Rich Text Table Help Index

File Menu

This menu contains commands for saving the current file.

Save File
Save File As..

Exit

Edit Menu:

This menu contains clipboard functions,   undo, and line block copy/move functions.

Cut
Copy
Paste
Paste Special

Picture...

Undo

Select Cell Text

View:
This menu enables or disables document viewing options.

Ruler
Tool Bar
Status Ribbon

Hidden Text
Hyperlink Cursor

Show Grid

Insert:
Picture From Disk File
Object

The file objects can also be inserted by using the drag/drop method.

Fonts:

This menu contains character formatting commands:

Normal (Reset Character Formatting)
Turn On Bold
Turn On Underlining
Turn On Double Underline
Turn On Italicizing

Turn On Superscripts
Turn On Subscripts
Turn On Strike

Change Fonts and Point Sizes

Text Color
Background Color
Hidden
Protect

Paragraph:

This menu contains paragraph formatting commands:

Normal (Reset Paragraph Formatting)

Center
Right Justify
Justify
Double Space

Indent Left
Indent Right

Set/Clear Tab Stops

Border and Shading...
Paragraph Spacing...

Table Menu:

This menu contains the table editing commands:

Cell Span...
Border...
Background Color...

Insert Row
Append Row
Delete Row

Insert Column
Append Column
Delete Column

Insert Cell
Delete Cell

Edit Row Height...
Edit Column Width...

Scrollable...
Protect...

Other Command Menu:

This menu contains other miscellaneous functions:

Search
Search Forward
Search Backward

Replace

Jump

Protection Lock

Show Table Grid Lines

Use this option to enable or disable the display of the table grid lines.   The table grid lines are for display purpose only.

Ruler

This option is used to show or hide the ruler.

Tool Bar

This option is used to show or hide the tool bar.

Status Ribbon

This option is used to show or hide the status ribbon.

Hidden Text

This option is used to display the hidden text.

Hyperlink Cursor

This option is used to display the hyperlink cursor when the cursor is positioned on a hypertext phrase.   The hyperlink cursor is an image of a hand with a finger pointing to the text.

Protection Lock

This option is used to toggle the protection lock.   The protection lock must be turned off to protect or unprotect a block of text.

Highlight a Character Block

Use this function to highlight a block of characters.

Mouse: Position the mouse cursor on the first character of the block and depress the left button.   While the left button is depressed,   drag the mouse to the last character of the block and release the mouse.

Keystroke: Position the caret on the first character of the block and depress the shift key.   Now, use the arrow keys to position the caret on the last character of the block and release the shift key.   Normally, you can use any position key in combination with the shift key to advance or shrink the highlighted area.

Normally a function that utilizes a character block, also erases the highlighting.   To explicitly erase the highlighting click the mouse one more time or press any of the positioning keys.

Select Cell Text

This option is used to select the entire document.   (Speed Key: Ctrl A).

Cut Text to the Clipboard

Use this command to **cut** a highlighted block of text to the clipboard.   The formatting information is also copied to the clipboard using a special clipboard format.

Copy Text to the Clipboard

Use this command to **copy** a highlighted block of text to the clipboard.   The formatting information is also copied to the clipboard using a special clipboard format.

Paste Text From the Clipboard

Use this command to paste the text from the clipboard at the current caret location.   If the formatting information is available, this command restores the formatting information properly.

You can invoke this function by hitting the Control and V function keys together or select the option from the menu.

Paste Special Objects

This function displays the clipboard data in a number of available formats:

Native Object Format: If available this is the first format in the list box.   The data in this format can be later edited (by double clicking the object) using the *original* application.   This data can be *embedded* into your application by using the Paste option, or you can create a *link* to the original file by using the Paste Link option.

Formatted Text: This is one of the text formats.   This option offers the most suitable format if the data is pasted by another text output application as the font and formatting attributes are reproduced accurately.

Unformatted Text: This is another text format.   This option pastes the text without retaining the formatting information.

