602Text

602Pro PC SUITE

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Foreword

Thank you for taking the time to download and install 602Pro PC SUITE. 602Text, as a part of this office suite, is an advanced word processor that allows you to create professional documents. As part of our committed effort to support existing and new users, we have developed the 602Text User's Guide. The online documentation is updated frequently; therefore, it might be more up to date than printed documentation. You can access online documentation on the World Wide Web at:
http://support.software602.com/

How is this guide structured?

The topics in this guide begin with the most basic operations and increment in complexity as the chapter's progress.
To help you find what you need, each chapter begins with a brief description of the topics that will be covered. Each topic and section heading is aligned to the left part of the document for your convenience. In addition to this, informative Tips have been placed inside each chapter along with a chapter conclusion and exercises to help you become a 602Text expert.

Commonly used terms

To fully understand the content of this guide, you should be familiar with the following term:

Document – In general, when we refer to a document, we speak of a file that is created and saved in a word processor. A document can be saved to the local hard disk, floppy disk, network drive or any other storage device.
Toolbar – 602Text contains many features. To make these features easily accessible to you, they are placed in what is called a Toolbar as buttons. To use a particular feature, simply press the desired button.
Menu bar – The menu bar is the mother of all menus. From here you can find all of the functions that are available. A menu bar may be composed of several submenus.
Status bar – The status bar is used to display information about the document.

Dialog – A dialog, in generic terms, allows you to define the parameters that affect the way 602Text functions.

Getting Started 1

Introduction

There are three fundamental operations that you should be able to perform in any word processor. This chapter will focus exclusively on these three fundamental operations:

1. Creating a new document
2. Saving a document
3. Opening a document

Creating a new document

There are two types of documents that can be created: a normal document based on the normal template and a document that is based on a user-defined template.

To create a normal document:

1. Open 602Text
2. Using your mouse, click **File** and then **New**. You may also use the **New** button on the toolbar, or the keyboard shortcut Ctrl+N.

A template is a file that contains a predefined format. Such files have the *.WPT extension. By default, all new documents that are created in 602Text are based on the normal template.

There are two ways in which a template can be accessed. First by using the keyboard shortcut Ctrl+Shift+N. The second method requires an option change. From here we will tell 602Text to offer a new template whenever the **New** command is used:

1. Using your mouse, click on the **Tools** menu, and then **Options**.
2. Click on the **Files** tab, and checkmark **Offer new templates for new documents**.
3. Now click **New** on the toolbar. A new document dialog will appear. Select the template or press the **Normal** button to create a new document.

Now whenever the **New** command is used, a new document dialog will appear. From here, you can create a new document based on an existing template or create a normal document. Let's review the features of this dialog.

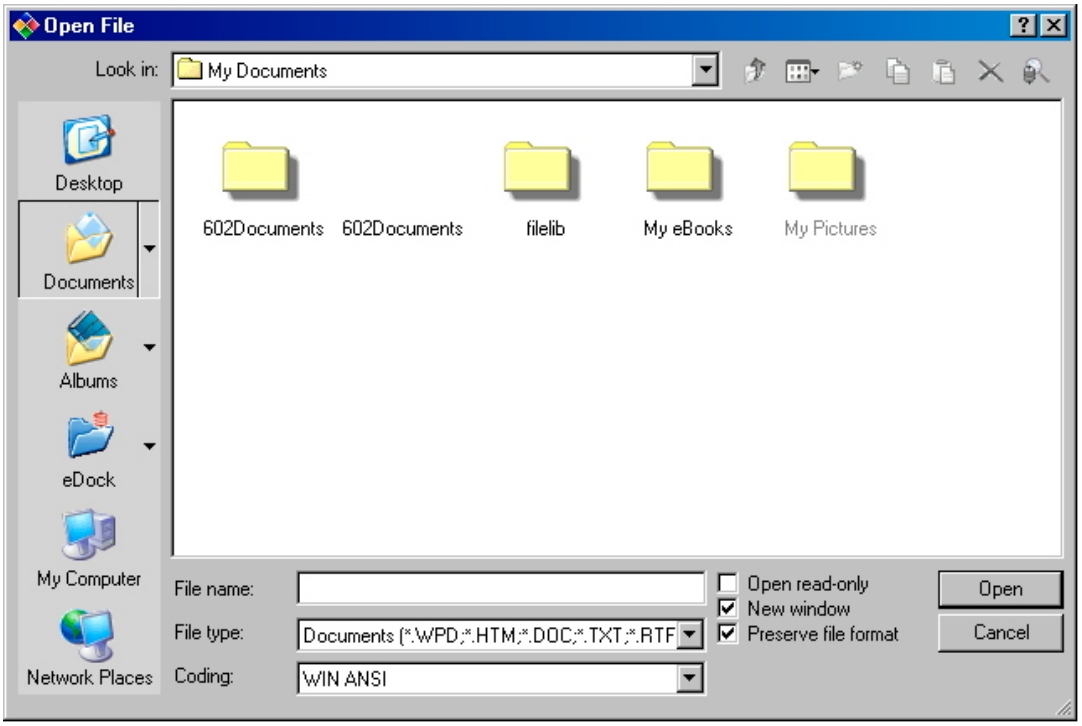
The new document dialog is very similar in appearance to the Open and Save dialog. They all however, have some common features:

- **New window** - To always open a new document in a new window, check the box Open new document in new window on the Files tab in Options.
- **Normal button** – When this button is pressed, a new document based on the normal template will be created.

Opening a document

To open documents that are already saved on your computer, or on a mapped local drive, click **Open** on the **File** menu, or click the **Open** button on the toolbar. This will launch the Open dialog from which you can choose the document to open.

The Open File Dialog



The five buttons in the left section of the dialogue allow you to choose the way files and folders are viewed and the source of the file in the Open dialogue:

- **Desktop –** Displays the documents or folders that are on the Windows desktop. It also displays the **My computer** and **Network neighborhood** icon from which you can access documents on a local drive or network folder.
- **Folders** – Standard file and folder view typical to the Windows system dialogues. Documents are displayed in the form of small previews that can be zoomed by clicking the zoom symbol in the bottom right corner of the preview. You can use the buttons in the top right section of the dialogue to change the display mode of the dialogue to **List** or **Details**.
- **Albums** – Allows you to insert an image from a 602Album photo album to a document or insert a file or document from a 602Album Binder

- **eDock** – Allows you to save a document to a folder in the eDock document storage system. This feature is only available when the eDock Windows client is installed and properly configured on your computer. eDock is an add-on to PC SUITE that offers document sharing and full text index/search with access from the Internet/Intranet.
- **Find** – Enables you to search for a document in the eDock document storage system. This feature is only available when the eDock Windows client is installed and properly configured on your computer. The feature is useful if you need to find out if a document of the given name already exists and where it is located in eDock. A list of queries appears in the Look in: field. If you want to enter a new query, click the button with the red question mark. Buttons with yellow question marks show recently saved queries. There is an option to add each new query to the list of queries by checking the box Add to the list of queries.

602Text can open many types of documents. To open documents of a particular format use the **File type**: box to specify the file format.

When the format is selected, only documents matching that format will be displayed.
If you check the box **Read only**, you will be able to see the content of the document, but you will unable to change it.

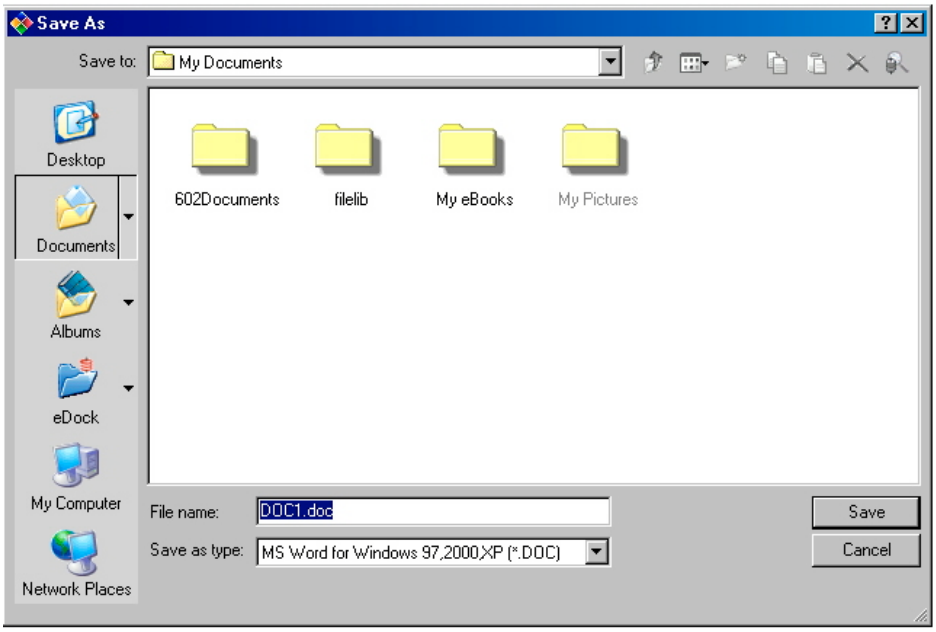
Check the box **New window** to open each document in a new 602Text window.
If you check the box **Preserve file format**, 602Text will allow you to save the document in the same file format during file save (WPD to WPD, DOC to DOC etc.).
To always open a new document in a new window, check the box **Open new document in new window** on the **Files** tab in **Options**.

Saving a Document

You may save a document using the commands **Save** or **Save As** from the **File** menu, or using the **Save** button on the tool bar. Using the Save command will activate the save dialog:

Save As Dialogue

New to this version of 602Text is the ability to save in the Rich Text Format (*.RTF). Many other formats are also available.



The five buttons in the left section of the dialogue enable you to choose the way files and folders are viewed and the source of the file in the Save dialogue:

- **Desktop –** Displays the documents or folders that are on the Windows desktop. Also displays **My computer** and **Network neighborhood** from which you can open a document.
- **Folders** – Standard file and folder view typical to the Windows system dialogues. Documents are displayed in the form of small previews that can be zoomed by clicking the zoom symbol in the bottom right corner of the preview. You can use the buttons in the top right section of the dialogue to change the display mode of the dialogue to **List** or **Details**.
- **Albums** – Allows you to insert an image from a 602Album photo album to a document.
- **eDock** – Enables you to save a document to in the secure document storage system. This feature is only available when the eDock Desktop and/or eDock Client is installed on your computer. eDock Desktop is an add-on to PC SUITE that offers secure document storage and full-text indexing and search capabilties. eDock Server is a network application that offers secure document storage on the Intranet/Internet along with full-text indexing and search capabilities.
- **Find** – Enables you to search for a document in the eDock document storage system. This feature is only available when the eDock Windows client is installed and properly configured

on your computer. The feature is useful if you need to find out if a document of the given name already exists and where it is located in eDock. A list of queries appears in the Look in: field. If you want to enter a new query, click the button with red question mark. Buttons with a yellow question marks show recently saved queries. There is an option to add each new query to the list of queries by checking the box Add to the list of queries.

Saving as HTML documents

When saving a document as CSS, check the box **Export CSS** styles.

1. Click **File** and then **Properties**
2. In the **HTML** tab, click the **CSS** button.
3. Click on the **export cascading style sheets** checkbox. Check the box **use external CSS file** to save information about cascading styles to a file. Enter the name of this file in the box on the right or click the button right from the box (three dots) to find the file.

Creating an automatic Backup Copy

When a backup copy of a document is created, you can use that document when the original has been lost or damaged.
To automatically create a backup copy, open the **Options** command in the **Tools** menu. Check the **Create Backups** checkbox in the **Save** section of the **Files** tab. Each time a document is saved, a duplicate copy is made with the same name and the extension *.BAK.

Auto-Recover: Automatically saves your document

602Text can automatically save your document at set time intervals. To use this feature, use the **Options** command in the **Tools** menu. Enter any number (1 to 99) in the **Save Auto-Recover every xx** minutes in the **Save** section of the **Files** tab. The document will always be saved after the specified time period.

If the document was already saved in 602Text, it will be saved with the same name without further questions.
If the document was not saved or it is an imported text, the **Save As** command dialogue will appear so you can choose save parameters.
If you are exporting into a format different from 602Text (using the **Save as type**
list), the working file name (including a temporary one) will remain without any changes.
If the file name of the document you are saving already exists, a dialogue appears prompting you to allow overwriting the old file.

Closing a document

To close a document, click on the File menu and select Close. If the document has not been saved or if you have made changes and not saved the document, you will be prompted to save the document. If the document has not been saved in 602Text, the **Save As** dialogue opens.

Tip: Saving All Documents Simultaneously

To save all open documents at the same time, click the button **Save All** on the standard toolbar.
If the **Save All** button does not appear on the standard toolbar, you can add it in the **Customize Toolbar** dialogue. Right-click over any toolbar and choose **Customize** to open this dialogue, and add the **Save All** button.

Chapter summary

- The standard 602Text filename extension is WPD. Not all document formats are compatible with 602Text. To see a list of the compatible formats, click on the **File type** box.
- It is possible to open a document in a new or existing window. To open a document in a new or existing window, click on the **New Window** checkbox.
- You can change the default file type used to save documents in the **Default type** combo box, which is on the **Files** tab of the **Options** dialogue.
- You may also open a document saved with the attribute "read-only". In this mode, you will be able to see the contents of the document but unable to change it.

Tip: Scroll to caret

Check the box **Scroll to caret** to always move to the place in the document, where the document was last edited, when opening a document.

1. Click **Tools** and then **Options**
2. In the Files tab, click on the **Scroll to caret** checkbox.

Learning Exercise: Create and save a document

Thus far, we have covered a small portion, but essential part of 602Text: Opening, creating, saving and closing a document. Now its time to use what you have learned. In this exercise, you will create a new document, save the document inside a folder called 602Exercise, close and append the document. Follow the steps below, then try it on your own:

1. Open 602Text
2. Click the **New** button on your toolbar.
3. We want to use the *.DOC format as the default format, so click on the Tools menu on the menu bar, and select Options.

4. In the Options dialog, click on the Files tab. Click on the drop down menu of the Default file type: and select the MS-Word for Windows 97, 2000(*.DOC) format. Click OK.
5. Now write your first document, then click the **Save** button on your toolbar.
6. The **Save as** dialog will appear, click **Save to:**. A pull down menu, listing all of your local drives will appear, click on Local Disk (C:).
7. Now click the New folder button on the Toolbar of the dialog. A folder will appear called new folder, at this point, type 602Exercise and press the Enter key on your keyboard. You have now created a new folder called 602Exercise on Local Disk (C:).
8. In the **File name** field, enter the name of this document: myFirstDocument and click the Save button.

Congratulations! You have created a new document called myFirstDocument.DOC in the 602Exercise folder. Now try this exercise again on your own. This chapter covered the most basic functions of 602Text. You learned how to open and save files. In the next chapter, you learn about the basic parts of 602Text. You will learn how to print documents and use some of the common editing tools.

2 Just the Basics

Introduction

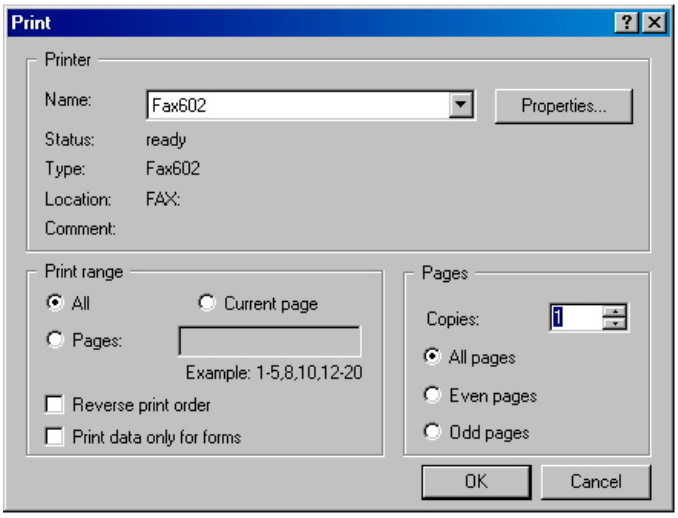
In the last chapter, we reviewed some basic document operations: opening, saving, etc. This chapter will focus on common, everyday tasks. If you have used a word processor in the past, then you should already be familiar with these functions. The chapter will conclude with a simple exercise.

This chapter will cover:

- Printing a document
- Using Print Preview
- The Undo command
- The Find and Replace command
- Working with the Clipboard
- Moving and copying text in a document

Printing a document

You can print a document or part of a document by using the **Print** command in the **File** menu, by using the printer button on the toolbar, or by using the keyboard shortcut **Ctrl+P**. All three commands will launch the **Print** dialogue.



Within the Print dialog, you will find many options that allow you choose how the document is printed and where. Some of these options you may never use, but others you will use frequently. Let's cover each part of this dialog.
The Print dialog is divided into three sections:

- The Printer section
- The Print range section
- The Pages section

Printer section

Within the **Printer** section, you will find options that allow you to select the Printer, status of the printer, printer type, and location of the printer. From here, you can also access and modify the properties of the printer.

The first item that you will notice is a field called **Name**. This field displays the name of the default printer. You may at times need to print to a printer other than the default printer. To do this, click on the **Name** pull down menu and select the printer. The Printer button on the toolbar also has a similar feature, allowing you to select the printer from a pull down menu.
The other three fields, status, type, and location displays live information about the printer.

- **Status** - displays the status of the printer. When the printer is working, the field is occupied by the word "Ready". If the printer is not properly installed, it will say "error" or "not ready".
- **Type** – the type field displays the name of the printer.
- **Location** – the location field displays the location of the printer- printer port, network port, or virtual port.

To change the default printer options for the selected printer, click on the **Properties** button.

In addition to printing your document, you can print to a file. Before you print to a file, you must know which printer will print the file. 602Text will then save the file in the appropriate printer language. The print file can then be printed on that printer even if 602Text is not installed.

Tip:
Print at higher resolution

By creating a printer file, you can print that file on a printer with much higher resolution. 602Text will save the necessary information from your document so that line, page breaks and font spacing remains the same. To print the file, the printer must use the same printer language (Postscript), and fonts. Since the printer file

contains all the necessary information, 602Text does not need to be installed on the new printer workstation.

Print Range section

The options in this section allow you to specify the order, format, and which pages are printed. You can print the entire document, or a part specified by a range of pages.

- If you wish to print the entire document, use the default value **All**.
- If you wish to print only a part of the document, use **Pages**. Only the selected part of the document will be printed.

To print the current page, place a check mark on the Current checkbox.

Beware – page numbering is done according to the selected type of numbering in the document and chapter, it is therefore necessary to enter the actual values!

A document is usually printed from the beginning, i.e. from the lowest page number. If, for any reason, you wish to print starting at the end of document, check the **Reverse print order** checkbox.

