# Cyber-shop till you drop

Tim Nott gets on the net to download a basket of the latest add-ons and updates for Office and Word. Then it's time for some background bliss and controlling overactive scrolling.

**W**e live in exciting times. There seems recently to have been a rash of add-ons and updates for Microsoft Office in general and Word in particular. Being in the unusual position of having an internet connection that was running at a decent speed the other day, I went shopping.

First on the list was the MS Office Service Release 1. This consists of a 7Mb self-extracting, self-installing patch, Sr1off97.exe, from www.microsoft.-com/msoffice/. Do read all the information there before downloading, as different patches apply to different versions.

Although it's big, it's rather difficult to ascertain what exactly Sr1off97.exe contains. There are some improvements to Outlook and a snapshot add-on to Access, neither of which need detain us further, fortunately. The big news is the converter that saves DOC files in real Word 6/7 format, instead of RTF. But as I reported in my September column, this is already available for a mere 600Kb download. And despite having created a new Word executable for the various DLLs, it all seems much the same.

There were several things for which I had been hoping, but taking one at random (an update to the Windows QuickView utility to be able to cope with Word 97 files) resulted in the first of several disappointments.

### Quick on the Draw
The next download was rather better. You may remember the MS Draw applet, a minimalist vector drawing applet that originally came with Word 2. If you don't, you haven't missed much. It only works as an OLE server, so you cannot run it on its own, and the facilities are very basic.
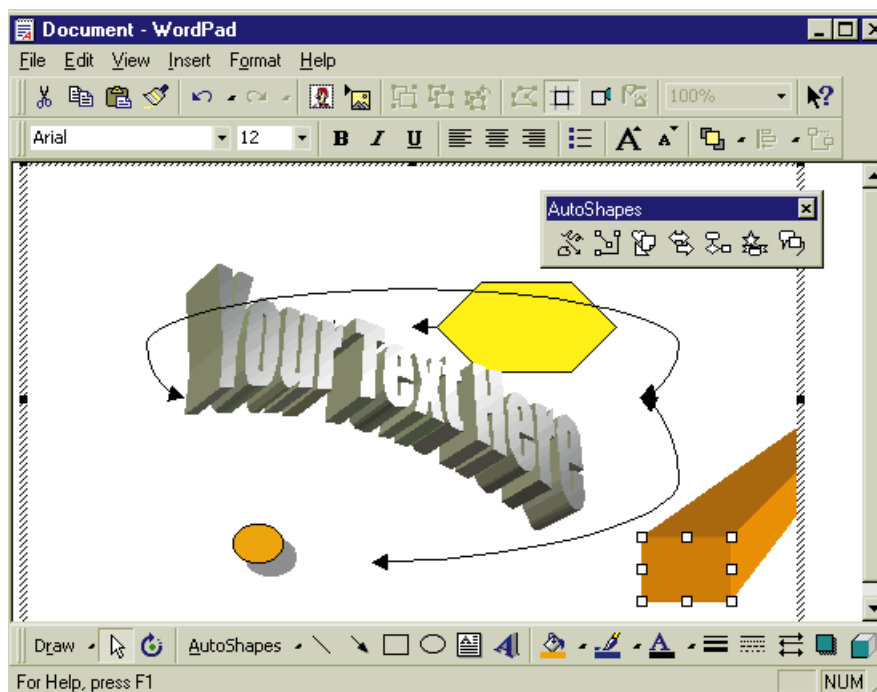


Fig 1 **Drawing in Wordpad: At last it can be done, but only if you have Office**

Nevertheless, it continues to ship with products such as MS Publisher 97, which I found rather a disappointment after having played with the wonderful drawing tools in Office 97.

The good news is that the Draw applet has been updated: it now provides all the Office drawing tools as well as some new ones of its own to any OLE-aware application. The new tools are connector lines — lines that stay attached to shapes as the latter are moved around, as seen in flowcharting or circuit-drawing applications — and there are a variety of rectilinear and curved ones with or without arrows.

The catch is that it's only available to Office 97 users — you have to fill in an electronic form giving your Office CD-ROM key number before you are allowed to download Draw97.exe.
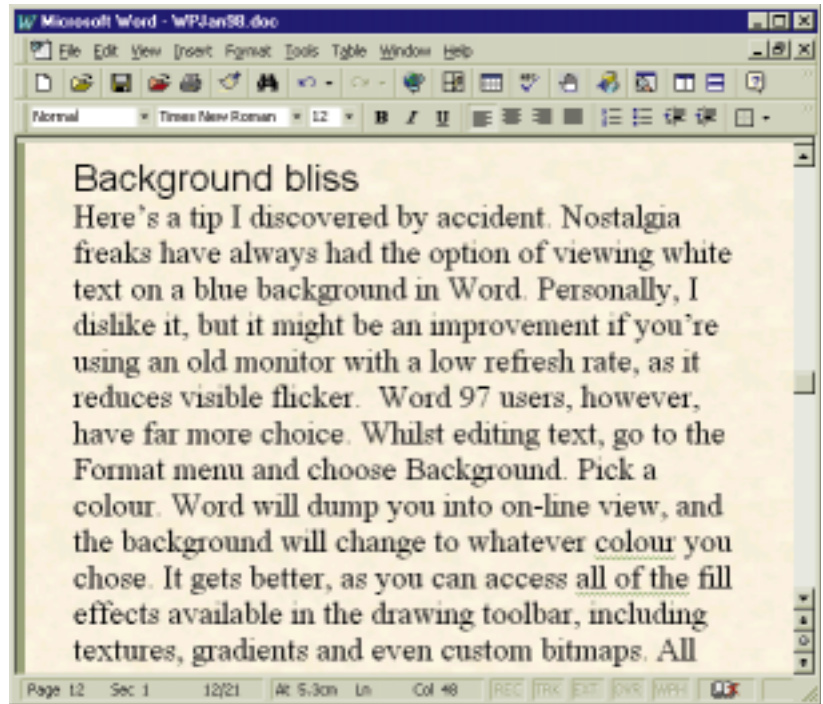
### Toys and us
Third in the line isn't from Microsoft, or even the US, which is a refreshing change. Office Toys 97 comes from my adopted country, France, although it's all in English. You may remember a set of macros for Word 6 called Megaword. This added a raft of enhancements ranging from the supremely sensible, such as project and view managers, to the delightfully frivolous, such as a CD-player and bio-rhythm generator. Office Toys (which despite the title is all Word-related) comes from the same stable — Merlot International. This time, sad to relate, there is less frivolity, but the impact

## Background bliss

■ Here is a tip I discovered by accident. Nostalgia freaks have always had the option of viewing white text on a blue background in Word. Personally, I dislike it, but it might be an improvement if you're using an old monitor with a low refresh rate, as it reduces visible flicker. But Word 97 users have far more choice.

While editing text, go to the Format menu and choose Background. Pick a colour. Word will dump you into online view and the background will change to whatever colour you chose. It gets better, because you can access all of the fill effects available in the drawing toolbar, including textures, gradients and even custom bitmaps.

All great fun, but there is a serious point to this. On one hand, I find it far more restful on the eye to have a non-white background when typing. On the other, I prefer a white background for other applications, especially graphics, so changing the global window colour from Control Panel isn't the answer. At the moment I'm using the parchment-like texture, and very restful it is too. It seems also to alleviate the scrolling problem *(see below)* because the overhead of displaying the bitmapped background slows down the scrolling speed.



**Typing with a background — easier on the eye**

on the Word environment is just as exuberant, with two new toolbars, two new menus and lots of additions to the existing menus. One thing that immediately endeared me to it was that the installation routine (Fig 2) stated exactly what files it was going to stick where.

Taking a lightning tour through the features, there are Managers for almost everything, including: viewing options, printing envelopes, setting up different users on the same Word installation, and tweaking a variety of Word options. The Navigator menu lets you group documents into projects, run Wizards and define a subset of your templates as "Favourites". It lets you create shortcuts to the current document elsewhere on your system and set a different location for backup copies. There's a new Style toolbar, which complements Word's "by example" drop-list with a cascading menu listing all the style parameters.

Then there's a tabbed palette of favourite symbols. There's Autopilot (Fig 3, p278) which can carry out 21 different commands as a batch process on a file, and there's a lot more, but you're going to have to wade through the 43-page user guide to find it, as I don't have room here.

Office Toys costs 240 francs, and there's an evaluation version you can try free for six weeks. Be warned that the registration reminder you get on startup changes to hourly after the first 15 days.

Office Toys didn't last that long for me because wonderful though it all is, there's little I actually need. But some might find just what they're looking for.
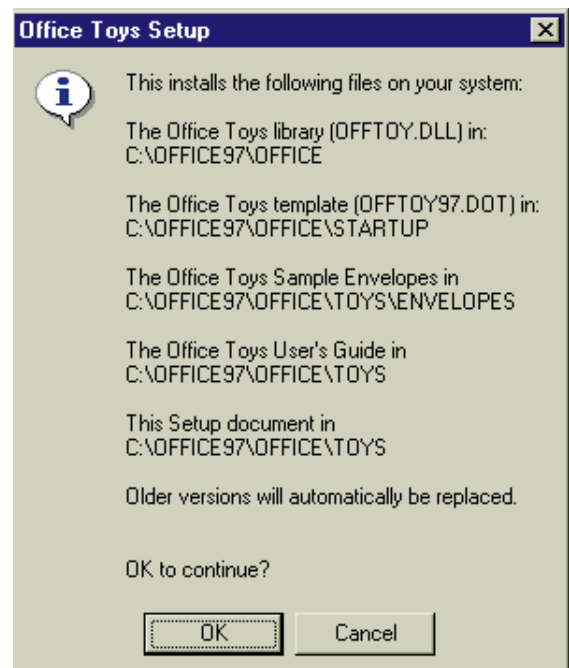
### Out of control on the scroll

David Hills writes: "*I find it impossible to use mouse dragging to select a large amount of text in Word because as soon as the cursor reaches the bottom of the screen, the auto-scrolling is far too quick to control. I have on many occasions watched the desired end-of-selection point rush past me first one way and then the other — reminiscent of a Buster Keaton slapstick routine. I can resort to keyboard methods to extend the selection but I would be very interested to learn of any 'rev-limiter' which could be implemented.*"

So would I. I've been moaning about this for some time — well, ever since I upgraded my graphics card to a Matrox Millennium. I'd hoped they'd fix it in Word 97 but they didn't. I further hoped it would be sorted in the Office 97 service release.

**Fig 2 Now that's what I call well behaved**

It isn't. I've had a good look around the MS Knowledgebase using various Boolean combinations of Scroll, Speed, Selection and Too Damned Fast, but all I could find was advice on the converse problem — how to *increase* scrolling speed. So, by a simple process of reversal, my advice would be to rip out that flashy display card and downgrade to something less ostentatious. If that doesn't do the trick, try removing some RAM or switching to a slower processor. As a temporary
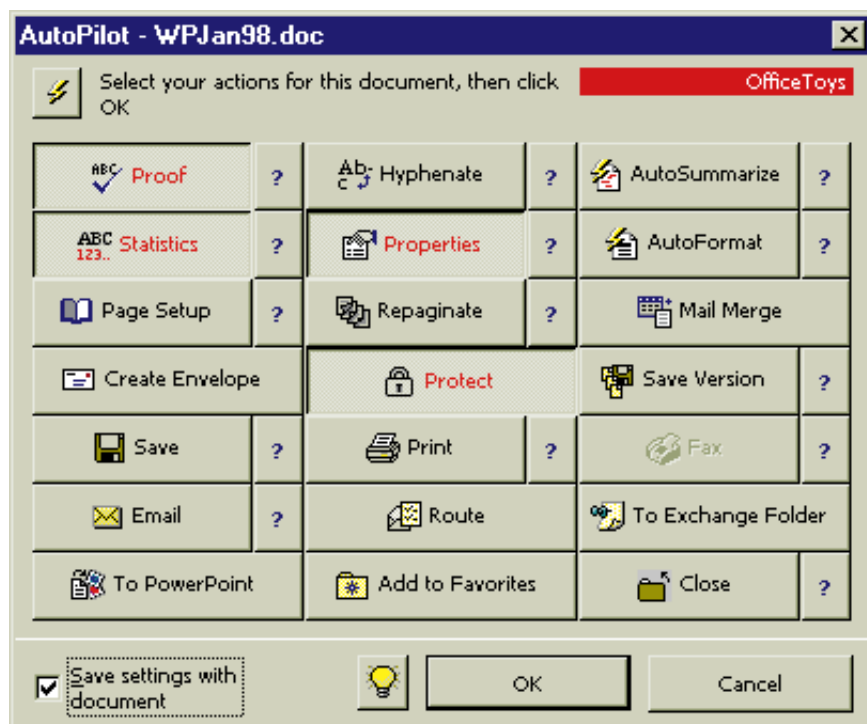
to throw the right amount of money in the right direction.

Enter ClickBook, a $49.95 utility from ForeFront which claims to cope with all kinds of booklet production, with 30 predefined templates. It's available for Win3.1, Win95 and Mac, with a Windows NT version on the way. The best thing about it is that it's application independent. You install it as a printer driver where it intercepts output from any application, giving you a vast range of options before sending the job off to any physical printer you have installed and hand-holding you through the tricky business of getting the paper in the right way round.

You can't edit text at this point, so you have to get page numbers (say) sorted out in the application. There's an evaluation version available as a free download and I was impressed by the range of possibilities.

I wasn't so impressed by ForeFront's definition of "evaluation" which means it sticks a message in the centre of each page, rendering the latter unreadable. I call that wasting paper rather than evaluating, and it's a pity ForeFront couldn't find some other way of limiting the test version.

workaround, try sticking a large bitmap between each paragraph.

Getting serious, the Microsoft wheel mouse does overcome this problem as you can spin the wheel to precisely control scrolling. I'm not suggesting for a moment that there is any conspiracy here between the developers of Microsoft Word (and also Excel, where it's even worse) and the marketers of the Microsoft mouse. Remember, this is the lot who couldn't conspire to get the wheel to work in the Open and Save dialogs of Office 97. Which is yet another thing that isn't fixed in the Office 97 service release.

### What an imposition
One old favourite that never goes away is the problem of printing booklets — or imposition, to use the posh name.

For those who missed out on last April's exciting episode, the challenge is to take an existing document and format it so that it prints two A5 pages side by side on a sheet of A4 paper, which you then fold down the middle to make a booklet. The difficult bit is getting the page order right: with one sheet you want pages 2 and 3 on one side, and pages 4 and 1 on the other. With two sheets it is pages 2 and 7, 8 and 1, then 4 and 5, 6 and 3… I think.

After that you need a computer or something to work it out, which is about where we came in. At the time, we had a free Word macro from Microsoft that didn't

work properly and a manual method, of my own devising, that did work but needed four runs through the printer and was diabolically easy to cock up.

The June issue column brought the good news that it is all a lot easier in WordPerfect or with a Panasonic laser printer. Since then I have had various other Word macro solutions drifting in from readers, which have lain peacefully in my "Must do something with this one day" folder. But recently a query from John Higson prompted me to do that something.

There were a variety of macros: some just automated the process of getting the page-numbering right, others set up the whole business. After disqualifying all those that set the printer whirring into action without a chance to preview the document, I was left with one. This was a reworking of the original Microsoft macro, from David French in Portugal. It still won't cope with tables (as it works by using them) but it seems reasonably robust and does give you the chance to preview before you print. I hope David's ingenuity extends to figuring out how to spend a British book token in Alqueidão da Serra.

The macro is on our cover disc in the BOOKLET.DOC file, with some explanatory text. To use the macro, copy and paste it into the WordBasic macro editing window. (Sorry, 97 users, this one's for Word 6/7.)

One tried and tested solution to any problem is to throw money at it. The trick is

### Odds and ends

■ Thanks to David Dickson, John Savard and others who pointed out my error in October's bit about the Forsyth-Edwards Notation for chess positions. I wrote that it was not case-sensitive but I had given my brain the afternoon off. Of course it is; that's how it distinguishes white pieces from black!

■ A quick question from Oliver Fuller: "*Word 97 appears to open with a default view of 'Page layout'. How can I change this default to 'Normal'?*"
Here's a quick answer: as far as I can make out, Word remembers the last view setting and the zoom for each document. To change the default for new, blank documents, what seems to work is to create one and change to the settings you want, then save the document, and exit.

### PCW Contacts

You can contact **Tim Nott** by post via the usual *PCW* address (page 12) or at **wp@pcw.co.uk**

**ClipBook** trial and full versions **www.ffg.com**
**Office Toys www.officetoys.com**

# A clash of symbols

Tim Nott tackles peculiar problems with the way in which Word deals with symbols: blank blocks, fickle fonts, Wingdingers, squiggles, Plantin bugs and "all-Greek-to-me" garbage.

T here appear to be problems with the way Word handles symbols. John Price writes: *"If I try to insert a symbol, using the Insert menu, a window opens which is supposed to show an array of symbols from which to choose, depending on which font is selected (e.g. Wingdings). However, what actually shows on my system is an array of little blank squares, whichever font I select."*

A trawl of the 400-odd relevant articles thrown up by an MS TechNet search reveals that the most likely culprit is the display driver. According to Microsoft, this happens with a number of video drivers, and the solutions offered are: to contact the manufacturer for a driver update; change the resolution or number of colours; switch to the standard or Super VGA driver; or set Hardware Acceleration to zero from Windows Control Panel, System, Performance. A nicely worked exercise in shifting the blame, I think you'll agree.

It gets more confusing. Michelle Bramley writes: *"If I insert a symbol from the Insert/Symbol… dialog, then I can't change the font."* Indeed, you can't. Word treats symbols inserted in this way as special "fields", although the Show field codes command reveals nothing different.

This is deliberate and does make sense: if you were to select a passage of text in Arial, say, containing some Wingdings symbols, and wanted to change the font of the text to Times, then it's unlikely you'd want the Wingdings to change as well.

