

Creating a Word Processor document



 1 of 5

Overview

The process of creating a Word Processor document includes creating a new Word Processor file, typing text, and naming and saving your document.

To see sample documents and learn what you can do with the Word Processor, you can click the Ideas button above.

Related information

-  [Lesson: Entering text](#)
-  [Opening an existing document](#)

Creating a Word Processor document

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Creating a document and typing text

When you create a new Word Processor document, Works displays a blank document titled WORD1. You can immediately begin typing text. The **insertion point** moves as you type to mark your place.

You don't need to press ENTER to end each line--Works automatically begins a new line each time you reach the right margin. Press ENTER to end a paragraph or to create a blank line between paragraphs. A paragraph can be any size, from one word to your entire document.

more...

Creating a Word Processor document


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Creating a document and typing text, cont.


You can use the BACKSPACE and DEL (or DELETE) keys to make quick changes as you type. BACKSPACE deletes the character to the left of the [insertion point](#), DEL deletes the character to the right.


You can use the arrow keys () to move the insertion point to where you want to make a change.

How to

 [Create a new document and enter text](#)

Related information

 [Changing text appearance](#)

 [Changing paragraph appearance](#)

 [Deleting text](#)

Creating a Word Processor document

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Naming and saving a document

Until you save a new document, your work is only held in the computer's memory. This is temporary, since a power interruption or turning your computer off clears the computer's memory, and any work you haven't saved is lost. To save your work permanently, save the file to a disk.

After you have saved your document the first time, save frequently as you work to protect yourself from loss of work and time.

more...

Creating a Word Processor document


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Naming and saving a document, cont.

When you save a document it is helpful to give it a descriptive filename. A filename can be up to eight characters long, and can contain any characters except spaces or the following characters, which have special meaning for MS-DOS: * ? / . ; [] + \ : | < >

**{ewc KSCOPE, WinDoc Bmp,
wpm310.bmp}**


Click to view:

 Acceptable
names

 Unacceptable
names

Works automatically adds the .WPS extension when you save a Word Processor document.

How to

 Name and save a Word Processor document

Related information

 Naming and saving a document

Adding bookmarks and notes




 1 of 3

Overview

You can add pop-up notes, where you can type messages or reminders. You can also create bookmarks so that you can quickly move to specific locations in your document. Notes and bookmarks are particularly useful when working with longer documents.

Related information

 [Moving within a document](#)

Adding bookmarks and notes






2 of 3



Creating bookmarks

Bookmarks are invisible tags that you create to mark a specific location in your document. Once you have marked a location, you can jump directly to it at any time. Bookmarks are particularly helpful if you're working on a document that has multiple pages or sections.

How to

-  [Create a bookmark](#)
-  [Delete a bookmark](#)
-  [Go to a bookmark](#)

Related information

-  [Finding and replacing text](#)
-  [Moving within a document](#)

Adding bookmarks and notes









 3 of 3


Adding notes

Just like adding "yellow stickies" to paper documents, you can use Note-It to add notes or annotations to your Word Processor documents. In your document, the note is represented by a picture and a caption.

If you want to print without the pictures you can delete them; or you can make a copy of the document, delete the pictures from the copy, and print the copy.

How to

-  Insert a note
-  Copy or move a note
-  Read a note
-  Delete a note
-  Change a note
-  Change the size of a picture

Deleting text


 1 of 5



Overview

You can delete any amount of text you want--from one character to a large block of text. Text you delete is permanently removed from your document (though you can undo a deletion if you choose the Undo command immediately).

Related information

 [Moving text](#)

Deleting text

 2 of 5




Deleting one character at a time

There are two ways to delete text one character at a time. You choose a method based on the location of the **insertion point** and the character.

How to

 Delete one character

Related information

 Undoing a change

Deleting text

3 of 5




Deleting a block of text


To delete a block of text from your document, you first highlight the text you want to delete. Deleted text is permanently removed from your document.


How to


 [Delete a block of text](#)

Related information

 [Background: Paragraph formats](#)

 [Highlighting text](#)

 [Moving text](#)

 [Undoing a change](#)

Deleting text

4 of 5



Replacing highlighted text with text you type

In the Works Word Processor, text you type is added to the left of any text you have highlighted. You can turn on the Typing Replaces Selection option so that text you type replaces highlighted text.

How to

 Turn Typing Replaces Selection on or off

Related information

 Highlighting text

 Undoing a change

Deleting text

5 of 5



Turning on Overtyping

When using the Works Word Processor, you may prefer to work with the Overtyping option turned on. When the option is turned on, Works replaces characters to the right of the **insertion point** with new ones as you type them. This is useful when you want to replace existing text with new text.


How to

 Turn Overtyping on or off

Related information

 Undoing a change

Indenting a paragraph

 1 of 6



Overview

You can use **indents** to offset individual paragraphs. Using indents is different from setting **margins**--margins affect an entire document; indents can be set for individual paragraphs.

Related Information



[Background: Paragraph indents](#)



[Background: Paragraph formats](#)



[Background: The ruler](#)



[Lesson: Formatting paragraphs](#)



[Changing the page layout](#)

Indenting a paragraph



2 of 6


Indenting the first line

You can **indent** the first line of any paragraph. First line indents can make it easy for the eye to pick out where paragraphs start in long documents.

Using a first line indent instead of pressing TAB saves time and helps ensure consistency, because each paragraph you type has the first line indented automatically. You don't have to remember to press TAB when you begin a new paragraph.

more...

Indenting a paragraph

 3 of 6



Indenting the first line, cont.

The 1st line indent measurement is added to the left indent measurement. In the following example, the 1st line indent is 0.5 inches, not 2 inches.

How to



Indent the first line of a paragraph

Remove indents

Related Information



Background: Paragraph indents

Background: Paragraph formats

Background: The ruler

Indenting a paragraph

 4 of 6



Indenting from the left

You can use left indents to **indent** all lines (including the first line) in a paragraph from the left **margin**. Left indents are useful for paragraphs such as body text in an outline or descriptive paragraphs following headings.

How to



[Indent a paragraph from the left](#)



[Remove indents](#)

Related Information



[Background: Paragraph indents](#)



[Background: Paragraph formats](#)



[Background: The ruler](#)

Indenting a paragraph

 5 of 6



Creating a nested indent

You can use a nested indent to **indent** all lines in a paragraph from both the left and right **margins**. Nested indents are useful for quotations or other text that you want to set off from the rest of the text. You combine a left indent and a right indent to create a nested indent.

How to



[Create a nested indent](#)



[Remove indents](#)

Related Information



[Background: Paragraph indents](#)




[Background: Paragraph formats](#)



[Background: The ruler](#)

Indenting a paragraph

 6 of 6



Creating a hanging indent

You can use a hanging indent to further **indent** all lines after the first line in a paragraph. You use a combination of a left indent and a negative first line indent to create a hanging indent. Hanging indents are useful for creating numbered or bulleted lists.

How to



[Create a hanging indent](#)



[Remove indents](#)

Related Information



[Background: Paragraph indents](#)




[Background: Paragraph formats](#)



[Background: The ruler](#)

Changing the page layout


 1 of 7





Overview

Different types of documents require different page layouts. You can control the page layout of your document by setting margins, inserting page breaks, or by changing the page size or orientation so you can print on different sizes of paper.

Related information

 [Lesson: Page layout and printing](#)

 [Headers and footers](#)

 [Previewing](#)

 [Printing](#)

Changing the page layout



2 of 7

Inserting page breaks

A page break tells the printer where to end a page and begin printing the next page. Works automatically inserts page breaks as you type, based on the margins and page length you have set.

You can insert manual page breaks if you want less text on certain pages. When you insert a manual page break, Works repositions the automatic page breaks that follow it.

more...






Changing the page layout

 3 of 7


Inserting page breaks, cont.

When page breaks occur within a paragraph, Works automatically prevents **widow** or **orphan** lines. You can also **format** a paragraph so that it cannot be split onto two pages, and format two or more paragraphs to stay together on the same page.

How to

-  Insert a manual page break
-  Delete a manual page break
-  Keep lines in a paragraph together
-  Keep paragraphs together
-  Repaginate your document

Changing the page layout



4 of 7

Changing margins

You can set margins to control the amount of white space between text and the edges of the paper. If you've included **headers** and **footers** in your document, you'll want to set a header margin and footer margin to tell Works where to print the header and footer text.

more...


Changing the page layout

 5 of 7



Changing margins, cont.


You can use **indents** to add space, in addition to the margins, to either side of a paragraph. Margins are set for the entire document; indents are set for individual paragraphs.

How to

 [Change the margin settings](#)

Related information

 [Background: Margins and indents](#)

 [Headers and footers](#)

Changing the page layout



6 of 7

Changing page size and orientation

Works is **preset** to print on letter-size paper, 8.5 inches wide by 11 inches long. If your paper is a different size, such as legal paper or envelopes, you'll need to change the page size.

Changing the page width automatically changes the **line length** on the ruler. For more information, see Background: The Ruler.

more...

Changing the page layout



7 of 7

Changing page size and orientation, cont.

If you want to print sideways on the page (in landscape orientation), you'll need to change the page orientation. Remember to set the page width and length measurements to ones that correspond with the sideways dimensions of the paper you are using.


How to

- [Change the page size](#)
- [Change the page orientation](#)

Related information

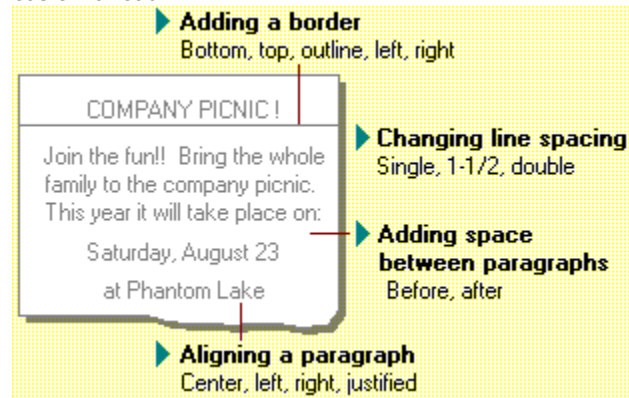
- [Background: The ruler](#)

Changing paragraph appearance

 1 of 5

Overview

You can change a paragraph's appearance to organize text and to create a layout for your document that makes it easier to read.








The diagram illustrates various paragraph formatting options. A central text box contains the following text:

COMPANY PICNIC!
Join the fun! Bring the whole family to the company picnic.
This year it will take place on:
Saturday, August 23
at Phantom Lake

Four callouts point to different parts of the text box:

- Adding a border**: Bottom, top, outline, left, right
- Changing line spacing**: Single, 1-1/2, double
- Adding space between paragraphs**: Before, after
- Aligning a paragraph**: Center, left, right, justified

Related Information

-  [Background: Paragraph formats](#)
-  [Background: The ruler](#)
-  [Lesson: Formatting paragraphs](#)
-  [Indenting a paragraph](#)
-  [Working with tabs](#)

Changing paragraph appearance


 2 of 5


Adding a border

Use borders to make important text stand out and to add interesting design elements to your documents. You can add an **outline border** to one or more paragraphs, or you can add a border to any side of a paragraph. There are three different line styles you can choose from--bold, double, or normal.

How to

 Add a border

 Remove a border

Related information

 Background: [Applying paragraph formats](#)

Changing paragraph appearance

 3 of 5


Changing line spacing


You can set the space between lines for each paragraph in a document.

How to

 [Change line spacing](#)

Related information

 [Background: Applying paragraph formats](#)

 [Changing the unit of measure](#)

Changing paragraph appearance

 4 of 5



Adding space between paragraphs


You can add space before or after a paragraph. This gives you precise control over the positioning of text in your document; for example, you can make headings and titles stand out from other text.

How to

 Add space before or after a paragraph

Related information

 Background: Applying paragraph formats

 Changing the unit of measure

Changing paragraph appearance

 5 of 5


Aligning a paragraph


You can **align** text to the left, right, or center of the **indent markers** on the ruler. You can also **justify** text so that it is flush with both the left and right indent markers on the ruler.


How to

 [Align a paragraph](#)

Related information

 [Background: Aligning text](#)

 [Background: Paragraph indents](#)

 [Background: Applying paragraph formats](#)

Finding and replacing text




1 of 5

Overview

You can search for and quickly find a specific word, phrase, or [special character](#). This is useful for going to a precise location in a long document.

You can also find and replace a word, phrase, or special character. For example, you can replace the word 'umbrella' with the word 'bumbershoot' throughout your document.

Related information

 [Lesson: Finding and changing text](#)

Finding and replacing text



★ 2 of 5



Finding text


Works begins searching from the first character following either the **insertion point** or any highlighted text, and continues to the end of the document. Works finds each occurrence of the text you specify. For example, if you type **graph...**

You can also search for **special characters**, such as paragraph marks or page breaks. This can be useful if, for example, you want to add a paragraph at the top of each page of a document--you can quickly find each page break.

more...

Finding and replacing text



 3 of 5



Finding text, cont.

If you want to narrow the focus of your search, you can have Works find only those occurrences of text that match the whole word you type, or that have the same upper and lowercase letters. For example, if you want to find only "graph"...

more...

Finding and replacing text



★ 4 of 5



Finding text, cont.

You can also use a "wildcard" symbol, the question mark (?), to find different variations of a word or phrase. When you type a question mark in the text you want to search for, it represents any single character in the same position as the question mark. For example:

If you want to find
Peterson, Petersen
principle, principal
ABC, CBS, NBC

Type
Peters?n
princip??
?B?

How to



Find text

Related information



Replacing text



Special characters and placeholders

Finding and replacing text



★ 5 of 5



Replacing text

You can find text and replace it automatically. You can replace all occurrences of the text throughout a document, or replace occurrences one at a time.

Works replaces text from the position of the [insertion point](#) to the end of a document. If you highlight text before choosing the command, Works replaces text only within the highlighted area.

You can use [wildcards](#) to find different variations of the text you want to replace, or search for and replace [special characters](#). For more information, see Finding Text.

How to



[Replace text](#)

Related information



[Finding text](#)



[Special characters and placeholders](#)

Working with tabs



★ 1 of 4



Overview

Use tabs to indent the first line of a paragraph or to align columns at a specific position. Using tabs instead of spaces ensures precise positioning of text, especially when you've chosen a **proportional font**.

Related information



[Background: Fonts](#)



[Background: The ruler](#)



[Lesson: Working with columns and tabs](#)



[Changing the screen display](#)

Working with tabs



★ 2 of 4



Using preset tabs

Works' **preset** tab stops are left-aligned and set every 0.5 inches. If you change the spacing and **alignment** of preset tabs stops, each new document you create will have the tab stops you've specified. Preset tab stops are not displayed on the ruler.

You can see tab marks (→) in your document only when the Show All Characters option is turned on.

How to

 Change preset tab stop spacing, alignment, and leaders

Related information

 Background: The ruler

Working with tabs



▶ 3 of 4

Setting custom tabs for a paragraph

You can set custom tabs stops at any position. You can also choose from one of four different [alignments](#), or add a [leader character](#) to fill the space preceding a tab stop.

Note: Setting a custom tab stop removes all preset tab stops to the left of the custom tab stop.

How to

- ▶ [Set custom tab stops](#)
- ▶ [Delete or move custom tab stops](#)

Related information

- ▶ [Background: The ruler](#)

Working with tabs



▶ 4 of 4

Creating tables

Tabs are very useful when you need to create a table. When creating a table, consider the following general guidelines for choosing tab stop **alignment**:

How to

- ▶ [Create a table](#)
- ▶ [Add a column to a table](#)

Related information

- ▶ [Special characters and placeholders](#)
- ▶ [Copying text](#)

Spelling, synonyms, and word count

 1 of 4


Overview

When editing your document, you can use Works to revise and refine your work. Use the spelling checker to scan your document for misspelled words, or the online thesaurus to find synonyms for words. You can also count the number of words in your document.

Related information

 [Lesson: Finding and changing text](#)

Spelling, synonyms, and word count

 2 of 4

Checking spelling

Use the Works spelling checker to find spelling and typing errors. Works uses a 120,000-word dictionary to scan your document for misspelled, incorrectly capitalized or hyphenated, and repeated words, such as "the the."

Works also checks your spelling using a personal dictionary you can add words to. Add words that are not in the main dictionary but occur frequently within a document, such as proper names and scientific terms. Works can then check to be sure they are spelled correctly.

How to

 Check spelling


Spelling, synonyms, and word count

 3 of 4

Finding synonyms

When you are writing, you often rely on a thesaurus to help you find just the right word to express a thought. The Works Thesaurus provides you with a list of synonyms for various meanings of a word.

How to

 Find a synonym


Spelling, synonyms, and word count

 4 of 4


Counting the words in a document

Your work may require that you track certain statistics about the documents you create. You can count the combined number of words a document contains in the main text, [headers](#), [footers](#), and footnotes.

How to

 [Count words in a document](#)

Changing text appearance



1 of 5

You can change the appearance of text to add emphasis to words, to give your documents a more professional look, and to make them easier to read.

Related information

- [Background: Character styles](#)
- [Background: Paragraph formats](#)
- [Lesson: Formatting characters](#)
- [Copying styles and formats](#)

Changing text appearance



▶ 2 of 5

Changing the font and size

You can vary the [font](#) and [font size](#) to enhance the readability of text or to fit more information on a page.

The fonts and sizes available to you are determined by the printer you are using.

more...

Changing text appearance



▶ 3 of 5

Changing the font and size, cont.

Works may not be able to display all the **fonts** that your printer can print. If you choose a font or **font size** that Works cannot display but that your printer can print, the text will be displayed in a font or size that looks most like the one you have chosen. Your document will be printed in the correct font and size.

How to

▶ Change the font and font size

Related information

▶ Background: Character styles

▶ Background: Fonts

▶ Wrapping text for the window

▶ Choosing a printer

Changing text appearance



▶ 4 of 5

Applying character styles

You can use different character styles to make characters or words stand out from other text.

How to

▶ [Apply character styles](#)

▶ [Remove character styles](#)

Related information

▶ [Background: Character styles](#)

Changing text appearance



▶ 5 of 5

Changing the character position

You can use superscripts and subscripts to type footnote references and scientific notation.

How to

▶ [Change the character position](#)

Related information

▶ [Background: Character styles](#)

Undoing a change

▶ 1 of 1



Overview

You can reverse most [editing](#) or [formatting](#) actions by choosing the Undo command.

{ewc KSCOPE, WinDoc Bmp,
wundo1.bmp}

Click to see:

▶ Text before it's
deleted

▶ Text deleted

▶ Deletion
reversed with undo

You can reverse only the last (most recent) editing or formatting action. Be sure to use the Undo command before performing another action.

How to

▶ Undo a change

Headers and footers



▶ 1 of 8

Overview

To add text that prints at the top or bottom of every page, such as titles, dates, or page numbers, you can create headers and footers. You can create simple one-line headers and footers, or multi-line headers and footers with different [character styles](#) and [paragraph formats](#).

Related information

- ▶ [Lesson: Page layout and printing](#)
- ▶ [Changing the page layout](#)

Headers and footers



▶ 2 of 8

Creating simple headers or footers

You can create simple one-line headers and footers that contain no [character styles](#) or [paragraph formats](#) except alignment. With simple headers and footers you use special codes to align the text or to insert the page numbers or the date.

more...

Headers and footers

3 of 8

Creating simple headers or footers, cont.

To _____ Type this code

more...

Headers and footers



 **4 of 8**


Creating simple headers or footers, cont.

To _____ Type this code

more...

Headers and footers



▶ 5 of 8
▶

Creating simple headers or footers, cont.

_____ To _____ Type

Notes:

▶ The text of a header or footer is not displayed on your screen, but you can see it when you preview or print your document.

▶ If you number the pages, you can set the starting page number. For example, if you divide the chapters of a book into several documents, you can set the starting page number for each document so that the pages are numbered consecutively.

How to

▶ _____ Create a simple header or footer

▶ _____ Change the starting page number

Headers and footers



▶ 6 of 8

Creating multi-line headers or footers

You can also create header and footer paragraphs that are any number of lines long. You can use [placeholders](#) to insert page numbers or the date, time, or filename when you print. When you create a header and a footer paragraph they appear above any text in your document.

Text you type following the 'H' will print as a header; text following the 'F' will print as a footer. Works automatically adds and centers the *page* placeholder in the footer paragraph. Unless you delete or move the placeholder, it will print the page number in the center of the bottom of every page.

more...

Headers and footers



▶ 7 of 8

Creating multi-line headers or footers, cont.

You can apply [character styles](#) and [paragraph formats](#) to header or footer paragraphs, as you would any other text.

If you number the pages, you can set the starting page number. For example, if you divide the chapters of a book into several documents, you can set the starting page number for each document so that the pages are numbered consecutively.

How to

- ▶ [Create a multi-line header or footer](#)
- ▶ [Change the starting page number](#)

Related information

- ▶ [Special characters and placeholders](#)

Headers and footers



▶ 8 of 8

Deleting headers or footers

Unless you specify otherwise, Works prints a header or footer on every page of your document. However, you can choose to print the first page of your document without a header or footer.

If you do not want a header or footer to print on any of the pages, you need to delete the header or footer.

How to

- ▶ Print without a header or footer on the first page
- ▶ Delete headers and footers

Creating and editing footnotes



▶ 1 of 4

Overview

You can create footnotes that are numbered sequentially or that have a footnote mark you specify. When you print, Works places all footnote text at the end of the document.

Related information

▶ [Headers and footers](#)

Creating and editing footnotes



▶ 2 of 4

Creating footnotes

When you create a footnote, Works inserts a footnote mark at the insertion point and opens the footnote pane, where you can type the footnote text. Initially, footnote marks are superscript characters, but you can change their [character style](#) as you would any other character.

more...

Creating and editing footnotes



▶ 3 of 4

Creating footnotes, cont.

Works automatically numbers footnotes, but you can specify a mark other than a number, up to 10 characters long. When you use a character other than a number, Works numbers the next footnote sequentially, as though the preceding one was numbered.

How to



Create a footnote



Open or close the footnote pane

Creating and editing footnotes








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Editing footnotes

You can **edit** footnote text the same way you edit other text. You can also move, delete, or copy footnote marks. Works links each footnote mark with its associated text; if you move, delete, or copy a footnote mark, Works automatically does the same to the associated footnote text, and automatically renumbers the footnotes.

How to

-  Open or close the footnote pane
-  Delete a footnote
-  Change a footnote mark
-  Copy or move a footnote
-  Edit footnote text



Special characters and placeholders

 1 of 3

Overview

You can insert [special characters](#) and [placeholders](#) into your document to tell Works how to display and print text.

Related information

-  [Changing the screen display](#)
-  [Headers and footers](#)

Special characters and placeholders








 2 of 3


Inserting placeholders

You can insert [placeholders](#) to tell Works to insert the date, time, or other information into your document. Placeholders are represented on the screen as text enclosed within asterisks (*).

**{ewc KSCOPE, WinDoc Bmp,
wpm210.bmp}**

Click to view an
example:

 Print
page
 Print file
 Print
date
 Print
long date
 Print
time
 Current
date
 Current
time

How to

 Insert special characters and placeholders

Related information

 Headers and footers

Special characters and placeholders





 3 of 3

Inserting special characters



Each **special character** is represented on the screen by a symbol, as shown below. You must choose the Show All Characters command to see special characters on your screen (except for non-breaking hyphens, which are always displayed).

