

You can also change or suppress headers and footers when creating a section, since creating a section automatically inserts a new page layout. Click on the page where you want to change, not in the header or footer, and choose Create - Section.

Details: Changing or suppressing headers and footers

Start page layout

The options are:

- Within page - Starts the new page layout at the insertion point. Starts the footer change on the current page and the header change on the next page.
- On next page - Creates a page break at the insertion point and starts the new page layout on the following page.
- On odd page - Creates a page break at the insertion point.

If the insertion point is on an odd page, Word Pro inserts a filler page and starts the new page layout on the next odd page. If the insertion point is on an even page, Word Pro starts the new page layout on the next page.

- On even page - Creates a page break at the insertion point.

If the insertion point is on an even page, Word Pro inserts a filler page and starts the new page layout on the next even page. If the insertion point is on an odd page, Word Pro starts the new page layout on the next page.

{button ,AL(`H_CHANGING_OR_SUPPRESSING_HEADERS_AND_FOOTERS_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_SETTING_FILLER_PAGE_OPTIONS_STEPS;H_VERTICALLY_ALIGNING_HEADER_AND_FOOTER_CONTENTS_STEPS;H_HEADERS_AND_FOOTERS_OVER;H_PLACING_LINES_AROUND_HEADERS_AND_FOOTERS_STEPS;H_DISPLAYING_HEADER_AND_FOOTER_AREAS_STEPS;H_SETTING_HEADER_MARGINS_AND_MARGIN_OPTIONS_USING_THE_INFOBOX_STEPS;H_SETTING_FOOTER_MARGINS_AND_MARGIN_OPTIONS_USING_THE_INFOBOX_STEPS;H_UPDATING_THE_CONTENTS_OF_A_HEADER_OR_FOOTER_IN_ALL_DIVISIONS_STEPS',0)} [See related topics](#)

Changing or suppressing headers and footers

1. Place the insertion point on the page, not in the header or footer.
2. From the Page menu, choose Insert Page Layout.



Tip

3. Select the desired page layout in the "Insert page layout with page style" box.
4. Select an option in the "Start page layout" box.
{button ,AL(`H_CHANGING_OR_SUPPRESSING_HEADERS_AND_FOOTERS_DETAILS',1)} [See details](#)
5. Deselect the options for "Use header/footer text from previous page layout."
6. Click Insert.
7. Click in the header or footer area on the desired page and specify the contents, or leave the header or footer blank to suppress.

{button ,AL(`H_CHANGING_OR_SUPPRESSING_HEADERS_AND_FOOTERS_DETAILS',1)} [See details](#)

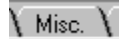
{button ,AL(`H_VERTICALLY_ALIGNING_HEADER_AND_FOOTER_CONTENTS_STEPS;H_SETTING_HEADER_MARGINS_AND_MARGIN_OPTIONS_USING_THE_INFOBOX_STEPS;H_SETTING_FOOTER_MARGINS_AND_MARGIN_OPTIONS_USING_THE_INFOBOX_STEPS;H_HEADERS_AND_FOOTERS_OVER;H_PLACING_LINES_AROUND_HEADERS_AND_FOOTERS_STEPS;H_DISPLAYING_HEADER_AND_FOOTER_AREAS_STEPS;H_UPDATING_THE_CONTENTS_OF_A_HEADER_OR_FOOTER_IN_ALL_DIVISIONS_STEPS',0)} [See related topics](#)

Changing text direction in a header or footer

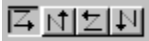
1. Place the insertion point in the header or footer.
2. Click Header Properties or Footer Properties.



3. Click the Misc tab.



4. Click one of the Text direction buttons.



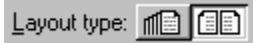
{button ,AL(^H_SETTING_FILLER_PAGE_OPTIONS_STEPS;H_HEADERS_AND_FOOTERS_OVER;H_PLACING_LINES_AROUND_HEADERS_AND_FOOTERS_STEPS;H_DISPLAYING_HEADER_AND_FOOTER_AREAS_STEPS;H_SETTING_THE_PAGE_WHERE_HEADERS_AND_FOOTERS_BEGIN_STEPS;H_SETTING_HEADER_MARGINS_AND_MARGIN_OPTIONS_USING_THE_INFOBOX_STEPS;H_SETTING_FOOTER_MARGINS_AND_MARGIN_OPTIONS_USING_THE_INFOBOX_STEPS',0)} [See related topics](#)

Creating alternating headers and footers

You can use alternating headers and footers to design documents that print on both sides of each page.

Contents for odd (or right page) footers can be different from even (or left page) contents. For example, when you create a book, you can place page numbers for the odd pages on the right side of the page and page numbers for even pages on the left side of each page.

1. Place the insertion point in the header or footer.
2. Click the alternating button as the "Layout type."



3. Type or insert the contents for your header or footer.
4. Go to the next header or footer and type or insert its contents.
Repeat steps 3-4 until you have designed your headers and footers the way you want them.

```
{button ,AL(^H_SETTING_FILLER_PAGE_OPTIONS_STEPS;H_CHANGING_OR_SUPPRESSING_HEADERS_AND_FOOTERS_STEPS;H_VERTICALLY_ALIGNING_HEADER_AND_FOOTER_CONTENTS_STEPS;H_SETTING_THE_PAGE_WHERE_HEADERS_AND_FOOTERS_BEGIN_STEPS;H_CREATING_ALTERNATING_PAGE_LAYOUTS_STEPS;H_PLACING_LINES_AROUND_HEADERS_AND_FOOTERS_STEPS;H_CREATING_A_HEADER_OR_FOOTER_STEPS;H_UPDATING_THE_CONTENTS_OF_A_HEADER_OR_FOOTER_IN_ALL_DIVISIONS_STEPS;H_CREATING_FLOATING_ALTERNATING_HEADERS_AND_FOOTERS',0)} See related topics
```

Details: Creating a header or footer

Cursor position buttons

When you click a cursor position button, the insertion point moves to the appropriate location in the header or footer.

Insert Field button

Select a field from the drop-down list:

- **Last Editor**-- Inserts the initials of the last editor of the document. As different editors work on the document, this field automatically updates to reflect the most recent editor.
- **Today's Date (system)** -- Inserts the current date using the standard short format of the operating system, for example, 4/24/98. This value automatically updates to the current date as the document is edited.
- **Date Created** -- Inserts the date and time the document was created using the standard short format of the operating system, for example, 4/24/98, 10:37:40 AM.
- **Date/Time** -- Displays the Insert Date/Time dialog box, so you can insert a custom date format.
- **Division name** -- Inserts the name of the current division.
- **Size of Document** -- Inserts the size of the document in bytes. As the document is changed, this value updates.
- **Filename** -- Inserts the name of the document.
- **Page Number** -- Inserts the page number in standard Arabic format, for example, 1, 2, 3.
- **Page Numbering** -- Displays the Insert Page Number dialog box so you can insert the page number with options.
- **Page 1 of 1** -- Inserts the page number and the total number of pages in the document. These values are updated automatically as the number of pages in the document changes.
- **Section name** -- Inserts the name of the current section.
- **Other** -- Displays the Insert Power/Document Fields dialog box so you can insert other fields.

Layout type buttons

Displays standard or alternating layout for the headers and footers.

Header Properties or Footer Properties

Displays the Header or Footer InfoBox so you can make layout changes.

{button ,AL('H_CREATING_A_HEADER_OR_FOOTER_STEPS',1)} [Go to procedure](#)

{button ,AL('H_CHANGING_OR_SUPPRESSING_HEADERS_AND_FOOTERS_STEPS;H_VERTICALLY_ALIGNING_HEADER_AND_FOOTER_CONTENTS_STEPS;H_HEADERS_AND_FOOTERS_OVER;H_PLACING_LINES_AROUND_HEADERS_AND_FOOTERS_STEPS;H_DISPLAYING_HEADER_AND_FOOTER_AREAS_STEPS;H_HEADER_AND_FOOTER_STYLES_OVER;H_SETTING_HEADER_MARGINS_AND_MARGIN_OPTIONS_USING_THE_INFOBOX_STEPS;H_SETTING_FOOTER_MARGINS_AND_MARGIN_OPTIONS_USING_THE_INFOBOX_STEPS;H_UPDATING_THE_CONTENTS_OF_A_HEADER_OR_FOOTER_IN_ALL_DIVISIONS_STEPS;H_CREATING_NEWSPAPER_COLUMNS_IN_A_HEADER_STEPS;H_CREATING_NEWSPAPER_COLUMNS_IN_A_FOOTER_STEPS',0)} [See related topics](#)

Creating a header or footer

1. Click in the header or footer area.
Word Pro displays the Header/Footer bar.
 2. Click the left "Cursor position" button.
 3. Type the text you want to appear on the left side of the header or footer, or click Insert Field to insert a field at the insertion point.
 4. Click the center and right cursor buttons, and repeat Step 3.
 5. To place lines or a background in the header or footer or to make other layout changes, click Header Properties or Footer Properties.
 6. If you want to close the Header/Footer bar, click Done.
-

{button ,AL('H_CREATING_A_HEADER_OR_FOOTER_DETAILS',1)} [See details](#)

{button ,AL('H_HEADER_FOOTER_BAR_OVER;H_INSERTING_A_FIELD_IN_A_HEADER_OR_FOOTER;H_CHANGING_OR_SUPPRESSING_HEADERS_AND_FOOTERS_STEPS;H_VERTICALLY_ALIGNING_HEADER_AND_FOOTER_CONTENTS_STEPS;H_HEADERS_AND_FOOTERS_OVER;H_PLACING_LINES_AROUND_HEADERS_AND_FOOTERS_STEPS;H_DISPLAYING_HEADER_AND_FOOTER_AREAS_STEPS;H_HEADER_AND_FOOTER_STYLES_OVER;H_SETTING_HEADER_MARGINS_AND_MARGIN_OPTIONS_USING_THE_INFOBOX_STEPS;H_SETTING_FOOTER_MARGINS_AND_MARGIN_OPTIONS_USING_THE_INFOBOX_STEPS;H_UPDATING_THE_CONTENTS_OF_A_HEADER_OR_FOOTER_IN_ALL_DIVISIONS_STEPS;H_CREATING_NEWSPAPER_COLUMNS_IN_A_HEADER_STEPS;H_CREATING_NEWSPAPER_COLUMNS_IN_A_FOOTER_STEPS',0)} [See related topics](#)

Details: Creating floating alternating headers and footers

Start page layout

The options are:

- Within page - Starts the new page layout at the insertion point. Starts the header change on the next page. Starts the footer change on the current page.

If you insert or delete information on pages prior to the layout change, the location of the layout will also change. This could affect the placement of the headers and footers.

- On next page - Creates a page break at the insertion point and starts the new page layout on the following page.
- On odd page - Creates a page break at the insertion point.

If the insertion point is on an odd page, Word Pro inserts a filler page and starts the new page layout on the next odd page. If the insertion point is on an even page, Word Pro starts the new page layout on the next page.

- On even page - Creates a page break at the insertion point.

If the insertion point is on an even page, Word Pro inserts a filler page and starts the new page layout on the next even page. If the insertion point is on an odd page, Word Pro starts the new page layout on the next page.

If the odd and even page layouts are set for a starting page, Word Pro adds or removes a filler page as needed to ensure the correct starting page.

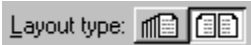
{button ,AL('H_CREATING_FLOATING_ALTERNATING_HEADERS_AND_FOOTERS_STEPS',1)} [Go to procedure](#)
{button ,AL('H_SETTING_FILLER_PAGE_OPTIONS_STEPS;H_CHANGING_OR_SUPPRESSING_HEADERS_AND_FOOTERS_STEPS;H_VERTICALLY_ALIGNING_HEADER_AND_FOOTER_CONTENTS_STEPS;H_CREATING_ALTERNATING_PAGE_LAYOUTS_STEPS;H_PLACING_LINES_AROUND_HEADERS_AND_FOOTERS_STEPS;H_CREATING_A_HEADER_OR_FOOTER_STEPS',0)} [See related topics](#)

Creating floating alternating headers and footers

1. Place the insertion point on the page, not in the header or footer.
2. From the Page menu, choose Insert Page Layout.



3. Select the desired page layout in the "Insert page layout with page style" box.
4. Select an option in the "Start page layout" box.
{button ,AL('H_CREATING_FLOATING_ALTERNATING_HEADERS_AND_FOOTERS_DETAILS',1)} [See details](#)
5. Click Insert.
6. Click in the header.
7. Click the alternating button in the Header/Footer bar as the "Layout type," and type or insert the contents.



8. Go to the next header and repeat steps 6-7.

Note Unless you deselect "Use header text from previous page layout" (or the similar option for footers) in the Insert Page Layout dialog box, header text will be the same after the page layout. Deselecting the option erases the text and allows you to create new header text after the layout marker.

{button ,AL('H_CREATING_FLOATING_ALTERNATING_HEADERS_AND_FOOTERS_DETAILS',1)} [See details](#)

{button ,AL('H_SETTING_FILLER_PAGE_OPTIONS_STEPS;H_CHANGING_OR_SUPPRESSING_HEADERS_AND_FOOTERS_STEPS;H_VERTICALLY_ALIGNING_HEADER_AND_FOOTER_CONTENTS_STEPS;H_CREATING_FLOATING_ALTERNATING_PAGE_LAYOUTS_STEPS;H_PLACING_LINES_AROUND_HEADERS_AND_FOOTERS_STEPS;H_CREATING_A_HEADER_OR_FOOTER_STEPS',0)} [See related topics](#)

Details: Customizing lines around headers and footers

Designer borders

Allows you to select a border with various types of edges for the lines.

Line style

Allows you to select a line style.

Line width

Allows you to select a line width.

Line color

Allows you to select a line color.

Background color

Allows you to select a background color for the header or footer.

(Background) Pattern

Allows you to select from different types of patterns for the background.

(Background) Pattern color

Allows you to select a color for the background pattern.

Shadow

Allows you to select a shadow for the lines.

Shadow depth

Allows you to select a shadow depth for the lines.

Shadow color

Allows you to select a shadow color for the lines.

Show lines

Allows you to select where to put the lines.

Line placement

Allows you to select a location for lines, relative to the margins and page edge.

Corners

Allows you to select a round corners option for the lines.

{button ,AL(`H_CUSTOMIZING_LINES_AROUND_HEADERS_AND_FOOTERS_STEPS',1)} [Go to procedure](#)
{button ,AL(`H_SETTING_FILLER_PAGE_OPTIONS_STEPS;H_CHANGING_OR_SUPPRESSING_HEADERS_AND_FOOTERS_STEPS;H_PLACING_LINES_AROUND_HEADERS_AND_FOOTERS_STEPS;H_DISPLAYING_HEADER_AND_FOOTER_AREAS_STEPS;H_VERTICALLY_ALIGNING_HEADER_AND_FOOTER_CONTENTS_STEPS;H_CREATING_A_CUSTOM_COLOR_STEPS',0)} [See related topics](#)

Customizing lines around headers and footers

1. Place the insertion point in the header or footer.
2. Click Header Properties or Footer Properties.



3. Click the Lines & Colors tab.



4. Select any other options.

{button ,AL(`H_CUSTOMIZING_LINES_AROUND_HEADERS_AND_FOOTERS_DETAILS',1)} [See details](#)

{button ,AL(`H_HEADERS_AND_FOOTERS_OVER;H_CREATING_A_CUSTOM_COLOR_STEPS;H_CHANGING_OR_SUPPRESSING_HEADERS_AND_FOOTERS_STEPS;H_PLACING_LINES_AROUND_HEADERS_AND_FOOTERS_STEPS;H_DISPLAYING_HEADER_AND_FOOTER_AREAS_STEPS',0)} [See related topics](#)

Displaying header and footer areas

When you complete these steps, you can click in a header or footer area to display the Header/Footer bar. Header and footer areas usually display by default when you click in them.

1. Choose View - Show/Hide.



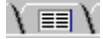
2. Choose Headers & Footers.

The header and footer areas display at the top and bottom of each page.

To hide their display, repeat Step 1 and deselect Headers & Footers.

{button ,AL('H_CHANGING_OR_SUPPRESSING_HEADERS_AND_FOOTERS_STEPS;H_VERTICALLY_ALIGNING_HEADER_AND_FOOTER_CONTENTS_STEPS;H_HEADERS_AND_FOOTERS_OVER;H_PLACING_LINES_AROUND_HEADERS_AND_FOOTERS_STEPS;H_CREATING_A_HEADER_OR_FOOTER_STEPS;H_SETTING_HEADER_MARGINS_AND_MARGIN_OPTIONS_USING_THE_INFOBOX_STEPS;H_SETTING_FOOTER_MARGINS_AND_MARGIN_OPTIONS_USING_THE_INFOBOX_STEPS',0)} [See related topics](#)

Footer Columns properties



The Footer Columns panel allows you to create, adjust, and format newspaper columns in a footer.

Choose a task:

[Creating newspaper columns in a footer](#)

[Balancing newspaper column lengths](#)

[Placing lines between newspaper columns](#)

[Setting space between newspaper columns](#)

{button ,AL('H_FOOTER_SIZE_AND_MARGINS_PROPERTIES_CS;H_FOOTER_LINES_AND_COLORS_PROPERTIES_CS;H_FOOTER_MISC_PROPERTIES_CS;H_FOOTER_WATERMARK_PROPERTIES_CS;H_INFOBOX_OVER;H_STYLE_PROPERTIES_CS',0)} [See related topics](#)

Footer Lines & Colors properties



The Footer Lines & Colors panel allows you to add lines, shadows, corner designs, background filler, pattern, and color to a footer.

Choose a task:

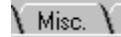
[Placing lines around headers and footers](#)

[Customizing lines around headers and footers\]](#)

[Adding a designer border](#)

{button ,AL(`H_FOOTER_SIZE_AND_MARGINS_PROPERTIES_CS;H_FOOTER_COLUMNS_PROPERTIES_CS;H_FOOTER_MISC_PROPERTIES_CS;H_INFOBOX_OVER;H_FOOTER_WATERMARK_PROPERTIES_CS;H_STYLE_PROPERTIES_CS',0)} [See related topics](#)

Footer Misc properties



The Footer Misc panel allows you to set and clear tabs, add or remove grids, set text direction, and vertically align footer contents.

Choose a task:

[Vertically aligning header and footer contents](#)

[Setting tabs using the InfoBox](#)

[Setting an initial paragraph style](#)

[Clearing all tabs using the InfoBox](#)

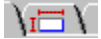
[Adding or removing a grid](#)

[Defining a Word Pro named object for exchange with Notes](#)

[Changing text direction in a header or footer](#)

{button ,AL('H_FOOTER_SIZE_AND_MARGINS_PROPERTIES_CS;H_FOOTER_LINES_AND_COLORS_PROPERTIES_CS;H_FOOTER_COLUMNS_PROPERTIES_CS;H_INFOBOX_OVER;H_FOOTER_WATERMARK_PROPERTIES_CS;H_STYLE_PROPERTIES_CS',0)} [See related topics](#)

Footer Size & Margins properties



The Footer Size & Margins panel allows you to change footer margins.

Choose a task:

[Setting footer margins and margin options using the InfoBox](#)

[Setting the page where headers and footers begin](#)

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{button ,AL(`H_FOOTER_LINES_AND_COLORS_PROPERTIES_CS;H_FOOTER_COLUMNS_PROPERTIES_CS;  
H_FOOTER_MISC_PROPERTIES_CS;H_INFOBOX_OVER;H_FOOTER_WATERMARK_PROPERTIES_CS;H_S  
TYLE_PROPERTIES_CS',0)} See related topics
```


Overview: Headers and footers

A header is an area that displays in the top margin of a page; a footer is an area that displays in the bottom margin of a page. When you specify contents for a header or footer, the contents appear on succeeding pages as long as you use the same page layout and the header/footer margins can accommodate their size.

In headers and footers, you can include text, margins, tabs, and columns which can be the same or different from similar formats on the page or in the text. You can suppress headers or footers on specific pages, have alternating headers/footers on different pages, and use headers and footers to number pages.

When the insertion point is in a header or footer, Word Pro displays the Header/Footer bar. You can use this bar to define the layout and contents of the header or footer.

Header and footer margins

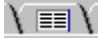
Word Pro calculates header and footer top/bottom margins as a subset of the page margins. Header and footer left/right margins, however, are independent of and can be different from page left/right margins.

If you want to move header contents down from the top edge of the page, you can create a top margin for a header. You can also move footer contents up from the page edge by setting a bottom margin for the footer. Word Pro prevents you from setting top/bottom margins for headers and footers if they do not fit within the entire page margins.

You can separate header or footer contents from the main body of the document by specifying gutter space for the header or footer.

{button ,AL(`H_CHANGING_OR_SUPPRESSING_HEADERS_AND_FOOTERS_STEPS;H_VERTICALLY_ALIGNING_HEADER_AND_FOOTER_CONTENTS_STEPS;H_SETTING_HEADER_MARGINS_AND_MARGIN_OPTIONS_USING_THE_INFOBOX_STEPS;H_SETTING_FOOTER_MARGINS_AND_MARGIN_OPTIONS_USING_THE_INFOBOX_STEPS;H_CREATING_ALTERNATING_HEADERS_AND_FOOTERS_STEPS;H_PLACING_LINES_AROUND_HEADERS_AND_FOOTERS_STEPS;H_CREATING_A_HEADER_OR_FOOTER_STEPS;H_HEADER_AND_FOOTER_STYLES_OVER;H_HEADER_FOOTER_BAR_OVER',0)} [See related topics](#)

Header Columns properties



The Header Columns panel allows you to create, adjust, and format newspaper columns in a header.

Choose a task:

[Creating newspaper columns in a header](#)

[Balancing newspaper column lengths](#)

[Placing lines between newspaper columns](#)

[Setting space between newspaper columns](#)

{button ,AL('H_HEADER_SIZE_AND_MARGINS_PROPERTIES_CS;H_HEADER_LINES_AND_COLORS_PROPERTIES_CS;H_HEADER_MISC_PROPERTIES_CS;H_INFOBOX_OVER;H_HEADER_WATERMARK_PROPERTIES_CS;H_STYLE_PROPERTIES_CS',0)} [See related topics](#)

Overview: Header/Footer Bar

The Header/Footer Bar automatically displays when the insertion point is in a header or footer. You can use the buttons in the bar to insert contents into the header or footer.

If you want to disable the Header/Footer Bar:

1. From the File menu, choose User Setup, and then choose WordPro Preferences.
2. Click Enable.
3. Deselect "Header/Footer bar" in the "General usage" box.

Cursor position buttons

When you click a cursor position button, the insertion point moves to the appropriate location in the header or footer.

Insert Field button

Select a field from the drop-down list.

- **Last Editor**-- Inserts the initials of the last editor of the document. As different editors work on the document, this field automatically updates to reflect the most recent editor.
- **Today's Date (system)** -- Inserts the current date using the standard short format of the operating system, for example, 4/24/98. This value automatically updates to the current date as the document is edited.
- **Date Created** -- Inserts the date and time the document was created using the standard short format of the operating system, for example, 4/24/98, 10:37:40 AM.
- **Date/Time** -- Displays the Insert Date/Time dialog box, so you can insert a custom date format.
- **Division Name** -- Inserts the name of the current division.
- **Size of Document** -- Inserts the size of the document in bytes. As the document is changed, this value updates.
- **Filename** -- Inserts the name of the document.
- **Page Number** -- Inserts the page number in standard Arabic format, for example, 1, 2, 3.
- **Page Numbering** -- Displays the Insert Page Number dialog box so you can insert the page number with options.
- **Page 1 of 1** -- Inserts the page number and the total number of pages in the document. These values are updated automatically as the number of pages in the document changes.
- **Section Name** -- Inserts the name of the current section.
- **Other** -- Displays the Insert Power/Document Fields dialog box so you can insert other fields.

Layout type buttons

Displays standard or alternating layout for the headers and footers.

Header Properties or Footer Properties

Displays the Header or Footer InfoBox so you can make layout changes.

Done

Hides the Header/Footer bar and moves the insertion point back to the main document text.

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{button ,AL('H_CHANGING_OR_SUPPRESSING_HEADERS_AND_FOOTERS_STEPS;H_VERTICALLY_ALIGNIN  
G_HEADER_AND_FOOTER_CONTENTS_STEPS;H_SETTING_HEADER_MARGINS_AND_MARGIN_OPTION  
S_USING_THE_INFOBOX_STEPS;H_SETTING_FOOTER_MARGINS_AND_MARGIN_OPTIONS_USING_THE  
_INFOBOX_STEPS;H_CREATING_ALTERNATING_HEADERS_AND_FOOTERS_STEPS;H_PLACING_LINES_  
AROUND_HEADERS_AND_FOOTERS_STEPS;H_CREATING_A_HEADER_OR_FOOTER_STEPS;H_HEADER  
_AND_FOOTER_STYLES_OVERH_INSERTING_A_FIELD_IN_A_HEADER_OR_FOOTER_STEPS;H_CREATIN  
G_ALTERNATING_HEADERS_OR_FOOTERS_STEPS',0)} See related topics
```

Header Lines & Colors properties



The Header Lines & Colors panel allows you to add lines, shadows, corner designs, background filler, pattern, and color to a header.

