

# USER'S GUIDE

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*Ami Pro* Release 3

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# Introducing Ami Pro

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## Introducing Ami Pro features

Welcome to Ami Pro™, a powerful, yet flexible word processor. You can use Ami Pro to produce a variety of documents.

Ami Pro provides the following features:

<i>Chapter</i>	<i>Feature</i>	<i>Highlights</i>
6	Bullets	Insert a bullet anywhere in text or specify a bullet as part of a paragraph style
18	Charting	Column, bar, pie, area, and symbol charts, user-selected colors and axis values, 3D capability
27	DDE and OLE	Integrate data across Windows™ applications
24	Document Compare	Compare two versions of a document, display differences with user-selected attributes and colors
23	Document Information	Information about a document, including page count, word count, size, number of revisions, and user-definable fields, options for locking a document
5	Drag & Drop	Copy and move main document text or text in tables by dragging the text to the desired location
17	Drawing	Create your own pictures or choose from among 100 provided clip art files, rotate, fill with patterns and colors
5	Editing	Copy and move text by dragging it or using cut, copy, and paste, find & replace text or paragraph styles, Go To, insert fields, mark text, bookmarks
13, 28	Envelopes	Print or merge an address on standard or custom size envelopes
30	Equations Editor	Create scientific and mathematical equations using mathematical and Greek characters

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<i>Chapter</i>	<i>Feature</i>	<i>Highlights</i>
6, 7	Fast Format	Extract text or paragraph style formatting information and quickly apply it to selected text in a document
29	File Management	Copy, move, rename, delete, or change the attributes of files, view document descriptions and information
4	File Quick Open	Open up to five recent files from the File menu
25	Footnotes	User-defined numbering and formatting, endnotes
15	Frames	Text and picture frames, automatic shadows, rounded corners, user-controlled size and position, flow frame with text, flow text inside frame or around frame
12	Grammar Check	Check for and correct errors in grammar, style, and mechanics
15	Graphic File Import	Insert pictures into a document using 12 types of graphic files
1	Help	One-line Help, context sensitive Help, point and shoot Help, general and macro online Help
31	Macros	Assignable to icons, documents, and paragraph styles, record and playback, quick record and quick playback, and auto-run capabilities
27	Mail	Built-in access to cc:Mail™ or Lotus Notes®, notification of mail
26	Master Document	Generate table of contents and index, print with consecutive page numbering across files
28	Merge	Incorporate data into form letters, envelopes, and labels
10	Multiple Document Interface	Open up to nine documents simultaneously, tile, cascade, or minimize open windows
24	Notes	Color-coded, author-initialed, time/date stamped, printable, resizable, and scrollable notes designed for a multi-user environment
7, 11, 14, 20	Numbering	Create lists, use legal numbering, number lines, paragraphs, and pages

<i>Chapter</i>	<i>Feature</i>	<i>Highlights</i>
11	Outlining	Create, organize, or rearrange a document, display specific levels of a document, outline numbering
8	Page Layout	Margins, tabs, columns, page size and orientation, lines, headers and footers, page and column breaks, inserted page layouts
7	Paragraph Styles	Font, attributes, tabs, indention, alignment, spacing, breaks, bullets, numbers, lines, hyphenation
4, 23	Password Protect/Lock Files	Protect files from unauthorized changes
15, 17, 19	Pictures	Integration into text and tables, editable pictures, scaling, rotating
32	Power Fields	Create cross-references, sequential numbering, other user-defined fields
13	Print	All, range of pages, odd/even pages, reverse order, collate, crop marks, preprinted form, bin support, with notes, without pictures, with document description options
24	Revision Marking	Mark documents as revised, display revisions with user-selected attributes, colors, and marks in the left margin
2	SmartIcons™	Use existing SmartIcons as shortcuts for Ami Pro functions, commands, and macros, position icons anywhere on screen, customize sets of icons, create your own icons
21	Sort	Arrange text or data numerically or alphabetically, in descending or ascending order or by fields
12	Spell Check	Check for and correct misspelled words, repeated words, words with numbers, and words with initial caps, user dictionary
1	Status Bar	Use buttons to select a paragraph style, typeface, point size, typing mode, or set of SmartIcons, display another page, screen or the Go To dialog box, display the current path, date and time, or line, column and page position



<i>Chapter</i>	<i>Feature</i>	<i>Highlights</i>
4, 9, <i>Style Sheet Guide</i>	Style Sheets	Choose from among more than 50 professionally designed templates, define, create, modify, and save paragraph styles, page layouts, and style sheets
25	Table of Contents, Index	Generate table of contents based on user-selected styles or text, generate index based on user-defined index entries
16	Tables	Create and size tables in main document text or frames, include pictures, tabs, footnotes, page breaks, formulas
22	Text File Import and Export	Convert, combine, and save documents using more than 25 text formats
6	Text Attributes	Font, alignment, indention, spacing, normal, bold, italic, underline, word underline, upper case, lower case, initial caps, small caps, superscript, subscript, double underline, strikethrough, overstrike character, protected text
25	Thesaurus	View definitions, variations, and synonyms for 40,000 root words, replace text in document with an alternative word
3	User Setup	File save, notes, macros, speed, path, and load options
10	View Modes	Draft, Layout, and Outline modes
10	Views	Standard, custom, enlarged, full page, and facing pages, clean screen options, user-defined view preferences

---

## **Introducing the Ami Pro documentation**

Ami Pro comes with the following printed documentation:

### **User's Guide**

Provides information about and procedural steps for all Ami Pro functions. Includes a summary of the Ami Pro menus, draw files, and ANSI and ASCII character sets.

### **Style Sheet Guide**

Introduces style sheets, and provides samples of the Ami Pro style sheets and the paragraph styles they contain.

### **Quick Reference Card**

Provides a list of SmartIcons, a summary of all status bar, mouse, and keyboard shortcuts, and basic instructions for using frames.

Ami Pro also provides the following online information:

### **Online Tutorial**

An overview of Ami Pro features. Use the tutorial to become familiar with the Ami Pro window, SmartIcons, paragraph styles, page layout, frames, pictures, and editing techniques.

### **Online Help**

Procedural steps for all Ami Pro functions, explanations of all Help messages, a summary of all new features in the software, and documentation for the Ami Pro macro language.

---

## **Using the Ami Pro printed documentation**

There are several ways to obtain information about a function, menu command, or dialog box option in the *User's Guide*.

### **Table of Contents**

This section contains the chapter titles in alphabetical order and includes all major headings and sub-headings within the chapter. Use this to find the page numbers on which a topic is discussed.

### **Index**

This section contains key technical terms and commonly used phrases in alphabetical order. Use this section to find the page numbers on which a topic is discussed.

### **Visual Index**

This section contains pictorial representations of some of the most popular and powerful features available in Ami Pro. Use the visual index on the bottom of the index pages to learn the names of Ami Pro functions that can make preparing documents easier and faster.

### **Help**

A visual cue found throughout each chapter that indicates where you can obtain information. Use the cross-references to find related information in online Help, in another section within the same chapter, in another chapter in the *User's Guide*, in another piece of documentation, or in another manual.

### **Procedural Steps**

This section contains numbered items that provide instructions. Most procedural steps begin with directions to choose a menu and then a menu command, denoted as menu/menu command.

## Examples

Sections found in many chapters that provide illustrations of how a function might be used. The sample applications assume the user already has some familiarity with the function.

---

### Understanding Ami Pro terminology

The *User's Guide* uses some terms that have special meaning in the context of Ami Pro. If you understand these terms, you can more easily understand the concepts and procedures contained in the *User's Guide* and the online Help.

<i>Term</i>	<i>Meaning</i>
Choose	Picks an item that begins an action (includes any menu, menu command, or command button in dialog box)
Deselect	Unmarks an item (option button, check box, text, frame, object, or cell in a table)
Dimmed	Grayed out, not available under a menu or in a dialog box
Insertion point	Flashing vertical bar that indicates where text is inserted if you type, or where a frame is inserted if you use certain functions without first creating the frame
Select	Marks an item by highlighting or marking it (includes option button, check box, list box in dialog box, text, frame, object, or cell in table)
Specify	Indicates typing or pasting text or a number in a text box or selecting from a range of values in a list box
Text box	Edit box in a dialog box into which you can type or paste text or a number

---

### Understanding conventions

The *Ami Pro User's Guide* uses consistent text formats and visual cues so that you can easily find the information you need.

<i>Text Format Convention</i>	<i>Indicates</i>
<b>Bold</b>	New terms that are defined in the paragraph

*Ami Pro uses the left mouse button unless otherwise noted.*

---

<i>Text Format Convention</i>	<i>Indicates</i>
<i>Italic</i>	Sidenote text and names of other pieces of documentation or manuals
<b>LARGE CAPITALS</b>	Directory names and file names
<b>SMALL CAPITALS</b>	Keyboard keys (for example, <b>ENTER</b> , <b>CTRL</b> , or <b>F6</b> )
Initial Capitals	Menu commands, window names, dialog box names, options in dialog box
<b>KEY 1+KEY 2</b>	Hold <b>KEY 1</b> while you press <b>KEY 2</b>
<b>KEY 1+Mouse Action</b>	Hold <b>KEY 1</b> while you click or drag the mouse

---

*Ami Pro does not require a mouse, although using one is recommended.*



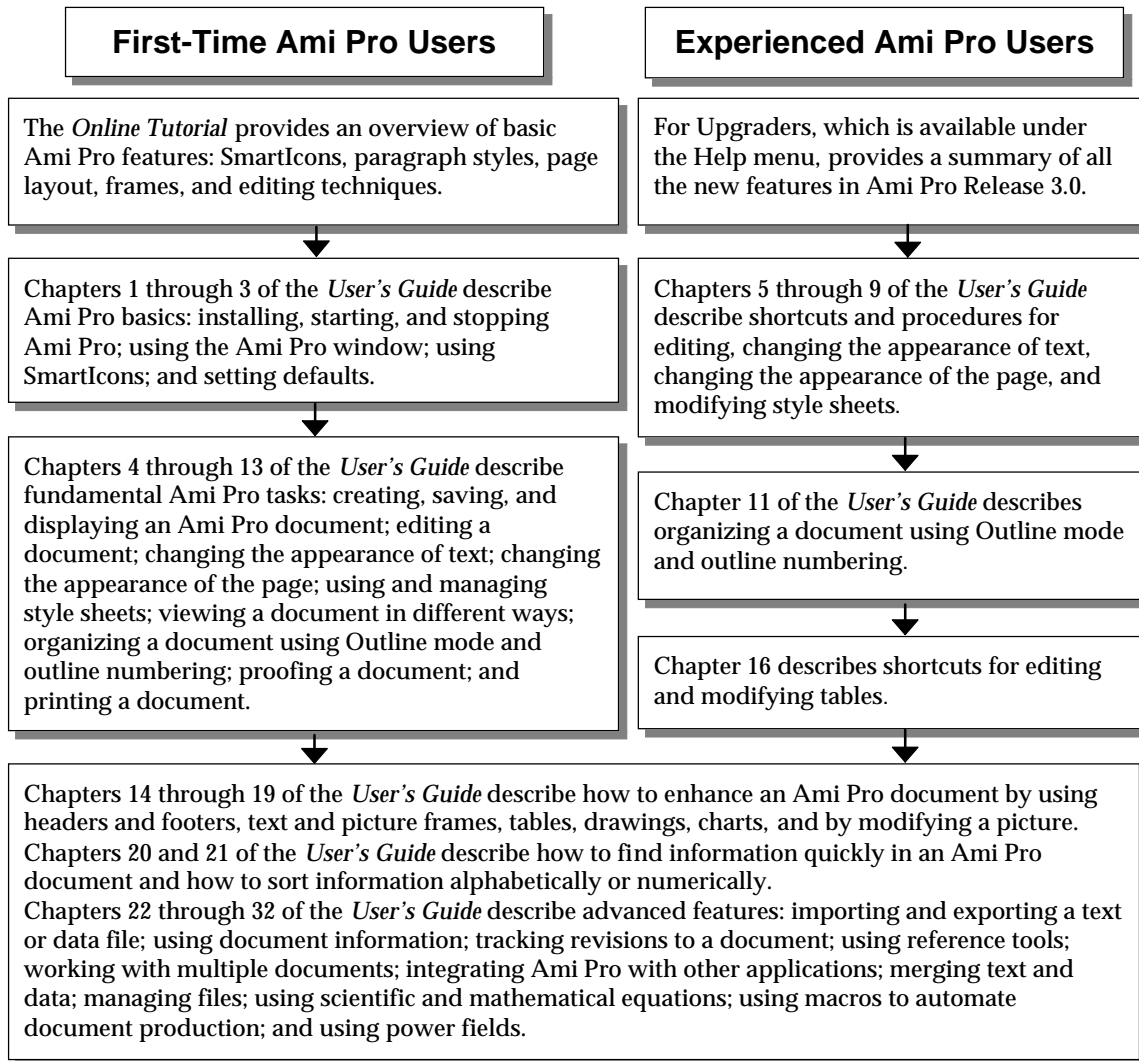
---

<i>Visual Cue Convention</i>	<i>Indicates</i>
<b>Caution</b>	Possible negative consequences of performing an action, including loss of data
? <b>Help</b>	Cross-reference to related information in online Help, in another section within the same chapter, in another chapter in the <i>User's Guide</i> , in another piece of documentation, or in another manual
<b>Keyboard</b>	Keyboard shortcut for performing an action
<b>Mouse</b>	Mouse shortcut for performing an action
<b>Note</b>	Additional information about how Ami Pro operates, or an important consideration or instruction
<b>Shortcut</b>	Keyboard, mouse, or SmartIcons shortcut for performing an action
<i>Sidenote</i>	Helpful information not directly related to a procedural step that appears in the left margin instead of the main document text
SmartIcons	Pictures of SmartIcons that appear next to equivalent menu/menu commands, functions, or shortcuts discussed in the main document text
<b>Tip</b>	A hint or information about using a related Ami Pro function

---

## Learning about Ami Pro for Windows

The chart below suggests ways you can learn about Ami Pro.



In Ami Pro, you can press **F1 (HELP)** to display information related to what you are doing, or choose Help/Contents to display a list of Help topics.

---

# 1

## Getting Started

---

### Checking your package

Take time now to check the disks and documentation in your Ami Pro for Windows package.

**?Help** If your package is not complete, refer to “Missing or Defective Components” in the *Lotus® Customer Support Guide*.

If your Ami Pro package is a retail package, it should contain one set of 3.5" high-density disks. If your Ami Pro package is a Node Edition, it does not contain any disks.

**?Help** If your computer requires 720K 3.5" disks, Lotus will provide you with one set of low-density 3.5" disks at no charge. For information, refer to “Media Exchange” in the *Lotus Customer Support Guide*.

Your Ami Pro package should contain this documentation:

- *User's Guide*
- *Style Sheet Guide*
- *Quick Reference Card*
- *Adobe Type Manager® ATM Quick Installation*

Your Ami Pro package should also contain the following:

- Lotus Customer Support Guide
- Lotus Warranty Registration Card
- Adobe Registration Card
- Lotus and Adobe Software Agreements
- Macro Developer's Kit Card

---

## System requirements

This section describes the hardware, system software, memory, and disk space requirements for using Ami Pro on a stand-alone computer or on a network.

Ami Pro requires the following hardware:

- An 80386 or higher computer certified for use with Microsoft® Windows Version 3.x
- An EGA, VGA, super VGA, or Hercules® graphics card compatible with Microsoft Windows Version 3.x
- A Microsoft Windows-compatible mouse, recommended but not required
- One 1.2MB 5.25" disk drive or one 1.44MB 3.5" disk drive

You must have Microsoft Windows Version 3.x or higher and DOS Version 3.1 or higher installed on your computer to use Ami Pro.

Ami Pro requires a minimum of 2MB of RAM.

**Note** Ami Pro does not operate in Windows Real mode.

Ami Pro requires a minimum of 5MB of available hard disk space.

**Note** Depending upon the options you choose to install, you may need up to 15MB of available hard disk space. You will also need at least an additional 3MB for the temporary files Ami Pro creates.

---

## Installing Ami Pro

The Install program transfers the Ami Pro application files to your hard disk or to the network server. All stand-alone, network, and NewWave installation information is available online:

- You can access the information by choosing the Help command button or by pressing **F1** in the dialog boxes.
- You can print any Help topic by choosing File/Print Topic when the topic is displayed in the Help window.
- You can close the Help window and return to the dialog box by choosing File/Exit or pressing **ESC**.

*If you display the Installation Help Contents topic, you can view a list of all the Help topics. You can then choose the topics you want to display and print.*

---

## **To start the installation**

*For information about the types of installation, choose the Help command button in the Install Choices dialog box.*

You can read or print all the online information before you actually install Ami Pro. Start the installation, choose the Help command button the first time it appears, display and print the desired Help topics, and then exit the Help window. You can now proceed with the installation or exit the Install program by choosing the Exit Install command button.

The instructions assume that you are starting the Install program from drive A. If you start from another drive, substitute the letter of that drive. To install on a network, log in as the network supervisor before you begin.

1. Insert Install Disk 1 in drive A.
2. Start Windows and open the Program Manager.
3. Choose File/Run.
4. Type A:INSTALL and choose OK.
5. Specify the desired options in the dialog boxes:
  - Whether you want to install Ami Pro on a stand-alone computer or a network server
  - The type of installation you want to perform—Complete, Laptop, Custom, or Options
  - Whether you want to install Ami Pro for Windows or Ami Pro for NewWave
  - The drive and directory where you want to install Ami Pro

### **To install over a prior release**

If you have a prior release of Ami Pro on this computer, you should install over it. You do not need to delete any files before you start the installation, nor does the Install program delete any files. However, you must have read-write access to the AMIPRO directory and its subdirectories.

Once you install Ami Pro Release 3.x, you will no longer be able to run the previous release.

In the Install Choices dialog box, choose either Complete Ami Pro Install or Custom Ami Pro Install. When prompted, specify the same drive and directory as the prior release.

**Note** If you choose Custom, you can select the features that should be installed and control the amount of disk space Ami Pro requires.



### **To specify directories for style sheets, documents, and macros**

If you have a prior release of Ami Pro on this computer, the Install program prompts you to specify where you want to install style sheets, documents, and macros.

The Ami Pro Release 3.x style sheets begin with an \_ (underscore). If you created style sheets with similar file names, you should specify another directory for the Release 3.x style sheets. Otherwise, you can install into the existing directory.

The Install program installs README30.SAM and GOODIES.SAM into the DOCS directory. If you created documents with similar names, you should specify another directory for the Release 3.x documents. Otherwise, you can install into the existing directory.

The macros provided with Ami Pro Release 3.x have changed substantially. You should specify another directory for the Release 3.x macros only if you modified any macros provided with Ami Pro and saved the changes to the original files.

### **To install on a network**

Complete information about installing Ami Pro on a network is available in both the READNET.TXT file located on Install Disk 1 and the Installation Helps.

Log in as the network supervisor, choose Install Ami Pro as server, and specify the network drive and directory where you want to install Ami Pro. You must also specify a NODE directory so that the Install program can install node-related files on the server. In addition, you should specify the number of Ami Pro licenses.

When the network server installation is complete, you should use the NODE.EXE file (located in the NODE directory you specified during the installation) to automate the process of setting up user nodes. Simply run the NODE.EXE program from each workstation.

---

## **Starting Ami Pro**

The way to start Ami Pro depends upon whether Windows is already running. You can start Ami Pro from within Windows, or you can start Windows and Ami Pro simultaneously from a DOS prompt.

---

## To start Ami Pro from within Windows



1. Open the Program Manager window.
2. If necessary, open the group window that contains the Ami Pro icon.
3. Double-click the Ami Pro icon.

**Keyboard** Press ↑, ↓, →, or ← to select the icon and press ENTER.

### To start Ami Pro and open a document

Open the File Manager window, open the directory window that contains the desired document, and double-click the name of the document you want to display.

---

## To start Ami Pro if Windows is not running

1. Display a DOS prompt for the drive that contains Windows.  
For example, C:\
2. Type WIN AMIPRO and press ENTER.

**Note** If you did not include the drive and directory that contains the Ami Pro application files in the DOS path statement, you must specify the complete path to the Ami Pro directory.

For example, type WIN C:\APPS\AMIPRO

### To start Ami Pro and open a document

Type the command to start Windows and Ami Pro, a space, and the name of the document you want to display.

For example, type WIN AMIPRO FILENAME.SAM

### To start Ami Pro and print a document

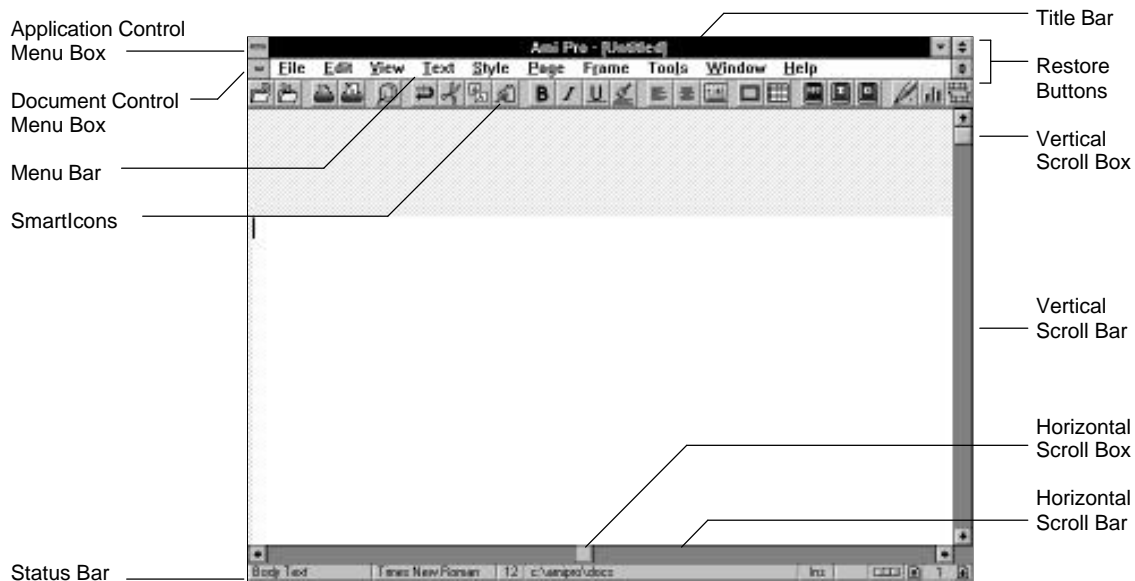
Type the command to start Windows and Ami Pro, a space, /P, a space, and the name of the document you want to print.

For example, type WIN AMIPRO /P FILENAME.SAM

---

## Becoming familiar with the Ami Pro window

Take a moment to review the Ami Pro window. Become familiar with the parts of the Ami Pro window so you can work quickly and efficiently.



**?Help** You can specify which parts of the Ami Pro window you want to display, or you can hide all of the parts of the Ami Pro window. For information, refer to “Displaying the parts of the Ami Pro window” in Chapter 10.

### Control Menu Boxes

Display a menu with commands that allow you to restore, move, size, minimize, maximize, close the application or document window. The application control menu box also allows you to switch between windows or open the control panel window.

### Menu Bar

Lists the main menus in Ami Pro.

### SmartIcons

Displays a set of icons (small symbols) that represents shortcuts for Ami Pro functions, commands, and macros.

*You must have a mouse to use SmartIcons.*

**Mouse** If you position the mouse pointer on an icon and click the mouse button, Ami Pro performs the function, command, or macro the icon represents. If you position the mouse pointer on an icon and hold the right mouse button, Ami Pro displays the command description for the icon in the title bar.

**?Help** For information, refer to “To use SmartIcons” in Chapter 2.

**Status Bar**

Displays buttons that provide shortcuts for Ami Pro functions and commands as well as information about the current document or the function being performed.

**?Help** For information, refer to “Using the status bar” in this chapter.

**Title Bar**

Displays the name of the application and the name of the current document, or a one-line Help message when you choose a menu or menu command.

**Restore Buttons**

Restore the Ami Pro application or document window to the size and position it occupied before you maximized or minimized it.

**Maximize Buttons**

Enlarge the Ami Pro application or document window to fill the entire screen.

**Minimize Buttons**

Reduce the Ami Pro application or document window to an icon at the bottom of the screen.

**Scroll Bars (Horizontal and Vertical)**

Control the portion of the document that displays on the screen.

**Scroll Boxes (Horizontal and Vertical)**

Indicate where the screen display is located compared to the full width of the document, and where the insertion point is located in the document compared to the entire document.

---

**Understanding  
Ami Pro basics**

*Ami Pro does not require a mouse, although using one is recommended.*

Ami Pro is a WYSIWYG (What You See Is What You Get) word processor. You use the same functions available in other powerful word processing applications such as enhancing text, editing text, and checking spelling. However, Ami Pro also shows you onscreen exactly how a document will appear when it prints.

Ami Pro adheres to Microsoft Windows conventions for using menus, menu commands, dialog boxes, command buttons, option buttons, list boxes, check boxes, text boxes, icons, and a mouse. You can press ESC to cancel any menu or dialog box without worrying about changes to your document.

**?Help** For information about Windows conventions, refer to the *Microsoft Windows User's Guide*.

---

## Understanding Ami Pro pointer shapes



The mouse pointer can assume the following shapes:

### Arrow

The shape the mouse pointer assumes over menus, scroll bars, the status bar, the Styles Box, frames, and SmartIcons.



### Copy and move arrows

The shape the mouse pointer assumes when you copy or move text by dragging it.



### Double arrow

The shape the mouse pointer assumes over the border of a window or the side of a frame when you size the window or frame.



### Fast format arrow

The shape the mouse pointer assumes when you extract and apply text or paragraph style formatting.



### Frame arrow

The shape the mouse pointer assumes when you create a frame manually.



### Frame hand

The shape the mouse pointer assumes inside a picture frame when you move the picture within the frame.



### Help hand

The shape the mouse pointer assumes in the Help window when you access a cross-reference.



### Hourglass

The shape the mouse pointer assumes when you must wait for Ami Pro to perform a function.



### I-beam

The shape the mouse pointer assumes when it is in a text area.



### Question mark

The shape the mouse pointer assumes when you press **SHIFT+F1** to use point and shoot Help.



### Small four-headed arrow

The shape the mouse pointer assumes over a table gridline when you size table cells.

---

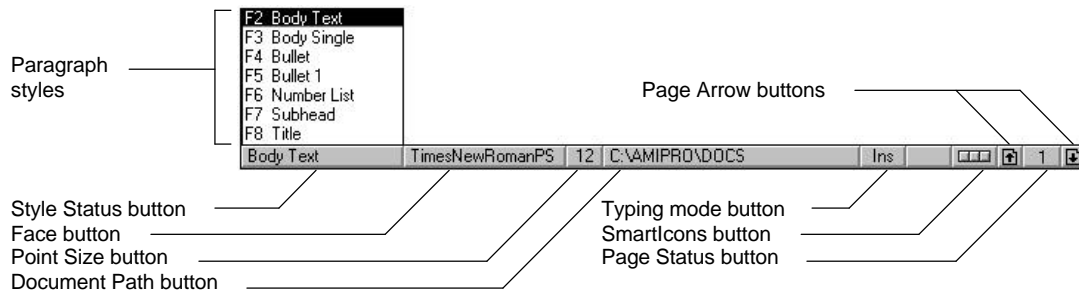
## Using the status bar

The status bar consists of buttons that provide shortcuts for Ami Pro functions and commands as well as information about the current document or the function being performed.

---

## To use the status bar

Position the mouse pointer on the desired button and click the mouse button.



### Style Status button

Click the Style Status button to display a list of available paragraph styles. Choose a paragraph style to assign that style to paragraphs you selected.

Ami Pro displays the name of the paragraph style for the current paragraph—the paragraph in which the insertion point is located.

### Face button

Click the Face button to display a list of available typefaces. Choose a typeface to apply that face to text you selected.

Ami Pro displays the typeface for the text in which the insertion point is located. The face can be the face specified in the paragraph style or a face you applied using SmartIcons, the status bar, or the Text menu.

### Point Size button

Click the Point Size button to display a list of available point sizes. Choose a point size to apply that size to the text you selected.

Ami Pro displays the point size for the text in which the insertion point is located. The point size can be the size specified in the paragraph style or a size you applied using SmartIcons, the status bar, or the Text menu.

*The Face and Point Size buttons are shortcuts for choosing Text/Font and specifying the desired font options.*

*The position of the insertion point reflects the unit of measurement specified in the current ruler.*

**Document Path button**

Click the Document Path button to switch between displaying the path, the current date and time, and the position of the insertion point.

Ami Pro indicates the line, column, and page position of the insertion point using the unit of measurement specified in the current ruler. Ami Pro does not display the line and page position if you are in Draft mode.

**Mail Notification button**

Click the Mail Notification button to display either the cc:Mail or Notes receive mail screen.

Ami Pro receives mail from either cc:Mail for Windows or Lotus Notes if the application is loaded.

**?Help** For information, refer to “Using Mail” in Chapter 27.

**Typing mode button**

Click the Typing mode button to switch between Insert (Ins), Typeover (Type), and Revision Marking (Rev) modes.

**Caps Lock**

Displays Caps if you are in Caps Lock mode. If you are not in Caps Lock mode, this button is blank.

**SmartIcons button**

Click the SmartIcons button to display a list of SmartIcons sets. Choose the set you want to display or choose Show or Hide SmartIcons.

**Page Arrow buttons**

Click a Page Arrow button in Layout mode to move the insertion point to the next or previous page.

Click a Page Arrow button in Draft mode to move the insertion point to the next or previous screen.

**Page Status button**

Click the Page Status button to display the Go To dialog box.

Ami Pro displays the current page number only if you are in Layout mode.

---

## Using Help

Ami Pro provides online Help for every function and message. There are several ways to obtain online Help:

- One-line Help

**Note** Ami Pro displays a command description in the title bar when you choose a menu or command.



- Context sensitive Help
- Point and shoot Help
- Help menu

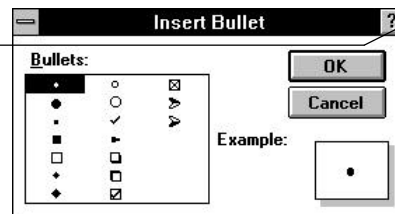
---

## To use context sensitive Help

Ami Pro provides Help based upon the function you are using. Ami Pro also provides context sensitive Help for its messages. Simply press F1 while the message is displayed on the screen to obtain information about what is causing the message and how to eliminate the error.

1. Choose a menu.
2. Choose a command.

Click the icon in the title bar of the dialog box



**Keyboard** Press F1.

Ami Pro displays the appropriate Help topic.

---

## To use point and shoot Help

*Point and shoot Help is available only if you are using a mouse. It is not available once a dialog box displays.*

Point and shoot Help allows you to get information by pointing to a menu or command.

1. Press SHIFT+F1.



Ami Pro changes the mouse pointer to a question mark.



2. Choose a menu by positioning the tip of the arrow on the desired menu.
3. Choose a command.  
Ami Pro displays the appropriate Help topic.

---

## To use the Help menu

1. Choose Help.

**Shortcut** Press F1 to display Ami Pro Contents and go to step 3.

<b>H</b> elp
<b>C</b> ontents
<u>U</u> sing Help
<b>K</b> eyboard
<u>H</u> ow Do I?
<b>F</b> or Upgraders
QuickStart <u>T</u> utorial...
<b>M</b> acro Doc
<u>E</u> nhancement Products
<b>A</b> bout Ami Pro...

### Contents

Displays a list of nine general Help topics, from which you can gain access to other parts of the Ami Pro Help system.

**Keyboard** Press HOME to display the Help Contents topic.

### Using Help

Provides information about how to use Ami Pro Help.

### Keyboard

Provides keyboard shortcuts for Ami Pro functions and commands.

### How Do I?

Displays a list of common Ami Pro functions, from which you can gain access to Help topics that explain those functions.

### For Upgraders

Provides information about the new and improved functions in Ami Pro and the major differences between this release and prior versions.

### Quick Start Tutorial

Provides an overview of basic Ami Pro features, including the Ami Pro window, SmartIcons, paragraph styles, page layout, frames, pictures, and editing techniques.

### Macro Doc

Provides complete information about the Ami Pro Macro Language, including functions, syntax, and examples.

### Enhancement Products

Provides information about other Windows applications you can use with Ami Pro.

### About Ami Pro

Displays information about Ami Pro: version, copyright, and amount of memory currently available to the application.

2. Choose Contents to display the Ami Pro Help Contents topic, or choose another Help menu item to display that Help topic.



3. If necessary, choose the desired Help topic.

**Keyboard** Press **TAB** to select the desired Help topic and press **ENTER**.

Ami Pro displays the Help topic you chose.

---

## To use the Help buttons

You can use the Help buttons to display or print Help topics.

Choose the desired Help button to use that button.

### Contents

Displays a list of main Help topics, from which you can gain access to other parts of the Ami Pro Help system.

**Keyboard** Press **HOME**.

### **Search**

Lists all the Help keywords for Ami Pro. Type a word or phrase in the text box, or select a word or phrase in the list box.

### **Back**

Displays the last Help topic you viewed. You can move back through each topic, one at a time. When you are at the first topic you viewed, the button is dimmed.

**Keyboard** Press BACKSPACE.

### **History**

Displays a list of the previous Help topics you viewed. You can choose any topic in the list to display that topic.

### **Browse**

Displays the previous or next Help topic in a series of related topics. When you are at the first or last topic in a series, the button is dimmed. If the topic is not a part of a series, the buttons do not display.

**Keyboard** Press ← to display the previous Help topic. Press → to display the next Help topic.

---

### **To use the menus in the Help window**

When the Help window is active, the Help menu bar displays the available Help menus. You can obtain information about any menu item by selecting the item and pressing F1.

---

### **To use a cross-reference**

Many Help topics contain cross-references to other related Help topics. The cross-references display with a solid underline.

Choose the desired cross-reference to display another Help topic.

**Mouse** Position the mouse pointer on a cross-reference and click the mouse button.

**Keyboard** Press TAB to select the desired cross-reference and press ENTER.

---

### **Stopping Ami Pro**



To exit Ami Pro, you can do one of the following:

- Choose File/Exit.

**Mouse** Double-click the application Control Menu box.

- Press ALT+F4.

---

# 2

## Using SmartIcons

---

### Understanding SmartIcons

SmartIcons are icons that represent shortcuts for Ami Pro functions, commands, and macros. When you first load Ami Pro, they display in a set across the top of the window.



*You must have a mouse to use SmartIcons.*

SmartIcons are customizable. You can modify either the set or individual icons in the set by:

- Specifying the position and size for the SmartIcons
- Specifying whether or not a set of SmartIcons should display on the screen
- Selecting the set of SmartIcons you want to display
- Specifying the order of the SmartIcons in the displayed set
- Adding, moving, removing, and grouping icons, and then saving the changes to either the selected set or a new set
- Deleting a set of SmartIcons
- Creating and modifying custom SmartIcons, including assigning macros

---

### To use SmartIcons

1. Position the mouse pointer on the desired icon and click the mouse button to implement the command.  
**Note** If the icon represents a command that requires data to be selected, select the desired text, frame, or table cells first.  
Ami Pro performs the function, command, or macro the icon represents.
2. If you want to know what an icon does, position the mouse pointer on the desired icon and hold the right mouse button.  
Ami Pro displays the command description for the icon in the title bar.

## Positioning and sizing SmartIcons

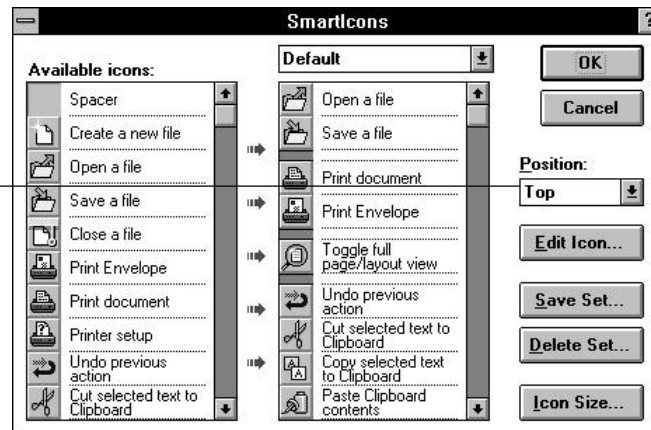
You can display SmartIcons in either a fixed location at the left, right, top, or bottom of the window, or in a floating position inside or outside the Ami Pro application window. You can also select the default size for the SmartIcons.

**Note** Ami Pro automatically chooses a display size for SmartIcons based on the type of monitor you are using.

### To position and size SmartIcons

1. Choose Tools/SmartIcons.

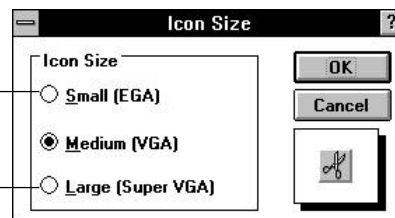
Select left, right, top, bottom, or floating as the desired onscreen position for SmartIcons



**?Help** Floating allows you to position the set of SmartIcons anywhere on the screen and adjust the size of the set. For information, refer to “To position and size floating SmartIcons” in this chapter.

2. If you want to change the display size of SmartIcons, choose Icon Size.

Select Small, Medium, or Large as the desired size



Ami Pro displays a sample icon in the size you selected.

3. Choose OK to return to the SmartIcons dialog box.
4. Choose OK to return to the document.

Ami Pro displays the SmartIcons in the selected position and size.

---

## To position and size floating SmartIcons

Title bar

You can easily move and size a set of floating SmartIcons.



1. If you want to move a floating set of SmartIcons, position the mouse pointer in the title bar for the set and drag the set to the desired position.
2. If you want to size a floating set of SmartIcons, position the mouse pointer on a border of the set and drag the border.

---

## Displaying SmartIcons

You can display or hide SmartIcons. Ami Pro displays the set in the last position you specified, or at the top of the window if you did not select another position.

---

## To display or hide SmartIcons

1. Choose View/Show SmartIcons to display the current icon set.  
**Mouse** Click the SmartIcons button in the status bar and then click the set you want to display.  
**Keyboard** Press CTRL+Q.
2. Choose View/Hide SmartIcons to hide the current icon set.  
**Mouse** Click the SmartIcons button in the status bar and then click Hide SmartIcons.  
**Keyboard** Press CTRL+Q.  
**Shortcut** If you want to hide a floating set of SmartIcons, click the close box in the title bar for the set.

---

## Selecting a set of SmartIcons

When you first load Ami Pro, the **default set** of SmartIcons displays across the top of the window. This set represents the most frequently used functions and commands. However, Ami Pro provides several different sets of SmartIcons for special kinds of formatting and editing tasks. You can quickly change to the set that best meets your needs.

**Note** You can use only one set of SmartIcons at a time.

**?Help** You can create your own sets of icons. For information, refer to “To create an icon set” in this chapter.

---

## To select an icon set

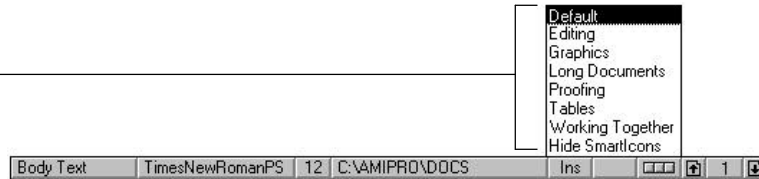
You can use the status bar or the SmartIcons dialog box to select an icon set.

**Note** The next time you load Ami Pro the icon set selected when you last exited the application is the one displayed.

### To use the status bar

1. Click the SmartIcons button in the status bar.

Select the desired set of SmartIcons



Ami Pro displays the selected icon set.

### To use the SmartIcons dialog box

1. Choose Tools/SmartIcons.
2. Select the desired set of SmartIcons.
3. Choose OK to return to the document.

Ami Pro displays the selected icon set.

---

## Specifying the order of SmartIcons

You can change the order of the SmartIcons in a set. Ami Pro uses the new arrangement each time you display that set.

You can specify the order of icons in either the displayed icon set or the SmartIcons dialog box.

**?Help** For information about using the SmartIcons dialog box, refer to “To add, move, or remove an icon” in this chapter.

---

## To specify the order of icons in the displayed icon set

1. Position the mouse pointer on the icon you want to move to another position in the set.
2. Press CTRL and drag the icon to the desired position in the set.
3. Release the mouse button.

Ami Pro displays the icons in the new order.

**Shortcut** You can move an icon to the end of the set by pressing **CTRL** and dragging the icon outside the set. Ami Pro moves any icons following that icon forward one position.

---

## Modifying a set of SmartIcons

Ami Pro provides a default set of SmartIcons as well as several different sets of icons for special kinds of formatting and editing tasks. The default set of SmartIcons is stored in the AMIPRO directory. The other sets are stored in the AMIPRO\ICONS directory. Each set of SmartIcons is stored in a separate file with an .SMI extension.

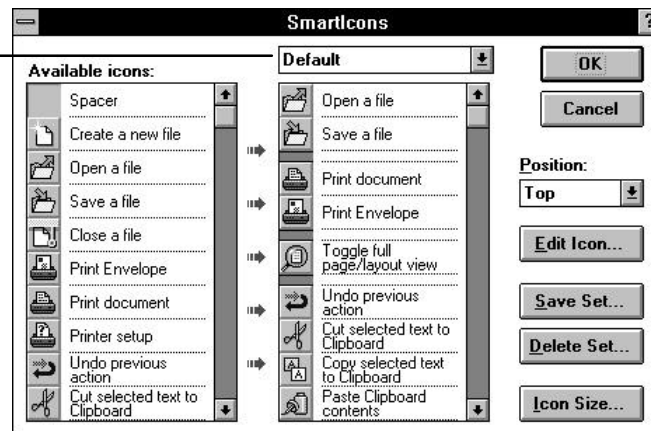
You can modify either a set of SmartIcons provided with Ami Pro or a set you create by adding, moving, removing, or grouping the icons. You can then save the changes to either the current icon set or a new set.

---

### To add, move, or remove an icon

Select the set of SmartIcons you want to modify

1. Choose Tools/SmartIcons.



The **Available icons** include all the icons provided with Ami Pro, any custom icons you created, and any .BMP files stored in the AMIPRO\ICONS directory or the directory you specified as the default SmartIcons directory.

- ?Help** For information about the default SmartIcons directory, refer to “Setting Default Paths” in Chapter 3.
2. If you want to add an icon to the selected set, drag an Available icon to the desired position in the selected set and release the mouse button.



- If you want to move an icon in the selected set to another position in that set, drag the icon to the desired position and release the mouse button.
- If you want to remove an icon from the selected set, drag the icon out of the set and release the mouse button.
- Choose OK or Save Set to save the changes.

#### OK

Saves the changes to the current icon set and closes the SmartIcons dialog box.

#### Save Set

Saves the changes to a new icon set with the name you specify.

**?Help** For information, refer to “To create an icon set” in this chapter.

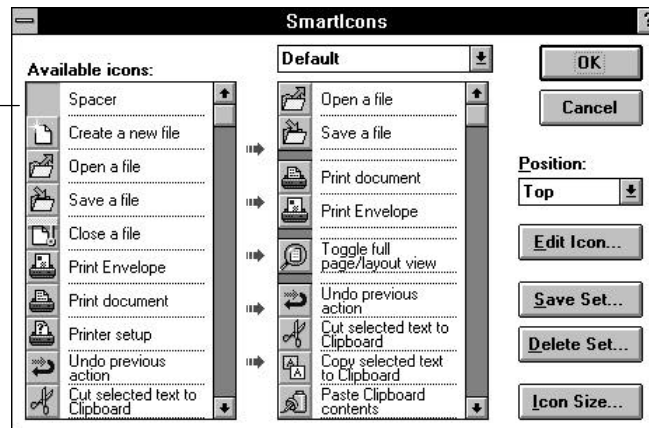
## To group icons within a set

You can group SmartIcons within a set by using **spacer icons**. By placing related icons adjacent to one another, and then placing a spacer icon at either end of the related icons, you can visually separate these icons from other SmartIcons in the set.

**Note** Ami Pro does not display spacers in a set of floating SmartIcons.

- Choose Tools/SmartIcons.

Select the Spacer icon in the Available icons list box, drag it to the desired position in the selected set, and then release the mouse button



- If necessary, move the icons so that related icons are adjacent to one another.

**?Help** For information, refer to “To add, move, or remove an icon” in this chapter.

3. Choose OK or Save Set to save the changes.

#### **OK**

Saves the changes to the current icon set and closes the SmartIcons dialog box.

#### **Save Set**

Saves the changes to a new icon set with the name you specify.

- ?Help** For information, refer to “To create an icon set” in this chapter.

---

## To create an icon set

You can create a new icon set by saving the selected icon set to another name. If you do not modify the selected set before you save it, the new set is an exact copy of the original. If you modify the selected set, only the new set contains the changes.

1. Choose Tools/SmartIcons.
2. Select the icon set on which you want to base the new set.
3. Add, move, or remove icons in the selected set until it contains the desired icons in the desired order.

- ?Help** For information, refer to “To add, move, or remove an icon” in this chapter.

4. Choose Save Set.

Specify a name for the new icon set

Specify a file name for the icon set

Save SmartIcon Set

Name of SmartIcon set: Graphics

File name: graphics.smi

Directory: c:\amipro\icons

Current sets:

- amidged.smi
- default.smi
- editing.smi
- graphics.smi
- long.smi

OK

Cancel

**Note** You can type up to 15 characters, including spaces and punctuation, for the name of the icon set. You can type up to 8 characters for the file name of the icon set, or use the suggested name. Ami Pro automatically adds an .SMI extension to the file name.

5. Choose OK to return to the SmartIcons dialog box.

- ?Help** Ami Pro places the .SMI file in the current SmartIcons default directory. For information, refer to “Setting Default Paths” in Chapter 3.

6. Choose OK to return to the document.

---

## Deleting a set of SmartIcons

You can delete any set of SmartIcons. You can use either Ami Pro or the Windows File Manager to delete one or more icon sets that you no longer need.

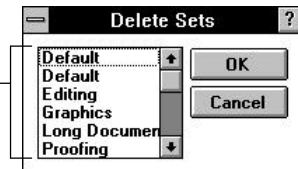
**Note** Each set of SmartIcons is stored in a separate file with an .SMI extension.

---

## To delete an icon set

1. Choose Tools/SmartIcons.
2. Choose Delete Set.

Select any sets of SmartIcons you want to delete



3. Choose OK to return to the SmartIcons dialog box.

Ami Pro deletes the selected icon sets.

4. Choose OK to return to the document.

**Note** If you delete the icon set that was displayed on the screen, Ami Pro uses the next set in the current SmartIcons default directory. If the current default directory does not contain any .SMI files, Ami Pro displays the default set. If Ami Pro can not find the default set, SmartIcons display as blank buttons. You can either specify another directory that contains .SMI files as the default SmartIcons directory, or copy .SMI files from another directory to the current default SmartIcons directory.

**?Help** For information about the default SmartIcons directory, refer to “Setting Default Paths” in Chapter 3.

---

## Modifying custom SmartIcons

Some of the SmartIcons provided with Ami Pro are **custom icons** because they represent shortcuts for macros rather than shortcuts for Ami Pro functions and commands.

Each custom icon is stored in a file with a .BMP extension in the AMIPRO\ICONS directory, unless you specify another default SmartIcons directory. These icons appear as Available icons in the SmartIcons dialog box.

**?Help** For information about the default SmartIcons directory, refer to “Setting Default Paths” in Chapter 3.

You can modify a custom icon by:

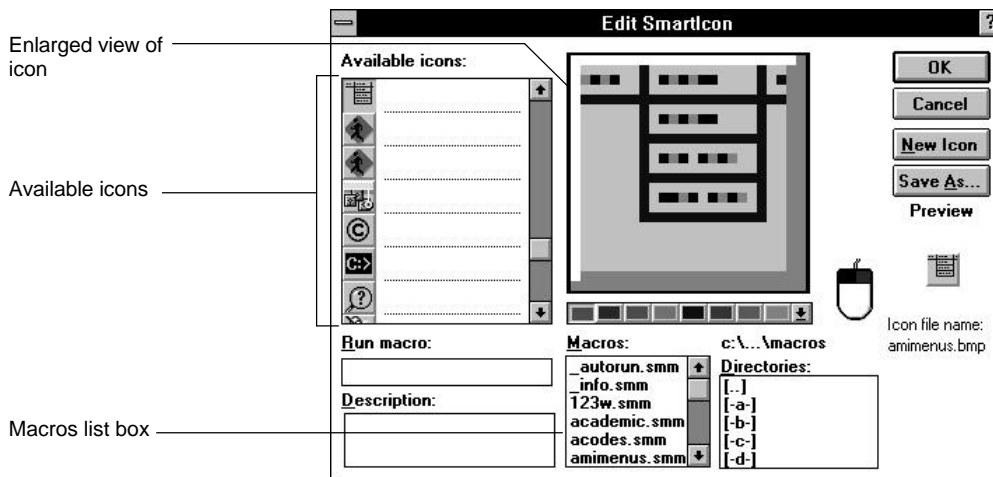
- Creating a new icon that is not based on any existing icon
- Editing an existing icon and saving it to another file name
- Editing the colors in the original icon
- Assigning a macro to a custom icon

**?Help** You can create a macro incorporating Ami Pro functions or commands, assign it to a custom icon, and then use the icon as a mouse shortcut to execute the macro. For information about creating a macro, refer to “Recording and playing a Macro” in Chapter 31.

*Choose the icon size you normally display in the Icon Size dialog box before modifying custom SmartIcons for best display*

## To modify custom SmartIcons

1. Choose Tools/SmartIcons.
2. Choose Edit Icon.



*Select New Icon if you want to create a new icon that is not based on any existing icon.*

3. If you want to create a new icon, choose New Icon.

Ami Pro prompts you for a file name for the new icon. Ami Pro displays an editable blank, beveled button.

**Tip** You can use an existing bitmap to create a new icon. Before you choose Tools/SmartIcons, copy the desired bitmap to the Clipboard. Choose Tools/SmartIcons, choose Edit Icon, and then press SHIFT+INS or CTRL+V to paste the bitmap into the blank button.

*Select Save As if you want to create a new icon that is based on the selected icon.*

4. If you want to edit an icon, select the desired icon and choose Save As.

Ami Pro prompts you for a file name for the new icon. The original selected icon is unchanged.

**Caution** You can also edit an original custom icon by selecting the icon and editing it. If you do so, Ami Pro saves the changes to that icon and it is no longer available in its original version.

5. In the color bar, click the color you want to use in the icon.

**?Help** For information about specifying colors, refer to “To set User Setup defaults” in Chapter 3.

6. In the enlarged view of the icon, click any bits you want to paint.

Ami Pro changes the bits to the selected color and updates the Preview icon.

7. If you want to assign a macro to the icon, select the desired macro file name in the Macros list box.

Ami Pro displays the macro description in the Description text box. You can use the existing text as the description for the icon or modify it. Ami Pro does not change the original macro description.

8. Choose OK to return to the SmartIcons dialog box.

If you edited an original custom icon, Ami Pro displays the modified icon in the same position in the list box. If you edited a copy of an icon or created a new icon, Ami Pro displays the icon as a new icon at the bottom of the Available icons list box.

9. If necessary, add the custom icon to an icon set.

**?Help** For information, refer to “To add, move, or remove an icon” in this chapter.

10. Choose OK to return to the document.

*You must assign a macro to a new custom icon in order to use the icon.*

# 3

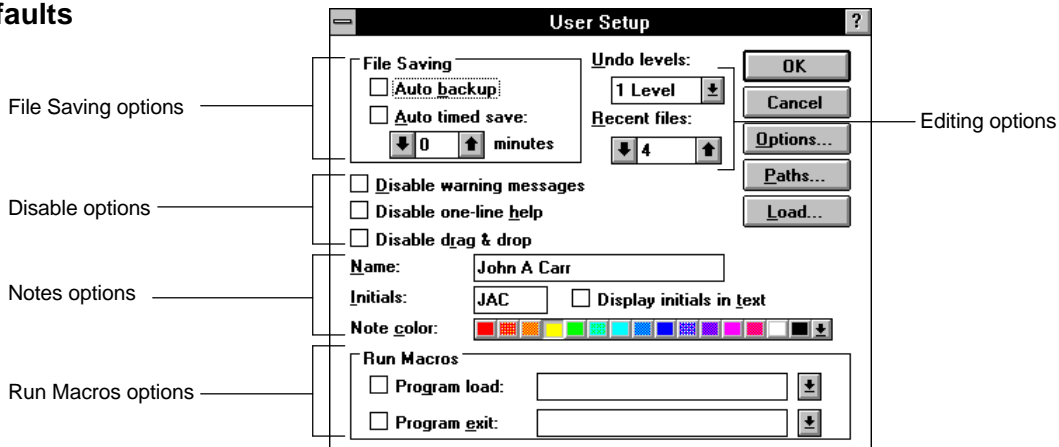
## Setting Ami Pro Defaults

### Setting User Setup defaults

You can specify file saving options, an undo level, the number of recent file names you want to display under the File menu, Help message options, notes options, and automatic implementation of macros in the User Setup. You can also specify whether you want to disable Drag & Drop. These options are automatically implemented every time you start Ami Pro.

### To set User Setup defaults

1. Choose Tools/User Setup.



2. Specify the desired File Saving options.

#### Auto backup

Ami Pro automatically creates and updates a copy of the current document when you save it. The copy is placed in the document directory specified in the User Setup Paths dialog box.

**Caution** If you select Auto backup, it is critical that you specify a backup directory that is different from the directory you work in. Ami Pro creates a backup file with the same name and extension as the original file. If you do not specify a

different backup directory, Ami Pro overwrites your original files.

The backup of any file is a copy of the file as it was prior to the last time you saved. As a result, the backup file and the displayed file are not identical. To create an exact duplicate of a file, use Save twice without making any changes to the file between the first and second Save commands.

#### **Auto timed save**

Ami Pro automatically saves the titled document when the number of minutes you specify elapses. You can specify any number between 1 and 99 minutes. Ami Pro displays an hourglass to let you know when the file is being saved.

**Caution** Auto timed save is not implemented while you are using Drawing, Charting, Image Processing, or Equations. When you exit these modes, Ami Pro saves the document.

*The fewer the levels of Undo, the faster Ami Pro operates.*

*You can open a recent file by choosing File and selecting the desired file name in the list of items.*

3. Select the desired Undo level. The level you specify determines the number of actions or levels Ami Pro can reverse. You can select Off, 1, 2, 3, or 4 levels.
4. Specify the desired number of recent file names you want to display under the File menu. Ami Pro displays the names of these recently opened files below the other File menu items. You can specify any number between 0 and 5.

**Note** Recent files applies only to documents stored on a hard disk.

5. Select the desired Disable options.

#### **Disable warning messages**

Ami Pro no longer displays a message when you delete text that contains notes, page breaks, footnotes, page tables, floating headers or footers, inserted page layouts, anchored frames, DDE links, or power fields.

#### **Disable one-line help**

Ami Pro no longer displays command descriptions in the title bar.

#### **Disable drag & drop**

Ami Pro no longer implements Drag & Drop to move or copy text.

6. Select the desired Notes options.

#### **Name**

Type your name to allow other people to add notes to a document, but prevent them from editing the document.

*Ami Pro continues to display other Help messages even if you select Disable warning messages.*

*Select Disable drag & drop if you frequently do editing that does not require moving or copying text. The Name and Initials options are designed for a multi-user environment.*

**?Help** You must also select Lock for annotations in the Doc Info dialog box. For information, refer to “Using Doc Info” in Chapter 23.

**Initials**

Type your initials to distinguish the notes you create from notes that other people create. You can type up to 6 characters.

**Display initials in text**

Ami Pro displays your initials and the note numbers in the text when you display notes.

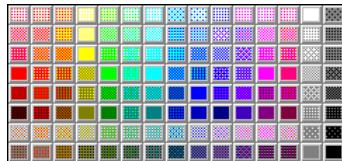
**?Help** For information about displaying notes, refer to “To Set View Preferences” in this chapter.

**Note color**

Select the color that you want to use for the notes you create in a document.

- 7. If you have a mouse and you want to display additional colors, click the arrow in the color bar.

**Note** You must have a mouse to display additional colors.



Ami Pro displays the color box.

- 8. If you have a mouse and you want to create a custom color, double-click the desired color in the color bar or box.

**Note** You must have a mouse to create a custom color.

The screenshot shows the 'Custom Colors' dialog box. It features a large color selection area (labeled 'Custom colors box') with a mouse cursor, a smaller 'Example box' showing the selected color, and a 'Custom colors bar' with a dropdown arrow. Below these are sliders for Hue (131), Sat (170), Lum (120), Red (37), Green (167), and Blue (217). 'OK' and 'Cancel' buttons are also present.

*If you want the note numbers to display without your initials, do not type anything in the Initials text box and select Display initials in text.*

*You can replace a color in the color bar with a color from the color box. Select the color in the color bar you want to replace. Then select the desired color in the color box. Ami Pro changes the color in the color bar to the color you selected.*



*You can also specify the desired settings in the Hue, Sat, Lum, Red, Green, and Blue text boxes.*

9. If you want to adjust the color, position the mouse pointer in the Custom Colors box and drag the mouse.  
Ami Pro displays the color in the example box as you adjust it.
10. Release the mouse button to stop adjusting the color.
11. If you want to adjust the hue, saturation, and luminance, or the amount of red, green, and blue in the custom color, position the mouse pointer on the Custom Colors color bar and drag the mouse to the left or right.
12. Release the mouse button to stop adjusting the color.
13. Choose OK to return to the color bar or box.  
Ami Pro replaces the previous color with the custom color you created.  
**Note** If you want to change back to the original colors provided by Ami Pro, hold CTRL and click the mouse button anywhere in the color bar or box.
14. If necessary, click the arrow in the color bar to close the color box.
15. Select the desired Run Macros options.  
You can display a list of the macro files in the AMIPRO\MACROS directory or the directory you specified as the default path for macros by clicking the arrow or pressing ↓ when the insertion point is in a text box.  
**Program Load**  
The macro you specify runs every time you start Ami Pro.  
**Program Exit**  
The macro you specify runs every time you exit Ami Pro.  
**?Help** For information about macros, refer to “Recording and playing a macro” in Chapter 31.
16. Choose OK.

*You can specify the desired path for macros by choosing Tools/User Setup, choosing Paths, and typing the path in the Macro text box.*

---

## Setting document defaults

You can specify the typographic and speed options you want to use when you create and edit documents.

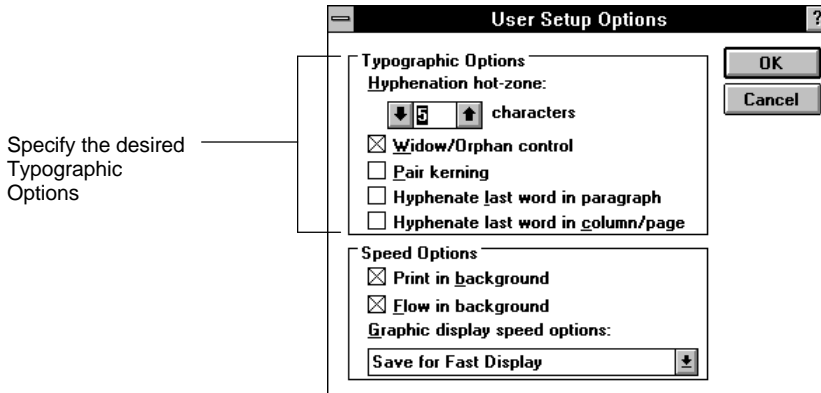
---

## To set typographic options

You can specify different hyphenation and pair kerning options for each document. Ami Pro uses the settings you specify for the current document only.

**?Help** You must select the Hyphenation option for paragraph styles before Ami Pro implements any hyphenation settings. For information, refer to “To specify paragraph style hyphenation” in Chapter 7.

1. Choose Tools/User Setup.
2. Choose Options.



*You can maximize the number of characters on the lines in a document by specifying a smaller number as the desired hot-zone.*

*Widows and orphans are generally considered poor style. If you select Widow/Orphan control, Ami Pro prevents their occurrence.*

*Pair kerning can decrease printing speed.*

*Select Hyphenate last word in column/page if you need to maximize the amount of text that fits on a page.*

### Hyphenation hot-zone

Sets the minimum number of spaces (including the space for the hyphen) that must be available at the right margin before Ami Pro hyphenates text instead of wrapping it to the next line. You can specify any number between 2 and 9.

**Note** The number of characters you specify determines the amount of space between the right margin and the last character of text on a line.

### Widow/Orphan control

Prevents the first line of a paragraph from printing as a single line at the bottom of a page or column, and the last line of a paragraph from printing at the top of a page or column.

### Pair kerning

Reduces the amount of space between some characters. Select this option if your printer fonts support pair kerning.

### Hyphenate last word in paragraph

Allows hyphenation of the last word in a paragraph.

### Hyphenate last word in column/page

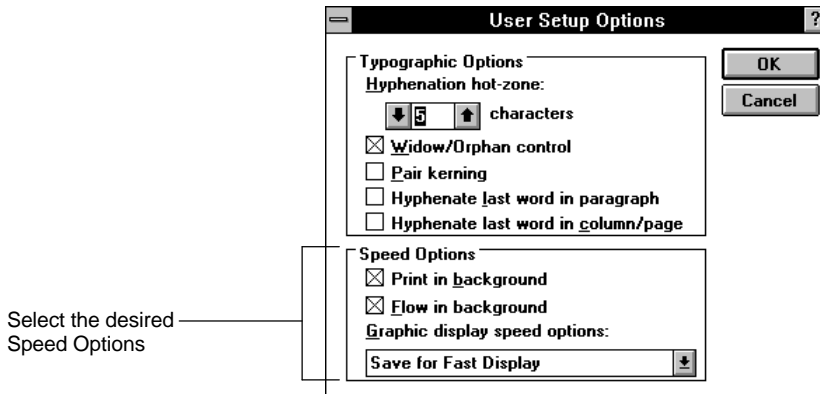
Allows hyphenation of the last word in a column or on a page.

3. Choose OK to return to the User Setup dialog box.
4. Choose OK to return to the document.

## To set Speed Options

You can minimize the time it takes for Ami Pro to print or format documents. Ami Pro uses the speed settings for every document.

1. Choose Tools/User Setup.
2. Choose Options.



### Print in background

Ami Pro prints a document in the background, allowing you to perform functions and commands while the document prints.

?Help For information, refer to “To print in the background” in Chapter 13.

### Flow in background

Ami Pro formats the paragraph styles and pages in a document in the background, allowing you to perform functions and commands while the document reformats.

3. Select the desired Graphic display speed option.

**Note** Ami Pro creates a screen snapshot file for any picture you display on the screen. These snapshot files enable Ami Pro to display the pictures in a document more quickly.

### Save for fast display

Ami Pro creates the screen snapshot files, stores them as temporary ~ISD\*.TMP files on the hard disk while the document is open, and saves them as part of the Ami Pro document when you use the Save command. This speeds up the screen display, but increases the size of the document.

### Save while open

Ami Pro creates the screen snapshot files, stores them as temporary ~ISD\*.TMP files on the hard disk while the document is open, and deletes them when you close the

*If you do not display a particular page in a document, Ami Pro does not create snapshot files for the pictures on that page.*

document or exit Ami Pro. This speeds up the screen display and does not increase the size of the document. However, it does not conserve disk space while the document is open, since Ami Pro creates the temporary files.

*Select Conserve disk space if your documents contain numerous pictures and the disk on which the documents are stored does not have at least 10MB of available*

### Conserve disk space

Ami Pro creates the screen snapshot files, but stores them only in RAM. Therefore, Ami Pro may need to re-create the snapshot files the next time you display the page containing the pictures. This slows down the screen display, but conserves disk space.

4. Choose OK to return to the User Setup dialog box.
5. Choose OK to return to the document.

## Setting Default Paths

You can specify the default drive and directory for documents, style sheets, backup files, macros, and SmartIcons. Ami Pro uses this information to access and store files.

**Note** You can also indicate whether or not you want Ami Pro to use the last working directory you specified when you either opened or saved a document.

### To set Default Paths

1. Choose Tools/User Setup.
2. Choose Paths.

Type the desired default paths

### Document

The drive and directory Ami Pro uses to store and retrieve documents. You should specify a directory on the hard disk unless you store your documents on floppy disks. This is normally set to C:\AMIPRO\DOCS

### Style sheet

The drive and directory Ami Pro uses to store and retrieve style sheets. You must specify a directory on the hard disk. This is normally set to C:\AMIPRO\STYLES

### **Backup**

The drive and directory Ami Pro uses to store backup files if you select Auto Backup. The directory you specify must exist before you type its name in the text box.

**Caution** You must type a different directory name than the one you specified in the Document text box. If you do not specify a different directory, Ami Pro overwrites the original files with the backups, since it creates backup files with the same names and extensions as the originals.

### **Macro**

The drive and directory Ami Pro uses to store and retrieve macro files. This is normally set to C:\AMIPRO\MACROS

### **SmartIcons**

The drive and directory Ami Pro uses to store SmartIcons and sets of SmartIcons. This is normally set to C:\AMIPRO\ICONS

3. If you want Ami Pro to display a list of the .SAM files in the last directory you specified when you opened or saved a document, select Use working directory.

**Note** Ami Pro continues to use the working directory until you deselect the option or exit the application.

4. Choose OK to return to the User Setup dialog box.
5. Choose OK to return to the document.

*If you want Ami Pro to use the default document directory, deselect Use working directory.*

---

## **Setting Load Defaults**

You can specify the mode, view, and style sheet you want to use when you load Ami Pro or display a document in another window. In addition, you can specify whether the following options should take effect each time you load Ami Pro or display a document in another window:

- Clean Screen
- Styles box
- Maximize the window
- Display style sheet information by description

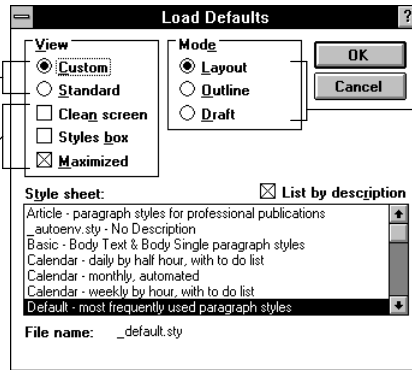
**Note** Ami Pro implements the load defaults when it is first loaded. The changes you specify take effect only after you exit and reload Ami Pro.

## To set Load Defaults

1. Choose Tools/User Setup.
2. Choose Load.

Select Custom or Standard as the View you want to use as the default

Select Clean Screen, Styles box, and Maximized if you want these to be defaults



Select Layout, Outline, or Draft as the Mode you want to use as the default

Select the Style sheet you want to use as the default

**Note** If you deselect Maximized, Ami Pro displays in the application workspace only.

*If a style sheet does not have a description, Ami Pro displays the style sheet file name followed by the words "No Description."*

3. If you want to display style sheet descriptions instead of style sheet file names when you create a document or use another style sheet, select List by description.
4. Choose OK to return to the Load Defaults dialog box.
5. Choose OK to return to the User Setup dialog box.
6. Choose OK to return to the document.

## Setting View Preferences

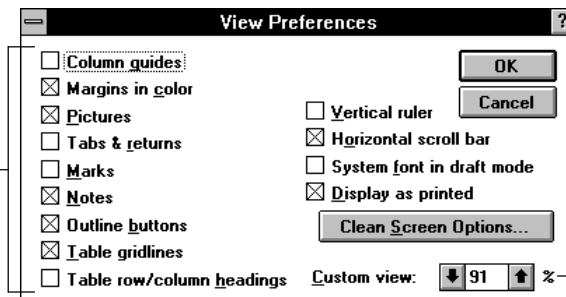
You can determine how the screen appears while you work in a document by specifying view preferences. Although these preferences are automatically implemented every time you load Ami Pro, you can change them at any time.

### To set View Preferences



1. Choose View/View Preferences.

Select the desired options



Specify the desired Custom view

**Column guides**

In Layout mode, displays column margins with a light dotted line.

**Margins in color**

In Layout mode, displays the margins of the document in color on a color monitor or as a speckled area on a monochrome monitor.

**?Help** The margin colors are determined by the application workspace screen element color specified in the Windows Control Panel. For information, refer to the *Microsoft Windows User's Guide*.

**Pictures**

Displays pictures on the screen. If you deselect this option, frames that contain pictures display a thin X.






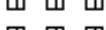
**Tabs & returns**

Displays a symbol for tabs and returns:

· · · >	Tab
¶	Return


**Marks**

Displays a symbol for each of these functions:

	Column Break
	Page Break
	Inserted Ruler
	Inserted Page Layout
	Floating Header—all, left, right pages
	Floating Footer—all, left, right pages

**?Help** Ami Pro also displays blue square brackets (on a color monitor) around any DDE text links. For information, refer to “Creating a Link” in Chapter 27.

**Notes**

Displays notes as colored numbered rectangles .

**?Help** You can specify the initials and color you want to use for the notes you create in a document and whether or not the initials and note numbers should display in the text. For information, refer to “To set User Setup defaults” in this chapter.

*After seeing how a document looks with pictures, you may want to deselect Pictures. Ami Pro operates faster if you do so.*

**Outline buttons**

In Outline mode, displays outline buttons. + = □

**Table gridlines**

Displays lines between columns and rows as light gray solid lines that do not print.

**Table row/column headings**

Displays row and column headings in tables when the insertion point is in a table. Rows are identified by numbers and appear along the left side of the table. Columns are identified by letters of the alphabet and appear from left to right across the top of the table.

**Vertical ruler**

In Layout mode, displays a vertical ruler on the left side of the screen.

**Horizontal scroll bar**

Displays a horizontal scroll bar at the bottom of the window.

**System font in draft mode**

In Draft mode, displays all text in the Windows system font, instead of in the font specified in the paragraph style or applied using the Text menu or status bar.

**Display as printed**

Displays the document onscreen exactly as it appears when you print it. Ami Pro maintains correct line endings and uses only the fonts available on the selected printer. If you deselect this option, text displays based on how it fits on the screen, providing consistent spacing between words. However, the screen formatting (including line endings and pagination) may not be representative of how the document will appear when you print it using the selected printer.

**?Help** For information, refer to “Understanding how Ami Pro uses screen fonts” in this chapter.

**Custom view**

Displays a document as a percentage of Standard View. You can specify a percentage between 10 and 400. If you specify 100%, the display is the same as Standard View.

**?Help** For information about views, refer to “Using different views” in Chapter 10.

2. Choose OK.

*If you select System font, Ami Pro operates faster in Draft mode.*

*If you deselect Display as printed, Ami Pro operates faster.*



## To select Clean Screen Options

Ami Pro can hide many parts of the Ami Pro window so that you can maximize the amount of the document that displays on the screen. These parts include the title bar, menu bar, status bar, vertical and horizontal scroll bars, and SmartIcons. You can use Clean Screen to hide these parts.

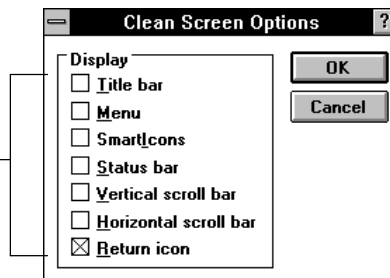
**?Help** For information about using Clean Screen, refer to “Displaying the parts of the Ami Pro window” in Chapter 10.

You can select the parts of the Ami Pro window you want to display even when you use Clean Screen.



1. Choose View/View Preferences.
2. Choose Clean Screen Options.

Select the parts of the Ami Pro window you want to display when you use Clean Screen



**Note** Select Return icon if you want to display an icon in the lower right corner of the Ami Pro window. You can click the icon to redisplay all the parts of the Ami Pro window.

3. Choose OK to return to the View Preferences dialog box.
4. Choose OK to return to the document.

## Understanding screen fonts

### Examples of Windows Screen Fonts:

#### Bitmap Screen Fonts

This is Tms Rmn.

This is Helv.

This is Courier.

Τηισ ισ Συμβολ. (Symbol)

Windows applications use screen fonts to display text. Certain screen fonts are used for the text inside dialog boxes, in the menus and title bars. Other screen fonts are used to represent the fonts available to your printer.

Windows supplies several sets of screen fonts. The screen fonts are either bitmap (raster) or vector (stroke) fonts.

**Note** You can also install third party Windows-compatible screen fonts such as Adobe Type Manager fonts. Ami Pro can use any fonts recognized by Windows.

Bitmap fonts, such as Tms Rmn, Helv, Courier, and Symbol are composed of a specific pattern of dots (pixels) for each character.

*Vector Screen  
Fonts*

This is Modern.  
This is Roman.  
*This is Script.*

Bitmap fonts are supplied in sizes that can be scaled and stretched to different sizes.

**Note** When bitmap fonts are scaled, there may be some jaggedness in the characters. This is because pixels must be added or removed to display characters in different sizes.

Vector fonts, such as Modern, Roman, and Script, are generated using a mathematical description of each character and can be scaled to different sizes rapidly with a minimum of character degradation.

## Understanding how Ami Pro uses screen fonts

Whenever you specify a font, Ami Pro asks Windows for a screen font that corresponds to the fonts available to the printer. If there is no screen font that directly corresponds to a printer font, Windows calculates a similar font that can be used as a replacement.

Windows then scales the substitute screen font so that it matches the requested font as closely as possible and provides it to Ami Pro.

**Note** If you install Windows screen fonts and matching printer fonts, such as Adobe Type Manager fonts, no scaling is necessary for those fonts.

There are two factors that influence the way text displays on the screen: the character set (symbol set) being used and whether you selected Display as printed in View Preferences.

### Using Character Sets

The symbol set of a font determines which special characters (such as line draw characters or Greek/Math symbols) are available. Some of the more popular character sets are ANSI, IBM-PC ASCII, and Symbol.

Character sets vary from one screen font to another. A character that is available in your printer font may not be available in the screen font used to display the text on the screen. When you access that character on the screen, it may display as a different symbol, an underline, or a hyphen. A special character can be displayed on the screen because it is available in the screen font, but there may not be a corresponding character in the printer font available to your printer. Therefore, a different character such as a bullet or space may print.

### Using Display as printed

This option determines how Ami Pro uses the screen fonts and whether or not the screen display matches the printed output.

*If you choose View/View Preferences and select Display as printed, and if the fonts you use in your Ami Pro documents are available as both Windows screen fonts and printer fonts, the screen display automatically matches the*

If you choose View/View Preferences and select Display as printed, Ami Pro keeps the printer driver in memory and references the printer fonts available to your printer when it displays the text on the screen. It uses printer font metrics (character widths specified in the printer font) to determine how much text can fit on a line, and spaces the characters on a line so that correct line endings and word wrap points are maintained. The way the text formats on the screen is the way the text formats when you print the document.

In attempting to maintain the correct line endings, however, words on the screen may appear too close together or too far apart, and the exact placement of the insertion point may be difficult to ascertain when you use certain large or italic fonts. You can adjust this by:

- Choosing View/Standard to change to Standard View
- Choosing View/View Preferences and adjusting the Custom view level until the screen display is satisfactory in that View
- Choosing View/View Preferences and deselecting Display as printed

**Note** If you deselect Display as printed, Ami Pro does not keep the printer driver loaded in memory. This reduces the memory requirements and makes the screen display considerably faster. However, the way the text formats on the screen may not match the way the text formats when you print it because of the differences in the line endings.

---

## Examples of how Ami Pro uses screen fonts

### Using a Custom view level of 120%

You specified Display as printed and a Custom view level of 120%. You are using a 10 point font.

Ami Pro multiplies the point size by the Custom view level to calculate the font it needs to display the line correctly. Since  $10 * 1.20 = 12$ , Ami Pro requests a 12 point screen font to display the text. If this font is an available Windows screen font, no scaling is necessary.

### Deselecting Display as printed

You deselected Display as printed and specified a Custom view level of 85%. You are using a 10 point font.

Ami Pro calculates that it needs an 8.5 point font ( $10 * .85 = 8.5$ ). If 8.5 is not an available Windows screen font, Ami Pro rounds to the nearest screen font available, an 8 point font.

Ami Pro uses the character widths of the 8 point screen font to display the text on the screen. Spacing between words is consistent, but the line

endings on the screen may not match the line endings when you print the document using a 10 point font. This is because an 8 point font is narrower than an 8.5 point font.

# 4

## Creating, Saving, and Displaying an Ami Pro Document

### Creating a new Ami Pro document

Before you can create a new document, you must select a **style sheet** to determine the initial appearance of the document. The style sheet provides a template into which you type text and insert pictures. The template includes a page layout that determines the way the pages initially appear and paragraph styles that provide different types of formatting for text.

**?Help** For information about the Ami Pro style sheets and sample documents using those style sheets, refer to the *Ami Pro Style Sheet Guide*.

### To create a new Ami Pro document

When you create a new document, you can choose whether you want only the formatting information in the style sheet, the formatting information and the contents (any text or pictures in the style sheet), or the formatting information, the contents, and any automated features of the style sheet.



1. Choose File/New.

Select the style sheet you want to use for the document

Select the desired options



*Select With contents if you want to use any text, frames, pictures, or tables contained in the style sheet.*

*Select Run macro if you want Ami Pro to insert information you specify into the appropriate locations in the document.*

*If you want to display multiple documents, each in its own window, deselect Close current file.*

*If a style sheet does not have a description, Ami Pro displays the style sheet file name followed by the words "No Description."*

*You can use Preview to help you decide which style sheet to select and whether or not to select With contents.*

*Ami Pro wraps the text to a new line when it reaches the right margin. Press **ENTER** only at the end of a paragraph.*

### **With contents**

Inserts any pre-defined text, frames, pictures, or tables into the document. If you select a style sheet such as \_DEFAULT.STY that has no headings or frames, the With contents option has no effect because there are no contents to display.

### **Run macro**

Prompts you for default information that is required in this type of document and additional information that is specific to a particular document. Ami Pro places the information you specify into the appropriate locations in the document.

**?Help** For information, refer to "Creating a new document using Run macro" in this chapter.

### **Close current file**

Closes the current document before opening another document.

**Note** Ami Pro uses the setting you select the next time you choose File/New or File/Open.

### **List by description**

Displays style sheet descriptions instead of style sheet file names.

Ami Pro always lists the style sheets in alphanumeric order according to their file names. File names beginning with characters that are not alphabetic or numeric, such as symbols, display in the order in which they appear in the ANSI character set.

### **Preview**

Shows how the document will appear if you select With contents for the style sheet. Ami Pro displays any text, frames, pictures, or tables included in the selected style sheet in a separate window in Full Page view.

**Note** Ami Pro does not preview macro dialog boxes.

2. Choose OK to create the document.

Ami Pro creates an untitled document. If you selected With contents, the style sheet contents appear in the document. If you selected Run macro, Ami Pro prompts you for information.

3. Type the desired text.

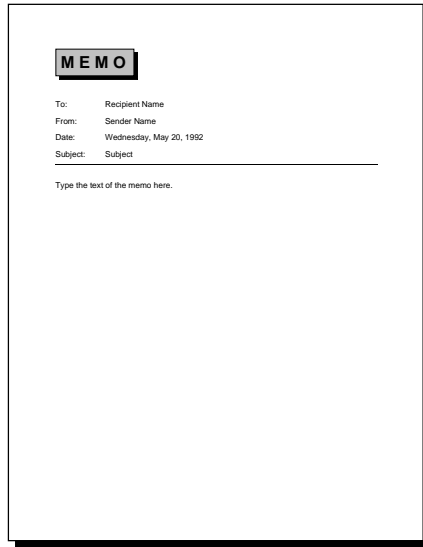
Ami Pro usually defaults to the Body Text paragraph style and uses the formatting information contained in that paragraph style. However, you can change the appearance of the text by using another paragraph style.

**?Help** For information, refer to “Assigning paragraph styles” in this chapter.

---

## Example of With contents

**\_MEMO2.STY if you select With contents**



**MEMO**

To: Recipient Name  
From: Sender Name  
Date: Wednesday, May 20, 1992  
Subject: Subject

---

Type the text of the memo here.

---

## Creating a new document using Run macro

If you choose File/New and select Run macro, Ami Pro prompts you for both default information and specific information for the document you are creating.

---

## To specify personal information

The first time you choose File/New and select Run macro, Ami Pro prompts you for personal information that is required in many different types of documents.

Specify the desired information in each text box

The screenshot shows a dialog box titled "Personal Information" with a close button (X) in the top-left corner. It contains several text input fields and two buttons. The fields are: Name (Kelli Hayes-De Guire), Title (empty), Company (Lotus Development Corp.), Address 1 (empty), Address 2 (empty), City, State ZIP (empty), Phone (empty), and Fax (empty). The buttons are OK and Cancel. Below the fields is a small text box with the instruction: "Type the information that you would like for your automated style sheets."

Choose OK.

Ami Pro saves the information you specify and displays it in the Default Information dialog box each time you create a document and select Run macro.

**?Help** You can modify personal information by playing the COLLECT.SMM macro. For information, refer to "To play a macro previously saved to a file" in Chapter 31.

---

## To specify default information

Each time you select Run macro in the New dialog box, Ami Pro displays the information you specified in the Personal Information dialog box.

Edit any information that is incorrect for the document you are creating.

The screenshot shows a dialog box titled "Default Information" with a close button (X) in the top-left corner. It contains several text input fields and three buttons. The fields are: Sender name (Kelli Hayes-De Guire), Title (Technical Writer), Your company name (Lotus Development Corp.), Address (1000 Abernathy Road), City, state zip (Atlanta, GA 30328), Phone ((404) 913-3209), and Fax (empty). The buttons are OK, Cancel, and Save As... Below the fields is a small text box with the instruction: "Type the information that you want to appear each time you create this type of document. Choose OK to insert this information into the current document only. Choose Save As to save this information to a new style sheet."

**Note** The Default Information dialog box varies according to the style sheet you are using.

Choose the desired command button.



## OK

Saves the default information as contents in the current document.

## Save As

Displays the Save as a Style Sheet dialog box so you can save the default information as contents in a new style sheet.

When you create a new document, select that style sheet and select With contents. Ami Pro automatically displays the information instead of displaying the Default Information dialog box.

**?Help** For information about saving to a style sheet, refer to “Creating a style sheet” in Chapter 9.

---

## To specify optional information

Each time you select Run macro in the New dialog box, Ami Pro prompts you for information that is specific to the document you are creating.

Specify any information you want to include in this document

Optional Information	
Recipient name:	<input type="text"/>
Title:	<input type="text"/>
Company:	<input type="text"/>
Address:	<input type="text"/>
City, state zip:	<input type="text"/>
Type the information you want to appear in this document.	

Choose OK.

Ami Pro displays the default and optional information in an untitled document.

---

## Assigning paragraph styles

*Ami Pro defines a paragraph as any text, characters, or spaces between two returns.*

Ami Pro requires each paragraph in a document to have a paragraph style. However, you do not need to manually assign a paragraph style to every paragraph. Ami Pro usually defaults to the Body Text paragraph style and continues to use that paragraph style until you change to another one, such as Bullet 1.

You can assign any of the paragraph styles either while you're typing or after you've typed the document. If you know the paragraph styles you want to use and the kind of text the document will contain, you can assign paragraph styles while you type. Alternatively, you can type all the text using a paragraph style such as Body Text and assign the paragraph styles later.

**?Help** For information about paragraph styles, refer to “Understanding paragraph styles” in Chapter 7.

Ami Pro displays the name of the paragraph style for the current paragraph in the Style Status button in the status bar. You can use the button to assign paragraph styles to text. You can also use function keys, the Styles Box, or Fast Format to assign paragraph styles.

---

### To assign a paragraph style using the Style Status button

1. Place the insertion point in the paragraph to which you want to assign a paragraph style, or select the desired paragraphs.
2. Click the Style Status button in the status bar and select the desired paragraph style.



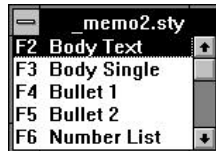
Style Status button

---

### To assign a paragraph style using the Styles Box

1. Place the insertion point in the paragraph to which you want to assign a paragraph style, or select the desired paragraphs.
2. Choose Style/Select a Style to display the Styles Box and make it active.

**Keyboard** Press CTRL+Y.



3. Use ↑ or ↓ to scroll through the paragraph styles until the desired paragraph style is highlighted.

**Shortcut** Press the function key that precedes the paragraph style to assign that paragraph style.

4. Press SPACEBAR or ENTER to assign the paragraph style to the text in the document.

Press ESC to exit the Styles Box without assigning another paragraph style.

**Note** If the Styles Box remains on the screen, you can hide it by choosing View/Hide Styles Box.

## To assign a paragraph style using Fast Format

*You must have a mouse to apply the formatting you extract using Fast Format.*

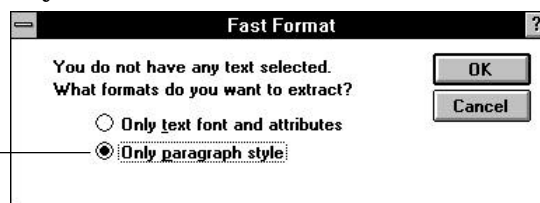
You can use Fast Format to extract **paragraph style formatting** from text and then quickly apply that formatting to other main document text, table text, or text in a text frame. Paragraph style formatting includes typeface, point size, color, attributes, tabs, indentions, alignment, line spacing, paragraph spacing, text tightness, page breaks, leading bullet, number or text, line above or below, table format, and hyphenation information.

**?Help** You can also use Fast Format to extract text formatting and apply it to other text. For information, refer to “Using Fast Format for selected text” in Chapter 6.

1. Place the insertion point in the paragraph that has the desired formatting.
2. Choose Text/Fast Format.



**Keyboard** Press CTRL + T.



Select Only paragraph style

### Only text font and attributes

Extracts all text formatting from the word in which the insertion point is located.

Text formatting is any typeface, point size, color, attributes (bold, italic, underline, word underline), capitalization, or special effect you applied to selected text using either SmartIcons, the status bar, or the Text menu.

### Only paragraph style

Extracts all paragraph style formatting from the paragraph in which the insertion point is located.

3. Choose OK.



Ami Pro changes the mouse pointer to a paint brush.

4. Select the paragraphs to which you want to apply the paragraph formatting and release the mouse button.

**?Help** You can use mouse shortcuts to select text. For information, refer to the *Ami Pro Quick Reference Card*.

*When you apply paragraph style formatting to text, Ami Pro displays the name of the applied paragraph style in the Style Status button in the status bar.*

Ami Pro assigns the paragraph style to the selected text. The text appears with the paragraph style formatting you applied.

**Note** Ami Pro changes the paragraph style but does not replace any previously applied text formatting and text enhancements. For example, if you apply paragraph style formatting of Helvetica to text you previously changed to Palatino, the text appears in Palatino. You can select the text and choose Text/Normal to use the paragraph style formatting.

5. If you want to apply the extracted paragraph style formatting to other paragraphs, repeat step 4.



6. When you no longer want to apply the paragraph style formatting, choose Text/Fast Format.

**Keyboard** Press ESC.

Ami Pro changes the mouse pointer to an I-beam.

---

## Saving an Ami Pro document

You can use Save to save an untitled document as an Ami Pro document, save editing changes to a previously created Ami Pro document, or save an Ami Pro document under another name or to another location.

**?Help** You can also save the document to a different file format. For information, refer to “To export a text file” in Chapter 22.

---

## To save an untitled document

When you save an untitled document, Ami Pro creates a file with the name you specify and stores it in the drive and directory you specify.



1. Choose File/Save.

**Keyboard** Press CTRL+S.

Type the document name

Select the desired options



Select Ami Pro

*Select Keep format with document if you want to protect the format of a document from changes that might occur if someone else modifies the style sheet originally associated with the document.*

**Note** Ami Pro automatically adds .SAM as the extension to the document name. You can specify the desired drive and directory by selecting them in the list boxes or by typing the path in the File name text box.

### **Keep format with document**

Keeps all the formatting information in the document instead of in a separate style sheet file. Selecting this option means the document is self-contained—the page layout and paragraph styles are stored in the document instead of in a style sheet.

If you select Keep format with document, the word None appears in the Styles Box instead of a style sheet name. All the paragraph style names have bullets (dots) next to them.

If you do not select Keep format with document, Ami Pro uses the formatting information stored in the style sheet associated with the document.

### **Password Protect**

Prevents someone else from opening the document. There is no Undo function for Password Protect.

**?Help** For information about protecting a document, refer to “To password protect an Ami Pro document” in this chapter.

### **Ami Pro 1.2 format**

Saves the document as an Ami Pro Version 1.2 formatted file so that it can be edited using Ami Pro Version 1.2.

**Note** Ami Pro Version 1.2 saves graphic files imported with Copy Image selected as separate \*.GXX files. Ami Pro Release 3.x saves these pictures as part of the .SAM file. If you select Ami Pro 1.2 format, Ami Pro saves the pictures in the document as separate \*.GXX files.

*When opening a document, Ami Pro displays this comment to help you remember the contents of the document.*

2. If you want to store a comment about the document as part of the document information, place the insertion point in the Document description text box and type the desired information. You can type up to 119 characters.
3. Choose OK.

Ami Pro displays “Saving document” in the status bar while it saves the file.

---

## To save changes to a titled document



You can save changes to a titled or previously saved document.

Choose File/Save to save the document. Ami Pro saves the changes but does not display the Save As dialog box.

**Keyboard** Press CTRL+S.

**?Help** Ami Pro can automatically save your work. For information, refer to “To set User Setup defaults” in Chapter 3.

---

## To save a document under another name or to another location

You can save a document under a different name or to a different drive and directory. Use Save As to save the results of an editing session while preserving the original document.

1. Choose File/Save As.
2. In the List files of type list box, select Ami Pro.
3. In the File name text box, type the document name.
4. Specify the desired drive and directory by selecting them in the list boxes or by typing the path in the File name text box.
5. Select the desired options.

**?Help** For information, refer to “To save an untitled document” in this chapter.

6. Choose OK.

Ami Pro creates a file with the name you specify and stores it in the drive and directory you specify.

---

## Using Password Protect

When you save an untitled document or save a titled document under another name or to another location, you can protect the document from being opened by someone else.

## To password protect an Ami Pro document



1. Choose File/Save.

If you are saving a titled document under another name or to another location, choose File/Save As.

Type the document name

Select Password protect



Select Ami Pro

**?Help** For information about other options, refer to “To save an untitled document” in this chapter.

2. Choose OK.

Type the desired password



*Use the same password for all your documents. That way, the password is consistent and easy to*

**Note** You can type up to 14 characters.

**Caution** There is no Undo function for Password Protect. You will need to specify the correct password, including the upper- and lower-case letters specified originally, the next time you open the document. If you do not know or cannot remember the correct password, you cannot display the document.

3. Choose OK.

Ami Pro prompts you to confirm the password.

---

## Closing a document

You can remove the current document from the screen in several ways.

### To close a document using File/Close

Choose File/Close.

If the current document is the only open file, Ami Pro displays the Ami Pro application window. If the current document is one of several open files, Ami Pro displays another open file.





### To close a document using File/New

1. Choose File/New.
2. Select the style sheet you want to use for the new document.
3. Select Close current file.
4. Select any other desired options.

**?Help** For information, refer to “To create a new Ami Pro document” in this chapter.

5. Choose OK.  
Ami Pro displays an untitled document on the screen.



### To close a document using File/Open

1. Choose File/Open.  
**Keyboard** Press CTRL+O.
2. Specify the desired options.
3. Select Close current file.
4. Choose OK.

Ami Pro displays the document on the screen.



### To close a document using File/Exit

Choose File/Exit.

Ami Pro closes all open documents and returns to the Windows Program Manager. Ami Pro is no longer an active application.

---

## Opening an Ami Pro document

You can use Open to display up to nine documents.

**?Help** You can also use Open to import or insert a text or data file stored in another format. For information, refer to “To import a text or data file” in Chapter 22.

If you specified Recent files in the User Setup dialog box, Ami Pro displays a list of recently opened files under the File menu. Choose File and the desired file name to open the document.



## To open an Ami Pro document

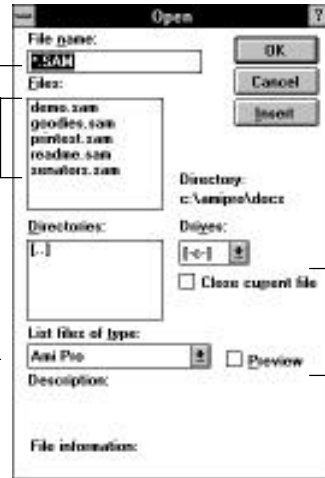


1. Choose File/Open.

**Keyboard** Press CTRL+O.

Specify the name of the file you want to display

Select Ami Pro



Select the desired options

**Note** You can specify the desired drive and directory by selecting them in the list boxes or by typing the path in the File name text box.

Ami Pro displays file information at the bottom of the dialog box, including the date and time the document was revised and the file size in kilobytes. Ami Pro also displays a description of the document if you typed one when you saved it.

### Close current file

Closes the current document before opening another document.

**Note** Ami Pro uses the Close current file setting you select the next time you choose File/Open or File/New.

### Preview

Displays the contents of the selected document in a separate window. You can do the following in the Preview window:

- Scroll through the document.
- Change view levels and display modes.
- Display the ruler, Styles Box, and power fields.
- Copy selected text to the Clipboard and paste it into another open document.
- Use Go To and Find & Replace to find information.
- Print the document.

*If you want to display multiple documents, each in its own window, deselect Close current file.*

*You can use Preview to view and print the contents of any Ami Pro document before you open the document. You can also copy selected text or data from the document in the Preview window to another document. However, you cannot edit and save changes to the Preview document.*

2. Choose OK to open the document.

**?Help** If you selected Password protect when you saved the document, Ami Pro prompts you to enter the password. For information, press F1.

---

## Example of preview

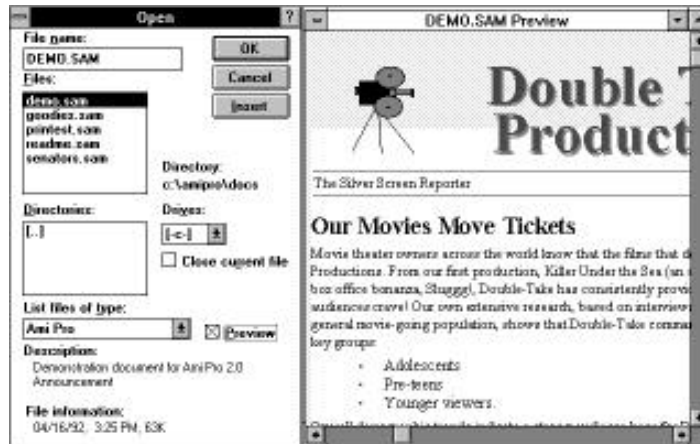
### Previewing a document

Choose File/Open.

Select the desired file.

Select Preview.

Ami Pro displays the contents of the selected document in a separate window.



# 5

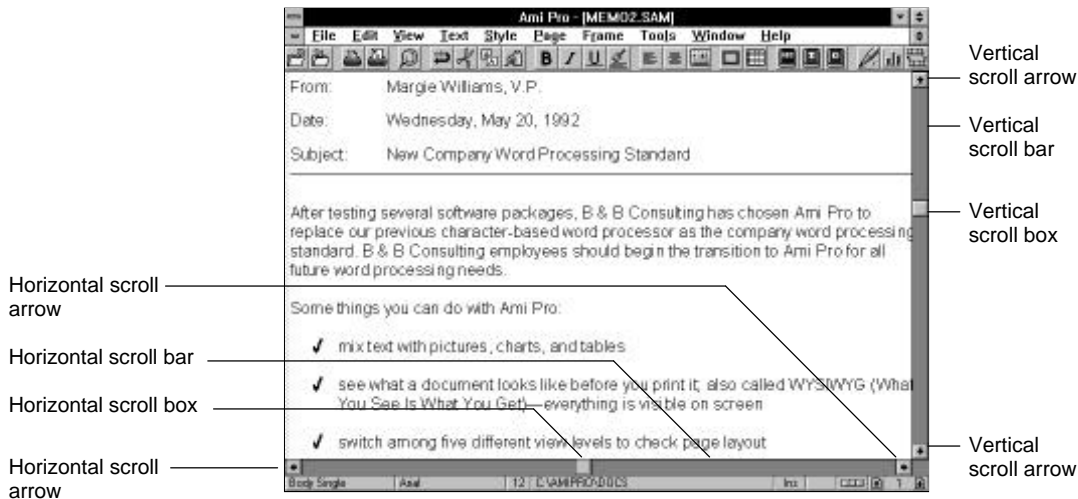
## Editing a Document

### Moving around in a document

When you are editing a document, you want to be able to move quickly through the pages. You can utilize the scroll bars to display different parts of the document and use keyboard shortcuts to navigate a document.

### To scroll in a document

With a mouse, you can use the vertical scroll arrows, scroll bar, or scroll box on the right side of the screen to go forward or backward in a document by lines, screens, or pages. You can also use the horizontal scroll arrows, scroll bar, or scroll box at the bottom of the screen to see the left or right sides of your wide documents or enlarged views.



**Note** Scrolling changes the display but does not move the insertion point. You must click in the document to place the insertion point at a new location.

---

## To use keyboard shortcuts to navigate a document

*You cannot place the insertion point in an area that contains no text. For example, you cannot position the insertion point to the right of a return. You can, however, use SPACEBAR or returns to move to an area.*

Ami Pro provides keyboard shortcuts for navigating a document. To use these shortcuts, hold the first key and press the second key.

**Tip** If you hold **SHIFT** and use these keyboard shortcuts, Ami Pro selects the text.

---

<i>To perform this action</i>	<i>Press this</i>
Move down one line	↓
Move down one page	<b>CTRL+PG DN</b>
Move down one screen	<b>PG DN</b>
Move left one character	←
Move left one word	<b>CTRL+←</b>
Move right one character	→
Move right one word	<b>CTRL+→</b>
Move to the beginning of the line	<b>HOME</b>
Move to the beginning of the document	<b>CTRL+HOME</b>
Move to the beginning of the next sentence	<b>CTRL+.</b> (period)
Move to the beginning of the paragraph	<b>CTRL+↑</b>
Move to the beginning of the previous sentence	<b>CTRL+,</b> (comma)
Move to the end of the line	<b>END</b>
Move to the end of the document	<b>CTRL+END</b>
Move to the end of the paragraph	<b>CTRL+↓</b>
Move up one line	↑
Move up one page	<b>CTRL+PG UP</b>
Move up one screen	<b>PG UP</b>

---

---

## Selecting text

You tell Ami Pro that you want to do something to a specific block, paragraph, or word by selecting the text and then performing an action. You can use either the mouse or the keyboard to select text.

When text is selected, you can type over it, delete it, move it, copy it, and modify its appearance by changing the font, alignment, indentation, spacing, and attributes.

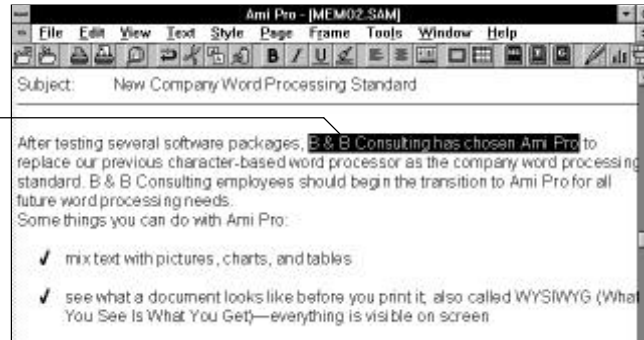
**?Help** For information about changing the appearance of text, refer to “Understanding text formatting and text enhancements” in Chapter 6.

---

## To select text using a mouse

1. Move the mouse pointer until the I-beam is at the beginning of the text you want to select.
2. Drag the mouse until you reach the end of the text you want to select, and then release the mouse button.

Selected text



*You can select text on multiple pages by dragging the mouse beyond the top or bottom margins of the pages.*

**Caution** Ami Pro deletes selected text if you type new text or press **BACKSPACE**, **DEL**, or **ENTER** while the text appears highlighted. If this is not what you intended, you may be able to use Undo to retrieve the text. For information, refer to “Undoing one or more actions” in this chapter.

## Using mouse shortcuts to select text

Ami Pro provides additional mouse shortcuts for selecting text.

<i>To perform this action</i>	<i>Do this</i>
Select a paragraph	Hold <b>CTRL</b> and double-click.
Select a sentence	Hold <b>CTRL</b> and click.
Select a word	Double-click the word.
Select multiple paragraphs	Hold <b>CTRL</b> , double-click, and drag.
Select multiple sentences	Hold <b>CTRL</b> , click, and drag.
Select multiple words	Double-click and drag.

---

## To select text using the keyboard

1. Place the insertion point in the desired position at the beginning or end of the text you want to select.
2. Hold **SHIFT** and press  $\uparrow$ ,  $\downarrow$ ,  $\rightarrow$ , or  $\leftarrow$ .

**?Help** You can also hold **SHIFT** and use keyboard shortcuts to select text. For example, **SHIFT+CTRL+END** selects all text from the location of the insertion point to the end of the document. For information, refer to “To use keyboard shortcuts to navigate a document” in this chapter.

**Caution** Ami Pro deletes selected text if you type new text or press **BACKSPACE**, **DEL**, or **ENTER** while the text appears highlighted. If this is not what you intended, you may be able to use **Undo** to retrieve the text. For information, refer to “Undoing one or more actions” in this chapter.

---

## Deselecting text

To deselect text, you can:

- Click elsewhere in the text.
- Move the insertion point using either  $\uparrow$ ,  $\downarrow$ ,  $\rightarrow$ ,  $\leftarrow$ , or a navigational keyboard shortcut.
- Press **ESC**.

---

## Editing text

You can edit a document by typing, deleting, moving, and copying text, or you can prevent selected text from being accessed and edited by protecting it.

**?Help** You cannot edit a locked document. For information about locking a document, refer to “Using Document Information” in Chapter 23.

---

## To specify a typing mode

Ami Pro provides three modes for typing text. In **Insert** mode, you insert text at the position of the insertion point and any existing text automatically moves. In **Typeover** mode, you type over existing text within a paragraph. In **Revision marking** mode, the editing changes you make appear with attributes and colors so that you can keep track of revisions you make to the document.

**?Help** For information, refer to “Using Revision Marking” in Chapter 24.

1. Press **INS** to change to Typeover mode.

**Mouse** Click the Typing mode button in the status bar to change to another mode. The Typing mode button is a toggle. If you click the button, you can switch between Insert, Typeover, and Revision Marking modes.

Typing mode button



**Note** In Typeover mode, you can only add a new paragraph to the existing text at the end of a document. Otherwise, you type over existing text.

2. Press **INS** to change back to Insert mode.

You can delete individual characters or a block of text using **DEL** or **BACKSPACE**.

### Deleting individual characters



Press **BACKSPACE** to delete characters to the left of the insertion point, or press **DEL** to delete characters to the right of the insertion point.

### Deleting a block of text

Select the text and press **BACKSPACE** or **DEL**, or type new text.

**Note** If you press **BACKSPACE**, Ami Pro deletes the selected text and one character to the left of the selected text.

**Keyboard** Press **CTRL+DEL** to delete the next word. Press **CTRL+BACKSPACE** to delete the previous word.

---

## To use Drag & Drop to move or copy text

*Because Ami Pro does not place text you move or copy using Drag & Drop on the Clipboard, you cannot paste the text.*

If you have a mouse, you can quickly move or copy main document text.

**?Help** You can disable Drag & Drop. For information, refer to “To set User Setup defaults” in Chapter 3.

1. Select the text you want to move or copy.
2. If you want to move the text, position the mouse pointer anywhere in the selected text and drag the mouse until the insertion point is in the desired location.



Ami Pro changes the mouse pointer to the move arrow and changes the color of the insertion point.

3. If you want to copy the text, position the mouse pointer anywhere in the selected text and hold **CTRL** and drag the mouse until the insertion point is in the desired location.



Ami Pro changes the mouse pointer to the copy arrow and changes the color of the insertion point.

4. When the insertion point is in the desired location, release the mouse button.

Ami Pro places the text in the desired location.

You can move text using SmartIcons, the menus, or the keyboard.

1. Select the text you want to move.
2. Choose Edit/Cut.



*Text you move remains on the Clipboard until you copy or cut other text, data, or a picture.*

**Keyboard** Press **SHIFT+DEL** or **CTRL+X**.

Ami Pro places the text on the Clipboard.

**Caution** When you cut text, the original text is deleted from the document.

3. Place the insertion point where you want to move the text.
4. Choose Edit/Paste.



**Keyboard** Press **SHIFT+INS** or **CTRL+V**.

The contents of the Clipboard appear in the desired location.

#### **To move text using keyboard shortcuts**

1. Place the insertion point in the text you want to move.
  2. If you want to exchange the paragraph where the insertion point is located with the paragraph above it, press **ALT+↑**.
  3. If you want to exchange the paragraph where the insertion point is located with the paragraph below it, press **ALT+↓**.
- Ami Pro moves the text to the desired location.

*Because Ami Pro does not place text you move using keyboard shortcuts on the Clipboard, you cannot paste the text.*

You can copy text using SmartIcons, the menus, or the keyboard.

1. Select the text you want to copy.





*Text you copy remains on the Clipboard until you copy or cut other text, data, or a picture.*

2. Choose Edit/Copy.

**Keyboard** Press CTRL+INS or CTRL+C.

Ami Pro places the text on the Clipboard. The original text remains in the document.

3. Place the insertion point where you want to copy the text.

4. Choose Edit/Paste.

**Keyboard** Press SHIFT+INS or CTRL+V.

The contents of the Clipboard appear in the desired location.



## To move or copy text between documents

You can move or copy text from one Ami Pro document to another document.

1. Select the text you want to move or copy.

2. Choose Edit/Cut or Edit/Copy to place the selected text on the Clipboard.

**Keyboard** Press SHIFT+DEL or CTRL+X to cut the text.

Press CTRL+INS or CTRL+C to copy the text.

3. Choose File/Open.

**Keyboard** Press CTRL+O.



Select the name of the document into which you want to paste the text

Select the type of file

The screenshot shows the 'Open' dialog box with the following fields and controls:

- File name:** A text input field containing '\*.SAM'.
- Files:** A list box containing the following files: demo.sam, goodies.sam, printest.sam, readme.sam, and tutltr.sam.
- Directory:** A text field showing 'c:\amipro21\docs'.
- Directories:** A list box with a single entry '[...]'.
- Drives:** A dropdown menu showing '[c-]' and a small arrow button.
- Buttons:** 'OK', 'Cancel', and 'Insert' buttons are located on the right side.
- Checkboxes:** An unchecked checkbox labeled 'Close current file' is located below the Drives dropdown.
- List files of type:** A dropdown menu set to 'Ami Pro'.
- Preview:** An unchecked checkbox labeled 'Preview' is located to the right of the file type dropdown.
- Description:** A text field for file description.
- File information:** A section at the bottom for additional file details.

*If the document into which you want to paste the text is already open, you can switch to that window by clicking in it or by choosing the Window menu and selecting the desired document.*



4. If you want to close the current document before opening the other document, select Close current file. If you want to display multiple documents, each in its own window, deselect Close current file.
5. Choose OK.
6. Place the insertion point where you want to insert the text in the document.
7. Choose Edit/Paste.

**Keyboard** Press **SHIFT+INS** or **CTRL+V**.

The contents of the Clipboard appear in the desired location.

You can protect selected text from being accessed when you press **↑**, **↓**, **→**, and **←**, or click the mouse in Layout mode. This makes it difficult to edit certain text, thereby reducing the possibility that the text will be deleted or modified.

**Tip** Ami Pro prevents you from placing the insertion point in protected text using the mouse or arrow keys. However, you can press **BACKSPACE** or **DEL** to delete the text or press **SHIFT+↑**, **↓**, **→**, or **←** to select the text.

1. Select the text you want to protect.
2. Choose Edit/Mark Text.
3. Choose Protected Text.

**Note** To unprotect text, use the keyboard to select the text and repeat steps 2 – 3.

---

## Inserting the date or time into a document

You can insert today's date, the date the current document was created or last revised, or a date or time that reflects the current system date and time into a document.

---

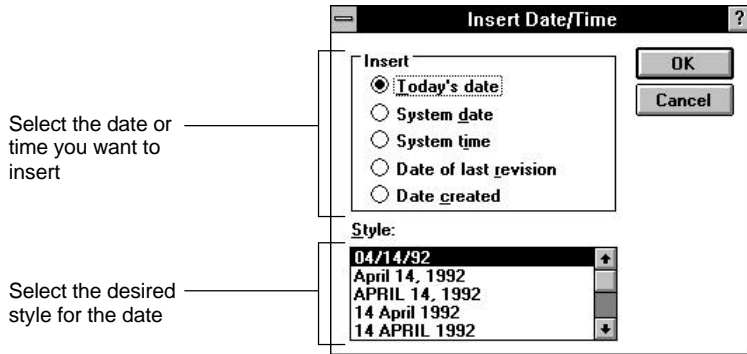
### To insert the date or time into a document



1. Place the insertion point where you want to insert a date.
2. Choose Edit/Insert.

**Shortcut** Click the Insert date/time icon and select the desired options in the dialog box.

3. Choose Date/Time.



**Today's date**

Permanently inserts the current system date. The document always displays the date on which you inserted it.

**System date**

Inserts a date that is updated to the current system date each time you open the document and display that page.

**System time**

Inserts a time that is updated to the current system time each time you open the document and display that page.

**?Help** The way the system time appears is determined by the time format specified in the Windows Control Panel. For information, refer to the *Microsoft Windows User's Guide*.

**Date of last revision**

Inserts the date you last saved the current document.

**Date created**

Permanently inserts the date the current document was created.

4. Choose OK.

**Note** Ami Pro automatically uses the same date/time and style settings the next time you insert the date or time into a document.

---

## Undoing one or more actions

You can cancel editing changes you make to a document in two ways. If you want to reverse up to four actions, you can use Undo. If you want to reverse an entire editing session, you can use Revert.

**Note** Undo and Revert do not reverse any action once editing changes have been saved using File/Save, CTRL+S, or Auto Timed Save. Only editing done after the save can be reversed. In addition, Undo cannot cancel Revert, Printer Setup, Sort, column/row deletions in a table, and file management and equation operations.

---

## To undo one or more actions

You can use Undo to reverse actions in Ami Pro if the Undo Level in User Setup is set to one or more levels.

1. Choose Tools/User Setup.
2. Select the desired Undo level. The level you specify determines the number of actions or levels Ami Pro can reverse. You can select Off, 1, 2, 3, or 4 levels.
3. Choose OK.
4. When you want to reverse an action, choose Edit/Undo.



**Keyboard** Press ALT+BACKSPACE or CTRL+Z.

Ami Pro automatically undoes the most recent action, without any prompt.

---

## To revert to the last saved version of a document

You can use Revert to Saved to cancel the editing changes you made to a document and return to the last saved version of the document.

**Note** If you used File/Save, CTRL+S, or specified Auto Timed Save, you can only revert to the last time the Save command was given or automatically executed.

Choose File/Revert to Saved to use revert.

**?Help** Ami Pro displays a message. For information, press F1.

*Revert to Saved is only available if you made changes to the document.*

---

# 6

## Modifying the Appearance of Text

---

### Understanding text formatting and text enhancements

You can change the way text appears in a document. If you need to modify just a few words or phrases, or you need to use two fonts within the same paragraph, you can use SmartIcons, the Face and Point Size buttons in the status bar, or the Text menu. These types of changes affect only the specific words or phrases you select and override the settings for the paragraph style assigned to the text.

**?Help** You can also modify all text using a particular paragraph style. For information, refer to “Modifying a paragraph style” in Chapter 7.

You can specify the **text formatting** and **text enhancements** you want to apply to selected characters, words, phrases, or paragraphs. Text formatting is any typeface, point size, color, attribute (bold, italic, underline, word underline), capitalization, or special effect you apply to selected text using either SmartIcons, the status bar, or the Text menu. Text enhancements include any alignment, indentation, or spacing you apply to selected text using either SmartIcons or the Text menu.

You can apply text formatting and enhancements to existing text. You can also apply text formatting and enhancements as you type by either clicking SmartIcons or choosing the Text menu and selecting the desired commands. Any subsequent text you type displays with the formatting and enhancements you selected.

In addition, once you apply text formatting to text, you can extract that formatting and quickly apply it to other text using Fast Format.

Several text formatting and enhancement commands are toggles. You can switch between adding and removing the formatting and enhancements by clicking the SmartIcons or choosing the Text menu and selecting the desired command.

**Tip** You can quickly remove all text formatting and enhancements applied to text by selecting the text and choosing Text/Normal. Ami Pro displays the selected text using the paragraph style settings.

*When the insertion point is on text that has been modified using SmartIcons, the status bar, or the Text menu, a check mark appears beside the appropriate menu item when you access the Text menu.*

## Applying a font to selected text

You can modify the typeface, size, and color of selected text.

The fonts available in Ami Pro depend on the fonts available to your printer. If the name on the Face button in the status bar appears in red (gray on a monochrome monitor) when you select text, and the Point Size button does not react when you click it, the typeface assigned to the text is not available to your printer. You should change to a face and size that is available.

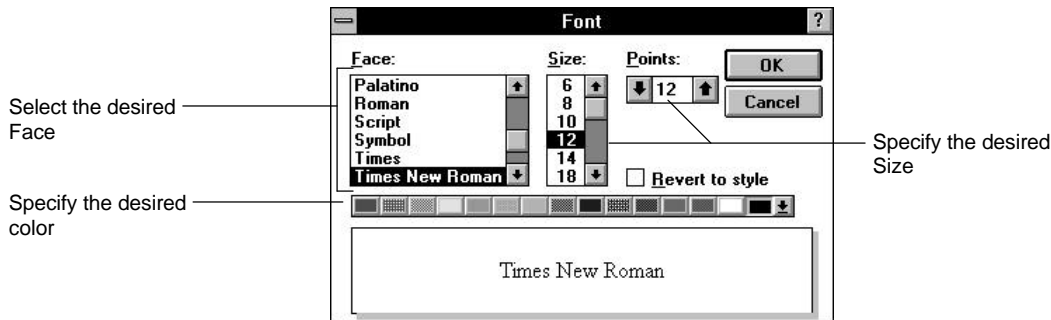
## To apply a font



1. Select the text you want to modify.

2. Choose Text/Font.

**Shortcut** Click the Face button in the status bar and select the desired face to apply that typeface. Click the Point Size button and select the desired size to apply that point size.



**Note** You can specify a custom point size if the Points option is not dimmed.

**?Help** For information about specifying colors, refer to “To set User Setup defaults” in Chapter 3.

3. Choose OK.

Ami Pro displays the selected text in the specified face, size, and color.

4. If you want to revert to the font settings in the paragraph style, choose Text/Font, select Revert to style, and choose OK.

---

## Applying an alignment to selected text

You can left align, right align, center, or justify selected text.

Ami Pro aligns entire paragraphs. Even if you select only a part of the paragraph, the entire paragraph uses the alignment you choose.

---

## To apply an alignment

1. Select the text you want to modify.

**Shortcut** Hold **CTRL** and press **L** for left, **E** for center, **R** for right, or **J** for justify to align the text.

2. Choose Text/Alignment.
3. Choose the desired alignment.



### Left

Aligns the selected text at the left margin.



### Center

Centers the selected text between the left and right margins.



### Right

Aligns the selected text at the right margin.



### Justify

Aligns the selected text at both the left and right margins.

4. Choose OK.  
Ami Pro displays the selected text with the specified alignment.
5. If you want to return to the alignment specified in the paragraph style, select the text, choose Text/Alignment, and then select the alignment that displays with a check mark beside it.

---

## Applying an indentation to selected text

You can use SmartIcons or the Text menu to indent all lines, the first line, or the remainder of the lines in a selected paragraph, or use any combination of those indentions.

Ami Pro indents entire paragraphs. Even if you select only a part of the paragraph, the entire paragraph uses the indentation you specify.

When you use SmartIcons to indent text, Ami Pro automatically indents in increments of .5 inches or 1 centimeter depending upon the unit of measurement specified in the page layout.

---

## To apply an indentation using SmartIcons



- Click the icon button to indent all lines of a paragraph from the left margin by .5 inches or 1 centimeter.
- Click the icon button to indent only the first line of the paragraph by .5 inches or 1 centimeter.
- Click the icon button to indent all lines of a paragraph except the first line by .5 inches or 1 centimeter.

**Note** If you want to indent a paragraph another .5 inches or 1 centimeter, click the desired icon button again.

---

## To apply an indentation using the Text menu

1. Select the text you want to modify.
2. Choose Text/Indentation.

Specify the desired Indent options

Select inches, centimeters, picas, or points as the unit of measurement

**Note** A pica equals 1/6 of an inch. A point equals 1/72 of an inch.

**?Help** For examples of indentions, refer to “Examples of paragraph style options” in Chapter 7.

### All

Indents all lines of the paragraph from the left margin by the amount you specify.

### From right

Indents all lines of the paragraph from the right margin by the amount you specify.

### First

Indents only the first line of the paragraph by the amount you specify.

### Rest

Indents all lines of a paragraph except the first line by the amount you specify.

3. Choose OK.

Ami Pro displays the selected text with the specified indentation.

*Ami Pro adds the amount you specify in First to the amount you specify in All to indent the first line of text.*

*Ami Pro adds the amount you specify in Rest to the amount you specify in All to indent the remaining lines of text.*



4. If you want the selected text to revert to the indentation specified in the paragraph style, choose Text/Indentation, select Revert to style, and choose OK.

---

## Applying line spacing to selected text

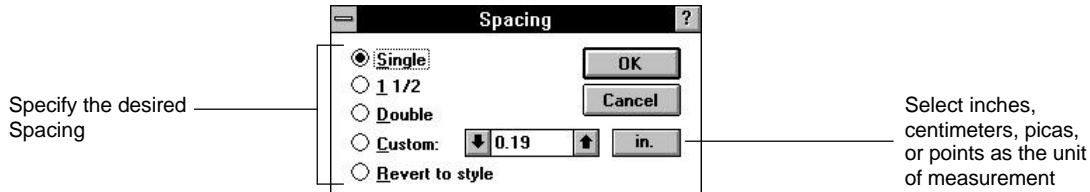
You can modify the line spacing for selected text.

Ami Pro spaces entire paragraphs. Even if you select only a part of the paragraph, the entire paragraph uses the spacing you specify.

---

## To apply line spacing

1. Select the text you want to modify.
2. Choose Text/Spacing.



### Single

Displays the selected text with single line spacing.

### 1 1/2

Displays the selected text with one and one half line spacing.

### Double

Displays the selected text with double line spacing.

### Custom

Displays the selected text with the spacing you specify.

3. Choose OK.  
Ami Pro displays the selected text with the specified spacing.
4. If you want the selected text to revert to the spacing specified in the paragraph style, choose Text/Spacing, select Revert to style, and choose OK.

---

## Applying attributes to selected text

You can quickly bold, italicize, underline, and capitalize selected text. The available attributes depend on the fonts available to your printer.

---

## To apply attributes

1. Select the text you want to modify.
2. Choose the Text menu.
3. Select the attribute you want to apply.



### Normal

Removes all text formatting and enhancements applied using SmartIcons, the Text menu, or the status bar. The selected text reverts to the settings in the paragraph style.



### Bold

Emphasizes the selected text. For example, **Bold**.



### Italic

Italicizes the selected text. For example, *Italic*.



### Underline

Underlines the selected text, including spaces between words. For example, Underlined text.



### Word Underline

Underlines the selected text and leaves any spaces between words without an underline. For example, Word Underline.

### Caps

Capitalizes the selected text using the type of capitalization you specify. If you remove a caps enhancement, the text reverts to the case specified in the paragraph style.



### Upper Case

Capitalizes all selected letters. For example, UPPER CASE.

### Lower Case

Changes all selected letters to lower case. For example, lower case.



### Initial Caps

Capitalizes the first letter of selected words. For example, Initial Caps.

### Small Caps

Capitalizes all selected letters with small caps. Ami Pro converts the original upper case text (the first character in each selected word) to the standard size upper case for the specified font, and converts all lower case letters to a font 7/10 the size of the original font. For example, SMALL CAPS.

Ami Pro displays the selected text with the selected attribute.

*If your printer cannot print small caps in the exact size, Ami Pro uses the closest equivalent.*

4. If you want to remove a single text attribute, select the text, choose the Text menu, and select the attribute that displays with a check mark beside it. If you want to remove all text formatting and enhancements, choose Text/Normal.

---

## Applying special effects to selected text

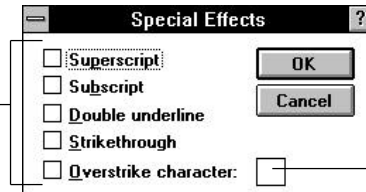
You can apply special text enhancements such as superscript, subscript, double underline, and strikethrough and overstrike characters to selected text.

---

### To apply special effects

1. Select the text you want to modify.
2. Choose Text/Special Effects.

Select the desired Special Effect



If necessary, specify the desired Overstrike character



#### Superscript

Places selected text just above the surrounding text, using a font 7/12 the size of the original font. Superscripts are used in footnotes. For example,  $x^2$ .



#### Subscript

Places selected text just below the surrounding text, using a font 7/12 the size of the original font. For example,  $C_2H_5OH$ .