{**ewc KSCOPE, WinDoc Bmp, wpm206.bmp**}



Click to view an example:

 End-of-line mark
 Optional hyphen
 Non-breaking hyphen
 Non-breaking space

How to

 [Insert special characters and placeholders](#)
 [Display special characters](#)

Related information

 [Background: Extended characters](#)
 [Changing the screen display](#)

Changing the screen display



▶ 1 of 5

Overview

You can see more of your document on the screen by hiding some of the options Works displays. You can also change certain things about the way Works displays the text in your document.




Changing the screen display

 2 of 5



Showing and hiding the Toolbar or ruler

Since the [Toolbar](#), [ruler](#), and [status bar](#) take up additional space in the window, you may choose to hide one or more of them in order to see more text on your screen.

How to

-  [Hide or show the ruler](#)
-  [Hide or show the Toolbar](#)
-  [Hide or show the status bar](#)

Related information

-  [Background: The ruler](#)

Changing the screen display



 3 of 5


Showing and hiding special characters

When **special characters** are displayed, you can view the symbols that Works uses to represent paragraph marks, tab marks, end-of-line marks, spaces, and optional hyphens. When special characters are hidden, you can see more closely how text will look when printed.

**{ewc KSCOPE, WinDoc Bmp,
wpm222.bmp}**

Click to view an
example:

 with special
characters displayed
 with special
characters hidden

How to

 Show or hide special characters

Changing the screen display



▶ 4 of 5

Wrapping text for the window

The lines of text you see on your screen are the same length they will be when you print your document. However, if you turn on the Wrap for Window command, Works wraps text so that you can view each line without having to scroll horizontally. If you resize the document window, Works adjusts the line length to fit the new size.

{ewc KSCOPE, WinDoc Bmp,
wpm224.bmp}

Click to view an
example:

▶ Wrap For
Window command on
▶ Wrap For
Window command off

How to

▶ Wrap text for the window

Changing the screen display



 5 of 5


Working in draft view

If you have a document that contains complex **formatting** or many **inserted objects**, or if you are using a small **font** that is difficult to read on the screen, it's helpful to work in draft view. In draft view, Works displays all text in the same font and **size**, displays limited character **styles**, and does not display any inserted objects. In some cases, you can edit a document faster if you work in draft view.

{ewc KSCOPE, WinDoc Bmp,
wpm226.bmp}

Click to view:

-  Standard view
-  Draft view

How to

 Turn draft view on or off

Form letters and mailing labels



▶ 1 of 6

Overview

To create form letters or mailing labels you need a Word Processor document and a database. The Word Processor document contains the text and punctuation that remains the same from letter to letter or label to label; the database contains the information that is different in every letter.

Related information

▶ [Lesson: Creating form letters](#)

Form letters and mailing labels



▶ 2 of 6

Creating a database

If you have not already done so, you will need to create a database that contains all of the information that varies from letter to letter or from label to label. Create a **field** for each category of information you want to include in the form letter or mailing label, and then enter the information in each field.

Note: If you are creating form letters and labels for the same mailing, you can use the same database for both.

How to

▶ [_____ Create a database for form letters or mailing labels](#)

Related information

▶ [_____ Creating a database in list view](#)

Form letters and mailing labels



▶ 3 of 6

Creating a document for form letters or mailing labels

To print mailing labels or form letters, you need to create a Word Processor document containing the standard text that will print in each letter or label and the database field names that tell Works where to insert the information from the database. Be sure to include any spaces and punctuation you want between fields.

How to

▶ [Create a document for form letters or mailing labels](#)

Related information

▶ [Creating a word processor document](#)

Form letters and mailing labels



▶ 4 of 6
▶

Printing form letters

Works prints one letter for each displayed [record](#) in the database, replacing each database field name in the Word Processor document with the information from the database. You can control which records print or the order in which they print by sorting or applying a [query](#) to the database before printing the form letters.

How to

▶ [Print form letters](#)

Related information

▶ [Printing](#)

▶ [Querying](#)

▶ [Sorting records](#)

Form letters and mailing labels

 5 of 6


Printing mailing labels

Works prints one label for each displayed **record** in the database, replacing each database field name in the Word Processor document with the information from the database. You can control which records print or the order in which they print by sorting or applying a **query** to the database before printing the labels.

more...

Form letters and mailing labels

 **6 of 6**


Printing mailing labels, cont.

Use a ruler to measure your labels to determine the measurements you need to set. Use the following illustration as a guide.

How to

 [Print mailing labels](#)

Related information

 [Printing](#)

Moving within a document



▶ 1 of 4

Overview

Once you have entered text, you'll need to move the [insertion point](#) around in your document to apply formats or edit the text.

Related information

- ▶ [Finding and replacing text](#)
- ▶ [Adding bookmarks and notes](#)
- ▶ [Highlighting text](#)

Moving within a document



▶ 2 of 4

Using the mouse

Although you can use the keyboard for all Word Processor tasks, the mouse is especially efficient for moving within a document. You can use the scroll bars to move quickly through a large document.

How to

▶ Move within a document using the mouse

Related information

▶ Using the keyboard

Moving within a document



▶ 3 of 4

Using the keyboard

You may prefer to use the keyboard rather than the mouse to move within your document, so you can work without taking your hands off the keyboard. The position of keys varies from one keyboard to another, but most look something like this:

How to

▶ Move within a document using the keyboard

Related information

▶ Using the mouse

Moving within a document



▶ 4 of 4

Moving directly to a page

You can move directly to a specific page number. This may be helpful if you have many pages of text in a document.

How to

▶ Move directly to a specific page

Related information

▶ Finding and replacing text

Highlighting text






1 of 1

Overview

Before you can copy, move, or edit text, you need to highlight the text you want to work with. For example, if you want to apply bold [style](#) to a sentence, you must first highlight that sentence.



{ewc KSCOPE, WinDoc Bmp,
wpm316.bmp}

Click to see a
highlighted:


-  [Character](#)
-  [Word](#)
-  [Sentence](#)
-  [Paragraph](#)
-  [Document](#)

You can highlight text using either the keyboard or the mouse.

How to

-  [Highlight text using the keyboard](#)
-  [Highlight text using the mouse](#)

Related information

-  [Moving within a document](#)

Previewing

▶ 1 of 1



Overview

When you preview a document, Works displays the pages in a reduced scale, showing the placement of text on the printed page, including margins, header, footer, and page breaks.

How to

▶ [Preview a document](#)

Related information

▶ [Changing the page layout](#)

Printing

▶ 1 of 1



Overview

When printing a document, you can choose to print additional copies of the document, print only some pages, or have Works print a draft quality copy. It is quicker to print a document in draft quality, but Works won't print [inserted objects](#) and won't print most [character styles](#), depending on the printer you are using.

How to

▶ [Print a document](#)

Related information

▶ [Changing the page layout](#)

▶ [Choosing a printer](#)

Copying text



▶ 1 of 6

You can copy information to avoid repetitive typing or quickly apply several [styles](#) or [formats](#) at once.

Related information

- ▶ [Lesson: Moving and copying information](#)
- ▶ [Lesson: Sharing information](#)
- ▶ [Moving text](#)
- ▶ [Adding information from other applications](#)

Copying text

2 of 6



Basic copying

If you want to repeat information in a different location, you can save time and reduce the likelihood of errors by copying.

Copied text retains its [character styles](#), and, if a paragraph mark (¶) is included, copied text retains its [paragraph formats](#).

How to

[Copy text](#)

Related information

[Background: Understanding character styles](#)

[Background: Understanding paragraph formats](#)

[Highlighting text](#)

Copying text

▶ 3 of 6



Copying styles and formats

You can also copy [character styles](#) or [paragraph formats](#) to another location. Copying styles and formats can help you change text appearance more quickly.

{ewc KSCOPE, WinDoc Bmp, wpm325.bmp}

Click to view:



Text
before styles are
copied



Character styles
copied



Paragraph
formats copied

How to

▶ Copy character styles or paragraph formats

Related information

▶ Background: Understanding character styles

▶ Background: Understanding paragraph formats

Copying text

▶ 4 of 6



Copying between tools

You can easily share information between Works tools. You can copy records or entries from the Database, and entries or charts from the Spreadsheet and insert them in your Word Processor documents.

You can edit copied spreadsheet entries and database records in the same way that you would any other text. If you want to edit a chart that you have copied, you must first change the information in the spreadsheet file and then copy the chart again.

more...

Copying text

▶ 5 of 6



Copying between tools, cont.

When you copy spreadsheet entries or database records, Works copies all of the information, all [formatting](#), and the results of formulas but not the formulas themselves.

Each copied spreadsheet or database entry is separated from the next by a tab mark (), and each row ends with a paragraph mark (). Moved spreadsheet entries do not include [gridlines](#).

more...

Copying text

▶ 6 of 6

Copying between tools, cont.

You can also [link](#) copied spreadsheet entries or charts to your Word processor document. When you link copied information, any changes made to the original spreadsheet or chart are automatically made to the copy in your Word Processor document.

If you expect that the spreadsheet entries or chart you want to copy will change, and you want to keep the copy that is in your document current, it's best to link the entries or chart instead of [copying](#) them. For more information, see [Linking to a Works Spreadsheet](#).

How to

▶ [Copy between tools](#)

Related information

▶ [Linking to a Works spreadsheet](#)

▶ [Adding information from other applications](#)

Moving text



1 of 4

You can move information to reorganize your documents without retyping text.

Related information

- [Lesson: Moving and copying information](#)
- [Lesson: Sharing information](#)
- [Adding information from other applications](#)
- [Copying text](#)

Moving text

▶ 2 of 4



Basic moving

You can move text within a document or between documents. You don't have to retype, format, or proofread moved text.

{ewc KSCOPE, WinDoc Bmp,
wpm332.bmp}

Click to
view:



Before



After

Moved text retains its [character styles](#), and if a paragraph mark is included, its [paragraph formats](#).

How to

▶ [Move text](#)

Related information

▶ [Background: Character styles](#)

▶ [Background: Paragraph formats](#)

Moving text

▶ 3 of 4



Moving information between tools

When you move spreadsheet entries or database records, Works moves all of the data, its **formatting**, and the results of formulas but not the formulas themselves.

Each moved spreadsheet or database entry is separated from the next by a tab mark (), and each row ends with a paragraph mark (). Moved spreadsheet entries do not include **gridlines**.

more...

Moving text

▶ 4 of 4



Moving information between tools, cont.

You can edit moved spreadsheet entries and database records in the same way that you would any other text. If you want to edit a chart that you have moved, you must first change the information in the spreadsheet file and then move the chart again.

How to

▶ [Move information between tools](#)

Related information

▶ [Adding information from other applications](#)



Linking to a Works spreadsheet

 **1 of 5**


Overview

When you copy a range of cells or a chart to your Word Processor document, you can [link](#) the information to the original spreadsheet. When information is linked, changes made to the information in your spreadsheet are automatically made to the copy in the Word Processor document.

Related information

-  [Copying between tools](#)
-  [Adding information from other applications](#)

Linking to a Works spreadsheet







2 of 5

Adding linked spreadsheet information

There are two ways you can link information: automatically or manually. Works initially creates an automatic link, which updates the information in the Word Processor document each time you open it. If you change the link to a manual one, Works updates the spreadsheet information only when you request it.

How to

-  Add linked entries from a Works spreadsheet
-  Add a linked chart from a Works spreadsheet
-  Create a manual link
-  Update manually linked information

Linking to a Works spreadsheet




 3 of 5


Editing linked spreadsheet information



If you want to edit linked information, you can open the spreadsheet or chart the information is linked to from within your word processor document.

If you want to change the information in your document without changing the original spreadsheet or chart, you must cancel the link. For information, see [Changing a Link](#).

How to

-  [Edit linked entries](#)
-  [Edit a linked chart](#)
-  [Change the size of a linked chart](#)

Related information



-  [Changing a link](#)
-  [Working with windows](#)

Linking to a Works spreadsheet

 4 of 5


Changing a link

You can change a link between your document and a chart or spreadsheet. You can:

-  Change the link to [automatic](#) or [manual](#).
An automatic link updates information every time you open your document; a manual link updates only when you specify.
-  Cancel the link.
The information remains in your document, but it is no longer linked to the original chart or spreadsheet.

more...

Linking to a Works spreadsheet



▶ 5 of 5

Changing a link, cont.

When you create a link to entries or a chart in a spreadsheet, Works stores the name and location of the spreadsheet. If you change the name or location of the spreadsheet, you also need to change the link.

How to

▶ Change a link

Using Microsoft Draw



▶ 1 of 3

Overview

You can create drawings for your Word Processor documents using Microsoft Draw.

Related information

▶ [Lesson: Adding drawings](#)

Using Microsoft Draw



▶ 2 of 3

Adding a drawing

You start Microsoft Draw from within your Word Processor document. Drawings you add are **embedded** in your document; they are part of the document that contains them, but you can start Draw again at any time to change them.

Note: Microsoft Draw is a separate application, with its own Help system. To get Help on using the application, you must first start Draw.

How to

▶ Add a drawing

▶ Get Microsoft Draw Help

Using Microsoft Draw



▶ 3 of 3

Changing a drawing

To change a drawing, you start Microsoft Draw from within the Word Processor document that contains the drawing, and then make the changes you want. If you just want to change the drawing's size, you can **scale** it right in Works. For example, you may want to change the size of your company logo so that it can fit on an envelope.

How to

- ▶ Change a drawing
- ▶ Change the size of a picture

Adding information from other applications



1 of 9

Overview

You can use information from other Windows applications in a Word Processor document. **Copy** information you don't plan on updating later. **Link** information you can update automatically. **Embed** information when you want to use another application to create or change it from within the Word Processor. You can also open documents created in certain other Windows applications.

Related information



[Copying and saving for other applications](#)

Adding information from other applications



2 of 9

Copying information

You can copy information from another Windows application to the Windows **Clipboard**. Once information is on the Clipboard, you can insert it into one or more Word Processor documents as many times as you like.

How to

Copy information from another Windows application

Adding information from other applications

 3 of 9


Linking information

When you copy and [link](#) information from another Windows application, the copy is updated whenever you change the information in the [source document](#). Link information when you want to be sure it stays the same as the information in the source document.

Only certain Windows applications, such as Microsoft Excel, have the capability to link with other applications. Check your application's documentation to see if it has this capability.



more...

Adding information from other applications

 4 of 9


Linking information, cont.

You can change a link between your Word Processor document and the [source document](#). You can:

-  Change the link from [automatic](#) to [manual](#).
Works initially creates an automatic link, which updates information every time you open your document; a manual link updates only when you specify.
-  Cancel the link
The information remains in your document, but it is no longer linked to the source document.

more...





Adding information from other applications

 5 of 9


Linking information, cont.

When you create a link to information in another Windows application, Works stores the name and location of the **source document**. If you change the name or location of the source document, you also need to change the link.

How to

-  Add linked information from another Windows application
-  Create a manual link
-  Update manually linked information
-  Change a link

Adding information from other applications



6 of 9

Embedding information

When you embed information in a Word Processor document, you can use the application that created the information to change it from within the Word Processor. For example, if you embed a drawing created with Microsoft Paintbrush, you can start Paintbrush and change the drawing at any time without leaving your document.

more...

Adding information from other applications


 7 of 9


Embedding information, cont.

Embedded information is not connected to other information in the application you used to create it. If you want to connect information to its [source document](#), you must link it.

Only certain Windows applications, such as CorelDraw, have the capability to embed information. Check your application's documentation to see if it has this capability.

How to

 [Add embedded information from another Windows application](#)



Adding information from other applications

 8 of 9


Editing linked and embedded information

You can edit either [linked](#) or [embedded](#) information in your Word Processor document. When you edit linked information, you are actually making changes to the [source document](#). When you edit embedded information, you start the [source application](#) from within the Word Processor, and then edit the information. In either case, when you quit the application and return to the Word Processor, Works updates the information in your document to match the changes you made.

How to

-  Edit linked information
-  Edit embedded information

Adding information from other applications



▶ **9 of 9**



Opening files from other applications

You can open documents in the Word Processor that were created using other applications. Works can open documents created in:

If you cannot directly open an application's document in the Word Processor, check to see if that application can save the document as a text file (sometimes called an ASCII file). Most applications, including Works, can create and open text files.

How to



Open a document from another application

Related information



Copying and saving for other applications

Copying and saving for other applications

 1 of 5


Overview

When you work in Windows, you can share information between applications. You can copy or move information to some applications, or save documents as text files (also known as ASCII documents) so that you can open them in other applications.

Related information

 [Adding information from other applications](#)

Copying and saving for other applications


 2 of 5


Copying to another application


You can copy information from the Word Processor to another Windows application. For example you may want to copy text from a document into a desktop publishing application, such as Microsoft Publisher, to create a brochure or newsletter.

Depending on the application you copy to, the **formatting** may or may not be copied with the text.

How to

 [Copy to another application](#)

Related information

 [Lesson: Sharing information](#)

Copying and saving for other applications


 3 of 5


Moving information to another application


You can move information from a Word Processor document to another Windows application by cutting it from Works and then pasting it into the application.

Depending on the application you move to, the **formatting** may or may not be copied with the text.

How to

 [Move information to another application](#)

Related information

 [Lesson: Sharing information](#)

Copying and saving for other applications



▶ 4 of 5

Saving a document for another application

You can save Word Processor documents as different file types, so that other applications can open them. You can save a document as a WordPerfect 5.0 or 5.1 file, a Microsoft Word for Windows file, or a Windows Write file. Or, if you want to open a document in a different application, you can save it as a text file.

more...

Copying and saving for other applications



 5 of 5


Saving a document for another application, cont.


When you save a document as a text file, text is saved but **formatting** is not. Most applications can open text files. You can also save a document as an **RTF file**. An RTF file contains both text and formatting. Not all applications can open RTF files. Check your application's documentation to see what type of files it can open.

{ewc KSCOPE, WinDoc Bmp,
wpm352.bmp}

Click to view:

 Text
 RTF/
Works WP

How to

 Save a file as a different type

Printing envelopes



▶ 1 of 5

Overview

Printing directly on envelopes can save you the time it takes to handle and paste mailing labels. You can print on either form-feed or individual-feed envelopes.

Related information

▶ [Form letters and mailing labels](#)

Printing envelopes



▶ 2 of 5

Printing form-feed envelopes

Form-feed envelopes are attached together in sheets that feed through your printer. To print on form-feed envelopes, you need a database containing the names and addresses you want to print, and a Word Processor document containing text that will print on each envelope and the database field names that tell Works where to insert information from the database.

more...

Printing envelopes



▶ 3 of 5

Printing form-feed envelopes, cont.

Before printing, you will have to adjust page and margin settings to match the envelopes you are using. Works will print one envelope for each displayed **record** and will print the records in the order they appear in the database.

How to

- ▶ [Create a database for envelopes](#)
- ▶ [Create a document for envelopes](#)
- ▶ [Print form-feed envelopes](#)

Related information

- ▶ [Creating a document](#)
- ▶ [Creating a database in list view](#)

Printing envelopes



▶ 4 of 5

Printing individual-feed envelopes

Some printers have envelope bins or adjustments to their paper trays that feed stacks of envelopes into the printer. To print on individual-feed envelopes, you need a database containing the names and addresses you want to print, and a Word Processor document containing text that will print on each envelope and the database field names that tell Works where to insert information from the database.

more...

Printing envelopes

5 of 5

Printing individual-feed envelopes, cont.

Before printing, you will have to adjust page and margin settings to match the envelopes you are using. Works will print one envelope for each displayed **record** and will print the records in the order they appear in the database.

How to

- [Create a database for envelopes](#)
- [Create a document for envelopes](#)
- [Print individual-feed envelopes](#)

Related information

- [Creating a document](#)
- [Creating a database in list view](#)

Word Processor ideas



▶ 1 of 9

Word Processor ideas

Related information

- ▶ Database and reporting ideas
- ▶ Spreadsheet and charting ideas

Word Processor ideas

 **2 of 9**




Basic letter

To see the instructions, click the stars.

Word Processor ideas

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Cover letter

To see the instructions, click the stars.

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Memo

To see the instructions, click the stars.

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Resume

To see the instructions, click the stars.

Word Processor ideas

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Report

To see the instructions, click the stars.

Word Processor ideas

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Sales report

To see the instructions, click the stars.

Word Processor ideas

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Form letter

To see the instructions, click the stars.

Mailing Ideas! Word Processor ideas



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Mailing Labels

To see the instructions, click the stars.

wp
ss
ch
db
rp

A
B
C
D
E
F
G
H
I
J
K
L
M
N
O
P
Q
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T
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A

C



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D

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- [Word processor tool, described](#)
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- [described](#)
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- [address books](#)
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- [overview](#)

Wrapping text

- [described](#)
- [entering information](#)
- [how to](#)







Z

Zooming page in page preview, how to

File Update

Choose to update a Word Processor document after you have made changes to an [embedded](#) Works spreadsheet, chart, or drawing.



When you choose File Update, Works updates the embedded information in your Word Processor document without closing the tool you've used to make the changes.

If you do not choose File Update after making changes, Works asks you if you want to update the entries or chart in your Word Processor document.

More information



[Using Microsoft Draw](#)



[Adding information from other applications](#)

Edit Undo

Reverses your most recent editing or formatting action. You must choose Undo immediately after editing or formatting to undo the action.

Shortcut...

To choose Edit Undo, press ALT+BACKSPACE.

More information

Undoing a change

Edit Cut

Cuts **highlighted text** from a document and places it on the **Clipboard**.

You can then paste the text in another location in the same document, another Works tool, or another Windows application. To paste the text, press CTRL+V.

You can paste the text as many times as you like until you cut or copy other information to the Clipboard.

Shortcut...

To choose Edit Cut, press CTRL+X.

More information

-  Moving text
-  Deleting text
-  Highlighting text

Edit Copy

Copies **highlighted text** from a document and places it on the **Clipboard**.


You can then paste the text in another location in the same document, another Works tool, or another Windows application. To paste the text, press CTRL+V.


You can paste the text as many times as you like until you cut or copy other information to the Clipboard.


Shortcut...

To choose Edit Copy, press CTRL+C.

More information


 Copying text

 Moving text

 Highlighting text

Edit Paste


Pastes the contents of the [Clipboard](#) in your document at the location of the [insertion point](#).


 You can paste the same information as many times as you want until you cut or copy other information to the Clipboard.


Shortcut...

To choose Edit Paste, press CTRL+V.

More information


 [Copying text](#)

 [Moving text](#)

 [Highlighting text](#)

Edit Delete

Deletes **highlighted text** from your document.


 When you delete text, Works does not place it on the Clipboard. The only way to recover deleted text is by immediately choosing Undo.

Shortcut...

To choose Edit Delete, press DEL.

More information

 Deleting text

 Highlighting text

 Undoing a change

Edit Object

Choose to edit an [inserted object](#).

When you highlight [linked](#) or [embedded](#) information in your document, the application or object name is displayed before the word Object in the command name; for example Edit MS Works Spreadsheet Object. If the highlighted information is:



Linked, choosing Edit Object opens the [source document](#) for you to edit.



Embedded, choosing Edit Object starts the application you used to create the embedded information and displays a copy of the information for you to edit.

More information




[Adding information from other applications](#)





[Using Microsoft Draw](#)

Select Text

If you want to highlight text using the keyboard, you can extend the highlight using this command.

 When you choose Select Text, you can extend the highlight from the position of the [insertion point](#) to the place you want by pressing the arrow keys (←). When Extend Highlight is on, EXT is displayed in the [status bar](#).

 To stop extending the highlight, choose this command again or press ESC.


 If you want to cancel your selection, press an arrow key.

Shortcut...

To choose Select Text, press F8.

You can press F8 repeatedly to highlight increasing amounts of text. Press F8 two times to highlight a word, three times for a sentence, four times for a paragraph, and five times for an entire document.


