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WordPerfect

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Lotus Word Pro

SwitchKit

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Chapter 1
Getting Started — Welcome to Lotus Word Pro 96

Welcome to a new world of word processing power! Lotus Word Pro is
a powerful new word processor that allows you to create professional
looking documents ranging from simple letters and memos to long,
complex documents. It is a true WYSIWYG (What You See Is What You
Get) word processor that makes it easy to create, edit and print any type
of document.

About This Book

As an experienced WordPerfect user, you have probably become
comfortable with the WordPerfect interface: CTRL + F4, F5, SHIFT + F6 and
F7 have likely become second nature to you. The reveal codes screen is your
security blanket for diagnosing and solving formatting problems when they
arise.

As you will see when you begin using Lotus Word Pro, you will need to
shift your way of thinking about word processing — shift your way of
thinking to one that is easier and far more intuitive. Certainly no one has
ever claimed that pressing F12 [Block], highlighting a word, then pressing
F6 [Bold] is an intuitively obvious way of changing a word to bold type.
It's just the way you learned to use WordPerfect. To accomplish the same
task in Lotus Word Pro, you position your cursor anywhere on the word
to be highlighted and press a button that looks like this:
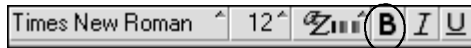
that always appears at the bottom of your screen. Do you remember how
to italicize text in WordPerfect? If you remember CTRL + F8 [Font],
Appearance, Italic without scanning the WordPerfect function key template
for a hint, you are in a small minority of all WordPerfect users! But just by
looking at the picture above, and without knowing anything else about
Lotus Word Pro, you can probably guess that the slanted I button and the
underlined U italicize and underline text, respectively. This is just one
example of a Lotus Word Pro feature that is more intuitive.

How to Use This Book

This is a workbook, not just a reading book. You should go through it while you are seated at your computer, with Lotus Word Pro on your screen. Each chapter leads you through progressively more sophisticated features of the program, generally comparing them to the way the corresponding function worked in WordPerfect. As you read, try to do the tasks you're reading about on your computer.

Throughout this book you will be encouraged to experiment. Try this or that. Investigate here and there. It's not a big problem if something truly strange happens to your practice document. Lotus Word Pro has a powerful tool called Undo. The Undo button looks like this, , and is located near the top of your screen. Anytime you do something that causes your text to behave in an unexpected way, click the Undo button to reverse your last step. Click it a second time to undo the step before the last, and so on.

As you work through this book and you get unexpected results, try to figure out what you did to cause the problem. But if you can't, just close the file you're working on without saving it.

Almost every chapter in this book has an exercise at the end titled "Try it Yourself!" These are opportunities for you to explore the topics in the chapter further, for you to try to apply what you learned.

Getting Help from Lotus Word Pro

Lotus Word Pro offers you help in a variety of ways. As you're learning this new program, and as you experiment with new features, make liberal use of the built-in help tools.

Using F1 — The Help Function Key

As you are entering text, if you press F1, you will see this dialog box appear:

Help Topics: Word Pro Help

Contents | Index | Find

1 Type the first few letters of the word you're looking for.

2 Click the index entry you want, and then click Display.

- (negation) operator
- (subtraction) operator
%If directive
%Include directive
%Rem directive
%Rem...%End Rem directives
& (string concatenation) operator
* (multiplication) operator
. (dot notation)
/ (division) operator
\ (integer division) operator
^ (exponentiation) operator
~ (tilde) escape character
+ (addition) operator
< (less than) operator
<= (less than or equal to) operator
<> (not equal to) operator

Display   Print...   Cancel

This is a list of key words used in Lotus Word Pro. If you want help about a particular topic, for example, right aligning text on a line, begin typing "right" in the field at the top of the dialog box and after just a few letters the appropriate topic will be highlighted in the list, as shown here:

1 Type the first few letters of the word you're looking for.

rig

2 Click the index entry you want, and then click Display.

Rich text, fields
Right aligning
Right function
Right mouse button
    InfoBoxes
    page margins
Right property (LotusScript)
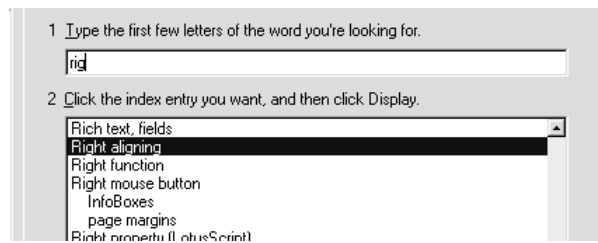
When the topic on which you want information is highlighted, click the Display button at the bottom of the dialog box. When you do, help information relating to your question will appear, like this:
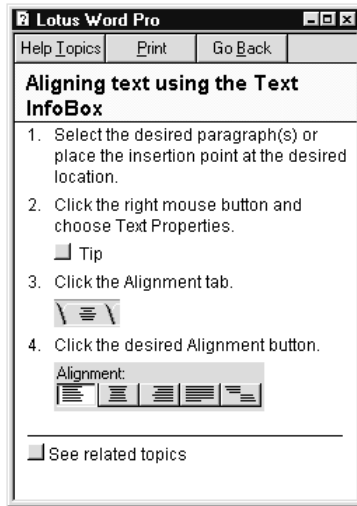
Using Ask the Expert

Wouldn't it be great if you had your own, private expert available to answer your Lotus Word Pro questions whenever you had one? Meet the Lotus Word Pro Ask the Expert! If you click on the help menu at the top of the Lotus Word Pro screen, one of the options that drops down is Ask the Expert. Click on that option and this toolbar will appear at the top of your screen:
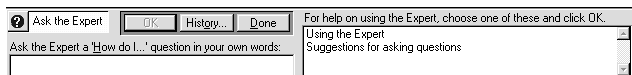
Type a question in your own words (you don't need to type the "How do I," just type the question, as shown below) in the box on the left side of this tool bar, and then click the OK button. Lotus Word Pro reads and interprets your question and displays a window containing what it thinks is the most likely answer to your question, like this:
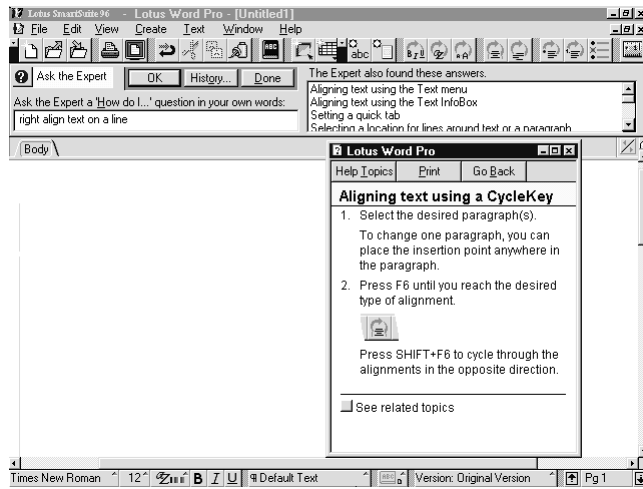
If that doesn't quite answer your question, click one of the other topics in the field labeled "The expert also found these answers" at the top of your screen and you will see information on that topic.

Many of the help screens have a button labeled "See related topics." If you click on that button, a list of topics related to the displayed topic will appear and you can click on any of those to display them.

Tip   It is worth a few moments of your time to double click on the "Suggestions for asking questions" topic on the right side of this toolbar. Read through the helpful hints and tips displayed on your screen.

When you have learned what you needed to know from your expert, close the Ask the Expert toolbar by clicking the Done button.

Note   You see how the help window always stays visible on the screen until you close it. That way you can move and resize it so you can read the help information while you perform the action on your actual document. You don't have to keep opening and closing help screens.

Getting Help, Specifically for WordPerfect Users

Lotus has created an Ask the Expert tool that is designed specifically for former WordPerfect users. The disks containing this tool should have accompanied this manual. If you have installed the WordPerfect Ask the Expert on your system, when you click the help menu, you will see these options appear:
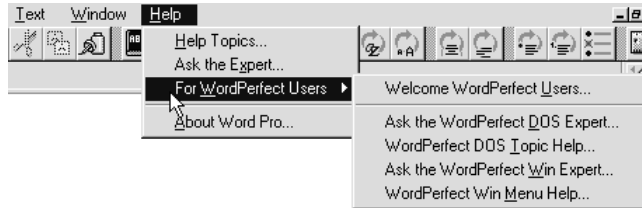
If you don't have this help tool for WordPerfect users, you can get a free copy by calling Lotus Development Corporation at 1-800-TRADE-UP, extension B690.

When you select the Welcome WordPerfect Users option, you will see this screen appear:
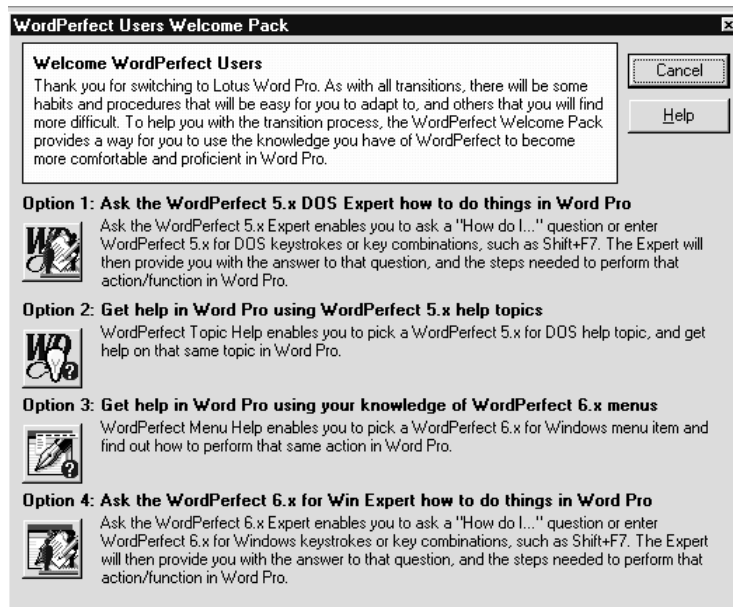
From this screen you can get a variety of help information, both on WordPerfect 5.x for DOS and for WordPerfect 6.x for Windows.

Ask the WordPerfect 5.x for DOS Expert

If you click on the first of the buttons on the WordPerfect Users Welcome Pack screen, or if you select the Ask the WordPerfect DOS Expert on the previous drop down menu, you will see a toolbar appear near the top of your screen. It looks and performs very much like the Ask the Expert toolbar you explored earlier in this chapter.

In this toolbar, you can type a question just as in the main Lotus Word Pro Ask the Expert, or, if you want information related to a WordPerfect function key sequence, you can press that keystroke combination in the "Ask a question…" text field.

For example, suppose you want information on how to set top and bottom margins on a page. You might remember that to do so in WordPerfect you would press SHIFT + F8, 2, 5. To find out the equivalent keystrokes in Lotus Word Pro, press exactly the same keys, SHIFT + F8, 2, 5, and then press OK. The Ask the WordPerfect DOS Expert screen will look like this:
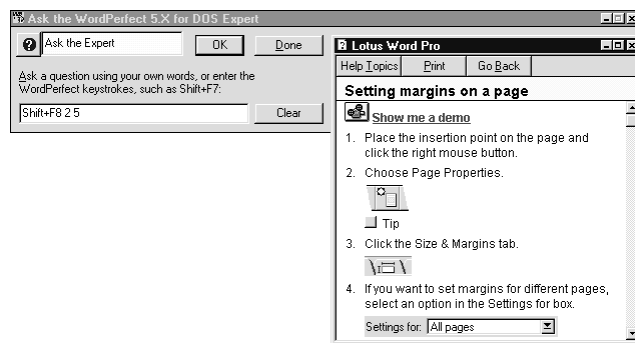
Tip   Don't press the spacebar between the SHIFT + F8 and the 2 and the 5. Press the keys, just as though you were going into the WordPerfect Format Page screen. If you make an error as you are entering function keystrokes, press the Clear button to start over again. Don't try to correct errors by backspacing over them.

Notice that on some of the help screens, the Expert even offers to *show* you how to accomplish the task you asked about. If you click the Show me a demo option on the help screen, this screen will appear. If you now click the Show Demo button, you will see a brief demonstration dealing specifically with how to perform the task in Lotus Word Pro.
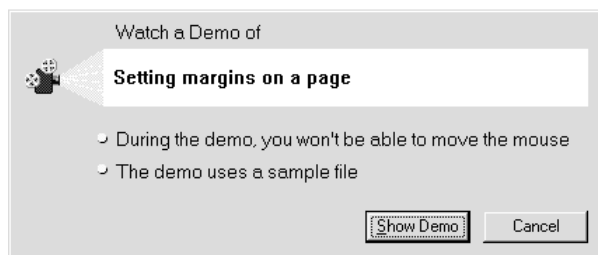
Note   Notice that when the demonstration is running, Lotus Word Pro is in control of your mouse. You cannot move it. You can stop the demonstration at any time by pressing the ESC key.

WordPerfect Help Topics

Another WordPerfect help feature you can use to ease your transition to Lotus Word Pro involves selecting the WordPerfect DOS Topic Help option from the For WordPerfect Users drop-down menu or from the WordPerfect Users Welcome Pack screen. You again see an Ask the Expert type of toolbar. This time, though, if you click the drop down arrow in the Select a WordPerfect Topic field, you will see this list appear:
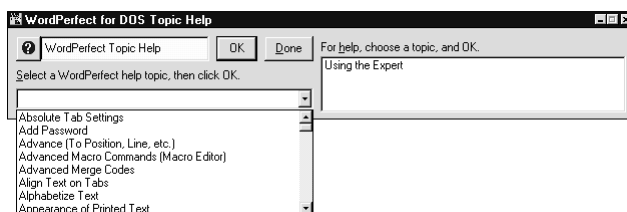
Scroll down the list to the topic on which you want more information and click on it. You again will be given information on how to perform the WordPerfect task in Lotus Word Pro.

Other WordPerfect Help

If you are migrating to Lotus Word Pro from WordPerfect for Windows, you can use either of the latter two help options to get help equivalent to that described above.
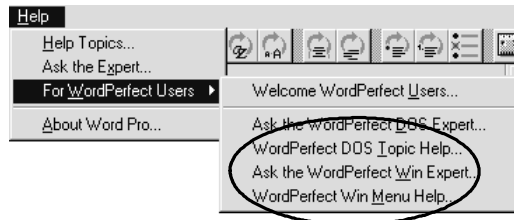
Summary

As you begin working with this powerful new word processor, remember that help is always just a keystroke away! If you make fairly frequent use of the Ask the Expert feature as you begin working with Lotus Word Pro, you will very quickly realize that soon you will be visiting your Expert only rarely.

Of course, the more you use Lotus Word Pro and the more you explore it, the easier it will be to use. This book is designed introduce you to many of the powerful features of Lotus Word Pro in a quick, easy, and enjoyable manner.

Remember: experiment, explore, investigate and practice. Those are the keys to learning to use this wonderful new program well.

Enjoy Lotus Word Pro!

Chapter 2
Getting into Word Pro — Using the Welcome Screen

When you loaded WordPerfect, you were probably used to seeing an almost blank screen appear – a new document. When you first load Lotus Word Pro, you are presented with the Welcome Screen which gives you a variety of options, ones well worth investigating.

Opening an Existing Document

The first thing you see when you load Lotus Word Pro is the Welcome Screen.
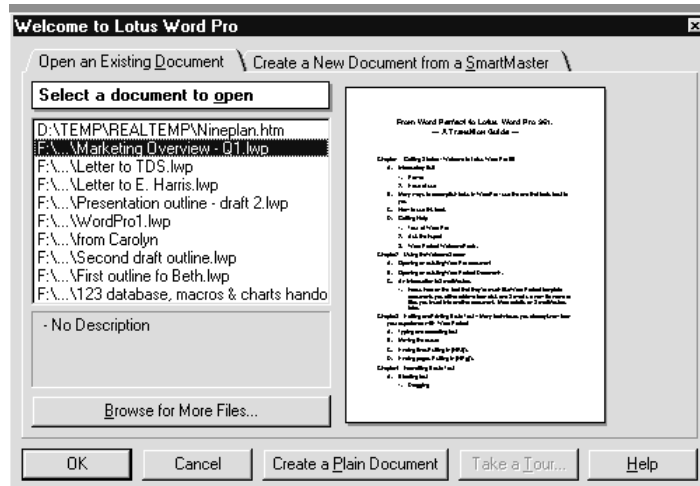
The Lotus Word Pro Welcome Screen

As you work with Lotus Word Pro, you will learn that it will always try to give you as much assistance as it can. Since usability studies show that users frequently want to continue working on a document they recently had been editing, the first screen you see is one showing the ten most recent documents that you saved. As you highlight each document on the list, you will see a thumbnail view of it appear on the right side of the dialog box. To open the highlighted document, press **OK**.

If the document you want to open doesn't appear in the "10 most recent" list, you can click the **Browse for More Files ...** button and then navigate through your drives and folders to locate the document you want to open.

Note   You'll see in Chapter 10, "Importing WordPerfect Files into Lotus Word Pro – Tips & Tricks," how easy it is to bring your old documents into your new word processor, simply by changing the Files of Type option at the bottom of the File Open dialog box.

Creating a New Document — A Brief Look at SmartMasters

When you created a new document in WordPerfect, you typically began with a default page, often with standard one inch margins on all sides. Occasionally, you might instead have opened an existing document, a template, which could contain text, headers, footers, initial font codes and other such characteristics. Generally, you then saved the document under a new file name so the template document would be available to you again next time you wanted to use it.

Create a Plain Document

If you want to create a new, plain document from the Welcome Screen, press the "Create a Plain Document" button at the bottom of the dialog box. You will be taken to a blank document, much like the one you used when you first loaded WordPerfect.

Create a Not Very Plain Document — Meet the SmartMaster

Lotus Word Pro uses SmartMasters in somewhat the same way as you might have used WordPerfect template documents in the past. One major difference, though, is that when you opened a template document in WordPerfect, you needed to remember to save your document under a new file name. In Lotus Word Pro, when you create a new document using a SmartMaster, you create an unnamed document. You don't have to worry about accidentally saving your modified document in place of your template document.

In the Welcome Screen, notice there are two notebook divider-like tabs at the very top. In the last few pages you saw options available to you on the "Open an Existing Document" panel of the Welcome Screen.

Now, click on the other tab at the top of the panel, the one labeled "Create a New Document from a SmartMaster." This screen will appear:
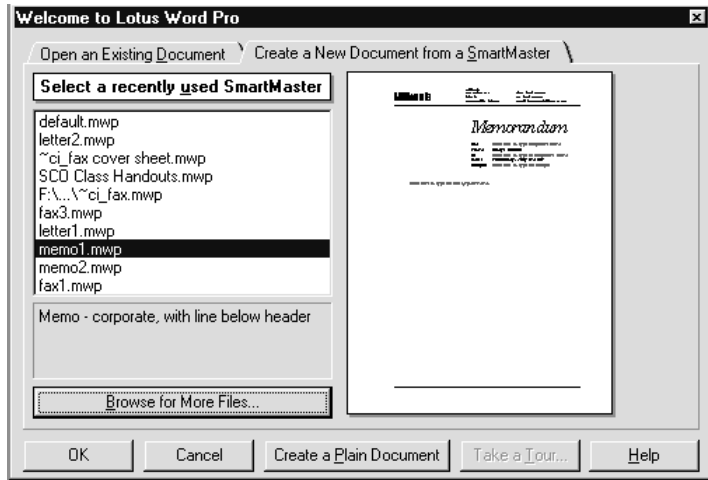
Use SmartMasters as a basis for more complex documents

Here, as on the previous screen, you can select from any of the ten most recently used SmartMasters. Alternatively, you can click the "Browse for More Files" button and see this screen appear:
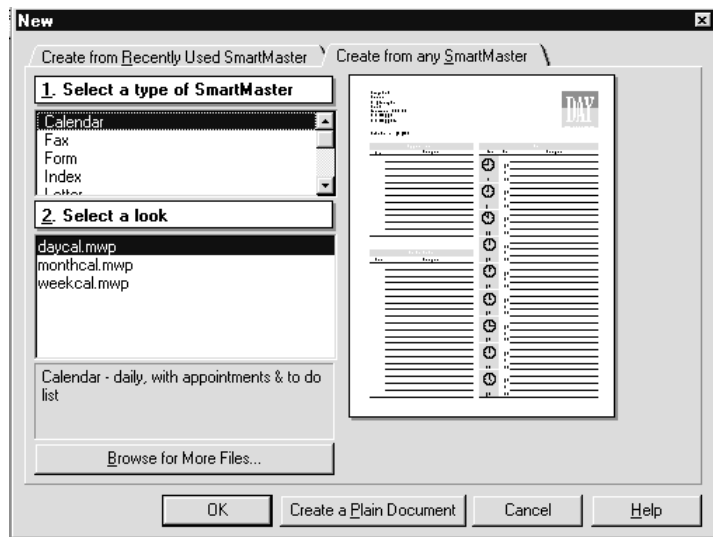
Choose a SmartMaster to give you a quick start on a new document

Lotus Word Pro comes with a number of professionally designed SmartMasters you can use directly or customize as necessary. On this screen, you see that the SmartMasters are categorized into types, like Calendar, Fax, Letter, etc. As you select each type, the "Select a Look" section changes to show a list of SmartMasters in that category. As you click on each SmartMaster "look," you will see a thumbnail representation of it. Click **OK** to use the highlighted SmartMaster.

Note   In Chapter 7, "Saving SmartMasters," you will explore how to create, categorize and save SmartMasters for future use. Also, there you will see how to select a SmartMaster as the default — the one that is to be used unless you tell Lotus Word Pro otherwise.

Create a New Document from Within Lotus Word Pro

You won't always be presented with the Welcome Screen when you want to create a new document. Sometimes you will finish one document, save and close it, and then want to create another one. You create new documents in Lotus Word Pro, as in virtually all Windows applications, by selecting File - New from the menu bar at the top of the screen. When you do so, you will again be asked to select a SmartMaster for the new document, as described above.

Try It Yourself!