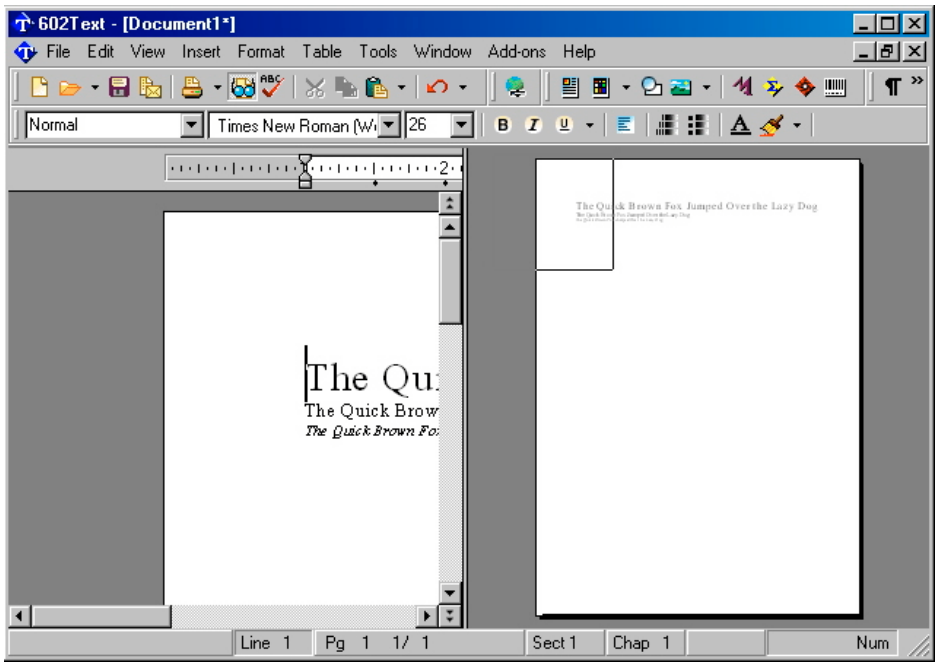
New to this version of 602Text is the option to print only data for forms in 602Text. If you check the box Print data only for forms 602Text will print only the data from the form fields in the current document.

Pages section

The options in this section allow you to define the number and order of pages printed. To print more than one copy of a document, change the value in the Copies field. If the radio button “All” is selected, all pages are printed consecutively. If you select Odd only the odd numbered pages will print.

Print Preview

There are many options in the Printer dialog to play with. With time and practice you will come to understand them all. However, there is yet another part of printing that has not been discussed- using the Print Preview command. By using the Print Preview command, you can see a full page preview of your document, exactly how it will appear when it’s printed - WYSIWYG (What You See Is What You Get).
To preview a document, click Preview on the File menu, press Shift+Ctrl+P, or click the preview button on the standard toolbar button.



When the **Print Preview** command is given, the 602Text interface changes into two sections. The first section is the document editing section. From here you can edit the document. The second section, the preview section, will display a preview of the document. In the preview section, you will find a preview window that resembles a square. It has several functions:

- By changing its size and position, you can change the scale in the editing window and its immediate contents.

- The preview window in the right section works as a magnifier enabling you to edit a selected part of the page. Dragging the mouse beyond the preview window moves the page segment, dragging the mouse beyond the borderlines changes its size.

Dragging past one line, proportionally, changes the size of the entire rectangle. Clicking on the right mouse button opens a floating menu that offers several zoom factors or the possibility to cancel preview and return to the normal display.

- Dragging the mouse beyond the dividing line may change the proportion of the windows.

Both print functions are relatively easy to learn. If you ever encounter any problem printing, make sure that the Printer status is "ready". If not, consult the manufacturer of the printer.

The next section of this chapter will cover topics that will help you become more efficient. It will cover the **Undo**, **Find** and **Replace** command, and moving and copying text. Let's begin with a discussion of the **Undo** command.

Undo

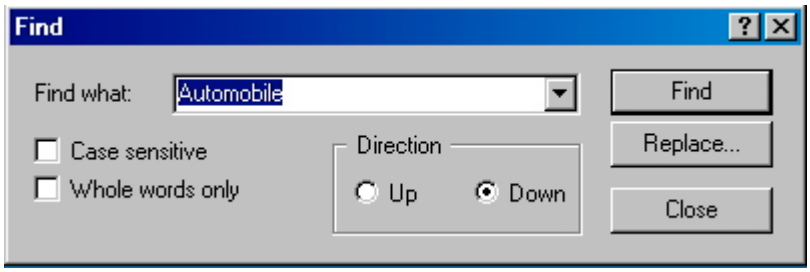
The **Undo** command is perhaps one of the simplest, yet one of the best commands to understand. Simply put, the **Undo** command will undo the last operation performed. The command can be used as long as there is an action to undo.

To use the **Undo** command, at its basic level, press the **Undo** button on the toolbar, or use the keyboard shortcut Ctrl+Z.

To use the advanced **Undo** command press Ctrl+Shift+Z. This command will activate the **Undo** dialogue. From here you can see all of the actions that can be undone: insert, delete and cursor movement.

Find and Replace

The Find and Replace commands perform two actions. When the Find command is used, 602Text will search for all instances of the searched word. When the Replace command is used, 602Text will search for the queried word and replace it with another.



Let's review some of the functions that are available inside the Find dialog:

- **Whole words only** – When this option is used, 602Text will search for a string of words.

- **Case sensitive** – By default, the find function is not case sensitive. If you want to make the search case sensitive you have to check **Case sensitive**.
- **Search Direction** - The active document can be searched from top to bottom, from the current cursor position. The search direction can be set in the Direction section. There are two options: Up (towards the beginning) and Down (towards the end).

If a match is found, the match is highlighted. If no match is found, the following report is displayed: "word not found".

If you want to replace the searched pattern with another word or string select **Replace**. This will open the **Replace** dialogue for further input (see Replace).
Now let's review the **Replace** command in more detail. Understanding this command will help you edit your documents with greater efficiency. As with the Find command, the Replace command will search for all instances of the queried word. It however, allows you to replace instances of the queried word with another word or string.
The Replace dialog looks very similar to the Find dialog. Let's review some of the features of the Replace dialog:

- **Find What** – this is the field were the queried word is entered.
- **Replace with** – here enter the word that will replace the queried word.
- **Whole words only** – when this option is used, 602Text will search for a string of words.
- **Case sensitive** – by default, the find function is not case sensitive. If you want to make the search case sensitive you have to check **Case sensitive**.

Moving Text in a document

There are two ways in which you can move text. First by using the Move command and second, by using the Drag and Drop method.

To move text in a document by using the **Move** command:
Select desired block of text.
Cut the block using the button **Cut** from the **Edit** menu (shortcut **Ctrl+X**, or **Shift+Del**), or select the **Cut** button from the toolbar.
Place the cursor on the position where you want to paste the selected block.
Paste the clipboard content using **Paste** from the **Edit** menu or use shortcut **Ctrl+V** or **Shift+Ins**, or use the **Paste** button from the toolbar.

To move text by using the Drag & Drop method:
Select the block of text or object.
Move the mouse pointer onto any place inside the block.
Hold down the left mouse button. Cursor will turn to arrow accompanied with a symbolic frame.
Holding the mouse button move the mouse. The displayed cursor will help you to place the moved block.
Release the mouse button. Block or object is moved to the selected place.

Copying text in a document

To copy a block of text or object:

1. Select the desired text block.
2. Copy the block to clipboard using **Copy** from the **Edit** menu (shortcut **Ctrl+C** or **Ctrl+Ins**). The toolbar has more options.
3. Place the cursor on the target.
4. Paste the clipboard contents using the **Paste** command from the **Edit** menu or using shortcut **Ctrl+V** or **Shift+Ins**. The **Paste** command can be executed from the toolbar.

This command also allows you to use the Drag and Drop method:

1. Select a block or object.
2. Move the mouse cursor to any place inside the object or block.
3. Hold down the left mouse button. Set the cursor to the target place.
4. Press the **Ctrl key** and release the mouse button. The block (object) is copied to the selected place.

The term clipboard was used. This may be a new term for you so lets quickly review this part of Windows. The Clipboard is a Windows program that allows you to place data into temporary storage, the Clipboard, for quick retrieval. The term **Paste** is used to describe the action of transferring data from the **Clipboard** to another program.

In 602Text, every object that is inserted into the clipboard has a file format with various priorities. For pasting, the clipboard uses the format with the highest priority.
For common pasting use **Paste Special** (shortcut **Shift+Ctrl+V**).
To paste a clipboard filled in 602Text you can choose from more formats.
If you have entered a block of text you will find:

- 602Text object (if 602Text was running)
- Unformatted text (always)
- Picture metafile (if 602Text was running)

- Picture enhanced metafile

You can get precise information about clipboard contents by using the **Clipboard Viewer**.

Chapter summary:

- The Printer dialog allows you to print single, multiple, or range of pages. Printer properties can be accessed by clicking on the Properties button inside the Printer dialog.
- Using the Print Preview command allows you to preview the output of your document before printing it (WYSIWYG). You can edit the document and preview all modifications in the Preview section.
- Use the Undo command to fix accidental changes (ie. accidentally deleting parts of the document).
- Use the Find and Replace command to quickly edit your document. Replace all or some of the queried words.
- To move a block of text, use the **Move** command (**Ctrl+X** and **Ctrl+V**). This command removes the selected block of text from its current location. It can then be pasted in a new location or even in another program.
- To copy a block of text use the **Copy** command (**Ctrl+C**). This command makes a duplicate copy of the original. It can then be pasted (**Ctrl+V**) in a new location or even in another program.

Learning Exercise:

This chapter covered some basic, yet fundamental commands. Let's use this exercise to further enhance our understanding of these commands.

1. Open a document or create a new document inside 602Text.
2. Now select a block of text and copy it to the Windows Clipboard. Press Ctrl+X or use the Move button on your toolbar.
3. The selected block of text is now stored in the Windows Clipboard.
4. Paste, Ctrl+V, the selected block of text to a new location in your document. You pick the location.
5. Now let's preview the document before printing it. Click **File** and then **Preview**.
6. The 602Text interface is in preview mode. Play with the Preview window on the left side and edit the document on the left side.
7. After you are done, click the Print button on your toolbar. The Print dialog will appear.

8. If the Printer status is ready, click OK. If you only want to print the first page, click Current page in the Range section, or click Pages and specify the page or page range.

We have thus covered some relatively basic topics. These topics did not address any type of formatting. In the next chapter you will learn how to insert objects, format objects, and learn about styles.

Beyond the Basics 3

Introduction

There are many types of objects that can be inserted. Let's first begin by defining the term object. An object is a generic term used to describe something that is inserted into a document. There are many types of objects. This chapter will cover three basic object types: picture objects, text object, and AutoShape objects. Table and OLE objects will be covered in the last section of this chapter.

Each section of this chapter will have two basic parts: inserting the object and formatting the object.

Inserting Objects:

A picture is inserted into the active document using the **Picture** command from the **Insert** menu or by pressing the Picture button on the toolbar. After the **Picture** command is used, an Open dialog will appear. Find the picture file and click OK.

Inserting picture objects

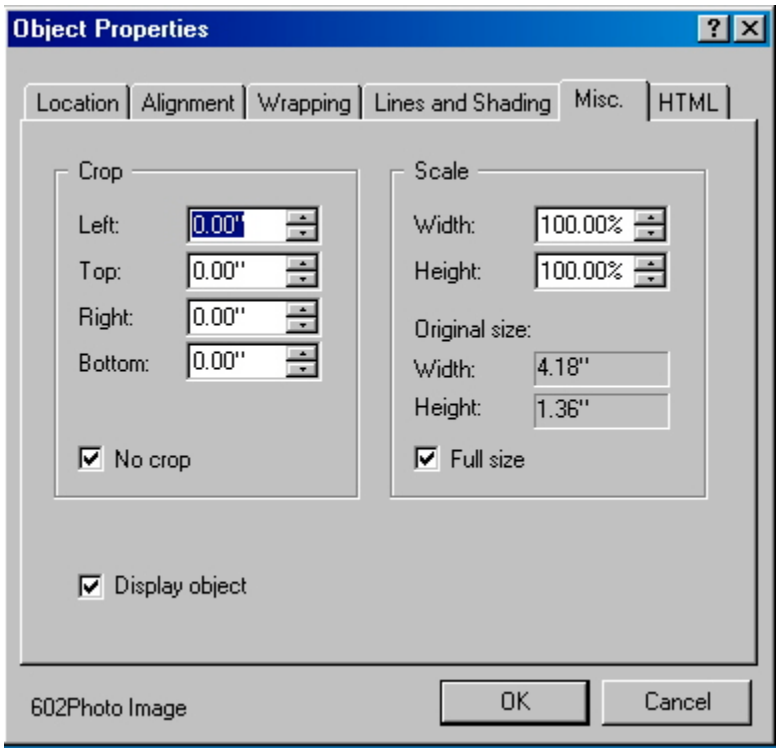
Another way to insert pictures into a document is to use the Windows clipboard. In case you copy (or cut) a picture or its part into the clipboard in a graphic application, you may paste it into the document. Pasting may be done in the form of an OLE object, but also in another way, in the form of a bitmap or metafile – according to the format, which may be accepted from the clipboard at that given moment.

Cropping an image

Pictures, unlike other objects, can have the size of the frame modified. You may also crop the picture at any side or at all four sides simultaneously.
Click **Object Properties** on the **Format** menu. The **Frame Properties** dialogue opens and the **Miscellaneous** tab. Select the cropping width in the **Crop** section. You may also crop using the

mouse – by dragging the square mark (for frame size change), while pressing the **Ctrl** key (a picture frame symbol will be added to the cursor in such a case).

The picture will be cropped; its frame will, however, remain at the same size. The procedure is reversible, by resetting the values in the input fields to zero; the picture will restore its original layout and size. When restoring its original state, before cropping, use the **No crop** checkbox.



Setting the image size

You will find two input fields – **Width** and **Height** in the **Scale** section on the "**Miscellaneous"** tab of the "**Frame properties"** dialogue. They enable you to set the view scale percentage in relation to the original size for both the vertical and horizontal planes. The original picture size is displayed in the "**Original size"** field.
If you enter a value below 100, the picture size will be resized to the given dimension and inversely. In case you enter the value of 100% into both fields, the picture will be drawn in the actual size (checking the **Full size** checkbox has the same effect).

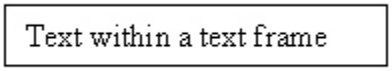
Inserting text objects

When we refer to a text object, we speak of a Text Frame. A Text Frame is a very unique text object. Unlike plain text that is typed in a document, a text object can exist outside the formatting properties of a document. An example of a text object is a header or footer.

To insert a text frame:

- Click **Text Frame** on the **Insert** menu.
- Click the **Text Frame** button on the toolbar.

After the object has been inserted, a line cursor will appear inside. Paragraphs within the Text Frame can be treated and formatted as a normal paragraph: It is possible to select font, line spacing, fill, hyphenation, and many other properties related to the paragraph. It is also possible to use columns. Indicators in the status bar display the spacing from the beginning of the object and columns in the ascending order from the beginning of the chapter.



In general it is not possible to insert other objects such as pictures into the text inside the text frame. This limitation may be circumvented in a single way – by inserting an object floating with the character. Such object will actually adapt to the movement of the text in the frame according to the movement of the character to which it is anchored.

Frame Contents

It is not possible to insert section and chapter break into the text frame. The text, in a text frame, is logically incorporated into the chapter in which the object is located. It is not possible to specify the footnotes either.

The text frame has a limited capacity. Spacing of the text from the frame border may be set in all four directions.

When the text exceeds the size of the frame, check the **Resize with text** box on the **Location** tab of the **Frame Properties** dialogue. If this box is checked, the frame will increase its length dynamically (while keeping its original width) when filled with text. You may thus create a text object of, almost, any size (within the area of one page) within one page.

If you clear this box, the text will not be displayed after having filled the frame: It will be stored in the text frame. If the frame size is increased (or if the font size is reduced) the text will become visible.

Text frame margins

You will find four boxes for entering data – **Left, Right, Top, Bottom** on the **Margins** tab. You can enter the distance between the text and the frame borders, on all four sides, in these boxes. This setting is analogous to the paragraph margins relative to the page size.

Dynamic Changes of the Text Frame Size

A text frame may have a fixed size. You may allow the frame to dynamically increase in size during insertion of text.
Dynamic size change is controlled by the **Resize with text** checkbox in the **Location** tab of the **Frame Properties**. If the checkbox is checked, the frame adapts to the length of the text. The frame width does not change. The height will increase when the text does not exceed the lower page margin.
In case the checkbox is not checked, the text exceeding the frame capacity is hidden. It is however not lost – you can see it by modifying the frame size.

Autoshapes

The Shape objects come in many varieties: vertical and horizontal lines, rectangles (regular and with rounded corners), circles (which may be changed to ellipses), stars, callouts, flowcharts etc. It is possible to fill the area of objects, and all may be drawn in color and with different line widths.
To insert a shape, click **Shape** on the **Insert** menu. Point to an item in the submenu and then click the shape you want.

You may set the location, width, and height of all objects. When changing the width and the height (line length), the actual value of the length is displayed near the cursor. The window with the control value may also be used for entering the exact value. If the window is displayed, click with the right mouse button; the value in the window becomes accessible for editing. You may insert any acceptable value and confirm it by pressing the **Enter** key.

Object Properties

All objects, pictures or OLE objects have unique properties. All objects, however, share the same properties dialog. This section will address object properties in general. Let's first consider some properties that all objects share:

How to Select an Object

To select an object, click on the object with your mouse. You will also observe that when passing the mouse through the object, the cursor changes into an dark, thick black arrow. Now you can select the object by clicking with the left mouse button.
Alternatively, you can select the object from the Object list in the Edit menu. In the Object list dialog, select the object with your mouse. This will, simultaneously, select the object in your document.

Moving an object

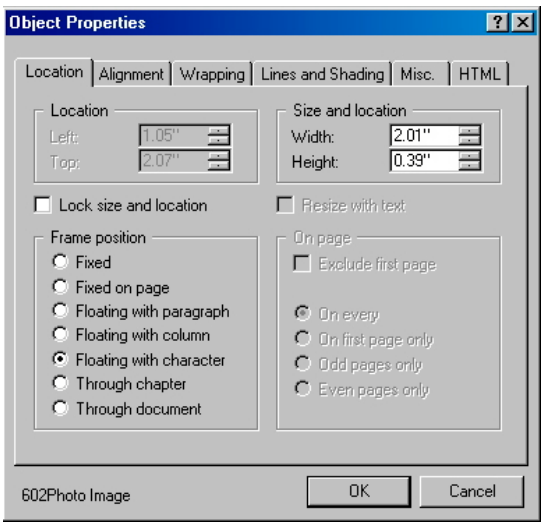
Moving an object is not difficult. When the object is selected, simply copy (Ctrl + C) it to the clipboard and paste (Ctrl + V) it in the new location. You may also use the Drag & Drop method.