More information

 [Highlighting text](#)

Select All

Choose to highlight an entire document. You can then apply changes to the whole document, for example, you may want to change the font or style of all the text.

More information

 Highlighting text

Options Show Toolbar

Choose to hide or show the [Toolbar](#).



When the Toolbar is hidden, the check mark is no longer displayed beside Show Toolbar on the Options menu.



When the Toolbar is displayed, the check mark is displayed beside Show Toolbar on the Options menu.


More information




[Showing and hiding the Toolbar or ruler](#)


Options Show Ruler

Choose to hide or show the [ruler](#).

 When the ruler is hidden, you do not see it on your screen, and the check mark is no longer displayed beside Show Ruler on the Options menu.

 When the ruler is displayed, you see it on your screen and the check mark is displayed beside Show Ruler on the Options menu.

More information

 [Showing and hiding the Toolbar or ruler](#)

Options Show All Characters

Choose to display or hide all [special characters](#), such as paragraph marks, tab marks, end-of-line marks, and spaces.



When special characters are displayed, the check mark is displayed beside Show All Characters on the Options menu.



When special characters are hidden, the check mark is not displayed beside Show All Characters. Works is preset to hide special characters.

More information




[Showing and hiding special characters](#)




[Inserting special characters](#)


Options Show Footnotes

Choose to open or close the footnote pane which contains the text you typed when you inserted a footnote.

 When the footnote pane is open, a check mark is displayed beside Show Footnotes on the Options menu. Show Footnotes is dimmed until you create a footnote.

 When the footnote pane is closed, the check mark is no longer displayed beside the command on the menu. Works is preset to hide footnotes.


More information

 [Creating and editing footnotes](#)


Options Draft View

Choose to turn Draft View on or off. When draft view is:

 On, Works displays and prints all text in one **font** and size, displays limited character styles, and does not display **inserted objects**. A check mark is displayed beside Draft View on the Options menu.

 Off, the characters return to their original font and size, and the check mark is no longer displayed beside the command on the menu. Works is preset with draft view turned off.


More information


 Working in draft view

 Printing


Options Wrap for Window

Choose to turn on or off the Wrap for Windows option. When Wrap for Windows is:

 On, Works keeps lines of text from extending beyond the width of the window, even when you resize the window. A check mark is displayed beside Wrap for Window on the Options menu.


 Off, you see text and line endings as they will print. The check mark is no longer displayed beside the command on the menu. Works is preset with Wrap for Window turned off.


More information

 [Wrapping text for the window](#)

Options Typing Replaces Selection

Choose to turn on or off the Typing Replaces Selection option. When Typing Replaces Selection is:

 On, Works replaces **highlighted text** with text you type. A check mark is displayed beside Typing Replaces Selection on the Options menu. Typing Replaces Selection is unavailable when the Overtyping command is turned on.


 Off, Works does not replace highlighted text with text you type, and the check mark is not displayed beside the command on the menu. Works is preset with Typing Replaces Selection turned off.


More information

 Deleting text

Options Overtyp

Choose to turn on or off the Overtyp option. When the Overtyp option is:

 On, Works replaces existing characters with new characters you type. A check mark is displayed beside Overtyp on the Options menu, and OVR is displayed in the **status bar**.

 Off, Works will not replace existing characters with new characters you type, and the check mark is no longer displayed beside the command. Works is preset with Overtyp turned off.

Shortcut...

To turn Overtyp on or off, press INSERT.


More information

 Deleting text

Options Word Count

Choose to count and display the total number of words in a document. Words in [headers](#) and [footers](#), footnotes, and main text are all included in the total.

More information

 [Counting the words in a document](#)

Options Paginate Now

Choose to ensure that the page breaks in your document are updated.

Page breaks instruct the printer where to begin printing a new page. You may need to repaginate a document if you are working with a long file or have been typing for an extended time.

Shortcut...

To choose Options Paginate Now, press F9.

More information

[Changing the page layout](#)


Insert Page Break


Choose to insert a horizontal page break at the location of the [insertion point](#), instructing a printer to end one page and begin printing another.

Shortcut...

To choose Insert Page Break, press CTRL+ENTER.

More information

 [Inserting page breaks](#)

 [Printing](#)

Insert Drawing

Choose to start the Microsoft Draw application and create a drawing that is [embedded](#) in your Word Processor document.

While in Draw, you can choose Update from the File menu to update the drawing in the Word Processor document.

More information







[Using Microsoft Draw](#)

[Adding information from other applications](#)





File Print Preview

Displays your document as it will appear when printed. You can check the margins, page breaks, [headers](#), [footers](#), and so on. To:

-  See the next page, click Next.
-  See the previous page, click Previous.
-  Magnify the page half way, click Zoom In.
-  Move from one part of the magnified page to another, use the scroll bars

--or--


Press PAGE UP or PAGE DOWN.

-  Magnify the page all the way, click Zoom In twice.
-  Return to the full page, click Zoom Out once or twice depending on how many times you magnified the page.
-  Print the document, click Print.
-  Leave print preview, click Cancel.

Shortcut...





To choose Print Preview, [click](#) the Preview button on the [Toolbar](#).

More information

 [Previewing](#)



File Save As

Use to:

-  Name a document.
-  Save an existing document under a new name.
-  Save a document so you can use it with another application.
-  Create a **template**.

Shortcut...

More information

-  Creating templates
-  Naming and saving a document

File Print Form Letters

Use to print form letters. When you print, Works replaces field name placeholders (for example, <<First name>>) with information from the specified field in the database you choose. If you haven't created a form letter with field name placeholders, see Form Letters and Mailing Labels.

What if I don't see the database I want?

What if I want to view a single letter before printing all of the letters?

More information



Form letters and mailing labels

What if I want to view a single letter before printing all of the letters?

You can print a single copy of a form letter by choosing Print from the File menu. The printed copy will show field name placeholders instead of database entries.

What if I don't see the database I want?

- 1 In the Print Form Letters dialog box, click Cancel to close the dialog box.
- 2 From the File menu, choose Open Existing File.
- 3 Under File Name, double-click the name of the database you want to open.
Works opens the database.
- 4 To bring your Word Processor document to the front again, click it or choose its name from the Window menu.
- 5 From the File menu, choose Print Form Letters.
The name of the database you opened should now be listed under Databases.


File Print Labels


Use to print mailing labels. When you print, Works replaces field name placeholders (for example, <<First name>>) with information from the specified field in the database you choose. If you haven't created a document with field name placeholders, see Form Letters and Mailing Labels.

What if I don't see the database I want?

What if there is too much information to fit on a mailing label?

More information

 Form letters and mailing labels

 Printing envelopes

What if I don't see the database I want?

- 1 In the Print Labels dialog box, click Cancel to close the dialog box.
- 2 From the File menu, choose Open Existing File.
- 3 Under File Name, click the name of the database you want to open.
Works opens the database.
- 4 To bring your Word Processor document to the front again, click it or choose its name from the Window menu.
- 5 From the File menu, choose Print Labels.
The name of the database you opened should now be listed under Databases.

What if there is too much information to fit on a mailing label?

You can try changing the text in the Word Processor document to a smaller font size.

File Page Setup & Margins

Use to define the margins and page size of the document you want to print.

What if I want to print a document horizontally?

More information



[Changing the page layout](#)

[Headers and footers](#)

What if I want to print a document horizontally?

There are two basic steps to remember:

- 1 Switch the Page Length and Page Width measurements in this dialog box. For example, change the page length to 8.5" and the page width to 11".
- 2 From the File menu, choose Printer Setup. Under Orientation, choose Landscape.

If these two settings don't match when you print, Works displays a message reminding you to change the settings.

Edit Paste Special

Use to copy character or paragraph formatting--but not the text itself--from copied text to [highlighted text](#) in the same or another Word Processor document.

If you want to copy the text as well as character and paragraph formatting, choose Copy from the Edit menu.

More information



[Copying text](#)

[Changing text appearance](#)

[Changing paragraph appearance](#)

Edit Headers & Footers

Use to create [headers](#) and [footers](#) for your document. You can create a:



One-line header or footer by typing text and [codes](#) in the Header or Footer boxes.

--Or--



Multi-line header or footer using header or footer paragraphs.

Tip

When you create a multi-line header or footer, you may need to increase the header or footer margin to accommodate the additional text. To see what the header or footer will look like when you print, [click](#) the Preview button on the [Toolbar](#).

More information



[Headers and footers](#)

Select Go To

Use to jump to a specific page number or [bookmark](#) in your document.

Shortcuts...

How do I create a bookmark?

More information



[Adding bookmarks and notes](#)

[Moving within a document](#)

How do I create a bookmark?

- 1 Click where you want to place the bookmark.
- 2 From the Insert menu, choose Bookmark Name.
- 3 Type a name for the bookmark.
- 4 Click OK.

Select Find

Use to find text or [special characters](#) in your document. Works begins searching from the position of the [insertion point](#) or from the end of [highlighted text](#).

Shortcut...

More information



[Finding and replacing text](#)

[Special characters and placeholders](#)

Select Replace

Use to find text or [special characters](#) and replace them with other text or characters you specify. Works begins searching from the position of the [insertion point](#) or from the end of [highlighted text](#).

More information



[Finding and replacing text](#)

[Special characters and placeholders](#)

Format Font & Style

Use to change the **font** or style of **highlighted text**.

Font and size shortcuts...

Style shortcuts...

Text position shortcuts...

More information



Changing text appearance

Format Indents & Spacing

Use to set [indents](#), [alignment](#), and line spacing for [highlighted paragraphs](#).

[Indenting shortcuts...](#)

[Aligning shortcuts...](#)

[Line-spacing shortcuts...](#)

More information



[Indenting a paragraph](#)

[Changing paragraph appearance](#)

Format Tabs

Use to set tabs for a [highlighted paragraph](#). For example, you may want to indent the first line of a paragraph or create a table. You can display this dialog box at any time by [double-clicking](#) the [ruler](#).

Shortcuts...

[What if I want to see tab marks \(\) in my document?](#)

More information



[Working with tabs](#)

[Changing paragraph appearance](#)


What if I want to see tab marks in my document?


To view tab marks and other special characters, choose Show All Characters from the Options menu.

Format Border

Use to create borders below, above, or around a [highlighted paragraph](#) or paragraphs.

More information





 [Changing paragraph appearance](#)

 [Indenting a paragraph](#)

Format Picture

Use to enlarge or reduce a [highlighted picture](#) that has been copied, [linked](#), or [embedded](#) from another application or Works tool.

More information

-  [Using Microsoft Draw](#)
-  [Linking to a Works spreadsheet](#)
-  [Adding notes](#)
-  [Adding information from other applications](#)

Options Check Spelling

Checks the spelling in your document against the Works [dictionary](#). Works searches for incorrectly spelled, capitalized, hyphenated, and repeated words, and suggests correct spellings.

Shortcut...

What if Works doesn't suggest spellings for a misspelled word?

More information

 [Checking spelling](#)

What if Works doesn't suggest spellings for a misspelled word?

Works will not suggest spellings if a word does not resemble a word in its main dictionary.

If you frequently use a word that is not in the main dictionary, you can add it to your personal dictionary.



Type the word in the Change To box, and then click Add.

The next time you check spelling, Works will suggest the correct spelling if the word is misspelled.

Options Thesaurus

Use to suggest [synonyms](#) for a [highlighted word](#).

[Shortcut...](#)

More information



[Finding synonyms](#)

Insert Special Character

Use to insert a special character or [placeholder](#) where the insertion point is located. You can show or hide special characters by choosing Show All Characters from the Options menu.

Shortcuts...

More information



[Special characters and placeholders](#)

Insert Footnote

Choose to create a footnote. When you insert a reference for the footnote, a pane opens at the bottom of the document where you can type the footnote text.

More information

[Creating and editing footnotes](#)

Insert Bookmark Name

Use to insert a [bookmark](#) at the location of the [insertion point](#), enabling you to move quickly to a specific location in your document.

How do I move to a bookmark I've created?

More information



[Adding bookmarks and notes](#)



[Finding and replacing text](#)

How do I move to a bookmark I've created?

To move to a bookmark, choose Go To from the Select menu, then click the name of the bookmark you want to jump to.

Insert Database Field

Inserts a [field](#) name from a database into your Word Processor document at the position of the [insertion point](#). The field name serves as a placeholder for entries that will be included in your form letters and mailing labels when you print them.

What if I don't see the database I want?

More information



[Form letters and mailing labels](#)

[Printing envelopes](#)

What if I don't see the database I want?

- 1 In the Insert Field dialog box, click Cancel to close the dialog box.
- 2 From the File menu, choose Open Existing File.
- 3 Under File Name, click the name of the database you want to open.
Works opens the database.
- 4 To bring your Word Processor document to the front again, click it or choose its name from the Window menu.
- 5 From the Insert menu, choose Database Field.
The name of the database you opened should now be listed under Databases.

Insert Chart

Inserts a chart you've created in a Works spreadsheet into your Word Processor document.

What if I don't see the spreadsheet I want?

More information



[Copying between tools](#)

[Chart basics](#)

What if I don't see the spreadsheet I want?

- 1 In the Insert Chart dialog box, click Cancel to close the dialog box.
- 2 From the File menu, choose Open Existing File.
- 3 Under File Name, click the name of the spreadsheet you want to open.
Works opens the spreadsheet.
- 4 To bring your Word Processor document to the front again, click it or choose its name from the Window menu.
- 5 From the Insert menu, choose Chart.
The name of the spreadsheet you opened should now be listed under Spreadsheets.

File Print

Use to:



Print the current document.

Specify how many copies you want to print.

Choose Draft Quality printing.

Shortcuts...

What if the printer won't print my document?

More information



Printing

What if the printer won't print my document?



Make sure you have chosen the correct printer, and that the printer is plugged in, connected to your computer, and loaded with paper. If you have not selected a printer, choose Printer Setup from the File menu and choose the printer you want.

Edit Paste Special

Choose to [link](#) or [embed](#) information from another Works tool or another Windows application to a Works Word Processor document.

What if I can't choose Paste Link?

More information






-  [Adding information from other applications](#)
-  [Linking to a Works spreadsheet](#)

What if I can't choose Paste Link?



If the Paste Link button is unavailable, it means that the information you chose under Data Type cannot be linked. Try choosing a different data type.

Edit Links

Choose to change a **highlighted link**. You can:

-  Change a **link** from manual to automatic.
-  Update manually linked information.
-  Unlink information.
-  Change the name or location of the file the link is connected to.
-  Open the **source document** for the linked information.



More information

-  [Adding information from other applications](#)
-  [Linking to a Works spreadsheet](#)

Edit Change Link

Choose to reconnect a [link](#) to its [source document](#). For example, if you rename or move a source document, you must reconnect the link to the source under the source document's new name or location.

More information



-  [Adding information from other applications](#)
-  [Linking to a Works spreadsheet](#)

Insert Object

Choose to [embed](#) information from another tool or application in a Works Word Processor document.

What if the application in which I want to create an embedded object is not listed?

More information

-  [Adding information from other applications](#)
-  [Using Microsoft Draw](#)

What if the application in which I want to create an embedded object is not listed?

That application may not be capable of embedding information in Works. For more information, check the application's documentation.

Insert Note-It

Opens Microsoft Note-It from within the Word Processor. Use this dialog box to insert a picture and caption in your document that corresponds to a note you've written. Double-clicking the picture within your document displays the corresponding note.

More information

[Adding notes](#)

Help

When you click this button or press F1, Works displays this topic.

- If you need more help, click a topic name in the list under *More information*.



OK



To carry out the choices you've made, click OK or press ENTER.

Cancel

To close the dialog box without accepting changes, click Cancel or press ESC.

Control-menu box



To close the dialog box without saving changes, double-click the Control-menu box or press ESC.

Title bar

Displays the name of the command.



To move the dialog box to a new location, move the mouse pointer over the title bar, hold down the mouse button, and drag until you move the dialog box where you want it.

File Name


Lists all files in the current directory.



To name a file, type a name no more than eight characters long. You can use any characters except for spaces and those shown below, which have a special meaning for MS-DOS.

Directories

Displays the current drive and directory (c:\msworks), followed by a list of subdirectories in the current directory. If you want to name a file and save it in another directory, change to that directory.

 To change to another directory, double-click the drive to see the other directories, then click the directory you want.

If you can't see all of the directory names, click the up or down arrow.

Drives

Displays the current drive.



To save the file on another drive, click the down arrow to see the list of drives, and then click the one you want. For example, if you want to save the file on a floppy disk, click drive a:

Note: When you choose another drive, the directories on that drive will be listed under Directories. To change to another directory, click the one you want from the Directories list.

Make Backup








Click to create a backup copy of your Word Processor document. An X appears in the box when the option is chosen.

To differentiate the copy from the original, Works adds the extension .BPS to the copy. The copy is updated each time you choose File Save or File Save As.

Save File as Type

Saves the file as a Works Word Processor document (Works WP), unless you choose another file type. For example, you may want to save the file in another format so you can open it in another application or use it as a template.

To save the file in another format, click the down arrow to see the list of choices then click the one you want. If you choose:

-  Text, your document is saved without formatting information. Choose this if you want to open the file in another application that cannot read Works or RTF format.
-  Text (DOS), your document is saved using the ANSI character set. Only some Windows applications recognize this format.
-  WP template, the file is saved as a template that you can use as a starting point to create other documents. Once you save a file as a template, Works uses the template every time you create a new Word Processor document. If you do not want to use the template, choose Works Settings from the Options menu and clear the Use Templates For Word Processor box.
-  RTF, your document is saved in Rich Text Format (RTF), a text file that preserves formatting information. These files are slower to open and read than Works files, but can be read by many more applications.
-  Word Perfect 5.0 & 5.1, Word for Windows, or Windows Write, your document is saved so you can open it in the application you choose.

OK



To carry out the choices you've made, click OK or press ENTER.

Shortcut...



To save a document, press CTRL+S.

Databases

Lists databases you currently have open.



Click the name of the database whose information you want to insert into your form letter.

Works prints one copy of the form letter for each record, inserting the appropriate field entries in place of the placeholders.

Print



To begin printing form letters, click Print.

Preview



To see how your form letter will appear when database information is inserted, click Preview. The form letter is displayed in reduced scale in the Preview window.

Databases


Lists databases you currently have open.




Click the name of the database that contains the information you want to insert in your mailing labels. Works prints one mailing label for each record, inserting the appropriate field entries in place of the field name placeholders.

Label Spacing

Determines the space between mailing labels.

 To set the distance from the top of one label to the top of the next label, type a measurement in the Vertical box. Works proposes 1" as the vertical spacing.

--Or--

 To set the distance from the left edge of one label to the left edge of the next label, type a measurement in the Horizontal box. Works proposes 3.5" as the horizontal spacing.

Number of Labels Across Page

To specify the number of labels Works prints across a page, type a number.

Print



To begin printing labels, click Print.

The Page Setup & Margins dialog box is displayed. Set margins and page measurements if necessary and then choose OK. When the Print dialog box is displayed, choose the print options you want.

Preview




To see how your labels will appear when database information is inserted, click Preview. Works displays the mailing labels in reduced scale in the Preview window.

Test


To test the alignment of labels before printing the entire list, click Test. Works prints two lines of labels. If necessary, adjust the margins and page measurements and retest until you are satisfied.

Top Margin

 To change the amount of white space between the top of a page and the top of the first line of text, type a new measurement.

The top margin is preset at 1".

Bottom Margin

 To change the amount of white space between the bottom of a page and the top of the last line of text, type a new measurement.

The bottom margin is preset at 1".


Left Margin



To change the amount of white space between the left edge of a page and the left edge of text, type a new measurement.

The left margin is preset at 1.25".

Right Margin

 To change the amount of white space between the right edge of a page and the right edge of text, type a measurement.


The right margin is preset at 1.25".

Header Margin



To change the amount of white space between the top of a page and a header, type a new measurement.
Note: The header margin must always be smaller than the top margin. The header margin is preset at 0.5".

Footer Margin

 To specify the amount of white space between the bottom of a page and the footer, type a new measurement.

Note: The footer margin must always be smaller than the bottom margin. The footer margin is preset at 0.75".

1st Page Number

When you create a header or footer to number the pages, Works assumes you want to begin with the number one. However, if you want to combine several documents into one document, you can set the starting page number for each document so that when you combine documents the pages are numbered consecutively.



To change the starting page number, type the number you want.

Note: Works will only number the pages if you have created a header or footer. For more information, see Headers and Footers.

Page Length and Page Width

Works is preset to print on 8.5" by 11" paper in Portrait (vertical) orientation.



To change the paper size, type a new page length and or width.

To change the page orientation, switch the length and width measurements. For example if you want to print horizontally on 8.5" by 11" paper, change the page length to 8.5" and the page width to 11".

Note: When you change the paper size or orientation, you must also choose Printer Setup from the File menu and change the Paper Size and Orientation settings. To print horizontally, choose Landscape orientation.

Page Length and Page Width

Works is preset to print on 8.5" by 11" paper in Portrait (vertical) orientation.




To change the paper size, type a new page length and or width.


To change the page orientation, switch the length and width measurements. For example if you want to print horizontally on 8.5" by 11" paper, change the page length to 8.5" and the page width to 11".

Note: When you change the paper size or orientation, you must also choose Printer Setup from the File menu and change the Paper Size and Orientation settings. To print horizontally, choose Landscape orientation.

Character or Paragraph Format

 To apply character formats, such as bold, italic, or underline, from copied text to text you have highlighted, click Character Format.

--Or--

 To apply paragraph formats, such as indents, spacing, and alignment, from copied text to text you have highlighted, click Paragraph Format.

Header



To create a one-line header that prints at the top of every page, type any text and or codes you want. For information on codes, click the colored text "codes" on this page.

Footer



To create a one-line footer that prints at the bottom of every page, type any text and or codes you want. For information on codes, click the colored text "codes" on this page.

No Header on 1st Page



Click to eliminate the header from the first printed page of a document. An X appears in the box when the option is chosen.


No Footer on 1st Page



Click to eliminate the footer from the first page of a document. An X appears in the box when the option is chosen.

Use Header and Footer Paragraphs

Use to create a multi-line header or footer that you can format like regular text.

 To create a header or footer paragraph, or both, click in the appropriate box. An X appears in the box when the option is chosen.

When you choose OK, Works places an H (for header) and an F (for footer) at the beginning of your document, like this...

H

F

Page - *Page*

To create a header, click to right of the "H" then type the text you want. To type more than one line, press SHIFT+ENTER to move to the next line and so on.

Note: Works automatically inserts a page number placeholder (Page - *Page*) in the footer paragraph. If you do not want Works to insert page numbers in a footer, delete the placeholder text.

Go To




To jump to a specific page number or bookmark, type a number or bookmark name. When you choose OK, Works moves the insertion point to the specified location.



If you want to move to a bookmark, you can also double-click its name in the Names list below.

Names

Lists the bookmarks you have defined for the current document.

 To jump to a bookmark, double-click the bookmark name. If you can't see all of the available names, click the up or down arrow.

Shortcuts...

<u>To</u>	<u>Press</u>
Choose Select Go To	F5
Go to the next bookmark	SHIFT+F5
Go to the beginning of document	CTRL+HOME
Go to the end of document	CTRL+END

Find What



To find a specific word, phrase, or special character, type the text you want to find.



You can use the question mark (?) wildcard to represent any single character in the same position. For example, if you want to find a name, but are unsure whether it is spelled Anderson or Andersen, type anders?n and Works will find either name.



You can use symbols to find special characters like paragraph marks, white space, and tab marks. To see a list of special characters, click the colored text "special characters" on this page.

Match Whole Word Only



Click to search for a whole word only. An X appears in the box when the option is chosen.
For example, if you are searching for "art" and choose this option, Works will find every occurrence of "art" but will not find "start" or "articulate."

