Breeze for Windows Help Index

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About this program

BREEZE FOR WINDOWS is a complete text processing system with the facility to create electronic books.   Simplicity and ease of use have been the primary considerations in the design of this program.

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New File

Edit a new (empty) file.

Open File

Open an already existing file for editing.

Recent File

Open a recently edited file.   Breeze remembers details about the last eight files you have edited.

Find File

Search your disk for a file matching a search pattern:

If you enter, say, MYDOC, then all files beginning with that text will be located.   So MYDOC.DOC will be located, as well as MYDOC2.DOC and MYDOC.EXE.   You will be asked to verify which file you want to edit (You wouldn't do well editing an .EXE file!).   If you want to search a disk drive other than the default drive then you need to include the drive letter in the search pattern, for example, E:MYDOC.

The default is to search the entire drive, starting at the root directory and scanning all subdirectories.   If you don't want to search the entire drive then you need to specify the directory to start searching, for example C:\TEXT\MYDOC.   This will search within the \TEXT directory as well as any subdirectories nested within it.

Other examples,

   my*.txt,
   my???.
   g:*bak
   \text\lost*.doc

Exit

Exit directly from Breeze.   If there is unsaved work in an open editor window you will be prompted to save it before Breeze closes down.

Configuration

Configure Breeze to the way you want it.   These settings provide the default values Breeze will use when it starts up or opens a new file.   You can modify the following settings:

Turn **word wrapping** on or off.
Turn the status line on or off.
Turn the horizontal scroll bar on or off.
Turn the Ruler on or off.
Turn the tool bar on or off.
Print View or Page Mode
Default Font & Pointsize
Page Numbers
Page Margins.

Window

When you have more than one edit window open at one time you can select this feature to switch between them.   You can also choose to close all the open edit windows.   If you choose the latter you will be prompted to save any unsaved work before a window is closed.

Info

Displays this help file!

Creating Electronic Books

The program "Bigtext" is used   to create electronic books for DOS.   This is mainly suited for text-only presentations like novels,   works of literature, and general text information . Electronic books created by Bigtext provide the major advantage of being much faster and more compact than those created specifically for a graphical environment like Windows, but can still be run from within Windows.   Importantly, electronic books created by Bigtext can be used by anyone with a IBM compatible computer, even if they don't have Microsoft Windows or prefer not to use it.

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Special Notes for use with Breeze for Windows

1. Bigtext creates electronic books out of <u>plain Ascii</u> or <u>Breeze for DOS</u> format files.   If you want to create an electronic book out of text you have edited with this program you must save it in "Breeze for DOS format" (set this option from the save file dialog box).

2. When you save your document in "Breeze for DOS" format for use with Bigtext, make sure you also save it in either RTF or TER format as well.   This is because "Breeze for Windows" cannot read "Breeze for DOS" files (unless you   **<u>convert</u>** them first.)

3. Because DOS text modes do not support proportionally spaced fonts, your documents created in a Windows environment should be formatted using a non-proportional font like <u>Courier</u>, with a pointsize of 10.

What does Bigtext do?

 Bigtext turns ordinary text files into self-contained, self- displaying executable files capable of displaying full colour (text) illustrations in body of the text. This program is specifically designed to make self-displaying books, manuals, documents, and catalogues. Bigtext   can handle up to about 700kb of text data and creates a single, neat and convenient executable file. Defining a menu, or a table of contents, and defining a customized information screen is easy. The text viewer programs you make are complete with a fast "find" feature which enables you to quickly find and go to any portion of the text. You can compress text during conversion to save both memory and disk space, enable or disable printing permission for a measure of security, and specify titles and screen colours. Bigtext can automatically run your favourite .exe file compressor (like LZEXE) and then helpfully test runs the final product for you.   You can also execute other programs from within your electronic books - great for demos or graphic illustrations.

 If you have written a book but have not yet managed to have it published, this program is for you. You can turn your book into a single program which will fit on a 360k disk (remember those) if necessary,   which you can distribute to your friends and interested parties.

 Bigtext is also perfect for catalogues, with over fifty section entries available on the main menu.

 Software developers can make self-displaying manuals for their programs. This minimizes complexity for the user and adds a level of security to the information.

 In fact, any kind of text can benefit from Bigtext.

 Executable files created with Bigtext can be further compressed with executable program compressors such as LZEXE, PKLITE, DIET, AXE and EXEPACK. If disk space is a problem, then seriously consider using such a compression program in conjunction with Bigtext. A large .EXE file that does not fit on a 360k disk (such as a sizeable book) can be make to fit by using one of these programs. LZEXE is included in the Bigtext package.

 Selecting to compress text during conversion (separately from the above) can save a lot of memory and produce more efficient .EXE files.

 With simple commands at the beginning of your text file you can define titles, a menu, a customized information screen, and a title bar.

 The printout is neatly paged with page numbers and top and bottom margins. There is support for both dot matrix and laser printers.

 You can define the screen colours to be used by the .EXE file. What is more, whoever uses the text viewing program can select their favourite colours when they run program (with a simple command line option or by pressing a hot key from within the program).

 (*)   The maximum size ascii text file you can convert into .EXE form depends on how much empty space (spaces) you have in the file (compression of spaces is done automatically), and whether you select to use text compression (slower). Limits of around 700k (with text

compression) or 450k (without) are to be expected.

 Bigtext is capable of handling text files that are much larger than other similar programs are capable of, and provides faster, flicker-free scrolling. Bigtext converts the entirety of your big document into a single, neat, convenient executable file. Other programs tend to make a plethora of confusing files which work together slowly.

 This new version can handle lines of up to 255 characters in width.

Using Bigtext - Running the program

 Bigtext operates on plain ascii text files, or "Breeze for DOS" format files. If you are using "Breeze for Windows" then select "Breeze for DOS Format" when saving your file.

 To convert a plain ascii text (or "Breeze for DOS") file into a self displaying executable program.

1. From "Breeze for Windows" select "Make" from the main menu.   You will be prompted for a   filename and other necessary information.

2. From DOS

     Usage: bigtext [parameters]   (parameters are optional)

     For example, from the DOS prompt:

        bigtext   - is all you need to get going.
                              You will be prompted for all necessary information from an input screen.

     or   bigtext ?   (for help with command line options)

     or   bigtext textfile.doc   (set up with the file named textfile.doc)ᴅᴇʟ

     or   bigtext textfile.doc /cn /ce:pklite /i:8 /sm:& /p:3 /bl:5
(set up with the file named textfile.doc,   with text compression disabled, the .exe file compressor "pklite" selected, with indent left set to eight spaces, and using the "&" character to mark sections, allowing access only to blocks of text, of only 5 lines in length)

 It is easier to run a complex command sequence like the one immediately above from a batch file, especially if you use the same set-up frequently. That is, you might wish to put that long line in a batch file called (say) bigtext.bat. This will save you from having to type all the parameters from the command line, or alternatively from having to set the desired parameters manually from the input screen each time you use the program.

 The set-up parameters in their entirety are:

    Text file name   name of text file
    Indent spaces   /I:n (where n is a number)
    Permissions (0..3)   /P:n   (none, print, or all)
    Maximum block lines   /BL:n   (where n is a number)   (can be used when   allowing the user access to blocks only)
    Do not compress text   /CN   (will disable)
    .EXE compressor program to use   /CE:name   (name = program name)
    No test run   /TO   .
    EXE screen colours (0-18)   /CS:n   (n is a no. from 0..18)
    EXE menu colours (1-50)   /CM:n   (n is a no. from 1..50)
    Section marker character   /SM:c   (c is a character)

 When you run Bigtext you will immediately be presented with an input screen. Move

between input boxes with the tab and shift-tab keys. Press the F10 key when you are ready to commence conversion.

Entering a filename or Search Argument

When you run Bigtext the first thing you will be prompted for is the name of the text file you want to process. If all your text is in a single file then you simply type the name of the file. On the other hand, if your text is made up of a number of files, and you want them all to be put into the same .EXE file, then there are two options open to you. You can either join all the files together into a single text file, or you
can instruct Bigtext to search for all files matching a certain pattern. Lets discuss each option in detail:

1. To join a number of smaller files into one big file you   can either:

   a. use your word processor or editor to read each file in as a block (this is also sometimes called importing or merging) at the end of the currently loaded text to form one big document. If your editor is not capable of handling large documents then you will need to use one of the options which follow.

   or **b**. join files together using the program JOIN.EXE included in the package.

         for example,

            join file1 file2

            - this will join file1 and file2 end to end. The resulting file is always called JOINED.DOC. The original files will not be changed.

   2. Give Bigtext a search pattern to use rather than a   filename. For example, *.doc will process all the files ending in .doc, in alphabetic order. So if you name your files 1.doc, 2.doc, 3.doc, and so on, then you could enter a search pattern of ?.doc (which will search for files with a name of only one character long and an extension of   .doc).   A warning with this method: if you have more than nine   files then you would be best to use letters (a..z) for file names rather than numbers, as under an ascii sort 10 is lower than 1.

         When you use this option the executable file created will be called NEWFILE.EXE. You can then rename it to whatever   name you please (provided the new name ends in .EXE).

Indent Spaces from left

 The second input box on the screen asks you how may spaces you want the text to be indented from the left of the screen. This is effectively a left margin.

 That is, the text you feed into Bigtext does not need to have any left margin at all. In fact, you can reduce the size of your executable files by setting a left margin with the indent feature rather than by inserting spaces into the source text itself.

 Any Text Paint illustrations inserted into your documents are immune to this indentation (see "Multi-colour illustrations in the text").

