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- This  
symbol Means

– Procedure(s) follow heading

~ Procedure is one step

⌘ Press ⌘ key

### – Viewing topics

~ To select a topic, scroll through the topic list and double-click the topic you want or click the topic and click Help.

or

Press the first letter of the topic heading until the topic is selected and then press Enter.

~ To view all of a topic, use the 9 and 3 keys (keypad) or the scroll bar in the Help window.

Click buttons in the Help window to view preceding and following topics or to return to the topic list.

For more information, look in *Reference to Microsoft Word* on the page indicated in the Help window or in brackets ([ ]) within the topic text.

### – Getting help

~ Choose Help (Window menu).

—or—

~ Press ⌘-? and choose a command you want help with.

—or—

~ Press ⌘-? to get help about an open dialog box.

### – Returning to Help

~ Press ⌘-? twice. The last help screen you viewed is displayed.

In the U.S. call: (206) 454-2030

Outside the U.S., contact your local Microsoft representative. If you do not know who your representative is, call Microsoft International Customer Service Department at:

(1) (206) 882-8661

Please have ready the following:

- *Reference to Microsoft Word*
- Product name and version number of software you are using in addition to Word, e.g., Apple System, MultiFinder, etc.
- Description of your computer hardware configuration

The **Again** command (Edit menu) repeats:

- Last command action (e.g., formatting or copying text)

- Typing you entered since last command

Press Return only to end a paragraph, not after each line of text. Word automatically “wraps” text to the next line.

### – Changing text alignment

1. Select paragraph(s).
2. Choose Show Ruler (Format menu) and click an alignment icon.

—or—

Press key combination:

Icon	Key	Effect
·	⌘-Shift-L	Aligns text flush with left indent (default).
,	⌘-Shift-C	Centers each line of paragraph.
„	⌘-Shift-R	Aligns text flush with right indent.
%	⌘-Shift-J	Justifies text.

### Guidelines

- If no operator is typed in expression, Word adds the numbers. The operators are:
 

+	Add
- or ( )	Subtract
*	Multiply
/	Divide
%	Percentage
- Word computes expressions in the order operators occur from left to right, top to bottom.
- Place percentage sign after a number.
- Parentheses indicate a negative number, not a group of numbers.
- Numbers can be in columns or within a paragraph. Word ignores text, currency symbols, and punctuation (except decimal point).

You can type numbers on the numeric keypad with Num Lock on. Press Clear to turn Num Lock on and off.

### – **Calculating**

1. Select numbers and operators.

To select a column of numbers in a table, click in the selection bar at the top of the column.

To select a tabbed column, press Option while dragging over column.

2. Choose Calculate.

Result is displayed in lower-left corner of window and placed on the Clipboard.

3. Choose Paste (Edit menu) to insert the result into your document.

Use the **Borders** option of the **Paragraph** or **Cells** command (Format menu) to add lines around paragraphs or table cells.

**BORDER BOX** Area in Borders dialog box representing two paragraphs or one or four cells.

**BORDER GUIDES** Dotted lines at corners and sides of model paragraphs and cells in border box. Borders are inserted between border guides.

**BORDER STYLE** Icons indicating single, thick, double, dotted, and hairline rules (in order from top to bottom). Hairlines print only on PostScript laser printers and are displayed as single lines.

### – **Adding borders to paragraphs or cells**

1. Select paragraph(s) or cell(s).

2. Choose Paragraph or Cells, as appropriate, and click Borders.

3. Click a border style.

4. Set appropriate options (see below).

5. Click on or between border guides to add lines one at a time, and click OK.

For paragraphs, you also can select a standard border option (see below).

### – **Deleting borders**

1. Select paragraph(s) or cell(s) whose borders you want to delete.

2. Choose Paragraph or Cells, as appropriate, and click Borders.

3. Be sure style of the border you want to delete is selected.

To determine the style, press Option and click the border in the border box.

4. In the border box, click the border you want to delete.

If selected border style is not the style of the border you clicked, the style is changed. Click the border a second time to delete it.

If you select paragraphs or cells with different borders, no borders are shown in the border box. Click between border guides to turn on the border and then click the same border to delete it.

### **Paragraph Borders options [268]**

**Spacing** Increases standard minimum spacing (2 points) between border and the paragraph by the amount you specify.

**Plain Box** Adds box around block of selected paragraphs.

**Shadow Box** Adds box with shadowed right and bottom sides around block of selected paragraphs.

**Outside Bar** Adds vertical bar at left of block of selected paragraphs. If Mirror Even/Odd Margins is turned on in the Document dialog box, bar prints at left of paragraphs on even-numbered pages and at right of paragraphs on odd-numbered pages.

**Custom** Indicates borders applied to selected paragraph(s) are not a standard option; does not add borders.

### **Cell Borders options [15]**

**Selected Cells As Block** Applies borders around cells as a single block or between all selected cells.

**Every Cell In Selection** Applies borders to each cell individually.

Pressing ⌘- or clicking Cancel in a dialog box closes the dialog box but does not cancel an action completed while the dialog box was open. For example, in the

Character dialog box, only options you selected since you last clicked Apply are canceled. [150]


~ To reverse latest action, choose **Undo** (Edit menu). [384]

If an action can't be undone, Undo becomes **Can't Undo** on menu.

If an action is reversed, Undo changes to **Redo**. Redo reinstates an action reversed with Undo.

Use **Section** (Format menu, Full menus) to create newspaper-style text columns. In galley view, text is displayed in one continuous column. Use **Print Preview** (File menu) or **Page View** (Document menu) to see columns as they will look when printed.

#### – **Creating newspaper-style columns**

1. Position insertion point where you want to begin multiple columns.
2. Press -Enter to start a new section.  
Make sure insertion point is below section mark.
3. Choose Section.
4. In Number box under Columns, type the desired number of text columns.
5. In the Spacing box, type the desired spacing between the columns.

Word bases column width on page size, margin settings, and column spacing.

#### – **Changing column width and spacing using the ruler (Full menus)**

1. Click the ruler scale icon (I) until brackets (| |) are visible.
2. Drag inside brackets to new positions.  
Leftmost and rightmost brackets control the left and right margins.  
Word adjusts other brackets to maintain equal column width and spacing.

**Copy** Copies selected text and graphics to the Clipboard.

**Cut** Deletes selection and stores it on the Clipboard.

**Paste** Inserts contents of the Clipboard into the active document at the insertion point. You can insert the Clipboard contents repeatedly into the same document, another Word document, or a document in another program. (Changes to **Paste Cells** when you cut or copy cells of a table.)

**Copy** and **Cut** replace the existing contents of the Clipboard with the current selection.



The **Show Clipboard** command (Window menu) displays the contents of the Clipboard.

To preserve the contents of the Clipboard while editing, use the **Copy Text** and **Move Text** keyboard commands [157].

#### – **Copying or moving text using Clipboard**

1. Select text you want to copy or move.
2. Choose Copy or Cut.
3. Position insertion point or select text you want to replace with the Clipboard contents.  
To insert the selection into another document, open the document or choose an opened document from the Window menu.
4. Choose Paste.

#### – **Copying or moving text without the Clipboard (Full menus)**


1. Select text you want to copy or move.
2. Press -Option-C (Copy Text) or -Option-X (Move Text).
3. Position insertion point at the new location or select text you want to replace.  
Insertion point and selection at new location are shown with dotted lines.
4. Press Return.

If you choose the command before selecting text, Word prompts you to select the text. When you press Return, Word copies or moves the text to where the insertion point was located when you chose the command.

To copy a paragraph format, double-click in the selection bar to select entire paragraph. Otherwise,



Word copies format of the first character in the selection.

2. Press -Option-V (Full menus).

3. Select text to be formatted.

Selection is highlighted with a dotted underline.

4. Press Return.

You also can copy paragraph formats by creating a style based on the format you want to copy. See Help topic “Styles: Creating and modifying styles.” [340]

Use of positioned paragraphs can affect accuracy of line counts.

1. To count part of document, select text you want to count.

2. Choose Word Count.

3. Select items to be counted.

4. Click Count.

While count is in progress, Count button changes to Stop. Word displays the percentage of document counted in the dialog box.

When you quit Word, Word saves the current Preferences settings in the current configuration file and uses the settings for all documents.

**Default Measure** Specifies unit of measure used for ruler and certain command options.

**Show Hidden Text** Displays text with hidden text character format, indicated with dotted underline. Pagination is affected with this option on.

**Use Picture Placeholders** Displays gray rectangles in place of graphics to speed scrolling. (Graphics print correctly.)

**Show Table Gridlines** Displays nonprinting gridlines in tables.

**Show Text Boundaries in Page View** In page view, displays boundaries of individual text areas,

such as text columns, headers, and positioned paragraphs.

**Open Documents in Page View** Word opens documents in page view rather than galley view.

**Background Repagination** Automatically repaginates document when you suspend work.

**“Smart” Quotes** Substitutes “ ” and ‘ ’ when you type " " and ' '.

**Keep Program/File in Memory** Loads as much of Word or open document as possible into the Macintosh’s available memory.

Now Option applies until you quit current Word session.

Always Option applies every Word session.

**Custom Paper Size** Sets a nonstandard paper size you can select from Page Setup dialog box (Apple ImageWriter and ImageWriter LQ printers only).

A particular group of menu and key assignments, Preferences command settings, and command defaults is called a configuration. You can modify the default configuration file Word Settings (4) or create new configuration files for specific tasks or users.

When you quit Word, Word saves the changes you’ve made in the current configuration. With Commands, you also can open and save other configurations. **[191 – 201]**

To restore the default configuration set by Microsoft, remove (or rename) the Word Settings (4) file from the System folder or use the Reset button (described below) in the Commands dialog box.

You also can change menus and key combinations using the **Add to Menu**, **Remove from Menu**, and **Assign to Key** keyboard commands.

You can create and use customized configurations only with Full menus. Use the **Full Menus/Short Menus** commands (Edit menu) to switch between Full and Short menus.

**Commands dialog box options [33]**

**List box** Lists all Word commands, dialog box options, and other features you can assign as commands to menus and key combinations.

**Command** Displays selected command name. If colon follows command name, you specify a particular option or setting.

**Menu** Displays menu (name is dimmed) containing selected command. If command is not on a menu, the Menu box displays the default menu for the selected command. Click arrow and drag to select a different menu.

Add Adds command to selected menu. Changes to Remove if command is already on selected menu.

Auto Adds command to default menu for command function.

Append Adds command to bottom of selected menu.

**Keys** Displays key combination(s), if any, assigned to selected command.

Add ... Displays message asking you to type desired key combination.

Remove Unassigns key combination selected in Keys box from selected command.

**Configuration** Identifies current (open) configuration file.

**Open** Displays Open dialog box so you can open a configuration file. Opened configuration becomes current configuration.

**Save As** Displays Save As dialog box so you can save changes to current configuration under its current name or new name. Saved file becomes current configuration.

**Reset** Restores command configuration and other defaults in effect when you last opened current configuration or started Word.

Used with Shift or Option, Reset restores the following default configurations:

Shift-Reset Restores all defaults set by Microsoft.

Option-Reset Adds **all** commands in list to their respective default menus. **[192]**

**Cancel** Closes dialog box and updates menu and key assignments for current configuration. Changes are not saved until you quit Word or save the configuration using the Save As button.

**Do** Closes dialog box and carries out selected command.

**Help** Displays brief description of selected command.

**List** Creates a new document listing menu and key assignments for current configuration. You can edit and print the list.

Shift+List lists all commands, including ones unassigned to menus or keys.

The settings become defaults the next time you use Word.