**?Help** You can use Equations to create mathematical equations containing superscripts and subscripts. For information, refer to “To use the equation template icons” in Chapter 30.



#### Double underline

Places two lines under selected text. For example, double underline.

#### Strikethrough

Displays and prints a straight line through selected text. For example, ~~Strikethrough~~.

#### Overstrike character

Displays and prints the character you type in the text box on top of selected text. You can type any character in the ANSI or ASCII character set. For example, ~~overstrike~~.

*The character you specify as the overstrike character uses the same font as the selected text.*

**?Help** For information about ANSI and ASCII character sets, refer to Appendix C.

3. Choose OK.

Ami Pro displays the selected text with the selected special text enhancement.

4. If you want to remove Special Effects, select the text, choose Text/Special Effects, deselect the enhancement, and choose OK.

---

## Removing text formatting and enhancements

You can remove all text formatting and enhancements you previously applied to text at one time.

---

### To remove all text formatting and enhancements



1. Select the text from which you want to remove all text formatting and enhancements.

2. Choose Text/Normal.

**Keyboard** Press CTRL+N.

Ami Pro displays the selected text using the paragraph style settings.

---

## Using Fast Format for selected text

You can use Fast Format to extract **text formatting** information from selected text and then apply that formatting to other main document text, table text, or text in a text frame. Text formatting is any typeface, point size, color, attribute (bold, italic, underline, word underline), capitalization, or special effects you applied to selected text using either SmartIcons, the status bar, or the Text menu.

*You must have a mouse to apply the formatting you extract using Fast Format.*

**?Help** You can also use Fast Format to extract paragraph style formatting information. For information, refer to “To assign a paragraph style using fast format” in Chapter 4.

---

## To use Fast Format for selected text

You can extract text formatting applied using SmartIcons, the status bar, or the Text menu and apply that formatting to other text.

1. Select the text that has the desired text formatting.



2. Choose Text/Fast Format.

**Keyboard** Press CTRL + T.



Ami Pro changes the mouse pointer to a paint brush and extracts any text formatting information. If you did not apply a font using SmartIcons, the status bar, or the Text menu, Ami Pro extracts the font information contained in the paragraph style.

**Note** If you select an entire paragraph, Ami Pro displays the Fast Format dialog box. Select Only text font and attributes and choose OK.

3. Select the text to which you want to apply the text formatting and release the mouse button.

**?Help** You can use mouse shortcuts to select text. For information, refer to the *Ami Pro Quick Reference Card*.

The text appears with the formatting you applied.

**Note** Ami Pro adds text formatting to any formatting you previously applied. For example, if you extract the bold attribute and apply it to italicized text, the text appears both bold and italicized.

4. If you want to apply the extracted text formatting to other text, repeat step 3.



5. When you no longer want to apply the text formatting, choose Text/Fast Format.

**Keyboard** Press ESC.

Ami Pro changes the mouse pointer to an I-beam.

---

## Using a bullet

You can insert a bullet anywhere in the text. You can use bullets prior to text in several consecutive paragraphs, or insert a bullet in the middle of a paragraph.

**?Help** If you want a bullet to precede all text assigned a particular paragraph style, you can specify the bullet as part of that paragraph style. For information, refer to “To modify paragraph style bullets & numbers” in Chapter 7.

---

## To insert a bullet

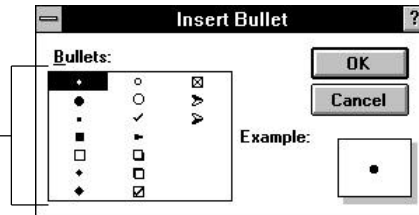
1. Place the insertion point where you want to insert a bullet.
2. Choose Edit/Insert.



**Shortcut** Click the Insert bullet icon and select the desired options in the dialog box.

3. Choose Bullet.

Select the desired  
bullet style



4. Choose OK.

Ami Pro inserts a bullet at the location of the insertion point.

---

## To remove a bullet

You can remove an inserted bullet by:

- Placing the insertion point immediately before the inserted bullet and pressing **DEL**.
- Placing the insertion point immediately after the inserted bullet and pressing **BACKSPACE**.

---

## Examples of inserted bullets

### Inserting a bullet in the middle of a paragraph

49 West Executive Parkway • Chicago, Illinois 60640 • (312) 275-3333

You want to use bullets to set off text in the middle of a paragraph.

Place the insertion point before the word you want to set off with a bullet.

Choose Edit/Insert.

Choose Bullet.

Select the desired bullet style and choose OK.

Ami Pro inserts a bullet in front of the text.

Place the insertion point after the text.

Insert another bullet by repeating the steps.

### Inserting a bullet prior to text in a paragraph

When text is selected, you can:

- Type over it.
- Delete it.
- Move it.
- Copy it.

You want to create a list of indented bulleted items.

Place the insertion point on the line you want to contain the first item in the list.

Press **TAB** to indent the first line of the paragraph.

Choose Edit/Insert.

Choose Bullet.

Select the desired bullet style and choose OK.

Ami Pro inserts a bullet at the location of the insertion point.

Press **TAB**, type the desired text, and press **ENTER**.

Create the rest of the list by repeating the steps.





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# 7

## Modifying the Appearance of Paragraphs

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### Understanding paragraph styles

In Ami Pro, paragraph styles include all text formatting information and determine the way text in a document initially appears. The paragraph styles are included in the style sheet that you select when you create a document. They contain pre-defined formatting information for **paragraphs** of text. Ami Pro defines a paragraph as any text, characters, or spaces between two returns.

As you type and edit a document, you can assign different paragraph styles to the text. Ami Pro formats the text using the formatting information contained in the paragraph styles you assign. Ami Pro displays the name of the current paragraph style in the Style Status button in the status bar.

**?Help** For information about assigning paragraph styles, refer to “Assigning paragraph styles” in Chapter 4.

Paragraph style settings include:

- Typeface, point size, color, and attributes such as bold and italic
- Left, right, center, numeric, and leader tabs, indentions and hanging indent
- Left, right, center, or justified alignment
- Line spacing, paragraph spacing, and text tightness
- Page breaks before, after, or within a paragraph, and keeping a paragraph with the preceding or following paragraph
- Bullet, number, and text before a paragraph
- Line above and below a paragraph, and its placement and style
- Format of numeric data within an Ami Pro table
- Hyphenation of text if the entire word does not fit on a line

*Ami Pro provides several units of measurement for paragraph style settings. You can select inches, centimeters, picas (1/6 of an inch), or points (1/72 of an inch).*

## Modifying the formatting information for a paragraph style

You can modify the formatting information for a paragraph style by:

- Defining a paragraph style from any text formatting and text enhancements you applied to selected text
- Modifying a paragraph style by changing its settings
- Creating a new paragraph style from either an existing paragraph style or selected text

When you define or modify a paragraph style, Ami Pro automatically reformats all text in the document using that paragraph style. When you create a paragraph style, you can assign it to any paragraphs in the current document.

Any time you create or change a paragraph style, the paragraph style name appears in the status bar and Styles Box with a bullet (dot) next to it. This indicates that the formatting information for the paragraph style is now stored in the document, not in the style sheet.

Style Status button



**?Help** Any changes you make to paragraph styles are effective only for the current document, unless you save the paragraph styles to the style sheet. For information, refer to “Creating a style sheet” in Chapter 9.

**Note** If a paragraph style name in the Style Status button appears in red (gray on a monochrome monitor), the paragraph style assigned to that text is not available in the current style sheet or document. You may have imported or pasted text from one document into another, or used another style sheet for a document, or removed a paragraph style. Either assign an available paragraph style to all paragraphs where this occurs, or create a paragraph style with the same name and characteristics as the paragraph style assigned to the text in the original document.

---

## Defining a paragraph style

You can use Define Style to incorporate any text formatting and text enhancements you apply to text into the paragraph style assigned to that text.

For example, if you use the Text menu to modify selected text so that it appears red and underlined, and you decide you want all text using the Heading 1 paragraph style to appear that way, you can use Define Style to change the Heading 1 paragraph style to red and underlined.

---

## To define a paragraph style

You must modify selected text before you can define a paragraph style.

1. Apply the desired text formatting and enhancements to selected text using SmartIcons, the status bar, or the Text menu.

**?Help** For information, refer to “Understanding text formatting and text enhancements” in Chapter 6.

2. Assign the paragraph style into which you want to incorporate the formatting and enhancements to the text you modified.
3. Place the insertion point on any word in the paragraph that has all the formatting and enhancements you want to incorporate into the paragraph style.



4. Choose Style/Define Style.

**?Help** Ami Pro displays a message indicating the name of the paragraph style that will be modified. Choose OK.

Ami Pro reformats any text in the document using that paragraph style. The paragraph style name appears in the status bar and Styles Box with a bullet next to it, indicating that the formatting information is now stored in the document, not in the style sheet.

**Note** If you previously modified selected text in any paragraph using this paragraph style, the text formatting and text enhancements you applied override the settings for the paragraph style. You can select the paragraph and choose Text/Normal to use the paragraph style settings.

**?Help** You can make the modified paragraph style available to other documents if you save it to the style sheet. For information, refer to “Creating a style sheet” in Chapter 9.

## Modifying a paragraph style

You can use Modify Style to reformat all the text in a document using a particular paragraph style. You can specify the desired font, alignment, tabs, indentation, spacing, breaks, bullets, numbers, leading text, lines, table format, and hyphenation for a paragraph style. Ami Pro displays examples so you can see how the changes look before you use them in the document.

**?Help** If you want to modify just a few words or phrases, you can use SmartIcons, the status bar, or the Text menu. For information, refer to “Understanding text formatting and text enhancements” in Chapter 6.

While the Modify Style dialog box is displayed, you can change one or more paragraph styles. After modifying the desired options for a paragraph style, you can save the changes to that paragraph style or save the changes to a new paragraph style.

## To modify a paragraph style



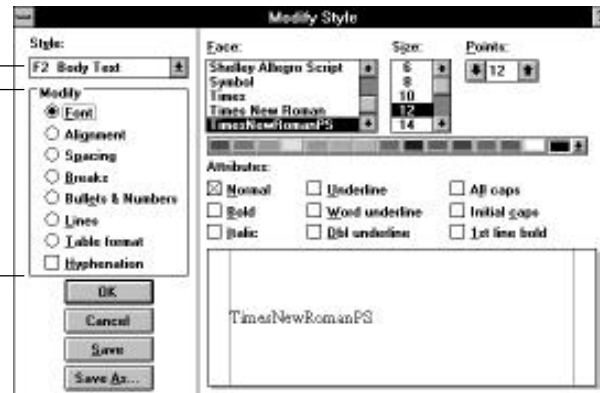
1. Choose Style/Modify Style.

**Mouse** Click the right mouse button when the insertion point is in main document text.

**Keyboard** Press CTRL+A.

Select the paragraph Style you want to modify

Select the desired Modify options



**?Help** For information about each of the Modify options, refer to the following pages.

2. Choose the desired command button.

### OK

Saves the paragraph style settings and closes the Modify Style dialog box.

**Cancel**

Closes the Modify Style dialog box without saving any changes.

**Save**

Saves the paragraph style settings without closing the Modify Style dialog box. This allows you to modify more than one paragraph style.

**Save As**

Saves the paragraph style settings to the paragraph style name you specify.

Ami Pro reformats any text in the document using that paragraph style. The paragraph style name appears in the status bar and Styles Box with a bullet next to it, indicating that the formatting information is now stored in the document, not in the style sheet.

**Note** If you previously modified selected text in any paragraph using this paragraph style, the text formatting and text enhancements you applied override the settings for the paragraph style. You can select the paragraph and choose Text/Normal to use the paragraph style settings.

**?Help** You can make the modified paragraph style available to other documents if you save it to the style sheet. For information, refer to “Creating a style sheet” in Chapter 9.

---

**To modify a paragraph style font**

A **font** is a collection of all the available characters (letters, numbers, punctuation, and special symbols) for one size and style of a specific typeface. Each font has a typeface name, size, and attribute. Examples of individual fonts are Times Roman 10 point bold or Courier 12 point italic. In these examples, Times Roman and Courier are the typeface names, 10 point and 12 point are the sizes or heights, and bold and italic are the character attributes.

The fonts available in Ami Pro depend on the fonts available to the current printer. If the name in the Face button on the status bar appears in red (gray on a monochrome monitor) and the Point Size button does not react when you click it, the paragraph style assigned to that text specifies a font that is not available to the printer. You should specify a face and size that is available to the printer for each paragraph style and then save the changes to a new style sheet.

**?Help** For information, refer to “Creating a style sheet” in Chapter 9.

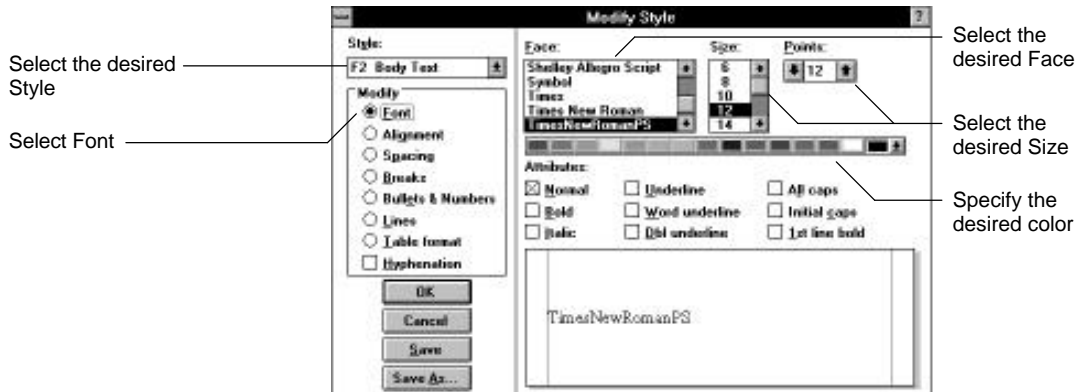
You can specify the typeface, point size, and color for each paragraph style.



1. Choose Style/Modify Style.

**Mouse** Click the right mouse button when the insertion point is in main document text.

**Keyboard** Press CTRL+A.



**Note** Ami Pro displays any typeface that is not supported by the current printer in red in the Face list box. You should select a face that is available to the printer for each paragraph style and then save the changes to a new style sheet.

**?Help** For information about specifying a color, refer to “To set User Setup defaults” in Chapter 3.

2. If you want to use a custom point size, specify the size in the Points text box.

3. Choose OK.

Ami Pro reformats any text using that paragraph style.

**?Help** You can save the changes to a new style sheet. For information, refer to “Creating a style sheet” in Chapter 9.

---

## To modify a paragraph style attribute

You can specify the desired font attributes for each paragraph style.

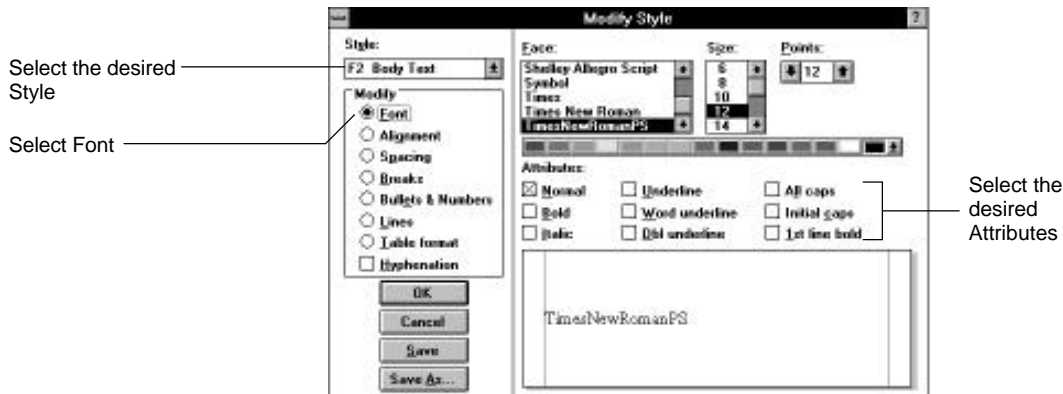
**Attributes** are special characteristics of text, such as bold, italic, underline, and caps. The available attributes depend on the fonts available to your printer.



1. Choose Style/Modify Style.

**Mouse** Click the right mouse button when the insertion point is in main document text.

**Keyboard** Press CTRL+A.



**Note** You can select Normal, Bold, Italic, Underline, Word underline, Double underline, All caps, 1st line bold, or any combination of those attributes.

2. Choose OK.

Ami Pro reformats any text using that paragraph style.

---

## To modify paragraph style tabs

You can set left, right, numeric, center, and leader tabs for each paragraph style. You can create up to 22 tabs in the ruler.

**Note** You must select Use style tabs for Ami Pro to implement the tabs you set.

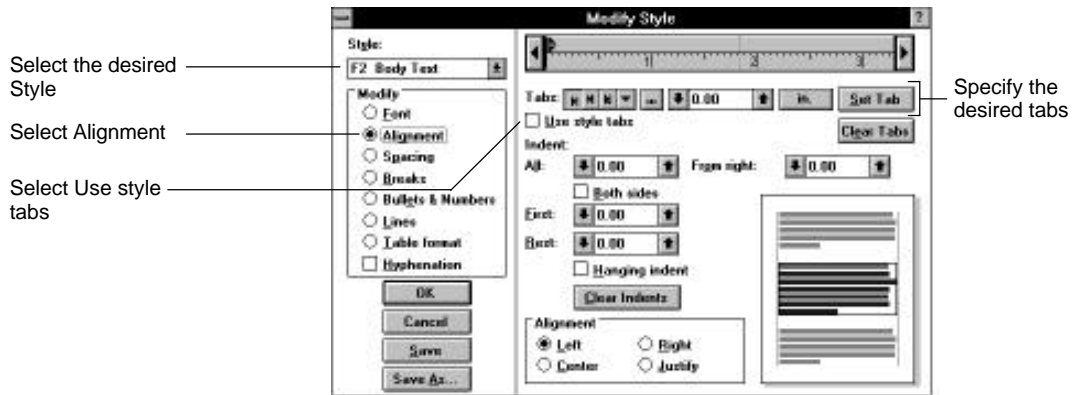
**?Help** The tabs you set in a paragraph style override the tabs set in the page layout, but they do not override tabs set in inserted rulers. For information, refer to “Understanding tabs and rulers” in Chapter 8.

1. Choose Style/Modify Style.

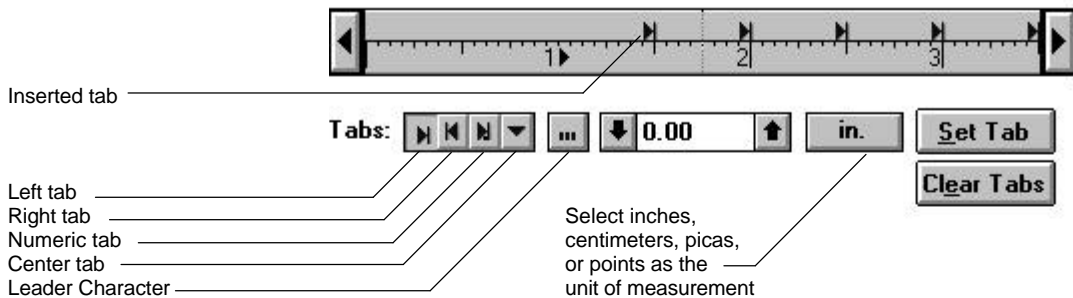
**Mouse** Click the right mouse button when the insertion point is in main document text.



**Keyboard** Press CTRL+A.



2. If you want to remove all existing tabs, choose Clear Tabs.



**Keyboard** To change the unit of measurement, press TAB until the unit of measurement button is selected. Press SPACEBAR to select inches, centimeters, picas, or points.

3. If you want to create a tab, select the desired Tab button in the tab bar.

**Keyboard** Press TAB until the first Tab button is selected. Press → or ← to select the desired Tab button.

### Left

Left aligns the text after the tab. Places the first character typed after pressing TAB at the position of the tab setting and displays subsequently typed characters to the right of the tab setting.

### Right

Right aligns the text after the tab. Places the first character typed after pressing TAB at the position of the tab setting and displays subsequently typed characters to the left of the tab setting. When another tab setting, other text, a column



boundary, or the left margin is encountered, the characters display to the right.

### **Numeric**

Places the first character typed after pressing **TAB** at the position of the tab setting and displays subsequently typed characters to the left of the tab setting. After a numeric separator is typed, the characters display to the right of the tab setting.

**?Help** The numeric separator is determined by the Number Format specified in the Windows Control Panel. For information, refer to the *Microsoft Windows User's Guide*.

### **Center**

Evenly positions text to the left and right of the tab setting.

4. If you want tabular text to be separated by a character instead of spaces, click the Leader Character button in the tab bar until the desired leader character displays on the Tab button.

**Keyboard** Press **TAB** to move to the Leader Character button. Press **→** or **←** until the desired leader character displays on the Tab button.

**Underline**        —

**Dash**             ----

**Period**          .....

### **None**

5. In the top half of the ruler above the number or unit indicator, position the mouse pointer where you want to add the tab and click the mouse button.

**Keyboard** Press **SHIFT+TAB** until the insertion point moves to the ruler. Press **→** or **←** to move the solid black line to the desired position. Press **SPACEBAR** to add the tab.

**Note** If you need to create a tab in a precise location, you can specify the desired location for the tab in the tab bar text box and choose Set Tab.

6. If you want to move a tab, position the mouse pointer on the tab indicator you want to move and drag it to the desired position in the ruler.

*Make sure you set numeric tabs so that the largest numbers you type in the document have sufficient space between them. Otherwise, the numbers may not align*

*You can press **CTRL+→** or **CTRL+←** to move in larger increments.*

*You cannot move a tab indicator beyond another tab indicator. You can delete the existing tab and then create the desired tab.*

*You cannot change an existing tab indicator to another type of tab indicator. To change the type of tab, delete the existing tab indicator and then create the desired type of tab.*

*If you do not select Use style tabs, Ami Pro uses the tabs set in the page layout instead of the tabs set in the paragraph style.*

## To modify paragraph style indentions



Select the desired Style

Select Alignment

Specify the desired indentions in the text boxes or the ruler

**Keyboard** Press **TAB** to move the insertion point to the ruler. Press **→** or **←** to move the solid black line to the tab indicator you want to move. Press **SPACEBAR+→** or **SPACEBAR+←** to move the tab indicator to the desired position.

Ami Pro automatically aligns the tab to the closest unit indicator in the ruler.

7. If you want to delete a tab, position the mouse pointer on the tab indicator you want to delete and drag it up or down off the ruler.

**Keyboard** Press **TAB** to move the insertion point to the ruler. Press **→** or **←** to move the solid black line to the tab indicator you want to delete and press **DEL**.

8. Select Use style tabs.
9. Choose OK.

Ami Pro reformats any text using that paragraph style.

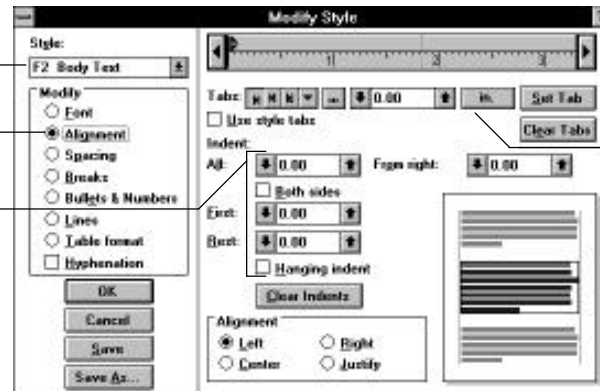
You can indent all lines, the first line, or the remainder of the lines, or use any combination of those indentions for each paragraph style. Ami Pro starts all indentions from the left or right margin.

**?Help** For examples of indentions, refer to “Examples of paragraph style options” in this chapter.

1. Choose Style/Modify Style.

**Mouse** Click the right mouse button when the insertion point is in main document text.

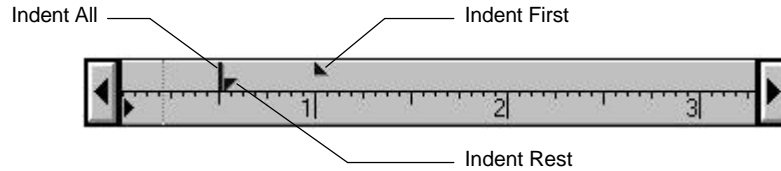
**Keyboard** Press **CTRL+A**.



Select inches, centimeters, picas, or points as the unit of measurement

**Note** You can see the effects of your indentation settings in the middle paragraph of the Example Page box. If you are using a color monitor, the first line in the middle paragraph displays in magenta and represents the amount specified in First. The blue lines in the middle paragraph represent the amount specified in Rest. Both the magenta and blue lines represent the amount specified in All.

*Ami Pro automatically aligns indentions to the closest unit indicator in the ruler.*



### All

Indents all lines of a paragraph from the left margin by the amount you specify.

**Mouse** Position the mouse pointer on the solid blue line above the number or unit indicator in the top half of the ruler and drag the line to the desired position.

**Keyboard** Press **SHIFT+TAB** to move the insertion point to the ruler. Press **→** or **←** to move the solid black line to the desired position for the indentation. Press **0** to set the indentation.

### From right

Indents all lines of a paragraph from the right margin by the amount you specify.

**Mouse** If you want to modify the right indentation for all lines in a paragraph, position the mouse pointer on the large triangle above the number or unit indicator in the top half of the ruler and drag the triangle to the desired position.

**Keyboard** When the insertion point is in the ruler, press **→** or **←** to move the solid black line to the desired position for the indentation. Press **3** to set the indentation.

### Both sides

Indents text from both the right and the left margins by the amount you specify in All.

### First

Indents only the first line of a paragraph by the amount you specify.

*You can press **CTRL+→** or **CTRL+←** to move in larger increments.*

*The right margin in the paragraph style ruler is set at 22 inches or the equivalent measurement in centimeters, picas, or points. You may need to scroll in the ruler to see the right indent indicator.*

*Ami Pro adds the amount you specify in First to the amount you specify in All to indent the first line of text in a paragraph.*

*Ami Pro adds the amount you specify in Rest to the amount you specify in All to indent the remaining lines of text in a paragraph.*

*You must specify an amount in the Rest text box for the hanging indent to work.*

**Mouse** Position the mouse pointer on the upper triangle above the number or unit indicator in the top half of the ruler and drag the triangle to the desired position.

**Keyboard** When the insertion point is in the ruler, press → or ← to move the solid black line to the desired position for the indentation. Press 1 to set the indentation.

### **Rest**

Indents all lines of a paragraph except the first line by the amount you specify.

**Mouse** Position the mouse pointer on the lower triangle above the number or unit indicator in the top half of the ruler and drag the triangle to the desired position.

**Keyboard** When the insertion point is in the ruler, press → or ← to move the solid black line to the desired position for the indentation. Press 2 to set the indentation.

### **Hanging indent**

Indents all lines of a paragraph, including any text on the first line that follows a tab, by the amount you specify in Rest.

To create a hanging indent, you must type the text you want to appear at the beginning of the first line, press **TAB**, and then type the remaining text. If you find that the hanging indent does not align at the desired location, increase or decrease the amount specified in the Rest option.

**?Help** A hanging indent lets you produce a “term and description” effect, where the term appears at the left end of the line and the description or definition appears to the right. For information, refer to “Examples of paragraph style options” in this chapter.

2. If you want to remove the All, First, Rest, and Right indents, choose Clear Indents.
3. Choose OK.

Ami Pro reformats any text using that paragraph style.

---

## **To modify paragraph style alignment**

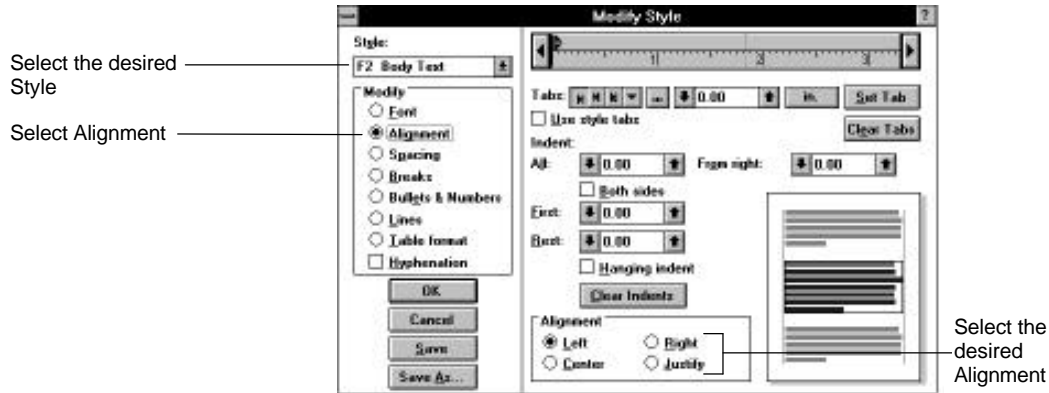


You can specify left, right, center, or justify as the alignment for each paragraph style.

1. Choose Style/Modify Style.

**Mouse** Click the right mouse button when the insertion point is in main document text.

**Keyboard** Press CTRL+A.



### **Left**

Aligns text at the left margin.

### **Center**

Centers text between the left and right margins.

### **Right**

Aligns text at the right margin.

### **Justify**

Aligns text at both the left and right margins.

2. Choose OK.

---

## **To modify paragraph style spacing**

You can specify the line spacing (leading), paragraph spacing, and text tightness for each paragraph style.

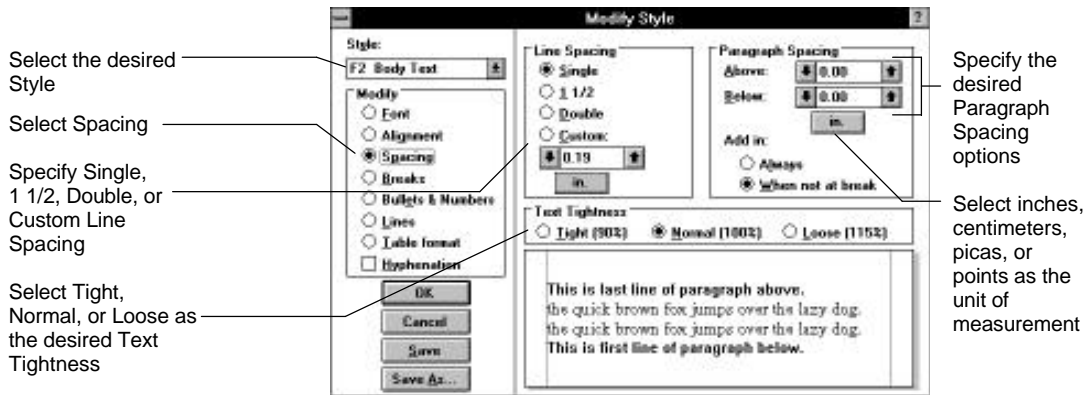
**?Help** For examples of paragraph spacings, refer to “Examples of paragraph style options” in this chapter.

1. Choose Style/Modify Style.

**Mouse** Click the right mouse button when the insertion point is in main document text.



## Keyboard Press CTRL+A.



**Note** Text tightness controls the width of a space on a line. Tight means a smaller space so more text fits on a line. Loose means a larger space so less text fits on a line.

2. If you want a certain amount of space above or below a paragraph, specify the desired Paragraph Spacing.

### **Above**

Displays the amount of space you specify above the first line of a paragraph.

### **Below**

Displays the amount of space you specify below the last line of a paragraph.

3. If you want to select when the paragraph spacing should be used, select Always or When not at break.

### **Always**

Specified paragraph spacing always occurs.

### **When not at break**

Specified paragraph spacing occurs only when a paragraph is not at a page or column break.

4. Choose OK.

Ami Pro reformats any text using that paragraph style.

*If you specify a custom line spacing smaller than single spacing, the text could be difficult to read.*

---

## To modify paragraph style breaks

You can specify how you want Ami Pro to break pages for each paragraph style.

**?Help** For examples of breaks, refer to “Examples of paragraph style options” in this chapter.



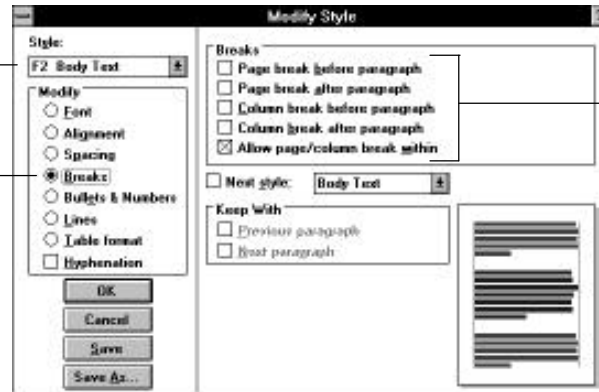
1. Choose Style/Modify Style.

**Mouse** Click the right mouse button when the insertion point is in main document text.

**Keyboard** Press CTRL+A.

Select the desired Style

Select Breaks



Select the desired Break options

*Use Page break before paragraph for headings such as chapter headings where the text must appear at the top of the page.*

*Use Page break after paragraph for title pages.*

**Page break before paragraph**

Ami Pro places a page break before any paragraph of text using this paragraph style.

**Page break after paragraph**

Ami Pro places a page break after any paragraph of text using this paragraph style.

**Column break before paragraph**

Ami Pro places a column break before any paragraph of text using this paragraph style.

**Column break after paragraph**

Ami Pro places a column break after any paragraph of text using this paragraph style.

**Allow page/column break within**

Ami Pro allows text using this paragraph style to continue onto the next page or into the next column if there is no space left on the current page or in the current column. If you deselect this option, Ami Pro moves the entire paragraph to the next page or column rather than break it in the middle.

2. If you want to keep paragraphs using this paragraph style on the same page, select the desired Keep With options.

*Use the Keep With options for section headings, subheadings, captions, and quotes.*

**Note** The Keep With options are designed to keep related, consecutive paragraphs together on the same page. Neither option is available if you select Allow page/column break within.

### **Previous paragraph**

Ami Pro keeps a paragraph of text using this paragraph style with the preceding paragraph. It does not place a page break between the two paragraphs.

### **Next paragraph**

Ami Pro keeps a paragraph of text using this paragraph style with the subsequent paragraph. It does not place a page break between the two paragraphs.

3. If you want Ami Pro to change to a particular paragraph style every time you press **ENTER** at the end of text using the paragraph style you are modifying, select **Next** style and then select the desired paragraph style in the **Next** style list box.

**Note** Ami Pro implements **Next** style only when you start a new paragraph. If you press **ENTER** in the middle of a previously created paragraph, the new paragraph maintains the current paragraph style. It does not change to the paragraph style you specify as the **Next** style.

4. Choose **OK**.

Ami Pro reformats any text using that paragraph style.

---

## **To modify paragraph style bullets & numbers**

For each paragraph style, you can specify the bullet, number, text, or any combination of the three that you want to appear prior to text using a paragraph style. Any bullets, numbers, or leading text you specify display in every paragraph using that paragraph style.

**Note** You cannot use multiple numbers, bullets, or strings of leading text in one paragraph style.

**?Help** For examples of using paragraph style bullets, numbers, and leading text, refer to “Examples of paragraph style options” in this chapter.

Ami Pro provides several style sheets that contain a **Number List** paragraph style already set up for a simple numbered list scheme. If you select one of these style sheets when you create a document, all you need to do is assign the paragraph style to the text in the document.

**?Help** You can also create an outline numbering scheme and specify the number, letter, and punctuation for each paragraph style. For information, refer to “Using outline numbering” in Chapter 11.

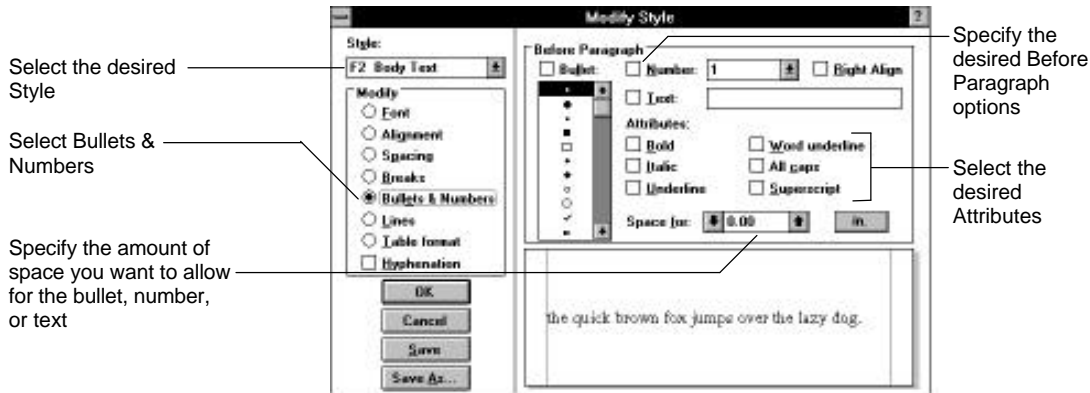




## 1. Choose Style/Modify Style.

**Mouse** Click the right mouse button when the insertion point is in main document text.

**Keyboard** Press CTRL+A.



**Note** You can select Bold, Italic, Underline, Word underline, All caps, or Superscript, or any combination of those Attributes.

**Tip** Select the bullets, numbers, and leading text in the order in which you want them to appear. If you need to change the order, you can deselect one or more options and then select them again in the desired order.

*Use Bullet to create a list of action items.*

## 2. If you want to use a leading bullet, select Bullet and select the desired bullet style.

**?Help** You can also insert a bullet in the text instead of making it part of the paragraph style. For information, refer to “To insert a bullet” in Chapter 6.

## 3. If you want to use a leading number, select Number and select the desired number style. You can choose 1, I, i, A, or a.

**Tip** If you want periods after the numbers, type a period in the text box after you select the number style. Ami Pro displays the period as part of the number style the next time you select Bullets & Numbers in the Modify Style dialog box.

## 4. If you want to right align leading numbers, select Right Align.

## 5. If you want to use leading text, select Text and type the desired text in the text box.

**Tip** If you want one or more spaces before the bullet, number, or leading text, you can type the desired number of spaces in the Text text box before you select Number or Bullet, or select

*Use Number to create a simple numbered list. Ami Pro automatically restarts the numbers for text using this paragraph style when it follows text using a different paragraph style.*

*Use Text to create leading text, such as Note or Help.*

Right Align. You can edit or delete any text in the text box if you need to change it.

6. Choose OK.

Ami Pro reformats any text using that paragraph style. The first line of those paragraphs is indented by the amount you specified in the Space for text box.

## To modify paragraph style lines

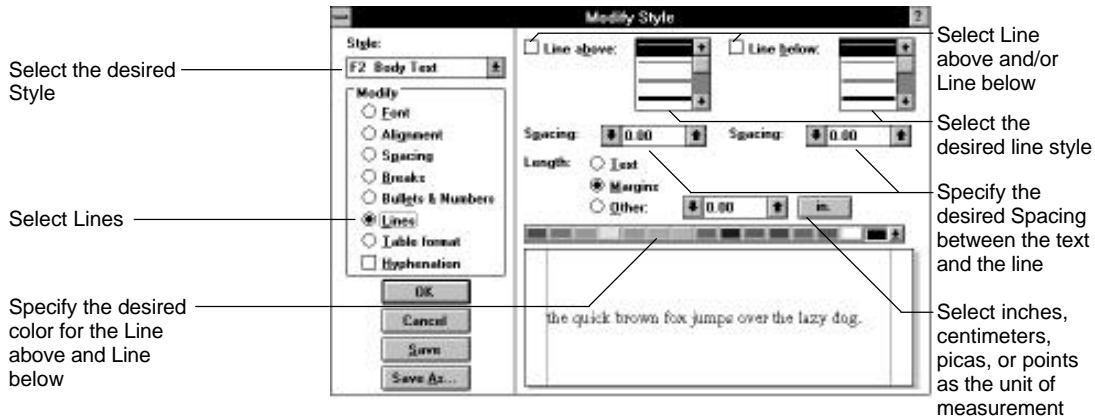


You can specify a line that displays above, below, or both above and below the first or last line of a paragraph using the paragraph style.

1. Choose Style/Modify Style.

**Mouse** Click the right mouse button when the insertion point is in main document text.

**Keyboard** Press CTRL+A.



**?Help** For information about specifying a color, refer to “To set User Setup defaults” in Chapter 3.

**Note** Line above displays a line above the first line of any paragraph using this paragraph style. Line below displays a line below the last line of any paragraph using this paragraph style.

2. If you want to specify the length of the line, select Text, Margins, or Other as the desired Length for the Line above and Line below.

If you select Other, specify the desired length in the text box.

3. Choose OK.

Ami Pro reformats any text using that paragraph style.

*If you select Text, the line automatically adheres to the alignment and indentation set in the paragraph style.*

## To modify paragraph style table format



Just as you can specify paragraph style options for text, you can specify the format for data in a table. You only need to set this format if you use tables for numeric data.

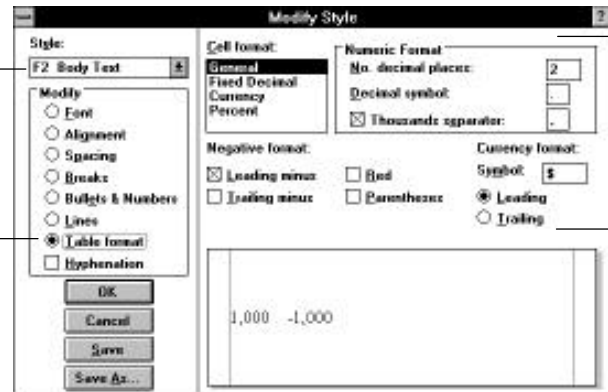
1. Choose Style/Modify Style.

**Mouse** Click the right mouse button when the insertion point is in main document text.

**Keyboard** Press CTRL+A.

Select the desired Style

Select Table format



Select the desired Table format options

2. If you want to specify how numbers should display in a table, select the desired Cell format.

### General

Displays numbers with no decimal positions.

### Fixed Decimal

Displays numbers with the number of decimal places you specify.

### Currency

Displays numbers with the currency symbol you specify.

### Percent

Displays numbers with a percent symbol.

3. If you want to specify how decimal numbers should display in a table, specify the desired Numeric Format.

### No. decimal places

If you select Fixed Decimal, displays numbers with the number of decimal positions you type in the text box.

### Decimal symbol

If you select Fixed Decimal, displays the character you type in the text box as the decimal symbol.

### Thousands separator

Displays the character you type in the text box to separate thousands from the rest of the number.

4. If you want to specify how negative numbers display in a table, specify the desired Negative format.

### Leading minus

Displays a minus sign in front of negative numbers.

### Trailing minus

Displays a minus sign at the end of negative numbers.

### Red

Displays negative numbers, including the symbols associated with these numbers, in red on the screen.

### Parentheses

Displays parentheses around negative numbers.

5. If you want a character to precede or follow numbers in a table, specify the desired Currency format.

### Symbol

Displays numbers with the symbol you type in the text box.

- ?Help** You can type either an ANSI or an ASCII symbol. For information about the ANSI and ASCII character sets, refer to Appendix C.

### Leading

Displays the symbol before the numbers.

### Trailing

Displays the symbol after the numbers.

6. Choose OK.  
Ami Pro reformats any text in tables using that paragraph style.

*Use Currency options when you work with international currencies.*

*You can use Symbol to specify a character you want to appear before or after numbers in a table.*

---

## To specify paragraph style hyphenation



You can specify hyphenation for each paragraph style. Hyphenation determines whether or not Ami Pro hyphenates the last word on a line of a paragraph using the paragraph style.

1. Choose Style/Modify Style.

**Mouse** Click the right mouse button when the insertion point is in main document text.

**Keyboard** Press CTRL+A.

2. Select the desired Style.

3. Select Hyphenation.

4. Choose OK.

### Using Hyphenation

If you select Hyphenation, Ami Pro automatically:

- Hyphenates a word if the entire word does not fit on a line, instead of wrapping the entire word to the next line
- Allows no more than two consecutive lines within the paragraph to be hyphenated
- Breaks words with discretionary hyphens
- Prevents hyphenation of a word that contains numerals
- Prevents hyphenation of words connected by a non-breaking space

**?Help** You can override the hyphenation of selected text. For information, refer to “Overriding a paragraph style” in Chapter 9.

In addition, you can specify whether or not you want Ami Pro to hyphenate the last word in a paragraph and the last word in a column or on a page, and the number of spaces that should be available at the right margin before hyphenation occurs.

**?Help** For information, refer to “To set Typographic Options” in Chapter 3.

---

### Examples of paragraph style options

#### Indenting a paragraph .5 inches

Choose Style/Modify Style.

Select the desired Style.

Select Alignment.

Specify .5 in the All text box and .00 in the First and Rest text boxes.

Choose OK.

Any text using this paragraph style looks similar to this:

All lines of the paragraph are indented one half inch. Use this indention when you want to set off a paragraph from the rest of the main document text.

#### Indenting the first line .5 inches

Choose Style/Modify Style.

Select the desired Style.

Select Alignment.

Specify .5 in the First text box and .00 in the All and Rest text boxes.

Choose OK.

Any text using this paragraph style looks similar to this:

Only the first line of a paragraph is indented. Use this indentation to set off the beginning of each paragraph.

### **Creating a reverse indent**

Choose Style/Modify Style.

Select the desired Style.

Select Alignment.

Specify .5 in the Rest text box and .00 in the All and First text boxes.

Choose OK.

Any text using this paragraph style looks similar to this:

This is a reverse indent (the first line of a paragraph aligns on the left margin and the remaining lines indent one half inch). Use this indentation to create a bibliography or glossary list.

### **Indenting both sides .5 inches from both margins**

Choose Style/Modify Style.

Select the desired Style.

Select Alignment.

Specify .5 in the All text box and .00 in the First and Rest text boxes.

Select Both sides and choose OK.

Any text using this paragraph style looks similar to this:

This paragraph is indented one half inch from both the left and right margins. Use this indentation when you are quoting whole paragraphs of text.

### **Using a hanging indent**

Choose Style/Modify Style.

Select the desired Style.

Select Alignment.

To set up a hanging indent with the term at the left margin, specify 1.00 in the Rest text box and .00 in the All and First text boxes.

Select Hanging indent and choose OK.

In the document, type the term and press **TAB**.

Type the description.

Any text using this paragraph style looks similar to this:

Term: This is a definition of the term at the left. The term is at the left margin. When you press **TAB** after typing the term, the insertion point moves to the indentation specified in the Rest text box. All lines after the first line in the paragraph indent to the amount specified in Rest.

## Using an indented hanging indent

Choose Style/Modify Style.

Select the desired Style.

Select Alignment.

To set up a hanging indent with the term indented one half inch from the left margin, specify .5 in the All text box, .00 in the First text box, and 1.00 in the Rest text box.

Select Hanging indent and choose OK.

In the document, type the term and press **TAB**.

Type the description.

Any text using this paragraph style looks similar to this:

Term:	This is a definition of the term at the left. The term is indented one half inch. When you press <b>TAB</b> after typing the term, the insertion point moves one inch beyond the half inch specified in the All text box, thereby indenting one and one half inches from the left margin. All lines after the first line in the paragraph indent the amount specified in Rest.
-------	--

## Using paragraph spacing above

You are using subheadings in a document and want additional space above each subheading.

Choose Style/Modify Style.

Select the Style you want to use for subheadings.

Select Spacing.

Specify .25 inches in Paragraph Spacing Above.

Select Add in When not at break and choose OK.

Ami Pro automatically adds one quarter inch of space above any paragraph using the subheading paragraph style, if the paragraph does not begin a page or column. If the paragraph starts on the first line of a page or column, Ami Pro does not add the extra space.

## Using page break before paragraph

You want each section heading in a document to be at the top of the page.

Choose Style/Modify Style.

Select the Style you want to use for section headings.

Select Breaks.

Select Page break before paragraph and choose OK.

Ami Pro automatically begins a new page each time you use the section heading paragraph style, regardless of the amount of space available on the preceding page.

*If you specify Page break after paragraph and Allow page break within, Ami Pro places as much text as it can on one page, places the remaining text on the next page, then starts another page with the next paragraph of text.*

## **Using page break after paragraph**

You want a page break after the last paragraph in each section of a document. The last paragraph will always be a conclusion using a different paragraph style than the next paragraph.

Choose Style/Modify Style.

Select the Style you want to use for conclusions.

Select Breaks.

Select Page break after paragraph and choose OK.

Ami Pro automatically places any text immediately below the text using the conclusion paragraph style on a new page, regardless of the amount of space available on the existing page.

## **Using keep with next paragraph**

You want to make sure that the paragraph of text immediately following a section heading stays with the heading so that the heading doesn't appear at the bottom of one page while the subsequent paragraph appears at the top of the next page.

Choose Style/Modify Style.

Select the Style you want to use for section headings.

Select Breaks.

Deselect Allow page/column break within.

Select Keep With Next paragraph and choose OK.

Ami Pro automatically begins a new page if both the section heading and the subsequent paragraph do not fit on the same page, regardless of the fact that space remains on the existing page.

## **Using keep with previous paragraph**

You want to make sure that any text using the Help paragraph style stays with the paragraph of text immediately preceding it, so that the Help text doesn't appear at the top of one page while the preceding paragraph appears at the bottom of the previous page.

Choose Style/Modify Style.

Select the Help paragraph style.

Select Breaks.

Deselect Allow page/column break within.

Select Keep with Previous paragraph and choose OK.

Ami Pro automatically begins a new page if the Help text and the preceding paragraph do not fit on the existing page, regardless of the fact that space remains on the page.

## **Using next style**

You want to make sure that any text immediately following a paragraph using the Heading 1 style uses the Body Text style.

Choose Style/Modify Style.

Select Heading 1 as the style.



Select Breaks.

Select Next style.

Select Body Text in the Next style list box and choose OK.

Ami Pro automatically changes to the Body Text paragraph style every time you press **ENTER** at the end of a paragraph using the Heading 1 paragraph style.

### **Using right align in a numbered list**

You want to make sure the numbers in a numbered list align on the periods after the numbers.

Choose Style/Modify Style.

Select the paragraph style you want to use for the numbered list.

Select Bullets & Numbers.

Select Number.

Select the desired Number style.

Select Right Align.

Choose OK.

Ami Pro automatically lines the numbers up on the periods.

### **Using leading text**

You want a list of items in the document to be preceded by the word Item and an item number. You also want any subsequent lines in each of those paragraphs to indent the same amount as the text on the first line.

Choose Style/Modify Style.

Select the paragraph style you want to use for the list of items.

Select Bullets & Numbers.

Select Text.

Type the word Item in the text box.

Press **SPACEBAR** to type a space.

Select Number.

Select the desired Number style.

Select inches.

Specify .75 in the Space for text box.

Select Alignment.

Specify .75 in the Rest text box.

Choose OK.

Paragraphs using this paragraph style look similar to this:

- Item 1    Introducing Ami Pro
- Item 2    Understanding paragraph styles
- Item 3    Understanding text formatting and text enhancements

*Ami Pro automatically increments the numbers for consecutive paragraphs using the paragraph style.*

## Using an indented bullet

You want to indent a bullet in a paragraph, but you want the rest of the paragraph to begin at the left page margin.

Choose Style/Modify Style.

Select the paragraph style you want to use for bulleted paragraph.

Select Alignment.

Choose Clear Indents.

Select Bullets & Numbers.

Select Text.

Type five spaces in the Text text box.

Select Bullet.

Select the desired Bullets style.

Select inches.

Specify .5 inches in the Space for text box.

Choose OK.

An indented bullet paragraph looks similar to this:

- This is an indented bullet paragraph. The paragraph is indented five spaces, a bullet is inserted, and .5 inches is specified for the space after the bullet. The rest of the paragraph is aligned at the left margin.

---

## Creating a new paragraph style

You can use Create Style to create a new paragraph style either based on an existing paragraph style or selected text in the document.

**Tip** You can use Create Style to create a paragraph style based on the text formatting and enhancements Ami Pro applies to text you import from another file format.

**?Help** You can also create a new paragraph style in the Modify Style dialog box. For information, refer to “Modifying a paragraph style” in this chapter.

---

## To create a new paragraph style

1. If you want to create a new paragraph style based on the text formatting and enhancements you applied to text using SmartIcons, the status bar, or the Text menu, select the desired text.

## 2. Choose Style/Create Style.

Type the name you want to use for the New style

Specify whether the new paragraph style should be based on an existing paragraph Style or Selected text

The screenshot shows the 'Create Style' dialog box. At the top is a title bar with the text 'Create Style' and a question mark icon. Below the title bar is a text input field labeled 'New style:'. To the right of this field are three buttons: 'Modify', 'Cancel', and 'Create'. Below the 'New style:' field is a section titled 'Based On'. It contains two radio buttons: 'Style:' (which is selected) and 'Selected text'. To the right of the 'Style:' radio button is a list box containing the following items: 'Body Text', 'Body Single', 'Bullet', 'Bullet 1', 'Number List', and 'Subhead'. The list box has up and down arrow buttons on its right side.

### Style

Ami Pro bases the new paragraph style on the paragraph style you select in the list box. All settings in the new paragraph style are the same as those in the paragraph style you select, unless you modify them.

### Selected text

Ami Pro bases the new paragraph style on any text formatting and enhancements you applied to the first word of the selected text. All other paragraph style settings are the same as those in the paragraph style assigned to the selected text.

## 3. Choose Create or Modify.

### Create

Creates the paragraph style and returns to the document.

### Modify

Creates the paragraph style and automatically displays the Modify Style dialog box.

## 4. If you chose Modify, specify the desired settings for the new paragraph style.

## 5. Choose OK.

The new paragraph style name now appears in the status bar and Styles Box with a bullet next to it, indicating that the formatting information for the paragraph style is now stored in the document, not in the style sheet. Ami Pro assigns the paragraph style the first available function key. If no function key is available, the new paragraph style name appears at the end of the list.

Ami Pro does not automatically assign the new paragraph style to any paragraphs in the document. To use the new paragraph style, you should assign it to the appropriate paragraphs.

**?Help** You can make the new paragraph style available to other documents if you save the paragraph style to a style sheet. For information, refer to “Creating a style sheet” in Chapter 9.



---

# 8

## Changing the Appearance of the Page

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### Understanding page layout

*If you create a repeating frame in a document, the frame becomes part of the page layout.*

*Ami Pro provides several units of measurement for you to use in the page layout settings. You can choose inches, centimeters, picas (1/6 of an inch), or points (1/72 of an inch).*

In Ami Pro, the page layout includes all page formatting information and determines the way pages in a document initially appear. The standard page layout is included in the style sheet that you select when you create a document.

Each page can have only one layout. However, you can use frames to create the appearance of multiple layouts on a single page. Each frame has its own layout, separate from the page layout specified for the main document text.

**?Help** For information about frames, refer to “Understanding frames” in Chapter 15.

Page layout settings include:

- Left, right, top, and bottom margins
- Left, right, center, numeric, and leader tabs
- Number of columns, and space between columns (gutter width)
- Page size and orientation
- Margins, tabs, and columns for a header or footer, and whether it should begin on the first or second page
- Apply page layout settings to all, left, or right pages, facing pages
- Placement and style of lines around page and between columns

---

### Modifying the page layout

*You must be in Layout mode to modify the page layout.*

You can modify the page formatting information in a document by:

- Changing the standard page layout settings for the entire document

- Inserting a new page layout and specifying the desired settings
- Reverting to the standard page layout without manually specifying the settings

When you modify or insert a page layout, Ami Pro automatically reformats the pages in the document using that layout.

**?Help** Any changes you make to the page layout are effective only for the current document, unless you save the page layout to the style sheet. For information, refer to “Creating a style sheet” in Chapter 9.

**Note** Ami Pro saves only the first page layout in a document to a style sheet.

---

## Modifying the standard page layout

You can use Modify Page Layout to specify the **standard** page layout settings. These settings are determined by the page layout included in the style sheet associated with the document. You can specify the desired margins, columns, tabs, page settings, lines, header and footer options, and which pages should use the layout. Ami Pro displays an example so you can see how the changes look before you use them in the document.

**?Help** You can also quickly modify the left and right margins and the number of columns using the current ruler, which can be displayed at the top of the screen. You can modify the top and bottom margins using the vertical ruler, which can be displayed along the left side of the screen. For information, refer to “Using the current ruler” in this chapter, and “To set View Preferences” in Chapter 3.

Ami Pro uses the standard page layout for the entire document unless you insert a page layout. It uses the tabs specified in the standard page layout ruler for the entire document unless you either insert a ruler or assign paragraph styles with ruler settings to text.

**?Help** Any changes you make to the page layout ruler are effective only for the current document, unless you save the page layout to the style sheet. For information, refer to “Creating a style sheet ” in Chapter 9.

## To modify margins and columns

You can specify the left, right, top, and bottom margins, the number of columns, and the space between the columns for the entire document.

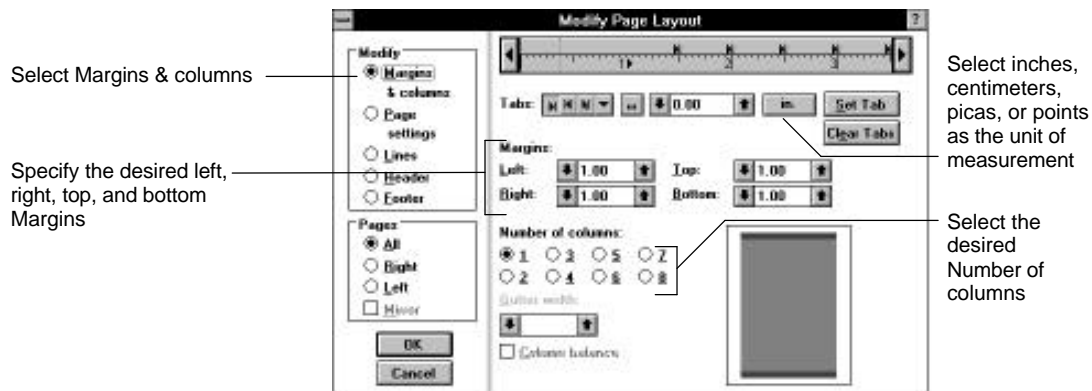
Margins are the blank borders of a page. They determine the amount of text that fits on a page. If you increase the size of any margin, there is less space for main document text on each page. If you decrease the size of any margin, there is more space for main document text. If you select multiple columns, Ami Pro automatically creates and uses the same tabs in all columns, although it only displays the tabs in the first column. Any modifications you make to tabs in the first column affect the tabs in all the columns.

**Note** If you are using a laser printer and you set the margins to less than .5 inches, it is possible that a portion of the text will not print because it will be in the no print zone.

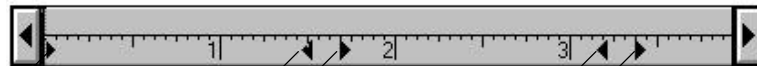


1. Choose Page/Modify Page Layout.

**Mouse** Click the right mouse button when the mouse pointer is in any margin area.



**Keyboard** To change the unit of measurement, press **TAB** until the unit of measurement button is selected. Press **SPACEBAR** to select inches, centimeters, picas, or points.



Column margin indicators determine the amount of white space between the main document text and the edges of the paper.

2. If you want to modify the left margin, position the mouse pointer on the solid black arrow in the bottom left half of the ruler and drag the arrow to the desired position, or specify the desired margin in the Left text box.

**Keyboard** Press **TAB** to move the insertion point to the ruler. Press → or ← to move the solid black line to the desired position. Press [ to set the left margin.

3. If you want to modify the right margin, position the mouse pointer on the solid black arrow in the bottom right half of the ruler and drag the arrow to the desired position, or specify the desired margin in the Right text box.

**Keyboard** Press **TAB** until the insertion point is in the ruler. Press → or ← to position the solid black line. Press ] to set the right margin.

4. If you want to modify the widths of two adjacent columns, position the mouse pointer in the bottom half of the ruler between the right margin indicator for one column and the left margin indicator for the adjacent column, and drag the mouse in the desired direction. Release the mouse button when the columns are the desired widths.
5. If you want to modify the amount of space between all the columns, specify the desired Gutter width.

**Tip** If you want different gutter widths between multiple columns, specify the desired widths by moving the column margin indicators in the bottom half of the ruler.

6. If you want to modify the gutter width between two adjacent columns while maintaining the column widths for those columns, position the mouse pointer in the bottom half of the ruler between the left and right margin indicators for the same column and drag the mouse in the desired direction. Release the mouse button when the gutter width is the desired size.
7. If you want the lengths of the columns to be horizontally aligned to as great an extent as possible, select Column balance.

**Note** Ami Pro automatically attempts to put equal amounts of text in all columns on complete pages of text, whether or not Column balance is selected. Use this option for horizontally aligning text on pages that are only partially full.

8. Choose OK.

Ami Pro reformats all pages in the document using the standard page layout.

*Column balance and Gutter width are dimmed unless you specify more than one column.*

---

## To modify page layout tabs

You can set left, right, numeric, center, and leader tabs for the entire document. You can create up to 22 tabs.



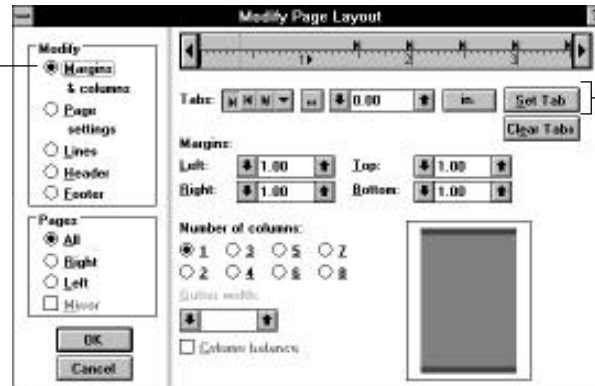
**Note** If you select multiple columns, Ami Pro automatically creates and uses the same tabs in all columns, although it only displays the tabs in the first column. Any modifications you make to tabs in the first column affect the tabs in all the columns.



1. Choose Page/Modify Page Layout.

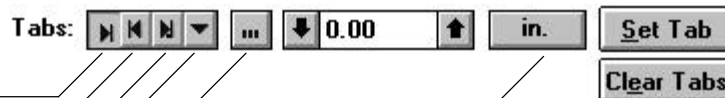
**Mouse** Click the right mouse button when the mouse pointer is in any margin area.

Select Margins & columns



Specify the desired tabs

2. If you want to remove all existing tabs, choose Clear Tabs.



Left tab

Right tab

Numeric tab

Center tab

Leader tab

Select inches, centimeters, picas, or points as the unit of measurement

**Keyboard** To change the unit of measurement, press **TAB** until the unit of measurement button is selected. Press **SPACEBAR** to select inches, centimeters, picas, or points.

3. If you want to create a tab, select the desired Tab button in the tab bar.

**Keyboard** Press **TAB** until the first Tab button is selected. Press **→** or **←** to select the desired Tab button.

**Left**

Left aligns the text after the tab. Places the first character typed after pressing **TAB** at the position of the tab setting and displays subsequently typed characters to the right of the tab setting.

**Right**

Right aligns the text after the tab. Places the first character typed after pressing **TAB** at the position of the tab setting. Displays subsequently typed characters to the left of the tab setting. When another tab setting, other text, a column boundary, or the left margin is encountered, the characters display to the right.

**Numeric**

Places the first character typed after pressing **TAB** at the position of the tab setting and displays subsequently typed characters to the left of the tab setting. After a numeric separator is typed, the characters display to the right of the tab setting.

**?Help** The numeric separator is determined by the Number Format specified in the Windows Control Panel. For information, refer to the *Microsoft Windows User's Guide*.

**Center**

Evenly positions text to the left and right of the tab setting.

- If you want tabular text to be separated by a character instead of spaces, click the Leader Character button in the tab bar until the desired leader character displays on the Tab button.

**Keyboard** Press **TAB** to move to the Leader Character button. Press **→** or **←** until the desired leader character displays on the Tab button.

**Underline**      —

**Dash**            ----

**Period**        .....

**None**

- In the top half of the ruler above the number or unit indicator, position the mouse pointer where you want to add the tab and click the mouse button.

**Keyboard** Press **TAB** until the insertion point moves to the ruler. Press **→** or **←** to move the solid black line to the desired position. Press **SPACEBAR** to add the tab.

*Make sure you set numeric tabs so that the largest numbers you type in the document have sufficient space between them. Otherwise, the numbers may not align correctly.*

*You can press **CTRL+→** or **CTRL+←** to move in larger increments.*

**Note** If you need to create a tab in a precise position, you can specify the desired position for the tab in the tab bar text box and choose Set Tab.

6. If you want to move a tab, position the mouse pointer on the tab indicator you want to move and drag it to the desired position in the ruler.

**Keyboard** Press **TAB** to move the insertion point to the ruler. Press **→** or **←** to move the solid black line to the tab indicator you want to move. Press **SPACEBAR+→** or **SPACEBAR+←** to move the tab indicator to the desired position.

Ami Pro automatically aligns the tab to the closest unit indicator in the ruler.

7. If you want to delete a tab, position the mouse pointer on the tab indicator you want to delete and drag it up or down off the ruler.

**Keyboard** Press **TAB** to move the insertion point to the ruler. Press **→** or **←** to move the solid black line to the tab indicator you want to delete and press **DEL**.

8. Choose OK.

Ami Pro reformats all pages in the document using the standard page layout.

*You cannot move a tab indicator beyond another tab indicator. You can delete the existing tab and then create the desired tab.*

*You cannot change an existing tab indication to another type of tab indicator. To change the type of tab, delete the existing tab indicator and then create the desired type of tab.*

---

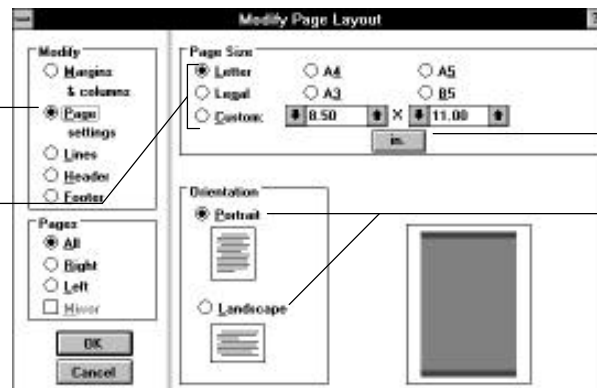
## To modify page settings



You can specify the page size and orientation for the entire document. Ami Pro can accommodate a page up to 22 x 22 inches.

1. Choose Page/Modify Page Layout.

**Mouse** Click the right mouse button when the mouse pointer is in any margin area.



Select Page settings

Select the desired Page Size or select Custom and specify the desired width and length

Select inches, centimeters, picas, or points as the unit of measurement

Select Portrait or Landscape as the desired Orientation

**Keyboard** To change the unit of measurement, press **TAB** until the unit of measurement button is selected. Press **SPACEBAR** to select inches, centimeters, picas, or points.

<b>Letter</b>	8.5 in. x 11 in.
<b>Legal</b>	8.5 in. x 14 in.
<b>A3</b>	29.70 cm x 41.99 cm
<b>A4</b>	21.00 cm x 29.69 cm
<b>A5</b>	14.80 cm x 21.00 cm
<b>B5</b>	17.60 cm x 25.00 cm

Be sure the paper size matches the size of the paper in your printer. If the paper is larger than the selected page size, Ami Pro prints on the upper left side of the paper. On some printers, if the paper is smaller than the selected page size, Ami Pro does not print until you change the page size or printer setup. On other printers, only the text that fits on the paper prints.

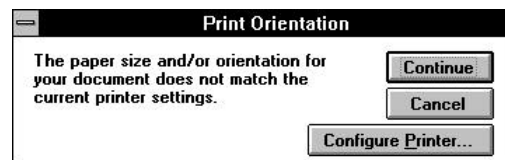
**Note** If you select Portrait, text prints across the width of the page. If you select Landscape, text prints across the length of the page. Before you change to landscape, be certain that your printer can accommodate that orientation. Usually, only laser printers can print in landscape and some require cartridges or soft fonts to do so.

2. Choose OK.

Ami Pro reformats all pages in the document using the standard page layout.

*If you are using Windows Version 3.1, you can print in both portrait and landscape regardless of the orientation selected in the page layout.*

**?Help** If you select landscape and either the current printer cannot print landscape or the printer setup does not match the orientation specified in the page settings for the current page, Ami Pro displays a dialog box when you use the print command.



If the printer setup is correct for the page you want to print, choose Continue and the pages will print in the orientation specified in the printer setup. Otherwise, either choose Configure Printer and change the printer setup, or press Cancel and adjust the page settings.

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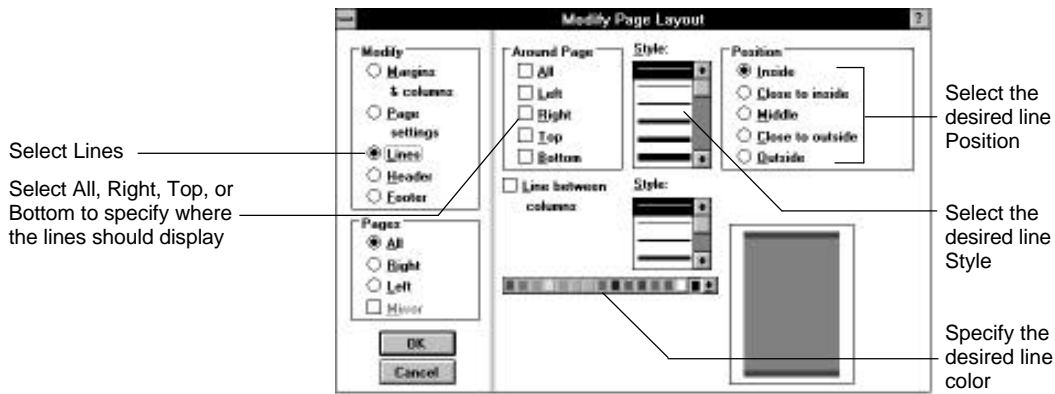
## To modify lines

You can place lines around the page or between columns for all of the document.



1. Choose Page/Modify Page Layout.

**Mouse** Click the right mouse button when the mouse pointer is in any margin area.



**?Help** For information about specifying colors, refer to “To set User Setup defaults” in Chapter 3.

### **Inside**

Displays the line you selected on the corresponding margin.

### **Close to inside**

Displays the line you selected just outside the corresponding margin.

### **Middle**

Displays the line you selected halfway between the margin and the edge of the paper.

### **Close to outside**

Displays the line you selected just inside the corresponding edge of the paper.

### **Outside**

Displays the line you selected on the corresponding edge of the paper.

*If lines set to Outside or Close to outside do not print, they may be in the “no print” area for a printer. You can select Middle to print the lines.*

2. If you are using multiple columns in the document and you want lines between them, select Line between columns.
3. Select the desired Style in the Style list box for the Line between columns.
4. Choose OK.

Ami Pro reformats all pages in the document using the standard page layout.

## To modify the header and footer format

You can specify the format for the header and footer you type in the top or bottom margin of the document.

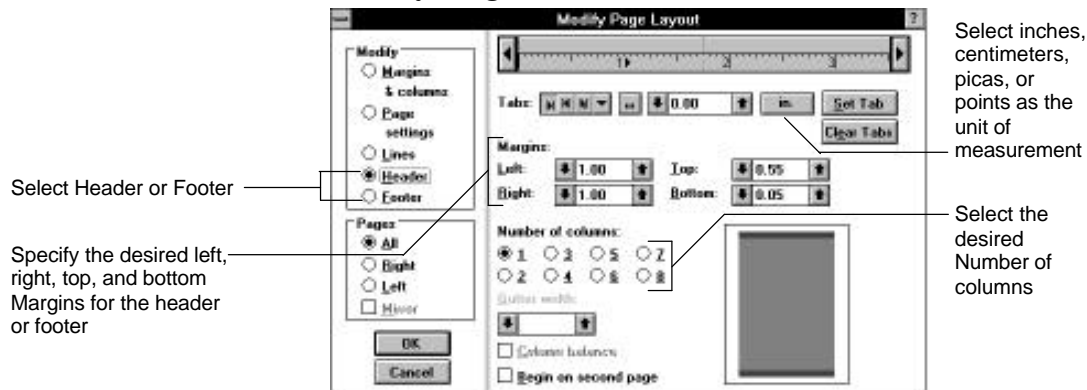
A header displays in the top margin. A footer displays in the bottom margin. Ami Pro calculates header and footer top and bottom margins as a subset of the top and bottom margins specified for the entire page. The header and footer left and right margins, however, are independent of, and can be different from, the left and right margins specified for the entire page.

The header and footer column option is independent of, and can be different from, the number of columns specified for the entire page. You can select multiple columns for the main document and a single column for the header or footer, or any combination of numbers of columns for the page, header, and footer.



### 1. Choose Page/Modify Page Layout.

**Mouse** Click the right mouse button when the mouse pointer is in any margin area.



**Note** You can specify Header or Footer top and bottom margin settings to prevent text from being placed in the “no print” areas on laser printers. Set the Header top margin to .5 inches and the Footer bottom margin to .5 inches. Ami Pro only allows you to type header text below the top half inch, and footer text above the bottom half inch, thereby preventing the text from falling into the no print areas.

### 2. If necessary, modify the tabs.

**?Help** For information, refer to “To modify page layout tabs” in this chapter.

*Ami Pro automatically makes the header and footer tabs match the tabs set for the entire page.*

3. If you selected multiple columns and you want to change the amount of space between all the columns, specify the desired Gutter width.
 

**Tip** If you want different gutter widths between multiple columns, specify the desired widths by moving the column margin indicators in the ruler.
4. If you want the lengths of the columns to be horizontally aligned to as great an extent as possible, select Column balance.
5. If you want the header or footer to begin on the second page instead of on the first page, select Begin on second page.
6. Choose OK.
 

Ami Pro reformats all the pages in the document using the standard page layout.

## To modify which pages use the layout

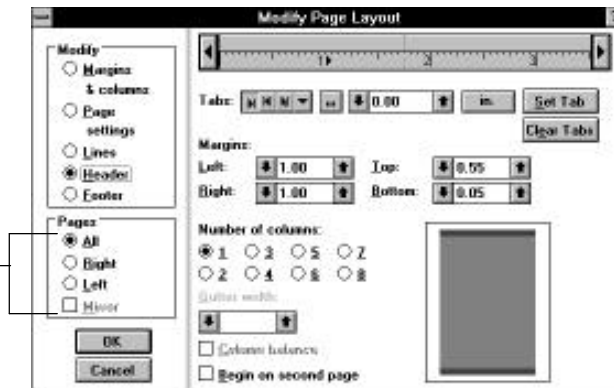


You can specify the page layout for all pages in the document, or for all right and left pages. In addition, you can specify whether right and left pages should be mirrored.

1. Choose Page/Modify Page Layout.

**Mouse** Click the right mouse button when the mouse pointer is in any margin area.

Select the desired Pages option



### All

Uses the page layout settings on all pages. If the Mirror option is selected, this option is dimmed.

### Right

Uses the page layout settings only on right pages.

### Left

Uses the page layout settings only on left pages.

*Use Right and Left Pages when you need different margins, columns, tabs, or lines on odd and even pages.*



*The Mirror option is sometimes called “facing pages” layout. You can view facing pages by choosing View/Facing Pages.*

**Tip** Specify the desired margins, columns, and lines for both Right and Left pages at one time. Ami Pro automatically applies the correct page layout to the appropriate pages.

**Mirror**

Uses the same page layout settings on both left and right pages, but reverses them. This option is only available if you select Right or Left.

**Tip** Specify settings for either Right or Left pages. Ami Pro automatically sets the other one for you.

2. Choose OK.

Ami Pro reformats all pages in the document using the standard page layout.

---

## Examples of page layout options

*Right pages are the odd pages in the document. Left pages are the even pages in the document.*

### Using Mirror for different margins on left and right pages

You want the right pages in the document to have a two inch left margin and a one inch right margin, and the left pages to have the reverse, a one inch left margin and a two inch right margin.

Choose Page/Modify Page Layout.

Select Right Pages.

Select Mirror.

Specify a two inch left margin and a one inch right margin.

Choose OK.

Ami Pro automatically uses the reverse margin settings on the left pages in the document.

### Using a repeating frame to create different layouts on the same page

You created a newsletter that uses a multiple column page layout. The current page layout is set to three columns. Now you want to create a section of text at the top of every page that is a single column.

Create a frame at the top of the newsletter.

Choose Frame/Modify Frame Layout.

Select Type.

Select Repeat all pages.

Specify the desired Text Wrap Around option.

Select Columns & tabs.

Select 1 column.

Choose OK.

Press **ENTER**.

Type the text in the frame.

*When you select Repeat All Pages, Ami Pro creates a repeating frame that becomes part of the current page layout.*

Ami Pro automatically displays the frame and its contents in the position you specify on every page in the document that uses the same page layout.

**?Help** Generally, you can have only one page layout on a page. However, you can incorporate multiple layouts on a page using frames. For information, refer to “Example of multiple page layouts on a single page” in Chapter 15.

---

## Using an inserted page layout

You can insert a new page layout anywhere in the main document text. Ami Pro formats the pages using the settings you specify, beginning with the page immediately after the page where you insert the page layout. If you want to change back to the standard page layout without manually specifying the setting, you can revert to the standard page layout.

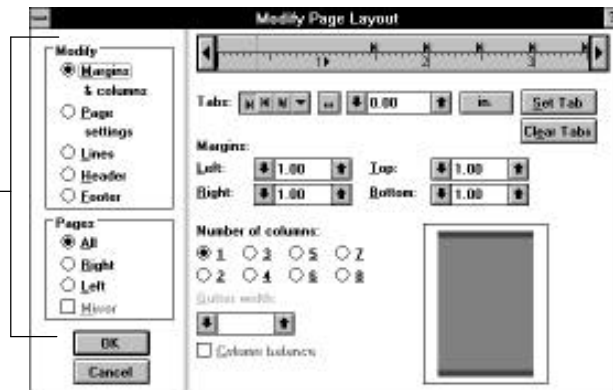
A page can contain only one page layout. When you insert a page layout, Ami Pro inserts a page break at the location of the insertion point, unless the insertion point is on the first character of a page preceded by a manual page break.

---

## To insert a page layout


1. Place the insertion point on the character where you want the new page layout to begin.
2. Choose Page/Insert Page Layout.
3. Choose Insert.

Specify the desired settings for the new page layout



**?Help** For information about page layout settings, refer to “Modifying the standard page layout” in this chapter.

4. Choose OK.

The inserted page layout mark displays as: 

Ami Pro places an inserted page layout mark on the last line of the page preceding the page with the new page layout. The mark stays with the line of main document text in which it was inserted. You can display the page layout mark by choosing View/View Preferences and selecting Marks.

Ami Pro reformats all pages in the document using the inserted page layout. It uses the settings in the inserted page layout until the end of the document, until it encounters another inserted page layout, or until it encounters a revert to standard page layout command.

**Note** When you insert page layouts into a document, the settings that display in the Modify Page Layout dialog box change depending upon the location of the insertion point.

---

### To remove an inserted page layout

You can remove a page layout you previously inserted.

1. Place the insertion point anywhere in the text using the inserted page layout.

**Note** You can move the insertion point to an inserted page layout mark by choosing Edit/Go To, selecting Layout Change in the Next item list box, and choosing Go To ^H.

2. Choose Page/Insert Page Layout.
3. Choose Remove.

Ami Pro automatically wraps the text to the preceding page, if there is room on that page, and repaginates the document.

**Tip** If Remove is dimmed, the insertion point is not located on a page using an inserted page layout.


Pages previously using the settings in the inserted page layout now use the settings of the preceding inserted page layout. If there is no preceding inserted page layout, the pages use the settings in the standard page layout.

---

### To revert to the standard page layout

You can use revert to change back to the standard page layout without manually specifying the settings in the Modify Page Layout dialog box.

1. Place the insertion point on the character where you want the standard page layout settings to begin.
2. Choose Page/Insert Page Layout.
3. Choose Revert.

*The inserted page layout mark displays as:* 

Ami Pro places an inserted page layout mark on the last line of the page preceding the page with the new page layout. The mark stays with the line of main document text on which it was inserted. You can see the page layout mark if you choose View/View Preferences and select Marks.

Ami Pro reformats all pages in the document that used the inserted page layout. It uses the standard page layout settings for the current page and all subsequent pages until the end of the document, or until it encounters an inserted page layout.

---

### **Example of an inserted page layout**

#### **Using different page layouts on left and right pages**

You want different page layouts for right and left pages, starting on page 2. On left pages, you will be typing tabbed columns of information, so you want tabs set at one and one half inch intervals. You also want a line around all left pages. On right pages, you will be typing descriptive paragraphs, so you do not want any tabs or lines around the page.

Place the insertion point at the end of the last line on page one.

Choose Page/Insert Page Layout.

Choose Insert.

Select Right Pages.

Delete all the tabs in the ruler.

Select Left Pages.

Create a tab every one and one half inches.

Select Lines.

Select All and specify the desired line settings.

Choose OK.

Ami Pro automatically displays the correct page layout for all left pages and all right pages that use this page layout.

---

### **Understanding tabs and rulers**

In Ami Pro, tabs are set in rulers. In addition, in some rulers you can specify left and right margins, indentions, and number of columns.

Ami Pro allows you to set tabs in text, in text frames, and in tables. You can set tabs for all main document text regardless of the paragraph styles assigned to that text, set tabs for each paragraph style, set tabs for each text frame, and set tabs for each cell in a table.

- You can specify tabs and margins in the page layout ruler in the Modify Layout dialog box for all main document text and for all header and footer text.

**?Help** For information, refer to “To modify page layout tabs” in this chapter.

- You can specify tabs and indentions for each paragraph style in the Modify Style dialog box.

**?Help** For information, refer to “To modify paragraph style tabs” in Chapter 7.

- You can specify tabs for a text frame in the Modify Frame Layout dialog box.

**?Help** For information, refer to “To modify frame tabs” in Chapter 15.

- You can specify tabs and indentions for text, text frames, and table cells in the current ruler displayed at the top of the screen. You can also specify the number of columns if the insertion point is in main document text, a header or footer, or a text frame.

*The current ruler displays only in Layout mode.*

**?Help** For information, refer to “Using the current ruler” in this chapter.

Ami Pro prioritizes the rulers. The paragraph style rulers override the page layout ruler, and the current ruler overrides both the paragraph style rulers and the page layout ruler.

---

## Using the current ruler

The current ruler displays at the top of the screen if you choose View/Show Ruler. The current ruler indicates the tab settings, indentions, left and right margins, and number of columns in effect at the location of the insertion point.

**Note** The vertical ruler indicates the top and bottom margins in effect at the location of the insertion point. You can display the vertical ruler by choosing View/View Preferences and selecting Vertical ruler.

If you do not insert any rulers or assign any paragraph styles with ruler settings to text, the ruler displays the current page or frame layout settings. If the document contains inserted rulers or text using paragraph style rulers, the ruler displays the settings that are in effect for the paragraph where the insertion point is located.

You can use the top half of the current ruler to specify tabs and indentions. In the bottom half of the ruler, you can specify left and right margins. If the insertion point is in main document text, a

*Use the current ruler to quickly change the current tabs, indentions, margins, and number of columns.*

header or footer, or a text frame, you can also specify the number of columns.

**Note** If you have a mouse, you can use the vertical ruler to specify top and bottom margins.

### **Modifying tabs in the current ruler**

If you modify the tabs in the current ruler, Ami Pro inserts a new ruler. This is the same as choosing Page/Ruler, choosing Insert, and then modifying the tabs in the ruler.

*The inserted ruler mark displays as:*



Ami Pro places an inserted ruler mark at the beginning of the paragraph where you modified the tabs. This mark stays with the paragraph into which it was inserted. You can display the ruler mark by choosing View/View Preferences and selecting Marks.

If the insertion point is in text or in a text frame, Ami Pro inserts the ruler at the beginning of the paragraph in which the insertion point is located or at the beginning of any paragraphs you selected before modifying the ruler. If the insertion point is in a table cell, Ami Pro inserts the ruler in the current table cell or any cells you selected before modifying the ruler.

Any changes you make to a ruler affect only the paragraph or table cell where the insertion point is located or any paragraphs you selected before modifying the ruler. If you press ENTER to begin a new paragraph, Ami Pro inserts a new ruler with the same settings as the previous paragraph.

**Note** You can cut, copy and paste text that includes inserted rulers. The ruler remains at the current location and is pasted with the text at the new location. If you cut text that includes an inserted ruler, the ruler is not pasted with the text at the new location. It remains at the current location.

### **Modifying indentions in the current ruler**

If you modify the indentions in the current ruler, Ami Pro applies the changes as text enhancements to the paragraph in which the insertion point is located or to any paragraphs you selected before modifying the ruler.

You can change the indentions back to the paragraph style indentation settings by selecting the text, choosing Text/Indentation and selecting Revert to style.

### **Modifying margins and columns in the current ruler**

If you modify the left and right margins or the number of columns, Ami Pro changes the settings in the page or frame layout in effect for that page or that text frame.

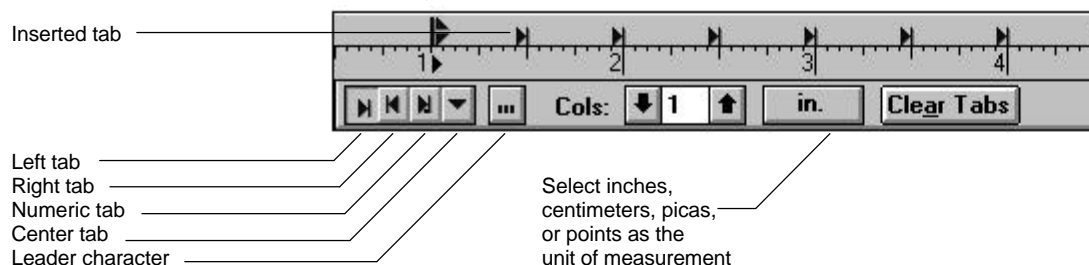
## To modify tabs in the current ruler



You can set left, right, numeric, center, and leader tabs in the current ruler. Display the ruler by choosing View/Show Ruler.

1. Place the insertion point in the paragraph text where you want to modify the tabs, or select the desired text.
2. Click in the current ruler displayed at the top of the screen.

**Keyboard** Choose Edit/Go To, select Ruler in the Next item list box, and choose Go To ^H.



*Ami Pro does not display any tabs specified in the current page layout if they are positioned before the current indentation for all lines in the paragraph.*

**Keyboard** To change the unit of measurement, press TAB until the unit of measurement button is selected. Press SPACEBAR to select inches, centimeters, picas, or points.

3. If you want to remove all existing tabs, choose Clear Tabs.
4. If you want to create a tab, select the desired Tab button in the tab bar.

**Keyboard** Press TAB until the first Tab button is selected. Press → or ← to select the desired Tab button.

### Left

Left aligns the text after the tab. Places the first character typed after pressing TAB at the position of the tab setting and displays subsequently typed characters to the right of the tab setting.

### Right

Right aligns the text after the tab. Places the first character typed after pressing TAB at the position of the tab setting and displays subsequently typed characters to the left of the tab setting. When another tab setting, other text, a column boundary, or the left margin is encountered, the characters display to the right.

### Numeric

Places the first character typed after pressing TAB at the position of the tab setting and displays subsequently typed characters to the left of the tab setting. After a numeric

*Make sure you set numeric tabs so that the largest numbers you type in the document have sufficient space between them. Otherwise, the numbers may not align correctly.*

separator is typed, the characters display to the right of the tab setting.

**?Help** The numeric separator is determined by the Number Format specified in the Windows Control Panel. For information, refer to the *Microsoft Windows User's Guide*.

### Center

Evenly positions text to the left and right of the tab setting.

5. If you want tabular text to be separated by a character instead of spaces, click the Leader Character button in the tab bar until the desired leader character displays on the Tab button.

**Keyboard** Press **TAB** to move to the Leader Character button. Press **→** or **←** until the desired leader character displays on the Tab button.

**Underline**       —

**Dash**            -----

**Period**         .....

### None

6. In the top half of the ruler above the number or unit indicator, position the mouse pointer where you want to add the tab and click the mouse button.

**Keyboard** Press **TAB** until the insertion point moves to the ruler. Press **→** or **←** to move the solid black line to the desired position. Press **SPACEBAR** to add the tab.

7. If you want to move a tab, position the mouse pointer on the tab indicator you want to move and drag it to the desired position in the ruler.

**Keyboard** Press **TAB** until the insertion point is in the ruler. Press **→** or **←** to move the solid black line to the tab indicator you want to move. Press **SPACEBAR+→** or **SPACEBAR+←** to move the tab indicator to the desired position.

Ami Pro displays a guideline down the screen as you move the tab. You can use the line to determine the position of the tab and how text will align on it.

Ami Pro automatically aligns the tab to the closest unit indicator in the ruler.

8. If you want to delete a tab, position the mouse pointer on the tab indicator you want to delete and drag it up or down off the ruler.

*You can press **CTRL+→** or **CTRL+←** to move in larger increments.*

*You cannot move a tab indicator beyond another tab indicator. You can delete the existing tab and then create the desired tab.*

*You cannot change an existing tab indicator to another type of tab indicator. To change the type of tab, delete the existing tab indicator and then create the desired type of tab.*



**Keyboard** Press **TAB** until the insertion point is in the ruler. Press → or ← to move the solid black line to the tab indicator you want to delete and press **DEL**.

9. To exit the ruler, click in the main document text or press **ESC**.  
Ami Pro reformats the selected text.

---

## Example of tabs

### Creating signature lines

You want to create signature lines in several places in a document. Choose **View/Show Ruler** to display the ruler at the top of the screen. Place the insertion point at the location where you want to create a signature line.

Click in the current ruler.

Delete any existing tabs that might interfere with the signature line.

Select a left tab with an underline leader if you want the signature line to go from left to right. Select a right tab with an underline leader if you want the signature line to go from right to left.

Create the tab in the desired position in the ruler. The leader tab should be placed where you want the line to end.

If you want to type text beyond the signature line, create a regular left tab after each leader tab.

Press **ESC** to return to the document.

Ami Pro inserts a ruler with the new tab settings into the document.

---

## To remove an inserted ruler

1. Place the insertion point on the inserted ruler mark or anywhere within the text affected by the ruler.

**Note** You can move the insertion point to an inserted ruler mark by choosing **Edit/Go To**, selecting **Ruler Mark** in the **Next** item list box, and choosing **Go To ^H**. You can display the inserted ruler mark by choosing **View/View Preferences** and selecting **Marks**.

2. Choose **Page/Ruler**.
3. Choose **Remove**.

Ami Pro aligns the text according to either the paragraph style tab settings or the current page layout tab settings.

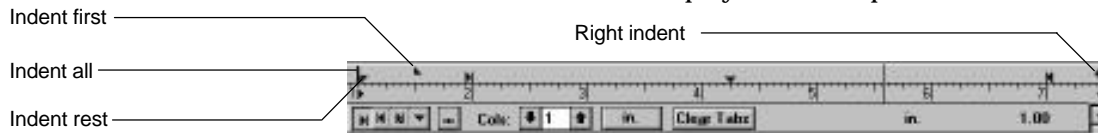
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## To modify indentions in the current ruler

You can specify the desired indentions for the lines in a paragraph in the current ruler. You can display the ruler by choosing **View/Show Ruler**.

**?Help** For information about indentions and examples of indentions, refer to “To modify paragraph style indentions” and “Examples of paragraph style options” in Chapter 7.

1. Place the insertion point in the paragraph where you want to modify the indentation, or select the desired text.
2. Click in the current ruler displayed at the top of the screen.



*Ami Pro automatically aligns all indentions to the closest unit indicator in the ruler.*

*You can press CTRL+→ or CTRL+← to move in larger increments.*

**Keyboard** Choose Edit/Go To, select Ruler in the Next item list box, and choose Go To ^H.

3. If you want to modify the indentation for all lines in a paragraph, position the mouse pointer on the solid line above the number or unit indicator in the top half of the ruler and drag the line to the desired position.

**Keyboard** When the insertion point is in the ruler, press → or ← to move the solid black line to the desired position for the indentation. Press 0 to set the indentation.

4. If you want to modify the right indentation for all lines in a paragraph, position the mouse pointer on the large triangle above the number or unit indicator in the top half of the ruler and drag the triangle to the desired position.

**Keyboard** When the insertion point is in the ruler, press → or ← to move the solid black line to the desired position for the indentation. Press 3 to set the indentation.

5. If you want to modify the indentation for the first line in a paragraph, position the mouse pointer on the upper triangle above the number or unit indicator in the top half of the ruler and drag the triangle to the desired position.

**Keyboard** When the insertion point is in the ruler, press → or ← to move the solid black line to the desired position for the indentation. Press 1 to set the indentation.

6. If you want to modify the indentation for the rest of the lines in a paragraph, position the mouse pointer on the lower triangle above the number or unit indicator in the top half of the ruler and drag the triangle to the desired position.

**Keyboard** When the insertion point is in the ruler, press → or ← to move the solid black line to the desired position for the indentation. Press 2 to set the indentation.

7. To exit the ruler, click in the main document text or press ESC.  
Ami Pro reformats the selected text.

**Note** You can change the indentions back to the paragraph style indentation settings by selecting the text, choosing Text/Indentation, and selecting Revert to style.

---

## To modify margins and columns in the current ruler

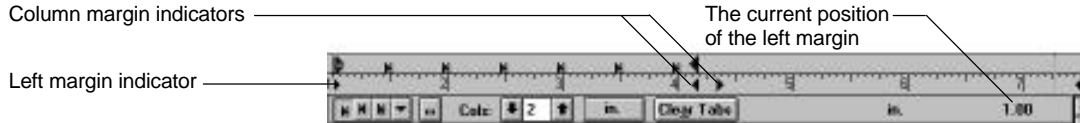
You can specify the desired left and right margins and the number of columns in the current ruler. You can display the ruler by choosing View/Show Ruler.

**Note** If you selected multiple columns, you must place the insertion point in the desired column before you can modify the margins for that column.

1. Click in the current ruler displayed at the top of the screen.

**Keyboard** Choose Edit/Go To, select Ruler in the Next item list box, and choose Go To ^H.

2. If you want to modify the left margin, position the mouse pointer on the solid black arrow in the bottom left half of the ruler and drag the arrow to the desired position.



**Keyboard** Press → or ← to move the solid black line to the desired position for the margin. Press [ to set the left margin.

Ami Pro displays a solid line down the page which moves as you move the margin indicator. The current position of the left margin displays on the right side of the tab bar.

3. If you want to modify the right margin, position the mouse pointer on the solid black arrow in the bottom right half of the ruler and drag the arrow to the desired position.

**Keyboard** Press → or ← to move the solid black line to the desired position for the margin. Press ] to set the right margin.

4. If you want to modify both the left and right margins but maintain the same page width, position the mouse pointer anywhere in the bottom half of the ruler and drag the mouse in the desired direction. Release the mouse button when the entire page is in the desired position.
5. If you want to modify the number of columns, specify the desired number of columns. You can specify between 1 and 8 columns.  
**Note** Ami Pro displays only the column margin indicators and the tabs for the column in which the insertion point is located in the ruler.
6. If you want to modify the widths of two adjacent columns, position the mouse pointer in the bottom half of the ruler between the right margin indicator for one column and the left margin indicator for the adjacent column, and drag the mouse in the desired direction. Release the mouse button when the columns are the desired widths.
7. If you want to modify the gutter widths between multiple columns, move the column margin indicators in the bottom half of the ruler.
8. If you want to modify the gutter width between two adjacent columns while maintaining the current column widths, position the mouse pointer in the bottom half of the ruler between the left and right margin indicators for the same column and drag the mouse in the desired direction. Release the mouse button when the gutter width is the desired size.
9. To exit the ruler, click in the main document text or press **ESC**.  
Ami Pro reformats all pages using the same page layout as the current page.

---

## Using page and column breaks

Ami Pro automatically determines where a page or column should end based upon the settings you specify in the page layout, paragraph styles, document defaults, frame layout, and Text menu. You can also insert a page or column break anywhere in the main document to end one page or column and begin another. Breaks that you insert are known as manual or hard breaks.

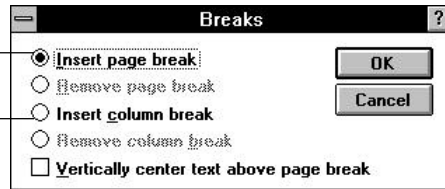
---

## To insert a manual page or column break



Select Insert page break or Insert column break

1. Place the insertion point in the text where you want a new page or column to begin.
2. Choose Page/Breaks.



3. If you are inserting a page break and you want the text above the insertion point to be centered between the top and bottom margins, select Vertically center text above page break.

**Note** To remove the vertical centering once you specify it, you must remove the page break.

4. Choose OK.

If you inserted a page break, Ami Pro places a page break mark at the location of the insertion point and moves any text beyond the location of the insertion point to the next page.

If you inserted a column break, Ami Pro places a column break mark at the beginning of the paragraph in which the insertion point is located and moves any text beyond the end of that paragraph to the next column. If there is no text beyond the column break, you must press ENTER to move the insertion point to the next column. You can see the page break or column break mark by choosing View/View Preferences and selecting Marks.

The page break mark displays as:

The column break mark displays as:

---

## To remove a manual page break



You cannot remove automatic (soft) page breaks created by Ami Pro.

You can remove a page break you inserted.

1. In Layout mode, place the insertion point anywhere on the page where you inserted a page break. In Draft mode, place the insertion point on the page break mark.

**Note** You can move the insertion point to a manual page break mark by choosing Edit/Go To, selecting Hard Pg Break in the Next item list box, and choosing Go To ^H.

2. Choose Page/Breaks.
3. Select Remove page break.
4. Choose OK.

In Layout mode, Ami Pro removes the page break and repaginates the text in the document. In Draft mode, Ami Pro removes the page break mark.

---

## To remove a column break



You can remove a column break you inserted.

1. Place the insertion point anywhere in the paragraph where you inserted a column break.
2. Choose Page/Breaks.
3. Select Remove column break.
4. Choose OK.

In Layout mode, Ami Pro removes the column break and reflows the text into the current column. In Draft mode, Ami Pro removes the column break mark.

---

## Understanding other options that affect page layout and page breaks

This text is Helvetica-Narrow 10 point and single spaced.

This text is Helvetica-Narrow 14 point and single spaced.

*Note the difference in the amount of space the text takes up, even though single line spacing is specified for both sentences. Because the point size is larger, Ami Pro automatically allows more space between the lines of text. The result is that fewer lines fit on a page.*

The settings you specify for paragraph styles, user setup options, Text menu options, and frame layouts also affect how the pages of the document display.

### Modify Style options

Several paragraph style settings influence the amount of text that displays on a line and page. You can adjust these settings for every paragraph style.

**?Help** For information, refer to “Modifying a paragraph style” in Chapter 7.

### Font

The typeface, point size, and attributes you specify affect the amount of text that appears on a line and the number of lines that fit on a page.

The characters in certain fonts, such as Helvetica-Narrow, are narrower than the characters in other fonts, such as Courier or Bookman. Therefore, more text can fit on each line and on each page when you use narrow fonts.

Point size determines the height and width of the characters. The larger the point size, the fewer the number of lines that fit on a page.

Certain attributes also affect the amount of text on a page. Bold and All Caps characters are larger than normal or italic characters.

*The greater the indentation, the less text fits on a line and on a page.*

*If you increase the line spacing, fewer lines of text fit on a page. If you decrease the line spacing, more lines of text fit on a page.*

*Be consistent when specifying Paragraph Spacing Above or Below. Select the same option (either Above or Below) for the paragraph styles.*

*If you select Paragraph Spacing Above for some paragraph styles and Paragraph Spacing Below for others, the document spacing may appear incorrect.*

*You can increase the amount of text that fits on a page by choosing When not at break for each paragraph style.*

Therefore less text fits on a line and on a page when you use Bold and All Caps attributes.

### **Alignment**

The type of Alignment you select and the Indentation settings you specify affect the amount of space between the text and the margins.

### **Line Spacing**

The line spacing you specify for each paragraph style influences the number of lines that fit on a page.

If you select Custom, be sure the number you specify is compatible with the selected font point size. If the point size is larger than the amount specified for the line spacing, text does not display and print correctly.

If you want consistent line spacing, specify the same spacing for each paragraph style you use in the document.

Text Tightness affects the amount of text that fits on each line on a page. The tighter the text, the more text Ami Pro can fit on the page.

### **Paragraph Spacing**

The paragraph spacing you specify for each paragraph style influences the amount of text that fits on a page. If you select Paragraph Spacing Above or Below, Ami Pro adds the amount you specify to any text in the document assigned that paragraph style. The Spacing Above amount precedes the first line of text in a paragraph. The Spacing Below amount is added to the last line of text in a paragraph. Ami Pro adds these amounts to all paragraphs using the paragraph style, including blank lines. If you increase the Above and Below amounts, less text fits on a page. If you decrease these amounts, more text fits on the pages in your document.

You can specify when the extra space should be added. The Add in option also affects the amount of text that appears on a page. If you select When not at break, Ami Pro adds the space only when the paragraph does not begin or end a page or column. If you select Always, Ami Pro adds the space regardless.

### **Breaks**

Both the Breaks and Keep With settings influence the amount of text that appears on a page. The break options you specify for paragraph styles determine where page and column breaks are placed in your document. If you select Breaks Before or After Paragraph for a particular paragraph style, Ami Pro automatically creates a new page either before or after any text using that paragraph style. You can also specify whether a page break can be

placed within a paragraph, thereby allowing the text to be split onto two pages and maximizing the amount of text that fits on a page.

### **Hyphenation**

If you select Hyphenation, you can increase the number of characters that appear on the lines in a document.

### **User Setup Options**

The typographic settings influence the amount of text that appears on a line and page.

**?Help** For information, refer to “To set typographic options” in Chapter 3.

### **Hyphenation Hot-Zone**

If hyphenation is selected in a paragraph style, the number of characters you specify in the Hyphenation Hot-Zone determines the amount of space between the last character of text on a line and the right margin.

### **Widow/Orphan Control**

You can maximize the number of lines on each page and implement column balance by deselecting Widow/Orphan Control. If you select Widow/Orphan Control, Ami Pro does not allow the first line of a paragraph to be the last line of text on a page or in a column (a widow), or the last line of a paragraph to be the first line of text on a page or in a column (an orphan).

### **Pair kerning**

You can maximize the number of characters on each line and on a page in a document by selecting this option.

### **Hyphenate last word in column/page**

You can maximize the number of characters on a page by selecting Hyphenate last word. However, there may be hyphenated words at the bottom of columns or pages if you do so.

### **Text Menu Options**

Text menu items influence the amount of text that displays on a line and on a page.

**?Help** For information, refer to “Understanding text formatting and text enhancements” in Chapter 6.

### **Font**

The font you specify using the Text menu or the status bar overrides the font specified in the paragraph style and affects the amount of text that appears on a line and the number of lines that fit on a page.

*You can maximize the number of characters on the lines in a document by specifying a smaller number as the desired hot-zone.*

*There may be single lines of text at the bottom or top of pages or columns if you deselect Widow/Orphan Control.*

*Choosing Pair kerning may decrease printing speed.*

*Text menu options affect only selected text.*

*If you specify a larger point size, fewer lines of text fit on a page.*



*If you increase the indentation, less text fits on a line.*

*If you increase the line spacing, fewer lines fit on a page.*

*Repeating frames in the main document text influence page breaks on multiple pages, instead of on just one page.*

### **Alignment**

The alignment you select using the Text menu overrides the alignment specified in the paragraph style and affects the amount of space between the margins and the text for the selected paragraphs.

### **Indentation**

The indentation you specify using the Text menu overrides the indentation specified in the paragraph style and affects the amount of text that displays on a line for the selected paragraphs.

### **Spacing**

The spacing you specify overrides the spacing specified in the paragraph style.

### **Attributes**

If you specify any attribute that increases the amount of space taken by a character, such as All Caps, less text fits on a line and on a page.

### **Modify Frame Layout Options**

The frame layout you specify for the frames in the document influences the amount of text that displays on a page. Frames in the midst of the main document text are calculated as part of the amount of space available on the page, whereas frames in the margins, or in the space created by indents, are not. Therefore, the latter types of frame layouts do not impact on the placement of a page break.

The Text Wrap Around option in the Modify Frame Layout dialog box also influences page breaks. Less text can fit on a page with frames set to No wrap beside. More text can fit on a page with frames set to Wrap around. The largest amount of text can fit on a page with frames set to No wrap around.

**Note** After editing a document, you may find that Ami Pro recognizes and prints blank pages beyond the last page of the text. If you try to place the insertion point on one of these pages, you may not be able to do so.

There may be empty frames on these pages. To check, press **PGDN** or the Page Down Arrow to display a page beyond the text. Choose Edit/Go To, select Frame in the Next item list box, and choose Go To ^H. If Ami Pro selects a frame, either cut or delete it. You can press **CTRL+H** to select any additional frames on that page. Repeat this procedure for each subsequent page until the last page of text is the last page in the document.

# 9

## Modifying and Managing Style Sheets

### Understanding style sheets

*When you modify the format of a document, the changes affect only the current document. They do not affect the style sheet unless you save the changes to the style sheet.*

A **style sheet** is a file you use as a template to format a document. Each style sheet contains formatting instructions for multiple paragraph styles and one page layout.

Before you create a document, you must select a style sheet to determine the initial appearance of the document. The style sheet can be one of the style sheets provided with Ami Pro or one you created. You create the document by typing text into the template provided by the style sheet.

**?Help** For information about the style sheets provided with Ami Pro and an example of each style sheet, refer to the *Ami Pro Style Sheet Guide*.

After you select a style sheet, you still have complete control over the format of your document. You can:

- Assign different paragraph styles to text.

**?Help** For information, refer to “Assigning paragraph styles” in Chapter 4.

- Modify the paragraph styles.

**?Help** For information, refer to “Modifying the formatting information for a paragraph style” in Chapter 7.

- Modify the page layout or insert rulers.

**?Help** For information, refer to “Modifying the page layout” or “Using the current ruler” in Chapter 8.

- Apply text formatting and text enhancements to selected text.

**?Help** For information, refer to “Understanding text formatting and text enhancements” in Chapter 6.

- Use special formatting features on selected text.

**?Help** For information, refer to “Overriding a paragraph style” in this chapter.

In addition to using the methods noted above to control the format of each document, you can use style sheets to control the formatting of multiple documents. You can:

*When paragraph styles are stored in the style sheet, they are available to multiple documents. When paragraph styles are stored in a document, the changes affect only the current document.*

- Use Style Management to control which paragraph styles are stored in the current document and which paragraph styles are stored in the style sheet associated with the document.
- Create a new style sheet and use it with other documents.
- Use another style sheet with one or more documents.

---

## Overriding the style sheet

When you create or modify a paragraph style, the paragraph style formatting information becomes part of, and is stored in, the current document. Only that document uses the modified paragraph style. The paragraph style name appears in the status bar and Styles Box with a bullet next to it, indicating the formatting information is no longer stored in the style sheet associated with the document.



Ami Pro obtains the formatting information for all new or modified paragraph styles from the document, not the style sheet. It obtains the formatting information for all non-modified paragraph styles from the style sheet associated with the document.

Similarly, when you modify the page layout for a document, the page formatting information becomes part of, and is stored in, the document. However, the style sheet is still associated with the document. Ami Pro may look at the style sheet for paragraph style information, but it looks at the document for page layout information. This means that you can change the page layout of the current document without having the changes affect other documents using the same style sheet.

**?Help** If you like the changes and you want to make them available to other documents, you can save the changes to a new style sheet. For information, refer to “Creating a style sheet” in this chapter.

---

## Examples of overriding a style sheet

### Overriding the style sheet by modifying a paragraph style

You create a new document and choose the style sheet `_LETTER2.STY`. You modify the font in the Body Text paragraph style and it displays with a bullet beside it in the Style Status button and Styles Box.

Ami Pro obtains the page formatting information and the formatting information for all paragraph styles except Body Text from the style sheet. Ami Pro obtains the formatting information for Body Text from the document.

### Overriding the style sheet by modifying the page layout

You create a new document and choose the style sheet `_LETTER2.STY`. You modify the page layout so the document has a two inch top margin. You do not modify any paragraph styles.

Ami Pro obtains the page formatting information from the document and the paragraph formatting information from the style sheet.

---

## Overriding a paragraph style

You can use SmartIcons, the status bar, the Text menu, and special formatting features to override the formatting information for selected text.

The special formatting features you can use are:

- A non-breaking space
- A hard return
- No hyphenation or a discretionary hyphen

---

## To use a non-breaking space

You can tell Ami Pro to always keep two or more words on the same line by using a non-breaking space.

1. Type the first word.
2. Press **CTRL+SPACEBAR**.
3. Type the second word.

Ami Pro always keeps the text on the same line, regardless of editing you do to the document.

---

## To use a hard return

You can start a new paragraph by pressing **ENTER**, which creates a soft return. If you want to begin a new line within a paragraph before the text, you can use a hard return (manual line feed). This lets you control where the text wraps to the next line and allows you to continue a section of text on a new line without using the

paragraph style settings specified for Paragraph Spacing Above and Below and Bullets & Numbers.

1. Type the desired text for the first section of text.
2. Press **CTRL+ENTER**.
3. Type the desired text for the next section.

Text following a hard return formats as if it were on the second line of the paragraph.

---

## To override hyphenation

You can override the hyphenation Ami Pro provides by specifying No Hyphenation or by using a discretionary hyphen.

### To use No Hyphenation

You can tell Ami Pro not to hyphenate certain words even if the hyphenation option is selected in the paragraph style.

1. Select the text you do not want hyphenated.
2. Choose Edit/Mark Text.
3. Choose No Hyphenation.

Ami Pro does not hyphenate the selected text, even if there is space available on the preceding line.

### To use a discretionary hyphen

You can force Ami Pro to hyphenate a word at a certain position if the entire word does not fit on a line.

Press **CTRL+-** after a letter in a word to create a discretionary hyphen.

---

## Examples of overriding a paragraph style

### Using a non-breaking space

You always want to keep the text, B&B Consulting, on the same line.

Type B&B without any spaces.

Press **CTRL+SPACEBAR**.

Type Consulting.

If there is insufficient space on a line to fit all the text, Ami Pro moves the text to the next line.

### Using a hard return

You are using a paragraph style that specifies a bullet. However, you want multiple sections of text under the same bullet.

Type the desired text for the paragraph using a bullet.

Press **CTRL+ENTER** at the end of that section of text.

Type the next section of text starting on the next line.

Ami Pro does not place a bullet beside the text in the next section, and does not use the specified Paragraph Spacing Above or Below.

- This text uses the Bullet paragraph style. The second sentence ends with a hard return.

The next section of text appears like this.

### Overriding hyphenation

You do not want Ami Pro to hyphenate your company name, B&B Consulting, even though hyphenation is selected in the paragraph style you assigned to the text.

Select B&B Consulting.

Choose Edit/Mark Text.

Choose No Hyphenation.

Ami Pro does not hyphenate your company name, even if there is space available on the preceding line.

---

## Understanding the formatting hierarchy

In Ami Pro, some formatting changes take precedence over others.

- Enhancements applied to text using SmartIcons, the status bar, and the Text menu override paragraph style settings. Ami Pro changes the selected text **only in the current document**.
- Special formatting features (a non-breaking space, a hard return, no hyphenation, or a discretionary hyphen) override paragraph style settings. Ami Pro changes the text where you used a special formatting feature **only in the current document**.
- Paragraph styles modified using Modify Style or Define Style override paragraph style settings in the style sheet. Ami Pro changes the format for all paragraphs using the modified paragraph styles **only in the current document**.
- Modifications made to the page layout using Modify Page Layout override the page layout in the style sheet. Ami Pro changes the page layout **only in the current document**.

---

## Managing paragraph styles

Whether the formatting information for the paragraph styles is stored in the current document or the style sheet, you can use Style Management to manage the paragraph styles. You can move paragraph styles between the document and the style sheet, revert paragraph styles back to the style sheet paragraph style settings,

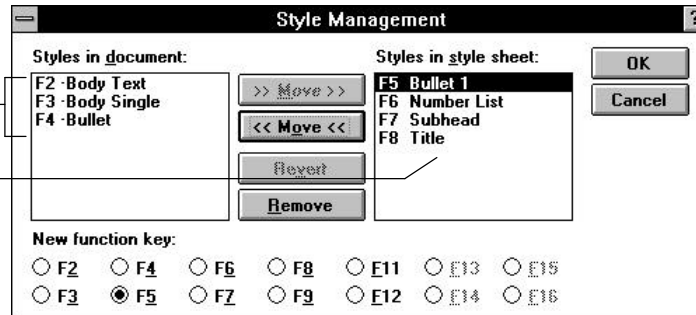
remove paragraph styles, and assign function keys to paragraph styles.

---

## To use Style Management

Select a paragraph style in either the Styles in document list box or the Styles in style sheet list box

1. Choose Style/Style Management.



*Ami Pro stores the formatting information for the paragraph styles in the Styles in document list box in the current Ami Pro document.*

### Styles in document

The paragraph styles stored in the document appear in the Styles in document list box. These paragraph styles have been modified and are now used only by the current document. Each time you create a new paragraph style or modify an existing paragraph style, that paragraph style name automatically appears with a bullet beside it.

For example, if you modify the Body Text paragraph style by changing the font, Ami Pro moves Body Text from the Styles in style sheet list box to the Styles in document list box.

### Styles in style sheet

The paragraph styles stored in the style sheet associated with the current document appear in the Styles in style sheet list box. These paragraph styles have not been modified in the document. Ami Pro stores the formatting information for these paragraph styles in the style sheet associated with the document.

2. Choose the desired command or option button.

**?Help** For information about each of the buttons, refer to the following pages.

3. Choose OK to return to the document.

---

## To move a paragraph style

You can place a paragraph style you created or modified in the current document into the style sheet associated with the

document. You can also place a style sheet paragraph style into the current document.

1. Choose Style/Style Management.
2. If you want to move a paragraph style from the document to the style sheet, select the desired paragraph style in the Styles in document list box and choose the available Move command.

**Caution** When you move a modified paragraph style from the document to the style sheet, Ami Pro overwrites the original style sheet paragraph style with the same name.

Ami Pro moves the paragraph style to the Styles in style sheet list box.

**?Help** Use Style Management to move modified paragraph styles to the style sheet. If you want to save all the modified paragraph styles and any page layout changes to the style sheet, use Save as a Style Sheet. For information, refer to “Creating a style sheet” in this chapter.

3. If you want to move a paragraph style from the style sheet to the document, select the desired paragraph style in the Styles in style sheet list box and choose the available Move command.

Ami Pro moves the paragraph style to the Styles in document list box. The paragraph style name appears with a bullet next to it.

4. Choose OK to return to the document.

*Move paragraph styles from the document to the style sheet when you want to make the modified paragraph styles available to other documents.*

*Move paragraph styles from the style sheet to the document when you want to maintain them even if changes are saved to the style sheet.*

---

## **To revert to the style sheet paragraph style**

*You cannot use Revert with a paragraph style you created. However, you can use Move to place the paragraph style in the style sheet.*

You can quickly undo changes made to a paragraph style. Ami Pro reverts to the paragraph formatting information stored in the style sheet.

1. Choose Style/Style Management.
2. Select the desired paragraph style in the Styles in document list box and choose Revert.

Ami Pro places the paragraph style in the Styles in style sheet list box. Any changes you made to the paragraph style since the last time you saved it are lost.

3. Choose OK to return to the document.



---

## To remove a paragraph style

You can remove any paragraph style in the Styles in document list box. You can remove any paragraph style except Body Text in the Styles in style sheet list box.

**Note** Ami Pro automatically creates a Footnote paragraph style when you create a footnote and a Table Text paragraph style when you create a table. If those paragraph styles are assigned to text in the document, Ami Pro does not allow you to remove them.

1. Choose Style/Style Management.
2. Select the desired paragraph style in one of the list boxes.

**Caution** If you remove a paragraph style from the Styles in style sheet list box, other documents using that paragraph style and style sheet are affected. Ami Pro formats all text using the paragraph style you removed according to the settings specified in the Body Text paragraph style.

3. Choose Remove.

**?Help** If you selected a paragraph style in the Styles in style sheet list box, Ami Pro displays a message indicating that removing the paragraph style could affect other documents. Choose Yes to remove the paragraph style from the style sheet and the message from the screen.

If you remove a modified paragraph style from the Styles in document list box, Ami Pro places the paragraph style in the Styles in style sheet list box. Any changes you made to that paragraph style are lost. Ami Pro uses the original paragraph style from the style sheet.

If you remove a paragraph style you created, any text using that paragraph style reverts to the settings specified in the Body Text paragraph style.

**?Help** You can use Find & Replace to assign another paragraph style. For information, refer to “To find and replace a paragraph style” in Chapter 20.

4. Choose OK to return to the document.

**Note** If a paragraph style name in the Style Status button appears in red (gray on a monochrome monitor), the paragraph style assigned to the text is not available in either the current style sheet or the document. Either assign an available paragraph style to all paragraphs where this occurs, or create a paragraph style with the same name and settings as the original paragraph style assigned to the text.



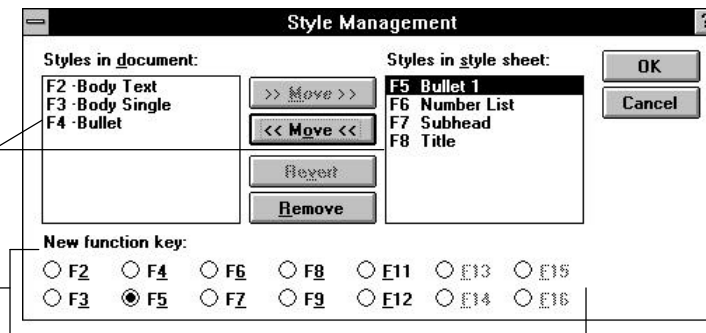
## To assign a function key to a paragraph style

You can assign a function key to any paragraph style in the Styles in document or Styles in style sheet list box. You can also change the function key that is already assigned to a paragraph style.

1. Choose Style/Style Management.

Select the desired paragraph style in one of the list boxes

Press the desired function key or select the desired function key at the bottom of the Style Management dialog box



**Note** If the function key was previously used by another paragraph style, Ami Pro changes the assignment to the paragraph style you specify. The other paragraph style now uses the next available function key.

2. Choose OK to return to the document.

**Note** The function key assignments in the Styles in document list box override the function key assignments in the Styles in style sheet list box **only in the current document**.

*The function key assignments control the order of the paragraph styles in the Styles Box and Style Status list.*

## Examples of managing paragraph styles

### Using Remove to rename a paragraph style

You can rename a paragraph style by creating a new paragraph style based on the one you want to rename, and then removing the original paragraph style.

Choose Style/Create Style.

Type a name for the new paragraph style.

*You must type the paragraph style names exactly as they appear in the Style Status list or Styles*

*Remember, if you remove a paragraph style from the Styles in style sheet list box, other documents using that paragraph style and style sheet are affected.*

*The function key assignments and the way you order the paragraph styles affect only the current document, unless you move the paragraph styles back to the Styles in style sheet list*

Select the paragraph style that you want to rename as the paragraph style upon which the new paragraph style should be based.

Choose Create.

Choose Edit/Find & Replace.

Specify the original paragraph style name in the Find text box.

In the Replace text box, specify the name of the paragraph style you just created.

Choose Options.

Select Beginning of document and Include other text streams.

Select Style as the Find & replace type and choose OK.

Choose Replace All.

Ami Pro finds text in your document that was assigned the original paragraph style and replaces that paragraph style with the new paragraph style, thereby assigning the new paragraph style to the appropriate paragraphs in your document.

Choose Style/Style Management.

Select the original paragraph style in the Styles in style sheet list box.

Choose Remove.

If you want to use the new paragraph style with other documents, select the new paragraph style in the Styles in document list box.

Choose Move. Ami Pro moves the paragraph style to the Styles in style sheet list box.

Choose OK to return to the document.

### **Using function key assignments to order paragraph styles**

You want to change the order in which paragraph styles appear in the Styles Box.

Choose Style/Style Management.

Select the desired paragraph style in the Styles in style sheet list box.

Choose Move. Ami Pro moves the paragraph style to the Styles in document list box.

Select the paragraph style in the Styles in document list box.

Specify the desired function key you want to assign to the paragraph style.

Repeat the procedure for each paragraph style.

If you want the rearranged paragraph styles to appear in this order in all documents using this style sheet, move the paragraph styles back to the Styles in style sheet list box.

Choose OK to return to the document.

## Creating a style sheet

You can create a new style sheet by modifying a document using an existing style sheet and saving the changes to the style sheet.

**?Help** You can create or modify an automated style sheet using the SMARTFLD.SMM macro. For information about macros, refer to “Recording and playing a macro” in Chapter 31.

When you create or modify paragraph styles or change the page layout, Ami Pro stores that formatting information in the document. Only that document contains the changes. If you want to access the modified paragraph styles and page layout with other documents, you must save them to either the current style sheet or a new style sheet.

**?Help** If you modified only the paragraph styles and you want to use those paragraph styles with other documents, you can also use Style Management. For information, refer to “Managing paragraph styles” in this chapter.

## To create a new style sheet

You can use Save as a Style Sheet to save the paragraph and page formatting changes to either the current style sheet (the style sheet associated with the current document) or a new style sheet you create. You can also specify a description for the style sheet and specify a macro that you want to run each time you choose File/New and select the style sheet.