Access the "Create from Any SmartMaster" panel in the File - New dialog box. Select "Fax" as the type of SmartMaster at the top of the panel, and then choose fax1.mwp for the SmartMaster look. When you click OK, your screen should look something like this:
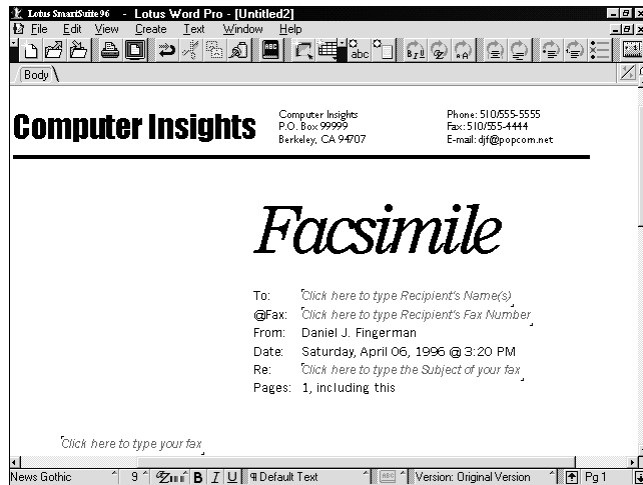
Use a SmartMaster to do much of your recurrent work for you

If you put your name and business information into Lotus Word Pro when you installed it on your computer, your SmartMaster will automatically display your name, your company and other information as shown here. Also, notice there are areas called "Click Here Blocks" that prompt you for information that needs to be entered, like text, tables, graphics, drawings, glossary text and OLE objects.

In this SmartMaster, for example, if you click your mouse on the text that reads "Click Here to Type Recipient's Name(s)," that prompting text will disappear and you will be able to type appropriate information in its place. You will explore Click Here Blocks more in Chapter 7, Using, Creating and Saving SmartMasters.

Summary

Use powerful SmartMasters similarly to the way you used WordPerfect template files to ease the creation of new documents. As you will see in Chapter 7, "Saving SmartMasters," you can customize your SmartMasters so they not only contain text, but also so they remind you to enter important information such as the recipient's name and address, a topic for the memo, or the date by which you want a reply.

Topics covered in this chapter

WordPerfect Technique	*Lotus Word Pro Technique*
Load the program and see a blank screen.	Load the program and see the Welcome Screen.
Use F5 [List Files] to see and search for files.	The Welcome Screen displays the ten most recently saved files. Select Browse for More Files to search for older files.
Create a new document.	Use a SmartMaster to create a new document.

Chapter 3
Editing, Saving and Printing Basic Text

You will see in this chapter that you already know a lot about Lotus Word Pro, even if you've never used it before! As you will discover, almost all of the keystroke techniques you used when editing and correcting text in WordPerfect work the same way in Lotus Word Pro.

Typing and Correcting Basic Text — Most Techniques Are the Same

When you type text in Lotus Word Pro, it appears on the screen just as it did in WordPerfect. Words wrap at the end of lines, and the ENTER key breaks a line just as you're used to. BACKSPACE and the DELETE keys remove characters, just as they did in WordPerfect.

For example, type this brief advertisement for a travel trunk, taken from *The National Geographic Magazine,* April 1927 edition. Allow your text to word wrap at the ends of lines; your line ends need not correspond to the following:

```
Truly here is a trunk built to use. So easy to open ... and
to close. No straining or pushing ... just a touch of the
hand and the Wardrola ROLLS open ... instantly accessible.
The cushioned top that keeps delicate garments fresh and
unwrinkled — the solid base that eliminates repairs — the
incomparable beauty and utility of the Wardrola render the
ordinary wardrobe trunk unfashionable by comparison.
```

Correct any misspellings or other errors you made. Position your cursor just before the words "The cushioned..." near the middle of the paragraph. Press ENTER once or twice to split this document into two paragraphs.

But Wait! I Want to See My [HRt] Codes!

You have undoubtedly grown used to using the Reveal Codes (ALT + F3 or F11) tool in WordPerfect. As you get more and more familiar with Lotus Word Pro, you will find that you won't need to resort to looking at hidden codes nearly as frequently as you used to. (Really!)

But for those of you who absolutely *must* see where you pressed the ENTER key, click View on the menu and then select Set View Preferences from the drop-down menu that appears. You will see this dialog box:

Use the View - Set View Preferences dialog box to customize the codes you see

Click the drop-down check mark next to the Show Marks field, and you will see this list appear:
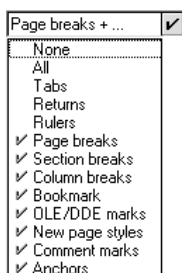
Use this screen to customize the display of hidden codes

You can use this drop-down check box, together with options that display in the View - Set View Preferences dialog box to customize how your text screen will appear. For example, click on the word "Returns" on this list and then click OK in the View Preferences dialog box. Your text will appear like this:

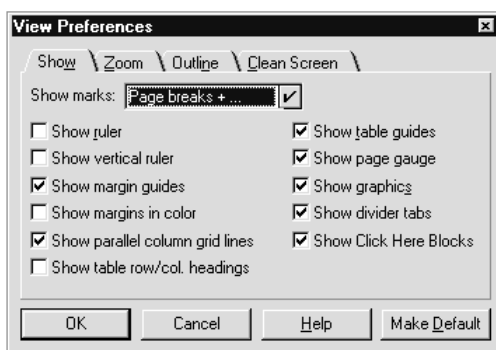Truly here is a trunk built to use. So easy to open … and to close. No straining or pushing … just a touch of the hand and the Wardrola ROLLS open … instantly accessible. ¶
¶
The cushioned top that keeps delicate garments fresh and unwrinkled -- the solid base that eliminates repairs -- the incomparable beauty and utility of the Wardrola render the ordinary wardrobe trunk unfashionable by comparison.¶

You can display only the codes you want to see

You will see this symbol, ¶, embedded directly in the text, unlike WordPerfect where the codes appear on a separate part of the screen.

To turn off the codes, return to the View - Set View Preferences dialog box and remove the check mark from the Returns option.

Tip   As you will see in Chapter 5, you can also use another powerful Lotus Word Pro tool, the text InfoBox, to see characteristics that have been applied to text.

Moving Your Cursor

You already know that you can move your cursor through your text, just as you did in WordPerfect. Left and right arrows move the cursor one character at a time, and CTRL + left arrow and CTRL + right arrow move your cursor one word at a time in the indicated direction. Also, as with virtually all Windows applications, you can position the flashing insertion point wherever you want it by pointing at that location with the mouse and clicking once.

Try out the following keystrokes for moving your cursor through your document:

Keystroke	*Resulting Cursor Movement*
Left or right arrow	One character left or right
CTRL + left arrow or CTRL + right arrow	One word left or right
Up or down arrow	One line up or down
CTRL + up arrow	To the beginning of the current paragraph
CTRL + down arrow	To the beginning of the next paragraph
HOME or END	To the beginning or end of the current line
Page Up or Page Down	Up or down one screen
CTRL + Page Up or CTRL + Page Down	Up or down one page
CTRL + , (comma)	To the beginning of the current or the previous sentence
CTRL + . (period)	To the beginning of the next sentence

Selecting Text

In WordPerfect, if you wanted to bold, italicize, move or otherwise affect text, you needed to use the Block command (ALT + F4 or F12) to select the text you wanted to modify. In Lotus Word Pro, in fact in all Windows applications, rather than "Block," you use the term "Select" text. There are a variety of ways to select text in Lotus Word Pro.

Selecting Text with the Mouse

A simple technique involves the mouse. Position the mouse pointer at the beginning of the text to be selected and then press and hold the *left* mouse button down. Drag your mouse across the line of text.

Note For your convenience, once you get past the end of a word, Lotus Word Pro begins selecting text word by word, rather than character by character.

If you want to highlight text on the next line, too, slide the mouse vertically down on your screen and the next line of text will be partially or entirely highlighted, too. Release the mouse button once you have selected the text you want to change.

You can also use these techniques to select text quickly using the mouse:

With your mouse if you:	Lotus Word Pro:
Double click the left button	Selects a word
CTRL + click the left button	Selects a sentence
CTRL + double click the left button	Selects a paragraph
SHIFT + click the left button	Selects text from the location of the flashing cursor to wherever you have your mouse pointing.

Selecting Text with the Keyboard

If you prefer, you can also select text using the keyboard, rather than the mouse. There are many techniques for doing so, but start out practicing with these:

If you press:	Lotus Word Pro:
SHIFT + right arrow	Selects a character at a time, until it reaches the end of a word. From there on, it selects a word at a time.
SHIFT + CTRL + . (period)	Selects from wherever the cursor is flashing to the end of the current sentence.

Simple Editing Using Drag and Drop

Why bother selecting text, anyway? From your experience with Word-Perfect, you know that once you select text, you can delete it, or bold it or move it, among other things. You will explore some of these techniques in the next chapter, but for now, investigate a powerful Lotus Word Pro tool called "Drag and Drop."

Suppose you want to edit the *National Geographic* text by moving the first sentence to the end of the document. In WordPerfect, you would have used the Move command, CTRL + F4. Now, though, select the first sentence, using any of the techniques you tried in the last section. Once you have selected the text, release the mouse button and slide your mouse pointer so it is anywhere over the selected area. The mouse pointer will change so it looks like this:

When the mouse pointer is that shape, *press and hold down the left mouse button* and drag the text to its new location at the end of the document. A red vertical line will indicate where your text will be placed. Notice as you do so, the cursor changes shape to a hand carrying a piece of paper. When the red line is at the end of your document, release the mouse button and look! Your sentence will have been dragged and dropped in its new location.

Tip   If you hold down the CTRL key as you drag and drop, the text will, instead, be copied and dropped.

Saving a File to Disk

To save this file to disk, either select File - Save or click this icon: ![icon]. Either way will bring up the File Save dialog box:
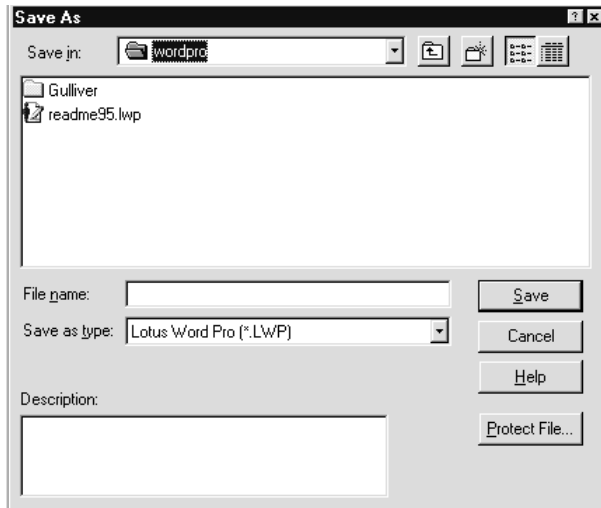
Remember to save your files to disk

Type a file name into the appropriate area of this dialog box and click the Save button. For the *National Geographic* text, save it to disk under the file name SUITCASE. Lotus Word Pro assigns the extension ".lwp" to your file name by default. You can override that extension and type your own extension after your file name.

Periodically, you may see the message "Time Saving Document(s)" appear on the Status Bar at the bottom of the screen. This message is from the Autosave feature built into Lotus Word Pro.

This message is *not* the same as saving your document. Autosave is a special feature that helps to protect open documents in case of a system failure.

Autosave creates and saves a temporary copy of your open document at a user-specified time interval. The temporary copy is deleted when you properly close a file. If, however, Lotus Word Pro shuts down abnormally, due for example, to a power outage or system failure, the temporary copy is not deleted and you can use it to restore your document when you restart Lotus Word Pro.

Saving a File in WordPerfect Format

You can, if necessary, save your documents to a WordPerfect file type by clicking on the Save as Type drop-down arrow and selecting the appropriate WordPerfect file type from the list that appears, as shown here:
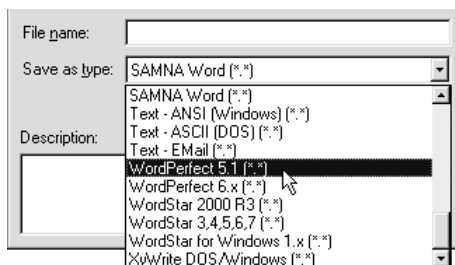
Printing a Document

You can print your documents using either the print icon, , or by selecting File - Print. Either technique will display the Print dialog box: Print only the pages you want
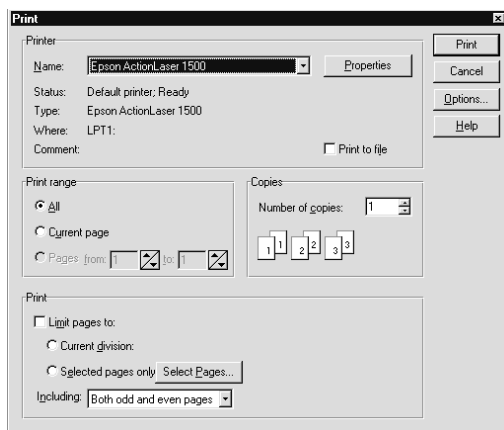
From this dialog box you can choose to print all pages, the current page (i.e., where the insertion point is located) only, a range of pages (like 2 through 7) or selected pages (like 3,4-6,12).

Try It Yourself!

You should still have the *National Geographic* file on your screen, or retrieve it from disk, if necessary. Experiment with the various techniques for selecting text. Try using the mouse. Practice using the keyboard. Sometimes you will find that one technique is more useful in a particular situation than another. Fine. As you work more and more with Lotus Word Pro, you will discover which selection techniques are easiest for you to use.

Practice drag and drop. It's a great technique for editing your documents.

Print your document.

Summary

Yes, yes, yes — you can see hidden codes in Lotus Word Pro, similar to the way you used to use Reveal Codes in WordPerfect. Not only can you see hard returns and tabs, but you can also see where attributes like bold, italics and changed alignment are in effect. And, you can customize the codes so you only see the ones you want.

You see how easy it is to select text in Lotus Word Pro, using either the mouse or the keyboard. And once you've selected text, use the powerful Drag and Drop tool to rearrange the text in your document.

WordPerfect Technique	Lotus Word Pro Technique
ALT + F3 or F11 [Reveal Codes]	Select View - Set View Preferences and choose the codes you want to display.
Moving the cursor	Very similar, though Lotus Word Pro offers you many additional techniques.
ALT + F4 or F12 [Block]	Numerous ways to select text, either using the mouse or keystrokes.
F10 [Save] or F7 [Save and Exit]	File - Save
SHIFT + F7 [Print]	File - Print

Chapter 4
Formatting Basic Text

You probably often used to use the F6 [Bold] and the F8 [Underline] keys
to provide some modest text enhancements in WordPerfect. As you're
about to see, in Lotus Word Pro, you can generally perform these and most
other tasks in any of two or three different ways. Experiment with all the
techniques and then use the one(s) that work best for you.

Introducing the Status Bar

Create a new document using the default SmartMaster. Then type in this
short passage, taken from an ad in the September, 1930 *National Geographic
Magazine.* Allow your text to wrap at the ends of lines, rather than manually
pressing RETURN to end lines at the points shown below.

```
Bird Lovers! Here's the book you've always wanted! A new kind
of bird book that not only helps you to recognize the birds
but explains their habits in detail and enables you to
understand the many puzzling things they do. Here at last is
a comprehensive guide to an intimate knowledge of all phases
of bird life - The Book of Bird Life by Arthur A. Allen,
Ph.D.
```

Using the Status Bar to Apply Formatting

Suppose that you now decide to enhance this brief document by
underlining, bolding and italicizing certain words and phrases.

If you wanted to bold words in WordPerfect, you would first use F12 or
ALT+F3 [Block] and highlight the words you want enhanced. Then you
would press the F6 [Bold] key. In Chapter 3 you learned various Lotus
Word Pro techniques for selecting text. Use one of those techniques to
select the words "Bird Lovers!" at the beginning of the passage. But how
do you create bold text in Lotus Word Pro?

At the bottom of your screen you see the Status Bar that looks like this:

| Times New Roman | 12 | $\mathbf{B}$ I $\underline{U}$ | ¶ Body Single | | Version: Original Version | Pg 1 |

    Font   Size Color Bold Italic & Underline
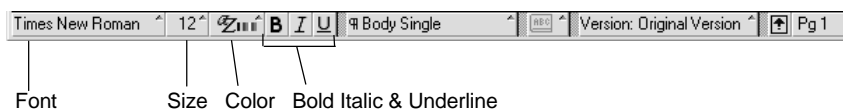
At the left end of the Status bar are buttons that allow you to adjust the font, the size and color of the text and whether it is bolded, italicized or underlined. Click the bold button on the Status Bar. Remove the high-lighting from the text by clicking anywhere in the document. Your text should look like this:

Bird Lovers! Here's the book ...

Highlight the same text and italicize it also, using the italic button on the Status Bar. Try underlining the text, as well. You should end up with text that looks like this:

<u>Bird Lovers!</u> Here's the book ...

Position the insertion point (that flashing vertical bar) so it appears somewhere in the middle of the words "Bird Lovers." Notice the three attribute buttons on the Status Bar appear to be pressed in. That will be the case any time you position the insertion point so it is flashing in an area in which one or more of those attributes are applied. It's rather like looking for the begin and end attribute codes in the Reveal Codes screen in WordPerfect.

Using the Status Bar to Remove Formatting

But now — what if you change your mind and decide you don't want the words underlined? In WordPerfect you would probably delete the begin or end underline codes in the Reveal Codes screen. Here, though, simply re-highlight the same text and again press the underline button on the Status Bar. The button will pop back up to its original position and your text will no longer be underlined. Simple, isn't it?

Remember, Lotus Word Pro, unlike the DOS version of WordPerfect, is a WYSIWYG (What You See Is What You Get) program. The way your document appears on the screen is the way it will print.

Introducing the Text Menu

As you have seen in earlier sections, there are often multiple ways to accomplish a task in Lotus Word Pro. Take a few minutes and investigate some other, simple ways to apply these same attributes. Remember, try various techniques and then use the one(s) that are easiest for you.

Highlight the title of the book, "The Book of Bird Life" near the end of the document. Suppose you want that to appear in italics. Instead of using the italic button on the Status Bar, click on Text on the menu and then select Attributes. This menu will appear:
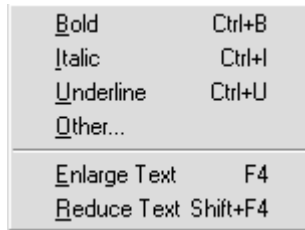
You can select any of the options on this menu by pointing at it with your mouse and clicking. For now, click on the Italic option and the highlighted title will appear in italics.

Note Even when you use the Text - Attributes menu to italicize text, notice that the Italic button on the Status Bar is pushed in. These techniques are interchangeable. And if you look at the Text - Attributes menu, you will see a check mark next to any attribute that is turned on for the text where your cursor is located.

If you accidentally (or experimentally!) clicked on the Other option on the Text - Attributes menu, you will see a dialog box similar to this one:
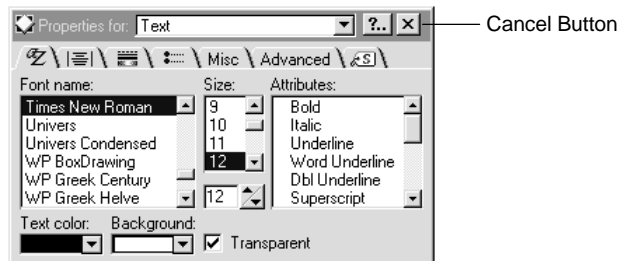
Cancel Button

This is the Lotus Word Pro Text InfoBox, a powerful tool that you will explore in the next chapter. For now, though, please close the InfoBox by clicking on the Cancel Button, ☒ , at the top right corner of the box.

Introducing Keystroke Shortcuts

Another thing to notice on the Text-Attributes menu shown above are keystroke shortcuts you can use to enhance your text. If you highlight text and press CTRL + B, the text will appear in bold. Similarly, CTRL + I will italicize text and CTRL + U will underline text. If you highlight text that is already bolded, pressing CTRL + B will remove the bold attribute: these control key combinations are on/off attribute toggle switches.

Tip   Even though it doesn't show up on the Text - Attributes menu, CTRL + W will underline only the highlighted *words*, like this, not the spaces between words, as shown here.

Tip   Suppose that you have applied a variety of attributes to various words in a paragraph and you change your mind. You want all of the words returned to the "unembellished" look they began with.

In WordPerfect, you would very likely use the Reveal Codes screen and manually remove each of the bold or italic or other embedded codes. Lotus Word Pro makes it much easier. Simply highlight all of the text from which you want the attributes removed and either choose Text - Normal from the menu or press the shortcut keys, CTRL + N. The attributes will be removed from all of the selected text.

Introducing CycleKeys and Cycle Icons

Yet another way to apply the simple text enhancements of bold, italic and underline is to use the F5 CycleKey. Of course, you are probably used to using the F5 key in WordPerfect to List Files, but in Lotus Word Pro, it performs a very different function. The F5 key applies a successive series of text attributes to selected text.

For example, in the bird book example, select the words "comprehensive guide" and then press the F5 key. Your text will be bolded. If you press it a second time, the text will be italicized. Another press makes it bold and italic, and finally underlined only.

Tip   You can customize the sequence of attributes cycled through by selecting File - User Setup - CycleKey Setup. You will see this dialog box appear:
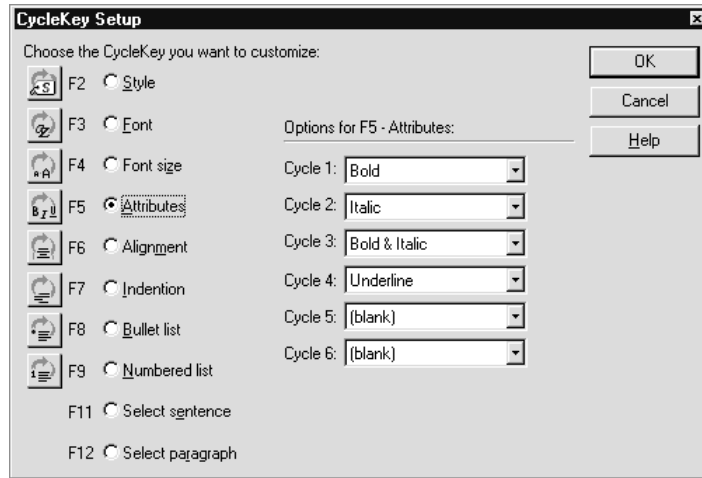
Select the F5 option as shown here, and then select for each of up to 6 cycles one of the following attributes: bold, italic, underline, bold and italic, underline, double underline, word underline, superscript, subscript, overstrike, small caps, strike-through, lower case or upper case. Finish by pressing OK.