Picture Format: The data is available in the Picture format.   This object can be later edited (by double clicking the object) using the Microsofts MS Draw application.   This format is preferred over the bitmap and the device independent bitmap formats.

Device Independent and regular bitmap formats: The data is available in the bitmap formats. The object can be later edited (by double clicking the object) using the Microsofts MS Draw application. The editor converts these formats into the Picture format before calling the drawing application.

Insert Picture From Disk File

Use this command to read in a picture bitmap from a disk file at the current caret location.

You can invoke this function by hitting the Alt F8 function keys together (or select the option from the menu).

Insert Object

This function is used to embed objects into the text. The list box shows the applications that are available to create the object. When you select an application, the editor launches the selected application. You can create the desired object using this application. When you save the application, the editor inserts an icon for the application. This icon indicates the inserted object. You can later edit the object by double clicking at it.

Edit Picture

Use this command to specify the new width and height for the current picture.   This function also allows you to specify the alignment of the picture relative to the base line of the text on the line.

You can also change the picture size by simply clicking on a picture and pulling its sizing tabs using the mouse.

Undo Previous Edit

The editor remembers your last edit command.   Use this function to undo the last edit command.

You can invoke this function by hitting the Shift F8 keys together (or select the option from the menu).   The editor will display a dialog box containing the information about the edit command to be undone.   The dialog box displays line number, column position, type of undo (delete/insert/edit) and the contents of the undo buffer.   You may modify the target line number or column position.   Confirm the operation by clicking on the OK button.   When reversing a delete operation,   the editor will restore the deleted text in its original format.

Reset Character Formats

Use this selection to reset all character formats (<u>bold</u>, <u>underline</u>, <u>italic</u>, <u>subscript</u>, <u>superscript</u>, <u>strike</u>) for the current character or for all characters in a highlighted block of text.

To reset the character formats for the current character, simply hit the Alt 0 keys together (or select the option from the menu).   To reset the formats for a block of characters,   highlight a text block and hit the Alt 0 Keys together (or select the option from the menu).

Bold ON

Use this option to apply the **bold** formatting to the current character or to all characters in a highlighted block of text.

To make the current character appear as bold,   simply hit the Alt 1 keys together (or select the option from the menu).   To apply this format on a block of characters,   highlight a text block and hit the Alt 1 Keys together (or select the option from the menu).

When you type in on the keyboard,   the new characters automatically assume all the formatting characteristics of the preceding character.

To turn off the bold formatting,   select <u>Normal</u>.

Underline ON

Use this option to <u>underline</u> the current character or to <u>underline</u> all characters in a highlighted block of text.

To underline the current character, simply hit the Alt 2 keys together (or select the option from the menu). To apply this format on a block of characters, highlight a text block and hit the Alt 2 Keys together (or select the option from the menu).

When you type in on the keyboard, the new characters automatically assume all the formatting characteristics of the preceding character.

To turn off underlining, select <u>NORMAL</u>.

Double Underline ON

Use this option to draw the double underline under the current character or under all characters in a highlighted block of text.

To format the current character,   simply hit the Control + D keys together (or select the option from the menu).   To apply this format on a block of characters,   highlight a text block and hit the Control + D Keys together (or select the option from the menu).

When you type in on the keyboard,   the new characters automatically assume all the formatting characteristics of the preceding character.

To turn off double underlining,   select NORMAL.

Hide Text

Use this option to hide a block of text.   Highlight a text block and select this option from the Font menu.   The hidden text can be made visible by using the <u>Hidden Text</u> View option.

To reset the hide option,   select <u>NORMAL</u>.

Text Color

Use this option to apply new foreground color to a block of text.   Highlight a text block and select this option from the Font menu.   A dialog box will prompt you to select the color for the highlighted block of text.

Background Color

      Use this option to apply new background color to a block of text.   Highlight a text block and select this option from the Font menu.   A dialog box will prompt you to select the color for the highlighted block of text.

Protect Text

Use this option to protect a block of text from editing changes.   This option is available only when the protection lock is turned off. Highlight a text block and select this option from the Font menu.