If you think *that's* confusing, there's worse to come, as Ben Lamb points out: *"In Word 97, change the font to Symbol and type a paragraph of English text. OK, so it's not easy to read because the characters are*
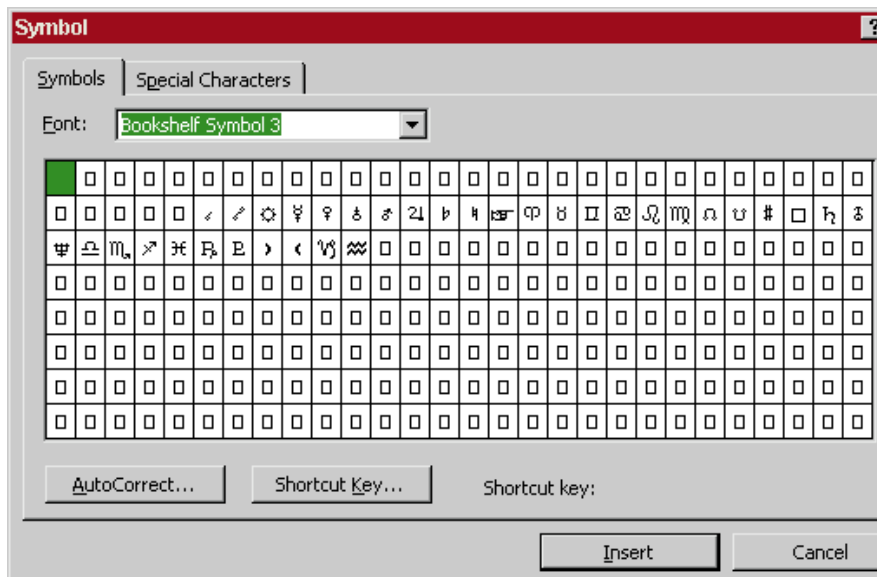


**Fig 1** Little boxes: Many symbol fonts do not include an entire character set

*Greek. But now select the text and change it to Times New Roman; instead of getting normal text, Word displays squares. Change the font back to symbol and the text appears as it did before. Curiously, if you start by typing the text in Times New Roman, change the font to Symbol and then change it back again, everything works."*

This happens because Word 97 gets confused translating the Symbol font into its Unicode equivalents. There is a fix, in the form of a VBA macro, available on the Microsoft web site (search for PSS ID Number: Q160022). I haven't included it here as it is long and doesn't work for me. Strangely, Word 7 copes with the translation fine, and doesn't produce rows of boxes. But that's progress.

Although this might sound rather an obscure problem, along the lines of "why would you want to do this?", it can have

serious consequences. Ben continues: *"I've got several large documents created in a font called Plantin OUP and am unable to convert the text back into Times New Roman. I need to do this because another property of the bug is that Word is unable to search any of the text that was typed in Plantin OUP."*

I get exactly the same result and very nasty it is, too. The problem is exacerbated as it seems Word (or Windows) sees Plantin OUP as a symbol rather than a text font. This can often happen with non-standard fonts that are shipped with applications to display custom characters, or symbols that aren't in the standard set.

The Plantin OUP font comes with reference works from the Oxford University Press and contains non-standard characters such as phonetic symbols. The only reliable solution I've found is to Save
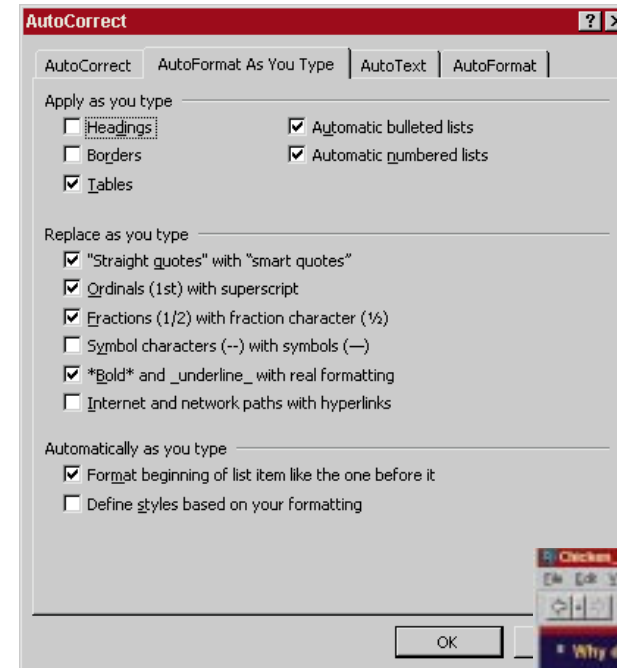




**Fig 2 (above)** How to stop dashes turning into borders **Fig 3 (right)** Get hyper: Dan Bricklin's new-wave WP

As… in Word 6/7 format, then open the file in Word 7, which will let you change the font as normal. With the wisdom of hindsight, the obvious answer is not to use non-standard fonts in text. But as Word doesn't warn you, that's easier said than done. Some symbol fonts don't appear on Word 97's normal font list such as Bookshelf 1 and 2, while others such as Bookshelf 3, do: if I could explain the logic of this, believe me, I would.

There's more from John Price: *"Back in Word itself, if I select, say, Wingdings and then type, the relevant symbols appear, except with one or two fonts which are called MS Bookshelf, Outlook and Reference. All of these just type out those little blank squares."*

This time, it isn't a hardware problem: with some non-standard sets, few of the available slots are used, which accounts for the non-appearance of characters in these fonts (Fig 1): you can see what is there with the Windows Character Map.

Finally, a symbolic quickie from Alan Scaife: *"I can't find the symbol for a paragraph in Word 7 (two squiggles on top of one another). My clients can do them, and I'm feeling deprived."*

**Alt + 0167** in any text font is the quick answer for one of these (§,) not to be confused with the "reversed P" that Word calls a paragraph mark. If you want a literal (i.e. printing) version of the latter (¶) type

Alt + 0182. You can also get at these (and set up keyboard shortcuts) from the Insert/Symbol… dialog.
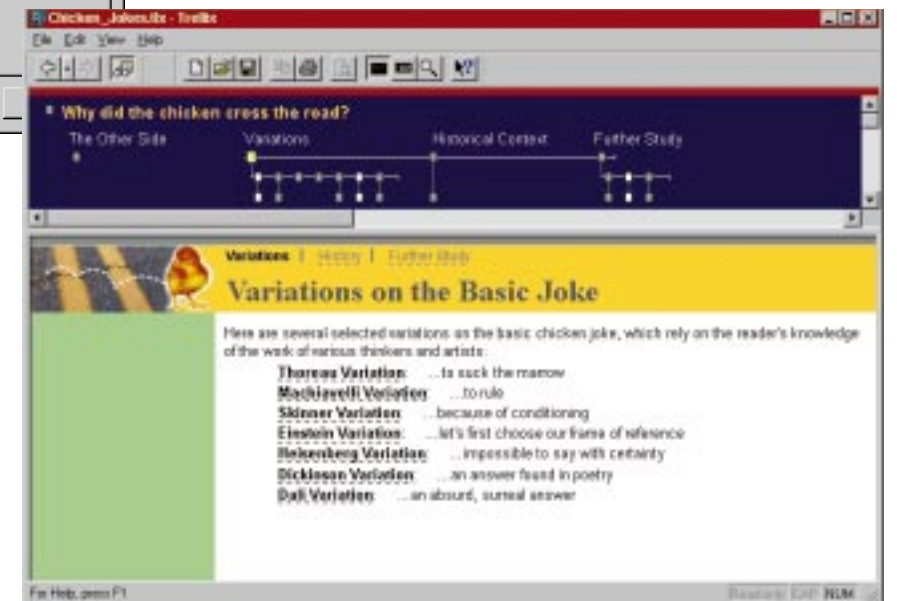
**Calculation dejection**
Tim Roberts was impressed by my tip for performing calculations in Word (*PCW September*): *"I rushed to try it out (very useful for invoices) but was dismayed to discover that on my pull-down Tools menu, there wasn't a Calculate option!"*

In this case, you'll need to add it. Go to Tools/Customise and select the Menus tab. Under Categories, choose All Commands. Under Commands, choose ToolsCalculate. From the three boxes below, choose the menu to which you want to add the command, whereabouts on the menu you want it to appear, and the actual wording. The ampersand (&) character can be used in the name. It won't appear on the menu item, but will make the following character appear underlined. This will correspond to the keyboard shortcut from the open menu. For example, if you add "Calc&ulate" to the Tools menu, then Alt + T, U will perform the action.

**Dash, dash, dash**
Hetal Soni is using Word 97 in Nairobi, and is puzzled that if he or she types a few dashes or underlines, followed by a return, this is converted into a line stretching the width of the page.

This is Word trying to be helpful once

again — it also features in version 7. Go to Tools/Autocorrect/Autoformat As You Type. In the "Apply as you type" section, untick Borders (Fig 2).

**The devil you know**
David Fox writes: *"For some time I have used WordPerfect 6.0 for DOS. It may not be the best but it takes so long to learn all the features, I really don't want to change unless absolutely necessary. However, it does not sit happily on Windows 95. Would it be sensible to upgrade to Corel WordPerfect 8.0? And could it read my existing WP6.0 files without problems? Or is there another word processor which is better, which will read my WP6.0 files, and which would not be too different?"*

WordPerfect 8 is, in my opinion, easily the best Windows version ever, and you'll find it cheaper than Microsoft Word, so if you want to stay with the devil you know, you can — the interface isn't entirely dissimilar to the "GUI DOS" version of WordPerfect 6. Any of the leading word processors, including MS Word and Lotus Word Pro, will read WordPerfect 6 files.

**Hypertext word processor**
Last month we took a look at Yeah Write, the new template-based word processor developed by former WordPerfect programmers. This month sees the turn of another "alternative" word processor from another veteran of software creation.

Dan Bricklin is credited as the inventor of the spreadsheet, with his VisiCalc program for the Apple II personal computer. Nearly 20 years later comes Trellix (Fig 3), a
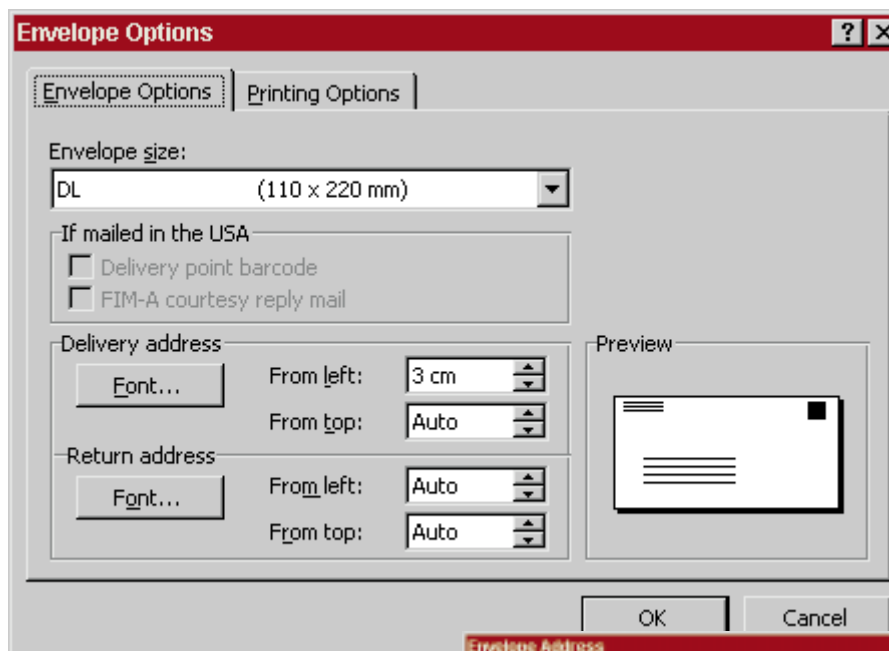
hypertext word processor that creates documents which work very much like web pages, with navigation sidebars, links to other pages or documents, and sequences of pages linked by Back and Forward buttons. The screen splits to show a document map, which you can shuffle around interactively, and the current page which you can edit and add links to. There's a Read-only view that lets users view, but not change, a document. And there's the facility to save to HTML to create real web pages.

All in all, it's impressive and rather fun. If you're getting overwhelmed by the feature list (and problems) of current word processors, take a look at the free (but time-limited) preview, available as a 5Mb download from the Trellix site (see "PCW Contacts"*, below).

### Pushing the envelope

Neither Roger Pittman nor David Bannister are happy with the default envelope printing settings in Word 97. So I promised I'd get on the case.

They are right; it doesn't look good. I didn't like the font specs or spacing, and

the address is too far over to the right on a standard European DL envelope. Small points perhaps, but if you're going to automate envelope addressing, why not get it right?

The first trick is either to select the envelope address text from the letter, or make sure it is bookmarked via the letter template as EnvelopeAddress. If you don't want to include the address in the letter, you can still use an address from a Word or other address book.

From Tools/Envelopes and Labels… you'll see editable previews of the recipient's and (optionally) the sender's address. Going to the Options enables you to choose the envelope size, the position of the text blocks and (on a separate tab) printer settings. Two further buttons let you choose the font specs of each block. The

Default button will save these for future use. And this is where the trouble starts, as there is no way to change the line spacing (Figs 4 & 5). If you go back a box, you can change the position of the blocks, but there's no Default button so you have to make this change for every envelope.

I thought I'd be clever at this point, as the formatting is stored as two styles; Envelope Address and Envelope Return. So I edited the former to give better line spacing and a smaller left indent, then made sure I'd saved the changes to the template. The next envelope had the line spacing correct but had reverted to putting the address too far to the right. This, it seems, is hardwired into the internal envelope settings and overwrites the style setting.

Never fear, I thought: record a macro to automate the creation of the envelope and repositioning of the text. But no, that didn't work either. Replaying the macro stuck the address block in the old place, despite an explicit statement otherwise in the macro code.

At this point, I made my excuses and created a custom envelope template. It takes a few more clicks and a copy-and-paste to create the envelope as a new document, then print and discard it, but it's still quicker than fighting the default settings.

■ *If anyone wants to try their hand at creating a simple macro to replace the truly horrible Tools/ Envelope command, the usual bribes await. And since the problem also exists in Word 7, both VBA and WordBasic solutions are welcome.*

### More Eurology

There's more news on the quest for the Euro symbol, featured in October's column. Fred Bone tells me that Unicode *does* define the Euro currency symbol, at U+20A0 (hexadecimal). For a font supporting it, take a look at Bitstream's Cyberbit (see "PCW Contacts"*, right)*. It's free, but beware — as it contains practically every glyph under the sun, it's a 7Mb download.

# Oooh **Yeah!**

Tim Nott discovers Yeah Write word processing: simple to use, easy to learn and ideal for beginners. It's got its quirks but it's quick, and there are both free and shareware versions.

F or a change, this month, I'm going to write about something that processes words and originates from Orem, Utah. But it's not WordPerfect. It's simple, and it's free. Yeah Write (Fig 1) was designed by ex-WordPerfect staff to be "fast, small, and easy to use", according to company president, Pete Peterson. It has no graphics, tables and equation editors, but is form-based, with fill-in-the-blanks templates.

It takes a visual approach to filing. Open a Drawer in the filing cabinet, and you'll see a set of tabbed cards or folders for different sorts of documents. Click on a tab, and you'll see an index card-style list of documents in that folder. The information shown varies with the type of document: letters, for example, will show date, recipient and the first line of text following the salutation. Click on an entry and the letter will open. Click on New and you'll start a new document based on the appropriate template. This is all self-contained and automatic: you never have to name a file or go near the Windows File Open/Save dialogs. For a tiny app, it's well-equipped with a spell-checker, word counter, smart quotes and its own character map.

Fig 1 **Yeah Write — easy word processing with a silly name**

## Nasty one, Cyril

Q Someone in our company has a lot of Russian documents in WordPerfect 5.1 (for DOS) format. The Cyrillic text will import into WordPerfect 8 for Windows, as I discovered when I used a limited edition of that program from another magazine's CD. Ideally I wanted the files in AmiPro format, since that is the word processor we most use. It turns out that WordPerfect has its own Cyrillic font which, when installed on a Windows 95 system, allows me to read Cyrillic WordPerfect documents in Word 7. Unfortunately, the WP Cyrillic font is not compatible with the Windows 95 Times New Roman Cyrillic font, so it looks as though editing the document will be difficult. When I try to change the font to the Times New Roman Cyrillic, the result seems to be gibberish, but English gibberish! I would love to convert these documents to Windows 95-compatible Cyrillic so that editing is easier.

**Tim Gowen**

A I've got good news and bad news. First, the bad news. The Windows Times New Roman font is a Unicode font. It contains Western, Greek, Cyrillic and Eastern European characters all in the same file (Fig 2), each character being represented by a two-byte number. B, for instance, is character number 66, and the Russian backward N is number 1048. With Windows 95 multi-language support installed (see June's Hands On Word Processing on the cover-CD) when you type in Russian, pressing the B key on a UK keyboard produces the backward N. The WordPerfect Cyrillic fonts are not Unicode: they are non-standard ANSI character set fonts containing just 256 "slots" — single-byte representations that do not correspond to the Unicode numbers.

Just to make life even more miserable, the keyboard assignments differ too. If you load one of the WordPerfect-created documents into any word processor using a standard ANSI or Unicode font, you'll get English (or more accurately, Western) gibberish. So, unless your programming skills are up to writing a translator that will transpose the single-byte WordPerfect character assignments to their double-byte Unicode equivalents, you're stuck.

And the good news? You should still be able to read, edit and print the documents in any Windows word processor (including Lotus Ami Pro or Word Pro) with the original WordPerfect Cyrillic TrueType fonts installed on the PC. I'll leave the licensing implications of this as a puzzle for you, readers, and your lawyers.
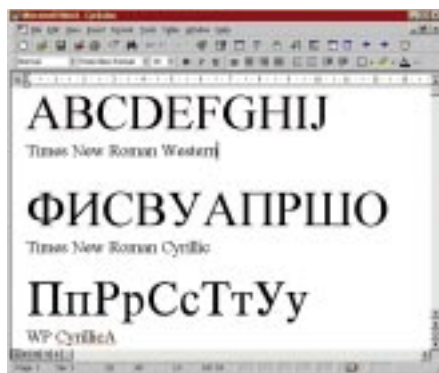
Fig 2 **Same keystrokes, different fonts**

As with that other fine product from Orem, Utah, there are some oddities. If you change the font, it changes for the entire application, but only on-screen. If you want to change the font of the printed document, you do it from the Print dialog. Since you can only have one font per document it's rather limited, but on the other hand, you could probably get your letter to Uncle Fred written in Yeah Write while the latest incarnation of Corel, Lotus or Microsoft is still uncoiling itself from the hard disk. And since it only takes about 15 minutes to learn and keeps the user well away from the intricacies of the operating system, it's ideal for beginners and Windowphobes.

The free version is genuinely so: the developers claim there is neither a time limit nor nag screens, but you'll find several of the menu items and buttons produce a message informing you that you need to register to get that particular feature to work. The registered version, which costs $15, has additional features such as an address book, envelope, fax and email support.

### Show business

It's ages since we had an Easter egg or gang screen, and I'm cheating as this is a feature of MS Office rather than Word. But anyway, fire up Word, and make sure the Office assistant is on the screen and the standard toolbar floating. Grab the latter and, without releasing the button, move it to the top of the screen so the outline docks, then float, left dock, float, bottom dock, float, right dock, float, top dock. Release the button. Click on the Office Assistant and type the following, including the full stop:

`This is not a contest.`

Relax, and watch the show. You'll find the assistant has a few comments to make as the credits unfold (Fig 3). Thanks to Remy Vidal for that piece of essential trivia.