Resizing and object

You may change the size of an object by changing the size of its frame. Select an object. By dragging with the mouse on one of the black square marks on its border, you may change the size in the corresponding direction. When dragging "the corner of an object ", the height-width ratio will not change during the size changes (if applicable in the given context).

Object Size and Location

You may set the size and location of an object on the **Location** tab of the **Frame Properties** dialogue. To open this dialogue, click **Location** on the **Format** menu or right click from within the floating menu opened by right clicking the mouse on the object.



1. The frame position is given by locating the upper left corner of its frame. This is written (and it is possible to set it) in the fields Left and Top in the section Location. The data is related to the selected page and are absolute relative to its margins.
2. The object size is given in the fields Width and Height in the section Size.

Locking the location of an object

In many cases it may be useful to anchor the object location and its size on the page. This is achieved by using the frame lock operation.

To lock the position of an object use the **Lock size and location** checkbox on the **Location** tab. If an object is locked, it is not possible to change its position or size.

Relation of the Object to its location on a Page

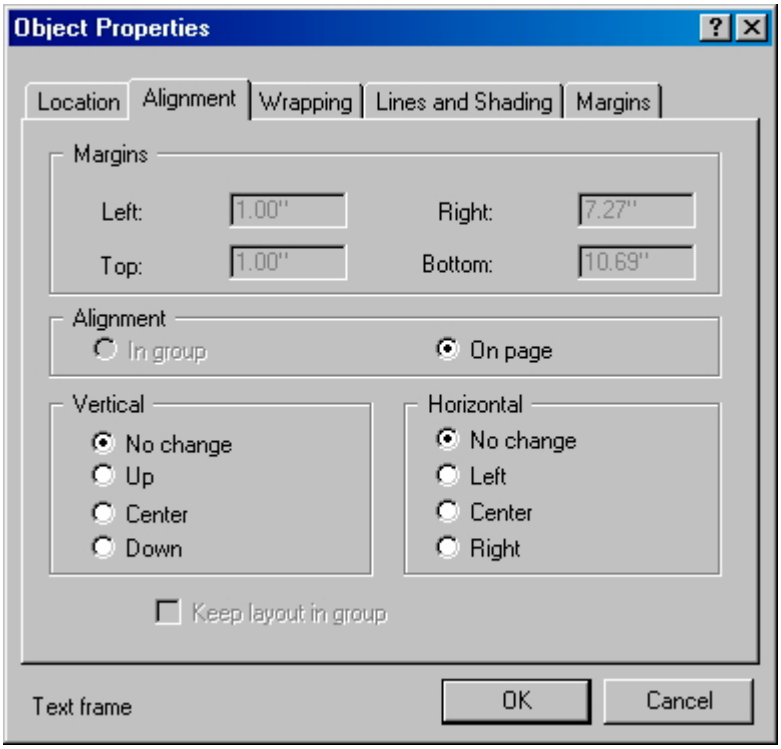
The contents of a document are dynamic - always changing. When inserting an object, it is possible to define the relationship between an object location on the page to the changing content around the object. To define this relationship, use the commands in the **Frame** position section:

- **Fixed** – the frame is firmly anchored and does not move during changes in the main document.
- **Fixed on page** – the frame is anchored in the paragraph. If the text changes, it is moved across the pages in such a way, that its position on the page remains unchanged.
- **Floating with paragraph** – the frame is anchored in the paragraph. The frame adapts to changes made in the paragraph. Its distance, from the left or right margin, does not change. The horizontal and vertical position relative to the beginning of the paragraph does not change (the frame is thus "bound to the beginning of the paragraph "), while the paragraph is modified.
- **Floating with column** – the frame is fixed horizontally to the paragraph into which it was originally inserted; during a shift, it keeps the horizontal distance from the beginning of the column, and vertical distance from the paragraph.
- **Floating with character** – the frame is fixed to the position of a character in the paragraph.
- **Through chapter** – the object is repeatedly placed within every page of the chapter.
- **Through document** – the object is repeatedly placed within every page of the document.

Object alignment

The alignment of an object is related to the actual page margins defined in the **Page Setup** dialogue (**Page Setup** command in the **File** menu):

- vertically to the top or bottom margin, or centered



- horizontally to the left, centered or to the right.

The alignment may be determined on the **Alignment** tab of the **Frame properties** dialogue:

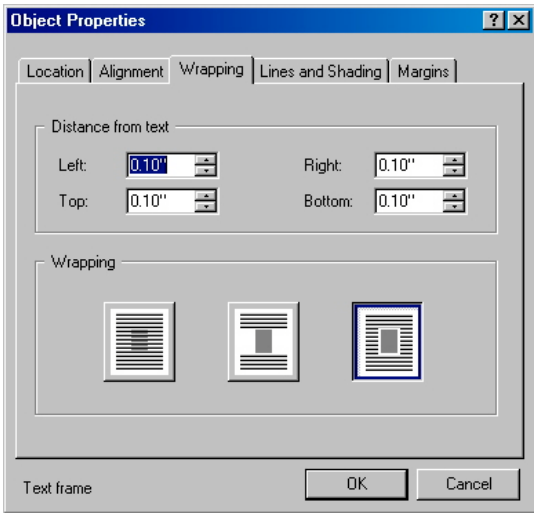
- Within the page margins.
- Within the margin of the group (the group being formed by the selected objects, or groups object respectively).

The mode of alignment in the vertical and horizontal planes is set using switches in the **Vertical** and **Horizontal** section. The actual margins are written in the four fields of the **Margins** section.

In case there is a permanent grouping between the selected aligned objects, you may check the **Keep Layout in Group** selection. If you do that, all will be understood as one object and the mutual positions of the objects within the group will not change. In the opposite case, the group will not be respected for the moment and the objects will be aligned as if they where not grouped.

Object wrapping

It is possible to set-up the relations of text to the inserted frame in several ways:



- to wrap the surrounding text around the frame (as an island in a river)
- to split the text by the object (a part above the frame, then the frame alone and a part of the text below the frame)
- to overlap the corresponding part of the document by the frame.

Wrapping

The way text wraps around an object is determined in the **Wrapping** tab of the **Object Properties** dialogue.

Spacing between the Text and the Frame

If you need to split the text, you may set the size of the space between the frame and both parts of the document, being split, in the **Distance from text** section. In case of wrapping, the space may be set for all four sides.
It is also possible to set the wrapping distance, using the mouse, by dragging the dotted line, while keeping the left mouse button pressed. During that, a bubble appears near the cursor displaying the actual setting in the selected length. If during this period of time, the window is displayed, and you click the right mouse button; the number in the window is made accessible for editing. You may call up the bubble also by right clicking. In such a case you may enter the value directly from the keyboard. Any acceptable number may be entered. This number is then confirmed by pressing the **Enter** key.

Lines and shading

It is possible to surround a frame with visible lines. It is also possible to fill the frame with a selected pattern.
You can determine the border style in the **Lines and Shading** tab from the **Frame Properties** dialogue. If None is used as the selection, the frame will not have a border. In the same tab, the list of patterns available for the frame fill is provided. If the option **None** is selected, the frame is transparent.
If the object is a text frame, the **Rounded corners** checkbox is additionally available in the dialogue. If you check it, the original rectangle frame turns to a rounded frame.

Tip

Border and fill are frame properties, which may be set "in advance". If you set the width of a border, all further new objects will be inserted in to the frames with the same border width. Objects may not be selected when this occurs.

Objects in HTML

The **Use picture in the form** checkbox, in the **Destination** section, will change the options available in the **HTML** tab.

- Output file – input field for the file name from which the picture or the OLE object was loaded
- Alternative text – The text entered into this field will be displayed in place of the picture in case the Internet browser cannot read the object:
- The picture has not loaded yet (text is loaded in advance, images follow).
- Automatic picture loading is switched off; the image will be loaded after your request.
- The picture is not available – the frame is crossed.
- URL – address, which has to be loaded after clicking on the object in the browser.
- Graphic information may be stored for the HTML pages in the GIF or JPEG format. Select the appropriate format using the Format switch.
- If the picture will be used for hypertext links, the Picture section mapping allows either the ISMAP method or the USEMAP method to be selected.
- The More button opens a dialogue, in which you can assign additional HTML attributes to the object, if necessary.

Pictures in HTML Forms

- Output file – input field for the file name, from which the picture or the OLE object was loaded.
- HTML name – name of the target HTML page.

- Action – location of the CGI program, which will be used for the processing of data transferred using the form.
- Data format – specifies the way the form is coded.
- Method – specifies the method used by the WWW browser to send data (get or post).

Layering objects

If the objects overlap each other, it is possible to fix the order in which they overlap.
The overlapping order may be set easily:

- Select the object whose order you want to change.
- Apply to it the **Bring to Front** or **Send to Back** command from the floating menu.

It is not possible to change the overlapping order between local and repetitive objects in a chapter or document.

Repeating objects

It is useful to place some objects periodically on certain pages in a document.
A repetitive object is to be placed only once, along with any specification:

- on each page, only on odd pages, or only on even pages
- on each page except the first page
- on each page in the selected chapter
- on each page in the document.

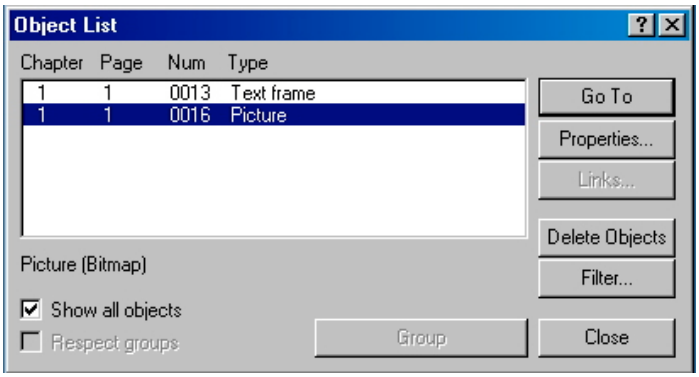
The options listed are available in the **Location** tab using a combination of switches in the **Position** section with switches in the **On page** section.
Repetitive objects are used for insertion of headers and footers, not only into whole documents, but also in individual chapters. It is to be pointed out that the header and footer is nothing more than an object, in which we set the way it repeats.

Object list

A list of objects, inserted into a document, may be found in the **Object list** dialogue opened from the **Edit** menu or using the **Object List** command from the shortcut menu.
For each object, the chapter number, page number, serial number, and the type are indicated. The serial number corresponds to the number found in the status bar during object selection. If there is an asterisk instead of a chapter number on the page, the serial number cannot be determined. One asterisk identifies repetitive

objects in a chapter; two asterisks identify repetitive objects in the full document.

- In case all objects are not listed, check the **Show all objects** checkbox (this is the default).
- Press the **Filter** button in the **Object List** frame. You may select which objects will be listed. The selection may be made easier using the **All** or **None** global switches. The first switch activates all checkboxes; the second switch cancels their activation.



Grouping objects in a document

It is possible to group two or more objects within one page so that they behave as a single object.
The objects are in some way “locked“ together in the position they occupied at the moment of the group definition.
It is also possible to group the objects temporarily (i.e. for one move operation within the page) or permanently.

Grouping objects Temporarily

You can group objects temporarily:

- by selecting the object one by one directly on the page with the Shift key pressed.
- by selecting the objects from the list with the Ctrl key pressed.

It is possible to temporarily group objects on a page. You can also change object wrapping, border, and fill.
If a temporary group is selected from objects within one page, position, and size is not locked, you may move and copy the group using the mouse (or Drag & Drop).
Clicking with the mouse outside the grouped objects dissolves the temporary grouping.
Permanent groups can also be temporarily grouped.

Permanently grouping objects

You may create a permanent group from a temporary one. You may work with it in the same way, but this group is stored into the document.
Click the **Group** button in the **Object List** dialogue.

It is not possible to permanently group objects, having a repetitive status, within a chapter, or document, objects with locked size and position, and text tables. If you permanently group objects with the floating property, the group will float in the same way; otherwise, the group will behave as an object with a fixed location.
In the list, any permanent group is mentioned as one item – **Group**. It has the individual object number and is accompanied with the identification of the number of grouped objects. You may change the way it is viewed using the **Respect group** checkbox. It is checked by default; in case you uncheck it, the grouped objects will be listed as individual items.
By selecting any of the grouped objects, all objects of the group are selected. In the status bar, where normally the object number appears, the number of the object is displayed.

How to ungroup objects

Select the grouped objects on the document page (click with the mouse on any of them). Then click Ungroup **in the** Object **menu.**

- Select the group you want to ungroup in the object list. The **Group** button will change to **Ungroup**; press it.

Chapter Summary

This chapter addressed two topics: Inserting objects and Object properties. OLE objects and Text Table objects will be covered in the next chapter.

- The three basic object types are picture objects, text objects, and AutoShape objects.
- Picture objects are inserted via the 602Photo OLE server
- Text objects are beyond the formatting parameters of your document. Each Text object must be formatted individually.
- All objects have unique characteristics, but the same dialog is used to format each object.
- Use the Object list dialog to view all the objects in your document.

Learning Exercise

Inserting a picture or Text Frame is not difficult. This exercise will teach you how to insert the most common type of object, a picture object, and then format that object to create a watermark.

1. Open 602Text

2. Click Insert and Picture
3. Now, pick any picture file that is stored on your computer. If you cannot find one, go to the Windows folder. In it you will find Wallpaper bitmap files. Use one of these picture files.
4. Click on the picture and then press OK.
5. The picture should now appear on your document. Now let's change the properties of that picture.
6. Click on the picture one time with your mouse. On the menu bar click Format and then Object properties or use the keyboard shortcut Alt+Enter.
7. The Object properties dialog will now appear. In the Frame position section of the Location tab, select Fixed on page. This will allow you to move the image with your mouse.
8. Now click on the Wrapping tab and select the first wrapping button. This is the write over button. Click OK.

You have now created a watermark image. Most important, however, you have learned how to format an object. Using the same techniques you can format the properties of any object.

Working with a document 4

Introduction

The last chapters showed you how to open and save files, how to insert and format objects. This chapter will cover topics that relate to paragraph and document formatting such as:

- Setting the page margins and indentation
- Working with paragraph styles
- Creating and using a template
- Creating columns
- Creating Headers, Footers, page and chapter numbering, and inserting bullets.

Formating a document

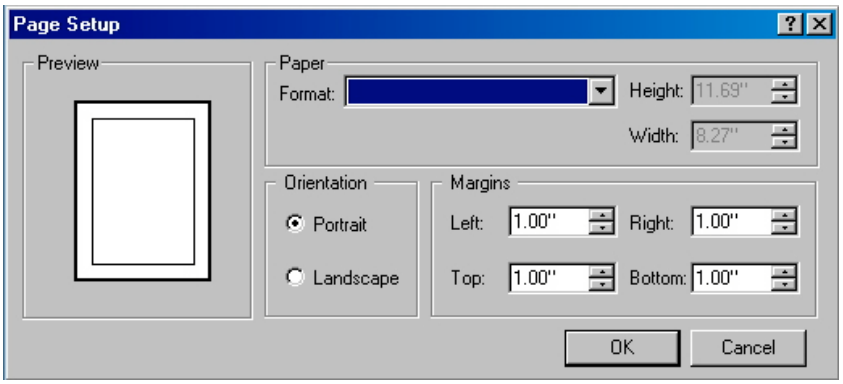
This section will cover the basic formatting properties of a document - page size, orientation, and page margins. All of these properties can be defined inside the **Page Setup** dialog.

Let's begin by explaining some of the features of this dialog. The Page Setup dialog is divided into three parts: The Preview section, the Paper section, the Orientation section, and the Margins section.

Whenever you modify one of the settings in this dialog, a preview of the change will be displayed in the Preview section. The changes, however, do not actually occur until you confirm by clicking OK.

Format

602Text allows you to use many common paper sizes. A default list is already included, but if your paper size is not listed, select the **User** defined paper size. When this option is enabled, you can define the dimensions of the paper size in the **Height** and **Width** field. The selected printer must be compatible with the new paper size.



Page orientation

To switch between page orientation, click on either Portrait or Landscape.

WARNING – orientation does not have anything in common with the way paper is inserted into the printer. It is a physical way of printing; the rows run either horizontally or vertically.
WARNING – not every printer supports "landscape" printing.

Tip: Printing on an envelope

Need to print an envelope? It's easy with 602Text.

1. Open 602Text.
2. Select **File**, then **Page Setup**.
3. Select the Envelope #10 from the **Format** field.
4. In the **Orientation** section change the layout from **Portrait** to **Landscape**.
5. Click **OK**.

Note: To help you visualize the position of the text in relation to the envelope, change your **View** setting to **Page Layout**.
Insert the envelope into the printer in portrait mode.

Defining the Page margins

The margins, in the **Page setup** dialogue, define the working area. Text in the document will be wrapped between the selected margins. The margins can be defined from the Page Setup dialog, or by using your mouse.

The four parameters in the **Margins** section let you define the top, bottom, left and right page margin. The maximum margin size is limited by the page size (for example, you may set the left or right margin to any value between 0 and 21 centimeters for the A4 format). The total for the two opposite margins may not exceed the total page width (height).

If the margins in any way exceed the printer's potential, the selection is not accepted, and the four smallest acceptable margin values are displayed.

To show the margins, use the **Guide Lines** command on the **View** tab of the **Options** dialogue and switch to the **Page Layout** view mode (keyboard shortcut F2). If this item is checked, the usable page area is marked with a border of thin dotted lines.

Margins are valid for the main document text. If you wish to extend a part of the text beyond the set page margins, use a text frame.

To set the margins using the mouse, drag the margins beyond the respective guidelines.
In order to do that, you need to:
Work in the page view mode (the item in the **Page Width** command in the **View** menu must be checked).
To display the guidelines, check the **Guide Lines** box on the **View** tab.

Paragraph formatting and style

A paragraph by definition is a continuous group of sentences terminated by a Paragraph Break character. Each paragraph is characterized by a series of parameters, which, in general, define its style.

Basic paragraph properties

You can set the individual parameters for various paragraphs manually. You can also save their summary in the form of a named style. By applying such a style to a paragraph, it is possible to assign all the pre-set parameters to it in a single operation.
There are, however, rules that apply to this:

Rules for Applying a style to a pragraph

- Just one style is assigned to each paragraph. The active paragraph parameters, though, can differ from it.
- The set parameters are valid for the whole paragraph, or for a newly written paragraph (when the cursor is at a beginning of the empty line).
- If blocks of paragraphs are selected when applying a style, the new parameters will be valid for all the paragraphs in the block (e.g. those, which are only partially covered).