<b>To</b>	<b>Do this</b>
Restore defaults set by Microsoft	Delete or rename the current Word Settings (4) file in the System Folder. A new file is automatically created in the System Folder when you next use Word.
Save Page Setup, Document, and Section command options as defaults for new documents	Click Set Default button in dialog boxes.
Change default font and paragraph format	Redefine Normal style using Define Styles command and click Set Default.
Preceding character	Backspace or Delete
Next character	⌘-Option-F
Preceding word	⌘-Option-Backspace
Next word	⌘-Option-G
~	To delete selected text and graphics, press Backspace or Delete.
~	To delete a selection and store it on Clipboard, choose Cut (Edit menu).
~	To delete a selection without storing it on Clipboard, choose Clear (Edit menu).

- ~ To replace a selection with contents of Clipboard, choose Paste (Edit menu).
- ~ To type over selected text, press any typing key. First character typed replaces selection.
- ~ To restore deleted text or graphics, choose Undo (Edit menu) as first action after deleting.
- ~ Choose **Close** (File menu) or click close box.

If you close the last window open for a document, Word prompts you to save any changes.

When you open a non-Word document that is in a recognizable format, Word automatically converts a copy into the normal Word format.

To save a document in a format other than normal Word format:

1. Choose Save As.
2. Click File Format, select format, and click OK.
3. Click Save.

For more information, see Help topic “Documents: Saving.”

You name the document when you first save it.

2. Select file from the list box.  
Dialog box shows how much disk space you regain by deleting the file.
3. Click Delete.
4. Word confirms you want to delete the file. Click Yes, No, or Cancel.

You can number pages in a series with continuous page numbers, print all documents in the series with one command, and compile a combined index or table of contents for the series.

### **Linking documents**

1. Open the first document in the series.
2. Choose Document (Format menu).
3. Click Next File.
4. Select the next file from the list and click Open.
5. Click OK.
6. Perform steps 2—5 in all documents in series except the last.

Print, Index, and Table of Contents commands operate for all linked documents when you choose the command in the first document in the series.

1. Choose **Open** (File menu).

To open any file on your disk, press Shift while choosing Open. If Word does not recognize the format of the selected file, the file is opened as ASCII text.

2. Select the document and click Open.

—or—

Double-click the document name.

You can open a folder using the same techniques.

### **Options**

**List** Lists all documents of current disk or open folder created in Word or in other formats recognized by Word. See Help topic “Documents: Saving” for a list of formats recognized by Word.

**Open** Opens a document window containing a copy of the selected document.

**Eject** Ejects current disk.

**Drive** Makes disk in another drive the current disk.

**Read Only** Enables you to read, but not change, the file unless you save the edited version under a new name.

Use the **Save As** command (File menu) to:

- Name and save a new document and rename documents.
- Save a document on a different disk or in a new format.
- Save a glossary or spelling dictionary.

Some Microsoft Word version 4 formats, such as tables and positioned paragraphs, are not transferable to other formats.

### **Save As command options [312]**

**Save Current Document As** Type document name. Word proposes current name, if any.

**Fast Save** Saves more quickly but creates larger files. When appropriate, Word overrides this option and consolidates changes.

**Make Backup** When you open the document, Word copies last version you saved and names copy “Backup of *filename*”.

### **File Format options**

**Normal** Standard Microsoft Word format for current version

**Text Only** ASCII text; use when transferring document to other program.

**Text Only with Line Breaks** ASCII text with an ASCII carriage return at end of each line.

**Microsoft Word 1.0/Microsoft Works** Saves documents for use with Word version 1.0 or Works version 1.0. Use RTF to save Word documents for use with Works version 2.0.

**Microsoft Word 3.0/Microsoft Write** Saves documents for use with Word version 3.0 or Write.

**Microsoft Word MS-DOS** Microsoft Word, version 4.0 or earlier, DOS format (for transferring files from your Macintosh to a PC). Use RTF format to save files for use with DOS Word version 5.0.

**MacWrite** Saves Word documents for use with MacWrite.

**Interchange format (RTF)** Encodes all Word formatting in ASCII so it can be interpreted by other programs that read RTF (Rich Text Format).

**Default format for file** Uses selected format each time you save file. If you selected Text Only, Text Only with Line Breaks, or MacWrite, this option remains selected only until you quit the current Word session.

<b>Choose</b>	<b>To</b>
<b>Find</b>	Search for text and special characters
<b>Find Again</b>	Resume searching for same text or format after returning to your document
<b>Change</b>	Find and replace occurrences of text with new text you specify. To resume searching and replacing after you return to your document, choose Change again. Text you entered last remains in dialog box.

You can alternate between the commands Find Again and Again (Edit menu) to repeat an editing or formatting action on each found occurrence of text.

#### **Finding formats (Full menus)**

To find character or paragraph formats:

1. Select a single character or entire paragraph, including paragraph mark, with the desired format.
2. Press **⌘**-Option-R.

Due to its search criteria, Word may not find exact matches if you select characters with multiple formats. [155]

#### **Find command options [56]**

**Find What** Type text you want to find. To find long text passages, copy text to the Clipboard, choose Find, and use Paste (Edit menu) to insert text in box.

Use ? to represent any character; e.g., type th?se to find “these” and “those.”

#### **To find special characters:**

<b>Type</b>
? ^?

.	^t
¶	^p
~	^n
Space (e.g., spaces, tabs, paragraph marks, page breaks)	^w
Section mark or page break	^d
Optional hyphen	^-
Nonbreaking space	^s
Caret (^)	^^
Formula character	^\
Graphic	^1
Footnote mark	^5
Any character in Macintosh character set	^# (# being decimal character code [415])

**Whole Word** Finds whole words only; e.g., finds “cat” but ignores “catalog.”

**Match Upper/Lowercase** Finds only text matching pattern of uppercase and lowercase letters you typed in Find What box.

### Change Command Options [16]

(In addition to those described above.)

**Change To** Type replacement text. To delete found text, leave box empty. Type ^c to replace each occurrence of the found text with the contents of the Clipboard. You also can enter special characters listed above under the Find What option, except ^w and ^?.

**Start Search** Asks you to confirm changing each occurrence:

<b>Click</b>	<b>To</b>
No Change	Leave selection unchanged and find next occurrence
Change	Change selection and find next occurrence
Change Selection	Change selection and stop search

**Change All** Changes all occurrences of search text without confirmation. If you select text before choosing Change, the button reads Change Selection, which changes all occurrences in the selection.



Word displays and prints only fonts installed in the Macintosh System. Use Font/DA Mover to install or remove fonts from the System. All installed fonts are listed on the Font menu.

If you remove installed fonts from the Font menu and later want to restore them, choose **Commands** (Edit menu), select **List All Fonts** from the command list, and click the Do button.

### Changing fonts

1. Select characters whose font you want to change.

—or—

Position insertion point where you want to start typing in new font.

2. Choose font name and point size from the Font menu.

If a point size for a font is not on the menu, choose Character (Format menu) and type size in the Size box.

### Keyboard commands

Press	To
⌘-Shift-E	Change font by typing font name (Full menus)
⌘-Shift->	Increase font size to next size
⌘-Shift-<	Decrease font size to next size
⌘-Shift-Q	Change selection to Symbol font or apply Symbol font to next character typed at insertion point (Full menus)
⌘-Option-Q	Insert character in Macintosh character set by typing the decimal code (Full menus) <b>[415]</b>

The **Footnote** command (Document menu) inserts a footnote reference mark at the insertion point and opens a window in which you type footnote text. In page view, the insertion point moves into the footnote text

area on the current page or at end of the section or document.

You control where footnotes are printed using the **Document** and **Section** commands (Format menu). See Help topics “Formatting: Document” [50] and “Formatting: Section.” [317]

– **Inserting and deleting a footnote**

1. Position insertion point where you want the footnote reference mark.
2. Choose Footnote.
3. Click OK for an auto-numbered footnote, or type a reference mark and click OK.
4. Type footnote text.
5. If necessary, double-click split bar in the vertical scroll box to close the footnote window.
6. Choose Go Back (Utilities menu) to return insertion point to its original position in main text window.

To delete a footnote:

- ~ Delete footnote reference mark in the main text. Word deletes corresponding footnote text.

– **Viewing footnotes**

To open footnote window:

- ~ Double-click the footnote reference mark.  
—or—
- ~ Hold down Shift and drag the split bar down.

To close footnote window:

- ~ Double-click the split bar.  
—or—
- ~ Drag split bar out of window.

**Footnote command options [63]**

**Auto-numbered Reference** Numbers footnotes sequentially. Word updates reference numbers as you add, delete, or move footnotes.

**Footnote Reference Mark** Adds reference mark you type (up to 10 characters). Word does not change these marks.

**Footnote Separators** Opens a window in which to enter text or graphics used as a separator or continuation notice:

<b>Click</b>	<b>To enter</b>
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Separator Separator between main text and footnotes. Default is a short solid line.

Cont. Separator between main text and  
Separator footnote continued from previous  
page or text column. Default is a  
solid line.

Cont. Notice Notice that footnote continues on next page or in next column. Default is no notice.

Until you change the character format, text you type has the font, font size, and other formats of the preceding text. If you change the format without first selecting text, any text you then type has the new format.

In a new document, text has the default format defined by the Normal style. You can redefine Normal style for a document or for all new documents. See Help topic “Styles: Creating and modifying styles.” [341] For information about fonts, see Help topic “Fonts and font sizes.” [61]

You can change character formats using Format menu commands or character formatting keys.

<b>Choose</b>	<b>To</b>
<b>Character</b>	Change any aspect of the character format (Full menus)
<b>Plain Text</b>	Remove such formats as bold, underlining, and italic. Does not change font, size, spacing, or position.
<b>Plain For Style</b>	Restore selected text to font, size, and other formats defined for the paragraph style (Full menus)
<b>Bold, Italic,...</b>	Turn indicated format style on and off

#### – **Changing character formats**

1. Select characters whose format you want to change.


—or—

Position insertion point where you want to start typing in a new format.

2. Choose appropriate Format menu command(s) or press one or more formatting key combinations.

### Character formatting keys

Except for subscript and superscript formats, the following keys turn on and off the formats. Use the Plain for Style command to remove superscript and subscript formats.

Press  -Shift-	For this format
B	<b>Bold</b>
I	<i>Italic</i>
U	<u>Single underline</u>
]	<u>Word underline</u>
[	<u>Double underline</u>
\	<u>Dotted underline</u>
/	<del>Strikethru</del>
D	○Outline
W	Shadow
H	SMALL CAPS
K	ALL CAPS
X	<u>Hidden</u> (with Show Hidden Text selected)
- (not keypad)	Sub <sub>script</sub>
+ (not keypad)	Super <sup>script</sup>

### Character command options

**Font** Displays current font. Click arrow and drag to select a different font.

**Size** Displays current point size. Click arrow and drag to select different size, or type size in box.

**Underline** Displays type of underlining applied to selected text. Click arrow and drag to select different type.

**Color** Displays color of selected text. Click arrow and drag to select a color. Color applied to text can

be printed by color printers even if your system cannot display color. White text is displayed black with Show ¶ on.

**Style** Click box to turn on such formats as bold and italic (X appears in box). Click again to turn off format.

With the Show Hidden Text option turned off (Preferences command), hidden text is not displayed or printed and does not affect pagination.

**Position** Raises characters 3 points above baseline (Superscript) or lowers characters 2 points below baseline (Subscript). To change default offset, type a different number of points in By box.

**Spacing** Increases character spacing up to 14 points (Expanded) or decreases spacing by 1 point (Condensed). Type number of points in By box to increase or decrease normal spacing.