### My kingdom for a Norse

Enlightenment comes from Barry Joss, regarding the D-with-a-line symbol you get

Fig 3 **Hail, hail, the gang's all here**

## Macro time — Dial.bas

This is a spin-off from the Windows 95 column, where I challenged readers to find a way of launching the Phone Dialler with a number already loaded. Jason Ozin rose magnificently to the occasion, so just to be awkward I asked him to repeat the performance as a VBA macro. I was after the feature that's been in Microsoft Works for years, yet curiously never in Office, that lets you select a number in a document or spreadsheet and automatically dial it. Less than 24 hours later, back came the code, still warm. If you can't face typing all that in, I've included it on the CD-ROM as DIAL.BAS. Copy it to your hard disk and File/Import it into the Visual Basic Editor. The bulk of the code is concerned with extracting the number; you don't have to select it, just have the insertion point (caret) inside it. Clever stuff, and a well-earned book token is on its way.

```
Option Explicit
'API call to TAPI to pass numbers to dialling program
Declare Function tapiRequestMakeCall Lib "tapi32" (ByVal
lpszDestAddress As String, ByVal lpszAppName As String, ByVal
lpszCalledParty As String, ByVal lpszComment As String) As Long

Sub Main()
    'VBA Macro by Jason Ozin - jason_o@cix.co.uk
    'dial the number under the caret or in the selected text

    Dim Number As String, temp As Integer, ln As Long
    On Error GoTo DialError

    'quick check to see if selected text could be a phone number
    'check to see if the selection is numeric
    'or if nothing selected check next character
    If Len(Selection.Text) > 1 Then
    If Val(Trim(Selection.Text)) = 0 Then fail (Selection.Text)
    Else
      If Not IsTeleNumeric(Selection.Text) Then fail (Selection.Text)
    End If

    'If no selection has been made then work out the number
    'from the caret position. First go left until you come to a
    'non TeleNumeric character and then select right until you
    'come to a non TeleNumeric character
    If Len(Selection.Text) = 1 Then
      temp = 0
      Do While IsTeleNumeric(Selection.Text)
        Selection.MoveLeft Unit:=wdCharacter, Count:=1
        temp = temp + 1
        Loop
    Selection.MoveRight Unit:=wdCharacter, Count:=1
    Selection.MoveRight Unit:=wdCharacter, Count:=temp - 1,
Extend:=wdExtend

        temp = 0
        Do While IsTeleNumeric(Right$(Selection.Text, 1))
        Selection.MoveRight Unit:=wdCharacter, Count:=1, Extend:=wdExtend
          temp = temp + 1
        Loop
        Selection.MoveLeft Unit:=wdCharacter, Count:=1, Extend:=wdExtend
      Number = Selection.Text

      'place caret back where it started
      Selection.MoveRight Unit:=wdCharacter, Count:=1
    Selection.MoveLeft Unit:=wdCharacter, Count:=temp - 1
```

## Quick tips

**1.** The great accent debate continues. Here's a useful contribution from David Woodcock in Belgium: "My keyboard is set up as American-English-continental and, hey presto! I have accents. I press the accent key I need, like \` ~ ' " ^  followed by the character I want accented, for example, è ñ é ü ô: the only problem is that for using one of these characters literally, you have to remember to put a space after it." Having tried this, it works (and in Windows 3.1, too) but it can be a little confusing with a British keyboard.

**2.** In Word, Control + Shift + < or > decreases or increases the font size by the steps shown in the drop-down list on the toolbar. Control + [ or ] does so in one-point steps.

**3.** In Word and WordPad: a double-click in the text selects a word; a triple-click selects a paragraph. A single click in the left margin selects a line, a double-click selects a paragraph, and a triple-click (or Control + click) the whole document. In Word only, Control-click in the text selects a sentence.

**4.** If you want to know what keystroke (if any) is assigned to a command in Word, go to "Tools/Customise" and click "Keyboard" (it's a button in Word 97 and a tab in earlier versions). Scroll through "Categories" and "Commands" to find the one you want and you'll see the current keyboard shortcut(s) in the "Current Keys" box (Fig 4).

**5.** Conversely, to find what a keyboard shortcut does, type it into the "Type New Shortcut Key" box for any command — any existing assignment will be shown below. If you close the box without clicking on the "Assign" button, you won't change a thing.


**Fig 4** Finding out what those keystrokes do

## Macro time — Dial.bas (*continued*)

```
    'if selection made then check that each character in
    'selected string is TeleNumeric
    Else
        Number = Selection.Text
        For temp = 1 To Len(Number)
          If Not IsTeleNumeric(Mid$(Number, temp, 1)) Then fail
(Number)
        Next
    End If


    Number = Trim(Number)
    'make TAPI call to launch dialler
    ln = tapiRequestMakeCall(Number, "Word", "", "via Dial Macro")
Exit Sub

DialError:
    MsgBox "Error in Dial Macro"
    End
End Sub


Function IsTeleNumeric(stSel As String) As Boolean
    'stSel will be TeleNumeric if it is a number, a space, a minus sign
or a plus sign
    Select Case Asc(stSel)
        Case 48 To 57, 32, 43, 45
            IsTeleNumeric = True
        Case Else
            IsTeleNumeric = False
    End Select
End Function


Sub fail(stFailNumber)
    MsgBox stFailNumber & " is not a telephone number.", 0, "Can not
dial"
    End
End Sub
```

when you press Ctrl + Apostrophe then d/D in Word (see "Dead Key Scrolls" in my September column) or Alt + 0240/Alt + 0208 in any word processor. (Incidentally, at the time of writing, I hadn't seen September's *PCW*, but I'm told the character printed as a blank space; what, I ask myself, is the ANSI character set coming to these days?).

"This character, usually called 'eth'" writes Barry, "is the companion to the 'thorn' character which is represented as character number 0222 or 0254 in TrueType fonts. The symbols represent the voiced and voiceless dental fricative sounds 'th'. They are theoretically different: the former being the slightly harsher sound in 'this' and the latter the slightly softer 'thin'. In the Middle Ages, however, each was used interchangeably (frequently in the same manuscript) and often transcribed as a 'y' character, hence all that 'ye olde' stuff (pronounced as 'the old'). All were eventually replaced by the modern 'th'.

"Both 'thorn'… [ANSI 0254] …and 'eth'… [ANSI 0240]… are in use in Icelandic and Norwegian words. For phonetic purposes it is unusual to see a distinction made between the two, and many dictionaries simply denote all 'th' sounds as the Greek theta. In practice, you are unlikely to need to use either of these characters unless you are writing in Norse languages or studying the period."

# Out of **Control**

Tim Nott leaves the complicated days of using Ctrl and Alt keys for extended characters in Word, and catches up with freestyle customisation of the keyboard. Take a seat and recline.

L ast month, I gave you the low-down on getting accented and other extended characters into Word, without having to remember all those Alt + number combinations or fiddle about with symbol tables. So, I thought, it would be nice to be able to do this in any word-processing or text-editing situation.

Windows already enables you to use Ctrl + Alt (or Alt Gr) + vowel for an acute accent, but this is hardly the gift of tongues. There are various tricks for getting more accents by loading alternative keyboard languages, but up to now I hadn't found a standalone utility for free-range customisation of individual keys.

Then a reader, Geoffrey Hunt, kindly pointed me in the direction of the Tavultesoft Keyboard Manager (Keyman for short) (Fig 1). This a utility which sits on the title bar of the active Window or floats around the desktop. Click on a button, or use the designated shortcut keystrokes, and your keyboard layout changes instantly.

For example, choose "Simplified French", and although the top row of letter keys will still produce Qwerty rather than Azerty, you'll find you can produce a grave accent by typing ` followed by a vowel, with ^ and ' producing the circumflex and acute accents. The elegant touch is that you don't have to "chord" the dead keys with Ctrl or Alt, and if you want a literal apostrophe, backtick or caret, just type it twice. The first won't appear, but the second will.

The program comes with various key assignment files, ranging from Swiss French through to Phonetic and Vietnamese, but if you're prepared to get your anorak muddy with a bit of programming, you can create your own, which really is the whole point of
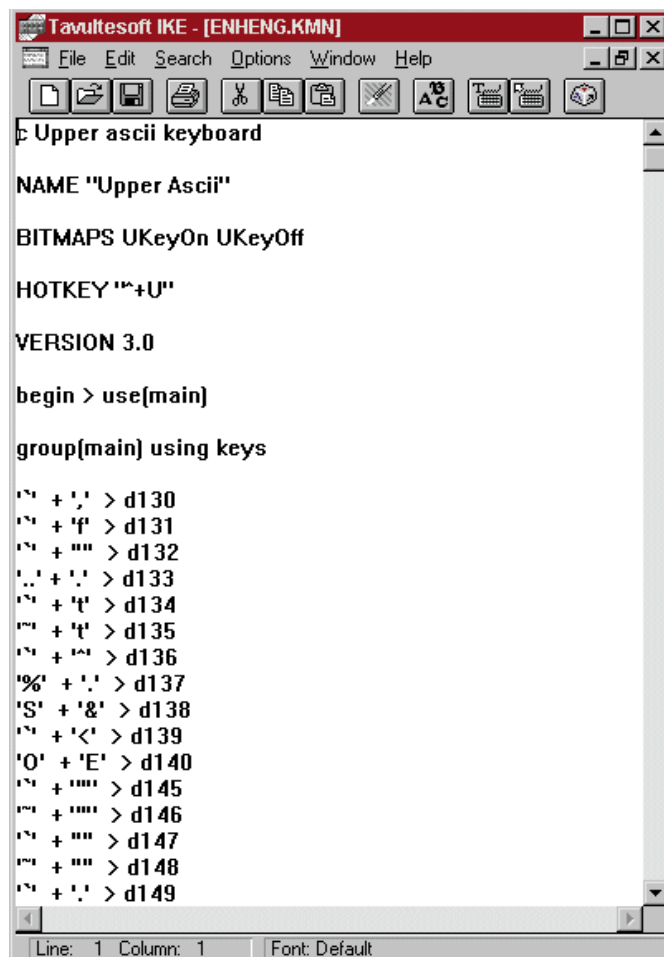


**Fig 1** Write your own keyboard assignment file

merely the version number — you don't need Windows 95 or NT to run Keyman.

**DIY diacritics**
For yet another approach, David Precious has a DIY version of Diacrit which was on the July CD. For those of you who missed it, this inserts accented or other characters into the clipboard from a single click on a user-defined toolbar. Unlike Diacrit which works in any Windows application, David's version only works

the exercise, and there is a separate text editor to help you. Once you have mastered the basics of the programming language, you can do practically anything: from completely remapping the keyboard to disabling the Caps Lock key. It's excellent, it's free, and it's on this month's CD-ROM. Just run KEYMAN32.EXE straight from the disc and it will unzip all the files into a temporary directory on your hard disk. From there, run Setup.exe. The 32, by the way, is

in Word, and while not quite book-token material, it does take the honorary title for obvious-but-good-idea-of-the-month. It involves creating a macro to insert the character, then assigning this to a button on a toolbar. The macro is the easy bit but creating the buttons is a fiddly business, and as we've never covered this before, I'll give you a blow-by-blow description.

First, the macro. You can record it but it's easier to write, particularly if you're going
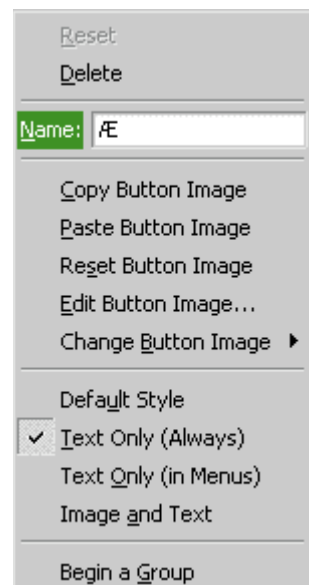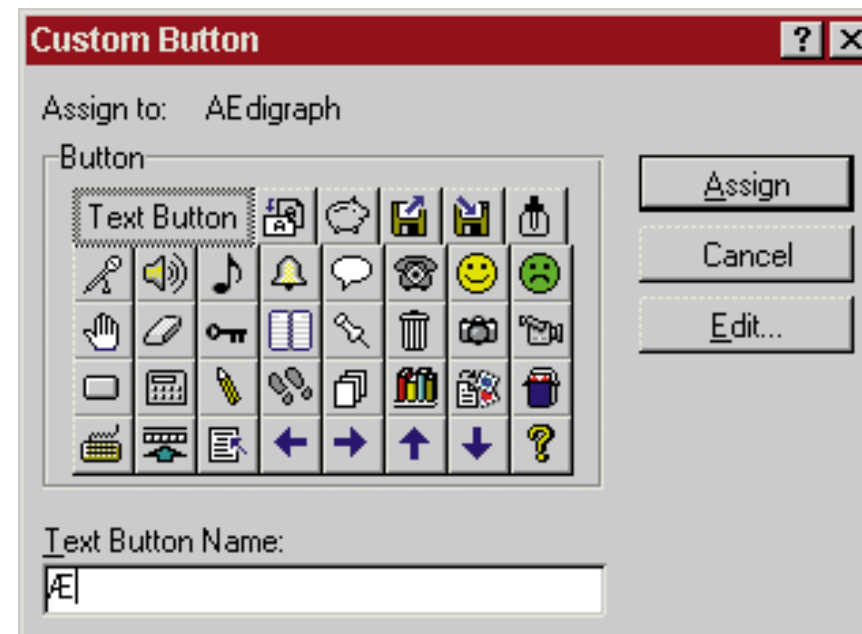


**Fig 2 (above)** Custom text buttons in Word 7



**Fig 3 (left) Time for a change in the pop-up menu**

**Fig 4 (right) Alastair Scott's macro in action, with the FEN shown below the diagram**
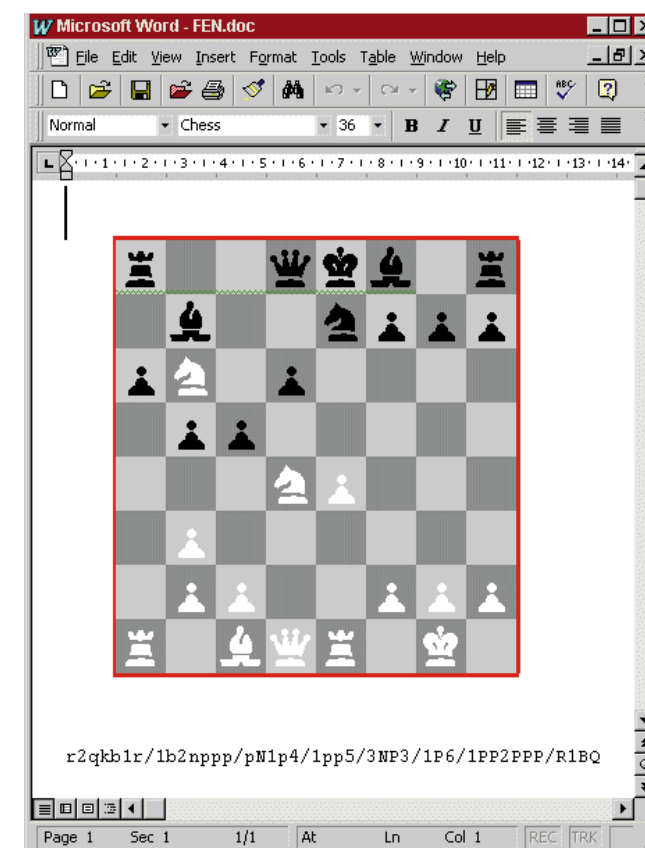
to do a batch of these. Say you want to insert an AE digraph (Æ). In WordBasic you go to Tools/Macro and type in a name, say "Aedigraph", then hit the Create button. The macro will be set up for you with the Sub Main and End Sub statements. Just stick

`Insert "Æ"`

between them. You'll have to use the Character Map or remember the code (Alt + 0198) this time. Repeat for all the other characters you want on your button bar.

For you lucky people with Word 97 and VBA, you can create the first macro in a similar way, except it is Tools/Macro/Macro. This will open the VBA editor with Sub Aedigraph() and End Sub in place, together with some comments (lines starting with an apostrophe) that note who created the macro and when. Here, type

`Selection.TypeText Text:="Æ"`

know, Word 6 is much the same. Go to View/Toolbars, hit the New button and give it a name: for instance, Accents.

The Customise dialog should then open. With the Toolbars tab active, scroll down the Category list to Macros: this will open a second list box of macros; find Aedigraph and drag it onto the new toolbar. The Custom Button dialog box will pop up (Fig 2). Make sure Text Button is selected and type in the symbol, using the code or character map. Repeat dragging the macros and labelling the buttons.

Word 97 is different. There are various ways of getting there, but go to Tools/Customise and choose the Toolbars tab. Click on New and name the toolbar. Then go to the Commands tab and scroll down the list to Macros. Find your macro in the list on the right: it will appear as something long-winded such as Normal.NewMacros.Aedigraph (the exact title depends on where you chose to store it). Drag it onto the toolbar and the full text of the macro title will appear on the button. Right-click and change this to the appropriate symbol from the Name item on the pop-up menu (Fig 3).

**Chess pieces**
The piece about chess fonts, in my August column, also produced a fair bit of feedback.

Ken Whyld, who is a full-time chess writer, wrote to tell me about Alpine Electronics which supplies ready-made chess fonts in both Adobe Type 1 and TrueType formats, in the Linares, Hadstings and Zurich styles. It also provides many other games fonts, including cards, dominoes, Mah Jong and Shogi. See "PCW Contacts", page 270, for details (there isn't an email address).

David Sugden replied with a plug for his DBSChess shareware program, which will send bitmaps or ASCII output to any word-

before the End Sub. You can then continue typing in the rest of the macros directly, e.g.

```
Sub agrave()
Selection.TypeText Text:="à"
```

The VBA editor will automatically tack an End Sub onto this, so do not add another or the macro will not work.

Having created the macros, set up the toolbar. This is for Word 7 but as far as I



r2qkb1r/1b2nppp/pN1p4/1pp5/3NP3/1P6/1PP2PPP/R1BQ

processor. As such, it's slightly out of the province of this column, but as there seem to be so many keen chess players reading it, I've again included the contact details.

More on-topic was Alastair Scott, who sent me a set of Word 6/7 macros that generate chess diagrams without using tables. They can produce coloured diagrams, and use any Chess fonts including the Alpine collection and the free Adobe Chess font supplied on the August cover-mounted CD.

Input is from standard Forsyth-Edwards Notation (FEN). Most chess-playing software, including Chessmaster 3000, will output this, but it is simple enough to write. Starting at the top of the board, pieces are designated by the usual letters (k q r b n p), one or more blank squares are denoted by a number, and slashes separate the ranks. As Fig 4 shows, it is not case sensitive.

Alastair concludes: "*The macros get to strange places: I have had emails from Iceland, Ukraine, Russia, Lebanon, Croatia, Serbia, Brazil, and Argentina.*" I've added the *PCW* cover disc to the list of strange places (in FEN2DG32.ZIP). By an uncanny coincidence, the "32" here again refers to the version number, not the platform. Alastair gets a book token and brownie points for meticulously commented code.