Once you have customized your Attributes CycleKey sequence, you can move through the sequence either by pressing F5 or by pressing the Attribute CycleKey icon, ▣.

Try It Yourself!

Experiment with the bird book text to make it look like the following. Try various techniques in applying and removing bold, underline and italic attributes.

Bird Lovers! Here's the book **you've always wanted!** A *new kind of bird book* that not only helps you to recognize the birds but explains their habits in detail and enables you to understand the **many puzzling things** they do. Here at last is a comprehensive guide to an intimate knowledge of all phases of bird life - *The Book of Bird Life* by Arthur A. Allen, Ph.D.

Summary

See? You don't actually need the Reveal Codes screen to do away with the limited text enhancements you investigated in this chapter. The buttons on the Status Bar will always be available to you and you can also use mnemonic keystrokes like CTRL + B or CTRL + I to bold or italicize text or to turn off those attributes.

And just wait! In the next chapter you will begin to investigate the powerful "one stop shopping center" for text attributes, the Text InfoBox.

Chapter 5
Doing More Powerful Text Formatting — Welcome to the Text InfoBox

In WordPerfect you quickly became familiar with those function keystrokes you used most frequently, like F6 [Bold], F8 [Underline] and SHIFT + F6 [Center]. Often you had to use a number of function key combinations to accomplish a particular formatting task. As you will soon see, Lotus Word Pro provides you with a "one-stop shopping" source for all your text formatting needs, the Text InfoBox.

Introducing the Text InfoBox

Create a new document using the default SmartMaster or by pressing the Create a Plain Document button at the bottom of the File - New dialog box. Then type this short passage, taken from an ad in the October, 1927 *National Geographic Magazine.* Allow your text to wrap at the ends of lines, rather than manually ending lines at the points shown below. Press the ENTER key where you see this symbol, ¶, below. Note, of course, that you won't see the ¶ symbol actually appear in your document. Save the completed file to disk under the file name CHRYSLER.

```
The Illustrious New Chrysler 72¶

Talking in superlatives cannot picture the motoring thrill
and glow of the illustrious new Chrysler "72".¶

You probably cannot even imagine out of your past experience
a car that gives you a speed ability of 72 and more miles an
hour from a 75 horsepower motor — that flashes from 5 to 25
miles an hour in 7 seconds...
```

Displaying the Text InfoBox

In the last chapter you saw how you could apply bold, italic and underline attributes using a variety of methods, including using the buttons on the Status Bar and the Text menu. Let's begin to explore yet another way — and a far more powerful and flexible one — to apply these and many other attributes to text.

Your task right now is to enhance the visual impact of the short document you just typed. Suppose for a start you decide you would like to have the title appear in bold text and perhaps be underlined. Also, it would certainly enhance the look of the document if you could enlarge the text somewhat, as well.

In WordPerfect, this set of tasks would involve using any number of different function keys. But in Lotus Word Pro, use the "one-stop shopping center" for formatting, the Text InfoBox.

First, highlight the title of this document, "The Illustrious New Chrysler 72". Of course, as you've have probably grown to expect, there are a number of ways to access the Text InfoBox. One way is to position your mouse pointer anywhere on the highlighted title and press the *right* mouse button. This context-sensitive shortcut menu will appear:

Te<u>x</u>t Properties...	Alt+Enter
P<u>a</u>ge Properties...	
Cu<u>t</u>	Ctrl+X
<u>C</u>opy	Ctrl+C
<u>P</u>aste	Ctrl+V
<u>N</u>ormal	Ctrl+N
<u>B</u>old	Ctrl+B
<u>I</u>talic	Ctrl+I
<u>U</u>nderline	Ctrl+U
Named Sty<u>l</u>es	▶
<u>S</u>elect	▶
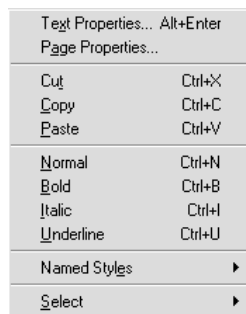
Notice that next to the first entry on the shortcut menu, Text Properties, is the keystroke shortcut, ALT + ENTER. Since the shortcut menu is displayed, click Text Properties to display the InfoBox. Before you displayed the shortcut menu, you also could have displayed the InfoBox by pressing the shortcut ALT + ENTER keys. Still another way to display the Text InfoBox is to press this SmartIcon: 🔲

Either way, you will see a part of the Text InfoBox, that will look much like the one shown here:

Panel tabs ————————

The Illustrious New Chrysler 72	🔲 Properties for: Text
Talking in superlatives cannot picture	ew Chrysler
"72".	
You probably cannot even imagine o	speed ability
of 72 and more miles an hour from a	5 miles an
hour in 7 seconds...	

Font name: Rockwell Condensed, Rockwell Light, ShelleyVolante BT, Swis721 BlkEx BT, Symbol, Times New Roman

Size: 9, 10, 11, 12

Attributes: Bold, Italic, Underline, Word Underline, Dbl Underline, Superscript

Text color: Background: ✓ Transparent

Exploring the Text InfoBox

This is the font panel of the Text InfoBox. Notice that all of the entries you see relate to the text font: font name, size, attributes and colors. Near the top of the panel you see notebook-like tabs that you can use to shift from one panel of the InfoBox to the next. Each panel contains similar options grouped together, like fonts on one panel, alignment on the next, and so forth. Go ahead, if you'd like to, and click on the other tabs to look at additional options you can change. The other tabs display panels, each of which contains settings for characteristics other than fonts. The ones that will probably be most interesting and useful to you as you begin working with Lotus Word Pro are contained on the next three tabs after the font tab, panels that represent text alignment and spacing, lines and colors and bullets and paragraph numbering.

Tip When you decide you no longer want the Text InfoBox displayed on your screen, you can close the box by doing one of the following:

Click twice on the yellow diamond

Click once on the "X" button

Using the Text InfoBox Font Panel

Once you've finished exploring other panels in the Text InfoBox, return to the font panel by clicking on its tab, . Now, since your original task was to bold and underline the title, be sure the title is still highlighted and then click Bold and Underline in the Attributes section of the InfoBox. Not only will you see check marks appear next to those attributes, you also will see the attributes take effect on the title immediately.

Note There is no OK or Apply button in the InfoBox. As soon as you make a change in the InfoBox, you will see the effect of that change on your text immediately.

Tip If the InfoBox covers some of the text in your document, you can move it by pointing at the title bar (the area of the InfoBox where it says "Properties for") and pressing and holding the *left* mouse and dragging the InfoBox to a new location on the screen.

Also, enlarge the title to 16 points by adjusting the size setting on this panel.

Leave the InfoBox in view, even when you're not using it!
You don't need to close the InfoBox to go back and work in your document. Click somewhere in the title to remove the highlighting from the words "The Illustrious New Chrysler 72." If your cursor is flashing anywhere on that first line of text, notice the check marks next to Bold and Underline in the InfoBox. Then click your mouse so the cursor is flashing anywhere in

the document other than on the title line. Notice that the checks disappear, indicating that the text where your cursor is now located does not have those attributes applied to it. Somewhat analogous to the WordPerfect Reveal Codes screen, don't you think?

Suppose you want to apply some text attributes to other text in your document, as well. For example, place your cursor so it is flashing somewhere in the middle of the word "superlatives" in the first sentence. Don't bother highlighting the entire word, just put your cursor somewhere midword. Remember, you can move the InfoBox if necessary.

Now, press one of the InfoBox text attributes, for example, italic. Lotus Word Pro assumes you want to italicize the entire word in which your cursor is located and does it for you — a real time-saver!

Tip   If you apply a number of attributes and then change your mind, an easy way to reverse the process is by pressing the Undo SmartIcon.

Try It Yourself!

Experiment with the other options in the Text InfoBox font panel. Select various words in your document and change their "look." Investigate the look of the various fonts. Change the font size. Explore other "looks" you can generate by changing the color of the text and the color of the background behind selected text.

Removing Font Attributes
There are various methods for removing attributes from text. In the last chapter you used the Status Bar, Cycle Keys, the Text menu and the keyboard shortcut CTRL + N to remove attributes.

You can also remove selected attributes using the InfoBox. For example, at this point the title line of this document should at least appear in bold and be underlined. Position your cursor so it is flashing in the middle of the word "Illustrious" in the title. Notice the check marks next to Bold and Underline in the InfoBox. Click on Underline and you will see the underline disappear from below that word.

Now try removing the bold attribute from the entire title on your own. Then remove *all* of the attributes from all of the text in this document. (Hint: If you don't remember an easy way to do this (i.e. not one attribute at a time), look back in Chapter 4 for a relevant tip.

Using the Text InfoBox Alignment and Spacing Panel

With the InfoBox still displayed, click the Alignment and Spacing tab, ▤\ to display the next Text InfoBox panel. You can use this panel to change the alignment of text on a line, in much the same way as you might have used the ALT + F6 [Flush Right] or SHIFT + F6 [Center] commands in WordPerfect. Plus, as you'll see, there's much more here, too.

Aligning Text

Suppose you want the title of your short document centered on the page. Place the cursor so it is flashing anywhere on the first line of text and then click the center alignment button, the one second from the left: ▤ .

Tip   To center the text, you also could have used the menus and selected Text - Alignment - Center, or you could have pressed the shortcut keys, CTRL + E.

Next, suppose you prefer to see your text fully justified on a page, rather than flush left justified. In WordPerfect you would press SHIFT + F8 [Format], and then select Line, Justification, Full. In Lotus Word Pro, just place your cursor anywhere in the paragraph you want justified (or highlight a number of paragraphs if you want them all justified) and click the full justify button, ▤.

Indenting Text

Next, suppose you want the first line of each paragraph indented by half inch from the margin. Of course, you could press TAB as you begin each paragraph. But why not let Lotus Word Pro do the job for you?

Highlight both of the paragraphs of this document and press the paragraph indent button, ▤, in the Indent section of the InfoBox. Your paragraphs will be indented automatically.

WordPerfect users commonly used the F4 [Indent] and the SHIFT + F4 [Indent both sides] commands to set paragraphs off from surrounding text. Try the same task using Lotus Word Pro. Place your cursor so it is flashing in the second of the two paragraphs of this document. Press either the left indent, ▤, or the indent both sides, ▤, buttons to realign the second of your two paragraphs.

Use the "Indent from margin" numerical adjustment to specify exactly how far you want your paragraphs to be indented. Also, take a little time to investigate the Indent Options dialog box you get to by pressing the Options... button below the Indent from margin settings. In it you can specify exactly how the first and subsequent lines in the paragraph will be indented.
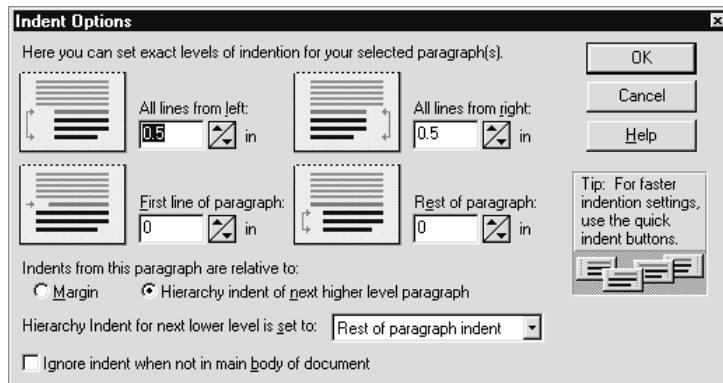
Line and Paragraph Spacing

Rearrange your document so the paragraphs align more or less like this:

Notice how there is no extra space between your paragraphs. In WordPerfect, if you wanted to leave an extra line between paragraphs, you probably just pressed the **ENTER** key an extra time after ending a paragraph so you had two [HRt] codes in your document.

To perform the same task in Lotus Word Pro, highlight the entire document (including the title line) and click the drop down arrow adjacent to Paragraph spacing — Above on the InfoBox panel. Select One Line from the list that appears, and your paragraphs will immediately separate by one additional line. Want a line and a half between paragraphs? Select that from the list, instead. Simple, isn't it?

But perhaps you wish you had double-spaced your text. In WordPerfect you would have placed your cursor at the beginning of the document and pressed F8 [Format] and then chosen Line, Line Spacing and typed "2" as the spacing. Here, highlight all of the text and choose the line spacing you want from the drop down list in the InfoBox. It's done.

Using the Text InfoBox Lines and Colors Panel

Continue exploring the Text InfoBox by clicking on the next tab, , the one that displays the Lines and Colors panel. This panel allows you to place lines of various styles, thicknesses and colors around your paragraphs.

For example, place your cursor anywhere on the title line of your document and click the rightmost button, ⬚ , in the Lines around paragraph section of the panel. This encloses your title in a box and puts a drop shadow below it and to the right, like this:

The Illustrious New Chrysler 72

Experience is the best teacher. Learn about the formatting capabilities available on this panel by experimenting with the various settings here. Try changing the line style or width, or varying the line or shadow color. Investigate the Options dialog box:
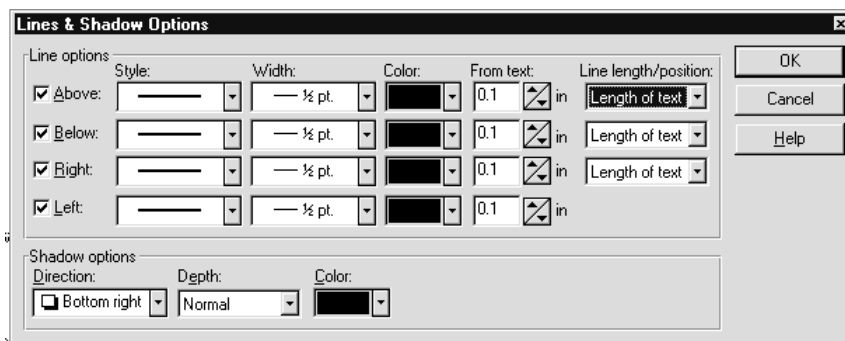
Here you can "tweak" the lines on each side of the paragraph and the shadows to achieve just the effect you want. Experiment with the options. Try out various combinations and see which effects you particularly like.

Caution   While you have enormous text formatting power at your fingertips in Lotus Word Pro, beware of putting too many embellishments together on one page. Clashing text enhancements can get in the way of the reader receiving your message and, instead, cause your message to be lost amid the visual chaos on your page. In short, very quickly you can produce some outstandingly ugly documents, unless you exercise some formatting restraint as you create them.

Using the Text InfoBox Bullets and Paragraph Numbering Panel

The last of the Text InfoBox panels to be explored for now is the Bullets and Paragraph Numbering Panel, displayed when you press this tab: ⬚ . This panel lets you easily create bulleted or numbered lists in documents.

To illustrate some of the uses of this panel, type the following addition to the end of your file named CHRYSLER. Again, press ENTER only where indicated here with the ¶ symbol.

`...in 7 seconds...`

```
That takes even mountain grades at constant acceleration.¶

Literally wipes hills out of reckoning.¶

Hasn't a vestige of engine tremor or road shock.¶

And, finally, that bears the assurance of safety,
dependability and long life that only Chrysler Standardized
Quality can give.
```

Adding Bullets to Paragraphs

Suppose you decide that these additional points would be more impactful to the reader if each was preceded by a typographic bullet, like this one: •. In WordPerfect you would probably use the CTRL + V [Compose] keystroke combination to accomplish this task. Of course, to get that particular bullet, you would need either to remember its three-digit code or locate the code in the help screens.

In Lotus Word Pro, all you need to do to accomplish this same task is to highlight all of the additional text you just typed and then, on the Bullets and Paragraph Numbering panel, click the Bullet style button that corresponds to that bullet. Try it. Your text should end up look like this:

of 72 and more miles an hour from a 75 horsepower motor -- that flashes from 5 to 25 miles an hour in 7 seconds...
- That takes even mountain grades at constant acceleration.
- Literally wipes hills out of reckoning.
- Hasn't a vestige of engine tremor or road shock.
- And, finally, that bears the assurance of safety, dependability and long life that only Chrysler Standardized Quality can give.

Tip   You can also use these icons, to cycle through a variety of bullets and numbering options.

Changing the Alignment of Bulleted Text

Notice how, on the last bullet point, Lotus Word Pro takes care of indenting the second line of text for you. This is because on this panel of the InfoBox, Indent type is set this way. You can also have Lotus Word Pro only indent the first line of the bulleted paragraph by pressing the second of these two buttons on this panel:
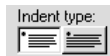
But now suppose you change your mind and wish you had indented all of the bullet points by ½ inch from the left margin. Simple. Again highlight all of the bullet points and change the Indent from margin setting on this panel of the Text InfoBox from zero to 0.5. As you adjust the number upward, you will see your text slide in from the left by the corresponding amount.

There is no need to switch to another screen to see the effect of your changes; as you make the change in the InfoBox, it is reflected in your document immediately. Your text will now look like this, with the bullet points indented from the left margin on the page by a half inch:

of 72 and more miles an hour from a 75 horsepower motor -- that flashes from 5 to 25 miles an hour in 7 seconds...

- That takes even mountain grades at constant acceleration.
- Literally wipes hills out of reckoning.
- Hasn't a vestige of engine tremor or road shock.
- And, finally, that bears the assurance of safety, dependability and long life that only Chrysler Standardized Quality can give.

Try switching now to one of the other bullet styles available to you. Experiment!

Numbering Paragraphs

Of course, it is just as easy to number paragraphs as it is to place bullets in front of them. Highlight the same four paragraphs at the end of your document and click one of these number style buttons:

Number style:
None | 1. | A. | a. | I. | i.
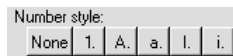
Your paragraphs will be numbered for you automatically, something like this:

of 72 and more miles an hour from a 75 horsepower motor -- that flashes from 5 to 25 miles an hour in 7 seconds...

I. That takes even mountain grades at constant acceleration.
II. Literally wipes hills out of reckoning.
III. Hasn't a vestige of engine tremor or road shock.
IV. And, finally, that bears the assurance of safety, dependability and long life that only Chrysler Standardized Quality can give.

Tip   Notice how the Roman numerals are all flush on their left sides. You can have them align on their right sides instead by clicking the Right align check box on this panel in the InfoBox.

Try It Yourself!

Create a new document and type the following portion of an advertisement, taken from the October, 1927 *National Geographic Magazine* for a game produced by the Knapp Electric Corporation. Again, press ENTER where you see this symbol, ¶, appear.

Ges-It¶

¶

Variety¶

Mystery¶

Fun¶

¶

Ges-It...Four Games In One¶

¶

First, it shows you many mysterious ways men travel in far away lands. Second, it takes you into strange abodes of stranger people. Third, it tells you nature's secrets of protective coloring amongst our bird friends...

Now, use the various panels of the Text InfoBox to change your text to make it look something like this:

Next, remove all of the enhancements you have added to this text (remember, highlight it all and press CTRL + N or select Text - Normal from the menu). Now go back and experiment with these various InfoBox panels. See what you can make them do!

Summary

This chapter introduced you to one of the most central features in Lotus Word Pro, the InfoBox. While you have only explored some of the panels on the Text InfoBox, you undoubtedly can at least begin to see the power and ease of use built into it. The Text InfoBox is your one-stop shopping center for formatting text in various ways.

In the next chapter, you will explore a method of applying text enhancements even more easily than you have just done. You will learn in the next chapter how to save text enhancements as character or paragraph styles so you can more easily and accurately apply a collection of attributes to specific text.

WordPerfect Technique	Lotus Word Pro Technique
F6 [Bold] and F8 [Underline]	Use the Font panel of the Text InfoBox or press CTRL - B or CTRL - U.
ALT + F3 or F11 [Reveal Codes]	Look in the Text InfoBox for information.
Deleting embedded formatting codes	Highlight text and remove the check from the attribute in the Text InfoBox or highlight the text and select Text - Normal from the menu or use the shortcut keys, CTRL + N.
SHIFT + F8 [Format], Line, Spacing	Use the Alignment and Spacing panel in the Text InfoBox.
F4 [Indent] and SHIFT + F4 [Indent Both]	Use the Alignment and Spacing panel in the Text InfoBox. Customize the alignment by using the Indent Options dialog box.
CTRL + V [Compose]	Use the Bullets and Paragraph Numbering panel in the Text InfoBox or the bullet or number SmartIcons or Cycle Keys.

Chapter 6
Creating Character and Paragraph Styles

The more you use Lotus Word Pro for correspondence, reports or other types of documents you create regularly, the more you will find that you use certain types of formatting frequently. Fortunately, Lotus Word Pro gives you the tools you need to perform routine formatting functions easily. In this chapter you will begin to explore the formatting power built into character and paragraph styles.

Styles — An Overview

Certain types of documents call for certain types of layouts and text enhancements. For example, in your monthly status report to your division head, perhaps you routinely put your project names in 14 point bold italics. You always center, enlarge and underline the section headings. And you certainly want to remember always to put an extra line between your paragraphs, and so on.

In WordPerfect you may have used the ALT + F8 [Style] command to accomplish this type of task, or you may have created macros to automate repetitive formatting tasks like these. Or perhaps you just remembered that any time you typed a section title, you needed to press SHIFT + F6 [Center], F8 [Underline] and CTRL + F8 [Font], Size, Large before you began typing.

Lotus Word Pro makes these types of tasks enormously easier. Define a new character style called "Project Names" as 14 point bold and italic. Then, any time you assign that character style to selected text, the text will immediately adopt those characteristics. Similarly, define a paragraph style named "Section Head" as being centered, 18 point and underlined. Any time you assign that style, the entire paragraph will display those attributes. Furthermore, you can specify that your default style leaves an extra line between paragraphs, automatically.

Let's see how to make this all happen.

Using Character Styles

To illustrate the topics in this chapter, you will be typing text excerpted from an advertisement for a modern lawnmower taken from the June, 1924 *National Geographic Magazine.*

Begin by creating a new document. Select Create a Plain Document from the File New dialog box. Then type the following two-line title for your document. As before, press ENTER only where you see this symbol, ¶, appear.

`MONTAMOWER¶`

`The New Easy Way to Cut Lawns¶`

`¶`

Continue typing the rest of this document, pressing ENTER where indicated. Your words will probably wrap at positions other than those shown here. Save the completed file to disk under the file name MOWER.