1. Choose Style/Save as a Style Sheet.

Specify a File name for the style sheet

Type a Description for the style sheet

If you type a new file name, the original style sheet remains unchanged. If you leave the current style sheet name, any existing documents that obtain formatting information from the style sheet now use the modified settings. Also, any new paragraph styles you save to the style sheet become available to all documents using that style

File name: default.sty

Style sheet path: c:\amipro\styles

Description: Default - most frequently used paragraph styles

With contents

Run macro:

**Note** If you want to create a style sheet with a new name, type a file name for the style sheet. You can type up to 8 characters, a period, and STY to indicate the file is a style sheet. If you want to save the changes to the current style sheet, leave the current file name.

**Caution** If you save changes to a style sheet provided with Ami Pro, you overwrite the original style sheet. You must reinstall Ami Pro to regain the use of the original style sheet.

2. If you want the text, frames, tables, and pictures in the document to be included in the new style sheet, select With contents.
3. If you want Ami Pro to run a macro each time you choose File/New and select this style sheet, select Run macro and specify the desired macro in the text box.

You can either click the arrow or press the down arrow key when the insertion point is in the text box to display a list of the macro files in the AMIPRO\MACROS directory or the directory you specified as the default path for macros.

**Tip** You can use this option to automatically insert such items as returns, a bookmark, a date, or page numbers into a new document.

4. Choose OK.

Ami Pro moves the formatting information stored in the document to the style sheet you specify. Ami Pro also removes the bullets preceding any paragraph style names to indicate that the formatting information is now stored in the style sheet. Any existing documents that obtain paragraph or page formatting information from the style sheet use the modified settings.

**Note** If you did not specify a description for the style sheet, Ami Pro displays the file name and the words “No Description” when you choose File/New and display style sheets by description.

---

## Using another style sheet

You can modify the formatting of a document by changing from the current style sheet to another style sheet. When you Use Another Style Sheet, the formatting in the document changes depending upon:

- Whether there is a style sheet associated with the document or all the formatting information is stored in the document

**Note** If all the formatting information is stored in the document, the word None appears in the Styles Box instead of a style sheet name.
- Whether the page layout was modified
- Whether the same paragraph style names exist in the new style sheet

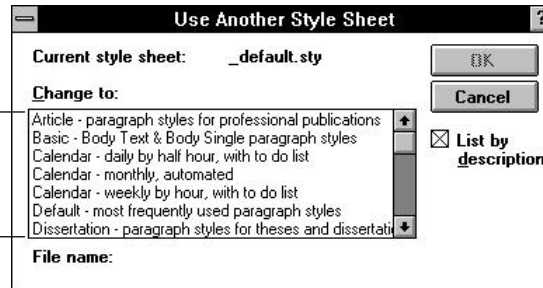
- Whether the paragraph styles are stored in the document or in the style sheet

**Note** If you attempt to open a document and the style sheet associated with the document is not available (it was deleted or renamed, or you copied the document and did not copy the style sheet with it), Ami Pro allows you to use another style sheet. You should choose a style sheet that closely matches the original style sheet so that the document formats as accurately as possible.

## To use another style sheet

1. Choose Style/Use Another Style Sheet.

Select the style sheet you want to use



2. If you want to display style sheet descriptions instead of style sheet file names, select List by description.
3. Choose OK to return to the Use Another Style Sheet dialog box.
4. Choose OK to return to the document.

Ami Pro formats any text using paragraph styles that are not available in the new style sheet with the settings specified in the Body Text paragraph style.

**Note** If a paragraph style name in the Style Status button appears in red (gray on a monochrome monitor), the paragraph style assigned to the text is not available in either the current style sheet or the document. Either assign an available paragraph style to all paragraphs where this occurs, or create a paragraph style with the same name and settings as the original paragraph style assigned to the text.

2. **Help** You can use Find & Replace to assign another paragraph style. For information, refer to “To find and replace a paragraph style” in Chapter 20.

*If a style sheet does not have a description, Ami Pro displays the style sheet file name followed by the words “No Description.”*

---

## Examples of using another style sheet

*If the style sheet name is None and you use Save as a Style Sheet, Ami Pro moves the formatting information stored in the document to the style sheet you specify in the Save as a style sheet text box.*

*If you modify the page layout in any way, Ami Pro stores the page formatting information in the document. Choosing Style/Use Another Style Sheet only changes the page layout if the page formatting information is stored in the style sheet.*

## Using another style sheet when all the formatting information is stored in the document

You want to use another style sheet and you previously saved the document specifying Keep format with document. All the formatting information is now stored in the document.

To actually implement the formatting information in another style sheet, there must be a style sheet associated with the document.

Choose Style/Save as a Style Sheet.

Type a new style sheet name and description and choose OK.

Ami Pro displays that style sheet name in the Styles Box.

Choose Style/Use Another Style Sheet.

Select the style sheet you want to use and choose OK.

Ami Pro displays the new style sheet name in the Styles Box and formats the document according to the style sheet settings.

## Using another style sheet when the page layout was modified

You want to use another style sheet and you altered the page layout in the document by creating a fixed header or footer, by using Page/Modify Page Layout, or by creating a repeating frame using Frame/Modify Frame Layout.

Choose Style/Save as a Style Sheet.

Type a new style sheet name and description and choose OK.

Ami Pro moves all the page and paragraph style formatting information to the style sheet.

Choose Style/Use Another Style Sheet.

Select the style sheet you want to use and choose OK.

Ami Pro formats the document according to the new style sheet settings.

## Using another style sheet that contains additional paragraph styles

You want to use another style sheet and you did not modify any paragraph styles in the current style sheet. The style sheet you want to use contains the same paragraph style names, plus several additional paragraph styles.

Choose Style/Use Another Style Sheet.

Select the style sheet you want to use and choose OK.

Ami Pro formats the text according to the new style sheet settings.

Additional paragraph styles in the new style sheet are now available for you to use in the document. You can assign the paragraph styles to existing paragraphs or use them for new text.

*If you choose Style/Use Another Style Sheet before you move the paragraph styles to the document, Ami Pro formats any text using a paragraph style that is not available in the new style sheet according to the settings specified for Body Text. If you place the insertion point in that text, the original paragraph style name appears in red (gray on a monochrome monitor) in the Style Status button.*

## **Using another style sheet that contains different paragraph styles**

You want to use another style sheet and you did not modify any paragraph styles in the current style sheet. The style sheet you want to use does not contain several of the paragraph styles that the current style sheet does.

To prevent paragraphs from formatting with the settings specified in the Body Text paragraph style, choose Style/Style Management.

Select any paragraph style in the Styles in style sheet list box that is not available in the new style sheet.

Choose the available Move command.

Ami Pro moves the paragraph style to the Styles in document list box.

Repeat the procedure for each paragraph style and choose OK.

Choose Style/Use Another Style Sheet.

Select the style sheet you want to use and choose OK.

Text using the paragraph styles stored in the document maintains its current format. Ami Pro formats the rest of the text according to the new style sheet settings.

## **Using another style sheet when paragraph styles were modified**

You want to use another style sheet and you modified several paragraph styles, including Body Text. The formatting information for these paragraph styles is now stored in the document.

Choose Style/Use Another Style Sheet.

Select the style sheet you want to use and choose OK.

Text using any modified paragraph style maintains its current format. The modified paragraph styles remain with a bullet beside their names, indicating that the formatting information is still stored in the document.

If you want, you can change the modified paragraph style settings to the style sheet settings.

Choose Style/Style Management.

Select the desired paragraph style in the Styles in document list box.

Choose Revert.

Ami Pro moves the paragraph style to the Styles in style sheet list box.

Repeat the revert procedure for each paragraph style you want to revert to the style sheet settings.

Choose OK to return to the document.

Ami Pro formats all text using the paragraph styles that reverted to the style sheet according to the style sheet settings.



## Using another style sheet and maintaining settings from the current style sheet

You want to use another style sheet, but you want to maintain several paragraph style settings from the current style sheet.

**Before** you choose Style/Use Another Style Sheet, choose Style/Style Management.

Select any paragraph style in the Styles in style sheet list box that you want to retain.

Choose the available Move command.

Ami Pro moves the paragraph style to the Styles in document list box.

Repeat the move procedure for each paragraph style you want to retain.

Choose OK to return to the document.

The paragraph styles you moved appear with a bullet beside them, indicating that the formatting information is now stored in the document.

Choose Style/Use Another Style Sheet.

Select the style sheet you want to use and choose OK.

Text using the paragraph styles stored in the document maintains its current format. Additional paragraph styles in the new style sheet are now available for you to use in the document. You can assign the paragraph styles to existing paragraphs or use them for new text.

## Customizing a document

You want to use paragraph styles from several different style sheets in the current document.

Choose Style/Use Another Style Sheet.

Select the first style sheet that contains the paragraph styles you want to use and choose OK.

Choose Style/Style Management.

Select any paragraph style in the Styles in style sheet list box that you want to use in the document.

Choose the available Move command.

Ami Pro moves the paragraph style to the Styles in document list box.

Repeat the two preceding steps for each paragraph style you want to use in the document.

Choose OK to return to the document.

Repeat all the preceding steps for each style sheet that contains paragraph styles you want to use.

Choose Style/Use Another Style Sheet to select the style sheet you ultimately want to use for the document.

Both the paragraph styles you moved and the paragraph styles in the current style sheet file are now available for you to use in the document. If you want to save the formatting information to a style sheet, you can use Save as a Style Sheet to create a new style sheet.

*Ami Pro obtains page formatting information from the last style sheet you specify, unless you used Page/Modify Page Layout in the document.*

---

# 10

## Viewing a Document in Different Ways

---

### Using different views

Views determine the amount of the document that displays on the screen. Ami Pro gives you a choice of five views:

- Full Page
- Custom %
- Standard
- Enlarged
- Facing Pages

You can specify a view by choosing the View menu and selecting the desired view.

---

### To use Full Page view

*Use Full Page view to view an entire page and its layout.*

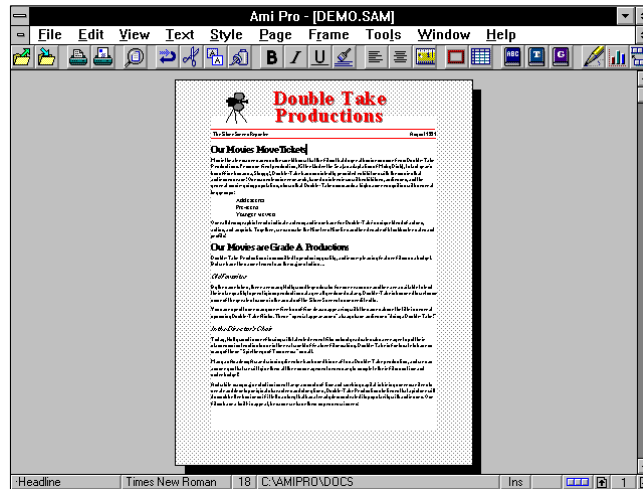


Full Page view reduces the text and pictures so that you can see an entire page. This view is fully editable and is only available in Layout mode.

**Note** Depending on the fonts used in the document, you may not be able to read the text. However, you can see the pattern of your text and pictures and the layout of the page.

Choose View/Full Page to use Full Page view.

**Keyboard** Press CTRL+D to switch between the current view and Full Page view.

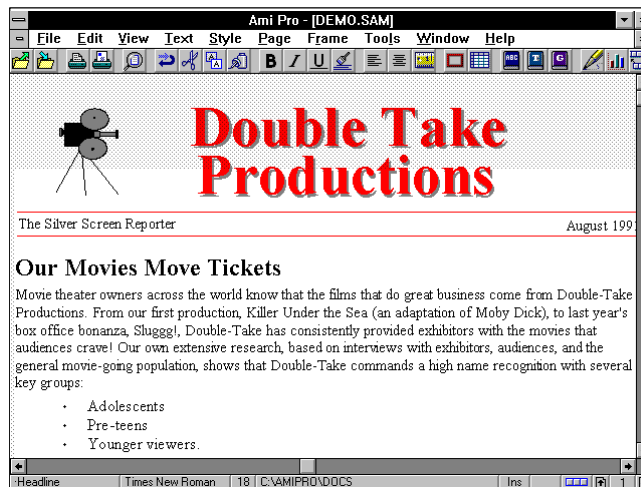


**Note** Ami Pro displays a line around the page if it is difficult to distinguish the edges of the page.

## To use Standard view

Standard view shows the page in the same size as other Microsoft Windows applications. This view is fully editable. In Standard view, you may need to use the horizontal scroll bar to simultaneously view the beginning and end of lines.

Choose View/Standard to use Standard view.



---

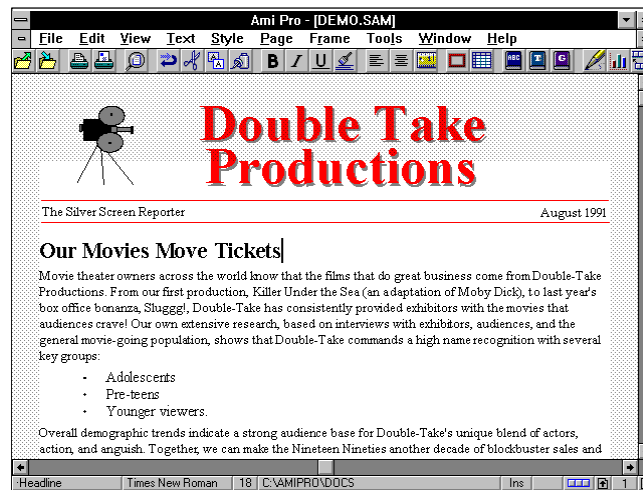
## To use Custom view

*Use Custom view to display both the beginnings and ends of lines on the screen.*

Custom view allows you to specify how much of the page should display. This view is fully editable.

You customize this view by choosing View/View Preferences and setting the Custom view level as a percentage of Standard view. You can specify a percentage between 10 and 400. If you specify 100%, the display is the same as Standard view. If you specify 200%, the display is the same as Enlarged view. Ami Pro sets the default as 91%.

Choose View/Custom to use Custom view.



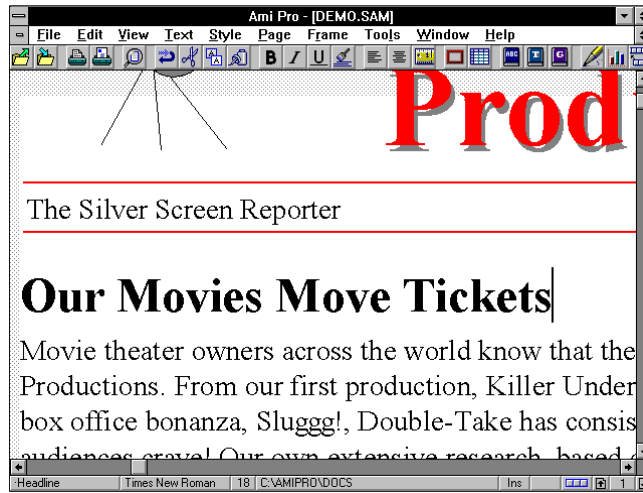

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## To use Enlarged view

*Use Enlarged view to view text typed in a small font.*

Enlarged view focuses on a portion of the page so that you can see the fine details of your page layout. Enlarged view is 200% of Standard view. This view is fully editable.

Choose View/Enlarged to use Enlarged view.



---

## To use Facing Pages view

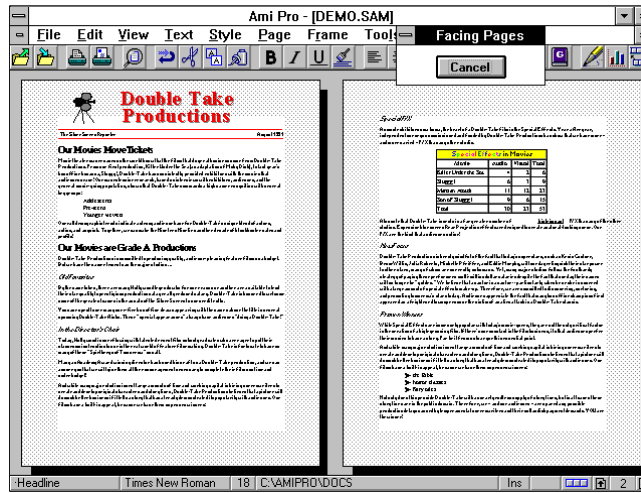
*Use this view to check the page layout on consecutive pages.*

Facing Pages view displays two facing pages side by side. This view is not editable and is only available in Layout mode.

**Note** If the insertion point is on page one of a document when you choose Facing Pages, Ami Pro displays pages one and two. If the insertion point is on any other page, Ami Pro displays the even-numbered page on the left and the odd-numbered page on the right.

**Tip** You can move the Facing Pages dialog box to another position on the screen if it covers text or a picture you want to view.

Choose View/Facing Pages to use Facing Pages view.



Choose Cancel or press ESC to return to the previous view level.

## Using display modes

Ami Pro provides three display modes: Layout mode, Outline mode, and Draft mode. You can switch between them freely when a document is displayed.

**Note** The first time you load Ami Pro, the screen displays in Layout mode. You can select the mode you want to use as a default by choosing Tools/User Setup, choosing Load, and selecting the desired mode.

### To use Layout mode

Layout mode provides a WYSIWYG (What You See Is What You Get) view of a document. That is, the document displays onscreen as it will appear when it prints. The text displays in the typefaces and point sizes you specify, and with the attributes, alignment, indentation, and spacing you specify. All tables, pictures, headers, footers, and footnotes appear in the document.

Choose View/Layout Mode to use Layout mode.

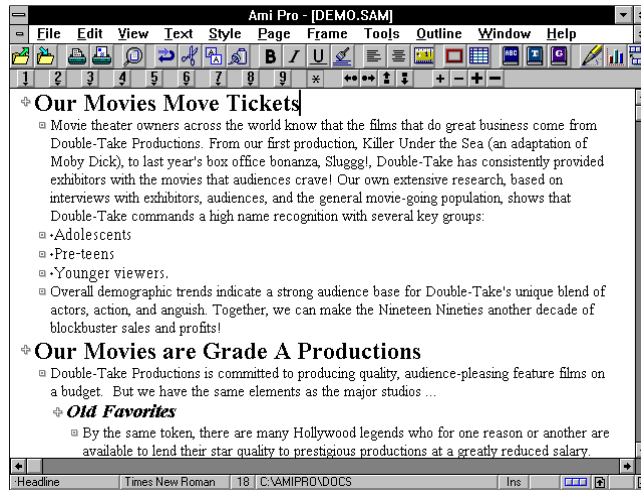
### To use Outline mode

Outline mode provides a collapsible and expandable view of a document, and enables you to see the organization of the document. You can display all the text in a file, or just the text that uses the paragraph styles you specify. Using Outline mode, you can quickly rearrange large sections of text and create a new hierarchy for the information in the document.



Choose View/Outline Mode to use Outline mode.

**?Help** For information, refer to “Understanding Outline mode” in Chapter 11.



## To use Draft mode

Draft mode provides a less formatted view of a document than Layout mode. The text displays with enhancements and attributes, but without page breaks, headers, footers, or footnotes. Tables and text or pictures in anchored frames display in the correct locations in the document. Text or pictures in other types of frames do not appear at all.

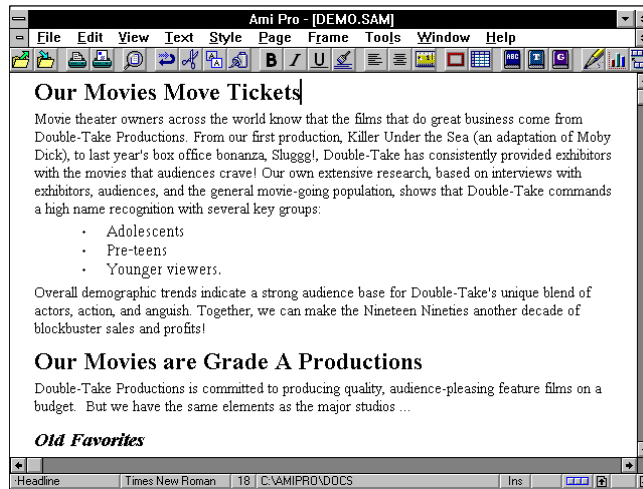
**Note** You can edit the contents of a frame in Draft mode, but you cannot create, cut, copy, or move a frame.

**?Help** You can display all text in the system font in Draft mode. For information, refer to “To set View Preferences” in Chapter 3.



Choose View/Draft Mode to use Draft mode.

**Keyboard** Press CTRL+M to switch between Layout mode and Draft mode.




---

## Displaying the parts of the Ami Pro window

The Ami Pro application window consists of several parts that simplify editing and navigating a document. These parts include the title bar, menu bar, SmartIcons, status bar, vertical scroll bar, and horizontal scroll bar.

You can use **Clean Screen** to display certain parts of the Ami Pro window and hide other parts. Clean Screen also allows you to maximize the amount of the document that displays on the screen because you can make the screen look like a blank piece of paper. You can show or hide the parts of the Ami Pro application window in all modes and all views.

**?Help** You can select the parts of the Ami Pro window you want to display. You can do this before or after you choose Clean Screen. Choose View/View Preferences, choose Clean Screen Options, and select the desired options. You can also specify whether you want to use Clean Screen each time you load Ami Pro or display a document in another window. For information, refer to “To select Clean Screen options” and “To set Load Defaults” in Chapter 3.

---

## To hide the parts of the Ami Pro window

Choose View/Show Clean Screen to display only certain parts of the Ami Pro window.



### Our Movies Move Tickets

Movie theater owners across the world know that the films that do great business come from Double-Take Productions. From our first production, Killer Under the Sea (an adaptation of Moby Dick), to last year's box office bonanza, Sluggel, Double-Take has consistently provided exhibitors with the movies that audiences crave! Our own extensive research, based on interviews with exhibitors, audiences, and the general movie-going population, shows that Double-Take commands a high name recognition with several key groups:

- Adolescents
- Pre-teens
- Younger viewers.

Overall demographic trends indicate a strong audience base for Double-Take's unique blend of actors, action, and anguish. Together, we can make the Nineteen Nineties another decade of blockbuster sales and profits!

### Our Movies are Grade A Productions

Double-Take Productions is committed to producing quality, audience-pleasing feature films on a budget. But we have the same elements as the major studios ...

### Old Favorites

By the same token, there are many Hollywood legends who for one reason or another are available to lend their star quality to prestigious productions at a greatly reduced salary. Double-Take is honored to welcome some of the greatest names in the annals of the Silver Screen to our credit rolls.

You can expect to see many sure-fire box office draws appearing with the names above the title in general promotions. Double-Take films. These "special appearances" always have audiences. Edna



Ami Pro displays only the parts of the Ami Pro window that you selected in the Clean Screen Options dialog box. You can access any menu by pressing ALT+ the corresponding letter of the desired menu.

**Note** If you close all the open documents, Ami Pro automatically displays the Return icon in the lower right corner of the screen.

---

## To display the parts of the Ami Pro window

1. Press ALT+V to display the View Menu.

**Shortcut** If you selected Return icon in the Clean Screen Options dialog box, you can click the Return icon to display all the parts of the Ami Pro window.

2. Choose Hide Clean Screen.

Ami Pro displays all the parts of the Ami Pro window.

---

## Viewing multiple documents

In Ami Pro, you can use the Microsoft Windows Multiple Document Interface (MDI) to:

- Display the same document in two windows.
- Open multiple documents at one time.
- Tile or cascade the windows so that all documents display on the screen.

**?Help** For information about opening a document, refer to “Opening an Ami Pro document” in Chapter 4.

---

### To display the same document in two windows



You can display a document in two windows simultaneously. One window contains an editable copy of the document. The other window contains a read only copy of the document.

1. Open a document.
2. Choose Window/New Window.

**?Help** Ami Pro displays a message indicating the document is already open. Choose OK.

Ami Pro displays a copy of the document in a new window. The title bar of the new window indicates the document is read only.

3. If you want to make the editable copy of the document the active window, choose the Window menu and select the editable copy.

Ami Pro makes the editable copy the active window.

**?Help** If you unintentionally edit the read only copy of the document, you can save the changes by choosing File/Save As and specifying a new file name. For information, refer to “To save a document under another name or to another location” in Chapter 4.

4. To close the copy of the document in the active window, choose File/Close.

---

### To open multiple documents



You can open up to nine documents at one time.

1. Open a document.
2. Repeat step 1 for each document you want to display.

**Note** Be sure you deselect Close current file. Otherwise, Ami Pro does not open the document in another window.

3. If you want to make a different document the active window, choose the Window menu and select the name of the desired document.

Ami Pro makes the document you select the active window.

4. To close the document in the active window, choose File/Close.

*You can use cut, copy, and paste to copy and move information between documents.*

---

**To tile or cascade  
multiple windows**

You can control how multiple documents display on the screen.

1. Open the desired documents.
2. If you want to display the windows so that each document is visible, choose Window/Tile.



Ami Pro displays the documents in smaller windows.

3. If you want to display the windows so that the documents overlap, choose Window/Cascade.



Ami Pro displays the active window on top of all other open windows, with the title bar for each window visible.

---

# 11

## Organizing a Document Using Outline Mode and Outline Numbering

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### Understanding Outline mode

Outline mode provides a way for you to view and organize the contents of a document. Ami Pro provides nine outline levels that are based upon paragraph styles. Each paragraph style has a level assigned to it. You can modify these levels to meet your needs.

**?Help** Because Outline mode is based on paragraph styles, you should be familiar with how they function. For information, refer to “Understanding paragraph styles” in Chapter 7.

When you access Outline mode, Ami Pro displays outline level and command icons across the top of the screen. Using the expand and contract commands, you can display the entire document or display only selected text. You can quickly move or delete large sections of text in the document. In addition, you can change the paragraph styles assigned to text using the promote and demote commands.

You can specify how text should display in Outline mode. You can either use the typeface, point size, color, attributes, and numbers specified in the paragraph styles available to the current document or use the typeface, point size, color, attributes, and numbers specified in the paragraph styles available in the `_OUTLINE.STY` style sheet provided with Ami Pro.

---

### Assigning outline levels

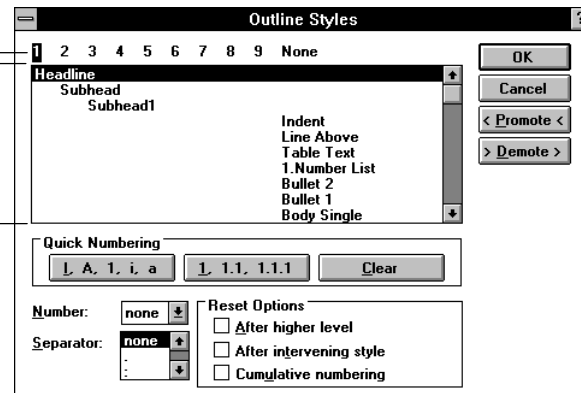
Outline levels are stored as part of the formatting information in the paragraph styles. Before you access Outline mode, you should assign the desired levels to each paragraph style available in the document. That way, when you change to Outline mode, Ami Pro automatically displays all the text at the correct levels.

**Note** Ami Pro orders the outline levels from level 1, which represents the highest level (the main headings in the document), to level 9, which represents the lowest level (the lowest subheadings in the document). Ami Pro also provides an outline level of None for paragraph styles used in the main document text, such as Body Text.

## To assign an outline level to a paragraph style

Outline levels  
Select a paragraph style to which you want to assign a different outline level

1. Choose Style/Outline Styles.



**Note** Each paragraph style available in the document automatically appears under either the number of the level that is currently set in that paragraph style or under None.

2. Choose Promote or Demote until the selected paragraph style appears under the desired outline level number.

**Mouse** Drag the selected paragraph style to the left or right until it appears under the desired outline level number.

### Promote

Assigns a higher outline level to the selected paragraph style.

### Demote

Assigns a lower outline level to the selected paragraph style.

Ami Pro highlights the outline level numbers across the top of the list box as you promote or demote the paragraph style.

- ?Help** When you promote or demote a paragraph style, you are modifying that paragraph style. The changes are effective only for the current document, unless you save them to the style sheet associated with the document. For information, refer to “Creating a style sheet” in Chapter 9.

3. Repeat the procedure for each paragraph style.

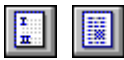
*To ensure that Ami Pro uses the desired paragraph style, place only one paragraph style under each outline level between 1 and 9.*

**?Help** In addition to assigning outline levels, you can use the Number options in the Outline Styles dialog box to create an outline numbering scheme. For information, refer to “Using outline numbering” in this chapter.

4. Choose OK to return to the document.

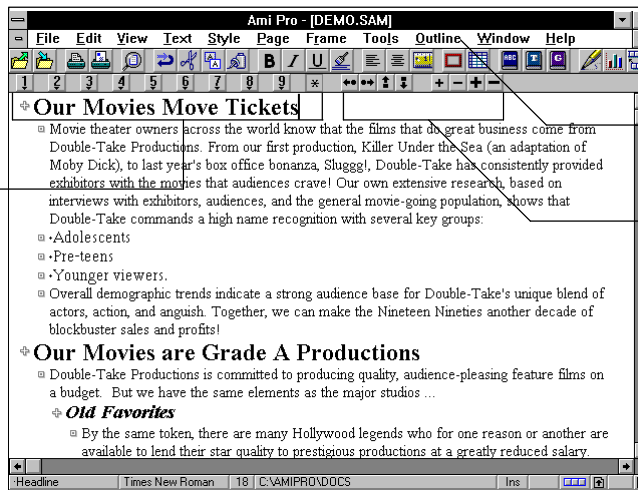
There are no visible changes to any text in the document. The outline levels you assigned display only in Outline mode.

## Accessing Outline mode



Choose View/Outline Mode to access Outline mode.

Outline level icons



Outline appears in the menu bar

Outline command icons

**Note** Ami Pro can also display outline buttons to the left of each paragraph. You can see the buttons by choosing View/View Preferences and selecting Outline buttons.

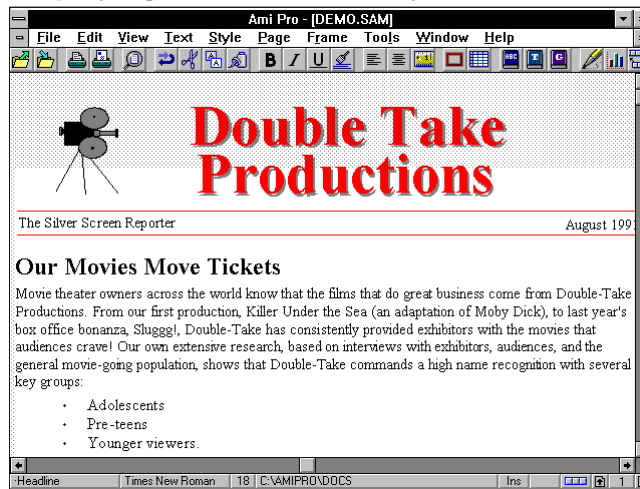
In Outline mode, tables and text or pictures in anchored frames (Placement in the Modify Frame Layout dialog box is set to With para above or Flow with text) display in the correct locations in the document. Text or pictures in other types of frames do not display. You can edit the contents of a frame in Outline mode, but you cannot create, cut, copy, or move a frame.

**?Help** For information about frames, refer to “Editing a frame” in Chapter 15.

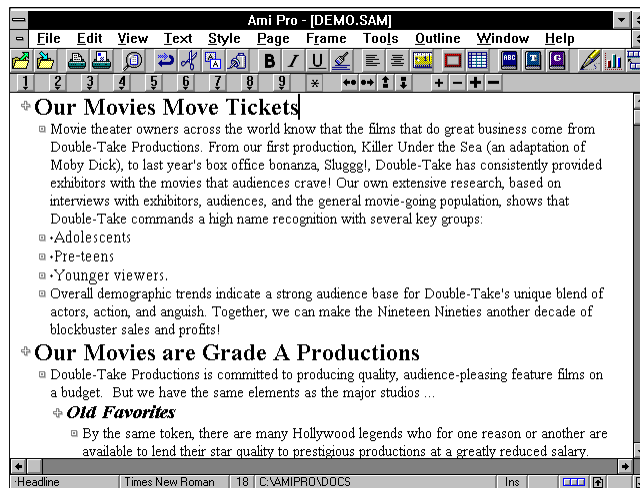
---

## Examples of a document in Layout and Outline modes

### Displaying a document in Layout mode



### Displaying the same document in Outline mode



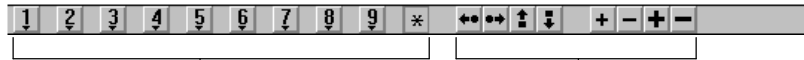

---

## Using the outline level and command icons

The outline level icons allow you to specify globally which text should display and which text should be hidden. The icons also indicate the outline levels that are assigned to paragraphs of text.

To view only the main headings of a document, choose a high outline level icon, such as 2. Ami Pro displays only the text using the paragraph styles set to levels 1 and 2. To display additional text, choose a lower outline level icon, such as 8. Ami Pro displays all the

text in the document using the paragraph styles set to levels 1 through 8. To display all text, including text using paragraph styles set to outline level None, choose the Asterisk icon.



Outline level icons

Outline command icons

The outline command icons allow you to promote and demote text and thereby assign different paragraph styles to that text, to move text to another location in the document, and to expand and contract the amount of text that displays at a certain location in the document.

You can display or hide text that is subordinate to the paragraph you select. **Subordinate text** is text immediately following the selected paragraph that uses a paragraph style set to one or more outline levels lower than the selected text. Subordinate text ends at the location where a paragraph uses a paragraph style set to an outline level equal to or higher than the selected text. For example, text subordinate to a paragraph using a paragraph style set to outline level 7 would include any text using paragraph styles set to outline levels 8, 9, or None that immediately followed the selected paragraph. This subordinate text would end at a paragraph using a paragraph style set to any outline level between 1 and 7.

---

### To use outline level icons

Click the desired icon to display all text using the paragraph style set to that outline level, plus any text using a paragraph style set to a higher outline level.

---

### To use outline command icons

1. Select the desired paragraphs, or place the insertion point in the desired paragraph.
2. Click the desired icon.

**Note** Several of the commands available as outline command icons are also available under the Outline menu.



#### Promote

Assigns a paragraph style set to a higher outline level to the text you select.



#### Demote

Assigns a paragraph style set to a lower outline level to the text you select.



**Move Up**

Moves the text you select before the paragraph preceding it.

**Move Down**

Moves the text you select after the paragraph following it.

**Small Plus**

Displays any hidden subordinate text for the paragraph in which the insertion point is located, one outline level at a time, starting with the next highest outline level subordinate text and moving to the lowest outline level subordinate text.

**Small Minus**

Hides any displayed subordinate text for the paragraph in which the insertion point is located, one outline level at a time, starting with the lowest outline level subordinate text and moving to the highest outline level subordinate text.

**Large Plus**

Displays all the subordinate text for the paragraph in which the insertion point is located.

**Large Minus**

Hides all the subordinate text for the paragraph in which the insertion point is located.

## Using the outline buttons

Outline buttons are small three-dimensional buttons that display to the left of each paragraph of text. The buttons indicate whether or not a paragraph has subordinate text, and whether subordinate text is hidden.

**?Help** The Plus outline buttons also allow you to hide and move text. For information, refer to “To use the Plus buttons” in this chapter.

## To display outline buttons



You can display or hide the outline buttons.

1. Choose View/View Preferences.
2. Select Outline buttons.
3. Choose OK.

Ami Pro displays the outline buttons.

- ⊕ **Plus button**  
Indicates that the paragraph is using a paragraph style set to an outline level between 1 and 9 and that the paragraph has subordinate text.
  - ⊖ **Minus button**  
Indicates that the paragraph is using a paragraph style set to an outline level between 1 and 9 and that the paragraph does not have any subordinate text.
  - ⊕ **Filled Plus button**  
Indicates that the paragraph is using a paragraph style set to an outline level between 1 and 9 and that the paragraph has subordinate text that is currently hidden.
  - ▣ **Box button**  
Indicates that the paragraph is using a paragraph style set to an outline level of None. Ami Pro displays this text halfway between two outline level icons.
- Note** If you want to hide the outline buttons, deselect Outline buttons in the View Preferences dialog box.

---

### To use the Plus buttons

If you have a mouse, you can use the Plus buttons to display or hide paragraphs and to move text to either another location in the document or to another outline level.

1. Double-click a Plus button to display or hide subordinate text.
2. Click a Plus button and drag the button to the desired location to move text to that location.

Ami Pro automatically moves the text as you drag the mouse.

---

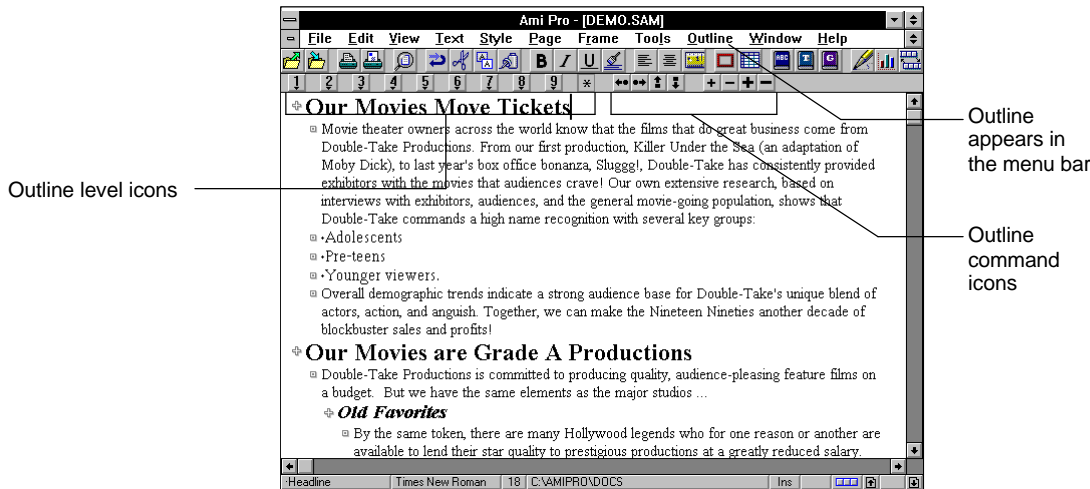
### Editing in Outline mode

*You can move text up and down in the document and quickly change the paragraph styles assigned to that text, but you cannot do both at the same time.*

Editing a document in Outline mode is simple because you can control the level of detail that displays and quickly see the hierarchy of the document. If you want to focus on the main topics in the document, you can **contract** the text to display only text using paragraph styles set to high outline levels. If you want to view additional detail, you can **expand** the text to display text using paragraph styles set to lower outline levels.

When you are in Outline mode, you can insert and type over text, delete text, and copy and move large sections of text. If you need to rearrange text so that the text uses different paragraph styles, you

can **promote** paragraphs with or without their subordinate text to a higher outline level, or **demote** them to a lower outline level.




---

### To contract and expand text globally

You can change globally the amount of text that displays in Outline mode using the outline level icons or the keyboard.

1. If you want to display only the text using the paragraph style set to outline level 1, click the level 1 outline level icon.  
**Keyboard** Press ALT+1.  
Ami Pro hides all text in the document using paragraph styles set to outline levels 2 – 9 and None.
2. If you want to display additional text using paragraph styles set to outline levels 2 – 9, click the desired outline level icon.  
**Keyboard** Press ALT+ the number of the desired outline level.
3. If you want to display all the text in the document, including text using paragraph styles set to None, click the Asterisk icon.  
**Keyboard** Press ALT+0.

---

### To contract and expand text locally

You can contract and expand subordinate text for a particular paragraph using the Outline menu, the outline command icons, a Plus outline button next to the paragraph, or the keyboard.

1. In Outline mode, place the insertion point in the paragraph for which you want to display or hide the subordinate text.

2. If you want to hide all the subordinate text for the paragraph, choose Outline/Contract.  
**Mouse** Click the Large Minus command icon or double-click the Plus button to the left of the paragraph.  
**Keyboard** Press ALT+PG UP.
3. If you want to hide any displayed subordinate text for the paragraph one outline level at a time, starting with the lowest outline level subordinate text and moving to the highest outline level subordinate text, click the Small Minus icon.
4. If you want to display all the subordinate text for the paragraph, choose Outline/Expand.  
**Mouse** Click the Large Plus command icon or double-click the Filled Plus button to the left of the paragraph.  
**Keyboard** Press ALT+PG DN.
5. If you want to display any hidden subordinate text for the paragraph one outline level at a time, starting with the next highest outline level subordinate text and moving to the lowest outline level subordinate text, click the Small Plus icon.

---

## To move selected paragraphs

*You can move a paragraph and all its subordinate text by choosing Outline/Contract, selecting the entire paragraph including the return at the end of the paragraph, and pressing ALT+↑.*

You can quickly move one or more paragraphs of text to another location in the document using the Outline menu, the outline command icons, or the keyboard.

1. Place the insertion point in the paragraph you want to move, or select the desired paragraphs.
2. If you want to move the selected text before the paragraph preceding it, choose Outline/Move Up.  
**Mouse** Click the Move Up command icon.  
**Keyboard** Press ALT+↑.
3. If you want to move the selected text after the paragraph following it, choose Outline/Move Down.  
**Mouse** Click the Move Down command icon.  
**Keyboard** Press ALT+↓.
4. If you want to move both the selected paragraph and its subordinate text, click the Plus button to the left of the paragraph to select it, and then drag the button to the desired location in the document.

**Tip** Ami Pro displays a horizontal guideline as you drag the button. You can use the line to determine the location of the insertion point so you can correctly move the text to the desired place in the document.

---

## To promote and demote text

*If you promote text using a paragraph style set to outline level None, the text moves to the closest higher outline level.*

*If you demote text using a paragraph style set to outline level None, the text moves to the closest lower outline level.*

You can promote or demote one or more paragraphs with or without their subordinate text to another outline level using the Outline menu, the outline command icons, or the keyboard.

1. In Outline mode, place the insertion point in the paragraph you want to move to another outline level, or select the desired paragraphs.
2. If you want to move the text to a higher outline level, choose Outline/Promote until the text is at the desired outline level.

**Mouse** Click the Promote command icon.

**Keyboard** Press ALT+←.

Ami Pro assigns a paragraph style set to a higher outline level to the text.

3. If you want to move the text to a lower outline level, choose Outline/Demote until the text is at the desired outline level.

**Mouse** Click the Demote command icon.

**Keyboard** Press ALT+→.

Ami Pro assigns a paragraph style set to a lower outline level to the text.

4. If you want to move both the selected paragraph and its subordinate text, click the Plus button to the left of the paragraph to select it, and then drag the button to the desired location in the document.

**Tip** Ami Pro displays a vertical guideline as you drag the button. You can use the line to determine the current outline level so you can correctly move the text to the desired level.

When you promote or demote text, Ami Pro automatically assigns the paragraph style at that outline level to the text. If there is no paragraph style at a particular outline level and you promote or demote text to that level, Ami Pro creates a paragraph style with the same characteristics as the text you moved and names it Outline#, where # indicates the number of the outline level. For example, if you move text from outline level 4 to outline level 5,

and if there is no paragraph style at outline level 5, Ami Pro creates a paragraph style named Outline5.

If there is more than one paragraph style set to a particular outline level, Ami Pro chooses one paragraph style and automatically assigns that paragraph style to any text you promote or demote to that outline level. If Ami Pro does not choose the desired paragraph style, you can specify just the desired paragraph style at that outline level in the Outline Styles dialog box, or assign another paragraph style to the text.

**?Help** For information, refer to “Assigning outline levels” in this chapter, or “Assigning paragraph styles” in Chapter 4.

---

### To delete text

You can delete a selected paragraph, or delete both a selected paragraph and its subordinate text by contracting the text.

1. If you want to delete displayed text, select the text you want to delete and press **DEL**.
2. If you want to delete an entire section of the document including all the subordinate text, place the insertion point in the paragraph using the paragraph style set to the highest outline level you want to delete.
3. Choose Outline/Contract.

**Mouse** Click the Large Minus command icon or double-click the Plus button to the left of the paragraph.

**Keyboard** Press **ALT+PG UP**.

4. Select the entire paragraph, including the return at the end of the paragraph.

**Note** You can display returns by choosing View/View Preferences and selecting Tabs & returns.

**Mouse** Hold **CTRL** and double-click.

**Keyboard** Place the insertion point at the beginning of the paragraph and press **SHIFT+↓** until the desired paragraph is selected.

5. Press **DEL**.

## Displaying text in Outline mode

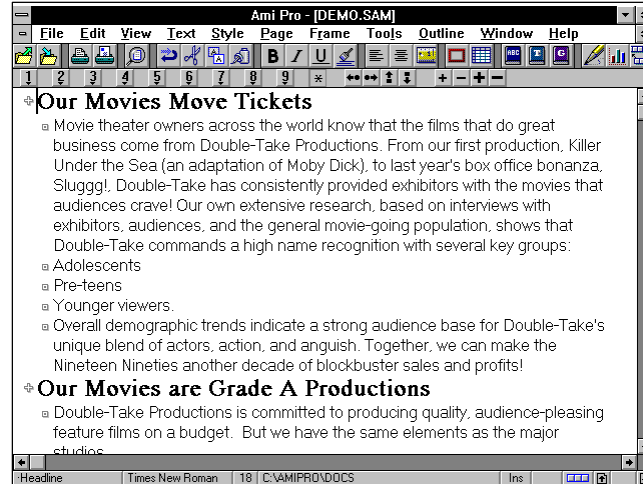
When you are in Outline mode, Ami Pro automatically displays the text using the typeface, point size, color, attributes, and numbers specified in the paragraph styles you assigned to the text. Ami Pro automatically indents the text so that it displays aligned under the outline level icons, uses single line spacing, sets the paragraph spacing above and below to zero, and ignores any lines specified in the paragraph styles.

**Note** If you choose View/View Preferences and select System font in draft mode, Ami Pro uses the system font in Outline mode.

If you have multiple documents that use different paragraph styles, or if the paragraph style formatting information varies from one document to another, you can display the text in a consistent manner when you access Outline mode by using the typeface, point size, color, attributes, and numbers specified in the paragraph styles in the \_OUTLINE.STY style sheet provided with Ami Pro.

## To use the outline paragraph styles

To use the formatting information in the \_OUTLINE.STY paragraph styles, choose Outline/Use Outline Styles when you are in Outline mode.



Ami Pro now uses the formatting information in the outline paragraph styles every time you access Outline mode. If you no longer want to use the outline styles, you can choose Outline/Use Outline Styles to change back to using the formatting information in the paragraph styles available to the current document.

Ami Pro does not actually assign the outline paragraph styles to the text. When you exit Outline mode, Ami Pro displays the text using the formatting information in the paragraph styles available to the current document.

**?Help** You can modify the fonts, attributes, and numbers in the paragraph styles in the `_OUTLINE.STY` style sheet to change the way the text displays in Outline mode when you use the outline styles. Choose File/New, select `_OUTLINE.STY` as the desired style sheet, modify the font, attributes, and number in each paragraph style you want to change, and then save the changes to the style sheet. For information, refer to “To modify a paragraph style font” in Chapter 7, “Using outline numbering” in this chapter, and “Creating a style sheet” in Chapter 9.

**Note** If you are not using outline styles and you modify the font, attributes, and number in a paragraph style while in Outline mode, the changes are immediately apparent. If you modify other paragraph style settings, Ami Pro implements them only after you change to Layout mode.

---

## Printing in Outline mode

If you print a document when you are in Outline mode, Ami Pro prints only the text that appears on the screen. Hidden subordinate text does not print.

**Note** The outline buttons do not print.

---

## To print in Outline mode



1. In Outline mode, expand or contract the document to show as much text as you want to print.
2. Choose File/Print.
3. Specify the desired options.
4. Choose OK.

---

## Understanding outline numbering

You can establish an outline numbering scheme with up to nine levels by specifying the desired outline levels, numbers, letters, or characters, and reset options for each paragraph style you want to use for the outline numbering. Ami Pro stores the outline



numbering as part of the bullets & numbers formatting information in each outline paragraph style.

When you assign the outline paragraph styles to the text, Ami Pro numbers any paragraphs using the outline paragraph styles. If you insert additional paragraphs using the outline paragraph styles, Ami Pro rennumbers any paragraphs affected by the changes.

*Do not create paragraph styles with names that differ from one another only by letter case, such as Outline a and Outline A. Ami Pro sees these as one paragraph, not two. You can, however, create paragraph style names such as Outline a) and Outline A.*

**Tip** Ami Pro provides several style sheets that contain either multiple outline paragraph styles or a Number List paragraph style already set up for a simple numbered list scheme. If you select one of these style sheets when you create a document, all you need to do is assign the desired paragraph style to the text in the document.

**?Help** You can create the outline paragraph styles using names that reflect their outline levels, and then save the changes to a style sheet you can use with other documents. For information, refer to “To modify a paragraph style” in Chapter 7, and “Creating a style sheet” in Chapter 9.

## Using outline numbering

*Indentations display only in Layout and Draft modes.*

There are two parts to creating an outline numbering scheme.

- In the Outline Styles dialog box, you must modify each paragraph style you want to use for outline numbering by assigning the desired outline level, by specifying the desired number, letter, character, and punctuation, and by specifying when you want the numbering to restart.

**?Help** Ami Pro provides two Quick Numbering schemes to make setting up outline numbering easy. For information, refer to “To use quick numbering” in this chapter.

- In the Modify Style dialog box, you should specify the desired All and First indentions for each outline paragraph style. The All indentation determines the amount the entire outline paragraph indents. The First indentation determines the amount of space that is available for the outline number you specify.

**?Help** You can also specify any attributes you want to use for the number and how you want the numbers to align. For information, refer to “To modify paragraph style alignment” and “To modify paragraph style bullets & numbers” in Chapter 7.

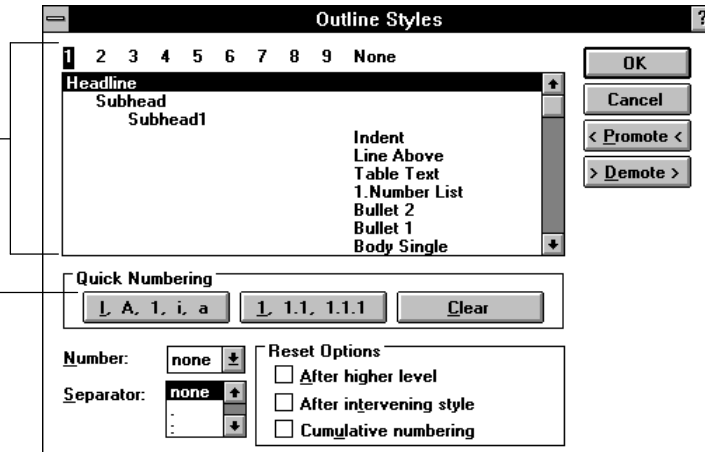
**To use quick numbering**

The fastest way to assign numbers, letters, or characters, punctuation, and reset options to outline paragraph styles is to use quick numbering.

1. Choose Style/Outline Styles.

Assign the desired outline level to each paragraph style you want to use for outline numbering

Choose one of the Quick Numbering command buttons



*Quick Numbering provides a quick and easy way to create a conventional outline numbering scheme. Ami Pro automatically incorporates the numbers and punctuation into the paragraph styles set to outline levels 1 – 9.*

*This type of numbering scheme is sometimes called legal or military numbering. Ami Pro automatically incorporates the numbers specified in any paragraph styles set to a higher outline level into paragraph styles set to lower outline levels.*

**?Help** For information about assigning levels, refer to “Assigning outline levels” in this chapter.

**I, A, 1, i, a**

Ami Pro assigns the following outline numbers or letters to the nine outline paragraph styles in the order in which they are listed, and automatically selects After higher level in the Reset options for each outline paragraph style.

I A 1 i a 1) i) a) (1)

**1, 1.1, 1.1.1**

Ami Pro assigns the following outline numbers to the nine outline paragraph styles in the order in which they are listed, and automatically selects After higher level and Cumulative numbering in the Reset options for each outline paragraph style.

1, 1.1, 1.1.1, 1.1.1.1, 1.1.1.1.1, 1.1.1.1.1.1, 1.1.1.1.1.1.1, 1.1.1.1.1.1.1.1, 1.1.1.1.1.1.1.1.1

2. Choose OK.

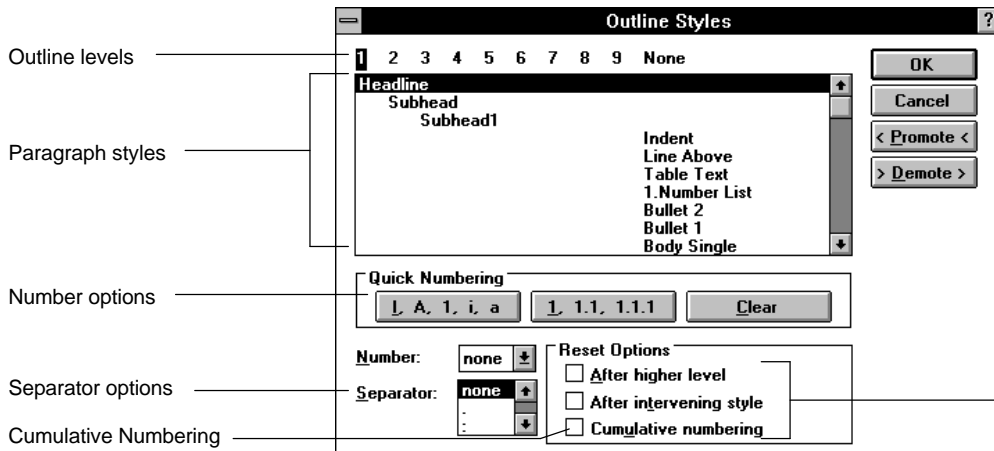
**?Help** If you use Cumulative numbering, you should allow sufficient space for the outline numbers. You can modify each outline paragraph style so that the entire number displays and prints. For information, refer to “To modify paragraph style bullets & numbers” in Chapter 7.

## To create a numbering scheme

You can create your own numbering scheme and specify one or more letters or numbers and punctuation for each outline paragraph style.

**Tip** Ami Pro provides several outline style sheets that contain multiple outline paragraph styles. If you select one of these style sheets when you create a document, all you need to do is assign the desired paragraph styles to the text in the document.

### 1. Choose Style/Outline Styles.



### 2. Assign the desired outline level to each paragraph style you want to use for outline numbering. These paragraph styles become the outline paragraph styles.

**Caution** Assign outline levels **only** to the outline paragraph styles. DO NOT assign the same outline level to more than one paragraph style. Ami Pro increments the outline numbering based on the outline level, regardless of the paragraph style. If two paragraph styles are set to the same outline level, Ami Pro increments the numbering any time it finds text using either paragraph style. For information, refer to “Assigning outline levels” in this chapter.

3. Select the outline paragraph style set to outline level 1.
4. If you want to create a numbering scheme that uses multiple letters, numbers, or characters in an outline paragraph style, select Cumulative numbering in the Reset Options.
5. Select the Number you want to use for the outline paragraph style. You can select none, 1, I, i, A, a, \*, or †.

**Note** If you select a letter or number for the outline paragraph style, Ami Pro increments the paragraphs in correct alphabetical or numerical order. If you select an asterisk or a dagger, Ami Pro inserts the correct number of characters. For example, one asterisk (\*) is followed by two asterisks (\*\*) and then three asterisks (\*\*\*) .

**?Help** You can right align numbers, letters, or characters in outline paragraph styles. For information, refer to “To modify paragraph style bullets & numbers” in Chapter 7.

6. Select the Separator you want to use for the outline paragraph style. You can select none, . , : , - , ) , ] , ( , . , ) , ( , .)
7. Select the desired Reset Option for the paragraph style.

*You must select a Reset Option for every outline paragraph style. If you do not select a Reset Option, Ami Pro does not restart the numbering.*

#### **After higher level**

Ami Pro restarts the numbering for text using an outline paragraph style set to a lower outline level when it follows text using a paragraph style set to a higher outline level. For example, numbering for text using an outline paragraph style set to outline level 3 restarts when it follows text using an outline paragraph style set to outline level 1 or 2.

#### **After an intervening style**

Ami Pro restarts the numbering for text using any outline paragraph style when it follows text using any paragraph style set to another outline level or None. This includes both outline and non-outline paragraph styles. For example, numbering for text using an outline paragraph style set to outline level 5 restarts when it follows a paragraph of text using any paragraph style set to outline level None or any text using an outline paragraph style set to outline levels 1 – 4 or 6 – 9.

8. Select the outline paragraph style set to the next level.
9. Repeat steps 4 – 7 for this outline paragraph style.

**Note** If you select Cumulative numbering, Ami Pro automatically incorporates the number, letter, or character specified in the outline paragraph style set to the previous outline level into this outline paragraph style. You can change the outline numbers, letters, characters, and punctuation, or you can delete them by choosing None as the Number. You cannot specify more numbers or letters than the outline level assigned to the paragraph style. For example, for the outline paragraph style set to outline level 3, you can specify no more than three numbers, letters, or characters.

10. Choose OK to return to the document.

**?Help** If you use Cumulative numbering, you should allow sufficient space for the outline numbers. You can modify each outline paragraph style so that the entire number displays and prints. In addition, you can specify one or more spaces before the outline numbers. For information, refer to “To modify paragraph style bullets & numbers” in Chapter 7.

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## To modify a numbering scheme

You can modify a numbering scheme by modifying the outline paragraph styles. You can manually change the Number, Separator, and Reset options, change the outline levels, or clear the existing Number and Reset options.

1. Choose Style/Outline Styles.
2. If you want to change any setting for an outline paragraph style, select the desired paragraph style and specify the desired options.

**?Help** For information, refer to “To create a numbering scheme” in this chapter.

3. If you want to change the outline level for an outline paragraph style, select the desired paragraph style and use Promote or Demote it until it appears under the desired outline level number.

**?Help** Ami Pro does not modify the Number, Separator, and Reset options for an outline paragraph style when you change the outline level for that paragraph style. You must modify the numbering manually. For information, refer to “To create a numbering scheme” in this chapter.

4. If you want to change the entire outline numbering scheme, choose Clear.

Ami Pro removes all letters, numbers, and punctuation from every outline paragraph style. You can now create a new numbering scheme.

5. Choose OK when you have finished modifying the outline paragraph styles.

---

## Examples of outline numbering

*Use After higher level when the majority of the document must be in outline format and you do not need to restart outline numbering after assigning non-outline paragraph styles to the text.*

*The numbering for text using an outline paragraph style restarts when it follows any text using an outline paragraph style set to a higher outline level.*

*The numbering for text using an outline paragraph style set to outline level 1 never restarts because there is no outline paragraph style set to a higher outline level.*

## Using reset after higher level

You want to create a numbering scheme similar to the one below.

### I. What B & B Consulting can do for Runway Products

- A. We have a very talented group of writers and graphic designers at B & B Consulting.
- B. We can offer you technical support and training sessions on:
  - 1. Understanding Ami Pro basics
  - 2. Using Ami Pro style sheets
  - 3. Using Ami Pro advanced features

We will be happy to meet with you to set up convenient dates and times for these training sessions. And, of course, technical support will be available after the training.

### II. What Ami Pro can do for the Runway Products Employee Manual

- A. Ami Pro will impact our production and design of your employee manual.
  - 1. We can mix text with pictures, charts, drawings, tables.
  - 2. We can import old versions of the manual you created on your previous character-based word processor.

To implement this numbering scheme:

Choose Style/Outline Styles.

Assign the desired outline level to each paragraph style you want to use for outline numbering.

Select the Quick Numbering command button that matches this outline numbering scheme.

Ami Pro automatically assigns the outline letters and numbers and a period to all the outline paragraph styles.

Choose OK to return to the document.

Ami Pro reformats any text using the outline paragraph styles.

*Use After intervening style when the document must contain several different sections of numbering and you need to restart outline numbering after assigning non-outline paragraph styles to text.*

*The numbering for text using any outline paragraph style restarts when it follows text using any paragraph style set to another outline level or None. This includes both outline and non-outline paragraph styles.*

## Using reset after intervening style

You want to create a numbering scheme similar to the one below.

### Section 1 - Services

- I. **What B & B Consulting can do for Runway Products**
  - A. We have a very talented group of writers and graphic designers.
  - B. We can offer you technical support and training sessions on:
    - 1. Understanding Ami Pro basics
    - 2. Using Ami Pro style sheets
    - 3. Using Ami Pro advanced features

We will be happy to meet with you to set up convenient dates and times for these training sessions. And, of course, technical support will be available after the training.

### Section 2 - Producing the Manual

- I. **What Ami Pro can do for the Runway Products Employee Manual**
  - A. Ami Pro will impact our production and design of your employee manual.
    - 1. We can mix text with pictures, charts, drawings, tables.
    - 2. We can import old versions of the manual you created on your previous character-based word processor.

To implement this numbering scheme:

Choose Style/Outline Styles.

Assign the desired outline level to each paragraph style you want to use for outline numbering.

Select the Quick Numbering command button that matches this outline numbering scheme.

Ami Pro automatically assigns the outline letters and numbers and a period to all the outline paragraph styles.

Select the outline paragraph style set to outline level 1.

Select After intervening style in Reset Options.

Select the outline paragraph style set to outline level 2.

Select After higher level in Reset Options.

Select the outline paragraph style set to outline level 3.

Select After higher level in Reset Options.

Choose OK to return to the document.

Ami Pro reformats any text using the outline paragraph styles.

## Using Legal Numbering

You want to create a numbering scheme similar to the one below.

*The numbering for text using an outline paragraph style restarts when it follows any text using an outline paragraph style set to a higher outline level.*

- 1. What B & B Consulting can do for Runway Products**
  - 1.1 We have a very talented group of writers and graphic designers at B & B Consulting.
  - 1.2 We can offer you training sessions on:
    - 1.2.1 Understanding Ami Pro basics
    - 1.2.2 Using Ami Pro style sheets
    - 1.2.3 Using Ami Pro advanced features
  - 1.3 We can offer you technical support.
- 2. What Ami Pro can do for the Runway Products Employee Manual**
  - 2.1 Ami Pro will impact our production and design of your employee manual.

To implement this numbering scheme:

Choose Style/Outline Styles.

Assign the desired outline level to each paragraph style you want to use for outline numbering.

Select the Quick Numbering command button that matches this outline numbering scheme.

Ami Pro automatically assigns the outline numbers and periods to all the outline paragraph styles.

Choose OK to return to the document.

Ami Pro reformats any text using the outline paragraph styles.



*Use the special situation numbering scheme when you must insert text using a heading paragraph style between sections of text using outline paragraph styles, and the numbering must restart after each heading. In effect, you need to restart the outline numbering after both a higher level and an*

*When you create this type of numbering scheme, you can use only eight numbered outline level styles. The ninth outline paragraph style is used to restart the numbering.*

## **Using a special situation numbering scheme**

You want to create a numbering scheme similar to the one below.

### **Services**

#### **I. What B & B Consulting can do for Runway Products**

A. We can offer you training sessions on:

1. Ami Pro basics and style sheets

B. We can offer you technical support.

#### **II. What Ami Pro can do for the Runway Products Employee Manual**

### **Project Schedule**

#### **I. Learning Ami Pro**

A. Employees start training August 1

### **Other Considerations**

To implement this numbering scheme:

Choose Style/Create Style.

Specify a name for the paragraph style that will be assigned to the headings in the middle of the outline text, such as Reset Heading, and base it upon the regular heading paragraph style.

Choose OK to return to the document.

Assign the Reset Heading paragraph style to the heading paragraphs in the middle of the outline text.

Choose Style/Outline Styles.

Assign the desired outline level to each paragraph style you want to use for outline numbering.

Select the Quick Numbering command button that matches this outline numbering scheme.

Promote the Reset Heading paragraph style to outline level 1.

Specify none in the Number and Separator list boxes.

Select After a higher level in Reset Options.

Demote the outline paragraph style currently set to outline level 1 to outline level 2.

Demote the outline paragraph style currently set to outline level 2 to outline level 3.

Demote the outline paragraph style currently set to outline level 3 to outline level 4.

Choose OK to return to the document.

---

# 12

## Proofing a Document

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### Using proofing tools

*Ami Pro does not check text in notes or Draw frames.*

*If you want to check a single word or a paragraph, select the text and choose either Tools/Spell Check or Tools/Grammar Check. Ami Pro checks just the selected text.*

Ami Pro provides two proofing tools—a spell checker and a grammar checker. When you use these tools, you can specify the text in the document that should be checked.

### Understanding text streams

Ami Pro organizes a document into portions of connected text called text streams. A document can contain one or several text streams. Ami Pro considers the following as separate text streams and prioritizes them in the order in which they are listed:

- Main document text
- Text in fixed frames (frames that have the Frame Type in the Modify Frame Layout dialog box set to Where placed)
- Footnote text
- Text in floating frames (frames that have the Frame Type in the Modify Frame Layout dialog box set to With para above or Flow with text) and text in page tables
- Floating header and footer text
- Fixed header and footer text and text in repeating frames (frames that have the Frame Type in the Modify Frame Layout dialog box set to repeat)

**?Help** For information about Frame Type, refer to “To modify the type of frame” in Chapter 15.

When you use Spell Check or Grammar Check, you can indicate the text Ami Pro should check by placing the insertion point in the desired text stream.

- If the insertion point is in main document text, you can specify whether Spell Check or Grammar Check should start at the beginning of the document and whether lower priority text streams should be included.
- If the insertion point is in any text stream other than main document text, Ami Pro automatically checks that text stream and any lower priority text streams.

**Note** When Ami Pro checks the lower priority text streams, it automatically starts checking at the beginning of the document, regardless of the location of the insertion point when you started Spell Check or Grammar Check.

## Using Spell Check

You can use Spell Check to check for and replace misspelled words, to check for words that appear twice in succession, and to edit the user dictionary. You can also use language dictionaries other than the one included with your package, if you purchased and installed them.

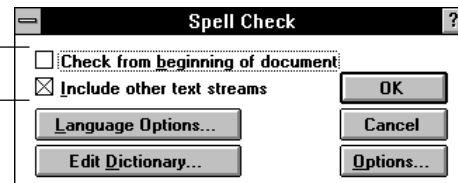
**?Help** You can specify the text that should be checked. For information, refer to “Using proofing tools” in this chapter.

### To check your spelling



1. Place the insertion point where you want to begin Spell Check.
2. Choose Tools/Spell Check.

Select the desired options



*If the insertion point is in any text stream other than main document text, Ami Pro automatically deselects and dims Check from beginning of document.*

*If the insertion point is in any text stream other than main document text, Ami Pro automatically selects and dims Include other text streams.*

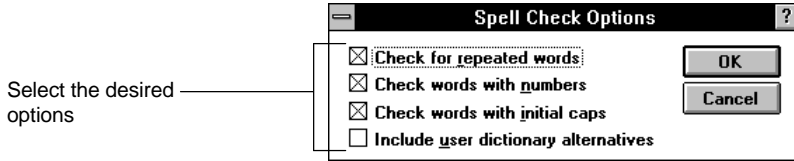
#### Check from beginning of document

Ami Pro checks all the text from the beginning of the document, regardless of where in the main document text the insertion point is located when you choose Tools/Spell Check. If you deselect this option, Spell Check starts at the location of the insertion point.

#### Include other text streams

Ami Pro checks text in the text stream in which the insertion point is located and text in all lower priority text streams. If you deselect this option, Ami Pro searches only the text in the text stream in which the insertion point is located.

3. If you want to specify whether Ami Pro should check certain types of text, or if you want Ami Pro to display words you added to the user dictionary as alternatives during spell check, choose Options.



**Check for repeated words**

Checks for words that appear twice in succession.

**Check words with numbers**

Checks any text that contains numbers.

**Check words with initial caps**

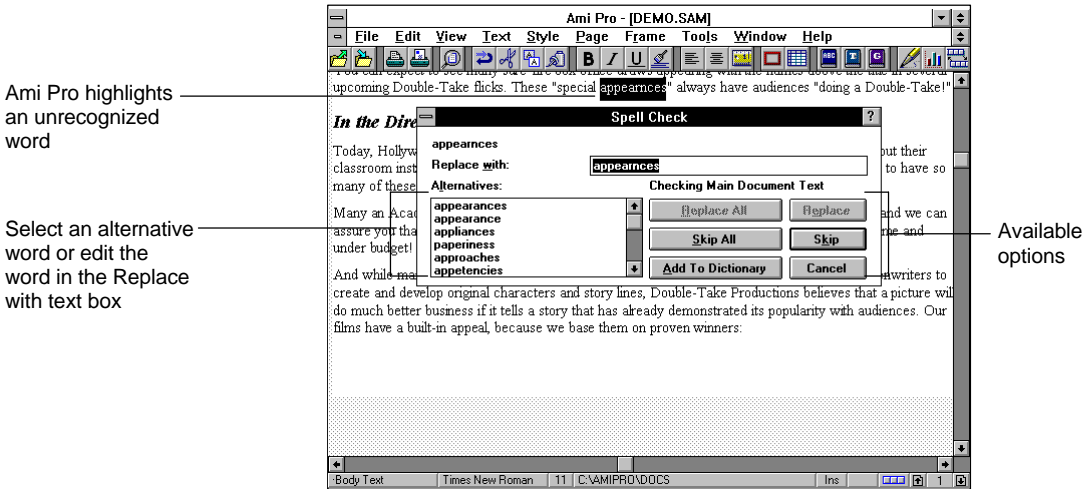
Checks words where only the first letter of the word is a capital letter.

**Include user dictionary alternatives**

Displays in the Alternatives list box any words you added to the user dictionary.

4. Choose OK to return to the Spell Check dialog box.
5. Choose OK to start Spell Check.

Ami Pro checks the document for spelling errors.



6. Choose the desired option.

**Replace All**

Replaces all occurrences of the word with the text you specify in the Replace with text box.

**Replace**

Replaces only this occurrence of the word with the text you specify in the Replace with text box.

**Skip All**

Skips all occurrences of the word during this Spell Check.

**Skip**

Skips only this occurrence of the word.

**Add to Dictionary**

Adds the word to the user dictionary. Ami Pro now recognizes the word in all documents you Spell Check.

7. Repeat step 6 for each unrecognized word Ami Pro finds.

At the end of Spell Check, the insertion point is at the location of the last misspelled or repeated word, even if you corrected or skipped the word.

**Note** If you start Spell Check in Draft mode, it will end in Draft mode. The insertion point may be in a fixed frame, footnote, header, or footer, if that was where Ami Pro found the last word. If the insertion point is in one of these text streams, only the text for that text stream appears on the screen. Change to Layout mode to determine exactly where in the document the insertion point is located, and then place the insertion point in the desired main document text.

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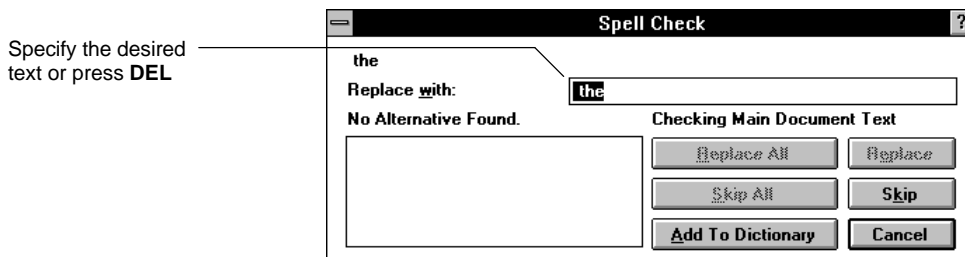
**To check for repeated words**



In addition to checking your spelling, Ami Pro can check the document for words that appear twice in succession.

1. Choose Tools/Spell Check.
2. Select the desired options.
3. Choose Options.
4. Select Check for Repeated Words.
5. Choose OK to return to the Spell Check dialog box.
6. Choose OK.

**?Help** Ami Pro selects the second occurrence of a repeated word and displays a message. Choose OK. For information, press F1.



7. Choose Replace or Skip.

### Replace

Replaces the occurrence of the word with the text you specify in the Replace with text box.

### Skip

Skips the second occurrence of the word.

---

## Examples of Spell Check

### Using Check from beginning of document and Include other text streams

You want to spell check all the text in all text streams in the document but the insertion point is located in the main document text on page 12.

Choose Tools/Spell Check.

Select Check from beginning of document and Include other text streams.

Choose OK.

Ami Pro checks the entire document starting at the top of page 1.

### Using Check from beginning of document

You want to spell check only the main document text, not the text in your frames, footnotes, tables, headers, and footers.

Place the insertion point anywhere in the main document text.

Choose Tools/Spell Check.

Select Check from beginning of document.

Deselect Include other text streams.

Choose OK.

Ami Pro checks all the main document text starting at the top of page 1.

### Using Include other text streams to check specific pages

You want to spell check from page 5 to the end of the document, including the text in all frames, footnotes, tables, headers, and footers. The insertion point is located in the main document text at the top of page 5.

*Since frames is a high priority text stream, Ami Pro automatically spell checks the lower priority text streams after checking the frame text. You can cancel Spell Check if you do not want to check the other text streams.*

*If you want to check only a portion of text, select the desired main document, frame, footnote, table, header, or footer text and choose Tools/Spell Check.*

Choose Tools/Spell Check.  
Deselect Check from beginning of document.  
Select Include other text streams.  
Choose OK.

Ami Pro checks the text in all text streams starting at the location of the insertion point.

### **Using Include other text streams to check text frames**

You want to spell check the text in all the frames in the document.  
Place the insertion point inside the first fixed text frame in the document.  
Choose Tools/Spell Check.  
Ami Pro automatically selects and dims Include other text streams and deselects and dims Check from beginning of document.  
Choose OK.

Ami Pro checks the text in all the frames in the document and in all lower priority text streams, starting at the location of the insertion point.

### **Using Spell Check for selected text**

You have just typed a very long footnote and want to spell check just that footnote.  
Select the footnote text.  
Choose Tools/Spell Check.  
Ami Pro automatically checks just the text in the one footnote.

---

## **Editing the dictionary**

Ami Pro provides two dictionaries. The main dictionary contains 115,000 words and cannot be edited. The other dictionary is a user dictionary that you can customize, edit, and update to meet your needs. When you use Spell Check and choose Add To Dictionary, Ami Pro adds the word to the user dictionary.

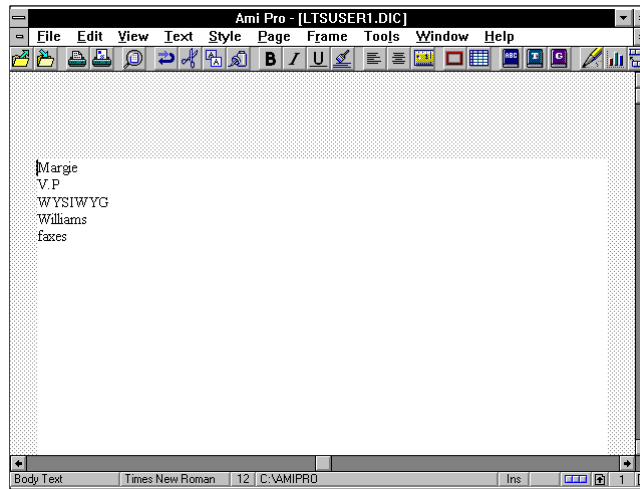
**Note** The user dictionary file name is LTSUSER1.DIC. It is normally located in the AMIPRO directory. However, the user dictionary file name is different if you are using a dictionary for another language (although it still ends with the .DIC extension), and the file may be located in a different directory if you are using Ami Pro on a network.

---

## **To edit words in the user dictionary**



1. Choose Tools/Spell Check.
2. Choose Edit Dictionary.



Ami Pro displays the user dictionary in a separate window. Any words you previously added to the user dictionary appear on the screen.

**Note** Ami Pro automatically lists existing words in the user dictionary file in this order: numbers, symbols (in the order in which they appear in the ANSI character set), capitalized words in alphabetical order, lower case words in alphabetical order.

3. If you want to add a word, type the word and press **ENTER**.

**Note** You must type only one word on a line. However, you can type the word on any line since Ami Pro automatically sorts the words when you save the file.

4. If you want to delete a word, select the word and the return and press **DEL**.

---

### To save changes to the user dictionary



1. Make the user dictionary the active window.
2. Choose File/Save.  
Ami Pro automatically sorts the words in the file.

---

### To close the user dictionary



1. Make the user dictionary the active window.
2. Choose File/Close.



## Example of editing the user dictionary

### Adding text

You want Ami Pro to recognize the name of your company, Berger & Berger Consulting, Incorporated. Sometimes the company name will be spelled with initial caps, sometimes it will be spelled with all caps.

Choose Tools/Spell Check.

Choose Edit Dictionary.

Type Berger on a line in the user dictionary and press **ENTER**.

Type BERGER on a line in the user dictionary and press **ENTER**.

Choose File/Save to save the changes.

Choose File/Close to close the user dictionary.

## Using Language Options

Ami Pro is shipped with the primary language dictionary and thesaurus used in your country. However, dictionaries and thesauruses are available for different languages, including: American English, French, German, Dutch, Spanish, Italian, U.K. English, Norwegian, Swedish, and Danish.

Ami Pro accesses the language dictionary when you use hyphenation, Spell Check, and Thesaurus.

## To access another language dictionary



1. Choose Tools/Spell Check.
2. Choose Language Options.

Type the full path to access a dictionary in a different directory

Select the default language dictionary for new documents

Select the language dictionary for the current document

3. Choose OK.

## Using Grammar Check

You can use Grammar Check to proof a document for problems in grammar, style, and mechanics. Grammar Check analyzes every sentence in the document for possible errors and supplies suggestions and examples for correcting any incorrect sentences.

**?Help** You can specify the text that should be checked. For information, refer to “Using proofing tools” in this chapter.

You can use one of the eight pre-defined grammar and style sets provided with Ami Pro, modify the rules for an existing set, or create a custom set.

**Tip** You should spell check the document to find and correct misspelled and repeated words. Grammar Check does not find spelling errors.

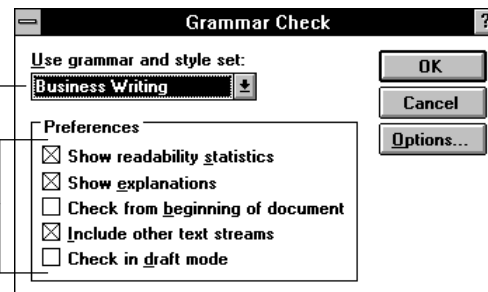
### To check your grammar



1. Place the insertion point where you want to begin Grammar Check.
2. Choose Tools/Grammar Check.

Select the grammar and style set you want to use

Select the desired Preferences options



**Note** Ami Pro provides pre-defined sets that incorporate All Rules or standard rules for Business Writing, Legal Writing, Technical Writing, Fiction Writing, Academic Writing, Formal Writing, and Casual Writing.

#### Show readability statistics

At the end of Grammar Check, Ami Pro provides data about the contents of the document, including the number of words, sentences, paragraphs, and syllables, the averages for words and sentences, the percentage of passive sentences, and readability indexes and scores.

#### Show explanations

During Grammar Check, Ami Pro provides explanations of grammatical and style errors, and examples illustrating the correct use of the rules.

*If the insertion point is in any text stream other than main document text, Ami Pro deselects and dims Check from beginning of document.*

*If the insertion point is in any text stream other than main document text, Ami Pro selects and dims Include other text streams.*

### Check from beginning of document

Ami Pro checks all the sentences from the beginning of the document, regardless of where in the main document text the insertion point is located when you choose Tools/Grammar Check. If you deselect this option, Grammar Check starts at the location of the insertion point.

### Include other text streams

Ami Pro checks sentences in the text stream in which the insertion point is located and text in all lower priority text streams. If you deselect this option, Ami Pro searches only the text in the text stream in which the insertion point is located.

### Check in Draft mode

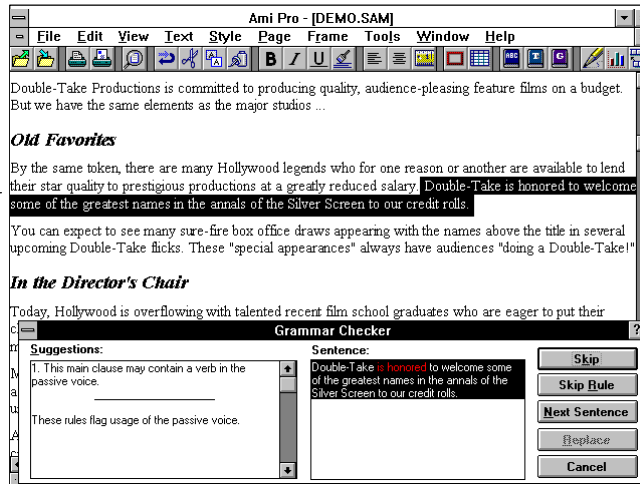
Ami Pro changes to Draft mode to check for grammatical and style errors.

**Note** Select Check in Draft mode if the document contains sentences that span columns or pages. Grammar Check can display such sentences in their entirety only in Draft mode.

3. Choose OK to start Grammar Check.

Ami Pro checks the document for grammatical and style errors.

Ami Pro highlights a possible error in the document



The Suggestions text box contains information about the error and suggestions for correcting it. If a replacement is available, it displays in a Replacement options list box. Otherwise, the sentence containing the error appears in a Sentence list box, with the error displaying in red (bold on a monochrome monitor).

- Choose the desired option.

**Skip**

Skips only this occurrence of the error.

**Skip Rule**

Skips all occurrences of the error during this Grammar Check.

**Next Sentence**

Checks the next sentence, even if there are other errors in the current sentence.

**Replace**

Replaces the current sentence with the replacement sentence you select in the Replacement options list box.

*Replace is dimmed if the error appears in a Sentence list box.*

- If you want to correct an error that appears in the Sentence list box, click in the document and make the desired changes.

**Keyboard** Press ALT + F6.

The Grammar Checker dialog box remains on the screen.

- Choose Resume to continue Grammar Check.

**Keyboard** Press ALT + F6 to return to the dialog box and choose Resume.

Ami Pro resumes Grammar Check by checking the sentence in which the insertion point is located.

- Repeat steps 4 – 6 for each sentence with a grammatical or style error.

At the end of Grammar Check, the insertion point is at the location of the last sentence that contained a grammatical or style error, even if you corrected or skipped the error.

If you selected Show readability statistics, Ami Pro displays the Readability Statistics dialog box, which provides information about the contents and readability of the document.

Document Statistics			
<b>Totals:</b>		<b>Averages:</b>	
Words	233	Words per sentence	25.9
Sentences	9	Sentences per Paragraph	.6
Paragraphs	14	<b>Percentages:</b>	
Syllables	199	Passive sentences	0%
3-syllable words	23		

Readability Statistics			
Gunning's Fog Index:	13.1	Flesch Reading Ease Score:	47.5
Flesch-Kincaid Score:	9.8	Flesch Reading Ease Grade Level:	13.4

### **Gunning's Fog Index**

Indicates how difficult the document is to read, based on the averages for sentence lengths and the number of multi-syllable words in sentences. The higher the index, the more difficult the document is to read.

### **Flesch-Kincaid Score**

Indicates the Fog Index as a grade level. The higher the score, the more difficult the document is to read.

### **Flesch Reading Ease Score**

Indicates how easy it is to read and understand the document, based on the average number of words per sentence and the average number of syllables per 100 words. The higher the score, the easier the document is to read and understand.

The highest score is 100, which indicates the document is very easy to read and understand. An average score is between 60 and 70. A low score is between 0 and 30, which indicates the document is very difficult to read and understand.

### **Flesch Reading Ease Grade Level**

Indicates the Flesch Reading Ease Score as a grade level. A fourth grade level corresponds to a score between 90 and 100. An eighth grade level corresponds to a score between 60 and 70. A college education corresponds to a score between 0 and 30.

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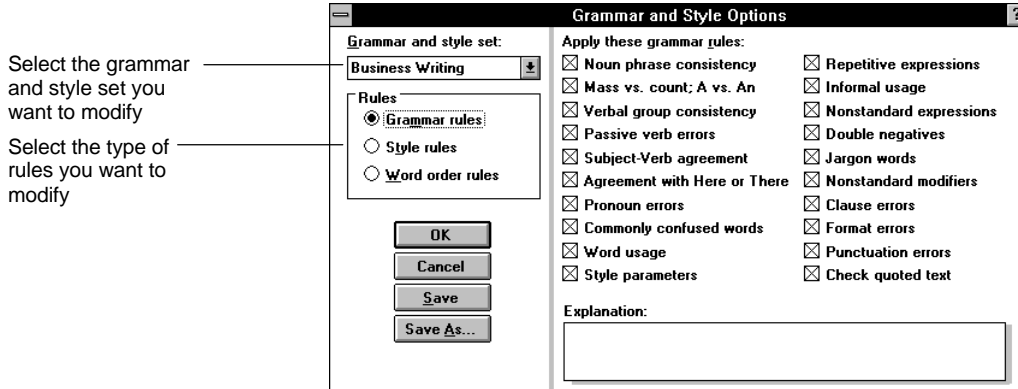
## **To modify the rules for a grammar and styles set**

You can display the default grammar, style, and word order rules, and explanations of the rules, for each grammar and style set. You can modify the rules for each set, or create a custom set of rules.

1. Place the insertion point where you want to begin Grammar Check.
2. Choose Tools/Grammar Check.



## 3. Choose Options.

**Grammar rules**

Rules for basic grammar, usage, and punctuation.

**Style rules**

Rules for sentence effectiveness and word choice.

**Word order rules**

Rules for split infinitives, consecutive nouns, and prepositional phrases.

## 4. Select the rules you want to include in the selected set.

**Keyboard** Press **TAB** until the first rule is selected. Press **TAB** or **↑** or **↓** to move through the list of rules.

Ami Pro displays an explanation of a rule when you select it.

## 5. Choose the desired command button.

**OK**

Saves the grammar, style, and word order rules you select and closes the Grammar and Style Options dialog box.

**Cancel**

Closes the Grammar and Style Options dialog box without saving any changes.

**Save**

Saves the rules you select without closing the Grammar and Style Options dialog box. This allows you to modify more than one grammar and style set.

**Caution** If you modify a grammar and style set provided with Ami Pro, you cannot revert to the default rules. You can use **Save As** to create a custom set and maintain the original set.

### **Save As**

Saves the grammar, style, or word order rules you select to the grammar and style set name you specify. Ami Pro adds the set to the Use grammar and style set list box in the Grammar Check dialog box.

6. Choose OK to return to the Grammar Check dialog box.
7. If necessary, select the grammar and style set you want to use.
8. Choose OK to start Grammar Check.

Ami Pro checks the document for grammatical and style errors.

?Help For information, refer to “To check your grammar” in this chapter.

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# 13

## Printing a Document

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### Understanding printing

In the Microsoft Windows environment, all direct communication with the printer is handled by Windows. If Print Manager is not enabled, Windows sends the necessary information directly to the printer. If Print Manager is enabled, the information is compiled in a temporary file and then sent to the printer.

?Help For information, refer to the *Microsoft Windows User's Guide*.

---

### Printing the current document

Within Ami Pro, you can print the document displayed in the active window. Although printing is usually a foreground function (you cannot perform other actions until the necessary information is forwarded to Windows), Ami Pro provides a way to print in the background.

?Help For information, refer to "Printing in the background" in this chapter.

---

### To print a document

You can specify the pages you want to print, and how those pages should appear, when you use the Print function.

**Note** Ami Pro continues to use the options you specify until you either change them, close the document, or exit the application.

1. Make the document you want to print the active window.



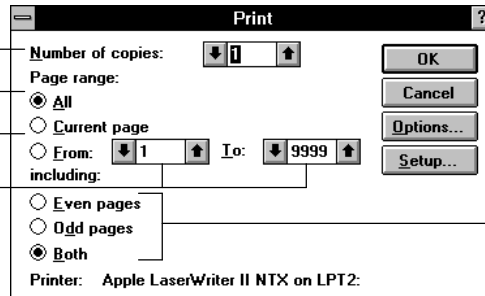


2. Choose File/Print.

Specify the desired Number of copies

Specify All or Current page as the desired Page range

Specify beginning and ending page numbers if you want to print only certain pages



Select the pages you want to print within the specified range

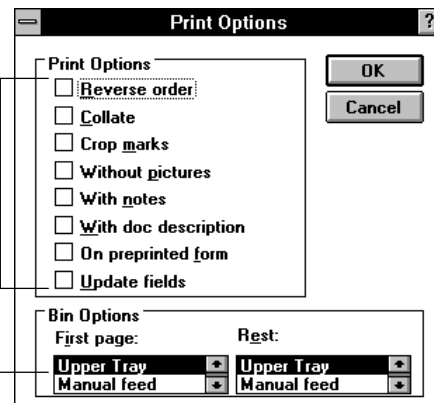
Ami Pro displays the name of the printer and the port to which it is connected in the lower left corner of the Print dialog box.

**?Help** You can change the printer for the current document. For information, refer to “Selecting a printer for a document” in this chapter.

3. If you want to specify print and bin options, choose Options.

Select the desired Print Options

Select the desired Bin Options



**Reverse order**

Prints the last page of the document first, then the next to the last page, and so on.

**Collate**

Prints an entire copy of the document before printing the next copy.

**Note** If you specify multiple copies and do not choose Collate, Ami Pro prints all copies of page 1, then all copies of page 2, and so on.

*Use crop marks when the page size you specified in the page layout is smaller than the physical size of the paper.*

*If the document contains pictures, selecting Without pictures substantially decreases the time it takes to print the document.*

*You can also access Setup by choosing File/Printer Setup or accessing Printers in the Windows Control Panel.*

### **Crop marks**

Prints fine lines that indicate the corners of the page. Crop marks print offset .5 inches from the top left corner of the physical page.

**Note** If the page size you specified in the page layout matches the physical size of the paper, only the top left crop mark prints.

### **Without pictures**

Prints only the text in the document. Frames containing pictures print as empty frames.

### **With notes**

Prints the user's initials and the note number at the location of the note in the text and the contents of all the notes at the end of the document.

**?Help** You must specify initials in the User Setup if you want initials to print. For information, refer to "To set User Setup defaults" in Chapter 3.

### **With doc description**

Prints the document information as a cover page.

### **On preprinted form**

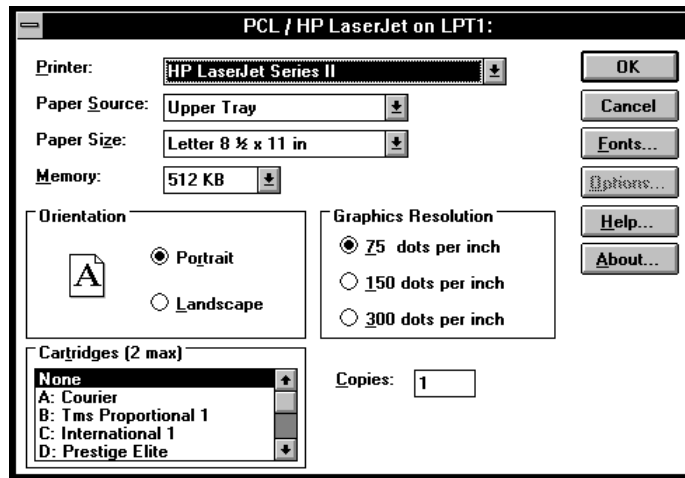
If you select this option, Ami Pro does not print either protected text or lines and shades associated with frames and tables.

### **Update fields**

Updates the results of each power field in the document and prints the results at the location of the power field.

4. Choose OK to return to the Print dialog box.
5. If you want to specify printer setup options, choose Setup.

**Caution** The options you specify affect all files printed under Windows, not just the current document. If you modify the printer setup for the current document but need to use the original setup for another document, you must choose File/Printer Setup and change the settings after printing the current document. For information about printer setup, refer to the *Microsoft Windows User's Guide*.



6. Choose OK to return to the Print dialog box.
7. Choose OK to print the document.

Ami Pro displays a message indicating the document is printing. Choose Cancel if you want to cancel the print job.

**?Help** You can decrease the amount of time the message remains on the screen by using AmiPrint. For information, refer to “Printing in the background” in this chapter.

---

## Printing in the background

AmiPrint is a separate printer application provided with Ami Pro. If you enable AmiPrint, Ami Pro creates a temporary file in your temporary directory each time you use the print command. This temporary file contains a complete description of each page in the document. AmiPrint translates the descriptive information into data that can be interpreted by Microsoft Windows. Windows sends the data to the printer driver and then to either the Print Manager or the printer.

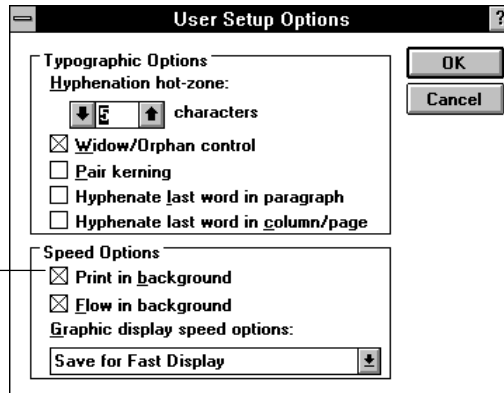
*AmiPrint remains active until the document is translated, even if you exit Ami Pro.*

**Note** The temporary file may require substantial disk space, especially if the document contains pictures. In addition, foreground editing tasks may be slower while AmiPrint processes the document.

## To print in the background

1. Choose Tools/User Setup.
2. Choose Options.

Select Print in background to enable AmiPrint



3. Choose OK to return to the User Setup dialog box.
4. Choose OK to return to the document.
5. Choose File/Print.
6. Specify the desired options.



?Help For information, refer to “To print a document” in this chapter.

7. Choose OK.

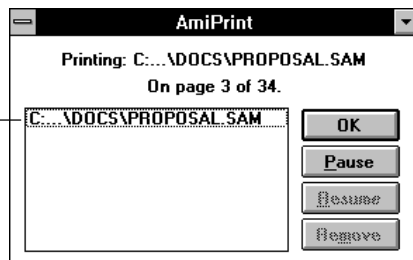
Ami Pro briefly displays a message indicating the document is printing.

8. If you want to pause, resume, or remove the document from the print queue, minimize Ami Pro.

An AmiPrint icon normally displays at the bottom of the screen. However, if the document you are printing is small and the file has already been turned over to Windows for printing, the AmiPrint icon may not display.

9. Open the AmiPrint window.

Select one or more documents



**10.** Choose the desired option.**Pause**

Temporarily stops printing documents.

**Resume**

Resumes printing all documents.

**Remove**

Cancels printing of selected documents.

**Note** Removing the document does not cancel the printing of any pages already sent to the printer.

**?Help** If you choose Remove, Ami Pro displays a message. For information, press F1.

*If you want to cancel the printing of all documents, click the AmiPrint icon and choose Close.*

## Selecting a printer for a document

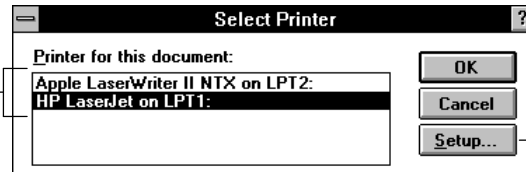
Ami Pro allows you to select a printer for the current document. You can specify a printer other than the one Windows recognizes as the default printer. The printer you choose determines the fonts that are available onscreen and at print time.

### To select a printer



Select the desired printer

1. Choose File/Printer Setup.



Choose Setup to specify printer setup options

**Caution** The options you specify affect all files sent to this printer, not just the current document. Although you can change the printer for one document, you cannot change the printer setup for only one document. If you modify the printer setup for the current document but need to use the original setup for the next document, you must choose File/Printer Setup and change the settings after printing the current document. For information about printer setup options, refer to the *Microsoft Windows User's Guide*.

2. Choose OK to return to the Select Printer dialog box.
3. Choose OK to return to the document.

## Printing in landscape mode

*If you are using Windows Version 3.1, all you need to do is select landscape orientation in the page layout.*

You can print in landscape mode if your printer, the Windows printer driver you are using, and the font you are using support landscape or sideways printing.

Before you print the document in landscape mode, you must change the page layout to landscape orientation.

If you are using Windows 3.0 or your printer supports different fonts in portrait and landscape modes, you must also:

- Change the printer setup to landscape orientation.

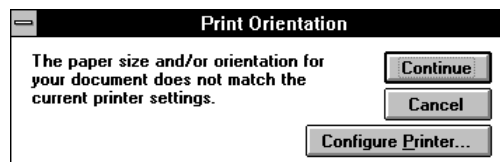
**Note** The options specified in the printer setup determine the fonts that are available onscreen and at print time. If the printer supports the same fonts in both portrait and landscape modes, you do not need to change the setup. If different fonts are available in portrait and landscape modes, you should specify landscape orientation in the printer setup to guarantee that the text prints in the correct fonts.

- Use the Text menu or the status bar to apply a landscape font to the text, or modify any paragraph styles assigned to the text to specify a landscape font.

**?Help** For information, refer to “Applying a font to selected text” in Chapter 6 and “To change the paragraph style” in this chapter.

When you use the Print command in Windows Version 3.0, Ami Pro checks the page settings for the first page you specify in the Page range. It uses that orientation for every page in the document, regardless of the orientation specified in the printer setup. In Windows Version 3.1, you can print both portrait and landscape pages regardless of the orientation of the first page you print.

**?Help** For some printers, if the orientation specified in the page settings does not match the orientation specified in the printer setup, Ami Pro displays a dialog box.



If the printer setup is correct for the pages you want to print, choose Continue. If you want to change the printer setup, choose Configure Printer. If you want to change the page settings, choose Cancel and modify the page layout.

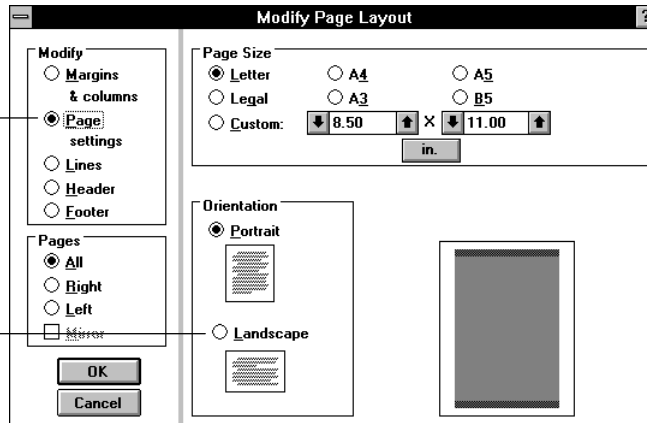
**To change the page layout**



1. Choose Page/Modify Page Layout.

Select Page settings

Select Landscape Orientation

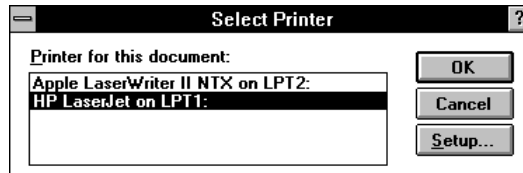


2. Choose OK.

**To change the printer setup**

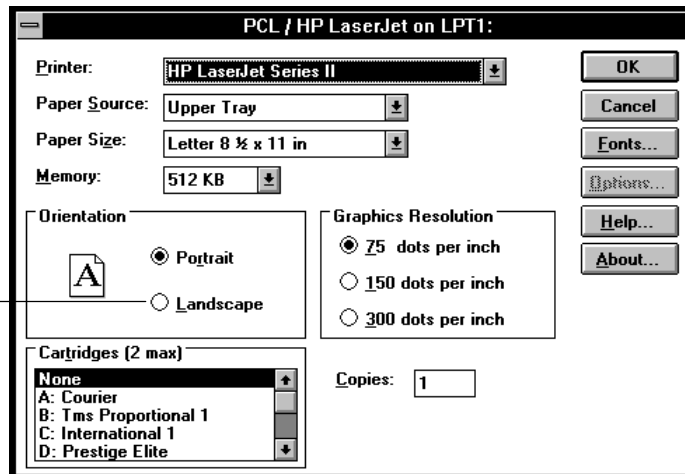


1. Choose File/Printer Setup.



2. Choose Setup.

Select Landscape Orientation



*The printer setup affects all files printed under Windows.*

**Note** If the selected printer does not support landscape orientation, this option does not appear.

3. Choose OK to return to the Select Printer dialog box.
4. Choose OK to return to the document.

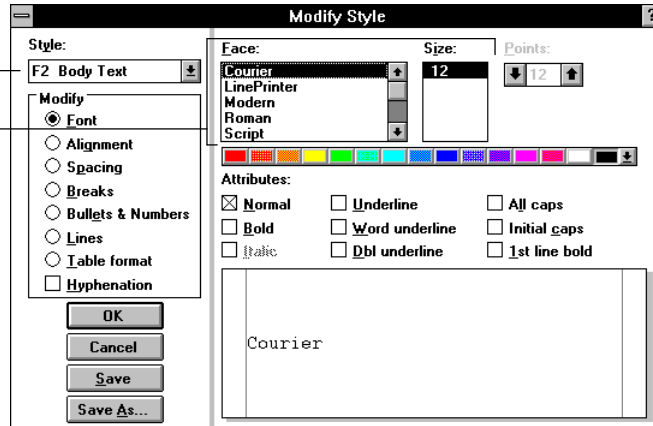
## To change the paragraph style



Select the paragraph style

Specify a landscape Face and Size for each paragraph style used in the document

1. Choose Style/Modify Style.



*Ami Pro displays only the faces and point sizes available to the Windows printer driver.*

**Note** The fonts available in the Face list box when you specify landscape orientation may be different than the fonts listed when you specify portrait orientation. If you think a particular landscape font should be available and it is not, you should install the font so that Windows recognizes it. You can follow the installation instructions provided by the vendor of the font or choose File/Printer Setup and choose Setup to add or select the desired font or cartridge.

2. Choose OK.

## Examples of printing in landscape mode

### Printing an entire document in landscape mode

Choose Page/Modify Page Layout.

Select Page settings.

Select Landscape Orientation and choose OK.

Specify the desired landscape font using Style/Modify Style or select the text and use Text/Font or the Face button in the status bar.

Choose File/Print.

Choose OK.

Ami Pro prints the entire document in landscape mode.



*In Windows Version 3.0, if a document contains both portrait and landscape pages, you must print the portrait pages separately from the landscape pages. Otherwise, all pages print in the orientation specified in the page settings.*

*If you are using Windows Version 3.1, you can print both portrait and landscape pages without changing the printer setup.*

*Remember to change the printer setup back to portrait orientation using File/Printer Setup.*

### **Printing part of a document in landscape mode using Windows Version 3.0**

You want to print a five page document. Pages one and two are portrait, but pages three through five are landscape.

At the bottom of page 2, choose Page/Insert Page Layout.

Select Insert.

Select Page settings.

Select Landscape Orientation and choose OK.

Choose File/Print.

In the Page range option, specify From: 1 To: 2.

Choose Setup.

Select Portrait Orientation and choose OK to return to the Print dialog box.

Choose OK.

Ami Pro prints the specified pages in portrait mode.

Choose File/Print.

In the Page range option, specify From: 3 To: 5.

Choose Setup.

Select Landscape Orientation and choose OK to return to the Print dialog box.

Choose OK.

Ami Pro prints the specified pages in landscape mode.

---

### **Printing an envelope**

You can print an address on standard or custom size envelopes. You can also specify the size of an envelope you use frequently as the custom size.

Ami Pro automatically uses the printer selected for the current document when it prints the envelope. If you want to use a different printer, choose File/Printer Setup and select the desired printer.

?Help For information, refer to "To change the printer setup" in this chapter.

---

### **To print an envelope**

1. Make the document that contains the address you want to print the active window.
2. Select the recipient address in the document  
If you do not select an address, Ami Pro finds and selects the first recognizable address on the first page of the document. If

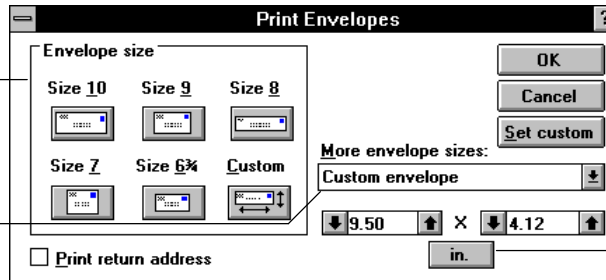
the selected text is not the correct address, you can choose Cancel and select the correct address.



3. Choose File/Print Envelope.

Select the desired envelope size

If the desired size does not display, select another size in the More envelope sizes list box



Select inches, centimeters, picas, or points as the unit of measurement

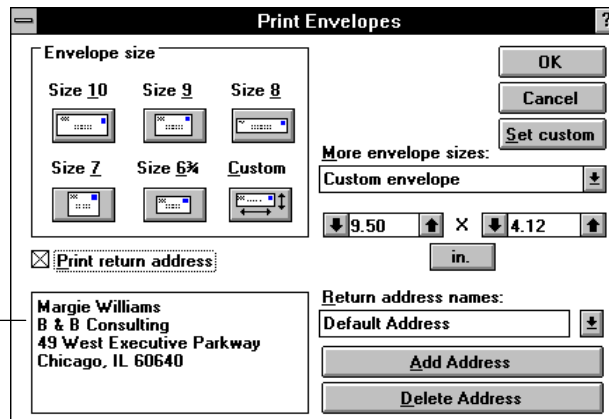
**Note** You can also type the desired length and width in the text boxes. You can specify any envelope size between three and eleven inches. However, make sure the printer can accommodate the size you specify.

- If you want to save the size specified in the text boxes as the size of the custom envelope, choose Set Custom.

Ami Pro uses that size each time you select the Custom icon. You can specify only one custom size.

- If you want to print a return address on the envelope, select Print return address.

Select an address in the Return address names list box or type an address in the Return address text box



**Note** You can type up to five lines of text as a Return address.

- If you want to save the address you typed in the Return address text box, type a name for the address in the Return address names list box and then choose Add Address.

If you do not type a name and no name displays in the Return address names list box, Ami Pro uses the first line of text in the address as the name.

If you specify an existing name, Ami Pro displays a message. If you want to overwrite the name, choose Yes. If you do not want to overwrite the name, choose No and type a new name.

7. If you want to delete an address in the Return address names list box, select the address and then choose Delete Address.  
Ami Pro prompts you to confirm the deletion.
8. If you want to specify bin, feeder, orientation, envelope position, and return and recipient address options for any printer you use to print envelopes, choose Options, specify the desired options, and choose OK.
9. Choose OK to print the envelope.

Ami Pro prints the recipient address as it displays in the document, including any text formatting and text enhancements you applied using SmartIcons, the status bar, or the Text menu.

**Note** If you did not select an address and Ami Pro could not find a recognizable address, Ami Pro prompts you to type the address.

Ami Pro displays a message indicating the envelope is printing. Choose Cancel if you want to cancel the print job.

---

## To modify envelope paragraph styles

Ami Pro uses the ~AMIENV.STY style sheet when printing envelopes. You can modify the recipient and return address paragraph styles if you want to modify how the printed address appears.

1. Choose File/New.
2. In the Style sheet for new document list box, select Envelope -- Used for automatic envelope printing (~amienv.sty).
3. Choose OK.  
Ami Pro displays an untitled document.
4. Choose Style/Modify Style.  
**Keyboard** Press CTRL+A.
5. Select the paragraph style you want to modify.
6. Select the desired Modify options.
7. Specify the desired settings.
8. Choose Save.
9. Repeat steps 5 – 8 for each paragraph style.

10. Choose OK.
11. Choose Style/Save as a Style Sheet.
12. Choose OK without changing the File name.  
**?Help** Ami Pro prompts you about overwriting the style sheet. Choose Yes. Ami Pro saves the changes to the style sheet.
13. Choose File/Close.  
**?Help** Ami Pro prompts you about saving the untitled document. Choose No.

---

## Specifying Print Envelope Options

You can specify the bin, orientation, envelope position, and return and recipient address position for each printer you use to print envelopes. You can also specify whether or not an envelope feeder is installed on each printer.

Ami Pro automatically uses the printer selected for the current document when it prints the envelope. If you want to use a different printer, choose File/Printer Setup and select the desired printer.

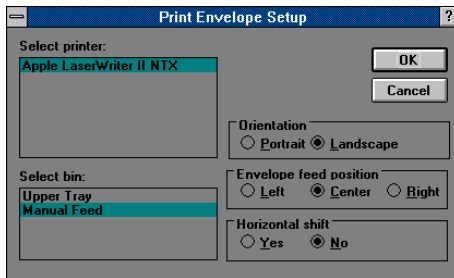
**?Help** For information, refer to “To change the printer setup” in this chapter.

---

## To specify print envelope options

1. Make the document that contains the address you want to print the active window.
2. Select the recipient address in the document.  
If you do not select an address, Ami Pro finds and selects the first recognizable address on the first page of the document. If the selected text is not the correct address, you can choose Cancel and select the correct address.
3. Choose File/Print Envelope.
4. Specify the desired envelope size and return address.

## 5. Choose Options.



6. Select the desired Printer.
7. Select the desired Bin.
8. Select Portrait or Landscape as the desired Orientation.
9. If you selected landscape as the Orientation, select Left, Center, or Right as the desired Envelope feed position.
10. If the printer has an envelope feeder attachment, select Envelope feeder installed.  
Ami Pro adjusts the position of the envelope for the feeder.
11. If you want to adjust the position of the address on the envelope, choose Adjust.

*Adjust dialog box.*

The Adjust button is dimmed if you use a decimal separator other than a period. You can change the decimal separator to a period by changing the International Number Format in the Windows Control Panel.

12. Select the direction you want to move the Return Address and specify the desired amount in inches.

#### **Left or Right**

Prints the return address to the left or right of the current return address position by the amount you specify.

#### **Up or Down**

Prints the return address above or below the current return address position by the amount you specify.

13. Select the direction you want to move the Recipient Address and specify the desired amount in inches.

**Left or Right**

Prints the recipient address to the left or right of the current recipient address position by the amount you specify.

**Up or Down**

Prints the recipient address above or below the current recipient address position by the amount you specify.

14. Choose OK to save the adjustments for the specified printer and return to the Print Envelope Options dialog box.

15. Choose OK to return to the Print Envelope dialog box.

Ami Pro saves the settings you specified for the selected printer.

You can now specify envelope options for additional printers, print the selected address, or return to the document.

---

## Understanding printer fonts

*Example of a bitmap printer font printed on a laser printer:*

**Bitmap fonts are composed of many small pixels.**

*Example of a bitmap screen font printed on a laser printer:*

**Bitmap fonts are composed of many small pixels.**

Printer fonts can be bitmap, vector, or outline fonts. Different types of printers use different fonts. A dot matrix printer generally uses a bitmap font; a laser printer may use any of the three types of fonts.

### Using bitmap fonts

In bitmap (raster) fonts, each character is composed of many individual dots. At print time, the printer is told where each dot should be placed to create each character on the paper. Bitmap fonts are typically available on printers that use hardware-based cartridges or software-based downloadable font files (soft fonts). The cartridges and soft fonts have bitmap descriptions of all the available characters in a specific size, which the printer reproduces on paper.

### Using screen fonts as bitmap printer fonts

Under Windows, dot matrix printers can print the Windows screen fonts even though the fonts are not actually available in the printer. This provides a wider selection of typefaces than would normally be available. However, it also means the fonts are of a lower resolution than the printer's capabilities, and therefore the printout is less professional-looking. In addition, if you use screen fonts as printer fonts, speed becomes an issue. When a dot matrix printer prints the screen fonts, it must switch into graphics mode and print

the text as a graphics image. This greatly increases the time spent printing a document.

**Note** If you install and use third party fonts such as Adobe Type Manager fonts, the screen and printer fonts match and you do not encounter either problem.

*Example of a vector font printed on a laser printer:*

Vector fonts are made up of lines and arcs.

### Using vector fonts

Vector fonts work in the printer the same way they do onscreen. Since only one description of the font is required to generate any font size, the amount of storage space needed for vector fonts is significantly reduced. Vector fonts differ from bitmap fonts in that they are actually drawn as lines and curves, similar to the way a pen plotter draws lines and text. The quality of scaled vector fonts is much better than that of scaled bitmap fonts since the font can be scaled mathematically without losing resolution.

*Example of an outline font printed on a laser printer:*

Outline fonts are made up of filled-in outlines of each character.

### Using outline fonts

Outline fonts generally produce the highest quality font image, and are used by Postscript and other types of printers. While similar to vector fonts, outline fonts are composed of a mathematical description that traces the **outline** of each character. Outline fonts have interior and exterior areas that are filled in or left blank when you print, whereas vector fonts have very thin lines that make up the complete character. Outline fonts are scalable without any loss in resolution, due to their mathematical description. Since a description for each point size of a font is not necessary, they are stored in a more efficient manner than are bitmap fonts.

An outline font is converted into a high resolution bitmap image at print time. If a selected screen font is unavailable to the printer, the printer substitutes another font in its place.

---

## Printing pictures

The pictures in Ami Pro frames can be either bitmap graphics or vector graphics. When you print a document containing pictures, the printed image resolution depends on the type of graphics in the document and the type of printer you are using.

- If you print a vector graphic to a bitmap printer, the resulting printed image resolution is the same as the resolution of the output device.

For example, if you print a Lotus PIC file (a vector graphic) to a 300 dpi laser printer, the PIC file prints at 300 dpi.



- If you print a bitmap graphic to a bitmap printer, the printed image resolution is determined by the resolution of the graphic file or the printer, whichever is lower.

For example, if you print a PCX file (a bitmap graphic) that has a resolution of 72 dpi to a 300 dpi laser printer, the PCX file prints at 72 dpi and appears jagged.

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# 14

## Using Headers and Footers for Repetitive Text and Page Numbers

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### Understanding headers and footers

*You must be in Layout mode to create a header or footer.*

A **header** is information that displays in the top margin of a document. A **footer** is information that displays in the bottom margin.

There are two ways to create headers and footers in Ami Pro. You can have the same “**fixed**” **header or footer** on each page of your document, or you can create multiple headers and footers in the same document using **floating headers and footers**.

You can format and edit all header and footer text. You can assign paragraph styles and use any of the Text menu commands. In addition, you can set margins, tabs, and columns specifically for the header and footer using Modify Page Layout.

?**Help** For information about page layout, refer to “Modifying the page layout” in Chapter 8.

---

### Using a fixed header or footer

If you want one header or footer that displays on all pages, all pages except page one, all right pages, or all left pages in the document, you can create a fixed header or footer.

A fixed header or footer is part of the page layout. If you select All Pages in the page layout, Ami Pro displays the header or footer on every page in the document. If you select Right or Left Pages in the page layout, you can specify different header or footer information for the odd and even pages in the document.

?**Help** You can also create different fixed headers and footers in a document by inserting a page layout. Although Ami Pro continues to display the original header or footer, you can change the information on the pages using the inserted page layout without modifying the original fixed header or footer. For information, refer to “Modifying the standard page layout” and “Using an inserted page layout” in Chapter 8.

---

### To create a fixed header or footer

1. In Layout mode, place the insertion point on the page where you want to create a header or footer.

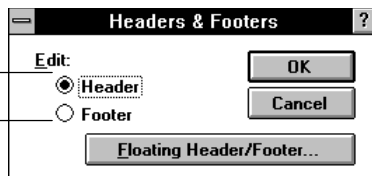
**Shortcut** Click in the top or bottom margin on the desired page and go to step 4. You can determine where the top and bottom margins are by choosing View/View Preferences and selecting Margins in color.

**Note** If you selected Begin on second page for the Header or Footer in the page layout, place the insertion point on the second or subsequent page.



2. Choose Page/Header/Footer.

Select Header or Footer



3. Choose OK.

Ami Pro places the insertion point in the top or bottom margin.

4. Type the desired text or create the desired picture frame.

**?Help** For information about creating a picture frame, refer to “Creating a frame” and “Using Modify Frame Layout” in Chapter 15.

5. Press ESC to return to the main document text.

**Mouse** Click anywhere in the main document text.

Ami Pro displays the header and footer on every page, regardless of the page on which it was typed.

*You can place a picture in a fixed header or footer. If you want the picture to display on more than one page, you must specify Repeat all pages as the Placement in the Modify Frame Layout dialog box. The frame then becomes part of the page layout and displays on every page in the document.*

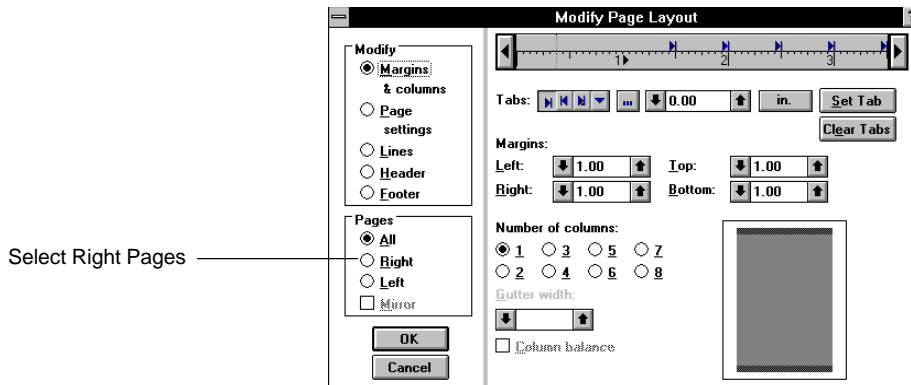
---

### To create an alternating fixed header or footer



You can create an **alternating fixed header or footer** that displays different information on the odd and even pages in a document. The odd pages are right pages, the even pages are left pages.

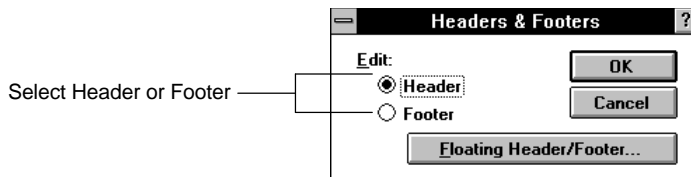
1. In Layout mode, choose Page/Modify Page Layout.



2. Choose OK.
3. Place the insertion point on any odd page.

**Shortcut** Click in the top or bottom margin on the desired page and go to step 6.

4. Choose Page/Header/Footer.



5. Choose OK.
6. Type the desired text or create the desired picture frame for the odd pages.

*You can place a picture in an alternating fixed header or footer. If you want the picture to display on alternating pages, you must specify Repeat right/left as the Placement in the Modify Frame Layout dialog box. The frame then becomes part of the page layout and repeats throughout the document.*

**?Help** For information about creating a picture frame, refer to “Creating a frame” in Chapter 15.

7. Press ESC to return to the main document text.

**Mouse** Click anywhere in the main document text.

8. Place the insertion point on any even page.

**Shortcut** Click in the top or bottom margin on any even page and repeat steps 6 – 7.

9. Repeat steps 4 – 7.

Ami Pro displays the left page header or footer on all even pages and the right page header or footer on all odd pages in the document.

---

## To remove a fixed header or footer

1. In Layout mode, place the insertion point on any page that contains a header or footer.

**Shortcut** Click in the top or bottom margin on the desired page and go to step 5.

2. Choose Page/Header/Footer.
3. Select Header or Footer.
4. Choose OK.

Ami Pro places the insertion point in the top or bottom margin.

5. Delete the text or picture in the top or bottom margin.
6. Press ESC to return to the main document text.

**Mouse** Click anywhere in the main document text.

**Note** If you need to remove an alternating header or footer, repeat steps 2 – 6 for the header or footer that appears on the alternate pages.

---

## Using a floating header or footer

If you want multiple headers or footers in the same document, you can insert floating headers or footers. **Floating headers and footers** allow you to place different header or footer text on the pages in a document. Ami Pro repeats the header or footer text until it encounters either another floating header or footer or an inserted page layout in the document.

**Note** Since a frame in the top or bottom margin is part of the page layout, inserting a floating header or footer does not prevent the contents of the frame from displaying throughout the document. Floating headers and footers allow you to modify only the header or footer text.

You must complete two steps to create a floating header or footer:

- Indicate the location where the header or footer should begin.
- Type the text in the top or bottom margin of the correct page.

### Indicating the location

When you create a floating header or footer, Ami Pro places a mark at the location of the insertion point. This mark stays with the line of main document text on which it was inserted. You can see the floating header and footer mark by choosing View/View Preferences and selecting Marks.

*The floating header marks display as:*



*The floating footer marks display as:*



If editing changes cause the main document text to move to a different location on the page, the mark also moves to the new location. This may cause the header or footer text to start on a different page. That is why the header or footer is called a “floating” header or footer—it may move from one location to another in a document.

### Typing the text

Once you create the mark for the floating header or footer, you must type the text in the top or bottom margin of the correct page. If the mark is on the first line of the page, you type the text in the appropriate margin on the current page. If the mark is on any line other than the first line of the page, you type the text in the appropriate margin on the subsequent page.

**Tip** You can stop floating header or footer text from displaying by inserting a new floating header or footer mark and not typing any text in the top or bottom margin, thereby creating a blank header or footer.

