



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.

For 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.

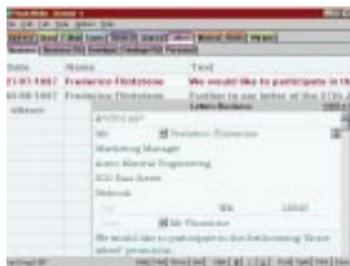


Fig 1 Yeah Write — easy word processing with a silly name

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.

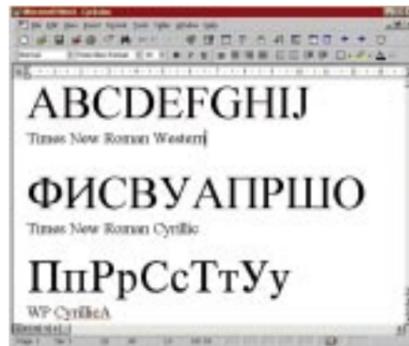


Fig 2 Same keystrokes, different fonts

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
```

(Code listing continued on p282...)

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 ù 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."

PCW Contacts

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

Yeah Write www.wordplace.com



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.

Last 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 is 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

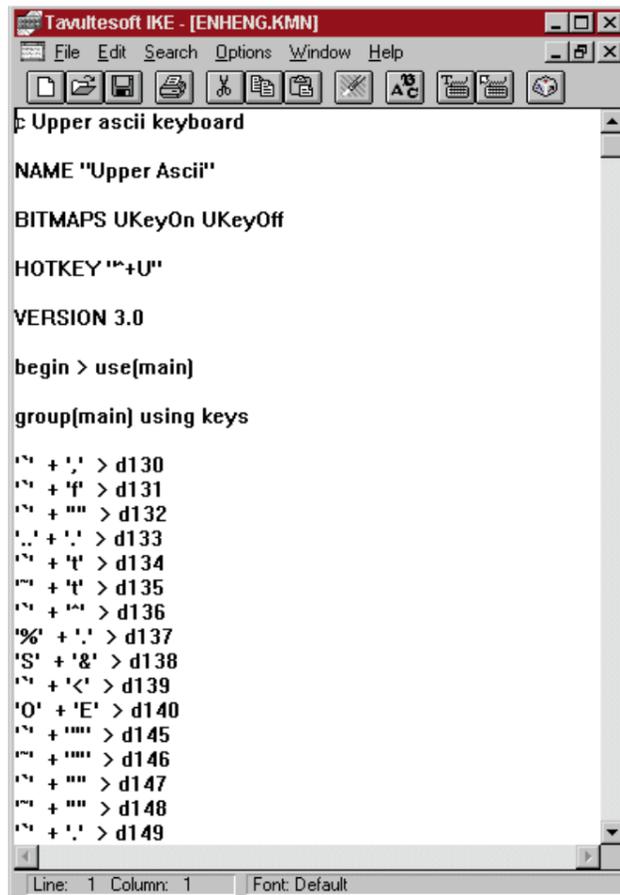


Fig 1 Write your own keyboard assignment file

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

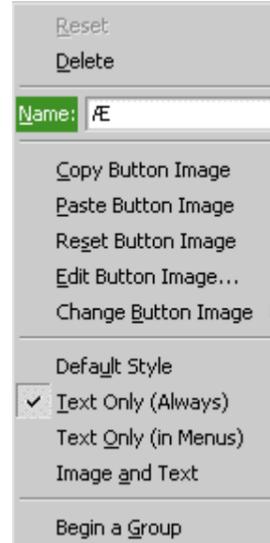
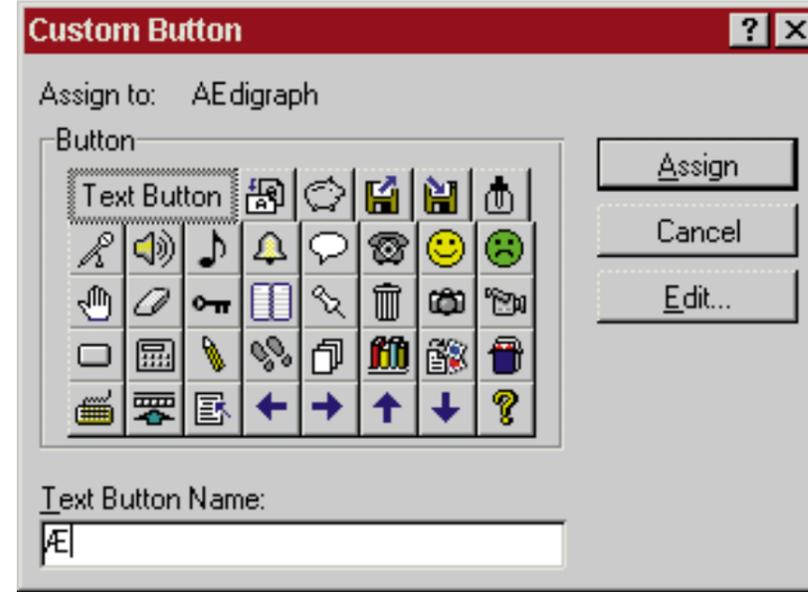


Fig 3 (left) Time for a change in the pop-up menu
Fig 4 (right) Alastair Scott's macro in action, with the FEN shown below the diagram

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

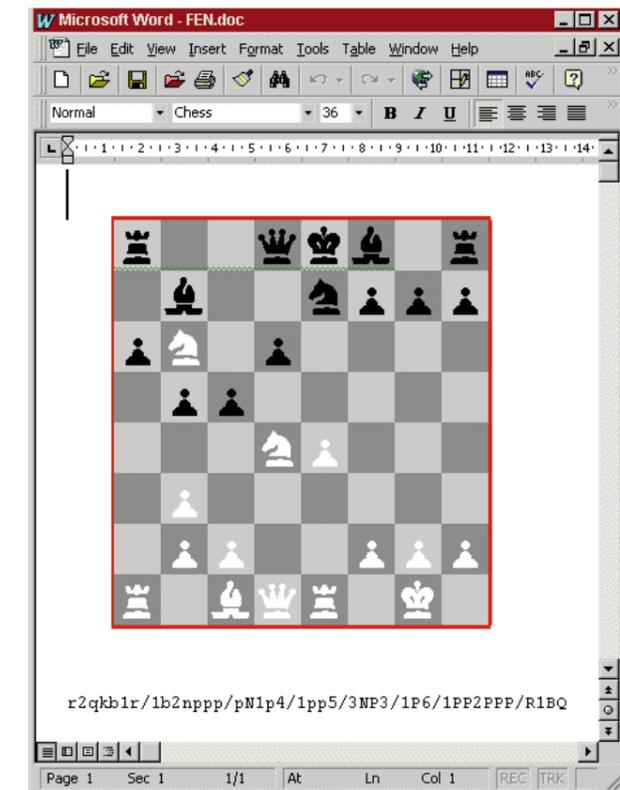
```
Selection.TypeText Text:="Æ"
```

Fig 2 (above) Custom text buttons in Word 7

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



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-

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

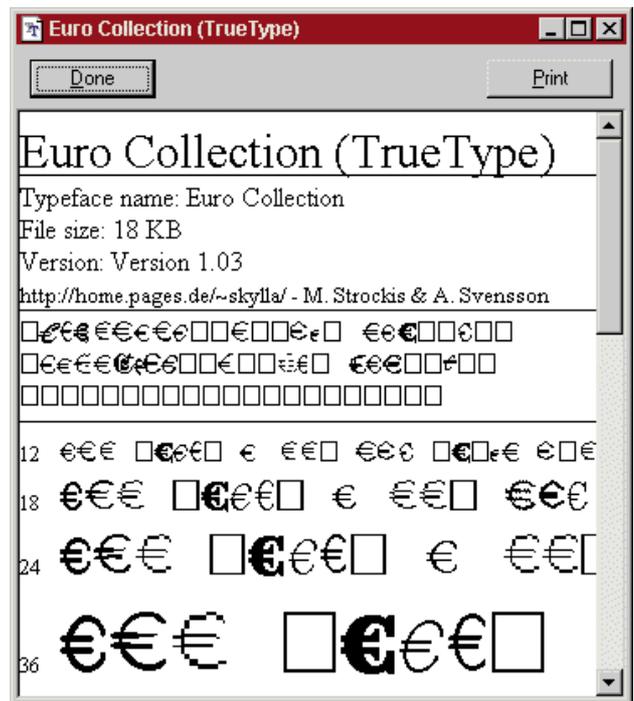
Taking the Euro

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 otype 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.



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.

PCW Contacts

Contact **Tim Nott** by post or at wp@pcw.co.uk
Alpine Electronics, 526 West 7th Street, Powell, WY 82435, USA
DBSChess ourworld.compuserve.com/homepages/DBSugden/where.htm
Eurofont www.hh.shuttle.de/alesven/euro.htm

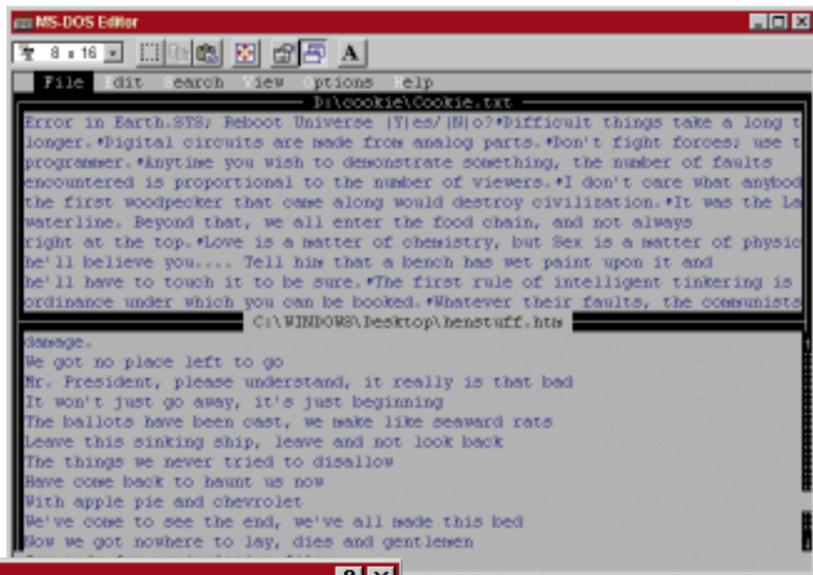


Go forth and multiply

Tim Nott gets tricky, 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.

Here'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.

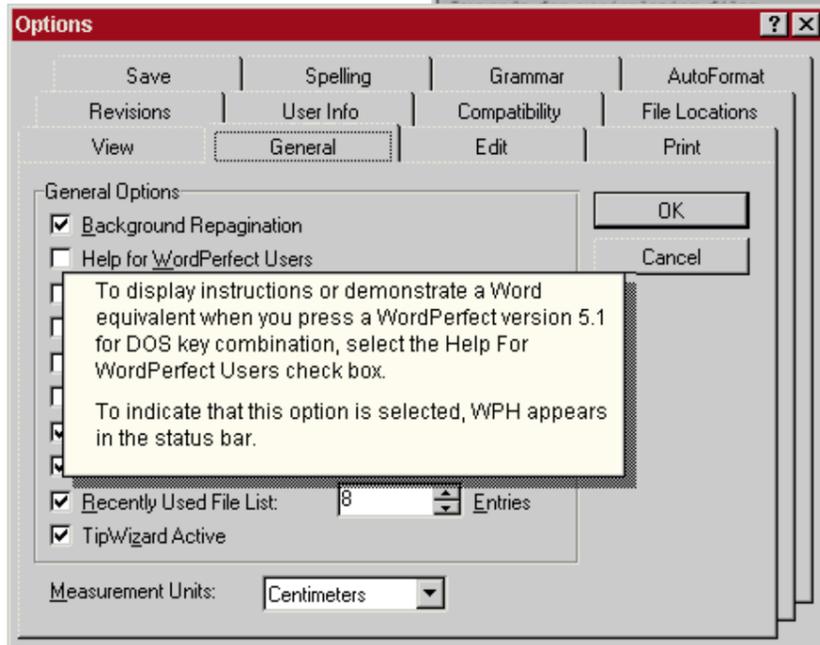
Let's say you want to type in the price of an item including VAT but you only have the VAT-exclusive price in front of you: type "£250.50*1.175", highlight it and go to "Tools/Calculate"; the result will appear, briefly, on the status bar. It's also copied to the clipboard, however, so a quick paste (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 would 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

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



How to turn off those delete text confirmation messages

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.

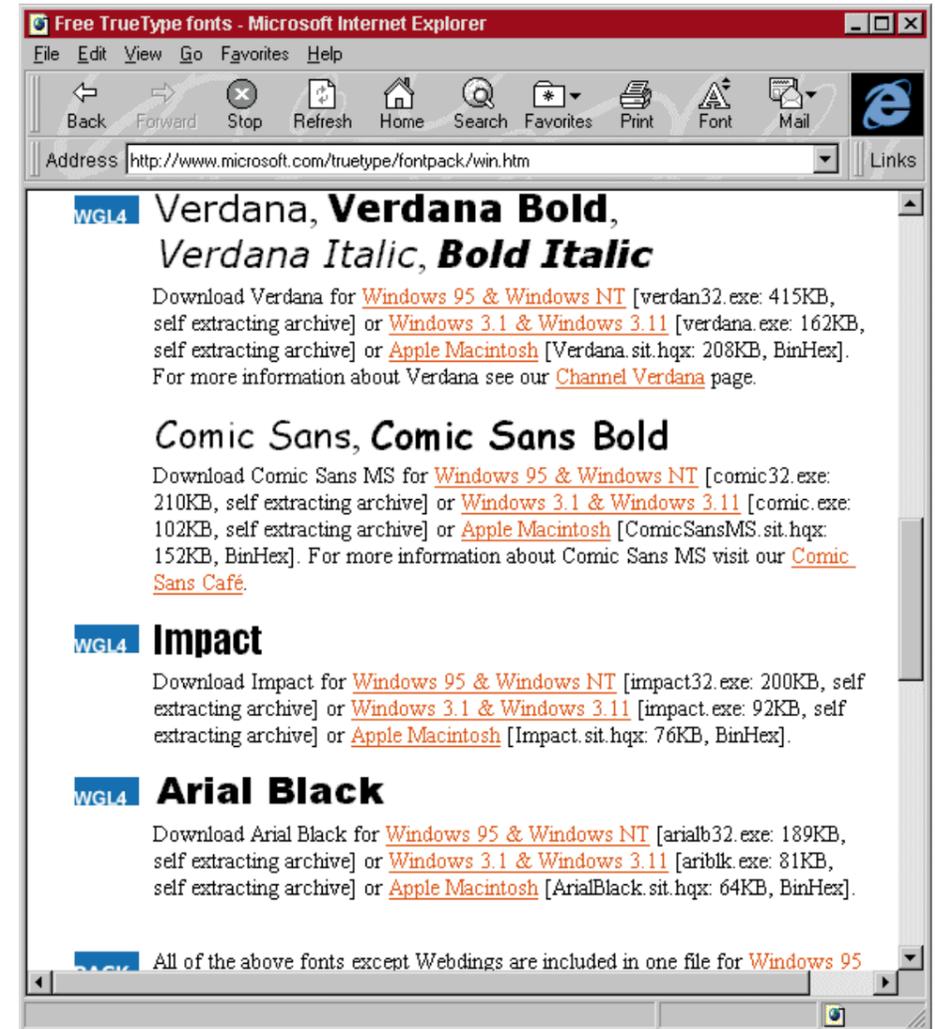
Whatever it is, you just want the words, all the words and nothing but the words. Oh, and quickly, please. Windows Notepad falls down on "all the words" as it has a size limitation. You can only open files up to 64Kb and if you want to edit them as well, it's even less. Wordpad rather fails the "quickly" 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.

Right Too full to delete, too pink to aardvark

Below They are pretty and they are yours for the cost of a download



You got a problem?

Gordon Mellor was puzzled that with two apparently identical installations of Word, one produced a message on the status bar 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	Control + ` (grave accent), then letter. That's the key to the left of the 1 and above.
À, È, Ì, Ò, Ù â, ê, î, ô, û Â, Ê, Î, Ô, Û	Tab. Yes, I'd always wondered what the hell it was for, too. 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.
ã, ë, ï, õ, ü, ÿ Ã, Ë, Ì, Ö, Ü, Y ã, ñ, õ Ã, Ñ, Ö	Another Control + Shift combo, this time with the colon. Nice to see Y back in the running. Control + ~ (tilde) — that's Control + Shift + # (hash). <i>Si, señor</i> , the word "tilde" is thought to be a metathesis in Spanish of <i>tidlo</i> ("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 <i>oi</i> in <i>boil</i> are diphthongs. The æ in <i>pædiatric</i> and the œ in <i>amœba</i> 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 <i>guillemets</i> . 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 <i>Quick Tips</i> panel.)
⌘, -	Back where we came in, with Control + apostrophe, then D. I haven't a clue what this one ⌘notes 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 wrd6x32.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.

As 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 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



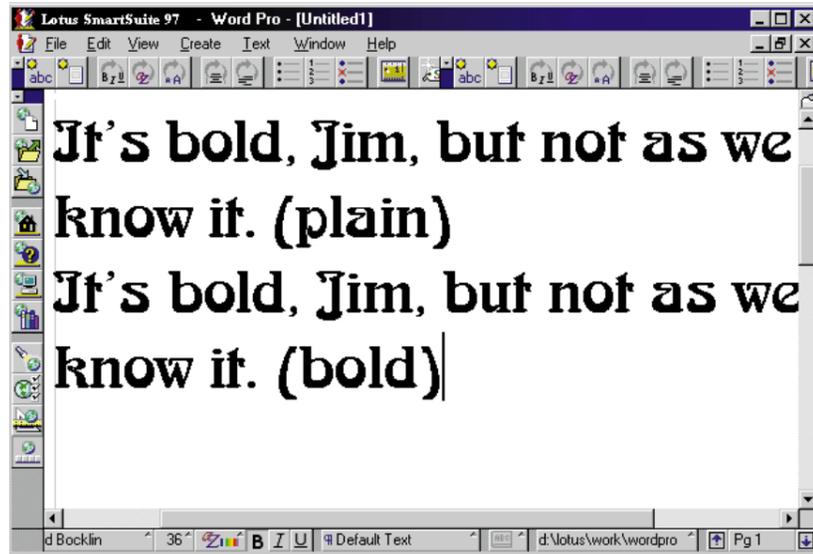
Fig 2 Hey, who encrypted all my macros?

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

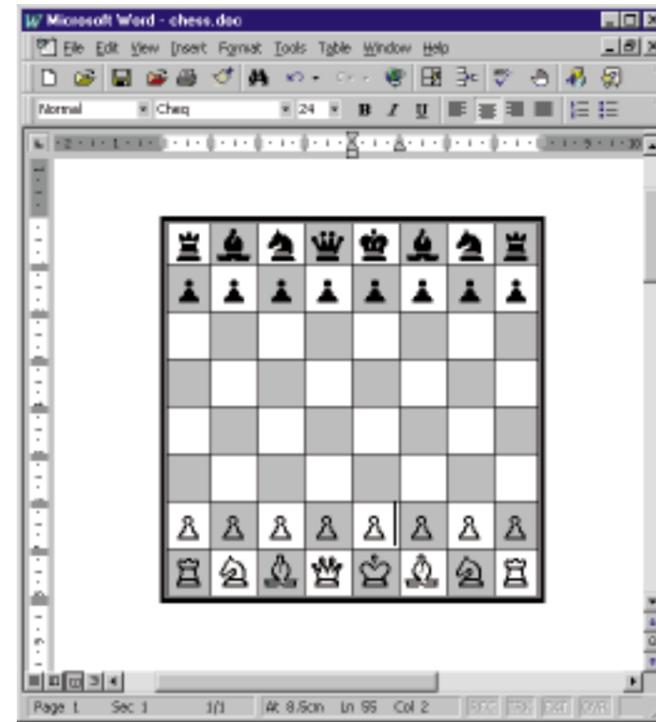
becomes a curl in the former. It should really be called Times New Italic as "Roman" means upright and "Italic" slanted. So Times New Roman Italic is an oxymoron.

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

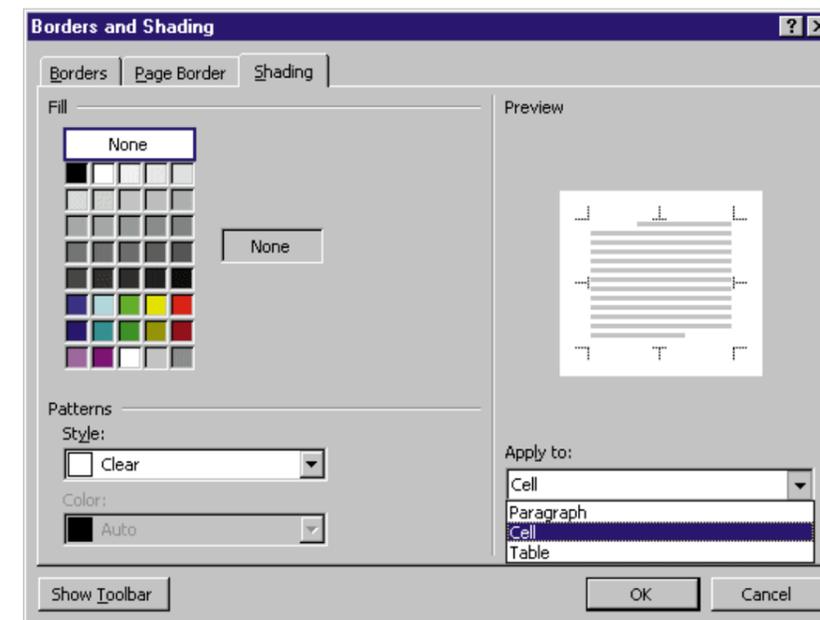


type in, say, "1cm" for both and set the distance between columns to zero. And there's the grid.

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

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



Selective border and shading options makes life easier in Word 97

No problem: chess diagrams in Word

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

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?

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 grave. And there's proofing in tongues, plus a neat tiling fix.

We'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

p278 >

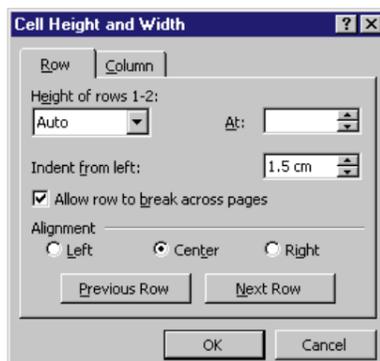
actually saves them as RTF and may result in some loss of formatting. I haven't found this myself, although this column is always sent to the PCW editorial office as RTF (but then, I don't use a lot of formatting).

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



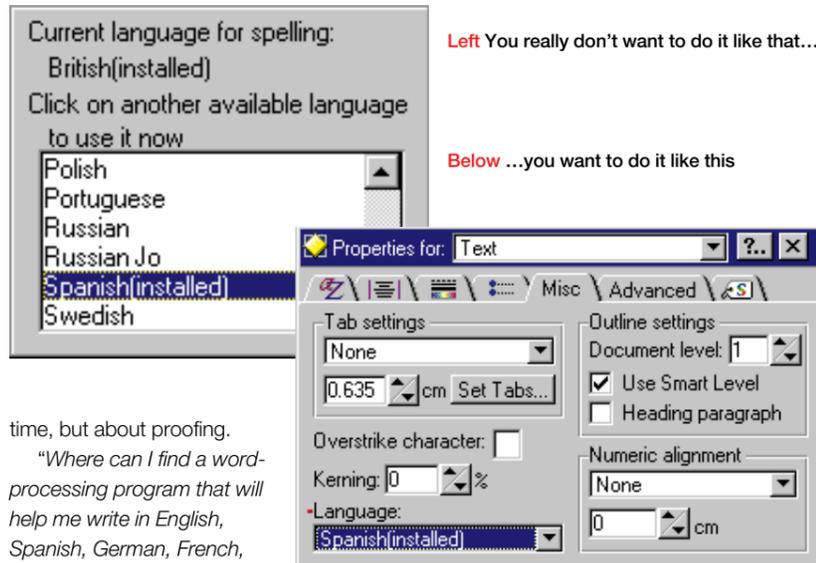
Aaah, there it is!

"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



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\COMPONENT\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
```

