

About ACT! Word Processor dialog box

This dialog box displays the copyright information and current version of the ACT! Word Processor.

Paragraph dialog box

Use this dialog box to modify paragraph indentations, line spacing, and text alignment.

Related Procedures

Dialog Box Options and Controls:

- **First line.** Specify the distance the first line of a paragraph is to be indented.
- **Left.** Specify the distance a paragraph is to be indented from the left margin.
- **Right.** Specify the distance a paragraph is to be indented from the right margin.
- **Single.** Select this option to set the line spacing according to the size of the largest font. Single line spacing is determined proportionally by the size of the characters within a line.
- **One and a half.** Select this option to set the line spacing to one-and-a-half times that of the single line spacing.
- **Double.** Select this option to set the line spacing to two-times that of single line spacing.
- **Every.** Select this option to specify a specific distance between lines.
- **Left.** Select this option to align selected text at the left margin.
- **Center.** Select this option to center the selected text between the left and right margins of the page.
- **Right.** Select this option to align selected text at the right margin.
- **Justified.** Select this option to align the text evenly between the left and right margins by expanding the spaces between the words.
- **Keep with next.** Select this option to prevent a page break between the current paragraph and the next paragraph.

Find and Replace dialog box

Use this dialog box to search for and replace specified text within the active document.

Related Procedures

Dialog Box Options and Controls:

- **Find.** Type the text for which you want to search.
- **Replace with.** If you want to replace the word with another word, type the replacement.
- **Match whole words.** Select this option to search for matching whole words rather than a part of another word.
- **Case sensitive.** Select this option to find words that use the same combination of uppercase and lowercase letters as the word specified in the Find field.
- **Find Next.** Click this button to start finding all instances of the word specified in the Find field.
- **Replace.** Click this button to replace the found word with the text entered in the text in the Replace With box. If the Replace With box is empty, the spelling error is deleted.
- **Replace All.** Click this button to replace all occurrences of the text specified in the Find field. Caution: You cannot undo a Replace All operation.

Page Margins dialog box

Use this dialog box to define the margins for the active document.

Related Procedures

Dialog Box Options and Controls:

- **Top.** Enter the distance you want between the top of the page and the first line of text.
- **Bottom.** Enter the distance you want between the bottom of the page and the last line of text on the page.
- **Left.** Enter the distance you want between the left edge of the page and the left edge of text on the page.
- **Right.** Enter the distance you want between the right edge of the page and the right edge of text on the page.

Tabs dialog box

Use this dialog box to set the position and alignment of tab stops and to specify a leader.

Related Procedures

Dialog Box Options and Controls:

- **Tab stop position.** Specify a distance from the left margin to set a tab stop for the selected paragraphs.
- **Tab stop list.** Lists all tab stops set in the selected paragraphs.
- **Left.** Select this option to align the text flush left with the tab position.
- **Center.** Select this option to center the text around the tab position.
- **Right.** Select this option to align the text flush right with the tab position.
- **Align on.** Select this option and type a character, such as a decimal point, to align the text around the specified character.
- **None.** Select this option to leave the space to the left of the tab stop blank.
- **Solid line.** Select this option to fill the space to the left of the tab stop with a solid line.
- **Dashed line.** Select this option to fill the space to the left of the tab stop with a dashed line.
- **Other.** Select this option to fill the space to the left of the tab stop with a character that you type in the field.
- **Add.** Click this button to add the tab stop specified in the Tab Stop Position box to the list of tab stops for the selected paragraphs.
- **Clear.** Click this button to remove the selected tab stop from the list of tab stops.
- **Modify.** Click this button to set new options for the selected tab stop.

Preferences dialog box, General tab

Use this dialog box and tab to specify which measurement units to use in your word-processing documents and to enable or disable tooltips.

- **Related Procedures**

Dialog Box Options and Controls:

- **Measurement units.** Select the units of measurement to be used in the word processor, such as inches, centimeters, or points, from the drop-down list.
- **Display tooltips.** Select this option if you want a description of a tool in the toolbar displayed when your pointer is over one of the tools in the toolbar.

Header and Footer dialog box

Use this dialog box to create a header at the top of every page of the current document and a footer at the bottom of every page. You can exclude the header and footer from the first page of the document.