---

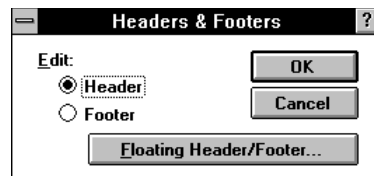
### To create a floating header or footer

*You must insert the floating header or footer on the first line of a page for it to take effect on that page.*

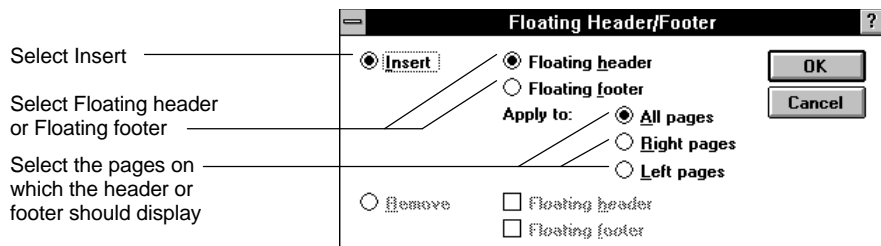
1. In Layout mode, place the insertion point in the text to which you want to tie the floating header or footer, or on the first line of the page that should contain the header or footer.

**Tip** If editing changes might move a floating header or footer mark to the second or subsequent line on a page, you can insert the floating header or footer one page before the page on which you want the header or footer to display. Place the header or footer mark anywhere below the first line of text on that page.

2. Choose Page/Header/Footer.



## 3. Choose Floating Header/Footer.

**All pages**

Displays the header or footer on every page after (and including if the mark is on the first line) the page containing the mark.

**Right pages**

Displays the header or footer on all odd pages after (and including if the mark is on the first line) the page containing the mark.

**Left pages**

Displays the header or footer on all even pages after (and including if the mark is on the first line) the page containing the mark.

*The first page of a document is considered a right page.*

## 4. Choose OK.

Ami Pro places the insertion point in the top margin of the current page if you selected floating header, or in the bottom margin of the current page if you selected floating footer.

**Note** If you insert the floating header or footer on any line other than the first line of a page, Ami Pro places the insertion point in the top or bottom margin of the subsequent page.

## 5. Type the desired text.

## 6. Press ESC to return to the main document text.

**Mouse** Click anywhere in the main document text.

---

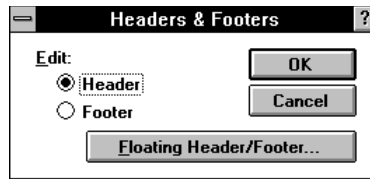
### To create an alternating floating header or footer

You can create alternating floating headers and footers for the odd and even pages in each section of a document.

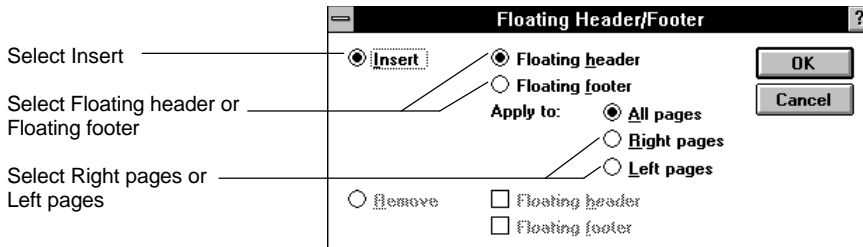
1. In Layout mode, place the insertion point at the beginning of the text to which the floating header or footer should be tied, or on the first line of the page that should contain the header or footer.



2. Choose Page/Header/Footer.



3. Choose Floating Header/Footer.



4. Choose OK.

*You can insert both the right and left page floating header and footer on the first line of the page on which they should take effect. This lets you keep the corresponding headers and footers together as you edit the document.*

If you select Right pages, Ami Pro places the insertion point in the desired margin on the current or next odd page. If you select Left pages, Ami Pro places the insertion point in the desired margin on the current or next even page.

5. Type the desired text.
6. Press ESC to return to the main document text.

**Mouse** Click anywhere in the main document text.

### To go to a floating header or footer mark



*If there are no floating header or footer marks in the document, Floating Header/Footer Mark is dimmed.*

If you want Ami Pro to check the entire document for floating header or footer marks, place the insertion point at the beginning of the document.

1. In Layout mode, choose Edit/Go To.
2. Select Floating Header/Footer Mark in the Next item list box.
3. Choose Go To ^H.

Ami Pro moves the insertion point to the next floating header or footer mark in the document.

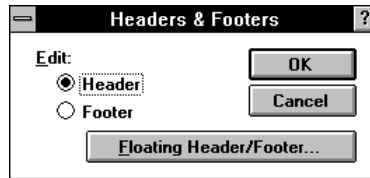
### To remove a floating header or footer



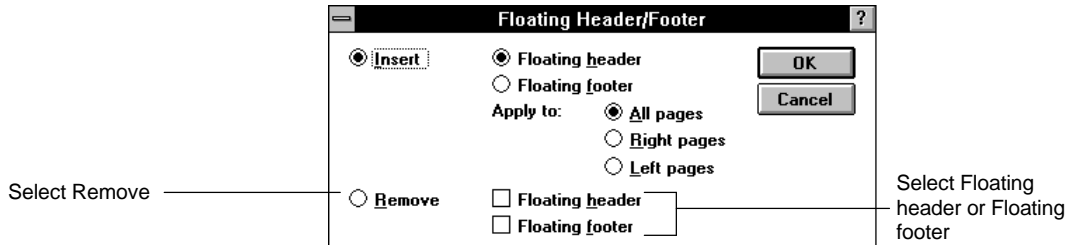
1. In Layout mode, place the insertion point on the floating header or footer mark.



- Choose Page/Header/Footer.



- Choose Floating Header/Footer.



- Choose OK.

Ami Pro deletes the floating header or footer mark and the floating header or footer text.

---

### Editing text that contains a floating header or footer mark

When you copy text that contains a floating header or footer mark, Ami Pro also copies the mark. When you paste the text, Ami Pro pastes the header or footer mark with the text and displays the header or footer text in the top or bottom margin. You can then modify or delete the header or footer text.

**?Help** When you cut text that includes a header or footer mark, Ami Pro displays a message. For information, press **F1**. If you selected Disable warning messages in the User Setup, Ami Pro does not display the message.

---

### Using page layout options for a header and footer

When you create either a fixed or floating header or footer, Ami Pro automatically uses the Header and Footer settings in the current page layout. These are the settings from the style sheet associated with the document, unless you modified them or inserted a page layout. You can use the same margin, tab, and column settings as those used for the main document text or specify different settings.

## To start a fixed header or footer on page two

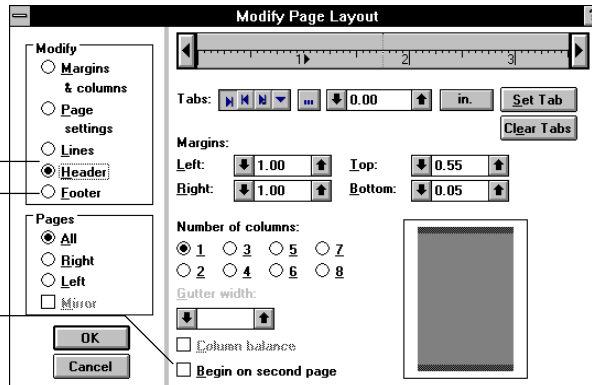


You can tell Ami Pro not to display a fixed header or footer on the first page of a document.

1. Choose Page/Modify Page Layout.

Select Header or Footer

Select Begin on second page



2. Choose OK.

**?Help** If you select Begin on second page and then try to create a fixed header or footer on page one, Ami Pro displays a message reminding you about the Begin on second page option and does not allow you to place the insertion point in the top or bottom margin on the first page. If you create the header or footer and then select Begin on second page, Ami Pro no longer displays the header and footer on the first page, but does display it on the second and subsequent pages.

## Examples of headers and footers

*You can number all the pages in the document using this type of header or footer.*

*You can number all the pages in the document except page one using this type of header or footer.*

### Using one header or footer for the entire document

You want the same header or footer text on every page in the document and you are using the same page layout for the entire document.

Choose Page/Header/Footer from any page in the document.

Select Header or Footer and choose OK.

Type the desired text.

Ami Pro displays the header or footer text on all pages.

### Starting a header or footer on page two

You want the same header or footer on every page in the document except the first page. You are using the same page layout for the entire document.

Choose Page/Modify Page Layout.

Select Header or Footer.

Select Begin on second page.

Choose OK.

Choose Page/Header/Footer from any page other than the first page.

*You can place page numbers in a different location on odd and even pages using this type of header or footer.*

*You can use SmartIcons, the Text menu or a paragraph style to specify the alignment for the text.*

*You can create page numbers that vary with the sections of the document using this type of header or footer. For example, Section 1 - Page 1, Section 2 - Page 1, Section 3 - Page 1.*

Select Header or Footer and choose OK.

Type the desired text.

Ami Pro displays the header or footer on all pages except the first page.

### **Using a different fixed header or footer on odd and even pages (alternating header or footer)**

You want the header or footer on even pages to display "B & B Consulting" and be left aligned. You want the header or footer on odd pages to display "Weekly Report" and be right aligned. You are using the same page layout for the entire document.

Choose Page/Modify Page Layout.

Select Right Pages.

Select Header or Footer.

Specify the desired settings for the header or footer on the odd pages.

Select Left Pages.

Specify the desired settings for the header or footer on the even pages.

Choose OK.

Choose Page/Header/Footer from any odd page.

Select Header or Footer and choose OK.

Type the text you want to display on all odd pages.

Place the insertion point in the top or bottom margin on any even page.

Type the text you want to display on all even pages.

Ami Pro displays the alternating header or footer on all pages.

### **Using multiple headers and footers in a document**

You want multiple headers or footers in the document, and you want them to vary with the sections of text in the document (chapters, sub-headings, sectional page numbering, etc.).

Create a floating header or footer for each section of the document. Insert the floating header or footer mark for each section on the first line of the page on which you want that header or footer to display.

---

## **Using Page Numbering**

*You can use leading text to create page numbers such as Page 1, Page 2, and so on.*

You can automatically number the pages in a document and specify the style of the numbers, the page on which you want the numbering to start, the number you want to start numbering with, and any leading text you want to precede the page numbers. You can choose Page Numbering from any page in the document.

Since you usually want page numbers to display throughout a document, you should place the numbers in the top or bottom margin as part of a header or footer. If you created an alternating header or footer, or you inserted floating headers and footers in the document, you may need to place page numbers on multiple pages.

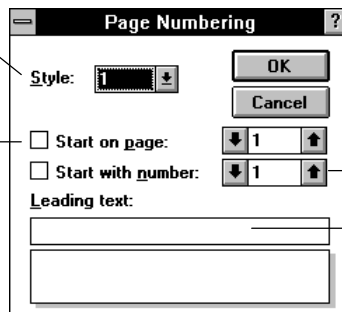
**?Help** For information, refer to “Examples of headers and footers” in this chapter.

### To number pages automatically

Select 1, I, i, A, or a as the Style for the page numbers

Select Start on page and specify the desired number to start the page numbering on a page other than the first page

1. In Layout mode, place the insertion point in the top or bottom margin on any page in the document.
2. Choose Page/Page Numbering.



Select Start with number and specify the desired page number to start the page numbering with a number other than one

Type the desired text and spaces in the Leading text box if you want text to precede the page numbers

**Note** Ami Pro places text you type in the Leading text box in the Table of Contents and Index when you use these functions.

3. Choose OK.

**Tip** If you want spaces or text after the page number, type them as part of the header or footer after Ami Pro inserts the number. You can apply text formatting and enhancements using SmartIcons, the status bar, or the Text menu, or assign a paragraph style to the text and the page number.

*When you insert a page number into a header or footer, the number becomes part of the page layout.*

### To change the page numbers



1. Delete the page number you want to change.
2. Choose Page/Page Numbering.
3. Specify the desired options.
4. Choose OK.

### Examples of page numbering

#### Beginning page numbering on a page other than the first page

The document contains three introductory pages of text that you do not want numbered. You want the numbering to start on the fourth page.

Choose Page/Header/Footer from any page in the document.

Select Header or Footer and choose OK.

Choose Page/Page Numbering.

Specify Start on page 4 and Start with number 1.

*If you want the numbering to start on page two of the document, you can choose Page/Modify Page Layout, select Header or Footer, select Begin on second page, and choose OK before you choose Page/Page Numbering.*

*If you want to number the sections of the document Section 1 - Page 1, Section 2 - Page 1, you can do so by inserting floating headers and footers.*

*If you want all the text preceding the page numbers to appear in the Table of Contents or Index, you can type it in the Leading text box.*

Choose OK.

Ami Pro places the number 1 on the fourth page of the document and increments the numbers on the other pages in the document.

### **Beginning page numbering with a number other than one**

The document contains the text for chapter two of a book. Chapter one ended with page 10. You want the first page in the current document to be numbered as page 11.

Choose Page/Header/Footer from any page in the document.

Select Header of Footer and choose OK.

Choose Page/Page Numbering.

Specify Start on page 1 and Start with number 11.

Choose OK.

Ami Pro places the number 11 on the first page of the document and increments the numbers on the other pages in the document.

### **Using leading text with page numbers**

You want the pages of the document to be numbered as Section 1 - Page 1, Section 1 - Page 2, and so on.

Choose Page/Header/Footer from any page in the document.

Select Header of Footer and choose OK.

Choose Page/Page Numbering.

Specify Start on page 1 and Start with number 1.

In the Leading text box, type Section 1 - Page and press **SPACEBAR**.

Choose OK.

Ami Pro places the specified text and the correct page numbers on all pages in the document.

### **Using repeating text with page numbers**

You want the footer in the document to contain the following information: Draft Copy - Page # - Date.

Choose Page/Header/Footer from any page in the document.

Select Header of Footer and choose OK.

Type Draft Copy, press **SPACEBAR**, type -, and press **SPACEBAR**.

Choose Page/Page Numbering.

Specify Start on page 1 and Start with number 1.

In the Leading text box, type Page, and press **SPACEBAR**.

Choose OK.

In the footer, press **SPACEBAR**, type -, and press **SPACEBAR**.

Choose Edit/Insert.

Choose Date/Time.

Specify the desired date and date Style.

Choose OK.

Ami Pro places the specified text and the correct page numbers on all pages in the document.

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# 15

## Enhancing a Document Using Text and Picture Frames

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### Understanding frames

*You must be in Layout mode to create, copy, and move frames.*

*Because Ami Pro allows you to position frames in the top, bottom, right, and left margins, you can add text or pictures without impacting the main document text.*

When you produce a document, you may want to type text in an indention area or margin, include pictures in the main document text or a header, footer, or table cell, or create a title that spans a multi-column page. The frame feature in Ami Pro makes these formatting tasks simple and allows you to create multiple layouts on the same page.

A frame is a mini-document within the main document. You can place text or a picture inside it. The frame is not affected by the formatting of the main document. Main document text can wrap around the frame, flow behind the frame, or flow above and below the frame.

You must use frames to include pictures in a document. You can also use frames to create special effects with text. The frames can be transparent or opaque, have a line around them or a shadow effect.

A page can contain multiple frames and the frames can overlap. You can use the commands under the Edit menu to move and copy frames, and you can use the commands under the Style menu to create and modify paragraph styles within the frames, just as you do in the main document text.

---

### Creating a frame

In Ami Pro, you can create a frame in two ways:

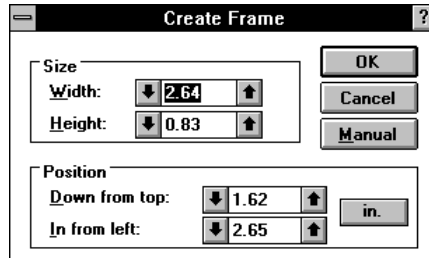
- You can create a frame manually using the mouse or keyboard.
- You can specify the size and position for the frame and let Ami Pro create it for you.

**Note** For certain Ami Pro functions, Ami Pro can create the frame for you. If you choose Edit/Paste or Edit/Paste Special, or you use Drawing, Charting, Equations, or Import Picture without first creating a frame, Ami Pro creates the frame for you using the current settings in the Create Frame dialog box.

**To create a frame manually**



1. In Layout mode, choose Frame/Create Frame.



2. Choose Manual.



Ami Pro changes the mouse pointer to a square frame.

3. Move the square frame to the desired position on the page.

**Keyboard** Press  $\uparrow$ ,  $\downarrow$ ,  $\rightarrow$ , or  $\leftarrow$  to move the square frame to the desired position.

4. Drag the mouse to create the frame.

**Keyboard** Press  $\text{SPACEBAR} + \uparrow$ ,  $\downarrow$ ,  $\rightarrow$ , or  $\leftarrow$  to create the frame.



Ami Pro moves a dotted outline of the frame to indicate the size of the frame.

5. Release the mouse button when the frame is the desired size.

**Keyboard** Release the  $\text{SPACEBAR}$ .

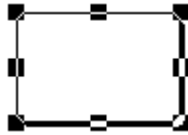
**Note** Ami Pro automatically places the measurements for the frame in the Create Frame dialog box.

You can press  $\text{CTRL} + \uparrow$ ,  $\downarrow$ ,  $\rightarrow$ , or  $\leftarrow$  to move in larger increments.

You can press  $\text{CTRL} + \text{SPACEBAR} + \uparrow$ ,  $\downarrow$ ,  $\rightarrow$ , or  $\leftarrow$  to move in larger increments.

The first time you create a frame, Ami Pro draws a thin line with a .10 inch margin and a shadow around the frame. You can change these using Modify Frame Layout.





When you create a frame, it is automatically selected.

Ami Pro displays the frame with black handles to indicate that it is selected.

### To create a frame of a desired size and position



1. In Layout mode, Choose Frame/Create Frame.

Specify the desired Width and Height for the frame

Specify the desired Position for the frame

Select inches, centimeters, picas, or points as the unit of measurement

Make sure you do not position the frame in a printer's "no print" area.

#### Down from top

Positions the frame down from the top edge of the page by the amount you specify.

#### In from left

Positions the frame in from the left edge of the page by the amount you specify.

2. Choose OK.

Ami Pro creates the frame you specified.

**Note** Ami Pro automatically uses these settings the next time you create a frame, unless you specify other settings.

### Selecting one or more frames

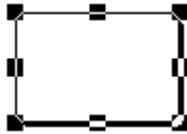
You must select a frame before you can move, copy, size, delete, or modify it. You can select multiple frames and move, copy, delete, or group them. The frames do not need to be adjacent to each other, but they must be on the same page.

### To select a frame

You can select a frame using the mouse or the keyboard.

**To select a frame using the mouse**

In Layout mode, click anywhere inside the frame.



Ami Pro displays the frame with black handles to indicate that it is selected.

**?Help** If you want to select a frame that has a macro assigned to it, press **SHIFT** or **CTRL** and click inside the frame. For information about running a macro each time you select a frame, refer to “To modify the type of frame” in this chapter.

**To select a frame using the keyboard**

1. In Layout mode, place the insertion point on the page that contains the frame.
2. Press **CTRL+G**.
3. Select Frame in the Next item list box.
4. Choose Go To ^H.  
Ami Pro selects a frame on the page.
5. Press **CTRL+H** to select another frame on the page.  
Ami Pro selects another frame on the page without displaying the Go To dialog box.
6. Repeat step 5 until the desired frame is selected.

---

**To select a layered frame**

Layered frames are frames that either partially or completely overlap one another.

1. Select the frame on top of the other frames.
2. Press **CTRL** and click to select a frame underneath the currently selected frame.

**Note** If you are using the keyboard, or if the frame underneath the currently selected frame is an anchored frame (Placement in the Modify Frame Layout dialog box is set to With para above or Flow with text), you must use Go To instead of **CTRL** and click.

3. Repeat step 2 until the desired frame is selected.

---

**To select multiple frames**

Once you select multiple frames, you can move, copy, or delete the frames in one action.

**?Help** If you want to maintain the selected frames as one unit, you can group the frames. For information, refer to “Grouping frames” in this chapter.

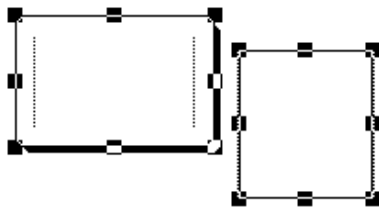
To select multiple layered frames, hold **SHIFT**, press **CTRL**, and either click the mouse or press **SPACEBAR** when the pointer is in the area where the frames overlap.

1. Select a frame.

**Note** Ami Pro does not allow you to select multiple frames if any of the frames are anchored (Placement in the Modify Frame Layout dialog box is set to With para above or Flow with text).

2. Hold **SHIFT** and select the next frame.

**Keyboard** Press **CTRL**+**↑**, **↓**, **→**, or **←** to move the pointer inside the next frame. Press **CTRL**+**SHIFT**+**SPACEBAR** to select both frames.



Ami Pro displays two frames with black handles to indicate that they are both selected.

3. Repeat step 2 until you select all the frames.

**Note** If you lift your finger from **SHIFT** while selecting any frame, only the last frame is selected.

---

## To deselect a frame

To move the insertion point back into the main document text, you must deselect a frame. You can either click outside the frame or press **ESC** to remove the black handles.



Ami Pro removes the black handles to indicate that the frame is no longer selected. If multiple frames were selected, Ami Pro deselects all the frames.

---

## Editing a frame

You can move or copy one or more selected frames to another position on the same page or to another page. You can also size or delete a selected frame.

**?Help** If you want to maintain multiple frames as one unit, you can group the frames. For information, refer to “Grouping frames” in this chapter.

---

### To move a frame on the same page

You can press **CTRL**+**↑**, **↓**, **→**, or **←** to move in larger increments.

To move multiple selected frames at one time, hold **SHIFT** while you drag the mouse or use the keyboard.

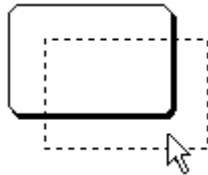
If the position where you want to move the frame is on the page but not on the screen, drag the frame off the edge of the Ami Pro window until the screen scrolls.

---

### To copy a frame on the same page



1. Select the frame you want to move.
2. Position the mouse pointer inside the frame.  
**Keyboard** Press **↑**, **↓**, **→**, or **←** to move the pointer inside the frame.
3. Drag the frame to the desired position.  
**Keyboard** Press **SPACEBAR**+ **↑**, **↓**, **→**, or **←** to move the frame.



Ami Pro moves the dotted outline of the frame to indicate the position of the frame.

4. Release the mouse button when the frame is in the desired position.  
**Keyboard** Release the **SPACEBAR**.

1. Select the frame you want to copy.
2. Choose Edit/Copy.  
**Keyboard** Press **CTRL**+**INS** or **CTRL**+**C**.
3. Choose Edit/Paste.  
**Keyboard** Press **SHIFT**+**INS** or **CTRL**+**V**.

Ami Pro pastes the frame and its contents on the page. The frame is automatically selected and the Placement in the Modify Frame Layout dialog box is set to Where placed.

**Note** If you copy a frame that has its Type in the Modify Frame Layout dialog box set to With para above and No wrap beside, Ami Pro pastes the frame and its contents above and to the right of the original frame. If the Placement is set to Where placed or Flow with text, Ami Pro pastes the frame and its contents overlapping and to the right of the original frame.

4. Move the frame to the desired position on the page.

---

## To move or copy a frame to another page



1. Select the frame you want to move or copy.
2. Choose Edit/Cut or Edit/Copy.  
**Keyboard** Press SHIFT+DEL or CTRL+X to cut the frame. Press CTRL+INS or CTRL+C to copy the frame.
3. Place the insertion point on the page where you want to move or copy the frame.
4. Choose Edit/Paste.



- Keyboard** Press SHIFT+INS or CTRL+V.
- Ami Pro places the frame and its contents in the same position on this page as they were on the original page.
5. Move the frame to the desired position on the page.

---

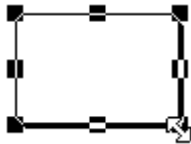
## To size a frame

You can adjust the size of a selected frame after you create it. Only one frame can be sized at a time.

**?Help** You can also specify the size of a frame in the Modify Frame dialog box. For information refer to “To modify the size or position of a frame” in this chapter.

1. Select the frame you want to size.
2. Position the mouse pointer on a frame handle. The frame handle can be black or gray.

**Keyboard** Press ↑, ↓, →, or ← to place the pointer on the desired handle.



Ami Pro changes the mouse pointer to a double arrow.

3. Drag the handle until the frame is the desired size.  
**Keyboard** Press SPACEBAR+ ↑, ↓, →, or ← to size the frame. Ami Pro moves the dotted outline of the frame to indicate the size of the frame.
4. Release the mouse button.

**Keyboard** Release the SPACEBAR.

*Moving a corner handle sizes two sides of the frame.  
Moving a side handle sizes only one side.*

---

### To delete a frame

Select the frame you want to delete and press **DEL**. Ami Pro deletes both the frame and its contents.

To delete just the contents of the frame, select the frame, press **ENTER**, and press **DEL**.

**Mouse** Double-click the frame and press **DEL**.

**?Help** If you selected an Undo level greater than None, you can restore a frame you deleted. For information, refer to “To set User Setup defaults” in Chapter 3.

---

### Grouping frames

When you group frames, Ami Pro treats multiple frames as one unit. This saves you time when you need to move, copy, or delete multiple frames.

**Note** You cannot place a picture into any frame that is part of a group. Also, the Frame/Modify Frame Layout and Frame/Bring to Front and Send to Back commands are dimmed if you select a frame that is part of a group. You can ungroup the frames to edit them.

**Caution** If you delete one frame in a group, Ami Pro deletes all other frames in the group. If you selected an Undo level greater than None, you can restore the frames. For information, refer to “To set User Setup defaults” in Chapter 3.

---

### To group frames

Frame/Group is a toggle. You can switch between grouping and ungrouping multiple selected frames by choosing Frame/Group.

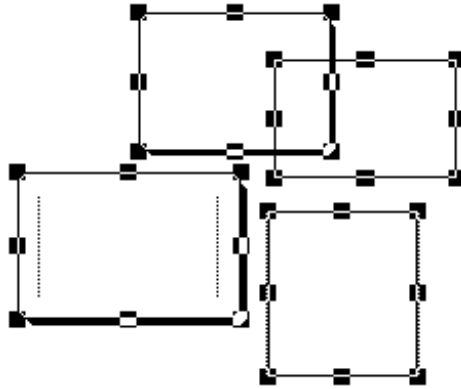
**Note** You must select at least two frames before this command becomes available.

1. Select a frame.
2. Hold **SHIFT** and select the next frame.

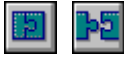
**Keyboard** Press **CTRL+↑**, **↓**, **→**, or **←** to move the pointer inside the next frame. Press **CTRL+SHIFT+SPACEBAR** to select both frames.

3. Repeat step 2 until you select all the desired frames.

*To select multiple layered frames, hold **SHIFT**, press **CTRL**, and either click the mouse or press **SPACEBAR** when the pointer is in the area where the frames overlap.*



Ami Pro displays all the selected frames with black handles.



4. Choose Frame/Group.

**Note** A check appears next to Group under the Frame menu if the selected frames are grouped. Frames remain grouped, even when they are not selected, until you ungroup them by choosing Frame/Group. When you select any frame that is part of a group, Ami Pro automatically selects all the frames in the group.

---

## Using layered frames

You can layer frames on top of each other to create visual effects. The Bring to Front and Send to Back commands allow you to determine the order of the layering so you can adjust the sizes and positions of the frames.

---

### To change the order of layered frames

1. Select a layered frame.
2. Choose Frame/Bring to Front or Frame/Send to Back.



**Bring to Front**

Places the selected frame on top of all the other frames at that location.



**Send to Back**

Places the selected frame underneath all the other frames at that location.



---

## Using text in a frame

You must move the insertion point inside a selected frame to place text in the selected frame. You can then type and edit the text or insert a text file.

**?Help** For information about inserting a text file into a frame, refer to “Importing and exporting files” in Chapter 22.

---

## To move the insertion point inside a frame

*When the frame handles are gray, you cannot copy, move, or delete the frame.*

1. Select the frame.

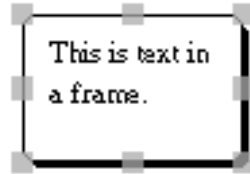
**Shortcut** Double-click the frame and type the text.

2. Press ENTER.



Ami Pro changes frame handles from black to gray to indicate that the contents of the frame are selected.

3. Type the text.



*If you type more text than will fit within the frame, the text does not appear until you make the frame larger. You can enlarge the frame by moving a frame handle.*

**Note** Ami Pro automatically uses the Body Text paragraph style. You can change the paragraph style and edit the text just as you do in the main document text.

---

## To move the insertion point outside a frame

Click outside the frame or press ESC twice to return to the main document text.

---

## Using Modify Frame Layout

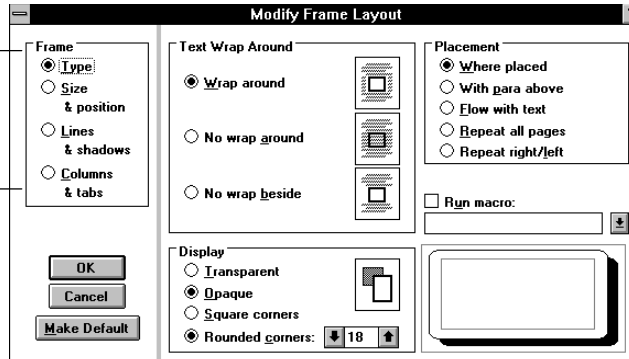
You can use Modify Frame Layout to specify the type of frame, the size and position of a frame, and the frame lines, shadow, columns and tabs. The example box in the Modify Frame Layout box displays the frame as it will appear in the document.

**To modify frame layout**



1. Select the desired frame.
  2. Choose Frame/Modify Frame Layout.
- Mouse** Click the right mouse button.

Select the desired Frame option



**?Help** For information about each of the Frame options, refer to the following pages.

3. Choose the desired command button.

**OK**

Saves the frame settings for the selected frame and closes the Modify Frame Layout dialog box.

**Make Default**

Saves the frame settings for the selected frame and sets the default for any future frames you create without closing the Modify Frame Layout dialog box.

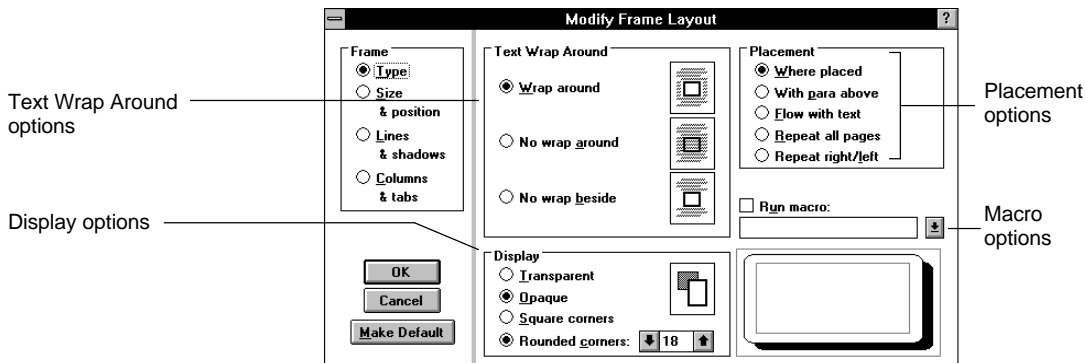
**Note** Ami Pro uses Where placed as the Placement default whenever you create a frame. If you let Ami Pro create the frame, the Placement is automatically set to Flow with text.

**To modify the type of frame**

You can specify how text should wrap around the frame, whether the frame should be transparent or opaque, whether the frame should have square or rounded corners, where the frame should be placed on the page, and any macro you want Ami Pro to run when you select the frame.

1. Select the frame.
  2. Choose Frame/Modify Frame Layout.
- Mouse** Click the right mouse button.





3. Select the desired Text Wrap Around option.

**Note** The available Text Wrap Around options depend upon the Placement you select.

#### Wrap around

Displays text above, below, to the left, and to the right of the frame. The text flows down the left side of the frame, then to the top right side of the frame and down the right side of the frame.

**Tip** If you want the document text to appear only to the right or left of the frame, you can position the frame on the left or right margin and select Wrap around.

#### No wrap around

Flows text behind the frame and through the frame. If the frame is transparent, the text appears as if it were inside the frame. If the frame is opaque, the text behind the frame is obscured.

#### No wrap beside

Displays text above and below the frame, but not to the left and right of the frame.

4. Specify the desired Display options.

#### Transparent

Displays any text or picture behind the frame.

#### Opaque

Hides any text or picture behind the frame.

*Use Wrap around if you want the main document text to display on all sides of the frame, but not behind and through it.*

*If the background of an imported or pasted picture is opaque, you cannot see behind the picture even if you select transparent.*

*Ami Pro rounds the corners within the dimensions of the frame. If the width and height of the frame are equal and you specify 100 as the degree of rounding, the frame lines display as a circle. If the width and height are unequal and you specify 100 as the degree of rounding, the frame lines display as an ellipse.*

*If you select With para above or Flow with text, the frame can be no wider than the column width of the text to which it is anchored, and no longer than the amount of space remaining in the column or on the page on which it is placed. If you change the Number of columns using Page/Modify Page Layout, Ami Pro adjusts the size of each anchored frame so that it fits within the column.*

### **Square corners**

Displays any lines you specify in Lines & shadows with square corners.

### **Rounded corners**

Displays any lines you specify in Lines & shadows with rounded corners. You can specify any number between 0 and 100 as the degree of rounding.

**Note** This does not change the actual shape of the frame, which is still square or rectangular.

5. Select the desired Placement for the frame.

### **Where placed**

Displays the frame in its current position on the page, regardless of editing changes you make to the document. A frame set to Where placed always stays in the position where it was placed on the page, even if the text with which it was originally associated moves to another location. For this type of frame, you must either manually move the frame to the new location on the page, or cut and paste it on another page.

### **With para above (anchors the frame)**

Displays the frame anchored to a return at the end of a paragraph of text in the main document, regardless of editing changes and page breaks. Ami Pro moves the frame only when sufficient text is inserted or deleted to cause the text to wrap differently. This type of frame can be set to No wrap around or No wrap beside.

You can move a frame anchored to a paragraph horizontally (left and right) within the margins of the column or page. You cannot move it vertically.

### **Flow with text (anchors the frame)**

Displays the frame anchored to the last character within a paragraph of main document text, regardless of editing changes and page breaks. Ami Pro moves the frame as you insert and delete text within the paragraph.

Ami Pro uses Wrap around as the Text Wrap Around setting if you select Flow with text. You can move a frame anchored to a character vertically (up and down) by an amount equal to the height of the frame. You cannot move it horizontally.

*You can place a repeating frame anywhere on a page, including the margins of the document.*

*By assigning a macro to a frame you can create an icon that implements a desired action in a particular location in the current document.*

*You can specify the desired path for macros by choosing Tools/User Setup, choosing Paths, and typing the path in the Macro text box.*

### **Repeat all pages**

Displays the frame and its contents in the same position on every page in the document.

### **Repeat right/left**

Displays the frame and its contents on alternating pages in the document. Right pages are odd, left pages are even.

6. If you want Ami Pro to run a macro each time you select the frame, select Run macro.

**?Help** In order for Ami Pro to run the macro, you must choose File/Doc Info and select Run frame macros. If you want to stop running any macros associated with any selected frames, choose File/Doc Info and deselect Run frame macros. For information, refer to “To use Doc Info” in Chapter 23.

7. Specify the desired macro in the text box.

You can either click the arrow or press ↓ when the insertion point is in the text box to display a list of the macro files in the AMIPRO\MACROS directory or the directory you specified as the default path for macros in the User Setup.

**?Help** For information about macros, refer to “Recording and playing a macro” in Chapter 31. For information about default paths, refer to “To set default Paths” in Chapter 3.

**Note** If Run frame macro is selected, the frame acts as a button. When you click inside it, Ami Pro runs the assigned macro. If you press SHIFT or CTRL and click inside the frame, or you deselect Run frame macro, Ami Pro treats the macro as the contents of the frame. You can then select, copy, move, size, modify, and group the frame the same as other frames.

8. Choose OK.

---

## **To modify the size or position of a frame**

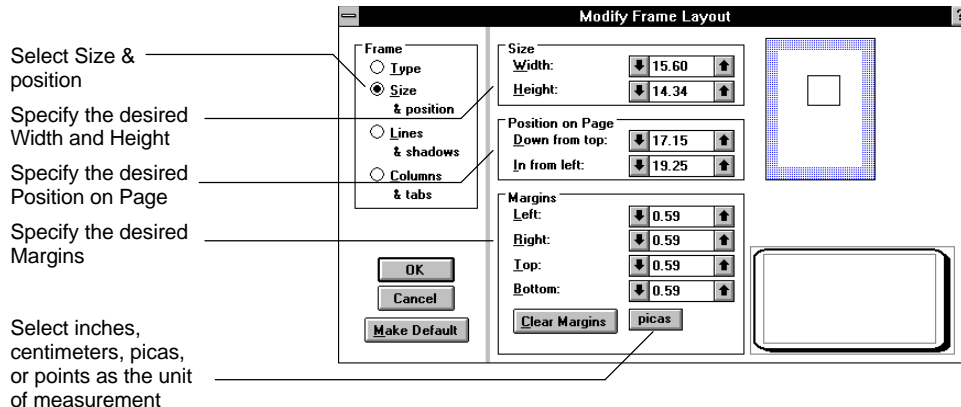
You can specify the width, height, position on the page, and margins for a frame. Ami Pro displays an example page showing the size and position of the frame.

Margins control the amount of white space between the text or picture inside the frame and the outside edges of the frame. You can also use margins to control the amount of white space between the contents of the frame and the text around or above and below the frame.

1. Select the frame.
2. Choose Frame/Modify Frame Layout.



**Mouse** Click the right mouse button.



The displayed position on page settings indicate the current size and position of the frame. If you move or size the frame, Ami Pro changes these settings. The displayed left and right margin settings indicate the current margins specified in the frame ruler in the Columns & tabs options.

**Note** A pica equals 1/6 of an inch. A point equals 1/72 of an inch.

3. If you want to set all frame margins to zero, choose Clear Margins.
4. Choose OK.

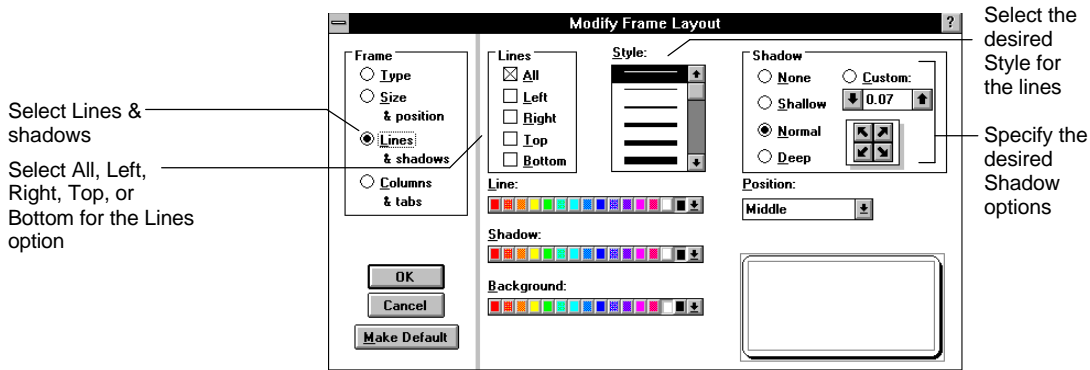
## To modify frame lines and shadows



You can create lines and shadows around a frame.

1. Select the frame.
2. Choose Frame/Modify Frame Layout.

**Mouse** Click the right mouse button.



**Note** If you do not want any lines to display around the frame, deselect all the Lines check boxes.

3. If you want to specify the position for the lines relative to the margins for the frame, select the desired position.

**Inside**

Displays the lines on the margins.

**Close to inside**

Displays the lines just outside the margins.

**Middle**

Displays the lines halfway between the margins and the outside edges of the frame.

**Close to outside**

Displays the lines just inside the outside edges of the frame.

**Outside**

Displays the lines on the outside edges of the frame.

4. If you want to create a shadow effect on two sides of the frame, select None, Shallow, Normal, or Deep as the desired type of Shadow.
5. If you want to specify a custom measurement for the shadow, select Custom and specify the desired depth in the text box.

**Note** Ami Pro uses the unit of measurement you specified in the Size & position options.

6. Select an arrow to specify the two sides of the frame where you want the shadow to display.

Ami Pro displays the shadow on the appropriate sides of the example frame.

*If a background color is part of an imported or pasted picture, the background color you specify for the frame may not display.*

- If you want the lines, shadow, or frame background to display in different colors within the frame's borders, specify the desired colors.

**?Help** For information, refer to "To set User Setup defaults" in Chapter 3.

**Note** If you specify a background color other than white, Ami Pro automatically makes the frame opaque.

- Choose OK.

## To modify frame columns

You can specify the number of columns and the space between the columns.

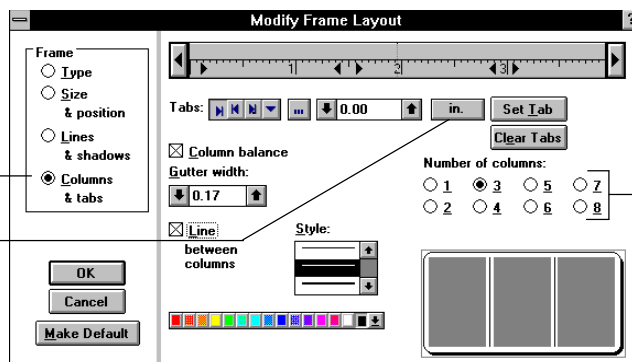
- Select the frame.
- Choose Frame/Modify Frame Layout.

**Mouse** Click the right mouse button.



Select Columns & tabs

Select inches, centimeters, picas, or points as the unit of measurement



Select the desired Number of columns

**Keyboard** To change the unit of measurement, press **TAB** until the unit of measurement button is selected. Press **SPACEBAR** to select inches, centimeters, picas, or points.

Ami Pro displays the specified number of columns in the example frame. The shaded area in the example frame represents where the text can appear within the frame.

- If you want the lengths of the columns to be horizontally aligned to as great an extent as possible, select Column Balance.

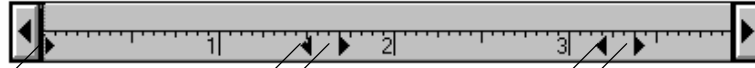
**Note** Ami Pro automatically attempts to put equal amounts of text in all columns on complete pages of text, whether or not Column balance is selected. Use this option for horizontally aligning text on pages that are only partially full.



*Column balance and Gutter width are dimmed unless you specify more than one column.*

4. If you want to modify the amount of space between all the columns, specify the desired Gutter width.

**Tip** If you want different gutter widths between multiple columns, specify the desired widths by moving the column margin indicators in the ruler.



Column margin indicators

5. If you want to modify the gutter width between two adjacent columns while maintaining the column widths for those columns, position the mouse pointer in the bottom half of the ruler between the left and right margin indicators for the same column and drag the mouse in the desired direction. Release the mouse button when the gutter width is the desired size.
  6. If you want to modify the widths of two adjacent columns, position the mouse pointer in the bottom half of the ruler between the right margin indicator for one column and the left margin indicator for the adjacent column, and drag the mouse in the desired direction. Release the mouse button when the columns are the desired widths.
  7. If you want a line to display between the columns, select Line between columns.
  8. Select the desired Style for the Line between columns.
  9. Specify the desired Color for the Line between columns.
- ?Help** For information about specifying a color, refer to “To set User Setup defaults” in Chapter 3.
10. Choose OK.

---

### To modify frame tabs

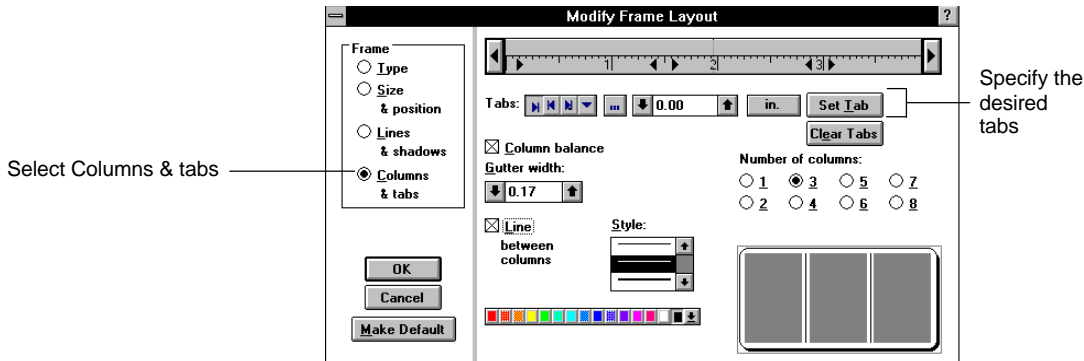
You can set left, right, numeric, center, and leader tabs for a text frame. You can create up to 22 tabs.

**Note** If you select multiple columns, Ami Pro automatically creates and uses the same tabs in all columns, although it only displays the tabs in the first column. Any modifications you make to tabs in the first column affect the tabs in all the columns.

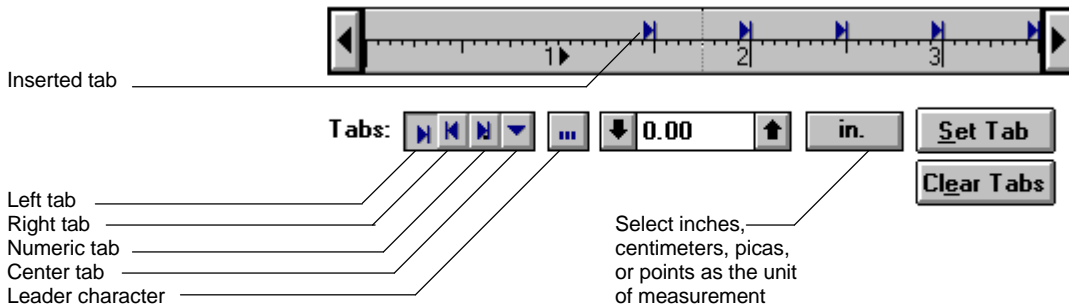
1. Select the frame.
2. Choose Frame/Modify Frame Layout.



**Mouse** Click the right mouse button.



3. If you want to remove all existing tabs, choose Clear Tabs.



**Keyboard** To change the unit of measurement, press **TAB** until the unit of measurement button is selected. Press **SPACEBAR** to select inches, centimeters, picas, or points.

4. If you want to create a tab, select the desired Tab button in the tab bar.

**Keyboard** Press **TAB** until the first Tab button is selected. Press **→** or **←** to select the desired Tab button.

**Left**

Left aligns the text after the tab. Places the first character typed after pressing **TAB** at the position of the tab setting and displays subsequently typed characters to the right of the tab setting.

**Right**

Right aligns the text after the tab. Places the first character typed after pressing **TAB** at the position of the tab setting and

displays subsequently typed characters to the left of the tab setting. When another tab setting, other text, a column boundary, or the left margin is encountered, the characters display to the right.

**Numeric**

Places the first character typed after pressing **TAB** at the position of the tab setting and displays subsequently typed characters to the left of the tab setting. After a numeric separator is typed, the characters display to the right of the tab setting.

**?Help** The numeric separator is determined by the Number Format specified in the Windows Control Panel. For information, refer to the *Microsoft Windows User's Guide*.

**Center**

Evenly positions text to the left and right of the tab setting.

5. If you want tabular text to be separated by a character instead of spaces, click the Leader Character button in the tab bar until the desired leader character displays on the Tab button.

**Keyboard** Press **TAB** to move to the Leader Character button. Press **→** or **←** until the desired leader character displays on the Tab button.

**Underline** \_\_\_\_\_

**Dash** -----

**Period** .....

**None**

6. In the top half of the ruler above the number or unit indicator, position the mouse pointer where you want to add the tab and click the mouse button.

**Keyboard** Press **SHIFT + TAB** until the insertion point moves to the ruler. Press **→** or **←** to move the solid black line to the desired position. Press **SPACEBAR** to add the tab.

**Note** If you need to create a tab in a precise location, you can also specify the desired location for the tab in the tab bar text box and choose Set Tab.

7. If you want to move a tab, position the mouse pointer on the tab indicator you want to move and drag it to the desired position in the ruler.

**Keyboard** Press **TAB** to move the insertion point to the ruler. Press **→** or **←** to move the solid black line to the tab indicator

*Make sure you set numeric tabs so that even the largest numbers you type in the document have sufficient space between them.*

*You can press **CTRL+↑, ↓, →, or ←** to move in larger increments.*

*You cannot move a tab indicator beyond another tab indicator. You can delete the existing tab and then create the desired tab.*

*You cannot change an existing tab indicator to another type of tab indicator. To change the type of tab, delete the existing tab indicator and then create the desired type of tab.*

you want to move. Press **SPACEBAR+→** or **SPACEBAR+←** to move the tab indicator to the desired position.

Ami Pro automatically aligns the tab to the closest unit indicator in the ruler.

8. If you want to delete a tab, position the mouse pointer on the tab indicator you want to delete and drag it up or down off the ruler.

**Keyboard** Press **TAB** to move the insertion point to the ruler. Press **→** or **←** to move the solid black line to the tab indicator you want to delete and press **DEL**.

9. Choose OK.

---

## Examples of frame layout options

*If you want to anchor the frame to text at the end of a paragraph, you must size the frame so that it includes the return at the end of the paragraph.*

### Creating a frame around existing text

Ami Pro



Create and size a frame just above the existing text.

Choose Frame/Modify Frame Layout.

Specify No wrap around and Transparent.

Select Lines & shadows.

Specify the desired Lines.

Specify any other frame layout options and choose OK.

Move and size the frame so that it surrounds the text.

Ami Pro displays the text as if it were inside the frame.

If you want the frame to be anchored to the text, you can modify the frame layout so that the Placement is set to With para above.

### Hiding text or a picture



Create and size a frame so that it covers the text or picture you want to hide.

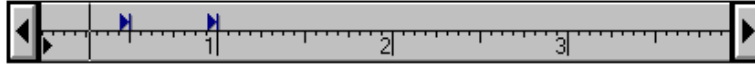
Choose Frame/Modify Frame Layout.

Specify No wrap around and Opaque.

Select Lines & shadows.

Deselect all the Lines check boxes.  
Specify any other frame layout options and choose OK.  
Ami Pro hides the text or picture.

### Anchoring a frame within main document text



You are writing a training manual and want to include a picture of a ruler immediately after a paragraph that explains how to access the ruler. The main document text is in single column format.

Create a frame of the desired size immediately under the introductory paragraph.

Choose Frame/Modify Frame Layout.

Select With para above and No wrap beside.

Specify any other frame layout options and choose OK.

Import or paste the picture.

Ami Pro keeps the frame and the picture it contains with the preceding paragraph, regardless of the editing you do to other text in the document.

### Anchoring a frame to a character in a paragraph



You want to anchor a text frame to a word ***REMEMBER*** in the middle of a paragraph. You want the frame to stay with that particular word. ¶

You want to anchor a text frame to a word in the middle of a paragraph.

You want the frame to stay with that particular word.

Place the insertion point immediately after the word and press **ENTER**.

Press ← one time to place the insertion point immediately after the word.

Create a frame of the desired size.

Choose Frame/Modify Frame Layout.

Select No wrap around.

Specify any other frame layout options and choose OK.

Move the frame next to the desired word in the paragraph so that the top edge of the frame lines up with the bottom or top of the last letter of the word.

Choose Frame/Modify Frame Layout.

Select Flow with text and choose OK.

Place the insertion point after the frame and before the return.

Press **DEL**.

Ami Pro keeps the frame with the preceding character, regardless of the editing you do to other text in the document.

*The sidenotes in the Ami Pro User's Guide are all anchored within the indentation area.*

### **Anchoring a frame within an indentation area**

You are writing a training manual and want to include a reminder about the version of Microsoft Windows being referenced. You want to place the reminder in the indentation space in the document, and have it stay with a particular paragraph of text. The main document text is in single column format.

Create a frame of the desired size so that the top edge of the frame lines up next to the last line of the paragraph preceding the particular paragraph of text.

Choose Frame/Modify Frame Layout.

Select With para above and No wrap around.

Specify any other frame layout options and choose OK.

Press **ENTER**.

Type the desired text.

Ami Pro anchors the frame to the paragraph adjacent to the top edge of the frame. The frame remains attached to the paragraph, regardless of the editing you do to other text in the document.

### **Anchoring a frame at the top of a page**

You want to create an anchored frame in the indentation area at the very top of the first page in the document or at the top of a page preceded by a hard page break, and you want the frame to stay next to any existing main document text.

Press **ENTER** on the first line of the document or page.

Create a frame of the desired size at the top of the page.

Choose Frame/Modify Frame Layout.

Select With para above and No wrap around.

Specify any other frame layout options and choose OK.

Import or paste the desired picture into the frame or press **ENTER** and type the desired text.

Press **ESC** until the insertion point is in the main document text.

Type the desired text.

Ami Pro aligns the frame next to the first line of text on the page.

### **Creating a frame that repeats on all pages**

You want to create a newsletter that has a multiple column layout. However, you would like to have the same single-column text at the top of every page.

Create a frame at the top of the newsletter.

Choose Frame/Modify Frame Layout.

Select Repeat all pages.

Select the desired Text Wrap Around option.

Select Columns & tabs.

Select 1 as the Number of columns and choose OK.

*A repeating frame is one that has its Placement set to Repeat all pages or Repeat right/left. Ami Pro places the frame and its contents in the position you specify on every page, or on every right and left page that uses the same page layout.*

*When you create a repeating frame, the frame becomes part of the current page layout. If you change to another page layout by inserting a page layout or reverting to the standard page layout, the repeating frame does not display on any pages that use the new page layout. You can either copy and paste the frame on the desired pages or create a new frame.*

Press **ENTER**.

Type the desired text.

Ami Pro displays and prints the single column text at the top of every page.

### **Creating a frame that repeats on alternating pages**

You want to create a document that has the company logo in the top right corner of all right (odd-numbered) pages, and the top left (even-numbered) corner of all left pages.

Create a frame of the desired size in the top right corner of page one.

Copy the frame.

Paste the frame on page two.

Move the frame to the desired position.

Choose Frame/Modify Frame Layout.

Select Repeat right/left.

Select the desired Text Wrap Around option and choose OK.

Select the frame on page one.

Choose Frame/Modify Frame Layout.

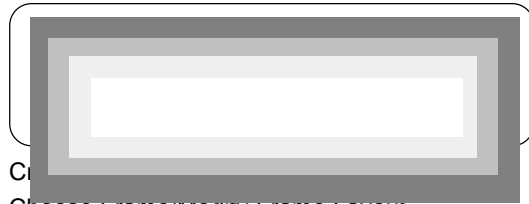
Select Type.

Select Repeat right/left.

Select the desired Text Wrap Around option and choose OK.

Ami Pro displays and prints the logo in the appropriate position on all pages.

### **Creating a frame with rounded corners**



C

Choose Frame/Modify Frame Layout.

Select Lines & shadows and specify the desired Lines & shadows options.

Select Rounded corners and specify the degree you want the corners rounded.

Specify any other frame layout options and choose OK.

### **Creating a frame with reverse text**



Create the frame that will contain the text.

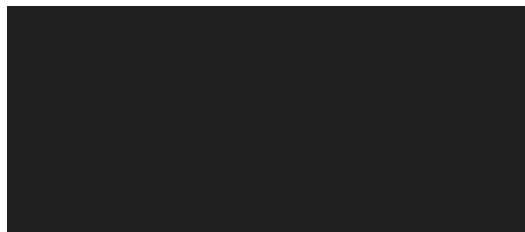
Press **ENTER** and type the desired text.  
Select the text.  
Choose Text/Font.  
Select white as the desired color and choose OK.  
Choose Frame/Modify Frame Layout.  
Select Lines & shadows and select black as the background shade.  
Choose OK.

### Creating a frame with a fill pattern



- Frame 1 \_\_\_\_\_ Create the frame that will contain the text.
- Frame 2 \_\_\_\_\_ Choose Frame/Modify Frame Layout.
- Frame 3 \_\_\_\_\_ Select Lines & shadows.
- Frame 4 \_\_\_\_\_ Specify the desired background color or fill pattern and choose OK.
- Frame 5 \_\_\_\_\_ Press **ENTER** and type the desired text.
- Frame 5 \_\_\_\_\_ Select the text.
- Frame 5 \_\_\_\_\_ Choose Text/Font.
- Frame 5 \_\_\_\_\_ Specify the desired face, point size, and color, and choose OK.

### Creating layered frames



- Frame 7 \_\_\_\_\_ Create a frame of the desired size.
- Frame 7 \_\_\_\_\_ Copy and paste the frame.
- Frame 7 \_\_\_\_\_ Size the frame so that it is slightly smaller than the original frame.
- Frame 7 \_\_\_\_\_ Repeat the previous steps until you have as many frames as the desired number of border layers.
- Frame 6 \_\_\_\_\_ Select a frame and choose Frame/Modify Frame Layout.
- Frame 6 \_\_\_\_\_ Select Lines & shadows, specify the desired background shade, and choose OK.
- Frame 6 \_\_\_\_\_ Repeat for each frame and adjust the size and position of each frame.



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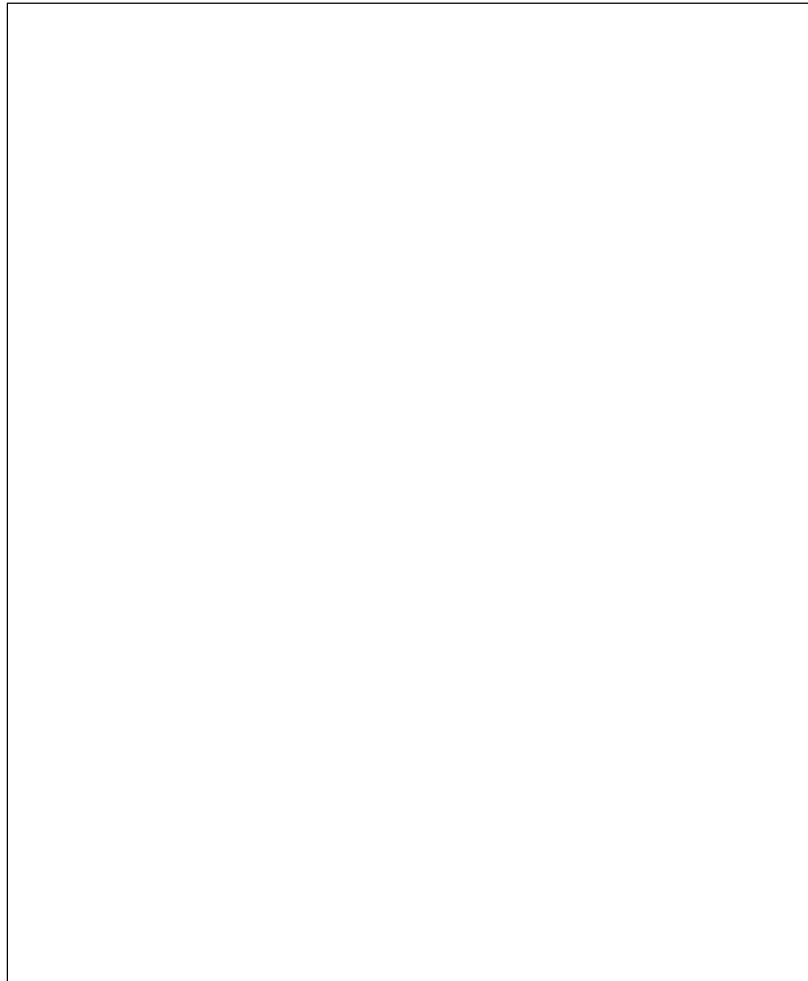
**Example of multiple page layouts on a single page**

Frames are one of the most versatile features in Ami Pro. You can create the frames and use Modify Frame Layout to design multiple page layouts on the same page or create distinct page layouts on different pages in a document.

**?Help** After creating the frames, you can save them and their contents as part of a style sheet. For information, refer to “Creating a style sheet” in Chapter 9.

*The standard page layout for the document is three columns.*

The following sample page illustrates the effects you can create using different frame layouts. Refer to the frame numbers and their corresponding explanations.



**Frame 1**

The title for the document is in a text frame placed in the top margin. The frame spans all three columns. The text uses a Times Roman 36 point italic font.

**Frame 2**

The text is in a text frame which spans all three columns. The paragraph style assigned to the text is set to Line above and Line below, and the length is set to Margins.

**Frame 3**

The heading for the article is in a text frame which spans two columns. The Frame Layout Type is set to Wrap around.

**Frame 4**

The double line below the heading for the article is actually a frame placed on top of the frame containing the heading. The Frame Layout Type is set to Wrap around and the Lines are set to All.

**Frame 5**

The letter "U" is in a text frame positioned on the left margin. The text uses a Palatino 48 point bold font. The Frame Layout Type is set to Wrap around, and all the Lines are deselected.

**Frame 6**

The frame at the bottom of the document is a text frame that spans all three columns. The Frame Layout Type is set to No wrap beside so the main document text does not flow around the frame. The Frame Layout Lines are set to All and the number of columns is set to two.

**Frame 7**

The title within the box at the bottom of the page is a text frame placed on top of the 2-column frame. The Frame Layout Type is set to Wrap around and all the Lines are deselected so that the title displays as if it were part of the box.

*You can group frames 3 and 4 and frames 6 and 7 to keep them together.*

---

## Understanding graphics

Graphics are generally of two types: **bitmap** (raster) and **vector** (object-oriented). Bitmap graphics are stored as **pixels** or groups of dots. Vector graphics are stored as a series of instructions or vectors, that direct the computer to draw a line from point to point or to draw a particular sized object at a certain position.

### Bitmap graphics

Bitmap graphics are made up of individual points. The screen is divided into a rectangular array of points called pixels (picture

elements) and the computer is told which color each pixel should be. Most dot matrix and laser printers operate in this manner when printing graphics.

**Note** Because bitmap graphics work like the screen does, they display more quickly than vector graphics.

Ami Pro can import the following types of bitmap graphics into a frame: PC Paintbrush (.PCX), Tagged Image File Format (.TIF), and Windows Bitmap (.BMP).

**Note** Ami Pro supports a fixed color set. When you import a color bitmap graphic, Ami Pro displays the picture using the closest available colors, even if your display adapter supports 256 colors. If you want to view the true colors in the picture, double-click inside the frame. When you exit the frame, Ami Pro reverts to the closest colors.

### Vector graphics

Vector graphics are made up of lines and geometric shapes. With vector graphics, the computer is told to put a “pen” in a particular position and then draw a line or curve a certain distance in a certain direction (or draw a line to another specific point). This is how most PostScript® printers and plotters work.

Vector graphic files take up less disk space. This is because it takes less space for a vector “command” to draw an object than it does for a bitmap file to store each point that makes up the object.

Ami Pro can import the following types of vector graphics into a frame: AmiDraw (.SDW), Computer Graphic Metafile® (.CGM), DrawPerfect (.WPG), Encapsulated PostScript (.EPS), Freelance® (.DRW), HPGL, Lotus 1-2-3® Graphics (.PIC), and Windows Metafile (.WMF).

**Note** EPS (Encapsulated PostScript) files are vector graphic files made up of PostScript commands. Since PostScript is a language for describing objects to a printer, there is typically a header (a separate portion of the EPS file) used to display a graphic on the screen. This header is normally in TIFF format. If the EPS file does not have a header, the picture does not display but prints correctly to a PostScript printer. If the EPS file contains a header, even if you do not have a PostScript printer, the picture displays and prints. If the EPS file does not contain a header and you try to print the file to a printer that is not PostScript, the picture does not print.

## Using a picture in a frame

You can place a picture into a frame by:

- Importing a graphic file
- Pasting a picture using the Windows Clipboard
- Creating a picture using Drawing
- Paste linking a picture from another Windows application if the other application supports DDE or OLE

Once a picture is inside a frame, you can generally scale it, rotate it, or crop it. If the picture is a gray scale .TIF file, you can also use Image Processing.

?Help For information, refer to Chapter 19.

Ami Pro can directly import the following types of graphic files:

- AmiDraw (.SDW)
- AmiEquation (.TEX)
- Computer Graphics Metafile (.CGM)
- DrawPerfect (.WPG)
- Encapsulated PostScript (.EPS)
- Freelance Graphics™ (.DRW)
- Hewlett-Packard® Graphics Language (.PLT)
- 1-2-3 Graphics (.PIC)
- PC Paintbrush (.PCX)
- Tagged Image File Format (.TIF) versions 4.2 – 5.0
- Windows Bitmap (.BMP)
- Windows Metafile (.WMF)

**Note** Ami Pro converts Computer Graphics Metafile and Hewlett-Packard Graphics Language files to Windows Metafiles. It converts DrawPerfect, Freelance Graphics, and 1-2-3 Graphics files to AmiDraw files.

?Help For most types of graphic files, you can import only one picture into a single frame. However, if a frame contains a picture that you can edit using Drawing, you can import multiple AmiDraw files, Windows Bitmap files, and Windows Metafiles into the frame while in Draw mode. You can also use Drawing to convert .CGM and .PLT files to Ami Draw files. For information, refer to “Importing a Drawing” in Chapter 17.

Pictures in an Ami Pro document require considerable disk space. Each picture is stored in a graphic file. When you open a document containing pictures, Ami Pro creates a temporary file for each picture you display in the document. In addition, Ami Pro creates screen snapshot files for the pictures you display.

**?Help** You can specify whether or not these snapshot files should be stored on the disk. For information, refer to “To set Speed Options” in Chapter 3.

**To import a picture**

A picture must be inside a frame. You can create a frame of the desired size before importing the picture or choose File/Import Picture and let Ami Pro create the frame using the current settings in the Create Frame dialog box.

1. Make the Ami Pro document that you want to contain the picture the active window.
2. If you want the frame to be a particular size, create or select an empty frame of the desired size in the location where you want the picture to appear.
3. Choose File/Import Picture.

*A picture stored on a hard disk imports faster than a picture stored on a floppy disk.*

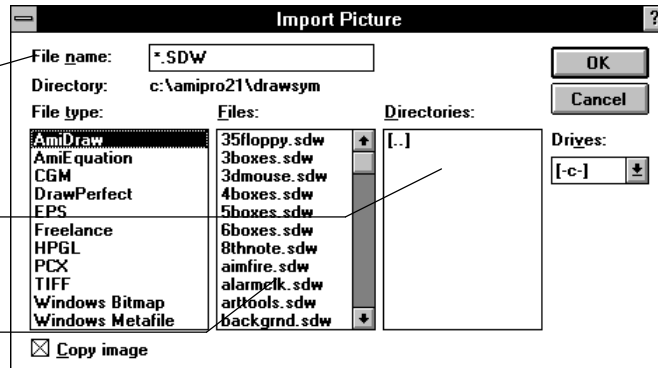


Specify the File name

Select the desired type of file

Select the drive that contains the source picture

Select the directory that contains the source picture



**Note** Ami Pro automatically uses the directory you specify the next time you import this file type.

*If you choose Copy image, the pictures display faster on the screen because Ami Pro does not need to import them each time.*

4. If you want Ami Pro to create and use a copy of the original graphic file instead of the original file, select Copy image.

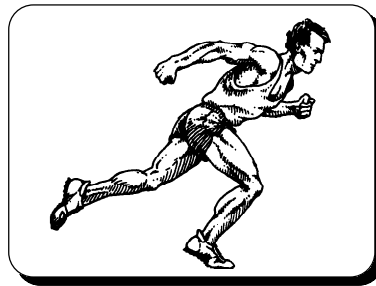
If you choose Copy image, Ami Pro copies the picture file to a document image file that is saved as part of the document. Changes made to the original picture file are not reflected in the Ami Pro document. Ami Pro accesses the document image file

instead of the original graphic file each time you display or print a page containing the picture.

If you do not choose Copy image, Ami Pro accesses the original graphic file from the drive and directory you specified.

**Caution** If you do not select Copy image, make sure you use the Ami Pro File Management function to copy or move the document containing the picture to ensure that the graphic file is also copied or moved. For information, refer to "To copy or move a file" in Chapter 29.

5. Choose OK.



*If you let Ami Pro create the frame, the Placement in the Modify Frame Layout dialog box is automatically set to Flow with text.*

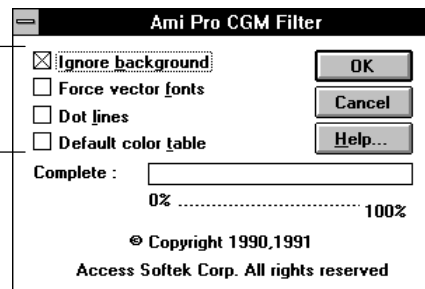
Ami Pro places the picture into the frame. The image is sized to fit in the frame and the aspect ratio is maintained.

**?Help** Once the pictures are in a document, you can display and print the document without them. For information, refer to "To set View Preferences" in Chapter 3 and "To print a document" in Chapter 13.

### To specify Computer Graphics Metafile options

When you import a Computer Graphics Metafile, Ami Pro provides several options. These options are explained onscreen if you choose the Help button in the CGM Filter dialog box.

Select the desired options



**Ignore background**

The picture is transparent. The background rectangle on which the picture was drawn is discarded.

**Force vector fonts**

Raster fonts are converted to vector fonts. Vector fonts can be infinitely scaled—raster fonts are restricted to the font styles and sizes available to your printer.

**Dot lines**

Dotted lines are maintained. If you do not select this option, dotted lines are converted to solid lines.

**Note** Dotted lines cannot be wider than 1 pixel and they may not print well on some printers.

**Default color table**

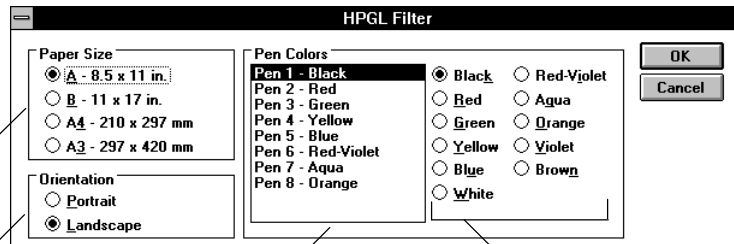
Colors in a Harvard Graphics® .CGM file are converted correctly. Choose OK.

Ami Pro converts the .CGM files to a Windows Metafile.

*For the most accurate scaling of any text or numbers in the .CGM file, select Force vector fonts.*

**To specify Hewlett-Packard Graphics Language file options**

When you import a Hewlett-Packard Graphics Language (.PLT) file, Ami Pro provides several options.



Select the Paper Size option that corresponds to the size of the paper used for the picture

Select Portrait or Landscape as the desired Orientation

Select the number of each pen to which you want to assign a color

Select the color you want to assign to each pen

**Portrait**

The picture displays across the width of the page.

**Landscape**

The picture displays down the length of the page.

Choose OK.

Ami Pro converts the .PLT file to a Windows Metafile.

---

## To paste a picture from another Windows application



1. Make the application that contains the picture the active window.
2. Select the picture.
3. Choose Edit/Copy to copy the picture to the Clipboard.

**Keyboard** Press CTRL+INS or CTRL+C.

4. Make the Ami Pro document that you want to contain the picture the active window.
5. If you want the frame to be a particular size, create or select an empty frame of the desired size in the location where you want the picture to appear.



6. Choose Edit/Paste.

**Keyboard** Press SHIFT+INS or CTRL+V.

**?Help** If you want to choose the format for the pasted picture, you can choose Edit/Paste Special. For information refer to “Using Paste Special” in Chapter 27.

---

## To delete a picture inside a frame

*To delete a frame and its contents, select the frame and press DEL.*

1. Select the frame.
2. Press ENTER.
3. Press DEL.

Ami Pro deletes the picture inside the frame.

**?Help** If the picture is a drawing, you must select all the objects before you press DEL. For information, refer to “To delete a drawing” in Chapter 17.

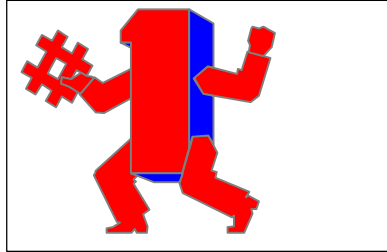
**Note** If you selected an Undo level greater than None, you can restore a picture you deleted. For information, refer to “To set User Setup defaults” in Chapter 3.



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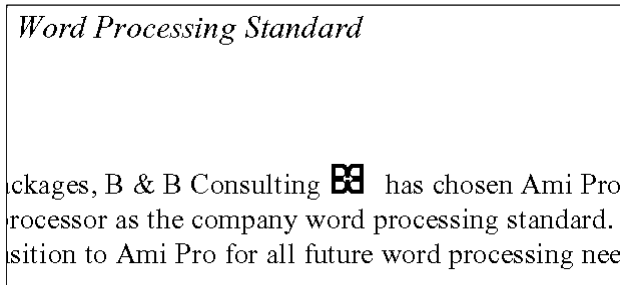
**Examples of  
creating picture  
frames**

**Importing an AmiDraw file**



Create a frame of the desired size.  
Choose File/Import Picture.  
Select AmiDraw as the type of file.  
Specify the desired AmiDraw file.  
Select Copy image and choose OK.  
Choose Frame/Modify Frame Layout.  
Select the desired Text Wrap Around and Placement options.  
Specify any other Frame Layout options and choose OK.

**Anchoring a frame to a character in a paragraph**



You want to place an icon you saved as a graphic file immediately after your company name in the middle of a paragraph in the document. You want the icon to stay with that particular text.  
Type the desired text.  
Place the insertion point just after your company name.  
Choose File/Import Picture.  
Specify the desired type of file and file name.  
Select Copy image and choose OK.  
If necessary, adjust the size of the frame.  
Ami Pro places the icon into a frame and sets the Placement for the frame to Flow with text. Ami Pro keeps the frame and the picture it contains with the preceding character, regardless of the editing you do to other text in the document.

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# 16

## Using Tables for Columnar Text, Data, and Pictures

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### Understanding Tables

You can use Tables to create side-by-side columns of text or numeric data. You can include pictures, notes, footnotes, tabs, and page breaks in tables. Table data can be sorted and used for Charting. You can also use tables for Merge and to create forms.

**Note** You can use Tables in Layout, Draft, and Outline modes.

You can place information into a table in several ways. You can:

- Type the desired text.
- Type the desired numeric data.
- Paste the desired main document text.
- Paste link information from another Windows application.
- Insert data created in another application.
- Import a picture.
- Create a drawing.
- Create a chart.
- Create an equation.

Ami Pro uses a cellular format in tables. Information is placed into individual cells that are organized into columns and rows. You can modify the appearance of table data by applying text formatting and text enhancements, assigning different paragraph styles, or modifying the assigned paragraph style.

Once you create the table and place the desired information into the cells, you can edit the contents of the cells, edit the entire table, or modify the size and appearance of the table.

## Creating a table

You can create a table within the main document text or within a frame. A table in the main document text is a **page table**. A table inside a frame is a **frame table**. The type of table you use depends on the size of the table and where you want it to appear.

If you know the table will be larger than one page, you should create a page table. Ami Pro automatically continues the table on subsequent pages. If you need to place the table in a particular location on a page, and you know the table will not exceed one page, you should create a frame table.

### To create a table

1. Place the insertion point where you want a table to be located, or create or select an empty frame of the desired size and in the desired position.

**?Help** For information about creating a frame, refer to “Creating a frame” in Chapter 15.

2. Choose Tools/Tables.



Specify the Number of columns and Number of rows

**Note** You can specify up to 250 columns and 4000 rows.

**Tip** You can use tables to type side-by-side columnar text. In the Number of columns option, specify the desired number of side-by-side columns. In the Number of rows option, specify the maximum number of paragraphs you expect to have in any column. When you type the text, type the desired paragraphs in each cell.

3. If you want to specify the default settings for the table, choose Layout.

**?Help** The default settings initially determine the size of all columns and rows in the table. You can set the size of each column and row independently. For information, refer to “To modify column and row sizes” in this chapter.

Specify the desired Width and Gutter size for the columns

Specify the desired Height for the rows

Select Automatic to automatically increase the height of the row when text needs to wrap to another line

Select the desired Options

Specify inches, centimeters, picas, or points as the unit of measurement

Specify the desired Gutter size for the rows

Select the desired Style for the line around the table

**Note** Gutter size is the space between each column or row.

### Center table on page

Places a page table evenly between the left and right margins of the page.

### Line around table

Places a line around the outside edges of a page table.

**Note** Ami Pro automatically uses the default frame line color specified in the Modify Frame Layout dialog box.

### Honor protection

Prevents protected cells from being edited. Until you select Honor Protection, you are able to select and edit cells that are protected.

### Rows span pages

In a page table, allows data in a cell to continue onto the next page without moving the entire row to the next page.

### Disable mouse col/row sizing

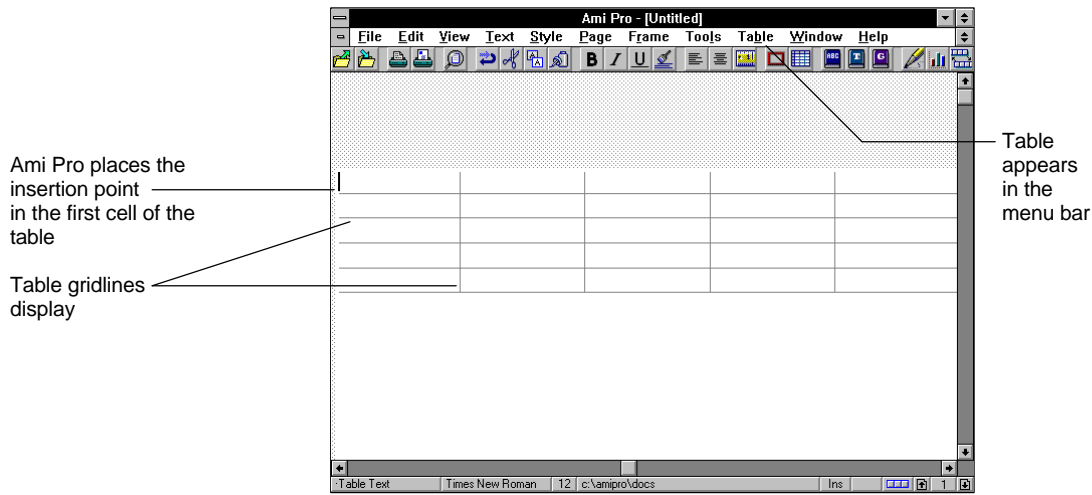
Prevents columns and rows from being sized using a mouse.

4. Choose OK to return to the Create Table dialog box.
5. Choose OK.

*The available options depend on whether you are creating a page table or a frame table.*

*Rows span pages is only available if you select Automatic.*

*Disable mouse column/row sizing if you frequently edit data in the table and you want to make sure you do not accidentally change the sizes of the columns and rows.*



**Note** In addition to table gridlines, you can display column and row headings in the table. Choose View/View Preferences and select Table row/column headings. Table gridlines and headings do not print.

**6.** Type the desired text or numeric data.

When you create a table, Ami Pro generates a Table Text paragraph style. It assigns that paragraph style to all table cells.

**?Help** You can modify the paragraph style or assign a different paragraph style to any cell in the table. For information, refer to “Modifying the appearance of information in a table” in this chapter.

## Placing information into a table

You can place information into one or more table cells by:

- Typing text and numeric data
- Pasting data
- Paste linking data
- Inserting data from another application
- Importing a picture
- Creating a drawing
- Creating a chart
- Creating an equation

---

### To type text into a table

Ami Pro automatically assigns a Table Text paragraph style to all table cells. This paragraph style is based upon the Body Text paragraph style, except Paragraph Spacing Above and Below and the Indention are set to zero, and there are no tabs or special effects.

1. Place the insertion point in the cell where you want to place the text.
2. Type the desired text.

If you specified Automatic row height in the Modify Table Layout dialog box, Ami Pro automatically wraps the text you type in a cell to the next line by increasing the height of the row. You can also press ENTER to move the insertion point to the next line within a cell, even if the text has not filled the current line.

**?Help** You can modify the appearance of the text. For information, refer to “Modifying the appearance of information in a table” in this chapter.

---

### To type numeric data into a table

Ami Pro right-aligns the numbers and uses the formatting information specified in the Table Text paragraph style.

1. Place the insertion point in the cell where you want numeric data to display.
2. Type the desired number.

	Monday	Tuesday	Wednesday
Air fare	465		
Breakfast	4	3	
Lunch	6	5	
Dinner	16	18	
Lodging	75	75	

Ami Pro displays the data in the specified numeric format when you move the insertion point out of the cell. While the insertion point is in the cell, only the number displays.

The numeric format for table data is initially determined by the table format specified in the Table Text paragraph style. The table format specifies the type of cell, numeric, negative number, and currency formats Ami Pro should use in table cells in all tables in the document.

**?Help** You can modify the Table Text paragraph style or create and assign new paragraph styles to change the numeric format for table data. For information, refer to “To modify paragraph style table format” and “To create a new paragraph style” in Chapter 7.

If you type a space, character, or comma, or you press **ENTER** in a number cell, Ami Pro treats the cell as a text cell instead of a number cell. Quick Add or any formula referencing the cell yields incorrect results or displays REF.

**Note** Ami Pro removes any zeros preceding a number when you move the insertion point out of a cell. If you want to maintain the leading zeros, type a space after the number. Ami Pro now treats the cell as a text cell.

---

### To paste data into a table

You can paste data that you cut or copied from the main document into the cells of a table.

**?Help** You can also move and copy data within a table to other cells in the table. For information, refer to “Editing a table” in this chapter.

1. Place the insertion point in the cell where you want the data to display.
2. Choose Edit/Paste.



**Keyboard** Press **SHIFT+INS** or **CTRL+V**.

Ami Pro inserts the data starting in the column in which the insertion point was located when you chose the Paste command.

If you paste tabular data from main document text into a table, Ami Pro inserts as many tabbed columns as there are columns in the table. Additional tabbed columns are not pasted. You can increase the number of columns and paste the data again.

**?Help** If you paste data that contains returns but no tabs, Ami Pro displays a message. For information, press **F1**.

---

### To paste link data into a table

You can use Paste Link to exchange data between an Ami Pro table and another application that supports DDE or OLE.

1. Place the insertion point in the cell where you want the data to display.
2. Choose Edit/Paste Link.

**?Help** For information, refer to “Creating a link” in Chapter 27.

When you paste link data into an Ami Pro table, Ami Pro inserts as many columns of information as there are columns in the receiving table. Data in additional columns is not pasted. You can increase the number of columns and paste link the data again.

---

### To insert data from another application

You can import data from other applications, such as spreadsheets or databases, into a table.

The number of columns in the table should be equal to or greater than the number of fields in the data file you are importing. The number of rows in the table should be equal to or greater than the number of records in the data file.

1. Place the insertion point in the cell where you want to insert the imported data.



2. Choose File/Open.

**Keyboard** Press CTRL+O.

3. Specify the desired type of file.

4. Specify the desired File name.

5. Choose Insert.

**?Help** For information, refer to “To import a text or data file” in Chapter 22.

Ami Pro inserts the text starting in the column in which the insertion point was located when you gave the Insert command.

Ami Pro only imports the amount of data that fits into the existing cells in the table. No columns are added. You can increase the number of columns and import the data again.

**?Help** If you are importing a spreadsheet, Ami Pro displays a message prompting you for the amount of data you want to insert. For information, press F1.

---

### To import a picture into a table cell

You can import a picture into a table cell that does not contain data. Ami Pro makes the table cell transparent or opaque depending on the default frame layout setting.

1. Place the insertion point in the cell you want to contain the picture.



2. Choose File/Import Picture.

**?Help** For information, refer to “Using a picture in a frame” and “To modify the type of frame” in Chapter 15.



---

### To create a drawing in a table cell



You can create a drawing in a table cell that does not contain data.

1. Place the insertion point in the cell you want to contain the drawing.
2. Choose Tools/Drawing.
3. Create the desired drawing.

**?Help** For information, refer to “Creating a drawing” in Chapter 17.

---

### To create a chart in a table cell



You can create a chart in a table cell that does not contain data.

1. Place the insertion point in the cell you want to contain the chart.
2. If necessary, make the cell the desired size.
3. Choose Tools/Charting.
4. Create the desired chart.

**?Help** For information, refer to “Creating a chart” in Chapter 18.

---

### To create an equation in a table cell



You can create an equation in a table cell that does not contain data. Ami Pro makes the table cell transparent or opaque depending on the default frame layout setting.

1. Place the insertion point in the cell you want to contain the equation.
2. Choose Tools/Equations.
3. Create the desired equation.

**?Help** For information, refer to “Creating an equation” in Chapter 30 and “To modify the type of frame” in Chapter 15.

---

### Moving around in a table

You can access a table and move around in it using the mouse or the keyboard.

#### Using the mouse

To access a page table, click anywhere in the table. To access a frame table, double-click the desired frame.

To move around in a table, click the desired cell.

To exit a table, click anywhere outside the table.

## Using the keyboard

To access a page table, place the insertion point on the line above the table and press ↓. To access a frame table, select the desired frame using Go To.

?**Help** For information, refer to “To select a frame” in Chapter 15.

To move around in a table, use the following keys:

<i>Press this</i>	<i>To do this</i>
<b>TAB</b>	Move the insertion point from left to right, cell by cell, in the same row and from the last cell in one row to the first cell in the next row.
<b>SHIFT+TAB</b>	Move the insertion point from right to left, cell by cell, in the same row, and from the first cell in a row to the last cell in the previous row.
<b>CTRL+↑</b>	Move the insertion point up a row.
<b>CTRL+↓</b>	Move the insertion point down a row.
<b>CTRL+→</b>	Move the insertion point right one column.
<b>CTRL+←</b>	Move the insertion point left one column.
<b>HOME</b>	Move the insertion point to the beginning of the current line within a cell.
<b>HOME, HOME</b>	Move the insertion point to the first column in the current row.
<b>END</b>	Move the insertion point to the end of the current line within a cell.
<b>END, END</b>	Move the insertion point to the last column in the current row.
↑, ↓, →, and ←	Move the insertion point within cells, between cells, and between the cells in a page table and the main document text.

To exit a page table, press **ESC** to return to the main document text, or press ↑ or ↓ until the insertion point moves into the main document text. To exit a frame table, press **ESC** twice.

## Selecting cells in a table

You can use the mouse or the keyboard to select one cell, multiple cells, or all cells in a table. After selecting the cells, you can move, copy, or modify the appearance of the information in the cells.

### Using the mouse

To select one cell, click in the desired cell and select the contents of the cell.

To select multiple cells, drag the mouse over the desired cells. You can also click in a cell on one corner of a region of desired cells, move the mouse I-beam to a cell in the diagonal corner of the rectangular area, hold **SHIFT** and click.

### Using the keyboard

<i>Press this</i>	<i>To do this</i>
<b>SHIFT+CTRL+↑</b>	Select multiple cells in a column.
<b>SHIFT+CTRL+↓</b>	Select multiple cells in a column.
<b>SHIFT+CTRL+→</b>	Select multiple cells in a row.
<b>SHIFT+CTRL+←</b>	Select multiple cells in a row.

### To select one or more columns or rows

You can use the mouse or the Table menu to select one or more columns or rows. You can then move or copy the columns or rows.

#### To use the mouse

1. Position the mouse pointer at the top of the desired column or to the left of the desired row.

Ami Pro changes the mouse pointer to an arrow

	Monday	Tuesday	Wednesday
Air fare	465		
Breakfast	4	3	
Lunch	6	5	
Dinner	16	18	
Lodging	75	75	

2. Click to select the entire column or row, or drag to select multiple columns or rows.

Ami Pro selects all the cells in the columns or rows.

#### To use the Table menu

1. Place the insertion point in the desired column or row, or select at least one cell in any column or row you want to select.
2. If you want to select the columns, choose Table/Select Column.
3. If you want to select the rows, choose Table/Select Row.

Ami Pro selects all the cells in the columns or rows.

---

### To select an entire table

You can quickly select an entire table even if it spans multiple pages. You can then move or copy the table, or modify the appearance of the information in it.

1. Place the insertion point in the table.
2. Choose Table/Select Entire Table.  
Ami Pro selects all the cells in the table.

---

### Modifying the appearance of information in a table

You can modify the appearance of the text or numeric data in the cells by:

- Assigning different paragraph styles to the text or numeric data in the table cells

**?Help** For information, refer to “Assigning paragraph styles” in Chapter 4.

- Applying text formatting and text enhancements
- Modifying the paragraph styles assigned to the text or numeric data in the table cells

---

### To apply text formatting and text enhancements

You can use SmartIcons, the Face and Point Size buttons in the status bar, or the Text menu to modify either selected data within a cell or all the data within selected cells. In addition, once you apply text formatting to data, you can extract that formatting and quickly apply it to other text using Fast Format.

1. Select the desired data.
2. Apply the desired text formatting and text enhancements.

**?Help** For information, refer to “Understanding text formatting and text enhancements” in Chapter 6.

---

### To modify a paragraph style

You can modify the font, alignment, tabs, indentation, spacing, text tightness, special effects, and table format for all data in a table assigned a particular paragraph style.



1. Choose Style/Modify Style.
2. Select the paragraph style you want to modify.
3. Select the desired Modify options.
4. Specify the desired settings.

5. Choose the desired command button.

**?Help** When you modify a paragraph style, you modify all text in the document using that paragraph style, not just the text in the table. For information, refer to “To modify a paragraph style” in Chapter 7.

---

## Editing a table

You can use Undo to undo an action you performed in a table and use Cut, Copy, Paste, and Drag & Drop to move, copy, and delete text, numeric data, formulas, or pictures in one or more cells in a table. You can also move, copy, or delete an entire table.

---

## To undo an action

You can undo an action in a table only if the insertion point is in the cell you just edited. You cannot use Undo if you move the insertion point to another cell or select another cell.

**Caution** Deleting columns, rows, and pictures and moving cells, columns, rows, and pictures cannot be undone.

---

## To move or copy selected data

You can use Drag & Drop and Cut, Copy, and Paste to move and copy text, numeric data, formulas, or pictures within a table.

**?Help** You may need to add new columns or rows to accommodate the data you are moving or copying. For information, refer to “To insert a column or row” in this chapter.

### To use Drag & Drop

You can use Drag & Drop to move or copy selected data within a cell to another location in that cell, or to move or copy all the data within selected cells to other cells in the table.

You can use Drag & Drop to move or copy the contents of a single cell to another cell only if the cell contains a formula or picture.

**?Help** You can disable Drag & Drop. For information, refer to “To set User Setup defaults” in Chapter 3.

1. Select the data in one or more cells.

*Because Ami Pro does not place data you move or copy using Drag & Drop on the Clipboard, you cannot paste the data.*

2. If you want to move the data, position the mouse pointer anywhere in the selected data and drag the mouse until the insertion point is in the desired location.



Ami Pro changes the mouse pointer to the move arrow and changes the color of the insertion point.

3. If you want to copy the data, position the mouse pointer anywhere in the selected data and hold CTRL and drag the mouse until the insertion point is in the desired location.



Ami Pro changes the mouse pointer to the copy arrow and changes the color of the insertion point.

4. When the insertion point is in the desired location, release the mouse button.

Ami Pro places the data in the desired table cells.

**?Help** If there is not enough room to insert all the data, Ami Pro displays a message. For information, press F1.

If you use Drag & Drop to move or copy data within a cell, Ami Pro appends the data to the existing cell contents, starting at the location of the insertion point within the cell.

If you use Drag & Drop to move or copy all the data within selected cells to other cells in the table, Ami Pro overwrites the existing cell contents, starting in the cell in which the insertion point is located.

If you specified Automatic in the Modify Table Layout dialog box, Ami Pro increases the size of the cells to accommodate the data. If you did not specify Automatic and the cell contents are greater than the size of the receiving cells, some of the data does not appear.

You can size the cells to display the data.

Ami Pro does not insert any columns or rows to accommodate the data. Data in additional columns and rows does not appear.

### **To use Cut, Copy, and Paste**

You can use Cut, Copy, and Paste to move or copy selected data to another location within the same cell, to other cells in the same table, to another table, or to either text or a text frame in the main document. The cells can contain text, numeric data, formulas, or pictures.



1. Select the data in one or more cells.
2. Choose Edit/Cut or Edit/Copy.

**Keyboard** Press **SHIFT+DEL** or **CTRL+X** to cut the selected data. Press **CTRL+INS** or **CTRL+C** to copy the data.

3. Place the insertion point in either the desired cell or the location in the main document text where you want to paste the data.



4. Choose Edit/Paste.

**Keyboard** Press **SHIFT+INS** or **CTRL+V**.

Ami Pro places the data in the desired location.

### **Pasting selected data into a table**

When you paste the contents of a single cell into another cell, Ami Pro appends the data to the existing cell contents, starting at the location of the insertion point within the cell.

When you paste tabbed data, multiple cells, or formulas, Ami Pro overwrites the existing cell contents, starting in the cell in which the insertion point is located.

If you specified Automatic in the Modify Table Layout dialog box, Ami Pro increases the size of the cells to accommodate the data. If you did not specify Automatic and the contents of the cells you are pasting are greater than the size of the receiving cells, some of the pasted data does not appear. You can size the cells to display the data.

Ami Pro does not insert any columns to accommodate the data. Data in additional columns is not pasted. You can increase the number of columns and paste the data again.

If necessary, Ami Pro inserts additional rows into a page table to accommodate the data. Ami Pro does not insert additional rows into a frame table.

### **Pasting selected data into the main document**

When you paste table data into either text or a text frame in the main document, Ami Pro inserts a tab between the contents of each cell and a return at the end of each row except the last one. You must press **ENTER** if you want a return at the end of the last row.

---

### **To use Drag & Drop to move or copy columns or rows**

You can quickly move or copy selected columns or rows from one location in a table to another using Drag & Drop or keyboard shortcuts. Because Ami Pro retains the column widths and row heights, it is easy to rearrange entire columns and rows of data.

**Note** You cannot use Drag & Drop to move or copy an entire table, or to move and copy columns and rows from one table to another.

**?Help** You can disable Drag & Drop. For information, refer to “To set User Setup defaults” in Chapter 3.



Because Ami Pro does not place columns or rows you move or copy using Drag & Drop or keyboard shortcuts on the Clipboard, you cannot paste the data.

You can use the Drag & Drop Copy feature to insert columns and rows and their contents into the table.

1. Select the desired columns or rows.

**Shortcut** Press ALT+↑ or ALT+↓ to move the row in which the insertion point is located up or down one row. Press ALT+← or ALT+→ to move the column in which the insertion point is located to the left or right one column.

2. If you want to move the cells, columns, or rows, position the mouse pointer anywhere in the selected area and drag the mouse until the insertion point is in the desired location.

	Marketing	R & D
Item A.	\$80,000	\$25,000
Item B	\$100,000	\$80,000

Ami Pro changes the mouse pointer to the move arrow and changes the color of the insertion point.

3. If you want to copy cells, columns, or rows, position the mouse pointer anywhere in the selected text and hold CTRL and drag the mouse until the insertion point is in the desired location.



Ami Pro changes the mouse pointer to the copy arrow and changes the color of the insertion point.

4. When the insertion point is in the desired location, release the mouse button.

	R & D	Marketing
Item A	\$25,000	\$80,000
Item B	\$80,000	\$100,000

Ami Pro places the columns or rows in the desired location.

**?Help** If there is not enough room to insert the columns or rows, Ami Pro displays a message. For information, press F1.

Ami Pro inserts the selected columns between the columns that already exist on either side of the insertion point. It inserts the selected rows between the rows that already exist above and below the insertion point. The original column widths and row heights are maintained.

Ami Pro inserts additional columns in the table if the Default Columns Width specified in the Modify Table Layout dialog box is smaller than the amount of available space before the right margin. It inserts additional rows in a frame table only if there is room in the frame.

---

## To move or copy a table

You can move or copy a table to another location in the current document or to another document.

**?Help** If the table is a frame table, you can move or copy it the same way you move or copy any frame. For information, refer to “Editing a frame” in Chapter 15.

1. Place the insertion point anywhere in the table.
2. Choose Table/Select Entire Table.
3. Choose Edit/Cut or Edit/Copy.



**Keyboard** Press **SHIFT+DEL** or **CTRL+X** to cut the table. Press **CTRL+INS** or **CTRL+C** to copy it.

**?Help** If you choose Edit/Cut, Ami Pro displays a message. For information, press **F1**.

4. Place the insertion point on the page or in the location where you want the table to display.
5. Choose Edit/Paste.



**Keyboard** Press **SHIFT+INS** or **CTRL+V**.

Ami Pro pastes the table and its contents. If the table is a frame table, you may need to move the frame to the desired location.

---

## To delete selected data

You can delete the data in one or more cells, columns, or rows.

1. Select the cells that contain the data you want to delete.
2. Press **DEL**.

Ami Pro removes the data in the selected cells. If Automatic is specified in the Modify Table Layout dialog box, Ami Pro reduces the size of a row to the height necessary to accommodate the remaining data in the cells.

---

## To delete extra spaces and lines within the cells



If you display tabs and returns you can quickly determine whether extra returns in table cells are causing extra lines within those cells.

1. Choose View/View Preferences.
2. Select Tabs & returns.
3. Choose OK.

Ami Pro displays returns as ¶ symbols within the cells.



4. Select the lines or spaces you want to delete.
5. Press **DEL**.

Ami Pro deletes any extra lines within the cells. If Automatic is specified in the Modify Table Layout dialog box, Ami Pro reduces the size of a row to the height necessary to accommodate the remaining data in the cells.

### To delete a picture in a cell



You can delete a picture, drawing, or chart in a table cell.

1. Select the cell that contains the picture.
2. Press **DEL**.

Ami Pro deletes the picture.

### To delete a table



You can quickly delete a table and its contents without manually selecting cells, columns, or rows.

1. Place the insertion point in the table.
2. Choose **Table/Delete Entire Table**.

Ami Pro removes the table.

**?Help** Ami Pro displays a message. For information, press **F1**.

### Modifying a table

You can modify a table after you create it. For some Table menu commands, you must first select any cells that will be affected by the changes. Other options affect the entire table.

You can modify the size of a table in several ways. You can change the table layout, change the sizes of the columns and rows, and insert or delete columns and rows. If the table is a frame table, first adjust the size of the frame within the limits of the page size.

### To modify table layout

The settings in the table layout determine the default values for the width of columns, height of rows, and the gutter sizes or spaces between columns and rows. Table layout also determines whether protected cells can be selected and edited.

You can use **Modify Table Layout** to define the initial table or to modify the entire table after you place data in it.

1. Place the insertion point in the table you want to modify.
2. Choose Table/Modify Table Layout.
3. Make the desired changes.



**?Help** For information, refer to “To create a table” in this chapter.

4. Choose OK.

Ami Pro reformats the table using the specified settings.

**Note** Modify Table Layout does not affect any column and row sizes that you manually adjusted using either the mouse or Table/Column/Row Size.

---

### To disable Automatic row height

Ami Pro automatically specifies Automatic for the Default Rows Height in the Modify Table Layout dialog box when you create a table. Automatic row height allows the height of a row to increase if the data you type in a cell needs to wrap to another line.

If you are creating a form, or if you know the cell contents do not exceed one line, you may want to disable Automatic row height.



1. Choose Table/Modify Table Layout.
2. Deselect Automatic.
3. Specify the desired Height.
4. Choose OK.

**Note** Ami Pro calculates the Default Rows Height based upon the font specified in the Table Text paragraph style. If you decrease the height, the data you type in the table may not have enough room to display.

*If Automatic is deselected, text in a cell does not wrap to another line within the cell.*

---

### To use Honor protection

You can use Honor protection to prevent cells from being edited.

**?Help** You must protect cells before you select Honor protection. For information, refer to “To protect cells” in this chapter.



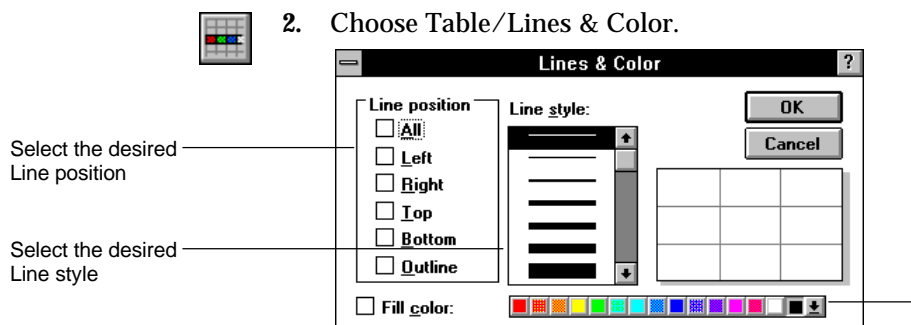
1. Choose Table/Modify Table Layout.
2. If you want to prevent the cells you protected from being edited, select Honor protection.  
If you want to edit the cells you protected, deselect Honor protection.
3. Choose OK.

Ami Pro prevents placing the insertion point in protected cells.

## To modify lines and color

You can apply lines and a fill color to a single selected cell or to a region of selected cells. This makes it easy to distinguish certain cells, which is helpful when you are creating a form.

1. Select the desired cells.
2. Choose Table/Lines & Color.



### All

Places lines around every side of every selected cell.

### Left

Places a line on the left side of every selected cell.

### Right

Places a line on the right side of every selected cell.

### Top

Places a line at the top of every selected cell.

### Bottom

Places a line at the bottom of every selected cell.

### Outline

Places lines around the perimeter of the selected cells.

If you previously applied lines to any of the selected cells, Ami Pro indicates this by displaying certain Line position check boxes in gray. You can change any of the settings by selecting the check boxes to either remove the shading or place an X in the boxes.

If you previously applied a fill color to any of the selected cells, Ami Pro indicates this by shading the Fill color check box gray. You can change the setting by either choosing another color or pattern, or by choosing no color or pattern.

3. Choose OK.

Ami Pro displays the table using the specified lines and fill color.

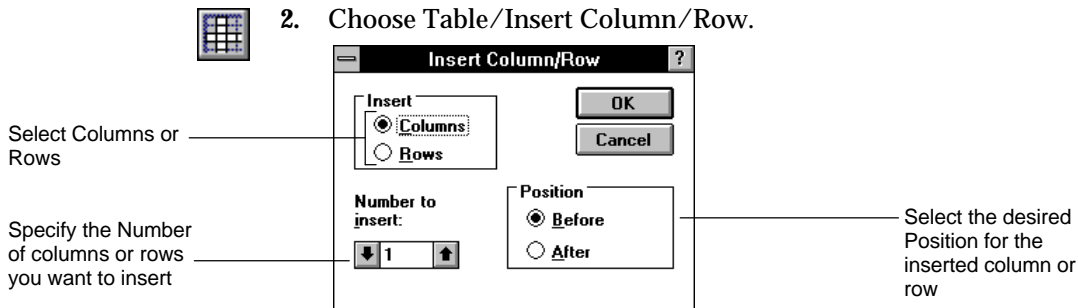
## To insert a column or row

You can insert one or more columns or rows into a table if you need to place additional data in the table. Ami Pro inserts additional columns in a table if the Default Columns Width specified in the Modify Table Layout dialog box is smaller than the amount of available space before the right margin. It inserts additional rows in a frame table only if there is room in the frame.

1. Place the insertion point in the cell where you want to insert a column or row.

**Shortcut** Hold CTRL and press + on the numeric keypad. Ami Pro inserts a single row. If you select multiple rows, Ami Pro inserts an equal number of rows after the selected rows. If you select multiple columns in a single row, Ami Pro inserts an equal number of columns after the selected columns.

2. Choose Table/Insert Column/Row.



**Note** Ami Pro indicates in the dialog box if there is not enough room to insert a column or row.

### Before

Inserts a column to the left of the current column position or inserts a row above the current row position.

### After

Inserts a column to the right of the current column position or inserts a row below the current row position.

3. Choose OK.

Ami Pro inserts the specified number of columns or rows in the desired position. Ami Pro applies the lines and color specified for the selected cells to the cells in the new columns or rows.

*Ami Pro allows a maximum of 250 columns and 4000 rows.*

---

**To delete a column  
or row**

You can delete one or more columns or rows in a table if they no longer contain data.

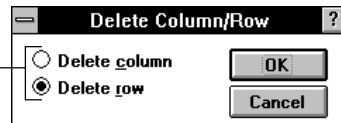
1. Select a cell in the column or row you want to delete, or select multiple columns or rows.

**Shortcut** Hold CTRL and press – on the numeric keypad. Ami Pro deletes a single row. If you select multiple rows, Ami Pro deletes those rows. If you select multiple cells in a single row, Ami Pro deletes those columns.



2. Choose Table/Delete Column/Row.

Select Delete  
column or  
Delete row



3. Choose OK.

?Help Ami Pro displays a message. For information, press F1.

---

## To modify column and row sizes

You can modify the sizes of the columns, rows, and gutter widths in a table using a mouse or the Table menu.

### To modify the size of all cells

You can modify the size of all cells using Modify Table Layout. However, if you manually adjusted column and row sizes using either the mouse or Table/Column/Row Size, changes you specify in the Modify Table Layout dialog box do not affect those columns and rows.



1. Choose Table/Modify Table Layout.
2. Make the desired changes.

?Help For information, refer to “To create a table” in this chapter.

3. Choose OK.

Ami Pro reformats the table using the specified settings.

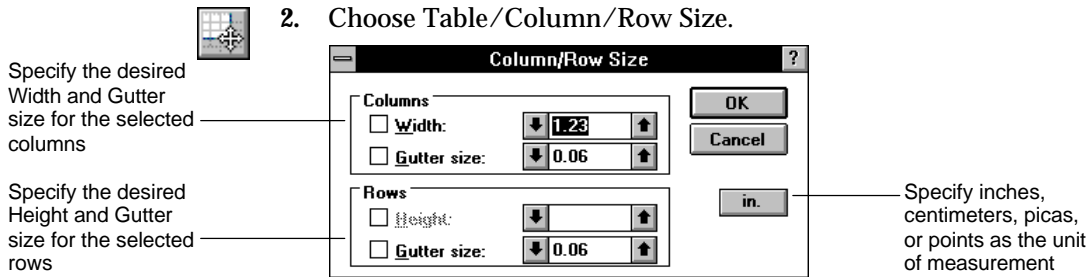
**Note** Modify Table Layout does not affect any column and row sizes that you manually adjusted using either the mouse or Table/Column/Row Size.

### To modify column and row sizes using the Table menu

You can modify the sizes of one or more selected columns or rows. However, Ami Pro does not allow you to increase the size of a column if the table fills the entire page. You must decrease the size of another column first.



1. Select adjacent columns or rows.
2. Choose Table/Column/Row Size.



**Note** Ami Pro does not allow you to change the row height if Automatic is specified in the Modify Table Layout dialog box. Choose Table/Modify Table Layout, disable Automatic, and try again.

3. Choose OK.

Ami Pro reformats the table using the specified sizes.

If you decreased the width of a column or the height of a row, Ami Pro displays as much data as possible. It hides the rest in any text cells where the data exceeds the width of a column or the height of the row.

If you decreased the width of a column and you did not specify Automatic row height in the Modify Table Layout dialog box, Ami Pro displays asterisks (\*) in any number cells where the numeric data is wider than the width of the column. You can widen the column if there is room in the frame or on the page.

#### To modify the size of a column or row using a mouse

You can use a mouse to modify column and row sizes if Disable mouse col/row sizing is not selected in the Modify Table Layout dialog box.

**?Help** For information, refer to “To create a table” in this chapter.

Ami Pro does not allow you to increase the size of a column if the table fills the entire page. You must decrease the size of another column first.

Ami Pro does not allow you to change the row height if Automatic is specified in the Modify Table Layout dialog box. Choose Table/Modify Table Layout, disable Automatic, and try again.

1. Position the mouse on a cell gridline to the right of the column or below the row you want to size.



Ami Pro changes the mouse pointer to a four-headed arrow.

2. Drag the mouse until the column or row is the desired size.  
**Note** Changing the height or width of a single cell changes the height or width of the entire row or column.

---

### To connect cells

You can connect two or more adjacent cells to create one large cell that can be used for a heading or in a form.

1. Select the desired cells.
2. Choose Table/Connect Cells.



The selected cells become a single cell. When you connect cells that already contain data, only the contents of the top left cell display. The contents of the other cells are obscured.

**Note** To disconnect the cells, place the insertion point in the connected cell and choose Table/Disconnect Cells.

---

### To create a heading

If a table continues on multiple pages, you can create a heading for the table. Ami Pro automatically displays the heading as the first row on each page, above the rows that contain your data.

The Headings command is a toggle. You can switch between displaying and removing a heading by choosing Table/Headings.

1. Place the insertion point in the row that contains the data you want to use as a heading.
2. Choose Table/Headings.

Ami Pro displays the contents of the entire row as the first row on each page.

You can change the heading on subsequent pages by placing the insertion point in a different row and choosing Table/Headings. Ami Pro uses the new heading until you specify another one.

---

## To create leaders

You can use leaders in tables if you want a series of characters instead of spaces to display before or after the last character in any cell.

**?Help** You can also set leader tabs if you want a leader character to display between characters within the cell. For information, refer to “To modify tabs in the current ruler” in Chapter 8.

1. Place the insertion point in the cell where you want to create leaders or select the desired cells.
2. Choose Table/Leaders.
3. Choose the character you want to use.

**period**            .....

**dash**             ----

**underline**        \_\_\_\_\_

**None**

Ami Pro displays the leaders in the selected cells. The way in which leader characters display is determined by the Alignment specified in the paragraph style or Text menu:

- If data is left aligned or justified, the specified leader character displays between the last character in a cell and the right column boundary of the cell.
- If data is centered, the leader characters are not displayed.
- If data is right aligned, the specified leader character displays between the left column boundary of the cell and the first character on the last line of the cell.

**Note** To remove the leader character, select the desired cells, choose Table/Leaders, and then choose None.

---

## To protect cells

You can prevent cells in a table from being edited if you protect them and select Honor protection in the Modify Table Layout dialog box. This is important when you are creating a form and you do not want certain information to be changed.

The Protect Cells command is a toggle. You can switch between protecting and unprotecting selected cells by choosing Table/Protect Cells.

1. Select the desired cells.
2. Choose Table/Protect Cells.
3. Choose Table/Modify Table Layout.
4. Select Honor protection.

If you select Honor protection, you cannot place the insertion point in a protected cell.

?Help For information, refer to “To use Honor protection” in this chapter.

5. Choose OK.

You can tell if a cell is protected by choosing the Table menu. Ami Pro displays a check mark next to Protect Cells when you access the Table menu.

---

### To unprotect cells

You can unprotect cells when you need to edit them.

1. Choose Table/Modify Table Layout.
2. Deselect Honor protection.

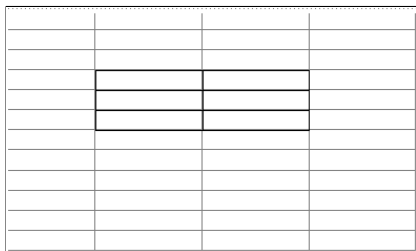
If you deselect Honor protection, you can place the insertion point in a protected cell.

3. Choose OK.
4. Select the cells you want to unprotect.
5. Choose Table/Protect Cells.

---

### Examples of tables

#### Using All




You want lines to display on all sides of six adjacent cells.

Select six adjacent cells.

Choose Table/Lines & Color.

Select All as the Line position.

Ami Pro creates six individual boxes.

### Using Outline


You want lines to display only around the perimeter of six adjacent cells.

Select six adjacent cells.

Choose Table/Lines & Color.

Select Outline as the Line position.

Although the six cells are separate cells, they have the appearance of one large box.

### Using connected cells and a heading

<i>Current Projects</i>		<i>Totals Hours</i>
<i>Weekday Hours</i>	<i>Weekend Hours</i>	
45	6	51

You want headings to display at the top of each of four pages of a 3-column table. One heading spans 2 columns, the other heading is for the third column.

Place the insertion point in the row where you want to create the heading.

Select the first two cells in that row.

Choose Table/Connect Cells.

Type the desired heading. You can type more than one line of text.

Place the insertion point in the third cell in that row.

Type the desired heading.

Choose Table/Headings.

Ami Pro displays the headings as the first row on each page, above the rows that contain your data.

---

### Understanding cell addresses

Each cell in a table has a unique identifier or cell address that is determined by the column and row in which it is located. Columns are identified by letters of the alphabet. Rows are identified by numbers.

You can display column and row headings by choosing View/View Preferences and selecting Table row/column headings.

	A	B	C
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Column letters —————

Row numbers —————

Cell addresses are always noted first by the letter of the column, then by the number of the row. For example, A4 means the first cell in the fourth row. A is the first column, 4 is the fourth row. You can use cell addresses to create formulas in a table.

---

## Using formulas

You can create formulas to add, subtract, multiply, divide, and use sums and percents for the numeric data in a table. Ami Pro displays the results of the calculations in the cells.

---

### To create or edit a formula

You can create a formula in a cell before you enter the numeric data referenced in the formula. Ami Pro automatically places the results of the calculations into the formula cell after you enter the data.

1. Place the insertion point in the cell where you want to create or edit a formula.

**Mouse** Double-click a cell that contains a formula.



2. Choose Table/Edit Formula.
3. Type the desired formula or edit the existing formula, using the available mathematical operations and syntax.
4. Choose OK.

When you place the insertion point in a cell that contains a formula, a box appears around the cell. You can edit the formula or delete it by pressing **DEL**.

**Note** If you reference a cell in one or more formulas and Ami Pro cannot understand the contents of that cell, REF appears in any cells referencing that cell. You can either edit the formulas or modify the contents of that cell.

### Using mathematical operations and syntax in a formula

You can specify any combination of five mathematical operations in a formula. These are addition (+), subtraction (-), multiplication (\*), division (/), and percent (%). In addition, you can choose to sum a range of cells, and you can nest operations within parentheses.

You can use Lotus 1-2-3 syntax in table formulas. You can start a formula with an @ or an = or just use the operation. You can specify a range of cells using two periods (..) or a colon (:). For example, sum (B2:B5)-B6 and = sum (B2 .. B5)-B6 and @ sum (B2 .. B5)-B6 all mean subtract the number in cell B6 from the sum of the numbers in cells B2 through B5.

### Cutting, copying, and pasting a formula cell

Cell addresses referenced in a formula normally change when the contents of the formula cell are cut, copied, and pasted into another cell. These cell addresses are relative to the cell containing the formula. For example, cell B1 contains this formula: sum (B2:B5)-B6. If you copy the contents of B1 and paste the formula into cell C1, the formula is now: sum (C2:C5)-C6.

You can use an absolute address to ensure that the contents of a specific cell are always referenced, even if the formula cells are copied, cut, and pasted. You can specify the absolute address of a cell by placing a \$ designator before the column and row identifier of a cell. For example, cell B1 contains this formula: sum (\$B\$2:\$B\$5)-\$B\$6. If you copy the contents of B1 and paste the formula into cell C1, the formula remains: sum (\$B\$2:\$B\$5)-\$B\$6.

---

### To use Quick Add

Ami Pro can automatically add the contents of a column or row.

1. Place the insertion point in the cell that should contain the sum.
2. Choose Table/Quick Add.
3. Choose Column or Row.
4. Choose OK.

The cell now contains a formula. It can be edited the same way as other formula cells.

**Note** If the column or row contains any text cells, Quick Add yields incorrect results.

## Using footnotes in a table

You can insert footnotes into table cells. Ami Pro creates a single-column row for the footnote text at the end of the table.

Ami Pro creates and numbers footnotes for each table. Footnotes are not numbered across tables.

## To type footnotes into a table



1. Place the insertion point in the cell where you want to insert a footnote.
2. Choose Tools/Footnotes.
3. Select Insert footnote.
4. Choose OK.

Footnote reference number

Sales <sup>1</sup>			
August	September	October	Average
99.89	77.56	45.09	74.18
45.78	78.54	76.09	66.8
98.23	129.98	120.65	116.29
Footnote text			

Footnote text

Ami Pro displays the footnote number in the cell and creates a single-column row for the footnote text at the end of the table.

5. Type the desired footnote text in the footnote cell.
6. Press **ESC** to move the insertion point back to the cell that contains the footnote reference number.

## Using tabs in a table

You can use tabs in a cell to separate information within that cell. You create tabs by assigning paragraph styles using style tabs to the desired cells or by inserting a ruler into the cells.

**?Help** For information, refer to “To modify paragraph style tabs” in Chapter 7 and “To modify tabs in the current ruler” in Chapter 8.

You can use the same tab settings in multiple cells if you select the cells before assigning a paragraph style or inserting a ruler. After you set the desired tabs, you can press **CTRL+SHIFT+TAB** to insert a tab into a cell.

**?Help** You can also use leaders to display a series of characters before or after the last character in any cell. For information, refer to “To create leaders” in this chapter.



---

## Using a page break in a table

If you are using a table that spans several pages, you can insert a page break to control the amount of information on a page. In particular, if a cell contains multiple lines or paragraphs of information, you can insert a page break so that all the data in the cell displays on the same page.

---

### To insert a page break



1. Place the insertion point in any cell in the row that you want to move to the next page.
2. Choose Page/Breaks.
3. Select Insert page break.
4. Choose OK.

Ami Pro moves the current row to the next page and continues the table on that page. If you choose View/View Preferences and select both Marks and Table gridlines, Ami Pro displays the table gridline as a dotted line in any row that contains a page break.

---

### To remove a page break



1. Place the insertion point in any cell in the row immediately below the page break.
2. Choose Page/Breaks.
3. Select Remove page break.
4. Choose OK.

Ami Pro removes the page break and repaginates the table.

---

## Sorting data in a table

*Ami Pro sorts an entire row, even if you select only a portion of it.*

You can arrange the data in a table alphabetically or numerically in ascending or descending order. All Sort options used for main document text are available for table data. However, Ami Pro does not include any cells containing a formula when it sorts the data.

You can select the cells you want to sort, or sort the entire table. When you use Sort, the columns in the table are the fields, and the rows in the table are the records. You can specify the number of rows in one record.

?Help For information about Sort, refer to “Using Sort” in Chapter 21.

---

## Using a table for merge

You can create a table in a document and type or import the merge data into the cells in the table. If the number of records in the merge data file will exceed a single page in the document, create a page table.

When you use a table as a merge data file, you do not need to define the field and record delimiters. Ami Pro uses the columns in the table as the fields and the rows as the records.

---

## To use a table as a merge data file

1. Create a table on the first page of the document.
 

**Note** The table must be created on the first page of the document, and the document should not contain any other text.
2. Specify as many columns as the number of fields you want in the merge data file. You can insert additional columns later if you need them.
3. Specify as many rows as the number of records you want in the merge data file. You can insert additional rows later if you need them.
4. Choose OK.
5. In the first row of the table, type the name of each field.
 

**Note** Each field name must be in a separate cell.
6. Place the insertion point in the first cell in the second row.
7. Type or import the desired data into the cells in the table.

---

## Using table data to create a chart

You can use data in a table to create a chart.

1. Create a table.
2. Insert the desired data into the cells.
3. Select the cells containing the data for the chart.



4. Choose Edit/Copy.

**Keyboard** Press CTRL+INS or CTRL+C.

The data is copied to the Windows Clipboard and Ami Pro uses it when you create the chart.



5. Choose Tools/Charting.

?Help For information, refer to “To create a chart” in Chapter 18.

## Creating a form

You can use Tables to design a new form or reproduce an existing form. A form can be designed to print data onto a pre-printed form or to print an entire form (including lines and color) onto a blank piece of paper. You can create the table for a form in a frame or within the main document text.

To create a table that matches the specifications of the form, you need to plan ahead. You should:

- Count the number of columns and rows you'll need for the form.
- Measure the width of each column.
- Measure the height of each row.

### To create the table for the form



1. Choose Tools/Tables.
2. Specify the number of columns and rows.
3. Choose Layout.
4. Specify the default width and height for the columns and rows in the table. If the column widths and row heights for the form vary, choose the most common settings. You can change the sizes of selected columns and rows after the table is created.

**Note** If you are creating a table that prints text on a pre-printed form, you may want to disable Automatic in the Modify Table Layout dialog box. Once Automatic is disabled, you can specify the desired measurement for the height of a row.

5. Choose OK to return to the Create Table dialog box.
6. Choose OK to return to the document.

?**Help** You can modify the column and row sizes and add lines around the cells. For information, refer to “To modify column and row sizes” and “To modify lines and color” in this chapter.

### Adding text to the form

Normally you have two types of text in a table—label text and variable text. Label text is text you want to appear on every form (for example, Name, Address, and so on). Variable text is the particular data you type when you fill in the form (for example, Bill Jones, 123 Main Street). You enter both types of text the same way.

?**Help** For information, refer to “Placing information into a table” in this chapter.

---

### To protect cells containing label text



You can protect the cells containing label text from being edited.

1. Type all the label text in separate cells.
2. Select the cells.
3. Choose Table/Protect.
4. Repeat steps 2 – 3 for all the label cells.
5. Choose Table/Modify Table Layout.
6. Select Honor protection in the Options box.
7. Choose OK.

Ami Pro does not allow you to place the insertion point into the protected cells until you deselect Honor protection.

---

### To print a form without printing label text



Ami Pro can print the form without printing the label text.

1. Choose Table/Modify Table Layout.
2. Deselect Honor Protection.
3. Choose OK.
4. Select the cells that contain the label text.
5. Choose Edit/Mark Text.
6. Choose Protected Text.
7. Repeat steps 4 – 6 for all label cells.
8. Choose File/Print.
9. Choose Options.
10. Select On preprinted form.

*You can select Honor protection again if you want to continue to protect the label text from being edited.*



**Note** This prevents any text you marked as protected and any Lines or Color you specified in the table from printing on the form.