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.

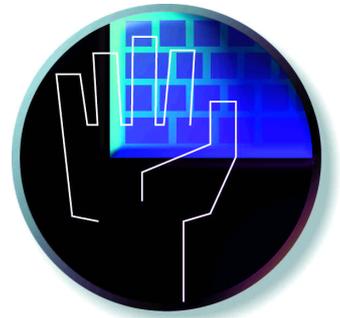
I was going to write a Visual Basic equivalent for those of you who are working with Word 97, but by a stroke of extremely good fortune, Jason Ozin got there first with the code shown in Fig 2, saving me a lot of effort and winning himself a book token.

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 names$(NumberOfWindows)
WinCount = 0
Gap = 3

For i = 1 To NumberOfWindows
Windows(i).Activate
If ActiveWindow.WindowState = wdWindowStateMinimize Then
Gap = 20
Else
names$(WinCount) = ActiveWindow.Caption
WinCount = WinCount + 1
End If
Next i
For i = 0 To WinCount - 1
Windows(names$(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
```



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.

It 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".

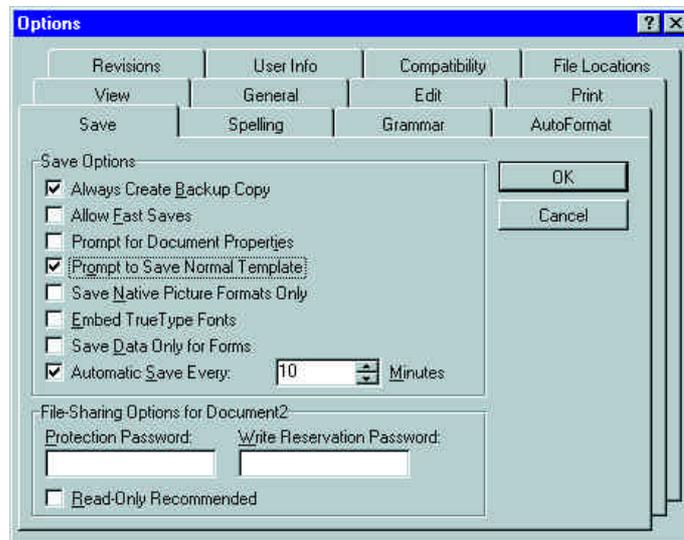


Fig 1 (left and below)
Automatic save...

To make sure that you don't lose work, select the Automatic Save Every check box. In the Minutes box, enter the interval at which you want to automatically save open documents, from 1 to 120 minutes. You must still save the document when you finish working on it.

...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).

p264 >

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

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.

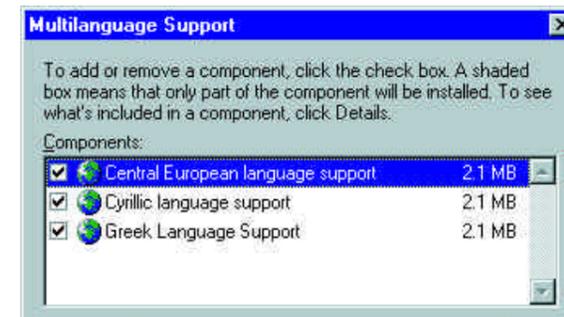
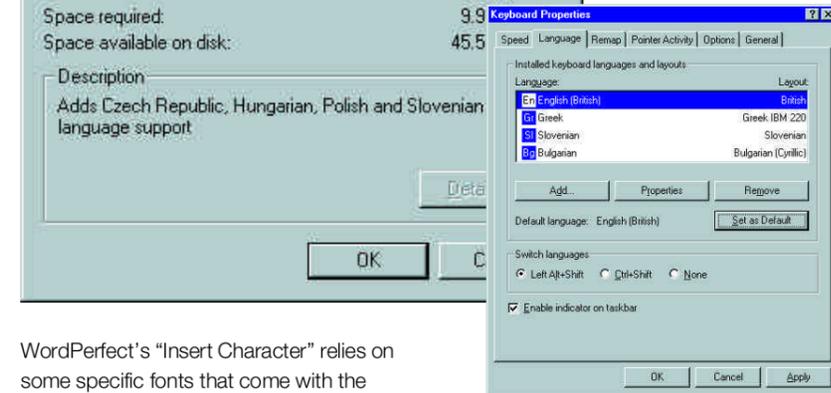


Fig 4 (left) Enabling other character sets, step one...



...and step two (below)

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

"Multilingual 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.

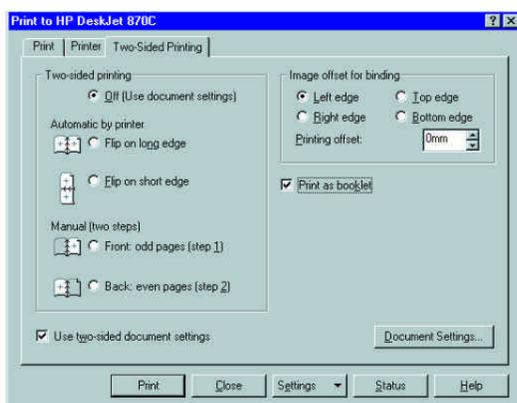
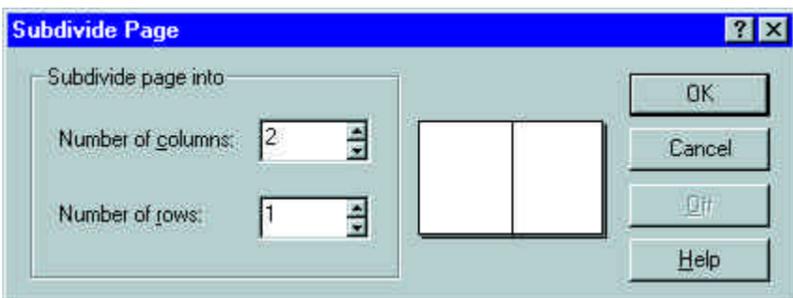
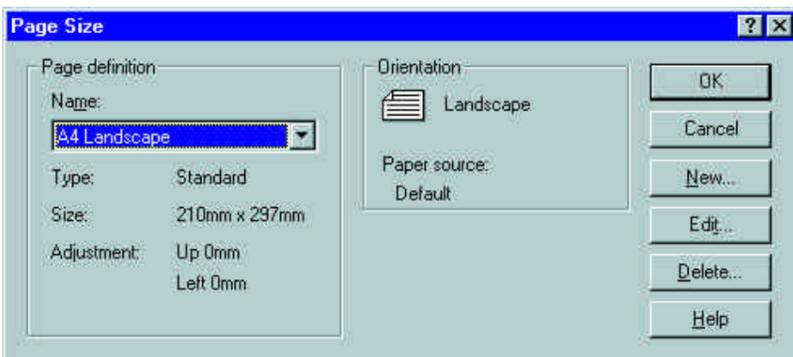
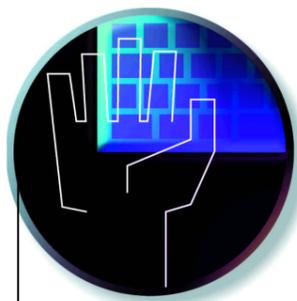


Fig 3 Three steps to booklet heaven in WordPerfect

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.

John 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 Protex 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 Protex, 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 Protex goes on. Version 6.7 is available from Protex 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

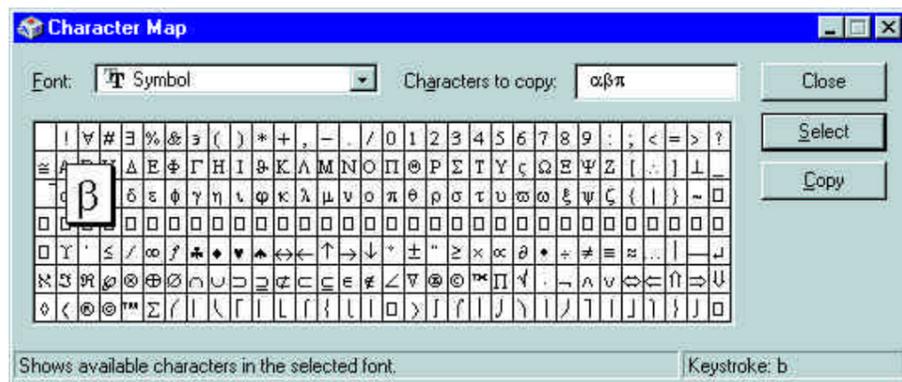
Frank Dowson has a rather symbolic problem. He constructs school timetables using a program called GP-Untis. He says: "I have come up against the problem of using the symbols for alpha, beta and pi. I cannot find a font which looks good in the normal sense and also allows me to type in these Greek characters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

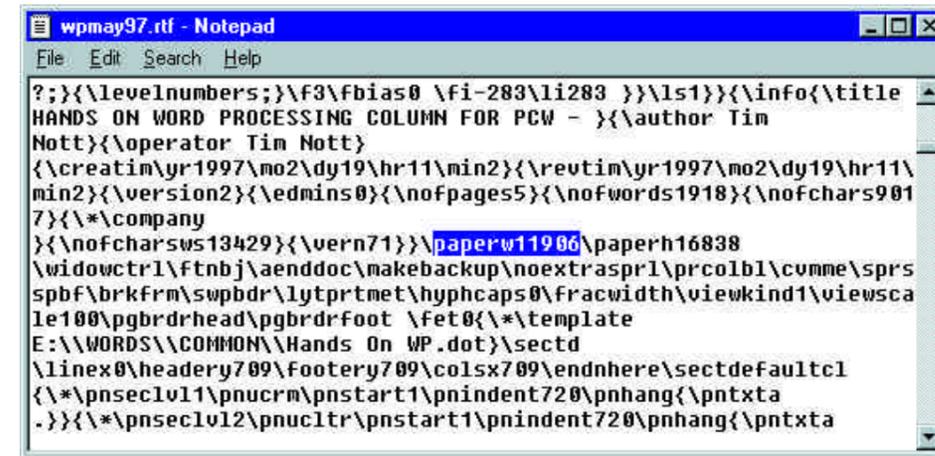


Find that symbol with the Windows Character Map

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 $\pi\alpha\tau\nu\ \iota\nu\ \tau\eta\epsilon\ \alpha\rho\sigma\epsilon$ 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.



This column shows off its RTF codes

- 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 8.5 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 is so 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`.

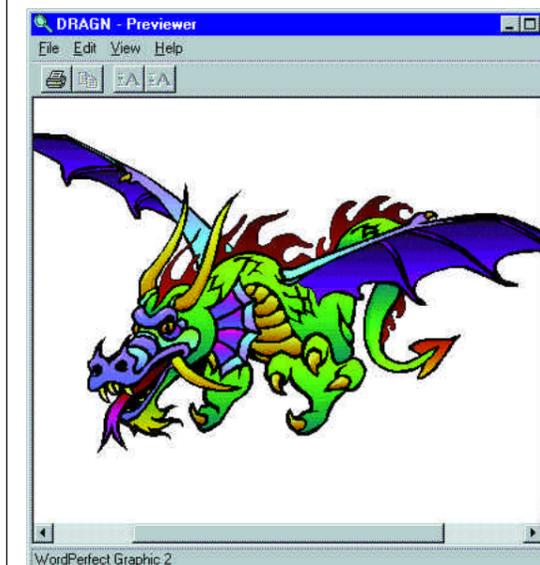
Just as with a .DOC file, Word will preserve the formatting (including the original paper size) when opening the file. You can get around this by creating a new, blank document in your default page size, then "Insert/File..." rather than opening it directly. And I'm sure you're all dying to know how 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

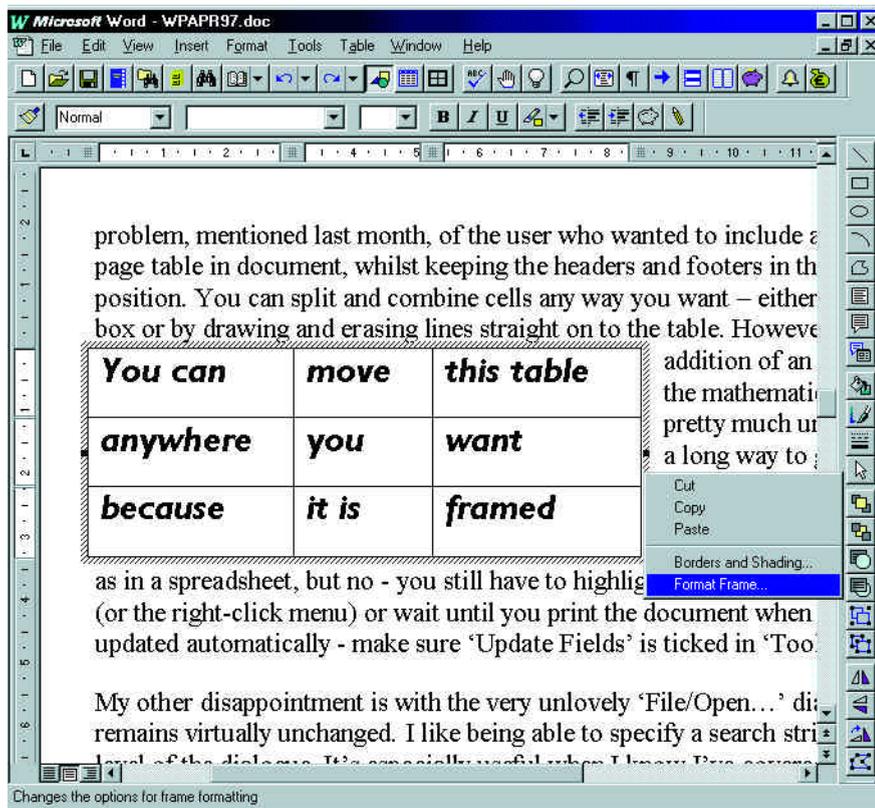
A better view

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



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\PCWDTP97" 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."

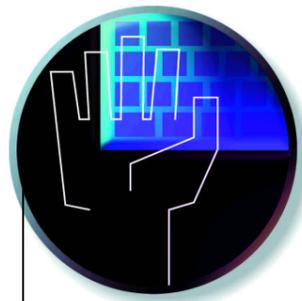
Quite. As I've remarked before, Word 6 and 7 are definitely the poor relations when it comes to tabling. You have to set the left and right margins independently, then jiggle around with the internal divisions. If you decide you want to move the whole table — well, then you're back where you started. 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.

PCW Contacts

You can contact **Tim Nott** by post c/o the PCW office or via email at wp@pcw.vnu.co.uk

Protex 6.7 costs £39.95 (£34 ex VAT) from Protex Software, 39 High Street, Sutton, Ely, CB6 2RA. Tel 01353 777006; fax 01353 777471
Softco, 10 Vincent Works, Vincent Lane, Dorking, RH4 3HJ. Tel 01306 740606



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.

The 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.

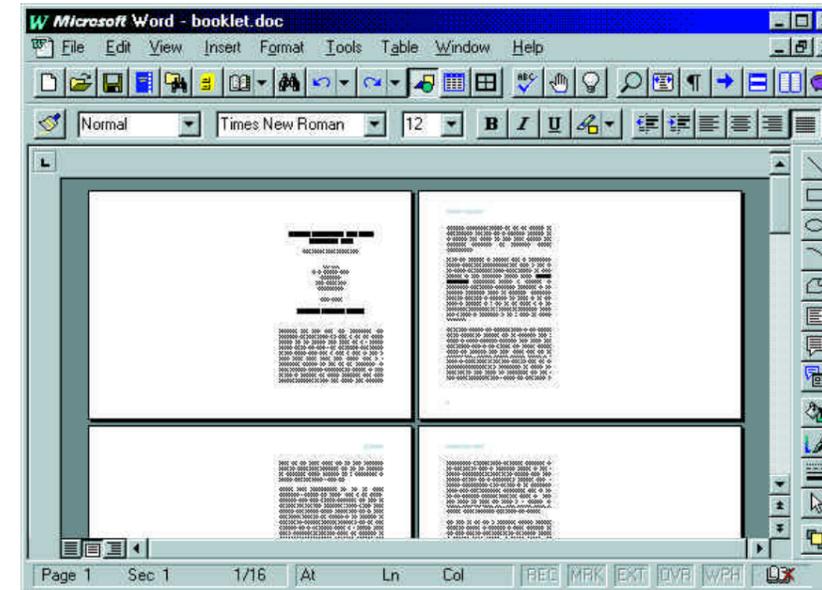
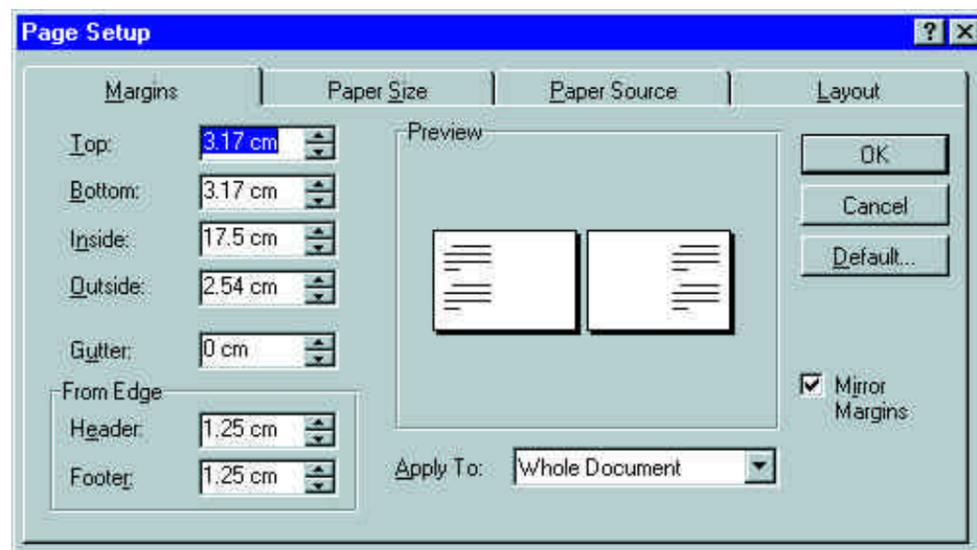
You're now ready to print. Set your

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



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

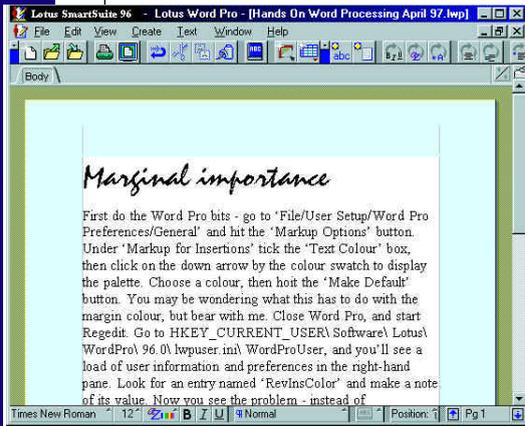
Last month we took a hard look at Word's inadequacies in the table department. Since then, I've got hold of a copy of the final build of Office 97 and must admit there's been an improvement. You can now align text top, bottom or centre of a cell and rotate it through 90 degrees without recourse to WordArt. 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

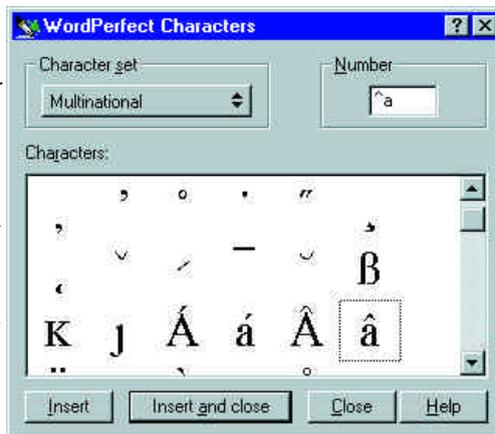
Department of obscure tips...



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.

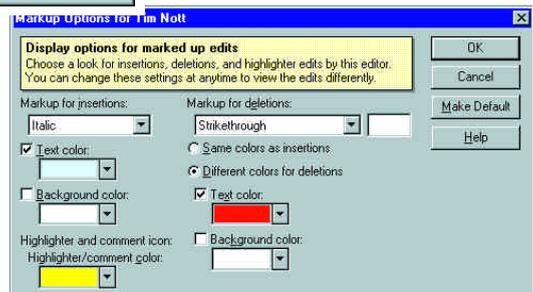
Instead of user-friendly names like Arctic Blue, colour options are stored in the Registry as a number. Create a new String Value by right-clicking in the right-hand pane, and call it MarginsColor. Double-click on this new entry and give it the same number (including any minus sign) as RevInsColor. I 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.



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



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 = â (also works with e, i, o, u, y in both upper and lower case)
- ^a = ã (also works with e, i, o, u in both upper and lower case)
- @a = ä (also in upper case)
- ~a = å (also n, o in upper and lower case)
- "a = à (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

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.

PCW Contact

You can contact **Tim Nott** by post c/o the PCW office at the usual address or via email at wp@pcw.vnu.co.uk

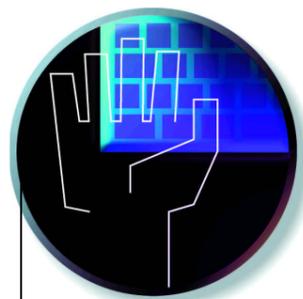


Table manners

This column is now under the sterling stewardship of Tim Nott, who in his time has probably used every word processor ever produced. He kicks off with some tips for tables in Word.

No, it's not a misprint, or a failure of the PCW Tim Discrimination Algorithm. The Hands On cabinet has been reshuffled — Gabriel Jacobs and Panicos Georghiades are the new ministers for Windows 3.1 and DOS, and I've wound up here, while continuing with the Windows 95 portfolio. So, well, hello, all you word processing folk.