Finally, John Malcolm got around the problem I mentioned of the white pieces being transparent, rather than solid white. He used the black pieces throughout, changing the colour to light grey for the white pieces. Against a 50 percent black fill for the dark squares, it works well. He also points out that you can "play" a game by dragging and dropping.

### Bug of the month
Having spent rather a lot of time rewriting macros and updating templates to Word 97 format, I was somewhat taken aback when a linked graphic I've been using in a letterhead since Word for Windows version 1 suddenly took a notion to resize itself. It didn't do it every time, just often enough to be annoying, and I found I could cure it by deleting then recreating the link.

Bob Monroe, writing from Perugia, also found this problem. In his case, the graphic was a signature, but he'd resized a larger bitmap, as had I, to get good-quality print output.

Microsoft Technet acknowledges the problem, which occurs for other linked

objects but only when "…the 'Link to file' check box is selected and the 'Save with document' check box is not."

Two workarounds are suggested. First, save the graphic in the document. Microsoft claims that Word 97 does this in a far more compact way, but it's still a very wasteful way to store an often-used graphic such as a letterhead or signature. The other workaround is to show field codes from the Tools/Options/View dialog, then, for each INCLUDEPICTURE field code, locate and delete the \d switch. With the cursor still in the field code, press F9 to update it.

This seems to work for me, but Bob says it doesn't for him, so he'll no doubt be delighted to know that Microsoft is "...researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available."

### Finger on the button
You may know that Word 97's spelling check suggests that "zzzz" be corrected to "sex", but it seems it's not just Microsoft which puts prurience into programming. Writing about software can be tedious, as one has to repeat words like *file*, *toolbar*, *menu* and so on, or think of synonyms. Thanks, therefore, to the compilers of the WordPerfect 8 thesaurus, who offer "clitoris" as an alternative to "button". This should bring a refreshing new approach to computer journalism.
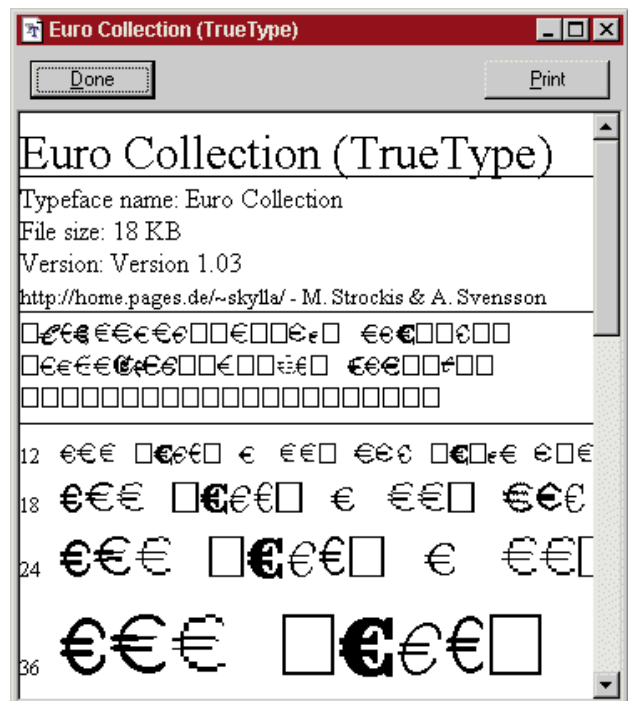
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## Taking the Euro

Here's an update on the comments in the August issue about lack of font support for the Euro symbol. First the goodish news: there is a font available that contains 30 varieties of the Euro symbol. The quality, as you can see from the screenshot below, is variable. For copyright reasons we can't distribute it on our CD-ROM but you can get it free of charge from the web (see "PCW Contacts", below). The page is in German but it's fairly obvious how to download the file; it's available in Type 1 or TrueType for Mac and PC.

But who needs a font when you can do-it-yourself? Alastair Shewan wrote to say: "*Simply use the overstrike feature of your word processor to combine an italicised capital C with an equals sign. I am using WordPerfect 6 for DOS (Shift F8, 6, 5) but no doubt others have this feature.*"

Well, most Windows word processors do not. Word has an overtype feature, but this merely replaces text at the cursor rather than inserting it. If you are feeling adventurous, you can insert an equation field in Word, the code being **{EQ \o(C,=)}**, but this is fiddly and has the added "feature" that a double-click turns it into an Equation Editor OLE object and loses the overstrike.

An easier way is to use the letter-spacing option. Type an italic upper-case C, followed by the equals sign. Select the C (but not the equals) and go to Format/Font/Character Spacing. Choose Condensed from the Spacing list and in the By box type the point size of the font you are using — you can fine-tune this to vary the overlap — and there is your home-rolled Euro. Assign it to an Autotext entry (hint: use the Shift + Arrow keys rather than the mouse to select the two characters) and you will be all ready for January 1999.
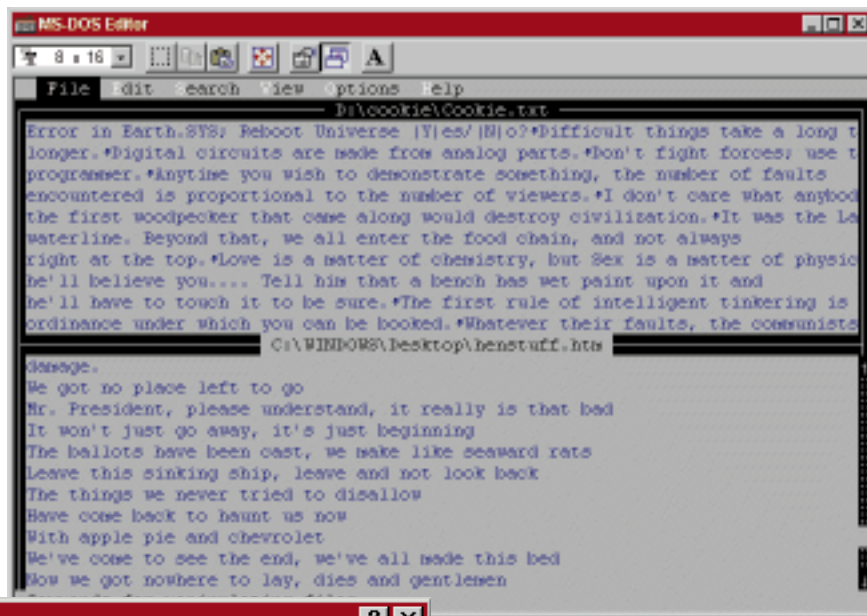


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# Go forth and **multiply**

Tim Nott gets tricksy, with a tip for multiplying without the use of a calculator, and there's a low-tech text tip, too. There's free stuff to download, and, what you can do with dead keys.

**H**ere's a nifty little trick in Word. If you want to do a quick calculation, don't bother fishing around for the Windows calculator as the facility is built right in.

Let's say you want to type in the price of an item including VAT but you only have the VAT-exclusive price in front of you: type "£250.50*1.175", highlight it and go to "Tools/Calculate"; the result will appear, briefly, on the status bar. It's also copied to the clipboard, however, so a quick paste (Control + V or Shift + Insert) will replace the expression by its result: £294.338. OK, so you have to knock off or round up the last digit, but you woud have to do that with a calculator. It is also clever enough to



The DOS text editor, Edit.com: It's fast, it's free, and you've probably already got it



How to turn of those delete text confirmation messages

remember the £ sign. What's more, the numbers don't have to be contiguous, nor do there have to be explicit operators. So for example, you can add a column of figures, or even a series of figures in one or more paragraphs separated by text, simply by highlighting those paragraphs and hitting the Calculate command. You can even mix and match lists and operators, but don't try to be too ambitious, as you can get (as I've just done for this paragraph) an !Unexpected End of Formula error.

Although I haven't tried it in version 6, it does work in versions 2, 7 and 97, and although that sentence evaluates correctly at 112, the paragraph now produces !Syntax Error. Still, at least it's kind enough to copy those error messages to the clipboard so I can share them with you

effortlessly. For some reason it doesn't appear on the default Tools menu in Word 97, so you'll have to dig it out from the Customise dialog.

## Plain text, please
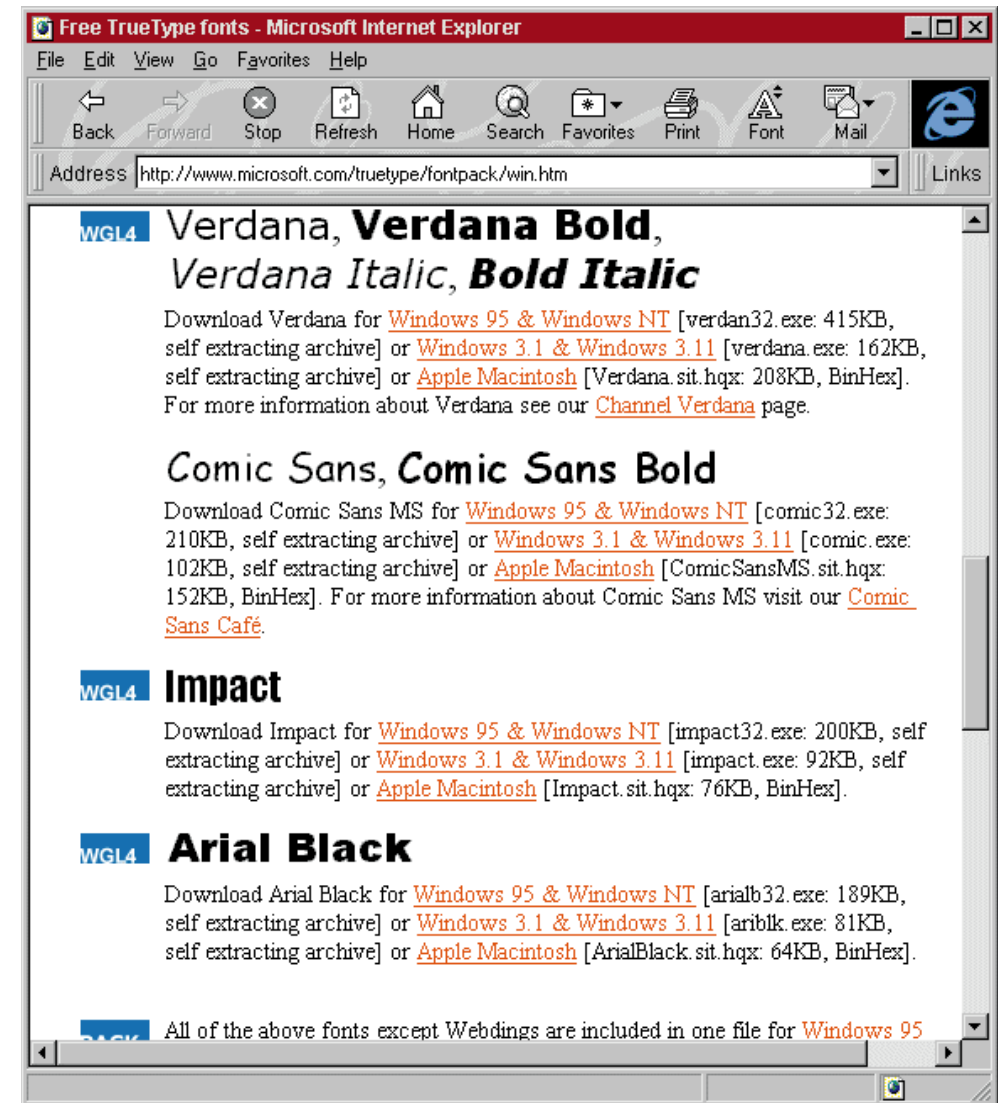Moving from the high-tech to the low, sometimes you just want to edit a bit of text. No faffing around with layout, formatting or fonts. Maybe it's some source code, or a text file to be used as data by another application. Whatever it is, you just want the words, all the words and nothing but the words. Oh, and quickly, please. Windows Notepad falls down on "all the words" as it has a size limitation. You can only open files up to 64Kb and if you want to edit them as well, it's even less. Wordpad rather fails the "quickly" requirement, as do most dedicated word processors.

Wordpad's 3.1 ancestor, Write, is much faster but, like Wordpad and Notepad, can only open one file at a time. So, if someone offered you a text editor that would open multiple large files, including binaries, and offer the basics of search/replace, cut/paste and a choice of monospaced screen fonts, would you be interested? No? OK, it's free. Still unimpressed? OK. You don't even have to download it. Curious? The bad news is, you must have Windows 95. The good news is that if you do, it is probably already on your hard disk.

Go to the Run command in the Start menu and type Edit. This should launch the DOS text editor, Edit.com, and, well, I've really said all there is to say about it, except that it's a vast improvement on its Qbasic-based predecessors. It has its quirks (particularly for those used to the Word for Windows GUI): there's no word-wrap, for instance, so you have to scroll sideways to read long lines; but if you open a text file "as binary", you can set a line width. Characters, rather than words, will wrap so you will get line breaks in the middle of words, but at least you will be able to get the whole line in the viewable area. Finally, if you open multiple instances, each one has its private clipboard.
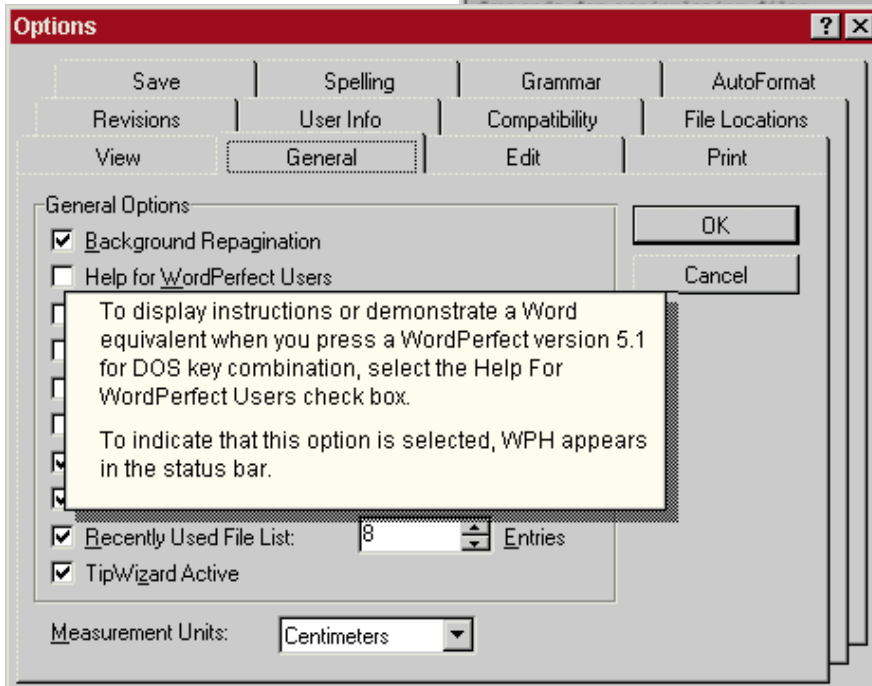
## You got a problem?
Gordon Mellor was puzzled that with two apparently identical installations of Word, one produced a message on the status line asking for confirmation before deleting text and the other did not. "I've gone through every [*expletive deleted*] tab of Options and I'm [*another expletive deleted*] if I can find a checkbox for this," he wrote.

Well, Gordon, you'll be pleased to know that there *is* a checkbox for this. It's helpfully entitled "Help for WordPerfect Users", it's on the General tab of Options

and it changes the behaviour of Word in a number of ways that might be helpful to converts from WordPerfect but will probably send other Word users crazy.

Another feature that drives users to drink and strong language is the smart selection of whole words. It's useful for dragging and dropping sentence fragments but can be extremely irritating when correcting text. Turn it off from Options, Edit.

"I'm sure," wrote Diane Wolfe, "that I used to be able to delete files from Word's Open/Save As dialogs but now I get a

## Dead key scrolls

Back in April, I included a summary of all the WordPerfect keyboard shortcuts for symbols and accented characters. Here's a list of Word's equivalents — many thanks to Peter McGarvey for bringing them to my attention. These make use of dead keys: nothing happens when you press the Control + whatever combination, but release these and press the letter, and the character appears. They work in Word 6, 7 and 97: the combinations come from the Word 6 manual (remember manuals?) but the comments are all mine.

| | |
|---|---|
| á, é, í, ó, ú, y Á, É, Í, Ó, Ú, Y | Control + ' (apostrophe), then the letter. Add Shift to the letter (but not the Control) for upper case. |
| à, è, ì, ò, ù À, È, Ì, Ò, Ù | Control + ` (grave accent), then letter. That's the key to the left of the 1 and above. Tab. Yes, I'd always wondered what the hell it was for, too. |
| â, ê, î, ô, û Â, Ê, Î, Ô, Û | Control + ^ (caret), then letter. Tricky one, this, as you have to press Control + Shift + 6 to get the "dead" caret symbol before the letter. Did you know that caret means "it is missing" in Latin? It's used below the line, in writing or proof-reading, to show something written above the line, or in the margin, should be inserted at this point. |
| ä, ë, ï, ö, ü, ÿ Ä, Ë, Ï, Ö, Ü, Ÿ | Another Control + Shift combo, this time with the colon. Nice to see Y back in the running. |
| ã, ñ, õ Ã, Ñ, Õ | Control + ~ (tilde) — that's Control + Shift + # (hash). *Si, señor*, the word "tilde" is thought to be a metathesis in Spanish of *tidlo* ("title"). Portuguese adds the Ã and Õ. Moreover, while we're here, hash (#) is thought to be a derivation of hatch, which makes sense. Mind you, so does "hash" if you think about chopping up food. |
| å, Å | Control + @, A. Indispensable if you're writing about Ångström units, named after a Swedish physicist and denoting a hundred-millionth of a centimetre. |
| æ, œ, Æ, Œ | Control + & (ampersand), A or O. Digraphs or ligatures are sometimes known as diphthongs. But they ain't; sounds such as the *oi* in b*oi*l are diphthongs. The æ in pædiatric and the œ in am**œ**ba are monophthongs. |
| ß | Control + &, s. Doesn't have an uppercase form, and reportedly, the Germans, who use it to represent a double "s", are doing away with it. Use now while stocks last. |
| ç, Ç | Control +, (comma), C. Back with just two fingers again, for the cedilla. Only works with C. |
| ø, Ø | Control + /, O. Very popular in Scandinavia. Not to be confused with the slashed zero seen in some DOS and Windows system fonts, and used by programmers to distinguish between the letter "O" and the digit "0". Programming in Norwegian must be doubly confusing. |
| ¿, ¡ | Alt + Control + ? or ! A real handful, as you have to hold down Shift as well. It's used to start a question or exclamation in Spanish; ¿Did you know that? |
| «, » | Control + ` (grave accent), then < or >. Used in French as quote marks and called *guillemets*. Not to be confused with the Common or Foolish Guillemot, a sea-bird also known as a Willock. Doesn't really have much going for it, does it? (*See also, my Quick Tips panel*.) |
|  , – | Back where we came in, with Control + apostrophe, then D. I haven't a clue what this one  denotes but it looks interesting. |

message saying it can't and I should check that the disk is not full or write-protected or that the file is not in use." This is one of the famous Microsoft multiple-personality error messages and the bit about the disk being full is a piece of surrealistic irrelevance, rather like those messages that "check for available disk space" when *uninstalling* applications. The real error is the last one. In this case Diane had the preview option turned on. If you are previewing a file, it is "in use" and cannot be deleted.

