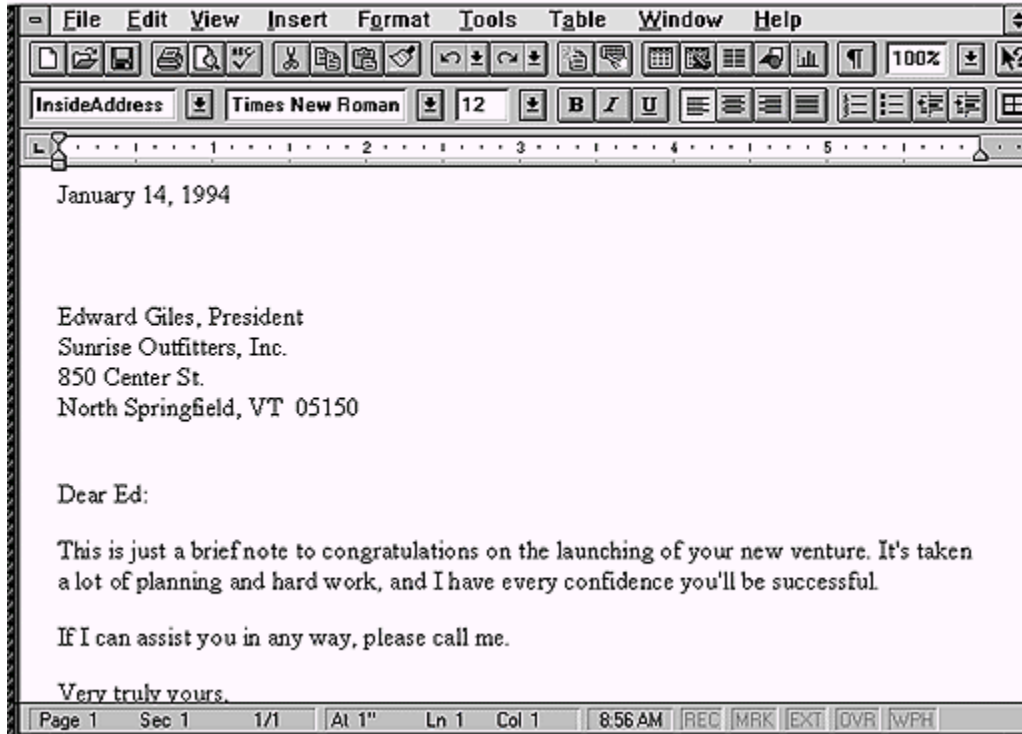
Manage Fields

Field Name:
[Empty text box]
Add >>
Remove
Rename...

Field Names in Header Row:
Title
FirstName
LastName
Address
City
ST
ZIP

OK
Cancel
Help

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
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[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Envelopes and Labels

Envelopes **Labels**

Delivery Address:

Edward Giles, President
Sunrise Outfitters, Inc.
850 Center St.
North Springfield, VT 05150

Return Address: **Omit**

Willason & Keeler, PC.
210 University Park Drive
Waltham, MA 02154

Print
Change Document
Cancel
Options...
Help

Preview **Feed**

When prompted by the printer, insert an envelope in your printer's manual feeder.

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Envelope Options

Envelope Options | Printing Options

Envelope Size:
Size 10 (4 1/8 x 9 1/2 in)

If Mailed in the USA
 Delivery Point Bar Code
 FIM-A Courtesy Reply Mail

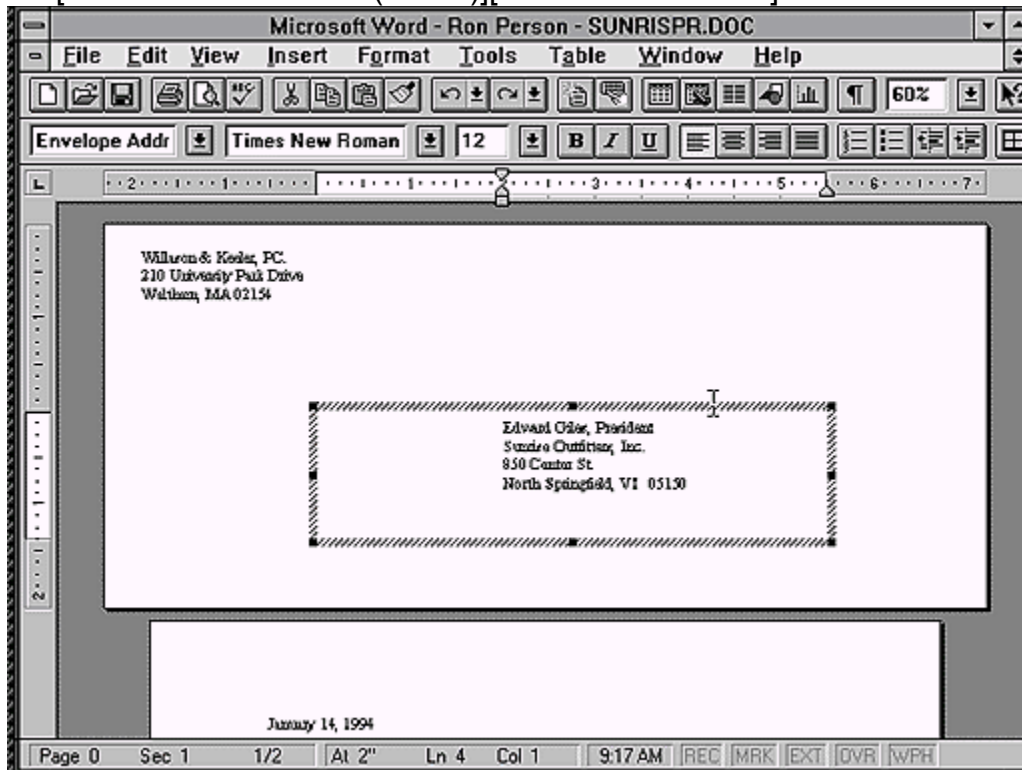
Delivery Address
Font... From Left: Auto From Top: Auto

Return Address
Font... From Left: Auto From Top: Auto

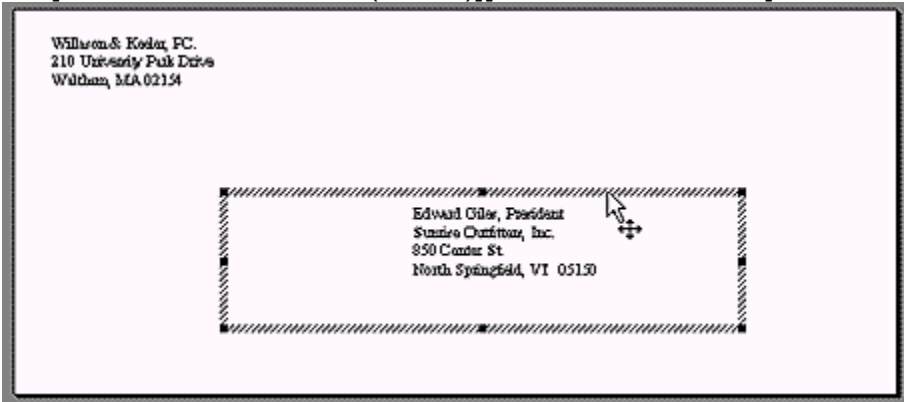
Preview

OK
Cancel
Help

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2, "Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Envelope Options

Envelope Options | Printing Options

Envelope Size:
Size 10 (4 1/8 x 9 1/2 in)

If Mailed in the USA
 Delivery Point Bar Code
 FIM-A Courtesy Reply Mail

Delivery Address
Font... From Left: Auto
From Top: Auto

Return Address
Font... From Left: Auto
From Top: Auto


Preview


OK
Cancel
Help


{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Mail Merge Helper

Use this checklist to set up a mail merge. Begin by choosing the Create button.

1  **Main Document:**

2  **Data Source:**

3  **Merge the Data with the Document:**

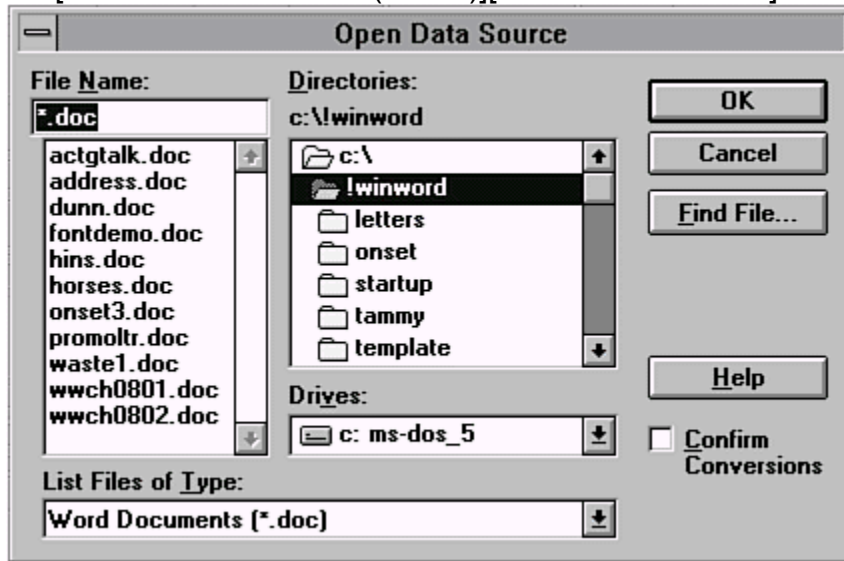
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Create Data Source

A mail merge data source is composed of rows of data. The first row is called the header row. Each of the columns in the header row begins with a field name.

Word provides commonly used field names in the list below. You can add or remove field names to customize the header row.

Field Name:

Add Field Name >>

Remove Field Name

Field Names in Header Row:

- Title
- FirstName
- LastName
- JobTitle
- Company
- Address1
- Address2

Move

↑

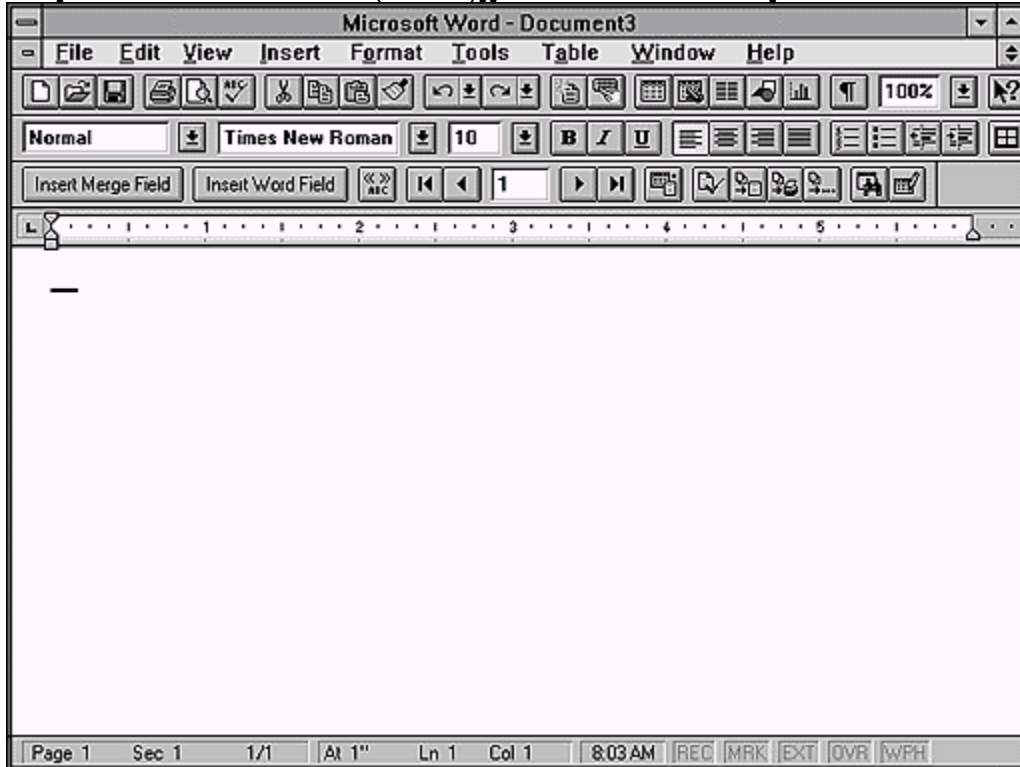
↓

OK **Cancel** **MS Query...** **Help**

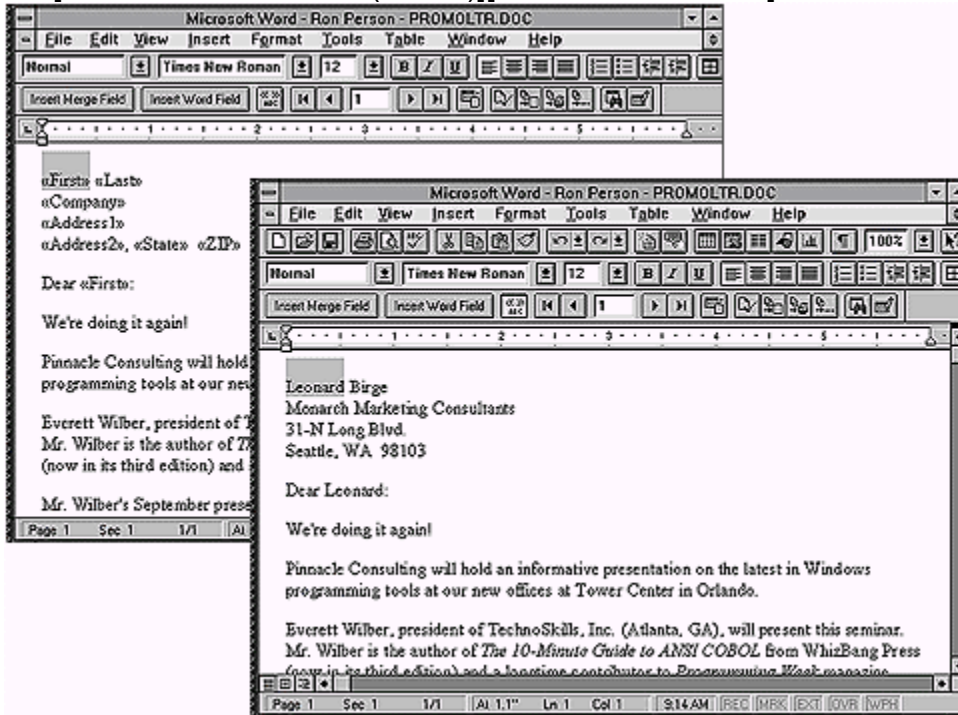
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



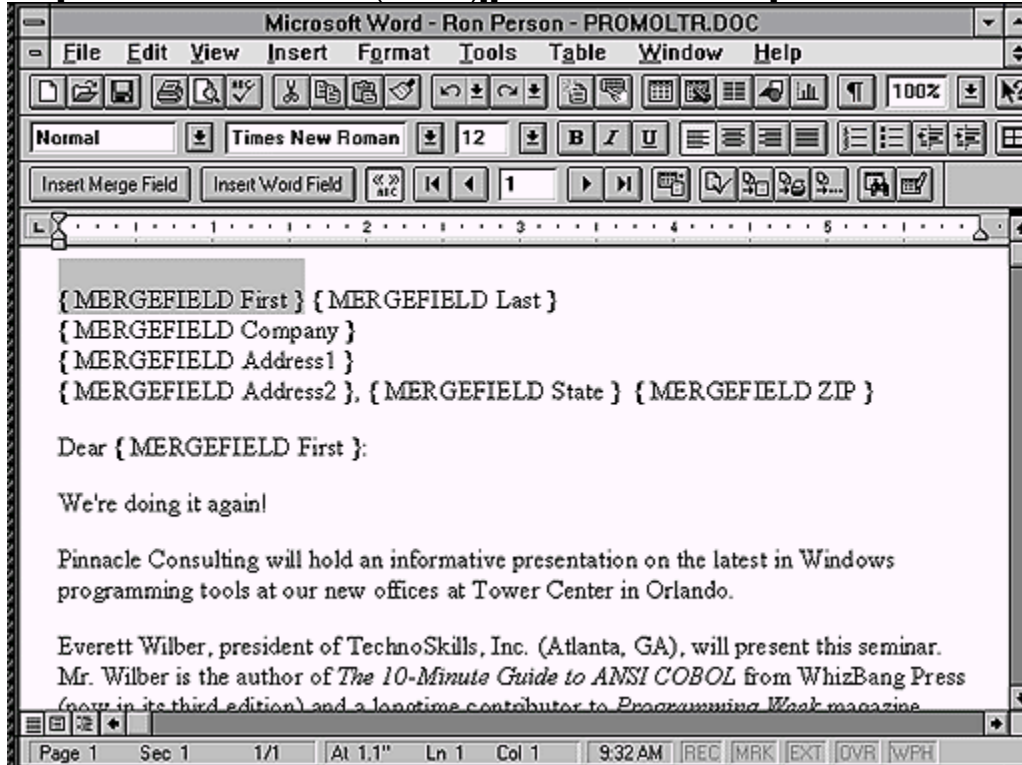
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main`)] [Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Checking and Reporting Errors

Simulate the merge and report errors in a new document.

Complete the merge, pausing to report each error as it occurs.

Complete the merge without pausing. Report errors in a new document.

OK Cancel Help

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Invalid Merge Field

This merge field is used in the main document, but it does not exist in the data source.

Address2

Remove Field

OK
Cancel
Help

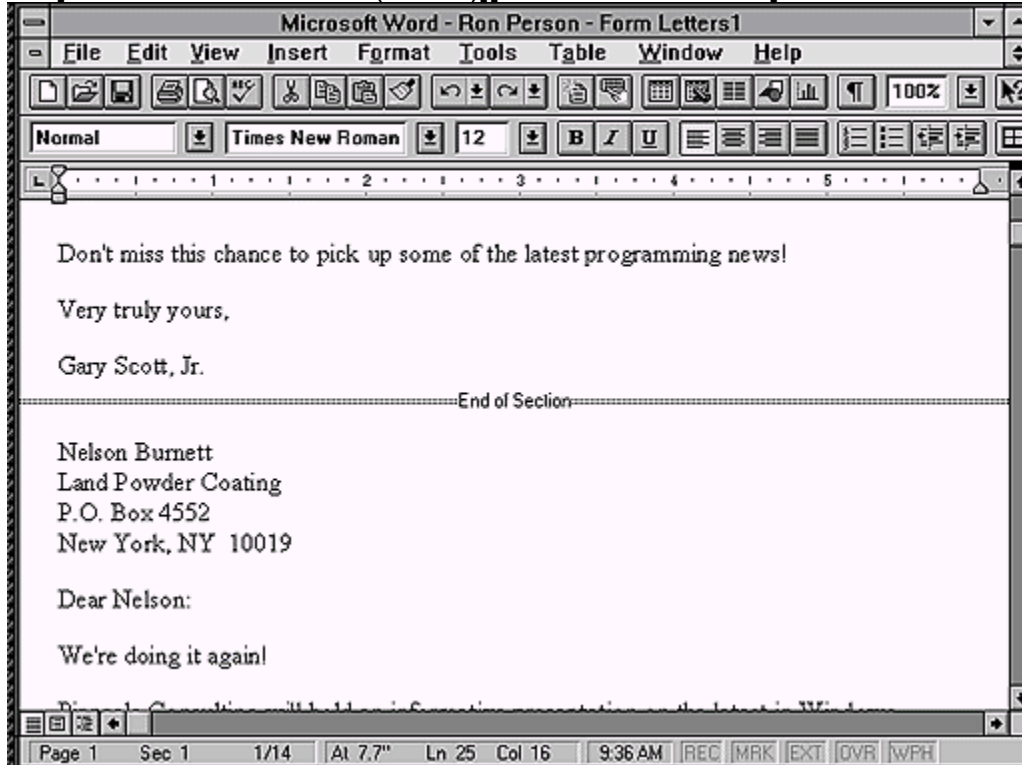
You can remove the invalid merge field from the main document.

Or, you can replace it with a valid merge field from the data source,

Last ↓

Sample Data:
Birge


{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main`)] [Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}




{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Mail Merge Helper


The main document and data source are ready to merge.
Choose the Merge button to complete the merge.

1  **Main Document:**

Merge Type: Form Letters
Main Document: C:\MRKTG\NEW\CLASS.DOC

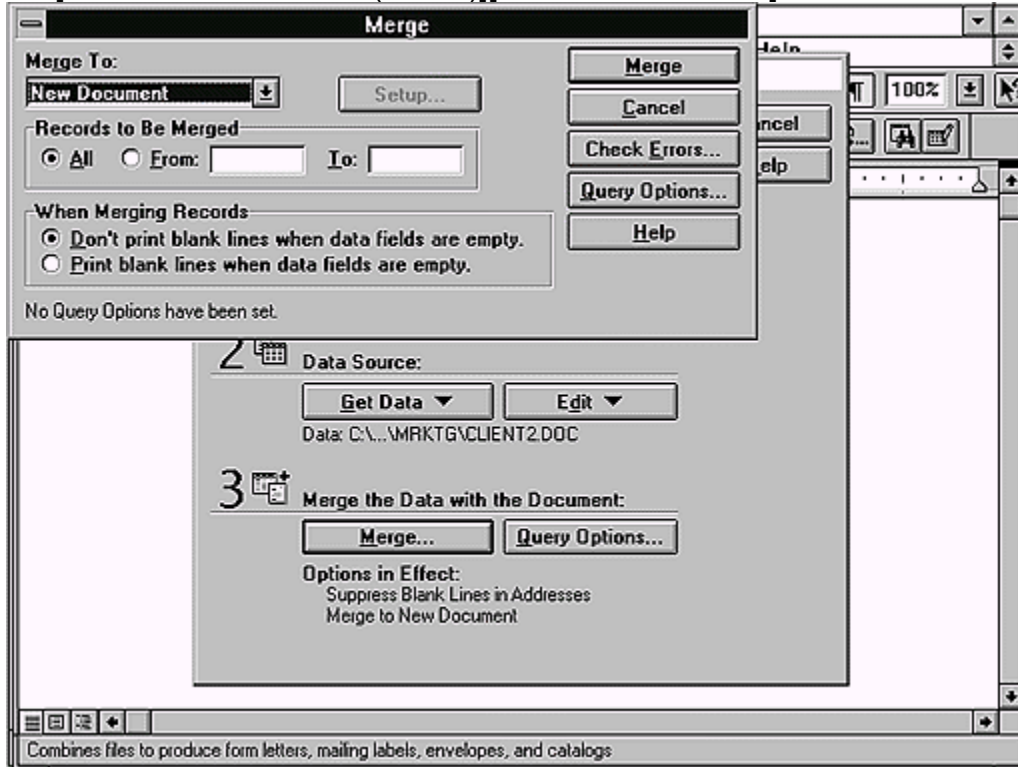
2  **Data Source:**

Data: C:\MRKTG\CLIENTS.DOC

3  **Merge the Data with the Document:**

Options in Effect:
Suppress Blank Lines in Addresses
Merge to New Document

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Query Options

Filter Records **Sort Records**

	Field:	Comparison:	Compare To:
	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OK **Cancel** **Clear All** **Help**

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Query Options

Filter Records **Sort Records**

	Field:	Comparison:	Compare To:
	Last	Greater than	P
And			

OK Cancel Clear All Help

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

The image shows a dialog box titled "Query Options" with two tabs: "Filter Records" and "Sort Records". The "Sort Records" tab is active. It contains three sorting criteria sections, each with a text input field, a dropdown arrow, and radio buttons for "Ascending" (selected) and "Descending". At the bottom, there are four buttons: "OK", "Cancel", "Clear All", and "Help".

Query Options

Filter Records **S**ort Records

Sort By

↓

Ascending
 Descending

Then By

↓

Ascending
 Descending

Then By

↓

Ascending
 Descending

OK **Cancel** **Clear All** **Help**

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

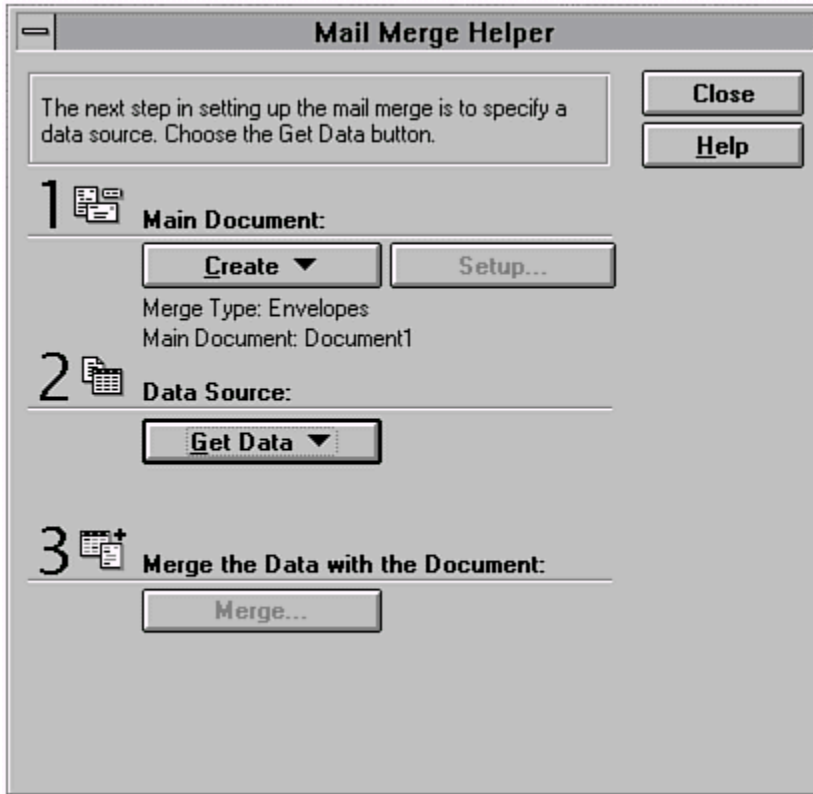
Query Options

Filter Records **Sort Records**

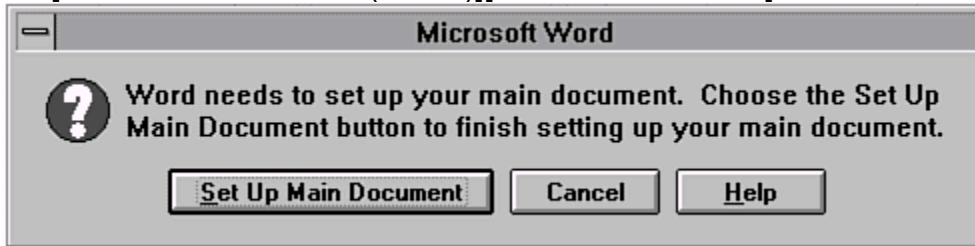
	Field:	Comparison:	Compare To:
	Pledged	Greater than or Equal	200
And	Paid	Less than	50
And			

OK Cancel Clear All Help

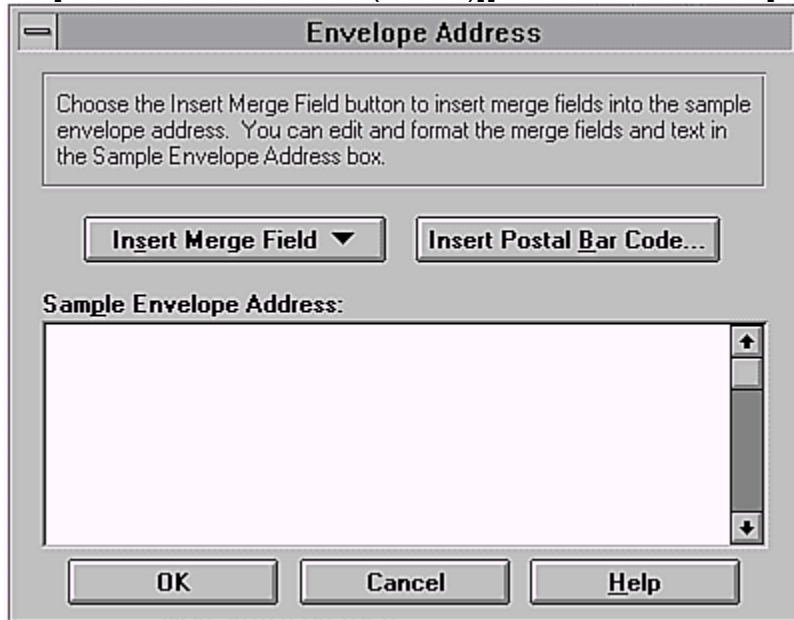
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

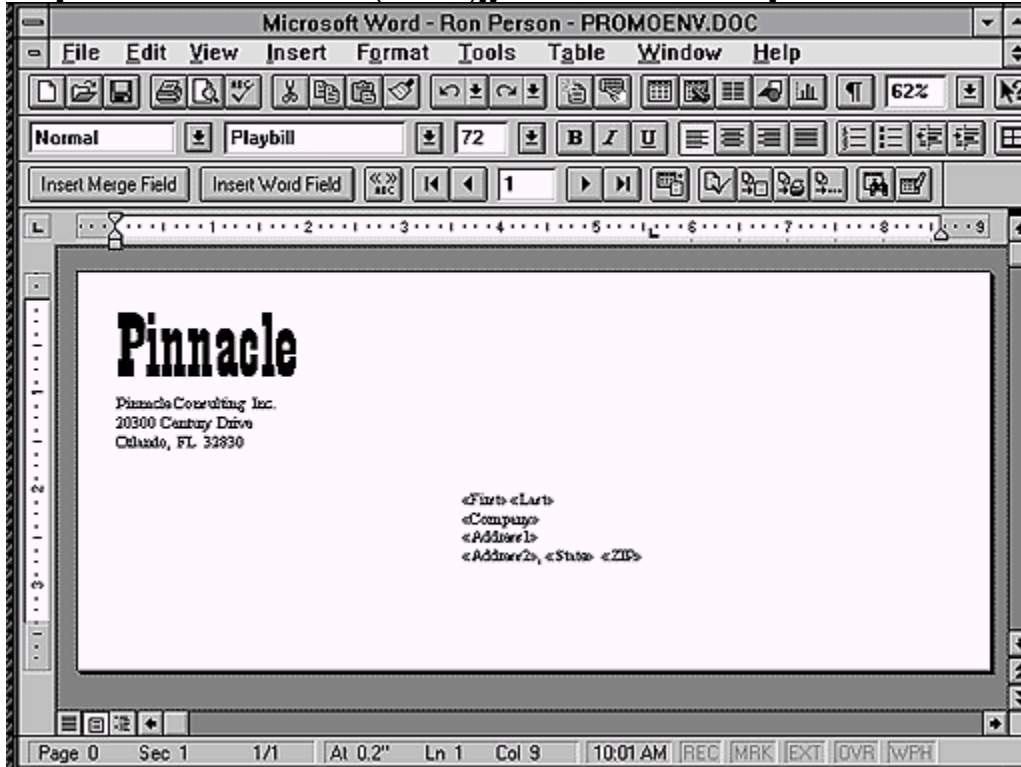


{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-/H25/W200/B2TLBR/ACC/D2]}

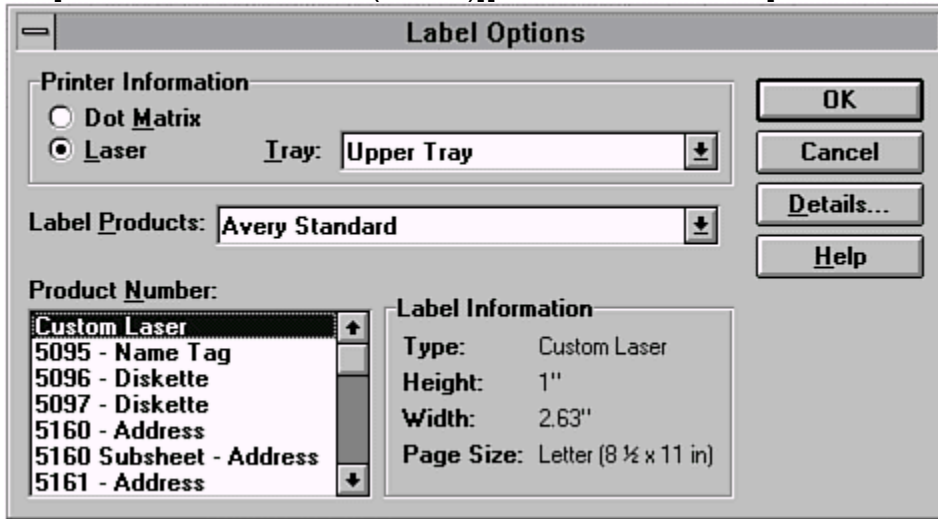


The image shows a dialog box titled "Envelope Address". At the top, there is a title bar with a minus sign on the left and the text "Envelope Address". Below the title bar is a text box containing the instruction: "Choose the Insert Merge Field button to insert merge fields into the sample envelope address. You can edit and format the merge fields and text in the Sample Envelope Address box." Below this text box are two buttons: "Insert Merge Field" with a downward-pointing triangle, and "Insert Postal Bar Code...". Below these buttons is a text label "Sample Envelope Address:" followed by a large, empty text area with a vertical scrollbar on the right side. At the bottom of the dialog box are three buttons: "OK", "Cancel", and "Help".

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-/H25/W200/B2TLBR/ACC/D2]}



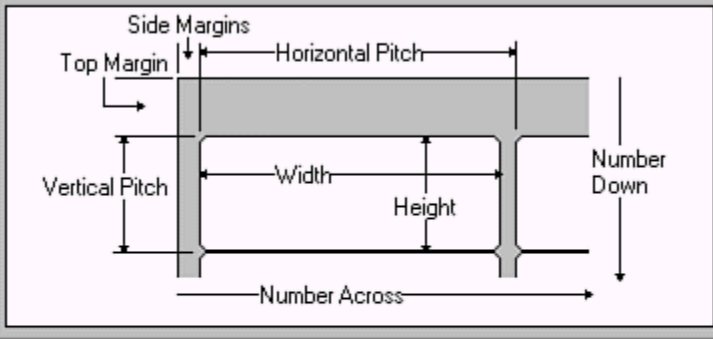
The image shows a 'Label Options' dialog box with the following components:

- Printer Information:** Radio buttons for 'Dot Matrix' and 'Laser' (selected). A 'Tray' dropdown menu is set to 'Upper Tray'.
- Label Products:** A dropdown menu set to 'Avery Standard'.
- Product Number:** A list box containing:
 - Custom Laser (highlighted)
 - 5095 - Name Tag
 - 5096 - Diskette
 - 5097 - Diskette
 - 5160 - Address
 - 5160 Subsheet - Address
 - 5161 - Address
- Label Information:** A text area displaying:
 - Type: Custom Laser
 - Height: 1"
 - Width: 2.63"
 - Page Size: Letter (8 1/2 x 11 in)
- Buttons:** 'OK', 'Cancel', 'Details...', and 'Help' are located on the right side.

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Custom Laser Information

Preview



The diagram illustrates the layout of a laser-printed label. It shows a grid of labels with various dimensions and counts. The parameters are: Top Margin (distance from top edge to label top), Side Margins (distance from left and right edges to label sides), Horizontal Pitch (distance between the start of adjacent labels), Vertical Pitch (distance between the start of adjacent labels vertically), Width (label width), Height (label height), Number Across (total number of labels in a row), and Number Down (total number of rows).

Top Margin:	<input type="text" value="0.5"/>	Label Height:	<input type="text" value="1"/>
Side Margin:	<input type="text" value="0.19"/>	Label Width:	<input type="text" value="2.63"/>
Vertical Pitch:	<input type="text" value="1"/>	Number Across:	<input type="text" value="3"/>
Horizontal Pitch:	<input type="text" value="2.75"/>	Number Down:	<input type="text" value="10"/>

OK
Cancel
Help

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Create Labels

Choose the Insert Merge Field button to insert merge fields into the sample label. You can edit and format the merge fields and text in the Sample Label box.

Insert Merge Field ▼ **Insert Postal Bar Code...**

Sample Label:

OK Cancel Help

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Envelopes and Labels

Envelopes **Labels**

Address: Use Return Address

Edward Giles, President
Sunrise Outfitters, Inc.
850 Center St.
North Springfield, VT 05150

Delivery Point Bar Code

Print

Full Page of the Same Label

Single Label

Row: 4 Column: 2

Label
Avery Standard,
Custom Laser

Print
New Document
Cancel
Options...
Help

Before printing, insert labels in your printer's upper tray.

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Insert Word Field: IF

IF

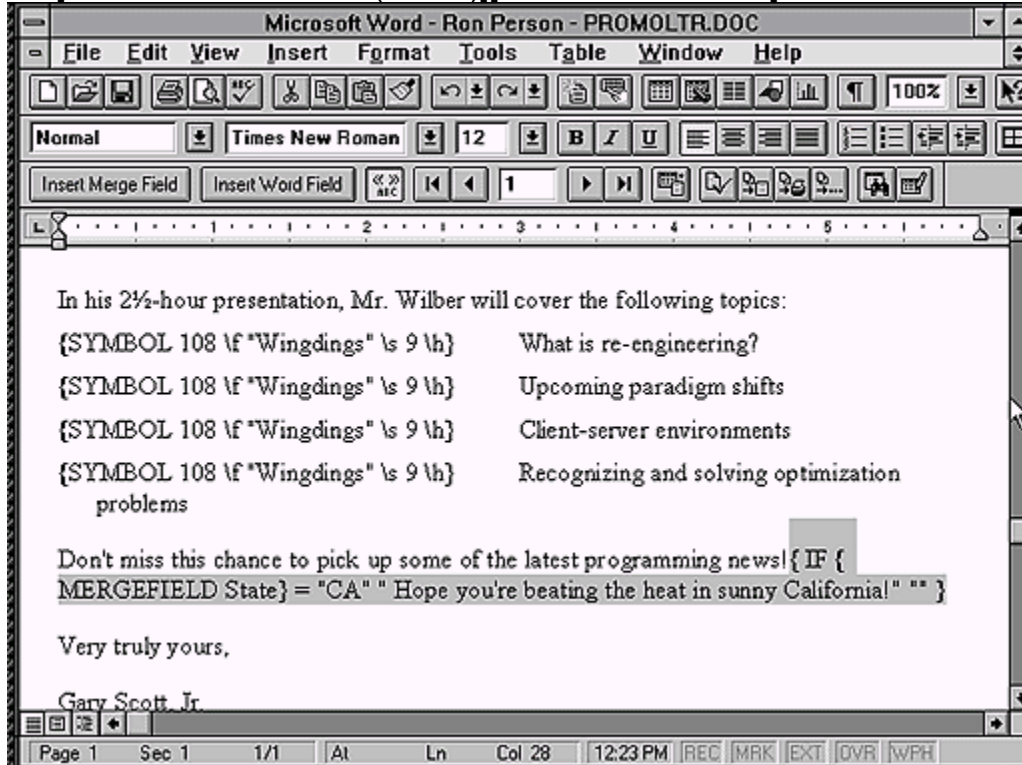
Field Name:	Comparison:	Compare To:
FirstName	Equal to	

Insert this Text:

Otherwise Insert this Text:

OK
Cancel
Help

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Create Header Source

A mail merge data source is composed of rows of data. The first row is called the header row. Each of the columns in the header row begins with a field name.

Word provides commonly used field names in the list below. You can add or remove field names to customize the header row.

Field Name:

Field Names in Header Row:

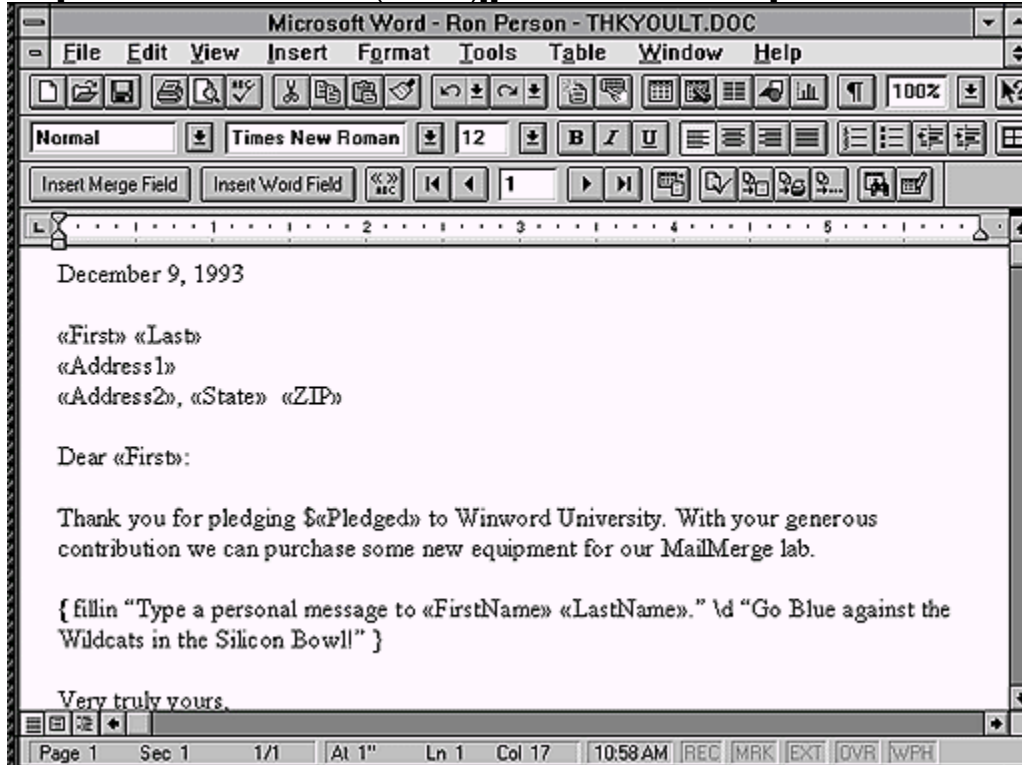
Title	↑
FirstName	
LastName	
JobTitle	
Company	
Address1	
Address2	↓

Add Field Name >> **Move** (↑ ↓)

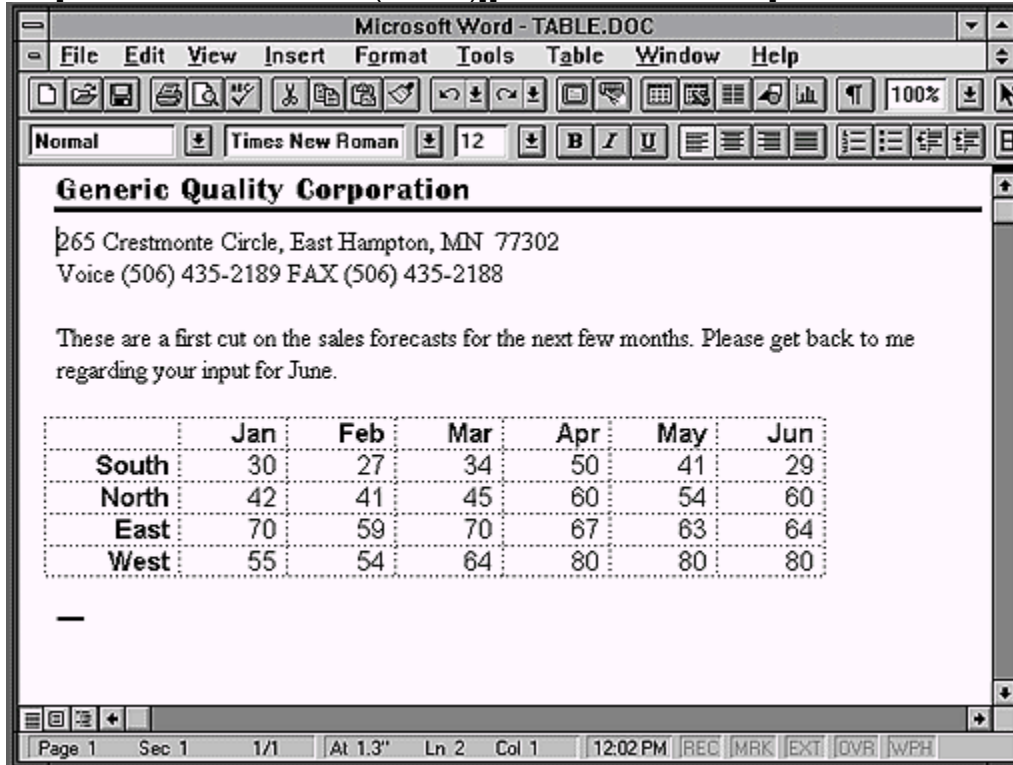
Remove Field Name

OK **Cancel** **MS Query...** **Help**

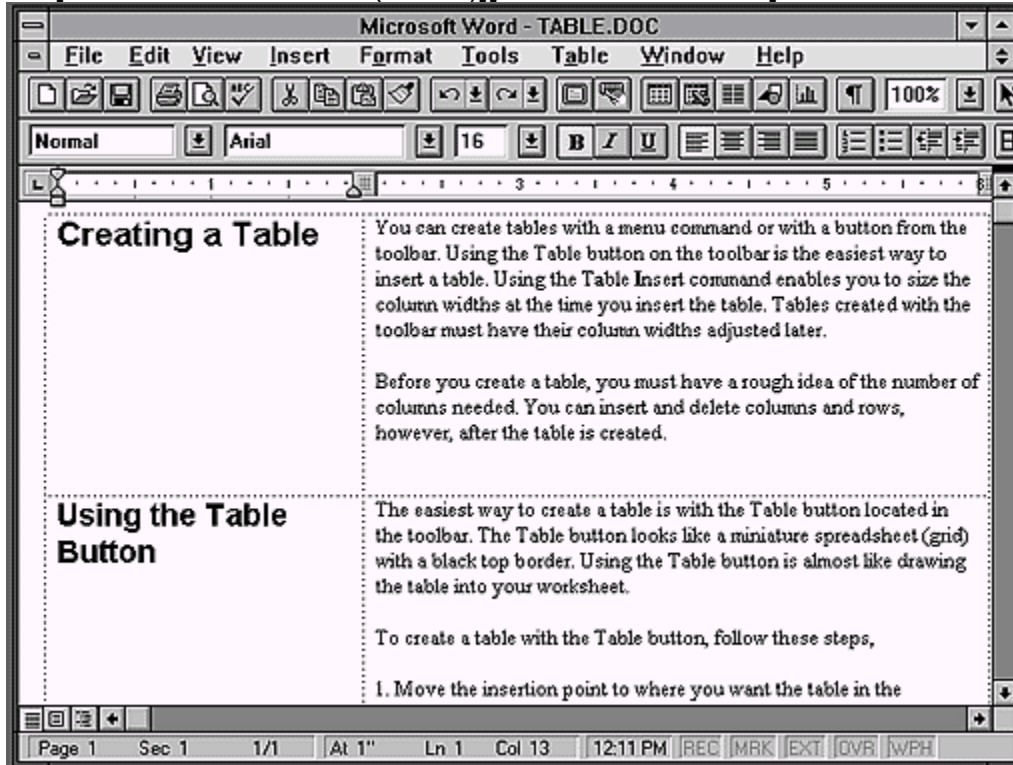
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



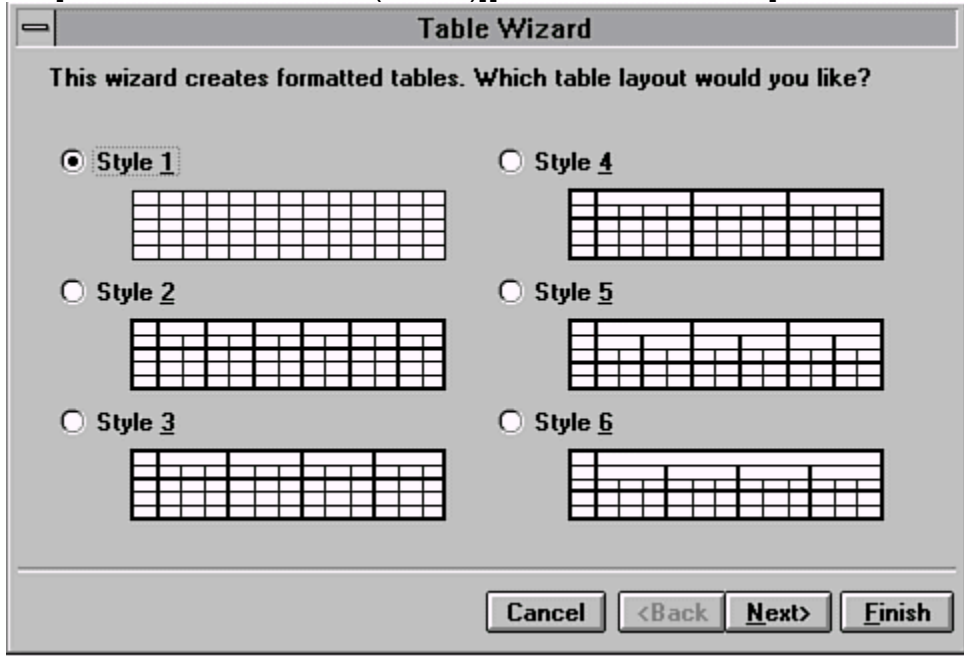
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

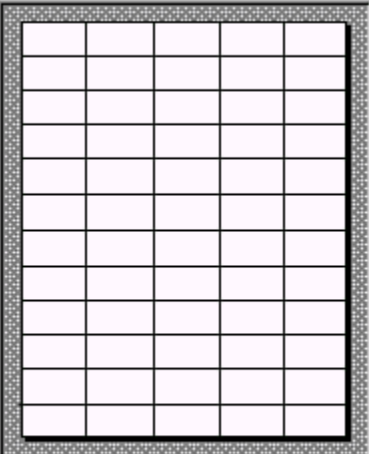


{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-/H25/W200/B2TLBR/ACC/D2]}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Table Wizard



What type of column headings do you want?

- N**o headings, just columns
- M**onths of the year
- Q**uarters (Q1, Q2, Q3, Q4)
- D**ays of the week
- N**umbers, from to
- Y**ears, from to

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Table Wizard

What type of row headings do you want?

No headings, just rows

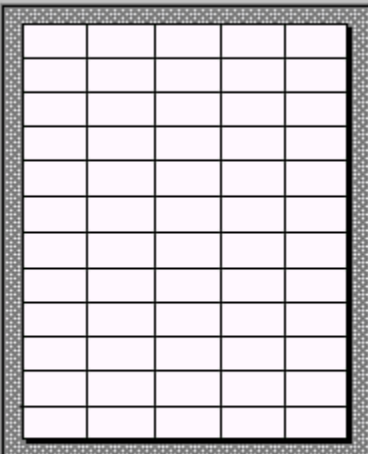
Months of the year

Quarters (Q1, Q2, Q3, Q4)

Days of the week

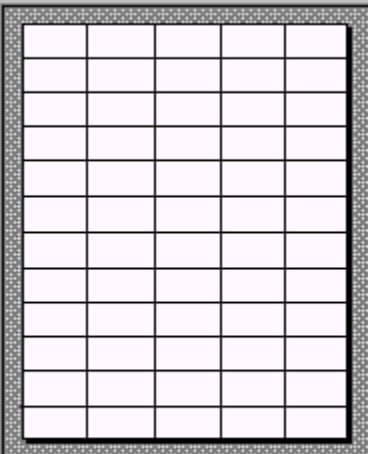
Numbers, from to

Years, from to



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Table Wizard



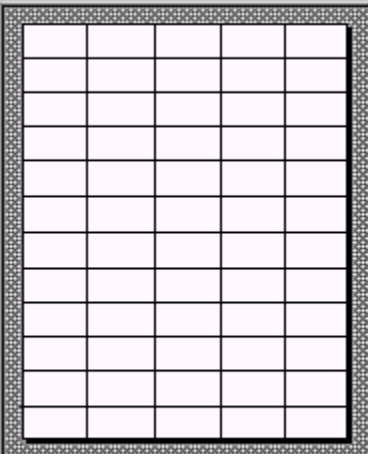
What will most or all of the table cells contain?

- Numbers: right-aligned
- Numbers: aligned on decimal
- Text: left-aligned
- Text: centered

Cancel <Back Next> Finish

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Table Wizard



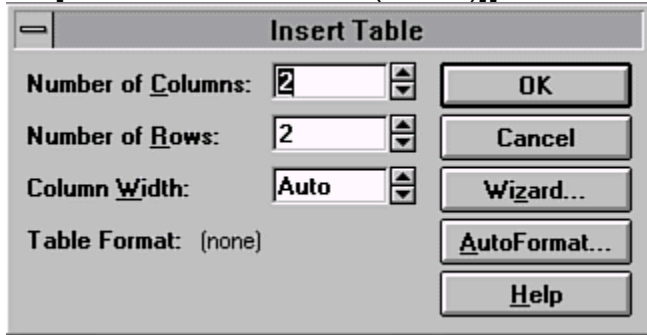
In which direction do you want to print your table?

Portrait
 Landscape

TIP If the direction you select is different from your document, the table will begin on a new page.

Cancel <Back Next> Finish

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

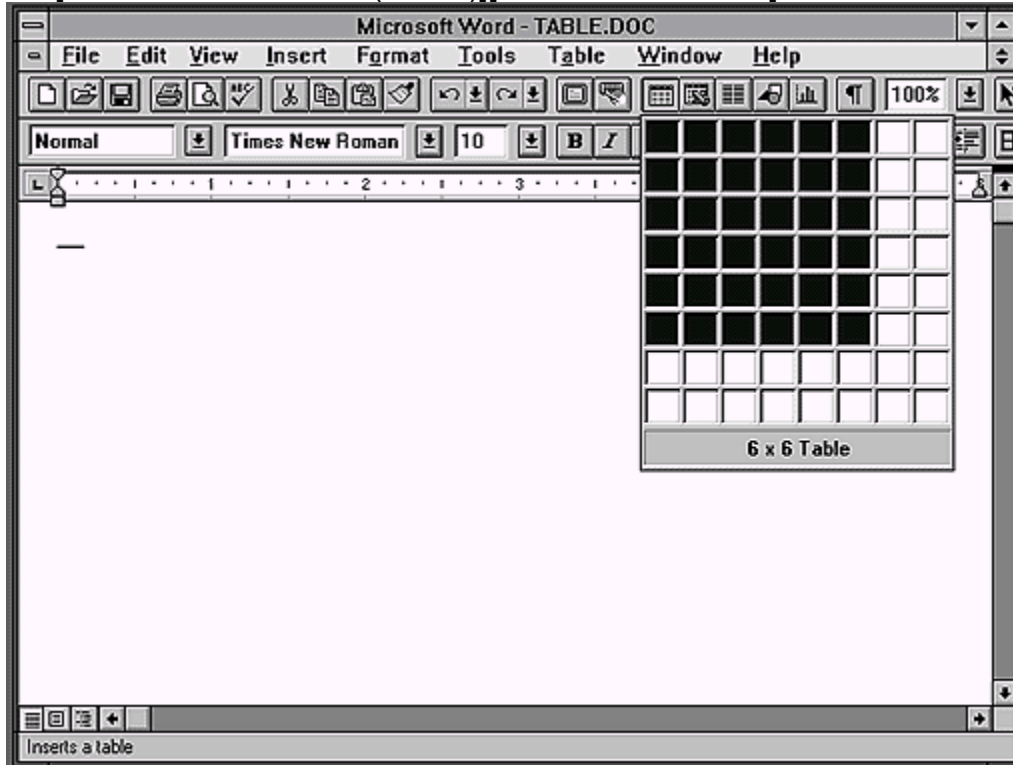


The image shows a standard Windows-style dialog box titled "Insert Table". It contains four rows of controls. The first row has "Number of Columns:" followed by a spinner box set to "2" and an "OK" button. The second row has "Number of Rows:" followed by a spinner box set to "2" and a "Cancel" button. The third row has "Column Width:" followed by a dropdown menu set to "Auto" and a "Wizard..." button. The fourth row has "Table Format: (none)" followed by an "AutoFormat..." button. A "Help" button is located at the bottom right of the dialog.

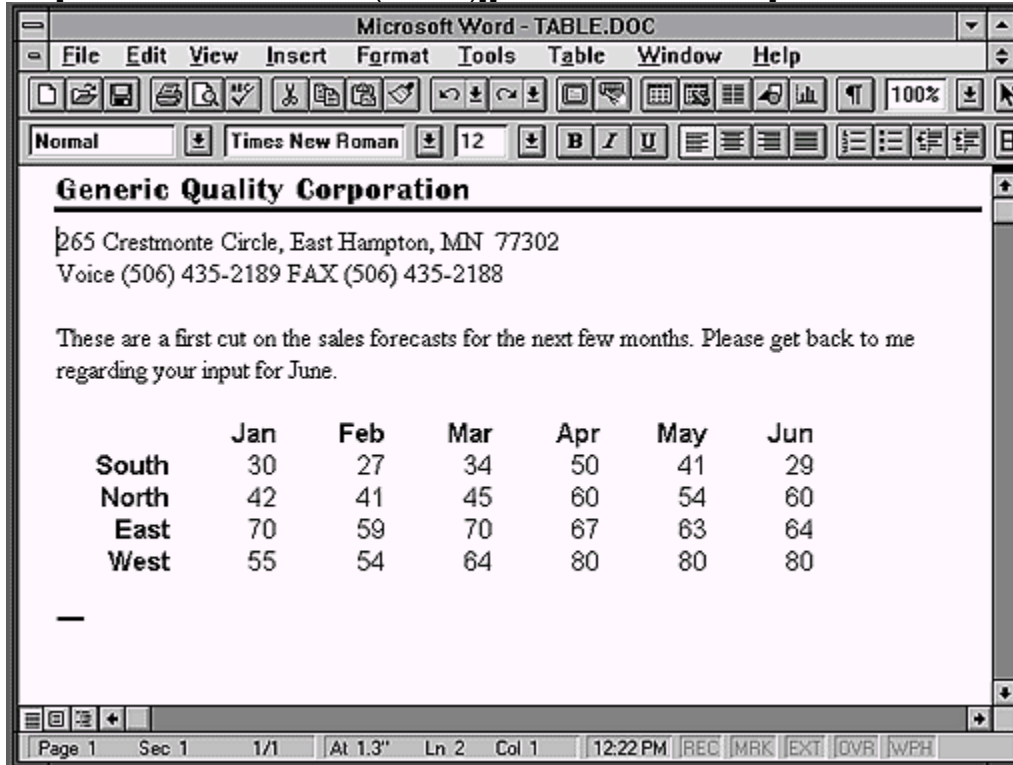
Number of Columns:	2	OK
Number of Rows:	2	Cancel
Column Width:	Auto	Wizard...
Table Format:	(none)	AutoFormat...

Help

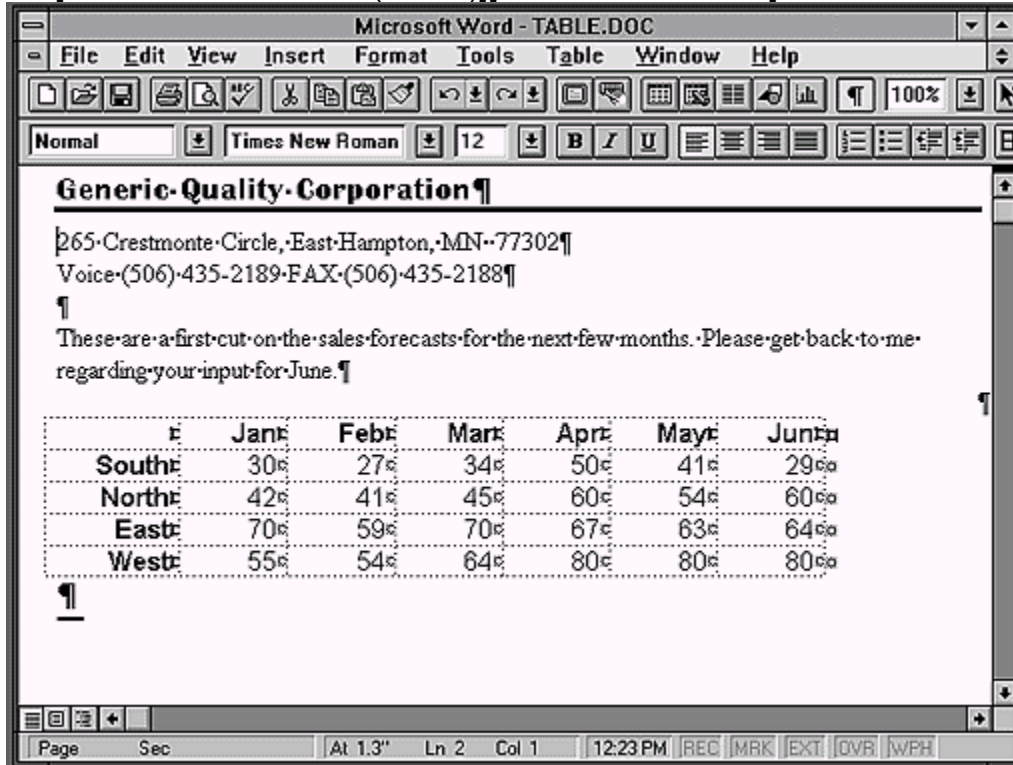
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main`)] [Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



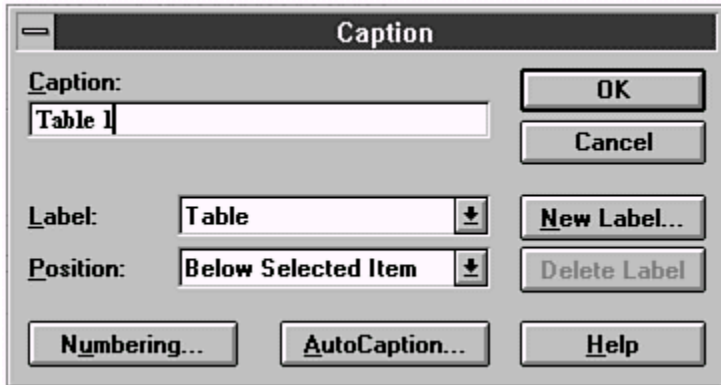
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



The image shows a 'Caption' dialog box with a title bar containing a minus sign and the word 'Caption'. The dialog has several sections and buttons:

- Caption:** A text input field containing 'Table 1'.
- Label:** A text input field containing 'Table' with a dropdown arrow on the right.
- Position:** A text input field containing 'Below Selected Item' with a dropdown arrow on the right.
- Buttons:** 'OK', 'Cancel', 'New Label...', 'Delete Label', 'Numbering...', 'AutoCaption...', and 'Help'.

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Generic Quality Corporation

265 Crestmonte Circle, East Hampton, MN 77032
Voice (506)435-2189 FAX (506)435-2188

These are a first cut on the sales forecasts for the next few months. Please get back to me regarding your input for June.

	Jan	Feb	Mar	Apr	May	Jun
South	30	27	34	50	41	29
North	42	41	45	60	54	60
East	70	59	70	67	63	64
West	55	54	64	80	80	80

Table 1]

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

	Jan	Feb	Mar	Apr	May	Jun
South	30	27	34	50	41	29
North	42	41	45	60	54	60
East	70	59	70	67	63	64
West	55	54	64	80	80	80

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

	Jan	Feb	Mar	Apr	May	Jun
South	30	27	34	50	41	29
North	42	41	45	60	54	60
East	70	59	70	67	63	64
West	55	54	64	80	80	80

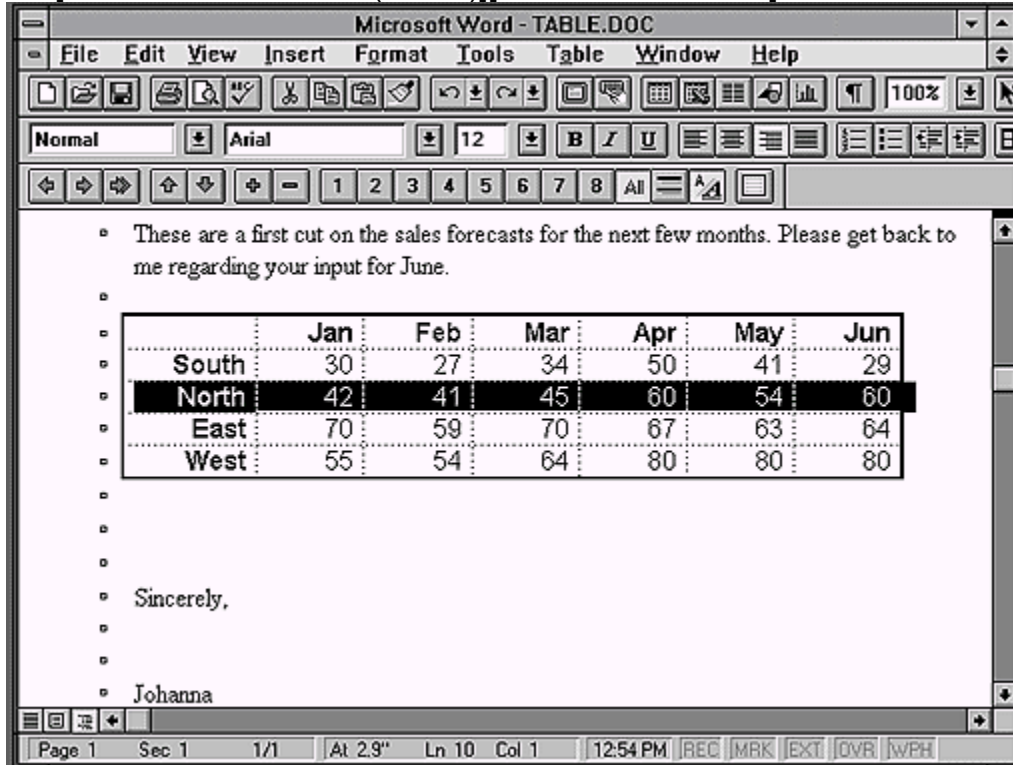
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[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

	Jan	Feb	Mar	Apr
South	30	27	34	50
North	42	41	45	60
East	70	59	70	67
West	55	54	64	80

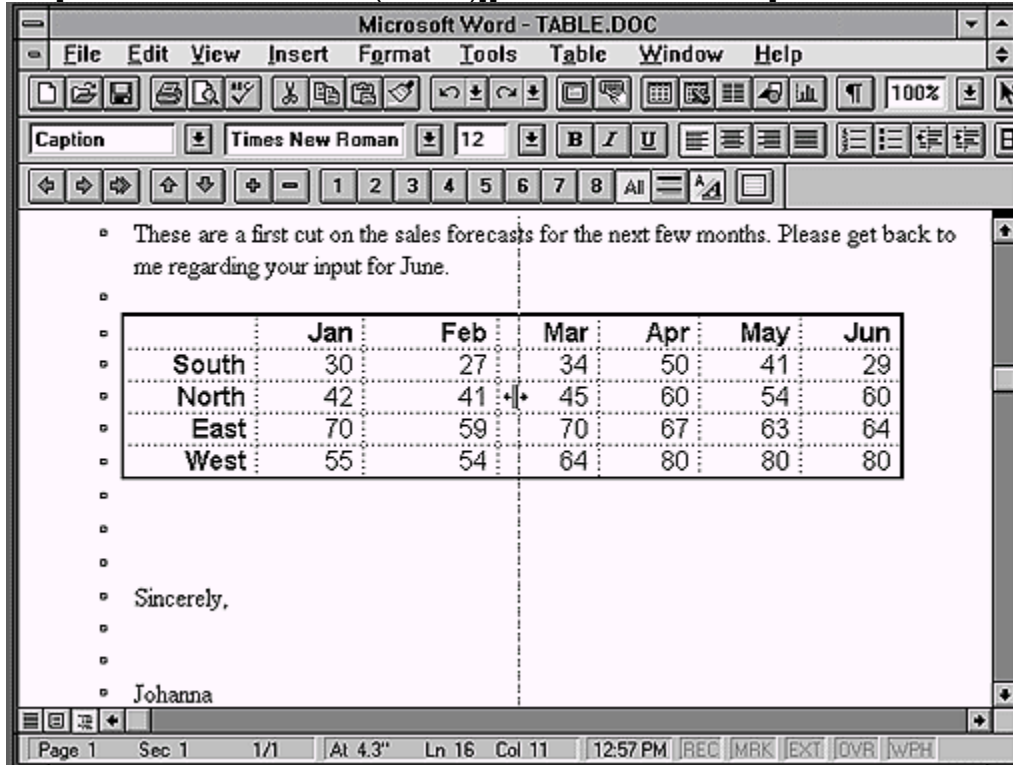
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

	Jan	Feb	Mar	Apr	Apr
South	30	27	34	50	50
North	42	41	45	60	60
East	70	59	70	67	67
West	55	54	64	80	80

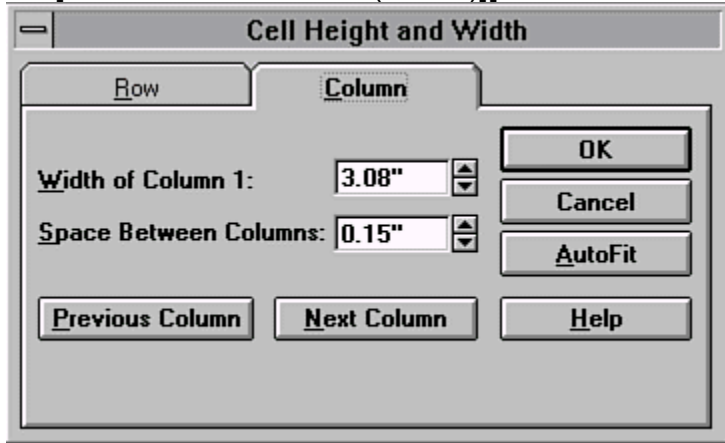
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[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main`)] [Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Cell Height and Width

Row | Column

Height of Row 2:
Auto [v] At: [] [v]

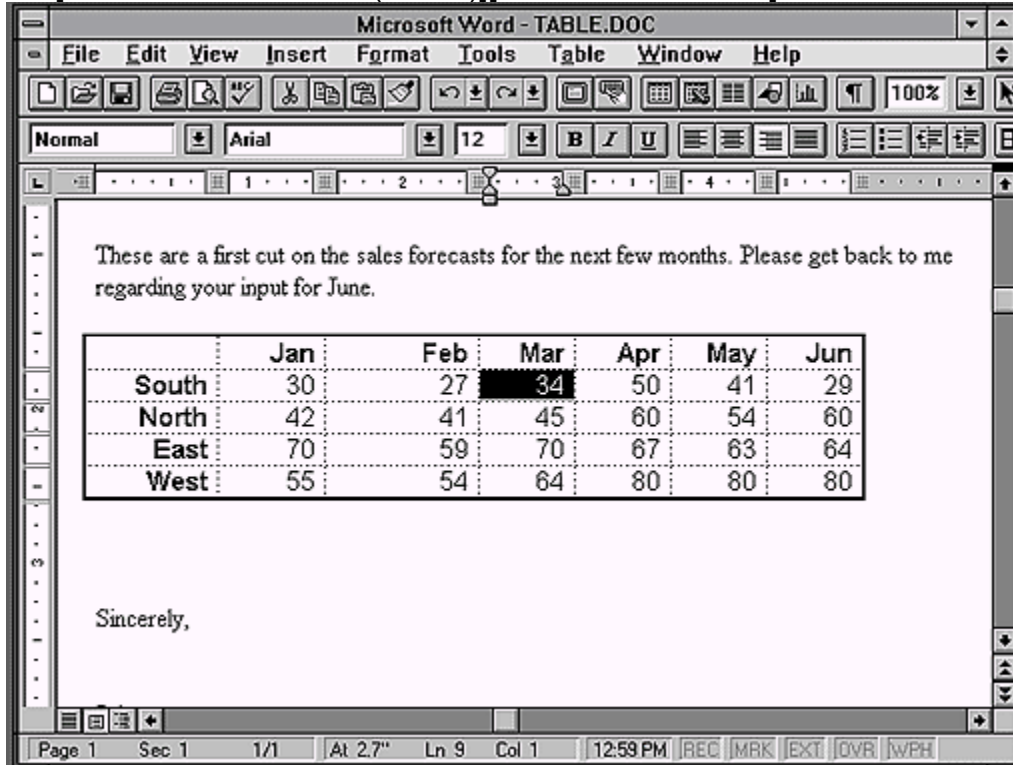
Indent From Left: 0" [v]

Alignment
 Left Center Right

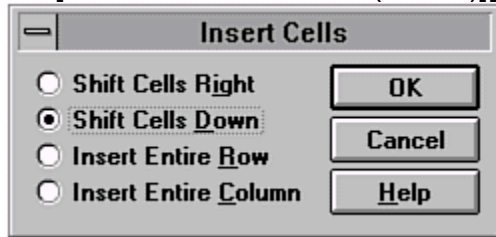
Allow Row to Break Across Pages

OK
Cancel
Previous Row
Next Row
Help

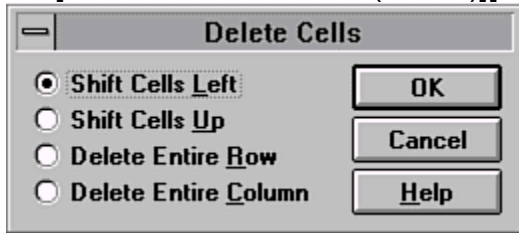
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

	Jan	Feb	Mar	Apr	May	Jun
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{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

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{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

	Jan	Feb	Mar	Apr	Jun
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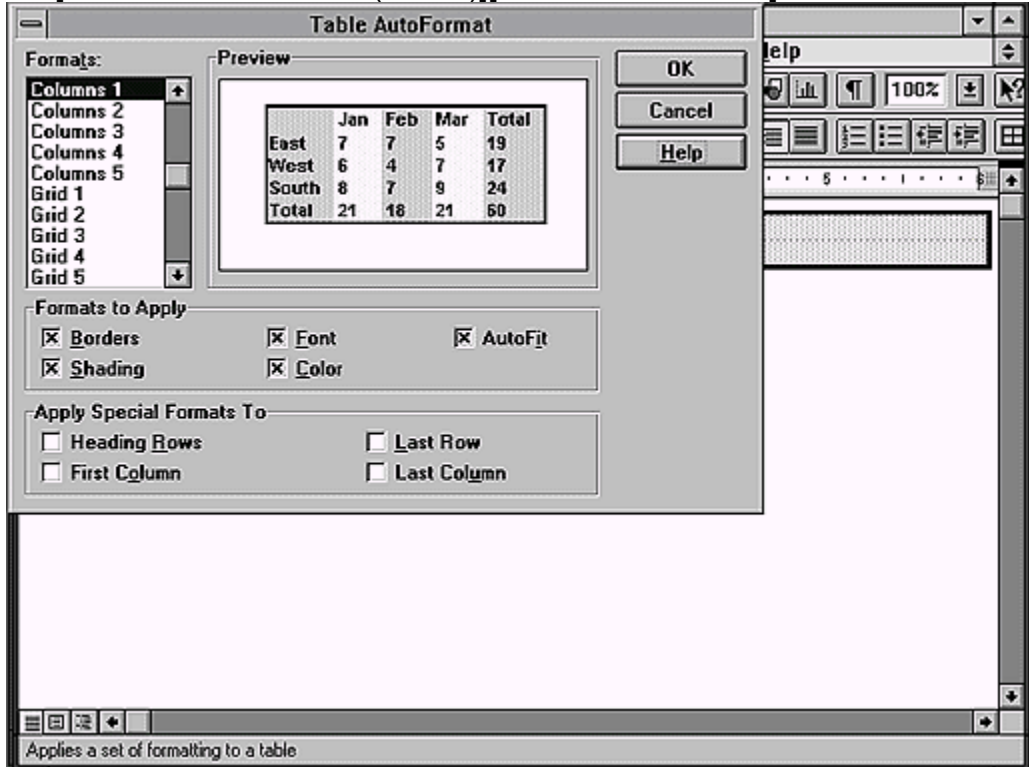
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[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

	Sales Forecast					
	Jan	Feb	Mar	Apr	May	Jun
South	30	27	34	50	41	29
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{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

	Sales Forecast					
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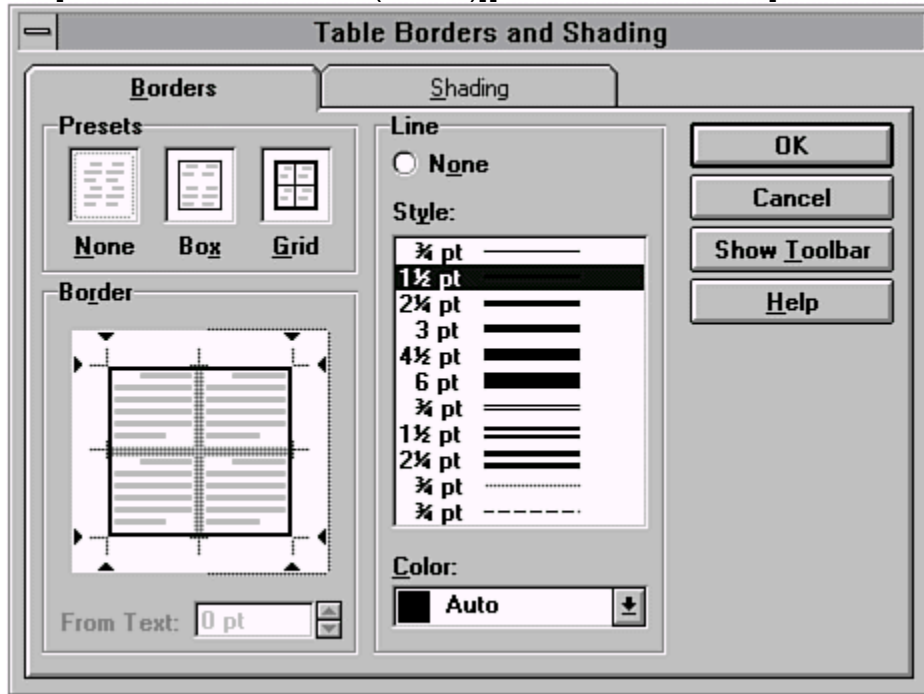
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



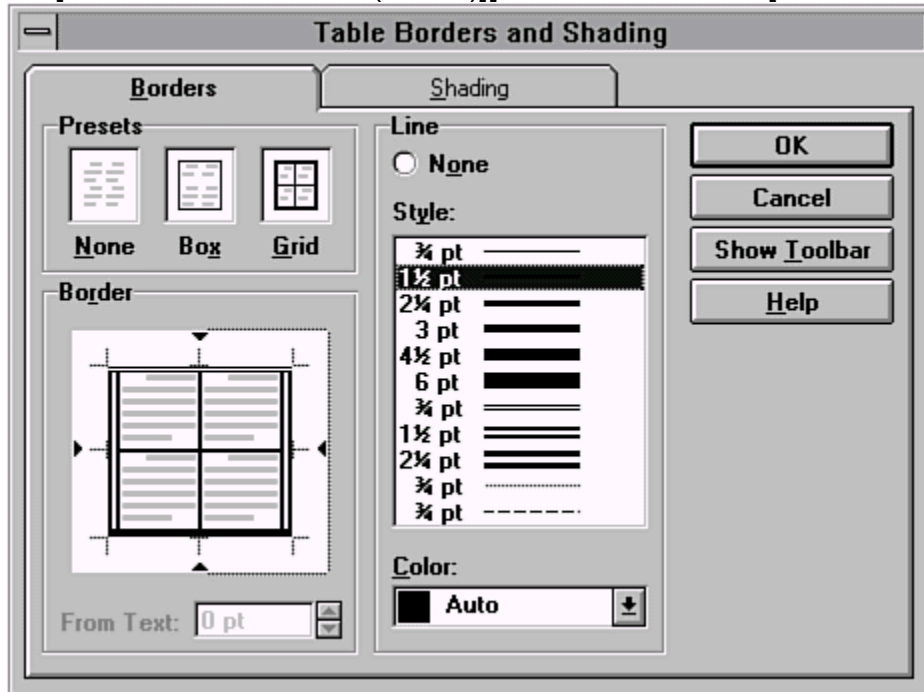
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

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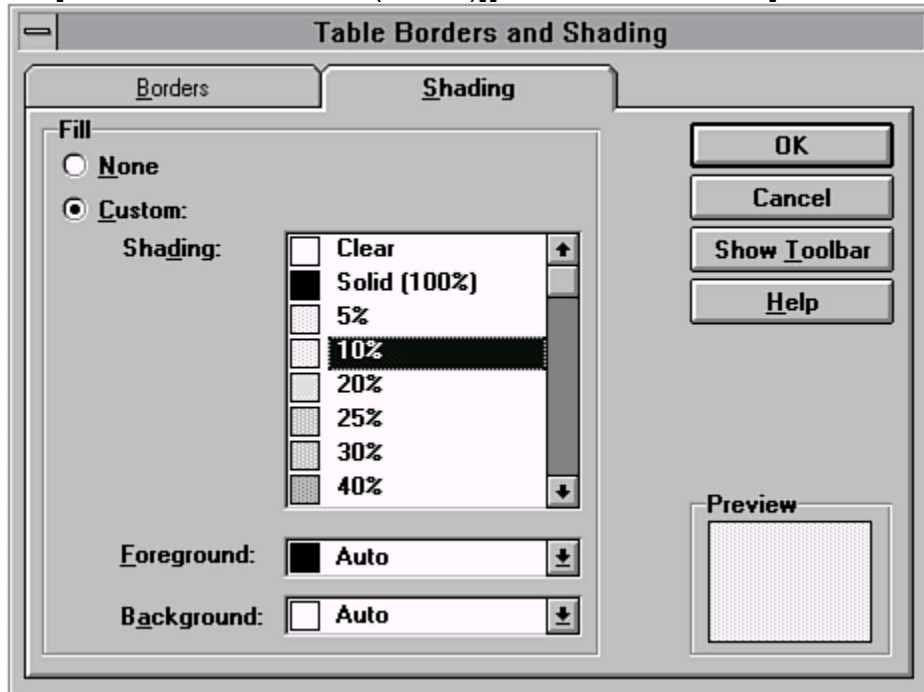
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main`)] [Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Bullets and Numbering

Bulleted **Numbered** Multilevel

1. _____ _____	1) _____ _____	I. _____ _____
2. _____ _____	2) _____ _____	II. _____ _____
3. _____ _____	3) _____ _____	III. _____ _____
A. _____ _____	A) _____ _____	a) _____ _____
B. _____ _____	B) _____ _____	b) _____ _____
C. _____ _____	C) _____ _____	c) _____ _____

OK
Cancel
Modify...
Remove
Help

Hanging Indent

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Sort

Sort By
[Column 1] Type: Text Ascending Descending

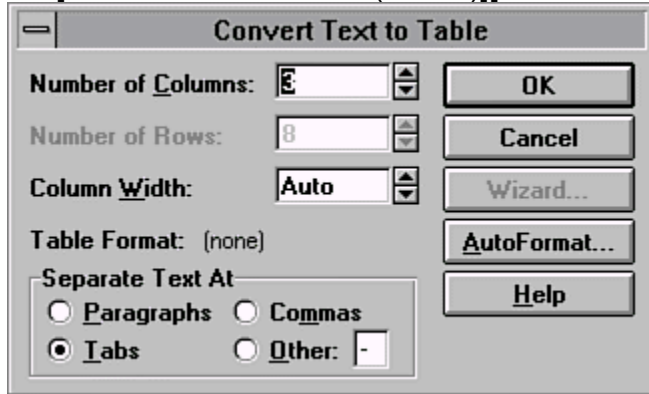
Then By
Type: Text Ascending Descending

Then By
Type: Text Ascending Descending

My List Has
 Header Row No Header Row

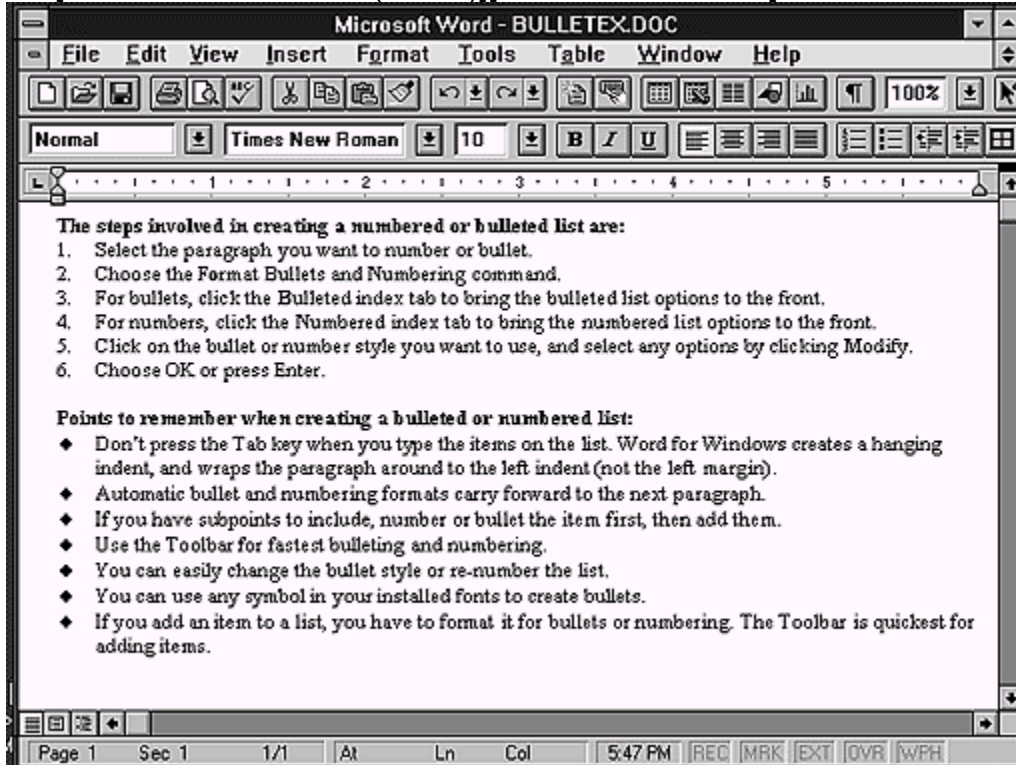
OK
Cancel
Options...
Help

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

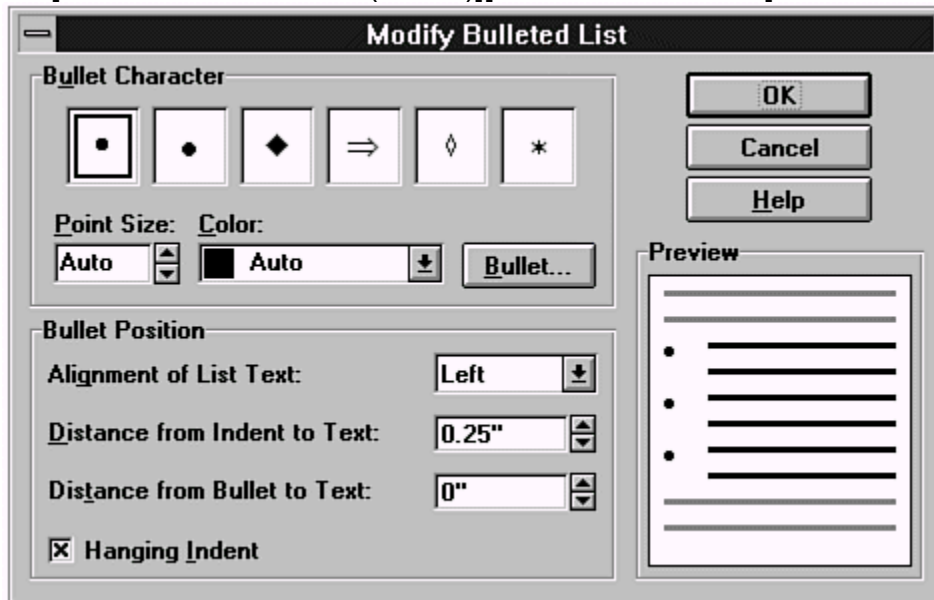


The image shows a 'Convert Text to Table' dialog box. It has a title bar with a minus sign and the text 'Convert Text to Table'. The dialog contains several controls: 'Number of Columns' is a spinner box set to 3; 'Number of Rows' is a spinner box set to 8; 'Column Width' is a dropdown menu set to 'Auto'; 'Table Format' is a dropdown menu set to '(none)'; and 'Separate Text At' is a group box containing four radio buttons: 'Paragraphs', 'Commas', 'Tabs' (which is selected), and 'Other: -'. To the right of these controls are five buttons: 'OK', 'Cancel', 'Wizard...', 'AutoFormat...', and 'Help'.

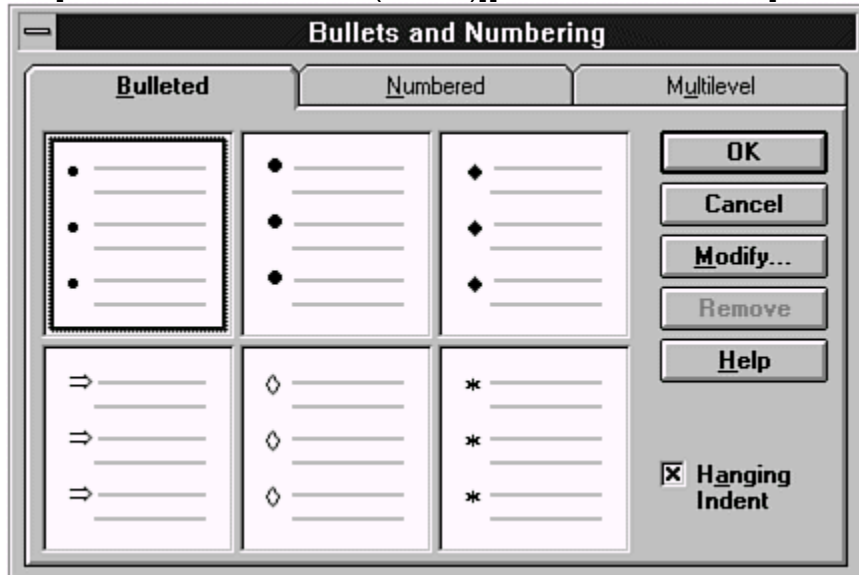
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main`)] [Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Bullets and Numbering

Bulleted **Numbered** Multilevel

1. _____ _____ 2. _____ _____ 3. _____ _____	1) _____ _____ 2) _____ _____ 3) _____ _____	I. _____ _____ II. _____ _____ III. _____ _____	OK
A. _____ _____ B. _____ _____ C. _____ _____	A) _____ _____ B) _____ _____ C) _____ _____	a) _____ _____ b) _____ _____ c) _____ _____	Cancel
			Modify...
			Remove
			Help
			<input checked="" type="checkbox"/> Hanging Indent

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Modify Numbered List

Number Format

Text Before:	Number:	Text After:
	1, 2, 3,

Start At: 1

Number Position

Alignment of List Text: Left

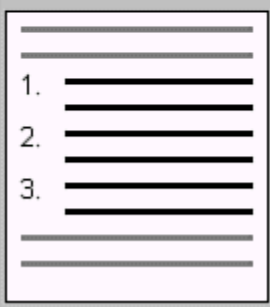
Distance from Indent to Text: 0.25"

Distance from Number to Text: 0"

Hanging Indent

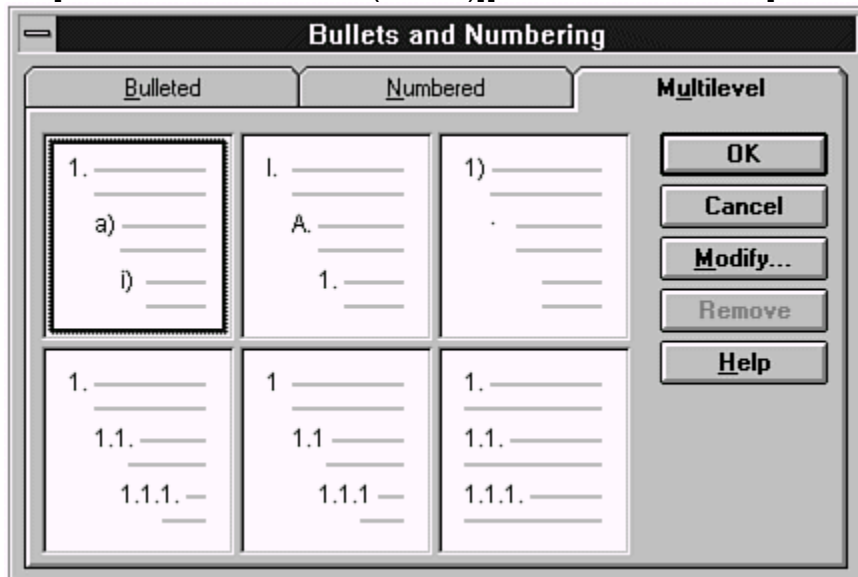
OK
Cancel
Help

Preview



1. _____
2. _____
3. _____

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Modify Multilevel List

Number Format

Text Before:	Bullet or Number:	Text After:
<input type="text"/>	a, b, c, ...)

Start At: Include from Previous Level:

Number Position

Alignment of List Text:

Distance from Indent to Text:

Distance from Number to Text:

Hanging Indent

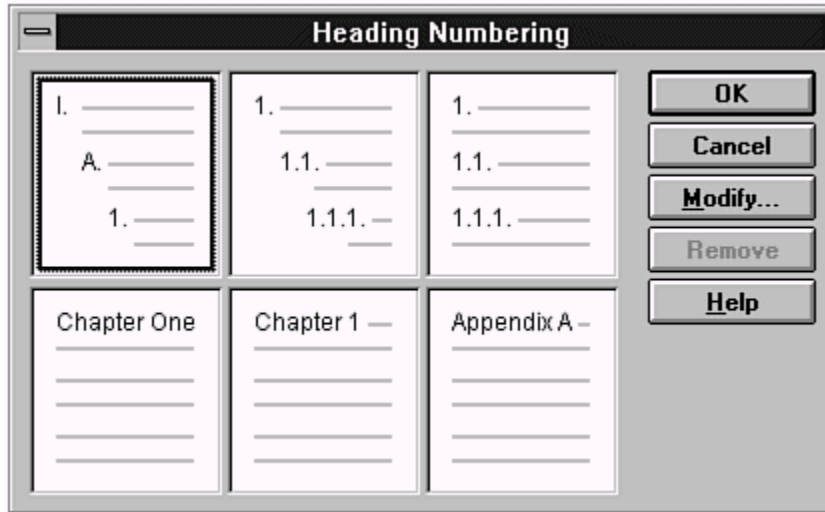
OK
Cancel
Help

Level 2
a) _____

Preview

```
1. _____  
  a) _____  
    i) _____  
      a) _____  
        i) _____  
          a) _____  
            i) _____
```

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Modify Heading Numbering

Number Format

Text Before:	Bullet or Number:	Text After:
	A, B, C,

Start At: A Include from Previous Level: Nothing

Number Position

Alignment of List Text: Left

Distance from Indent to Text: 0.25"

Distance from Number to Text: 0"

Hanging Indent

Restart Numbering at Each New Section

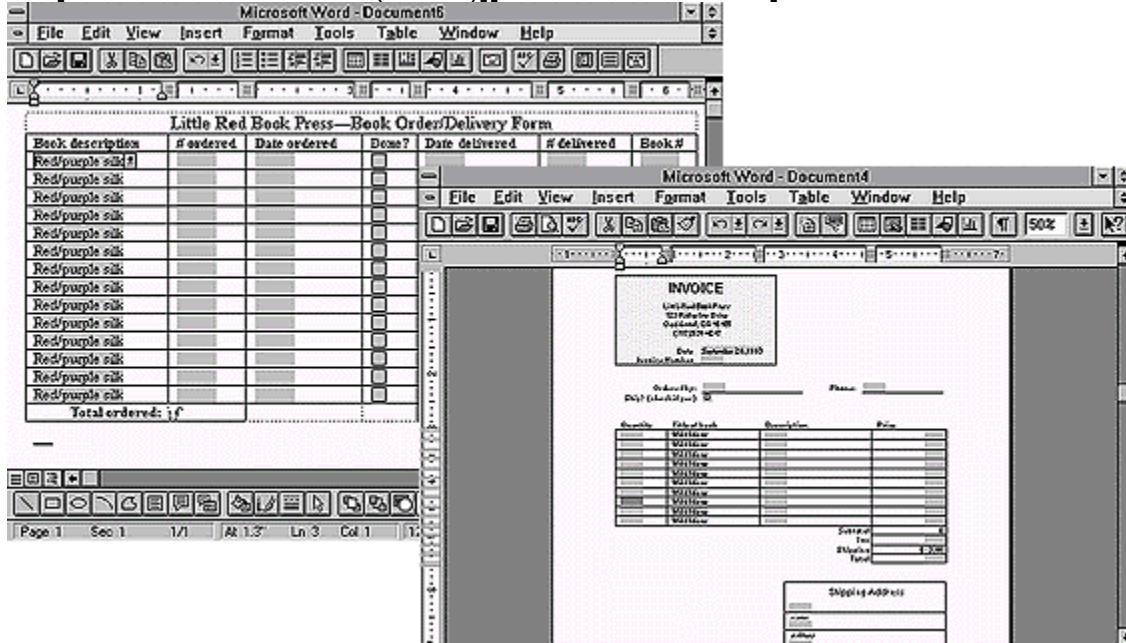
OK
Cancel
Help

Level 2
A.

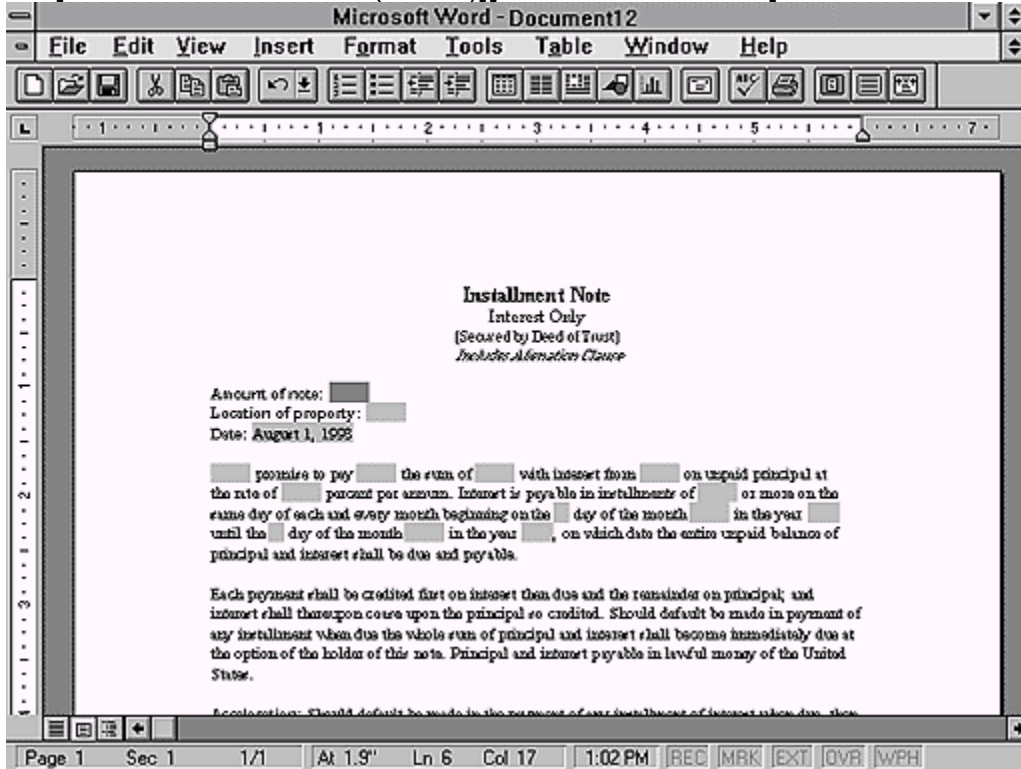
Preview

1.
A.
1.
a.
1.
a.
i.
a.
i.

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
 [Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

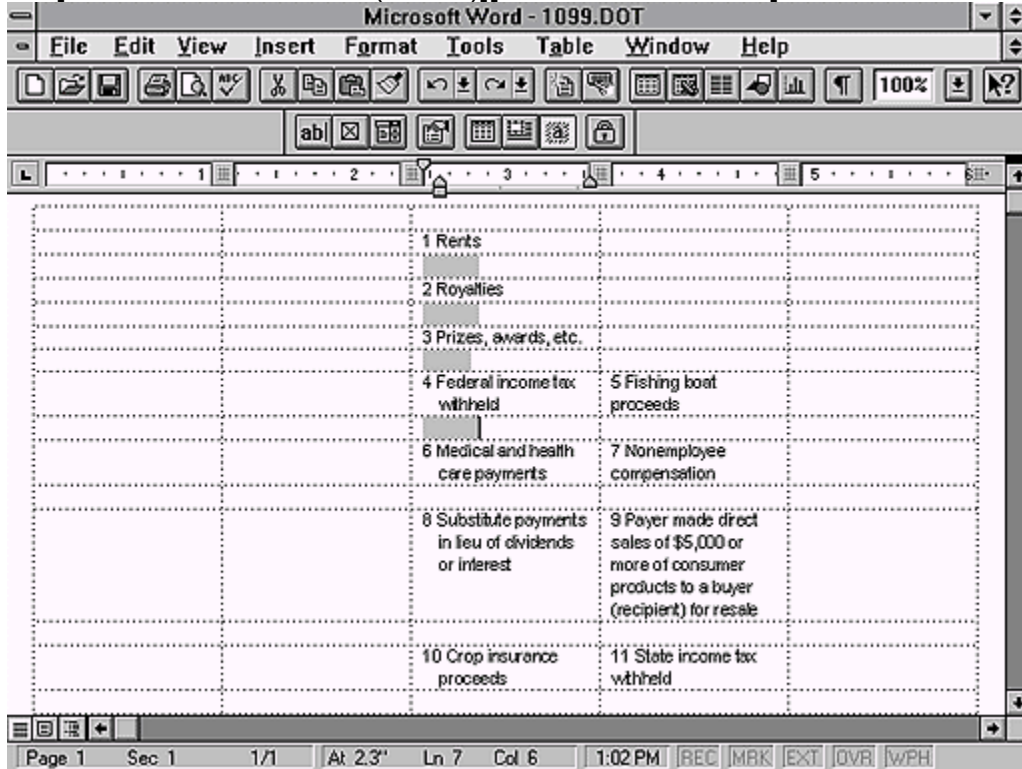


{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



The image shows a dialog box titled "Form Field". It has a "Type" section with three radio button options: "Text" (selected), "Check Box", and "Drop-Down". To the right of these options are three buttons: "OK", "Cancel", and "Show Toolbar". Below the "Type" section are two more buttons: "Options..." and "Help". At the bottom of the dialog, there is a text box containing the message: "Form fields are activated only when the document is protected for forms."

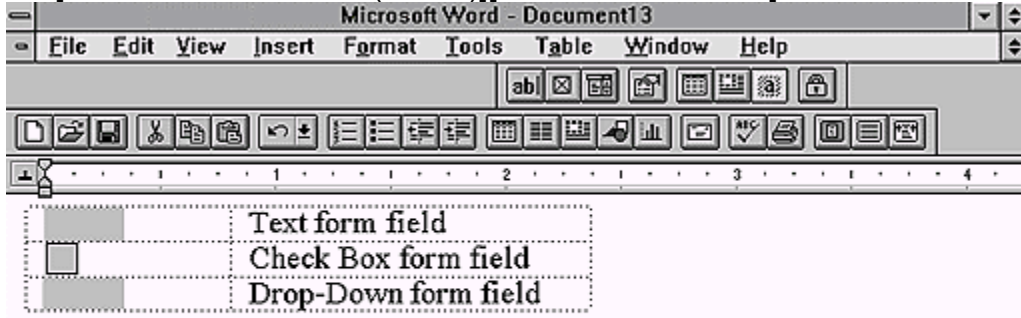
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



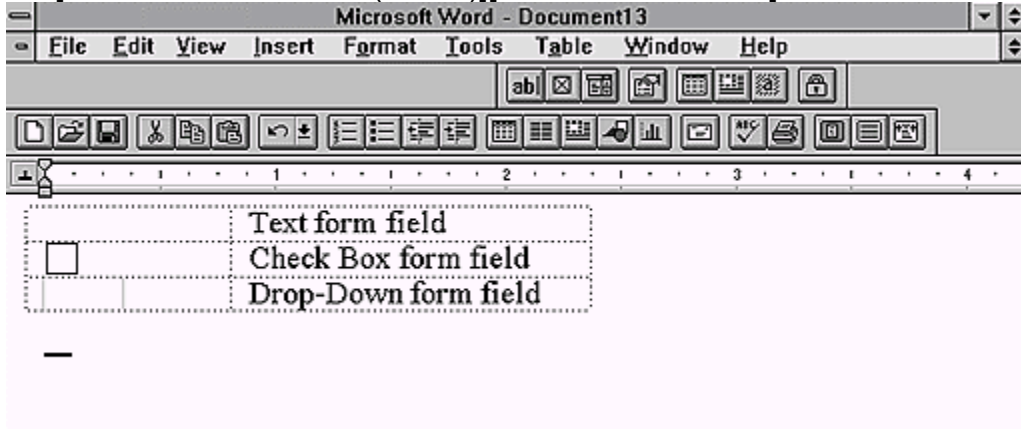
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



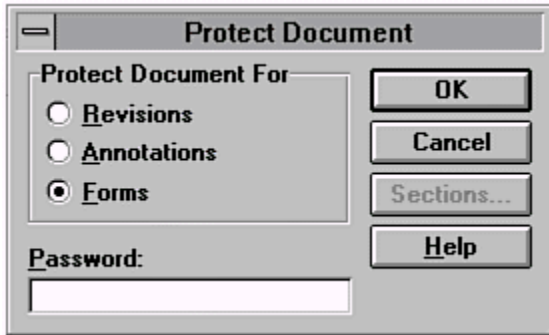
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

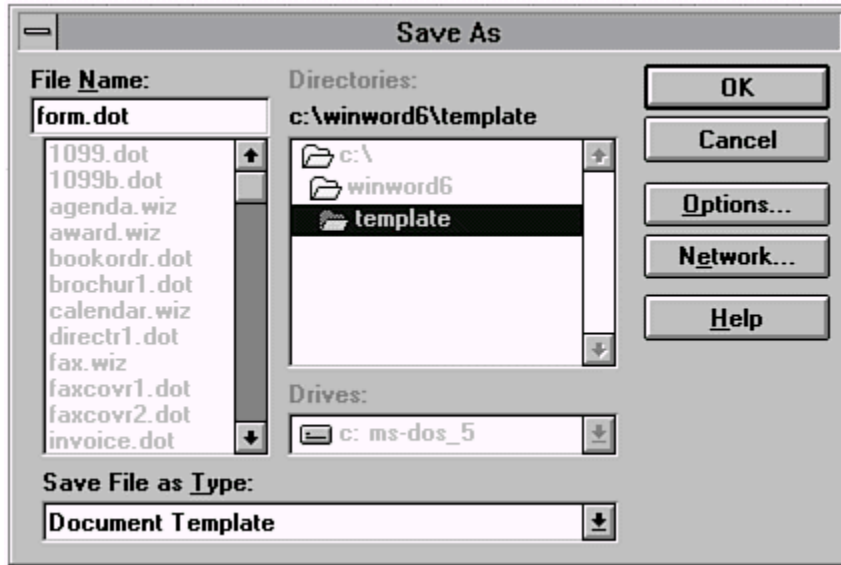


{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



The image shows a 'Protect Document' dialog box with a title bar containing a minus sign and the text 'Protect Document'. Inside the dialog, there is a section titled 'Protect Document For' containing three radio button options: 'Revisions', 'Annotations', and 'Forms'. The 'Forms' option is selected. To the right of these options are four buttons: 'OK', 'Cancel', 'Sections...', and 'Help'. Below the radio buttons is a 'Password:' label followed by an empty text input field.

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



The image shows a dialog box titled "Form Field". It has a "Type" section with three radio button options: "Text" (which is selected), "Check Box", and "Drop-Down". To the right of these options are three buttons: "OK", "Cancel", and "Show Toolbar". Below the "Type" section are two more buttons: "Options..." and "Help". At the bottom of the dialog box, there is a line of text: "Form fields are activated only when the document is protected for forms."

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main`)] [Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Text Form Field Options

Type: Regular Text

Default Text:

Maximum Length: Unlimited

Text Format:

Run Macro On

Entry:

Exit:

Field Settings

Bookmark: Text1

Fill-in Enabled

OK

Cancel

Add Help Text...

Help

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Text Form Field Options

Type:	Default Number:	OK
Number		Cancel
Maximum Length:	Number Format:	Add Help Text...
Unlimited		Help
Run Macro On	Field Settings	
Entry:	Bookmark:	
	Text3	
Exit:	<input checked="" type="checkbox"/> Fill-in Enabled	

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main`)] [Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Check Box Form Field Options

Check Box Size

Auto

Exactly: 10 pt

Default Value

Not Checked

Checked

Run Macro On

Entry:

Exit:

Field Settings

Bookmark:

Check Box Enabled

OK

Cancel

Add Help Text...

Help

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Drop-Down Form Field Options

Drop-Down Item:
[Empty text box]
[Remove]

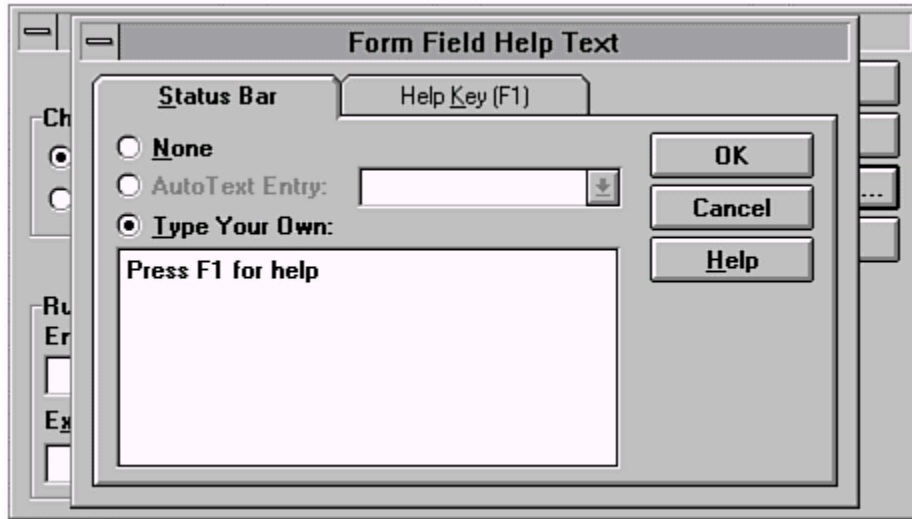
Items in Drop-Down List:
Red/purple silk
Peach/peach silk
Rose/green marble
Tan/gold speckle
Green/light unyru spec
Green/dark unyru spec
[Move up/down arrows]

Run Macro On
Entry: [Dropdown arrow]
Exit: [Dropdown arrow]

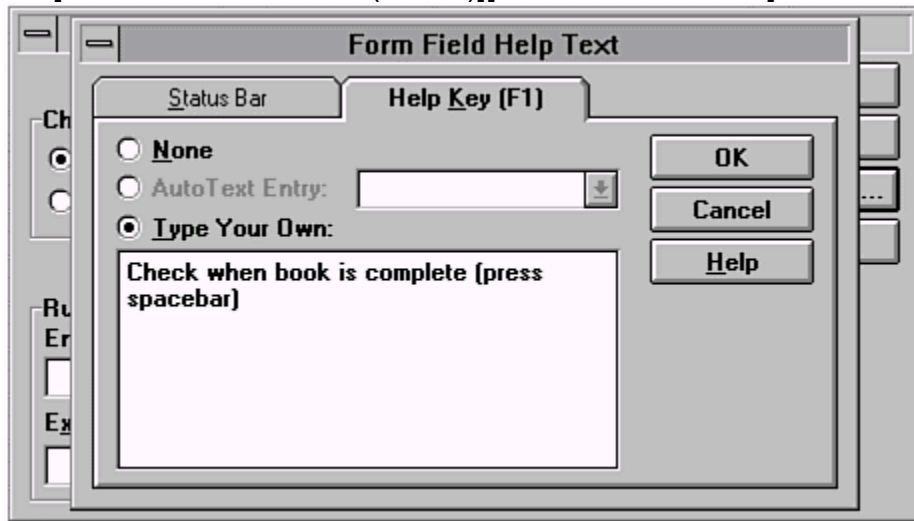
Field Settings
Bookmark: Dropdown1
 Drop-Down Enabled

[OK] [Cancel] [Add Help Text...] [Help]

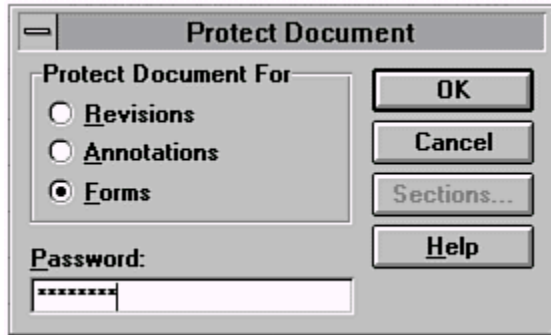
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

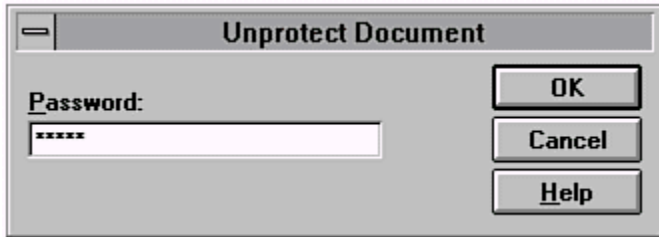


The image shows a "Protect Document" dialog box with a title bar containing a minus sign and the text "Protect Document". Inside the dialog, there is a section titled "Protect Document For" containing three radio button options: "Revisions", "Annotations", and "Forms". The "Forms" option is selected. To the right of these options are four buttons: "OK", "Cancel", "Sections...", and "Help". Below the radio buttons is a "Password:" label followed by a text input field containing several asterisks. The dialog box has a standard Windows-style border with a close button in the top-left corner.

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

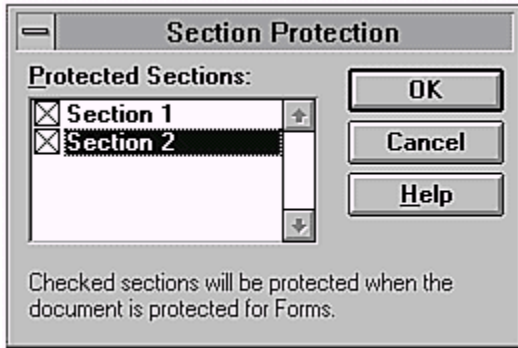


{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

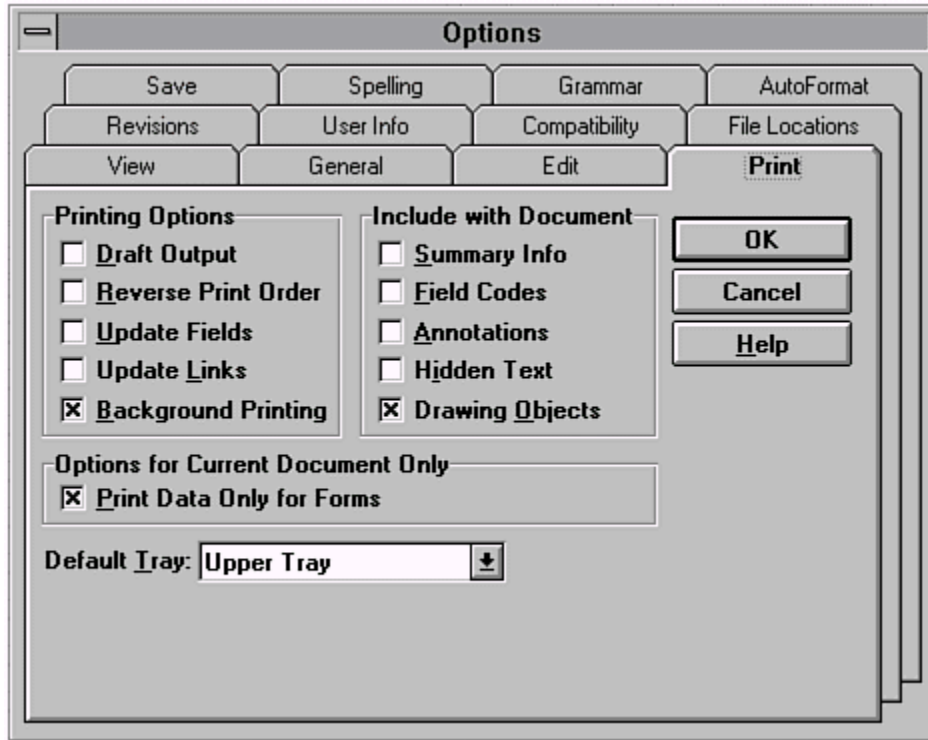


The image shows a standard Windows-style dialog box titled "Unprotect Document". It features a close button in the top-left corner. The main area contains a label "Password:" followed by a text input field containing six asterisks. To the right of the input field are three buttons: "OK", "Cancel", and "Help".

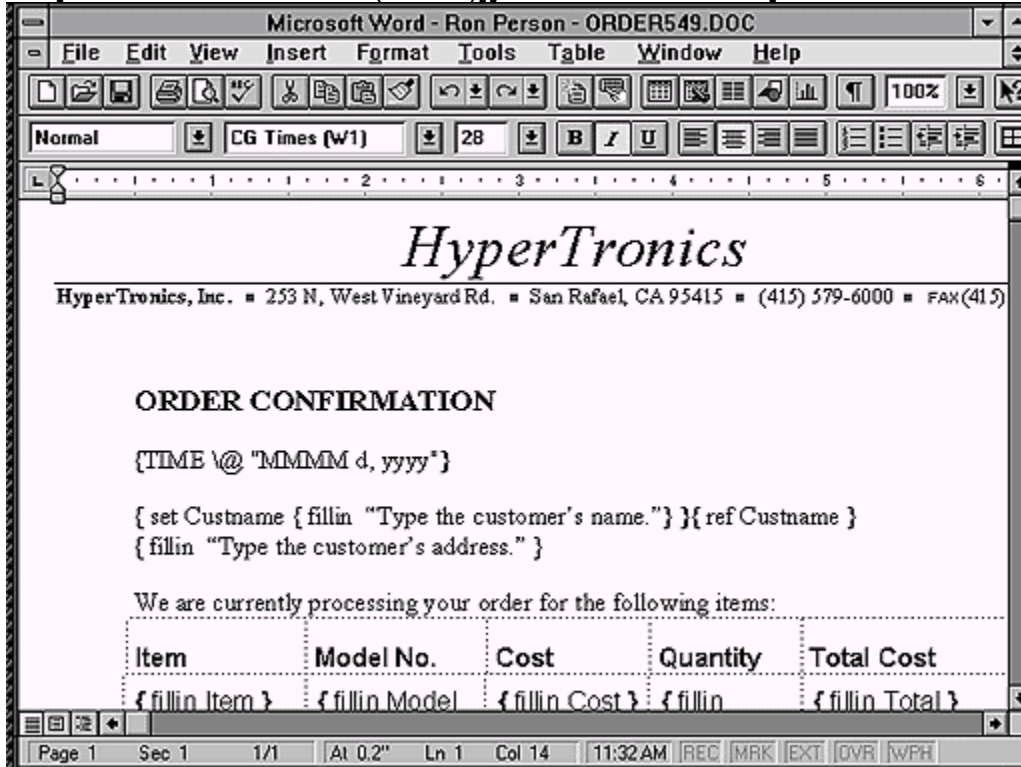
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



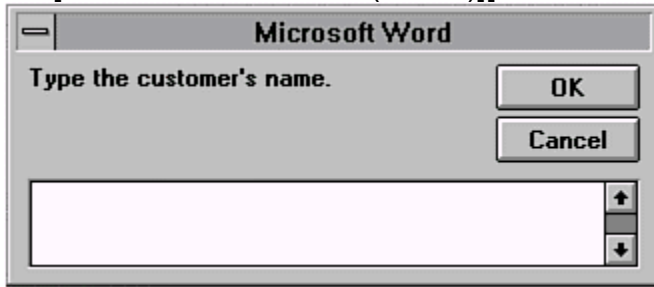
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
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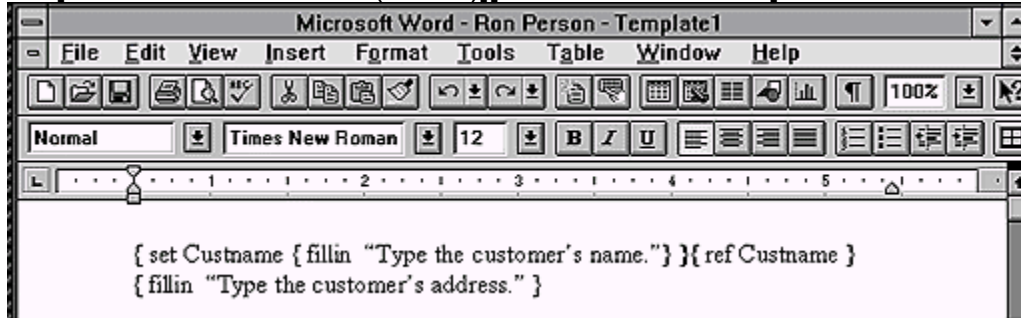


{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

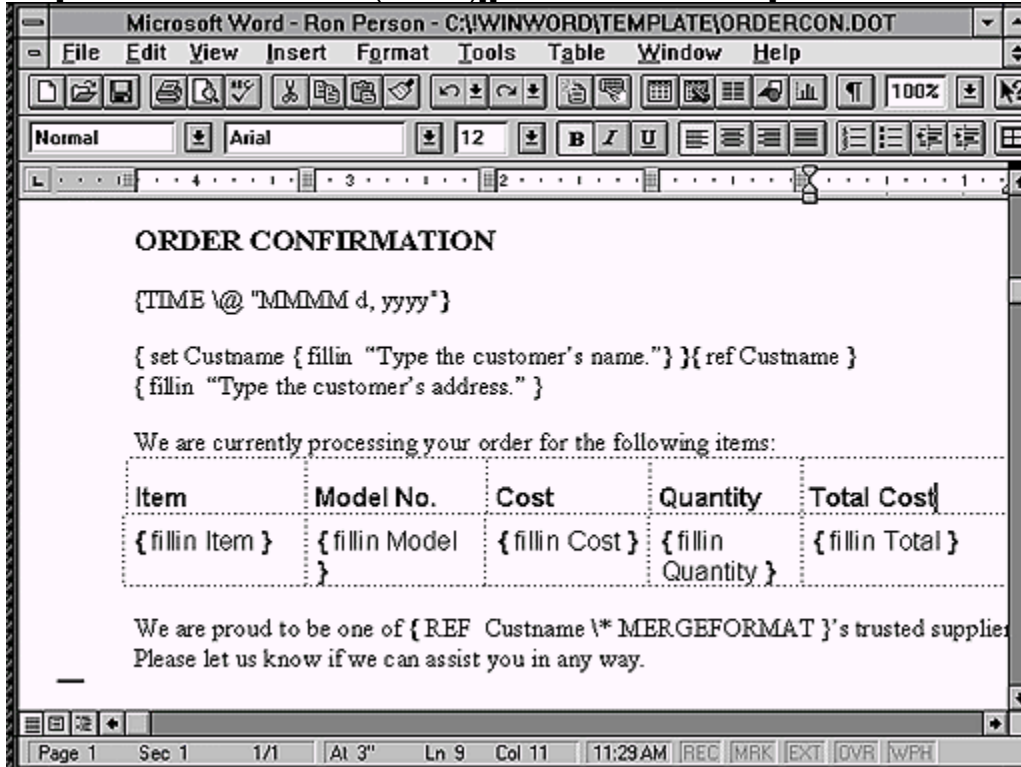


A screenshot of a Microsoft Word dialog box. The title bar reads "Microsoft Word". The main text area contains the prompt "Type the customer's name." followed by a large, empty text input field. To the right of the input field are two buttons: "OK" and "Cancel". Below the input field, there are three small, vertically stacked buttons with up, middle, and down arrow icons, likely for navigating through a list.

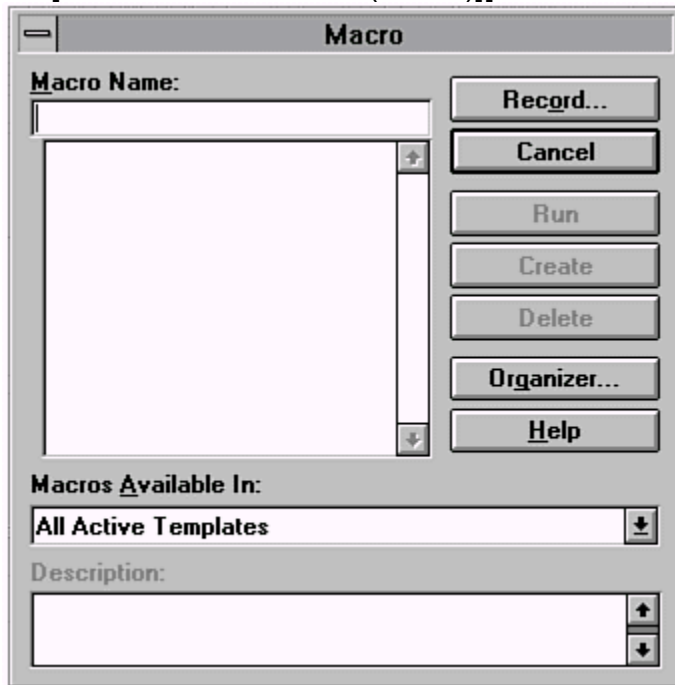
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



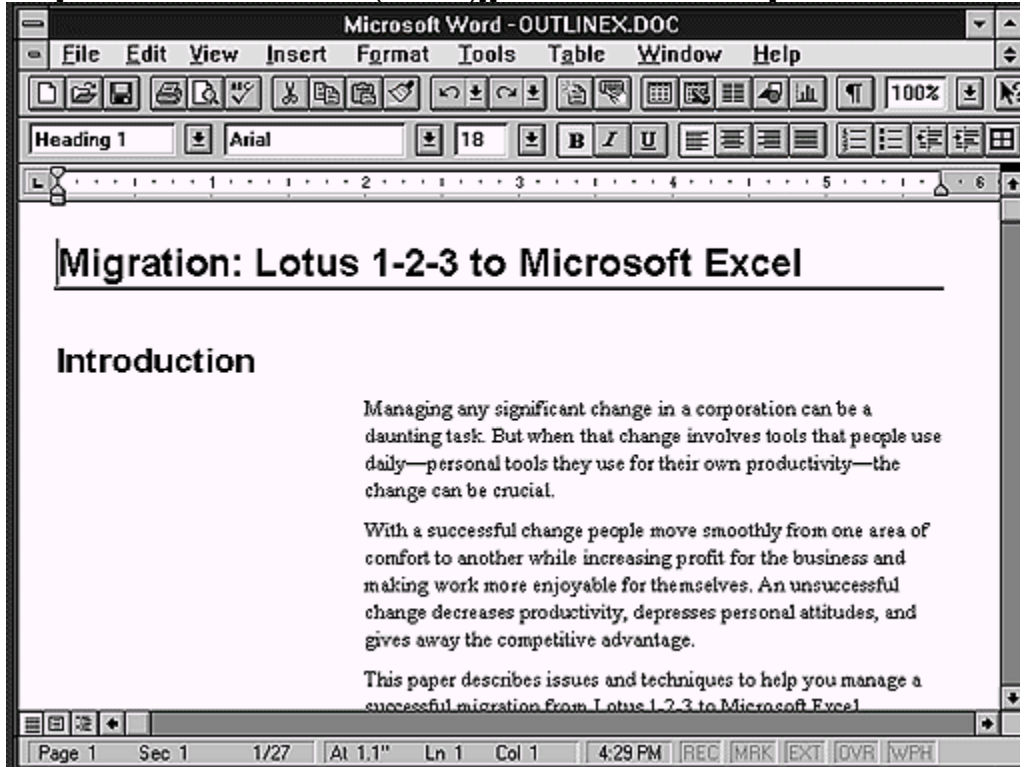
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[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



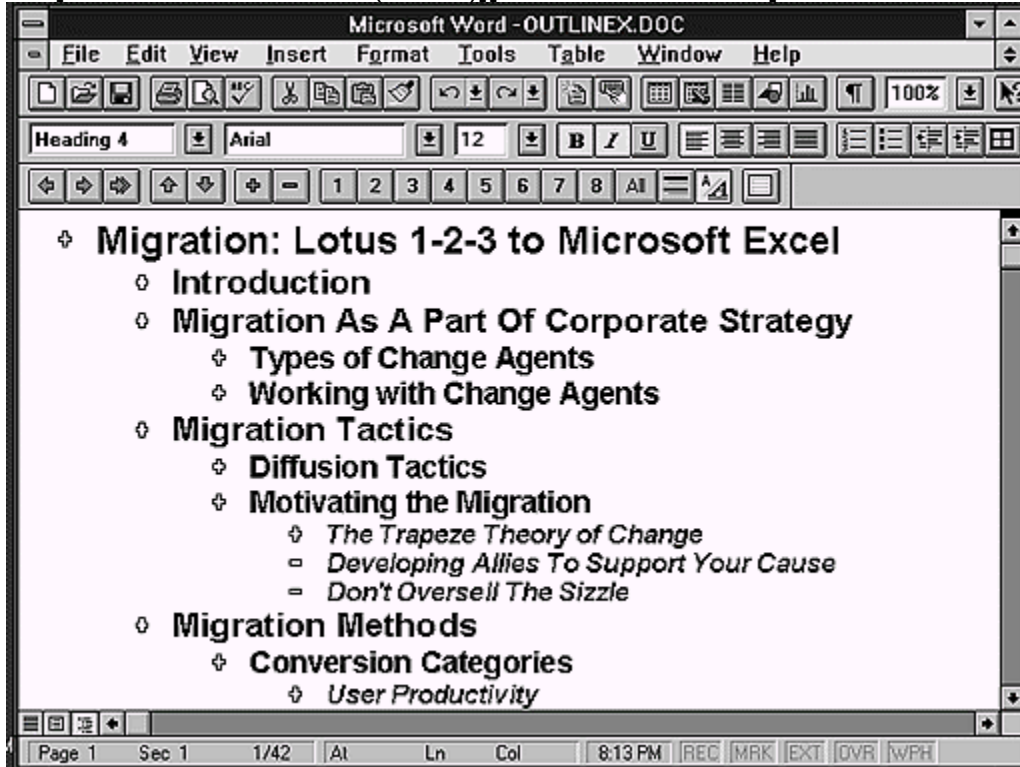
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



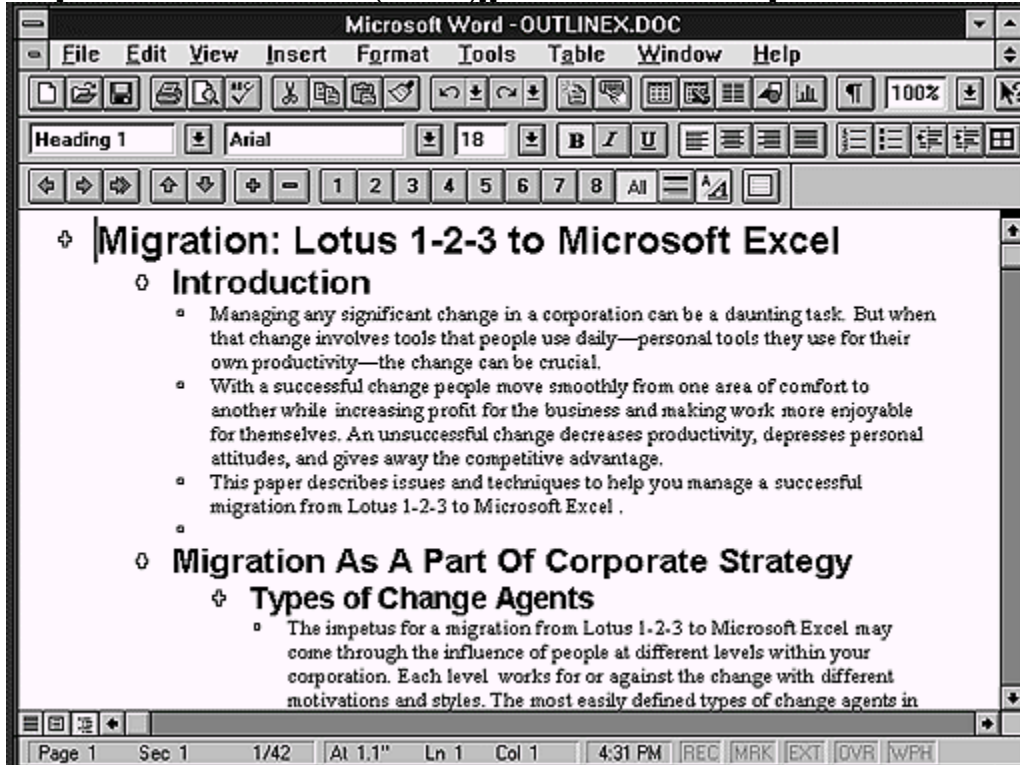
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main`)] [Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



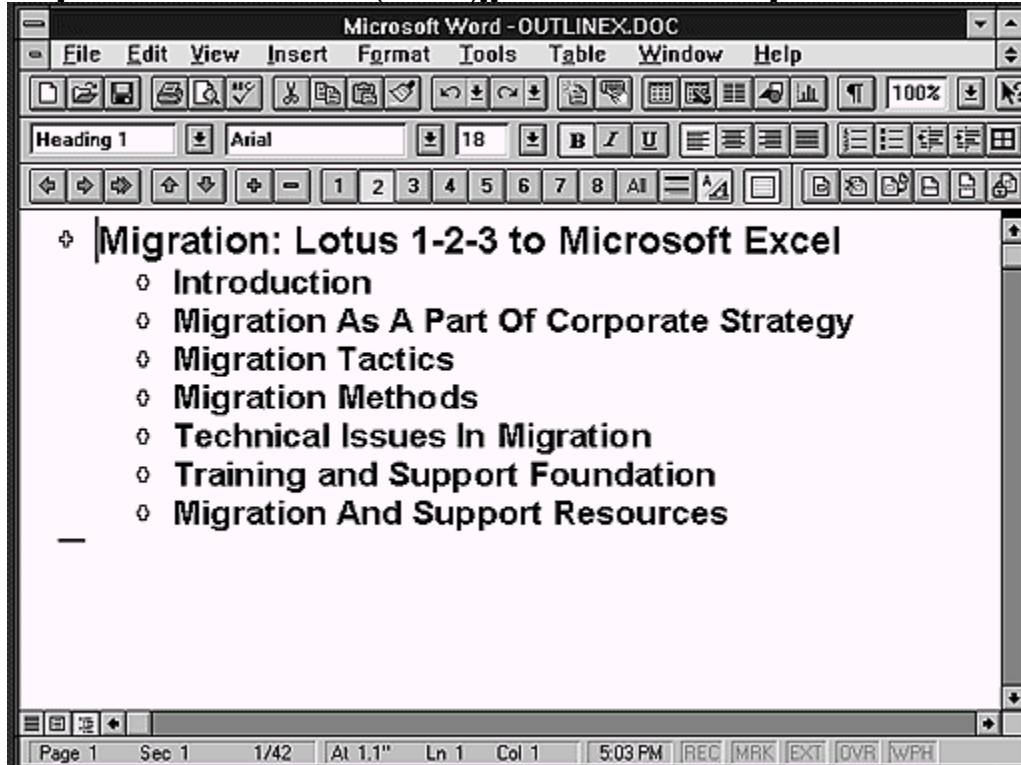
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[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



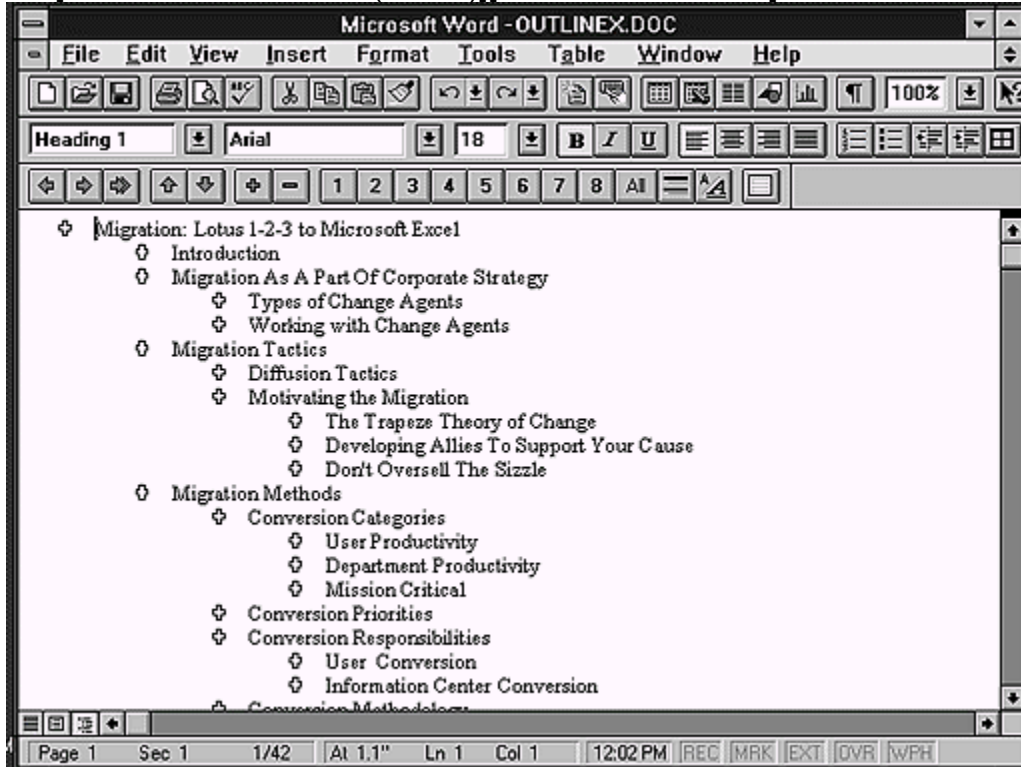
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main`)] [Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



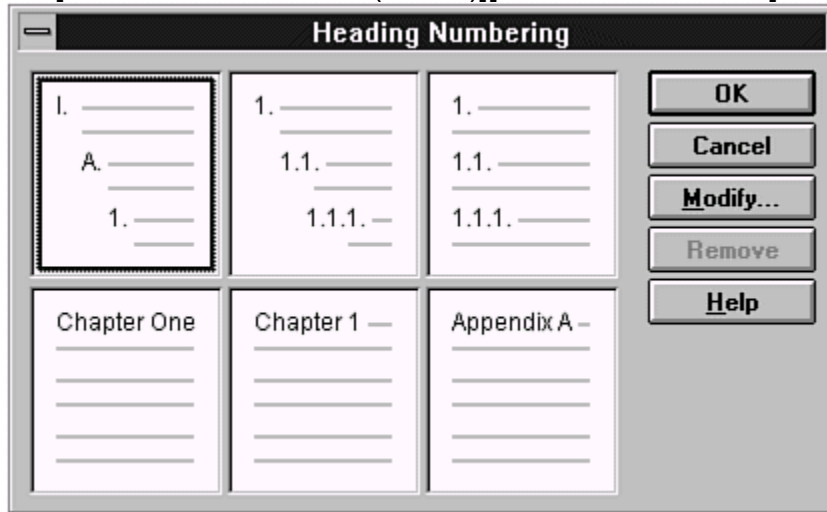
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main`)] [Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



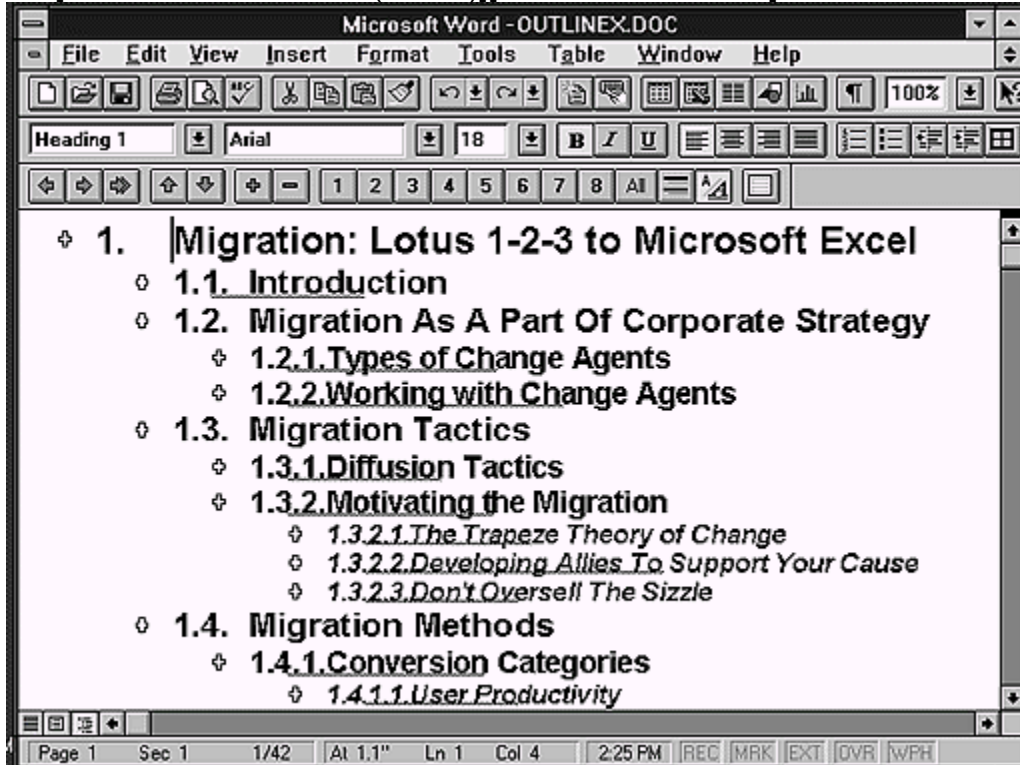
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main`)] [Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



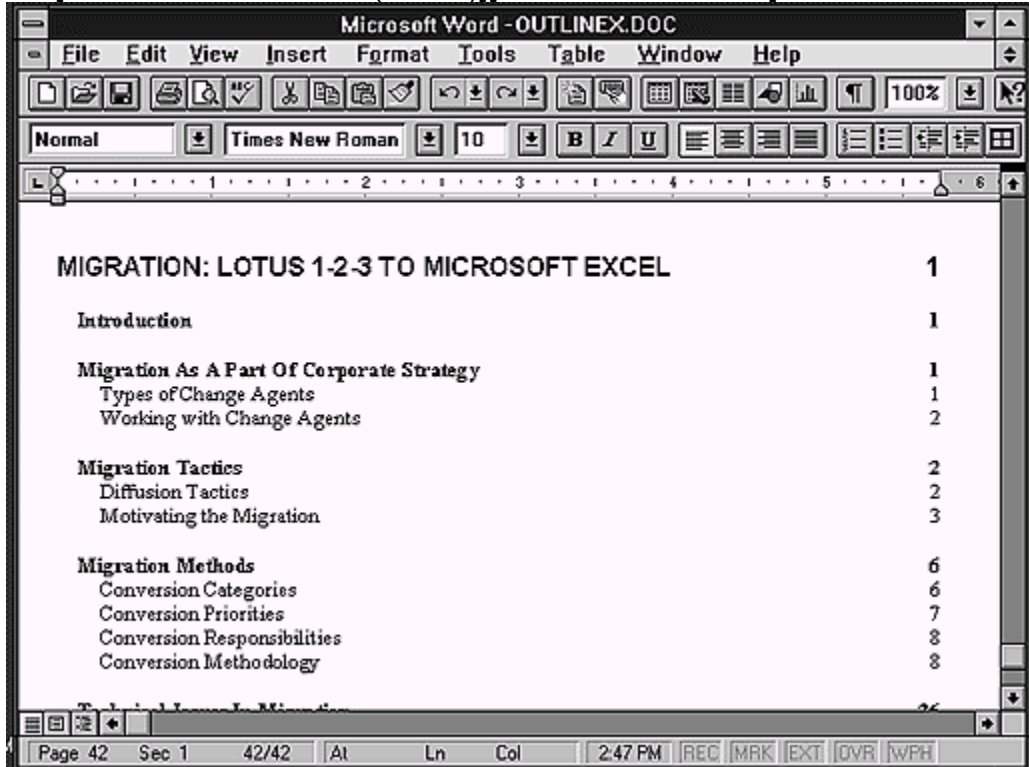
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



The screenshot shows a Microsoft Word window titled "Microsoft Word - OUTLINEX.DOC". The menu bar includes File, Edit, View, Insert, Format, Tools, Table, Window, and Help. The toolbar contains various icons for file operations and editing. The status bar at the bottom shows "Page 42 Sec 1 42/42 | At Ln Col | 2:47 PM | REC | MRK | EXT | OVR | WPH".