**OK** Applies selected formats and closes dialog box.

**Cancel** Closes dialog box and cancels format options not already applied.

**Apply** Applies formats to selected text without closing dialog box.

To set indents, tabs, line spacing, and other formats affecting the appearance and position of a paragraph, use the **Paragraph** command (Format menu, Full menus), formatting keys, or the ruler. For more information, see:

<b>Help topic</b>	<b>Reference page</b>
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Aligning and justifying text	3
Indenting lines and paragraphs	129
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Ruler	310

### **About paragraphs**

In Word, a paragraph is any amount of text and/or graphics followed by a paragraph mark (¶), or a paragraph mark alone.

Formatting for the entire paragraph is “stored” with the trailing paragraph mark. If you delete a paragraph mark, text and graphics in the paragraph take on the format of the following paragraph.

You insert paragraphs and line breaks using the following key combinations:

<b>Press</b>	<b>To</b>
Return or Enter	Insert paragraph mark. Insertion point moves to next line, starting a new paragraph.
Shift-Return	Insert end-of-line mark (^). Starts new line without starting new paragraph.
⌘-Return	Insert paragraph with same style as preceding paragraph. Overrides Next Style specified for preceding paragraph in Define Styles dialog box.
⌘-Option-Return	Insert paragraph mark after insertion point, which does not move. Text following insertion point starts on new line.
⌘-Option-Spacebar	Insert paragraph with Normal style above selected row of a table.

#### **Paragraph command options [264]**

**Indents** Sets horizontal distance from edges of text column to text or graphics in the paragraph.

Left	Indents from left text column boundary.
Right	Indents from right text column boundary.
First	Indents first line of paragraph relative to left indent position.

Measurements can be zero, positive, or negative:

<b>Indent</b>	<b>Effect</b>
Zero	Aligns edge of paragraph with margin or other boundary. Aligns first line with left indent.
Positive	Indents paragraph or first line toward center of page.
Negative	Extends paragraph past margin or boundary — like releasing margins on a typewriter. A negative first-line indent shifts first line of a paragraph to left of subsequent lines, creating a hanging indent.

**Spacing** Controls spacing between lines of a paragraph and before and after a paragraph. You can use any unit of measure; Word converts the spacing to points.

Line	Specifies line height for each line in paragraph. Default setting <i>Auto</i> adjusts spacing to fit tallest character or graphic in line.
Before	Adds space before paragraph.
After	Adds space after paragraph.

**Page Break Before** Inserts manual page break before selected paragraph.

**Keep With Next ¶** Prevents page break between selected paragraph and following paragraph. At least part of the paragraphs will appear on same page.

**Line Numbering** Option is automatically turned on if you selected Line Numbers option in Section command for the current section. Click to turn off numbering for selected paragraph.

**Keep Lines Together** Prevents page break within paragraph.

**Tabs** See Help topic “Tabs.” [375]

**Borders** See Help topic “Borders.” [5]

**Position** See Help topic “Positioning paragraphs.” [279]

**OK** Applies selected options to selected paragraphs and closes dialog box.

**Cancel** Closes dialog box and cancels options not already applied.

**Apply** Applies selected options to selected paragraphs without closing dialog box.

A section is a part of a document in which you can vary the following features:


- Page number format
- Position of page numbers, headers, and footers
- Printing of footnotes in a section
- Line numbering

- Number of newspaper-style text columns

You change these features using the **Section** command (Format menu, Full menus).

Initially, your document consists of one section, and the Section dialog box settings apply to the whole document. To vary the page layout within a single document, insert a new section and change options as needed.

### – **Inserting a new section (Full menus)**

1. Position insertion point where you want a new section to start.
2. Press -Enter to insert a section mark.

Insertion point moves below section mark so you can format the new section.

The format of the new section is identical to that of the preceding section until you change the Section command options.

The section mark (double dotted line) marks the end of the preceding section and stores its section formatting. If you delete the section mark, the preceding section takes on the format of the following section.

### **Section command options**

#### **Start**

<b>Option</b>	<b>Starts section</b>
New Page	On new page
No Break	On same page. You can mix number of text columns on same page.
New Column	In next text column. If preceding and new sections do not have same number of columns, section starts on next page.
Even Page	On next even-numbered page
Odd Page	On next odd-numbered page

**Include Endnotes** Option is automatically turned on for all sections in document if you selected End of Section as the footnote position in the Document command. Turn off this option if you want footnotes in current section to be printed in a subsequent section.

#### **Page Number** (See Help topic “Page numbering.”)

Auto            Adds page numbers to the section. Continues page numbering sequence from preceding section.



- Restart at 1      Numbers pages in current section starting at 1.
- 1 2 3 (list)      Specifies Arabic or Roman numerals or letters. Click arrow and drag to select number format.
- From Top      Specifies distance of automatic page numbers from top edge of page.
- From Right      Specifies distance of automatic page numbers from right edge of page.

**Columns** (See Help topic “Columns.”)

- Number      Specifies number of text columns on each page of section.
- Spacing      Specifies space between each text column.

**Line Numbers** (See Help topic “Numbering lines.”) Note that line numbers are displayed only using Print Preview.

- Off      Turns off line numbering for current section.
- By Page      Restarts line numbers at 1 on each page.
- By Section      Restarts line numbers at 1 with each section.
- Continuous      Continues line numbering sequence from preceding section.
- Count by      Specifies intervals at which line numbers are printed.
- From Text      Specifies distance from left edge of text column to rightmost digit. (Line numbers are printed to the left of the text column.)

**Header/Footer** (See Help topic “Headers and footers.”)

- From Top      Specifies distance from top edge of page to top of header.
- From Bottom      Specifies distance from bottom edge of page to bottom of footer.
- First Page      With this option selected, Word adds
- Special      Open First Header and Open First Footer to Document menu and turns off automatic page numbering on first page of the section. You can type different text in the first-page header and footer. To prevent headers or footers from printing on first page of a section, delete

## **Document command options**

**Margins** To change current margins, type new measurements in appropriate text boxes.

Page numbers, headers, and footers print in the top and bottom margins. Word increases margin size to accommodate headers or footers that are taller than the margin, unless you type a minus sign in front of the margin measurement. **[184]**

**Mirror Even/Odd Margins** Mirrors margins on facing pages (for double-sided bound documents). Left and Right margin measurements change to Inside and Outside, respectively.

Inside margin is left margin of odd-numbered pages and right margin of even-numbered pages (binding edge). Outside margin is right margin of odd-numbered pages and left margin of even-numbered pages.

**Even/Odd Headers** Adds Open Odd Header/Footer and Open Even Header/Footer commands to Document menu so you can print different headers and footers on even- and odd-numbered pages.

With this option on, page numbers added with Section command are measured from opposite sides of page on facing pages. **[52]**

**Gutter** Specifies measurement to add to inside margin to allow for binding of double-sided documents.

**Number Pages From** Specifies starting page number for document. If current document is specified as the next file of another document using Next File option, type a zero to continue page number sequence from preceding document.

**Number Lines From** Specifies starting line number for document.

**Default Tab Stops** Specifies distance between default tab stops and nested outline headings.

**Next File** Displays Open dialog box so you can link a series of files as a single document when printing or creating indexes and tables of contents. Button changes to Reset Next File when a next file is selected. Click Reset Next File to remove the next file selection. See Help topic “Documents: Long documents.”

**Widow Control** Prevents page break between a single line and the rest of its paragraph.

**Footnotes: Position** Click arrow and drag to select footnote position from list.

Select	To print footnotes
Bottom of Page	Flush with bottom margin on same page as footnote reference mark
Beneath Text	Immediately below main text on same page as footnote reference mark
End of Section	At end of section(s) that have Include Endnotes option (Section dialog box) turned on
End of Document	At end of document

**Footnotes: Number From** Specifies starting footnote number for document.

**Footnotes: Restart Each Page/Section** Restarts footnote numbering at 1 according to selected footnote position:

Position	Restarts numbering at 1
Bottom of Page or Beneath Text	On each page
End of Section	With each new section
End of Document	For first footnote in document

With this option off, Word numbers footnotes consecutively throughout document starting with number you specify in Number From box.

**Set Default** Saves current dialog box settings as defaults in current configuration file.



Inserts specified character (“c”) on either or both sides of argument. If no character is specified, parentheses are used. Brackets are printed in a size relative to the argument size.

$\_B\_BC\_c\{(T^{89})$                        $\backslash B\backslash bc\backslash\{(T^{89})$

Option	Inserts character on
--------	----------------------

$\_LC\_c$	Left side
$\_RC\_c$	Right side
$\_BC\_c$	Both sides

### D Displace

$O\_D\_BA1(E)$                        $O\backslash D\backslash BA1(E)$

Moves next character horizontally relative to preceding character; draws horizontal line between preceding and next characters.

There are no arguments, but you must include empty parentheses.

Option	Effect
--------	--------

$\_BA n$	Spaces backward $n$ points
$\_FO n$	Spaces forward $n$ points
$\_LI$	Inserts line (used with $\_FO$ )

### F Fraction

$\_F(9,21)$                        $\backslash F(9,21)$

### I Integral

$\_I_{(j=1, n, \alpha \beta^2)}$                        $\backslash I_{(j=1, n, \alpha \beta^2)}$

Option	Effect
--------	--------

$\_SU$	Creates summation using $\Sigma$
$\_PR$	Creates product using $\Pi$
$\_IN$	Specifies in-line format (limits are at right of symbol)
$\_FC\_c$	Uses fixed-height operator character (c)
$\_VC\_c$	Uses operator character (c) matching height of integrand

## L List

$\text{\L}(5,6,7,8)$                        $\backslash\text{\L}(5,6,7,8)$

Useful for printing commas within a formula.

## O Overstrike

$(a\text{\O}(\geq,/) b)$                        $(a \backslash\text{\O}(\geq,/) b)$

The second and any successive arguments are printed over first argument.

## R Radical

$\text{\R}(n,178n^2)$                        $\backslash\text{\R}(n,178n^2)$

If you use one argument, no integral index is placed outside the symbol, indicating a square root.

## S Subscript or superscript

$abc\text{\_S\_DO3}(n)$                        $abc\backslash\text{\do3}(n)$

$x\text{\_S\_DO3}(n, m)$                        $x\backslash\text{\do3}(n,m)$

If you specify more than one argument, arguments are stacked.

Option	Effect
--------	--------

$\text{\UP}n$	Shifts argument up by $n$ points
---------------	----------------------------------

$\text{\DO}n$	Shifts argument down by $n$ points
---------------	------------------------------------

$\text{\AI}n$	Increases ( $n$ ) or decreases ( $-n$ ) space above baseline of argument
---------------	--

$\text{\DI}n$	Increases ( $n$ ) or decreases ( $-n$ ) space below baseline of argument
---------------	--

## X Box

$\text{\X}(F(9,21))$                        $\backslash\text{\X}(F(9,21))$

Draws lines at selected sides of argument. If no options are used, all sides of box are drawn.

Option	Draws line at
--------	---------------

$\text{\TO}$	Top
--------------	-----

$\text{\BO}$	Bottom
--------------	--------

$\text{\LE}$	Left
--------------	------

$\text{\RI}$	Right
--------------	-------

You can save and reuse standard text entries and graphics using the **Glossary** command (Edit menu, Full menus).

Word uses the Standard Glossary unless you open another glossary file. The Standard Glossary contains default entries (marked by •) for the date, time, page numbers, formula command character (.), and print merge characters (« »).

You can use the Formula Glossary to insert formulas, Greek characters, and symbols. See Help topic “Formulas - mathematical typesetting.”

#### – **Creating a glossary entry**

1. Select formatted text or graphics you want to use again.
2. Choose Glossary.
3. Type a name for the entry and click Define.
4. Click Cancel.

#### – **Inserting a glossary entry**

1. Position insertion point where you want entry inserted.
2. Choose Glossary.
3. Select the entry name from list and click Insert.