Colours

You can set the colours of both the menu and the text viewing screen colours.

Select "Change colours" (press the return key when the colours input box is highlighted) to choose between nineteen colour combinations for viewing text. If one of the choices doesn't suit you perfectly you can design your own custom colours (see below for more information). And if the user of your programs doesn't like your taste in colours they can choose their own. They can do this in two ways:
firstly by entering a number from 0..18 as a parameter on the command line when they run the program.

For example, if you have created a text viewing program called "magazine.exe" then

                magazine 10

       - will run the text viewer program "magazine.exe" using colour set number 10.

The second way the user of the viewer program can change the screen colours is by pressing Alt-C from within the viewer program to cycle through the screen colours.

Making your own colours: Select "Change colours" then press the right arrow key when the highlight bar is on Option 2 (custom colours). You will then be able to change the colours associated with option 2, as well as change one of the menu colour combinations. Your custom colours will be automatically saved in a file called BIGTEXT.CFG in the current directory, and is loaded whenever you run Bigtext. Bigtext searches for this configuration file firstly in the current directory, and if not
found there the path is searched. Thus you can have different colours set up for different jobs in different directories simply by calling Bigtext from the directory that contains your documents.

Programs created with Bigtext autodetect if the user has a colour system. If not, then the default mono palette is used. That is, the colours you set when creating the executable will only be used if the user has a colour monitor. This overcomes the problem of certain colour combinations not being visible on mono monitors.

The program COLOURS.EXE is included in the Bigtext package. This program displays all the colour options available and how to access them from the DOS command line. You are encouraged to distribute the program COLOURS.EXE with all the text viewer programs you create with Bigtext. Your readers will appreciate it.

(*) See **Text Highlighting and Style**   for information on how to create highlighted text in your documents.

Compression

 1. COMPRESS TEXT:

 Using this option will compress plain text by about 40% during conversion. This can be a relatively slow process as the compression algorithm used by Bigtext is specially designed for very fast uncompression, which allows for fast paging and scrolling of text.

 To save time during the development process you may like to turn this option off, then turn it on again when you are ready to produce the finished product.

 It must be noted, however, that lines containing ascii graphic characters, such as those used for line drawing, or as used by the fancy text created by the program Text Paint, will not be compressed. So if you have a lot of graphic characters in your documents compression will be limited.

 Importantly, this text compression is necessary for very large files to keep their memory usage as far below the 640k limit as possible. Disk space is conserved also.

 2. FURTHER COMPRESSION - COMPRESSION OF THE .EXE FILE

 As distinct from compression during conversion is compression of the executable file itself. This compression is best carried out on top of compression during conversion for the most impressive results.

 To compress an .exe file while leaving it executable you will need an .exe compression program like LZEXE. LZEXE, which is included in the Bigtext package, will significantly compress the .exe files you create with Bigtext. This will save you considerable disk space. Some other programs which   compress executable files while leaving them executable are PKLITE, DIET, AXE and EXEPACK.

 Using such programs a large .exe file that will not fit on a 360k disk can be made to fit.

 From the input screen you can enter the name of your favourite .exe compression program. Bigtext will search the path to find the program for you so you may only need to type its simple name, that is, without specifying exactly where to find it.

 You will also be prompted for any extra parameters (other than the .exe file name) to pass to the program. For example, with PKLITE you may wish to pass the parameter of -b to force a backup copy of the original .exe file to be created. LZEXE does not normally require any further parameters.

Enabling or disabling Permissions

 To give you some degree of control over access to your work the following options are available:

 Permissions

     None: Do not allow the user to print the text or send the text to a disk file.

     Print: Allow the user to print the text but not to send the text to a file on disk.

     Both: Allow the user to both print the text and to send the text to a file on disk.

     Block: Allow the user access (for both printing and sending to file) of a limited block of text only.   This allows the user to capture some material but   makes it difficult for them to extract the entire   document. When you use this option the default maximum number of lines that can be blocked is 15,   but this can be changed with the /BL: command line parameter when you run Bigtext.

     For example, a command line of: Bigtext /BL:5

     - would restrict the block size to only five lines.

Defining Titles, a Menu, Information Screen and a Title Bar.

Define titles, menu entries, information screen lines, and a title bar at the very start of your document. It does not matter what order they are in, **but they must start on the very first line of the file and then be consecutive** - that is, not separated by blank lines.

For example:

/B:This is text for the title bar
/S:BTMENU.SCR - an .SCR file to use in the main menu (optional)
/T:This will be the main title
/T:This will be a sub-title
/T:This will be a sub-sub-title
/M:This is a menu option
/M:This is another one
/M:Up to fifty six menu options are accepted
/I:This is the first line of the information screen.
/I:Up to ten lines of information are accepted.
~
----   the actual text starts on this line ---

You can see an example in the file EXAMPLE1.DOC.

If you wish to use a different character to mark sections, because you want to reserve the use of the tilde character for your own use in the document, then you can use the /SM:c command line option to change it to a different one (possible alternatives might be ^, &, @ or |).

Notice that

/B: Denotes title Bar text

Only 1 line accepted, up to 30 characters wide. This text   will appear on the left of the top line of the text viewer   screen - the title bar. Keep it short or it may clash with other text on the title bar. Test the executable file fully   and adjust the length of your title bar text and menu entry   text to get the appearance and layout just right. Move to different sections of the text to check that there is no
overlap with the text on the title bar.

/S: Denotes the file name of a .SCR file (a Text Paint screen   file) to use as the background for the main menu. Using the Text Paint program you can create very colourful and original opening screens.

If you use this option then:

1. It is up to you to paint your own titles into the screen using Text Paint.

2. You are fully responsible for the colours you use in your .SCR file, as the colours

you use will not be overriden (as they are normally) if a mono video display is detected. Only the menu list colours will be overriden for a mono display, so if you want your opening screen to   look good on a mono screen then use appropriate colours.

        3. You can make the colours of the menu list match the   colours in your .SCR file by selecting appropriate colours for the menu from within Bigtext.

        4. Included in this package you will find some basic menu screen designs which you can embellish with text   paint. These are named MENU01.SCR to MENU12.SCR.

            Note that the version of Text Paint you will receive with the registered version of Bigtext is   much better to work with than the old version being   distributed with the evaluation copy.

 /T: Denotes text for a Title

    3 lines accepted, up to 40 characters wide. These titles appear on the menu, so if you do not have any menu entries there will be no menu, in which case you would not see any titles. Also, if you use a .SCR file for the menu screen   (with the /S: option above) then these titles will be ignored.

 /M: Denotes text for a Menu option

    Up to 56 menu entries are accepted, up to 40 characters wide. The more entries there are, the more you should be concerned about the length of the entries, to avoid possible overlap on the screen. The tilde character is used to mark the places in the text to jump to when the menu entry is   selected. See the file EXAMPLE.DOC to see how it works. There should be as many tilde characters
(section markers) in the text as there are menu entries.

 /I: Denotes text for an Information screen

    10 lines accepted, up to 58 characters wide. Use these information lines to leave information about your company, contact address, or any other useful information.

    Blank information lines (for more attractive spacing and presentation of the information text) can be achieved by entering a space character after the colon. Remember that if you leave it blank (nothing after colon) the line will be ignored, so you instead have to insert an invisible character such as a space if you want a blank information line. It should be noted that some editors/wordprocessors will remove trailing spaces from lines unless you tell them not to.

 Notes:
(1) Use the TEMPLATE.DOC file to speed up the creation of menus, information screens etc. You can read this file into start of your document from within your word processor using something like an "import" or   "read block" command. Alternatively, edit the file template.doc, save it under another name, and join it to another file with a utility such as JOIN.EXE (included with the Bigtext package)

(2) text is taken from immediately following the colon ":" in each case.

Looking Good - Text highlighting and style

<u>Text font</u>

Using the program Text Paint you can produce fancy text to use in headings, such as that above.

<u>Text style and highlighting</u>

There are *three* ways to insert codes into your text to indicate text to be highlighted and printed as bold, italics, or underlined.

See EXAMPLE.DOC for an example of text highlighing.

<u>Option 1:</u> Insert the special character directly into the text.

These codes are automatically inserted when using BREEZE word processor

Insert the following ascii characters into your text if you wish to indicate text to be highlighted on the screen and printed in boldface, italics or underlined (or a combination of all three).

Ascii character no. 3 . . . turns underlining (& highlight)   ON
Ascii character no. 4 . . . turns underlining (& highlight) OFF

Ascii character no. 16 . . . turns italics   (& highlight)   ON
Ascii character no. 17 . . . turns italics   (& highlight)   OFF

Ascii character no. 6 . . . turns boldface (& highlight)   ON
Ascii character no. 5 . . . turns boldface (& highlight)   OFF

In most editors these special ascii characters can be inserted into your text by holding down the Alt key, and then continue holding down the Alt key while you press the numbers on the keypad. When you finally release the Alt key, the character should appear on the screen.

These special codes are automatically generated by the text editor/word processor BREEZE (for DOS). You may wish to consider using it.   BREEZE FOR WINDOWS will generate these special codes if you save your file using "Breeze for DOS format".

<u>Option 2:</u> Insert a special code into the text (old method)

 ^B+   turns bold ON
 ^B-   turns bold OFF
 ^I+   turns italics ON
 ^I-   turns italics OFF
 ^U+   turns underline ON
 ^U-   turns underline OFF

- The ^ character is normally found as shift-6.