MIGRATION: LOTUS 1-2-3 TO MICROSOFT EXCEL	1
Introduction	1
Migration As A Part Of Corporate Strategy	1
Types of Change Agents	1
Working with Change Agents	2
Migration Tactics	2
Diffusion Tactics	2
Motivating the Migration	3
Migration Methods	6
Conversion Categories	6
Conversion Priorities	7
Conversion Responsibilities	8
Conversion Methodology	8

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Field

Categories:

- [All]
- Date and Time
- Document Automation
- Document Information
- Equations and Formulas**
- Index and Tables
- Links and References
- Mail Merge
- Numbering
- User Information

Field Names:

- = (Formula)**
- Advance
- Eq
- Symbol

Field Codes: = Formula [Bookmark] [\# Numeric-Picture]

= Travel + Entertainment \# "\$#,##0"

Description:
Calculate the result of an expression

Preserve Formatting During Updates

OK
Cancel
Options...
Help

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Formula

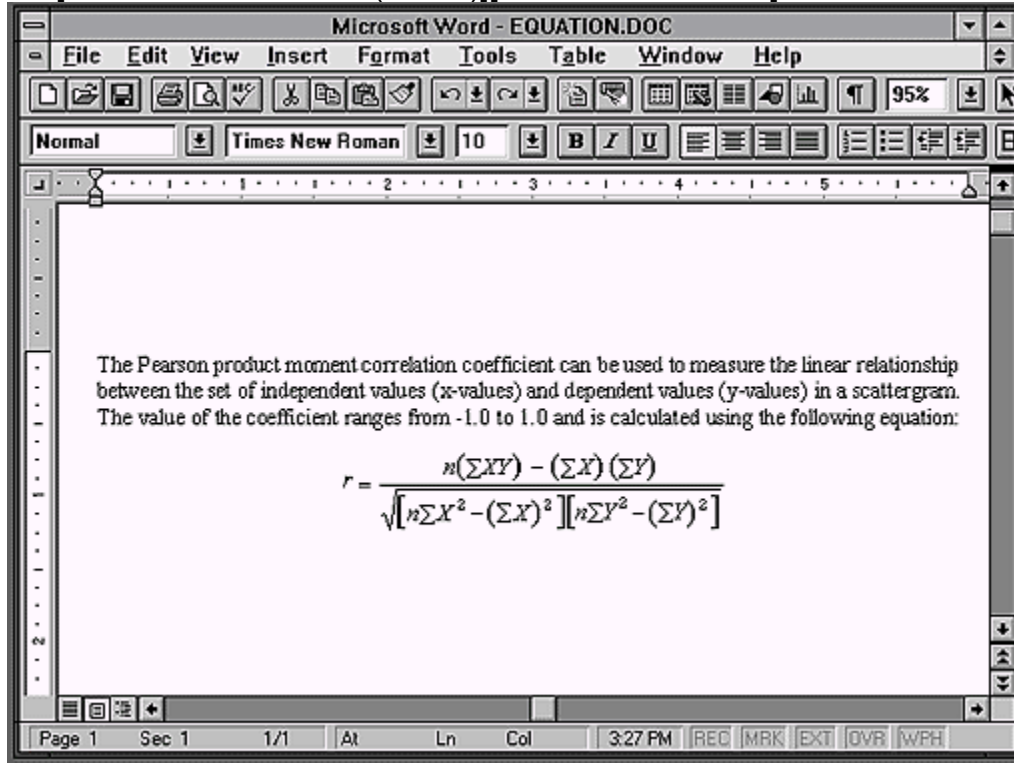
Formula:
=SUM(ABOVE)

Number Format:
#,##0.00

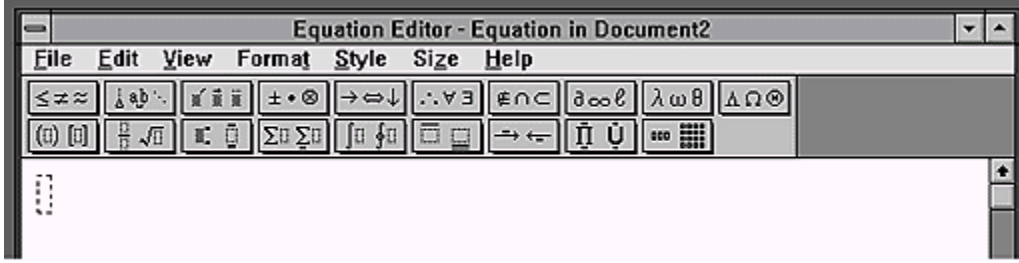
Paste Function: **Paste Bookmark:**

OK
Cancel
Help

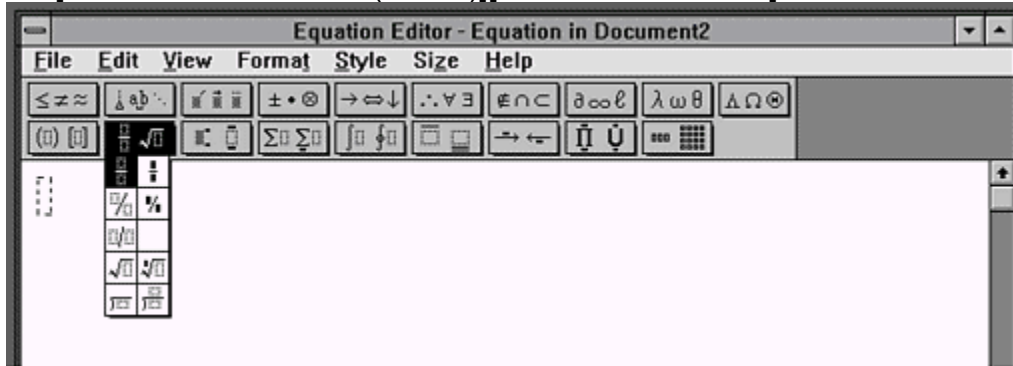
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



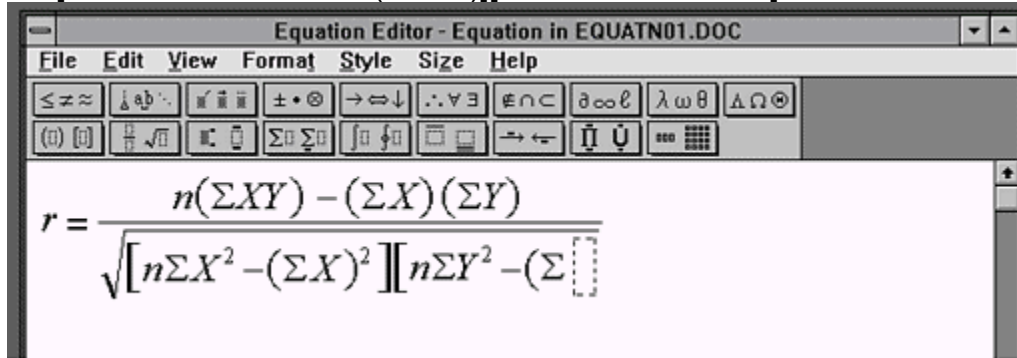
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



The image shows a screenshot of the "Equation Editor" window. The title bar reads "Equation Editor - Equation in EQUATN01.DOC". The menu bar includes "File", "Edit", "View", "Format", "Style", "Size", and "Help". The toolbar contains various mathematical symbols and operators. The main area displays the following equation:

$$r = \frac{n(\sum XY) - (\sum X)(\sum Y)}{\sqrt{[n\sum X^2 - (\sum X)^2][n\sum Y^2 - (\sum Y)^2]}}$$

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Spacing

Line spacing	150%	↑
Matrix row spacing	150%	
Matrix column spacing	100%	
Superscript height	45%	
Subscript depth	25%	
Limit height	25%	↓

$x = a_{...}$
 $y = c_{...}$

OK
Cancel
Apply
Defaults
Help

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Matrix

Column align:
 Left Center Right At = At .

Columns Equal column widths

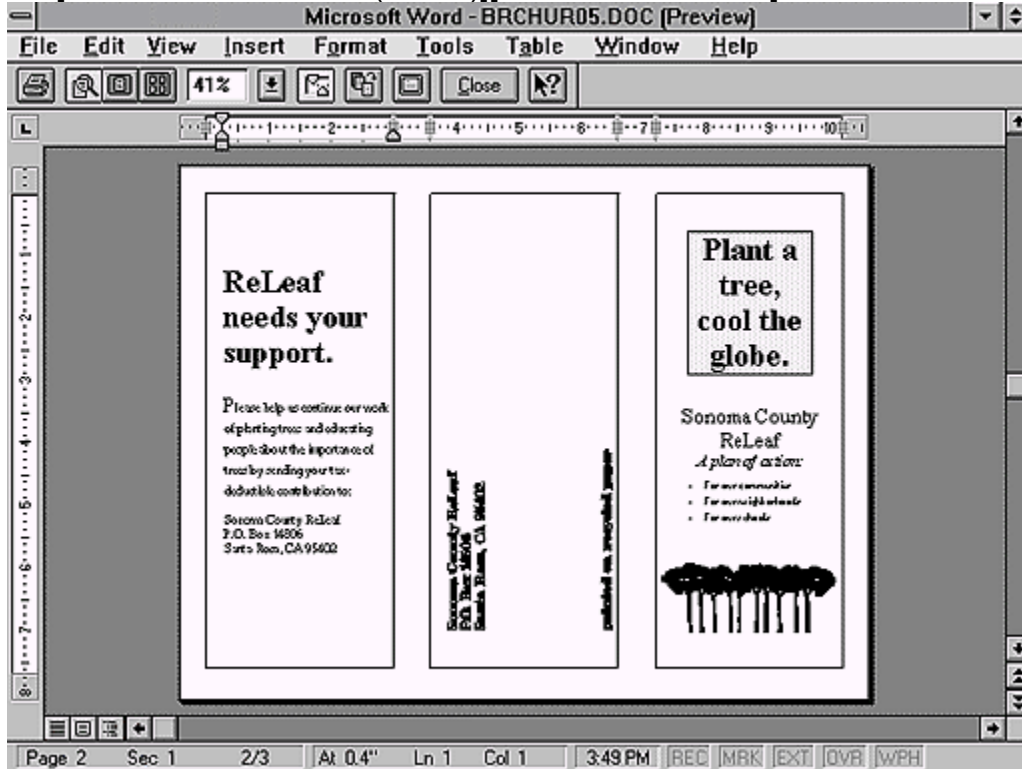
Row align:
 Top Baseline Bottom

Rows Equal row heights

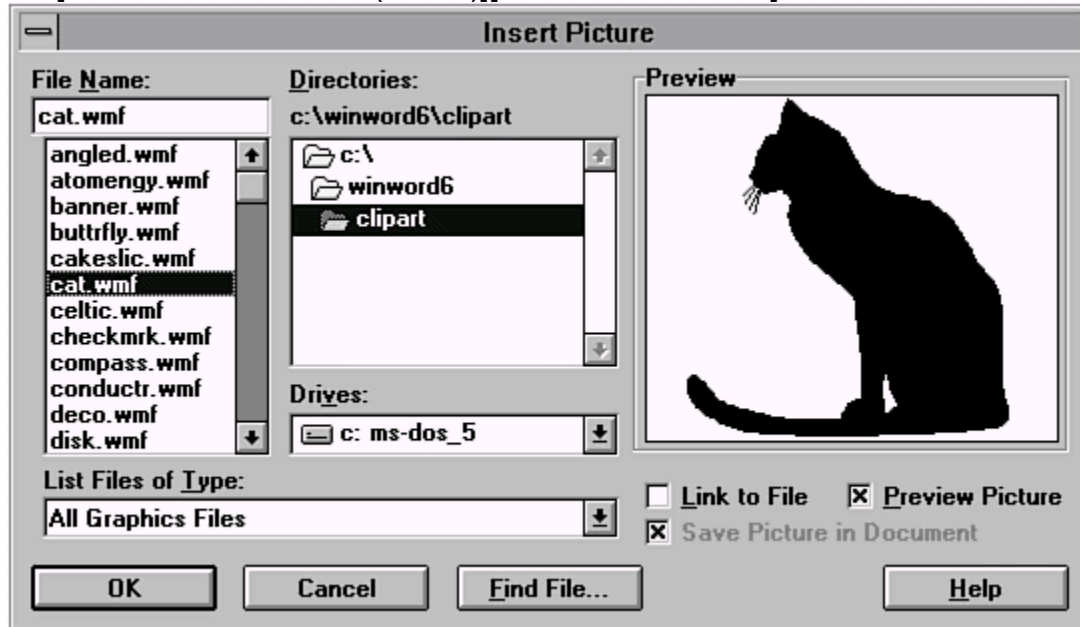
OK
Cancel
Help

Click between elements to add/change partition lines.

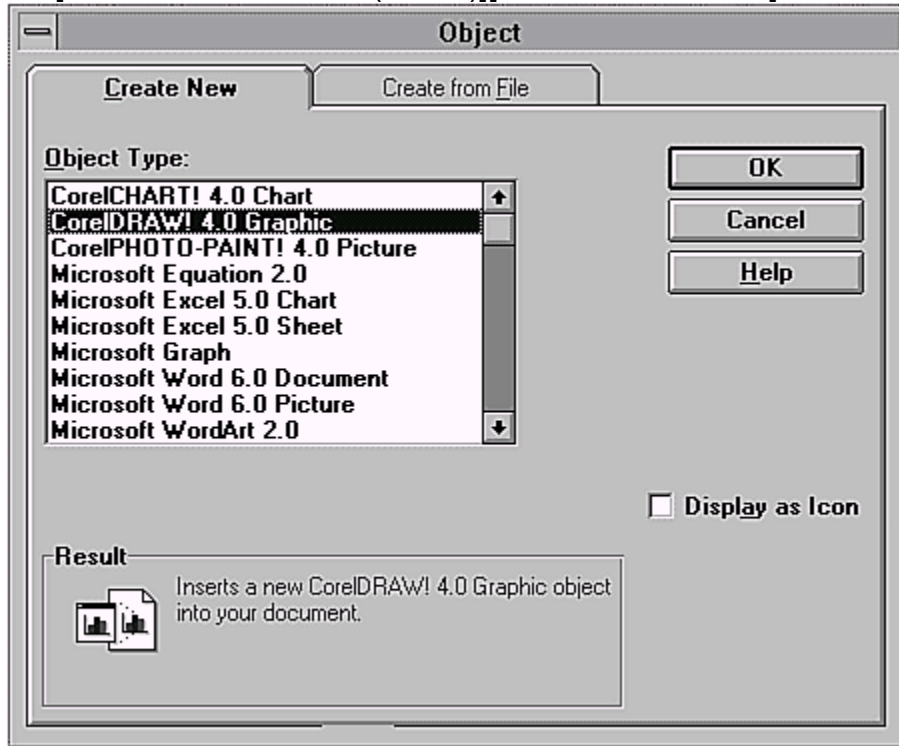
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main`)] [Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



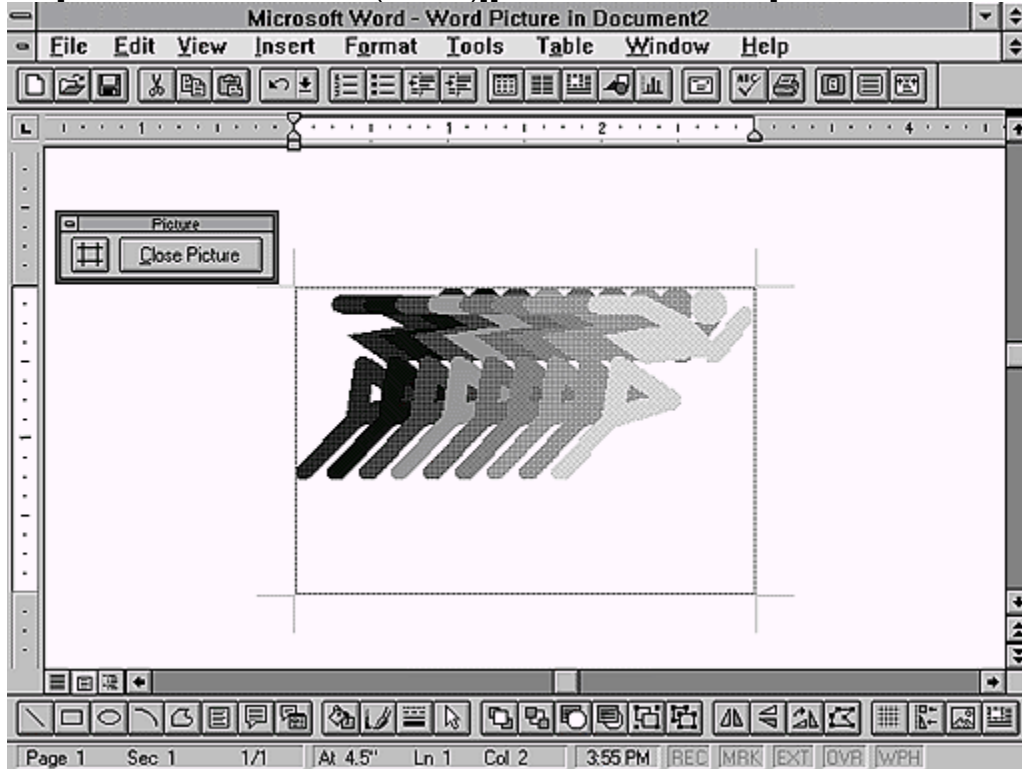
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
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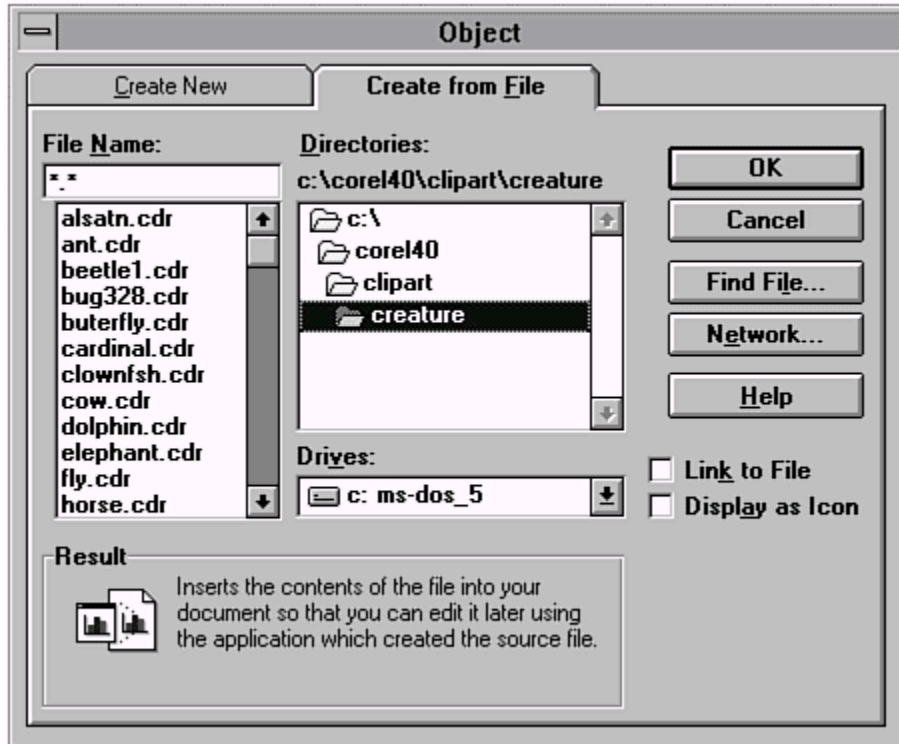
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[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