11. Choose OK to return to the Print dialog box.
12. Choose OK to start the print job.

---

**To save the form for future use**

*If you need to make changes to the form or the label text, you can edit the form and then save it as a style sheet again, selecting With Contents.*

There are two ways you can save a form for future use. You can:

- Save the form as you would any Ami Pro document.

?**Help** For information, refer to “Saving an Ami Pro document” in Chapter 4.

- Save the form as a style sheet selecting With contents.

?**Help** For information, refer to “Creating a style sheet” in Chapter 9.

**Tip** You can use the form style sheet each time you want to place data in the form. Choose File/New, select the form style sheet, select With contents, and choose OK.

Ami Pro displays the form on the screen, ready for you to enter the variable text. This method allows you to complete and print a form without altering the original.

---

# 17

## Enhancing a Document with Drawings

---

### Understanding Drawing

*You can use Drawing to create organizational charts, call-outs, and illustrations.*

*You must have a mouse to use Drawing.*

If you have a mouse, you can use Drawing to create and edit an object-based picture that consists of lines, arcs, ellipses, and rectangles. The picture can be in a frame in the main document text, a header or footer, or a table.

When you use Drawing, Ami Pro automatically changes to Draw mode and displays draw object and command icons across the top of the screen. Once you are in Draw mode, you can modify and save either a picture you create or an AmiDraw, Windows Bitmap, or Windows Metafile you import.

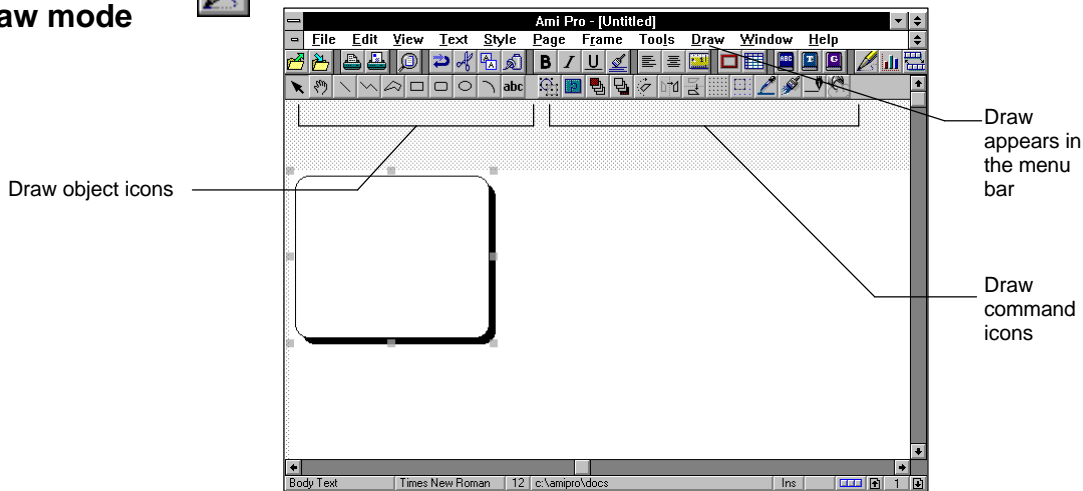
In Draw mode, you can select objects in a picture, then copy and move them. You can change the size and shape of an object, and rotate and flip the object. Ami Pro provides a variety of line styles, line endings, fill patterns, and colors that you can use to change the appearance of selected objects. In addition, you can specify the desired settings for rotation, a grid, line style, line color, line endings, and fill patterns.

**?Help** You can also use Drawing to edit a Lotus .PIC, Freelance, or DrawPerfect file you import into a frame using File/Import Picture. Ami Pro automatically converts these files into AmiDraw files when you import them. For information about importing graphics, refer to “Using a picture in a frame” in Chapter 15.

## Accessing Draw mode



Choose Tools/Drawing to access Draw mode.



**Mouse** To access Draw mode after you have created a drawing, double-click the frame that contains the drawing.

## Using the draw icons

Ami Pro provides a variety of icons that you can use to create objects such as lines, circles, or squares.

### To use the draw object icons



#### **Selection Arrow**

Selects or sizes an object or group of objects.



#### **Hand**

Selects the entire picture so you can position it within the frame and crop it so that only part of the picture displays.



#### **Line**

Draws a straight line in the direction you drag the mouse. To draw a line at a perfect 45 degree angle, hold **SHIFT** while you drag the mouse.



#### **Polyline**

Draws a connecting line. Click the mouse in the position where you want to start the line, then click the mouse in the position where you want to end the line. Ami Pro connects the points you specify.

**Tip** You can add new lines by clicking the mouse in new positions. Ami Pro draws a line between the previous position and the current position.



### Polygon

Draws connecting lines that create the sides of a closed object. Click the mouse in the position where you want to start the line, then click the mouse in the position where you want to end the line. Ami Pro connects the points you specify. It closes the polygon by connecting the first and last points.



### Rectangle

Draws a rectangle. To draw a square, hold **SHIFT** while you drag the mouse.



### Rounded Rectangle

Draws a rectangle with rounded corners. To draw a rounded square, hold **SHIFT** while you drag the mouse.



### Ellipse

Draws an ellipse. To draw a circle, hold **SHIFT** while you drag the mouse.



### Arc

Draws an arc.



### Text

Places the insertion point inside a drawing so you can type text.

*You can create a Bezier curve by modifying an arc.*

---

## To use the draw command icons

You can use the draw command icons to manipulate the objects in a drawing. Click the desired draw command icon to use it.



### Select All

Selects or deselects all the objects inside the frame.



### Group/Ungroup

Groups or ungroups the selected objects inside the frame.



### Bring to Front

Places the selected object on top of all other objects at that location.



### Send to Back

Places the selected object underneath all other objects at that location.



### Rotate

Rotates the selected object or group of objects clockwise or counterclockwise.



**Flip Horizontally**

Flips the selected object or group of objects from left to right. You can flip any object except a text object.

**Flip Vertically**

Flips the selected object or group of objects from top to bottom. You can flip any object except a text object.

**Show/Hide Grid**

Displays or conceals a grid inside the frame.

**Snap To**

Aligns objects automatically or manually on the grid specified for the frame.

**Extract Line & Fill**

Changes the current line style and fill pattern to the line style and fill pattern of the selected object.

**Apply Line & Fill**

Changes the line style and fill pattern of the selected object to the current line style and fill pattern.

**Line Style**

Displays line style, color, and endings options.

**Fill Pattern**

Displays color and fill pattern options.

## Creating a drawing

*There is no keyboard interface for Drawing. You must have a mouse.*

You must create objects inside a frame to create a drawing. You can create a frame of the desired size before accessing Draw mode or choose Tools/Drawing and let Ami Pro create the frame using the current settings in the Create Frame dialog box.

**Note** You cannot create a drawing in a frame that already contains text.

### To create an object

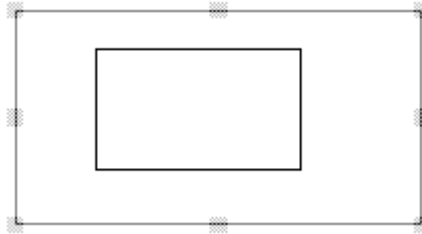
1. Create or select an empty frame of the desired size in the location where you want the drawing to appear.

?Help For information about creating a frame, refer to “Creating a frame” in Chapter 15.



Hold **SHIFT** while you drag the mouse to create a square, rounded square, or circle. If you do not hold **SHIFT**, Ami Pro creates a rectangle, rounded rectangle, or ellipse.

2. Choose Tools/Drawing.  
Ami Pro changes to Draw mode.
3. Click a draw object icon, such as the ellipse or the rectangle.
4. Position the mouse pointer where you want to create the object inside the frame and then drag the mouse to draw the object.
5. Release the mouse button to stop drawing the object.



Ami Pro displays the object inside the frame.

---

### To create a freehand object

You can use the polyline and polygon draw object icons to create freehand objects.

1. Choose Tools/Drawing
2. Click the polyline or polygon object icon.
3. Position the mouse pointer where you want to create the object inside the frame and then hold **SHIFT** while you drag the mouse.
4. Release the mouse button to stop drawing the object.

---

### To create a text object

When you are in Draw mode, you can add text to the picture by creating a text object. You can specify the face, size and color for the text in the current object and all future text objects you create.

You can also copy text to the Clipboard and then paste it into a drawing when you are in Draw mode. Ami Pro creates a text object that uses the current Draw mode font in the upper left corner of the drawing. If the text consists of several paragraphs, Ami Pro creates an object for each paragraph. You can move the text object to the desired position.

#### To create a text object

1. Choose Tools/Drawing.
2. Click the Text object icon.
3. Click where you want to create the text inside the frame.

You can modify the appearance of the text using Text menu enhancements.

4. Type the desired text.

AmiDraw

Ami Pro creates a text object in the picture.

#### To specify a font

1. Choose Text/Font.

**Shortcut** Click the Face button in the status bar and select the desired face. Click the Point Size button and select the desired size.

2. Specify the desired face, size, and color.

?Help For information about specifying colors, refer to “To set User Setup defaults” in Chapter 3.

3. Choose OK.

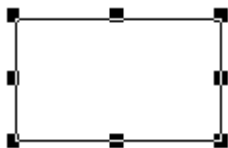
## Selecting objects in a drawing

It's important to remember that a drawing is a picture made up of multiple objects—lines, polygons, arcs, text, and so on. You can modify any object in the drawing if you change to Draw mode and then select the desired object.

### To select an object

*You can select an object that is totally hidden by another object. Hold CTRL and click the top object until the desired object is selected.*

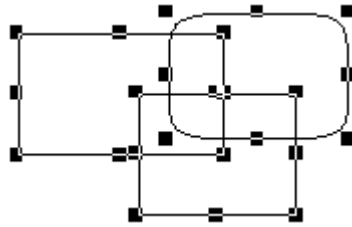
1. In Draw mode, click the Selection Arrow icon.
2. Click the desired object.



Ami Pro displays black handles around the object.

### To select multiple objects

1. In Draw mode, click the Selection Arrow icon.
2. Select the first object.
3. Hold SHIFT and click the next object.
4. Repeat step 3 for each object you want to select.



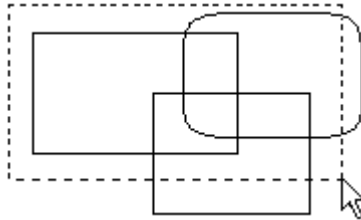
Ami Pro displays black handles around the objects.

?Help You can group selected objects so they stay together. For information, refer to “To group selected objects” in this chapter.

---

### To select multiple adjacent objects

1. In Draw mode, click the Selection Arrow icon.
2. Position the mouse pointer in one corner of the area where the objects are located and then drag the mouse completely across the desired objects.



Ami Pro displays a dotted rectangle as you move the mouse.

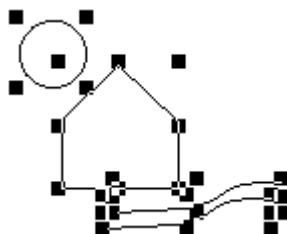
3. Release the mouse button.  
Any objects that are even partially inside the rectangle when you release the mouse button are selected.

---

### To select all objects

You can quickly select all the objects in a drawing.

The Select All command is a toggle. You can switch between selecting and deselecting all the objects in a drawing by clicking on the Select All icon or choosing Draw/Select All.



Ami Pro displays black handles around all the objects.

---

### To deselect an object

In Draw mode, click anywhere in the drawing outside the selected object. Ami Pro removes the black handles around the object.

---

### Editing a drawing

You can move, copy, size, and modify the shape of objects in a drawing if you are in Draw mode. You can also delete an object or the entire drawing.



Choose Tools/Drawing to access Draw mode, and then edit the desired objects.

---

### To move an object

*You can move multiple objects at one time if you select the desired objects before dragging the mouse.*

1. Select the object.
2. Position the mouse pointer on or inside the object and then drag the object to the desired position.
3. Release the mouse button.

The object displays in the new position in the drawing.

---

### To copy an object

1. Select the object.  
**Shortcut** Position the mouse pointer on or inside the object. Hold **SHIFT** and drag the object to the desired position.



2. Choose Edit/Copy.

**Keyboard** Press **CTRL+INS** or **CTRL+C**.



3. Choose Edit/Paste.

**Keyboard** Press **SHIFT+INS** or **CTRL+V**.

4. Position the mouse pointer on or inside the object and then drag the object to the desired position.
5. Release the mouse button.

Ami Pro displays the copy of the object in the new position in the drawing.

---

### To size an object

*If you size a text object, Ami Pro changes the point size of the text.*

1. Select the object.
2. Position the mouse pointer on a black handle and then drag the handle until the object is the desired size.

**Note** Dragging a side handle changes the width of the object. Dragging a top or bottom handle changes the height of the object. Dragging a corner handle changes both the width and height of the object at the same time.

3. Release the mouse button.

---

### To edit a text object

1. Click the Text object icon.
2. Click in the drawing where the text displays.
3. Edit the text.

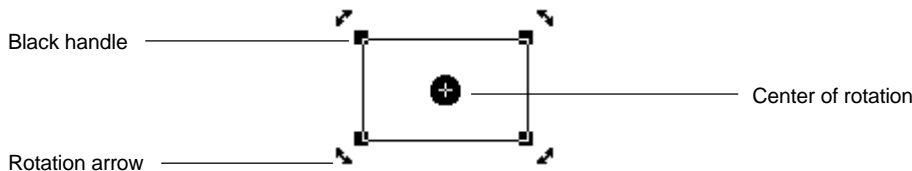
**Note** You can only use **BACKSPACE**, **SPACEBAR**, **DEL**, and **↑**, **↓**, **→**, and **←** to edit the text. If you press **ENTER**, Ami Pro creates a new text object below the existing object.

---

### To modify the shape of an object

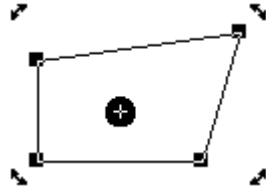
You can modify the shape of a rectangle, rounded rectangle, ellipse, or arc.

1. Select the object.
2. Double-click the object.



3. Position the mouse pointer on a black handle and then drag the mouse in the direction where you want to move the line or side of the object.

4. Release the mouse button to stop modifying the object's shape.



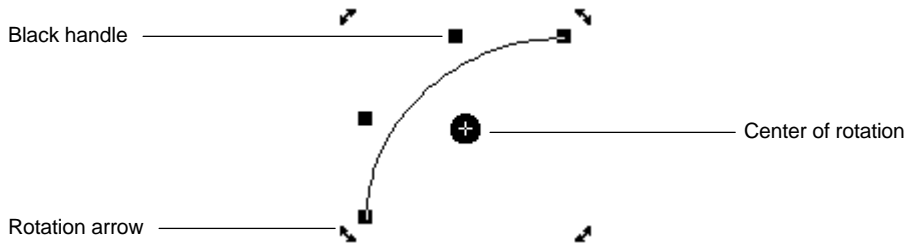
Ami Pro redraws the object.

---

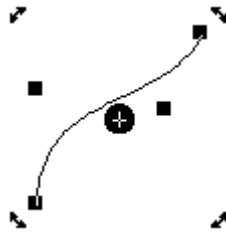
**To create a Bezier curve**

You can create a Bezier curve by modifying an arc.

1. Select the arc.
2. Double-click the arc.



3. Position the mouse pointer on a black handle and then drag the mouse in the direction you want to curve the arc.
4. Release the mouse button to stop modifying the arc's shape.



Ami Pro redraws the arc.

---

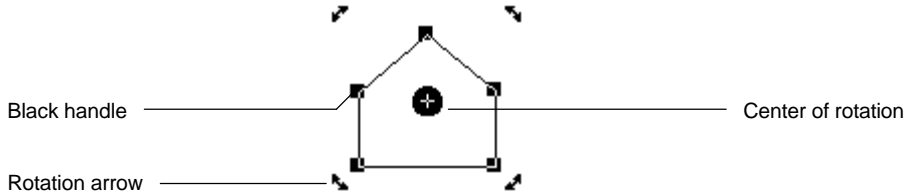
**To modify the shape of a polyline or polygon**

You can modify the shape of a polyline or polygon by adding points to, or deleting points from, any line in the object.

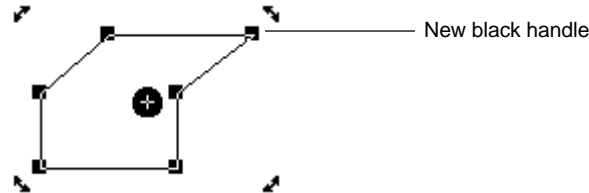
**Tip** Choose View/Enlarged to display the object in greater detail and to have more control over points that are very close together.

**To add points to a polyline or polygon**

1. Select the object.
2. Double-click the object.



3. Position the mouse pointer on any line in the object and then drag the line in the direction where you want to create a new point.
4. Release the mouse button at the position where you want a new point to appear.



Ami Pro redraws the line.

**To delete points from a polyline or polygon**

1. Select the object.
2. Double-click the object.
3. Double-click the mouse button when the mouse pointer is on a black handle.

Ami Pro removes the black handle and redraws the line.

---

**To delete an object**

1. Select the object.
  2. Press **DEL**.
- Ami Pro deletes the object.

---

**To delete a drawing**

1. Double-click the frame to access Draw mode.
  2. Click the Select All command icon.
  3. Press **DEL**.
- Ami Pro deletes the drawing.



**Note** When you delete a drawing, Ami Pro only allows another drawing to be placed into the frame. If you want to use text or another type of picture, you must delete both the frame and the drawing by selecting the frame and pressing **DEL**.

---

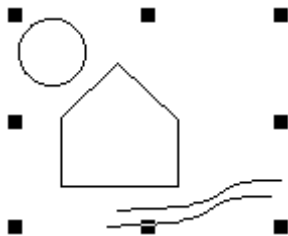
## Grouping objects

When you group objects, Ami Pro treats multiple objects as one unit. You can use the Group command icon or choose Draw/Group to group objects.

The Group command is a toggle. You can switch between grouping and ungrouping selected objects by clicking the Group command icon or choosing Draw/Group.

*You can move, copy, size, delete, and use any of the Draw commands on grouped objects.*

1. Select the first object.
2. Hold **SHIFT** and click the next object.
3. Repeat step 2 for each object you want to include in the group.
4. Click the Group command icon.



Ami Pro displays black handles around the group of objects instead of around each individual object.

---

## Using layered objects

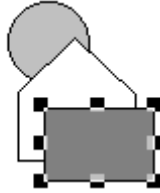
You can layer objects on top of each other to create visual effects. You can use the Bring to Front and Send to Back command icons or choose Draw/Bring to Front or Send to Back to determine the order of the layering.

*You can select an object underneath another object by clicking it. If an object is totally hidden, hold **CTRL** and click inside the top object where it overlaps the object underneath until the desired object is selected.*

### To use Bring to Front

1. Select the object.

2. Click the Bring to Front command icon.



Ami Pro places the selected object on top of all other objects at that location.

**To use Send to Back**

1. Select the object.
2. Click the Send to Back command icon.



Ami Pro places the selected object underneath all other objects at that location.

---

**Modifying an object**

You can modify an object by rotating it, flipping it, or modifying its line style, color, and fill pattern.

---

**To rotate an object**

You can rotate an object using the Rotate command icon or the center of rotation and the rotation arrows.

?Help You can also choose Draw/Rotate to specify the degree and direction of rotation. For information, refer to “Modifying Draw settings” in this chapter.

**To use the Rotate command icon**

1. Select one or more objects.
2. Click the Rotate command icon.

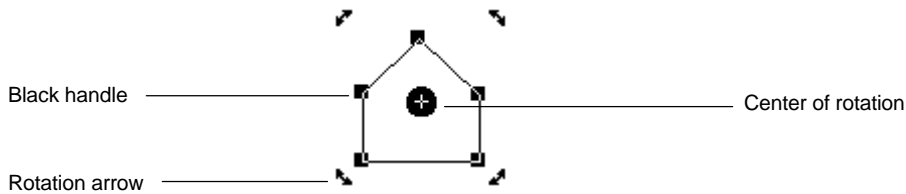
Ami Pro rotates the object the degree and direction specified in the Rotate dialog box.

**To use the center of rotation and rotation arrows**

1. Select the object.

*The first time you access Draw mode, Rotate is set to 10 degrees clockwise.*

2. Double-click the object.



3. If you want to change the center of rotation, position the mouse pointer on the black circle and then drag the mouse in the direction where you want to move the center of rotation.
4. Release the mouse button.
5. If you want to rotate the object, position the mouse pointer on a rotation arrow and then drag the mouse in the direction you want to rotate the object.
6. Release the mouse button to stop rotating the object.

---

## To flip an object

You can use the Flip command icons or choose Draw/Flip to flip and choose the desired direction to flip an object horizontally (from left to right) and vertically (from top to bottom).

**Shortcut** Double-click a corner handle of the object to flip the object both horizontally and vertically.

### To flip an object horizontally

1. Select the object.
2. Click the Flip Horizontally command icon.

**Mouse** Double-click a black handle on one side of the object to flip the object from left to right.

Ami Pro flips the object from left to right.

### To flip an object vertically

1. Select the object.
2. Click the Flip Vertically command icon.

**Mouse** Double-click a black handle on the top or bottom of the object to flip the object from top to bottom.

Ami Pro flips the object from top to bottom.

*You cannot flip a text object or a Windows Bitmap picture.*

---

### To extract the line style & fill pattern of an object

You can use the Extract Line & Fill command icon or choose Draw/Extract Line & Fill to extract the line style, line color, line endings, fill pattern, and color of a selected object and make it the current line style and fill pattern.

**Tip** These are shortcuts for modifying the line style and fill pattern of an object without displaying the dialog boxes.

1. Select the object.
2. Click the Extract Line & Fill command icon.

The line style and fill pattern command icons change to the line style and fill pattern of the selected object.

---

### To apply the current line style and fill pattern to an object

You can use the Apply Line & Fill command icon or choose Draw/Apply Line & Fill to change the line style, line color, line endings, fill pattern, and color of selected objects to the current line style and fill pattern.

1. Select an object or group of objects.
2. Click the Apply Line & Fill command icon.

The line style and fill pattern of the selected object change to the current line style and fill pattern.

---

### To modify the current line style and color

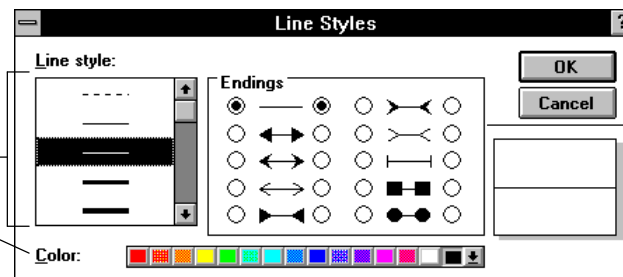
You can use the Line Style command icon or choose Draw/Line Style to specify the line style, color, and endings you want to use whenever you click the Line Style command icon or create a new object.

1. If you want to modify the line style of existing objects, select the objects.
2. Click the Line Style command icon.

*The first time you access Draw mode, the line style is a solid black line.*

Select the desired Line style

Specify the desired Color



Select the desired Endings

*Ami Pro uses the line style, color, and endings you specify for currently selected objects and any future objects you draw.*

### To modify the current fill pattern

*The first time you access Draw mode, the fill pattern is transparent.*

**Note** You can select an ending for the beginning and ending of a line, arc, or polyline.

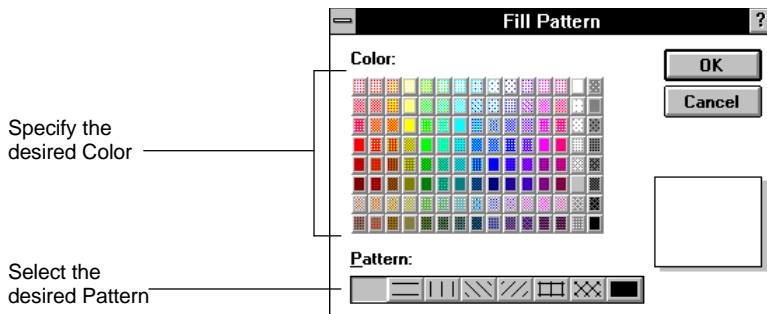
**?Help** For information about specifying a color, refer to “To set User Setup defaults” in Chapter 3.

3. Choose OK to return to the drawing.

You can use the Fill Pattern command icon or choose Draw/Fill Pattern to specify the color and fill pattern you want to use whenever you click the Fill Pattern command icon or create a new object.

**Note** Ami Pro only fills closed objects such as polygons, squares, and circles with the specified color and fill pattern.

1. If you want to modify the color or fill pattern of existing closed objects, select the objects.
2. Click the Fill Pattern command icon.



**?Help** For information about specifying a color, refer to “To set User Setup defaults” in Chapter 3.

3. Choose OK.

Ami Pro uses the pattern and color you specify for currently selected objects and any future objects you draw.

### Using a grid

*You can use the grid to align objects in the drawing.*

You can use the Grid command icon or choose Draw/Show or Hide Grid to show and hide grid settings.

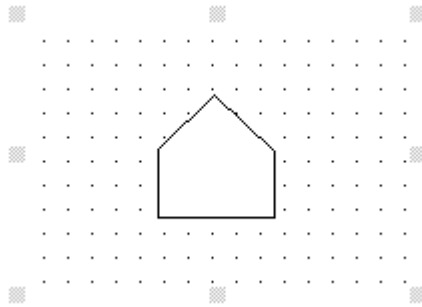
The Grid command is a toggle. You can switch between showing and hiding the type of grid specified in the Grid Settings dialog box.

**?Help** For information about changing the grid settings, refer to “Modifying Draw settings” in this chapter.

### To show or hide the grid

*The first time you access Draw mode, Ami Pro does not display the grid in the frame.*

Click the Grid command icon to display a grid in the frame.



Ami Pro displays a grid in the frame.

### To align objects to the grid

You can use the Snap To command icon or choose Draw/Snap To to align objects on the grid. The Snap To command is a toggle. You can switch between Ami Pro aligning objects to the grid coordinates and you positioning the objects by clicking Draw/Snap To. Ami Pro implements the Snap To command whether or not the grid is displayed in the frame.

## Modifying Draw settings

In Draw mode, you can modify the degree and direction of rotation and the desired grid settings.

### To modify the degree and direction of rotation

You can specify the degree and direction of rotation you want Ami Pro to use whenever you click the Rotate command icon.

1. Choose Draw/Rotate.

Specify the number of degrees you want an object to rotate each time you click the Rotate command icon

Rotate
?

Rotate:

↓

↑

degrees

OK

Cancel

Direction

Clockwise

Counter-clockwise

Select the Direction you want an object to rotate each time you click the Rotate command icon

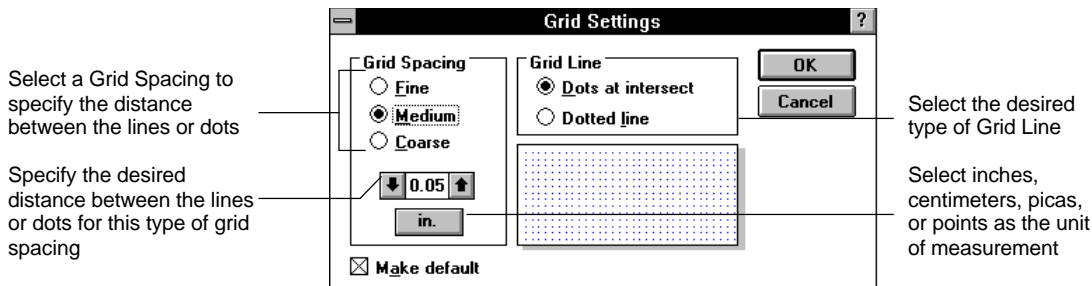
**Note** You can rotate an object 360 degrees clockwise or counterclockwise.

2. Choose OK.

## To modify the grid settings

You can specify the grid settings you want to use whenever you click the Grid command icon. Grid settings affect the entire frame, not just selected objects.

1. Choose Draw/Grid Setting.



**Note** You can specify a distance for each type of grid spacing.

### Dots at Intersect

Grid displays as dots.

### Dotted Line

Grid displays as small boxes.

2. If you want Ami Pro to use the specified grid settings in every drawing you create instead of just the current drawing, select Make default.
3. Choose OK.

## Examples of drawings

### Using Select All, Line Style, and Fill Pattern with layered objects



- Create a frame.
- Choose Tools/Drawing.
- Draw a square.
- Select the square.
- Click the Fill Pattern command icon.
- Specify the desired Color and Pattern and choose OK.
- Draw a polygon that partially overlaps the square.
- Select the polygon.



*Ami Pro places each successive object on top of the last object you drew.*

Click the Fill Pattern command icon.

Specify the desired Color and Pattern and choose OK.

Draw a circle that overlaps both the square and the polygon. If necessary, click the Send to Back icon to move the circle underneath the square.

Select the circle.

Click the Line Style command icon. Specify the desired Line Style and Color and choose OK.

If necessary, click the Send to Back command icon to move the circle underneath the square.

Select the square.

Choose Draw/Extract Line & Fill. Ami Pro changes the Fill Pattern command icon to match the color and fill pattern of the square.

Select the circle.

Select the Apply Line & Fill command icon and choose OK.

Ami Pro changes the color and fill pattern of the circle to match that of the square.

Click the Send to Back command icon. Ami Pro displays the circle underneath the other objects.

Click the Select All command icon. Ami Pro selects all three objects.

### **Using Group, Rotate, and Flip with layered objects**

Using the desired Color and Pattern, draw two freehand polygons that overlap.

Select one of the polygons.

Click the Rotate command icon. Ami Pro rotates the polygon the degree and direction specified in the Rotate dialog box.

Double-click the selected polygon.

Rotate the polygon again, this time using the rotation arrows.

Select the other polygon.

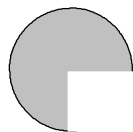
Click the Flip Vertical command icon. Ami Pro flips the polygon from top to bottom.

Click the Flip Horizontal command icon. Ami Pro flips the polygon from left to right.

Hold **SHIFT** and click the deselected polygon.

Click the Group command icon. Ami Pro groups the polygons.

### **Using one object to hide another**



Create an object.

Create another object on top of the object or portion of the object you want to hide.

With the top object selected, click the Line Style command icon.

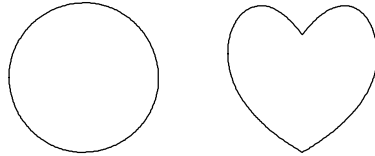
Select transparent as the line style and choose OK.

Click the Fill Pattern command icon.

Select white as the color and solid as the fill pattern and choose OK.

Size the object on top to reveal more or less of the object underneath.

### Copying, moving, and changing the shape of an object



Create a circle.

Position the mouse pointer inside the circle.

Hold **SHIFT** and drag the mouse to create a copy of the circle.

Move the selected circle so that it no longer overlaps the original circle.

Double-click the new circle to display its rotation arrows and center of rotation.

Change the circle to a heart by dragging the top center black handle toward the center of the circle and the bottom center black handle outward.

---

## Importing a drawing

*You can place multiple drawings into a single frame using Import Drawing.*

Once you are in Draw mode, you can import an AmiDraw file, a Windows Bitmap file, or a Windows Metafile. You can then use any of the Draw icons to edit the picture.

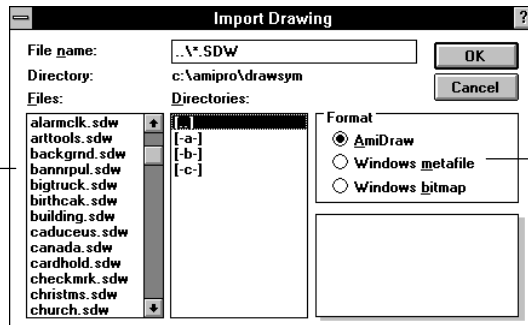
**Note** The maximum size for one object is 64K. The maximum size for an entire drawing is limited to available memory.

You can use the Draw icons to edit an HPGL or .CGM file you import into an Ami Pro frame. Ami Pro converts these file formats to Windows Metafiles when importing. Double-click the frame containing the picture you imported, choose Edit/Copy to copy the picture to the Clipboard, create an empty frame, choose Tools/Drawing to access Draw mode, and choose Edit/Paste to insert the picture into the draw frame.

**To import a drawing**

1. In Draw mode, choose File/Import Drawing.

Specify the name of the file you want to import



Select AmiDraw, Windows Metafile, or Windows Bitmap as the desired Format for the file

2. Choose OK.

**Note** Certain Windows Metafiles objects may not look the same as they do in another application. You can use the draw command icons to edit the picture.

**Saving a drawing or an object as a graphic file**

You can save a drawing or an object as an AmiDraw file or a Windows Metafile or Bitmap file. You can use the drawings as clip art in other frames within the same document or in other documents.

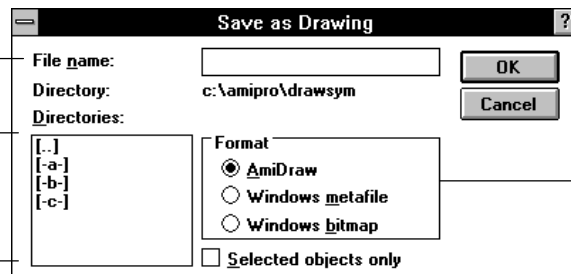
**To save a drawing or an object as a graphic file**



1. Select the frame that contains the drawing.
2. Choose Tools/Drawing.
  - Mouse** Double-click the frame.
3. If you want to save one or more objects to the file, select the desired objects.
4. Choose File/Save As Drawing.

Type a name for the draw file

Specify the directory where you want the file to be stored



Select AmiDraw, Windows Metafile, or Windows Bitmap as the desired format for the file

**Note** Do not type an extension for the file name. Ami Pro adds the correct extension when you select the desired format.

5. If you want to save only the selected objects, select Selected objects only.
6. Choose OK.

## Copying a drawing or an object

You can copy an entire drawing or one or more selected objects in a drawing to another location in the same document or to a different document. Ami Pro copies the drawing or objects to the Clipboard.

### To copy the entire drawing



1. Select the frame that contains the drawing you want to copy.
2. Choose Edit/Copy.

**Keyboard** Press CTRL+INS or CTRL+C.

3. If you want to paste the drawing into another document, make that document the active window.
4. Choose Edit/Paste.

**Keyboard** Press SHIFT+INS or CTRL+V.

Ami Pro places the frame and its contents in the same position on this page as they were on the original page.

5. Move the frame to the desired position on the page.

*You can paste the drawing into the current document or into another document.*



### To copy selected objects



1. Select the frame that contains the drawing.
2. Choose Tools/Drawing.

**Mouse** Double-click the frame.

3. Select the desired objects.
4. Choose Edit/Copy.

**Keyboard** Press CTRL+INS or CTRL+C.

5. Create an empty frame of the desired size in the location where you want the draw objects to appear.
6. Choose Edit/Paste Special.
7. Select AmiDraw as the desired format.
8. Choose OK.

You can now modify the picture using Drawing.



**Exiting Draw  
mode**

To exit Draw mode, press **ESC**.

If you want to return to the main document text, click outside the frame.



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# 18

## Enhancing a Document with Charts

---

### Understanding Charting

You can use the Ami Pro Charting function to create a variety of charts. Ami Pro creates the chart using data you provide. You can specify the type of chart you want; column, stacked column, bar, stacked bar, line, area, line and picture, pie, expanded pie, picture, and stacked picture charts. In addition, Ami Pro provides options for a legend, a grid, the colors that should be used in the chart, and the numbers that should display along the X or Y axis.

**?Help** For information about chart types and options, refer to “Understanding chart types” and “Creating a chart” in this chapter.

If there are colors or pictures you generally want to use for charts you create, you can specify charting color and picture defaults. In addition, you can edit a chart by changing the chart type or using Drawing to add text or modify the chart segments. Ami Pro also allows you to place a chart created in another application into a frame in an Ami Pro document.

---

### Creating data for a chart

Ami Pro uses numeric data separated by tabs or spaces to create a chart in an empty frame. You can create data for a chart in two ways:

- Cut or copy data from main document text or a table in an Ami Pro document, or from another application, to the Windows Clipboard.
- Type the data directly into the Charting Data dialog box.

#### **Guidelines for creating charting data**

Follow these guidelines when you create data for a chart:

- Charting data must consist of numeric data separated by tabs or spaces. The numbers can be negative or exponential and can include decimal symbols. Ami Pro accepts currency symbols and commas, but does not use them in the chart.

*If you want to create labels that are numbers, such as the year 1992, type an underscore before the number: \_1992. Ami Pro treats the numbers as text.*

*If the labels contain multiple words, type an underscore between the words: Label\_A. Ami Pro displays the underscore as a space in the*

- Columns must be separated by one or more spaces **or** a tab.
- The maximum number of columns and rows is determined by the size of the chart, which is limited to 5,000 columns and rows or available memory.
- If you want labels in any chart except a pie chart, type the label text in the first row, preceding any rows of numeric data.
- If you want labels or a legend included in a pie chart, type the text in the first column, preceding any columns of numeric data.

**?Help** Ami Pro uses the text for either a legend or a label, depending on the chart variation you select when you create the chart. For information, refer to “To create a chart” in this chapter.

- If you want a legend included in any chart, type the legend text in the first column, preceding any columns of numeric data.
- Ami Pro accepts enhanced text, but does not use the enhancements in the chart.

**?Help** You can modify the attributes of text in a chart using the Drawing function. For information, refer to “To edit a text object” in Chapter 17.

---

### To cut or copy existing data

You can use existing data to create a chart by cutting or copying it to the Clipboard.

1. Make the document that contains the data the active window.
 

**Note** The data can be stored in an Ami Pro document or table, or in a file created in another application.
2. Select the desired data.
3. Choose Edit/Cut or Edit/Copy to place the data in the Windows Clipboard.
 

**Keyboard** Press **SHIFT+DEL** or **CTRL+X** to cut the data. Press **CTRL+INS** or **CTRL+C** to copy the data.
4. If necessary, make the document you want to contain the chart the active window.
5. If you want the frame to be a particular size, create or select an empty frame of the desired size where you want the chart to appear.





**?Help** For information about creating a frame, refer to “Creating a frame” in Chapter 15.



**6.** Choose Tools/Charting.

Ami Pro displays the Charting dialog box with an example chart using the data you cut or copied.

---

### To type data into the charting data dialog box

You can create the data you want to use for a chart as part of the charting function.

1. If you want the frame to be a particular size, create or select an empty frame of the desired size where you want the chart to appear.

**?Help** For information about creating a frame, refer to “Creating a frame” in Chapter 15.

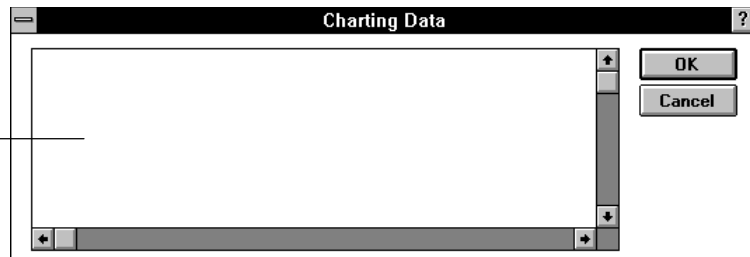
**2.** Choose Tools/Charting.

**?Help** Ami Pro checks the Clipboard to see if it contains data. If the Clipboard does not contain data, Ami Pro displays a message. Choose OK.



Type the data Ami Pro should use to create the chart

The text should be in columnar format with spaces separating the columns



**Keyboard** Press SPACEBAR to separate columnar values. Press ↓ to move from one row to another. Press ENTER only when you finish typing the charting data.

**?Help** Be sure to follow the guidelines for creating charting data. For information, refer to the preceding pages. For an example, refer to “To edit existing data in the charting data dialog box” in this chapter.

**3.** Choose OK.

Ami Pro displays the Charting dialog box, which contains an example chart using the data you specified.

---

### To edit existing data in the charting data dialog box

You can edit the data you cut or copied to the Clipboard, or typed in the Charting Data dialog box.

1. Select the frame that contains the chart.

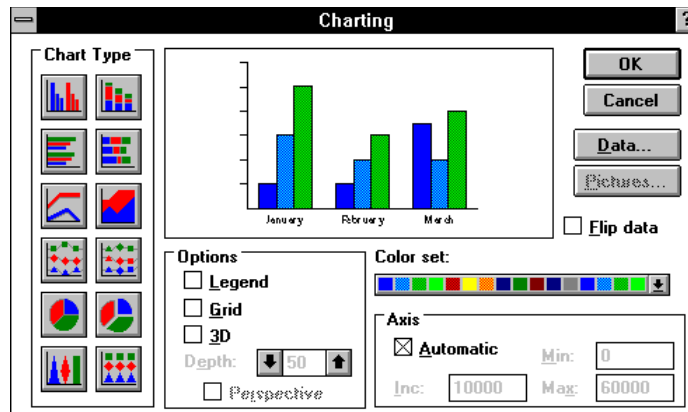
**Shortcut** Double-click the chart to display the Charting dialog box and go to step 3.



2. Choose Tools/Charting.

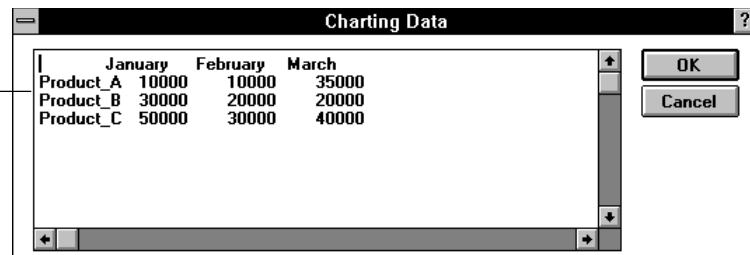
**Note** If you use Drawing to edit a chart, the next time you double-click the chart Ami Pro changes to Draw mode. If you later edit the chart using any of the Charting options, the next time you double-click the chart Ami Pro displays the Charting dialog box. Ami Pro automatically chooses the last function you used on the chart.

If the changes you want to make are extensive, you can type the data in a document and then copy it to the Clipboard. When you display the Charting Data dialog box, select any existing data you want to change. Press **SHIFT+INS** or **CTRL+V** to paste the new data. Ami Pro uses the new data when it generates the



3. Choose Data.

Make the desired changes



Ami Pro displays the Charting Data dialog box, which shows the current charting data in columnar format.

**Note** Editing the data in the Charting Data dialog box does not affect the original data you copied to the Clipboard.

4. Choose OK to return to the Charting dialog box.

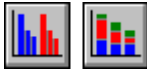
Ami Pro displays an example chart using the modified data.

To insert a new row of data, place the insertion point at the left margin in the desired location and press **CTRL+ENTER**. Ami Pro moves the existing data down one line.

## Understanding chart types

Ami Pro provides twelve types of charts, including column, stacked column, bar, stacked bar, line, area, line and picture, pie, expanded pie, picture, and stacked picture charts. The charting data displays in different ways depending upon the chart type you select.

**?Help** Ami Pro can create a chart with the row data displaying in different colors or the column data displaying in different colors. You can specify how you want the colors to be used. For information, refer to “To create a chart” in this chapter.



### Column or Stacked Column

In column charts, Ami Pro displays the values in the first column of data on the left side of the chart, and the values in the last column of data on the right side of the chart. The row values display from left to right in each set.

In stacked column charts, Ami Pro displays the values in the first row at the bottom of each set, and the values in the last row of data at the top of each set. The column values display from left to right in the chart.



### Bar or Stacked Bar

In bar charts, Ami Pro displays the values in the first column of data at the bottom of the chart, and the values in the last column of data at the top of the chart. The row values display from bottom to top in each set.

In stacked bar charts, Ami Pro displays the values in the first row of data on the left side of each data set, and the values in the last row of data on the right side of each data set. The column values display from bottom to top in the chart.

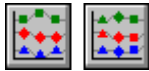


### Line or Area

In line charts, Ami Pro displays the values in the first column of data on the left side of the chart, and the values in the last column of data on the right side of the chart.

In area charts, Ami Pro displays the values in the first column of data on the left side of the chart, and the values in the last column of data on the right side of the chart. The row values display from bottom to top in the chart.

**Note** If you want to create a line, area, or line and picture chart, the charting data must include more than one column or row of values.



### Line and Picture

In line and picture charts, Ami Pro displays the values in the first column of data on the left side of the chart, and the values in the last column of data on the right side of the chart. The row values either display with the same picture or on the same line.

**?Help** You can specify the pictures you want Ami Pro to use every time you create this type of chart. For information, refer to “To set charting defaults” in this chapter.



### Pie or Expanded Pie

In pie and expanded pie charts, Ami Pro uses only the values in the first column of data to draw the chart, even if additional columns of data exist.

**Note** If the first column of data contains label information, Ami Pro uses the values in the second column to draw the chart and displays the labels as descriptions for the data.

*If the Pie or Expanded Pie chart displays only one value, select Flip Data in the Charting dialog box.*

### Picture or Stacked Picture



In picture charts, Ami Pro displays the values in the first column of data on the left side of the chart, and the values in the last column of data on the right side of the chart. The row values display from left to right in each set.

In stacked picture charts, Ami Pro displays the values in the first row of data at the bottom of each set, and the values in the last row of data at the top of each set. The column values display from left to right in the chart.

**?Help** You can specify the pictures you want Ami Pro to use every time you create this type of chart. For information, refer to “to set charting defaults” in this chapter.

## Creating a chart

Once there is data into the Charting Data dialog box, you can create a chart. You can create a frame of the desired size before accessing Charting or choose Tools/Charting and let Ami Pro create the frame using the current settings in the Create Frame dialog box.

### To create a chart

1. Place the desired data in the Charting Data dialog box.

**Note** If you want labels along the X or Y axis of a chart, you must type the label text in the first row, preceding any rows of numeric data. The labels appear along the X axis in all charts except stacked bar charts, where they appear along the Y axis. If you want labels or a legend included in a pie chart, type the text in the first column, preceding any columns of numeric data.

**?Help** You can cut or copy existing data into the Clipboard or type the data into Charting Data dialog box when Ami Pro prompts you. For information, refer to “Creating data for a chart” in this chapter.

2. If you want the frame to be a particular size, create or select an empty frame of the desired size where you want the chart to appear.

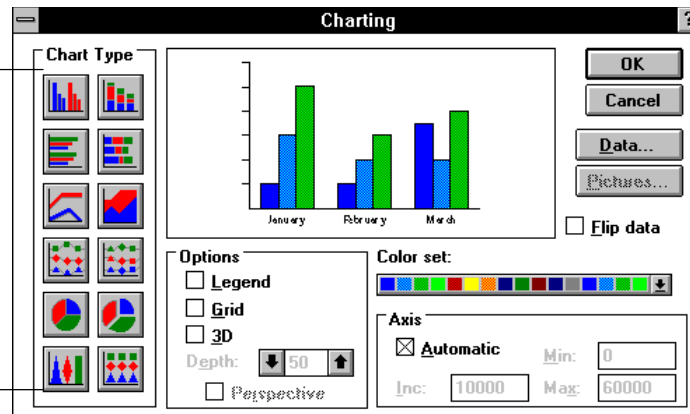
**?Help** For information about creating a frame, refer to “Creating a frame” in Chapter 15.

3. Choose Tools/Charting.



Select a Chart Type

Click a Chart Type or press **SPACEBAR** to display the color and text variations for that type of chart



Ami Pro displays pictorial examples of the available types of charts in the Charting dialog box.

**Note** Ami Pro can create a chart with the row data displaying in different colors or the column data displaying in different colors. For pie charts, label text can display inside a legend, outside the pie, or not at all.

4. Select the desired chart Options.

### Legend

Displays any text in the first column of data as a legend in the chart. Ami Pro vertically centers the legend text in a small frame to the right of the chart.

*The available options depend on the chart type you select. Not all options are available for every chart type.*

*Grid lines do not display if you select pie or expanded pie as the chart type.*

*3D is dimmed if you select line, line and picture, picture, or stacked picture as the chart type.*

*You must have a mouse to change the colors.*

*The Axis options are dimmed if you select pie or expanded pie as the chart type.*

*If you want to increase or decrease the number of values on the Axis, specify the desired increment.*

*You can specify a negative number as the minimum or maximum number.*

**Note** If there is no text in the first column of data and you select Legend, Ami Pro uses 1st, 2nd, etc. as the legend text.

**Grid**

Displays dashed grid lines behind the chart. The lines align with the values on the axis of the chart, and may be horizontal or vertical, depending upon the chart type you select.

**3D**

Displays the chart with a multi-dimensional effect using the depth you specify. You can specify any number between 1 and 100.

**Perspective**

Enhances the 3D effect in the chart.

5. If you want to change the order of the colors in the color set bar, select the color you want to move and drag it to the desired position in the set.

Ami Pro uses the colors in the color set bar when it creates the chart. The first row or column of data displays in the first color, the second row or column displays in the second color, and so on, for each row or column of data you are charting.

Depending upon the chart type you select, Ami Pro displays the color in the new position in the color set bar and shifts the positions of the other colors.

- ?**Help** If you have a mouse, you can select a different color set or replace any color in the color set. For information, refer to "To set color defaults" in this chapter.

6. Specify the desired Axis options.

**Automatic**

Ami Pro automatically places numbers on the X or Y axis of the chart based on the data in the Charting Data dialog box.

**Inc**

Ami Pro places numbers on the X or Y axis of the chart based on the increment you specify.

**Note** Ami Pro automatically adjusts the increment if it does not provide sufficient space to display the minimum and maximum numbers you specify.

**Min**

Ami Pro displays the number you specify as the minimum number on the X or Y axis of the chart.

*If you select Flip Data, Ami Pro reverses the column and row values and the label and legend text.*

### Max

Ami Pro displays the number you specify as the maximum number on the X or Y axis of the chart.

7. If you want to reverse the way Ami Pro uses the data to create the chart and legend, select Flip Data.

Ami Pro displays the example chart using the flipped data.

8. Choose OK.

Ami Pro creates the chart in the frame. It uses abbreviations for the numbers along the X or Y axis: K for thousands, M for millions, B for billions, and so on.

**?Help** You can adjust the size and position of the legend frame using the Drawing function. For information, refer to “To use Drawing to modify a chart” in this chapter.

---

## Examples of charts

*This data is used for all the examples in this section.*

### Creating charting data

Create the following table of data in an Ami Pro document.

	January	February	March
Product A	10000	10000	35000
Product B	30000	20000	20000
Product C	50000	30000	40000

Select all the cells in the table.

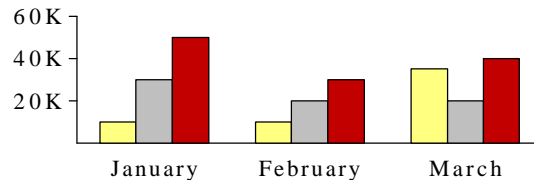
Choose Edit/Copy to copy the data to the Clipboard.

Create or select an empty frame of the desired size where you want the chart to appear.

Choose Tools/Charting.

In the Charting dialog box, select the first chart type in the first row, a column chart, and choose OK.

Ami Pro creates the chart.



### Using flip data

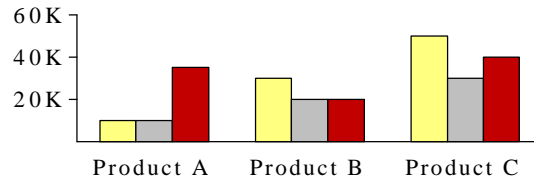
Choose Tools/Charting.

Select Flip Data and choose OK.

Ami Pro uses the following data to create the chart.

	Product A	Product B	Product C
January	10000	30000	50000
February	10000	20000	30000
March	35000	20000	40000

Ami Pro creates the chart using the flipped data.



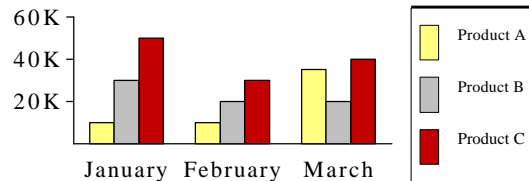
### Using a column chart

Choose Tools/Charting.

Select the first chart type in the first row, a column chart.

Select Legend and choose OK.

Ami Pro creates the chart.



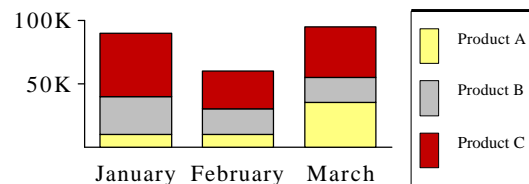
### Using a stacked column chart

Choose Tools/Charting.

Select the second chart type in the first row, a stacked column chart.

Select Legend and choose OK.

Ami Pro creates the chart.



### Using a bar chart

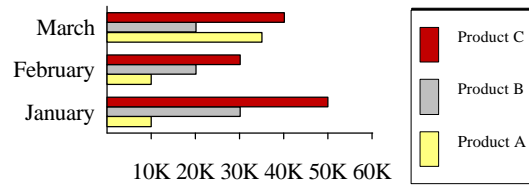
Choose Tools/Charting.

Select the first chart type in the second row, a bar chart.

Select Legend and choose OK.



Ami Pro creates the chart.



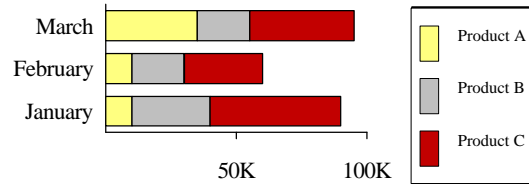
### Using a stacked bar chart

Choose Tools/Charting.

Select the second chart type in the second row, a stacked bar chart.

Select Legend and choose OK.

Ami Pro creates the chart.



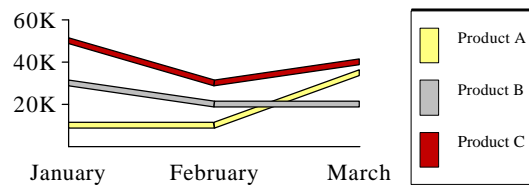
### Using a line chart

Choose Tools/Charting.

Select the first chart type in the third row, a line chart.

Select Legend and choose OK.

Ami Pro creates the chart.



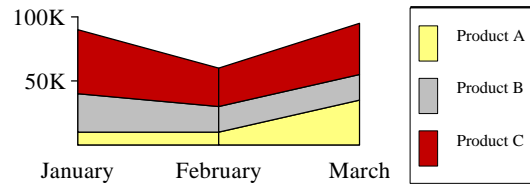
### Using an area chart

Choose Tools/Charting.

Select the second chart type in the third row, an area chart.

Select Legend and choose OK.

Ami Pro creates the chart.



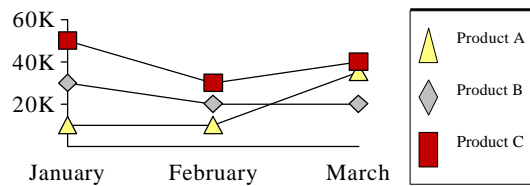
### Using a line and picture chart

Choose Tools/Charting.

Select the first chart type in the fourth row, a line and picture chart.

Select Legend and choose OK.

Ami Pro creates the chart.



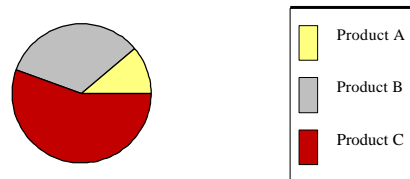
### Using a pie chart

Choose Tools/Charting.

Select the first chart type in the fifth row, a pie chart.

Select Legend and choose OK.

Ami Pro creates the chart.



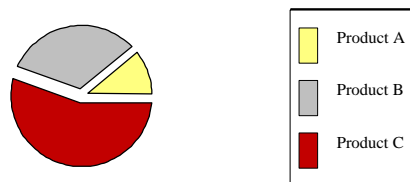
### Using an expanded pie chart

Choose Tools/Charting.

Select the second chart type in the fifth row, an expanded pie chart.

Select Legend and choose OK.

Ami Pro creates the chart.



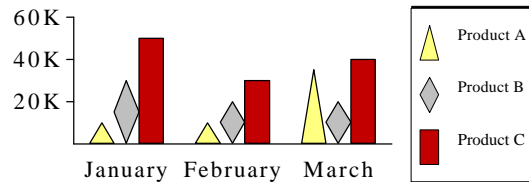
### Using a picture chart

Choose Tools/Charting.

Select the first chart type in the sixth row, a picture chart.

Select Legend and choose OK.

Ami Pro creates the chart.



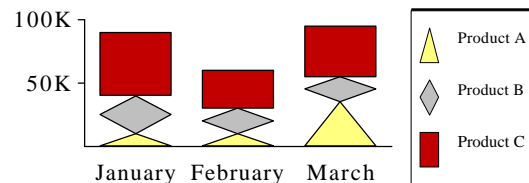
### Using a stacked picture chart

Choose Tools/Charting.

Select the second chart type in the sixth row, a stacked picture chart.

Select Legend and choose OK.

Ami Pro creates the chart.




---

## Setting charting defaults

If you select a line and picture, picture, or stacked picture chart type in the Charting dialog box, you can specify the pictures and colors you want to display in the current chart and any picture charts you create in the future. The pictures can be any AmiDraw file copied to the AMIPRO\DRAWSYM directory during the installation, or any drawings you created and saved as AmiDraw files.

**?Help** For information about draw files, refer to “Saving a drawing or an object as a graphic file” in Chapter 17.

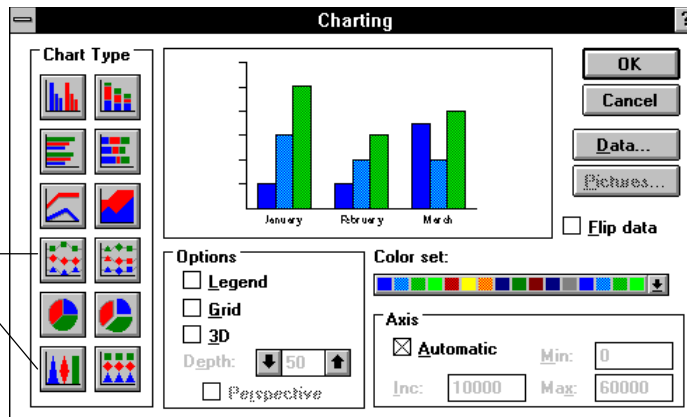
You can select separate default pictures for line and picture and for picture or stacked picture chart types. In line and picture charts, Ami Pro uses the pictures to represent the points on the lines. In picture and stacked picture charts, the pictures represent the actual charting data.

**To set charting defaults**



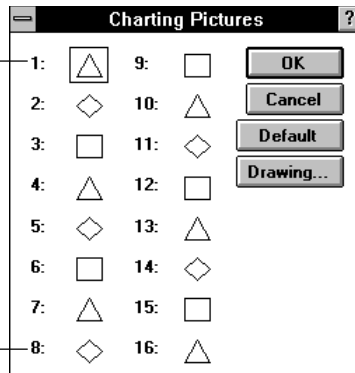
1. Select a frame that contains a chart.
2. Choose Tools/Charting.

Select line and picture, picture, or stacked picture as the Chart Type



3. Choose Pictures.

Select a picture next to one of the numbers



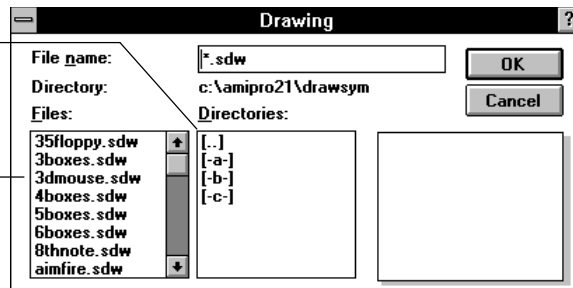
The picture displays with a box around it.

**Note** Each number represents a data set, which contains the values in a single row of charting data. You can use between 1 and 16 data sets in a chart.

## 4. Choose Drawing.

Specify the directory that contains the AmiDraw file you want to use as a picture in the chart

Specify the name of the draw file you want to use for the data set



**Note** If you specify a path, Ami Pro automatically displays a list of the AmiDraw files in that directory the next time you display the Drawing dialog box.

Ami Pro displays the picture in the example box.

## 5. Choose OK to return to the Charting Pictures dialog box.

Ami Pro displays the picture next to the number of the data set you selected.

**Note** If you decide you do not want to use a particular picture in the chart, select that picture in the Pictures dialog box and choose Default. Ami Pro displays the original picture next to the number of the data set.

## 6. Choose OK to return to the Charting dialog box.

Ami Pro displays a picture for each data set in the example chart. If there are more than 16 data sets, Ami Pro repeats the pictures.

*The pictures you specify affect the current chart and any charts you create in the future. The pictures do not affect any charts you previously created.*

---

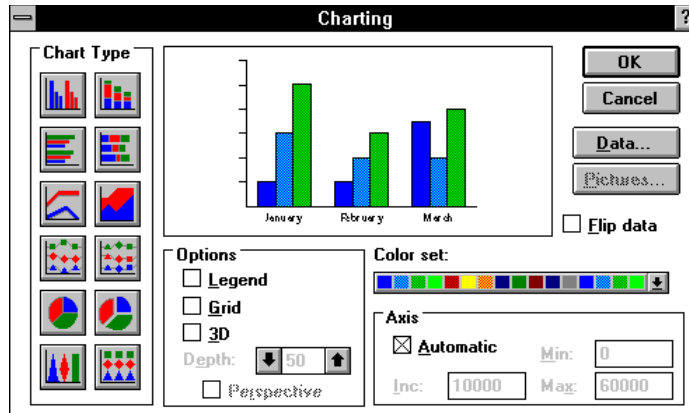
## To set color defaults

You must have a mouse to set color defaults.

## 1. Select a frame that contains a chart.

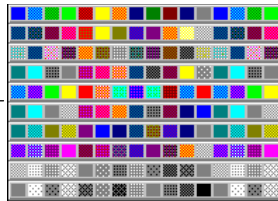


2. Choose Tools/Charting.



3. Click the arrow in the Color Set bar to display additional color sets.

Select the desired color set by clicking on any color in that set



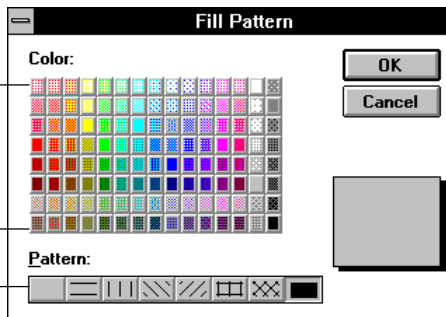
Ami Pro replaces the existing colors in both the color set bar and the example chart with the color set you select.

**Tip** You can rearrange the colors in the color set. Select the color you want to move and drag it to the desired position in the set.

4. If you want to replace a color in a color set with either a different color or a fill pattern, double-click the desired color or fill pattern in the color set bar or box.

Specify the desired color or fill pattern

Select the desired Pattern



*If you are printing on a non-color printer, you can make the sections of the chart more distinct by selecting a different fill pattern for each color in the*

**Note** If you select a different color set, or you change any colors in the color set box, the colors you specify affect the current chart and any charts you create in the future. The colors do not affect any charts you previously created.

**?Help** For information about colors, refer to “To set User Setup defaults” in Chapter 3.

5. Choose OK to return to the Charting dialog box.

Ami Pro replaces the existing color in both the color set and the chart with the color and fill pattern you select.

## Editing a chart

You can edit a chart by deleting it, changing the chart type, or using the Drawing function to delete, move, or modify the segments that make up the chart.

**?Help** You can also modify a chart by sizing the frame in which it is located. You can then use Graphics Scaling to size the chart within the frame. For information, refer to “To size a frame” in Chapter 15, and “Using Graphics Scaling” in Chapter 19.

## To delete a chart

You can delete a chart in a frame, or delete both the frame and the chart.



1. Select the frame that contains the chart you want to delete.
2. Choose Tools/Drawing.
3. Click the Select All command icon.
4. Press DEL.

Ami Pro deletes the chart.

**Note** When you delete a chart, Ami Pro only allows another chart or drawing to be placed into that frame. If you want to use text or another type of picture, you can delete both the frame and the chart by selecting the frame and pressing DEL.

## To change the chart type

You can modify the appearance of a chart by changing the chart type.



1. Select the frame that contains the chart you want to modify.

**Shortcut** Double-click the chart and go to step 3.

2. Choose Tools/Charting.

3. Select a different Chart Type.  
Ami Pro changes the example chart.
4. Choose OK.  
Ami Pro creates the new chart in the frame.

## To use Drawing to modify a chart

An Ami Pro chart is an AmiDraw file. Each value in the data used to create the chart is a separate object within the chart. If you have a mouse, you can use any of the draw icons to move or modify selected objects, including text objects, or create new objects in the chart.

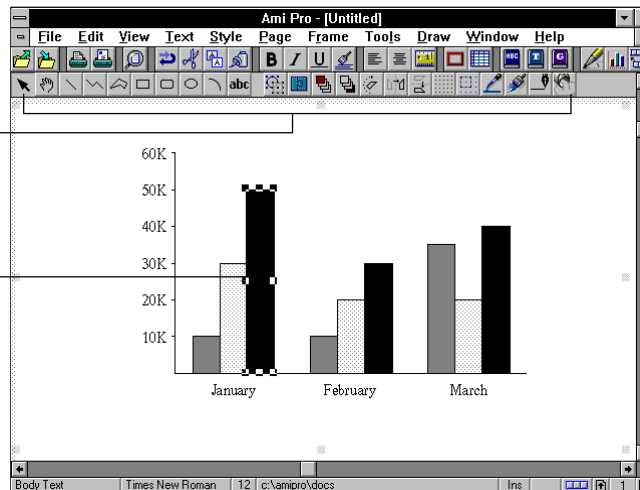
**Note** If you use Drawing to edit a chart, the next time you double-click the chart Ami Pro changes to Draw mode. If you later edit the chart using any of the Charting options, the next time you double-click the chart Ami Pro displays the Charting dialog box. Ami Pro automatically chooses the last function you used on the chart.

1. Select the frame that contains the chart you want to modify.
2. Choose Tools/Drawing.



Ami Pro displays the draw icons across the top of the screen. The chart is now composed of draw objects

Select the desired objects in the chart and modify them using the draw icons



*You can add text to a chart and move or size the legend in the chart using the draw icons.*

**Tip** For greater flexibility when you are modifying a chart, deselect Snap To until you move the chart segments to the desired position.

**?Help** You can save the changes to an AmiDraw file. For information, refer to “Editing a drawing” and “Saving a drawing or an object as a graphic file” in Chapter 17.

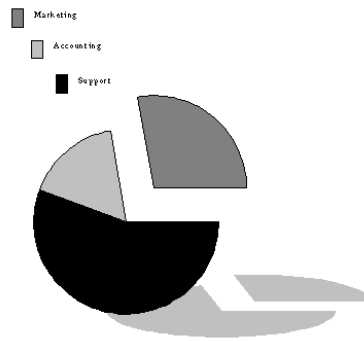


**Note** If you modify a chart using Drawing and then use Charting to recreate the chart, Ami Pro retains any new objects you created, but does not retain the modifications you made to the objects created when the chart was generated.

---

### Example of a modified chart

This chart was modified using the Drawing function in Ami Pro. The legend text was removed from its frame and placed in different positions in the chart. A wedge of the pie chart was separated to emphasize the data. A simulated shadow was created by copying and pasting the pie chart and changing the lines and fill patterns.




---

### Using a chart created in another application

You can place a chart created in another application into an Ami Pro frame by:

- Importing a chart stored as a graphic file that Ami Pro supports
- Pasting a chart using the Windows Clipboard

**Note** You can use the Drawing function to edit a chart if you import or paste it while you are in Draw mode. For information, refer to “Importing a drawing” in Chapter 17.

- Paste Linking a chart in another Windows application to a selected empty frame in Ami Pro, if the other application supports DDE or OLE

**?Help** For information about Paste Link, refer to “Creating a link” in Chapter 27.

---

### To import a chart stored as a file

1. Make the Ami Pro document you want to contain the chart the active window.

2. Create or select an empty frame of the desired size where you want the chart to appear.

**Tip** You can choose Tools/Charting and let Ami Pro create the frame using the current settings in the Create Frame dialog box.



3. Choose File/Import Picture.

**?Help** For information about importing a picture, refer to “To import a graphic file” in Chapter 15.

4. Select the desired File type.
5. Specify the file name of the chart you want to import.
6. Choose OK.

Ami Pro displays the chart in the frame.

---

### To paste a chart from another application



1. Make the document that contains the chart the active window.
2. Select the chart.
3. Choose Edit/Copy to copy the chart to the Clipboard.

**Keyboard** Press CTRL+INS or CTRL+C.

4. Make the Ami Pro document you want to contain the chart the active window.
5. Create or select an empty frame of the desired size where you want the chart to appear.

**Tip** You can choose Tools/Charting and let Ami Pro create the frame using the current settings in the Create Frame dialog box.



6. Choose Edit/Paste.

**Keyboard** Press SHIFT+INS or CTRL+V.

Ami Pro displays the chart. If you want to choose the format for the pasted picture, you can choose Edit/Paste Special. For information, refer to “Using Paste Special” in Chapter 27.

# 19

## Modifying a Picture

### Using Graphics Scaling

You can use Graphics Scaling to size a picture in a frame. The picture can be a graphic you imported or a drawing you created. If the picture is an AmiDraw, DrawPerfect, Freelance, Lotus PIC, PCX, non-gray scale TIFF, or Windows Bitmap graphic, you can rotate it within the frame.

**Note** You cannot size or rotate an Ami Equation using Graphics Scaling.

#### To size a picture

1. Select the frame that contains the picture.

**Shortcut** Press **SHIFT** while dragging a corner handle of the frame to simultaneously size the frame and the visible part of the picture inside it. Ami Pro automatically maintains the aspect ratio of the picture. In the Graphics Scaling dialog box, Ami Pro automatically selects Custom as the Sizing option and specifies the dimensions in the text boxes.

2. Choose Frame/Graphics Scaling.

The screenshot shows the 'Graphics Scaling' dialog box. It has a title bar with a question mark icon. The 'Sizing' section has three radio buttons: 'Original size', 'Fit in frame' (which is selected), and 'Percentage:'. Below these are two spinners for 'Custom' sizing, both set to '1.29', with a unit dropdown set to 'in.'. There is a checked checkbox for 'Maintain aspect ratio'. On the right, there are 'OK' and 'Cancel' buttons, and a 'Rotate:' section with a spinner set to '0' and a unit dropdown set to 'degrees'. Annotations with lines point to various parts: 'Select the desired Sizing option' points to the 'Fit in frame' radio button; 'Select inches, centimeters, picas, or points as the unit of measurement' points to the 'in.' unit dropdown; 'Specify the number of degrees you want the image to rotate inside the frame' points to the '0' spinner; and 'Select Maintain aspect ratio to keep the height and width proportional and prevent distortion' points to the checked 'Maintain aspect ratio' checkbox. A small icon of a picture in a frame with a corner handle is shown to the left of the dialog box.

Ami Pro displays in the text boxes the dimensions of the picture using the selected sizing option.

#### Original size

Scales the picture to its original size.

**Note** If you select Original size and the image is larger than the size of the frame, Ami Pro displays a portion of the picture.

*A picture actually may be larger than it appears on the screen, since it includes the white space surrounding it.*

*If you custom size the picture and select Maintain aspect ratio, specify only the first dimension. Ami Pro supplies the other dimension automatically.*

### Fit in frame

Scales the picture to fit within the frame.

### Percentage

Scales the picture to the percentage of the original size you specify in the text box.

### Custom

Scales the picture to the dimensions you specify.

3. Choose OK.

## Moving a picture in a frame

You can position a picture within a frame and crop it so that only part of the picture displays.

**?Help** You cannot crop an OLE object embedded in a frame. For information, refer to “Embedding an object” in Chapter 27.

## To crop a picture

*If the picture is a drawing, click the Hand draw object icon in Draw mode.*

1. Select the frame that contains the picture.

**Shortcut** Double-click the frame and go to step 3.

2. Press ENTER.



Ami Pro changes the mouse pointer to a hand.

3. Move the picture to the desired position within the frame.

**Mouse** Position the mouse pointer inside the frame and drag the picture to the desired position.

**Keyboard** There is no keyboard interface if the picture is a drawing. For other types of pictures, use ↑, ↓, →, or ← to move the picture within the frame in small increments. Use CTRL+↑, ↓, →, or ← to move in larger increments.

4. Click outside the frame or press ESC twice to return to the document.

*The picture follows the mouse pointer as long as you hold down the mouse button.*

---

## Understanding gray scale images

*TIFF files can be created by software that comes with a scanner. Ami Pro does not control the scanning process or the creation of the files.*

A gray scale TIFF (Tagged Image File Format) file is an example of a file that contains a gray scale image. TIFF files are graphic files that contain formatting information for digital images. Digital images can be color, black and white, or they can be different shades of gray.

Some printers and many video displays are unable to print or show different shades of gray. They are limited to black and white. The printer can print either a black dot or a white dot (no dot).

To help you understand gray scale images, first think of a black and white photograph that is printed in a newspaper. Although the photograph may appear to have shades of gray, it is merely a collection of black dots on white paper. These black dots are of different sizes and at different locations to give the appearance of gray in the photograph.

In a gray scale TIFF file, however, there is formatting information that produces dots which, instead of being black, are different shades of gray. This enables the TIFF file to more accurately describe colors, because it is using a real color (gray). The more gray levels that are available, the more realistic the image appears.

Ami Pro takes the levels of gray in the TIFF file and maps them into a pattern of black and white dots (pixels). When Ami Pro maps these dots, it tries to match the shade of gray with a pattern of black and white dots that approximates the original shade of gray. This process creates a halftone pattern. Ami Pro can then instruct the screen and printer how to represent the image.

Gray scale digital images usually contain either 16, 64 or 256 different shades of gray. They are referred to as 4, 6, or 8-bit gray scale files, respectively. These numbers represent the number of bits per pixel of data. The more gray shades there are in a file, the larger the file will be.

---

## Using Image Processing

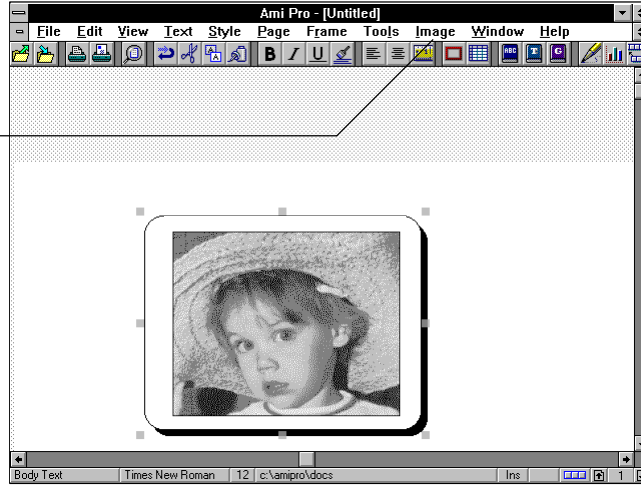
Image Processing lets you enhance a scanned image. You can process any 4, 6, or 8-bit TIFF file that has been imported into a frame. When you import a TIFF file, Ami Pro automatically adjusts the brightness, contrast, edge enhancement, and smoothing to produce the best image. You can use Image Processing to modify the gray scales in the image.

**To enhance a gray scale picture**

*You cannot use image processing when an image contains color or black and white.*

Image appears in the menu bar

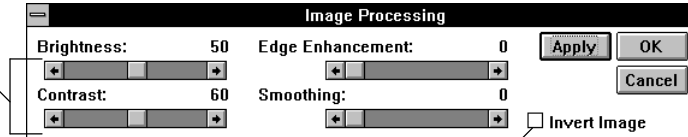
1. Select the frame that contains the gray scale TIFF file.  
**Shortcut** Double-click the frame and go to step 3.
2. Choose Tools/Image Processing.



3. Choose Image/Processing.

Select the desired settings

Select Invert Image to reverse black and white in the picture and make it appear similar to a negative



**Keyboard** Press TAB to move to the desired scroll bar. The scroll box blinks. Press → or ← to move the scroll box.

**Brightness**

Determines the mix of black and white pixels in the picture. Increasing the brightness results in more white and less black. The black begins to look gray and the light gray begins to look white. Decreasing the brightness results in more black and less white. The white begins to look gray and the dark gray begins to look black.

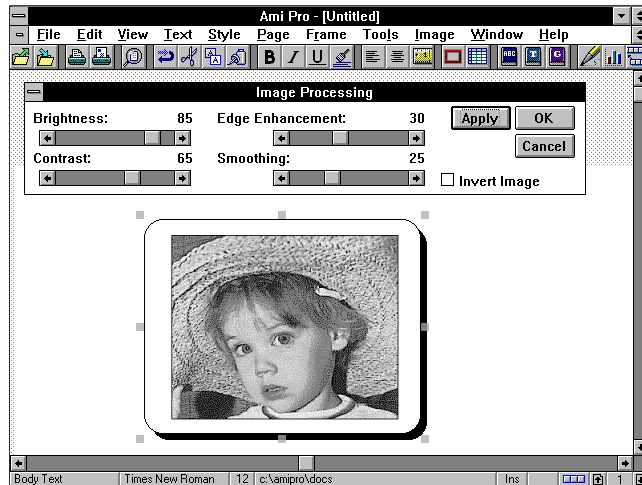
**Edge Enhancement**

Determines the contrast between the picture and any edges within the picture. Edge Enhancement lets you further define a picture by making its edges crisp and distinct. Increasing the edge enhancement brings out details within the picture.

*Ami Pro applies brightness uniformly throughout the image.*

### Contrast

Determines the relative difference between light and dark areas in the picture. Increasing the contrast increases the difference between white and black, resulting in a picture that contains fewer gray areas. With less gray values between white and black, the picture appears sharper. Decreasing the contrast blends the blacks and whites together, resulting in a picture that contains more gray areas. Items in the picture blend together and appear less distinct.



### Smoothing

Blends areas in the picture that have harsh or jagged edges or stray pixels, producing a softer looking picture. Use smoothing to eliminate unwanted ripples or lines, or to remove irregularities that appear as the result of a poor scan.

4. Choose Apply.

Ami Pro changes the picture in the frame to show the effects of your selections. The Image Processing dialog box remains on the screen so you can make additional changes.

5. Choose OK to close the Image Processing dialog box.

**Note** To remove Image from the menu bar, choose Image/Leave Image.

---

**To use halftones**

You can specify the desired quality and speed of printing for the picture. These options do not affect how the picture displays on the screen.

1. Choose Image/Halftone.
2. Choose the desired option.

**Fastest Printing**

Choose Fastest printing if you want the picture to print quickly.

**Note** If the picture is at or below its original size, some print quality is sacrificed to achieve the increase in speed.

**Best Quality**

Choose Best Quality if you want the best quality picture, even if it takes longer to print.

**Note** The difference in quality and speed depends upon the scaling done to the picture. If the picture is at or below its original size, the quality is significantly improved and the decrease in speed is not very noticeable. If the picture is above its original size, the quality is not significantly improved and the decrease in speed is more noticeable.

**Automatically Selected**

Choose Automatically Selected if you scaled the picture and you want a high quality picture without significantly increasing the time it takes to print.

**Posterize**

Choose Posterize if you want to create a poster effect. This option is a special effect rather than a true halftone, as it does not simulate gray scale. The darker grays are converted to black and all other groups are converted to white.

**Tip** Use the Brightness and Contrast options in the Image Processing dialog box to control the amount of black and white in the picture. Set the Contrast to 100 and adjust the Brightness to obtain the desired effect.

---

**To revert to the original TIFF file**

Choose Image/Revert to restore the picture in the selected frame to the original TIFF file image.



# 20

## Finding Information in a Document Quickly

### Using Go To

You can use Go To to quickly move the insertion point to a desired location in the document such as a specific page or a particular item.

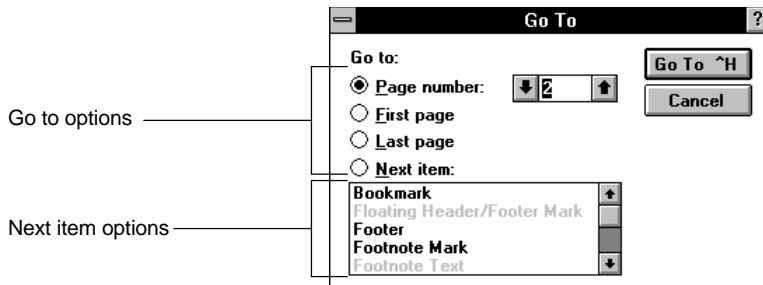
#### To use Go To



1. Choose Edit/Go To.

**Mouse** Click the Page Status button in the status bar.

**Shortcut** Press CTRL+G to display the Go To dialog box. To activate the option specified in the Go To dialog box without displaying the dialog box, press CTRL+H.



2. Select the item you want to Go To.

**Page number**

Moves the insertion point to the top of the page you specify.

**First page**

Moves the insertion point to the top of the first page.

**Last page**

Moves the insertion point to the top of the last page.

**Next item**

Moves the insertion point to the next occurrence of the item you select in the list box.

*Page options are available only in Layout mode.*

*Ami Pro dims any item that is not available.*

*Footer, Footnote Text, Frame, Header, and Ruler are only available in Layout mode.*

*This is the only way to access the ruler using the keyboard.*

3. If you select Next item, select the desired item in the list box.

**Bookmark**

Places the insertion point at the location of the next text bookmark in the document.

**Floating Header/Footer Mark**

Places the insertion point at the location of the next floating header or footer mark in the document.

**Footer**

Places the insertion point in the footer on the current page.

**Footnote Mark**

Places the insertion point on the next footnote reference number in the document.

**Footnote Text**

Places the insertion point on the first character of the footnote text, if the insertion point was previously on the matching footnote reference number.

**Frame**

Selects one frame at a time on the current page.

**Hard Pg Break**

Places the insertion point at the location of the next inserted page break mark in the document.

**Header**

Places the insertion point in the header on the current page.

**Layout Change**

Places the insertion point at the location of the next inserted page layout mark in the document.

**Next Field**

Places the insertion point at the location of the next merge or power field in the document.

**Note**

Displays the next note in the document.

**Ruler**

Places the insertion point in the ruler at the top of the screen, if the ruler is displayed.

**Ruler Mark**

Places the insertion point at the location of the next inserted ruler mark in the document.

4. Choose Go To ^H.

Ami Pro moves the insertion point to the item you selected.

**Shortcut** After Go To finds the first occurrence of the item you selected, you can press **CTRL+H** to Go To the next location of that item without displaying the dialog box.

**?Help** If the insertion point is on the last occurrence of the item you selected, Ami Pro displays a message. For information, press **F1**.

---

## Using Find & Replace

You can use Find & Replace to find and replace text or paragraph styles in a document and specify the range and direction for the search. When you use this function for text, you can provide precise instructions for which text should be found and how that text should be replaced.

### Understanding text streams

Ami Pro organizes a document into portions of connected text called text streams. A document can contain one or several text streams. Ami Pro considers the following as separate text streams and prioritizes them in the order in which they are listed:

- Main document text
- Text in fixed frames (frames that have the Frame Type in the Modify Frame Layout dialog box set to Where placed)
- Footnote text
- Text in floating frames (frames that have the Frame Type in the Modify Frame Layout dialog box set to With para above or Flow with text) and text in page tables
- Floating header and footer text
- Fixed header and footer text and text in repeating frames (frames that have the Frame Type in the Modify Frame Layout dialog box set to repeat)

**?Help** For information about Frame Type, refer to “To modify the type of frame” in Chapter 15.

When you use Find & Replace, you can indicate the text Ami Pro should search by placing the insertion point in the desired text stream.

- If the insertion point is in main document text, you can specify whether Find & Replace should start at the beginning of the document and whether lower priority text streams should be included.

*Ami Pro does not search for and replace text in notes and Draw frames.*

*To quickly search one or more paragraphs, select the text before choosing Edit/Find & Replace. Ami Pro searches just the selected text.*

- If the insertion point is in any text stream other than main document text, Ami Pro automatically searches that text stream and any lower priority text streams.

**Note** When Ami Pro searches the lower priority text streams, it automatically starts searching at the beginning of the document, regardless of the location of the insertion point when you started Find & Replace.

**To find and replace text**

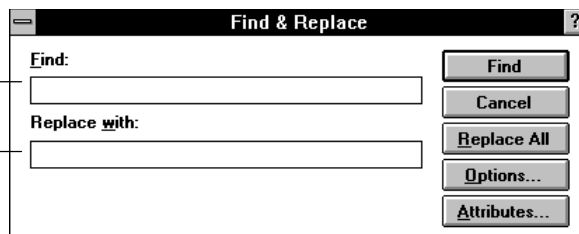


1. Place the insertion point where you want to begin the search.
2. Choose Edit/Find & Replace.

**Keyboard** Press CTRL+F.

Specify the text you want to find

Specify the text you want to use as a replacement

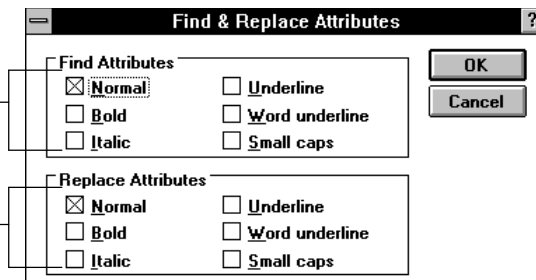


**?Help** You can specify ANSI and ASCII characters in the Find and Replace with text boxes. If the character is one Ami Pro uses as a display character (such as a return, ¶), type angle braces, < >, around it in the text boxes. For information about ANSI and ASCII characters, refer to Appendix C.

3. If you want to find or replace text that has been enhanced, choose Attributes.

Select the desired Find Attributes

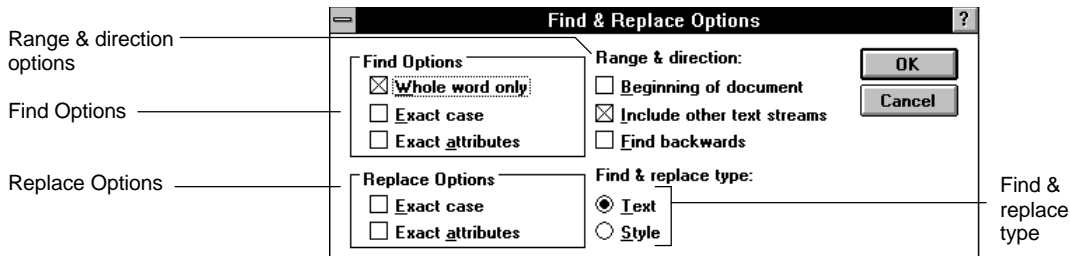
Select the desired Replace Attributes



**Note** Ami Pro disregards the attributes you specify unless you choose Options in the Find & Replace dialog box, and select Find Exact attributes and Replace Exact attributes in the Find & Replace Options dialog box.

4. Choose OK to return to the Find & Replace dialog box.

5. If you want to specify Find & Replace additional options, and the range, direction, and type of search, choose Options.



6. Select the desired Find Options and Replace Options.

#### Whole word only

Finds text that is preceded and followed by a space instead of being part of a word.

Some words are composed of letters that are part of other words. For example, the letters in the word **the** are embedded in many other words, such as **theater** and **thesis**. If you want Ami Pro to find the word **the** without finding the letters **t-h-e** in other words, select Whole word only.

#### Exact case

Finds text that matches the case of the text in the Find text box, or replaces text using the case of the text in the Replace with text box.

**Note** Ami Pro disregards the capitalization of the text you specify in the Find and Replace with text boxes unless you select Find Exact case and Replace Exact case. It finds all occurrences of the text, regardless of the capitalization, and replaces all occurrences of the text using the same capitalization as the original text in the document.

#### Exact attributes

Finds text using the same attributes as those you selected for the text in the Find text box, or replaces text using the same attributes you selected for the text in the Replace with text box.

7. Select the desired Range & direction options.

#### Beginning of document

Ami Pro searches all the text from the beginning of the document, regardless of where in the main document text the insertion point is located when you choose Edit/Find & Replace. If you deselect this option, Find & Replace starts at the location of the insertion point.

*If you want to find or replace occurrences of a word or phrase with a particular capitalization, specify the text in the Find or Replace with text boxes using that capitalization, and select Find Exact case or Replace Exact case.*

*If the insertion point is in any text stream other than main document text, Ami Pro automatically deselects and dims Beginning of document.*

*If the insertion point is in any text stream other than main document text, Ami Pro automatically selects and dims Include other text streams.*

### Include other text streams

Ami Pro searches text in the text stream in which the insertion point is located and text in all lower priority text streams. If you deselect this option, Ami Pro searches only the text in the text stream in which the insertion point is located.

### Find backwards

If the insertion point is in the main document text, Ami Pro searches the text backwards from the location of the insertion point to the beginning of the document. If the insertion point is in any other text stream, Ami Pro searches only the current footnote, frame, header, footer, or table cell.

8. Select Text as the Find & replace type.
9. Choose OK to return to the Find & Replace dialog box.
10. Choose Find or Replace All.

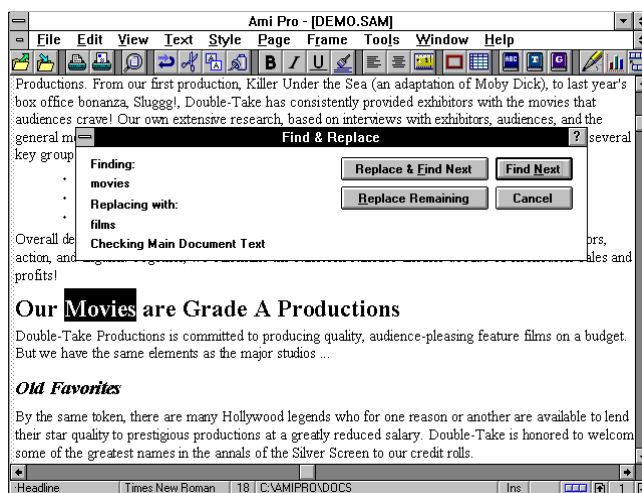
### Find

Finds the next occurrence of the text.

### Replace All

Finds and replaces all occurrences of the text automatically.

If you select Find, Ami Pro selects the next occurrence of the text in the document and displays the Find & Replace dialog box.



11. Choose the desired option.

### Replace & Find Next

Replaces the selected occurrence and continues to search the document.

*You can cancel Find & Replace at any time by choosing Cancel.*

**Replace Remaining**

Replaces the selected occurrence and all remaining occurrences in the document.

**Find Next**

Skips the selected occurrence and continues to search the document.

When Find & Replace is complete, or when you cancel it, Ami Pro displays a message in the status bar indicating the number of times the text was found and the number of replacements that were made. If you selected Find, the insertion point is at the location of the last word Ami Pro found, even if you replaced or skipped the word.

**Note** If you start Find & Replace in Draft mode, it will end in Draft mode. The insertion point may be in a fixed frame, footnote, header, or footer, if that was where Ami Pro found the last word. If the insertion point is in one of these text streams, only the text for that text stream appears on the screen. Change to Layout mode to determine exactly where in the document the insertion point is located, and then place the insertion point in the desired main document text.

---

**To find and replace a paragraph style**

You can use Find & Replace for a paragraph style when you want to change text to either a paragraph style you created or to an existing paragraph style you renamed but did not yet delete. You can also use Find & Replace to find all text using a paragraph style that does not exist in the current style sheet and change that text to a paragraph style that is available in the style sheet or document.

**?Help** For information about paragraph styles that do not exist in the style sheet, refer to “To remove a paragraph style” in Chapter 9.

1. Place the insertion point where you want to begin the search.
2. Choose Edit/Find & Replace.



**Keyboard** Press CTRL+F.

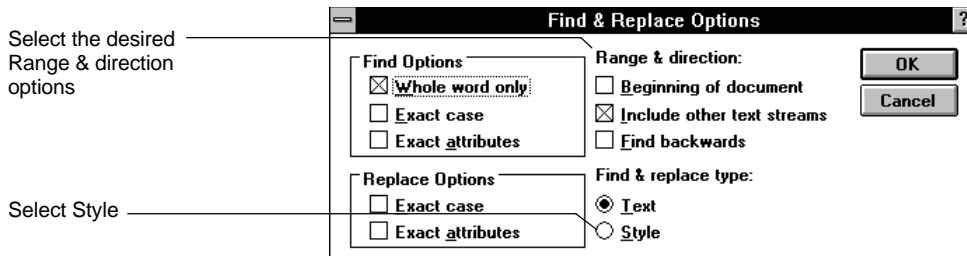
Specify the paragraph style you want to find

Specify the paragraph style you want to use as a replacement

**Tip** If you press a function key to specify the paragraph style name, Ami Pro automatically selects Style as the Find & replace type in the Find & Replace Options dialog box.

**Note** You must type the paragraph style name as it appears in either the Style Status button in the status bar or the Styles Box.

3. If you typed the paragraph style name, or you want to specify the range and direction for the search, choose Options.



**?Help** For information about Range & direction options, refer to “To find and replace text” in this chapter.

4. Choose OK to return to the Find & Replace dialog box.
5. Choose Find or Replace All.

*Attributes is dimmed when you find and replace a paragraph style.*

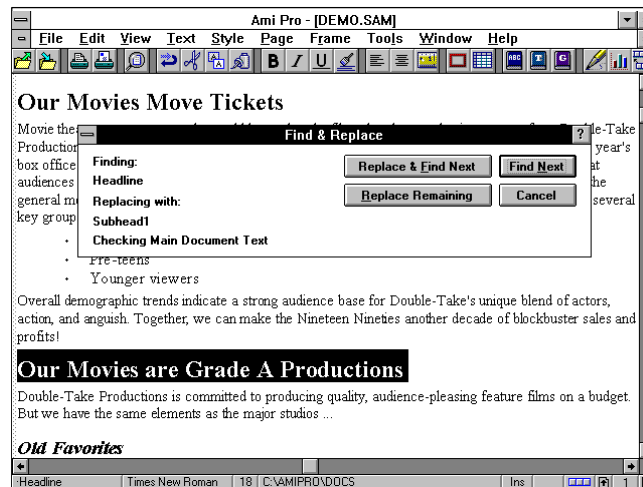
**Find**

Finds the next occurrence of the paragraph style.

**Replace All**

Finds and replaces all occurrences of the paragraph style.

If you select Find, Ami Pro selects the next occurrence of the paragraph style and displays the Find & Replace dialog box.





*You can cancel Find & Replace at any time by choosing Cancel.*

6. Choose the desired option.

**Replace & Find Next**

Replaces the selected occurrence and continues to search the document.

**Replace Remaining**

Replaces the selected occurrence and all remaining occurrences in the document.

**Find Next**

Skips the selected occurrence and continues to search the document.

When Find & Replace is complete, or when you cancel it, Ami Pro displays a message in the status bar indicating the number of times the paragraph style was found and the number of replacements that were made.

**Note** If you start Find & Replace in Draft mode, it ends in Draft mode. The insertion point may be in a fixed frame, footnote, header, or footer, if that was where Ami Pro found the last paragraph style. If the insertion point is in one of these text streams, only the text for that text stream appears on the screen. You can change to Layout mode to determine exactly where in the document the insertion point is located, and then place the insertion point in the desired main document text.

---

**Examples of Find & Replace**

**Using Find Exact case**

You want to find any occurrences of status bar (all lower case), but you do not want to find occurrences of Status Bar (initial caps).

Choose Edit/Find & Replace.

Type status bar, using all lower case letters, in the Find text box.

Choose Options.

Select Find Exact case and choose OK.

Choose Find.

Ami Pro finds only those occurrences of status bar that are lower case.

**Using Replace Exact case**

You want to replace every occurrence of status bar (whether it is all lower case, initial caps, or all caps) with STATUS BAR (all upper case).

Choose Edit/Find & Replace.

Type status bar in the Find text box. You can use all lower case letters.

Type STATUS BAR, using all upper case letters, in the Replace with text box.

Choose Options.

Deselect Find Exact case.

Select Replace Exact case and choose OK.

Choose Find or Replace All.

Ami Pro replaces all occurrences of status bar with STATUS BAR.

### **Using Find Exact case and Replace Exact case**

You want to find all occurrences of STATUS BAR (all caps), and replace them with Status Bar (initial caps).

Choose Edit/Find & Replace.

Type STATUS BAR, using all upper case letters, in the Find text box.

Type status bar, using initial caps, in the Replace with text box.

Choose Options.

Select Find Exact case and Replace Exact case.

Choose OK.

Choose Find or Replace All.

Ami Pro finds only the occurrences of STATUS BAR and replaces them with status bar.

### **Using Find Exact attributes**

You want to find any occurrence of *status bar* (italic), but you do not want to find occurrences of status bar (underline).

Choose Edit/Find & Replace.

Type status bar in the Find text box.

Choose Attributes.

Select Find Italic and choose OK.

Choose Options.

Select Find Exact attributes and choose OK.

Choose Find.

Ami Pro finds only the occurrences of *status bar*.

### **Using Replace Exact attributes**

You want to replace every occurrence of status bar (regardless of its attribute) with status bar (word underline).

Choose Edit/Find & Replace.

Type status bar in both the Find and Replace with text boxes.

Choose Attributes.

Select Replace Word underline and choose OK.

Choose Options.

Deselect Find Exact attributes.

Select Replace Exact attributes and choose OK.

Choose Find or Replace All.

Ami Pro replaces all occurrences of status bar with status bar.

*You must select the desired attributes in the Find & Replace Attributes dialog box, as well as select Find Exact attributes and Replace Exact attributes in the Find & Replace Options dialog box, for Ami Pro to find and replace the text with the specified attributes.*

### **Using Find Exact attributes and Replace Exact attributes**

You want to find every occurrence of status bar (word underline) and replace it with **status bar** (underline & bold).

Choose Edit/Find & Replace.

Type status bar in both the Find and Replace with text boxes.

Choose Attributes.

Select Find Word underline and Replace Bold and Underline.

Choose OK.

Choose Options.

Select Find Exact attributes and Replace Exact attributes.

Choose OK.

Choose Find or Replace All.

Ami Pro finds only the occurrences of status bar and replaces them with **status bar**.

### **Using Find & Replace for a paragraph style**

You create a long document and use the Indent 1 paragraph style. Then you decide you want to change all Indent 1 text to Indent 2 text.

Choose Edit/Find & Replace.

Specify Indent 1 in the Find text box.

Specify Indent 2 in the Replace with text box.

Choose Options.

Select Style as the Find & replace type and choose OK.

Choose Find or Replace All.

Ami Pro finds all occurrences of text using the Indent 1 paragraph style and changes those paragraphs to the Indent 2 paragraph style.

### **Using Beginning of document and Include other text streams**

You want to search the entire document but the insertion point is in the main document text on page 12.

Choose Edit/Find & Replace.

Specify the desired text or paragraph style in the Find and Replace with text boxes.

Choose Options.

Select Beginning of document and Include other text streams.

Choose OK to return to the Find & Replace dialog box.

Choose Find or Replace All.

Ami Pro searches the entire document starting at the top of the first page.

### **Using Beginning of document**

You want to search only the main document text, not the text in your frames, footnotes, tables, headers, and footers.

Place the insertion point anywhere in the main document text.

Choose Edit/Find & Replace.

Specify the desired text or paragraph style in the Find and Replace with text boxes.

Choose Options.

Select Beginning of document and choose OK.

Choose Find or Replace All.

Ami Pro searches all the main document text starting at the top of the first page.

### **Using Include other text streams**

You want to search from page 5 to the end of the document, including the text in all frames, footnotes, tables, headers, and footers. The insertion point is located in the main document text at the top of page 5.

Choose Edit/Find & Replace.

Specify the desired text or paragraph style in the Find and Replace with text boxes.

Choose Options.

Deselect Beginning of document.

Select Include other text streams and choose OK.

Choose Find or Replace All.

Ami Pro searches the text in all text streams starting at the location of the insertion point.

---

### **To delete text using Find & Replace**



1. Choose Edit/Find & Replace.
2. Type the text you want to delete in the Find text box.
3. If necessary, delete the contents of the Replace with text box.
4. Specify any desired options.
5. Choose Find.
6. Choose Replace & Find Next or Replace Remaining when Ami Pro finds the text.  
Ami Pro deletes the text.

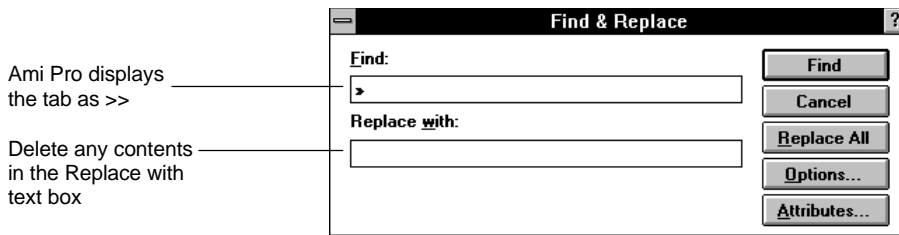
---

### **To delete tabs using Find & Replace**



1. Choose Edit/Find & Replace.

- Press CTRL+TAB when the insertion point is in the Find text box.



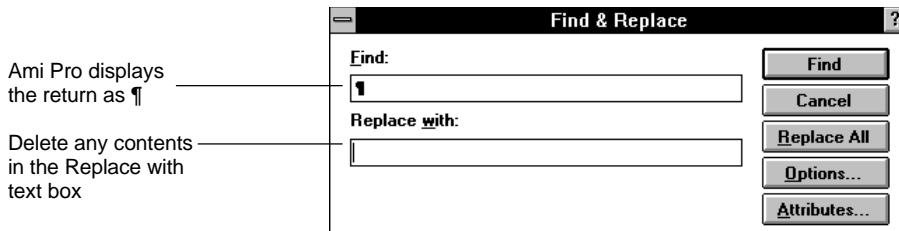
- Choose Find.
- Choose Replace & Find Next or Replace Remaining when Ami Pro finds a tab you want to delete.

Ami Pro deletes the tab and reformats any text immediately after the tab.

### To delete returns using Find & Replace



- Choose Edit/Find & Replace.
- Press CTRL+ENTER when the insertion point is in the Find text box.



- Choose Find.
- Choose Replace & Find Next or Replace Remaining when Ami Pro finds a return you want to delete.

Ami Pro deletes the return and reformats text after the return.

### To use wildcard characters

*When you use an asterisk in the Find or Replace with text box, you must choose Options and deselect Whole word only in the Find & Replace Options dialog box.*

If you are not certain of the spelling for the text you want to find and replace, you can type wildcard characters in the Find and Replace with text boxes. You can use one or more asterisks (\*) or question marks (?), or you can use a combination of both in the same text box.

Use the asterisk to tell Ami Pro to find and replace occurrences of the text typed in the text boxes plus one or more additional characters that precede or follow the specified text.

**Note** Ami Pro only finds occurrences in the document if the asterisk matches at least one character in the text.

Use a question mark to represent a single character within the text in the text boxes. You can type multiple question marks to represent multiple characters.

When Ami Pro finds a match for the text and any wildcards in the Find text box, it does not replace the characters represented by the wildcards in the Replace with text box. They are appended to, or incorporated into, the text specified in the Replace with text box. In general, you should specify the same number and type of wildcards in both the Find and Replace with text boxes.

**Note** If you specify an asterisk in the Find text box, but you do not specify an asterisk in the Replace with text box, Ami Pro replaces occurrences in the document with the text specified in the Replace with text box.

**Caution** Be careful when you specify wildcards. Text that ends with a vowel or contains suffixes may not be found and replaced as you anticipate. For example, if you type `organize*` in the Find text box, Ami Pro does not find `organize` or `organizing` in the document because the wildcard does not match any characters in those occurrences. If you type `organiz*`, Ami Pro finds `organize`, `organized`, `organizes`, and `organizing`. In addition, if you type multiple asterisks in the Find text box and a single asterisk in the Replace with text box, Ami Pro may incorrectly incorporate the characters represented by a wildcard into occurrences in the document. For example, if you type `*eet*` in the Find text box and `meet*` in the Replace with text box, Ami Pro finds `meeting` and replaces it with `meetm`, and it finds `sheets` and replaces it with `meetsh`.

---

## Examples of wildcard characters

### Using an asterisk

You want to replace the word `phone` with the word `telephone` and you want to find not only the word `phone`, but also all variations of `phone`, such as `phones`, `phoned`, `phoning`.

Choose Edit/Find & Replace.

Type `phon*` in the Find text box.

Type `telephon*` in the Replace with text box.

Choose Options.

Deselect Find Whole word only and choose OK.

Choose Find or Replace All.

Ami Pro replaces any variation of phone with the matching variation of telephone.

### Using a question mark

You want to find all whole words that contain a single letter between the letters th and n, th\_n.

Choose Edit/Find & Replace.

Type th?n in the Find text box.

Choose Options.

Select Find Whole word only and choose OK.

Choose Find.

Ami Pro finds all occurrences of th\_n in your document, including than, then, and thin, and misspellings such as thon and thnn.

### Using more than one question mark

You want to find all occurrences of text that contain two letters between the letters m and t, m\_\_t.

Choose Edit/Find & Replace.

Type m??t in the Find text box.

Choose Options.

Select Find Whole word only and choose OK.

Choose Find.

Ami Pro finds all occurrences of m\_\_t in your document, including meet, mart, mint, most, and must.

---

## To use wild card literals

You can search for and replace \* and ? as text rather than as wildcard characters. To find the actual \* and ? characters, type angle braces around them in the Find and Replace with text boxes.

<i>To find</i>	<i>Type this in the text box</i>
*	<*>
?	<?>

---

## Using Bookmarks

You can use Bookmarks to mark a frame, text, one or more table cells, or a specific location in the document. You can then quickly select the contents of the bookmark, or move the insertion point to that location in the document.

*Once Ami Pro selects the contents of the bookmark, you can edit, copy, or move the contents.*

**?Help** You can use bookmarks as power fields, or include bookmarks in other power fields. For information, refer to “To use pre-defined power fields” in Chapter 32.

You can create bookmarks in main document text, in headers and footers, in frames, and in tables. Bookmarks do not appear on the screen and do not print when you print the document.

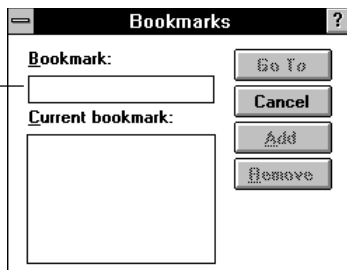
---

### To add a bookmark

1. Place the insertion point in the text where you want to add the bookmark, or select the desired frame, text, or table cells.
2. Choose Edit/Bookmarks.



Type a name for the bookmark. You can type up to 17 characters



- ?Help** Bookmark names can contain letters and numbers, but they can neither start with numbers nor consist only of numbers. For information, refer to “To use pre-defined power fields” in Chapter 32.

3. Choose Add.

Ami Pro marks the location in the document, or adds the selected frame, text, or table cells as a bookmark.

---

### To go to the next text bookmark

If you want to move the insertion point to the location of the next text bookmark, you can use Go To. A text bookmark is either text or a specific location in the main document text or a header or footer.



1. Choose Edit/Go To.

**Mouse** Click the Page Status button in the status bar.

**Shortcut** Press CTRL+G to display the Go To dialog box. To activate the option specified in the Go To dialog box without displaying the dialog box, press CTRL+H.

2. Select Bookmark in the Next item list box.
3. Choose Go To ^H.

Ami Pro moves the insertion point to the location of the next text bookmark in the document.



---

## To go to a particular bookmark



If you want to select the frame, text, or table cells you added as a bookmark, or you want to move the insertion point to a particular bookmark, you can use the Bookmark Go To function.

1. Choose Edit/Bookmarks.
2. Specify the name of the desired bookmark.
3. Choose Go To.

Ami Pro selects the contents of the specified bookmark.

---

## To remove a bookmark



1. Choose Edit/Bookmarks.
2. Specify the name of the bookmark you want to delete.
3. Choose Remove.

Ami Pro removes only the bookmark. The text, frame, or table cells are unchanged.

---

## Using Line Numbering

*Line Numbering makes it easy to refer to a specific line on a page in a translated or legal document.*

You can use Line Numbering to number the lines of the pages in a document. You can number all lines in the document including blank lines, or number only those lines that contain text. Ami Pro displays and prints the line numbers in the left margin of every page in the document.

To guarantee that the line numbers align properly with the text in a document, you should specify the same font and line spacing for all the paragraph styles used in the main document text. In addition, you should set the paragraph spacing above and below options to zero for all paragraph styles used in the main document text.

**?Help** For information about modifying a paragraph style, refer to “To modify a paragraph style” in Chapter 7.

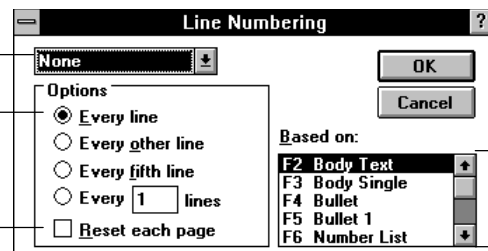
---

## To number lines

Select Number all lines or Number text lines as the desired type of numbering

Select the desired Options

1. Choose Page/Line Numbering.



Select the paragraph style on which you want the line numbering based

**Note** You should base the line numbering on the paragraph style you use for the majority of the main document text. If you select Number all lines, Ami Pro uses the font specified for the paragraph style you select. If you select Number text lines, Ami Pro numbers uses the font specified for Body Text.

**Every line**

Numbers every line in the document.

**Every other line**

Numbers one line, then skips the next line.

**Every fifth line**

Numbers every fifth line starting with line 5.

**Every nth lines**

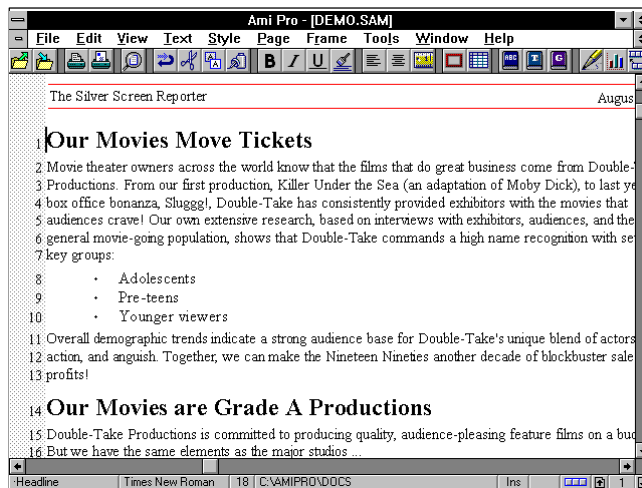
Numbers every line that is a multiple of the number you specify.

**Reset each page**

Counts the first line on each page as line number 1.

*If you do not select Reset each page, Ami Pro numbers the lines consecutively throughout the entire document.*

2. Choose OK.



# 21

## Sorting Data Alphabetically or Numerically

### Using Sort

You can use Sort to arrange information in an Ami Pro document alphabetically or numerically, in ascending or descending order. You can sort a portion of or all of a document or table.

Ami Pro can sort simple lists of items or complex data. The basic unit for the sort is a **record**. A record contains information about a single item, subject, or person. For example, a record might consist of one or more words on a single line of text, or a record might contain information about a person such as the individual's name and address.

**Caution** Ami Pro cannot undo a sort. Use File/Save As to make a copy of the document before you sort the data.

### To sort data

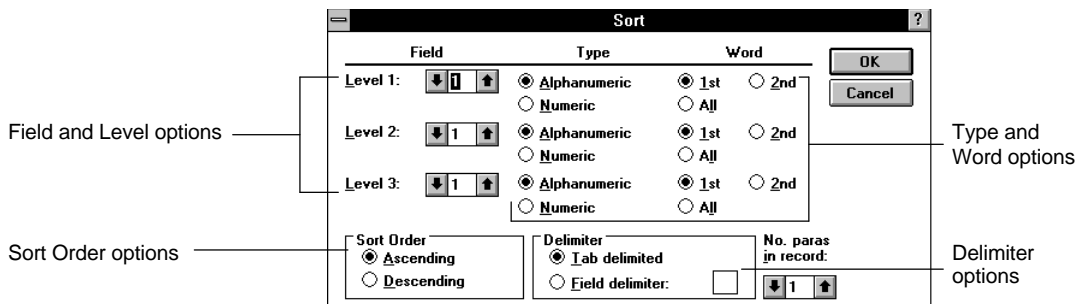
Ami Pro can sort up to three levels or fields at a time.

1. Select the portion of the document or table you want to sort.

**Note** If the data is in a table, Ami Pro sorts entire rows, even if you select only several cells within each row. Ami Pro does not sort across any cell that contains a formula.

2. Choose Tools/Sort.

?Help If you do not select any text, Ami Pro displays a message. Press F1 for information.



*If the data is in a table, the columns are the fields and the rows are the records. If you want to sort the data in the third column of the table, specify 3 in the Level 1 Field option.*

*Items that are neither alphabetic nor numeric, such as symbols, sort in the order in which they appear in the ANSI character set.*

3. Specify the number of the field you want to use for the sort. You can sort on the first field, the second field, and so on.

**Note** If you are doing a multi-level sort, specify the number of the field you want to use as the primary sort instruction in the Level 1 Field option.

#### **Field**

Fields are the basic units of a record. Each item in a record is a field. For example, a record might consist of the following fields: Name, Address, City, State, Zip. Name would be field 1, Address would be field 2, and so on.

**Note** Fields must be separated by tabs or a character that is not used within the text.

4. Select the Type of sort you want to do.

#### **Alphanumeric**

Ami Pro sorts by both text and numbers, character by character, ordering numbers first, then letters. All text beginning with the number 1 is listed ahead of text beginning with the number 2, which is in turn listed ahead of text that does not contain numbers. Using this option, the number 10 is listed after the number 1, but before the number 2.

**Tip** If you want the number 10 listed after the number 9 in an alphanumeric sort, all the numbers should contain the same number of digits. For example, specify 001, 021, and 105 rather than 1, 21 and 105.

#### **Numeric**

Ami Pro sorts according to the values of the numbers. Any text that does not contain numbers is placed at the end of the list in correct alphabetical order. Text that contains both letters and numbers is ordered according to the value of the numbers. Using this option, the number 10 is listed after the number 9. The text A13 is listed between 12 and 14; the text 15X appears between 14 and 16.

5. Select the Word you want to use for the sort. You can sort on the first word, the second word, or all words in the field.

Words are the basic units of a field. Each item in a field is a word. For example, Last-Name First-Name together might form the Name field. Last-Name would be the first word in the Name field, First-Name would be the second word in the Name field. Words are usually separated by spaces.

Using the Name field composed of Last-Name First-Name, if you select 1st, Ami Pro lists the names in alphabetical order according to the last name. If you select 2nd, Ami Pro lists the names in alphabetical order according to the first name. If you select All, Ami Pro lists people in alphabetical order by last name, and lists people with the same last name in alphabetical order according to first name.

*Ami Pro can sort up to three levels, thereby allowing you to do multi-level sorts.*

6. Repeat steps 3 – 5 for each additional sort level. The levels determine the order in which Ami Pro sorts the fields within the record.

For example, a record contains the following fields: Name, Address, City, State, Zip. You can order the data by State by specifying 4 in the Level 1 Field option, by Zip Code by specifying 5 in the Level 2 Field option, and by Name by specifying 1 in the Level 3 Field option. This puts the data in alphabetical order by state, in zip code order within states, and in alphabetical order by name within zip codes.

7. Select the desired Sort Order.

**Ascending**

Sorts the data from A to Z or 0 to 9.

**Descending**

Sorts the data from Z to A or 9 to 0.

8. Specify the desired Delimiter. The delimiter separates the fields in a record.

*If the data is in a table, Ami Pro automatically dims the Delimiter option.*

**Tab delimited**

Tabs separate the fields in a record.

**Field delimiter**

The character or symbol you specify separates the fields in a record. You can type any character in the ANSI or ASCII character set.

- ?Help For information about ANSI and ASCII character sets, refer to Appendix C.

*If the data is in a table, this option is No. Rows in Record.*

9. Specify the number of paragraphs in a record.

The data might be set up so that each field within the record is a separate paragraph or multiple fields are within one paragraph. Ami Pro counts the number of returns to determine where one record ends and the next record begins. If each record contains one paragraph of text followed by a blank line, the number of paragraphs in a record is two. If there are no blank lines, the number of paragraphs in a record is one.

**Note** Specify a number other than 1 only if you are certain of the number of paragraphs in each record and all records contain the same number of paragraphs.

**Caution** Unless all the records contain the same number of paragraphs, the results of the Sort may not be what you expect and could be difficult to correct. Use the File/Save As to create a copy of the original document before you sort it.

**10. Choose OK.**

Ami Pro re-orders the data.

**Note** If you sort text in Outline mode, Ami Pro rearranges only those paragraphs that are visible. Although it does not rearrange any hidden subordinate text, that text remains with the appropriate visible text when the sort is complete.

---

## Examples of sorting data

### Sorting by company

You want to alphabetize the data by company name. The original data is separated by tabs and looks like this:

1	GM	Detroit, Michigan
2	Exxon	Houston, Texas
3	Ford	Dearborn, Michigan
4	Delta	Atlanta, Georgia
5	Baxter	Chicago, Illinois

Select the desired data.

Choose Tools/Sort.

Specify 2 in the Level 1 Field option.

Select Alphanumeric as the Type.

Select 1st as the word.

Select Ascending as the Sort Order.

Select Tab delimited.

Specify 1 paragraph or row in a record and choose OK.

Ami Pro alphabetizes the data by company name.

5	Baxter	Chicago, Illinois
4	Delta	Atlanta, Georgia
2	Exxon	Houston, Texas
3	Ford	Dearborn, Michigan
1	GM	Detroit, Michigan

### Sorting by state

You want to alphabetize the data by state. The original data is separated by tabs and looks like this:

1	GM	Detroit, Michigan
2	Exxon	Houston, Texas
3	Ford	Dearborn, Michigan
4	Delta	Atlanta, Georgia
5	Baxter	Chicago, Illinois

Select the desired data.

Choose Tools/Sort.

Specify 3 in the Level 1 Field option.

Select Alphanumeric as the Type.

Select 2nd as the Word.

Select Ascending as the Sort Order.

Select Tab delimited.

Specify 1 paragraph or row in a record and choose OK.

Ami Pro alphabetizes the data by state.

4	Delta	Atlanta, Georgia
5	Baxter	Chicago, Illinois
1	GM	Detroit, Michigan
3	Ford	Dearborn, Michigan
2	Exxon	Houston, Texas

### Doing a multi-level sort

You want to alphabetize the data by state and by city where more than one record has the same state. The original data is separated by tabs and looks like this:

1	GM	Detroit, Michigan
2	Exxon	Houston, Texas
3	Ford	Dearborn, Michigan
4	Delta	Atlanta, Georgia
5	Baxter	Chicago, Illinois

Select the desired data.

Choose Tools/Sort.

Specify 3 in the Level 1 Field option.

Select Alphanumeric as the Type.

Select 2nd as the Word.

Specify 3 in the Level 2 Field option.

Select Alphanumeric as the Type.

Select 1st as the Word.

Select Ascending as the Sort Order.

Select Tab delimited.

Specify 1 paragraph or row in a record and choose OK.

Ami Pro alphabetizes the data by state and within state by city.

4	Delta	Atlanta, Georgia
5	Baxter	Chicago, Illinois
3	Ford	Dearborn, Michigan
1	GM	Detroit, Michigan
2	Exxon	Houston, Texas

### Doing a multi-paragraph multi-level sort

You want to alphabetize the data by last name and by phone extension where more than one record has the same last name.

Each record consists of three paragraphs. Name and department are in the first paragraph, building and extension are in the second paragraph, and the third paragraph is a blank line. The fields are separated by a ~.

Rhea Berger ~ Documentation  
West Building ~ X321

Jane Brown ~ Technical Support  
East Building ~ X342

Corey Berger ~ Testing  
West Building ~ X384

Bruce Brown ~ Research and Development  
East Building ~ X318

Select the desired data.

Choose Tools/Sort.

Specify 1 in the Level 1 Field option.

Select Alphanumeric as the Type.

Select 2nd as the Word.

Specify 4 in the Level 2 Field option.

Select Numeric as the Type.

Select 1st as the Word.

Select Ascending as the Sort Order.

Select Field delimiter and type ~ in the text box.

Specify 3 as the Number of paragraphs in a record and choose OK.

Ami Pro alphabetizes the data by last name and within last name by phone extension.

Rhea Berger ~ Documentation  
West Building ~ X321

Corey Berger ~ Testing  
West Building ~ X384

Bruce Brown ~ Research and Development  
East Building ~ X318

Jane Brown ~ Technical Support  
East Building ~ X342



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# 22

## Importing and Exporting Text and Data Files

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### Understanding text and data file filters

You can use the Ami Pro text and data file import filters to convert documents created in other applications to Ami Pro documents. You can also use the text file export filters to convert Ami Pro documents to other text file formats.