To insert an entry using the keyboard:

1. Press  $\text{⌘}$ -Delete or  $\text{⌘}$ -Backspace.
2. Type entry name and press Return.

#### – **Changing a glossary entry**

1. Select text or graphic to replace existing entry.
2. Choose Glossary.
3. Select the name of entry to be changed and click Define.

**NOTE:** You cannot change or delete default glossary entries (marked by •).

#### **Using other commands with glossaries**

When the Glossary dialog box is open, you can use the following File and Edit menu commands:

<b>Command</b>	<b>Action</b>
New	Deletes all except default entries from glossary
Open	Copies entries from opened glossary into current glossary
Save As	Saves glossary under its present name or a new name
Print	Prints list of entries
Cut	Deletes entry (saved on the Clipboard)
Copy	Copies selected entry to the Clipboard
Paste	Identifies contents of Clipboard as entry for selected entry name

You can insert graphics from graphics applications into your Word document. You also can open MacPaint files in Word.

A graphic in a Word document is enclosed in a graphic frame used to scale and crop the graphic. The frame is visible (dotted line) when Show ¶ is selected (Edit menu).

You can insert empty frames to hold the place of graphics or create boxes.

#### – **Inserting an empty graphic frame (Full menus)**

~ Position insertion point and choose **Insert Graphics** (Document menu).

You can apply character formats (e.g., outline) to the frame to make it print.

#### – **Inserting a graphic into a document**

1. In the graphics application, copy graphic to the Clipboard.
2. Quit the graphics application and start Word or switch to Word using MultiFinder.
3. Position insertion point where you want the graphic and choose Paste (Edit menu).

Word encloses the inserted graphic within a frame.



If you are using MultiFinder and copying a graphic from the SuperPaint version provided with Word, choose Paste Link instead of Paste to link the copy with the original [410]. See Help topic “Linking data from other applications.”

**NOTE:** You cannot insert a graphic into an empty graphic frame.

#### – **Selecting a graphic**

- ~ Click within graphic.
- ~ To select a very small graphic, click in the graphic and drag the mouse slightly.
- ~ To select a graphic and surrounding text, drag over the graphic and text.

The frame is a solid line when the graphic is selected.

#### – **Scaling and cropping a graphic**

“Scaling” shrinks or enlarges a graphic proportionally to fit in its frame.

“Cropping” cuts off portions of a graphic that don't fit in the frame but doesn't scale the graphic.

- ~ To scale a selected graphic, hold down Shift while dragging a frame handle (black box).
- ~ To crop a selected graphic, drag a frame handle without pressing Shift.  
If the graphic was scaled, it returns to its original, unscaled size.
- ~ To shrink the frame to fit the graphic, double-click the graphic.

Dragging the bottom and right frame handles changes the height and width, respectively. Dragging the corner handle sizes the frame proportionally.

The lower-left corner of the document window displays the frame size as you drag.

#### – **Converting text to a graphic**

- ~ Select text and press ⌘-Option-D.

The selection is stored as a graphic on the Clipboard.

If a page contains text from more than one section, the page header and footer are those of the first section on the page.

#### **Open Header, Open Footer**

Headers and footers created with these commands print on every page of the current section.

### **Open First Header, Open First Footer**

Word adds these commands to the Document menu when you select First Page Special in the Section dialog box (Format menu, Full menus.) Use them to create a different header/footer on the first page of the current section.

### **Open Even Header, Open Even Footer**

### **Open Odd Header, Open Odd Footer**

Word adds these commands to the Document menu if you select Even/Odd Headers in the Document dialog box (Format menu, Full menus). Use them to create different headers/footers on odd- and even-numbered pages of the current section.

### **Creating or modifying a header or footer**

1. Choose appropriate header or footer command.
2. Type, edit, and format text in header/footer window as you would any text in your document.  
To display the ruler in header/footer window, choose Show Ruler (Format menu).
3. Where you want to insert the date, time, or page numbers, click the icons in the header/footer window.  
To duplicate header or footer of preceding section, click Same as Previous button.
4. Click close box in header/footer window to save text and close window.

**NOTE:** When you choose a header or footer command in page view, Word moves the insertion point into the appropriate header/footer text area instead of opening a header or footer window. Use glossary entries to insert date, time, and page numbers.

You also can manually insert three types of hyphens:

<b>Press</b>	<b>To insert this hyphen</b>
- (hyphen)	Normal Breaks word at hyphen if word occurs at end of line.
⌘-~ (tilde)	Nonbreaking Prevents line breaks between words such as hyphenated proper names

(displayed as , when Show ¶ is on).

⌘-- (hyphen) Optional Visible when Show ¶ is on (displayed as °) or if it occurs at line breaks.

To prevent a line break between two words, press Option-Spacebar to insert a nonbreaking space.

When you use Hyphenate, Word examines the first word of each line and inserts optional hyphens where possible. Word looks for eligible words throughout the document or within the selected range of text.

If you rehyphenate after further editing, existing optional hyphens are printed only if the same words are broken.

### **Hyphenate command options [126]**

**Hyphenate** Shows syllable breaks and proposed hyphenation points of word. Click between letters to select another hyphen point. Dotted line shows the margin.

**Hyphenate Capitalized Words** Allows hyphenation of words in all capital letters such as acronyms.

**Start Hyphenation** Starts hyphenation with confirmation. Button then changes to No Change.

**No Change** Leaves displayed word unhyphenated.

**Change** Hyphenates word as displayed in Hyphenate box.

**Hyphenate All** Hyphenates document starting at the insertion point without asking you to confirm hyphenation. Available only if there is no selection when you choose Hyphenate.

**Hyphenate Selection** Hyphenates appropriate words in the selection without confirmation.

Indenting a paragraph changes the width and horizontal placement of the paragraph relative to the text column boundaries. Depending on the page layout and location of the paragraph, text column boundaries correspond to:

- Left and right margins
- Boundaries of newspaper-style columns

- Cells of tables created using Insert Table command
- Left and right boundaries of positioned paragraphs

You also can indent the first line relative to the subsequent lines of the paragraph.

To indent paragraphs using the Paragraph command, see Help topic “Formatting: Paragraph.”

When you indent paragraphs using the ruler or keyboard, Word automatically updates indent settings in the Paragraph dialog box.

#### – **Indenting using the ruler**

1. Select paragraph(s) to indent.
2. If the ruler isn’t displayed, choose Show Ruler (Format menu).
3. If necessary, click the ruler scale icon (I) until indent markers are visible.
4. Drag indent markers to desired position:
  - / First-line (top) and left indent markers. Hold down Shift to move left indent marker without moving first-line indent marker.
  - € Right indent marker.

To create a hanging indent, drag first-line indent marker to left or drag left indent marker to right.

See also Help topic “Ruler.”

#### **Indenting keys**

<b>Keys</b>	<b>Indent command</b>
⌘-Shift-T	Hanging Indent Shifts lines following first line of selected paragraph to next default tab stop at right.
⌘-Shift-N	Nest Paragraph Shifts left indent to next default tab stop at right. First-line indent retains offset relative to left indent.
⌘-Shift-M	Unnest Paragraph Shifts left indent to preceding default tab stop.

To create an index for a document:

- Use the **Insert Index Entry** command (Document menu, Full menus) to designate text you want in the index.
- Use the **Index** command (Utilities menu, Full menus) to generate an index for a document or series of documents.

### – **Creating an index entry**

1. Position insertion point where you want to type the index entry.

—or—

Select existing text.

2. Choose Insert Index Entry.

Word inserts a .i. index code and a semicolon end-of-entry code and formats the codes as hidden text.

If you selected text, hidden codes are placed before and after the text. The text will print normally in its original position. To display hidden codes, turn on Show Hidden Text in Preferences (Edit menu).

3. If you did not select text, type the index entry between the codes.

The text you type is formatted as hidden text.

4. Repeat this procedure for each index entry.

### – **Creating a subentry**

~ Type a colon following the main entry text (before the end-of-entry character), and then type the subentry.

Create a separate entry for each subentry, repeating the main entry each time. To avoid retyping, copy and paste the main entry text and index codes.

Separate each additional level with a colon; e.g., type:

.i.Bodies of Water:Rivers:Mississippi;.i.Bodies of Water:Lakes:Erie;

to produce:

```
Bodies of Water
  Rivers
    Mississippi
  Lakes
    Erie
```

To include a semicolon, colon, or comma as part of the index entry text, enclose the text (but not codes) with single quotation marks.

### – **Compiling the index**

1. Choose Index.

2. Select index format:

Nested:

Bodies of Water

Lakes 7

Rivers 4

Run-in:

Bodies of Water: Lakes, 7; Rivers, 4

3. Select range of alphabet for which to compile an index.

The All option processes all index entries.

If the document is large, process ranges of the alphabet separately, such as A – M. Type beginning and ending letters in the From and To boxes. (Repeat this procedure for each range of letters.)

4. Click Start.

Word places the index at the end of the document in a separate section. If you move the index, Word updates the index in its current location.

If an index already exists, Word asks if you want to replace it. If you click No, Word places the new index after the existing index. Click No if you are compiling the index using letter ranges.

You can change the formatting of the index by redefining the automatic index styles. [134]

– **Indexing a series of documents**

1. Link documents using the Next File option in the Document command (Format menu). See Help topic “Documents: Long documents.”

2. Open first document in series and compile the index, using letter ranges if the document is large.

Word inserts the index at the end of the last document in the series.

You also can add precise amounts of space before and after paragraphs.

For information about Paragraph command spacing options, see Help topic “Formatting: Paragraph.”

– **Setting line spacing using the ruler**

1. Select paragraphs you want to change spacing for.

Press ⌘-Option-M to select whole document.

2. Click an icon:

<b>Icon</b>	<b>Spacing</b>
⌘	Single line spacing (12 points)
⌘	1 1/2 line spacing (18 points)
⌘	Double line spacing (24 points)
⌘	Closes space before paragraph
⌘	Opens space (12 points) before paragraph

You also can use the following key combinations:

<b>Keys</b>	<b>Spacing</b>
⌘-Shift-Y	Double line spacing
⌘-Shift-O	Opens or closes space before paragraph

When running Word under Apple's MultiFinder, you can use Word's QuickSwitch feature (**Paste Link**, **Update Link**, and **Edit Link** commands on the Edit menu, Full menus) to link and automatically update information copied into Word from these other applications currently supporting QuickSwitch:

- Microsoft Excel 1.5 or later
- SuperPaint (only the version included with Word, version 4)
- MacPaint (1.x)
- MacDraw

#### Creating a link to Microsoft Excel or to SuperPaint (Paste Link)

This procedure applies only to Microsoft Excel version 1.5 or later and the SuperPaint version provided with Word. You also can link information from other applications. [277]

1. In Microsoft Excel or SuperPaint, copy the worksheet cells, chart, or graphic to the Clipboard.

2. Switch to Word using MultiFinder (e.g., choose Microsoft Word (⌘-W menu)).
3. Open the Word document and position the insertion point where you want the information.
4. Choose Paste Link.

Word pastes the copied information, preceding it with an identifier (formatted as hidden text) that links the copy to its source file and application. [pages 407, 410]

#### – **Updating linked Microsoft Excel or SuperPaint data (Update/Edit Link)**

1. In your Word document, select the graphic, chart, or worksheet data you want to update.
2. Choose Update Link.

To edit the source before updating the copy in Word, hold down Shift and choose Edit Link (QuickSwitch).

Word starts Microsoft Excel or SuperPaint, if necessary, and opens the file from which you copied the linked information.

3. If you choose Update Link, Word automatically returns to your Word document and replaces the selection with a new copy of the source data.

If you choose Edit Link, Word opens the source file and selects the linked area. Edit the source information. Then press ⌘-, (comma) to copy the updated information to your Word document.

Use MultiFinder to return to Word without changing the selection in Word.