Option 3: New method (less keystrokes, shorter code)

^B   turns bold ON
^b   turns bold OFF
^I   turns italics ON
^i   turns italics OFF
^U   turns underline ON
^u   turns underline OFF

 - You should mark text for highlighting on a per line basis. That is, if you want to highlight an entire paragraph, then insert the appropriate style begin and style end characters at the beginning and end of each line in the paragraph. If you fail to do this the on-screen highlighting may be inconsistent.

Executing programs

 What's it all about?

By inserting simple codes into your document you can enable the user of your text viewer program to execute other programs from within the text viewer. This is useful in a number of ways:

1. for demonstrating the use of programs interactively with your documentation. You can read about
    t he program, then   see it in operation.
2. for displaying graphics screens and illustrations associated with the text.
3. for running associated text viewer programs to expand on   areas of special interest within the text.

 How to do it:

To execute a program the code format is:

[X:filename.ext parameters]   followed by any descriptive text.

This text must start on the very *first* column of the line. Only the descriptive text will be displayed on the viewer screen. The descriptive text should contain a description of the program to be executed, along with instructions on how to initiate execution. The program name must end in .exe or .com. To run batch files (ending in .bat) see the notes below.

Pressing the "X" key from inside the viewer will execute the program when the line is on screen.

If there are more than one "executable lines" on screen in the viewer when the "X" key is pressed the user is prompted to select which program to execute with a highlight bar. The arrow keys are used to select the program to execute, followed by pressing the return key.

If, for example, you want to allow the user of your text viewer to run Breeze word processor from within the viewer, you would begin a line in your document with something like

[X:breeze.exe]   * Press X to run Breeze word processor *

or, if you wanted to automatically load a document into Breeze . . .

[X:breeze.exe demo.doc]   * Press X to edit demo.doc with Breeze *

 Suppressing a pause for a keypress immediately after execution

Normally, after executing a program from within the viewer program you are prompted to press a key before returning to the viewer proper. This pause is to enable you to view any possible messages DOS may be giving you. For example, if the program you are running from within the viewer program crashes for some reason a runtime error message may be reported on the screen; without a pause for a keypress you would return to the viewer program immediately, without having time to see the message.

However there may be cases where it is justified to suppress this pause. For example, if your viewer program runs a lot of small, simple programs, that are unlikely to crash or otherwise generate error messages (such as programs that display a single graphic screen image), then you can suppress the pause.

To suppress the pause for a keypress then follow the [X with -P.

For example, the following instruction will list the current directory, but will not pause to allow you time to view it.

   [X-P:command.com /C dir]

 [X-P:command.com /C dir]   * Press X now to list the current directory without a pause *

 Deactivating swapping-out to expanded memory (EMS) or disk

Normally, when executing a program from inside the viewer, the memory used by the viewer is swapped-out to expanded memory or hard disk if room is available. However, if there is no expanded memory available the process of swapping-out to disk can delay execution momentarily. If you will be executing many small programs, that use little memory, and if your viewer program is not overly large, then there is very likely to be enough memory for execution without the viewer having to swap-
out the memory it is using. The onus is on you to make this judgement. If you think memory may be a problem, then do not deactivate swapping-out.

To deactivate swapping-out then follow the [X with -S.

For example, the following instruction will list the current directory, but will not swap-out to EMS or disk.

   [X-S:command.com /C dir]

 [X-S:command.com /C dir]   * Press X now to list the current directory without swapping-out the viewer memory *

The -S and the -P commands can be combined if necessary like thus:

   [X-S-P:command.com /C dir]

 Notes on program execution:

 (1)   When a program is executed from within the viewer, the viewer swaps out the memory it uses to expanded memory or disk, if space is available. This frees-up memory for the executing program. If the viewer program is run from floppy disk, and there is not enough expanded memory for the viewer to swap itself out, it will look for hard disk space on Drive C:. If there is no hard disk, or not enough space on Drive C:, then there may not be enough available memory to run the additional program.

   Users may need to be informed to keep either expanded memory or hard disk space

on Drive C: available for memory swapping if executing large programs from inside large viewer programs.

(2)   You need only type the simple file name of the program to be executed (eg, breeze.exe). *Do not* type a full path name (eg, c:\breeze\breeze.exe) if there is a chance that the file will not be found there. If you use only the simple file name, it will be searched for firstly in the current directory, and if not found there the path will be searched (file search path of the system).

(3) To run batch files or DOS commands, you must run COMMAND.COM first (standard DOS file).

Run COMMAND.COM with the parameters /C followed by the DOS command you want to execute.

For example

  [X:command.com /C dir]   - will list the current directory   [X:command.com /C test.bat]   - will run the batch file test.bat

 [X:command.com /C dir]   <* Press X now to list the current directory *>

(4)   You can illustrate your text with graphic screens in the following way:

There are programs available through shareware which will capture graphic screens and then convert them into self-displaying executable programs in much the same way as Bigtext does with text, though in a much simpler fashion. These programs can be executed from within a Bigtext-produced text viewer program to display a graphics screen.

Registered users of Bigtext will receive VIEWPCX.EXE and PCXLIFE.EXE. The first program is a small and versatile .PCX graphics image viewer, while PCXLIFE converts .PCX files into self-displaying executable programs that can be further compressed with LZEXE.

The "Professional capture system" (available through shareware) is one program that can be used for capturing graphic screen images. "Graphic Workshop" (also available through shareware), like PCXLIFE, can convert these saved images into self-displaying .EXE files that can be further compressed with LZEXE.

(- Thanks to Turbo Power software for the Exec-swap code -)

Customizable help screen

Pressing F1 or "H" within the viewer program will display a help screen, provided that the file HELP.DOC is present either in the current directory or somewhere on the search path. Pressing F1 now should display the help screen. You will need to distribute HELP.DOC with your viewer programs if you wish your users to have access to help. You can of course edit HELP.DOC to your liking. You should, however, remember that only the first 21 lines of this file will be read and displayed on the help screen. Text appearing before a colon (":") on each line will be highlighted.

When the viewer program is run it checks for the existence of HELP.DOC. If the help file is found then a prompt for help is displayed on the top status line, otherwise there will be no prompt for help.

Tips and Suggestions

 (1) Ascii text:

     Make sure that the text file you are using is in plain ascii text or "Breeze for DOS" format. You may need to instruct your word processor or editor to save your work in this format.

 (2) A suggestion regarding text format

     When preparing your text for use with Bigtext I suggest you format your text to a right margin of about column 73, with a left margin 8 spaces wide. This produces text of about 11-14 words per screen line. Research has found that any more words per line than this makes text tiring to read. Spaces between paragraphs also make your text look more attractive and readable. For marginally greater efficiency you can remove the left margin of spaces before you feed the file to Bigtext and insert the left margin with the "Indent left" feature. In this case your left margin should be
0 and the right margin at column 65.
     Lines may be up to 255 characters in length, but only 80 characters of which will be visible on the screen at any one time. In the viewer program you can use the left and right arrows or the tab and shift-tab keys to scroll left and right to view lines that are wider than the screen.

 (3) Using form feeds to control print formatting

     When printing a new section (marked by a tilde character) a form feed instruction is automatically sent to the printer to ensure that each section begins printing on a new page.
     However, you may wish to insert additional form feed instructions in your document. For example, you may wish to ensure that a table of data will fit on one page, in which case you will want to send a form feed instruction to the printer just before the table is printed.
     Simply insert a form feed character (ascii character No. 12) into your text at the place you want to begin printing on a new page. You can accomplish this more easily by inserting the following text into you document at the point you want to force a new page:

               formfeed

     Bigtext will replace all occurrences of that text with form feed characters during conversion.

 (4) The use of comment lines

     Beginning a line with -C- (starting on column 1) indicates that the line is to be used as a comment line. That is, the line <will> be displayed on the screen the same as normal text, but will not be printed or sent to file. Comment lines are useful if you want to provide extra information in your text about printing, or the running of the program for example, but do not want that information itself to be printed.
     Here is an example use of comment lines:

 -C- | These two lines will be displayed on screen, but will not | -C- | be printed or sent to file. |

(5) Don't use too many colours in your text

Using too many colours in the text can distract attention away from the message you are trying to convey.

(6) Marking blocks of text for printing and sending to file

Within the text viewing program you can press "B" to mark a block of text which can subsequently be printed or sent to file. When you press "B" marking begins on the bottom line of the screen. As you press the down arrow key or the page down key the marked block extends downwards. Pressing "B" while a block is marked will cancel the marked block.
You should be aware that because of the simplicity of this marking system you cannot mark text that will appear on the very first screen of your text.

(7) Bigger is better

The bigger the text the better as far as Bigtext is concerned. While you can certainly convert the smallest of text files, the executable file produced may be disproportionately large unless you run an .exe compression program such as LZEXE on it. This is because a large portion of the .exe file will be unused space required for overheads.
For smaller files (less than 64kb) you should use a program such as TEXTLIFE, also written and distributed by myself.

(8) Not enough memory

With "test run new .exe file" enabled, if you get a DOS message saying "Cannot execute . . ." then you may not have enough available memory to execute the program. This message does not mean that the .exe file is faulty. To test run the new .exe file you will need to quit out of Bigtext and run the new program from DOS. If you are still short of memory then you may need to use text compression during conversion.

(9) Menu of .EXE files

You can use the program EXEMENU.EXE to simplify and control the execution of the .EXE files you distribute. EXEMENU makes a menu (sorted alphabetically) out of the .EXE files (other than itself) found in same directory as itself, and allows you to execute them. You may rename EXEMENU.EXE to another name if you please, like GO.EXE.

(10) Colour options

Distribute the program COLOURS.EXE with the viewer programs you create. Your readers will thank you.