<i>Import file filters</i>	<i>Export file filters</i>
1-2-3® releases 1, 1A, 2.0, and 2.01 (.WKS and .WK1)	
1-2-3 releases 3.0, 3.1, and 1-2-3 for Windows (.WK3)	
Advance Write	Advance Write
Ami Pro	Ami Pro
ASCII	ASCII
dBase III®, dBase III+®, and dBase IV®	
DCA/FFT (Final Form Text)	DCA/FFT (Final Form Text)
DCA/RFT (Revisable Form Text)	DCA/RFT (Revisable Form Text)
DIF®	
DisplayWrite® 4 and 5	DisplayWrite 4 and 5
E-Mail	E-Mail
Enable® versions 1-5 through 2.5	Enable versions 1-5 through 2.5
Executive MemoMaker	Executive MemoMaker
Lotus Manuscript® releases 2.0 and 2.1	
Microsoft Excel version 4.0 and prior versions	
Microsoft Word versions 4.0, 5.0, 5.1, and 5.5	Microsoft Word versions 4.0, 5.0, 5.1, and 5.5
MultiMate® versions 3.3 and 4.0, and MultiMate Advantage II	MultiMate version 3.3 and MultiMate Advantage II
Navy DIF	Navy DIF
OfficeWriter	OfficeWriter
Paradox® versions up to 3.5 (.DB)	

<i>Import file filters</i>	<i>Export file filters</i>
Peach Text™ version 2.11 and prior versions	Peach Text version 2.11 and prior versions
Professional Write versions 2.1 and 2.2	Professional Write versions 2.1 and 2.2
Rich Text Format	Rich Text Format
Samna® Word	Samna Word
SmartWare® version 1	
SuperCalc® versions 3 and 4	
Symphony® releases 1.0, 1.01, and 1.1 (.WRK and .WK1)	
Wang (IWP) version 3.02	Wang (IWP) version 3.02
Windows Write	Windows Write
Word for Windows	Word for Windows
WordPerfect versions 4.1 and 4.2	WordPerfect versions 4.1 and 4.2
WordPerfect versions 5.0 and 5.1	WordPerfect versions 5.0 and 5.1
WordStar® versions 3.3, 3.4, 4.1, and 5.0	WordStar versions 3.3, 3.4, 4.1, and 5.0
WordStar 2000 version 1.0	WordStar 2000 version 1.0
WordStar 2000 version 3.0	WordStar 2000 version 3.0

## Using import and export file filters

Applications support different levels of functionality. For this reason, Ami Pro may be unable to implement certain formatting information when you import a text or data file or export a text file.

**?Help** In some filters, Ami Pro can import and export formatting information in several ways. You can specify how you want the text or data to appear when it is converted. For information, refer to “Using import and export options” in this chapter. For information about specific import or export file filters, choose Help/Contents, choose How Do I?, and then choose Import and Export Files.

Ami Pro normally imports and exports the following formatting information:

- Alignment—center, justify, left, right  
**Note** When importing, Ami Pro converts these to text formatting and text enhancements.
- Capitalization—initial caps, lower case, small caps, upper case  
**Note** When importing, Ami Pro converts these to text formatting and text enhancements.

- Dates

**Note** When importing and exporting, if the file format does not support a date function, Ami Pro converts the dates to text.

- Font—typeface, point size, color

**Note** When importing, Ami Pro converts these to text formatting and text enhancements.

- Footnotes

**Note** When exporting, if the file format does not support footnotes, Ami Pro places the footnotes in the main document text at the end of the document.

- Headers and footers

- International characters

- Line spacing

- Page layout—margins, page breaks, rulers, tabs

**Note** When importing, if the filter does not support page layout formatting information, Ami Pro places an inserted ruler with the correct tab settings at the beginning of each paragraph of text. If the filter supports page layout formatting information, the first ruler is incorporated into either the standard page layout or an inserted page layout, depending upon whether or not the insertion point is at the beginning of the document when you import the file.

For all filters except ASCII and E-mail, if the file does not have a default ruler, the inserted ruler contains tabs set every .5 inches. For ASCII and E-mail files, Ami Pro uses the ruler in effect at the location of the insertion point when you import the file.

**?Help** For information, refer to “Using the current ruler” in Chapter 8.

When exporting, if the filter does not support center, numeric, or right tabs, Ami Pro changes these tabs to left tabs and sets the default ruler to a tab every .5 inches. If the filter supports center, numeric, and right tabs, they are used.

- Page numbering

**Note** When importing and exporting, if the file format does not support a page numbering function, Ami Pro converts the page numbers to text.

- Paragraph styles

- Special formatting—hard hyphens, non-breaking spaces
- Text attributes—bold, double underline, italic, overstrike, strikethrough, superscript, subscript, underline, word underline

**Note** When importing, Ami Pro converts these attributes to text formatting and text enhancements.

- Text frames

**Note** When exporting, text in anchored frames appears in the file at the location where the frame is anchored. Text in non-anchored frames appears at the end of the page layout or at the end of the document.

## Importing and exporting files

You can use Open and Insert to import text and data files. You can use Save As to export a text file to a different file format.

**?Help** You can also use Save As to save a file under another name or to another location. For information, refer to “To save a document under another name or to another location” in Chapter 4.

## To import a text or data file

You can use Open to open a text or data file as an untitled document. You can use Insert to insert a text or data file at a particular location in an existing document. You can insert a text or data file into main document text, a selected text frame, or a table.

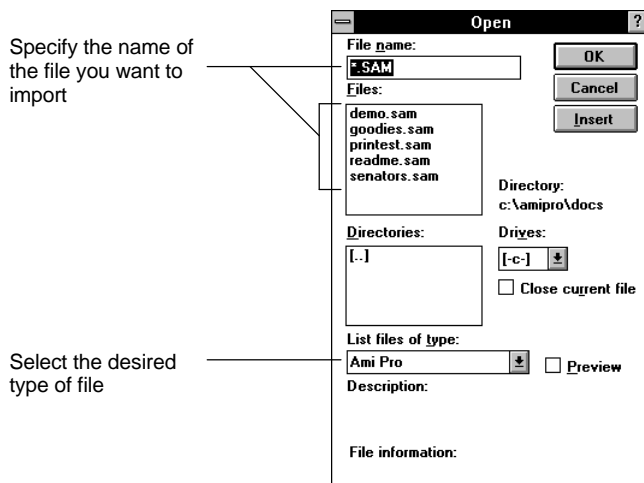
If you insert a text file into a table, Ami Pro places the entire file into the current cell. If you insert a data file into a table, Ami Pro places the data into the appropriate cells. If you insert a data file into an empty selected frame, Ami Pro creates and places the data into a table with the correct number of columns and rows.

**?Help** For information, refer to “To insert data from another application ” in Chapter 16.

1. If you want to insert the file at a particular location, place the insertion point at that location.
2. Choose File/Open.



**Keyboard** Press CTRL+O.



*If you want to quick import a file that has no extension, type a period after the file name. If you do not add the period, Ami Pro attempts to find an Ami Pro document with that name, instead of importing the file.*

**Note** The type of file you select tells Ami Pro which import filter to use.

**Shortcut** For certain types of files, you can perform a Quick Import by specifying the file name in the text box and choosing OK or Insert. These file types are: dBase, DCA/RFT, DIF, DisplayWrite, Excel, Lotus 1-2-3, Manuscript, Microsoft Word, Rich Text Format, Samna Word, SmartWare, SuperCalc, Windows Write, Word for Windows, WordPerfect 5.x, WordStar 2000. Ami Pro imports the document even though you do not select the type of file.

When you specify a type of file, Ami Pro places the default extension for files generated in that application in the File name text box, and changes the file names in the Files list box.

For example, if you specify Rich Text Format, the File name text box displays \*.RTF and the Files list box displays a list of \*.RTF files. This makes it easier to find the files that match the filter.

**Note** You can also specify the extension for a particular type of file by typing it in the File name text box. If you specify a path for the file, Ami Pro automatically uses that directory the next time you select that type of file in the Open dialog box.

3. If necessary, specify the desired drive and directory by selecting them in the list boxes or by typing them in the File name text box.
4. Select any other desired options.

**?Help** For information, refer to “To open an Ami Pro document” in Chapter 4.

*You can edit and save changes to an ASCII file using Save. You do not need to export it using Save As.*

5. Choose the desired command button.

### OK

Displays the contents of the file as an untitled document. If the file is an ASCII file, Ami Pro displays the file name in the title bar.

### Insert

Inserts the contents of the file into the current document, starting at the location of the insertion point. The insertion point remains where you placed it prior to inserting the file.

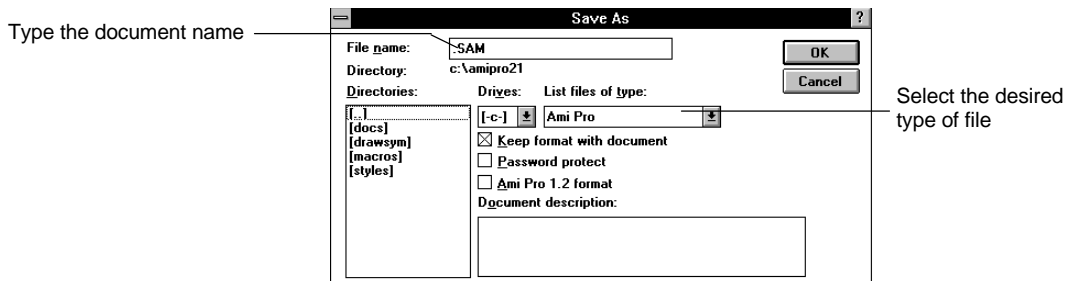
**Note** If the filter does not support paragraph style formatting information, Ami Pro converts all text to the paragraph style assigned to the paragraph in which the insertion point is located.

- ?Help Ami Pro may display a dialog box providing import options. For information, refer to “Using import and export options” in this chapter. For information about specific import or export file filters, choose Help/Contents, choose How Do I?, and then choose Import and Export Files.

## To export a text file

You can use Save As to export the current document to a different file format.

1. Choose File/Save As.



**Note** The type of file you select tells Ami Pro which export filter to use.

2. If necessary, specify the desired drive and directory by selecting them in the list boxes or by typing them in the File name text box.

**Note** If you specify a path for the file, Ami Pro automatically uses that directory the next time you select that type of file in the Open or Save As dialog box.

## 3. Choose OK.

Ami Pro saves the document to the file name you specified but leaves the current document on the screen. If you exported to an ASCII file, the current document is now an ASCII file, not an Ami Pro document.

**?Help** Ami Pro may display a dialog box providing export options. For information, refer to “Using import and export options” in this chapter. For information about specific import or export file filters, choose Help/Contents, choose How Do I?, and then choose Import and Export Files.

## Using import and export options

In some filters, Ami Pro can import and export formatting information in several ways. You can specify how you want the text or the data to appear when it is converted.

**?Help** For information about specific import or export file filters, choose Help/Contents, choose How Do I?, and then choose Import and Export Files.

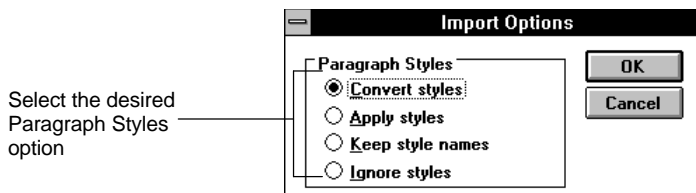
For all filters, Ami Pro defines **text formatting** as any typeface, point size, color, attribute (bold, italic, underline, word underline), capitalization, or special effect you apply to selected text using either SmartIcons, the status bar, or the Text menu. Ami Pro defines **text enhancements** as any alignment, indentation, or spacing you apply to selected text using either SmartIcons or the Text menu. Other applications refer to these as text attributes or text formatting.

**?Help** For information, refer to “Understanding text formatting and text enhancements” in Chapter 6.

## To use text file import and export options

For some text file filters, Ami Pro displays Import Options and Export Options dialog boxes.

The dialog box for text file import and export filters looks similar to this:



**Note** Some Import Options dialog boxes provide slightly different Paragraph Styles options.

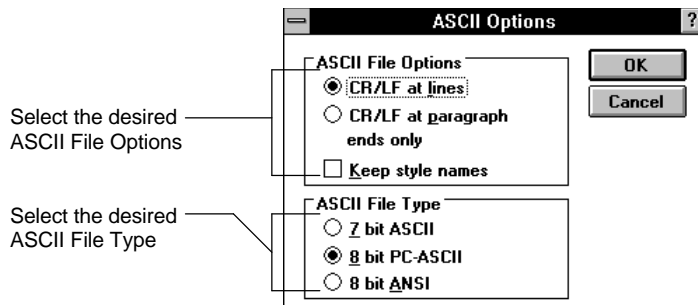


<i>Option</i>	<i>For Import</i>	<i>For Export</i>
Convert styles	<p>Ami Pro creates paragraph styles to match the paragraph style names and formatting information contained in the original file. Ami Pro imports all text attributes as text formatting and text enhancements.</p> <p><b>Caution</b> If paragraph styles with the same names already exist, Ami Pro modifies them so that they use the same formatting information as the original file.</p>	<p>Ami Pro creates paragraph style names to match the paragraph style names in the document and exports all paragraph style formatting information. Ami Pro also exports all text formatting and text enhancements.</p>
Apply styles	<p>Ami Pro converts all formatting information, including paragraph style formatting information, to text formatting and text enhancements. All paragraphs use the paragraph style of the line on which the insertion point is located when you import the file.</p>	<p>Ami Pro exports all formatting information, including paragraph style formatting information, as text formatting and text enhancements.</p>
Keep style names	<p>Ami Pro imports all paragraph style names. If there are paragraph style names available to the Ami Pro document that exactly match the paragraph style names in the original file, Ami Pro formats the text using the settings in the Ami Pro paragraph styles. Otherwise, Ami Pro formats the text using the settings in the Body Text paragraph style and displays the paragraph style name in red in the status bar. Ami Pro would not recognize Head1 and head 1 as matching paragraph style names.</p>	<p>Not available as an export option.</p>

<i>Option</i>	<i>For Import</i>	<i>For Export</i>
Ignore styles	Ami Pro imports the text formatting information as text formatting and text enhancements. Ami Pro does not import paragraph style formatting information. All paragraphs use the paragraph style of the line on which the insertion point is located when you import the file.	Ami Pro exports text formatting and text enhancements. Ami Pro does not export paragraph style formatting information.

### To use ASCII file import and export options

When you import or export a file and select ASCII as the type of file, Ami Pro displays an ASCII Options command button. Choose ASCII Options, specify the desired options, and then choose OK.



<i>Options</i>	<i>For Import</i>	<i>For Export</i>
CR/LF at lines	Ami Pro combines the lines into single paragraphs. Choose this option if the ASCII file is formatted with a Carriage Return/Line Feed at the end of every line and two Carriage Returns/Line Feeds at the end of every paragraph.	Ami Pro places a Carriage Return/Line Feed at the end of every line (a maximum of 64 characters) and two Carriage Returns/Line Feeds at the end of every paragraph.
CR/LF at paragraph ends only	Ami Pro imports each line as a separate paragraph. Choose this option if the ASCII file is formatted with a Carriage Return/Line Feed at the end of each paragraph.	Ami Pro places a Carriage Return/Line Feed at the end of each paragraph.

<i>Options</i>	<i>For Import</i>	<i>For Export</i>
Keep style names	Ami Pro imports all paragraph style names. If there are paragraph style names available to the Ami Pro document that exactly match the paragraph style names in the original file, Ami Pro formats the text using the settings in the Ami Pro paragraph styles. Otherwise, Ami Pro formats the text using the settings in the Body Text paragraph style and displays the paragraph style name in red in the status bar. Ami Pro would not recognize Head1 and head 1 as matching paragraph style names.	Ami Pro places paragraph style names at the beginning of each paragraph. Ami Pro encloses each paragraph style name in angle brackets, <Style Name>. The paragraph style names are part of the text in the ASCII file. If the application receiving the ASCII file recognizes this format for paragraph style names, and its style sheet has identically named paragraph styles, the ASCII file created in Ami Pro is formatted according to the paragraph styles in the other application.
7 bit ASCII	The 7 bit ASCII character set contains only the first 128 characters of the IBM PC-ASCII character set. Ami Pro converts any characters that are not part of this range into one of the 128 characters.	The 7 bit ASCII character set contains only the first 128 characters of the IBM PC-ASCII character set. Ami Pro converts any characters that are not part of this range into one of the 128 characters.
8 bit PC-ASCII	The 8 bit PC-ASCII character set contains characters from the complete IBM PC-ASCII character set, including foreign accented characters and Greek and math symbols. Ami Pro converts PC-ASCII characters that have ANSI equivalents to those equivalents. ASCII characters that do not have ANSI equivalents are replaced with characters such as _ or +. Choose this option for files created in non-Windows applications.	The 8 bit PC-ASCII character set contains characters from the complete IBM PC-ASCII character set, including foreign accented characters and Greek and math symbols. Ami Pro converts ANSI characters to their PC-ASCII equivalents. Choose this option for non-Windows applications.
8 bit ANSI	Ami Pro imports all Windows ANSI characters. Choose this option for files created in Windows applications.	Ami Pro exports all Windows ANSI characters. Choose this option for Windows applications.

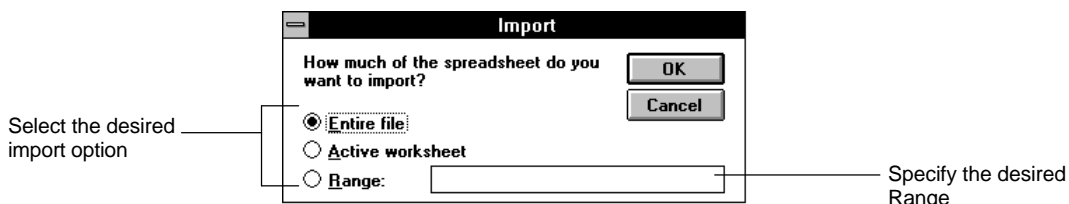
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## To use data file import options

For some data file filters, Ami Pro displays an Import Options dialog box.

**?Help** For information about specific import or export file filters, choose Help/Contents, choose How Do I?, and then choose Import and Export Files.

The dialog box for data file import filters looks similar to this:



**Note** For database files you can specify the desired fields. The Paradox Import dialog box looks significantly different.

### Entire file

Ami Pro imports the entire data file. Ami Pro imports multiple worksheets in alphabetical order.

### Active worksheet

Ami Pro imports the current active worksheet.

### Range

Ami Pro imports only the part of the spreadsheet you specify:

- The identifying letter for the desired worksheet (A)
- A range without a worksheet identifier (A1..B3). Ami Pro uses the current active worksheet.
- A range with a worksheet identifier (A:A1..B3 OR A:A1..A:B3). If the worksheet identifier is incorrect, Ami Pro imports data from the first worksheet.
- The range name for a range you defined in the worksheet

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## Using the import and export table

The table on the following pages provides file formatting information for each Ami Pro file filter. Each filter has an import (I) and an export (E) column.

**Note** Because Lotus 1-2-3, Lotus 1-2-3 release 3.x, dBase, DIF, Excel, Paradox, SmartWare, SuperCalc, and Lotus Symphony cannot import word processing documents, the export columns for these filters are blank.

Some filters require a more detailed explanation about how they import or export file formatting information than can be provided in the table. In these cases, a letter (A-Y) indicates that the information is available in the import and export key.

**?Help** For information about specific import or export file filters, choose Help/Contents, choose How Do I?, and then choose Import and Export Files.



Feature	1-2-3		1-2-3 V3		ASCII		dBase		DCA/FFT		DCA/RFT		DIF		Display Write		EMAIL		Enable		EMM	
	I	E	I	E	I	E	I	E	I	E	I	E	I	E	I	E	I	E	I	E	I	E
<b>Add'l Options</b>	*		*		*	*	*					*	*			*	*					
<b>Alignment</b>																						
Center																*						
Justify																						
Left																						
Right																N						
<b>Capitalization</b>																						
Initial Caps											N				N							
Lowercase											N				N							
Small Caps											N	N			N	N						
Uppercase											N				N							
<b>Date</b>					T	T			T	T	T	T			T	T	T	T	T	T	T	T
<b>Fonts</b>												F			X	F		N				
<b>Footnotes</b>																						
Footnote Options																						
Footnote Text						G												G				G
<b>Frames (Text)</b>					A				A		A				N		A		A			
<b>Graphics</b>															N		N					
<b>Header/Footer</b>																						
Floating															N							
Initial																						
Others																						
<b>Indentation</b>																						
<b>Line Spacing</b>																	O					
<b>Macro Interface</b>																						
<b>Page Format</b>																						
Page Breaks			*																			
Column Breaks																						
Page Layouts															I	*	*					
Tab Rulers																						
Tabs																						
<b>Page Numbering</b>																						
Basic					T	T			T	T									T	T		
Full																						
<b>Special Characters</b>																						
Bullets in Text																						
Int'l Characters													N									
Non-breaking Space																						
<b>Style</b>																						
Apply Styles			*								N	*			N							
Convert Styles			*								N	N			N	N						

Feature	1-2-3		1-2-3 V3		ASCII		dBase		DCA/FFT		DCA/RFT		DIF		Display Write		EMAIL		Enable		EMM	
	I	E	I	E	I	E	I	E	I	E	I	E	I	E	I	E	I	E	I	E	I	E
Keep Style names			*		*	*					N	N			N	N						
<b>Tables</b>																						
Cell Attributes																						
Column Width																						
Row Height																						
Table Attributes																						
Table Creation	Q		Q				Q					Q		L								
Table Text						D					D				D							
<b>Text Attributes</b>																						
Bold																						
Double Underline									U	U				N	N			U	U			U
Italic											N	N		N	N							
Overstrike																						
Protected																						
Strikethrough											N	S		N	S							
Super/Subscript																						
Underline																						
Word Underline																						R

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- V Only the page layout used for the first page is exported.
- W WordPerfect 5.1 supports this feature.
- X You can specify the desired font mappings in the appropriate WINDOWS\*.INI file.
- \* For more information, choose Help/Contents, choose How Do I?, and then choose Import and Export Files. This feature is supported in this product.

Feature	Excel		Manuscript		Microsoft Word		MultiMate		Navy DIF		Office Writer		Paradox		Peach-Text		Prof. Write		Rich Text		Samma	
	I	E	I	E	I	E	I	E	I	E	I	E	I	E	I	E	I	E	I	E	I	E
<b>Add'l Options</b>	*		*		*	*	*				N	*	*		*		N		*			
<b>Alignment</b>																						
Center																		M				
Justify											N	N										
Left																						
Right											N							M				
<b>Capitalization</b>											N							N				
Initial Caps					N	N												N		N	N	
Lowercase					N	N					N							N		N	N	
Small Caps					N						N	N						N				
Uppercase					N						N							N				
<b>Date</b>	T						T	T	T	T		T			T	T	N	T				T
<b>Fonts</b>											X											
<b>Footnotes</b>																		N	N			
Footnote Options																						
Footnote Text									G	G					G	G	N	N				
<b>Frames (Text)</b>			N			B		A		A	N	A				A	N	A		A		A
<b>Graphics</b>																		N				
<b>Header/Footer</b>																						
Floating			N		N						N	N						N				
Initial																						
Others											N	N						N				
<b>Indentation</b>																		M				
<b>Line Spacing</b>																						
<b>Macro Interface</b>																		N				
<b>Page Format</b>																						
Page Breaks																						
Column Breaks																		N				
Page Layouts								*				V						V				
Tab Rulers																						
Tabs																		N	N			
<b>Page Numbering</b>																						
Basic																						
Full																						
<b>Special Characters</b>																						
Bullets in Text																		N	N			
Int'l Characters																						
Non-breaking Space												N										
<b>Style</b>											N							N				
Apply Styles	*		*		*	*					N							N		*		
Convert Styles	*		*		*	*					N							N		*		



Feature	Excel		Manuscript		Microsoft Word		MultiMate		Navy DIF		Office Writer		Paradox		Peach-Text		Prof. Write		Rich Text		Samma		
	I	E	I	E	I	E	I	E	I	E	I	E	I	E	I	E	I	E	I	E	I	E	
Keep Style names	*		N		*	*					N						N		*				
<b>Tables</b>					N						N						N						
Cell Attributes											N	N					N						
Column Width											N						N						
Row Height											N	N					N						
Table Attributes											N	N					N						
Table Creation	Q					N						Q					N						
Table Text						D					N						N						
<b>Text Attributes</b>																							
Bold																							
Double Underline									U	U					U	U	N	U					
Italic											N	N											
Overstrike					S	S	S	S									N	N	S	S			
Protected											N	N					N	N	P	P			
Strikethrough					S	S	S	S			N	N					N	N	S	S			
Super/Subscript																							
Underline																							
Word Underline					R	R	R	R			R	N	R						N	R			R

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- X You can specify the desired font mappings in the appropriate WINDOWS\\*.INI file.
- \* For more information, choose Help/Contents, choose How Do I?, and then choose Import and Export Files.
- This feature is supported in this product.

	SmartWare		SuperCalc		Symphony		Wang (IWP)		Windows Write		Word for Windows		WordPerfect 4.2		WordPerfect 5.0 and 5.1		WordStar 5.0		WordStar 2000 R1		WordStar 2000 R3	
<i>Feature</i>	I	E	I	E	I	E	I	E	I	E	I	E	I	E	I	E	I	E	I	E	I	E
<b>Add'l Options</b>			*								*				*	*						
<b>Alignment</b>																						
Center																						
Justify																						
Left																						
Right																						
<b>Capitalization</b>													N									
Initial Caps											N	N	N	N	N	N	N	N	N	N	N	N
Lowercase										N	N	N										
Small Caps													N				N	N				
Uppercase													N									
<b>Date</b>							T	T	T	T			T	T	T	T	T	T	T	T	T	T
<b>Fonts</b>							X								X	F						
<b>Footnotes</b>																						
Footnote Options																						
Footnote Text								G	G								G		G			
<b>Frames (Text)</b>							A		A	A	A	A	A	A	A	A	A	A	A	A	A	A
<b>Graphics</b>																						
<b>Header/Footer</b>																						
Floating																						
Initial																						
Others											N											
<b>Indentation</b>																						
<b>Line Spacing</b>																						
<b>Macro Interface</b>																						
<b>Page Format</b>																						
Page Breaks																						
Column Breaks																						
Page Layouts							V															
Tab Rulers																						
Tabs																						
<b>Page Numbering</b>																						
Basic																						
Full																						
<b>Special Characters</b>																						
Bullets in Text																						
Int'l Characters													E	E	E	E	E	E	E	E	E	E
Non-breaking Space																						
<b>Style</b>																						
Apply Styles											*				*							
Convert Styles											*				*							

	SmartWare		SuperCalc		Symphony		Wang (IWP)		Windows Write		Word for Windows		WordPerfect 4.2		WordPerfect 5.0 and 5.1		WordStar 5.0		WordStar 2000 R1		WordStar 2000 R3	
<i>Feature</i>	I	E	I	E	I	E	I	E	I	E	I	E	I	E	I	E	I	E	I	E	I	E
Keep Style names											*			*								
<b>Tables</b>			*																			
Cell Attributes																						
Column Width																						
Row Height																						
Table Attributes																						
Table Creation															W							
Table Text							D			D	D											
<b>Text Attributes</b>																						
Bold																						
Double Underline									U	U							U	U	U	U	U	U
Italic																						
Overstrike										S	S	S	S	S	S							
Protected																						
Strikethrough										S	S	S	S	S	S							
Super/Subscript																						
Underline																						
Word Underline									R	R				R			R	R	R	R	R	R

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# 23

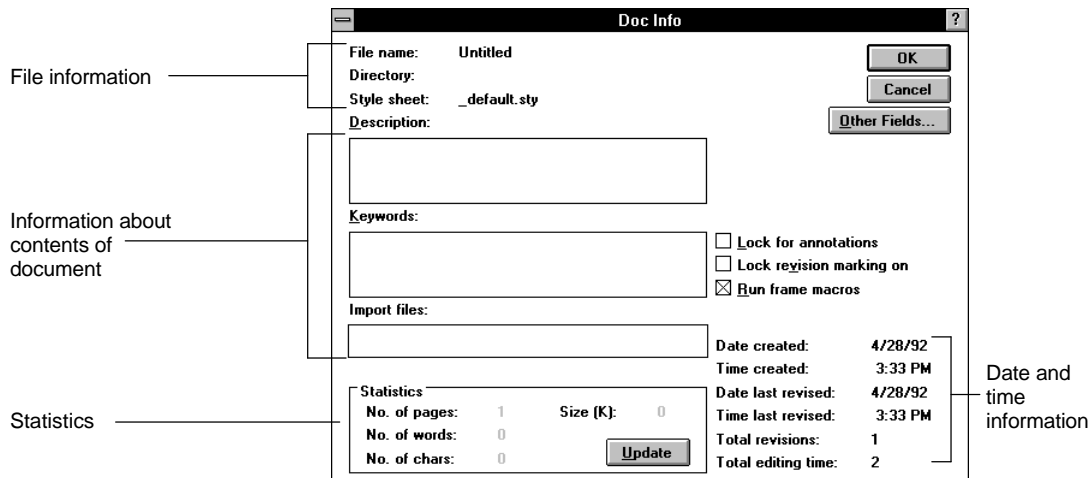
## Using Document Information

### Using Doc Info

You can use Doc Info to identify the contents of a document and create a cover page that can be printed. Doc Info also provides revision information about a document.

### To use Doc Info

1. Choose File/Doc Info.



*The Description and Keywords text boxes are empty until you specify the desired information. The Statistics data may be invalid until you choose*

*If you saved the document and selected Keep format with document, the style sheet name appears as None.*

Ami Pro automatically provides information in the following fields:

#### **File name**

The file name you specified in the Save As dialog box, when you saved the document.

#### **Directory**

The drive and directory in which the document is located.

#### **Style sheet**

The style sheet associated with the document.

#### **Import files**

The names of any files the document depends on as sources for imported pictures and DDE links.

**Note** The Import files list does not include either graphic files imported with the Copy image option or inserted text files.

**Date created**

The date the document was first created.

**Time created**

The time the document was first created.

**Date last revised**

The date the document was last saved.

**Time last revised**

The time the document was last saved.

**Total revisions**

The number of times the document was opened, edited, and saved.

**Total editing time**

The total number of minutes the document was open.

*You can edit the description any time the document is displayed.*

2. If you want to add or edit a comment about the document and have it display when you choose File/Open or File/File Management, type the desired text in the Description text box. You can type up to 119 characters.
3. If you want to specify keywords that provide information about the contents of the document, type the desired words in the Keywords text box.
4. If you want to allow other people to add notes to the document, but you want to prevent them from editing the document, select Lock for annotations.

*Lock for annotations is dimmed if no name is specified in the User Setup.*

**Note** Only the person whose name was specified in the User Setup dialog box when the document was locked can deselect the option.

- ?Help** You must specify your name in User Setup to lock the file. For information, refer to "To set User Setup defaults" in Chapter 3.
5. If you want to allow other people to edit the document but you want to keep track of their changes, and prevent them from permanently altering the document, select Lock revision marking on.

The next time the document is opened, Ami Pro automatically enables Revision Marking mode. The status bar displays Rev, and the title bar displays Locked for revisions. Ami Pro marks changes made to the document as revision insertions and

deletions, using the attributes specified in the Revision Marking Options dialog box.

**Note** Only the person whose name was specified in the User Setup dialog box when the document was locked can deselect the option.

?**Help** For information about revision marking, refer to “Using Revision marking” in Chapter 24. For information about user setup, refer to “Setting User Setup defaults” in Chapter 3.

6. If you want Ami Pro to run any macros assigned to frames in the document, select Run frame macros.

?**Help** For information about running a macro each time you select a frame, refer to “To modify the type of frame” in Chapter 15.

7. If you want Ami Pro to update the Statistics for the document, including the number of pages, words, characters, and size of the document, choose Update.

**No. of pages**

The number of pages in the document.

**No. of words**

The number of words in the document.

**No. of chars**

The number of characters in the document.

**Size of document (K)**

The size of the document in kilobytes.

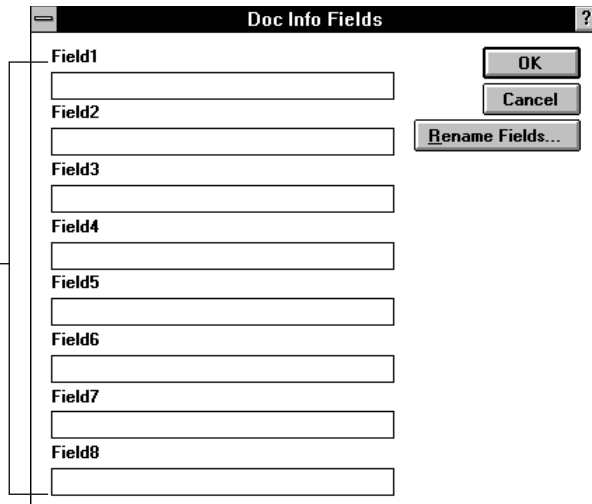
When you choose Update, Ami Pro updates the information and displays the new statistics.

**Note** The statistics are dimmed and may be invalid until you choose Update.

8. If you want to specify information for up to 8 additional fields, choose Other Fields.

*Ami Pro does not automatically update the Statistics data. You must choose Update to change the information.*

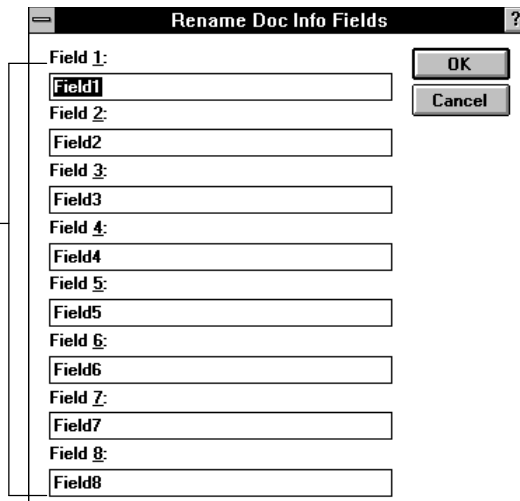
*You can use Other Fields if you need to maintain additional information about a document, such as the originator of the document, any individuals who edit the document, the name of the client the document pertains to, or the phone number of the client.*



Specify the desired information for each field

*You can rename the fields to reflect the kind of information you want to maintain, such as Originator, Edited By, Client Name, and Phone Number.*

9. If you want to change the names of the fields, choose Rename Fields.



Type the names you want to use. You can type up to 31 characters for each field name

10. Choose OK to return to the Doc Info Fields dialog box.
11. Choose OK to return to the Doc Info dialog box.
12. Choose OK to return to the document.
13. Choose File/Save to save the changes.



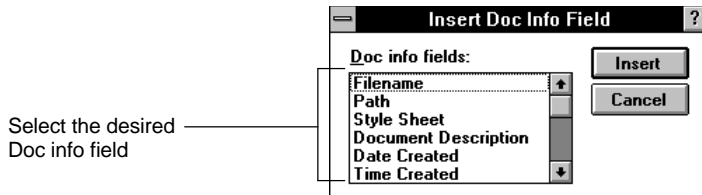


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## To insert descriptive data into a document

You can insert document information into the text of the current document by inserting the name of the field that contains the desired data.

1. Place the insertion point where you want to insert the document information.
2. Choose Edit/Insert.
3. Choose Doc Info Field.



**?Help** You can also insert Doc Info fields into the current document using power fields. For information, refer to “Inserting a power field” in Chapter 32.

4. Choose Insert.

Ami Pro inserts the data contained in the selected field into the document. The Insert Doc Info Field dialog box remains on the screen.

**Keyboard** You can insert all the Doc Info fields at one location by repeating steps 3 – 4, or you can insert one Doc Info field, choose Cancel, then repeat steps 1 – 4.

5. Place the insertion point where you want to insert the next Doc Info field.
6. Repeat the previous steps until you have inserted as many fields as you want.
7. Choose Cancel to remove the Insert Doc Info Field dialog box from the screen.

**Note** Ami Pro automatically updates the data contained in most Doc Info fields you inserted into the document when you display the page on which the field is located. For Number of words, Number of characters, and Size of document, Ami Pro only updates the data if you choose File/Doc Info and choose Update. For Description, Ami Pro only updates the information in the document if you choose Edit/Power Fields and select Update All.

**?Help** For information about power fields, refer to “To update all power fields” in Chapter 32.



---

# 24

## Tracking Revisions to a Document

---

### Using Revision Marking

You can use Revision Marking to keep track of the insertions and deletions you make to main document text, headers, footers, footnotes, text in tables, and text in frames. Revision Marking also keeps track of any columns and rows you add or delete in a table, and any frames you insert or delete.

You can mark insertions manually or you can change to Revision Marking mode and let Ami Pro automatically mark insertions and deletions as you make them. Either way, you can specify the attributes and colors you want to use for insertions and deletions.

You must enable Revision Marking mode for each document you want to edit. The status bar displays Rev if Revision Marking mode is enabled for the current document.

Typing mode button



When you finish editing a document, you can review, accept, or cancel the revisions.

**?Help** You can also prevent someone else from saving changes to a document by locking the document for revision marking. For information, refer to “To use Doc Info” in Chapter 23.

---

### To enable revision marking mode

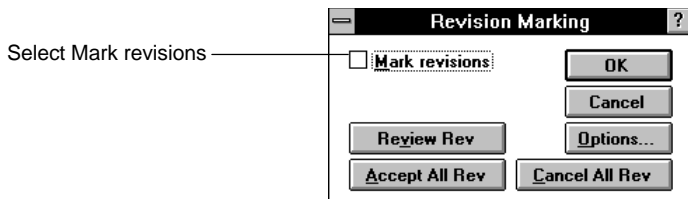
You can enable revision marking mode if you want Ami Pro to keep track of the insertions and deletions you make.

1. Make the document you want to edit the active window

**Shortcut** Click the Typing mode button in the status bar until Rev displays to enable revision marking mode.



2. Choose Tools/Revision Marking.



3. Choose OK.  
Ami Pro displays Rev in the status bar.

### To specify revision marking options



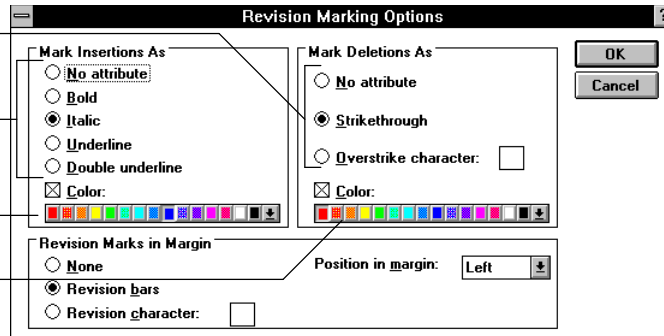
1. Choose Tools/Revision Marking.
2. Choose Options to specify how any insertions and deletions you make should display.

Specify the desired attribute for any text you delete

Select the desired attribute for any text you insert

Specify the color for any text and frames you insert

Specify the color for any text and frames you delete



**Note** If you select No Attribute for the text you insert or delete, it may be difficult to distinguish insertions and deletions from the original text. You can specify a color to make the edited text stand out.

**?Help** For information about specifying colors, refer to “To set User Setup defaults” in Chapter 3.

**No attribute**  
Displays the text you insert the same as the original text.

**Bold**  
Emphasizes the text you insert.

**Italic**  
Italicizes the text you insert.

**Underline**  
Underlines the text you insert, including spaces between words.

**Double underline**

Displays two lines under the text you insert, including spaces between words.

**No attribute**

Displays the text you delete the same as the original text.

**Strikethrough**

Displays a straight line through the text you delete.

**Overstrike character**

Displays the character you type in the text box on top of the text you delete. You can type any character in the ANSI or ASCII character set.

?**Help** For information about the ANSI and ASCII character sets, refer to Appendix C.

3. If you want an indicator to display in the margin on any lines that contain text insertions or deletions, specify the desired Revision Mark.

**None**

No marks display in the margin.

**Revision bars**

Displays a vertical line in the margin on any lines where you make text insertions or deletions.

**Revision character**

Displays the character you type in the text box in the margin on any lines where you make text insertions or deletions. You can type any character in the ANSI or ASCII character set.

4. If you want to specify the position where the Revision Mark should display, select the desired Position in margin.

**Left**

Displays the bar or character in the left margin on all pages in the document.

**Right**

Displays the bar or character in the right margin on all pages in the document.

**Rt/Left**

Displays the bar or character in the right margin on right pages and in the left margin on left pages in the document.

5. Choose OK to return to the Revision Marking dialog box.
6. Select Mark Revisions to enter Revision Marking mode.
7. Choose OK to return to the document.

*If you select Revision bars or Revision character, you can quickly identify lines in a document that have been modified.*

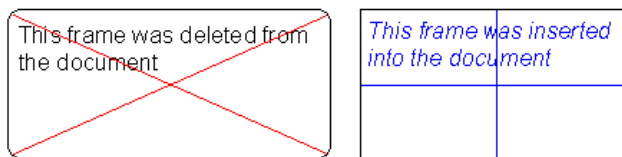
*You must select Mark Revisions to enable Revision Marking mode.*

## 8. Make the desired changes to the document.

**Caution** If you select any text or frame that is marked for insertion and press **DEL** or choose **Edit/Cut**, Ami Pro deletes the text or frame and its contents. They are not marked for deletion.

Ami Pro marks the text you insert and delete, including text in frames, with the attributes and colors you specified. It marks the frames you insert with a “+” and the frames you delete with an “x”. The “+” and “x” display in the colors you specified, or in black if you did not specify any colors.

*This text was added to the document.*



~~This text was deleted from the document.~~

**?Help** If you selected an Undo level greater than none, you can Undo an insertion or deletion. For information about undo, refer to “To set User Setup defaults” in Chapter 3.

*Ami Pro only marks frames you insert and delete. It does not mark frames you modify by changing the frame layout or scaling the picture. Ami Pro also does not mark any paragraph style changes.*

---

### To mark text as a revision insertion

If you edit a document and then decide you want to keep track of the insertions you made, you can manually mark any text you inserted.

1. Select the text you inserted into the document.
2. Choose **Edit/Mark Text**.
3. Choose **Revision Insertion**.

The text appears with the specified revision marking colors and attributes.

**?Help** You can specify the desired colors and attributes for inserted text. For information, refer to “To specify revision marking options” in this chapter.

---

### To implement revisions

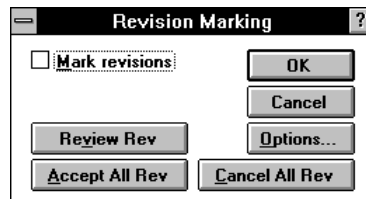
After editing the document, you can review, accept, or cancel the changes. Ami pro checks all main document text, headers, footers, and footnotes from the beginning of the document.

**Tip** To quickly implement Revisions for one or more paragraphs, select the text before choosing **Tools/Revision**

Marking. Ami Pro checks just the selected text.



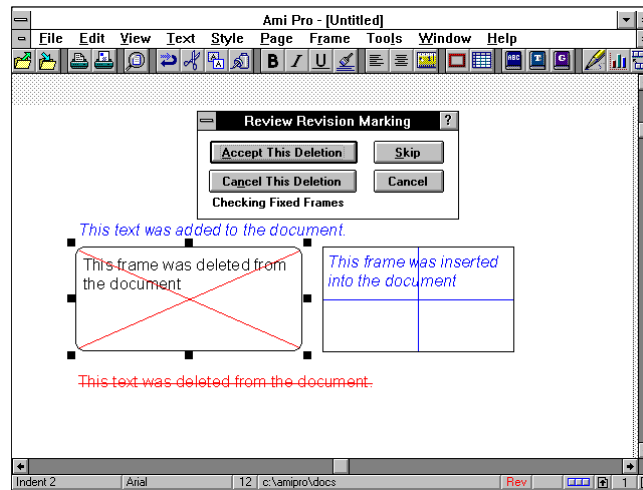
1. Choose Tools/Revision Marking.



2. If you want Ami Pro to implement all the changes you made to the document, choose Accept All Rev.
3. If you want Ami Pro to undo all the changes you made to the document, choose Cancel All Rev.
4. If you want to review each change before you accept or cancel it, choose Review Rev.

*If you globally accept or cancel all revisions, you cannot use Undo to restore those changes.*

Ami Pro checks for frames that were inserted or deleted, for tables where columns or rows were inserted or deleted, and then for insertions and deletions within existing text, frames, and tables.



Ami Pro selects an insertion or deletion and displays the Review Revision Marking dialog box.

5. Specify whether you want to accept, cancel, or skip the revision.

**Note** If the text or frame is marked for insertion, Ami Pro displays Accept This Insertion and Cancel This Insertion command buttons. If the text or frame is marked for deletion, Ami Pro displays Accept This Deletion and Cancel This Deletion command buttons.

**Accept this Insertion or Deletion**

Ami Pro implements the revision. The text or frame is inserted into or deleted from the document.

**Cancel this Insertion or Deletion**

Ami Pro removes the mark for insertion or deletion. The text or frame marked for insertion is deleted from the document. The text or frame marked for deletion remains in the document.

**Skip**

Ami Pro skips the text or frame. The current revision mark remains so you can review the revision at another time.

6. Repeat step 5 for each revision.

**?Help** If you close a document while Revision Marking is enabled, the next time you open the document Ami Pro displays a message asking if you want to enter Revision Marking mode. For information, press **F1**.

## Comparing Documents

You can use Doc Compare to compare the main document text in the current version of an Ami Pro document with the main document text in a backup copy of that document, or to compare two documents that contain similar information. In addition, if you gave an Ami Pro document to two people to edit and now you want to incorporate all the changes into one document, you can use Doc Compare to do so.

**Note** You cannot use Doc Compare in a macro file.

When Ami Pro compares two documents, it checks the text in both documents and integrates only the differences into the current document. All text differences display as revision insertions and deletions with the specified revision marking colors and attributes.

**?Help** For information, refer to “To specify revision marking options” in this chapter.

*Doc Compare compares only the main document text in the two documents.*



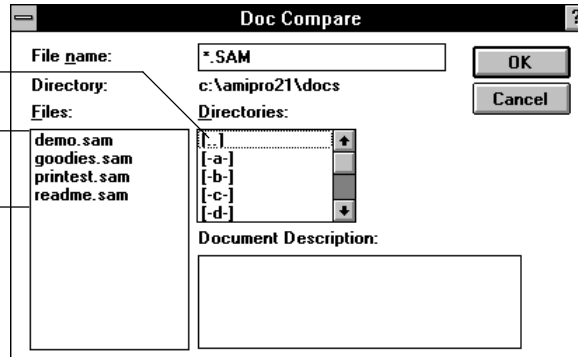
## To compare two versions of a document

1. Make one of the documents you want to compare the active window. This document becomes the source document.  
**Tip** Usually this is the most recent version of the document.
2. Choose Tools/Doc Compare.



Specify the drive and directory for the second document

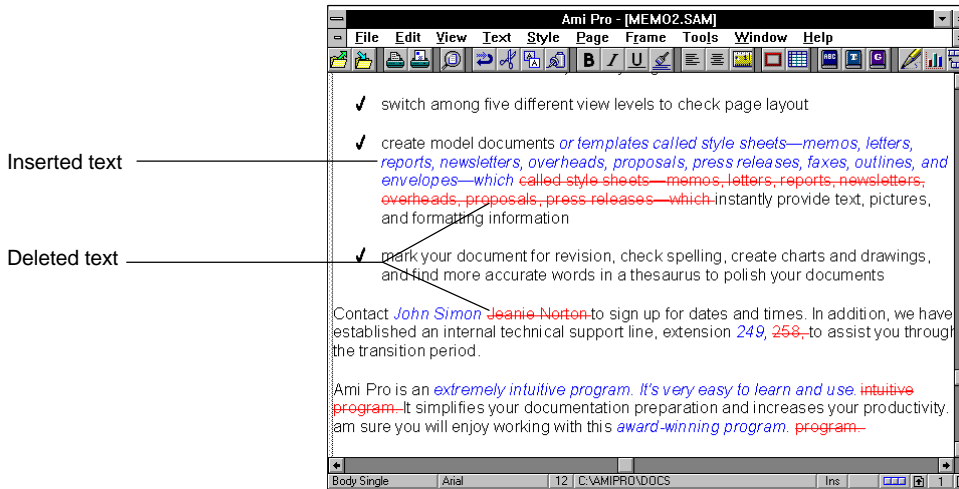
Specify the name of the file you want to compare with the current document



**Note** The document you specify becomes the compared document.

3. Choose OK.

Ami Pro integrates any differences between the two documents into the source document.



Inserted text

Deleted text

Ami Pro displays the differences between the two documents. Any text in the source document that is different than text in the compared document displays as revision inserted text. Any text in the compared document that is different than text in the source document displays as revision deleted text.



4. Choose Tools/Revision Marking.
5. Choose Review Rev to review the differences between the two documents.

**?Help** For information, refer to “To implement revisions” in this chapter.

When you finish reviewing the document, you can save the document with or without the revision marks or you can revert to the original document.



- If you want to save the changes to the current document, choose File/Save.

**?Help** For information, refer to “Saving an Ami Pro Document” in Chapter 4.

- If you do not want to save the changes to the current document, choose File/Revert to Saved.

**?Help** For information, refer to “Undoing one or more actions” in Chapter 5.

- If you want to save the changes to another document, choose File/Save As.

**Note** The original document remains the same as it was prior to using Doc Compare. The new document contains the changes.

**?Help** For information, refer to “To save a document under another name or to another location” in Chapter 4.

## Using Notes

Ami Pro provides a powerful Notes function. One or more users can insert messages or comments into a document. The notes can then be read, revised, or removed by any other person who displays or prints the document.

**?Help** You can prevent another person from editing your document except for adding notes. For information, refer to “Using Doc Info” in Chapter 23.

You can edit notes. In addition, you can cut or copy text from a document into a note, from a note into the main document text, or from one note to another.

To make Notes effective, especially in a multi-user environment, each user should:

- Choose Tools/User Setup, specify the desired initials and color for the notes he or she creates, and select Display initials in text.

**?Help** For information, refer to “To set User Setup defaults” in Chapter 3.

- Choose View/View Preferences and select Notes so that note marks are visible in the document.

**?Help** For information, refer to “To set View Preferences” in Chapter 3.

---

### To insert a note

*You should insert the note into existing text. If you place the note in an area where you are inserting text, the note moves as you insert text before it.*

You can insert a note into main document text, a table, a text frame, a header, a footer, or a footnote.

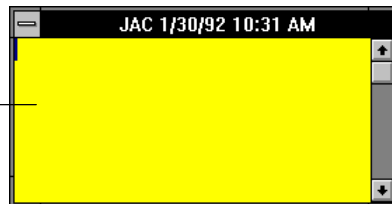
**Tip** If you want to copy text from the document into the note, select the text and choose Edit/Copy before you create the note.

Ami Pro numbers the notes in the document. Notes in the main document text are numbered separately from notes in tables and text frames. Notes in headers, footers, and footnotes are numbered as zeros.

1. Place the insertion point where you want to insert the note.
2. Choose Edit/Insert.

**Shortcut** Click the Insert note icon and type the text.

3. Choose Note.



Type the note text

**?Help** If you specified your initials in the User Setup, your initials display in the Note window in addition to the date and time. For information, refer to “To set User Setup defaults” in Chapter 3.

**Tip** You can copy or move note text into the main document text or into another note. Press **SHIFT+DEL** or **CTRL+X** to cut the note text, or press **CTRL+INS** or **CTRL+C** to copy the note text. Press **SHIFT+INS** or **CTRL+V** to paste the text.

The note mark displays as:



- To return to the main document text, press ESC.

**Mouse** Click outside the Note window.

Ami Pro places a note mark in the text and automatically renumbers any subsequent notes in the document. You can see the note mark if you choose View/View Preferences and select Notes.

---

### To display a note

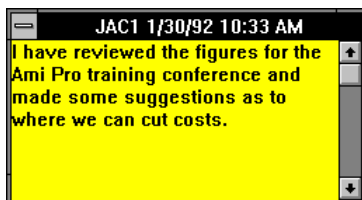


You must display a note to read or edit its contents.

- Choose Edit/Go To.

**Shortcut** Double-click the note mark in the text to display the note.

- Select Note in the Next item list box.
- Choose Go To ^H.



Ami Pro displays the contents of the note. The author's initials, the note number, and the date and time the note was created or last edited appear in the Note title bar.

**Note** Ami Pro calculates the note numbers based upon the total number of notes in the document that precede the displayed note, including notes inserted by other people.

---

### To edit a note

You can edit any note in a document.

- Display the note you want to edit.
- Edit the note by inserting, deleting, cutting, copying, or typing the desired text.

**Tip** Press **SHIFT+DEL** or **CTRL+X** to cut the text. Press **CTRL+INS** or **CTRL+C** to copy the text. Press **SHIFT+INS** or **CTRL+V** to paste the text.

- To return to the main document text, press ESC.

**Mouse** Click outside the Note window.

---

**To remove a note**

You can remove a note when the insertion point is on the note mark or in the Note window. Ami Pro automatically renumbers all subsequent notes in the document.

**To remove a note without displaying the Note window**

1. Place the insertion point on the note mark for the note you want to delete.

**Tip** Choose View/View Preferences and select Notes to display note marks in the document.

2. Press DEL.

?**Help** Ami Pro displays a message asking if you want to continue. Choose Yes to delete the note.

**To remove a displayed note**

1. Access the Control menu box in the Note window.

**Keyboard** Press ALT+SPACEBAR.

2. Choose Remove This Note.

Ami Pro removes the note from the document.

**To remove all notes in a document**

1. Display any note in the document.
2. Access the Control menu box in the Note window.
3. Choose Remove All Notes.

**Caution** If you remove all notes, you cannot use Undo to restore the notes. Ami Pro removes all the notes in the document, regardless of their authors.

---

**To print notes**

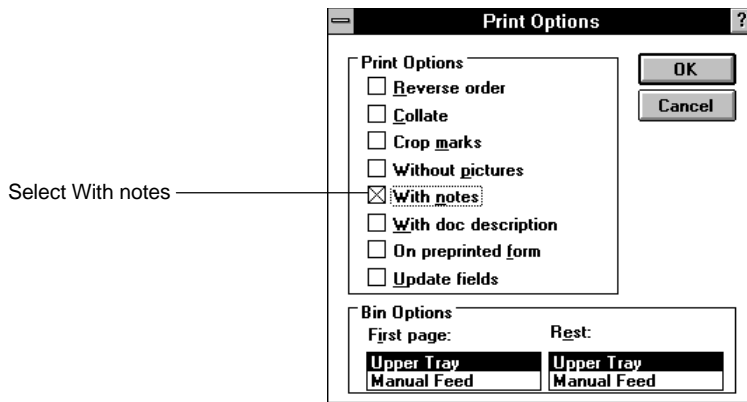
You can print notes when you print the document that contains the notes.



1. Choose File/Print.

Ami Pro displays the Print dialog box.

## 2. Choose Options.



Select With notes

**Note** Ami Pro does not print notes if you select Reverse order.

3. Choose OK to return to the Print dialog box.
4. Choose OK to print the document and notes.

Ami Pro prints notes in the following manner:

- Ami Pro prints the number of the note in square brackets in any location in the text where a note exists.
- If you specified initials in the User Setup, Ami Pro prints the author's initials prior to each note number.
- On separate pages after the last page in the document, Ami Pro prints the number, initials, and contents of each note. Ami Pro uses the font specified in the current Body Text paragraph style for the notes.

**Note** Ami Pro prints the word "Page" and the page number that contains the notes prior to the note numbers, initials, and contents that exist on that page.

# 25

## Using Reference Tools

### Understanding reference tools

Ami Pro provides several reference tools. You can use Thesaurus to display definitions, variations, and synonyms for words and replace the words in the document. You can insert footnotes into main document text or a table cell quickly and easily. You can use Table of Contents and Index to organize, assemble, and summarize the information in a document. You can use Glossary to store frequently used data in a separate file and then insert that data into other Ami Pro documents.

### Using Thesaurus

You can use the 1,400,000 word thesaurus provided with Ami Pro to find definitions, variations, and synonyms for 40,000 root words, and to replace text in the document with an alternative word.

### To use the thesaurus

1. Either select or place the insertion point on the word you want to look up.

**Note** If you select more than one word, Ami Pro looks up the first word only.

2. Choose Tools/Thesaurus.

The word you selected in the document

Possible interpretations or meanings of the selected word

The definition of the term highlighted in the Meaning variations list box

The word highlighted in the Synonyms box

Alternative words for the term highlighted in the Meaning variations box

3. If you want to display information about a meaning variation, select a different term in the Meaning variations list box.

4. If you want to change the word in the Replace with text box, select a different word in either the Meaning variations or Synonyms list box, or type the word in the text box.
5. If you want to display information about a synonym, select a word in the Synonyms box and choose Look up. You can also type a word in the Replace with text box and choose Look up.
6. If you want to revert to the previous Word Looked Up, its Meaning variations, Synonyms, and its definition, choose Previous.
7. If you want to replace the word selected in your document with the word in the Replace with text box, choose Replace.
8. Choose Cancel to return to the document.

---

## Using Footnotes

You can insert a footnote into the main document text or a table cell. Ami Pro places a **footnote reference number**—a number, letter, asterisk, or dagger—at both the location of the insertion point in the document and in an area created for the footnote text at the bottom of the page or at the end of the table. Because Ami Pro formats the pages to allow for the footnotes, footnote text can be any length and can contain multiple paragraphs. Ami Pro automatically calculates the correct footnote reference number for every footnote, regardless of how you edit the document.

You can specify how footnotes should display by:

- Specifying endnotes to place footnotes at the end of the document
- Resetting the footnote reference numbers on each page
- Adjusting the starting footnote reference number
- Adjusting the length and indentation of the footnote separator line

All footnotes initially use the Footnote paragraph style that is created by Ami Pro when you insert the first footnote. The Footnote paragraph style has all the characteristics of the Body Text paragraph style plus a reference number. You can modify footnote reference numbers by:

- Specifying the type of number you want to use
- Right aligning the numbers



- Adjusting the space for the numbers to indent the footnote text

---

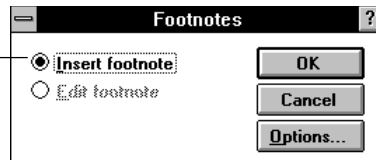
### To insert a footnote

You can insert a footnote into the main document text or into a table cell.

1. Place the insertion point where you want to insert the footnote.  
If you want to insert a footnote into a table, place the insertion point in the desired table cell.
2. Choose Tools/Footnotes.



Select Insert footnote



3. Choose OK.  
Ami Pro inserts a footnote reference number at the location of the insertion point and in the footnote text area. It places the insertion point in the footnote text area.  
If you are inserting a footnote into a table cell, Ami Pro creates a single-column row for the footnote text at the end of the table.
4. Type the footnote text.
5. Press ESC to return to the main document text.

**Mouse** In Layout mode, click anywhere in the main document text.

Footnotes grow up from the bottom margin of the page. There must be sufficient space below the lowest frame on the page for Ami Pro to create the footnote. If the footnote text is very long, or if there is insufficient space below a frame to fit all the footnote text, Ami Pro may split the footnote over multiple pages.

---

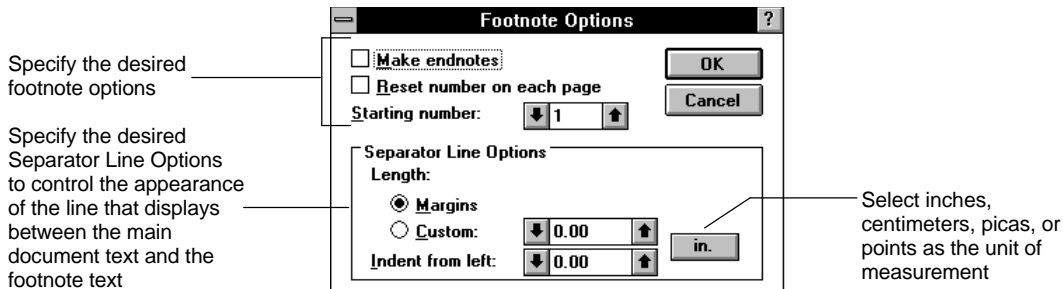
### To specify footnote options

You can specify how footnotes should display in the document.

1. Choose Tools/Footnotes.



## 2. Choose Options.



Specify the desired footnote options

Specify the desired Separator Line Options to control the appearance of the line that displays between the main document text and the footnote text

Select inches, centimeters, picas, or points as the unit of measurement

*Make endnotes and Reset number on each page are not implemented if the footnotes are in a table.*

**Make endnotes**

Places all the footnotes at the end of the document instead of at the bottom of each page.

**Reset number on each page**

Restarts the sequence of footnote reference numbers on each page, instead of incrementing the numbers continuously.

If you have multiple footnotes on a page, Ami Pro increments the footnote reference numbers on that page. The first footnote on the following page resets to the starting number you specify.

**Note** If you use an asterisk or a dagger as the footnote reference number and you select Make endnotes, you should deselect Reset number on each page so that the reference number sequence is continuous.

**Starting number**

Starts incrementing reference numbers with either the number or the number of characters you specify.

For example, if you specify 3 as the starting number, Ami Pro begins the footnotes with that number using the type of footnote reference number specified for the Footnote paragraph style.

*You can change the starting number when you insert the first footnote or after you create multiple footnotes. Ami Pro automatically changes all reference numbers in the document.*

---

\*\*\* Footnote text.

---

<sup>3</sup> Footnote text.

**Margins**

Displays a line that extends from the left to the right margin.

**Custom**

Displays a line of the length you specify, starting from the left margin.

*Ami Pro uses the margins set in the current page layout to calculate the Separator Line.*

**Indent from left**

Indents the line from the left margin by the amount you specify.

## 3. Choose OK to return to the Footnotes dialog box.

4. Choose OK to return to the document.

Ami Pro reformats the footnotes using the options you specified.

---

### To go to the next footnote reference number



You can move the insertion point to a footnote reference number in either the main document text or a table cell.

1. Place the insertion point in the main document text or the table.
2. Choose Edit/Go To.
3. Select Footnote Mark in the Next item list box.
4. Choose Go To ^H.

Ami Pro places the insertion point on the next footnote reference number in the document or table.

---

### To edit the footnote text

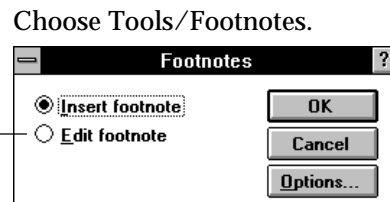
You can edit footnote text in the main document text or a table.

1. Place the insertion point on the footnote reference number in the main document text or the table.

**Shortcut** In Layout mode, click anywhere in the footnote text and go to step 4.



Select Edit footnote



2. Choose Tools/Footnotes.
3. Choose OK.

Ami Pro places the insertion point on the first character in the footnote text.

4. Edit the footnote text.

**Tip** If you are in Layout mode, you can use ↑ or ↓ to move through the footnotes. However, you cannot select text across separate footnotes.

5. Press ESC to return to the main document text.

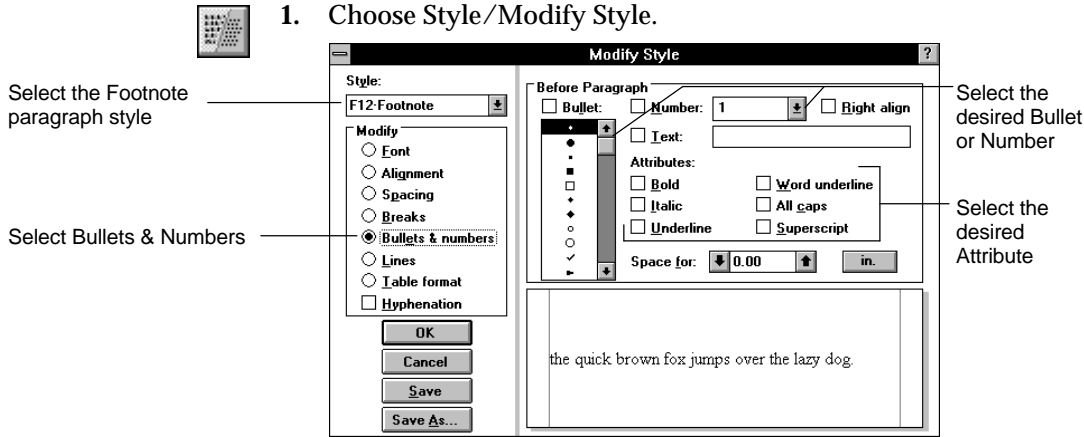
**Mouse** In Layout mode, click anywhere in the main document text.

## To modify the footnote reference numbers

You can modify the footnote reference numbers by modifying the Footnote paragraph style. You can change the type of number, right align the numbers, change the attributes for the numbers (including adding or removing the superscript), and adjust the amount of space used for the numbers.

**?Help** You can also specify other settings for the paragraph style. For information, refer to “Modifying a paragraph style” in Chapter 7.

1. Choose Style/Modify Style.



**Note** You can select Bold, Italic, Underline, Word Underline, All caps, or Superscript, or any combination of those attributes.

If you select a letter for the footnote reference numbers, Ami Pro assigns the letters in the order in which they appear in the alphabet. If you select an asterisk or a dagger for the footnote reference numbers, Ami Pro inserts the correct number of characters.

For example, one asterisk \* is followed by two asterisks \*\* and then three asterisks \*\*\*.

**Tip** If you want periods after the footnote reference numbers, type a period in the Text text box after you select the type of reference number. Ami Pro automatically places periods after all the footnote reference numbers.

2. If you want to right align the footnote reference numbers, select Right align.

*Ami Pro only prints superscript reference numbers if the font size specified for the Footnote paragraph style is available to the printer. Otherwise, Ami Pro displays and prints the footnote reference numbers, but does not*

*If you want to indent the footnote number and only the first line of the footnote text, select Right Align and specify an amount in the Space for text box.*

\* Footnote text.  
 \*\* Footnote text.  
 \*\*\* Footnote text.

<sup>9</sup> Footnote text.  
<sup>10</sup> Footnote text.  
<sup>11</sup> Footnote text.

3. If you want to modify the space for the footnote reference numbers, specify the desired amount in the Space for text box.  
Ami Pro uses the specified amount of space for the footnote reference numbers and indents the first line of the footnote text by that amount.
4. Choose OK to return to the document.  
Ami Pro reformats the footnote reference numbers.

---

### To remove a footnote

You can remove a footnote in the main document text or a table.

1. Select the footnote reference number in the main document text or a table.
  2. Press **DEL**.
- ?Help      Ami Pro displays a message. For information, press **F1**.

---

### Using Table of Contents

You can create a table of contents (TOC) with up to nine levels of indentation in either the current document or a separate document.

Before you generate a table of contents, you must create table of contents entries. You can assign heading paragraph styles to the text in the document and assign TOC levels to those paragraph styles, create table of contents entries from selected text in the document, or do both to create the entries.

**Note** Ami Pro places all text using heading paragraph styles that are assigned TOC levels, including blank lines, into the table of contents. Do not assign paragraph styles to blank lines.

---

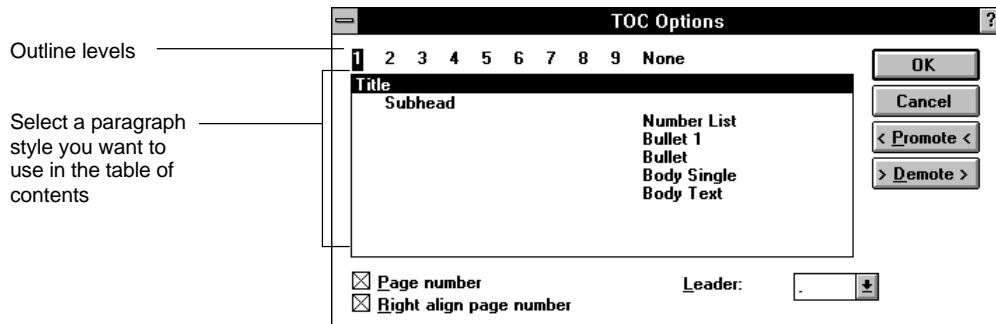
### To assign TOC levels to heading paragraph styles

If you use heading paragraph styles in the document, you can create table of contents entries by assigning TOC outline levels to those paragraph styles. The TOC levels determine the level of indentation for the table of contents entries. Ami Pro orders the TOC levels from level 1, which represents the main headings, to level 9, which represents the lowest subheadings.

1. Make the document for which you want to generate the table of contents the current window.
2. Choose Tools/TOC, Index.



## 3. Choose TOC Options.



**Note** Each paragraph style available in the document automatically appears under the number of the TOC level that is currently assigned to that paragraph style or under None. Ami Pro provides a TOC level of None for paragraph styles such as Body Text that you do not want to use in the table of contents.

If you are generating a table of contents for a master document, the paragraph styles displayed in the TOC Options list box are those that are available in the source document. In order for Ami Pro to generate an accurate table of contents, the same paragraph styles should be available in all documents included in the master document.

4. Choose Promote or Demote until the selected paragraph style appears under the desired TOC level number.

**Mouse** Drag the selected paragraph style to the left or right until it appears under the desired TOC level number.

**Promote**

Assigns a higher TOC level to the selected paragraph style.

**Demote**

Assigns a lower TOC level to the selected paragraph style.

Ami Pro highlights the TOC level numbers across the top of the list box as you promote or demote the paragraph style.

5. If you want to include page numbers for table of contents entries using this TOC level, select Page number.

**?Help** You can number the pages in the document with a chapter number preceding the page number (for example, 2-1, 3-1) and have both numbers appear in the table of contents. For information, refer to “To number pages automatically” in Chapter 14.

*Do not assign the same TOC level to multiple paragraph styles.*

6. If you want to separate the table of contents entries from the page numbers, specify the Leader character you want to use. You can specify none, a period, a hyphen, an underline, or a space.

Working with Ami Pro ..... 1

Working with Ami Pro -----1

Working with Ami Pro \_\_\_\_\_ 1

Working with Ami Pro            1

7. If you want to place page numbers at the right margin, select Right align page number.

If you do not select Right align, Ami Pro places a single leader character between each table of contents entry and page number.

8. Repeat the procedure for each paragraph style.
9. Choose OK to return to the TOC, Index dialog box.
10. Choose Cancel to return to the document.

There are no visible changes to any text in the document. The TOC levels you assigned display only in the table of contents.

---

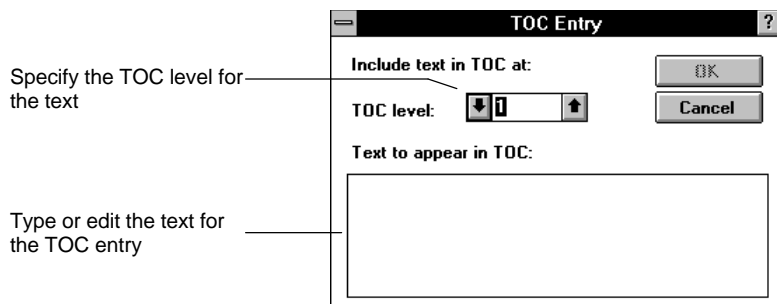
### **To create a table of contents entry from selected text**

You can specify text you want to include in the table of contents in addition to, or instead of, assigning TOC levels to heading paragraph styles.

You can use this method if you assign only one paragraph style such as Body Text to text in a short document. You can also use this method to shorten a table of contents entry if the text in a heading paragraph contains several lines.

1. Make the document for which you want to generate the table of contents the active window.
2. Select the text you want to include in the table of contents, or place the insertion point where you want to create a table of contents entry. You can select up to 240 characters.
3. Choose Edit/Mark Text.

## 4. Choose TOC Entry.



## 5. Choose OK to return to the document.

## 6. Repeat steps 2 – 6 for any text you want to include in the table of contents.

When you generate the table of contents, Ami Pro includes only the text you select instead of the entire paragraph, even if you assigned a TOC level to the paragraph style used by the text.

---

## To generate a table of contents

After you assign the heading paragraph styles to the text and assign TOC levels to the heading paragraph styles, or mark the text you want to include in the table of contents, or complete both procedures, you are ready to generate a table of contents.

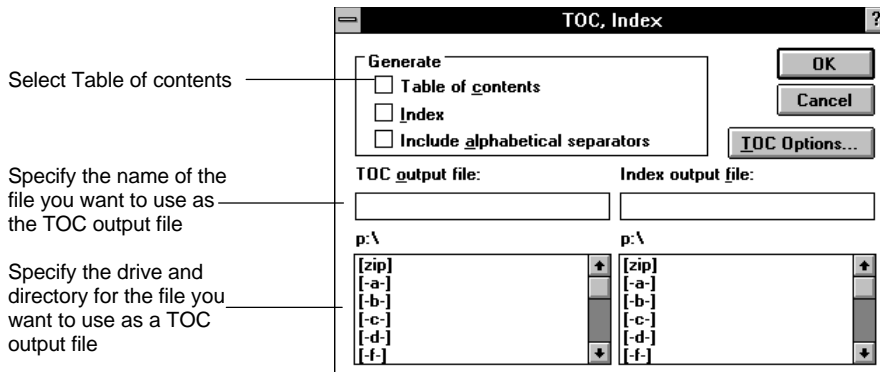
**Note** If you change the total number of pages in the document or the pages on which table of contents entries are located, or you add or delete text in the document after you create a table of contents, you should regenerate the table.

1. Make the document for which you want to generate the table of contents the active window.





## 2. Choose Tools/TOC, Index.



Select Table of contents

Specify the name of the file you want to use as the TOC output file

Specify the drive and directory for the file you want to use as a TOC output file

**Note** If you do not specify a TOC output file, Ami Pro places the table of contents at the beginning of the current document.

If the current document contains a title page or other introductory pages that must precede the table of contents, you may want to specify a TOC output file. Ami Pro places the table of contents in the file you specify, instead of at the beginning of the current document prior to your introductory pages.

3. If you did not assign TOC levels to paragraph styles, or you want to use page numbers, right align page numbers, or use a leader character, choose TOC Options.

**?Help** For information, refer to “To assign TOC levels to heading paragraph styles” in this chapter.

**Note** If you are using selected text for table of contents entries and you did not assign TOC levels to paragraph styles, the Page number, Right align page number, and Leader settings apply to all TOC levels.

4. Choose OK to return to the TOC, Index dialog box.
5. Choose OK to return to the document.

Ami Pro generates the table of contents. Main document text and text in frames that have their Placement in the Modify Frame Layout dialog box set to With para above or Flow with text are included in the table. Text in other types of frames and text in tables are not included.

### Formatting the table of contents

If you specified an output file name when you generated the table of contents, the insertion point is at the top of the first page in that document. The document uses the `_TOC.STY` style sheet and the

TOC entries format according to the paragraph styles in that style sheet.

If you did not specify an output file name, the insertion point is on the first page of the current document, which now contains the table of contents. Ami Pro creates and assigns paragraph styles to the text and page numbers in the table of contents. These paragraph styles are named TOC1 through TOC9 and TOCPG1 through TOCPG9. Ami Pro sets the alignment in each paragraph style to provide appropriate indentions for the assigned TOC levels and assigns fonts to each paragraph style based on the fonts used in the heading paragraph styles. Level 1 TOC entries use the font specified in the level 2 paragraph style, level 2 TOC entries use the font specified in the level 3 paragraph style, and so on up to level 9 TOC entries, which use the font specified in the current Body Text paragraph style.

The table of contents is an Ami Pro page table. You can modify it the same way you modify other tables. In addition, you can modify the paragraph styles used in the table of contents.

**?Help** For information, refer to “Editing a table” and “Modifying a table” in Chapter 16 and “Modifying a paragraph style” in Chapter 7.

---

### To modify or remove a TOC entry

The table of contents entries you create from selected text are power fields. You can modify or remove them before or after you generate the table of contents. If you display power fields, you can use Find & Replace to find a table of contents entry and replace it with another entry.

**?Help** For information, refer to “Editing a power field” in Chapter 32 and “To find and replace text” in Chapter 20.

If you modify or remove table of contents entries you create from selected text after you create the table of contents, you should regenerate the table to reflect the changes.

**?Help** For information, refer to “To generate a table of contents” in this chapter.

---

### Using Index

An index is an alphabetical listing of words, topics, functions, or commands, each of which is an **index entry**. Next to each index

entry are one or more page numbers, which indicate the pages on which the index entries are discussed.

Before you generate an index, you must create index entries in any document you want to index. You can create index entries in either of two ways, or use both ways.

- You can create the index entries by selecting and marking text in any document you want to index.
- You can create a list of index entries in one document, insert the index list document into any document you want to index, and use the previously created index entries to create index entries for the text in the current document.

The method you use depends on the nature of the index you need to create. If you are creating a small index, it is faster to create the index entries in each document. If you need to create a large index with many index entries that are referenced in multiple places in one document, or if you want to use the same list of terms for multiple documents, it is easier to create the index entries in a separate document and then insert the index list document into the documents you want to index.

Regardless of the method you use, when you indicate the text you want referenced in the index, you can:

- Create both primary and secondary index entries.
- Specify whether the index entries should have page numbers.
- Type any punctuation and cross-reference text you want to appear next to the index entries.

Building a good index is a manual process. You must indicate to Ami Pro every occurrence of text you want referenced in the index. If you create an index entry for text on a particular page, the page number for only that occurrence of text will appear by the entry. If that text appears on multiple pages in a document and you want all occurrences referenced in the index, you must create index entries for each occurrence of the text.

**Tip** If you want to mark one occurrence of text as an index entry and have Ami Pro automatically include all other occurrences of that same text as index entries, you can use the INDEXALL.SMM macro provided with Ami Pro. For information, open the GOODIES.SAM file copied to the AMIPRO\DOCS directory during the installation.

## To create index entries

You can use selected text in a document to create either a primary or secondary index entry, or you can select or create a different index entry for text in a paragraph.

1. Make the document for which you want to generate an index the active window.
2. Select the text you want referenced by an index entry or place the insertion point in the paragraph that contains the text you want referenced in the index.
3. Choose Edit/Mark Text.



**Shortcut** Click the Insert index mark icon and specify the desired options in the Mark Index Entry dialog box.

4. Choose Index Entry.

Specify the Primary index entry you want to use for the selected text

Specify the desired Reference options

Ami Pro displays any text you selected in the Primary text box.

You can use the text as it appears in the Primary text box, or edit the text in the text box by adding or deleting words or changing the capitalization, or type entirely different text in the text box. Regardless, make sure you specify the index entry exactly as you want it to appear in the index, including the desired capitalization and spaces.

If the document already contains index entries, you can click the arrow in the Primary text box to display those entries. You can then select the desired primary index entry. This helps to prevent errors in capitalization, tense, and spelling.

**Tip** If you want to use the text in the Primary text box as a secondary index entry instead of a primary index entry, you can press **SHIFT+DEL** or **CTRL+X** to cut the text, specify the desired primary index entry, place the insertion point in the Secondary text box, and press **SHIFT+INS** or **CTRL+V** to paste the text into the Secondary text box.

*You can prevent errors in capitalization, tense, and spelling by selecting existing entries in the list boxes whenever possible, instead of typing the entries.*

*You can use Other if you want to include See or See Also cross-references in the index.*

### **Page Number**

Places a page number next to the index entry when you generate the index.

Ami Pro automatically displays the page number next to the secondary index entry, if there is one. Otherwise, the page number displays next to the primary index entry.

### **Other**

Places the punctuation and text you specify in the Other text box next to either the index entry or page number when you generate the index.

If you want a comma or a space between the index entry or page number and the text, you must type the comma or space as the first character in the Other text box.

5. If you want the text to be referenced by a secondary index entry, specify the desired secondary index entry in the Secondary text box.  
 If the document already contains index entries, you can click the arrow in the Secondary text box to display the secondary index entries for the primary index entry. You can then select the desired secondary index entry.  
 Ami Pro displays the index entry as it will appear in the index in the Example box.
6. Choose Mark to create the index entry.  
 Ami Pro places an index entry in the document at the location of the insertion point. When you generate the index, Ami Pro places the page number for the text next to the index entry you specified.
7. If you want the text to be referenced by other index entries, repeat the procedure for each desired index entry.  
 The Mark Index Entry dialog box remains on the screen so that you can create additional index entries for the text.
8. When you finish specifying all the index entries for the text, choose OK to return to the document.
9. Repeat steps 2 – 8 for each index entry you want to create in the document.

## To create index entries in a separate index list document

You can create an index list document if you need to create an index for multiple documents or if the index list is extensive. The index list document should contain all the words or phrases you want to include in the index as either primary or secondary entries. You can then use the list document to create index entries in the documents that contain the text you want referenced.

**Note** By using an index list document, you can prevent differences in spelling and capitalization of index entries because you do not need to type any text. In addition, you can save time because you do not need to select text.

### To create an index list document



1. Choose File/New.
2. Choose \_INDEX.STY as the style sheet for the document.
3. Choose OK.
4. Type the words, phrases, and synonyms you want to use as primary index entries into the document, and assign the Primary paragraph style to those paragraphs. These paragraphs contain the primary index terms.

**Note** Type only one word or phrase on a line.



5. Choose Tools/Sort to alphabetize the primary index terms.

?Help For information, refer to “To sort data” in Chapter 21.

6. Type any secondary index terms under the appropriate primary index terms, and assign the Secondary paragraph style to those paragraphs.

**Note** Type only one word or phrase on a line.

7. Press CTRL+HOME to move the insertion point to the beginning of the document.



8. Choose File/Save and specify a file name to save the document.

### To convert the index terms to index entries

You must now convert the index terms to index entries.

1. In the index list document, press CTRL+HOME to move the insertion point to the beginning of the document.
2. Select the first index term assigned the Primary paragraph style.
3. Choose Edit/Mark Text.



**Shortcut** Click the Insert index mark icon and go to step 5.

## 4. Choose Index Entry.

Ami Pro displays the Mark Index Entry dialog box with the selected text in the Primary text box.

5. Choose OK to create a primary index entry.
6. If you need to create a secondary index entry for that primary index entry, select the index term assigned the Secondary paragraph style.
7. Repeat steps 3 – 4 to display the Mark Index Entry dialog box.
8. Press **SHIFT+DEL** or **CTRL+X** to cut the text from the Primary text box.
9. Select the primary index entry under which you want to create the secondary index entry.
10. Press **TAB** to place the insertion point in the Secondary text box.
11. Press **SHIFT+INS** or **CTRL+V** to paste the secondary index term into the Secondary text box.
12. Choose OK.
13. Repeat steps 2 – 12 for each index term in the index list document.
14. Choose File/Save to save the document.




---

### To use the index list document

Once you create the index list document, you can use the index entries in that document to create index entries for the text in other documents.

#### To insert the index list document into another document

You must insert the index list document into each document you want to index in order to use the index entries you previously created.

1. Make the document for which you want to generate an index the active window.
2. Press CTRL+END to move the insertion point to the end of the document.



3. Choose Page/Breaks, select Insert page break, and choose OK to separate the current document from the index list document you are inserting.



4. Choose File/Open.

**Keyboard** Press CTRL+O.

5. Specify the name of the index list document.
6. Choose Insert.

Ami Pro inserts the index list document at the end of the current document. The current document now contains all the index entries you created in the list document.

7. Press CTRL+HOME to move the insertion point to the beginning of the document.

**To create index entries for text in a document**

You must now indicate the text you want referenced by the index entries. You do so by creating index entries in the desired locations in the document.

1. In the document you want to index, place the insertion point in the paragraph that contains the text you want referenced in the index.
2. Choose Edit/Mark Text.



**Shortcut** Click the Insert index mark icon and specify the desired options in the Mark Index Entry dialog box.

3. Choose Index Entry.

Click the arrow in the Primary text box to display all the primary index entries you previously created in the index list document, and select the desired primary index entry



4. If you want text in the paragraph to be referenced by a secondary index entry, click the arrow in the Secondary text box to display all the secondary index entries you previously created for this primary index entry, and select the desired secondary index entry.
5. Specify the desired Reference options.

**Page Number**

Places a page number next to the index entry when you generate the index.

**Note** Ami Pro automatically displays the page number next to the secondary index entry, if there is one. Otherwise, the page number displays next to the primary index entry.

**Other**

Places the punctuation and text you specify in the Other text box next to either the index entry or page number when you generate the index.

If you want a comma or a space between the index entry or page number and the text, you must type the comma or space as the first character in the Other text box.

Ami Pro displays the index entry as it will appear in the index in the Example box.

6. Choose Mark.
7. If you want the text in this paragraph to be referenced by other index entries, repeat the procedure for each index entry.
8. When you finish creating all the index entries for the text in this paragraph, choose Cancel to return to the document.
9. Repeat steps 2 – 8 for each paragraph that contains text you want referenced in the index.

**To remove the contents of the index list document**

After you create the index entries for the text you want referenced in the index, you must remove the contents of the index list document. This prevents Ami Pro from creating index entries and page number references that are inappropriate for the document. It also removes any extra pages that were created when you inserted the index list document.

1. Place the insertion point at the beginning of the index list document you inserted.
2. Press **SHIFT +CTRL+END** to select the contents of the index list document.

*You can use Other if you want to include See or See Also cross-references in the index.*

3. Press DEL.

**?Help** Ami Pro displays a message indicating there is a power field that will be deleted. Choose Yes.

Ami Pro deletes the contents of the index list document. Ami Pro does not delete the index entries you created in the current document.

4. If necessary, delete the page break you previously inserted by choosing Page/Breaks, selecting Remove page break, and choosing OK.



5. Choose File/Save or press CTRL+S to save the document.

## To generate an index

After you create the desired index entries, you are ready to generate the index.

1. Make the document for which you want to generate an index the active window.
2. Choose Tools/TOC, Index.



Select Index

Select Include alphabetical separators if you want a letter of the alphabet to precede each group of primary index entries that begin with the same letter of the alphabet

Specify the name of the file you want to use as the Index output file

Specify the drive and directory for the file you want to use as the Index output file

**Note** Ami Pro automatically adds a .SAM extension to the output file name.

3. Choose OK.

Ami Pro creates the index in the output file you specified, assigns paragraph styles to the index entries, alphabetizes the primary and secondary index entries, inserts commas between the index entries and page numbers and between multiple page numbers for the same entry, adds the page numbers, inserts any text you specified for cross-referencing, and places the insertion point at the top of the first page in the index file.

*The index file is a separate document from any document that contains index entries. You can edit and print the index the same way as other Ami Pro*

Ami Pro uses the `_INDEX.STY` style sheet when it creates the index file. It assigns the Primary paragraph style to primary index entries, and the Secondary paragraph style to secondary index entries. If you selected Include alphabetical separators, Ami Pro assigns the Separator paragraph style to those paragraphs.

**?Help** You can modify the paragraph styles and save the changes to the `_INDEX.STY` style sheet. For information, refer to “Modifying a paragraph style” in Chapter 7 and “Creating a style sheet” in Chapter 9.

---

## To modify an index

You can modify the index if you find inconsistencies in the capitalization, tense, or spelling of the index entries, if you discover similar index entries with different page number references, or if you decide you want to create or remove an index entry.

Index entries are power fields. You can modify or remove them before or after you generate the index. If you display power fields, you can use Find & Replace to find an index entry and replace it with another entry.

**?Help** For information, refer to “Editing a power field” in Chapter 32 and “To find and replace text” in Chapter 20.

**Note** If you modify or remove any index entries after you generate the index, you should regenerate the index.

1. Make the document that contains the index entries you want to modify the active window.

You can place the insertion point anywhere in the document.

2. Choose Edit/Mark Text.



**Shortcut** Click the Insert index mark icon and specify the desired options in the Mark Index Entry dialog box.

## 3. Choose Index Entry.

4. If you want to modify several different index entries, choose Next Mark or Prev. Mark until an index entry you want to edit displays in the Primary text box.

*Before you display the Mark Index Entry dialog box, you can click the Document Path button in the status bar until the Line, Column, and Position information appears. If you do so, Ami Pro indicates the location of each index entry as it is found.*

**Next Mark**

Moves the insertion point to the next index entry in the document.

**Prev. Mark**

Moves the insertion point to the previous index entry in the document.

5. If you want to edit a particular index entry, specify the desired index entry in the Primary and Secondary text boxes and choose Next Same or Prev. Same.

**Next Same**

Moves the insertion point to the next occurrence of the index entry specified in the Primary text box.

**Prev. Same**

Moves the insertion point to the previous occurrence of the index entry specified in the Primary text box.

6. When Ami Pro finds an index entry for which you want to change the capitalization, tense, or spelling, either type the desired changes in the Primary and Secondary text boxes or select the Primary and Secondary index entry you want to use instead of the current entry and then choose Mark.

Ami Pro replaces this occurrence of the index entry with the index entry you specify.

7. Repeat steps 5 – 6 for each index entry you want to edit.

8. If you want to add an index entry to a paragraph that already contains one or more index entries, display an existing index entry in that paragraph, specify the desired primary and secondary index entries and the desired Reference options, and then choose Mark.

Ami Pro creates the index entry and adds it to the list of index entries in the document.

**Note** The new index entry does not display in the Primary and Secondary list boxes until you choose OK to exit the Mark Index Entry dialog box and then redisplay the dialog box.

9. If you no longer want text referenced by an index entry, choose Remove when the index entry displays in the Primary and Secondary text boxes.

**Note** Ami Pro does not delete the index entry from the Primary and Secondary list boxes if other text in the document is still referenced by that entry.

10. Choose OK to return to the document.

Ami Pro places the insertion point at the location of the last index entry displayed in the Primary and Secondary text boxes.

---

## Examples of index entries

### Using selected text as the primary index entry

The word, printer, appears on page 1 of a document. You want the word to be referenced by the primary index entry, Printer.

Select the word, printer, in the document.

Choose Edit/Mark Text.

Choose Index Entry.

The word, printer, displays in the Primary text box.

Change the lower case p to an upper case P.

Choose Mark.

Choose OK.

Ami Pro creates a primary index entry, Printer, at the location of the insertion point.

The index should look like this:

Printer, 1

### Using selected text as the secondary index entry

The words, laser printer, appear on page 2 of a document. You want the text to be referenced by the secondary index entry, laser, which is under the primary index entry, Printer.

Select the words, laser printer, in the document.

Choose Edit/Mark Text.

*If you had already created Printer as an index entry, you could display the list of Primary index entries and select Printer. This would save you from having to edit the text.*

Choose Index Entry.

The words, laser printer, display in the Primary text box.

Select the word, laser.

Press **SHIFT+DEL** or **CTRL+X**.

The word, printer, displays in the Primary text box.

Change the lower case p to an upper case P.

Place the insertion point in the Secondary text box.

Press **SHIFT+INS** or **CTRL+V**.

The word, laser, displays in the Secondary text box.

Select Page number.

Choose Mark.

Choose OK.

Ami Pro creates a primary index entry, Printer, and a secondary index entry, laser, under it.

The index should look like this:

Printer

    laser, 2

### **Creating multiple index entries for selected text**

The word, landscape, appears on page 3 of a document. You want the word to be referenced by the secondary index entry, landscape, which is under the primary index entry, Printer. You also want the word to be referenced by the secondary index entry, orientation, which is under the primary index entry, Page Layout.

Select the word, landscape, in the document.

Choose Edit/Mark Text.

Choose Index Entry.

The word, landscape, displays in the Primary text box.

Press **SHIFT+DEL** or **CTRL+X**.

Specify the word, Printer, in the Primary text box.

Place the insertion point in the Secondary text box.

Press **SHIFT+INS** or **CTRL+V**.

The word, landscape, displays in the Secondary text box.

Select Page Number.

Choose Mark.

Specify the words, Page Layout, in the Primary text box.

Specify the word, orientation, in the Secondary text box.

Select Page number.

Choose Mark.

Choose OK.

Ami Pro creates two primary index entries, Page Layout and Printer, and two secondary index entries, orientation and landscape.

The index page should look like this:

Page Layout

orientation, 3

Printer

landscape, 3

### **Using next same and prev. same to globally change index entries**

You created an index entry named Text Attribute. You want to change all occurrences of the index entry to Text Enhancement.

Place the insertion point at the beginning of the document.

Choose Edit/Mark Text.

Choose Index Entry.

Choose Next until Text Attribute displays in the Primary text box.

Select the word, Attribute.

Press **DEL**.

Type Enhancement.

Choose Mark.

Ami Pro changes this occurrence of Text Attribute to Text Enhancement.

In the Primary text box, specify Text Attribute.

Choose Next Same.

Repeat the procedure to change all occurrences of Text Attribute to Text Enhancement .

---

## **Using Glossary**

You can use Glossary to store frequently used data, such as a salutation and closing you type into many letters. You can then use Glossary to insert the data into your Ami Pro documents.

You need two files to use the Glossary function:

- A **glossary data file** that contains two delimiters, two field names (an ID title and a data title), and the ID name and actual data that make up each glossary record
- An Ami Pro document into which you want to insert the data from the glossary data file

---

## To create a glossary data file

You must define two **delimiters**, special characters that do not appear anywhere in the data, and two field names to create a glossary data file. You must then type the frequently used data into the file.

**?Help** For an example of a glossary data file, refer to “Examples of glossary records” in this chapter.

1. Create a new Ami Pro document that will contain the glossary records.
2. Type two delimiters without any spaces between them on the first line of the glossary data file. The first delimiter is the field delimiter; the second delimiter is the record delimiter.

You can choose symbols such as \$, #, !, (, |, or -, although you can use any ANSI or ASCII character. One delimiter marks the end of a field (the ID name), and the other marks the end of a record (the actual data).

**?Help** For information about ANSI and ASCII characters, refer to Appendix C.

3. Press **ENTER**.
4. On the second line of the document, type the field name you want to use as a title for the ID names in the glossary data file.
5. Type the field delimiter.
6. Immediately after the field delimiter, type the field name you want to use as the title for the actual records in the glossary data file.
7. Type the record delimiter.
8. Press **ENTER**.
9. For the next paragraph, type an ID name for the first record, followed by the field delimiter.

**Tip** Be certain to name each record with a unique ID name. The ID name is what you will use to insert the record into a document.

10. Immediately after the field delimiter, type the text for this glossary record, followed by the record delimiter.

**Note** You must type the text for each record exactly as you want it to appear when you insert it into a document.

**Tip** Glossary records can be several words or multiple paragraphs long.

*If you use numbers as IDs for the glossary records, all the IDs should contain the same number of digits. For example, specify 001, 021, 105 as the record names rather than 1, 21, 105. That way, the IDs display in correct numerical order when you select the glossary record you want to insert.*



11. Press ENTER.
12. Repeat steps 9 – 11 for each record you want in the glossary data file.
13. Choose File/Save.



**Tip** If you use a file name such as GLOSSARY.SAM, you can easily distinguish the glossary data file from other documents.

**?Help** For information, refer to “Saving an Ami Pro document” in Chapter 4.

---

### To create a glossary record from selected text

You can use selected text in a document as a glossary record by adding it to an existing glossary data file. This saves you time because you do not need to display the glossary data file and type the information into it.

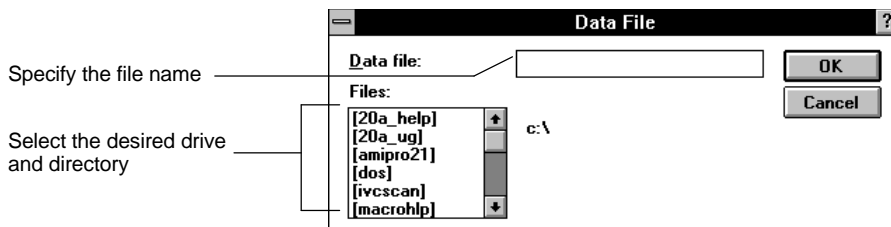
**?Help** For information about creating a glossary data file, refer to “To create a glossary data file” in this chapter.

1. Make the document that contains the text you want to add to the glossary data file the active window.
2. Select the desired text.
3. Choose Edit/Mark Text.
4. Choose Glossary.

Type an ID name for the glossary record

Ami Pro displays the first line of the selected text in the Record Text box.

- If you want the record to be added to a glossary data file other than the current glossary data file, choose Data File.



- Choose OK to return to the Mark Glossary Record dialog box.
- Choose OK to return to the document.  
Ami Pro adds the selected text to the glossary data file.

### To insert a glossary record into a document

Once you create the glossary data file, you can insert a glossary record into any Ami Pro document.

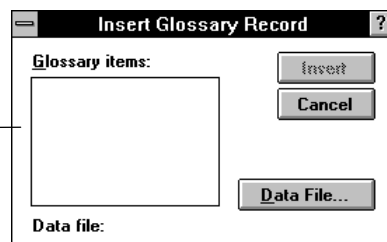
- Make the document into which you want to insert a glossary record the active window.
- Place the insertion point where you want to insert a glossary record.
- Choose Edit/Insert.



**Shortcut** Click the Insert glossary record icon and select the desired glossary record.

- Choose Glossary Record.

Select the name of the Glossary item (record) you want to insert



**Note** If you want to specify a glossary data file other than the current glossary data file, choose Data File, specify the name of the glossary data file you want to use, and choose OK to return to the Insert Glossary Record dialog box.

- Choose Insert.

**Keyboard** Once you specify the glossary data file, you can move the insertion point to the desired location in the

document, type the name of the record, and then press CTRL+K to insert the record.

---

## Examples of glossary records

### Creating a glossary data file

You want to use the tilde(~) as the field delimiter and the pipe (|) as the record delimiter, and you want to use Record ID as the ID title and Record Text as the data title. Your data file might look like this:

~|

#### Record ID~Record Text|

You can now type the ID name and text for each glossary record. Your first record might look like this:

**Intro~We appreciated having the opportunity to meet with you this afternoon to discuss our common objectives.|**

Your second and third records might look like this:

**CO~ABC Machinery Inc.|**

**Closing~Thank you for your continued support. I look forward to hearing from you soon.**

**Sincerely,|**

### Inserting a glossary record

You want to insert a glossary record into a document.

Type **Intro**.

Press **CTRL+K**.

Ami Pro inserts the following text:

We appreciated having the opportunity to meet with you this afternoon to discuss our common objectives.



---

# 26

## Working with Multiple Documents

---

### Understanding Master Document

*Use Master Document when you are producing a book or manual. Each chapter can be a separate Ami Pro document, but you can join them together when you are ready to create a table of contents, create an index, or print the book.*

You can use Master Document to create one table of contents and index for multiple Ami Pro documents. Ami Pro treats the documents as one large document, but does not combine them into one file. You can modify the master document by adding or removing documents.

You can also use Master Document to create consecutive page numbers, footnote numbers, and outline numbering schemes in the documents included in the master document. To do so, you must either print the master document or generate a table of contents or index for it. Ami Pro places the consecutive page, footnote, and outline numbers in the documents. However, you can continue to edit and print each document separately.

**Note** Do not specify either leading text or a starting page number in the page numbering dialog box, or specify a starting number in the Footnote Options dialog box in any document you include in a master document. If you do so, the master document numbering will be incorrect.

---

### Creating a master document

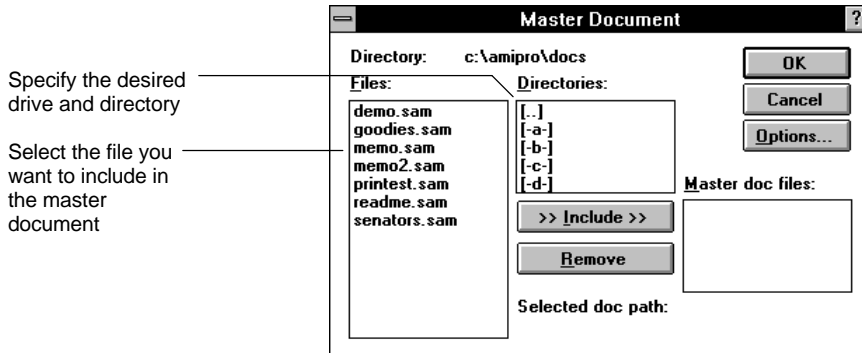
Before you create a master document, you must select all the Ami Pro documents you want to include in the master document from within a source document. You can use a new Ami Pro document or any of the documents you want to include in the master document as the source document.

---

### To create a master document

1. Make the document you want to be the source document the active window.
- ?Help** You can identify this document as the source document by specifying a description in the Doc Info dialog box. For information, refer to “Using Doc Info” in Chapter 23.

## 2. Choose File/Master Document.



**Note** Since Ami Pro numbers the pages in the documents consecutively when you generate either an index or a table of contents or print the master document, you should select the documents in the order in which you want them referenced.

## 3. Choose Include.

Ami Pro displays the selected document name in the Master doc files list box.

4. Select the next file you want to include in the master document and then choose Include.
5. When you have selected all of the master document files, choose OK.

---

## Modifying a master document

You can modify a master document by adding or removing one or more documents in the master document. You can delete a master document by removing all the Ami Pro documents included in the master document.

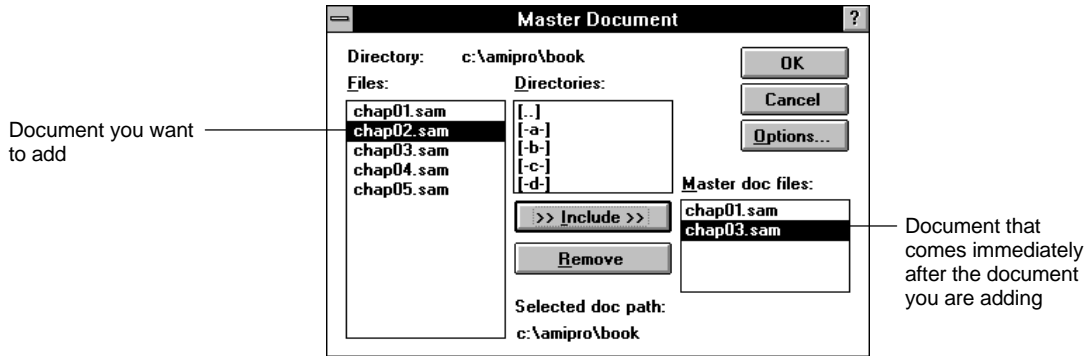
**?Help** If you add or remove documents, you must update the master document for it to be correct. For information, refer to “Updating a master document” in this chapter.

---

## To modify a master document

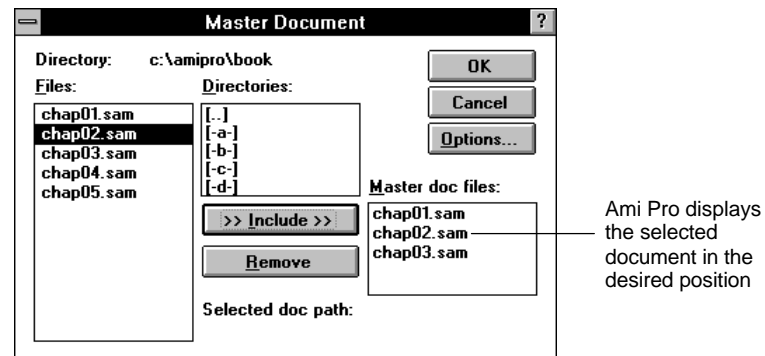
1. Make the source document the active window.
2. Choose File/Master Document.
3. If necessary, specify the drive and directory for the documents you want to add or remove in the master document.

4. If you want to add a document to the master document, select the desired document in the Files list box.
5. In the Master doc files list box, select the document that should come immediately after the document you are adding.



**Note** If you do not select a document, Ami Pro adds the document at the end of the list.

6. Choose Include.



7. If you want to remove a document from the master document, select the desired document in the Master doc files list box.
8. Choose Remove.  
Ami Pro removes the document from the master document.
9. Choose OK to return to the document.

## Generating a table of contents or an index

Before you generate a table of contents or index, you must prepare each document included in the master document by:

- Creating index entries
- Assigning paragraph styles
- Creating any desired table of contents entries
- Specifying the desired table of contents and index options

**?Help** For information, refer to “Using Table of Contents” or “Using Index” in Chapter 25 and “To select table of contents or index options” in this chapter.

**Tip** For best results when creating a table of contents, you should assign the same heading paragraph styles to the heading text in all documents included in the master document.

## To select table of contents or index options

When you are ready to generate a table of contents or index for the master document, you must specify the desired options.

1. Make the source document the active window.
2. Choose File/Master Document.
3. Choose Options.

Select Generate TOC to generate a master document table of contents

Specify the name of the file you want to use as the TOC output file

Specify the drive and directory for the file you want to use as a TOC output file

Select Generate index to generate a master document index

Specify the name of the file you want to use as the Index output file

Specify the drive and directory for the file you want to use as the Index output file

**Note** Ami Pro automatically adds a .SAM extension to the file names you specify.

Before you generate a table of contents, you must assign heading paragraph styles to the text in the documents and assign TOC levels to those paragraph styles. You must also create any desired TOC entries in the documents. Before you



generate an index, you must create the index entries in the documents.

**?Help** For information, refer to “Using Table of Contents” and “Using Index” in Chapter 25.

4. If you are generating an index and you want a letter of the alphabet to precede each group of primary index entries that begins with the same letter, select Include alphabetical separators.
5. If you are generating a table of contents and you did not assign TOC levels to paragraph styles, or you want to use page numbers, right align the page numbers, or use separators, choose TOC Options.

The paragraph styles displayed in the TOC Options list box are those that are available in the source document. In order for Ami Pro to generate an accurate table of contents, the same paragraph styles should be available in all documents included in the master document.

**?Help** For information about TOC Options, refer to “Using Table of Contents” in Chapter 25.

6. Choose OK to return to the Master Document dialog box.
7. Choose OK to return to the source document.

---

### To generate the table of contents or index

You must specify the desired table of contents and index options before you generate a table of contents or an index.

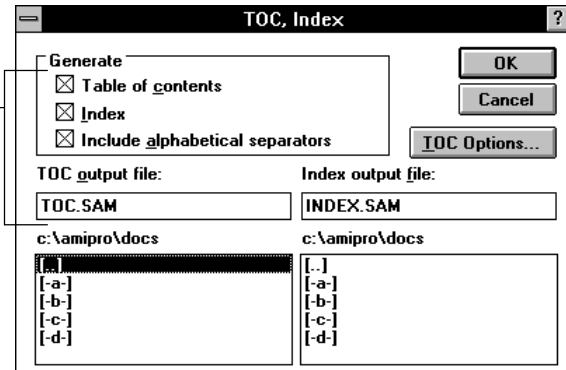
To successfully generate a table of contents or an index for a master document, the insertion point must be in the source document.

1. Make the source document the active window.



## 2. Choose Tools/TOC, Index.

Ami Pro displays the Index and Table of contents options that you selected in the Master Document Options dialog box



## 3. Choose OK.

Ami Pro creates the table of contents or index or both. It also creates consecutive page numbers, footnote numbers, and outline numbering schemes in the documents included in the master document, in the order in which you included them.

## Printing a master document

You can print a master document whether or not you have generated a table of contents or an index. When you print the master document, Ami Pro creates consecutive page numbers, footnote numbers, and outline numbering schemes in the documents included in the master document.

To print a master document with correct numbers, the insertion point must be in the source document.

## To print a master document



1. Make the source document the active window.
  2. Choose File/Print.
  3. Specify the desired Number of copies.
  4. Select All as the desired Page range.
  5. If you want to specify print and bin options, choose Options.
- ?Help For information about print and bin options, refer to "Printing the current document" in Chapter 13.
6. Choose OK.

Ami Pro prints each document in the master document. If the documents contain page numbers, footnotes, or outline numbering, the numbers are consecutive across documents.

**Note** If you generated a master document table of contents, Ami Pro prints the table of contents before it prints the documents.

---

**Editing a  
document  
included in a  
master document**

When you include a document in a master document, Ami Pro stores that information internally in the file format. Even if you copy or move the document, Ami Pro recognizes it as part of a master document.

When you print the master document, or generate a table of contents or an index for it, Ami Pro creates consecutive page numbers, footnote numbers, and outline numbering schemes in the documents included in the master document. If you later need to change the numbers in a particular document, or you want to print just the master document source document, you must indicate that you want to treat the document as a single document.

---

### To change the numbering in a single document

1. Make the document you want to edit the active window.
2. Choose File/Master Document.

?Help Ami Pro displays a message indicating the file is part of a master document. Choose Yes to treat it as a single document.

Ami Pro automatically changes the page, footnote, and outline numbers so that they begin with the number one.

3. Edit the document.
4. Print the document.

**Note** If you now want to return to the master document numbers, you must update the master document.

---

### Updating a master document

You must update a master document if:

- You add or remove any documents in the master document.
- You modify any page, footnote, and outline numbers in any document included in the master document.
- You change either the total number of pages or the pages on which table of contents or index entries are located in any document included in the master document.

You can update the master document by either:

- Generating the master document table of contents
- Generating the master document index
- Printing the master document



# 27

## Working Together: Integrating Ami Pro with Other Applications

### Using Mail

You can send and receive messages within Ami Pro if either cc:Mail for Windows Release 1.1 or higher or Lotus Notes Release 2.1 or higher is installed on your computer.

**?Help** If you do not have access to these applications, you can save a document as either an ASCII or E-mail file and send it using another mail application. For information, refer to “To export a text file” in Chapter 22.

### To send a message

Ami Pro can attach either a titled document or selected text in a document to a message, or you can send a message without attaching a document.

**Note** Ami Pro does not attach the style sheet associated with a document to the message.

**?Help** If you want to maintain the formatting in a titled document when you attach it to a message, save the document under a different name and select Keep format with document before you choose File/Send Mail. For information, refer to “Saving an Ami Pro document” in Chapter 4.

1. Make the document you want to attach to a message the active window.
2. If you want to send just part of the document, select the desired text.

**Note** If you want to send table data, choose Tools/Tables and then choose Select Entire Table.

3. Choose File/Send Mail.



Select Attach



**Note** If you selected text, the Attach option is dimmed. If you edited the current document since the last Save command, or if the current document is Untitled, the attach option is Save and attach.

**?Help** Ami Pro displays the Save As dialog box if the document is untitled or read-only. For information, refer to “Saving an Ami Pro document” in Chapter 4.

4. Choose OK.

Ami Pro displays the Mail application's send mail screen. You can now type the mail message.

If you selected Attach, the Ami Pro document is automatically attached to the message. If you selected text or table data, the selected text or data is incorporated into the message.

---

## To receive notification of mail

Ami Pro can notify you when you receive mail if the mail application is loaded. Ami Pro checks with the mail application every five minutes. If you have received mail, Ami Pro displays a Mail button in the status bar.

Mail button



You can check your mail by clicking the Mail button in the status bar. Ami Pro displays the mail application's receive mail screen.

---

## Understanding links

In the Microsoft Windows environment, you can share information across applications using Dynamic Data Exchange (DDE) and Object Linking & Embedding (OLE). These utilities allow you to create a **link** or connection between data in a file in one Windows application and a file in another Windows application. As you edit the original data in one application, the changes can be reflected automatically in another application that uses the data.

*Using links, you can modify data in a file in one Windows application and automatically update files in other Windows applications that use the data.*

**Note** Not all Windows applications support DDE and OLE.

Every link has a **server** and a **client**. The server contains the original data. The client uses that data. For example, when you create a link from an Ami Pro document to a presentation graphics application such as Freelance Graphics for Windows, the Ami Pro document is the server because it provides data to the graphics application.

When you create a link from a spreadsheet application such as 1-2-3 for Windows to an Ami Pro document, the Ami Pro document is the client because it uses the data from the spreadsheet.

The server and client files can be any files created in Windows applications that support DDE or OLE.

**Note** You cannot create a link between two files in the same application, such as two Ami Pro documents.

---

## Creating a link

*Active links use considerable memory because the two applications must be active simultaneously. You should use active links only when necessary.*

You can create a DDE or an OLE link. The type of link depends upon whether the application that contains the original data supports only DDE, or both DDE and OLE. OLE links are preferable because they provide greater control over the exchange of data.

A **DDE link** requires that both the application containing the original data and the application using the data be active at the same time. The client application must be able to communicate with the server application in order to display the data accurately. For example, if you change a number in the original spreadsheet or charting data and you want the corresponding number to change in the word processing application using that data, both applications must be active.

**?Help** You can modify the status of links. For information, refer to “Using Link Options” in this chapter.

An **OLE link** does not require that both applications be active at all times. Once you create the link, the original data becomes an **object** within the application using the data. The OLE object can appear as either an icon, a Windows Metafile, or text. You can start the other application and edit the original data from within the application that is using the data.

**?Help** You can specify the kind of link you want. For information, refer to “Using Paste Special” in this chapter.

Using links, you can:

- Create a link from a file in another Windows application to text, a table, or an empty selected frame in an Ami Pro document.
- Create a link from either text or a table in an Ami Pro document to a file in another Windows application.



---

## To create a link to an Ami Pro document

When you create a link to an Ami Pro document, the Ami Pro document uses data from another Windows application. A single Ami Pro document can use data from several different applications.

1. Start the application and open the file that contains the original data.

**Note** The file must be a named file. It cannot be Untitled.

2. Select the data you want to include in an Ami Pro document.

For example, select the spreadsheet cells or chart you want to include in an Ami Pro document.



3. Choose Edit/Copy to copy the data to the Windows Clipboard.

**Keyboard** Press CTRL+INS or CTRL+C.

**Note** Leave this application running. If you want, you can minimize the application's window to an icon.

4. Start Ami Pro and open the Ami Pro document you want to contain the data.

5. Place the insertion point where you want the data to appear.

**Note** If you want the data to appear in a frame, or if you want to create an OLE link instead of a DDE link, create, size, and select an empty frame. If you want the data to appear in a table, place the insertion point in the desired table cell.

6. Choose Edit/Paste Link.

The data appears in the Ami Pro document.

If the application containing the original data supports Rich Text Format through DDE, Ami Pro maintains the fonts, colors, and attributes of the original data. If the application containing the original data supports OLE linking and you inserted the data into a frame, the link is an OLE link instead of a DDE link, and the data appears as an OLE object.

**?Help** You can double-click the OLE object to start the other application and edit the original data. For information, refer to "To edit an OLE object" in this chapter.

If you created a DDE link to main document text, Ami Pro encloses the data in blue left and right square brackets. You can see the blue brackets by choosing View/View Preferences and selecting Marks.

If you created a link to a graphic such as a chart, Ami Pro scales the picture so that it fits in the frame and maintains the aspect ratio. If

the selected frame already contains a DDE-linked graphic, Ami Pro overwrites the existing picture.

---

### To create a link from an Ami Pro document

When you create a link from an Ami Pro document, the Ami Pro document provides original data to another Windows application.

1. Make the Ami Pro document that contains the original data the active window.

**Note** The Ami Pro document must be a named file. It cannot be Untitled.

2. Select the text or table data you want to use in another application.

**Note** If the other application supports OLE linking, you can select text, table data, or a picture.



3. Choose Edit/Copy to copy the data to the Windows Clipboard.

**Keyboard** Press CTRL+INS or CTRL+C.

**Note** Leave Ami Pro running. If you want, you can minimize the Ami Pro window to an icon.

4. Start the other application and open the file you want to contain the data.
5. If necessary, indicate the position where you want the data to appear.
6. Choose Edit/Paste Link.

The data appears in the file.

---

### Example of linking

#### Linking 1-2-3 for Windows and Ami Pro

You want to place data contained in a 1-2-3 for Windows spreadsheet into a report you are preparing in Ami Pro. As the data changes in the spreadsheet, you want the changes reflected in the report.

Open the desired spreadsheet in 1-2-3 for Windows.

Select the desired range of data.

Choose Edit/Copy.

Leave 1-2-3 for Windows running.

Start Ami Pro and make the report the active window.

Place the insertion point where you want the data to appear. If you want the data to appear in a table, choose Tools/Tables, create the desired size table, and place the insertion point in the desired table cell.

Choose Edit/Paste Link to place the spreadsheet data in the table.

Changes you make to the data in the spreadsheet are automatically reflected in the Ami Pro document as long as the link is active.

## Using Link Options

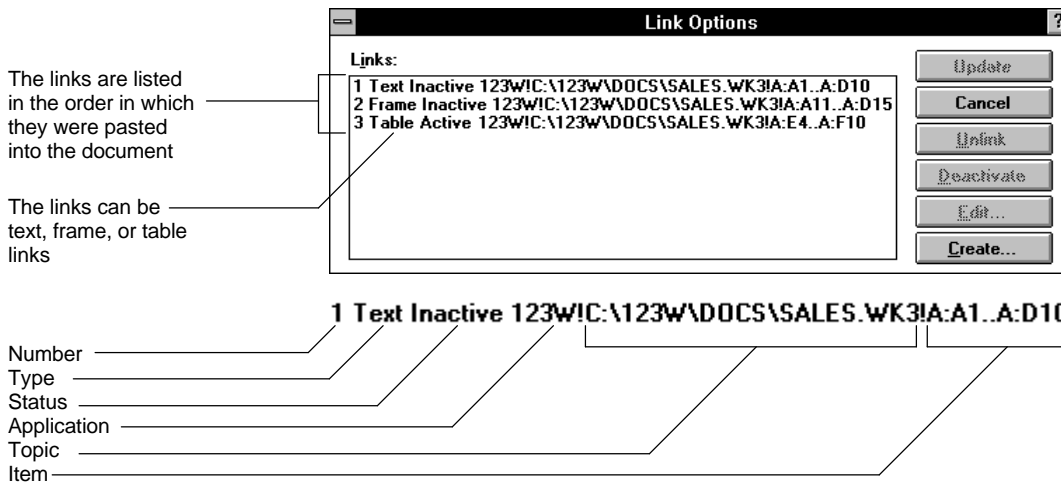
You can use Link Options to display information about existing DDE and OLE links, and to update, unlink, deactivate, edit, or create a link anywhere in an Ami Pro document. Link Options are only available if the current document uses data from another Windows application.

**Note** You can also choose File/Doc Info to identify existing links in the current document.

### To create or modify a link

1. Choose Edit/Link Options.

**Mouse** Double-click one of the blue square brackets that encloses a DDE text link. You can see the blue brackets by choosing View/View Preferences and selecting Marks.



2. If you want to create a link at the location of the insertion point without having to open the application containing the original data, choose Create and specify the desired options in the Link dialog box.
3. If you want to modify an existing link in any way, select the desired link.
4. If you want to obtain a new copy of the data from the application containing the original data, choose Update.

*You can use Create to create a link even if you did not copy data to the Clipboard.*

Ami Pro updates the linked data by obtaining a new copy of the original data.

5. If you want to terminate the selected link, choose Unlink.

Ami Pro stops updating the linked data. Changes in the original data are no longer reflected in the Ami Pro document.

**Note** You cannot update a link after you use Unlink.

6. If you want to stop updating the selected link temporarily, choose Deactivate.

Ami Pro stops updating the linked data, but does not terminate the link. Changes in the original data are not reflected in the Ami Pro document until you update the link.

**Note** When a link is deactivated, it becomes inactive and requires less memory. You can choose Update when you want to make the link active again.

7. If you want to specify a different Windows application for the original data, or specify a different path for the file containing the original data, or specify a different range for the original data, without having to open or switch to the other application, choose Edit.

Type the Application, Topic, and Item for the link you want to edit or create

The screenshot shows a dialog box titled "Link" with a question mark icon in the top right corner. It contains three text input fields: "Application" with the text "123W", "Topic" with the text "C:\123W\DOCS\SALES.", and "Item" with the text "A:A1..A:D10". To the right of these fields are two buttons: "OK" and "Cancel". A line from the text on the left points to the input fields.

*You can see a list of available object types if you close the dialog box, choose Edit/Insert, and then choose New Object.*

### Application

The name of the application that contains the original data. For DDE, this is the application name and path. For OLE, this is the object type created by the application.

### Topic

The drive, directory, and name for the file that contains the original data, or the object name for the original data.

### Item

The location or name for the original data, such as a range of cells or a named spreadsheet range.

8. Choose OK to return to the Link Options dialog box.
9. Choose OK to return to the document.

---

## Creating a macro that uses DDE

You can create an Ami Pro macro to control another application through DDE. First, determine how the other application responds to DDE. Then, write a macro that sends information to, and retrieves information from, the other application.

?Help For information, choose Help/Macro Doc.

---

## Embedding an object

Object Linking and Embedding (OLE) is a Microsoft Windows facility that allows you to use several Windows applications to produce a single document. With OLE, the original data becomes an **object** within the application using the data. The OLE object can appear as either an icon, a Windows Metafile, or text, and it contains the original data in its native format.

**Note** Not all Windows applications support OLE embedding.

?Help You can specify how you want the object to appear. For information, refer to "Using Paste Special" in this chapter.

With OLE, you can start another Windows application and edit its data from within the application that is using the data. For example, you can open a document in Ami Pro, start a Windows drawing application from within an empty selected frame in the Ami Pro document, create a drawing in the drawing application, and edit that drawing from within the Ami Pro document.

Using OLE embedding, you can:

- Create a new OLE object and embed it into an empty selected frame in an Ami Pro document.
- Make existing data such as an Ami Pro document an OLE object and embed it into a file in another Windows application that supports OLE embedding.

---

## To embed new data as an OLE object

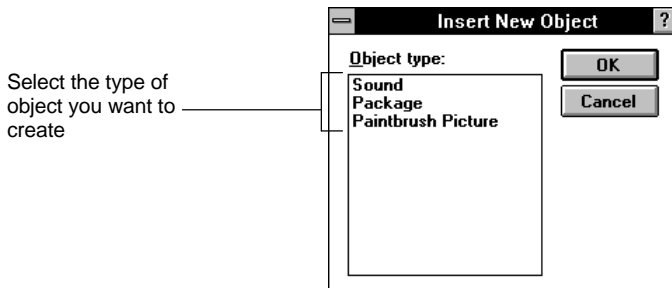
Within Ami Pro, you can create text, a picture, or a spreadsheet in another Windows application and embed that data into an empty selected frame in the current Ami Pro document. The Ami Pro document uses the data from the other application.

1. Make the Ami Pro document into which you want to embed the new data the active window.
2. Create, size, and select an empty frame.