Choose a task:

[Placing lines around headers and footers](#)

[Customizing lines around headers and footers](#)

[Adding a designer border](#)

{button ,AL(`H_HEADER_SIZE_AND_MARGINS_PROPERTIES_CS;H_HEADER_COLUMNS_PROPERTIES_CS;H_HEADER_MISC_PROPERTIES_CS;H_INFOBOX_OVER;H_HEADER_WATERMARK_PROPERTIES_CS;H_STYLE_PROPERTIES_CS',0)} [See related topics](#)

Header Misc properties



The Header Misc panel allows you to set and clear tabs, add or remove grids, set text direction, and vertically align header contents.

Choose a task:

[Vertically aligning header and footer contents](#)

[Setting tabs using the InfoBox](#)

[Setting an initial paragraph style](#)

[Clearing all tabs using the InfoBox](#)

[Adding or removing a grid](#)

[Defining a Word Pro named object for exchange with Notes](#)

[Changing text direction in a header or footer](#)

{button ,AL('H_HEADER_SIZE_AND_MARGINS_PROPERTIES_CS;H_HEADER_LINES_AND_COLORS_PROPERTIES_CS;H_HEADER_COLUMNS_PROPERTIES_CS;H_INFOBOX_OVER;H_HEADER_WATERMARK_PROPERTIES_CS;H_STYLE_PROPERTIES_CS',0)} [See related topics](#)

You can reach the same panel in the Page layout InfoBox. From the Page menu, choose Page Properties, and then click the Header tab.

You can also reach the Page Layout InfoBox by clicking the right mouse button in the main body of the document, choosing Page Properties, and then clicking the Header tab.

Header Size & Margins properties



The Header Size & Margins panel allows you to change header margins and set or suppress headers in a document.

Choose a task:

[Setting header margins and margin options using the InfoBox](#)

[Setting the page where headers and footers begin](#)

{button ,AL('H_HEADER_LINES_AND_COLORS_PROPERTIES_CS;H_HEADER_COLUMNS_PROPERTIES_CS;
H_HEADER_MISC_PROPERTIES_CS;H_INFOBOX_OVER;H_HEADER_WATERMARK_PROPERTIES_CS;H_S
TYLE_PROPERTIES_CS',0)} [See related topics](#)

Details: Inserting a field in a header or footer

Insert Field button

Select a field from the drop-down list:

Last Editor-- Inserts the initials of the last editor of the document. As different editors work on the document, this field automatically updates to reflect the most recent editor.

Today's date (system) -- Inserts the current date using the standard short format of the operating system, for example, 4/24/98. This value automatically updates to the current date as the document is edited.

Date created -- Inserts the date and time the document was created using the standard short format of the operating system, for example, 4/24/98, 10:37:40 AM.

Date/Time -- Displays the Insert Date/Time dialog box, so you can insert a custom date format.

Division name -- Inserts the name of the current division.

Size of document -- Inserts the size of the document in bytes. As the document is changed, this value updates.

Filename -- Inserts the name of the document.

Page number -- Inserts the page number in standard Arabic format, for example, 1, 2, 3.

Page numbering -- Displays the Insert Page Number dialog box so you can insert the page number with options.

Page 1 of 1 -- Inserts the page number and the total number of pages in the document. These values are updated automatically as the number of pages in the document changes.

Section name -- Inserts the name of the current section.

Other -- Displays the Insert Power/Document Fields dialog box so you can insert other fields.

```
{button ,AL('H_CHANGING_OR_SUPPRESSING_HEADERS_AND_FOOTERS_STEPS;H_VERTICALLY_ALIGNING_HEADER_AND_FOOTER_CONTENTS_STEPS;H_HEADERS_AND_FOOTERS_OVER;H_PLACING_LINES_AROUND_HEADERS_AND_FOOTERS_STEPS;H_DISPLAYING_HEADER_AND_FOOTER_AREAS_STEPS;H_HEADER_AND_FOOTER_STYLES_OVER;H_SETTING_HEADER_MARGINS_AND_MARGIN_OPTIONS_USING_THE_INFOBOX_STEPS;H_SETTING_FOOTER_MARGINS_AND_MARGIN_OPTIONS_USING_THE_INFOBOX_STEPS;H_UPDATING_THE_CONTENTS_OF_A_HEADER_OR_FOOTER_IN_ALL_DIVISIONS_STEPS;H_CREATING_NEWSPAPER_COLUMNS_IN_A_HEADER_STEPS;H_CREATING_NEWSPAPER_COLUMNS_IN_A_FOOTER_STEPS',0)} See related topics
```


Inserting a field in a header or footer

1. Click in the header or footer area.
 2. Click Insert Field in the Header/Footer bar.
 3. Select the field you want to insert.
 4. Make any other changes to the header or footer.
 5. If you want to remove the bar, click Done.
-

{button ,AL('H_INSERTING_A_FIELD_IN_A_HEADER_OR_FOOTER_DETAILS',1)} [See details](#)

{button ,AL('H_INSERTING_PAGE_NUMBERS;H_INSERTING_A_POWER_FIELD;H_INSERTING_A_DOCUMENT_FIELD_REFERENCE;H_HEADER_FOOTER_BAR_OVER;H_CHANGING_OR_SUPPRESSING_HEADERS_AND_FOOTERS_STEPS;H_VERTICALLY_ALIGNING_HEADER_AND_FOOTER_CONTENTS_STEPS;H_HEADER_S_AND_FOOTERS_OVER;H_PLACING_LINES_AROUND_HEADERS_AND_FOOTERS_STEPS;H_DISPLAYING_HEADER_AND_FOOTER_AREAS_STEPS;H_HEADER_AND_FOOTER_STYLES_OVER;H_SETTING_HEADER_MARGINS_AND_MARGIN_OPTIONS_USING_THE_INFOBOX_STEPS;H_SETTING_FOOTER_MARGINS_AND_MARGIN_OPTIONS_USING_THE_INFOBOX_STEPS;H_UPDATING_THE_CONTENTS_OF_A_HEADER_OR_FOOTER_IN_ALL_DIVISIONS_STEPS;H_CREATING_NEWSPAPER_COLUMNS_IN_A_HEADER_STEPS;H_CREATING_NEWSPAPER_COLUMNS_IN_A_FOOTER_STEPS',0)} [See related topics](#)

Insert Page Layout dialog box

You can insert a new page layout and continue or discontinue header/footer text in the new page layout.

Choose a task:

[Inserting a new page layout](#)

[Changing or suppressing headers and footers](#)

[Creating alternating page layouts](#)

[Creating floating alternating headers and footers](#)

{button ,AL('H_PAGE_LAYOUT_OVER',0)} [See related topics](#)

Details: Placing lines around headers and footers

Designer borders

Allows you to select a border with various types of edges.

Line style

Allows you to select a line style.

Line width

Allows you to select a line width.

Line color

Allows you to select a line color.

Background color

Allows you to select a background color for the header or footer.

(Background) Pattern

Allows you to select from different types of patterns for the background.

(Background) Pattern color

Allows you to select a color for the background pattern.

Shadow

Allows you to select a shadow for the lines.

Shadow depth

Allows you to select a shadow depth for the lines.

Shadow color

Allows you to select a shadow color for the lines.

Show lines

Allows you to select where to put the lines.

Line placement

Allows you to select a location for the lines, relative to the margins and page edge.

Corners

Allows you to select a round corners option for the lines.

{button ,AL(`H_PLACING_LINES_AROUND_HEADERS_AND_FOOTERS_STEPS',1)} [Go to procedure](#)
{button ,AL(`H_SETTING_FILLER_PAGE_OPTIONS_STEPS;H_CHANGING_OR_SUPPRESSING_HEADERS_AND_FOOTERS_STEPS;H_DISPLAYING_HEADER_AND_FOOTER_AREAS_STEPS;H_CREATING_ALTERNATING_HEADERS_AND_FOOTERS_STEPS;H_CREATING_FLOATING_ALTERNATING_HEADERS_AND_FOOTERS_STEPS;H_CREATING_A_CUSTOM_COLOR_STEPS',0)} [See related topics](#)

Placing lines around headers and footers

1. Place the insertion point in the header or footer.
2. Click Header Properties or Footer Properties.



3. Click the Lines & Colors tab.



4. Click the desired "Lines around header" or "Lines around footer" button.
5. Select any other options.

{button ,AL(`H_PLACING_LINES_AROUND_HEADERS_AND_FOOTERS_DETAILS',1)} [See details](#)

{button ,AL(`H_HEADERS_AND_FOOTERS_OVER;H_CUSTOMIZING_LINES_AROUND_HEADERS_AND_FOOTERS_STEPS;H_CHANGING_OR_SUPPRESSING_HEADERS_AND_FOOTERS_STEPS;H_DISPLAYING_HEADER_AND_FOOTER_AREAS_STEPS;H_CREATING_ALTERNATING_HEADERS_AND_FOOTERS_STEPS;H_CREATING_FLOATING_ALTERNATING_HEADERS_AND_FOOTERS_STEPS',0)} [See related topics](#)

Details: Setting footer margins and margin options using the InfoBox

Footer margins

The "Footer gutter" box specifies the distance between footer text and text in the body of the document.

The "Below footer" box specifies the distance between the bottom of the footer and the page edge. This keeps text away from the "no print" area of a laser printer.

The "Bottom page margin" box specifies the distance between the text in the body of the document and the bottom page edge. If you change this margin, it changes the bottom page margin in the Page layout InfoBox.

The "Left" box specifies the distance between the left side of footer text and the left edge of the page.

The "Right" box specifies the distance between the right side of footer text and the right edge of the page.

Adjusting footer height

If you set this option, Word Pro expands the footer area to allow room for all the footer contents. If you specified margins in the "Below footer" and "Footer gutter" boxes, these margins will be honored.

If the height you allocated in the "Below footer" and "Footer gutter" boxes, plus the total height of the footer contents, is greater than the page bottom margin, the footer area extends into the page area and pushes the page text up.

{button ,AL('H_SETTING_FOOTER_MARGINS_AND_MARGIN_OPTIONS_USING_THE_INFOBOX_STEPS',1)} [Go to procedure](#)

{button ,AL('H_SETTING_FILLER_PAGE_OPTIONS_STEPS;H_CHANGING_OR_SUPPRESSING_HEADERS_AND_FOOTERS_STEPS;H_VERTICALLY_ALIGNING_HEADER_AND_FOOTER_CONTENTS_STEPS;H_SETTING_HEADER_MARGINS_AND_MARGIN_OPTIONS_USING_THE_INFOBOX_STEPS;H_CREATING_ALTERNATING_PAGE_LAYOUTS_STEPS;H_PLACING_LINES_AROUND_HEADERS_AND_FOOTERS_STEPS;H_CREATING_A_HEADER_OR_FOOTER_STEPS;H_CREATING_NEWSPAPER_COLUMNS_IN_A_FOOTER_STEPS',0)} [See related topics](#)

Setting footer margins and margin options using the InfoBox

1. Place the insertion point in the footer.
2. From the Header/Footer bar, choose Footer Properties.

Tip

You can also choose Header/Footer Properties from the Page menu.



3. Click the Size & Margins tab.



4. Specify the desired margins in the "Footer gutter," "Below footer," and "Bottom page margin" boxes.
{button ,AL('H_SETTING_FOOTER_MARGINS_AND_MARGIN_OPTIONS_USING_THE_INFOBOX_DETAILS',1)} [See details](#)
5. Specify the desired margins in the "Left" and "Right" boxes or select the option to keep them the same as those on the page.
6. If you want the footer height to adjust to the contents, select "Adjust footer height to fit contents."
{button ,AL('H_SETTING_FOOTER_MARGINS_AND_MARGIN_OPTIONS_USING_THE_INFOBOX_DETAILS',1)} [See details](#)
7. Specify where the footer should start in the "Begin on page" box.
8. If you are on the Page layout Footer panel and you want to edit the footer, click Edit Footer.

Tip

{button ,AL('H_SETTING_FOOTER_MARGINS_AND_MARGIN_OPTIONS_USING_THE_INFOBOX_DETAILS',1)}
[See details](#)

{button ,AL('H_MARGINS_OVER;H_CHANGING_OR_SUPPRESSING_HEADERS_AND_FOOTERS_STEPS;H_VERTICALLY_ALIGNING_HEADER_AND_FOOTER_CONTENTS_STEPS;H_SETTING_HEADER_MARGINS_AND_MARGIN_OPTIONS_USING_THE_INFOBOX_STEPS;H_CREATING_ALTERNATING_HEADERS_AND_FOOTERS_STEPS;H_PLACING_LINES_AROUND_HEADERS_AND_FOOTERS_STEPS;H_CREATING_A_HEADER_OR_FOOTER_STEPS;H_CREATING_NEWSPAPER_COLUMNS_IN_A_FOOTER_STEPS',0)} [See related topics](#)

Details: Setting header margins and margin options using the InfoBox

Header margins

The "Top page margin" box specifies the distance between the text in the body of the document and the top page edge. If you change this margin, it changes the top page margin in the Page layout InfoBox.

The "Above header" box specifies the distance between the top of the header and the page edge. This keeps text away from the "no print" area of a laser printer.

The "Header gutter" box specifies the distance between header text and text in the body of the document.

The "Left" box specifies the distance between the left side of header text and the left edge of the page.

The "Right" box specifies the distance between the right side of header text and the right edge of the page.

Adjusting header height

If you set this option, Word Pro expands the header area to allow room for all the header contents. If you specified margins in the "Above header" and "Header gutter" boxes, the margins will be honored.

If the height you allocated in the "Above header" and "Header gutter" boxes, plus the total height of the header contents, is greater than the page top margin, the header area extends into the page area and pushes the page text down.

{button ,AL('H_SETTING_HEADER_MARGINS_AND_MARGIN_OPTIONS_USING_THE_INFOBOX_STEPS',1)} [Go to procedure](#)

{button ,AL('H_SETTING_FILLER_PAGE_OPTIONS_STEPS;H_CHANGING_OR_SUPPRESSING_HEADERS_AND_FOOTERS_STEPS;H_PLACING_LINES_AROUND_HEADERS_AND_FOOTERS_STEPS;H_DISPLAYING_HEADER_AND_FOOTER_AREAS_STEPS;H_VERTICALLY_ALIGNING_HEADER_AND_FOOTER_CONTENTS_STEPS;H_CREATING_ALTERNATING_HEADERS_AND_FOOTERS_STEPS;H_CREATING_FLOATING_ALTERNATING_HEADERS_AND_FOOTERS_STEPS;H_CREATING_NEWSPAPER_COLUMNS_IN_A_HEADER_STEPS',0)} [See related topics](#)

Setting header margins and margin options using the InfoBox

1. Place the insertion point in the header.
2. Click Header Properties.



3. Click the Size & Margins tab.



 Tip

4. Specify the desired margins in the "Top page margin," "Above header," and "Header gutter" boxes.
{button ,AL(`H_SETTING_HEADER_MARGINS_AND_MARGIN_OPTIONS_USING_THE_INFOBOX_DETAILS',1)} [See details](#)
5. Specify the desired margins in the "Left" and "Right" boxes or select the option to keep them the same as those on the page.
6. If you want the header height to adjust to the contents, select "Adjust header height to fit contents."
{button ,AL(`H_SETTING_HEADER_MARGINS_AND_MARGIN_OPTIONS_USING_THE_INFOBOX_DETAILS',1)} [See details](#)
7. Specify where the header should start in the "Begin on page" box.
8. If you are on the Page layout Header panel and you want to edit the header, click Edit Header.

 Tip

{button ,AL(`H_SETTING_HEADER_MARGINS_AND_MARGIN_OPTIONS_USING_THE_INFOBOX_DETAILS',1)} [See details](#)

{button ,AL(`H_SETTING_FOOTER_MARGINS_AND_MARGIN_OPTIONS_USING_THE_INFOBOX_STEPS;H_HEADERS_AND_FOOTERS_OVER;H_MARGINS_OVER;H_PLACING_LINES_AROUND_HEADERS_AND_FOOTERS_STEPS;H_DISPLAYING_HEADER_AND_FOOTER_AREAS_STEPS;H_SETTING_THE_PAGE_WHERE_HEADERS_AND_FOOTERS_BEGIN_STEPS;H_CREATING_NEWSPAPER_COLUMNS_IN_A_HEADER_STEPS',0)} [See related topics](#)

Word Pro places the insertion point into the header or footer. You must be either on the page you specified in step 7 or on a following page for this button to work.

Setting the page where headers and footers begin

The page you specify is for the page layout, not for the complete document.

1. Place the insertion point in the header or footer on the first page of the division or section.
2. Click Header Properties or Footer Properties.



 Tip

3. Click the Size & Margins tab.



4. Specify the page number where you want the header or footer to display in the "Begin on page" box.

For example, if you start a new page layout on page 6 and want the header or footer to start on page 7, type 2 in the "Begin on page" box, not 7, since the header or footer starts on the second page of the layout.

{button ,AL(^H_SETTING_FILLER_PAGE_OPTIONS_STEPS;H_SETTING_HEADER_MARGINS_AND_MARGIN_OPTIONS_USING_THE_INFOBOX_STEPS;H_SETTING_FOOTER_MARGINS_AND_MARGIN_OPTIONS_USING_THE_INFOBOX_STEPS;H_CHANGING_OR_SUPPRESSING_HEADERS_AND_FOOTERS_STEPS;H_PLACING_LINES_AROUND_HEADERS_AND_FOOTERS_STEPS;H_DISPLAYING_HEADER_AND_FOOTER_AREAS_STEPS;H_VERTICALLY_ALIGNING_HEADER_AND_FOOTER_CONTENTS_STEPS;H_UPDATING_THE_CONTENTS_OF_A_HEADER_OR_FOOTER_IN_ALL_DIVISIONS_STEPS',0)} [See related topics](#)

Updating the contents of a header or footer in all divisions

In a document with multiple divisions, Word Pro treats headers and footers separately in each division. When you update header or footer contents in all divisions, Word Pro copies the contents in the specified header or footer to all divisions in the document and replaces the contents of other headers or footers.

1. Place the insertion point in the desired header or footer.
2. Click the right mouse button and choose Update All Headers or Update All Footers.
If you are working in an alternating page layout, place the insertion point in the "other" header or footer and repeat Step 2.

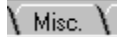
{button ,AL('H_DIVISIONS_OVER;H_HEADERS_AND_FOOTERS_OVER;H_CHANGING_OR_SUPPRESSING_HEADERS_AND_FOOTERS_STEPS',0)} [See related topics](#)

Vertically aligning header and footer contents

1. Place the insertion point in the header or footer.
2. Choose Header Properties or Footer Properties.



3. Click the Misc tab.



4. Click a Vertical alignment button.



{button ,AL(^H_SETTING_FILLER_PAGE_OPTIONS_STEPS;H_HEADERS_AND_FOOTERS_OVER;H_PLACING_LINES_AROUND_HEADERS_AND_FOOTERS_STEPS;H_DISPLAYING_HEADER_AND_FOOTER_AREAS_STEPS;H_SETTING_THE_PAGE_WHERE_HEADERS_AND_FOOTERS_BEGIN_STEPS;H_SETTING_HEADER_MARGINS_AND_MARGIN_OPTIONS_USING_THE_INFOBOX_STEPS;H_SETTING_FOOTER_MARGINS_AND_MARGIN_OPTIONS_USING_THE_INFOBOX_STEPS',0)} [See related topics](#)

You can reach the same panel in the Page Layout InfoBox. From the Page menu, choose Page Properties, and then click the Header or Footer tab.

You can also reach the Page Layout InfoBox by clicking the right mouse button in the main body of the document, choosing Page Properties, and then clicking the Header or Footer tab.

You can assign all available styles to F2 if you do not want to assign the specific options in the "Cycle 1" through "Cycle 6" boxes. Select "Cycle through all styles."

If you do this, pressing F2 or the icon consecutively cycles through all available styles in a specific SmartMaster (style sheet).

You can assign all available fonts to F3 if you do not want to assign the specific options in the "Cycle 1" through "Cycle 6" boxes. Select "Cycle through all fonts."

If you do this, pressing F3 or the icon consecutively cycles through all available fonts.

To insert a blank at any time in the sequence, select a cycle from the "Indent for" box and then select "Blank." Word Pro ignores that cycle choice when you use the CycleKey.

To insert a blank at any time in the sequence, select a cycle from the "Bulleled list for" box and then select "Blank."
Word Pro ignores that cycle choice when you use the CycleKey.

To insert a blank at any time in the sequence, select a cycle from the "Numbered list for" box and then select "Blank."
Word Pro ignores that cycle choice when you use the CycleKey.

Overview: CycleKeys setup

CycleKeys are function keys or icons that cycle through a sequence of related settings, applying these settings to your selections.

You can customize function keys F2 through F9 (and their related icons) to cycle through specific sequences. Two of the CycleKeys can be used to select text by sentence or by paragraph.









CycleKeys are additive in that you can cumulatively add properties to selected text. Then, if you reselect the same text and press the CycleKey, you continue to add properties assigned to that CycleKey. You can also go backwards in the sequence by pressing SHIFT and pressing the function key.

You can assign from one to six choices per CycleKey or cycle icon for:

- Setting styles
- Applying fonts, font sizes, attributes, alignment, indents, and bullets
- Entering numbered lists

To use a CycleKey, press the function key or click the cycle icon consecutively until the desired setting is applied, or until the cycle completes, returning your selection to its original setting. Press SHIFT and the function key to go backwards in the sequence.

Word Pro lets you set cycle sequences for the following keys or icons:

<u>You can use this key or icon...</u>	<u>To set a cycle for...</u>
 F2	Style
 F3	Font
 F4	Font size
 F5	Attributes
 F6	Alignment
 F7	Indentation
 F8	Bullet list
 F9	Numbered list

If you do not want to use CycleKeys, you can assign function keys F2 through F9, F11, and F12 to specific paragraph styles.

If you assign function keys to paragraph styles, the style assignments are specific to each document and each division within a document. For example, in the Table of Contents division of a document, the F2 key could be assigned to the "Heading1" paragraph style. In the body division of the same document, the F2 key could be assigned to the "Default Text" paragraph style.

{button ,AL('H_CYCLEKEYS_OVER;H_SMARTICONS_OVER',0)} [See related topics](#)

Customize Function Keys dialog box

From this dialog box, you can assign function keys to specific paragraph styles or you can assign function keys to [CycleKeys](#).

If the function keys are assigned to CycleKeys, you can customize the function keys (and their related icons) so that they cycle through a sequence of specific and related settings.

Choose a task:

[Assigning function keys to paragraph styles](#)

[Setting the F2 CycleKey sequence for style](#)

[Setting the F3 CycleKey sequence for font](#)

[Setting the F4 CycleKey sequence for font size](#)

[Setting the F5 CycleKey sequence for attributes](#)

[Setting the F6 CycleKey sequence for alignment](#)

[Setting the F7 CycleKey sequence for indentation](#)

[Setting the F8 CycleKey sequence for a bulleted list](#)

[Setting the F9 CycleKey sequence for a numbered list](#)

[Using F11 and F12 to select text](#)

{button ,AL('H_CYCLEKEYS_SETUP_OVER;H_CYCLEKEYS_OVER;H_SMARTICONS_OVER',0)} [See related topics](#)

Details: Setting the F2 CycleKey sequence for style

Cycle 1 through Cycle 6

The styles you assign from the lists determine the order in which they are applied when you press F2 consecutively. The options come from the styles in the current SmartMaster (style sheet).

If you select "(blank)" in the cycle sequence, Word Pro ignores that cycle choice when you use the CycleKey.