### Save and prosper
Good news for Microsoft Word users who are using more than one version of the product. There is now a Word 97 filter that will Save As true Word 6 and 7 binary format instead of RTF. At the time of writing, it was available, free, from www. microsoft.com/Officefreestuff/word/. Failing that, the filename to search for is wrd6ex32.exe: it's around 600Kb, so shouldn't prove too exhausting a download.

Microsoft states that "the converter works with English and European versions of Word 97. A double-byte enabled version of the converter for the Japanese, Korean, Simplified Chinese and Traditional Chinese versions of Word 97 will be available in Q4 1997. This converter is not needed for the Arabic, Hebrew, Thai and Vietnamese

versions of Word 97 since they already contain the updated converter."

### Something for nothing
Get something for nothing from Microsoft by checking out the free fonts at www.microsoft.com/truetype/fontpack/win.htm. Last time I looked there was Arial Black, a much heavier version of the Arial we all know and, er, put up with, that makes striking headers. Also in the sans serif stakes are Impact, Verdana and Trebuchet, all of which are, in my opinion, rather more interesting than Arial. Then there's a rather elegant serif face, Georgia, which again in my opinion knocks spots off tired old Times, and a font called Comic, which has a hand drawn, cartoon speech-bubble look.

There's also a set of symbols called Webdings, with lots of webby things like arrow buttons and, well, a web. Most of the fonts are fully WGL4; that is, they contain the full Windows Glyph List 4 character set. This is the multilingual character set I waffled on about in June's column, which contains 652 glyphs and covers Cyrillic, Greek, Turkish and eastern European characters and accents.

Although you need to be running Windows 95 in order to experience the joys of WGL4, Windows 3.1 versions of the fonts, containing just the normal ANSI character set, are available at the same address.

### Quick tips

1. If you don't want Word to start with a blank document, change the command line of the shortcut to read WINWORD.EXE -n.
2. Shift + F3 in Word changes case, alternating between all capitals, initial capitals and lower case.
3. Here come those seabirds again... If you want to use guillemets (« ») instead of conventional double quotes without the keyboard contortions shown in our boxout ("Dead Key Scrolls"), you can do this in Word 97 by setting the language of the document or selection to French (Tools/ Language…). Make sure Smart quotes (Tools/Autocorrect /Autoformat as you type) is on, or all your guillemets will be foolishly left-handed.

**PCW** Contact

You can contact **Tim Nott** by post at the usual *PCW* address or at **wp@pcw.co.uk**.

# Tales from the **crypt**

Tim Nott delves deep to tip off readers about encryption in Word 97. He deals with bold and slanted problems and shows how you can get square with chess and crossword puzzles.

**A**s I may possibly have mentioned before, I live in France. But so, it seems, do many other *PCW* readers, so here's a rare treat for them from the department of Extremely Obscure Tips.

Word 97 uses a form of encryption known as RC4. This is more secure than the previous version, known as Office 4.x. Strong encryption like this is, it appears, banned in France. If you have your Windows Regional Settings set to French, you won't be able to use RC4 but only the earlier, weaker form. Conversely, you will be unable to open Word 97-encrypted documents from non-French sources. The solution is either to obtain a non-protected version of the document or, keeping one eye out for the gendarmes, change your settings to English.

### In the bag
Having said that, the read-only security of Word 97 seems to fall into the wet paper bag category. If you have access to both Word 97 and 6 or 7, try this for a bit of hackery. First install the Word 97 to Word 6/7 import filter. (I mentioned this last month: it lets users of Word 6 or 7 read files saved in native 97 format, and is a free download from the MS web site.) Now create a file in Word 97 and save it with password protection as "read only". Close the document. Re-open, to check that it prompts for the password, and close again.

Now open the document in Word 7, with the 97 to 6/7 filter installed. Observe the lack of password prompting and how you are at liberty to edit away and save your changes. Re-open in Word 97: yes, that nasty old password has well and truly gone. Note that if you password-protect, opening the file from Word 97, then the filter will fail; it won't even get as far as prompting for a password as the RC4 encryption kicks in.

### Where has Word Basic gone?
While we've got Microsoft down, let's get another boot in. Users upgrading from Word 6 or 7 to 97 (how does it arrive at its numbering sequences?) will find that the cuddly old Word Basic macro language we all know and, er, love, has been replaced by the suite-wide Visual Basic for Applications. The good news is that Word 97 will convert all your existing macros automatically.

When you create a new document based on an old template, or open an old template, or open an old document based on an old template, Word zips through all the macros converting them for you. When you close the document, you are asked whether you want to save the changes to the template. Neat, eh? Well, no, not really. For a start it doesn't turn them into native VBA code, but a sort of patois of VBA mingled with WordBasic commands. Secondly, it's one-way, so if you want to

## Fig 1 Weeding out encrypted macros

```
Sub MAIN
thistemp$ = LCase$(GetDocumentProperty$("Template"))
If thistemp$ = "normal.dot" Then
        macrototal = CountMacros(0, 0, 0)
        notnormal = 0
Else
        macrototal = CountMacros(1, 0, 0)
        notnormal = 1
End If
EditSelectAll
EditClear
For n = 1 To macrototal
        thismac$ = MacroName$(n, notnormal)
        If IsExecuteOnly(thistemp$ + ":" + thismac$) Then
                Bold 1
                Insert thistemp$ + ":" + thismac$ + " is encrypted"
                Bold 0
                InsertPara
        Else
                Insert thistemp$ + ":" + thismac$ + " is editable"
                InsertPara
End If
Next n
End Sub
```

see your Word 6/7 macros again, back 'em up. Thirdly, you can't turn the conversion process off. But we'll return to these problems another time because now we are going to deal with The Real Bummer.

Macros can be encrypted, also known as being made "execute only". This way, developers can protect their source code from plagiarism and meddling. You can encrypt a macro by using the CopyMacro command with the ExecuteOnly switch to copy it between templates. Once again, the process is irreversible.

Even if you haven't encrypted macros yourself, you may well find that you have Microsoft or third-party macros that are encrypted. If these are in Normal.dot, then the conversion process will simply ignore them and they will be left behind. If one or more encrypted macros reside in any other template, every macro in that template will become encrypted after conversion. Try to edit one and an error message will inform
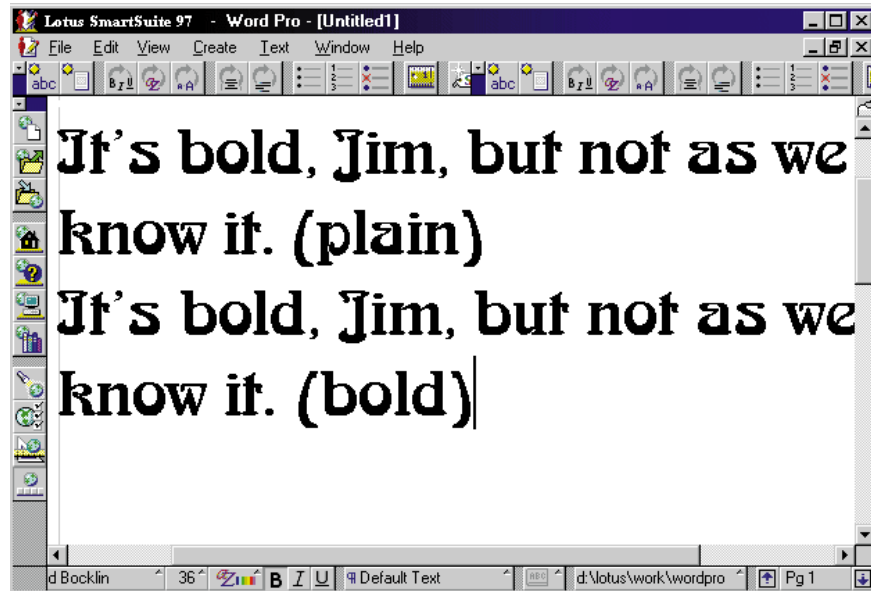
**Project Locked**

Project is unviewable

OK    Help

Fig 2 **Hey, who encrypted all my macros?**

you that the project is locked and cannot be viewed (Fig 2). So, before upgrading, back up all your templates. Then weed out all encrypted macros, for which you need the WordBasic macro shown in Fig 1.

To use the macro, copy it into Normal.dot, then create a new document based on the template you want to test. Run the macro. If you are testing normal.dot itself, it has to behave slightly differently but the end result is the same: any text in the new document will be cleared and a list of all macros generated. Encrypted macros will be highlighted in bold. Note that this doesn't affect the template itself.

### To boldly not go…
I've now got the latest version of WordPro installed, as has David Forsey, who mailed me to say: "*Unlike WordPro96, the new version does not show the screen fonts in bold unless there is a bold version of the font in use loaded into the Windows Font Folder. I've always tried to keep a tidy*



Spot the difference — WordPro's in-house emboldening

*machine, and invariably clean out all the Bold, Bold Italic versions of my TT fonts from the folder. Also, some of the fonts I use, such as Lucida Handwriting, do not come with Bold and Italic versions, nor in fact do some of the fonts installed by SmartSuite97. While I'm told by Lotus that it will still print bold, it's a real pain not being able to see what's 'bolded' and what isn't.*"

There are several points here. First, David is right. I find that if I italicise a font which doesn't have an italic font file, it shows and prints slanted. If I embolden in the same circumstances, nothing appears to happen on the screen or in print, although comparing the same phrase on consecutive lines reveals a slight difference. Which is, I agree, inconsistent and annoying.

On the other hand, David's understanding of fonts and a "tidy machine" is flawed. When you turn on bold, italic, or both in any word processor, it should first look for the appropriate file. If it fails to find, say, Times New Roman Italic or Bold, it will italicise the text by slanting or thickening every stroke by means of a rough-and-ready algorithm. In pre-scalable font days, this was the accepted way of outputting print, usually to a dot-matrix printer. But it looks awful, especially at larger sizes. Instead, the font designers go to great trouble to create different styles of the same typeface.

Times New Roman Italic, although part of the same font family as Times New Roman, is actually quite different. Take, for instance, the letter "h": the short horizontal stroke (serif) at the bottom right of the latter
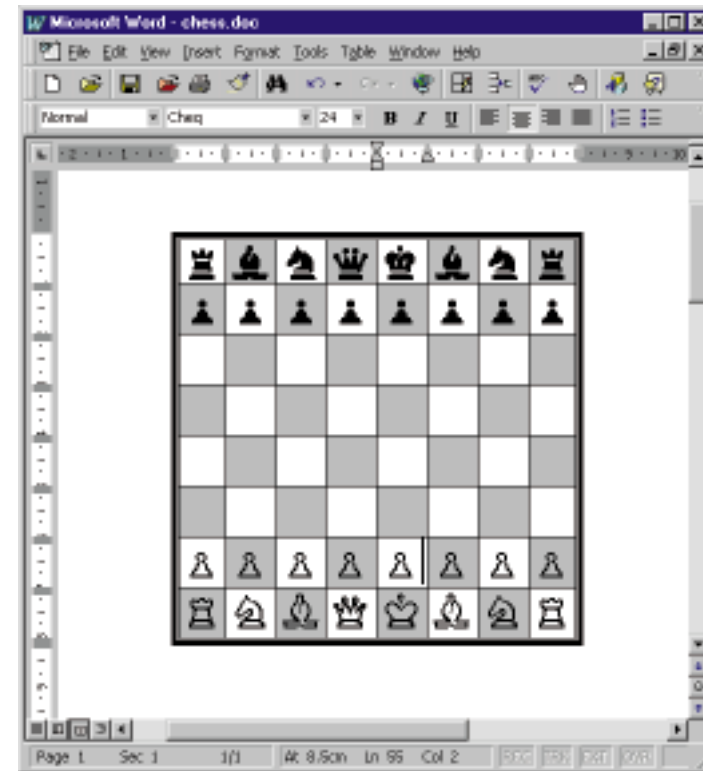
becomes a curl in the former. It should really be called Times New Italic as "Roman" means upright and "Italic" slanted. So Times New Roman Italic is an oxymoron.

Although standard font families such as Arial and Courier come with these four members, many have more, such as Ultra Bold, Condensed, or Light. Others, particularly decorative fonts, just have the one member or "weight". In general, stick to the real thing rather than try to bodge a bold or italic font from a typeface that isn't designed to be so maltreated. What I'd like to see is an option where the bold and italic buttons are greyed out when the corresponding font files are not present.

### Cheque mate
Two related queries this month. John Calney wanted to use Word to create chess problems — or rather, their diagrammatic notation, as I don't think VBA is up to IBM's Deep Blue in its grasp of the actual game. Meanwhile, over in CIX, someone was trying to create a crossword grid.

First, there's the problem of the squares. Sticking with chess for the moment, use the "Insert/ Table…" command to create an eight-by-eight table. Don't worry about the shape at the moment. Select the whole table, and go to "Table/ Cell height and width". Since the dawn of time, Word has provided the option of specifying the width of a table cell in the default units, be they points, inches, centimetres or whatever, but the height only shows points or, in Word 2, lines. However, you can force the issue by typing in the unit. So choose "Exactly" and
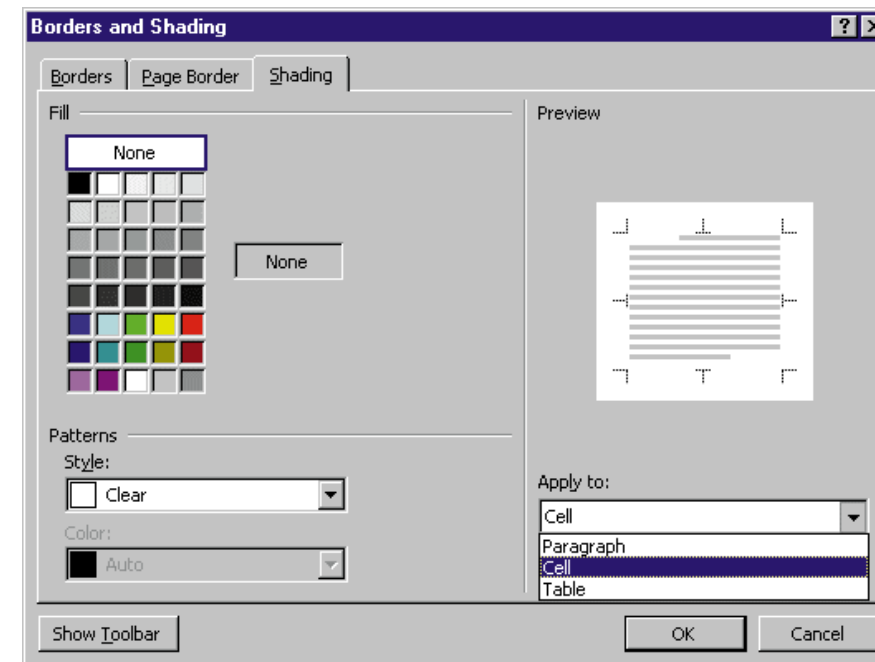


No problem: chess diagrams in Word



type in, say, "1cm" for both and set the distance between columns to zero. And there's the grid.

Now to fill it in. Move the insertion point to the bottom left cell, select the cell and go to "Format/ Borders and Shading…" to turn the shading to 30 percent grey. It's actually quite difficult to select just one cell in Word 6 or 7: I kept getting the whole table shaded, but perseverance wins through if you try triple-clicking. Word 97 users have it easier, with an option for applying shading to the table, cell or paragraph.

Next, move through alternate squares in the grid and press Ctrl + Y, which will repeat the shading without all the tedious selection and menu-ing. If you slip up and hit the Y key before Control, then you'll have to select and shade again, as the repeat action will now be typing a Y.

Continue until the grid is complete, then select the whole table to apply whatever borders (if any) you want around the board and between squares. Crossword compilers, who will already have varied the number of rows and columns, as well as the position and colour of the shaded squares, have now only to type in the appropriate numbers at a suitable size in the default

top-left position of the starting lights. We leave them to it. Chess fans can now save the board as a template but have the further problem of inserting the pieces. Although I'm sure you can get clipart chessmen, it's much easier to do this with a font. And by some extraordinary coincidence I happen to have one right here. It's by Adobe but is licensed "royalty-free for your use and not for sale to others". It's cheq_.zip on this month's cover-mounted disc.

Make sure that the text in each cell is centred and at a suitable size: I found 24 points about right for a 1cm grid. Then type in your pieces. You can use the character map but it's quite easy to remember. The white pieces are p-for-pawn, r-for-rook, n-for-knight, b-for-bishop, d-for-queen and k-for-king. Add shift for the black pieces. The only problem is that as fonts can only be one colour, the white pieces are transparent rather than solid white. I'm working on this…

### Eurology
Here is, as Chris Page puts it, a challenge: "*How can I create a symbol for the Euro currency? I will be creating documents that need it and all I can use at the moment is the £ or the $ sign.*" Good question, but lousy answer. I've tried various web searches on combinations of likely keywords and come up with zilch. Ditto the Microsoft Technet.

Technically it isn't a problem, as the Unicode font architecture supported by Windows 95 and NT allows ample spare slots for extra characters. The problem is that no-one seems to have designed a suitable glyph and added it to a font. So, at present, the choices are:

1. You get a font-editing program (e.g. Fontographer) and hack an existing font to create the character. This takes money and skill, and is likely to breach the terms of the licensing agreement for the font.

2. You create the symbol as a graphic and insert as required, fiddling about to get the size right, keep its place in the text, and so on. I think I'd rather leave a space and put the things in by hand.

3. You wait for Microsoft to include it in the Windows core fonts, but don't hold your breath. Not really an attractive choice, is it?



Selective border and shading options makes life easier in Word 97

**PCW** Contact

You can contact **Tim Nott** by post at the usual *PCW* address or at wp@pcw.co.uk.

# A refined **accent**

Tim Nott discovers an accented character shareware utility to alleviate your acute problems without sending you to an early gràve. And there's proofing in tongues, plus a neat tiling fix.

**W**e've had a lot of correspondence about inserting accents with various word processors but, until now, haven't found a satisfactory solution that works in any application. You can, of course, memorise the ANSI codes, and holding down the Alt key, type "0233" on the numeric keypad for an é, for instance. The problem with this, I find, is memory. Not the computer's, but mine. I'm fine on the lower-case "e" permutations but with other letters have to resort to the Windows Character Map, and the problem with this is that it suffers from poor design.

It includes all the characters that can be typed normally from the keyboard and the display is too small to distinguish the different accents easily. You have to use the magnification cursor to track them down. Having done this, it's another three clicks to get the wretched thing onto the clipboard. So, let's have a big hand for Paul Herber of High Wycombe, with his Diacrit. This is a tiny shareware utility that allows single-click copying of an accented character to the clipboard, from a set of keys that vary with the chosen language.