(11) Additional help

You might like to distribute further help with your programs than is available in the help screen or the information screen. The file MOREHELP.DOC provides an example. You might edit it and then rename the file to README.1ST for distribution with your programs.

Using a text editor you can insert the appropriate program names and insert additional information as you wish.

Large .EXE files created by Bigtext require quite a lot of memory to run, as the entire program has to be loaded into memory. Text compression can reduce the amount of memory required by the .EXE file. However, for very large .EXE files the user may have trouble running them if they have a lot of TSR programs loaded, or if attempting to run them from inside another program or from a shell. In such a case you may like to include documentation with the programs you distribute telling the
user how to rectify the problem (ie, unloading TSR programs, or using DOS 5.0 and loading DOS high, etc)

Producing your own shareware

<u>Shareware Marketing</u>

 Why keep your knowledge confined to yourself, or teach it to only a handful of students? Why toil to write a manuscript only in the hope that you can interest a publisher, and then hope the editor doesn't cut it to pieces?   Through shareware, your story WILL be told, and it will be told to a huge audience!

 Once you have created your self-displaying text programs you may want to know how to get them to the public. You may also want financial reward for your efforts.

 I can tell you from my own experience that shareware marketing definitely does work. However, you should not expect to make millions of dollars too easily, and you will require some patience.

 To create a successful shareware product with Bigtext all you need do is to release information or literature that other people need or would enjoy reading.

 One marketing technique is to make the first in a series of information programs available for free, and then make the remaining programs available to registered users only. The first program will advertise the remaining programs.

 If you release knowledge in a specialized field, your product may be worth more. Special knowledge is valuable. If you can start someone on a new career, or can explain a technique that can save people a lot of money, you have a product that may be worth hundreds of dollars per copy. Hobbyists in any field have been known to spend large sums to get exactly the knowledge they want.

 Importantly, many shareware distributors have learned that even very obscure titles sell well, because specialists will seek these titles out!   For instance, PET, a shareware disk for veterinarians is a good seller. HYDROFLO, which has something to do with designing pipes and valves for fluids, has always been a good seller.

<u>Getting disks to the public</u>

 This is very simple. All you need do is send copies of your disks to shareware distributors.

 Shareware distributors are hungry for new products and will be happy to review your disks. If they feel that your material is interesting and reasonably well done (and most shareware distributors will take almost anything that works) they will list it in their catalogs and start sending out copies to buyers.

 The distributors don't send you any money, and you don't send them any money. Whatever money you make comes from your advertisements within your shareware disks. You only pay the cost of a few blank disks and the postage to mail them. You can send your disks to just a dozen shareware distributors, or to hundreds. Of course, the more disks you distribute, the sooner you'll start to see an income.

How much, how soon?

 Once your product makes its way into a few shareware catalogues, you could probably expect to make, *in the worst case,* $20 or $30 per month.   Of course, it all depends on the quality of your product.

 On the other hand, some shareware authors make $5,000 per month. You may need to put out 10 good products over the course of perhaps three years before reaching an income of $40,000 per year. But there is no ceiling. You can keep improving and writing more!

 Regarding time, you can't be in a hurry. It takes a while for a distributor to print new catalogs including your new disk. It takes a while longer to get these catalogs to the public. It takes another while for the people to order your shareware disk, and then even more time before they decide to send you money. Realistically, you shouldn't expect to see much of a result for about eight months.

 On the bright side, when your income eventually begins to taper down, it will do so very slowly. You will be receiving registrations for years after you release a good product.

Things that need doing

 - How to make money with your home computer!

 - Tutorials in playing all musical instruments

 - A tutorial in reading sheet music

 - Disk-based cook books will be popular

 - Car repair manuals

 - All aspects of home sewing

 - All crafts and hobbies

 - Television repair

 - Computer repair

 - A general course in electronics

 - Chemistry?   Biology?   Anatomy?   Herbal medicine?

TEXT PAINT

Description
Usage
Getting Text Paint Images into your Electronic books

Getting Text Paint Images into your Electronic books

Using Text Paint (TPAINT.EXE comes as part of this package) you can have impressive multi-colour text illustrations in the body of your documents, which can be used to create electronic books with Bigtext.

Firstly you create the text picture with Text Paint, saving it to disk. Alternatively you can use the Text Capture program to capture a colour text screen image to disk, editing it with Text Paint if you so wish.

Cropping Text Paint images:

Text screens images are normally at least 25 lines long.   To reduce the size of the image, from inside Text Paint, select the portion of the image and save only this portion. Further cropping will be unnecessary.   This is ideal for creating, say, just a few lines of fancy text to link into your file in the normal way with the LINK command.

The following advice is only if you crop the files with an editor. (not recommended)

Saving the cropped image back to disk can sometimes cause problems with some editors if they insert tab characters, or strip them out, or strip trailing spaces during saving. If any of these things happens your image may be corrupted.

If using the text processor "Breeze for DOS" make sure that "tab mode" is OFF (toggled with F5 key) before you save a document containing an image. The new version of Breeze automatically turns tab mode off if it detects a Text Paint picture file whilereading it in.

I have cropped and edited images from Qedit without any problem.

If the image does not subsequently display properly the reason is more than likely that tab   characters were inserted into the file by your editor when saving to disk, or that trailing spaces removed.

Getting the images into your documents

There are three ways you can get images into your documents for use with Bigtext:

1.   Using the LINK command:

This is the simplest and most effective way of getting images into your documents.

Inserting the following instruction into your document

[LINK: filename.ext]

- will link that file in at   that place in your text when you create the .EXE file.

For example, for the Text Paint logo which appears above I inserted the instruction

[LINK: tplogo.scr]

- on a line by itself.

2. Merging the screen file into the document itself: (not recommended)

It is preferable to use the LINK instruction, because having the screen data as part of your text can cause problems with some editors when they save the file to disk (see important notes above).

However, using your editors block merge/block import facility you can insert images directly into your document.

If using the text processor "Breeze for DOS" then you would position the cursor on column one of the line where you want the image to be inserted into your document, then press Alt-R to read-in a file at the cursor position.

3. Joining-in at compile time:

You can also join images in at compile time just as you would join other documents by using a search pattern for a file name. For example, *.scr would link all .scr files in alphabetic order into the one executable viewer program.

Other notes concerning Text Paint images

Please note that the indent spaces feature in Bigtext will not operate on these pictures, so they will take up the entire width of the screen. If you want the image to align with the left margin of your text then you should allow for this when creating the image inside Text Paint.

A text search inside the viewer program will locate text embedded in a picture.

Description

 Text Paint is a text-based paint program which can produce plain or multi-coloured text screens, and supports 43/50 line modes on EGA/VGA systems. This program is ideal for those times when you need to provide relatively simple diagrams or pictures without the memory and time overheads associated with more detailed graphic images. Full block operations, clipboard, and over FORTY text fonts to choose from. Also creates slide shows which you can distribute. Text Paint will only work on systems equipped with a mouse. Text Paint comes with the program Text Capture to capture screen images in full colour for editing with Text Paint.

 Text Paint files can be incorporated into "Bigtext" document files.

Usage

<u>To run the program:</u>

From the DOS prompt, type TPAINT then press Enter. Text Paint   will only work on systems equipped with a mouse.

Also, you can enter a file to edit from the command line:

for example,

tpaint filename.scr

<u>Help:</u>

Pressing F1 from inside Text Paint will display a help screen with all the essential instructions.

<u>To draw:</u>

Hold the left button of the mouse down and drag the cursor (the pen) around the screen.

To draw on the very bottom line of the screen (below the menu options) you can drag then pen onto the bottom line while drawing, or hold down the RIGHT button of the mouse.

<u>Select pen type:</u>

Click on "Pen" to select the pen style, then clicking on the character you want. Clicking on a space between the characters will select the space character.

The currently selected pen type is coloured bright white.

<u>Colours - general</u>

Text Paint allows you to use the full range of sixteen background colours instead of the normal eight, but does not allow you to use blinking characters. If you want to create plain screens for ansi display, make sure you use only the first eight background colours (the first eight rows), otherwise parts of your pictures may blink when you don't want them to.

<u>Pen Colour:</u>

Click on "Pen col" to select drawing colour (both background and foreground). Background colours range vertically from 1..16 while foreground colours range horizontally from 1..16.

The currently selected colour is indicated with an asterisk.

<u>Background Colour:</u>

Click on "B/g col" to change the original page colour. All occurances of that background

colour (whether they were part of the original page, or whether they have been drawn) will be converted to the new background colour.

 Load:

   Load a previously saved screen, or any standard ascii text file into Text Paint for viewing or editing. Text Paint will load Text Paint format .SCR files, also ANSI files.

   Any standard ascii text file can be loaded, and then saved as a Text Paint or Ansi file. But be warned: Text paint may not be able to load all of the lines of larger files, so if you save the file under the same name then text will be lost from the original file.

 Save:

   Saves work to disk. If you do not provide an extension then an extension of .SCR, .ASC, or .ANS will automatically be appended to the file name, depending on which format you are configured to save with. For example, if you type a file name of MYFILE then the file will be saved as MYFILE.SCR

   You can save the file in Text Paint compressed format, or in plain ascii text (no colour) or in Ansi format. Ansi files can be displayed with the DOS "Type" command when the Ansi.sys device driver has been loaded.

 New:

   Clear the current screen and start a new drawing. If the current screen has been changed then you will be prompted to save it before it is cleared.

 Erase:

   Sets the cursor working as an eraser by setting the pen style to that of a space.