{button ,AL(`H_SETTING_THE_F2_CYCLEKEY_SEQUENCE_FOR_STYLE_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_CYCLEKEYS_SETUP_OVER;H_STYLES_OVER;H_PARAGRAPH_STYLES_OVER;H_WHAT_IS_A_SMARTMASTER_OVER',0)} [See related topics](#)

Setting the F2 CycleKey sequence for style

1. From the File menu, choose User Setup, and then choose Function Key Setup.



2. Select "Assign function keys to CycleKeys."

3. Select "F2 (Style)."



4. Select "Cycle through these styles."

Tip

5. Select a style in the "Cycle 1" box.

6. Select a different style in the "Cycle 2" box.

{button ,AL(`H_SETTING_THE_F2_CYCLEKEY_SEQUENCE_FOR_STYLE_DETAILS',1)} [See details](#)

7. Repeat step 6 for the remaining cycle boxes.

You do not have to use all six cycle choices. If you leave one empty, that choice is ignored in the cycle.

8. Click OK.

You can now apply the style cycle sequence by pressing F2 or the cycle icon.

{button ,AL(`H_SETTING_THE_F2_CYCLEKEY_SEQUENCE_FOR_STYLE_DETAILS',1)} [See details](#)

{button ,AL(`H_CYCLEKEYS_SETUP_OVER;H_STYLES_OVER;H_PARAGRAPH_STYLES_OVER',0)} [See related topics](#)

Details: Setting the F3 CycleKey sequence for font

Cycle 1 through Cycle 6

The fonts you assign from these lists determine the order in which they are applied when you press F3 or the icon consecutively.

If you select "(blank)" in the cycle sequence, Word Pro ignores that cycle choice when you use the CycleKey.

{button ,AL(`H_SETTING_THE_F3_CYCLEKEY_SEQUENCE_FOR_FONT_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_CYCLEKEYS_SETUP_OVER;H_APPLYING_A_FONT_TO_TEXT_USING_A_CYCLEKEY_STEPS;H_APPLYING_ATTRIBUTES_USING_A_CYCLEKEY_OVER',0)} [See related topics](#)

Setting the F3 CycleKey sequence for font

1. From the File menu, choose User Setup, and then choose Function Key Setup.



2. Select "Assign function keys to CycleKeys."

3. Select "F3 (Font)."



4. Select "Cycle through these fonts."

 Tip

5. Select a font in the "Cycle 1" box.

6. Select a different font in the "Cycle 2" box.

{button ,AL('H_SETTING_THE_F3_CYCLEKEY_SEQUENCE_FOR_FONT_DETAILS',1)} [See details](#)

7. Repeat step 6 for the remaining cycle boxes.

You do not have to use all six cycle choices.

If you leave one empty, that choice is ignored and the cycle sequence is shortened.

8. Click OK.

You can now apply the font cycle sequence by pressing F3 or the cycle icon.

{button ,AL('H_SETTING_THE_F3_CYCLEKEY_SEQUENCE_FOR_FONT_DETAILS',1)} [See details](#)

{button ,AL('H_CYCLEKEYS_SETUP_OVER;H_APPLYING_A_FONT_TO_TEXT_USING_A_CYCLEKEY_STEPS;H_APPLYING_ATTRIBUTES_USING_A_CYCLEKEY_OVER',0)} [See related topics](#)

Setting the F4 CycleKey sequence for font size

1. From the File menu, choose User Setup, and then choose Function Key Setup.



2. Select "Assign function keys to CycleKeys."

3. Select "F4 (Font size)."



4. If you want to change the font size by a specific increment in each part of the cycle, select "Change font size by" and specify a number in the box. Skip to step 9.

5. Select "Cycle through these point sizes."

You can accept the default sizes in each cycle box and skip to step 9.

6. Specify a font size number (or use the up and down arrows) in the "Cycle 1" box.

7. Select a different font size in the "Cycle 2" box.

8. Repeat step 7 for the remaining cycle boxes.

9. Click OK.

You can now apply the font size cycle sequence by pressing F4 or the cycle icon.

{button ,AL(^H_CYCLEKEYS_SETUP_OVER;H_CHANGING_THE_SIZE_OF_TEXT_USING_A_CYCLEKEY_STEP S;H_APPLYING_ATTRIBUTES_USING_A_CYCLEKEY_OVER',0)} [See related topics](#)

Setting the F5 CycleKey sequence for attributes

1. From the File menu, choose User Setup, and then choose Function Key Setup.



2. Select "Assign function keys to CycleKeys."

3. Select "F5 (Attributes)."



4. Select an attribute option from the "Cycle 1" box.

5. Select a different attribute option from the "Cycle 2" box.

6. Repeat step 5 for the remaining cycle boxes.

You do not have to use all six cycle choices.

If you leave one empty, that choice is ignored and the cycle sequence is shortened.

7. Click OK.

You can now apply the attribute cycle sequence by pressing F5 or the cycle icon.

{button ,AL(`H_CYCLEKEYS_SETUP_OVER;H_APPLYING_ATTRIBUTES_USING_A_CYCLEKEY_STEPS;H_APPLYING_ATTRIBUTES_USING_A_CYCLEKEY_OVER',0)} [See related topics](#)

Setting the F6 CycleKey sequence for alignment

1. From the File menu, choose User Setup, and then choose Function Key Setup.



2. Select "Assign function keys to CycleKeys."
3. Select "F6 (Alignment)."



4. Select an alignment option from the "Cycle 1" box.
5. Select a different alignment option from the "Cycle 2" box.
6. Repeat step 5 for the remaining cycle boxes.
You do not have to use all five cycle choices.
If you leave one empty, that choice is ignored.
7. Click OK.

You can now apply the alignment cycle sequence by pressing F6 or the cycle icon.

{button ,AL(`H_CYCLEKEYS_SETUP_OVER;H_ALIGNING_TEXT_USING_A_CYCLEKEY_STEPS',0)} [See related topics](#)

Details: Setting the F7 CycleKey sequence for indentation

Indent

You can set different types of indents per cycle. Review the buttons to the left of each text box to see how your indents will appear in the document.

The options are:

- All lines from left
- First line of paragraph
- Rest of paragraph
- All lines from right

{button ,AL(`H_SETTING_THE_F7_CYCLEKEY_SEQUENCE_FOR_INDENTATION_STEPS',1)} [Go to procedure](#)
{button ,AL(`H_CYCLEKEYS_SETUP_OVER;H_INDENTING_TEXT_USING_A_CYCLEKEY_STEPS;H_REMOVING
_INDENTS_FROM_TEXT_USING_A_CYCLEKEY_STEPS;H_INDENTING_TEXT_OVER;H_CUSTOMIZING_TE
XT_INDENTS_STEPS',0)} [See related topics](#)

Setting the F7 CycleKey sequence for indentation

1. From the File menu, choose User Setup, and then choose Function Key Setup.



2. Select "Assign function keys to CycleKeys."
3. Select "F7 (Indentation)."



4. In the "Indent for" box, select a cycle ("Cycle 1" through "Cycle 6") to which you want to assign indents, or accept the default of "Cycle 1."
5. Select "Indent."
You can now set indents for the cycle you selected.
6. In the "Indent" boxes, specify values (or use the up and down arrows) for indents in this cycle, or accept the default.



Tip

{button ,AL(`H_SETTING_THE_F7_CYCLEKEY_SEQUENCE_FOR_INDENTATION_DETAILS',1)} [See details](#)

7. Repeat steps 4 - 6 for up to six cycles.

As you select a different cycle, each default changes.

8. Click OK.

You can now apply the indent cycle sequence by pressing F7 or the cycle icon.

{button ,AL(`H_SETTING_THE_F7_CYCLEKEY_SEQUENCE_FOR_INDENTATION_DETAILS',1)} [See details](#)

{button ,AL(`H_CYCLEKEYS_SETUP_OVER;H_INDENTING_TEXT_USING_A_CYCLEKEY_STEPS;H_REMOVING_INDENTS_FROM_TEXT_USING_A_CYCLEKEY_STEPS;H_INDENTING_TEXT_OVER;H_CUSTOMIZING_TEXT_INDENTS_STEPS',0)} [See related topics](#)

Setting the F8 CycleKey sequence for a bulleted list

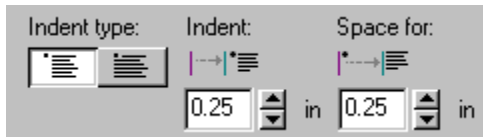
1. From the File menu, choose User Setup, and then choose Function Key Setup.



2. Select "Assign function keys to CycleKeys."
3. Select "F8 (Bullet list)."



4. In the "Bulleted list for" box, select a cycle ("Cycle 1" through "Cycle 6") to which you want to assign bullets, or accept the default of "Cycle 1."
5. Select "Bullet" and choose an option from the list, or accept the default.
If you don't see the bullet you want, select a different "Font for bullets."
6. Click an "Indent type" button for the type of bulleted indent you want.



7. In the "Indent" box and "Space for" box, specify values (or use the up and down arrows) for the space between the margin, the bullet, and the text, or accept the defaults.

Review the illustrations above each box to see how the space will look in the document.

Tip

8. Repeat steps 4 - 7 for up to six cycles, using different bullets for each cycle.
As you select a different cycle, each default changes.
9. Click OK.
You can now apply the bullet list cycle sequence by pressing F8 or the cycle icon.

{button ,AL('H_CYCLEKEYS_SETUP_OVER;H_APPLYING_BULLETS_TO_TEXT_USING_A_CYCLEKEY_STEPS;H_CHANGING_INDENTATION_AROUND_A_BULLET_OR_OUTLINE_NUMBER_STEPS;H_CREATING_A_CUSTOM_BULLET_BUTTON_STEPS',0)} [See related topics](#)

Details: Setting the F9 CycleKey sequence for a numbered list

Text and starting number options

You can specify text or leaders to appear before and/or after the numbers by entering values in the "Text before" and "Text after" boxes.

You can also specify at what number to begin the list in the "Starting at" box.

{button ,AL(^H_SETTING_THE_F9_CYCLEKEY_SEQUENCE_FOR_A_NUMBERED_LIST_STEPS',1)} [Go to procedure](#)

{button ,AL(^H_CYCLEKEYS_SETUP_OVER;H_APPLYING_OUTLINE_NUMBERING_TO_TEXT_STEPS;H_SELECTING_AN_OUTLINE_NUMBERING_SEQUENCE_STEPS',0)} [See related topics](#)

Setting the F9 CycleKey sequence for a numbered list

1. From the File menu, choose User Setup, and then choose Function Key Setup.



2. Select "Assign function keys to CycleKeys."
3. Select "F9 (Numbered list)."



4. In the "Numbered list for" box, select a cycle ("Cycle 1" through "Cycle 6") to which you want to assign a numbered list, or accept the default of "Cycle 1."
5. Select "Number" and specify an option from the list, or accept the default of "1."
6. Click an "Indent type" button for the type of number indent you want.
7. In the "Indent" box and "Space for" box, specify values (or use the up and down arrows) for the space between the margin, the number, and the text, or accept the default.

Review the illustrations above each box to see how the space will look in the document.



Tip

8. You can specify additional text and starting number options in the "Text before," "Text after," and "Starting at" boxes.

{button ,AL('H_SETTING_THE_F9_CYCLEKEY_SEQUENCE_FOR_A_NUMBERED_LIST_DETAILS',1)} [See details](#)

9. Repeat steps 4 - 8 for up to six cycles.
10. Click OK.

You can now apply the numbered list cycle sequence by pressing F9 or the cycle icon.

{button ,AL('H_SETTING_THE_F9_CYCLEKEY_SEQUENCE_FOR_A_NUMBERED_LIST_DETAILS',1)} [See details](#)
{button ,AL('H_CYCLEKEYS_SETUP_OVER;H_OUTLINE_NUMBERING_OVER;H_CREATING_A_CUSTOM_NUMBERED_LIST_STEPS;H_SELECTING_AN_OUTLINE_NUMBERING_SEQUENCE_STEPS;H_CHANGING_INDENTATION_AROUND_A_BULLET_OR_OUTLINE_NUMBER_STEPS;H_CREATING_A_NUMBERED_LIST_USING_A_CYCLEKEY_STEPS',0)} [See related topics](#)

Using F11 and F12 to select text

You must have function keys assigned to CycleKeys to select text with F11 and F12.

- Press F11 consecutively to select the current sentence, then the next sentence, and so on.
- Press SHIFT+F11 consecutively to select the current sentence, then the next previous sentence, and so on.
- Press F12 consecutively to select the current paragraph, then the next paragraph, and so on.
- Press SHIFT+F12 consecutively to select the current paragraph, then the next previous paragraph, and so on.

{button ,AL('H_CYCLEKEYS_SETUP_OVER;H_CYCLEKEYS_OVER;H_SELECTING_TEXT_USING_THE_KEYBOARD_STEPS;H_SELECTING_TEXT_USING_THE_MOUSE_STEPS;H_SELECTING_TEXT_USING_THE_TEXT_MENU_STEPS',0)} [See related topics](#)

Accepting or rejecting all edits

If you place the insertion point in a marked edit, you can specify whether you want to accept or reject all marked edits in the paragraph or all marked edits in the document.

If you select text and accept or reject all edits, Word Pro displays the number of accepted or rejected edits in the selected text and allows you to accept or reject all edits in the remainder of the document.

If you accept or reject all edits while your selected text is a consolidated document's paragraph tag, Word Pro allows you to accept or reject all edits in the current paragraph or all edits in the document. When you choose to accept or reject all edits in the current paragraph, you can also choose to delete duplicate copies of the current paragraph. This choice deletes any adjacent paragraphs with the same tag number as the current paragraph.

{button ,AL(^H_TEAMCONSOLIDATE_OVER;H_REVIEWING_MARKED_EDITS_OVER;H_SETTING_AND_CHANGING_MARKUP_OPTIONS_FOR_AN_EDITOR_STEPS;H_REVIEWING_MARKED_EDITS_STEPS^,0)} See related topics

Marking edits using a document greeting

When you open a document that is set to display a greeting, the Document Greeting Message dialog box displays. The Document Greeting Message dialog box can contain a message for an editor and allows you to set or change markup options.

1. Open the desired document.
2. Select Markup Edits.

This activates the Markup Style button which you can click to set or change markup options.

3. Click OK.

When you make revisions, Word Pro marks them as either insertions or deletions using the markup options set for you.

{button ,AL(^H_SETTING_AND_CHANGING_MARKUP_OPTIONS_FOR_AN_EDITOR_STEPS;H_MARKING_EDIT
S_USING_THE_EDIT_MENU_STEPS;H_REVIEWING_MARKED_EDITS_STEPS',0)} [See related topics](#)

Marking edits using the Edit Menu

1. Open the desired document.
2. Choose Edit - Markup Edits.

When you make revisions, Word Pro marks them as either insertions or deletions using the markup options for the current editor.

{button ,AL(^H_SETTING_AND_CHANGING_MARKUP_OPTIONS_FOR_AN_EDITOR_STEPS;H_REVIEW_AND_COMMENT_TOOLS_ICONS_OVER;H_REVIEWING_MARKED_EDITS_OVER;H_SETTING_REVIEW_AND_COMMENT_OPTIONS_STEPS',0)} [See related topics](#)

Marking edits using the Review & Comment Tools icons

1. Open the desired document.
2. Choose View - Show/Hide.
3. Choose Review & Comment Tools to display the icons.

 Tip

4. Click the Markup edits icon.



When you make revisions, Word Pro marks them as either insertions or deletions using the markup options for the current editor.

{button ,AL(^H_SETTING_AND_CHANGING_MARKUP_OPTIONS_FOR_AN_EDITOR_STEPS;H_REVIEW_AND_COMMENT_TOOLS_ICONS_OVER;H_SMARTICONS_OVER;H_REVIEWING_MARKED_EDITS_OVER;H_SETTING_REVIEW_AND_COMMENT_OPTIONS_STEPS',0)} [See related topics](#)

Details: Reviewing marked edits

Proceeding with the review

<u>Command button...</u>	<u>What it does...</u>
Version	Opens the Versions dialog box which lets you select a previous version of the document or create a new version.
Find Next	Only displays at the beginning of the review session and marks the first edit within a selected area or an entire document.
Next Edit	Only displays after the Find Next button marks the first edit. Finds marked edits to the end of a selected area or for an entire document.
Previous	Finds marked edits to the beginning of a selected area or for the entire document.
Accept Edit	Only displays if you select information in a document. If the selection contains more than one edit, finds the first marked edit and allows you to accept or reject each marked edit in the selection.
Reject Edit	Only displays if you select information in a document. If the selection contains more than one edit, finds the first marked edit and allows you to accept or reject each marked edit in the selection.

Accept Insertion Only displays when Find Next or Find Edit finds a marked insertion, or if you place the insertion point in a marked insertion. Removes the revision marks and implements the insertion.

Reject Insertion Only displays when Find Next or Find Edit finds a marked insertion, or if you place the insertion point in a marked insertion. Removes the revision marks and deletes the insertion.

Accept Deletion Only displays when Find Next or Find Edit finds a marked deletion, or if you place the insertion point in a marked deletion. Removes the revision marks and implements the deletion.

Reject Deletion Only displays when Find Next or Find Edit finds a marked deletion, or if you place the insertion point in a marked deletion. Removes the revision marks and does not implement the deletion.

Accept xxx: N Only displays in a consolidated document and allows you to accept information marked with a paragraph tag in a selected area or the entire document.

Reject xxx: N Only displays in a consolidated document and

allows you to reject information marked by a paragraph tag in a selected area or the entire document.

Accept All Edits Allows you to accept all marked edits in a paragraph, in the document, or marked by a specific person in a paragraph or in the document. For information, see [Overview: Accepting or rejecting all edits.](#)

Reject All Edits Allows you to reject all marked edits in a paragraph, in the document, or marked by a specific person in a paragraph or in the document.

Done Removes the Review Marked Edits bar from the screen.

Clear Tags Deletes all paragraph tags in the document. When you compare more than two documents, Word Pro duplicates any paragraphs with edits and tags each paragraph with the editor's initials.

{button ,AL('H_REVIEWING_MARKED_EDITS_STEPS',1)} [Go to procedure](#)

{button ,AL('H_REVIEWING_MARKED_EDITS_OVER;H_MARKING_EDITS_USING_A_DOCUMENT_GREETING_STEPS;H_MARKING_EDITS_USING_THE_REVIEW_AND_COMMENT_TOOLS_ICONS_STEPS',0)} [See related topics](#)

Reviewing marked edits

1. Open the desired document.
2. Choose Edit - Review Marked Edits.



Tip

3. Place the insertion point where you want to start or in a marked edit.



Tip

4. Click Find Next.
5. Proceed with the review.
6. Click Done to remove the Review Marked Edits bar from the workspace.

{button ,AL(^H_REVIEWING_MARKED_EDITS_DETAILS',1)} [See details](#)

{button ,AL(^H_REVIEWING_MARKED_EDITS_OVER;H_MARKING_EDITS_USING_A_DOCUMENT_GREETING_STEPS;H_MARKING_EDITS_USING_THE_REVIEW_AND_COMMENT_TOOLS_ICONS_STEPS',0)} [See related topics](#)

You can display the Review and Comment Tools icon bar by choosing View - Show/Hide - Review & Comment Tools or by clicking the bar button on the SmartIcons bar and choosing Comment Tools.

You can also display the Review & Comment Tools icons by clicking the bar button on the SmartIcons bar and choosing Comment Tools.

Review Marked Edits bar

<u>Command button...</u>	<u>What it does...</u>
Version	Opens the Versions dialog box which lets you select a previous version of the document or create a new version.
Find Next	Only displays at the beginning of the review session and marks the first edit within a selected area or an entire document.
Next Edit	Only displays after the Find Next button marks the first edit. Finds marked edits to the end of a selected area or for an entire document.
Previous	Finds marked edits to the beginning of a selected area or for the entire document.
Accept Edit	Only displays if you select information in a document. If the selection contains more than one edit, finds the first marked edit and allows you to accept or reject each marked edit in the selection.
Reject Edit	Only displays if you select information in a document. If the selection contains more than one edit, finds the first marked edit and allows you to accept or reject each marked edit in the selection.
Accept Insertion	Only displays when

Find Next or Find Edit finds a marked insertion, or if you place the insertion point in a marked insertion. Removes the revision marks and implements the insertion.

Reject Insertion

Only displays when Find Next or Find Edit finds a marked insertion, or if you place the insertion point in a marked insertion. Removes the revision marks and deletes the insertion.

Accept Deletion

Only displays when Find Next or Find Edit finds a marked deletion, or if you place the insertion point in a marked deletion. Removes the revision marks and implements the deletion.

Reject Deletion

Only displays when Find Next or Find Edit finds a marked deletion, or if you place the insertion point in a marked deletion. Removes the revision marks and does not implement the deletion.

Accept xxx: N

Only displays in a consolidated document and allows you to accept information marked with a paragraph tag in a selected area or the entire document.

Reject xxx: N

Only displays in a consolidated document and allows you to reject information marked

by a paragraph tag in a selected area or the entire document.

Accept All Edits Allows you to accept all marked edits in a paragraph, in the document, or marked by a specific person in a paragraph or in the document. For information, see [Overview: Accepting or rejecting all edits](#).

Reject All Edits Allows you to reject all marked edits in a paragraph, in the document, or marked by a specific person in a paragraph or in the document.

Done Removes the Review Marked Edits bar from the screen.

Clear Tags Deletes all paragraph tags in the document. When you compare more than two documents, Word Pro duplicates any paragraphs with edits and tags each paragraph with the editor's initials.

{button ,AL(^H_VERSIONING_OVER;H_TEAMCONSOLIDATE_OVER;H_REVIEWING_MARKED_EDITS_STEPS;', 0)} [See related topics](#)

You can select a specific part of the document to review. Selecting part of the document activates the Accept Edit and Reject Edit buttons.

Accessing the Help contents

There are two ways to access the Help Topics dialog box and the Contents panel:

- From the Help menu, choose Help Topics. If necessary, select Help Topics to display the Help Topics dialog box, and then click the Contents tab.
- Click the Help Topics button in the Help window and click the Contents tab.

{button ,AL('H_NAVIGATING_THE_WORD_PRO_HELP_SYSTEM_OVER;H_WP_CONNECTING_TO_LOTUS_CUSTOMER_SUPPORT_STEPS',0)} [See related topics](#)

Overview: Annotating a Help topic

You can attach a note to a Help topic. For example, you can attach customized notes about how to use the information on that topic.

- The information for the note can be copied from the Clipboard or typed in manually.
- You can also delete the note.

Note Word Pro does not provide a way to find a topic that has an annotation associated with it. You must remember where you defined annotations in the Help system.

```
{button ,AL(^H_NAVIGATING_THE_WORD_PRO_HELP_SYSTEM_OVER;H_ATTACHING_AN_ANNOTATION_TO_A_HELP_TOPIC_STEPS;H_DELETING_AN_ANNOTATION_FROM_HELP_STEPS;H_COPYING_TEXT_IN_AN_ANNOTATION_TO_THE_CLIPBOARD_STEPS;H_PASTING_TEXT_FROM_A_DOCUMENT_INTO_AN_ANNOTATION_STEPS;H_DISPLAYING_AN_ANNOTATION_IN_HELP_STEPS',0)} See related topics
```

Attaching an annotation to a Help topic

Word Pro does not provide a way to find a topic that has an annotation associated with it. You must remember where you defined annotations in the Help system.

1. Go to the topic where you want to attach an annotation.
2. Click the right mouse button and choose Annotate.
3. Type a note in the box.
4. Click Save.

{button ,AL(`H_ANNOTATING_A_HELP_TOPIC_OVER;H_NAVIGATING_THE_WORD_PRO_HELP_SYSTEM_OVER;H_DELETING_AN_ANNOTATION_FROM_HELP_STEPS;H_COPYING_TEXT_IN_AN_ANNOTATION_TO_THE_CLIPBOARD_STEPS;H_PASTING_TEXT_FROM_A_DOCUMENT_INTO_AN_ANNOTATION_STEPS;H_DISPLAYING_AN_ANNOTATION_IN_HELP_STEPS';0)} [See related topics](#)

Changing the font size of Help text

1. Click the right mouse button on any topic and choose Font.
2. Choose Small, Normal, or Large.

Copying a Help topic to the Clipboard

1. Display the topic you want to copy.
2. If you want to copy only a portion of the topic, select the text.
3. Click the right mouse button and choose Copy.

{button ,AL('H_NAVIGATING_THE_WORD_PRO_HELP_SYSTEM_OVER;H_COPYING_TEXT_IN_AN_ANNOTATION_TO_THE_CLIPBOARD_STEPS;H_USING_PASTE_STEPS;H_USING_THE_MENUS_IN_THE_HELP_WINDOW_STEPS',0)} [See related topics](#)

Copying text in an annotation to the Clipboard

1. Click the right mouse button on any topic and choose Annotate.
2. If you want to copy only a portion of the annotation, select the text.
3. Click Copy.
4. Click Cancel.


