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
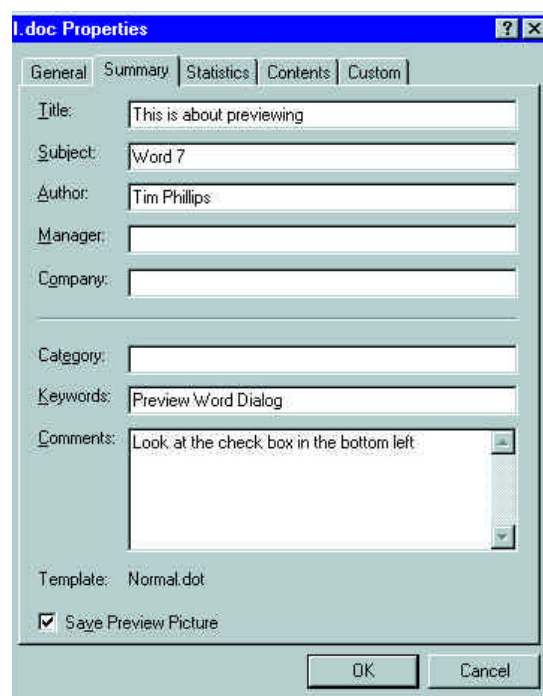

Fig 1(left) Changing the preview so it's much faster in WinWord
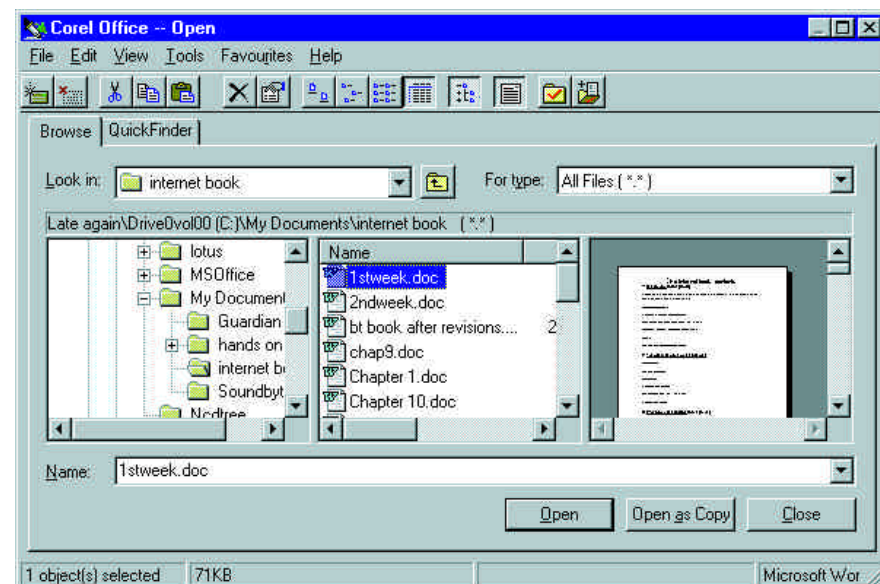

Fig 2 (below) Using the tree view and preview in WordPerfect: just disable Tree View for a faster preview!

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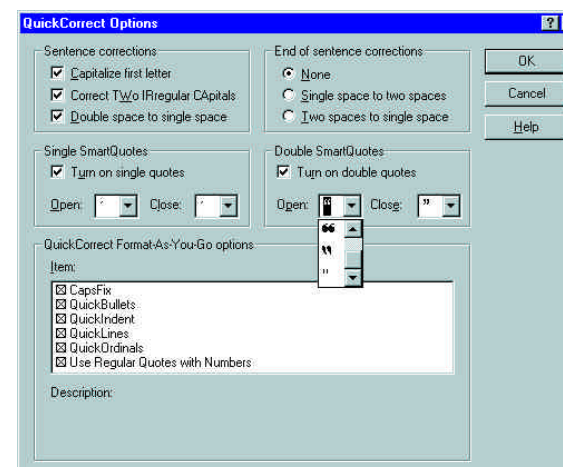
Problems
This month, I'll try to solve as many of your problems as possible. Here, I've compiled a collection of the most frequently asked, or just the most interesting, of the outstanding problems that sit in my email pile.

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
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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.