To reset text protection,   select <u>NORMAL</u>.

Italic ON

Use this option to *italicize* the current character or to *italicize* all characters in a highlighted block of text.

To italicize the current character,   simply hit the Alt 3 keys together (or select the option from the menu).   To apply this format on a block of characters,   highlight a text block and hit the Alt 3 Keys together (or select the option from the menu).

When you type in on the keyboard,   the new characters automatically assume all the formatting characteristics of the preceding character.

To turn off the italic format,   select the <u>NORMAL</u> function.

Superscript ON

Use this option to apply the superscript format to the current character or to apply it on all characters in a highlighted block of text.

To superscript the current character,   simply hit the Alt 4 keys together (or select the option from the menu).   To apply this format on a block of characters,   highlight a text block and hit the Alt 4 Keys together (or select the option from the menu).

When you type in on the keyboard,   the new characters automatically assume all the formatting characteristics of the preceding character.

To turn off the superscript format,   select <u>NORMAL</u>.

Subscript ON

Use this option to apply the subscript format to the current character or to apply it on all characters in a highlighted block of text.

To subscript the current character,   simply hit the Alt 5 keys together (or select the option from the menu).   To apply this format on a block of characters,   highlight a text block and hit the Alt 5 Keys together (or select the option from the menu).

When you type in on the keyboard,   the new characters automatically assume all the formatting characteristics of the preceding character.

To turn off the superscript format,   select <u>NORMAL</u>.

Strike ON

Use this option to apply the ~~strike~~ format to the current character or to apply it on all characters in a highlighted block of text.

To strike the current character,   simply hit the Alt 6 keys together (or select the option from the menu).   To apply this format on a block of characters,   highlight a text block and hit the Alt 6 Keys together (or select the option from the menu).

When you type in on the keyboard,   the new characters automatically assume all the formatting characteristics of the preceding character.

To turn off the superscript format,   select <u>NORMAL</u>.

Change Fonts and Point Sizes

Use this function to change the font typeface and point size of the current character or of all characters in a highlighted block of text.

If you wish to change the font for a highlighted block of text, highlight the text block.   If you wish to change the font of a single character, simply position the cursor on that character.   Now select the font option from the menu or hit the Alt F keys together.   A dialog box will appear that shows the list of typefaces and point sizes to select from.   Make the desired selection now.

This option also allows you to change the default font.   To change the default font,   check the default font box.   This selection will apply the new typeface to all the characters in the document that used the previous default typeface. Similarly,   the characters that used the previous default typeface and point size will now use the new typeface and point size.

Reset Paragraph Format

Use this selection to reset all paragraph formats for the current paragraph or for all lines in a highlighted block of text.

To reset the paragraph formats for the current paragraph, simply hit the Alt P keys together (or select the option from the menu).

Paragraph Centering

Use this selection to center all lines in the current paragraph or all lines in a highlighted block of text.

To center the current paragraph, simply hit the Alt 8 keys together (or select the option from the menu).   To center a block of lines,   highlight a text block and   hit the Alt 8 Keys together (or select the option from the menu).

Paragraph Right Justification

Use this selection to right justify all lines in the current paragraph or all lines in a highlighted block of text.

To right justify the current paragraph, simply hit the Alt 9 keys together (or select the option from the menu).   To right justify a block of lines,   highlight a text block and   hit the Alt 9 Keys together (or select the option from the menu).

Paragraph Justification

Use this selection to justify the text on both left and right margins.

To justify a block of lines,   highlight a text block and select this option from the paragraph menu).

Paragraph Double Spacing

Use this selection to double space all lines in the current paragraph or all lines in a highlighted block of text.   A double spaced paragraph has a blank line between each text line.

To double space the current paragraph, simply hit the Alt O keys together (or select the option from the menu).   To double space a block of lines,   highlight a text block and   hit the Alt O Keys together (or select the option from the menu).

Paragraph Indentation (Left)

Use this selection to create a left indentation for all lines in the current paragraph or for all lines in a highlighted block of text.   The successive use of this option increases the amount of left indentation.