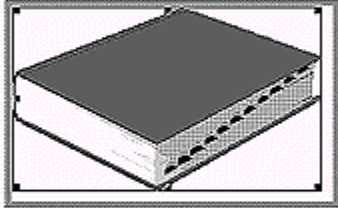
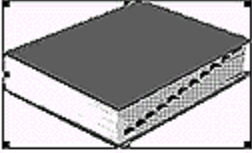
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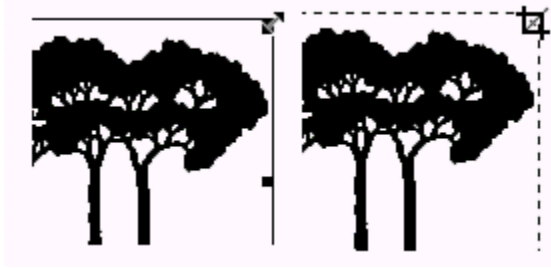
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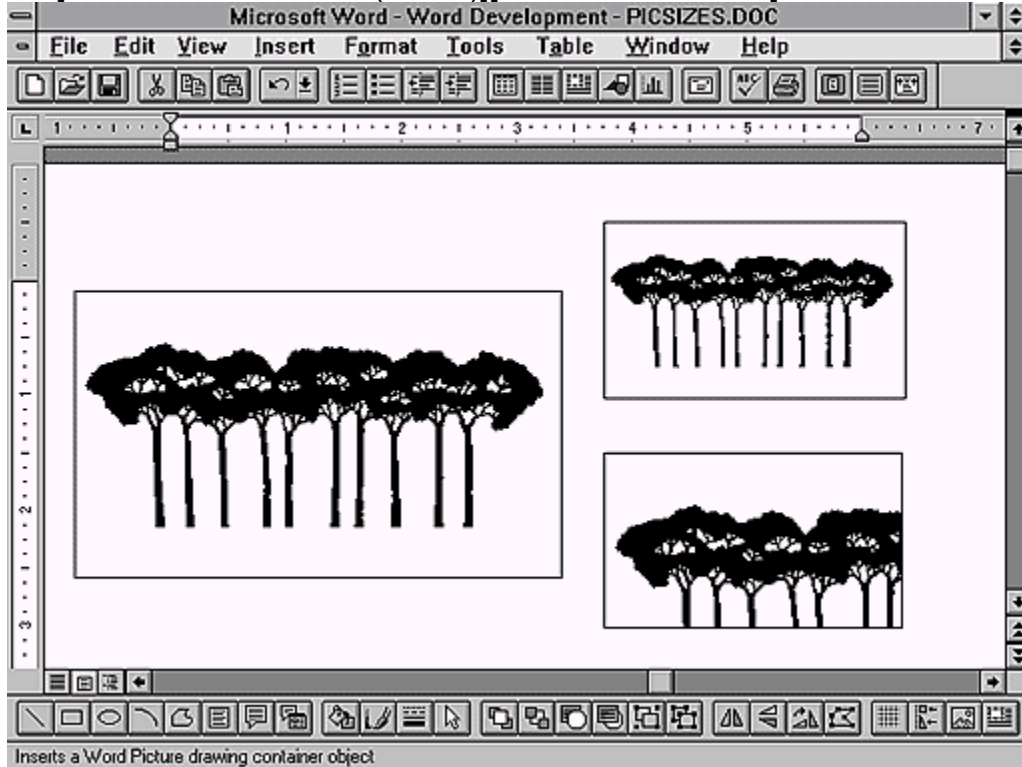
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{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}
```



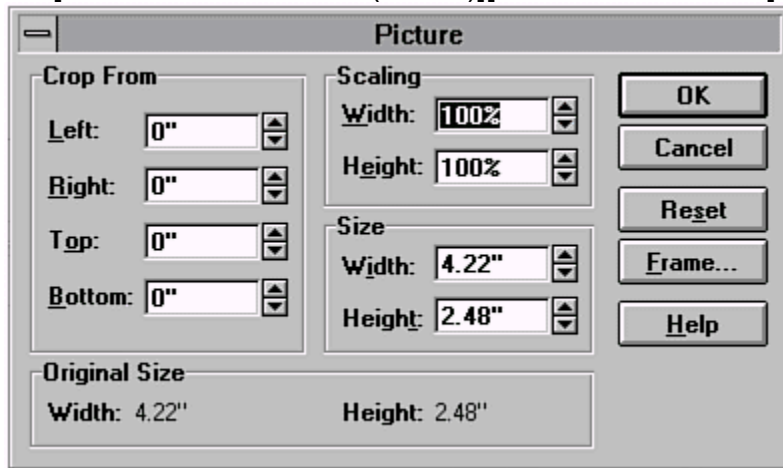
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[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



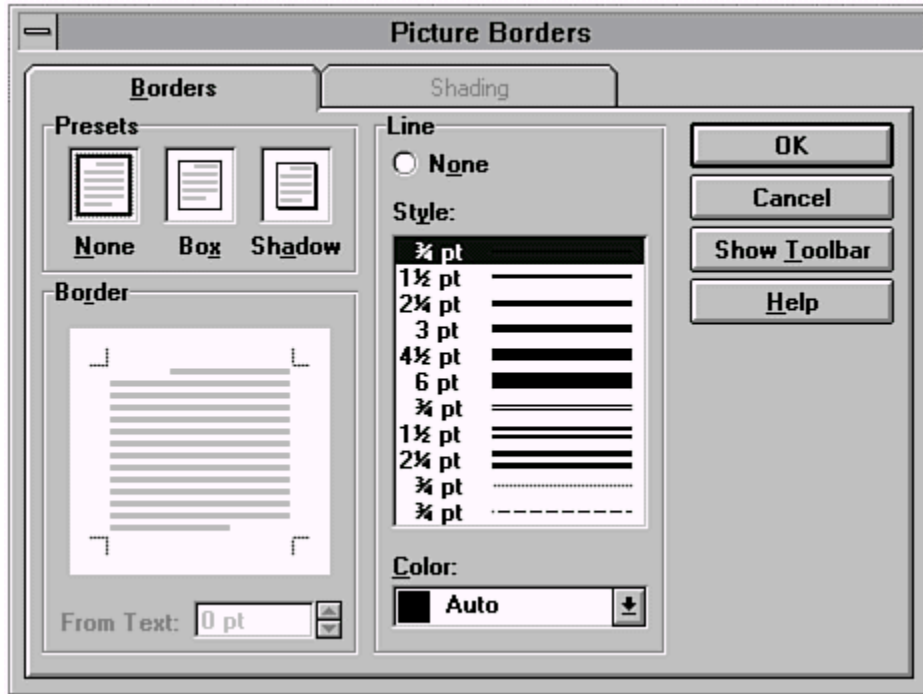
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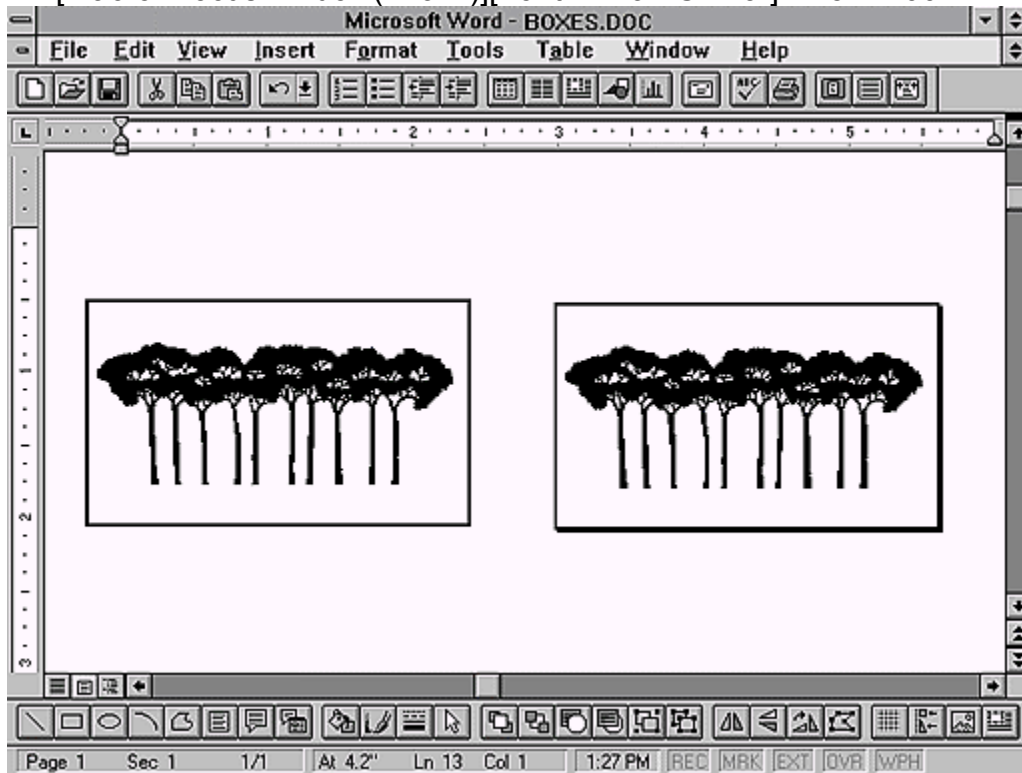
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[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



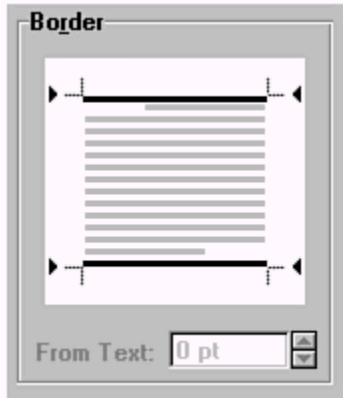
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main`)] [Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



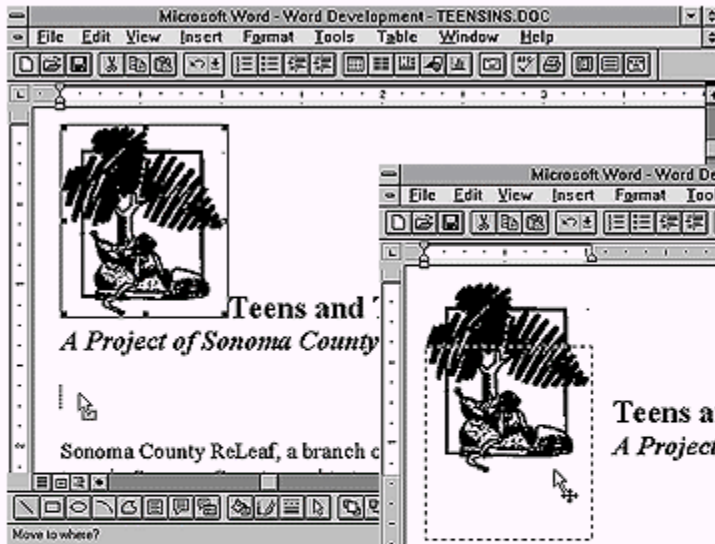
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main`)] [Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



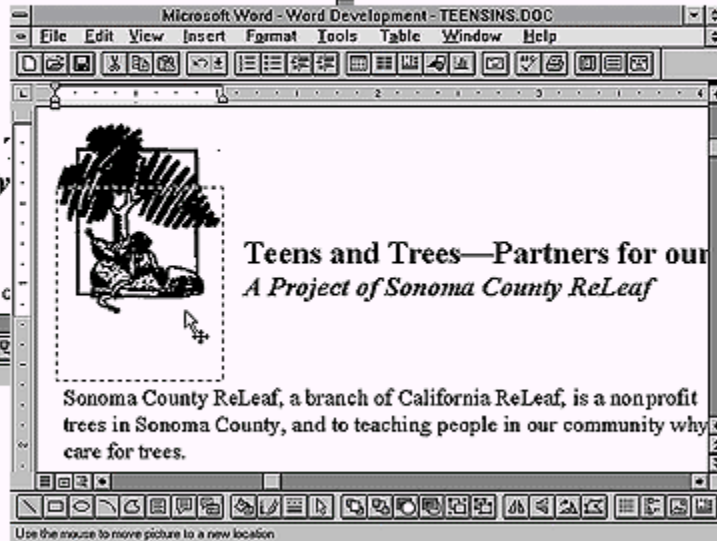
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

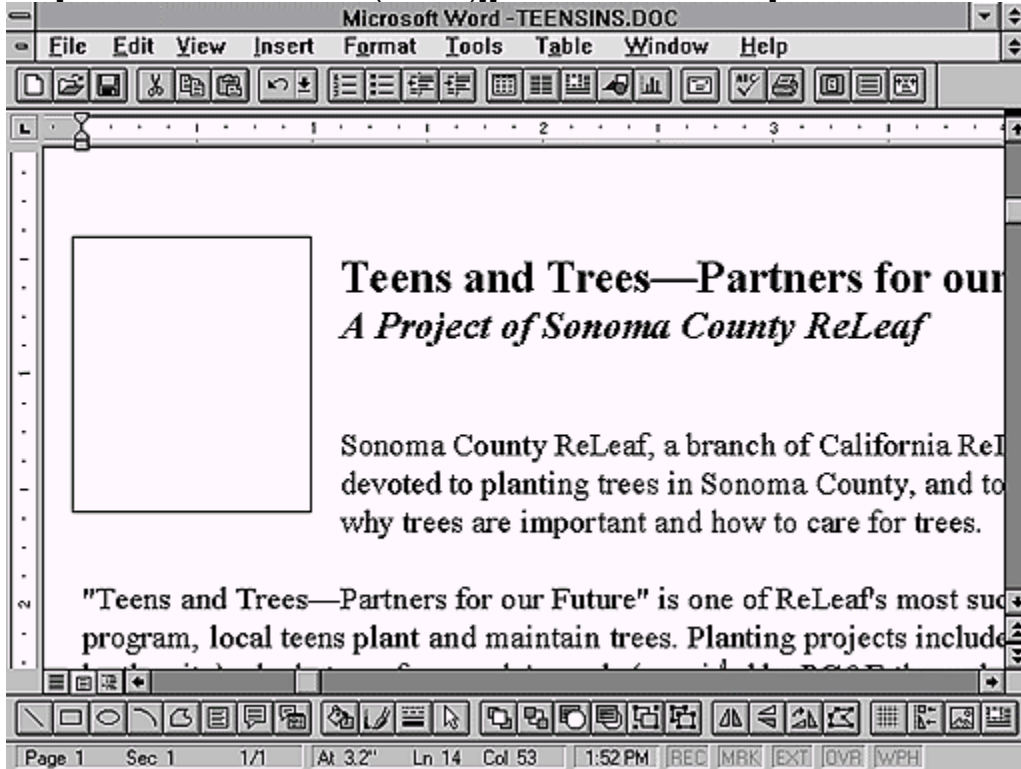


Inserted picture

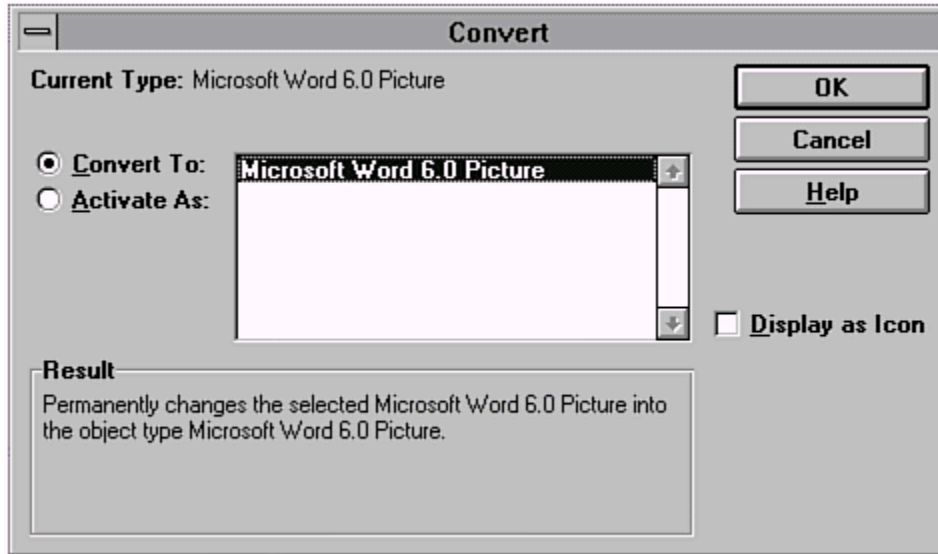


framed picture

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook][Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Word for Windows
Introduction

Start Word for Windows

Overview of Word for Windows

Scan through the menus

Objectives of Microsoft Word 6.0
 * Types of template dialog box types
 * Types of dialog boxes

Word 6.0 Features
 * Graphical user interface (GUI) environment
 * Document view
 * Multiple document interface
 * Rich text formatting (font, bold, italic, underline)
 * Character formatting (bold, italic, underline, strikethrough)
 * Paragraph formatting (bullets, numbered list, indent, justify, left-align, right-align, center-align)
 * Tables
 * Mail merge (address labels and letters)
 * Wizards, Wizards' assistants
 * Document aids
 * Language tools
 * Help (on-line help, help topics, help index)
 * File (File menu, File menu commands)
 * Edit (Edit menu, Edit menu commands)
 * Format (Format menu, Format menu commands)
 * Tools (Tools menu, Tools menu commands)
 * Window (Window menu, Window menu commands)
 * Help (Help menu, Help menu commands)

Tip:
 * Always save your work frequently

How to use the Help system
 * Use the Help system to find information
 * Use the Help system to learn about the program
 * Use the Help system to learn about the program's features
 * Use the Help system to learn about the program's options

Characteristics of Word
 1. It is a word processing program.
 2. It is a graphical user interface (GUI) program.
 3. It is a multi-tasking program.

Week-Off Notice **Page 2**

When you need your help, your boss will give you an order. If you are not working, the order will be placed by the end of the day. If you are not working, the order will be placed by the end of the day. If you are not working, the order will be placed by the end of the day.

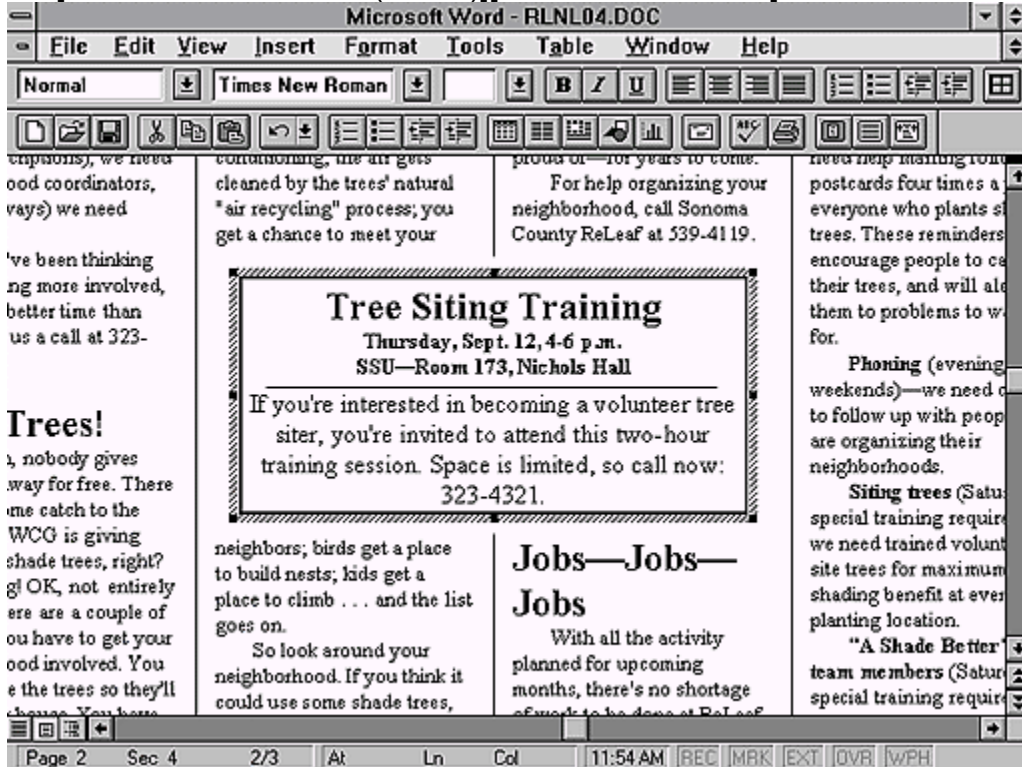
Free Tree!
 If you're into trees, look for a free tree in your neighborhood. The tree is free, but you must take care of it. If you're into trees, look for a free tree in your neighborhood. The tree is free, but you must take care of it.

Jobs—Jobs—Jobs
 If you're looking for a job, look for a job in your neighborhood. The job is free, but you must take care of it. If you're looking for a job, look for a job in your neighborhood. The job is free, but you must take care of it.

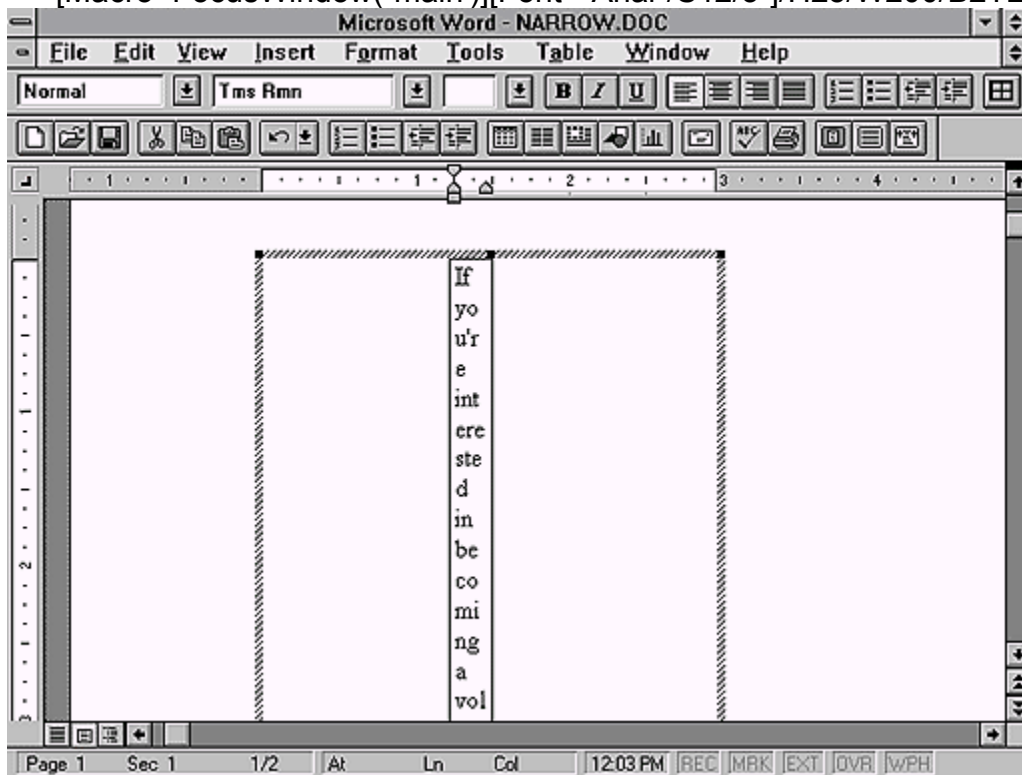
How to use the Help system
 * Use the Help system to find information
 * Use the Help system to learn about the program
 * Use the Help system to learn about the program's features
 * Use the Help system to learn about the program's options

Characteristics of Word
 1. It is a word processing program.
 2. It is a graphical user interface (GUI) program.
 3. It is a multi-tasking program.

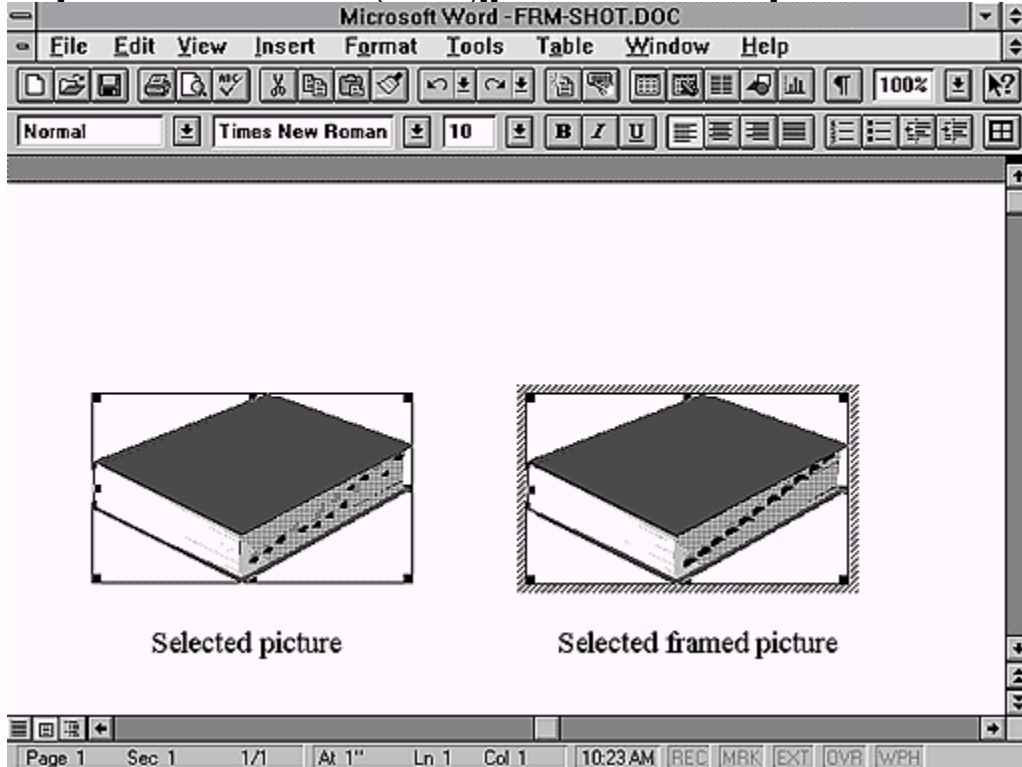
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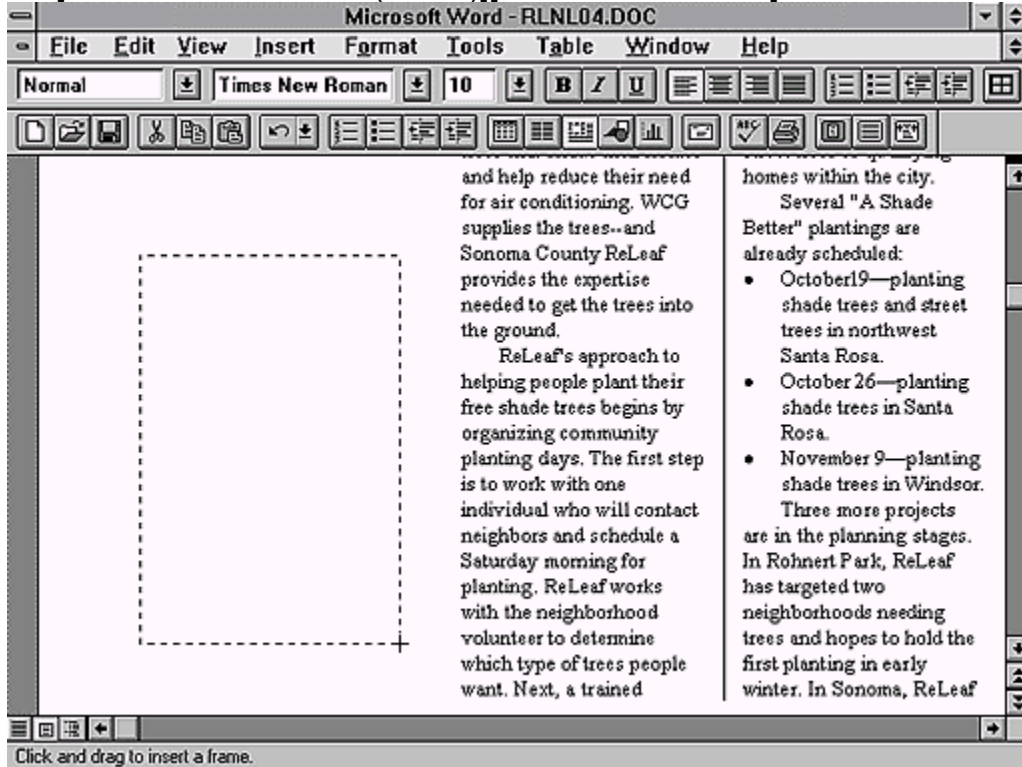
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Microsoft Word - WINNL02.DOC

File Edit View Insert Format Tools Table Window Help

Normal Tms Rmn 10 B I U


as even its ever-optimistic manufacturer Microsoft thought it would. Already, only six months later, sales number close to two million. And reviews of the product have been glowing—reviewer after reviewer finds Windows 3.0 to be a powerful, useful, and well-executed piece of software. It seems Windows 3.0 is leading a charmed existence.

So chances are, you're wondering what Windows 3.0 can do for you.

Looking Into Windows

As a quick reminder, Windows 3.0 is a graphic operating environment for your PC. It presents your applications in

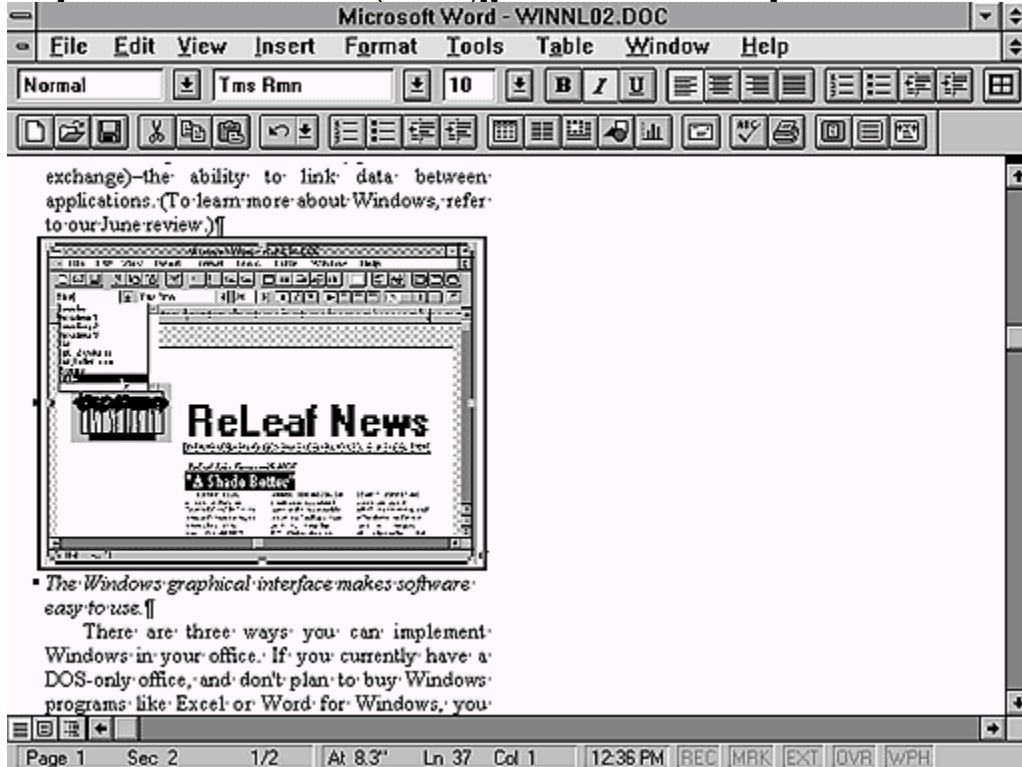
CPA offices, the all-Windows solution isn't practical—though there are 450 or so Windows programs available, few of them are accounting programs. Much of the excitement about Windows focuses on how easy (and fun) it is to use, how much faster it is to learn new programs under Windows, how powerful and time-saving the linking capabilities are, and how useful multitasking is. How can those benefits translate to productivity gains in the CPA office?



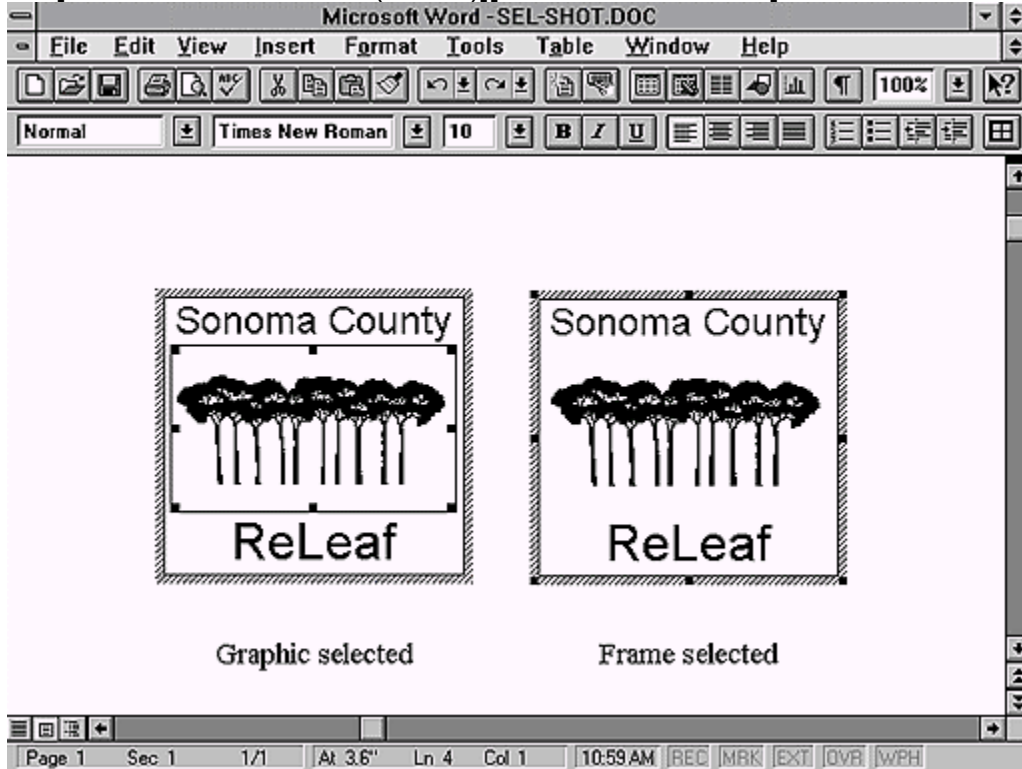
The Windows graphical interface makes software easy to use.

Page 1 Sec 1 1/2 At Ln Col 12:32 PM [BEC] [MKB] [EXT] [OVR] [WPH]

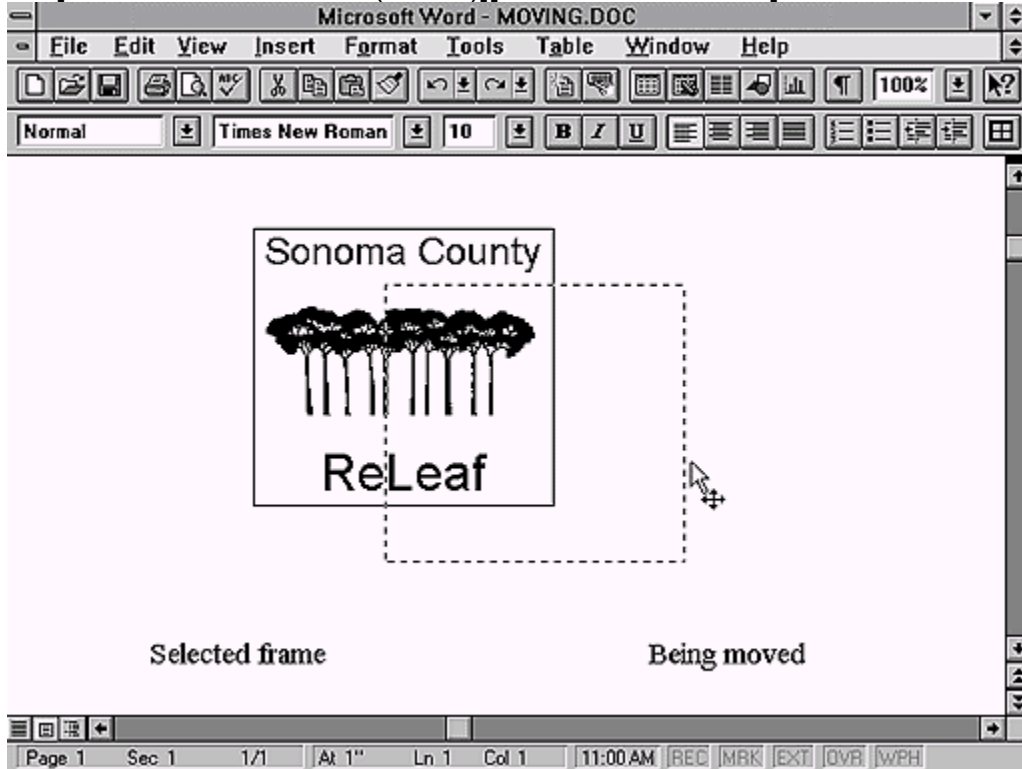
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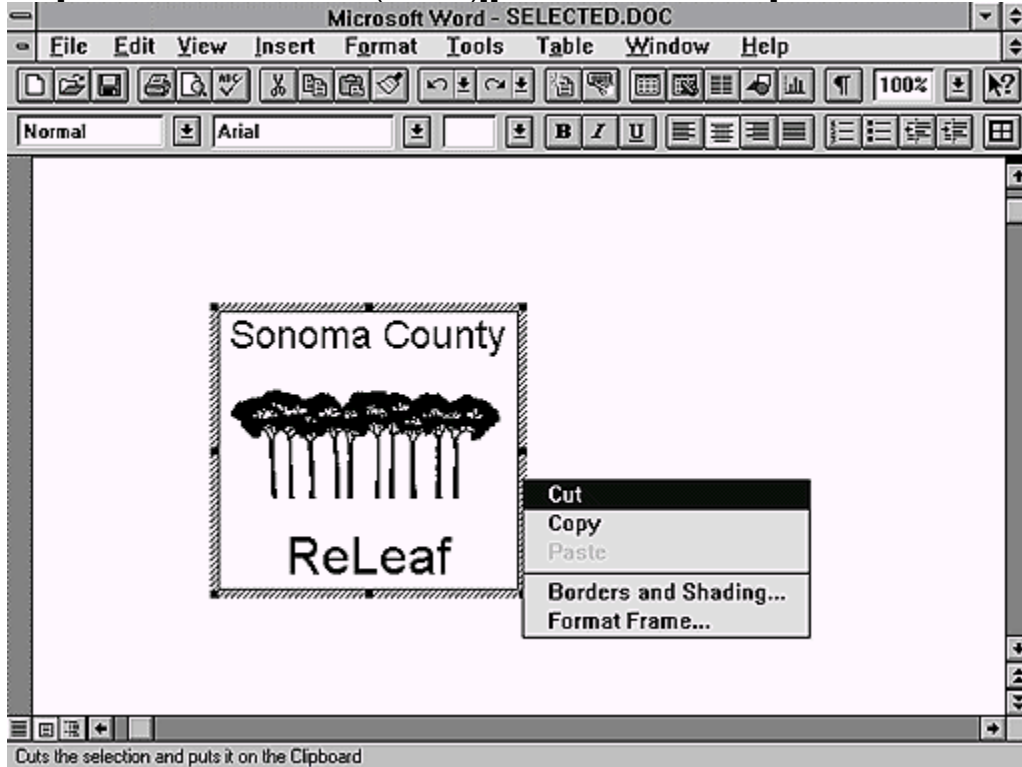
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Frame

Text Wrapping

None **Around**

Horizontal

Position: 4.35"

Relative To: Page

Distance from Text: 0.13"

Size

Width: Exactly **At:** 0.87"

Height: At Least **At:** 0.81"

Vertical

Position: 0.08"

Relative To: Paragraph

Distance from Text: 0"

Move with Text **L**ock Anchor

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Microsoft Word - TABL01.DOC

File Edit View Insert Format Tools Table Window Help

As you all know, we advertised an opening for the new position of Director of Marketing two months ago. Through referrals, head hunters, and resumes, we've received a number of applicants. We contacted each of them, and held a preliminary interview with each applicant.

Each of the applicants listed above is qualified for the job. Many have degrees in marketing, and all have experience in the computer business. In selecting from the applicants, we felt it was best to choose someone with a marketing/business background rather than a technical background. Nonetheless, each of the applicants also has some degree of technical proficiency.

Kathy	Anderson	790 Sixth St.	Berkeley	CA	92
William	Barr	15 Park Place	New York	NY	10
Robert	Bly	124 Folsom St.	San Francisco	CA	94
Jan	Bosco	33 College Ave.	Berkeley	CA	92
Leslie	Kerr	31680 Brookhollow	Houston	TX	72
Karen	Rose	333 Quixote Ct.	Santa Rosa	CA	93
Jim	Runnell	1990 California St.	San Francisco	CA	94
Nancy	Wells	415 Bayshore Dr.	Sausalito	CA	94
Susan	Westin	444 Fourth St.	San Rafael	CA	94

These people are qualified for the marketing position.



Now, it's time for us to make a choice. It's important that we all agree on the individual we choose--

Page 1 Sec 1 1/1 At 3.8" Ln 11 Col 1 11:09 AM REC MBK EXT OVR WPH

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Frame

Text Wrapping

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Horizontal

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Size

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Height: At Least At: 0.7"

Vertical

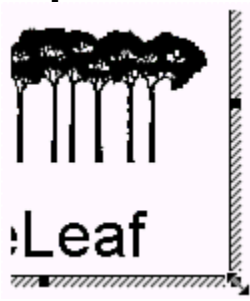
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Distance from Text: 0"

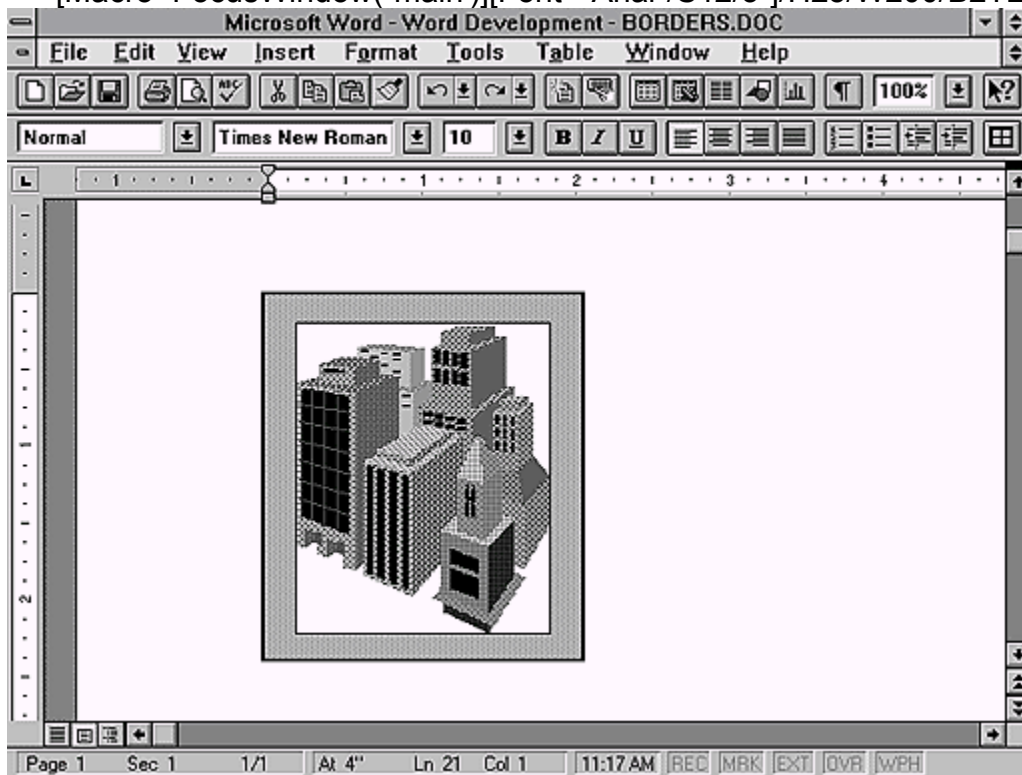
Move with Text Lock Anchor

OK Cancel Remove Frame Help

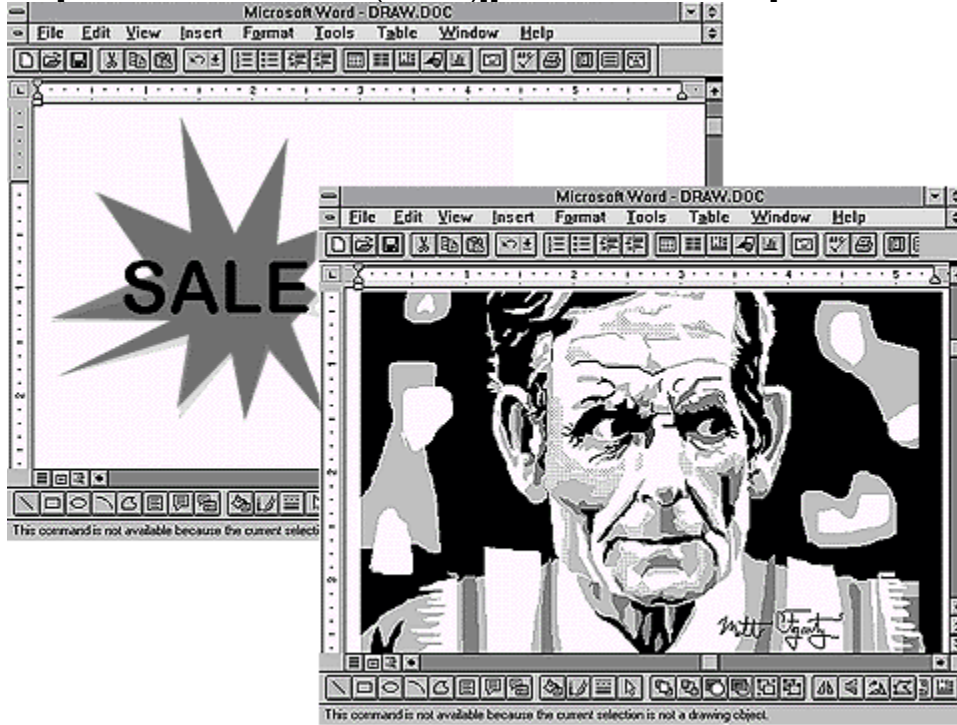
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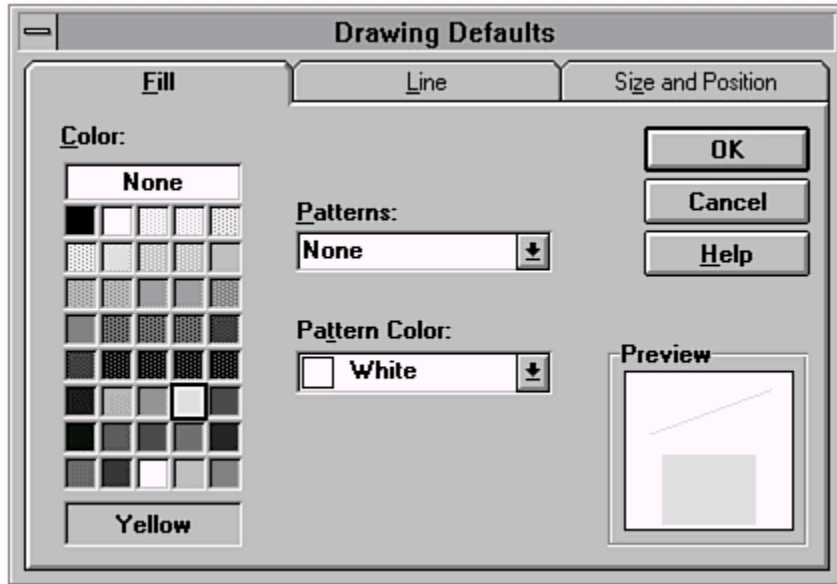
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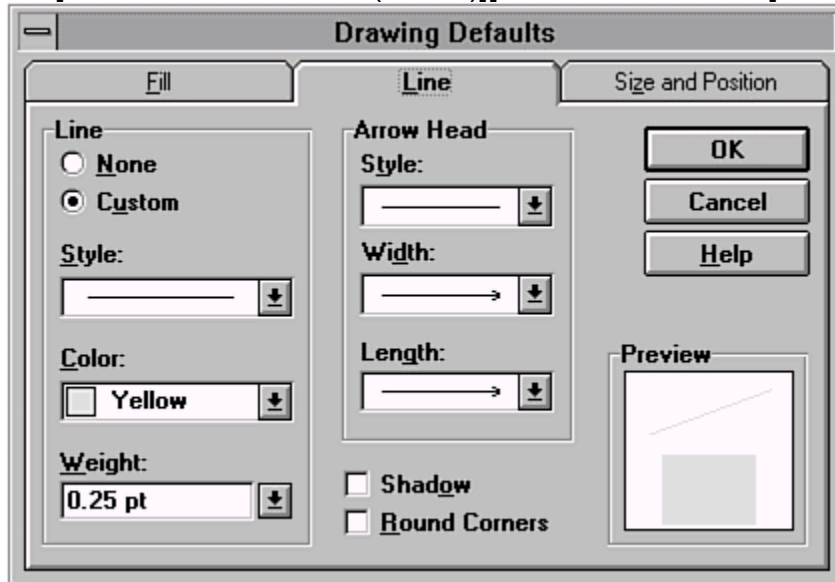
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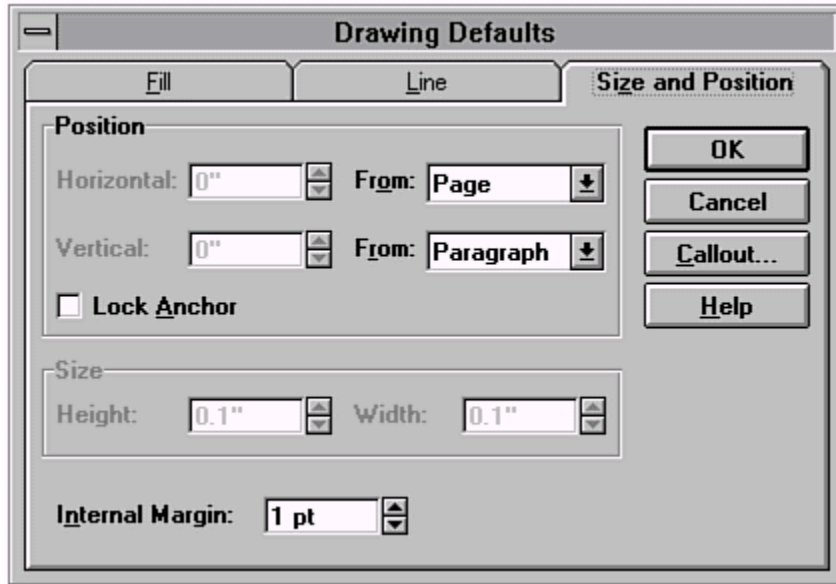
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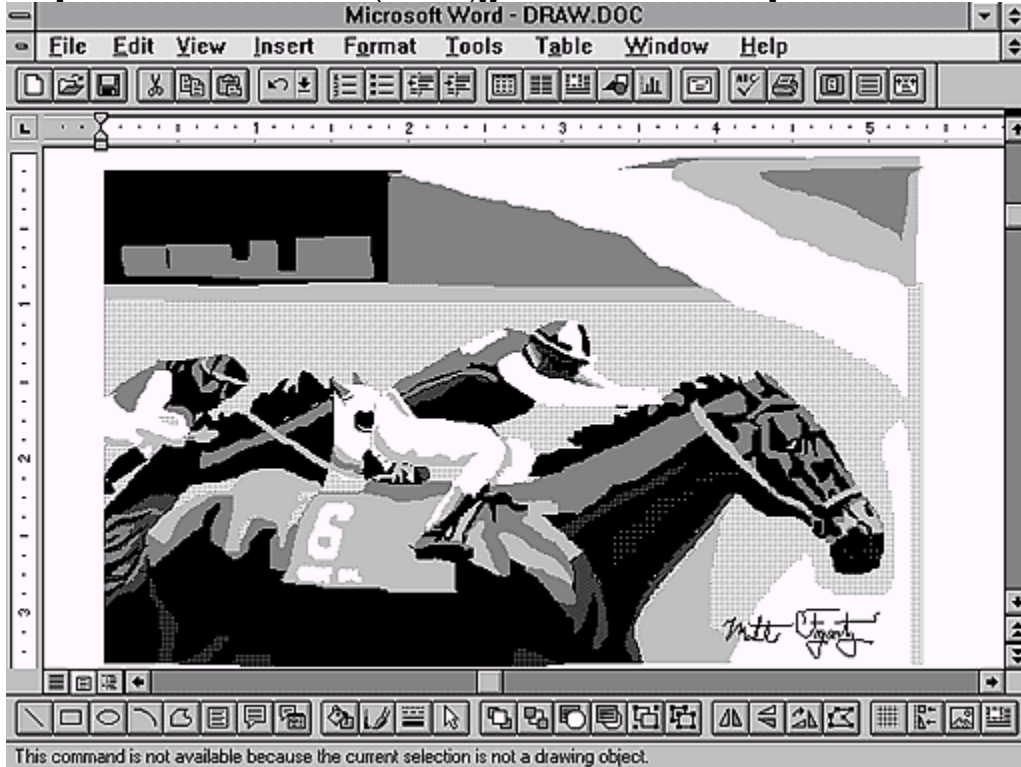


The image shows a 'Drawing Defaults' dialog box with three tabs: 'Fill', 'Line', and 'Size and Position'. The 'Size and Position' tab is active. It contains the following controls:

- Position:**
 - Horizontal: 0" (with up/down arrows)
 - From: Page (dropdown menu)
 - Vertical: 0" (with up/down arrows)
 - From: Paragraph (dropdown menu)
 - Lock Anchor
- Size:**
 - Height: 0.1" (with up/down arrows)
 - Width: 0.1" (with up/down arrows)
- Internal Margin:** 1 pt (with up/down arrows)

On the right side of the dialog, there are four buttons: OK, Cancel, Callout..., and Help.

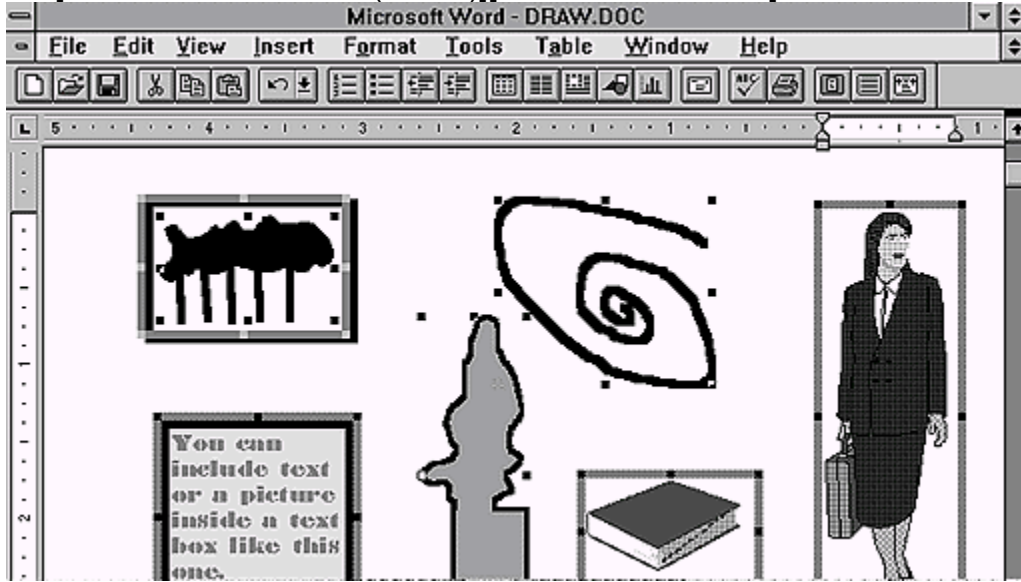
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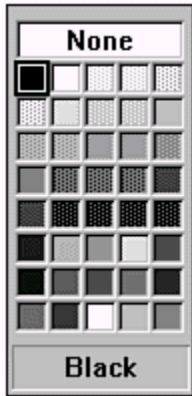
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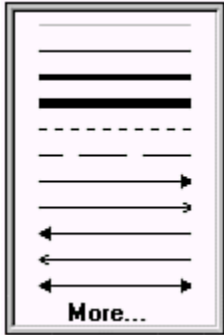
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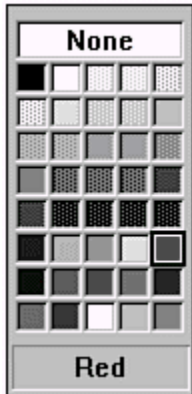
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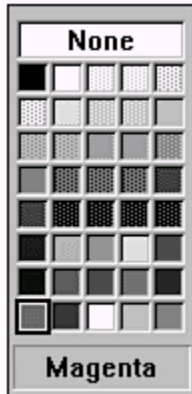

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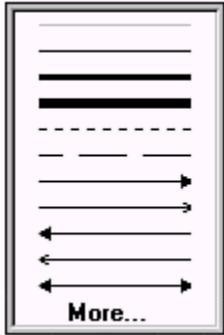
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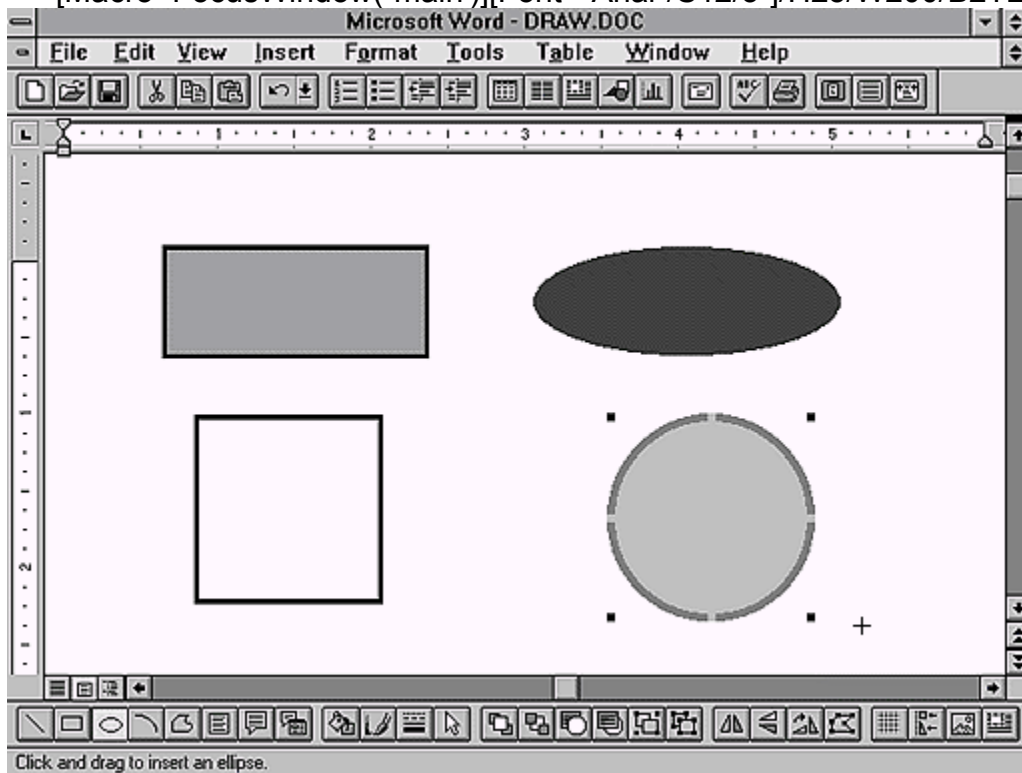
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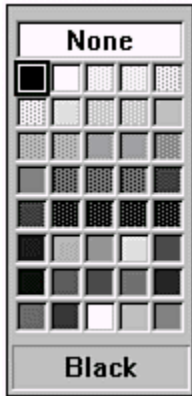
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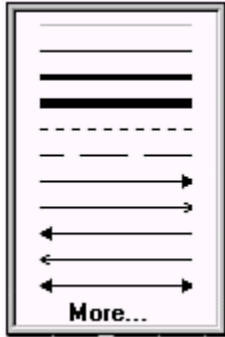
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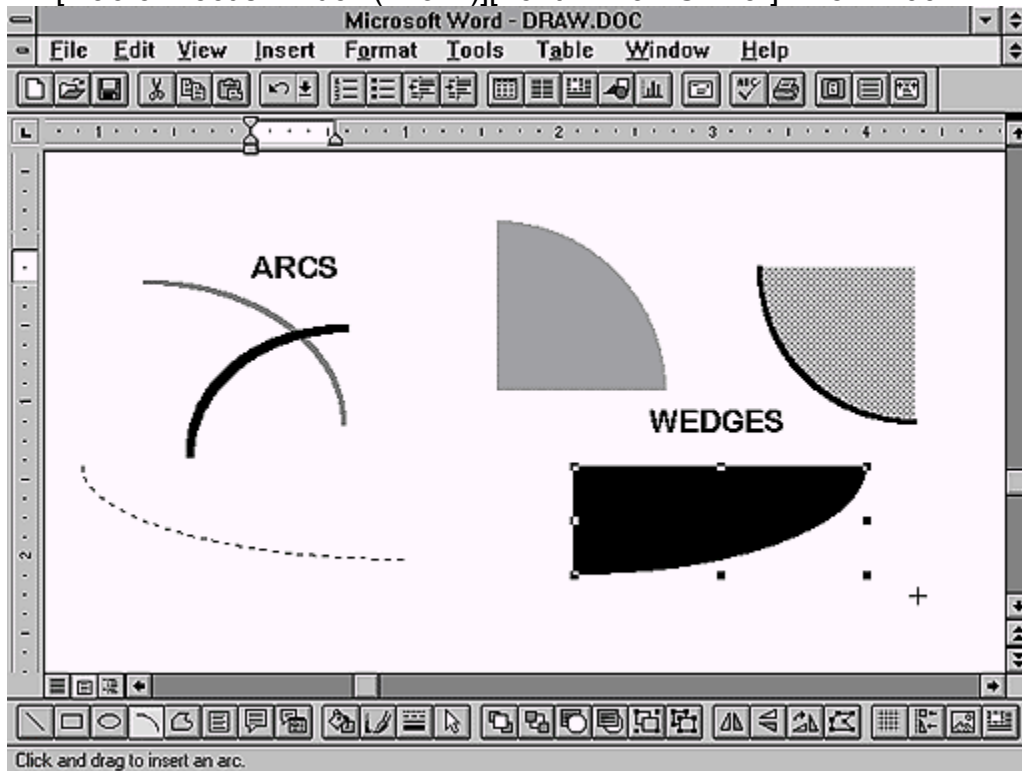
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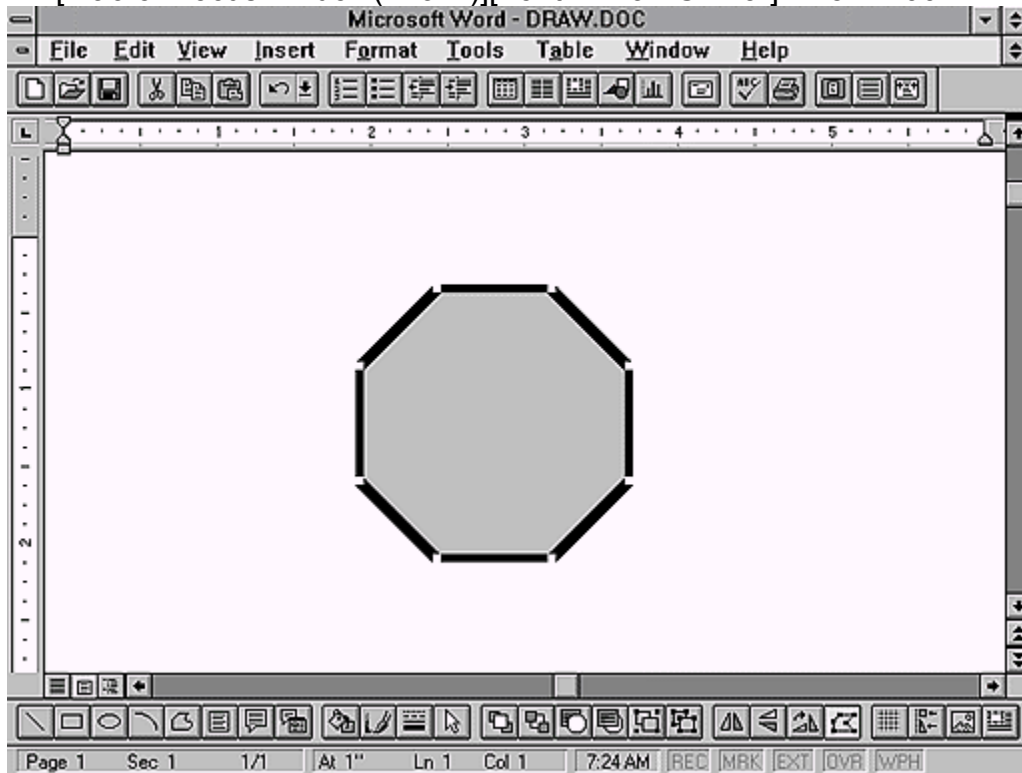
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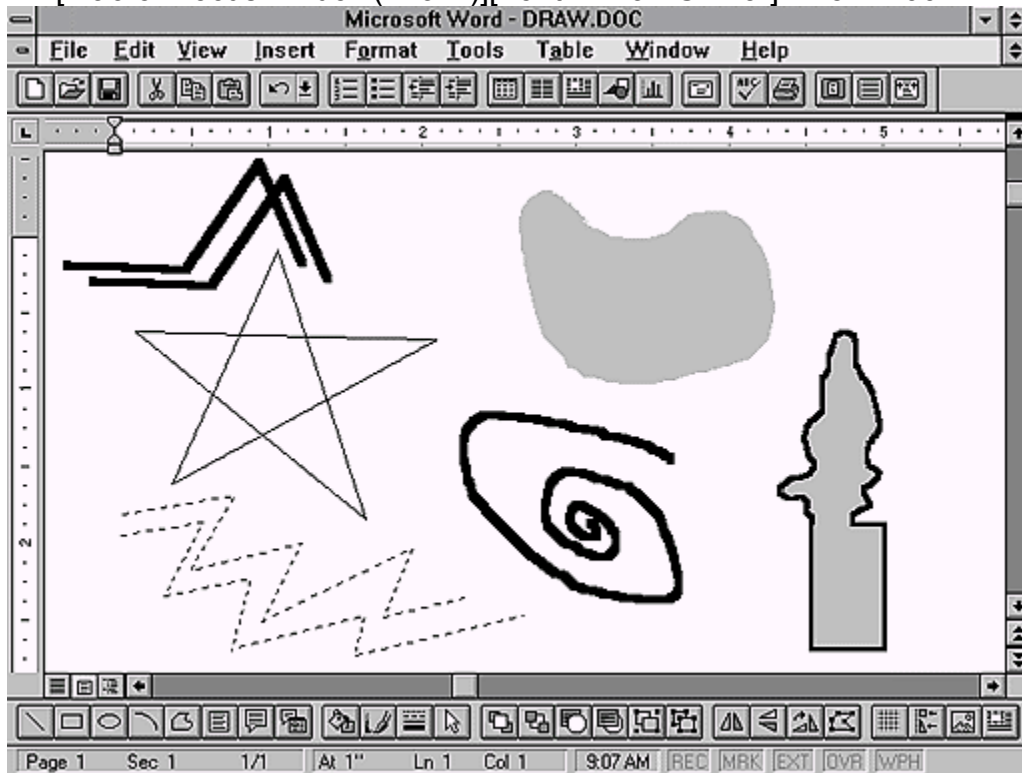
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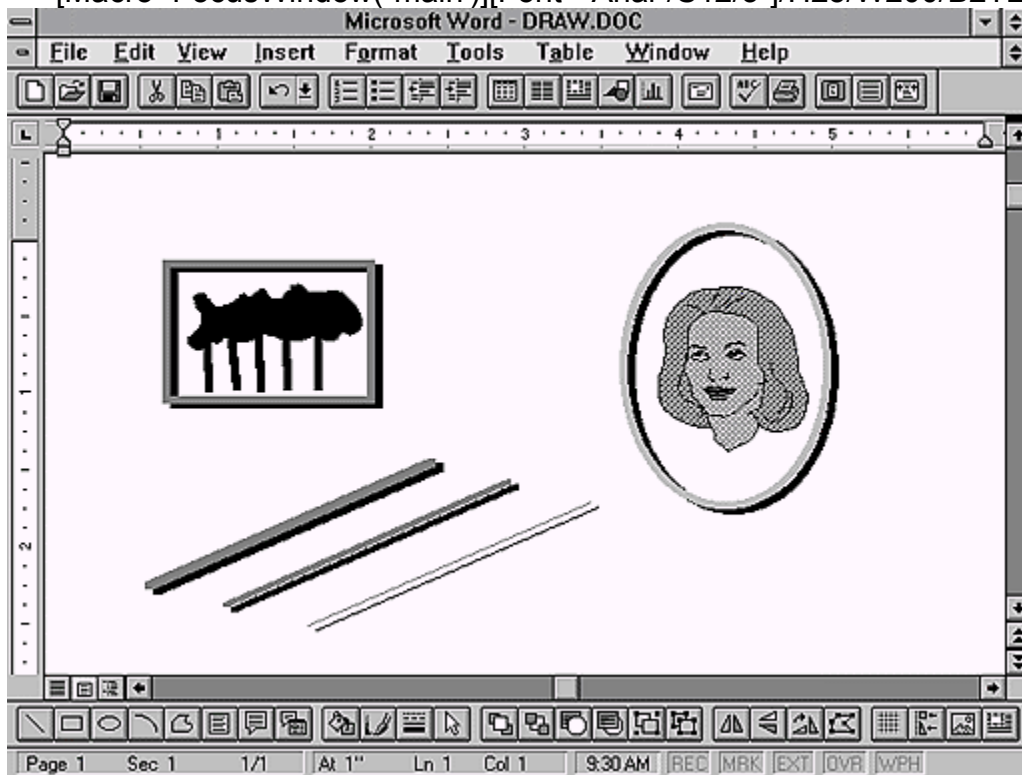
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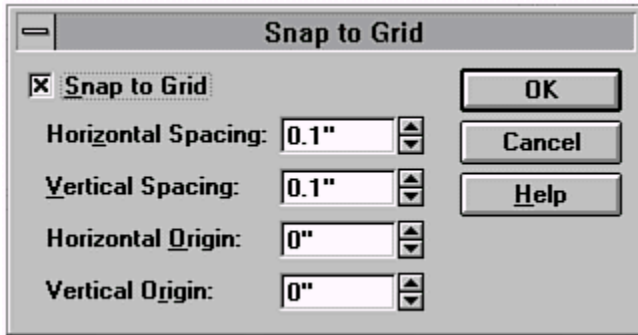
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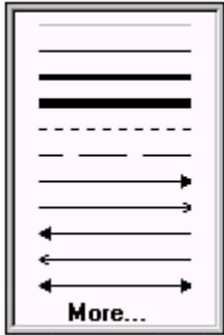
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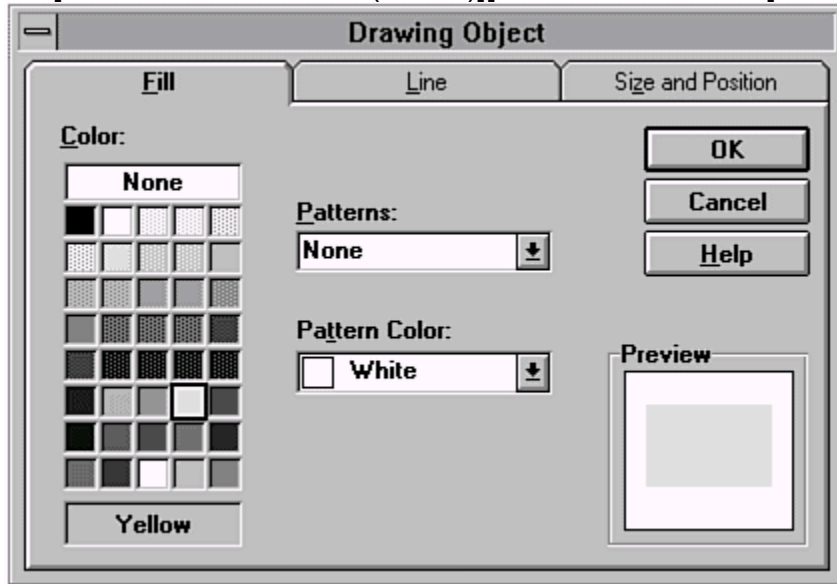


Cut
Copy
Paste
Format Drawing Object...
Bring to Front
Send to Back
Send Behind Text
Group
Ungroup

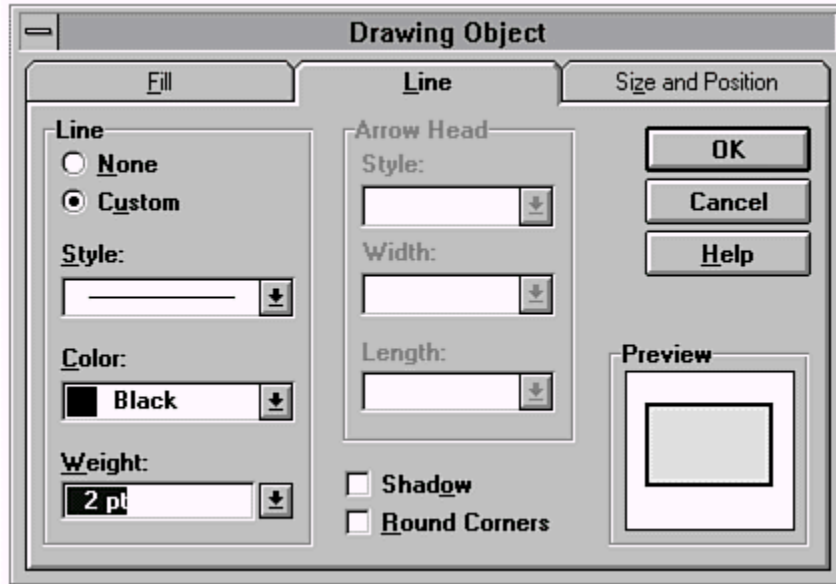
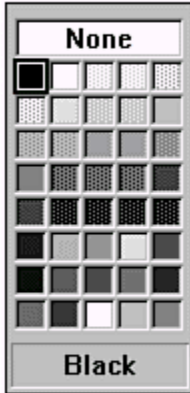
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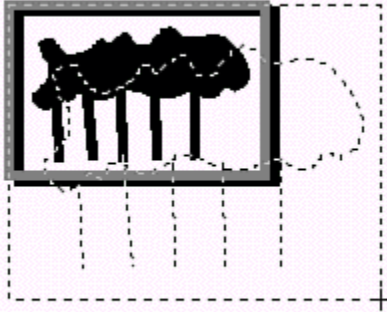
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Drawing Object

File Line Size and Position

Position

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Vertical: -0.09" From: Paragraph

Lock Anchor

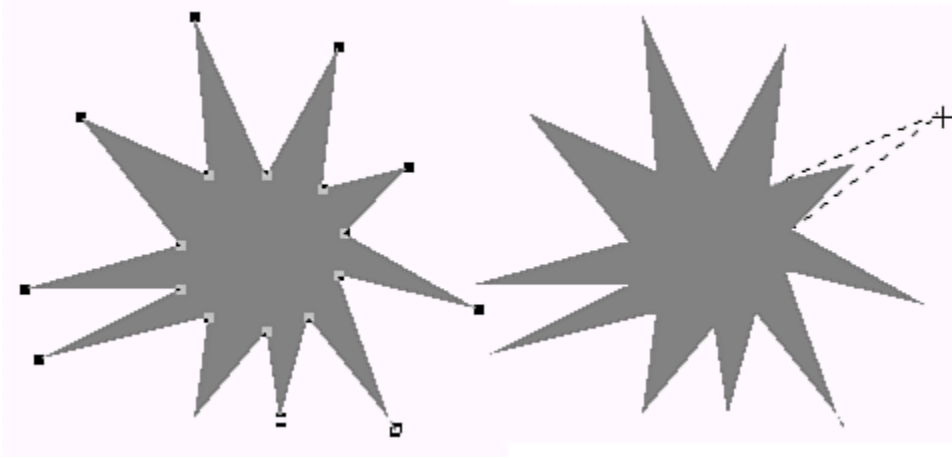
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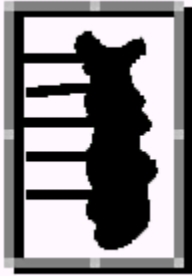
Internal Margin: []

OK
Cancel
Callout...
Help

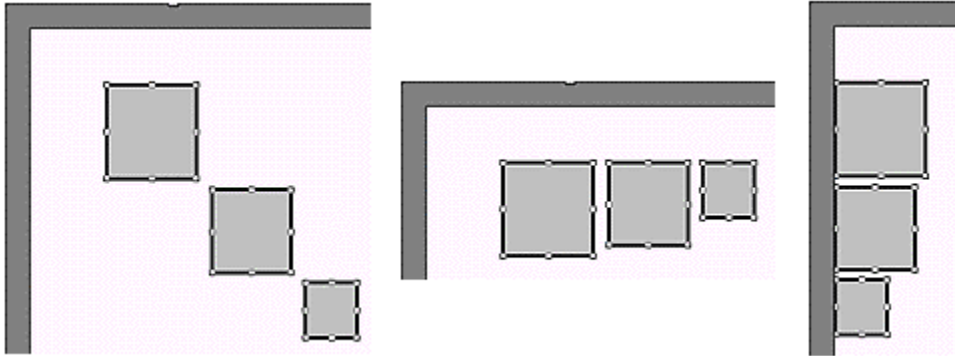
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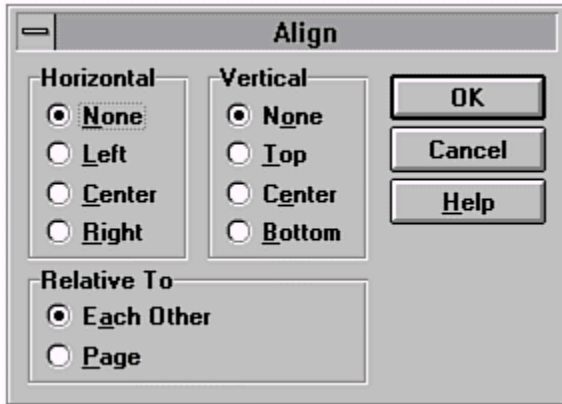
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Drawing Object

Fill Line **Size and Position**

Position

Horizontal: 2" From: Page

Vertical: 1" From: Page

Lock Anchor

Size

Height: 0.81" Width: 0.78"

Internal Margin:

OK
Cancel
Callout...
Help

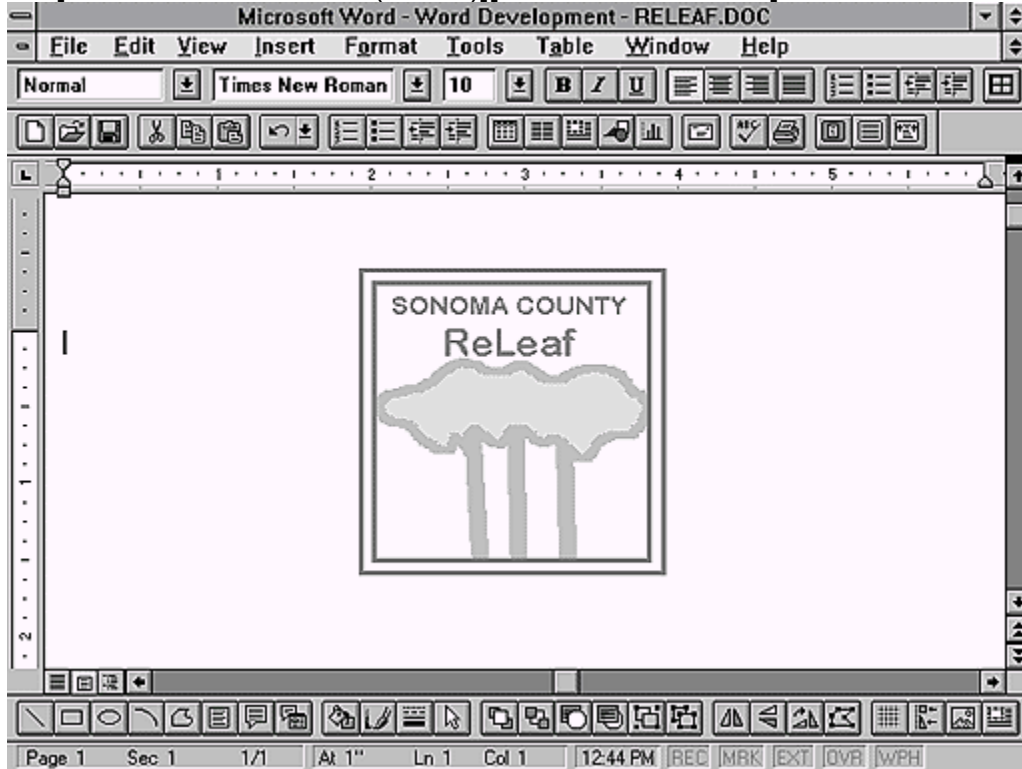
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Teens and Trees— *A Project of Sonoma C*

Sonoma County ReLeaf, a b
devoted to planting trees in
why trees are important and


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Microsoft Word - RLNEWS04.DOC

File Edit View Insert Format Tools Table Window Help



ReLeaf

NATIONAL GARDENING SOCIETY'S JOURNAL

ReLeaf's News Items with VEG

"A Shade Better"

There's nothing more relaxing than sitting on the porch with a good book and a cup of coffee. But if you're like most gardeners, you'll find that the weather can be a real pain in the neck. The sun is too hot, the wind is too strong, and the humidity is just plain unbearable. The good news is that there are several ways to make your outdoor space more comfortable. One of the easiest is to add some shade. A large umbrella or a pergola can provide a nice spot to sit and enjoy the outdoors. Another option is to plant some shade trees or shrubs. These will not only provide shade but also add beauty to your garden. If you're looking for a more permanent solution, you might want to consider a covered patio or a sunroom. These structures can provide a year-round outdoor living space. Whatever you choose, there's always a way to make your outdoor space more enjoyable.

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Free Trees

There are many ways to get free trees for your garden. One of the best is to contact your local nursery. Many nurseries have a "free tree" program where they give away trees to their customers. Another way is to check with your local government. Some cities have tree giveaways as part of their landscaping programs. You can also find free trees on the internet. There are many websites that offer free trees for sale. Just be sure to check the reputation of the seller before making a purchase.

Free Siding Training


There are many ways to get free siding training. One of the best is to contact your local siding contractor. Many contractors have a "free training" program where they give away training to their customers. Another way is to check with your local government. Some cities have training programs as part of their landscaping programs. You can also find free training on the internet. There are many websites that offer free training for sale. Just be sure to check the reputation of the seller before making a purchase.

Jobs - Jobs - Jobs

There are many ways to find jobs. One of the best is to check with your local newspaper. Many newspapers have a "jobs" section where they list various job openings. Another way is to check with your local government. Some cities have job fairs as part of their landscaping programs. You can also find jobs on the internet. There are many websites that offer job listings for sale. Just be sure to check the reputation of the seller before making a purchase.

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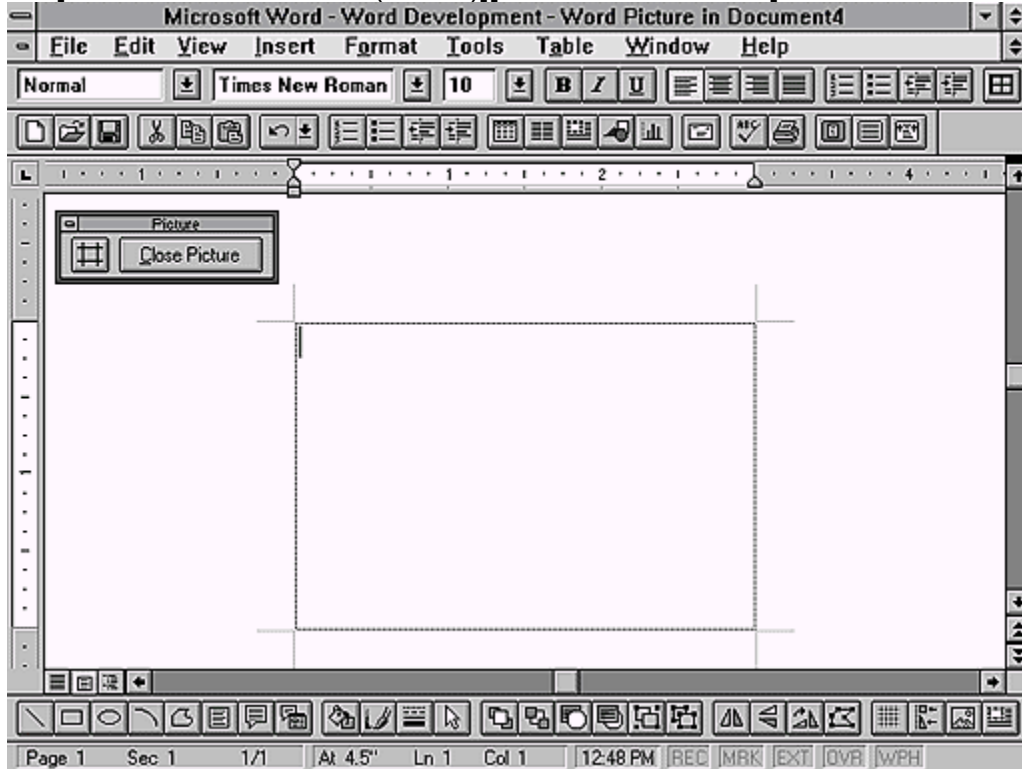


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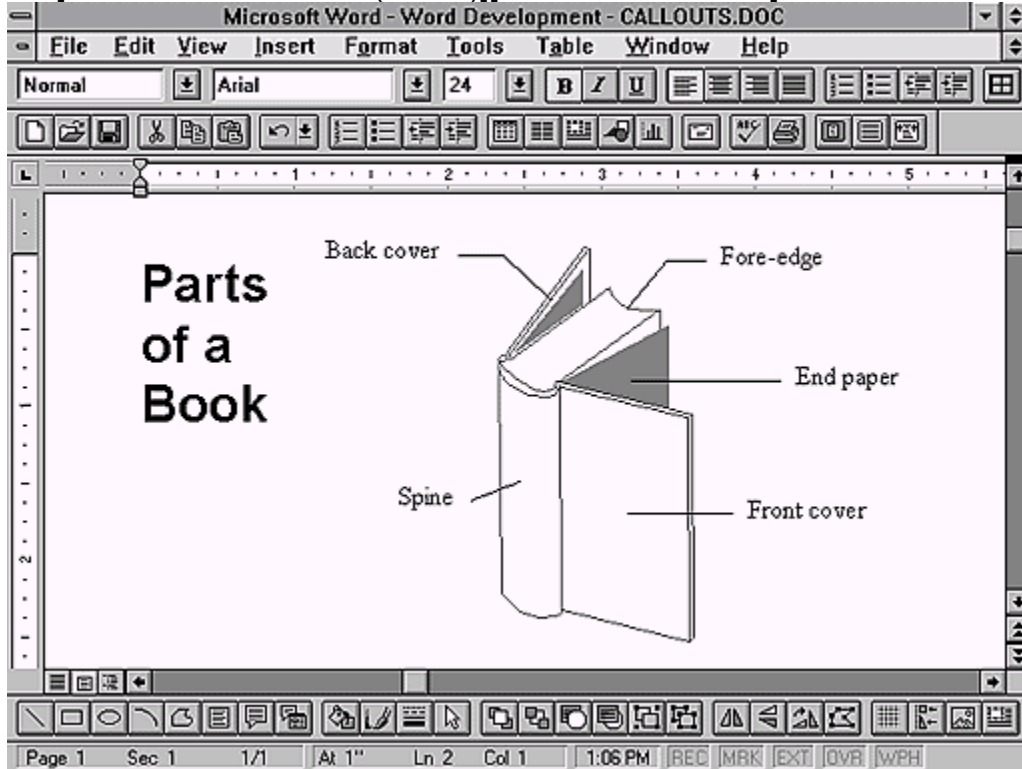
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Page 1 Sec 2 1/3 At 3.8" Ln 10 Col 1 9:52 PM REC MRR EXT OVR WPH

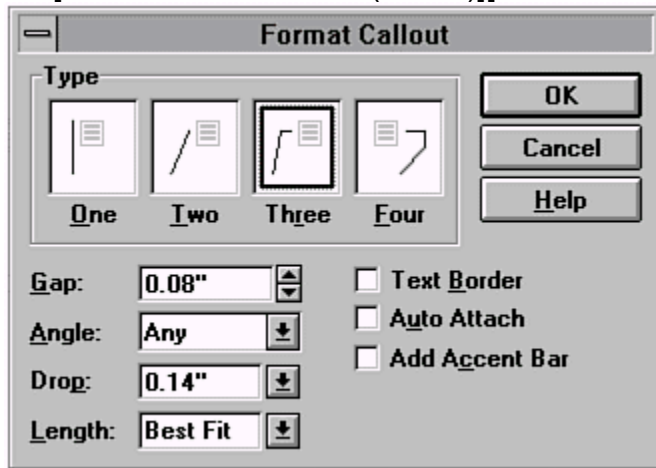
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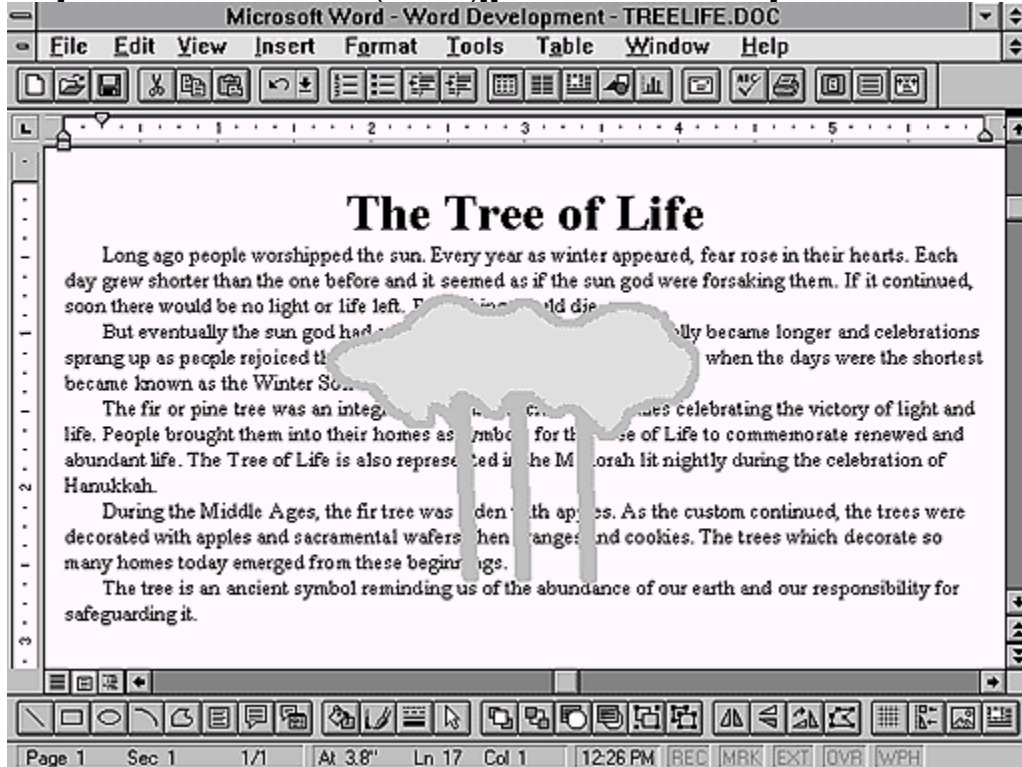
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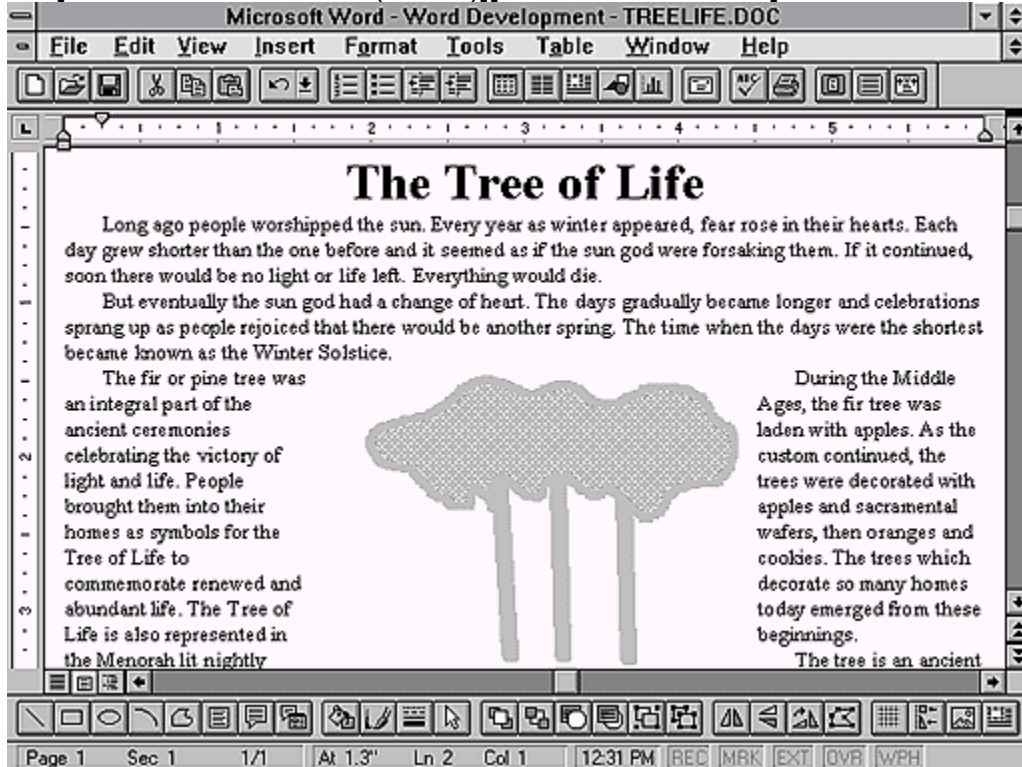
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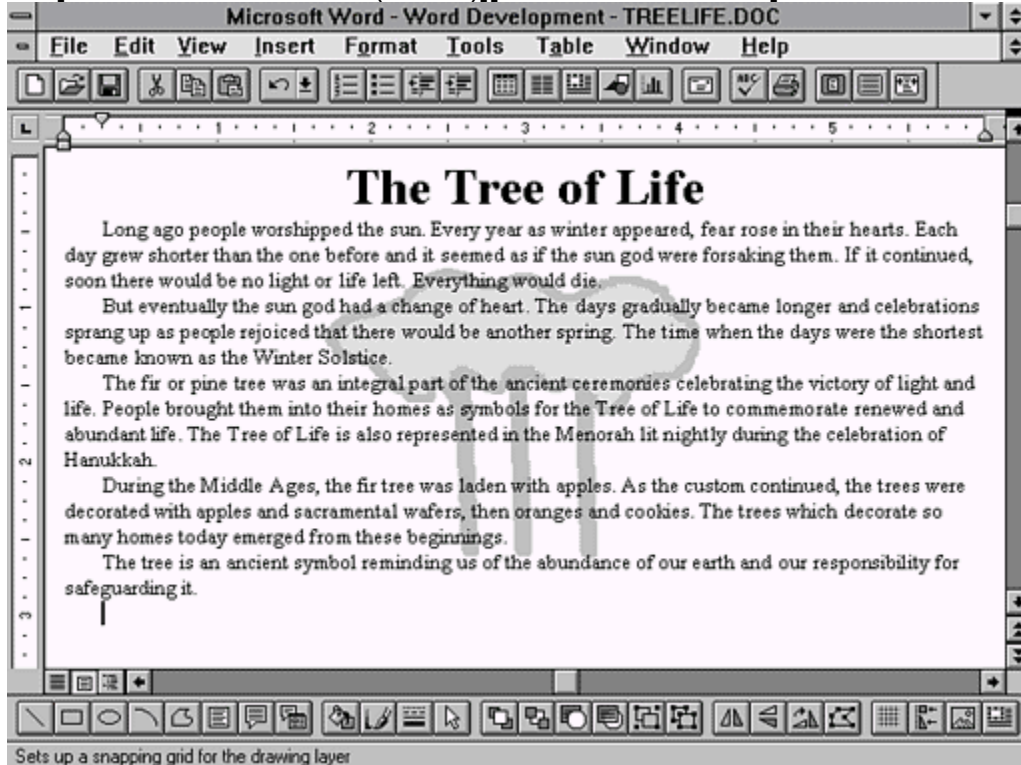
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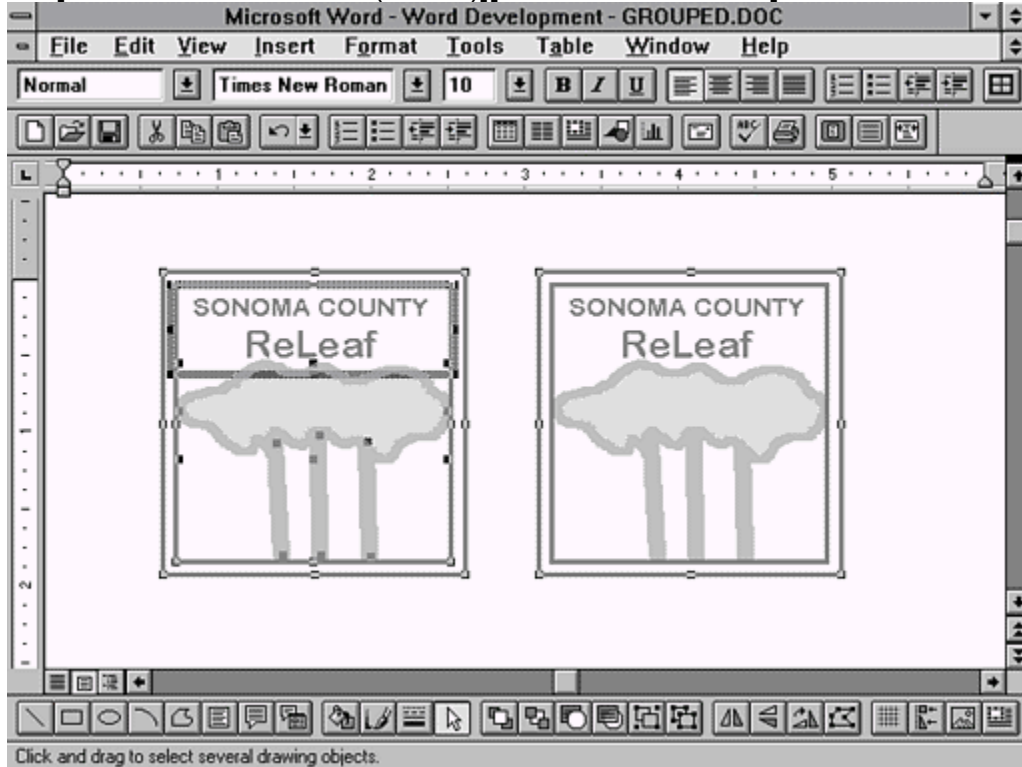
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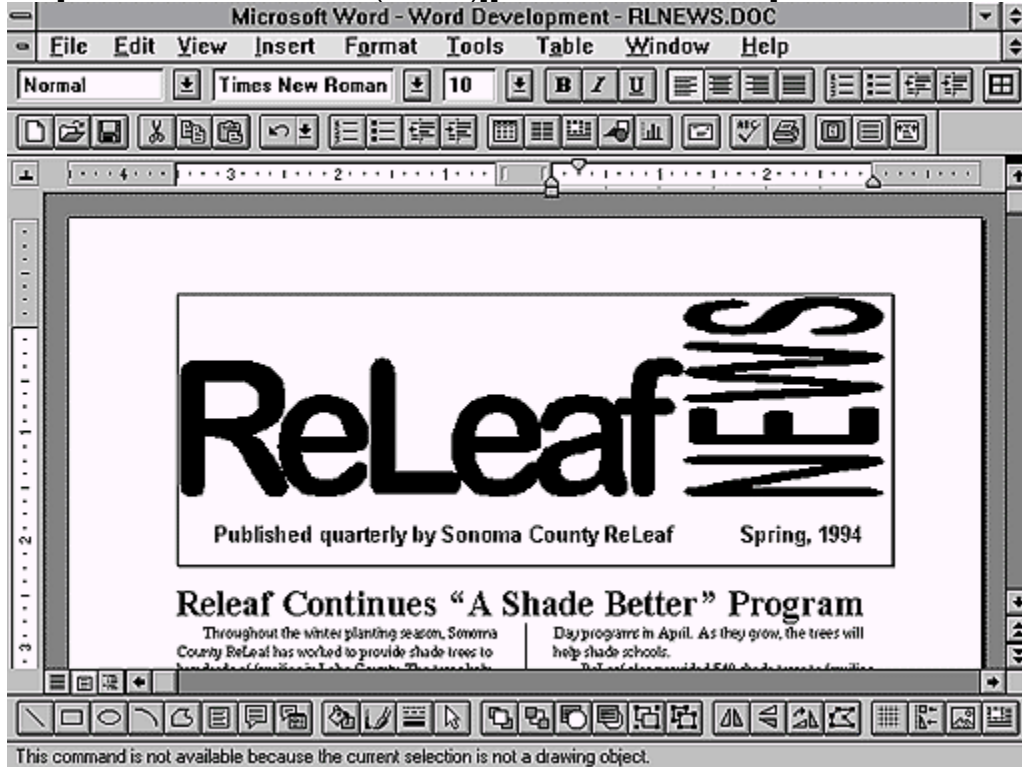
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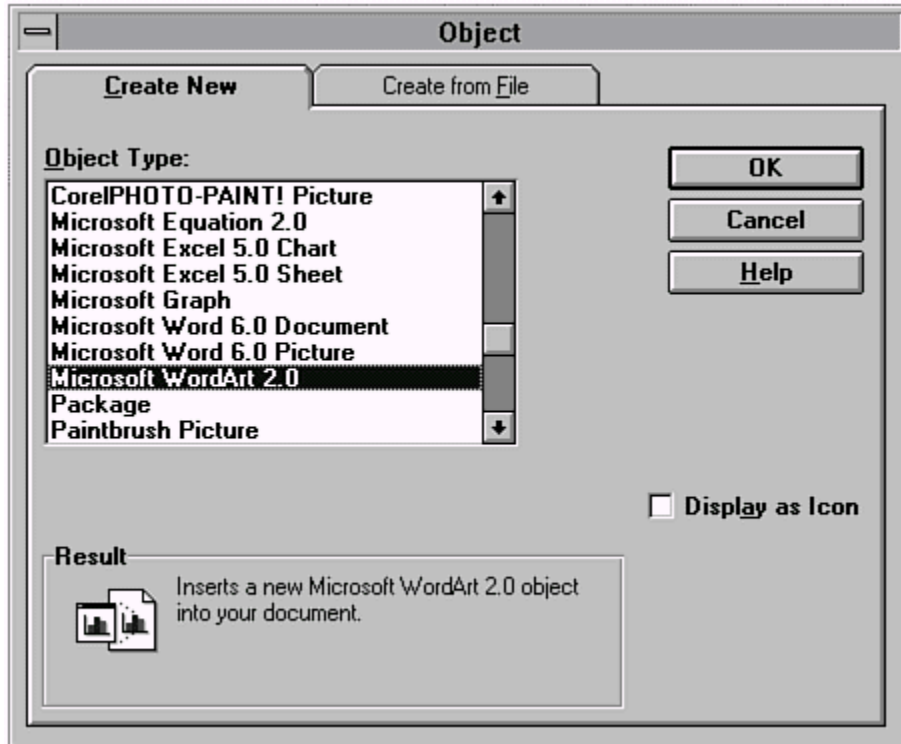
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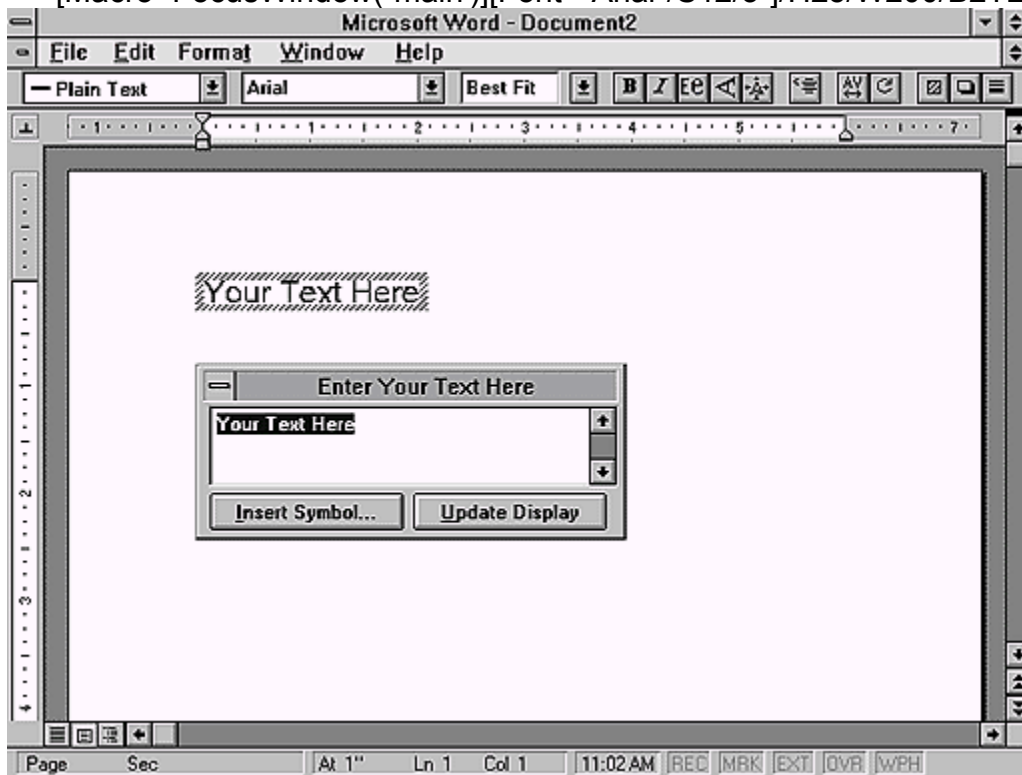
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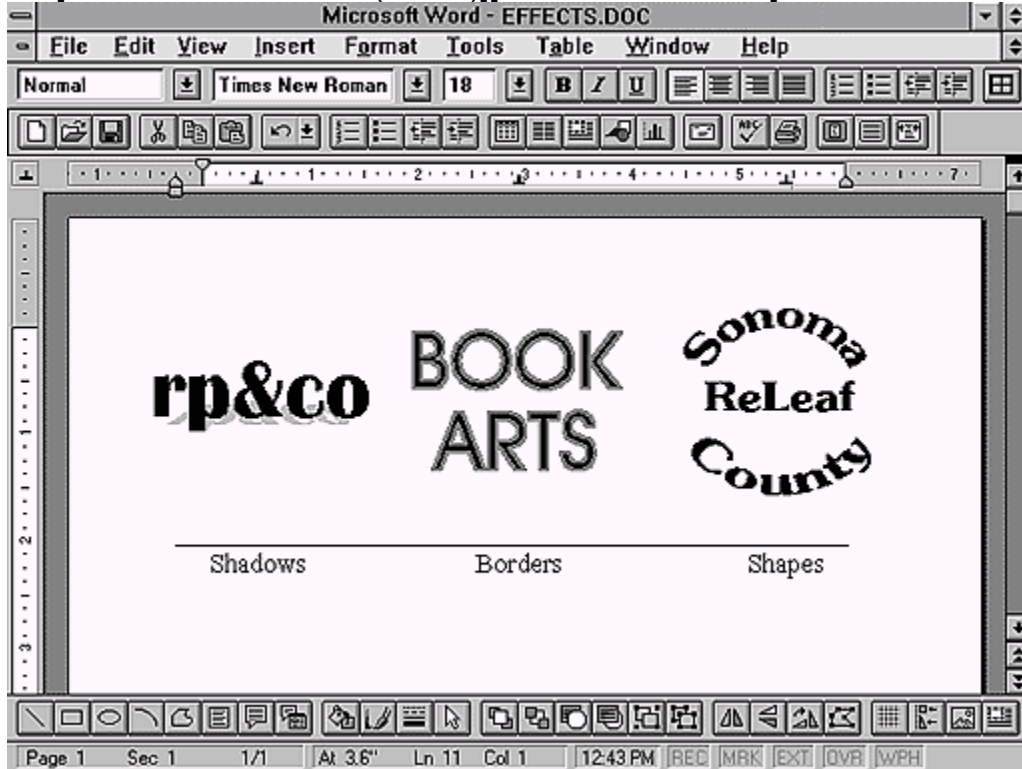
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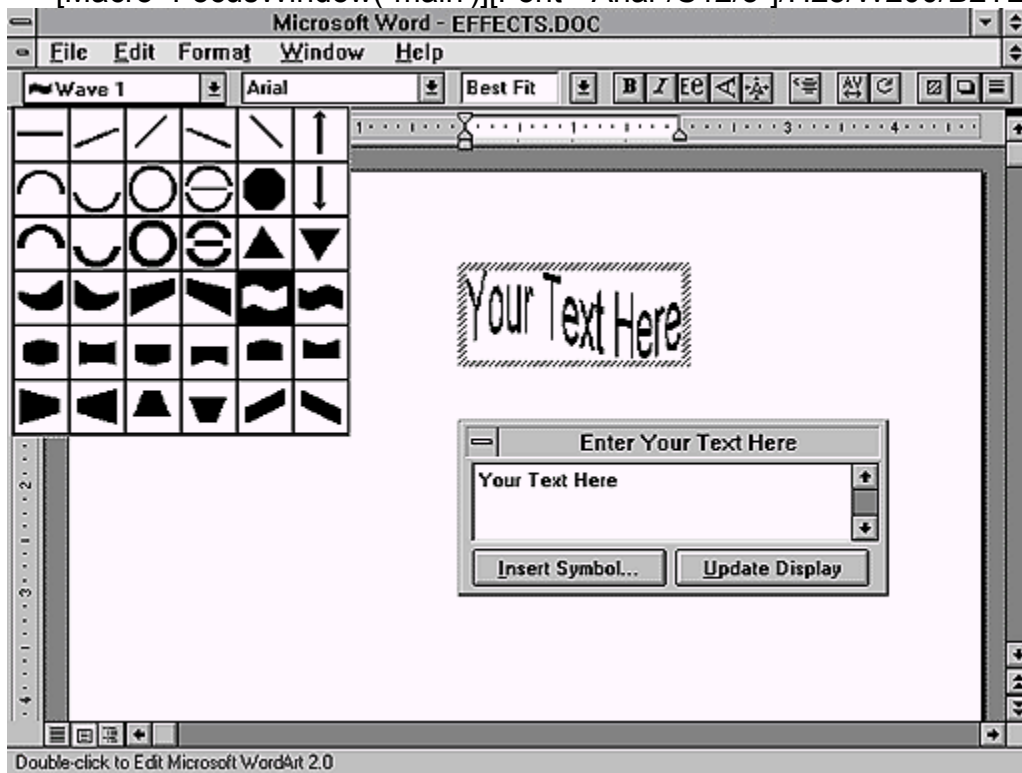
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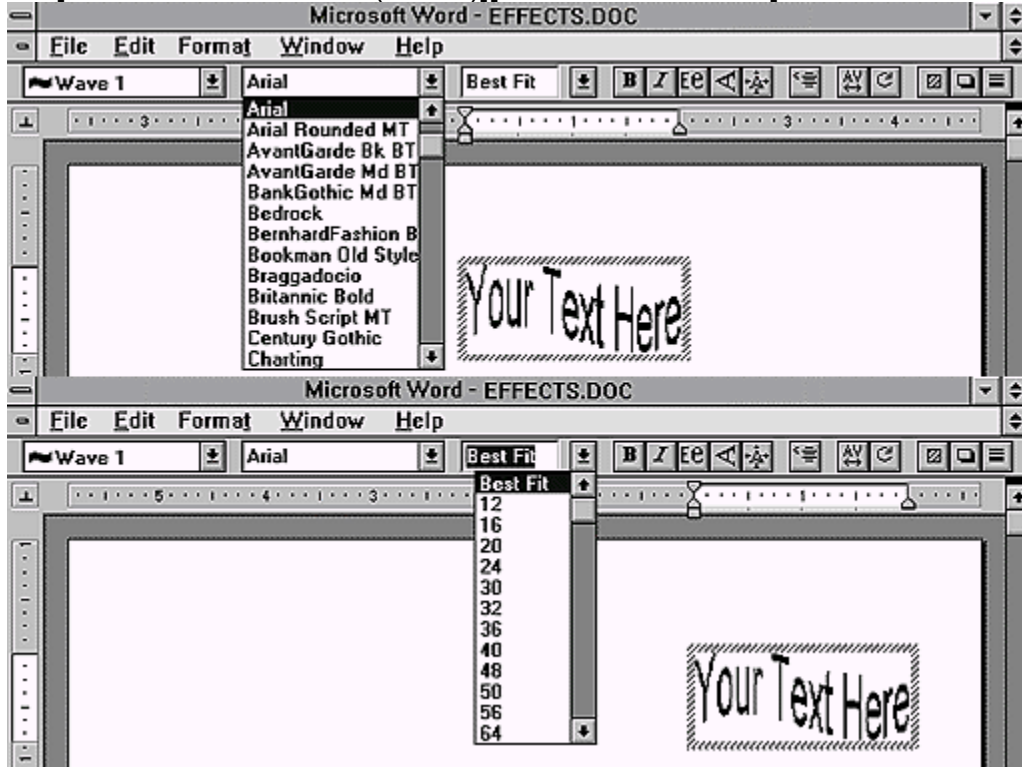
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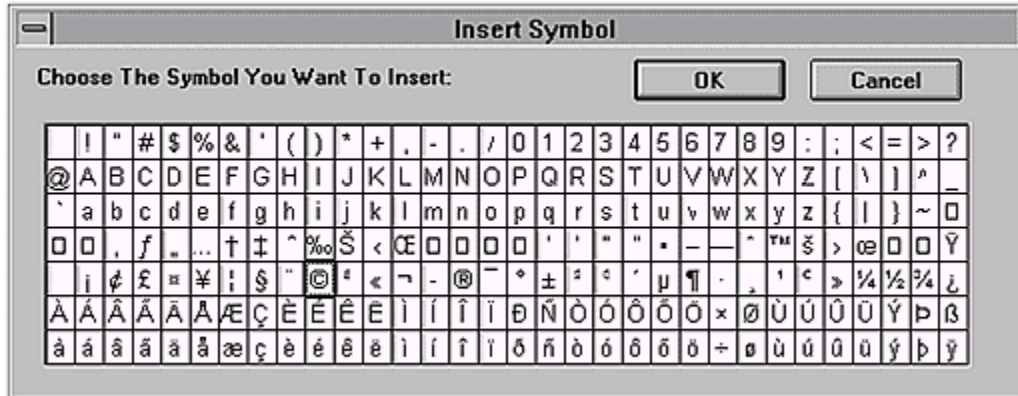
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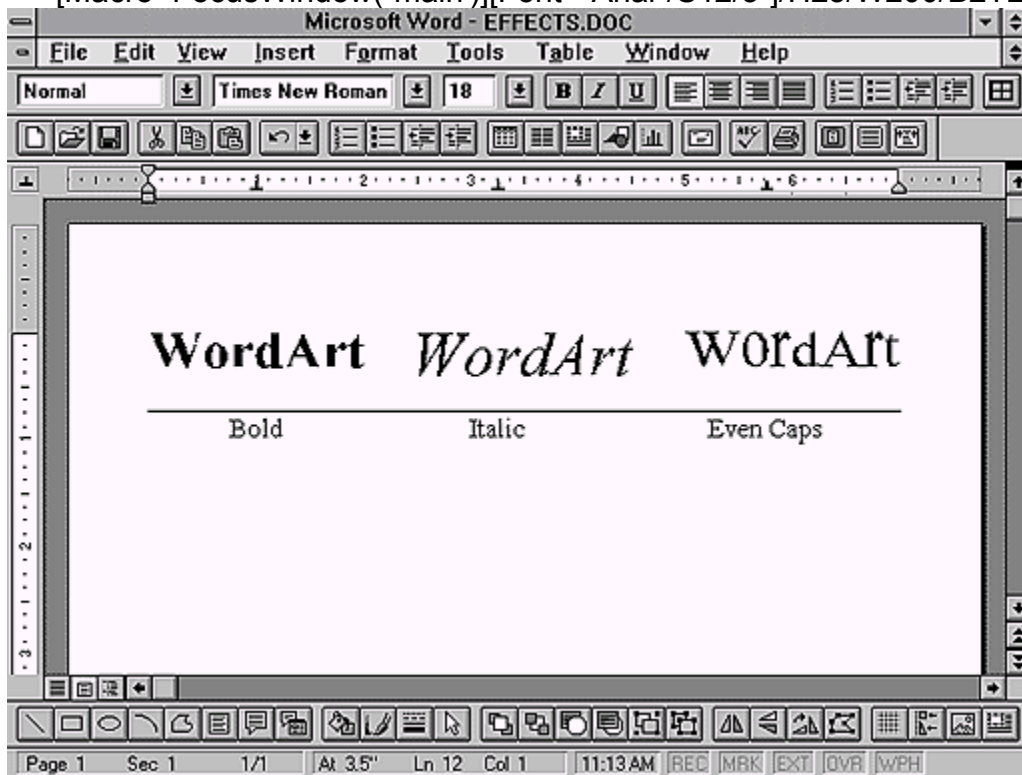
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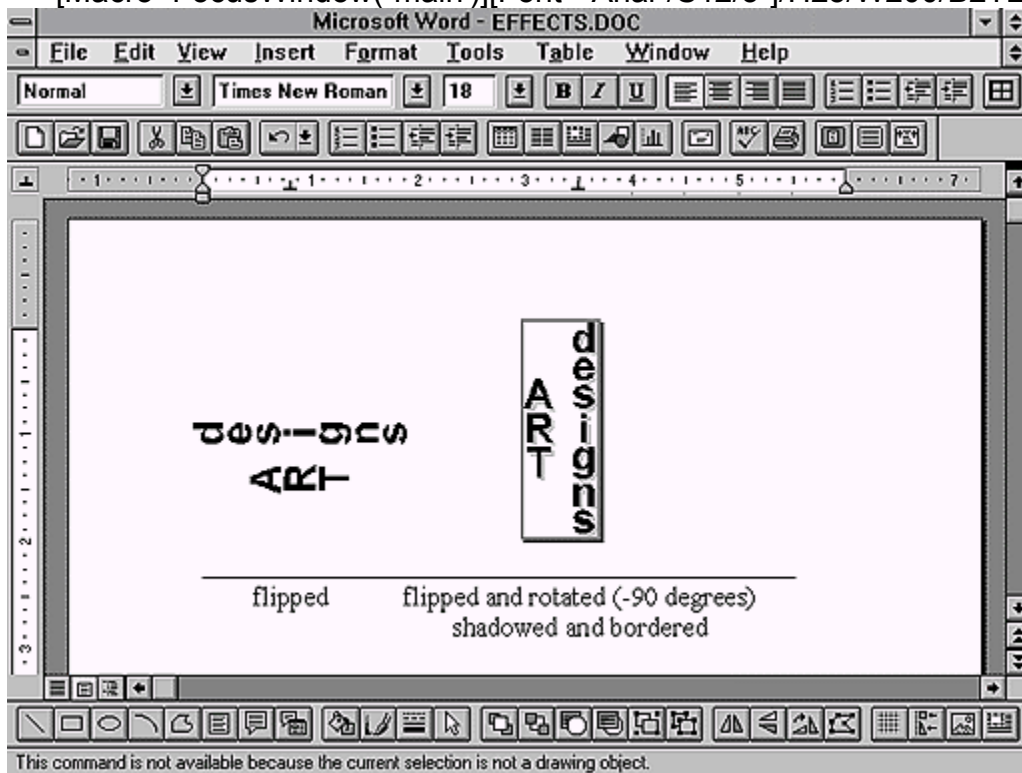
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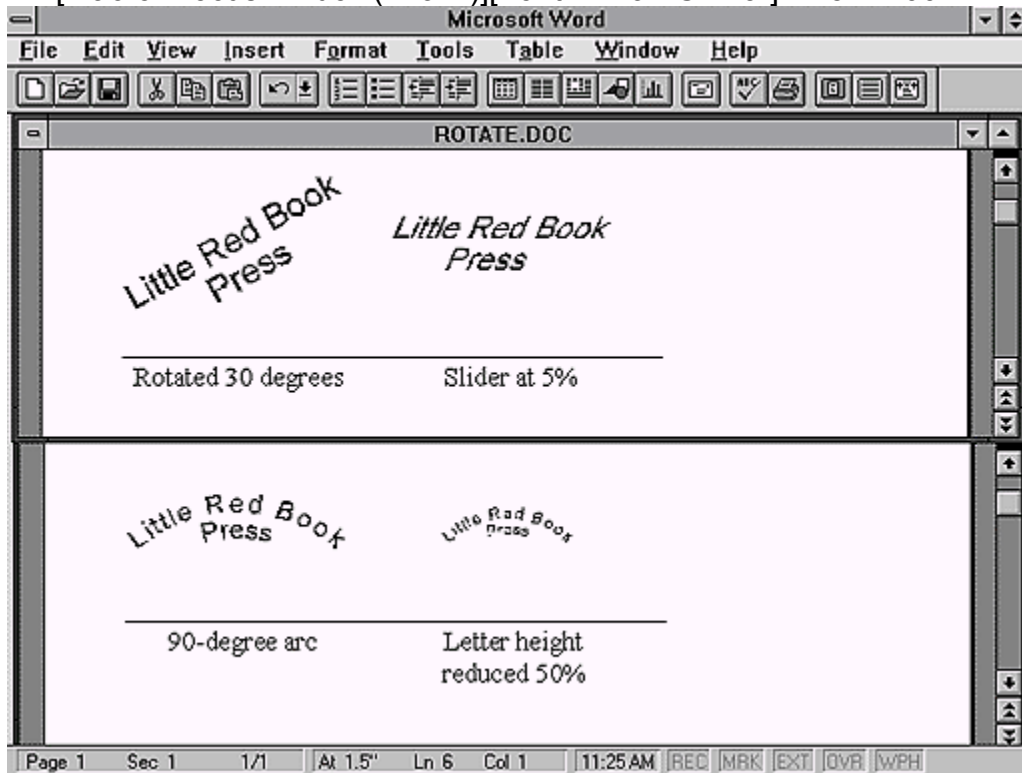
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Special Effects

Rotation **Arc Angle**

Reduce Letter Height by:

OK
Cancel
Help

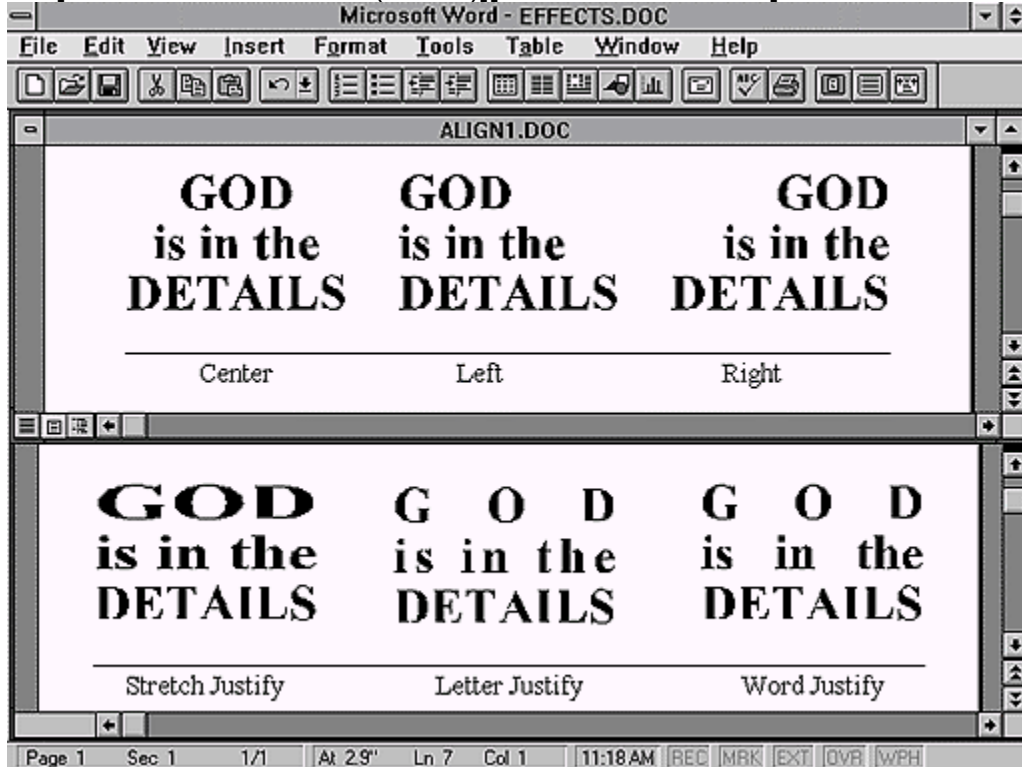
Special Effects

Rotation **Slider**

Tip
Use the slider control to change the shape of the WordArt effect.

OK
Cancel
Help

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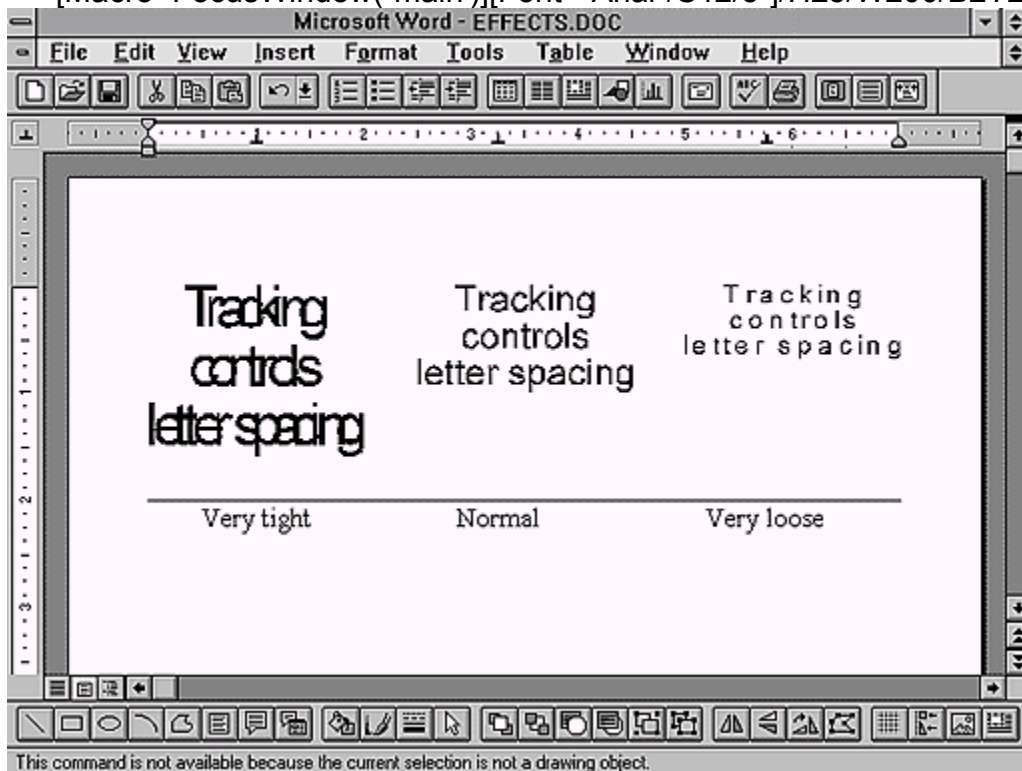


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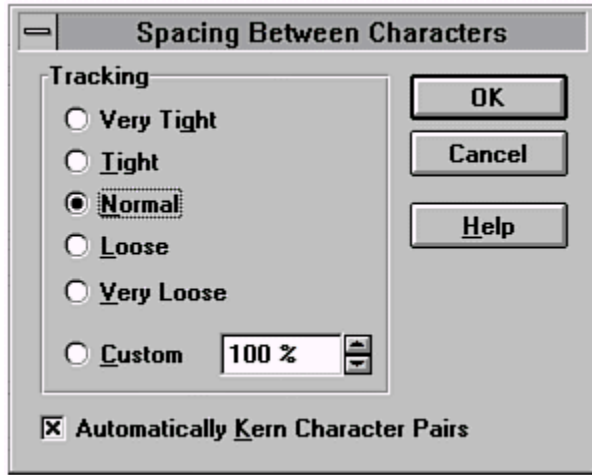


- Center**
- Left
- Right
- Stretch Justify
- Letter Justify
- Word Justify

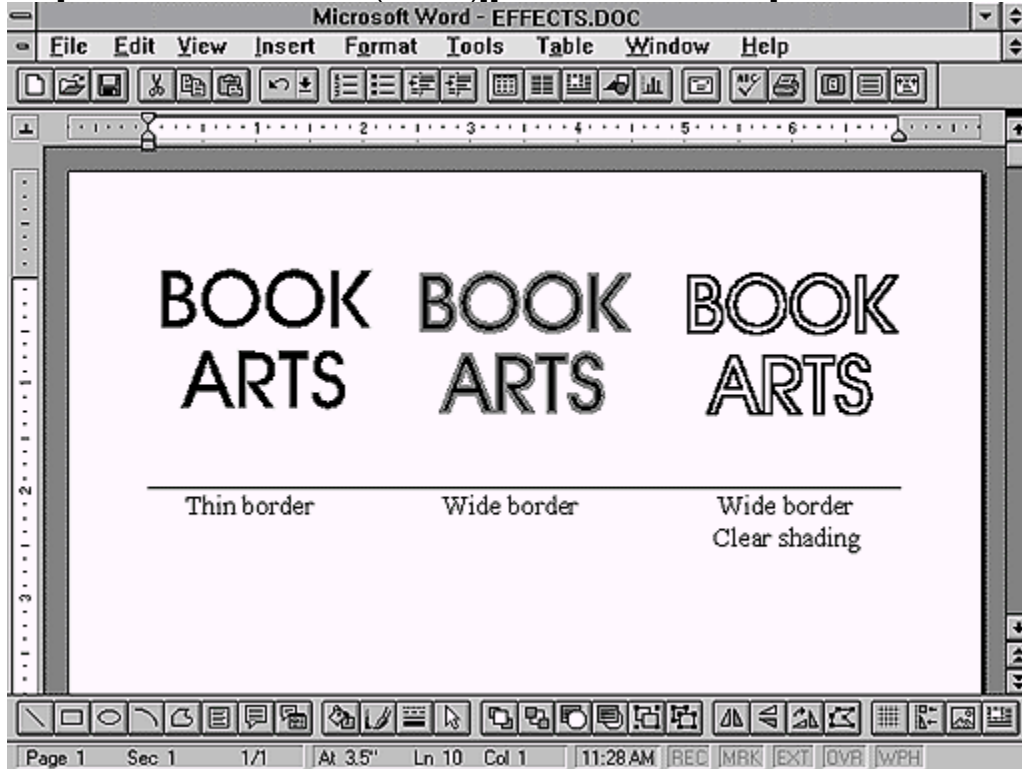
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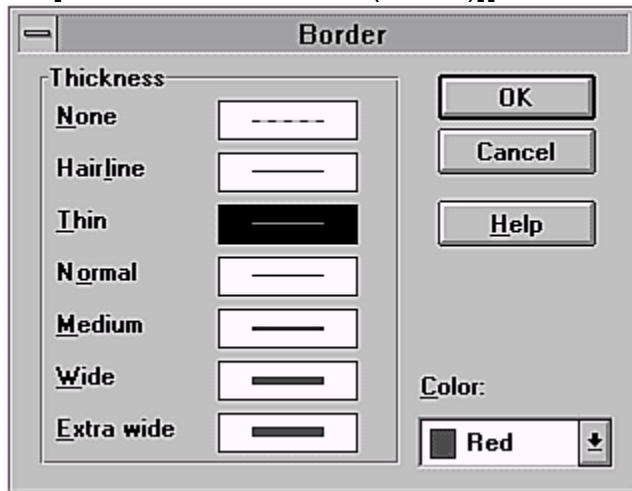
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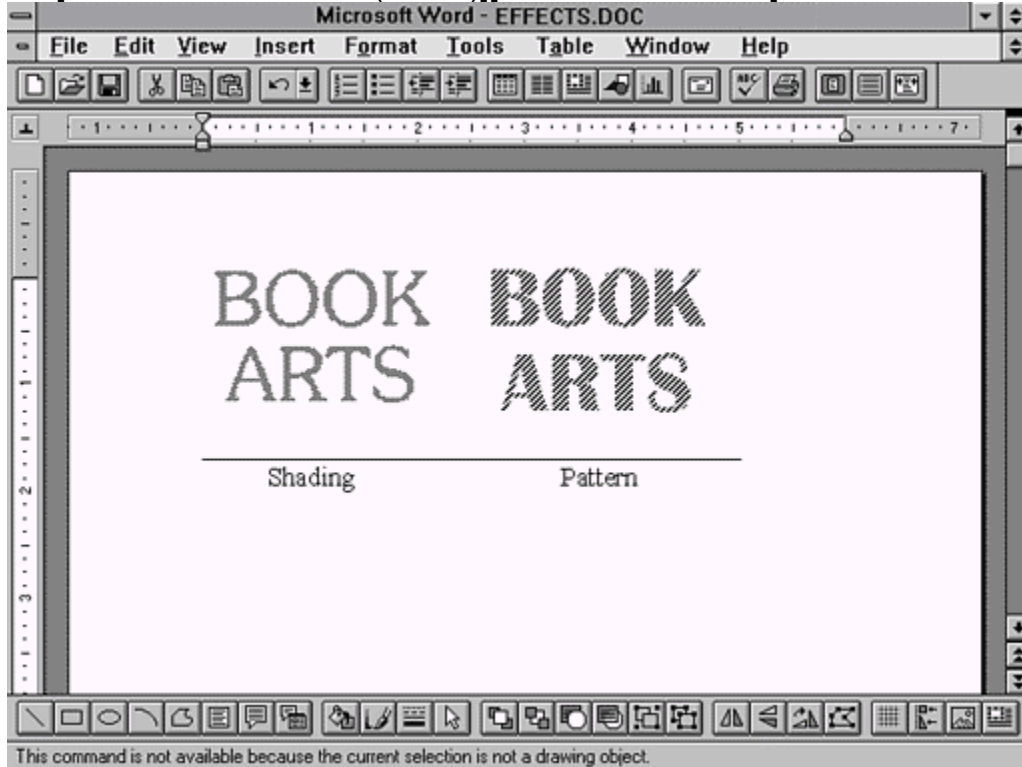
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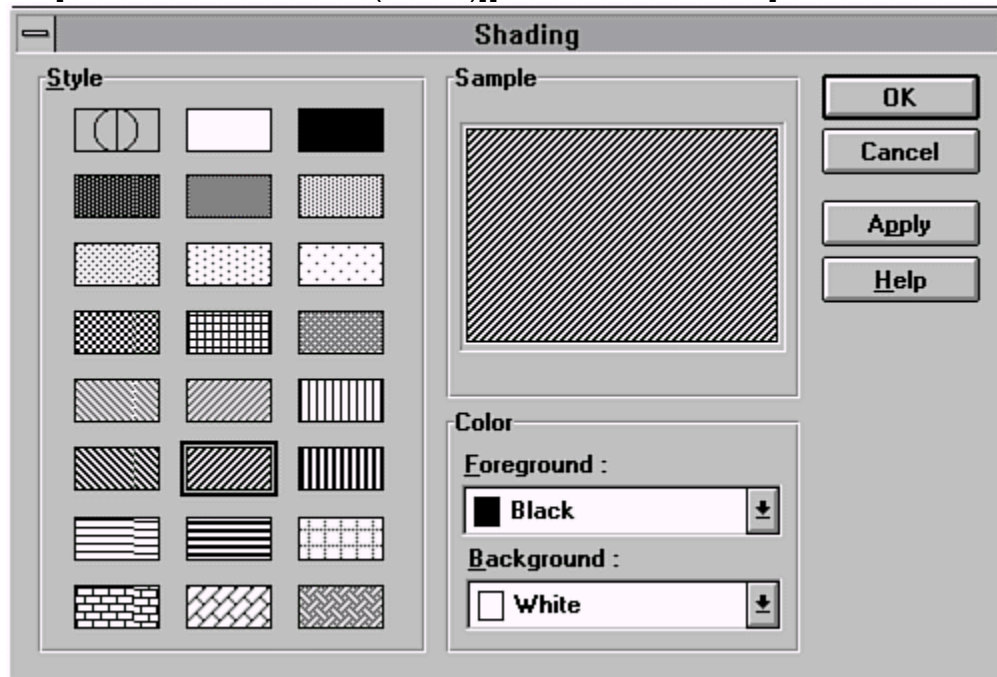
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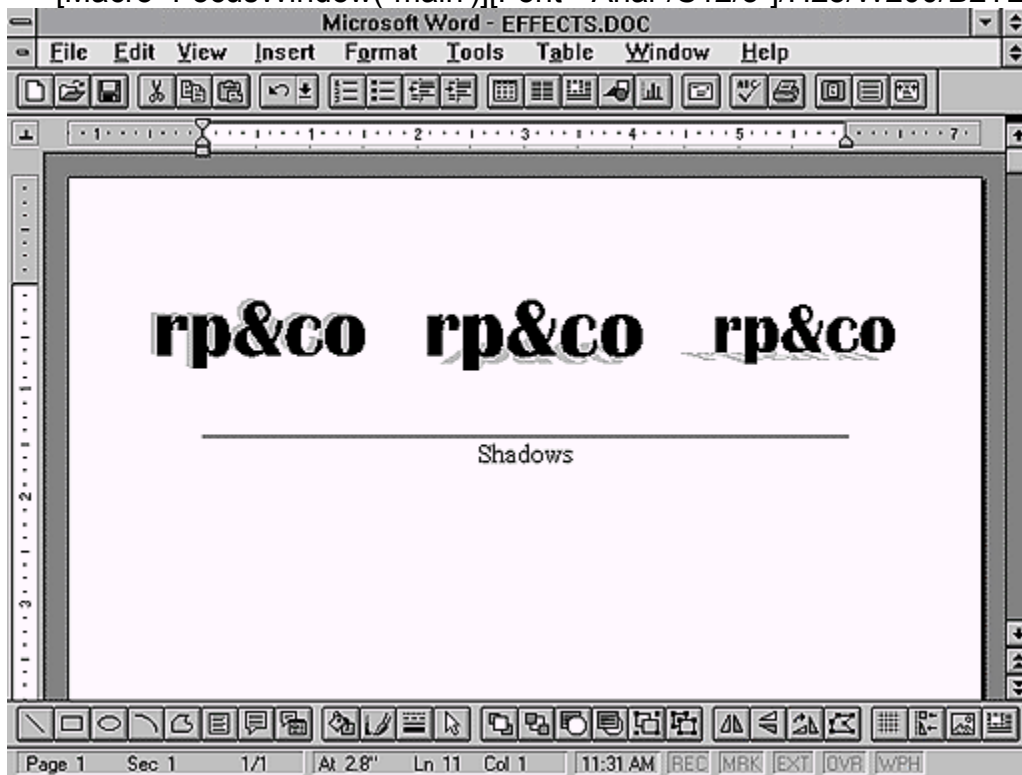
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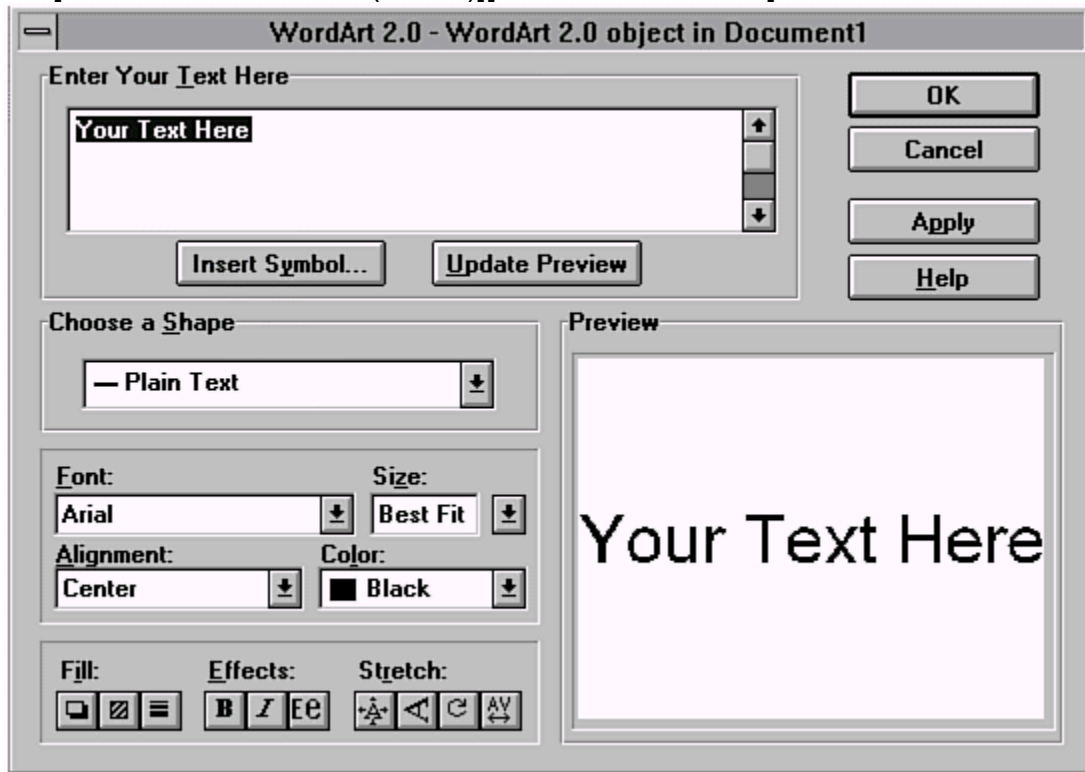
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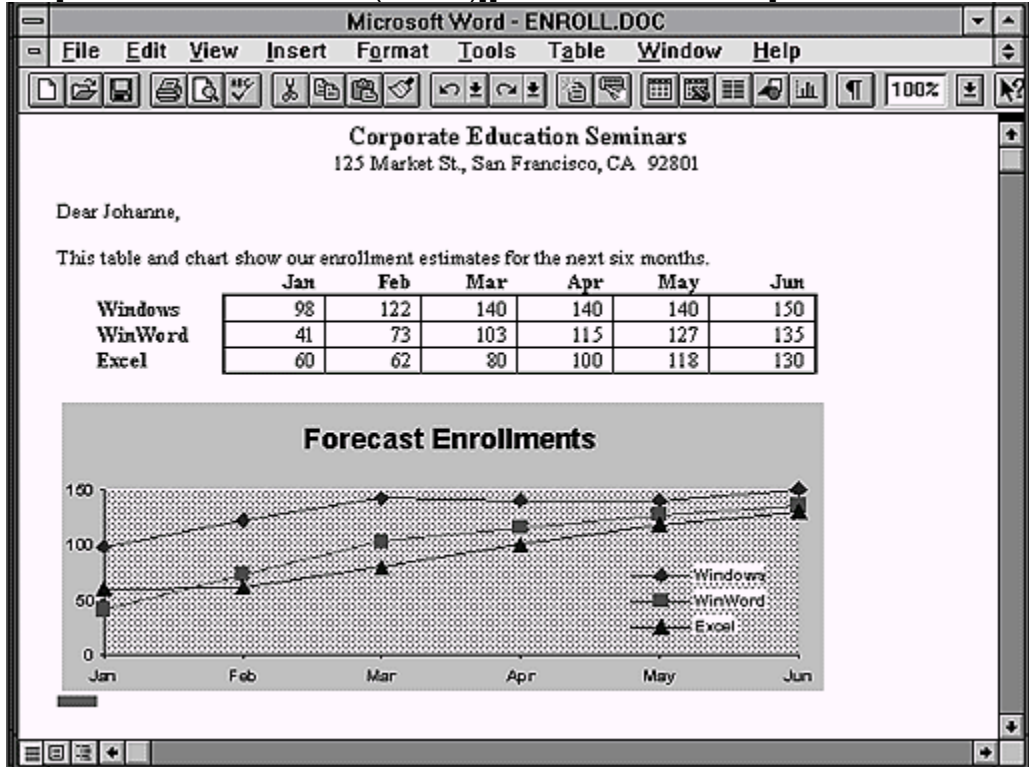
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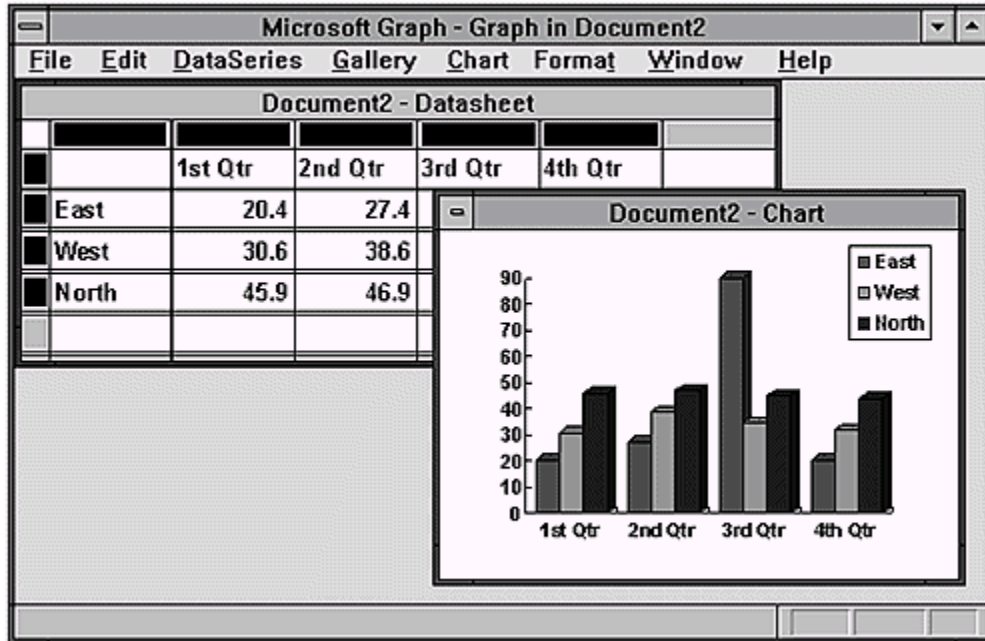
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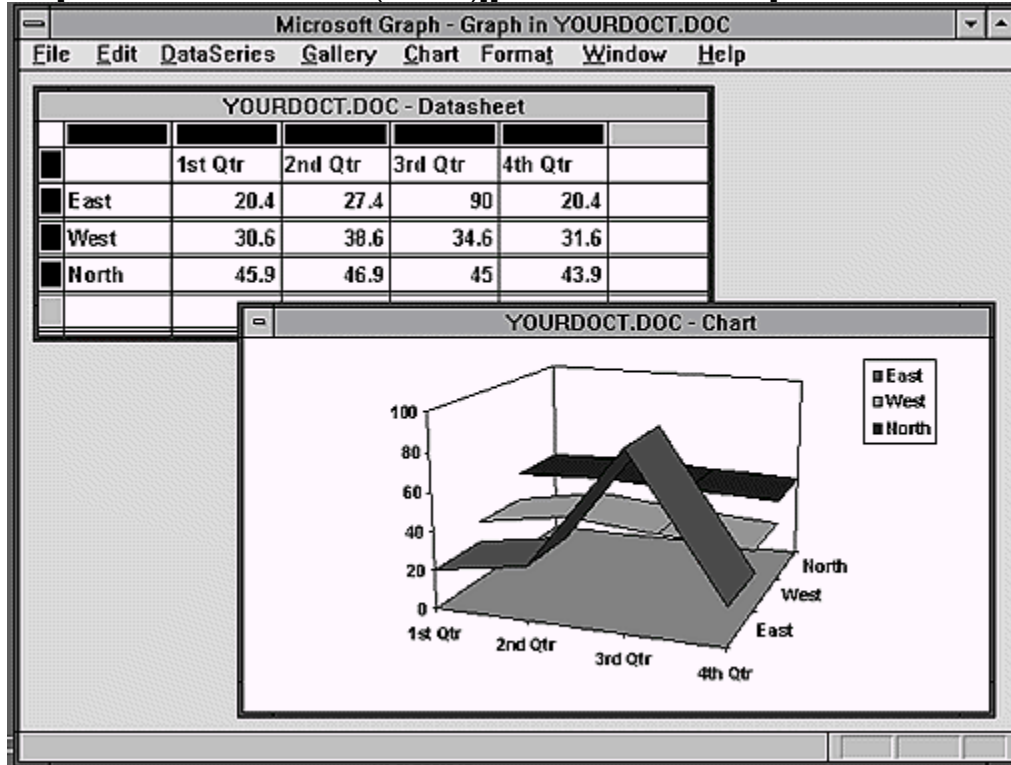
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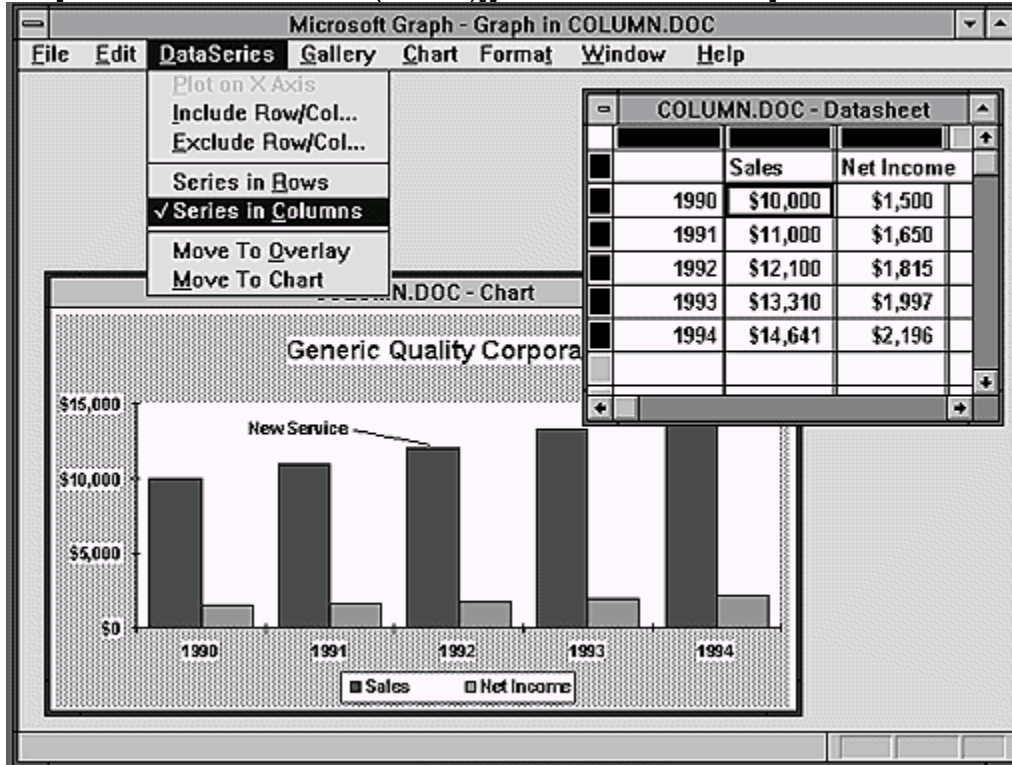
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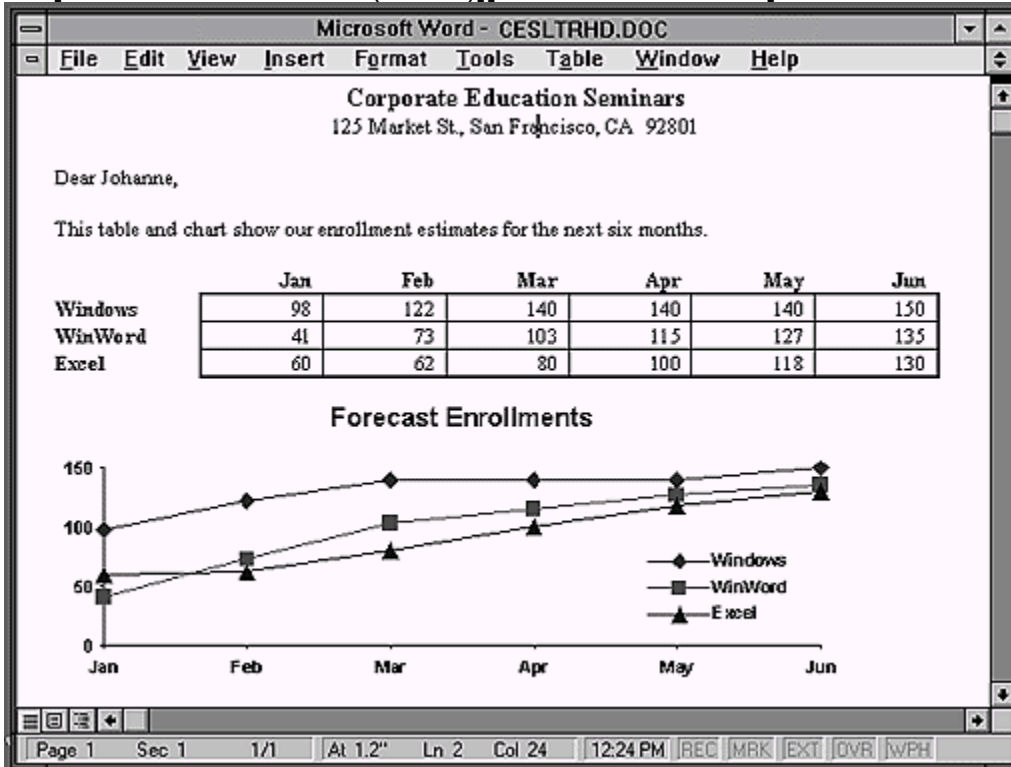
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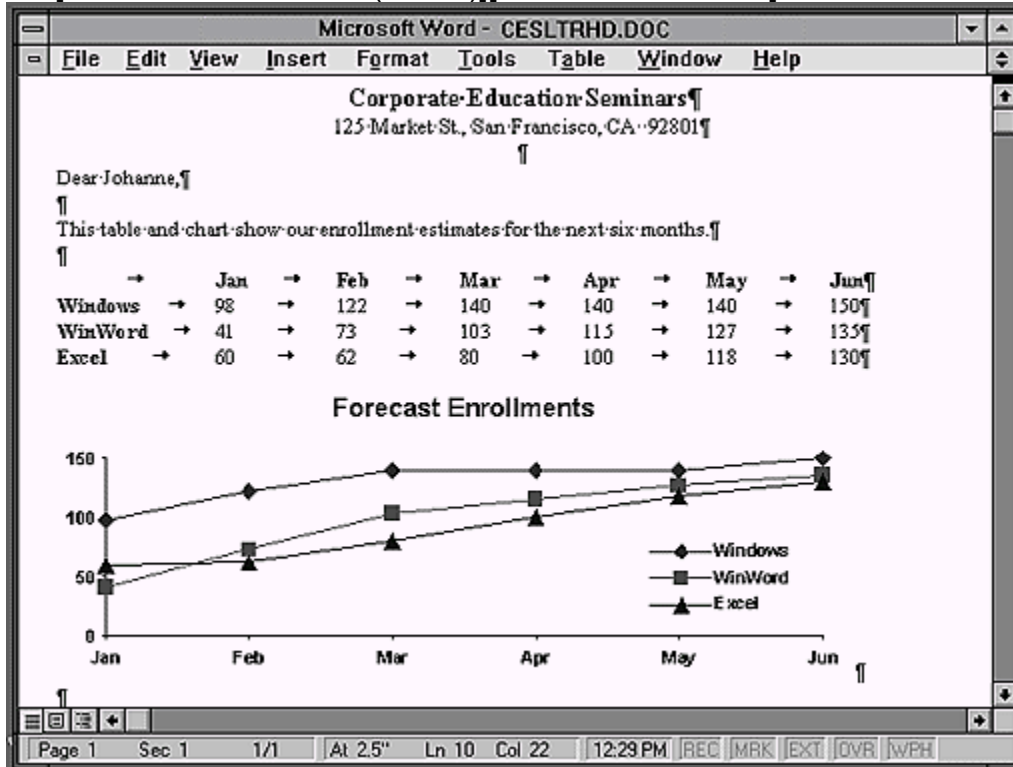
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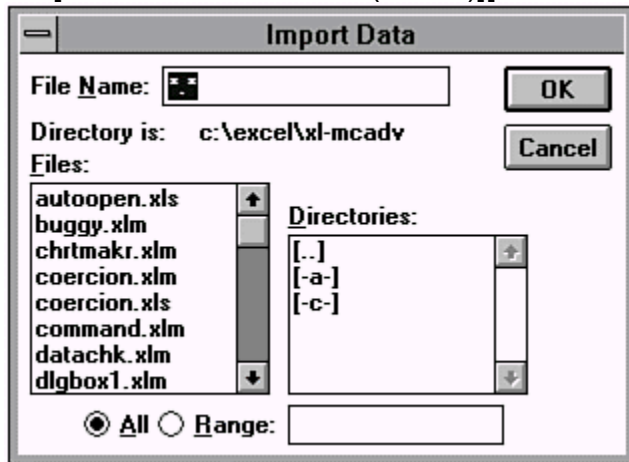
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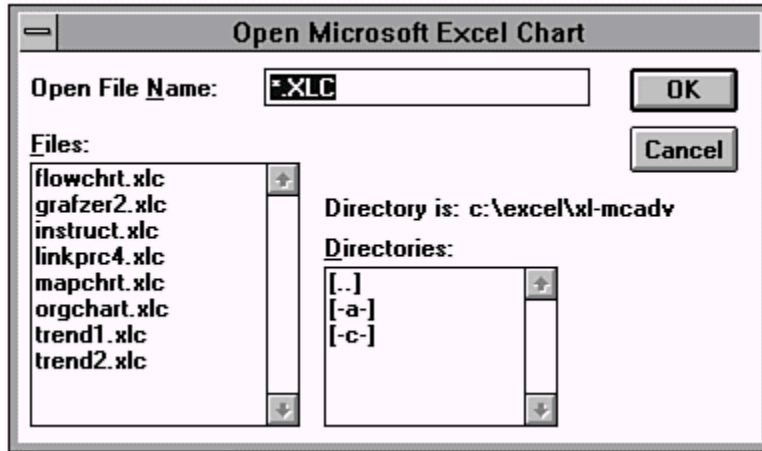
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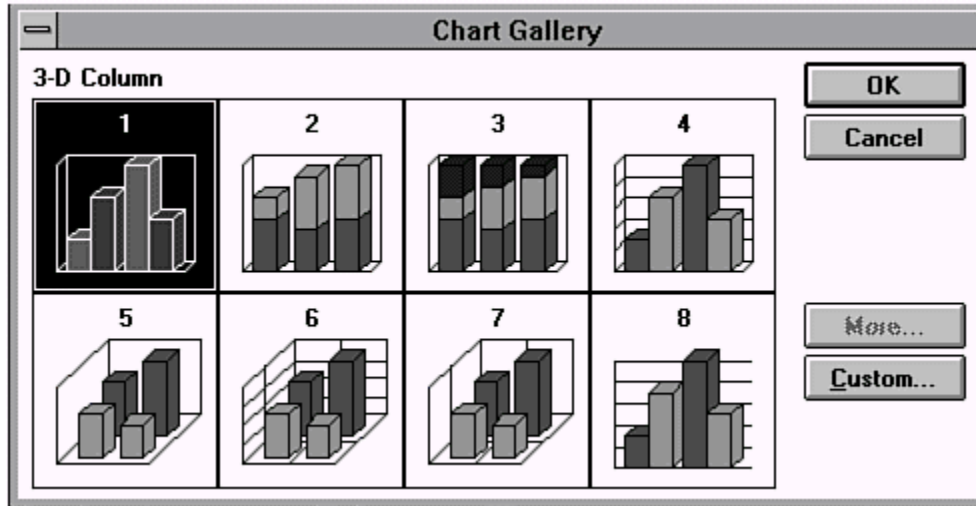
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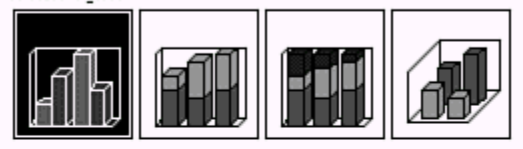
Format Chart

Chart Type: **3-D Column** ↓

OK

Cancel

Data View



Bar/Column

Overlap: %

Gap Width: %

Series Lines

Format

Vary by Category

Drop Lines

Hi-Lo Lines

Up/Down Bars

Angle of First Pie Slice: Degrees

3-D

Gap Depth: % Chart Depth: %

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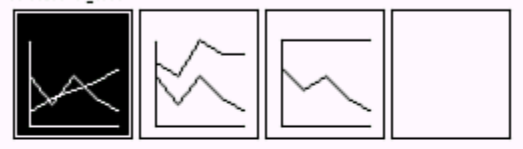
Format Chart

Chart Type: ↓

OK

Cancel

Data View



Bar/Column

Overlap: %

Gap Width: %

Series Lines

Format

Vary by Category

Drop Lines

Hi-Lo Lines

Up/Down Bars

Angle of First Pie Slice: Degrees

3-D

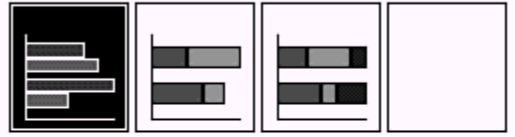
Gap Depth: % Chart Depth: %

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Format Overlay

Overlay Chart Type: **Bar** [v]

Data View



Bar/Column

Overlap: %

Gap Width: %

Series Lines

Format

Vary by Category

Drop Lines

Hi-Lo Lines

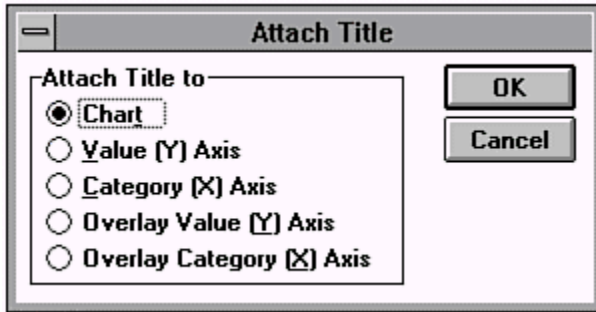
Up/Down Bars

Angle of First Pie Slice: Degrees

OK

Cancel

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Format Axis Scale

Value (Y) Axis Scale OK

Auto Cancel

Minimum: Patterns...

Maximum: Font...

Major Unit: Text...

Minor Unit:

Category (X) Axis

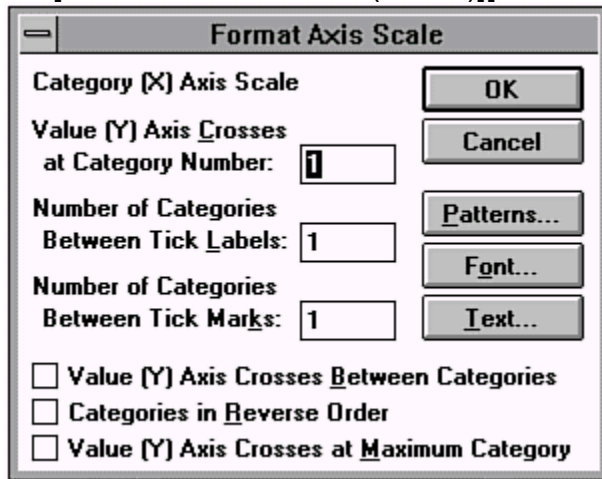
 Crosses at:

Logarithmic Scale

Values in Reverse Order

Category (X) Axis Crosses at Maximum Value

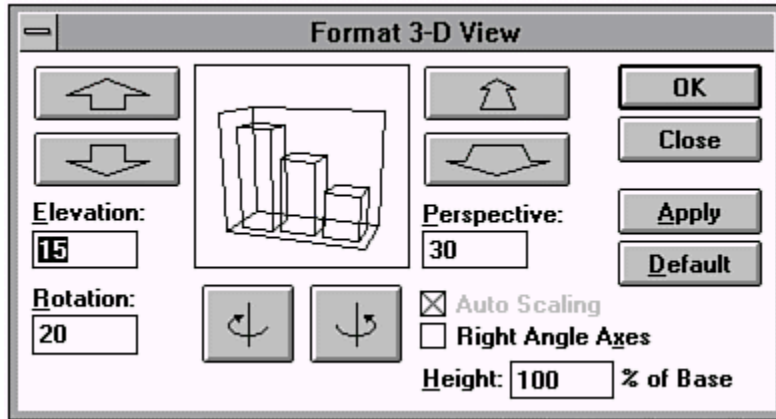
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The image shows a dialog box titled "Format Axis Scale". It contains several settings for axis formatting:

- Category (X) Axis Scale**: A button labeled "OK".
- Value (Y) Axis Crosses at Category Number:** A text box containing the number "1". A button labeled "Cancel" is to its right.
- Number of Categories Between Tick Labels:** A text box containing the number "1". A button labeled "Patterns..." is to its right.
- Number of Categories Between Tick Marks:** A text box containing the number "1". A button labeled "Font..." is to its right.
- Text...**: A button labeled "Text..." is located below the "Font..." button.
- Checkboxes:**
 - Value (Y) Axis Crosses Between Categories
 - Categories in Reverse Order
 - Value (Y) Axis Crosses at Maximum Category

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REDWOOD EMPIRE BALLET

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Redwood Empire Ballet *Season 1993*

A Message from the Board

Several copies of our 1993 calendar are available for those who desire the Redwood Empire Ballet. The deadline for this year's calendar is now closed. If you are interested in our calendar for next year, please contact the Board at the time that we will start our design process for the fall. We will have our project in hand, we will have a calendar printed and ready to go. We are always looking for people to help us with our calendar project. If you are interested in helping us, please contact the Board at the time that we will start our design process for the fall. We will have our project in hand, we will have a calendar printed and ready to go.

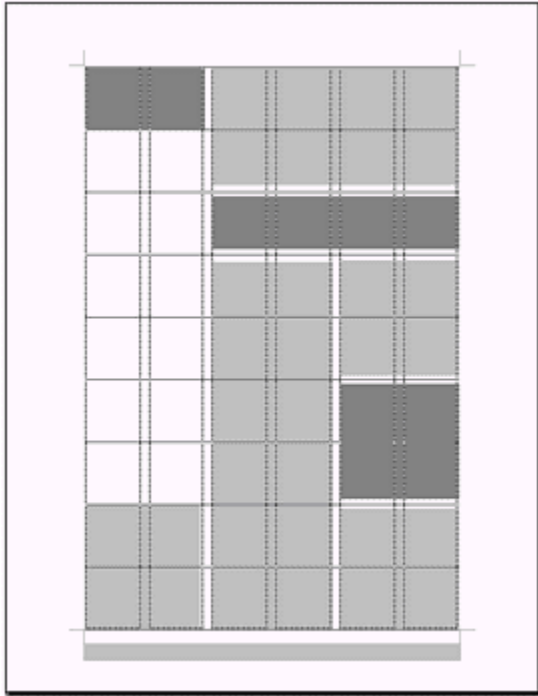
As requested by several of our dancers, we have decided to have a "Dance Day" on the first day of the season. This day will be a special day for all of our dancers and their families. We will have a special program for the day, and we will have a special lunch for all of our dancers and their families. We will have a special program for the day, and we will have a special lunch for all of our dancers and their families.

Redwood Empire Ballet is a non-profit organization. We are always looking for people to help us with our calendar project. If you are interested in helping us, please contact the Board at the time that we will start our design process for the fall. We will have our project in hand, we will have a calendar printed and ready to go.

Calendar Dates

August 5	Season 1993 and Dance Card
August 11	Parent Reception Meeting (2 p.m.)
August 20	Open House and Fall Registration
September 7	Fall classes begin
September 11	November auditions
	December parent meeting

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Serif (Times)

Sans serif (Arial)

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YES

no

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200%
150%
100%
75%
50%
25%
10%
Page Width
Whole Page
Two Pages

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"Eat your peas," she said.

regular quote marks

“Eat your peas,” she said.

typesetting quotes

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Summer is upon us and provides a welcome change at Redwood Empire Ballet.

The discipline of dance class, rehearsals, and performances takes a break. Instead our students enjoy a wider selection of dance disciplines in a less formal atmosphere, all simply for the joy of learning something new.

Of course the Board of Directors and REB staff are already busy planning for the

Lake County Getting Shadier

Throughout this planting season, Sonoma County ReLeaf has worked with The Utility Company to provide shade trees to hundreds of families in Lake County. The trees help cool homes in an area very much in need of heat relief. Families profit not only by enjoying a cooler environment,

but also by saving money on their utility bills, which can be substantially reduced as leafy trees shade their homes and lessen their need for air conditioning.

Three plantings this spring finished up the season in Lake County. The Utility Company gave 100 trees to schools in the

Konocti School District for their Earth Day programs in April. As they grow, the trees will help shade schools.

The Utility Company also provided 540 shade trees to families in Hidden Valley, a community outside of Middletown.

Finally, a planting in June at senior centers and homes helped celebrate the opening of The Utility Company's new service center in Clearlake.

The Utility Company provides shade trees as part of their "A Shade Better" program, directed locally by Sonoma County ReLeaf.

Throughout this planting season, Sonoma County ReLeaf has worked with The Utility Company to provide shade trees to hundreds of families in Lake County. The trees help cool homes in an area very much in need of heat relief. Families profit not only by enjoying a cooler environment, but also by saving money on their utility bills, which can be substantially reduced as leafy trees shade their homes and lessen their need for air conditioning.

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Finally, a planting in June at senior centers and homes helped celebrate the opening of The Utility Company's new service center in Clearlake.

The Utility Company provides shade trees as part of their "A Shade Better" program, directed

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Director and REB staff are already busy planning for the Fall. Along with a more exciting Nutcracker production than ever, we are hoping to add new curriculum and a few new "guest instructors" to our faculty. We are also planning a more interactive parent organization than in past years. Watch the mail next month for your pre-enrollment packets and details on these new programs.

Jane Wakeman
President, REB Board of Directors

Notes from Sara Zanolini, School Administrator

We had over 400 people in attendance for our annual school recital. The Friedman Center was a lovely host to our dancers and audience. Thank you to all the parent volunteers who helped to produce this very successful recital.

Summer sessions in fall evening are doing wonderfully. Besides regular ballet technique and pointe classes, the students

28 registration.

News from the Parent Association

I thank you to all who helped out during the dance recital. We had many volunteers who worked behind the scenes on the concession tables and the various other jobs throughout the weekend. Your enthusiasm and support was greatly appreciated, and contributed to a very successful afternoon.

We will be holding a Parent Association Meeting on Wednesday, August 11th at 2 p.m. at Rosemarie Beck's home. Your input is essential for the planning and implementation of our quality programs, so we certainly hope you will come to

support, and we hope to see you at our August 11th meeting.

Redwood Empire Dance Shop Update

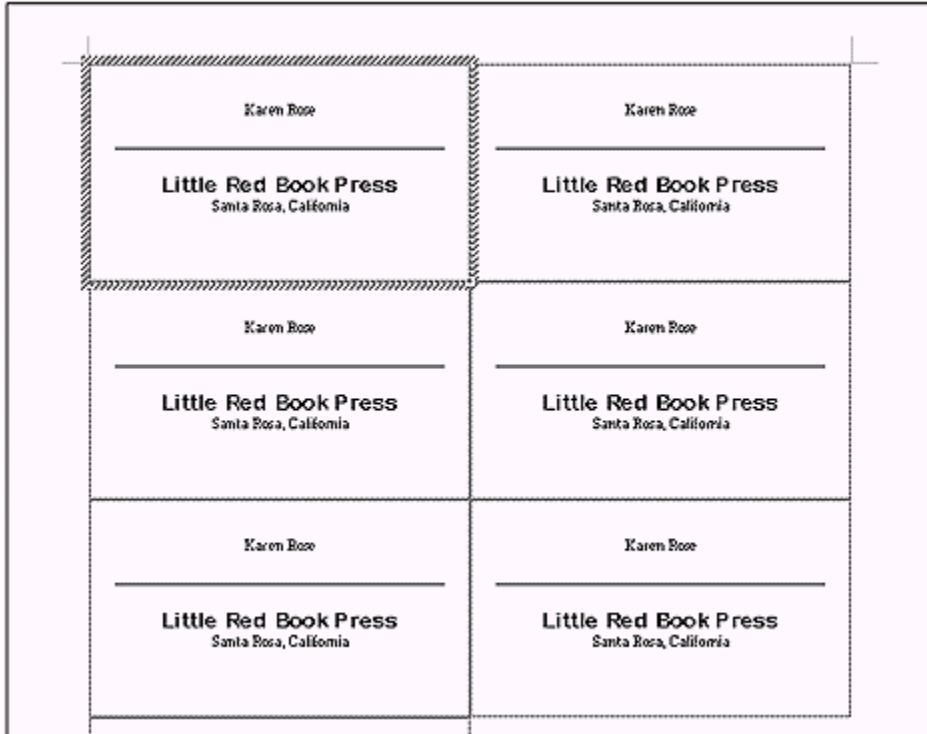
New school uniforms have been selected for kinder, pre-primary, and primary levels. Pink leotards and pink skirts have been chosen. (Last year's black leotards may be worn as well.) These may be purchased in the dance shop on registration day along with the usual ballet attire we carry. We pride ourselves in being the only dance shop that sells technique shoes for the lower level with elastic that is already attached. For boy parents, this is a great time event. Please come see us for all your "back to dance" ballet needs.

Looking Ahead


August 1-5	Summer Art and Dance Camp
August 11	Parent Association Meeting (2 p.m.)
August 28	Open House and fall registration
September 7	Fall classes begin
September 11	Nutcracker auditions
	Mandatory parent meeting



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<p>ReLeaf needs your support.</p> <p>Please help us continue our work of planting trees and educating people about the importance of trees by sending your tax-deductible contribution to:</p> <p>Sonoma County ReLeaf P.O. Box 16309 Santa Rosa, CA 95403</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Sponsored by Sonoma County ReLeaf</p> <p>Sonoma County ReLeaf P.O. Box 16309 Santa Rosa, CA 95403</p>	<p>Plant a tree, cool the globe.</p> <p>Sonoma County ReLeaf A plan of action!</p>
<p>The GREENHOUSE EFFECT: It's not a myth, it's real!</p> <p>The greenhouse effect is the process that keeps our planet 33° warmer than it would be otherwise. It's not that the sun heats the earth, but that the sun heats the atmosphere, which then warms the earth. It's the buildup of carbon dioxide in our atmosphere.</p> <p>Sonoma County ReLeaf is a green organization that:</p> <ul style="list-style-type: none"> • PLANT trees to provide shade in the park, school, and residential areas. • ORGANIZE events to raise money for our mission. • DRINK water to help us. • CAMPUS at our schools and other public places. • WALK or bike to help us. • TURN OFF all lights and air conditioning when we go to bed. • LOWER our thermostat to 68 degrees. • RECYCLE glass, aluminum, and paper to save energy and trees. • COMPOST law and garden and kitchen waste to reduce trash. <p>For more information visit us at: Sonoma County ReLeaf (707) 539-4119</p>	<p>California ReLeaf is a green organization that has over 20 million trees in its tree bank and other throughout the state by the year 2000.</p> <p>Sonoma County ReLeaf is part of this statewide campaign for the following objectives:</p> <ul style="list-style-type: none"> • To educate about the implications of the global warming trend. • To participate in the California ReLeaf campaign by planting thousands of trees around our homes, offices, shopping centers, schools, and highways. • To encourage people through the act of planting a tree to make their commitment and the future of our earth. 	<p>Enclosed is my contribution to Sonoma County ReLeaf. Contribution will support tree planting, community outreach, and education.</p> <p><input type="checkbox"/> \$25 <input type="checkbox"/> \$50 <input type="checkbox"/> \$100 <input type="checkbox"/> \$1000</p> <p>All contributions are tax deductible. Make checks payable to ReLeaf.</p> <p>Support ReLeaf at the Urban Forest 3000 Hwy 16306 Santa Rosa, CA 95403 Please send me information on the following:</p> <p><input type="checkbox"/> Tree kit and how to plant and maintain trees. <input type="checkbox"/> Guide to growing tree shrubs. <input type="checkbox"/> How to organize neighborhood tree planting. <input type="checkbox"/> Energy conservation information.</p> <p>Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____</p>

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A Day at the Races

Green Meadows Race Track

Post dates and times:

Friday, December 8..... 6 p.m. and 9 p.m.
Saturday, December 9..... 2 p.m., 6 p.m., and 9 p.m.
Sunday, December 10..... 2 p.m. and 6 p.m.
Friday, December 13..... 6 p.m. and 9 p.m.
Saturday, December 14..... 11 a.m., 2 p.m., 6 p.m., 9 p.m.
Sunday, December 15..... 11 a.m., 2 p.m., 6 p.m.
Friday, December 20..... 6 p.m. and 9 p.m.
Saturday, December 21..... 2 p.m. and 5 p.m.

Green Meadows Track—Los Caballeros, CA

*A day at the races... It's speed... It's
adventure... It's the thrill of winning
and the edge-of-your-seat excitement of a
close finish. Escape for a day to
experience the grace, the power, and the
drive of these beautiful and athletic
animals. Experience a day at the races!*

The PC Reporter

Microtron

Shedding a Little Light on Windows

By Peter Kim

I frequently hear people ask: "What's Windows? It's just another shell, isn't it?" or "What's the difference between Windows and DOS?" The answer is that Windows is a graphical user interface (GUI) that runs on top of DOS. It allows you to interact with your computer using a mouse and a visual display, instead of typing commands at a command prompt.

Windows is a graphical user interface (GUI) that runs on top of DOS. It allows you to interact with your computer using a mouse and a visual display, instead of typing commands at a command prompt.

Looking Into Windows

As a quick reminder, Windows is a graphical user interface (GUI) that runs on top of DOS. It allows you to interact with your computer using a mouse and a visual display, instead of typing commands at a command prompt.



The Windows graphical user interface software.

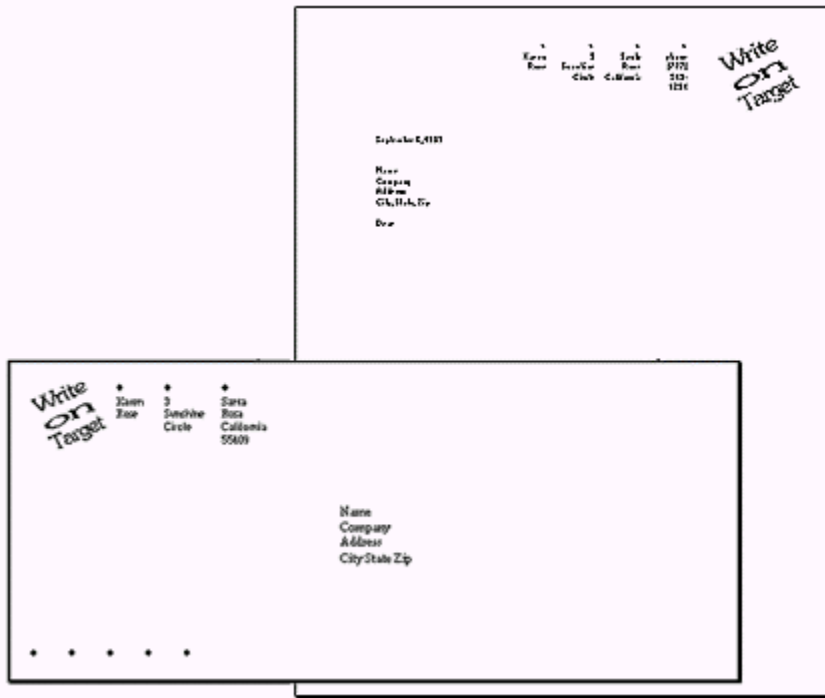
Windows applications running on Windows. The user interface is a graphical user interface (GUI) that runs on top of DOS. It allows you to interact with your computer using a mouse and a visual display, instead of typing commands at a command prompt.

Most of the excitement about Windows comes from how easy it is to use. You can click on icons on the screen to launch applications, and you can use a mouse to move windows around. This makes it much easier to learn and use than DOS.

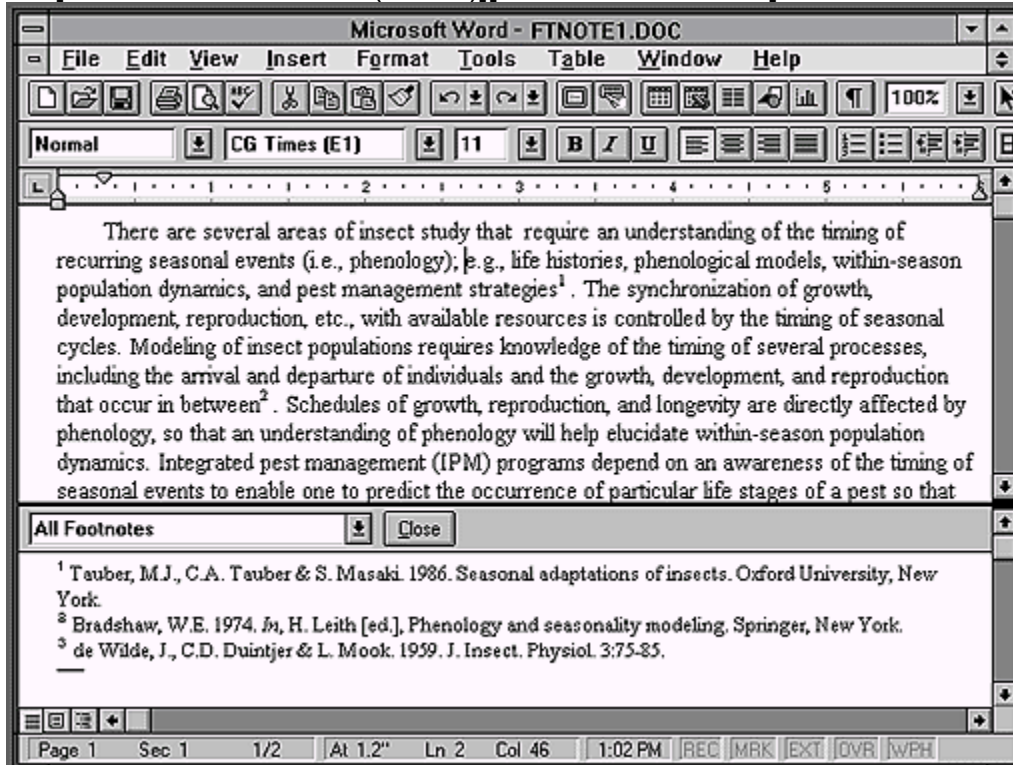
Financial Publishing

One of the great advantages to a graphical user interface (GUI) is that it allows the user to interact with the computer in a more intuitive way. This is particularly true in the case of financial publishing, where the user needs to interact with a complex set of data and charts. Windows provides a clear and easy way to do this.

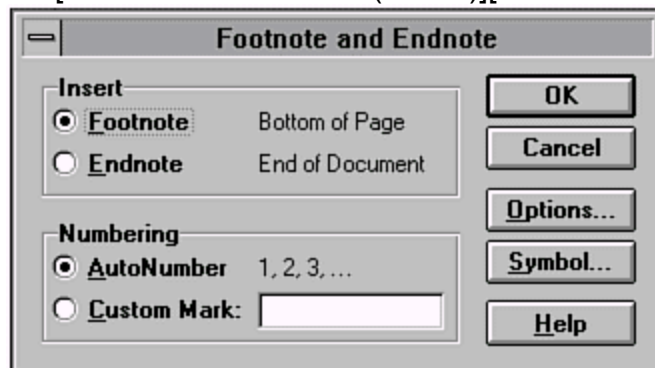
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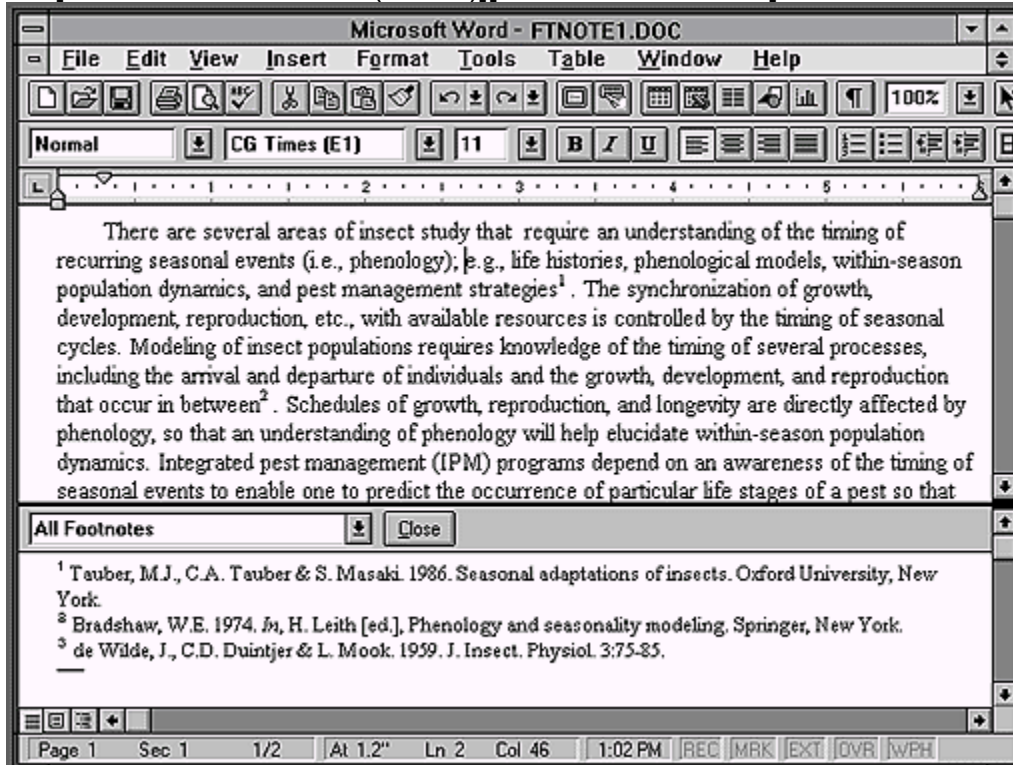
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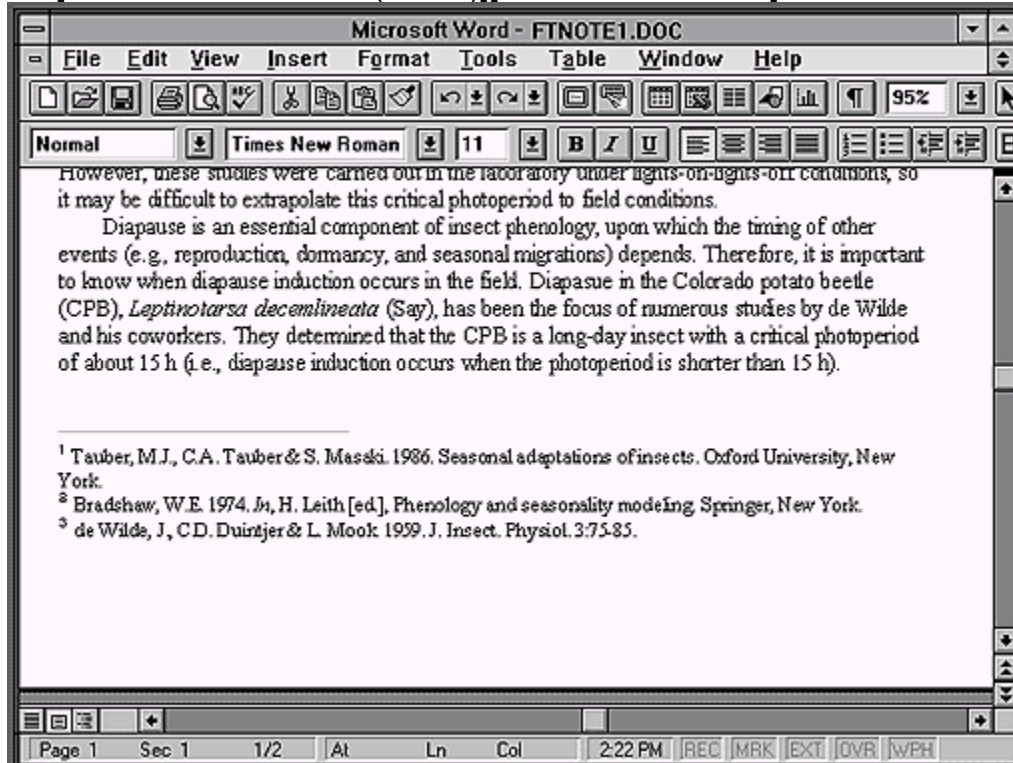
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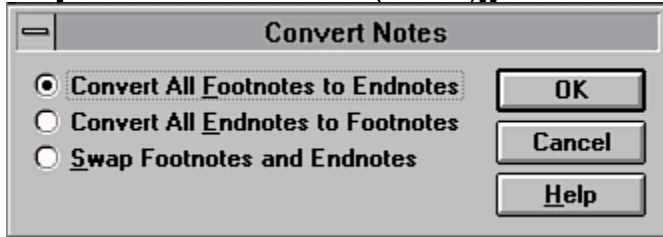
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Note Options

All Footnotes | All Endnotes

Place At: Bottom of Page

Number Format: 1, 2, 3, ...

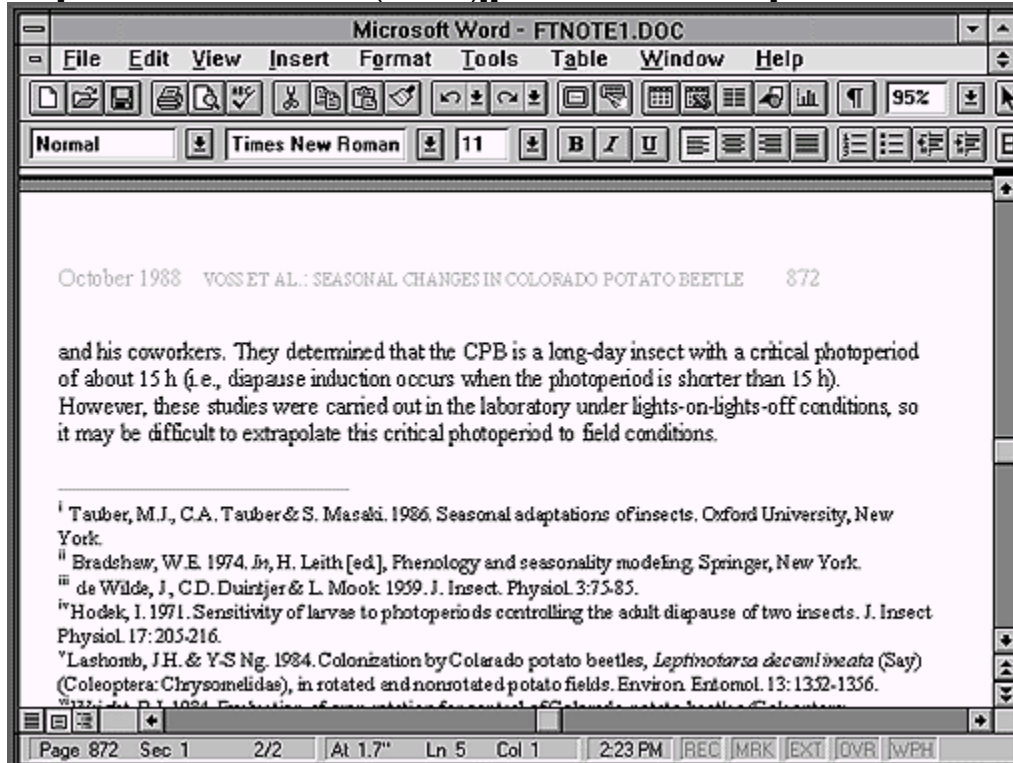
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Numbering:

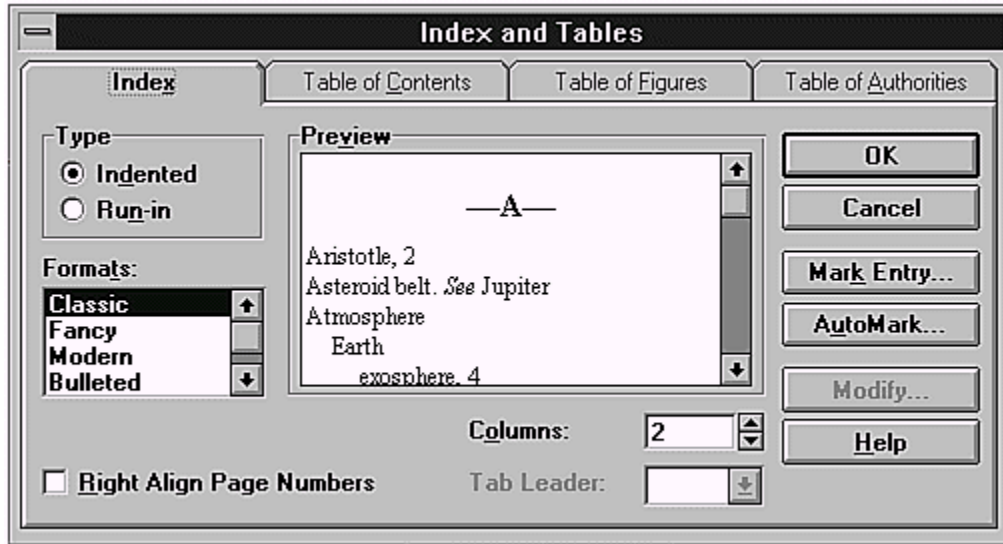
- Continuous
- Restart Each Section
- Restart Each Page

OK
Cancel
Convert...
Help

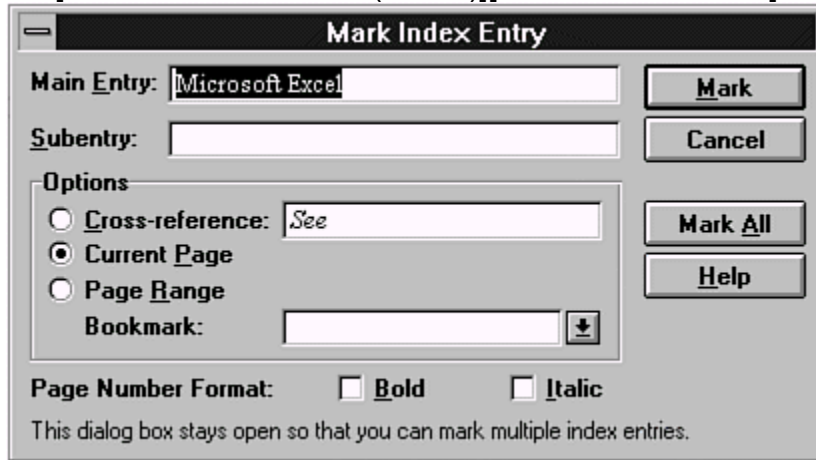
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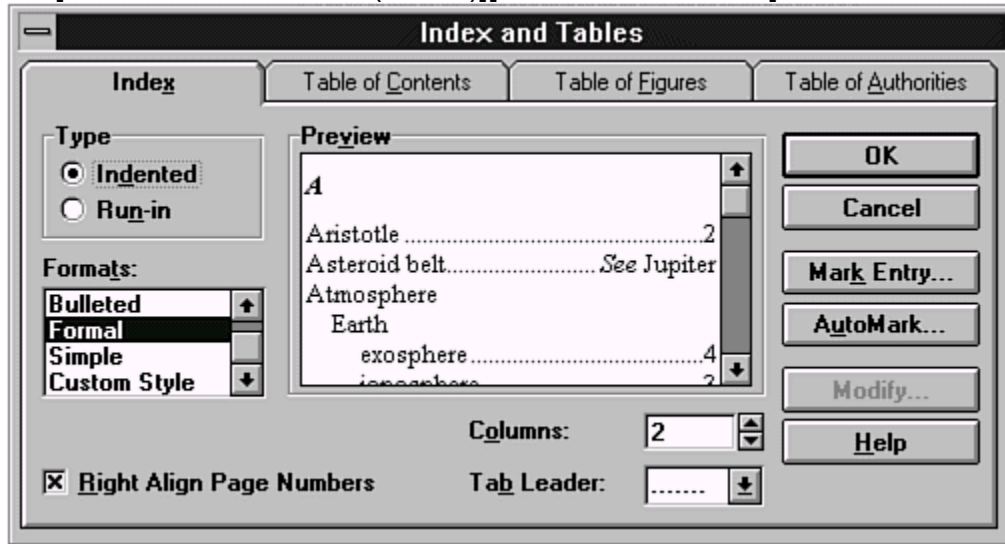


The image shows a dialog box titled "Mark Index Entry". It has a standard Windows-style title bar with a close button. The dialog is divided into several sections:

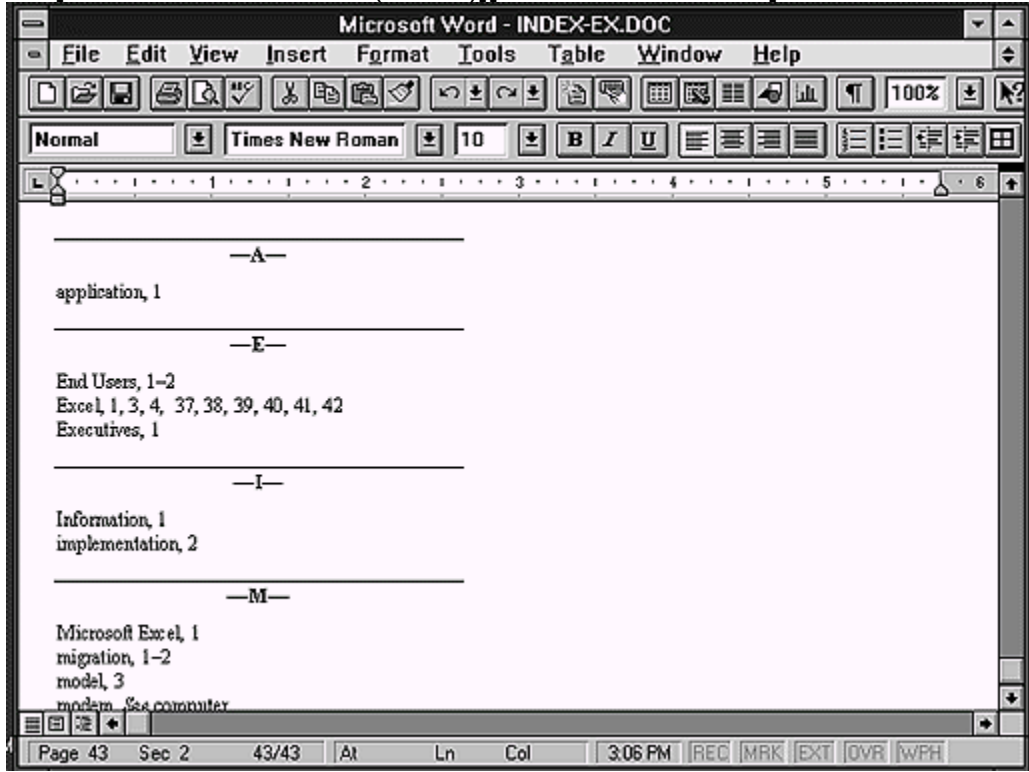
- Main Entry:** A text box containing "Microsoft Excel". To its right is a "Mark" button.
- Subentry:** An empty text box. To its right is a "Cancel" button.
- Options:** A section containing three radio buttons:
 - Cross-reference: A text box containing "See". To its right is a "Mark All" button.
 - Current Page
 - Page RangeBelow the radio buttons is a "Bookmark:" label followed by an empty text box and a small square button with a downward-pointing arrow.
- Page Number Format:** Two checkboxes: Bold and Italic.

At the bottom of the dialog, there is a line of text: "This dialog box stays open so that you can mark multiple index entries."

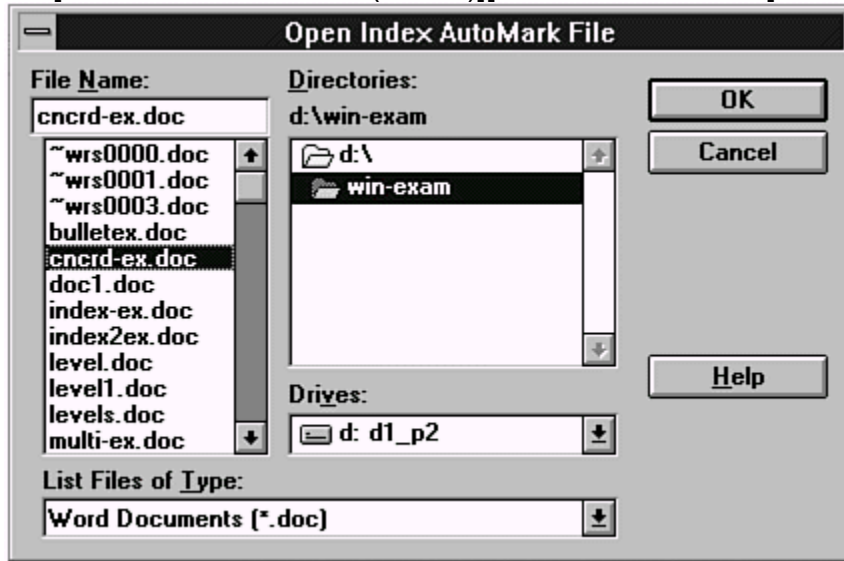
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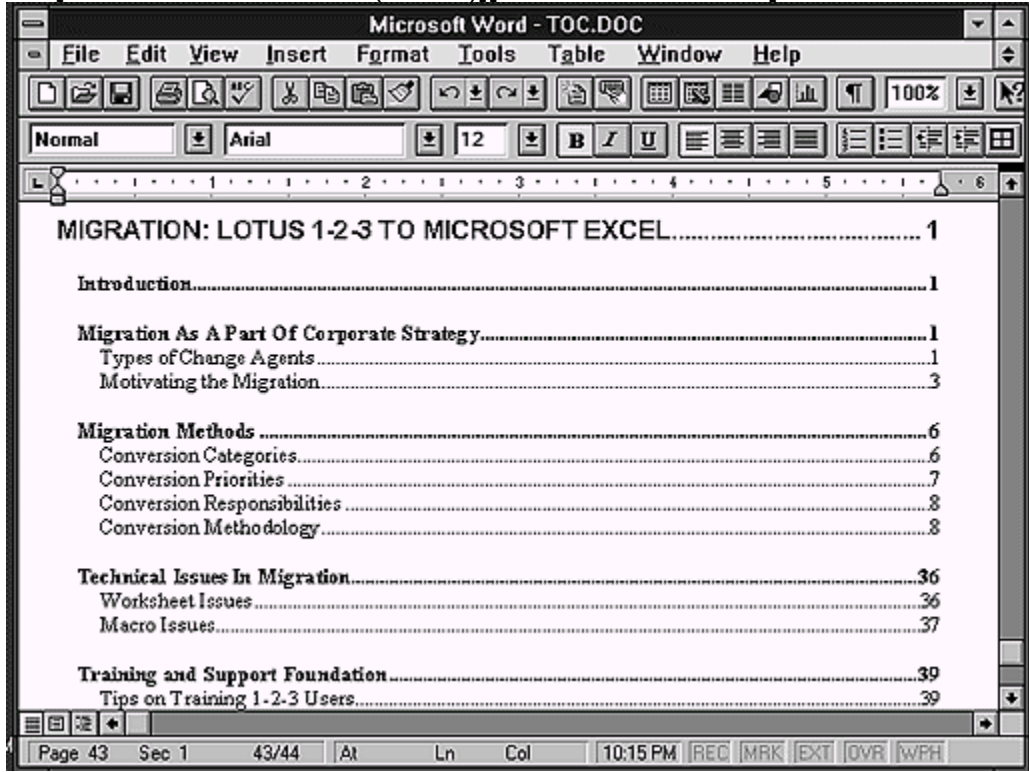
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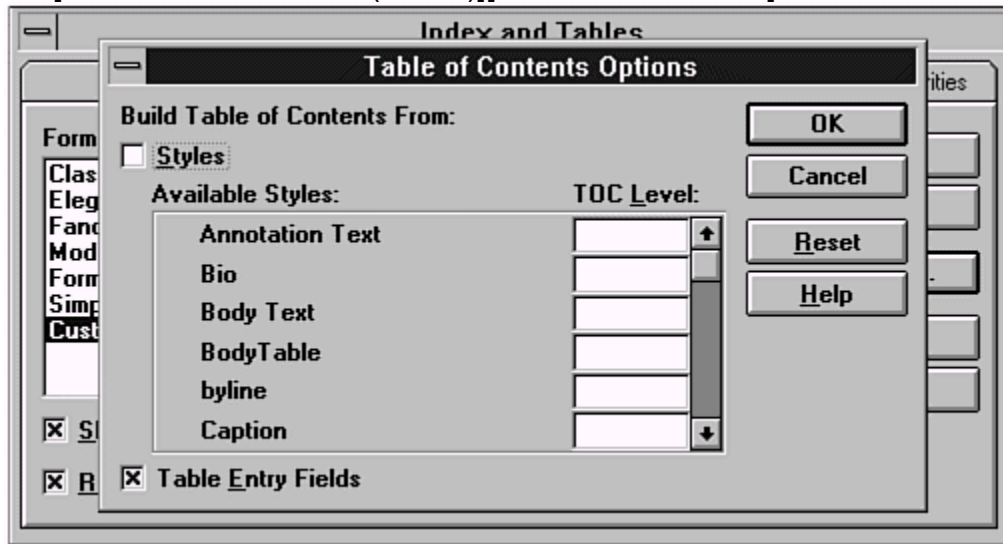
The screenshot shows a Microsoft Word window titled "Microsoft Word - TOC.DOC". The menu bar includes File, Edit, View, Insert, Format, Tools, Table, Window, and Help. The toolbar contains various icons for file operations and editing. The status bar at the bottom shows "Page 43 Sec 1 43/44 At Ln Col 10:15 PM REC MRK EXT OVR WPH".

MIGRATION: LOTUS 1-2-3 TO MICROSOFT EXCEL.....	1
Introduction.....	1
Migration As A Part Of Corporate Strategy.....	1
Types of Change Agents.....	1
Motivating the Migration.....	3
Migration Methods.....	6
Conversion Categories.....	6
Conversion Priorities.....	7
Conversion Responsibilities.....	8
Conversion Methodology.....	8
Technical Issues In Migration.....	36
Worksheet Issues.....	36
Macro Issues.....	37
Training and Support Foundation.....	39
Tips on Training 1-2-3 Users.....	39

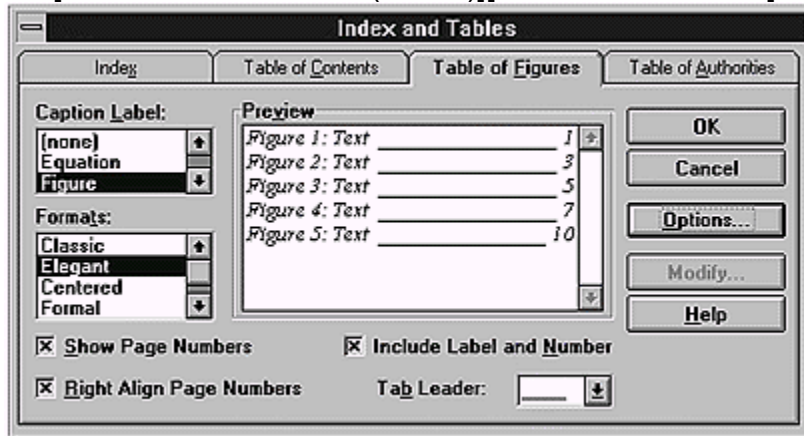
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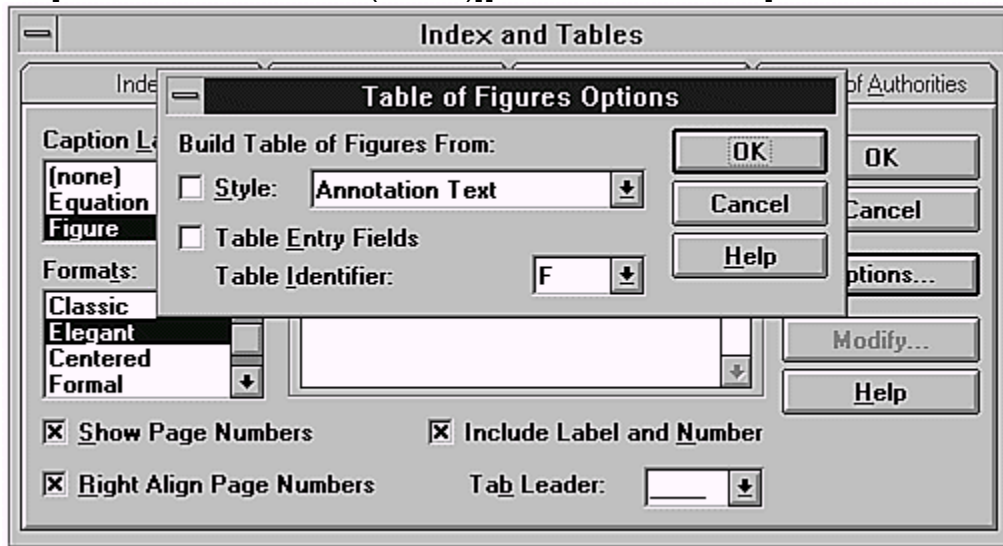
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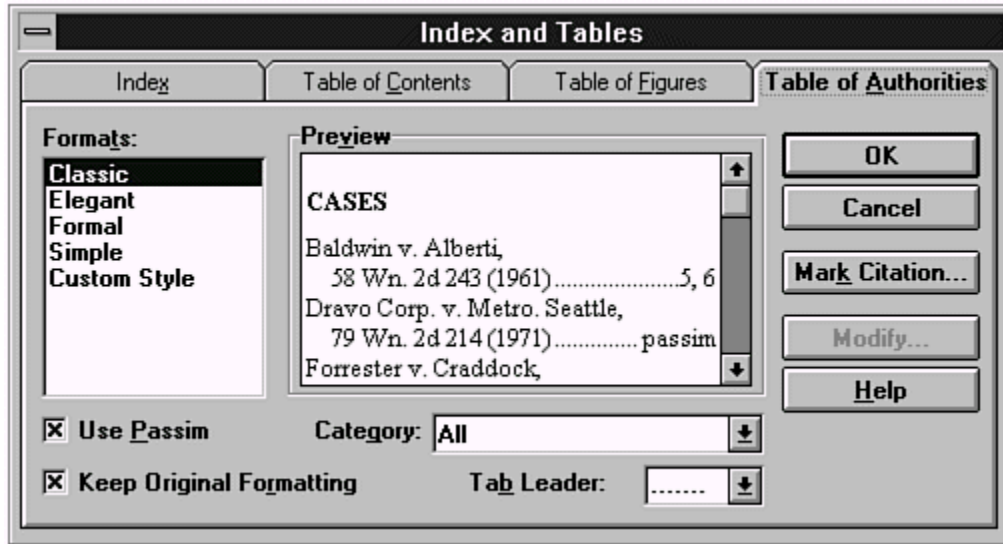
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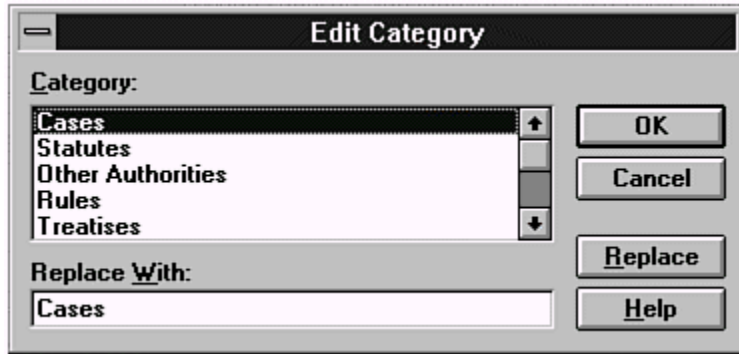
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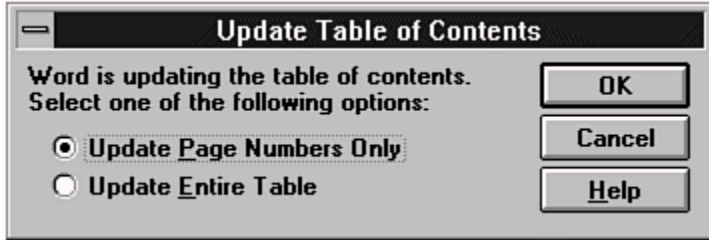
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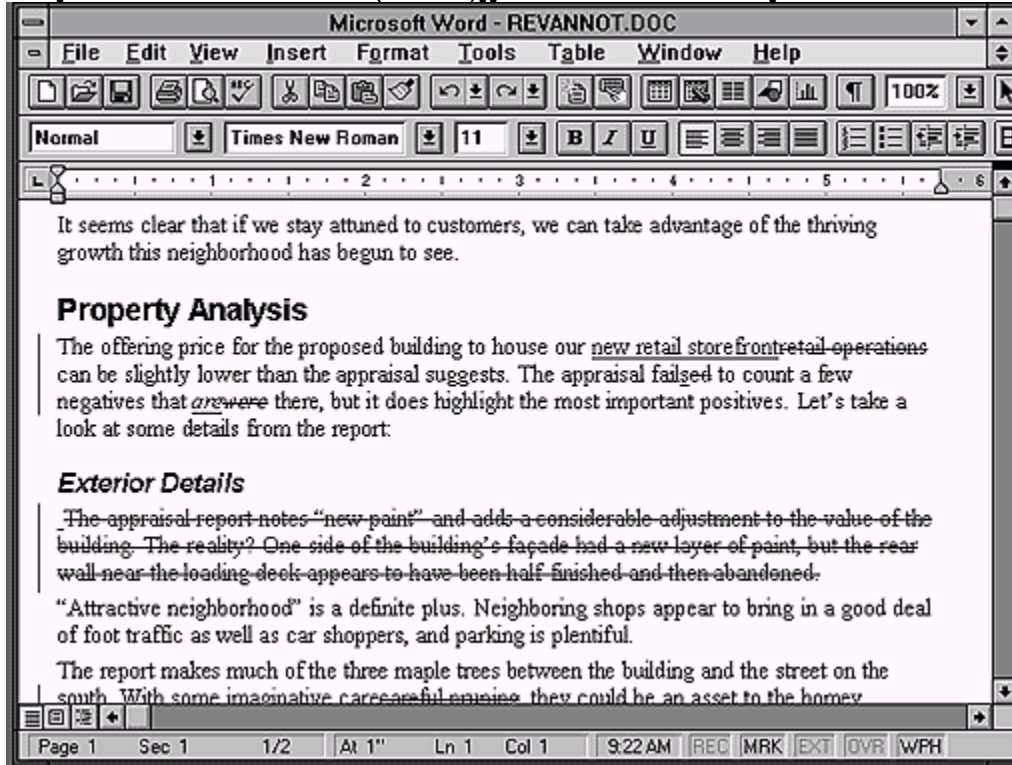
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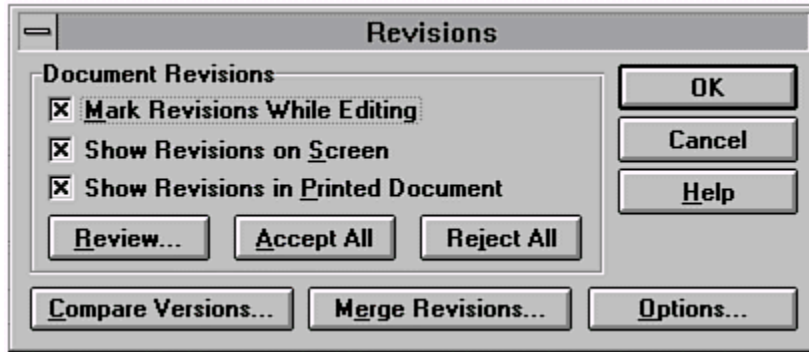
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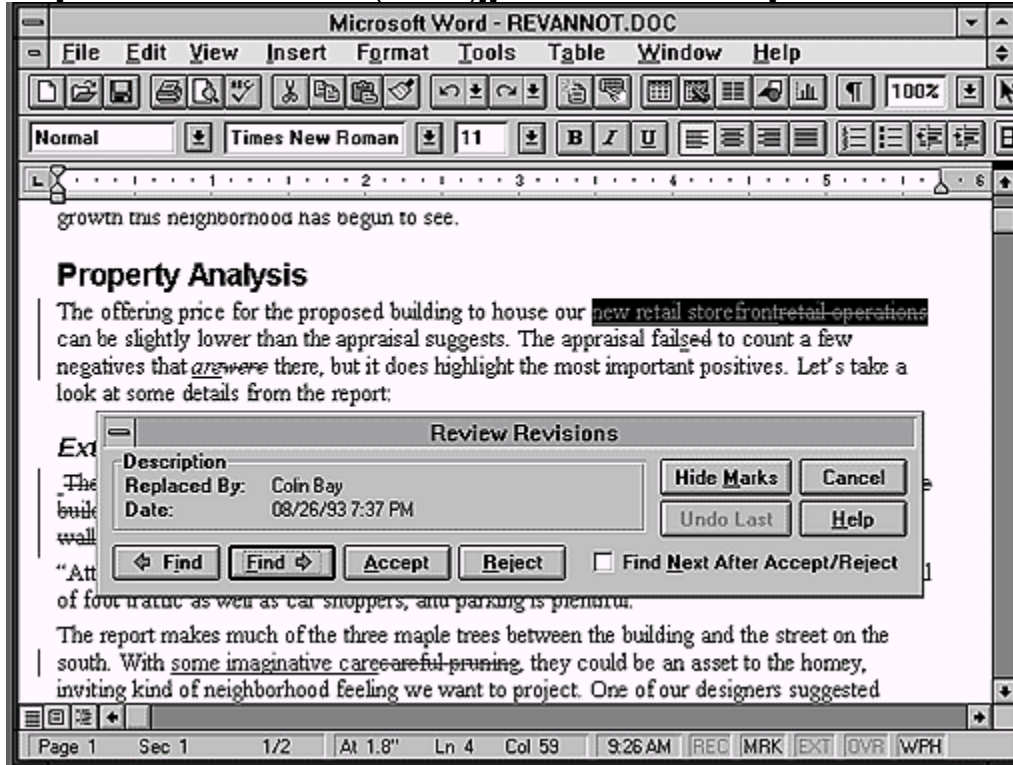
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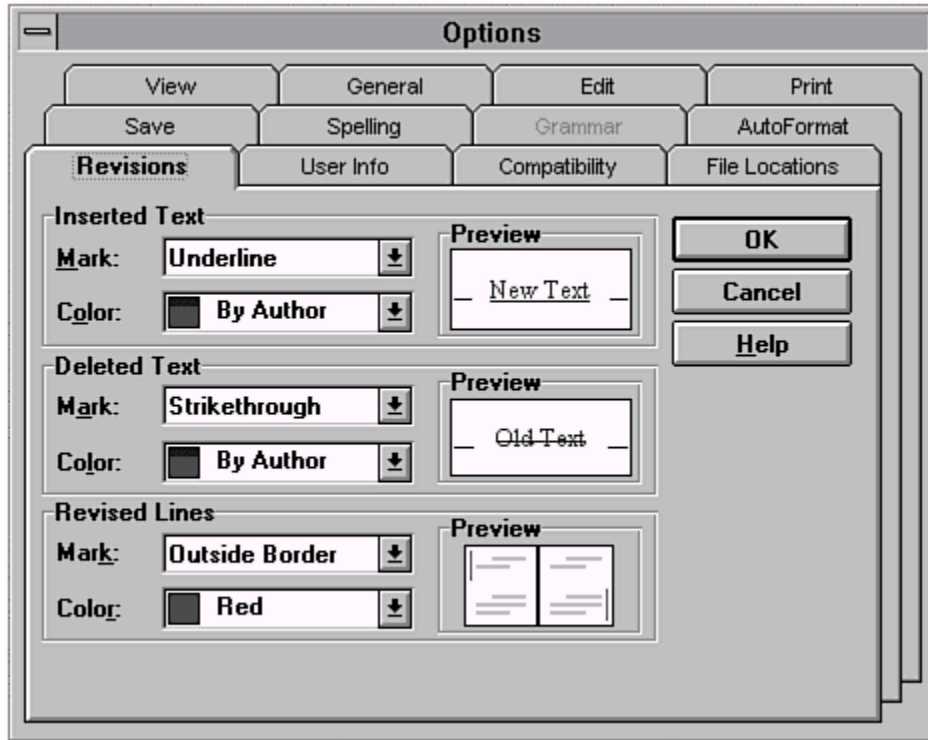
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Annotations

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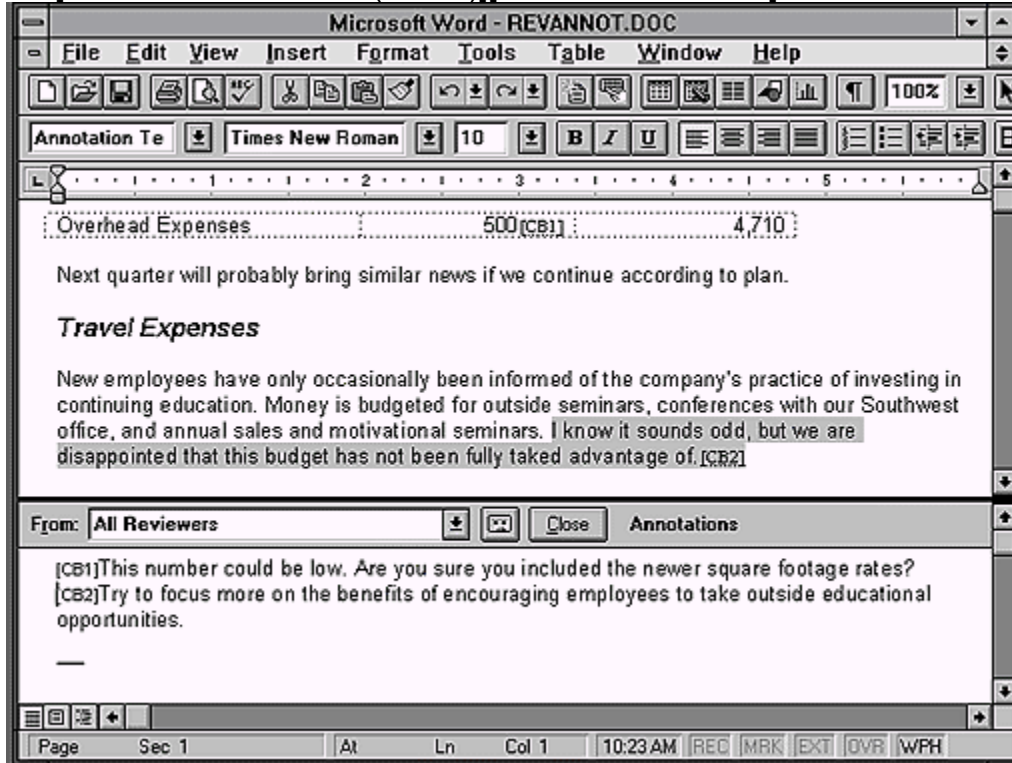
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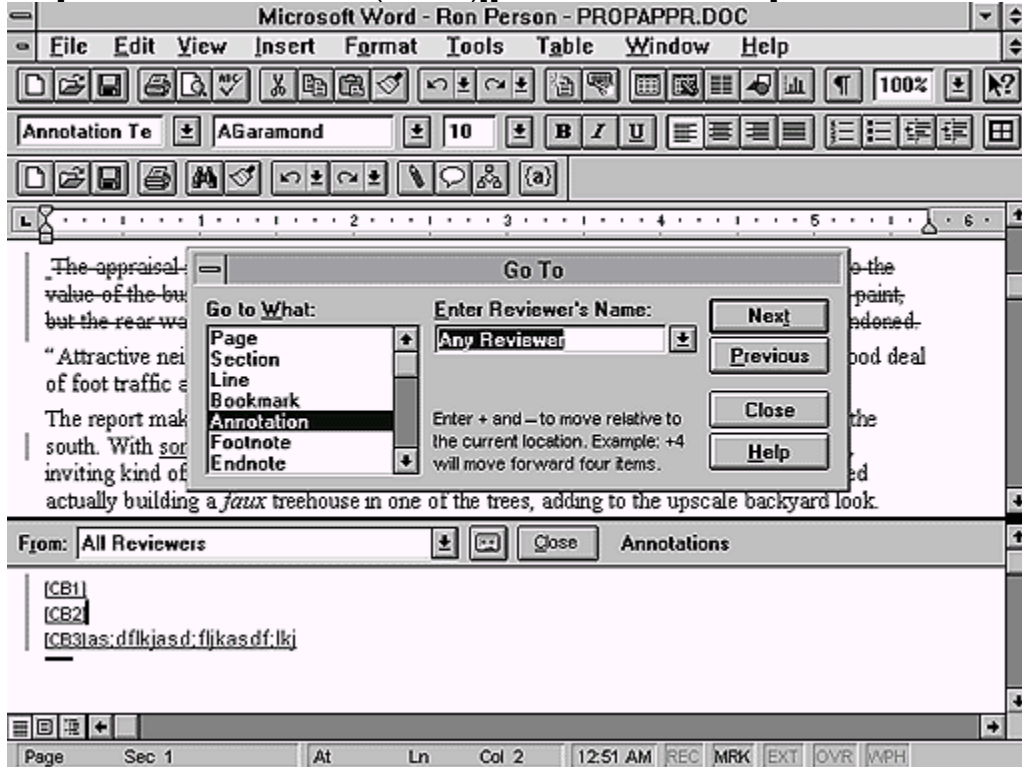
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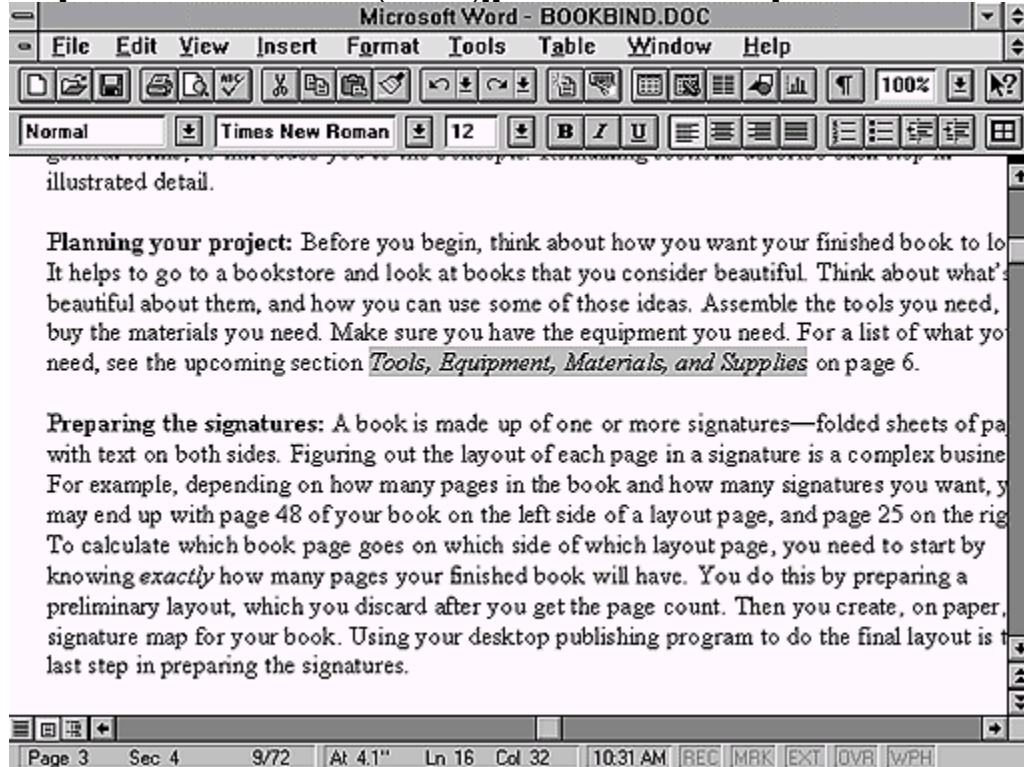
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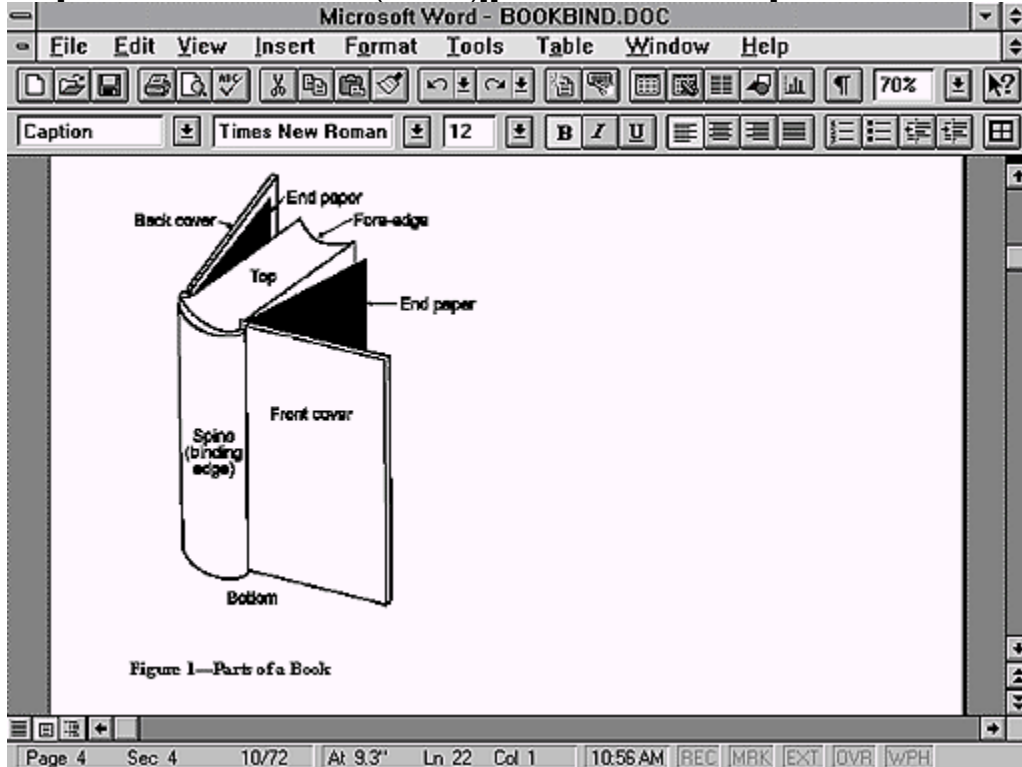
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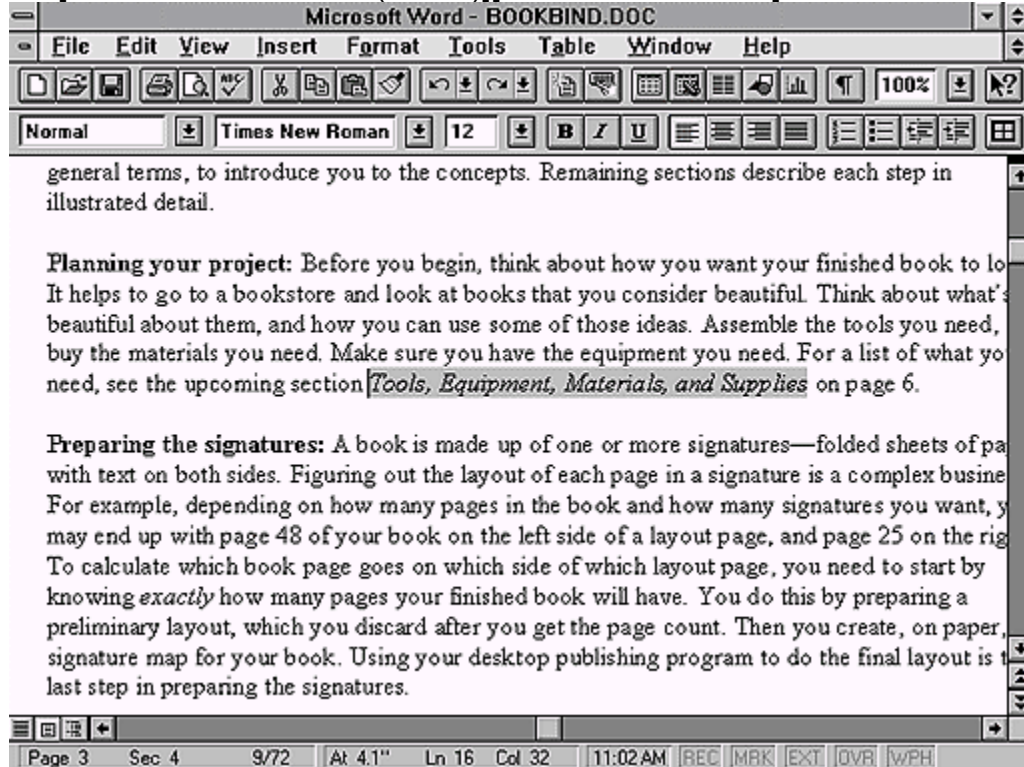
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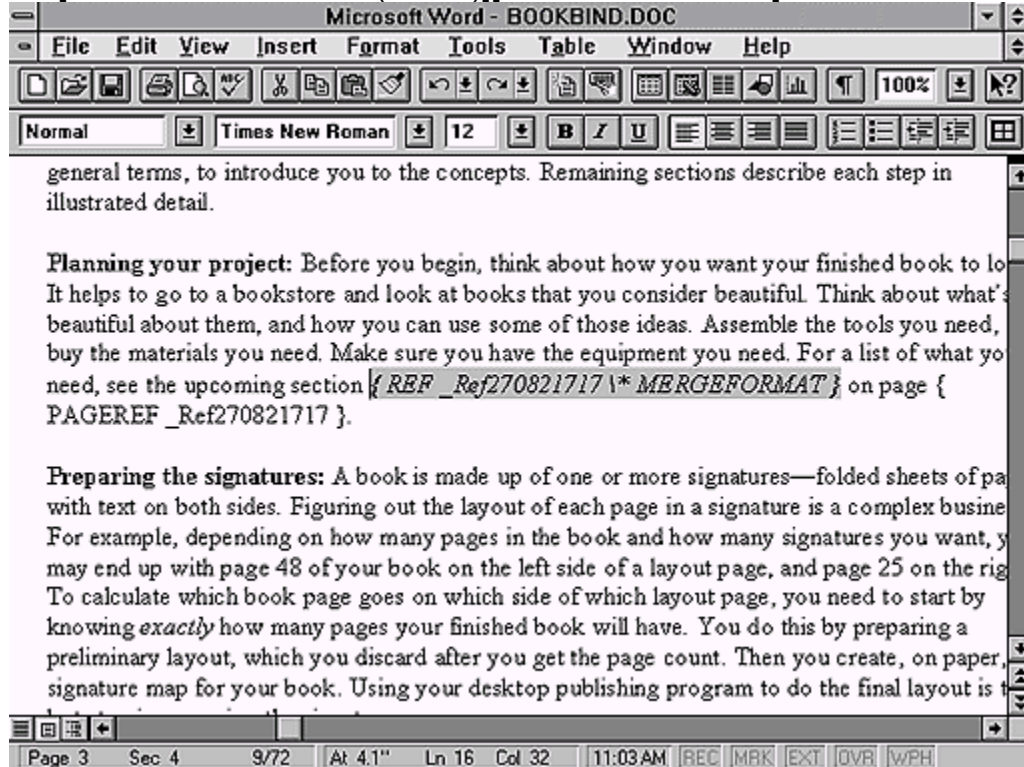
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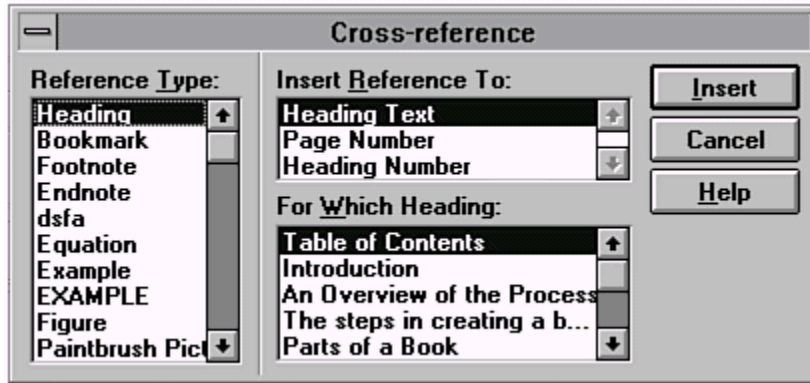
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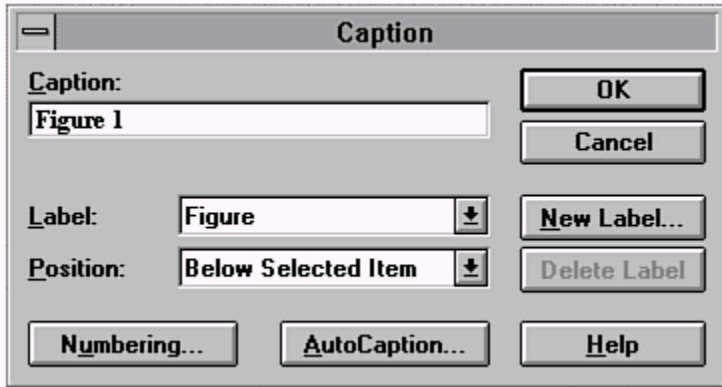
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Caption		
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		<input type="button" value="Cancel"/>
L abel:	<input type="text" value="Figure"/> ▾	<input type="button" value="New Label..."/>
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Microsoft Word - TEENS&.DOC

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Normal Times 10 B I U

"Teens and Trees" Partnership Continues Next Fall



Sonoma County ReLeaf's award-winning program "Teens and Trees—Partners for our Future" continues next fall with at least one team of youths planting and caring for trees throughout the county.

Teens from the Hanna Boys Center will continue as they have this year. Teams of six boys from the Center will work each Saturday. On some Saturdays, the boys will plant new trees in sidewalk planting strips in neighborhoods throughout Santa Rosa. On other Saturdays the Hanna team will help maintain young trees in city neighborhoods, removing stakes, weeding, watering, and pruning the trees to keep them healthy.

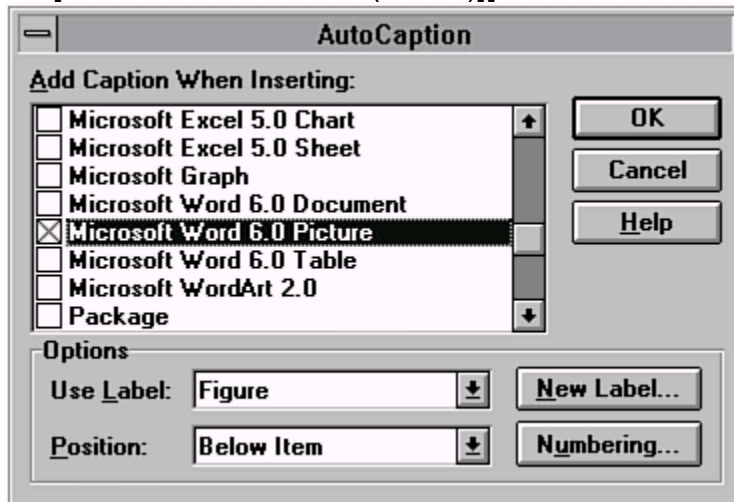
The city will continue to support the "Teens and Trees" program next year as they have for the past two years. The city of Santa Rosa works closely with Sonoma County ReLeaf to identify neighborhoods that need trees. ReLeaf organizes the Saturday plantings, while the city provides and delivers the trees, stakes, and ties.

Funding for the program comes from many sources. Although the city pays for the trees, ReLeaf pays the teens' salaries and other expenses. Service organizations such as the Kiwanis help pay for safety equipment (goggles and steel-toed boots) that each kid must wear. Bob Nobles Chevrolet has donated a GEO Storm for use by ReLeaf (see

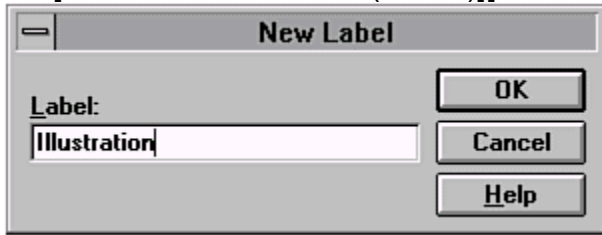
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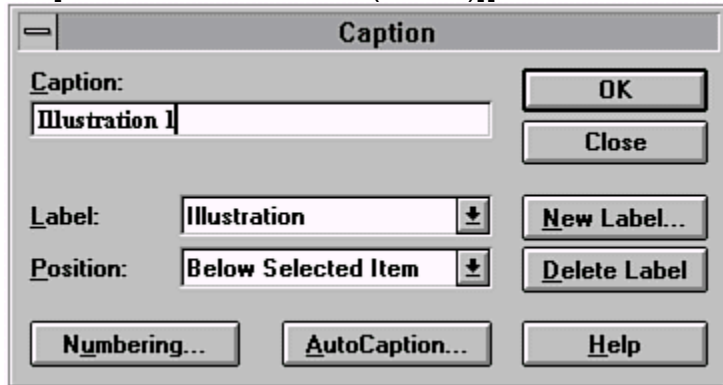
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Caption Numbering

Format: 1, 2, 3, ...

Include Chapter Number

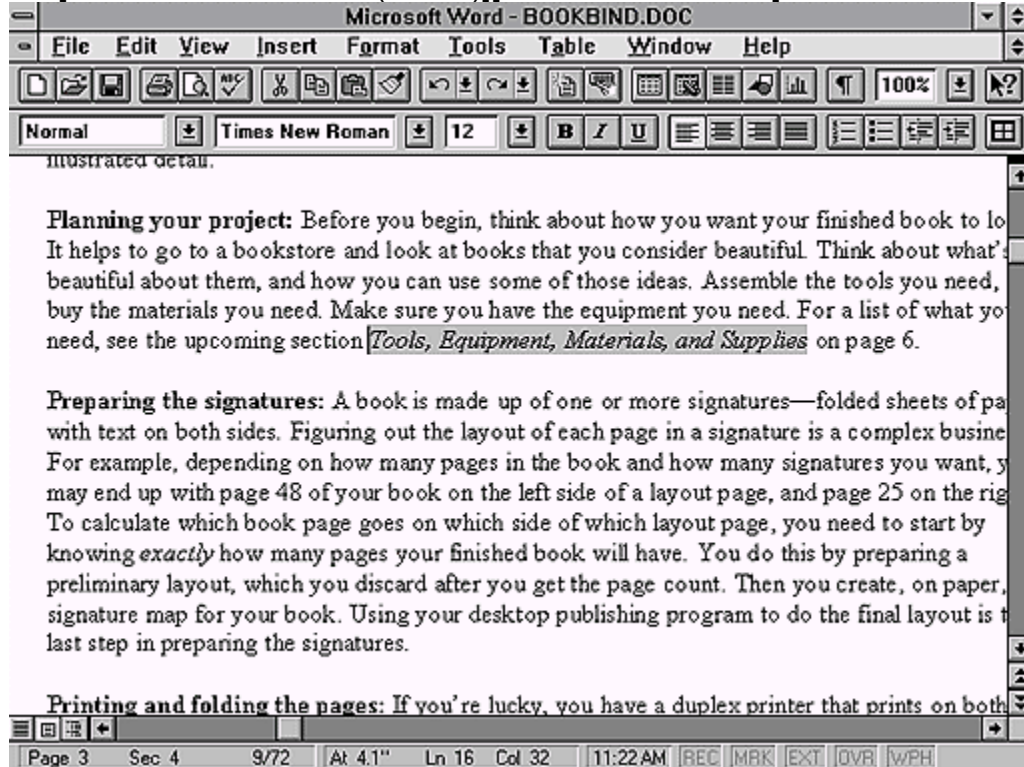
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Use Separator: - (hyphen)

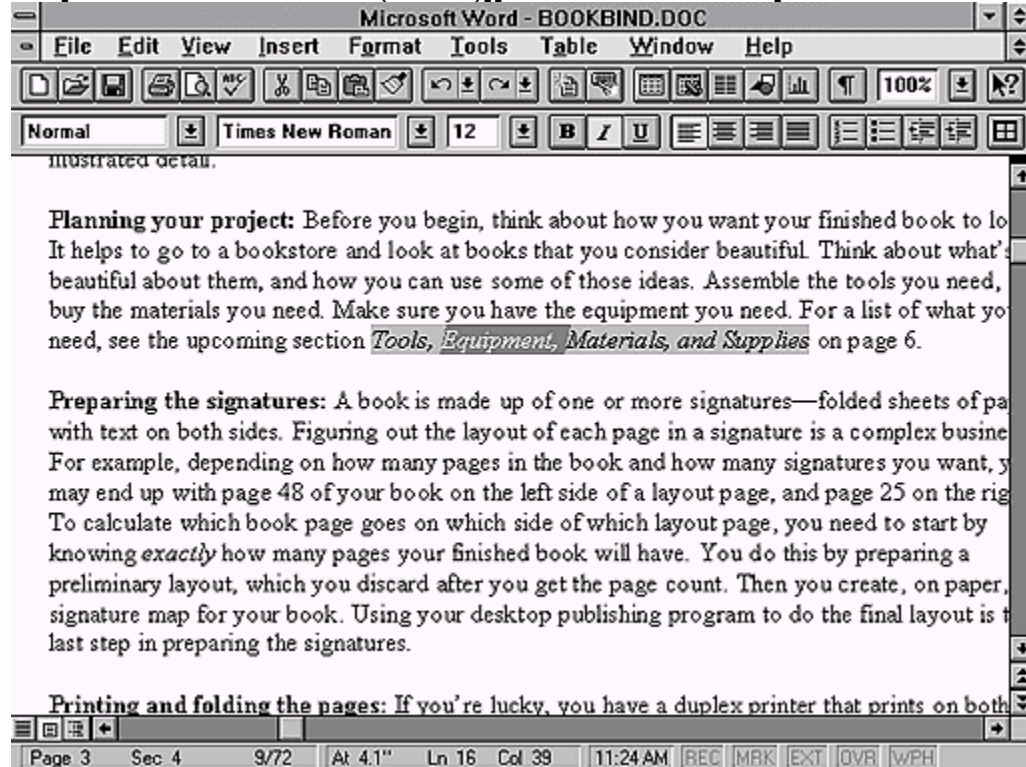
Examples: Figure II-1, Table 1-A

OK
Cancel
Help

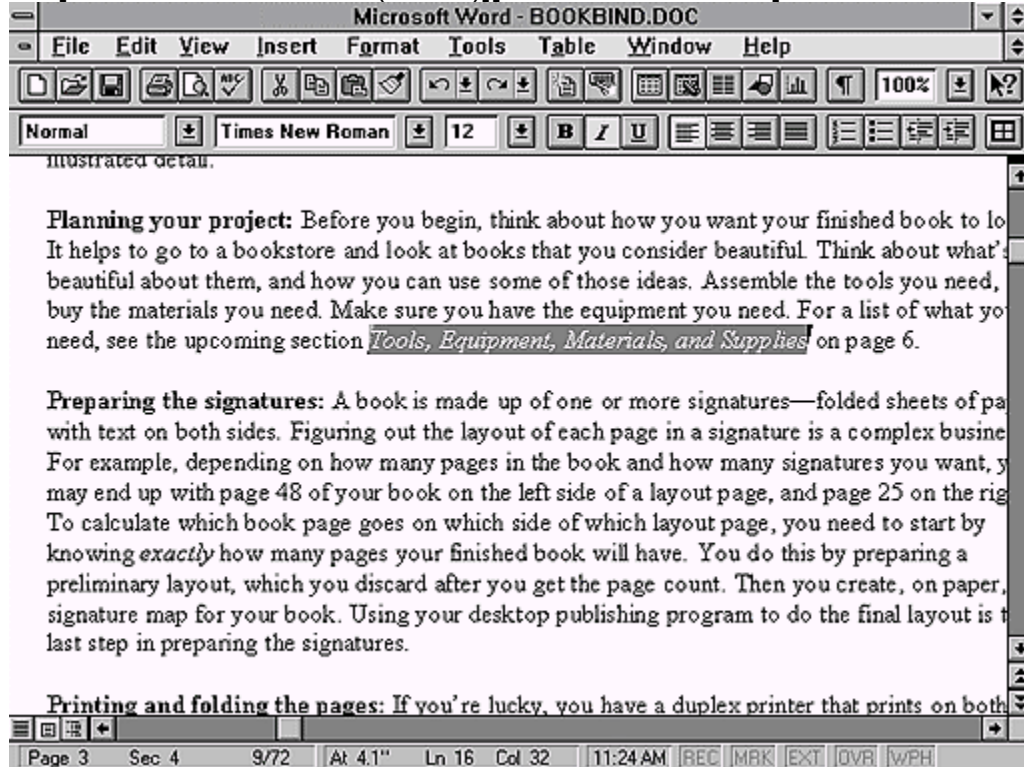
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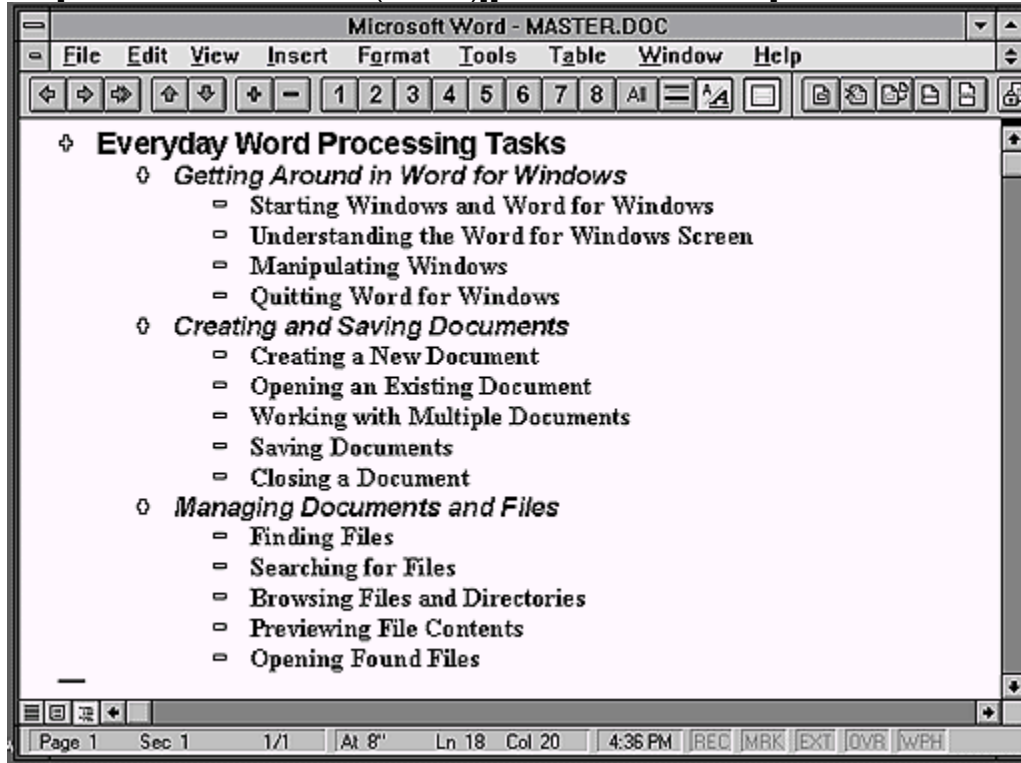
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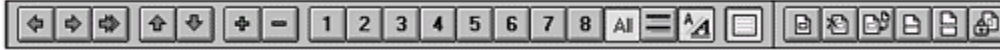
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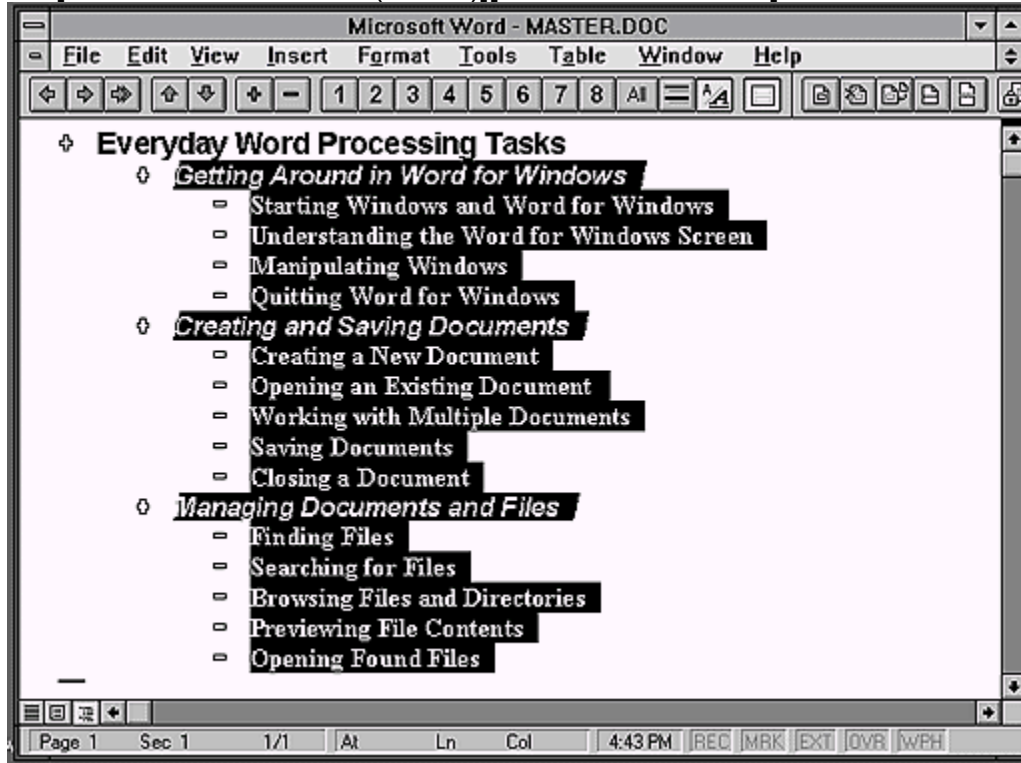
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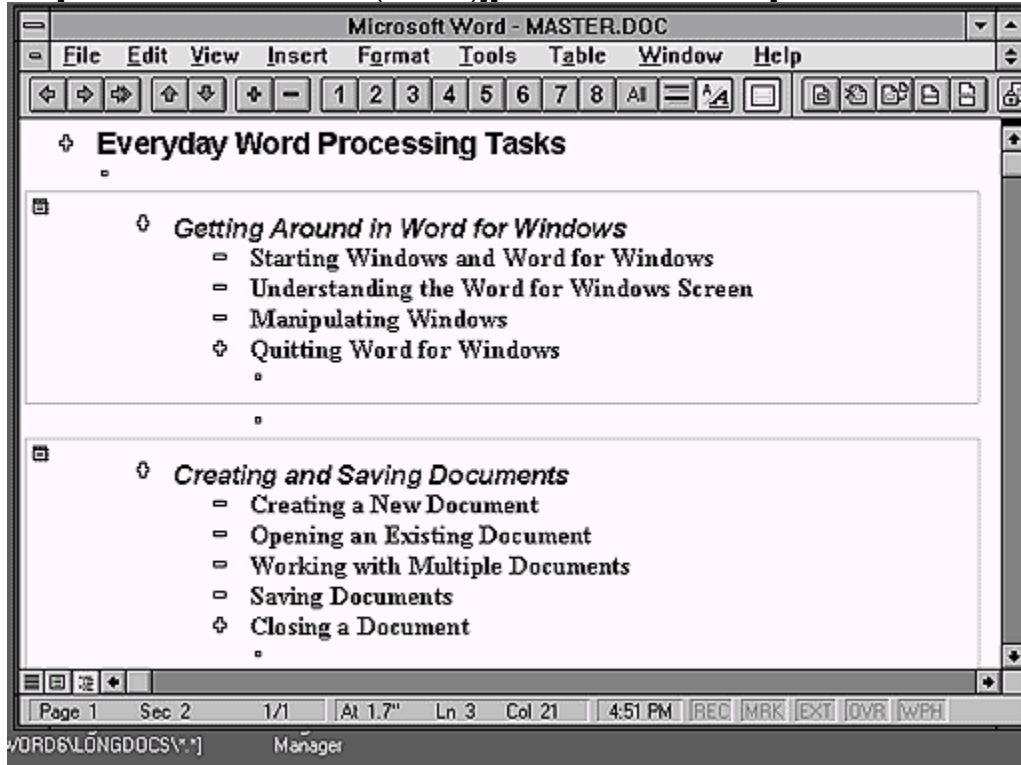
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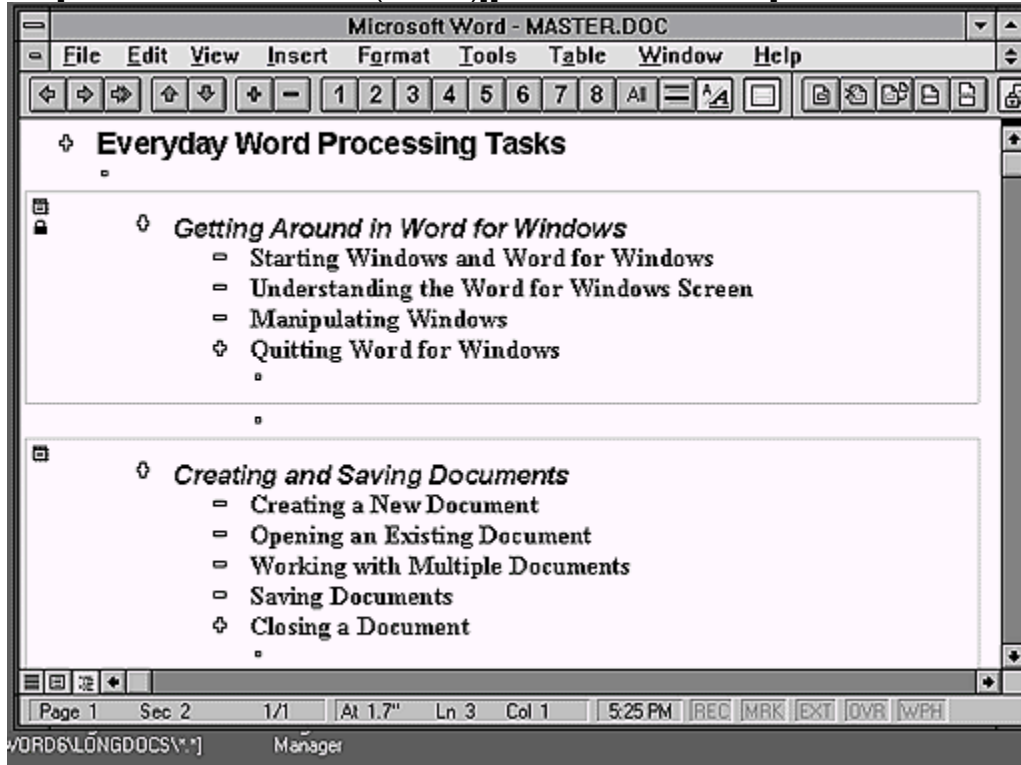
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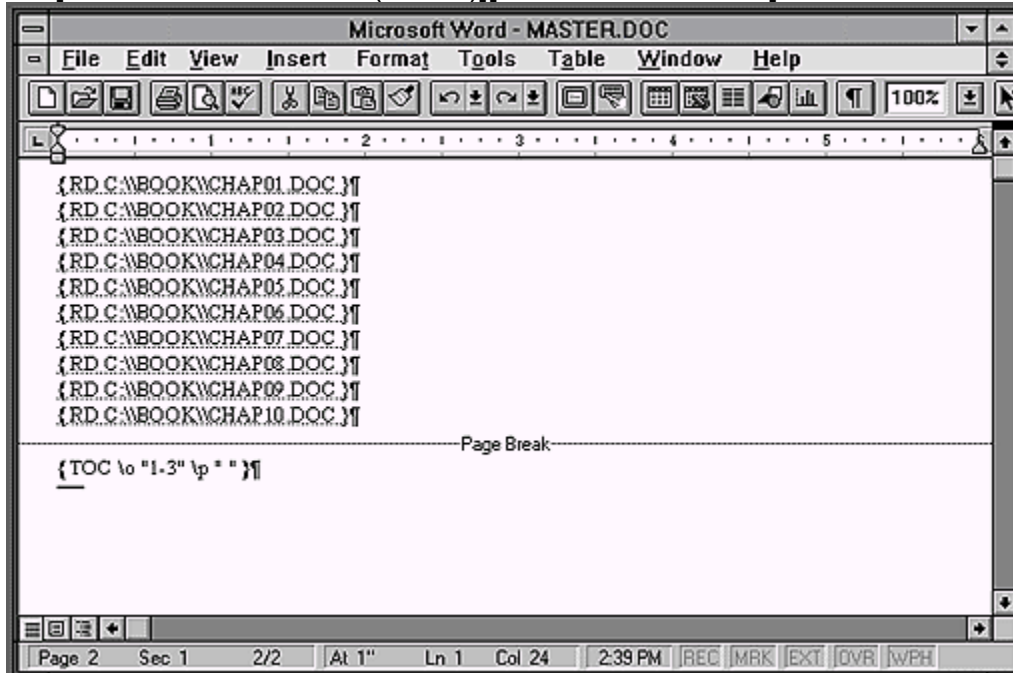
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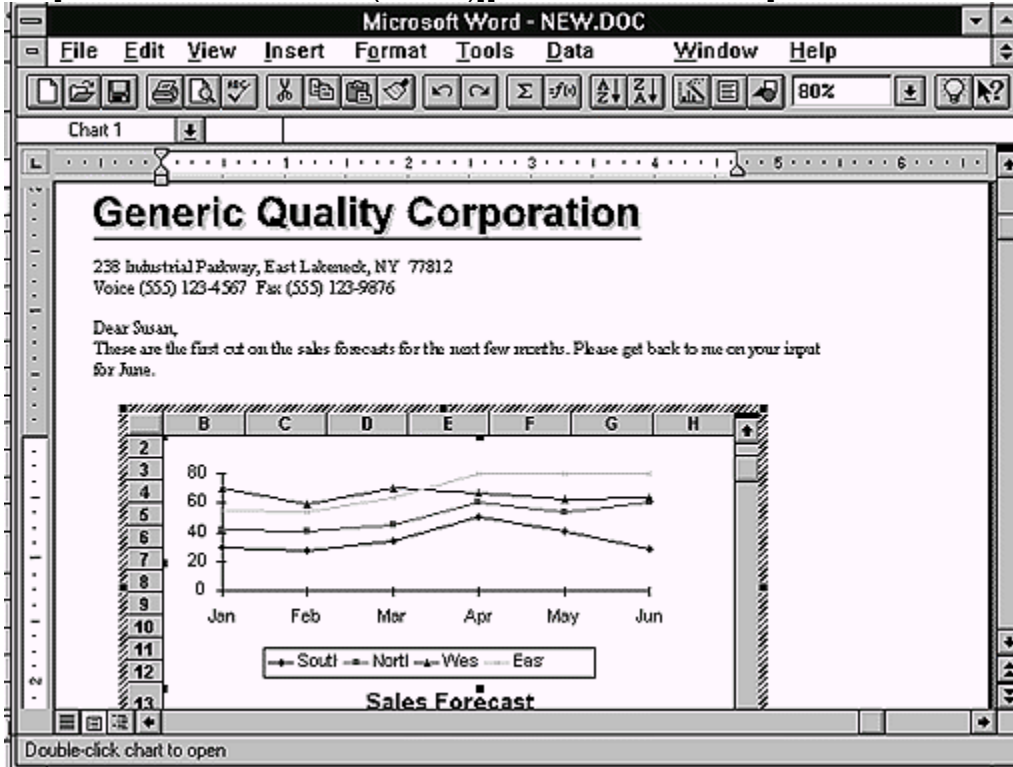
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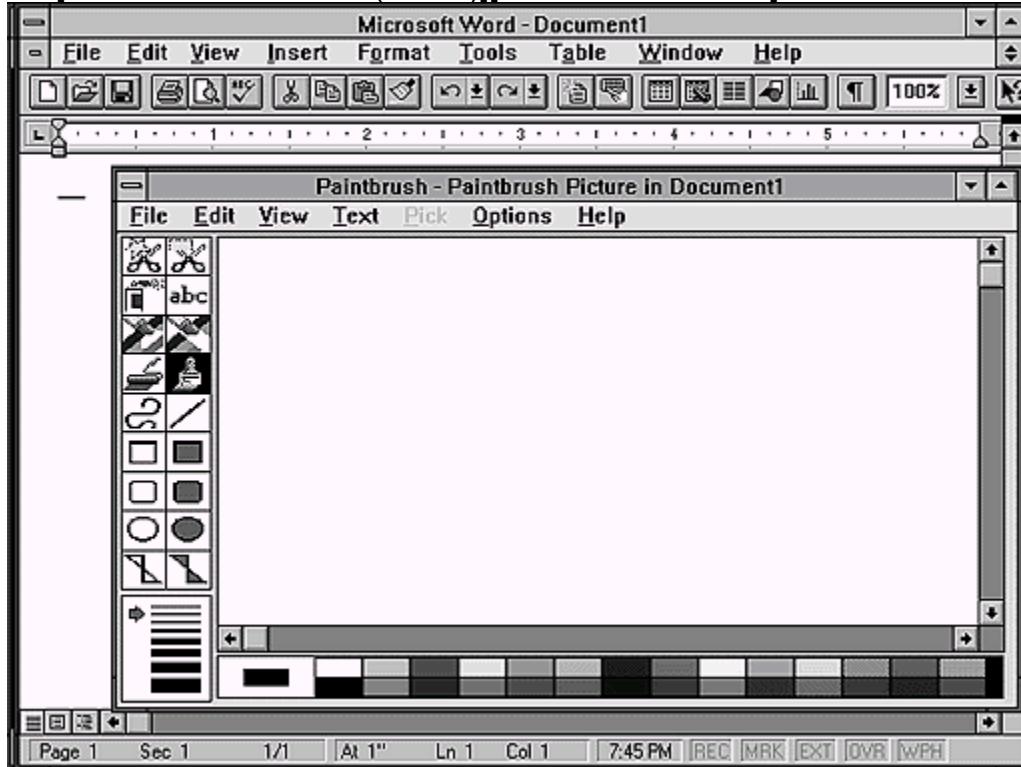
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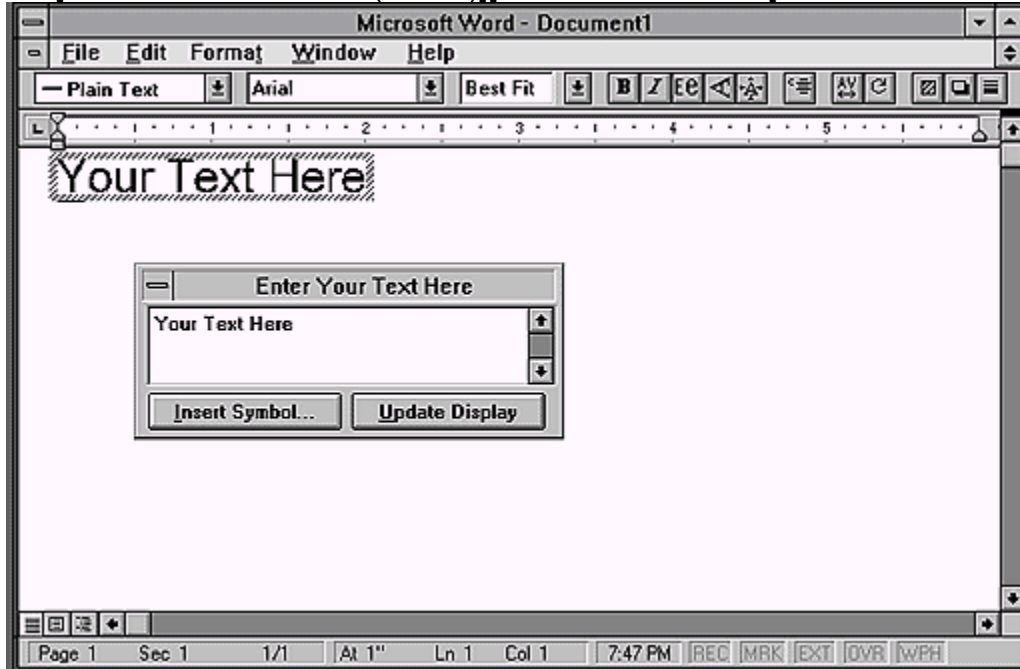
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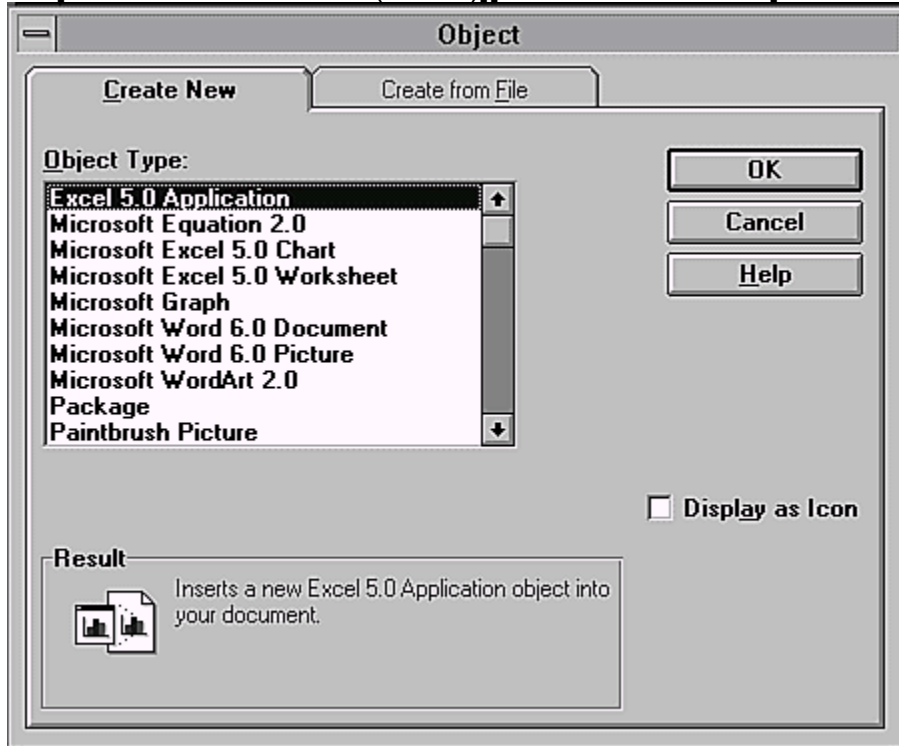
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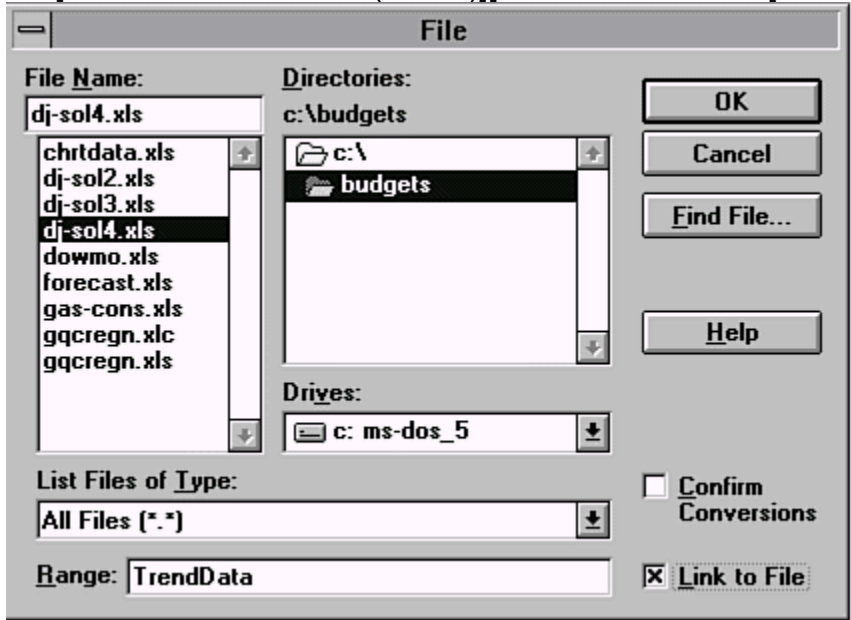
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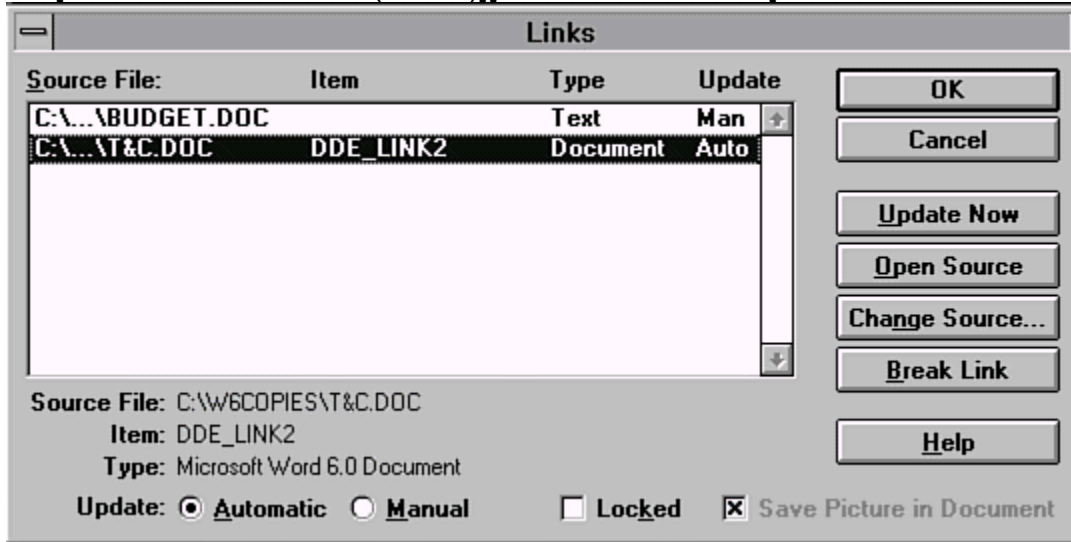
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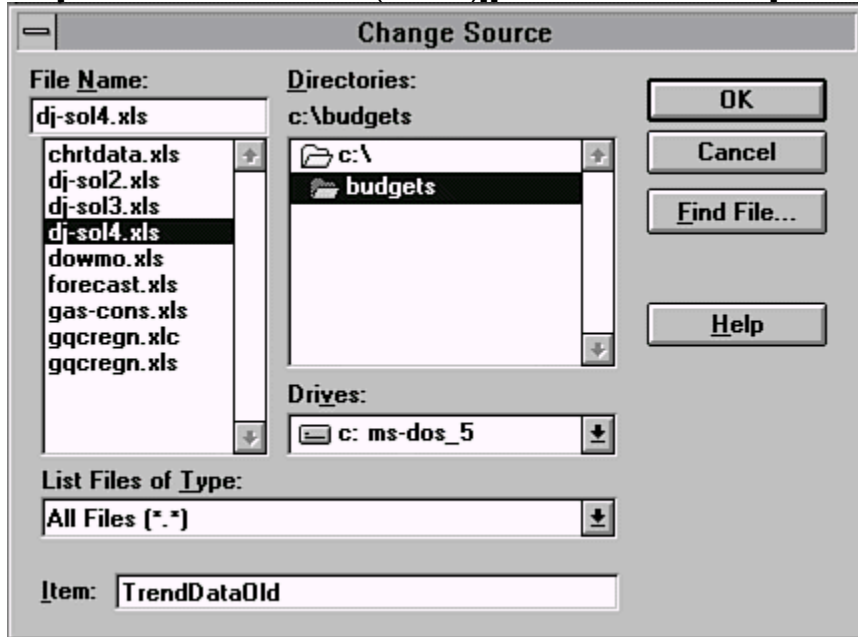
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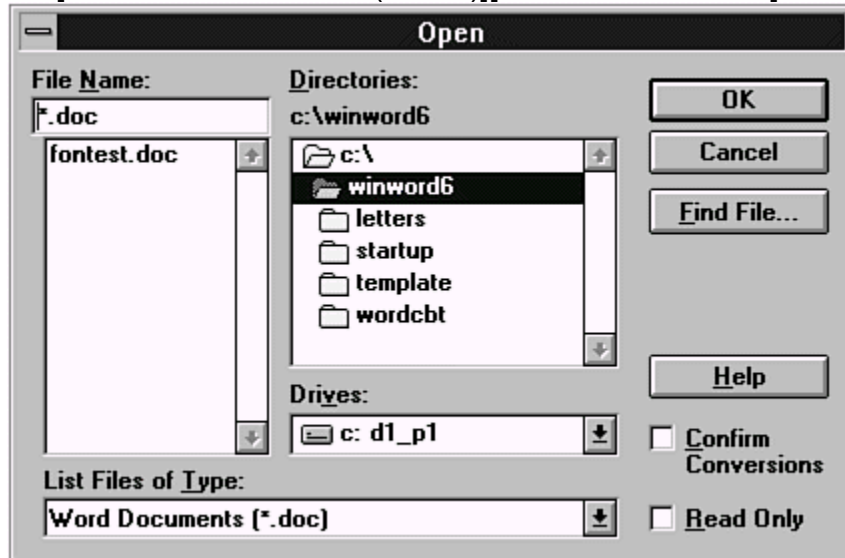
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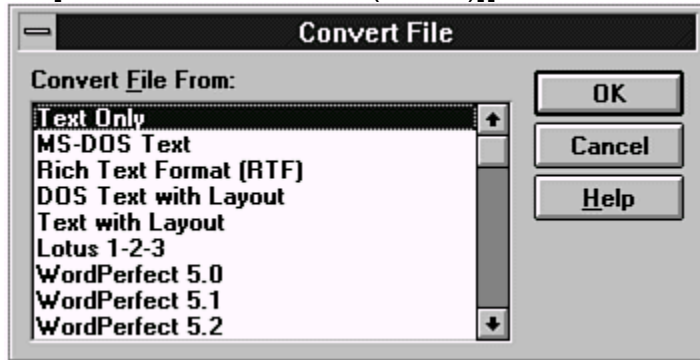
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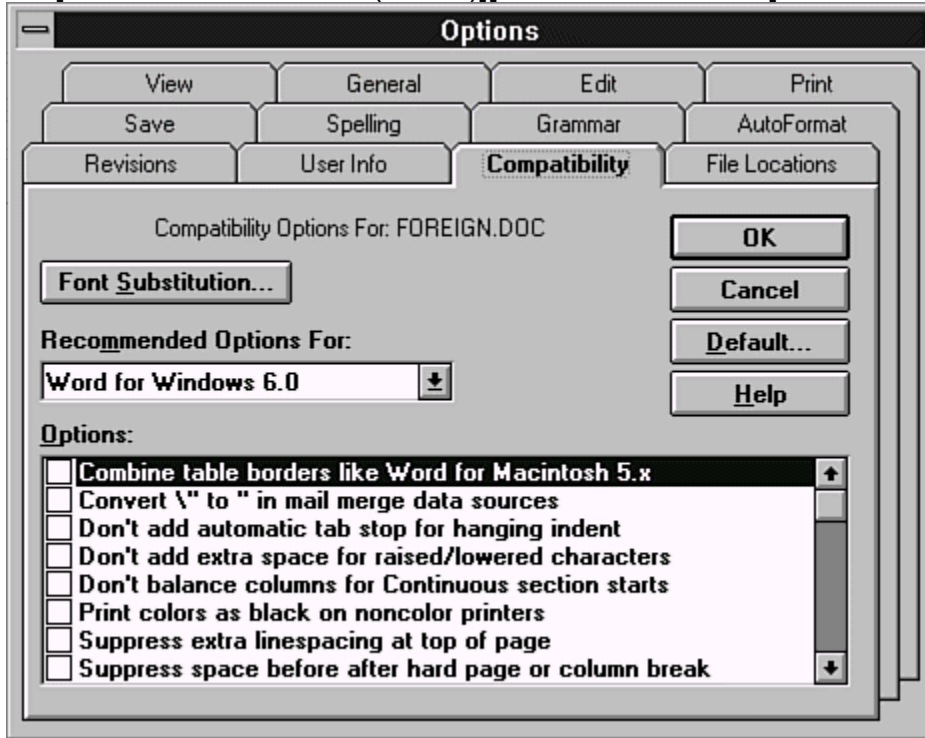
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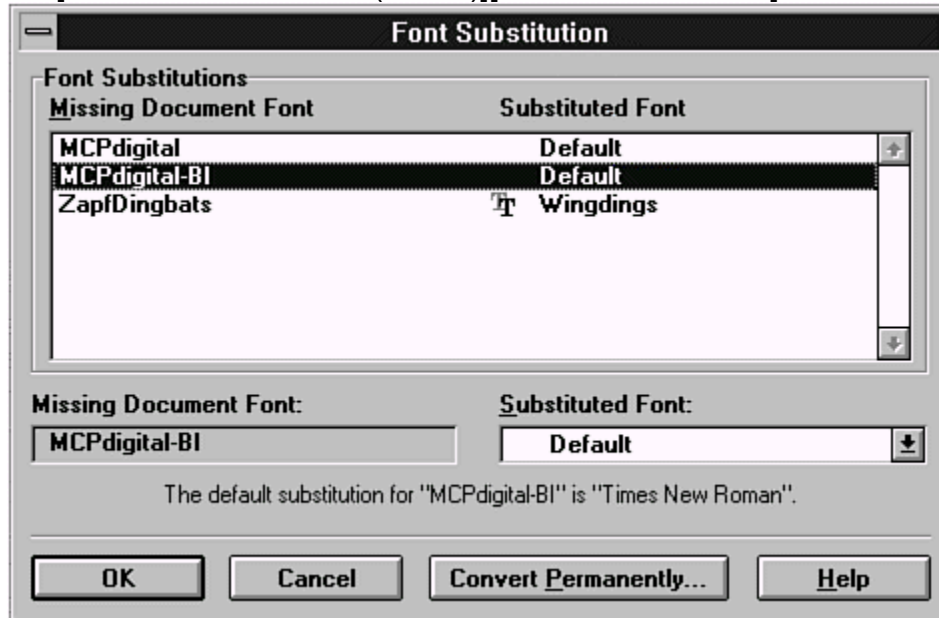
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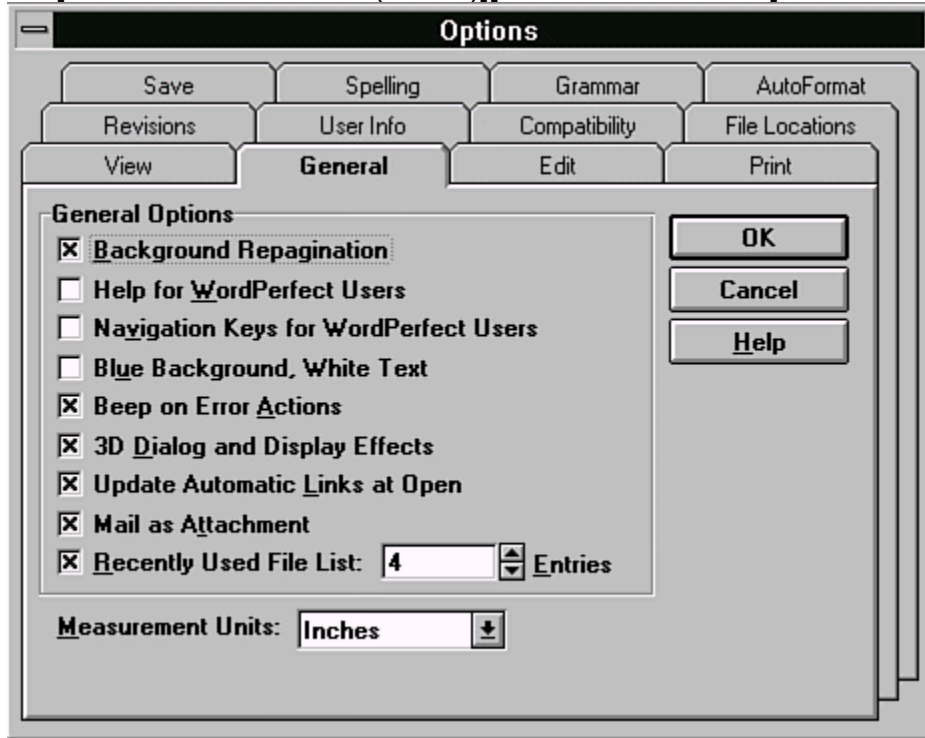
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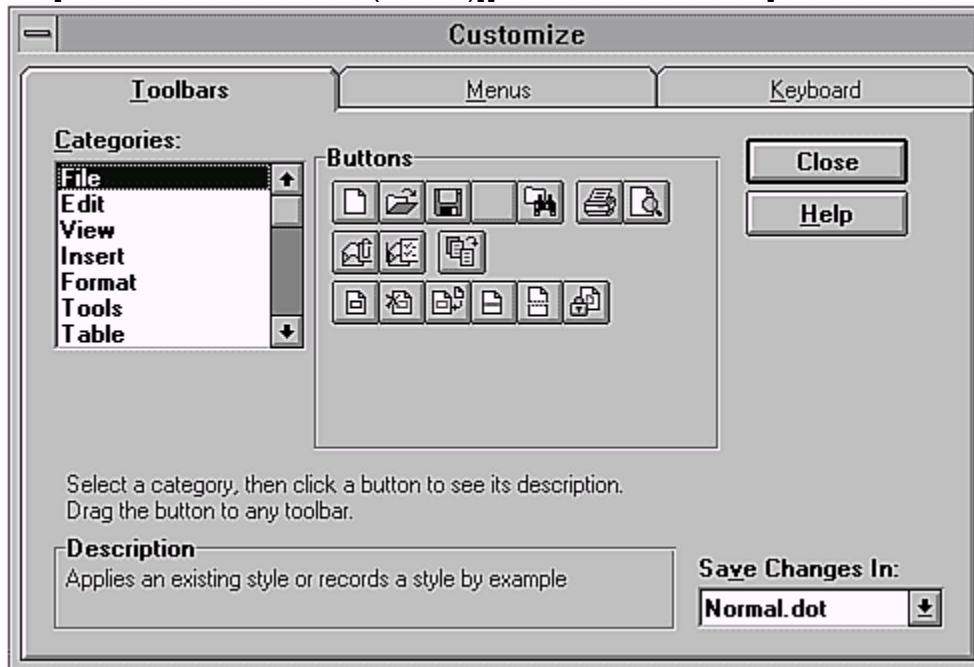
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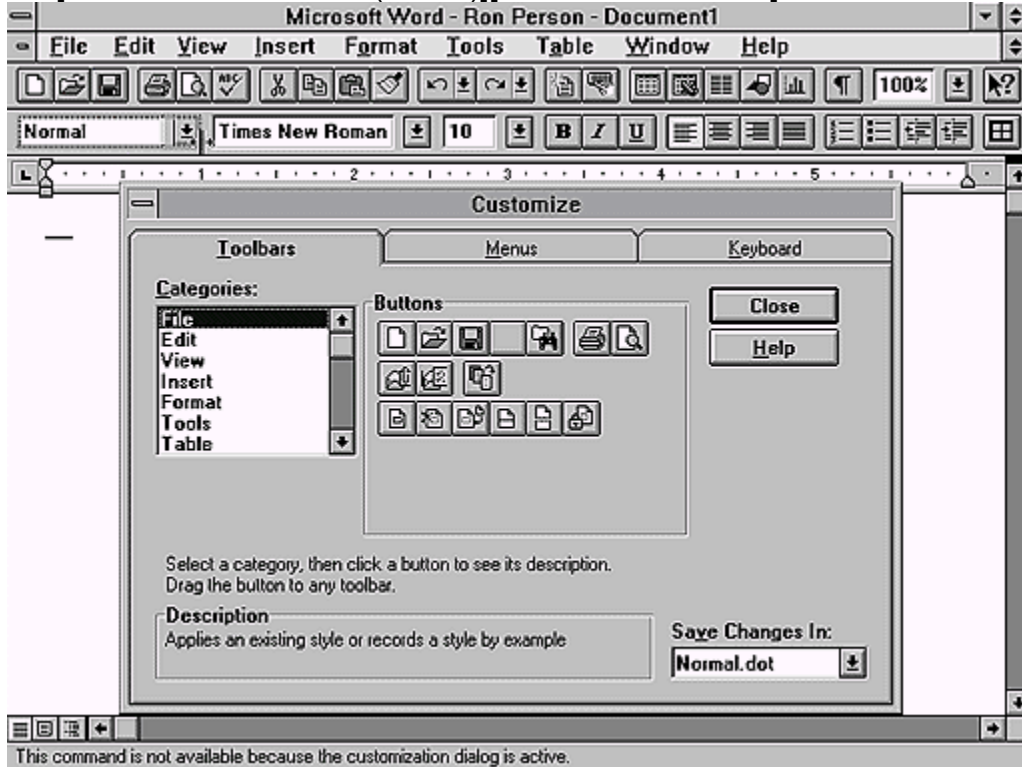
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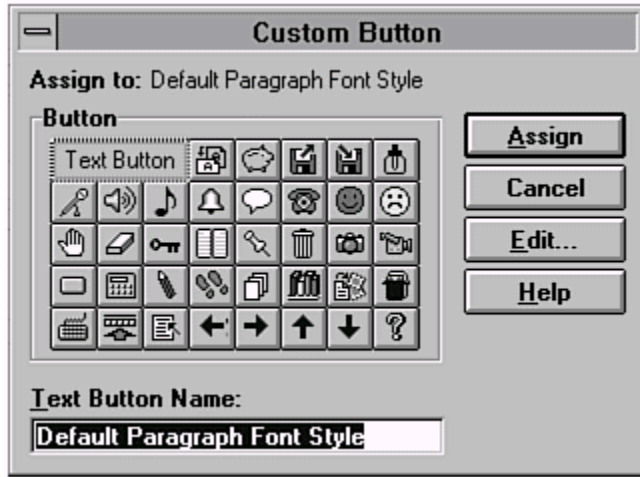


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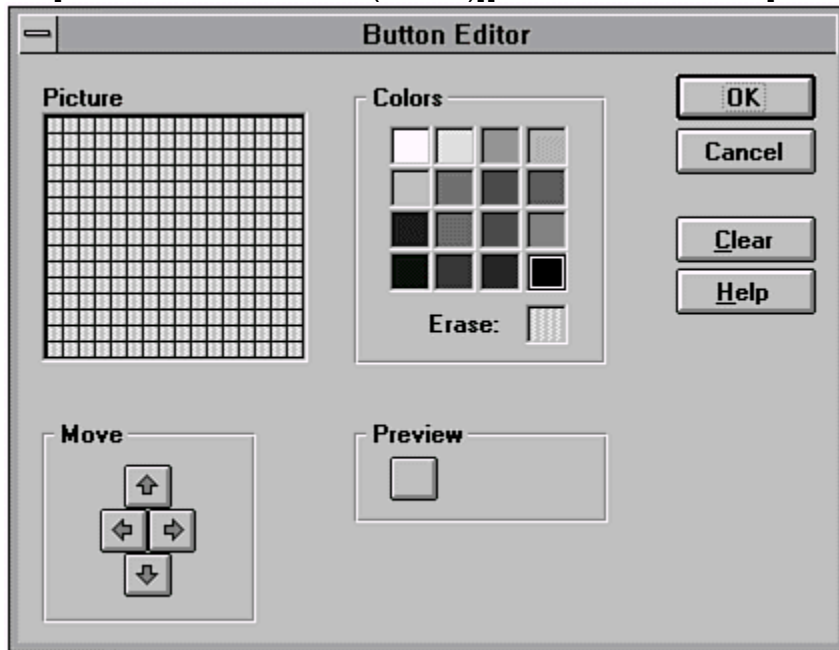


The image shows a dialog box titled "New Toolbar". It has a standard Windows-style title bar with a close button. The dialog contains three main sections: "Toolbar Name:" with an empty text input field; "Make Toolbar Available To:" with a dropdown menu currently showing "All Documents (Normal.dot)" and a small downward arrow icon; and three buttons on the right: "OK", "Cancel", and "Help".

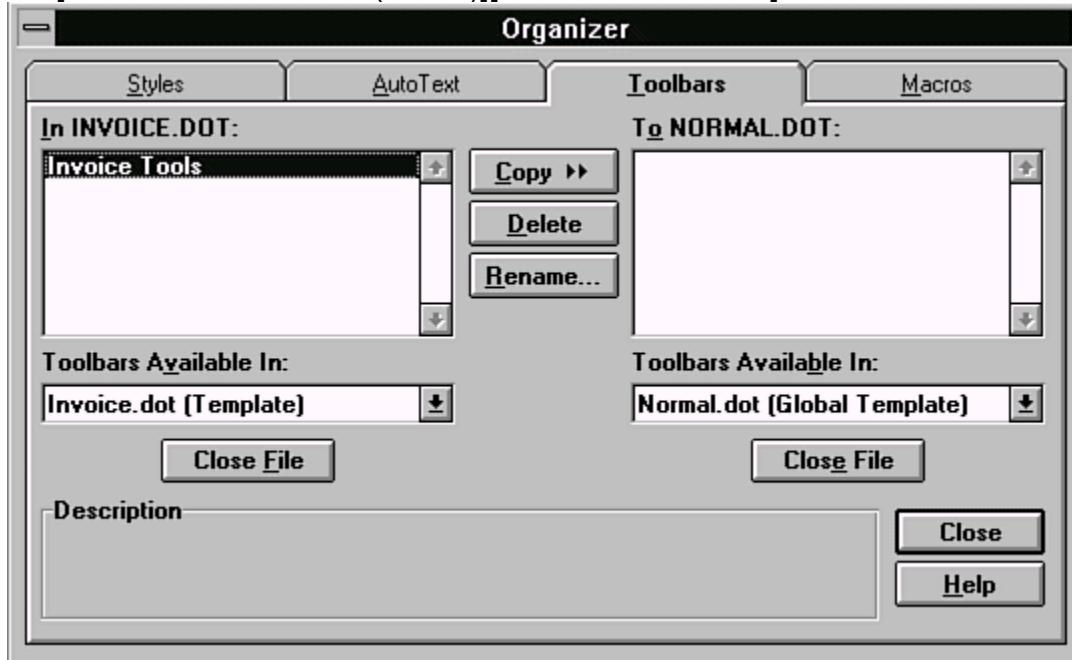
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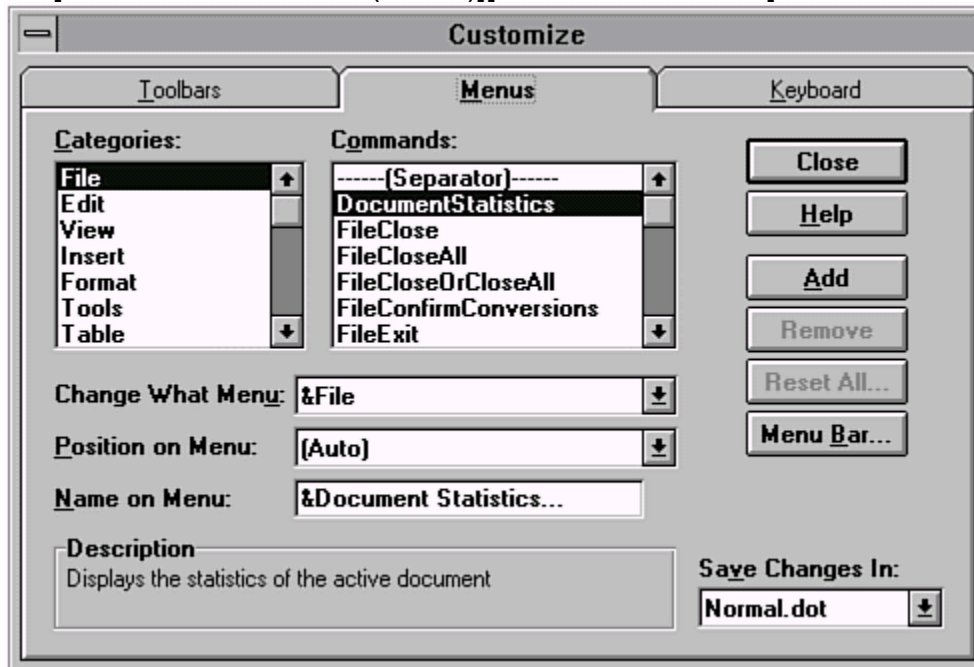
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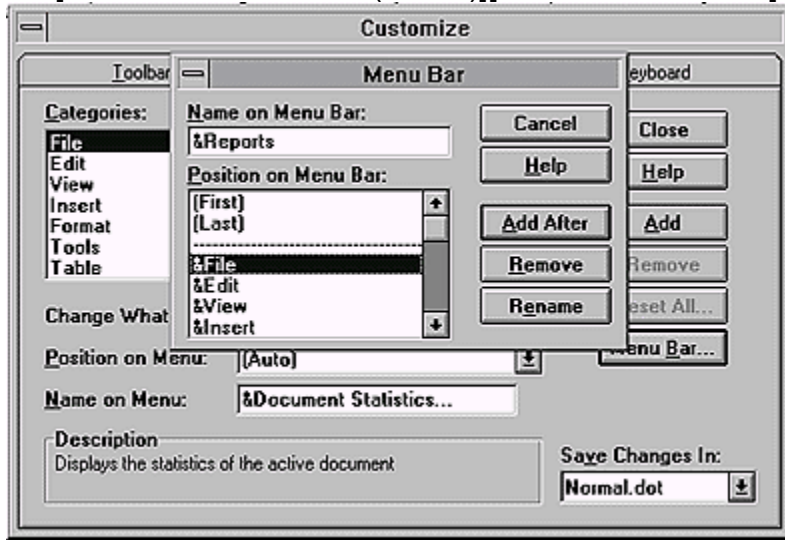
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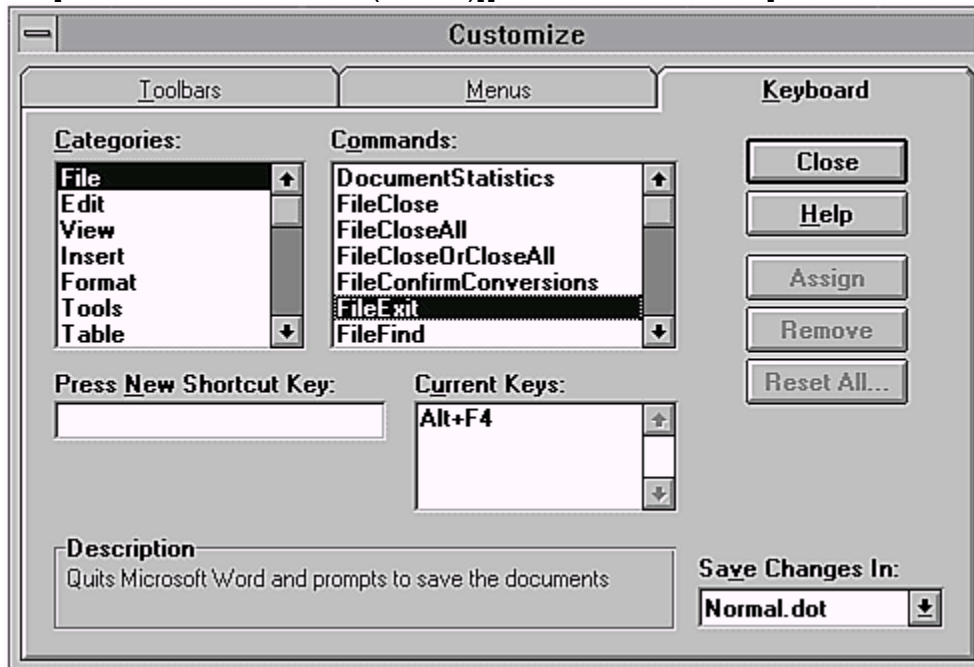
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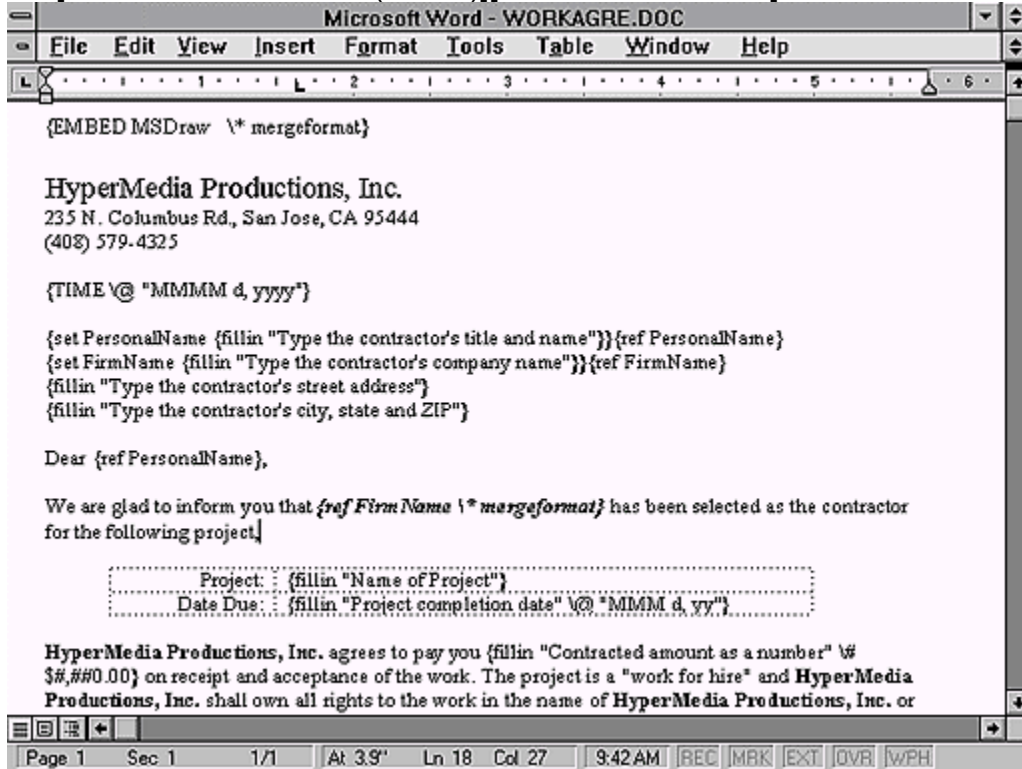
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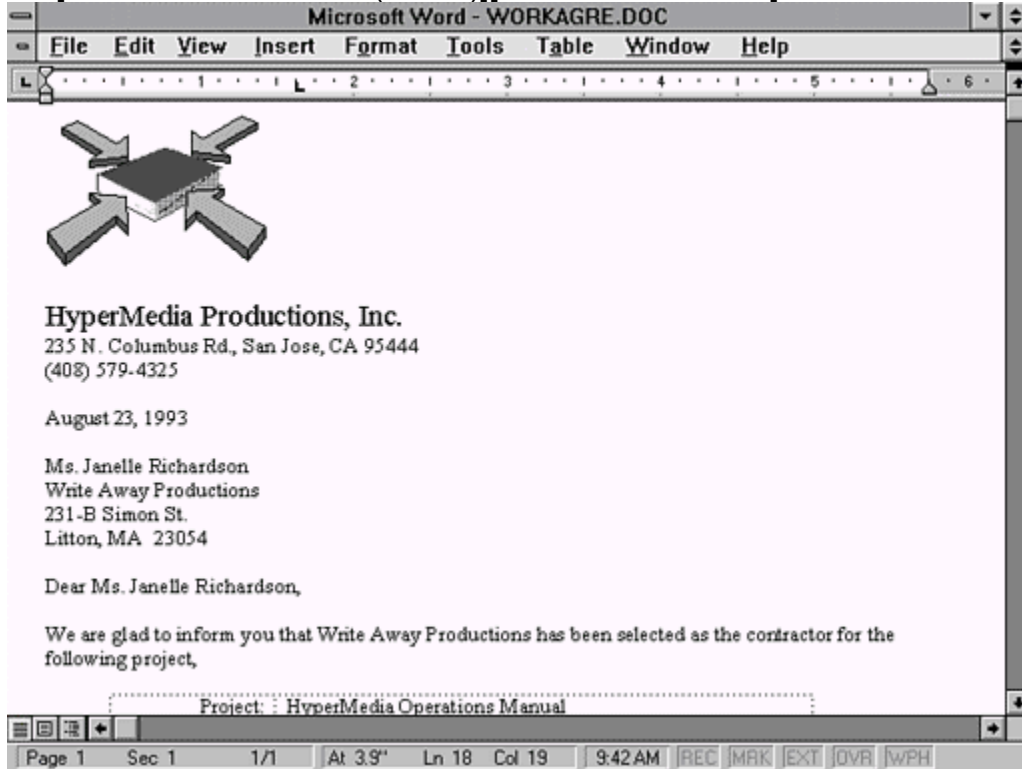
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{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Field

Categories:

- All
- Date and Time
- Document Automation
- Document Information
- Equations and Formulas
- Index and Tables
- Links and References
- Mail Merge
- Numbering
- User Information

Field **N**ames:

- = (Formula)
- Advance
- Ask
- Author
- AutoNum
- AutoNumLgl
- AutoNumOut
- AutoText
- BarCode
- Comments

Field **C**odes: ASK Bookmark "Prompt" [Switches]

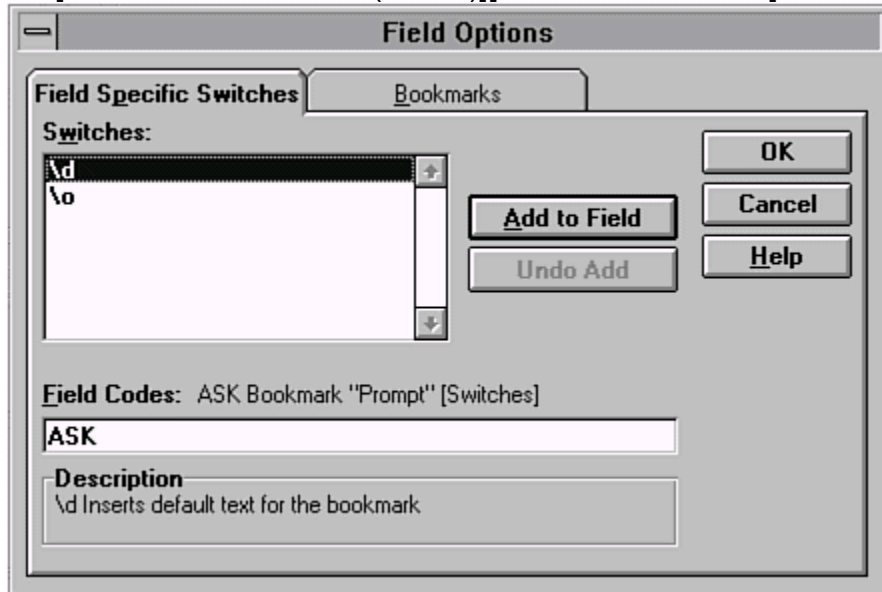
ASK

Description
Prompt the user for text to assign to a bookmark

Preserve **F**ormating **D**uring **U**pdates

OK
Cancel
Options...
Help

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
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{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

The screenshot shows a Microsoft Word 6.0 window titled "Microsoft Word - WORKAGRE.DOC". The menu bar includes File, Edit, View, Insert, Format, Tools, Table, Window, and Help. A ruler is visible at the top. The main document area contains a letter template with a 3D cube icon and four arrows pointing towards it. The letter text includes:

HyperMedia Prod
235 N. Columbus Rd., S
(408) 579-4325

August 23, 1993

Ms. Janelle Richardson
Write Away Productions
231-B Simon St.
Litton, MA 23054

Dear Ms. Janelle Richardson,

We are glad to inform you that Write Away Productions has been selected as the contractor for the following project,

Project: HyperMedia Operations Manual

A dialog box titled "Microsoft Word" is open, with the text "Type the contractor's title and name" and "OK" and "Cancel" buttons. The text "Ms. Janelle Richardson" is entered in the input field.

At the bottom of the window, a status bar displays "Word is updating the fields in the document:" and "Press Esc To Cancel."

{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



The image shows a 'Record Macro' dialog box with the following elements:

- Record Macro Name:** A text field containing 'Macro1'.
- Assign Macro To:** Three icons representing 'Toolbars', 'Menus', and 'Keyboard'.
- Make Macro Available To:** A dropdown menu showing 'All Documents (Normal.dot)'.
- Description:** An empty text area.
- Buttons:** 'OK', 'Cancel', and 'Help' buttons on the right side.

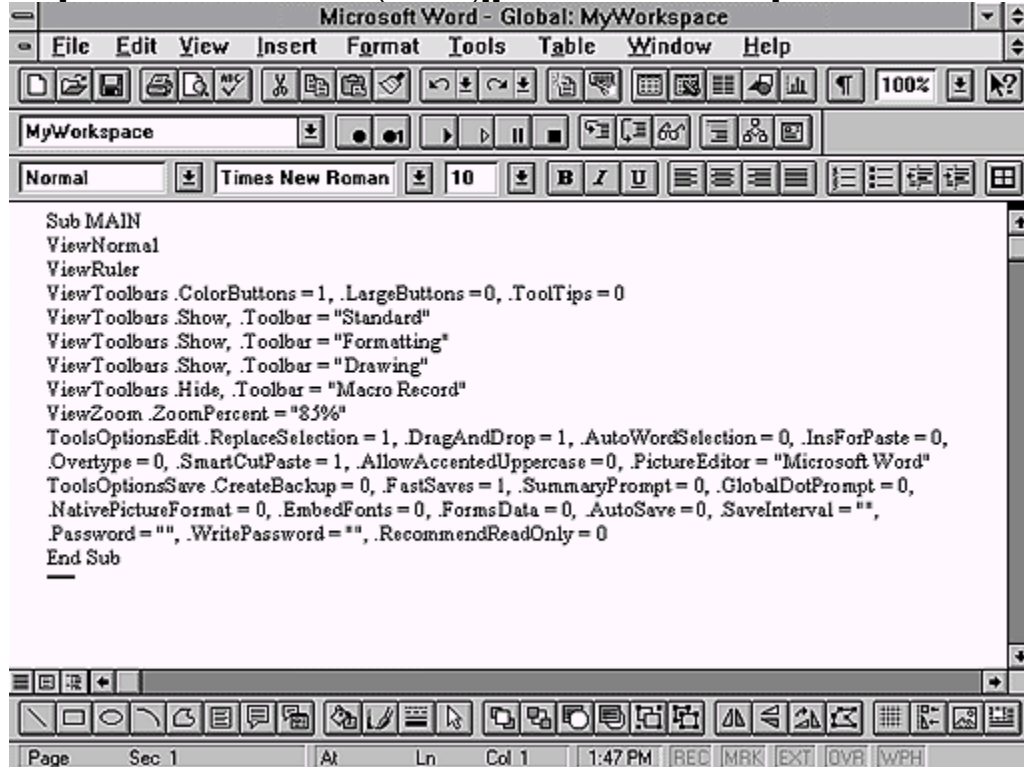
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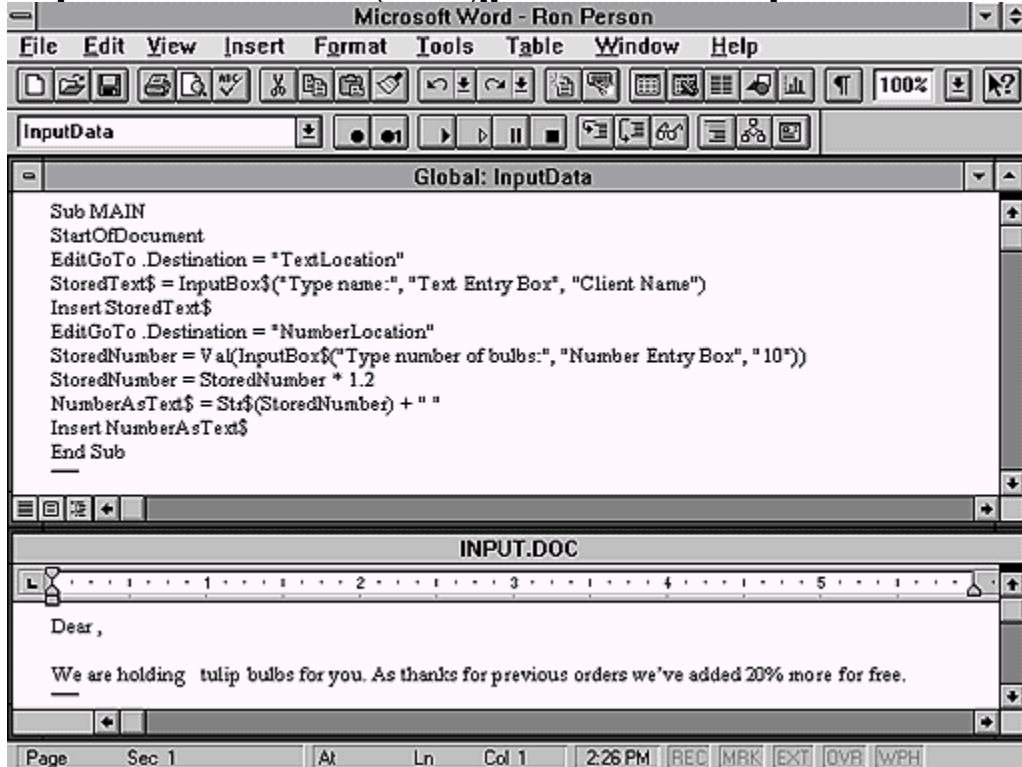
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```
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```



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Text Entry Box

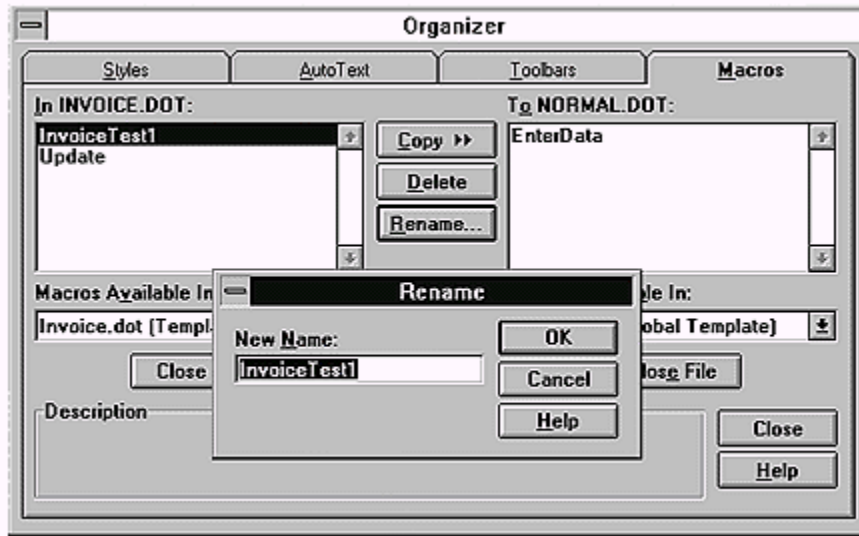
Type name:

OK

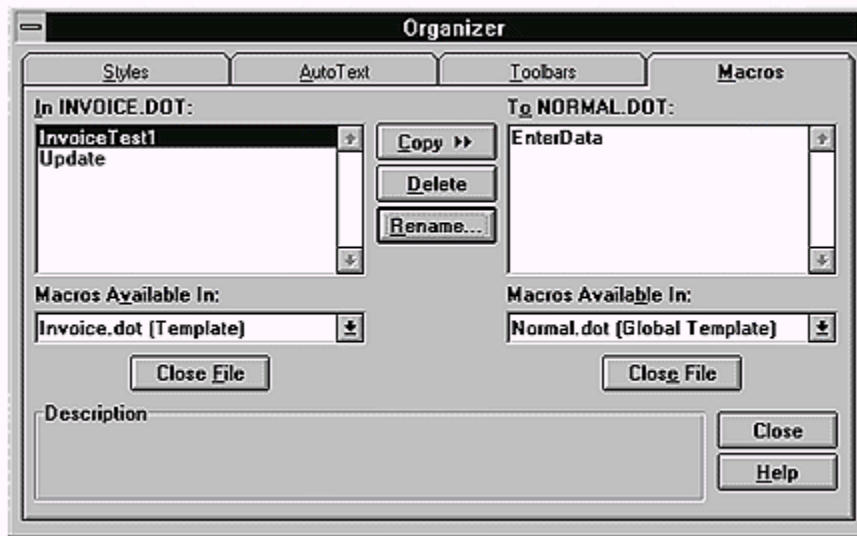
Cancel

Client Name

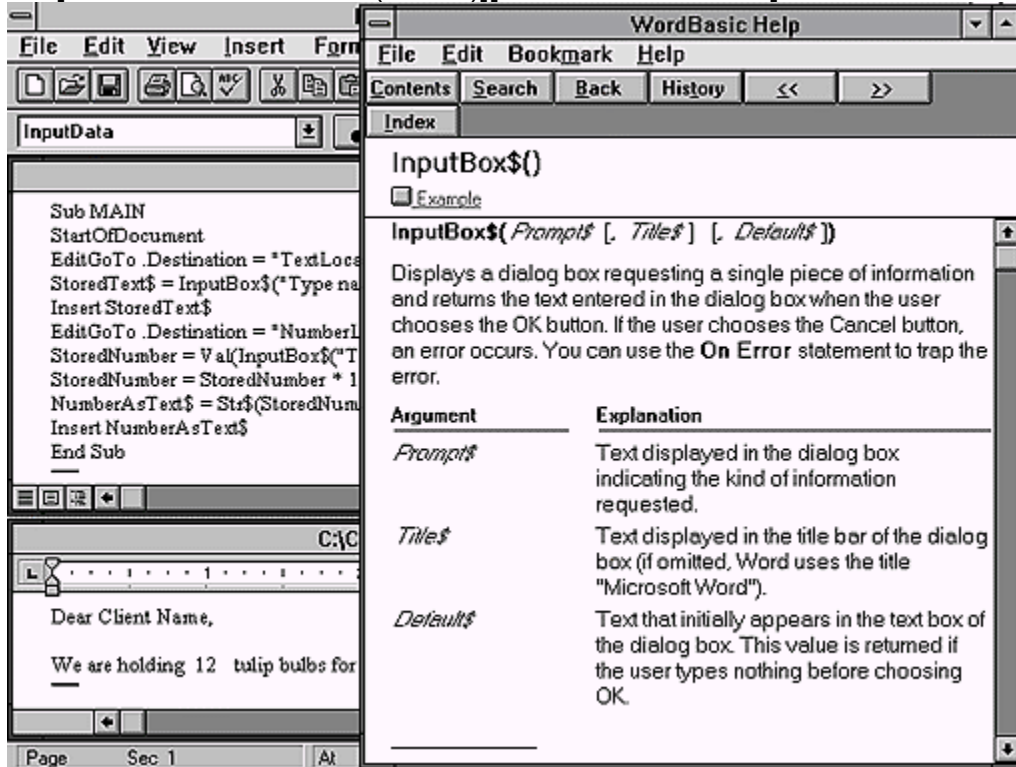
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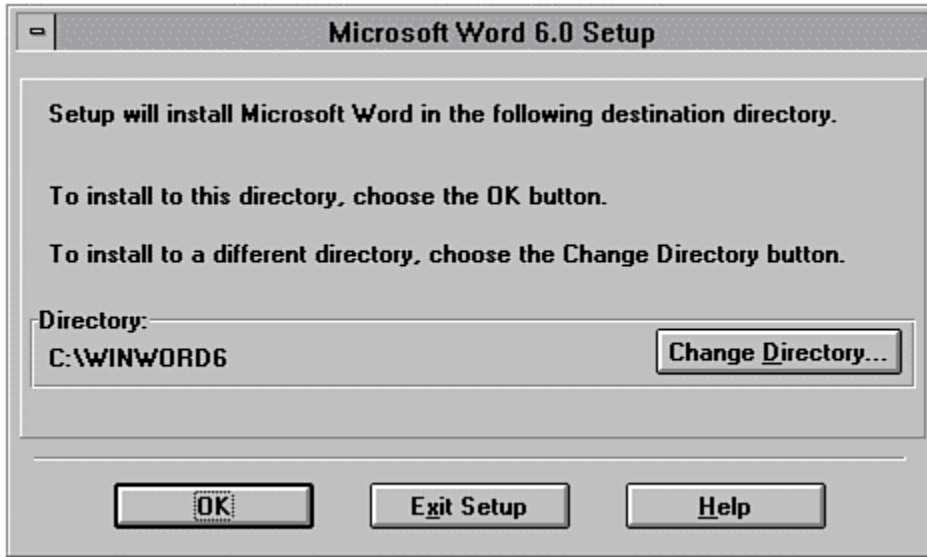
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```
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]  
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```



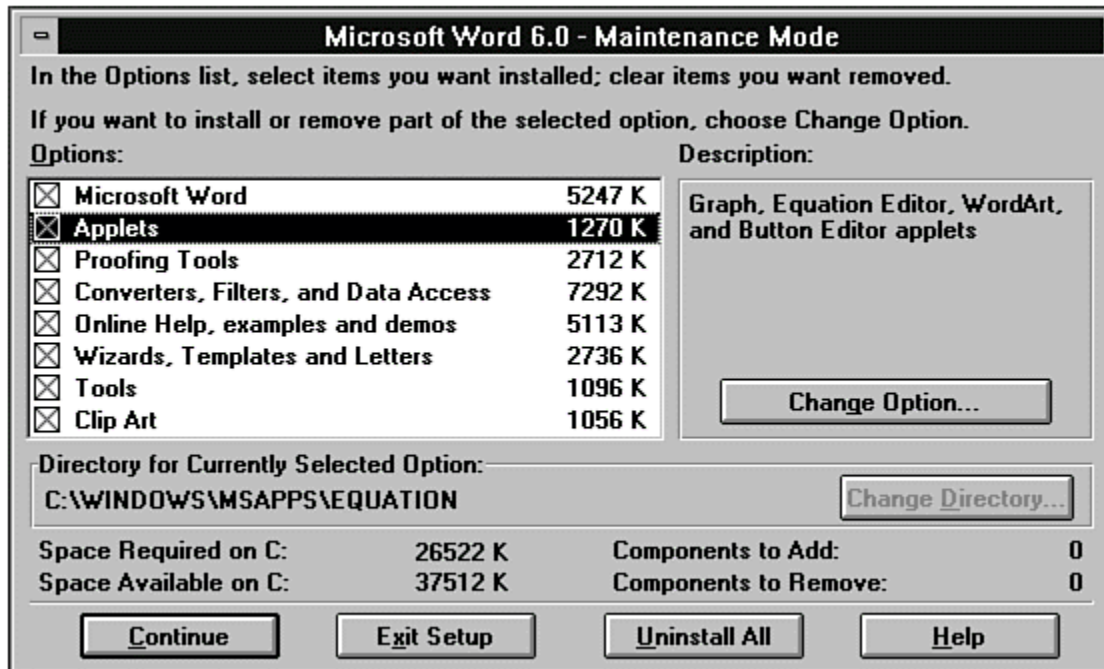
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
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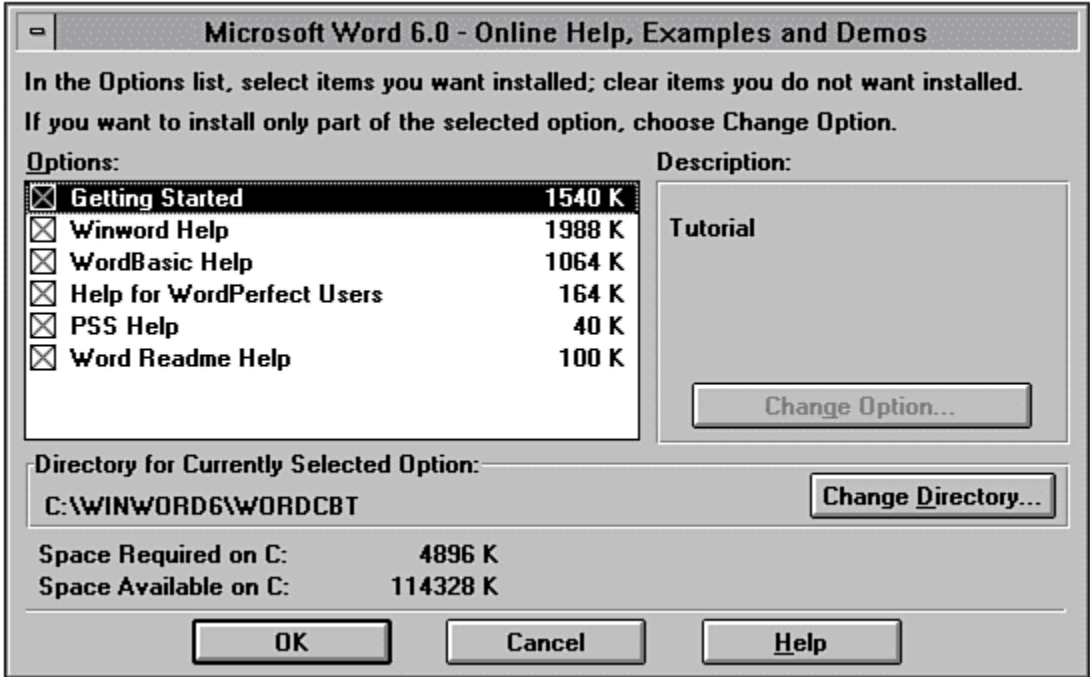
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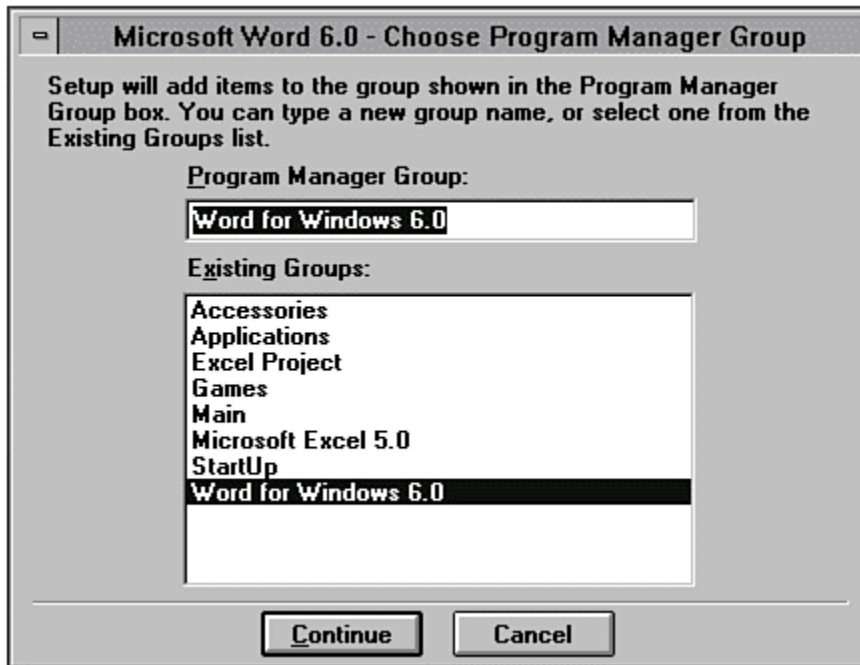
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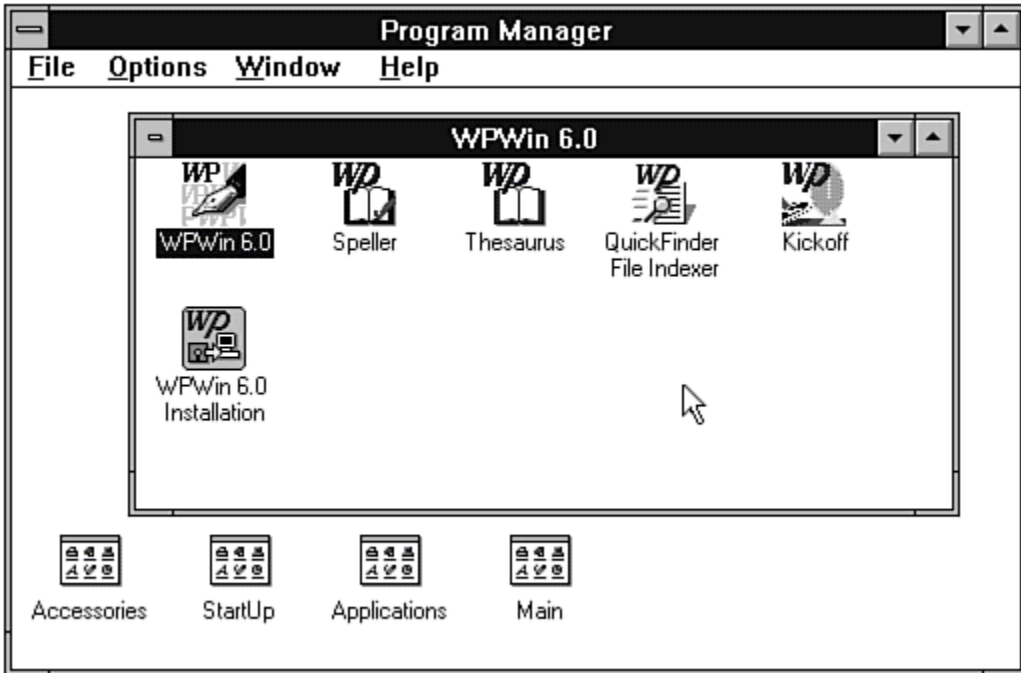
```
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```