You can run multiple instances of Diacrit, to have several languages available at once and make it stay "always on top". It comes with a variety of preset languages and useful symbol sets, like fractions and currencies, and as these are all contained in a simple .INI file, you can easily customise your own sets.

So far, I make this: Diacrit 4, Character Map 0. It's a Windows 3.1 application but will work happily under Windows 95. The bad news is that it is difficult (but not impossible) to access the extended Windows 95 Greek, Cyrillic and Central



**Diacrit: Easier accents in any application**

European accents, or characters from Symbol or other special fonts. If all you want to do is insert ANSI characters in the current font, anywhere in Windows, it's convenient and well worth the £10 registration. You should be able to find it on our *PCW* cover disc (Diacrit.zip — 22.1Kb), or download it from Paul's web site at www.pherber.com /share/diacrit.html which also has some riveting links for fans of The Archers.

On a similar subject, David Bivar wrote to me about the DOS word processor, Nota Bene. This is, he says, "*An excellent and flexible DOS program which enables the typing of Greek, Russian, Hebrew and all European and Orientalist accents and diacritics: indispensable for academic work and international correspondence.*"

I must confess that I'd never heard of this before and haven't yet been able to get hold of a review copy. When I do I'll keep you posted, but if you want to find out more, there's a web site at www.notabene.com/index.html.

## Duke of URL
If you type a URL or email address (or anything it thinks might be one), Word 97 automatically formats this as a link, with default blue underlined text, and also turns it into a link: move the pointer over it and it will

change to a finger. Click on it, and it will launch your web browser or email client.

Wonderful though this technology is, it has the frustrating side effect that if you mis-type the URL or address, you can't click back on it to correct it, as this just launches the (wrong) link. Even if you creep up on it from behind, with the arrow keys, editing the text won't edit the link.

The solution is to right-click the link, choose Hyperlink, Edit Hyperlink and then correct the link. This doesn't correct the visible text, though, so you'll still have to creep in with the cursor keys to edit that — it's probably quicker to delete the thing and start again. If you want to turn this feature off or on, don't go searching in "Tools/Options" because it isn't there. Instead, go to the "AutoFormat" and "AutoFormat as you type" tabs of "Tools/AutoCorrect". You can also get there from "Format/AutoFormat/Options" if you don't mind one more click.

## Per-version
If you're running various versions of Word in the same organisation and want everyone to be able to read each other's files, you have two choices. First, you can save Word 97 files in Word 6/7 format but this, as I noted last month, is rather misleading as it
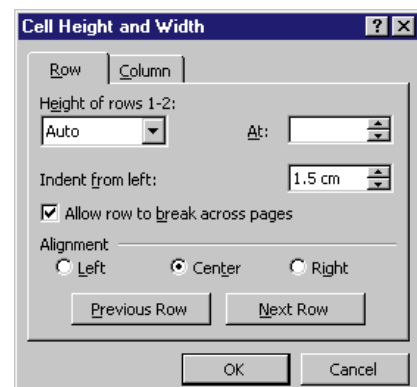
actually saves them as RTF and may result in some loss of formatting. I haven't found this myself, although this column is always sent to the *PCW* editorial office as RTF (but then, I don't use a lot of formatting).

RTF files also have the advantage of being smaller than native Word 97. If you want to make this the default save format rather than trawl through the "Save as Type" options every time, then "Tools/ Options/Save" has the facility to do just this. Microsoft, apparently, has promised a "real" version 6/7 "Save As…" filter for later this year, but don't hold your breath.

The other approach is to tackle the problem from the Word 6/7 end, as there is a convertor available from the Microsoft web site for reading Word 97 files into versions 6 or 7. I've got all three versions of Word here, I've tried it, and it worked for me.

### Front and centre
In the May issue I dealt with positioning Word tables on the page by enclosing them in a frame. Richard Guy was the first of many readers to point out that there is a simpler way if all you want to do is centre or align a table: with the insertion point in the table (but with no text selected) go to
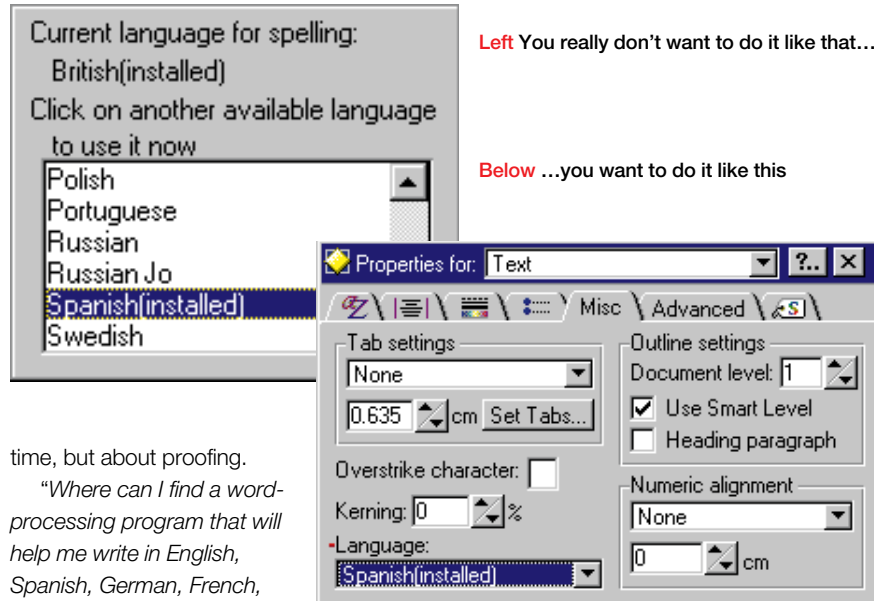
**Aaah, there it is!**

"Table/Cell Height and Width".

Intuitive? I think not. But here you will find three options for left, centre or right alignment, which work on the table itself rather than the cell contents. If you select a cell or row, you can stagger the table, and if you want finer control, there's also an "Indent" box. Grovelling apologies for not spotting that earlier.

### Proof of the pudding
Iktomi Wakahn emailed me from Spain bemoaning the lack of support for those who create documents in more than one language. No, this isn't about accents this

**Left** You really don't want to do it like that…

**Below** …you want to do it like this

time, but about proofing.

"*Where can I find a word-processing program that will help me write in English, Spanish, German, French, Italian, Dutch and sometimes Catalan?*" he asked.

"*I bought WordPro on the strength of its 15 languages, but find I can only use one per document. We're all multilingual here, but even the simple task of proofing a four-language menu for the local café seems beyond the powers of the software.*"

Don't despair, Iktomi — you can proof a multilingual document in WordPro. In fact it's one of its selling points over Word, where you have to buy extra proofing languages separately. What isn't so good is the way the help file fails to explain how to implement this feature.

First, install the language modules you need. There is no (at least not in my 96 version) installation routine for this. Instead, you should find a README.TXT file in your LOTUS folder that gives instructions on which files to copy where from the CD.

I won't go into all the details, but, for example, if you want to install the Spanish spell checker, go to the /EXTRAS/ LANGUAGE/SPANISH directory on the CD and copy LOTUSES2.DIC to the directory on your hard disk where the existing dictionaries are located. For 16-bit components this directory will normally be \WINDOWS\LOTUSAPP\SPELL, for 32-bit applications it will normally be \LOTUS\ COMPNENT\SPELL.

If you then start WordPro, open the spell checker and scroll through the list of languages, you'll see that Spanish is flagged as "installed". This list is headed by an invitation to "Click on the language to start using it now". Resist the temptation to do this, as that is the path to great suffering and frustration.

Instead, close the checker, select the

text you want proofed in Spanish, right-click on it and open the "Text Properties Box". Go to the "Misc" tab and there you will find another language list. This is the one to use. With the Properties Box still open, repeat for other selections and other languages.

Now, when you run the check, it will automatically switch to the correct language for each piece of text. And will do so even in Catalan. If you want to set the default language for the entire document, you can do this from "File/ Document Properties/ Document/ Options/ Language".

### Tile in style
Question: what do WordPro and WordPerfect users have that Word users still lack? Incredibly, after five versions (there wasn't a Word for Windows 3, 4 or 5) you still can't arrange two documents side-by-side without manually dragging and resizing them. Maybe Microsoft thinks this is unimportant, but given that most documents are taller than they are wide, most screens are wider than they are tall, and it's much easier to compare documents side-by-side than top-to-bottom, I find this incredible.

In fairness, I must say I did find a Microsoft macro that attempted to do this in Word 6 LAYOUTS.DOT but it went to pieces if the zoom levels were other than 100 percent. It would also restore all minimised documents, which is somewhat counter to standard practice. So I had a stab at rewriting it. The Wordbasic code for Word 6 and 7 is shown in Fig 1.

What this macro does, for those into trivia, is store the name of the active

## Fig 1: My rewritten macro

```
Sub MAIN
mywin$ = WindowName$()
If DocMinimize() Then DocRestore
ScreenUpdating 0
If DocMaximize() Then DocRestore
wordwidth = Val(AppInfo$(6))
wordlength = Val(AppInfo$(7))
Dim dlg As ViewZoom
GetCurValues dlg
zoomperc = Val(dlg.ZoomPercent)
wordwidth = wordwidth * zoomperc / 100
wordlength = wordlength * zoomperc / 100
num = CountWindows()
Dim name$(num)
wincount = 0
gap = 0

If num > 0 Then
For i = 1 To num
NextWindow
If DocMinimize() Then
gap = 25
Else
name$(wincount) = WindowName$()
wincount = wincount + 1
EndIf
Next i
For i = 0 To wincount - 1
Activate name$(i)
x = (i * wordwidth) / wincount
DocMove x, 0
DocSize wordwidth / wincount, wordlength - gap
Next i
Activate mywin$
Else
MsgBox "There are no open documents to arrange."
End If
End Sub
```
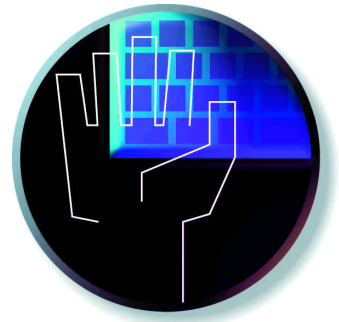
## Fig 2: Jason's Visual Basic equivalent

```
Public Sub MAIN()
On Error GoTo skip
Dim NumberOfWindows
Dim MyWindow$
Dim AppWidth
Dim AppLength
Dim WinCount
Dim Gap
Dim i
Dim ss
Dim tt
Dim WinLeft

NumberOfWindows = Windows.Count
If NumberOfWindows = 0 Then GoTo skip
MyWindow$ = ActiveWindow.Caption
If ActiveWindow.WindowState = wdWindowStateMinimize Then
ActiveWindow.WindowState = wdWindowStateNormal
End If
Application.ScreenUpdating = False
If ActiveWindow.WindowState = wdWindowStateMaximize Then
ActiveWindow.WindowState = wdWindowStateNormal
End If
AppWidth = Application.UsableWidth
AppLength = Application.UsableHeight
ReDim namess$(NumberOfWindows)
WinCount = 0
Gap = 3

For i = 1 To NumberOfWindows
Windows(i).Activate
If ActiveWindow.WindowState = wdWindowStateMinimize Then
Gap = 20
Else
namess$(WinCount) = ActiveWindow.Caption
WinCount = WinCount + 1
End If
Next i
For i = 0 To WinCount - 1
Windows(namess$(i)).Activate
WinLeft = i * AppWidth / WinCount
ActiveWindow.Top = 0
ActiveWindow.Left = WinLeft
ActiveWindow.Width = AppWidth / WinCount
ActiveWindow.Height = AppLength - Gap
Next i
Windows(MyWindow$).Activate
skip:
Application.ScreenUpdating = True
End Sub
```

window, then restore it if minimised, turn off screen updating and restore it if maximised.

These last three actions are necessary to stop the macro getting confused. It then fetches the available window space from the AppInfo$ settings and compensates for the zoom level of the active window. Then it counts the windows and steps through each one.

If it is minimised, it leaves it alone, but creates a gap at the bottom of the main window to display it (Windows 3.1 users should increase this to 50, as minimised documents are shown as icons). If it isn't minimised, it adds its name to the list and then steps through that list, moving and sizing the window accordingly, and returns

the focus to the original active window. Screen updating is turned on automatically when the macro exits.

I was going to write a Visual Basic equivalent for those of you who are working with Word 97, but by a stroke of extremely good fortune, Jason Ozin got there first with the code shown in Fig 2, saving me a lot of effort and winning himself a book token.

**PCW** Contact

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# **Save it** yourself

Tim Nott tackles the ticklish topic of autosaving in Word. He straightens out a mail-merge and advises on WordPerfect accents, multinational alphabets, and managing Word margins.

**I**t has been bubbling along for some time now, but let's take a step back and consider this from a beginner's point of view. You can configure Word to save the file on which you are working at set intervals. You can also configure it to make a backup whenever you manually save the file.

Mike Davis, who has just migrated from WordStar, writes: "*Disaster struck today because of Word's autosave function. With WordStar, the autosave function saves as you go along, creating backups from which the last save can be restored.*

"*I set Word to save every five minutes and yesterday spent three hours preparing a long report. As I wrote, I was conscious of the save process, so when I decided to stop I also decided that the last paragraph was wrong and would rewrite it when I started up again. So when I quit, I was asked 'Save?' and answered 'No', as it had been saving all the way along. Starting up again this morning, there was no trace of the previous day's work. What's the point of autosave, if it doesn't protect you from mistakes like this?*"

The idea of the autosave feature is that it is a protection against crashes or power failures. If Word terminates abnormally, then restarting should automatically bring up the last autosaved version of any files open at the time of the incident. But it's not a substitute for saving in the normal way.

If you don't save before closing the document, you'll lose all changes made since the last explicit save. Word 6 doesn't explain this very well. Word 7 does, if you click on the question mark button in the "Options/Save" dialog (Fig 1). Word 97 goes one better by calling the process "Autorecover" rather than "Autosave".
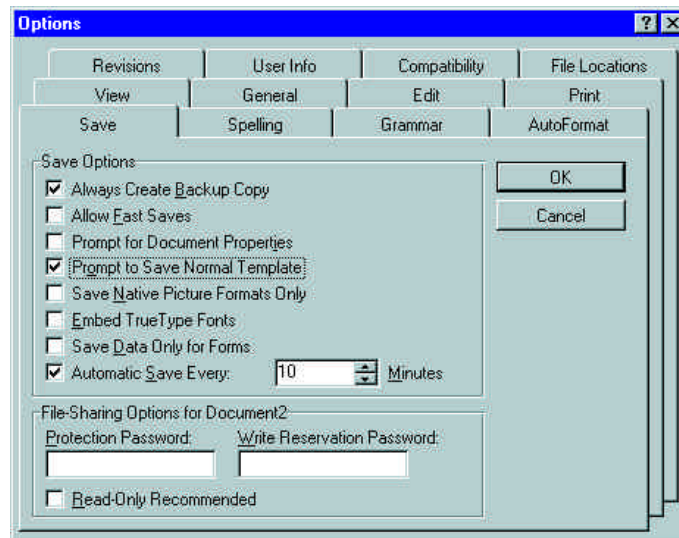


Fig 1 (left and below)
Automatic save…

…but not quite what you might think

Confusing? Maybe, but it's designed to be: if you experimentally (or accidentally) make changes to a document, those changes will not be autosaved irrevocably.

### The urge to merge
Ian Bannerham has a Unix system at work, and wants to send marketing data to individual PCs on the network in order to mail-merge letters. "*It's easy to create and export a .CSV file to a local PC — but then I come unstuck. Because the file exports the data without a header for each column, Word 7 won't do a straight merge. If I open the .CSV in Excel 7 and insert a row with*

*headers, Word will accept this with no problem. Is there an easier way?*"

Well, I'm by no means an expert on Unix or networks (my understatement of the month!) but I do know what a .CSV file is: Comma Separated Variables is a plain-text file format for importing or exporting data from a spreadsheet or database. Imagine a table of names and addresses: the name, street, town etc. are arranged in columns, or "fields", and each row (i.e. a complete name and address) constitutes a "record". In a .CSV file, each field is separated by a comma, and each record by a carriage return as in Fig 2 (page 264).

## Fig 2: A .CSV file

```
Grundy, Eddy, Grange Farm, Ambridge¶
Snell, Linda, Ambridge Hall, Ambridge¶
Perks, Sid, The Bull, Ambridge¶
```

Note that the spaces after the commas don't need to be there: I've just included them for clarity. When you create a mail-merged letter in Word, each field needs a label. In the above example these might be

```
Surname, Forename, Address1,
Address2
```

Word assumes that the labels are in the first row, so Ian's problem is that Word will assume the merge fields are called "Grundy", "Eddy" and so on. Which is rather inconvenient, especially as Eddy won't get his letter. The easiest way around this is to create a separate file for the headers. You can do this simply enough in Notepad, as



above, and save it as a .TXT file. Then go to "Tools/Mail Merge" and you'll see a three-step "Helper" — it's almost identical in Word 6, 7 and 97. Create the document to be merged with step one, then hit the "Get Data" button. The last option on the menu that drops is "Header Options". Choose this and you can then open your header file, or create one as a Word document. Having done this, hit the "Get Data" button again and open the main .CSV data file.

Unless you've already set up a template or letter with the merge fields inserted, you'll get a message that Word hasn't found any merge fields and you should go and edit the document. Do so, and you'll see that the Merge Toolbar has appeared. If it hasn't, turn it on from the "View/toolbars" menu. Click on the "Insert Merge Field" button and you'll see the list of field names. Insert these



where you want, then click on the "View Merged Data" button, two to the right, and you'll be able to page through each letter and see the names and addresses from the data file in place. You can then create the merge (either to a new file or direct to the printer) from the toolbar or by returning to the "Tools/Mail merge" menu.

### Booklet update

In my April column I looked at ways of printing an A5 booklet on A4 paper. Thank you, Alan Salmon, for pointing out how to do this in WordPerfect (Fig 3). He was using 6.1 and I've got 7; the process is pretty much the same, but here's how to do it in the latter:

1. Create a new document.
2. "Format/ Page/ Page Size" as A4 Landscape.
3. "Format/ Page/ Subdivide Page" as two columns.
4. "Format/ Page Numbering/ Select" to choice.
5. "File/ Print" — go to the "Two-sided printing" tab and tick the "Print as booklet" tab. And that's it.

I found that it's rather tricky to format an existing document this way (I kept getting blank columns) so either prepare a template or start with a new, blank document and type or paste in the text. Secondly, if you have a rather awkward eight-and-a-bit pages, which would produce a 16-page booklet with seven blank pages, don't forget the very wonderful "Make it fit" command in the "Format" menu, which can reduce this to eight.