Match Case



Click to indicate that you want Works to match upper and lower case when searching. An X appears in the box when this option is chosen.


For example, if you are searching for the name "Black" and choose this option, Works will find the name "Black" but will not find the word "black".

Shortcut...



To repeat a search, press F7.

Special Characters

 To search for special characters within your document, use the following symbols:

To find	Press
Tab marks	<u>␣</u>
Paragraph marks	^t
End-of-line marks	^p
Manual page-break marks	^n
Non-breaking spaces	^d
Optional hyphens	^s
Non-breaking hyphens	^-
Carets	^~
Question marks	^^
Any ASCII character	^?
White space	^#
Any character	^w
	?

Note: To type the caret (^) character, press SHIFT+6.

For example, if you want to find the word "hiking" at a tab position, type **^thiking** in the Find What box. To replace "hiking" with the word "backpacking", preceded by two spaces, type **^s^sbackpacking** in the Replace With box.

Replace With

To specify replacement text, type the text you want in this box.

Replace



To replace only some instances of the search text, click Replace.

When Works finds a match, Works highlights the occurrence and asks if you want to replace it. Choose Yes (Y) or No (N) to accept or reject each instance. Choose Cancel to cancel the command.

Replace All



To replace all occurrences of search text within the document, click Replace All.

Font

Lists the fonts your printer supports.



Click the font you want. If you can't see all of the available fonts, click the up or down arrow.

Size

Lists the font sizes your printer supports.



Click the font size you want. If you can't see all of the available font sizes, click the up or down arrow.

Examples: **8pt** **10pt** **12pt**

Style



To apply one or more styles, click the ones you want. An X appears in a box when the style is chosen.

Examples: **Bold and underline*****Bold and italic***

Position



To specify the position of highlighted text, click the option you want.

For example, superscript (above line level) is often used for footnote references, and subscript (below line level) is often used for scientific notation.

Font and size shortcuts...

To change font or font size

1 On the Toolbar, click a down arrow to see a list of choices.

--or--

<u>To choose</u>	<u>Press</u>
Font	CTRL+F
Font size	CTRL+Z

2 Click the font or font size you want.

--or--

Type a font or size in the appropriate box.

Style shortcuts...

To apply styles



On the Toolbar, click the buttons you want.

--or--


<u>To apply</u>	<u>Press</u>
Bold	CTRL+B
<i>Italic</i>	CTRL+I
<u>Underline</u>	CTRL+U


Text position shortcuts...


<u>To change to</u>	<u>Press</u>
Normal	CTRL+SPACEBAR
Subscript	CTRL+= (equal sign)
Superscript	CTRL++ (plus sign)

Indents

When you change the indents, Works assumes the unit of measure is inches. You don't have to type the inches symbol (").

 To change the distance between the left margin and the first character in each line of a paragraph, type a measurement in the Left Indent box.

 To change the distance between the left indent and the first character in the first line, type a measurement in the First Line Indent box.

 To change the distance between the right margin and the last character in each line of a paragraph, type a measurement in the Right Indent box.

Tip


If you want to create a hanging indent--for example to create a numbered or bulleted list:

1 In the Left Indent box, type a measurement to indicate how far you want to indent the body of the paragraph. For example, to indent a paragraph a quarter of an inch, type .25.

2 In the 1st Line Indent box, type a negative number equal to the number you typed in the Left Indent. For example, if you typed .25 in the Left Indent box, type -.25 in the 1st Line Indent box.


Line Spacing

When you change line spacing, Works assumes the unit of measure is lines. You don't have to type "l" for line. To:

 Change the space between lines, type a number or decimal number (such as 1.5) in the Space Between Lines Box.

Until you make a change, Works uses Auto spacing, which means Works adjust the line height to accommodate the largest font size in any given line.

If you change the line spacing to 1, and the font size is 12 pt or less, Works sets the line height at 12 pt regardless of the font size you are using. If the font size is greater than 12 pt, Works sets the line height based on the largest font size in any given line--just like auto spacing.

 To add space before or after a paragraph, type a whole or decimal number in the appropriate box.

Note: Space added after a paragraph never prints as the first line at the top of a page; in this case, the blank line is discarded.



If you want to enter another unit of measure, type the abbreviation after the measurement. For example, type **in** for inches, **cm** for centimeters, **pi** for picas, or **pt** for points.


Alignment




To change the alignment of a highlighted paragraph, click the option you want.

Note: Justified alignment means that Works aligns the first character of each line with the left indent marker and the last character of each line with the right indent marker. Space between each words is equally distributed for each line.

Paragraph Breaks

 To keep a paragraph from being split between two pages, click Don't Break This Paragraph. An X appears in the box when this option is chosen.

 To keep a paragraph together with the paragraph or table that follows it, click Keep Paragraph With Next. An X appears in the box when this option is chosen.

Indenting shortcuts...

<u>To create a</u>	<u>Press</u>
Hanging indent	CTRL+H
Nested indent	CTRL+N

<u>To remove a</u>	<u>Press</u>
Hanging indent	CTRL+G
Nested indent	CTRL+M

Aligning shortcuts...

To align information



On the Toolbar, click...

--or--

<u>To align</u>	<u>Press</u>
Left	CTRL+L
Center	CTRL+E
Right	CTRL+R
Justify	CTRL+J

Line-spacing shortcuts...

To change the spacing




On the Toolbar, click...

--or--

<u>To apply</u>	<u>Press</u>
Single spacing	CTRL+1
1.5 line spacing	CTRL+5
Double spacing	CTRL+2
1 line before paragraph	CTRL+O (letter o)
No lines before paragraph	CTRL+0 (zero)

Position

 To set a tab for a paragraph, type the measurement where you want Works to set the tab stop on the ruler, then click Insert. Works assumes the unit of measure is inches--you don't have to type the inches symbol ("). For example, to set a tab that is 3/4 of an inch from the left margin, type **.75**



If you don't see the ruler, choose Show Ruler from the Options menu.

Alignment



To align text in relation to a tab stop, click Left, Right, or Center. To align decimal points at a tab stop, click Decimal.

Leader

Leader characters fill the space between where you press TAB and the next tab stop, and help guide the eye from column to column. Example:


Seattle.....23



To fill the space before a tab stop, click option you want.

Default Tab Spacing

Works preset tab spacing is 0.5". This means that each time you press TAB, the insertion point moves a half inch.

 To change preset tab spacing, type a measurement. Works assumes the unit of measure is inches--you don't have to type the inches symbol (").

Insert

Inserts tab stops you type in the Position box.



To set or change a tab, click Insert each time you type a position in the Position box.

Delete



To remove a tab stop, click the tab stop in the Position box and then click Delete.

Delete All

To remove all tab stops listed in the Position box, click Delete All.

Close

To close the dialog box and carry out the changes you made, click Close.

Shortcuts...

To quickly set a left-aligned tab

- 1 Highlight the paragraph where you want to set the left-aligned tab.
- 2 On the ruler, click the position where you want to set the tab.

Border



Click the border or borders you want to apply to the paragraph or paragraphs you have highlighted. An X appears in the box when the option is chosen.

For example, to place lines above and below a title, click both Top and Bottom.

Line Style



To choose a line style for your border, click the option you want.

Scaling



To change the height and width proportions of the picture, type percent values in the Height and Width boxes.

For example, if you type 80 in the Width box, the picture will be 20% narrower while remaining the same height.

Not in Dictionary

The first word Works does not recognize is displayed here. Works will continue to find words that are not in its dictionary until you click Cancel.

Change To

Works displays the most likely replacement for a word it could not find in either the main or your personal dictionary. You can:




Accept the suggestion.

Choose one of the alternatives listed in the Suggestion box below.

Type your own replacement word in the box.

Suggestions

Lists alternatives for the word Works could not find in its dictionary.

 To display a word from the Suggestions box in the Change To box, click the suggested word you want. If you can't see all of the available words, click the up or down arrow.

Ignore

Click to leave the unrecognized word unchanged.
For example, if Works does not recognize a person's name, but the spelling is correct, click Ignore.

Ignore All



Click to ignore all occurrences of the unrecognized word.

For example, if Works does not recognize a name that is frequently referred to in your document, click Ignore All.

Change



Click to replace the unrecognized word with the word in the Change To box.

Change All



Click to replace all occurrences of the unrecognized word with the word in the Change To box.

Add

Click to add the word in the Change To box to your personal dictionary.
Works uses both your personal dictionary and the 120,000-word main dictionary to check your document.

Suggest

Click to display a list of alternate spellings for an unrecognized word.
The suggestions appear in the Suggestions box.

Skip Capitalized Words



Click to skip words spelled with all capital letters, such as acronyms. An X appears in the box when this option is chosen.

Always Suggest



Click to automatically display a list of suggested spellings each time Works finds a misspelled word. An X appears in the box when this option is chosen.

Note: When you turn on Always Suggest, it can take longer to check the spelling in your document. If you do not click Always Suggest, you can click Suggest when you want to view suggestions for a misspelled word.

Shortcut...

To check spelling



On the Toolbar, click...

Meanings

Displays meanings for the highlighted word.



To view a list of synonyms for a meaning, click a word from the Meanings box.

Synonyms

Displays a list of synonyms for the highlighted word.



To choose a synonym to replace the original word, click the word you want from the Synonyms box.

Suggest



To view a list of synonyms for a specific meaning, choose a meaning, and then click Suggest. The synonyms appear in the Synonyms box.

Change

Replaces the original word in your document with the synonym you choose.



To replace a word with one of its synonyms, click the synonym you want, and then click Change.

Shortcut...












To check synonyms



On the Toolbar, click...

Special Character

Click the special character or a placeholder you want to insert at the position of the insertion point. To:

-  Insert an end-of-line mark that starts a new line, but not a new paragraph, click End-of-line Mark.
-  Hyphenate a word only when the word occurs at the end of a line, click Optional Hyphen.
-  Keep two words that must be joined by a hyphen from being separated at the end of a line, click Non-breaking Hyphen.
-  Keep two words that must stay together from being separated at the end of a line, click Non-breaking Space.
-  Insert a page-number placeholder, which is replaced by the page number when you print the document, click Print Page Number.
-  Insert a filename placeholder, which is replaced by the filename when you print the document, click Print Filename.
-  Insert a date placeholder, which is replaced by the date when you print the document, click Print Date.
-  Insert a date placeholder, which is replaced by the long form (June 10, 1991) of a date when you print the document, click Print Long Date.
-  Insert a time placeholder, which is replaced by the time when you print the document, click Print Time.
-  Insert today's date--which is not updated when you print the document, click Current Date.
-  Insert the current time--which is not updated when you print the document, click Current Time.

Shortcuts...

<u>To insert</u>	<u>Press</u>
End-of-line mark	SHIFT+ENTER
Optional hyphen	CTRL+-
Non-breaking hyphen	CTRL+SHIFT+-
Non-breaking space	CTRL+SHIFT+SPACEBAR
Print page number	CTRL+P
Print file name	CTRL+A
Print date	CTRL+T
Print time	CTRL+D
Current date	CTRL+;
Current time	CTRL+SHIFT+;

FootnoteType

Works is set to automatically insert a numbered reference mark.



To instruct Works to create a new footnote and insert a numbered reference mark, click OK.

Note: When you move, copy, or delete a footnote, all numbered footnotes are renumbered.

--Or--



To instruct Works to create a new footnote and insert the reference mark you type, click Character Mark. In the Mark box, type a reference mark up to 10 characters long.

Name

Type a name for the bookmark up to 15 characters long. The name should be text, or a combination of text and numbers. If you only type numbers, Works won't accept the name.

Names

Lists bookmarks you've already defined for the current document.

- 1 To replace or delete a bookmark, click its name. If you can't see all of the available names, click the up or down arrow.

The bookmark name appears in the Name box.

- 2 To replace a bookmark, type another name in the Name box.

--Or--

To delete a bookmark, click Delete.

Delete



To delete a bookmark, click its name in the Names box, then click Delete. The Cancel button changes to Close after you delete a bookmark.

Close

To close the dialog box and delete the bookmarks you specified, click Close.

Databases


Lists databases that are currently open.



Click the name of the database whose entries you want to insert when you print form letters or mailing labels. If you can't see all of the available names, click the up or down arrow.

Fields

Lists field names in the database you selected from the Databases list.

 To insert a field name, double-click its name from the list. If you can't see all of the available names, click the up or down arrow.

Field Name

Type the name of the field name you want to insert. You can also double-click its name in the Fields list above.

Spreadsheets

Lists spreadsheets that are currently open.



To view a list of charts for a specific spreadsheet, click the spreadsheet name containing the chart you want.

A list of charts created from that spreadsheet will appear in the Charts list.

Charts

Lists the available charts for the spreadsheet you selected.



To insert a chart, double-click its name from the list.

Works inserts the chart into the Word Processor document at the position of the insertion point.

Number of Copies



Type the number of copies of your document you want to print.

For example, if you type 3 and your document is three pages long, Works will print nine pages altogether. Works proposes 1 as the number of copies.

Print Range



To print the entire document, click All.

--Or--



To print a range of pages, click Pages and then type the page numbers in the From and To boxes.

Draft Quality Printing



Click to print your document without bold, italic, and underline formatting. An X appears in the box when this option is chosen.

Depending on your printer, Works may print faster with Draft Quality Printing chosen.

OK



To carry out the choices you've made and print the current document, click OK or press ENTER.

Shortcuts...



On the Toolbar, click...

--or--


Press CTRL+P

Source

Lists the application, name, and extension of the file currently on the Clipboard. In the case of a spreadsheet, the row and column references are listed following the name and extension.

Data Type

Lists the different kinds of information and applications you can link or embed.

 Click the type of information or name of the application you want to link or embed. If you can't see all of the available choices, click the up or down arrow.

In most cases, the appropriate type of information or application is already selected.

Paste

Click to embed the information you selected under Data Type into your Word Processor document. If the information cannot be embedded, it will simply be inserted at the position of the insertion point in your Word Processor document. In these cases, you will not be able to change the information from within the Word Processor document.

Paste Link



Click to link the information you selected under Data Type into your Word Processor document. The linked information will be updated when the source information changes.

Note: If document you copied information from has not been saved, the Paste Link button is unavailable.

Links

Lists the linked information and source files for the link or links you have highlighted.



If you have highlighted more than one link, click the link you want to change.

Update



To automatically update linked information each time the source information changes, click Automatic.

--Or--



To update linked information only when you choose Update Now, click Manual.

Update Now



Click to update manually-linked information.

Cancel Link



Click to cancel the link you have selected from the Links box.

When Works cancels a link, the information remains in the Word Processor document as copied rather than linked information. The information is no longer updated when information in the source file or application changes.

Change Link



Click to change the name or location of the source document the link is connected to.
Works displays the Change Link box where you can type the new location or name of the source file.

Play

Click to play an object.
If there is not an object that can be played, Play will remain unavailable.

Edit



Click to open the source document for the link you have selected in the Links box.

File Name

Lists all files in the current directory.

■ If you have changed the source document's name, type the document's new name or click the name in the list. If you can't see all of the names, click the up or down arrow.



■ You can type an * (asterisk) to represent any number of characters in a filename. You can use this to list a group of related files. For example:

<u>If you want to list</u>	<u>Type</u>	
Only files with the extension .TXT		*.txt
All spreadsheet files	*.wks	
All spreadsheet files that start with s		s*.wks
All files	*.*	

Directories

Displays the current drive and directory (c:\msworks), followed by a list of subdirectories in the current directory. If the source document is located in another directory, change to that directory.



To change to another directory, double-click the drive to see the other directories, then click the directory you want.

If you can't see all of the directory names, click the up or down arrow.

Drives

Displays the current drive.



If the source document is located on another drive, click the down arrow to see the list of drives, and then click the drive where it is located.

Note: When you choose another drive, the directories on that drive will be listed under Directories. To change to another directory, click the one you want from the Directories list.

List Files of Type

Lists the type of files you can open in Works. The file type you choose determines the files that are listed under File Name. Until you make a change, Works lists all Works files (Works Files *.w*).

■ To change the type of files listed in the File Name box, click the down arrow to see the list of choices, and then click the type you want.

For example, if you only want to list spreadsheet files, choose Works SS (*.wks).


Object Type

Lists the Works tools or Windows applications you can use to create information that you can then embed in a Works Word Processor document.




Click the name of the Works tool or application you want to use to create embedded information.

OK


 Click to start the tool or application you selected.

Works opens the tool or application, where you can create the object or information you want to embed in your Word Processor document.

After you have created the information, you can close the tool or application and embed the information in your document by choosing:

 Close from the File menu--if you are using a tool like the Works Spreadsheet.

--or--

 Exit & Return from the File menu--if you are using an application such as Microsoft Draw or Microsoft Excel.

Choose a picture

Displays pictures you can use to represent a note within your document.



To insert a picture, click the one you want. To see all of the available choices, click the right or left arrow.

Type your caption here



Type the text you want to appear below the picture as a caption.

Type your note here



Type the note you want Works to display when you double-click the picture.
You can type about 25 lines. Each line can be up to 40 characters wide. You can cut, copy, and paste within the note using the following keys:

<u>To</u>	<u>Press</u>
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V

Would you like big or small text?



To specify the size of the note text, click Big or Small.

Apply



To insert a note you've created into your Word Processor document, click Apply. The note is inserted at the position of the insertion point.

OK






To accept notes inserted into the Word Processor document, click OK.
You can apply more than one note to your document before choosing OK.










Basics
wp
ss
ch
db
rp

To open a topic, click the one you want from the indented sections of the list below.






Getting started

-  [Creating a document](#)
-  [Moving within a document](#)
-  [Highlighting text](#)





Making changes

-  [Copying text](#)
--includes movie
-  [Deleting text](#)
-  [Moving text](#)
--includes movie
-  [Finding and replacing text](#)
--includes movie
-  [Adding bookmarks and notes](#)
-  [Spelling, synonyms, and word count](#)
-  [Undoing a change](#)
-  [Creating and editing footnotes](#)
-  [Special characters and placeholders](#)





Enhancing the appearance

-  [Changing text appearance](#)
--includes movie
-  [Changing paragraph appearance](#)
--includes movie
-  [Indenting a paragraph](#)
-  [Working with tabs](#)
-  [Changing the screen display](#)



Printing

-  [Headers and footers](#)
-  [Changing the page layout](#)
-  [Previewing](#)
-  [Printing](#)

Working with other tools

-  [Form letters and mailing labels](#)
-  [Printing envelopes](#)
-  [Linking to a Works spreadsheet](#)
-  [Using Microsoft Draw](#)

Working with other applications

-  [Adding information from other applications](#)
-  [Copying and saving for other applications](#)

Main Topic
Print
Size Works


To create a bookmark

- 1 **Move the insertion point** to the place where you want to insert the bookmark.
- 2 From the Insert menu, choose Bookmark Name.
- 3 Type the name you want to give the bookmark.
- 4 Choose OK.





To go to a bookmark

- 1 From the Select menu, choose Go To.
--or--
Press F5.
- 2 Type the name of the bookmark you want to delete, or **choose** the name from the list.
- 3 Choose OK.
 To quickly go to the next bookmark, press SHIFT+F5.



Main Topic
Print
Size Works

To delete a bookmark

- 1 From the Insert menu, choose Bookmark Name.
- 2 Type the name of the bookmark you want to delete, or [choose](#) the name from the list.
- 3 Choose Delete.
After you choose Delete, the Cancel button changes to Close.
- 4 To delete another bookmark, repeat steps 2 and 3.
- 5 Choose Close.

~ end ~



To insert a note

- 1 **Move the insertion point** where you want to place the note.
- 2 From the Insert menu, choose Note-It.
- 3 **Choose** the picture you want to represent the note.

- 4 If you want a caption, type the text.
--Or--
If you don't want a caption, press the DEL key to delete the text.

- 5 Type the text for the note.

- 6 If you want to change the text size, **choose** the option you want.

- 7 Choose OK.





To read a note

- 1 **Double-click** the picture.

The note pops up.

- 2 When you are done reading the note, click anywhere or press any key to close the note.





To delete a note

- 1 **Highlight** the picture.
- 2 Press the DEL key.





Size Works

To copy or move a note

- 1 **Highlight** the picture.
- 2 To copy a note, choose Copy from the Edit menu.
--or--
Press CTRL+C.

--Or--

To move a note, choose Cut from the Edit menu.
--or--
Press CTRL+X.
- 3 **Move the insertion point** to the location where you want to place the picture.
- 4 From the Edit menu, choose Paste.
--or--
Press CTRL+V.





Size Works

To change a note

- 1 **Highlight** the picture.
- 2 From the Edit menu, choose MS Note-It Object.
- 3 **Choose** Edit.
- 4 Choose OK.
Works displays the Note-it dialog box.
- 5 Make any changes you want.
- 6 Choose OK.






To delete one character

- 1 [Move the insertion point](#) to the left of the character you want to delete.
- 2 Press the DEL key.

--Or--

- 1 Move the insertion point to the right of the character you want to delete.
- 2 Press BACKSPACE.

Note: When you delete a paragraph mark

() , you delete all [paragraph formatting](#) instructions from that paragraph. For more information, see [Background: Paragraph Formats](#).




To restore deleted text, press ALT+BACKSPACE immediately after deleting the text, before you take any other action.





To delete a block of text

- 1 [Highlight the text](#) you want to delete.
- 2 From the Edit menu, choose Delete.
--or--
Press the DEL key.

Note: When you delete a paragraph mark (`<code>`), you delete all [paragraph formatting](#) instructions from that paragraph. For more information, see  [Background: Paragraph Formats](#).



To restore deleted text, press ALT+BACKSPACE immediately after deleting the text, before you take any other action.

If you want to move the text to another location, choose the Cut command from the Edit menu. Works places the information on the [Clipboard](#). You can then paste that information as many times as you like until you cut or copy other information to the Clipboard.





To turn Typing Replaces Selection on or off



From the Options menu, choose Typing Replaces Selection.
A check mark is displayed beside the command on the menu.



To turn this option off, choose Typing Replaces Selection again.



To turn Overtyping on or off



From the Options menu, choose Overtyping.
A check mark is displayed beside the command on the menu.



To turn this option off, choose Overtyping again.



To quickly indent the first line of a paragraph

- 1 [Move the insertion point](#) to the paragraph you want to indent.
To indent more than one paragraph, [highlight the paragraphs](#).
- 2 **Drag** the first line indent marker (the top triangle) to the position on the ruler where you want the text to be indented.

To indent the first line of a paragraph and apply other paragraph formats


- 1 [Move the insertion point](#) to the paragraph you want to indent.
To indent more than one paragraph, [highlight the paragraphs](#).
- 2 On the ruler, [double-click](#) the left () or right () indent marker.
--or--
From the Format menu, choose Indents & Spacing.
- 3 Type a whole or decimal number greater than 0 (zero).

Works assumes the unit of measure is inches--you don't have to type the inch symbol (").

- 4 Choose the other paragraph formats you want to apply.
- 5 Choose OK.



If you want to enter another unit of measure, type the abbreviation after the measurement. For example, type **cm** for centimeters, **pi** for picas, or **pt** for points.

If you want to change a document's [preset](#) unit of measure, see  [How to Change the Unit of Measure](#).





To quickly indent a paragraph from the left

- 1 [Move the insertion point](#) to the paragraph you want to indent.

To indent more than one paragraph, [highlight the paragraphs](#).

- 2 [Drag](#) the left indent marker (the bottom triangle).

When you drag the left indent marker, the first line indent marker (top triangle) moves with it.

--or--

Press CTRL+N.

Each time you press CTRL+N, the paragraph is indented to the next preset tab stop position.