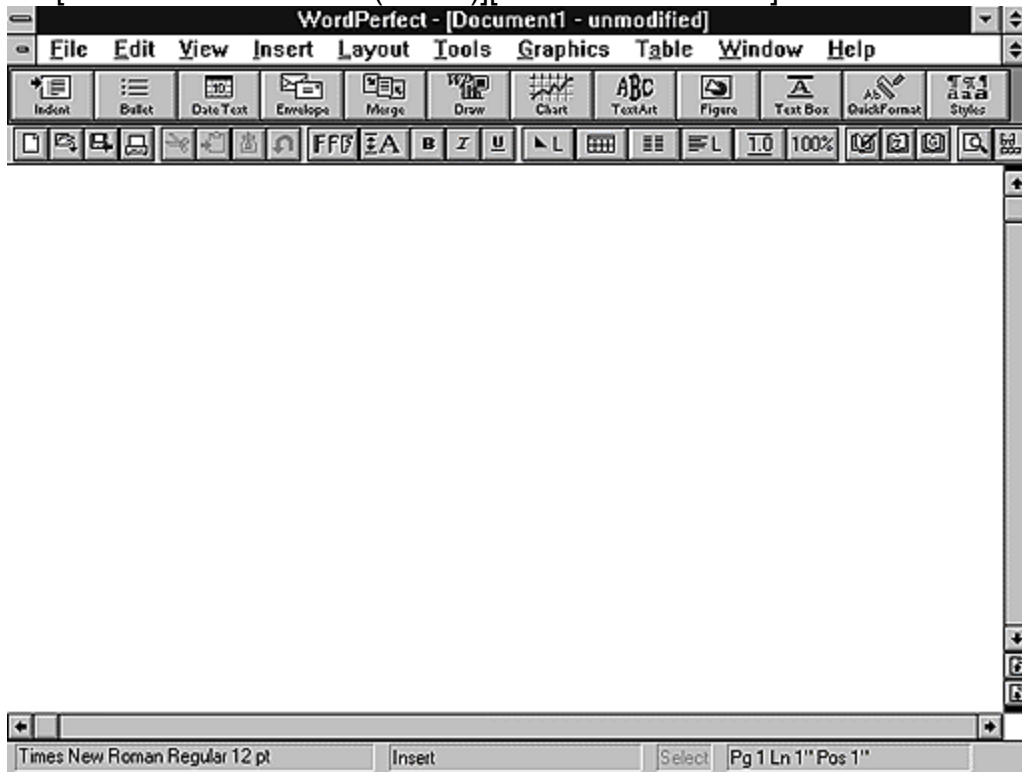
{ewc TSTOOLS2, TsButton2,"Return to Word Book"[Name=rtrn_ebook]
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{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
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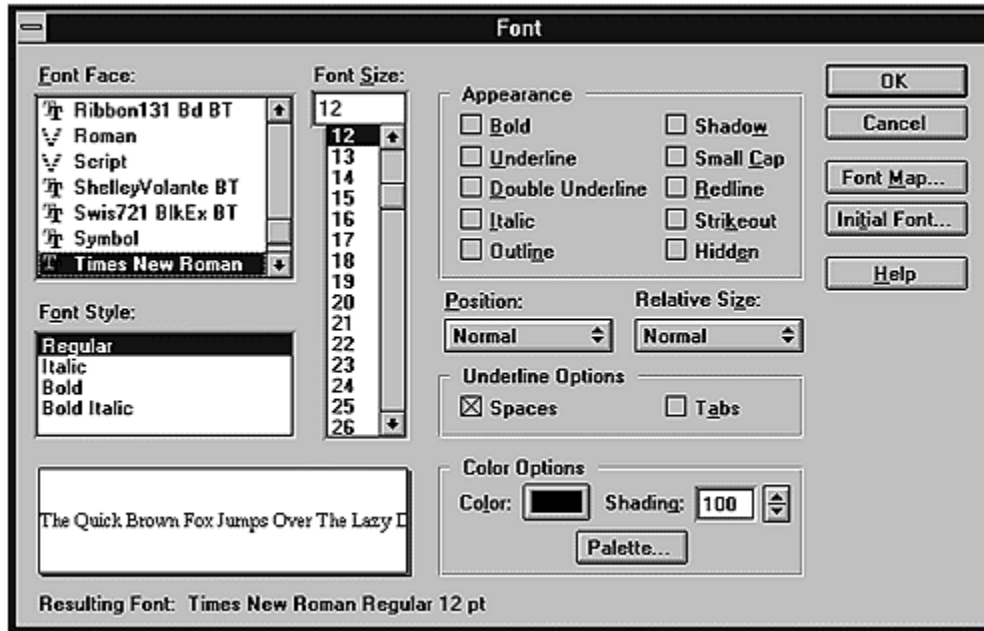
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[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

File	
N ew	Ctrl+N
T emplate...	Ctrl+T
O pen...	Ctrl+O
C lose	Ctrl+F4
<hr/>	
S ave	Ctrl+S
Save A s...	F3
<hr/>	
Q uickFinder...	
M aster D ocument	▶
C ompare Document	▶
D ocument Summary...	
D ocument Info...	
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P references...	
<hr/>	
P rint...	F5
S elect Printer...	
M ail...	
<hr/>	
E xit	Alt+F4

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{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
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{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

The screenshot shows a Microsoft Word window titled "Restore - Restore the document window to its previous size". The menu bar includes "File", "Edit", "View", "Insert", "Layout", "Tools", "Graphics", "Table", "Window", and "Help". The toolbar contains various icons for text, drawing, and formatting. A "Restore" context menu is open, showing options: "Move", "Size", "Minimize", "Maximize", "Close Alt+F4", and "Next".

The document content is a newsletter titled "Coyote News" for August 1993, published for employees of Coyote Productions. It features two main articles:

- Radio Spots Spell Profit!**
The results of the recent radio promotions are in, and may mean our best summer yet! Preliminary returns from our initial eight, 1-minute spots should put this quarter well into the black, and bring us new clients. Full results should be available in time for the September newsletter. Please pass along any
- Last Month's Mailings**
The table below summarizes the results from last month's mailings. As you can see, the "68th Street Group" still isn't doing too well. September's figures will help decide the future of that account.

At the bottom of the newsletter, there are two buttons labeled "Account" and "Returns".

The status bar at the bottom of the Word window shows: "Times New Roman Regular 12 pt (Dutch 801 1 | Col 1 | Select | Pg 1 Ln 2.86" Pos 1"

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Speller - Check for misspelled words, double words, irregular capitalization

File Edit View Insert Layout Tools Graphics Table Window Help

Indent Bullets Date Text Envelope Merge Draw Chart TextArt Figure Text Box QuickFormat Styles

F F F A B I U L 2 L 10 100%

Coyote News

Newsletter for Employees of Coyote Productions August 1993

Radio Spots Spell Profit!

The results of the recent radio promotions are in, and may mean our best summer yet! Preliminary returns from our initial eight, 1-minute spots should put this quarter well into the black, and bring us new clients. Full results should be available in time for the September newsletter. Please pass along any new leads to Mark Hayman in Marketing.

Last Month's Mailings

The table below summarizes the results from last month's mailings. As you can see, the "68th Street Group" still isn't doing too well. September's figures will help decide the future of that account.

Account	Returns
68th Street Group	2%

Last Week To Enter

Times New Roman Regular 12 pt (Dutch 801 1 Col 1 Select Pg 1 Ln 2.86" Pos 1"

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
 [Macro=FocusWindow('main')][Font="Arial"/S12/3-/H25/W200/B2TLBR/ACC/D2]}

Cell A3

File Edit View Insert Layout Tools Graphics Table Window Help

Indent Bullets Date Text Envelope Merge Draw Chart TextArt Figure Text Box QuickFormat Styles

Coyote Productions August 1993

Radio Spots Spell Profit!
 The results of the recent radio promotions are in, and may mean our best summer yet! Preliminary returns from our initial eight, 1-minute spots should put this quarter well into the black, and bring us new clients. Full results should be available in time for the September newsletter. Please pass along any new leads to Mark Hayman in Marketing.

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Account	Returns
68th Street Group	2%

Last Week To Enter Design Contest
 Don't forget to enter the logo design contest for our new clients. The best design gets \$200 and dinner for two at Max's. Submit finished work to Karen by five o'clock Friday.

Happen

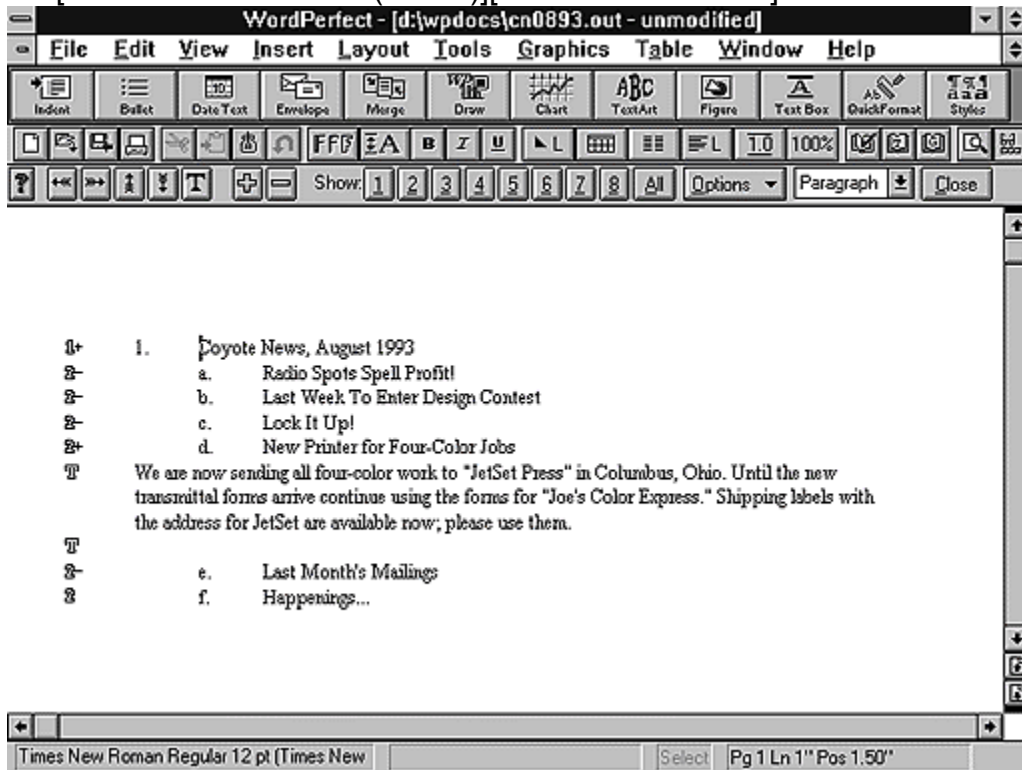
Table: Account (68th Street Group), Returns (2%)

Context menu: Paste, Format..., Number Type..., Lines/Fill..., Insert..., Delete..., Split Cell...

Formula Bar: 5.25"

Times New Roman Regular 12 pt (Dutch 801 1 | Table_A Cell A3

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook][Macro=FocusWindow(' main')][Font="Arial"/S12/3-/H25/W200/B2TLBR/ACC/D2]}

WordPerfect - [d:\wpdocs\cn0893 - unmodified]

File Edit View Insert Layout Tools Graphics Table Window Help

Indent Bullet Date Text Envelope Merge Draw Chart TextArt Figure Text Box QuickFormat Styles

F F F B I U L TO 38%

Coyote News

Published by Coyote News Inc. Coyote News Inc. Coyote News Inc.

State Sports Spill Protest

The state of Missouri is a great state to live in and it has many sports events to offer. The state of Missouri is a great state to live in and it has many sports events to offer. The state of Missouri is a great state to live in and it has many sports events to offer.

Local Sports Mailings

The state of Missouri is a great state to live in and it has many sports events to offer. The state of Missouri is a great state to live in and it has many sports events to offer. The state of Missouri is a great state to live in and it has many sports events to offer.

Category	Amount
State Sports	2%
Local Sports	2%
State Sports	2%
Local Sports	2%

Upcoming Events

The state of Missouri is a great state to live in and it has many sports events to offer. The state of Missouri is a great state to live in and it has many sports events to offer. The state of Missouri is a great state to live in and it has many sports events to offer.

Local Sports

The state of Missouri is a great state to live in and it has many sports events to offer. The state of Missouri is a great state to live in and it has many sports events to offer. The state of Missouri is a great state to live in and it has many sports events to offer.

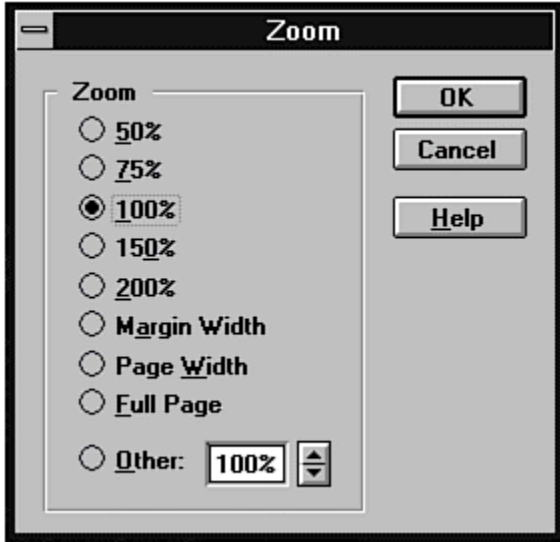
State Sports

The state of Missouri is a great state to live in and it has many sports events to offer. The state of Missouri is a great state to live in and it has many sports events to offer. The state of Missouri is a great state to live in and it has many sports events to offer.

Company Name		
Company Name	Address	Phone
ABC Corp	123 Main St	555-1234
DEF Inc	456 Elm St	555-5678
GHI LLC	789 Oak St	555-9012
JKL Corp	101 Pine St	555-3456
MNO Inc	202 Cedar St	555-7890
PQR LLC	303 Birch St	555-1122
STU Corp	404 Spruce St	555-3344
VWX Inc	505 Fir St	555-5566
YZA LLC	606 Willow St	555-7788
BCD Corp	707 Ash St	555-9900
EFG Inc	808 Hickory St	555-1212
HIJ LLC	909 Walnut St	555-3434
KLM Corp	1010 Chestnut St	555-5656
NOP Inc	1111 Sycamore St	555-7878
QRS LLC	1212 Dogwood St	555-9090
TUV Corp	1313 Magnolia St	555-1212
WXY Inc	1414 Tulip St	555-3434
ZAB LLC	1515 Rose St	555-5656
CCD Corp	1616 Iris St	555-7878
EEF Inc	1717 Dandelion St	555-9090
GGH LLC	1818 Poppy St	555-1212
IIJ Corp	1919 Sunflower St	555-3434
KKL Inc	2020 Lavender St	555-5656
LLM LLC	2121 Zinnia St	555-7878
NNP Corp	2222 Marigold St	555-9090
OOQ Inc	2323 Petunia St	555-1212
PPR LLC	2424 Geranium St	555-3434
QQS Corp	2525 Fuchsia St	555-5656
RRT Inc	2626 Hydrangea St	555-7878
SSU LLC	2727 Impatiens St	555-9090
TTV Corp	2828 Lobelia St	555-1212
UUW Inc	2929 Nasturtium St	555-3434
VVX LLC	3030 Petaluma St	555-5656
WWY Corp	3131 Salvia St	555-7878
XXZ Inc	3232 Verbena St	555-9090
YYA LLC	3333 Yarrow St	555-1212
ZZB Corp	3434 Zinnia St	555-3434

Times New Roman Regular 48 pt (Dutch 801 4 | Insert | Select Pg 1 Ln 1.04" Pos 1"

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[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Coyote News

Newsletter for Employees of Coyote Productions August 1993

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Last Week To Enter Design Contest

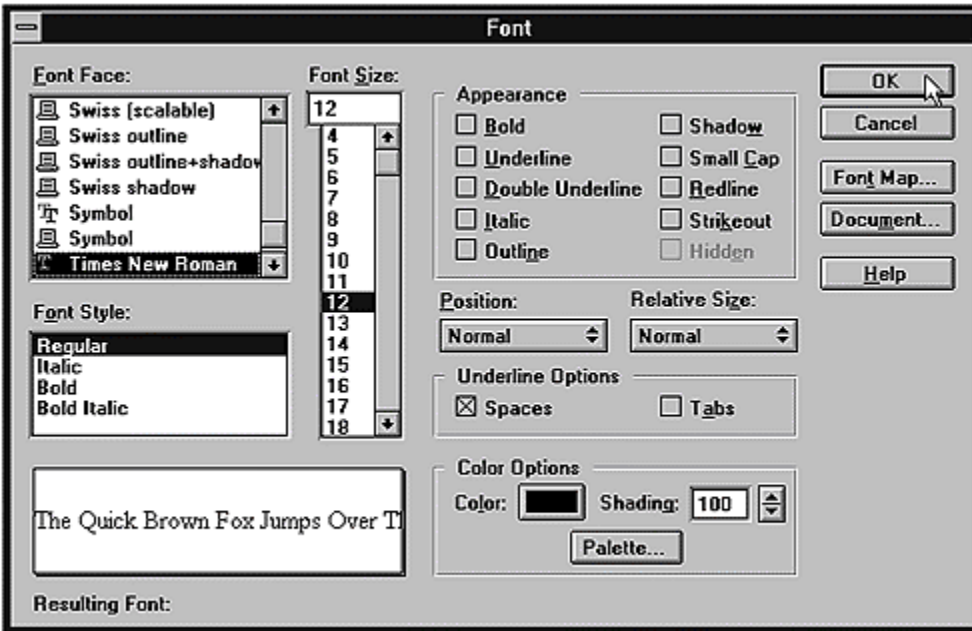
Don't forget to enter the logo design contest for our new clients. The best design gets \$200 and dinner for two at Max's. Submit finished work to Karen by five o'clock Friday.

Last Month's Mailings

The table below summarizes the results from last month's mailings. As you can see, the "68th Street Group" still isn't doing too well. September's figures will help decide the future of that account.

Account	Returns
68th Street Group	2%
Fire's Furnishings	5%
Tune a Fish	4%
CompuMate	3%

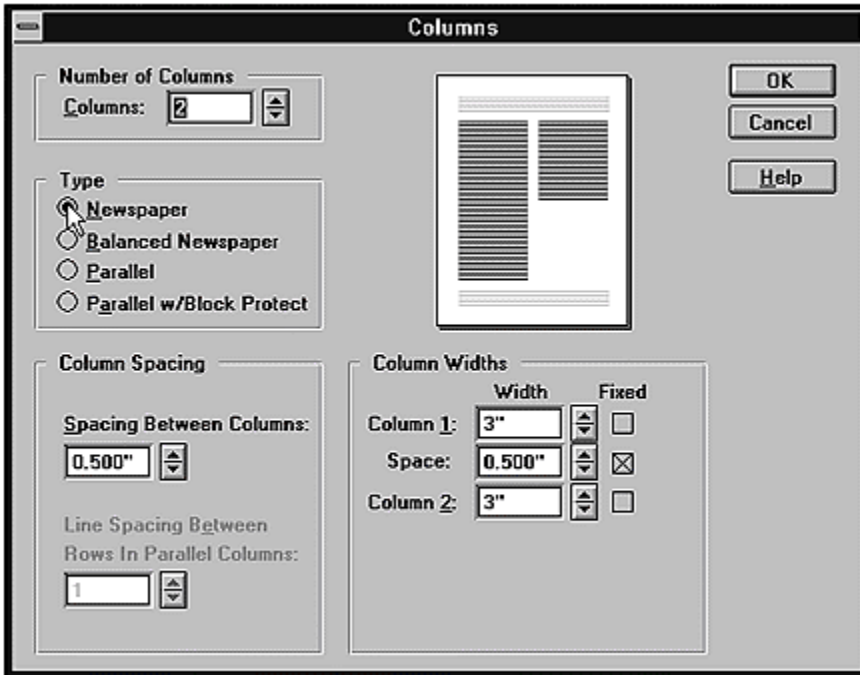
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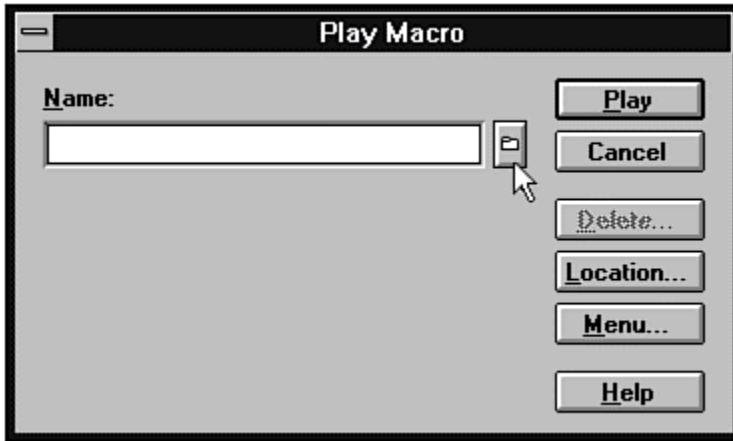
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[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Find and Replace Text	
Type	Match
Replace	Direction
Options	
Find:	<input type="text"/>
	<input type="button" value="Find"/>
	<input type="button" value="Replace"/>
	<input type="button" value="Replace All"/>
Replace With:	<input type="text"/>
	<input type="button" value="Close"/>
	<input type="button" value="Help"/>

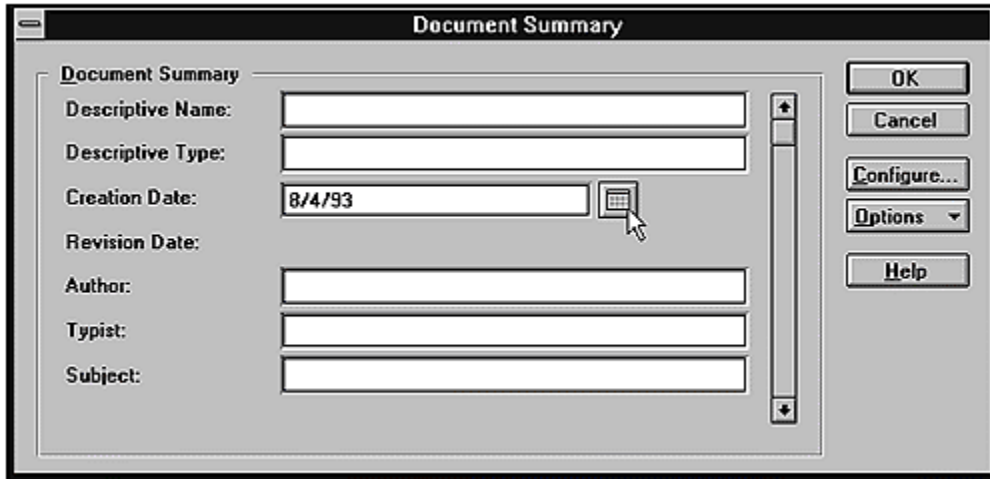
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



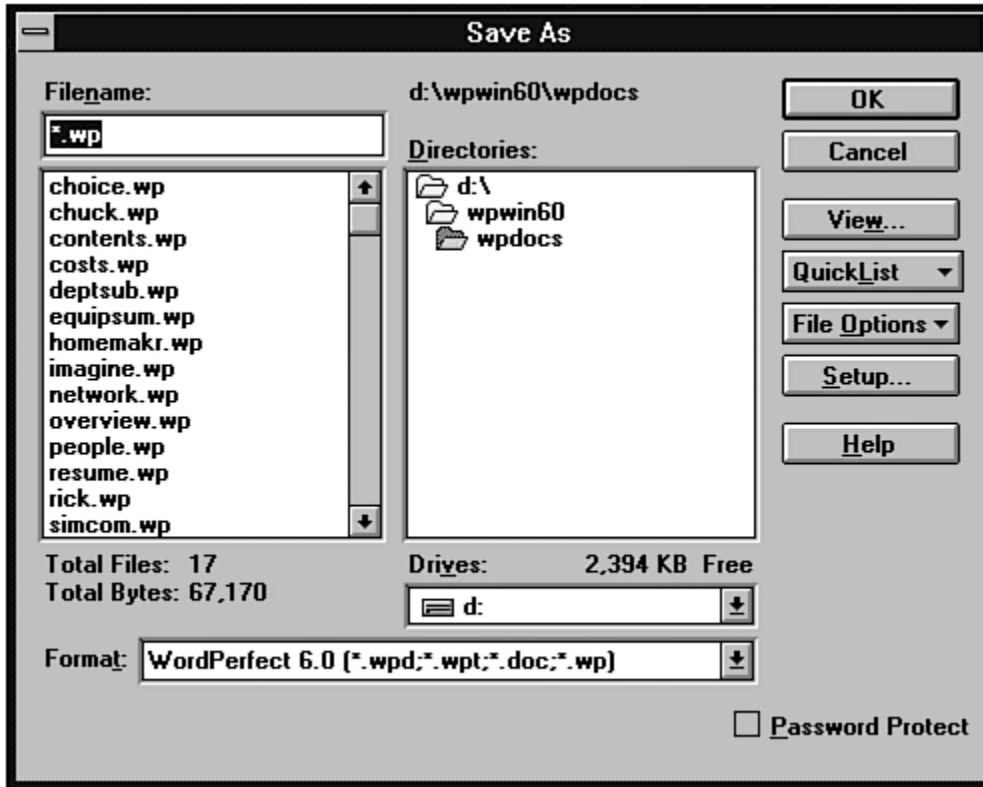
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



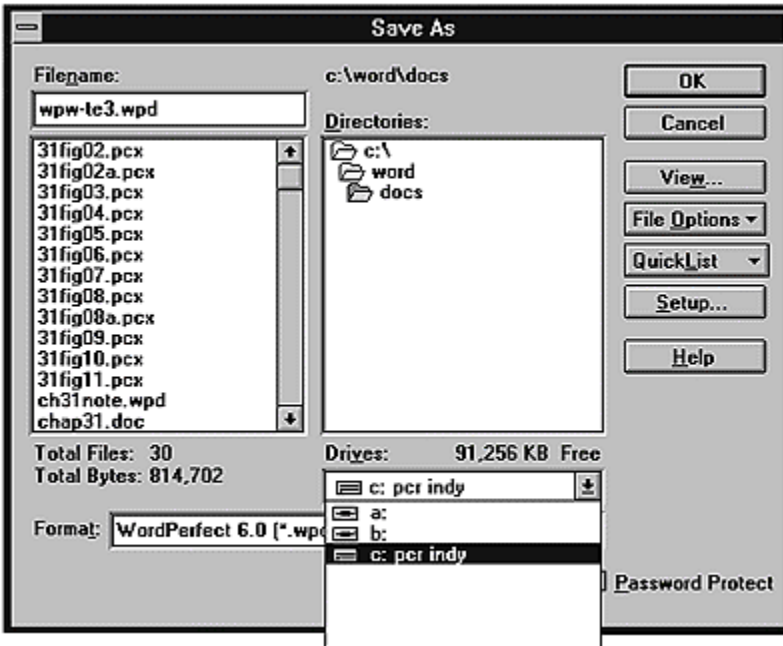
The image shows a 'Document Summary' dialog box with the following fields and controls:

- Document Summary** (Section Header)
- Descriptive Name:** [Empty text box]
- Descriptive Type:** [Empty text box]
- Creation Date:** [8/4/93] [Calendar icon]
- Revision Date:** [Empty text box]
- Author:** [Empty text box]
- Typist:** [Empty text box]
- Subject:** [Empty text box]
- Buttons:** OK, Cancel, Configure..., Options (dropdown), Help

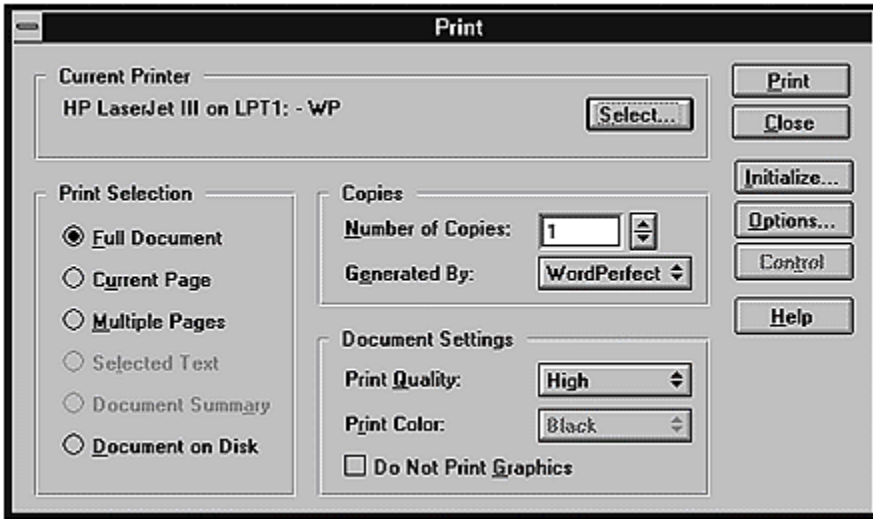
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



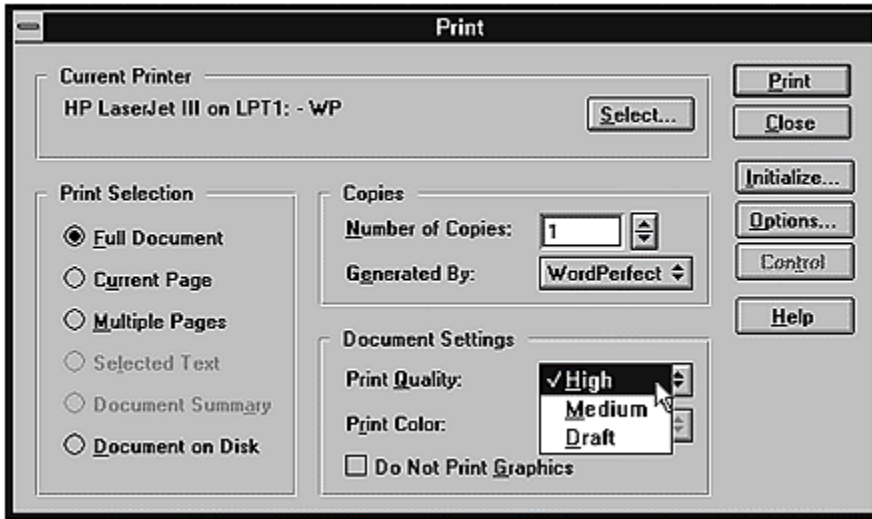
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



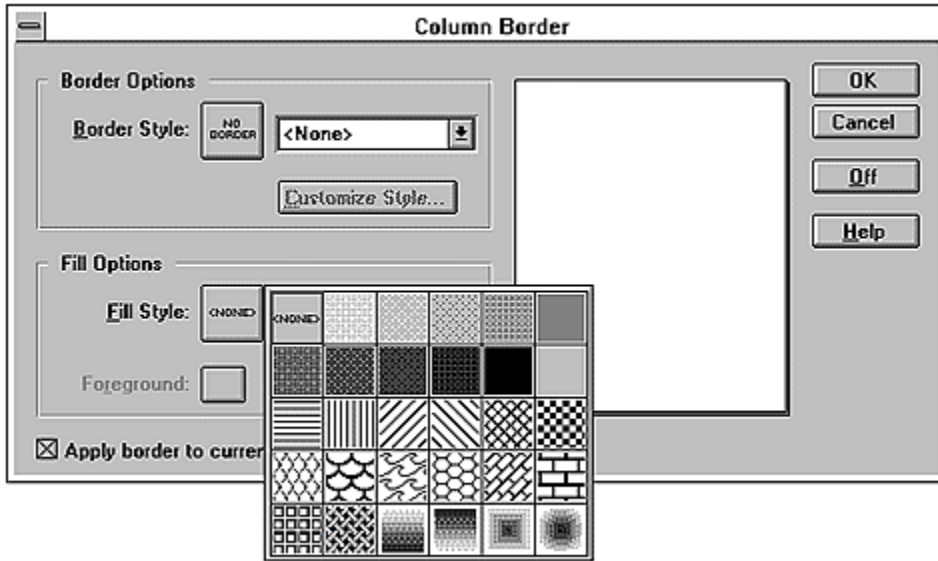
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



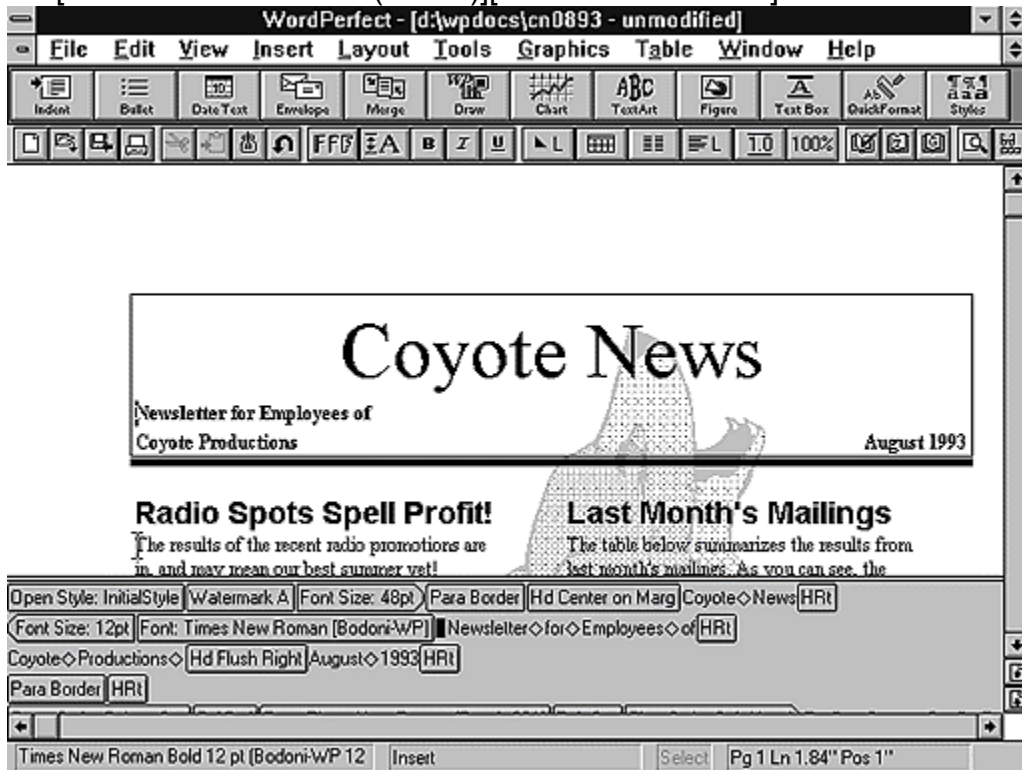
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



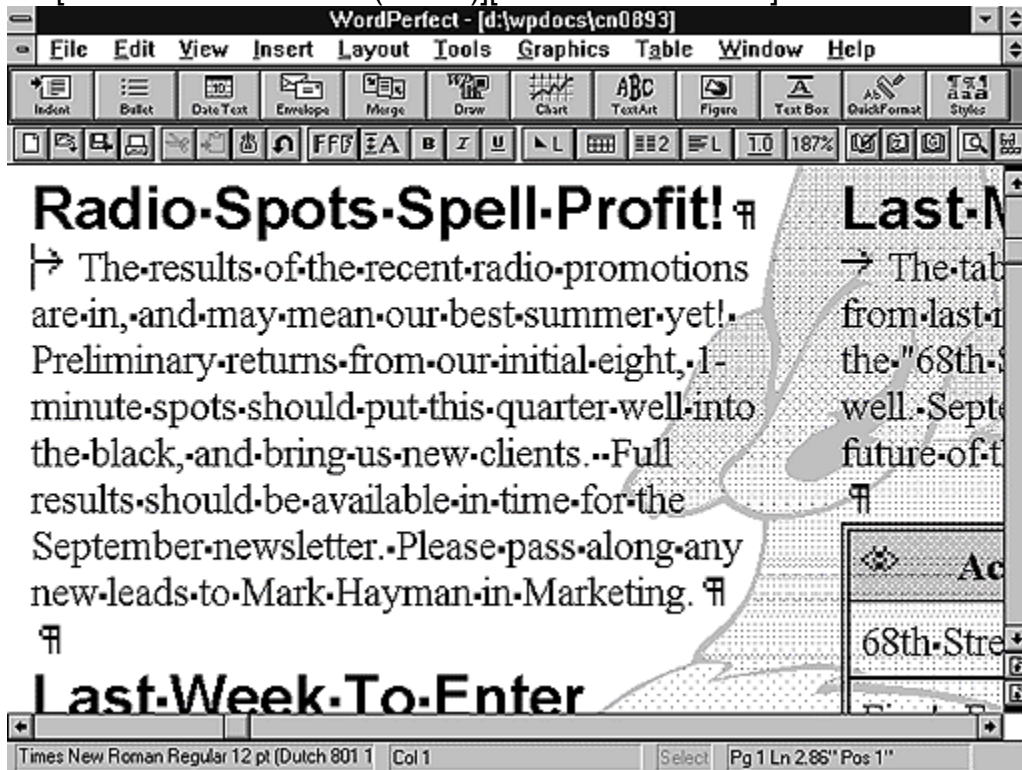
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

The screenshot shows the WordPerfect 6.0 application window. The title bar reads "WordPerfect". The menu bar includes "File", "Edit", "View", "Insert", "Layout", "Tools", "Graphics", "Table", "Window", and "Help". The toolbar contains various icons for text and layout editing. Two windows are open:

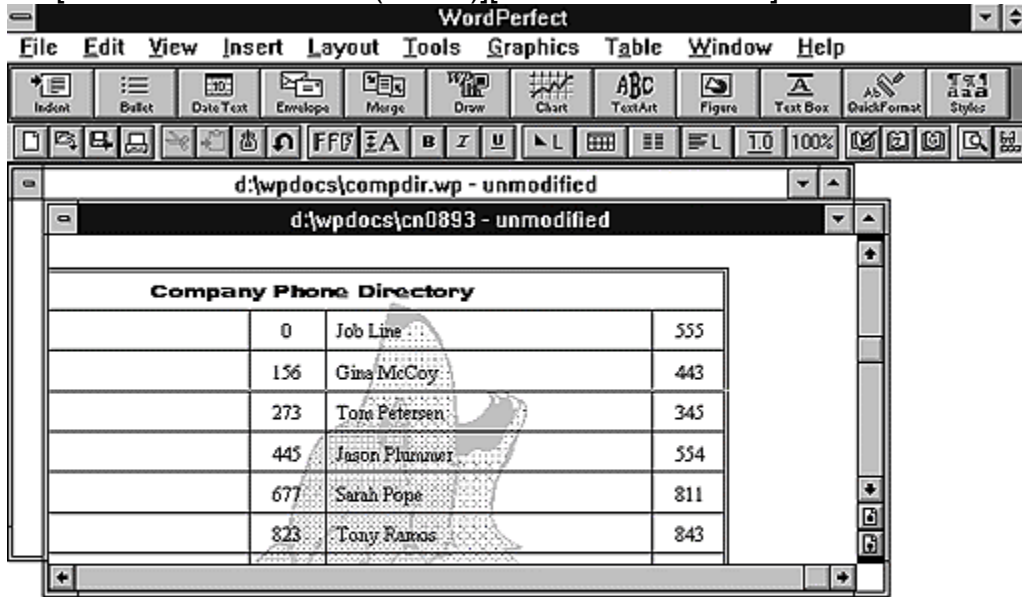
- The top window, titled "d:\wpdocs\compdir.wp - unmodified", contains a table titled "Company Directory":

Company Directory		
Melissa Abbot	Marketing	156
Mary Adams	Sales	273
Jon Amos	Human Resources	445
- The bottom window, titled "d:\wpdocs\cn0893", contains a table titled "Company Phone Directory":

Company Phone Directory			
Receptionist	0	Job Line	555
Melissa Abbot	156	Gina McCoy	443

The status bar at the bottom indicates "Times New Roman Regular 12 pt (Times New)", "TABLE A Cell A2", "Select", and "Pg 1 Ln 1.41" Pos 2.06"

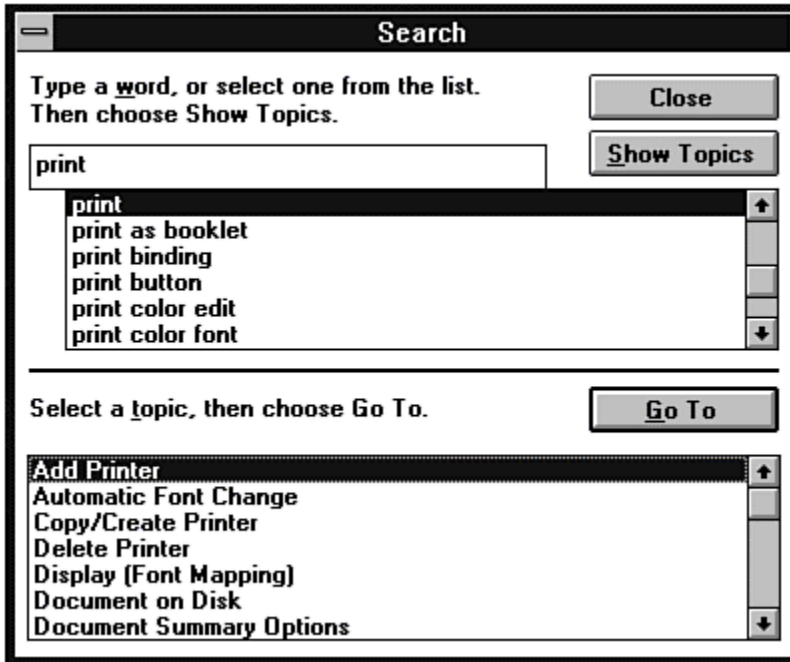
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}




{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



Purpose

Use the Button Bar Editor to create and edit Button Bars.

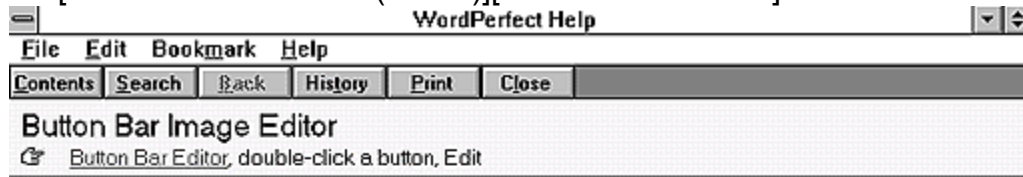
Steps

- 1 Open the Button Bar Editor. 
- 2 Select Activate a Feature, select a category and feature, then choose Add Button.
or... Select Play a Keyboard Script, type the keystrokes the button will play, then choose Add Script.
or... Select Launch a Program, choose Select File, specify the *.exe file you want to run, then choose OK.
or... Select Play a Macro, choose Add Macro, then specify the location, path, and filename of the macro.
- 3 To move a button, drag it on the Button Bar.
- 4 To delete a button, drag it off the Button Bar.
- 5 Choose OK and Close until you return to your document.

See Also

[Button Bar Customize](#)
[Button Bar Image Editor](#)

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



Purpose

Use the Button Bar Image Editor to change the graphic on a button.

Steps

- 1 Open the Button Bar Editor.
- 2 Double-click the button you want, then choose Edit.
- 3 Select Draw to change the graphic one small square at a time.
or... Select Fill to change areas of one color to another color.

- 4 Choose any of the following:

Copy
Paste
Undo
Clear

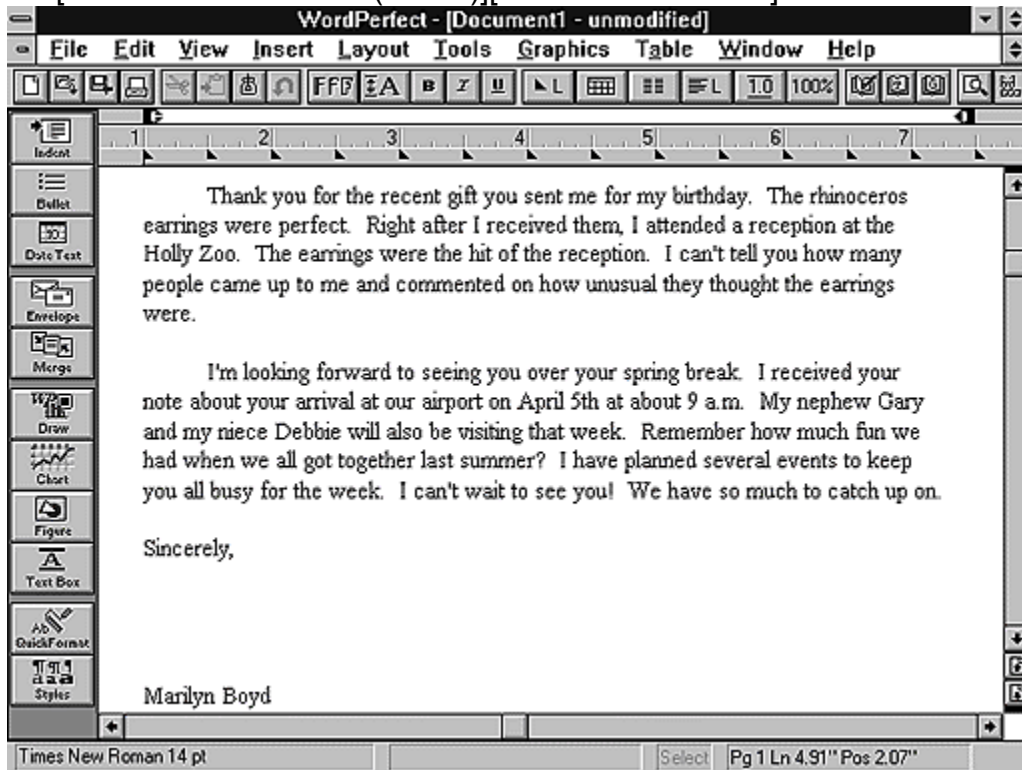
Hint
The colors you can select with each mouse button appear in the Colors group box.

- 5 Choose OK and Close until you return to your document.

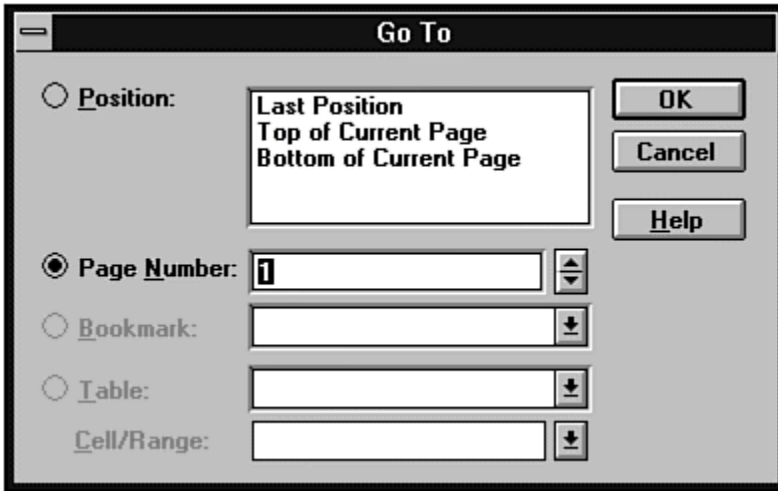
See Also

[Button Bar Customize](#)
[Button Bar Editor](#)

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

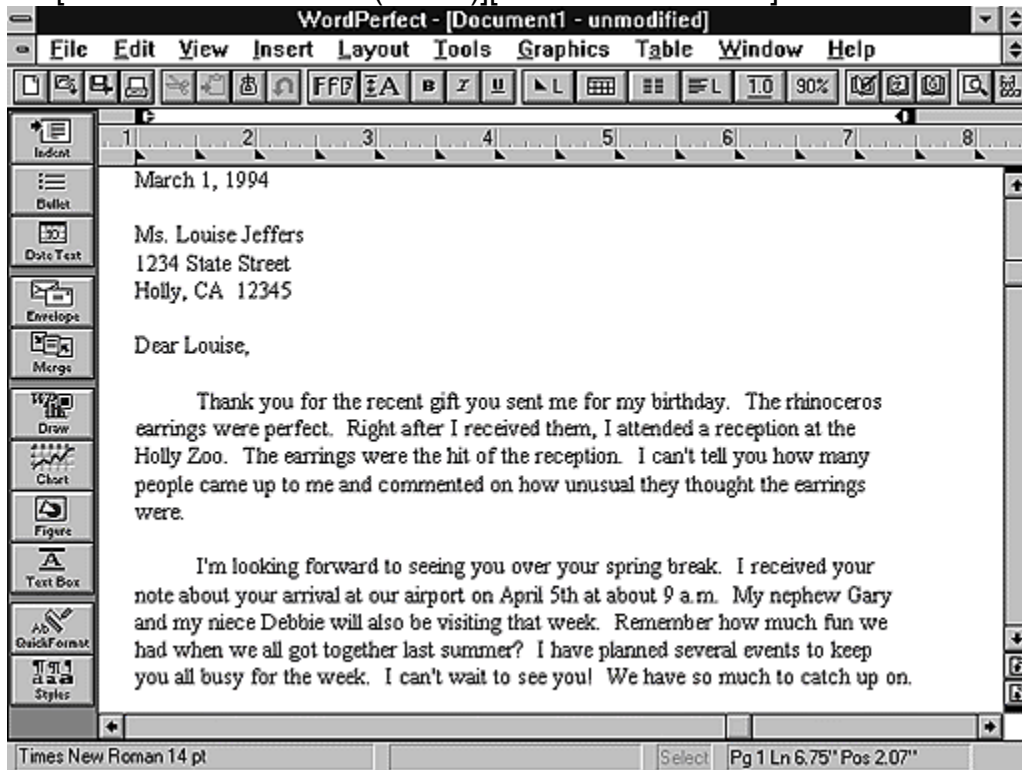


{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

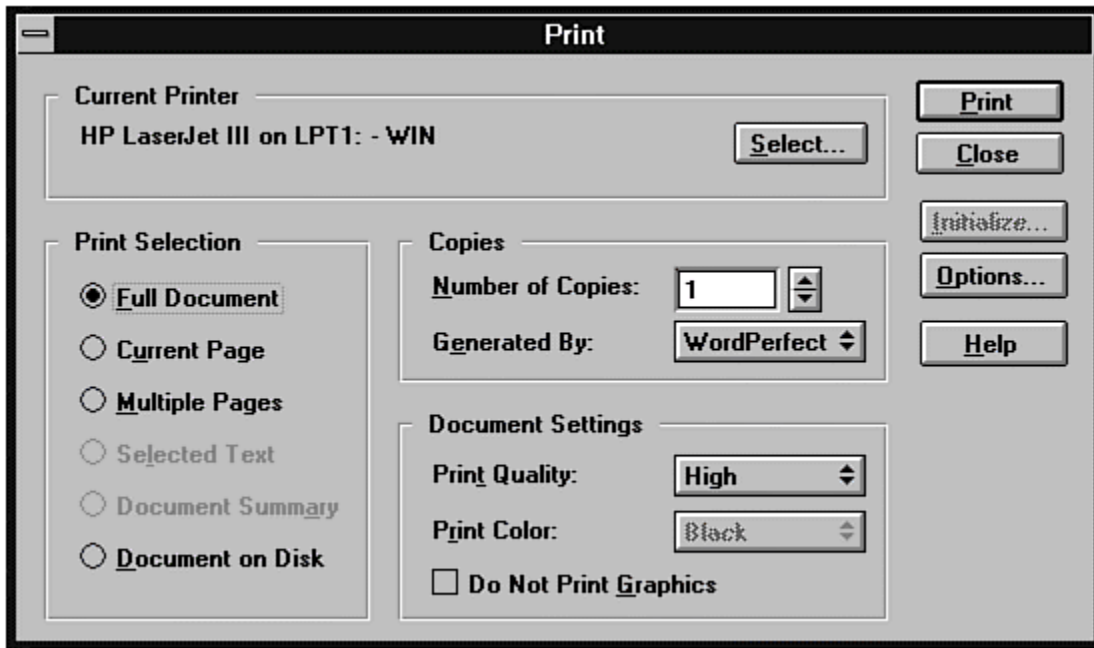


The image shows a 'Go To' dialog box with a title bar containing a minus sign and the text 'Go To'. The dialog has a light gray background and a dark border. On the left side, there are four radio buttons: 'Position:', 'Page Number:', 'Bookmark:', and 'Table:'. The 'Page Number:' radio button is selected. To the right of these radio buttons are several input fields: a list box for 'Position' containing 'Last Position', 'Top of Current Page', and 'Bottom of Current Page'; a text box for 'Page Number' containing the number '1'; and three empty text boxes for 'Bookmark:', 'Table:', and 'Cell/Range:'. Each of these three text boxes has a small downward-pointing arrow icon to its right. On the right side of the dialog, there are three buttons: 'OK', 'Cancel', and 'Help'.

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

March 1, 1994

Ms. Louise Jeffers
1234 State Street
Holly, CA 12345

Dear Louise,

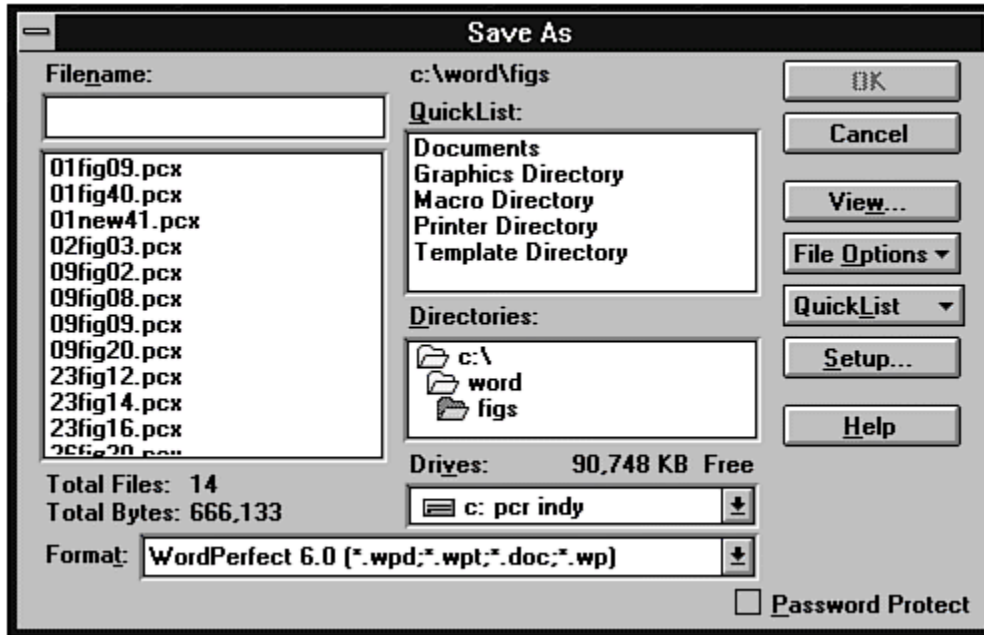
Thank you for the recent gift you sent me for my birthday. The rhinoceros earrings were perfect. Right after I received them, I attended a reception at the Holly Zoo. The earrings were the hit of the reception. I can't tell you how many people came up to me and commented on how unusual they thought the earrings were.

I'm looking forward to seeing you over your spring break. I received your note about your arrival at our airport on April 5th at about 9 a.m. My nephew Gary and my niece Debbie will also be visiting that week. Remember how much fun we had when we all got together last summer? I have planned several events to keep you all busy for the week. Don't forget to bring your bathing suit. I can't wait to see you! We have so much to catch up on.

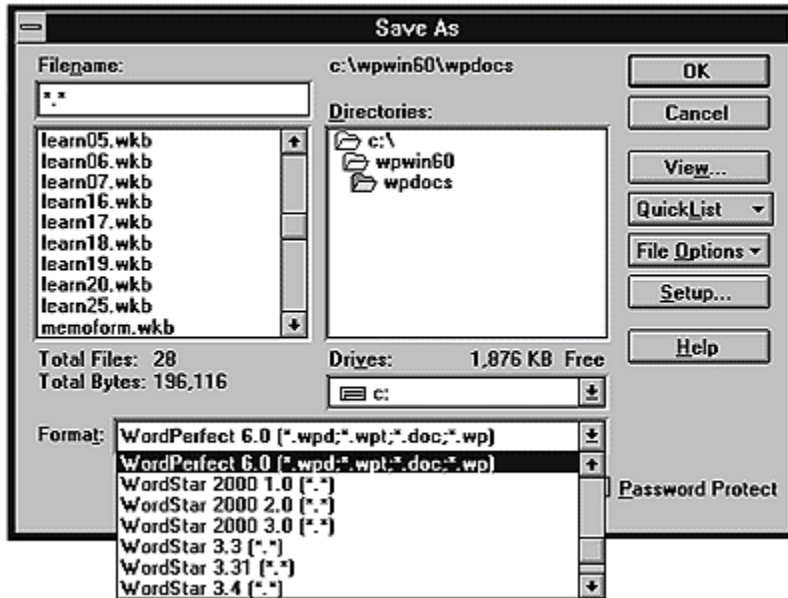
Sincerely,

Marilyn Boyd

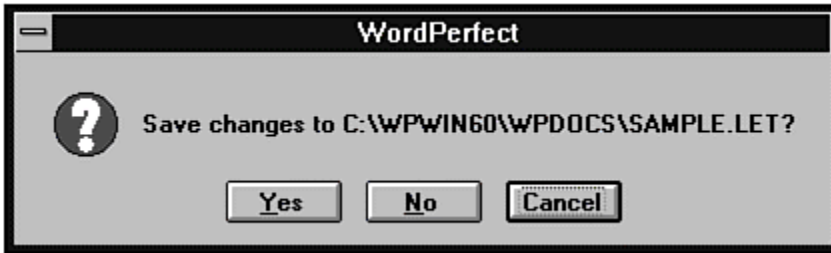
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[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



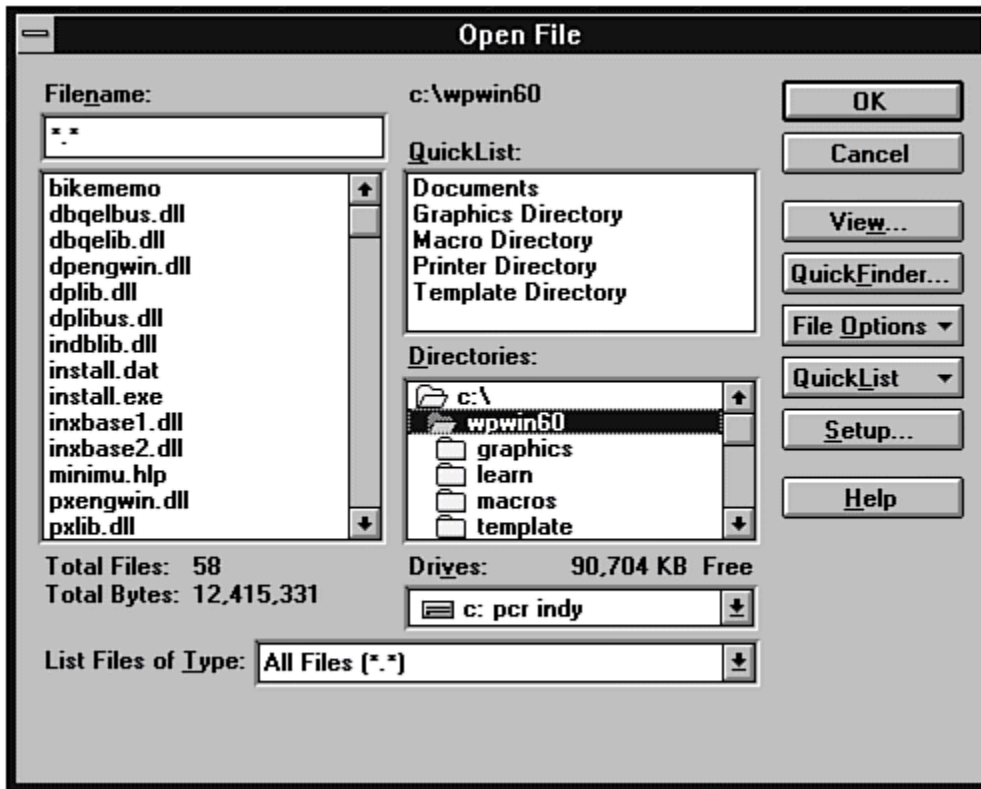
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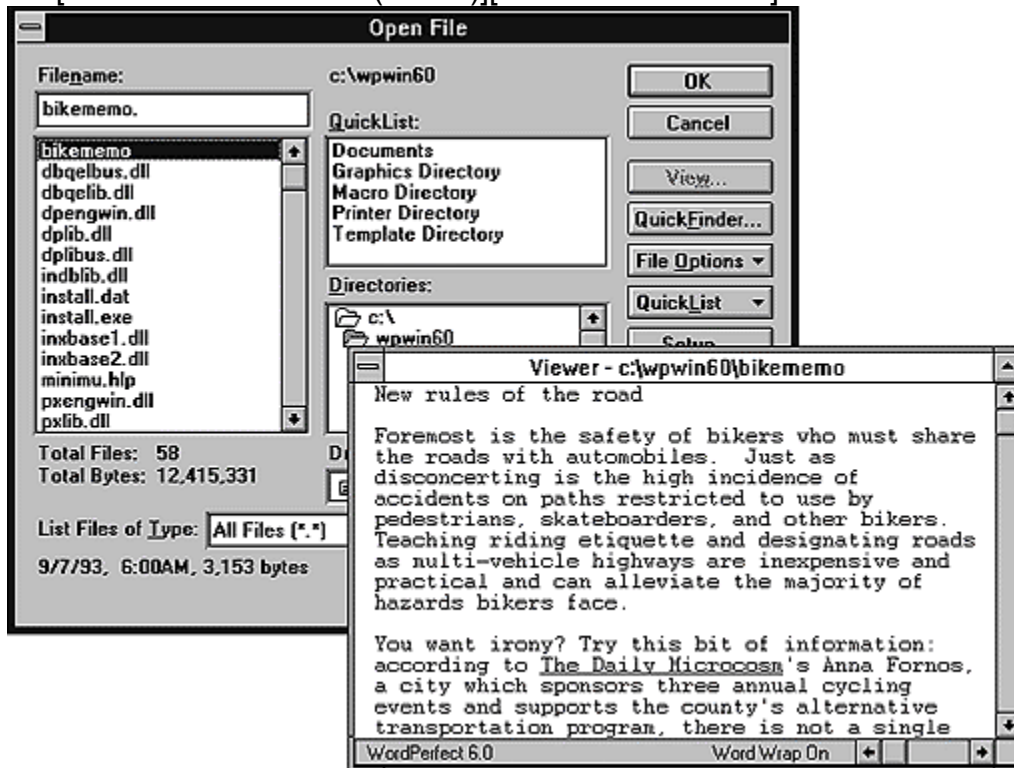
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



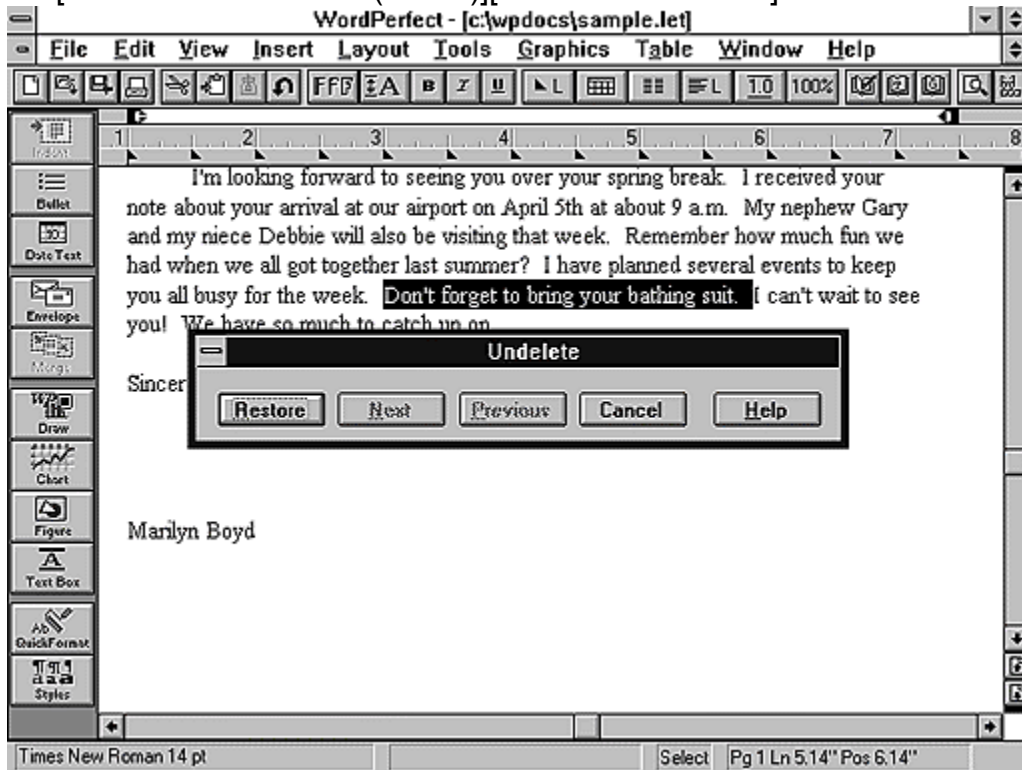
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
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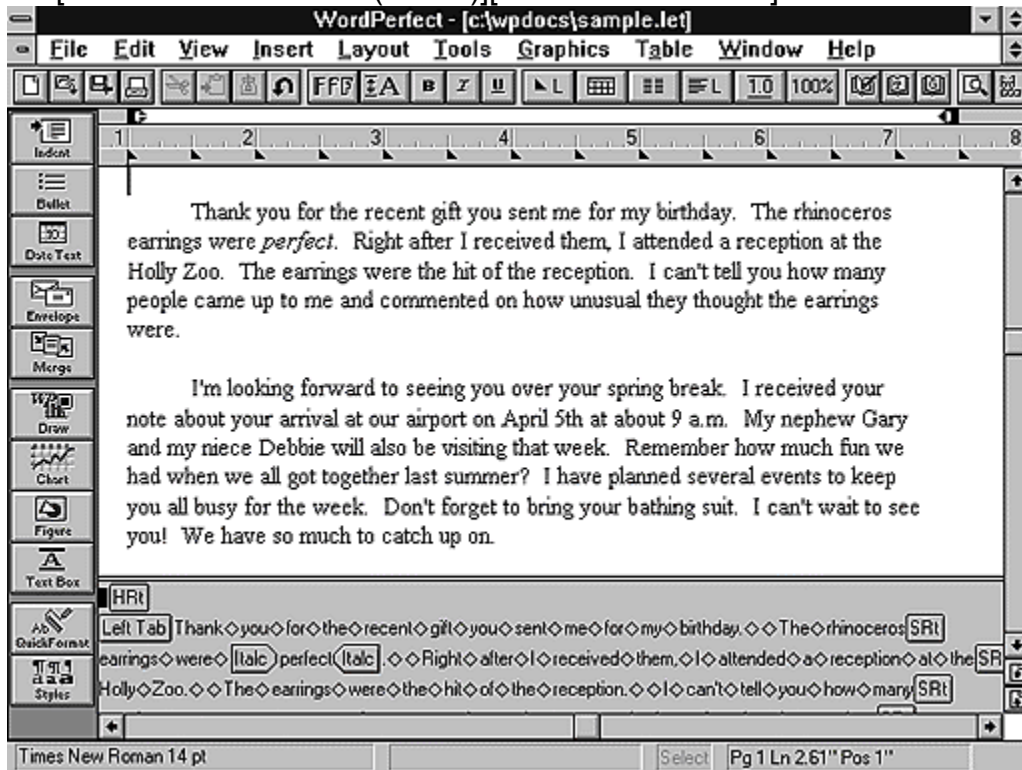
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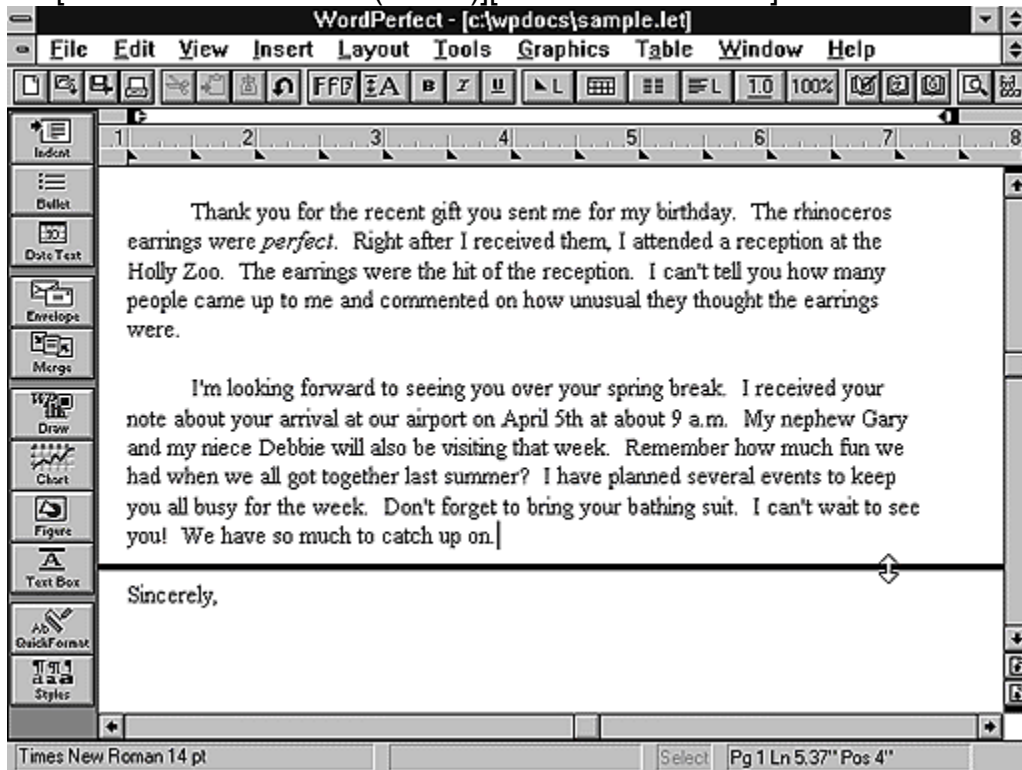
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[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



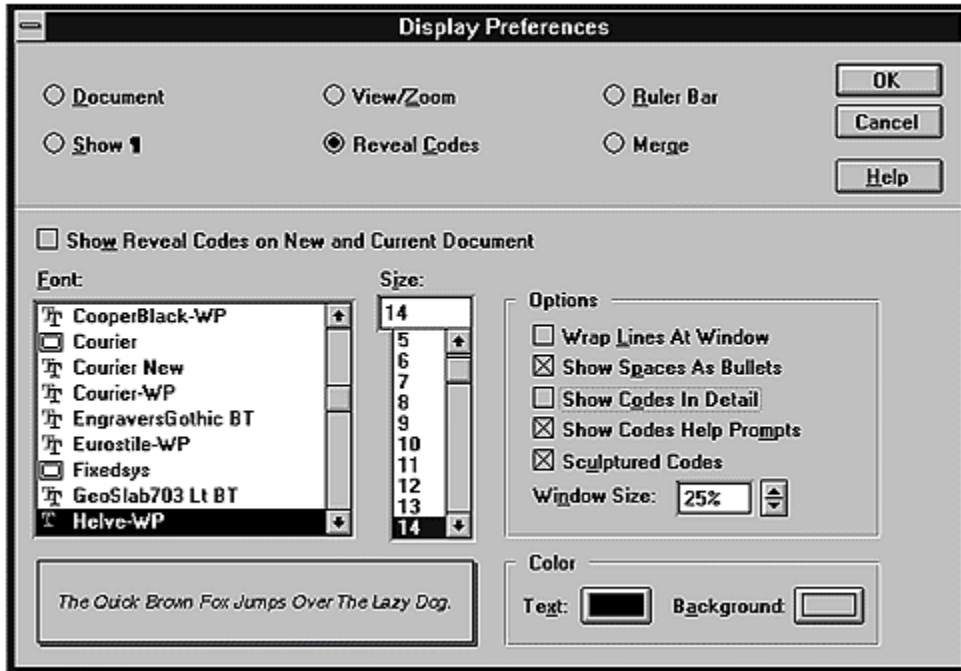
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
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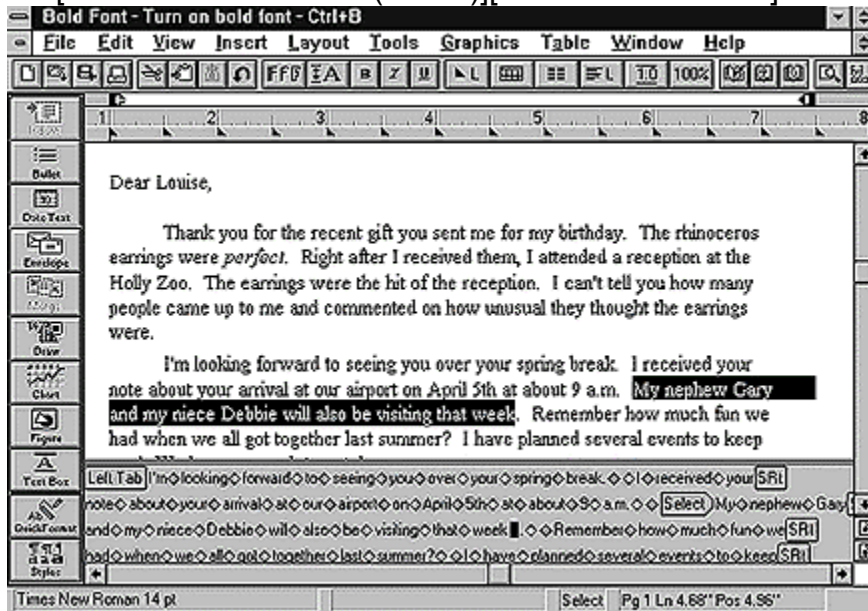
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[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



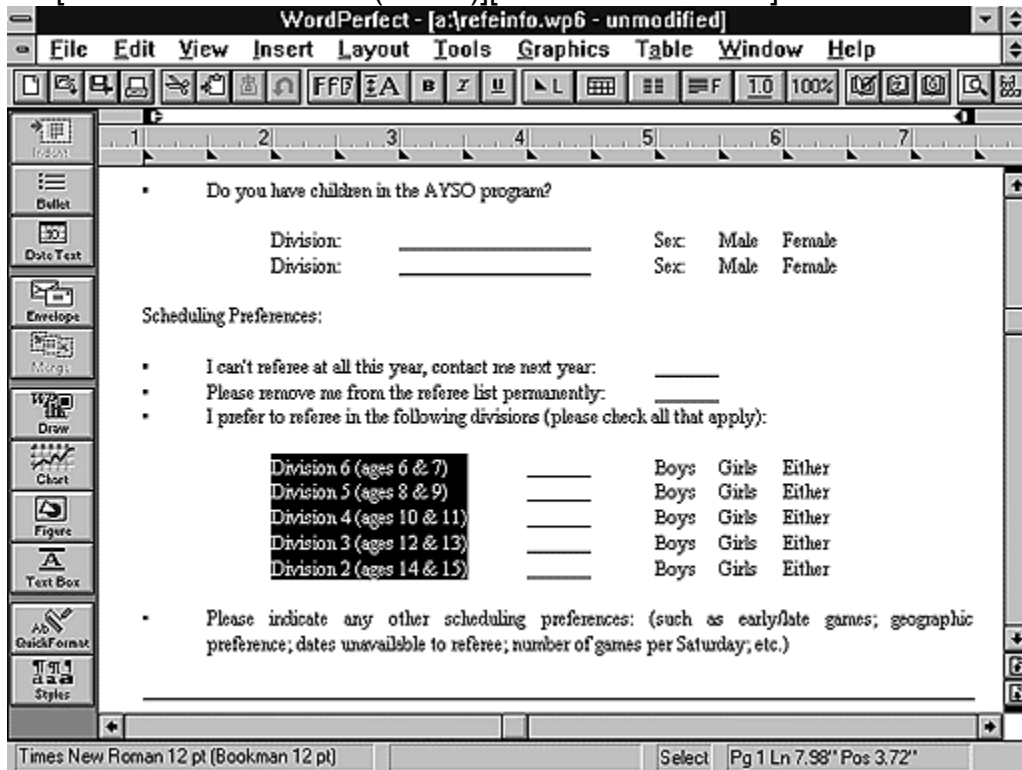
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{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-/H25/W200/B2TLBR/ACC/D2]}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
 [Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

The image shows a 'Find Text' dialog box with a dark title bar. Below the title bar is a menu bar with the following items: **F**ind, **M**atch, **A**ction, and **O**ptions. The main area of the dialog is light gray and contains a 'Find:' label followed by a text input field. To the right of the input field are four buttons: 'Find Next', 'Find Prev', 'Close', and 'Help'.