#### – **Updating a MacDraw or MacPaint graphic (Edit Link)**


The Edit Link (QuickSwitch) command updates any MacDraw or MacPaint graphic you inserted in your Word document using Paste or Paste Link.

1. Start the graphics application and open a new file.
2. Switch to Word and open the document containing the graphic you want to modify.
3. Select the graphic in your Word document.
4. Hold down the Shift key and choose Edit Link (QuickSwitch).

Word pastes a copy of the graphic into the opened graphics application file.

5. Modify the graphic. Do not move or resize the graphic in the graphics window. Word recognizes only the area in which the graphic is first placed.



6. Press , (comma) to replace the selected graphic in your Word document with the modified graphic.

Use MultiFinder to return to Word without changing the selection in Word.

- Set top, bottom, left, and right margins for the document
- Set default margins for new documents
- Set extra space along the binding (gutter) for bound documents
- Mirror inside (along binding edge) and outside (along page edge) margins on facing pages of bound documents

Margin settings apply to the entire document and determine where the main body of text prints on each page. See Help topic “Formatting: Document” for more information about margin settings.

To indent selected paragraphs from (or into) the left and right margins, change the left and right indents using the **Paragraph** command (Format menu) or ruler.

Headers and footers are printed in the top and bottom margins. Use the **Position** command (Format menu) to place other text and graphics in the margins.

You can change margins using the **Print Preview** command (File menu). See Help topic “Previewing a document.”

#### – **Changing margins using the ruler**

1. Click the ruler scale icon (Í) until brackets (II) are displayed on ruler.
2. Drag the leftmost and rightmost brackets to change the left and right margins, respectively.

Word updates the settings in the Document dialog box.

In multicolumn sections, Word adjusts the inside column brackets to maintain equal column width and spacing.

Merging documents involves:

- Creating a main document
- Creating a data document
- Combining the two documents using the **Print Merge** command (File menu)

Text you type in the main document is printed in each version of the merged document. You insert field names and other instructions where you want information from the data document to be printed.

When a record (i.e., group of related information) in the data document merges with the main document, information from that record replaces the field names in the main document.

The data document consists of two types of records:

**HEADER RECORD** Lists names identifying each type of information (field) in the data records. It must be the first record of the data document or be in a separate header document. (A header record is different from headers you create using the Open Header command.)

**DATA RECORD** Lists information in the same order as the corresponding field names in the header record. The number of fields in each data record must equal the number of field names in the header record.

### **Data document guidelines**

- Do not use commas in the name of the data document.
- Do not use names of merge instructions, such as DATA and IF, as field names.
- Data documents consist of paragraphs or a table created using Insert Table (Document menu).

Paragraphs:

- Each paragraph is a record. Press Return only at the end of a record.
- Separate fields in each record with commas or tabs.
- If a record does not contain information for a field, insert two commas or tabs to indicate the empty field.
- If a field contains a comma, tab, or quotation marks, enclose the entire field in quotation marks (" "). Where you want quotation marks printed in the field information, use two sets of quotation marks.

Tables:

- Each row contains a record.
- Each column (cell) of the row contains a different field of the record. Text wraps within the cell, so each field can contain multiple lines or paragraphs.

## Main document guidelines

- Insert the DATA instruction at the beginning of the document.
  - Enclose field names and merge instructions within the merge characters « (Option-\) and » (Shift-Option-\).  
You can insert the characters using the “print merge” glossary entry.
- Do not use less-than (<) and greater-than (>) signs.**
- Type field names exactly as they appear in the header record of the data document.

## Merging the main and data documents

1. With main document open in active window, choose Print Merge (File menu). **[293]**

You don't need to open the data document.

2. Select range of data records to merge.

Header record counts as record 0.

3. Click one of the following:

**Print** Prints the selected merged documents. The Print dialog box is displayed for you to select print options.

**New Document** Creates a document named Form Letters*n* containing the selected merged documents.

## Merge instructions

In the following instructions, bold text identifies characters you must type exactly as shown. Replace nonbold text with the appropriate field name or information.

«**ASK** field=?»

«**ASK** field=?prompt text»

During merging, Word prompts you to enter information for each version of the form document. You can type your own prompt following the question mark. The field name in the instruction must not be a field already defined in the header record of the data document. Insert the field name (enclosed in « ») where you want the information printed in the main document.

«**DATA** data document»

«**DATA** header document,data document»

Identifies the data document to merge with the main document. "Header document" identifies the file containing a separate header record.

**IF** instructions print text you type in the instruction only if certain conditions are met:

«**IF** field» text to print «**ENDIF**»

Prints text if field is not empty for current record.

«**IF** field=data» text to print «**ENDIF**»

Prints text if field information matches specified data.

«**IF** field=data» first text «**ELSE**» text «**ENDIF**»

Prints first text if field information matches specified data; otherwise, prints alternative text you type after ELSE.

«**IF** fieldname1="«fieldname2"»

Compares contents of first field with contents of second field. Use quotation marks (" ") as indicated.

For all IF instructions, enclose text data in quotation marks. Don't use quotation marks for numerical data.

If a field contains text, the ASCII value of field information is compared.

You can use the following instead of an equal sign:

>	Greater than
>=	Greater than or equal to
<	Less than
<=	Less than or equal to
<>	Not equal to

«**INCLUDE** document name»

Inserts specified document in place of INCLUDE instruction.

«**NEXT**»

Prints information from next data record without starting a new version of main document.

«**SET** field=text to print»

«**SET** field=?»


«**SET** field=? prompt text»

Defines text to be used for named field in all versions of the document. Include text in the instruction or type it in response to a standard

prompt or prompt you specify. The field name must not be a field already defined in the header record. Insert the field name (enclosed in « ») where you want the information printed in the main document.

## Print Merge error messages

Message	Cause
An INCLUDE file cannot INCLUDE itself.	A file merged with an INCLUDE statement cannot contain an INCLUDE statement to include itself.
Data record too long.	There are more fields in the current data record than in the header record.
Document <i>filename</i> is too complex to include; merge terminated.	The INCLUDE file named is too large to include in the merged document.
ENDIF or ELSE without IF.	An ENDIF or ELSE instruction occurs before an IF instruction.
Field name redefined.	A field in an ASK instruction also appears in the header of the data document.
Field name too long.	The maximum number of characters in a field name is 254.
Field name may not be a reserved word.	Names of merge instructions such as DATA, SET, and IF cannot be used as field names.
INCLUDE files are nested too deeply.	At most 55 INCLUDE files can be nested.
Merge quotes are nested too deeply.	You can nest merge quotes (« ») only one level deep.
Missing comma in data record.	There are fewer fields in the current data record than in the header record.
Missing ENDIF.	You have an IF or an IF/ELSE instruction without a matching ENDIF instruction.
Not a valid integer for comparison.	Arguments in IF instructions must be specified as integers if they are numbers or enclosed in quotation marks if they are text.
Not a valid operator.	Valid operators are: =, <, >, <>, <= or <=>, and => or >=.
SET name is also the name of a DATA field.	A field in a SET instruction also appears in the header of the data document.
Text inside merge quotes is too long.	Text between merge quotes (« ») exceeds maximum of 254 characters.
The text replacing this argument is too long.	Maximum number of characters in text replacing an argument in an IF instruction is 254.
There cannot be a SET or ASK before DATA.	A DATA statement in your main document must precede all SET and ASK instructions.
Too many data fields.	Maximum number of data fields is 127, including fields from a data document and ASK and SET instructions.
Unknown field name.	A field name in the main document does not correspond to a field in the data document or a SET or ASK instruction.
Unmatched right merge quote.	There is a right merge quote (») without a preceding left merge quote.

To send and receive other types of messages, use the Microsoft Mail desk accessory ( menu).

## — Sending a Word message

1. Create the message as a Word document.

2. Choose Send Mail (File menu, Full menus).
3. Select recipients from the Microsoft Mail directory.
4. Type a message title in the Re: box.
5. To be notified when each recipient opens the message, click Return Receipt box.
6. Click Send.

#### – **Reading your messages**

1. Choose Open Mail (File menu, Full menus).
2. Select the message title(s) from the list and click Open.  
Word opens each message in a separate window.

#### – **Using commands**

To move to any page after you have paginated the document:

1. Choose **Go To** (Utilities menu).
2. Type page number.

In multisection documents, you also can type the section number in the format P#S#, where # are the page and section number. **[113]**

3. Click OK.

~ To move to the previous insertion point position or selection, choose **Go Back** (Utilities menu, Full menus).

You can return to the three previous positions or selections; then Word returns to the original location or selection. [112]

### Using the mouse

You can use scroll bars at the right and bottom sides of the window to move quickly through a document. Scroll boxes inside the scroll bars indicate the relative position within the document of the currently displayed text. [203, 316]

- ~ To position insertion point, click where you want to insert text or graphics.
- ~ To scroll vertically one line at a time or horizontally in small increments, click an arrow at either end of scroll bars.
- ~ To scroll one screenful at a time, click in vertical scroll bar above or below scroll box.
- ~ To scroll left past ruler zero mark (normal scale) in galley view, hold down Shift and click left arrow on horizontal scroll bar.
- ~ To move quickly to another part of the document, drag scroll box up or down.
- ~ To display next or previous page or set of facing pages in Print Preview, click bottom or top arrow in vertical scroll bar.
- ~ To display next or previous page in page view, click ^ or 1, respectively, at the bottom of the window.

### Using the keyboard

See the *Quick Reference Guide* for a complete list of keyboard movement commands. [150]

<b>To move insertion point</b>	<b>Press ⌘-Option- and this key</b>	<b>On extended keyboard press</b>
Right one character	L	⌘
Left one character	K	⌥
Up one line	O	⌘
Down one line	, (comma)	⌘
Right one word	; (semicolon)	⌘-⌘
Left one word	J	⌘-⌥
Up one paragraph	Y	
Down one paragraph	B	
Up one screen	P	Page up

Down one screen	. (period)	Page down
To top left of screen		Home
To bottom of screen		End

**To scroll document** **Press**

---

Up one line	⌘-Option-[
Down one line	⌘-Option-/

**Moving in a table or in page view**

You move within cells of a table or within individual text areas in page view as you do in the rest of your document. The following keys are also provided for moving between cells and text areas.

<b>To Move</b>	<b>Press ⌘-Option- and this keypad key</b>
First cell in table/text area of page	7
Right one cell/text area	6
Left one cell/text area	4
To cell/text area above current one	8
To cell/text area below current one	2
To previous cell/text area	9
To next cell/page area	3

In tables, pressing Shift-Tab and Tab also move the insertion point to the previous and next cell, respectively.

Lines in tables and space added before and after paragraphs are not counted.

In sections with line numbering, you can omit line numbers from selected paragraphs by turning off the Line Numbering option of the **Paragraph** command (Format menu). The lines of such paragraphs are not included in the line number count.

Use **Print Preview** (File menu) to see line numbers as they will look when printed.

See Help topics “Formatting: Section” and “Formatting: Paragraph.”



Use the **Renumber** command (Utilities menu, Full menus) to number paragraphs and change the numbering format.

## Guidelines

- In outline view, only uncollapsed paragraphs in the selection are numbered.
- Blank paragraphs are not numbered.
- If you don't select text, Word numbers the entire document.
- The current numbering format is retained when paragraphs are renumbered unless you select another.
- You can renumber paragraphs you have manually numbered.

### Numbering paragraphs

1. Select the paragraphs and choose Renumber.
2. To update only previously numbered paragraphs, click the Only If Already Numbered option.
3. Type the starting number in Start At box.

If all number components are expressed at each level (1.1... Numbers option), type the starting number for each level, separating the numbers with periods.

For letters, specify the corresponding number; e.g., type 3 for letter C.