Defining paragraph parameters

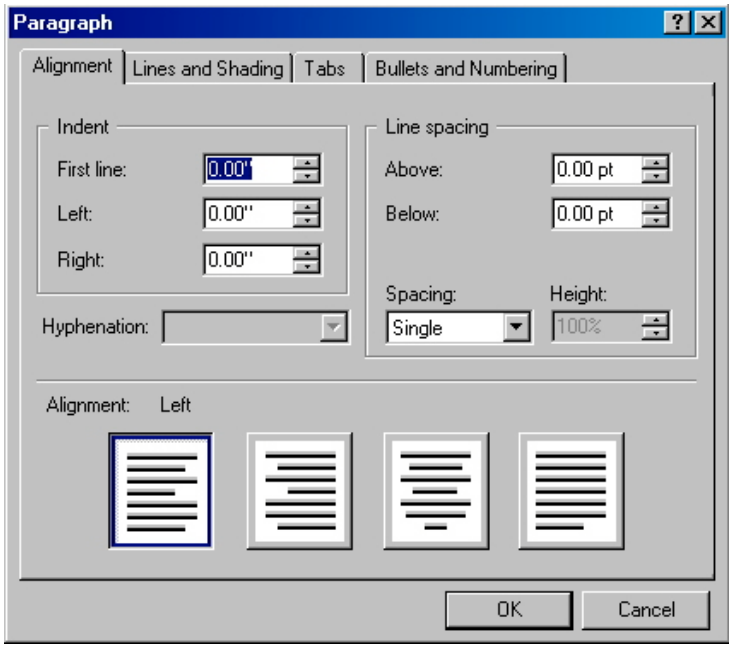
To define the paragraph parameters click **Paragraph** on the **Format** menu, right click over a paragraph and select **Paragraph**

or use the keyboard shortcut **Ctrl+T**. Let's review the contents of this dialog:

- **Alignment tab**– for setting the indent, spacing and alignment on a line.
- **Lines and shading tab**– used to define the margins, lines (framing), and method of shading.
- **Tabs tab**– for defining the tabulator stops (layout, alignment).
- **Bullets tab**– for paragraphs, which should be graphically bulleted from the left edge.
- **Miscellaneous tab**– used to define paragraph numbering and word division.

Alignment tab: Alignment of a paragraph

In examining the **Alignment** tab, you will notice that it is divided into three sections- Indent, Line Spacing and Alignment. The alignment of a paragraph, text, or sentence, is defined in the **Alignment** section of the **Alignment** tab. You can also use the **Alignment** button on your toolbar.



Line spacing

The Line spacing section allows you to define the distance between lines. There are four possible line spacing options:

- Single space
- 1.5 spacing

- Double space
- Exactly

User defined spacing is set at a range of 100% to 240 % on the Alignment tab (the Spacing section) through the **Spacing** selector. It is also possible to set spacing with your mouse when guidelines are displayed (the Guide Lines selector on the View tab is checked) by dragging a guideline on the paragraph lower edge (closer to text).

Paragraph Indentation

Indent values are assessed relative to the set margin. If you select, say, **Left** and **Right** indent to be 1" cm, the paragraph will be narrower by one inch from both sides against the set margins.
The first line indent can be negative, but it must not overlap the left page margin. If you need to enter text that exceeds the defined margins, use a text frame.
You can also use your mouse to define the indentation of a paragraph by dragging the First Line Indent mark on the ruler, the Hanging Indent, or the Left Indent mark.

Lines and Shading in a paragraph

Use the commands in the Lines and Shading tab to create borders. From this dialog, you can partially or entirely frame a paragraph with a line of selected width and style.

Let's review the parts of this dialog. This dialog has three sections:

- **Lines section** – this section allows you to define the thickness and form of the line that is used to draw the border.
- **Border section** – The border section has six buttons. Each button shows you a preview of the line. The first four buttons, for example, are used to define the shape of the border. If you want to create a full border, you would click on the first four buttons, or click the border button (black square mark). The lines on each button correlate to the actual line that will be used as a border. In addition to defining the border, you can also enter the indent value between a frame line and paragraph text in the **Border** section into the **Indent** input field.

- **Shading section** – the shading section allows you to select the pattern or texture that will be used to draw the line for the border.
- **Shading color section**- The Shading color section allows you to select the color of the line.

Now let's move beyond borders and such, and consider the possible styles that a paragraph can have.

Paragraph styles

What is a paragraph style?

A paragraph style is the sum of all parameters that define a paragraph and font: spacing, indentation, color, font etc… In 602Text, you can define one style that includes multiple formatting parameters. In English this means that you can record and save your favorite paragraph style under one name that you can access at anytime.

To help you identify the style used in a document, you can use style bubbles. To activate the style bubbles:

1. On the file menu, click **Tools** and then **Options**
2. In the View tab, click **Style bubble**.

If any of the chapter paragraphs has been changed against the set style definitions, the bubble content is assigned an asterisk.

Tip: Using style bubbles

Style Bubbles can be used to select paragraphs with a mouse. Simply left click with the mouse on the bubble to select the entire paragraph.

Creating a new paragraph style

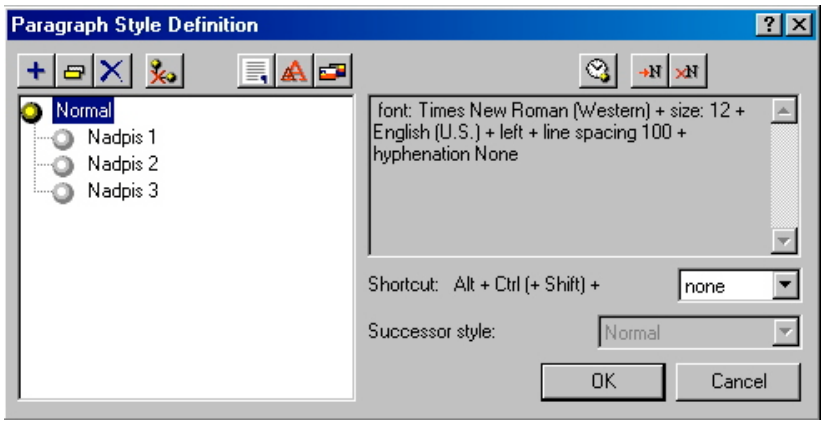
602Text already includes a set of default styles, but you will no doubt wish to create your own personalized styles. Paragraph styles fall into two categories: Parental styles - a newly created style differs slightly from the original (parental) paragraph style, or New style - a style created as a new independent style carrying a complete description of paragraph properties.

To create a new style, open the **Paragraph Style Definition** dialog from the **Format** menu.

Use this dialogue to create a new paragraph style:

1. In **style structure scheme**, select the style you want to have as parental.
2. Click the **Add** button.
3. A new style item is displayed - give it a descriptive name.
4. Now define the parameters of this new style by clicking on the **Paragraph Properties** and **Font Properties** button on the toolbar of this dialog. If you do not recognize the buttons, place the mouse cursor over a button. The name of the button will then appear.

5. After you have added the new parameters select the style that will succeed this new style. Define this in the Successor style field.
6. Assign a keyboard shortcut as needed. To make this new style the default style, click the **Add to Template "normal"** button.



The same dialogue can be used to change the parameters of existing styles. The styles used in 602Text are part of a style structure. This structure can be seen in the Paragraph style definition dialog. Some styles are independent while others depend on a parental style or main style.

The **Parental style** is best used with other similar styles. A typical example is a heading hierarchy that differs only in font size. In this case you could define a style that is similar to the original style but it differs in font.

Changing the parental style automatically changes all derived styles. Using this you can reformat the whole document. For example, you could have the Body text predefined to the Times font. From this style, all styles are derived; it is, therefore, a parental style. Changing the font to Courier will change the font for the whole paragraph, while the formatting stays the same (size, bold etc.).

The **Successor style** defines the style that will be used for writing the next paragraph. So, for example, when you start with a Heading 1 style and you proceed to write a paragraph, the style will automatically change to the successor style that in this case is the Normal style.

Warning – the successor style is only significant in newly written paragraphs. If you do not reformat the paragraph style in the middle of the document, the successor style will not take effect.

Keyboard Shortcuts	Use Shortcuts for often-used styles. To format a paragraph, place the cursor onto the selected paragraph, and use the shortcut. The following keystrokes are reserved for shortcuts **Alt+Ctrl+F1** to **Alt+Ctrl+F12** or **Alt+Ctrl(+Shift)+F1** to **Alt+Ctrl(+Shift)+F12**. Without the **Shift** key, only the font attributes given by a selected style will be assigned to the paragraph. With the **Shift** key, all attributes given by the selected style (font attributes, font size, etc.) will be assigned to the paragraph.
Changing Parental Dependence	If you need to change the parental dependence for a specified style, set the scheme pointer on it and press the **Delete Dependencies** button. The style becomes fully independent. Font and paragraph properties remain unchanged. If you transfer the style with daughter styles, the parental style will be transferred with the daughter style. By selecting and then dragging a style with the mouse, you can also change the style dependency.
Applying a style to a paragraph	Set the cursor to a specified paragraph (select group of paragraphs). Then: Run the **Apply Paragraph Style** command from the **Format** menu. From the **Style** list (or using input field) select the desired style. If you select **On text only**, the style is applied only to the font (not paragraph dimensions, alignment etc.).
Deleting a style	In the structure scheme of the dialogue **Paragraph Style Definition**, select the style you want to delete. Then hit the **Delete** (**Del** key) and confirm the security message. The paragraph style then is set to Body text. Formatting remains unchanged.
Updating a style based on definition	In the structure scheme, select the style that you want to update and click the **Update Style Based on Template** button. Style parameters will be changed according to the style definition in the document template.
Renaming a style	In the structure scheme, of the **Paragraph Style Definition** dialog, select the style and click the **Rename** button.

Paragraph style rules

- If you enter a non-existent style name in the field, the **Apply** button will change to **Create**. Pressing this button creates a new style with the same parameters as the paragraph under the cursor.
- If you apply the command onto the changed style (with an asterisk in the bubble), the button Apply will change to Edit. Pressing this button adapts the style to the paragraph pattern.
- Select the style from the style list on the **Format** bar. If you hold the Ctrl key while selecting a style, the style change will only affect the inserted fonts.

Additional style properties

If the paragraph parameters and the default style are the same, the **Paragraph Style Reset** item from the **Format** menu will be checked. Otherwise, the item is not checked, and the style name is in the bubble (if displayed), and labeled with an asterisk.

Selecting the **Paragraph Style Reset** returns all paragraph parameters to the setting given by the selected style and the command item is checked.

Paragraph fonts can be changed. This change is a deviation from the original style. If you want to format all paragraph characters to the font used in the selected style, use the **Font Style Reset** command (shortcut **Alt+Ctrl+Space**).

Tip: Changing paragraph styles

If you often change fonts while writing, you can define a font style using style shortcuts (e.g. bold or italic). While typing, you can enter the shortcut (for example **Ctrl+Alt+F1**) to change fonts and then switch back to the default font using the **Ctrl+Alt+Space**.

Working with a Template:

Every document is based on a template. A template is a document prototype. In 602Text, new documents are based on a template called Normal. Whenever you wish to change the default setting or style simply save your new style settings to the **Normal** template.

What is a document template?

With a template, you can easily create documents of the same type. You can also create a list of templates for commonly used documents.

Templates contain:

- Dimensional characteristic of a page (margins)
- Defined styles (paragraph formatting)
- Universal text

The above-mentioned list is, of course, not complete. Templates save time by allowing you to use pre-defined styles.

Creating a template

Create a new document with your favorite settings - font, paragraph style, margins etc… and save it using the WPT extension.

You should create a description of the template before saving it. From the **File** menu select the **Properties** command and fill out the Summary input fields in the Summary tab.
After you create a template, you can have that template offered whenever the New document command is used. To do this:

1. On the menu bar, select **Tools** and then **Options**.
2. In the **Template setting** section of the **Files** tab, select the **Offer templates for new documents** command.

Now whenever the New document command is used, you can conveniently select your template.

Using a template

Every new document that is created is based on a template. The template is set at the moment you create a new document using the **New** command from the **File** menu.

- Check the **Offer templates for new documents** box from **Files** tab in the **Options** dialogue (menu **Tools**, command **Options**). This option will allow the user to select a template for every new document created using the **New** command.
- The default template is specified in the **Files** tab of the **Options** dialogue from the **Tools** menu. You can set a template as the default template for all new documents, or enable the select template option for opening each new document.
- Specify the default template in the **Document** template field inside the **Template setting** section of the **Files** tab in the **Options** dialog.
- When running 602Text as a server to a 602Text OLE object, you can specify its default template in the **Server template**.

When specifying a default template for the Documents template and Server template fields, click the file browse button to open the **Template Selection** dialogue:

- If you check the **No properties** checkbox, the **Title** and **Subject** information will not be displayed.
- If you check Add **to ´Start´ menu** checkbox, it will add templates to the Windows **Start** menu (in the folder Templates).
- There is always one default template called **Normal** available for documents and macros. If you select any of your templates and want to return to a standard template just select the **Normal** button from the **Template Settings** dialogue.
- **Default File Type –** On the "Files" tab you can also define the default file type, this will determine in what format your files are saved by default. **(.wpd, .doc, .txt, , .htm, .html)** (**Note**: Default file type can only be set as .RTF if 602Pro PC SUITE PLUS add-on is installed and registered.)

Tip: Add a template to the Windows Start menu

How would you like to open 602Text from the Start menu? You can have your favorite templates on the Start menu: the envelope template, the forms template, or whatever template you use often.

1. On the menu bar, click Tools and then Options
2. **Template setting** section of the **Files** tab, specify the default template in the **Document template** field by clicking on the file browse button.
3. Select the template from the Template Settings dialog and select the **Add to 'Start' menu** command.
4. Press the **Select** button to add the template to the Start menu.

Sections and Columns:

What is a section?

A Section is an area in the document that is independent and has its own formatting properties - margins, indentation, paragraph style, etc.... To create a Section in a document you must insert a Section Break character.

A document can contain multiple sections. By default, when you insert one Section break, you create two sections: From the beginning of the document until the Section Break, and a second section from the Section Break to the end of the document.

How do you insert Sections

You can insert a Section by inserting the Section Break character.

1. On the menu bar, click **Insert**, **Special characters**, and then **Section Break**.
2. You can also use the keyboard shortcut Alt+Shift+Enter.

Why are Sections important?

By inserting Sections, you can create uniquely formatted zones in your document. You can also create columns in areas that would otherwise not be permissible - between paragraphs or chapters.

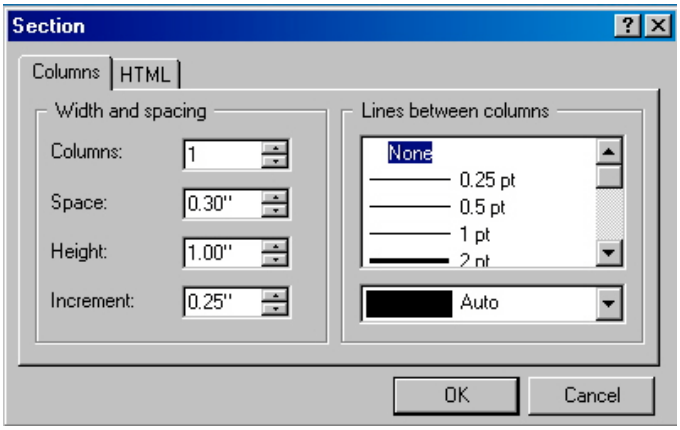
Tip: Sharpen your resume

If you have read a newspaper or magazine then you have seen the Column style. You can however use them in other creative ways. Let's use a resume as an example. In poorly written resumes you may have seen the proverbial long list of accomplishments. Instead of having a long bulleted list of items, you could create a sharper resume by having the bulleted items displayed in one multiple column section:

1. Insert two **Section Break** characters in your document. Far enough so that you will have sufficient space.
2. Inside the new section that you just created, insert the columns.
3. In the menu bar, click **Format** and then **Sections and Columns**.
4. Now, inside the Columns dialog, set the number of columns in the **Columns** field.

Column Height

By entering a value in the **Height** field of the Sections and Column dialog, enter a length value, which will specify the minimum height of the multicolumn section. After reaching it, a transition to another column occurs.
If, for example, you have three columns at a height of 4 cm, the saved text will be first wrapped into one (left) column. As soon as the section height exceeds the 4-cm, an automatic transition to the second column occurs. The whole process repeats until the second and third columns are filled.



Defining the Number of Columns

Set the number of columns in the Columns field. You can create up to eight columns. Define the distance between the columns in the **Space** field.

Filling Increment

As soon as all the predefined columns are filled at the **set height**, the value in the **Increment** field comes into consideration. By exceeding the length of the last column, the whole section is lengthened by the value in the Increment field. A part of the second column will merge into the first one. The corresponding part of the third column shifts in the emptied space. It is possible to type more text in the emptied space. The cycle is repeated until the whole text is saved and wrapped.

Separating Lines

In a multicolumn section, columns are separated with a space of adjustable width. You can highlight the column separation by inserting a line of adjustable width. In the **Columns** tab there is a selector of **Lines between columns** at your disposal for this purpose. It enables the line selection of a width from 0.5 to 12 points, three styles of double lines, and 0.25 pt lines.

Same Column Lengths

When saving the text in multiple columns, a situation can easily occur causing the last column to differ slightly from the rest of text. You can unite the column lengths at the final phase of editing.
Execute the **Balance Column length** Command in the **Format** menu. The section format is automatically edited so those columns are of the same lengths.

Form objects in sections

A list of the inserted form objects is created on a section level. You can find it on the **HTML** tab of the dialogue opened by the command **Sections and Columns** (**Format** menu).
An optional form object is available by double clicking on the list item or by pressing the **Go to** button with the indicator set to the item name. With the **Properties** button you can open the dialogue for object setting and editing.

Chapter:

What is a Chapter?

A chapter is a part of the document for which you can individually set page numbering, determine the header, determine the footer, and specify the properties for objects displayed repeatedly. Inserting the Chapter Break character creates a new chapter.

A chapter in a document corresponds to the following criteria:

- If the document does not contain a Chapter Break character, the whole document is treated as a single chapter.
- If there are one or more chapter break marks, then the sections between the Chapter Break characters, the beginning of the document until the first Chapter Break character, and the section between the last Chapter Break character and the end of the page will become chapters.

Inserting a Chapter Break

You can insert a chapter break mark by using the **Chapter Break** command from the **Insert** menu.
To insert the chapter break mark:

- Set the pointer to the place where you wish to end the chapter and click **Chapter Break** on the **Insert** menu, or press **Shift+Ctrl+Enter** key command.
- The chapter end proves itself when paging is completed. Simultaneously, the chapter counter value will increase by one.
- When chapter breaks are displayed (the box **Hidden Characters** on the **View** tab is checked) it is indicated with a dashed line and the following heading: ---Chapter Break---.