{button ,AL(`H_ANNOTATING_A_HELP_TOPIC_OVER;H_NAVIGATING_THE_WORD_PRO_HELP_SYSTEM_OVER;H_ATTACHING_AN_ANNOTATION_TO_A_HELP_TOPIC_STEPS;H_DELETING_AN_ANNOTATION_FROM_HELP_STEPS;H_PASTING_TEXT_FROM_A_DOCUMENT_INTO_AN_ANNOTATION_STEPS;H_DISPLAYING_AN_ANNOTATION_IN_HELP_STEPS;H_COPYING_A_HELP_TOPIC_TO_THE_CLIPBOARD_STEPS',0)) See related topics

Deleting an annotation from Help

1. Display the topic to which the annotation is attached.
2. Click the right mouse button and choose Annotate.
3. Click Delete.

```
{button ,AL('H_ANNOTATING_A_HELP_TOPIC_OVER;H_NAVIGATING_THE_WORD_PRO_HELP_SYSTEM_OVE  
R;H_ATTACHING_AN_ANNOTATION_TO_A_HELP_TOPIC_STEPS;H_COPYING_TEXT_IN_AN_ANNOTATION  
_TO_THE_CLIPBOARD_STEPS;H_PASTING_TEXT_FROM_A_DOCUMENT_INTO_AN_ANNOTATION_STEPS;  
H_DISPLAYING_AN_ANNOTATION_IN_HELP_STEPS',0)} See related topics
```

Displaying an annotation in Help

1. Display the topic to which the annotation is attached.
2. Click the .

 Tip

```
{button ,AL(^H_ANNOTATING_A_HELP_TOPIC_OVER;H_NAVIGATING_THE_WORD_PRO_HELP_SYSTEM_OVE  
R;H_ATTACHING_AN_ANNOTATION_TO_A_HELP_TOPIC_STEPS;H_DELETING_AN_ANNOTATION_FROM_  
HELP_STEPS;H_COPYING_TEXT_IN_AN_ANNOTATION_TO_THE_CLIPBOARD_STEPS;H_PASTING_TEXT_  
FROM_A_DOCUMENT_INTO_AN_ANNOTATION_STEPS',0)} See related topics
```









You can also display an annotation by displaying the annotated topic, clicking the right mouse button on any topic, and choosing Annotate.

Displaying the Help window on top of all other windows

1. From the Help menu, choose Help Topics. Then choose Help Topics, if necessary, to display the Help system.
2. From any Help topic, click the right mouse button and choose Keep Help on Top.
3. Choose one of the options.

{button ,AL('H_GETTING_HELP_IN_WORD_PRO_OVER',0)} [See related topics](#)

Frame pointer shapes

<u>Pointer Shape...</u>	<u>Description...</u>
	Displays when you click the Create Frame icon or choose Create - Frame and click Size & Place Frame Manually.
	Displays when the mouse pointer is over the top or bottom border of a frame. You can resize the frame by dragging the mouse.
	Displays when the mouse pointer is over a right or left border of a frame. You can resize the frame by dragging the mouse.
	Displays when the mouse pointer is over a corner of a frame. You can resize the frame by dragging the mouse.
	Displays when the mouse pointer is over a right or left border of a frame. You can drag the frame to a new location.
	Displays when the mouse pointer is over the top or bottom border of a frame. You can drag the frame to a new location.
	Displays when you select the left or right border of a frame and drag it to a new location.
	Displays when you

select the top or bottom border of a frame and drag it to a new location.



Displays when you are linking frames and the mouse pointer is over a frame that cannot be linked.



Displays when you are linking frames and the mouse pointer is over a frame that can be linked.



Displays when you are linking frames and the mouse pointer is not over a frame.



Displays when you select a frame and the mouse pointer is over the frame's anchor. You can move the anchor by dragging it.

Overview: Getting Help in Word Pro

There are three ways to get help while working in Word Pro:

The Expert

The Expert is a tool you can use to find the answers to questions you have about using the functions in Word Pro. You can ask the Expert questions in your own words; you do not have to worry about using the right terminology.

The Expert displays a list of tasks that may answer your question. You can select one of these answers, or rephrase your question.

QuickDemos

Word Pro provides QuickDemos that show you how to use a function or perform a task. For example, you can run a QuickDemo that shows you how to bold text using the status bar. See [Using QuickDemos](#).

Word Pro Help System

You can use the online Help system to find information on a subject or task. Word Pro provides Help for every function and message. There are several levels of help:


- [Context sensitive Help](#)
- [Bubble Help](#)
- [Help menu](#)
- [Full Help](#)

{button ,AL(`H_USING_THE_EXPERT_STEPS;H_WP_CONNECTING_TO_LOTUS_CUSTOMER_SUPPORT_STEPS;H_WP_CONNECTING_TO_THE_LOTUS_HOME_PAGE_STEPS;H_TAKING_A_TOUR_STEPS;H_WP_CONNECTING_TO_THE_LOTUS_FTP_SITE_STEPS',0)} [See related topics](#)

Overview: Getting started in Word Pro

Word Pro is a WYSIWYG (What You See Is What You Get) word processor. Word Pro shows you onscreen how a document will appear when it prints.

Word Pro adheres to Microsoft Windows conventions for using menus, dialog boxes, and commands.

- You can press ESC to cancel any menu or dialog box.
- You can double-click the icon  in the top left corner of the box to close any InfoBox.
- You can click the X in the top right corner of a dialog box or InfoBox.

{button ,AL(`H_USING_THE_WORD_PRO_WINDOW_STEPS;H_STATUS_BAR_OVER;H_SMARTICONS_OVER;H_INFOBOX_OVER;H_USING_DEMOS_STEPS;H_TAKING_A_TOUR_STEPS',0)} [See related topics](#)

Going to related topics

From most topics in the Help system, you can go to related topics for additional information.

1. Click the See related topics button.
2. Select the topic you want to go to.
3. Click Display.

{button ,AL('H_GETTING_HELP_IN_WORD_PRO_OVER',0)} [See related topics](#)

Overview: Navigating the Word Pro Help system

You can use the following tools to navigate through the Help system:

- [Cross-references](#)
- [Help buttons](#)
- [Index panel](#)
- [Help menus](#)

{button ,AL(^H_WORKING_IN_A_DOCUMENT_WHILE_USING_HELP_STEPS;H_GETTING_STARTED_IN_WORD_PRO_OVER;H_GETTING_HELP_IN_WORD_PRO_OVER;H_ACCESSING_THE_HELP_CONTENTS_STEPS', 0)} [See related topics](#)

Pasting text from a document into an annotation

1. Copy the desired text to the Clipboard.
2. Click the right mouse button on any topic and choose Annotate.
3. Click Paste.
4. Click Save.

```
{button ,AL(`H_ANNOTATING_A_HELP_TOPIC_OVER;H_NAVIGATING_THE_WORD_PRO_HELP_SYSTEM_OVE  
R;H_ATTACHING_AN_ANNOTATION_TO_A_HELP_TOPIC_STEPS;H_DELETING_AN_ANNOTATION_FROM_  
HELP_STEPS;H_COPYING_TEXT_IN_AN_ANNOTATION_TO_THE_CLIPBOARD_STEPS;H_DISPLAYING_AN  
_ANNOTATION_IN_HELP_STEPS',0)} See related topics
```


Printing a Help topic





There are two ways to print a Help topic.

- From the Help topic, click the Print button.
- Click the right mouse button anywhere on the Help topic and choose Print Topic.

{button ,AL('H_GETTING_HELP_IN_WORD_PRO_OVER',0)} [See related topics](#)

Ruler indents pointer shapes










You can drag the mouse to set the indentions.

<u>Pointer Shape...</u>	<u>Description...</u>
	Displays when the mouse pointer is over the first line indent indicator on the horizontal ruler.
	Displays when the mouse pointer is over the all indent indicator on the horizontal ruler.
	Displays when the mouse pointer is over the rest indent indicator on the horizontal ruler.
	Displays when the mouse pointer is over the right indent indicator on the horizontal ruler.

{button ,AL('H_UNDERSTANDING_WORD_PRO_POINTER_SHAPES_STEPS;',0)} [See related topics](#)

Ruler margins pointer shapes






You can drag the mouse to resize or reposition the margins.

<u>Pointer Shape...</u>	<u>Description...</u>
	Displays when the mouse pointer is at the page's top margin on the vertical ruler.
	Displays when the mouse pointer is at the page's bottom margin on the vertical ruler.
	Displays when the mouse pointer is anywhere on the vertical ruler.
	Displays when you drag the mouse to resize margins on the vertical ruler.
	Displays when the insertion point is in one column and you move the mouse over the horizontal ruler for a different column.
	Displays when the mouse pointer is between columns on the horizontal ruler.
	Displays when the mouse pointer is over the left margin on the horizontal ruler.
	Displays when the mouse pointer is over the right margin on the horizontal ruler.
	Displays when you drag the mouse to resize margins on the horizontal ruler.

{button ,AL(^H_UNDERSTANDING_WORD_PRO_POINTER_SHAPES_STEPS',0)} [See related topics](#)

Ruler tabs pointer shapes

You can set a tab by clicking in the horizontal ruler.

<u>Pointer Shape...</u>	<u>Description...</u>
	Displays when the mouse pointer is over the horizontal ruler and you selected Create Centered Tabs from the right mouse menu.
	Displays when the mouse pointer is over the horizontal ruler and you selected Create Left Tabs from the right mouse menu.
	Displays when the mouse pointer is over the horizontal ruler and you selected Create Numeric Tabs from the right mouse menu.
	Displays when the mouse pointer is over the horizontal ruler and you selected Create Right Tabs from the right mouse menu.
	Displays when the mouse pointer is over a tab indicator on the horizontal ruler. You can drag the mouse to reposition the tab.

{button ,AL('H_UNDERSTANDING_WORD_PRO_POINTER_SHAPES_STEPS;',0)} [See related topics](#)

Details: Searching for information by category

When typing index entries, try to be as specific as possible. Word Pro displays a topic or list of topics that best matches the entry you specify.

Instead of typing in the box, you can also select an index entry from the list, and click Display.

{button ,AL('H_SEARCHING_FOR_INFORMATION_BY_CATEGORY_STEPS',1)} [Go to procedure](#)

Searching for information by category

1. From the Help menu, choose Help Topics.

If necessary, choose "Help Topics" if you are asked what type of Help to display.

2. Click the Index tab.

3. Type an index entry in the box.

{button ,AL('H_SEARCHING_FOR_INFORMATION_BY_CATEGORY_DETAILS',1)} [See details](#)

4. Click Display.

5. If there is more than one topic, select a topic from the list and click Display again.

{button ,AL('H_SEARCHING_FOR_INFORMATION_BY_CATEGORY_DETAILS',1)} [See details](#)

Examples: Suggestions for asking questions

<u>Instead of...</u>	<u>Type...</u>	<u>Explanation...</u>
What is a cell?	How do I insert text into a table?	The first question is asking for a definition. Ask task-oriented questions.
How do I open a document and bold text?	How do I open a document? <i>or</i> How do I bold text?	When you ask two questions, the Expert tries to find answers to each part of the question, so the answers may be less accurate. Ask one question at a time.
How do I install a printer driver?	How do I select a printer for Word Pro?	The Expert does not reference information about installing or using the operating system. Ask questions about Word Pro.
How do I change the color of this line of text in the cell of my table on the second page of my document section?	How do I change the color of text?	The Expert knows you are trying to change the color, but it is not clear about what: the text, the cell, the table, the page, the section, or the document? Ask clear and concise questions.
How do I create a tabel?	How do I create a table?	The Expert does not check your spelling. Check your spelling.

{button ,AL(^H_SUGGESTIONS_FOR_ASKING_QUESTIONS_STEPS',0)} [See related topics](#)

Suggestions for asking questions

Word Pro is context sensitive. In other words, Word Pro only displays a table menu and table SmartIcons if you are working in a table. So when you ask a question, the Expert checks to see what you are doing in Word Pro. The Expert uses that context-sensitive information to find the best answer to your question.

When asking the Expert a question, you should follow these guidelines:









- Ask task-oriented questions. (How do I . . . ?)
- Make your questions direct and concise. The clearer the questions, the easier it is for the Expert to find the answer.
- Ask only one question at a time.
- Type only necessary information. Extra information can cause the Expert to find the wrong answers or no answer.
- If the Expert cannot find an answer to your question, rephrase it or ask about a related task.
- Check your spelling before asking a question.

For example, if you are creating a chart for a report, and you do not know how to flip the data in the chart, you can type: How do I flip chart data in a chart? The Expert displays the instructions and you can continue working.

{button ,AL('H_SUGGESTIONS_FOR_ASKING_QUESTIONS_EX',1)} [See example](#)

{button ,AL('H_GETTING_HELP_IN_WORD_PRO_OVER;H_USING_THE_EXPERT_STEPS;H_REUSING_QUESTIONS_YOU_ASKED_THE_EXPERT_STEPS',0)} [See related topics](#)

Table pointer shapes

<u>Pointer Shape...</u>	<u>Description...</u>
	Displays when you click the Create table icon or choose Create - Table and click Size & Place Table Manually.
	Displays when the mouse pointer is above a table column. You can select the column by clicking the mouse.
	Displays when the mouse pointer is beside a table row. You can select the row by clicking the mouse.
	Displays when the mouse pointer is in the lower right corner of the selected cell. You can drag the pointer to different cells to use SmartFill to enter data in those cells.
	Displays when the mouse pointer is over the edge of a table column.
	Displays when the mouse pointer is over the edge of a table row.
	Displays when the mouse pointer is over the edge of a table row and you cannot resize the row due to locking options already set.
	Displays when the mouse pointer is over the edge of a table column and you cannot resize the column due to locking options



already set.

Displays when you are moving columns or rows using drag and drop.








Displays when you are copying columns or rows using drag and drop.



Displays when a table is anchored to text, and selected. The mouse pointer is over the table's anchor. You can move the anchor by dragging it.

{button ,AL(`H_UNDERSTANDING_WORD_PRO_POINTER_SHAPES_STEPS',0)} [See related topics](#)

Text pointer shapes

Pointer Shape...	Description...
	Displays when you copy selected text using drag & drop.
	Displays when you move selected text using drag & drop.
	Displays when you select text.
	Displays when you select text using the Highlighter.
	Displays when you use Fast Format.

{button ,AL('H_UNDERSTANDING_WORD_PRO_POINTER_SHAPES_STEPS',0)} [See related topics](#)

Understanding Word Pro pointer shapes

The mouse pointer assumes different shapes when you work in Word Pro:

[Frame Pointer Shapes](#)

[Ruler Pointer Shapes](#)

[Indents](#)

[Margins](#)

[Tabs](#)

[Table Pointer Shapes](#)

[Text Pointer Shapes](#)

{button ,AL(^H_GETTING_STARTED_IN_WORD_PRO_OVER;H_USING_THE_WORD_PRO_WINDOW_STEPS;H_DRAG_AND_DROP_OVER',0)} [See related topics](#)

Using About Word Pro

Choose Help - About Word Pro.

Word Pro displays information about versions and copyrights for the application.

{button ,AL(^H_GETTING_STARTED_IN_WORD_PRO_OVER;H_USING_THE_WORD_PRO_HELP_MENU_STEP
S;H_NAVIGATING_THE_WORD_PRO_HELP_SYSTEM_OVER',0)} [See related topics](#)

Using a cross-reference in the Help system

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

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

{button ,AL('H_NAVIGATING_THE_WORD_PRO_HELP_SYSTEM_OVER;H_USING_THE_HELP_BUTTONS_STEPS;H_USING_THE_MENUS_IN_THE_HELP_WINDOW_STEPS;H_WORKING_IN_A_DOCUMENT_WHILE_USING_HELP_STEPS;H_ACCESSING_THE_HELP_CONTENTS_STEPS',0)} See related topics

Using Bubble help

Place the mouse pointer over the desired icon or InfoBox tab.

Word Pro displays bubble help with a description of the function or command represented by the icon or tab.



{button ,AL('H_GETTING_STARTED_IN_WORD_PRO_OVER;H_USING_THE_WORD_PRO_HELP_MENU_STEP
S;H_NAVIGATING_THE_WORD_PRO_HELP_SYSTEM_OVER;H_SMARTICONS_OVER;H_INFOBOX_OVER;H
_WP_DISPLAYING_OR_HIDING_BUBBLE_HELP_STEPS',0)} [See related topics](#)

Using context sensitive help

1. Display the dialog box or InfoBox for which you want to get Help.

2. Click the Help button  or icon



Word Pro also provides context sensitive Help for its messages. Press F1 or click Help while the message is displayed on the screen to obtain information about what is causing the message and how to eliminate the error.

{button ,AL('H_GETTING_STARTED_IN_WORD_PRO_OVER;H_USING_THE_WORD_PRO_HELP_MENU_STEP
S;H_NAVIGATING_THE_WORD_PRO_HELP_SYSTEM_OVER',0)} [See related topics](#)

Using QuickDemos

A QuickDemo opens a sample file, then performs the steps you see in Help. At the end of the QuickDemo, the sample file closes and you are returned to your document, with the Help window open, so you can perform the steps yourself.

To start a QuickDemo, click the QuickDemo icon in a procedure.



You can see QuickDemos of the following tasks:

Frames

[Placing lines around a frame](#)

[Resizing a frame using the mouse](#)

Miscellaneous

[Adding a watermark](#)

[Creating a comment note](#)

[Creating a drop cap](#)

[Creating a footnote or endnote](#)

[Creating a style](#)

[Finding and replacing text in a document](#)

[Inserting a symbol](#)

[Using the InfoBox](#)

Pages

[Changing the page orientation to landscape or portrait](#)

[Changing the page size](#)

[Creating newspaper columns on a page](#)

[Numbering pages in a document](#)

[Placing lines around a page](#)

[Setting margins on a page](#)

Rulers

[Setting indents on the ruler](#)

[Setting left and right margins on the ruler](#)

[Setting tabs on the ruler](#)

Status bar

[Bolding text using the status bar](#)

[Italicizing text using the status bar](#)

[Underlining text using the status bar](#)

Tables

[Changing text direction in a table cell](#)

[Deleting a row or column from a table](#)

[Inserting multiple rows or columns into a table](#)

[Placing lines around one or more table cells](#)

[Placing lines around the outside of a table](#)

{button ,AL('H_TAKING_A_TOUR_STEPS;H_GETTING_HELP_IN_WORD_PRO_OVER',0)} [See related topics](#)

Using popups

You can display definitions or tips in temporary Help windows called popups. Popup text appears with a broken underline.

Click the popup text to display additional information.

```
{button ,AL('H_NAVIGATING_THE_WORD_PRO_HELP_SYSTEM_OVER;H_USING_A_CROSS_REFERENCE_IN_ THE_HELP_SYSTEM_STEPS',0)} See related topics
```

Using system colors for Help windows

1. Click the right mouse button on any topic and choose Use System Colors.
2. Click Yes to close the Help window and implement the change.

Details: Using the Expert

Keeping the Expert open

You can keep the Expert open while you work in Word Pro. Drag the Expert window by its top edge to a new location, and then release the mouse button. To close the Expert, click Done.

{button ,AL('H_USING_THE_EXPERT_STEPS',1)} [Go to procedure](#)

{button ,AL('H_GETTING_HELP_IN_WORD_PRO_OVER;H_USING_THE_EXPERT_STEPS;H_SUGGESTIONS_F
OR Asking Questions Steps',0)} [See related topics](#)

Using the Expert

You can ask the Expert a question in your own words to find out how to perform a task.

1. From the Help menu, choose Ask the Expert, or click the Expert button in the status bar.

The Expert displays a list of tasks that varies, depending on your location in the document.

2. If you don't see the task you want, type a question in the "Ask the Expert" box.
3. Click Ask.

The Expert replaces the list above the question box with Help topics to answer your question.

4. If there are more than six answers, click More or Back to view the rest of the list.
5. Click the Help topic you want to see.
6. (Optional) To redisplay the list of answers the Expert found, click the Expert button in the status bar.

Tip A check mark beside a topic lets you know you've already seen that topic.





7. (Optional) To ask a different question, click in the question box and then type the new question.

{button ,AL('H_USING_THE_EXPERT_DETAILS',1)} [See details](#)

{button ,AL('H_GETTING_HELP_IN_WORD_PRO_OVER;H_REUSING_QUESTIONS_YOU_ASKED_THE_EXPERT_STEPS;H_SUGGESTIONS_FOR_ASKING_QUESTIONS_STEPS;H_WP_CONNECTING_TO_LOTUS_CUSTOMER_SUPPORT_STEPS',0)} [See related topics](#)

Details: Using the Help Buttons

The following table lists the available Help buttons:

Button...	What it does...
	Displays a list of main Help topics, from which you can gain access to other parts of the Word Pro Help system.
	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 dims.
	Displays the Print dialog box. You can setup your printer, set printing options, and print your document.
	Runs a demonstration of how to do the task currently displayed in the Help window. The Demo button only displays on topics where a demonstration is available.

{button ,AL('H_USING_THE_HELP_BUTTONS_STEPS',1)} [Go to procedure](#)

{button ,AL('H_NAVIGATING_THE_WORD_PRO_HELP_SYSTEM_OVER;H_USING_A_CROSS_REFERENCE_IN_THE_HELP_SYSTEM_STEPS;H_USING_THE_MENUS_IN_THE_HELP_WINDOW_STEPS;H_WORKING_IN_A_DOCUMENT_WHILE_USING_HELP_STEPS;H_USING_CONTEXT_SENSITIVE_HELP_STEPS',0)} [See related topics](#)

Using the Help Buttons

Choose the desired Help button located below the Title bar.



{button ,AL('H_USING_THE_HELP_BUTTONS_DETAILS',1)} [See details](#)

{button ,AL('H_NAVIGATING_THE_WORD_PRO_HELP_SYSTEM_OVER;H_USING_A_CROSS_REFERENCE_IN_THE_HELP_SYSTEM_STEPS;H_USING_THE_MENUS_IN_THE_HELP_WINDOW_STEPS;H_WORKING_IN_A_DOCUMENT_WHILE_USING_HELP_STEPS;H_USING_CONTEXT_SENSITIVE_HELP_STEPS',0)} [See related topics](#)

Using the Menus in the help Window

From any Help window, you can use the right mouse menu to annotate, copy, print, change the font size, display the Help window on top, or change the system colors.

```
{button ,AL(^H_NAVIGATING_THE_WORD_PRO_HELP_SYSTEM_OVER;H_USING_A_CROSS_REFERENCE_IN_ THE_HELP_SYSTEM_STEPS;H_USING_THE_HELP_BUTTONS_STEPS;H_USING_CONTEXT_SENSITIVE_HELP_STEPS',0)} See related topics
```

Details: Using the Word Pro Help Menu

The following table lists the available menu items:

<u>Menu item...</u>	<u>What it does...</u>
Help Topics	Displays a list of general Help topics from which you can gain access to other parts of the Word Pro Help system. When you choose Help Topics, Word Pro displays a message asking if you would rather use the Expert instead. Click Help Topics to display Help Topics.
Ask the Expert	Displays the Expert. The Expert is a tool you can use to find answers to questions you have about using the functions in Word Pro.
Additional Experts	Depending on the options you chose when installing Word Pro, you may have additional Experts installed, for Ami Pro Menu Help, Microsoft Word Menu Help, WordPerfect 5.X, and WordPerfect for Windows.
Lotus Internet Support	If you have Netscape Navigator or Microsoft Internet Explorer, you can use these menus to access information about Lotus and Lotus support.
Year 2000	Displays information about how Word Pro and other SmartSuite applications assign two-digit years to the twentieth or twenty-first century.
About Word Pro	Displays information about Word Pro

versions and
copyrights .