`MontaMower — a new and entirely different lawnmower — takes the hard work out of mowing lawns. Cuts lawn perfectly — leaves no wheel marks or ridges — trims close to walls, trees, etc. No hand trimming necessary.¶`

`Simple — Durable — Entirely Different¶`

`MontaMower is the result of ten years' development — no gears — no long blades to get out of order or break — eight pairs of circular, toothed cutters driven by eight wheels shear the grass evenly.¶`

`Light — handles as easily as a rake.¶`

`Weighs only seven and a half pounds — easily carried to and from basement.¶`

`Order a MontaMower Today!¶`

Using the Text InfoBox to Format Text

In the last chapter you explored using the Text InfoBox to apply attributes to selected Text. Display the Text InfoBox and turn the first line of the document, the title, into centered, 16 point bold Arial text.

Next, position your cursor anywhere on the word "MontaMower" in the first paragraph and use the font panel of the Text InfoBox to change that word to a 14 point Arial text on a light gray background, like this:

MONTAMOWER

The New Easy Wa... [Properties for: Text]

Font name: Size: Attributes:

MontaMower -- ...he hard work out of mowing
lawns. Cuts lawn ... Arial   10   Bold   ...s close to walls, trees, etc.
No hand trimming ... Arial Black   11   Italic
Simple -- Durable ... Arial Condensed Bold   12   Underline
MontaMower is th... Arial MT Black   14   Word Underline ... long blades to get out of
order or break -- ei... Arial Narrow   Dbl Underline ...ht wheels shear the grass
evenly.   Arrus BT   14   Superscript
Light -- handles as...

Text color: Background: ☐ Transparent

Now, suppose you would like to apply these same attributes to
"MontaMower" everywhere else it appears in your document (imagine
it's a 30 or 40 page document, instead of this short one).

In WordPerfect you would probably select F11 [Reveal Codes], and look
at the codes that appeared at the beginning of the word "MontaMower."
You might then jot them down on a slip of paper so you don't forget them
and tape the note to your monitor. Then, everywhere in your document
you found "MontaMower" you would press F12 [Block], highlight the
word, and then apply the attributes, using the appropriate function keys.
Or perhaps you would create a macro to accomplish this for you.

But what would happen a week later when you change your mind and
decide the text should appear, for example, as white text on a black
background? It would be a fairly major project (assuming a long document)
to make these changes.

Lotus Word Pro will simplify your life (and your document) for you!

Creating a Character Style

Rather than applying these attributes manually each time the word
"MontaMower" appears, create a character style and assign a description
to it like "Product Name." Then, in effect, you say to Lotus Word Pro,
"Any time I assign the character style 'Product Name' to some text, I want
you to interpret that as my way of saying 'Make this 14 point Arial text on
a light gray background.'" Let's do it.

First, be sure your cursor is flashing somewhere in the middle of the word
"MontaMower." Next, click on the Style panel tab, ⟨⟩. You will see the
Style Panel of the Text InfoBox appear:
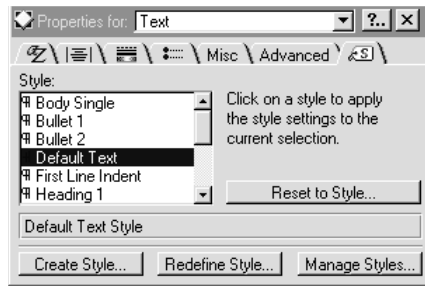
Click the Create Style button at the bottom of the panel. When you do, you will see the Create Style dialog box appear:
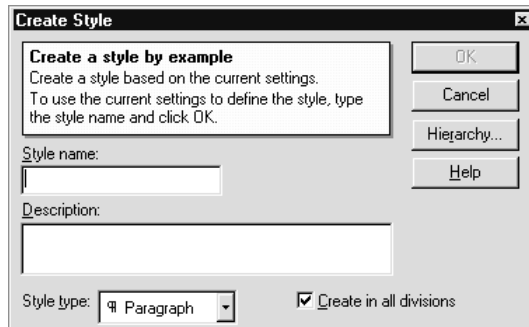
Under Style name, type "Product Name." Click the drop down arrow next to Style type and select Character from the drop down list that appears. Then click OK. You have just created your new character style.

Applying a Character Style

Position your cursor on the second occurrence of the word "MontaMower" in your document. No need to apply all those text attributes manually. Instead, on the Style panel of the InfoBox, scroll the Style list upward until your new style, Product Name, appears at the top of the list. Click on "Product Name" in the scroll list. All of your attributes will be applied to this text, as well.

Of course, there is another way to apply character styles to text. Close the InfoBox by double clicking on the yellow diamond at its top left corner. Now position your cursor so it is flashing anywhere in the third appearance of the word "MontaMower." Near the center of the Status Bar at the bottom of the screen you will see a button that currently probably looks like this . If you click on it, a pop-up list appears, displaying all of the styles currently available to you. Select Product Name from that list and the attributes will be applied to the text, in the same way as if you had used the InfoBox.

Changing a Character Style

Now, watch the real power of a style in Lotus Word Pro!

Imagine you have performed this task throughout a 50 page marketing report on the MontaMower, with each occurrence of the product name exhibiting exactly the same set of text attributes, thanks to the character style you assigned. Just before you print the document for distribution to the Board of Directors, you suddenly change your mind and realize that your document would look so much better if "MontaMower" appeared as bold white text on a black background, instead of the way it now appears.

Making this change in WordPerfect could be a rather daunting task. But it's simple in Lotus Word Pro. Position your cursor on any one of the product names, display the Text InfoBox and change the text so it appears as bold white on black, like this: **MontaMower** .

Leave your cursor on that word and click the Style tab to display the Style panel of the Text InfoBox. Click the Redefine Style button and then click OK in the Redefine Style dialog box. When you do, all text to which you have assigned the style "Product Name" will reflect your new definition of the style. Imagine the time savings associated with doing this in a 50 page document!

Using Paragraph Styles

Wait! There's more! Just as you can apply attributes to text and then save those attributes to a character style, so too can you apply attributes to entire paragraphs and save those attributes as paragraph styles. Paragraphs are defined as text that you end by pressing the ENTER key. In WordPerfect terminology, a paragraph is text that ends with a hard return [HRt] code. Paragraph styles can not only include font attributes, but text alignment, borders, and paragraph spacing, as well.

Using the Text InfoBox to Format Paragraphs

To illustrate the use of paragraph styles, highlight the paragraph that reads "Simple — Durable — Entirely Different." Change the font for that paragraph (in the illustration below it displays in 18 point Arial Condensed Bold type). Center the text on the line, using the Alignment panel of the InfoBox, as shown here:
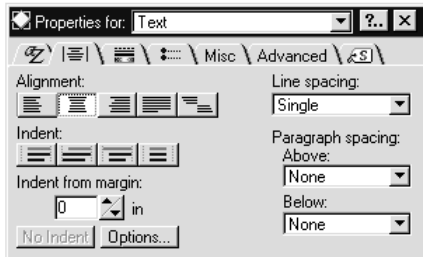
Finally, go to the Lines and Colors panel and draw a shaded box around the paragraph. Your final result should look something like this:

MontaMower -- a new and entirely different lawnmower -- takes the hard work out of mowing lawns. Cuts lawn perfectly -- leaves no wheel marks or ridges -- trims close to walls, trees, etc. No hand trimming necessary.

Simple -- Durable — Entirely Different
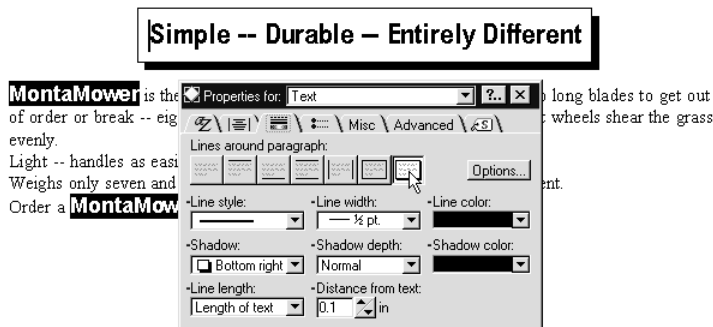
Creating a Paragraph Style

Create a new paragraph style with these attributes. Leave your cursor in that heading paragraph and click on the Style tab. Press the Create Style button to display the Create Style dialog box. Assign the Style name "Heading" to this new style and be sure it is defined as a paragraph style type at the bottom of the dialog box. That's all there is to it!

Applying a Paragraph Style

You already know how to apply a paragraph style to text. You do it just as you did the character style, earlier in this chapter. Position your cursor anywhere on the line that reads "Light — handles as easily as a rake" and assign the new style, Heading, to that paragraph using either the Style panel in the InfoBox or the Style button on the Status Bar. Apply the same style to the line that reads "Order a MontaMower Today!" Your completed document should look something like this:

MontaMower -- a new and entirely different lawnmower -- takes the hard work out of mowing lawns. Cuts lawn perfectly -- leaves no wheel marks or ridges -- trims close to walls, trees, etc. No hand trimming necessary.

Simple -- Durable — Entirely Different

MontaMower is the result of ten years' development -- no gears -- no long blades to get out of order or break -- eight pairs of circular, toothed cutters driven by eight wheels shear the grass evenly.

Light — handles as easily as a rake.

Weighs only seven and a half pounds -- easily carried to and from basement.

Order a MontaMower Today!

**Note**   Notice how in this example, the word "MontaMower" on the last line maintains its character style attributes, even though a paragraph style has been assigned to the entire paragraph. Character styles override paragraph styles.

In the next chapter you will learn how to save your new styles as Lotus Word Pro SmartMasters so you will be able to use the same collection of styles in other documents.

Removing a Character Style

There may be times when you have assigned a character style to text and that style overrides the underlying paragraph style. If you change your mind on assigning the character style to the text, it's easy to remove it. For example, in the text shown above, to remove the character style Product Name from the name MontaMower, highlight that word and display the Style panel of the Text InfoBox, and click the button labeled Reset to Style. When you do, this dialog box will appear:
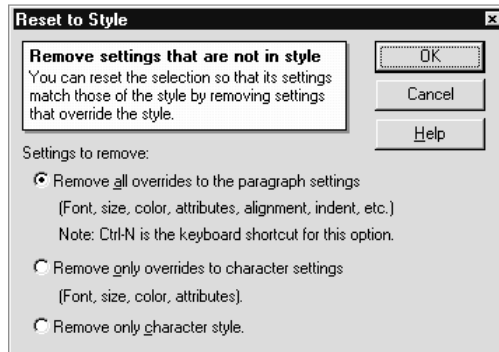
By selecting the third option on this list, Remove only character style, and clicking OK, you will remove your custom character style from the selected text and return it to the attributes of the underlying paragraph style.

Try It Yourself!

Experiment with options available to you on both Character and Paragraph styles. Get some practice changing the Product Name character style so it displays different attributes. Investigate various options available to you as you create and modify paragraph styles.

Summary

This chapter gave you a preliminary introduction to the powerful Lotus Word Pro tools of character and paragraph styles. Using styles helps you maintain visual consistency throughout your documents among elements of the same type. All of your headings will look alike, as will all of your subheadings, figure captions, summary text, etc. Just create a style for each and assign that style as you type your document. Or assign the styles after you've typed. Either way, if you subsequently change the attributes of a style, that change will be reflected throughout your document on all text assigned that style.

WordPerfect Technique	Lotus Word Pro Technique
ALT + F8 [Style], Create, then define its name, type, description, and its beginning and ending codes.	Use the InfoBox to apply the characteristics until your text looks the way you want it to be, then define those attributes as either a character or paragraph style.
To redefine a style, press ALT + F8 [Style], then select Edit, Codes and redefine the necessary codes.	Use the InfoBox to apply the new characteristics you want, then redefine the style directly in the InfoBox.

Chapter 7
Using Tables and Parallel Columns

If you used WordPerfect for some time, you probably discovered the ALT + F7 [Columns/Tables] command that helped you align text in your documents. Lotus Word Pro extends the power and the ease of use of both tables and parallel columns considerably.

Creating a Table

Tables can be used effectively to organize and display text, numerical, and graphical information in columns and rows. Like so many of the other Lotus Word Pro features you have already learned about, tables are easy-to-use and enormously powerful and flexible.

"How do I want my table layout to look?" becomes the most challenging question in creating a table. Once you have decided on a basic layout, there are several ways to begin creating your table. Nothing is "written in stone" with Lotus Word Pro, so as you experiment with creating tables, proceed *without* caution. Modifying a table layout is as easy as creating it.

Create a new document using the default SmartMaster. Type in the following text, and press ENTER where you see this symbol, ¶, appear.
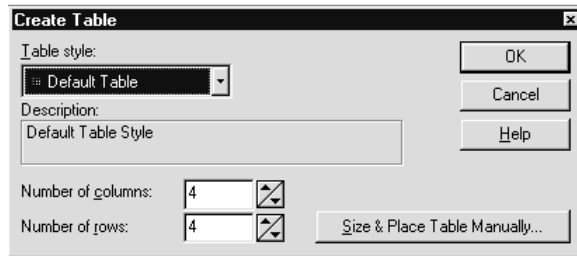
Dear David,¶

¶

Here is the information you requested. Please notify me if I can be of further help.¶

¶

¶

Creating a Table Using the Menu

With the cursor located several lines below your text, click Create - Table to display this dialog box:

For this example, change the number of columns to 3 and the number of rows to 6. Click OK to finish the creation of the table. Your cursor should be flashing in the top left corner cell of the table.

Something else occurred when you created the table in your document. Look at the menu bar at the top of your screen. Lotus Word Pro provides a new Table menu item as shown here:

Notice the new
menu item

Note   The Table command appears on the menu line *only* when your cursor is located inside the table. Click your mouse on the line that reads "Dear David," and notice that the Table option disappears from the menu. Click your mouse in the top left cell of the table. The Table menu item reappears.

Also, when your cursor is inside the table, you will see this new set of SmartIcons that are specifically designed to be used with your table. (You may see only the leftmost portion of these SmartIcons, depending on their position on your screen.) Like the Table command on the menu, this set is context sensitive — it only appears when your cursor is inside the table.


Insert row in a
table

You can discover the use of each of these SmartIcons by placing your cursor on it and reading the description in the help bubble that appears, as shown here.

Of course, there is more than one way to create a Lotus Word Pro table. Before experimenting with another way, delete the one you just inserted. To do so, select Table - Delete - Entire Table. The table is removed from your document and the Table menu item disappears.

Creating a Table Using the SmartIcons

Is your cursor still positioned several lines below your text? If it isn't, position it there, since wherever your cursor is located is where the table will be inserted.

Now, locate and click the "Create a Table Grid" SmartIcon, . When you do, a table grid will appear. Position your mouse pointer over the upper left square in the grid, then hold down the left mouse button and drag four columns to the right and four rows down, as shown here:
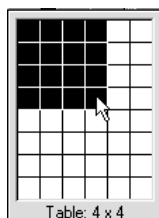
As you release the mouse button, a new table forms in your document reflecting your "made to order" grid layout.

Putting Information into a Table

Typing information into a table is as easy as typing it anywhere else in Lotus Word Pro.

Be sure your cursor is flashing in the top left corner cell of your table. When you do, a symbol displays in the *lower right corner* of that cell indicating that it is the "active" cell. This symbol is known as the **Cell Marker** and looks like this: ⌐

To fill in the first cell of your table, borrow information from a Studebaker advertisement found in the *The National Geographic Magazine,* June, 1923:

Light Six

When you reach the last letter of the word "Six," press the *right arrow* key to move one cell to the right. You can use arrow keys to move through a table.

Tip When you use the right arrow key to move across cells of a table, the cursor must be located to the right of the last character in the cell. You can also use the right, up and down arrows to reposition your cursor in a table.

Move your cursor two cells to the right of where you typed "Light Six" and type:

```
Big Six
```

At this point, your document should look something like this:

Dear David:

Here is the information you requested. Please notify me if I can can be of any further help.

Light Six		Big Six	

To move your cursor from the current cell to the first cell in the second row, instead of using your arrow keys, press the TAB key twice. Pressing the TAB key moves your cursor from left to right across cells, and then down to the next row in the table. To move in the opposite direction, hold down the SHIFT key as you press TAB. Try tabbing a number of times to see how the cursor movement flows between table cells. Press the four arrow keys to experiment with how they move the cursor through table cells.

Complete your table following the example shown here. Don't worry that text in some of the cells wraps to the next line in that cell. You'll resolve that problem shortly.

Light Six		Big Six	
Touring Car	975	Touring Car	1750
Roadster (3 passenger)	975	Speedster (5 passenger)	1835
Sedan	1550	Sedan	2750

Tip If you press ENTER while your cursor is in a table cell, you put in the Lotus Word Pro equivalent to the WordPerfect [HRt] code. The cursor moves to the next line in that cell. If you do this in error while entering text in a table cell, immediately press the BACKSPACE key to delete the unnecessary carriage return.

Save your document as MYTABLE.

Modifying a Table

Once you have inserted a table into your document, you may have afterthoughts about the table's appearance. You may want to make any of a variety of modifications to it. As you are about to see, that's easy to do.

Changing Column Widths

Using the mouse, approach the line which divides the two left columns of your table. The pointer will change to look like this: ↔
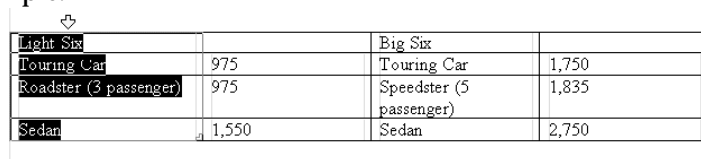
With your mouse pointer a double arrow, press and hold the left mouse button and drag the column divider line about one half inch to the right. Notice as you widen the left column, the adjacent column to its right remains the same width. Dragging the line right or left only changes the width of the column to the left of the double arrow.

Tip   To change the width of the two adjacent columns, widening one while narrowing the other, hold the Ctrl key down as you drag the column divider line.

If you experimented a bit while changing column widths, maybe you noticed that you couldn't move the left edge of the first column (the first column is sometimes referred to as "column A," as in Lotus 1-2-3) nor the right side of the last column ("column D"). Generally, when you create a table in Lotus Word Pro, that table spans the width of the page, from margin to margin. You'll see in later sections how this can be changed.

Selecting Rows and Columns Using the Mouse

Activate any table cell by clicking in it. Now, from anywhere *outside* of the borders of your table, use your mouse pointer and slowly approach a table column or row. You will see a yellow arrow pointing toward the table appear. When the arrow is visible, click your left mouse button to select the contents of the entire row or column being pointed at, as shown in this example:

Light Six		Big Six	
Touring Car	975	Touring Car	1,750
Roadster (3 passenger)	975	Speedster (5 passenger)	1,835
Sedan	1,550	Sedan	2,750

Selecting Rows and Columns Using the Shortcut Menu

As you have come to expect, there is more than one way to select parts of a table to be modified. *Right click* within your table to view the table shortcut menu. Click Select on the shortcut menu and you will see these options:
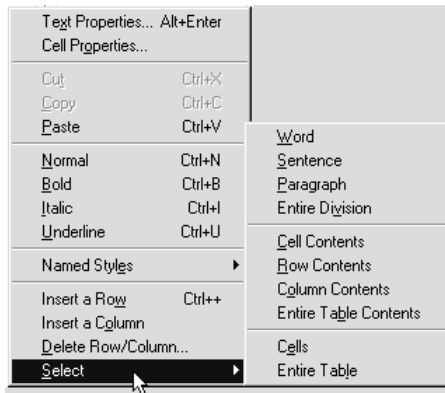
Use this menu to select the part(s) of your table you want to modify.

But what if you only want to select the contents of one or two cells? For the mouse approach to this, click in a cell, then press and hold your left mouse button down and drag across the cells to highlight them. When you release the mouse button the contents of these cells will be selected.

As a former WordPerfect user, perhaps you prefer to use the keyboard to select portions of a table. You can use these keystroke combinations:

Cursor Position	Keystroke	Resulting Cell Selection
Any cell with contents	SHIFT+ down arrow	Selects contents of one cell
Any cell	SHIFT + any arrow	Selects cells' contents
Any column but the right	SHIFT + CTRL + End	Selects the entire table
The right column	SHIFT+ CTRL + Home	Selects the entire table

Inserting and Deleting Rows and Columns

Oops! In the table you created above, we inadvertently left out one row of information, both on the Light Six and the Big Six columns. The new row of information needs to be placed between the Roadster and the Sedan entries. Fortunately, it's simple to insert (or delete) rows in a table.

First, position your cursor anywhere on the row that begins with the entry "Roadster (3 passenger)." Then, to insert a row below where your cursor is located, select Table - Insert - Row/Column from the menu. This dialog box will appear:
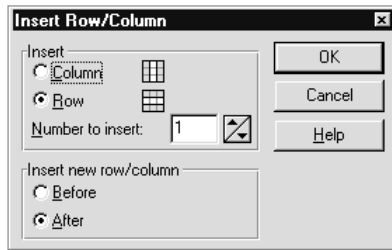
When you add rows to a Lotus Word Pro table, the default insertion location is under the row of the cell in which your cursor is located. Additional columns are inserted to the right of the active cell. Choices in the Insert Row/Column dialog box let you insert multiple rows or columns while at the same time giving you the option of inserting them either before or after the active cell.

Click the selections Row and After. Indicate 2 as the Number to insert into your table and press OK .

Tip Instead of inserting a row using the technique shown above, you could click this icon, ▦ , that appears on the Table SmartIcon set to insert a row into your table.

On one of the new rows you created, type in these additional entries:

Coupe-Roadster (2 passenger)   975   Coupe (5 passenger)   2550

Save the completed file to disk, under the same file name, MYTABLE. Replace the one already on disk with this one.

Tip You also can add an additional row to a table "on the fly." Simply press TAB when you are in the last available table cell at the bottom right side of a table. A new row will be added below your table.

Suppose now you decide to delete the extra blank row in the table. Place your cursor in one of the cells in the blank row and then select Table - Delete - Row to perform the action. Alternatively, you could press this icon, ▦ , on the Table SmartIcon set.

Tip To delete multiple rows or columns, first highlight them using one of the techniques you learned earlier in this chapter. With the mouse pointer located over the highlighted cells, right click your mouse and select Delete - Row/Column. Make a selection and click OK.

Note Those of you who prefer to use the keyboard wherever possible, can press CTRL + + (Control and the plus key) or CTRL + - (Control and the minus key) to insert or delete a row, respectively. You must use the + or - on the numeric keypad for this keyboard shortcut.

Introducing the Table InfoBox

In Chapter 5 you spent some time using the Text InfoBox to change the font, alignment and color of selected text. Similarly, you can change the overall attributes of a table by using the Table InfoBox. Also, as you will see shortly, you can "fine tune" your table, cell by cell, by using the Table Cell InfoBox.