*In Ami Pro, you must embed an OLE object into a frame.*

**?Help** You can let Ami Pro create the frame using the current settings in the Create Frame dialog box. For information, refer to “Creating a frame” in Chapter 15.

3. Choose Edit/Insert.
4. Choose New Object.



**Note** The Object type list box automatically displays all available applications that support OLE and the types of objects they create.

5. Choose OK.

The application is loaded into the selected frame and takes control.

6. Create the desired object.
7. Choose File/Update to save the object.
8. If necessary, choose File/Exit or File/Exit & Return to exit the application and return to the Ami Pro document.

Ami Pro regains control. The data appears as an OLE object in the Ami Pro document.

**?Help** You can double-click the OLE object to start the other application and edit the original data. For information, refer to “To edit an OLE object” in this chapter.

---

### To embed existing data as an OLE object

You can make existing data an OLE object and embed it into either an Ami Pro document or a file in another Windows application that supports OLE embedding.

1. Start the application and open the file that contains the original data.  
In Ami Pro, make the document that contains the original data the active window.
2. Select the data you want to embed.

In Ami Pro, select one word of text in the document. Ami Pro automatically makes the entire document the OLE object.

**?Help** You can use a picture in the Ami Pro document as the OLE object by selecting a picture frame. For information, refer to “Examples of Paste Special” in this chapter.



3. Choose Edit/Copy to copy the data to the Windows Clipboard.

**Keyboard** Press CTRL+INS or CTRL+C.

**Note** Leave this application running. If you want, you can minimize the application's window to an icon.

4. Start the other application and open the file you want to contain the data.

In Ami Pro, make the document into which you want to embed the OLE object the active window, and create, size, and select an empty frame.

**?Help** You can let Ami Pro create the frame using the current settings in the Create Frame dialog box. For information, refer to “Creating a frame” in Chapter 15.

5. Place the insertion point where you want to embed the data.

6. Choose Edit/Paste Special and select the desired format for the data.

In Ami Pro, select OLE Embed.

**?Help** For information, refer to “Using Paste Special” in this chapter.

The data appears as an OLE object. You can now close the application that contains the original data.

**?Help** You can double-click the OLE object to start the other application and edit the original data. For information, refer to “To edit an OLE object” in this chapter.

## Editing an OLE object

If a file contains a linked or embedded OLE object, you can start the application that contains the original data and edit that data.

## To edit an OLE object

1. Start the application and open the file that contains the OLE object you want to edit.
2. Double-click the OLE object.

In Ami Pro, double-click the frame that contains the object, or select the frame and press **ENTER**.

3. Make the desired changes.
4. Choose **File/Update** to save the changes.
5. Choose **File/Exit** or **File/Exit & Return** to exit the application and return to the file containing the object.

**Note** When you edit an Ami Pro object embedded into a file in another application, **File/Save** changes to **File/Update**, and **File/Exit** changes to **File/Exit & Return**.

## Using Paste Special

When you copy data to the Windows Clipboard, the application places the data on the Windows Clipboard and lists the formats in which the data is available. The most common formats are: Windows Metafile (Picture), Windows Bitmap (Bitmap), DIB, Rich Text Format, Text, DDE Link, OLE Link, and OLE Embed.

When you choose **Edit/Paste** to paste information, Ami Pro checks the location of the insertion point and automatically uses the format that seems most suitable for that location.

- When you paste into a frame, Ami Pro uses either Windows Metafile, DIB, or Windows Bitmap, in that order.
- When you paste into main document text, Ami Pro uses either Ami Text Format, Rich Text Format, BIFF (Excel format), Text, Windows Metafile, DIB, or Windows Bitmap, in that order.

Sometimes you may want to select a different format from the one Ami Pro uses. For example, Ami Pro defaults to Ami Text Format or Windows Metafile when you paste text or a picture, but you may want to embed the text or picture. In this situation, you must use **Edit/Paste Special** to embed the data.

*If you paste a picture without first creating a frame, Ami Pro automatically creates a frame set to **Flow with text** in the **Modify Frame Layout***

## To use Paste Special

You must use **Paste Special** to embed an OLE object into an Ami Pro document. You can also use **Paste Special** to select the format for data you want to paste.

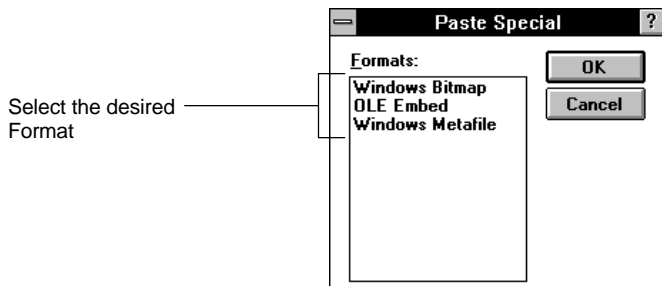
1. Start the application and open the file that contains the data you want to copy, link, or embed.
2. Select the desired data.
3. Choose **Edit/Copy** to copy the data to the Windows Clipboard.



**Keyboard** Press **CTRL+INS** or **CTRL+C**.



4. Start Ami Pro and make the Ami Pro document you want to contain the data the active window.
5. Place the insertion point where you want the data to appear.
6. Choose Edit/Paste Special.



The Formats list box automatically displays all the formats in which the data is available.

#### **Windows Metafile**

This format scales well but it does not always retain text formatting.

#### **Windows Bitmap and DIB**

These formats provide exact representations of a graphic but they do not scale well.

#### **Rich Text Format**

A text format that maintains formatting information and attributes such as bold and center. Rich Text Format pastes slowly but it is complete.

#### **Text**

A text format that maintains characters but not attributes.

#### **DDE Link**

A format that contains DDE link information.

#### **OLE Link**

A format that contains OLE link information.

#### **OLE Embed**

A format that contains either an icon, a Windows Metafile, or text as a representation of the original data, and the original data in its native format.

7. Choose OK.  
Ami Pro embeds or pastes the data in the format you selected.

---

## Examples of Paste Special

### Using Paste Special to embed an Ami Pro document into Lotus Notes

You want to embed an Ami Pro document into a Notes database.

Open the Ami Pro document you want to embed.

Select one word of text in the document. Ami Pro automatically makes the entire document the OLE object

Choose Edit/Copy.

In Notes, open the file into which you want to embed the Ami Pro document.

Place the insertion point where you want to embed the Ami Pro document.

Choose Edit/Paste Special.

Select Rich Text Format.

Select Start DDE Link, Automatic Updates, and Embed and Attach, and then choose OK.

The text in the Ami Pro document appears in the Notes file.

If you double-click the text, Notes starts Ami Pro. You can edit the text in its original form.

### Using Paste Special to select the format for the data

In the preceding example, you can control how the Ami Pro document appears in the Notes file by choosing a different format in the Paste Special dialog box.

If you select Picture or Bitmap instead of Rich Text Format, the Ami Pro icon appears in the Notes file as the embedded Ami Pro document.

If you want to change the icon, you can select a picture frame in the Ami Pro document before you choose Edit/Copy, and then select Picture or Bitmap as the desired format in the Paste Special dialog box. The selected picture appears in the Notes file as the embedded Ami Pro document.

### Using Paste Special to embed a Windows Paintbrush picture into an Ami Pro document

You want to embed a Paintbrush picture into an Ami Pro document.

Open the Paintbrush picture you want to embed.

Select the picture.

Choose Edit/Copy.

In Ami Pro, open the file into which you want to embed the Paintbrush picture.

Place the insertion point where you want to embed the Paintbrush Picture.

Choose Edit/Paste Special.

Select OLE Embed and choose OK.

The Paintbrush picture appears in a frame in the Ami Pro document.

If you double-click the picture, Ami Pro starts Paintbrush. You can edit the picture in its original form.



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# 28

## Merging Text and Data

---

### Understanding Merge

You can use Merge to combine data such as names and addresses with information contained in an Ami Pro document such as a letter or report. For example, you could use Merge to send the same letter to multiple people, but personalize each letter with an individual's name and address. You can also use Merge to create mailing lists and labels.

You must perform three steps to do a merge:

1. Create or select a **merge data file** that contains the variable information (the names and addresses).
2. Create or edit a **merge document** that contains the standardized text (the letter or report) into which the variable information is merged.
3. Merge and print the data and document.

Because Ami Pro prompts you for the desired information each step along the way, creating and editing the merge files is easy.

---

### Creating a merge data file

A merge data file consists of **records** that are organized into **fields**. If the merge data file contains names and addresses, each complete name and address is a record. Within the record, the name, address, city, state, and zip-code are fields. You can create a merge data file as an Ami Pro document, use data in an Ami Pro table, or use data created in a database or spreadsheet application.

**?Help** For information about using external data files, refer to "Using different types of data files for a merge" in this chapter. For information about performing a merge using Ami Pro for NewWave, choose Help/Contents and then choose NewWave.

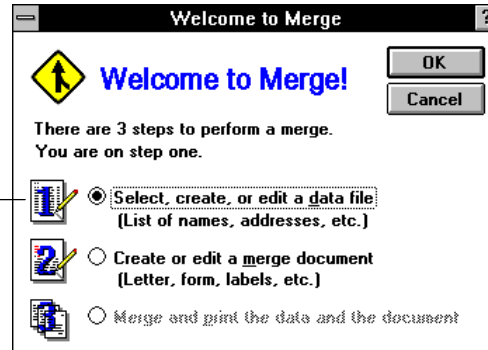
## To create an Ami Pro merge data file



You can create an Ami Pro merge data file even if another document is displayed on the screen.

1. Choose File/Merge.

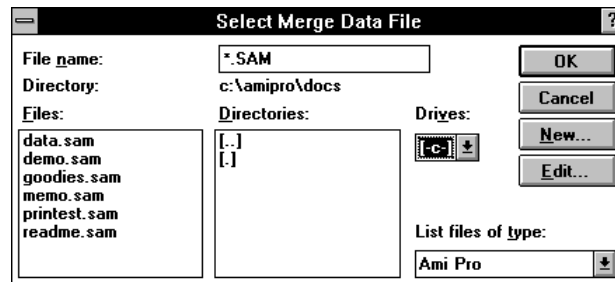
Ami Pro displays the Welcome to Merge dialog box itemizing the three steps in the merge process.



Select option 1 to create a new merge data file

2. Choose OK.

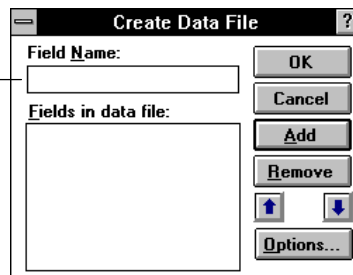
Ami Pro displays the Select Merge Data File dialog box and a list of the documents in the current directory. Because you have not yet created a merge data file, you cannot use any existing documents.



3. Choose New.

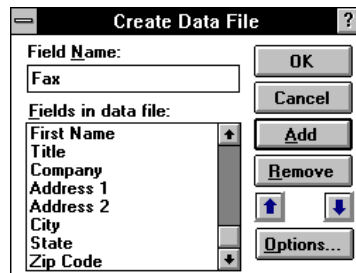
Ami Pro opens an untitled document and displays the Create Data File dialog box.

For each field you want to create, type the text you want to use as a Field Name and either press **ENTER** or choose Add



**Note** Field names can contain letters and numbers but they can neither start with numbers nor consist only of numbers.

Ami Pro moves the field names to the Fields in data file list box in the order in which you add them.



4. If you need to change the order of the fields, select the desired field in the Fields in data file list box and choose the desired navigation button.



Moves the selected field before the preceding field.

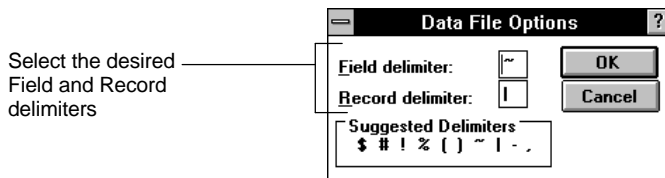


Moves the selected field after the following field.

*If you need to change a field name, you can remove an existing field and then add the new one.*

5. If you need to remove a field, select the field in the Fields in data file list box and choose Remove.
6. If you want to specify particular **field** and **record delimiters**, choose Options.

The field delimiter marks the end of a field (for example, city), and the record delimiter marks the end of a record (for example, a complete name and address). These special characters cannot appear anywhere in the data.

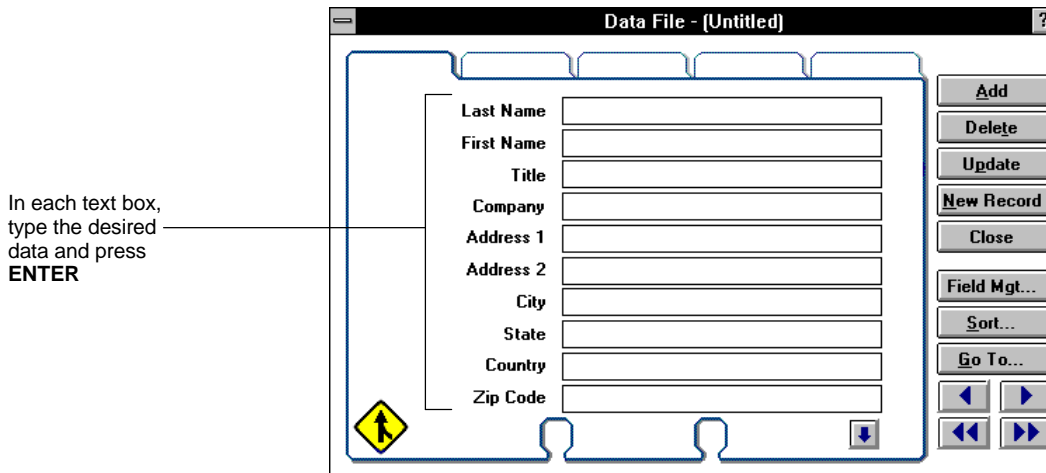


Select the desired  
Field and Record  
delimiters

7. Choose OK to return to the Create Data File dialog box.
8. Choose OK.

Ami Pro places the field and record delimiters on the first line of the merge data file. It places the field names, separated by field delimiters and ending with the record delimiter, on the second line of the merge data file.

Ami Pro displays the Data File dialog box, which resembles an index card. The field names you specified appear to the left of the data text boxes.



In each text box,  
type the desired  
data and press  
**ENTER**

- Note** If the merge data file contains more than ten fields, Ami Pro displays a down arrow at the bottom of the index card. You can choose the arrow to display the additional field names.
9. When you finish specifying the data for all the fields, choose Add.

Ami Pro places the data on the third and subsequent lines of the merge data file and displays a new blank record. The first ten characters of the information you specified for the first field in the previous record appear in a tab divider.

*If you make a mistake while typing the data, you can correct it by placing the insertion point in the desired text box and editing the information.*

10. Repeat the procedure for each record you want to create.

Ami Pro places the records into the merge data file in the order in which you create them.

?Help You can modify the order of the records by sorting them. For information, refer to “To sort records in a merge data file” in this chapter.

11. When you finish creating all the records, choose Close.

Ami Pro prompts you to save the file.

12. Specify the desired file name and choose OK.

?Help You can display particular records and edit those records, or create new records that you want to add to the merge data file. For information, refer to “Modifying an Ami Pro merge data file” in this chapter.

---

### Example of a merge data file

#### Merge data file

The merge data file might look like this:

~|

LAST NAME~FIRST NAME~TITLE~COMPANY~ADDRESS  
~CITY~STATE~ZIP|

Hibben~Eliza~Product Manager~Lotus Development Corporation~1000  
Abernathy Rd.~Atlanta~GA~30367|

Wentz~Michael~Director of Technical Services~Lotus Development  
Corporation~1000 Abernathy Rd.~Atlanta~GA~30367|

#### Merge data file when a field contains no information

If a record in the merge data file does not contain TITLE information, it looks like this:

~|

LAST NAME~FIRST NAME~TITLE~COMPANY~ADDRESS  
~CITY~STATE~ZIP|

Hibben~Eliza~~Lotus Development Corporation~1000 Abernathy  
Rd.~Atlanta~GA~30367|

---

### Creating a merge document

After you create the merge data file, you can create the merge document. The merge document contains the text for the letter or report. You can either create a new Ami Pro document or use an existing Ami Pro document.



The merge document is the same as any other Ami Pro document except that you must assign a merge data file and indicate where you want Ami Pro to place the data contained in that file. You do so by inserting the field names into the desired locations in the document.

**Tip** Type and edit all the text in the merge document before you assign the merge data file and insert any field names. That way, you know exactly where you want to place the data contained in the merge data file.

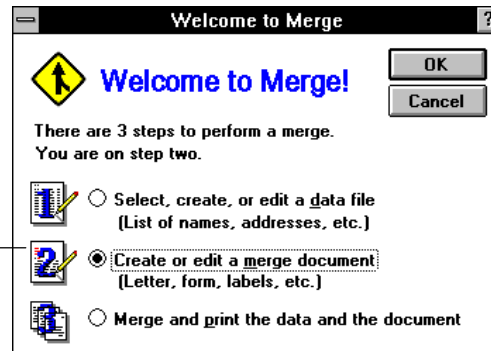
**?Help** For information about creating a merge data file, refer to “To create an Ami Pro merge data file” in this chapter.

### To create a merge document

1. Make the document that contains the standardized text (the letter or report) the active window in Layout mode or display an untitled document.
2. Place the insertion point where you want Ami Pro to insert data contained in the merge data file.
3. Choose File/Merge.



Ami Pro displays the Welcome to Merge dialog box itemizing the three steps in the merge process.



Select option 2 to create a merge document

4. Choose OK.

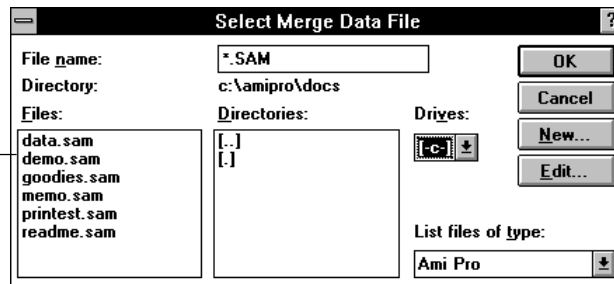
**?Help** Because you have not yet assigned the merge data file to the document, Ami Pro displays a message. Choose Yes to use the current document as the merge document.

If you just created or edited a merge data file, Ami Pro automatically assigns that data file to the merge document and displays the Insert Merge Field dialog box. Select the field name you want to insert into the merge document and go to step 5.

*Ami Pro automatically uses the specified merge data file any time you use a merge function with this merge document.*

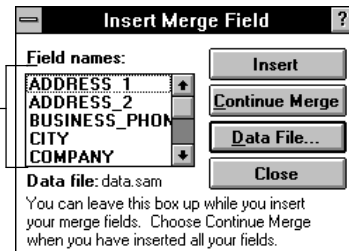
If Ami Pro cannot determine the merge data file, it displays the Select Merge Data File dialog box so you can assign the desired file.

Specify the name of the merge data file you want to assign to the merge document and choose OK



Ami Pro displays the Insert Merge Field dialog box, which contains a list of the field names in the merge data file you assigned to the merge document.

Select the Field name you want to insert into the merge document



*When you do the merge, Ami Pro replaces each field name with the information contained in that field.*

5. Choose Insert to place the field name into the merge document.

Ami Pro displays the field name within angle brackets, <>, in the document. The Insert Merge Field dialog box remains on the screen.

**Note** Ami Pro does not recognize field names and brackets that you type into the merge document. You must insert the field names using the Insert Merge Field dialog box.

6. If necessary, place the insertion point where you want to insert another field name.

**Keyboard** Press ALT+F6 to move the insertion point into the document.

**Note** You can insert one or more field names on a line. If certain records do not contain information for a particular field, Ami Pro does not leave space on the line during the merge. If the field name is the only text on the line, Ami Pro sets the line spacing to zero for that line during the merge. As long as the paragraph style has Paragraph Spacing Above and Below set to zero, no extra space appears in the printed document.

7. Repeat the procedure until you insert all the desired field names.

**Keyboard** Press ALT+F6 to return to the Insert Merge Field dialog box.

**Note** Once you insert field names into the merge document, you can delete, copy, or move them elsewhere in the document. Select the field name, including the angle brackets surrounding it, and either press DEL or use cut, copy, and paste or Drag & Drop to copy or move the field name to the desired location. You can also apply text formatting and text enhancements to field names using paragraph styles, SmartIcons, the status bar, or the Text menu. When Ami Pro merges data into the merge document, the text displays and prints with the formatting and enhancements you applied to the field names.

8. Choose the desired command button.

**Continue Merge**

Displays the Welcome to Merge dialog box with option 3 selected. You can now merge the data.

**Close**

Closes the dialog box and returns to the merge document so you can continue to edit it.

- ?Help** You can save the merge document and the field names as a new style sheet. You can then use that style sheet any time you want to create a merge document. Ami Pro automatically uses the merge data file you assigned to the merge document. For information, refer to "Creating a style sheet" in Chapter 9.

---

## Example of a merge document

### Creating a merge document

You want to send letters to all your clients. Your data contains First Name, Last Name, Title, Company, Address, City, State, and Zip Code information. The heading in your merge document might look like this:

May 21, 1992

<FIRST\_NAME> <LAST\_NAME>, <TITLE>

<COMPANY>

<ADDRESS>

<CITY>, <STATE> <ZIP\_CODE>

---

## Merging the data

After you create the merge data file, create the merge document, assign the desired merge data file, and insert the desired field

names into the merge document, you can perform the merge. You can display, print, or save the merged documents.

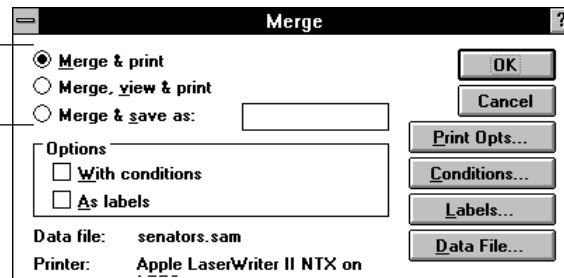
**?Help** For information about creating the merge data file or merge document, refer to “To create an Ami Pro merge data file” and “To create a merge document” in this chapter.

## To perform the merge



1. Make the merge document the active window in Layout mode.
2. Choose File/Merge.
3. Select option 3 to merge and print the document.
4. Choose OK.

Select the desired type of merge



### Merge & print

Sends the merge document with the information contained in the records directly to the printer.

### Merge, view & print

Displays the merge document with the information contained in a record so you can view and modify it before sending it to the printer. Any modifications you make affect subsequent merged documents.

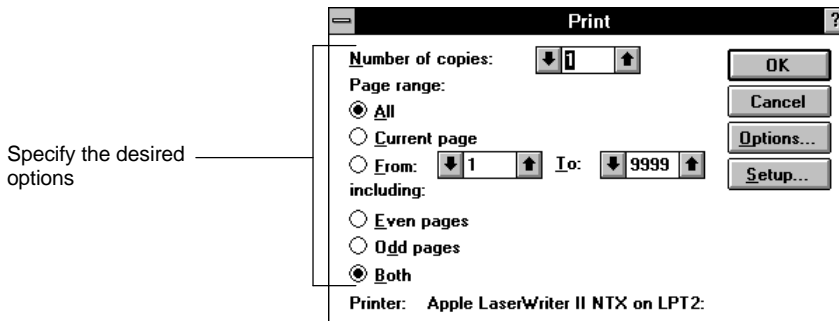
### Merge & save as

Saves the merge document with the information contained in a record to the Ami Pro file you specify for later editing or printing.

**Note** In the merge document, field names should be in the main document text to successfully use Merge & save as. The field names cannot be in frames, tables, footnotes, headers, or footers. Also, the merge document should not contain pictures.

5. If you want to specify the number of copies, the range of pages, and additional print options, choose Print Opts.

*Merge, view & print allows you to selectively print merged documents.*

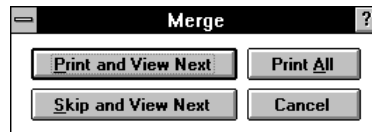


**?Help** For information about print options, refer to “To print a document” in Chapter 13.

6. Choose OK to return to the Merge dialog box.
7. Choose OK to start the merge.

Ami Pro creates the documents with the information contained in the records and either displays, prints, or saves them to a file.

**Note** If you selected Merge, view & print, Ami Pro provides additional options.



**Print and View Next**

Prints the displayed document and displays the merge document with the information contained in the next record.

**Skip and View Next**

Skips printing the displayed merge document and displays the document with the information contained in the next record.

**Print All**

Prints the displayed document and all remaining documents.

**Cancel**

Cancels the merge and returns to the merge document

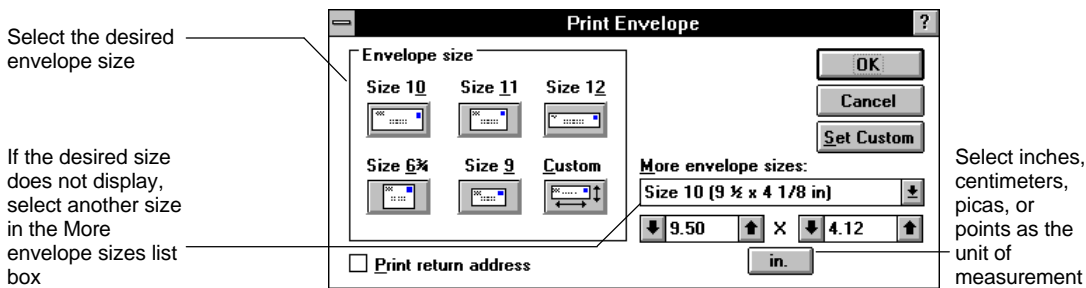
## Merging envelopes

If you create a merge document and a merge data file, you can merge envelopes.

### To merge envelopes

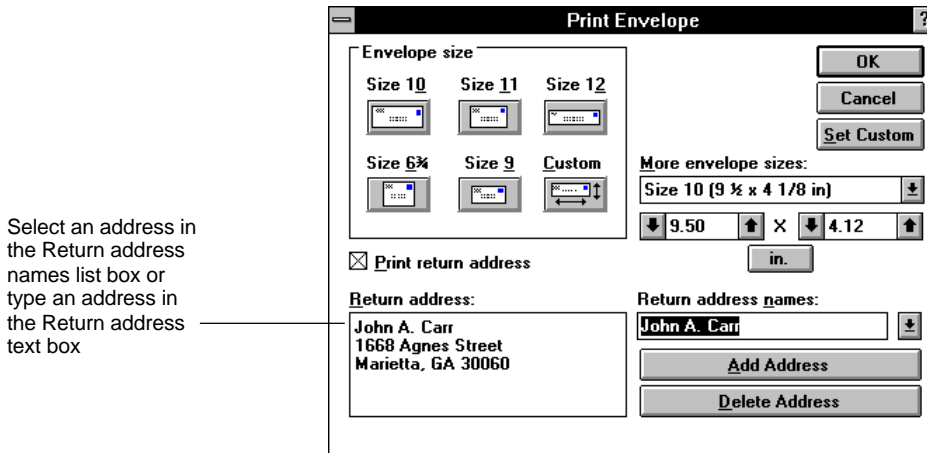
1. Make the merge document that contains the merge address fields the active window.
2. Select the merge field names for the recipient's address.
3. Choose File/Print Envelope.

**?Help** Ami Pro displays a message. Choose Yes to use the merge data file assigned to the document.



**Note** You can also type the desired length and width in the text boxes. You can specify any envelope size between three and eleven inches. However, make sure the printer can accommodate the size you specify.

4. If you want to print a return address on the envelopes, select Print return address.



Ami Pro displays Return address options.

**Note** You can type up to five line of text as a Return address.

5. If you want to specify bin, feeder, orientation, envelope position, and return and recipient address position options for any printer you use to print envelopes, choose Options, specify the desired options, and choose OK.
6. Choose OK.  
Ami Pro displays the Merge dialog box.
7. Select Merge & print.
8. Choose OK.  
Ami Pro prints the envelopes using the addresses contained in the merge data file.

---

## Assigning an Ami Pro merge data file

After you create a merge document, you can change the merge data file assigned to that document. For example, you can assign a business contacts merge data file instead of a customer merge data file.

**Note** If the field names in this merge data file are different from those in the previous merge data file, you must delete the old field names and insert the field names from the new merge data file.

---

## To assign an Ami Pro merge data file

You can assign an Ami Pro merge data file using either the File menu or the Edit menu. Ami Pro uses the specified merge data file any time you use a merge function with this merge document.

### To use the File menu

1. Make the merge document the active window in Layout mode.
2. Choose File/Merge.
3. Select option 2 to edit the merge document.
4. Choose Yes to use the current document.  
Ami Pro displays the Select Merge Data File dialog box.
5. Select Ami Pro as the type of file you want to use as the merge data file.
6. Specify the name of the merge data file you want to assign to the merge document.

**Note** You can specify the desired drive and directory by selecting them in the list boxes or by typing the path in the File name text box.

7. Choose OK.

Ami Pro displays the Insert Merge Field dialog box, which contains a list of the field names in the merge data file you assigned to the merge document.

8. If necessary, insert the field names into the merge document.

**?Help** For information, refer to “To create a merge document” in this chapter.

#### To use the Edit menu

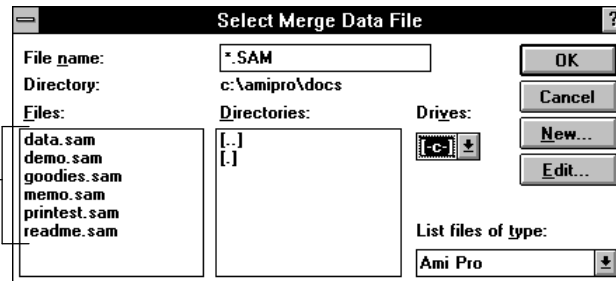
1. Make the merge document the active window in Layout mode.
2. Choose Edit/Insert.
3. Choose Merge Field.

Ami Pro displays the Insert Merge Field dialog box.

4. Choose Data File.

Ami Pro displays the Select Merge Data File dialog box.

Specify the name of the merge data file you want to assign to the merge document



**Note** You can specify the desired drive and directory by selecting them in the list boxes or by typing the path in the File name text box.

5. Choose OK to return to the Insert Merge Field dialog box.

Ami Pro displays a list of the field names in the merge data file you assigned to the merge document.

6. If necessary, insert the field names into the merge document.

**?Help** For information, refer to “To create a merge document” in this chapter.



**Modifying an  
Ami Pro merge  
data file**

You can modify a merge data file by editing the merge records, sorting the records, or inserting or renaming fields. You must display a particular record to edit it.

## To display records in a merge data file

You can display a particular record in a merge data file using the tab dividers, the navigation buttons or Go To. You can then edit the record.



1. Choose File/Merge.
2. Select option 1 to edit the merge data file.
3. Choose OK.

**?Help** If the merge data file is not displayed, Ami Pro prompts you for the name of the file. Specify the name of the desired file and choose Edit.

Ami Pro displays the first record in the Data File dialog box. The first ten characters of the information contained in the first field (or the field you sorted on if you sorted the records) for five records appear in the tab dividers.

**?Help** You can change the information displayed in the tab dividers. For information, refer to “To sort records in a merge data file” in this chapter.

4. If the information for the record you want to edit appears in a tab divider, click the divider to display the record.

Ami Pro displays the record so you can edit it.

5. If the desired record does not appear in a tab divider, choose the desired navigation button.



*Because Ami Pro displays information contained in a field in the tab dividers, you can determine which navigation button to use to display a record.*

Moves to the beginning of the merge data file one record at a time.



Moves to the end of the merge data file one record at a time.



*The first and last record navigation buttons change to stop buttons while Ami Pro scrolls through the merge data file.*

Moves to the first record in the merge data file.



Moves to the last record in the merge data file.

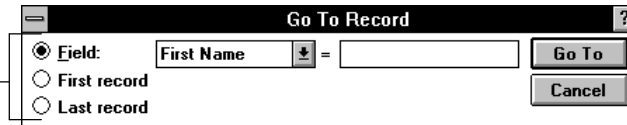


Stops the scrolling at the current record.

Ami Pro changes the information in the tab dividers as you move through the merge data file.

6. If you want to display the first or last record, or if you know some information contained in the record you want to display, choose Go To.

Specify the field you want Ami Pro to use to find the record, or select First record or Last record



**Field**

Searches the field you specified for the text you specify in the text box. You can specify a wildcard, \*, before and after the text you specify.

**First record**

Displays the first record in the merge data file.

**Last record**

Displays the last record in the merge data file.

7. Choose Go To to display the specified record.  
Ami Pro displays the record so you can edit it.

**To edit an Ami Pro merge data file**



You can edit a merge data file by changing the information in one or more fields, adding new records, or deleting existing records.

1. Choose File/Merge.
2. Select option 1 to edit the merge data file.

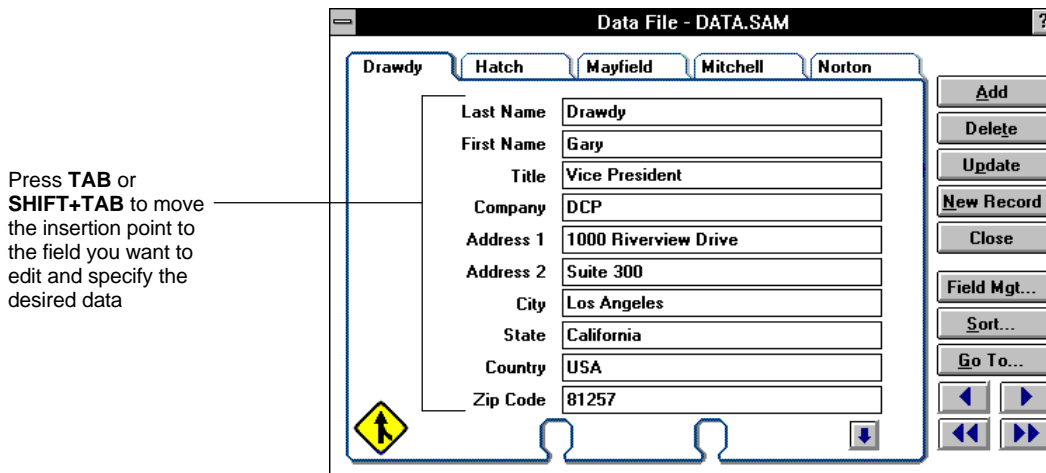
## 3. Choose OK.

**?Help** If the merge data file is not currently displayed, Ami Pro prompts you for the name of the file. Specify the name of the desired file and choose Edit.

Ami Pro displays the first record in the Data File dialog box.

## 4. Display the record you want to edit.

**?Help** For information, refer to “To display records in a merge data file” in this chapter.



## 5. Choose the desired command.

**Add**

Saves the current data as a new record in the merge data file and displays a blank record.

**Delete**

Deletes the current record from the merge data file and displays the next record.

**Update**

Saves any new data you specify to the current record and leaves the current record on the screen.

**New Record**

Clears the displayed data without saving it and displays a blank record.

## 6. When you finish editing the records in the merge data file, choose Close.

*Remember to Add or Update a record before you display another record.*

Ami Pro updates the current record and closes the Data File dialog box. If you edited the file, Ami Pro prompts you to save the changes.

## To modify fields

You can use Field Management to insert or rename fields in an existing merge data file.



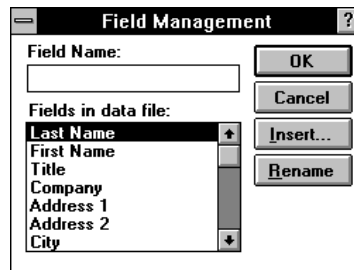
1. Choose File/Merge.
2. Select option 1 to edit the merge data file.
3. Choose OK.

**?Help** If the merge data file is not displayed, Ami Pro prompts you for the name of the file. Specify the name of the desired file and choose Edit.

Ami Pro displays the first record in the Data File dialog box.

4. Choose Field Mgt.

Ami Pro displays the Field Management dialog box, which contains a list of the field names in the merge data file. You can now insert or rename a field.

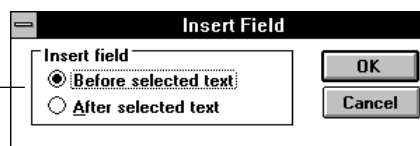


## To insert a field into a merge data file

When you insert a field, you must specify the desired position for the field.

1. In the Field Name text box, type the name of the field you want to insert.
2. In the Fields in data file list box, select the field that is in the position where you want to insert the new field.
3. Choose Insert.

Select Before or After as the position for the new field



4. Choose OK to insert the field and return to the Field Management dialog box.

Ami Pro displays the new field name in the Fields in data file list box in the position you specified.

5. Choose OK to return to the Data File dialog box.

#### To rename a field in a merge data file

1. In the Fields in data file list box, select the field you want to rename.
2. In the Field Name text box, type the new name for the field.
3. Choose Rename.

Ami Pro renames the field you selected.

4. Choose OK to return to the Data File dialog box.

Ami Pro displays the current record with the modified field name.

---

#### To sort records in a merge data file

You can sort the records in a merge data file by the field you specify. This allows you to change the information that displays in the tab dividers in the Data File dialog box.



1. Choose File/Merge.
2. Select option 1 to edit the merge data file.
3. Choose OK.

**?Help** If the merge data file is not displayed, Ami Pro prompts you for the name of the file. Specify the name of the desired file and choose Edit.

Ami Pro displays the first record in the Data File dialog box.

4. Choose Sort.

Select the field you want to use for the sort

5. Select the desired Sort type.

#### Alphanumeric

Ami Pro sorts by both text and numbers, character by character, ordering numbers first, then letters.

**Numeric**

Ami Pro sorts according to the values of the numbers. Any text that does not contain numbers is placed at the end of the list in correct alphabetical order.

6. Select the desired Sort order.

**Ascending**

Sorts the data from A to Z or 0 to 9.

**Descending**

Sorts the data from Z to A or 9 to 0.

7. Choose OK.

Ami Pro sorts the records and displays the information contained in the sorted field in the tab dividers.

**Creating labels**

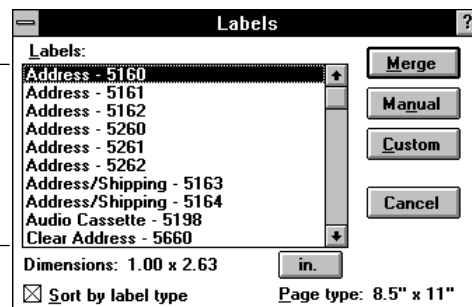
You can use Merge to print mailing labels using the records in a previously created merge data file or print individual labels using the text you specify. You can use standard size Avery® labels or specify the measurements for custom labels.

?Help For information about creating the data file, refer to “To create an Ami Pro merge data file” in this chapter.

**To merge or print Avery labels**

1. Choose File/New.
2. Select the \_LABEL.STY style sheet designed for Avery labels.
3. Select Run macro.
4. Choose OK.

Select the type of Avery label you want to use



**Note** The Labels list box displays the Avery labels in alphabetical order by type of label. If you want the list organized by part numbers in numerical order, deselect Sort by label type.

5. Choose the desired command button.

**Merge**

Merges the data in the merge data file you specify to the Avery label you select.

**Manual**

Prints the text you specify to the Avery label you select.

Ami Pro changes the page layout to match the size of the label you select. You can now specify either the merge data file you want to use or the text you want to print.

**To merge Avery labels**

If you selected Merge in the Labels dialog box, Ami Pro displays the Select Merge Data File dialog box.

1. Specify the merge data file you want to use.
2. Choose OK.

Ami Pro displays the Insert Merge Field dialog box.

3. Insert the desired field names into the label merge document.

**?Help** For information, refer to “To create a merge document” in this chapter.

4. Choose Continue Merge.

Ami Pro displays the Welcome to Merge dialog box.

5. Select option 3 to merge and print the label document.

6. Choose OK.

Ami Pro displays the Merge dialog box.

7. Select the desired type of merge.

**?Help** For information, refer to “To perform the merge” in this chapter.

8. Choose OK to start the merge.

**To print Avery labels**

If you selected Manual in the Labels dialog box, Ami Pro displays a table, which represents a sheet of Avery labels of the size you selected.



1. Type the desired label text in each cell.



2. Choose File/Print.
3. Specify the desired options.  
**?Help** For information, refer to “To print a document” in Chapter 13.
4. Choose OK to print the labels.  
 Ami Pro prints as many labels as you typed in the table.

---

### To merge custom labels



*You can adjust the placement of the data on each label by choosing Page/Modify Page Layout and modifying the margin settings or by specifying the desired alignment for the field names using either Text/Alignment or Style/Modify Style.*

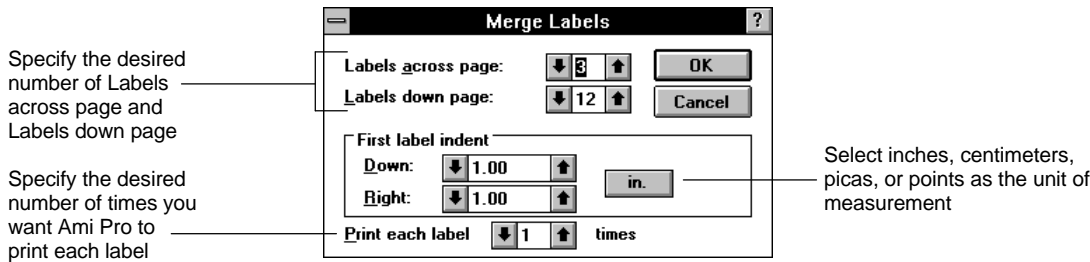
You can merge data in an existing merge data file to a custom size label instead of an Avery label.

1. Choose File/New.
2. Select the \_LABEL.STY style sheet designed for Avery labels.
3. Select Run macro.
4. Choose OK.  
 Ami Pro displays the Labels dialog box.
5. Choose Custom.  
 Ami Pro displays the Modify Page Layout dialog box.
6. Specify zero as the top and left margins.
7. Specify the horizontal distance between the labels as the right margin.
8. Specify the vertical distance between the labels as the bottom margin.
9. Select Page settings.
10. Select Custom.
11. Specify the width and height of a single mailing label.
12. Choose OK.  
 Ami Pro displays the Select Merge Data File dialog box.
13. Specify the merge data file you want to use.
14. Choose OK.  
 Ami Pro displays the Insert Merge Field dialog box.
15. Insert the desired field names into the label merge document.  
**?Help** For information, refer to “To create a merge document” in this chapter.
16. Choose Continue Merge.
17. Select option 3 to merge and print the label document.

18. Choose OK.

Ami Pro displays the Merge dialog box.

19. Choose Labels to indicate that the data should print on labels and to specify how many labels there are on each sheet or page.



**Note** The Labels options indicate the number of columns and rows on each sheet of labels.

20. If necessary, specify the desired position for the first label. These options indicate where the first label is located on the sheet of labels.

**Down**

Prints the first label down from the top of the page by the amount you specify.

**Right**

Prints the first label in from the left edge of the page by the amount you specify.

21. Choose OK to return to the Merge dialog box.
22. Place the label sheets into the printer.
23. Select Merge & print.
24. Choose OK.

Ami Pro prints the specified number of labels for each record in the merge data file. It prints the labels in order across the page and then down the page.

*Some laser printers have “no print” areas where they cannot print text. You can use the First label indent options to prevent Ami Pro from placing text in those*

## Printing multiple records on a page

You can print more than one record on a page. This is useful for printing a list of either all the records in the merge data file or the information contained in certain fields of the merge data file.

**?Help** You can also use the NextRec power field to print a list of records. For information, refer to “To use pre-defined power fields” in Chapter 32.

---

## To print a list of records

You must create a label merge document to print a list of records. The page size should equal the dimensions of a single record. For example, if you want each record on a single line, the page size might be 8.5 inches by .5 inches. If you want each record on multiple lines, as in a label, the page size might be 2.5 inches by 1 inch.

**?Help** For information, refer to steps 1 – 15 in “To merge custom labels” in this chapter.

1. Make the label merge document the active window in Layout mode.



2. Choose File/Merge.

**Note** If the Insert Merge Field dialog box is displayed, choose Continue Merge.

3. Select option 3 to merge and print the document.

4. Choose OK.

5. Choose Labels.

6. In the Labels across page and Labels down page text boxes, specify the number of columns and rows you want on a page.

7. Specify 1 as the desired number of times you want Ami Pro to print each record.

8. Choose OK to return to the Merge dialog box.

9. Place regular paper into the printer.

10. Select Merge & print.

11. Choose OK.

Ami Pro prints the desired number of records on each page.

*The Merge, view & print and Merge & save as options are dimmed when you choose Labels.*

---

## Using Merge conditions

You can use Merge conditions to merge only certain records in the merge data file. For example, you could use conditions to send a letter only to those people who live in Georgia, or to exclude only those people who live in Alabama.

---

### To use conditions



1. Make the merge document the active window.

2. Choose File/Merge.

3. Select option 3 to merge and print the document.

4. Choose OK.
5. Choose Conditions.

	Field name	Operator	Value	Field names:
<input type="checkbox"/> If		<input type="radio"/> And <input type="radio"/> Or		FIRST_NAME
<input type="checkbox"/> If		<input type="radio"/> And <input type="radio"/> Or		LAST_NAME
<input type="checkbox"/> If		<input type="radio"/> And <input type="radio"/> Or		PARTY
				YEAR_ELECTED
				HOME_STATE
				ADDRESS
				CITY
				STATE

6. Specify the Field name you want Ami Pro to use as the basis for selecting which records to merge.

**Tip** When the insertion point is in the Field name text box, Ami Pro displays a list of field names in a Field names list box. You can select the desired field name or type it in the text box.

7. Specify the Operator you want Ami Pro to use as the basis for selecting which records to merge. The operator is the relationship between the Field name and the Value you specify.

Available relational operators are:

=	equal to
<	less than
>	greater than
!=	not equal to
<=	less than or equal to
>=	greater than or equal to

**Tip** When the insertion point is in the Operator text box, Ami Pro displays a list of the available relational operators in an Operators list box. You can select the desired operator or type it in the text box.

8. Specify the Value you want Ami Pro to use as the basis for selecting which records to merge. The Value is the text or number for a specified field in a particular record.
9. If you want to specify more than one set of criteria for Ami Pro to use as the basis for selecting which records to merge, select And or Or.

#### And

Records in the merge data file should match the Field name, Operator, and Value specified in the first set of criteria **and** the

*If you want to merge all records that exactly match the text or number in the Value text box, specify the = (equal to) relational operator. If you want to merge all records that do not match the text or number in the Value text box, specify the != (not equal to)*

*You cannot use wildcards in the Value text box.*

*And or Or allows you to do multi-level merges.*

*You can specify more than one set of criteria for the same field name.*

Field name, Operator, and Value specified in the subsequent set (s) of criteria.

**Or**

Records in the merge data file should match **either** the Field name, Operator, and Value specified in the first set of criteria **or** the Field name, Operator, and Value specified in the subsequent sets of criteria.

10. Choose OK to return to the Merge dialog box.

---

## Examples of Merge conditions

For all these examples, the Merge Conditions dialog box should already be displayed on the screen.

### Specifying a particular state

You want to send letters only to people who live in the state of Georgia.

Move the insertion point to Field Name.

Choose State in the Field Names list box.

Select the desired relational operator, =, in the Operator list box.

Type GA in the Value edit box.

Choose OK.

Select the desired merge print option and choose OK.

Ami Pro merges only those records that have GA in the State field.

### Excluding a particular state

You want to send letters to all your clients except those who live in the state of Georgia.

Move the insertion point to Field Name.

Select State in the Field Names list box.

Choose the desired relational operator, !=, in the Operator list box.

Type GA in the Value text box.

Choose OK.

Select the desired merge print option and choose OK.

Ami Pro merges only those records that do **not** have GA in the State field.

### Specifying a range of amounts

You want to send past due notices to clients who have an outstanding balance that is equal to or greater than \$5.

Choose Field Name.

Select Balance Due in the Field Names list box.

Select the desired relational operator, >=, in the Operator list box.

Type \$5.00 in the Value text box.

Choose OK.

Select the desired merge print option and choose OK.

*If some records contain 5 digit zip codes, and other records contain 9 digit zip codes, you should specify the 9 digit zip code in the Value text box.*

Ami Pro merges only those records that have \$5.00 or greater in the Balance Due field.

### **Specifying a range of zip codes**

You want to send letters to all clients who have zip codes up to and including 30350. Some clients have 5 digit zip codes and others have 9 digit zip codes.

Move the insertion point to Field Name.

Select Zip Code in the Field Names list box.

Select the desired relational operator, <=, in the Operator list box.

Type 30350-9999 in the Value text box.

Choose OK.

Select the desired merge print option and choose OK.

Ami Pro merges all records that have zip codes 00000 to 30350.

### **Specifying a particular city and state**

You want to send letters only to your clients in Atlanta, GA.

Move the insertion point to Field Name.

Select State in the Field Names list box.

Select the desired relational operator, =, in the Operator list box.

Type GA in the Value text box.

Select And.

For the second set of criteria, select City as the Field Name, = as the Operator, and Atlanta as the Value.

Choose OK.

Select the desired merge print option and choose OK.

Ami Pro merges only those records that have Atlanta, GA in the City and State fields.

### **Specifying particular states**

You want to send letters only to your clients in Georgia and Florida.

Move the insertion point to Field Name.

Select State in the Field Names list box.

Select the desired relational operator, =, in the Operator list box.

Type GA in the Value text box.

Select Or.

For the second set of criteria, select State as the Field Name, = as the Operator, and FL as the Value.

Choose OK.

Select the desired merge print option and choose OK.

Ami Pro merges only those records that have GA or FL in the State field.

### **Specifying particular last names**

You want to send letters to all your clients whose last names begin with the letter B.

Move the insertion point to Field Name.

Select Last Name in the Field Names list box.

Select the desired relational operator, >=, in the Operator list box.

Type B in the Value text box.

Select And.

For the second set of criteria, specify Last Name as the Field Name, < as the Operator, and C as the Value.

Choose OK.

Select the desired merge print option and choose OK.

Ami Pro merges only those records that have Last Names beginning with the letter B.

### **Specifying particular last names and states**

You want to send letters to all your clients whose last names begin with the letter B and who live outside the state of Georgia.

Move the insertion point to Field Name.

Select State in the Field Names list box.

Select the desired relational operator, !=, in the Operator list box.

Type GA in the Value text box.

Select And.

For the second set of criteria, select Last Name as the Field Name, >= as the Operator, and B as the Value.

Select And.

For the third set of criteria, select Last Name as the Field Name, < as the Operator, and C as the Value.

Choose OK.

Select the desired merge print option and choose OK.

Ami Pro merges only those records that have Last Name beginning with B and a state other than GA in the State field.

---

## **Using different types of data files for a merge**

You can use different types of data files for a merge. The data can be stored in an Ami Pro merge data file, an Ami Pro table, or a database or spreadsheet file.

You can use a data (records) file created in another application as a merge data file if the file is in one of the following formats:

- Fixed length ASCII
- Comma Delimited ASCII

**?Help** If you want to use an ASCII data file that is in a delimited format other than comma delimited (for example, quote delimited), you should import the external file into an Ami Pro document. For information, refer to “To merge with other types of delimited ASCII data files” in this chapter.

- DIF
- Lotus 1-2-3 releases 1, 1A, 2.0, and 2.01 (.WKS and .WK1)
- Lotus 1-2-3 releases 3.0, 3.1, and 1-2-3 for Windows (.WK3)
- dBase versions III, III+, and IV
- Excel version 4.0 and prior versions (.XLS)
- Paradox versions up to 3.5 (.DB)
- SuperCalc versions 3 and 4

---

### To use a table as a merge data file

You can use an Ami Pro document that contains a table as the merge data file for a merge, if the document does not contain any text other than the data in the table. When you use a table as the source of the data, each column in the table represents a field and each row represents a record. You should type the field names in the first row of the table. You do not need to type any delimiters in the table.

When you are ready to assign a merge data file and insert the field names into the merge document, specify the name of the Ami Pro document that contains the table you want to use.

You cannot use the automated data entry procedure for a table. You must open the table merge data file and modify the data manually.

**Tip** You can import data created in another application into an Ami Pro table and then use the table document as the merge data file. If necessary, type the field names in the first row of the table.

---

### To use an external data file as a merge data file

You can use a records file created in another application as a merge data file. You cannot edit the data file in Ami Pro.

1. Create the records file in the other application.
2. Make the document that contains the standardized text (the letter or report) the active window in Layout mode.
3. Choose File/Merge.
4. Select option 2 to edit the merge document.





5. Choose OK.
6. Choose Yes to use the current document.
7. Select the type of file you want to use as the merge data file.
8. Specify the name of the merge data file you want to assign to the merge document.

**Note** You can specify the desired drive and directory by selecting them in the list boxes or by typing the path in the File name text box.

9. Choose OK.

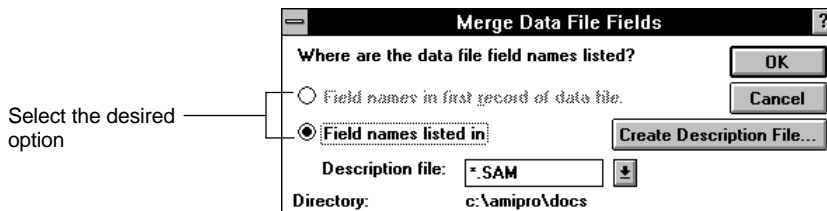
Ami Pro checks the merge data file for field names. If Ami Pro finds field names, it displays the Insert Merge Field dialog box so you can insert the field names into the merge document.

10. Insert the field names into the merge document.

?**Help** For information, refer to “To create a merge document” in this chapter.

#### To specify field names

If Ami Pro does not find separate field names in the external data file, it displays the Merge Data File Fields dialog box. You must specify where the field names are stored.



#### Field names in first record of data file

The first record of the external data file contains field names instead of data.

**Note** If this option is dimmed, you must create a **description file**. The description file contains a list of the fields in the external data file.

#### Field names listed in description file

The file you specify in the Description file list box contains the field names. You can select an existing file or type the name of a new file.

1. Choose the desired command button.

Choose **OK** if the field names are in either the external data file or a previously created description file.

Choose **Create Description File** if you need to specify the field names for the data in the external data file.

For each field, type the field name and either press **ENTER** or choose **Add**

### OK

Displays the Insert Merge Field dialog box, which contains a list of the field names for the data in the external data file. Go to step 3.

### Create Description File

Displays the Create Description File dialog box so you can specify the field names.

**Note** If you are using a fixed length ASCII file, you must type the field name, a comma, and the number of characters in the field before you press **ENTER** or choose **Add**. You can obtain the field lengths from the application used to create the ASCII data file.

You must insert field names for each field in the external data file in the order in which they occur. You can rearrange the field names by selecting a field name and moving it up or down in the list box.

If you need to remove a field name, select the field in the list box and choose **Remove**.

2. Choose **OK**.

Ami Pro displays the Insert Merge Field dialog box.

3. Insert the desired field names into the merge document.

**?Help** For information, refer to “To create a merge document” in this chapter.

---

## To merge with other types of delimited ASCII data files

In some delimited ASCII data files, fields are separated by a character other than a comma. Certain database applications, for example, export their records into an ASCII file where fields are delimited by quotation marks.

*To use other than comma delimited ASCII data, you should create an Ami Pro merge data file. You use the same procedures to create the Ami Pro merge data file as you normally would, except that the data is inserted into the file rather than typed.*

You cannot use these data files as merge data files. You can, however, import the data into an Ami Pro document, specify the desired delimiters, and then use the Ami Pro document as the merge data file.

1. Create a new Ami Pro document.
  2. Insert the merge data file into the Ami Pro document.
- ?Help** For information, refer to "To import a text or data file" in Chapter 22.
3. On the first line of the document, type the delimiter that is used to separate the fields, followed by the delimiter that is used to mark the end of a record.
  4. Press **ENTER**.
 

**Note** If the record delimiter is a carriage return/line feed, press **ENTER** after typing just the field delimiter.
  5. Starting on the second line, type the name of each field followed by the field delimiter.
  6. After the last field name, type any record delimiter.
  7. Press **ENTER**.
  8. Choose File/Save.
  9. Specify a file name and press **ENTER**.




---

### Example of an Ami Pro merge data file containing non-comma delimited data

### Using an Ami Pro merge data file that contains data inserted from a non-comma delimited external ASCII merge data file

```
"
first"last"address"city"state"zip
Eliza"Hibben"1000 Abernathy Rd."Atlanta"GA"30367
```

**Note** The field delimiter is " and the record delimiter is carriage return/line feed.



# 29

## Managing Files

### Using File Management

You can use File Management to copy, move, rename, delete, and change the attributes of your files. In addition, File Management provides options for changing the directory, specifying which file names appear in the window, and displaying document information. These options are available under the File Management, File, and View menus.

**?Help** You can access online Help by choosing Help/Contents.

File Management allows you to work with files only. These files may be Ami Pro documents or style sheets or non-Ami Pro files. You cannot use File Management to copy or move a directory.

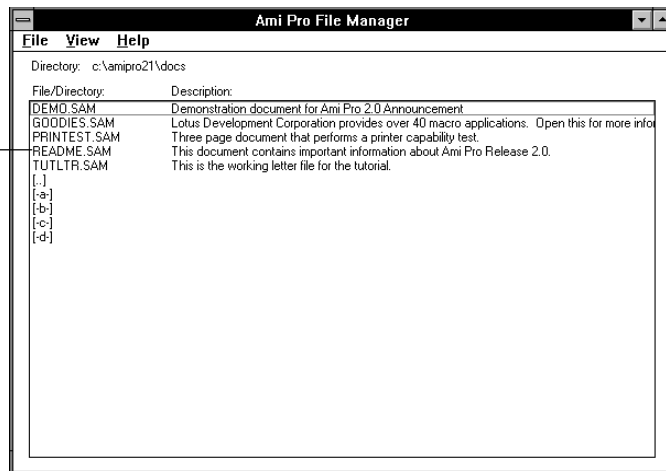
### To copy or move a file



Select any files you want to copy or move

You can copy or move one or more files at a time.

1. Choose File/File Management.



**Note** Ami Pro displays any comment previously specified in the Doc Info Description text box next to each file name. If a file is not an Ami Pro document, the Description indicates Not an Ami Pro File.

*You can select multiple file names at one time.*

**Caution** Copying, moving, or renaming a file using a Windows or DOS command does not guarantee that all necessary formatting information and related files remain with an Ami Pro document. Use File Management and choose the appropriate options to ensure that all necessary information remains with the documents.

**Keyboard** Press SPACEBAR when the file name is displayed inside a dotted rectangle.

2. Choose File/Copy or File/Move.

Specify the full path for the destination file

The screenshot shows a dialog box titled "Copy". It has two text input fields: "Copy:" and "To:". The "Copy:" field contains the text "MEMO1.SAM". The "To:" field contains the text "c:\amipro\docs\". To the right of the "Copy:" field are two buttons: "OK" and "Cancel".

**Note** If you selected multiple file names, or if you want to use the same file name as the original, specify only the drive and path.

3. Choose OK.

Select the desired format options

The screenshot shows a dialog box titled "File Copy Options". It has two text input fields: "Source:" and "Destination:". The "Source:" field contains the text "C:\AMIPRO\DOCS\MEMO1.SAM". The "Destination:" field contains the text "B:MEMO1.SAM". Below these fields are three checkboxes: "Take Associated Graphics Files" (unchecked), "Take Associated Style Sheet" (checked), and "Maintain Format, But Do Not Take Associated Style Sheet" (unchecked). To the right of the "Source:" field are two buttons: "OK" and "Cancel".

**Note** The options determine whether the style sheet associated with the document and the graphics files referenced in the document are copied or moved.

### Using Take Associated Graphics Files

If you select this option, Ami Pro copies or moves the document and any original graphics files referenced in the document to the destination you specify, even if the graphics files are stored in a different directory from the document.

Select this option when you copy or move a document containing any pictures stored as original graphics files. If the pictures in the document are Ami Pro charts or drawings, were pasted from the Clipboard, or were inserted into the document using the Copy Image option, you do not need to select this

*When you copy a document, the file is duplicated in another drive or directory. The original file remains in the current location.*

option.

### **Using Take Associated Style Sheet**

If you select this option and you are copying or moving a document to a floppy drive, Ami Pro copies or moves the document and the style sheet to the floppy drive. If you are copying or moving a document to a hard drive, Ami Pro copies or moves the document to the directory you specify and the style sheet to the STYLES directory specified in the User Setup.

?Help For information about User Setup, refer to “To set Default Paths” in Chapter 3.

Select this option when you copy or move an Ami Pro document that uses a style sheet you created and you want the style sheet to be available for use with other documents. This ensures that the style sheet is available on the destination disk or in the destination directory.

### **Using Maintain Format**

If you select this option, Ami Pro does not copy or move the style sheet containing the page and paragraph formatting information associated with the document. Instead, the document’s page layout and paragraph styles are stored in the document. This option is similar to the Keep format with document option in the Save As dialog box.

Using this option makes all formatting information document specific. In the Styles Box, the style sheet name appears as None, and each paragraph style name is preceded by a bullet. Even if the original style sheet is available, Ami Pro does not use it, and any changes made to the original style sheet are not reflected in the format of the document.

Select this option if you are copying or moving an Ami Pro document that contains all the formatting information (page layout and paragraph styles) the document needs and you do not plan to use another style sheet. This option is also useful for maintaining the format of a document when it is displayed on another computer that either does not have the style sheet originally associated with the document, or has a style sheet with the same name but different settings from the style sheet originally associated with the document.

4. Choose OK.

---

## Examples of format options

### Using Take Associated Graphics Files

You want to copy the document CAR.SAM to a disk in drive A. AUTO.TIF is an original graphic file referenced in CAR.SAM.

Choose File/File Management.

Select the desired file.

Choose File/Copy.

Type A: and choose OK.

Select Take Associated Graphic Files and choose OK.

Ami Pro copies CAR.SAM and AUTO.TIF to drive A.

### Using Take Associated Style Sheet

You want to copy the document JONES.SAM to a disk in drive A. \_MEMO2.STY is the style sheet associated with JONES.SAM.

Choose File/File Management.

Select the desired file.

Choose File/Copy.

Type A: and choose OK.

Select Take Associated Style Sheet and choose OK.

Ami Pro copies both JONES.SAM and \_MEMO2.STY to drive A.

### Using Maintain Format

You want to copy the document JONES.SAM to a disk in drive A. The style sheet associated with this document is one you modified just for this document.

Choose File/File Management.

Select the desired file.

Choose File/Copy.

Type A: and choose OK.

Select Maintain Format and choose OK.

Ami Pro stores all the page and paragraph style formatting information in JONES.SAM and copies the document to drive A.

---

## To rename a file



You can rename one file at a time.

1. Choose File/File Management.
2. Select the file you want to rename.
3. Choose File/Rename.

Type the name you want to give the document



4. Choose OK.  
Ami Pro renames the file.

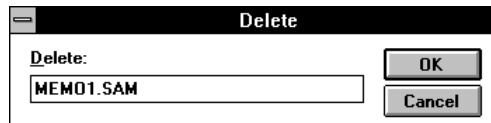
---

### To delete a file

You can delete any type of file, including Ami Pro documents and style sheets, using File Management. However, you cannot delete a read-only file.



1. Choose File/File Management.
2. Select any files you want to delete.
3. Choose File/Delete or press DEL.



4. Choose OK.  
Ami Pro deletes the files.

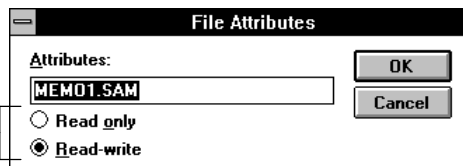
---

### To change file attributes

You can change the attributes of a file if you have rights to it.



1. Choose File/File Management.
2. Select the file for which you want to change the attributes.
3. Choose File/Attributes.



Select Read only or  
Read-write

**Note** You can display a read-only file, but you cannot save any changes to it.

4. Choose OK.

---

### To change the File Management drive or directory

You can change the file names that appear in the window by changing the drive or directory.

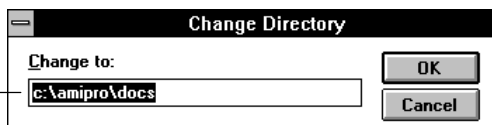


1. Choose File/File Management.

**Shortcut** Double-click a directory name to display the names of the subdirectories and files in that directory.

## 2. Choose File/Change Directory.

Specify the drive or path for the files you want to appear in the Ami Pro File Manager window



## 3. Choose OK.

Ami Pro displays the desired file names in the window.

---

### To change the file names in the window



You can change the types of files Ami Pro displays in the window.

1. Choose File/File Management.
2. Choose View.
3. Select the types of files you want Ami Pro to display.

#### \*.S?M Files

Displays all file names that have extensions that begin with “S” and end with “M,” including .SAM and .SMM files.

#### All

Displays all file names in the working directory, regardless of their extensions.

#### Partial

Displays the Partial dialog box. Type an asterisk, a period, and the extension for the files you want Ami Pro to display and then choose OK.

---

### To view document information



You can display the document information for a selected file if you need to find out more about the document's size and contents before you copy, move, rename, or delete it.

1. Choose File/File Management.
2. Select the desired file name.
3. Choose View/Doc Info.

**?Help** You must display the document and choose File/Doc Info to create or edit document information. For information, refer to “To use Doc Info” in Chapter 23.

---

### To exit File Management

Choose File/Exit.

**Mouse** Double-click the Control menu box.

**Note** You can keep File Management active in the background while you continue to edit an Ami Pro document by clicking anywhere in the current document. When you need to access File Management again, press ALT+ESC.

---

# 30

## Using Scientific and Mathematical Equations

---

### Understanding Equations

You can use the Ami Pro Equations editor to create and edit scientific and mathematical formulas and equations.

**?Help** You must install a Windows-compatible Symbol font to correctly display and print equations. You can use a Symbol font provided with Microsoft Windows, or use a third party font such as an Adobe Type Manager Symbol font.

When you use the Equations editor, Ami Pro changes to Equation mode and displays equation icons across the top of the screen. You can create an equation by using these icons or by importing a TeX file.

Once you are in Equation mode, you can:

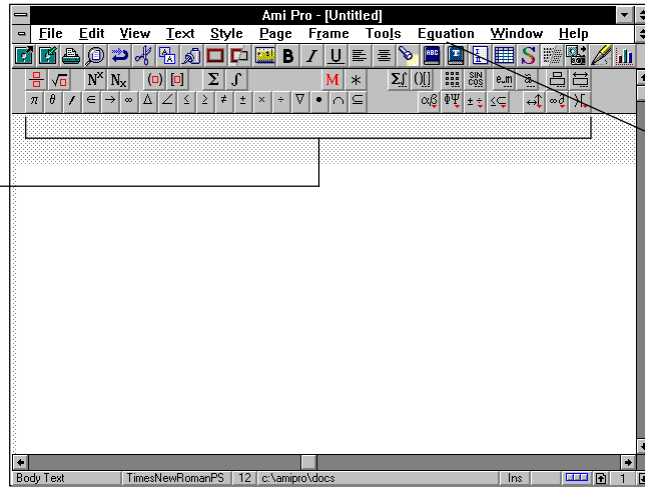
- Insert **templates**, mathematical characters or symbols, **functions**, text, and spaces into an equation.  
**Note** A template is a combination of one or more input boxes and mathematical symbols. A function is a mathematical operation such as sin, cos, and ln.
- Apply an accent, a negate mark, or bold to an existing mathematical character or symbol.
- Insert a label template, a bar, arrow, or a brace above or below a template, mathematical character or symbol, function, or text.
- Insert a TeX command.
- Select templates, mathematical characters or symbols, functions, or text, and edit them.
- Modify the appearance of an equation.
- Modify the character and symbol icons.
- Save the entire equation or part of the equation as a TeX file.
- Import a TeX file.

## Accessing Equation mode



Choose Tools/Equations to access Equation mode.

Equation icons



Equation appears in the menu bar

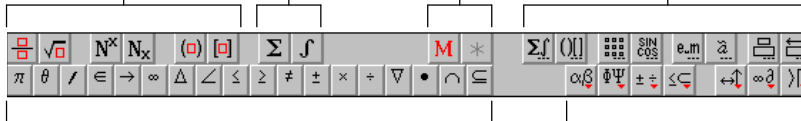
Ami Pro creates a frame at the location of the insertion point, changes to Equation mode, and displays the equation icons in two rows across the top of the screen. Equation displays in the menu bar.

To access Equation mode after you create an equation, double-click the frame that contains the equation or select the frame and press **ENTER**.

## Using the equation icons

Ami Pro provides a variety of icons which you can use to create equations and formulas.

Dialog box icons  
Toggle icons  
Operator icons  
Template icons



Symbol icons  
Pulldown box icons

## To use the equation template icons

*The equation template icons are also available as menu items if you choose Equation/Insert.*

You can use the equation template icons to create templates such as fractions, radicals, superscripts, subscripts, parentheses, and brackets.

To use an equation template icon, click the desired icon. Ami Pro inserts the template at the location of the insertion point.

A template is a combination of one or more input boxes and mathematical symbols. All templates display input boxes to indicate where you can insert additional templates, mathematical characters or symbols, functions, or text. For example, a fraction template consists of a bar between two input boxes. The top input box represents the numerator; the bottom input box represents the denominator.



### Fraction

Inserts a fraction template and places the insertion point inside the numerator input box.



### Radical

Inserts a radical template and places the insertion point inside the input box under the radical.



### Superscript

Inserts a superscript template and places the insertion point inside the superscript input box.

**Note** A superscript template consists of one input box that displays either above and to the right or directly above the character to which it is attached.



### Subscript

Inserts a subscript template and places the insertion point inside the subscript input box.

**Note** A subscript template consists of one input box that displays either below and to the right or directly below the character to which it is attached.



### Parentheses

Inserts a parentheses template and places the insertion point inside the parentheses input box.



### Brackets

Inserts a brackets template and places the insertion point inside the brackets input box.

---

### To use the equation operator icons

You can use the equation operator icons to create summation operators and integral operators.

To use an equation operator icon, click the desired icon. Ami Pro inserts the operator at the location of the insertion point.



#### Summation Operator

Inserts a summation operator at the location of the insertion point.



#### Integral Operator

Inserts an integral operator at the location of the insertion point.

---

### To use the equation toggle icons

You can use the equation toggle icons to switch between inserting math and text characters and to switch between showing and hiding input boxes and matrix lines.

To use an equation toggle icon, click the desired icon.



#### Math/Text mode

When you first access Equation mode, Ami Pro assumes that everything you want to insert is a mathematical character or symbol. Use the Math/Text mode toggle icon to switch between inserting mathematical characters or symbols and inserting text characters.

**Note** Characters you type in Math mode display in red and are italicized. Characters you type in Text mode display in black.

**?Help** You can change the way mathematical and text characters appear. For information, refer to “Modifying the appearance of an equation” in this chapter.



#### Show/Hide Input Boxes and Matrix Lines

When you insert a template in Equation mode, input boxes indicate where you can insert or type additional templates, mathematical characters or symbols, functions, or text. When you insert a matrix, lines display around each individual cell of the matrix. You can use the Show/Hide Input Boxes and Matrix Lines toggle icon to switch between showing and hiding input boxes and matrix lines.

**Note** Input boxes and matrix lines do not print.

---

## To use the equation dialog box icons

You can use the equation dialog box icons to insert templates, mathematical characters or symbols, or functions with specified parameters.

To use an equation dialog box icon, click the desired icon. Ami Pro displays a dialog box so you can specify the desired settings.



### Operator

Displays the Operator dialog box so you can insert an operator symbol and specify its limit position and size.



### Customized brackets

Displays the Brackets dialog box so you can insert a brackets or enclosures template and specify both the left and right brackets or enclosures.



### Matrix

Displays the Create Matrix dialog box or Revise Matrix dialog box so you can create a matrix template with a specified number of rows and columns, or insert rows or columns into an existing matrix.



### Function

Displays the Function dialog box so you can insert an available function, specify a custom function, and specify the limit position.



### Space

Displays the Space dialog box so you can insert a space and select its size.



### Revise Character

Displays the Revise Character dialog box so you can add an accent, a negate mark, and bold to a selected character.



### Label

Displays the Label dialog box so you can insert a label template and select its position.



### Over/Under

Displays the Over/Under dialog box so you can insert a bar, an arrow, or a brace and select its position.



---

## To use the equation character and symbol icons

You can use the equation character and symbol icons to insert 18 frequently used mathematical characters and symbols.



To use an equation character or symbol icon, click the desired icon. Ami Pro inserts the character or symbol to the right of the insertion point.

**?Help** You can specify which mathematical characters and symbols should display as icons. For information, refer to “Modifying equation character and symbol icons” in this chapter.

---

## To use the equation pulldown box icons

You can use an equation pulldown box icon to insert a character or symbol that is not included in the 18 equation character and symbol icons.

To use an equation pulldown box icon, click the desired icon. Ami Pro displays a pulldown box with additional mathematical character and symbol icons. Click the desired character or symbol icon. Ami Pro inserts the character or symbol to the right of the insertion point.



### Lowercase Greek

Displays the lowercase letters of the Greek alphabet.



### Uppercase Greek

Displays 11 uppercase letters of the Greek alphabet.



### Binary Operators

Displays binary operators.



### Binary Relations

Displays binary symbols.



### Arrows

Displays single and bi-directional arrows.



### Miscellaneous

Displays miscellaneous characters and symbols.



### Delimiters

Displays left and right delimiters.

## Creating an equation

To create an equation, you must insert a template, a mathematical character or symbol, a function, or text inside an equation frame. You can either choose Tools/Equations and let Ami Pro create the frame at the location of the insertion point, or you can create a frame of the desired size and then access Equation mode by choosing Tools/Equations.

**Note** You cannot create an equation in a frame that already contains text.

## To create an equation



*When you let Ami Pro create the frame, Ami Pro automatically adjusts the size of the frame for the equation when you exit Equation mode.*

1. Choose Tools/Equations.

Ami Pro creates a frame at the location of the insertion point and changes to Equation mode.

**?Help** If you create a frame before you choose Tools/Equations, Ami Pro does not automatically adjust the size of the frame when you exit Equation mode, and the appearance of the equation may not adhere to mathematical typesetting conventions. You can correct this by choosing Frame/Modify Frame Layout and selecting Wrap around and Flow with text. For information, refer to “To modify the type of frame” in Chapter 15.

2. Choose Equation/Insert and then choose the desired item.

**Mouse** Click the desired equation icon, such as the Fraction template icon or a symbol icon.

**?Help** For information about each icon, refer to the following pages.

3. Insert any desired mathematical characters or text.

**Note** Characters you type in Math mode display in red and are italicized. Characters you type in Text mode display in black. Functions display in gray.

**?Help** You can change the way characters and functions appear. For information, refer to “Modifying the appearance of an equation” in this chapter.

4. Repeat steps 2 – 3 until you complete the equation.

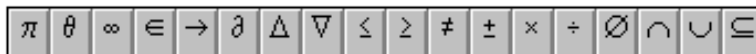
*Equation templates are elastic. They expand both horizontally and vertically to encompass their contents.*

## To insert a character or symbol

You can use the equation character and symbol icons, the equation pulldown box icons, the Greek keyboard, or the Symbol keyboard to insert characters and symbols into an equation.

### To insert a character or symbol using the equation character and symbol icons

1. In Equation mode, place the insertion point where you want to insert the character or symbol.
2. Click the desired character or symbol icon.

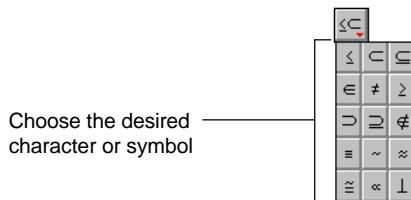


Ami Pro inserts the character or symbol to the right of the insertion point.

**?Help** You can specify which mathematical characters and symbols should display as icons. For information, refer to “Modifying equation character on character and symbol icons” in this chapter.

### To insert a character or symbol using the equation pulldown box icons

1. In Equation mode, place the insertion point where you want to insert the character or symbol.
2. Click the equation pulldown box icon that contains the character or symbol you want to insert into the equation.



Ami Pro inserts the character or symbol to the right of the insertion point.

### To insert a mathematical character using the Greek keyboard

1. In Equation mode, place the insertion point where you want to insert the Greek character.
2. Choose Equation/Greek Keyboard.

**Keyboard** Press CTRL+G to access the Greek keyboard.

<i>Press</i>	<i>To insert</i>	<i>Press</i>	<i>To insert</i>	<i>Press</i>	<i>To insert</i>	<i>Press</i>	<i>To insert</i>
a	$\alpha$	g	$\gamma$	p	$\pi$	w	$\omega$
b	$\beta$	G	$\Gamma$	P	$\Pi$	W	$\Omega$
c	$\psi$	h	$\eta$	q	$\chi$	x	$\xi$
C	$\Psi$	i	$\iota$	r	$\rho$	X	$\Xi$
d	$\delta$	k	$\kappa$	s	$\sigma$	y	$\theta$
D	$\Delta$	l	$\lambda$	S	$\Sigma$	Y	$\Theta$
e	$\epsilon$	L	$\Lambda$	t	$\tau$	z	$\zeta$
f	$\phi$	m	$\mu$	u	$\upsilon$		
F	$\Phi$	n	$\nu$	U	$\Upsilon$		

- Press the key that corresponds to the desired Greek character.  
Ami Pro inserts the Greek character to the right of the insertion point.

### To insert a symbol using the Symbol keyboard

- In Equation mode, place the insertion point where you want to insert the symbol.
- Choose Equation/Symbol Keyboard.

**Keyboard** Press CTRL+Y to access the Symbol keyboard.

<i>Press</i>	<i>To insert</i>	<i>Press</i>	<i>To insert</i>	<i>Press</i>	<i>To insert</i>	<i>Press</i>	<i>To insert</i>
1	$\rightarrow$	@	$\uparrow$	d	$\partial$	s	$\Sigma$
2	$\uparrow$	#	$\leftarrow$	D	$\diamond$	S	$\oplus$
3	$\leftarrow$	\$	$\downarrow$	e	$\in$	t, T	$\otimes$
4	$\downarrow$	%	$\supset$	g	$\notin$	v	$\vee$
5	$\supseteq$	^	$\wedge$	f, F	$\frac{\square}{\square}$	V	$\wedge$
6	$\cap$	(, )	$\square]$	i	$\int$	w	$=$
7	$\subseteq$	-	$\cong$	I	$\infty$	W	$\otimes$
8	$\cup$	+	$\pm$	n	$\nabla$	x	$\times$
9, 0	$\square]$	a	$\angle$	N	$\neg$	X	$\div$
-	$\equiv$	A	$\forall$	o	$\emptyset$	z	$\exists$
=	$\neq$	b	$\bullet$	p	$\Pi$	.	$\cdot$
~	$\sim$	c &	$\subset$	P	$\wp$	<	$\leq$
!	$\Rightarrow$	C	$\cdot$	r, R	$\sqrt{\square}$	>	$\geq$

- Press the key that corresponds to the desired symbol.  
Ami Pro inserts the symbol to the right of the insertion point.

---

## To insert a fraction

You can use the Fraction template icon or choose Equation/Insert and then choose Fraction to insert a fraction into an equation.

1. In Equation mode, place the insertion point where you want to insert the fraction.



2. Click the Fraction template icon.

**Keyboard** Press CTRL+1 or CTRL+F.



**Note** The top input box represents the numerator; the bottom input box represents the denominator. Ami Pro places the insertion point in the numerator input box.

3. Insert the desired template, mathematical character or symbol, function, or text into the numerator input box.
4. Press TAB to place the insertion point in the denominator input box.
5. Insert the desired template, mathematical character or symbol, function, or text into the denominator input box.

**Note** Press TAB to place the insertion point back in the numerator input box. Press ENTER to create a matrix for additional lines in the numerator or denominator.

6. To exit the fraction, click at the end of the fraction template or press SPACEBAR.

For example, to insert the fraction  $x/2$ , place the insertion point in the desired location, click the Fraction template icon, type  $x$  in the numerator input box, press TAB, and then type 2 in the denominator input box.

$$\frac{x}{2}$$

- ?Help** You can specify whether or not a line should display in the fraction and the size of the fraction. Double-click the line between the numerator and the denominator to display the Revise Fraction dialog box. For information, refer to "To revise a fraction" in this chapter.

*Ami Pro automatically extends fraction bars so that they encompass the longest string of characters within the fraction.*

---

## To insert a radical

You can use the Radical template icon or choose Equation/Insert and then choose Radical to insert a radical template into an equation.

1. In Equation mode, place the insertion point where you want to insert the radical.



2. Click the Radical template icon.

**Keyboard** Press CTRL+2.

$$\sqrt{\square}$$

**Note** The radical symbol displays over an input box which represents the radicand. Ami Pro places the insertion point in the radicand input box.

3. Insert the desired template, mathematical character or symbol, function, or text into the radicand input box.
4. If you want to insert an nth root, press TAB.

Ami Pro displays a root input box in the proper location and places the insertion point in the input box.

5. Insert the desired template, mathematical character or symbol, function, or text into the root input box.

**Note** To move the insertion point back into the radicand input box, press TAB. Press ENTER to create a matrix for additional lines in the radical or root.

6. To exit the radical, click at the end of the radical template or press SPACEBAR.

For example, to insert the cube root of 8, place the insertion point in the desired location, click the Radical template icon, type 8 in the radicand input box, press TAB, and then type 3 in the root input box.

$$\sqrt[3]{8}$$

- ?Help** You can specify whether or not a root should display in the radical. Double-click the radical to display the Revise Radical dialog box. For information, refer to “To revise a radical” in this chapter.

*Ami Pro automatically expands radicals both horizontally and vertically.*

---

### To insert a superscript

You can use the Superscript template icon or choose Equation/Insert and then choose Superscript to insert either a superscript or an upper limit for a function or an operator.

1. In Equation mode, place the insertion point where you want to insert the template, mathematical character or symbol, function, or text to which you want to attach a superscript.

2. Insert the template, mathematical character or symbol, function, or text to which you want to attach the superscript.



3. Click the Superscript template icon.

**Keyboard** Press CTRL+3 or CTRL+↑ or - on the numeric keypad.

X<sup>□</sup>

**Note** The input box represents the superscript. Ami Pro places the insertion point in the superscript input box.

**?Help** The position of the superscript depends on the Limits & Size setting. For information, refer to “To change the limit position and size of an equation” in this chapter.

4. Insert the desired template, mathematical character or symbol, function, or text into the superscript input box.

5. If you want to create a multi-line limit in the superscript press ENTER.

**Note** Press SPACEBAR to exit the multi-line limit.

6. If you want to add a subscript to the original template, mathematical character or symbol, function, or text, press TAB if the insertion point is in the superscript.

**Note** To create a superscript with a superscript or subscript, you must insert a template for each subscript and superscript. Ami Pro automatically adjusts the size of first and second order subscripts and superscripts.

7. To exit the superscript, click at the end of the template, mathematical character or symbol, function, or text or press SPACEBAR.

For example, to insert x-squared, place the insertion point in the desired location, type x, click the Superscript template icon, and then type 2.

$x^2$

*Ami Pro supports up to seven embedded superscripts and subscripts.*

*Ami Pro automatically expands superscripts both horizontally and vertically.*

---

## To insert a subscript

You can use the Subscript template icon or choose Equation/Insert and then choose Subscript to insert either a subscript or a lower limit for a function or an operator.

1. In Equation mode, place the insertion point where you want to insert the template, mathematical character or symbol, function, or text to which you want to attach a subscript.

2. Insert the template, mathematical character or symbol, function, or text to which you want to attach the subscript.

**?Help** Ami Pro treats a prescript as a subscript and attaches it to the left of the template, mathematical character or symbol, function, or text. To attach a prescript correctly, insert a thin space to the left of the template, mathematical character or symbol, function, or text before inserting the prescript. For information, refer to “To insert a space” in this chapter.



3. Click the Subscript template icon.

**Keyboard** Press CTRL+4 or CTRL+↓ or + on the numeric keypad.

B□

**Note** The input box represents the subscript. Ami Pro places the insertion point in the subscript input box.

**?Help** The position of the subscript depends on the Limits & Size setting. For information, refer to “To change the limit position and size of an equation” in this chapter.

4. Insert the desired template, mathematical character or symbol, function, or text into the subscript input box.
5. If you want to create a multi-line limit in the subscript, press ENTER.

**Note** Press SPACEBAR to exit the multi-line limit.

6. If you want to add a superscript to the original template, mathematical character or symbol, function, or text, press TAB if the insertion point is in the subscript.

**Note** To create a subscript with a subscript or superscript, you must insert a template for each subscript or superscript. Ami Pro automatically adjusts the size of first and second order subscripts and superscripts.

7. To exit the subscript, click at the end of the template, mathematical character or symbol, function, or text or press SPACEBAR.

For example, to insert B with a subscript of 3, place the insertion point in the desired location, click the Math/Text toggle icon, type B, click the Subscript template icon, and then type 3.

B<sub>3</sub>

*Ami Pro supports up to seven embedded superscripts and subscripts.*

*Ami Pro automatically expands subscripts both horizontally and vertically.*



---

## To insert parentheses



You use the Parentheses template icon or choose Equation/Insert and then choose Brackets to insert parentheses into an equation.

1. In Equation mode, place the insertion point where you want to insert the standard parentheses.
2. Click the Parentheses template icon.

**Keyboard** Press CTRL+5 or CTRL+9 or CTRL+0.

(  )

**Note** The input box represents the contents of the parentheses. Ami Pro places the insertion point in the input box.

3. Insert the desired template, mathematical character or symbol, function, or text into the parentheses input box.
4. If you want to create a matrix for additional lines in the parentheses, press ENTER.
5. To exit the parentheses, click at the end of the right parenthesis or press SPACEBAR.

For example, to insert  $A + B$  in parentheses, place the insertion point in the desired location, click the Parentheses template icon, click the Math/Text toggle icon, and type  $A+B$ .

( $A+B$ )

**?Help** You can change the parentheses to non-standard parentheses. Double-click an existing parenthesis to display the Revise Brackets dialog box. For information, refer to “To insert customized brackets” in this chapter.

*Ami Pro automatically expands parentheses horizontally. Ami Pro expands parentheses vertically if you use the Parentheses template icon.*

---

## To insert standard brackets



You can use the Brackets template icon or choose Equation/Insert and then choose Brackets to insert brackets into an equation.

1. In Equation mode, place the insertion point where you want to insert the standard brackets.
2. Click the Brackets template icon.

**Keyboard** Press CTRL+6 or CTRL+].

[  ]

**Note** The input box represents the contents of the brackets. Ami Pro places the insertion point in the input box.

3. Insert the desired template, mathematical character or symbol, function, or text into the brackets input box.

*Ami Pro automatically expands brackets both horizontally and vertically.*

4. If you want to create a matrix for additional lines in the standard brackets, press **ENTER**.
5. To exit the brackets, click at the end of the right bracket or press **SPACEBAR**.

For example, to insert  $[A \times B]$ , place the insertion point in the desired location, click the Brackets template icon, click the Math/Text toggle icon, type A, click the multiplication sign symbol icon, click the Math/Text toggle icon again, and type B.

$[A \times B]$

- ?Help** You can change the brackets to non-standard brackets. Double-click an existing bracket to display the Revise Brackets dialog box. For information, refer to “To insert customized brackets” in this chapter.

---

### To insert a summation operator

You can use the Summation operator icon, the Operator dialog box icon, or choose Equation/Insert and then choose Operator to insert a summation operator into an equation.

**Note** Set the Equation/Limits & Size setting to Big to display the limits for the summation operators.

1. In Equation mode, place the insertion point where you want to insert the summation operator.
2. If necessary, choose Equation/Limits & Size Big.

**?Help** For information, refer to “To change the limit position and size of an equation” in this chapter.

3. Click the Summation operator icon.



**Keyboard** Press **CTRL+7**.

$\Sigma$

**?Help** To attach limits to the summation operator, you must insert a superscript for the upper limit and a subscript for the lower limit. For information, refer to “To insert a superscript” and “To insert a subscript” in this chapter.

4. To exit the summation operator, click at the end of the summation operator or press **SPACEBAR**.

For example, to insert the sum of  $1/n$  from 1 to  $\infty$ , place the insertion point in the desired location, choose Equation/Limits & Size Big, click the Summation operator icon, click the Superscript template icon, click the  $\infty$  symbol icon, press **TAB**,

type  $n=1$ , press **SPACEBAR**, click the Fraction template icon, type 1, press **TAB**, and type  $n$ .

$$\sum_{n=1}^{\infty} \frac{1}{n}$$

**?Help** You can change the type of operator, size, and limit position. Double-click an existing summation operator to display the Revise Operator dialog box. For information, refer to “To insert an operator” in this chapter.

---

### To insert an integral operator

You can use the Integral operator icon, the Operator dialog box icon, or choose Equation/Insert and then choose Operator to insert an integral operator into an equation.

1. In Equation mode, place the insertion point where you want to insert the integral operator.



2. Click the Integral operator icon.

**Keyboard** Press **CTRL+8**.



**?Help** To attach limits to the integral operator, you must insert a superscript for the upper limit and a subscript for the lower limit. For information, refer to “To insert a superscript” and “To insert a subscript” in this chapter.

3. To exit the integral operator, click at the end of the integral operator or press **SPACEBAR**.

For example, to insert an integral operator with limits from 0 to  $\frac{\pi}{2}$ , place the insertion point in the desired location, click the Integral operator icon, click the Superscript template icon, click the Fraction template icon, click the  $\pi$  symbol icon, press **TAB**, type 2, press **SPACEBAR**, press **TAB**, and type 0.

$$\int_0^{\frac{\pi}{2}}$$

**?Help** You can change the type of operator, size, and limit position. Double-click an existing integral operator to display the Revise Operator dialog box. For information, refer to “To insert an operator” in this chapter.

---

## To insert text

When you first access Equation mode, Ami Pro assumes that all input from the keyboard is mathematical characters. You can use the Math/Text toggle icon or choose Equation/Text Mode or Equation/Math Mode to switch between inserting mathematical characters and inserting text characters into an equation.



1. In Equation mode, place the insertion point where you want to insert text.
2. Click the Math/Text toggle icon.

**Note** When you are in Math mode, the Math/Text toggle icon displays a red M. When you are in Text mode, the Math/Text toggle icon displays a black T.

**Keyboard** Press CTRL+T.

3. Type the desired text.

**Note** Characters you type in Math mode display in red and are italicized. Characters you type in Text mode display in black. You can change a mathematical character to a text character, or vice versa, by selecting the character and clicking the Math/Text toggle icon.

**?Help** You can change the way mathematical and text characters appear. For information, refer to “Modifying the appearance of an equation” in this chapter.

4. To exit the template, click at the end of the template or press →.

*When you are in Text mode inside a template and press SPACEBAR, Ami Pro inserts a space instead of exiting the template.*

---

## To show/hide input boxes and matrix lines

When you insert a template, one or more input boxes display, indicating the areas into which you can insert templates, mathematical characters or symbols, functions, or text. When you insert a matrix, lines display around each individual cell of the matrix.

**Note** Input boxes and matrix lines do not print.



You can use the Show/Hide Input Boxes and Matrix Lines toggle icon or choose Equation/Show or Hide Input Boxes or Matrix Lines to switch between showing and hiding input boxes and matrix lines.

**Keyboard** Press \* on the numeric keypad.

**Note** If either Input Boxes or Matrix Lines are hidden and you click the Show/Hide Input Boxes and Matrix Lines toggle icon, Ami Pro displays both input boxes and matrix lines.

## To insert an operator

Use the Operator dialog box to insert double and triple integrals, and other integral and operator symbols.

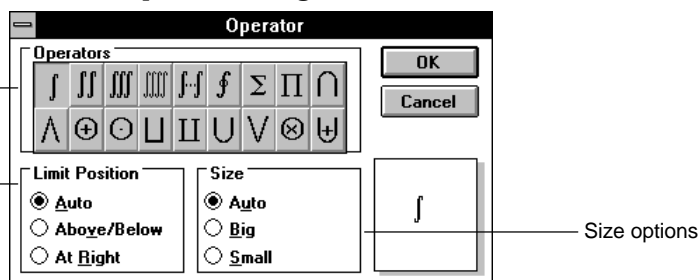


Select the desired operator

Limit position options

You can use the Operator dialog box icon or choose Equation/Insert and then choose Operator to insert an operator with a specified limit position and size.

1. In Equation mode, place the insertion point where you want to insert the operator.
2. Click the Operator dialog box icon.



3. Select the desired Limit Position.

**?Help** For information, refer to “To change the limit position and size of an equation” in this chapter.

### Auto

Places any superscript or subscript template you insert in the limit position specified in the Limits & Size setting.

### Above/Below

Places any superscript or subscript template you insert immediately above or immediately below the operator, regardless of the limit position specified in the Limits & Size setting.

### At Right

Places any superscript or subscript template you insert to the right and above or to the right and below the operator, regardless of the limit position specified in the Limits & Size setting.

**?Help** To attach limits to an integral operator, you must insert a superscript for the upper limit and a subscript for the lower limit. For information, refer to “To insert a superscript” and “To insert a subscript” in this chapter.

4. Select the desired Size.

**?Help** For information, refer to “To change the limit position and size of an equation” in this chapter.

*Use Big when you want the equation to display prominently between two paragraphs.*

*Use Small when you want the equation to fit within a line of text.*

### Auto

Sizes the operator according to the Limits & Size setting.

### Big

Displays the operator in Big size, regardless of the Limits & Size setting.

### Small

Displays the operator in Small size, regardless of the Limits & Size setting.

5. Choose OK.
6. To exit the operator, click at the end of the operator or press **SPACEBAR**.

For example, to insert a summation operator with the limits positioned above and below it and sized Big, place the insertion point in the desired location, click the Operator dialog box icon, select the summation operator, select Limit Position Above/Below and Size Big, and choose OK. To insert a summation operator with the limits positioned to the right of it and sized small, place the insertion point in the desired location, click the Operator dialog box icon, select the summation operator, select Limit Position At Right and Size Small, and choose OK.

$$\sum_0^{\infty} \quad \Sigma_0^{\infty}$$

**Note** You can change the type of operator, size, and limit position. Double-click an existing operator to display the Revise Operator dialog box.

---

## To insert customized brackets

You can use the Brackets dialog box icon or choose Equation/Insert and then choose Brackets to insert a brackets template that has either non-standard brackets or a right bracket that differs from the left bracket.

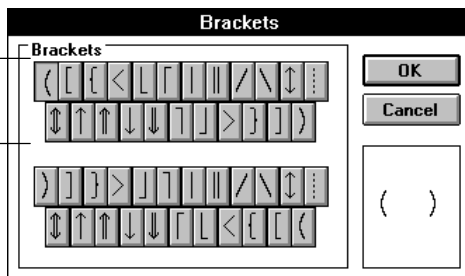
**Tip** If you want to use { and } as the brackets, you can press **CTRL+SHIFT+[** or **CTRL+SHIFT+]**.

1. In Equation mode, place the insertion point where you want to insert the customized brackets.



2. Click the Brackets dialog box icon.

Select the desired  
left bracket



*You can click the dotted line in the lower bracket grouping if you do not want a right bracket, or click the dotted line in the upper bracket grouping if you do not want a left bracket. The dotted line does not print.*

**Note** Ami Pro automatically selects the corresponding right bracket.

3. If you want to insert a right bracket that differs from the left bracket, select the desired right bracket from the lower bracket grouping.

**Note** If you select a right bracket and then a left bracket, the right bracket changes to match the left bracket.

Ami Pro displays the selected right bracket in the example box.

4. Choose OK.

$\langle \square \rangle$

**Note** The input box represents the contents of the brackets. Ami Pro places the insertion point in the input box.

5. Insert the desired template, mathematical character or symbol, function, or text into the brackets input box.
6. To exit the brackets, click after the right bracket or press SPACEBAR.

*Ami Pro automatically expands brackets both horizontally and vertically.*

For example, to insert the fraction one-third in customized brackets, place the insertion point in the desired location, click the Brackets dialog box icon, select the desired right and left brackets, and choose OK. Then, click the Fraction template icon, type 1 in the numerator input box, press TAB, and type 3 in the denominator input box.

$\left( \frac{1}{3} \right)$

**Note** You can change the type of customized brackets. Double-click an existing bracket to display the Revise Brackets dialog box.

## To insert a matrix

A matrix is a two dimensional array. You can use the Matrix dialog box icon or choose Equation/Insert and then choose Matrix to insert a matrix with a specified number of rows and columns into an equation. You can specify up to 10 rows and 10 columns.

**Note** You can use a matrix to create multi-line equations or a **vector**, a matrix that contains only one row or column.

1. In Equation mode, place the insertion point where you want to insert the matrix.
2. Click the Matrix dialog box icon.



**Shortcut** Press CTRL+A to insert a 2 x 2 matrix.

Specify the desired  
Number of rows

Specify the desired  
Number of columns

Ami Pro displays a sample matrix in the example box.

**Note** For a multi-line equation, specify the number of lines in the equation as the number of rows. Specify 1 as the number of columns.

3. Choose OK.



**Note** The input boxes represent the contents of the cells in the matrix. Ami Pro places the insertion point in the input box in the first cell of the top row.

4. Insert the desired template, mathematical character or symbol, function, or text into the input box in the cell.

**Note** For a multi-line equation, insert the entire line of the equation in the cell.

5. Press TAB to move the insertion point to the input box in the next cell.
6. Repeat steps 4 – 5 for all the cells in the matrix.
7. To exit the matrix, click at the end of the matrix template or press SPACEBAR.

*In a multi-line equation, you can line up equations on an equal sign by specifying 3 rows and inserting the equal sign in the middle column.*

*Ami Pro automatically expands cells in a matrix both horizontally and*



For example, to insert a matrix with 2 columns and 2 rows, place the insertion point in the desired location, click the Parentheses template icon, click the Matrix dialog box icon, select 2 rows and 2 columns, and choose OK. Type 1 in the first cell and press TAB. Type 2 in the second cell and press TAB. Type 3 in the third cell and press TAB. Finally, type 4 in the fourth cell and press SPACEBAR to exit the matrix.

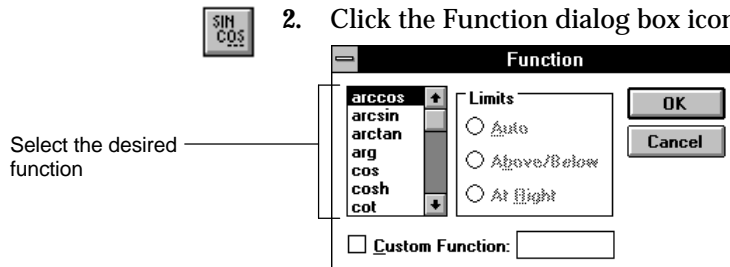
$$\begin{pmatrix} 1 & 2 \\ 3 & 4 \end{pmatrix}$$

**?Help** You can modify the matrix. For information, refer to “To revise a matrix” in this chapter.

### To insert a function

You can type a function name, use the Function dialog box icon, or choose Equation/Insert and then choose Function to insert a function into an equation. A function is a mathematical operation such as sin, cos, and ln.

1. In Equation mode, place the insertion point where you want to insert the function.
2. Click the Function dialog box icon.



3. If you want to define a function not listed in the function list box, select Custom Function and type the desired custom function in the text box.
4. If necessary, select the desired Limits position.

#### Auto

Places any superscript or subscript template you insert in the limit position specified in the Limits & Size setting.

**?Help** For information about the Limits & Size setting, refer to “To change the limit position and size of an equation” in this chapter.

**Above/Below**

Places any superscript or subscript template you insert immediately above or immediately below the operator, regardless of the limit position specified in the Limits & Size setting.

**At Right**

Places any superscript or subscript template you insert to the right and above or to the right and below the operator, regardless of the limit position specified in the Limits & Size setting.

**?Help** To attach limits to a function, you must insert a superscript for the upper limit and a subscript for the lower limit. For information, refer to “To insert a superscript” and “To insert a subscript” in this chapter.

5. Choose OK.

**?Help** Functions display in gray. You can change the way functions appear. For information, refer to “Modifying the appearance of an equation” in this chapter.

6. To exit the function, click at the end of the function or press **SPACEBAR**.

For example, to insert the function  $\lim$  with the limit positioned below it, place the insertion point in the desired location, click the Function dialog box icon, select  $\lim$  and Limits Above/Below, choose OK, click the Subscript template icon, type  $n$ , click the  $\rightarrow$  symbol icon, click the  $\infty$  symbol icon, press **SPACEBAR**, click the Fraction template icon, type 1 in the numerator input box, press **TAB**, and type  $n$  in the denominator input box.

$$\lim_{n \rightarrow \infty} \frac{1}{n}$$

**Note** You can change a function and its Limits position. Double-click the function to display the Revise Function dialog box.

---

**To insert a space**

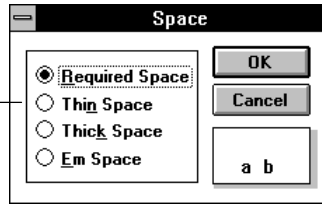
Ami Pro automatically inserts a space that conforms to mathematical typesetting conventions between templates, mathematical characters and symbols, and functions. You can use the Space dialog box icon or choose Equation/Insert and then choose Space to insert a customized space.

1. In Equation mode, place the insertion point where you want to insert a customized space.



- Click the Space dialog box icon.

Select the desired width of the space



### Required Space

Inserts a space the width of a space in the current typeface.

### Thin Space

Inserts a space 1/6 of an em space.

**Keyboard** Press SHIFT+SPACEBAR.

### Thick Space

Inserts a space 5/18 of an em space.

**Keyboard** Press CTRL+SHIFT+SPACEBAR.

### Em Space

Inserts a space the width of a capital M in the current typeface.

**Keyboard** Press CTRL+SPACEBAR.

Ami Pro displays the selected space between two characters in the example box.

- Choose OK.

For example, to insert a space between the  $f(x)$  and the  $dx$  in  $\int f(x)dx$ , place the insertion point between  $f(x)$  and  $dx$ , click the Space dialog box icon, select Thin space, and choose OK.

$\int f(x) dx$

**Note** You can change the width of any space. Double-click the space to display the Revise Space dialog box.

---

## To apply an accent, negate mark, and bold to a character

You can use the Revise Character dialog box icon to apply an accent, negate mark, or bold to a selected mathematical or text character.

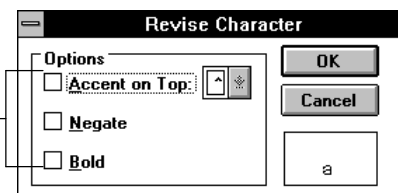
- In Equation mode, select a mathematical or text character.

**Shortcut** Double-click a mathematical character and select the desired Options in the Revise Character dialog box.



2. Click the Revise Character dialog box icon.

Select the desired Options



Ami Pro displays a sample in the example box.

### Accent on Top

Inserts the accent you select in the list box above the selected character.

### Negate

Inserts a forward slash through the selected character.

### Bold

Bolds the selected character.

3. Choose OK.

For example, to insert a tilde above an n, place the insertion point in the desired location, click the Math/Text toggle icon, type the n, select the n, and click the Revise Character dialog box icon. Select Accent on Top, select the tilde in the list box, and choose OK.

ñ

## To insert a label template

You can use the Label dialog box icon or choose Equation/Insert and then choose Label to insert a label template into an equation.

Label templates have two input boxes, one for the template, mathematical character or symbol, function, or text being labeled, and the other for the label.

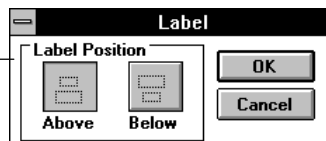
1. In Equation mode, place the insertion point where you want to insert the label template.

**?Help** To insert a label over an existing template, mathematical character or symbol, function, or text, refer to “Editing an equation” in this chapter.



2. Click the Label dialog box icon.

Select the desired Label Position



**Above**

Inserts the input box for the label above the input box for the template, mathematical character or symbol, function, or text.

**Below**

Inserts the input box for the label below the input box for the template, mathematical character or symbol, function, or text.

3. Choose OK.



**Note** The smaller input box represents the label; the larger input box represents the template, mathematical character or symbol, function, or text being labeled. Ami Pro places the insertion point in the larger input box.

4. Insert the desired template, mathematical character or symbol, function, or text into the larger input box.
5. Press **TAB** to move to the label input box.
6. Insert the desired template, mathematical character or symbol, function, or text into the label input box.
7. To exit the label template, click at the end of the template or press **SPACEBAR**.

*Ami Pro automatically expands label templates both horizontally and vertically.*

For example, in regression analysis, to insert a standard error of .01 below a coefficient of 1.2, place the insertion point in the desired location and click the Label dialog box icon. Select Label Position Below and choose OK. Type 1.2 in the larger input box, press **TAB**, click the Parentheses template icon box, and type .01. Then, press **SPACEBAR** twice, click the Math/Text toggle icon, press **SPACEBAR**, and type x.

1.2 x  
(.01)

**Note** You can change the type of label. Double-click the label to display the Revise Label dialog box.

---

### To insert a bar, an arrow, or a brace

You can use the Over/Under dialog box icon or choose Equation/Insert and then choose Over/Under to insert bars, arrows, or braces above or below a template, mathematical character or symbol, function, or text.

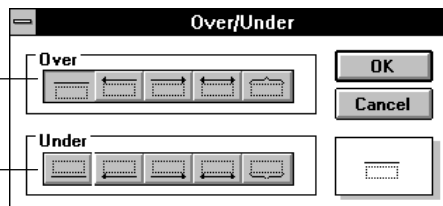
**?Help** You can insert a bar, an arrow, or a brace above or below an existing template, mathematical character or symbol, function, or text. For information, refer to “Editing an equation” in this chapter.

1. In Equation mode, place the insertion point where you want to insert the template, mathematical character or symbol, function, or text.



2. Click the Over/Under dialog box icon.

Select the desired Over or Under template



### Over

Places the bar, arrow, or brace above the input box for the template, mathematical character or symbol, function, or text.

### Under

Places the bar, arrow, or brace below the input box for the template, mathematical character or symbol, function, or text.

3. Choose OK.



**Note** The input box represents the template, mathematical character or symbol, function, or text to be inserted. Ami Pro places the insertion point in the input box.

4. Insert the desired template, mathematical character or symbol, function, or text into the input box.
5. To exit the over/under template, click at the end of the template or press **SPACEBAR**.

For example, to insert an  $xy$  with a bi-directional arrow over it to represent a vector, place the insertion point in the desired location, click the Over/Under dialog box icon, select the Over template with a bi-directional arrow, choose OK, click the Math/Text toggle icon, and type  $xy$ .



**Note** You can change the type and position of a bar, an arrow, or a brace. Double-click the bar, arrow, or brace to display the Revise Over/Under dialog box.

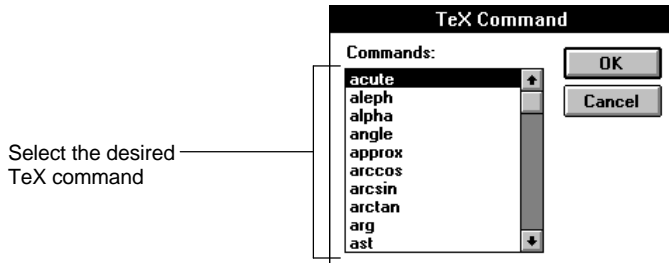
*Ami Pro automatically expands Over/Under templates both horizontally and vertically.*

---

## To insert a TeX command

TeX is the most commonly used mathematical typesetting language. It provides Ami Pro the information necessary to create the mathematical characters and symbols used in the equation. Because it is the foundation of the Equation editor, you can insert a TeX command directly into an equation or formula.

1. In Equation mode, place the insertion point where you want to insert a TeX command.
2. Choose Equation/Insert and choose TeX Command.



**Note** You can skip to a certain command in the list box by pressing the first letter of the command you want to insert. Ami Pro moves to the first command that begins with the letter you pressed.

3. Choose OK.

For example, to insert an up and down arrow, place the insertion point in the desired location, choose Equation/Insert, choose TeX Command, select updownarrow, and choose OK.




---

## Examples of equations

### Inserting superscripts and subscripts within superscripts and subscripts

Place the insertion point in the desired location.

Click the Math/Text toggle icon and type a.

Click the Superscript template icon, click the Math/Text toggle icon, and type b.

Click the Superscript template icon, click the Math/Text toggle icon, and type c.

Click at the end of the  $a^{b^c}$ .

Click the Math/Text toggle icon and type +x.

Click the Subscript template icon, click the Math/Text toggle icon, and type y.

Click the Superscript template icon and type 2.



Click at the end of the expression or press **SPACEBAR** twice.

$$a^{b^c} + x_{y^2}$$

### Inserting braces and text under an equation

Place the insertion point in the desired location.

Click the Label dialog box icon, select Below, and choose OK.

Click the Over/Under dialog box icon, select the icon with the brace below it, and choose OK.

Type x+.

Click the Raised dots equation symbol icon. If it is not displayed, click the Miscellaneous characters and symbols pulldown box icon, then click the raised dots icon.

Type +y.

Press **TAB** and type k.

Click the Math/Text toggle icon, press **SPACEBAR**, and type times.

Click at the end of the label template.

$$\underbrace{x + \cdots + y}_{k \text{ times}}$$

### Creating a complex equation

Place the insertion point in the desired location.

Choose Equation/Limits & Size Big.

Click the Operator dialog box icon.

Select the single integral operator symbol, select At Right, select Auto, and choose OK.

Click the Superscript template icon and type b.

Press **TAB** and type a.

Click at the end of the integral operator or press **SPACEBAR**.

Type f.

Click the Parentheses template icon and type x into the parentheses input box.

Click at the end of the expression or press **SPACEBAR**.

Type dx=.

Click the Function dialog box icon.

Select lim, select Auto, and choose OK.

Click the Fraction template icon, type b-a into the numerator input box, press **TAB**, and type n into the denominator input box.

Click at the end of the fraction template or press **SPACEBAR**.

Click the Summation operator icon.

Click the Superscript template icon, type n into the superscript input box, press **TAB**, and type r=1 into the denominator input box.

Click at the end of the summation operator or press **SPACEBAR**.

Click the Parentheses template icon.

Type a+ into the parentheses input box.

While still in the parentheses template, click the Fraction template icon.

Type r into the numerator input box, press **TAB**, and type n into the denominator input box.

Click at the end of the fraction template or press **SPACEBAR**.

Click the Parentheses template icon again, and type b-a into the new parentheses input box.

Click at the end of the first parentheses template, or press **SPACEBAR** twice.

$$\int_a^b f(x)dx = \lim \frac{b-a}{n} \sum_{r=1}^n \left( a + \frac{r}{n}(b-a) \right)$$

### Moving the insertion point in an equation

You can use the mouse, the **SPACEBAR**,  $\uparrow$ ,  $\downarrow$ ,  $\rightarrow$ , or  $\leftarrow$ , or any combination of the three, to move the insertion point in an existing equation.

### To move the insertion point into a template

You can move the insertion point into a template by:

- Pressing  $\leftarrow$  or  $\rightarrow$
- Clicking the desired template

**Note** Pressing **SPACEBAR** does not move the insertion point into the template. You can press **SPACEBAR**, **CTRL+ $\rightarrow$** , or **CTRL+ $\leftarrow$**  to skip over templates, mathematical characters and symbols, and functions, but not text.

### To move the insertion point between input boxes in a template

You can move the insertion point between input boxes in a template by:

- Pressing  $\uparrow$ ,  $\downarrow$ ,  $\rightarrow$ , or  $\leftarrow$
- Clicking the desired input box
- Pressing **TAB**

### To move the insertion point within an input box

You can move the insertion point within an input box in a template by:

- Pressing  $\leftarrow$  and  $\rightarrow$
- Clicking the desired location within the input box

---

## Selecting parts of an equation

You can use the mouse or the keyboard to select either an entire equation or part of an equation. You can then move, copy, delete, or edit your selection.

### Using the mouse to select an equation or part of an equation

You can select an equation or part of an equation using the mouse by:

- Placing the mouse pointer to the left of the leftmost part of the equation you want to select, clicking the mouse button, and dragging the mouse over the desired parts of the equation
- Placing the insertion point to the left of the leftmost part of the equation you want to select, moving the mouse pointer to the right of the rightmost part of the equation you want to select, and holding **SHIFT** and clicking the mouse button

### Using the keyboard to select an equation or part of an equation

<i>Press this</i>	<i>To do this</i>
<b>SHIFT</b> + →	Select the template, mathematical character or symbol, function, or text to the right of the insertion point.
<b>SHIFT</b> +←	Select the template, mathematical character or symbol, function, or text to the left of the insertion point.

---



---

## To deselect an equation or part of an equation

There are two ways to deselect an equation or part of an equation without exiting Equation mode. You can:

- Click anywhere inside the frame.
- Press **↑**, **↓**, **→**, or **←**.

---

## Editing an equation

When you are in Equation mode, you can edit an equation by:

- Applying a template
- Revising a fraction, radical, or matrix
- Copying or moving an equation or part of an equation
- Deleting the contents of a template
- Deleting an equation or part of an equation

---

### To apply a template

You can apply any template except a superscript and subscript template over any existing templates, mathematical characters or symbols, functions, or text.

1. Select any templates, mathematical characters or symbols, functions, or text to which you want to apply a template.
2. Click the template icon you want to apply.

**Note** If you apply a fraction template, Ami Pro inserts the templates, mathematical characters or symbols, functions, or text into the numerator. If you apply a matrix, Ami Pro inserts the templates, mathematical characters or symbols, functions, or text into the first cell.

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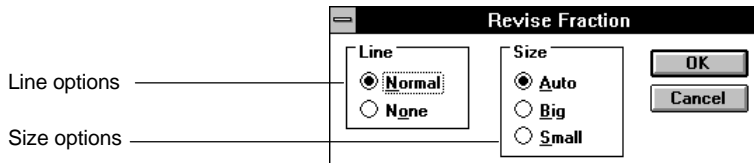
### To revise a fraction

You can specify whether or not a line should display between the numerator and denominator and select the size of a fraction.

1. Select the fraction you want to revise.

**Shortcut** Double-click the line between the numerator and denominator and select the desired options in the Revise Fraction dialog box.

2. Click the Fraction template icon.



3. Select Normal if you want a line to display between the numerator and denominator or select None for no line.
4. Select the desired Size for the fraction.

**?Help** For information about size, refer to “To insert an operator” in this chapter.

5. Choose OK.

---

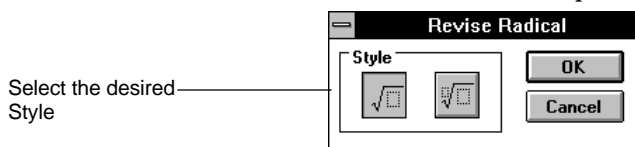
### To revise a radical

You can specify whether or not a root should display in the radical.

1. Select the radical you want to revise.

**Shortcut** Double-click the radical and select the desired style in the Revise Radical dialog box.

2. Click the radical template icon.



3. Choose OK.

---

## To revise a matrix

You can revise a matrix by inserting cells, combining cells, deleting the contents of cells, changing the alignment of one or more columns, and inserting or deleting rows or columns.

### To insert a cell by splitting an existing cell

1. Place the insertion point in the cell you want to split.

**Note** If you want to split the contents of the cell, place the insertion point where you want the split to occur.

2. Press ENTER.

**Note** If the matrix has multiple rows and columns, the new cells display within the cell where you placed the insertion point. If the matrix has only one row, the new cell displays to the right of the cell where you placed the insertion point. If the matrix has only one column, the new cell displays below the cell where you placed the insertion point.

### To combine two cells

1. Place the insertion point above, below, to the left, or to the right of the cell boundary you want to delete.
2. Press DEL to remove a cell boundary to the right or below the insertion point. Press BACKSPACE to remove a cell boundary to the left or above the insertion point.

### To delete the contents of a cell

1. Select any templates, mathematical characters or symbols, functions, or text you want to delete.
2. Press DEL or BACKSPACE.

**Note** Ami Pro deletes any selected templates, mathematical characters or symbols, functions, or text and displays an input box in the cell. If you selected only part of the contents of a cell, the parts you did not select remain in the cell.

### To change the alignment

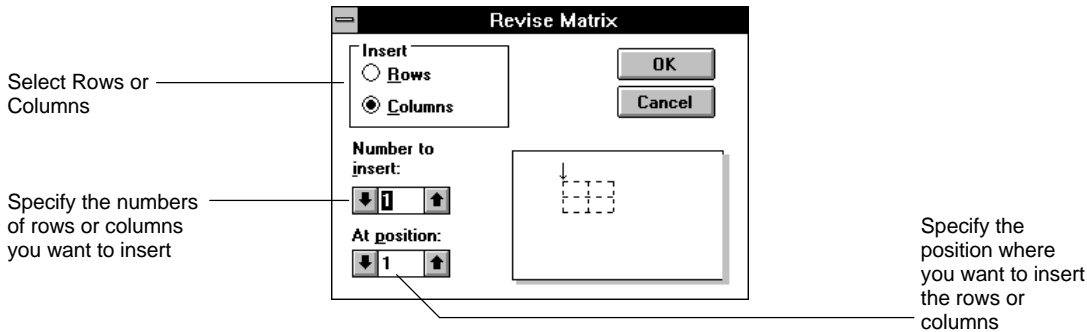
1. Select any columns you want to modify.
2. Choose Text/Alignment.

*You can combine cells only if the matrix contains a single column or a single row.*

3. Select the desired alignment.
4. Choose OK.

**To insert a row or a column**

1. Select the entire matrix.
2. Click the Matrix dialog box icon.



**Note** Ami Pro inserts columns to the left of the column you specify and inserts rows above the row you specify.

3. Choose OK.

**To delete a row or column**

1. Select the entire row or column.
2. Press DEL or BACKSPACE.

---

**To copy or move an equation or part of an equation**

You can use copy, cut, and paste to copy or move an entire equation or part of an equation.

?Help You can also copy or move an entire equation by copying or moving its frame. For information, refer to “Editing a frame” in Chapter 15.

1. Select any templates, mathematical characters or symbols, functions, or text you want to copy or move.
2. Choose Edit/Copy to copy the current selection or Edit/Cut to move the current selection to the Clipboard.



**Keyboard** Press CTRL+INS or CTRL+C to copy the current selection. Press SHIFT+DEL or CTRL+X to cut the current selection.

- Place the insertion point where you want to insert the templates, mathematical characters or symbols, functions, or text.



- Choose Edit/Paste.

**Keyboard** Press SHIFT+INS or CTRL+V.

---

### To delete the contents of a template

You can delete the contents of a template without deleting the template by:

- Selecting the contents of the template you want to delete and pressing DEL or BACKSPACE
- Placing the insertion point to the right of the part of the template you want to delete and pressing BACKSPACE
- Placing the insertion point to the left of the part of the template you want to delete and pressing DEL

---

### To delete part of an equation

You can use DEL or BACKSPACE to delete any part of an equation that is selected.

You can also use DEL to delete:

- A mathematical character or symbol, function, text character, or matrix to the right of the insertion point
- A fraction, radical, parentheses, or brackets template to the right of the insertion point without deleting the contents of the input box
- A label or over/under symbol to the right of the insertion point without deleting the labeled templates, mathematical characters or symbols, functions, or text

**Note** If you are deleting brackets, you can place the insertion point to the left of either the right or left bracket.

You can use also BACKSPACE to delete:

- A mathematical character or symbol, function, text character, or matrix to the left of the insertion point
- A fraction, radical, parentheses, or brackets template to the left of the insertion point without deleting the contents of the input box
- A label or over/under symbol to the left of the insertion point without deleting the labeled templates, mathematical characters or symbols, functions, or text

**Note** If you are deleting brackets, you can place the insertion point to the right of either the right or left bracket.

---

### To delete an equation

You can quickly delete an equation by deleting its frame.

1. Select the equation frame so that black handles display around it.

**Note** Press ESC while in Equation mode.

2. Press DEL.

Ami Pro deletes the equation frame and its contents.

---

### Modifying the appearance of an equation

You can modify the appearance of an equation by:

- Changing the limit position and size setting
- Changing the font for mathematical and text characters
- Changing equation preferences, including the colors for mathematical characters and functions, and the sizes of **script** (superscripts and subscripts), **script's script** (superscripts and subscripts within superscripts and subscripts), and operators

---

### To change the limit position and size of an equation

You can change the limit position and size setting for an equation before or after you create any templates or formulas.

Ami Pro automatically uses Limits & Size Small when you create an equation. If you change the Limits & Size setting after you create an equation, Ami Pro uses the new settings for all fractions and operators which were inserted without a specified limit position and size.

**?Help** Ami Pro automatically sets the limit position to At Right for integral operators and circle integrals regardless of the Limits & Size setting, unless you specify otherwise when you insert them. For information, refer to “To insert an operator” in this chapter.

The Limits & Size command is a toggle. You can switch between Big and Small by choosing Equations/Limits & Size Big or Equations/Limits & Size Small.



**?Help** The size of an equation is determined by the current font and the settings in the Preferences dialog box. For information, refer to “To change the font” and “To change equation preferences” in this chapter.

*Use Small when you want the equation to fit within a line of text.*

#### Limits & Size Small

Displays an equation using the Small operator size specified in the Preferences dialog box, and sets the default limit position to At Right for fractions and operators.