{button ,AL('H_USING_THE_WORD_PRO_HELP_MENU_STEPS',1)} [Go to procedure](#)

{button ,AL('H_GETTING_STARTED_IN_WORD_PRO_OVER;H_USING_ABOUT_WORD_PRO_STEPS;H_USING_THE_EXPERT_STEPS;H_USING_CONTEXT_SENSITIVE_HELP_STEPS;H_GETTING_HELP_IN_WORD_PRO_OVER;H_USING_DEMOS_STEPS;H_TAKING_A_TOUR_STEPS',0)} [See related topics](#)

Using the Word Pro Help Menu

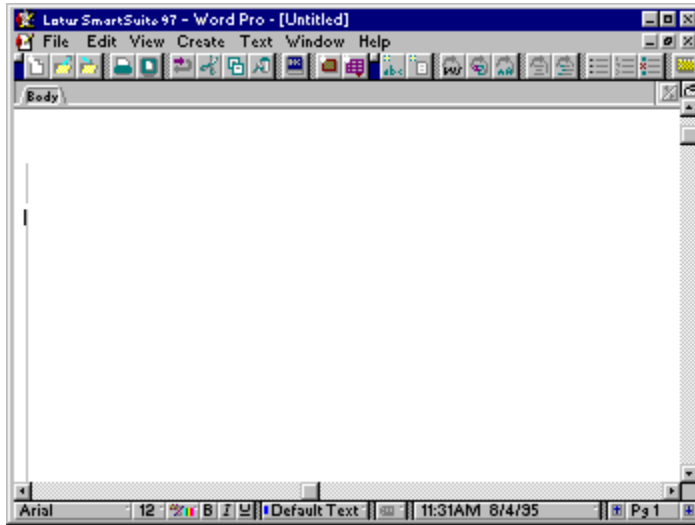
1. Choose Help.
2. Choose the desired menu item.

{button ,AL('H_USING_THE_WORD_PRO_HELP_MENU_DETAILS',1)} [See details](#)

{button ,AL('H_GETTING_STARTED_IN_WORD_PRO_OVER;H_USING_ABOUT_WORD_PRO_STEPS;H_USING_THE_EXPERT_STEPS;H_USING_CONTEXT_SENSITIVE_HELP_STEPS;H_GETTING_HELP_IN_WORD_PRO_OVER;H_USING_DEMOS_STEPS;H_TAKING_A_TOUR_STEPS',0)} [See related topics](#)

Using the Word Pro window

The picture below shows an example of the Word Pro window. Click any part of the window for a brief description.




{button ,AL('H_GETTING_STARTED_IN_WORD_PRO_OVER;H_WHAT_IS_A_MODELESS_BAR_OVER;H_UNDE
RSTANDING_WORD_PRO_POINTER_SHAPES_STEPS;H_USING_DEMOS_STEPS;H_USING_THE_WORD_
PRO_HELP_MENU_STEPS;H_USING_CONTEXT_SENSITIVE_HELP_STEPS;H_USING_BUBBLE_HELP_STE
PS',0)} [See related topics](#)

Working in a document while using Help

The Word Pro Help window is designed so you can have it up while working in a document. When you bring up context sensitive Help, the window displays on the right side of the Word Pro workspace.

You can set the Help window to stay on top while you are working in Word Pro. You can refer to the instructions as you perform a task. The Help window that contains procedures defaults to stay on top.

If you want to see all of your document, you can click  to minimize the Help window to an icon.

Click the button on the taskbar to display the Help window again.

You can also resize the window or move it to a new location on the Word Pro workspace.

{button ,AL(^H_NAVIGATING_THE_WORD_PRO_HELP_SYSTEM_OVER;H_USING_A_CROSS_REFERENCE_IN_THE_HELP_SYSTEM_STEPS;H_USING_THE_HELP_BUTTONS_STEPS;H_USING_THE_MENUS_IN_THE_HELP_WINDOW_STEPS;H_DISPLAYING_THE_HELP_WINDOW_ON_TOP_OF_ALL_OTHER_WINDOWS_STEPS,0)} [See related topics](#)

Deciding whether to use the Expert or traditional Help

When you choose Help Topics from the Help menu, you can specify how you want to access Help.

When to use the Expert

Ask the Expert gives you a quick and easy way to get task-oriented Help by asking questions using your own words. Just tell the Expert what you want to do and then select the topic you want from a list of possible answers.

When to use traditional Help

If you want to access both task-oriented and reference Help, or see the overall Help structure at a glance, or if you just can't think of how to word a question, you can explore Help by browsing the Contents and Index.

Tip If you want Word Pro to display the regular Help window: whenever you choose Help - Help Topics, select "Don't show this message again."

Sending the Expert log file to Lotus

Word Pro records the questions you ask the Expert in one or more log files. By sending these files to Lotus, you can help us continue improving the Expert.

1. When you see the Expert Log dialog box, do one of the following (without closing the dialog box or Word Pro):
 - Open your electronic mail application, and then continue to step 2.
 - If you don't have access to email, copy the log files from the \lotus\compnent directory to a floppy disk and send the disk to: Word Pro Expert, Lotus Development Corp., 1000 Abernathy Rd. Suite 1700, Atlanta, GA 30328. Then skip to step 7.
2. Create a mail message.
3. In the "To" box, type expert@lotus.com.
4. In the "Subject" box, type Word Pro expert feedback.
5. Locate the log files in the \lotus\compnent directory and then attach them to the mail message.
6. Send the message.
7. In the Expert Log dialog box, select "Files have been sent."
8. (Optional) To delete all log files and turn off recording, select "Quit logging my questions and don't show this message again."
9. Click OK.

Overview: Access rights

The TeamSecurity dialog box lets you assign two types of access rights: access to the document itself and access to the TeamSecurity dialog box.

Document (file) access

- Document access (set in the TeamSecurity dialog box) adds another layer of security, in addition to security provided by your network or electronic mail systems.
- You can store document access settings in a SmartMaster. That way, the SmartMaster and every document you create using that SmartMaster have the same document access settings.

To save a document with its access settings in a SmartMaster, choose File - Save As and select Lotus Word Pro SmartMaster from the list of file types.

- From the TeamSecurity dialog box, Access tab:

<u>If you select...</u>	<u>This is who can open the document...</u>
Anyone (unprotected)	Anyone who has access to the folder where the document is stored.
Anyone with this password	Anyone who knows the document password. If you select this option, you can set or change this password by clicking Change.
Current editors only	Only those listed as editors on the Editing Rights panel.
Original author only	Only the person who created the document.

TeamSecurity dialog box access

Access to the TeamSecurity dialog box allows control over which editors can alter the document protection settings.

- From the TeamSecurity dialog box, Access tab:

<u>If you select...</u>	<u>This is who can use the dialog box...</u>
Anyone (unprotected)	Anyone who has editing rights to the document, unless it's read-only access.
Anyone with this password	Anyone who knows the dialog box's password (which can be different from the file password). If you select this option, you can set or change this password by clicking Change.
Only	Only the person (or group or department) whose name you choose from the list box. This option only works for groups or departments if the user name is the same as the group or department name.

ING_RIGHTS_OVER;H_ENTERING_A_PASSWORD_FOR_DOCUMENT_ACCESS_STEPS',0)} See related topics

Details: Assigning a new editor

When assigning a new editor, the name you type must match the name stored for that user under the verification method specified on the Access panel.

- If you choose "Word Pro user name," the name must match the name in the "User name" box on the Personal tab of the Word Pro Preferences dialog box.
- If you select "OS login," the name must match the name stored for the user in the operating system or network.
- If you select "E-mail login," the name must match the user's e-mail login name. (You can select the exact name from the e-mail address book, if you select "E-mail login" in the "Verify editors using" box on the Access panel *before* assigning user names.)

{button ,AL(`H_ASSIGNING_A_NEW_EDITOR_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_SPECIFYING_PERSONAL_INFORMATION_TO_USE_WITH_SMARTMASTERS_STEPS;H_EDITING_RIGHTS_OVER;H_TEAMSECURITY_OVER;H_ASSIGNING_EDITOR_RIGHTS_AND_OPTIONS_STEPS;H_CREATING_A_GREETING_FOR_A_DOCUMENT_STEPS;H_REQUESTING_A_CLOSING_REMARK_FROM_A_NEW_EDITOR_STEPS',0)} [See related topics](#)

Assigning a new editor

1. Open the desired document.
2. From the File menu, choose TeamSecurity.



Tip

3. Click the Editing Rights tab.
 4. Click New Editor.
 5. Specify the editor's name.
{button ,AL('H_ASSIGNING_A_NEW_EDITOR_DETAILS',1)} [See details](#)
 6. Click OK to return to the TeamSecurity dialog box.
 7. Click OK.
-

{button ,AL('H_ASSIGNING_A_NEW_EDITOR_DETAILS',1)} [See details](#)

{button ,AL('H_VERIFYING_ASSIGNED_EDITORS_STEPS;H_EDITING_RIGHTS_OVER;H_TEAMSECURITY_OVER;H_ASSIGNING_EDITOR_RIGHTS_AND_OPTIONS_STEPS;H_REQUESTING_A_CLOSING_REMARK_FROM_AN_EDITOR_STEPS;H_REMOVING_AN_EDITOR_FROM_DOCUMENT_ACCESS_STEPS',0)} [See related topics](#)

Details: Assigning editor rights and options

Editor's name

<u>Designation in the list ...</u>	<u>What it means ...</u>
All Others*	Refers to all individuals not specifically named as editors.
Specific editor names*	Contains the name of the person who created the original document, anyone who edited the document, or anyone specifically added as a new editor.
SmartMaster*	Created when a SmartMaster is saved, replacing the names of previous editors.

* You can assign various editing rights and limitations to each editor, all others, or the SmartMaster editor by using the options in the "Edits are" and "Limited to" boxes in the TeamSecurity dialog box. You can also specify markup options for each designation.

Edits are

Word Pro applies your selections as soon as you click OK in the TeamSecurity dialog box.

<u>If you select...</u>	<u>The editor...</u>
Allowed in current version only	Can only make changes in the current version or review prior versions. Cannot create new versions.
Allowed in current version or new version	Can make changes in the current version or can create a new version.
Allowed in new version only	Uses a new version which is automatically created on opening. Can review previous versions.
Not allowed (read only)	Cannot edit a document; can only read.

Limited to

You can select one or more of these options to limit the types of changes an editor can make. Word Pro applies these selections as soon as you click OK in the TeamSecurity dialog box.

<u>If you select...</u>	<u>The editor ...</u>
No limits	Can make any changes.

All edits marked up	Can edit the document but all edits appear as markups. Cannot accept or reject edits using the Review bar. For example, when the editor deletes text, it does not disappear from the document but appears with a strikethrough attribute.
No version creation or review	Cannot create new versions or see any other versions.
No editing of named styles	Cannot modify any named styles in the document.
No copying or saving as new file	Cannot copy any part of the document to the Clipboard. Can use drag and drop only within the document. Cannot use File - Save As to save the document with a new name.
No printing	Cannot print the document.

Greeting will suggest

You can set options that specify how the greeting will display. You can select one or more of the following options:

<u>If you select...</u>	<u>The greeting...</u>
(nothing)	Displays without editing suggestions.
Editing in new version	Suggests that this editor create a new version to work in. This is only an option when edits are in the current or new version.
Markup of edits	Suggests that edits appear as markups.
Review & Comment tools	Suggests that the editor use the Review & Comment Tools icon bar to insert comments.

{button ,AL('H_ASSIGNING_EDITOR_RIGHTS_AND_OPTIONS_STEPS',1)} [Go to procedure](#)

{button ,AL('H_EDITING_RIGHTS_OVER;H_ASSIGNING_A_NEW_EDITOR_STEPS;H_TEAMSECURITY_OVER;H_CREATING_A_GREETING_FOR_A_DOCUMENT_STEPS;H_VERSIONING_OVER',0)} [See related topics](#)

Assigning editor rights and options

Before setting options for editing rights, each editor must be approved using the options in TeamSecurity's Access panel.

1. Open the desired document.
2. Choose File - TeamSecurity.



3. Click the Editing Rights tab.
4. In the "Editor's name" box, select the desired editor.
{button ,AL(^H_ASSIGNING_EDITOR_RIGHTS_AND_OPTIONS_DETAILS',1)} [See details](#)
5. In the section, "When this document is being edited by," select one or more editing rights options.
6. To add a greeting that displays when the document opens, select "Display Greeting with this text."
Type the greeting in the box below it.
7. If you want to require all editors to enter a remark when the document closes, select "Request Editor's remark on close."
8. Click OK.

{button ,AL(^H_ASSIGNING_EDITOR_RIGHTS_AND_OPTIONS_DETAILS',1)} [See details](#)

{button ,AL(^H_EDITING_RIGHTS_OVER;H_ASSIGNING_A_NEW_EDITOR_STEPS;H_TEAMSECURITY_OVER;H_CREATING_A_GREETING_FOR_A_DOCUMENT_STEPS;H_VERSIONING_OVER;H_TEAMSECURITY_OVER',0)} [See related topics](#)

Details: Creating a greeting for a document

You can use a greeting to:

- Deliver a text message describing the document and its current state of review.
 - Indicate editor rights for the person opening the file.
 - Tell editors to open the file as read-only.
 - Tell editors to turn markup options on or off, if they can edit.
 - Tell editors to open the document with the Review & Comment Tools bar displayed.
-

{button ,AL('H_CREATING_A_GREETING_FOR_A_DOCUMENT_STEPS',1)} [Go to procedure](#)

{button ,AL('H_EDITING_RIGHTS_OVER;H_ASSIGNING_A_NEW_EDITOR_STEPS;H_ASSIGNING_EDITOR_RIGHTS_AND_OPTIONS_STEPS;H_TEAMSECURITY_OVER;H_SETTING_AND_CHANGING_MARKUP_OPTIONS_FOR_AN_EDITOR_STEPS;H_REQUESTING_A_CLOSING_REMARK_FROM_AN_EDITOR_STEPS',0)} [See related topics](#)

Creating a greeting for a document

1. Open the desired document.
2. Choose File - TeamSecurity.



3. Click the Editing Rights tab.
4. Select "Display Greeting with this text."
{button ,AL('H_CREATING_A_GREETING_FOR_A_DOCUMENT_DETAILS',1)} [See details](#)
5. Type the desired greeting.
6. Click OK.

{button ,AL('H_CREATING_A_GREETING_FOR_A_DOCUMENT_DETAILS',1)} [See details](#)

{button ,AL('H_EDITING_RIGHTS_OVER;H_ASSIGNING_A_NEW_EDITOR_STEPS;H_ASSIGNING_EDITOR_RIGHTS_AND_OPTIONS_STEPS;H_TEAMSECURITY_OVER;H_SETTING_AND_CHANGING_MARKUP_OPTIONS_FOR_AN_EDITOR_STEPS;H_REQUESTING_A_CLOSING_REMARK_FROM_AN_EDITOR_STEPS',0)} [See related topics](#)

Overview: Editing rights

You can assign editing rights using the Editing Rights panel in the TeamSecurity dialog box. You can add and delete an editor and request an editor remark when closing a document.

If you request editor remarks on close, the request appears every time the current document is closed. Editors can continue to add remarks but cannot remove remarks.

The Editing Rights panel also lets you create a greeting that appears every time the document is opened. You can use a greeting to:

- Deliver a text message describing the document and its current state of review.
- Indicate editor rights for the person opening the file.
- Tell editors to open the file as read-only.
- Tell editors to turn markup options on or off, if they can edit.
- Tell editors to open the document with the Review & Comment Tools bar displayed.

{button ,AL(^H_TEAMSECURITY_OVER;H_ACCESS_RIGHTS_OVER;H_ASSIGNING_EDITOR_RIGHTS_AND_OPTIONS_STEPS;H_VERSIONING_OVER;H_REVIEW_AND_COMMENT_TOOLS_ICONS_OVER',0)} [See related topics](#)

Editor's Remark dialog box

You can display this dialog box by clicking New Remark in the Versions dialog box, or when you close a file that is set up to request an editor's remark on close.

1. Type your remark.
2. Click OK.

If the version already contains remarks, Word Pro adds your remarks with a new date and time stamp.

{button ,AL('H_EDITING_RIGHTS_OVER;H_VERSIONING_OVER;H_TEAMSECURITY_OVER',0)} [See related topics](#)

Details: Entering a password

Password-protecting a document

You can type up to 50 characters, including spaces and special characters.

There is no undo when setting a password. The next time you open the document, you must specify the correct password with upper and lowercase letters as originally typed. If you do not know or cannot remember the correct password, you cannot display the document.

Password-protecting the TeamSecurity dialog box

This password can be different from the document password.

{button ,AL(`H_ENTERING_A_PASSWORD_FOR_DOCUMENT_ACCESS_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_IMPORTING_OR_EXPORTING_A_FILE_OVER;',0)} [See related topics](#)

Entering a password

You can password-protect both a document and the TeamSecurity dialog box. If you protect a document, you must enter the password every time you open that document.

1. Open the desired document.
2. From the File menu, choose TeamSecurity.



3. Click the Access tab.
4. For a document, select "Anyone with this password" in the "Who can open (access) this file" section.
For the TeamSecurity dialog box, select "Anyone with this password" in the "Who can open this dialog, and change access, editing rights, and other protection options" section.

{button ,AL('H_ENTERING_A_PASSWORD_FOR_DOCUMENT_ACCESS_DETAILS',1)} [See details](#)

5. Click Change.
6. Type a new password, and click OK.
7. Retype the password.
8. Click OK to return to the TeamSecurity dialog box.
9. Click OK.

{button ,AL('H_ENTERING_A_PASSWORD_FOR_DOCUMENT_ACCESS_DETAILS',1)} [See details](#)

{button ,AL('H_TEAMSECURITY_OVER;H_SPECIFYING_ACCESS_RIGHTS_TO_A_DOCUMENT_STEPS;H_VERIFYING_ASSIGNED_EDITORS_STEPS;H_ACCESS_RIGHTS_OVER',0)} [See related topics](#)

Removing an editor from document access

You can only remove an editor before he or she makes edits in a document. If edits were already made, you cannot remove the person who made them.

1. Open the desired document.
2. Choose File - TeamSecurity.



3. Click the Editing Rights tab.
4. In the "Editor's Name" box, select the editor (or group designated to edit).
5. Click Delete Editor.
6. Answer Yes to the confirming message.
7. Click OK.

{button ,AL('H_VERIFYING_ASSIGNED_EDITORS_STEPS;H_EDITING_RIGHTS_OVER;H_ASSIGNING_A_NEW_EDITOR_STEPS;H_ASSIGNING_EDITOR_RIGHTS_AND_OPTIONS_STEPS;H_CREATING_A_GREETING_FOR_A_DOCUMENT_STEPS;H_REQUESTING_A_CLOSING_REMARK_FROM_AN_EDITOR_STEPS',0)} [See related topics](#)

Requesting a closing remark from an editor

Any closing remark will be added to a list of remarks attached to this version of the document. They can be read in the Versions dialog box.

1. Open the desired document.
2. Choose File - TeamSecurity.



3. Click the Editing Rights tab.
4. Select "Request Editor's remark on close."
5. Click OK.

Whenever an editor closes the document, Word Pro will display the Editor's Remark dialog box for his or her comments.

{button ,AL(^H_EDITING_RIGHTS_OVER;H_ASSIGNING_A_NEW_EDITOR_STEPS;H_ASSIGNING_EDITOR_RIG
HTS_AND_OPTIONS_STEPS;H_SETTING_AND_CHANGING_MARKUP_OPTIONS_FOR_AN_EDITOR_STEP
S;H_CREATING_A_GREETING_FOR_A_DOCUMENT_STEPS;H_TEAMSECURITY_OVER',0)} See related
topics

Details: Setting and changing markup options for an editor

Markup for insertions

Attribute

Inserted text displays in the selected attribute.

- Bold
- Italic
- Underline
- Double Underline
- No attribute

Text color

Inserted text displays in the selected color.

Background color

The background of inserted text displays in the selected color.

Markup for deletions

Attribute

Deleted text displays in the selected attribute.

- Strikethrough
- Overstrike - If you select overstrike, specify the overstrike character in the box.
- Hidden
- Hidden with deleted marker
- No attribute

If you choose "Hidden" or "Hidden with deleted marker," you will not be able to use Find & Replace or the options on the Review bar to process your edits, unless you display hidden text.

Same colors as insertions

Deleted text and its background in the same color as insertions.

Different colors for deletions

Deleted text and its background displays in a different color from that of insertions.

Text color

Deleted text displays in the selected color.

Background color

The background of deleted text appears in the selected color.

Highlighter and comment icon

Highlighter/comment color

The highlight color of highlighted text or comments displays in the selected color.

{button ,AL(^H_SETTING_AND_CHANGING_MARKUP_OPTIONS_FOR_AN_EDITOR_STEPS',1)} [Go to procedure](#)
{button ,AL(^H_SETTING_AND_CHANGING_MARKUP_OPTIONS_USING_THE_FILE_MENU_STEPS;H_EDITING_RIGHTS_OVER;H_CREATING_A_GREETING_FOR_A_DOCUMENT_STEPS;H_SETTING_OTHER_TEAMSECURITY_PROTECTION_OPTIONS_STEPS;H_CREATING_A_CUSTOM_COLOR_STEPS',0)} [See related topics](#)

Setting and changing markup options for an editor

To show markups on hidden text, the "Show hidden text" option must be selected on the Other Protection panel of the TeamSecurity dialog box.

1. Choose File - TeamSecurity.



2. Click the Editing Rights tab.
3. In the "Editor's name" box, select the editor (or group designated to edit).
4. Click Markup.
5. Specify the attribute, text color, and background color for insertions.
{button ,AL('H_SETTING_AND_CHANGING_MARKUP_OPTIONS_FOR_AN_EDITOR_DETAILS',1)} [See details](#)
6. Specify the attribute, text color, and background color for deletions.
You can also select to use the same color for deletions that you use for insertions.
{button ,AL('H_SETTING_AND_CHANGING_MARKUP_OPTIONS_FOR_AN_EDITOR_DETAILS',1)} [See details](#)
7. Specify a highlighter/comment color.
8. If you want these selections to repeat for each new document, click Make Default.
Click OK to return to the TeamSecurity dialog box.
9. Click OK.

{button ,AL('H_SETTING_AND_CHANGING_MARKUP_OPTIONS_FOR_AN_EDITOR_DETAILS',1)} [See details](#)
{button ,AL('H_SETTING_AND_CHANGING_MARKUP_OPTIONS_USING_THE_FILE_MENU_STEPS;H_EDITING_RIGHTS_OVER;H_ASSIGNING_A_NEW_EDITOR_STEPS;H_ASSIGNING_EDITOR_RIGHTS_AND_OPTIONS_STEPS;H_CREATING_A_GREETING_FOR_A_DOCUMENT_STEPS;H_SETTING_OTHER_TEAMSECURITY_PROTECTION_OPTIONS_STEPS;H_TEAMSECURITY_OVER',0)} [See related topics](#)

Details: Setting other TeamSecurity protection options

Division protection section

Except for "Display all division tabs in document," these options affect only the parts of the document you select in the "Protection settings for division" box.

<u>If you select...</u>	<u>Word Pro...</u>
Display all division tabs in document	Displays all sections and divisions with divider tabs so editors can see all divisions in the document.
Hide entire division	Hides the entire division, from page break to page break, and protects it from changes by editors.
Honor protection on frames and table cells	Prevents editors from making changes in protected frames, column blocks, and table cells.
Allow editing of protected text	Allows editors to make changes to text designated as protected.
Show hidden text	Displays text designated as hidden.

Team protection options

<u>If you select...</u>	<u>Word Pro...</u>
Disable version review	Prevents editors from seeing any version other than the current one.
Disable Notes/FX of TeamSecurity fields	Prevents Word Pro from exchanging data in TeamSecurity fields.
Require running of startup scripts	Runs scripts associated with the document opened event, even if the user has disabled "Document open scripts" in Word Pro Preferences.
Edit Click Here Block prompts on-screen	Lets you change the text or attributes of "Click here" blocks by moving the insertion point into the prompt text.

{button ,AL('H_SETTING_OTHER_TEAMSECURITY_PROTECTION_OPTIONS_STEPS',1)} [Go to procedure](#)

{button ,AL('H_PROTECTING_TEXT_STEPS;H_UNPROTECTING_TEXT_STEPS;H_HIDING_TEXT_STEPS;H_SHOWING_HIDDEN_TEXT_STEPS;H_CHANGING_THE_APPEARANCE_OF_CLICK_HERE_BLOCK_PROMPT_TEXT_STEPS;H_PROTECTING_TABLE_CELL_CONTENTS_STEPS;H_VIEWING_AN_OLD_VERSION_STEPS;H_PROTECTING_FRAME_CONTENTS_STEPS;H_PRINTING_A_TABLE_FORM_STEPS',0)} [See related topics](#)

Setting other TeamSecurity protection options

1. Open the desired document.
2. Choose File - TeamSecurity.



3. Click the Other Protection tab.
4. Select one or more protection options in the "Division protection" section.
{button ,AL(`H_SETTING_OTHER_TEAMSECURITY_PROTECTION_OPTIONS_DETAILS',1)} [See details](#)
5. Select one or more protection options in the "Team protection options" section.
{button ,AL(`H_SETTING_OTHER_TEAMSECURITY_PROTECTION_OPTIONS_DETAILS',1)} [See details](#)
6. Click OK.