If necessary, open MYTABLE. With your cursor positioned somewhere inside the table, select Table - Table Properties from the main menu at the top of your screen. The Table InfoBox, shown here, appears:
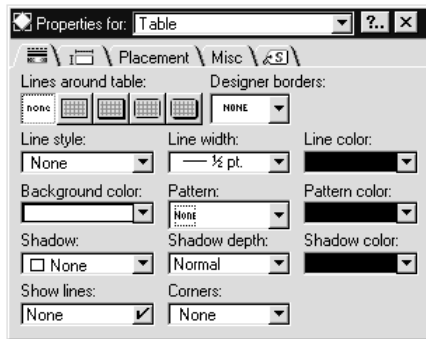
Tip If you click your cursor outside the table, for example in the "Dear David" text above it, the InfoBox will switch to become the Text InfoBox you investigated in an earlier chapter. To regain access to the Table InfoBox, *click your cursor inside the table* and then click the drop down arrow to the right of "Properties for" at the top of the InfoBox. This list will be displayed:

Select Table and you will return to the Table InfoBox.

Positioning the Table on the Page

Currently your table spans the entire page from the left margin to the right margin. But suppose you want it smaller horizontally, not from margin to margin. Simple, of course, using the Placement panel in the Table InfoBox.

Display the Placement panel of the Table InfoBox by clicking on this tab: Placement .

You will see this panel displayed:
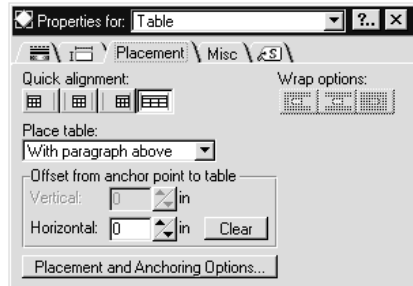
Earlier in this chapter you experimented with resizing columns by dragging the vertical divider between columns with your mouse. If you tried then to move the left and right borders of your table, you may remember they wouldn't budge. To change this option, click the leftmost button under the Quick Alignment option to align your table to the left edge of your document.

"But," you say, "my table didn't change at all!" No it didn't, but it can! Put your mouse pointer on the vertical divider line to the right of the first numeric column and drag the divider to the left, narrowing that column. (Remember, you can move the InfoBox out of the way if it's covering up an area of your document you want to work on.) Narrow the other numeric column, as well. Widen the text columns slightly so text doesn't wrap in cells. Your document should look something like this, with the right edge moved away from the right margin on the page:

Dear David:

Here is the information you requested. Please notify me if I can can be of any further help.

Light Six		Big Six	
Touring Car	975	Touring Car	1,750
Roadster (3 passenger)	975	Speedster (5 passenger)	1,835
Coupe-Roadster (2 passenger)	975	Coupe (5 passenger)	2,550
Sedan	1,550	Sedan	2,750

Now click the centering Quick Alignment button to center the table on your page.

Setting Exact Measurements for Columns and Rows

Are you a precise person? Maybe "eyeball measuring" — dragging column divider lines left and right — is too imprecise for your taste. You want exact measurements. No problem! Be as precise as you like.

Highlight the leftmost column in your table. Now, meet the Table Cell InfoBox.

To display the Table Cell InfoBox, *be sure your cursor is inside the table,* and click the drop arrow to the right of the Properties for field. From the list that appears, select Table Cell. In that InfoBox, click the Size panel tab that looks like this: ⬚. On the size panel, click the arrow keys next to Width in the Column dimensions selection box.

Does this InfoBox look familiar? The first panel is similar to the equivalent one in the Table InfoBox. However, note that options selected in this InfoBox are *cell* specific. When you select cells and then select options in this InfoBox, the formatting is performed on the specified cells. Formatting of table cells will override Table formatting.

Tip   Remember, you can move between InfoBoxes — from the Table Cell to the Table InfoBox and back again — by making the appropriate selections from the drop-down list at the top of each InfoBox.

Number Formatting

Next, deal with the automobile prices. It certainly would be more visually impressive if they could each have a dollar sign and two decimal places appear. Simple, once you know how.

By now you are probably developing a sense of how to perform many new tasks in Lotus Word Pro. In fact, if you are the adventurous type, perhaps you should stop reading for a few moments and see if you can figure out how to reformat the numbers yourself. (Hint: select the cells first, then browse through the tabs in the Table Cell InfoBox.)

Now, for those less inclined to experiment, click this tab, #, to display this panel:
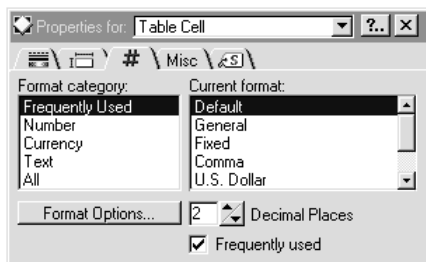
Highlight the second column from the left in your table, then click back into the # panel of the Table Cell InfoBox. Select the Format Category to be Currency and the Current Format as U.S. Dollar with two decimal places.

Tip You could right align the selected text by displaying the Text InfoBox (select Text from the Properties for drop-down list) and going to the alignment panel. There, you could press the right align button, ▤.

Highlight the other numeric column and format it in the same way. Your table should now look like this:

Light Six		Big Six	
Touring Car	$975.00	Touring Car	$1,750.00
Roadster (3 passenger)	$975.00	Speedster (5 passenger)	$1,835.00
Coupe-Roadster (2 passenger)	$975.00	Coupe (5 passenger)	$2,550.00
Sedan	$1,550.00	Sedan	$2,750.00

Connecting Cells

Grouping, or connecting, cells of a row or column is an effective way to partition a table. Suppose you want to draw attention to several columns of a table. Connect the cells above them into one cell and type in a heading!

Highlight the cell containing the words "Light Six" and the empty cell to its right. Then select Table - Connect Cells to connect these two cells into one. With your cursor located in the connected cell, display the Table menu again. The new menu item, Disconnect Cell, appears, in the event you change your mind about this modification. Align or format the text in a connected cell as if it were in one cell. In this case, highlight the text and center it.

Connect the other two cells in the top row and center that heading, Big Six, over those two columns, as well.

Drawing Lines and Shading

You can use lines between cells to draw attention to different parts of a table, and to clearly delineate cells. Then again, sometimes you might prefer not to have any lines appear at all. Whatever you prefer, line decisions are made using the Lines and Color panel of the Table and Table Cell InfoBoxes. The panel in the Table InfoBox allows you to place a border or frame surrounding the *entire* table; the panel in the Table Cell InfoBox lets you decide cell-by-cell if and where you want lines to appear.

No lines? Select your entire table, then select the None button for lines in both of these InfoBoxes.

Navigating a table with no lines to guide you is no mean feat! At this point your table either appears completely without lines, like this:

Light Six		Big Six	
Touring Car	$975.00	Touring Car	$1,750.00
Roadster (3 passenger)	$975.00	Speedster (5 passenger)	$1,835.00
Coupe-Roadster (2 passenger)	$975.00	Coupe (5 passenger)	$2,550.00
Sedan	$1,550.00	Sedan	$2,750.00

or it appears with dim gray lines, like this:

Light Six		Big Six	
Touring Car	$975.00	Touring Car	$1,750.00
Roadster (3 passenger)	$975.00	Speedster (5 passenger)	$1,835.00
Coupe-Roadster (2 passenger)	$975.00	Coupe (5 passenger)	$2,550.00
Sedan	$1,550.00	Sedan	$2,750.00

The gray lines are table guide lines, used only for navigational purposes as you move around the table. You can display them or not, as you choose. If you do choose to have them display, they will not show when you print your document. If you want lines to actually print between and around cells, you need to create those lines by using the Lines and Color panels in the Table and Table Cell InfoBoxes.

To display or suppress the table guide lines, select View - Set View Preferences from the menu and check or uncheck Show table guide lines.

More often than not, you probably will want lines to appear in your tables. You should explore the Line Panel of the Table and Table Cell InfoBoxes.

Now try formatting your table with lines. *Select the entire table,* then open the Table Cell InfoBox to the Lines and Colors panel and click this button:

Switch to the Table InfoBox and display the Lines panel. Click the button that looks like this: . When you do, your table should look like this:

Light Six		Big Six	
Touring Car	$975.00	Touring Car	$1,750.00
Roadster (3 passenger)	$975.00	Speedster (5 passenger)	$1,835.00
Coupe-Roadster (2 passenger)	$975.00	Coupe (5 passenger)	$2,550.00
Sedan	$1,550.00	Sedan	$2,750.00

Save your completed file to disk under the same file name, replacing the existing file. Then close the file.

Presenting Some Other Table Features

Create a new, plain Lotus Word Pro document. Insert a table containing 7 columns and 15 rows to use for experimentation as you continue.

SmartFill

Are you tired of typing the weekdays into a schedule? You don't have to! Instead, type a starting day into your table and let Lotus Word Pro SmartFill finish the job.

In the upper left table cell type the word "Sunday" and leave your cursor in the cell. In the bottom right corner of the cell you see cell marker, this symbol, ⌐, appear.

Press and hold the CTRL key down, position your mouse pointer over the cell marker, press the *left* mouse button down and drag the mouse all the way across the first row of your table. When you do, the mouse pointer will turn to a symbol that looks like this: ⬏.

Release your mouse button when you reach the last cell you want filled. When you do, the days of the week fill your selected table cells.

In the cell below Monday, type "January" and try using SmartFill to fill the months of the year down the column of cells.

Tip   Investigate creating your own custom SmartFill lists by selecting File - User Setup - Smart Fill Setup.

SmartSum

There is rarely a listing of numbers that doesn't beg to be added. In a Lotus Word Pro table, the only things you need are a list of numbers and a blank cell at the end of the list.

Type a list of numbers in contiguous cells of a row or column, leaving a blank cell at the end of the list.

**Tip**   You can also use SmartFill to type in numbers for you.

Click inside the blank cell at the bottom of your list of numbers and select Table - Insert SmartSum - Column [or Row] to add the listed numbers and insert the sum into your table.

Creating Parallel Columns

In WordPerfect, you may have been used to creating parallel columns using ALT + F7. While virtually all parallel column tasks can be performed using tables, you do, nevertheless, have access to parallel columns in Lotus Word Pro.

Similarities to Tables

You create columns using menus and dialog boxes similar to the ones you have just explored working with tables. Create a new document and select Create - Column to open the Create Parallel Columns dialog box:
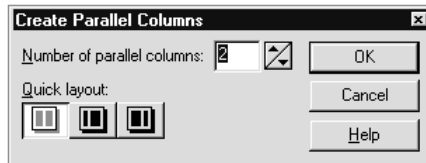
Similar to creating a table, you select the number of columns you want to insert in your document. Uniquely, when creating a parallel column layout, you can choose whether you want the columns equal sized or not. However, column layouts span the page from left to right margin.

Column cell movement is slightly different from table cell movement. Although arrow keys can be used following table arrow key conventions, if you want to move forward through column cells, use CTRL + ENTER, just as you used to do in WordPerfect. To reverse this cell movement use SHIFT + CTRL + ENTER. Pressing CTRL + ENTER will also enter new cells into your columns.

Once you are comfortable formatting a table, formatting columns should be a smooth transition. When your cursor is in a parallel column, you can access the Column InfoBox either by selecting Column - Column Block Properties or by *right* clicking in a cell in a parallel column and selecting Column Block Properties from the shortcut menu.

You should browse through the panel options of the Column Block InfoBox to see that lines are available, colors and patterns may be applied, and margins established. As with tables, you can use cell connections to partition your columns.

Putting Information into Your Parallel Columns

Enter a column cell just as you would a table cell (including using the SmartFill feature!) and begin making your entries. Long entries are accommodated by word wrapping within the cells.

Adjusting Parallel Columns

Modify your column layout by right clicking within a column and opening the Column Block Properties InfoBox. Size columns using the first panel of the InfoBox. You can also resize columns by dragging the divider between columns left or right.

Try It Yourself!

Create the following short table, excerpted from a French Line advertisement in the June, 1924 issue of *The National Geographic Magazine.* Connect cells and draw lines as necessary and appropriate. Remember — the best way to learn these new features is to experiment.

The Romance that is France Awaits You!	
These services:	What really does make France? ... Not her land and sky and water, but her people. What they have builded ... what they have lived! A thousand years of daring. Joan of Arc...Louis XIV...Napoleon...the Marne
New York, Plymouth	
Express de Luxe	
Paris, France, Lafayette	

Summary

Use tables and columns to present information as clearly as possible. Tables and columns can be designed with elaborate layouts, colors and borders or they can be used in their simplest forms, simply to align information vertically and horizontally. They are exceedingly easy and powerful tools to use.

| *WordPerfect Technique*	*Lotus Word Pro Technique*
ALT + F7 [Table], Table, Create	Create Table or use the Create Table SmartIcon
Adjust table column width, ALT + F7, CTRL + arrow keys	Drag the column divider with your mouse
Draw lines around all cells in a table, ALT + F7, F12 [Block], highlight all cells, Lines, All, Single (or double, or ...)	Highlight all cells, display the Table Cell InfoBox and press one button
Create parallel columns, ALT + F7, Columns, Define, Type, Parallel, Number, (specify), and indicate distance between columns and different column widths, if you wish. Then remember to turn them on.	Create - Parallel Columns, indicate a number and press OK

Chapter 8
# Using, Creating and Saving SmartMasters

Often people routinely create similar documents, for example memos
or fax cover sheets. If you performed this type of task, you probably
adopted some variation of the WordPerfect technique of retrieving a
template document from disk and then pressing F10 [Save] and saving the
document under another file name. As you have seen by now, Word Pro
uses the SmartMaster for a similar, though more powerful, purpose. See
how creating and saving your own SmartMasters can ease your document
creation by doing repetitive tasks for you!

Using SmartMasters

By now, you have used any number of SmartMasters as you have begun
to create Lotus Word Pro documents. You know that when you select
File - New Document, you see this dialog box appear:
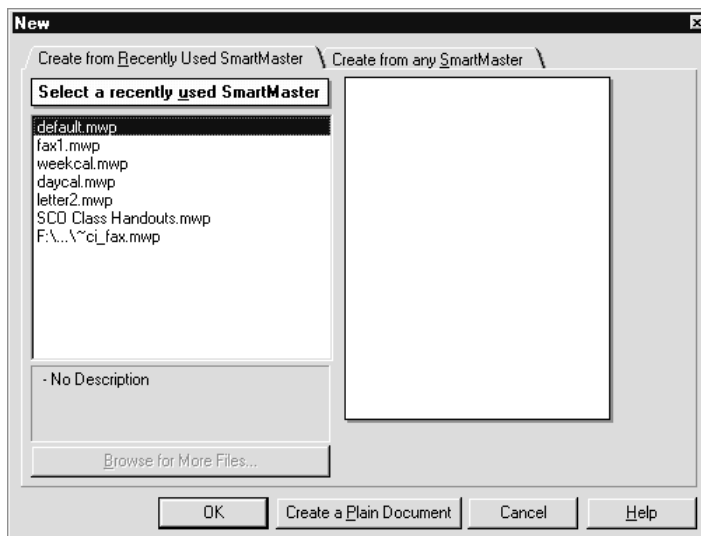
This box lists your most recently used SmartMasters, assuming you may well want to use one of them again. However, if none of them meet your needs, if you click the Create from any SmartMaster tab, this panel appears:
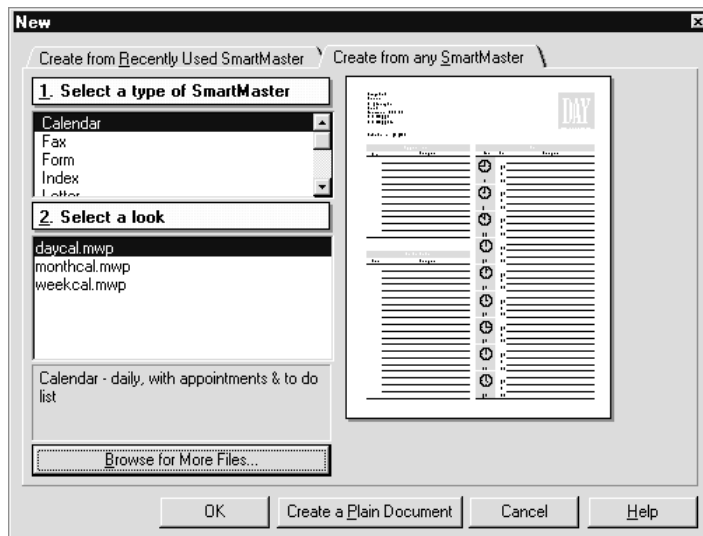
Depending upon which category or type of SmartMaster you choose in the upper field, you get a different choice for the "look" of the SmartMasters in the lower of the two fields. On the right side of this dialog box you see a thumbnail version of the SmartMaster you have highlighted.

There will be times, though, when none of the SmartMasters that come with Lotus Word Pro will quite fit your needs for a particular type of document you routinely create. The remainder of this chapter will show you how to create your own SmartMasters and save them to disk so that when you come to the dialog box shown above, your custom SmartMaster will appear as one of the choices.

Creating a SmartMaster

When you create a SmartMaster, you can do so either by creating a new document or by using another SmartMaster as a template. Remember, the purpose of creating a SmartMaster is to save you from a repetitive task, so select a template that contains styles or contents that you will routinely use in documents. You should customize the new SmartMaster so it contains the margins, styles, and contents that work best for you. Then save it as a SmartMaster.

Suppose you send your staff a monthly memo. Each memo contains standard information except for a few textual changes. Create it as a SmartMaster so all you need to do each month is to fill in the changed information.

What template — if any — will you use to begin your new SmartMaster? Probably the easiest would be a previous memo you saved to disk. If you opened it to begin your work, it would probably contain most everything you want in your new SmartMaster, including styles and text. However, let's assume you have no previous memo file to open.

Instead of using a previously-created memo, begin creating your custom SmartMaster by selecting the default SmartMaster as a template. Styles contained in it are perfect for enhancing the text in your new SmartMaster, so when you use it as a template, you save yourself the task of creating new styles. Instead, concentrate only on the necessary alterations you might want to make, like adjusting the page margins.

Introducing Page Properties

In Chapter 5 you were introduced to the Word Pro tool used for changing text properties, the Text InfoBox. When you opened the Text InfoBox you discovered a virtual treasure chest of options for making enhancements to text entries. Word Pro provides a similar tool for changing page properties, such as the size of your margins.

Page property selections for your memo SmartMaster will be few; however, future SmartMasters might call for numerous changes to page properties, forming a more intricate page layout. Examples of other SmartMaster templates you might create are legal-sized documents with broad headers, newsletters lined with newspaper columns and certificates with attractive page borders. Whatever page layout you find necessary for a document will be selected by using the Page Layout InfoBox.

Using the Page Layout InfoBox

With the cursor located in your document, press the *right* mouse button, and select Page properties from the shortcut menu. When you do so, this Page Layout InfoBox will appear:
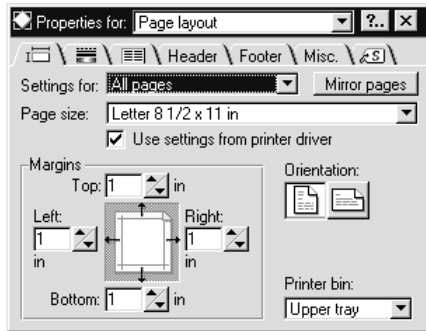
Just as you explored the Text InfoBox in Chapter 5, you should explore the panels of this InfoBox to see the multiple ways that you can adjust your page layout.

If you prefer using the keyboard, you can open the Page Layout dialog box by selecting ALT + F, D, P (File - Document Properties - Page) or, with your cursor located in your document, press the ALT + ENTER keys. If the InfoBox which opens is not the one used for Page Layout , simply drop the "Properties for" list by clicking the down arrow next to it, then select Page layout, like this:
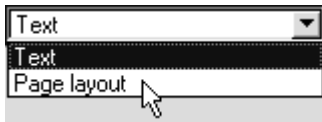
Selecting a Page Layout

As you are aware, the fashion in which a page is laid out affects the way a document presents itself. The layout can either enhance or stand in the way of your message getting across to the reader.

Whether your document is a formal letter or an informal memo, you will want it laid out to present the contents effectively. In the case of your memo SmartMaster, the standard text you type in is rather sparse, so it will get lost in a large text area. Change the margins by selecting the margins panel of the Page Layout InfoBox, by clicking on this tab:

In the area that says Margins, adjust the top margin to .5 to set a new half inch top margin, and adjust the left and right margins so they are each 2 inches wide, narrowing the text entry area of your page. Close the Page Layout InfoBox when you have finished adjusting the margins.

Customizing a SmartMaster

When creating your custom SmartMaster, focus on filling it with contents that remain static. Ask yourself which document contents you want to be present each time you open the SmartMaster. Then, ask yourself which entries will typically be modified. You will mark those by inserting prompts to remind you where they are and what modifications to make.

Entering the Contents

Contents you might want to include in a SmartMaster are text, graphics, OLE objects, tables or frames. Enter them in a new SmartMaster just as you would in any other document. Your present task is to enter text and prompts, so let's start by adding the text, formatting it and letting Word Pro insert an automated entry.

Click inside your document and type the following text. As before, press ENTER only where you see this symbol, ¶, appear. Press the TAB key each time you see <TAB>. After typing "Monthly Luncheon," at the end of the document, press ENTER three times.

```
LUNCHEON MEMO¶

¶

¶

To:<TAB><TAB>The Staff¶

From:<TAB><TAB>Mary Ann Martin¶

Date:<TAB><TAB>¶

Subject:<TAB>Monthly Luncheon¶

¶

¶
```

Select the text "LUNCHEON MEMO" and center it. Change the font to Arial and the point size to 24. Highlight the next four lines of text and format them by selecting Heading 2 as their style.