 Overwriting with different colours or pen style:

   Pressing Alt-C will cause overwriting of what is on the screen with a new colour, but preserves the pen character. Alt-P will cause overwriting of what is on the screen with a new pen, but preserving the colour.

   When colour overwriting is on, a white "O" will appear after "col" on the bottom line of the screen. Similarly, when pen overwriting is on this is indicated by a white "O" after the word "Pen".

   Of course, when both colour overwriting and pen overwriting are on, this is the same as normal drawing mode.

 Fill: - also, change colours or characters of areas.

   To fill an area of the screen with the currently selected pen style and colour, click on "Fill" then click on the area you wish to fill. You can fill any pen/colour combination with another

pen/colour combination.

   If you want to change the colour of an area of the screen, but want to preserve the pen style (eg, the colours surrounding some text) then press Alt-C for "colour overwriting" (see above) before you select "Fill".

   If you want to change the characters but want to preserve the colours of an area, press Alt-P to enable "pen overwriting" before you select "Fill".

 Undo:

   This function undoes the last piece of work - up to 10 levels. Keep pressing Undo to return to your original work.

 Box:

   To draw a box on the screen, firstly click on "Box" then click on the screen where you want the corner of the box. Keep holding the left button down while you drag (rubber band fashion) the box to the shape you want.

   Special feature: if the "pen" character is a line drawing character, then a box will be specially designed using the appropriate line drawing characters for corners etc.

 Text:

   To type text into your picture, firstly click on "Text" then click on the font you wish to use. Then click where you want to begin typing. Press Enter (or mouse left button) to accept what you have typed or press Escape (or mouse right button) to cancel it. Use the backspace key if you make errors whilst typing. Pressing Escape will cancel all the text you type. Undo will erase any text you have typed after you have accepted it.

   You can move text to any place you desire on the screen by using the block move command (see below). This is especially useful for centreing text. You simply block the text and move it to where you want.

   Click on the cat for 16 small and useful pictures (Type letters A..O).

   Select from over 40 fonts on three screens.

 Blocks:

   Click on "Blk" then click where you want the top left of the block to begin. Keep holding down the left button as you drag the block to the size you wish. Release the left button to mark the block then select the operation you desire by clicking on the appropriate button (move, copy, erase, copy to clipboard, paste from clipboard, copy to file, flip horizontally, flip vertically).

   The "copy to file" function is useful when you only want to save a portion of the screen to file. For example, you may have created a heading that takes up only a part of the screen, and you only want to use this portion of the screen in your work.

When moving or copying a block just move the mouse around to till the image is where you want it then place it by pressing the left button.

To paste an image onto the screen that you have previously copied onto the clipboard you simply need to mark a small block at the place where you want the image to be pasted, then select "from clip". The clipboard is especially useful when you want to copy images from one file to another, or when you wish to create multiple copies of an image.

Lines:

Select "Lines" then draw lines around the screen by holding the left button down, as you do with normal drawing.

Special select colour and pen style:

If you can see a character or a colour on the screen that you want to use, then rather than selecting them from the "Pen" and "Pen colour" menus, it is often faster to use the following short-cut:

Position the cursor on the character, then press "C" to grab its colour, "P" to grab its pen style, or "B" to grab both its colour and pen style.

That is: "C"olour   "P"en   "B"oth

Condensed lines on EGA/VGA:

If you have an EGA or VGA system then a small arrow will appear at the bottom right corner of the screen. Clicking on this arrow will switch between 25 line mode and 43/50 line mode.

Viewing the entire picture:

Hold down the right mouse button to remove the bottom menu line for viewing the full picture.

VIEW.EXE to view Text Paint files:

VIEW.EXE is a small program whose sole task is to display the screens you create with Text Paint. Registered users of Text Paint can distribute this program to other parties to display their Text Paint files.

For example if you have a saved text screen called picture.scr then you would issue the command:

        view picture.scr

      or view picture   (view.exe will assume picture.scr)

The picture will be displayed until a key is pressed.

Alternatively you can make view display a picture for only a few seconds with the command:

        view picture.scr 3000   (displays for 3000 milliseconds)
                = 3 seconds

   Using this feature you can create your own slide shows by displaying a number of screens from (say) a batch file. Using the program BAT2EXEC.COM you can turn these batch files into .COM files.

   If your screen images have more than 25 lines then VIEW will automatically switch to condensed line mode on EGA/VGA systems to display the picture.

 TCAPTURE - Text Capture

   Text Capture (which accompanies Text Paint) is a memory resident program that can capture text screen images - IN FULL COLOUR - from other programs. These images can then be viewed and edited with Text Paint.

File Menu

This menu contains commands for saving and printing the current file.

File Save
Save File As..

Page Layout
Printer Setup
Print

Exit

Edit Menu:

This menu contains clipboard functions,   undo, and line block copy/move functions.

Cut
Copy
Paste
Paste Special

Picture Size...

Undo

Copy a Line Block
Move a Line Block

Select All

Repaginate
Edit Section...

Table Edit Submenu:

This menu contains the commands to create and edit text tables:

Insert Table

Insert Table Row
Merge Cells
Split Cell
Delete Cells

Row Position
Cell Border
Cell Shading

Show Grid Lines

Edit Page Header/Footer

Line Edit Submenu:

This menu contain commands to insert, delete, split or join lines.   These edits are limited to one line at a time.

Insert Line After
Insert Line Before
Delete Line

Join Line
Split Line

The following block highlighting functions are not included in the Edit Menu.   Use the mouse or an accelerator key to access these functions:

Highlight a Character Block
Highlight a Line Block

View Menu:
This menu enables or disables document viewing options.

Page Mode

Ruler
Tool Bar
Status Ribbon

Hidden Text
Hyperlink Cursor

Page Header/Footer

Insert Menu:

Break Submenu
  <u>Page Break</u>
  <u>Section Break</u>
  <u>Column Break</u>

<u>Page Numbers</u>

<u>Date</u>
<u>Picture From Disk File</u>
<u>Object</u>

The file objects can also be inserted by using the **<u>drag/drop</u>** method.

Fonts Menu:

This menu contains character formatting commands:

Normal (Reset Character Formatting)
Turn On Bold
Turn On Underlining
Turn On Double Underline
Turn On Italicizing
Turn On Superscripts
Turn On Subscripts
Turn On Strike

Change Fonts and Point Size

Text Color
Background Color
Hidden
Protect

Paragraph Menu:

This menu contains paragraph formatting commands:

Normal (Reset Paragraph Formatting)

Center
Right Justify
Justify
Double Space

Indent Left
Indent Right

Set/Clear Tab Stops

Border...

Other Commands Menu:

This menu contains other miscellaneous functions:

        <u>Search</u>
        <u>Search Forward</u>
        <u>Search Backward</u>

        <u>Replace</u>

            <u>Check Spelling</u>
            <u>Thesaurus</u>
            <u>Text Analysis</u>

        Jump

        Protection Lock

        Beginning of Line
        End of Line
        Beginning of File
        End of File
        Next Word
        Previous Word

Accessories Menu

Paint program
Calendar
Calculator
Clock
Character Map
Clipboard viewer
File Manager

From this menu you can quickly access external and independent programs. By default Breeze runs the standard MIcrosoft Windows programs that are packaged with Windows, but you can edit the ACCESS.INI file to use any programs you specify. For example, you can edit the "Calculator=" line in the ACCESS.INI file to read "BLUECALC.EXE" instead of the default "CALC.EXE".

Miscellaneous editing functions

The following is a list of other common navigation commands that are not included in the Menu.   Use a keystroke, or mouse on the scroll bar to access these commands.

Up Arrow
Down Arrow
Left Arrow
Right Arrow

PgUp
PgDn

Del
Backspace
Tab
Shift Tab

Enter

Delete word
Delete to end of line

Delete Word

Press Ctrl-W to delete the word to the right of the cursor.

Delete to End of Line

Press Ctrl-E to delete the text to the end of the line from the cursor position.

Insert Date into text

Press Ctrl-T to insert the date into the text at the current cursor position.

PgUp Keystroke

Hit the PgUp to position the cursor on the previous page.   You can also click the mouse on the scroll bar (above the elevator) to position on the next page.

PgDn Keystroke

Hit the PgUp to position the cursor on the next page.   You can also click the mouse on the scroll bar (below the elevator) to position on the next page.

Up Arrow

Hit the Up arrow key to position the cursor on the previous line.   You can also click the mouse at any position on the previous line to accomplish the same task.

Down Arrow

Hit the Down arrow key to position the cursor on the next line.   You can also click the mouse at any position on the next line to accomplish the same task.

Left Arrow

Hit the Left arrow key repetitively to move the cursor to a desired column position.   You can also click the mouse at any position on the current line to accomplish the same task.

Right Arrow

Hit the Right arrow key repetitively to move the cursor to a desired column position.   You can also click the mouse at any position on the current line to accomplish the same task.

Del

Use the Del key to delete the current character.   When the Del is hit at the end of a line,   the editor joins the next line at the end of the current line.

Backspace

Use the Backspace key to delete the previous character.   When the Backspace key is hit at the beginning of a line,   the editor joins the current line at the end of the previous line.

Tab

Use the Tab key to advance the cursor to the next tab position.

Shift Tab

Use the Shift Tab key to move the cursor to the previous tab position.

Beginning of Line

Use this function to position the cursor at the beginning of a line.

End of Line

Use this function to position the cursor at the end of a line.

Beginning of File

Use this function to position the cursor at the beginning of a document.

End of File

Use this function to position the cursor at the end of a document.

Enter

In <u>Word Wrap mode</u> the Enter key starts a new paragraph.   In the Text mode the Enter key starts a new line.