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Find and Replace Text

Type Match Replace Direction Options

Find:

Replace With:

Find

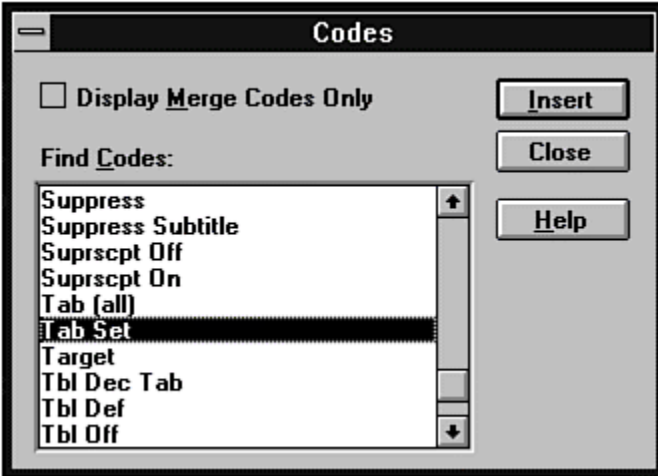
Replace

Replace All

Close

Help

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Type	Match	Action	Options
Find Left Margin			<input type="button" value="Find Next"/>
Find: 1.50" <input type="button" value="▲"/>			<input type="button" value="Find Prev"/>
			<input type="button" value="Close"/>
			<input type="button" value="Help"/>

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Find and Replace Left Margin

Type Match Replace Direction Options

Find and Replace Left Margin

Find: 2" ▲▼

Replace With: 3" ▲▼

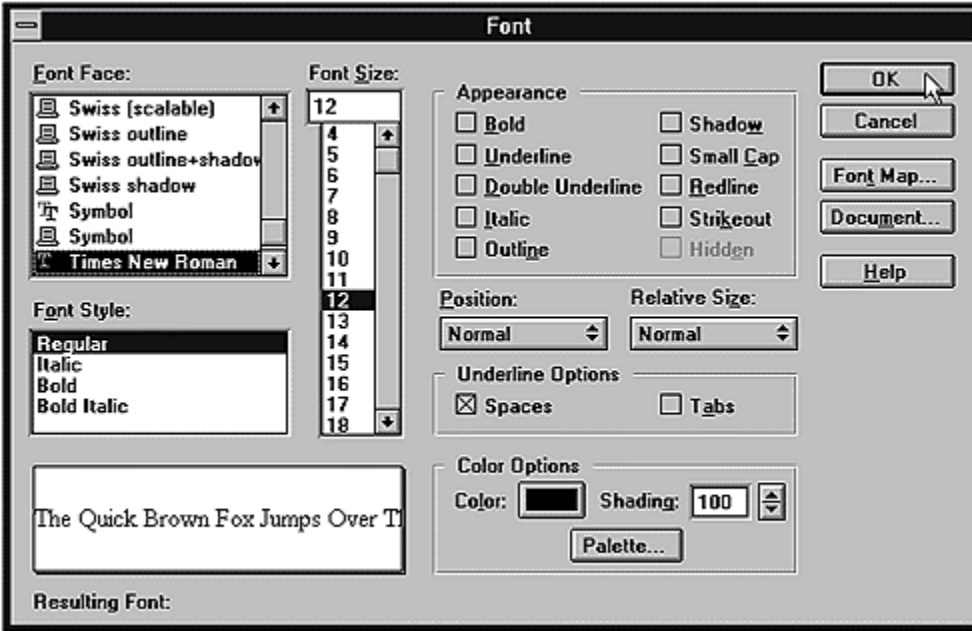
Replace with Nothing

Find
Replace
Replace All
Close
Help


{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



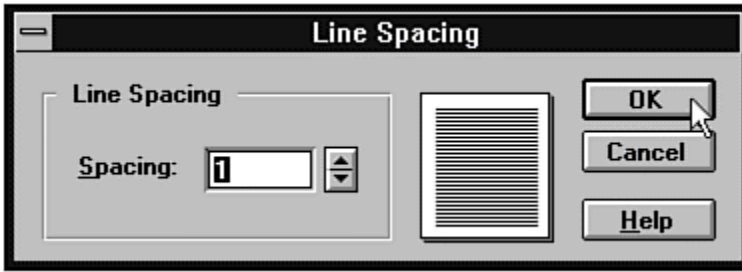
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Layout	
F ont... F9	
L ine	T ab Set... 
P aragraph	H eight...
P age	S pacing...
D ocument	N umbering...
C olumns	H yphenation...
H header/footer...	C enter Shift+F7
W atermark...	F lush Right Alt+F7
M argins... Ctrl+F8	O ther Codes...
J ustification ▶	
T ypesetting ▶	
E nvelope...	
L abels...	
Q uick Format	
S tyles... Alt+F8	

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Layout	
F ont... F9	
L ine ▶	
P aragraph	F ormat...
P age	B order/Fill...
D ocument	I ndent F7
C olumns	H anging Indent Ctrl+F7
H ader/Footer...	D ouble Indent Ctrl+Shift+F7
W atermark...	B ack T ab
M argins... Ctrl+F8	
J ustification ▶	
T ypesetting ▶	
E nvelope...	
L abels...	
Q uickFormat	
S tyles... Alt+F8	

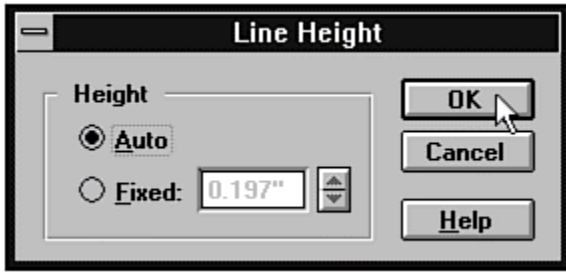
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



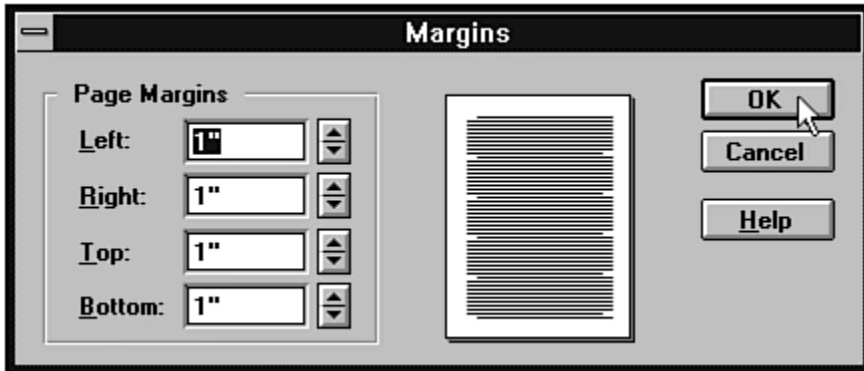
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[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

WordPerfect's default automatic line height works very well under normal circumstances. Since the automatic height is based on the **largest** point size on a line, however, it will vary if you use multiple sizes of type; you will get some interesting-looking results if you change type sizes within a paragraph for **em-phasis**, or use different type sizes for different entries in a list

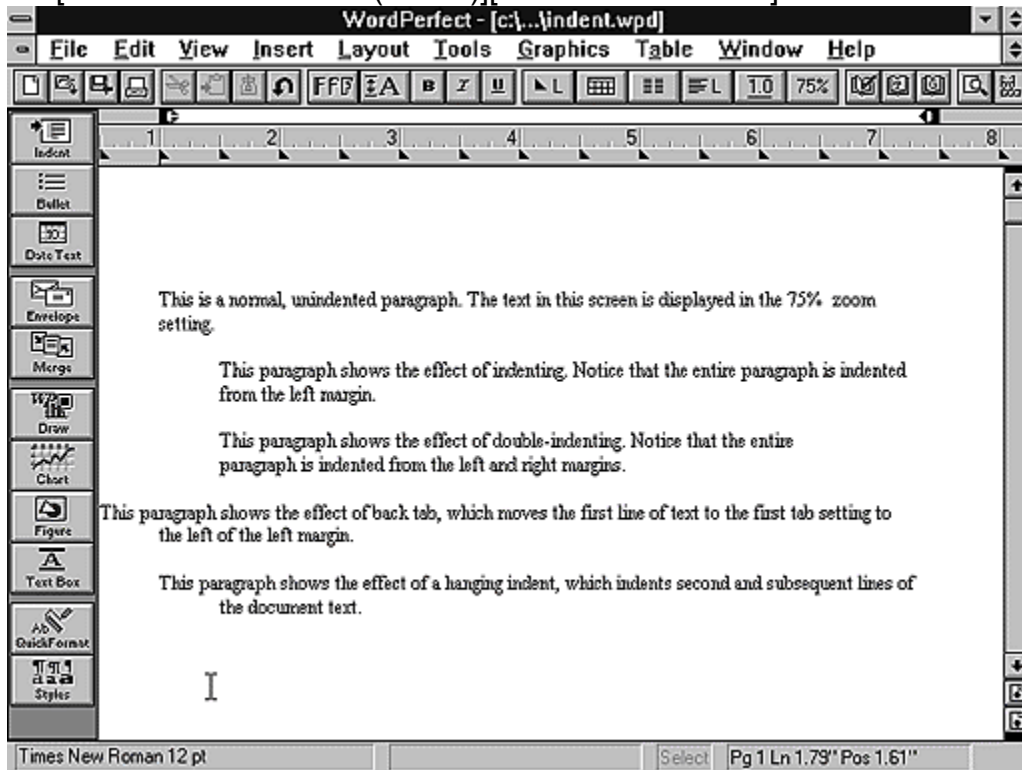
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[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



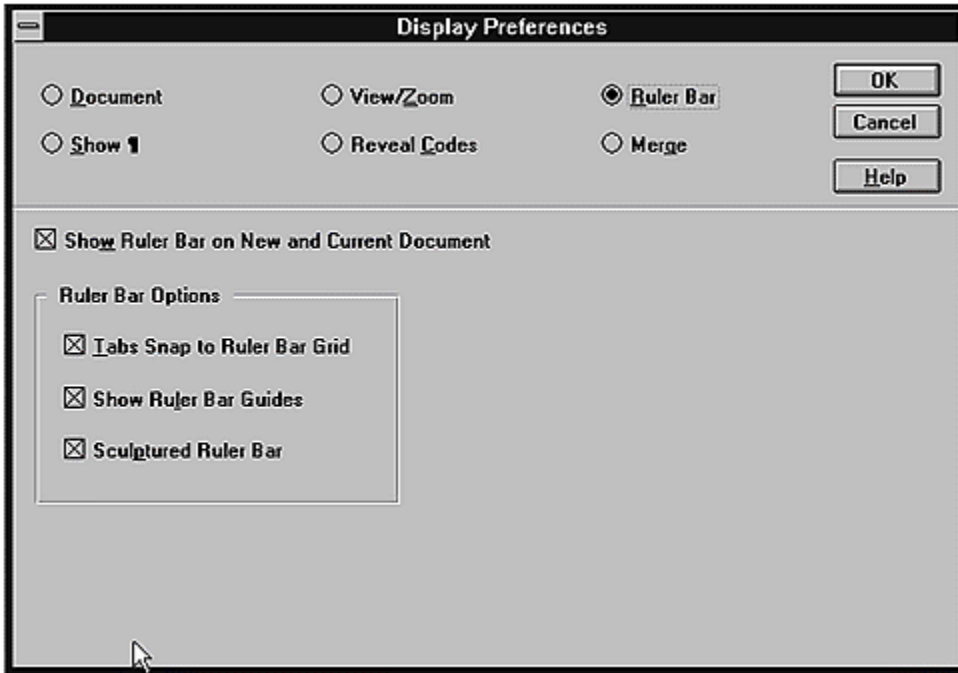
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Tab Set

Settings

Type: Left

Position: 0"

Repeat Every: 0.500"

Position From

Left Margin (Relative) Left Edge of Paper (Absolute)

Dot Leader Options

Dot Leader Character: .

Spaces Between Characters: 1

Align Character

Character: .

OK
Cancel
Set
Clear
Clear All
Default
Help

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Other Codes

Hard Tab Codes:

- Left [Hd Left Tab]
- Center [Hd Center Tab]
- Right [Hd Right Tab]
- Decimal [Hd Dec Tab]

Hard Tab Codes with Dot Leaders:

- Left [...Hd Left Tab]
- Center [...Hd Center Tab]
- Right [...Hd Right Tab]
- Decimal [...Hd Dec Tab]

Hyphenation Codes:

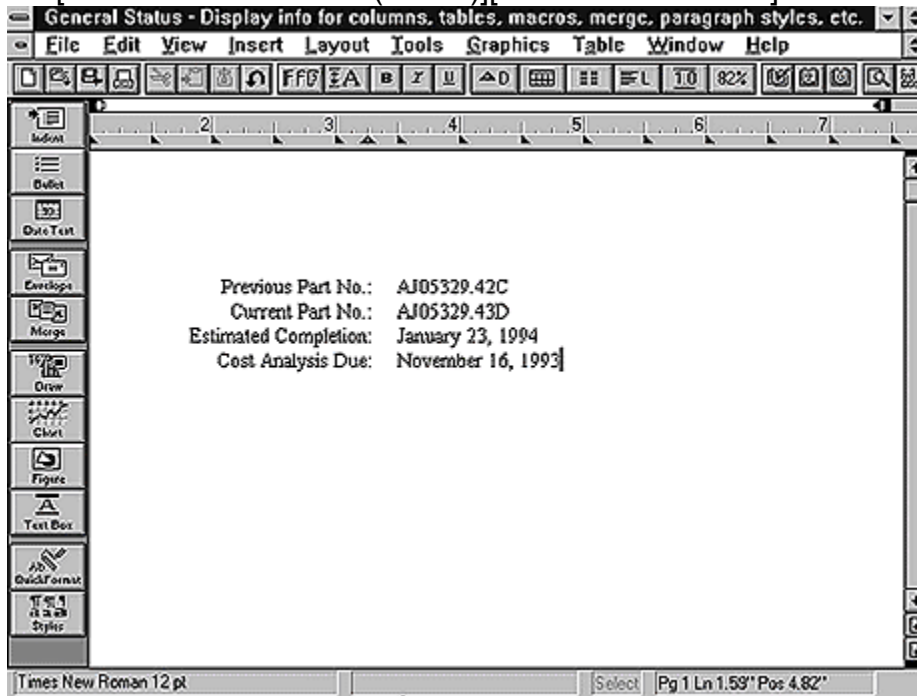
- Hyphen [- Hyphen]
- Hyphen Character -
- Soft Hyphen [- Soft Hyphen]
- Hyphenation Soft Return [HyphSRT]
- Cancel Hyphenation of Word [Cancel Hyph]

Other Codes:

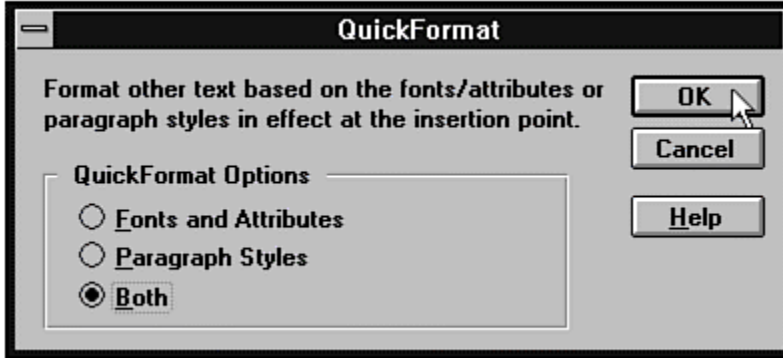
- Hard Space [HSpace]
- End Centering/Alignment [end Cntr/Align]

Buttons: Insert, Cancel, Help

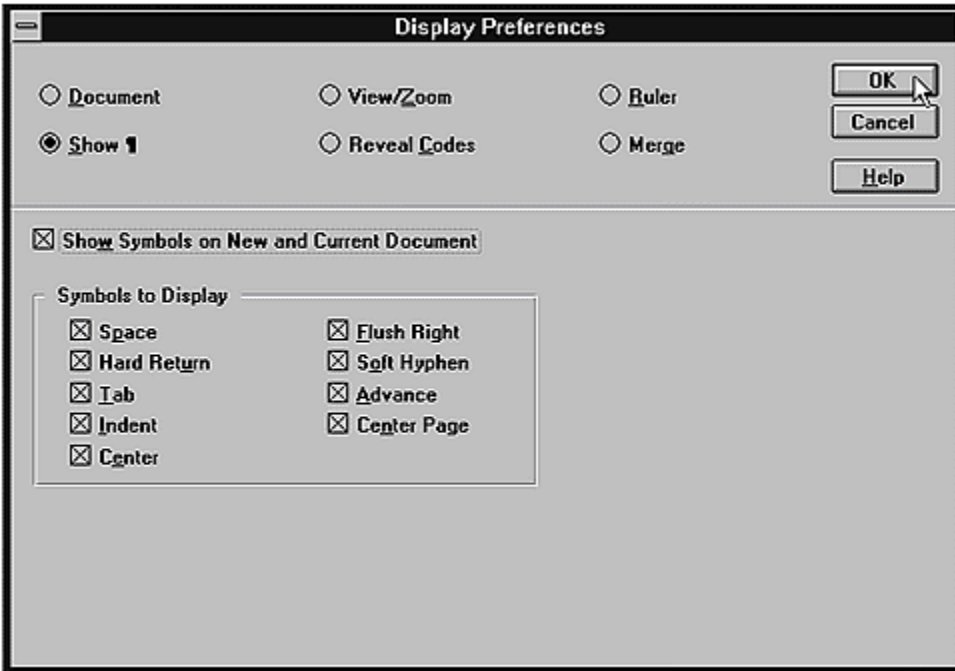
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

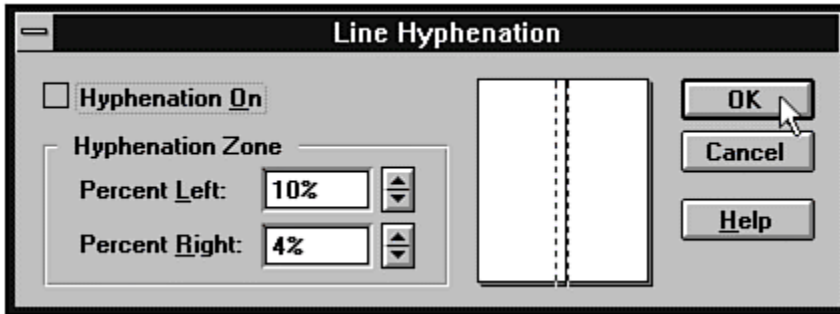
Full justification is the default in WordPerfect; it adjusts the text's word and letter spacing to produce smooth margins on both the left and the right, for a relatively formal look. This is sometimes referred to as "Flush left and right." Full justification is applied by selecting **Layout, Justification, Full**.

Left justification, often regarded as more easily read but less formal than full justification, aligns text smoothly along the left margin but leaves the right margin uneven while maintaining normal word and letter spacing. This is sometimes referred to as "Flush left, ragged right." This book is typeset left-justified. Left justification is applied by selecting **Layout, Justification, Left**.

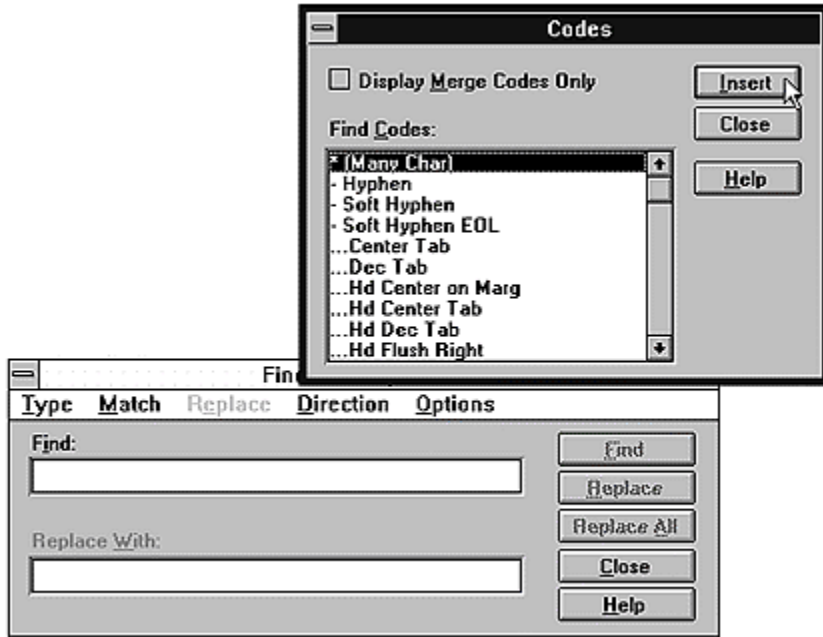
Right justification is, as one would expect, just the opposite of left justification: text is smoothly aligned along the right margin and is uneven along the left margin, again maintaining normal word and letter spacing. This is sometimes referred to as "Ragged left, flush right." Right justification is applied by selecting **Layout, Justification, Right**.

Center justification centers each line between the left and right margins, without modifying normal word and letter spacing. The effect is sometimes referred to as "Ragged left and right." Center justification is applied by selecting **Layout, Justification, Center**.

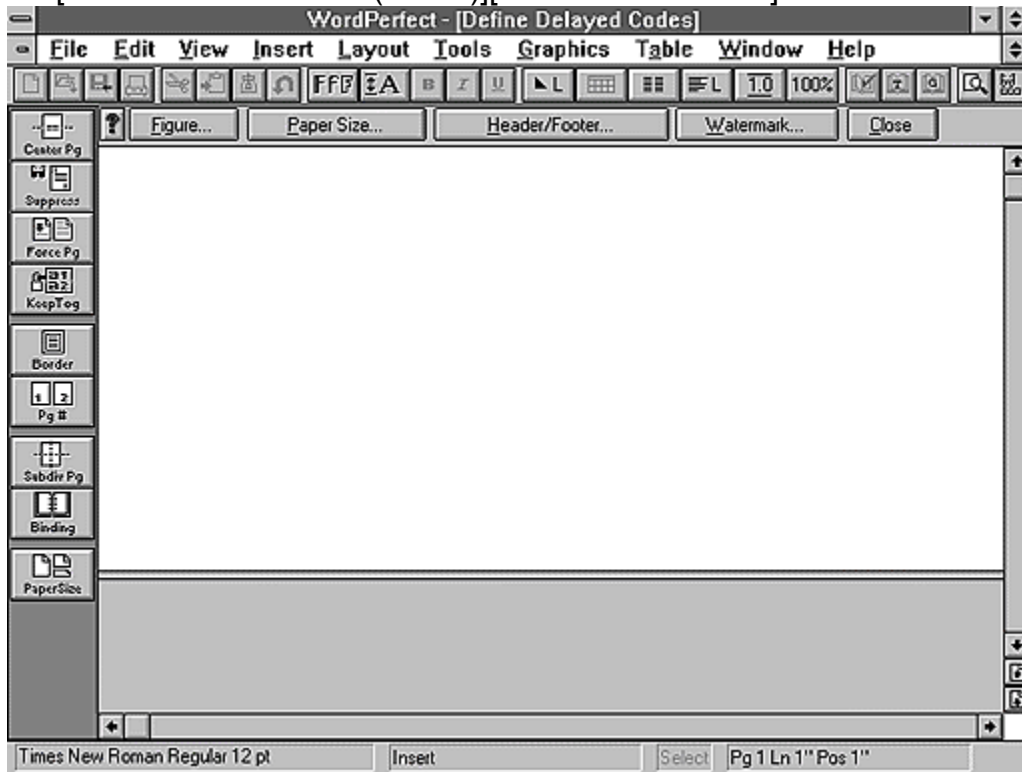
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



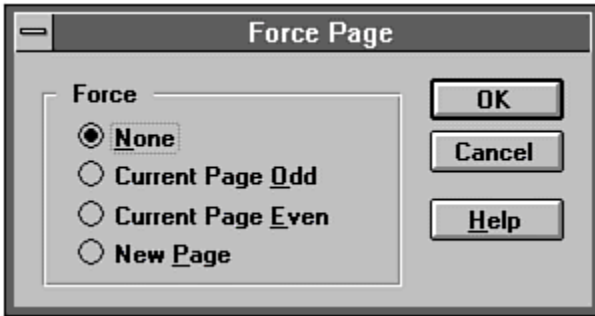
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



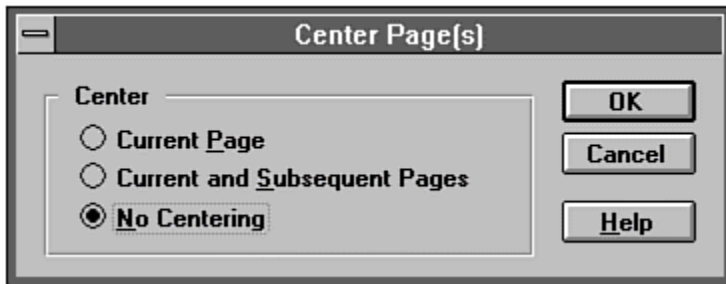
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



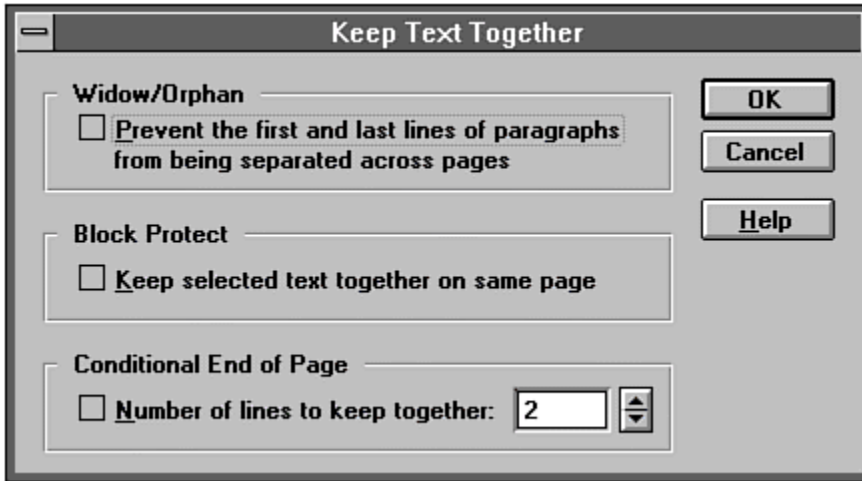
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

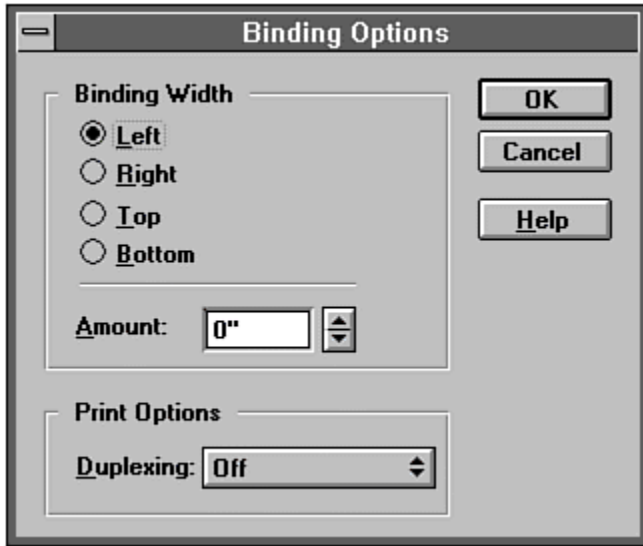


The image shows a dialog box titled "Keep Text Together". It contains three sections, each with a checkbox and a label:

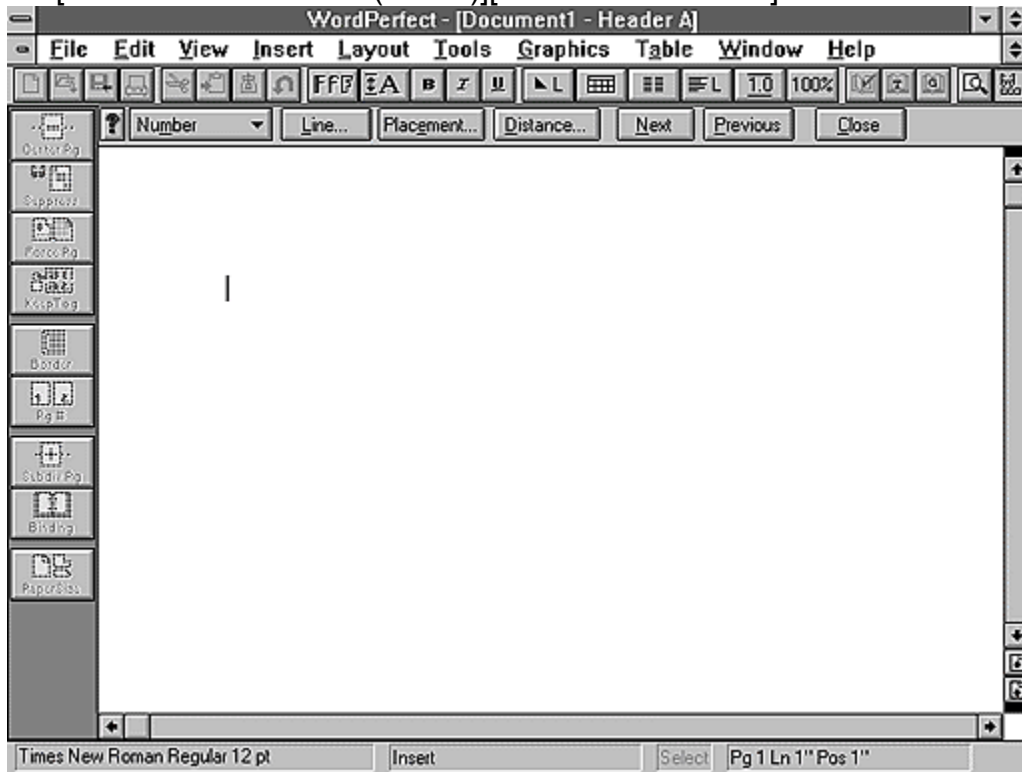
- Widow/Orphan**: Prevent the first and last lines of paragraphs from being separated across pages
- Block Protect**: Keep selected text together on same page
- Conditional End of Page**: Number of lines to keep together: (with a spinner control)

On the right side of the dialog box, there are three buttons: "OK", "Cancel", and "Help".

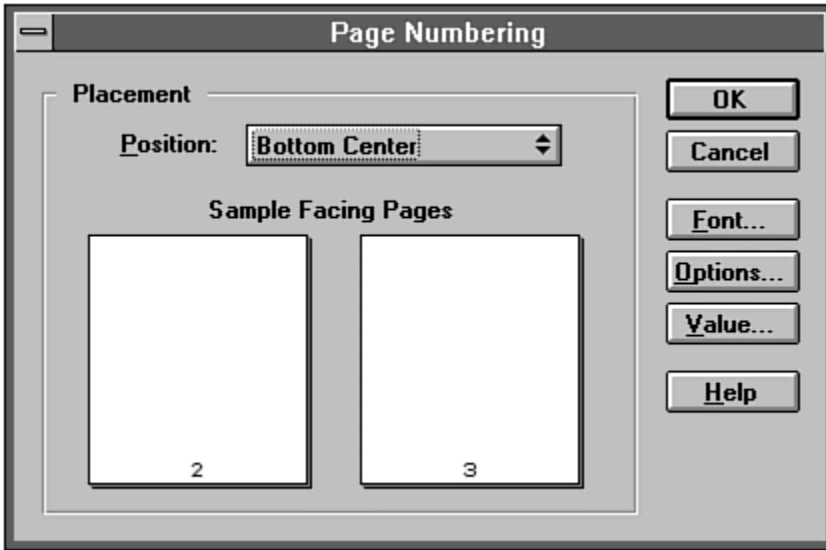
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



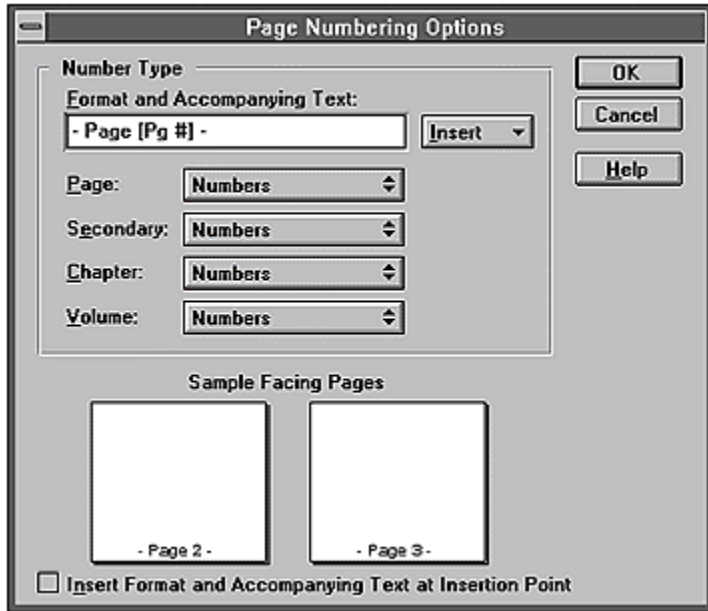
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



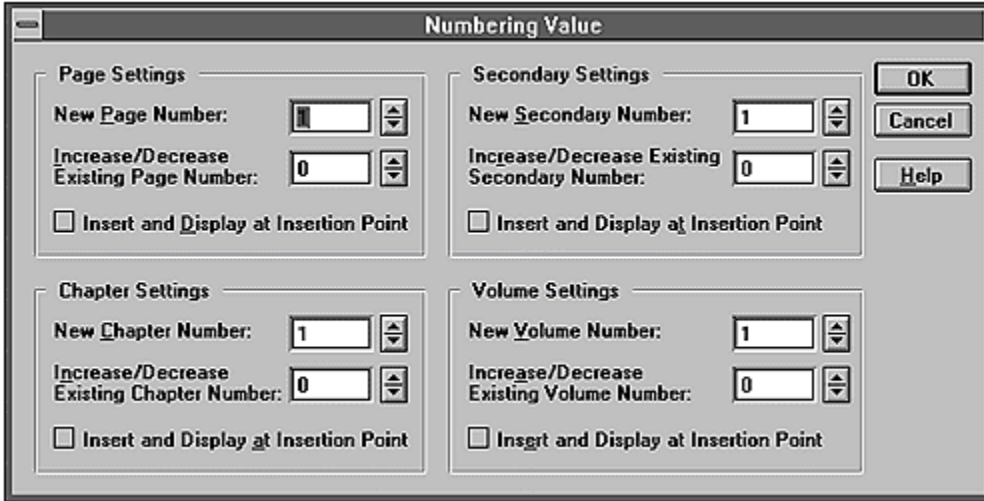
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



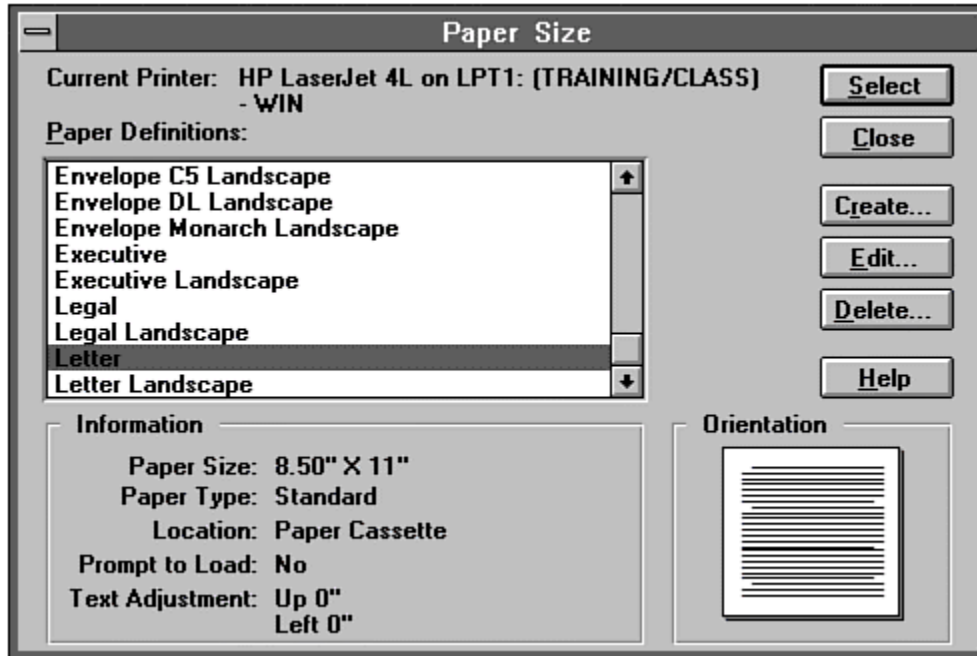
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



The image shows a dialog box titled "Numbering Value" with a standard Windows-style title bar. The dialog is divided into four main sections: Page Settings, Secondary Settings, Chapter Settings, and Volume Settings. Each section contains a "New" value field, an "Increase/Decrease Existing" value field, and an "Insert and Display at Insertion Point" checkbox. The "New" and "Increase/Decrease Existing" fields are spinners with up and down arrows. The "Secondary Settings" section is currently selected, showing a "New Secondary Number" of 1 and an "Increase/Decrease Existing Secondary Number" of 0. On the right side of the dialog, there are three buttons: "OK", "Cancel", and "Help".

Section	New Value	Increase/Decrease Existing Value	Insert and Display at Insertion Point
Page Settings	1	0	<input type="checkbox"/>
Secondary Settings	1	0	<input type="checkbox"/>
Chapter Settings	1	0	<input type="checkbox"/>
Volume Settings	1	0	<input type="checkbox"/>

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Create Paper Size


Paper Name:

OK
Cancel
Help

Paper Type
Type:

Paper Size
Size:

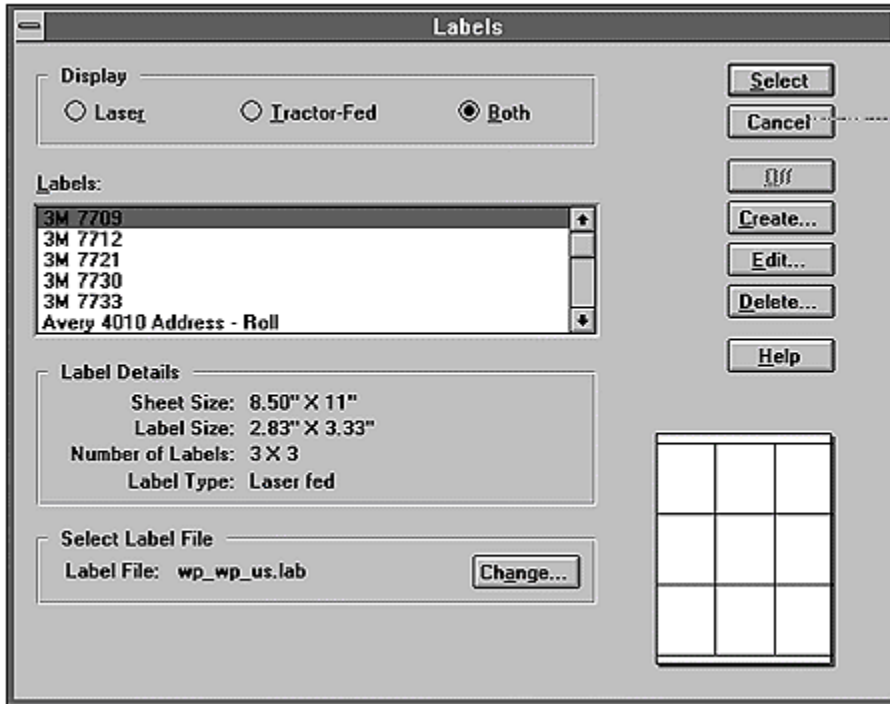
4.12" By 9.50"

Orientation

 Rotated Font Wide Form

Paper Location
Location:

Text Adjustments
Top:
Side:

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Create Labels

Label Description:

Label Sheet Size: 8.50" X 11"

Label Type
 Laser
 Tractor-Fed
 Both

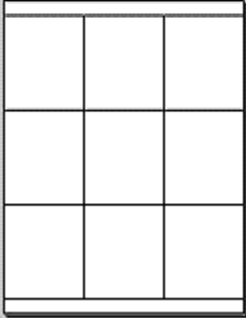
Label Size
Width: 2.83"
Height: 3.33"

Top Left Label
Top Edge: 0.500"
Left Edge: 0"

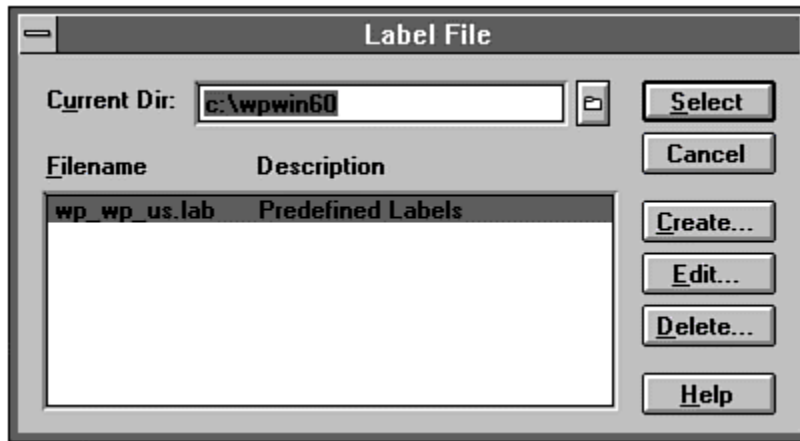
Labels Per Page
Columns: 3
Rows: 3

Distance Between Labels
Columns: 0"
Rows: 0"

Label Margins
Left: 0"
Top: 0"
Right: 0"
Bottom: 0"



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Subdivide Page

Subdivide Page Into

Number of Columns:

Number of Rows:

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Envelope

Return Addresses

<New Address> [v]

Add Delete Font...

Print Return Address

Mailing Addresses

Ms. Mary Smith, Purchasing Agent
Standard Equipment Corporation, Inc.
213 North Main Street, Suite 345
Anywhere, ST 32323-3456

<New Address> [v]

Add Delete Font...

POSTNET Bar Code: 32323-3456

Envelopes

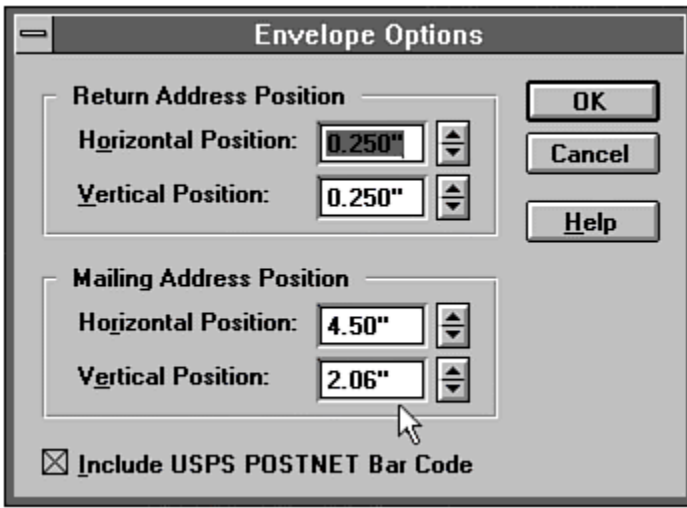
Envelope Definitions:
Envelope #10 Landscape [v]

Size: 4.13" X 9.50"

Create New Definition...

Print Envelope Append to Doc Options... Close Help

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



The image shows a dialog box titled "Envelope Options". It contains two sections for address positioning. The "Return Address Position" section has "Horizontal Position" set to 0.250" and "Vertical Position" set to 0.250". The "Mailing Address Position" section has "Horizontal Position" set to 4.50" and "Vertical Position" set to 2.06". A mouse cursor is pointing at the 2.06" value. At the bottom, there is a checked checkbox labeled "Include USPS POSTNET Bar Code". On the right side, there are three buttons: "OK", "Cancel", and "Help".

Section	Horizontal Position	Vertical Position
Return Address Position	0.250"	0.250"
Mailing Address Position	4.50"	2.06"

Include USPS POSTNET Bar Code

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Advance

Horizontal Position

None

Left From Insertion Point

Right From Insertion Point

From Left Edge of Page

Horizontal Distance:

Vertical Position

None

Up From Insertion Point

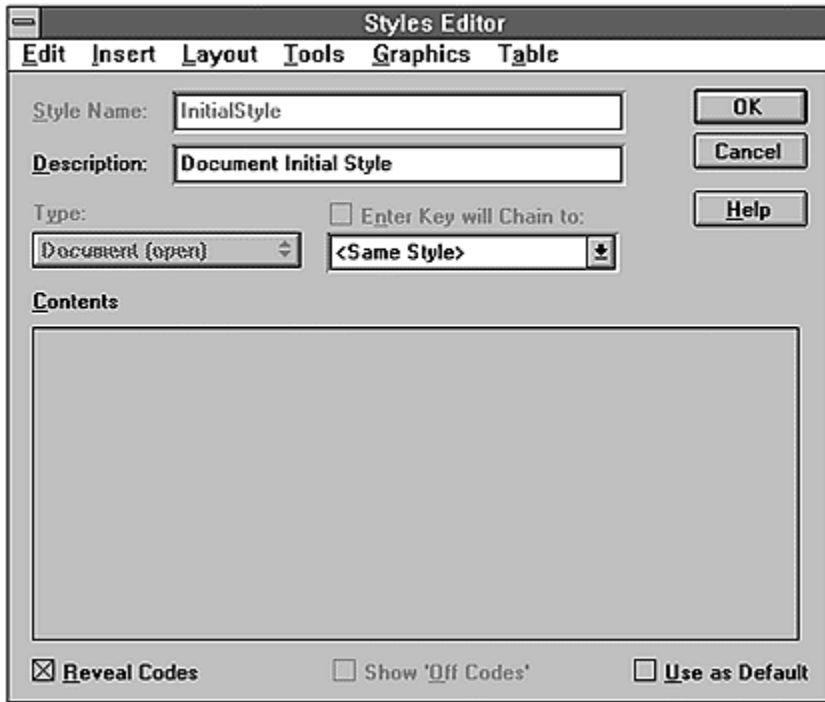
Down From Insertion Point

From **T**op of Page

Text Above **P**osition:

Vertical Distance:

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-/H25/W200/B2TLBR/ACC/D2]}



Styles Editor

Edit Insert Layout Tools Graphics Table

Style Name:

Description:

Type: Enter Key will Chain to:

Contents

Reveal Codes Show 'O**ff** Codes' **U**se as Default

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(' main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Document Summary

Document Summary

Descriptive Name:

Descriptive Type:

Creation Date:

Revision Date:

Author:

Typist:

Subject:

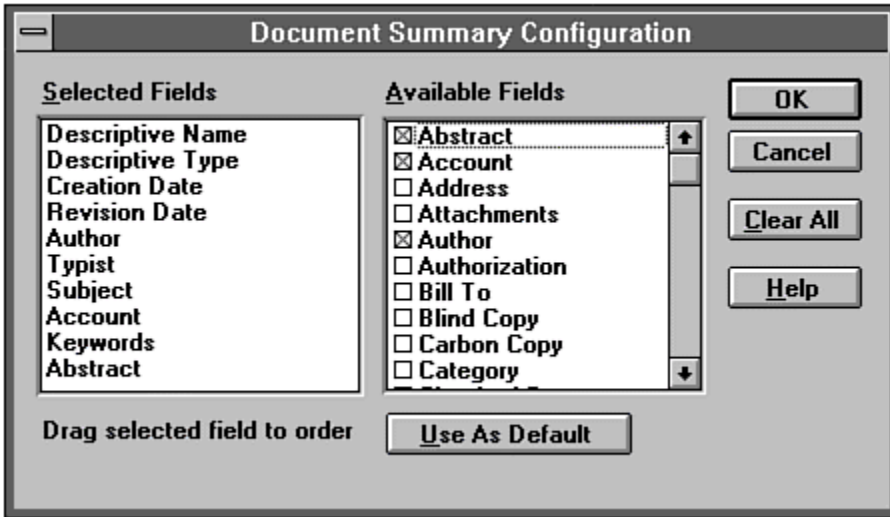
Calendar: September 1993

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Buttons: Today, Cancel

Buttons: OK, Cancel, Configure..., Options, Help

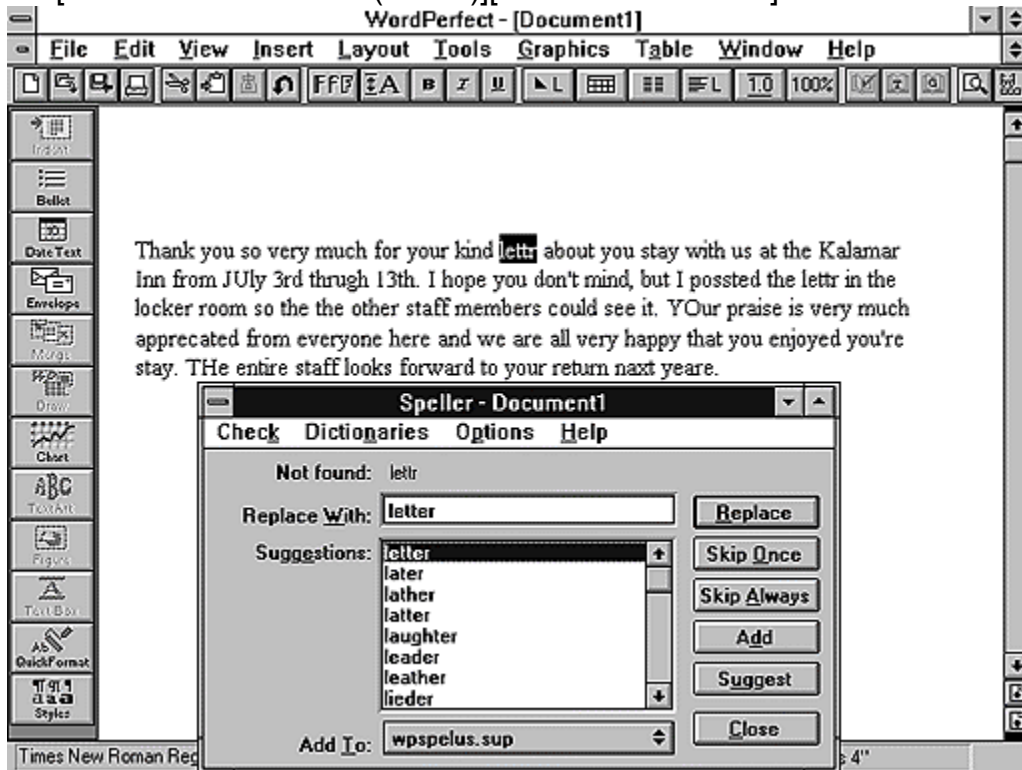
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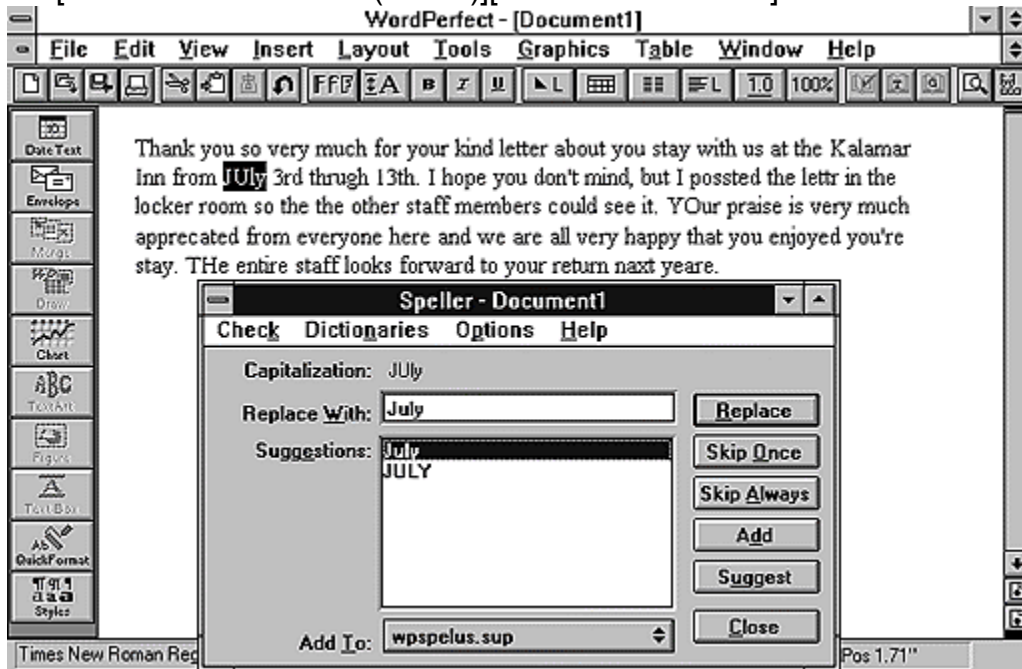
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



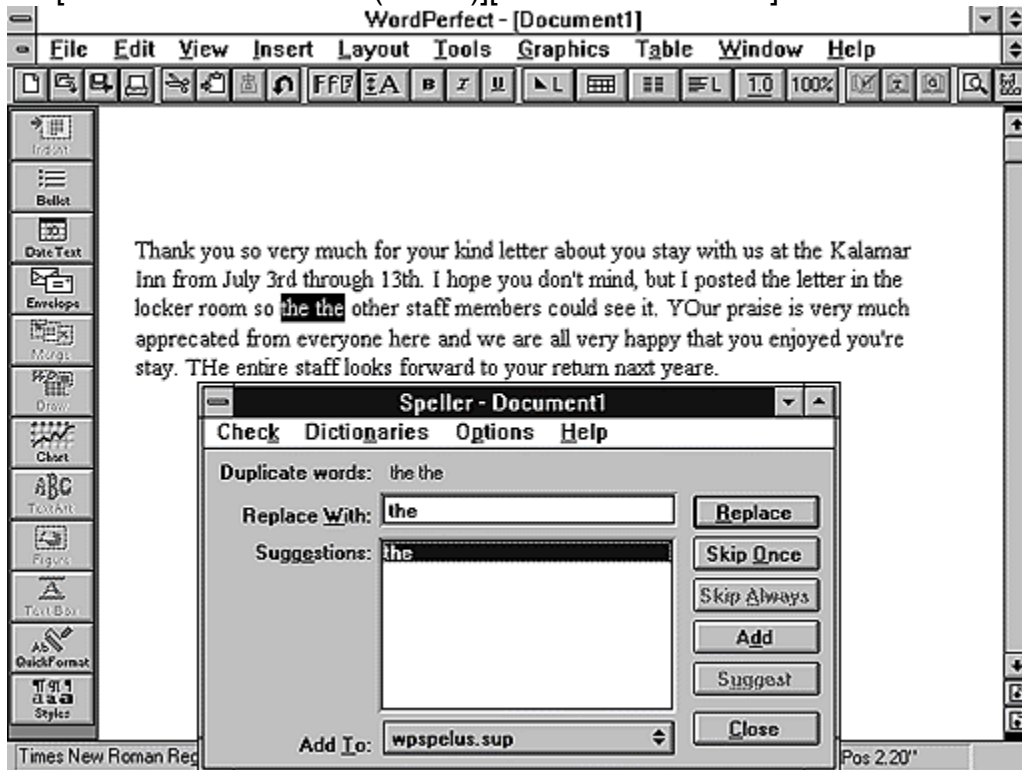
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
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{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
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{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



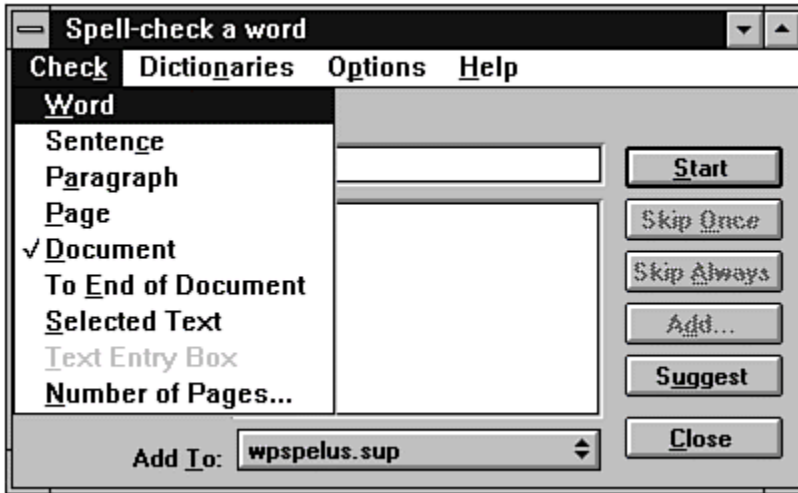
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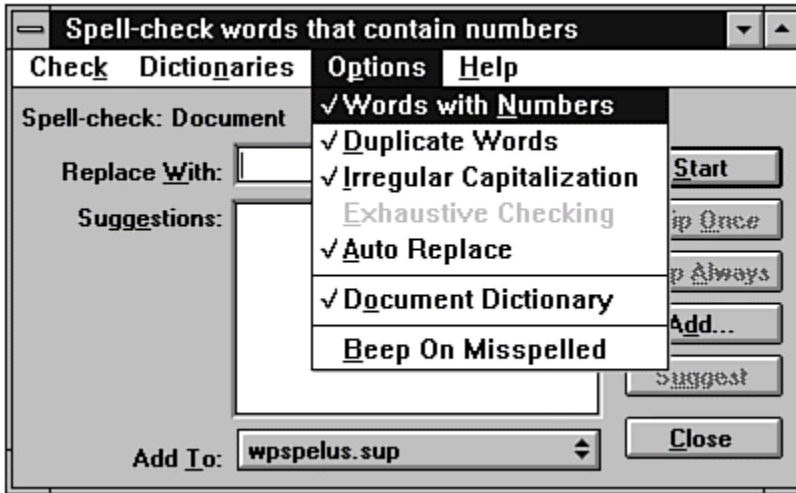
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



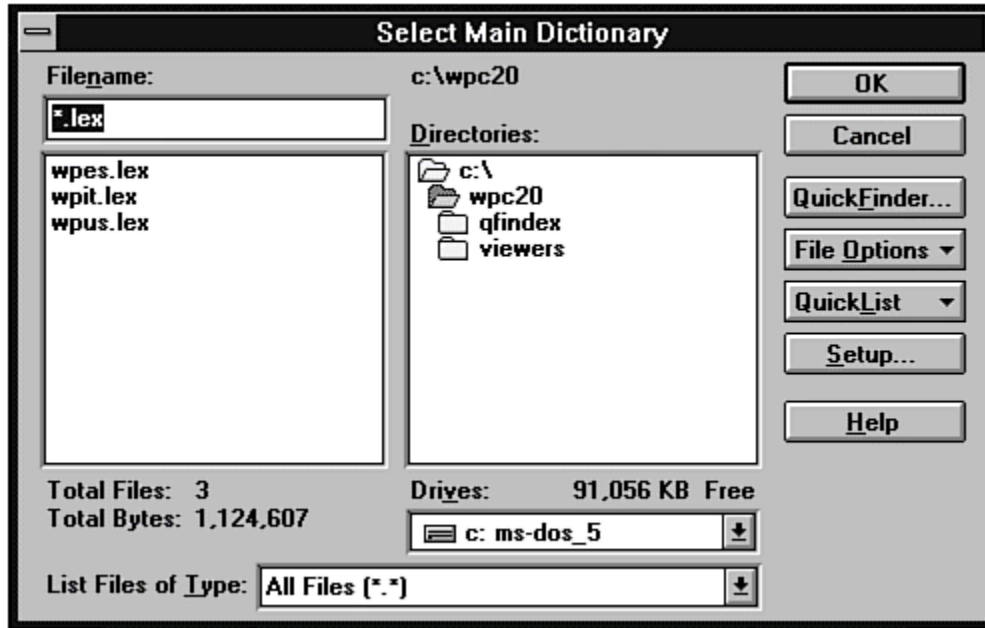
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
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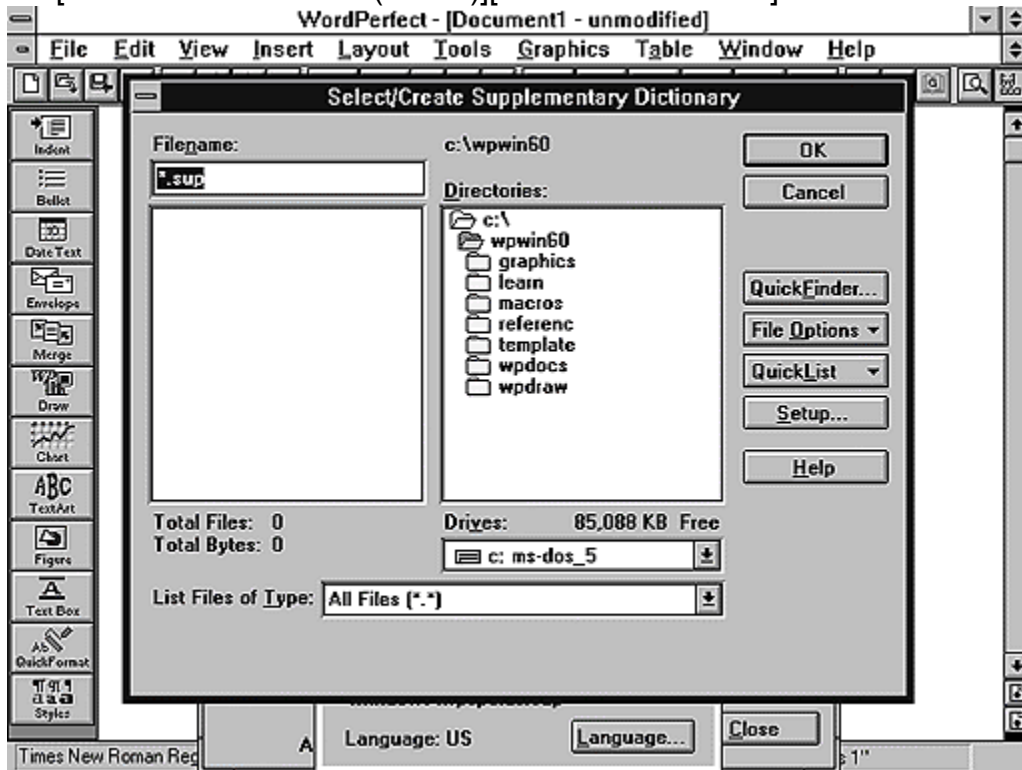
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



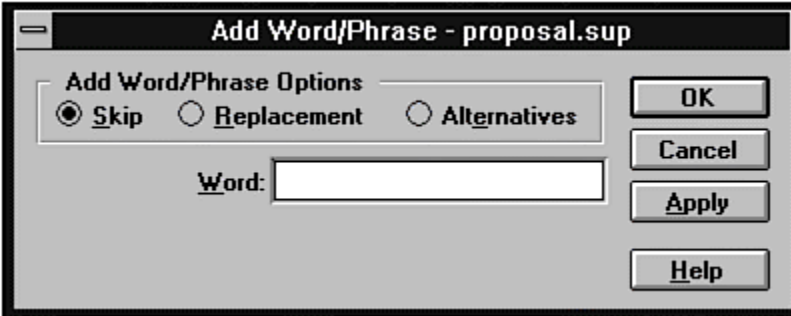
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[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Add Word/Phrase - proposal.sup

Add Word/Phrase Options

Skip Replacement Alternatives

Key Word:

Replacement:

OK
Cancel
Apply
Help

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Add Word/Phrase - proposal.sup

Add Word/Phrase Options

Skip Replacement Alternatives

Key Word:

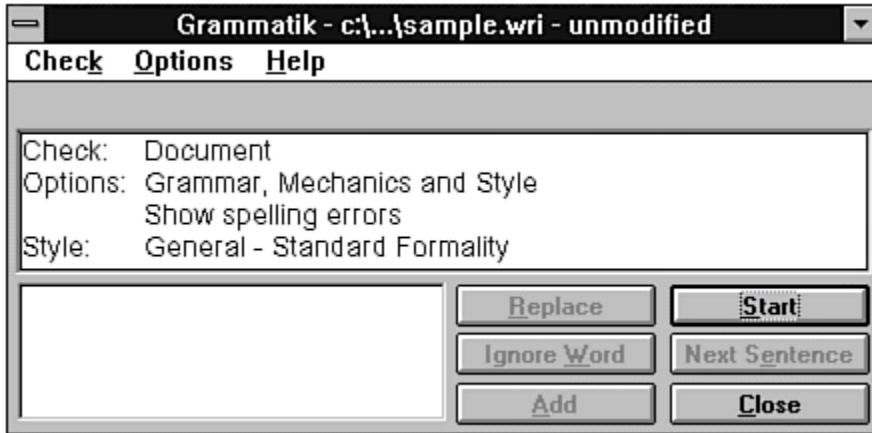
Alternative:

List of Alternatives:

Comment:

OK
Cancel
Apply
Insert
Delete
Help

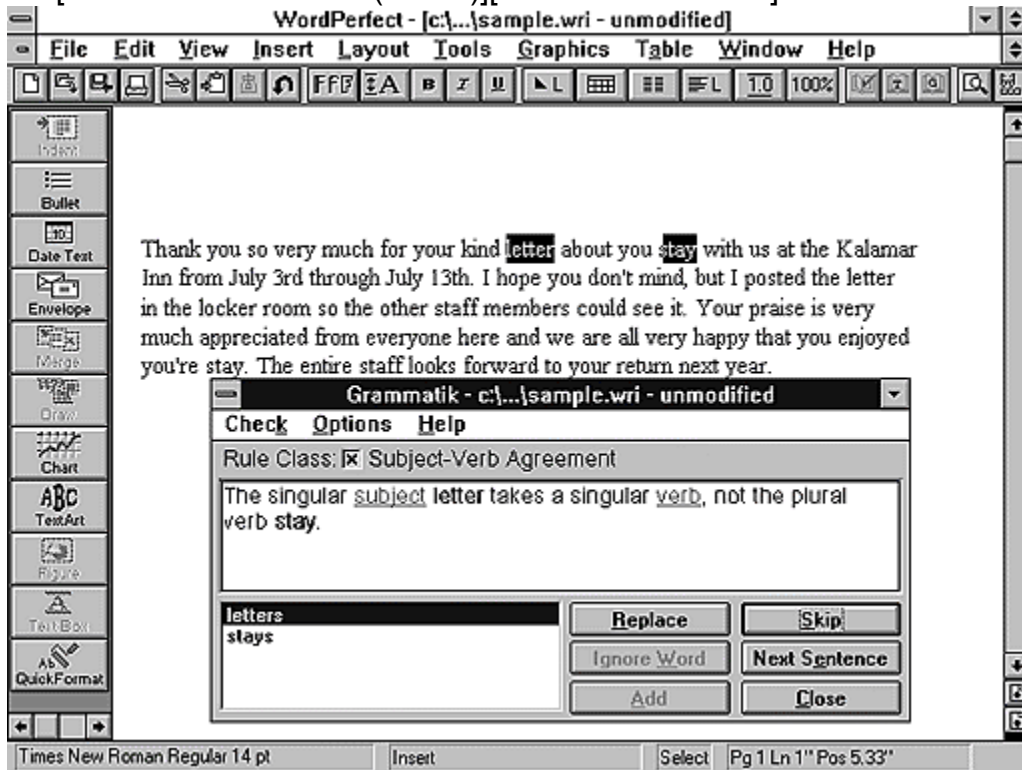
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



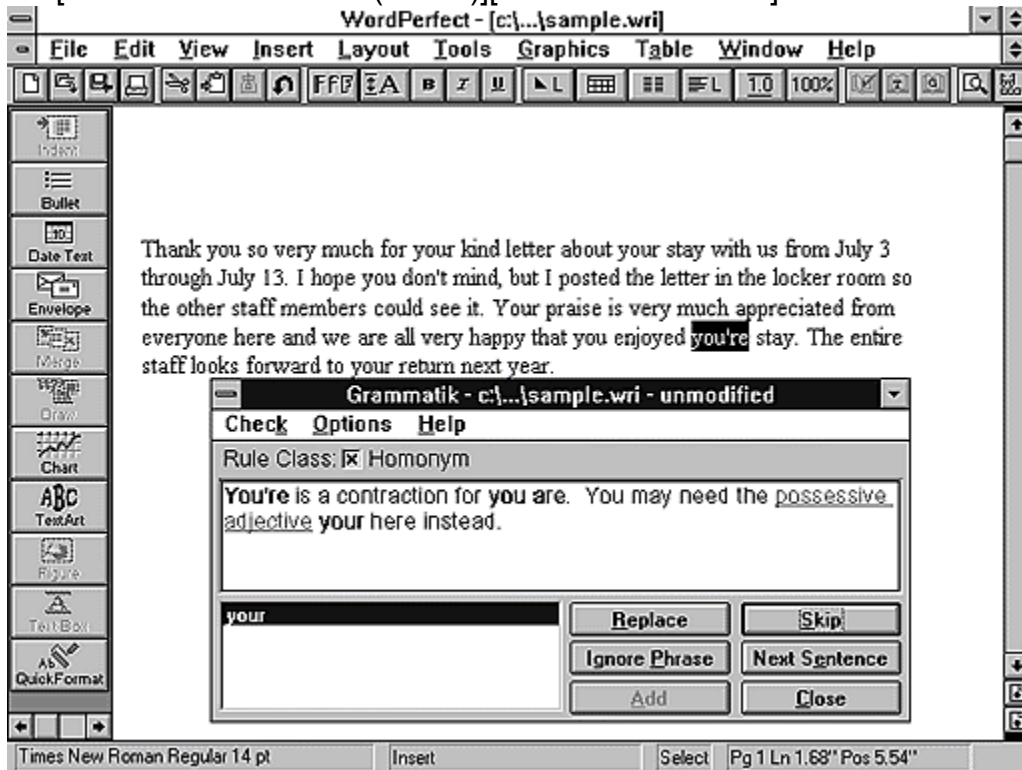
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



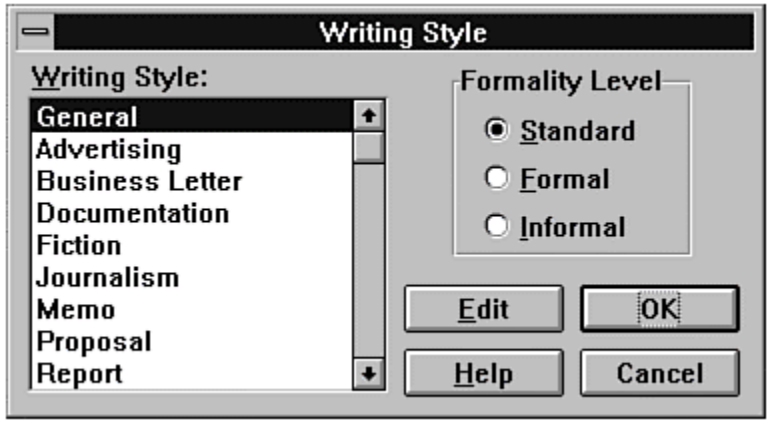
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(' main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



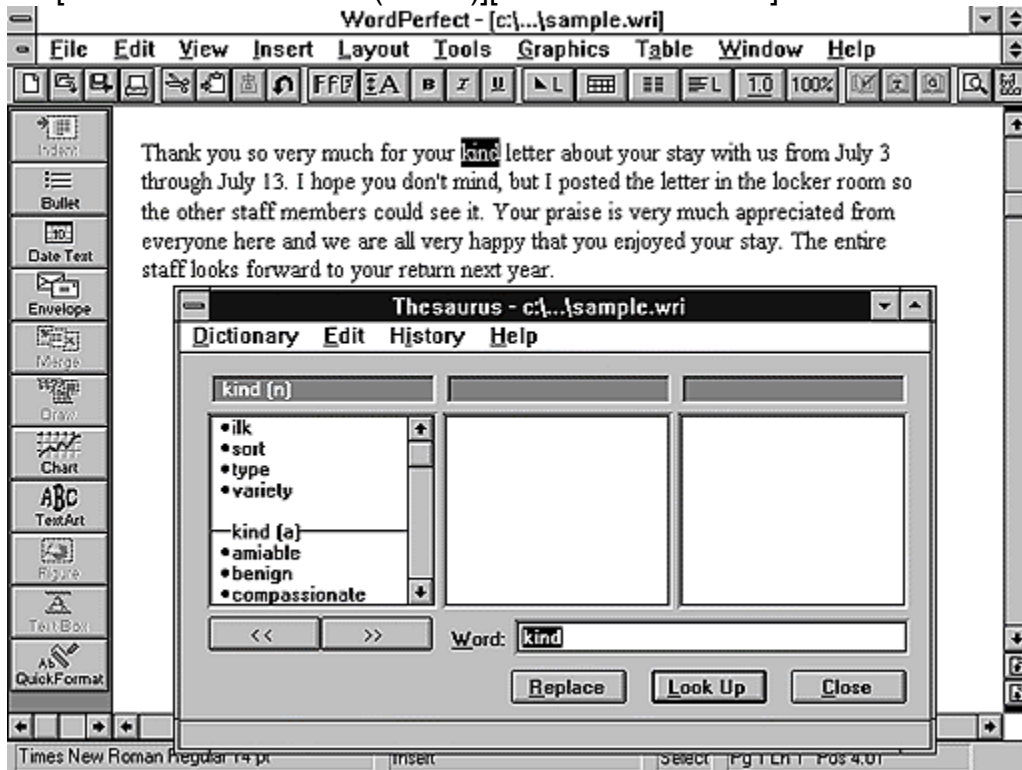
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



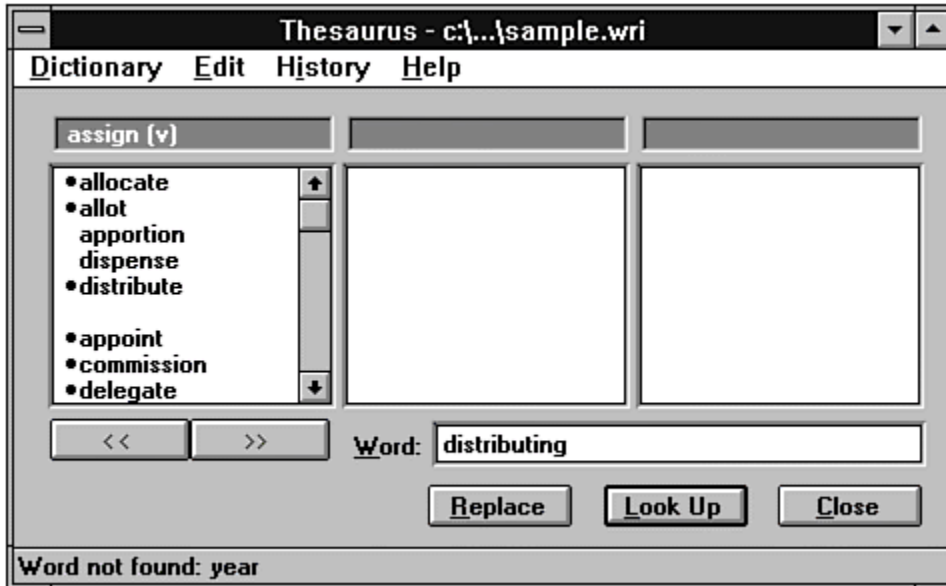
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Document Statistics	
Counts:	
Words	76
Syllables	108
Paragraphs	1
Sentences	4
Short Sentences	1
Long Sentences	0
Averages:	
Sentences per Paragraph	4.0
Words per Sentence	19.0
Syllables per Word	1.42
Readability:	
Flesch Reading Ease	67

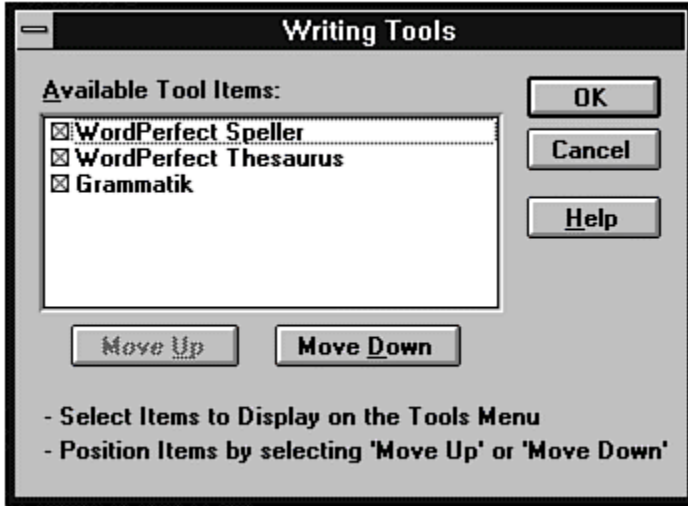
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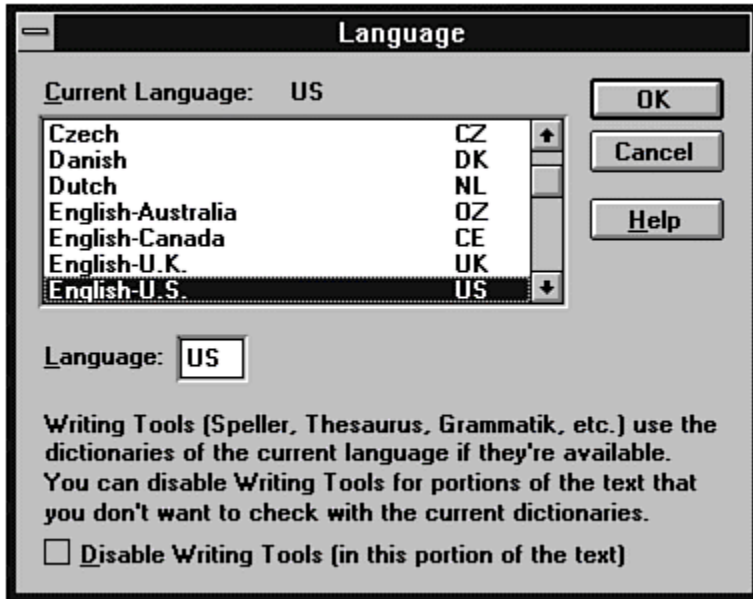
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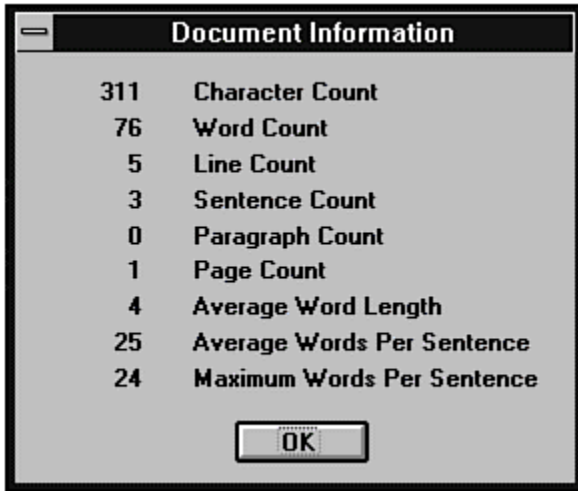
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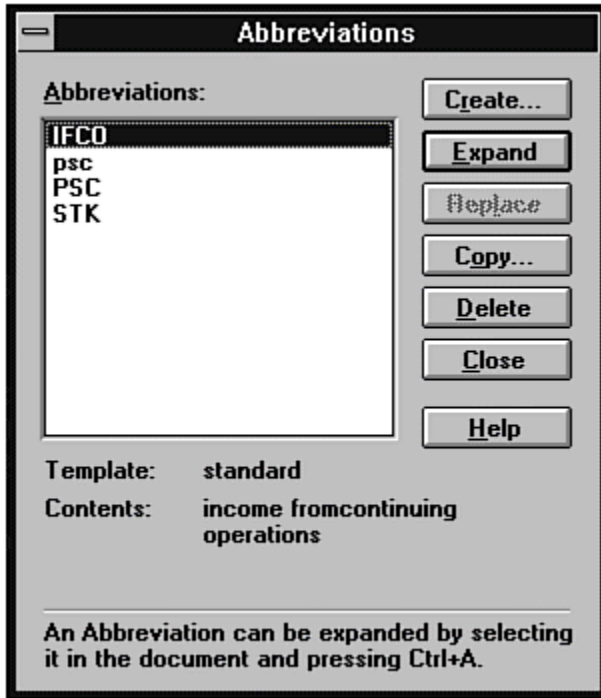
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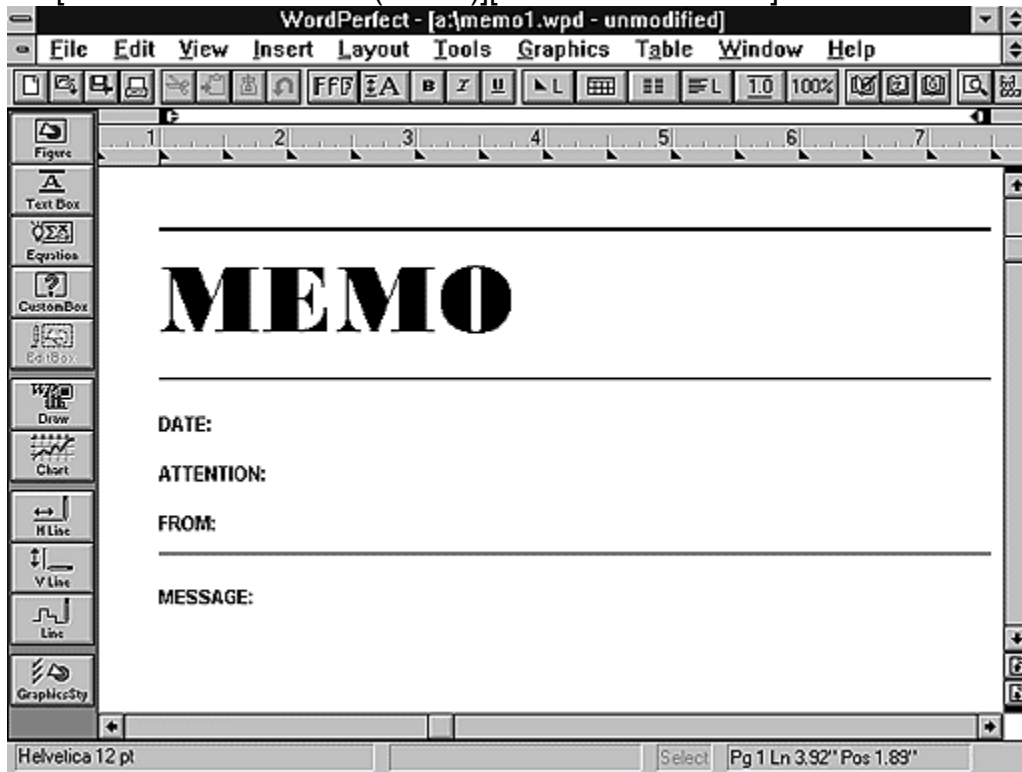
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HRt
1992 Operating Results HRt
HRt
Comment For 1992, Seatek recorded earnings from continuing operations of \$9.3 million as compared to \$15.5 million in 1991. Alter preferred dividends, income from continuing operations available to common stock was a loss of \$2.25 million, or \$.03 per common share, as compared to income of \$7.5 million, or \$.075 per

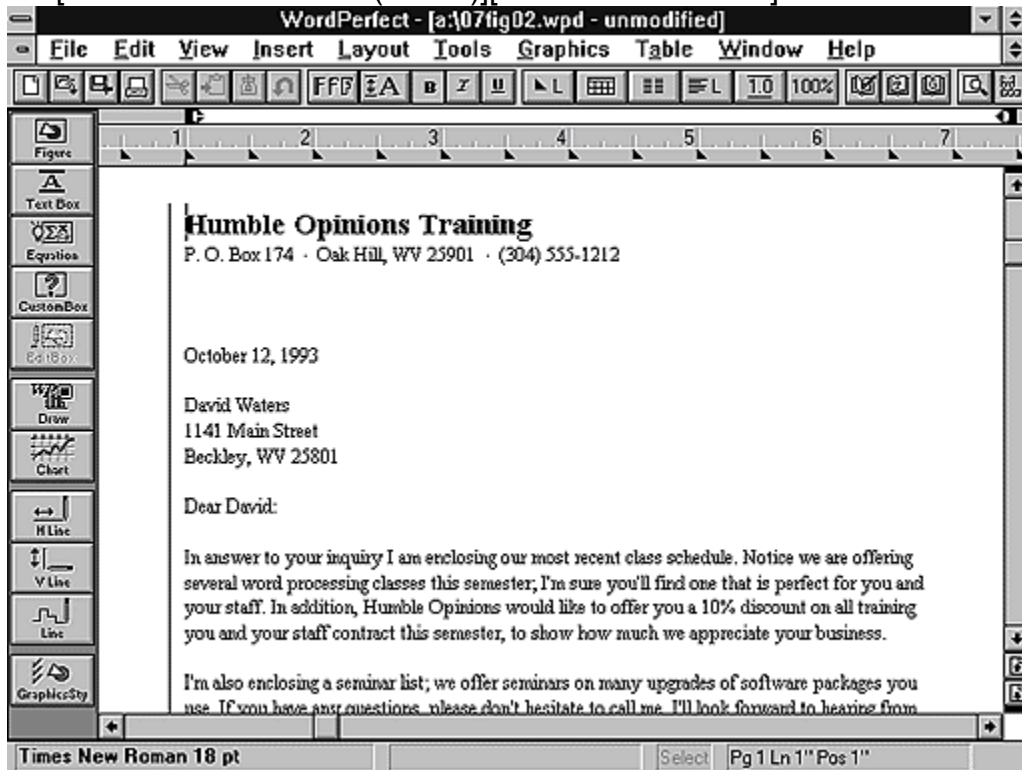
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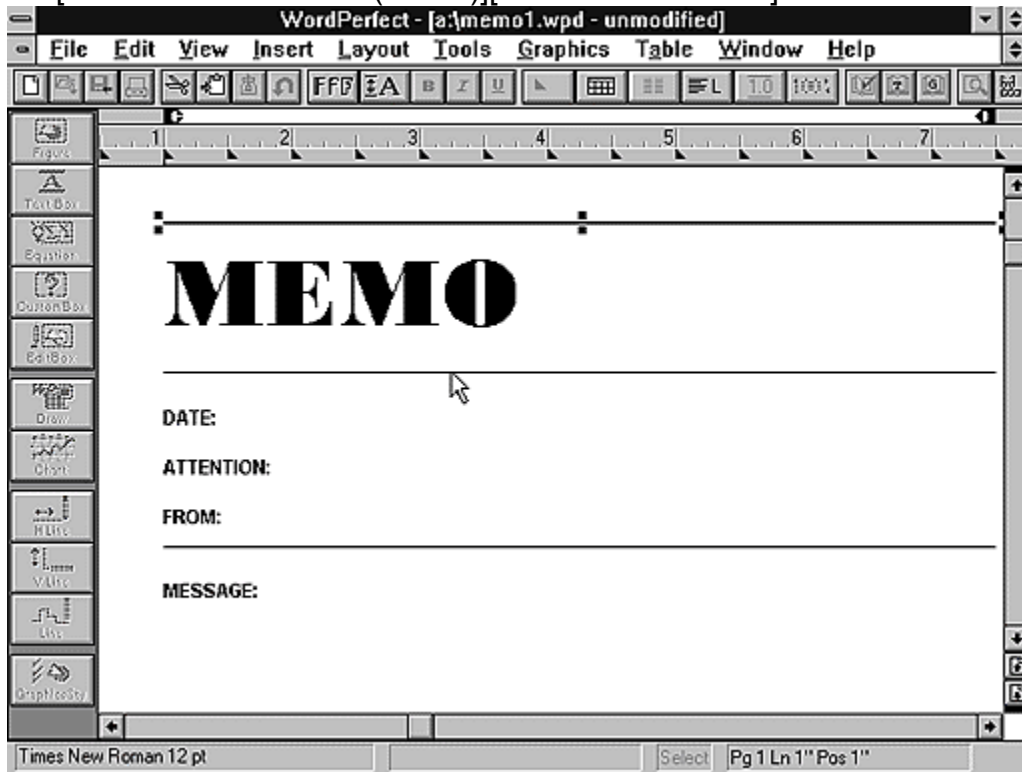
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MEMO



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ATTENTION:

FROM:

MESSAGE:

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MEMO

DATE:

ATTENTION:

FROM:

MESSAGE:



Cut
Copy
Delete
Edit Horizontal Line...

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Humble Opinions Training

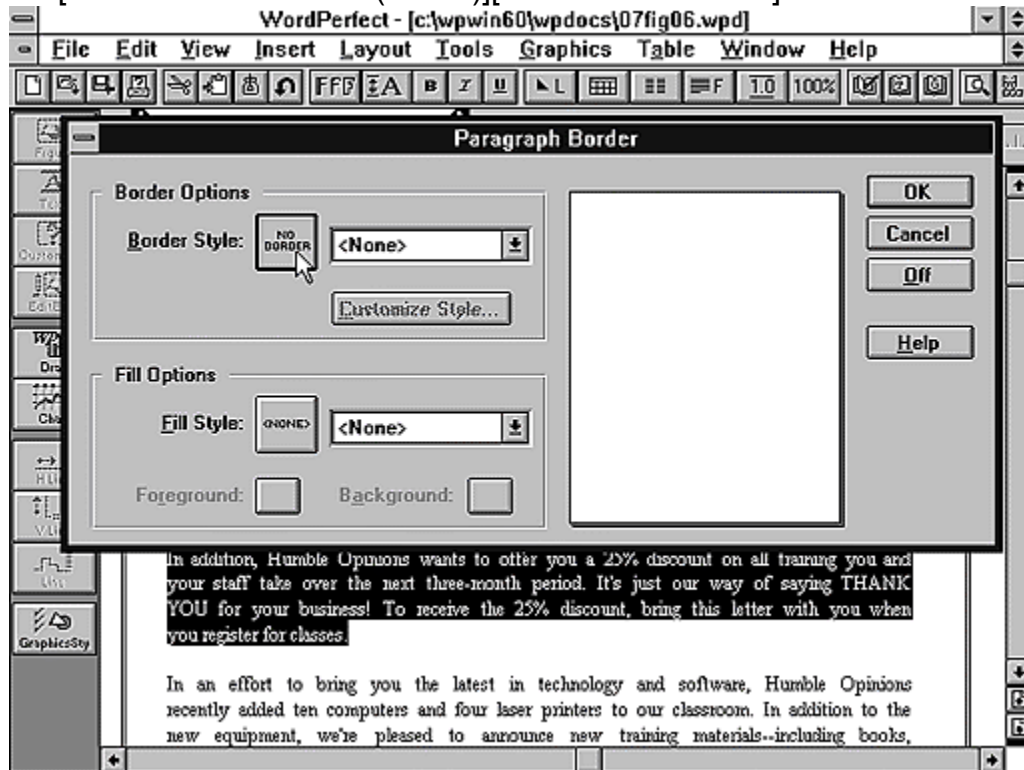
P. O. Box 174 · Oak Hill, West Virginia 25901
(304) 555-1212

ANNOUNCING

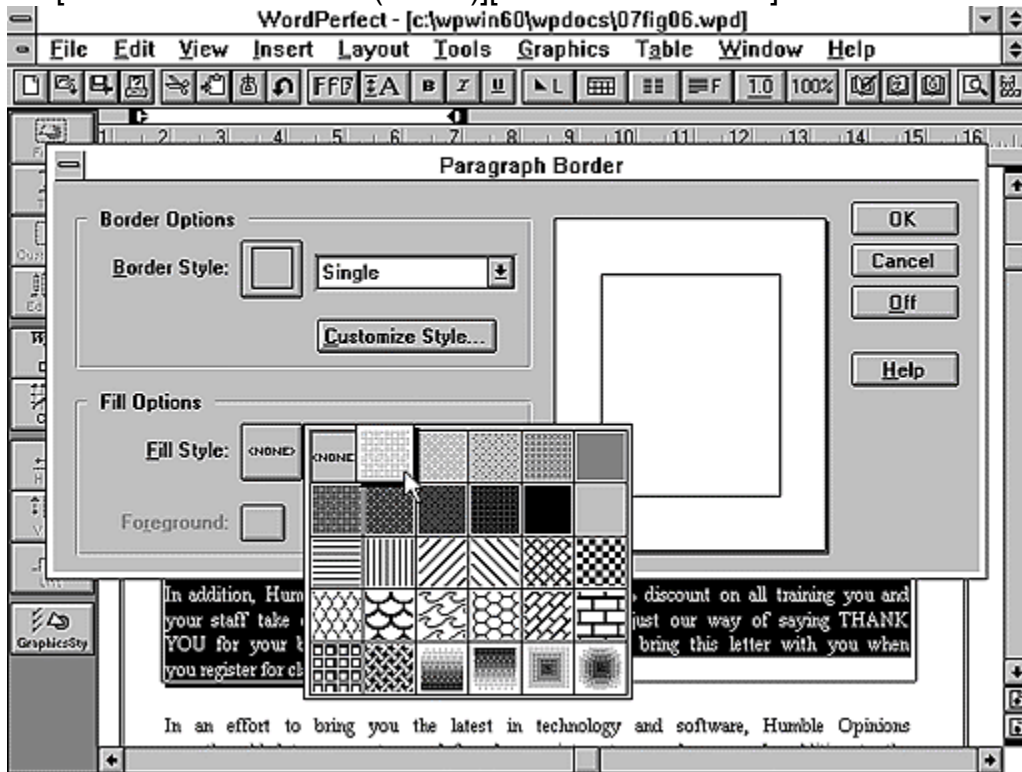
Humble Opinions is pleased to announce our new fall training schedule. Humble Opinions brings you training in the most recent versions of software available for personal and Macintosh computers. Since you have recently attended training in our classrooms, we want to offer you first choice of the new classes we offer.

In addition, Humble Opinions wants to offer you a 25% discount on all training you and your staff take over the next three-month period. It's just our way of saying THANK YOU for your business! To receive the 25% discount, bring this letter with you when you register for classes.

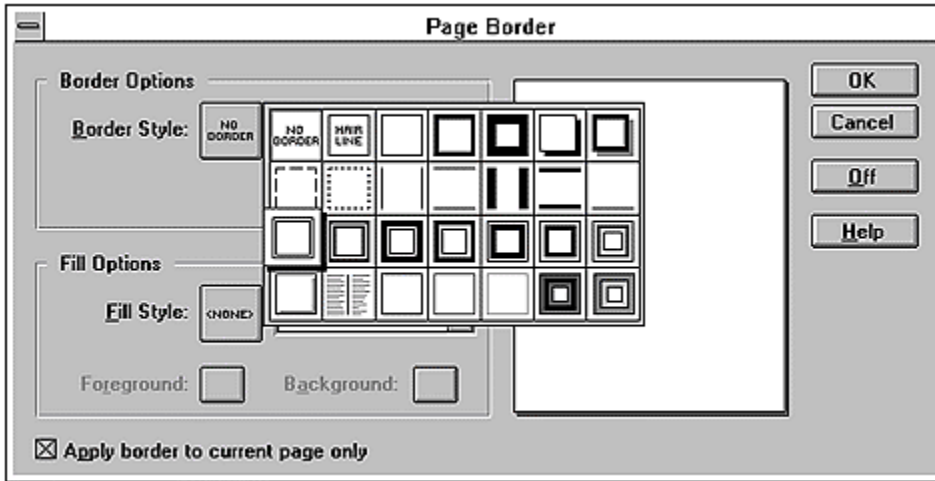
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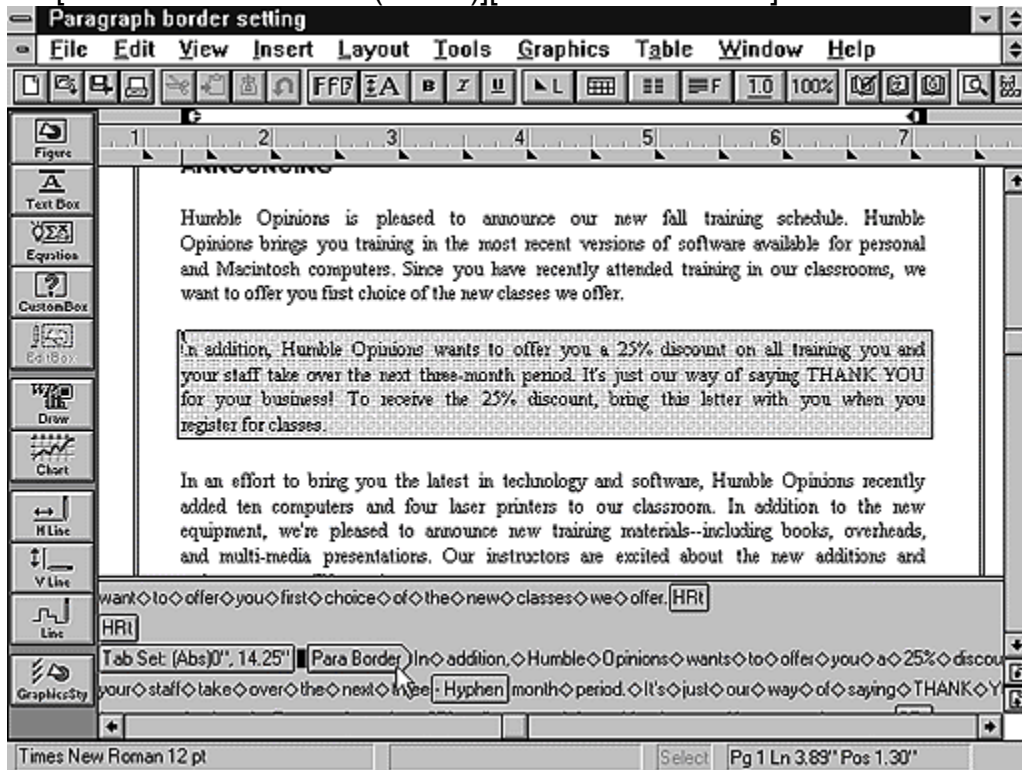
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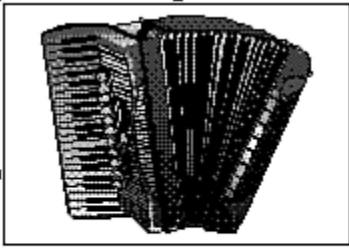


Figure 1 Default figure box
with default caption position
and formatting.

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Text added in a graphic box

attracts attention to your message!

Use a caption with a text box when you want
to identify the origin of the text, for example.

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
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$2a + 2b = 16$

(1) The default equation box with default caption.

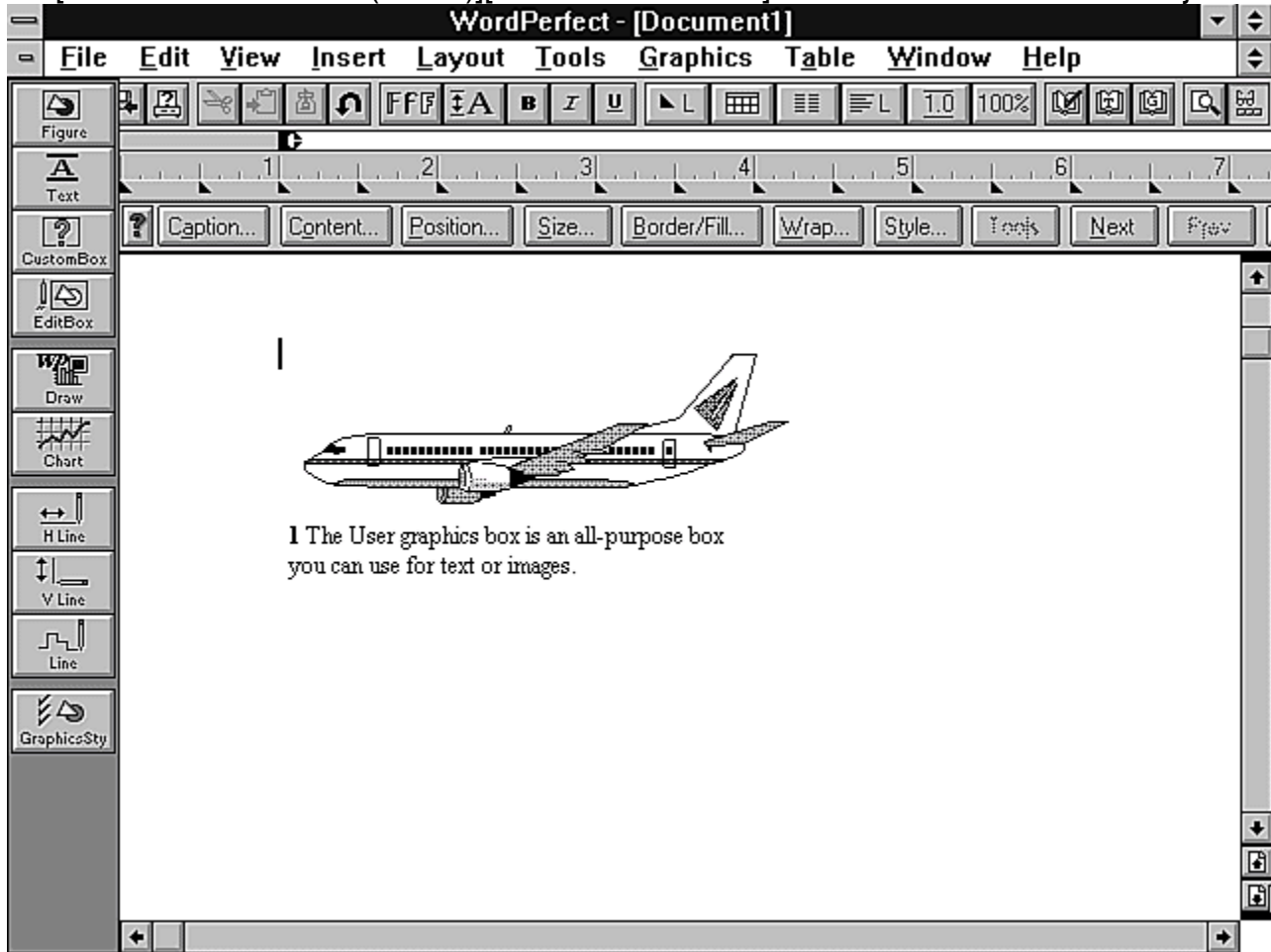
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■ **Table 1** Create a caption to describe the table or spreadsheet.

Sales Progress for 1st Quarter

Rep.	January	February	March	April
Clyde	\$10,000	\$12,065	\$11,654	\$14,500
Dave	\$ 9,800	\$ 9,006	\$ 7,099	\$ 8,500
Jim	\$ 7,900	\$ 7,800	\$ 8,454	\$ 7,898
Scott	\$ 2,000	\$ 1,284	\$ 1,098	\$ 989

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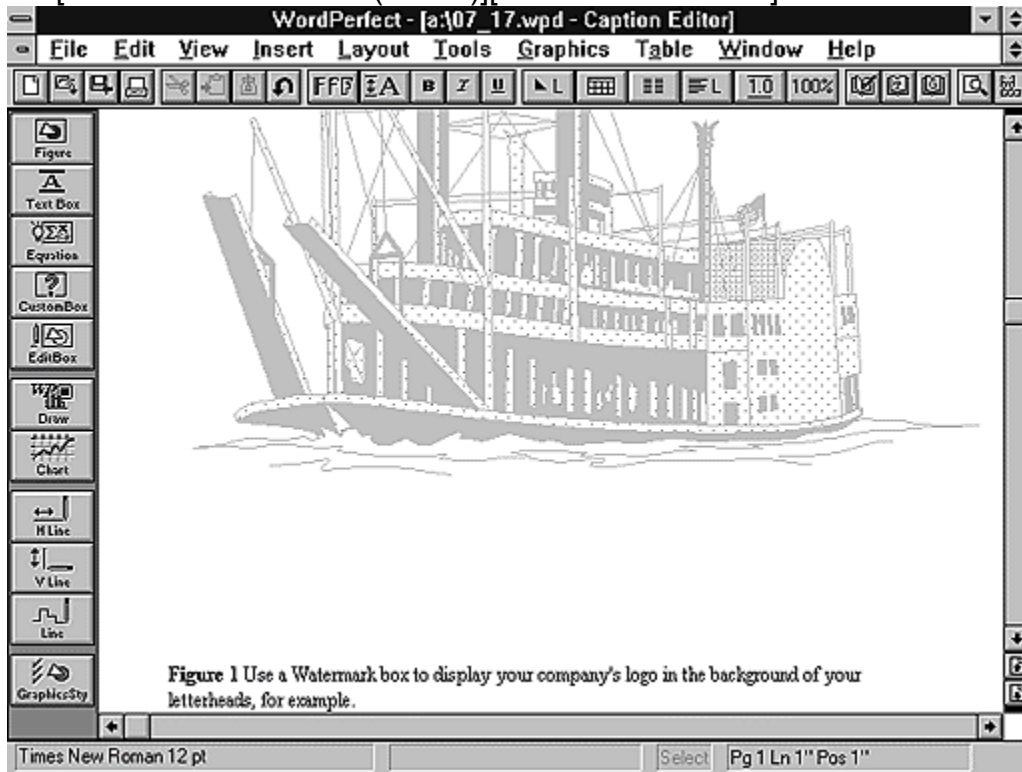


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Figure 1
Default Button
Box with
caption and
clip art.

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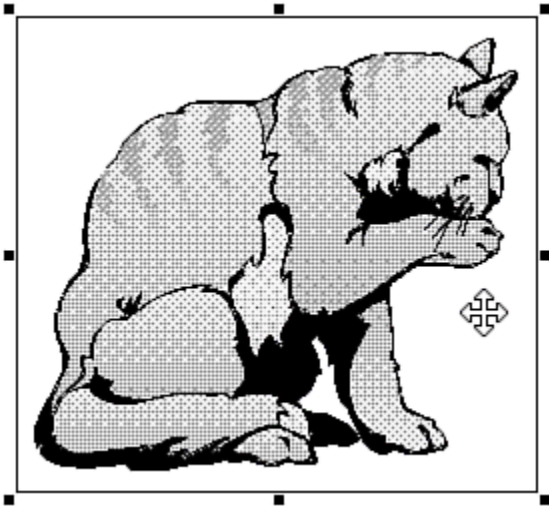
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$a+b=c$ An Inline graphic box acts like a character within the paragraph.
No caption is shown in this example.

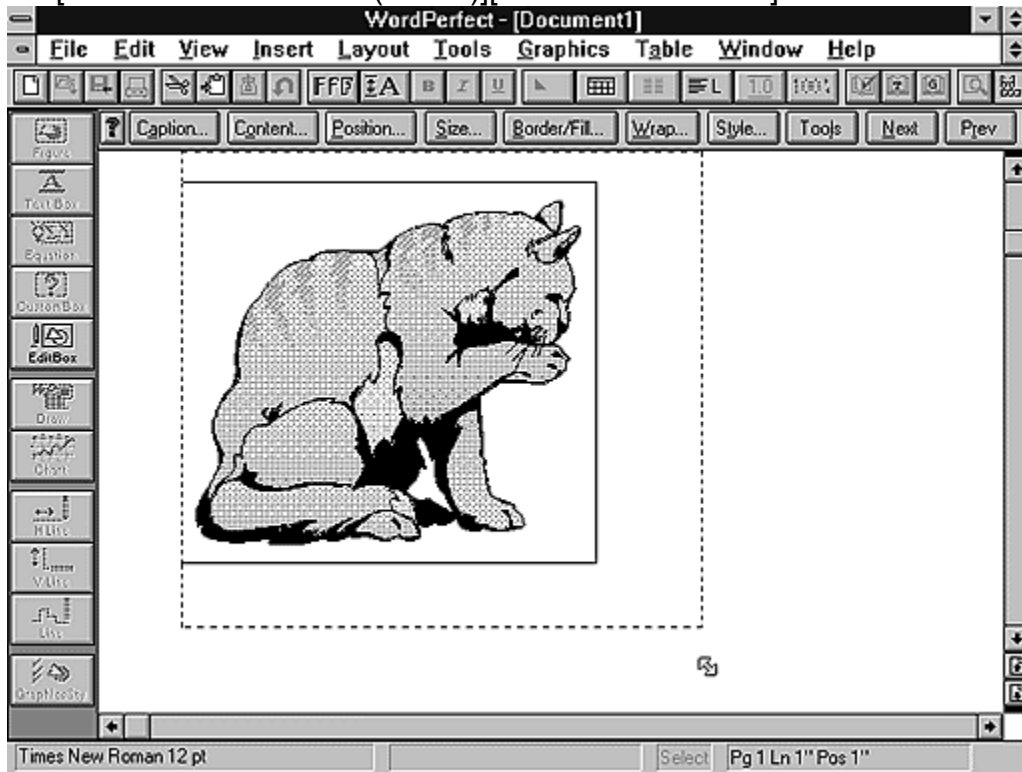
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WordPerfect - [a:\07fig22.wpd - unmodified]

File Edit View Insert Layout Tools Graphics Table Window Help

Figure

Text Box

Equation

CustomBox

EditBox

Draw

Chart

H Line

V Line

Line


GraphicsObj

1 2 3 4 5 6 7

Humble Opinions Training

P. O. Box 174 · Oak Hill, West Virginia 25901
(304) 555-1212

ANNOUNCING YOUR TICKET TO SAVINGS!



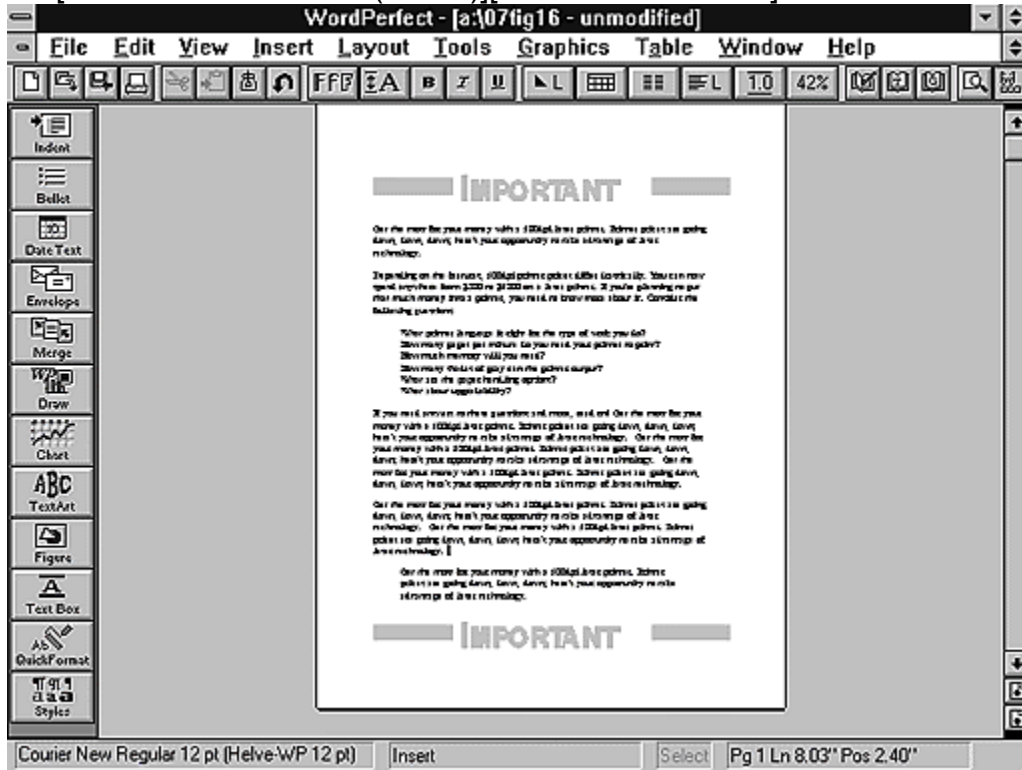
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**25%
DISCOUNT**
just to say
THANK YOU!

Arial 24 pt Select Pg 1 Ln 1.30' Pos 2.16"

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OUR GOAL IS TO SERVE YOU

The recent merger of New Valley Bank and Crane Corporation was announced to the public in October of 1993 and on January 3, 1994, the merger will be complete. Crane's three banks--Bank of Fayette, National Bank of Oak Hill, and First National Bank of Wesley--are strategically located to serve customers throughout southern West Virginia.

The merger creates a company with approximately \$480 million in assets, total capital exceeding \$46 million, and shareholders numbering in excess of 1,800. The merger creates one of West Virginia's strongest institutions. Value of Crane stock has increased; future growth remains one of the many goals of the Crane team.

While the merger creates a large company measured by size, we at Crane remain dedicated to our customers. We began as a local bank and we won't lose our sense of community. At Crane, we meet the needs of the community first. Remember, doing business with a local bank insures that your money is invested in your community; meaning more growth and jobs at home.

The Crane banks are committed to assisting the development of our area through the lending process. As of December 31, 1993, Crane banks had outstanding loans totaling \$183,122,000. The loans--including commercial,

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The screenshot shows the WordPerfect 6.0 software interface. The title bar reads "WordPerfect - [a:\07add01.wpd - unmodified]". The menu bar includes "File", "Edit", "View", "Insert", "Layout", "Tools", "Graphics", "Table", "Window", and "Help". The toolbar contains various icons for file operations, text formatting (bold, italic, underline), alignment, and zooming. On the left, a vertical toolbar includes icons for "Figure", "Text Box", "Equation", "Custom Box", "Edit Box", "Draw", "Chart", "H Line", "V Line", "Line", and "Graphics Style".

The main document area displays a letterhead for "Humble Opinions Corporation" with the address "114 South Main Street · Oak Hill, West Virginia 25901" and phone number "304-555-1212". A logo consisting of a stylized mountain range is centered behind the address. The date "December 20, 1993" is printed to the right of the logo. The recipient's address is "Mr. J. C. Gillenwater, Drawer PO, Oak Hill, WV 25901". The salutation is "Dear Mr. Gillenwater:". The body of the letter reads: "Thank you for your recent purchase of software and training. I believe this package offers enormous advantages for your company. After we install the software, someone will schedule your employees for training at your convenience."

The status bar at the bottom shows "Times New Roman Regular 14 pt", "Insert" mode, "Select" action, and "Pg 1 Ln 5.26" Pos 6.89".

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Box Content

Filename:

Content:

Content Position

Horizontal Position:

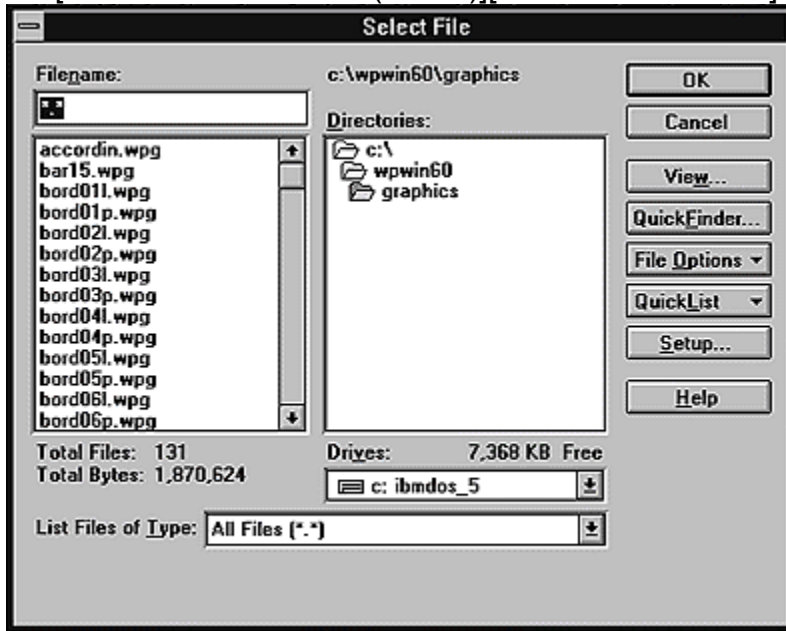
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Rotate Contents Counter-Clockwise

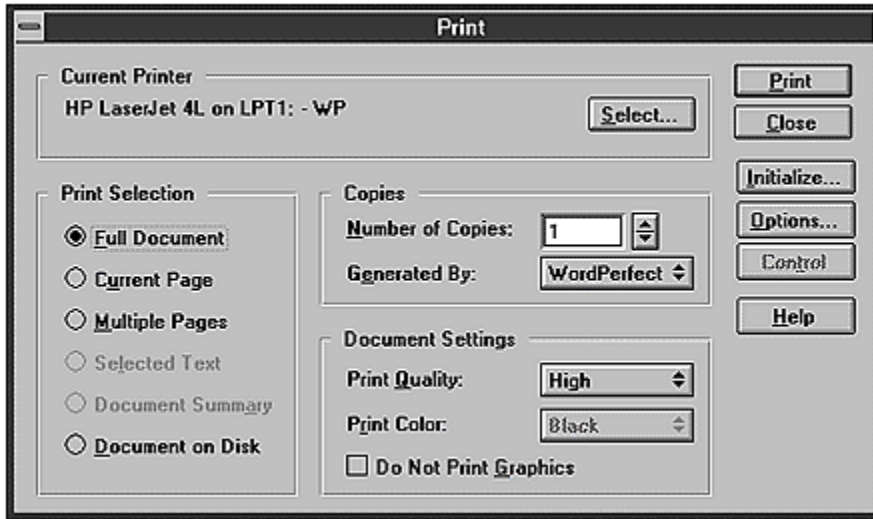
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Preserve Image Width/Height Ratio

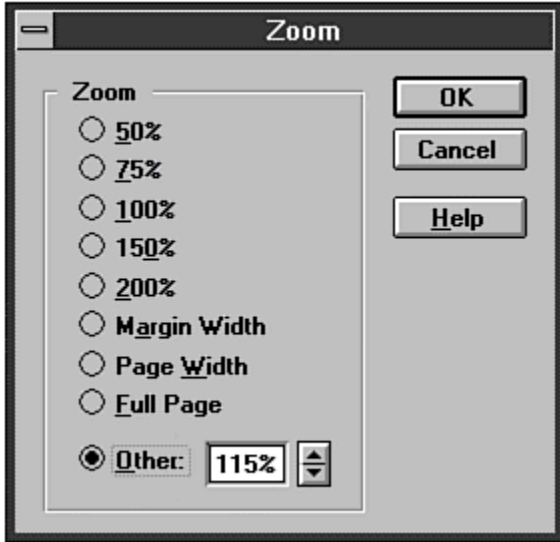
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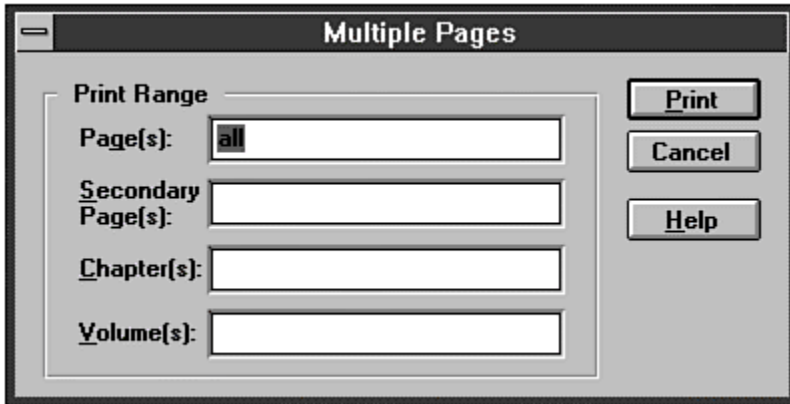
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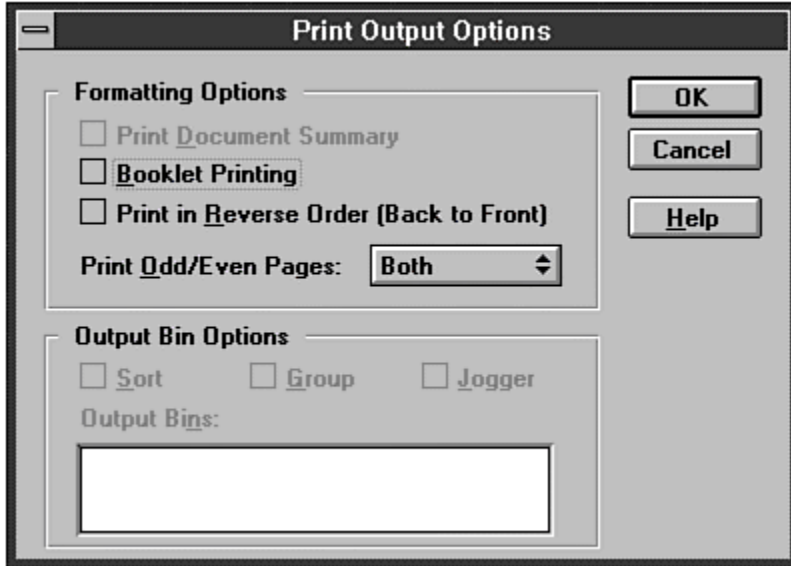
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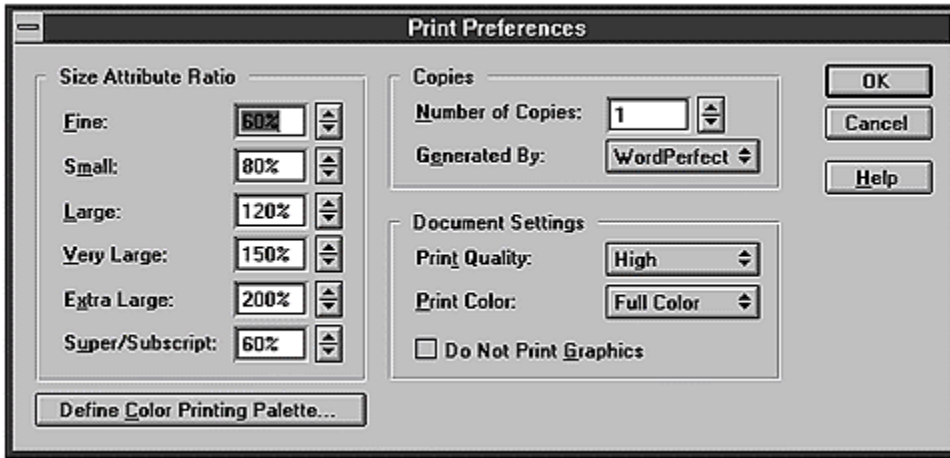
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Field	Value
Page(s)	all
Secondary Page(s)	
Chapter(s)	
Volume(s)	

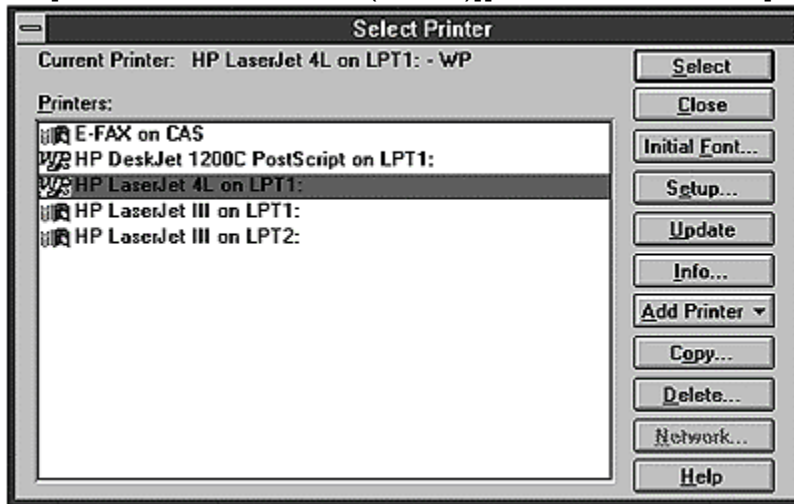
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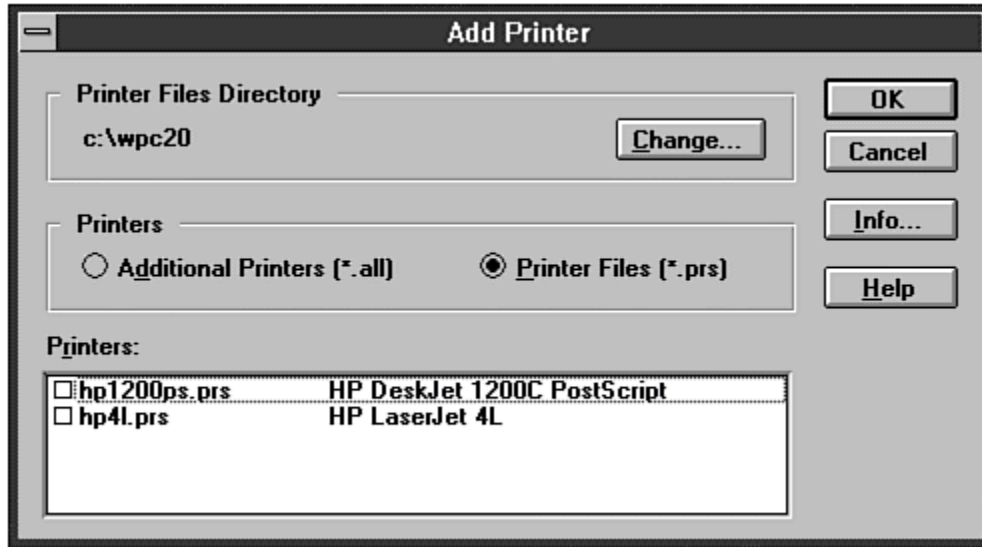
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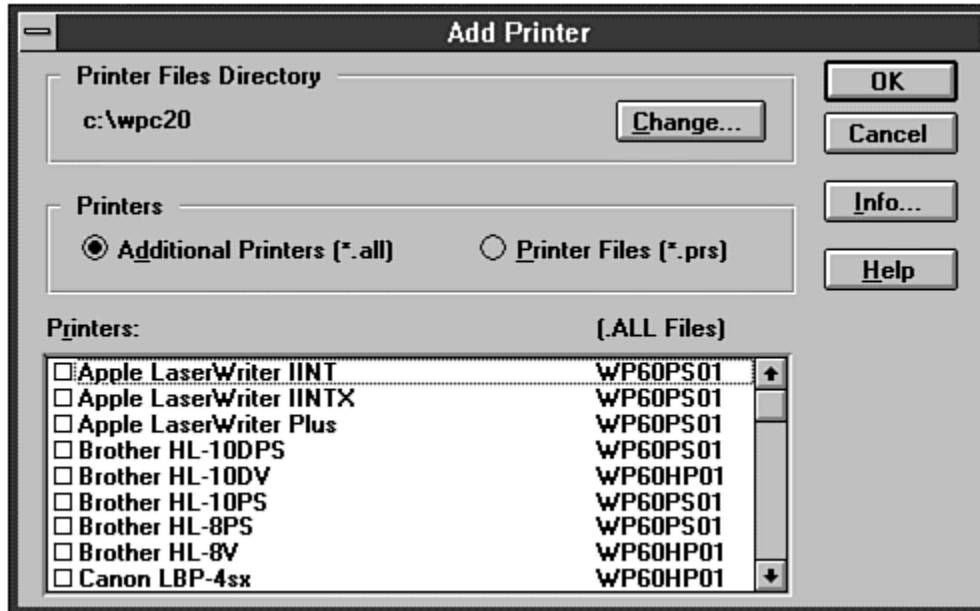
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- Name:** HP LaserJet 4L
- Path for Downloadable Fonts and Printer Commands:** Path: [empty text box] with a folder icon button and a 'Cartridges/Fonts...' button below it.
- Current Sheet Feeder:** ** No Sheet Feeder ** with a 'Sheet Feeder...' button.
- Color:** Printer configured for Color
- Destination:** Port: LPT 1 (dropdown menu); Filename: [empty text box] with a folder icon button and Prompt for Filename.

Buttons on the right side: OK, Cancel, Help.

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Eclipse FAX - Send Fax

Fax To

Name: John Cummings

Company: Cummings Clock Company

Fax: 1-801-555-4584

Voice: 1-801-555-8829

Phonebook Note:

Prefix:

Phonebook

Phonebook 1

Fax To Phonebook

Fax Cover Sheet

Send Cover FACSIM

Include Note On Cover Sheet

Other Sheets

Letterhead

2nd Sheets

Schedule

Immediately

Time: 23 : 38 Date: 09 / 06 / 93

Special

Fax Preview

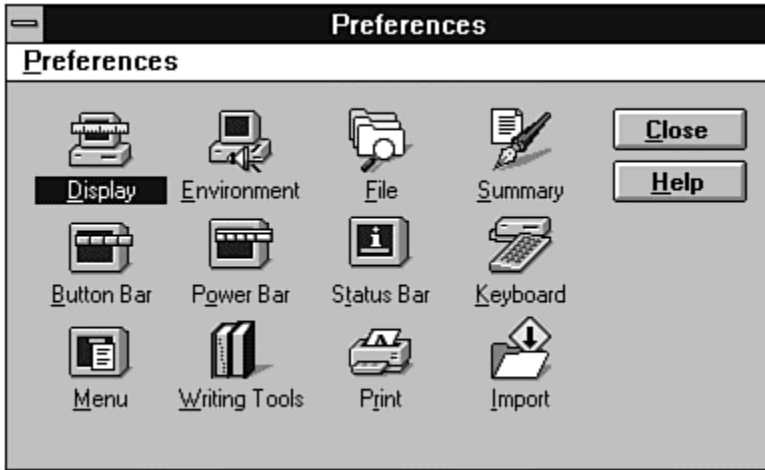
Mark Up

Place Image

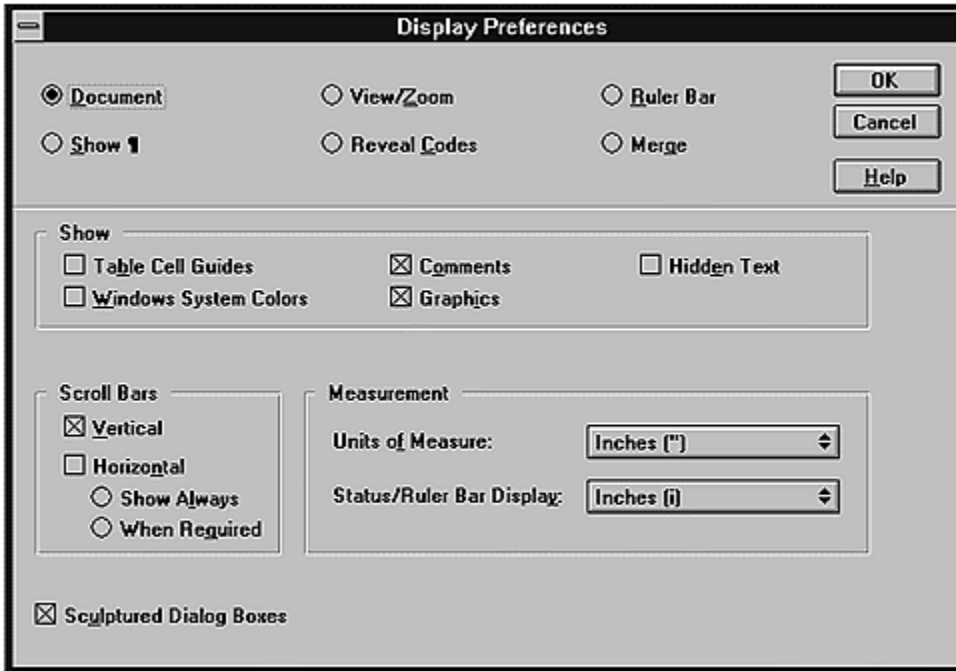
Append Pages

Buttons: Send Fax, Cancel, Fax to File..., Add, Update, Delete, Clear, Phonebook..., Group..., Help...

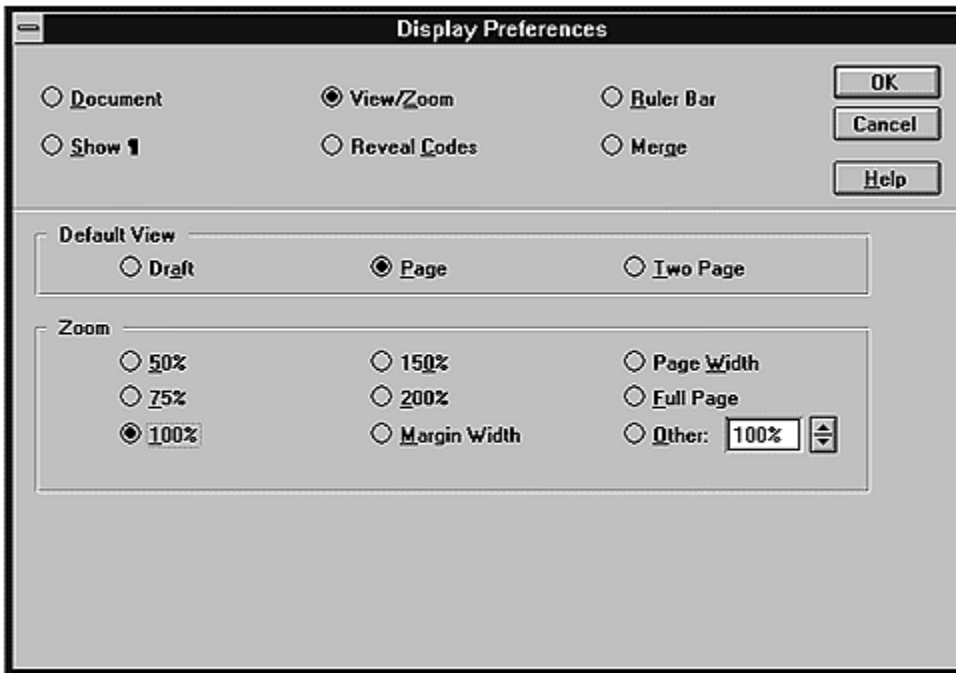
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Environment Preferences

User Info for Comments and Summary
Name:
Initials: User Color:

Beep On
 Error
 Hyphenation
 Find Failure

Formatting
Hyphenation Prompt:
 Confirm Deletion of Codes, Stop Insertion Point at Hidden Codes
 Confirm Deletion of Table Formulas

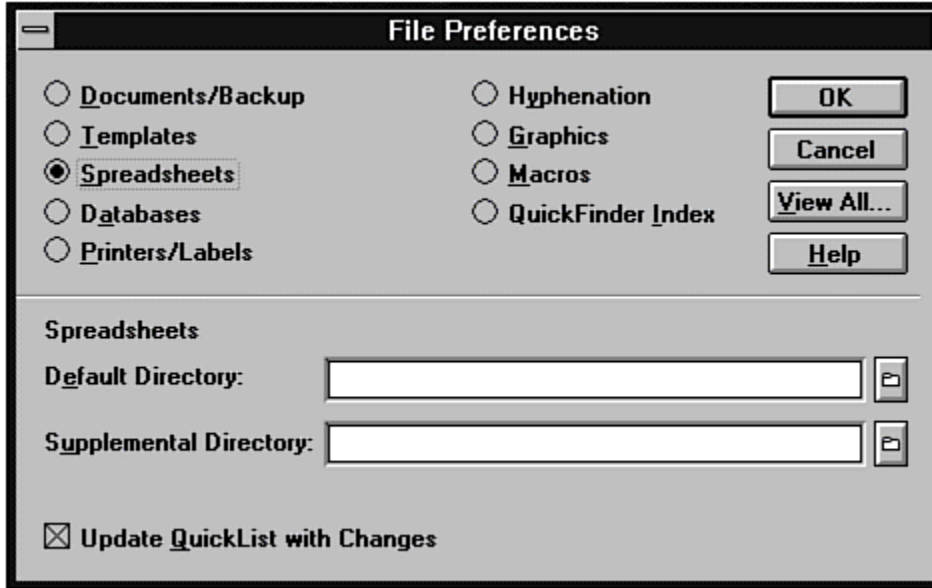
Menu
 Display Last Open Filenames
 Display Shortcyl Keys
 Show Help Prompts

Save Workspace
 Always
 Never
 Prompt on Exit

Save
 Set QuickMark on Save
 Reformat Documents for Default Printer on Open

Activate Hypertext

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



The image shows a 'File Preferences' dialog box with a title bar and a close button. It contains several radio button options for different file categories: Documents/Backup, Templates, Spreadsheets (selected), Databases, Printers/Labels, Hyphenation, Graphics, Macros, and QuickFinder Index. On the right side, there are four buttons: OK, Cancel, View All..., and Help. Below these options, there is a section for 'Spreadsheets' with two text input fields: 'Default Directory:' and 'Supplemental Directory:', each with a folder icon button to its right. At the bottom, there is a checked checkbox labeled 'Update QuickList with Changes'.

File Preferences

Documents/Backup Hyphenation

Templates Graphics

Spreadsheets Macros

Databases QuickFinder Index

Printers/Labels


OK


Cancel

View All...