Now place an automated entry into your SmartMaster! Why type in today's date each time you create your memo? Have Word Pro insert a *system* date that updates each time you open the SmartMaster. Position your cursor where the date should appear and select a format for your date from the Date format list that appears when you select Text - Insert Other - Date/Time. Click OK to complete the entry.
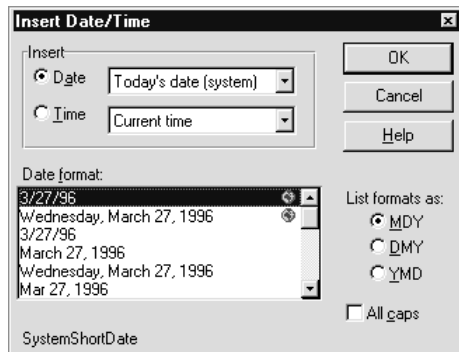
Continue entering your memo text. Return your cursor to the last line of the document by clicking there, then type these lines:

```
It's that time again!¶

¶

This month's luncheon will be held at:¶

¶
```

At this point in your memo, you reach a place where the text changes from month to month. Let's mark these areas of the SmartMaster where you need to put information each month with a Word Pro reminder, fittingly called the Click Here Block. Use Click Here Blocks to remind you to modify your document, but also notice that they protect the layout of your text by acting as a placeholder for text and other entries that you will be making.

Creating Click Here Blocks
When you create a Click Here Block, you can tell it how to behave when you click it! Behavior patterns include inserting text and other objects such as frames, drawings, tables, and graphics. You can even tell a Click Here Block to open a linked file when you double click it!

Insert a Click Here Block into your document and tell it to prompt you for the restaurant name for this month's luncheon. Then insert a second one to remind yourself to type in the restaurant's address.

Again, place your cursor on the last line of your document, below the last line of text you typed. Select the alignment of this line as centered. Then Select Create - Click Here Block to see this dialog box appear:
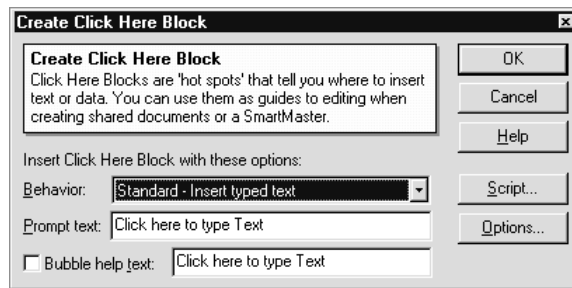
The default Behavior for the Click Here Block is Standard - Insert typed text. Click the drop down arrow to the right of that field to display other behaviors Click Here Blocks can exhibit. For the current memo, though, leave the default setting of Standard - Insert typed text. Next, drag across the words in the Prompt text box and type "Restaurant Name." Finally, mark the check box to the left of the words Bubble help text and type the following into the Bubble help text box:

```
Type in the name of the restaurant where this month's
luncheon will be held.
```

Notice how the Bubble help text you entered scrolled out of the box on the left side? A Bubble can actually hold quite a large amount of text and will "inflate" to contain it. Click OK to insert the Click Here Block into your document.

Note Bubble help for Click Here Blocks is only available when you select Standard - Insert typed text as the Click Here Block's *Behavior.*

Try your new Click Here Block! Click inside it and notice that both the prompt text disappears and a bubble containing your help text appears. The cursor flashes between the brackets, ready for you to begin entering text. Type in a restaurant name, then click outside the block. Your text is inserted into your document. Press the Undo SmartIcon, ↰, to return the Click here block to the way it originally appeared. If you make a mistake, highlight the Click Here Block, delete it and create it again.

Press ENTER and create another Click Here Block like the one you just made, but on the line below the first one. Make the Prompt text in this Click Here Block read "Restaurant Location," and click OK to insert it after entering the following text as the Bubble help text:

```
Type in the address of the restaurant.
```

After you have inserted the second Click Here Block into your document, press ENTER two times and then CTRL + L to left align your text.

That was easy enough, but what if you want to insert a text Click Here Block in the middle of a text line? Simple! Type your text, press the SPACEBAR, insert your new Click Here Block, and after it appears in your text, press the SPACEBAR and continue typing.

Continue entering the text of the memo, when you see <SPACE>, press the SPACEBAR one time.

`Please notify me by<SPACE>`

After you press the SPACEBAR, create a Click Here Block which prompts you for a "Notification Date". You've done that several times already, so create this one in the same fashion as you did the others. This time, type in your own creative Bubble help text. As soon as the "Notification Date" Click Here Block is inserted into your document, press the SPACEBAR again and continue typing:

`if you will be able to attend.¶`

`¶`

`Thanks,¶`

`¶`

`¶`

`Mary Ann`

You're almost done! Put the finishing touches on your new SmartMaster by highlighting the two "Restaurant" Click Here Blocks and selecting Heading 2 as their paragraph style.

Tip   Once you have clicked in a Click Here Block, you can move from one directly to the next by pressing the TAB key. All Click Here Blocks are numbered in the order you inserted them, for example, the first Click Here Block inserted is number 1, the second is number 2 and so on. Press TAB to go through them in their assigned numeric order.

If you want to renumber the blocks, click in each one individually and assign it a new number. To do so when you have clicked in a block, select Create - Click Here Block - Options, then type a new order number in the Order when tabbing between blocks box.

Now look at your masterpiece! See if it is looks like the one shown here:

LUNCHEON MEMO

To: **The Staff**

From: **Mary Ann Martin**

Date: **March 27, 1996**

Subject: **Monthly Luncheon**

It's that time again!

This month's luncheon will be held at:

Restaurant Name

Restaurant Location

Please notify me by *Notification Date* if you will be able to attend.

Thanks,

Mary Ann

Categorizing a SmartMaster

Open the File - New dialog box and select the Create from any SmartMaster panel. See how you can select a SmartMaster category and look? How do you put your new SmartMaster here? Press Cancel, then open the Document Properties dialog box shown here by selecting File - Document - Properties - Document.
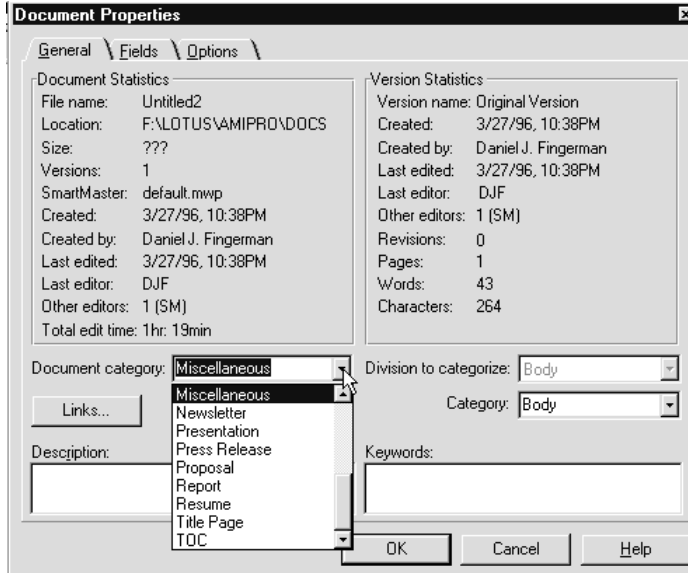

Categorizing a SmartMaster is quick work! Simply click the down arrow next to the Document category box, as shown above, and select a Word Pro SmartMaster category or click in the box and type one of your own. Create a new category named "Monthly Memos." Be sure to click OK when you are finished.

Once you save your SmartMaster in the SmartMaster folder, it will become a categorized SmartMaster "Look."

Saving a SmartMaster

After all your effort, you are ready to save your SmartMaster! There are a few pointers you need to remember. First, look where Word Pro saves its SmartMasters. You'll want to save yours there too. To do so, Select File - User Setup - Word Pro Preferences to open the Word Pro Preferences dialog box. Click on the Locations panel to see this dialog box:
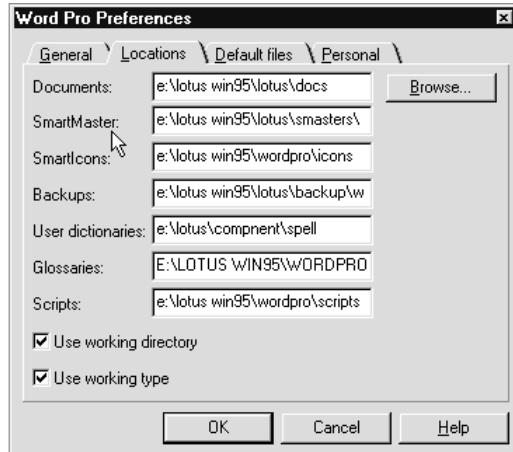
Look inside the SmartMaster box. It is important to save your SmartMaster in the folder shown here, if you want it to become a SmartMaster "Look"! For the current exercise, jot down the folder shown for SmartMasters in this dialog box.

Selecting a Default SmartMaster

Click on the Default files panel of the Word Pro Preferences dialog box. Notice the box that says Plain Document SmartMaster. You can see that Word Pro selected the DEFAULT.MWP as the plain document SmartMaster that opens each time you click the Create a Plain Document button of the Welcome or File - New dialog box.

But what if you create a SmartMaster that works better for you as a plain document template? Save your SmartMaster to the SmartMasters folder you saw in the Location panel, then click the Default files panel of the Word Pro Preferences dialog box. Type in the name of your SmartMaster where it says Plain Document SmartMaster, then click OK. Your SmartMaster will now open whenever you click the Create a Plain Document button.

Saving as a SmartMaster

Congratulations, you have reached the final step in creating a SmartMaster! Select File - Save As to open the Save As dialog box.

Select for the location of the file the same folder you jotted down above: the one shown in the location panel of the Word Pro Preferences dialog box. Type MYMEMO as the name of the file. Then click in the Description box and type a brief description of your SmartMaster.

Now for the most important instruction! Drop the list on the Save As type box and select Lotus Word Pro SmartMaster (*.MWP) as the File type, then press Save. When you do, a dialog box similar to this appears on the screen:
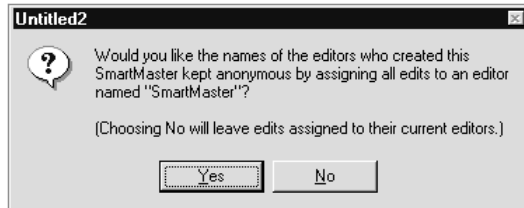
Click No if you want your name assigned as the editor of the new SmartMaster, otherwise click Yes and "SmartMaster" will be assigned as editor.

SmartMasters are saved with the .MWP file extension appended to their name. Once saved and closed, you can reopen your SmartMaster by selecting File - New and the Create from any SmartMaster panel. Click on your SmartMaster's category, Monthly Memos, and double click the MYMEMO.MWP "Look" which appears in the Select a Look list.

Your new, unnamed document should appear, complete with all of the Click Here prompts you typed in. You're ready to go with the invitation to this month's luncheon!

Try It Yourself!

Create a new SmartMaster similar to one you might want to receive. Open a plain document as your SmartMaster template and insert a system date on the first line, then press ENTER and begin typing the following text. Where you see text in brackets, insert Click Here Blocks with bubble text prompting for entries:

```
Dear [Customer's Name],¶

According to our records your account was overcharged by
$[Amount]. We're sorry for this error and a check for that
amount will be sent to you by [Date].¶

¶

Sincerely,¶

Customer Service Dept.
```

Open the Page Layout InfoBox and select the Miscellaneous panel. Select the middle button next to the words Vertical alignment to center your page text vertically. Next click the Header panel and select the option Adjust height to fit contents. Now, click in the Header area of your document (immediately above the first line) and type a typical four line header including a company name, two address lines, and a phone number line (watch how the header adjusts to accommodate the text of the header.) Highlight the header and center it, bold and italicize the company name and increase its point size by 2. Click on the date and the words "Dear" and "Sincerely," selecting double spacing. Adjust the side margins to 1.5 inches. Finally, categorize this SmartMaster as a Letter and save it as MYLETTER.

Summary

Never again enter the same contents in a document you send out regularly! Create a Word Pro SmartMaster to have a consistent page layout and look. Insert dates that are automated and insert Click Here Blocks as placeholders and reminders to you to enter information.

WordPerfect Technique	Lotus Word Pro Technique
SHIFT + F10 [Retrieve], followed by F10 [Save] under a new file name	File - New, select a SmartMaster and File - Save
SHIFT + F5 [Date/Outline]	Text - Insert Other - Date/Time

Chapter 9
Bringing WordPerfect Documents into Lotus Word Pro

This book assumes that you have a fair degree of proficiency in using WordPerfect. Most of the preceding chapters focused on showing you how to use Lotus Word Pro to perform tasks that may have become almost second nature to you in your former word processor.

This chapter will be somewhat different in that it will provide you with a variety of trouble-shooting tips, tricks and techniques for using your old WordPerfect documents in Lotus Word Pro. Items in this chapter are culled from a variety of Lotus documents and from real-world experience. In general, you should view this chapter less as a reference on how to solve *specific* file translation problems (after all, your situation is never quite like the one in the book), and more as an indicator of general techniques you can use during the transitional period when you will be using both old and new files.

File Conversion Questions

Question: How do I convert my WordPerfect documents to Word Pro's file format?

Answer: Choose File - Import - Export. Select "Import and convert into Word Pro's document(s)" then select the "Import" button. Change the "List files of type:" to the version of WordPerfect that you are converting from and change to the directory where the WordPerfect files are located. Pressing the CTRL key while selecting the WordPerfect documents allows you to select multiple files. Once you have selected all the desired documents, select OK. The conversion process takes place in the background and does not display the files during the process. Once the conversion process is complete you will have two copies of the file in the directory, the original WordPerfect file and a corresponding version in Word Pro's file format. The file extension for Word Pro files is LWP.

Question: After I've converted my WordPerfect documents to Word Pro's file format how should they appear when they are opened in Word Pro?

Answer: Lotus realizes that in today's environment people need to share documents with one another regardless of the file format of their documents. We have made great efforts to ensure that your Word Perfect documents import seamlessly into Word Pro. Typically, the converted WordPerfect documents will be very similar if not identical in appearance when opened in Word Pro. In some cases it might be necessary to perform some reformatting of the document. This may be encountered with very complicated and heavily formatted WordPerfect documents.

Other factors that can account for differences between the two formats are printer drivers and fonts. Word Pro queries the Windows printer driver for information about fonts and display characteristics. WordPerfect for Windows uses its own printers drivers for this process rather than the "normal" Windows printer drivers that Word Pro and most other Windows applications use. If the font that was used in the WordPerfect document is not available to Word Pro then a font substitution takes place. The substituted font can have different kerning values (the distance between individual characters) which will cause the text to display and print differently from the original font.

Question: I sometimes open a WordPerfect document in Word Pro and then use it as a template to create other documents. When I finish the newly created document (based on the original document) and save it, it is saved as a WordPerfect, rather than a Word Pro file. Why?

Answer: This occurs when the option "Use Working Type" is enabled. This setting can be accessed (and changed) by choosing: File - User Setup - Word Pro Preferences and LEFT-CLICKING the "Locations" tab.

Note This option can be left enabled if you often open, save as, etc. in a WordPerfect format. If you choose to leave this item enabled, and you decide to save a document as a Word Pro document, simply change the "List files of type" option in the File - Save As dialog box to "Lotus Word Pro" when you save.

Use Working Type uses the first file type you chose when opening or saving a document. Word Pro uses this file type when it displays file names in the Open and Save As dialog boxes. Word Pro continues to use the working type until you either de-select the option or exit the application.

Question: I have a number of WordPerfect documents where text is nicely laid out in columns, like this:

Minneapolis	200	2,833
San Francisco	450	3,297
Boston	192	1,986

Yet when I import the document into Word Pro, the columns end up misaligned, like this:

Minneapolis	200	2,833
San Francisco	450	3,297
Boston	192	1,986

Why?

Answer: This is a common problem with information that appears to be laid out in WordPerfect columns. Retrieve the document into WordPerfect and Reveal Codes. Inevitably when this happens, instead of seeing [Tab] codes between the entries on a line, you will see that the WordPerfect user who created the document pressed the space bar a number of times to line the text up manually.

While this works with fixed fonts like Courier, when the document is converted to a Word Pro document that uses proportional fonts, like Times New Roman, for its styles, the lines will misalign, as illustrated above.

One (relatively inelegant, though workable) solution to this problem is to select the misaligned text and use the font button on the Status Bar or the font panel of the Text InfoBox to convert the text to Courier or some other fixed font. A somewhat better technique, depending on the amount of the troublesome text, is to go between each entry and replace the spaces with a tabs. The text will then appear correctly aligned with tabs between entries, rather than spaces.

Reveal Codes Questions

Question: How do I "reveal codes" in Word Pro?

Answer: The Status Bar at the bottom of the screen displays the font, font size, font color, bolding, underlining, italicizing, and the style that is assigned to selected text. You can also change any of these settings from the Status Bar.

To show all of the formatting for text or any other component in your document, you need to open the InfoBox. The InfoBox is used to display or change the properties for text, frames, tables, table cells, pages, and columns in Word Pro. You can even leave the InfoBox displayed on the screen while you work. This eliminates the need to repeatedly open and close dialog boxes. One of the easiest ways to open the InfoBox is to press ALT + ENTER on your keyboard.

The "Set View Preferences" menu allows you to control how the document is displayed. This menu allows you to enable the viewing of marks, rulers, grids, and other aspects of your document. Choose View - Set View Preferences to make any changes or to check the current settings.

Macro Questions

Question: In WordPerfect I used macros to automate my documents for tasks such as setting up page layouts, inserting my address and graphics. Are there better ways to perform these types of tasks in Word Pro?

Answer: Yes. SmartMasters can be created that contain page layouts, text, graphics, and styles. This allows you to maintain consistency for documents that are created frequently. You can even insert "Click Here Blocks" into the SmartMaster.

The "Click Here Blocks" are an easy way to prompt a person to insert text, tables, graphics, drawings, charts, glossary text, and OLE Objects.

Another way to automate tasks is through the use of Word Pro's glossary function. The glossary function allows you to store text, tables, and graphics in a glossary file. Once the item is stored in the glossary file it can be inserted into any document by pressing CTRL+K on the keyboard then selecting the desired record.

Still another approach to inserting standard text is to use the SmartCorrect feature in Word Pro. Use a shorthand code like "lwp" to represent frequently-used longer phrases like "Lotus Word Pro" Select Edit - SmartCorrect - Add Entry and type both the shorthand version and the expanded phrase in the Add SmartCorrect Entry dialog box. Then, whenever you type "lwp" and press the space bar, Word Pro will replace that text with the expanded version.

Miscellaneous Questions

Question: What is the best way for a WordPerfect user to find out how to perform a task in Word Pro?

Answer: To find out how to perform any task in Word Pro, use the "Ask the Expert" feature. "Ask the Expert" allows you to enter a question in plain English and receive an answer. It even takes into account what you currently have selected in the document when arriving at an answer. Most often "Ask the Expert" will display a help file showing step-by-step instructions on how to accomplish your desired task. This allows you to perform the task in Word Pro while the steps are still displayed on the screen. If "Ask the Expert" does not find an exact match to your question, it will provide a list of relevant topics for you to choose from. "Ask the Expert" is made available by choosing Help - Ask the Expert.

Lotus has also developed an "Ask the Expert" specifically designed for users migrating from WordPerfect. Refer to Chapter 1 of this book for more information on this Help feature.

Question: WordPerfect for DOS uses function keys to perform most commands. Does Word Pro use function keys for commands?

Answer: Yes. For example, Word Pro uses F1 to access Help like most other Windows applications.

Word Pro also uses function keys F2 through F9 as CycleKeys to access the most commonly used word processing commands. The CycleKeys allow you to "cycle" through a list of attributes for selected text. For example, the F7 key is used for indenting text. By placing the insertion point in a paragraph and pressing F7 all lines of text in the paragraph are indented by one-quarter of an inch. Pressing F7 again will cause all lines of the paragraph to indented by one-half of an inch.

The CycleKey Setup is accessed by choosing File - User Setup - CycleKey Setup. From here you can see the assignment of the CycleKeys and make changes to the list that the CycleKeys advances through.

Word Pro also uses F11 and F12 to select sentences and paragraphs respectively. You can also use the SHIFT key in conjunction with the CycleKeys and F11 and F12 to go backwards through the list of attributes or selection of text.

Also, as you've seen at various places in this book, there are a number of mnemonic keystroke shortcuts you can use in Lotus Word Pro, like CTRL + B to bold text, or CTRL + R to right align it. You can see complete lists of keyboard shortcuts like these by selecting Help - Help Topics and then typing "keyboard shortcuts" as the text to search for. When you click Display, you will see this screen appear:
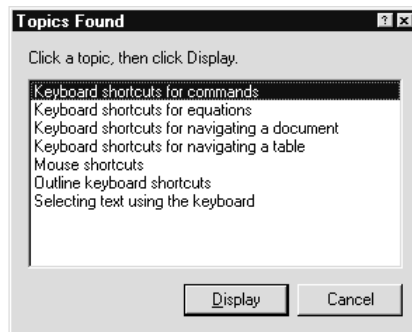
By selecting the various options on this screen, you can display keyboard shortcuts for a variety of Lotus Word Pro features.

Question: I've created several merge data files in WordPerfect. Can I use these data files in their current format for a merge in Word Pro?

Answer: Yes. You can use the WordPerfect data file directly in a Word Pro merge. All you have to do is to specify the name of the WordPerfect data file in Step one of the Merge Assistant. After specifying the name of the WordPerfect Data file you will be asked for the location of the field names. Select "Field names are in the first record of the data file". From this point the merge process is the same regardless of the type of data file you are using. You cannot edit the WordPerfect data file in the Merge Assistant. You may convert the file to a Word Pro file to edit it in Word Pro's Merge Assistant.

Chapter 10
Exploring Other Lotus Word Pro Tools

The evolution of the word processor makes it easy for you to present a flawless document without having to retype it. Make your corrections on the screen and you end up with a perfect printed document. Lotus Word Pro supplies you with a resource library full of editing tools to assist you in your efforts.

Spell Check

If you are like many people, your ideas may or may not be perfectly clear and structured when you begin to produce a document. You may want to concern yourself more with getting your thoughts typed into the computer than with making sure every word is spelled correctly as you type. So don't stop typing. Continue and let Lotus Word Pro perfect your spelling later. Spelling errors are an avoidable embarrassment! And of course, as you have grown to expect, Lotus Word Pro gives you a number of tools for dealing with misspelled words.

Viewing Spelling Errors

If you make spelling errors you certainly don't want to forget to go back to correct them before you print and send your document. Perhaps you would find it easier to correct typos as they occur — provided you spot them — rather than going into a formal spell check mode at the end of your document. You can have Lotus Word Pro mark your misspellings as you type them. Then it's your choice. Either you can immediately go back and correct them, or you can return to the marked words later and correct them when it is more convenient.