{button ,AL(`H_SETTING_OTHER_TEAMSECURITY_PROTECTION_OPTIONS_DETAILS',1)} [See details](#)
{button ,AL(`H_TEAMSECURITY_OVER;H_PROTECTING_TEXT_STEPS;H_UNPROTECTING_TEXT_STEPS;H_HIDING_TEXT_STEPS;H_SHOWING_HIDDEN_TEXT_STEPS;H_CHANGING_THE_APPEARANCE_OF_CLICK_HERE_BLOCK_PROMPT_TEXT_STEPS;H_PROTECTING_TABLE_CELL_CONTENTS_STEPS;H_VIEWING_A_NEW_OLD_VERSION_STEPS;H_PROTECTING_FRAME_CONTENTS_STEPS',0)} [See related topics](#)

Details: Specifying access rights

Specifying who can open (access) the document

<u>If you select...</u>	<u>This is who can open the document...</u>
Anyone (unprotected)	Anyone who has access to the folder where the document is stored.
Anyone with this password	Anyone who knows the document password. If you select this option, you can set or change this password by clicking Change.
Current editors only	Only those listed as editors on the Editing Rights panel.
Original author only	Only the person who created the document. This option is not available until you type a user name on the Personal panel in Word Pro Preferences.

Specifying who can access the TeamSecurity dialog box

<u>If you select...</u>	<u>This is who can use the dialog box...</u>
Anyone (unprotected)	Anyone who has editing rights to the document, unless it's read-only access.
Anyone with this password	Anyone who knows the dialog box's password (which can be different from the document password). If you select this option, you can set or change this password by clicking Change.
Only	Only the person (or group or department) whose name you choose from the box. This option only works for groups or departments if the user name is the same as the group or department.

{button ,AL(^H_SPECIFYING_ACCESS_RIGHTS_TO_A_DOCUMENT_STEPS',1)} [Go to procedure](#)

{button ,AL(^H_TEAMSECURITY_OVER;H_VERIFYING_ASSIGNED_EDITORS_STEPS;H_ACCESS_RIGHTS_OVER;H_ENTERING_A_PASSWORD_FOR_DOCUMENT_ACCESS_STEPS',0)} [See related topics](#)

Specifying access rights

You can specify who has access to a document and who has access to the TeamSecurity dialog box separately.

1. Open the desired document.
2. From the File menu, choose TeamSecurity.



3. Click the Access tab.
4. For a document, select the desired option in the "Who can open (access) this file" section.
For the TeamSecurity dialog box, select the desired option in the "Who can open this dialog, and change access, editing rights, and other protection options" section.
{button ,AL(^H_SPECIFYING_ACCESS_RIGHTS_TO_A_DOCUMENT_DETAILS',1)} [See details](#)
5. Click OK.

{button ,AL(^H_SPECIFYING_ACCESS_RIGHTS_TO_A_DOCUMENT_DETAILS',1)} [See details](#)

{button ,AL(^H_TEAMSECURITY_OVER;H_VERIFYING_ASSIGNED_EDITORS_STEPS;H_ACCESS_RIGHTS_OVER;H_ENTERING_A_PASSWORD_FOR_DOCUMENT_ACCESS_STEPS',0)} [See related topics](#)

TeamSecurity : Access tab

The TeamSecurity Access panel lets you assign access rights to files and documents you want to protect.

Choose a task:

[Entering a password](#)

[Specifying access rights](#)

[Verifying assigned editors](#)

{button ,AL('H_ACCESS_RIGHTS_OVER;H_TEAMSECURITY_OVER;H_EDITING_RIGHTS_OVER',0)} [See related topics](#)

TeamSecurity: Editing Rights tab

The TeamSecurity Editing Rights panel lets you assign editor rights for files and create a greeting for a document.

Choose a task:

[Assigning a new editor](#)

[Assigning editor rights and options](#)

[Creating a greeting for a document](#)

[Requesting a closing remark from an editor](#)

[Setting and changing markup options for an editor](#)

[Removing an editor from document access](#)

{button ,AL('H_TEAMSECURITY_OVER;H_EDITING_RIGHTS_OVER;H_VERSIONING_OVER',0)} [See related topics](#)

TeamSecurity: Other Protection tab

The TeamSecurity Other Protection panel lets you hide parts of the document from editors and protect parts of the document from edits.

Choose a task:

[Setting other TeamSecurity protection options](#)

[Changing the appearance of Click Here Block prompt text](#)

{button ,AL('H_TEAMSECURITY_OVER;H_SETTING_A_STARTUP_SCRIPT_STEPS;H_EXCHANGING_DATA_BE
TWEEN_WORD_PRO_AND_NOTES_OVER;H_DIVIDER_TABS_OVER;H_CLICK_HERE_BLOCKS_OVER',0)}
[See related topics](#)

Overview: TeamSecurity

The Word Pro TeamSecurity feature lets you share a single Word Pro file with co-workers, writers, and editors who can enter and save their edits in one file.

Using the TeamSecurity features, you can assign document access, editing rights, password protection, colors that show editor markups, insertions/deletions, and document protection. Private areas of a document can also be restricted and protected from edits.

The TeamSecurity dialog box lets you assign two types of access rights: access to the document itself and access to the TeamSecurity dialog box.

- Document access (set in the TeamSecurity dialog box) provides another layer of security, in addition to security provided by your network or electronic mail systems.
- Access to the TeamSecurity dialog box allows control over which editors can alter the document protection settings.

{button ,AL('H_SPECIFYING_ACCESS_RIGHTS_TO_A_DOCUMENT_STEPS;H_EDITING_RIGHTS_OVER;H_SETTING_OTHER_TEAMSECURITY_PROTECTION_OPTIONS_STEPS;H_ACCESS_RIGHTS_OVER;H_DOCUMENT_PROPERTIES_OVER',0)} [See related topics](#)

If you assign a new editor using TeamReview, type the editor's name and click OK to return to the TeamReview Assistant dialog box.

Typing a password

Enter your password or type a new password. Remember that passwords are case-sensitive.

Details: Verifying assigned editors

If you choose...	Word Pro verifies the editor's identity by ...
E-mail login	The name used to log onto the editor's e-mail system; provides the most security.
OS login	The name used to log onto the editor's operating system. Security varies depending on the operating system.
Word Pro user name	The user name displays in the "User name" box on the Personal panel of the Word Pro Preferences dialog box.

{button ,AL('H_VERIFYING_ASSIGNED_EDITORS_STEPS',1)} [Go to procedure](#)

{button ,AL('H_TEAMSECURITY_OVER;H_ACCESS_RIGHTS_OVER;H_ENTERING_A_PASSWORD_FOR_DOCUMENT_ACCESS_STEPS;H_SPECIFYING_ACCESS_RIGHTS_TO_A_DOCUMENT_STEPS',0)} [See related topics](#)

Verifying assigned editors

1. Choose File - TeamSecurity.



2. Click the Access tab.
3. Select an option in the "Verify editors using" box.

{button ,AL(`H_VERIFYING_ASSIGNED_EDITORS_DETAILS',1)} [See details](#)

You can select "Allow alternate verification" if this document uses an operating system or e-mail login as its verification method.

4. Click OK.

{button ,AL(`H_VERIFYING_ASSIGNED_EDITORS_DETAILS',1)} [See details](#)

{button ,AL(`H_TEAMSECURITY_OVER;H_ACCESS_RIGHTS_OVER;H_ENTERING_A_PASSWORD_FOR_DOCUMENT_ACCESS_STEPS;H_SPECIFYING_ACCESS_RIGHTS_TO_A_DOCUMENT_STEPS',0)} [See related topics](#)

Acquiring a TWAIN image

TWAIN is standard protocol for accessing imaging devices from within applications. Using the TWAIN standard, Word Pro allows you to acquire images from TWAIN-compliant devices, such as digital cameras, scanners, and video capture cards, for use within your Word Pro documents.

If you have more than one TWAIN-compliant device installed, you should select the desired TWAIN source before you acquire a TWAIN image.

- From the File menu, choose TWAIN Image, and then choose Acquire Image.

Word Pro launches the software for the selected TWAIN source. When you complete the acquisition of the image, Word Pro stores that image in your document. Consult the manual or on-line Help for your TWAIN-compliant device for further instructions.

Note Word Pro can acquire only one TWAIN image at a time. If you have a device which is capable of acquiring multiple images, and you use that feature in a Word Pro document, Word Pro will place the last acquired image in your document.

{button ,AL('H_ACQUIRING_A_TWAIN_IMAGE_DETAILS',1)} [See details](#)

{button ,AL('H_SELECTING_A_TWAIN_SOURCE_STEPS;H_IMPORTING_A_PICTURE_OR_GRAPHIC_OVER;H_ROTATING_AN_IMAGE_STEPS;H_SIZING_AN_IMAGE_STEPS;H_CHANGING_THE_PLACEMENT_OF_AN_IMAGE_STEPS;H_CROPPING_AN_IMAGE_STEPS;H_DIFFERENT_TYPES_OF_GRAPHIC_FILES_OVER;H_ENABLING_AND_DISABLING_ANIMATED_GIF_IMAGES_STEPS;',0)} [See related topics](#)

Details: Changing the placement of an image

Placement

Automatic

By default, places the image against the upper left-hand corner of the image container. You can adjust the position of the image within the container by cropping it.

Centered

Centers the image horizontally and vertically within the container.

Tiled

Repeats the image across and down the container, so the entire container is filled with copies of the image. You can adjust the repeat pattern by changing the "Scaling" option.

Rotate Image

This option is only available for bitmap and TIFF images. Choose a predefined rotation from the "Rotate Image" box, or choose Other, specify another degree of rotation, and click OK.

Transparent

This option is only available for watermark images. Select this option if you want the background of a container to show through the container's watermark image.

For example, if you add a watermark to a page and select the "Tiled" placement option, the watermark covers the entire page. If you change the background pattern or colors for the page, you cannot see your changes because the watermark image obscures the page background. However, by selecting the "Transparent" option for the watermark image, you allow the background to show through the "blank" parts of the watermark image.

Note Bitmap and TIFF images become mingled with background colors when set to transparent. If a bitmap or TIFF image displays in an undesirable way, check the "Transparent" option of the image and the background pattern options of its container.

Transparency for images stored as content

Some image containers (such as frames, table cells, and column blocks) can store an image as a watermark, as content, or both. Transparency for watermark images is described above. Transparency for images stored as content is controlled through the image container, not the image itself.

You can make a content image transparent by setting the background pattern for the image container to "None." For example, setting the background pattern for a frame to "None" allows the underlying elements of a page to show through the blank parts of the framed image.

Note If a frame contains both a content image and a watermark image, you must set the background pattern of the frame to "None" **and** select the "Transparent" option for the watermark. This allows the page background to show through both the content image and the watermark image. The same applies to table cells and column blocks.

{button ,AL('H_CHANGING_THE_PLACEMENT_OF_AN_IMAGE_STEPS';1)} [Go to procedure](#)

{button ,AL('H_CROPPING_AN_IMAGE_STEPS;H_ROTATING_AN_IMAGE_STEPS;H_SIZING_AN_IMAGE_STEP
S;H_WATERMARKS_OVER;H_CUSTOMIZING_TEXT_WRAP_STEPS';0)} [See related topics](#)

Changing the placement of an image

1. Right-click the [image container](#) and choose the desired Properties item.

 Tip

2. Click the Image tab.



3. Select "Graphic" or "Watermark" to indicate how the image is stored in the container.

Note If the selected container can only store an image as a watermark, only the "Watermark" option is available.

4. Choose an option in the "Placement" box.

Some options, such as "Tiled," are only useful if the image is smaller than its container.

{button ,AL(`H_CHANGING_THE_PLACEMENT_OF_AN_IMAGE_DETAILS`,1)} [See details](#)

{button ,AL(`H_CROPPING_AN_IMAGE_STEPS;H_ROTATING_AN_IMAGE_STEPS;H_SIZING_AN_IMAGE_STEP
S;H_WATERMARKS_OVER;H_CUSTOMIZING_TEXT_WRAP_STEPS`,0)} [See related topics](#)

Details: Cropping an image

In table cells or column blocks

If the image container is a table cell or column block, the crop box duplicates the cell or column size and can only be moved, not resized.

Note If you crop an image in a cell or column, you may also have to adjust the "Scaling" option to achieve the desired result.

Tiled images

With tiled images, the crop box allows you to set the starting point for the tiling, but the entire image is always tiled.

Centered images

Centered images can be cropped, but if you expand the frame after cropping, you will reveal the rest of the image.

{button ,AL(`H_CROPPING_AN_IMAGE_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_CHANGING_THE_PLACEMENT_OF_AN_IMAGE_STEPS;H_ROTATING_AN_IMAGE_STEPS;H_SIZING_AN_IMAGE_STEPS;H_CUSTOMIZING_TEXT_WRAP_STEPS',0)} [See related topics](#)

Cropping an image

You can crop OLE objects and OLE controls using these same steps.

Cropping works best when the placement option is set to [Automatic placement](#). Cropping centered or tiled items may yield unusual results.

1. Click the desired image.
2. From the image's menu, choose Crop.

Tip

The Crop Image dialog box displays with a copy of the image and a crop box with handles. The crop box represents the image's [container](#).

3. Drag or resize the crop box to reveal the desired amount of the image. If you place the top-left corner of the crop box outside the image, the image will display the same way in its container.
4. Click OK.

{button ,AL(`H_CROPPING_AN_IMAGE_DETAILS',1)} [See details](#)

{button ,AL(`H_CHANGING_THE_PLACEMENT_OF_AN_IMAGE_STEPS;H_ROTATING_AN_IMAGE_STEPS;H_SIZING_AN_IMAGE_STEPS;H_CUSTOMIZING_TEXT_WRAP_STEPS;H_CONVERTING_AN_IMAGE_TO_ANOTHER_TYPE_STEPS',0)} [See related topics](#)

Details: Customizing text wrap

You can customize the way text wraps around a frame. This is useful when you want the text in your document to wrap around the outline of an image instead of the rectangular frame.

All frames have two sets of handles: rectangular and custom. Once you set up custom handles, you can resize or crop the rectangular frame without affecting the custom handles. You can use custom handles to wrap text around oddly shaped images, OLE controls, OLE objects, and Word Pro Draw objects.

Rectangular handles

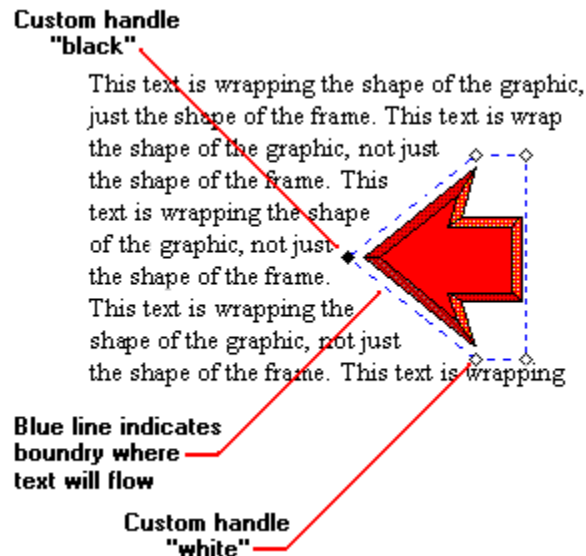
There are always eight handles on the rectangular frame. These handles allow you to resize the frame vertically, horizontally, and diagonally. As long as the "Irregular wrap" option is deselected, text will always wrap around the rectangular frame.

Custom handles

Selecting the "Irregular wrap" option on the Placement tab turns on the custom handles for the selected frame. When you first activate the custom handles on a frame, Word Pro displays enough handles to wrap around the outer edge of the contents of the frame. You can add or remove handles as needed.

Custom handles are diamond-shaped and when you select a custom handle it changes color from white to black. You can position custom handles anywhere in or around the rectangular frame.

Custom handle "black"



This text is wrapping the shape of the graphic, just the shape of the frame. This text is wrap the shape of the graphic, not just the shape of the frame. This text is wrapping the shape of the graphic, not just the shape of the frame. This text is wrapping the shape of the graphic, not just the shape of the frame. This text is wrapping the shape of the graphic, not just the shape of the frame. This text is wrapping the shape of the graphic, not just the shape of the frame. This text is wrapping

Blue line indicates
boundry where
text will flow

Custom handle
"white"

The "Irregular wrap" option controls whether Word Pro wraps text around the rectangular frame or around the boundary defined by the custom handles.

You can hide and show the custom handles without turning off "Irregular wrap." Turning "Irregular wrap" off does not affect the position of the custom handles.

Using the custom handles

The mouse pointer changes to a small white diamond whenever it passes over a custom handle. You can only select a custom handle when the mouse pointer changes to the diamond shape.

You can do the following things with custom handles:

<u>To do this...</u>	<u>Do this...</u>
Change the position of a handle.	Click the desired handle (the handle turns black), and drag it to the desired position.
Add a new handle.	Click the blue line.
Delete a handle.	Click the desired handle and press DELETE.
Move the entire frame.	Click the middle of the frame and drag it to the desired position.
Show or hide the handles.	Right-click on the frame and choose "Show Wrap Handles" or "Hide Wrap Handles."
Turn off the custom wrapping.	Deselect the "Irregular wrap" option on the

Placement panel of the InfoBox.

Important points to remember

- You can crop or resize an image without affecting the custom handles.
- If you resize an image, both the rectangular frame and the custom boundary adjust to accommodate the change.
- You cannot have fewer than three custom handles.
- The frame placement cannot be set to "With paragraph above" or "In text."
- The frame's wrap options must be set so that text flows around at least one side of the frame and not through the frame.

{button ,AL('H_CUSTOMIZING_TEXT_WRAP_STEPS',1)} [Go to procedure](#)

Customizing text wrap

In addition to the "Wrap options" for a frame, you can select the "Irregular Wrap" option and customize the way text wraps around the frame. The frame wrap options must be set so that text flows around at least one side of the frame but not through the frame.

Note The frame placement options cannot be set to "With paragraph above" or "In text."

1. Select the desired frame.
2. From the Frame menu, choose Frame Properties.
3. Click the "Placement" tab.
4. Select the "Irregular wrap" option.

Note If this option is already selected, right-click on the frame, and choose Show Wrap Handles.

Word Pro displays a set of diamond-shaped handles connected by a blue line. The blue line indicates the boundary of where the text will flow.

5. Drag and drop the handles to create the desired boundary.
6. Click outside the frame.

{button ,AL(^H_CUSTOMIZING_TEXT_WRAP_DETAILS',1)} [See details](#)

{button ,AL(^H_CHANGING_THE_PLACEMENT_OF_AN_IMAGE_STEPS;H_CROPPING_AN_IMAGE_STEPS;H_ROTATING_AN_IMAGE_STEPS;H_SIZING_AN_IMAGE_STEPS;',0)} [See related topics](#)

You can delete an image from its container without removing the container. Just click the image and then choose Delete from the image's menu. The name of the image's menu is determined by the type of image.

Overview: Different types of graphic files

Word Pro supports three kinds of images: bitmap, vector, and Word Pro's own drawings. Word Pro can rotate and adjust the quality of bitmap images. Word Pro cannot rotate or adjust the quality of vector-based images. However, you can convert vector images to .BMP format and edit them.

- Bitmap images are stored as maps of pixels (a pattern of black/white/color dots). Tagged Image File Format (.TIF) and Bitmap (.BMP) files are examples of bitmap images.

Note The word "bitmap" is used to describe both the general type of image described above and the more specific file format seen in files with the .BMP extension.

- Vector graphics and Word Pro drawings (.SDW) store images as a series of lines, including each line's beginning and ending points. Windows Metafile (.WMF) is an example of a vector graphic.
- Vector and Word Pro drawings take up less disk space and are virtually the same, except that Word Pro drawings can be edited and vector graphics cannot.

{button ,AL('H_CONVERTING_AN_IMAGE_TO_ANOTHER_TYPE_STEPS;H_ACQUIRING_A_TWAIN_IMAGE_STEPS;H_ENABLING_AND_DISABLING_ANIMATED_GIF_IMAGES_STEPS;H_IMPORTING_A_PICTURE_OR_GRAPHIC_OVER;H_SELECTING_A_TWAIN_SOURCE_STEPS;H_WATERMARKS_OVER',0)} [See related topics](#)

You can store images in many different parts of your document. Each of these parts has its own menu.

When the image container is a...	Do this to open the InfoBox...
Frame	From the Frame menu, choose Frame Properties.
Table cell	From the Table menu, choose Cell Properties.
Table (entire table)	From the Table menu, choose Table Properties.
Column block	From the Columns menu, choose Column Block Properties.
Page	From the Page menu, choose Page Properties.
Header	From the Page menu, choose Header Properties.
Footer	From the Page menu, choose Footer Properties.

Note Tables, pages, headers, and footers can only contain images as watermarks. Frames, table cells, and column blocks can contain both plain images and images as watermarks.

Enabling and disabling animated GIF images

Some GIF images are animated and require extra processing time from Word Pro. Disabling animated GIFs may improve the overall performance of Word Pro.

1. Right-click an animated GIF image.
2. Choose "Run Animation."

Note A check mark next to Run Animation indicates that GIF animation is active. This setting affects all the animated GIF files in all open Word Pro documents.

{button ,AL(`H_DIFFERENT_TYPES_OF_GRAPHIC_FILES_OVER;H_IMPORTING_A_PICTURE_OR_GRAPHIC_O
VER;');0)} [See related topics](#)

Image properties

The Image panel allows you to adjust the size, position, and appearance of images in your document. You can also use the Image panel to add images to your document as watermarks.

Choose a task:

[Adding a watermark](#)

[Removing a watermark](#)

[Sizing an image](#)

[Changing the placement of an image](#)

[Rotating an image](#)

[Changing the appearance of a picture or graphic](#)

Details: Importing a picture or graphic

- You can change folders by selecting from the list in the "Look in" box.
- You can review all available files in a folder or change to another folder by clicking one in the list.
- You can use the icons to help you browse.
- You can select a type of file in the "Files of type" box.

Files of type

This list box displays the file types supported by Word Pro. Select a file type from the list to limit the files displayed the dialog box.

Note This list box may contain file types for which you do not have import filters. If you are unsure about what import filters are installed, try to preview the image. If you cannot do this, use the Lotus Installation program to install the additional image filter.

Word Pro can import the following types of image files:

Bitmap (.BMP)	Hewlett-Packard Graphics Language (.PLT)
Corel 3 (.CDR)	Kodak Photo CD (.PCD)
Computer Graphics Metafile (.CGM)	Lotus PIC (.PIC)
DrawPerfect 1 and 2 (.WPG)	PC Paintbrush (.PCX)
Encapsulated PostScript (.EPS)	Portable Network Graphic (.PNG)
Equations (.TEX)	Tagged Image File Format (.TIF) versions 5.0 and previous
Freelance Graphics (.DRW)	Windows Metafile (.WMF)
Graphics Interchange (.GIF)	Word Pro Draw (.SDW)
JPEG (.JPG)	

In addition, you can use any image that you have copied to the Clipboard.

If you import before creating a frame, Word Pro creates a default frame for you.

Screen Snapshots

When you open a document that contains images, Word Pro creates a screen snapshot for any image you display on the screen. These snapshot files enable Word Pro to quickly display images in a document.

The snapshot option is usually enabled as a default in Word Pro Preferences. You can disable it from the File menu by choosing User Setup, and then choosing Word Pro Preferences. Click the Enable tab and deselect "Fast graphic display" in the "Performance" box.

Preview

Displays the image in the adjacent box. Word Pro displays one of three different messages when it cannot display an image in the preview box.

Preparing Image...	Word Pro displays this message while importing an image.
Invalid Picture	Word Pro displays this message when it recognizes the file extension of the selected image file but cannot extract a valid image. The image file may be corrupt, or have the wrong file extension, or be a variant of the file format that is not understood by the filter.
Unknown type	The file extension is not recognized by any installed Word Pro graphics filter.

Link to file

Links the image to its original file when imported. After import, Word Pro always uses the original file to display the image. If Word Pro cannot find the original file in its original directory, it looks in two other places: the directory where the Word Pro document is stored and the Graphics directory specified on the Locations tab of the Word Pro Preferences dialog box. If Word Pro cannot locate the image file in either of these places, it does not display the image.

If you are building a Web page and you select this option, Word Pro copies the file to the Internet, using its original name when you publish your Web page. If you deselect this option, Word Pro embeds the picture or graphic in the document.

If you plan to use this image several times in a Web page, you should select this option. That way, only one copy of the image is copied to the Internet and all pages refer to that copy. This saves space on the server and reduces the time required to load your page.