Insert After Current Line

In the **text mode** this function creates a blank line after the current line.

Insert Before Current Line

In the **text mode** this function creates a blank line before the current line.

Delete Line

Press Ctrl-D to delete the current line.   The remaining lines will be scrolled up by one line.

Join Lines

In the **__text mode__** this function joins the next line at the end of the current line.

Split Line

In the **text mode** this function splits the current line at the current cursor position.

Next Word

Use this function to position the cursor at the beginning of the next word.

Previous Word

Use this function to position the cursor at the beginning of the previous word.

Page Break

Use this function to create a hard page break before the current line.   A hard page break is indicated by a solid horizontal line.   (Shortcut key: Control+Enter)

To delete a hard page break, position the cursor on the page break line, and hit the delete key.

Section Break

Use this function to create a new section.   The section break is indicated by a double line.   The text for the new section begins after the section break line.

To delete a section break, position the cursor on the section break line, and hit the delete key.

Column Break

Use this function to place the following text on the next text column.   This function is valid in **<u>Print View or Page Modes</u>** only. Further, this option is valid only for the section containing multiple columns.   The column break is indicated by a line with a dot and dash pattern.

To delete a column break, position the cursor on the column break line, and hit the delete key.

Page Numbers

Page Numbers are inserted during printing and appear only on the printout.   The page numbers will overwrite any text you have inserted in a header or footer if the positions coincide, so remember this when constructing your headers and footers.

You can have the page number at the top of the page or the bottom, left justified, centred, or right justified.   You can have Roman numerals for page numbering of indexes if so desired.

The starting page number refers to the number that will be printed on the page, not the actual page number in the document.   These may or may not be the same.   Page numbers less that 1 will not be inserted, so if the starting page number is 0 the very first page printed will not have a page number (a cover page) and the second page printed will be numbered 1.   If you wanted two cover pages then the you would make the starting page number   "-1".

Skip first page number will not print the first page number but will continue normally with the rest.   This is useful for multi-page letters or reports where you do not want a page number on the first page, but want the second page to be numbered "2." and so on.

Page numbers are printed in the default font.

Repaginate

Use this function to repaginate the document to show the page breaks as they would on the selected printer.   Normally, the repagination takes place automatically as you edit the text.   The repagination process is time consuming. Therefore, there may not be enough time for large document to complete the repagination between the edits.   This option provides complete repagination on demand.

The repagination process creates a dotted line to indicate a new page.

Edit Section

Use this function to edit the parameters for the current section (see **Section Break**).   You can specify the number of columns and inter column spacing for the section.   You can also set the section to begin on a new page.

Insert Table

Use this option to insert a new table in the document.   This option prompts the user for the initial number of rows and columns in the table.   The editor initially creates the cells of equal width.   The user can, however, change the cell width by dragging the cell borders using the mouse.

This option is available only in the **Page or Print View modes**.   In the Page Mode, the table cells are arranged by rows.   In the Print View Mode, the table structure is not visible.

Insert Table Row

Use this option to insert a new row before the current table row.   The new table row has the same number of columns as the current table row.

This option is available only in the **Page or Print View modes**.

Merge Table Cells

Use this option to merge together the highlighted cells.   The width of the resulting cells is equal to the sum of all merged cells.   If the highlighted cells span more than one table row, this operation creates multiple merged cells each within its row.

This option is available only in the **Page or Print View modes**.

Split Table Cell

Use this option to split the current table cell into two cells of equal width.   The entire text of the original cell is assigned to the first cell.   The second cell is created empty.

This option is available only in the **Page or Print View modes**.

Delete Table Cells

Use this option to delete the selected cells from the table.   A dialog box allows the user to select the cells for the deletion.

The dialog box has three options: cells, columns, and rows.   The first option selects the current cell or all the cells in the highlighted block of text.   The second option selects all the cells in the current column or the columns containing the cells in the highlighted block of text.   The third option selects all the cells in the current row or the rows containing the cells in the highlighted block of text.

A table is automatically deleted when all its cells are deleted.

This option is available only in the **Page or Print View modes**.

Table Row Position

Use this option to position the table or a selected table rows.   A dialog box lets you position the table as left justified, centered, or right justified.

This option is available only in the **Page or Print View modes**.

Table Cell Border

Use this option to create the borders around the selected cells.   A dialog box allows the user to select the cells for this operation.

The dialog box has three options: cells, columns, and rows.   The first option selects the current cell or all the cells in the highlighted block of text.   The second option selects all the cells in the current column or the columns containing the cells in the highlighted block of text.   The third option selects all the cells in the current row or the rows containing the cells in the highlighted block of text.

The user can specify the width of each border (top, bottom, left and right).   The border width is specified in twips (1440 twips equal to one inch).

This option is available only in the **Page or Print View modes**.

Table Cell Shading

Use this option to shade the selected cells.   A dialog box allows the user to select the cells for this operation.

The dialog box has three options: cells, columns, and rows.   The first option selects the current cell or all the cells in the highlighted block of text.   The second option selects all the cells in the current column or the columns containing the cells in the highlighted block of text.   The third option selects all the cells in the current row or the rows containing the cells in the highlighted block of text.

The shading is specified in terms of the shading percentage.   A value of 0 indicates a white background, where as the value of 100 indicates a black background.   A value between 0 and 100 indicates the level of shading.

This option is available only in the **Page or Print View modes**.

Show Table Grid Lines

Use this option to enable or disable the display of the table grid lines.   The table grid lines are for display purpose only, they are not drawn when printing to a printer.

This option is available only in the **Page or Print View modes**.

Edit Page Header/Footer

Use this option to enable or disable the editing of page headers and footers.   To simply view the headers and footers use the **View Page Header/Footer** option from the view menu.

This option is available only in the **Page modes**.

Page Mode

This option is used to toggle the **Page Mode** for editing on and off.   When the page mode is selected, this option is displayed with a check mark.

Ruler

This option is used to show or hide the ruler.

Tool Bar

This option is used to show or hide the tool bar.

Status Ribbon

This option is used to show or hide the status ribbon.

Hidden Text

This option is used to display the hidden text.

Hyperlink Cursor

This option is used to display the hyperlink cursor when the cursor is positioned on a hypertext phrase. The hyperlink cursor is an image of a hand with a finger pointing to the text.

View Page Header/Footer

This option is used to display the page headers and footers.   If a section does not have its own page header or footer, the editor will display the header or footer from the previous section.

To edit the page header and footer use the **<u>Edit Page Header/Footer</u>** option from the edit menu.

Protection Lock

This option is used to toggle the protection lock.   The protection lock must be turned off to protect or unprotect a block of text.

Highlight a Line Block

Use this function to highlight a block of lines.

Mouse: Position the mouse cursor at any position on the first line of the block and depress the right button.   While the right button is depressed,   drag the mouse to the last line of the block and release the mouse.

Keystroke: Position the caret at any position on the first line of the block and hit the F8 function key. Use the Up and Down arrow keys to position the caret on the last line and hit F8 again.

Normally a function that utilizes a line block, also erases the highlighting.   To explicitly erase the highlighting, click the mouse one more time or hit the F8 key again.

Highlight a Character Block

Use this function to highlight a block of characters.

Mouse: Position the mouse cursor on the first character of the block and depress the left button.   While the left button is depressed,   drag the mouse to the last character of the block and release the mouse.

Keystroke: Position the caret on the first character of the block and depress the shift key.   Now, use the arrow keys to position the caret on the last character of the block and release the shift key.

Normally a function that utilizes a character block, also erases the highlighting.   To explicitly erase the highlighting click the mouse one more time or press any of the positioning keys.

Highlight Current Word

Position the mouse cursor on the word to be highlighted and double click any mouse button.

Select All

This option is used to select the entire document.   (Speed Key: Ctrl A).

Copy a Line Block

Use this command to **copy** a highlighted **line block** from one location to another. This method provides an alternative to the clipboard copy/paste functions for a line block.

Highlight the lines of text to be copied, move the caret to the target location and hit Alt-C (or select the option from the menu). This function does not delete the original block.

Move a Line Block

Use this command to **move** a highlighted **line block** from one location to another.   This method provides an alternative to the clipboard cut/paste functions for a line block.

Highlight the lines of text to be moved,   move the caret to the target location and hit Alt-M (or select the option from the menu).   This function deletes the original block.

Cut Text to Clipboard

Press Ctrl-X (X looks like a pair of scissors) to **cut** a highlighted block of text to the clipboard.   The formatting information is also copied to the clipboard using a special clipboard format.

Copy Text to Clipboard

Press Ctrl-C to **copy** a highlighted block of text to the clipboard.   The formatting information is also copied to the clipboard using a special clipboard format.

Paste Text From Clipboard

Press Ctrl-V (or select from the Edit menu) to **paste** the text from the clipboard at the current caret location.   If the formatting information is available, this command restores the formatting information properly.

Paste Special Objects

This function displays the clipboard data in a number of available formats:

Native Object Format: If available this is the first format in the list box.   The data in this format can be later edited (by double clicking the object) using the *original* application.   This data can be *embedded* into your application by using the Paste option, or you can create a *link* to the original file by using the Paste Link option.

Formatted Text: This is one of the text formats.   This option offers the most suitable format if the data is pasted by another text output application as the font and formatting attributes are reproduced accurately.

Unformatted Text: This is another text format.   This option pastes the text without retaining the formatting information.

Picture Format: The data is available in the Picture format.   This object can be later edited (by double clicking the object) using the Microsofts MS Draw application.   This format is preferred over the bitmap and the device independent bitmap formats.