Help

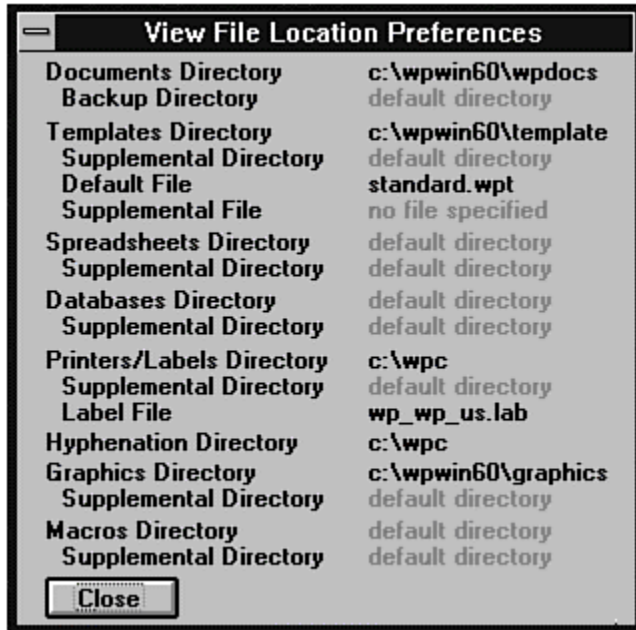
Spreadsheets

Default Directory: 

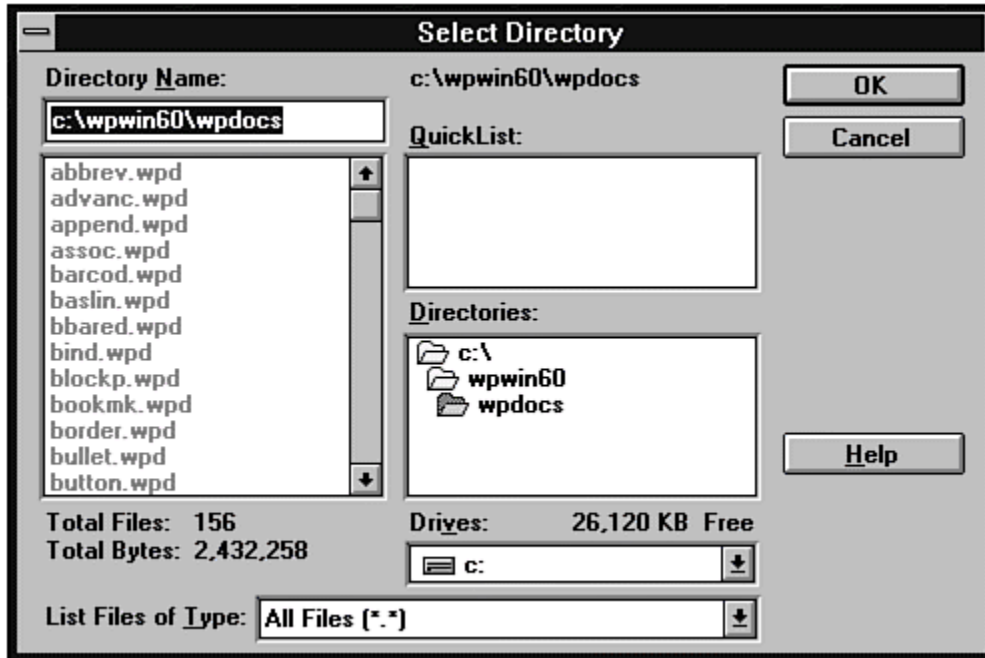
Supplemental Directory: 

Update QuickList with Changes

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

File Preferences

Documents/Backup Hyphenation **OK**

Templates Graphics **Cancel**

Spreadsheets Macros **View All...**

Databases QuickFinder Index **Help**

Printers/Labels

Documents/Backup

Default Directory:

Use Default Extension on Open and Save:

Backup Directory:

Timed Document Backup every minutes

Original Document Backup

Update QuickList with Changes

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

File Preferences

Documents/Backup Hyphenation **OK**

Templates Graphics **Cancel**

Spreadsheets Macros **View All...**

Databases QuickFinder Index **Help**

Printers/Labels

Templates

Default Directory:

Supplemental Directory:

Default File:

Supplemental File:

Template File Extension:

Update QuickList with Changes

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

File Preferences

Documents/Backup Hyphenation **OK**

Templates Graphics **Cancel**

Spreadsheets Macros **View All...**

Databases QuickFinder Index **Help**

Printers/Labels

Printers/Labels

Default Directory:

Supplemental Directory:

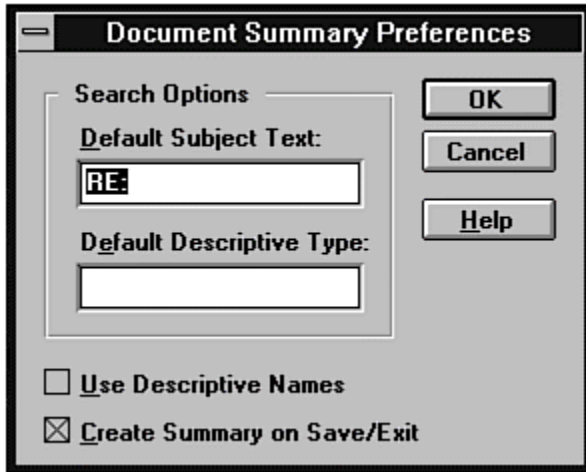
Label File:

Default Labels to Display

Laser Tractor Fed **Both**

Update QuickList with Changes

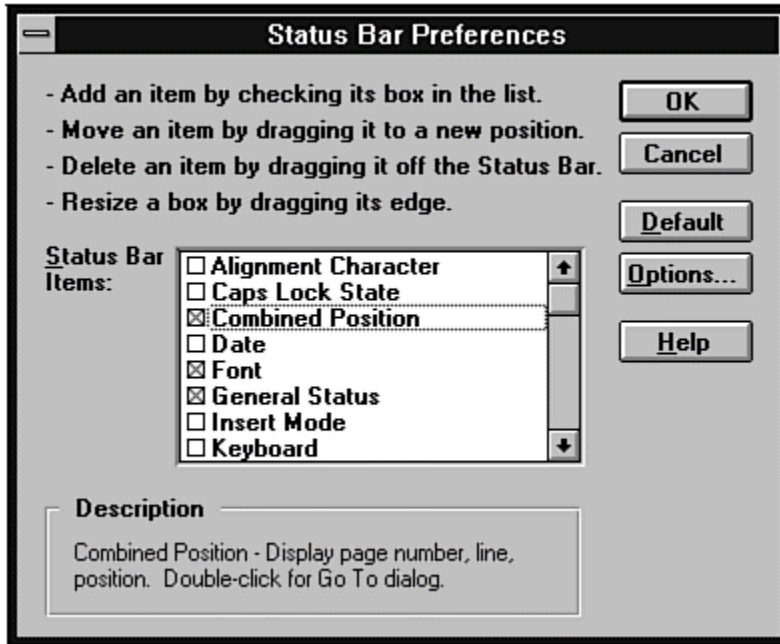
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



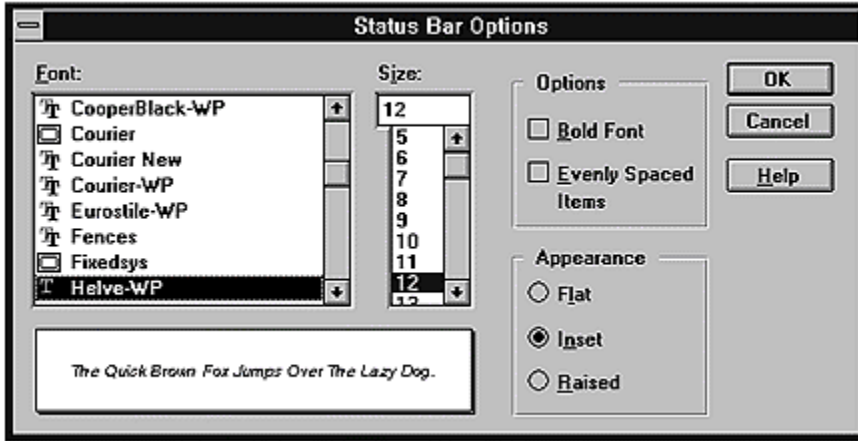
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



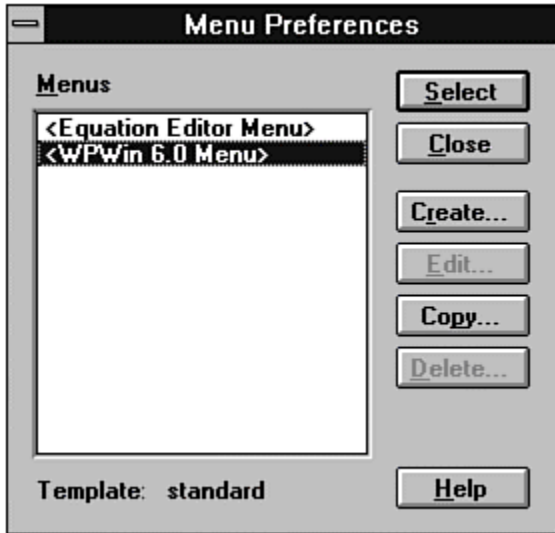
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



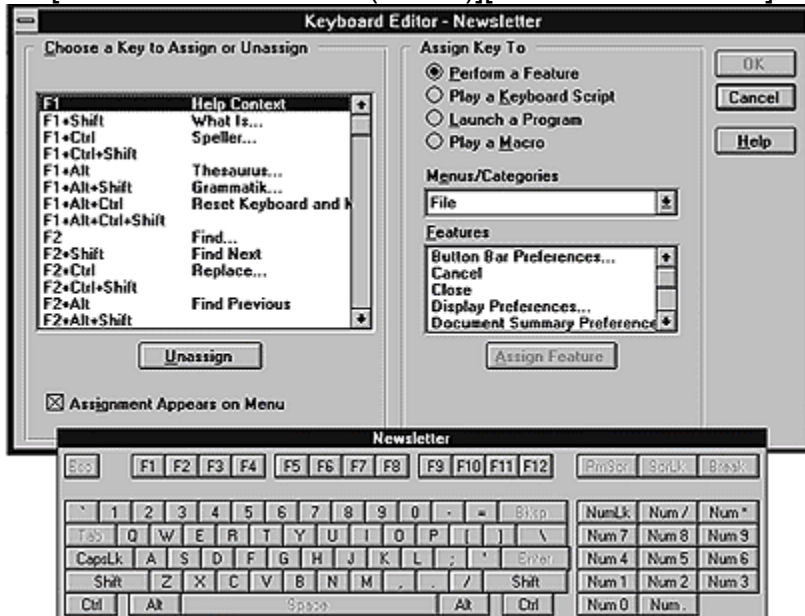
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



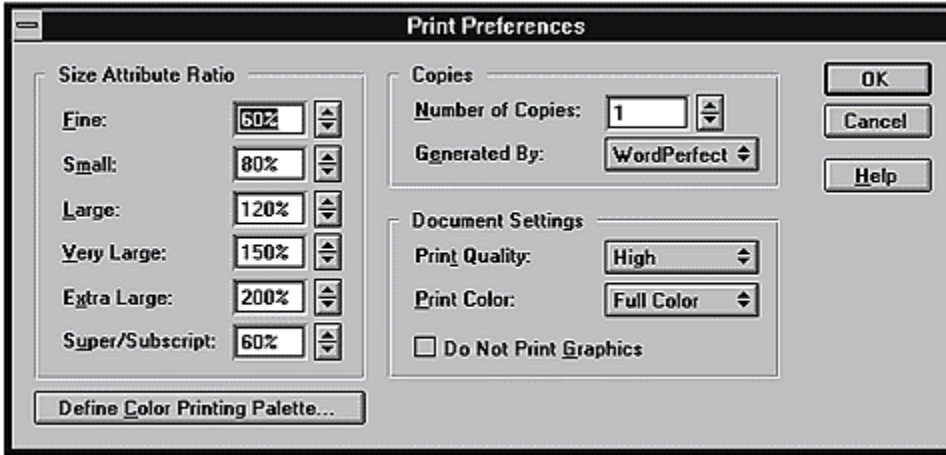
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

The screenshot shows the WordPerfect 6.0 interface. The title bar reads "WordPerfect - [e:\wpwin60\wpdocs\news.wpd - unmodified]". The menu bar includes File, Edit, View, Insert, Layout, Tools, Graphics, Table, Window, and Help. The toolbar contains various icons for editing and drawing. A feature bar is present at the top of the document, titled "PRW Talk" with a pencil icon on the right. Below the feature bar, the document content is as follows:


Vol. II No. 1 *PRW Computer Services News* October 1993

WordPerfect for Windows Sails!

by Rick Winter

WordPerfect has a new product that is jam packed with features and designed to knock your socks off! WordPerfect for Windows 6.0 is so loaded with features that you don't have to go to any other program to get your project done.

One of my favorite parts of WordPerfect for Windows 6 is the number of Feature Bars added. A feature bar is a specific graphical bar (like a button bar) that appears at the top of the page when you use a specific feature. WordPerfect has Feature Bars



Not only can you create your own spreadsheets, you can also create your own artwork with WP draw, a new applet that ships with WordPerfect for Windows. This feature has almost all the features that WordPerfect Presentation has. Remember those certificates in the WordPerfect graphic directory that you wanted to add someone's name to? You can with the WP Draw feature!

The status bar at the bottom shows "Times New Roman Regular 12 pt (Times New)", "Insert", "Select", and "Pg 1 Ln 0.500" Pos 1".

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
 [Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

WordPerfect - [e:\...\planday.wpt - unmodified]

File Edit View Insert Layout Tools Graphics Table Window Help

Save Print Date/Text Bullets WP Clars Watermark H Line V Line Figure Speller

Create Object Copy/Remove Object... Associate... Description... Initial Style... Exit Template

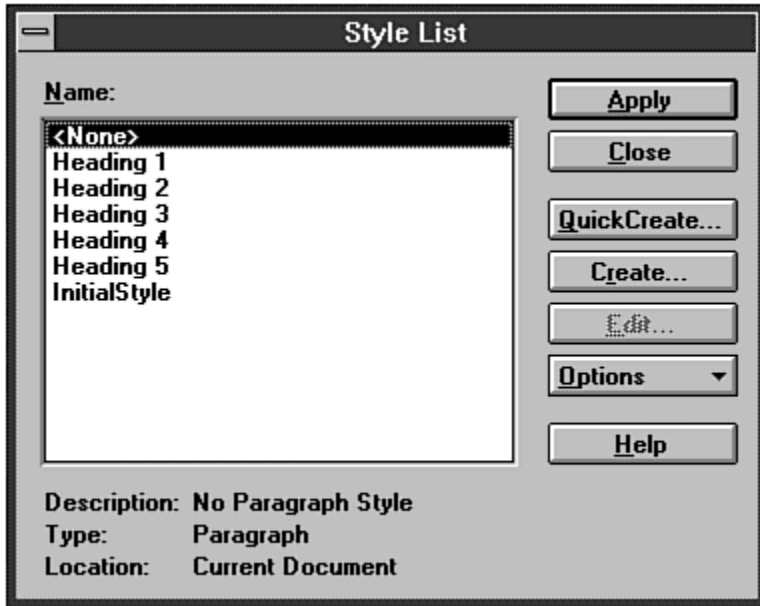
Daily Planner

<Name>
 <Address>
 <City, State Zip>
 <Telephone>
 Fax: <Fax>

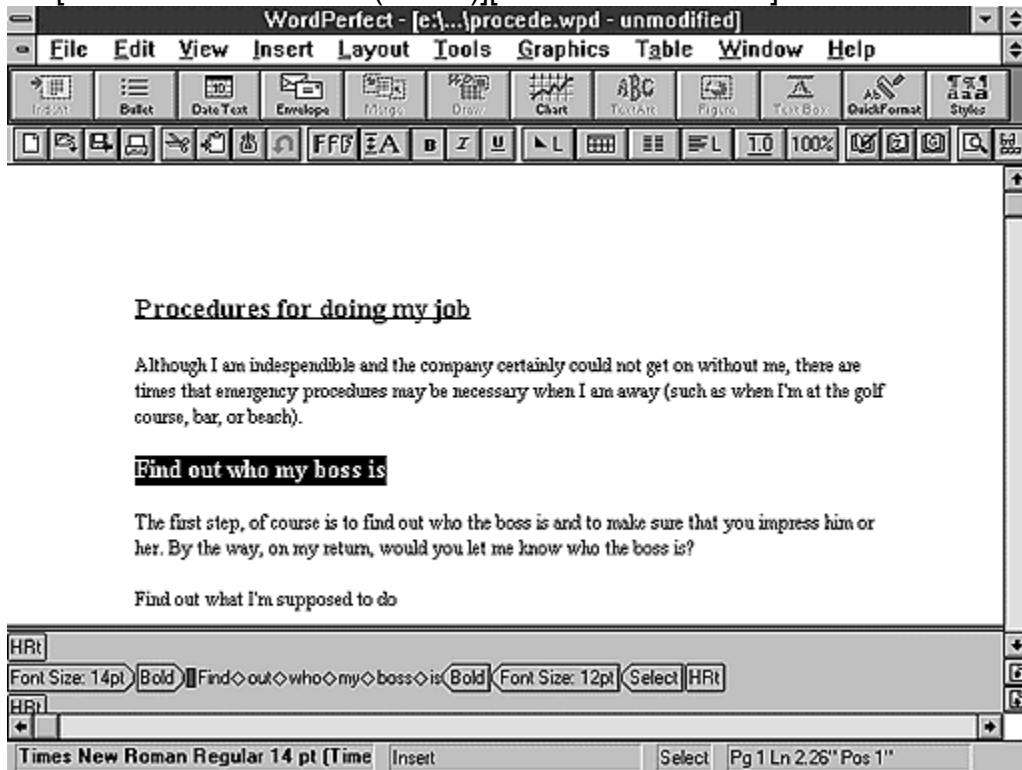
Morning Appointments	Afternoon Appointments
7:00	1:00
7:30	1:30
8:00	2:00
8:30	2:30
9:00	3:00
9:30	3:30
10:00	4:00
10:30	4:30
11:00	5:00
11:30	5:30
12:00	6:00

Humanst521 Cn BT Regular 10 pt TABLE A 'Cell A1 'Cell A1 'Ce Select Pg 1 Ln 0.583' Pos 0.920"

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Styles Quick Create

Create a style based on the formatting in effect at the insertion point.

Style Name: Primary Step

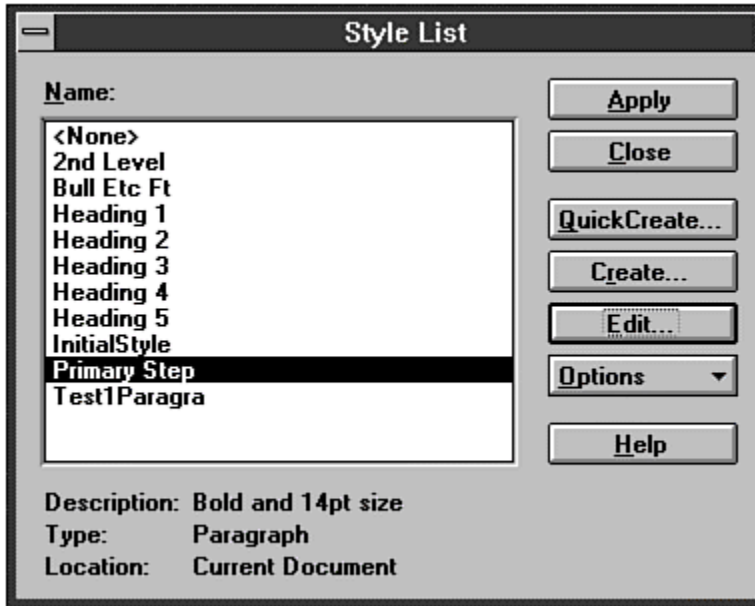
Description: Bold and 14 pt size

Style Type

Paragraph Character

OK
Cancel
Help

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



Styles Editor

Edit Insert Layout Tools Graphics Table

Style Name:

Description:

Type: Enter Key Will Chain to:

Paragraph (paired)

Contents

Reveal Codes **Show 'Off Codes'**

OK
Cancel
Help

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Styles Editor

Edit Insert Layout Tools Graphics Table

Style Name: Masthead OK

Description: Lines and Title Cancel

Type: Enter Key will Chain to: Help

Document (open) <Same Style>

Contents

Top Mar: 0.500"	Lft Mar	Rgt Mar	Graph Line	HRt
Font: Arial	Font Size: 22pt	Shadw	Hd Center on Marg	PRW◇Talk
Shadw	Graph Line	HRt	Shadw	Hd Flush Right
Font: Times New Roman	Font Size: 12pt	Shadw	Just	

Reveal Codes Show 'Qff Codes'

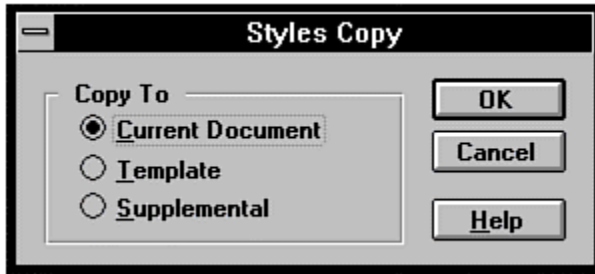
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-/H25/W200/B2TLBR/ACC/D2]}



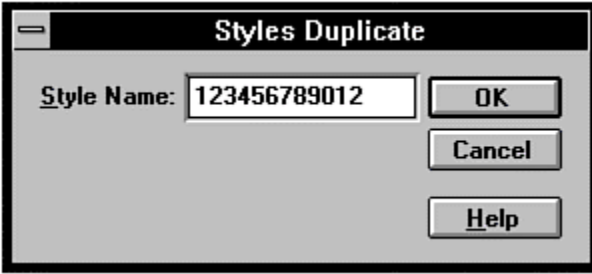
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
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{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Styles Editor

Edit Insert Layout Tools Graphics Table

Style Name: ArticleTitle

Description: Formatting for Article title

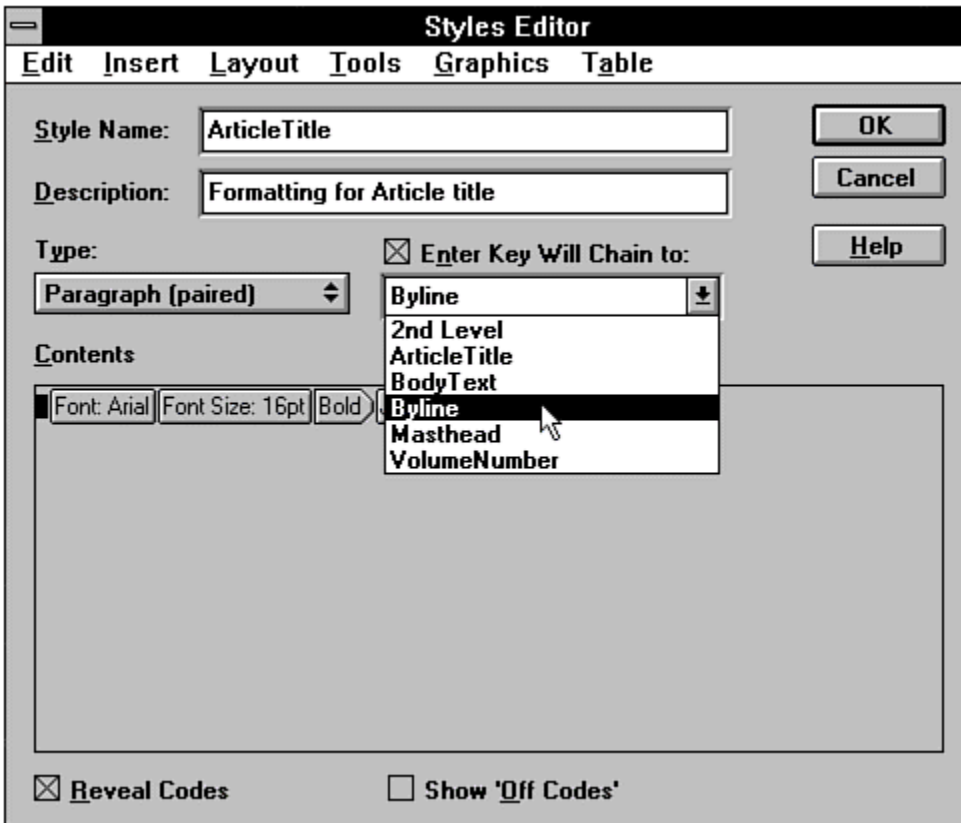
Type: Paragraph (paired) Enter Key Will Chain to: ArticleTitle

Contents

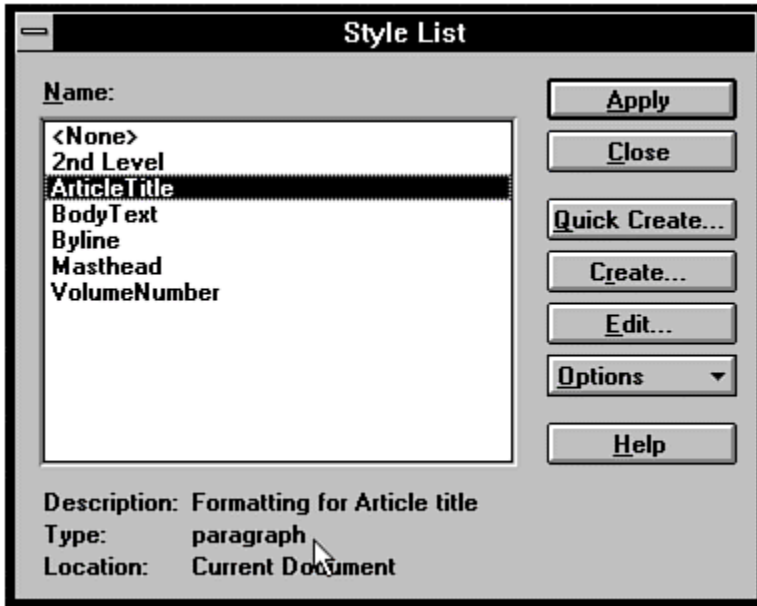
Font: Arial Font Size: 16pt Bold Just: Left

Reveal Codes Show 'Off Codes'

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



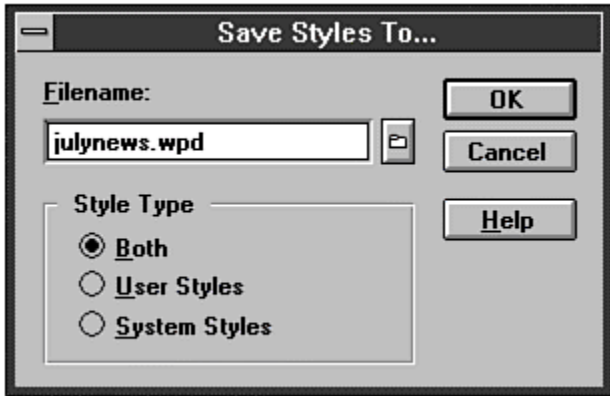
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[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

WordPerfect - [e:\...\letter.wpd]


File Edit View Insert Layout Tools Graphics Table Window Help

Indent Bullets Date Text Envelope Merge Draw Chart TextArt Figure Text Box QuickFormat Styles

FFD EA B I U

Taos Art House

For Original Southwest Art
Taos, NM 89542
555--888--8888 Fax 555--888--8889



s Art House[HRt][Font: Times New Roman [Times New Roman Regular]] [Bold] [Shadw] [Italc] For◇Original◇Southwest◇Art[HRt]

Times New Roman Regular 12 pt Insert Select Pg 1 Ln 0.600" Pos 1"

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Styles Editor

Edit Insert Layout Tools Graphics Table

Style Name: Quotation OK

Description: Italics, paragraph indent Cancel

Type: Enter Key will Chain to: Help

Character (paired) <None>

Contents

Para Spacing: 1.5 First Ln Ind Lft Mar Adj Rgt Mar Adj Small Italic

Reveal Codes Show 'Off Codes'

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Styles Editor

Edit Insert Layout Tools Graphics Table

Style Name:

Description:

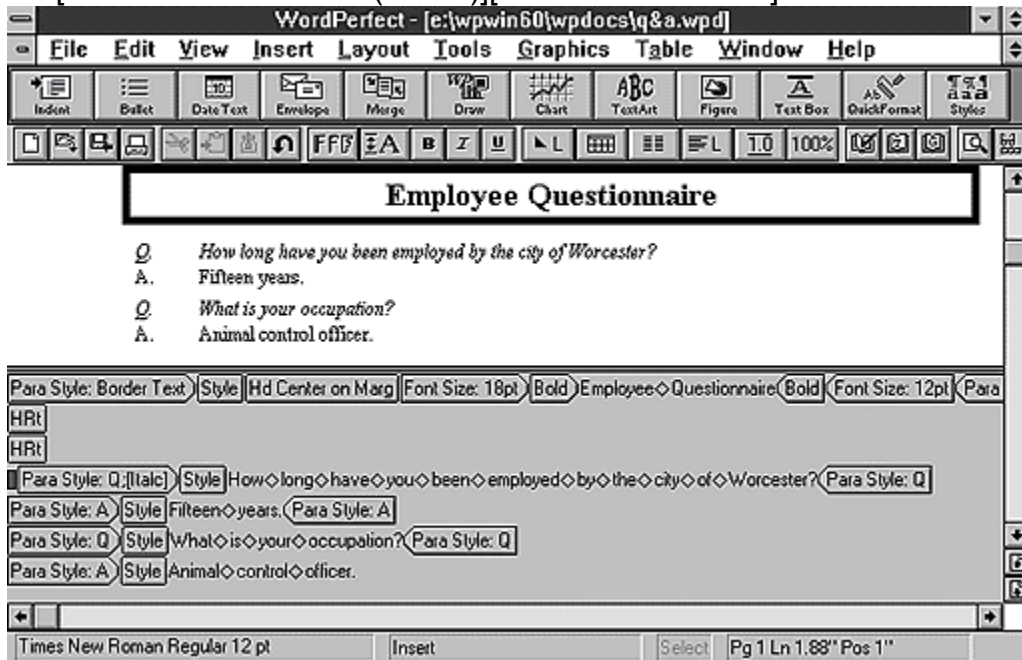
Type: **Enter Key will Chain to:**

Contents

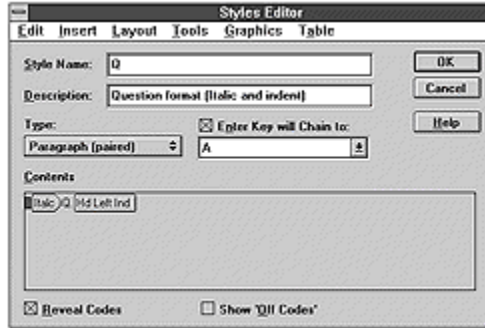
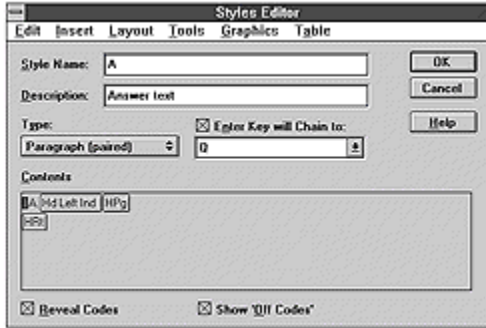
Para Border: Thick;<None> Just Block Pro (Block Pro)

Reveal Codes **Show 'Off Codes'**

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Cell A7

File Edit View Insert Layout Tools Graphics Table Window Help

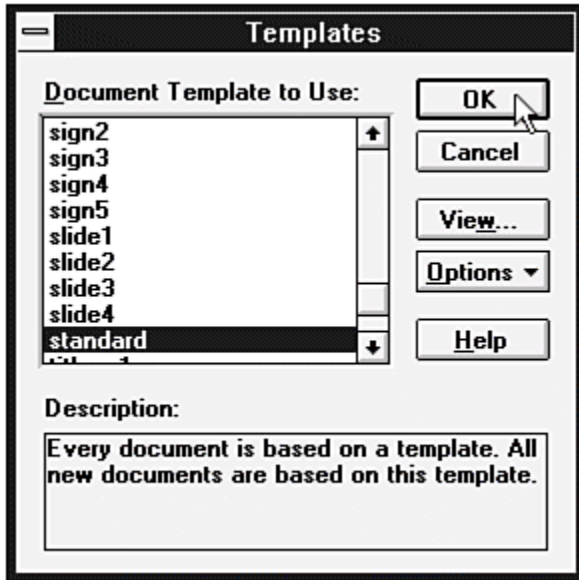
Save Print Date View WP Class Speller Calc Doc

Create Object Copy/Remove Object... Associate... Description... Initial Style... Exit Template

Purchase Order	<Company> <Address> <City, State Zip> <Telephone> Fax: <Fax>
No: [Purchase Order Number]	
VENDOR:	SHIP TO:
ORDER PLACED BY: [Order Placed By]	DATE EXPECTED: [Date Expected]
SHIP VIA: [Ship Via]	
TERMS [Terms]	
REFERENCE: [Reference]	

Humanst521 Cn BT Regular 35 pt TABLE A Cell A1 Select Pg 1 Ln 0.583" Pos 0.583"

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

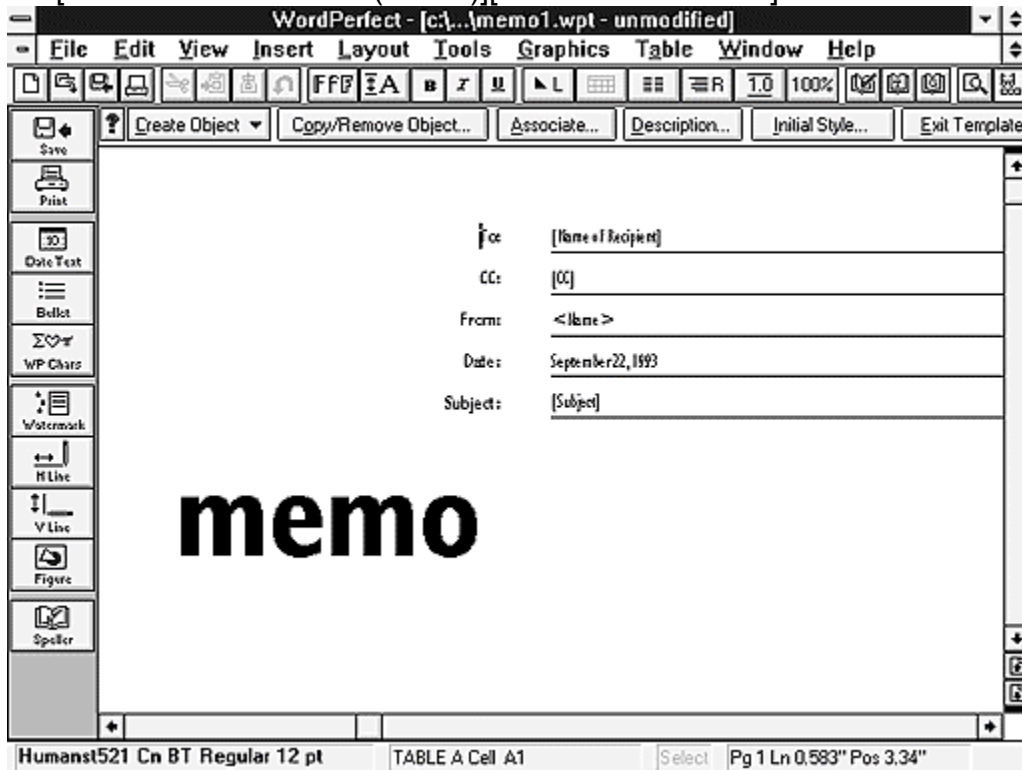
To: [Name of Recipient]
CC: [CC]

The image shows a dialog box titled "Template Information". It contains three text input fields: "Name of Recipient:", "CC:", and "Subject:". Below these fields are four buttons: "Personal Info", "Address Book", "OK", and "Cancel". The "Address Book" button is highlighted with a darker background. To the right of the dialog box, there are three horizontal lines extending from the right edge of the dialog box towards the right side of the page.

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}




{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Create Document Template

New Template


Name



Description:

Template to Base On

Name



Description:

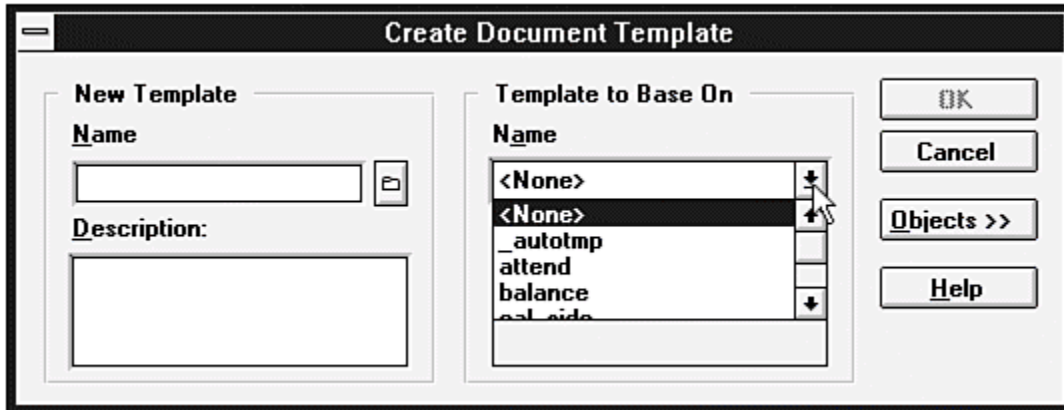
OK

Cancel

Objects >>

Help

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

To: [Name of Recipient]

Fax: [Fax #]

From: <Name>

Date: September 22, 1993

Pages: [Number of pages including this page] page(s) including
this page.

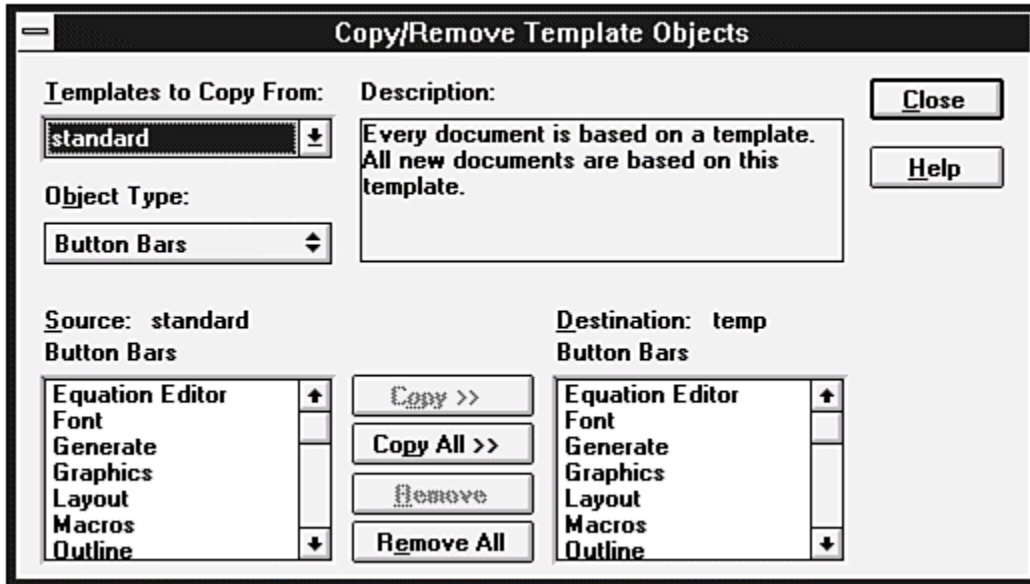
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

The image shows a dialog box titled "Template Information". It contains three input fields: "Name of Recipient:", "Fax #:", and "Number of pages including this page:". At the bottom, there are four buttons: "Personal Info", "Address Book", "OK", and "Cancel".

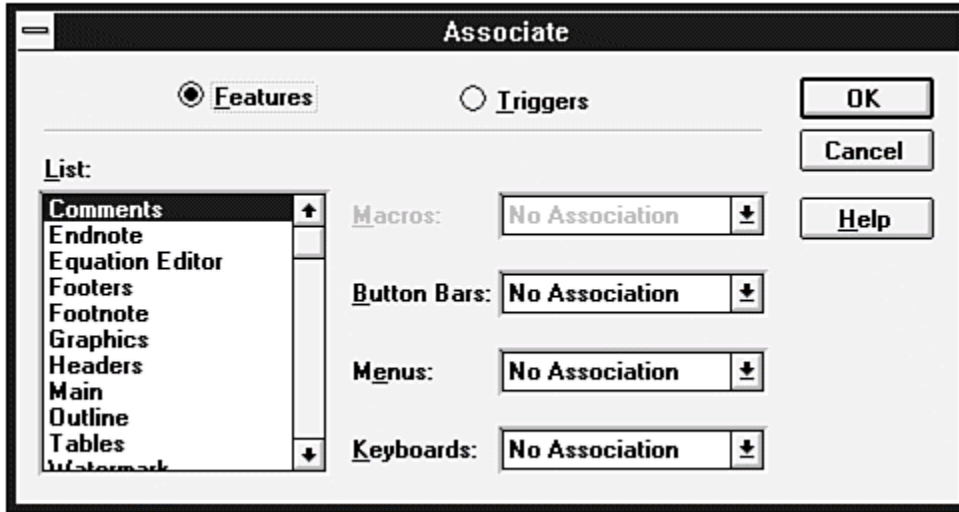
Template Information	
Name of Recipient:	<input type="text"/>
Fax #:	<input type="text"/>
Number of pages including this page:	<input type="text"/>
<input type="button" value="Personal Info"/> <input type="button" value="Address Book"/>	<input type="button" value="OK"/> <input type="button" value="Cancel"/>

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

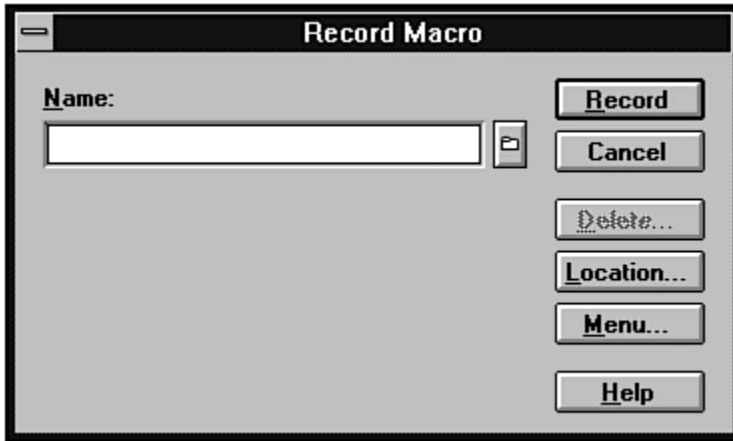
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



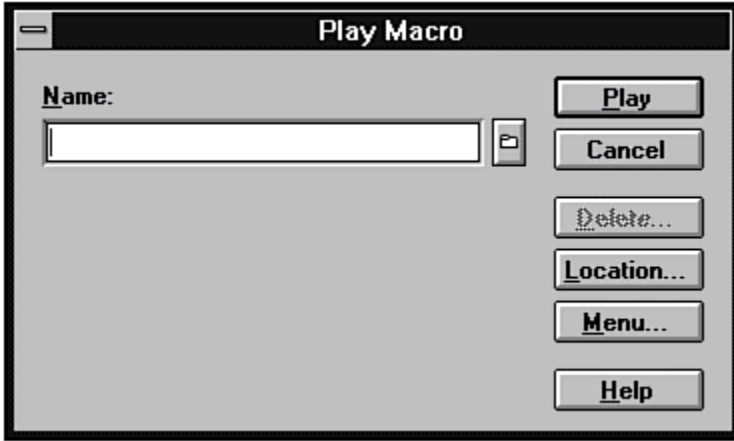
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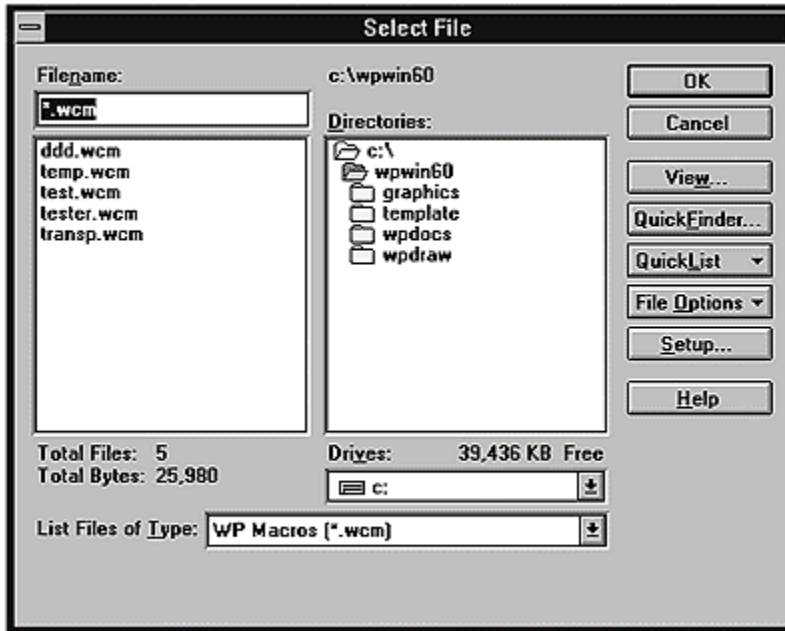
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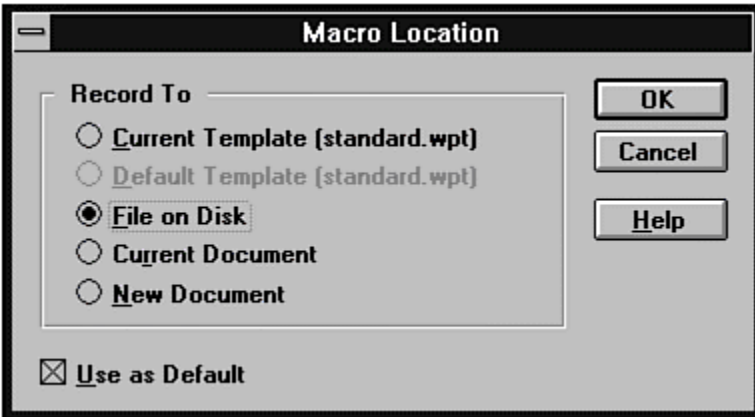
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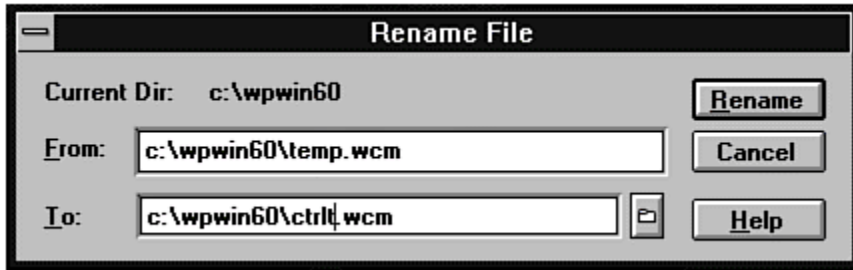
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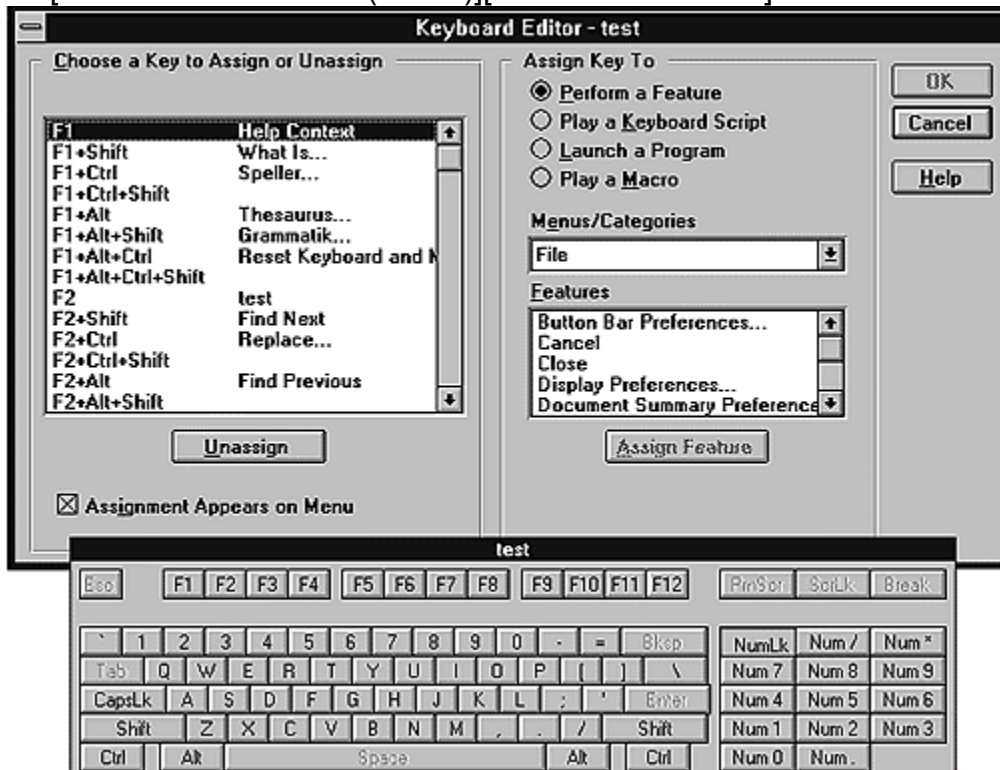
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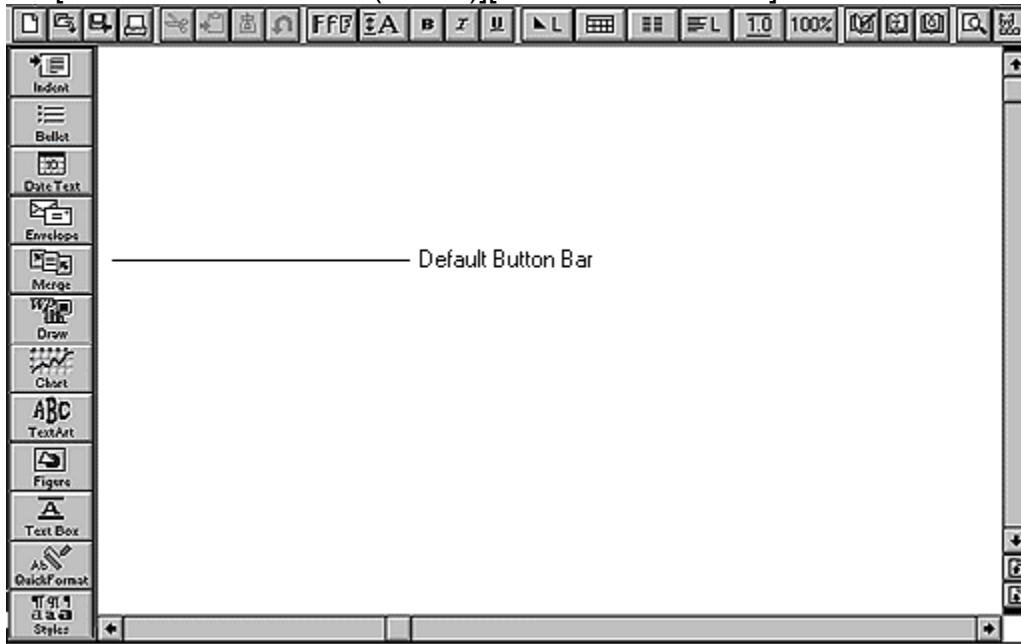
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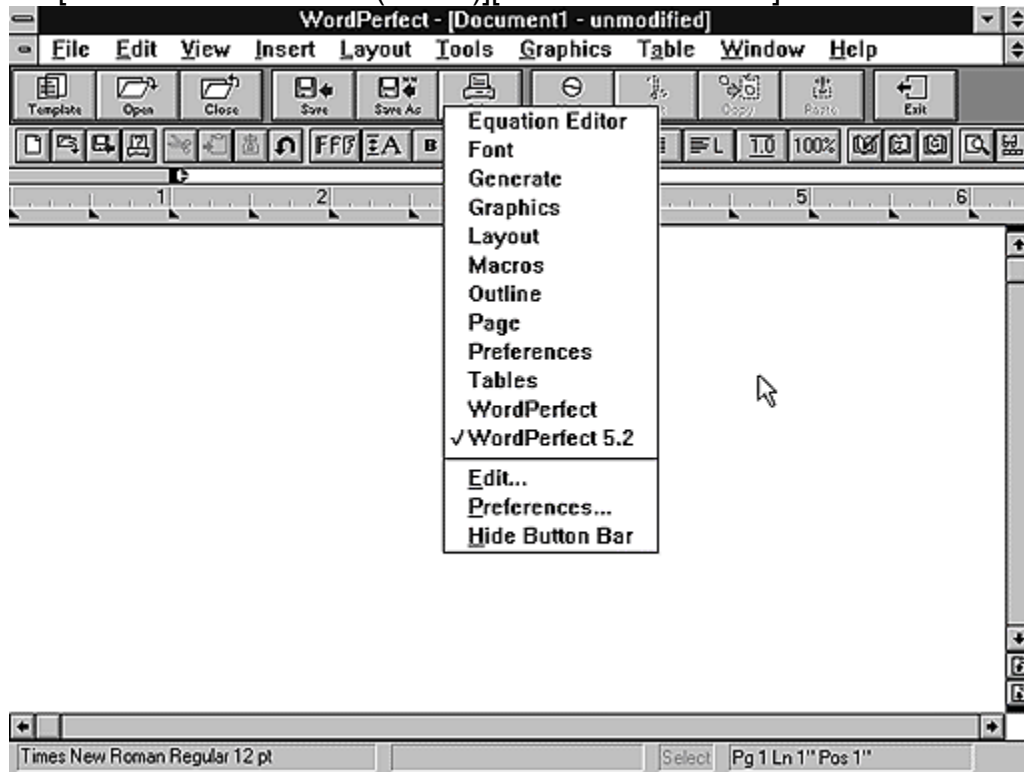


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WordPerfect 5.2

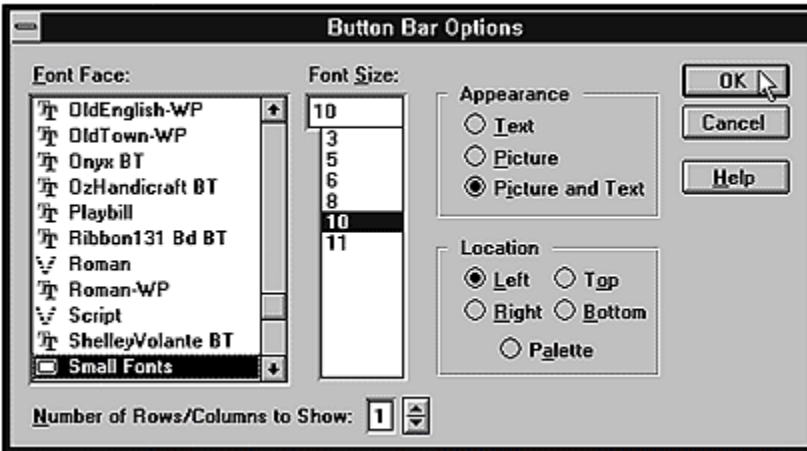
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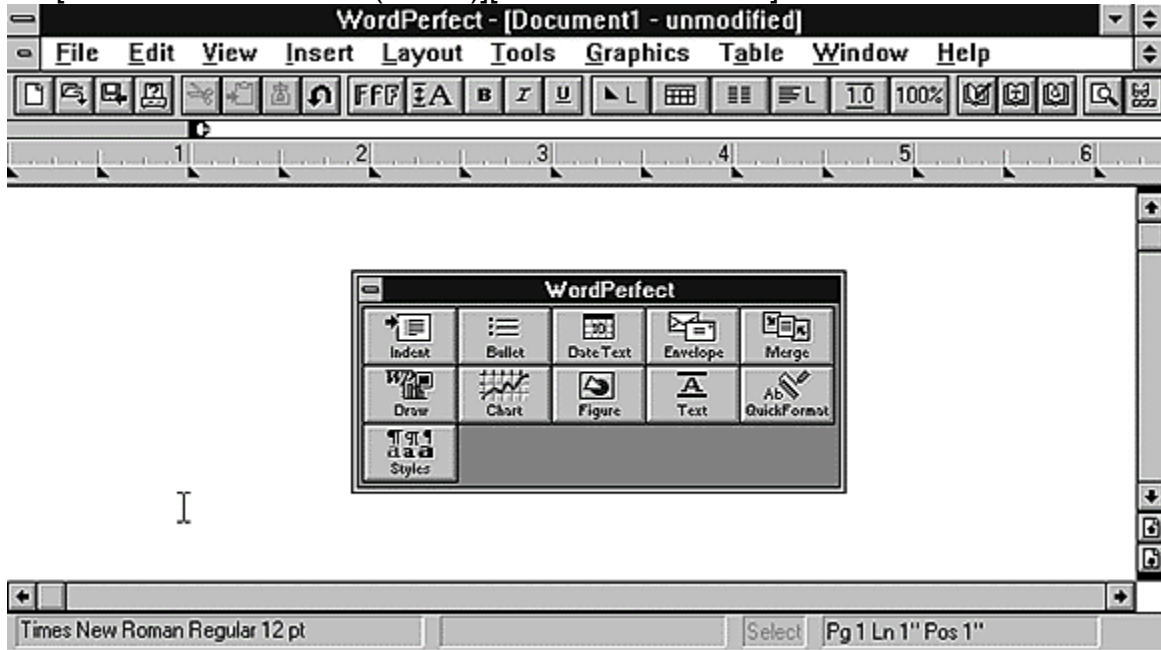
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Picture only

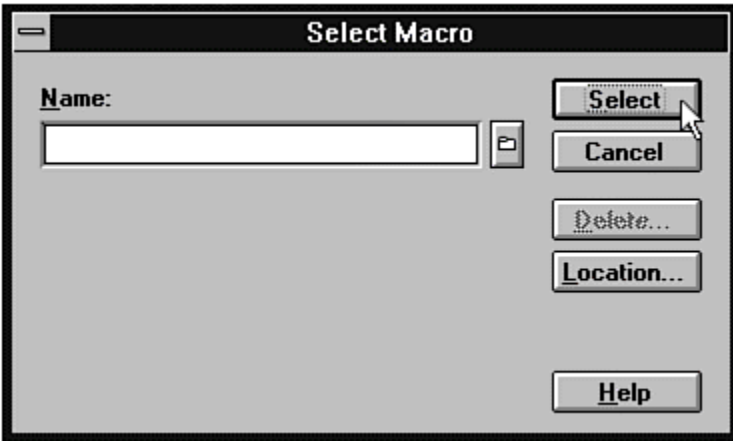


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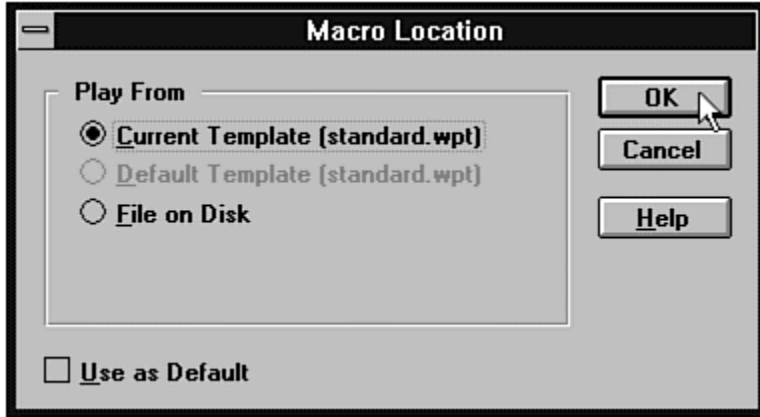
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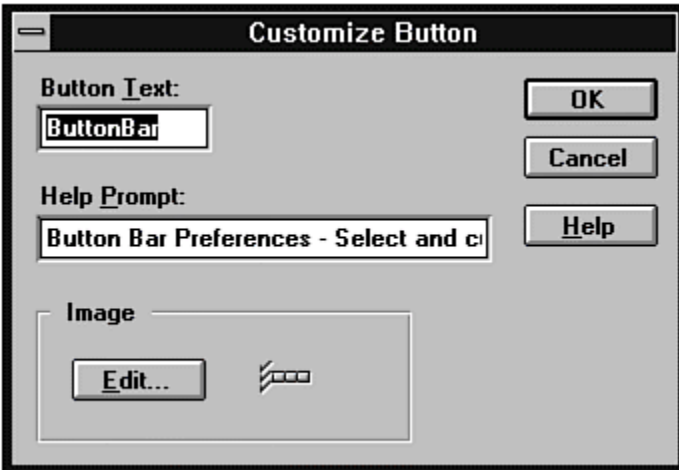
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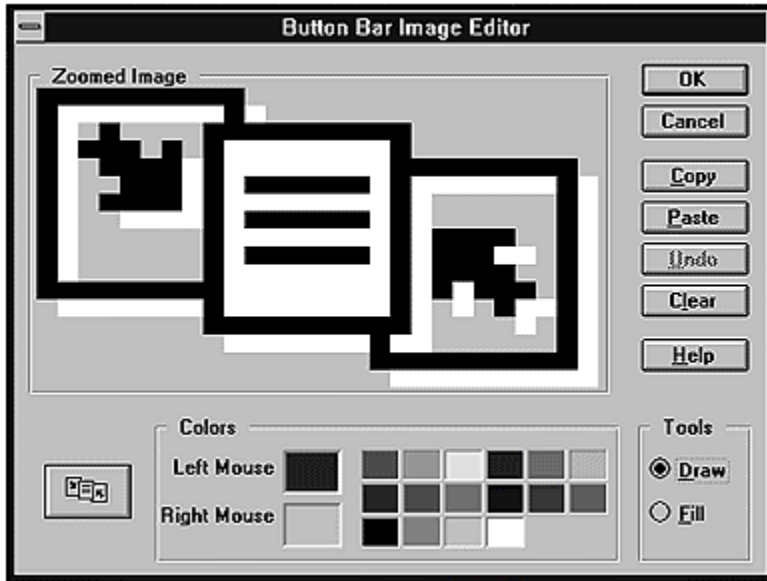
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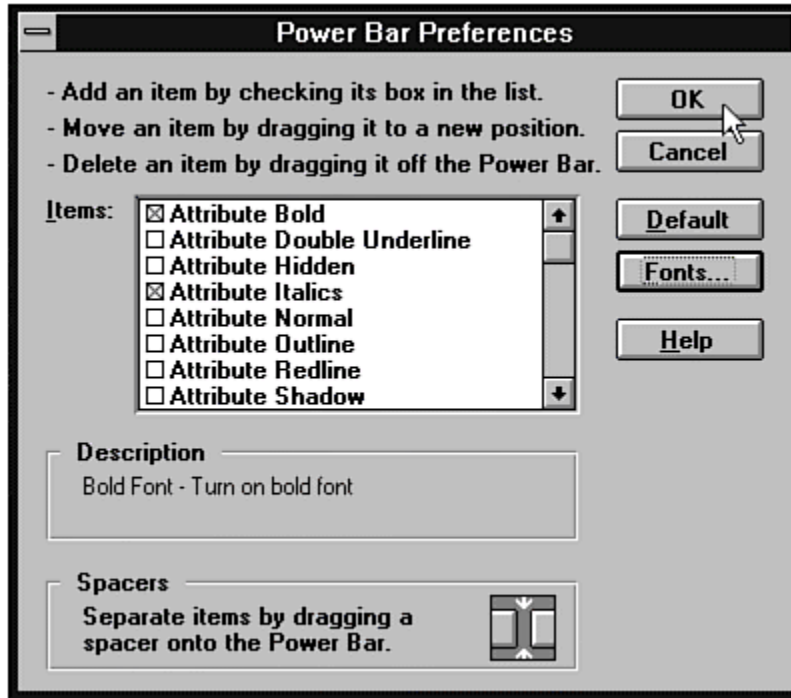
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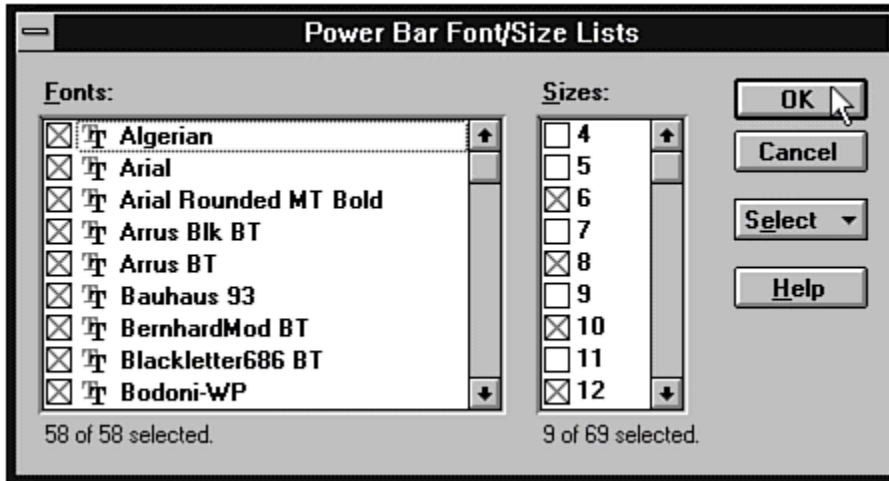
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The Depth Gauge



Vol. 5, No. 8

August, 1985

Dive Trip to Cozumel!

That's right, folks. This year the Santa Divers is taking its Fall dive trip to the island of Cozumel. It's a great island with some of the best diving in the world. It's also one of the most beautiful islands in the world. It's just 100 miles south of Cancun. It has some small cays, a dozen or so hotels, and a few dive shops, and miles and miles of coral reefs.

While the layout is often popular along tourism map changes, the inhabitants of Cozumel will certainly tell you that it's the number 1 dive spot in the world. Except only on the island of Cozumel. La Cumbre, La Cumbre, La Cumbre, just 100 miles south of Cancun. It has some small cays, a dozen or so hotels, and a few dive shops, and miles and miles of coral reefs.

The water is 80° down to 100 feet, so you won't need a wetsuit. That means less weight, too. You may want to wear a shirt to keep your skin from chafing, but otherwise all you'll need is a mask, fins, snorkel, regulator, and SCUBA tank. You can rent everything you need.

If you don't want gloves or a dive knife into the water. The entire island is a National Park, and everything underneath is protected. Fish, plants, and everything else. Because it's a National Park, you can't take anything out of the island, and you can't take anything out of the island.

There's a good reason for it, too. Did you know that coral only grows a fraction of an inch per year? At National Parks, you can see the coral.

and the size of apartment buildings. The water is 80° down to 100 feet, so you won't need a wetsuit. That means less weight, too. You may want to wear a shirt to keep your skin from chafing, but otherwise all you'll need is a mask, fins, snorkel, regulator, and SCUBA tank. You can rent everything you need.

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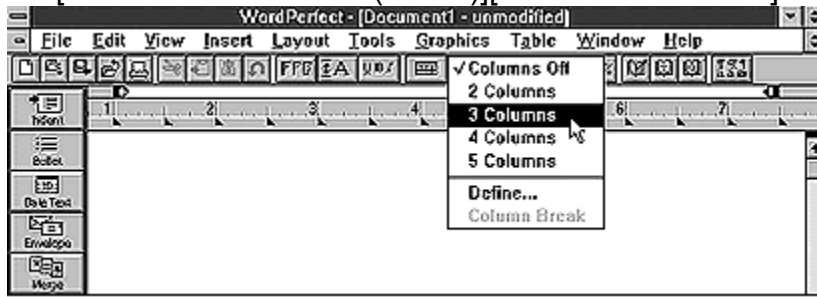
The island and all the way to the south. It's just 100 miles south of Cancun. It has some small cays, a dozen or so hotels, and a few dive shops, and miles and miles of coral reefs.

Cozumel Dive Trip Itinerary

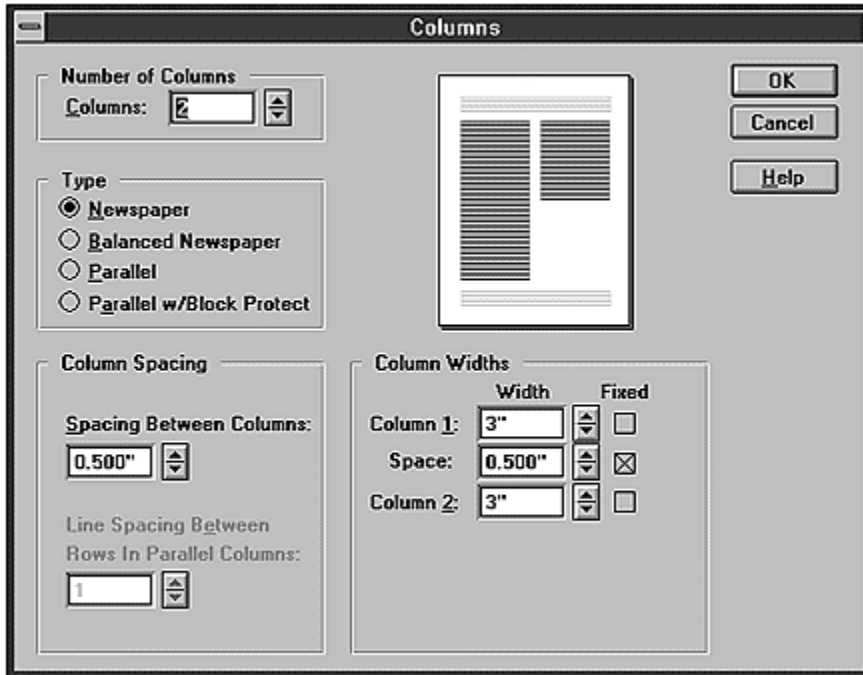
Date	Time	Place	Comments
9/29	8:00 AM	Meet at SFO, check in for flight	Don't forget your ticket and passport!
9/30	9:44 AM	Departure, Mexican Flight 323	It's an 8 hour flight. Bring a book or a game to pass the time.
9/30	2:46 PM	Arrive Cozumel, go through Customs, take bus to hotel, check in	
9/30	9:00 PM	Carlos & Charli's dinner	Don't come on an empty stomach!
9/30	10:00 AM	Meet at Chumash Dive Park for check-out time	Dive shops are available to rent tanks and other gear. We'll rent one tomorrow!
9/30	6:00 PM	Come home	The bus will take you to the island! (and sleep)
10/1	6:30 AM	Meet at Tropical Divers for bus trip to Palancar Reef	Back at 5:00
10/1	7:30 PM	Meet back at Tropical Divers for night dive	They will provide underwater flashlights

At Santa Divers, 68 Silver Street, Cozumel

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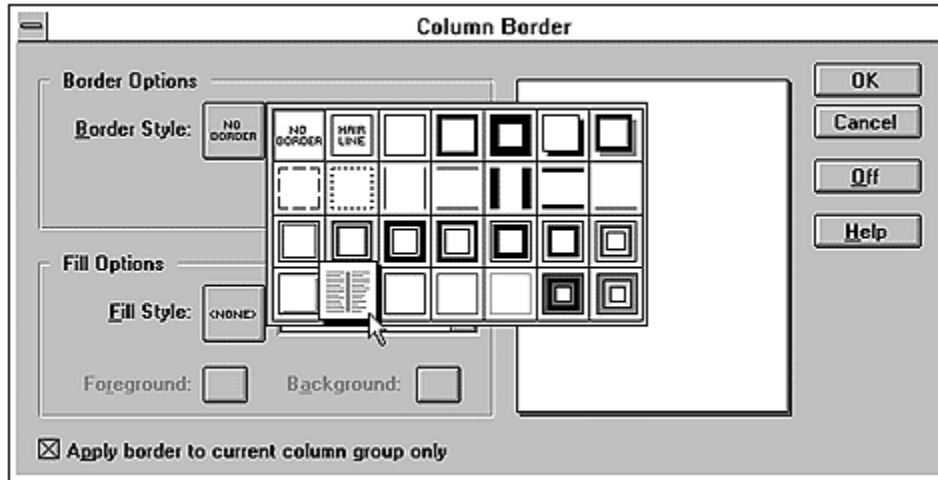
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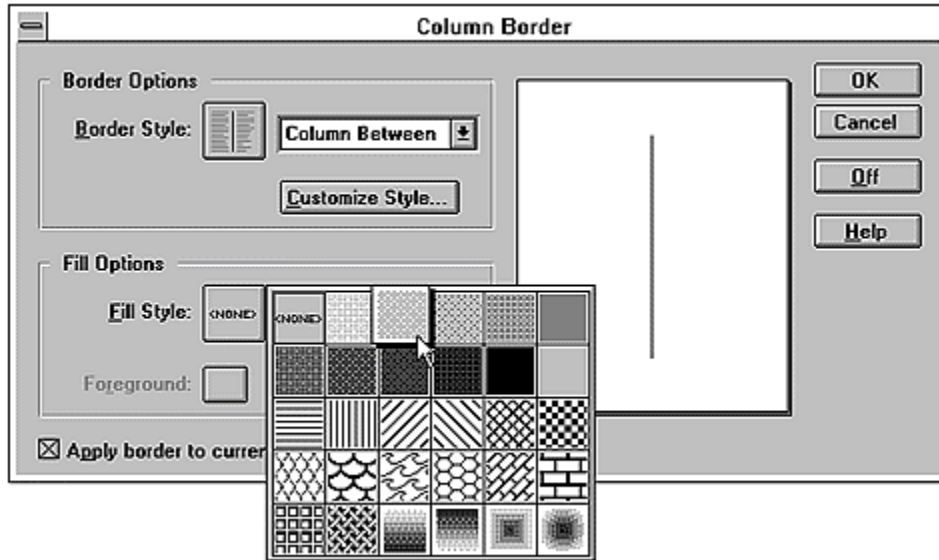
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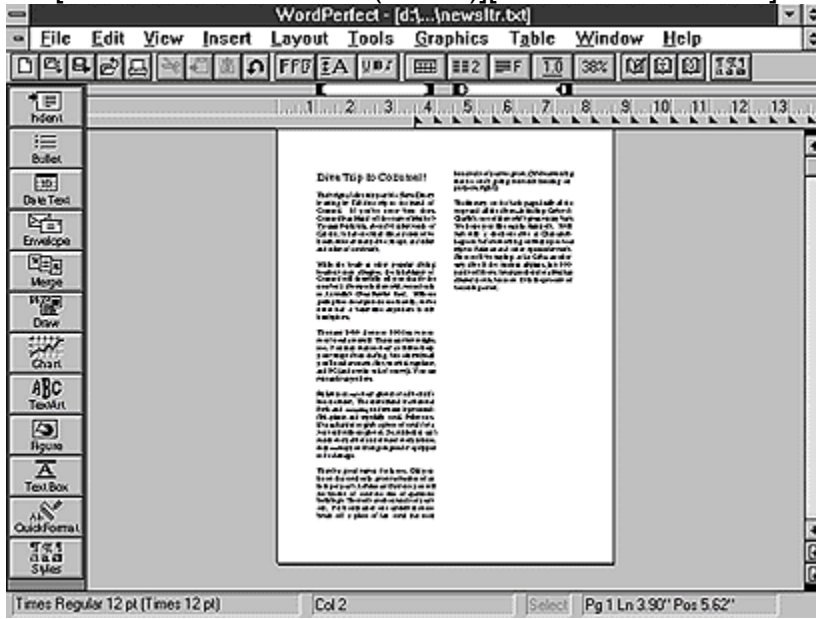
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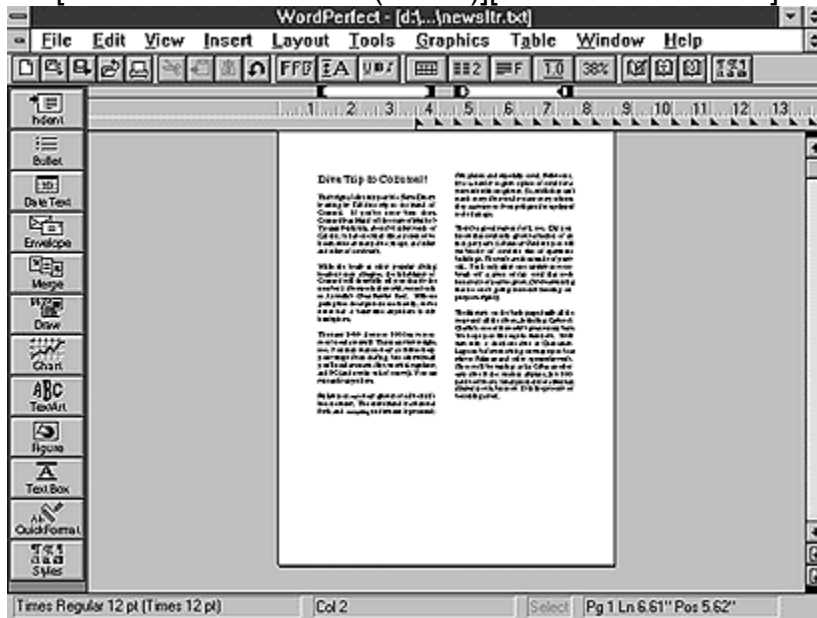
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Cozumel Dive Trip Itinerary

Date	Time	Place	Comments
9/29	8:00 AM	Meet at SFO; check in for flight	Don't forget your tickets and passport!
9/29	9:44 AM	Departure, Mexicana Flight 823	It's an 8 hour flight; bring a book or a game to pass the time.
9/29	2:16 PM	Arrive Cozumel; go through Customs; take bus to hotel; check in	
9/29	9:00 PM	Carlos & Charlie's downtown	Don't come on an empty stomach
9/30	10:00 AM	Meet at Chancabab State Park for check-out dive	Dive shops are available to rent tanks and other gear. Wet suit not necessary!
9/30	8:00 PM	El Aquario	The best seafood on the island

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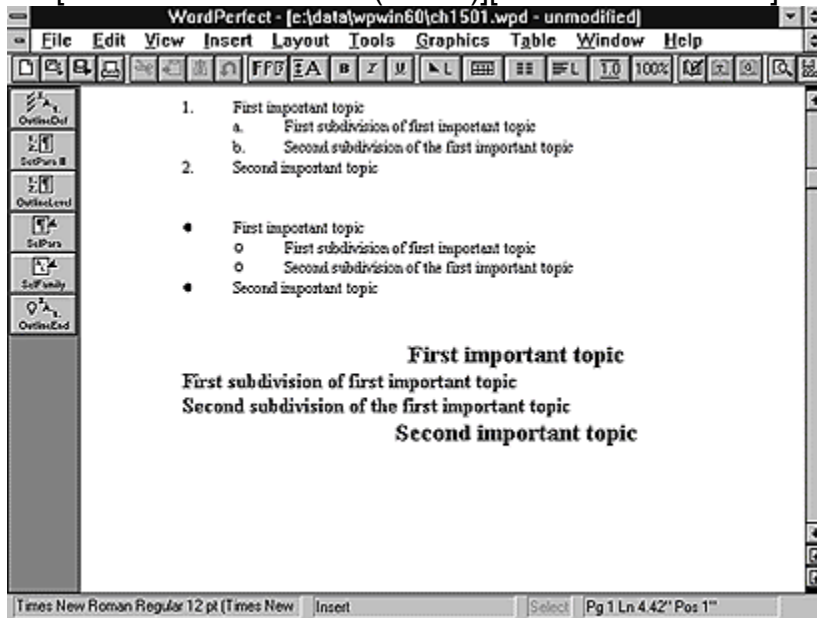
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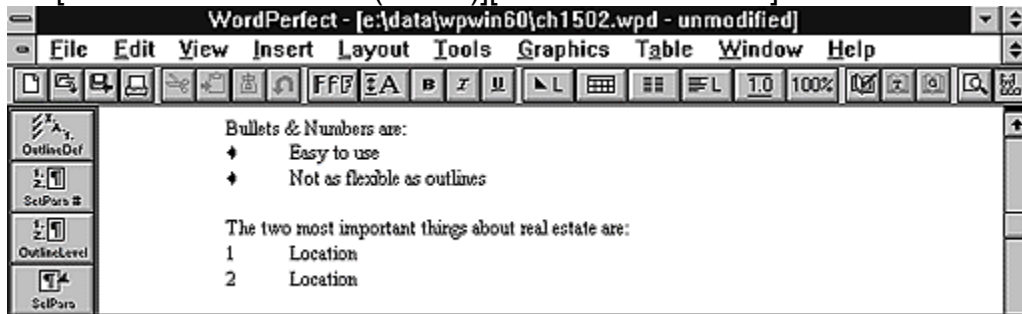
Date	Time	Place	Comments
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9/29	7:00 PM	Carlos & Charlie's downtown	Don't come on an empty stomach
9/30	9:00 AM	Meet at	Dive sheets are

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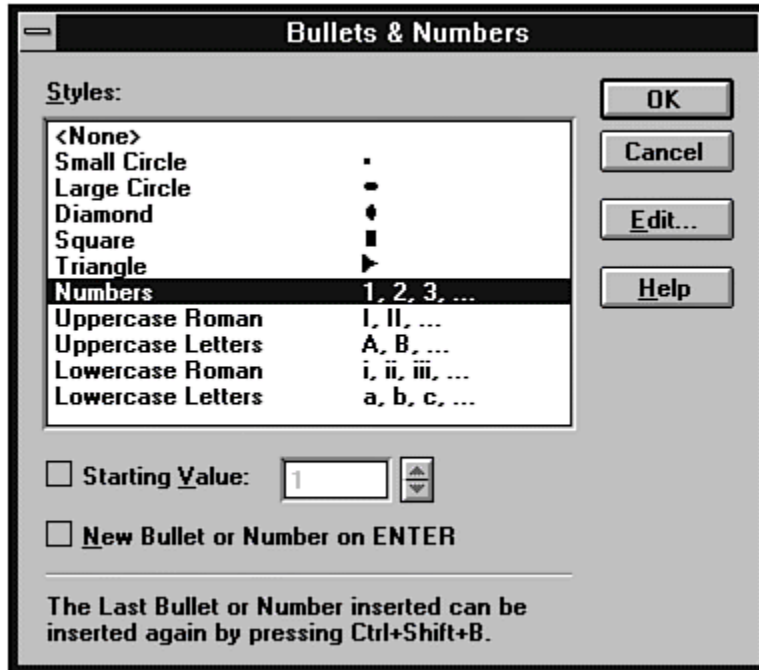
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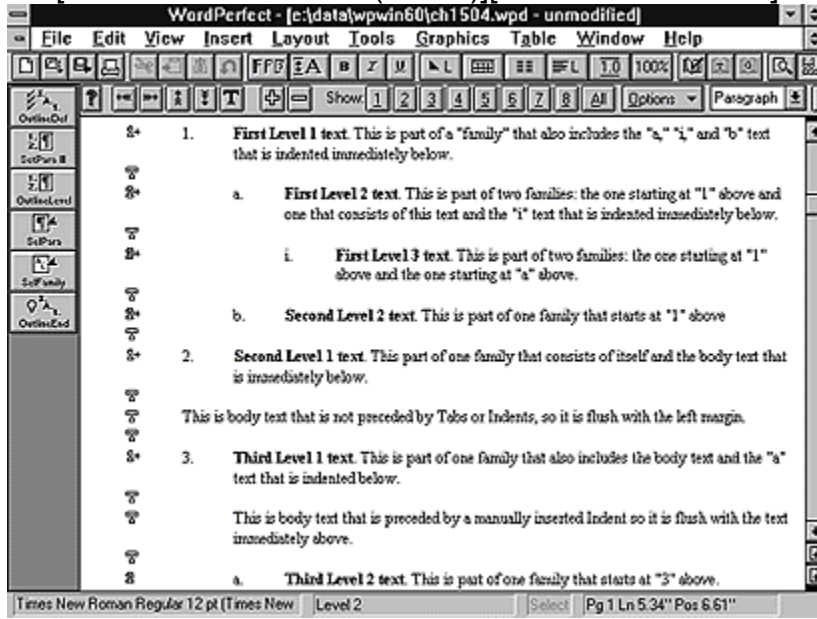
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- Second item

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 - i. First Level 3 text (in "First Level 1 text" and "First Level 2 text" families)
 - b. Second Level 2 text (in "First Level 1 text" family)
- 2. Second Level 1 text
Second body text (preceded by an indent (F7))
 - a. Third Level 2 text (in "Second Level 1 text" family)
 - i. Second Level 3 text (in "Second Level 1 text" and "Third Level 2 text" families)

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

- ¶- ¶ 1. First Level 1 text
- ¶+ 2. Second Level 1 text
- ¶ Second body text (preceded by an Indent (F7))
- ¶+ a. Third Level 2 text (in "Second Level 1 text" family)
- ¶ i. Second Level 3 text (in "Second Level 1 text" and "Third Level 2 text" families)

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

- 8- 1. First Level 1 text
- 8- 2. Second Level 1 text

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

- 1. First Level 1 text
 - a. First Level 2 text (in "First Level 1 text" family)
 - i. First Level 3 text (in "First Level 1 text" and "First Level 2 text" families)
 - b. Second Level 2 text (in "First Level 1 text" family)
- 2. Second Level 1 text
 - a. Third Level 2 text (in "Second Level 1 text" family)
 - i. Second Level 3 text (in "Second Level 1 text" and "Third Level 2 text" families)

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[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

The screenshot shows a word processing application window with a list of items. The list is structured as follows:

- 1. First Level 1 text
First body text
- a. First Level 2 text (in "First Level 1 text" family)
 - i. First Level 3 text (in "First Level 1 text" and "First Level 2 text" families)
 - b. Second Level 2 text (in "First Level 1 text" family)
- 2. Second Level 1 text
Second body text (preceded by "Second Level 1 text")
- a. Third Level 2 text (in "Second Level 1 text" family)
 - i. Second Level 2 text (in "Second Level 1 text" and "Third Level 2 text" families)

A context menu is open over the selected item "i. Second Level 2 text (in 'Second Level 1 text' and 'Third Level 2 text' families)". The menu options are:

- Cut
- Copy
- Paste
- Delete
- Font...
- QuickFormat
- Speller...

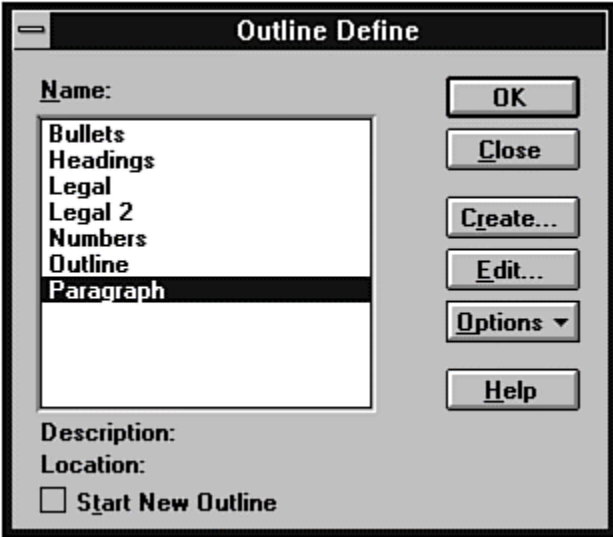
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¶+	1.	First Level 1 text
¶		First body text
¶+	a.	First Level 2 text (in "First Level 1 text" family)
¶		i. First Level 3 text (in "First Level 1 text" and "First Level 2 text" families)
¶+	b.	Second Level 2 text (in "First Level 1 text" family)
¶		
¶+	2.	Second Level 1 text
¶		Second body text (preceded by an Indent (F7))
¶+	a.	Third Level 2 text (in "Second Level 1 text" family)
¶		i. Second Level 3 text (in "Second Level 1 text" and "Third Level 2 text" families)

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The Unmodified Outline	
1.	First Level 1 text
2.	Second Level 1 text
a.	First Level 2 text
i.	First Level 3 text
b.	Second Level 2 text
3.	Third Level 1 text
a.	Third Level 2 text
i.	Second Level 3 text
4.	Fourth Level 1 text
The Outline Resulting from the Indicated Modifications	
1.	First Level 1 text
5.	Second Level 1 text (Set Paragraph Number to 5)
c.	First Level 2 text (Set Paragraph Number to 5.3)
i.	First Level 3 text
d.	Second Level 2 text
6.	Third Level 1 text
a.	Third Level 2 text
iv.	Second Level 3 text (Set Paragraph Number to 10.1.4)
11.	Fourth Level 1 text

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
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Edit Outline Definition

Name:

Description:

Outline Definition

Levels:	Associated Style:
1.	Level 1
a.	Level 2
i.	Level 3
(1)	Level 4
(a)	Level 5
(i)	Level 6

Custom Number:

Quick Numbers:

Options:

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Item	Part#	Bin#
Widget	34-222	24-A
Gadget	33-245	26-B
Do-Dad	33-249	13-F

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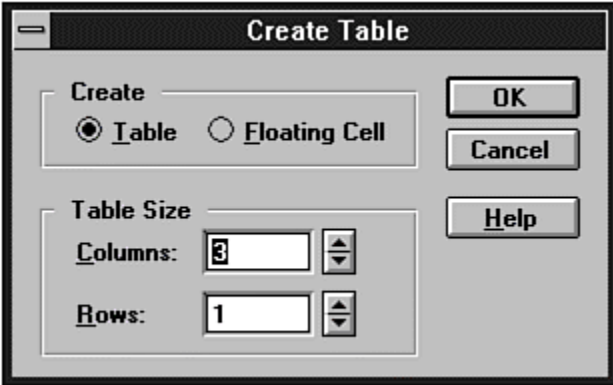


FROG PRINCE SCUBA GEAR, Inc.
 1234 Lilypad Ln
 Costa Mesa, CA 92699
 (714) 555-4321

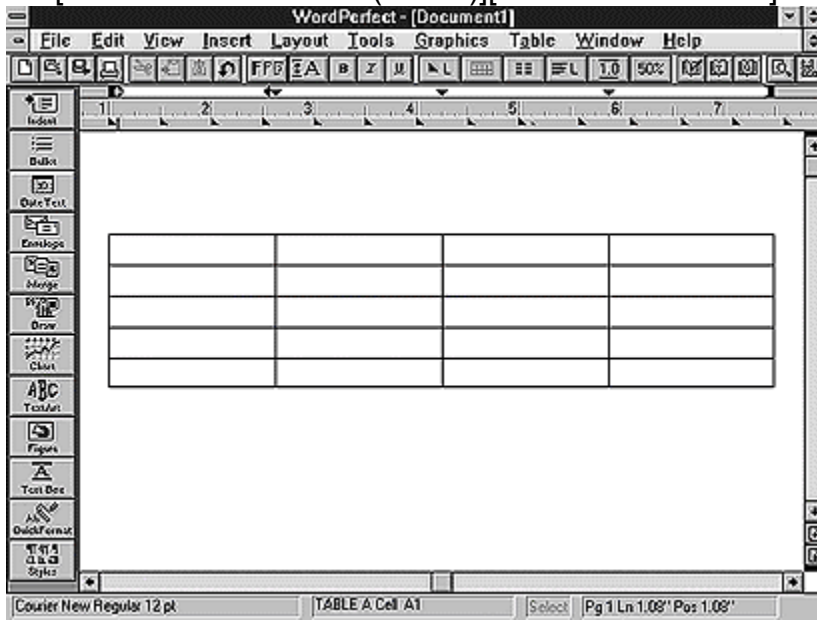
March 11, 1993

Quantity	Description	Unit Cost	Amount
2 ea	Super Frog Fins	48.75	\$97.50
1 ea	Kiss-Me-Not Diving Mask	37.99	\$37.99
2 ea	Frogskin diving suit	139.99	\$279.98
			\$0.00
Comments: Payment due on receipt. Thank you for your business.		Subtotal	\$415.47
		Tax (5.5%)	\$22.85
		TOTAL	\$438.32

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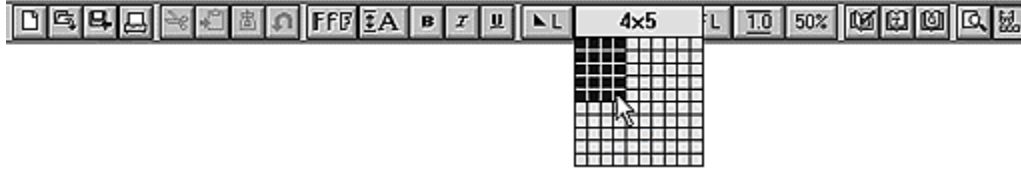
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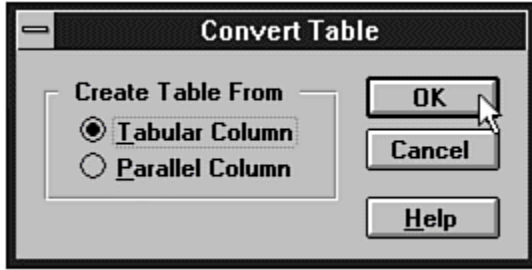
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Jones, Mary	VH246	3-2435
Tishler, Bob	VH295	3-2555
Hytry, Don	VH390	3-5454

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Tishler, Bob	VH295	3-2555
Hytry, Don	VH390	3-5454

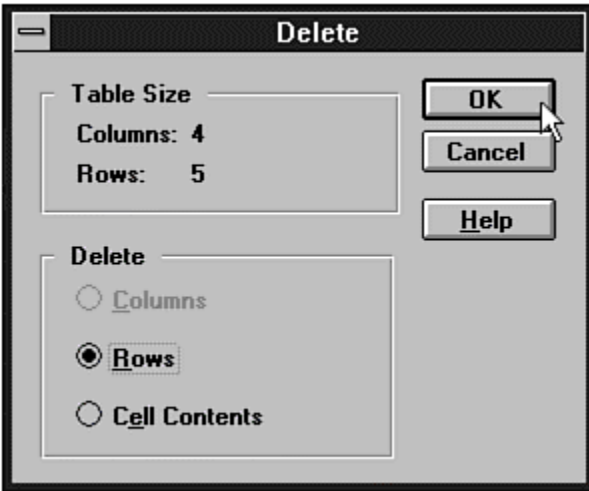
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Quantity of Items Ordered (Units)			

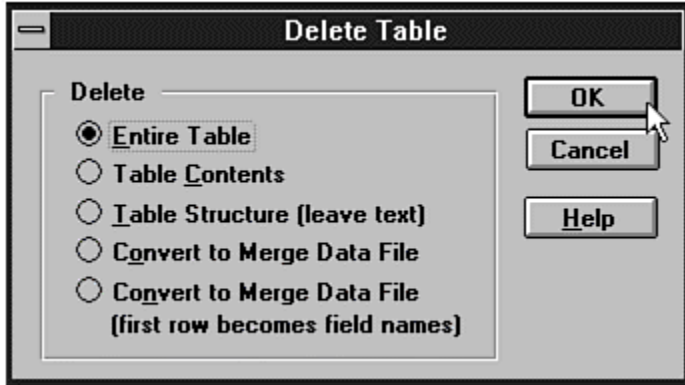
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Quantity of Items Ordered (Units)	←		

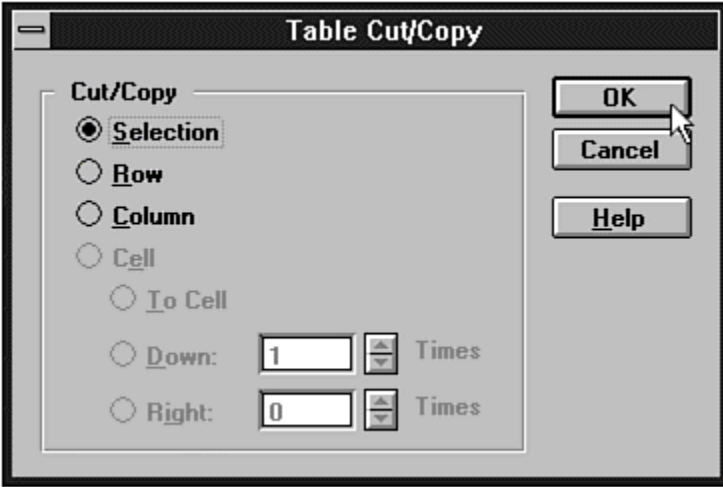
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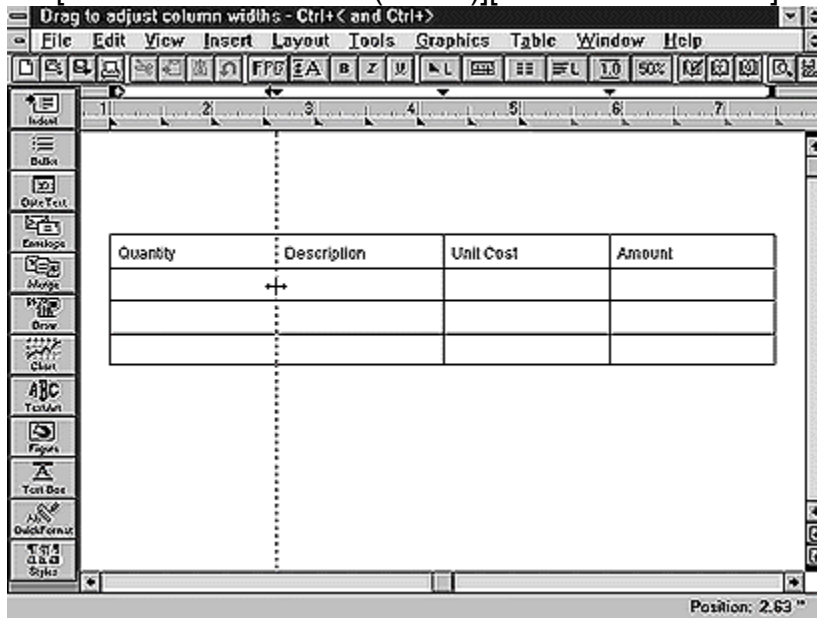
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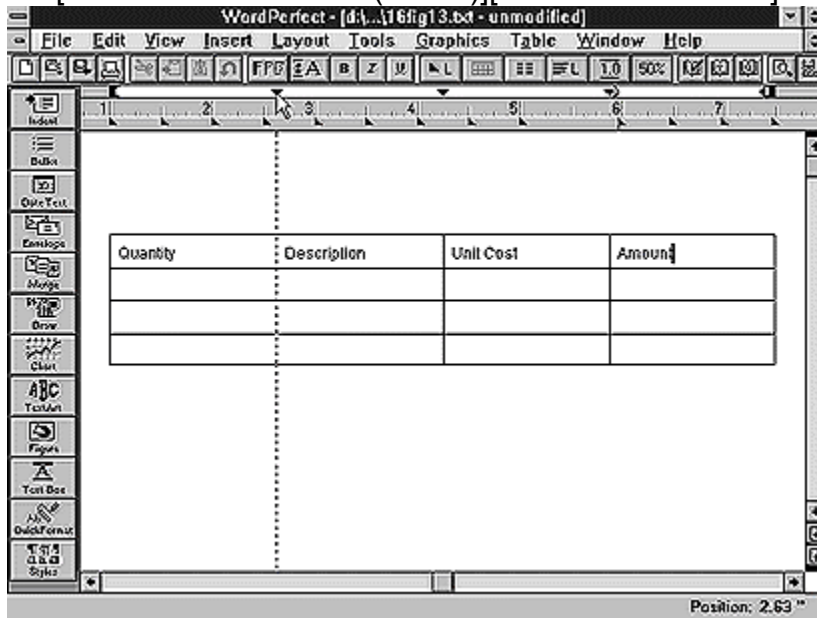
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Table	
C reate...	F12
F ormat... 	Ctrl+F12
N umber Type...	Alt+F12
L ines/Fill...	Shift+F12
I nsert...	
D elete...	
J oin	▶
S plit	▶
N ames...	
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D ata F ill	Ctrl+Shift+F12
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F ormula Bar	

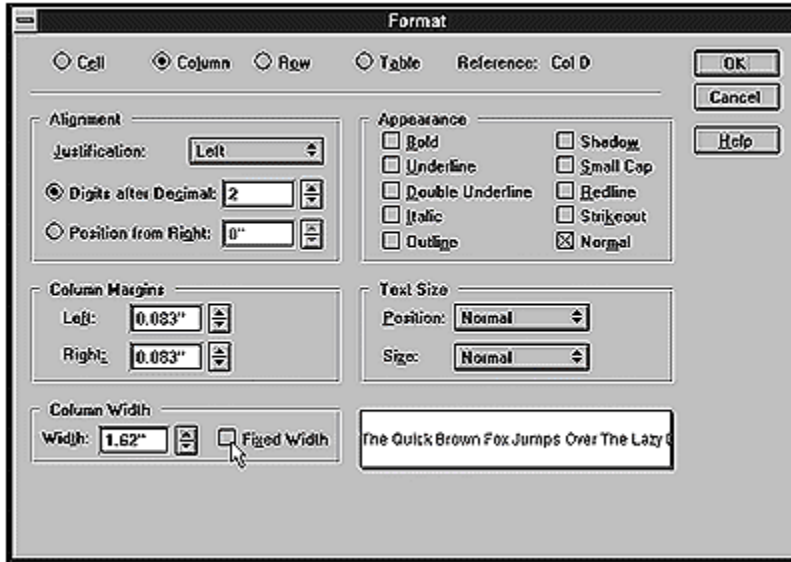
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Insert Columns/Rows

Table Size

Columns: 4

Rows: 4

Insert

Columns

Rows

1

1

Placement

Before

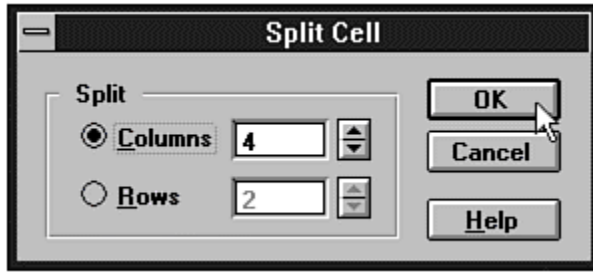
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OK

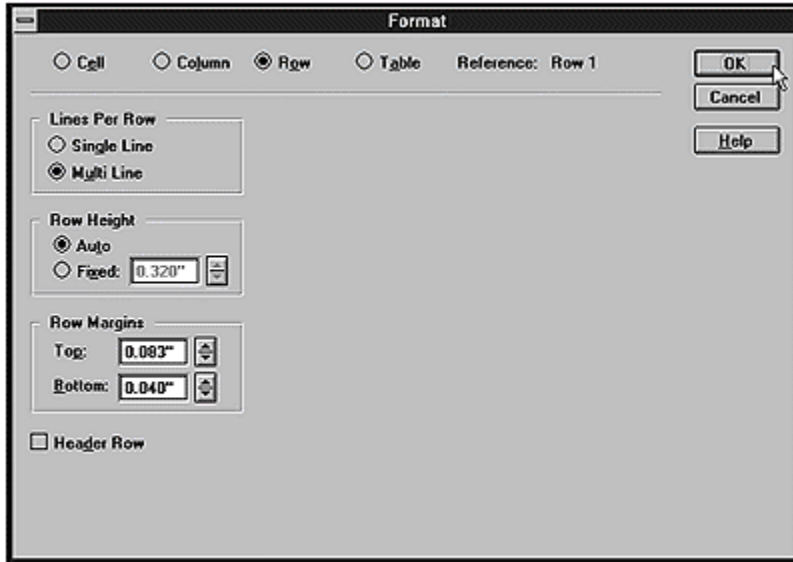
Cancel

Help

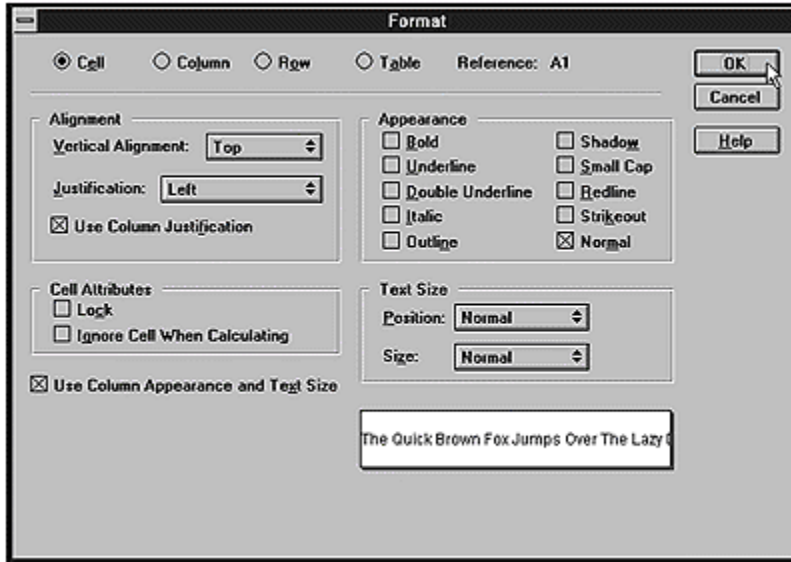
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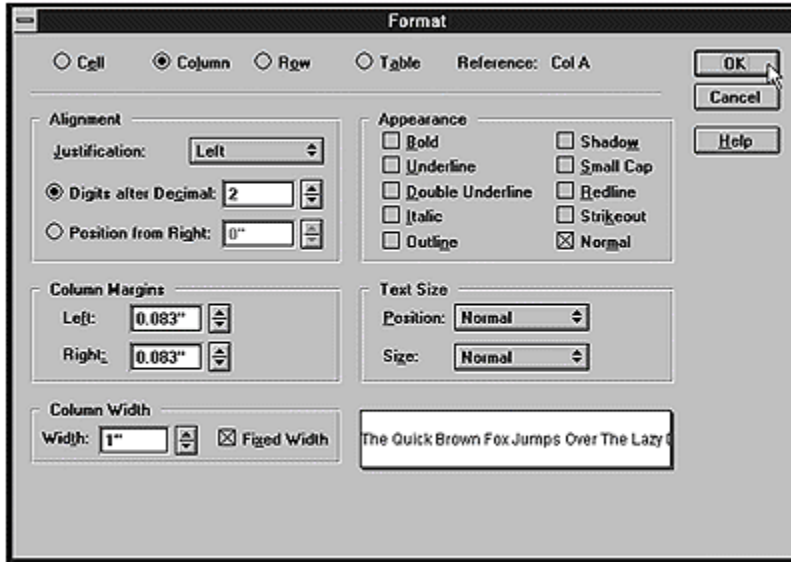
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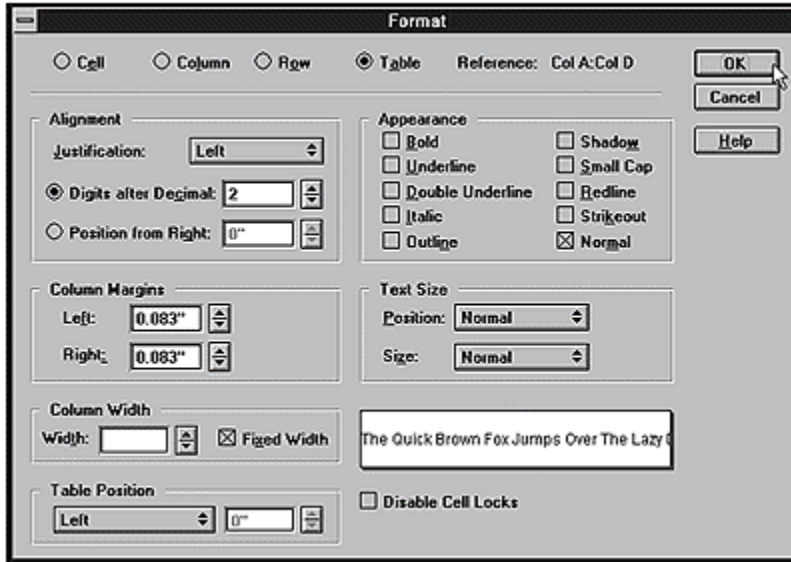
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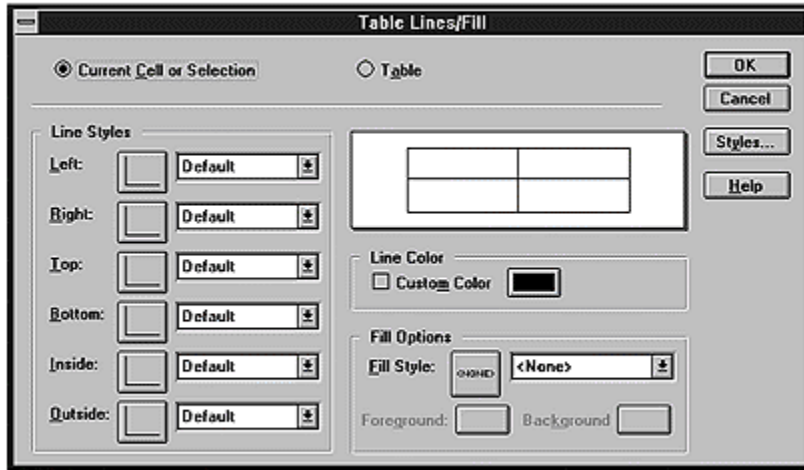
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A1

B1

C1

A2

B2

C2

A3

B3

C3

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WordPerfect - [d:\...\16fig28.txt - unmodified]

File Edit View Insert Layout Tools Graphics Table Window Help

1 2 3 4 5 6 7

 **FROG PRINCE SCUBA GEAR, Inc.**
 1234 Lilypad Ln
 Costa Mesa, CA 92899
 (714) 555-4321

March 11, 1993

Quantity	Description	Unit Cost	Amount
Comments:		Subtotal	
		Tax (5.5%)	



Arial Regular 12 pt (Arial 12 pt) TABLE A Cell A3 Select Pg 1 Ln 3.40' Pos 1.82'

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SEPTEMBER 1994

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Labor Day	6 First Day of Classes	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

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	<p><i>FROG PRINCE</i> SCUBA GEAR, INC. Phone Message</p>	
Date:	Time:	
To:	From:	
<input type="checkbox"/> Please Call	<input type="checkbox"/> Will Call Back	Phone: ()
<input type="checkbox"/> Paged You	<input type="checkbox"/> Urgent	Of:
<input type="checkbox"/> Returning Call	<input type="checkbox"/> Log This Call	
Message:		
		By:

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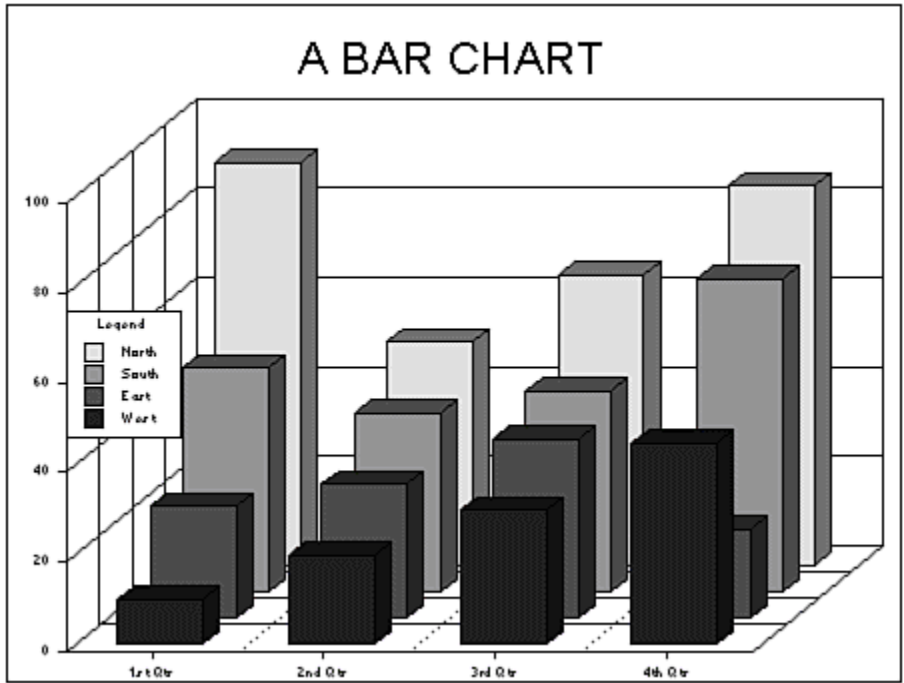


FROG PRINCE SCUBA GEAR, Inc.
 1234 Lilypad Ln
 Costa Mesa, CA 92699
 (714) 555-4321

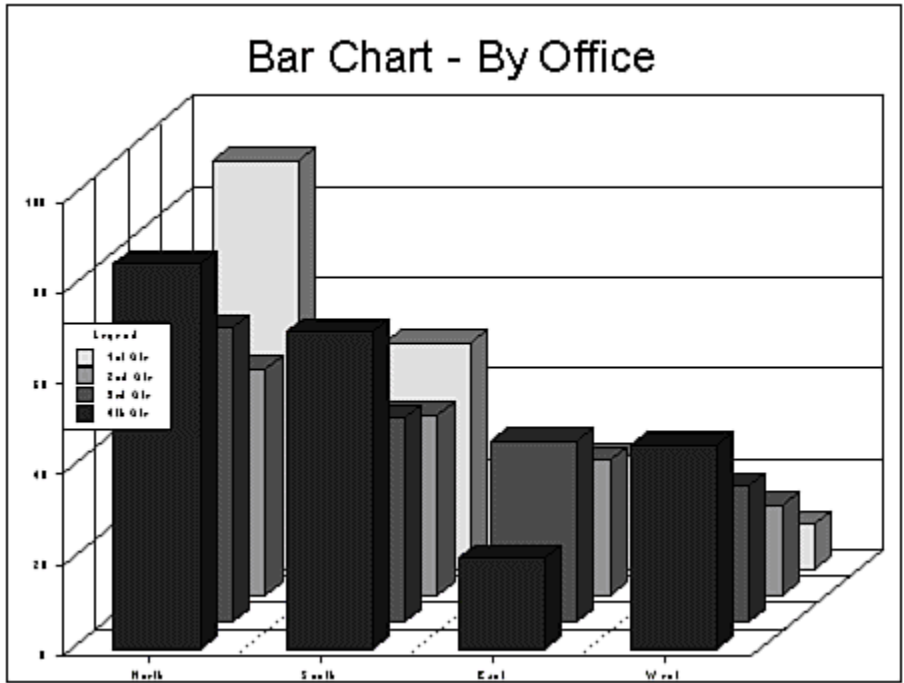
March 11, 1993

Quantity	Description	Unit Cost	Amount
2 ea	Super Frog Fins	48.75	\$97.50
1 ea	Kiss-Me-Not Diving Mask	37.99	\$37.99
2 ea	Frogskin diving suit	139.99	\$279.98
			\$0.00
Comments: Payment due on receipt. Thank you for your business.		Subtotal	\$415.47
		Tax (5.5%)	\$22.85
		TOTAL	\$438.32

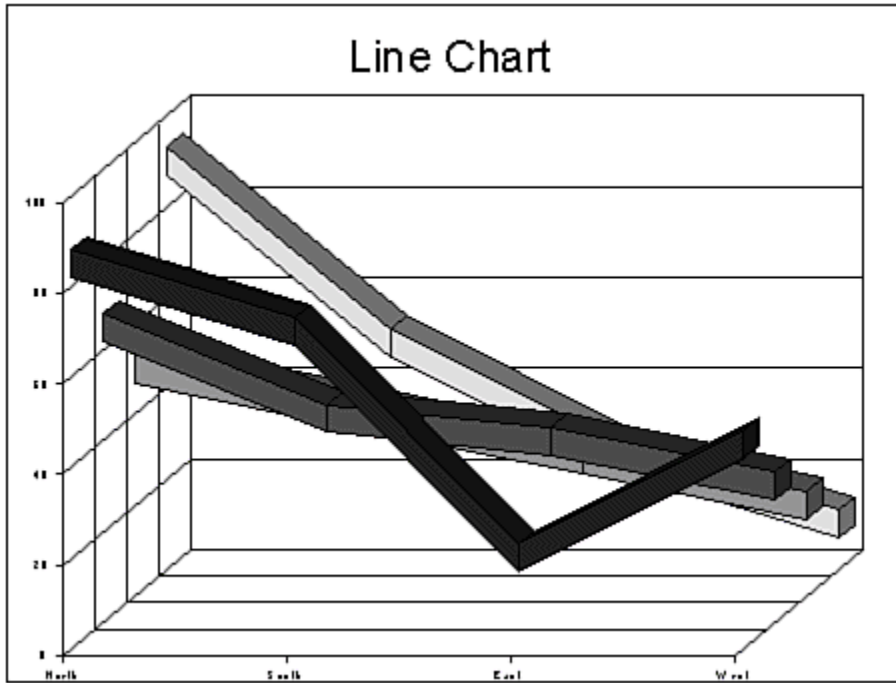
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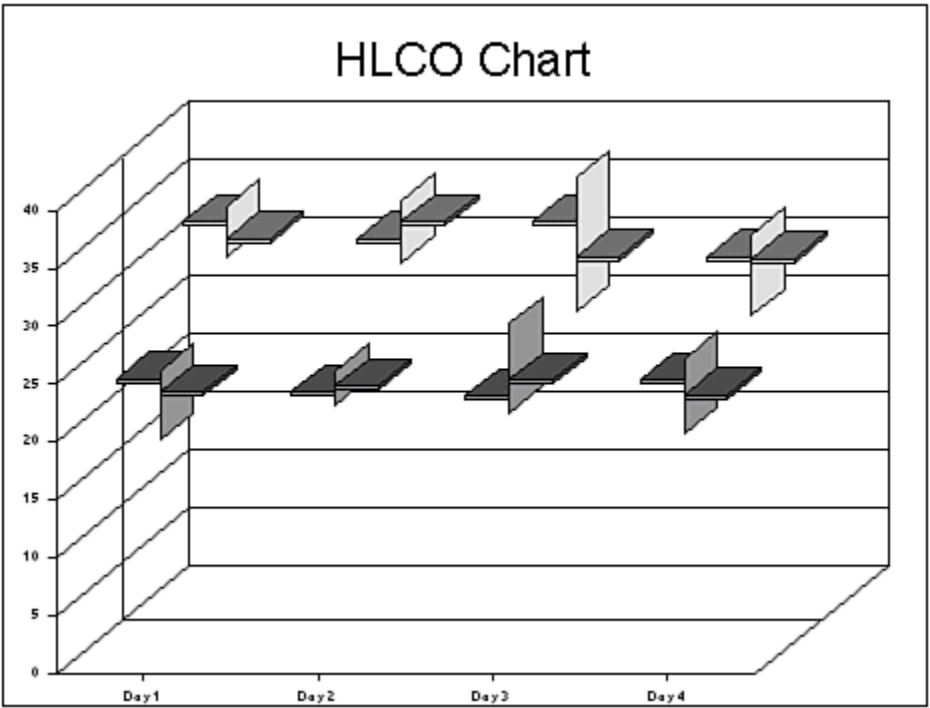
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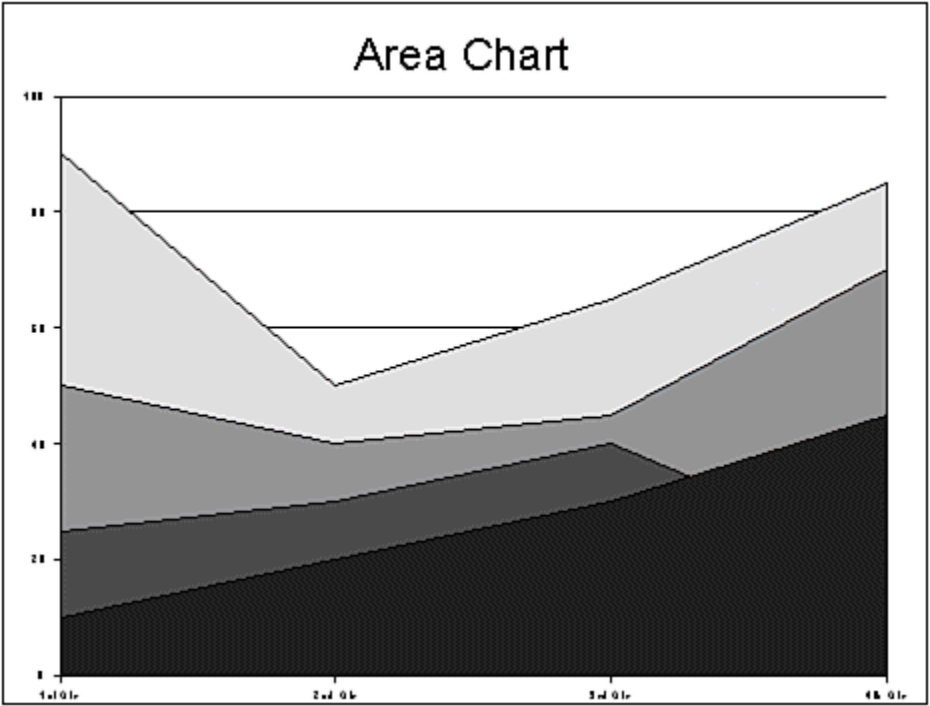
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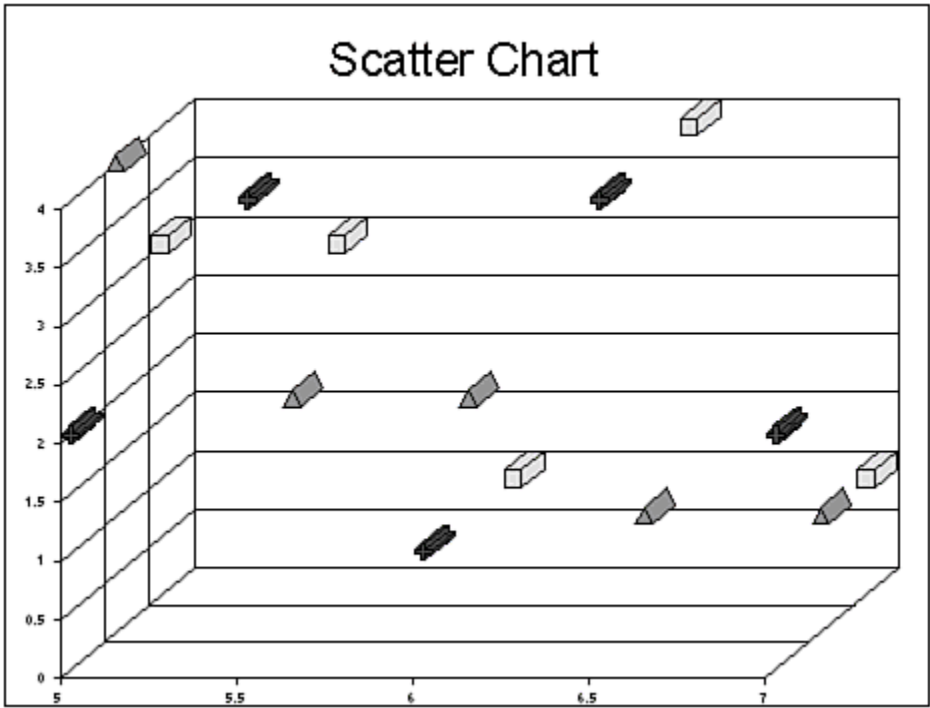
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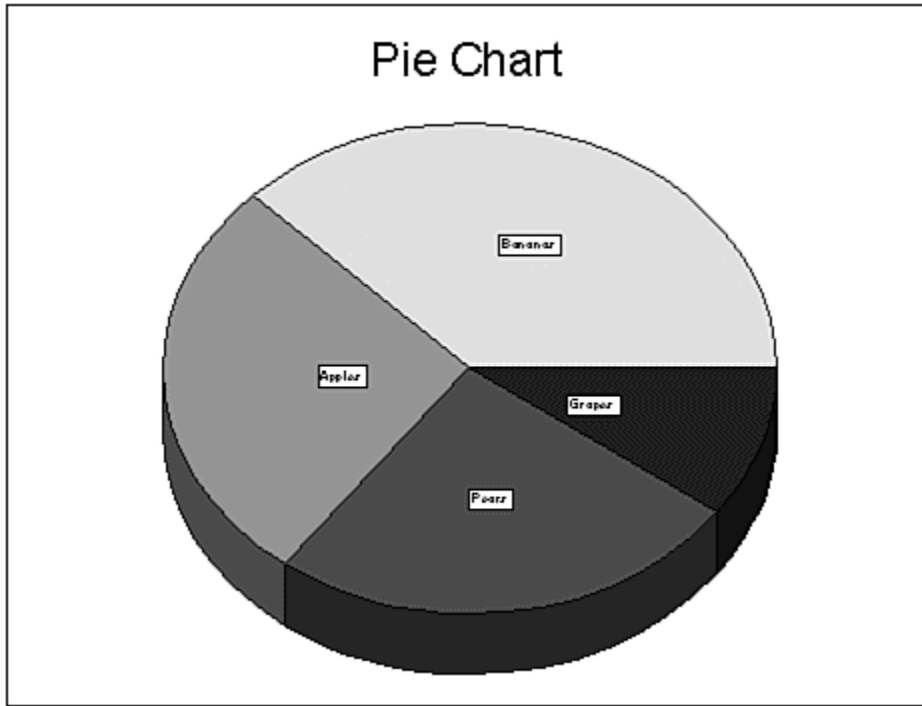
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WP Draw - [Document] in WordPerfect

File Edit View Data Chart Options Window Help

Update Close Go Cell Edit Cell Titles Legend Labels

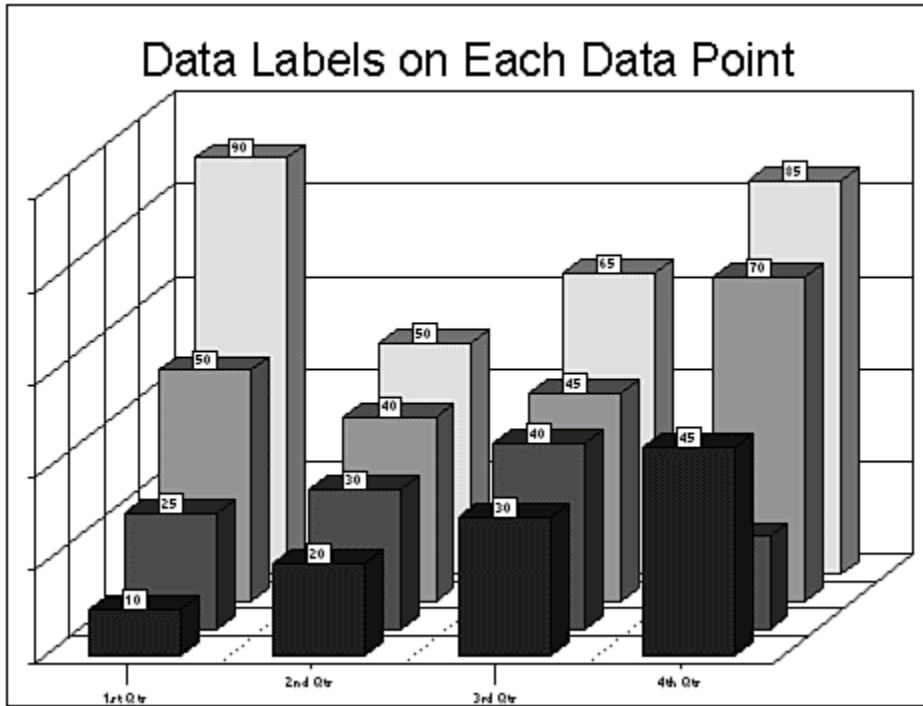
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Labels		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
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2	South	50	40	45	70	
3	East	25	30	40	20	

Title of Chart

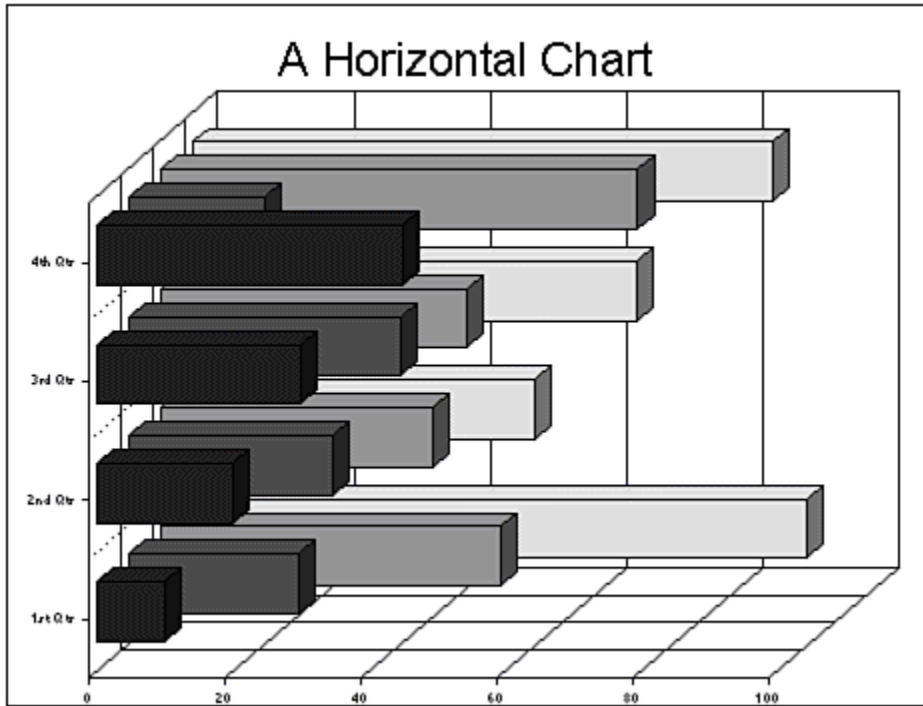
Return Update Redraw CHART EDITOR

Chart Choose Return to insert chart into client document

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WP Draw - [Document1 in WordPerfect]

File Edit View Data Chart Options Window Help

Update Close Go Cell Edit Cell Titles Legend Labels

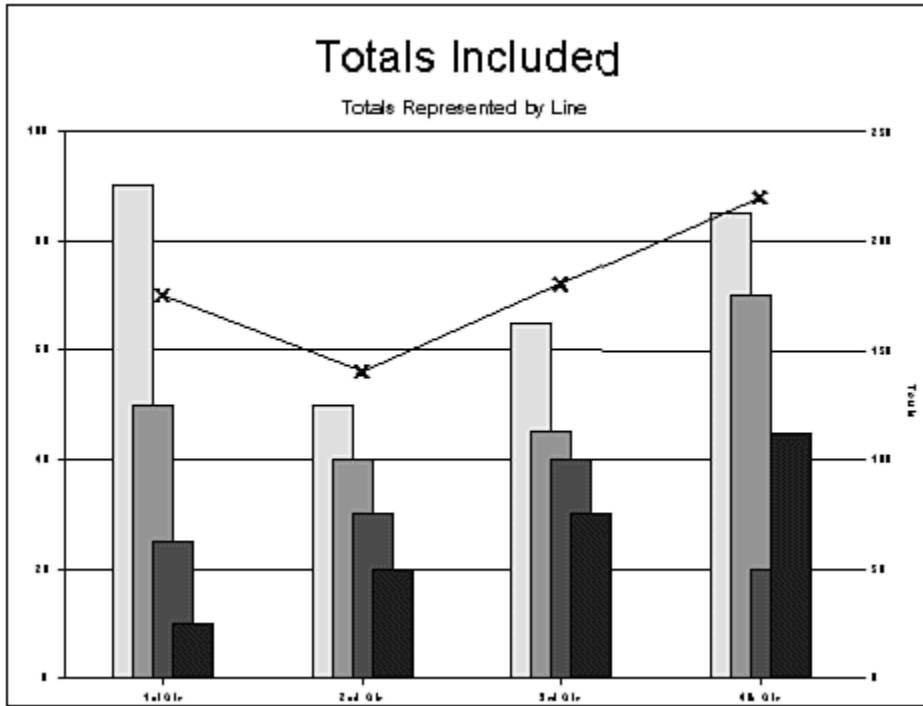
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Labels		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	North	90	50	65	85	
2	South	50	40	45	70	
3	East	25	30	40	20	
4	West	10	20	30	45	
5	Totals	175	140	180	220	

Totals Included

Return Update Redraw CHART EDITOR

Chart Choose Return to insert chart into client document

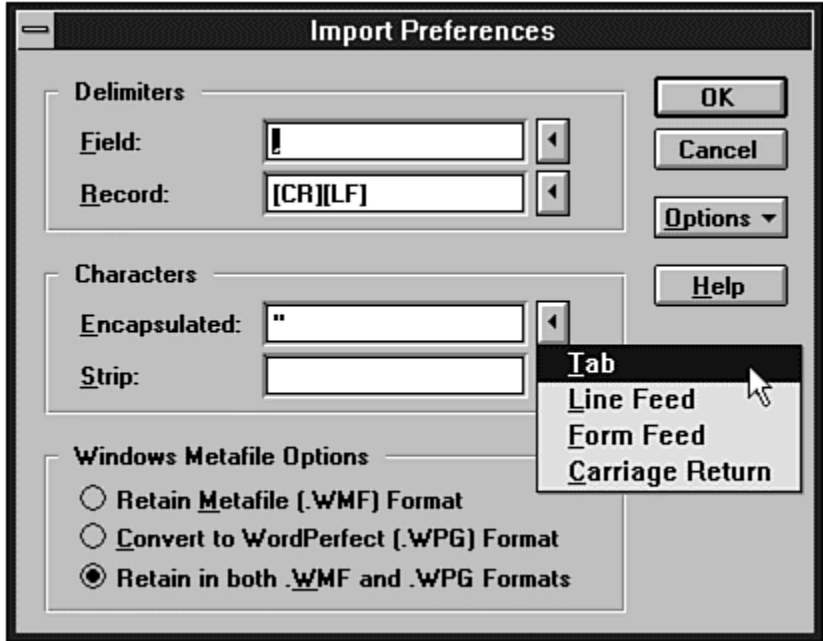
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



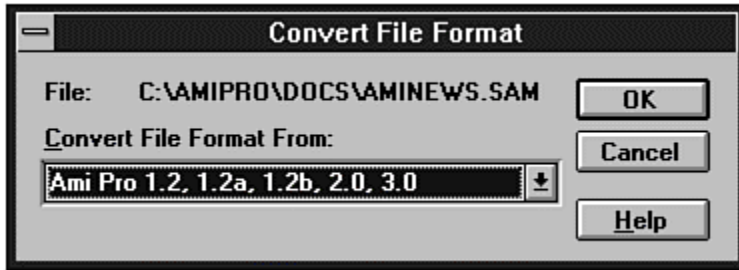
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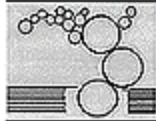


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[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}





OFFSET

A Newsletter for the Commercial Printer

Mastering the Process Camera

Type Families

Lens Opening	Shutter	Exposure
1 inch	F8	75 seconds
5/16 inch	F11	25 seconds
3/8 inch	F16	50 seconds
4/11 inch	F22	100 seconds
3/8 inch	F32	400 seconds

No matter what type, size, or complexity of process camera you use in your shop, all process cameras have these basic functions:

- To provide a place to mount the film
- To focus an image on the film
- To control the amount of light that reaches the film emulsion

The film board provides the mount for the film. The lens directs the amount and direction of the light, and the movement of the lens to reflect light so an object will be honed and clear is focusing.

One focal point for the column this month is a discussion about controlling the amount of light that passes through the lens. You must strike the right balance between too little and too much light to record an image. Too little light, reaching the film records no image, and too much light bleaches out the image.

You can control the passage of light through the lens in two ways.

One way is the shutter speed; the shutter measures the amount of time the lens passes light. Shutter speed is easily controlled since a mechanical system manages it. The shutter and aperture (lens opening) controls work together.

You can vary the size of the lens opening with the f-stop. The f-stop is based on the ratio of the lens opening diameter to the distance from the center of the lens to the film board (focal length).

Suppose for example, the lens has an 8-inch focal length. A 1-inch opening is then assigned the f-stop value of F8. Using this example, the table above shows the relationship between focal length and lens opening sizes and the camera f-stops. See page 4 of this issue for more information about mastering the camera process.

A type family encompasses many typefaces. The discrete elements of ascender, x-height, and serifs identify a particular typeface and the type family to which it belongs. Five major families, or categories of type are used in most desktop publishing programs and their packages. They are Roman, Sans Serif, Text, Script, and Miscellaneous. Each is very distinctive in look and mood. The illustrations on page 2 show each type family with suggestions for their use.

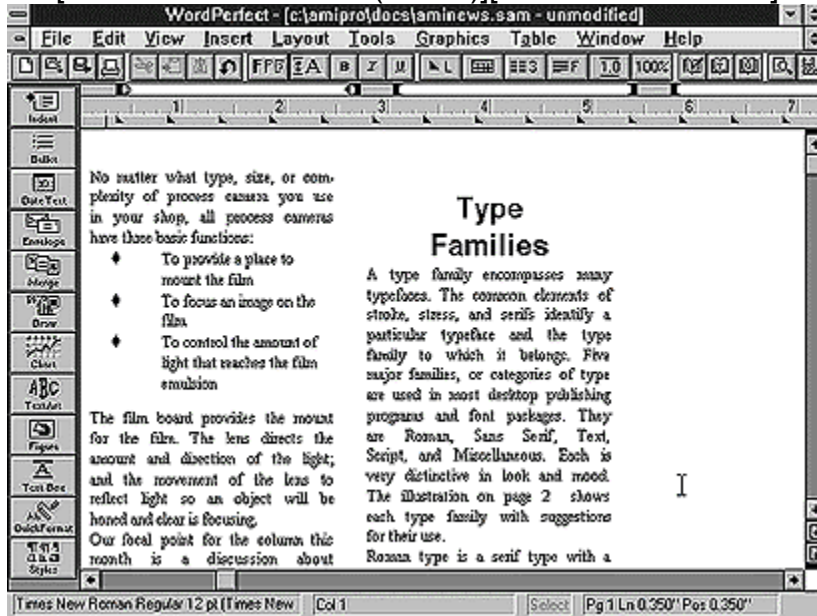
Roman type is a serif type with a varied stroke. It is a dignified and legible type. Times Roman, the most popular Roman type, is commonly used as body text for newspapers and books because it's so easy to read. The serifs are the secret to the Roman readability.

continued on page 2

IN THIS ISSUE...

Saybean Ink	6
Fivepoint Jam-Up	8
Image Guides	11
Inkjet Printers	15
Multicolor Work	17

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
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 [Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

The screenshot shows a word processing application window with a menu bar (File, Edit, View, Insert, Layout, Tools, Graphics, Table, Window, Help) and a toolbar. The main text area contains a memo and a budget table.

M E M O

Date: November 18, 1992
 To: Bybee Manufacturing Dept. Heads
 From: Mary Bybee
 Subject: 1993 Budget

Your combined efforts made it possible to meet our budget deadline and allow time for planning next year's expenses. Based on current year sales and the upward trend, we expect good things for Bybee Manufacturing in 1993. Thanks for all your hard work in putting this budget together.

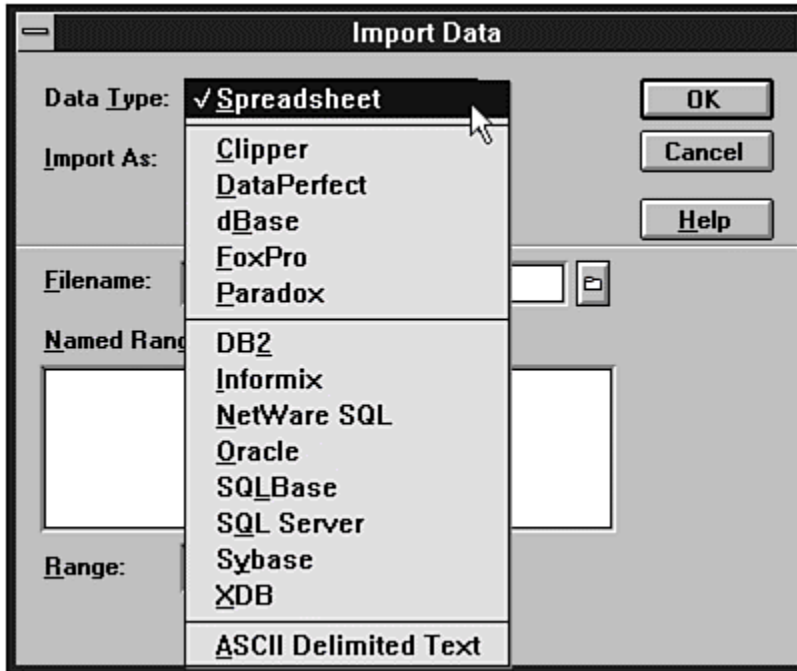
BYBEE MANUFACTURING

1993 Budget

	Q1	Q2	Q3	Q4	Year
Salaries	135,000	135,000	135,000	135,000	540,000
Supplies	600	600	600	600	2,400
Equipment	1,000	2,500	1,000	3,000	7,500
Lease Pmts	1,000	1,000	1,000	1,000	4,000

The status bar at the bottom indicates: Times New Roman Regular 12 pt (Times New) | Table_A Cell G5 =540000 | Select | Pg 1 Ln 5.30' Pos 5.90'

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Import Data

Data Type:

Import As:

Filename:

Named Ranges:

<Spreadsheet>	A1:E25
AMOUNT	E2:E2
CUSTOMER	D2:D2
DATE	B2:B2
PRODUCT	C2:C2
SALESPERSON	A2:A2

Range:

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Import Data

Data Type: Paradox

Import As: Table

OK

Cancel

Help

Filename: c:\pdx40\data\cust.db

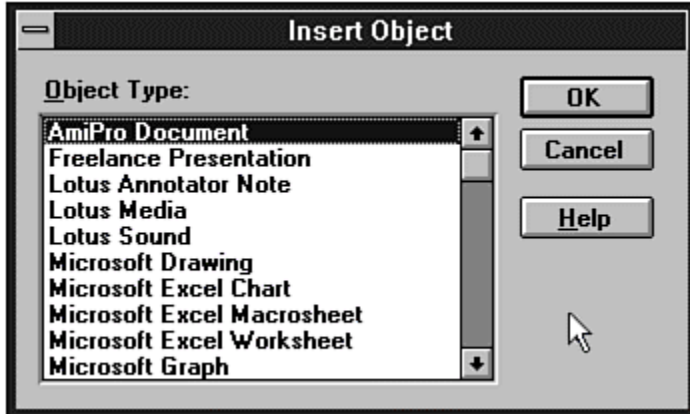
Fields:

- Name
- Street
- City
- State/Prov
- Zip/Postal Code
- Country
- Phone
- First Contact

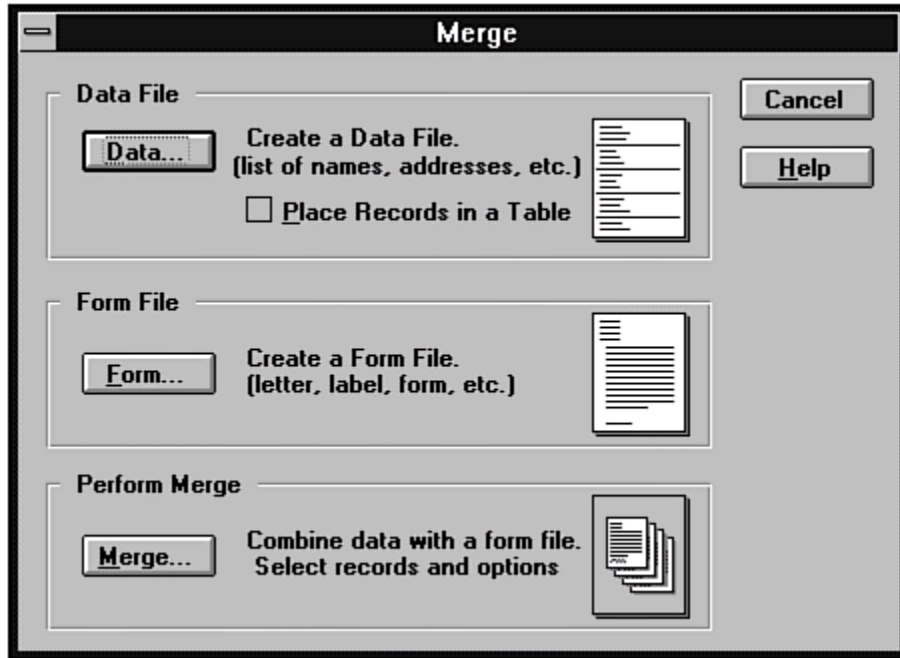
Query...

Use field names as headings

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
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{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Create Data File

Name a Field:

Field Name List:

OK
Cancel
Add
Replace
Delete
Move Up
Move Down
Help

Divide your information into categories, and think of a word that describes each category. This is a field name. Add each field name one at a time.

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Quick Data Entry

Record

first name

last name

address

city

state

zip code

Next Field

Previous Field

New Record

Close

Delete Record

Find...

Field Names...

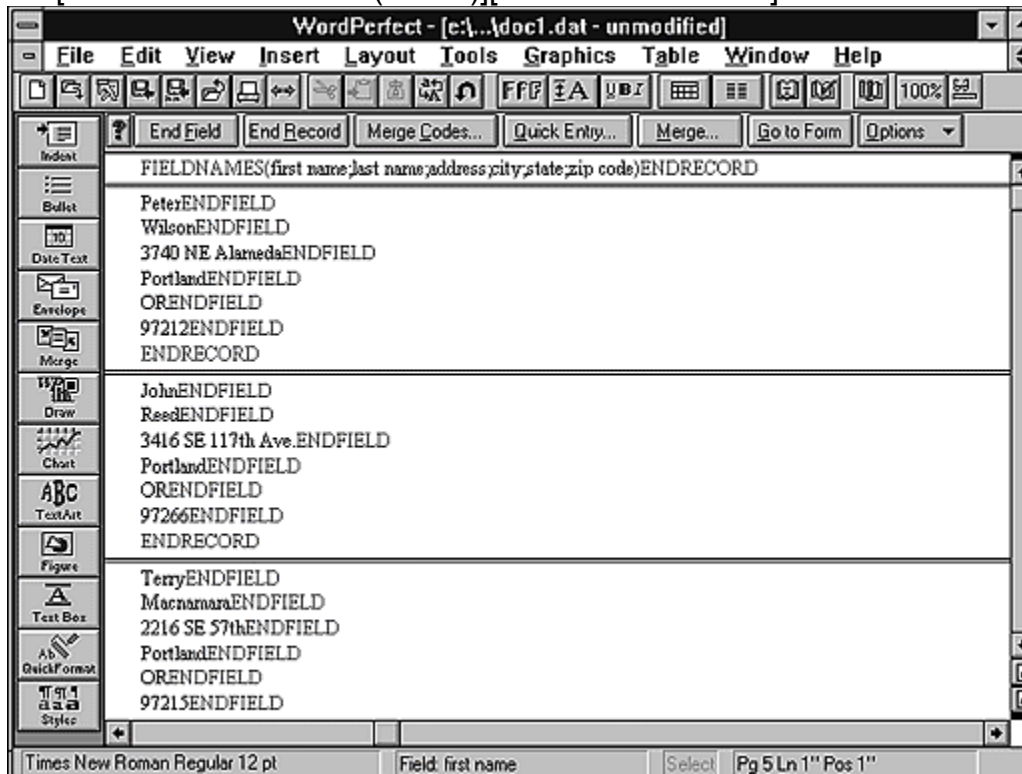
Help

First Previous Next Last

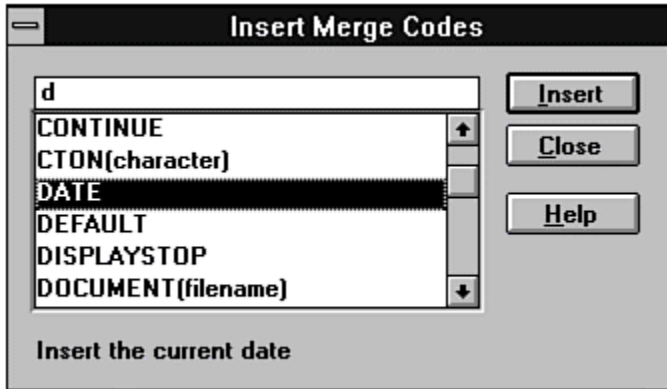
Press Ctrl+Enter to add a new line at the insertion point.