Frame style

Allows you to select the style for the frame which holds the image.

{button ,AL('H_IMPORTING_A_PICTURE_OR_GRAPHIC_STEPS',1)} [Go to procedure](#)

{button ,AL('H_ACQUIRING_A_TWAIN_IMAGE_STEPS;H_DIFFERENT_TYPES_OF_GRAPHIC_FILES_OVER;H_ENABLING_AND_DISABLING_ANIMATED_GIF_IMAGES_STEPS;H_IMPORTING_A_PICTURE_OR_GRAPHIC_OVER;H_SELECTING_A_TWAIN_SOURCE_STEPS;H_WATERMARKS_OVER;',0)} [See related topics](#)

Overview: Importing a picture or graphic

You can import an image directly into three parts of a document: frames, table cells, and column blocks. Other parts of your document (such as pages, headers, and footers) can contain images as watermarks, but you cannot import an image directly into those parts of your document.

If you select a frame, table cell, or column block and then import an image, Word Pro stores the image in the selected location. If you import an image without first selecting a frame, table cell, or column block, Word Pro creates a default frame and stores the image in that frame.

When you import an image, the image retains its original size unless you elect to size and place it manually. Frames can accommodate images of any size, even if they are larger than the page. However, other containers, such as headers, table cells, and column blocks, cannot be larger than the page. Therefore, when you import an image into one of these containers and the image is larger than the page, Word Pro enlarges the container to the limit of the page. If that is not large enough to display the entire image, Word Pro displays as much of the image as it can. You can crop the image to display the desired portion or resize it to fit within the container.

You can link an image to its original file by selecting "Link to file" in the Import Picture dialog box. Word Pro will use the file in its original location to display the image. This is helpful if you frequently update the image and always want the latest version to be displayed.

Screen Snapshots

When you open a document that contains images, Word Pro creates a screen snapshot for any image you display on the screen. These snapshot files enable Word Pro to quickly display the images in a document.

The snapshot option is usually enabled as a default in Word Pro Preferences. You can disable from the File menu by choosing User Setup, and then choosing Word Pro Preferences. Click the Enable tab and deselect "Fast graphic display" in the "Performance" box.

{button ,AL('H_DIFFERENT_TYPES_OF_GRAPHIC_FILES_OVER;H_ACQUIRING_A_TWAIN_IMAGE_STEPS;H_ENABLING_AND_DISABLING_ANIMATED_GIF_IMAGES_STEPS;H_SELECTING_A_TWAIN_SOURCE_STEPS;H_WATERMARKS_OVER;H_CUSTOMIZING_TEXT_WRAP_STEPS;H_IMPORTING_A_PICTURE_OR_GRAPHIC_STEPS;H_RESIZING_A_FRAME_BY_SPECIFYING_HEIGHT_AND_WIDTH_STEPS;H_MOVING_A_PICTURE_OR_GRAPHIC_WITHIN_A_FRAME_OR_TABLE_CELL_STEPS',0)} [See related topics](#)

Importing a picture or graphic

Word Pro imports an image into its own frame. If a frame already exists and you want to use it, you must first select it. Imported images are always stored as the content of a frame, and never as a watermark.

1. From the File menu, choose Import Picture.



2. Specify the picture or graphic file you want to import.

{button ,AL(^H_IMPORTING_A_PICTURE_OR_GRAPHIC_DETAILS',1)} [See details](#)

If you want to specify the size and location of the picture frame, click Size and Place Manually.

3. Click Open.

 Tip

{button ,AL(^H_IMPORTING_A_PICTURE_OR_GRAPHIC_DETAILS',1)} [See details](#)

{button ,AL(^H_ACQUIRING_A_TWAIN_IMAGE_STEPS;H_DIFFERENT_TYPES_OF_GRAPHIC_FILES_OVER;H_CONVERTING_AN_IMAGE_TO_ANOTHER_TYPE_STEPS;H_ENABLING_AND_DISABLING_ANIMATED_GIF_IMAGES_STEPS;H_IMPORTING_A_PICTURE_OR_GRAPHIC_OVER;H_SELECTING_A_TWAIN_SOURCE_STEPS;H_WATERMARKS_OVER;';0)} [See related topics](#)

Details: Rotating an image

Rotate Image

0 degrees -- The image is not rotated.

90 degrees -- The image is rotated so that the top of the image faces right.

180 degrees -- The image is rotated so that it is upside down.

270 degrees -- The image is rotated so that the top of the image faces left.

Other -- Displays the Rotate Degrees dialog box, so you can specify the degree of rotation.

{button ,AL('H_ROTATING_AN_IMAGE_STEPS',1)} [Go to procedure](#)

Rotating an image

You can only rotate .BMP and .TIF images. If the Rotate option is grayed out, you must convert the image to .BMP format.

1. Right-click the [image container](#) and choose the appropriate Properties item.

 Tip

2. Click the Image tab.



3. For an image stored as content, select the "Graphic" option. For an image stored as a watermark, select the "Watermark" option.

Note If the selected container can only store an image as a watermark, Word Pro automatically selects the "Watermark" option for you.

4. Choose a degree of rotation from the "Rotate Image" box or choose "Other" to specify the rotation by degrees.

{button ,AL('H_ROTATING_AN_IMAGE_DETAILS',1)} [See details](#)

{button ,AL('H_CHANGING_THE_PLACEMENT_OF_AN_IMAGE_STEPS;H_CROPPING_AN_IMAGE_STEPS;H_DIFFERENT_TYPES_OF_GRAPHIC_FILES_OVER;H_CONVERTING_AN_IMAGE_TO_ANOTHER_TYPE_STEPS;H_SIZING_AN_IMAGE_STEPS;H_CUSTOMIZING_TEXT_WRAP_STEPS',0)} [See related topics](#)

Selecting a TWAIN source

Word Pro supports the TWAIN imaging standard but you must install the software for your TWAIN device before you can select it as a TWAIN source.

1. From the File menu, choose TWAIN Image, and then choose Select Source.
2. Select a source from the "Sources" box.
3. Click Select.

Note The TWAIN source selection is a Windows setting used by all applications with TWAIN support. When you select a source in Word Pro, your selection is also used by other applications. When you select a TWAIN source in another application, Word Pro uses that selection until you select a different one.

{button ,AL('H_SELECTING_A_TWAIN_SOURCE_DETAILS',1)} [See details](#)

{button ,AL('H_ACQUIRING_A_TWAIN_IMAGE_STEPS;H_IMPORTING_A_PICTURE_OR_GRAPHIC_OVER;H_ROTATING_AN_IMAGE_STEPS;H_SIZING_AN_IMAGE_STEPS;H_CHANGING_THE_PLACEMENT_OF_AN_IMAGE_STEPS;H_CROPPING_AN_IMAGE_STEPS;H_DIFFERENT_TYPES_OF_GRAPHIC_FILES_OVER;H_ENABLING_AND_DISABLING_ANIMATED_GIF_IMAGES_STEPS;',0)} [See related topics](#)

Details: Sizing an image

You can specify the size of an image or choose from one of the automatic sizing options described in this table.

Scaling

<u>Option...</u>	<u>What it means...</u>
Original size	Word Pro sets the image to its original size, regardless of the size of its <u>container</u> . If the image is larger than its container and you cannot resize the container, you can crop the image or select a different placement option.
Fit to	Word Pro changes the size of the image to fill the container. Select the "Scale proportionately" option to prevent image distortion.
Percentage	Allows you to specify the size of the image as a percentage of the original size.
Custom	Allows you to specify the width and height of the image.

Scale proportionately

Select this option if you want your image to always maintain the same proportions. If you deselect this option and change the size of your image, the image may become distorted.

{button ,AL('H_SIZING_AN_IMAGE_STEPS',1)} [Go to procedure](#)

{button ,AL('H_CHANGING_THE_PLACEMENT_OF_AN_IMAGE_STEPS;H_CROPPING_AN_IMAGE_STEPS;H_ROTATING_AN_IMAGE_STEPS;H_CUSTOMIZING_TEXT_WRAP_STEPS',0)} [See related topics](#)

Sizing an image

1. Right-click the image container and choose the appropriate Properties item.

 Tip

2. Click the Image tab.



3. For an image stored as content, select the "Graphic" option. For an image stored as a watermark, select the "Watermark" option.

Note If the selected container can only store an image as a watermark, Word Pro automatically selects the "Watermark" option for you.

4. Choose an option in the "Scaling" box.

5. You can also specify values in the "Width" and "Height" boxes, or use the up and down arrows to specify the size.

6. If you want to keep the size proportional to the image's original width and height, select "Scale proportionately."

{button ,AL(^H_SIZING_AN_IMAGE_DETAILS',1)} [See details](#)

{button ,AL(^H_CHANGING_THE_PLACEMENT_OF_AN_IMAGE_STEPS;H_CROPPING_AN_IMAGE_STEPS;H_ROTATING_AN_IMAGE_STEPS;H_CUSTOMIZING_TEXT_WRAP_STEPS',0)} [See related topics](#)

Specifying the rotation of an image

You can specify the degree of rotation for an image. Word Pro rotates an image clockwise from its original position.

1. From the "Rotate Image" box, choose Other.
2. Specify the degree of rotation.
3. Click OK.

{button ,AL('H_ROTATING_AN_IMAGE_STEPS',0)} [See related topics](#)

Details: Adding an icon to a set of SmartIcons

Available icons (drag to add)

The icons in this list are grouped according to the Word Pro menu organization: File, Edit, View, Create, Text, Window, Help, Frame, Table, Parallel Columns, Header, Footer, Drawing, Equations.

Custom icons appear at the end of this list.

Dragging an icon into a set

When you drag and drop icons, Word Pro moves the other icons in the set either forward or backward one position to accommodate the change. The SmartIcons then appear in the new order in the dialog box.

You can use the left and right arrows to see icons that scroll out of sight.

Saving a SmartIcons set

<u>If you click...</u>	<u>This is what happens...</u>
Save Set	Takes you to the Save As SmartIcons File dialog box where you can give the new icon set a name and save it in its own file. The new set name becomes part of the SmartIcons list. Click OK to return to the SmartIcons Setup dialog box. Click OK again.
OK	Displays the new SmartIcons set. The set saves under its original name. Word Pro displays the new arrangement every time you select this set.

{button ,AL('H_ADDING_AN_ICON_TO_A_SET_OF_SMARTICONS_STEPS',1)} [Go to procedure](#)

{button ,AL('H_CREATING_A_NEW_SMARTICONS_SET_STEPS;H_DELETING_A_CUSTOM_ICON_STEPS;H_DELETING_A_SMARTICONS_SET_STEPS;H_SMARTICONS_OVER;H_REMOVING_AN_ICON_FROM_A_SET_OF_SMARTICONS_STEPS;H_SPACING_BETWEEN_SMARTICONS_IN_A_SET_STEPS;H_CREATING_A_CUSTOM_ICON_STEPS;H_SETTING_A_DEFAULT_DIRECTORY_FOR_SMARTICONS_STEPS',0)} [See related topics](#)

Adding an icon to a set of SmartIcons

1. From the File menu, choose User Setup.
2. Choose SmartIcons Setup.

Tip

Select the SmartIcons set you want to modify from the "Bar Name" box.

3. To review the entire list of [SmartIcons](#), use the up and down arrows in the "Available icons (drag to add)" box.

{button ,AL(`H_ADDING_AN_ICON_TO_A_SET_OF_SMARTICONS_DETAILS',1)} [See details](#)

Word Pro displays all SmartIcons in this box.

4. Drag an icon from the list to the set at the top of the dialog box.
5. To save the set as a different set with a different name, click Save Set. To overwrite the existing set, click OK.

{button ,AL(`H_ADDING_AN_ICON_TO_A_SET_OF_SMARTICONS_DETAILS',1)} [See details](#)

{button ,AL(`H_CREATING_A_NEW_SMARTICONS_SET_STEPS;H_DELETING_A_CUSTOM_ICON_STEPS;H_DELETING_A_SMARTICONS_SET_STEPS;H_SMARTICONS_OVER;H_REMOVING_AN_ICON_FROM_A_SET_OF_SMARTICONS_STEPS;H_SPACING_BETWEEN_SMARTICONS_IN_A_SET_STEPS;H_CREATING_A_CUSTOM_ICON_STEPS',0)} [See related topics](#)

Attaching a script to an icon

You can attach a script, an executable file (such as a .BAT or .EXE file), or a new or existing OLE object to a custom icon.

Note You cannot attach a script, an executable file, or an OLE object to a standard Word Pro icon.

1. From the File menu, choose User Setup, and then choose SmartIcons Setup.



Tip

2. Click Edit Icon.
3. Click the desired icon in the "Available icons you can edit or copy" box.
4. Click Attach Script.
5. Select the script you want to attach to the icon.
6. Click Open to return to the Edit SmartIcons dialog box.
7. Click Save.
8. Click Done to return to the SmartIcons Setup dialog box.
9. Click OK.

{button ,AL(`H_CREATING_A_CUSTOM_ICON_STEPS;H_SCRIPTS_OVER;H_EDITING_AN_ICON_STEPS;H_SETTING_A_DEFAULT_DIRECTORY_FOR_SMARTICONS_STEPS;H_USING_BUBBLE_HELP_STEPS;H_RECORDING_A_SCRIPT_OVER',0)} [See related topics](#)

Word Pro provides a specific icon for Show/Hide bubble help.



Details: Creating a custom icon

If you click a standard Word Pro icon, a confirming message appears with a message saying that you cannot make changes to the icon and then save it, but you can use one as a starting point and then save it to a new file. Click OK to return to the Edit SmartIcons dialog box.

Available icons you can edit or copy

The icons in this list are grouped according to the Word Pro menu organization: File, Edit, View, Create, Text, Window, Help, Frame, Table, Parallel Columns, Header, Footer, Drawing, Equations.

Custom icons appear at the beginning of this list in the Edit SmartIcons dialog box.

Applying colors

You can select from a color palette by clicking the "Left" and "Right" arrows. In the "Picture editor" window, use the mouse left and right buttons, and click where you want to apply color on the selected icon. Word Pro applies the colors and updates the Preview icon as you go along.

Saving the icon

When you save the custom icon, it saves in the current size shown in the "Icon size" box (Regular or Large).

{button ,AL('H_CREATING_A_CUSTOM_ICON_STEPS',1)} [Go to procedure](#)

{button ,AL('H_ATTACHING_A_SCRIPT_TO_AN_ICON_STEPS;H_EDITING_AN_ICON_STEPS;H_CREATING_A_NEW_SMARTICONS_SET_STEPS;H_SIZING_ICONS_IN_A_SMARTICONS_SET_STEPS;H_DELETING_A_CUSTOM_ICON_STEPS;H_ADDING_AN_ICON_TO_A_SET_OF_SMARTICONS_STEPS',0)} [See related topics](#)

Creating a custom icon

When you create a custom icon, it is stored as a .BMP file in the default icons folder.

1. Choose File - User Setup.
2. Choose SmartIcons Setup.



Tip

3. Click Edit Icon.
4. In the "Available icons you can edit or copy" box, click a standard Word Pro icon to use as a base, or click Create a New Blank Icon.

{button ,AL('H_CREATING_A_CUSTOM_ICON_DETAILS',1)} [See details](#)

5. Use the "Left" and "Right" mouse button color palettes to apply colors.
6. (Optional) Type a description to display as the bubble help in the "Description" box.

Note You can also assign a script to the icon by clicking Attach Script. For information, see [Attaching a script to an icon](#).

7. Click Save As and type a file name for the icon.
8. Click Save to save the icon and return to the Edit SmartIcons dialog box.
9. Click Done to return to the SmartIcons Setup dialog box.
10. Click OK.

{button ,AL('H_CREATING_A_CUSTOM_ICON_DETAILS',1)} [See details](#)

{button ,AL('H_ATTACHING_A_SCRIPT_TO_AN_ICON_STEPS;H_EDITING_AN_ICON_STEPS;H_CREATING_A_NEW_SMARTICONS_SET_STEPS;H_USING_BUBBLE_HELP_STEPS;H_SCRIPTS_OVER;H_DELETING_A_CUSTOM_ICON_STEPS;H_ADDING_AN_ICON_TO_A_SET_OF_SMARTICONS_STEPS',0)} [See related topics](#)

Details: Creating a new Smartlcons set

You can add icons by dragging icons from the "Available icons (drag to add)" box up into the new set. You can also move and rearrange icons by dragging them (including spacers) within the new set.

You can remove icons from the set by dragging them off the displayed set.

Save Set

Word Pro displays the Save as Smartlcons File dialog box where you can give the new icon set a name and save it in an .SMI file. The new name will appear in the "Bar name" box.

If you save the new Smartlcons set with its original name, the changes you made will overwrite the original set.

Bar can be displayed when context is

You can display a Smartlcons set at certain times: Always, in text, in a frame, in text in columns, in text in a frame, in text in a table cell, in a table cell, in a drawing, in a chart, in a header, in a footer, or in an equation.

For example, you are working in columns and want a custom set of Smartlcons to display.

- First, choose the custom set of Smartlcons in the "Bar name" box.
- Then choose "Text in columns" in this box.

Now you can display the custom set when you're working in text in columns.

Bar is enabled to display during its context

This option acts as an on/off display switch. If selected, it displays a specific set of Smartlcons whenever you're working in a specific part of a document. Deselect this option to turn off the display.

For example, you customize a set of Smartlcons for a column area in a document and name it under a separate file name. You always want that set to appear when you work in columns (in addition to the default Text in columns set).

- First, choose the custom set in the "Bar name" box.
- Second, choose "Text in columns" in the "Bar can be displayed when context is" box.
- Then select this option to display the set whenever you work in columns.

{button ,AL('H_CREATING_A_NEW_SMARTICONS_SET_STEPS',1)} [Go to procedure](#)

{button ,AL('H_DELETING_A_SMARTICONS_SET_STEPS;H_ADDING_AN_ICON_TO_A_SET_OF_SMARTICONS_STEPS;H_REMOVING_AN_ICON_FROM_A_SET_OF_SMARTICONS_STEPS;H_SETTING_LOCATION_PREFERENCES_FOR_CONTEXT_SMARTICONS_STEPS;H_EDITING_AN_ICON_STEPS;H_DISPLAYING_A_SPECIFIC_ICON_SET_STEPS',0)} [See related topics](#)

Creating a new SmartIcons set

You must save a new set of SmartIcons under a different name to prevent it from overwriting an existing set.

1. Choose File - User Setup.
2. Choose SmartIcons Setup.



Tip

You can use the default SmartIcons set as a base for the new set or select another set from the "Bar name" box.

3. Use drag and drop to add, move, group, and remove icons until the set is the way you want.
4. Click Save Set and type a new name for the set in the "SmartIcons Bar Name" box..
5. Click Browse and specify a filename (.SMI) for the new set in the "SmartIcons Filename" box.
6. Click OK to return to the SmartIcons Setup dialog box.
7. To allow the display of this bar when you are working in a specific part of the document, select the context in the "Bar can be displayed when context is" box.
8. To display this bar automatically when working in the chosen context, select "Bar is enabled to display during its context."
9. Click OK.

{button ,AL('H_CREATING_A_NEW_SMARTICONS_SET_DETAILS',1)} [See details](#)

{button ,AL('H_SMARTICONS_OVER;H_DELETING_A_SMARTICONS_SET_STEPS;H_ADDING_AN_ICON_TO_A_SET_OF_SMARTICONS_STEPS;H_REMOVING_AN_ICON_FROM_A_SET_OF_SMARTICONS_STEPS;H_SPACING_BETWEEN_SMARTICONS_IN_A_SET_STEPS;H_SETTING_LOCATION_PREFERENCES_FOR_CONTEXT_SMARTICONS_STEPS;H_DISPLAYING_A_SPECIFIC_ICON_SET_STEPS',0)} [See related topics](#)

Deleting a custom icon

1. Choose File - User Setup.
2. Choose SmartIcons Setup.



Tip

3. Click Edit Icon.
4. Click the icon you want to delete in the "Available icons you can edit or copy" box.
5. Click Delete Icon.
6. Click Done to return to the SmartIcons Setup dialog box.
7. Click OK.

{button ,AL(`H_CREATING_A_CUSTOM_ICON_STEPS;H_ATTACHING_A_SCRIPT_TO_AN_ICON_STEPS;H_CREATING_A_NEW_SMARTICONS_SET_STEPS;H_SCRIPTS_OVER;H_SMARTICONS_OVER;H_EDITING_AN_ICON_STEPS',0)} [See related topics](#)

Deleting a SmartIcons set

1. Choose File - User Setup.
2. Choose SmartIcons Setup.



Tip

3. Click Delete Set.
4. Select the set you want to delete.
5. Click OK.

Word Pro asks you to confirm your selection. Clicking Yes deletes the .SMI file and returns you to the SmartIcons Setup dialog box.

6. Click OK.

{button ,AL(^H_CREATING_A_NEW_SMARTICONS_SET_STEPS;H_DELETING_A_CUSTOM_ICON_STEPS;H_REMOVING_AN_ICON_FROM_A_SET_OF_SMARTICONS_STEPS;H_SPACING_BETWEEN_SMARTICONS_IN_A_SET_STEPS;H_SETTING_A_DEFAULT_DIRECTORY_FOR_SMARTICONS_STEPS;H_SETTING_LOCATION_PREFERENCES_FOR_CONTEXT_SMARTICONS_STEPS',0)} [See related topics](#)

Displaying a SmartIcons set using the bar button

1. Click the bar button on the icon bar.



2. Select a SmartIcons set from the menu.

The Universal SmartIcons set always displays on this menu. The other SmartIcon sets that display depend upon the current context. For example, if you are working in tables, the Universal set displays, as well as all SmartIcons sets associated with the table context.

{button ,AL(^H_SMARTICONS_OVER;H_USING_SMARTICONS_OVER;H_DISPLAYING_OR_HIDING_SMARTICONS_STEPS;H_HIDING_SMARTICONS_USING_THE_BAR_BUTTON_STEPS;H_REVIEW_AND_COMMENT_TO_OLS_ICONS_OVER;H_PLACING_SMARTICONS_ON_THE_WORD_PRO_WINDOW_OVER',0)} [See related topics](#)

Details: Displaying a specific icon set

Bar name

When you select a set of SmartIcons from this list, it appears across the top of the dialog box. There are several different sets of SmartIcons from which to choose.

Bar can be displayed when context is

You can display a set of SmartIcons at certain times: Always, in text, in a frame, in text in columns, in text in a frame, in text in a table cell, in a table cell, in a drawing, in a chart, in a header, in a footer, or in an equation.

When you are working in the context you select here, Word Pro adds this SmartIcons set to the available list of sets displayed when you click the Bar button. If you are not working in this context, Word Pro automatically hides this SmartIcons set.

For example, you are working in columns and want a custom set of column SmartIcons to display.

- First, select the custom set of SmartIcons in the "Bar name" box.
- Then select "Text in columns" in this box.

Now you can display the custom set when you're working in text in columns by selecting it from the list when you click the Bar button.

Bar is enabled to display during its context

This option acts as an on/off display switch. If selected, it displays a specific set of SmartIcons whenever you're working in the selected context. Deselect this option to turn off the display.

Selecting this option is the equivalent of selecting the SmartIcons set using the Bar button.

For example, you customize a set of SmartIcons for a column area and name it under a separate file name. You always want that set to appear when you work in columns (in addition to the default "Text in columns" set).

- First, select the custom set in the "Bar name" box.
- Second, select "Text in columns" in the "Bar can be displayed when context is" box.
- Then select this option to display the set whenever you work in columns.

{button ,AL(`H_DISPLAYING_A_SPECIFIC_ICON_SET_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_SMARTICONS_OVER;H_USING_SMARTICONS_OVER;H_SETTING_LOCATION_PREFERENCES_FOR_CONTEXT_SMARTICONS_STEPS;H_DISPLAYING_OR_HIDING_SMARTICONS_STEPS;H_PLACING_SMARTICONS_ON_THE_WORD_PRO_WINDOW_OVER;H_DISPLAYING_A_SMARTICONS_SET_USING_THE_BAR_BUTTON_STEPS;H_HIDING_SMARTICONS_USING_THE_BAR_BUTTON_STEPS',0)} [See related topics](#)

Displaying a specific icon set

1. Choose File - User Setup.
2. Choose SmartIcons Setup.



Tip

3. Select the desired set in the "Bar name" box.
4. Select an option in the "Bar can be displayed when context is" box.
{button ,AL(`H_DISPLAYING_A_SPECIFIC_ICON_SET_DETAILS',1)} [See details](#)
5. If you want to display the set at specific times (depending on your selections in steps 3 and 4), select "Bar is enabled to display during its context."
6. Click OK.