Headers and footers within a chapter

The Header and Footer contents can be defined using the Header and Footer submenu command from the Chapter command under the Format menu.

You can use the same header/footer in the entire document; however, each document can be divided into parts that contain different headers and footers. These parts are called document chapters. It is possible to create a different header/footer as well as exclude the header/footer in the selected chapter. To create a new chapter, place the cursor on the place where you want the new chapter to begin and click **Insert – Breaks – Chapter Break**.

If there is no header or footer defined in the active document or chapter the **New Header/Footer** dialog will appear after double-clicking the upper or bottom margin. Use the dialog to select whether to display the header/footer on every page, first page only, only odd or only even pages.

The text, field (i.e. **Page Number**), graphics or table you enter into the header will display and print on all pages within the active document or chapter.

If you want to exclude the header/footer on the first page of your document, insert the header/footer, then select it with the mouse, right-click and check the box **Exclude first page** on the **Location** tab of the **Object Properties** dialog.

By default, the header and footer appears gray and requires a double-click for editing. To enable direct header/footer editing, check the **Header/footer active** box on the **View** tab of the **Options** dialog.

NOTE:

- Headers and footers are only displayed in **Page Layout** view. Headers and footers are text boxes and appear on the list of objects under **Edit – Object List**. Use this list to select and modify headers, footers as well as other objects with ease.

Footnotes within a chapter

Footnotes enable insertion of explanatory comments that do not interfere with the document contents. A mark is inserted on the needed place in the document. Additional text information is attached to it on the determined place. It is up to the reader then to decide whether or not to use this information.

Inserting a Footnote

To insert a footnote, click **Footnote** on the **Insert** menu or press **Ctrl+H**.

This command will insert a reference point (note number) on the position of the cursor. An optical separator and a space will be created at the end of the page.

Footnote Separators

Footnotes are written under the column in which the corresponding mark is placed. They are separated with a line of optional style, color, and length. The dialogue for setting the separator line can be found in **Chapter Properties** dialogue of the **Footnote** tab.

- Choose a separator line type through the first selector.
- Choose a color for the line through the following selector.

You can set the line length with the selector in the **Line length** section, or by the **Based on column** field. The field value and the rider position mutually correspond. The percent value in the field states the length of the line. If there is, for example, a value of 50, the separator line length will be half a text column in width.

Chapter numbering

Chapter numbers can be assigned automatically, in ascending order, in descending order, progressive, or manually. Each chapter will be given a specific number.
To start chapter numbering, click **Properties** under **Chapter**. Click the **Numbering** tab in the **Chapter Properties** dialogue.

Numbering can be set in the **Chapter numbering** section:

- **Incremental** – automatically assigns chapter number by one higher than the previous chapter. The first chapter will be assigned the number '1'.

- **Set** – the chapter can be given an optional number that you can enter in input field. If the next chapter is numbered in ascending order, it will be renumbered accordingly.

Page numbers

Page numbering can be set using a numbering method and an initial value. Pages in a document can be numbered:

- From a set initial value continuously through the whole document
- From a set initial value continuously through the chapter, independent of the numbering of other chapters.
- If you want to number the document pages continuously, uncheck the **Start at chapter** checkbox in the **Page number** section of the Chapter Properties dialog. Enter the first page number in the Start by number input field.

- If you want to number the chapters separately, turn the Start at chapter switch on. Chapters will be numbered beginning with the value you entered in the Start input field.
  Chapter numbers are directives of the action that are related to them – page number skipping and printing defined range.

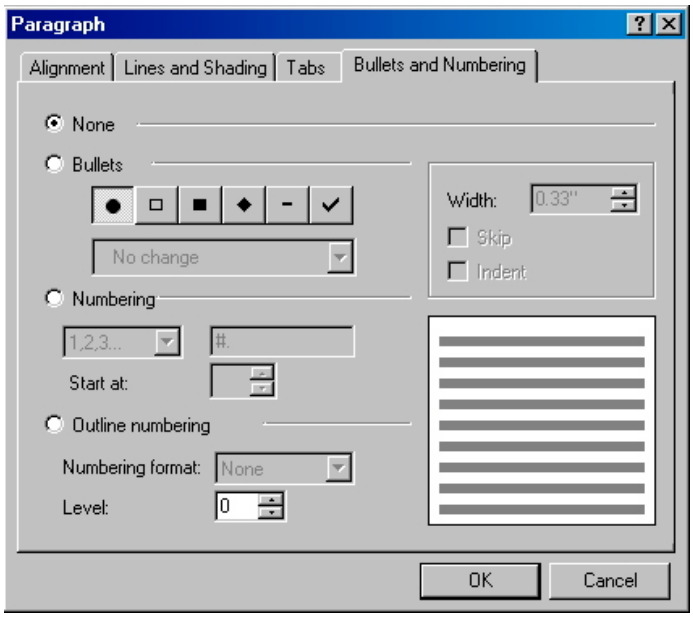
  The **Page Number** display field can be entered from a list found under the **Field** command in the **Insert** menu (shortcuts Ctrl+W). If you want the pages to be numbered in progress, enter the field into the repeating text object.

Bullets and Numbering

A bullet or number can be added to a paragraph.
Numbering and bullets are set on the **Bullets** tab in the **Paragraph** dialogue (Ctrl+T):

- Mark the paragraphs you want to number as a block.
- Assign the marked paragraphs numbering method or bullet type.

Defined bullets can be cancelled anytime.



Common rules

The dialogue on the Bullets tab contains a sample field where you can immediately see the results of the optional settings.

If you want all the marked paragraphs to be numbered (completed with bullets), leave the Skip checkbox unchecked. When ticking it, the actual paragraph(s) are always omitted during numbering.

Character indent width is defined in the Width input field. The remaining lines will be wrapped between the paragraph margins.

Numbers, letters, or bullets are indented before the paragraph by clicking the Indent checkbox. The **Indent** width will correspond to the value set in the **Width** field. Indent is implemented in a scope of set paragraph margins; thus the effective length of its lines will be shortened.

Numbering

Paragraph numbering is set in the Numbering section of the Bullets tab.
You can choose a numbering type in the **Numbering** section (Arabic, Roman numerals, lower case, and upper case letters). The format can be modified in the input field next to the radio button for Arabic numerals. The '#' mark represents a universal formatting mark for a numeral or letter (group of letters). You can complete it with other marks; i.e. dots, spaces, dashes, etc., through which the numbering will be modified (i.e., #. or - # -).
Inside the **Numbering** section, you assign a number or an alphabetic character to the paragraph. Enumeration begins at 1, 'I', 'i', 'a', or 'A'.

Bullets

The Bullets section is used to define the type of bullet.
The type of bullet may be chosen from a set of six bullet styles. It is possible, when using them, to apply an indent and set a separation width from the text the same way as in the numerals and letters.
Choose the bullet colors by the selector below the buttons.

To remove a bullet, select the text, and press Ctrl+T. Now go to the Bullets tab, and select None. The paragraph will be automatically re-formatted to the original width.

Other settings: Miscellaneous

You will find the following options inside the miscellaneous tab:

- **Hyphenation** – is a selector for permitting and determining a hyphenation method (none, the following lines, one-line skipping, two-line skipping).
- **Numbering format** – determining a method of numbering numbered paragraphs (used in the outline).

- **Outline level** – preference of an implicit outline level at its display.

Chapter summary

This chapter showed you how to format a paragraph using different techniques. You also learned about the Section break character. Using this character, you created a section in your document that had multiple columns.

- You can easily apply paragraph styles using a keyboard shortcut.
- Use the Style bubble to select an entire paragraph.
- All documents are based on a template.
- Create a template for commonly used documents.
- Create uniquely formatted sections in your document by inserting a Section Break character.

Advanced tools 5

Introduction

In Chapter 4, we covered some very important topics. You learned how to format paragraphs and apply styles and create templates. Now it's time to discuss more advanced commands. The last chapter basically showed you how to format a document. This chapter will show you how to edit the content of your document, how to use the revising tools, and other important features.

1. Using the Spell Checker
2. The user dictionary
3. Choosing your document
4. Revising your document
5. Outline, Table of Contents, and Index
6. Mail Merge

Using the Spell checker

If your spelling is perfect, you can skip this section. If not, 602Pro PC Suite includes a comprehensive spell check utility. The spell checker works in two modes:

1. Dynamic spell checking - In this mode, the spell check utility works in the background, dynamically checking for mistakes while you type.
2. Block mode - In this mode, the spell check utility will check the entire document or a block of text.

Using the Background Spell check utility

If you want to check spelling mistakes while creating a document, use Background Spell checking. This option is available from the **Options** dialog on the **Tools** menu. From the **Options** dialog, go to the **Settings** tab. Check the box **Background Spell** in the **Document** section of the **Settings** tab.

How does it work?
As you write the document, each word is checked and compared against the contents of the spell-checking dictionary. If the word is not included in the dictionary, it is underlined with a red wavy line. This, however, does not mean that the word is wrong; the computer might not recognize the word. It is up to you to judge the situation and to make a correction.

Note: the spell checker operates only on a word-by-word basis and is not able to judge the correct language structure of the sentence.

Checking the Document as a Block

Click **Spelling** on the **Tools** menu to start checking the whole document. This command opens a dialogue that will offer either to check the whole document, or to check the document from the current position of the text cursor.

Selecting one of the options starts the checking. When a word is found that the spell checker does not recognize, the process stops and a dialogue is displayed prompting user intervention. Let's assume that you have written the word "raiise".
The unknown word is shown in the upper left corner of the **Spelling** dialogue. Now you can use the **Change to** field to change the word into a form, which you think is correct. If the option **Suggestions** is checked, you can use a list of words, and click the correct word to transfer the word into the field. If you use the **Change** button, the word is automatically corrected in the document, and the process continues. Use the **Change All** button to replace all occurrences of the word "raiise" in the rest of the document.

Once a time the spell checker may not recognize a properly written word. This often happens with technical text. In such a case, you can click the **Skip** or **Skip All** button. If you have PC SUITE Plus installed, you can add the unrecognized word to the user dictionary.

The User Dictionary

602Text uses two dictionaries to check spelling. The first dictionary is the main dictionary that cannot be modified and is used for a particular language. The other is a user dictionary that allows you to insert unknown or unrecognized words (requires PC SUITE Plus).

To insert a word into the user dictionary, select the misspelled word, Click **Add** to add a word in the form it occurs in the document. After this, the word will always be recognized as a known word.

Using the Thesaurus

602Text includes an optional Thesaurus that is activated when PC SUITE Plus is installed. When using this tool, the Thesaurus will search for matching synonyms. The Synonyms dialogue is opened using the **Thesaurus** command from the **Tools** menu (or from the floating menu), or the **F5** shortcut.

Replace a Word with its Synonym

After a synonym is found, you can replace the queried word with its synonym. The queried word will appear in the **Original word** field. After you have selected an appropriate synonym, it will appear in the **Change to** input field.
The Synonyms list, generally, contains a list of alternative words from different groups.
If a synonym is not found, you can manually enter a synonym in the **Change to** field to replace the queried word.

Find More Synonyms

By setting the cursor to any entry from the **Synonyms** list and pressing the **Find** button (or double click the left mouse button), you can try to find the next synonym (for the word under the cursor).
If the word found in the **Synonyms** list is modified and the previous entry is logged to the **History** list, you can continue to search indefinitely (if the dictionary has enough entries).

Choosing your language

602Text now includes basic support for seven languages. If your language is not supported, 602Text will recognize the words as misspelled words.
602Text supports the following languages

- English US/UK
- Spanish (Castil.)
- Portuguese

- French
- Italian
- German

To select the correct language, use the **Language Selection** command from the **Tools** menu.

1. The **Language Selection** dialogue will open.
2. Use the Language pull down menu to select the correct language. To select the dictionary for that language click on the file browse button of the **Main spelling dictionary** field.
3. If your native language is not supported, choose the "do not check spelling" option.

Revising your document

Often, when working in a workgroup or when sharing documents, you may need to revise the document. To help you revise a document, 602Text includes a tool that will highlight any modifications to the original document, and let you accept or reject those changes.

To revise your document, use the **Highlight Changes** dialogue, which is opened by the **Options** command from the **Track Changes** submenu (menu Tools).

The revisions will be activated, if the **Track Changes While Editing** switchbox is checked. Then you have the following options:

- To check the box Highlight changes on screen – the revisions will be displayed as a red wavy line under the word in the window with the loaded document.
- To check the box Highlight changes in printed document – marking of the revised sections will also be included into the printout.

If the revision mode is active, the revisions are recorded independent, even if the **Highlight changes on screen** box is checked or not. If you uncheck the box, you can write in peace and the revisions will not disturb you when writing the document. If you want to see the revisions, simply check the switchbox.

Viewing and processing document revisions

When you are ready to view the revised document, execute the **Accept or Reject Changes** command from the **Track Changes** submenu. The command opens a dialogue for processing revisions:

- The **Changes** section records, who, and when a revision was made.

- The **View** Section includes a switchbox with three positions: **Changes with highlight** (the revisions will be underlined with a red wavy line), **Changes without highlight** (changes will be listed without underlining), and **Original** (the changes will not be displayed at all).
- **<<Find** and **Find>>** buttons will take you to the previous or following revised section.

If you are completely satisfied with the changes in the document or completely disgusted, use the **Accept All** or **Reject All** command.

- Accept All – confirms the highlighted change in the document.
- Reject All – removes the highlighted change from the document

Adding Comments to a Revision

The author of the document may want to share changes in the document with others. If you want to comment the revision, click on the revision with the right mouse button. This shows a floating menu in which you can execute the **Comment** command. Enter the text of your comments into the dialogue.
Now everyone can read the your comments in the document. Just place the mouse cursor over the revision (do not push any button) and the text is displayed in a bubble, as with bubble help.

Password protection

If you wish to protect a document from unauthorized access, you may secure it by using a password.

Use the **Password** command in the **Tools** menu. Enter your password in the **Change Password** dialogue field. You must enter the password twice – in the **Password** and **Confirm** password fields. A protected document cannot be retrieved without knowing the password. Use the same dialogue to change an existing password or to remove the password protection (enter empty string as a password).

If the **Password** command item is checked, the document in the working window is password protected.

Creating an Outline, Table of contents and Index

An outline is a structure from which you can automatically create a table of contents.

Working in Outline View mode

The outline is displayed using the **Outline** command from the **View** menu, or using the shortcut **Shift+F2**. While working in Outline view mode margins, footnotes, objects, headers, and footers are not displayed. A page break is indicated as a slim dotted line across the screen. Object inserts and paragraph format commands are disabled. Zoom, in outline view mode, is set to 100%.

The default outline level is the **body text level**. This displays the whole document. The next levels are numbered from 1, which belongs to the paragraph with the highest level, to 9, which belongs to paragraphs with the lowest level. You can click the buttons on the toolbar; the meaning of which is (from left to right):

Button	Function
	Current paragraph is given higher outline level.
	Current paragraph is given a lower outline level.
	Current paragraph is set to body text.
	The first outline level
	Outline level up to 9th
	All levels – displays all levels of document including body text level.
	Used to change from Outline View to Page Layout

Paragraph processing using outline levels

Use the numbered buttons to display the paragraphs according to their levels. The last button is used to list the contents of the entire document. How do the buttons work? Each button represents a level. If you press button number 3, it will display the paragraphs on the first, second, and third level.

Why use an outline?

An outline can be used to quickly print, find, and sort parts of a document.

The outline is printed as displayed on screen – including level numbers and graphical layout with the left indent. To print the outline from the third level, press the button with the number three and then print.

Searching an outline

An outline can be used to review big documents. If you want to find certain chapters follow these steps:

- Click **Outline** on the **View** menu (shortcut **Shift+F2**).
- Select the appropriate level number.
- Set the cursor on the selected chapter heading.
- Return to the page display using the **Page Layout** command (shortcut **F2**) from the **View** menu.
- The document will be set to the beginning of the selected chapter.

Copy, Move and Delete Paragraphs Using an Outline

An outline can be used to copy, move, and delete a paragraph or group of paragraphs.
Each outline item acts as a label for all nested parts of text (Warning – only invisible). Any manipulation with the label will affect everything that is connected to it.

Copy

To copy using an outline:

- Select the appropriate outline level display.
- Select the chapter heading you want to copy as a block.
- Copy (Ctrl+C) the block into clipboard.
- Place the cursor where you want to have the copy of the chapter.
- Paste (Ctrl+V) contents from the clipboard.

With the Drag and Drop method, a chapter name can be copied using the mouse.

Move

Moving using an outline:

- Select the appropriate level display.
- Select the chapter heading you want to move as a block.
- Copy the block into clipboard.
- Place the cursor where you want to have the chapter.
- Paste contents of the clipboard.

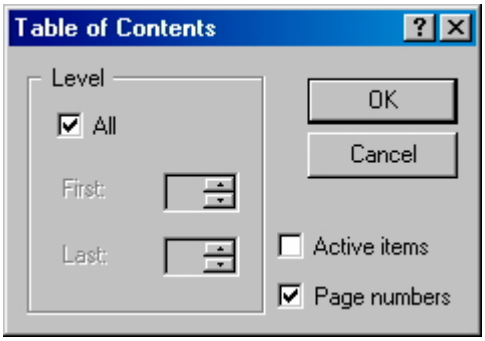
With the Drag and Drop method, a chapter name can be copied using the mouse.

Delete

Working with an outline allows you to erase entire chapters very fast. If you select the chapter name as a block and press the **Delete** key, it will erase all nested chapters and their contents.

Creating a table of contents

Use an outline to insert a table of contents created in an alternative environment using the **Outline** command from the **View** menu.



Click Table of Contents on the Tools menu. This command will allow you to select levels that will be used to create the table of contents. By default, the All switch from the Level section is used. If this switch is active, the table of contents will include all outline level items (except basic text). If this switch is inactive the First and Last input fields are available. You can enter the level numbers into these fields. These fields will be used to create the table of contents.

Create a Glossary from an Outline

A second option lets you expand the limits of an outline. For example: You are writing a document explaining some features. Each feature can now be given a simple heading, annotation, and description. Now it is possible to set the annotated text to the fifth outline level and the heading through the first and fourth levels. After generating a table of contents for the first, second, third, and fourth levels, you will have created a real table of contents. If you widen the selection to the fifth level, you will have created a table of contents combined with annotated text. You may discover new possibilities using these functions.
Table of contents is created after confirmation of the options in the dialogue. The entries (chapter names) are listed according to special styles defined for table of contents.

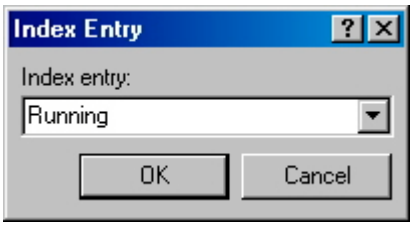
Creating an index

An index is generated using the Create index command from the Index submenu.