An even simpler suggestion comes from Ian Bannerham — a Panasonic KX-P6300 laser printer will print two or four pages to a sheet of A4. He writes: "*All you have to do is arrange your pages in the correct order, use the manual duplexing, and voilà!…*" I haven't used such a printer but it sounds good. It's just the "arrange your pages in the right order" that makes me a little wary.

### Margin of error

According to John Orcopoulos in Thessalonica, "*Many people in Greece need to set different margins in even and odd pages of the same document. For example, all odd pages have margins: top and bottom = 2.5cm, left and right = 2cm, and all even pages have margins: top = 2.5cm, bottom = 8cm, left and right = 2cm. When I set margins from Word's "Page Setup" I have only two choices — 'Whole*

*document' or 'This point forward'.*"

I've been wondering why this need is particular to people in Greece? But still… You can go through the document page by page and set different margins "from this point onwards", or "for this section" (an extra option you get after the first section) but this is horribly fiddly and I just ended up with a mess. So, bearing in mind the great maxim, "If at first you don't succeed, bodge it", I came up with this. From the "Page Setup" dialogue, go to the "Layout" tab and choose "Different odd and even headers and footers". "View/ Zoom" to get two pages side-by-side, then "View/Headers and Footers". Now, if you try to change the header or footer size by dragging in the vertical ruler, this changes both odd and even pages. But if you type a number of carriage returns into one of them, this will just affect the odd or even pages. The body text will get pushed up or down to suit, effectively providing you with different top or bottom margins.

### Accentuate the positive

Returning to the perennial subject of accents, Dick Grenville wants to use accents that aren't in the standard western ANSI character set, such as an "R" with an inverted circumflex. "*I have loaded support for central European versions of Arial and Times New Roman fonts, from the CD, and I can use all the accents. But none of the accented characters appear in the WordPerfect Insert box.*"

There is one important principle to remember here: WordPerfect likes doing things its own way. It has always traditionally mistrusted Windows, and insisted on supplying its own printer and keyboard drivers. I'll come back to Windows' generic multinational support, but
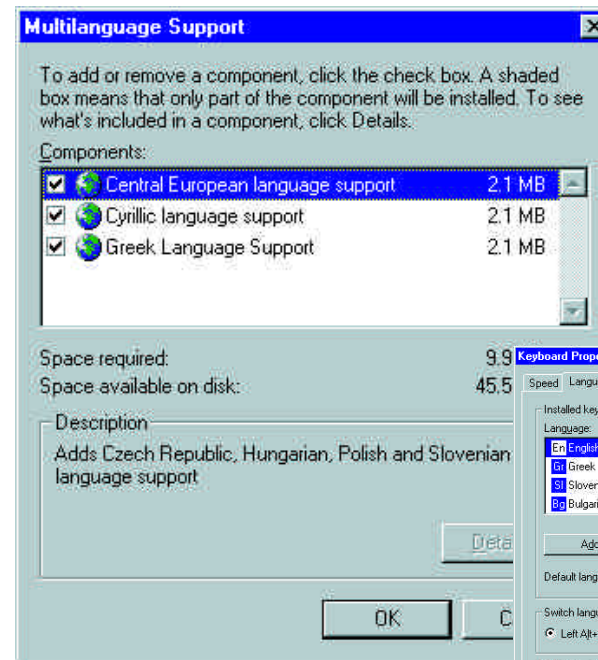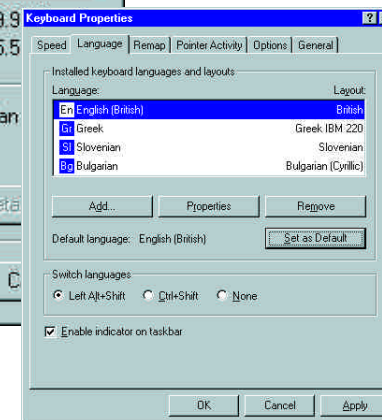


WordPerfect's "Insert Character" relies on some specific fonts that come with the program being installed.

For the multinational set there should be six entries in your fonts folder entitled "WPMultinational" (A & B) in Courier, Arial and Times. There are more for Arabic, Japanese, maths and other character sets if you want them, but they must be installed from the WordPerfect setup disks.

### Typing in tongues

So what about this multinational stuff built in to Windows 95? Unlike Windows 3.1, the core fonts in Windows 95 contain 652, rather than 256, characters. In other words, as well as the Latin alphabet and common Western European accents, you have a full set of Greek, Cyrillic and Eastern European characters. But this isn't enabled by default. Go to Control Panel/ Add-Remove/ Windows Setup, choose

### Fig 4 (left) Enabling other character sets, step one…

…and step two (below)



"Multilanguage support" and choose the character sets you want.

You will be prompted to insert the CD-ROM (sorry, floppy owners will have to trawl the Microsoft web site for these). Next, go to the "Keyboard" section of Control Panel and select the languages in which you want to type. Make sure the "Enable indicator on Taskbar" box is ticked (Fig 4). Once again, you will need the CD-ROM in the drive. This will give you an extra icon in the system tray allowing you to toggle between character sets and keyboard languages. Select "Gr", for example, and you'll be typing in Greek.

You'll also see, in WordPad, a "Script" box in the "Format/ Font" dialogue that lets you choose the set. What you don't get is a map, showing what keys are mapped to which characters, so there is some exciting trial and error involved there. Which all goes to show that when I stated (in my column last month) that "Windows 95 users face the same obstacle", replying to Frank Dowson's query about inserting Greek characters in a normal font under Windows 3.1, I was not only talking through my hat, but apparently sitting on it at the time.

### Fig 3 Three steps to booklet heaven in WordPerfect

## Quick ones

■ Word Pro — If you are an inveterate keyboard addict, Alt + Enter will toggle between the document and the property box. Once in the property box, you can use the usual keyboard tricks of tabbing between controls and typing the first few letters of a font to navigate.

■ To put a border around several paragraphs in Word, you can just select the paragraphs and "Format/ Border…" (or use the Borders toolbar). But this all goes horribly wrong if the paragraphs have different indents. It is much easier to use the drawing tool bar to create a rectangle, set its fill and line properties to suit, and then send it behind the text. The disadvantage is that, unlike a paragraph border, it will not keep pace with editing or moving the text.

■ For a quick acute accent in any application, Alt Gr (the right-hand Alt key) + vowel does the trick. Add shift to capitalise. Ctrl + left Alt + vowel will perform the same trick.

■ When you save a Word 97 file in Word 6 or 7 format, it doesn't; it saves it in RTF with a .DOC extension. This should not be a problem if the Word 6 or 7 recipient has the RTF import filter installed.

**PCW** Contact

You can contact **Tim Nott** by post c/o the *PCW* office or at **wp@pcw.vnu.co.uk**.
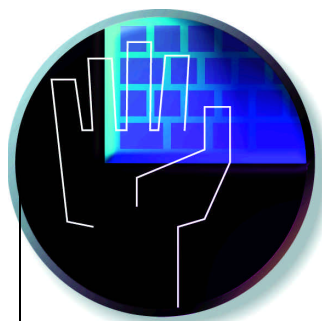
# In from the cold

Users of lesser-known WP software make themselves known, and Tim Nott is here to greet them. He also grapples with Greek characters and turns his attention to Tables in Word.

**J**ohn Coryn was one of the many readers who responded to my challenge to users of minority word processing software, to stand up and be counted *(PCW March)*. He uses Protext 6.5, and has produced "more letters than I can count, plus one reasonable-sized book. I want to buy a further copy for an old friend, but Arnor, who produced Protext, seems to have moved, been bought out or to have given up." The bad news is that Arnor closed in May 1995, but the good news is that Protext goes on. Version 6.7 is available from Protext Software (see *"PCW Contacts", p280)*.

And another one: this time it's a LocoScript problem from Sandra Tuppen. "I have a number of LocoScript files (created on an Amstrad 9512) which I would like to convert to Word for Windows. The files are saved on standard 3.5in floppy disks."

The problem here is twofold. First, the floppy disk format of the Amstrad 9512 isn't the same as a PC. Second is the problem of the file format: Word doesn't come with LocoScript converters. If you still have the 9512 machine to hand, then you can solve both problems by linking the two machines with a serial cable, converting the files to a Word-readable format (which may well have to be plain text) at the 9512 end, and using a comms program to transfer the files. If you don't, then you can get the disks converted. The LocoScript people themselves will do this, for £5 per disk; contact Softco *(see "PCW Contacts", p280)*. Other firms advertise similar services from time

to time in *PCW*, so you may be able to hunt down a better price.

Finally, if you have both PC and 9512 to hand, each with its own version of LocoScript, Softco can provide the cable and software to transfer the files fully formatted. You can then export from LocoScript (PC) to a format, such as WordPerfect 5, that Word can read.
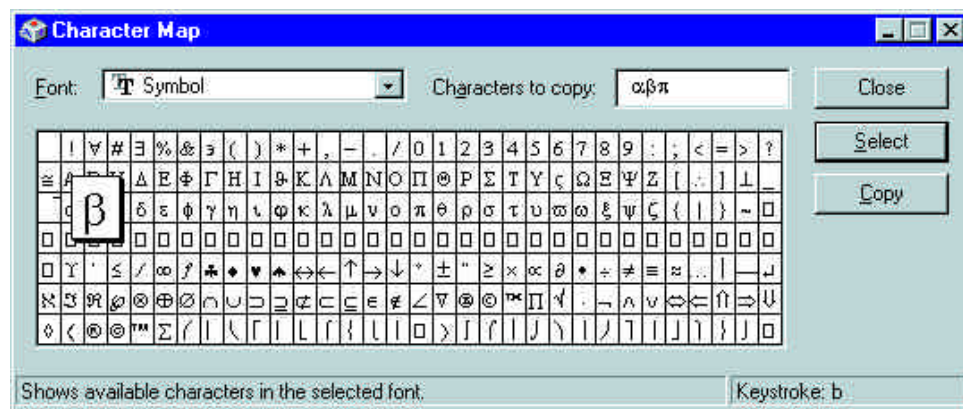
### Pi in the sky

Frank Dowson has a rather symbolic problem. He constructs school timetables using a program called GP-Untis. He says: "I have come up against the problem of using the symbols for alpha, beta and pi. I cannot find a font which looks good in the normal sense and also allows me to type in these Greek characters directly or by using the Alt + numeric keypad codes."

Frank is working in Windows 3.1, but Win95 users face the same obstacle. The problem is that the character set of the standard typefaces such as Times or Arial do not contain these characters. The Symbol font, which does, doesn't contain the normal alphabet.

If you want to use one font for all, then you can buy a font (or hopefully get it bundled with a word processor) such as Monotype Greek, which replaces the usual accented characters with Greek characters. But then you're limited to a single typeface, and rather stuck if Française or Español figure in the curriculum. Otherwise, you have to change the font to Symbol, insert the character (α, β and π map to a, b and p, but there are "lonely heart" matches such as θ for q) then change back to the original font.

Most word processors can do this automatically. You can assign a keystroke to produce a "one-off" symbol from any font. Less endowed applications, such as Write or Wordpad (and presumably GP-Untis) don't have this capability so you'll have to do it manually.

The Windows Character Map lets you find characters. Choose the target font "Symbol", for instance, from the drop-down list and select the character. They are rather difficult to distinguish but clicking on one gives a magnified view. You will also see the keyboard assignment, if it exists. Clicking
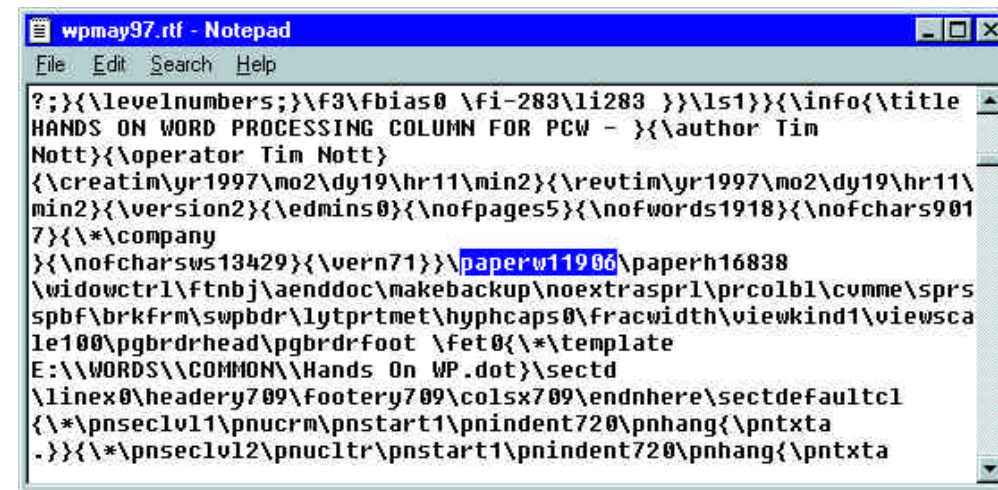
the "Select" button (or double-clicking the character) stores it for copying. You can store several characters if, for example, you want an entire Greek word. The "copy" button places the lot onto the clipboard, from where they can be pasted into applications in the usual way. Note that in Windows 3.1 you'll still have to change the font in the application to match. In Windows 95, it changes to the symbol font automatically (at least, with WordPad) but it doesn't change back, which is a παιν ιν τηε αρσε if you carry on blithely typing.

Finally, if you're using Windows 3.1 you might like to try getting the Windows Recorder to automate the process. We don't have space here to go into the nitty-gritty, but here are the basics:
● Just have the application and Recorder open, then in the latter, "Macro Record".
● Set mouse clicks to "Ignore", set "Playback" to "Same application" and "Fast"
● Set a shortcut key, then hit the start button: Recorder will minimise.

● Record the macro in by using the keyboard to change fonts, type the symbol and change back.
● Stop recording and save the macro.
It's a file, Jim, but not as we know it.

**My brother's keeper**

"I have an application, Brother's Keeper Genealogy, which creates text and RTF files for different purposes," writes Jim Mann-Taylor. "My MS Word Version 7, like most in the world outside the US, is set to default to an A4 page setup. Having created the file,

Brother's Keeper then opens it in MS Word. For some inexplicable reason, the text files open correctly in A4, but the RTF files open Word in that insular 'Letter 8Ω x 11', and with odd margins. Somewhere there must be a deeper default which would enable these RTF files to open Word in A4 format, but where do I find it?"

This one's easy, but not very encouraging. Text files are just that; they contain no formatting apart from carriage returns and tabs. RTF (Rich Text Format) files, like text files, are 7-bit ASCII but they can contain formatting codes, which are delimited by backslashes and curly brackets. For example, \b turns on bold and \fs24 sets font size to 12 points (it counts in half-point steps). If you open an RTF file in Notepad you'll see the codes. If you open it in Word, it will interpret the codes. Somewhere amidst all the slashes and curls will be a code containing the page size: \paperw12242\paperh15842 is US Letter, while A4 is \paperw11906\paperh16838.

Just as with a .DOC file, Word will preserve the formatting (including the original paper size) when opening the file. You can get around this by creating a new, blank document in your default page size, then "Insert/File..." rather than opening it directly. And I'm sure you're all dying to know how RTF distinguishes a control code from a backslash or curly bracket that occurs in the text. Well, it puts another backslash in front of them to denote "literal backslash". Believe me, it works.
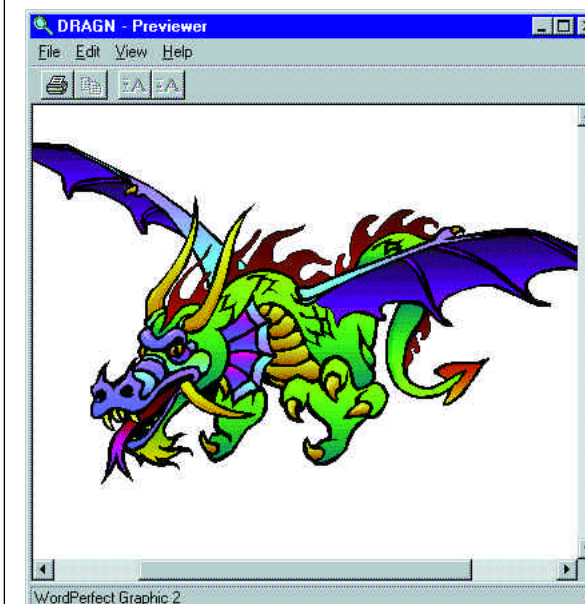
Droopy draw
Tim Parkinson wanted help in starting MS Draw in Word 7.0: "I want to create a .GIF to add to a web site and can do it easily in Draw, but I'm having real trouble getting my
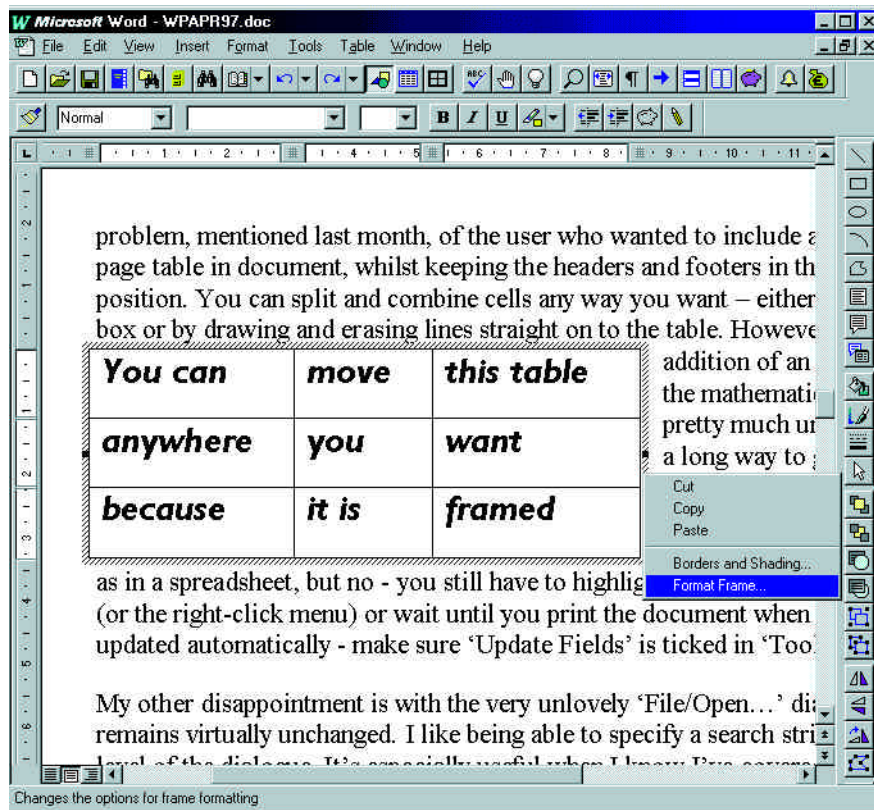
*This column shows off its RTF codes*

### A better view

Here's something I've only just discovered. If you set the Word 7 "File/Open" dialogue to "Preview" mode and file type to "All files", it will additionally display any graphics for which Word has import filters installed. The Word 6 "Find File" feature has a similar capability, as does WordPerfect 7.