I'll start by declaring interests. It will probably come as no surprise that, like 80 percent of the market, I use Word for Windows for my daily needs. Well, actually, that 80 percent figure is a tad misleading: Word accounts for 80 percent of new sales but there must be many users who haven't bought a new word processor recently. So while, inevitably, Word will figure frequently in this column, all the rest of you must stand up and be counted.

Having done a few word processing group tests, I think I can say I've used every package currently available, and a few that aren't. So bring me your WordStar, WordPerfect and WordPro queries. Bring me your Accent, Universal Word, Toplevel, Word Express, Q & A, and Professional Write problems. Bombard me with questions on LocoScript and Protex. I probably won't have a clue, but what the hell, it's worth a try. And if you're using CA-Text, please consider upgrading.

Turning the tables

One thing I really missed when I abandoned the joys of LocoScript on the Amstrad PCW was that you could type +rj to right-align the rest of a line so that, for example, you could have a letter with a right-aligned date on the same line as other, left-aligned text.

Strangely enough (as I've just discovered) you can do this in Windows

Word by right-aligning the line and inserting a tab where you want the break. WordPerfect users can still do this with an Alt+F7. With Word, however, the equivalent Control + R affects the entire line, and you have to faff about creating a right-aligned tab stop at the right-hand margin. This is a fiddly business: first you have to click through the varieties of tab stop at the left of the ruler until you find the correct one (a reversed L) then click just inside the right margin on the ruler (Word won't let you click dead on) then drag it into place. There must be an easier way.

There is an easier way — tables. Before you run and hide, bear in mind that the tab function, like the QWERTY keyboard, is a piece of low-tech inherited from typewriting although it has been enhanced by the provision of right-aligned, centred and decimal point-aligned variations. Save the Tab key for getting around dialogue boxes. One advantage of a table is that you can justify each cell separately. So a two-column, one-row table can hold a left-aligned date and a right-aligned "Our ref.". Add another column, and you can have a piece of centred text as well. It's much more powerful than conventional tabs. Although Word has a

Fig 1 Don't use tabs, use tables

variety of bullet and numbered list formats if, for instance, you want to set up a list with each keyword in a separate column to several lines of explanatory text, it still takes much messing about with styles, paragraph indents, tabs or the tiny ruler buttons. With tables, it's easy.

To take a more sophisticated example, consider creating a cast list for a play. You want the character names in bold, on the left, right-aligned, with a small gap between these and the players' names, left-aligned and in italics. As Fig 1 shows, it's easy: select each column, either by clicking when the cursor changes into a vertical arrow at the top of the table, or from the Table/Select column menu command. You can then format wholesale and drop back into individual cells for individual treatment.

Note that the dotted grid lines don't print but you can drag the vertical ones around to change the size or position of columns, which is easier than messing with the ruler. If you do want printed gridlines, use the Format/Borders and Shading

HAMLET - PRINCE OF DENMARK	
<i>Cast not quite in order of appearance:</i>	
Claudius	<i>Des O'Connor</i>
Hamlet	<i>Julian Clary</i>
Polonius	<i>David Jason</i>
Gertude	<i>Barbara Windsor</i>
Horatio	<i>Arnold Schwarzenegger</i>
Laertes	<i>Bruce Forsyth</i>
Ophelia	<i>Ruby Wax</i>

		Nuts	Boils	Total
First Quarter	January	123	234	357
	February	456	567	1023
	March	789	890	1679
Second Quarter	April	321	98	419
	May	654	765	1419
	June	987	432	1419
Totals		3330	2986	6316

Fig 2 A few of the things you can't do in Word

command or toolbar. If you find the grid lines distracting, you can turn them off from the Table menu.

The procedures in WordPro and WordPerfect are almost identical. All three have a miniature grid which drops from a tool button in which you drag out the initial number of rows and columns. All have commands for inserting extra rows and columns should you change your mind. All use the Tab key for moving to the next cell; if you reach the end of the table, this will create a new row. With WordPerfect, selecting columns is a little different as you have to double-click with the vertical arrow to select an entire column.

There's a lot more formatting you can do with tables, and this is where Word starts to look very much the poor relation. You can't vertically-align text to the bottom or centre of a cell, nor rotate it. Someone asked recently, on CIX, how to include a landscape table in a portrait document, while retaining the portrait positioning of the headers and footers. You can't do this in Word — not without inserting the contents of each cell as a WordArt object. And believe me, you really don't want to do that. Also, unlike the others, you can only split or merge cells horizontally if, say, you wanted to subdivide "First Quarter" into "January", "February", "March".

There's a lot more you can do with tables besides laying-out text. Word Pro, for example, lets you enter 1-2-3 style formulae in a cell, which update automatically, just like a spreadsheet. There are buttons to "Smart Sum" a row or column, and optional spreadsheet-style row and column headings. WordPerfect does even better with a spreadsheet-style formula entry bar. By comparison, Word again fares badly.

Though you can insert formulae as "fields" it's horribly difficult to use and buggy in operation. If, for example, you use the SUM(ABOVE) function and then delete one of the values in the column, it will ignore all entries above the deletion. Worse, it doesn't update the fields automatically; you have to do this manually with the F9 key. It may be that Microsoft

cannot bear the thought of anyone not buying Excel and not using the wonders of OLE 2 to create in-place-editable spreadsheets.

Despite the lacklustre performance of Word's tables, they can nevertheless be a very powerful automation feature. I use a Word table to keep track of each article I write and to generate invoices. Though real men would use Excel or Access for this, I find it's quick, it works, and it only took me a week or so to set up.

By next month's column I will have the final release version of Office 97, so I'll report back on if and how things have improved.

Quick FAQs

Q. How can I get Word to automatically insert the date in a letter?

A. The simplest way in Word 6 or 7 is to create a bookmark called "date" (or whatever) where you want the date to appear in the letter template. Then create the following (or add to the existing) Autonew macro:

```
EditGoTo "date"
InsertDateTime .InsertAsField = 0,
.DateTimePic = "d MMMM, yyyy"
```

The "InsertAsField = 0" ensures the date is entered as plain text, rather than being recalculated each time you open the document. The "DateTimePic =" determines the appearance of the date; in this case "1 February, 1997".

Q. How can I get rid of the "shadow cursor" in WordPerfect 7? It's driving me mad!

A. Me too. When I first saw this, you couldn't. But in the version I've got now (7.0.1.9), you can go to Edit/Preferences/Display and turn the thing off (Fig 3).

Macro of the month

Have you ever wondered why your prose lacks that technical authority seen, for instance, in corporate press releases? It's because you're not availing yourself of the specialised language invented for the sole purpose of sounding important. I bet you still call a spade a spade, rather than a fully-mobile personal earth-moving solution.

Smarten your act up with this — the Real-time Bovine Excrement Generator. It's in WordBasic, but it's a very simple piece of code and should be easy enough to translate into other macro languages.

Sub MAIN

Dim adjective1\$(10)

Dim adjective2\$(10)

Dim noun\$(10)

adjective1\$(0) = "fourth
generation"

adjective1\$(1) = "real-time"

adjective1\$(2) = "autonomous"

adjective1\$(3) = "extended"

adjective1\$(4) = "leveraged"

adjective1\$(5) = "synchronised"

adjective1\$(6) = "logistic"

adjective1\$(7) = "integrated"

adjective1\$(8) = "optimal"

adjective1\$(9) = "32-bit"

adjective2\$(0) = "parallel"

adjective2\$(1) = "reciprocal"

adjective2\$(2) = "intranet-enabled"

adjective2\$(3) = "wide-band"

adjective2\$(4) = "upsized"

adjective2\$(5) = "client-server"