- **Related Procedures**

Dialog Box Options and Controls:

- **Header.** Select this option to add a header to the top of every page of the document. You can also enter the header height.
- **Footer.** Select this option to add a footer to the bottom of every page of the document. You can also enter the footer height.
- **Exclude header and footer from first page.** Select this option to prevent the header and footer from being added to the first page of the document.

Insert Date dialog box

Use this dialog box to insert the current date in a document using the format you specify.

- **Related Procedures**

Dialog Box Options and Controls:

- **Short.** Choose this option to insert the current date in short form, for example, 10/23/96, at the insertion point in the document.
- **Long.** Choose this option to insert the current date in long form, for example, Wednesday, October 23, 1996, at the insertion point in the document.
- **Example.** Displays a preview of how the date will appear in the document.
- **Always update in document.** Select this option if you want the inserted date updated each time the document is opened.
- **Never update in document (insert as text only).** Select this option to prevent the inserted date from being updated when the document is next opened. The date is entered as text instead of as a field.

Insert Time dialog box

Use the Insert Time dialog box to insert the current time in a document.

- **Related Procedures**

Dialog Box Options and Controls:

- **Always update in document.** Select this option if you want the time updated each time the document is opened or printed.
- **Never update in document (insert as text).** Choose this option to prevent the time from being updated automatically. The time is entered as text instead of as a field.

Send E-mail dialog box

Use this dialog box to choose the form in which your document will be sent as part of an e-mail message.

- **Related Procedures**

Dialog Box Options and Controls:

- **Entire document as file attachment.** Select this option to attach your entire document to an e-mail message.
- **Entire document in message body.** Select this option to send your entire document in the body of an e-mail message.
- **Selected text in message body.** Select this option to send the text you have selected in the body of an e-mail message.

Mail Merge Fields dialog box

Use this dialog box to insert fields into a template. You can add fields from a contact record or the My Record, or you can add field labels.

- **Related Procedures**

Dialog Box Options and Controls:

- **Contact field.** Select this option to add a field from a contact record.
- **My Record field.** Select this option to add a field from the My Record.
- **Field label.** Select this option to add a field label.
- **Field list.** Select which field you want to add to the template.
- **Insert.** Click this button to add the specified field to the template.

New dialog box

Use this dialog box to select either a new word processor document or template when you want to create a new document or template within the ACT! word processor.

- **Related Procedures**

Dialog Box Options and Controls:

- **File type.** Choose ACT! Word Processor Document if you are creating a new document or ACT! Word Processor Template if you are creating a new template.

Page Setup dialog box

Use this dialog box to determine how pages will be set up when printing from the ACT! word processor.

- **Related Procedures**

Dialog Box Options and Controls:

- **Size.** Choose a paper size from the drop-down list or enter a custom size.
- **Source.** Choose a paper source from the drop-down list.
- **Portrait.** Select this option to print the page oriented with the height greater than the width.
- **Landscape.** Select this option to print the page oriented with the width greater than the height.
- **Left.** Enter the left margin measurement.
- **Right.** Enter the right margin measurement.
- **Top.** Enter the top margin measurement.
- **Bottom.** Enter the bottom margin measurement.
- **Printer button.** Click this button to bring up a Windows dialog box that will allow you to change printers.

Font dialog box

Use this dialog box to set font properties.

- **Related Procedures**

Dialog Box Options and Controls:

- **Font.** Choose one of the available fonts from the list.
- **Font style.** Choose one of the available styles from the list.
- **Size.** Choose one of the available font sizes from the list.
- **Sample.** Displays sample text that shows how your selections will appear with the current settings.
- **Script.** Lists the available language scripts for the specified font. Choose the one that is appropriate for the language for which your computer is set up to use.

Preferences dialog box, Spelling tab

Use this dialog box to specify options for spell checking items in ACT!

- **Related Procedures**

Dialog Box Options and Controls:

- **Main dictionary.** Displays the currently selected main dictionary. Click the Browse button to locate and select the main dictionary.
- **Dialect.** Select the dialect you want to use. You can choose American, Australian, or British English.
- **User dictionary.** Displays the currently selected user dictionary. Click the Browse button to locate and select a user dictionary.
- **New.** Click this button to create a new user dictionary.
- **Modify.** Click this button to modify an existing user dictionary.
- **Auto suggest spelling changes.** Select this option if you want the spell checker to automatically suggest alternatives to misspelled or unknown words.

ACT! Spell Check

Use this dialog box to check spelling in ACT!