To indent a paragraph and apply other paragraph formats

- 1 [Move the insertion point](#) to the paragraph you want to indent.

To indent more than one paragraph, [highlight the paragraphs](#).

- 2 On the ruler, [double-click](#) the left () or right () indent marker.

--or--

From the Format menu, choose Indents & Spacing.

- 3 Type a whole or decimal number greater than 0 (zero).


Works assumes the unit of measure is inches--you don't have to type the inch symbol (").

- 4 Choose the other paragraph styles you want to apply.

- 5 Choose OK.



If you want to enter another unit of measure, type the abbreviation after the measurement. For example, type **cm** for centimeters, **pi** for picas, or **pt** for points.

If you want to change a document's [preset](#) unit of measure, see  [How to Change the Unit of Measure](#).





To quickly create a hanging indent

- 1 [Move the insertion point](#) to the paragraph you want to indent.

To indent more than one paragraph, [highlight the paragraphs](#).

- 2 Hold down SHIFT and [drag](#) the left indent marker (the bottom triangle) to the position on the ruler where you want the text to be indented.

--or--

Press CTRL+H.

When you press CTRL+H, all lines but the first move to the first preset tab stop position. If you press CTRL+H when there already is a hanging indent, all lines move to the next preset tab stop position.

To create a hanging indent and apply other paragraph formats

- 1 [Move the insertion point](#) to the paragraph you want to indent.

To indent more than one paragraph, [highlight the paragraphs](#).

- 2 On the ruler, [double-click](#) the left () or right () indent marker.

--or--

From the Format menu, choose Indents & Spacing.

- 3 In the Left Indent box, type a measurement for how far you want to indent the body of the paragraph.
- 4 In the 1st Line Indent box, type a negative number equal to the number you typed in the Left Indent.
Works assumes the unit of measure is inches--you don't have to type the inch symbol (").
- 5 Choose the other paragraph formats you want to apply.
- 6 Choose OK.



If you are creating a numbered or bulleted list, press TAB instead of SPACEBAR to separate the number or bullet from the rest of the text in the line. This ensures that the text will be aligned correctly when you print.



To quickly remove a hanging indent, press CTRL+G.



If you want to enter another unit of measure, type the abbreviation after the measurement. For example, type **cm** for centimeters, **pi** for picas, or **pt** for points.

If you want to change a document's [preset](#) unit of measure, see [How to Change the Unit of Measure](#).





To quickly create a nested indent


- 1 [Move the insertion point](#) to the paragraph you want to indent.
To indent more than one paragraph, [highlight the paragraphs](#).
- 2 To indent text from the left margin, [drag](#) the left indent marker (the bottom triangle). When you drag the left indent marker, the first line indent marker (top triangle) moves with it.
- 3 To indent text from the right margin, drag the right indent marker to the left.

To create a nested indent and apply other paragraph formats

- 1 [Move the insertion point](#) to the paragraph you want to indent.
To indent more than one paragraph, [highlight the paragraphs](#).
- 2 On the ruler, [double-click](#) the left () or right () indent marker.
--or--
From the Format menu, choose Indents & Spacing.
- 3 In the Left Indent box, type a whole or decimal number greater than 0 (zero).
- 4 In the Right Indent box, type a whole or decimal number greater than 0 (zero).
The 1st Line Indent should be 0 (zero) unless you want the first line to have a hanging or first line indent.
Works assumes the unit of measure is inches--you don't have to type the inch symbol (").
- 5 Choose the other paragraph styles you want to apply.
- 6 Choose OK.



If you want to enter another unit of measure, type the abbreviation after the measurement. For example, type **cm** for centimeters, **pi** for picas, or **pt** for points.

If you want to change a document's [preset](#) unit of measure, see  [How to Change the Unit of Measure](#).





To quickly remove indents

- 1 **Move the insertion point** to the paragraph you want to remove the indents from.
To remove indents from more than one paragraph, **highlight the paragraphs**.
- 2 **Drag** the first line indent marker (top triangle) to 0 (zero).
- 3 Hold down SHIFT and drag the left indent marker (bottom triangle) to 0 (zero).
- 4 Drag the right indent marker to the right margin position.

--Or--

- 1 **Move the insertion point** to the paragraph you want to remove the indents from.
To remove indents from more than one paragraph, **highlight the paragraphs**.
- 2 To remove _____ Press
Left indent, to the next preset tab stop CTRL+M
Hanging indent CTRL+G
All paragraph styles CTRL+Q

To remove indents and change other paragraph formats

- 1 **Move the insertion point** to the paragraph you want to remove the indents from.
To remove indents from more than one paragraph, **highlight the paragraphs**.
- 2 On the ruler, **double-click** the left () or right () indent marker.
--or--
From the Format menu, choose Indents & Spacing.
- 3 Type 0 (zero).
- 4 Choose the other paragraph formats you want to apply or remove.
- 5 Choose OK.





To repaginate your document



From the Options menu, choose Paginate Now.

--or--

Press F9.





To insert a manual page break

- 1 [Move the insertion point](#) to the beginning of the line that you want to immediately follow the page break.
- 2 From the Insert menu, choose Page Break.
--or--
Press CTRL+ENTER.
Place the insertion point here...
...to insert a manual page break here





To delete a manual page break

- 1 [Move the insertion point](#) to the beginning of the line that contains the page break.
--or--
Highlight the page break.
- 2 Press the DEL key.





To keep lines in a paragraph together

- 1 Move the insertion point into the paragraph whose lines you want to keep together.
- 2 From the Format menu, choose Indents & Spacing.
- 3 Choose Don't Break Paragraph.
- 4 Choose OK.





To keep paragraphs together

- 1 Move the insertion point into the paragraph that you want to keep with the one following it.
- 2 From the Format menu, choose Indents & Spacing.
- 3 Choose Keep Paragraph With Next.
- 4 Choose OK.





To change the margin settings

- 1 From the File menu, choose Page Setup & Margins.
- 2 Type a new measurement for any margins you want to change.

Works assumes the unit of measure is inches--you don't have to type the inch symbol (").


Note: The header margin must be smaller than the top margin and the footer margin must be smaller than the bottom margin.

- 3 Choose OK.



If you want to see what the margins look like before you print, click the Preview button on the [Toolbar](#)

If you want to enter another unit of measure, type the abbreviation after the measurement. For example, type **cm** for centimeters, **pi** for picas, or **pt** for points.

If you want to change a document's [preset](#) unit of measure, see  [How to change the unit of measure](#).





To change the page size

- 1 From the File menu, choose Page Setup & Margins.
- 2 Type a new measurement for the page length or width.
Works assumes the unit of measure is inches--you don't have to type the inch symbol (").

Note: If you want to print on legal paper, change the page length to 14".

- 3 Choose OK.
- 4 From the File menu, choose Printer Setup.
- 5 To print on paper other than 8.5" by 11", **choose** the paper size you want.
- 6 Choose OK.



When you change the page size in the Printer Setup dialog box, you change it for all Works documents and Windows applications.

For example, if you change to legal size paper (8.5" by 14"), but then want to print a document on letter-size paper (8.5" by 11"), you need to change the paper size back to letter size in the Printer Setup dialog box.

If the page size set for your document does not match the page size in the Printer Setup dialog box, Works will give you a message when you print.





To change the page orientation

- 1 From the File menu, choose Page Setup & Margins.
- 2 To change the page orientation, swap the measurements.
For example, to print horizontally on 8.5" by 11" paper, change the length to 8.5" and the width to 11".
Works assumes the unit of measure is inches--you don't have to type the inch symbol (").
- 3 Choose OK.
- 4 From the File menu, choose Printer Setup.
- 5 **Choose** Portrait or Landscape.
- 6 If you want to print on paper other than 8.5" by 11", **choose** the paper size you want.
- 7 Choose OK.

Note: When you change to landscape orientation, Works lists and displays only landscape fonts. This may temporarily change the way all your documents look.



When you change the orientation or paper size in the Printer Setup dialog box, you change it for all Works documents and Windows applications.

For example, if you change the orientation to landscape but then want to print a document in portrait orientation, you need to change the orientation back to Portrait in the Printer Setup dialog box.

If the paper size and orientation set in the Printer Setup dialog box do not match the page length and width set for your document, Works will give you a message when you print.





To add a border

1 **Move the insertion point** to the paragraph you want to add a border to.

To add a border to more than one paragraph, **highlight the paragraphs**.

2 From the Format menu, choose Borders.

3 **Choose** each type of border you want to add.

4 **Choose** a line style for the border.

5 Choose OK.

Note: If you choose Outline, the next time you choose the Format command, the Outline box will not be chosen. Instead, one or all of the other boxes (Top, Bottom, Left, or Right) will be chosen, depending upon how many paragraphs you outlined and which paragraph is highlighted when you choose the Format command.



If a paragraph is indented, the border is placed around the paragraph at the indented position. If you want to add a border close around a short paragraph, such as a title, you can shorten the border by **changing the paragraph's indents**.





To remove a border

- 1 **Move the insertion point** to the paragraph whose border you want to remove.
To remove a border from more than one paragraph, **highlight the paragraphs**.
- 2 From the Format menu, choose Borders.
- 3 **Clear** each type of border you want to remove.
- 4 Choose OK.





To quickly change line spacing

- 1 **Move the insertion point** to the paragraph whose line spacing you want to change.
To change the line spacing for more than one paragraph, **highlight the paragraphs**.
- 2 On the **Toolbar**, click the appropriate Line Spacing button.

--or--

To choose	Press
Single spacing	CTRL+1
1.5 spacing	CTRL+5
Double spacing	CTRL+2

To change line spacing and apply other paragraph formats

- 1 **Move the insertion point** to the paragraph whose line spacing you want to change.
To change the line spacing for more than one paragraph, **highlight the paragraphs**.
- 2 From the Format menu, choose Indents & Spacing.
- 3 Type a whole or decimal number greater than 0, or type "auto".



If you type **auto**, Works sets the line spacing based on the line height of the largest **font size** in a line.



If you type **1**, and the font size is 12 pt or less, Works sets the line height at 12 pt regardless of the font size you are using. If the font size is greater than 12 pt, Works sets the line height based on the largest font size in any given line.



Works assumes the unit of measure is lines--you don't have to type the lines abbreviation (li). If you want to enter another unit of measure, type the abbreviation after the measurement. For example, type **in** for inches, **cm** for centimeters, **pi** for picas, or **pt** for points.

4 Choose any other paragraph formats you want to apply.

5 Choose OK.

Note: Unlike other units of measure, "lines" is relative; its value varies based on the **font size** you chose.



To change the line spacing for the whole document, choose All from the Select menu, and then follow either of the procedures above.





To quickly add one line of space before a paragraph

- 1 **Move the insertion point** to the paragraph you want to add space before.

To add space before more than one paragraph, **highlight the paragraphs**.

- 2 Press CTRL+O (the letter O).

Note: To quickly remove space before a paragraph, press CTRL+0 (zero).

To add space before or after a paragraph

- 1 **Move the insertion point** to the paragraph you want to add space before or after.

To add space before or after more than one paragraph, **highlight the paragraphs**.

- 2 From the Format menu, choose Indents & Spacing.

- 3 If you want to add space before the paragraph type a whole or decimal number greater than 0 (zero).

- 4 If you want to add space after the paragraph type a whole or decimal number greater than 0 (zero).

Works assumes the unit of measure is lines--you don't have to type the lines abbreviation (li).

- 5 Choose OK.



If you want to enter another unit of measure, type the abbreviation after the measurement. For example, type **in** for inches, **cm** for centimeters, **pi** for picas, or **pt** for points.





To quickly align a paragraph

- 1 **Move the insertion point** to the paragraph whose alignment you want to change.

To align more than one paragraph, **highlight the paragraphs**.

- 2 On the **Toolbar**, click the button for the alignment you want.

--or--

<u>To choose</u>	<u>Press</u>
Left	CTRL+L
Right	CTRL+R
Center	CTRL+E
Justify	CTRL+J

To align a paragraph and apply other paragraph formats

- 1 **Move the insertion point** to the paragraph whose alignment you want to change.

To align more than one paragraph, **highlight the paragraphs**.

- 2 From the Format menu, choose Indents & Spacing.
- 3 **Choose** an alignment.
- 4 Choose the other paragraph formats you want to apply.
- 5 Choose OK.






To find text

- 1 **Move the insertion point** to the place where you want to begin the search.
If text is highlighted, Works begins searching from the first character following the highlighted text.
- 2 From the Select menu, choose Find.
- 3 Type the text that you want to find. To find a **special character**, see the table below.
- 4 **Choose** the options you want.
To skip occurrences of the text that are part of another word, choose Match Whole Word Only.
To find only those occurrences of the text that have a certain capitalization, choose Match Case.
To cancel a search, press ESC.
- 5 Choose OK.

Table of special character codes

<u>To find</u>	<u>Type</u>
Tab mark	^t
Paragraph mark	^p
End-of-line mark	^n
Manual page break	^d
Non-breaking space	^s
Optional hyphen	^-
Non-breaking hyphen	^~
Caret	^^
Question mark	^?
White space	^w
Any character	?

Note: If you have inserted an extended character in your document, you can search for it by typing the character's code. For a list of characters and their codes, see  [Background: Extended Characters](#).



To quickly go to the next instance of the search text, press F7.





To replace text

1 [Move the insertion point](#) to where you want to begin replacing text.

--Or--

[Highlight the text](#) in which you want to make replacements.

2 From the Select menu, choose Replace.

3 Type the text that you want to find. To find a [special character](#), see the table below.

4 Type the text you want to replace it with.

5 [Choose](#) the options you want.

To skip occurrences of the text that are part of another word, choose Match Whole Word Only.

To find only those occurrences of the text that have a certain capitalization, choose Match Case.

6 To review each instance before replacing it, choose Replace.

--Or--

To replace all instances automatically, choose Replace All.

Table of special character codes

To find or replace	Type
Tab mark	^t
Paragraph mark	^p
End-of-line mark	^n
Manual page break	^d
Non-breaking space	^s
Optional hyphen	^-
Non-breaking hyphen	^~
Caret	^^
Question mark	^?
White space	^w
Any character	?

Note: If you have inserted an extended character in your document, you can search for it by typing the character's code. For a list of characters and their codes, see [Background: Extended Characters](#).



To restore the last instance of replaced text, choose Undo from the Edit menu.

To find and delete repeated occurrences of a word or phrase throughout your document, leave the Replace With box blank. When Works asks if you want to replace the occurrence, choose Yes. Works deletes the word or phrase.





To change preset tab stop spacing, alignment, and leaders

- 1 From the Format menu, choose Tabs.
- 2 Type a measurement for the distance you want between **preset** tab stops.

Type a whole or decimal number greater than 0 (zero).

- 3 **Choose** an **alignment**.
- 4 Choose a **leader character**.
- 5 Choose OK.





To quickly set a left-aligned tab stop

- 1 [Move the insertion point](#) to the paragraph for which you want to set a tab stop.
To set tab stops for more than one paragraph, [highlight the paragraphs](#).
- 2 On the ruler, click the position where you want to set a tab stop.


To set custom tab stops

- 1 [Move the insertion point](#) to the paragraph for which you want to set a tab stop.
To set tab stops for more than one paragraph, [highlight the paragraphs](#).
- 2 On the ruler, [double-click](#) the position where you want to set a tab stop.
--or--
From the Format menu, choose Tabs.
- 3 Type a measurement for the position on the ruler where you want to set the tab stop.

Type a whole or decimal number greater than 0 (zero).
- 4 [Choose](#) an [alignment](#).
- 5 Choose a [leader character](#).
- 6 Choose Insert.
- 7 To set additional tab stops, repeat steps 3 through 6.
- 8 Choose Close.



If you want to enter another unit of measure, type the abbreviation after the measurement. For example, type **cm** for centimeters, **pi** for picas, or **pt** for points.

If you want to change a document's [preset](#) unit of measure, see  [How to change the unit of measure](#).





To quickly delete or move custom tab stops

- 1 **Move the insertion point** to the paragraph for which you want to change the tab stops.

To change the tab stops for more than one paragraph, **highlight the paragraphs**.

- 2 To delete a tab stop, **drag** it off the ruler into the document window.

--Or--

To move a tab stop, drag it to the new position.

To delete or move multiple tab stops, change alignment, or add leaders

- 1 **Move the insertion point** to the paragraph for which you want to change the tab stops.


To change the tab stops for more than one paragraph, **highlight the paragraphs**.


- 2 From the Format menu, choose Tabs.
- 3 **Choose** the tab stop you want to delete.

--Or--


To delete all custom tab stops at once, choose Delete all.

- 4 If you want to:

 Delete a tab stop, choose Delete. You can repeat step 3 and then choose Delete again to delete additional tab stops.

 Move a tab stop, choose Delete to delete the old position. Then type a new position and choose Insert.

 Change a tab stop's **alignment**, **choose** an alignment.

 Change a tab stop's leader character, choose a **leader character**.

- 5 Choose Close.





To create a table

- 1 [Set a tab stop](#) for each column in the table.
- 2 To enter text into the table, type the first line of the first column, press TAB to move to the next column, type the first line of that column, and so on, until you have typed the first line of the table.
- 3 If you want to format the entire table as one paragraph, press SHIFT+ENTER at the end of each line.
--Or--
If you want to format each line in the table as a separate paragraph, press ENTER at the end of each line.
Formatting a table as one paragraph may save you time since you don't have to highlight the whole table when applying paragraph styles.




When setting tab stops for a table, it is a good general rule to choose different [tab alignments](#) for different columns: use left alignment for columns that contain text, right alignment for columns containing whole numbers, and decimal alignment for columns containing decimal fractions.





To add a column to a table

- 1 [Highlight the text](#) in the entire table.
- 2 [Set a tab stop](#) for a new column, to the right of the rightmost column in the table.
- 3 [Move the insertion point](#) to the first character of the rightmost column, type the first line of the new column, and then press TAB.
- 4 Repeat step 3 for each line in the table.

Note: After adding a column to a table, you may need to adjust the position of the other tab stops to maintain correct spacing between columns. For more information, see  [How to Delete or Move Custom Tab Stops](#).





To find a synonym

- 1 **Highlight the word** you want to find a synonym for.
- 2 On the **Toolbar**, click the Thesaurus button.

--or--

From the Options menu, choose Thesaurus.

- 3 **Choose** the most appropriate meaning for your use of the word.

A list of synonyms for the meaning you chose is displayed in the Synonyms box.

- 4 Choose a synonym from the list.
- 5 Choose Change.

Note: If you choose Change without choosing a synonym, the highlighted word is replaced with the word you chose from the Meanings list.



To find a synonym for a word in either the Meanings or Synonyms box, click the word and then choose Suggest.





To check spelling

Note: Works begins checking from the position of the [insertion point](#).

- 1 If you want to check from the beginning of your document, [move the insertion point](#) to the left of the first character.
--Or--
If you want to check only a certain block of text, [highlight the text](#) you want to check.
- 2 On the [Toolbar](#), click the Spelling button.
--or--
From the Options menu, choose Check Spelling.
When Works locates a word that may be misspelled, it highlights the word and displays it in the Change To box.
- 3 To change the word, type a replacement.
--Or--
To view a list of suggested spellings, choose Suggest and then [choose](#) the word you want.
- 4 To change this occurrence, choose Change; or to change all occurrences of the word throughout the document, choose Change All.
--Or--
To leave this occurrence unchanged, choose Ignore; to leave all occurrences of the word throughout the document unchanged, choose Ignore All.
- 5 If you want to add the word to your dictionary, choose Add.
- 6 To end the spelling check at any time, choose Cancel or Close. Any corrections already made will remain.
- 7 When the spelling check is finished, Works displays the message "Spelling check finished". Choose OK.



To skip words that are all capital letters, such as acronyms, [choose](#) the Skip Capitalized Words box.



To have Works automatically provide a list of alternative spellings for each misspelled word, choose the Always Suggest box.





To count words in a document

- 1 From the Options menu, choose Word Count.

Works displays the message "Counting words..." in the [status bar](#).

When Works has counted all of the words in the document, it displays a message saying how many words the document contains.

- 2 Choose OK.





To change the font and size

- 1 **Highlight the text** whose font or size you want to change.
- 2 On the **Toolbar**, click the down arrow to display the available fonts.
- 3 Click the font you want.
- 4 On the Toolbar, click the down arrow to display the available point sizes.
- 5 Click the size you want.

--Or--

- 1 **Highlight the text** whose font or size you want to change.
- 2 From the Format menu, choose Font & Style.
- 3 Under Fonts, **choose** the font you want.
- 4 Under Size, choose the size you want.
- 5 Choose OK.





To quickly change character position

- 1 **Highlight the text** whose position you want to change.
- 2 To choose _____ Press
Superscript CTRL+SHIFT+=
Subscript CTRL+=

Note: Pressing these keys again returns a superscript or subscript character to the normal line position.

To change the character position and apply other styles

- 1 **Highlight the text** whose position you want to change.
- 2 From the Format menu, choose Font & Style.
- 3 **Choose** a character position.
- 4 Choose any other character styles you want to apply.
- 5 Choose OK.





To apply character styles

- 1 **Highlight the text** whose style you want to change.
- 2 On the **Toolbar**, click the button for each style you want.

--or--

<u>To apply</u>	<u>Press</u>
Bold	CTRL+B
Italic	CTRL+I
Underline	CTRL+U

--Or--

- 1 **Highlight the text** whose style you want to change.
- 2 From the Format menu, choose Font & Style.
- 3 **Choose** the styles you want.
- 4 Choose OK.



To quickly apply the same styles to different text, highlight the text and press SHIFT+F7.





To remove character styles

- 1 **Highlight the text** whose style you want to remove.
- 2 On the **Toolbar**, click the button for the style you want to remove.

--or--

To remove Press

Bold	CTRL+B
Italic	CTRL+I
Underline	CTRL+U
All styles	CTRL+SPACEBAR

--Or--

- 1 **Highlight the text** whose styles you want to remove.
- 2 From the Format menu, choose Font & Style.
- 3 **Clear** the styles you want to remove.
- 4 Choose OK.

What if...

The style isn't removed?

If not all of the highlighted text has the style, Works applies the style rather than removing it. Just leave the text highlighted and choose the same style again.





To undo a change

Immediately following the action you want to undo:



From the Edit menu, choose Undo.

--or--



Press ALT+BACKSPACE.

Note: If you perform an action that cannot be undone, the Undo command is dimmed and is unavailable.



You can undo:



All text that you typed since you last chose a command or moved the insertion point.



The Cut, Paste, PasteSpecial, and Delete commands on the Edit menu.



All commands on the Format menu except the Tabs command.



All commands on the Insert menu except the Bookmark Name command.



All changes made during a spelling check.



The last word replaced using the Replace button.



All words replaced using the Replace All button.



To create a multi-line header or footer

- 1 From the Edit menu, choose Headers & Footers.
- 2 **Choose** Use Header And Footer Paragraphs.
- 3 Choose OK.
Works inserts a header and a footer paragraph above any text in your document, and automatically adds and centers the *page* **placeholder** in the footer paragraph.
- 4 If you have not already done so, **turn on Show All Characters** so you can see paragraph marks (¶) and end-of-line marks (↵) in your document.
- 5 **Move the insertion point** to the header (H) or footer (F) paragraph mark.
--or--
Press CTRL+HOME to move directly to the header paragraph.
- 6 Type any header or footer text you want. Text you type following the 'H' prints in the header paragraph; text following the 'F' prints in the footer.

If the header or footer contains more than one line, press SHIFT+ENTER to move to the next line. Works inserts an **end-of-line mark**. You cannot press ENTER to move to the next line.
- 7 If you want Works to insert the page number, filename, date, or time when you print, follow the procedure below to insert the appropriate **placeholder**.