To apply the left indentation to the current paragraph, simply hit the Alt L keys together (or select the option from the menu).   To apply the left indentation to a block of lines,   highlight a text block and hit the Alt L Keys together (or select the option from the menu).

You can also create the left indentation by dragging the indentation marker on the lower left side of the ruler to a desired location.   The marker at the upper left side of the ruler controls the left indentation of the first line.

Paragraph Indentation (Right)

Use this selection to create a right indentation for all lines in the current paragraph or for all lines in a highlighted block of text.   The successive use of this option increases the amount of right indentation.

To apply the right indentation to the current paragraph, simply hit the Alt R keys together (or select the option from the menu).   To apply the right indentation to a block of lines,   highlight a text block and hit the Alt R Keys together (or select the option from the menu).

You can also create the right indentation by dragging the indentation marker on the lower right side of the ruler to a desired location.

Set/Clear Tab Stops

The editor supports left, right, center and decimal tab stops .

The tab stops can be set for the current paragraph or all lines in a highlighted block of text.   To set the 'left' tab, click the left mouse button on the ruler at the desired location.   To set the 'right, tab, click the right mouse button on the ruler at the desired location.   To set the 'center' tab, hold the shift key, and click the left mouse button on the desired location.   To set the 'decimal' tab, hold the shift key, and click the right mouse button on the desired location.

To move a tab position, simply click the left mouse button on the tab indicator, and keep the mouse button depressed.   While the mouse button is depressed drag the mouse to the desired location, and release the mouse button.

To clear a tab position, click the right mouse button at the desired tab indicator on the ruler.   To clear all tabs for a paragraph, select the 'Clear All Tabs' option from the menu.

Paragraph Spacing

This option allows you to specify the space before and after a paragraph.   You can also specify the minimum space between the lines in the paragraph.   All space parameters are specified in Twips units.

Paragraph Border and Shading

This option allows you to create the borders around the paragraphs and specify shading for the paragraph.   You can draw all four sides of the border, or you can draw only the selected sides.   Additional two options allow you to select thick and double lined borders.   The shading is specified as a percentage value.

When two or more contiguous paragraphs have identical paragraph formatting parameters, a single border is drawn to enclose all such contiguous paragraphs.

The top line of the border is placed beneath the top of the first line.   The bottom line of the border is placed above the bottom of the last line.   Create a blank line at the top and bottom if you need additional clearance at the top or bottom.   The left line of the border is placed before the left indentation for the paragraph.   Therefore, the left side may not be visible for the paragraph with no left indentation.   The right line of the border is placed after the right indentation.   Therefore, the right side may not be visible for the paragraph where the right margin extends up to or beyond the width of the wind.

Search a Text String

Use this function to locate a string of characters in the current cell.   The editor will search for the first instance of the given character string.   To find the subsequent instances of the same character string use <u>Search Forward</u> or <u>Search Backward</u> commands.

You can invoke this function by hitting the F5 function key (or select the option from the menu). The editor will display a dialog box where you enter the character string to locate.   You can specify the search to be in the backward or the forward direction from the current cursor position or you can specify the search to take place from the beginning of the file. You can also force a non-casesensitive search,   in which case the string is matched irrespective of the case of the letters in the string.

Search Forward

Use this function to locate the next instance of a previously located string using the <u>Search Function</u>. If the Search Function is not yet invoked, this function will call the Search Function instead.

You can invoke this function by hitting the Control F Keys together (or select the option from the menu).

Search Backward

Use this function to locate the previous instance of a previously located string using the <u>Search Function</u>.   If the Search Function is not yet invoked,   this function will call the Search Function instead.

You can invoke this function by hitting the Control Shift F Keys together (or select the option from the menu).

Replace a Text String

Use this function to replace a character string with another character string within the current cell.