4. Type a sequence of numbers, letters, and separator characters in the Format box to indicate format.
5. Select appropriate Numbers option and click OK.

### Removing numbers

1. Select the paragraphs and Choose Renumber.
2. Click Remove and then OK.

Word removes numbers and following tab marks.

## Specifying number formats

The first-line indent or outline level determines the numbering level of a paragraph. Indenting a paragraph with a tab does not change its numbering level.

If all selected paragraphs have the same indent level, they are numbered sequentially with no subordinate numbering levels.

Numbering at each paragraph level is determined by:

- The combination of Arabic numerals, uppercase and lowercase letters, and separator characters (e.g., periods and parentheses) you type in the Format box
- The Numbers option you select

This table gives examples of common numbering schemes.

<b>Text typed in Format box</b>	<b>Numbers option</b>	<b>Resulting format</b>
1.1.1	1.1...	1 2 2.1 2.2 2.2.1
I.A.1.a)	1	I. A. 1. a)

The option By Example uses the 1 or 1.1... scheme based on the number of the first paragraph at each level in the selection.

The **Outlining** command (Document menu, Full menus) turns on and off an outline view of the current document. The outline is a different view of a document, not a separate document. Changes you make to the outline are reflected in the document in galley view.

In an outline, paragraphs are either outline headings or body text:

**HEADINGS** - Paragraphs you have assigned an outline level 1 – 9. Word automatically applies a style “heading 1” through “heading 9” based on the level. You also can directly apply the heading styles. **[348]**

BODY TEXT - Any paragraph not having a heading style.

“Subtext” of a heading includes all subordinate headings and body text up to the next heading of the same or higher level.

In outline view, paragraphs are indented to show the assigned outline levels.

If you switch to outline view in an existing document, all paragraphs in the document are body text until you assign heading levels.

If you switch to outline view in a new document and begin typing an outline, all paragraphs are initially level 1 headings.

#### – **Creating an outline**

1. Choose Outlining.
2. Type or select a paragraph.
3. Assign an outline level to the paragraph using the outline selection icons, icon bar, or outlining keys.
4. Repeat steps 2 and 3 for each paragraph in the document.

For a list of outlining key combinations, see the *Quick Reference Guide* or page 162 of the *Reference to Microsoft Word*.

#### **Outline selection icons**

In outline view, a selection icon is displayed next to each paragraph.

<b>This icon</b>	<b>Indicates</b>
<i>f</i>	Heading has no subtext.
≈	Heading has subtext.
¶	Paragraph is body text.

When you point to an icon, the mouse pointer shape changes to a four-headed arrow. Clicking and dragging the icons have the following effects:

<b>Action</b>	<b>Effect</b>
Click	Selects paragraph and subtext (if any)
Click and drag to left or right	Promotes or demotes heading
Click and drag up or down	Moves selected heading and subtext to new location but does not change level

Double-click	Expands or collapses all subtext of heading
Option-click	Selects paragraph only, not subtext
Shift-click	Increases size of selection

### Outline icon bar

First select the paragraph(s) and then click an icon:

⏪ Promotes heading level (moves heading left)

⏩ Demotes heading level (moves heading right)

⏶ Moves selected paragraph(s) up in the outline but does not change heading level

⏷ Moves selected paragraph(s) down in the outline but does not change heading level

⏴ Demotes selected paragraph to body text (applies Normal style)

🔍 Expands (displays) subtext under selected heading

🔍 Collapses (hides) subtext under selected heading (indicated by a dotted line)

(1,2,3,4) Displays headings through the specified level throughout the document

🔍 Displays all headings and body text in the outline. Clicked again, it displays only headings.

🔍 Switches display of body text between full text and first line only (followed by ellipsis if Show ¶ is selected)

🔍 Turns display of character formatting on and off

### Hints

- When you click 🔍 or ⏴ on the icon bar, subtext of a selected heading expands or collapses all at once or one heading level at a time, depending on whether all or part of the heading paragraph is selected.
- Moving a selected heading up or down in the outline also moves any collapsed subtext. The heading and subtext are moved above or below the next visible paragraph in the outline.

To insert page numbers within headers and footers, see Help topic “Headers and footers.”

Set the starting page number for a document using the **Document** command (Format menu).

– **Using Print Preview**

1. Choose Print Preview (File menu).
2. Click page number icon.
3. Drag number pointer to desired position and release mouse button.

– **Using the Section command**

1. Position the insertion point in the section (or select sections) where you want to number pages.
2. Choose Section (Format menu).
3. Click Auto under Page Number and click OK.

For a description of page numbering options, see Help topic “Formatting: Section.”

To change format of page numbers inserted with Section or Print Preview command, change formatting for the style “page number.”

Page numbers print on each page of current section.

– **Removing page numbers**

To remove page numbers inserted using Section or Print Preview commands:

- ~ Turn off Page Number option of the Section command.

—or—

1. Choose Print Preview.
2. Click margins icon.
3. Drag page number off page.
4. Click margins icon to redisplay page.

– **Numbering pages in a series of documents**

(You first link documents in a series using the Next File option of the Document command. See Help topic “Documents: Long documents.”)

1. Create page numbers in all documents using any technique.
2. With the first document in the series active (containing the insertion point), choose Document.
3. Type the starting page number for the series in the Number Pages From box and click OK.

In each of the remaining documents in the series:

1. Choose Document.
2. Type a zero in the Number Pages From box and click OK.

Page Setup options depend on the selected printer and the installed printer driver. If you change printers, verify that Page Setup options are correct for each document you open.

Selected Page Setup options are saved with the current document and are used as defaults for new documents.

### **Standard Options**

**Paper** Lists standard paper sizes. Lists custom paper size if selected printer can print on nonstandard-size paper and if you specify a custom size in Preferences command.

**Orientation** Specifies whether Word prints across width or length of page.

**Document** Opens Document dialog box. See Help topic “Formatting: Document.”

**Special (Printer) Effects** See your printer manual for options specific to your printer.

### **Additional LaserWriter options**

**Fractional Widths** Activates fractional pixel-width feature; improves character and word spacing of some fonts, but may make text more difficult to read on screen.

**Print PostScript Over Text** Prints PostScript graphics, such as callout lines, on top of imported text or graphics.

**Set Default** Sets selected page size as default for all new documents.

In page view, Word repaginates up through the currently displayed page.

To have Word update page breaks as you work, turn on Background Repagination (Preferences command).

You also can paginate using the following commands (Document menu):

<b>Insert Page Break</b>	Inserts manual page break
<b>Repaginate Now</b>	Recalculates page breaks for parts of document edited since last repagination
<b>Full Repaginate Now</b>	Repaginates document even though no further editing has occurred (Press Shift while choosing from menu)

### Removing page breaks

You can select and delete a manual page break (heavy dotted line).

To move and delete page breaks using Print Preview, see the Help topic “Previewing a document.”

The following format options affect page breaks. If necessary, turn off the options and repaginate.

- Page Break Before, Keep With Next ¶, or Keep Lines Together options (Paragraph command) are applied to paragraphs before and/or after the page break.
- New Page is Section Start option (Section command), causing page break at the section mark.
- Widow Control (Document command) is turned on.

### Hints

- Unless you want to print hidden text, turn off Show Hidden Text (Preferences command) before paginating.
- After pagination, page and section numbers of the currently displayed page are shown at the bottom left corner of the window. Numbers are dimmed if you edit after pagination.

The **Position** command (Format menu, Full menus) positions a paragraph containing text or graphics anywhere on a page. When you print or preview your document, text of unpositioned paragraphs flows around the boundaries of the positioned paragraphs.

Paragraph boundaries form an invisible frame around the paragraph. You control placement of the frame on the page by assigning horizontal and vertical positions.

Use the Paragraph command to set text alignment, indents, and spacing of the paragraph within the frame.

### Positioning a paragraph

1. Select the paragraph(s).
2. Choose Position.
3. Set Horizontal and Vertical options.
4. Type width of frame in Paragraph Width box.
5. Type spacing in Distance From Text box.
6. Click OK.

Or click Preview to see results. You can drag the paragraph to a new position.

### Position command options

**Horizontal** Type a measurement in the box to place paragraph a fixed distance from selected page reference, or select from the list:

- |         |   |
|---------|---|
| Left    | Aligns left frame edge with left margin boundary or column boundary; with Page option selected, positions paragraph within left margin. |
| Center  | Centers frame between left and right margins, page edges, or column boundaries.   |
| Right   | Aligns right frame edge with right margin or column boundary; with Page option selected, positions paragraph within right margin.       |
| Inside  | Same effect as Left on odd-numbered pages, Right on even-numbered pages.  |
| Outside | Same effect as Right on odd-numbered pages, Left on even-numbered pages.  |

**Relative to** Identifies page area used as horizontal reference:

- |        |   |
|--------|---|
| Margin | Within main text area against left or right margin  |
| Page   | Within the left or right margin area (between the margin boundary and page edge). If the positioned paragraph is wider than the margin, the paragraph extends into the text area. |
| Column | Within text column against left or right column boundary  |

**Vertical** Type a measurement in the box to place paragraph a fixed distance from selected page reference, or select from list:

- |         |  |
|---------|--|
| In line | Paragraphs follow one another in their normal vertical position. |
| Top     | Aligns top frame edge against top margin or page edge.           |



Center Centers frame between top and bottom margins or page edges.  
Bottom Aligns bottom frame edge against bottom margin or page edge.

**Relative to** Identifies page area used as vertical reference:

Margin Top or bottom margin  
Page Top or bottom edge of page

**Distance From Text** Sets distance maintained between frame of positioned paragraph and text of unpositioned paragraphs.

**Paragraph Width** Specifies width (not thickness) of frame enclosing selected paragraphs.

**Reset** Returns paragraph to normal position.

**Preview** Saves position settings and chooses Print Preview command.

### Hints

- To position sideheads (and sidebars) in the margin, under Horizontal select Relative to Page and Left or Right, Inside or Outside, depending in which margin you want the text. Under Vertical, select In line. If you set the paragraph width to be less than the margin width, the sidehead is entirely within the margin; otherwise, it extends into the main text area.
- If your printer doesn't print to the page edge, indent or add space before or after the paragraph to offset it into the printable area.
- You can position individual rows of a table. The position of the first paragraph in the row determines the position of the entire row.
- A position can be defined as a paragraph style.
- If consecutive paragraphs have the same position, Word positions them one after the other in a single block. To overlap paragraphs, assign the same position to the paragraphs and then insert a normal (unpositioned) paragraph mark between them.

Contents...

Page View

Print Preview

Moving page elements using Print Preview

**Page View** (Document menu) and **Print Preview** (File menu) commands display your document as it will look when printed. You can see headers, footers,

footnotes, multiple text columns, and positioned paragraphs in their assigned location. Line numbers are visible only using Print Preview.

## Page View

Page View switches display of your document to and from page view. Pages and text are shown true to size, and you can type and edit using any command. [258]

When you move to a different page, the document is automatically repaginated up through the displayed page.

Each page element (e.g., footer, text column) is contained in a separate text area. To display text area boundaries, turn on Show Text Boundaries in Page View (Preferences command).

If you choose Open Header, Open Footer, or Footnote commands, Word moves the insertion point to the appropriate text instead of opening a separate window.

For additional techniques to move the insertion point and scroll in page view, see Help topic “Moving through a document.”

## Print Preview

Print Preview displays one or two whole pages at a reduced size. The Print Preview window contains icons used to change margins, insert and remove page numbers, and move certain page elements. Word updates the settings in the appropriate dialog boxes. You cannot edit the text. [297]

**Page number icon** Changes pointer shape to a numeral. Click the pointer where you want page numbers to be printed. See Help topic “Page numbering.”