To insert a placeholder

- 1 From the Insert menu, choose Special Character.
- 2 **Choose** the type of placeholder you want to insert.

For example, choose this option to insert the *time* placeholder.
- 3 Choose OK.
- 4 If you want to add other codes to your header or footer, repeat steps 2 and 3 above.

You can delete, move, or apply **character styles** to a placeholder as you would any other text.



If you want to check the header or footer position on the page before you print, click the Preview button on the **Toolbar**.



If you created a multi-line header or footer, you may need to adjust the header or footer margin to accommodate the text. For more information, see



[How to change the margin settings.](#)



To number the first page with a number other than 1, you will need to change the starting page number. For more information, see



[How to change the starting page number.](#)





To create a simple header or footer

- 1 From the Edit menu, choose Headers & Footers.
- 2 If necessary, [clear](#) Use Header And Footer Paragraphs.
- 3 Type the text and any header and footer codes you want (see table below).
For example, to left-align the header "Customers," type...

...or type this to have Works automatically insert the page number as a footer.

- 4 Choose OK.

Header and footer codes

To	Type
Print the page number	&p
Print the date in short format	&d
Print the date in long format	&n
Print the time	&t
Print the filename	&f
Left align text	&l
Center text	&c
Right align text	&r
Print & (ampersand)	&&

Note: If you use a date or time code, Works prints the date or time that the document is printed, not the date or time when the document was created.



To see what a header or footer looks like before you print or to check its position on the page, click the Preview button on the [Toolbar](#).

When you insert a date or time as a header or footer, it is displayed as 6/8/92 (short form), June 8, 1992 (long form), or 2:30 PM (12-hour clock). This may vary depending on the country you selected when you first installed Windows.

For more information, see

 [Changing the International Settings](#).





To change the starting page number

- 1 From the File menu, choose Page Setup & Margins.
- 2 Type the number that you want Works to use as the starting page number.
- 3 Choose OK.





To print without a header or footer on the first page

- 1 From the Edit menu, choose Headers & Footers.
- 2 **Choose** the options you want.
- 3 Choose OK.





To delete headers and footers

- 1 From the Edit menu, choose Headers & Footers.
- 2 To permanently clear the header and footer text from the document, delete all the text from the header and footer text boxes.

--Or--

To temporarily prevent header and footer paragraphs from printing, [clear](#) the Use Header And Footer Paragraphs check box. When you want to print them, choose the check box again.

- 3 Choose OK.





To create a footnote

- 1 **Move the insertion point** to the place where you want to insert the footnote mark.
- 2 From the Insert menu, choose Footnote.
- 3 **Choose** the type of footnote you want.
- 4 If you choose Character Mark, type the text, up to 10 characters long, that you want to use as a footnote mark.
- 5 Choose OK.
Works inserts the footnote mark and moves the insertion point into the footnote pane.
- 6 Type the footnote text in the footnote pane.
- 7 To return the insertion point to the document window and leave the footnote pane open, click in the document window or press F6.
--Or--
To close the footnote pane, choose Show Footnotes from the Options menu.



Footnotes print on the last page of text in your document. To print them on a separate page following the last page of text, **insert a page break** after the last line of text in your document. You can type any title you want to add for the footnote page following the page break.





To open or close the footnote pane



From the Options menu, choose Show Footnotes.
A check mark is displayed beside the command on the menu and the footnote pane is opened.



To close the footnote pane, choose Show Footnotes again.



To change a footnote mark

- 1 **Highlight** the footnote mark in the document window or the footnote pane.
- 2 From the Insert menu, choose Footnote.
- 3 **Choose** the type of footnote mark you want to change to.
- 4 If you choose Character Mark, type the text, up to 10 characters long, that you want to use as a footnote mark.
- 5 Choose OK.
Works replaces the footnote mark with the new mark both in the text window and the footnote pane.





To edit footnote text

- 1 If the footnote pane is closed, from the Options menu, choose Show Footnotes.
- 2 To position the insertion point in the footnote pane, click in the footnote pane.
--Or--
Press F6.
- 3 Edit the footnote text as you would regular text.
- 4 To return the insertion point to the document window and leave the footnote pane open, click in the document window or press F6.
--Or--
To close the footnote pane, choose Show Footnotes from the Options menu.





To delete a footnote

Important: Deleted information cannot be recovered.

- 1 In the document window, **highlight** the mark for the footnote you want to delete.

When you delete a footnote mark, Works automatically deletes the associated footnote text.

- 2 From the Edit menu, choose Delete.

--or--

Press the DEL key.

After deleting a footnote, Works automatically renumbers the remaining footnotes.





To copy or move a footnote

- 1 In the document window, **highlight** the footnote mark of the footnote you want to copy or move.
- 2 To copy the footnote, from the Edit menu choose Copy.
--or--
Press CTRL+C.

--Or--
To move the footnote, from the Edit menu choose Cut.
--or--
Press CTRL+X.
- 3 **Move the insertion point** to the place where you want to insert the footnote.
- 4 From the Edit menu, choose Paste.
--or--
Press CTRL+V.

Works copies or moves both the footnote mark and the associated footnote text.

When you copy or move a footnote, Works automatically rennumbers all footnotes.



To view the footnote text, open the footnote pane by choosing Show Footnotes from the Options menu. To move between the document pane and the footnote pane, click in the pane or press F6.





To insert a special character or placeholder

- 1 [Move the insertion point](#) to the place where you want to insert the [special character](#) or [placeholder](#).
- 2 From the Insert menu, choose Special Character.
- 3 [Choose](#) the special character or placeholder you want to insert.
- 4 Choose OK.

--Or--

- 1 Move the insertion point to where you want to insert a special character or placeholder.

2 To insert a _____ Press

End-of-line mark	SHIFT+ENTER
Optional hyphen	CTRL+- (hyphen)
Non-breaking hyphen	CTRL+SHIFT+- (hyphen)
Non-breaking space	CTRL+SHIFT+ SPACEBAR
Print file placeholder	CTRL+A
Print date placeholder	CTRL+D
Print time placeholder	CTRL+T
Current date placeholder	CTRL+; (semi-colon)
Current time placeholder	CTRL+SHIFT+; (semi-colon)

Notes:

There are no shortcut keys for the Print Page Number or Print Long Date placeholders. You must use the Special Character command to insert these placeholders.

You must choose the Show All Characters command from the Options menu to display [end-of-line marks](#) and optional hyphens. Non-breaking hyphens and all [placeholders](#) are always displayed.

A [non-breaking space](#) is displayed as blank space between two words when the Show All Characters option is turned on; regular spaces are displayed as a dots (.) when the option is on.





To display special characters and placeholders



From the Options menu, choose Show All Characters.
A check mark is displayed beside the command on the menu.



To hide special characters and placeholders again, choose Show All Characters again.



To hide or show the Toolbar



To hide the Toolbar, from the Options menu, choose Show Toolbar.
Works hides the Toolbar and removes the check mark beside the command name on the menu.



To display the Toolbar again, choose Show Toolbar again.



To hide or show the ruler



To hide the ruler, from the Options menu, choose Show Ruler.
Works hides the ruler and removes the check mark beside the command name on the menu.



To display the ruler again, choose Show Ruler again.



To hide the status bar

- 1 From the Options menu, choose Works Settings.
- 2 **Clear** the Show Status Bar check box.
- 3 Choose OK.
Works hides the status bar.

To show the status bar

- 1 From the Options menu, choose Works Settings.
- 2 **Choose** the Show Status Bar check box.
- 3 Choose OK.





To show or hide special characters




To show special characters, from the Options menu, choose Show All Characters. A check mark is displayed beside the command on the menu, and Works displays all special characters in your document.



To hide special characters again, choose Show All Characters again.



To wrap text for the window

 To automatically change line lengths to fit the size of your window, from the Options menu, choose Wrap for Window.

A check mark is displayed beside the command on the menu.



To see line lengths as they will be when printed, choose Wrap for Window again.



To turn draft view on or off



To turn on draft view, from the Options menu, choose Draft View. A check mark is displayed beside the command on the menu.



To turn off draft view, choose Draft View again.



To create a database for form letters or mailing labels

- 1 **Create** a new database.
- 2 In List view, **create a field** for each category of information you want to print in your form letter or on the mailing labels.
- 3 **Enter the information** for each person that you want to send a letter to or print a mailing label for.
- 4 **Save the file.**



When creating the database file for a form letter, it may be useful to include a "Title" field (for Mr., Mrs., and Ms.) that you can use in the greeting of the letter like this:





To create a document for form letters or mailing labels

- 1 [Open the database](#) that contains the information you want to use for your form letters or mailing labels.
- 2 [Create](#) a new word processor document.
- 3 Type any text that you want to appear before the first database entry.
- 4 To insert a database field name, from the Insert menu, choose Database Field.
- 5 [Choose](#) the database that you opened in step 1.
- 6 Choose the field name that you want to insert.
- 7 Choose OK.
Works inserts the field name enclosed in chevrons (<< >>).
- 8 Type any text that you want to appear before the next database entry.
- 9 Repeat steps 4-7 until you have completed your document. Remember to include any spaces and punctuation marks between consecutive database field names.
- 10 [Save the file](#).



You can [format](#) text in your document just as you would in any other Word Processor document. If you apply a style (for example, bold) to a database field name, the style will be applied to the corresponding database entries when the form letters or mailing labels are printed.

You can use a [WorksWizard](#) to create form letters or mailing labels. For more information, see

[Using WorksWizards](#).





To print form letters

- 1 **Open** the database that contains the information you want to include in your form letters.
- 2 **Open** the Word Processor form letter.
- 3 If you are using special paper or forms, from the File menu, choose Page Setup & Margins to change any page layout settings as needed.
- 4 From the File menu, choose Print Form Letters.
- 5 **Choose** the database you opened in step 1.
- 6 Choose Print.
- 7 Choose OK.

Works prints one form letter for each record in the database.

Note: You cannot preview letters with the database information inserted.



If you want to print a copy of the form letter before information is inserted to proofread the letter, check spacing, and so on, just **open** the form letter and choose the Print command from the File menu.

What if...

When I print the form letters, Works tells me that it can't locate the field names?

You may have chosen the wrong database. Open the correct database and choose Print Form Letter again.





To print mailing labels

- 1 **Open** the database that contains the information you want to include in your labels.
- 2 **Open** the Word Processor label document
- 3 From the File menu, choose Print Labels.
- 4 **Choose** the database you opened in step 1.

- 5 Type the vertical spacing--the measurement from the top of one label to the top of the next label.
- 6 Type the horizontal spacing--the measurement from the left edge of one label to the left edge of the next.
- 7 If you have more than one label across each page, type the number of labels across the page.

- 8 Choose Print.

--Or--

To test the alignment of your labels in the printer, choose Test. Works prints two rows of labels. Adjust the measurements as necessary, then choose Print.

Works displays the Page Setup & Margins dialog box.

- 9 In the Top Margin box, type the measurement from the top of the paper to the top of the first label; in the Left Margin box, type the measurement from the left edge of the paper to the left edge of the first row of labels.

- 10 In the Bottom Margin and Right Margin box, type **0** (zero).
- 11 Choose OK.



If a **field** is blank for a particular **record**, Works does not print a blank line on the label. For example, if you have a database field name such as "Apt.#" Works would print the labels as follows:

Note : If you have any characters (such as punctuation, spaces, or commas) on the same line with a field that is blank, the characters will print even though no information will print on that line.





To create a new document and enter text

- 1 From the File menu, choose Create New File.
- 2 In the Startup dialog box, **choose** Word Processor.

Works displays a blank document.

- 3 Type the text you want.

Works automatically begins a new line when you reach the right margin.

- 4 If you make a mistake:



Press BACKSPACE to delete the character to the left of the insertion point.

--Or--



Press DELETE to delete the character to the right of the insertion point.

- 5 To begin a new paragraph, press ENTER.



To create a new file or open an existing file, you can display the Startup dialog box by **double-clicking** anywhere in the Works **workspace**.



You can use a **WorksWizard** to create form letters or mailing labels. For more information, see



[Using WorksWizards](#).





To name and save a Word Processor document

- 1 From the File menu, choose Save As.
- 2 Type a **filename** no more than eight characters long.

Works automatically adds the extension .WPS to a Word Processor document.

- 3 Choose OK.



To automatically create a backup copy of your document when you save, choose Make Backup Copy.
After you first save a document, you can save it without changing its name by choosing Save from the File menu or by pressing CTRL+S.



To move within a document using the keyboard

To move _____ Press

Right one space

Left one space

Down one line

Up one line

Beginning of a line HOME

End of a line END

Next word CTRL+

Previous word CTRL+

Next paragraph CTRL+

Previous paragraph CTRL+

Bottom of window CTRL+PAGE DOWN

Top of window CTRL+PAGE UP

Next screen PAGE DOWN

Previous screen PAGE UP

Start of document CTRL+HOME

End of document CTRL+END





To move within a document using the mouse



To move up and down within your document, use the vertical scroll bar.

Note: If you use the scroll bar to move to a general location in your document, remember to click where you want to place the insertion point before you begin typing.



To move left or right within your document, use the horizontal scroll bar.

Drag to move to a general location or click to the left or right of the box to move to left or right one window at a time.

Note: If you use the scroll bar to move to a general location in your document, remember to click where you want to place the insertion point before you begin typing.






To move directly to a specific page

- 1 From the Select menu, choose Go To.
--or--
Press F5.
- 2 Type the number of the page you want to go to.
- 3 Choose OK.



You can move directly to a specific location in a document if you have inserted a bookmark there. For more information on inserting bookmarks, see  [How to create a bookmark.](#)





To highlight text using the keyboard

- 1 [Move the insertion point](#) to the left of the first character you want to highlight.
- 2 Hold down SHIFT and press the arrow keys () until you highlight the text you want. To remove the highlight, click anywhere in the document, or release SHIFT and press an arrow key.

--Or--

To highlight	Press F8
A word	Two times
A sentence	Three times
A paragraph	Four times
The document	Five times

After you press F8, EXT (for extend) is displayed in the [status bar](#). To stop extending a selection, press ESC. If you want to remove the highlight, after pressing ESC click anywhere in the document.



To highlight the entire document, you can also choose All from the Select menu.





To highlight text using the mouse

- 1 Move the mouse pointer () to the left of the first character you want to highlight.
- 2 **Drag** the pointer until all of the text is highlighted.

--Or--

- 1 **Click** to the left of the first character you want to highlight.
- 2 Move the pointer () to the right of the last character you want to highlight.
- 3 Hold down SHIFT and click.

--Or--

To highlight a Do this

Word	Double-click the word
Line	Click the space to the left of the line
Sentence	Hold down CTRL and click anywhere in the sentence
Paragraph	Double-click the space to the left of the paragraph
Document	Hold down CTRL and click anywhere in the space to the left of the document





To preview a document

1 On the [Toolbar](#), click the Print Preview button.

--or--

From the File menu, choose Print Preview.

Works displays the document in reduced scale in the print preview window.

2 To:



See the next page, choose Next.



See the previous page, choose Previous.



Magnify the page half way, choose Zoom In.



Magnify the page fully, choose Zoom In twice.



Return to the full page from half magnification, click Zoom Out.



Move from one part of the magnified page to another, use the scroll bars

--or--

Press PAGE UP or PAGE DOWN



Return to the full page, choose Zoom Out once or twice depending on how many times you magnified the page.



Print the document, click Print.



Leave print preview, click Cancel.



To move up or down the magnified page, use the [vertical scroll bar](#), or press PAGE UP or PAGE DOWN.

To move right or left on the magnified page, use the [horizontal scroll bar](#), or press CTRL+PAGE UP or CTRL+PAGE DOWN.





To print a document

1 On the [Toolbar](#), click the Print button

--or--

From the File menu, choose Print.

--or--

Press CTRL+P

2 If you want to print more than one copy, type the number of copies you want.

3 If you want to print only part of the document, choose the Pages option and then type the range of page numbers you want to print.

Note: You can see the page numbers in the Preview window.

4 If you want Works to print without pictures and without bold, italic, and underline formatting, choose Draft Quality Printing. Depending on your printer, Works may print faster with Draft Quality Printing chosen.

5 Choose OK.





To copy text

- 1 **Highlight the text** you want to copy.
- 2 From the Edit menu, choose Copy.
--or--
Press CTRL+C.
- 3 If you want to copy to another document, **open** or **switch to** the document.
- 4 **Move the insertion point** to the location you want to copy to.
- 5 From the Edit menu, choose Paste.
--or--
Press CTRL+V.



When you choose the Copy command, Works places the information on the **Clipboard**. You can then paste that information as many times as you like until you cut or copy other information to the Clipboard.





To copy character styles or paragraph formats

- 1 **Move the insertion point** into the text whose **character styles** or **paragraph formats** you want to copy.
- 2 From the Edit menu, choose Copy.
--or--
Press CTRL+C.
- 3 If you want to copy the styles to another document, **open** or **switch to** the document.
- 4 **Highlight the text** you want to apply the style or alignment to.
- 5 From the Edit menu, choose Paste Special.
- 6 **Choose** the type of format you want to copy.

- 7 Choose OK.
Works replaces all existing styles or alignments with the copied ones.





To copy between Works tools

1 **Highlight the information** you want to copy.

2 From the Edit menu, choose Copy.

--OR--

Press CTRL+C.

Note: When copying information from a database in Form view, choose Copy Record from the Edit menu.

3 **Open** or **switch to** the document into which you want to copy the information.

4 **Move the insertion point** to the location you want to copy to.

5 From the Edit menu, choose Paste.

--OR--

Press CTRL+V.



When you choose the Copy command, Works places the information on the **Clipboard**. You can then paste that information as many times as you like until you cut or copy other information to the Clipboard.





To move text

- 1 **Highlight the text** you want to move.
- 2 From the Edit menu, choose Cut.
--or--
Press CTRL+X.
- 3 If you want to move to another document, **open** or **switch to** the document.
- 4 **Move the insertion point** to the location you want to move to.
- 5 From the Edit menu, choose Paste.
--or--
Press CTRL+V.

Note: If any text is highlighted when you choose Paste, the moved text replaces the highlighted text.



When you choose the Cut command, Works places the information on the **Clipboard**. You can then paste that information as many times as you like until you cut or copy other information to the Clipboard.





To move information between tools

1 **Highlight the information** you want to move.

2 From the Edit menu, choose Cut.

--OR--

Press CTRL+X.

Note: When moving information from a database in Form view, choose Cut Record from the Edit menu.

3 **Open** or **switch to** the document into which you want to move the information.

4 **Move the insertion point** to the location you want to move the information to.

5 From the Edit menu, choose Paste.

--OR--

Press CTRL+V.



When you choose the Cut command, Works places the information on the **Clipboard**. You can then paste that information as many times as you like until you cut or copy other information to the Clipboard.





To add linked entries from a Works Spreadsheet

- 1 **Open** the spreadsheet that contains the entries you want to add.
- 2 **Highlight the range** of cells that contains the entries you want to add.
- 3 From the Edit menu, choose Copy.
--or--
Press CTRL+C.
- 4 **Open** or **switch to** the Word Processor document to which you want to add the entries.
- 5 **Move the insertion point** to the place where you want to add the entries.
- 6 From the Edit menu, choose Paste Special.
- 7 Choose MS Works Spreadsheet.

- 8 Choose Paste Link.

Works inserts a linked copy of the entries.

Note: If a Word Processor document contains linked entries from a Works spreadsheet, you must have the spreadsheet open before you print the Word Processor document. Otherwise, Works cannot print the entries when it prints the document.

What if...

The Paste Link button is unavailable?

If the spreadsheet you copied the entries from has not been saved, the Paste Link button is unavailable. To make the button available, **switch to** the spreadsheet you copied the entries from, save it, and then repeat the above procedure.





To create a manual link

- 1 In the Word Processor document, [highlight the linked information](#) whose link you want to change.
--Or--
To highlight all the linked information in a document, from the Select menu, choose All.
- 2 From the Edit menu, choose Links.
- 3 In the Links box, [choose](#) the item or items whose links you want to change to manual.
- 4 [Choose](#) Manual.
- 5 Choose OK.





To update manually linked information

- 1 In the Word Processor document, [highlight the linked information](#) whose links you want to change.
--Or--
To highlight all linked information in a document, from the Select menu, choose All.
- 2 From the Edit menu, choose Links.
- 3 In the Links box, [choose](#) the item or items whose linked information you want to update.
- 4 Choose Update Now.
- 5 Choose OK.





To add a linked chart from a Works spreadsheet

- 1 [Open the spreadsheet](#) that contains the chart you want to add.
- 2 [Open](#) or [switch to](#) the Word Processor document that you want to add the chart to.
- 3 [Move the insertion point](#) to the place where you want to add the chart.
- 4 From the Insert menu, choose Chart.
- 5 [Choose](#) the spreadsheet containing the chart you want to add.
- 6 Choose the chart you want to add.
- 7 Choose OK.

Works inserts a linked copy of the chart.



You can align a linked chart (right, left, or center) in the same way you align a paragraph of text: [highlight the chart](#) and then click the appropriate button on the [Toolbar](#) or choose Indents & Spacing from the Format menu. For more information, see

[How to Align a Paragraph.](#)

You can change the size of a linked chart by [scaling](#) it using the Format Picture command. For more information, see

[How to change the size of a picture.](#)






To edit linked entries

- 1 In the Word Processor document, [double-click](#) the entries you want to edit.

Works opens the spreadsheet that contains the linked entries.

- 2 Make any changes you want to the entries.
- 3 From the File menu, choose Save to save the changes.
--or--
Press CTRL+S.

- 4 [Switch to](#) the Word Processor document again.

If the link is an [automatic link](#), Works updates the linked entries to match the changes you made in the spreadsheet. If the link is a [manual link](#), you need to update the link. For more information, see  [How to update manually linked information.](#)





To edit a linked chart



- 1 In the Word Processor document, [double-click](#) the chart you want to edit.
Works opens the chart and its spreadsheet.
- 2 Make any changes you want to the chart or to the chart data in the spreadsheet.
- 3 From the File menu, choose Save.
--or--
Press CTRL+S.
- 4 [Switch to](#) the Word Processor document.

If the link is an [automatic link](#), Works updates the linked chart to match the changes you made in the spreadsheet. If the link is a [manual link](#), you need to update the link. For more information, see [How to update manually linked information](#).





To change a link

- 1 In the Word Processor document, **highlight the linked information** whose link you want to change.
--Or--
To highlight all the linked information in a document, from the Select menu, choose All.
- 2 From the Edit menu, choose Links.
- 3 **Choose** the item whose link you want to change.
- 4 To change the type of link, **choose Automatic** or **Manual**.
- 5 To update manually linked information, choose Update Now.
- 6 To cancel a link, choose Cancel Link.
- 7 If you have moved or renamed the spreadsheet that your document is linked to, choose Change Link.
 First **choose the drive and directory** that contains the spreadsheet...
-  ...then **choose** the filename of the spreadsheet whose name or location you changed.
- 8 Choose OK.







To add a drawing


- 1 In the Word Processor document, [move the insertion point](#) to the place where you want to add an [embedded drawing](#).
- 2 From the Insert menu, choose Drawing.
Works starts the Microsoft Draw application.
- 3 Create the drawing you want to add.
For instructions on using Microsoft Draw, press F1 at any time while working in the Microsoft Draw application. Microsoft Draw displays a Help Index from which you can choose a topic.
- 4 From the File menu in Microsoft Draw, choose Exit and Return.
Microsoft Draw asks if you want to update the embedded drawing.
- 5 Choose Yes.
Microsoft Draw closes and Works embeds the drawing in your Word Processor document.