```
adjective2$(6) = "synergistic"
adjective2$(7) = "floating-point"
adjective2$(8) = "multi-platform"
adjective2$(9) = "networked"
noun$(0) = "paradigm-shift"
noun$(1) = "localisation"
noun$(2) = "lead-time"
noun$(3) = "monitoring"
noun$(4) = "solution"
noun$(5) = "interface"
noun$(6) = "stratification"
noun$(7) = "understructure"
noun$(8) = "overview"
noun$(9) = "time-frame"
x = Int(Rnd() * (10))
y = Int(Rnd() * (10))
z = Int(Rnd() * (10))
waffle$ = adjective1$(x) + " " +
adjective2$(y) + " " + noun$(z)
Insert waffle$
End Sub
```

What this does is set up three "arrays" (the DIM statements) to hold the data. The next 30 lines assign strings to those arrays — the first item in an array always occupies the zero slot. Next, it generates three random integers between 0 and 9, stores the corresponding adjectives and nouns in waffle\$, with spaces in between, and inserts this into the document. You can add more words; just make sure that the numbers tally in the DIM and RND statements. If you don't fancy typing all that in, look for WAFFLE.TXT on our cover-mounted CD-ROM. I hope that this will bring that badly-needed element of fourth-generation client-server overview to your writing.

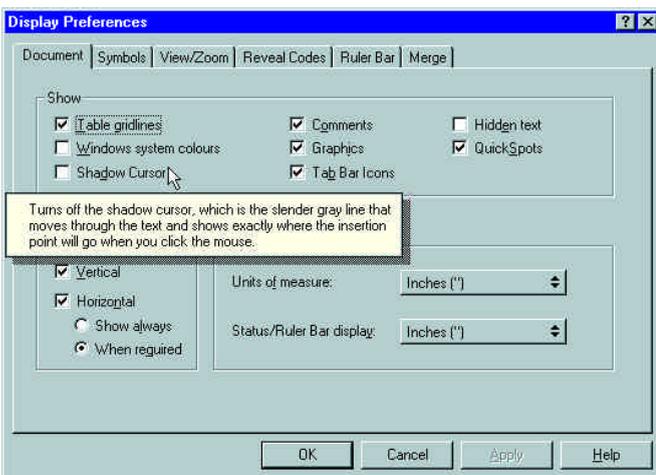


Fig 3 How to turn off that pesky shadow cursor

kept the Windows 3.1 Write. Oh, and don't bother attempting to go via the RTF format, because it buggers that up as well.

Q. How do I get a tab into a table cell?

A. Why bother? Just create another column or split the cell. But if you must, Control + Tab is the way forward in Word and WordPerfect. WordPro users need Shift + Control + Tab.

Q. How can I set up a style in Word that can be applied to a single word or phrase? Whenever I try this it changes the entire paragraph.

A. Go to the "Format/Style menu". Hit the "New" button, then select "Character" from the "Style type" drop-down list. You will be

able to define all the font properties — name, size, emphasis, spacing, raised/lowered and colour — but not background shading. You can also define the proofing language so if, say, you are using Greek or Russian words, the appropriate spelling-check dictionary will apply. Even if you don't have these, it can be worth doing, as they will not get flagged as errors in English. Character styles get flagged with an "a" in the drop-down list instead of the usual paragraph marker (¶) symbol.

Q. In WordPerfect 7, I want to create double-spaced text. But I only want three, not four, blank lines between paragraphs.

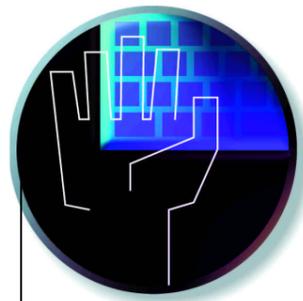
A. Easy. Set the line spacing of the style (or selection) to 2, but set the paragraph spacing to 1.5. The latter is a function of the former, rather than the standard spacing.

Q. I've edited and saved a Word document in WordPad. I was really impressed how it could do this, until I re-opened it in Word. Although all the font formatting has remained the same, everything is now in "Normal" style and things such as paragraph spacing have disappeared.

A. Yes, that's normal (if unacceptable) behaviour for WordPad. Together with the fact that it takes as long to load as Word 7 on my PC, this is why I never use WordPad. For quick-and-dirty word processing, I've

PCW Contact

You can contact **Tim Nott** by post c/o PCW at the usual address or email him at wp@pcw.vnu.co.uk



The new WAV

Tim Phillips susses out a new word processor for the Mac, sorts through his email pile and conquers a number of common WP queries.

Some of my less complimentary email during the past year has been from people who were not convinced by my argument in favour of Java. If you've been away, I'll explain: Java is the programming language which is used for applications on the internet. It's platform independent, and doesn't need local storage, so applications can be used by cheap, hard-disk-free terminals called network computers.

Is this the future for applications like word processors, I asked. My, how you laughed. If you still find this mirthful, I suggest you visit www.corel.com where you'll find a demo of the Java version of WordPerfect. If you want to use it for more than a few keystrokes, you'll need ISDN-type bandwidth, but imagine this lodged on your local network server...

More madness come true

Mac users might also want to visit their future at www.dharbor.com, the home page of Digital Harbor. This innovative company contains a lot of the big fish who made WordPerfect what it was. Now they're developing an OpenDoc word processor for the Mac, priced at \$49 and downloadable from the site.

WAV, (pronounced with a long "a", like wave) is a mini-application called a component. It works seamlessly with other OpenDoc parts. So when you type in a document, you use the text part of a component. Add a graphic: you use a graphics-based OpenDoc part.

Like Java, OpenDoc is meant to be cross-platform. Instead of the big do-everything software packages, there is do-one-thing components made by many

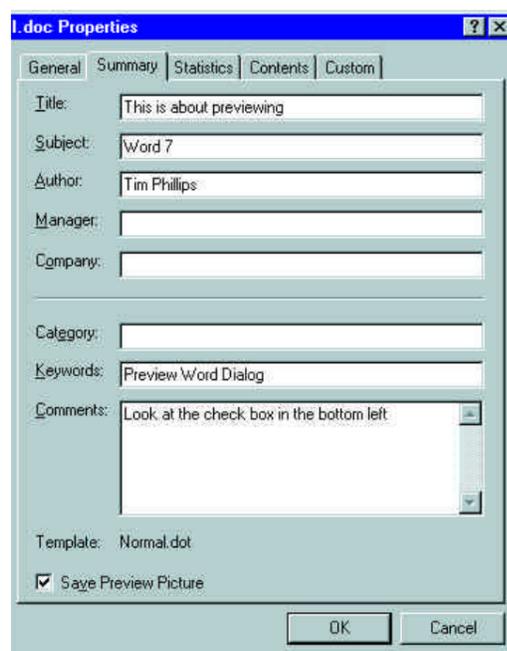


Fig 1 (left) Changing the preview so it's much faster in WinWord

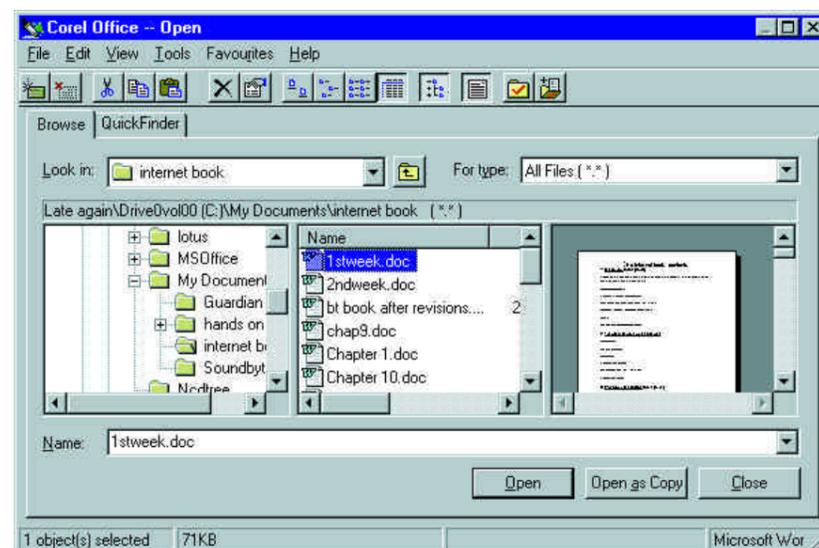


Fig 2 (below) Using the tree view and preview in WordPerfect: just disable Tree View for a faster preview!

software suppliers, and theoretically they will all work together.

This is the only OpenDoc word processor so far (there are at least half a dozen spreadsheets). The other catch is that, as yet, there is no OpenDoc for Windows. So if you want to run WAV, you need a Mac or OS/2 Warp 4. However, at the time of writing, you could get WAV on a free time-limited trial. It's fun, smooth and well-designed, like the third or fourth version of a word processor rather than the first. But that's because these guys have been here before.

Sneaky preview tip

I'm always banging on about the benefits of using the preview option in a file open dialogue box but some of you tell me it slows your PC to a crawl. While browsing around the web I found a couple of useful tips to help you get the best from your preview option.

Firstly, Word 7 users who find the preview too slow (that's anyone with less than a Pentium I should think) can speed it up by using the following procedure, replacing a full preview (which opens the document) with an OLE thumbnail view, which just allows you to see an image of the first page:

1. Click Properties on the File menu while the document is open (Fig 1).
2. Click the Summary tab, and select Save Preview Picture check box.
3. Do this for all the files you want to preview (this may take some time). Unfortunately, this property is specific to each document: selecting it does not change all previews to thumbnail previews.
4. Select the Prompt For Document Properties box on the Save tab of the Properties dialogue box. This pops up the Properties dialogue box when you first save a document so you can remember to check this little box.

Before you start saying to yourself, "If I have to go through this every time, I think I'll go and beat up Bill Gates", be advised that the box will stay checked — so you can drop that cricket bat.

Fig 3 SmartQuote options in WordPerfect

There's only one thing more to tell you: doing this slightly increases your file size but if you're using preview (especially across a network), it's well worth it.

Secondly, if you're suffering the same slowdown in WordPerfect, disable Tree View for extra speed (Fig 2). To do this, click on the tree view button at the top of the Open dialogue box. Unfortunately, there's no way to speed up a slow preview mode although it is quicker at displaying converted file formats than Word.

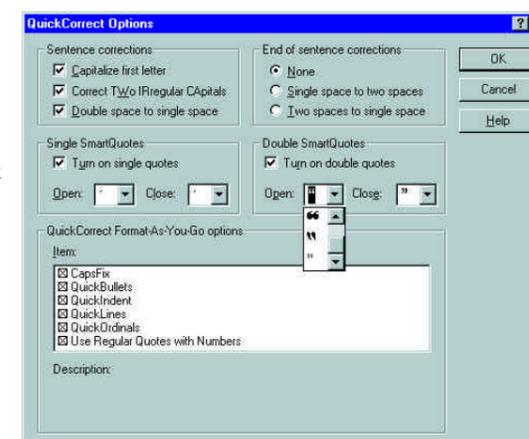
Problems

This month, I'll try to solve as many of your problems as possible. Here, I've compiled a collection of the most frequently asked, or just the most interesting, of the outstanding problems that sit in my email pile.

Q. "When I save a document as text (or paste it into an email and send it) my quotation marks disappear, or turn into odd-shaped characters. Why?"

A. This is a common problem across all word processors, because they will commonly replace quotation marks with "SmartQuotes" (tiny 66s and 99s). The smart quotes look great when you print the document but are a nightmare to email or convert to other file formats. Often, you will want to turn them off.

For Word, SmartQuotes is an option in Tools, Options Autoformat. In Word Pro, it is enabled in the SmartCorrect function, and in WordPerfect it is in Tools, QuickCorrect, Options (Fig 3). WordPerfect users can control single and double smart quotes separately and use different SmartQuote styles. Getting rid of SmartQuotes isn't as easy as just turning off the switch, though. Once they are there, they tend to stay there



Highlighting hints

Lotus has never been averse to providing non-standard but very good mouse shortcuts. I find highlighting words awkward in Word for Windows, and no better in Word Pro — unless you use these helpful “extras”. (Don’t try them in WinWord, they don’t work.)

1. **Select paragraph:** CTRL-double click.
2. **Select multiple paragraphs:** CTRL-double click-drag.
3. **Select text from insertion point:** place insertion point at start-SHIFT-click at end of selection.
4. **Select sentence:** CTRL-click. (Note that this is the same whether you’re in Word or Word Pro.)

and you will have to use search-and-replace in order to weed them out.

Q. “Why can I not print PostScript EPS files properly when they are imported into Word 7?”

A. Irritating isn’t it? Not least because this is a problem that Word 6 did not have. Encapsulated PostScript files should be fault-free but the standard is too loose for that. EPS graphics consist of two components: the PostScript code and a bitmapped header for the screen preview. Microsoft Word 6.x prints the PostScript code, yet for some bizarre reason Word 7 prints both! Unfortunately, the bitmap is usually a low-resolution version of the image, used for positioning on the page, so the printout has a low-resolution, overlapped appearance.

There are three fixes. The first is an easy workaround: when saving the file in whatever package, take the option *not* to save the bitmap header. The second is a harder form of workaround: look for a file called mstiff32.dll which you’ll find in Program the Files\Common Files\Microsoft Shared\Grphflt folder and call it Mstiff32.bak. This disables the TIFF filter used to generate the bitmap image. Import the EPS file again, and it will print (although it won’t display) as God intended. This, however, messes up your TIFF imports.

If this sounds like it would be too much hassle for you, you’ll be pleased to hear that the problem has been fixed in version 7.0a. So the most practical workaround, is to call Microsoft technical support and get an upgrade from 7.0 to 7.0a.

Q. “My 16-bit Word Pro crashes under Windows 95 when I open a file. Why?”

A. Lotus users beware if you don’t use file extensions! Extensionless files in directories with extensions cause GPFs (General Protection Faults) when you mix Windows 95 and Word Pro 16-bit. Try it: Pick, File, Open and change the type to “all files” so you can see a file without an extension (find one in a directory with an extension).

The bad news is that this will happen whatever the file type. Better news is that the solution is simple; you rename the file, or rename the directory. Especially under Windows 95, there’s just no point in using eight-dot-three directory names, so don’t. And leave the file extension in place! This is fixed in the 32-bit version but really, I’m surprised that more than one of you have met this problem.

Q. “When saving files from WordPerfect 7 to WordPerfect 5.1 format, chunks disappear. Am I mad?”

A. No you’re not. Our recent discussions about file conversion faults has uncovered this rather surprising fault, which causes data loss if you’re passing files from your swanky Windows 95 Corel Office WordPerfect to good-old-DOS version 5.1.

Much as I hate to say it, this one’s another workaround solution. Corel is aware of the problem and it’s fixed in the latest versions of WordPerfect, but if you want to make certain, save your documents in version 6 format. Open the version 6 format and save as version 5.1 format. It’s probably the least elegant solution this page has ever recommended, but it’s better than losing your data.

Q. “I can’t get WordPerfect 7 to finish a find and replace macro. What do I do?”

A. The facetious answer is to press the escape key. You’ll find the macro has terminated with all the replacements complete. This is yet another bug which is known to the engineers at Corel, and so should be fixed in subsequent releases. If you’re a WordPerfect 7 user, try the following macro and see whether it completes. If it doesn’t, you’re affected:

```
Application (WordPerfect;
"WordPerfect"; Default; "UK")
Label(Top)
PosDocTop()
SearchString (StrgToLookFor: "<put
your sample text here>")
ReplaceString (RplcStrg: "<put the
```

```
replacement text here>")
ReplaceForward (SearchMode:
Extended!)
Go (Top)
```

Q. “I’m a Mac user. How do I use my Word 5 glossaries in Word 6?”

A. In Word 6.0, the glossaries are renamed as AutoText. Keep your old glossary files, such as Standard Glossary, and do not delete them when you upgrade. Now open the old glossary files in Word 6.0 — Word stores the AutoText entries in the template attached to the active document.

If you have an earlier version of Word, the procedure might be different, so check your help file. But be assured, they can be changed.

Q. “I’m using Works and it’s not WYSIWYG! Are my eyes deceiving me?”

A. They’re not. What you see in Works is sometimes not what you get (at least, before version 4.0). This is frustrating if you use spaces to align text. The text takes up more room on-screen than when it prints, especially when you use italics.

There’s a simple solution; always use tab stops to line up columns. It’s not only Works users who have this problem, so you lot can stop sniggering. Always use the tab key, because a letter width isn’t necessarily the same as a space width in your font (or the same as either, in another font).

Q. “My Word Pro documents use bullets, and when I convert them they don’t appear as bullets any more. Why not?”

A. Another problem, endemic to anyone who wants to perform file conversion routines regularly. It’s in the SmartQuotes category and the detailed reason is that the Bullet1 and Bullet2 styles in Word Pro use characters from other fonts that aren’t available in the converted file format. Define bullet point styles using commonly available characters if you can.

■ Next month, Tim Nott will take over as our regular *Hands On Word Processing* contributor.

• PCW Contacts

You can contact Tim Phillips by post c/o PCW at the usual address or email him at wp@pcw.vnu.co.uk



Scroll on...

Why is there a lack of live scrolling in Word? Tim Phillips has good and bad news. How to make your signature look good on a fax or email, plus hints and tips and the macro club.

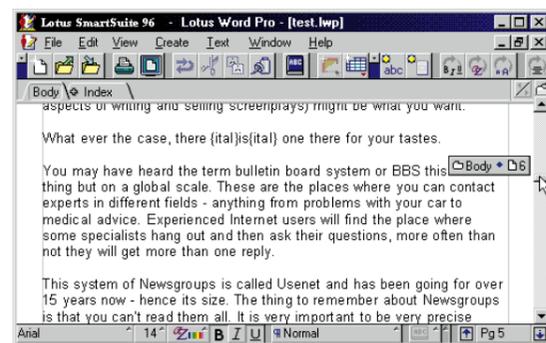
Alexi Cawson mailed me from Brighton to raise an interesting point about how you navigate around documents.

"I have one thing to say about it which continually puzzles and perplexes me — the lack of 'live scrolling' in Word. When you scroll by putting your mouse on the 'button' in the scroll bar and dragging up and down, you can't see the page scrolling up and down with your mouse movement. You get 'Page 1' and 'Page 2' etc, yellow indicators, but this is hardly a compensation."

As Alexi points out, you get live scrolling in Notepad, Netscape and Wordpad. Indeed, it would be hard to imagine a web browser, for instance, that didn't give you a "live" scroll. Well, Alexi, there's bad news and good news.

First, the bad news. Neither WordPerfect nor Word Pro would give you a live scroll in this situation either. To scroll live through any of these packages, you have to use the down arrow at the bottom of the scroll bar. This may be stylistically different to Netscape's scrolling method, but there are worse problems. Don't forget that if you click on the bit of the scroll bar underneath the slider, you descend one screen at a time.

All three packages have different ways of showing where you are in the document when you scroll by grabbing the slider. Word shows which page you are on using a little tag that pops up next to the slider. Word Pro goes one better by showing which section and page you are on in the little tag. Slapped wrists to the development team at WordPerfect — it lets you guess where you are in a document by the position of the slider! This is easy enough on a four-page document, but nigh-on impossible on a 40-pager.



Scrolling in each popular word processor package: Lotus Word Pro (left), Corel WordPerfect (below), and Microsoft Word (bottom)

The good news is that the scrolling is not live for a reason. Try it with a long document and you can jump backwards and forwards very quickly because you are not limited by the time it takes for the PC to scroll. In big documents this is extremely useful: scroll speed is the biggest processor-based limitation on a PC. If you're running Windows 95 on a 486, you'll know what I mean.

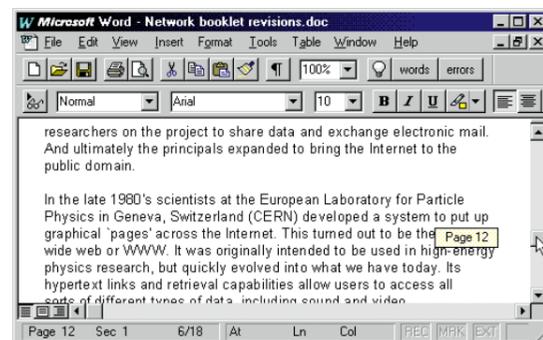
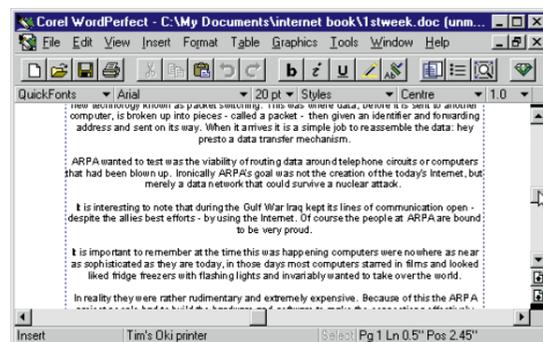
If you haven't discovered scrolling by picking up the scroll bar and dragging it, I suggest you give it a try. Look on the bright side.

TrueType signature

At present, if you want to send a signed fax (or email) you can't do it very well. You can scan your signature, yet expanding it immediately makes it look horrendous. There are, however, a few souls who will convert your

signature to a TrueType font — install the font, drop in your signature and it will scale as necessary.

I've received an email from Victory Press,



Tim's macro club

Yes, yes, yes, I know. I had one of my occasional lapses a couple of months ago when printing a macro to cycle documents in WinWord. As about 400 of you were careful to remind me, this is done by Ctrl-F6, and there's an internal command called NextWindow to short-circuit the first macro. Of course, I knew all along and was only testing you. Ahem!...

To make the best of a bad situation, here are a few other points that came out of what they're already calling "The Great Control F6 Disaster of November 1996".

1. Shift-Ctrl-F6 will reverse the direction in which the documents cycle. Thanks to Jean Elliott of Upminster (among others) for that tip.
2. Timothy Morris, of Oxford, has a quickie macro for Word 2: "In Word 2, NextWindow is an internal command. You can simply assign it to CTRL+TAB, although it still requires a macro to assign it, and the syntax needs to be:

```
Sub MAIN
'set i to scan code for CTRL+TAB
i = 256 + 9
ToolsOptionsKeyboard .KeyCode = i, .Show = 0, .Name = "NextWindow", .Add
End Sub
    "If you add
i=512+256+9
```

```
ToolsOptionsKeyboard .KeyCode = i, .Show = 0, .Name = "PrevWindow", .Add
then SHIFT+CTRL+TAB will cycle in reverse too."
```

3. Well, that's the last we'll hear of that, I hope. Meanwhile, a rare bird — a WordStar macro. "I hope there are enough WSWin users out there to make it worth printing," says Nicholas Hill, via AOL. Well, Nicholas, I'm not sure there are. But what the heck, we're a magazine of reference and we must represent the views of a broad church.

This macro is that old chestnut, the transpose letters macro. The reason it's an old chestnut is that everyone makes these mistakes. "Select the first with the mouse, click the button and, hey presto! they swap places, which is why I have named the macro SWAP." Good name.

REM Description:

```
REM WSWin Macro File: C:\WSWIN\MACROS\SWAP.WMC
REM C.N. Hill 20 October 1996 [Nicholash1@aol.com]
```

EditCut

