



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.

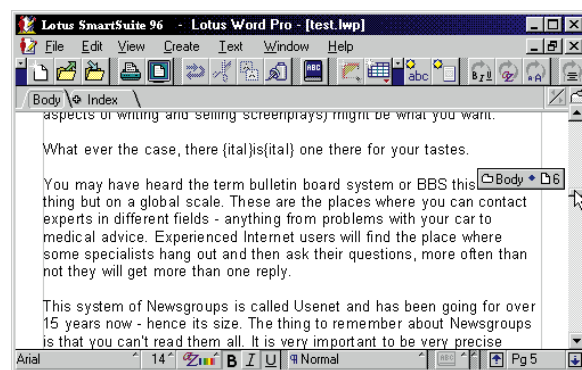
Alexi Cawson mailed me from Brighton to raise an interesting point about how you navigate around documents.

"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."

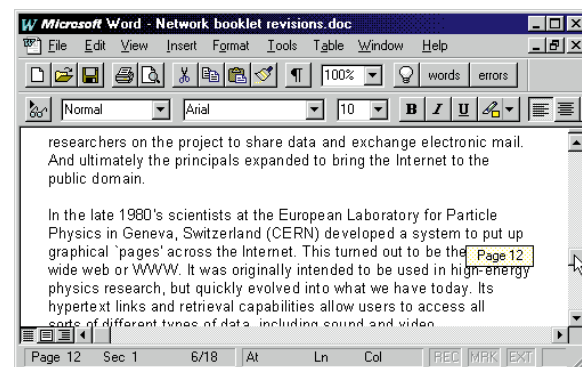
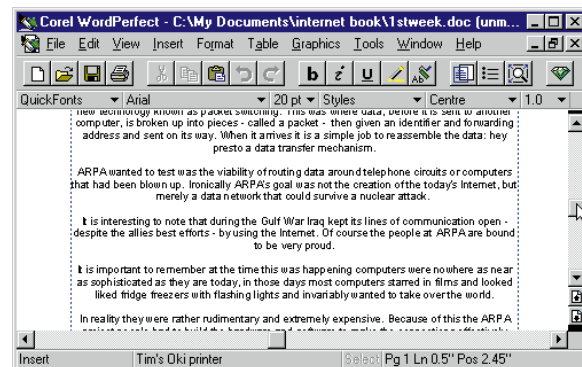
As Alexi points out, you get live scrolling in Notepad, Netscape and Wordpad. Indeed, it would be hard to imagine a web browser, for instance, that didn't give you a "live" scroll. Well, Alexi, there's bad news and good news.

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

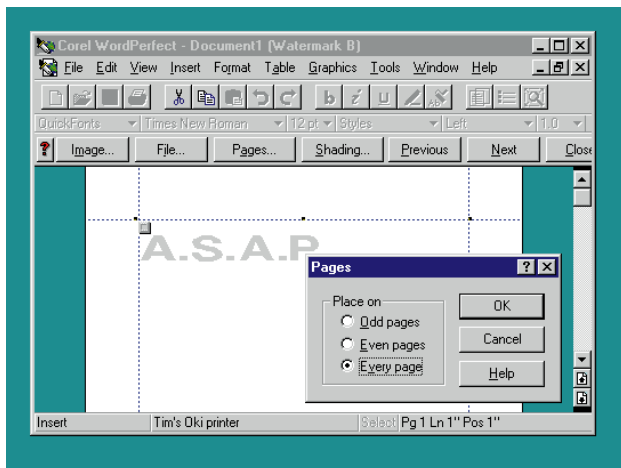
in sections that do not exceed 20,000-30,000 words," he advises.

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

p290 ➤



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

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

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

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
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