As you work on a drawing, it is a good idea to save your work periodically. To do so, in Draw, choose the Update command from the File menu. Works saves the drawing in your Word Processor document.

You can add drawings, such as a company logo, to a Word Processor [template](#) so that each time you create a new document, the logo is automatically inserted. For more information, see  [How to create a Works template](#).

You can align a drawing (right, left, or center) in the same way you align a paragraph of text: [highlight the drawing](#) and then click the appropriate button on the [Toolbar](#) or choose the Indents & Spacing command from the Format menu. For more information, see  [How to Align a Paragraph](#).

You can change an embedded drawing's size using the Format Picture command. For more information, see  [How to change the size of a picture](#).





To change a drawing

- 1 In the Word Processor document, double-click the drawing you want to edit.
--Or--
Highlight the drawing you want to edit and, from the Edit menu, choose Edit Microsoft Drawing Object.
Works starts the Microsoft Draw application and displays a copy of the drawing.
- 2 Make whatever changes you want to the drawing.
- 3 From the File menu in Microsoft Draw, choose Exit and Return.
Microsoft Draw asks if you want to update the embedded drawing.
- 4 Choose Yes.
Microsoft Draw closes and Works updates the drawing in your document.





To get Microsoft Draw Help

1 **Open** the Word Processor document where you want to add the drawing.

2 From the Insert menu, choose Drawing.

Works starts Microsoft Draw.

3 Press F1 to display the Help Index, then choose the topic you want.

4 When you have finished using Help, choose Exit from the File menu to return to Microsoft Draw.



To learn how to use Microsoft Draw Help, choose Using Help from the Microsoft Draw Help menu.





To copy information from another application

- 1 **Open the application and file** that contains information you want to copy.
- 2 **Highlight the information** you want to copy.
- 3 From the application's Edit menu, choose Copy.
- 4 **Switch to** the Word Processor document into which you want to copy the information.
- 5 **Move the insertion point** to the location you want to paste to.
- 6 From the Edit menu, choose Paste.
--or--
Press CTRL+V.
Works inserts the copied information.





To add linked information from another Windows application


- 1 **Open the application and file** containing the information you want to link or embed.
- 2 **Highlight the information** you want to link.
- 3 From the application's Edit menu, choose Copy.
- 4 **Switch to** the Word Processor document into which you want to add the information.
- 5 **Move the insertion point** to the place where you want to add the information.
- 6 From the Edit menu, choose Paste Special.
- 7 From the Data Type box, **choose** the type of information you are adding.
- 8 Choose Paste Link.

Works inserts the linked information.



If the **object** is not displayed properly, it might have been added using the wrong data type. To change the data type, highlight the object and then repeat steps 6-8 above, choosing a different data type in Step 7.

You can align a linked object (right, left, or center) in the same way you align a paragraph of text: **highlight the object** and then click the appropriate button on the **Toolbar** or choose the Indents & Spacing command from the Format menu. For more information, see

 [How to Align a Paragraph.](#)

What if...



The Paste Link button is unavailable?

If the spreadsheet you copied the entries from has not been saved, the Paste Link button is unavailable. To make the button available, **switch to** the spreadsheet you copied the entries from, save it, and then repeat the above procedure.





To change a link

- 1 In the Word Processor document, **highlight the linked information** whose link you want to change.
--Or--
To highlight all the linked information in a document, from the Select menu, choose All.
- 2 From the Edit menu, choose Links.
- 3 **Choose** the item whose link you want to change.
- 4 To change the type of link, **choose Automatic** or **Manual**.
- 5 To update manually linked information, choose Update Now.
- 6 To cancel a link, choose Cancel Link.
- 7 If you have moved or renamed the **source document** that your document is linked to, choose Change Link.
 First **choose the drive and directory** that contains the source document...
-  ...then **choose** the filename of the source document whose name or location you changed.
- 8 Choose OK.





To add embedded information from another Windows application

- 1 In the Word Processor document, [move the insertion point](#) to the place where you want to add the embedded information.
- 2 From the Insert menu, choose Object.
- 3 [Choose](#) the type of information you want to embed.
- 4 Choose OK.
Works starts the appropriate application.
- 5 [Open the file](#) containing the information you want to embed.
--Or--
Use the application to create the [object](#) you want to add to your document.
- 6 From the application's File menu, choose Exit and Return.

Note: Not all applications use the Exit and Return command. For example, Microsoft Excel uses the Update command. Check the application's documentation for the correct command name.

The application closes and Works inserts an embedded copy of the information.



You can align an embedded [object](#) (right, left, or center) in the same way you align a paragraph of text: [highlight the object](#) and then click the appropriate button on the [Toolbar](#) or choose the Indents & Spacing command from the Format menu. For more information, see

[How to Align a Paragraph.](#)

You can change an embedded drawing's size using the Format Picture command. For more information, see

[How to change the size of a picture.](#)





To edit linked information

1 In the Word Processor document, [double-click](#) the linked information you want to edit.

Works starts the [source application](#) and opens the [source document](#).

2 Make any changes you want to the information.

3 From the application's File menu, choose Save to save the changes.

4 Close the source application.

The application closes and Works updates the linked information with the changes you made.





To edit embedded information

- 1 In the Word Processor document, **double-click** the embedded information you want to edit.
--Or--
Highlight the embedded information you want to edit and, from the Edit menu, choose Edit Object.

Works starts the **source application** and displays a copy of the embedded information.

- 2 Make whatever changes you want to the information.
- 3 From the application's File menu, choose Exit and Return.

Note: Not all applications use the Exit and Return command. For example, Microsoft Excel uses the Update command. Check the application's documentation for the correct command name.

The source application closes and Works updates the embedded information with any changes that were made.





To change the size of a picture

- 1 In the Word Processor document, highlight the picture you want to change.
- 2 From the Format menu, choose Picture.
- 3 In the Height or Width box, type the percentage of the original height or width you want to change the picture's dimensions to.

For example, to make the picture half (50%) of its original size, type **50** in the Height box and **50** Width box.

- 4 Choose OK.





To change the size of a linked chart

- 1 In the Word Processor document, [highlight the chart](#) you want to change.
- 2 From the Format menu, choose Picture.
- 3 In the Height or Width box, type the percentage of the original height or width you want to change the chart's dimensions to.

For example, to make the chart half (50%) of it's original size, type **50** in the Height box and **50** Width box.


- 4 Choose OK.








To save a file as a different type

- 1 [Open the document](#) you want to save as a different type.
- 2 From the File menu, choose Save As.
- 3 Type a name for the file.
- 4 Choose the file type you want for the file.

 Choose WordPerfect 5.0 or 5.1, Word for Windows, or Windows Write if you will open the document in one of these applications.

 Choose Text if you will open the document in another windows application.

 Choose Text (DOS) if you will open the application in a non-Windows application.

 Choose RTF if you want to save text and **formatting**, and the application you will open the document in can open RTF files. For information, check the application's documentation.

5 Choose OK.

What if...

Some of the characters in my document appear different when I open it in the other application?

The application may not be able to read the file type you chose in step 4. Repeat the above procedure, and try choosing a different file type.





To create a document for envelopes

- 1 [Open the database](#) that contains the names and addresses you want to print on your envelopes.
- 2 [Create](#) a new Word Processor document.
- 3 Type your return address (unless it's preprinted on the envelopes).

- 4 To determine the vertical position of the mailing address, press ENTER as many times as necessary.
- 5 To determine the horizontal position of the mailing address, [set a left indent](#).
- 6 From the Insert menu, choose Database Field.
- 7 [Choose](#) the database you opened in step 1.


- 8 Choose the first field name you want to insert.
- 9 Choose OK.
Works inserts the field name enclosed in chevrons (<< >>). When you print the envelopes, Works prints one record from this field on each envelope.
- 10 Repeat steps 6-9 for each additional field you want to insert. Include any text, spaces, or commas you want between field names.
- 11 [Set your top and left margins](#) to equal the amount of space you want to leave between the return address and the top and left edges of the envelope.





To create a database for envelopes

- 1 [Create](#) a new database.
- 2 In List view, [create a field](#) for each category of information you want to print in your envelope.
- 3 [Enter the information](#) for each address you want to print an envelope for.
- 4 [Save the file](#).

For more detailed information on creating a database in list view, see  [Creating a Database in List View](#).





To print form-feed envelopes

- 1 Insert the envelopes into your printer.
- 2 **Open the database** containing the addresses you want to print.
- 3 **Open** or **switch to** the Word Processor document containing the address fields.
- 4 From the File menu, choose Print Labels.
- 5 **Choose** the database you opened in step 2.
- 6 Type label spacings to match the size of your envelopes, including the envelope flaps. For standard, #10, form-feed envelopes, type...
- 7 Type **1** in the Number of Labels across Page box.
- 8 Choose Print.
Works displays the Page Setup and Margins dialog box.
- 9 In the Page Setup & Margins dialog box, type **0** in each margin box.
- 10 Type measurements to match the dimensions of your envelope page. For standard envelope forms, type...
- 11 Choose OK.
Works displays the Print dialog box.
- 12 Choose OK.
Note: If the page size you typed in step 10 does not match the page size you have set in the Printer Setup box, Works displays a message noting the difference. Choose Continue to proceed.



If a **field** is blank for a particular **record** and that field is the only entry on a line, Works does not print a blank line on the envelope. For example, if you have a line containing just the database field name "Apt.#" Works would print the addresses as follows:





To print individual-feed envelopes

- 1 Insert the envelopes into your printer's tray or bin.
- 2 **Open the database** containing the addresses you want to print.
- 3 **Open** or **switch to** the Word Processor document containing the address fields.
- 4 From the File menu, choose Page Setup & Margins.
- 5 In the Page Setup & Margins dialog box, type **0** in each margin box.
- 6 Type page size measurements that match the size of envelope you are using. If you are using standard 9 1/2" by 4 1/8" envelopes, you will type...
- 7 From the File menu, choose Print Form Letters.
- 8 **Choose** the database you opened in step 2.
- 9 Choose Print.
Works displays the Print dialog box.
- 10 Choose OK.
Note: If the page size you typed in step 6 does not match the page size you have set in the Printer Setup box, Works displays a message noting the difference. Choose Continue to proceed.





To copy to another application

- 1 **Highlight the text** you want to copy.
- 2 From the Edit menu, choose Copy
--or--
Press CTRL+C.
- 3 **Open the application and file** you want to paste to.
- 4 **Move the insertion point** to the location you want to paste to.
- 5 From the Edit menu, choose Paste
--or--
Press CTRL+V.



When you choose the Copy command, Works places the information on the **Clipboard**. You can then paste that information as many times as you like until you cut or copy other information to the Clipboard.

What if...

I try to copy to an application and it doesn't work?

Try saving the Word Processor file as a text file, and then opening the text file in the application.





To move information to another application

- 1 **Highlight the text** you want to move.
- 3 From the Edit menu, choose Cut
--or--
Press CTRL+X.
- 4 **Open the application and file** you want to paste to.
- 5 **Move the insertion point** to the location you want to paste to.
- 6 From the Edit menu, choose Paste
--or--
Press CTRL+V.



When you choose the Cut command, Works places the information on the **Clipboard**. You can then paste that information as many times as you like until you cut or copy other information to the Clipboard.

What if...

I try to move information to an application and it doesn't work?

Try saving the Word Processor file as a text file, and then opening the text file in the application.





To open a document from another application

- 1 From the File menu, choose Open Existing File.
- 2 **Choose** the type of document you want to open.

For example, choose WordPerfect 5.0 to open a document from that application, or Text (*.txt) to open a text file.

- 3 Type or **choose** the document you want to open.

Note: If the file is located in a different directory or on another drive, **choose the directory or drive** you want.

- 4 Choose OK.



Bookmark

Bookmarks are invisible tags you can create to mark a specific location in your document. Once you have marked a location, you can jump directly to it at any time.

To enter information in list view

- 1 Move the highlight to the field where you want to type the information.
- 2 Type the entry.

As you type, the entry is displayed in both the list and in the formula bar.

If you make a mistake, press BACKSPACE.

If you decide not to enter the information, press ESC or click the Cancel box in the formula bar.

Note: A formula must begin with an = (equal sign).

- 3 If you want to:



Complete this entry only, press ENTER or click the Enter box in the formula bar.



Complete this entry and move to the next field, press TAB.



Complete this entry and move to the previous field, press SHIFT+TAB.



Complete this entry and move to the beginning of the next record, press
↓ then press HOME.

To create a database

- 1 From the File menu, choose Create New File.
- 2 Choose Database.
- 3 On the Toolbar, click the List View button.

To create a field

- 1 Move the highlight to the column you want to name.
- 2 From the Edit menu, choose Field Name.
- 3 Type a unique name for the field, no longer than 15 characters.

In list view, you do not have to type a colon at the end of the field name. Example: **Last Name**

- 4 Choose OK.

The field name is displayed as a heading at the top of the column.

To move the highlight ()

Click where you want to place it.

--or--

Press the arrow keys (bmcwd arrowkey.mrb)

Object

Any piece of linked or embedded information in a Word Processor document, such as a chart, a range of spreadsheet entries, a picture, or a drawing.

To highlight a linked chart

Click anywhere in the chart.

To highlight linked information

Click the information.

For example, to highlight linked spreadsheet entries, click anywhere in the entries.

To highlight embedded information

Click the information.

For example, to highlight an embedded picture, click anywhere in the picture.

Tab stop alignment

You can choose from four different alignments for a tab stop: left, right, decimal, or center. A tab stop's alignment determines how text aligns at the tab stop when you press the TAB key.

Gridlines

The grid of dotted lines that divides a spreadsheet or a database in list view into rows and columns.

Format

In a spreadsheet or database, refers to the appearance of information. The format includes the alignment (general, left, right, center), styles (bold, italic, underline), and the way dates, times, and numbers are displayed. Format changes apply to all entries in a field.

Filename

Filenames can contain up to eight characters. You can use any characters except for spaces and those shown below which have a special meaning for DOS.

When you save a document, Works automatically adds a three letter extension to the filename to help you identify the type of document. Works adds the extension .WPS to a Word Processor document, .WKS to a spreadsheet, or .WDB to a database.

Double-click

- 1 Move the mouse pointer over the item you want.
- 2 Press and release the mouse button twice in quick succession.

Format

Refers to the appearance of text. Formats include font, style (bold, italic, underline), paragraph indents and alignment, and borders.

Font

A set of characters with a specific design; also called a typeface or typestyle. Each font has a name, for example, Courier or Helv. Each font has one or more sizes (measured in points) to choose from.

Font sizes

Many fonts are available in different sizes. Fonts are measured in points (one inch = 72 points). For example, a 12-point font is one in which the distance between the top of the tallest character and the bottom of characters that extend below the baseline is 12 points.

To highlight text

- 1 Move the mouse pointer () to the left of the leftmost character you want to highlight.
- 2 Hold down the mouse button and drag the mouse to the right.

Highlighted text looks like this:

To highlight paragraphs

- 1 Move the mouse pointer () to the beginning of the first paragraph you want to highlight.
- 2 Hold down the mouse button and move the mouse pointer to the end of the last paragraph you want to highlight.

To highlight a word

Move the mouse pointer () over the word and double-click.

A highlighted word is displayed like this:

To choose a check box

Click each empty check box you want to choose.

Note: To clear a check box, click it again.

To clear a check box

Click each check box you want to clear. A cleared check box is empty.

Note: To choose a checkbox, click it again.

To choose an option

Click the one you want. You can only choose one option at a time.

To choose from a list

If you can't see all of the items, click the up or down arrow or drag the scroll box.



To choose the item and complete the command, double-click the item.

To choose from a drop-down list box

If you can't see all of the items, click the up or down arrow or drag the scroll box



To choose the item and complete the command, double-click the item.

To choose from a combo box

If you can't see all of the items, click the up or down arrow or drag the scroll box.



To choose the item and complete the command, double-click the item.

Outline border

A four-sided border that encircles one or more paragraphs.

Alignment

The positioning of a paragraph relative to the left or right indent marker on the ruler. With Works, you can align text at the left or right indent marker, or centered between them. You can also align the text at both the left and right, which is called justified.

Indent markers

The triangles on the ruler. The split triangle at the left () indicates the left indent position, and the solid triangle at the right () indicates the right indent position.

Justify

With justified alignment, Works equally distributes extra space between words on a line so that the first and last character of each line aligns with the left and right indent marker, respectively.

Point

A unit of measure equal to $1/72$ of an inch. For example, 72pt font is one inch high, and 12pt font is $1/6$ -inch high.

Insertion point

The blinking vertical bar that marks your place in the document. When you type, text is entered at the insertion point.

Character styles

Formatting instructions that are applied to individual characters. Some examples:

Paragraph formats

Formatting instructions that are applied to paragraphs and stored with the paragraph mark (¶) at the end of a paragraph.

Paragraph formats include the amount of space before or after a paragraph, the amount of space between lines, the way that text is aligned (left, right, center, justified), indents, and so on.

Clipboard

A temporary storage area for cut or copied information. You can paste the contents of the Clipboard into another part of your document, another Works document, or a document in another Windows application.

To turn on Show All Characters

From the Options menu, choose Show All Characters.

A check mark beside the command name on the menu indicates that the command is turned on.

To turn this option off, choose Show All Characters again.

Special characters

Marks that are displayed on the screen but do not print. They instruct Works on how to display and print text. Works special characters include:

- Tab mark ()
- Paragraph mark ()
- End-of-line mark ()
- Manual page break ()
- Optional hyphen ()
- Non-breaking hyphen ()
- Non-breaking space

Wildcard

A wildcard, represented by a question mark (?), represents any single character appearing in the same position as the question mark. You can use wildcards with the Find command to find variations of text in a single search.

Example: If you type **princip??**, Works finds principle and principal.

ASCII

An acronym for American Standard Code for Information Interchange. ASCII files are also called text files, since they generally contain text only (and no other information, such as formatting). ASCII files can be read by any program.

Editing

To change text in some way. Deleting and moving text are two common ways you can edit text with Works.

Acronym

A representation of a phrase formed by using the initial letter or letters of each word in the phrase.

Preset

Some Works settings, such as margins and tab stops, have preset values. For example, until you change the margin settings, Works automatically sets a 1-inch top and bottom margin, a 1.3-inch left margin, and a 1.2-inch right margin.

If you change the preset values for a setting, all new documents you create will have the value you specify. For example, if you change the preset top margin to 1.5 inches, all new documents you create will have a 1.5-inch top margin until you make another change.

Leader character

A dotted, dashed, or solid rule that fills the space preceding a tab stop. Leader characters can be used to help guide the eye from column to column in a table. Leader characters in Works are:

Paragraph mark (¶)

The character inserted when you press enter to end a paragraph. You can see paragraph marks (as well as other screen symbols) by choosing the Show All Characters command from the Options menu.

End-of-line mark ()

A special character marking the end of a line. If you press ENTER to begin a new line, Works begins a new paragraph. If you want to begin a new line without starting a new paragraph, you must press SHIFT+ENTER to insert an end-of-line mark.

Tab mark ()

A character you insert when you press TAB. To see tab marks in your document, choose Show All Characters from the Options menu.

White space

Any number and combination of consecutive spaces, tab marks, and non-breaking spaces.

Non-breaking space

A special character that you insert between words (for example, between a first and last name) to keep them together on the same line. Words separated by a regular space may be split between two lines.

Indent

The distance between the left margin and the first character in a line (left indent) or the distance between the right margin and the last character in a line (right indent). You can set or change indents for individual paragraphs or for several paragraphs at a time.

Page length

The distance between the top and bottom edges of the paper.

Page width

The distance between the left and right edges of the paper.

Line length

The distance across the page in which you can type text before Works automatically wraps text to the next line. The line length is the distance between the left () and right () indent markers on the ruler.

Placeholder

A code you insert in your document that tells Works to add information when you print the document. For example, when you insert the placeholder *page*, Works prints the appropriate page number at that position on each page.

Active printer

A printer becomes active when it is assigned to a port. You assign a printer to a port when you install Windows. For more information, see your Windows documentation.

Selected printer

A printer is selected after it is chosen from the list of active printers. Active printers are the printers you assigned to ports when you installed Windows. You can see a list of active printers by choosing the Printer Setup command from the File menu.

Widow line

The last line of a paragraph, printed at the top of a page separately from the rest of the paragraph.

Orphan line

The first line of a paragraph, printed at the bottom of a page separately from the rest of the paragraph.

Style

Determines the appearance of text. You can apply styles such as bold, underline, and italic to emphasize particular information and make your document more attractive and easy to read.

Margin

The white space between text and the top, bottom, right, or left edge of the page. You set margins for an entire document.

Header margin

The space between the top edge of the paper and the first line of header text.

Footer margin

The space between the bottom edge of the paper and the first line of footer text.

Copy

When you copy information, Works places a copy of the information on the Clipboard. You can then paste the information into a new document as many times as you like. The information stays on the Clipboard until you copy or cut different information.

Embed

When you embed information in a Word Processor document, you can start the application you used to create the information from within the document.

For example, to change an embedded picture, you just double-click it. This starts the application you used to create the picture, and you can make any changes you want. When you quit the application, the picture in your document is updated automatically.

Link

A connection between information in two different applications or Works tools. When information from one application or tool is copied and linked to another, changes to the original information are automatically made to the copy.

For example, if you link entries in a Works spreadsheet to a Works Word Processor document, any changes you make to the entries in the spreadsheet are automatically updated in the Word Processor document.

Inserted object

Any image or information in your Word Processor document that is linked to, or embedded from, another tool or application.

Picture

Any image in your word processor document that is copied, linked, or embedded from another source application.

Active document

The active document is the one you are currently working in. There can only be one active document at a time.

Source document

The document that linked or embedded information in your Word Processor document comes from.

Source application

The application you used to create linked or embedded information.

Scale

To enlarge or reduce the size of an image by changing the horizontal and vertical proportions.

Automatic link

A link that automatically updates information. Each time you open a document that contains automatically-linked information, Works checks the source document to see if the linked information has changed and, if necessary, updates it in your document.

Manual link

A link that updates information only when you request it. Each link you create is preset to update automatically; you need to change those links you want to be manual.

Template

A "sample document" you can create to save time when you want to create several similar documents. When you create a template, each new document you create will have the settings, text, and formats you included in the template, until you turn the template off.

RTF file

An acronym that stands for Rich Text Format. An RTF file is a file that contains text and all character and paragraph formats. A document saved as an RTF file can be used in other applications that can read RTF files.

Text file

A text file (also called an ASCII file) is a file that contains text but no formatting. A document saved as a text file can be opened and read by most applications, even those that cannot open and understand other Works files.

Toolbar

The row of buttons under the menu bar.

Use the Toolbar to quickly:

Change the font, style, and alignment of your document.

Check spelling or find a synonym for a word.

Preview and print your document.

To move the insertion point

Move the mouse pointer () to the place where you want the insertion point and then click.

To highlight a range of cells

Click a cell at a corner of the range, hold down the mouse button, and drag until the range is highlighted.

Vertical scroll bar

Use to move up and down within a document.

Horizontal scroll bar

Use to move left or right within a document.

To highlight a drawing

Click the drawing you want to highlight.

To highlight an object

Click the object you want to highlight.

To highlight a chart

Click the chart you want to highlight.

To highlight a picture

Click the picture you want to highlight.

To highlight information

- 1 Move the mouse pointer () to the leftmost character you want to highlight.
- 2 Hold down the mouse button and drag to the right.

Highlighted information is displayed like this:

To highlight information

- 1 Move the mouse pointer to the top-left corner of the information you want to highlight.
- 2 Hold down the mouse button and drag to the right.