```
CharRight 1, 0,
EditPaste
```

Erm... that's it. Well, it's the first one I've had in a year, but if anyone has any, um, longer macros for WordStar, we'll print those too.

which will do this for \$28.95 per signature. The company will email you the form to complete. But of course, you can't return the form via email because if you could return the form with your signature on it already, you wouldn't need the service, would you? But enough of this philosophy — see the "PCW Contacts" box (page 290) for how to get in touch with Victory Press.

Big document tip

You thought you'd got away with me lecturing you on long documents, but my alter ego, Storm Dunlop, has some good advice. He's worked with big documents: up to 400,000 words. That's almost a week's work, ho, ho.

"May I sound a note of caution about long documents, such as whole books? Even with a very competent word-processor, such as Word, I would strongly recommend that these should be handled

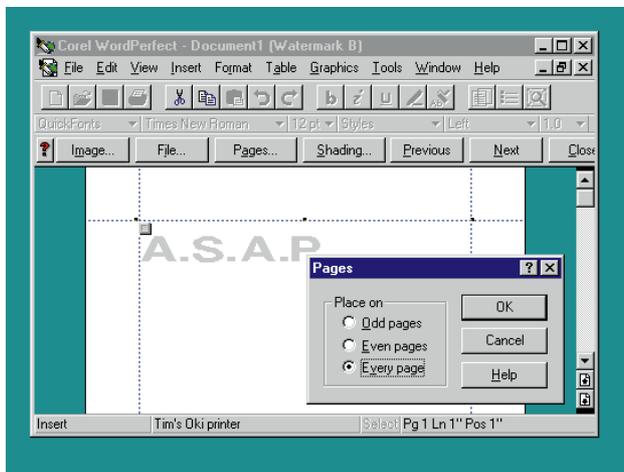
in sections that do not exceed 20,000-30,000 words," he advises.

According to Storm, there are several reasons for this:

1. Nearly every function, such as loading, scrolling, searching and auto-saving, is much faster with short documents.
2. Even with a large amount of memory, search-and-replace operations throughout an extremely large document are not only slow, but may crash. This is particularly the case if, for some reason, you need to (temporarily) remove the CR/LF characters at the ends of lines or paragraphs, or (even worse) if you have to carry out an operation on all the spaces in a document.
3. Because of the way in which editorial changes are implemented by the word processor, multiple search-and-replace operations may eventually exhaust the memory capacity, again causing a crash.

In short, you are far less likely to get

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corruption of a document or lock up the machine if you work with small files. If you need to paginate throughout the book (if you are producing camera-ready copy, for example) it is usually simplest to start the numbering of each section where the previous one left off."

I'd agree, apart from the pagination question, because when you edit any section, you have to manually go through and change the start page of all affected sections. I suppose it's better than a crash.

Watermarker wheezes

Here are two tips for watermarkers. The first is to buy WordPerfect, as Richard Bowden-Dan points out (via AOL).

"The easiest way to put a watermark in WPWin 6.1 is to use the Watermark feature (lurking under the Format menu). Alternatively, there is even one of the dreaded Coaches for the purpose."

It is, he concedes, much trickier in WordPerfect for DOS!

Colin Hensley emails me, from his job with a prominent Japanese car manufacturer, to remind us that all this doesn't have to be done in software — printers can be handy, too.

"Don't forget that many PostScript printers offer watermarking as a feature of the printer. For example, with the HP LaserJet 5PS, the configuration is in the Print Options panel," he adds.

Should Colin be sending such frivolous email on company time? Why not? If his bosses are reading this: give the man a raise. He's the sort of helpful person we should encourage.

Wily ways with Word

Here's corroboration on the file conversion bug issue, from Chris McCarthy in

Watermarking in WordPerfect

Birmingham, following the problems faced by Kim Cullen a couple of months ago.

"It might be worth mentioning that the converter for Word 6 to Word 2 is not perfect. I regularly receive Word 6 documents at work but actually use Word

2. We have the converter on the network and so can theoretically open Word 6 files without a problem.

"On a number of occasions I have received Word 6 files, opened them, and found the document shorter than I expected. Under some (undefined) circumstances, the converter loses the end of the document; in my case, the last two-and-a-half pages out of a six- or seven-page document."

Chris' support department raised the

Bug board

Has the world gone mad, or is it me? Tor Salomonsen contacts me with a dire warning: *"After a power breakdown, Word 7 will reconstruct the latest autosaved version of your document even if a manually saved version is more current,"* he writes.

Is this true? I haven't been able to replicate it, and there's nothing in Microsoft's knowledge base to confirm the bug. More reports, please.

Word 2 format. The best way to do this is to add a macro to your toolbar, which pulls up the FileSaveAs command and prompts you to save somewhere else as a Word 2 document. You could even replace the save with SaveAs Word 2 format, but this will lose Word 6-specific features. For most of us, it's a small price to pay.

There are a few natty macro writers among us who, I'm certain, will be able to design a nice neat routine with a dialogue box, enabling you to save to a Word2-specific directory.

There are prizes of book or record tokens for clever routines.

Dear Santa...

It's been a hard year to be interested in word processing software, because everyone's doing the same thing: buying Word for Windows.

I really wanted some stiff competition for Word, from the industry, in 1996 and we've sort of got it. WordPerfect's new version matches Word in most respects and betters it in a few, but there's not much point, is there, when Word is being so closely tied to Microsoft's internet effort?

So, what I'd like for Christmas this year is a new type of word processor: one that will help people to write well. Not just in pretty typefaces, but one which will tell you whether what you are writing is any good, whether you should use "yours sincerely" or "yours faithfully", and have an opinion on whether you should have a comma or a semi-colon.

I'd also like something that takes bullet points and makes them into paragraphs, knows the right way to write the punchline to a joke, and suggests interesting and quirky adjectives to brighten up dull documents. I must read millions of words a year, and whether they are letters, white papers, press releases or magazine articles, technology makes sure that most are beautifully presented. They're just badly written.

I'd like a printer that fits the gap between my PC and the monitor, and a PC that scrolls documents to the right a bit, rather than three lines too low, then three lines too high, then three lines too low and so on.

Finally, I'd like a pen computer that can recognise my handwriting, although I think that's probably unrealistic. If you see one, it should be just the right size for my stocking.



issue with Microsoft which admits there's a problem and has made a fix available.

So if you regularly convert important documents from Word 6 to Word 2 (not uncommon), or if they are converted anywhere on your network, check they aren't getting chopped. If they are, get the fix from Microsoft tech support.

The alternative is to save everything in

PCW Contacts

You can contact **Tim Phillips** by post c/o PCW at the usual address, or email him at his CIS address
CompuServe 104047,2750
or **wong@cix.compulink.co.uk**

**Victory Press, 1119 S. Mission Road,
Fallbrook, CA 92028-3225, USA;**

email **us043191@interramp.com**



Pocket power

Tim Phillips is pleasantly surprised by Psion's diminutive new Siena. And, to make your life easier, he shows how to set up styles for your documents.

I know from the previous occasion when I covered the topic, that many of you are enthusiastic Psion organiser users. Indeed, the devotion of Psion's considerable user-base to the product verges on the fanatical.

Those of you who have remained untouched by the pocket computer revolution might be encouraged to become involved now that the successors to the Psion 3a have been announced. In many ways the products are a disappointment, but if your need is mostly for a word processor, then Psion to its credit has not messed with a winning formula.

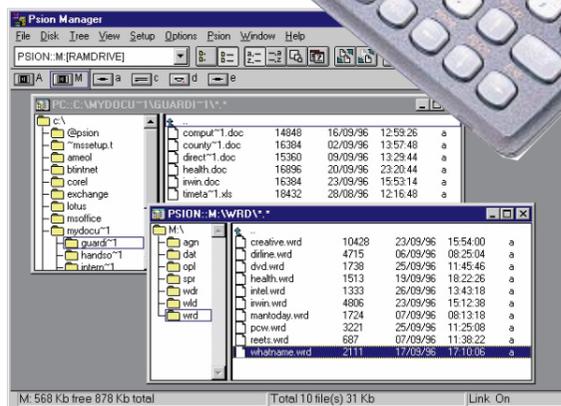
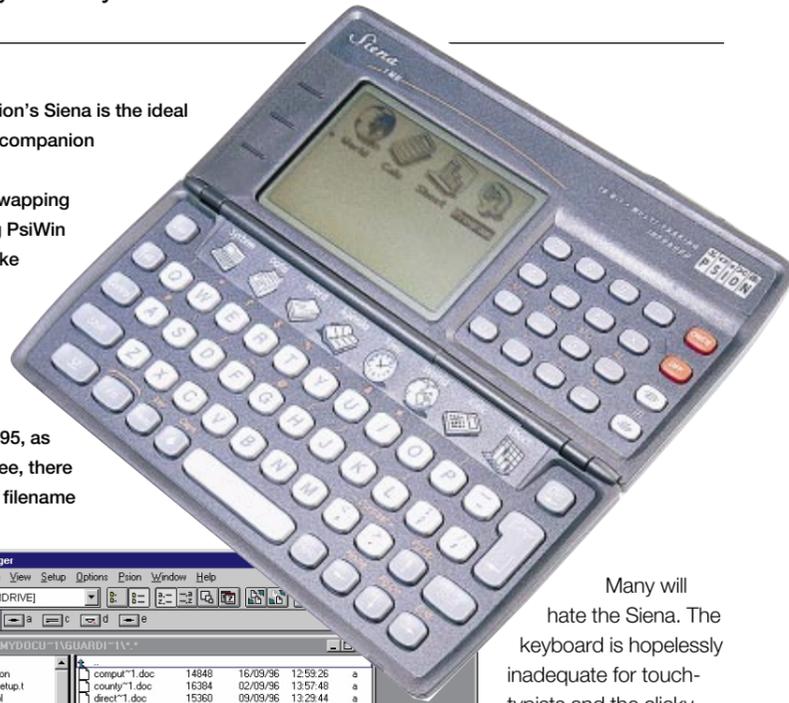
The Psion 3a is to be superseded by two models: the 3c (whatever became of the 3b is anyone's guess) and the Siena. The Psion 3c retains the sub-sub-notebook form factor and weight of the 3a, but adds new functionality and some cosmetic improvements. The Siena has the same applications as the 3a but in a much smaller case. At only 150mm x 73mm, it is smaller than a mobile phone and easily carried in a top pocket, unlike the 3a/c (whatever Psion says).

When I road-tested the Siena, my only question was: could I type with it? The credentials of the Psion as a diary or organiser are impeccable, but its ability to replace a notebook for word processor users is more dubious.

For several reasons, I believe the £200 Siena is worth considering if you regularly need to produce short word processor documents on the road. It is extremely light at 180g, so you can slip it into your luggage rather than having to carry an extra bag. The word processor is simple but surprisingly full-featured. For example,

(Right) Psion's Siena is the ideal travelling companion

(Below) Swapping files using PsiWin is rather like using LapLink. It's easy, but under Windows 95, as you can see, there is no long filename support



Many will hate the Siena. The keyboard is hopelessly inadequate for touch-typists and the clicky key action has a tendency to repeat key presses, making the production of finished documents difficult. The tiny screen is hard on those with bad eyesight.

However, I can live with all this. I'm just

thankful to have an alternative to humping a notebook around every time I have a 1,000-word document to produce. Was this article written on the Siena? Yes, much of it was, and in a hotel room miles from my PC.

there's a basic outline, find and replace, paragraph styles and a zoom function to make the best of the computer's tiny screen. The word processor can punt its files direct to Word for Windows 6.0, Word for Windows 2.0, Ami Pro or WordPerfect format (among others) using the £70 PsiWin PC software and a custom serial cable. It will also export in text format. The keyboard is not perfect, but usable: I can type at about 80 percent of full speed using two fingers.

Putting on the style

After last month's piece on indexing, I'm sure you all raced off and indexed all your long documents, just for fun. If you showed them to a friend, that friend probably said:

"Pah! What a waste of time! What you need is a table of contents."

Hint: a table of contents, or TOC, is considerably simpler — provided you don't format on the fly. Use styles instead. For example: you write a long document with five chapters, each with three subheads. You can't be bothered to set up a style for a chapter head or a subhead so you just generate your table of contents you have to find each heading and each subhead, mark it individually, then generate the table.

Boring, isn't it? Be practical: break the habit of a lifetime and set up some style tags for your document. This takes two minutes. I'll use Word as an example, but it's just as easy under WordPerfect and Word Pro.

1. Select Format, Style, New. Change the font and size and indentation. Give it a name that's easy to remember — don't call it "Style 1" when "Tim's headline style" is available. Check the box "Add to template" if you plan to use the style again.

2. While you're messing around with the template, clear out all the confusing styles. If you never use them, get rid of them. In Font, style, click Organiser, which lets you add and remove styles from the template.

3. Use the styles for all headings and subheadings. Make a solemn vow that you will never change formatting unless you use a style to do it.

4. When you've finished the document, choose Insert, Index and Tables, and click the Table of Contents tab. In the Format dialogue box, check that you will be building the TOC "From Template". Click Options, which throws up a dialogue box that allows you to match your heading styles to heading levels in the TOC. The TOC inserts at the cursor insertion point. It's so quick that you can use it to build tables for documents that are only a few pages long. It's worth it.

Hints and tips

That bit at the bottom of the File menu which shows you the last few documents you were working on is jolly useful. Shame that the Open File dialogue doesn't sort files the same way — by date. Well, it can. In Word, click on the top right button in the Open dialogue, which is called Commands and Settings. This drops a menu, from which you pick Sorting and get four choices of how to sort your files: Name, Size, Type and Last modified. Click Last modified, then check Descending, and the last-modified files in the directory are at the top of the list.

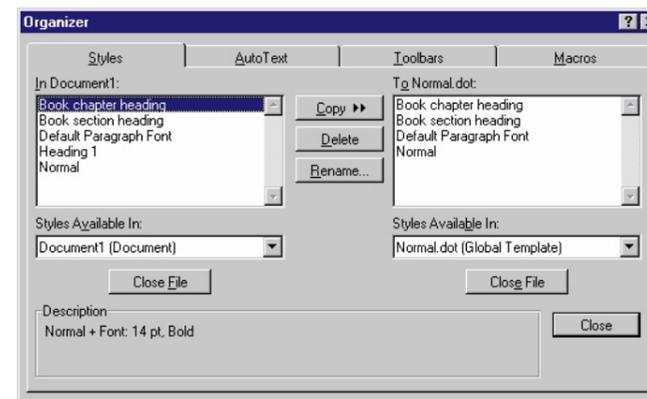
Even better is the excellent WordPerfect QuickFinder option. This will index all the articles in your selected directories. You pick the directory and decide whether you want every article indexed, at what level and how often.

Go to the Open dialogue box and select the QuickFinder tab. It's not the same thing at all, but it is only recently that I bothered to put the time in to set it up. For simple text retrieval, it's excellent.

If indexing documents over a full hard disk or even over a network is of particular interest to you, you should keep your eyes peeled for the debut of Digital's AltaVista software. This is based on the search engine that Digital built to search the entire web by keyword.

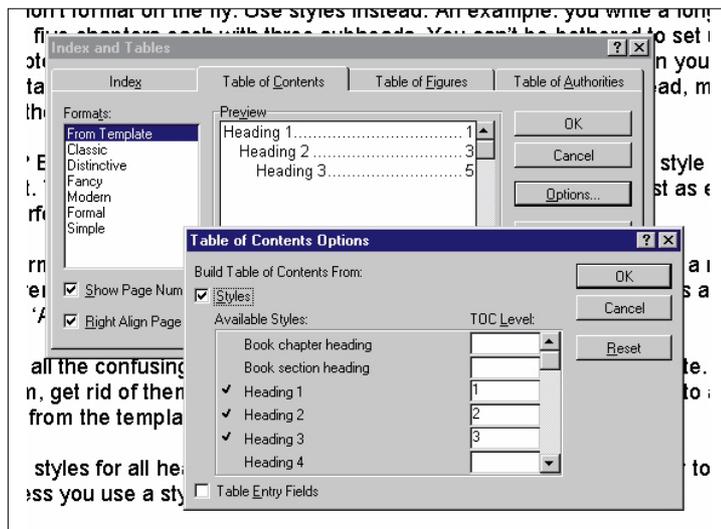
Now Digital is building business and personal versions of the software for networks and standalone PCs. The software searches for all types of files, in word processor format as well as text. There are downloadable free versions on www.altavista.digital.com.

The free software is an alpha version (which means it's very unfinished) so I can't review it in depth here. It's easy to set up but crashes my system every time. More reports from users, please.



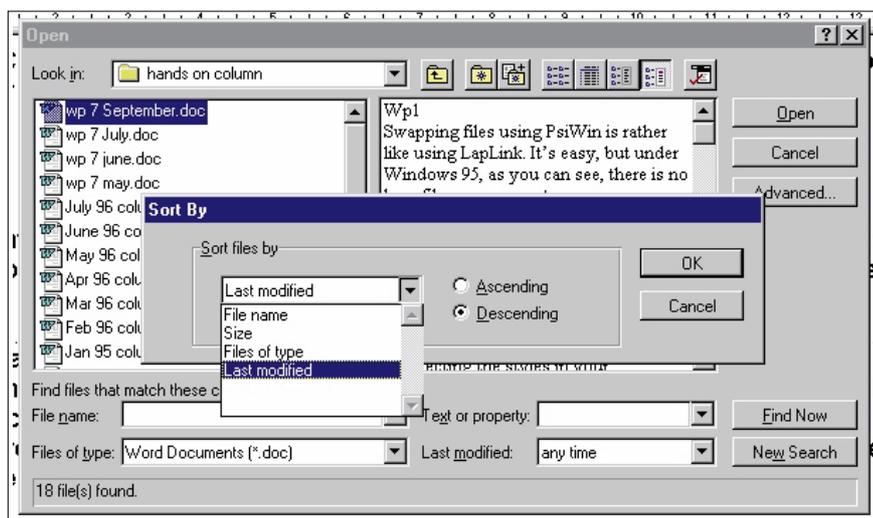
Swapping styles between your document and the template: delete any styles you don't use

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(Left)
Connecting the styles in your documents to levels of the TOC headings using the check boxes

(Below)
Changing the order in which your "Open" dialogue box displays files to "last, first"



Problems and solutions

■ Karen Glue, from Market Harborough, has discovered that FindFast keeps reporting that she has "corrupt" documents, even though she is not using FindFast at the time. How can she fix it?

The answer is that it is not a word processor problem, but a hard disk one. FindFast indexes documents in the background, and if it finds that one of your documents has become corrupted, it will report it. There are two solutions: disable FindFast or, more usefully, delete or repair the documents.

■ Derek Bevan of Newbridge uses Windows NT and Office 7.0, but when he tries to access his printer "properties", he gets a general protection fault.

It's a recognised bug, according to Microsoft, but only in Word 7.0. The current version is 7.0a, so they should be able to send you a fix. The problem comes when the name of the printer has the word "on" in it or if it ends with a round bracket — really,

I am not making this up! The quick and easy answer is, of course, to rename your printer.

■ Tony Kettle, from Grimsby, wants to convert his macros from his PC at work to run under Mac WordPerfect 3.5 at home. Yes, you've no doubt guessed it: the two macro languages are completely incompatible.

According to Corel, the only solution is to learn the Mac language and retype. This isn't exactly surprising, although it's annoying in view of our supposedly internetted, platform-independent world. It would probably be easier to convert the macros to a WinWord format.

At least the appearance of a Macintosh WordPerfect user gives me a chance to parade my only Mac tip. If you're using an application and you know you will need your word processor in a few minutes' time, you don't want to launch it in foreground with its startup macros running and a new document loading. This can take anything up to several centuries on a Mac, so instead

write an AppleScript with the line:

```
launch application "WordPerfect"
```

as its only line and save it as a double-clickable applet. Click on this applet, and WordPerfect, or your other word processor, will launch in the background without a new document or startup macros, so you can keep working in the interim.

Tim's macro club

James Poyser is our Man of the Month, having sorted out our autosaving dilemma. If you remember, the problem was how to save files automatically into different directories depending on when they were typed. His rather elegant VB solution uses three macros: MonthSaver, which prompts the user for a filename; MonthSaverSetting which allows you to set up the options in the macro; and the essential CreateDir, to make the appropriate directories. Unfortunately these are all VB programs so I can't list them here, but I will send them on by email if requested.

Incidentally, I hope I've satisfied all the requests for Properties.zip now. There were hundreds, so if I have missed anyone out, email me again.

■ The last word on macros for booklet printing. If you're sick of typing macros to print your A5 booklet, a story we have been diligently following for about six months now, then you could always take the easy option and use WordPerfect 6.1 instead, as Barry Pratt has pointed out.

"It works perfectly every time. There must be thousands of copies of WordPerfect 6.1 for Windows lying about, abandoned by the lemmings to follow the boy Gates," says Mr Pratt. (Actually, if all of WordPerfect worked as well as the booklet printing, then there would be far fewer abandoned copies.) To demonstrate, he even sent me a copy of his A5 booklet, *The Principle of Oneness — An Original Statement That Truly Unifies The Universe*, about which the best thing I can say is that it's well printed.

If you want to change the world with your booklet: in WordPerfect select Print, Options, Booklet Printing, OK. And that's it.

PCW Contacts

You can contact **Tim Phillips** by post c/o PCW at the usual address, or email him at his CIS address
CompuServe 104047,2750
or **wong@cix.compulink.co.uk**



It's a long story

Long documents, and why the current crop of word processors are really rather good at them. Plus, some points about WordPerfect. With Tim Phillips.

Much of the criticism of Word for Windows, WordPerfect and Word Pro centres on the fact that they do too much and are just too complicated for most people to use. This is borne out by one incident during my time as a freelance journalist when I was writing for a rival magazine. The publication decided to check the usability of the top half a dozen word processors, and so devised a series

of simple tasks that represented a run-through of the most common features of the modern Windows word processor: formatting, printing, spell-checking, mailmerging and so on. The usability testers were hired from a temp agency for the day; intelligent, qualified typists with some experience of word processors. No-one was put on a word processor they knew. The person in

charge of testing gave them their sheet of tasks, then left them to it. By lunchtime, no-one had successfully completed more than two tasks. "It's too hard!" they said. It's the old 80:20 rule again. 80 percent of your work uses 20 percent of the package's features. Or is it that 80 percent of people use only 20 percent of the features? Or that only 20 percent of people know how to use 80 percent of the features? Or

that 80 features are only used by 20 people? Whatever. There remain a host of features on your word processor you have never even considered. Look down each menu bar in turn, and count the number of functions you have never used, perhaps never noticed, before. I would admit to a blind spot when it comes to producing long documents. For me, anything over 2,000 words (the length of this column) is hard to contemplate. I blame MTV, as if I spent less time watching it, my articles would be longer. Last month, I was asked to write something 25,000 words long with a table of contents, lots of headings, and even an index! I agreed because I had a vague idea my word processor would help.

This has often been a rash decision. This time, I can report that the package I chose (Word for Windows) coped admirably. When I cross-checked with WordPerfect and Word Pro, in some respects they were even better. The job of knocking off a begging letter to the bank manager may be much the same in WinWord 7 as it was in WordStar 1512 a decade ago, but the job of writing your life story is much simpler. Here are a few things I learned.

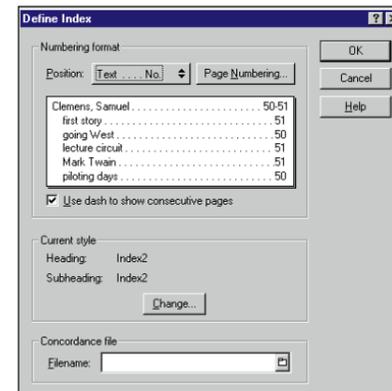
Indexing for beginners

Ever bought a computer book and wondered why the indexes are so huge? These guys index for fun. It is, by any standards, almost too easy. Where's the challenge in that?

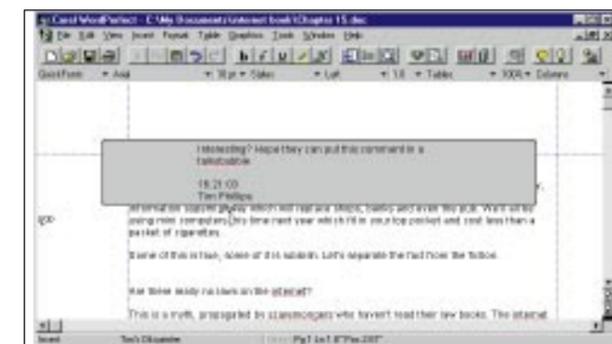
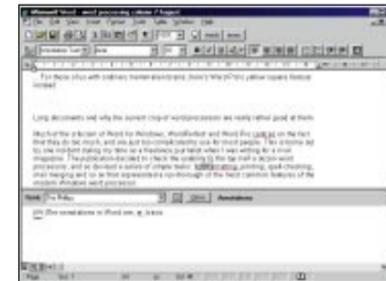
WinWord has a typical Microsoft straight-to-the-point solution. Go to Insert, Index and tables, and up pops a floating dialogue box with four tabs, to take care of a contents page, an index, a table of figures and a table of authorities. There's few enough of us will use all four. There are seven styles plus a style editor with a preview, so it is easy to see how your index will look. Once you choose the style (including tab leaders and the option to justify numbers) it calls up a box allowing you to mark entries. As you mark each entry, the box stays on top and the index generates itself.

Word Pro generates the index as a two-stage process but has more support for making "sub-indexes" in the middle of a document, and is more flexible for power functions, if less for display. The indexing dialogue box anchors to the bottom of the toolbar, neatly out of the way. You can easily leave it there while you write or

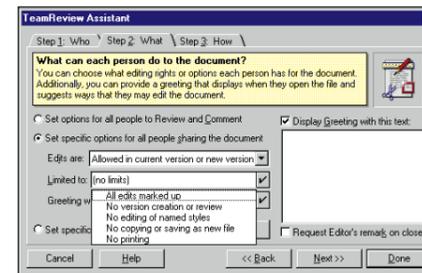
assemble a document, unlike WinWord's box and, when marking words to be indexed, it gives you the choice of whether to have them in the index or the contents. Despite its four-tab dialogue box, WinWord forces you to each separately. When you finish that part, you call up the "Index



Above Defining an index in WordPerfect is fussier, but it is probably the most feature-rich. **Right** Word for Windows doesn't major on comment field. This is the best it can do.



Above WordPerfect has a much better-looking option. **Right** The WordPro TeamReview assistant - complicated but powerful.



assistant", which should help you format your index. But without previews of how the index would look, and without the opportunity to right-justify page numbers,

it's a bit of a let-down in visual terms. You can, however, put the index anywhere in the document you wish.

Finally, Corel WordPerfect has the same two-stage process but not as much control over where you put your index. Rather than choose a style for your index, it allows you to choose from a set of six predefined formatting choices with previews (justified or not, with or without leader). Marking is better than WinWord's — again the box is docked to the toolbar, and it is better at standardising your entries — offering you the automatic pick box of other entries so that you don't, for example, have an index with "browser" and "browsers" as two separate entries.

All three are quick and easy and, with a little care, they are easily up to professional indexing standards.

More on long documents: revising and annotating

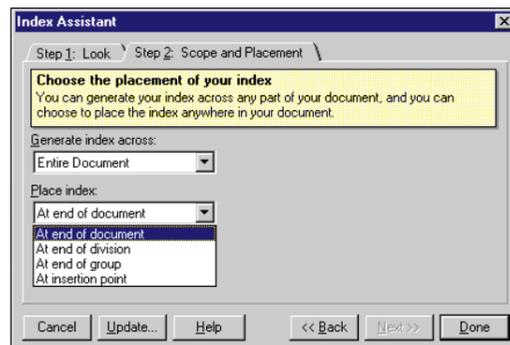
Another useful long-document feature is the chance to mark up edits and comments, especially when more than one person wants to see the document. When I write a long piece I usually don't know one or two facts, but instead of stopping to look them up, I leave a marker to say "don't forget to look this up later". Word is spectacularly poor at this sort of editing, instead assuming that you will want to make a hidden "annotation" to your document. The only way to see these annotations easily is to leave the annotation window open at the bottom of the screen, where the annotations pop up as you pass them. This is a very

unsatisfactory solution. By contrast, Word Pro has every conceivable type of group review and annotation scheme, enough to make your



Word for Windows one-pass indexing, not the easiest to use, but pretty comprehensive

The index assistant for Word Pro needs a preview function, but indexing is powerful



head hurt. Starting on the File menu, there's the format scheme for passing a document around a workgroup, called TeamReview. You can set the names that the document is passed to. If you enter those names as email addresses or network logins, it makes passing the document more simple. You can set what type of access people have to the document; whether they can change styles, content, or just look at it. And finally, there's TeamConsolidate where you work out how to reconcile all the annotations.

Then there's the Lotus idea of versions, by which more than one copy of the document is stored in a file. Each version is named and dated, and cannot be changed. A new version is created instead. This is good if you are working on the document alone but want to create several ideas to pass on for review. If you use TeamReview with a versioned document, I challenge anyone to get their heads around the data that comes back.

For simpler tasks, WordPro has the "Comment Note" and, if you don't want to do that workgroup stuff, this is fine. Adding a comment note pops up a yellow square, into which you type your note. It signs and dates the note according to who the software is registered by and, when the note is closed, adds a yellow blob to the document. Simple, quick and effective.

WordPerfect has a similar yellow blob scheme, but its blobs are grey and appear in the margin as small talksbubbles. Click on the talksbubble and it pops up into a bigger one, anchored at the insertion point of the note. When writing a comment, it gives you buttons to press to insert your initials, the date, the time or your name. Again, excellent.

Less impressive is the lack of a facility to mark revisions before making them. Word and WordPro both have a switch to toggle on by which your deletions and edits are simply marked up in another colour or struck through with a line. WordPerfect needs a function like this.

WordPro has the most functions but the most headaches. Word is hopeless. WordPerfect does what it does well.

There's a lot more to creating long documents, like handling styles, inserting objects, files and fields, but no room to discuss it here. I do recommend that you start that book you have been promising yourself though, because it really makes you like your word processor a lot more.

You can't please everyone

I hope this helps to pacify Peter Burgess, who wrote to me after my recent remarks on WordPerfect to allege that "you have no idea what you are writing about". Well, I have a broad back, but the points he raises bear some examination.

On the subject of internet awareness, he asks: "Can you tell me of any other word processor that is as integrated at the moment?" Well, yes. Look at the degree of commonality between Word and Internet Explorer 3.0, where you can use the browser to pass Microsoft Office files without using FTP, and you will see what I mean.

"WordPerfect tables have always surpassed those in Word, as do many of its other functions." On balance, I agree. "Do tabbed dialogue boxes really make a program any better? Pretty, maybe, but I

wouldn't be lost without them," he adds. Yes, by providing a single "console" for related functions like formatting, a tabbed dialogue box saves a huge amount of time. Where they are a con is in grouping functions that can't be used together. Look at the explanation of indexing and Table of Contents generation above.

I do take Mr Burgess' point that "it would be a shame to lose this calibre of competition in this segment of the market." He's right. WordPerfect may not be without certain faults, but all three of the major packages are excellent pieces of software.

PCW Contacts

Contact **Tim Phillips** by post c/o PCW or email him at his CIS address

CompuServe 104047,2750

or **wong@cix.compulink.co.uk**

Tim's Macro Club

Not much space for macros, but a very useful one for Word 7 users from Dave Wade. Send us your address, Dave, and there's a book token for you.

"I know that MS Word only masquerades as an MDI application and is not really one. However, if it is going to pretend, it would be nice if it did it properly," he starts. Fair play to Dave. "I frequently edit multiple documents, and having to use the Window menu to switch to the next seems a real pain. Why does it not support Ctrl+Tab like every other MDI application!"

He solves the problem with a simple macro:

```
Sub MAIN
' macro to navigate round the
window list
' find current window
i = Window()
' is it the last
If I < CountWindows() Then
' no get next
i = i + 1
Else
' yes get first
I = 1
EndIf
WindowList I
End Sub
```

But, you can't assign this macro to Ctrl-Tab. Word doesn't allow it. So it takes another macro:

```
Sub MAIN
' set i to scan code for ctrl+tab
i = 256 + 9
ToolsCustomizeKeyboard .KeyCode = i, .Category = 2, .Name =
"NextWindow", .ADD
End Sub
```

"I ran it once and bingo — Ctl+Tab now rotates around documents. What is more, as key mappings are stored in the normal.dot template, you only to run it once," he adds.

Now a challenge for users who liked the crossword solver macro in the August issue. From John McCulloch:

"I wish to increase the number of words which are returned in the search results. Currently it is limited to 20 words. I realise that the 'Dim outarr\$(20)' array will need modifying and I have tried increasing this, but it hasn't made any difference. 20 resulting words are still returned as a maximum." Solution, please!