- **Related Procedures**

Dialog Box Options and Controls:

- **Word.** Displays an unknown or misspelled word.
- **Replace with.** Enter a replacement for the misspelled word. If the Auto Suggest option is on, this field is automatically filled in with a suggested replacement word.
- **Auto suggest.** Select this option if you want the spell checker to suggest replacements for misspelled or unknown words.
- **Suggestions.** Displays a list of possible replacements for the misspelled or unknown word.
- **Replace.** Click this button to replace the misspelled word with the word in the Replace With field.
- **Skip.** Click this button to skip this word without making any changes to it.
- **Suggest.** Click this button if the Auto Suggest option is turned off and you want to see suggested alternatives for the misspelled or unknown word.
- **Add.** Click this button to add the word to the user dictionary. Be careful not to add misspelled words to your user dictionary.

User Dictionary dialog box

Use this dialog box to edit a user dictionary. You can add words, delete words, or modify words in the dictionary.

- **Related Procedures**

Dialog Box Options and Controls:

- **Current user dictionary.** Displays the name of the currently open user dictionary.
- **Dictionary entries.** Displays the words currently in the user dictionary.
- **Add.** Click this button to add a new word to the user dictionary.
- **Remove.** Click this button to remove the selected word from the user dictionary.
- **Modify.** Click this button to modify the selected word in the user dictionary.

The ACT! Word Processor

Use the ACT! word processor to write letters, memos, and fax messages to contacts in your ACT! database. You can quickly create form letters for multiple contacts using the mail merge feature.

New

Choose to create a new ACT! document or template.

Open

Choose to open an ACT! document or template, a bitmap, .

Close

Choose to close the active document.

Save

Choose to save the active document.

Save As

Choose to copy the active document and save it with a name, location, and file format you specify.

Save Selection As

Choose to save the selected text as a separate file with a name, location, and file format you specify.

Mail Merge

Choose to fill in the fields in the current template with the appropriate contact data.

Page Setup

Choose to define paper, page orientation, and margin settings.

Print

Choose to choose a printer, define a print range, and specify the number of copies you would like to print.

Recent File 1

Choose to open the file listed.

Exit

Choose to close all open documents and exit the application.

E-Mail

Choose to send the active document as an e-mail message.

Fax

Choose to send your document as a fax.

Undo

Choose to undo the most recent changes made to a document, such as editing or formatting.

Cut

Choose to remove the selected text from the document and place it on the clipboard.

Copy

Choose to copy the selected text and place it on the clipboard.

Paste

Choose to paste the clipboard contents into a document where the cursor is currently located.

Select All

Choose to select the whole document.

Copy Ruler

Choose to copy the ruler format of the paragraph where the cursor is currently located.

Apply Ruler

Choose to apply a copied ruler format to a paragraph where the cursor is currently located.

Find and Replace

Choose to search for and replace specified text within a document.

Preferences

Choose to specify General and Spelling settings.

File

Choose to insert a specified file into the active document.

Date

Choose to insert the current date at the cursor location in the active document.

Time

Choose to insert the current time at the cursor location in the active document.

Page Number

Choose to insert a page number at the cursor location in the active document.

Page Break

Choose to place a page break at the cursor location in the active document.

Mail Merge Fields

Choose to choose which fields to insert into the active template.

Page Margins

Choose to define where the text is placed on the page.

Tabs

Choose to define the position and alignment of tabs and specify the type of leader used.

Paragraph

Choose to specify indentation, line spacing, and alignment settings.

Font

Choose to specify character attributes such as type of font, point size, and font color.

Header and Footer

Choose to add headers and footers to documents and specify header and footer sizes.

Plain

Choose to remove all character formatting from the selected text.

Bold

Choose to make the selected text boldface.

Italic

Choose to italicize the selected text.

Underline

Choose to underline the selected text.

Word Underline

Choose to underline the selected text, leaving the spaces between the words blank.

Strikeout

Choose to place a line through the selected text.

Superscript

Choose to reduce the font size and raise the selected text.

Subscript

Choose to reduce the font size and lower the selected text.

Uppercase

Choose to change the selected text to uppercase.

Lowercase

Choose to change the selected text to lowercase.

Black

Choose to change the color of the selected text to black.

White

Choose to change the color of the selected text to white.

Red

Choose to change the color of the selected text to red.

Green

Choose to change the color of the selected text to green.

Blue

Choose to change the color of the selected text to blue.

Cyan

Choose to change the selected text to cyan.