To have Lotus Word Pro highlight your misspelled words as you type, select View - Show/Hide to see this menu:

When you activate the Misspelled Words option, Lotus Word Pro compares every word you type to its dictionary and to a user dictionary that you have created. If it can't find the word you just typed in either dictionary, it highlights the word like this to notify you:

This word is mispelled, I think.

When you see that highlight, you can either go back and correct the misspelling at that time or you can leave it to be corrected later.

Using the Modeless Spell Check Bar

Once you have made spelling errors, you can correct them in several ways. One way, of course, is just to correct it manually, as you might have done in WordPerfect. In WordPerfect you also could have pressed CTRL + F2 [Spell] to go into a spell check mode. When you were performing a spell check generally you wouldn't go in and do any major editing to your document, other than correct misspelled words. Lotus Word Pro offers you a modeless spell check toolbar that you can choose to always have visible on your screen as you work. Or you can choose to open it and make corrections only when you want to.

Open the Spell Check bar by selecting Edit - Check Spelling, by using the keystroke combination CTRL + F2, or by pressing this SmartIcon:

When you do, the spell check bar appears under the SmartIcons at the top of the screen. If you have a document with spelling errors on the screen, it will look similar to the one shown here, an advertisement for a travel trunk in the April 1927 *National Geographic Magazine.*
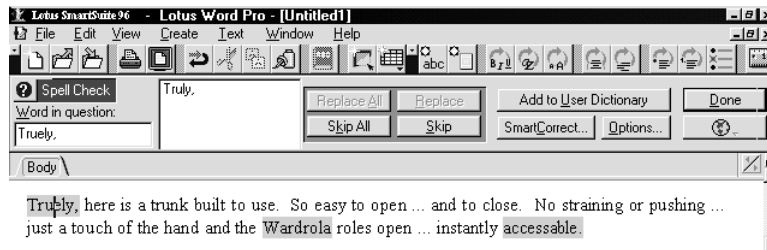
Spell Check highlights the words it could not find in either its dictionary or in your custom dictionary. If you place your cursor on one of the highlighted words, you can either edit it in context within the document or you can select a word from the suggested replacements list that appears in the spell check toolbar. Click Replace to insert your selection into your document, or click Skip to leave the word as it is. You might, for example, skip proper nouns, like Wardrola, that are included in your document. When you click the Skip or Skip All buttons, the spell check highlighting will be removed from that word.

Note If you skip a word and continue to edit your document and then later perform another spell check, Lotus Word Pro remembers the words you chose to skip in earlier spell checks of this document. Those words are not highlighted in the later spell check. Lotus Word Pro assumes you would want them skipped again, unless you tell it otherwise. If you want them to be included again in the spell check process of this document, click the Options button on the spell check toolbar and click the Clear Skipped Words button in the dialog box that appears.

Note If you click Add to User Dictionary, Lotus Word Pro inserts your entry into a user dictionary. By default this dictionary is named LTSUSER1.UDC.

Some of the errors that Lotus Word Pro spell check locates are words spelled with TWo INitial CApital LEtters, words entered twice consecutively, as well as incorrectly spelled words.

Note Lotus Word Pro will *not* locate nor mark words that are spelled correctly, even though they may be wrong for your particular context, as in the case of the words "roles" and "rolls" in the example shown above.

Using the Status Bar Spell Check Button[1]

A mini version of spell check is available for "on the fly" editing. If the cursor is located on a misspelled word, the Status Bar spell check button is activated, as shown here:


For example, when the cursor is placed on the word "accessable" in the previous example, if you click on the Status Bar spell check button, this menu will pop up, giving you almost the same options as on the spell check toolbar:
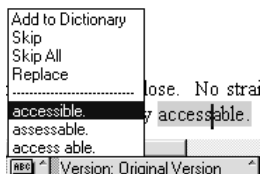
Selecting Spell Check Options

Some people often type documents in a different language. That's fine with Lotus Word Pro. To spell check documents in a language other than English, click on the Globe button: , located beneath the Done button on the spell check toolbar to select an installed language dictionary.[2]

To personalize the spell check tool by enabling or disabling available options, or to customize the type of errors spell check finds, or to create a user dictionary that holds words specific to your work, click the Options button on the Spell Check toolbar to display this dialog box:
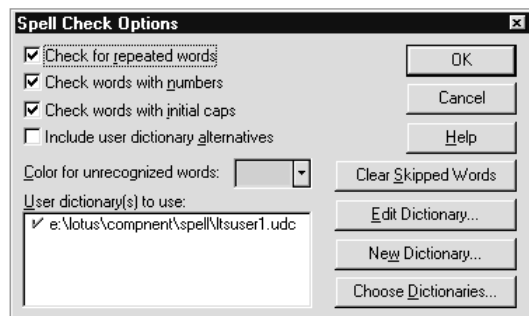
Here you can "fine tune" the Lotus Word Pro spell checker so it performs just the way you want it to.

---

[1]   This feature is only available in the Lotus Word Pro 96 for Windows 95 version of the program.

[2]   For information on the availability of foreign language dictionaries call 1-800-343-5414.

SmartCorrect

Many typists routinely type "teh" when they mean to type "the". SmartCorrect corrects those mistakes for you without your having to think about them. Not only that, you can tell SmartCorrect your own common errors and have it correct them too!

Watch SmartCorrect in action. In a document, type the word "teh" and watch your screen as you press the space bar after the word. The common misspelling is gone, replaced by the correct spelling of "the". Try typing "1/2" and then press the space bar. Lotus Word Pro replaces it with the typographically correct equivalent, ½. Try "(c)". After the space, it gets changed to the copyright symbol, ©.

Viewing, Adding and Deleting SmartCorrect Entries

SmartCorrect has over 150 common misspellings and their corrections. You can view this list and you can customize it to correct the typing errors you frequently make.

View, add or delete words in the SmartCorrect entries list by selecting Edit - SmartCorrect. This dialog box will open:
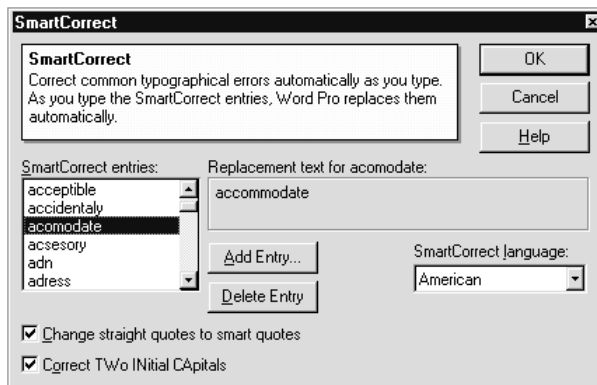
Lotus created the original list of SmartCorrect entries, however, you can adjust the list to fit your needs. For example, suppose you routinely find that you mistype "can't" using a semicolon, rather than the apostrophe, like this: can;t.

To add a new entry to the SmartCorrect list, click the Add Entry button and make the appropriate entries in the dialog box as shown here, then click OK:
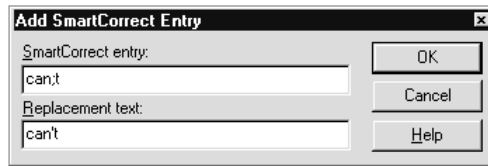
Tip   Be creative and save time! SmartCorrect entries do not have to be misspellings. You can use this tool to ease any repetitive typing task. For example, suppose you often need to type the words "San Francisco International Airport" in documents. Select an abbreviation, like "sfo" and enter that as the SmartCorrect entry. Note, abbreviations are not case sensitive; "SFO" is equivalent to "sfo" and to "Sfo." Type the expanded version in the Replacement text field in the dialog box. Then, anytime you type "sfo" in a document and press the space bar (or ENTER or TAB), it will be replaced with the longer version.

Tip   Though the Replacement text box appears to hold only a limited number of characters, it can hold more than can be shown in the box at one time. Make a coded SmartCorrect entry like "op" for "opening paragraph." For the Replacement text, type as much text as you need (without carriage returns). The text will scroll out of sight in the Replacement text field, but it will be remembered, nevertheless. When you type "op" and press the SPACEBAR, ENTER or TAB, your standard opening paragraphs will be inserted for you.

Using Other SmartCorrect Options

Have you ever wondered why most word processor quotation marks are straight up and down? In school, we were taught to curve our quotes in toward the text they enclosed. Select Change Straight Quotes to SmartQuotes, in the SmartCorrect dialog box, and Lotus Word Pro will curve your quotes toward the enclosed text for you. If you prefer straight quotes, deselect this box.

Suppose YOu are PRone to HOlding the SHIFT key down too long when capitalizing a word. Have SmartCorrect clean up your errors for you. Enable the Correct TWo INitial CApitals option in the SmartCorrect dialog box, and never look back!

Tip   SmartCorrect entries can also be made by selecting the correct spelling of a misspelled word in the Spell Check tool bar and then pressing the SmartCorrect button on the tool bar. Lotus Word Pro even makes the entries in the dialog box for you!
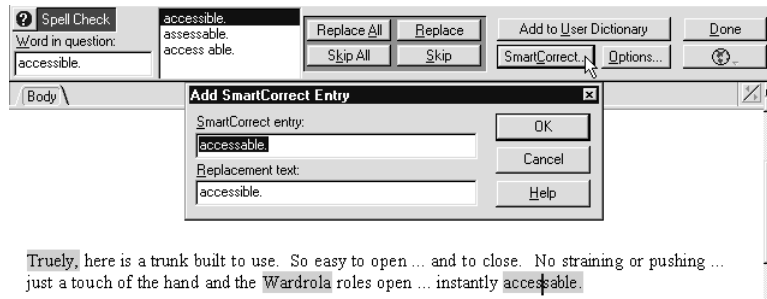
Editing Tools

Do you remember editing hard copy typed text? A typical document marked for revision was barely readable with lined through edits, carets, and text additions squeezed between the lines and in the margins. "Sticky notes" and highlighter pens entered the scene filling our desk drawers and decorating our documents.

What happened when you ran out of sticky notes and left the cover off your highlighter pen so it went dry? You don't have to worry about that now. Lotus Word Pro has an endless supply!

Using the Review and Comment Tools

You've typed a line of text, however, you want to research something before considering the paragraph complete. Use the Review and Comment Tools SmartIcon bar to insert a comment note into your text.

At the far left end of the SmartIcons on your screen is a small button that looks like this:

Click your mouse on that button and this menu will appear:
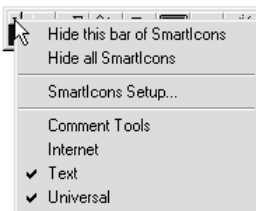
Select Comment Tools to place this SmartIcon set on screen. Although they are displayed here horizontally, they probably will appear in a vertical column on the left side of your screen.

Tip You could also have displayed this set by choosing View - Show/Hide - Review & Comment Tools from the menu.

Type the following short text, taken from the April, 1927 *National Geographic Magazine*:

```
Next December 2, a dream ship starts round the wonder-belt of
the world. Wonder-belt? Exactly that, globe-circlers call it.
It begins in the Mediterranean. It traverses the Holy Land
and Egypt. It crosses India and China, and ends in Japan.
```

Sticky Notes
Suppose you want to reconfirm the itinerary before you sign up for the voyage. Position your cursor at the end of the document and click this SmartIcon to place a comment note on your page: □.

In WordPerfect you may have used the CTRL + F5 [Text In/Out] Comment command occasionally to insert large comment blocks into your document. Lotus Word Pro gives you notes that are similar to paper comment notes in that they can hold text (or graphics or tables, etc.) but they do not change the text in your document. The comment note appears with your cursor flashing inside it. Type your comment into the note. For example in this case, type "Be sure to double check on the itinerary." Modify comment note text just as you would other document text: centering, bolding, changing fonts and point size. You can also drag and drop text between your document and the comment note.

Tip You can insert a Comment Note into your document without opening the Review & Comment Tool bar. Position your cursor and then Select Create - Comment Note to insert a note into your document.

When you are ready to close a comment note, click the Check Mark at the top left corner of the note or *right click* the note's title bar and select Close This Comment from the drop down menu:

Note the other options you have from this menu, as well.

To see the contents of an embedded comment note, double click on the note marker in the document to open it.

Tip   To have comment notes appear in printed documents, select File - Print - Options and select With comments. Reference marks are placed where notes occur and note contents, with their location references, are printed out at the end of the document.

Highlighter

Do you use highlighter pens? Why not use one in Lotus Word Pro, too? Click the Highlighter SmartIcon, . Your cursor will now look like this: . Hold your left mouse button down and drag the cursor across the text that you want highlighted. Release the mouse button when you are finished. Toggle highlighting off and on by clicking the Highlighter SmartIcon or turn it off by pressing the ESC key. When you are ready to remove all highlighting from your document, click this SmartIcon:

Select View - Show/Hide - Review & Comment Tools to close the Comment Tool bar or display the SmartIcon bar menu again and click Comment Tools.

Marking Edits in Your Documents

Decisive editing isn't always easily done. Professional editors *mark* tentative changes for later reconsideration before finally accepting or rejecting proposed changes. Showing editing revisions in a document becomes even more valuable when you work on a team.

The Review Marked Edits Bar

Display the Review & Comment Tools SmartIcons if they don't already appear on your screen. Begin revision marking by selecting the Mark up edits SmartIcon on your Comment Tool bar, [icon], or by selecting Edit - Markup Edits. Click in your document and delete a word or two and insert a few words in another location. Insertions will, by default, appear as blue italicized text. Deletions appear in red strikethrough text. When you have completed your revisions, select Edit - Review Marked Edits. After you have marked a document with revisions and opened the Review Marked Edits modeless bar, your screen will look similar to this:
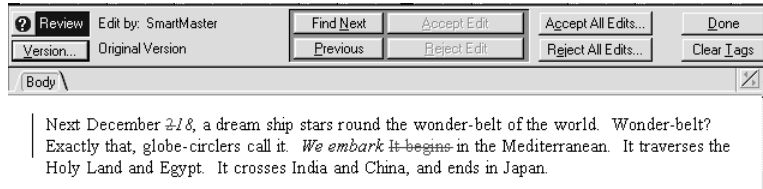
Click the Find Next button to go to the first marked revision. If the revision is a deletion, Accept or Reject Deletion buttons appear on the bar; if the revision is an insertion, Accept or Reject Insertion buttons appear.

When you accept an inserted revision, the blue revision text is replaced and the insertion appears just as if you had added it in normal text entry. If you reject an insertion, the document returns to its pre-revision wording.

Accepting a deletion removes the marked text; rejecting the deletion removes the red strikethrough text and the document returns to its original state. To ignore a revision and move to another, click the Next or Previous Edit buttons.

If you are sure that your revisions are acceptable, click the Accept All Edits button. Choose from these options when this dialog box opens:
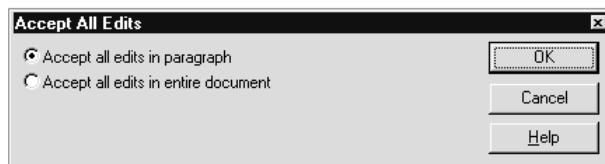
If you click the Reject All Edits button, a similar dialog box displays. Select from the options then select the Done button to close the Review modeless bar.

Format Check

Sometimes you put one space after a sentence, sometimes two. If typing isn't your strong suit, you are in good company. Use the Lotus Word Pro Format Check to find your typing inconsistencies and correct them.

Select Edit - Check Format to open this modeless bar:

As Lotus Word Pro checks your document's format, it stops at text entries and makes suggestions for replacements. For example, if you type ">>" to indicate a bullet, Format Check will offer you a better looking arrow, ⇨. If you type "tm" it will offer to insert the trademark symbol, ™. When you type a word and place too many spaces after it, Format Check offers to correct the spacing for you.

Click the Replace [Skip] button on the modeless bar to insert or skip suggested changes. When you select the Replace [Skip] All of Rule button, Format Check will either make the same change throughout the document, or it will skip all occurrences of the entry.

Click the Options button on the Format Check modeless bar to open this dialog box and customize Format Check:
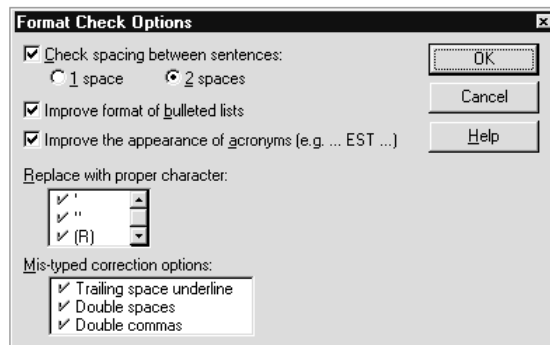
Document Views

When you are trying to get your words down on paper, you probably just want to see the text as you type it, without worrying too much about how it is laid out on the pages of your document. But once you have your words typed, you may want to view your document in various ways. For example, perhaps it would be helpful to have portions of both page one and page twelve on the screen at the same time. Or perhaps you'd like to see a view of the entire page (like SHIFT + F7 [Print], View Document in WordPerfect) on part of your screen, but also be able to see the text large enough so you can edit it at the same time. These, and many other viewing options are available to you in Lotus Word Pro. And you can customize any of them to meet your needs exactly.

So you can see many of the following views in action, retrieve the file named README95.LWP from disk. You should be able to find it in the\lotus\work\wordpro folder. If you cannot locate it, retrieve another rather long document or create a document with at least two or three pages of text.

Using the View Menu

With a few mouse clicks or keystrokes you can select any of a variety of different screen presentations for your document. Click the View menu to display these options:

```
View  Create  Text
✓ Layout
  Draft
  Page Sorter
─────────────────
  Zoom to Full Page
✓ Zoom to 100%
  Zoom To              ▶
─────────────────
✓ Show/Hide            ▶
  Set View Preferences...
─────────────────
  Special Views...
  Split Left-Right
  Split Top-Bottom
  Clear All Splits
```
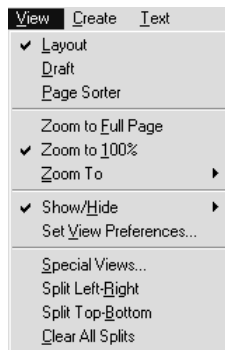
When you look at your document on screen, do you want it to appear just as it will print? Select Layout view from this menu. Maybe you are not concerned with seeing or editing headers, footers, endnotes, comment notes, or page breaks for the moment. Your concern is text entry only and you want the document word wrapped to the size of the screen. Draft view gives you these options.

Ease your eyestrain. Treat yourself to some enlarged text by clicking the Zoom to menu item to display this list of options:
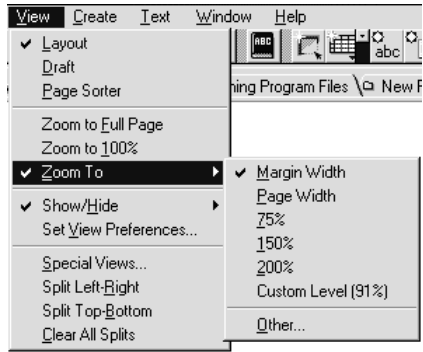

Select 150% or 200%. Try zooming to 200% and choose Draft view. All of your now enlarged text word wraps on your screen, easing eyestrain considerably. Remember to go back to Layout view to see the WYSIWYG view.

Nearly ready to print your document? Click Zoom to Full Page. Is this how you want your document to look when printed? If not, add or delete rows by clicking into the page and adjusting the layout.

Setting Show/Hide Options

You can customize your Lotus Word Pro screen so it displays only those components that are of most use to you. Click the Show/Hide menu item to display this menu:
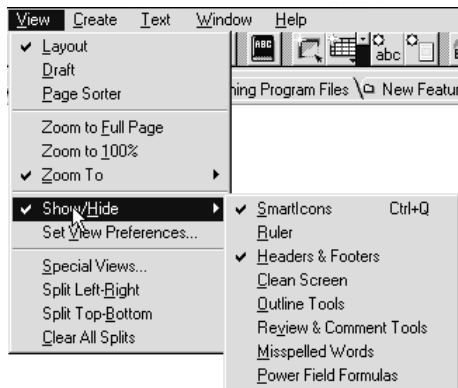
You've already been introduced to a number of these menu items. Experiment with the ones you are unfamiliar with.

Setting View Preferences

Choose the View menu item Set View Preferences to see this (very powerful!) dialog box:
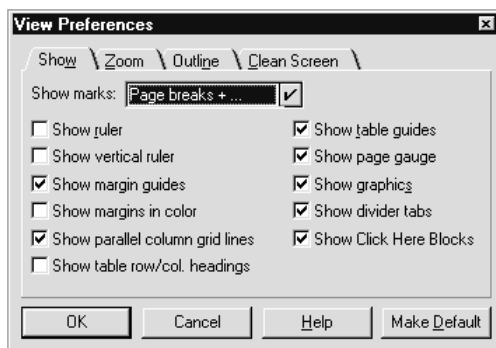
Look through the options available on the Show panel. Experiment with the various options displayed here. As you become more familiar with Lotus Word Pro, you should routinely revisit this dialog box, as you will find you may want to change some settings from time to time to fit a particular need.

If you click the drop down checklist next to Show marks, this list appears:
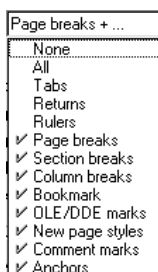
While you can pick and choose which of the normally hidden codes you want displayed, by clicking All, you have a rough equivalent to the WordPerfect ALT + F3 or F11 [Reveal Codes], although, as you have seen, text formatting codes do not display.

Viewing Two Parts of Your Document at the Same Time

If you have the README95.LWP file open on your screen and you select View - Split Top-Bottom, your screen will divide in half and you will be able to scroll each half independently of the other, as shown here:
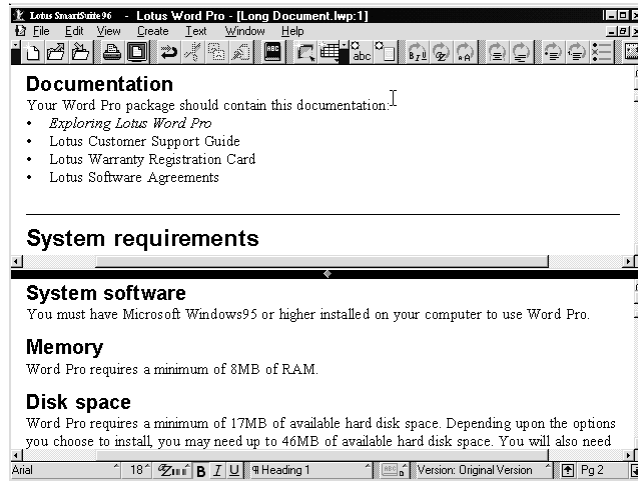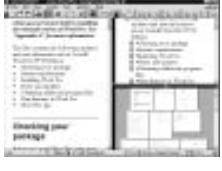

To clear the split, either select View - Clear All Splits from the menu or click on and drag the small diamond either to the top or bottom of the screen. Also you can drag the diamond only part way up or down to resize the two windows. You can similarly split the screen into two parts side by side by selecting View - Split Left-Right.