Reader Paul le Gassick has an additional WordPerfect 7 previewing tip: "For a better (and in my experience, faster) preview while in the 'File, Open' dialogue, go to the 'View, Preview' menu item and tick 'Use separate window'. This gives a preview in a larger window, just like WordPerfect 6.0."

**WordPerfect's free-range preview window handles graphics, too**

*Find that symbol with the Windows Character Map*

Framing Word tables makes life much easier

## Incredibly useful little macro

I don't know how you organise your work, but I like to do it by project. A feature I'm writing will often involve one or more .DOCs, a text file or two, several graphic files and maybe one or more spreadsheets. Rather than keep each file type in a folder "belonging" to the parent application — documents with Word, screenshots with PaintShop, and so on — everything goes in a sub-folder of my "Words" folder; for instance, "Words\PCW\DTP97" for a DTP group test project. That way, not only is it all together for easy access, but I can back up the whole project with one drag. And as I keep such items as templates, and address books in sub-folders of "Words", it makes it extremely simple to back up nearly all that is precious.

Usually, when starting a project, I stick a shortcut to the folder on the desktop, but one day it struck me that it would be useful to put a shortcut to the folder in the document: then I could have instant, in-place access to all the graphic and other files. Well, you can't create a shortcut to a folder in a document, but what you can do is even better. Try this macro:

```
Sub MAIN
Shell "explorer " + FileNameInfo$(FileName$(), 5)
End Sub
```

Note that it won't work without the space before the closing quotes.

For those of you battling on the frontlines of Word 97 and Visual Basic for Applications, the VBA code is:

```
Public Sub MAIN()
Dim retval
retval = Shell("explorer.exe " & ActiveDocument.Path, vbNormalFocus)
End Sub
```

Again, the space is important. In either case, running the macro opens the folder containing the current document. Switch documents, re-run the macro, and if the new document is in a different folder, that one will open. Cool, or what? Stick it on your button bar — you know it makes sense.

Of course, none of this is much use to those working with Windows 3.1, but you can start File Manager from a macro with the line:

```
Shell "winfile.exe"
```

You cannot, however, specify a directory.

---

new computer to want to play. It will edit Draw documents which I import but won't start Draw itself."

I'm rather confused here. The way to start MS Draw is from the "Insert/Object…" command. Find "Microsoft Drawing" in the list and the Draw applet will start. It hasn't seen an update since pre-OLE2 days, so it will appear in a separate window. As an OLE server it can only be started from another Windows program and you can't save a Draw file as an independent entity, so I'm wondering where he's getting these "Draw documents" from. In any case, it's a truly awful piece of kit. The built-in drawing tools in Word 7 and 6 are far better, and those in Word 97 are drool-making. Also it won't create .GIFs; for that you'd be better off with a shareware image editor such as PaintShop Pro.

### Table tennis

Matt Baker has been trying to centre a Word table on the page. "If I select the whole table then move the left-most vertical line, the table squashes up. I am at a loss," he writes. "When it comes to tables, bring back Ami Pro."
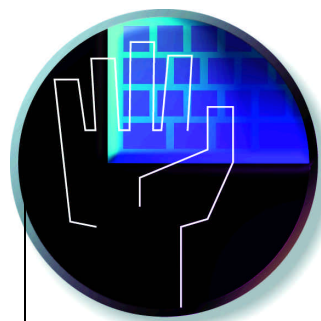
Quite. As I've remarked before, Word 6 and 7 are definitely the poor relations when it comes to tabling. You have to set the left and right margins independently, then jiggle around with the internal divisions. If you decide you want to move the whole table — well, then you're back where you started. There has to be a better way, and there is, although you'd go mad trying to find it.

But try this wonderfully intuitive procedure. Click in the table. From the "Table" menu, choose "Select table". Go to the "Insert" menu and choose "Frame". I, too, was under the misapprehension that "Insert x" means "put x inside" but Microsoft takes the Humpty Dumpty approach in that words mean what you want them to mean. In this case, it actually means "Insert the table into a frame". Once this has been done, you can drag it anywhere on the page, and even wrap other text around it.

# Bookmaking for beginners

Tim Nott shows you how to make five come alive as he presents a solution to the perennial problem of producing A5 booklets in Word. Plus, coloured margins and the right accent.

T he vexed question of A5 booklets has bubbled away in these pages for some time. Mike Samuelson asks if anyone has come up with a simple way of doing this in Word. For those of you who weren't in at the start, the problem is this. You want to print two pages side-by-side on a sheet of A4 paper, and fold the sheet (or several sheets) in half to make a booklet. In the simplest, four-page case, pages four and one are on one side of the paper, pages two and three on the other. With eight pages, it goes 8-1, 2-7 on the first sheet, 6-3, 4-5 on the second. And so on, with a sixteen-page booklet going 16-1, 2-15, 14-3, 4-13 etc.

If you want a simple way, then here goes. For argument's sake, let's say this is an eight-page booklet called "Cooking With Carrots" by B. Bunny. Go to Page Setup, under Page Size choose A4 and under Orientation choose Landscape. From

Layout select Different Odd and Even and choose Different First Page in the Headers and Footers panel. Make sure Apply to: is set to Whole Document. Go to Margins and tick the Mirror Margins box. You'll notice the Left and Right change to Inside and Outside. Set Inside to 17.5cm, Outside to 2.5cm. You can fine-tune this further, but the principle is that the inner margin should have 14.85cm (half the sheet) added to it. Close the Page Setup dialog and go to View/Headers and Footers. On the first page you probably won't want either, so go to page two. Click in the header panel and type "Cooking With Carrots". In the footer, insert Page Number. On page three, put the author's name in the header and right-align it. Insert the page number in the footer, as before, and right align that. The remaining headers and footers will be filled in automatically.
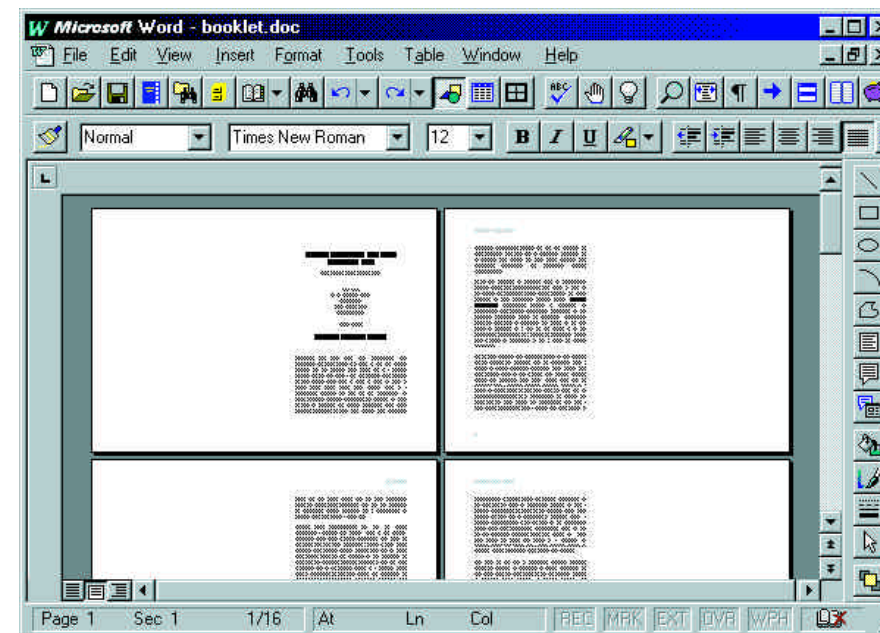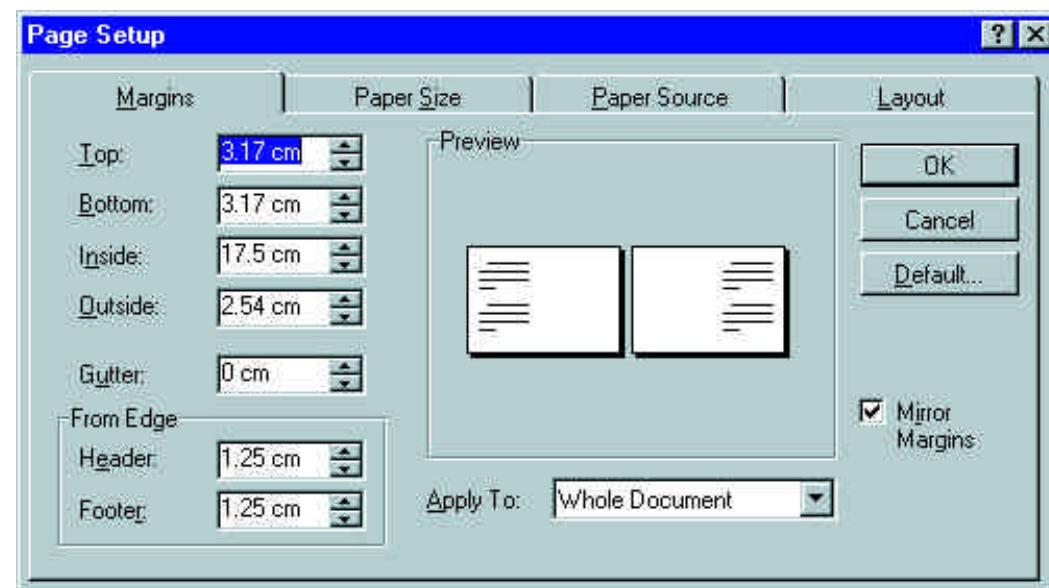
You're now ready to print. Set your

printer to single-sheet mode, and from the Print dialog Page Range panel, select Pages and type in "8,1,2,7,6,3,4,5". When the first page is printed, put the paper through again, the same way up. Then turn the paper over, top to bottom and again put it through twice. Repeat with the second sheet. And that's it. You can experiment further, for instance centring the headers and footers or adding a rule with the border tools. The only tricky bit is feeding the paper in the right way around.

In hope of a more hi-tech approach, I searched various online sources of Word wisdom and finally came across a set of macros on the Microsoft web site, dating from November 1994. This included the FormatFoldOverBooklet macro, which "allows you to print multiple pages on a single printed page. The macro copies your document text to a new document window, changes the formatting to two columns, and switches the orientation to landscape. The appropriate page numbers are added below each column."

This sounds just the job except that first, there's a syntax error in the macro that has lain uncorrected all this time, although a further "application note" describes how to rectify this. Having duly mended the macro, it then ground to a halt with a message saying the settings I'd chosen for the margins,

**Setting up the page for an A5 booklet**

**Page Setup**

Top: 3.17 cm
Bottom: 3.17 cm
Inside: 17.5 cm
Outside: 2.54 cm
Gutter: 0 cm
From Edge — Header: 1.25 cm
Footer: 1.25 cm
Apply To: Whole Document
☑ Mirror Margins

**The booklet ready for printing**

column spacing or paragraph indents were too large for the page. It did this with a variety of settings in a variety of documents in both Word 6 and Word 7. At this point I did the sensible thing and gave up. Should you, however, have more time to waste than I do, the text of the macro is on this month's CD-ROM in BOOKLET.TXT.

## A commanding view

Moving on from a long Word macro that doesn't work, here's a short one that does.

```
Sub MAIN
ListCommands
End Sub
```

This produces a new document consisting of a table showing all the Word menu and keystroke commands together with their menu location and/or keyboard shortcuts, including any keystroke combinations you have assigned. However, there's a rather more elegant variant. Since ListCommands is itself a Word command, you can add it to a menu. Go to Tools/Customise/Menus. From Categories choose All Commands; from Commands choose ListCommands; from Change What Menu pick the menu in which you want to park it. Mine's under "Help" but "Tools" would be equally appropriate. Change the menu position and name if you want to, then click on Add. Running the command from a menu in this way gives you the further option of listing all the Word commands including those which don't have a menu or keystrokes assigned, like those commands used only within macros.

## Turning the tables

Last month we took a hard look at Word's inadequacies in the table department. Since then, I've got hold of a copy of the final build of Office 97 and must admit there's been an improvement. You can now align text top, bottom or centre of a cell and rotate it through 90 degrees without recourse to WordArt. This should solve the problem, mentioned last month, of the user who wanted to include a landscape full-page table in a document while keeping the headers and footers in their default portrait position. You can split and combine cells either from a dialog box or by drawing and erasing lines straight onto the table.
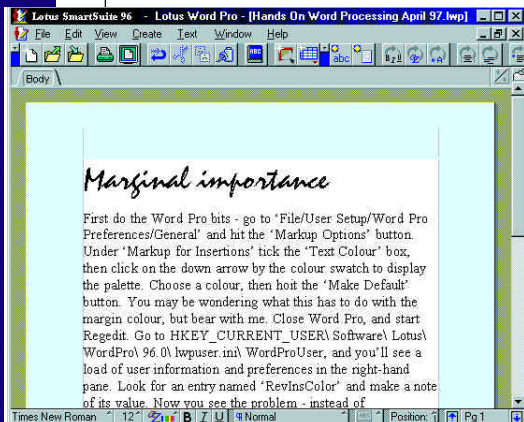
Despite the addition of an Autosum button, the mathematical features are pretty much unchanged and have a long way to go to catch up with WordPro or WordPerfect. I really had hoped that at least the formulae would instantly update, as in a spreadsheet, but no — you still have to highlight the field and update it with F9 (or the right-click menu) or wait until you print the document when all fields should be updated automatically. Make sure Update Fields is ticked in Tools/Options/Print.

## From the top...

My other disappointment is with the unlovely File/Open… dialog, which remains virtually unchanged. I like being able to specify a search string from the top level of the dialog. It's especially useful when I know I've covered a topic somewhere in a *PCW* article, but can't remember which of
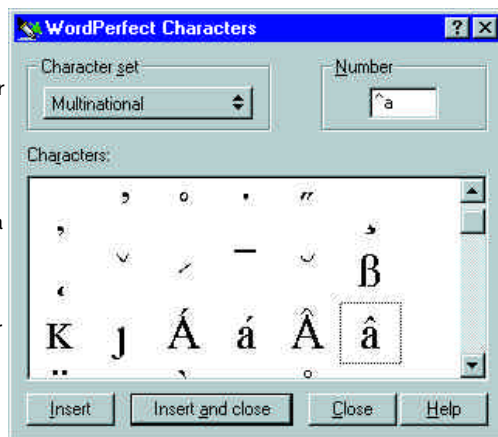
## Department of obscure tips…

Instead of user-friendly names like Arctic Blue, colour options are stored in the Registry as a number. Create a new String Value by right-clicking in the right-hand pane, and call it MarginsColor. Double-click on this new entry and give it the same number (including any minus sign) as RevInsColor. I must confess I haven't tried this with the Windows 3.1 version, but I would imagine something similar exists in LWPUSER.INI. Close the Registry Editor and restart Word Pro: your margins will now be in the chosen colour, and you can re-set the Markup colour to its previous value. If someone can tell me how to change the background colour, the area "off the page", to something other than the dismal default khaki, I'd be grateful.

And here's one for WordPerfect 7 fans. If you want to insert accented characters, or those such as fractions, not normally accessible from the keyboard, then Insert/Character pops up a scrolling box of accented and other exotic characters. You also get the option to choose from other character sets, such as mathematical symbols or Japanese characters. This is a little long-winded if all you want are commonly-used symbols such as °, Ω or the basic accented letters. The keyboard shortcut Ctrl+W also launches the character box, but you can follow this with further keystroke shortcuts like 'e<return> produces an e-acute (é). These are the more common symbols:
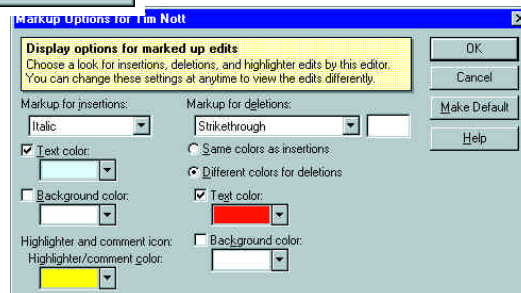
- ■ 'a = á (also works with e, i, o, u, y in both upper and lower case)
- ■ `a = à (also works with e, i, o, u, y in both upper and lower case)
- ■ ^a = â (also works with e, i, o, u in both upper and lower case)
- ■ @a = å (also in upper case)
- ■ ~a = ã (also n, o in upper and lower case)
- ■ "a = ä (also e, i, o, u, y in both upper and lower case)
- ■ ,c = ç (also upper case)
- ■ oc = ©
- ■ or = ®
- ■ ae = æ (also upper case)
- ■ ss = ß

This one's for Word Pro running under Windows 95. As you may have discovered, in layout view, you can set the margins to appear in a contrasting colour to the rest of the page with View/Set View Preferences/Show margins in colour. What's rather more difficult is to choose a colour other than the default grey — but it can be done. It involves adding a key to the Windows 95 Registry, so the usual caveats apply — back up USER.DAT and SYSTEM.DAT first.

First do the Word Pro bits. Go to File/User Setup/Word Pro Preferences/ General and hit the Markup Options button. Under Markup for Insertions, tick the Text Colour box, then click on the down arrow by the colour swatch to display the palette. Choose a colour, then hit the Make Default button. You may be wondering what this has to do with the margin colour, but bear with me. Close Word Pro and start Regedit. Go to HKEY_CURRENT_USER\ Software\ Lotus\ WordPro\ 96.0\ lwpuser.ini\ WordProUser, and you'll see a load of user information and preferences in the right-hand pane. Look for an entry named "RevInsColor" and make a note of its value. Now you see the problem.

**Top left** Margins in any colour you like — with a bit of Registry tweaking

**Above** Beyond the keyboard in WordPerfect

**Right** The secret of finding out the colour code

the 200-odd DOC files it might be in. So why do we have to dig down into the Advanced settings (or click the obscure Commands and Settings button) to search subfolders? Surely this checkbox should be at the top level?

Unless you specifically save the search, the results are lost when you close the dialog. Word 6's Find File… command at least had the decency to re-open the last set of results, so you could pick and choose without having to repeat the search, or open all the files at once.

### To boldly go…
John Carrick was rather puzzled that Word had suddenly started displaying

everything in bold type when a new, blank document was created. Stuart Melville wanted to know how to force Word to start with other than 10-point Times New Roman as the default font. "I have a rather elegant Garamond, but it's a drag having to set this manually for every new document." The answer to both queries is in the Format/Font… dialog box.

If you change the font, style, size or other options here, and hit the Default button, this font and options will become the default for new documents. You do get a confirmation dialog, but it's easy to miss if you're in the habit of closing dialogs with the enter key rather than the mouse. This is probably what has happened to John, by accident.

To rectify this, or to choose a new default, choose the settings you want from the dialog box and hit Default again. Don't forget to click Yes when asked to save the template changes. For those of you who have made the upgrade to Word 97, note there's also a Shadow font style as well as Outline, Embossed and Engraved. This looks rather like bold at normal font size, and it doesn't have a button on the toolbar.