Edit Fields with Functions

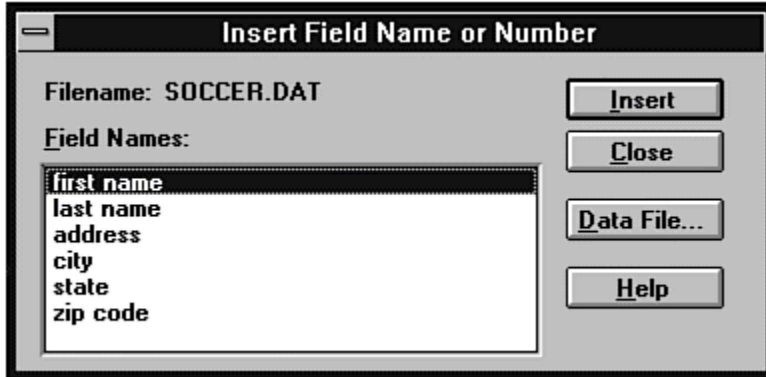
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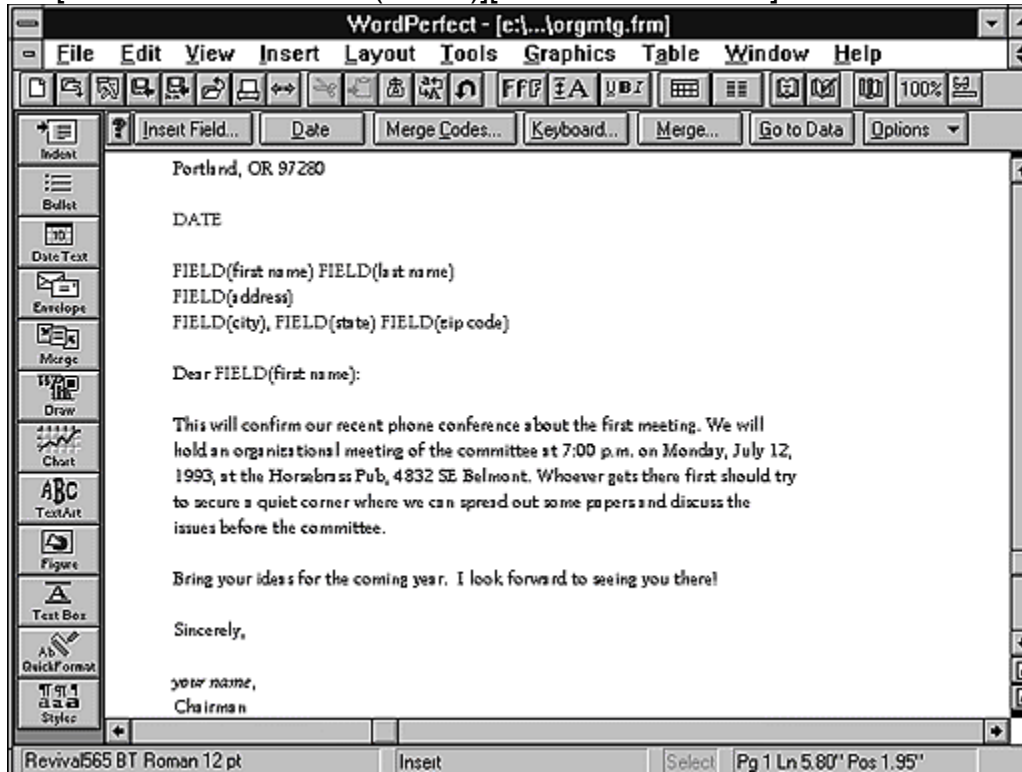
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
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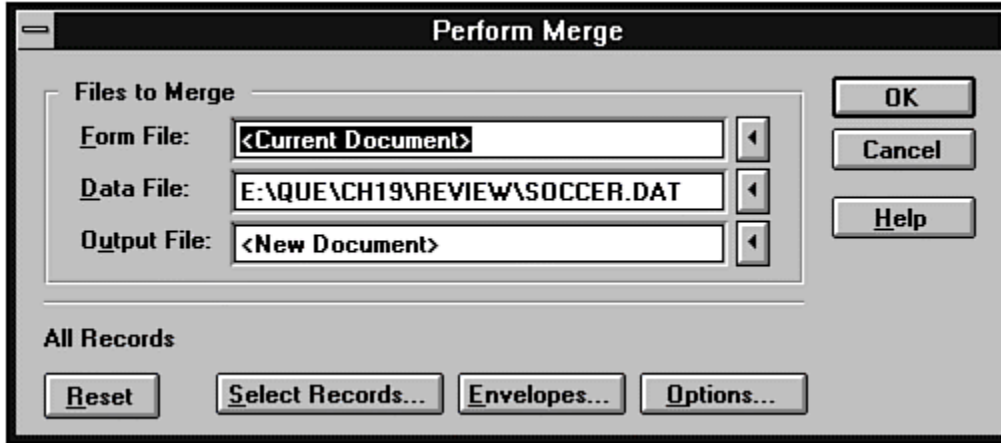
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



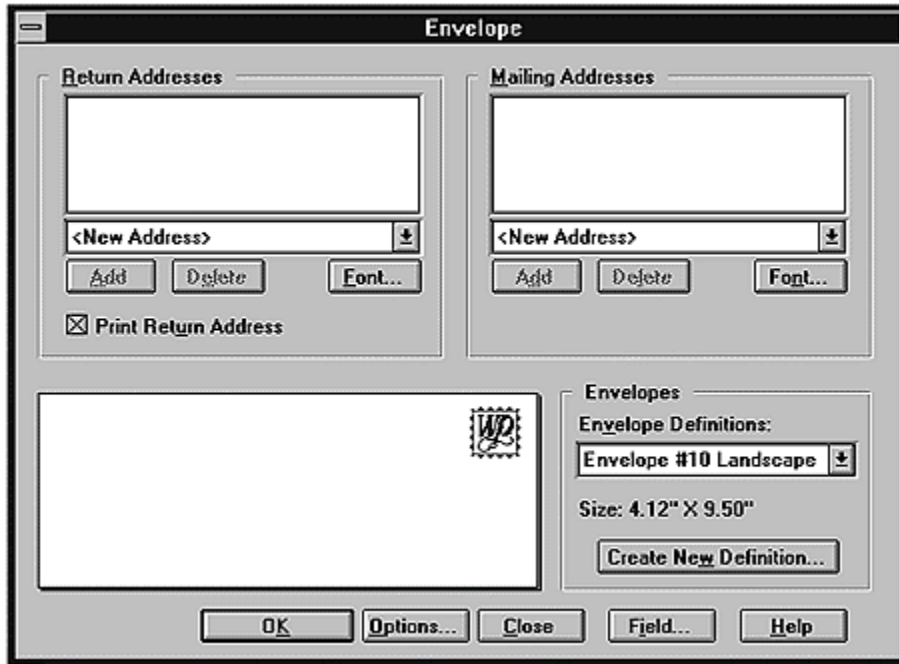
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-/H25/W200/B2TLBR/ACC/D2]}



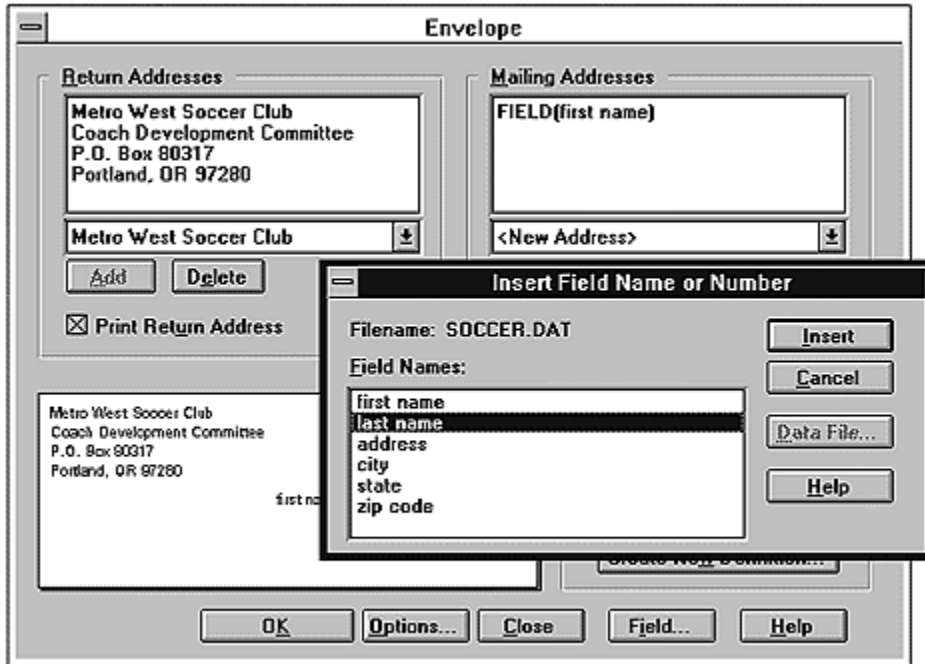
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
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{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
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{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Envelope

Return Addresses

Metro West Soccer Club
Coach Development Committee
P.O. Box 80317
Portland, OR 97280

Metro West Soccer Club

Add Delete Font...

Print Return Address

Mailing Addresses

FIELD(first name) FIELD(last name)
FIELD(address)
FIELD(city),FIELD(state) FIELD(zip co)

first name last name

Add Delete Font...

POSTNET Bar Code:

Envelopes

Envelope Definitions:

Envelope #10 Landscape

Size: 4.12" X 9.50"

Create New Definition...

Metro West Soccer Club
Coach Development Committee
P.O. Box 80317
Portland, OR 97280

first name last name
address
city, state zip code

OK Options... Close Field... Help

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

first name	last name	address	city	state	zip code
Peter	Wilson	3740 NE Alameda	Portland	OR	97212
John	Reed	3416 SE 117th Ave.	Portland	OR	97266
Terry	Macnamara	2216 SE 57th	Portland	OR	97215

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Quick Data Entry

Record

first name	Terry	Next Field
last name	Macnamara	Previous Field
address	2216 SE 57th	New Record
city	Portland	Close
state	OR	Delete Record
zip code	97215	Find...
		Field Names...
		Help

First Previous Next Last

Press Ctrl+Enter to add a new line at the insertion point.

Edit Fields with Functions

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
 [Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

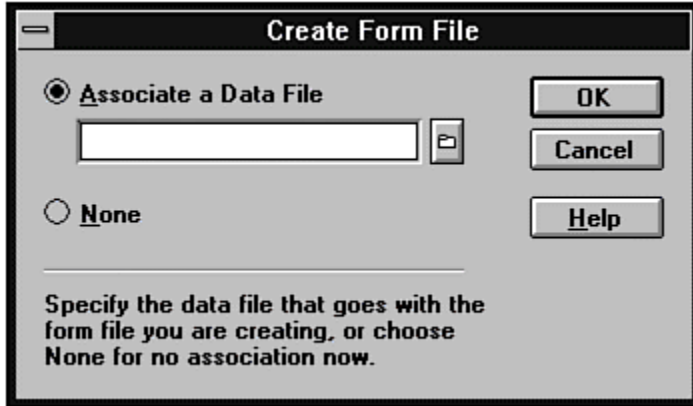
The screenshot shows a word processing application with two windows open. The top window, titled "e:\...\soccer.dat - unmodified", displays a text file with a header "FIELDNAMES(first name;last name;address;city;state;zip code)ENDRECORD" and a record for Peter Wilson. The bottom window, titled "e:\...\soctabl.dat - unmodified", displays a table with the same data. The status bar at the bottom shows "Times New Roman Regular 12 pt", "Insert", "Select", and "Pg 1 Ln 1 Pos 1".

first name	last name	address	city	state	zip code
Peter	Wilson	3740 NE Alameda	Portland	OR	97212

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}




{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



Create Form File

Associate a Data File



None

OK

Cancel

Help

Specify the data file that goes with the form file you are creating, or choose None for no association now.

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Insert Field Name or Number

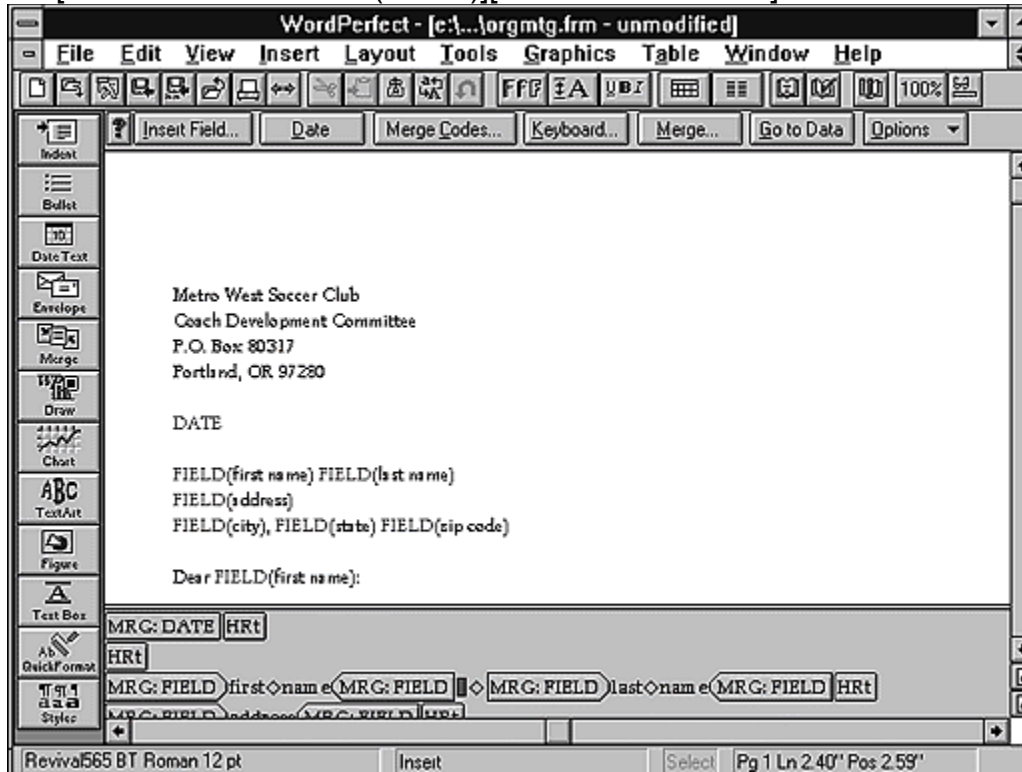
Field:

Type a field name or number, such as "address," then choose Insert.

(No data file associated or the data file does not contain records.) To associate a file, choose the Data File option.

Insert
Close
Data File...
Help

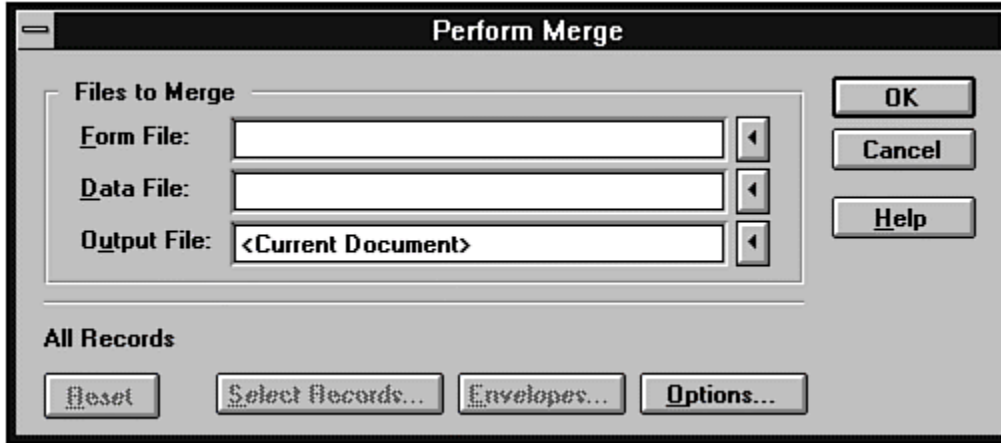
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



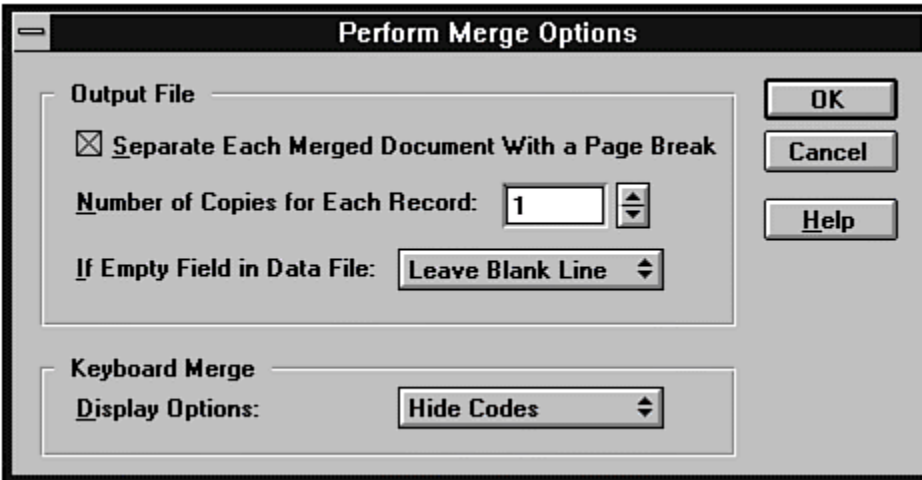
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Merge Message	
Type the addressee's name, address, city, state and Zip code .	↑ ↓

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



The image shows a dialog box titled "Perform Merge Options". It is divided into two main sections: "Output File" and "Keyboard Merge".

Output File

- S**eparate Each Merged Document With a Page Break
- N**umber of Copies for Each Record: 1 (with up/down arrows)
- I**f Empty Field in Data File: Leave Blank Line (with a dropdown arrow)

Keyboard Merge

- D**isplay Options: Hide Codes (with a dropdown arrow)

On the right side of the dialog box, there are three buttons: "OK", "Cancel", and "Help".

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
 [Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Select Records

Data File: E:\QUE\CH19\REVIEW\SOCCER.DAT

Selection Method
 Specify Conditions Mark Records

Record Number Range From: 1 To: 1

	Field	Field	Field
	last name	state	first name
Cond 1:	Wilson	OR	
Cond 2:			
Cond 3:			
Cond 4:			

Single Value: value
 List of Values: value1;value2; ...
 Range of Values: value-value
 Exclude Values: ! (i.e. !Smith;Jones)

Wildcards:
 * = zero or more characters
 ? = one character

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')]][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Example Select Records

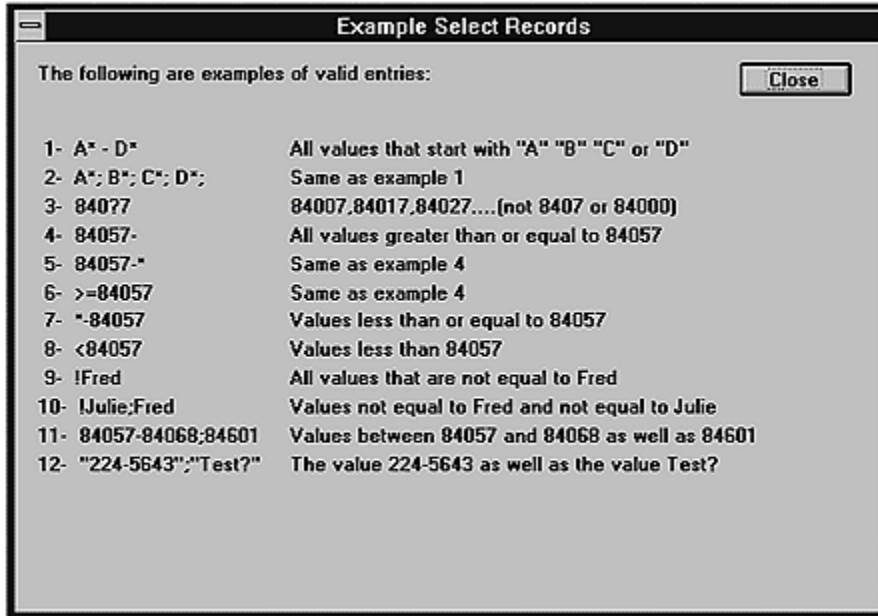
In this example, records that meet any of the following conditions will be merged:

- 1- Everyone up to and including the Lings who live in Iowa.
- 2- All of the Ainges to the Cohens who live in Arizona and New York.
- 3- All people whose last name starts with "n", "o", or "p".
- 4- Everyone named Gonzales who does not live in California or Texas.

Close
More...
Help

	Field	Field	Field
Cond 1:	Last Name -Ling	State Iowa	First Name
Cond 2:	Ainge-Cohen	Arizona;New York	
Cond 3:	n*-p*		
Cond 4:	Gonzales	!California;Texas	

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Select Records

Data File: E:\QUE\CH19\REVIEW\SOCCER.DAT

Selection Method

Specify Conditions Mark Records

Records to Mark

Display Records From: 1 To: 3

First Field to Display: first name

Record List:

<input type="checkbox"/>	Peter Wilson 3740 NE Alameda Portland
<input type="checkbox"/>	John Reed 3416 SE 117th Ave. Portland
<input type="checkbox"/>	Terry Macnamara 2216 SE 57th Portland

Update Record List

Mark all Records

Unmark all Records

To mark records not listed, change Display Records From . . . To

OK

Cancel

Help

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Insert Merge Code

FORMAT: GETSTRING(var[:prompt][:title])

Variable:

author

Prompt:

Type the Author's Name

Title:

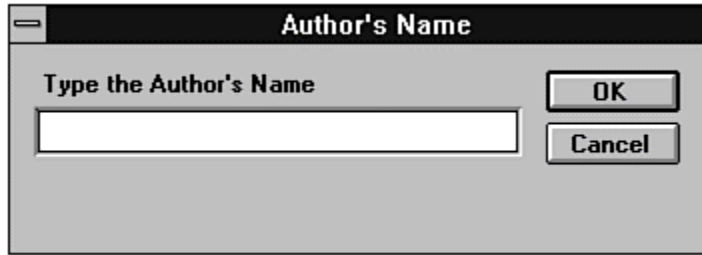
Author's Name

OK

Cancel

Help

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



The image shows a standard Windows-style dialog box. The title bar is black with the text "Author's Name" in white. Below the title bar, the dialog has a light gray background. On the left side, there is a text input field with the placeholder text "Type the Author's Name". To the right of the input field are two buttons: "OK" and "Cancel". The "OK" button is positioned above the "Cancel" button. Both buttons have a 3D effect with a dark border and a lighter center.

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

MEMORANDUM

TO: KEYBOARD(Recipient's Name)
FROM: GETSTRING(author,Type the Author's Name,Author's Name)VARIABLE(
 author)
RE: KEYBOARD(Memo Subject)

KEYBOARD(Type the memo body now)

VARIABLE(author)

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

MEMORANDUM

TO: CODES(
GETSTRING(name;Type the recipient's name;Recipient's Name)
ASSIGNLOCAL(loname;TOLOWER(VARIABLE(name)))
ASSIGNLOCAL(name;CAPS(VARIABLE(loname)))
)VARIABLE(NAME) COMMENT(
)

FROM: CODES(
GETSTRING(author;Type the author's name;Author's Name)
ASSIGNLOCAL(loauthor;TOLOWER(VARIABLE(author)))
ASSIGNLOCAL(author;CAPS(VARIABLE(loauthor)))
)VARIABLE(AUTHOR) COMMENT(
)

RE: KEYBOARD(Type the Memo Subject)

KEYBOARD(Type the memo body now)

VARIABLE(AUTHOR)

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

<u>S</u>preadsheet
<u>C</u>lipper
<u>D</u>ataPerfect
√ <u>d</u>Base
<u>F</u>oxPro
<u>P</u>aradox
<u>D</u>B2
<u>I</u>nformix
<u>N</u>etWare SQL
<u>O</u>racle
<u>S</u>QLBase
<u>S</u>QL Server
<u>S</u>ybase
<u>X</u>DB
<u>A</u>SCII Delimited Text

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Name	Address	Home PhoneLABEL(loop)
FIELD(First Name) FIELD(Last Name)	FIELD(Address) FIELD(City), FIELD(State) FIELD(Zip Code)	FIELD(Home Phone) NEXTRECORD GO(loop)

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
 [Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Librarian	Margie Albertson	4347 SW Flower St.	Portland, OR	97221	246-8954
Uniform Exchange	Sally Arditi	5325 SW Boundary St.	Portland, OR	97221	245-5394
Awards Coordinator	Bernice Ardman	5772 SW Iowa St.	Portland, OR	97221	245-3026
Picture Day Coord.	Noreen Bolger	6721 SW 36th Ave	Portland, OR	97219	244-8842
PYSA Representative	Brian Brown	7410 SW 54th Ave.	Portland, OR	97219	246-9922
Uniform Coordinator	Chuck Carson	6023 SW Pendleton Ct.	Portland, OR	97221	245-3753
Treasurer	Beth Cross	5720 SW California	Portland, OR	97219	246-5043
Registrar	Neal Radjek	6446 SW Loop Dr.	Portland, OR	97221	245-3349
Small-Sided Fields	Perry Richardson	2912 SW Carolina	Portland, OR	97201	244-8034
Vice President	Andy Roberts	5313 SW Illinois	Portland, OR	97221	244-2241
Secretary	Carol Rutan	6910 SW 11th Dr.	Portland, OR	97219	244-9824
Newsletter	Mike Sanders	4925 SW 18th Pl.	Portland, OR	97201	246-3030
President	David Scott	7810 SW 49th Ave.	Portland, OR	97219	245-3557
Mailing	Kristi Stavropoulis	8137 SW 40th	Portland, OR	97219	244-9244
Head Coach	Dave Tomkon	5440 SW 53rd	Portland, OR	97221	244-4687
Field Coordinator	Mike Van Luwen	2620 SW Nevada Ct.	Portland, OR	97219	245-9011
Equipment Manager	Gary Williams	7220 SW 63rd Ave.	Portland, OR	97219	245-7923

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Sort

Input File: <Current Document>

Output File: <Current Document>

Sort By: Line Paragraph Merge Record Table Row Column

Key Definitions

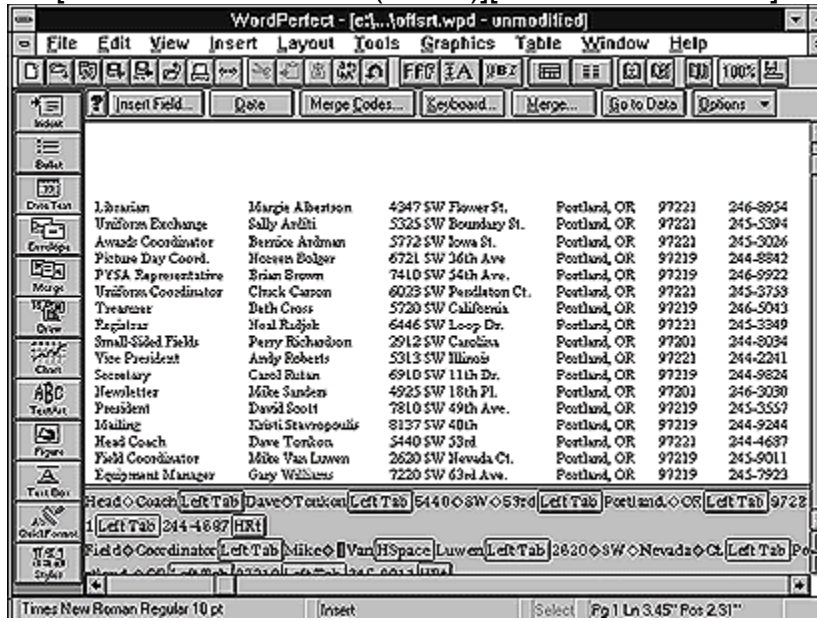
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> 1	Alpha	Ascending	1	1	1

Uppercase First

Select Records:

Select Without Sorting

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Sort

Input File: <Current Document> OK

Output File: <Current Document> Cancel

Sort By

Line Paragraph Merge Record Table Row Column Help

Key Definitions

Key	Type	Sort Order	Field	Line	Word
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2	Alpha	Ascending	6	1	1
3	Alpha	Ascending	2	1	-1

Uppercase First Add Key Insert Key Delete Key

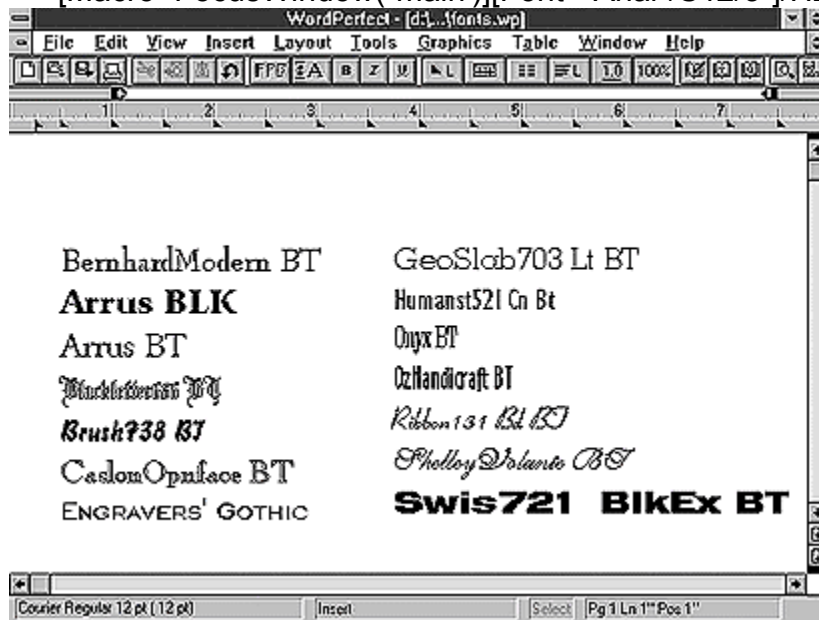
Select Records: Key1=97221 & Key2=245

Select Without Sorting View Input File...

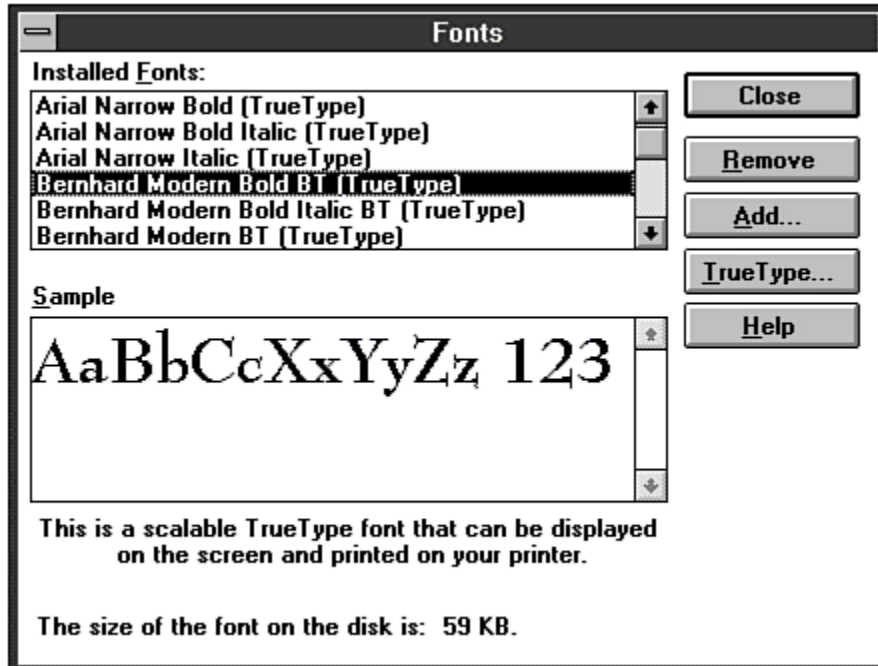
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Uniform Exchange	Sally Arditi	5325 SW Boundary St.	Portland, OR	97221	245-5394
Awards Coordinator	Bernice Ardman	5772 SW Iowa St.	Portland, OR	97221	245-3026
Uniform Coordinator	Chuck Carson	6023 SW Pendleton Ct.	Portland, OR	97221	245-3753
Registrar	Neal Radjek	6446 SW Loop Dr.	Portland, OR	97221	245-3349

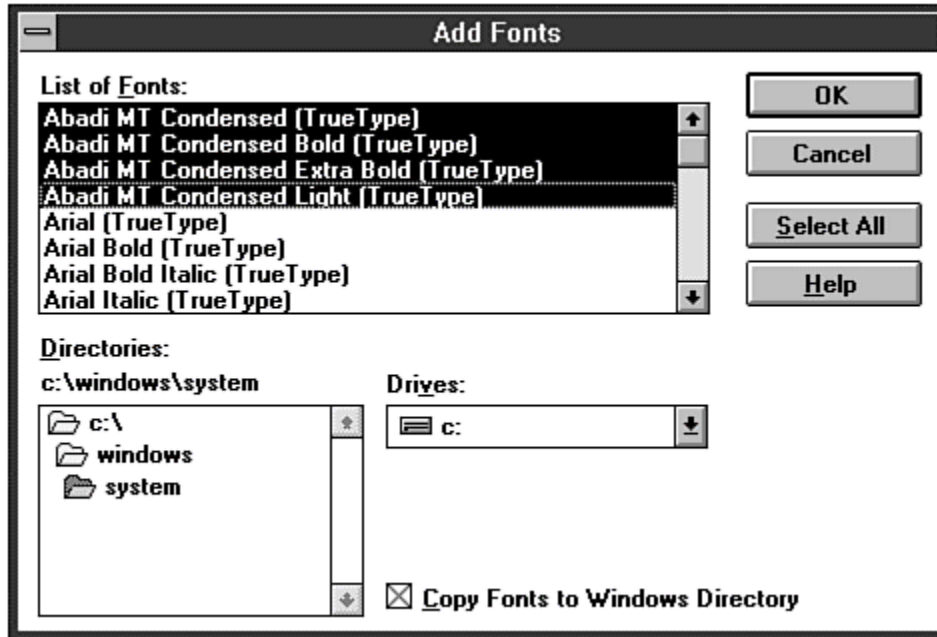
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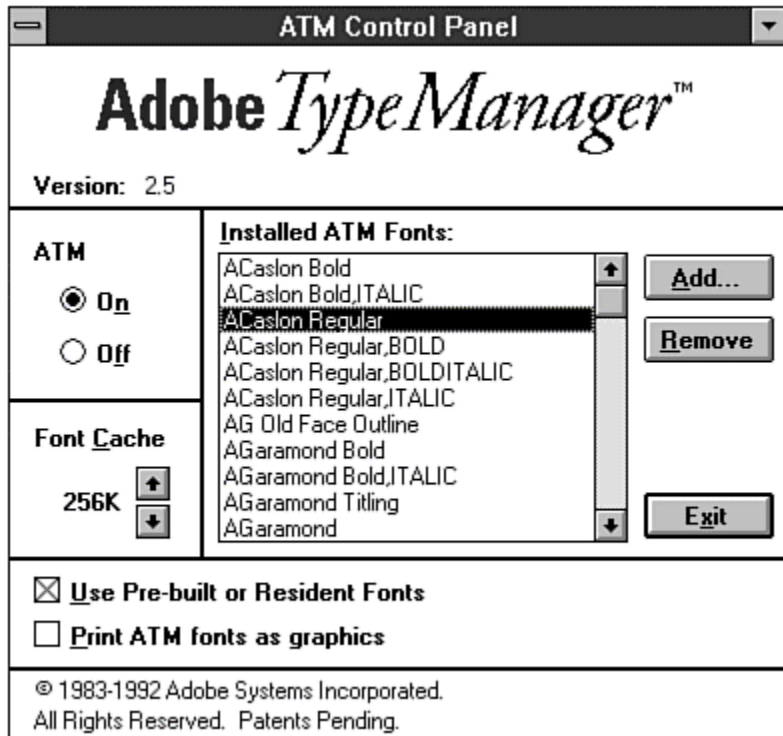
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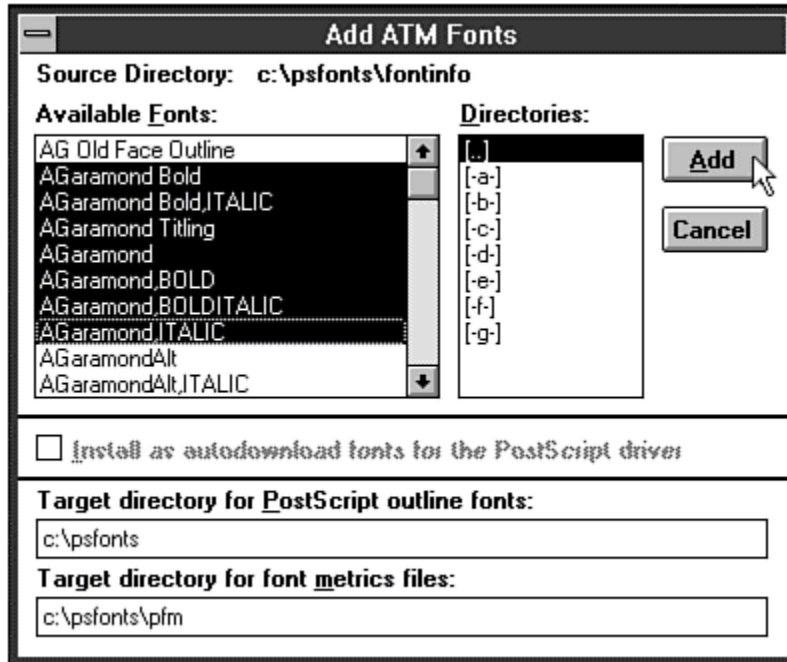
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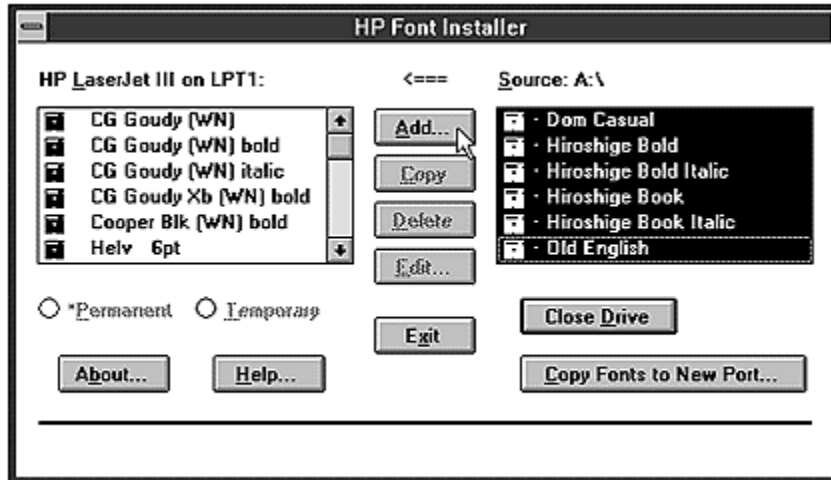
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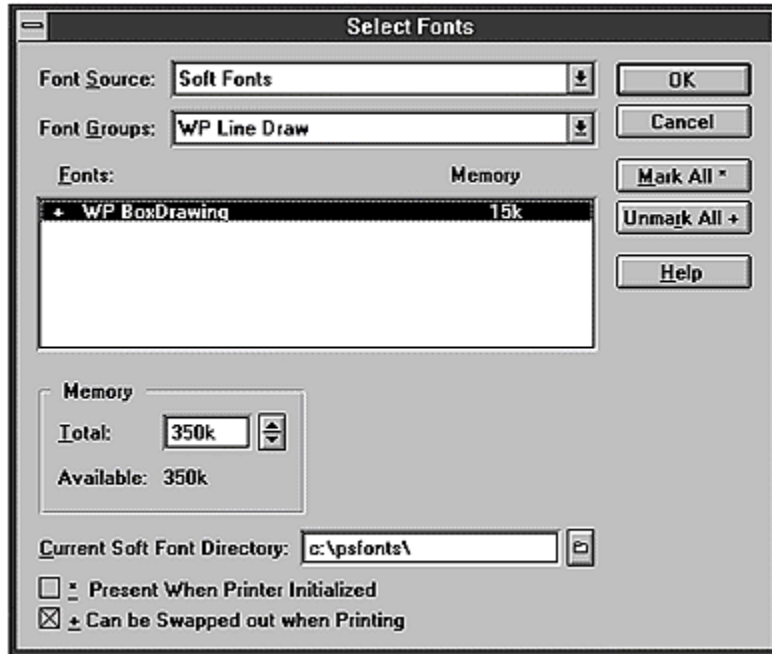
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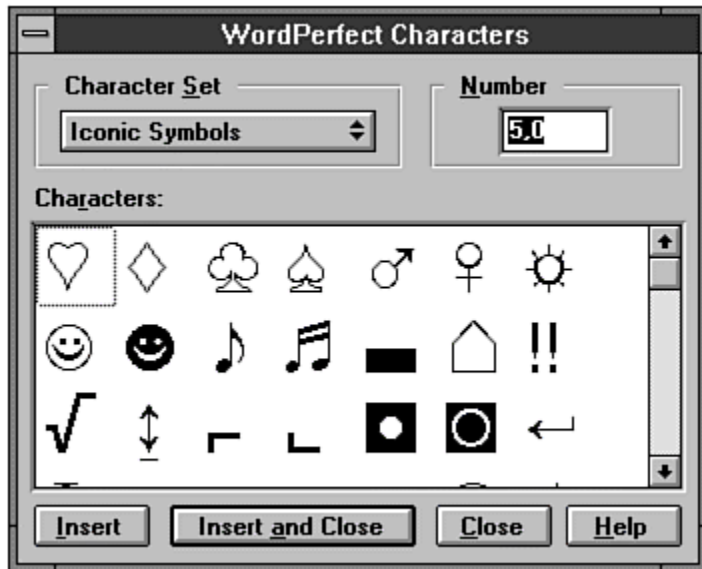
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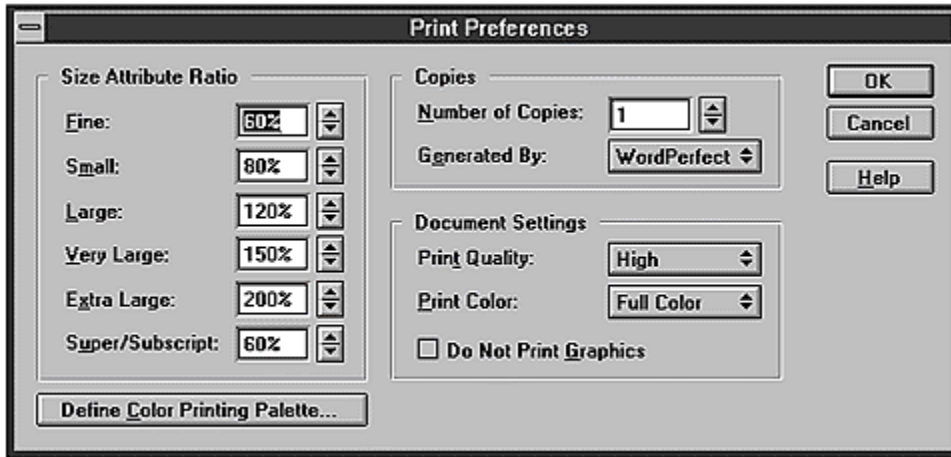
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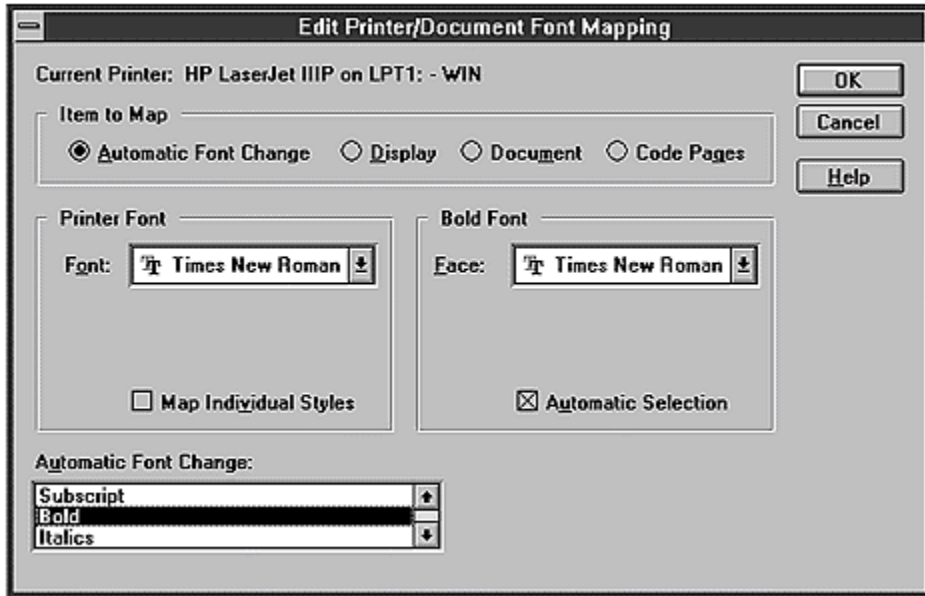
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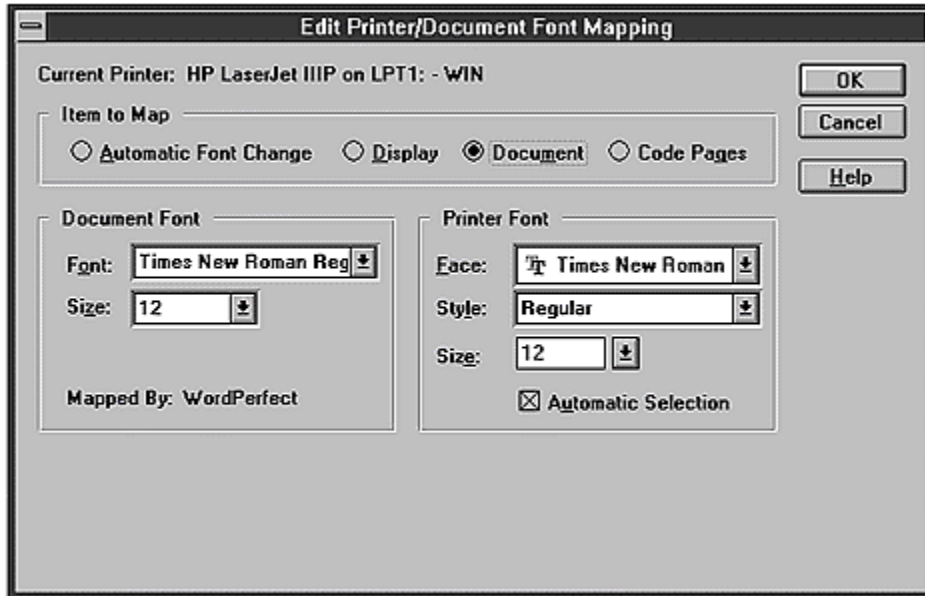
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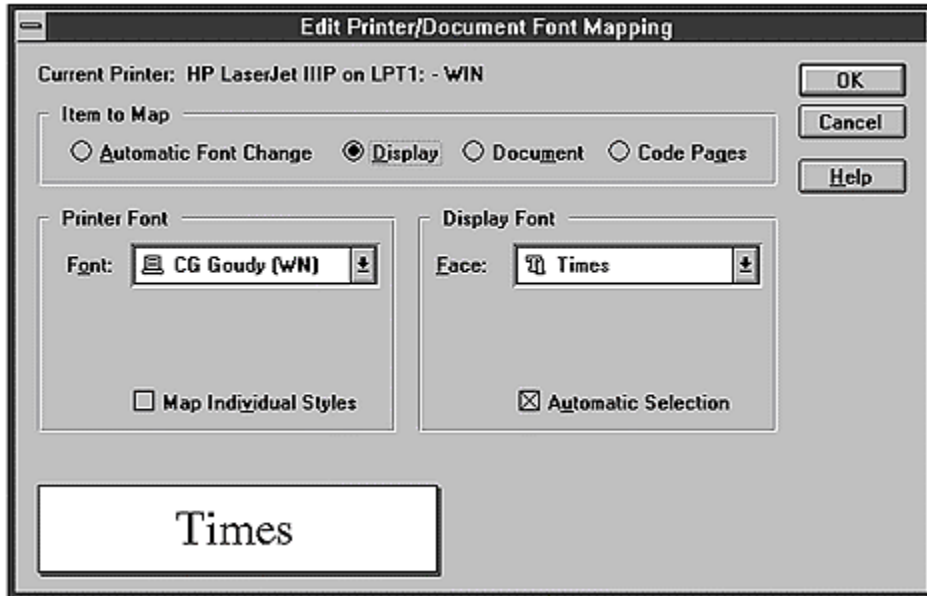
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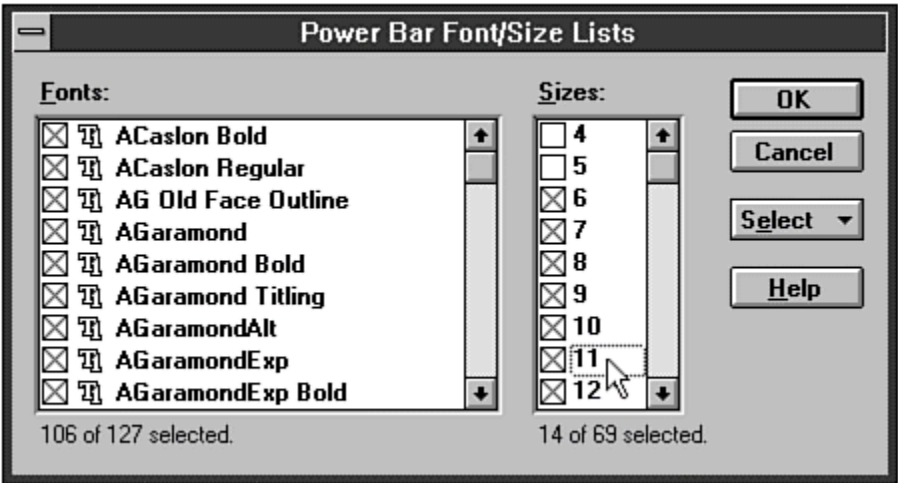
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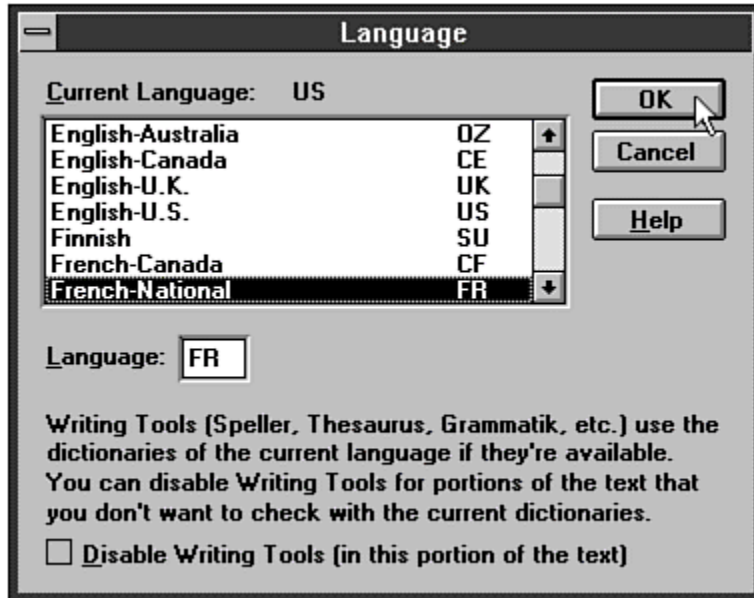
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BIRD WATCHERS

Winter Edition

Winter Feed

Now that winter's on its way, prepare food for the birds to eat during those cold and snowy spells. As you may know, birds just love kitchen scraps and leftovers. The proper kitchen scraps are rich in carbohydrates birds need during the winter. One of the main problems with putting out kitchen scraps is they often attract rats and other animals; make sure you use a scrap feeder so only the birds can reach the scraps.

Crumbs. Use brown breads because they are the most healthy for the birds and make sure you soak the bread in warm water before you put it out. In addition, add stale cake, donuts, and cookies to your crumb mixtures because they are high in fat.

Starch. Add any cooked pasta or rice to your scrap feeder, the birds love noodles. Also-cooked potatoes provide birds with warmth and nutrition on those cold days and nights.

Fat. Hang spoiled meat or bones in the trays for birds to feed on and add trimmed fat to any crumb mixture. Make sure you only use meat and fat in the winter when it's cold enough to keep the meat from turning rancid.

Cheese. Birds love stale cheese. Add it to the crumbs or nut mixtures in small pieces. Stay away from white and blue cheeses; most birds seem to prefer yellow cheeses.

Fruit and nuts. Different fruits and nuts attract different species; experiment with oranges, bananas, almonds, peanuts, walnuts, and filberts to see which birds you attract.

Water in the Winter

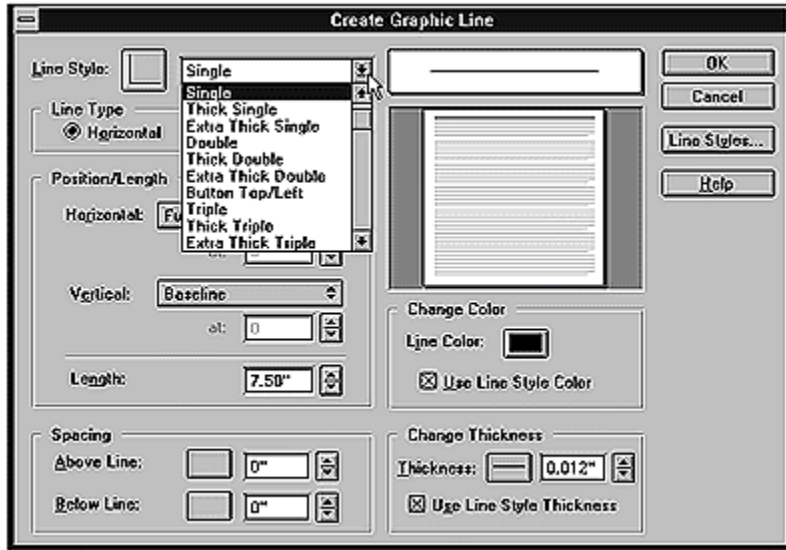
Water is especially important for birds in the winter because without water, birds must first melt the snow in their mouth before they can swallow it. This process takes a lot of energy and lowers the bird's body temperature.

In addition, birds bathe and preen in the winter to help maintain the insulating properties of their plumage. So get your birdbath back out of the garage and fill it up. Don't forget to check the birdbath periodically during the day and empty it at night; a good freeze could crack plastic, ceramics, and stone baths.

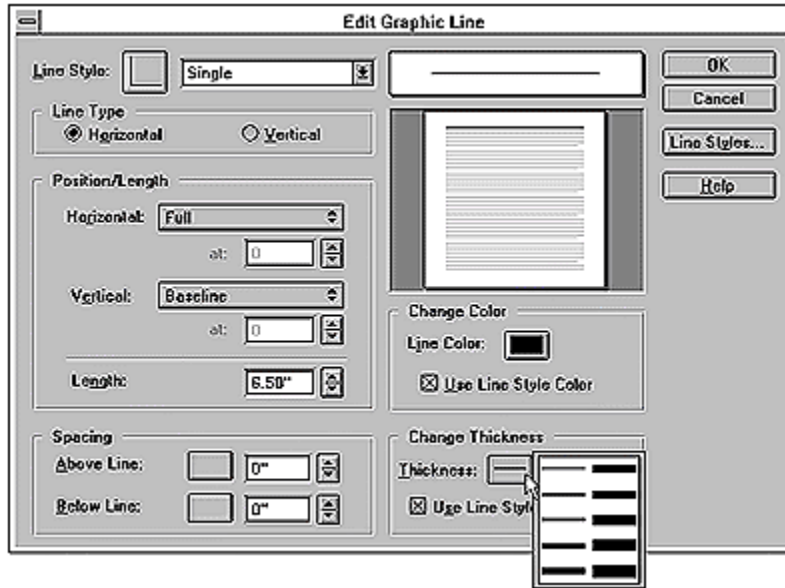
Seeds for Feed

Don't forget to put out a variety of seeds this winter; seeds provide valuable fats, carbohydrates, oils, minerals, and vitamins. In addition to the normal fare of millet and commercial wild bird seed mix, consider adding peanuts, dried, cracked corn, and dehusked sunflower seed heads to your regular mixtures. These are particularly high in fat and protein content and a welcomed change for wintering birds.

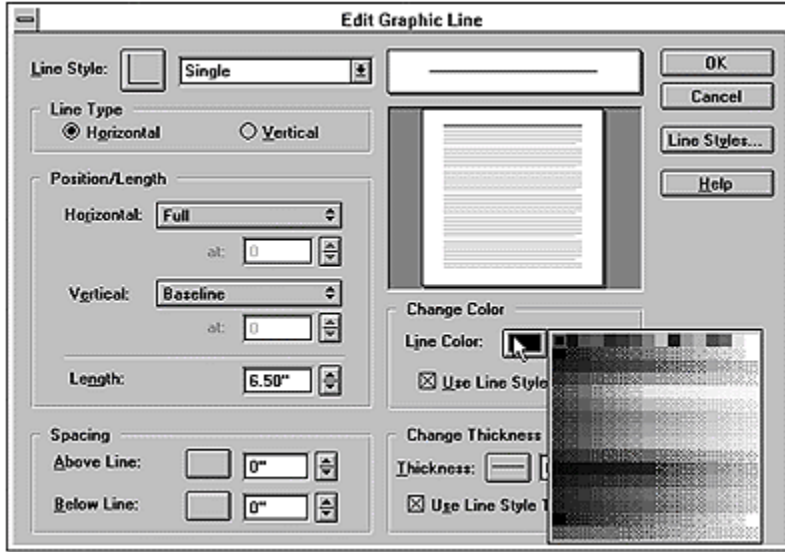
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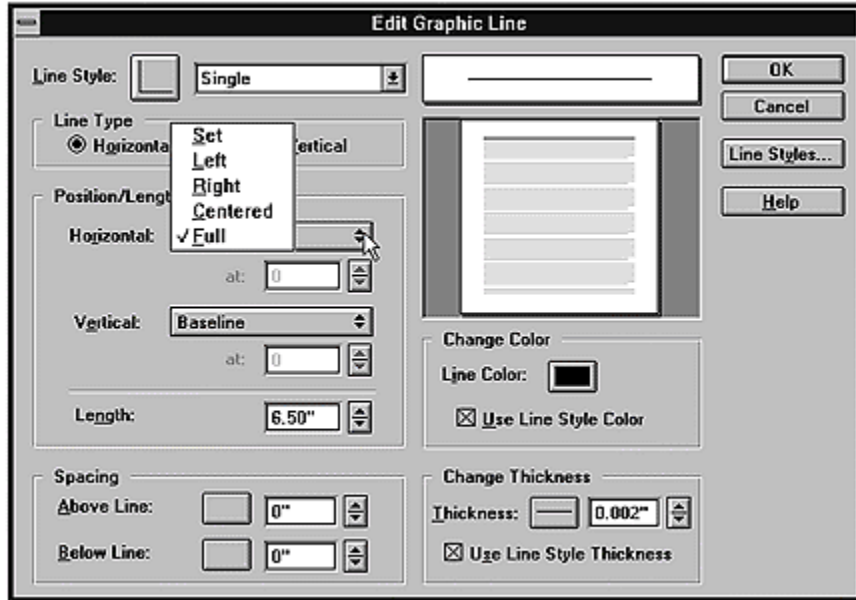
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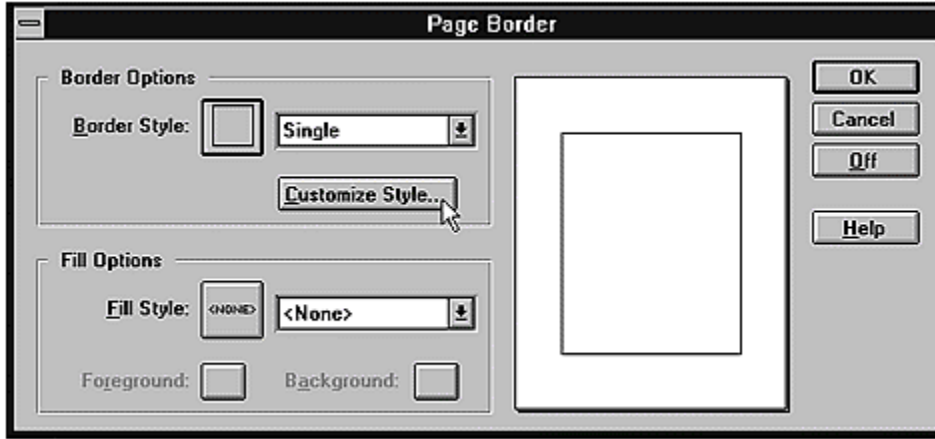
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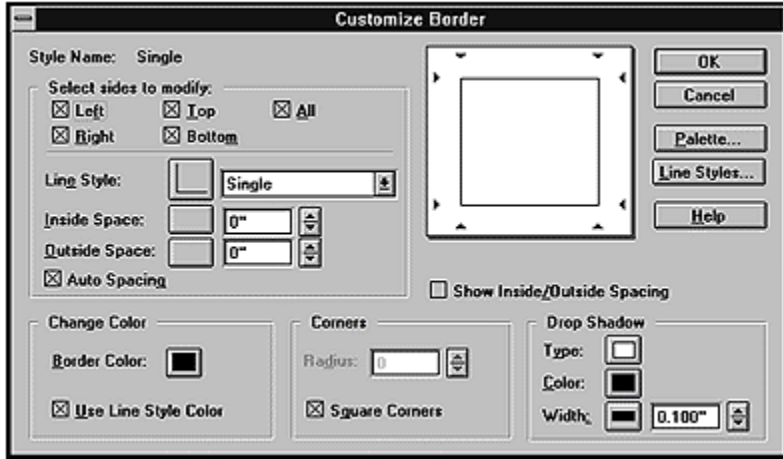
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Baseline

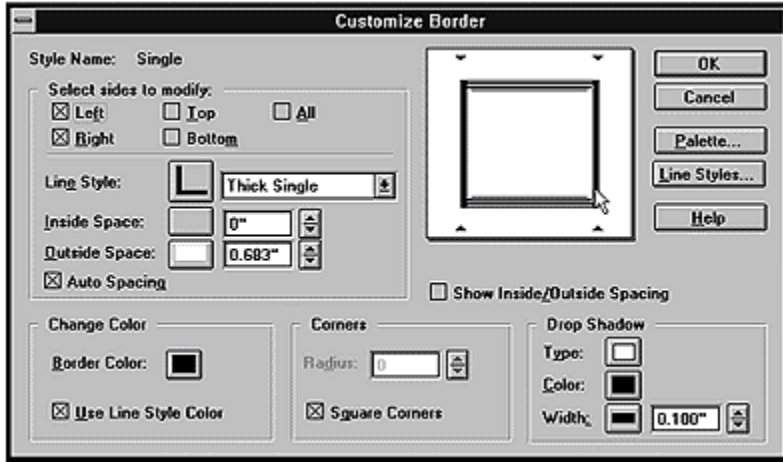
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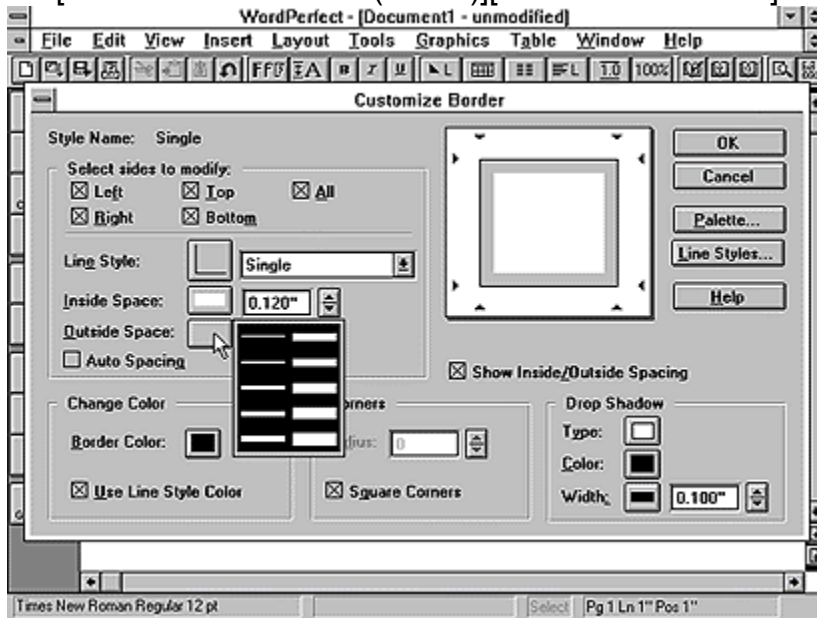
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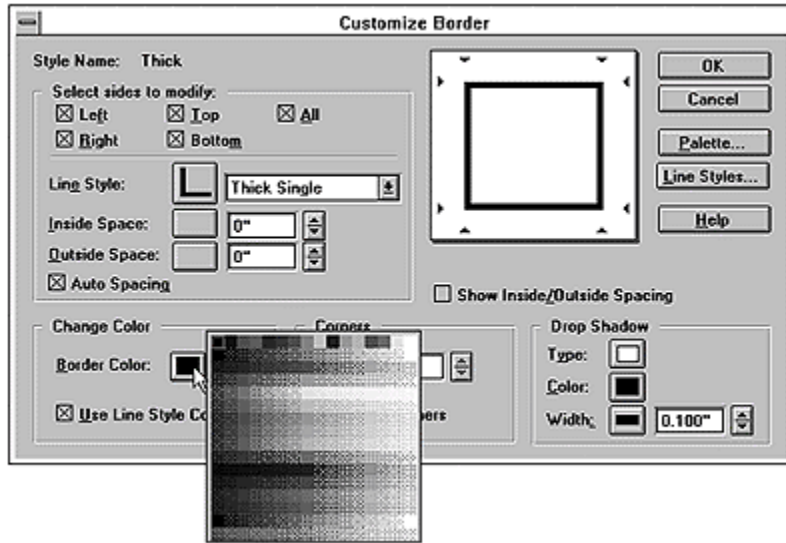
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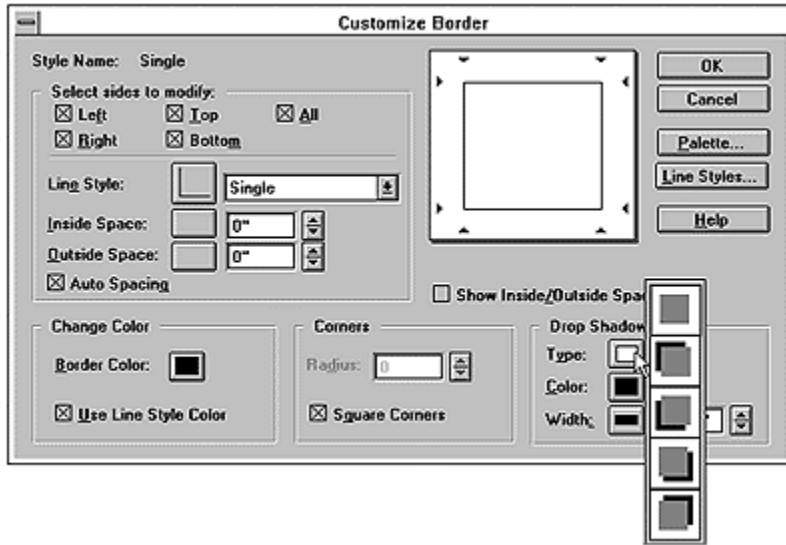
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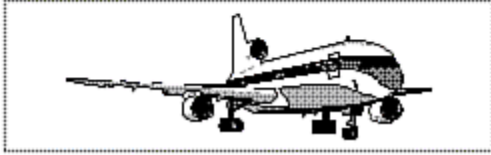


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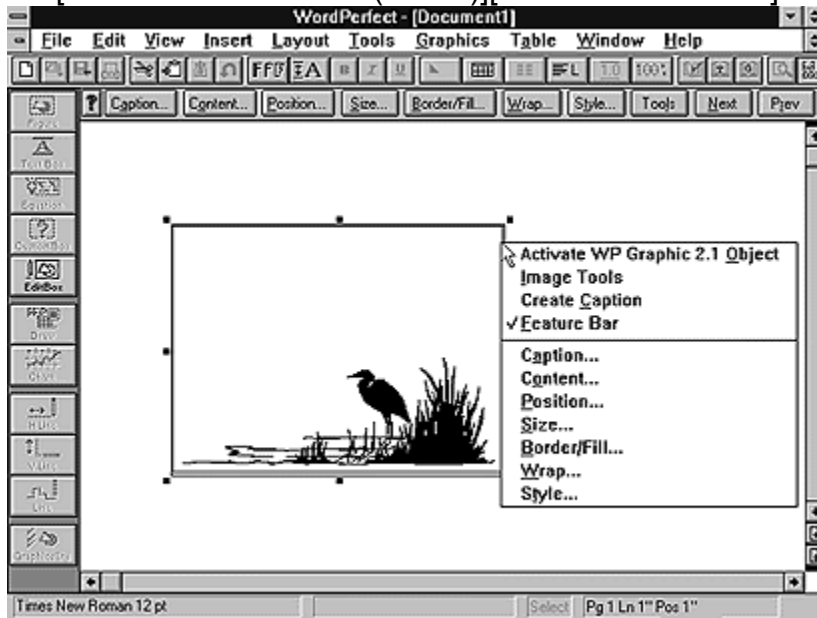


*Use a Text Box
to attract attention
to an article or story*

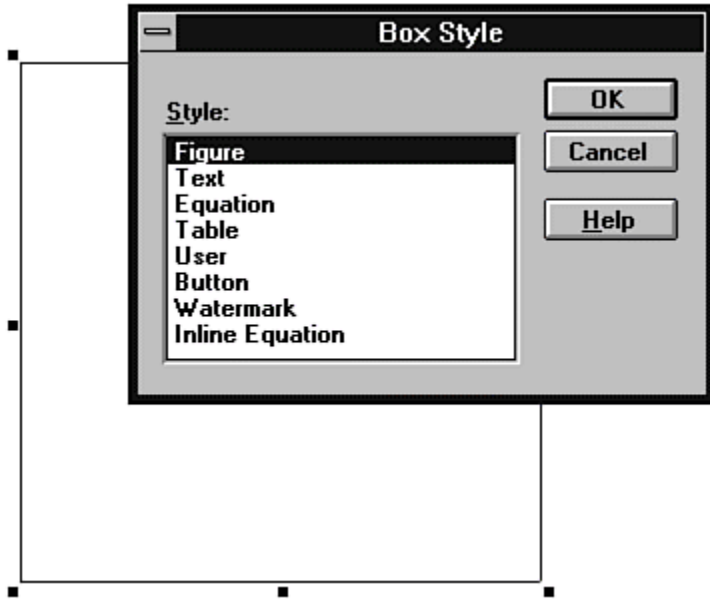
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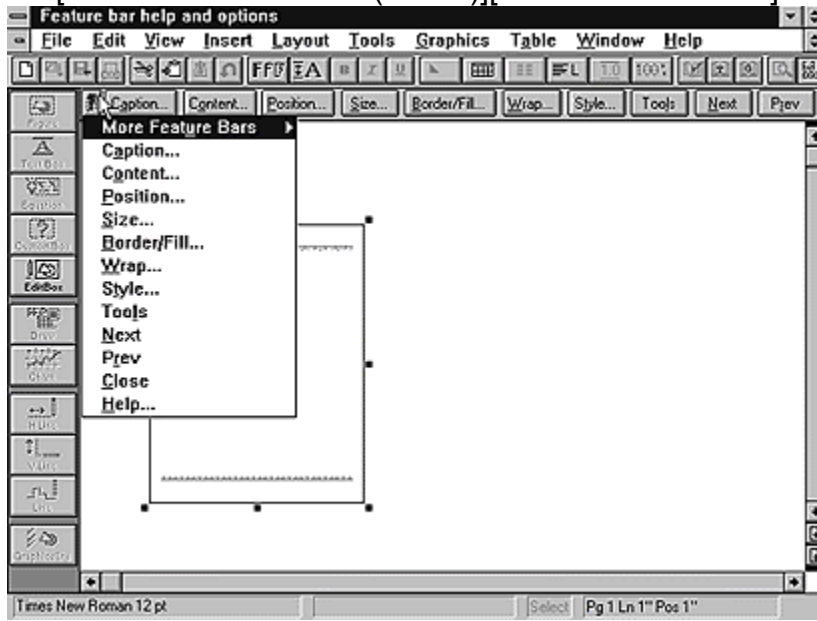
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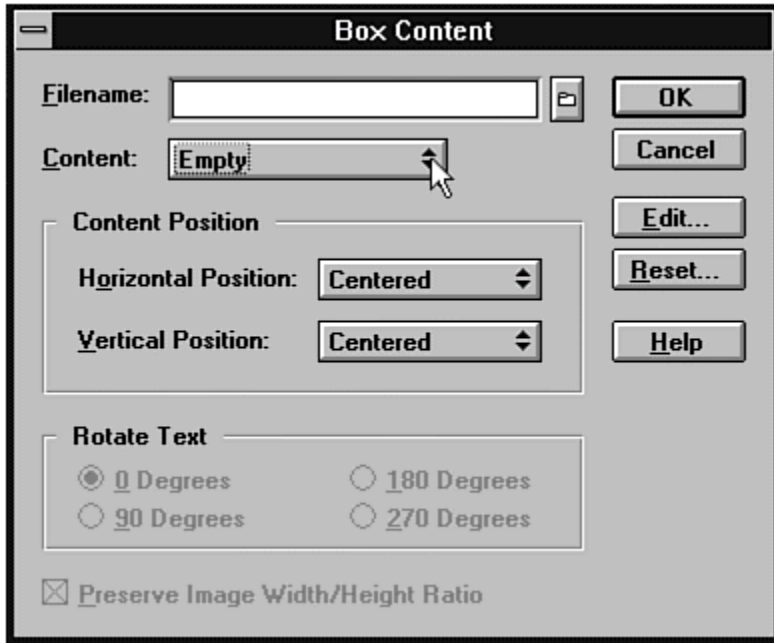
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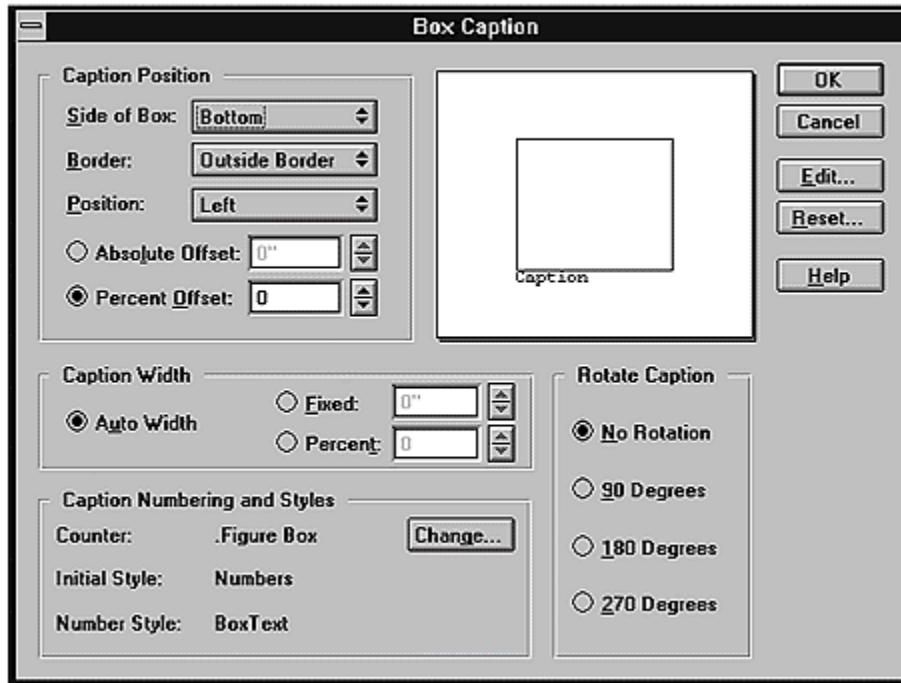


The image shows a dialog box titled "Box Content". It has a standard Windows-style title bar with a close button on the left. The dialog is organized into several sections:

- Filename:** A text input field with a browse button (folder icon) to its right.
- Content:** A text input field containing the word "Empty". A mouse cursor is pointing at the end of the text.
- Content Position:** A section containing two dropdown menus:
 - Horizontal Position:** Set to "Centered".
 - Vertical Position:** Set to "Centered".
- Rotate Text:** A section with four radio buttons:
 - 0 Degrees
 - 90 Degrees
 - 180 Degrees
 - 270 Degrees
- Preserve Image Width/Height Ratio:** A checked checkbox.

On the right side of the dialog, there are five buttons stacked vertically: "OK", "Cancel", "Edit...", "Reset...", and "Help".

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Box Position

Box Placement

Put Box on Current Page (Page Anchor)

Put Box in Current Paragraph (Paragraph Anchor)

Treat Box as Character (Character Anchor)

OK

Cancel

Help

Position Box

Horizontal

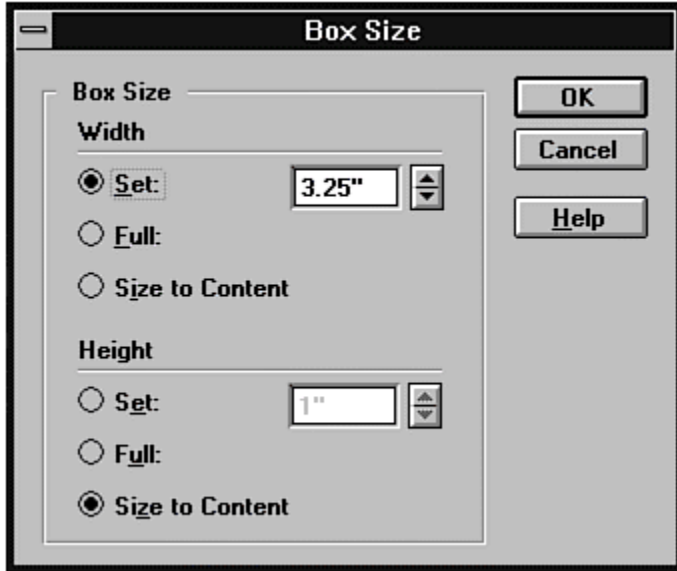
Place from

Vertical

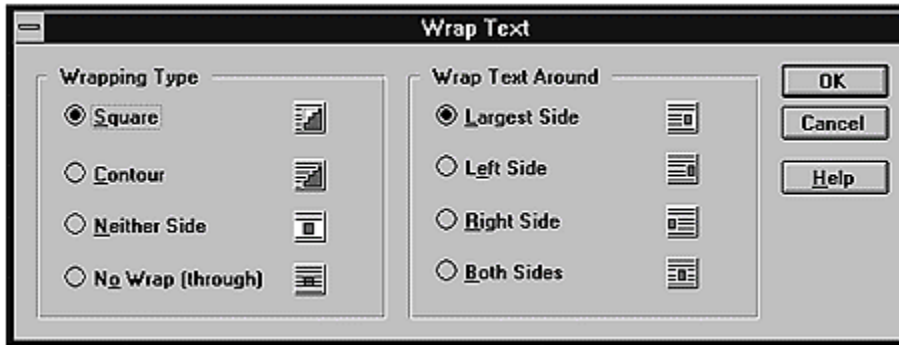
Place from top of paragraph

Allow Box to Overlap Other Boxes

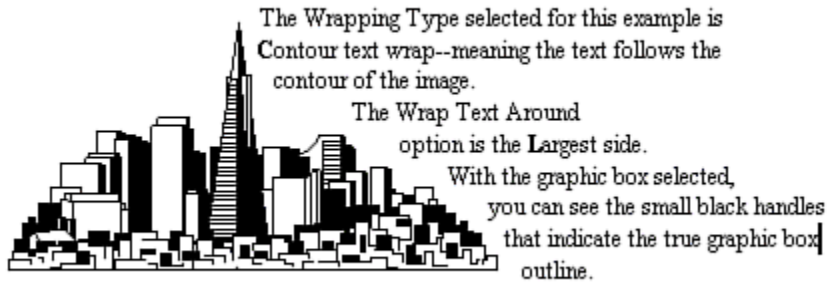
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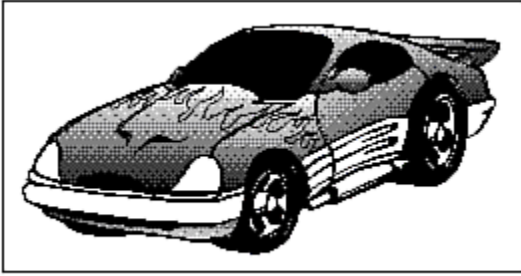
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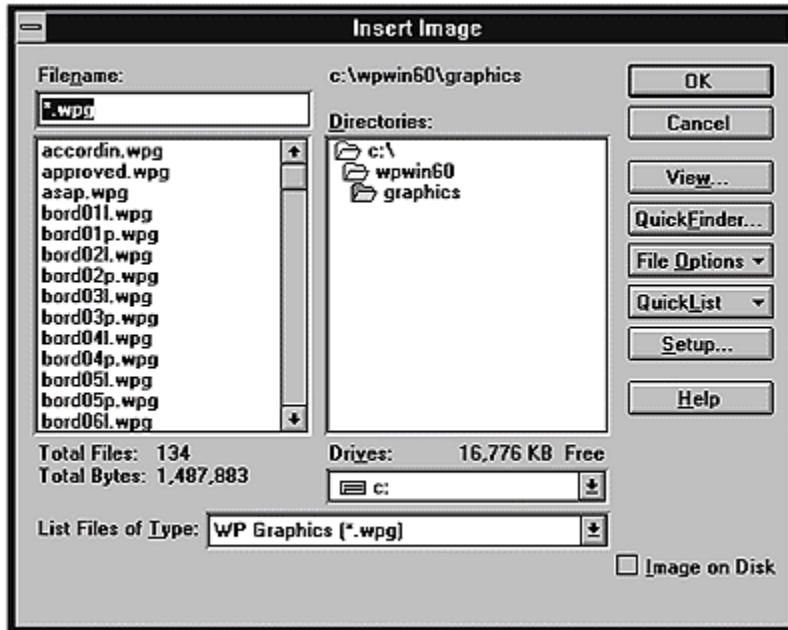
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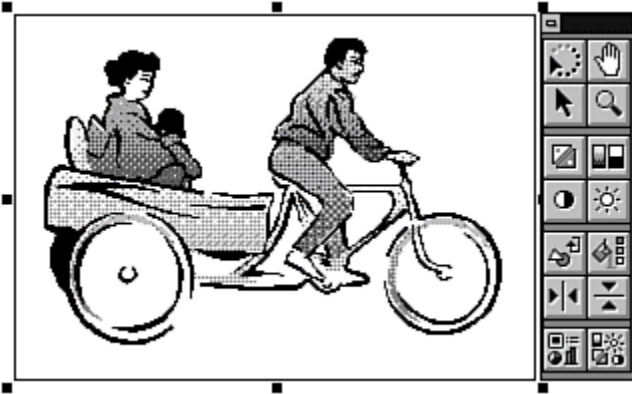
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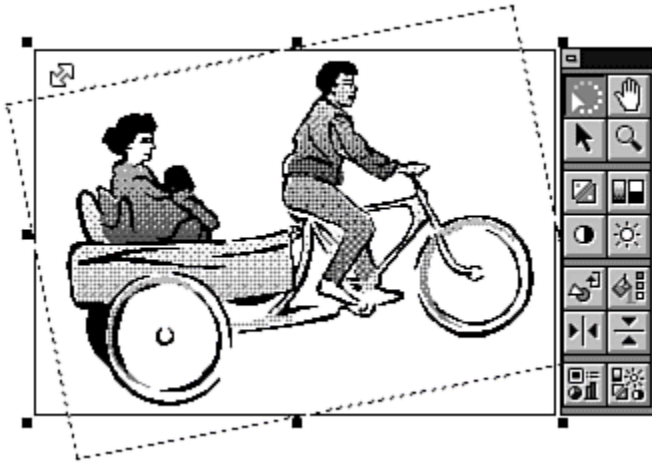
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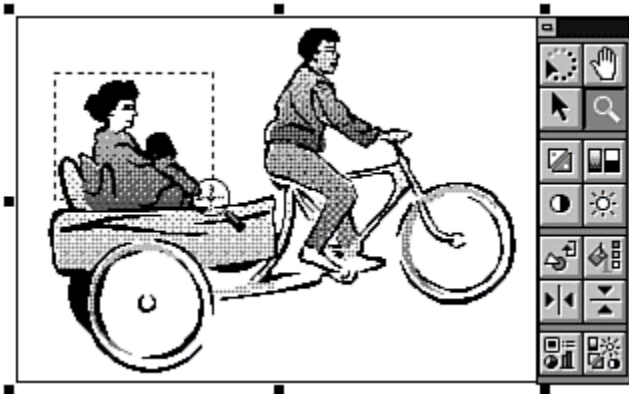
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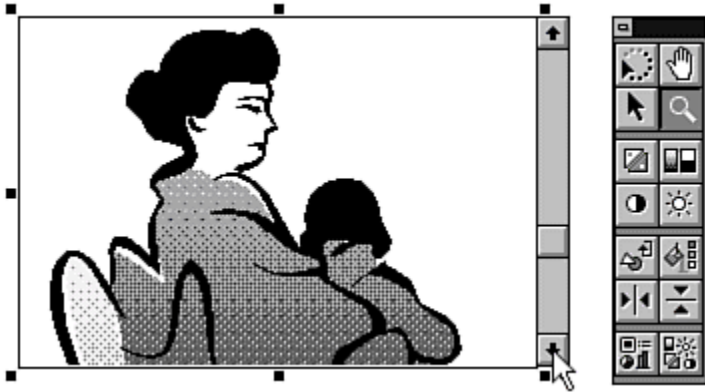
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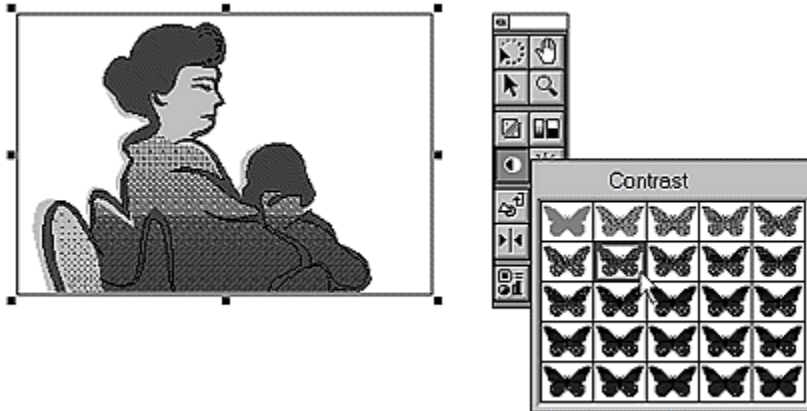
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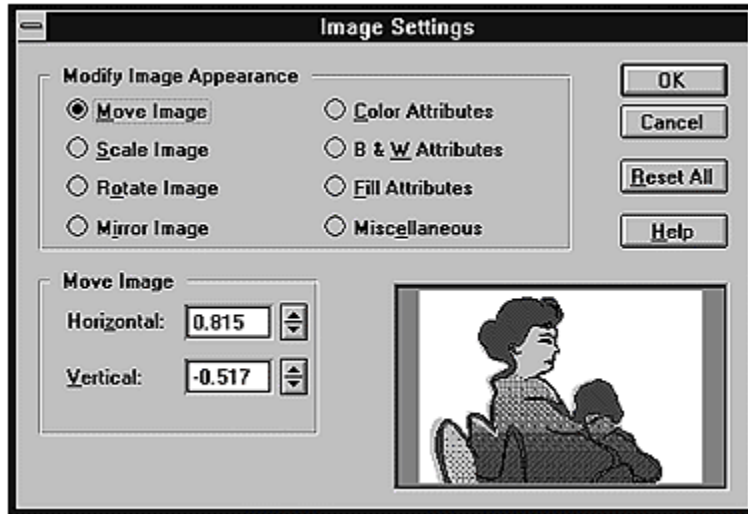
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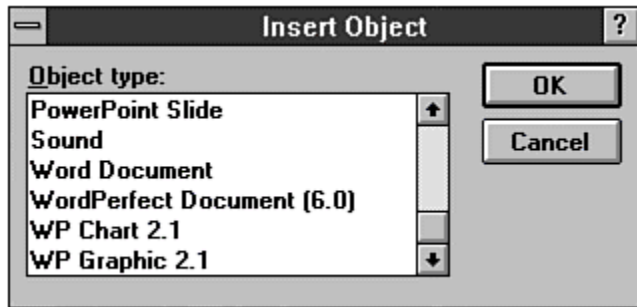
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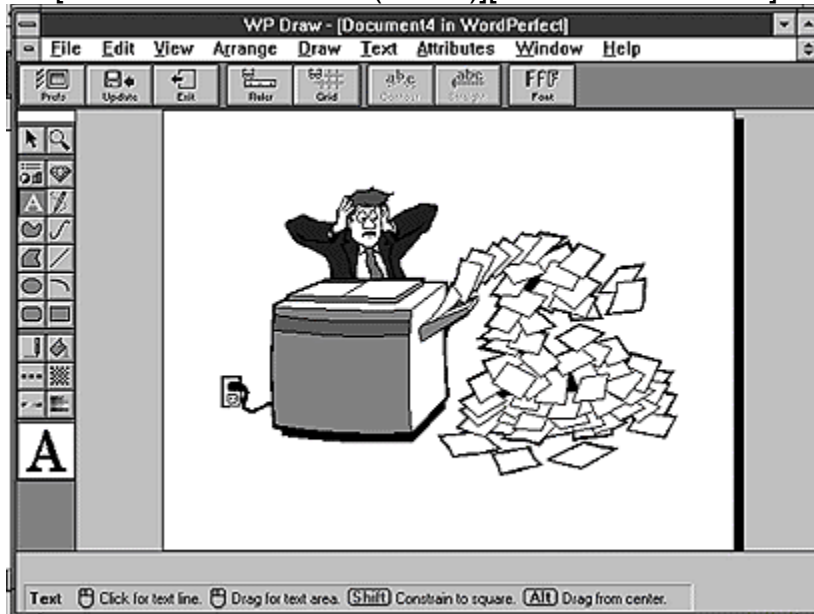


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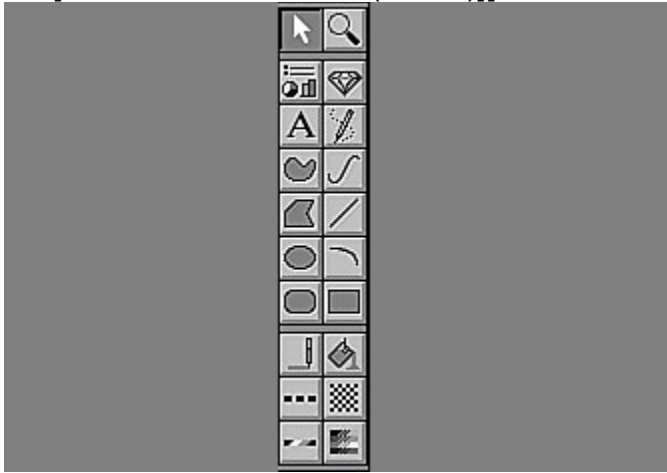
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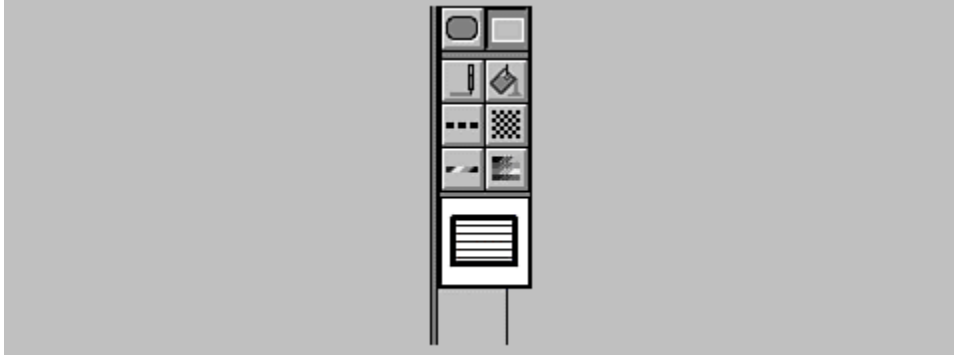
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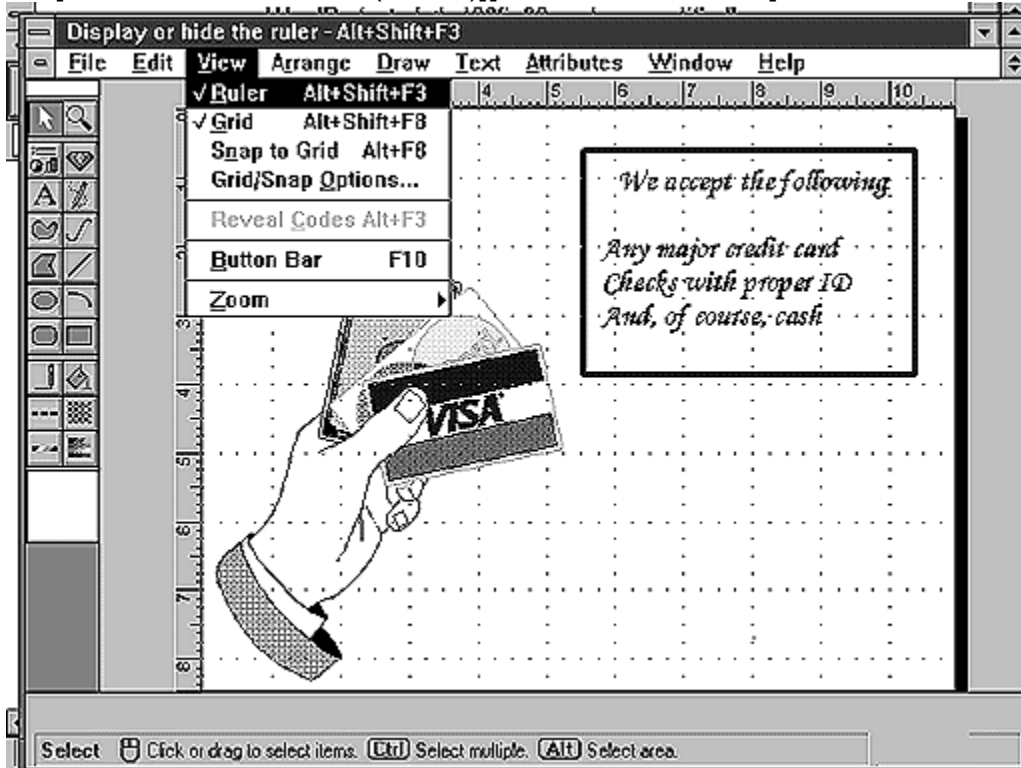
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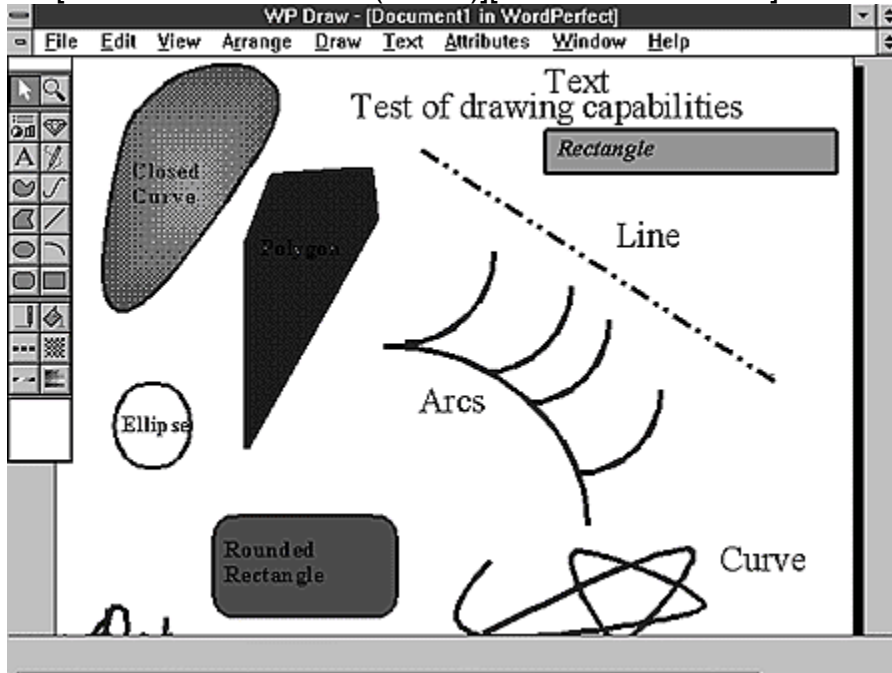
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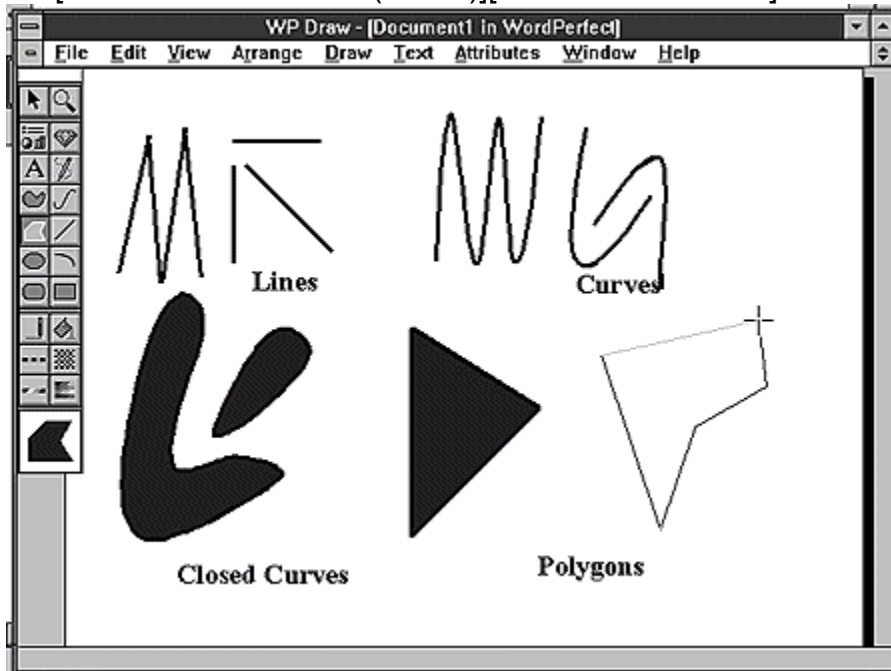
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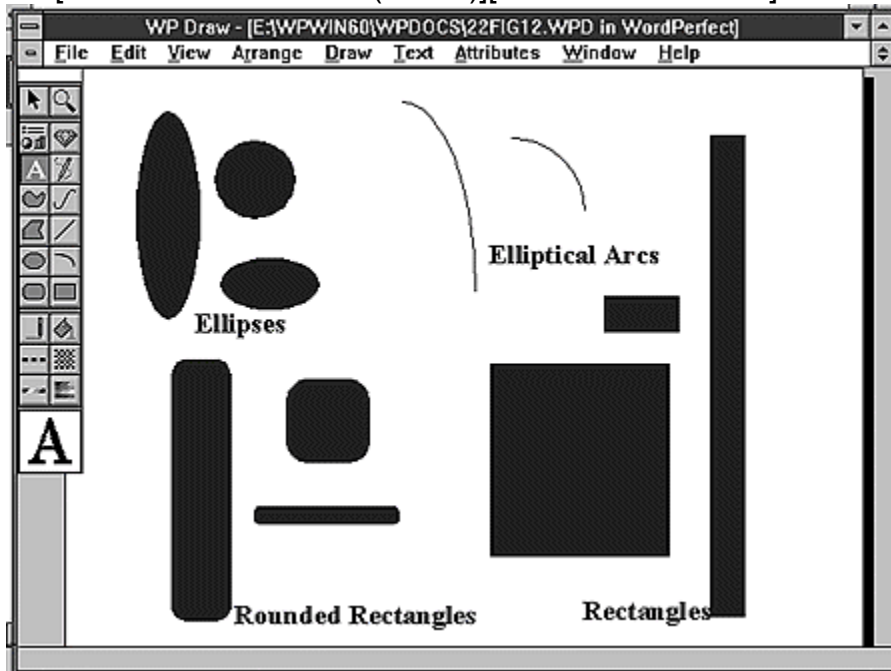
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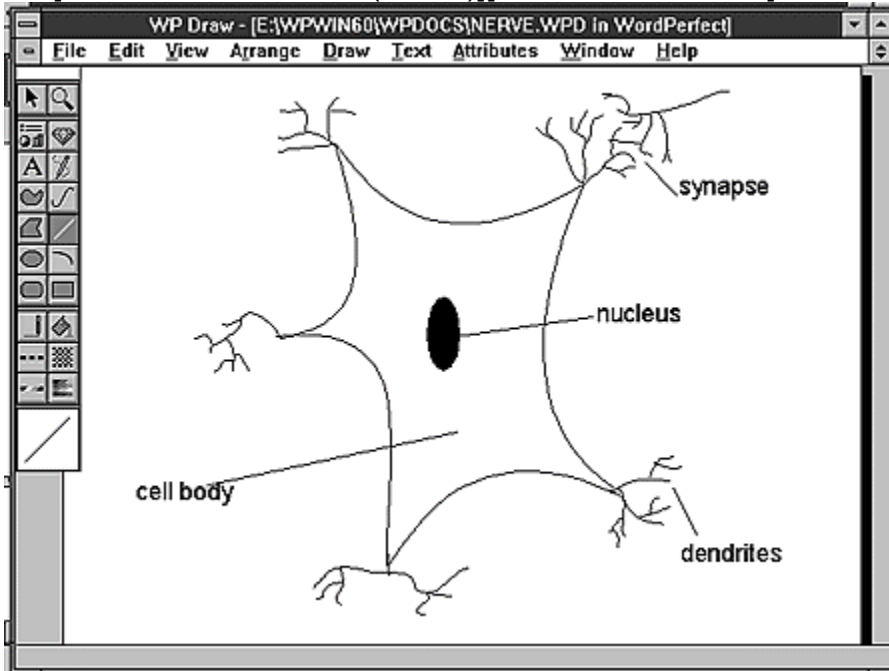
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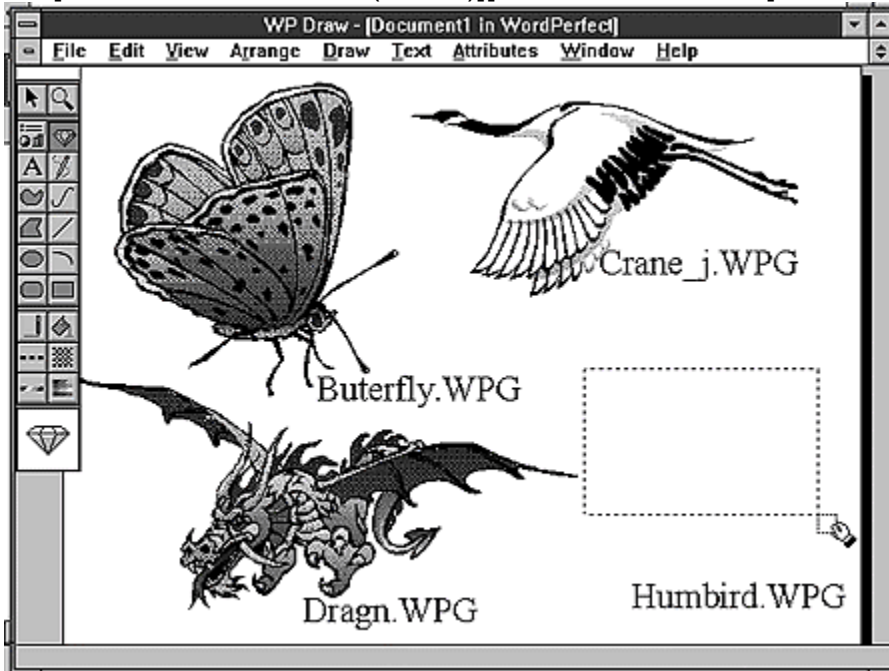
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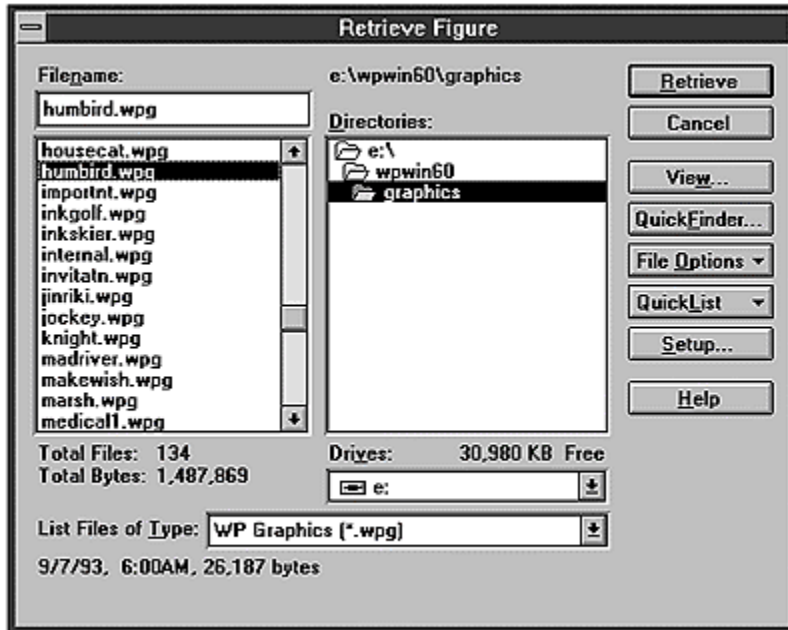
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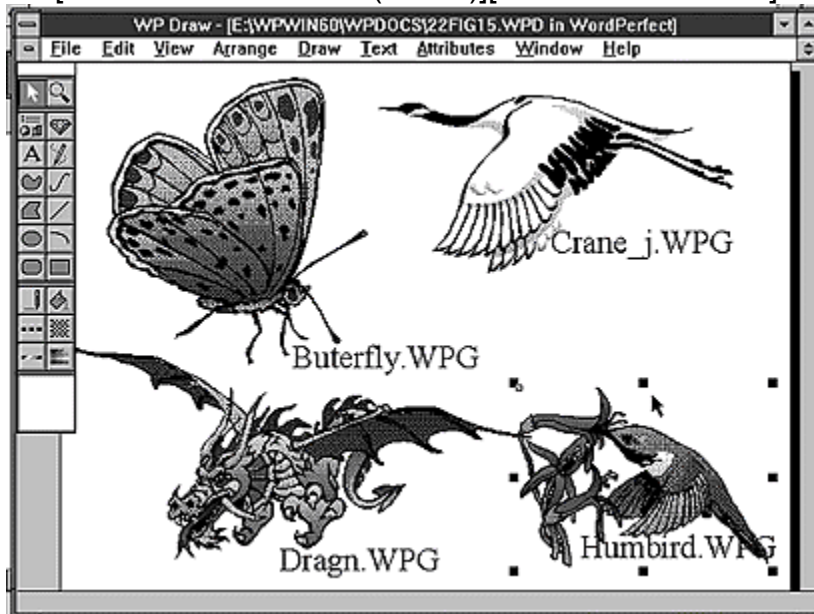
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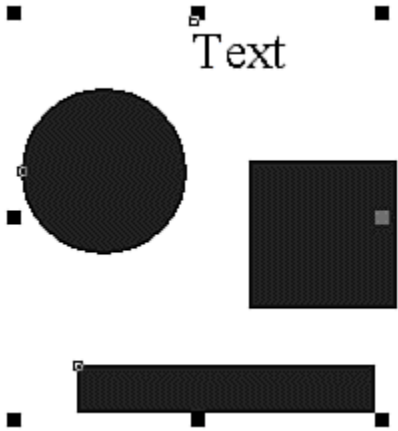
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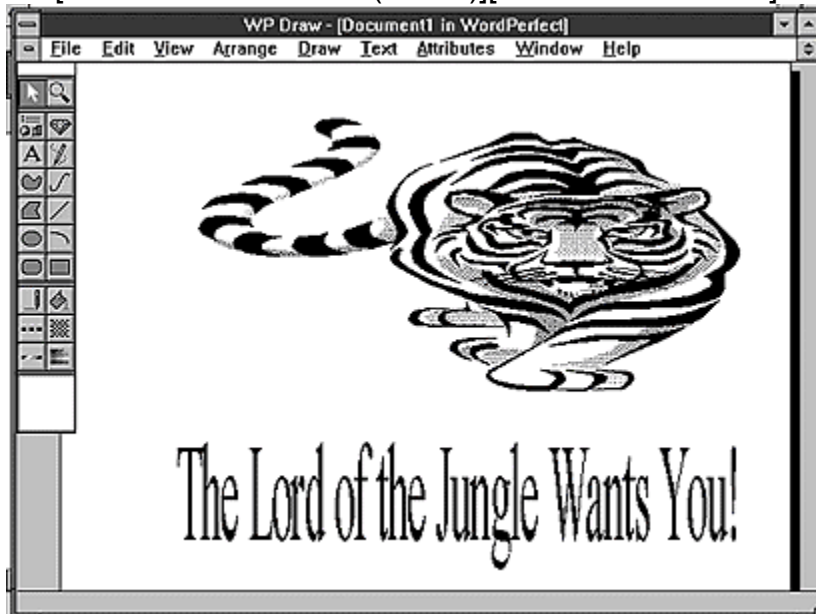
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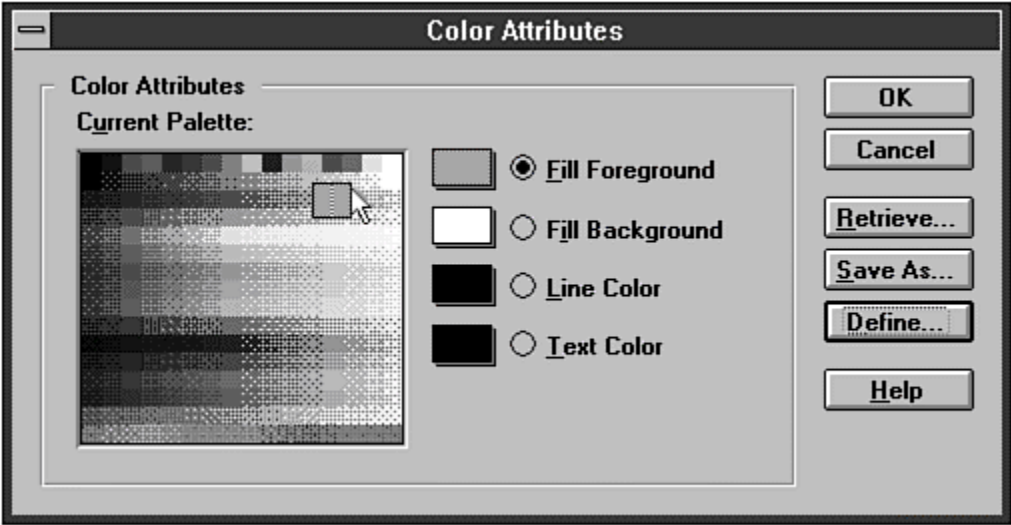
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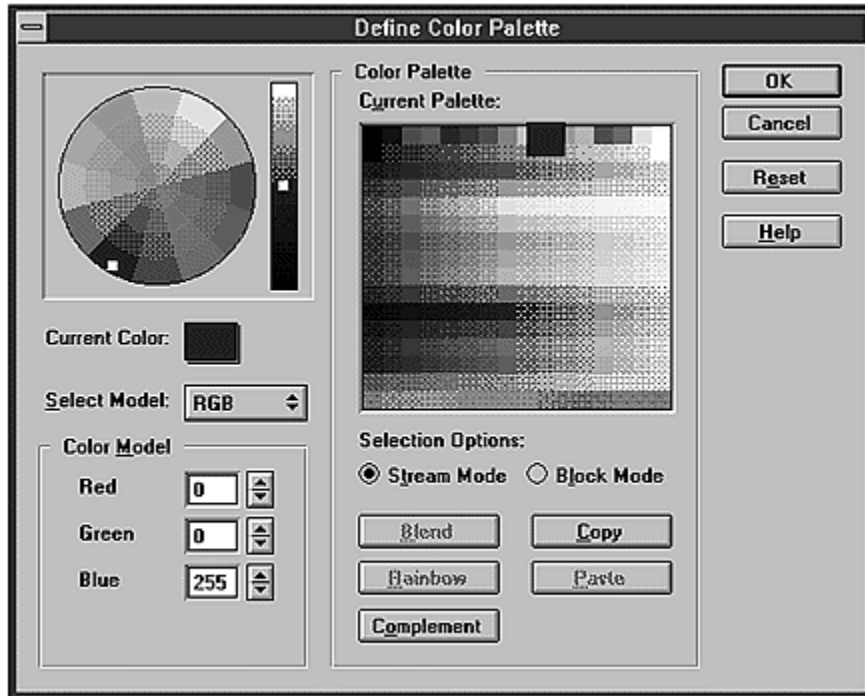
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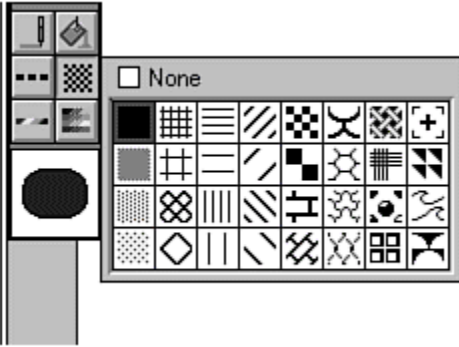
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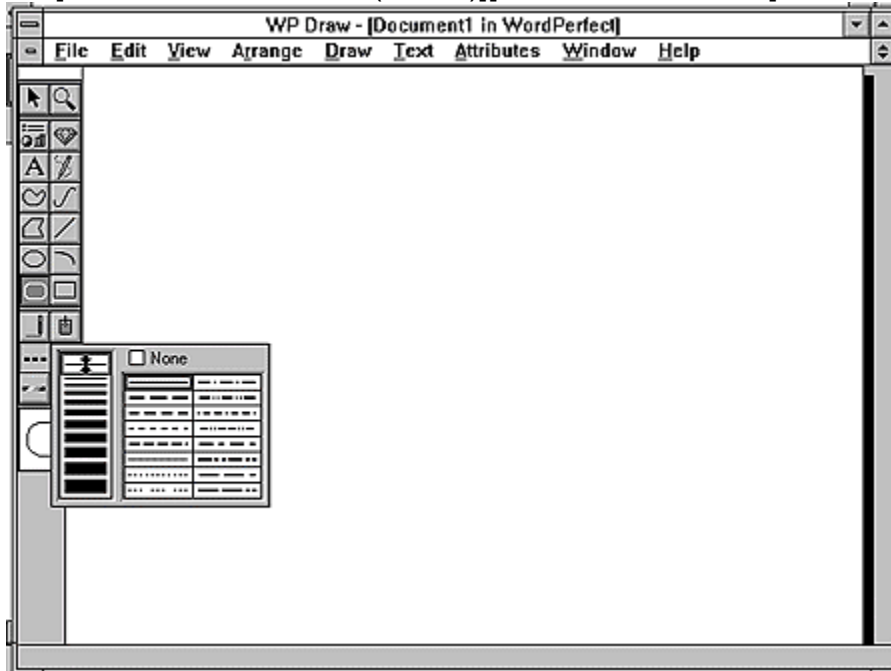
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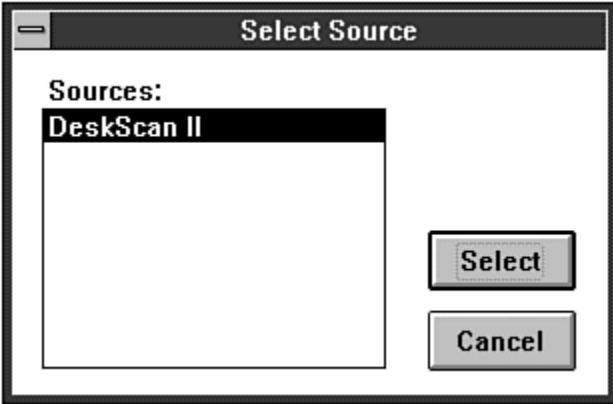
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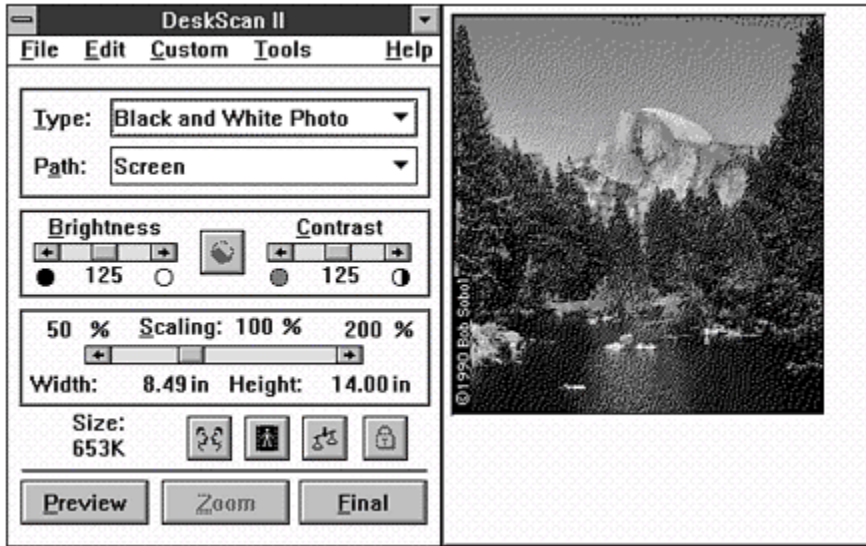
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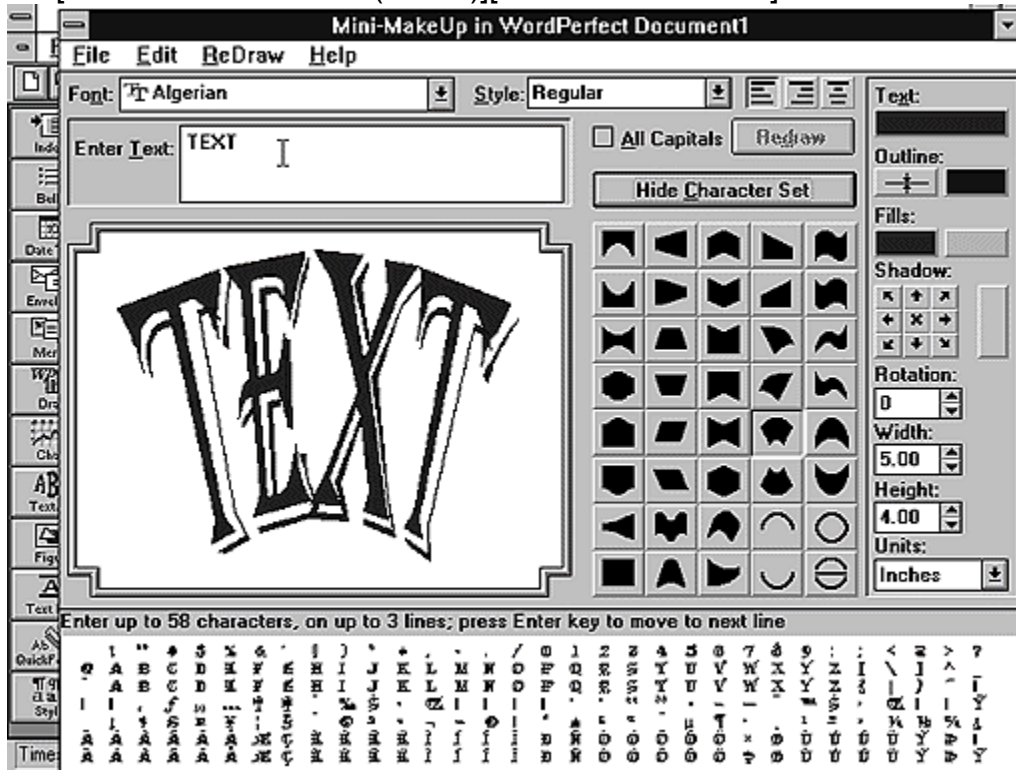
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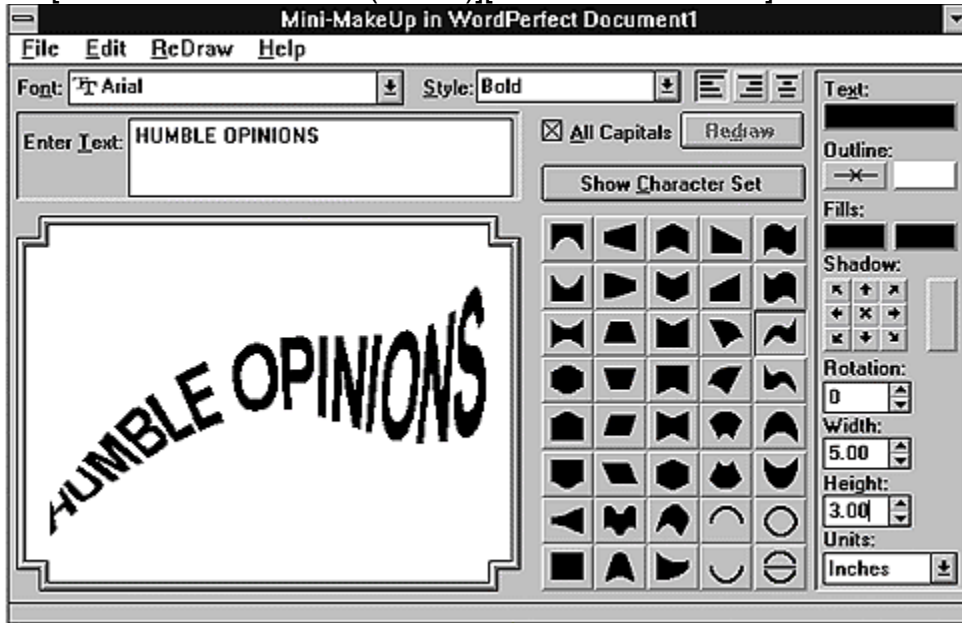
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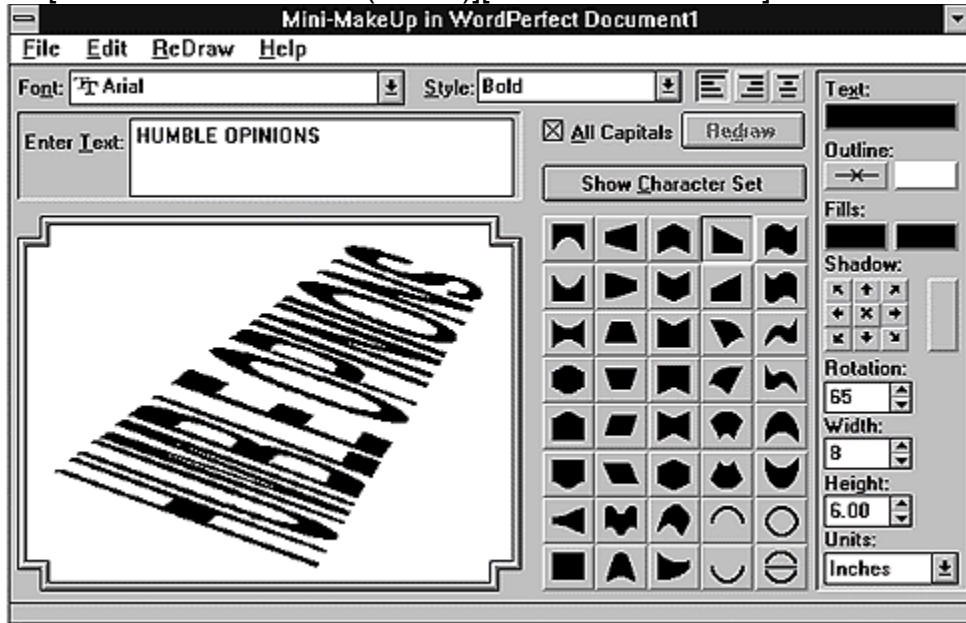
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GREAT EXPECTATIONS

A Newsletter Produced Especially for Our Members
Spring 1994

Faille to Eire



Yes, it's almost time for our trip to Ireland and we can't wait. If you haven't signed up yet, you only have a few more days; the deadline is June 25th. Plans are almost complete for the trip: we've booked flights, a tour bus, hotels, and air-tickets; we have only a few more confirmations. You should be receiving another information pack in the mail soon concerning Galway and surrounding areas. We thought we would give you a taste of the Galway area in this issue of "GREAT EXPECTATIONS" so you will have something to look forward to.

One of the day trips from Galway will be to the Aran Islands—Inishmore, Inishmaan, and Inisheer. Although life on the islands is quiet and peaceful, we will find something to keep us busy. The landscape is haunting—huge limestone rock jutting from the coast, miles and miles of hand-built stone walls, and footpaths leading to sandy and rocky beaches. Our thought was to hire bicycles to tour Inishmore, the largest of the three islands. We are anxious for your input on this matter.

If there's time, we'll also visit the middle island, Inishmaan. The Conn Fort, ancient ruins of two

Christian churches, and a chamber tomb are antiquities we can visit on foot in this small, compact island.

We will not be sitting idle; sheer this trip. In August, the island is overrun with some 300 high school students learning the Irish language. The Aran Islands are well-known for the Irish speaking community that inhabits them; the famous Irish language school is located on Inisheer, the smallest of the Aran Islands.

Whitewater Trip

Our first trip of the summer begins June 4th. At 7:00 a.m. we depart Huntington for wild, wonderful Fayette County. The two-hour bus trip takes us to Whitewater Rafters in Thurmond where we board our rafts and paddle our way down the New River. Located in the New River National Park, the river provides one of the most enjoyable rafting trips you'll ever take.

The Upper New River is busy and slow; expect plenty of great swimming along the way. Around 1:00 p.m. we'll stop for a canned lunch on the river bank and prepare for the class five and six rapids that await us.

The second half of the trip affords plenty of whitewater, excitement, and fun. The raft

...limestone rock
jutting from
the coast,
miles and miles
of hand-built
stone walls,
and footpaths
leading to
sandy and
rocky beaches...

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386SX/20MHz with 2M RAM/80M Hard Drive	\$1090
386SX/20MHz with 4M RAM/160M Hard Drive	\$1380

GREAT EXPECTATIONS

A Newsletter Prepared Especially for Our Members
Spring 1994

Failite to Eire

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one of the most enjoyable raft trips you'll ever take.

The Upper New River is toy and slow; expect plenty of great swimming along the way. Around noon we'll stop for a casual lunch on the river bank and prepare for the class five and six rapids that await us.

The second half of the trip affords plenty of whitewater, excitement, and fun. The raft trip should end around 5:00 p.m. Down the river we'll go to our hotel and the evening is yours to do as you please.

June 5th begins early with a continental breakfast. Then back on the bus for sightseeing in this beautiful area. We'll see the amazing New River Gorge Bridge and lunch at the fantastic traveler's center located in the New River National Park.

After lunch we will visit Hawk's Nest State Park for some hiking and a show on bird watching. We'll get dinner on the way home; you should be back at our parking lot by 8:00 p.m. Don't miss this trip if you like the outdoors.



GREAT EXPECTATIONS
1130 Washington Blvd
Huntington, WV 25704
204-535-4479

GREAT EXPECTATIONS

A Newsletter Prepared Especially for Our Members
Spring 1994

Faite to Eire



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We will try to see as much of the Aran Islands as possible during our one day trip; however, we hope to be flexible if your prefer to stay on Inishmore for the entire day, that's what we'll do. There are some lovely shops on Inishmore that sell hand-made linens and woolsens. In addition, if we're lucky, we could tour the island much of the day.

At any rate, the trip to the Aran Islands will be memorable for all who join us. Don't forget to send in your reservation forms before the deadline if you want to make the trip to Ireland.

Whitewater Trip

Our first trip of the summer begins June 4th. At 7:00 am, we depart Huntington for our wonderful Niagara County. The two-hour bus trip takes us to Whitewater Station in Thousand where we board our rife and paddle our way down the New River. Located in the New River National Park, the river provides one of the most enjoyable raft trips you'll ever take.

The Upper New River in July and June, expect plenty of good swimming along the way; around noon we'll stop for a canned lunch on the river bank and prepare for the class five and six rapids that await us.

The second half of the trip allows plenty of wilderness enjoyment, and fun. The raft trip should end around 3:00 pm; from the river we'll go to our hotel and the evening is yours to do as you please.

June 5th begins early with a ceremonial breakfast. Then back on the bus for sightseeing in this beautiful area. We'll see the amazing New River Gorge Bridge and lunch at the famous traveler's center located in the New River National Park.

After lunch we'll visit Harvill State Park for some hiking and a class on bird watching. We'll get dinner at

GREAT EXPECTATIONS

1150 Washington Blvd. • Huntington, WV 25701
304-835-9255

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Subheads

12-point
14-point

Headings

18-point 36-point
24-point 48-point

Display Type

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72-point

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SALE

Computer Tables

Adjustable Chairs

File Cabinets

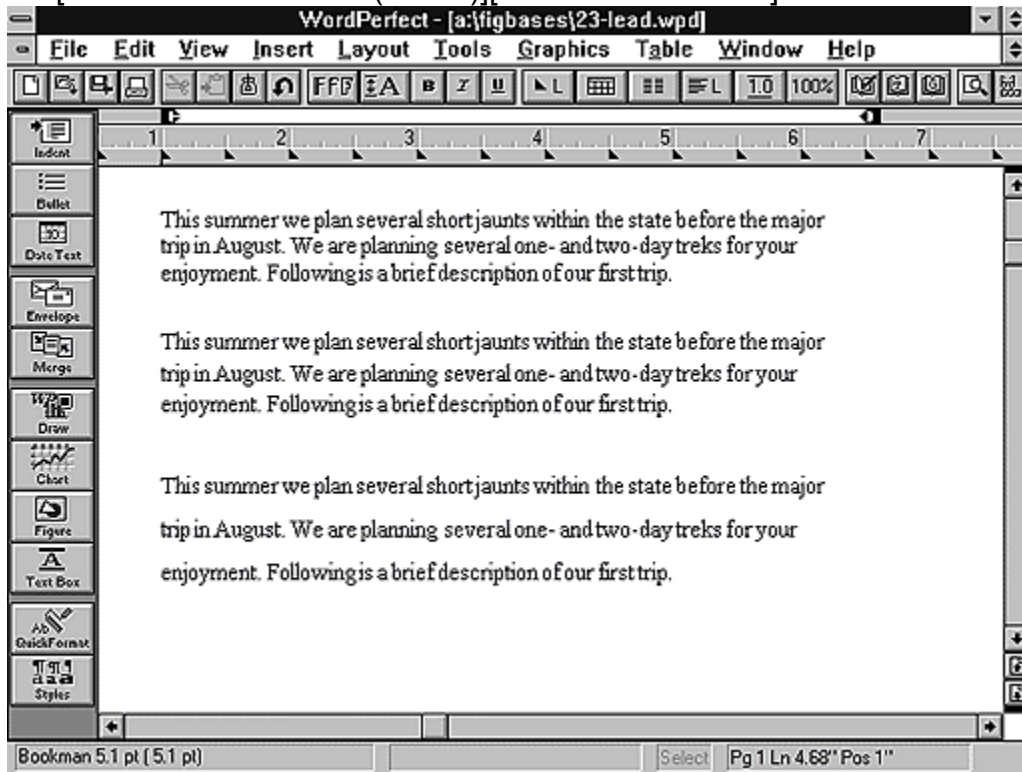
Work Tables

Printer Stands

Bender's Office Supplies

2113 E. Main Street

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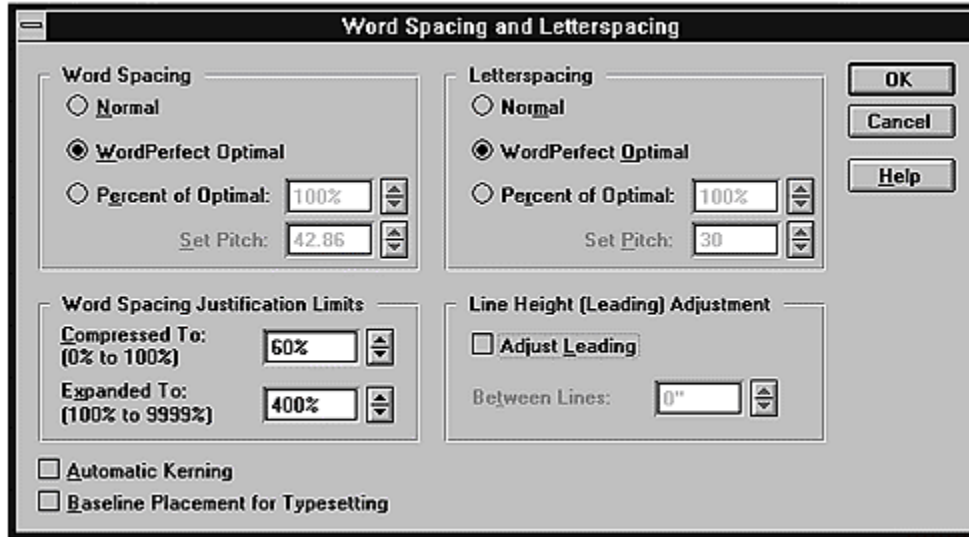
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This summer we plan several short jaunts within the state before the major trip in August. We are planning several one- and two-day treks for your enjoyment. Following is a brief description of our first trip.

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- Word Spacing:** Includes radio buttons for "Normal" and "WordPerfect Optimal" (which is selected). There is a "Percent of Optimal" spinner set to 100% and a "Set Pitch" spinner set to 42.86.
- Letterspacing:** Includes radio buttons for "Normal" and "WordPerfect Optimal" (which is selected). There is a "Percent of Optimal" spinner set to 100% and a "Set Pitch" spinner set to 30.
- Word Spacing Justification Limits:** Contains two spinners: "Compressed To: (0% to 100%)" set to 60% and "Expanded To: (100% to 9999%)" set to 400%.
- Line Height (Leading) Adjustment:** Features a checkbox for "Adjust Leading" (which is unchecked) and a "Between Lines" spinner set to 0".
- Other Options:** At the bottom, there are checkboxes for "Automatic Kerning" and "Baseline Placement for Typesetting", both of which are currently unchecked.

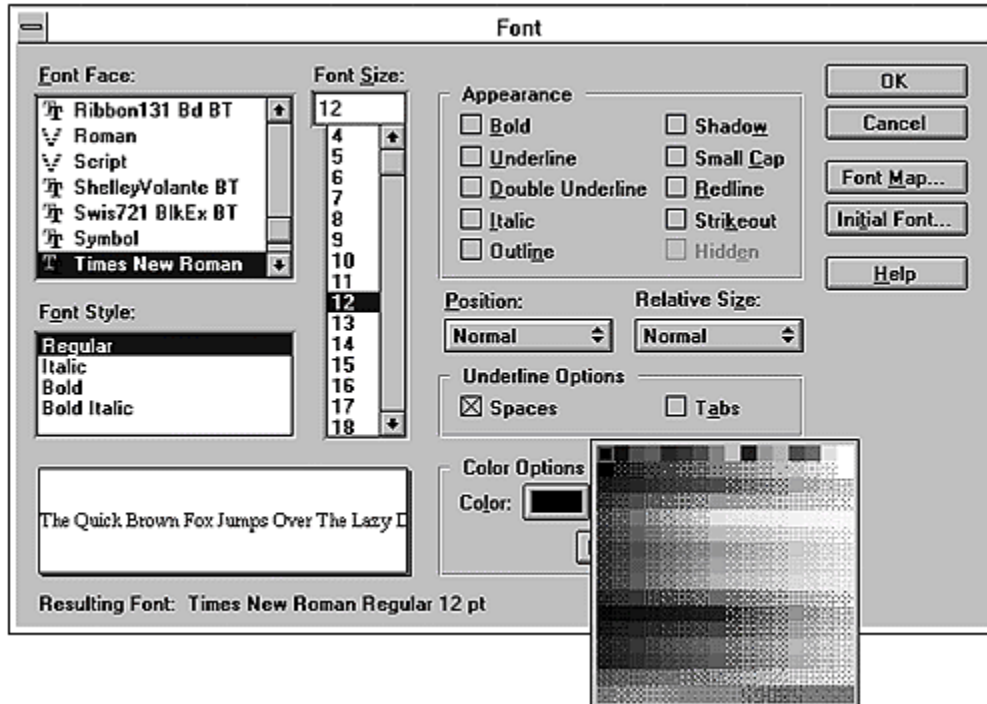
On the right side of the dialog, there are three buttons: "OK", "Cancel", and "Help".

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

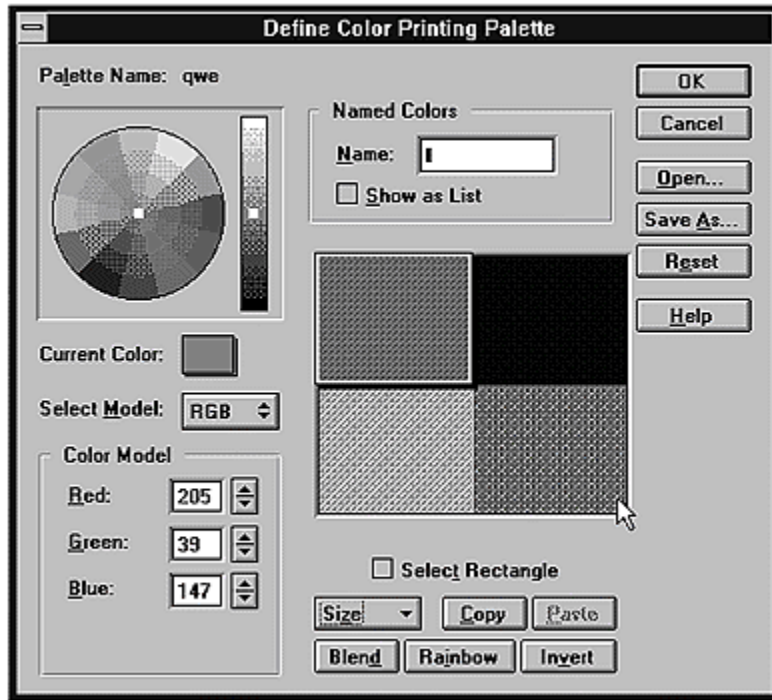
This summer we plan several short jaunts within the state before the major trip in August. We are planning several one- and two-day treks for your enjoyment. Following is a brief description of our first trip.

This summer we plan several short jaunts within the state before the major trip in August. We are planning several one- and two-day treks for your enjoyment. Following is a brief description of our first trip.