Highlighted information is displayed like this:

To highlight a footnote mark

- 1 Move the mouse pointer () between the last text character and the footnote mark.
- 2 Hold down the mouse button and drag over the footnote mark.

To open a file in Works

- 1 From the File menu, choose Open Existing File.
- 2 Under File Name, double-click the name of the file you want to open.

Note: Word Processor files have the extension .WPS.

If you can't see all of the filenames, click the up or down arrow. If the file is located in a different directory, double-click the directory; then choose the file

To open a database in Works

- 1 From the File menu, choose Open Existing File.
- 2 Under File Name, double-click the name of the file you want to open.

Note: Database files have the extension .WDB.

If you can't see all of the filenames, click the up or down arrow. If the file is located in a different directory, double-click the directory; then choose the file.

To create a new file

- 1 From the File menu, choose Create New File.
- 2 Choose the type of file you want to create.

To open an application and file

- 1 From the Windows menu in Program Manager, choose Main.
- 2 Double-click the File Manager icon.
- 3 Double-click the directory window that contains the file you want to open. For example, Microsoft Excel.
- 4 Double-click the name of the file you want to open, for example, EXPENSES.XLS.

To switch to a different application

Click the application window

--Or--

- 1 From the Windows Control menu, choose Switch To.
- 2 From the Task List, choose the application you want to switch to.

To switch to a file

Click the file or choose its name from the Window menu.

Drag

- 1 Move the mouse pointer () over the item you want to move.
- 2 Press and hold down the mouse button and then move the mouse.
- 3 When you reach the location where you want to place the item, release the mouse button.

Click

- 1 Move the mouse pointer () over the item you want.
- 2 Press and quickly release the mouse button.

To choose a different directory or drive

To choose a different directory, click the Drive icon then double-click the directory or subdirectory you want.

To choose a different drive, click the down arrow to see the list of drives, then click the drive you want.

For example, to save a file on a floppy disk, choose drive a:.

To choose a file name

Under File Name, double-click the name of the file you want to open.

If you can't see the filenames, click the up or down arrow.

Dialog box

A window that is displayed when Works needs additional information to carry out a command you've chosen. You type information or choose from different options in a dialog box to help Works complete the task. A dialog box is your way of "conversing" with Works.

Proportional font

A font in which different letters take up different amounts of space. For example, in a proportional font a "w" takes up more space in a line than an "i". In a non-proportional font, both these characters occupy the same amount of space.

Landscape font

A font whose characters can print sideways on the paper, in landscape orientation.

Portrait fonts

A font whose characters print vertically on the paper, in portrait orientation.

ANSI

An acronym for American National Standards Institute. The ANSI character set defines character codes for 256 characters by assigning a standard decimal and hexadecimal number to each character. ANSI files are also called text files, since they generally contain text only (and no other information, such as formatting). Because of the standard decimal and hexadecimal numbers assigned to characters, ANSI files can be read by any program.

Scrolling

The action of moving from horizontally or vertically to see the portion of your document that is not displayed in the window. To scroll, you use the horizontal and vertical scroll bars.

Field

A category of information in a database, such as Last name or First name.

The term field refers to both the field name and the entry.

Record

In a database, all the information about one person, product, event, and so on.

For example, in an address list, a record includes all the information about one person, such as last name, first name, street, city, state and Zip Code.

Status bar

An area at the bottom of the Works window that displays messages and command descriptions.

If the status bar is not displayed, choose Works Setting from the Options menu and then choose Status Bar.

To save a file in Works

- 1 From the File menu, choose Save As.
- 2 Under File Name, type the name that you want to give to the file.

You do not need to type an extension for the file. Works will give the file an extension depending on the type of file it is--.WDB for database, .WPS for word processor, or .WKS for spreadsheet.

If you would like to save the file in a different directory, double-click the directory that you would like to save the file in.

WorksWizards

A Works feature that helps you create form letters, mailing labels, or an address database. WorksWizards create documents based on information you provide. For example, the Mailing Labels WorksWizard asks you questions, then based on your responses, creates and prints mailing labels.

To insert a page break

- 1 Move the insertion point to the beginning of the line that you want to immediately follow the page break.
- 2 From the Insert menu, choose Page Break.
--or--
Press CTRL+ENTER.

To set a tab stop

On the ruler, click the position where you want to set a tab stop.

To set a left indent

Drag the left indent marker (the bottom triangle) on the ruler to the position where you want the indent.

Note: When you drag the left indent marker, the first line indent marker (top triangle) moves with it.

To set margins

- 1 From the File menu, choose Page Setup & Margins.
- 2 Type a new measurement for any margins you want to change.

Works assumes the unit of measure is inches--you don't have to type the inch symbol (").

Note: The header margin must be smaller than the top margin and the footer margin must be smaller than the bottom margin.

- 3 Choose OK.

Query

A query is a way to have the database display only the records that you want to see. A query can display records that have more than one entry in common or whose entries fall within a specified range. For example, in an address database you could use a query to display only those records where the last name is Smith or Smyth and the state is New York.

You can use a query to control which records are used to print your form letters or mailing labels.

Workspace

The area behind the document window.

To choose a tool

Click the one you want.

Press ALT+the underlined letter of the tool you want.

To choose a picture

Click the one you want.

If the picture you want is not displayed, use the horizontal scroll bar to scroll to the picture you want to choose.

Header and footer codes

When you create a header or footer, you can use codes to change the alignment of text or to insert page numbers, the filename, or the current date or time.

<u>To</u>	<u>Type</u>
Print the page number	&p
Print the date in short format	&d
Print the date in long format	&n
Print the time	&t
Print the filename	&f
Left-align text	&l
Center text	&c
Right-align text	&r
Print & (ampersand)	&&

You can use codes together with text, and include as many codes as you want in a single header or footer. For example, to create a header or footer like this...

Budget Page 1 04/02/91

...type **&lBudget&cPage &p&r&d**

Dictionary

A built-in list of words used for checking the spelling in your document.

Works checks your spelling using both a 120,000-word main dictionary and a personal dictionary you can add words to.

File

In Works, a word processor document, database, or spreadsheet that is saved on a disk. Each file has a unique name and an extension, for example, LETTER.WPS.

Ruler

A scale across the top of the window showing the approximate line length, indents, and the tab stops you have set for the paragraph the insertion point is currently in.



To show or hide the ruler, choose Show Ruler from the Options menu.

Synonym

A word having a meaning similar to that of another word in the same language. You can use the Works Thesaurus to find synonyms for words in your documents.

Header

Text that prints at the top of every page. For example, you can use headers to add titles, page numbers, or dates to your printed document.

Footer

Text that prints at the bottom of every page. For example, you can use footers to add page numbers or dates to your printed document.

Document window

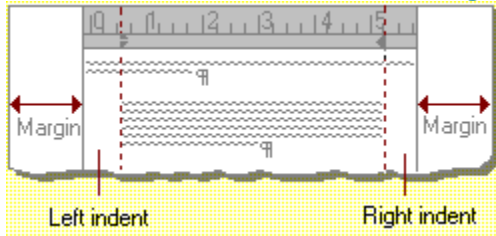
The window containing the document you are working with. Each open document is displayed in its own document window. Each tool's document window has a unique appearance and different options in the menu bar, Toolbar, and status bar.

Paragraph indents

Print

What is an indent?

An indent is the distance between the **margins** and the beginning or end of the lines in a paragraph.



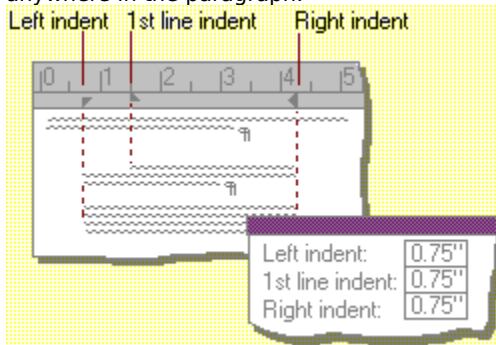
Viewing indents

You can view the indents for a paragraph on the ruler or in the Indents & Spacing dialog box.

Entering indents

You can change the indents for any paragraph in your document by **dragging** the **indent markers** on the Ruler or by typing measurements in the Indents & Spacing dialog box.

If you want to set the same indents for several paragraphs at once, highlight the paragraphs before you change the indents. You do not have to highlight a single paragraph to change its indents--just position the **insertion point** anywhere in the paragraph.

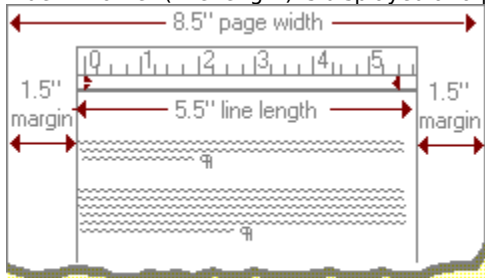


- Left Indent is the distance between the left **margin** and the first character in each line.
- 1st line Indent is the distance between the left indent and the first character in the first line.
- Right Indent is the distance between the right margin and the last character in each line.

Margins and indents

Print

Until you enter indent measurements, the left indent marker is displayed at 0 (zero) on the ruler and the right indent marker (line length) is displayed at a position determined as follows.

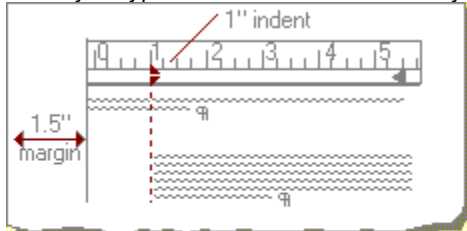


page width - (left + right margin) = line length

$$8.5'' - (1.5'' + 1.5'') = 5.5''$$

If you change the margin settings, the left indent marker remains at 0 (zero) but the right indent marker moves according to the change.

When you type indent measurements they are added to the margin settings.



If you enter a 1-inch indent and a 1.5-inch left margin, text will print at 2.5-inches

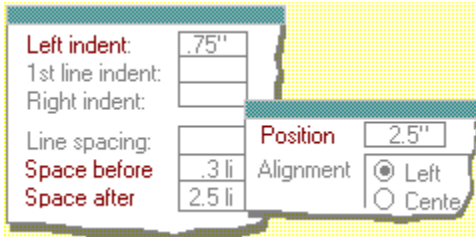


Entering measurements

Print

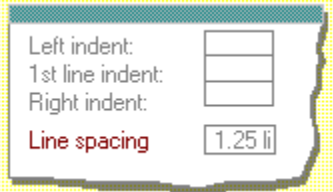
When you type a number in a **dialog box**, Works assumes that the unit of measure is inches ("). You can use other units of measure such, as centimeters (cm) or **points** (pt).

You can type whole or decimal numbers greater than zero , such as .3, .75, or 2.5, in the Space Before, Space After, Left Indent, and Tab Position boxes.



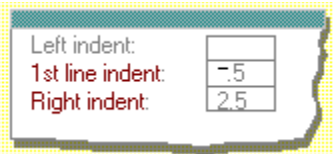
Left indent:	.75"
1st line indent:	
Right indent:	
Line spacing:	
Space before	.3 li
Space after	2.5 li
Position	2.5"
Alignment	<input checked="" type="radio"/> Left <input type="radio"/> Center

You can type whole or decimal numbers greater than one , such as 1.25, 2.5, or 3, in the Line Spacing box. Typing auto sets the line spacing to a value that accommodates the largest **font size** in each line.



Left indent:	
1st line indent:	
Right indent:	
Line spacing	1.25 li

You can type negative or positive decimal numbers, such as .5, 1.0, .75, or 2.5, in the 1st Line and Right Indent boxes.









Left indent:	
1st line indent:	-1.5
Right indent:	2.5

Character styles



What are character styles?

Character styles are instructions that tell Works how to make characters look and where to position them on a line. You can add the following character styles to text:

-  Bold
-  Underline
-  Italic
-  Strikethrough
-  Superscript
-  Subscript

You can also change the [font](#) or [font size](#) of your text.

Applying character styles

You can choose character styles before you begin typing text. Text you type will then have the styles you chose. You can also type all of the text first and then apply character styles later.

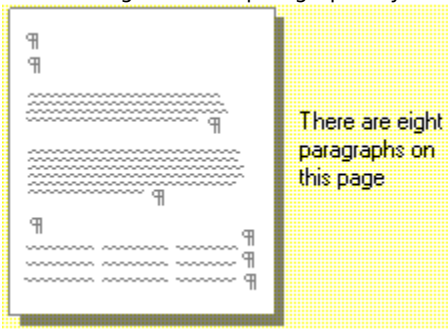


Paragraph formats

Print

What is a paragraph?

Works recognizes as a paragraph any text followed by a paragraph mark (¶).



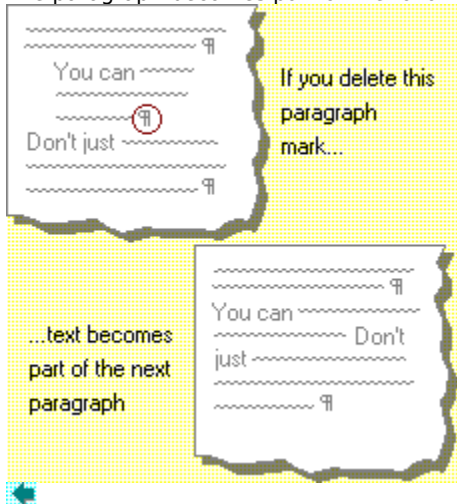
To see paragraph marks and other [special characters](#) on your screen, choose the Show All Characters command from the Options menu.

What are paragraph formats?

Paragraph formats are instructions that are stored with the paragraph mark at the end of a paragraph. They tell Works how you want the paragraph to look. You can add the following paragraph formats to text:

- ¶ Borders
- ¶ Line spacing within a paragraph
- ¶ Space before and after paragraphs
- ¶ Alignment
- ¶ Indents
- ¶ Tabs

If you delete a paragraph mark, you also delete all paragraph formatting instructions associated with the mark. The paragraph becomes part of the following paragraph and takes on the formatting of that paragraph.



Applying paragraph formats

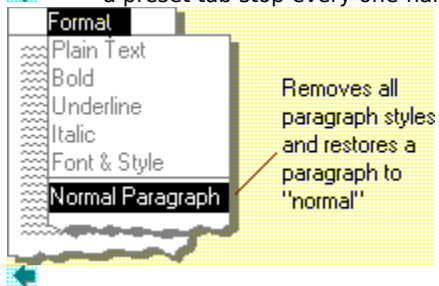
You can choose paragraph format commands before you begin typing text, so paragraphs you type will have the **formats** you've chosen. Or, you can type all of the text first and then apply paragraph formats later.

Paragraph formats apply to the entire paragraph containing the **insertion point**. If you want to apply or remove formats for several paragraphs at once, highlight the paragraphs before you make the changes.

Normal paragraphs

If you do not choose any paragraph format commands before you begin typing, Works formats text as a normal paragraph. A normal paragraph is formatted as follows:

- left aligned
- singled spaced
- no indents
- no space before or after
- a preset tab stop every one-half inch

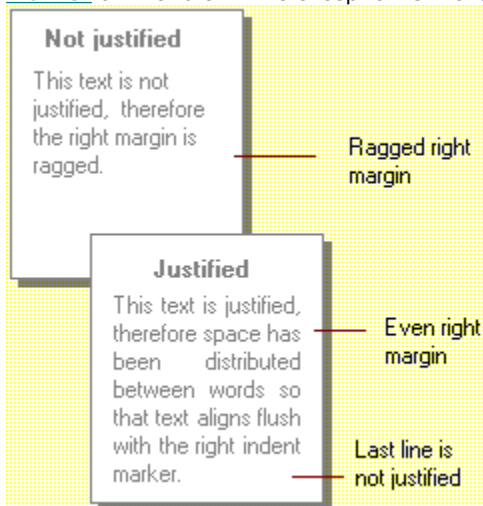


Aligning text

Paragraph alignments apply to the entire paragraph containing the **insertion point**. If you want to change the alignment of several paragraphs at once, highlight the paragraphs before you make the changes.

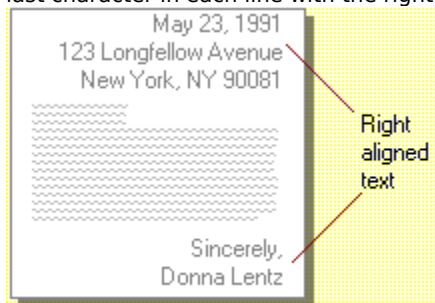
Justifying text

When you click the Justify button on the ruler or choose Justified in the Indents & Spacing dialog box, Works distributes extra space equally between words so that the last character in each line **aligns** with the right **indent marker** on the ruler. The exception is the last line of a paragraph, which stays left aligned.



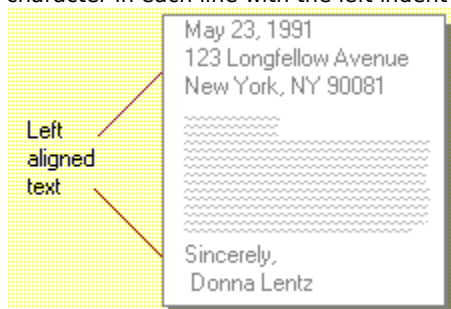
Right aligning text

When you click the Right button on the ruler or choose Right in the Indents & Spacing dialog box, Works aligns the last character in each line with the right indent marker on the ruler.



Left aligning text

When you click the Left button on the ruler or choose Left in the Indents & Spacing dialog box, Works aligns the first character in each line with the left indent marker on the ruler.

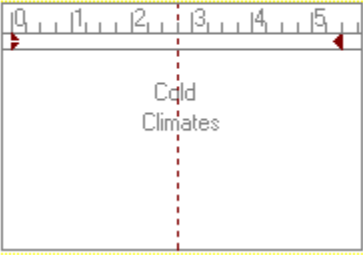


Centering text

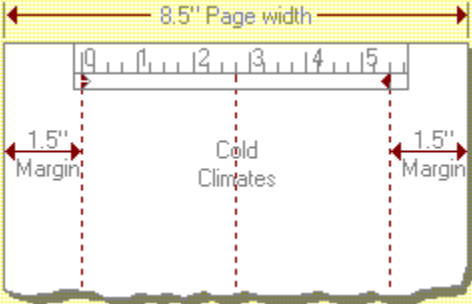
When you click the Center button on the ruler or choose Center in the Indents & Spacing dialog box, Works calculates the midpoint between the left and right **indent markers** and centers text between those two points.

$5.5 \text{ (right indent)} - 0 \text{ (left indent)} = 5.5 \text{ (line length)}$

$5.5 \text{ (line length)} \div 2 = 2.75 \text{ (center point)}$



If the left and right **margin** settings are equal and you have entered the correct paper dimensions in the Page Setup and Margins dialog box, then centered text will print at the center point on the paper.



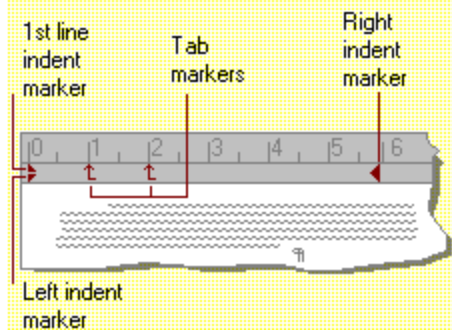
If your text is not printing at the center point on the paper, check to see if your left and right margin settings, when added to the left and right indents, are equal.



The ruler

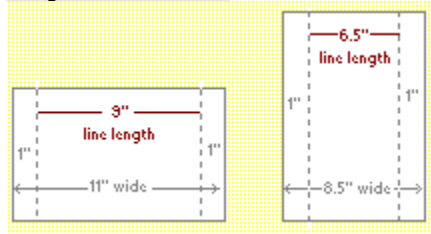
The Works ruler is displayed at the top of the window, just below the menu. You can choose to turn off the ruler, which allows more lines of text to be displayed in the window.

You use the ruler to add paragraph formats, such as indents and tabs. You can also use the ruler to see indents and tabs that have been applied to paragraphs. You will notice that the ruler settings change as you move the insertion point through paragraphs that have different **formats**.



The preset unit of measure on the ruler is inches. You can change the unit of measure to other common units of measure, such as points and centimeters. For information, see [How to change the unit of measure](#).

Changing the width of a page also changes the line length on the ruler. For information, see [Background: Margins and Indents](#).



How margins affect page length

Works uses the measurements you enter in the top and bottom margin settings to determine the page length when automatically paginating a document. The larger the top or bottom margin measurements are, the fewer lines Works can print on a page. Likewise, the smaller the top or bottom measurements are, the greater the number of lines Works can fit on a page.



Fonts



What is a font?

A font is a set of letters, numbers, punctuation marks, and symbols that share a unified design. Each font comes in a number of sizes measured in points. A point is a unit of measure equal to 1/72 of an inch (one inch = 72 points).

What you see on the screen vs what you print

Works uses two different types of fonts to display and print your document: screen fonts and printer fonts.

Screen fonts are what Works uses to display your documents on your screen. The screen fonts that Works uses are those that were installed on your computer when Windows was installed. If you used Windows to set up a printer, additional screen fonts may have been automatically installed, or you may have added additional screen fonts on your own.

Printer fonts are what Works uses to print your documents. The printer fonts available to you depend on the printer you are using.

When you choose a font in Works, you are actually choosing a printer font. If Windows does not have a screen font that matches it, it substitutes the screen font that most closely resembles it. Your document will be printed using the printer font you chose, but it may look different from what you see on your screen.

Adding extra fonts

By installing additional printer fonts, you can increase the variety you have available for printing documents. For more information on adding extra fonts, see your printer's documentation.

Proportional vs non-proportional fonts

A proportional font is one in which characters have varying widths. For example, in the proportional font you're reading right now, the letter "i" in the word "width" takes up much less space in a line than the letter "w". In contrast, characters in a non-proportional font have uniform widths. In this case the letter "i" takes up the same amount of space as the letter "w".

Landscape fonts vs portrait fonts

Probably, you most often print documents in portrait orientation. (Portrait orientation means that your document is taller than it is wide.) Certain fonts are designed to print sideways on the page, in landscape orientation. (In landscape orientation, your document is wider than it is tall.) Not all fonts can print in landscape orientation. After you choose Landscape orientation in the Printer Setup dialog box, Works displays only those fonts in the fonts list that can print in Landscape orientation.



Extended characters



Your computer's keyboard does not display all the characters you can type in a document. To display these characters:

- 1 Press NUM LOCK.
- 2 Hold down ALT and on your computer's numeric keypad, type a 0 (zero) and the number listed below for the character you want to insert.
- 3 Release ALT.

Table of extended characters

128	Ç	178	ˆ
129	ú	180	'
130	é	181	µ
131	â	182	¶
132	ä	183	•
133	à	184	,
134	ã	186	‡
135	ç	187	»
136	ê	188	¼
137	ë	189	½
138	è	191	¿
139	ì	196	À
140	í	197	Á
141	î	198	Æ
142	Ä	199	Ç
143	Å	201	È
144	É	209	Ë
145	æ	214	Ö
146	Æ	220	Ü
147	ô	223	ß
148	ö	224	à
149	ò	225	á
150	ù	226	â
151	û	228	ã
152	ÿ	229	ä
153	Œ	230	æ
154	Û	231	ç
155	ø	232	è
156	£	233	é
157	¥	234	ê
160		235	ë
161	ı	236	ì
162	ø	237	í
163	£	238	î
164	×	239	ï
165	¥	241	ñ
166		242	ò
167	\$	243	ó

170	ž	244	đ
171	«	246	ö
172	~	249	ù
173	-	250	ú
174	ř	251	û
175	—	252	ü
176	ˆ	255	ÿ
177	±		