Magenta

Choose to change the color of the selected text to magenta.

Yellow

Choose to change the color of the selected text to yellow.

Check Selection

Choose to spell check the selected text.

Check Document

Choose to check the spelling of the active document.

Select Dictionaries

Choose to specify which main and user dictionaries will be used by the spell checking utility.

Create User Dictionary

Choose to specify a name and location for a new user dictionary.

Ruler

Choose to display or remove the ruler from the document window.

Page Guides

Choose to display or remove page guides from the document window.

Toolbar

Choose to display or remove the toolbar from the document window.

Cascade

Choose to display all open documents in an overlapping format.

Tile Horizontally

Choose to arrange all open documents horizontally within the document window.

Tile Vertically

Choose to arrange all open documents vertically within the document window.

Help Topics

Choose to view the ACT! Help table of contents.

How to Use Help

Choose How to Use Help to get information on how to use the ACT! Help system.

Quick Tour

Choose to open the ACT! Quick Tour which introduces ACT! features and gives a brief walkthrough of ACT!

About ACT! Word Processor

Choose to view the current version and copyright information.

Recent File 2

Choose to open the file listed.

Recent File 3

Choose to open the file listed.

Recent File 4

Choose to open the file listed.

Recent File 5

Choose to open the file listed.

Recent File 6

Choose to open the file listed.

Recent File 7

Choose to open the file listed.

Recent File 8

Choose to open the file listed.

Recent File 9

Choose to open the file listed.

Recent File 10

Choose to open the file listed.

Recent File 11

Choose to open the file listed.

Recent File 12

Choose to open the file listed.

Recent File 13

Choose to open the file listed.

Recent File 14

Choose to open the file listed.

Recent File 15

Choose to open the file listed.

Recent File 16

Choose to open the file listed.

Status Bar

Choose to display or remove the status bar from the bottom of the document window.

Open File List

Lists the files you have open. To view a file, select its name from the list.

Open File List

Lists the files you have open. To view a file, select its name from the list.

Open File List

Lists the files you have open. To view a file, select its name from the list.

Open File List

Lists the currently open files. To activate a file, select its name from the list.

Open File List

Lists the files you have open. To view a file, select its name from the list.

Open File List

Lists the files you have open. To view a file, select its name from the list.

Open File List

Lists the files you have open. To view a file, select its name from the list.

Open File List

Lists the files you have open. To view a file, select its name from the list.

Open File List

Lists the files you have open. To view a file, select its name from the list.

Modify User Dictionary

Choose to add, remove, or modify words stored in a user dictionary.

Select to attach your entire document to an e-mail message.

Select to send your entire document in the body of an e-mail message.

Select to send the selected text in the body of an e-mail message.

Type the text to search for.

Type the entry to replace the selected entry.

Select to search for entire words that match, rather words that contain part of your entry.

Select to find words capitalized in the same way as your entry.

Click to begin locating all instances of your entry.

Click to replace the selection with your entry. If the Replace With box is empty, the selected text is deleted.

Click to replace all occurrences of the entry. Caution: You cannot undo a Replace All operation.

Select the units used to measure documents, such as inches, centimeters, or points.

Select to have a Tool Tip displayed when your pointer remains over one of the buttons in the toolbar.

Select to add a header to the top of every page of the document. You can also enter the header height.

Enter the header height.

Enter the header height.

Enter the header height.

Select to add a footer to the bottom of every page of the document. You can also enter the footer height.

Enter the footer height.

Enter the footer height.

Enter the footer height.

Select to prevent the header and footer from being added to the first page of the document.

Choose to insert the current date in short form, such as 10/23/96, at the insertion point in the document.

Choose to insert the current date in long form, such as Wednesday, October 23, 1996, at the insertion point in the document.

Select to have the inserted date updated each time you open the document.

Select to have date inserted as text instead of as updatable field.

Previews how the date is shown in the document.

Select to have the time updated each time you open or print the document.

Choose to have the time inserted as text instead of a field.

Enter the distance for between the top of the page and the first line of text.

Enter the distance for between the top of the page and the first line of text.

Enter the distance for between the top of the page and the first line of text.

Enter the distance for between the bottom of the page and the last line of text on the page.

Enter the distance for between the bottom of the page and the last line of text on the page.

Enter the distance for between the bottom of the page and the last line of text on the page.

Enter the distance for between the left edge of the page and the left edge of text on the page.