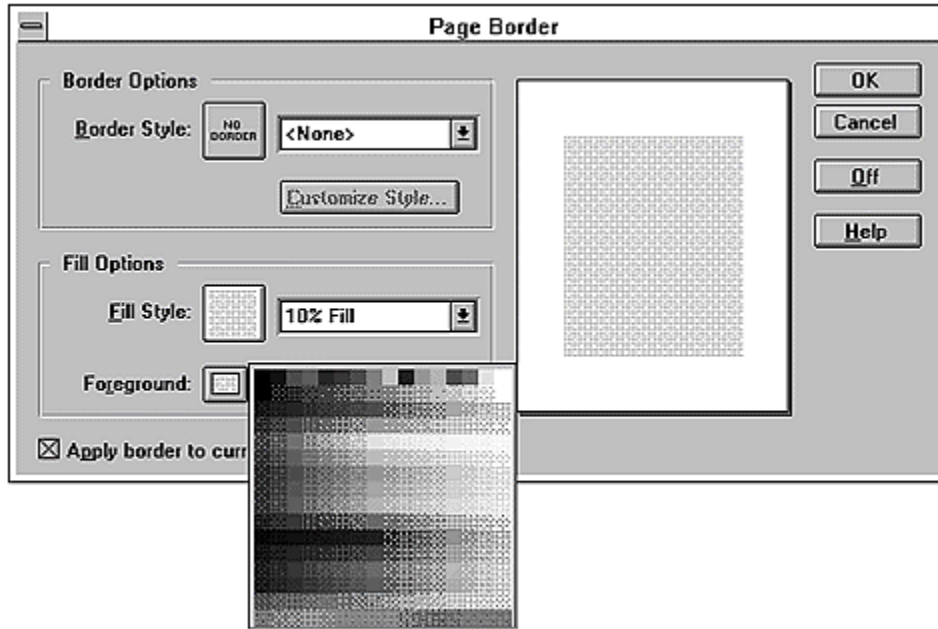
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[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



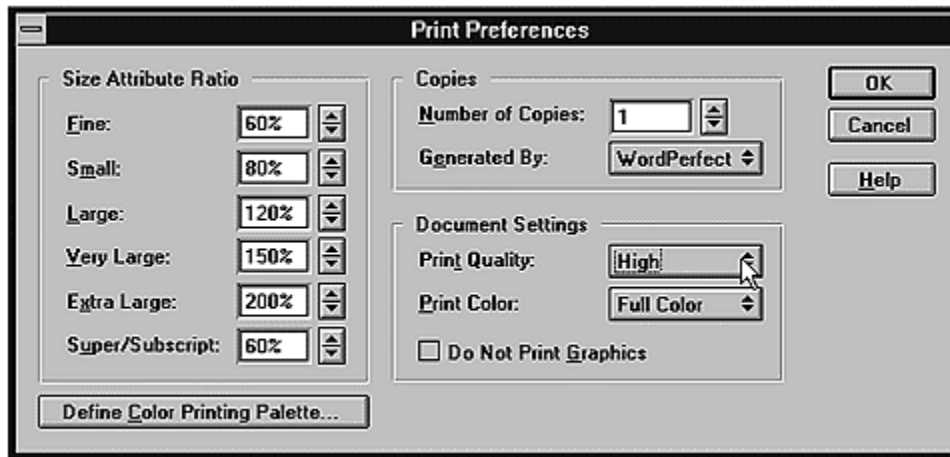
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[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



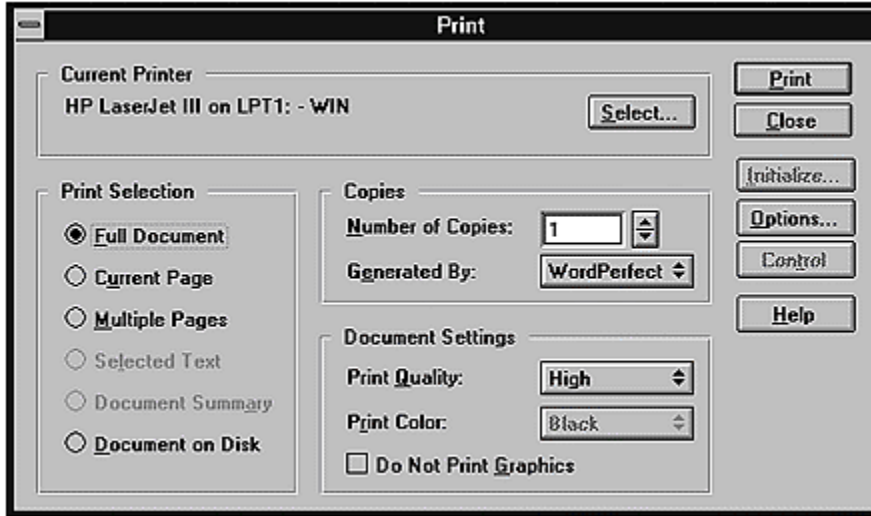
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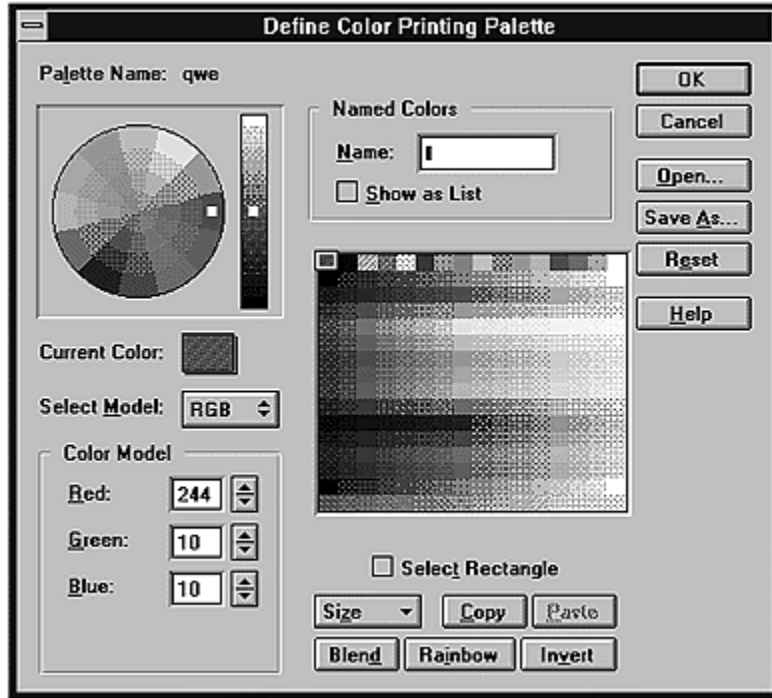
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



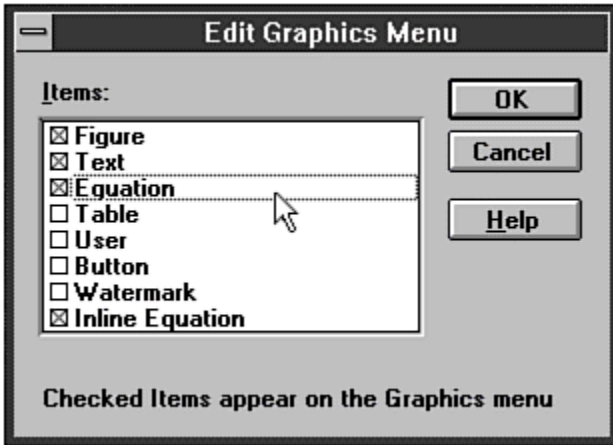
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



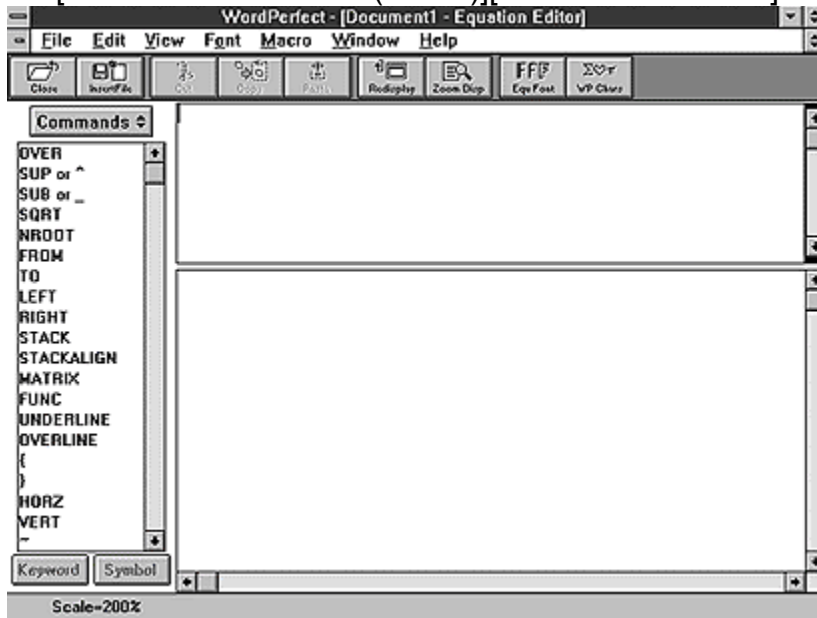
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[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



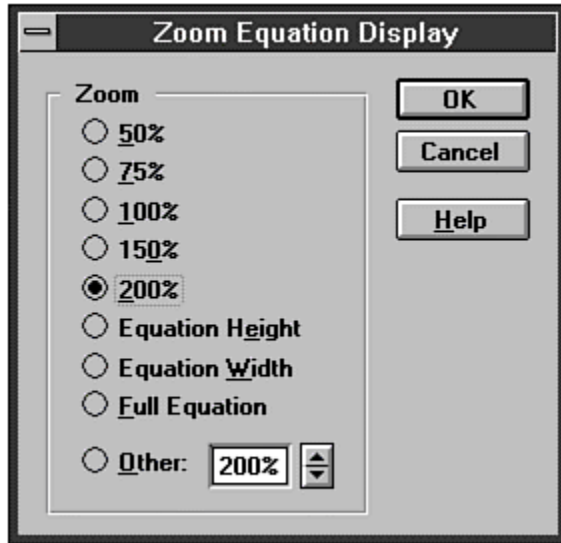
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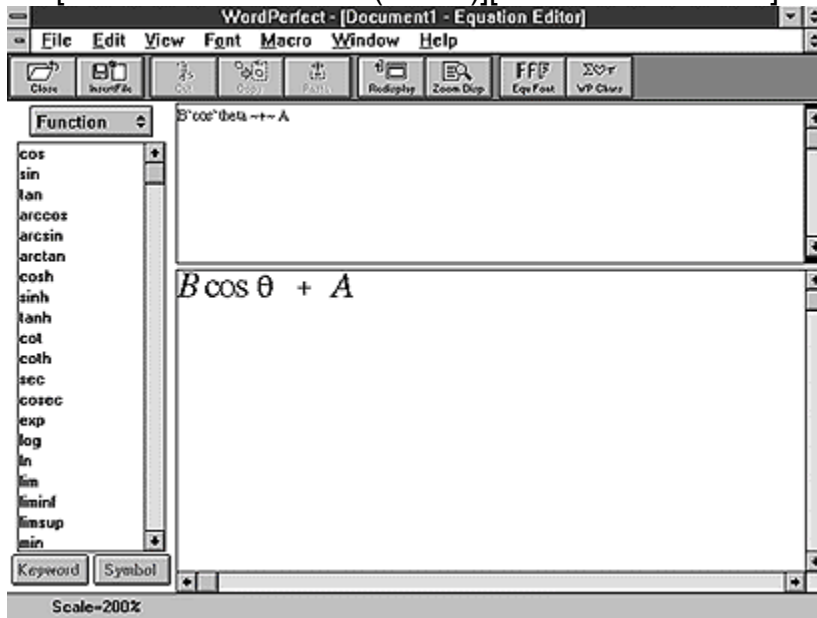
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[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

The image shows a 'Box Content' dialog box in a word processing application. The dialog has a title bar 'Box Content - Specify and edit contents of graphics box' and a menu bar with 'File', 'Edit', 'View', 'Insert', 'Layout', 'Tools', 'Graphics', 'Table', 'Window', and 'Help'. Below the menu is a toolbar with various icons and a font style dropdown set to 'None'. A row of buttons includes 'Caption...', 'Content...' (which is selected), 'Position...', 'Size...', 'Border/Fill...', 'Wrap...', 'Style...', 'Next', 'Prev', and 'Close'. The main area of the dialog contains a mathematical equation (11) centered within a rectangular frame defined by small black squares at the corners. The equation is a nested fraction:
$$a + \left\{ \frac{b}{c + \left\{ d + \frac{e}{f + \left\{ \frac{g}{h + \dots} \right\}} \right\}} \right\} \quad (11)$$

At the bottom of the dialog, there is a status bar with the text 'CG Times (WN) 18 pt (CG Times 18 pt)', a 'Select' button, and 'Pg 11 Ln 2.80' Pos 1"'. On the right side of the dialog, there are vertical scroll bars and a '+' button.

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}
1992 Annual Report

1992 Operating Results

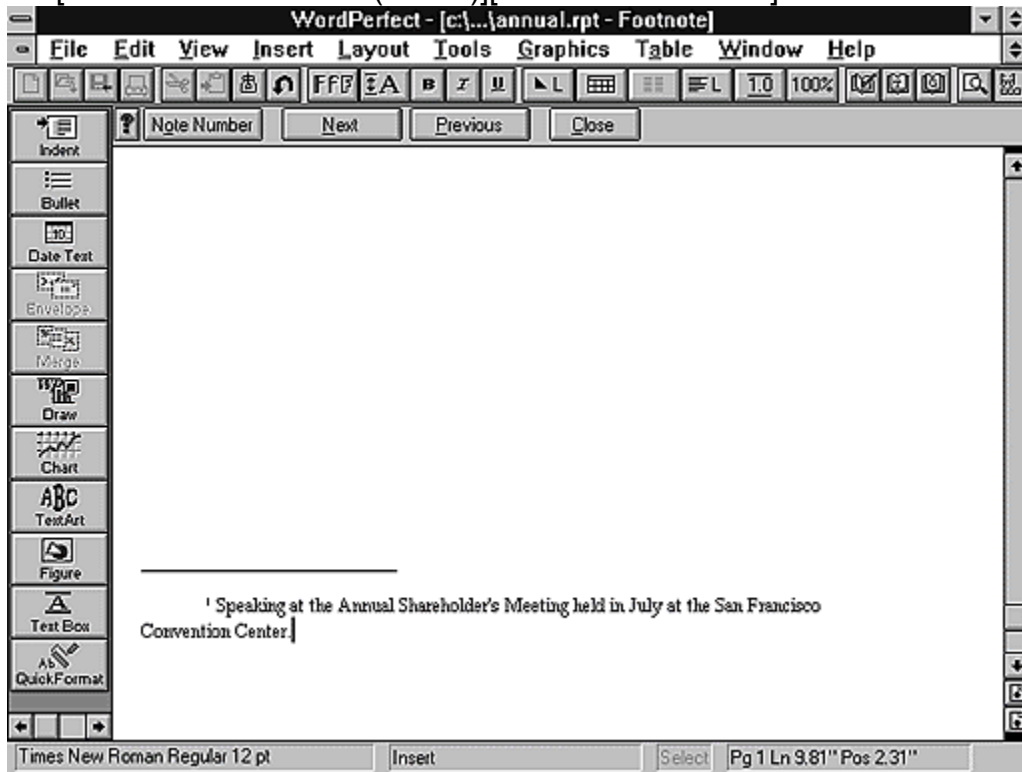
For 1992, Seatek recorded earnings from continuing operations of \$9.3 million as compared to \$15.5 million¹ in 1991. After preferred dividends, income from continuing operations available to common stock was a loss of \$2.25 million, or \$.03 per common share, as compared to income of \$7.5 million, or \$.075 per common share in 1991. Seatek's Chief Executive Officer, Jeff A. Andrews, summarizes the strategic plan for 1993:

Recognizing the need for the company to move from a point of survival to one of growth, we will pursue a strategy to increase our pipeline business, expand our marketing efforts, and continue cost containment.²

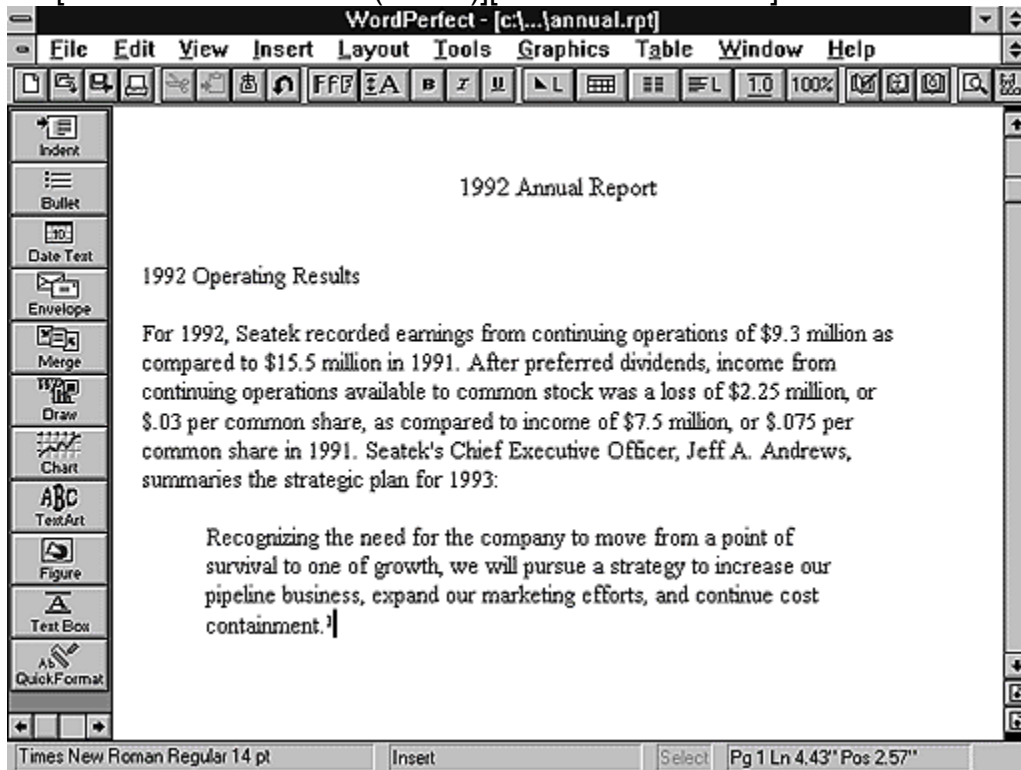
¹ Consolidated Financial Statements in 1991 Annual Report.

² Speaking at the Annual Shareholder's Meeting held in July at the San Francisco Convention Center.

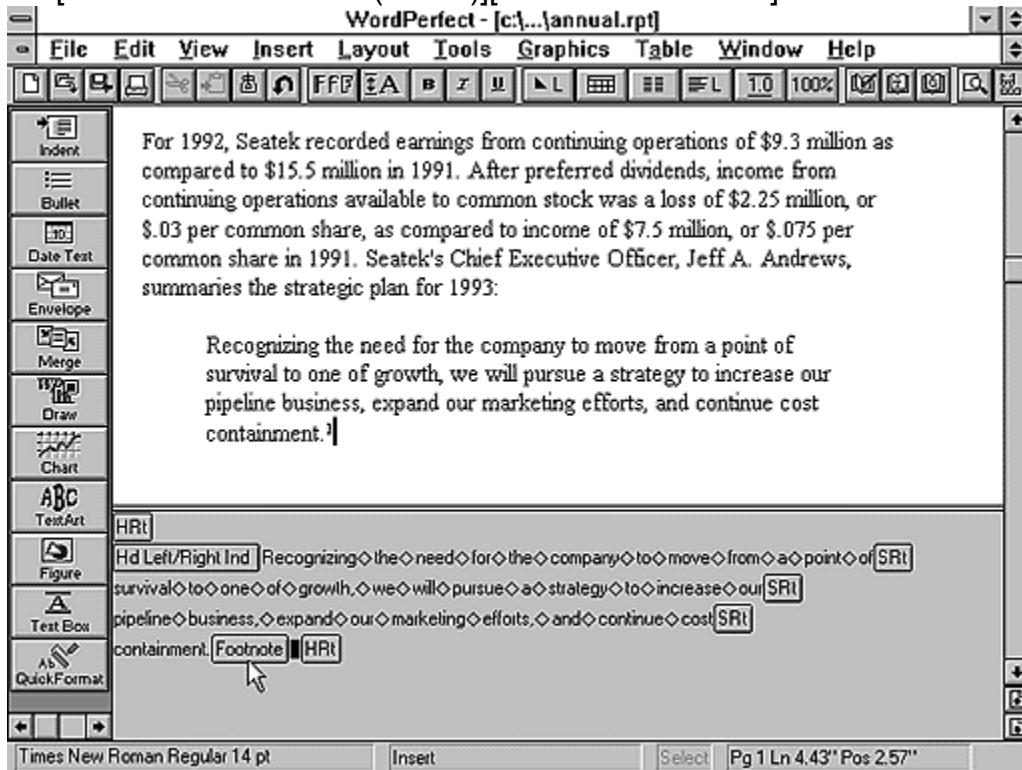
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



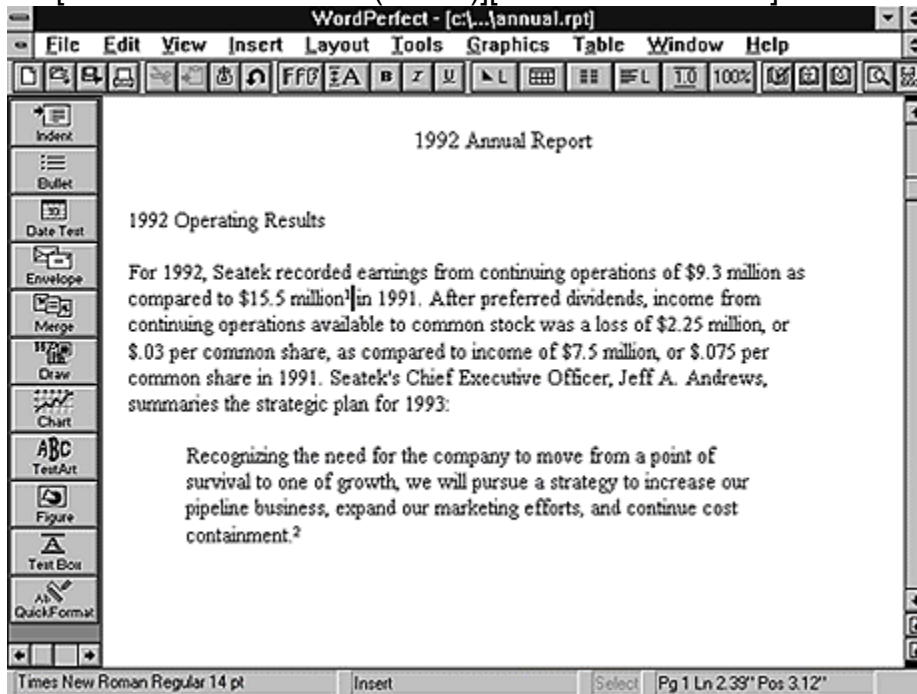
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



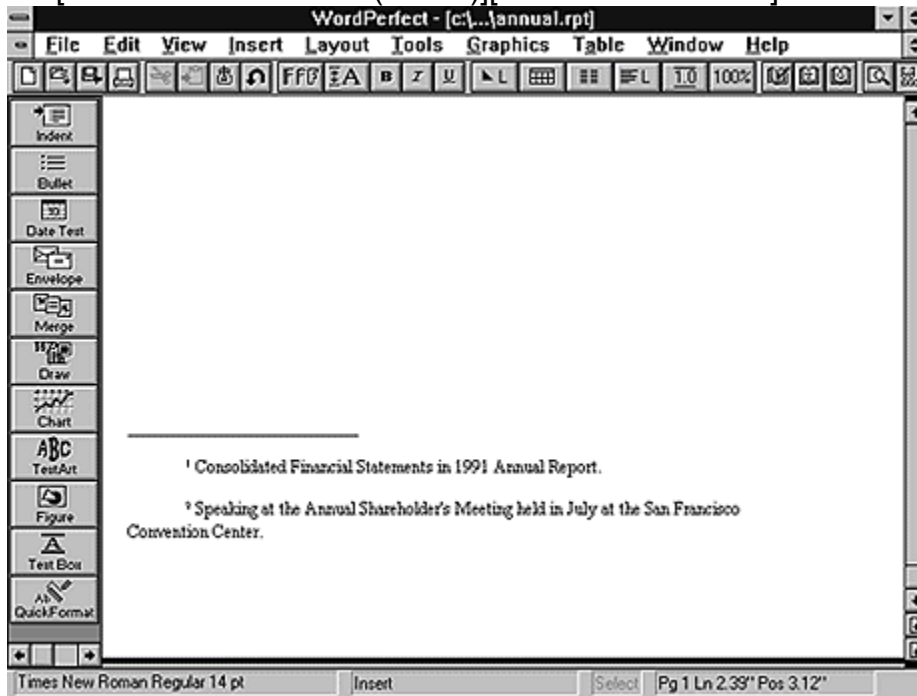
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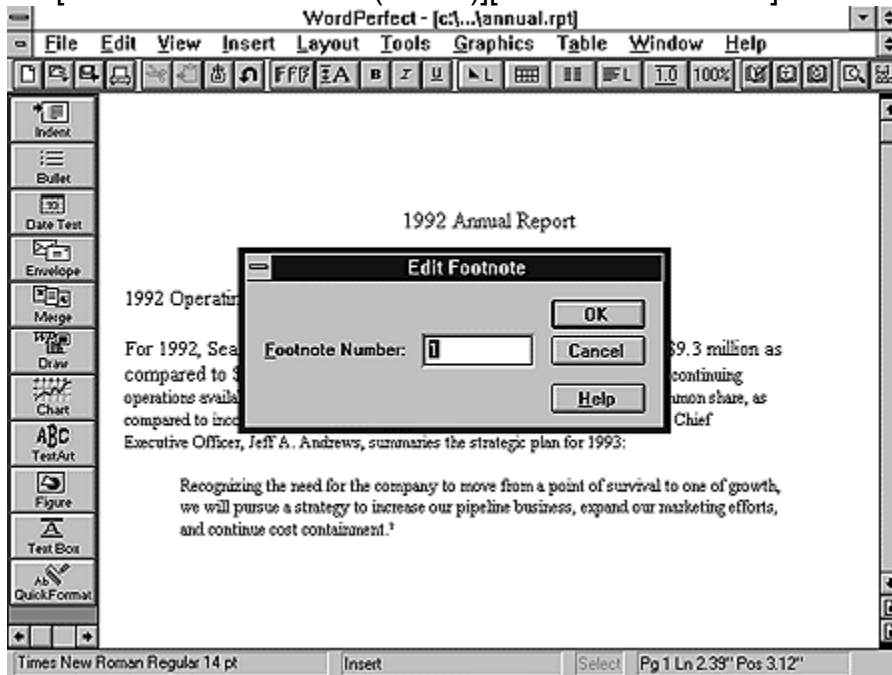
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Footnote Number

Existing Number

Increase

Decrease

New Number:

OK

Cancel

Help

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

The 'Footnote Options' dialog box is shown with the following settings:

- Numbering Method:** Method is set to 'Numbers'. There is an empty 'Characters' field. The checkbox for 'Restart Numbering on Each Page' is unchecked.
- Edit Numbering Style:** Two buttons are present: 'In Text...' and 'In Note...'.
- Spacing Between Notes:** The 'Space' is set to '0.167"'. There are up and down arrow buttons next to the value.
- Position:** Two radio buttons are present: 'Place Notes Below Text' (unchecked) and 'Place Notes at Bottom of Page' (checked). A small icon of a page with a footnote is shown to the right.
- Continued Footnotes:** The 'Amount of Footnote to Keep Together' is set to '0.500"'. There are up and down arrow buttons next to the value. The checkbox for 'Insert (continued...) Message' is unchecked.

On the right side of the dialog, there are five buttons: 'OK', 'Cancel', 'Separator...', and 'Help'.

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Styles Editor

Edit Insert Layout Tools Graphics Table

Style Name:

Description:

Type: Enter Key will Chain to:

Contents

Reveal Codes Show 'Off Codes'

OK **Cancel** **Help**

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Styles Editor

Edit Insert Layout Tools Graphics Table

Style Name:

Description:

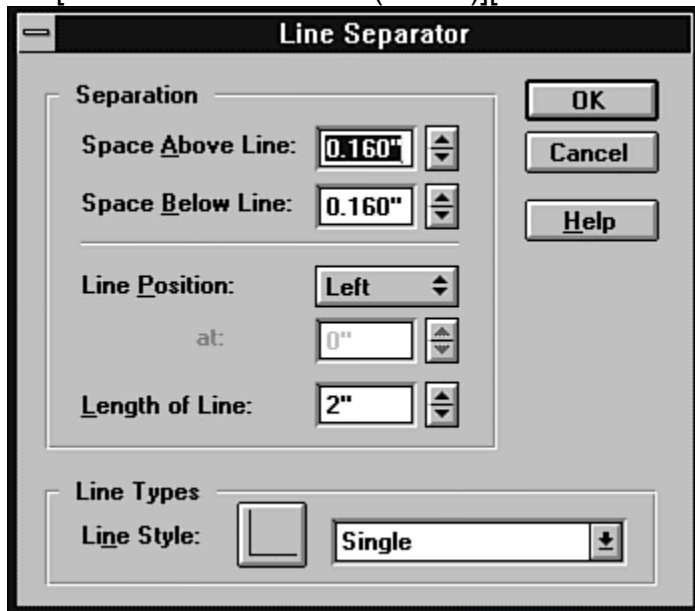
Type: Enter Key will Chain to:

Contents

Open Style: InitialStyle | Hd Left Tab | Suprsct | Footnote Num Disp | <Suprsct

Reveal Codes Show 'Qff Codes'

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

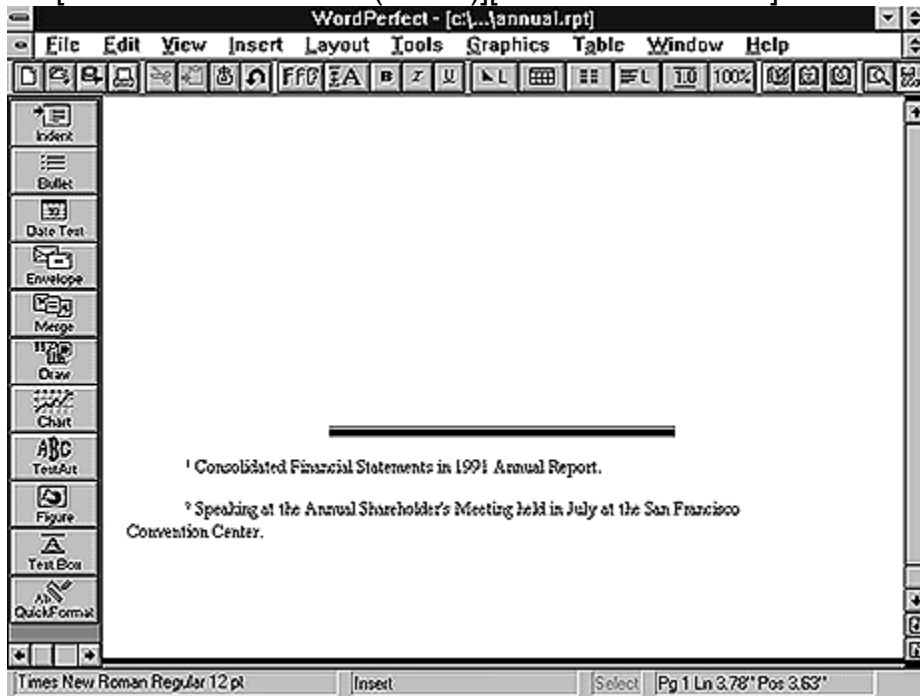


The image shows a dialog box titled "Line Separator" with a standard Windows-style title bar. The dialog is organized into several sections:

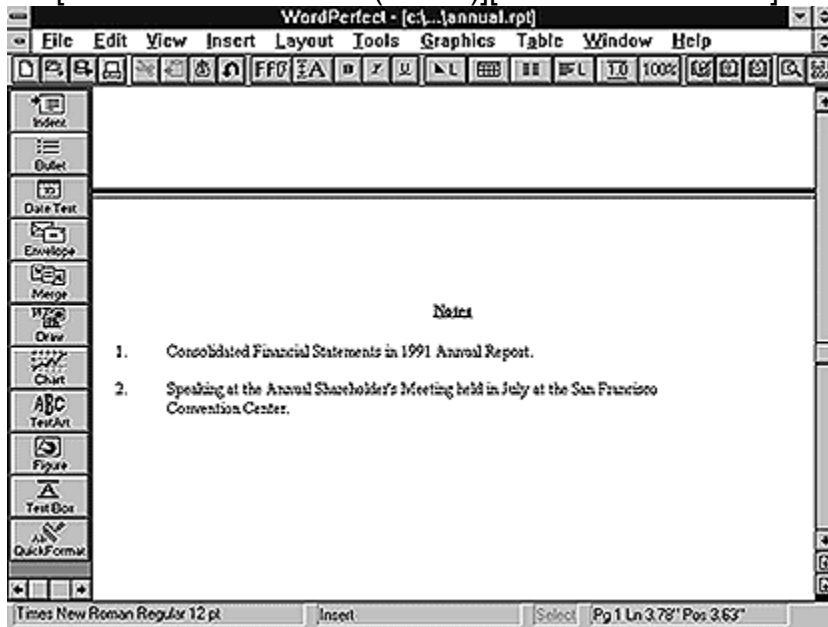
- Separation:** This section contains three controls:
 - "Space Above Line:" with a text box containing "0.160" and a vertical spinner.
 - "Space Below Line:" with a text box containing "0.160" and a vertical spinner.
 - "Line Position:" with a dropdown menu set to "Left" and a vertical spinner.
- at:** A text box containing "0" with a vertical spinner.
- Length of Line:** A text box containing "2" with a vertical spinner.
- Line Types:** This section includes a small square icon and a dropdown menu set to "Single".

On the right side of the dialog, there are three buttons: "OK", "Cancel", and "Help".

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



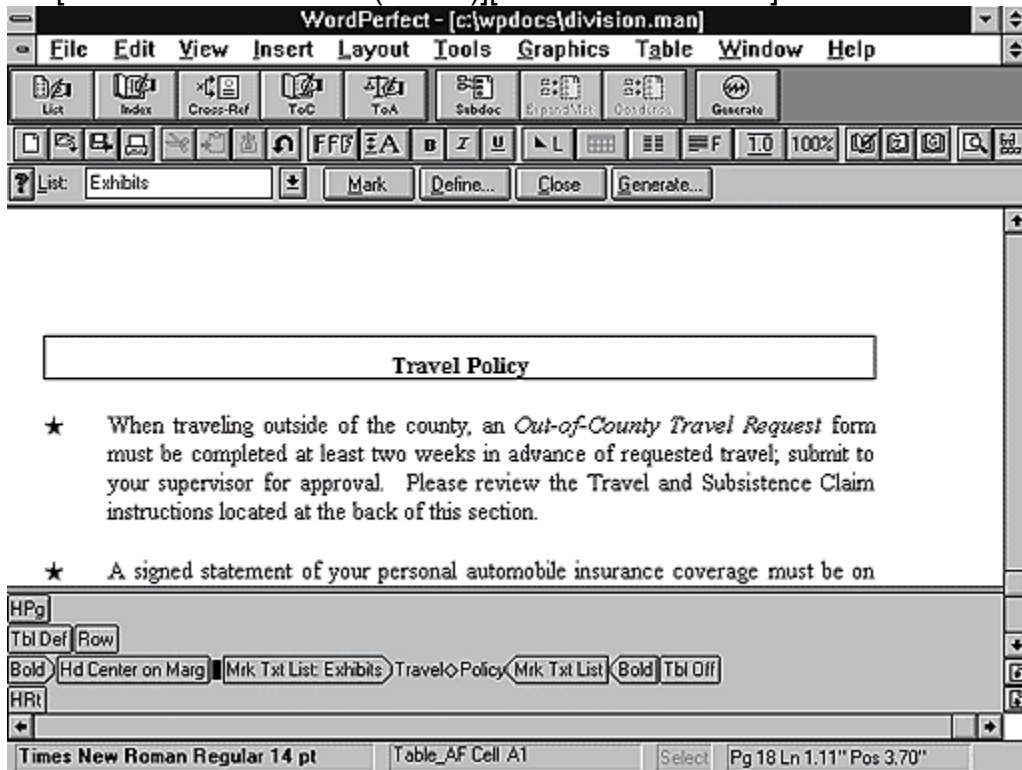
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



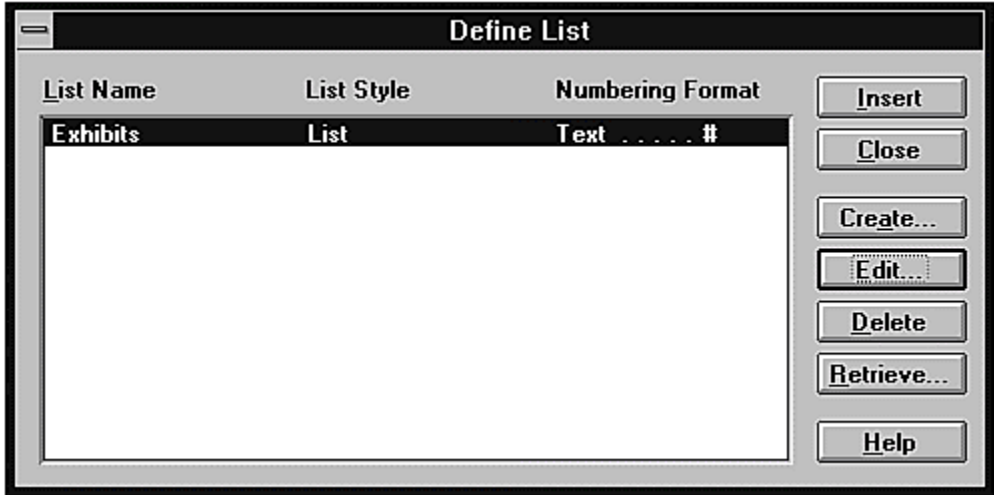
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



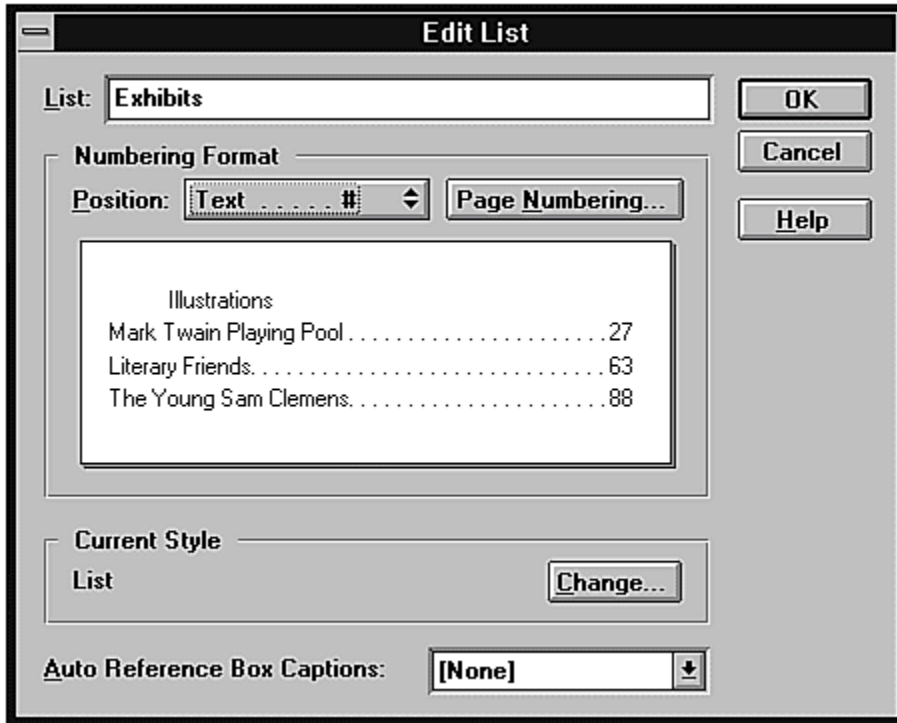
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



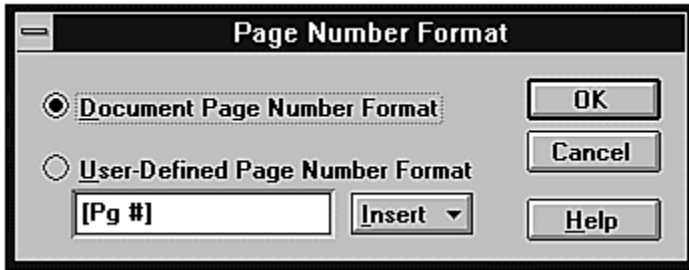
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[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



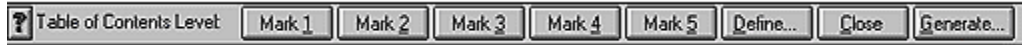
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

The screenshot shows a Microsoft Word window titled "Table of Authorities - Define and mark items for the table of authorities". The menu bar includes File, Edit, View, Insert, Layout, Tools, Graphics, Table, Window, and Help. The toolbar contains various icons for document management and editing. The main content area displays the following Table of Contents:

Table of Contents:	
Overview	1
Assumptions	2
Account Number	4
Implementation Calendar	5
Other Impacted Systems	8
Personnel System.	8
Hourly Payroll System.	8
Purchasing Warehouse Requisition System	9
Fixed Asset System.	9
Budgeting System.	9
Conversion of Data	10

The status bar at the bottom indicates the font is "CG Times Regular 12 pt (CG Times 12 pt)", the current cell is "Table_AF Cell A1", and the page information is "Pg 1 Ln 5.34" Pos 7.33".

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Define Table of Contents

Number of Levels (1-5):

Numbering Format

Level	Style	Position
<u>1</u>	TableofCont1	Text #
<u>2</u>	TableofCont2	Text \$
<u>3</u>	TableofCont3	Text \$
<u>4</u>	TableofCont4	Text \$
<u>5</u>	TableofCont5	Text \$

American Literature2

Display Last Level in Wrapped Format

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Table of Authorities

Cases - State

Brian v. State (1980), Ind.App., 407 N.E.2d 259, 262 8, 10

Wright v. State (1984), Ind.App., 471 N.E.2d 1235, 1239 11

Cases - Federal

Warden, Maryland Penitentiary v. Hayden (1967), 387 U.S. 294, 87 S.Ct. 1642, 18 L.Ed.2d 782. 2, 5, 8, 10

Coolidge v. New Hampshire (1971), 403 U.S. 443, 91 S.Ct. 2022, 29 L.Ed.2d 564. 10

Other Authorities

U.S.C.A. Const. Amends. 4, 14. 12

Ind. Const. Art. 1, §11 12

CG Times Regular 12 pt (CG Times 12 pt) | Insert | Select | Pg 1 Ln 5.36" Pos 1"

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



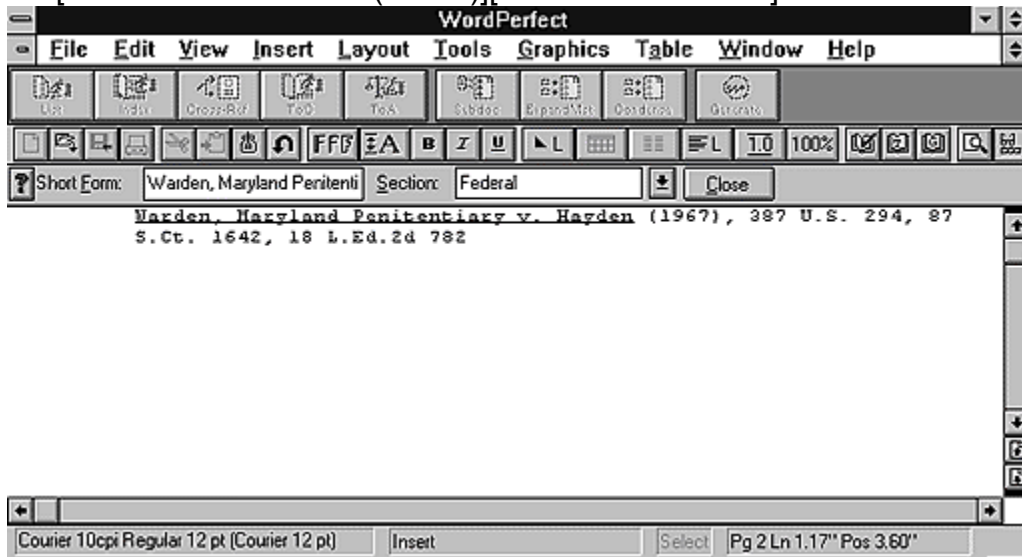
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

Create Full Form

Section Name:

Short Form:

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

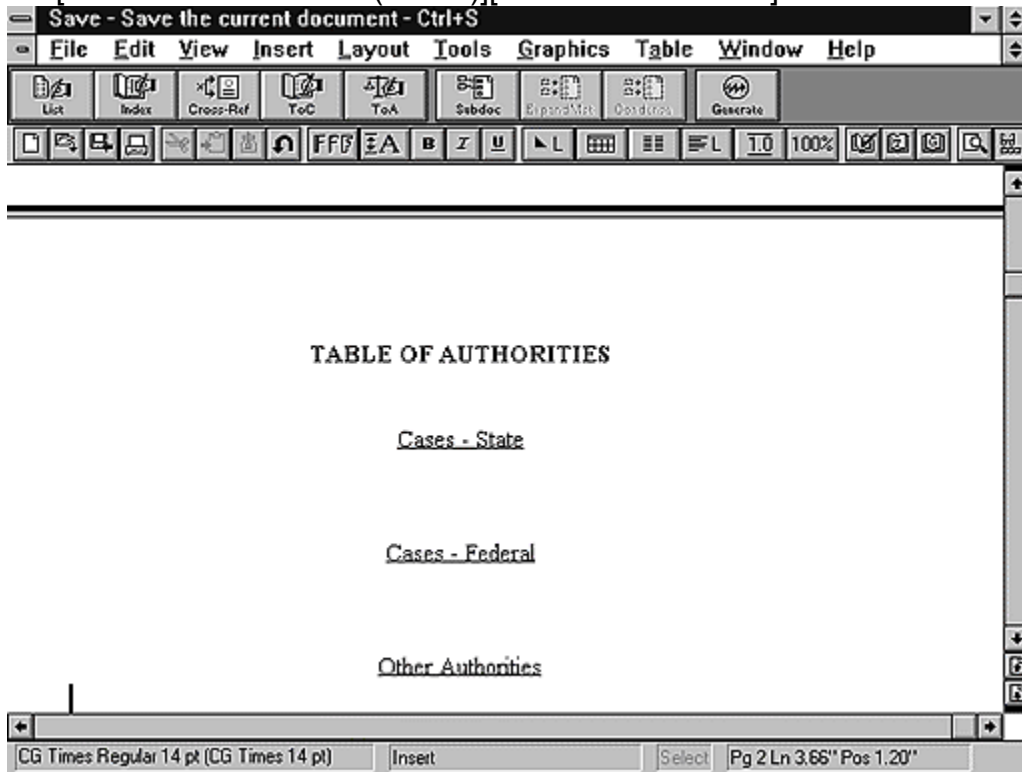


{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

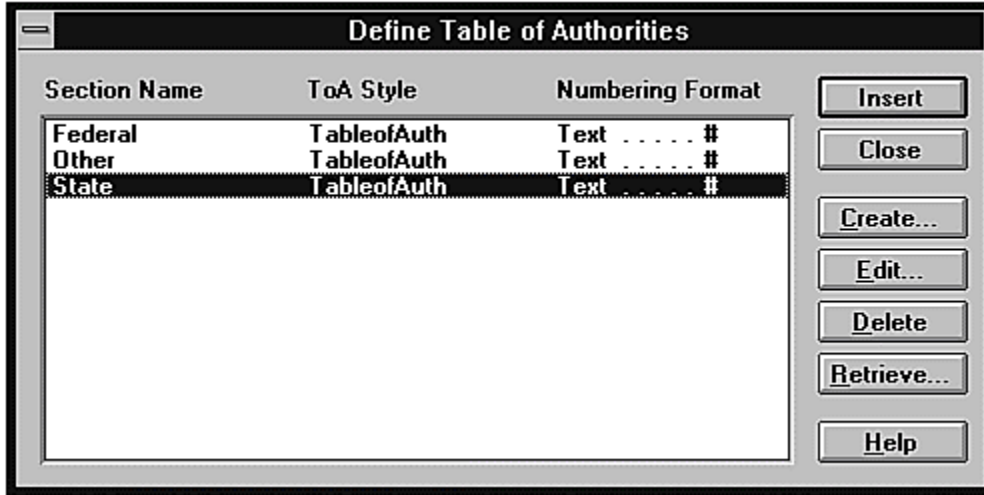
Short Form	Section
<u>Conn v. State (1986), Ind</u>	<u>State</u>
<u>Conn v. State (1986), Alnd</u>	<u>State</u>
<u>Hewell v. State (1984), Al</u>	<u>State</u>
<u>Pollard v. State (1979)</u>	<u>State</u>
<u>Rakas v. Illinois (1978)</u>	<u>Federal</u>
<u>Stinchfield v. State (197</u>	<u>State</u>
<u>Warden, Maryland Penitentiary</u>	<u>Federal</u>

OK
Cancel
Help

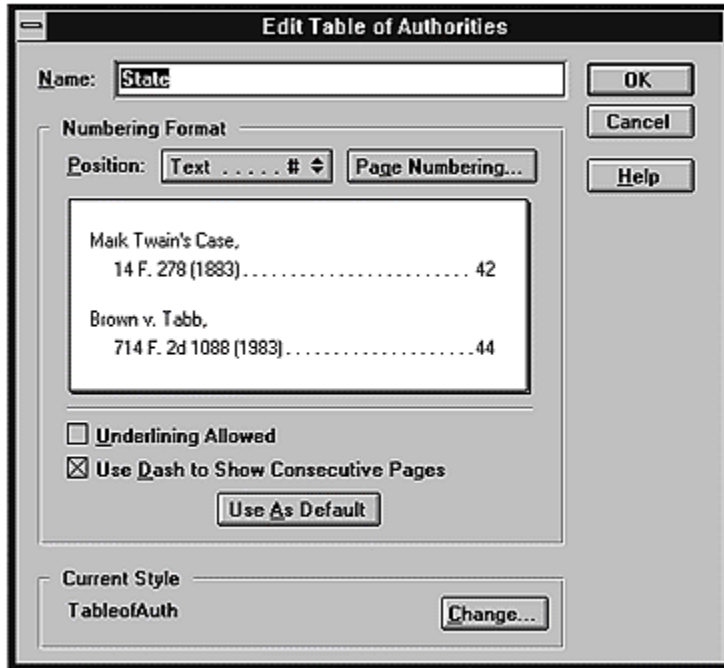
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



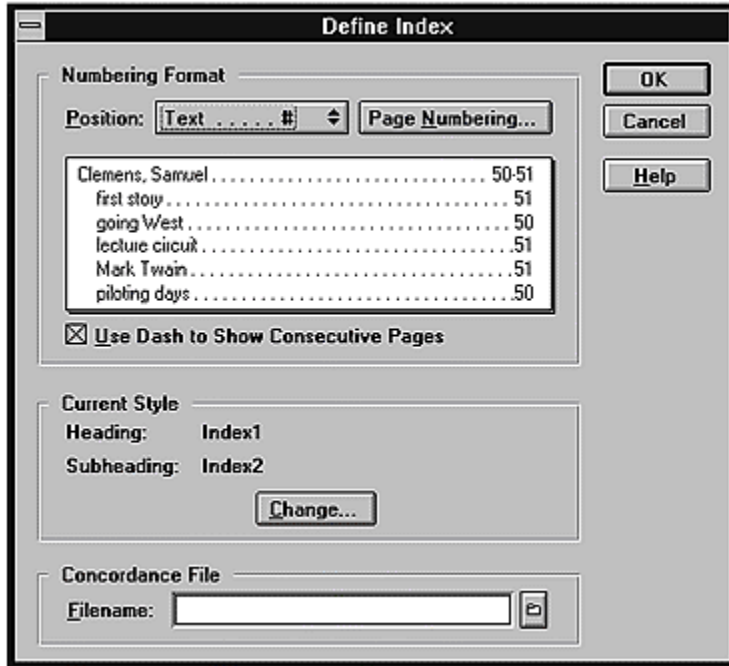
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

 Heading: <input type="text"/>	 Subheading: <input type="text"/>		Mark	Define...	Close	Generate...
---	--	---	------	-----------	-------	-------------

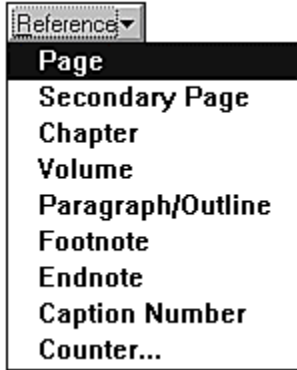
{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}



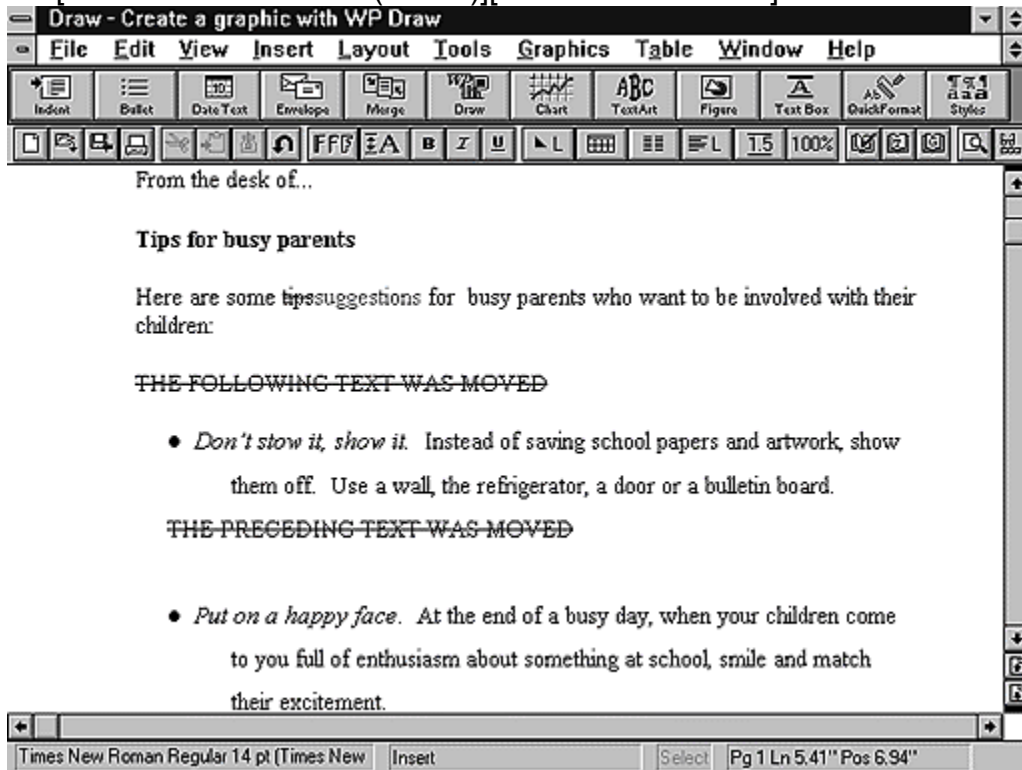
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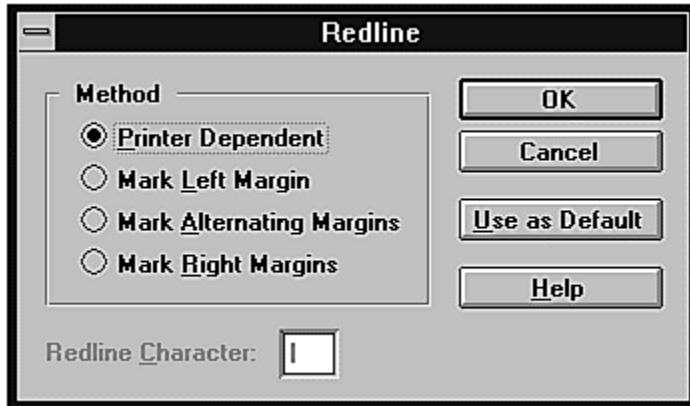
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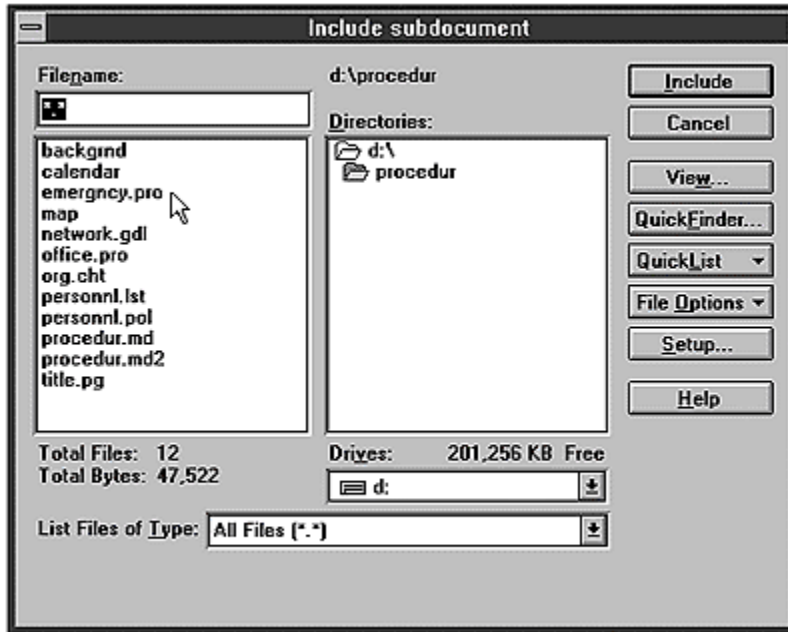
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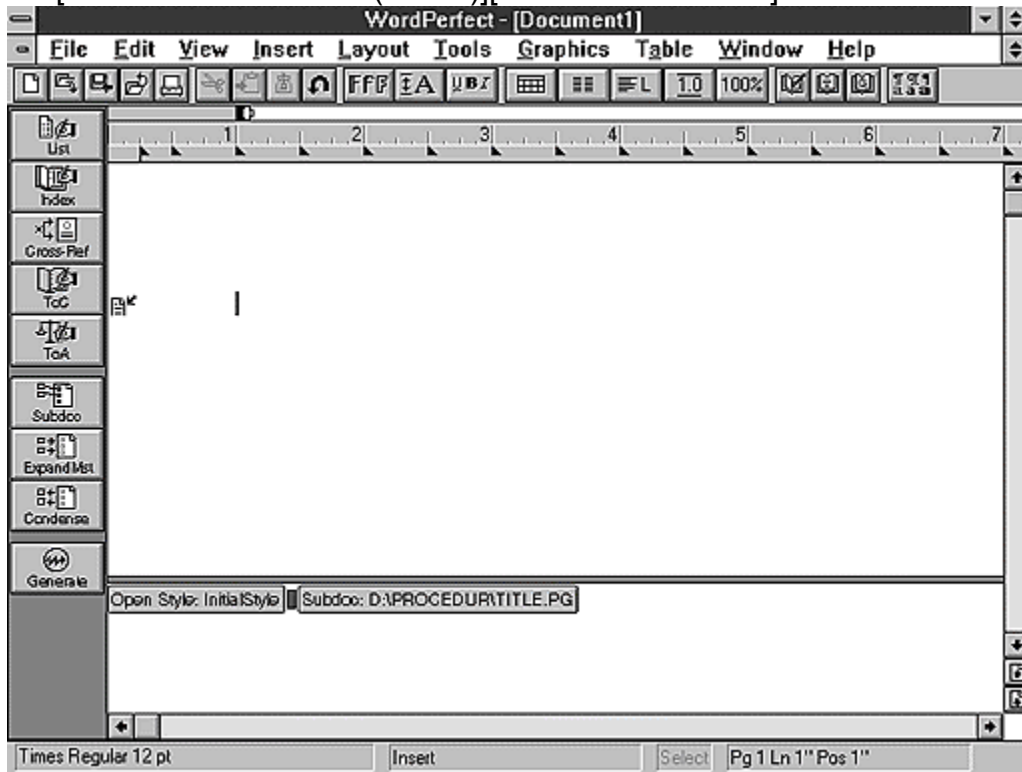
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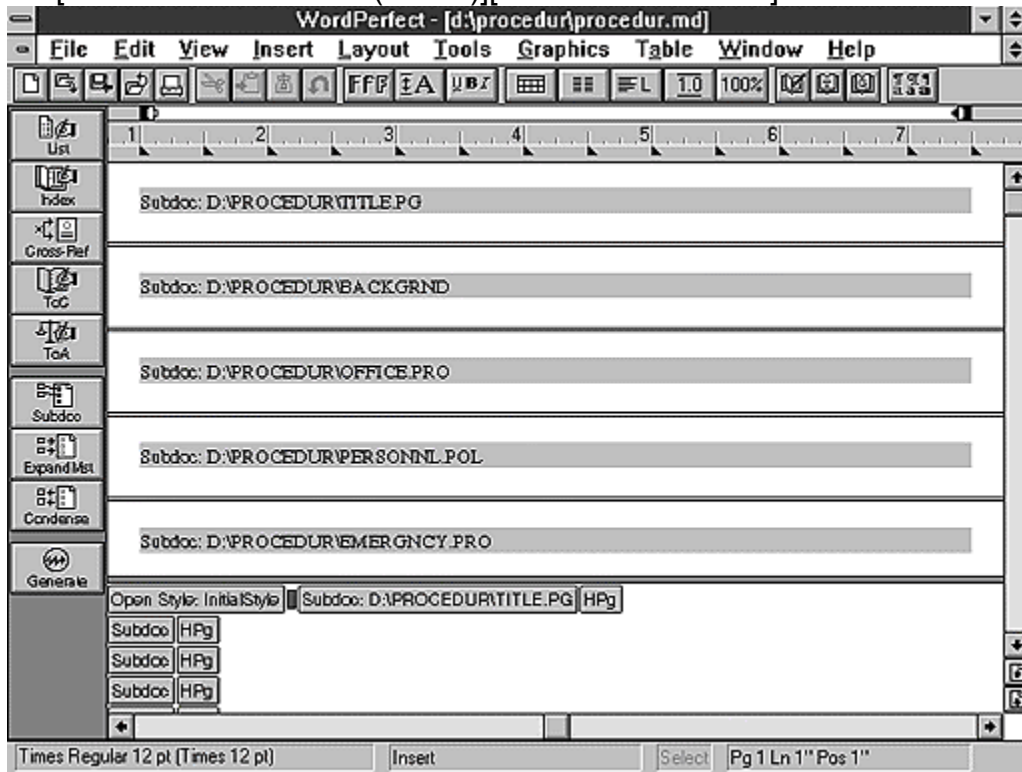
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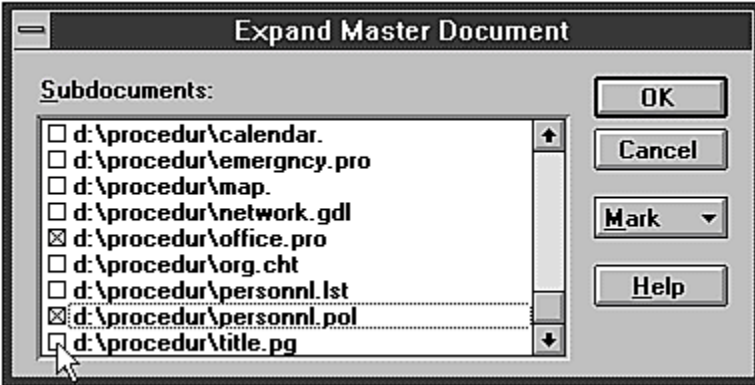
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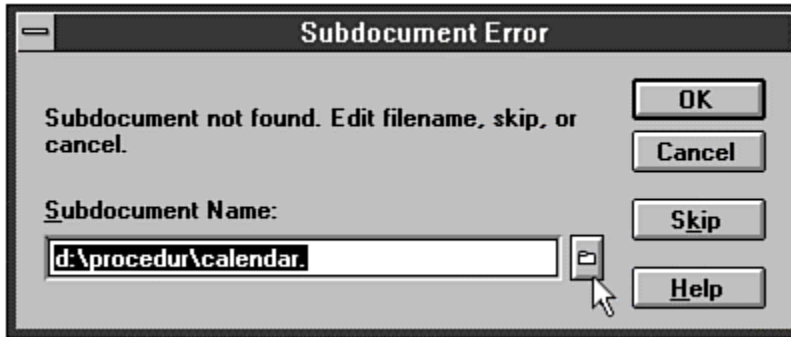
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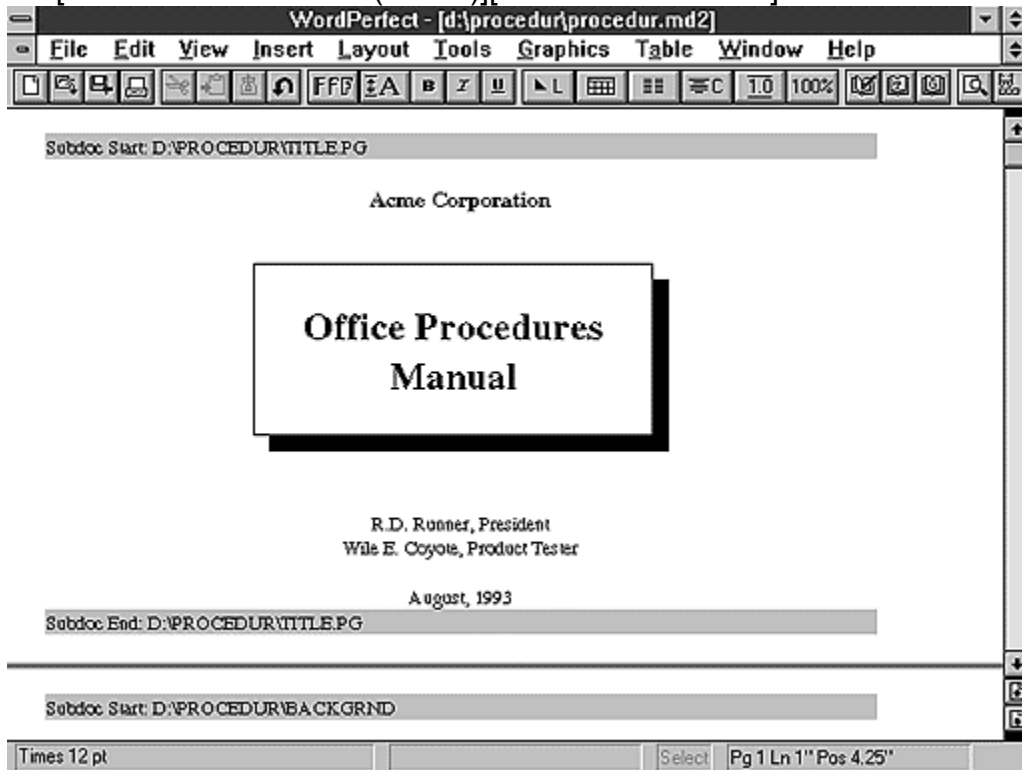
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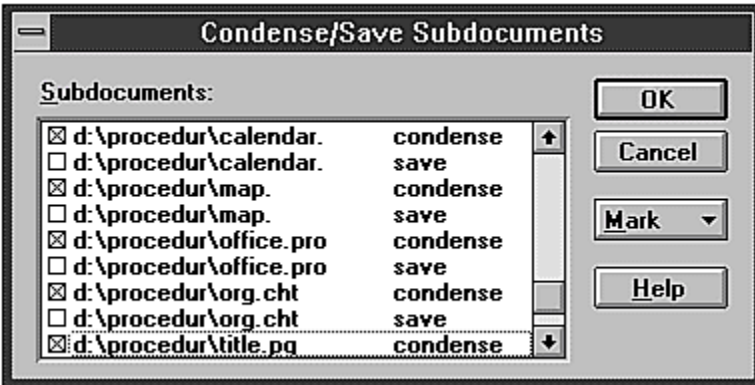
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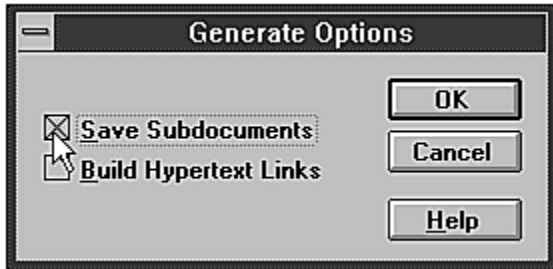
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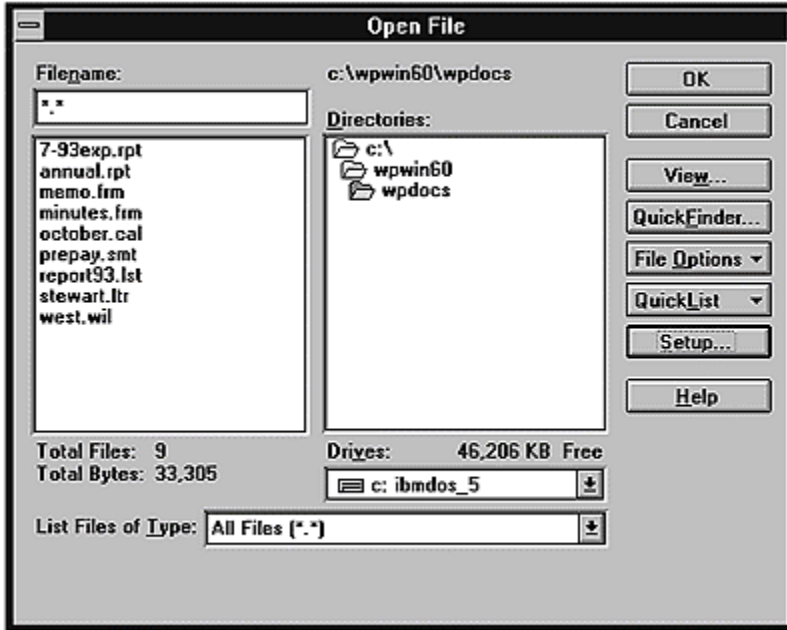
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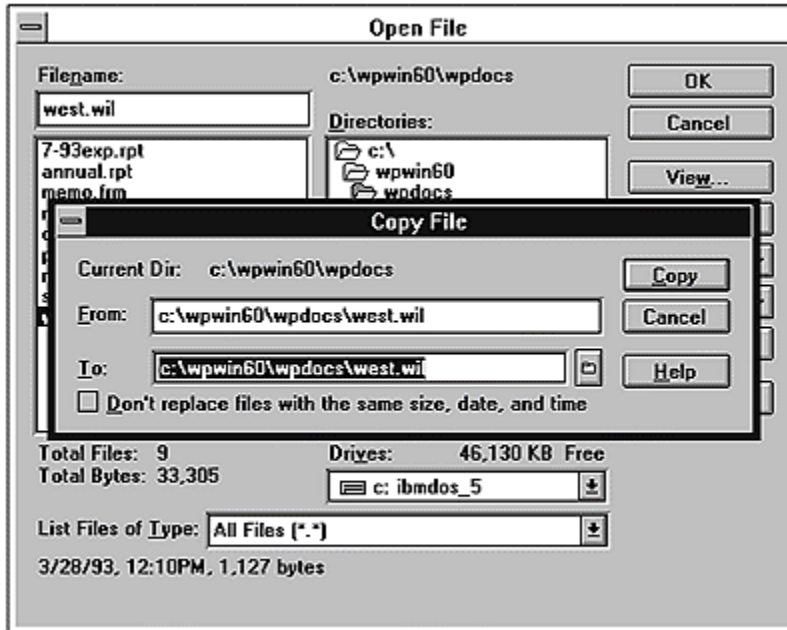
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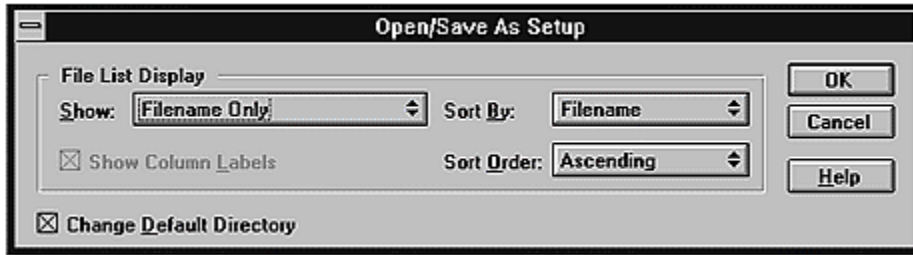
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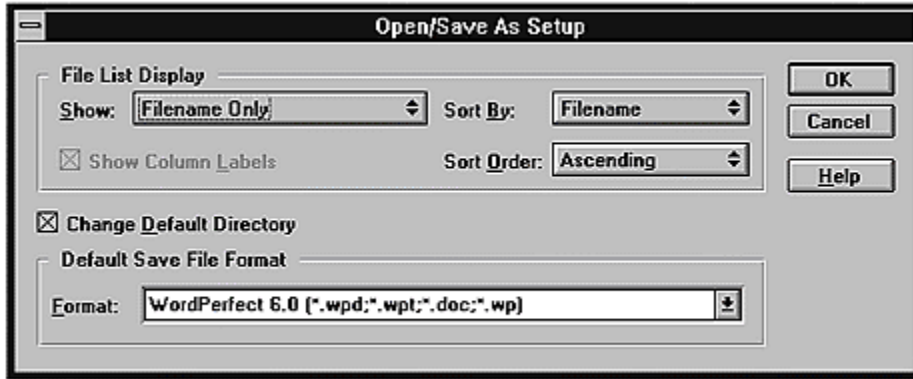
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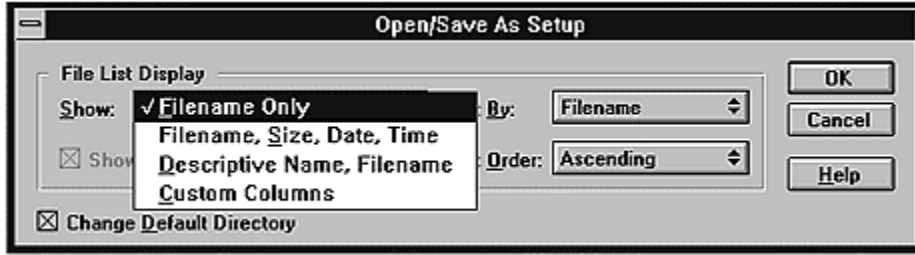
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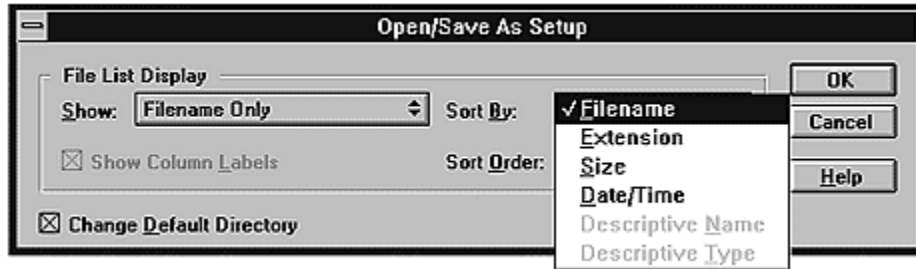
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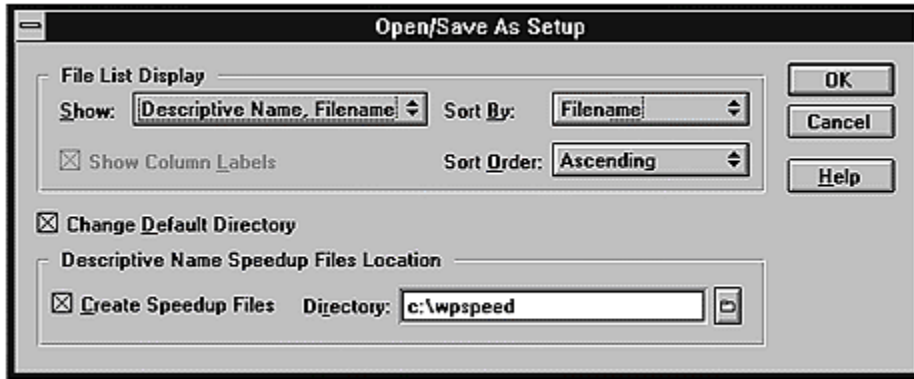
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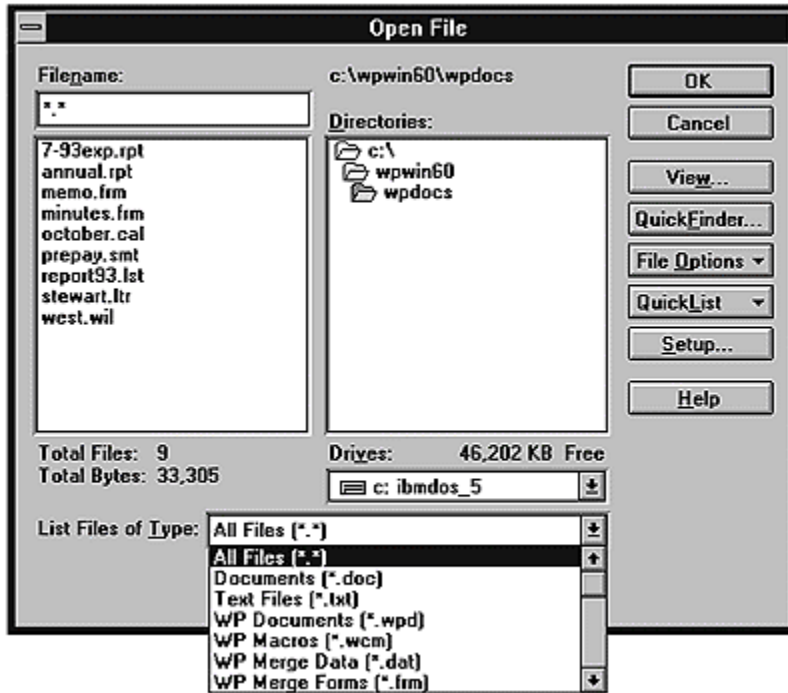
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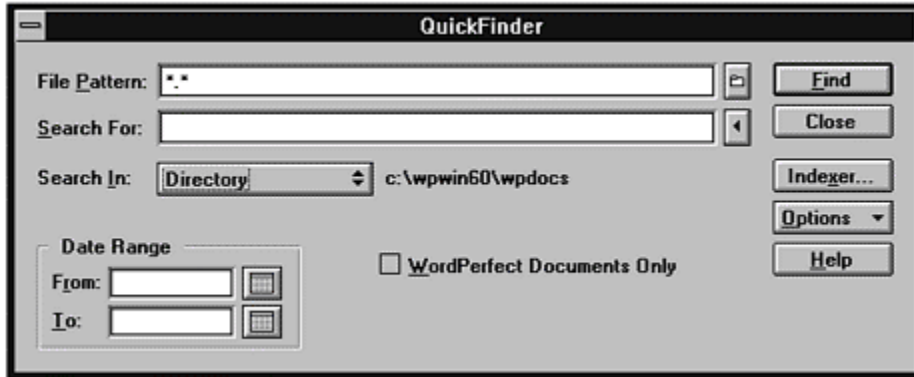
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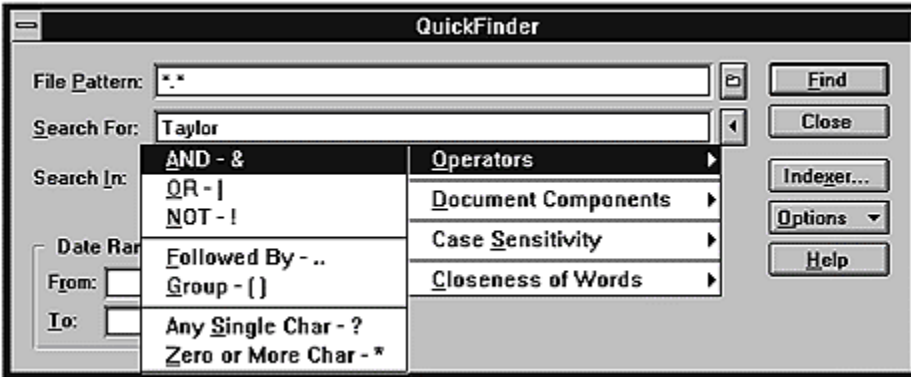
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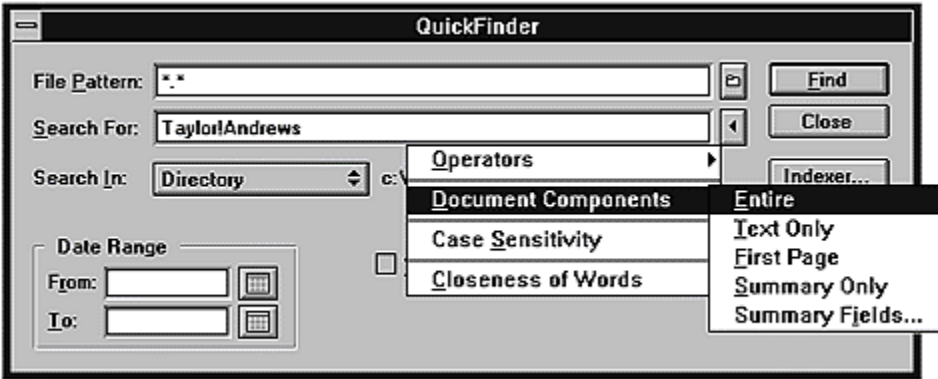
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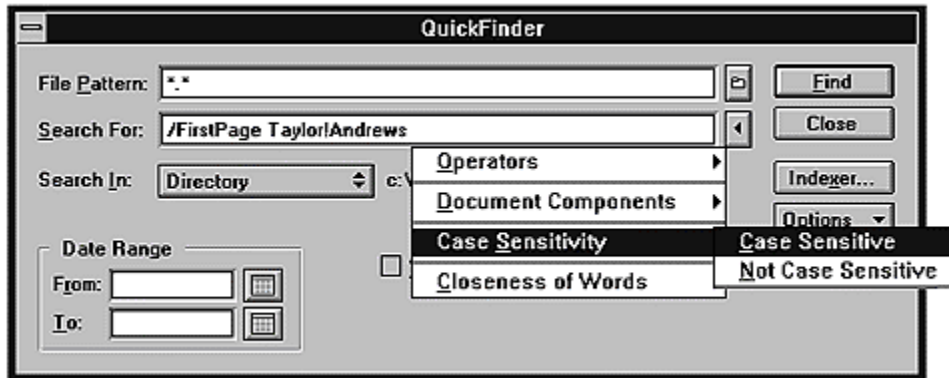
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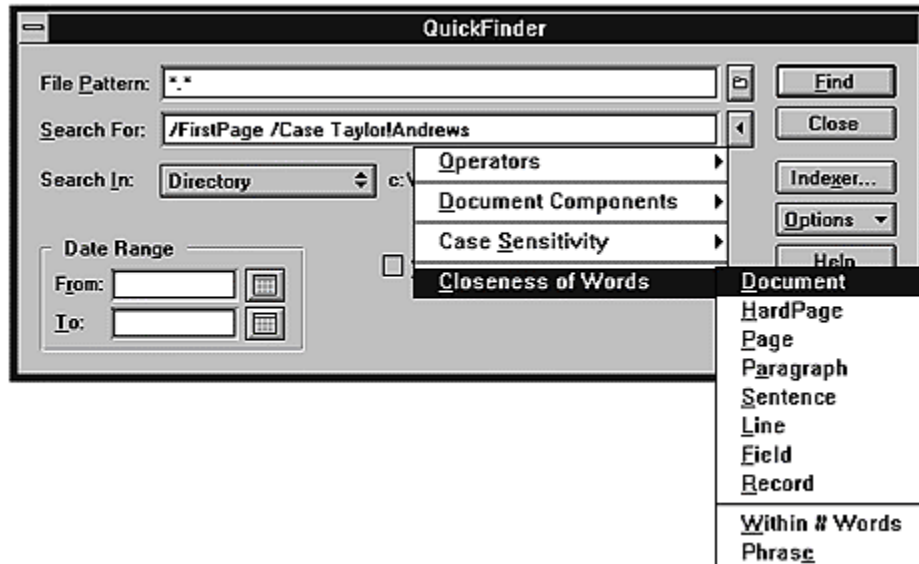
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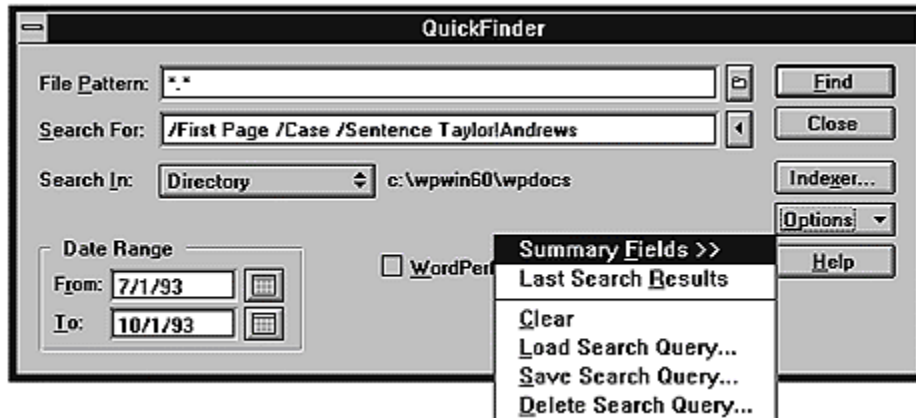
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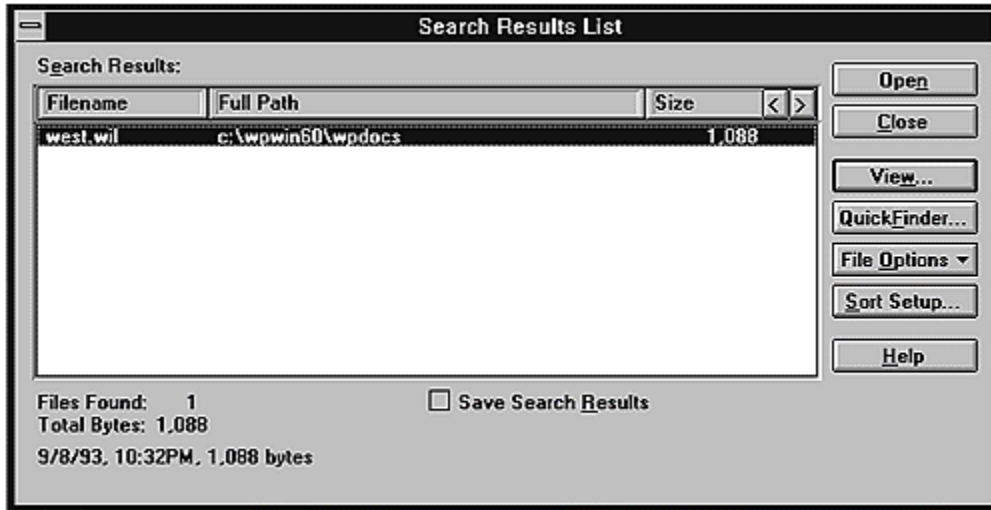
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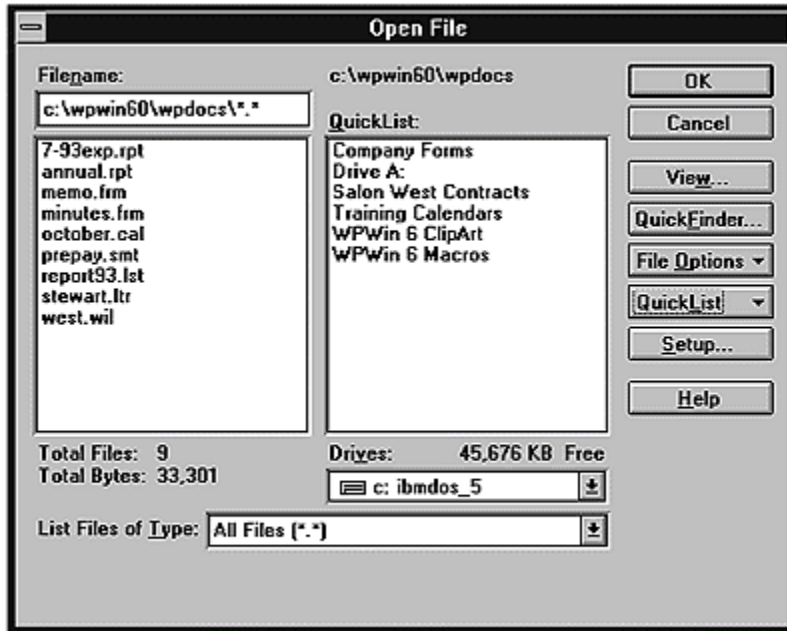
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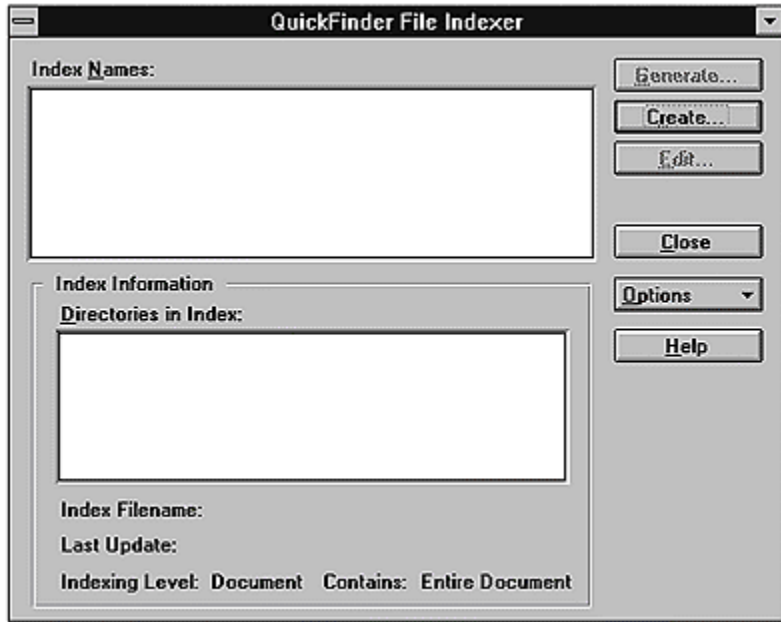
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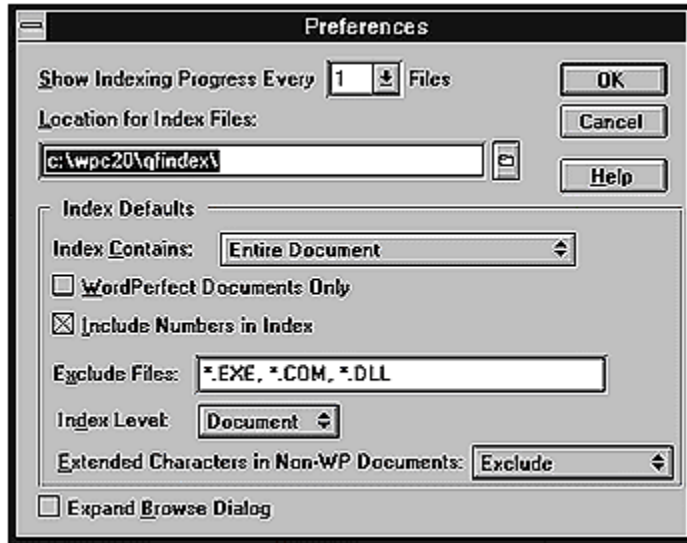
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OK
Cancel
Help

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Individual Index Options

Index Name: WordPerfect Reference Files

Index Contains: Entire Document

WordPerfect Documents Only

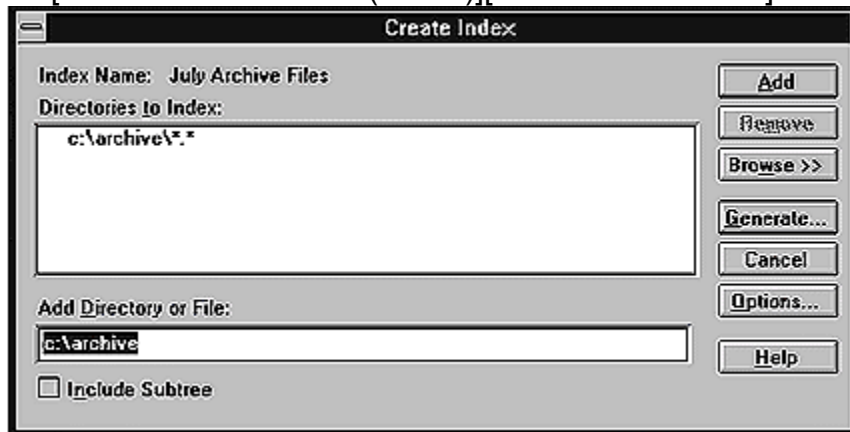
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Exclude Files: *.EXE, *.COM, *.DLL

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Edit / Add

Command Line:

Start Time

Date: 8/10/93 Time: 3:14 AM PM

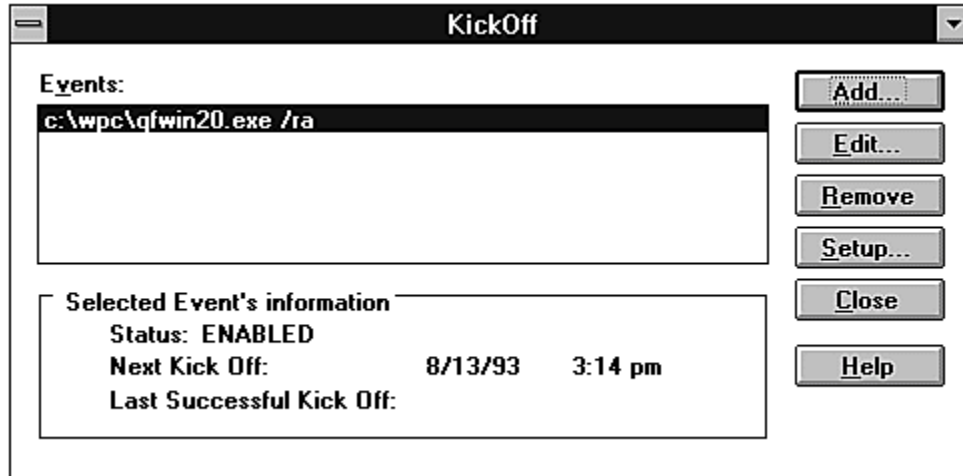
Repeat Interval

Days: 0 Hrs:Mins: 0:00

Disable Run Minimized

OK
Cancel
Browse...
Help

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PosCharPrevious ()

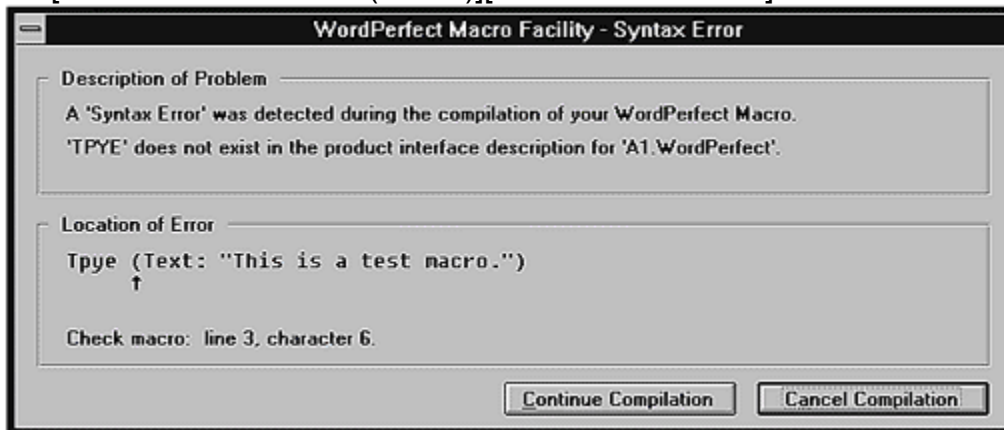
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SelectOff ()

PosCharNext ()

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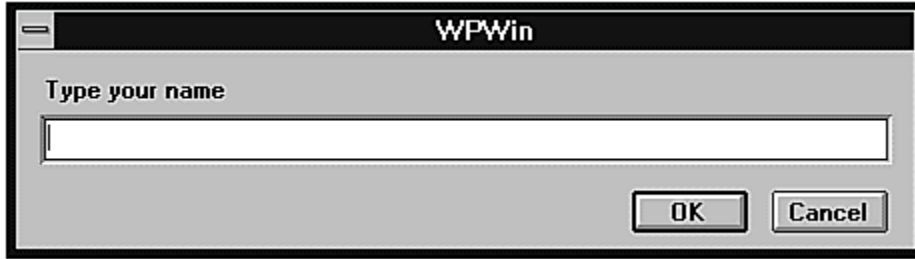
Variable

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Thomas Jefferson

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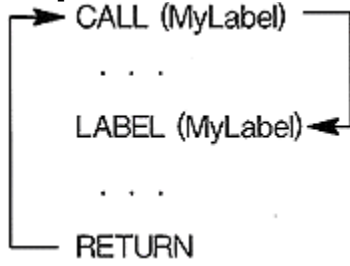
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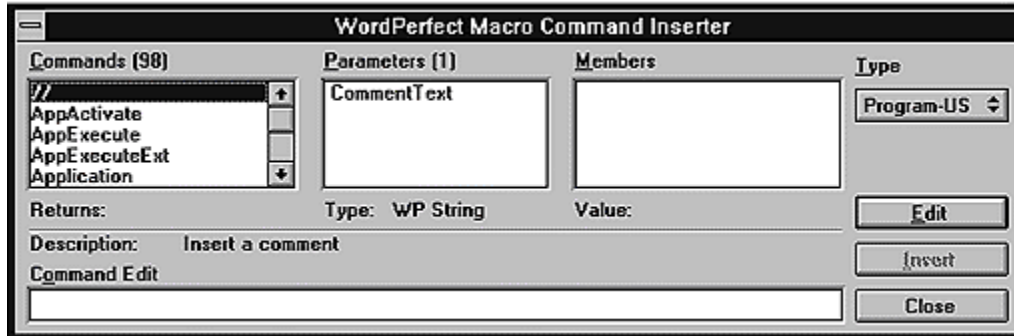
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3 Third item

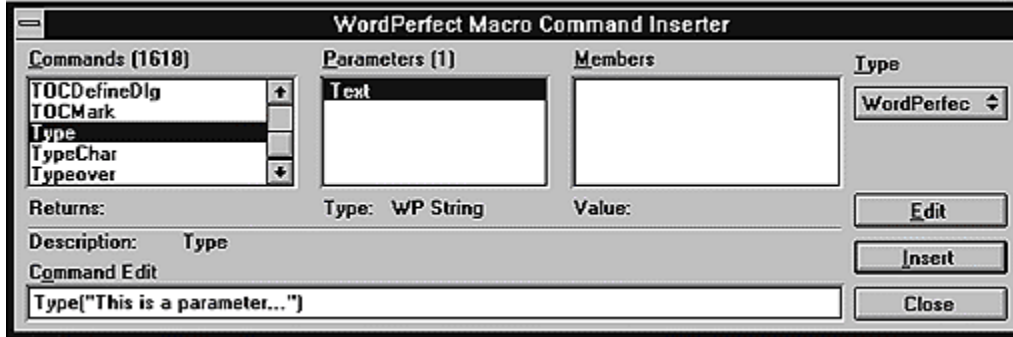
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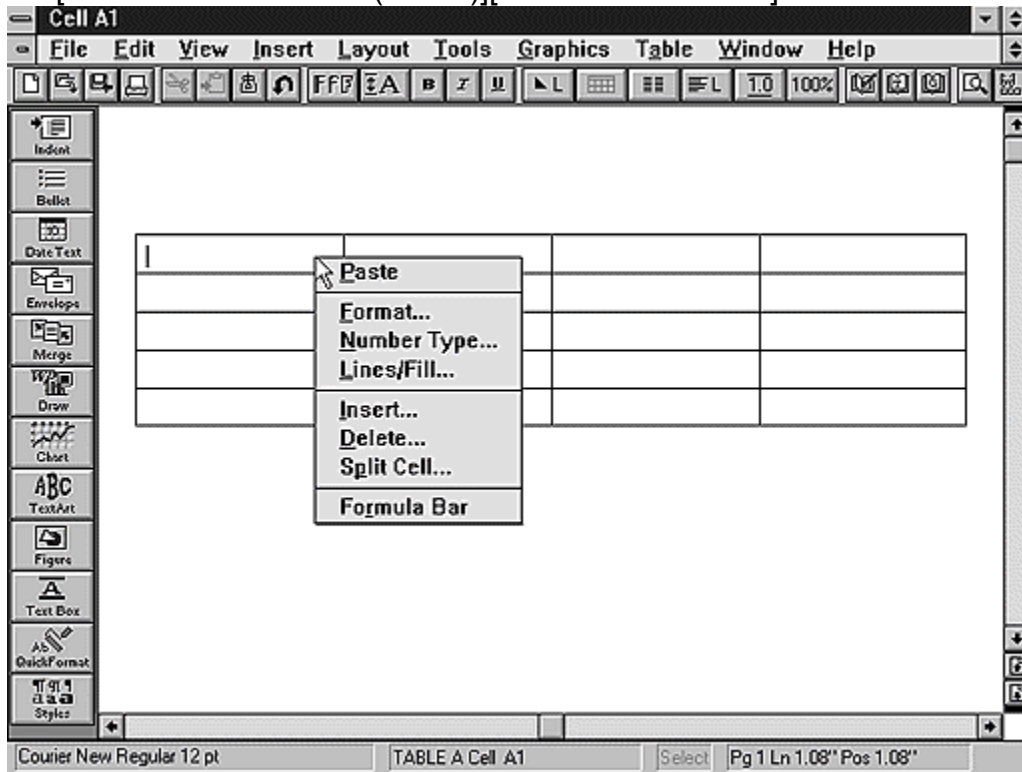
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<u>1</u> 1.0 space
<u>2</u> 1.5 space
<u>3</u> 2.0 space
<u>4</u> 2.5 space
<u>5</u> 3.0 space
<u>6</u> 3.5 space
<u>7</u> 4.0 space

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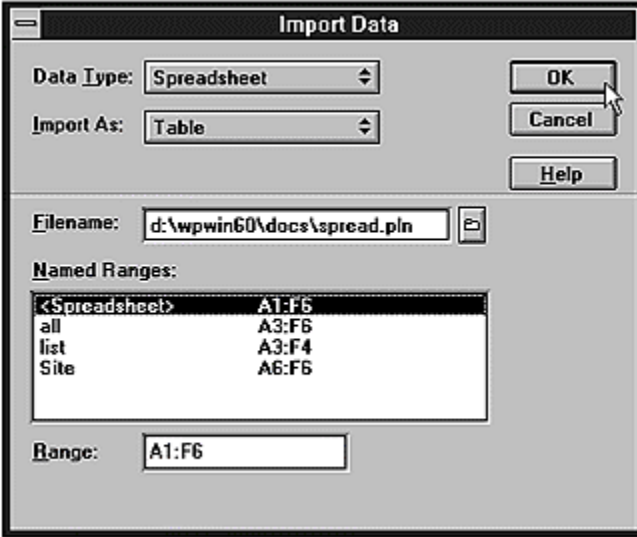
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Cell A1			
Cell A2			
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Table 1			
Table 2			

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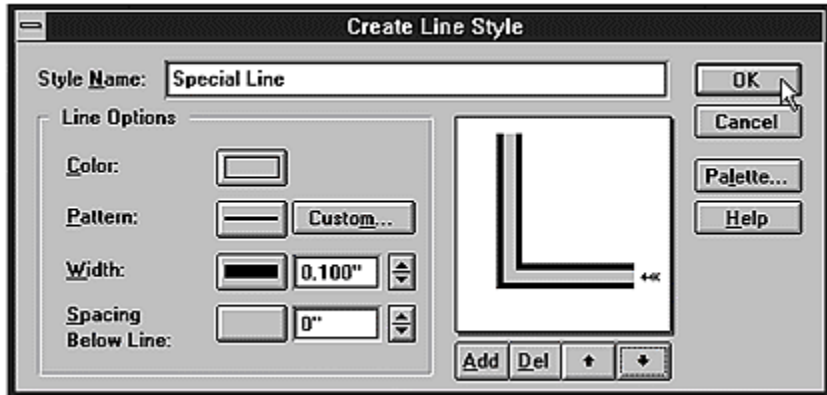


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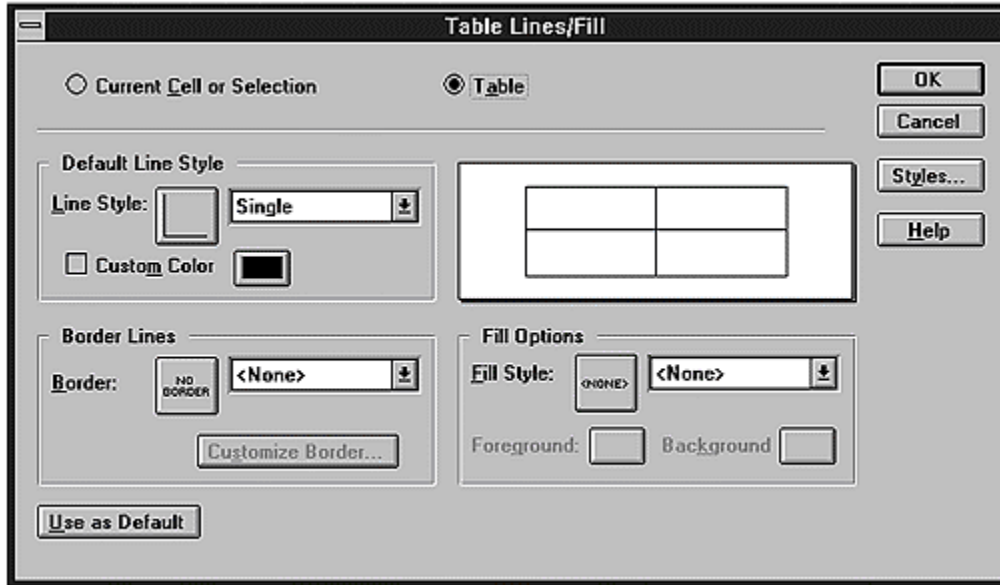
March 11, 1993

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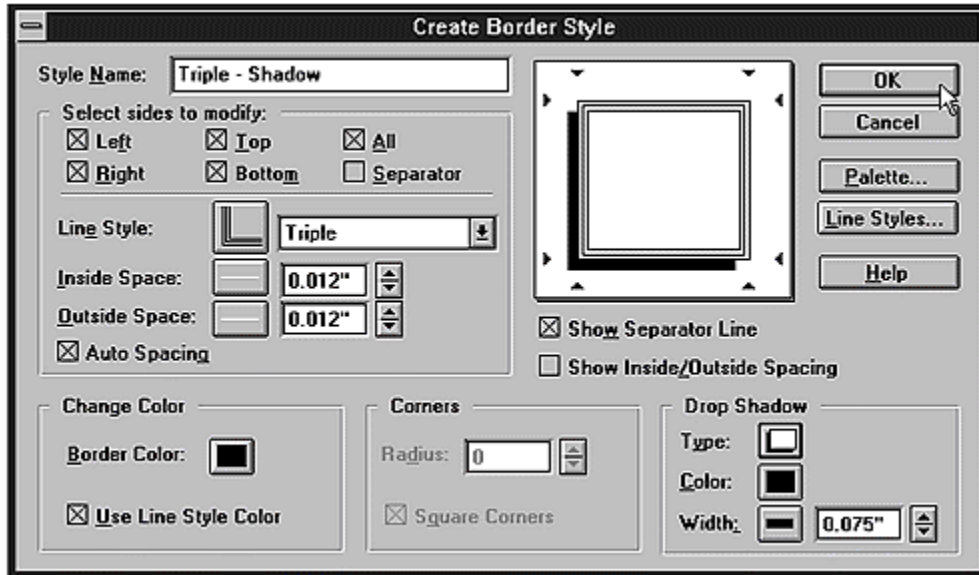
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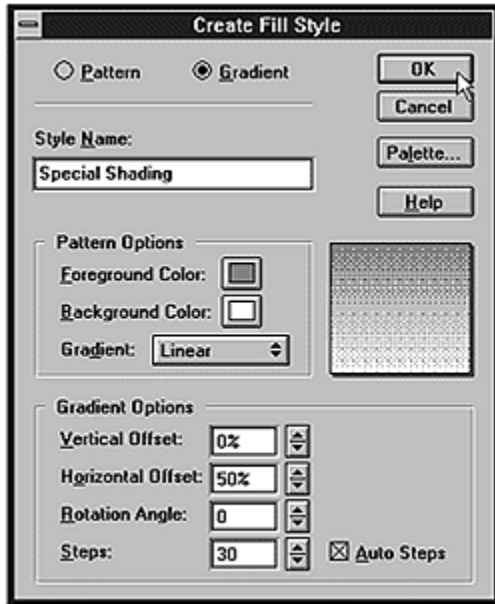
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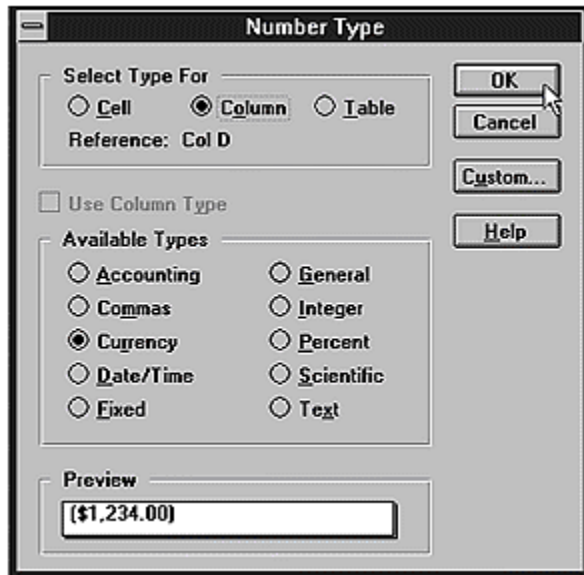
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March 11, 1993

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Customize Number Type

Negative Numbers

Minus Sign CR/DR Symbol

Parentheses

Currency Symbol

Use Currency Symbol

Align Currency Symbol

Symbol: Default

Decimal Amounts

Digits after Decimal: 2

Round for Calculation

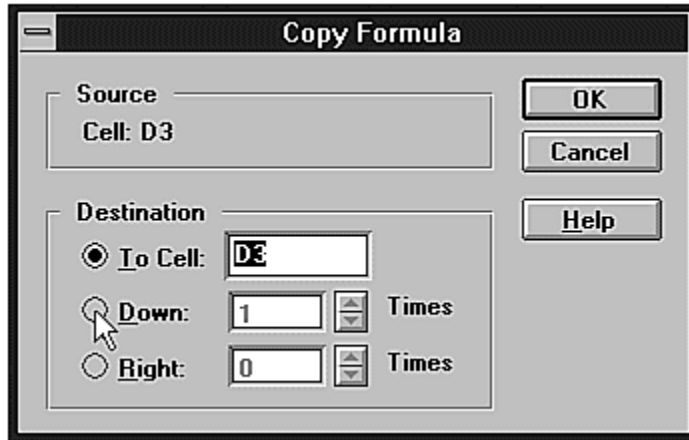
Use Commas

Preview

(\$1,234.00)

OK
Cancel
Help

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The image shows a 'Copy Formula' dialog box with a title bar. It contains the following elements:

- Source:** A text box containing 'Cell: D3'.
- Destination:** A section with three radio buttons:
 - To Cell:** A text box containing 'DE'.
 - Down:** A text box containing '1' followed by a spinner box and the word 'Times'.
 - Right:** A text box containing '0' followed by a spinner box and the word 'Times'.
- Buttons:** Three buttons are located on the right side: 'OK', 'Cancel', and 'Help'.

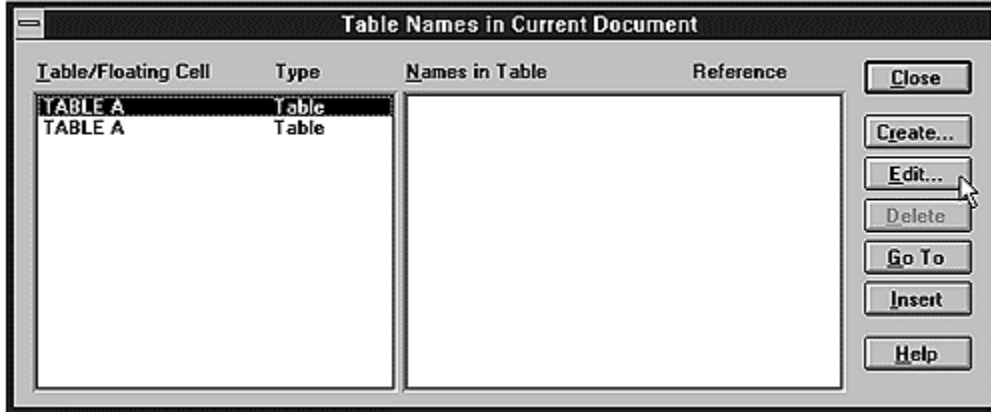
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STUDENT NAME September 11, 1993	Quizzes			Quiz Points	Exam 1	Exam 2	Paper	Total Points	Average %	Letter Grade
Possible Points	85	70	100	100	150	150	200	600	100.0%	
Berndobler, Gary	83	65	92	94	136	130	175	535	89.2%	B
Bressler, Deborah	76	55	78	81	125	110	165	461	80.2%	C
Houghton, Sam	85	69	96	98	144	143	190	575	95.8%	A
Larson, Jerry	66	50	60	69	120	110	155	454	75.7%	D
Prochniak, Maria	83	68	90	95	140	138	190	563	93.8%	A
Rinzelli, Dennis	50		70	47	130	110	150	437	72.8%	D
AVERAGES	73.8	61.4	80.7	80.7	132.5	123.5	170.8	507.5	84.6%	C

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[Macro=FocusWindow(`main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}

STUDENT NAME	Quizzes			Quiz Points	Exam 1	Exam 2	Paper	Total Points	Average %	Letter Grade
September 11, 1693										
Possible Points	85	70	100	100	150	150	200	600	100.0%	
Berndobler, Gery	83	65	92	94	136	130	176	535	89.2%	B

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
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Create Name

Enter Name Manually:

Cell/Range **Column**

Row

Use Text from Current Cell to Name

Column **Cell Right**

Row **Cell Down**

Reference: A3

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
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Go To

Position: Last Position
Top of Column
Bottom of Column
Previous Column
Next Column

Page Number: 2

Bookmark:

Table: REPORT CARD

Cell/Range: **STUDENT**

OK
Cancel
Help

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-]/H25/W200/B2TLBR/ACC/D2}
July 1, 1993

Merrill Christiansen
1234 N Timpview Ln
Orem, UT 84050

Dear Merrill:

Thank you for choosing BankOne as your mortgage lender. I am pleased to let you know that your loan application has been approved. The amount you requested, \$90,000.00 will be loaned to you for a period of 30 years at an annual rate of 8.00%. The monthly payment of Principal and Interest thus comes to \$660.39. In addition, you are required to place on deposit with us monthly a prorated amount for taxes and insurance. During the first year that amount comes to \$375.00.

Thus, the combined PITI payment each month will be \$691.64.

This loan offer is effective beginning today, July 1, 1993, and is valid for two weeks. Please call Mr. Stephen Jones at 555-1234 to confirm your acceptance of this loan by July 15, 1993.

Sincerely,

I. M. Rich
Personal Banker

{ewc TSTOOLS2, TsButton2,"Return to Word Perfect Book"[Name=rtrn_ebook]
[Macro=FocusWindow('main')][Font="Arial"/S12/3-/H25/W200/B2TLBR/ACC/D2}

DATE

GETSTRING(First;;Enter customer's first name.)GETSTRING(Last;;Enter customer's last name.)
VARIABLE(First) VARIABLE(Last)
KEYBOARD(Enter street address)
KEYBOARD(Enter City, State, Zip)

Dear VARIABLE(First):

Thank you for choosing BankOne as your mortgage lender. I am pleased to let you know that your loan application has been approved. The amount you requested, KEYBOARD(Type the amount of the loan and press Alt+Enter.) will be loaned to you for a period of KEYBOARD(Type the number of years of the loan and press Alt+Enter.) years at an annual rate of KEYBOARD(Type the percentage rate and press Alt+Enter.). The monthly payment of Principal and Interest thus comes to ??. In addition, you are required to place on deposit with us monthly a prorated amount for taxes and insurance. During the first year that amount comes to KEYBOARD(Type the total annual tax and insurance and press Alt+Enter).

Thus, the combined PITI payment each month will be ERR.

This loan offer is effective beginning today, July 1, 1993, and is valid for two weeks. Please call Mr. Stephen Jones at 555-1234 to confirm your acceptance of this loan by July 15, 1993.

Sincerely,

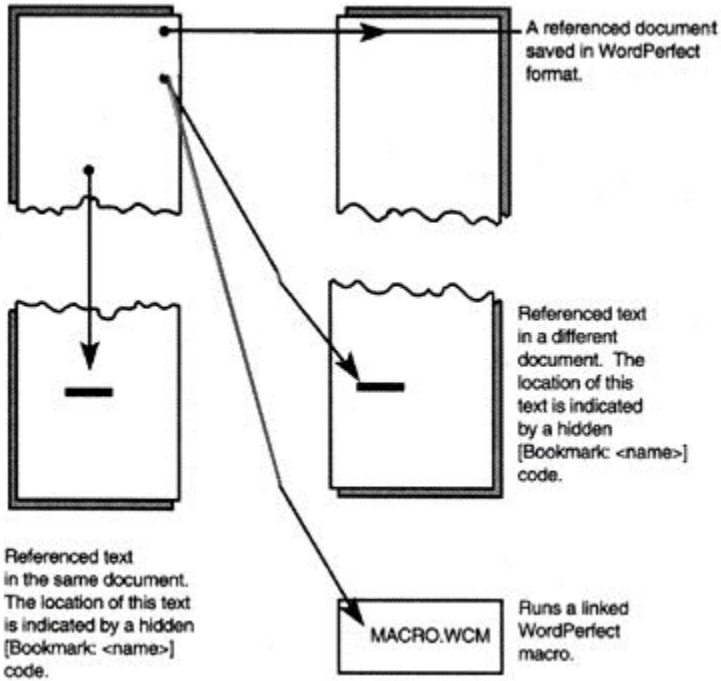
I. M. Rich
Personal Banker

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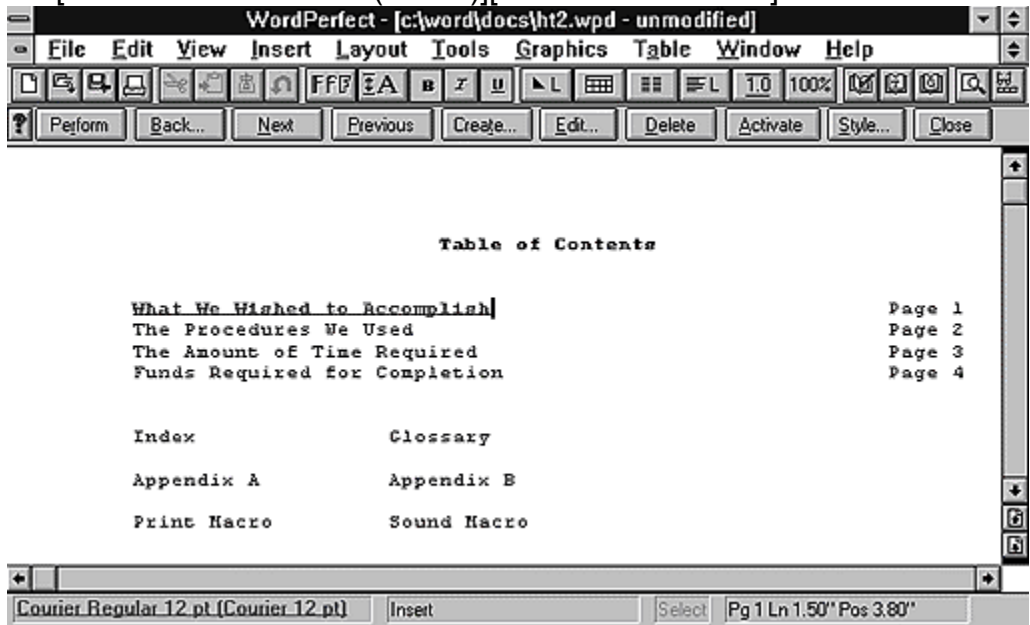
SEPTEMBER 1994

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Labor Day	6 First Day of Classes	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

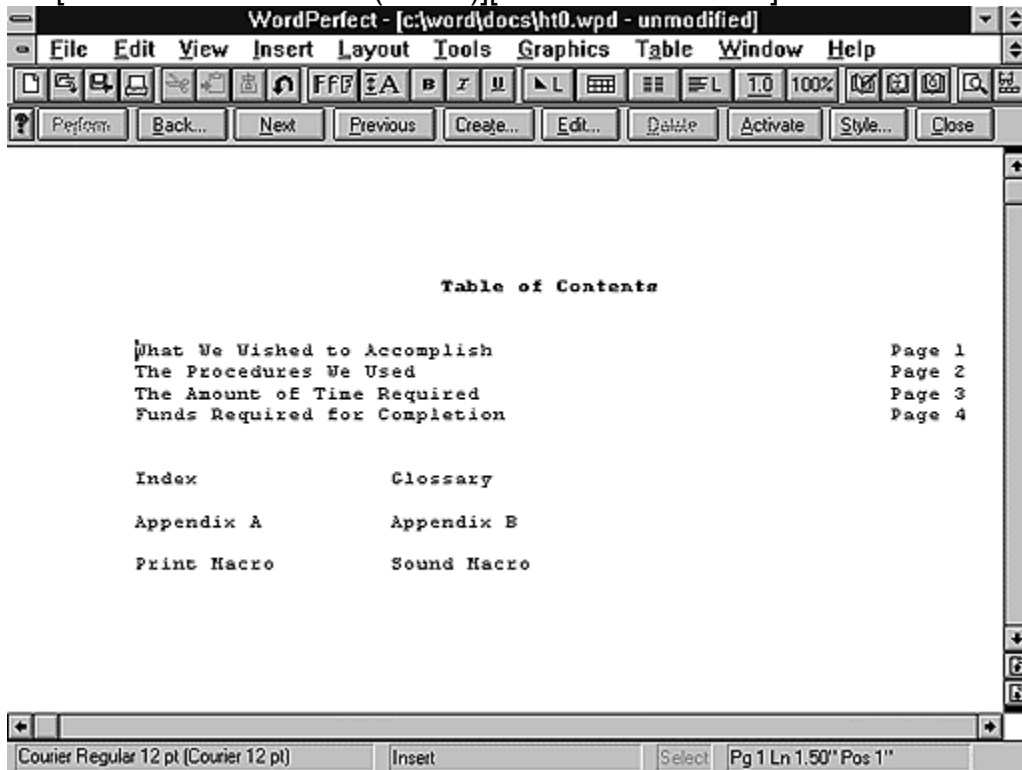
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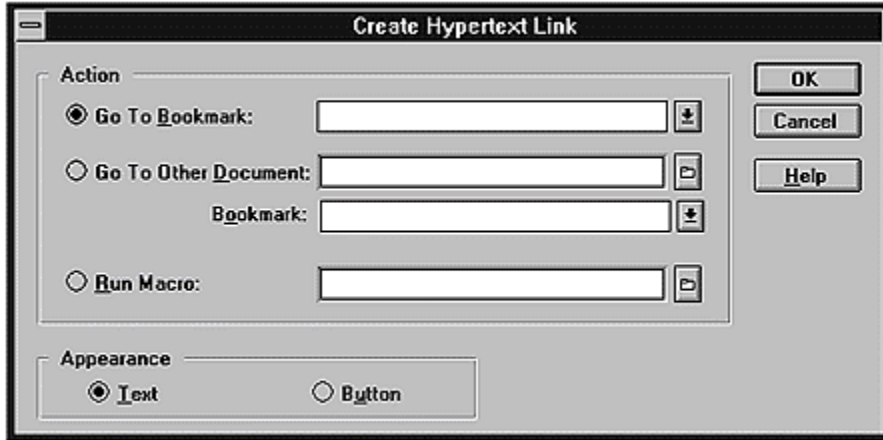
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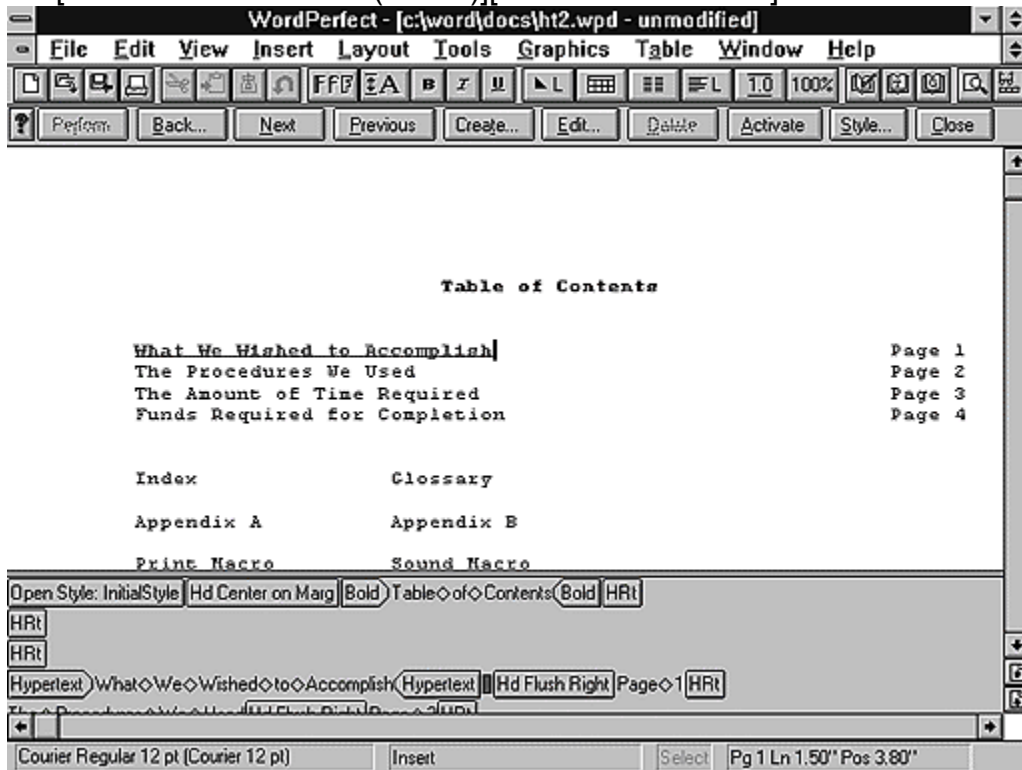
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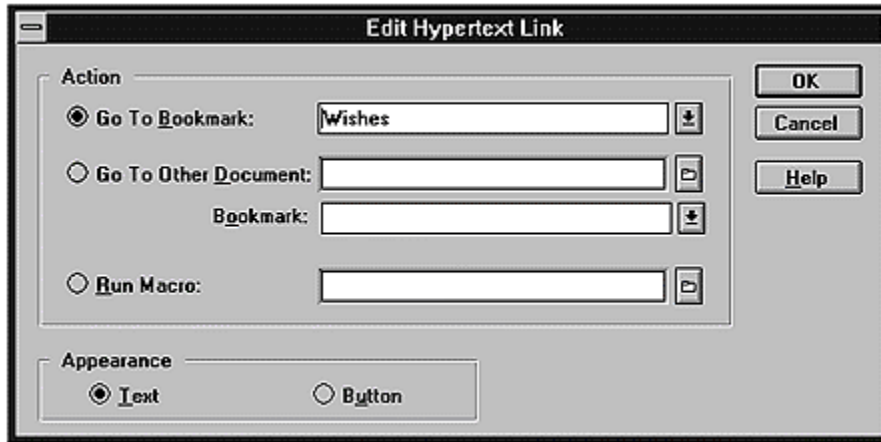
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Styles Editor

Edit Insert Layout Tools Graphics Table

Style Name:

Description:

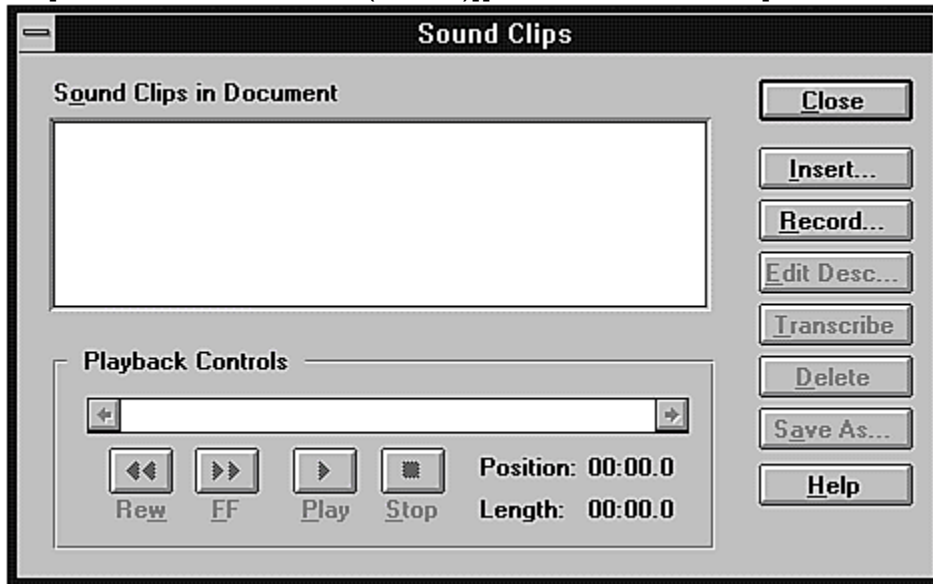
Type: Enter Key will Chain to:

Contents

Font: Helve-WP

Reveal Codes Show 'Off Codes'

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Insert Sound Clip into Document

Name

Clip #1

File

c:\windows\chimes.wav

Link to File on Disk

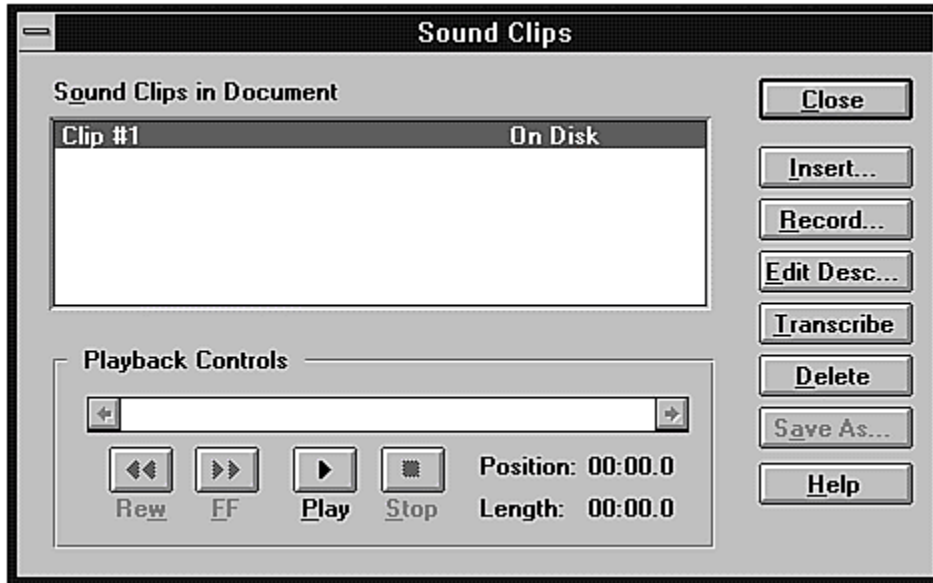
Store in Document

OK

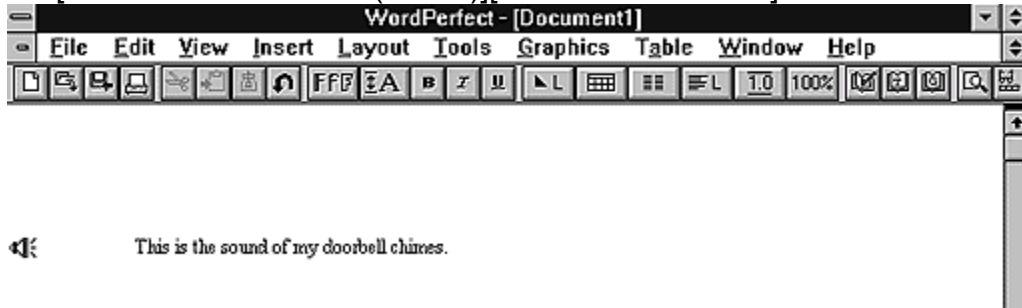
Cancel

Help

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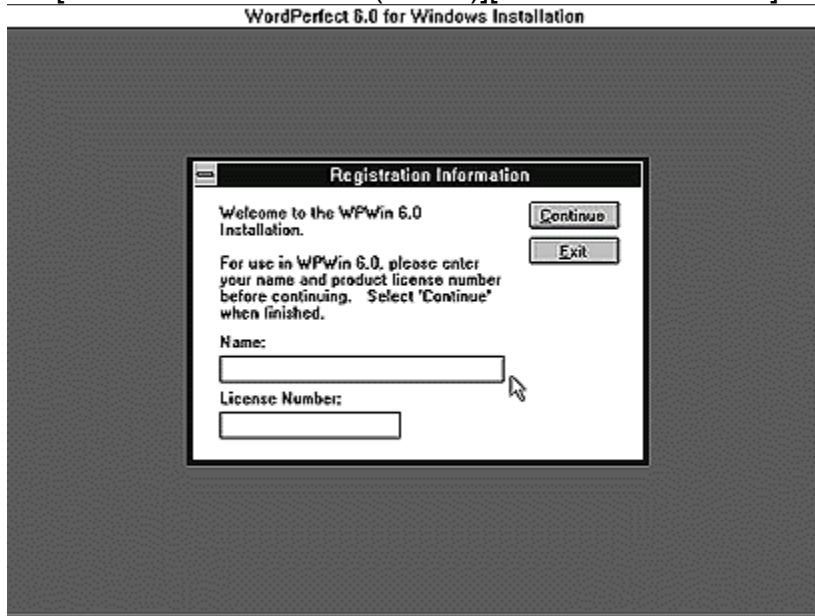


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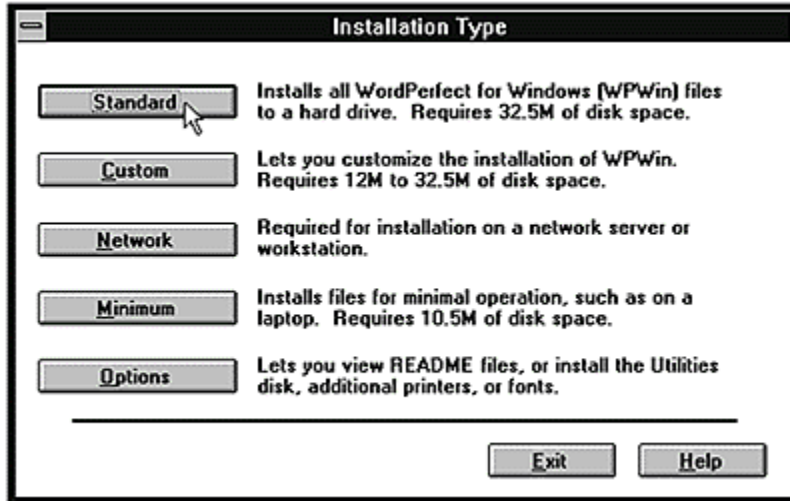


This is the sound of my doorbell chimes.

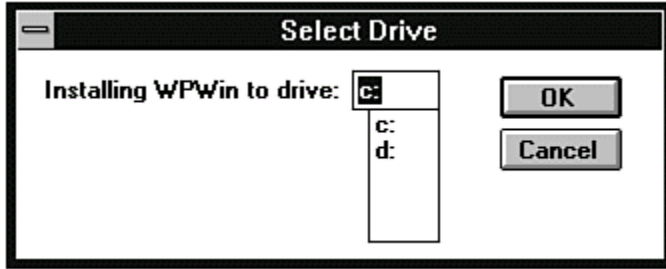
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WordPerfect 6.0 for Windows Installation

Welcome to WordPerfect 6.0 for Windows!



While you are installing WordPerfect 6.0 for Windows (WPWin 6.0), we suggest you take a minute to fill out your registration card. Or just call (801)222-4555 to give us your registration information over the phone. Registering with us entitles you to comprehensive customer support, a quarterly publication on happenings at WordPerfect Corporation, and news about the latest developments in WordPerfect products.

Install Files

WordPerfect Program

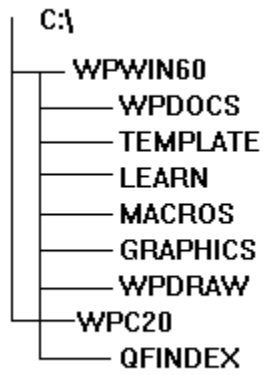
Copying: wwp60uz.dll
To: c:\wpwin60\ ...

This Disk:

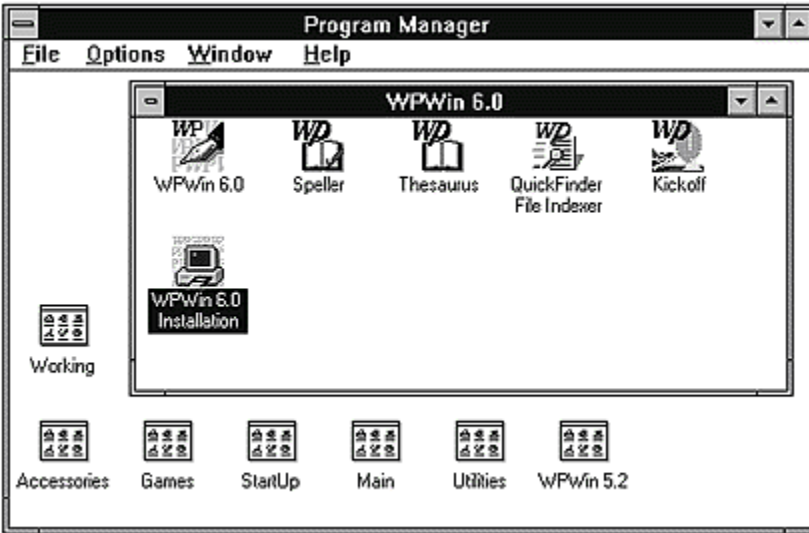
57%

All Disks:

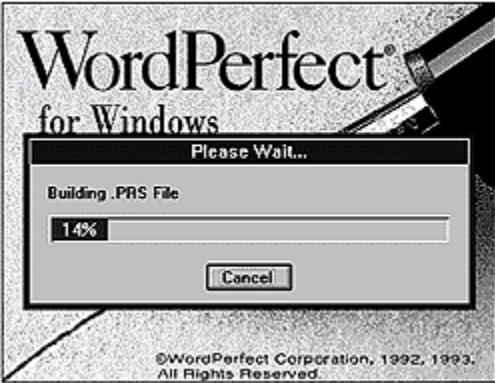
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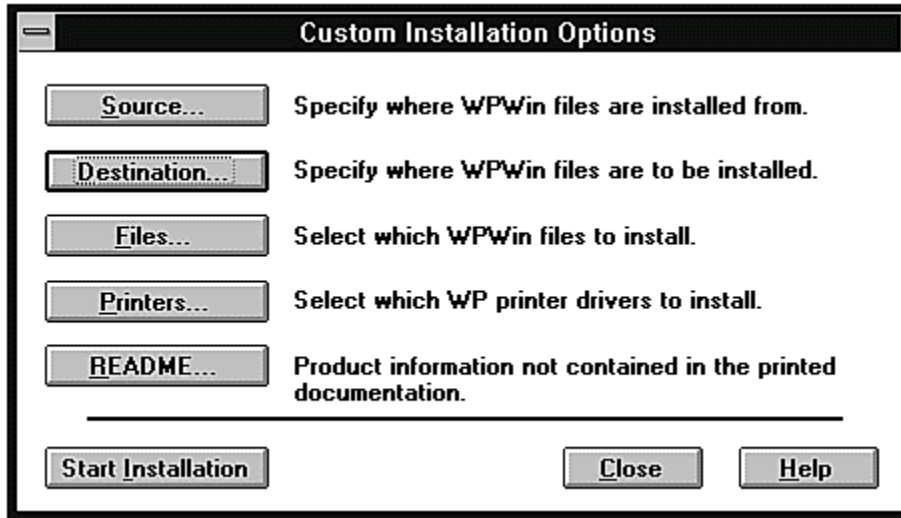
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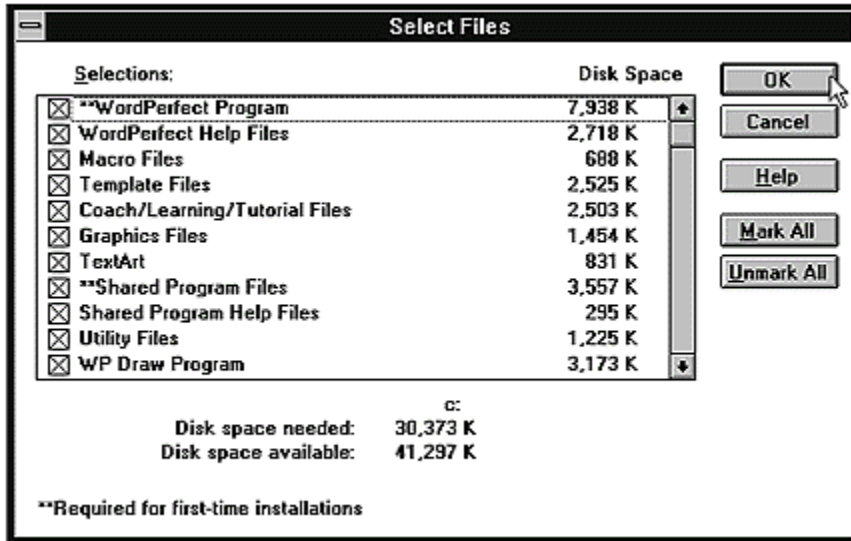
Install To

Description	Directory
WordPerfect Program	c:\wpwin60\
WordPerfect Documents	c:\wpwin60\wpdocs\
Graphics	c:\wpwin60\graphics\
Macros	c:\wpwin60\macros\
Templates	c:\wpwin60\template\
Learning Files	c:\wpwin60\learn\
WPC Shared Products	c:\wpc20\
Printer Files	c:\wpc20\
Initialization Files	c:\windows\
TrueType Font Files	c:\windows\system\
QuickFinder Indexes	c:\wpc20\qindex\
WP Draw Files	c:\wpwin60\wpdraw\

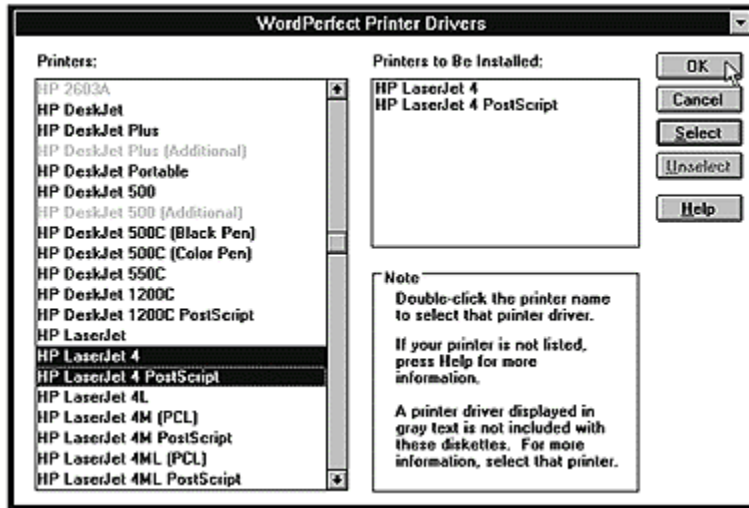
OK
Cancel
Help

c:
Disk space needed: 30,373 K
Disk space available: 23,065 K

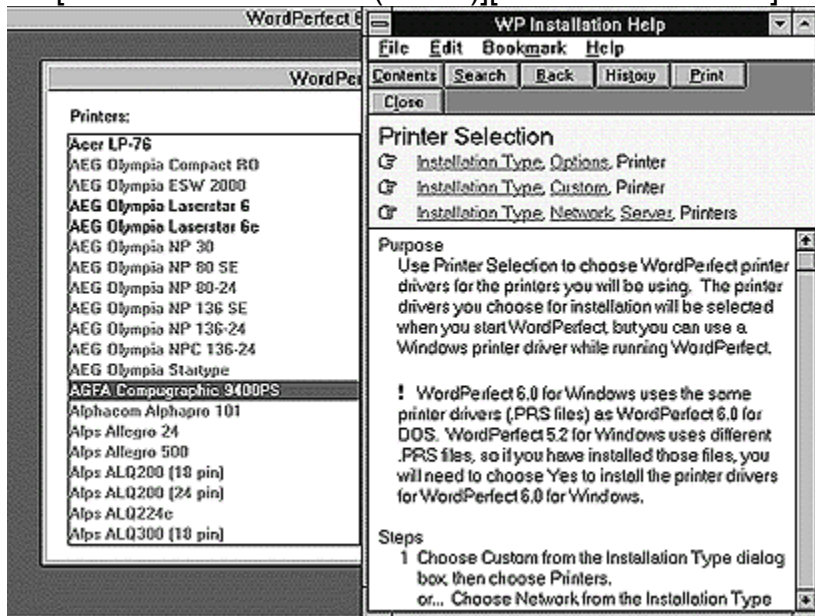
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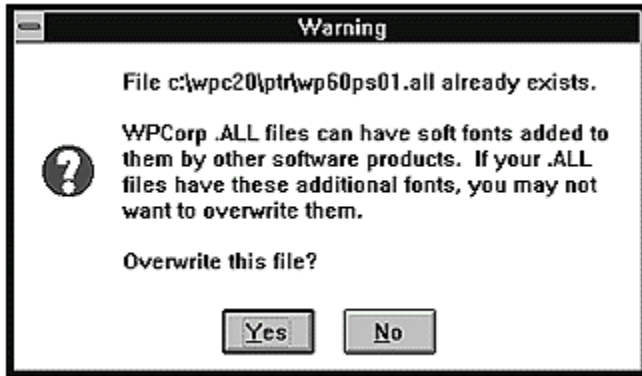
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