- The dialogue **Index** displays the **Index entry separator** section:
- None – index items will be alphabetically ordered and listed in one column without a separator
- Empty line – after moving to a new first letter an empty line will be added
- Character – after moving to a new first letter the letter will be displayed and the index will continue on a new line.

If an index is inserted, the page numbering will change. The index should be inserted at the end of the document – select the **At the end of document**. If it is not inserted at the end, the page numbers may not match the index entries. Selecting the **New chapter** switch, the index can be inserted as separate chapter.
The index can be created in a column. Using **Columns**, the number of columns for the index can be defined.
By default, page numbers are displayed with the single index items. If you do not want to display page numbers, clear the box **Page numbers**.
If you check the box **Active Items**, the index items will be generated as active references. Clicking an item moves you to the corresponding place in the document.

Inserting an index item



If you want to set a word or term as an index entry, run the Index command from the Tools menu, and the Mark Index Entry command in the following submenu (shortcut F8).
In the dialogue input field, the word under the cursor (or selected block contents) is displayed in the basic style. If the cursor is not placed on a word, three question marks appear in the field.
If you are satisfied with the displayed entry style, accept it using the Enter key (or OK button). The corresponding reference is set to the text after inserting into the list. The field is editable – the entry can be changed to any form.
If the list is not empty, the same entry may already exist. Using the button with the arrow, you can open the entire list. If you find an entry corresponding with the current word, select and confirm it.

Two level entries

Some of the entries can be modified and be directed to other global entries. This is ensured using two level entries - its values are separated with a comma, i.e. file, import.

Corrections in an index

Existing index entries can be changed at any time.
From the **Tools** menu run the **Index** command and from the submenu run **Edit Index** command.

The dialogue input field displays the last edited index entry. If needed, the index entry can be changed. You can select any other entry and edit it.

Pressing the **Go to** button moves you to a location, in the index, where the entry was made; the corresponding word is selected as a block.

Password deletion in an index

An entry can be deleted with all references to the entry.
To delete an entry, click **Edit Index** on the **Index** submenu (menu Tools).

From the list **Index** entry, select the entry you want to delete. Then press the **Remove** button. The entry is deleted after confirming the dialogue.

Marking index entries

If you want to set a word or term as an index entry, run the **Index** command from the **Tools** menu, and in the following submenu run **Mark Index Entry** command (shortcut F8).
In the dialogue input field, the word under the cursor (or selected block contents) is displayed in the basic style. If the cursor is not placed on a word, three question marks will appear in the field.
If you are satisfied with the displayed entry style, accept it using the **Enter** key or **OK** button. The corresponding reference is set to the text after insertion into the list. The field is editable – the entry can be changed to any form. This entry will be displayed in the index.
If the list is not empty, the same entry already exists. Using the button with the arrow, you can open the entire list. If you find an entry corresponding with the current word, select and confirm it.

Mail merge

A mail merge is a process in which a document reads multiple database fields and copies its content into a document. Often, its assumed that is only useful for mass mailing, but a mail merge can be used to automate common tasks.

How does a mail merge work?

A mail merge consists of two things: a document and a data source. The document can be any type of document, a letter, label,

template, table, etc. The data source is a file that will be used to populate a mail merge field with data. The mail merge field is the object by which the active document will interface with the source file to read data. This can be a complex concept to understand, so let's create a mail merge document to simplify this process:
Let's pretend that we are going to have a banquet or party. You are responsible for creating 200 personalized party invitations. What do you do?

1. Create one generic invitation- we will call this a template. In the place were the name of the guests will appear, place the cursor. Now that you have created the template, you are ready to perform the mail merge.
2. From the menu bar, select **Tools** and then **Mail Merge Wizard**.
3. This is where things will get interesting. What we will do next is open a data source. This will contain the names of the guests that are to be invited.
4. In the Mail Merge dialog, click on the **Main Document** button and select **Active document**. We will cover the contents of this dialog in more detail later on.
5. Now click the **Data source** button. For the data source, we will use your **Outlook Express Address Book**.
6. The **Outlook Express Address Book** will then appear. From here, select the name of the guests and click OK.
7. A new button called **Insert Merge Field** will appear. Next to the button you will find a pull down menu with a list of fields. These fields correspond with fields from the **Outlook Express Address Book**. When you select the Name field, you are actually selecting a name field in the data source - **Outlook Express Address Book**.
8. Select the First name field and click **Insert Merge Field**, then select the Last name field and click **Insert Merge Field**.
9. You have now inserted two mail merge fields. One will insert the first name. The other will insert the last name.
10. Now press the Print button on your toolbar. For every page that is printed, 602Text will read and print the contents of the mail merge field, incrementing to a new person in the Outlook Express Address Book each time.

Summarizing what just happened, we created a document, a mail merge template. It has generic text. In it, we inserted two mail merge fields. Each mail merge field reads the data that is stored in a data source or database. For this example we used the Outlook Express Address Book. As the document is printed, 602Text reads a new record from the data source and print it. From the one

generic template, you have generated 200 invitations - each personalized with the name of the guests.

For simplicity, we used the **Outlook Express Address Book** as the data source. You can, however, use other sources for data.

As a data source you can use:

- Data file in the CSV format (comma delimited text).
- Database file in the DBF format (from dBase, FoxBase, etc.).
- A 602Tab worksheet (i.e. XLS).
- Other sources of data through the ODBC interface.

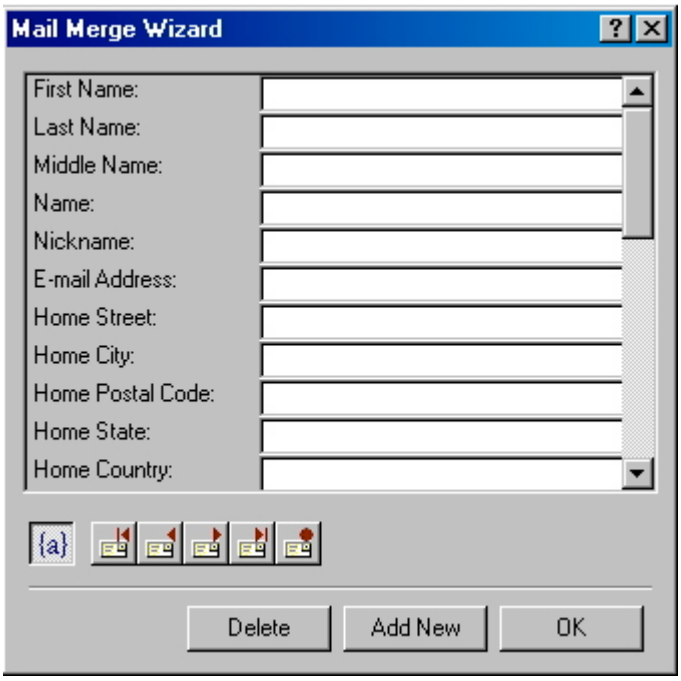
As promised, let's review the contents of the Mail Merge Wizard dialog.

The Mail Merge Wizard has three sections: The document, data source, and insert section.

By pressing the Main Document button, you can select the document to be used for the mail merge, open an existing document or create a new document.

In this section, you can select the data source. By pressing the Data Source button, a pull down menu appears, displaying the possible data sources. After you have selected the data source, you can edit the data source from within the dialog by pressing the **Edit** button -

use this to add a new record, edit a record, or delete a record from the data source.

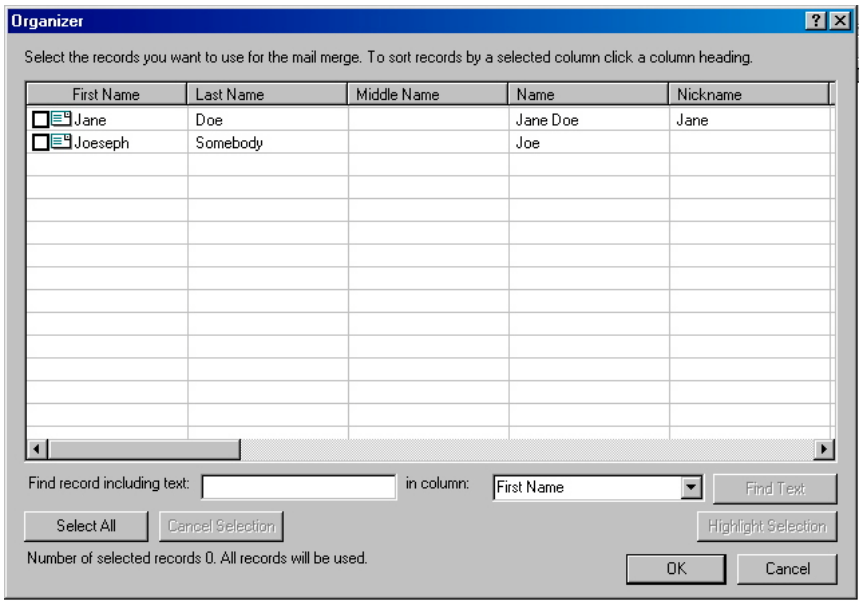


The third section, however, requires a more detailed explanation. The third section is the bridge that connects the mail merge document to the data source. This bridge is called a mail merge field. By clicking on the pull down menu beside the Insert Merge Field button, you can view or select all of the fields in the data source. To insert a field, click on the pull down menu, select a field and click the **Insert Merge Field** button.

In the last example, we added all 200 entries in the Outlook Express Address Book to the mail merge document. Suppose, however, that you wish to exclude someone from this invitation without deleting him or her from the address book.

Using the Organizer

The Organizer dialog displays all of the records of your data source. From this dialog, you can select or exclude a particular record. If you wanted to exclude someone from the mail merge, you would click the Select All button, and then de-select the person(s) to be excluded from the mail merge document.



To make your life easier, you can search for a record by using the Find Text command in the dialog. To use this, enter the name of the record in the **Find record including text** field. Then select the column in which that record is contained, click **in column** to select the column. Finally, click on the **Find Text** button. When the record is found, it will be highlighted in blue.

The help you inspect the records, click on the **Highlight selection** button. All of the selected records will become highlighted in blue. Records that have not been selected will not be highlighted.

To undo your selection press the **Cancel selection** button or press the **Select all** button to select all of the records in the data source.

To create a source file, review the Source File how to in the Appendix.

Other types of merge

In addition to the Mail Merge command, you can export your mail merge document in two new formats:

- E-mail merge
- Fax merge
- Merge to File

In theory these two merge methods do not differ from the mail merge method. However they do differ in function. Whereas the Mail Merge command uses the printer as its source of output, the e-mail merge uses the e-mail format as its main source of output and the fax merge uses the fax as its source of output.

E-mail merge

To use the e-mail merge method, with an existing mail merge document, click on the **File** from the menu bar, **Send**, and then **e-mail merge**. The e-mail merge dialog will appear. You will notice the Organizer button, on the top right section of the dialog and three new sections.

- **Field with address** – use this field to specify the record that contains the e-mail address of the recipient.
- **Send to Address**- in this section, you can specify a range of records or all records. To select a range of records, click on the **From** switch box and specify the range of records in the **From** and **To** fields. For example, to specify a range of records from 10 to 40, from a source file with 40 records, enter 10 in the **From** field and 40 in the **To** field.
- **Subject** – enter the subject of the e-mail in this field. This will appear in the subject e-mail header.
- **E-mail format** – your mail merge document can be transported in several ways.
- **As HTML e-mail including formatting** – this method would display your mail merge document in an HTML format. Graphics and formatting would be preserved. This method will only work with the Outlook Express e-mail client.
- **As attachment only –** this method will forward your document as an attached file. The formatting and graphics in your document are preserved.
- **As unformatted text** – this method will display the text of your document. It will lack formatting of any type and graphics will not be displayed.
- **As unformatted text and attachment –** this method will add your mail merge document as unformatted text in the body of the e-mail message and attach the mail merge document with its original formatting and graphics. When this method is used, the **Attachment format** field is made available. Use its pull down menu to specify the format of the attached file.

Click **Send** to start the e-mail merge.

Merge to File

It is possible to save a Mail Merge by merging the main document with the selected database records and saving them

as a single document. The database records will appear in the main document instead of the Mail Merge fields.
Before you save a Mail Merge create one as described above. At the end of the process click the **To File** button in the **Mail Merge Wizard**. A dialog opens that is used to set the range of database records. The range will further limit the selection you made in the **Organizer** dialog. In the **Records** section, enter the number of the first and last record in the selected range or check **All:** to use all records. Click **OK** to close the dialog and open the **Save As** dialog and specify the document name and destination location.
NOTE: This function is only available with the DOC file format.

Chapter summary

This chapter covered more advanced topics. In it, you learned about the spell checker and its user dictionary.

- Add unrecognized words to the user dictionary
- Use the thesaurus to find synonyms
- To increase security, use the password protection
- Using an outline help you to edit and review large documents
- Use the mail merge to automate common tasks

Appendix

- **602Text and OLE Objects**
- **MagicText**
- **Inserting and using Barcode**
- **Tables**
- **HTML Documents and Forms**
- **Special elements in a document**
- **Creating a mail merge source file**
- **602Text Environment and Controls**

602Text and OLE objects

What is an OLE object?

OLE is object linking and embedding. It is a way of integrating objects from other components into 602Text. A component that allows its documents to be linked or embedded in other components is called an OLE server. A component in which documents can be linked or embedded is called an OLE container. 602Text can operate as an OLE server or as an OLE container.

What type of OLE objects can be inserted?

A 602Text document can include many types of OLE objects. The most common type of objects are:

- pictures
- graphs
- tables

Pictures and other elements are created using other applications. In order for such elements to become an organic part of the document, the word processor must be able to co-operate with other programs. This means that the desired objects component must be able to function as an OLE server.
Let's consider MagicText objects. A MagicText object in 602Text is an OLE object. It's OLE server is the MagicText component or application. Not all applications can operate as an OLE server.
The principle of co-operation between the word processor with other applications may be summarized in the following way. The basic document is being created directly in the word processor. Into the document, "foreign" elements (i.e. pictures) are inserted in the form of objects. Although they form an integral part of the document they are still under the control of their parent application. This administration may even be dynamic. Any object change in the parent application may immediately be manifested in the document.

MagicText

What is MagicText?

MagicText is an enhanced feature in 602Text that allows you to transform the shape and texture of words. It is a standard part of 602Text and is an insertable object.

With **MagicText** you can:

- Alter the shape of a word by applying one of many **MagicText** shape templates
- Apply unique shading and textures.
- Change the angle of a word.
- Change the font, font attributes, and font color.
- You may even change the lighting effect.

When using MagicText, you are actually using a separate program that inserts a MagicText object into your document. When editing or inserting a MagicText object, the MagicText program will appear and the 602Text toolbar will change. The 602Text program has not been closed. It is in the background and your document is safe. Let's now perform a common operation and insert a MagicText object.

Inserting a MagicText object

To insert a MagicText object, click the **Insert** menu and select **MagicText**. Instantly, the shape and look of the 602Text program will change and the MagicText application will be displayed. Do not worry, your document is safe.

To begin:

1. Double click on the MagicText object. If its a new object, it will say Magic.
2. After double clicking the object, the object properties dialog will appear. From this dialog, you can enter the new text and modify the attribute associated to the MagicText object- shape, texture, and color.
3. Change the font and font style as needed.
4. After you have made the desired modifications, click **OK**.

5. Your new MagicText object should now be visible. At this point you are still inside the MagicText application. To exit this application and return to your document click on the document with your mouse.

Editing a MagicText object

To edit a MagicText object, simply double click on the object with your mouse. After you double click on the object, the MagicText application will appear. From there you can edit every part of the MagicText object. As with all objects, you can define the way it interacts with other objects and text - placement, size, wrapping etc.

MagicText objects are very easy to work with. From the toolbar, you can apply many text shapes, change the font, color or add textures.

Common effects

Flip

To flip a MagicText object, click on the corners and drag it to the opposite corner.

Rotating

Rotation is obtained by the Rotation command from the Object menu or by pressing a toolbar button. The mouse cursor is changed into shape of directional cross.
A Rotation axis is displayed in the work window in the shape of a circle, with a black dot at its center (⊙). The symbol emphasizes the axis perpendicular to the object plane.
The Rotation axis is placed at the object center. It can optionally be shifted by drawing with the mouse (The mouse cursor changes into a two-directional arrows).
Turn the object by drawing with a mouse (cursor is directional cross) in the needed direction.

Shearing

Shearing is obtained by the Shearing command from the Object menu or by pressing a toolbar button. The mouse cursor changes into a shape of the directional cross. The Shearing point is placed at the center of the object. You may move it by dragging it with the mouse. The object can be sheared by changing the position of the mouse. The level of Shearing depends on the position of the mouse in relation to the direction of the horizontal and vertical axes.

Inserting and using Bar Codes

Barcode types

02Text allows you to work with various bar code types (requires PC SUITE Plus). A bar code consists of the *data* that is to be expressed in the code and *parameters*, which determine the type, version and appearance of the code.

Code 39 (Full, Normal)

Codes messages with variable length. The normal version of the code operates with the characters –

1234567890ABCDEFGHIJKLMNOPQRSTUVWXYZ-. *$/+%.

The full ASCII version of the code is able to use all 128 ASCII characters.

UPC-A, UPC-E and extension

Codes messages consisting of 12 digits, 11 of which are significant. The last digit is a check digit – it is calculated automatically and is ignored if entered. UPC-E code messages consisting of 7 digits, out of which 6 digits are significant. The last digit is a check digit – it is calculated automatically and is ignored if entered.
Two or five digits can be used to extend both codes. These digits will be coded alongside the main code. The following table shows the data and the corresponding output:

Input	Alternative input	Output
123456	1234567	UPC-E
123456,12	1234567,12	UPC-E with a two-digit extension
123456,12345	1234567,12345	UPC-E with a five-digit extension
123456789012	1234567890123	UPC-A
123456789012,12	1234567890123,12	UPC-A with a two-digit extension
123456789012,12345	1234567890123,12345	UPC-A with a five-digit extension

EAN-8, EAN-13

Codes messages consisting of 13 digits, 12 of which are significant. The last digit is a check digit – it is calculated automatically and is ignored if entered. EAN-8 code messages consisting of 8 digits out of which 7 digits are significant. The last digit is a check digit – it is calculated automatically and is ignored if entered.
Two or five digits can be used to extend both codes. These digits will be coded alongside the main code.

BookLan

Used to mark books. It includes the first 9 digits of ISBN and can be extended with the price. A complete ISBN (hyphens are ignored) and price after the hyphen can be entered. In other aspects this code is identical to EAN-13.

Code 93

Codes messages with a variable length in which all 128 ASCII characters can be used.

CODABAR

Codes messages with variable length. The messages must begin and terminate with one of the following characters: A, B, C or D. Characters 0123456789-$:/.+ can be included in the message.