Device Independent and regular bitmap formats: The data is available in the bitmap formats.   The object can be later edited (by double clicking the object) using the Microsofts MS Draw application.   The editor converts these formats into the Picture format before calling the drawing application.

Insert Picture From Disk File

Use this command to read in a picture bitmap from a disk file at the current caret location.

You can invoke this function by hitting the Alt-F8 function keys together (or select the option from the menu).

Insert Object

This function is used to embed objects into the text.   The list box shows the applications that are available to create the object.   When you select an application, the editor launches the selected application.   You can create the desired object using this application.   When you save the application, the editor inserts an icon for the application.   This icon indicates the inserted object.   You can later edit the object by double clicking at it.

Edit Picture Size

Use this command to specify the new width and height for the current picture.

You can also change the picture size by simply clicking on a picture and pulling its sizing tabs using the mouse.

Undo Previous Edit

The editor remembers your last edit command.   Use this function to undo the last edit command.

You can invoke this function by hitting the Shift F8 keys together (or select the option from the menu). The editor will display a dialog box containing the information about the edit command to be undone. The dialog box displays line number, column position, type of undo (delete/insert/edit) and the contents of the undo buffer.   You may modify the target line number or column position.   Confirm the operation by clicking on the OK button.   When reversing a delete operation,   the editor will restore the deleted text in its original format.

Reset Character Formats

Use this selection to reset all character formats (**bold, underline, italic, subscript, superscript, strike**) for the current character or for all characters in a highlighted block of text.

To reset the character formats for the current character, simply hit Alt-0 (or select the option from the menu).   To reset the formats for a block of characters,   highlight a block using the **Line Block** or **Character Block** options.   Now,   hit Alt-0   (or select the option from the menu).

Bold ON

Use this option to apply the **bold** formatting to the current character or to all characters in a highlighted block of text.

To make the current character appear as bold,   simply hit Ctrl-B (or click on the "B" button on the toolbar, or select the option from the menu).   To apply this format on a block of characters,   highlight a block using the **Line Block** or **Character Block** options.   Now,   hit Ctrl-B (or click on the "B" button, or select the option from the menu).

When you type in on the keyboard,   the new characters automatically assume all the formatting characteristics of the preceding character. Hitting Ctrl-B again will deactivate boldface mode.

To turn off the bold formatting,   select **Normal**.

Underline ON

Use this option to <u>underline</u> the current character or to <u>underline</u> all characters in a highlighted block of text.

To underline the current character,   simply hit Ctrl-U (or click on the "U" button, or select the option from the menu).   To apply this format on a block of characters,   highlight a block using the **<u>Line Block</u>** or **<u>Character Block</u>** options.   Now,   hit Ctrl-U   (or click on the "U" button, or select the option from the menu).

When you type in on the keyboard,   the new characters automatically assume all the formatting characteristics of the preceding character.

To turn off underlining,   select **<u>NORMAL</u>**.

Double Underline ON

Use this option to draw the **double underline** under the current character or under all characters in a highlighted block of text.

To format the current character,   simply hit Ctrl-2   (or select the option from the menu).   To apply this format on a block of characters,   highlight a block using the **Line Block** or **Character Block** options. Now,   hit the Ctrl-2 (or select the option from the menu).

When you type in on the keyboard,   the new characters automatically assume all the formatting characteristics of the preceding character.

To turn off double underlining,   select **NORMAL**.

Hide Text

Use this option to hide a block of text.   Highlight a text block using the **Line Block** or **Character Block** options and select this option from the Font menu.   The hidden text can be made visible by using the **Hidden Text** View option.

To reset the hide option,   select **NORMAL.**

Text Color

Use this option to apply new foreground color to a block of text.   Highlight a text block using the **<u>Line Block</u>** or **<u>Character Block</u>** options and select this option from the Font menu.   A dialog box will prompt you to select the color for the highlighted block of text.

Background Color

Use this option to apply new background color to a block of text.   Highlight a text block using the **Line Block** or **Character Block** options and select this option from the Font menu.   A dialog box will prompt you to select the color for the highlighted block of text.

Protect Text

Use this option to protect a block of text from editing changes.   This option is available only when the **protection lock** is turned off. Highlight a text block using the **Line Block** or **Character Block** options and select this option from the Font menu.

To reset text protection,   select **NORMAL**.

Italic ON

Use this option to *italicize* the current character or to *italicize* all characters in a highlighted block of text.

To italicize the current character,   simply hit Ctrl-I (or click on the "I" button on the tool bar, or select the option from the menu).   To apply this format on a block of characters,   highlight a block using the **Line Block** or **Character Block** options.   Now,   hit Ctrl-I (or click on the "I" button, or select the option from the menu).

When you type in on the keyboard,   the new characters automatically assume all the formatting characteristics of the preceding character.

To turn off the italic format,   select **NORMAL** function.

Superscript ON

Use this option to apply the superscript format to the current character or to apply it on all characters in a highlighted block of text.

To superscript the current character,   simply hit the Alt 4 keys together (or select the option from the menu).   To apply this format on a block of characters,   highlight a block using the **Line Block** or **Character Block** options.   Now,   hit the Alt 4 Keys together (or select the option from the menu).

When you type in on the keyboard,   the new characters automatically assume all the formatting characteristics of the preceding character.

To turn off the superscript format,   select **NORMAL**.

Subscript ON

Use this option to apply the subscript format to the current character or to apply it on all characters in a highlighted block of text.

To subscript the current character,   simply hit the Alt 5 keys together (or select the option from the menu). To apply this format on a block of characters,   highlight a block using the **Line Block** or **Character Block** options.   Now,   hit the Alt 5 Keys together (or select the option from the menu).

When you type in on the keyboard,   the new characters automatically assume all the formatting characteristics of the preceding character.

To turn off the superscript format,   select **NORMAL.**

Strike ON

Use this option to apply the ~~strike~~ format to the current character or to apply it on all characters in a highlighted block of text.

To strike the current character,   simply hit the Alt 6 keys together (or select the option from the menu).
To apply this format on a block of characters,   highlight a block using the **Line Block** or **Character Block** options.   Now,   hit the Alt 6 Keys together (or select the option from the menu).

When you type in on the keyboard,   the new characters automatically assume all the formatting characteristics of the preceding character.

To turn off the superscript format,   select **NORMAL.**

Change Fonts and Point Sizes

Use this function to change the font typeface and point size of the current character or of all characters in a highlighted block of text.

If you wish to change the font for a highlighted block of text, highlight the block using **Line** or **Character** highlight function.   If you wish to change the font of a single character, simply position the cursor on that character.   Now select the font option from the menu or hit the Alt F keys together.   A dialog box will appear that shows the list of typefaces and point sizes to select from.   Make the desired selection now.

This option also allows you to change the default font.   To change the default font,   check the default font box.   This selection will apply the new typeface to all the characters in the document that used the previous default typeface. Similarly,   the characters that used the previous default typeface and point size will now use the new typeface and point size.

Reset Paragraph Format

Use this selection to reset all paragraph formats for the current paragraph or for all lines in a highlighted block of text.

To reset the paragraph formats for the current paragraph, simply hit the Alt P keys together (or select the option from the menu).   To reset the formats for a block of lines,   highlight a block using the **Line Block** or **Character Block** options.   Now,   hit the Alt P Keys together (or select the option from the menu).

Paragraph Centering

Use this selection to center all lines in the current paragraph or all lines in a highlighted block of text.

To center the current paragraph, simply hit the Alt 8 keys together (or click on the button on the tool bar, or select the option from the menu).   To center a block of lines,   highlight a block using the **Line Block** or **Character Block** options.   Now,   hit the Alt 8 Keys together (or click on the button on the tool bar, or select the option from the menu).

Paragraph Right Justification

Use this selection to right justify all lines in the current paragraph or all lines in a highlighted block of text.

To right justify the current paragraph, simply hit the Alt 9 keys together (or click on the button on the tool bar, or select the option from the menu).   To right justify a block of lines,   highlight a block using the **Line Block** or **Character Block** options.   Now,   hit the Alt 9 Keys together (or click on the button on the tool bar, or select the option from the menu).

Paragraph Justification - both sides

Click on the button on the tool bar, or select from the paragraph menu, to justify the text on both left and right margins.

To justify a block of lines,   highlight a block using the **<u>Line Block</u>** or **<u>Character Block</u>** options and select this option from the paragraph menu).

Paragraph Double Spacing

Use this selection to double space all lines in the current paragraph or all lines in a highlighted block of text.   A double spaced paragraph has a blank lines between each text line.

To double space the current paragraph, simply hit the Alt O keys together (or click on the button on the tool bar, or select the option from the menu).   To double space a block of lines,   highlight a block using the **Line Block** or **Character Block** options.   Now,   hit the Alt O Keys together (or click on the button on the tool bar, or select the option from the menu).

Paragraph Indentation (Left)

Use this selection to create a left indentation for all lines in the current paragraph or for all lines in a highlighted block of text.   The successive use of this option increases the amount of left indentation.

To apply the left indentation to the current paragraph, simply hit the Alt L keys together (or click on the button on the tool bar, or select the option from the menu).   To apply the left indentation to a block of lines,   highlight a block using the **Line Block** or **Character Block** options.   Now,   hit the Alt L Keys together (or select the option from the menu).

You can also create the left indentation by dragging the indentation marker on the lower left side of the ruler to a desired location.   The marker at the upper left side of the ruler controls the left indentation of the first line.

Paragraph Indentation (Right)

Use this selection to create a right indentation for all lines in the current paragraph or for all lines in a highlighted block of text.   The successive use of this option increases the amount of right indentation.