Enter the distance for between the left edge of the page and the left edge of text on the page.

Enter the distance for between the left edge of the page and the left edge of text on the page.

Enter the distance for between the right edge of the page and the right edge of text on the page.

Enter the distance for between the right edge of the page and the right edge of text on the page.

Enter the distance for between the right edge of the page and the right edge of text on the page.

Specify the distance the first line of a paragraph is to be indented.

Specify the distance the first line of a paragraph is to be indented.

Specify the distance the first line of a paragraph is to be indented.

Specify the distance a paragraph is to be indented from the left margin.

Specify the distance a paragraph is to be indented from the left margin.

Specify the distance a paragraph is to be indented from the left margin.

Specify the distance a paragraph is to be indented from the right margin.

Specify the distance a paragraph is to be indented from the right margin.

Specify the distance a paragraph is to be indented from the right margin.

Select to set the line spacing according to the size of the largest font. Single line spacing is determined proportionally by the size of the characters within a line.

Select to set the line spacing to one-and-a-half times that of the single line spacing.

Select to set the line spacing to two-times that of single line spacing.

Select to specify a specific distance between lines.

Enter the amount of space to be placed between lines of text.

Enter the amount of space to be placed between lines of text.

Enter the amount of space to be placed between lines of text.

Select to align selected text at the left margin.

Select to center the selected text between the page margins.

Select to align selected text at the right margin.

Select to align the text evenly between the margins by expanding the spaces between the words.

Select to prevent a page break between the current and the following paragraph.

Select a distance from the left margin to set a tab stop for the selected paragraphs.

Enter a tab stop measurement in inches for the selected paragraphs.

Enter a tab stop measurement in inches for the selected paragraphs.

Lists all tab stops set in the selected paragraphs.

Select to align the text flush left with the tab position.

Select to center the text around the tab position.

Select to align the text flush right with the tab position.

Select and type a character, such as a decimal point, to align the text around the specified character.

Select and type a character, such as a decimal point, to align the text around the specified character.

Select to leave the space to the left of the tab stop blank.

Select to fill the space to the left of the tab stop with a solid line.

Select to fill the space to the left of the tab stop with a dashed line.

Select to fill the space to the left of the tab stop with the selected character.

Select to fill the space to the left of the tab stop with the selected character.

Click to add the tab stop in the Tab Stop Position box to the list of tab stops for the selected paragraphs.

Click to remove the selected tab stop from the list of tab stops.

Click to set new options for the selected tab stop.

Select to add a field from a contact record.

Select to add a field from the My Record.

Select to add a field label.

Select which field to add to the template.

Click to add the specified field to the template.

Choose one of the available fonts, styles, and sizes from the list.

Choose one of the available styles from the list.

Lists the available language scripts for the specified font. Choose the one appropriate for the language which your computer is set up to use.

Shows a preview of the page using the current settings.

Shows a preview of the page using the current settings.

Choose a paper size from the list or enter a custom size.

Choose a paper source from the list.

Select to print the page oriented with the height greater than the width.

Select to print the page oriented with the width greater than the height.

Enter the left margin measurement.

Enter the top margin measurement.

Enter the right margin measurement.

Click to bring up a Windows dialog box to change printers.

Displays the current main dictionary.

Click to locate and select a main dictionary.

Select the dialect to use: American, Australian, or British English.

Displays the current user dictionary.

Click to locate and select a user dictionary.

Select for the spell checker to suggest alternatives to misspelled or unknown words.

Click to create a new user dictionary.

Click to modify an existing user dictionary.

Displays an unknown or misspelled word.

Enter a replacement for the misspelled word. If Auto Suggest is on, this field shows a suggested replacement word.

Displays a list of replacements for the misspelled or unknown word.

Select for the spell checker to suggest replacements for misspelled or unknown words.

Enter a replacement for the misspelled word. If Auto Suggest is on, this field shows a suggested replacement word.

Click to skip this word without making any changes to it.

Click if Auto Suggest is turned off and you want to see suggested alternatives for the misspelled or unknown word.

Click to add the word to the user dictionary. Do not add misspelled words to your user dictionary.

Choose ACT! Word Processor Document if you are creating a new document or ACT! Word Processor Template if you are creating a new template.

Displays the words currently in the user dictionary.

Click to add a new word to the user dictionary.

Click to remove the selected word from the user dictionary.

Click to modify the selected word in the user dictionary.

Displays the name of the currently open user dictionary.