Interleaved 2 of 5

Codes messages consisting of an even number of digits. If an odd number of digits are entered, the digits are complemented with a leading zero.

Code 128

Codes messages with variable length that can consist of all 128 ASCII characters and special functional characters FNC1 to FNC4 that are entered by means of bytes 128 to 131.

EAN/UCC 128

Codes messages with variable length that can consist of all 128 ASCII characters and a special functional character FNC1 that is entered by means of byte 128.

PostNet

Codes zip codes. The zip codes can consist of 5, 9 or 11 digits.

Properties of bar codes

Barcode display properties are set in the list of properties of the item in the group **Bar Code**. Some properties can only be used for certain code types.

Thickness of the thinnest line

The thickness of the thinnest line determines also the dimensions of all other items of the bar code. It is specified in units of 0.01 mm. The recommended thickness is 26 to 76, the minimum thickness for UPC and EAN is 26, and for others it is 19. The permissible range is 0 to 500 (unless the maximum code size is exceeded), while 0 designates a default thickness of 33.

Thickness reduction

Thickness reduction enables you to specify the percentage of how much the bar thickness is to be reduced (positive values) or enlarged (negative values). The permissible range is -99 to +99. Use positive values for printing with ink on feathering paper and negative values to print on materials on which drying ink shrinks.

Bar Length

The bar length is specified in units of 0.01 mm. The permissible range is 100 to 20000 (unless the maximum code size is exceeded). It is also allowed to use the value 0 that designates a default value of 2540 (one inch).

Thin and thick bar code line ratio

The thin and thick bar code line ratio can be specified for Code 39, Interleaved 2 out of 5 and CodaBar. It is specified as an integer multiple of ten of the thickness ratio. It should be within the range of 20 to 30. If you specify the value 0, the default value 25 will be used.

Rotation

Rotation enables you to specify rotation of the bar code. It is rotated clockwise in steps of 90 degrees.

Text entry

The information expressed with the bar code can be entered in text suitable for reading by the human eye. Text can be placed under or above the code or it can be suppressed.

Font

You can select a font for the text that is part of the bar code. It is recommended to use the fonts Arial, Ms Sans Serif or System. If

the code is not explicitly specified for this item, the font Arial is used with the size of about one fifth of the bar length.

Delimiting zones

The delimiting zones perpendicular to the bar code lines can increase the reading reliability of the code and quality of printing on some surfaces. The zones can be used for Code 39, Code 93, Interleaved 2 out of 5, CodaBar and Code 128.

ASCII version for code 39

This property turns on the full ASCII version of Code 39 instead of the normal Code 39. This does not apply to other codes.

Start/stop * in code 39

This property sets up the display of the start and stop characters (such as asterisks) in the code zone that can be read by the human eye. This applies only to Code 39.

HIBC Version for code 39

This property turns on the HIBC version (Health Industry Bar Code) for Code 39. This does not apply to other codes.

Check digit

One or two check digits can be attached to a code. The check digits required by specification of the code are always attached whether this property is set or not. In case of EAN/UCC 128, the check digit can be attached only to the numerical message.

Adapting the printer resolution

Setting this property adapts the bar code line thickness to be an integer multiple of the printer resolution. This minimizes the distortion of the code caused by the resolution of the printer and enhances the output quality.

Tables

Create an empty table

You may insert an empty table using the Text Table command from the Insert menu or Text Table from the Table menu.

After the size has been confirmed, the table is created. All columns have the same width and all rows have the same height, the row height will be adjusted to the default font size. The cursor will appear in the first cell. A default style, called Table style, is used.

By modifying the above-mentioned style, you may change the default font size in the table and influence the height of the rows in the new tables.

Creating a table from existing text

This method assumes the existence of data, configured in a form corresponding to the intended rows and columns in the future table. The data has to be configured as follows:

- The individual rows of data are to be terminated by the character ‘end of paragraph’ (by pressing the Enter key). They will then correspond to the table rows.
- Separate the items, which will be located in the individual columns, in a single row, using tabulators.

Select the part of the document that was modified according to the above description. Then start the Text Table command in the Insert menu. The Based on selected text checkbox in the Create Text Table dialog is checked. Keep it checked and accept the selection. A table is created with the necessary number of tables and rows; it is already filled with data from the selected text.

By default, grid lines are turned on. To remove the gridlines, click Table and select Grid Lines to remove the check mark.

Edit and table mode

You can work with tables in two ways:

- Normal mode for entering and editing text – **text mode**.
- Special mode for working with table cells and ranges – **table mode**.

In text mode, the cell contents are entered and edited. It is possible to change the font and paragraph parameters of an individual cell. It is also possible to enter fields for sums and insert whole rows. The table mode allows you to globally modify the whole text table, select a range of cells, and apply block operations. It is possible to edit borders, fill the cells, to insert, delete additional rows and columns, split and merge cells, and to change the cell width. It is also possible to delete the contents of the selected cells and to insert fields for sums of rows and columns. You cannot enter data into the cells while in table mode.

How to select the text mode

In case you wish to pass from the document text to the table and work in the text mode, click with the mouse text cursor on desired table cell (the text mode is activated above the cell areas). The cell opens for entering (editing) data, which is indicated with text cursor blinking inside the cell.

How to select the table mode

In case you wish to pass from the document text to the table and work in the table mode, double-click using the mouse object cursor (the black arrow of the object cursor is displayed near the border lines of the cells). The cursor changes its shape to a bold cross and simultaneously the first cell is selected as a range.

We will often use the term **range** in the further text. A range is the group of selected cells in a table – analogous to a block of selected text in the document. A range may be formed by one cell, by a row of cells, or by the whole table. It is selected in the same way as text selection.

How to switch from the text mode into the table mode and vice versa

In case you are working inside a table, you may switch between both modes in a very operative way. The basic executive shortcut is Alt+F2. If you are in table mode, you have an additional option – by right clicking with the mouse the floating menu opens, from within which you start the Text Mode command.
You can also quit the table mode very simply by clicking with the mouse outside the table.

Table mode

When working in table mode, a table toolbar is made available for working with cells. It includes a set of buttons, a list for selecting the cell borderline and fill. Actions started from the toolbar apply to the selected cell or to all cells from the selected range. In case you are confused with the meaning of the individual elements, we remind you use the bubble help.

The mouse cursor is displayed inside the table as a white bold cross. Using it, you may select a cell or a range of cells (even the whole table). Outside the table, the cursor turns into a bold black arrow, followed by a symbolic table picture.

In table mode, the shape and function of both rulers also change. The table borders, the positions of the dividing lines between the individual rows, and columns are identified there. When placing the cursor into the ruler area, its shape changes to a black arrow. By clicking, using the left mouse button, the whole corresponding column is selected; simultaneously, the corresponding part of the ruler turns black during the period the button is pressed. It is possible to select several columns by moving the mouse while the button is pressed.

Using the rulers with tables, it is also possible to move the cell edges (the whole edge is understood irrespective to the selection). Some of the actions, accessible otherwise only in table mode, may be performed in normal text mode. Their validity is always restricted to the selected cell.

Borders and shading

The border and fill properties, of a selected cell or range of cells, may be set using the **Lines and Shading** command from the **Table** menu (in table mode). The dialog includes two sections: for borders, shading of the whole range, and for the borders of individual cells.

- You may create a border, of the selected range, using a line, selected by the Around selector in the Range section. You may select the background of the range using the Shading selector.
- There are four lines associated with each cell: top, bottom, left, and right. It is possible to set each of them individually using four selectors in the Single cells section. If adjacent cells have different line settings, the thicker one will be used (according to the order in the line width lists).

- The Shading selector is used to select the individual cell background fill.
- For rapid border and fill selection, of a range, use the assignment buttons in the table toolbar.

Font and paragraph formatting in a table

The font parameters of the active cell or of all characters in the cells within the selected range may be selected, in table mode, using the **Font** command from the **Format** menu (or using the shortcut key **Ctrl+Q**).
If you apply the same command in text mode, you may work with the font on the level of individual characters or the selected text blocks in a cell.

Paragraph formatting and styles in a table

To set paragraph parameters for the whole selected cell or parameters for all paragraphs in all cells within a selected range in the table mode use the **Paragraph** command from the **Format** menu (or using a shortcut **Ctrl+T**).

If you apply the same command, in text mode, you may work with the paragraph on the level of individual paragraphs or the selected text blocks in a cell.

It is also possible to work with the styles on the paragraph level of a table; all the usual commands are available in the Format menu.

You can align text in cells to the top, or bottom margin, alternatively center between the two margins. Click Vertical Alignment on the Table menu.

Cell height and width: Whole column width change

You may change the width of the **whole** column by setting the mouse cursor in proximity to the arrow in the ruler, marking the dividing line between the columns, and by dragging the mouse to the left of the mark. A dotted line, passing through the column limit will show this action.

- By dragging with the mouse, reduce the column width down to a certain minimum size.
- By dragging to the right, you may expand the column to the detriment of the adjacent column (the latter will reduce its width – again down to a certain minimum limit).
- You may increase the width of the selected column, by dragging to the right with the Shift key pressed, to the detriment of adjacent columns to the right.

Width of individual cells

Within a table, you may apply a column width to individual cells or to cells within a selected range. In such case it is necessary to drag, directly, the cell border, or one of the cells in the range.
It is possible, in a limit case, to select as a range the whole table and to change the width of whole columns by dragging individual cells in a similar way as you learned in connection with the ruler.

Cell height

The Row height dialog enables you to set the height of the cells in a row. You can select: automatic setting, setting with the minimum height, or enter a number to set the height as fixed.

Inserting rows and columns into a table

Row insertion

A new row is inserted below the row with the actual cell using the Insert Row command from the Table menu. The command calls up a dialog, where you will be asked, to select the cell width setting (regarding the existing rows) for the new row. By default, the number of the row below the pointer is prompted. It can be changed.
You may also insert a new row, when in text mode, using the Ctrl+Enter shortcut. The cell layout, in the new row, will be the same as in the row where the command was issued. Contrary to that, the Shift+Ctrl+Enter command has the same effect as the Insert Row command.

Cell insertion

For cell insertion, the Insert Cells command from the Table menu or from the floating menu is available. In the first case, a dialog for parameter settings is displayed.

Direction of insertion is selected by the In front of range / Behind the range switch. The number of inserted cells is entered into the field Count. When inserting cells, from the floating menu, only one cell is inserted in front of the selected range.

The cells are inserted with a certain minimum width, which may be adapted to your needs. If more cells are selected as a range, the cells will be inserted into all rows, covered with the range. In this way a whole column may be inserted.

Splitting a cell in a table

It is possible to split the selected cell or all cells within a selected range.

To split a cell, use the Split Cells command from the Table menu or from the floating menu. In case you use the floating menu, the cells are split into two cells of the same size. Otherwise a dialog is displayed, enabling you to split each of the cells into two, up to five parts.

Merging cells in a table

Besides splitting, it is possible to apply an inverted operation – merging of two or more cells into one cell.
Select the cells to merge as a range. Then start the Merge Cells command from the Table menu or from the floating menu. The cells in the individual rows, of the range, merge into one single cell with the width of all original cells together. If the cells are not empty, their content merges into a compact string irrespective of its type.

Even width

The cell width may be set manually.
You may apply the Even Width command from the Table menu to a range (and thus also to a whole table). All cells within the range will have the same width. If the text does not fit into the cell, given its new width, it will automatically break into more lines.

Width by example

If the width of a cell, within a given range, does not match the column, use the Width by Example command from the Table menu. The command will unify the cells within the selected range according to the top row.

Deletion in a table: Deleting text

In text mode, any text inserted into the cells of a table may be deleted just as any other text in a document. In case you wish to delete the contents of more cells in one operation, select them in the table mode as a range, and apply the Delete Contents command from the Table menu (or the shortcut Del). The cells themselves remain unchanged.

To delete a row in a text table, place the cursor to the row you want to delete and click **Delete** Row on the Table menu. To erase a group of rows, selected the rows, and click Delete Row on the Table menu.

While editing a text table you can delete individual cells or clear the contents of cells without deleting the cells. To delete cells in a text table, select the cells you want to delete, and then click Delete

Cells on the Table menu. To only clear the contents of the selected cell(s), click Clear Contents **on the** Table **menu**.

Calculations

It is possible to insert fields for simple sums in the columns or rows of the table.
How to insert a field for calculations:

- While in text mode, set the pointer to the cell you want to insert a sum into (closely below the column of values or to the right of it).
- Click Field on the Insert menu or press the button with the sum symbol. Select either the item Column Sum or Row Sum in the next dialog. Enter the column (row) number.
- The sum shall be performed.

If the result does not appear directly in the cell (you see the symbolic summing field entry), click Fields Contents in the View menu to display the result.

It is possible to apply the sum on cells that include mixed information – number/text. The first character must be a number. In case the calculation result is too large, the result will be converted into scientific notation.

Large tables and their headings

The size of a table is not limited. If a table does not fit into one page, it may "overflow" to the next page and become a multiple page table. In such case it may be suitable to define it's heading. One up to five introductory table rows (in the first page) may form a heading. These will be repeated in the table on each new page. The heading is specified using the Header command from the Table menu in both table and text modes.

Converting a text table

It is possible to convert a text table into a different object.
How to convert a table:

- Select the table as an object (its border will be displayed with drag points).
- In the floating menu, after right clicking above the table, apply the Text Table command and further in the submenu the command Convert.
- Select the conversion type in the subsequent dialog.

HTML Documents and Forms

Saving a document in the HTML format

This part of HTML creation is the easiest. Simply type the document and format it as you are used to. To save the document to HTML, click Save as on the File menu. Choose HTML (*.HTM) for the Save as type selector and name the file.

In HTML the following is useless:

- Defining dimensions of pages
- Alignment on lines and word division.

That is due to the fact that text is wrapped automatically according to the setting on the viewer window. Hard or soft page ending are not converted, since HTML does not have page numbers.

What is exported into HTML

The following is exported to the HTML format:

- HTML field (references, symbols, marks)
- Text and its attributes (bold, italics, underline, upper and lower cases, an fonts (both its size and color)
- Paragraph parameters its alignment, separating with a line above and under a paragraph, and bullets (HTML style list)
- Pictures, OLE objects and horizontal lines
- Bookmarks
- Text tables (beyond the edges of individual cells).

What will not be exported?

The following is not exported to the HTML format:

- Text frames, drawing and frames beyond the horizontal lines
- Notes below a line
- Columns
- Splitting up into chapters, header and footer specifications.

Multiple spaces in text are substituted with a single space. If you need to keep the spaces, convert them into hard spaces, or assign the preformatted text style to a paragraph (it is defined in the HTML template).

Check by preview

To check your HTML creation click HTML Preview on the View menu.

The XHTML export is only available with PC SUITE Plus 2001.

Creating an HTML template

Use the HTML Look view mode to get a preview of your HTML document. Since HTML does not support some of the text formatting, you will want to use this preview mode to help you inspect the HTML document. It contains such styles that are guaranteed to stay correct in the conversion to the HTML format.

Create an HTML document using an HTML template:

- Select the 602Text HTML template (named HTML.WPT) on the Files tab in the Options dialog.
- Create a new document.
- Type text of the document and format individual paragraphs with styles from the template.

The styles are prepared so that they comply with optional viewers. We do not recommend modifying them (at least at the beginning). Let us gives at least one reason why. Type text in a certain font, for instance, in Times New Roman of a size of 10 points. Someone in a “large Helvetica“ font then will read your 10-point Times. From the same reason there is no sense in defining limits for pages as well; what is displayed for one in a single window, it encompasses three displays with another.
Multiple spaces in the text are substituted with a single space. If you need to keep the spaces, convert them into hard spaces or assign the preformatted text style to a paragraph.
In lists, the nesting level relates to the outline level in a paragraph style. If you use Non-coded paragraph style, it will be converted exactly as is in a document (it is not coded in HTML characters) and it is the user’s responsibility if it was saved correct.

Links in an HTML document

Links to other documents can be a part of your HTML document. These may be:

- Local – files are on the same computer.
- External – point to documents placed anywhere on the Internet.
- References - it is also possible to implement references within the document.

Links to local documents are set in the form of access paths, references to external documents with URL addresses. References in scope of a document are set through bookmarks.

Links are inserted in the form of fields.

- Click HTML on the Insert menu and then Link in the submenu. You can also use the Field command and select HTML Link from its dialog.
- In both cases the HTML Link dialog will open. Through it, you can insert a reference of the type needed in the text. A field can be inserted through the HTML toolbar if you have it displayed.

Links in the HTML document are interpreted as narrative text strings, which are different from the rest of text (according to the settings of the pertinent viewer – for instance, by a blue underlined font). “Under the string“ a field with a set address is hidden. By double clicking on a string the field the contents is interpreted, the pertinent service is activated and is loaded where the reference pointed.

Reference to an URL address

Open Web in the HTML Link dialog.

- Choose Protocol to select the service, this will be needed for gathering the information saved on the given address. For hypertext-viewing HTML documents use the http:// service.
- Fill in the IP address and access path to the desired document in the URL field. If you omit the file name, the reference will be directed towards the index document.
- Save information in the Text field, this information will be put down in the document at the place of the field insertion, and it will serve as a reference execution position by clicking with the mouse. You can also cut part of existing text and paste it into the field.

Reference to a local address

Open the File tab in the HTML Link dialog. Save the path to the document you want to open with the reference in the File field. You can select the file with the Browse button. It is possible to use any file type, which can be displayed by a viewer (this includes,

not only HTML type file but also pictures, audio files, and video sequences).
Save text information in the Text field, this information will be (the same way as with the reference to a WWW document) used at the place of field insertion, and it will serve as an execution position by clicking with the mouse. The local reference is the field contents in the form shown:

..\..\..\..\Documents\boss.htm

Reference to bookmark in a document

Hypertext jumps can be implemented in one document. The document can then contain, for instance, a menu (contents) of chapters at the beginning. When a click on a pertinent entry with the mouse, the document shifts to the link in the document.
It is possible to bookmark HTML files and current documents. The reference to a WPD document is transformed at export to the reference to an HTML document (that is, for instance, from EXAMPLE.WPD to EXAMPLE.HTM). So the assumption is that you should also export the referred document into the HTML format.

The reference locations for the links in a document are bookmarks created in advance. You can insert them, as you need, for instance, before individual chapters names. Go to a bookmark obtained in the HTML Link dialog on Bookmark. The needed bookmark should be chosen from the list. The reference text should be saved in the Text field again.

You can test a switchover to the HTML type file or WPD document directly in 602Text without exporting into the HTML format. After inserting the reference to either the document or bookmark, mark the pertinent field as a block (or position a cursor before the reference) and execute the Go To HTML Reference command in the Edit menu. According to the reference type the pertinent document opens and, in the case of a bookmark, the cursor is correctly positioned beside the selected text.