To apply the right indentation to the current paragraph, simply hit the Alt R keys together (or select the option from the menu).   To apply the right indentation to a block of lines,   highlight a block using the **Line Block** or **Character Block** options.   Now,   hit the Alt R Keys together (or select the option from the menu).

You can also create the right indentation by dragging the indentation marker on the lower right side of the ruler to a desired location.

Set/Clear Tab Stops

The editor supports left, right, center and decimal tab stops .

The tab stops can be set for the current paragraph or all lines in a highlighted block of text.   To set the 'left' tab, click the left mouse button on the ruler at the desired location.   To set the 'right, tab, click the right mouse button on the ruler at the desired location.   To set the 'center' tab, hold the shift key, and click the left mouse button on the desired location.   To set the 'decimal' tab, hold the shift key, and click the right mouse button on the desired location.

To move a tab position, simply click the left mouse button on the tab indicator, and keep the mouse button depressed.   While the mouse button is depressed drag the mouse to the desired location, and release the mouse button.

To clear a tab position, click the right mouse button at the desired tab indicator on the ruler.   To clear all tabs for a paragraph, select the 'Clear All Tabs' option from the menu.

Paragraph Border

This option allows you to create the borders around the paragraphs.   You can draw all four sides of the border, or you can draw only the selected sides.   Additional two options allow you to select thick and double lined borders.

When two or more contiguous paragraphs have identical paragraph formatting parameters, a single border is drawn to enclose all such contiguous paragraphs.

The top line of the border is placed beneath the top of the first line.   The bottom line of the border is placed above the bottom of the last line.   Create a blank line at the top and bottom if you need additional clearance at the top or bottom.   The left line of the border is placed before the left indentation for the paragraph.   Therefore, the left side may not be visible for the paragraph with no left indentation.   The right line of the border is placed after the right indentation.   Therefore, the right side may not be visible for the paragraph where the right margin extends up to or beyond the width of the wind.

Search for a Text String

Use this function to locate a string of characters in the current file.   The editor will search for the first instance of the given character string.   To find the subsequent instances of the same character string use **Search Forward** or **Search Backward** commands.

You can invoke this function by hitting Ctrl-F (or select the option from the menu).   The editor will display a dialog box where you enter the character string to locate.   You can specify the search to be in the backward or the forward direction from the current cursor position or you can specify the search to take place from the beginning of the file. You can also force a non-casesensitive search,   in which case the string is matched irrespective of the case of the letters in the string.

Repeat a search with Ctrl-L to search forwards
                              or Ctrl-K to search backwards

Search Forward

Use this function to locate the next instance of a previously located string using the **Search Function**.   If the Search Function is not yet invoked,   this function will call the Search Function instead.

You can invoke this function by hitting Ctrl-L (or F3, or select the option from the menu).

Search Backward

Use this function to locate the previous instance of a previously located string using the **<u>Search Function</u>**.   If the Search Function is not yet invoked,   this function will call the Search Function instead.

You can invoke this function by hitting Ctrl-K (or select the option from the menu).

Replace a Text String

Use this function to replace a character string with another character string.

You can invoke this function by hitting Ctrl-R (or select the option from the menu).   The editor will show a dialog box where you will enter the old and new character strings.   You may also choose to conduct the replace only within a selected part of the file.   To choose such a block of text,   the desired text must be highlighted before invoking the replace function.   This command supports these highlighted blocks:

       <u>Line Block</u>
       <u>Character Block</u>

The dialog box also offers you an option to force the editor to verify each replace.

Check spelling

Check your spelling using Breeze's 100,000 word dictionary.   If a word is found that is not in the dictionary you will be prompted to either confirm the spelling, type a correction, or select an alternative from a list of suggested words. You are given the opton to add the word to your own personal dictionary if you wish, so that the spelling checker will recognize the word next time.

If you mark a block the spelling check will only operate on the text within the block.

To check the spelling of a single word, double click on the word (to mark it) then press Ctrl-S (or select Spell Check from the menu) to check its spelling.

Thesaurus

Text Analysis

   Press Ctrl-Z for a word count and to analyze the text for readability. This will give you the Flesch readability index from 1 to 100, with 100 being the easiest, 50 being fairly difficult and 10 being extremely difficult to read.   This index is calculated using average sentence length and the number of syllables in words.

   The personal words index measures the frequency of personal words like "I", "you" and "we".   The more personal words you use, the more interesting the material is to read.   A reading of 0 is poor, and 10 is very good.

   The action words index measures the frequency of action words like "go", "push" and "pull", which likewise make the   material more interesting to read.   A score of 10 is the highest, 0 is the lowest.

Insert Mode Toggle

Use the Ins key to toggle the insert/overtype mode of the editor.   The editor indicates the current mode in the status line.   By default the insert mode is toggled on.   When overtype mode is ON the existing text is replaced with the newly typed text, otherwise the text is inserted and the existing text is pushed to the right.

File Save

Use this selection to save the text and format data to the current file name.   If a file is not yet specified, the editor will prompt you for a file name.   If a file with the same name already exists on the disk,   the editor will save the previous file with a backup extension (.TE).

If the I/O is conducted through a buffer rather than a disk file,   the editor creates a new buffer with the updated text.

You can invoke this function by hitting the F3 function key (or select the option from the menu).

Save File As..

This selection is similar to **<u>Save File</u>** but allows you to specify a new file name for saving the text.

From the save file dialog box you can change the format under which the document will be saved.   If you want to create an electronic book out of your text then save a copy of your document in "Breeze for DOS" format.

You can invoke this function by hitting the Shift-F2 (or select the option from the menu). Hitting F2 will save the document under its current name.

Exit edit window

Use this function to quit and close the current edit window.   If the current file is modified,   you will have an option to save the modifications.

You can invoke this function by hitting the Ctrl F3 function keys together (or select the option from the menu).

Print

Use this option to print the contents of the current file.   You may also choose to print only the selected part of the file.   To print a block of text,   the desired text must be highlighted before invoking the print function.

The print function will print on a default printer selected from the Windows' control panel.   The word processor will select the closest printer fonts that match with the display fonts.   You can alter certain print parameters using the **printer setup** or **Page Layou**t prior to invoking the print option.

You can invoke the printing function by hitting the F4 function key (or select the option from the menu). The editor will display a dialog box where you can select the scope of the printing.

Page Layout

Use this option before selecting the **<u>Print</u>** option to specify the page layout.   You can specify these parameters:

           a)   Margin (left, right, top and bottom) in inches.

           b)   An option to print in a justified manner.   This option flushes the words on the left and right margins.

You can invoke this function by hitting the Ctrl F4 function keys together (or select the option from the menu).

Printer Setup

This option invokes a printer specific dialog box for the default printer (the default printer selection is made from the control panel of Windows)   You select the parameters from a set of printer specific options.   These options include page size,   page orientation,   resolution, fonts etc.

You can invoke this function by select the option from the File menu.

Jump to a line number

Use this function to position on a desired line number.

You can invoke this function by hitting the F10 function key (or select the option from the menu).   The editor will then display a dialog box so that you can enter the line number to jump to.

Edit Modes

Text Mode: The text mode is initiated when the editor is called with word wrapping turned *off* (from the configuration menu). This mode is most suitable for editing the text files such as computer programs and batch files. In this mode, the lines are not wrapped automatically. This mode does not offer the paragraph formatting features.

Word Wrap Mode: This mode is initiated when the routine is called with the word wrapping turned *on* (from the configuration menu).   In this mode, the text in a window is automatically formatted to wrap at the end of the line.   Therefore the complete line of text is always visible regardless of the window width. This mode allows the character and paragraph formatting features.

Print View Mode: This mode is initiated when the editor is called with both the Word Wrap and the Print View flags turned on.   In this mode, the text lines are wrapped as they would when printed to the selected printer.   The horizontal scrolling is automatically provided when the text goes beyond the current width of the window.   This mode offers all the features of the Word Wrap Mode.   In addition, it provide automatic repagination.   This mode also allows for sections with multiple columns.   In this mode text may extend beyond the right edge of the screen.   If you this happens and you want to see all the text then turn Print View Mode off.

Page Mode: This mode is initiated when the editor is called with both the Word Wrap and Page Mode flags turned on.   As in the Print View mode, the text lines are wrapped as they would when printed to the selected printer.   In this mode, however, the editor displays one page at a time.   This mode is most useful for the documents containing multiple columns, as the columns are displayed side by side.   In addition, this mode provides all the features of the Print View mode.

Drag/Drop

This is a method of inserting a file object into the text.   To insert a file, open the Windows File Manager and locate the file to be inserted.   Now click the mouse and keep the mouse button depressed as you move the mouse cursor to the editor window.   Release the mouse button at the location where the object should be inserted.   The editor shows an icon to indicate the inserted object.   You can edit this object by double clicked at the icon.

The object inserted using this method makes use of the Microsofts Packager application to tie the file with the application that originally created it.

Convert Text Format

Use the "CONVERT.EXE" program (distributed with Breeze for Windows) to convert your old "Breeze for DOS" format text files into "Breeze for Windows" format.   This is only important if you have character style information (italics, boldface, etc) in the file.   Breeze for DOS text files that do not contain different text styles do not need to be converted.

Letter Writing

The best method for writing letters with Breeze is to keep a template letter, which contains no more than your letterhead, or at least your name and address, which you modify each time you write a new letter. You would save the file under a different name using the "Save As" function, so that you do not write over your template letter.

Insert the current date into your text at the cursor position by pressing Ctrl-T.