**Margins icon** Displays margins, page breaks, and boundaries around page elements. Pressing mouse button changes pointer shape to a cross hair. Distance from pointer to top and right edges of page is shown at top of window.

**One-page/two-page display icon** Switches display to one or two pages.

**Printer icon** Displays Print dialog box.

**Page View** Switches display to page view.

### – Moving page elements using Print Preview

1. Choose Print Preview and click margins icon.
2. Point to a page element:

<b>To move</b>	<b>Position mouse pointer</b>
----------------	-------------------------------

---

Margin	On margin handle (black box)
--------	------------------------------

Page break	On page break (dashed line on or near bottom margin)
------------	--

Page element	Within boundary of page header, footer, page number, or positioned object
--------------	---

3. Drag to new position and release mouse button.

Dragging the page number off the page turns off page numbering for the current section.

4. Click margins icon to repaginate document.

- Connect the printer and turn it on.
- Install the appropriate printer driver in the System Folder.

See your printer manual or *Getting Started with Microsoft Word* for instructions.

Word supports standard Apple printers and selected serial printers. To obtain current serial printer drivers, complete and return the card provided in your Microsoft Word package.

Before deciding the final layout or printing the final document, you must:

- Use Chooser (🖨️ menu) to select the printer for the document. See the Macintosh documentation.
- Choose Page Setup (File menu) for each document to be printed and verify printer settings.

Print options depend on the printer selected using Chooser (🖨️ menu). LaserWriter and ImageWriter options (in parentheses) are described here. Install and select the printer before you decide on the final layout or print the final document. **[291]**

**Copies** Specifies number of copies to print.

**Pages (Page Range)**

All	Prints entire document or selection.
-----	--------------------------------------

From, To	Prints page range. If first and last pages of range are in different
----------	--

sections, specify section range (see below).

**Paper Source (Feed)**

Automatic (Paper Cassette) Use for printers with continuous (track feed) paper or a paper cassette.

Hand (Manual) Feed Use to feed separate sheets. Word stops between pages.

**Section Range** For documents with multiple sections. Type number of first and last sections you want printed in the From and To boxes. Otherwise, Word prints all sections.

If you specify a page range, type numbers of sections containing the beginning and ending page numbers in the From and To boxes.

**Print Selection Only** Prints only selected text. Click All under Pages (Page Range) to print all pages in selection.

**Print Hidden Text** Prints text with hidden text format even if Show Hidden Text (Preferences command) is turned off.

**Print Next File** Prints documents linked to current document with Next File option of Document command.

**Quality (ImageWriter)** Specifies print quality and speed (see ImageWriter manual). Draft prints most quickly but does not print character or paragraph formats.

**Print Back To Front (LaserWriter)** Prints from last page to first. Pages are in order in output tray if printer outputs pages print side up.

**Cover Page (LaserWriter)** Prints cover page with title, time of printing, and other information.

If you quit without saving changes to a document, glossary, or spelling dictionary, Word asks whether to save the changes.

Word automatically saves small amounts of information on the Clipboard. For larger amounts, Word asks whether you want to save the Clipboard.

Word saves the current menu and keyboard assignments in the current configuration file when you quit. [200]

The default unit of measure set with the Preferences command determines the units on the ruler.

Word updates settings in the Paragraph, Document, and Section dialog boxes to reflect changes made using the ruler.

The appearance and use of the ruler depend on the active ruler scale, which you can change by clicking the scale icon (Í).

### **Ruler scales**

**Normal scale** Zero mark of ruler aligns with left margin, left column boundary, or left boundary of positioned paragraph. Dotted line indicates right margin or right column boundary. Indent markers show indents of current paragraph. You can review and change paragraph formatting using ruler icons.

**Page scale** Zero aligns with left edge of page. Brackets (||) mark left and right margins and multiple text column boundaries. Drag brackets to change margins and column widths and spacing.

**Table scale** “T” marks identify column boundaries of tables created with Insert Table command. Drag marks to change column widths in selected rows. (Available only when insertion point is in a table.)

### **Ruler icons**

Ruler icons are active only in normal scale. Not all icons are available with Short menus.

Clicking an icon applies that format to the selected paragraph. Highlighted icons identify applied formats.

If you select paragraphs with different formats, the ruler is gray and no icons are highlighted. You still can click icons to apply formats to all selected paragraphs.

**Indent markers** Drag markers to indent selected paragraph.

/ First-line indent marker (top triangle) offsets first line from rest of paragraph. Left indent marker (bottom triangle) offsets remaining lines of paragraph from left margin. Hold down Shift and drag to move left indent marker without moving first-line indent.

€ Right indent marker offsets entire paragraph from right margin, indicated by dotted line.

**Style selection box** Use to apply styles and define and modify styles based on selected paragraph. Click in box to type a style name or click arrow to select style from list.

< > fi fl **Tab stop icons** Applies flush left, centered, flush right, and decimal alignment, respectively, at next tab stop you insert. Click beneath a ruler tick mark to set a tab. To clear a tab, drag tab mark from ruler.

‡ **Vertical line** Click icon and then click below ruler tick mark to insert a vertical line in paragraph. Drag line mark from ruler to delete the line.

· , ,, % **Alignment icons** Applies flush left, centered, flush right, and justified text alignment, respectively, relative to indents of selected paragraph.

Â Ê Á **Line spacing** Applies single, one-and-a-half, and double spacing, respectively, within selected paragraphs.

Ë È **Close, Open space** Removes or adds, respectively, 12 points of space before selected paragraphs.

Í **Scale icon** Changes ruler scale.

IXI **Normal paragraph** Resets paragraph style to Normal (Short menus only).



To select a single paragraph, position the insertion point anywhere in the paragraph.

The insertion point and I-beam pointer slant when moved into italic text. You can turn this effect on and off using the Italic Cursor command in the Commands dialog box.

### Selecting with the mouse

Clicking in the selection bar (an invisible strip along the left side of document window) quickly selects units of text. The mouse pointer changes to a diagonal arrow when placed in the selection bar.

<b>To select</b>	<b>Do this</b>
Any amount of text	Drag over text
A word	Double-click word


A line of text (not in table)	Click in selection bar next to line
A sentence	Press  and click in sentence
A paragraph (not in table)	Double-click in selection bar next to paragraph
Entire document	Press  and click in selection bar


~ To extend a selection after releasing mouse button, move pointer to end of text to be included in selection and then press Shift and click.

~ To cancel a selection, click when pointer is an I-beam.

### Selecting with keys

Pressing Shift while moving the insertion point with keys selects text starting from current position. Press the same key combination to extend the selection.

~ To select entire document, press -Option-M.

~ To select from insertion point to a specified character, press -Option-H and type character.

See Help topic “Moving through a document” for keyboard commands for moving the insertion point.

See the *Quick Reference Guide* for a complete list of keypad and keyboard selection commands (also page 150 in *Reference to Microsoft Word*).

Word sorts rows of a table based on the contents of the leftmost cell in each selected row or the contents of a selected column, which is used as a “sort key.”

To do a multikey sort in a table, first sort according to the least significant column (key). Then sort according to additional columns in order of increasing significance.

1. Select paragraphs you want sorted or a column to use as a sort key.

If you don't select text, Word sorts all paragraphs in the document.

2. Choose Sort.

Word sorts by default in ascending order (1 to 9, A to Z).

To sort in descending order, hold down Shift and choose Sort Descending (Utilities menu).

Function	Symbol	Key
Paragraph mark	¶	Return or Enter
End-of-line mark	↵	Shift-Enter
Tab mark	·	Tab
Normal space	· (dot)	Spacebar
Nonbreaking space	”	Option-Spacebar
Nonbreaking hyphen	,	⌘-~ (tilde)
Optional hyphen	°	⌘-- (hyphen)
Formula character	⌘	⌘-Option-\ (backslash)
End-of-cell mark	•	*
Paragraph properties mark	ÿ	*

\*Inserted automatically by Word.

Contents ...  
Checking spelling  
Spelling command options  
Using dictionaries

Use the **Spelling** command (Utilities menu) to check the spelling of a selected word or the entire document.

### Checking spelling

1. Select word or part of your document you want to check.  
To check entire document, do not select text.
2. Choose Spelling.  
To clear list of spelling corrections Word remembers for the current session, press Shift while choosing Spelling.
3. Click Start Check to begin checking from the insertion point.  
A word not matching an entry in the MS Dictionary or open user dictionaries is displayed in the dialog box.
4. Type correct word in Change To box and click Change or other appropriate option (see below).



Word asks if you want to continue checking from the beginning of your document. Click OK to continue checking, or Cancel.

### Spelling command options

**Words** Lists alternative spellings if you click Suggest.

**Open Dictionaries** Lists dictionaries Word will use in current spelling check (open dictionaries are checked). MS Dictionary and User 1 are always used.

**Unknown Word** Displays a word not found in any dictionary. Click the word to copy it to the Change To box for editing.

**Change To** Type correct spelling of unknown word, a word to add to or remove from selected user dictionary, or a word to verify its spelling.

Verifies spelling of word in Change To box.

+ Adds word in Change To box to selected user dictionary.

— Removes word in Change To box from selected user dictionary.

**Ignore Words in All Caps** With this option on, Word skips words in all capital letters such as acronyms.

**Start Check** Begins search from insertion point.

**Continue Check** Resumes search after an interruption.

**No Change** Retains current spelling of unknown word. Word skips further occurrences of word for remainder of work session or until you choose Spelling while holding down Shift.

**Change** Replaces unknown word in your document with text in Change To box.

**Suggest** Lists possible spellings for unknown word.

**Cancel** Closes dialog box.

### Using dictionaries

You can use the following File menu commands while the Spelling command dialog box is open:

<u>Use</u>	<u>To</u>
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<b>New</b>	Create a new user dictionary. To add entries to a new dictionary, type each entry in the Change To box, select the dictionary, and click + (plus sign).
<b>Save As</b>	Save selected user dictionary under its current or a new name
<b>Open</b>	Open a user dictionary
<b>Close</b>	Close a user dictionary selected from the Open Dictionaries list

A style is a collection of paragraph and character formats to which you assign a style name. By applying a style to selected paragraphs, you can apply many formats all at once instead of choosing each format command separately.

When you change the format of a style, formats of all paragraphs having that style are automatically updated in the document.

**STYLE SHEET** — Collection of styles defined for a document, including automatic styles and styles you create. Each new document includes a default style sheet.

**AUTOMATIC STYLES** — Predefined styles inserted by Word when you create document elements such as outlines, indexes, and footers. **[344]** You can redefine automatic styles. **[350]**

**NORMAL STYLE** — Automatic style applied to all paragraphs until you apply a different style. Defines the default font.

### – **Defining a style**

1. Select a paragraph having the format you want to define as a style.
2. Choose Show Ruler (Format menu) if the ruler is not displayed.  
The style box (left end of ruler) displays the name of the current style of the paragraph.
3. Click the style box, type a style name, and press Return.  
Word asks if you want to define the style based on the selection.

4. Click Define to create the new style.

You also can define a style using the **Define Styles** command (Format menu, Full menus) [345].

To modify an existing style, reformat a paragraph having that style and define the style using the same style name.

### Define Styles command options [47]

**Based On** Word incorporates all formats defined for style indicated in Based On box into new style you define. Other formatting you select is added to base style.

If you redefine a style on which other styles are based, changes are also reflected in the other styles.

**Next Style** Specifies style automatically applied to paragraph following a paragraph with style you are defining.

By default, Word applies the same style to the next paragraph when you press Return.

**Set Default** Adds selected style to default style sheet so it is available in all new documents. You also can use this option to revise automatic styles.

#### Viewing and revising automatic styles

To list all automatic styles in the Define Styles dialog box so you can revise them, hold down Shift and choose Define All Styles (Format menu). Automatic styles are indicated by bullet (•).