Objects in an HTML document

In addition to text and text references, an HTML document can contain commonly used objects in 602Text documents.

It is possible to use the following objects:

- Pictures
- Text tables
- Form objects
- OLE objects
- MagicText objects.

Objects can be used as links to other documents and files. For instance, when clicking on a picture of a tree a page with information on trees is loaded (together with other references, etc.). You can create, for example, a picture catalogue where users load a large picture of the product by clicking on a small picture. The end user can then order goods from you directly by completing a form, etc.

Objects are not saved inside the document, but in the form of individual files (i.e. graphic files in the GIF or JPEG format). Web pages are thus saved mostly in individual folders, where the file is in HTM format and, according to a page's "diversity", a whole series of graphic files.

Pictures in an HTML document (simple method)

All pictures and OLE objects being a part of the original document can also become elements of a hypertext document in HTML format. The principle consists in exporting the picture into a file, where it will be directed to the pertinent reference. The process can be automatic, or you can influence it by a target folder specification.

Procedure for picture insertion is described in the following paragraph.

- Mark the picture inserted in a document in advance.
- Execute the HTML command in the Format menu or in the floating menu.
- Type the picture description in the Alternative text field on the HTML tab.
- Press the Browse button next to the URL field. A dialog opens, in which a reference to the name of the HTML document should be entered.

Pictures in an HTML document (advanced method)

All pictures and OLE objects being a part of the original document can also become elements of a hypertext document in HTML format.
Placing a picture in an HTML document depends on the placement and wrapping of the picture with text.

- Float with character picture is exported exactly according to its position in the document. Wrapping, in this case, can be recommended for HTML documents as the most suitable.
- In other cases the picture is placed according its position either to the left or right edge of the document. If the picture is not wrapped, it is possible to center it horizontally on a page as well.

The files from which the pictures and OLE objects are loaded in a document can be put in the same folder where the HTML document will be saved.

How to influence the picture export?

Links to a picture in the hypertext format needs accessibility to the picture file in GIF or JPEG format. If the picture is loaded in the original WPD document from another format, the file is automatically generated and saved under the set specification. You can save the file name and access path in the Output file field on the HTML tab.

If you state a full access path to the file from which the picture was loaded (and one of the both permitted formats is used), the picture will not be exported. If you state the file name only (without the path), it is verified, if the file in the folder where you exported the HTML document already exists. If it does exist, it is not rewritten. If it does not exist, it is exported to the folder. Please note that if you do not fill the Output file field at all, the picture is generated automatically, and it is saved in the same folder as the exported file. In this case you can skip the following chapter.

Tip: Easily see the file extension

The extension of a graphic file can be hard to see. To see the extension, execute the Picture command from the Insert menu. A dialog for file selection will open. Find the file from which you loaded the picture into the document. Click with the right mouse button on the file. Execute the Properties command in the floating menu. Take a look at Name for MS-DOS entry on the General tab – here you will find the full name of the file with extension.

Alternative text

Type a note characterizing the picture or its contents in the Alternative text field. The character is given a frame indicating the object position in the HTML documents viewer. In the following cases:

- The picture is not loaded yet (text is loaded first, pictures will follow)
- Automatic loading of pictures is off, picture is loaded upon request only
- Picture is not available.

Should a picture be an active element?

If you want a user to move to another place in a document, to another local document, or another URL address by clicking on the picture, specify this target in the URL field. Use the Browse button

to add a link. Through it you can open the dialog for specifying the link.

Export format

Pictures designated for HTML document viewers are available in two formats: GIF or JPEG. The picture is transformed from the format into one of the named formats. The conversion is automatic; the Format radio button chooses the method. The picture is saved in the selected frame as an individual file.

ISMAP/USEMAP mapping

Pictures can contain sensitive areas for actions with the mouse (so-called Hot Spot areas). The method of their mapping is chosen with a switch in the Picture mapping section.

ISMAP Mapping. Type the path to the text file in the URL field; this file contains sensitive area definitions according to the pattern:

<type of area><URL address><coordinates>

Co-ordinates are entered in a perpendicular co-ordinate system in points, and they define its dimension in dependence upon a sensitive area type. It is possible to state an area type as the following:

- rect – rectangle with co-ordinates of the left upper and right lower corner (x1, y1, x2, y2)
- circle – circle with co-ordinates of a center and optional point on the perimeter (c1, c1, x2, y2)
- poly – polygon - with co-ordinates of individual peaks (maximally 100).

Mapping through USEMAP. Type the name of the picture for mapping in the USEMAP field (this is case sensitive). Definition of the areas should be saved with the mark <AREA>.
Let us give an example when we assume that the picture is named Areas. Definition of the area is then possible to save as:
<MAP NAME = “Areas”>
<AREA SHAPE = “RECT” COORDS = “10,10,100,100 HREF” = “http://www.yahoo.com”>
<AREA … etc…
</MAP>
Mark the lines with area definitions with Non-coded text style. The area definitions are rather complicated. We do not recommend their application (at least from the start) to common users. Detailed information can be found in literature on HTML.

Other attributes

Other attributes can be defined after clicking the Attributes button in the HTML tab. By pressing it, the HTML Attributes dialog

opens. This contains enough space for entering other attributes connected with the picture.
Apply the described procedure to all the pictures and OLE objects in a document that you desire to keep in hypertext. OLE objects are saved at export into HTML as pictures; therefore, they cannot be loaded as OLE during import.

Forms and Form objects

You can create forms that users will view and complete in 602Text. Forms are documents with non-editable sections where users fill in only the specified information.

To create a form, it is necessary to insert form fields into a document, and then protect the selected sections in the document with a password.

To insert form fields click Form Field on the Insert menu. To insert form objects click Form Object on the Insert menu. Use the HTML tab of the Object Properties dialog to view and set object properties. To open the Object Properties dialog, right click an object and click Object Properties.

Inserting special characters in an HTML document

Most of the common characters used in documents are displayed during conversion to HTML without problems. The exception to this are the characters, >, <, “ and &. These are reserved for the HTML language for entry definitions.
Links are inserted in the form of fields. Click HTML on the Insert menu, and then choose Symbol in the submenu. You can also use the Field command and select the HTML symbol entry from its dialog. In both cases the HTML Symbol dialog opens. Save the agreed code of the pertinent character in the input field.
Not all the viewers, though, are able to understand all the symbols. The code sequences closed between ‘&’ a ‘;’ characters are commonly called entities. With their help it is possible to insert in a document not only the stated characters but also a whole series of various graphic symbols. Their representation and possibilities depend upon the particular HTML version.

Inserting HTML commands in an HTML document

Common HTML documents are created automatically through 602Text. For full compatibility with the latest version of the HTML language, insert an optional language command (item) in the text.
Commands are inserted in the form of fields. Execute the HTML command in the Insert menu, and the Tag command in the following submenu.

You can also use the Field command, and choose the HTML Tag item from its dialog. In both cases the HTML Tag dialog will open. Type the desired command in the input field between the brackets.

HTML document – description

To view the description of an HTML document, click Properties on the File menu and open the HTML tab**.**

- You can save an address of the Internet page in the Base URL field, which other URL references will be related to.
- You can type an access path to the picture in the Background field. The picture will be displayed as a text foundation in the viewer. You can set a background picture with the Browse button.
- You can set the colors of some special elements in the Colors section (i.e. references).
- By pressing the Attributes button you can assign supplementary attributes to HTML documents.

The CSS button opens the Cascading styles – Save dialog. There are two check boxes in this dialog:

- Export cascading styles – saves cascading styles in an HTML file.
- Use external CSS file – saves cascading styles to a separate file.

Special elements in a document

AutoText

Special Elements in a document are not visible and are not printed. The result of their usage is visible (and printable).
Many times you need to find out what you have entered and where.

- Use the command **Field Contents** in the **View** menu to display the results of the fields in a document. The command works as a switch.
- Use the checkboxes in the **Non-printable characters** section of the **View** tab in the **Options** dialogue to display or hide non-printable characters in a document.

  You can use the following non-printable characters in a document.
- Hyphens
- Hard Space
- Page Break, Section Break, Chapter Break
- Footnotes
- Mail Merge Field
- Field

Hyphens

You can insert optional and hard hyphens on a document. The command **Optional Hyphen** (keyboard shortcut **Ctrl+-**) inserts an optional hyphen to the current cursor position. An optional hyphen is used to specify where a word breaks at the end of a line. When an optional hyphen is inserted in a word, the word will not be hyphenated automatically.

The **Hard Hyphen** command (keyboard shortcut Ctrl+Shift+ -) inserts a hard hyphen to the current cursor position. A hard hyphen is used to prevent a hyphenated word from breaking when it falls at the end of a line. The “Minus” character is displayed at the position of the hyphen.
Both commands are found in the **Special Characters** submenu of the **Insert** menu.

To display hard hyphens in a document, check the boxes **Unprintable** characters and **Hard hyphens** on the **View** tab of the **Options** dialogue.

Hard Space

Use the **Hard space** command (shortcut Ctrl+Space) to insert a hard space at the cursor position. Automatic aligning does not influence the hard space. Text will not hyphenate anywhere else but on a soft break. To display hard spaces in a document, check the boxes **Non printable characters** and **Hard Spaces** on the **View** tab of the **Options** dialogue.

Breaks

By inserting some of the optional breaks, you can give divide your document into different sections, with unique formatting. You can also create chapters, and define the end of the document.

- Use the **Line Break** command (shortcut **Shift+Enter**) to insert a line break at the current cursor position.
- Use the **Page Break** command (shortcut **Ctrl+Enter**) to enter a hard break at the cursor position. The page break starts exactly at the position where it was entered, regardless of how much space is left on the page. If you insert a page break inside a paragraph, the text on a new page will continue with the first character that was on the right side of the cursor.
- Use the **Section break** command, from the **Break** submenu of the **Insert** menu (shortcut **Shift+Enter**), to insert a section break at the current cursor position.
- Use the **Chapter break** command, form the **Break** submenu of the **Insert** menu (shortcut Shift+Ctrl+Enter), to insert a chapter break at the cursor position. The chapter will end at that mark; the next chapter text will continue on the next page. If you insert the chapter break inside a paragraph the chapter text on new page will continue with the first character that was on the right side of the cursor. For more information about page numbers within a chapter see Chapters. If you insert the chapter break inside a paragraph the chapter text on thenew page will start with the first character that was on the right side of the cursor.
- To end a paragraph, press **Enter**.

To display the above-mentioned non-printable characters, check the **View non-printable characters** box in the **View** tab of the **Options** dialogue.

Footnotes

To insert a footnote, click **Footnote** on the **Insert** menu (keyboard shortcut **Ctrl+H**).
This command will insert, at the cursor position, a reference point (note number). At the end of the page an optical separator is created for entering the footnote text.
You can set the default footnote mark on the **Settings** tab in the **Options** dialog.

Mail Merge Field

A document can be merged with a database file. Then the information from the database can be used for printing, sending e-mail or faxing. The connection between the database and the main document is executed via the mail merge field. This mail merge field is regarded as a variable (record name). When printing a merged document, mail merge fields are replaced with the values from the database file for each copy of the document.
To insert a link to the name of a record in a database, click **Mail Merge Field** on the **Insert** menu (or press **Shift+Ctrl+W**). To select a database, click **Database Settings** on the **Tools** menu.

Fields

Fields are variables inserted into a document to present special data.
Document description, page, and chapter number data can be entered as a field (it can also be used for creating a header), etc.
Run the **Enter Field** command, and from the dialogue frame select **Field** type.

Name	Description
Application name	Inserts the program name the file was created in.
Author in Properties	Inserts the author name from the document description.
AutoText	Inserts an AutoText field.
Column Sum	Inserts the sum of a selected text table column.
Date	Inserts the current date.
Filename	Inserts the file name of document.
Footnote	Inserts a footnote.
Form Check box	Inserts a form check box
Form Drop-down	Inserts a form drop-down
Form Text	Insert a form text
HTML Link	Inserts an HTML link (URL address).
HTML Symbol	Inserts a symbol.
HTML Tag	Inserts an HTML command.
Chapter Number	Inserts the current chapter number. This number occupies space in a text frame.
Keywords in Properties	Inserts the values from the **Keyword** field from the document description.
Mail Merge Field	Inserts a field for merging from a list related to the selected database file.
Page Number	Inserts the current page number. This number occupies space in a text frame.
Print Date	Inserts the document print date.
Print Time	Inserts the document print time.
Row Sum	Inserts the sum of selected text table row.
Subject in Properties	Inserts the value from the document description subject.
Symbol	Opens a dialogue with the map of all installed font characters available. This map can be easily used to enter a character, which is not on the keyboard.
Template Name	Inserts the name of the template the document is based on.
Time	Inserts current time.
Title in Properties	Inserts the value from the document title description.
User information	Opens a submenu used to insert the **AutoText** field with the information about the user (see **User Info** tab in the configuration dialogue).
Chapter Number	Inserts the current chapter number. This number occupies space in a text frame.
Keywords in Properties	Inserts the values from the **Keyword** field from the document description.

AutoText

AutoText is a function that enables you to insert frequently used text.
From the **Insert** menu system, launch the AutoText command to insert fields that consist of several items. The command opens a submenu including the list of fields, and the command **Add**… that enables you to specify more fields.

Creating a field for AutoText

Clicking **Add**… on the **AutoText** menu opens a dialogue for the creation of enumerated fields. The left column includes a list of fields. To create a new field, enter the input field above the column and then enter at least one item. The right column includes the list of items of the field under the pointer of the left column. Making an entry into the field above the column and clicking the button **Add** will add a new item. To edit the field and items, you can use the input fields and buttons. Delete Field and Delete Item can be used to make a deletion.
The same dialogue can also be found in the tab AutoText of the configuration dialogue. The enumerated fields including information about the user is specified on User Info in the dialogue of the command Options. The Add... command opens a dialogue that can be used for creation of **AutoText** fields.

Inserting a field creates a dynamic link; right-clicking the field opens a submenu from which you can select a particular field contents (i.e. name, salutation). Words and groups of words, used often, can be specified as items of enumerated fields.

Mail merge- creating a source file

Before inserting the merge fields into a document, you need to have a data file available which will be used to fill in the merge fields during printing.

As a data file you can use:

- 602Tab worksheet
- Data file in the CSV format (in text form with delimiters).
- Database file in the DBF format (from dBase, FoxBase etc.).
- Other sources of data through the ODBC interface.

Creating a data source

Since you have 602Tab installed, you can use your existing worksheet as a data source or create a new source.

First let's create a data source in 602Tab. For this example let's create a data source to manage personal contacts. We will then want to add some descriptive headers.

Name	Phone	Address	e-mail	Friend
John Smith	223-3333	132 Xyz rd	john@fds.com	Yes
Ruben Ortiz	243-0202	602 Avenue	ruben@boring.com	No
Amiglia Newton	434-4432	534 Ventura rd	amig@fddw.com	yes

Starting with cell A1, we added the header called Name. This was done by simply typing 'Name' into cell A1. The same for cell A2 through A5. We now fill in the contents of each column with pertinent information. Now click File and Save as, and give the file a descriptive name. Save it using the XLS format. You have now created a data source.

Accessing a data source

In 602Text execute the **Mail Merge wizard** command from the **Tools** menu and for the data source select **602Tab worksheet**. The following dialog will allow you to select the worksheet and select the data inside the worksheet.

The 602Text Environment and Controls

602Text Main Window

The main window may be formally divided into five parts:

- **Main Window Heading** contains the name of the program – 602Text. If one of the working windows is maximized, the main window header corresponds with the **working window header**.
- **Main Menu Commands** contains commands that expand into a system of service submenus.
- **Main Window Desktop** occupies the largest portion of the display. The desktop may contain one or more windows or icons (up to eight), but it may also contain none.
- **Toolbars** are displayed in the area under the main menu and on the desktop. They contain a series of buttons used for controlling the basic and most often used word processor functions. There are several bar types. It is possible to hide them or display two or more toolbars at a time, depending on the specific situation.
- The last is the **Status bar.** It is used for displaying the status type of information. It is possible to hide the Status bar in order to provide more room for the desktop. Status bar contents change according to the situation. Parts of the bar are used for active mouse control elements.

Toolbars

There is a space under the main menu that is used for displaying bars with more program control elements designed exclusively for a mouse.
There are several types of bars. How they appear on the screen, and the setup of buttons on bars is defined on the **Toolbars** card in the **Rulers and Toolbars** dialog (use the command **Rulers and Toolbars** in the **View** menu).

Status Bar

The status bar contains information pertaining to the status, i.e. information regarding the immediate program environment. Displaying the status bar is optional. You display the status bar by checking the Status bar checkbox on the Desktop tab of the Rulers and Toolbars dialogue.
From left to right, you will find:

- File names corresponding to the last merge document with file (or template) or file name that was imported (or to be exported). The file name area acts as a button for saving a document.
- Field used for displaying status information about an action that is currently running. This field is usually empty because data is displayed only during the course of action.
- Information about the cursor position in text: line, page, section, and chapter. This information appears on two buttons. These buttons may be used to select the numbering of chapters and pages or move the cursor to a selected location in a document.
- Number of selected records when working with databases using fields for merging. Clicking in the area opens a box enabling you to move to a selected record number.
- Indicators of overwrite mode and indicators of the current status of the NumLock and CapsLock keys.

Help bubble

The option to show this type of help must be set in the View tab of the Options dialog. Run the Options command in the Tools menu and switch to the View tab.

Size bubble

This type of bubble shows up only when the guides' display has been activated (item Guide Lines is on the View tab of the Options dialogue).
When moving the mouse pointer over a guide, the normal arrow changes near the guide into a small, thick double-sided vertical arrow. Now you have several options:

- You can press the left mouse button, hold it down, and move the mouse. A bubble with explanatory text and size information will open near the cursor. The information changes as you are moving the mouse. When you release the button, the size indicated in the bubble is fixed and the guide stays in the new position.

- Show the bubble as you did before. Press any key and release the mouse button. A field in the bubble is opened and you can edit the set value. It may be modified or overwritten as desired. You accept the value by pressing **Enter** and the guide location is modified accordingly. If **Esc** is pressed, change will not be set and the bubble disappears.
- Pressing the right mouse button brings up the control menu.

Described manipulations may be applied to page margin guides, paragraph indent guides, spacing, object margin guides, and size. Space setting may be a problem, when the indent under a paragraph is zero. In this case indent guides and spacing guides blend. Clicking with the right mouse button (third option) opens a floating menu with two items: Space below and Spacing. Choosing one of the items opens a bubble for the marked setting.

Style bubbles

You will see these bubbles when hidden characters are actively displayed (item Hidden Characters on the **View** tab of the **Options** dialogue is checked). You will find bubbles at the beginning of each paragraph containing the name of that paragraph's style. If there is an asterisk beside the name, the font or paragraph property differs from the standard properties set in the style.