You can invoke this function by hitting the F6 function key (or select the option from the menu). The editor will show a dialog box where you will enter the old and new character strings. You may also choose to conduct the replace only within a selected part of the file. To choose such a block of text, the desired text must be highlighted before invoking the replace function. The dialog box also offers you an option to force the editor to verify each replace.

Insert Mode Toggle

Use the Ins key to toggle the insert/overtype mode of the editor.   The editor indicates the current mode in the status line.   By default the insert mode is toggled on.

Save File

Use this selection to save the text and format data to the current file name.   If a file is not yet specified,   the editor will prompt you for a file name.   If a file with the same name already exists on the disk,   the editor will save the previous file with a backup extension (.TE).

If the I/O is conducted through a buffer rather than a disk file,   the editor creates a new buffer with the updated text.

You can invoke this function by hitting the F3 function key (or select the option from the menu).

Save File As..

This selection is similar to <u>Save File</u>.   In addition,   it allows you to specify a new file name for saving the text.

This option is not available when the I/O is conducted through a buffer rather than a disk file.

You can invoke this function by hitting the Shift F3 function keys together (or select the option from the menu).

Exit

Use this function to exit from the editor session.   If the current file is modified,   you will have an option to save the modifications.

You can invoke this function by hitting the Ctrl F3 function keys together (or select the option from the menu).

Jump

Use this function to position on a desired line number.

You can invoke this function by hitting the F10 function key (or select the option from the menu). The editor will then display a dialog box so that you can enter the line number to jump to.

Cell Spanning

Use this function to set the spanning parameters for the current cell.   The number for the 'row spanning' implies the number of rows that the cell overlaps.   Similarly, the number for the column spanning implies the number of columns that the cell overlaps.   These parameters are set to one by default.

Cell Border

Use this function to set the border width for the cells.   You can specify a separate border width parameter (in twips) for each of the four sides.   This function allows you to select the current cell, current row, current column or the entire table.

Cell Background Color

Use this function to set the background color for the cells. This function allows you to select the current cell, current row, current column or the entire table.

Insert Row

Use this function to insert a table row before the current row.   The newly inserted row has the same height as the current row.

Append Row

Use this function to append a row to the table.   The newly inserted row has the same height as the last row in the table.

Delete Row

Use this function to delete the current table row.

Insert Column

Use this function to insert a table column before the current column.   The newly inserted column has the same width as the current column.

Append Column

Use this function to append a column to the table.   The newly inserted column has the same width as the last column in the table.

Delete Column

Use this function to delete the current table column.

Insert Cell

Use this function to insert a cell before the current cell.

The remaining cells in the current row are scrolled toward the right direction. The last cell in the row is pushed down to the next row. This process is repeated until the last row is reached. If the last cell of the last row is empty, it is simply discarded. Otherwise, a new empty row is appended to the table and the last cell is inserted in the beginning of the new row.

Delete Cell

Use this function to delete the current cell.

The remaining cells in the current row are scrolled toward the left direction.   The first cell from the next row is pushed up at the end of the current row.   This process is repeated until the last row is reached.   If the last row has all empty cells, the entire row is deleted.

Edit Row Height

Use this function to edit the minimum and maximum height for the current table row or for all rows in the table.

Edit Column Width

Use this function to edit the width for the current table column or for all columns in the table.

Scrollable

Use this function to toggle the 'text scroll' property for the cell.

A scrollable cell allows an unlimited number of text lines in the cell.   The user can scroll through the text lines using the arrow keys.

Cell Protection

Use this function to toggle the 'text protection' property for the cell.

The user is restricted from editing the text in a protected cell.   This option is available only when the <u>protection lock</u> for the document is turned off.

Drag/Drop

This is a method of inserting a file object into the text.   To insert a file, open the Windows File Manager and locate the file to be inserted.   Now click the mouse and keep the mouse button depressed as you move the mouse cursor to the editor window.   Release the mouse button at the location where the object should be inserted.   The editor shows an icon to indicate the inserted object.   You can edit this object by double clicking at the icon.

The object inserted using this method makes use of the Microsofts Packager application to tie the file with the application that originally created it.