*Use Big when you want the equation to display prominently between two paragraphs.*

#### Limits & Size Big

Displays an equation using the Big operator size specified in the Preferences dialog box, and sets the default limit position to Above/Below.

**?Help** If you choose Big, you can change the frame type to With para above and align the frame horizontally on the page. For information, refer to “To modify the type of frame” in Chapter 15.

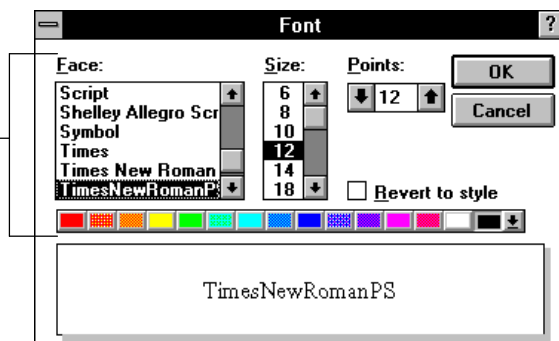
## To change the font

You can change the face, size, and color of the mathematical and text characters in the current equation and all future equations you create.

1. Choose Text/Font.

**Shortcut** Click the Face button in the status bar and select the desired face. Click the Point Size button and select the desired size. Ami Pro changes the face and size of the characters.

Specify the desired Face, Size, and color



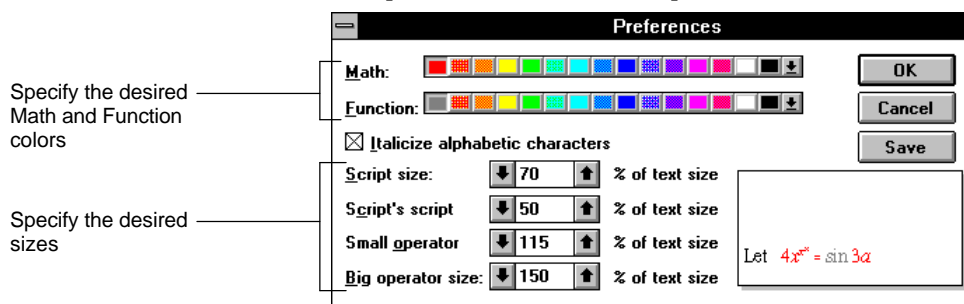
**?Help** For information about specifying colors, refer to “To set User Setup defaults” in Chapter 3.

2. Choose OK.

## To change equation preferences

You can use the Preferences dialog box to define colors for mathematical characters and functions. You can also specify whether alphabetic characters should be italicized, and specify the size of script (superscripts and subscripts), script's script (subscripts and superscripts within subscripts and superscripts), and operators.

1. In Equation mode, choose Equation/Preferences.



- ?Help For information about specifying colors, refer to “To set User Setup defaults” in Chapter 3.

### Script size

Displays superscript and subscript as a percentage of the current font size. You can specify a percentage between 25 and 100.

### Script's script size

Displays script's script as a percentage of the current font size. You can specify a percentage between 25 and 100.

### Small operator size

Displays Small operators as a percentage of the current font size. You can specify a percentage between 100 and 200.

### Big operator size

Displays Big operators as a percentage of the current font size. You can specify a percentage between 100 and 200.

2. If you want alphabetic characters to be italicized, select Italicize alphabetic characters.
3. If you want to save the settings for the current equation and set the default for all future equations you create, choose Save.
4. Choose OK.

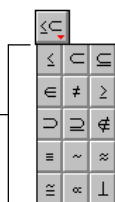
## Modifying equation character and symbol icons

You can specify which characters and symbols automatically display as icons in Equation mode by replacing the existing symbol and character icons with equation pulldown box icons. Ami Pro uses the icons you specify for the current equation and all future equations you create.

**Tip** Modify the icons so that you can quickly access the characters and symbols you use most frequently.

## To customize the equation character and symbol icons

Press **SHIFT** and click the desired character or symbol icon



1. In Equation mode, click the equation pulldown box icon that contains the desired character or symbol.

2. In the second row of icons, click the character or symbol icon you want to remove.

Ami Pro replaces the existing character or symbol icon with the character or symbol icon you selected.

## Saving as a TeX file

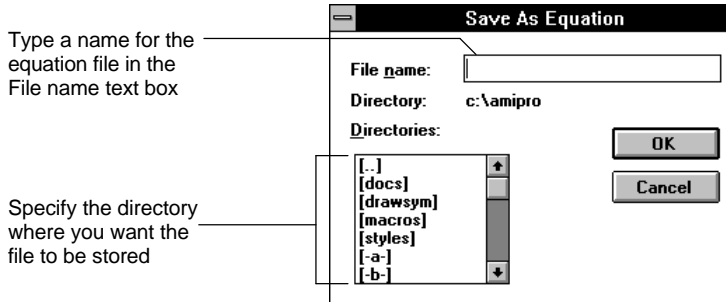
You can save an entire equation or part of an equation as a TeX file. This allows you to use the equations you create in Ami Pro elsewhere within the same document, in another Ami Pro document, or in another application.

## To save an equation as a TeX file

1. In Equation mode, select the equation or parts of the equation you want to save.

**Note** Ami Pro automatically saves the entire equation if you do not select any part of the equation.

## 2. Choose File/Save As Equation.



**Note** Ami Pro automatically adds .TEX as the extension to the file name.

## 3. Choose OK.

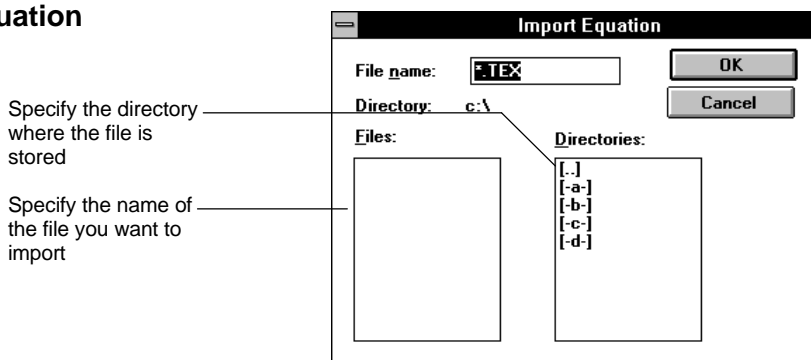
## Importing a TeX file

You can import a TeX file that contains an entire equation or part of an equation. This allows you to insert equations you created in Ami Pro or in another application into an existing equation or a new equation frame.

**Note** Ami Pro supports most American Mathematical Society TeX and Plain TeX functions.

## To import an equation

## 1. In Equation mode, choose File/Import Equation.



## 2. Choose OK.

Ami Pro inserts the file into the equation frame.

**Exiting Equation mode**

To exit Equation mode, click anywhere outside the frame that contains the equation or press ESC.

---

**Understanding  
Macros**

You can use macros to automate a task or a group of tasks.

**?Help** You can also use power fields to automate document production. For information, refer to “Understanding power fields” in Chapter 32.

A **macro** is a series of commands that automates a task or group of tasks. You can create a macro by either having Ami Pro record the actions necessary to perform a task or by typing the commands into an Ami Pro document.

When you write a macro, you must use the Ami Pro Macro Language to specify your instructions. You can also use the Ami Pro Dialog Editor to create your own dialog boxes.

**?Help** For information, choose Help/Macro Doc.

Ami Pro can automatically execute a macro when you:

- Click a custom icon.

**?Help** For information, refer to “To modify custom SmartIcons” in Chapter 2.

- Load or exit the application.

**?Help** For information, refer to “To set User Setup defaults” in Chapter 3.

- Create a document and select a style sheet.

**?Help** For information, refer to “To create a new style sheet” in Chapter 9.

- Select a frame.

**?Help** For information, refer to “To modify the type of frame” in Chapter 15.

- Open or close a document.

**?Help** For information, refer to “To play a macro when you open or close a document” in this chapter.

Lotus has developed more than 40 macros to enhance Ami Pro. These macros are optional “mini” programs that provide additional functionality or an easier or faster way to accomplish a task. They are automatically copied to the AMIPRO\MACROS directory when you install Ami Pro. To learn more about these macros, open the GOODIES.SAM document.

---

## Recording and playing a quick macro

You can use Quick Record and Quick Playback to quickly record and play back a macro. This function allows you to automate your work without saving the keystrokes to a named macro file.

**Note** Ami Pro stores the quick macro in a document named UNTITLED.SMM. If you use Quick Record to record several macros, only the most recent one is available when you use Quick Playback.

---

## To record a quick macro



You can use a quick macro for a short-term or temporary task.

1. Choose Tools/Macros.
2. Choose Quick Record.  
Ami Pro displays “Recording Macro” in the status bar.
3. Perform the keystrokes you want to record.
4. When you complete the keystrokes for the macro, choose Tools/Macro and choose End Quick Record.

**Mouse** Click the “Recording Macro” message in the status bar.

**?Help** If you want to save the Quick Record macro, refer to “To save a quick macro” in this chapter.

---

## To play a quick macro



1. Choose Tools/Macros.  
**Shortcut** Click the Play back a quick macro icon to play a quick macro.
2. Choose Quick Playback.  
Ami Pro plays the most recently recorded quick macro.

**?Help** You can assign shortcut keys to a quick macro. For information, refer to “To assign shortcut keys to a quick macro” in this chapter.

---

## To assign shortcut keys to a quick macro



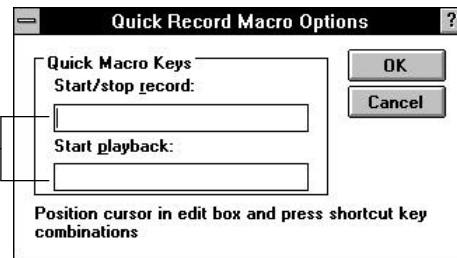
You can assign two sets of shortcut keys to quick macros. One set of shortcut keys tells Ami Pro to start or stop recording a quick macro, the other set of shortcut keys plays the quick macro. Ami Pro uses the shortcut keys for any quick macro you record and play.

1. Choose Tools/Macros.

**Shortcut** Click the Toggle start/stop recording a macro icon and go to step 3.

2. Choose Record.
3. Choose Options.

Press the shortcut keys you want to assign to the quick macro



**Note** When you assign shortcut keys, you can use either CTRL or SHIFT, or any combination of the two, with any key except F10. You cannot use SHIFT+F1 because that combination accesses point and shoot Help.

4. Choose OK to return to the Record Macro dialog box.
5. Choose Close to return to the document.

---

## To save a quick macro

If you want to prevent a quick macro from being overwritten, you can save it as a macro file.

1. Open the Ami Pro macro file named UNTITLED.SMM.

**?Help** For information about opening a macro file, refer to "To edit a macro file" in this chapter.

2. Save the file under another name with an .SMM extension.

**?Help** For information, refer to "To export a text file" in Chapter 22.



---

## Example of a quick macro

### Using a quick macro

You inserted a text file stored in another format into an Ami Pro document. The original document contained hard page breaks that are not appropriate and you want to remove them.

Press **CTRL+HOME** to move the insertion point to the beginning of the document.

Choose Tools/Macros.

Choose Quick Record.

Choose Edit/Go To.

Select Hard Pg Break in the next item list box and choose Go To ^H.

Choose Page/Breaks.

Select Remove page break and choose OK.

Choose Tools/Macros.

Choose End Quick Record.

To remove the next hard page break, choose Tools/Macros and choose Quick Playback.

Ami Pro deletes the next hard page break in the document.

---

## Recording and playing a macro

You can create macros to record and play back multiple keystrokes that you can repeat at any time with pre-defined shortcut keys. Use Record to save any action, function, or command you use frequently to the macro file you specify.

**Note** All macro files must have an .SMM extension for Ami Pro to recognize them.

**?Help** You can attach macros to SmartIcons. For information, refer to "To modify custom SmartIcons" in Chapter 2.

For example, you could record a macro named PRINT.SMM to record the keystrokes required to print three collated copies of your document. You could assign **SHIFT+F2** as the shortcut keys. Then, each time you want to print three copies of the current document, you would only need to press **SHIFT+F2** to play back that macro.

---

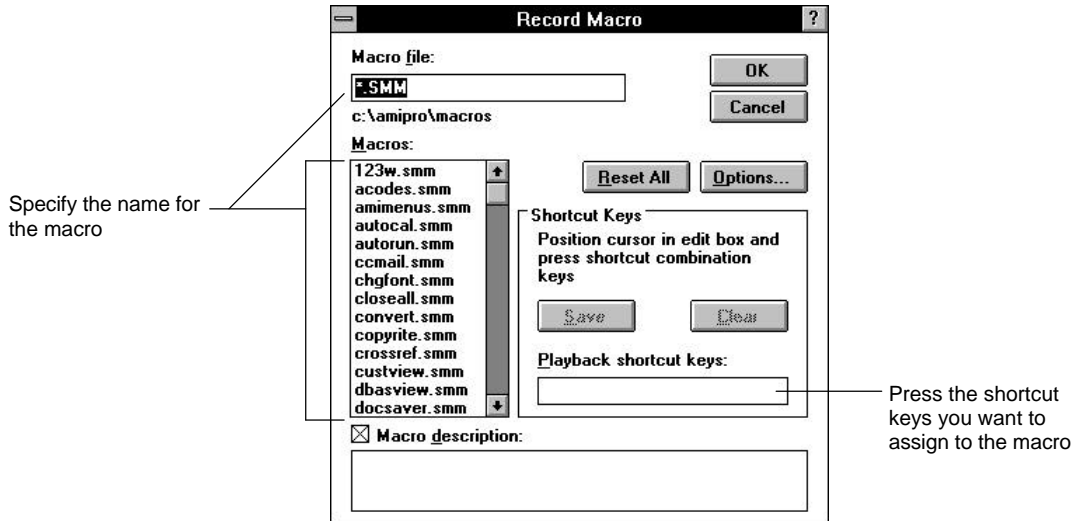
## To record a new macro



You can use Record to create a macro and save it to a file.

1. Choose Tools/Macros.

2. Choose Record.



*If you want to create the macro in a directory other than the current directory, you can select a different drive and directory in the Macros list box, or you can type the full path for the macro file in the Macro file text box.*

*Ami Pro records the menu and dialog box options you select with the mouse. However, mouse movements, such as moving the mouse pointer from one area of the screen to another are not recorded. You must use the keyboard to move the insertion point and select*

**Note** Ami Pro automatically adds an .SMM extension.

**Tip** When you assign shortcut keys, you can use either CTRL or SHIFT, or any combination of the two, with any key except F10. You cannot use SHIFT+F1 because that combination accesses point and shoot Help.

3. Choose OK.

Ami Pro displays “Recording Macro” in the status bar.

4. Perform the keystrokes you want to record.

Ami Pro records the keystrokes as the macro.

**Note** Be certain that the keystrokes you make are the keystrokes you want in the macro. If you make a mistake, the mistake becomes a part of the macro. To correct mistakes, you can either edit the macro file or re-record the keystrokes.

5. When you complete the keystrokes for the macro, choose Tools/Macros and choose End Record.

**Mouse** Click the “Recording Macro” message in the status bar.

## To play a macro previously saved to a file

You can play back a macro you previously saved to a file. If you assigned shortcut keys to the macro, you can press the appropriate keys. Otherwise, you can use the Playback function.

**Note** If you play a macro created in Ami Pro Version 1.2 that contains macro functions that are no longer available in Release 3.x, the macro will still run. However, if you display and edit a macro file and attempt to save the file in Release 3.x, Ami Pro displays an error message.

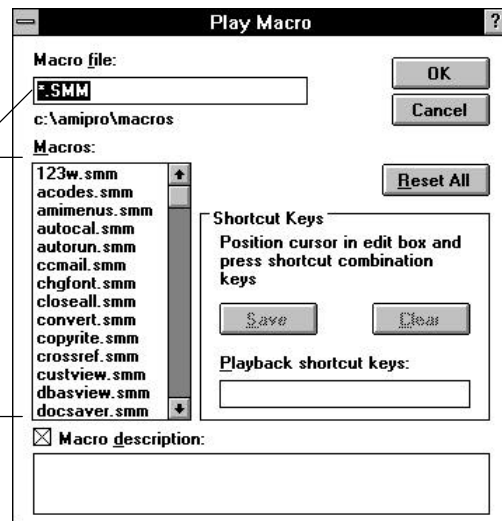
1. Choose Tools/Macros.



**Shortcut** Click the Play back a macro icon and specify the options in the dialog box.

2. Choose Playback.

Specify the desired macro file



**Note** You can select a different drive and directory in the Macros list box or type the full path for the macro file in the Macro file text box.

**Shortcut** Double-click the macro file name to play back the macro.

3. Choose OK.

Ami Pro plays the specified macro.

---

## Example of a macro

### Creating a macro

Each time you finish editing a document you need to distribute three collated copies of the document. You want to automate the printing process.

Choose Tools/Macros.

Choose Record.

Type PRINT.SMM in the Macro file text box.

Place the insertion point in the Playback shortcut keys text box and press **SHIFT+F2**.

Choose OK.

Choose File/Print.

Specify 3 in the Number of copies text box.

Choose Options.

Select Collate and choose OK.

Choose OK to print the document.

Choose Tools/Macros.

Choose End Record.

Ami Pro prints 3 collated copies of the current document. The next time you want to print 3 collated copies of any document, open the document and press **SHIFT+F2**. Ami Pro automatically prints 3 collated copies of that document.

---

## Modifying a macro

You can modify a macro by:

- Assigning or changing the shortcut keys for the macro
- Assigning the macro to run automatically any time you open or close the current document
- Creating a description for the macro
- Editing the contents of a macro file

**?Help** For information about macro functions and syntax, choose Help/Macro Doc.

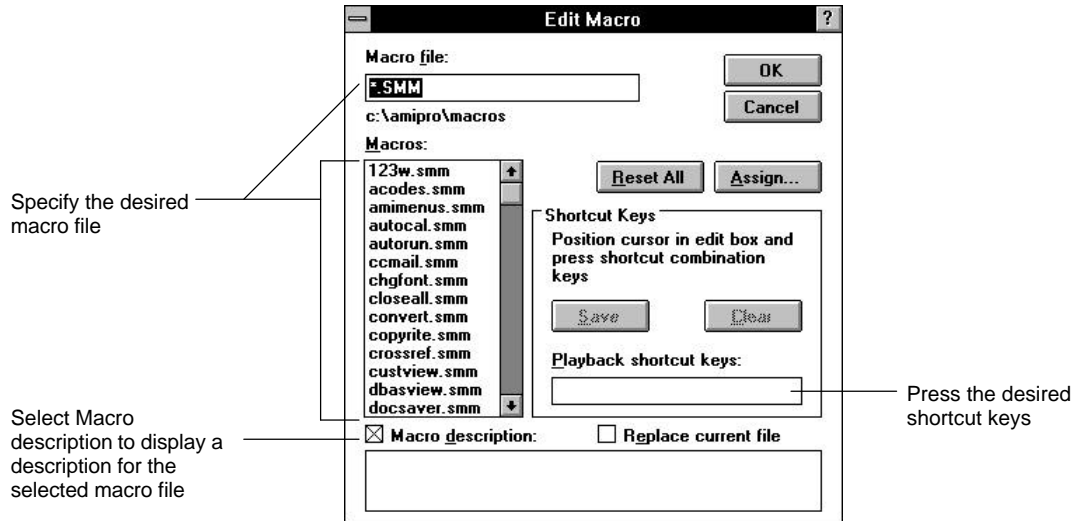
**Tip** You may want to create and print an Ami Pro document that lists each macro file name, the keyboard shortcut assigned to it, and a short description of what the macro does.

---

## To assign or change shortcut keys

1. Choose Tools/Macros.

2. Choose Edit.



**Note** When you assign shortcut keys, you can use either **CTRL** or **SHIFT**, or any combination of the two, with any key except **F10**. You cannot use **SHIFT+F1** because that combination accesses point and shoot Help.

3. Choose Save to save the shortcut keys you specified without closing the Edit Macro dialog box. This allows you to assign or change shortcut keys for more than one macro file.
4. If you want to remove the shortcut key combination currently assigned to the macro, choose Clear.
5. If you want to remove all the shortcut keys you assigned to macros, choose Reset All.

**?Help** Ami Pro displays a message. Press **F1** for information.

6. Choose the desired command button.

**OK**

Saves the macro file shortcut keys and opens the macro file in a separate window so you can edit it.

**Close**

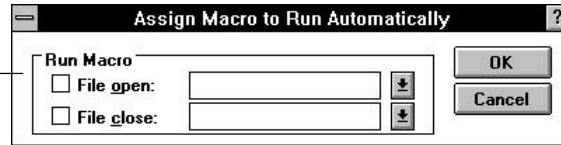
Closes the Edit Macro dialog box and returns to the document.

---

## To play a macro when you open or close a document

1. Make the desired document the active window.
2. Choose Tools/Macros.
3. Choose Edit.
4. Choose Assign.

Specify the desired Run macro options



5. If you want Ami Pro to play a macro every time you open the current document, select File open and specify the desired macro in the text box.
6. If you want Ami Pro to play a macro every time you close the current document, select File close and specify the desired macro in the text box.
7. Choose OK to return to the Edit Macro dialog box.
8. Choose Close or Cancel to return to the current document.

---

## To edit a macro file

You can edit the contents of a macro file. You can also create a description for the macro file and have it display in the Record Macro, Play Macro, and Edit Macro dialog boxes, as well as when you choose File/Open.



1. Choose Tools/Macros.
2. Choose Edit.
3. Select the macro file you want to edit.
4. Choose OK.

Ami Pro displays the macro file in a separate window.

5. If you want to create a description for the macro, choose File/Doc Info and specify the desired description.

**?Help** For information, refer to “To use Doc Info” in Chapter 23.

6. Choose OK to return to the document.
7. Make any desired editing changes.
8. Save the file by choosing File/Save or pressing CTRL+S.



**?Help** Ami Pro automatically compiles the macro. If there are any errors during the compile, Ami Pro displays a message. For information, choose Help/Macro Doc.

**9.** Choose File/Close to close the macro file.

---

# 32

## Using Power Fields to Automate Document Production

---

### Understanding power fields

A power field is a tool you can use to automate document production action. Each power field contains instructions for completing a desired action. These instructions can be simple or complex. For instance, a power field can determine the location of a referenced area in your document, such as a frame. A power field can also insert the current page number for that frame into the document. A power field can perform macro functions, so that you can complete several tasks at a particular location in a document.

In addition, a power field can integrate information from one document or application into another document. A power field can also integrate information located in one section of a document into another section in the same document.

Power fields are dynamic. If you change the original information referenced by a power field, you can update the results for that particular power field or for all power fields in the document.

Power fields are flexible. You can view, modify, move, copy, delete, and print the power fields you insert into a document. You can also create and save your own power fields.

Here are several typical applications of power fields:

- The expense report you have been filling out manually for the last 3 years has been automated with power fields. When you open the expense report, Ami Pro prompts you for data, places the data into the proper location in the report, and does the calculations. You can do this using the Query\$ power field.
- You are responsible for creating a weekly inventory report. You create one file for the format of the report and another file for the inventory data. When your inventory data changes, you update the inventory data file. Then, when you are ready to generate the report, Ami Pro prints the report with the updated data. You can do this using Bookmarks and the Include power field.



- You are creating and editing a document that includes figures to illustrate the text. You want the figures to have captions as well as sequential numbers. Elsewhere in the document, you want to create a reference list of these figures along with the captions and correct page numbers. Ami Pro changes the reference list if you modify a caption. If you rearrange the order of the figures, Ami Pro rennumbers them and changes the page numbers. You can do this using Bookmarks and the Seq and PageRef power fields.

### Understanding the components of a power field

Each power field consists of two components, instructions and results. The instructions tell Ami Pro the action you want to perform or the information you want to insert into the document at the location you specify. These instructions are normally hidden from view. The results are the text Ami Pro normally displays in the document at the location of the power field, or the action it initiates at that location.

Power field instructions consist of one or more expressions. An expression can be:

- Another power field
- A bookmark
- A global variable
- A macro function
- A merge field
- A number
- Quoted text
- A variable

**Note** You can use mathematical operators (+, -, \*, /) in power fields to compute the value of multiple expressions.

**Help** For information about macros, refer to “Recording and playing a macro” in Chapter 31.

---

## Inserting a power field

You can insert a power field into the main document text, a text frame, a table cell, a header, or a footer. You can also create your own power field, save it, and insert it into the current document or other documents. Power fields can also be included inside other power fields.

## To insert a power field



1. Place the insertion point where you want to insert a power field.
2. Choose Edit/Power Fields.
3. Choose Insert.

**Insert Power Fields**

Insert:

Fields:

Options:

Description  
Bookmark - Insert the text marked by the bookmark. <totalsales>, <LastName>

\*See AmiPro Online Macro Documentation for more details on this function.

4. Select the desired power field in the Fields list box.

**Insert Power Fields**

Insert:

Fields:

Options:

Description  
CreateDate - The creation date or time of the current document. <CreateDate %Db>, <CreateDate %T6>

\*See AmiPro Online Macro Documentation for more details on this function.

*For all power fields except bookmarks, Ami Pro overwrites the contents of the Insert text box.*

Ami Pro places the selected power field in the Insert text box, displays the available options for the power field in the Options list box, and displays the description and syntax for the power field in the Description box.

**Help** You can also type the desired power field or expression directly into the Insert text box. For information, refer to “To use pre-defined power fields” in this chapter.

*Ami Pro allows you to specify multiple expressions in the Insert text box only if the power field requires or allows it.*

5. If you want to use an option, select the desired option in the Options list box.
6. If you want to specify additional expressions, place the insertion point after the power field in the Insert text box and type the desired expression.

**Help** For any text other than a power field, type a quotation mark, ", immediately before and after the text. For other specific syntax instructions, refer to "To use pre-defined power fields" in this chapter.

7. Choose OK.

Ami Pro places the power field into the text. Depending upon the particular power field, Ami Pro evaluates the instructions of the power field and displays the results at the location of the power field.

**Note** For some power fields, the results are not visible in the document. These power fields initiate actions that affect the results of other power fields. In addition, some power field results produce numbers that need to be formatted, such as Date/Time fields, or removed, such as Decide.

---

### To save a power field you create

You can save a power field you create and specify a description for that power field. You can create up to 254 power fields.

1. Choose Edit/Power Fields.



**Shortcut** Click the Insert power fields icon and go to step 3.

2. Choose Insert.
3. Specify the desired power field, options, and expressions in the Insert text box.

**Help** For information, refer to "To insert a power field" in this chapter.

4. Choose Save.

Type the name you want to use for the new power field

Type a description for the power field

**Note** You can type spaces in the name.

5. Choose OK to return to the Insert Power Fields dialog box.

Ami Pro saves the power field.

6. If you want to insert the new power field into the document at the location of the insertion point, choose OK.

If you do not want to insert the power field at the location of the insertion point, choose Cancel.

**Note** The next time you choose Edit/Power Fields and choose Insert, Ami Pro displays the new power field in the Fields list box.

---

## Understanding syntax conventions

You must follow these conventions so that Ami Pro can understand and implement the power field instructions.

- You must not use angle brackets, < >, in the power field instructions unless they are part of an expression, such as num > 5. Ami Pro uses the angle brackets to indicate where fields begin and end when you show power fields.

**Note** The example angle brackets in the Description box in the Insert Power Fields dialog box indicate beginning and ending points only; they should not surround any fields.

- You must not place a global variable within quotation marks.

**Help** If Ami Pro displays a message about an undefined variable, choose OK. Ami Pro may insert the message into the document as the result of the power field. When you later define the variable, Ami Pro replaces the message with the correct results.

- You must use quotation marks, ", around any literal text you include in a power field.
- You must use parentheses, ( ), to indicate the parameters for macro functions.

**Help** For information about macro functions, refer to “To use pre-defined power fields” in this chapter, or choose Help/Macro Doc.

- You must use the %Dx, %Nx, %P, %Tx, and %W codes to format the results of certain power fields such as CreateDate, EditDate, and Seq. The x designates a particular format.

**Help** These codes must be the last expression in the power field. For information and examples, refer to “Using formatting options” in this chapter.

- Ami Pro uses square brackets, [ ], to indicate that a parameter is optional.

**Note** For the PrintEscape function, you must use square brackets to denote the escape portion of the printer code. Specify [027] for decimal or [0x1b] for hexadecimal, followed by the specific printer command code.

---

## To use pre-defined power fields

*You can use Bookmark to create repetitive text. If bookmarks are named with either a number such as 1 or 27, or a math symbol, and you use them in a power field, Ami Pro may treat the bookmark as a numeric expression.*

*You can use Button to create online documentation or hypertext.*

Ami Pro provides pre-defined power fields. These fields appear in alphabetical order in the Insert Power Fields dialog box.

**Help** Power fields that are macro functions are denoted with an asterisk, \*. For information about these functions, choose Help/Macro Doc.

<i>Function</i>	<i>Syntax</i>
<b>Bookmark</b>	Bookmark name
	Inserts the contents of the bookmark. You can select a bookmark name in the Options list box or you can type the desired bookmark name in the Insert text box.
	<totalsales> or <LastName> displays the contents of those bookmarks.
<b>Note</b>	Bookmarks do not overwrite the contents of the Insert text box. Ami Pro inserts the bookmark at the location of the insertion point.
<b>Help</b>	For information about bookmarks, refer to "Using Bookmarks" in Chapter 20.
<b>Button</b>	Button "Display Text" expression
	Inserts the text enclosed in quotation marks into the document. When you double-click the text, Ami Pro performs the action in the expression.
	<Button "HELP" Message ("Refer to Chapter 3.") >
	When you double-click HELP in the document, Ami Pro displays the message, Refer to Chapter 3.
<b>*Call</b>	Call [path]filename[!macro](parameters)
	A macro statement that executes the macro file you specify.
	<Call ansi.smm!insertchar()> executes the function insertchar() from the macro file ANSI.SMM.
<b>CreateDate</b>	CreateDate [%date/time option]
	Inserts the date or time the document was first created. The format options display in the Options list box.
	<CreateDate %Db>, <CreateDate %T6> inserts August 23, 1991, 11:00am for a file that was created on that date at that time.

<i>Function</i>	<i>Syntax</i>
<p><b>Note</b> If you do not select a style in the Options list box for either the date or time function, Ami Pro inserts a number. This number represents the number of seconds, Greenwich mean time, since January 1, 1970 at midnight. Calculations can be made using this numeric value.</p>	
<b>*Decide</b>	Decide("Message Text")
<p>Displays a question and yes and no command buttons in a dialog box.</p> <p>&lt;IF Decide("Use Creation date?") CreateDate Else EditDate EndIf %Db&gt; asks if you want to use the creation date of the file. If you specify no, Ami Pro inserts the date the file was last saved instead of the date the file was created. The date is formatted as specified by %Dd as Monday, August 7, 1991.</p>	
<b>Defined</b>	Defined variable
<p>Returns true if the variable is defined as either a bookmark, a global variable, or a merge field. Typically used with the IF statement.</p> <p>&lt;IF Defined totalpages totalpages ELSE "?" ENDIF&gt; determines whether or not the variable, totalpages, is a defined variable. If it is, Ami Pro inserts the value of totalpages into the document. If not, Ami Pro inserts a ? into the document.</p>	
<b>Description</b>	Description
<p>Inserts the description specified in the Doc Info dialog box.</p>	
<b>EditDate</b>	EditDate [%date/time option]
<p>Inserts the date or time the document was last saved.</p> <p>&lt;EditDate %Db&gt;, &lt;EditDate %T6&gt; inserts August 31, 1991, 9:00am for a file that was saved on that date at that time.</p>	
<b>*Exec</b>	Exec(application, parameters [,show])
<p>Executes the application you specify.</p> <p>&lt;Exec("123w.exe", Query\$("Spread sheet name?"))&gt; displays a dialog box requesting the name of the spreadsheet you want to open. When you specify the file, Ami Pro runs 123w.exe and opens that file.</p>	
<b>FileSize</b>	FileSize
<p>Inserts the size of the document in kilobytes.</p> <p>&lt;FileSize&gt; inserts 115 for a file that has 115,000 bytes.</p>	
<b>*FormatNum\$</b>	FormatNum\$(prefix, suffix, decimals, expression)
<p>Displays a number in the format you specify.</p> <p>&lt;FormatNum\$(" \$" , "" , 2, 235.8)&gt; displays the number 235.8 as \$235.80</p>	

You can use IF statements to customize merge documents.

<i>Function</i>	<i>Syntax</i>
<b>IF</b>	IF condition expression [Elseif condition express] [Else express] EndIf
Evaluates conditions, decides which expression to act upon, and performs the appropriate action.	
<IF SALES > 10000 "Great Job!" Else "Keep up the good work" Endif> determines if the value of the variable, sales, is greater than 10000. If it is, Ami Pro inserts – Great Job! – into the document. If sales is less than 10000, Ami Pro inserts – Keep up the good work.	
<b>Include</b>	Include [path]filename[!bookmark][%P][%W]
Inserts the main document text in an Ami Pro or ASCII document, or the contents of a bookmark from another Ami Pro document.	
<Include "Standard.sam!Greeting"> inserts the Greeting bookmark from the STANDARD.SAM document.	
<b>Help</b> You can insert an entire document by specifying the FileOpen macro function instead of Include. For information about FileOpen, choose Help/Macro Doc.	
<b>Index</b>	Index "Primary" [#] ["Secondary"] ["other"]
Marks text you want referenced under an index entry.	
This is the same as choosing Edit/Mark Text and choosing Index Entry.	
<Index "memory" # "extended"> displays memory as a primary index entry and extended as a secondary index entry followed by a page number when you generate an index.	
<b>*LCase\$</b>	LCase\$(expression)
Makes the text you specify lower case.	
<LCase\$("Hello")> displays Hello as hello.	
<b>*Left\$</b>	Left\$(expression,length)
Inserts the characters you specify, beginning with the leftmost character and including the number of characters you specify for the length.	
<Strcat\$(Left\$(Fname,1),Left\$(Lname,1))> If Fname is a merge variable for first name and Lname is a merge variable for last name, Ami Pro inserts the first and last name initials of the person in the current merge record.	
<b>*Len</b>	Len(expression)
Extracts the number of characters in the text you specify.	
<IF (Len(Query\$("Enter Address - Max 40 characters"))>40) Message ("Address is too Long!") EndIf> displays a message if you have more than 40 characters in an address.	

<i>Function</i>	<i>Syntax</i>
<b>MergeField</b>	MergeField Mergefieldname
Inserts the merge field name into the document.	
The merge field name displays within angle brackets, <>. The name should be a valid field name in the merge data file.	
<MergeField ADDRESS> displays the merge field name ADDRESS as <ADDRESS> in the merge document.	
<b>MergeRec</b>	MergeRec
Inserts the number of the current merge record.	
<b>Note</b> Ami Pro does not count merge records skipped as a result of criteria specified in the Merge Conditions dialog box. It does count merge records skipped as a result of the Skip power field.	
<IF MergeRec = 1 set total subtotal Else set total total + subtotal EndIf> checks to see if the current record is the first record of a merge. If it is the first record, Ami Pro sets the global variable total equal to subtotal. Otherwise, Ami Pro adds subtotal to total.	
<b>*Message</b>	Message("Message Text")
Displays in a dialog box the message you specify.	
<Message("Good morning")> displays Good Morning in a dialog box.	
<b>*Mid\$</b>	Mid\$(expression,start,length)
Inserts the characters you specify, beginning with the start character and including the number of characters you specify as the count.	
<Mid\$(" (404) 391-0011", 2, 3)> inserts 404.	
<b>NextRec</b>	NextRec
Advances to the next record during a merge.	
<NAME><NextRec> <NAME> If NAME is a merge field, Ami Pro inserts the name of the person in the current merge record, a space, and the name of the person in the next merge record.	
<b>*Now</b>	Now()
Inserts the current date or time.	
<Now() %Db> displays the current date in the format August 28, 1991.	
<b>NumChars</b>	NumChars
Inserts the current number of characters in the document.	
<NumChars> displays 3594 if there are 3,594 characters in the document.	

*You can use NextRec when you want multiple records to appear on the same page.*



	<i>Function</i>	<i>Syntax</i>
	<b>NumEdits</b>	NumEdits
	Inserts the current number of times the document was opened, edited, and saved.	
	<"Version 1.{NumEdits}"> inserts Version 1.9 for a file that has been edited and saved 9 times.	
<i>You can use NumPages to create page numbers such as Page 1 of 7, Page 2 of 7, and so on.</i>	<b>NumPages</b>	NumPages
	Inserts the current number of pages in the document.	
	<NumPages> inserts 3 if there are 3 pages in the document.	
	<b>NumWords</b>	NumWords
	Inserts the current number of words in the document.	
	<NumWords> inserts 67 if there are 67 words in the document.	
<i>You can use PageRef to create cross-references within a document.</i>	<b>PageRef</b>	PageRef [bookmarkname]
	Inserts the page number on which the specified bookmark is located.	
	<Pageref Chapter5> inserts 22 if the bookmark Chapter5 is located on page 22.	
<i>Refer to your printer manual for the appropriate printer codes.</i>	<b>PrintEscape</b>	PrintEscape "[27]text"
	Inserts the printer codes you specify. Ami Pro sends these codes to the printer without translating them. The results appear only in the printed document.	
	<b>Note</b> Just before the printer code, you must type the ASCII or Hex code for ESC in square brackets. For ASCII, type [27]. For Hex, type [0x1b].	
	<PrintEscape "[27]&l2H"> tells an HP Laserjet printer to change from its default tray to the manual feed tray.	
	<b>*Query\$</b>	Query\$("Message Text" [, "Default Text"])
	Displays a dialog box with the message you specify, a text box, and OK and Cancel command buttons. The default text is placed in the text box and can be edited by the user. When the user types text in the text box, Ami Pro inserts the text in the document.	
	<Query\$("What is your name?")> prompts you for your name and inserts the name you specify into the document.	
	<b>*Right\$</b>	Right\$(expression,length)
	Inserts the characters you specify, beginning with the rightmost character and including the number of characters you specify as the count.	
	<Right\$("123456789", 5)> inserts 56789.	

<i>Function</i>	<i>Syntax</i>
<b>Seq</b>	Seq SequenceName[=[exp]][-[exp]][+exp]
<p>Inserts a sequential number in the format you specify. SequenceName is a variable that is set automatically for use throughout the document.</p> <p><b>Note</b> Ami Pro orders frames from left to right, and then from top to bottom.</p> <p>Because Ami Pro independently tracks the SequenceName for each text stream, you can use the same SequenceName in multiple text streams.</p> <p>&lt;Seq Figure&gt;, &lt;Seq Table=5&gt;, &lt;Seq Figure+2 %N2&gt; increments Figure by 1 starting at 1, sets Table to start at 5, and increments the second Figure by 2 using the format of I,II,III. Ami Pro inserts 1, 5, III.</p>	
<b>Set</b>	Set GlobalVariable expression
<p>Defines a global variable. The GlobalVariable is set to the expression.</p> <p>&lt;Set total total + subtotal&gt; adds the value of subtotal to the existing value of total and then updates total with the result.</p>	
<b>Skip</b>	Skip
<p>Skips the record you specify and advances to the next record during a merge.</p> <p><b>Note</b> This power field is usually used in conjunction with an IF macro language command to exclude certain merge records.</p> <p>&lt;IF zipcode != "30347-1334" Skip Endif&gt; checks to see if the current merge record equals 30347-1334. If it does, Ami Pro skips the record.</p>	
<b>*StrCat\$</b>	StrCat\$(expression, expression [,expression..])
<p>Appends the texts you specify and inserts the new text in the document.</p> <p>&lt;StrCat\$(Query\$("Greeting?"), " Mr. Jones") joins together the answer you specify to a question about a greeting with (space) Mr. Jones.</p>	
<b>*StrField\$</b>	StrField\$(expression, fieldnum, separator)
<p>Inserts the segment of text you specify. The segment is determined by the number of the field you specify as n and the field delimiter you specify as the separator.</p> <p>&lt;StrField\$("one,two,three", 2, ",") inserts two in the document.</p>	
<b>TOC</b>	TOC level "Text"
<p>Marks text you want referenced as a table of contents entry. When you generate the table of contents, Ami Pro includes the specified text in the table.</p> <p>&lt;TOC 1 "Printer"&gt; marks Printer as a level 1 TOC entry.</p>	

*You can use Set to change text in multiple documents if you open the documents and update the power fields.*

<i>Function</i>	<i>Syntax</i>
<b>TotalEditingTime</b>	TotalEditingTime
<p>Inserts as a whole number the accumulated total number of minutes the document was open.</p> <p>&lt;Set Cost Rate * TotalEditingTime&gt; multiplies the number of minutes by the value of Rate and inserts the results into Cost.</p>	
<b>*UCase\$</b>	UCase\$(expression)
<p>Makes the text you specify upper case.</p> <p>&lt;UCase\$("hello")&gt; displays hello as HELLO.</p>	
<b>User</b>	User Anything
<p>Returns no value, but allows the macro programmer to reference a location.</p> <p>&lt;User TOA,1,People vs. Smith&gt; allows a user to mark the case People vs. Smith so it may be referenced for a Table of Authorities.</p>	
<b>Void</b>	Void expression
<p>Performs the action you specify without inserting a value into the document. Void must precede the expression that would insert unwanted results.</p> <p>&lt;Void Exec("clock.exe", "", 2)&gt; runs the clock application minimized, but does not insert anything into the document.</p>	

## Using formatting options

When you use power fields, you can specify different formatting options.

### Date format [%D]

<i>Code</i>	<i>Format</i>
Da	5/20/92
Db	May 20, 1992
DB	MAY 20, 1992
Dc	20 May 1992
DC	20 MAY 1992
Dd	Wednesday, May 20, 1992
DD	WEDNESDAY, MAY 20, 1992
De	May 20

<i>Code</i>	<i>Format</i>
DE	MAY 20
Df	Wednesday May 20
DF	WEDNESDAY MAY 20
Dg	5/20
Dh	5/20/1992
Di	20. May
DI	20. MAY
Dj	20. May 1992
Dk	1992 May 20
DK	1992 MAY 20
DI	May, 1992
DL	MAY, 1992

#### **Time format [%T]**

<i>Code</i>	<i>Format</i>
T0	9:11
T2	9:00 AM
T3	09:00 AM
T4	9:00 A
T5	09:00 A
T6	9:00 am
T7	09:00 am
T8	9:00 a
T9	09:00 a

#### **Number format [%N]**

<i>Code</i>	<i>Format</i>
N1	1, 2, 3...
N2	I, II, III...
N3	i, ii, iii...

<i>Code</i>	<i>Format</i>
N4	A, B, C...
N5	a, b, c...

In addition, there are two formatting options you can use with Include:

**%P**

Inserts an ASCII file formatted with Carriage Returns/Line Feeds at the ends of paragraphs into an Ami Pro document.

**%W**

Converts characters in an ASCII file from the IBM PC character set to the ANSI character set when the file is inserted into an Ami Pro document.

---

## Examples of power fields

*If you edit the bookmark and update the power fields, Ami Pro changes all occurrences of the bookmark text.*

### Using Bookmark to create repetitive text

You want several paragraphs of text to appear in multiple places in the current document.

Select the text you want to repeat throughout the document.

Choose Edit/Bookmarks.

Type the desired name for the bookmark in the Bookmark text box.

Choose Add.

Place the insertion point in another place in the document where you want the text to appear.

Choose Edit/Power Fields.

Choose Insert.

Select Bookmark in the Fields list box.

Select the desired bookmark in the Options list box, or type the bookmark name in the Insert text box.

Choose OK.

### Using Include to integrate information in one document into another document

You want to insert the contents of a bookmark you created in another document into the current document. You also need to insert the contents of another bookmark, but this second bookmark may be located in one of several different documents.

In the current document, place the insertion point where you want the contents of the first bookmark to appear.

Choose Edit/Power Fields.

Choose Insert.

Select Include in the Fields list box.

Place the insertion point in the Insert text box after the word Include and press **SPACEBAR**.

Type a quote, ", the name of the document that contains the bookmark, an exclamation mark, the name of the desired bookmark, and another quote.

Choose OK.

Ami Pro inserts the contents of the bookmark at the location of the insertion point.

For the second bookmark, repeat the steps above except type Include Query\$("Enter File Name and Bookmark Name") into the Insert box instead of the actual file and bookmark names.

When you choose OK, Ami Pro displays a dialog box prompting you for the names of the document and bookmark.

### **Using MergeRec to number merge records**

You are performing a merge and you want the number of each record to be inserted as it is merged.

Make the standard document the active window in Layout mode.

Place the insertion point in the document where you want the record number to display.

Choose Edit/Power Fields.

Choose Insert.

Select MergeRec in the Fields list box.

Choose OK.

Ami Pro inserts a 0 in the document because this is not a merged record.

Perform the merge.

Ami Pro inserts the number of the record at the location of the power field.

### **Using NextRec to create a list of merge records**

You want to create an employee telephone book, with each line in the document containing one record.

Create a merge data file with the following field names: name, department, phone.

Create a standard document and insert the merge fields on the second line of the document. The standard document should look like this:

<NAME><DEPARTMENT><PHONE>

Place the insertion point after the <PHONE> field in the document.

Choose Edit/Power Fields.

Choose Insert.

Select NextRec in the Fields list box.

Choose OK.

Choose View/Show Power Fields.

The standard document should look like this:

<NAME><DEPARTMENT><PHONE><NextRec>

Copy the line of merge fields and the NextRec power field.

Paste the text and power field as many times as you need to fill one page.  
On the last line of the page, delete <NextRec>.  
Perform the merge.

### **Using NumPages to indicate the total number of pages**

You want the footer in a document to indicate the number of each page as well as the total number of pages in the document.

Place the insertion point in the footer.

Choose Page/Page Numbering.

Specify the desired style, Start on page, and Start with number options.

In the Leading Text text box, type Page and press **SPACEBAR**.

Choose OK.

Press **SPACEBAR**.

Type the word, of, and press **SPACEBAR**.

Choose Edit/Power Fields.

Choose Insert.

Select NumPages in the Fields list box.

Choose OK.

Ami Pro numbers the pages in the document Page 1 of 8, Page 2 of 8, and so on.

If the number of pages increases or decreases, update the power field by choosing Edit/Power Fields and choosing Update All.

### **Using PageRef to create captions for figures**

You want to insert page number references for figures in a document. If the figure is located on the current page, you want the reference to indicate "this page" rather than the actual page number.

Select the first figure in the document.

Choose Edit/Bookmarks.

Type Figure1 in the Bookmark text box.

Choose Add.

Create a different bookmark for each figure in the document.

Place the insertion point where you want to insert a page number reference for Figure 1.

Type the words, Refer to Figure 1 on, and press **SPACEBAR**.

Choose Edit/Power Fields.

Choose Insert.

Select IF in the Fields list box.

Place the insertion point after the word IF in the Insert text box and press **SPACEBAR**.

Type the following, including all punctuation marks:

```
getpageno() = pageref Figure1 "this page" ELSE "page {pageref Figure1}"  
ENDIF
```

*You can save this power field as a new field by choosing Edit/Power Fields, choosing Insert, choosing Save, and specifying a name and description.*

Choose OK.

Insert the same power field at the location of each figure you want to reference.

Ami Pro displays either: Refer to Figure 1 on this page or Refer to Figure 1 on page X, where X is the page number.

### **Using Seq to automatically number figures**

You want to label and number the figures in a document so that if you add a figure in the middle of the document, the other figure numbers will automatically increment.

Place the insertion point under a figure you want to label and number.

Type the word, Figure, and press **SPACEBAR**.

Choose Edit/Power Fields.

Choose Insert.

Select Seq in the Fields list box.

Place the insertion point after the word Seq in the Insert text box and press **SPACEBAR**.

Type the following: figurenumber.

If you want a numbering format other than Arabic, select the desired numbering format in the Options list box.

Choose OK.

Ami Pro assigns a sequential number to the figure in the document and places the number right after the word Figure.

Insert the same power field for each figure in the document you want to number.

Ami Pro automatically rennumbers the figures in the document when you insert or delete a Seq power field that references a figurenumber.

### **Using Set to fill in forms**

You want to create an employee contract for each new employee in your company. You want to use the same text for each contract. However, each contract will have a different employee's name referenced in numerous places in the contract.

Create the text for the employee contract. Leave space at each location where you want an employee name to appear.

Place the insertion point at the beginning of the document.

Choose Edit/Power Fields.

Choose Insert.

Select Set in the Fields list box.

Place the insertion point after the word Set in the Insert text box and press **SPACEBAR**.

Type the following, including all punctuation marks:

employee Query\$("Name?")

Choose OK.



Ami Pro displays the query.

Specify the desired name and choose OK.

Choose Edit/Power Fields.

Choose Insert.

Choose Previous Field.

Select Auto run.

Choose Cancel.

Place the insertion point where you want an employee name to appear.

Choose Edit/Power Fields.

Choose Insert.

Type employee in the Insert text box.

Choose OK.

Repeat the last four steps to create the employee power field in each location where you want an employee name to appear.

Choose Edit/Power Fields.

Choose Insert.

Choose Previous Field.

If it is an employee power field, select Auto run.

Repeat choosing Previous Field and selecting Auto run for each employee power field.

Choose Cancel.

Choose File/Close.

Choose Yes to save the changes.

To create an individual employee contract, choose File/Open, specify the document name, and choose OK.

Ami Pro prompts you for the name of the employee.

Type the desired name.

Ami Pro places the name you specified in all locations where you inserted the employee power field.

### **Using Skip to omit certain merge records**

You want to send a letter to all members of the national sales staff except those in California.

Create a merge data file and a standard document.

Make the standard document the active window in Layout mode.

Place the insertion point at the beginning of the document.

Choose Edit/Power Fields.

Choose Insert.

Select IF in the Fields list box.

Place the insertion point after the word IF in the Insert text box and press **SPACEBAR**.

Type the following, including all punctuation marks:

```
state = "CA" Skip Endif
```

Choose OK.

Perform the merge.

Ami Pro skips each record where the state is CA.

### Using Void and Exec to execute another application

You want to run the Windows Clock application from within the document but you don't want to insert a value in the document.

Place the insertion point in the document where you want to insert the power field.

Choose Edit/Power Fields.

Choose Insert.

Select Void in the Fields list box.

Place the insertion point after the word Void in the Insert text box and press **SPACEBAR**.

Type the following, including all punctuation marks:

```
Exec("clock.exe", "")
```

Choose OK.

Ami Pro runs Windows clock application and does not insert anything into the document.

---

## Displaying power fields

Ami Pro usually displays the results of power fields in a document. It normally does not display the actual power field instructions since they change the way text formats onscreen.

If you want to find or edit the power fields in a document, you can display the power fields.

---

## To display power fields

You can switch between showing and hiding power fields. When you show power fields, Ami Pro displays the power field instructions instead of the results. When you hide power fields, Ami Pro displays the results of the power field instructions.

Choose View/Show Power Fields to display the power field instructions. Ami Pro displays the instructions for each power field within left and right angle brackets, < >. The text formats differently onscreen.

**Caution** The left bracket indicates the beginning of the power field and the right bracket indicates the end of the power field. If you delete or type over the brackets, Ami Pro no longer recognizes the power field instructions.

If you want to display power field results instead of instructions, choose View/Hide Power Fields. Ami Pro automatically hides power fields when you use the Save command.

---

### To go to a power field

You can move the insertion point to a power field so you can edit it.

1. Choose View/Show Power Fields if you want to display the power fields.
2. Place the insertion point anywhere in the document.

**Tip** If you want to locate a specific power field, place the insertion point at or close to the location where you inserted the power field.



**Shortcut** Click the Go To next/previous power field icon to select that power field.

3. Choose Edit/Power Fields.
4. Choose Next Field or Prev Field.

#### Next Field

Places the insertion point at the location of the next power field and selects the entire power field.

#### Prev Field

Places the insertion point at the location of the previous power field and selects the entire power field.

---

### Printing power fields

You can print the power field instructions instead of the results if you display the power fields before you use the Print command.

**Note** The printed copy of the document is formatted differently than when you print without power fields displayed.

---

### Updating power fields

You can update a specific power field or update all power fields in a document. You can also specify power fields that should be updated automatically each time you open the document. In addition, you can specify power fields that should not be updated.

Ami Pro automatically updates power fields when you insert them into the document, when you generate a table of contents or an

index, and when you print the document if you specify Update Power Fields in the Print Options.

**Help** For information about printing, refer to “To print a document” in Chapter 13.

---

### To update a power field



1. Place the insertion point in the power field you want to update.

**Shortcut** Click the Update selected power fields icon to update the power field.

2. Choose Edit/Power Fields.
3. Choose Update.

Ami Pro performs the instructions and displays the results of the instructions, if applicable.

---

### To update all power fields



1. Place the insertion point anywhere in the document.

**Shortcut** Click the Update all power fields icon to update all power fields.

2. Choose Edit/Power Fields.
3. Choose Update All.

Ami Pro performs the instructions specified in all the power fields and displays the results of those instructions in the document. If the document contains many power fields, this may take some time.

---

### To update a power field automatically



Ami Pro can update a power field each time you open a document.

1. Place the insertion point in the power field you want Ami Pro to update automatically.

**Shortcut** Click the Insert power fields icon and go to step 4.

2. Choose Edit/Power Fields.
3. Choose Insert.
4. Select Auto run.
5. Choose Cancel.

Ami Pro updates the power field each time you open the document.

*Auto run is dimmed until you insert the power field into the document.*

---

### To lock a power field



You can lock a power field so that Ami Pro does not update it.

1. Place the insertion point in the power field you want to lock.  
**Shortcut** Click the Insert power fields icon and go to step 4.
2. Choose Edit/Power Fields.
3. Choose Insert.
4. Select Lock.
5. Choose Cancel.

Ami Pro does not update the power field unless you select Auto run.

---

### Editing a power field

You can edit a power field using the Insert Power Fields dialog box or from within the document text. You can also copy, move, and delete any power field.

---

### To edit a power field from the Insert Power Fields dialog box



You do not need to display power fields to edit them using the Insert Power Fields dialog box.

1. Place the insertion point in the section of the document that contains the power field you want to edit.  
**Shortcut** Click the Insert power fields icon and go to step 4.
2. Choose Edit/Power Fields.
3. Choose Insert.
4. If necessary, choose Previous Field or Next Field until the desired power field displays in the Insert text box.

#### **Previous Field**

Places the insertion point at the location of the previous power field and selects the entire power field.

#### **Next Field**

Places the insertion point at the location of the next power field and selects the entire power field.

5. Make the desired changes to the power field.
6. If you want to prevent the power field from being updated when you choose Update or Update All, select Lock.
7. If you want Ami Pro to update the power field each time you open the current document, select Auto run.

8. Choose OK.

Ami Pro saves the changes and evaluates the instructions. The Insert Power Fields dialog box remains onscreen.

9. Choose Cancel to return to the document.

Ami Pro places the insertion point at the location of the last power field displayed in the Insert Power Fields dialog box.

---

### To edit a power field within the document

You must display power fields before you can edit them from within the document.



1. Choose View/Show Power Fields.

Ami Pro displays the power field instructions and hides the power field results.

2. Place the insertion point in the power field you want to edit.

**Tip** Choose Edit/Power Fields and choose Next Field or Prev Field to move the insertion point to the desired power field.

3. Make the desired changes to the power field.

**Caution** Be sure you do not delete the angle brackets surrounding the power field instructions.

**Shortcut** Click the Update selected power fields icon and go to step 6.

4. Choose Edit/Power Fields.

5. Choose Update to implement the change.

6. Choose View/Hide Power Fields.

Ami Pro displays the power fields results in the document, if applicable.




---

### To use Drag & Drop to move or copy a power field

You can use Drag & Drop to move or copy one or more power fields. You must display power fields before you can edit them.

**Help** You can disable Drag & Drop. For information, refer to “To set User Setup defaults” in Chapter 3.

1. Choose View/Show Power Fields.

Ami Pro displays the power field instructions surrounded by angle brackets.

2. Select an entire power field, including one character past the right angle bracket.

*Because Ami Pro does not place power fields you move or copy using Drag & Drop on the Clipboard, you cannot paste the power fields.*

3. If you want to move the power field, position the mouse pointer anywhere in the selected power field and drag the mouse until the insertion point is in the desired location.



Ami Pro changes the mouse pointer to the move arrow and changes the color of the insertion point.

4. If you want to copy the power field, position the mouse pointer anywhere in the selected field and hold **CTRL** and drag the mouse until the insertion point is in the desired location.



Ami Pro changes the mouse pointer to the copy arrow and changes the color of the insertion point.

5. When the insertion point is in the desired location, release the mouse button.

Ami Pro places the power field in the desired location.

---

### To move or copy a power field

You can move or copy a power field whether or not power fields are displayed in the document.

#### To move or copy a power field if power fields are not displayed

Text you move or copy using Edit/Cut or Edit/Copy remains on the Clipboard until you copy or cut other text, data, or a picture.

1. Place the insertion point anywhere in the document.



**Shortcut** Click the Insert power fields icon and go to step 4.

2. Choose Edit/Power Fields.
3. Choose Insert.
4. Choose Next or Previous Field until the desired power field displays in the Insert text box.
5. Choose Cancel.
6. Choose Edit/Cut or Edit/Copy.



**Keyboard** Press **SHIFT+DEL** or **CTRL+X** to cut the power field. Press **CTRL+INS** or **CTRL+C** to copy it.

Ami Pro cuts or copies the selected power field to the Clipboard.



7. Place the insertion point where you want the power field to appear in the document.

8. Choose Edit/Paste.

**Keyboard** Press **SHIFT+INS** or **CTRL+V**.

Ami Pro moves or copies the power field to the desired location.

#### To move or copy a power field if power fields are displayed



1. Choose View/Show Power Fields.

Ami Pro displays the power field instructions surrounded by angle brackets.

2. Place the insertion point one character before the left angle bracket of the power field you want to move or copy.
3. Select the entire power field, including one character past the right angle bracket.



4. Choose Edit/Cut or Edit/Copy.

**Keyboard** Press **SHIFT+DEL** or **CTRL+X** to cut the power field. Press **CTRL+INS** or **CTRL+C** to copy it.

Ami Pro cuts or copies the selected power field to the Clipboard.

5. Place the insertion point where you want the power field to appear in the document.



6. Choose Edit/Paste.

**Keyboard** Press **SHIFT+INS** or **CTRL+V**.

Ami Pro moves or copies the power field to the desired location.

**Note** If Ami Pro inserts power field instructions that are not surrounded by angle brackets, choose Edit/Undo and repeat steps 2 – 6.

---

#### To delete a power field



You can delete a power field if power fields are displayed.

1. Choose View/Show Power Fields.
2. Place the insertion point in the power field you want to delete.  
**Tip** Choose Edit/Power Fields and choose Next Field or Prev Field to move the insertion point to the desired power field.
3. If necessary, select the entire power field, including the angle brackets surrounding the power field.
4. Press **DEL**.



**Help** Ami Pro displays a message indicating that there is a field in the text you are deleting. For information, press F1.

---

**To delete a power field you created and saved**

1. Using any text editor, open the WINDOWS\AMIPRO.INI file.
2. Locate the [Fields] section.
3. Place the insertion point at the beginning of the line that contains the power field you want to delete.
4. Delete the power field and all its instructions.
5. Repeat steps 3 - 4 for each power field you want to delete.
6. Save and close the file.

# A

## Ami Pro Menus

File	
New...	
Open...	^O
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Save	^S
Save As...	
Revert to Saved	
Import Picture...	
Doc Info...	
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Send Mail...	
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Print Envelope...	
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Update All	
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Prev Field	

View	
Full Page	^D
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Standard	
Enlarged	
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Outline Mode	
Draft Mode	^M
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Show Styles Box	
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View Preferences...	

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Left	^L
Center	^E
Right	^R
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Upper Case	
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Create Style...	
Modify Style...	^A
Define Style	
Outline Styles...	
Use Another Style Sheet...	
Save as a Style Sheet...	
Style Management...	
Select a Style	~Y

Page				
Header/Footer...				
Insert Page Layout	<table border="1"> <tr><td>Insert</td></tr> <tr><td>Remove</td></tr> <tr><td>Revert</td></tr> </table>	Insert	Remove	Revert
Insert				
Remove				
Revert				
Modify Page Layout...				
Ruler				
Page Numbering...	<table border="1"> <tr><td>Insert</td></tr> <tr><td>Remove</td></tr> </table>	Insert	Remove	
Insert				
Remove				
Line Numbering...				
Breaks...				

Frame	
Create Frame...	
Modify Frame Layout...	
Graphics Scaling...	
Group	
Bring to Front	
Send to Back	

Tools											
Spell Check...											
Grammar Check...											
Thesaurus...											
Tables...											
Image Processing...											
Drawing...											
Charting...											
Equations...											
Footnotes...											
Revision Marking...											
Doc Compare...											
Sort...											
TOC, Index...											
SmartCons...											
User Setup...											
Macros	<table border="1"> <tr> <th colspan="2">Quick Record</th> </tr> <tr> <td>Quick Playback</td> <td></td> </tr> <tr> <td>Record...</td> <td></td> </tr> <tr> <td>Playback...</td> <td></td> </tr> <tr> <td colspan="2">Edit...</td> </tr> </table>	Quick Record		Quick Playback		Record...		Playback...		Edit...	
Quick Record											
Quick Playback											
Record...											
Playback...											
Edit...											

Window	
New Window	
Tile	
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## Ami Pro File Manager Menus

<b>File</b>
<b>C</b> opy...
<b>M</b> ove...
<b>R</b> ename...
<b>D</b> elete...
<b>A</b> tttributes...
<b>C</b> hange Directory...
<b>E</b> xit

<b>V</b> iew
<b>√</b> *.S?M Files
<b>A</b> ll
<b>P</b> artial...
<b>D</b> oc Info...

<b>H</b> elp
<b>C</b> ontents

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## Ami Pro Help Menus

<b>File</b>
<b>O</b> pen...
<b>P</b> rint Topic
<b>P</b> rint Setup...
<b>E</b> xit

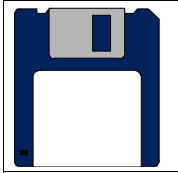
<b>E</b> dit
<b>C</b> opy...
<b>A</b> nnotate...

<b>B</b> ookmark
<b>D</b> efine...

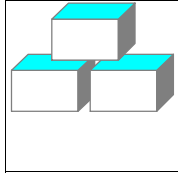
<b>H</b> elp
<b>H</b> ow to Use Help
<b>A</b> lways on <b>T</b> op
<b>A</b> bout Help...

# B

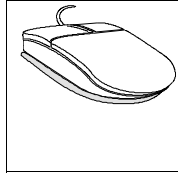
## Ami Pro Clip Art



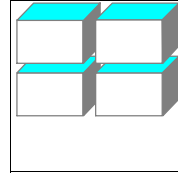
35FLOPPY.SDW



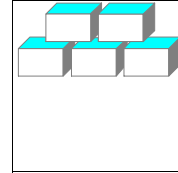
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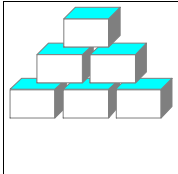
3D MOUSE.SDW



4BOXES.SDW



5BOXES.SDW



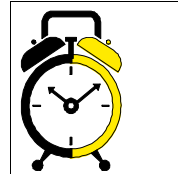
6BOXES.SDW



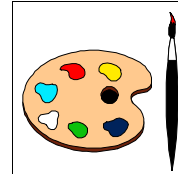
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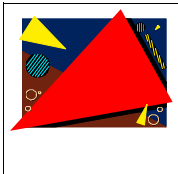
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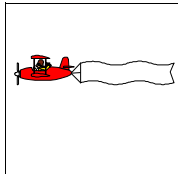
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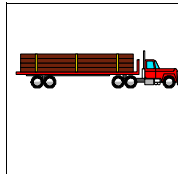
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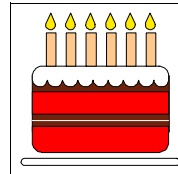
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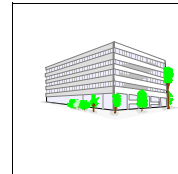
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BIGTRUCK.SDW



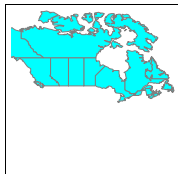
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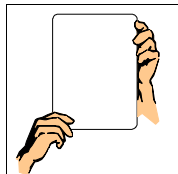
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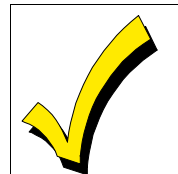
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CANADA.SDW



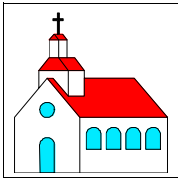
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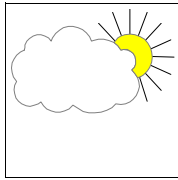
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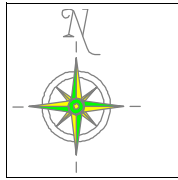
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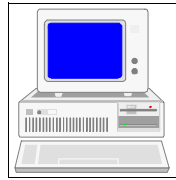
CHURCH.SDW



CLOUD.SDW



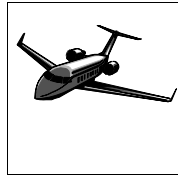
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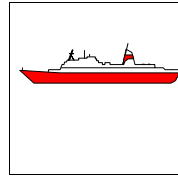
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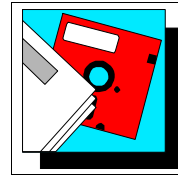
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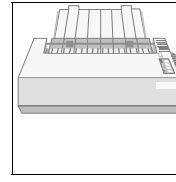
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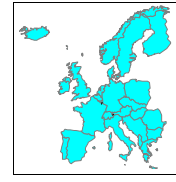
CRUISSHP.SDW



DISKICON.SDW



DOTPTR.SDW



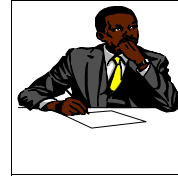
EUROPE.SDW



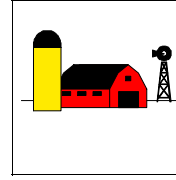
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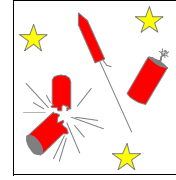
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EXEC3.SDW



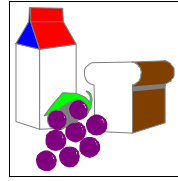
FARM.SDW



FIREWORK.SDW



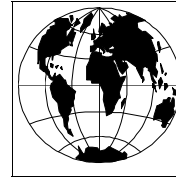
FLOWERS.SDW



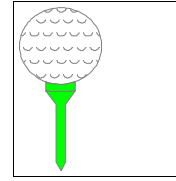
FOOD.SDW



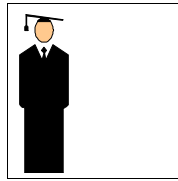
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GLOBE.SDW



GOLF.SDW



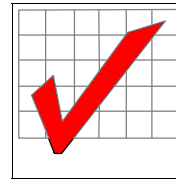
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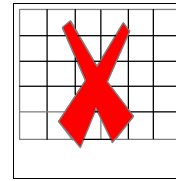
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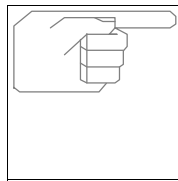
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GRIDCHK.SDW



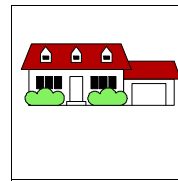
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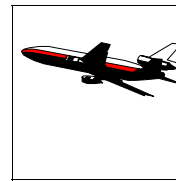
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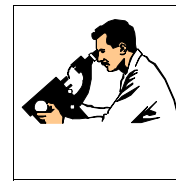
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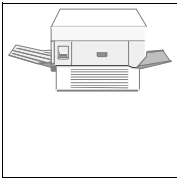
HOUSE.SDW



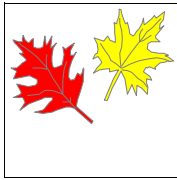
JETPLANE.SDW



LABWORKR.SDW



LASERPTR.SDW



LEAVES.SDW



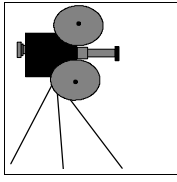
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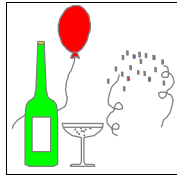
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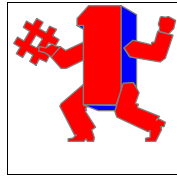
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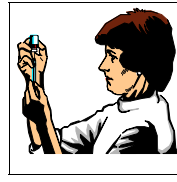
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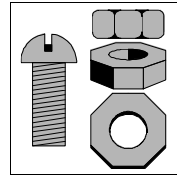
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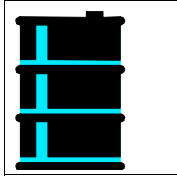
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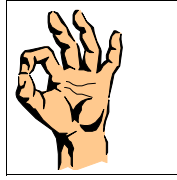
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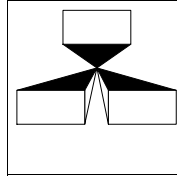
NUTSBOLT.SDW



OILDRUM.SDW



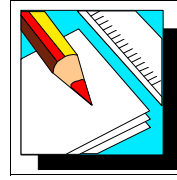
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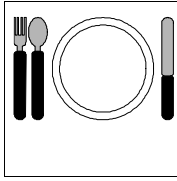
ORGCHART.SDW



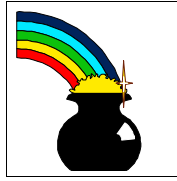
PCSHOOT.SDW



PENICON.SDW



PLACESET.SDW



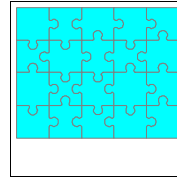
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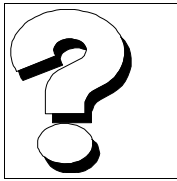
PROICON.SDW



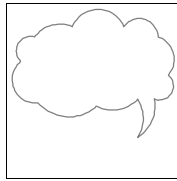
PUMPKIN.SDW



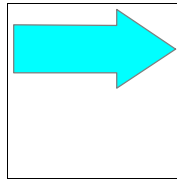
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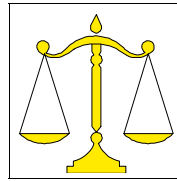
QUESTION.SDW



QUOTE.SDW



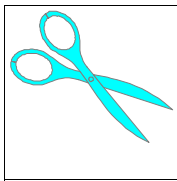
RTARROW.SDW



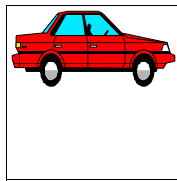
SCALES.SDW



SCIENTST.SDW



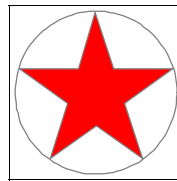
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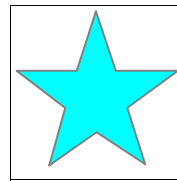
SMALLCAR.SDW



SOLDIER.SDW

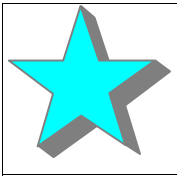


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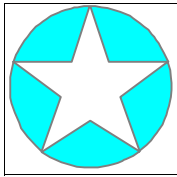


STAR1.SDW





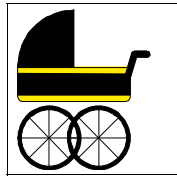
STAR3D.SDW



STARCIRC.SDW



STORYTEL.SDW



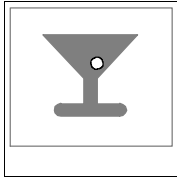
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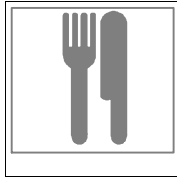
SURGEONS.SDW



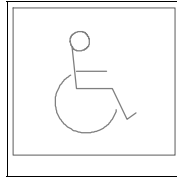
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SYM\_DRNK.SDW



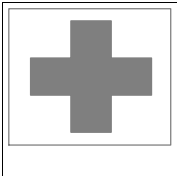
SYM\_FOOD.SDW



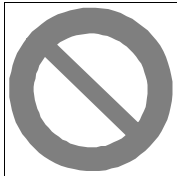
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SYM\_MAN.SDW



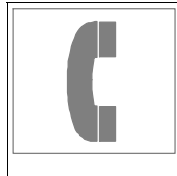
SYM\_MED.SDW



SYM\_NO.SDW



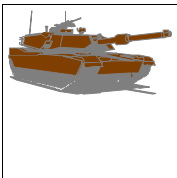
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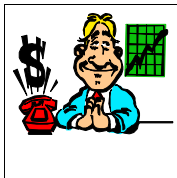
SYM\_PHON.SDW



SYM\_WOMN.SDW



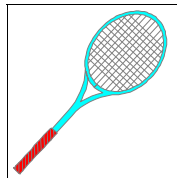
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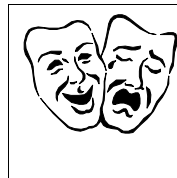
TELERING.SDW



TELEWAIT.SDW



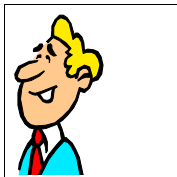
TENNIS.SDW



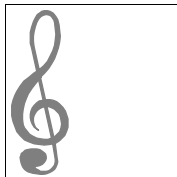
THEAMASK.SDW



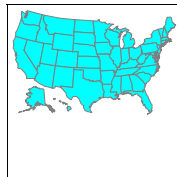
THUMSUP.SDW



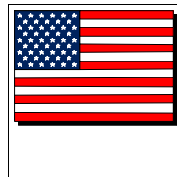
TOONFACE.SDW



TREBCLEF.SDW



USA.SDW



USAFLAG.SDW

---

# C

## ANSI & ASCII Character Sets

This appendix contains a list of all the characters available in Ami Pro. To display a character on the screen, hold ALT and type the numbers to the right of the symbol using the numeric keypad with NUMLOCK enabled.

**Note** The number keys along the top of the keyboard will not work.

---

**ANSI character set** Microsoft Windows and Ami Pro use the ANSI character set to display text on the screen.

	!	033	6	054
	"	034	7	055
<i>Depending on your printer and installed fonts, you may not be able to print all these characters. A bullet or a space may print instead of the desired character.</i>	#	035	8	056
	\$	036	9	057
	%	037	:	058
	&	038	;	059
	'	039	<	060
	(	040	=	061
	)	041	>	062
	*	042	?	063
	+	043	@	064
	,	044	A	065
<i>ANSI characters 000 through 032 do not have conversions.</i>	-	045	B	066
	.	046	C	067
	/	047	D	068
	0	048	E	069
	1	049	F	070
	2	050	G	071
	3	051	H	072
	4	052	I	073
	5	053	J	074

K	075	q	0113
L	076	r	0114
M	077	s	0115
N	078	t	0116
O	079	u	0117
P	080	v	0118
Q	081	w	0119
R	082	x	0120
S	083	y	0121
T	084	z	0122
U	085	{	0123
V	086		0124
W	087	}	0125
X	088	~	0126
Y	089	(none)	0127
Z	090	(none)	0128
[	091	(none)	0129
\	092	,	0130
]	093	f	0131
^	094	”	0132
_	095	...	0133
`	096	†	0134
a	097	‡	0135
b	098	^	0136
c	099	‰	0137
d	0100	Š	0138
e	0101	<	0139
f	0102	Œ	0140
g	0103	(none)	0141
h	0104	(none)	0142
i	0105	(none)	0143
j	0106	(none)	0144
k	0107	‘	0145
l	0108	’	0146
m	0109	“	0147
n	0110	”	0148
o	0111	•	0149
p	0112	– (en dash)	0150

*ANSI characters marked  
(none) may not display on  
the screen, and may print as  
a bullet or a space.*

— (em dash)	0151	½	0189
~	0152	¾	0190
™	0153	¿	0191
š	0154	À	0192
>	0155	Á	0193
œ	0156	Â	0194
(none)	0157	Ã	0195
(none)	0158	Ä	0196
ÿ	0159	Å	0197
(space)	0160	Æ	0198
ı	0161	Ç	0199
ć	0162	È	0200
£	0163	É	0201
ⱥ	0164	Ê	0202
¥	0165	Ë	0203
ı	0166	Ì	0204
§	0167	Í	0205
¨	0168	Î	0206
©	0169	Ï	0207
ª	0170	Ð	0208
«	0171	Ñ	0209
¬	0172	Ò	0210
-	0173	Ó	0211
®	0174	Ô	0212
-	0175	Õ	0213
°	0176	Ö	0214
±	0177	×	0215
²	0178	Ø	0216
³	0179	Ù	0217
´	0180	Ú	0218
µ	0181	Û	0219
¶	0182	Ü	0220
·	0183	Ý	0221
¸	0184	Þ	0222
¹	0185	ß	0223
º	0186	à	0224
»	0187	á	0225
¼	0188	â	0226

ã	0227	ó	0243
ä	0228	ô	0244
à	0229	õ	0245
æ	0230	ö	0246
ç	0231	÷	0247
è	0232	ø	0248
é	0233	ù	0249
ê	0234	ú	0250
ë	0235	û	0251
ì	0236	ü	0252
í	0237	ý	0253
î	0238	þ	0254
ï	0239	ÿ	0255
ð	0240		
ñ	0241		
ò	0242		

## US ASCII character set

The ASCII character set uses different characters from the ANSI character set for characters above 128.

**Note** Hold ALT and type the number to the right of the symbol using the numeric keypad with NUMLOCK enabled. Do not type a "0" before the number.

Ç	128	á	160
ü	129	í	161
é	130	ó	162
â	131	ú	163
ä	132	ñ	164
à	133	Ñ	165
á	134	ª	166
ç	135	º	167
ê	136	¿	168
ë	137	–	169
è	138	¬	170
ï	139	½	171
î	140	¼	172
ì	141	¡	173
Ä	142	«	174
Å	143	»	175
É	144	—	176
æ	145	—	177
Æ	146	—	178
ô	147	¡	179
ö	148	¡	180
ò	149	¡	181
û	150	¡	182
ù	151	+	183
ÿ	152	+	184
Ö	153	¡	185
Ü	154	¡	186
ç	155	+	187
£	156	+	188
¥	157	+	189
ƒ	158	+	190
ƒ	159	+	191

*Many of the ASCII  
Characters display as \_, |,  
or + characters because they  
do not have ANSI  
equivalents. However, if  
your printer is capable of  
printing the characters, they  
should print correctly.*

+	192	—	224
-	193	β	225
-	194	—	226
+	195	¶	227
-	196	—	228
+	197	—	229
∣	198	μ	230
∣	199	—	231
+	200	—	232
+	201	—	233
-	202	—	234
-	203	—	235
∣	204	—	236
-	205	—	237
+	206	—	238
-	207	—	239
-	208	—	240
-	209	±	241
-	210	—	242
+	211	—	243
+	212	—	244
+	213	—	245
+	214	÷	246
+	215	—	247
+	216	°	248
+	217	•	249
+	218	·	250
-	219	—	251
-	220	n	252
∣	221	²	253
-	222	—	254
-	223	—	255

---

# D

## Switching from WordPerfect to Ami Pro

---

### Switching from WordPerfect to Ami Pro

The WordPerfect SwitchKit enables you to produce Ami Pro documents while using familiar WordPerfect commands. Using the SwitchKit you can:

- Learn Ami Pro key combinations and menu commands.
- Demonstrate instructions for Ami Pro tasks.
- Convert WordPerfect documents to Ami Pro documents.

---

### Installing the WordPerfect SwitchKit

If you installed Ami Pro, but did not install the WordPerfect SwitchKit, you can install the SwitchKit by following the instructions below.

---

#### To install the WordPerfect SwitchKit

1. Start the Install program.
2. In the Main Menu dialog box, choose Install Ami Pro.
3. In the Install Choices dialog box, choose Ami Pro Custom Install.
4. In the Windows or NewWave Installation dialog box, choose Windows or NewWave.  
Ami Pro displays the Specifying Options and Directories dialog box.
5. Deselect all but one of the options. For example, deselect all of the options except the Help option.  
**Note** You must select at least one option to install the SwitchKit.
6. Choose OK.  
Ami Pro displays the WordPerfect SwitchKit Installation dialog box.
7. Choose Install SwitchKit.



8. Choose OK.  
Ami Pro installs the SwitchKit.
9. Choose Exit Install.

## Starting the SwitchKit

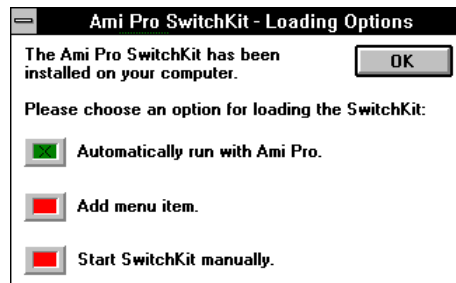
You can start the SwitchKit:

- Automatically each time you load Ami Pro
- From the Help menu
- By playing the SWITCH.SMM macro

## To specify SwitchKit load options

1. Load Ami Pro.

The first time you load Ami Pro, the QuickStart Tutorial menu displays. Choose Exit Tutorial. Ami Pro displays the SwitchKit Loading Options dialog box.



2. Choose the desired option.

### **Automatically run with Ami Pro**

The SwitchKit runs each time you load Ami Pro.

?Help For information, refer to “To start the SwitchKit whenever Ami Pro is loaded” in this appendix.

### **Add menu item**

Ami Pro adds For WordPerfect Users to the Help menu.

?Help For information, refer to “To start the SwitchKit from the Help menu” in this appendix.

### **Start SwitchKit manually**

You can run the SwitchKit as a macro.

?Help For information, refer to “To start the SwitchKit manually” in this appendix.

3. Choose OK.

---

**To start the SwitchKit whenever Ami Pro is loaded**

You can start the SwitchKit every time you load Ami Pro by choosing Automatically run with Ami Pro in the Ami Pro SwitchKit Loading Options dialog box.

**?Help** You can also select Auto run in the SwitchKit Options dialog box. For information, refer to “To customize the SwitchKit screen display” in this appendix.

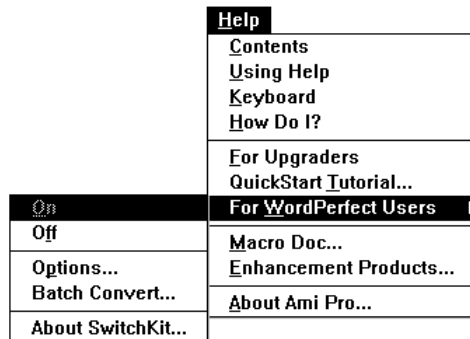
Ami Pro starts the SwitchKit and displays the instruction window on the screen. As you work, Ami Pro provides step-by-step instructions for the tasks you want to perform.




---

**To start the SwitchKit from the Help menu**

If you choose Add menu item in the SwitchKit Loading Options dialog box, Ami Pro adds For WordPerfect Users to the Help menu.



1. Choose Help/For WordPerfect Users.
2. Choose On to start the SwitchKit.

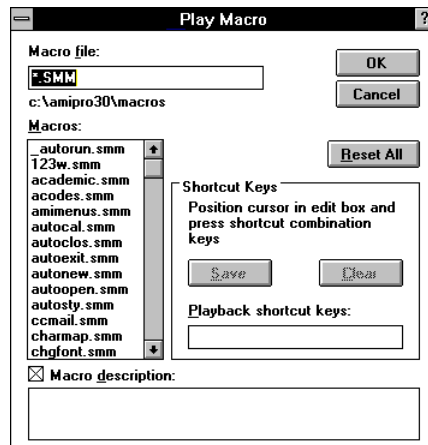
Ami Pro starts the SwitchKit and displays the instruction window on the screen. As you work, Ami Pro provides step-by-step instructions for the tasks you want to perform.

---

### To start the SwitchKit manually

You can run the SwitchKit at any time as a macro even if you didn't specify Automatically run with Ami Pro in the SwitchKit Loading Options dialog box.

1. Choose Tools/Macros.
2. Choose Playback.



3. Select SWITCH.SMM.
4. Choose OK.

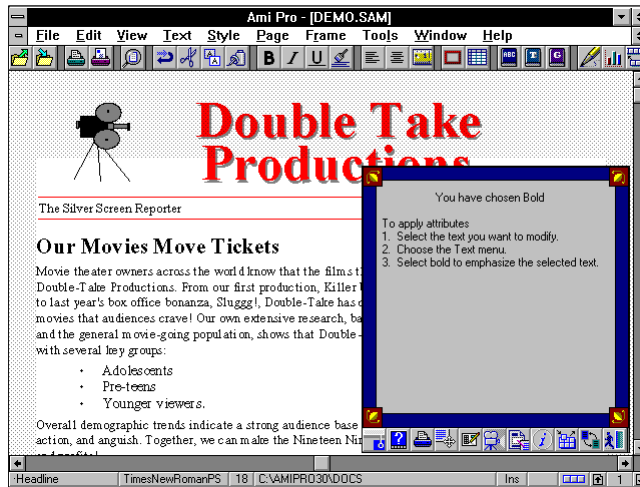
Ami Pro starts the SwitchKit and displays the instruction window on the screen. As you work, Ami Pro provides step-by-step instructions for the tasks you want to perform.

---

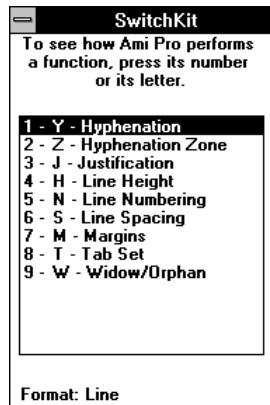
### Using the SwitchKit

The SwitchKit allows you to work in Ami Pro without worrying about losing data if you enter WordPerfect commands by mistake.

If the SwitchKit is running and you type a keystroke, Ami Pro displays the instruction window. For example, press **F6** and Ami Pro displays a window with instructions explaining how to bold text.



If you press a WordPerfect key combination that is several levels deep, such as **SHIFT+F8+1+3**, Ami Pro displays an instruction window explaining which key combinations Ami Pro uses to left align, right align, center, or justify selected text.



Choose the desired option or press **ESC** to hide the instruction window.



**Mouse** Click the Close SwitchKit Window icon.

---

## To use the SwitchKit SmartIcons

The SwitchKit comes with several SmartIcons that represent SwitchKit functions. They work the same way Ami Pro SmartIcons work: single-click access to the features you use most. Simply click the icon to perform the function.

**?Help** You can also use keyboard shortcuts. For information, refer to “Using keyboard shortcuts” in this appendix.



### Close SwitchKit Window

Closes the SwitchKit Window.



### Context Sensitive Help

Displays the online Help window.



### Print Instructions

Prints the current instructions in the SwitchKit window.



### Move Window

Moves the SwitchKit window clockwise to a corner of the Ami Pro window.



### SwitchKit Options

Displays the SwitchKit Options dialog box.



### Demonstrate Steps

Leads you through the steps for performing an Ami Pro command.

**?Help** You can control the speed of the demonstration. For information, refer to “To customize the SwitchKit” in this appendix.



### Copy Instructions

Copies the current instructions in the SwitchKit window to the current document.



### SwitchKit SmartIcons

Provides a brief description of each of the SwitchKit SmartIcons.



### Customize SmartIcons

Displays the SmartIcons dialog box.



### Batch File Convert

Displays the Batch Convert dialog box.



### Exit SwitchKit

Exits the SwitchKit.

## Converting WordPerfect files

You can import your WordPerfect files into Ami Pro in a single step. Ami Pro recognizes fonts, text attributes such as italics and bold, and formatting such as centered text, tables and graphics.

**?Help** For more information about importing WordPerfect Files, choose Help/Contents, How do I, and then choose Importing and Exporting Files.

The Batch Converter program converts multiple WordPerfect files into Ami Pro format quickly and easily. You can specify separate files or whole subdirectories of WordPerfect files to be converted at once.

Once you have imported your WordPerfect file into Ami Pro, you can edit, save, or print, just as you would any Ami Pro file.

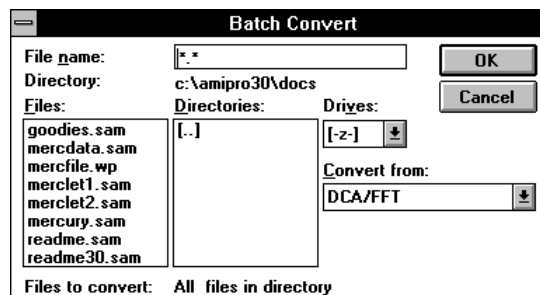
## To convert WordPerfect files to Ami Pro documents

The SwitchKit converts all the files you select. The Ami Pro documents are stored in the same directory as the original WordPerfect files.

1. Choose Help/For WordPerfect Users.

**Shortcut** Click the Batch Convert icon and go to step 3.

2. Choose Batch Convert.



3. In the Convert from list box, select the desired WordPerfect format.
4. In the Drives list box, select the drive where the WordPerfect files are located.
5. In the Directories list box, select the directory where the WordPerfect files are located.
6. In the Files list box, select the names of any files you want to convert.

When Ami Pro converts WordPerfect files, the file names remain the same, but the extensions are changed to .SAM. If multiple documents use the same file name, Ami Pro adds sequential numbers to each file with the same name.

After all the files have been converted, Ami Pro displays a message indicating that the files have been successfully converted.

---

## Customizing the SwitchKit

You can customize how the SwitchKit window displays on the screen and the speed of the SwitchKit demonstrations. You can also customize the SwitchKit SmartIcons.

---

### To customize the SwitchKit screen display



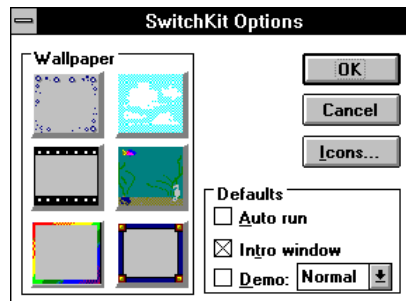
1. Start the SwitchKit.

**?Help** For information, refer to “Starting the SwitchKit” in this appendix.

2. Choose Help/For WordPerfect Users.

**Shortcut** Click the SwitchKit Options icon and go to step 4.

3. Choose Options.



4. Select the desired Wallpaper design for the SwitchKit window.

**Mouse** Click the desired pattern.

**Keyboard** Press **TAB** until the desired pattern is selected and press **SPACEBAR** to choose the pattern.

5. Select the desired Defaults.

**Auto run**

The SwitchKit runs each time you load Ami Pro.

### Intro window

The SwitchKit instruction window displays every time you start the SwitchKit.

### Demo

The SwitchKit runs a demonstration of equivalent Ami Pro key combinations every time the instruction window displays. You can select Normal or Fast as the speed for SwitchKit demonstrations.

6. If you want to customize the SwitchKit SmartIcons, choose Icons.

?**Help** For information, refer to “To customize SwitchKit SmartIcons” in this appendix.

7. Choose OK to return to the SwitchKit Options dialog box.
8. Choose OK to return to the document.

---

### To show or hide menus

Choose View/Show Clean Screen to choose whether or not to display the Ami Pro menus or other parts of the Ami Pro window.

?**Help** For information, refer to “Displaying the parts of an Ami Pro window” in Chapter 10.

---

### To customize SwitchKit SmartIcons

You can specify the position and order of the SwitchKit SmartIcons, create a new icon set, delete an icon set, and specify a display size for the SmartIcons.

1. Choose Help/For WordPerfect Users.



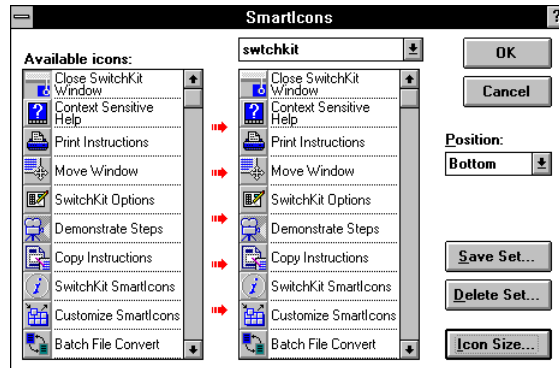
**Shortcut** Click the Customize SmartIcons icon and go to step 4.

2. Choose Options.

Ami Pro displays the SwitchKit Options dialog box.



## 3. Choose Icons.



## 4. Make the desired changes.

**?Help** For information, refer to “Understanding SmartIcons” in Chapter 2.

## 5. Choose OK to return to the SwitchKit Options dialog box.

If you clicked the Customize SmartIcons icon, choose OK to return to the document.

## 6. Choose OK to return to the document.

---

## Using About SwitchKit

You can display information about the SwitchKit—release number, video resolution, and copyright.

---

### To use About SwitchKit

1. Choose Help/For WordPerfect Users.
2. Choose About SwitchKit.



## 3. Choose OK.

## Learning Ami Pro terminology

You can be productive faster if you understand important terminology before using Ami Pro.

### Using the Terminology Table

In the table below, the left column lists the WordPerfect terms, the right column lists the equivalent Ami Pro terms. If there is not functionally equivalent term, an explanation is provided.








<i>WordPerfect Term</i>	<i>Ami Pro Term</i>
Base Font	See <b>Styles</b> in this table.
Block	When text is selected, you can type over it, delete it, move it, copy it, or modify its appearance by changing the font, alignment, indentation, spacing, and attributes.  <b>?Help</b> For information, refer to “Selecting Text” in Chapter 5.
Border, Box	An Ami Pro <b>frame</b> is like a picture frame. You can place text or a picture inside it. The frame is not affected by the formatting of the main document. Main document text can wrap around the frame, flow behind or through the frame, or flow above and below the frame.  <b>?Help</b> For information, refer to “Understanding Frames” in Chapter 15.
Codes	Ami Pro is a WYSIWYG (What You See Is What You Get) application. Because the screen display is identical to your printed page, there is no need for codes. Any changes you make to your document onscreen are automatically reflected in the printed document.
Cursor	In Ami Pro, you have the advantage of being able to use a <b>mouse</b> to navigate quickly. You can move the mouse pointer to the desired location in your text, then click the left (primary) mouse button to position the <b>insertion point</b> at that location.
Graphics box	See <b>Borders</b> in this table.




















<i>WordPerfect Term</i>	<i>Ami Pro Term</i>
Leading/Kerning	<p>In Ami Pro, you can adjust the line spacing, spacing between paragraphs, and text spacing.</p> <p><b>?Help</b> For information, refer to “To modify paragraph style spacing” in Chapter 7 and “Applying line spacing to selected text” in Chapter 6. For information about pair kerning, refer to “To set typographic options” in Chapter 3.</p>
Line Draw	<p>Ami Pro provides a variety of <b>Drawing</b> tools, represented by icons, which you can use to create objects such as lines, circles, or squares.</p> <p><b>?Help</b> For information, refer to “Creating a drawing” in Chapter 17.</p>
Line Spacing	See <b>Leading</b> and <b>Styles</b> in this table.
Print Preview	Because all Ami Pro views are WYSIWYG, there is no need for a Print Preview. Your documents appear on screen exactly as they will on the printed page. All Ami Pro views, except Facing Pages, are fully editable.
Renumber	<p>The <b>Number List</b> paragraph style automatically updates numbered lists, even if you insert additional items in the middle of the list. Footnotes and endnotes are also automatically re-numbered by Ami Pro.</p> <p><b>?Help</b> For information, refer to “To modify paragraph style bullets &amp; numbers” in Chapter 7 and “Using footnotes” in Chapter 25.</p>
Reveal Codes	Because Ami Pro is a WYSIWYG (What You See Is What You Get) application, there is no need for codes. The screen display is identical to the printed page.
Subdocuments	<p>Using <b>Master Document</b> you can create one table of contents and index for multiple Ami Pro documents.</p> <p><b>?Help</b> For information, refer to “Understanding Master Document” in Chapter 26.</p>

<i>WordPerfect Term</i>	<i>Ami Pro Term</i>
Styles	<p>In Ami Pro, each paragraph in a document has a paragraph style. However, you do not need to manually assign a paragraph style to every paragraph. Ami Pro usually defaults to the Body Text paragraph style and continues to use that paragraph style until you change to another one.</p> <p><b>?Help</b> For information, refer to “Assigning Paragraph Styles” in Chapter 4 and “Understanding paragraph styles” in Chapter 7.</p>
Templates	<p>A <b>style sheet</b> is a file you use as a template to format a document. Each Style Sheet contains formatting instructions for multiple paragraph styles and one page layout. Ami Pro provides many style sheets to help you create consistent, professional-looking documents.</p> <p><b>?Help</b> For information, refer to “Understanding style sheets” in Chapter 9 or the <i>Ami Pro Style Sheet Guide</i>.</p>
























## Using keyboard shortcuts




The following table provides a list of keyboard shortcuts for performing WordPerfect 5.0 and 5.1 commands.

<i>Functions</i>	<i>WordPerfect Commands</i>	<i>Ami Pro Commands</i>	<i>SmartIcons</i>
Block On/Off	ALT+F4	Mouse or SHIFT+↑, ↓, →, or ←	
Bold	F6	Style/Modify Style; Text/Bold; CTRL+B	
Center Page (top to bottom)	SHIFT+F8, 2, 1	Page/Breaks/Insert	
Center Text	SHIFT+F6	Style/Modify Style; Text/Alignment/Center; CTRL+E	
Charting	Not supported	Tools/Charting	
Columns Text	ALT+F7, 1 (ALT+F7, 1, 3)	Page/Modify Page Layout	
Move (Copy/Cut)	CTRL+F4	Edit/Copy; CTRL+C; CTRL+INS; Edit/Cut; CTRL+X; SHIFT+DEL	 

<i>Functions</i>	<i>WordPerfect Commands</i>	<i>Ami Pro Commands</i>	<i>SmartIcons</i>
Date, Set/Insert/Function	<b>SHIFT+F5, 1, 2, 3</b>	Edit/Insert Date	
Drawing	Not supported	Tools/Drawing	
Exit	<b>F7</b>	File/Exit	
File Open/ Retrieve	<b>F5, 1</b>	File/Open; <b>CTRL+O</b>	
Flush Right	<b>ALT+F6</b>	Style/Modify Style; Text/Alignment/Right	
Footers	<b>SHIFT+F8, 2, 4</b>	Page/Header/Footer	
Footnotes/Endnotes	<b>CTRL+F7</b>	Tools/Footnotes	
Frame Create	Not supported	Frame/Create Frame	
Graphics	<b>ALT+F9, 1</b>	File/Import Picture	
Headers	<b>SHIFT+F8, 2, 3</b>	Page/Header/Footer	
Help	<b>F3</b>	Help Menu; <b>F1, SHIFT+F1</b>	
Import Picture	<b>ALT+F9, 1</b>	File/Import Picture	
Right Indent	<b>SHIFT+F4</b>	Style/Modify Style; Text/Indentation	
Indent	<b>F4</b>	Style/Modify Style; Text/Indentation	
Italic	<b>CTRL+F8, 2</b>	Text/Italic	
Justify	<b>SHIFT+F8, 1, 3</b>	Style/Modify Style; Text/Alignment/Justify	
Line Spacing	<b>SHIFT+F8, 1, 6</b>	Style/Modify Style; Text/Spacing	
Margins (Left/Right)	<b>SHIFT+F8, 1, 7</b>	Page/Modify Page Layout	
Margins (Top/Bottom)	<b>SHIFT+F8, 2, 5</b>	Page/Modify Page Layout	
Outline On/Off	<b>SHIFT+F5, 4, 1 or 2</b>	View/Outline Mode	
Overstrike	<b>SHIFT+F8, 4, 5</b>	Text/Special Effects or Tools/Revision Marking	
Page Break, Hard	<b>CTRL+ENTER</b>	Page/Breaks	
Page Numbers, Set	<b>SHIFT+F8, 2, 6</b>	Page/Page Numbering	
Paste Text	<b>CTRL+F4</b>	Edit/Paste; <b>SHIFT+INS; CTRL+V</b>	

**Appendix D: Switching from WordPerfect to Ami Pro 593**

<i>Functions</i>	<i>WordPerfect Commands</i>	<i>Ami Pro Commands</i>	<i>SmartIcons</i>
Print Options	<b>SHIFT+F7</b>	File/Print; <b>CTRL+P</b>	
Print Preview	<b>SHIFT+F7, 6</b>	View/Full Page	
Redline	<b>CTRL+F8, 2, 8</b>	Tools/Revision Marking	
Retrieve File	<b>SHIFT+F10</b>	File/Open; <b>CTRL+O</b>	
Reveal Codes On/Off	<b>ALT+F3</b>	View/View Preferences	
Save	<b>F10</b>	File/Save; File/Save As; <b>CTRL+S</b>	
Search and Replace	<b>ALT+F2</b>	Edit/Find & Replace	
Sort	<b>CTRL+F9, 2</b>	Tools/Sort	
Spell Checker	<b>CTRL+F2</b>	Tools/Spell Check	
Strikeout	<b>CTRL+F8, 2</b>	Tools/Revision Marking	
Tab, Set	<b>SHIFT+F8, 1, 8</b>	Style/Modify Style; Page/Ruler/Insert	
Tab Align	<b>CTRL+F6</b>	Style/Modify Style; Page/Ruler/Insert	
Tables	<b>(ALT+F7, 2)</b>	Tools/Tables	
Thesaurus	<b>ALT+F1</b>	Tools/Thesaurus	
Underline On/Off	<b>F8</b>	Text/Underline; <b>CTRL+U</b>	
Undo	<b>F1</b>	Edit/Undo; <b>ALT+BACKSPACE</b> ; <b>CTRL+Z</b>	
Close SwitchKit Window	Not applicable	<b>ESC</b>	
Context Sensitive Help	Not applicable	<b>CTRL+SHIFT+H</b>	
Print Instructions	Not applicable	<b>CTRL+SHIFT+P</b>	
Move Window	Not applicable	<b>CTRL+SHIFT+V</b>	
SwitchKit Options	Not applicable	Not applicable	
Copy Instructions	Not applicable	<b>CTRL+SHIFT+C</b>	
SwitchKit SmartIcons	Not applicable	<b>CTRL+SHIFT+I</b>	

<i>Functions</i>	<i>WordPerfect Commands</i>	<i>Ami Pro Commands</i>	<i>SmartIcons</i>
Customize SwitchKit SmartIcons	Not applicable	CTRL+SHIFT+S	
Batch File Convert	Not applicable	Not applicable	
Exit SwitchKit	Not applicable	CTRL+SHIFT+X	

---

## Disabling the SwitchKit

As you become more familiar with Ami Pro, you may want to disable the SwitchKit.

---

### To disable the SwitchKit



1. Choose Help/For WordPerfect Users.

**Shortcut** Click the Exit SwitchKit icon to deactivate the SwitchKit.

2. Choose Off.

Ami Pro deactivates the SwitchKit.

You can enable the SwitchKit again by choosing Help/For WordPerfect Users and then choosing On.

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Bold \_\_\_\_\_ **these are different text attributes**

Italic \_\_\_\_\_ *these are different text attributes*

Underline \_\_\_\_\_ these are different text attributes

these are different text attributes \_\_\_\_\_ Word Underline

these are different text attributes \_\_\_\_\_ Double Underline

these are different text attributes



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<b>two</b>	<b>three</b>
<b>three</b>	
<b>one</b>	<b>one</b>
<b>one</b>	<b>two</b>

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**Joe's Pizzeria • 123 South Pepperoni**

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## Visual Index

### Capitaliz

Lower case \_\_\_\_\_

All caps \_\_\_\_\_ **these are different capitalization**

Initial caps \_\_\_\_\_

**options**

Small caps \_\_\_\_\_

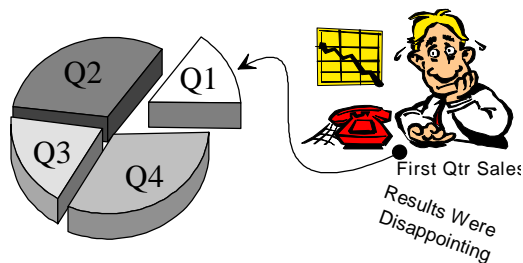
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 explode pie wedges  
 add lines and arrows  
 add clipart  
 rotate text



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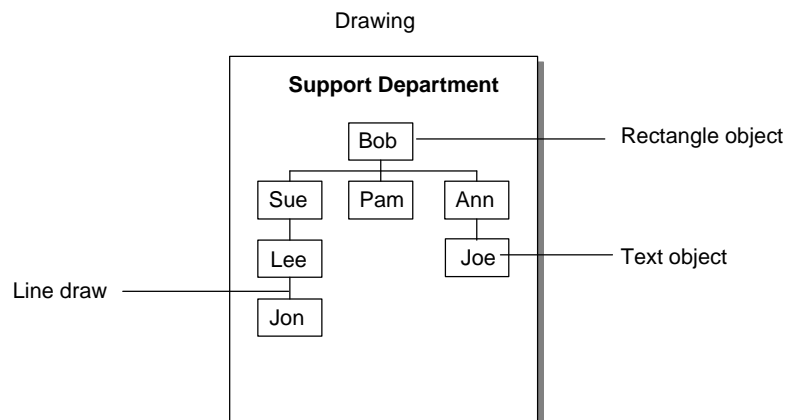
<p>Use Page Layout columns if you want your text to flow from the bottom of one column to</p>	<p>the top of the next column.</p>
---	------------------------------------

**Use**

<p>Use Tables</p>	<p>if you want your text</p>
-------------------	------------------------------

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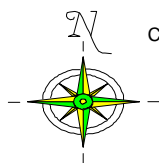


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## Visual Index

### Drawing



Clip art



Bezier curves and arrows

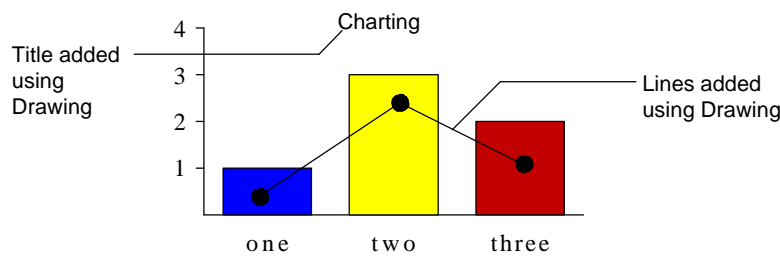


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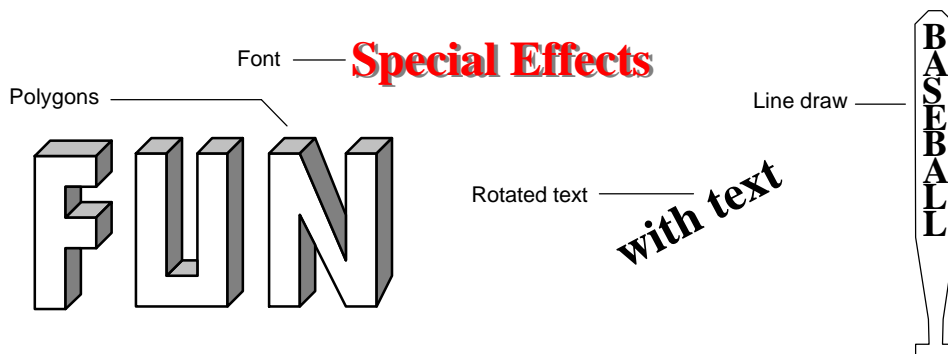




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---

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$\text{Area} = \pi r^2$	$(x + 1) y^2$	$\Delta y = an \sum_1^n$
$E = mc^2$	$(x + 2) y^3$	$\sqrt{x^3} \quad \Pi$
$\Delta ABC$	$a \equiv 1 \quad y^4$	$\int_a^b f(dx) \quad \Psi$
	$y \rightarrow b \frac{dx}{dy}$	$\sqrt{\text{M}\square\blacklozenge} \quad \xi$

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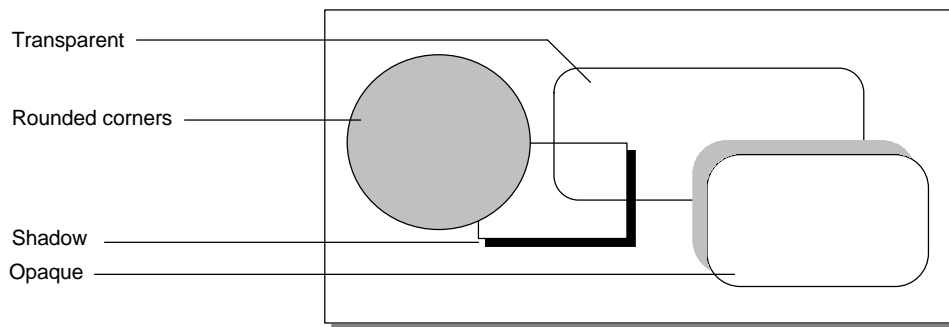
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Dagger footnotes  
set in paragraph  
style

**and in the final analysis, based  
on the assumptions that the  
interest rates will behave**

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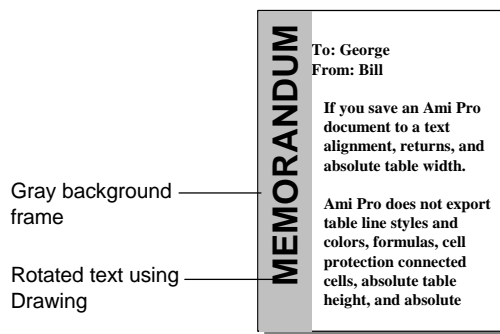
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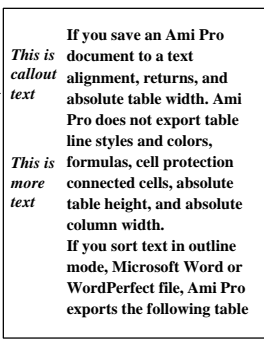


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in a frame in the  
left margin

Frame has no  
lines or shadow



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Frame with black background and  
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Hanging indent — **Note:** This is text that pertains to the note. It is set up to indent on subsequent lines. It will automatically indent to the rest of lines indent when a tab is pressed.



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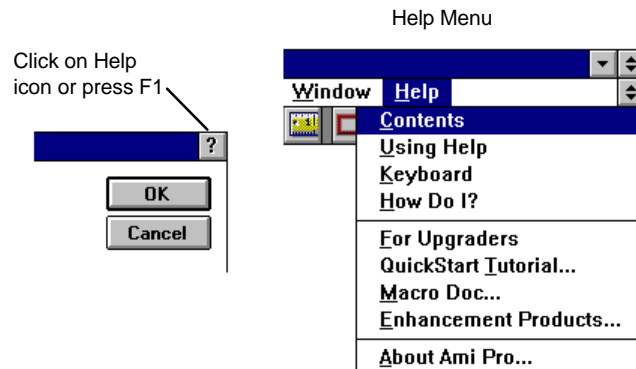
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**Header area**  
**Use main  
 headers &  
 footers for  
 your first**

**Header area**  
**A floating  
 header  
 entered on  
 the first**

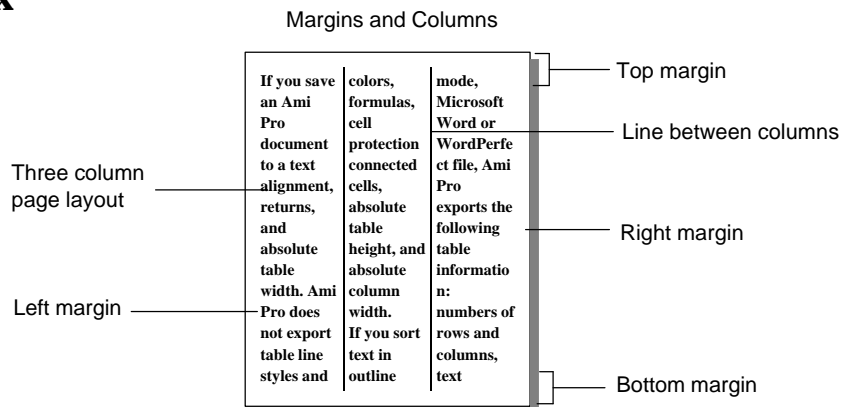
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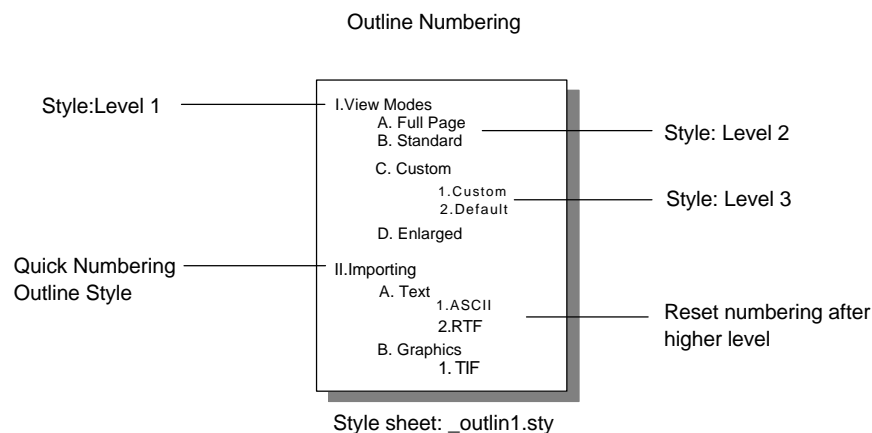
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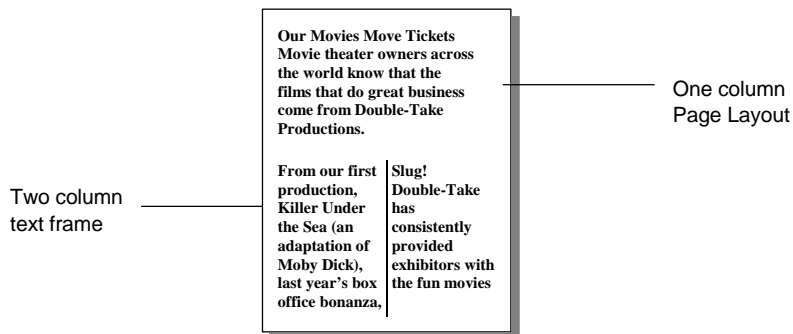
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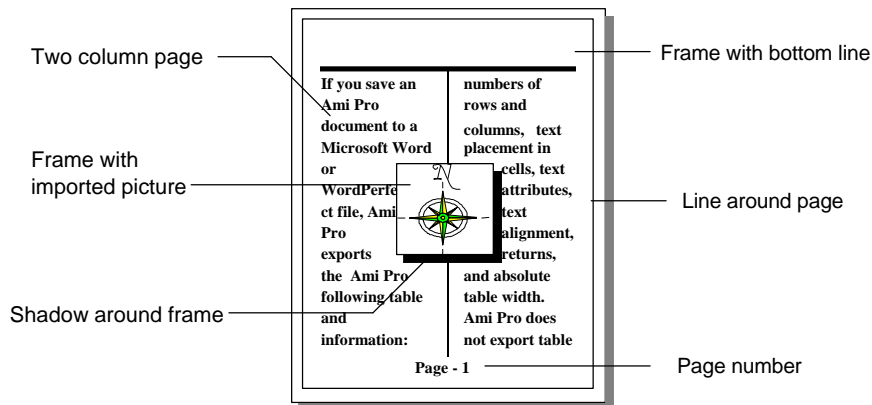
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**ow is the time for all  
good people to come to  
the aid of their country.**

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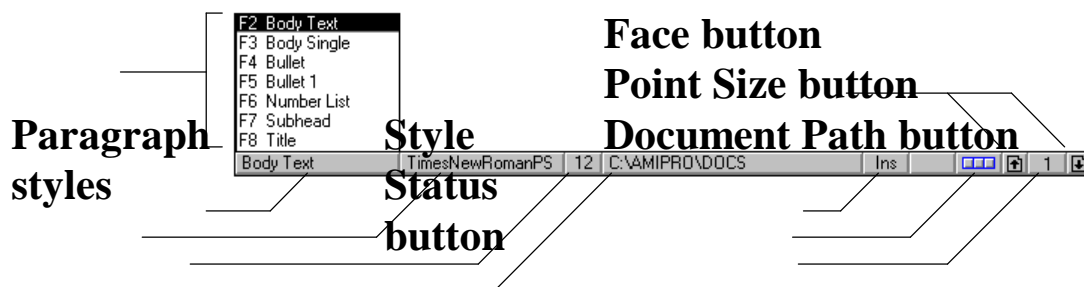
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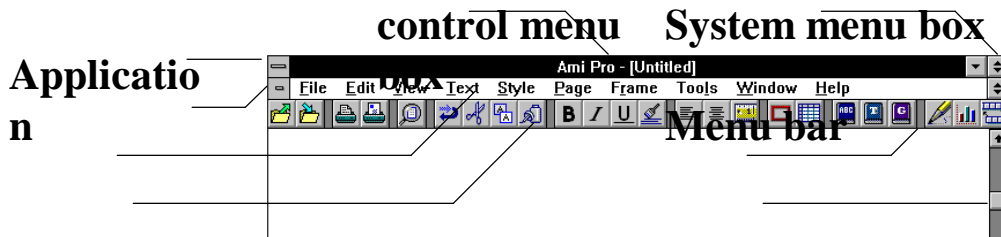
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One	113.23	-223.92	232.32	
Two	203.92	203.87	190.98	
Three	176.23	198.92	123.32	

Connected cells ———

Numeric cell format ———

Negative number cell format ———

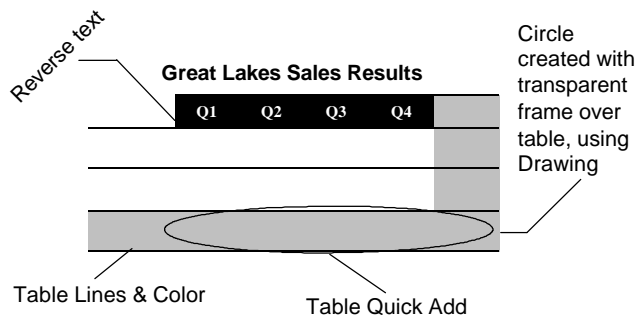
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Connected  
 cells in  
 a table

ORDER INFORMATION	
<b>Yes, I'd like more information about Acme Products:</b>	<b>Address</b> _____

Inserted bullets

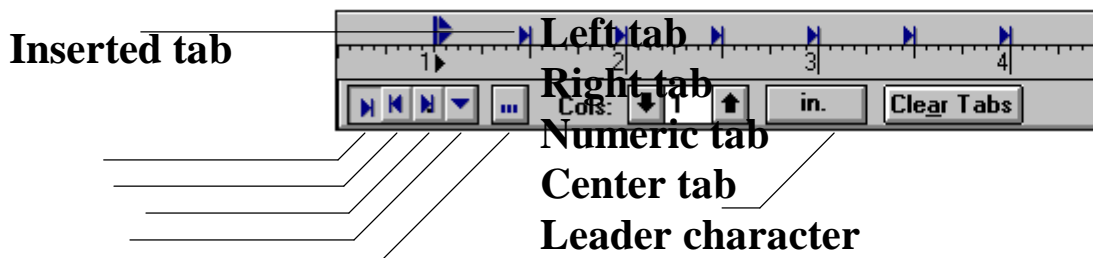
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Right-align tabs  
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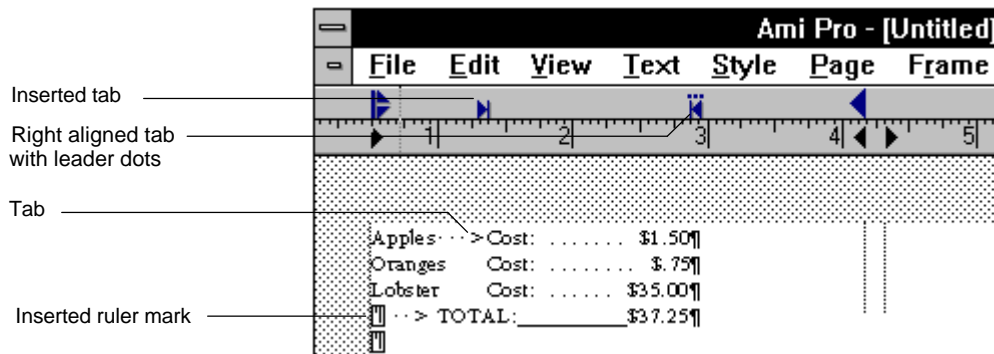
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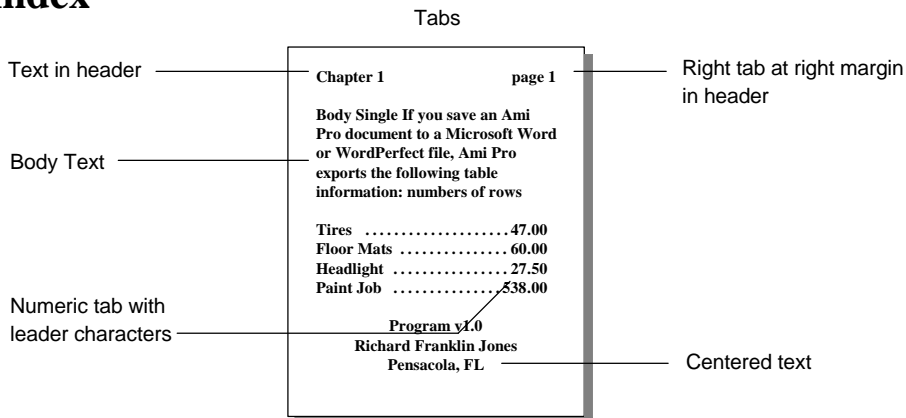
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