### Deleting, copying, and printing styles



When the Define Styles dialog box is open, the following commands affect styles or the style sheet:

Command	Action
Cut	Deletes style selected in list box
Copy	Copies formats of style selected in list box
Paste	Assigns formats you cut or copied from one style to another selected style
Open	Copies styles from document you open into your current document. An incoming style replaces a style having same name in current document.
Print	Prints style sheet

#### Applying a style using the ruler

1. Select paragraph(s) you want to apply a style to.
2. Choose Show Ruler (Format menu) if ruler is not displayed.
3. Click arrow of style box (left end of ruler) and drag to select style from list.

#### Applying a style using keys

- ~ To apply Normal style to selected paragraph, press -Shift-P.
- ~ To apply any style to selected paragraph, press -Shift-S, type style name, and press Return.

### Styles command options [340]

**List box** Lists styles you've defined and automatic styles for elements used in your document. To list all automatic styles, press Shift while choosing Styles.

**Style description area** Shows format instructions for selected style, consisting of base style (often Normal) plus additional formats.

**Apply** Applies style selected in list box to selected paragraphs but leaves dialog box open so you can apply another style.

**OK** Applies selected style and closes dialog box.

**Cancel** Closes dialog box without applying selected style, but does not remove styles applied by clicking Apply button.

To create a table of contents:

- Create an outline of your document or use the **Insert TOC Entry** command (Document menu, Full menus) to designate text you want listed in the table of contents.

- Use the **Table of Contents** command (Utilities menu, Full menus) to compile and insert the table of contents at the beginning of the document.

#### – **Designating table of contents entries**

1. Select text you want listed in the table of contents.
2. Choose Insert TOC Entry.

Word inserts a .c. table of contents code, in hidden text format, at the beginning of the selection. If the selection is not followed by a paragraph mark, Word inserts a hidden semicolon end-of-entry code at the end of the selection. To display the hidden codes, turn on Show Hidden Text in Preferences (Edit menu).

The encoded text entry will be printed normally.

3. Repeat this procedure for each table of contents entry.

You can designate up to nine levels of subentries by using outline levels or including a number in the .c. code. For example, type .c3. for the third level.

Subentries are automatically indented in the table of contents, based on the default tab stop interval.

#### – **Compiling a table of contents**

1. Choose Table of Contents.
2. If your document has an outline (i.e., headings using the “heading 1” through “heading 9” styles) and you want to list the outline headings only, click Outline in the Collect box.

If you want to list the entries designated with .c. codes, click .C. Paragraphs.

3. To print page number for each entry, Show Page Numbers must be turned on.

Turn off this option to create lists other than tables of contents. **[359]**

4. Click All to include all heading levels or .c. entries.

—or—

Specify a range of level numbers in From and To boxes.

5. Click Start.

Word repaginates the document and compiles the table of contents.

#### – **Compiling a table of contents for a series of documents**

1. Link the documents using the Next File option in the Document command. See Help topic “Documents: Long documents.”
2. Open first document in the series and compile the table of contents.

Word inserts the table of contents at beginning of first document.

Word tables consist of rows and columns divided into rectangular areas called cells. Each cell can contain any number of paragraphs, and text wraps within cells.

The **Insert Table** command (Document menu, Full menus) converts existing text into a table or inserts an empty table in which to insert text and graphics.

1. Position insertion point where you want to insert an empty table.

To convert existing text to a table, select the text.

2. Choose Insert Table.
3. Click OK to accept proposed options.

—or—

Change options (see below) and then click OK or Format. The Format option inserts the table and opens the Cells dialog box so you can format the table.

It's easier to work with tables if you can see cell boundaries and end-of-cell marks.

~ To display cell boundaries, choose Preferences (Edit menu) and turn on Show Table Gridlines.

~ To display gridlines and end-of-cell marks (•), choose Show ¶ (Edit menu).

### **Insert Table command options [141]**

**Number of Columns** Specifies number of columns (up to 32) initially in table. You can add and delete columns using the Table command (Edit menu).

**Number of Rows** Specifies number of rows (any number) initially in table. You can add and delete rows using the Table command (Edit menu).

**Column Width** Specifies width of all columns in table. Type a measurement in box or accept proposed width. You can change width of individual columns or cells later using the ruler or the Cells command (Format menu).

**Convert From** Specifies which character or format in selected text signals beginning of a new cell.

Word proposes an option based on the selection, or you can click a different delimiter option. (Available if you select text before choosing Insert Table.)

Selecting text in a cell selects that cell.

Columns and cells also have invisible selection bars. The column selection bar runs along the top of each column. The cell selection bar runs along the left of each cell. When the mouse pointer enters the column or cell selection bar, it becomes a down-pointing or diagonally pointing arrow, respectively.

<b>To select entire</b>	<b>Do this</b>
Contents of a cell	Click cell selection bar
Row	Double-click cell selection bar
Column	Click column selection bar or hold down Option and click in column
Table	Hold down Option and double-click in table

The **Table** command (Edit menu, Full menus) adds and deletes rows, columns, and cells, and merges and splits cells.

#### – **Adding rows and columns**

A single blank row or column is inserted by default. To add multiple rows or columns, select the same number of existing rows or columns as you want blank rows or columns inserted.

Rows are added above selected rows or the row containing the insertion point. Columns are added to the left of selected columns or the column containing the insertion point.

1. Position insertion point in the appropriate row or column, or select the number of rows and columns you want inserted.

To add a column to the right of the rightmost column, position the insertion point in the trailing cell at the end of a row. Trailing cells are visible with Show ¶ selected.

2. Choose Table.
3. Click Row or Column, as appropriate, and then click Insert.

To add a row at the end of a table:

1. Position insertion point in the last cell of the last row.
2. Press Tab.

– **Deleting rows and columns**

1. Select rows or columns you want deleted.
2. Choose Table.
3. Click Row or Column, as appropriate, and then click Delete.

– **Adding and deleting cells**

1. Select cells you want deleted.

—or—

Select an area of the table to the right of where you want empty cells added. Select the same number of cells as you want new cells added.

2. Choose Table.
3. Click Selection under Apply To, if it is not already selected.
4. To delete cells, click an option under Shift Cells (see below) and click Delete.

To add cells, click an option under Shift Cells and click Insert.

<b>Click</b>	<b>To shift cells</b>
Horizontally	Left to take place of deleted cells or right to make room for added cells
Vertically	Up to take place of deleted cells or down to make room for added cells

– **Deleting text in cells**

~ To delete contents of cells, but not the cells, select the cells or text and choose Cut (Edit menu).

### – **Merging and splitting cells**

To create a cell that spans multiple columns:

1. Select cells that extend across the columns.
2. Choose Table.
3. Click Merge Cells.

To split a merged cell:

1. Select the merged cell.
2. Choose Table.
3. Click Split Cell.

Only previously merged cells can be split.

1. Select the cells or rows you want to change.

To change format of entire table, select at least one entire row.

2. Choose Cells.
3. To change entire columns, not just the selected cells or rows, click Whole Table option under Apply To. Each column containing selected cells will change.

To change only cells or rows you select, click Selection under Apply To.

4. Enter new measurements or select different options (see below).
5. Click one of the following:

<b>Click</b>	<b>To apply changes and</b>
OK	Close dialog box
Apply	Leave dialog box open so you can make more changes
Prev. Column	Select cells in previous column
Next Column	Select cells in next column

### **Cells command options [13]**

**Width of Column** Specifies width of selected column(s) if you select Apply To Whole Table or specifies width of selected cell(s) if you select Apply To Selection.



**Space Between Cols** Specifies width of space Word inserts between all columns in row.

**Indent Rows** Specifies indent of entire row from left edge of text column. Row is indented as a block; individual cells are not indented from each other. Option does not affect indenting of text within cells.

**Minimum Row Height** Specifies minimum height for all cells in row. Default setting, Auto, adjusts height to fit tallest cell.

Word increases row height to accommodate characters that would not fit in the minimum row height you specify, unless you type a minus sign in front of the measurement.

**Align Rows** Controls position of rows relative to indents, including indents set with Indent Rows option. Entire row is aligned as a block. Does not affect alignment of text within cells.

<b>Click</b>	<b>To</b>
Left	Align rows to left side of text column
Center	Center rows in text column
Right	Align rows to right side of text column

**Apply To**

- Selection Applies changes only to selected cells.
- Whole Table Applies changes to all columns in which a cell is selected. [13]

**Borders** See Help topic “Borders.”

Double-click in the selection bar of a cell to select an entire row. Then drag pointer to select additional rows.

2. Choose Table to Text (Document menu, Full menus).
3. Select character to separate contents of each cell: paragraph mark, tab, or comma.
4. Click OK.

Word applies Normal style to the contents of the converted rows.

**NOTE:** Instead of setting tabs for a table, use the **Insert Table** command (Document menu). See Help topic “Tables: Creating a table.” [362]

Default tab stops are set at regular intervals for all paragraphs in a document. You can change the default tab stop interval using the Document command (Format menu).

You can set custom tab stops using the ruler or the Tabs dialog box options of the Paragraph command (Format menu).

Custom tab stops are set or cleared only for selected paragraphs. You can set tab stops for an entire column or cell of a table or for individual paragraphs in a cell.

When you set a custom tab, Word removes all default tab stops to the left of the new tab for the selected paragraph.

Pressing Tab (Option-Tab within a table) inserts a tab in your document and moves the insertion point to the next tab stop.

– **Setting and clearing tab stops using the ruler**

1. Select paragraph(s) in which you want to insert tabs.
2. If ruler is not already displayed, choose Show Ruler (Format menu).
3. Click a tab icon for text alignment at the tab stop:
  - < Flush left
  - > Centered
  - fi Flush right
  - fl Decimal
4. Click ruler where you want the tab set.

To clear a tab for a selected paragraph:

- ~ Drag tab mark from ruler.

**Tabs dialog box options**

**Type** Specifies text alignment at the tab stop. Bar option inserts a vertical line in the paragraph at the indicated position.

**Leader** Specifies type of leader to be inserted from preceding text to text at the tab stop.

**Set** Sets a tab stop at position typed in the Position box or at the position you click on the ruler.

**Clear** Clears tab stop at position typed in the Position box or tab mark you click on the ruler.

**Clear All** Clears all except default tab stops for selected paragraph.

**Position** Specifies distance from left margin (zero mark on normal ruler scale) to tab stop to be set or cleared.

Word displays each open document in a separate window. Open document windows are listed on the Window menu.

Actions carried out in one window are reflected in other windows open for the same document.

**ACTIVE WINDOW** Window containing insertion point. Window name is checked on Window menu.

**CURRENT DOCUMENT** Document in active window. Command actions affect only current document.

### **Parts of a window**

In addition to standard Macintosh window elements, Word document windows contain:

**Page number area** Displays page number of current page (dimmed if you edit after paginating), prompts, and status information.

**Style name area** Identifies style applied to paragraph containing insertion point.

**Scroll bars** At the right side and bottom of window, scroll bars are used to scroll a document.

**Selection bar** Invisible strip along left side of window used to quickly select units of text.

#### **Opening, closing, sizing windows**

~ To open a new window for the same document, choose **New Window** (Window menu, Full menus).

~ To close active window, click close box (upper-left corner).

~ To change window size, drag the size box (lower-right corner).

~ To quickly reduce or enlarge a document window, click zoom box (upper-right corner).

#### **Splitting windows (Full menus)**

- ~ To split a window, drag split bar (black bar at top of vertical scroll bar) to desired position, or press ⌘-Option-S.
- ~ To split a window to view footnotes, hold down Shift and drag split bar, or press ⌘-Option-Shift-S.
- ~ To close a split window, drag split bar off top or bottom of screen, or press ⌘-Option-S.