Using Special Views

Like no other word processor, Lotus Word Pro gives you dynamic document viewing capabilities. Using the README95.LWP file as a sample document, select View - Special Views and select Page Walker. Your screen will look like this:
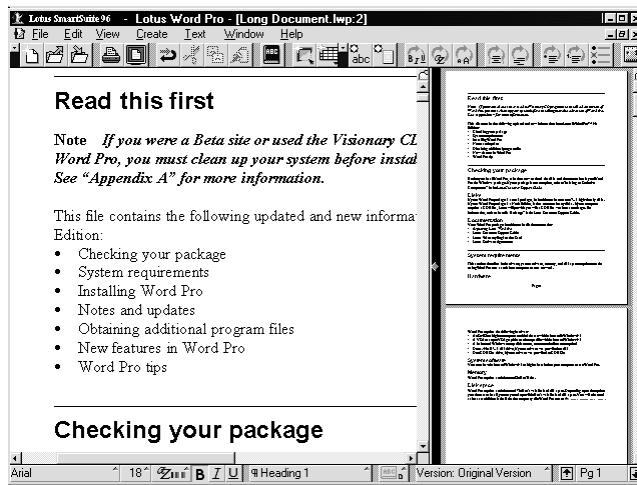
This and the other special views are summarized below:

Special View	Sample	Description
PageWalker		PageWalker gives you an overall WYSIWYG layout view for editing, and a full page view to see the overall look of your pages.
Panorama		Panorama gives you a full width WYSIWYG layout view in which to edit, and a four page view to give you an overview of the look of your document.
DocSkimmer		DocSkimmer gives you a multipage view for navigating, an outline view for overview, and a draft view for editing the text of your document.
Zoomer		Zoomer gives you a page view for navigation, a layout view for zooming in, and a draft view.

You can resize any of the windows in any of these special views by dragging the diamonds on the dividers to a new position.

Summary

In this chapter you investigated Spell Check, SmartCorrect and Format Check, all of which help you enhance both the visual impact and the technical accuracy of your document's contents. You were introduced to making and marking edits and the Lotus Word Pro tools that you can use to do so. Additionally, you learned that your screen view can be customized to your taste. Finally, you were introduced to the powerful special documented views available in Lotus Word Pro.

WordPerfect Technique	Lotus Word Pro Technique
CTRL + F2 [Spell]	Edit - Check Spelling or CTRL + F2
CTRL + F5 [Text In/Out]	Create - Comment Note

Appendix A
Word Pro Functions vs. WordPerfect 5.1 Function Keys

In Word Pro there is more than one way to access many of the functions such as: keyboard shortcuts, the InfoBox, Status Bar, SmartIcons, and the Menu Bar. All functions in Word Pro can be accessed by the menu. The menu displays the keyboard shortcut if one is assigned to the function. The function always performs in the same manner regardless of which way you access the function. For example, choosing File - Print, pressing CTRL + P on the keyboard, or selecting the Print SmartIcon performs the same function, opening the Print dialog box.

General Terminology

Select

Place the cursor to the left of what is to be selected, hold the left mouse button down and move the mouse to the right. When all is selected, release the left mouse button. To select one word place the cursor somewhere within the word and double click the left mouse button.

SmartMasters

SmartMasters are templates you use to create documents. Word Pro provides many SmartMaster templates. Each SmartMaster produces a different type of document (memos, letters, newsletters). You can use a SmartMaster as it is or you can customize it to suit your needs. A SmartMaster always contains styles and a page layout. You can add or delete contents and/or scripts to or from a SmartMaster.

SmartIcons

SmartIcons are buttons that represent mouse shortcuts for Word Pro actions, commands, and macros.

Styles

Styles are consistent formatting information for a document including page layout, paragraph, character, frame, table, and so on.

Scripts

WordPerfect macros correspond to scripts in Lotus Word Pro. Scripts let you automate one or more tasks that are stored in a SmartMaster.

Ask The Expert

This is an online help system that lets you enter "How do I" questions and then returns a response to you. Note: you do not have to type "How do I," just type your question.

Help

Word Pro's online help is context sensitive; or you can use the help index. Context sensitivity means that if you have a dialog box on your screen and either press F1 or press the Help button that appears in the dialog box, Word Pro will display information regarding this dialog box.

InfoBox

Word Pro uses the InfoBox to change or add paragraph styles, page layouts, frame layouts, etc. To access the InfoBox click the right mouse button and choose the appropriate properties option from the menu. With the InfoBox displayed on the screen, you can change between property items by selecting from the drop down Properties list. To make your changes part of the style in the document choose the last tab and select "Redefine Style" and choose OK.

Status Bar

The Status Bar appears at the very bottom of the Word Pro screen. The bar displays the font, font size, font color, bolding, underlining, italicizing, and the style that is assigned to selected text. You can also change any of these settings from the Status Bar.

WordPerfect Functions and Their Lotus Word Pro Equivalents

WordPerfect Keystroke		*Lotus Word Pro Equivalent*
F1	Cancel	In most cases pressing ESC will cancel the current process.
SHIFT + F1	Setup	Many of the items that were handled in WordPerfect 5.1 are now handled through Windows. The Mouse, Display, many of the Environment, Initial Settings and Keyboard items are all handled through the Windows Control Panel. Not all of the functions that could be changed in WordPerfect 5.1 are able to be changed in Windows. Other items such as "Location of Files" can be accessed from the menu by choosing File - User Setup - Word Pro Preferences and selecting the Locations tab. The Backup Options from the Environment section in WordPerfect can be accessed from the menu by choosing File - User Setup - Word Pro Preferences and selecting the "General" tab. The Document Summary Options from the Environment section in WordPerfect are handled when saving a file in Word Pro. From the menu choose File - Save. Here you can enter a description of the file. If you are using Windows 3.X you will not be able to assign a long file name, but if you are using Windows 95 you can enter a long file name. Word Pro allows you to enter any file extension when naming the document. If you do not enter an extension (example .doc) Word Pro will place a .lwp extension on the file.
ALT + F1	Thesaurus	Edit - Check Thesaurus
CTRL + F1	Shell	In Word Pro to "Shell" or switch to another open Windows application, hold the ALT key down and press TAB until the desired application is selected and release both keys.
F2	Search Forward	Edit - Find & Replace. Then choose the find options only.
SHIFT + F2	Search Backward	
ALT + F2	Replace	Edit - Find & Replace.
CTRL + F2	Spell	Edit - Check Spelling

Continued

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WordPerfect Keystroke		*Lotus Word Pro Equivalent*
F3	Help	In any Windows application press F1 or, from the menu, choose Help. Also on the Help menu is "Ask the Expert." Type in a question and Ask the Expert will help you find the answers. For more information, refer to Chapter 1.
SHIFT + F3	Switch	To switch between open documents choose Window from the menu and select the file name from the list at the bottom of the menu. Or press CTRL + TAB.
ALT + F3	Reveal Codes	In Word Pro, the Status Bar at the bottom of the screen displays the font, font size, font color, bolding, underlining, italicizing, and the style that is assigned to selected text. You can also change any of these settings from the Status Bar. To show all of the formatting for text or any other component in your document you need to open the InfoBox. The InfoBox is used to display or change the properties for text, frames, tables, table cells, pages, and columns in Word Pro. You can even leave the InfoBox displayed on the screen while you work. This eliminates the need to repeatedly open and close dialog boxes. The "Set View Preferences" menu allows you to control how the document is displayed. This menu allows you to enable the viewing of marks, rulers, grids, and other aspects of your document. Choose View - Set View Preferences to make any changes or to check the current settings.
CTRL + F3	Screen	This option in WordPerfect has three options: Window, Line Draw and Rewrite. Window: In Word Pro you will need to open all the documents you wish to display, then from the menu choose either Window - Tile Left-Right or Window - Tile Top-Bottom. Line Draw: In Word Pro use a Frame and Drawing Tools. Rewrite: This is called Refresh in Word Pro. This is done by pressing PAGE DOWN and then PAGE UP

Continued

WordPerfect Keystroke		*Lotus Word Pro Equivalent*
F4	Indent left only	Select the desired paragraph(s). Press the F7 Cycle Key until you reach the desired type of indent. Indents can be modified in the Text InfoBox, Alignment tab (second from the left).
SHIFT + F4	Indent both sides	
ALT + F4	Block	In Word Pro block is called selecting. To select text, place the cursor to the left of what is to be selected, hold the left mouse button down and drag the mouse to the right. When all is selected, release the left mouse button. You can select a word by double clicking on it. Select a sentence by placing your cursor on it and either pressing CTRL + click or by pressing the F11 key. Select a paragraph by placing your cursor on it and pressing CTRL + double click or by pressing F12.
CTRL + F4	Move	In Word Pro, select what is to be moved, and then select Edit - Cut. This places the information in the Windows Clipboard. Place the cursor at the new location, and choose Edit - Paste. You also can use the Word Pro Drag & Drop tool to move text. See Chapter 3 for more information on Drag & Drop.
F5	List	File - Open
SHIFT + F5	Date/Outline	Date Text in Word Pro creates a date that will not change as the date changes. Select Text - Insert Other - Power/Doc Field, selecting Power Field, choosing "CreateDate" from the fields list, selecting the desired type of date and choosing OK. Use Date Code to insert the date in Word Pro that will change as the system date changes. Select Text - Insert Other - Date/Time, choose the desired options and press OK. Outline: Text - Outline
ALT + F5	Mark Text	Beyond the scope of this document. Refer to the Lotus Word Pro manual and help screens or third party books for more information on creating cross references, indexes, tables of authorities or contents, etc.

Continued

WordPerfect Keystroke		Lotus Word Pro Equivalent
CTRL + F5	Text In/Out	DOS Text: In Word Pro, save the file as an ASCII file. This can be done by choosing File - Save As , changing the "Save as type" to "Text - ASCII (DOS) (*.*)", entering a file name and choosing Save. Retrieve in Word Pro can be done by choosing File - Open. This will open files of all formats. Password: Choose File - Save As entering a file name and choosing "Protect File." Choose "anyone with this password," select "change" and enter a password. Press OK. Removing a Password: Open the document, then choose File - Save As, select "Protect File" and choose "anyone (unprotected)." Press OK. SaveAs: File - Save As and select the file type from the "Save as type" list. Comment: Create - Comment Notes. Spreadsheet: Insert data from a spreadsheet application by importing the data using File - Import - Export or using the Windows Clipboard to copy from a Windows application and paste the data in Word Pro.
F6	Bold	Select the word or phrase to be bolded and either choose Text -Attributes - Bold or click the B button on the Status Bar. You can also use the mnemonic keystroke shortcut, CTRL + B.
SHIFT + F6	Center	Text - Alignment - Center
ALT + F6	Flush Right	Text - Alignment - Right
CTRL + F6	Tab Align	Tabs are controlled through the Text Properties InfoBox. To set up numeric alignment choose the "Misc." tab, click the down arrow to the right of "Numeric Alignment", and select the desired option. If you want this option to be permanent for this document Click the Style tab, press the "Redefine Style" button and choose OK.
F7	Exit	File - Exit
SHIFT + F7	Print	File - Print

Continued

WordPerfect Keystroke		Lotus Word Pro Equivalent
ALT + F7	Columns/Table	Word Pro lets you create two types of columns: newspaper columns and parallel columns. Parallel Columns: To create parallel columns, place the cursor where the columns are to start and choose Create - Parallel columns, select the desired options and click OK. Moving between the parallel columns in Word Pro is the same as WordPerfect. Press CTRL + ENTER. Newspaper Columns: To create newspaper columns, click the right mouse button and choose Page Properties, select the Column tab (third from the left), and select the desired options.
		Table: Select Create - Table, enter the number of rows and columns and click OK. To modify the table, with the cursor in the table, click the right mouse button and choose "Table" or "Table Cells." Each of these options change different aspects of a table.
		Math: To place formulas in a table, position the cursor in the table cell where the formula is to be located and choose either Table - Insert SmartSum (to total either a row or a column) or Table - Insert Formula to enter a more complex formula.
CTRL + F7	Footnote	Create - Footnote/ Endnote
F8	Underline	Select the text to be underlined and click the U on the Status Bar.
SHIFT + F8	Format	Word Pro printer functions can be accessed by choosing File - Print and making the desired changes, including printer, number of copies and range. Word Pro page formats are modified and created in the Page Properties InfoBox as discussed in the above functions. Page Numbering: Place the cursor in either the Header or Footer of the document, choose Text - Insert Page Number, selecting the desired options and choosing OK.
ALT + F8	Style	Word Pro styles are modified and created in the Text Properties InfoBox, as discussed in the above functions.

Continued

WordPerfect Keystroke		Lotus Word Pro Equivalent
CTRL + F8	Font	To change the font of a word or phrase, select the text, and either click the font button on the Status Bar or click the right mouse button, choose Text Properties and make the desired changes to the font name, size and color of the font. If you need the change to affect all paragraphs in the document that use the paragraph style make the desired changes in the Text Properties InfoBox, then choose the last tab, selecting "Redefine Style"" and choose OK.
		Print Color: Word Pro is a WYSIWYG application, the font color on the screen is the color that will print, provided, of course, you have a color printer. Change the font color either using the color button on the Status Bar or the font panel of the Text InfoBox.
F9	End Field	No comparable Word Pro command
SHIFT + F9	Merge Codes	Use the Word Pro Merge Assistant. Press Text - Merge.
ALT + F9	Graphics	Graphics are inserted into frames in Word Pro. To insert a graphic, select File - Import Picture.
CTRL + F9	Merge/Sort	Use the Word Pro Merge Assistant. Press Text - Merge.
F10	Save	File - Save.
SHIFT + F10	Retrieve	File - Open
ALT + F10	Macro	To play an already created script file choose Edit - Script & Macros - Run, enter the name of the script or choose Browse to locate the desired script file.
CTRL + F10	Macro Define	Word Pro uses the LotusScript language to automate tasks. LotusScript is beyond the scope of this book. Refer to other resources for information on the uses of LotusScript.
F11	Reveal Codes	See ALT + F3
F12	Block	See ALT + F4

Appendix B
For More Help...

Lotus wants your transition from WordPerfect to Lotus Word Pro to be as smooth and easy as possible. Of course, your questions will not all be addressed by having worked your way through this or any other single document.

There are a variety of ways to get additional support as you and your colleagues continue to use and explore the power of Lotus Word Pro. For more information on how to continue and complete your migration to Lotus Word Pro, use any of the following:

Support Type	*Location*
Lotus World Wide Web Site	http://www.support.lotus.com
Lotus File Transfer Protocol (ftp) Server	ftp://ftp.support.lotus.com/pub
CompuServe Lotus Forum	GO LOTUS
Lotus Customer Service (Fax on Demand Service)	800-343-5414
Word Pro Technical Support (Callers must have Lotus Support ID to access this system.)	508-988-2500

Author Bio

The writer of this book, Daniel J. Fingerman, is an internationally known expert in Lotus Word Pro. He is president of Computer Insights, a Lotus Business Partner, based in Berkeley, California. Besides training end users on the Lotus SmartSuite products, he is also author of *Lotus Word Pro 96 for Windows 95 Made Easy: The Basics & Beyond* and *Lotus Word Pro 96 for Windows 3.1 Made Easy: The Basics & Beyond,* both © 1996 by Osborne/McGraw-Hill. He can be contacted directly by email at 71172.532@compuserve.com.

Title Bar →
Menu Bar →
SmartIcons Bars →

Lotus SmartSuite 96 — Lotus Word Pro - [Untitled1]
File Edit View Create Text Window Help

Body

← **Min/Max Buttons**

← **Divider Tab Icon**

← **Page Gauge**

↑ Font ↑ Size ↑ Color ↑ Bold Italic Underlines ↑ Style ↑ Spell ↑ Status ↑ Page # Go To Box

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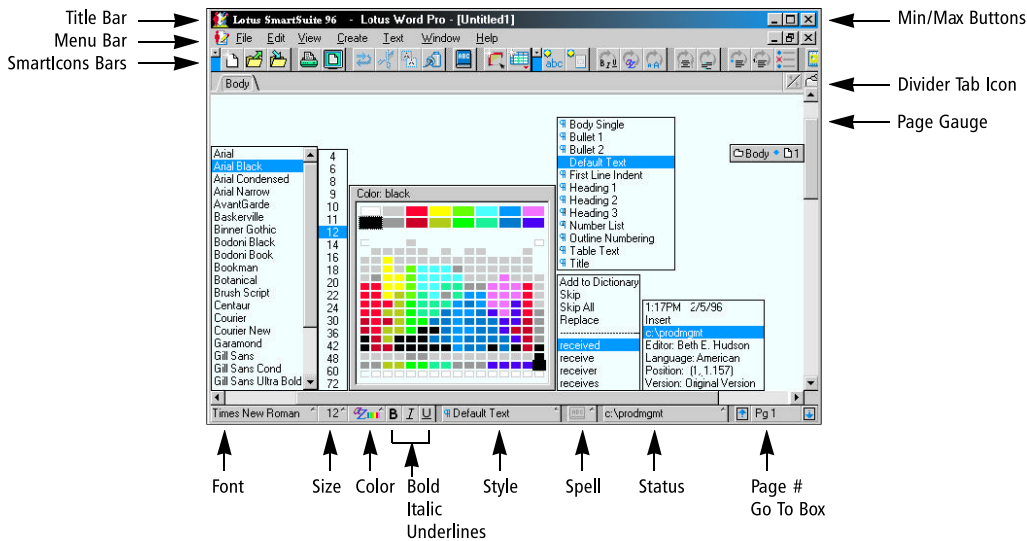
SmartMasters are professionally designed templates (similar to the ones found in Freelance Graphics) enabling you to quickly and easily create documents such as memos, letters, reports, and newsletters. SmartMasters contain "Click Here" blocks that guide you through placing the appropriate information in the document.
1. Choose File - New.
2. Select a type of SmartMaster (Calendar, Letter, Memo, etc.)
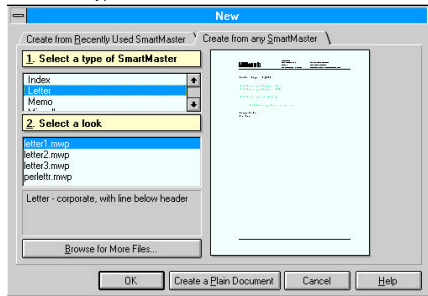
3. Select a "look" for the document. Click OK.
4. Fill in the "Click Here" blocks.

Ask the Expert for Help by choosing Help/Ask the Expert. Ask a question using your own words and receive step-by-step instructions for completing a task.
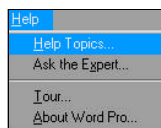
The Lotus InfoBox is a one-stop shopping tool for formatting your document. With the Lotus InfoBox, all editing is "live" – the formatting changes are displayed in the document as the user makes them. All components of a Lotus Word Pro document, including page, text, frame, table and cell have a Lotus InfoBox.
1. Choose Text – Text Properties, or click on your right mouse button and choose Text Properties.
2. The Lotus InfoBox displays a component's attributes – like a visual "Reveal Codes Box" for the text, frame, table, etc.
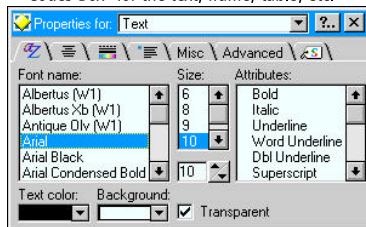
3. The Lotus InfoBox stays open so that you do not have to open and close multiple dialog boxes.

Divider Tabs provide an easy way to organize and navigate through long documents. Similar to Worksheet Tabs in 1-2-3 for Windows, Divider Tabs correspond to parts of a document – such as Cover Letter, Title Page, Company Profile, Products & Services, etc.

Important Numbers for Lotus Word Pro Support

Technical Support	508/988-2500	Ordering Information	800/TRADE UP
Lotus Home Page	www.lotus.com	Support Package Purchase	800/553-4270
Fax Service - re:Quest	800/346-3508	Customer Service & Sales	800/343-5414
CompuServ Forum	GO WORDPRO	Directory Assistance	800/205-9933
Techline BBS	770/395-7707	TDD	770/698-7663
Enhancement Request	800 5 MY IDEA		

Quick Reference Guide

Function	WordPerfect	Word Pro Keystroke or Menu Selection	Icon
Bold	F6	CTRL + B, click B button on Status Bar or choose Text - Attributes - Bold	
Cancel	F1	ESC	
Center	SHIFT + F6	F7, Alignment Cycle Key or choose Text - Alignment - Center	
Columns/Table	ALT + F7	Parallel Columns: Create - Parallel Columns Table: Create - Table	
Exit	F7	File - Exit	
Flush Right	ALT + F6	Text - Alignment - Right	
Font	CTRL + F8	Font button on Status Bar or Text Properties InfoBox	
Footnote	CTRL + F7	Create - Footnote/Endnote	
Format	SHIFT + F8	Printer functions: File - Print Page format: Page Properties InfoBox	
Graphics	ALT + F9	File - Import Picture	
Help	F3	F1 or choose Help - Ask the Expert	
List	F5	CTRL + O or File - Open	
Merge/Sort	CTRL + F9	Text - Merge	
Move	CTRL + F4	Select text, Cut and Paste or drag and drop	
Print	SHIFT + F7	File - Print	
Replace	ALT + F2	Edit - Find & Replace or CTRL + F	
Retrieve	SHIFT + F10	CTRL + O or File - Open	
Reveal Codes	ALT + F3	Click right mouse button for the Lotus InfoBox	
Save	F10	CTRL + S or File - Save	
Setup	SHIFT + F1	File - User Setup	
Shell	CTRL + F1	ALT + TAB	
Spell	CTRL + F2	Edit - Check Spelling or CTRL + F2	
Style	ALT + F8	ALT + Enter or Text - Text Properties	
Thesaurus	ALT + F1	Edit / Check Thesaurus	
Underline	F8	CTRL + U or Text - Attributes - Underline or click U button on Status Bar	