{button ,AL(`H_DISPLAYING_A_SPECIFIC_ICON_SET_DETAILS',1)} [See details](#)

{button ,AL(`H_SMARTICONS_OVER;H_USING_SMARTICONS_OVER;H_SETTING_LOCATION_PREFERENCES_FOR_CONTEXT_SMARTICONS_STEPS;H_DISPLAYING_OR_HIDING_SMARTICONS_STEPS;H_PLACING_SMARTICONS_ON_THE_WORD_PRO_WINDOW_OVER;H_DISPLAYING_A_SMARTICONS_SET_USING_THE_BAR_BUTTON_STEPS;H_HIDING_SMARTICONS_USING_THE_BAR_BUTTON_STEPS',0)} [See related topics](#)

You can use a shortcut to display available sets of SmartIcons by clicking the bar button on the icon bar and making your selection.



For example, if the insertion point is in a frame, the menu selections include Text in a frame, any other SmartIcons bar with a context of text in a frame, or a context of Always.

Displaying or hiding SmartIcons

1. Choose View - Show/Hide.
2. Choose [SmartIcons](#).

Note You can hide the SmartIcons by repeating these steps.

```
{button ,AL('H_USING_SMARTICONS_OVER;H_HIDING_SMARTICONS_USING_THE_BAR_BUTTON_STEPS;H_PLACING_SMARTICONS_ON_THE_WORD_PRO_WINDOW_OVER;H_PLACING_A_SET_OF_SMARTICONS_USING_THE_MOUSE_STEPS;H_DISPLAYING_A_SPECIFIC_ICON_SET_STEPS;H_DISPLAYING_A_SMARTI  
CONS_SET_USING_THE_BAR_BUTTON_STEPS;H_REVIEW_AND_COMMENT_TOOLS_ICONS_OVER',0)}  
See related topics
```

Details: Editing an icon

If you click a standard Word Pro icon, a confirming message appears with a message saying that you cannot make changes to the icon and then save it, but you can use one as a starting point and then save it to a new file. Click OK to return to the Edit Smarticons dialog box.

Available icons you can edit or copy

The icons in this list are grouped according to the Word Pro menu organization: File, Edit, View, Create, Text, Window, Help, Frame, Table, Parallel Columns, Header, Footer, Drawing, Equations.

Custom icons appear at the beginning of this list.

Applying colors

You can select from a color palette by clicking the "Left" and "Right" arrows. In the "Picture editor" window, use the mouse left and right buttons, and click where you want to apply color. Word Pro applies the colors and updates the Preview icon as you go along.

Saving the icon

When you save the icon, it saves in the current size shown in the "Icon size" box (Regular or Large).

{button ,AL('H_EDITING_AN_ICON_STEPS',1)} [Go to procedure](#)

{button ,AL('H_CREATING_A_CUSTOM_ICON_STEPS;H_ATTACHING_A_SCRIPT_TO_AN_ICON_STEPS;H_CREATING_A_NEW_SMARTICONS_SET_STEPS;H_SCRIPTS_OVER;H_USING_BUBBLE_HELP_STEPS;H_SIZING_ICONS_IN_A_SMARTICONS_SET_STEPS',0)} [See related topics](#)

Editing an icon

1. Choose File - User Setup.
2. Choose SmartIcons Setup.



Tip

3. Click Edit Icon.
4. Click the desired icon in the "Available icons you can edit or copy" box.
{button ,AL('H_EDITING_AN_ICON_DETAILS',1)} [See details](#)
5. Use the "Left" and "Right" boxes to select colors.
6. (Optional) Type a description to display as the bubble help in the "Description" box.

Note You can also assign a script to the icon by clicking Attach Script. For information, see [Attaching a script to an icon](#).

7. Click Save As and type a file name for the icon.
8. Click Save to save the icon and return to the Edit SmartIcons dialog box.
9. Click Done to return to the SmartIcons Setup dialog box.
10. Click OK.

{button ,AL('H_EDITING_AN_ICON_DETAILS',1)} [See details](#)

{button ,AL('H_CREATING_A_CUSTOM_ICON_STEPS;H_ATTACHING_A_SCRIPT_TO_AN_ICON_STEPS;H_CREATING_A_NEW_SMARTICONS_SET_STEPS;H_SCRIPTS_OVER;H_USING_BUBBLE_HELP_STEPS',0)} [See related topics](#)

Edit SmartIcons dialog box

You can create, modify, edit, attach scripts, and save or copy your edits as new icon files from this dialog box. Custom icons save as .BMP files.

In order to use a custom icon, you must attach a script to it.

Choose a task:

[Creating a custom icon](#)

[Editing an icon](#)

[Attaching a script to an icon](#)

[Deleting a custom icon](#)

Hiding SmartIcons using the bar button

1. Click the SmartIcons bar button on the icon bar.



2. Choose Hide all SmartIcons or Hide this bar of SmartIcons.

```
{button ,AL('H_SMARTICONS_OVER;H_USING_SMARTICONS_OVER;H_DISPLAYING_OR_HIDING_SMARTICONS_STEPS;H_PLACING_SMARTICONS_ON_THE_WORD_PRO_WINDOW_OVER;H_DISPLAYING_A_SPECIFIC_ICON_SET_STEPS;H_DISPLAYING_A_SMARTICONS_SET_USING_THE_BAR_BUTTON_STEPS',0)} See related topics
```

Moving an icon using the mouse

You can move a SmartIcon within a set while it is displayed in the Word Pro workspace.

Press CTRL and drag the icon to the desired location.

Dragging the icon off the SmartIcons bar moves it to the end of the set.

{button ,AL('H_ADDING_AN_ICON_TO_A_SET_OF_SMARTICONS_STEPS;H_PLACING_A_SET_OF_SMARTICONS_USING_THE_MOUSE_STEPS;H_REMOVING_AN_ICON_FROM_A_SET_OF_SMARTICONS_STEPS;H_SPACING_BETWEEN_SMARTICONS_IN_A_SET_STEPS;H_SMARTICONS_OVER;H_DRAG_AND_DROP_OVER;H_USING_SMARTICONS_OVER',0)} [See related topics](#)

Placing a set of SmartIcons using the mouse

1. Place the mouse pointer over the area next to the bar button.



2. Click and drag the bar wherever you want it in the Word Pro workspace.

As you drag it, the hand closes around an outline of the bar.



```
{button ,AL(^H_USING_SMARTICONS_OVER;H_DISPLAYING_OR_HIDING_SMARTICONS_STEPS;H_HIDING_S  
MARTICONS_USING_THE_BAR_BUTTON_STEPS;H_MOVING_AN_ICON_USING_THE_MOUSE_STEPS;H_S  
ETTING_LOCATION_PREFERENCES_FOR_CONTEXT_SMARTICONS_STEPS;H_DRAG_AND_DROP_OVER;  
H_PLACING_SMARTICONS_ON_THE_WORD_PRO_WINDOW_OVER',0)} See related topics
```

Overview: Placing SmartIcons on the Word Pro window

You can display a set of [SmartIcons](#) at the sides of the Word Pro window in a fixed position (left, right, top, or bottom). If you drag a SmartIcons bar to an edge, it will snap to and stay with that edge, even when the window is moved.



You can also display SmartIcons in a floating position anywhere inside or outside the Word Pro window. Dragging SmartIcons to a place other than an edge creates a floating palette. You can also drag one palette of SmartIcons over another.



Context SmartIcons sets

Word Pro provides a set of icons for each context it supports (such as text, text in a frame, and so on). In some cases, there is more than one set for each context. When you place a context set of SmartIcons in a specific position, this position can be used by other context SmartIcons sets.

You can display the sets of context SmartIcons in different locations. For information, see [Setting location preferences for context SmartIcons](#).

```
{button ,AL('H_USING_SMARTICONS_OVER;H_DISPLAYING_OR_HIDING_SMARTICONS_STEPS;H_USING_BUBBLE_HELP_STEPS;H_SMARTICONS_OVER;H_PLACING_A_SET_OF_SMARTICONS_USING_THE_MOUSE_STEPS;H_DISPLAYING_A_SMARTICONS_SET_USING_THE_BAR_BUTTON_STEPS;H_SIZING_ICONS_IN_A_SMARTICONS_SET_STEPS',0)} See related topics
```

Removing an icon from a set of SmartIcons

1. Choose File - User Setup.
2. Choose SmartIcons Setup.



Tip

3. Select the desired set in the "Bar name" box.
4. Drag the icon you want to remove off the displayed set.
5. Click OK.

Word Pro displays the new arrangement every time you select this set.

{button ,AL('H_CREATING_A_NEW_SMARTICONS_SET_STEPS;H_DELETING_A_SMARTICONS_SET_STEPS;H_DELETING_A_CUSTOM_ICON_STEPS;H_ADDING_AN_ICON_TO_A_SET_OF_SMARTICONS_STEPS;H_SPACING_BETWEEN_SMARTICONS_IN_A_SET_STEPS;H_DELETING_A_CUSTOM_ICON_STEPS',0)} See related topics

Setting a default directory for SmartIcons

Word Pro's default directory is usually X:\LOTUS\WORDPRO\ICONS, where X is the drive.

1. From the File menu, choose User Setup, and then choose Word Pro Preferences.
2. Click the Locations tab.
3. In the "SmartIcons" box, accept the default directory or specify the correct directory and file name.
4. Click OK.

{button ,AL('H_USING_SMARTICONS_OVER;H_PLACING_SMARTICONS_ON_THE_WORD_PRO_WINDOW_OVER;H_SETTING_WORD_PRO_PREFERENCES_OVER;H_SETTING_DEFAULT_LOCATIONS_STEPS',0)} See related topics

Details: Displaying SmartIcons in specific locations

Bars that will appear in the same location

Word Pro provides a set of icons for each context it supports. In some cases, there is more than one set for each context. Normally, each icon set appropriate to the current context appears in the same location. You can change which set(s) appear in the same location.

For example, you may have created a special set of icons to be used when working in columns. If you prefer to have that set display in the context position rather than the default "Text in columns" set, you can select it here.

If you move a context SmartIcons set from its original position, the next context SmartIcons set in this list displays where the first set was moved. For example, if you drag a set into a floating position when you are working with text and then display the text in frame SmartIcons when you work in a frame, the text in frame set displays in the same floating position.

To prevent one SmartIcons set from displaying over another, only one SmartIcons set with the same context should be checked in this list.

{button ,AL(^H_SETTING_LOCATION_PREFERENCES_FOR_CONTEXT_SMARTICONS_STEPS',1)} Go to
procedure

{button ,AL(^H_USING_SMARTICONS_OVER;H_PLACING_SMARTICONS_ON_THE_WORD_PRO_WINDOW_OV
ER;H_CREATING_A_NEW_SMARTICONS_SET_STEPS;H_DISPLAYING_A_SPECIFIC_ICON_SET_STEPS',0)}
See related topics

Displaying SmartIcons in specific locations

One set of SmartIcons exists for each context supported by Word Pro (text, text in a frame, text in a table, and so on).

1. From the File menu, choose User Setup.
2. Choose SmartIcons Setup.



Tip

3. Select the desired SmartIcons sets in the "Bars that will appear in the same location" box.

Tip

{button ,AL(`H_SETTING_LOCATION_PREFERENCES_FOR_CONTEXT_SMARTICONS_DETAILS',1)} [See details](#)

4. Click OK.

When you move a set of context SmartIcons, all other sets of context SmartIcons display in that same location.

{button ,AL(`H_SETTING_LOCATION_PREFERENCES_FOR_CONTEXT_SMARTICONS_DETAILS',1)} [See details](#)

{button ,AL(`H_USING_SMARTICONS_OVER;H_PLACING_SMARTICONS_ON_THE_WORD_PRO_WINDOW_OVER;H_CREATING_A_NEW_SMARTICONS_SET_STEPS;H_DISPLAYING_A_SPECIFIC_ICON_SET_STEPS',0)}
[See related topics](#)

If you have more than one SmartIcons set for a specific context, only check one set. Otherwise, both sets will be in the same location, with one on top of the other. You will only be able to use one set.

Sizing icons in a SmartIcons set

1. Choose File - User Setup.
2. Choose SmartIcons Setup.



 Tip

3. In the "Icon size" box, select "Regular" or "Large. "
Note Select "Large" for high-resolution monitors.
4. Click OK.

{button ,AL(^H_SMARTICONS_OVER;H_PLACING_SMARTICONS_ON_THE_WORD_PRO_WINDOW_OVER;H_PLACING_A_SET_OF_SMARTICONS_USING_THE_MOUSE_STEPS;H_DISPLAYING_A_SPECIFIC_ICON_SET_STEPS;H_DISPLAYING_A_SMARTICONS_SET_USING_THE_BAR_BUTTON_STEPS',0)} [See related topics](#)

Overview: SmartIcons

SmartIcons represent mouse shortcuts for Word Pro actions, commands, and scripts. At least two SmartIcons sets appear at the top of the page when you first start Word Pro.

You can

- specify the size of SmartIcons
- display different SmartIcons sets while you're working in specific parts of a document
- customize one or more specific sets
- add, move, group, or delete SmartIcons
- check to see what each icon represents
- place sets of SmartIcons at the side of or floating in the Word Pro window
- place SmartIcons in the default icon folder as .BMP files

Note You can create and modify custom icons. You can associate a script, an executable file (such as a .BAT or .EXE file) to launch an application, or a new or existing OLE object with a custom icon.

```
{button ,AL('H_USING_SMARTICONS_OVER;H_PLACING_SMARTICONS_ON_THE_WORD_PRO_WINDOW_OV  
ER;H_USING_BUBBLE_HELP_STEPS;H_REVIEW_AND_COMMENT_TOOLS_ICONS_OVER;H_INFOBOX_OV  
ER;H_CYCLEKEYS_OVER;H_SCRIPTS_OVER',0)} See related topics
```

SmartIcons Setup dialog box

You can review all sets of SmartIcons from this box by selecting an icon set from the SmartIcons Bar name list. Each time you do this, the specific icon set appears at the top of the box.

Using a SmartIcons set in this dialog box, you can add, move, group, edit, and remove the icons in a set. You can also create and edit custom icons from this dialog box.

Choose a task:

[Displaying a specific icon set](#)

[Sizing icons in a SmartIcons set](#)

[Spacing between SmartIcons in a set](#)

[Adding an icon to a set of SmartIcons](#)

[Removing an icon from a set of SmartIcons](#)

[Creating a new SmartIcons set](#)

[Deleting a SmartIcons set](#)

[Creating a custom icon](#)

[Editing an icon](#)

[Displaying SmartIcons in specific locations](#)

[Displaying or hiding bubble help for SmartIcons and the Infobox](#)

{button ,AL('H_SMARTICONS_OVER;H_USING_SMARTICONS_OVER',0)} [See related topics](#)

You can also reach the SmartIcons Setup dialog box by clicking the bar button on the SmartIcons bar and choosing SmartIcons Setup.



Details: Spacing between Smarticons in a set

When you drag and drop icons, Word Pro moves the other icons in the set forward or backward one position to accommodate the change. The Smarticons then appear in the new order in the dialog box.

You can use the left and right arrows to see icons that scroll out of sight.

{button ,AL('H_SPACING_BETWEEN_SMARTICONS_IN_A_SET_STEPS',1)} [Go to procedure](#)

{button ,AL('H_CREATING_A_NEW_SMARTICONS_SET_STEPS;H_SMARTICONS_OVER;H_DELETING_A_SMARTICONS_SET_STEPS;H_ADDING_AN_ICON_TO_A_SET_OF_SMARTICONS_STEPS;H_REMOVING_AN_ICON_FROM_A_SET_OF_SMARTICONS_STEPS;H_SMARTICONS_OVER',0)} [See related topics](#)

Spacing between Smarticons in a set

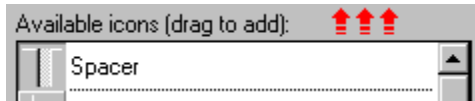


1. From the File menu, choose User Setup.
2. Choose SmartIcons Setup.



Tip

3. In the "Bar name" box, select the SmartIcons set that you want to work with.
4. Drag a spacer to separate the icons within the displayed set.



5. Click OK.

{button ,AL(`H_SPACING_BETWEEN_SMARTICONS_IN_A_SET_DETAILS',1)} [See details](#)

{button ,AL(`H_CREATING_A_NEW_SMARTICONS_SET_STEPS;H_DELETING_A_SMARTICONS_SET_STEPS;H_ADDING_AN_ICON_TO_A_SET_OF_SMARTICONS_STEPS;H_REMOVING_AN_ICON_FROM_A_SET_OF_SMARTICONS_STEPS;H_SMARTICONS_OVER',0)} [See related topics](#)

Using an icon

Place the mouse pointer over the desired icon and click.

To see a description of what the icon does, hold the mouse pointer over the icon until bubble help appears.

Some icons remain selected after you use them.



You can click the icon again to undo its state.



For example, the "Zoom to Full Page" icon toggles between full page view and the default view.

```
{button ,AL('H_SMARTICONS_OVER;H_USING_SMARTICONS_OVER;H_DISPLAYING_OR_HIDING_SMARTICONS_STEPS;H_USING_BUBBLE_HELP_STEPS;H_PLACING_A_SET_OF_SMARTICONS_USING_THE_MOUSE_STEPS;H_DISPLAYING_A_SMARTICONS_SET_USING_THE_BAR_BUTTON_STEPS',0)} See related topics
```


Overview: Using SmartIcons

When you first start Word Pro, two default sets of SmartIcons display. You can easily display one or more different sets.

Certain SmartIcons depress when you use the functions they represent. For example, if you bold and italicize a sentence, these SmartIcons appear depressed on the icon bar. You can click a depressed icon again to undo whatever the icon did.

If you place SmartIcons at the sides of or floating in the Word Pro window, their position is used by other SmartIcons sets that subsequently display. For example, if you place text SmartIcons in a floating position in the Word Pro window and then click in a frame, the text in a frame SmartIcons will appear in the same floating location.

Sets of SmartIcons save as .SMI files. Custom icons save as .BMP files.

You can set a directory for SmartIcons using Word Pro Preferences.

```
{button ,AL(^H_SMARTICONS_OVER;H_PLACING_SMARTICONS_ON_THE_WORD_PRO_WINDOW_OVER;H_REVIEW_AND_COMMENT_TOOLS_ICONS_OVER;H_USING_AN_ICON_STEPS;H_DISPLAYING_OR_HIDING_SMARTICONS_STEPS;H_USING_BUBBLE_HELP_STEPS',0)} See related topics
```

Displaying or hiding bubble help

If you hide bubble help for SmartIcons, you can still see an icon description by clicking the right mouse button on a specific icon.

1. From the File menu, choose User Setup.
2. Choose SmartIcons Setup.



 Tip

3. Select "Show icon descriptions (bubble help)."

 Tip

4. Click OK.
5. Place the mouse pointer above the desired icon or Infobox tab and pause for a second.

Word Pro displays a bubble describing what the icon or tab represents.

Note You can hide bubble help by following the same steps and deselecting "Show icon descriptions (bubble help)."

{button ,AL(^H_SMARTICONS_OVER;H_USING_SMARTICONS_OVER;H_USING_BUBBLE_HELP_STEPS;H_NAVIGATING_THE_WORD_PRO_HELP_SYSTEM_OVER;H_GETTING_HELP_IN_WORD_PRO_OVER;H_USING_AN_ICON_STEPS;H_INFOBOX_OVER';0)} [See related topics](#)

Adding an InfoBus Data Link to a document

Before you can add an InfoBus Data Link to a Word Pro document, the following conditions must be met:

- You must have a JavaBean control embedded in your document.
 - The JavaBean must be programmed to store data on the InfoBus. (The person who creates the JavaBean does this.)
 - You must have the Java Runtime Environment (JRE) installed on your computer.
1. From the Create menu, choose InfoBus Data Link.
 2. Select the desired link from the "Available InfoBus Links" box.
 3. Click OK.

{button ,AL('H_ADDING_AN_INFOBUS_DATA_LINK_TO_A_DOCUMENT_DETAILS',1)} [See details](#)

{button ,AL('H_EMBEDDING_OLE_CONTROLS_IN_A_DOCUMENT_STEPS;H_OLE_CONTROLS_PROVIDED_BY_LOTUS_OVER;H_OLE_CONTROLS_IN_WORD_PRO_OVER;H_SETTING_PROPERTIES_FOR_AN_OLE_CONTROL_STEPS;H_SCRIPTING_OLE_CONTROLS_STEPS;H_CREATING_A_NEW_OLE_OBJECT_STEPS',0)}
[See related topics](#)

Details: Breaking links

When you break a link to an object, the object is transformed into an embedded object.

This leaves the OLE object in your Word Pro document as an embedded object with no link to the original. Once you break the link, it cannot be reestablished. You must create a new linked object from the original.

{button ,AL('H_BREAKING_LINKS_STEPS',1)} [Go to procedure](#)

{button ,AL('H_OBJECT_LINKING_VS_OBJECT_EMBEDDING_OVER;H_LINKED_OLE_OBJECTS_OVER;H_EMBEDDED_OLE_OBJECTS_OVER;H_EDITING_LINKED_OLE_OBJECTS_OVER;H_VIEWING_ALL_THE_LINKED_OLE_OBJECTS_IN_A_DOCUMENT_STEPS;H_EDITING_LINK_INFORMATION_STEPS;H_UPDATING_A_LINKED_OLE_OBJECT_STEPS;H_CHANGING_A_LINKS_UPDATE_MODE_STEPS',0)} [See related topics](#)

Breaking links

1. Choose Edit - Manage Links.



2. Select the link you want to break.
3. Click Break Link.
4. Click Done.

{button ,AL(`H_BREAKING_LINKS_DETAILS',1)} [See details](#)

{button ,AL(`H_OBJECT_LINKING_VS_OBJECT_EMBEDDING_OVER;H_LINKED_OLE_OBJECTS_OVER;H_EMBEDDED_OLE_OBJECTS_OVER;H_EDITING_LINKED_OLE_OBJECTS_OVER;H_VIEWING_ALL_THE_LINKED_OLE_OBJECTS_IN_A_DOCUMENT_STEPS;H_EDITING_LINK_INFORMATION_STEPS;H_UPDATING_A_LINKED_OLE_OBJECT_STEPS;H_CHANGING_A_LINKS_UPDATE_MODE_STEPS',0)} [See related topics](#)

Details: Changing a link's update mode

When you create a linked OLE object in a Word Pro document, Word Pro sets the update mode to automatic. Use automatic update mode to ensure that your data is always current. Use manual update mode when you want to control when your data is updated. For example, you can set a link for a chart to manual so you can use that chart in a form letter and update the chart only when you want to update your form letter.

Automatic updating

When the update mode is automatic, Word Pro updates the linked OLE objects as follows:

- If the original object is not currently active, Word Pro updates the linked OLE object each time you open the Word Pro document.
- If you open the Word Pro document before you open the source application, you must select Update Now in the Manage Links dialog box to update the links to the source file and reestablish automatic update mode.

Manual updating

When the update mode is manual, Word Pro updates the link only when you select Update Now in the Manage Links dialog box. If you move an original file, you must edit the link information for all links to that file.

{button ,AL('H_CHANGING_A_LINKS_UPDATE_MODE_STEPS',1)} Go to procedure

{button ,AL('H_OBJECT_LINKING_VS_OBJECT_EMBEDDING_OVER;H_LINKED_OLE_OBJECTS_OVER;H_EMBEDDED_OLE_OBJECTS_OVER;H_EDITING_LINKED_OLE_OBJECTS_OVER;H_VIEWING_ALL_THE_LINKED_OLE_OBJECTS_IN_A_DOCUMENT_STEPS;H_EDITING_LINK_INFORMATION_STEPS;H_UPDATING_A_LINKED_OLE_OBJECT_STEPS;H_BREAKING_LINKS_STEPS',0)} See related topics

Changing a link's update mode

1. Select the linked object.
2. Choose Edit - Manage Links.



3. Select "Automatic" or "Manual."
{button ,AL(`H_CHANGING_A_LINKS_UPDATE_MODE_DETAILS',1)} [See details](#)
4. Click Done.

{button ,AL(`H_CHANGING_A_LINKS_UPDATE_MODE_DETAILS',1)} [See details](#)

{button ,AL(`H_OBJECT_LINKING_VS_OBJECT_EMBEDDING_OVER;H_LINKED_OLE_OBJECTS_OVER;H_EMBEDDED_OLE_OBJECTS_OVER;H_EDITING_LINKED_OLE_OBJECTS_OVER;H_VIEWING_ALL_THE_LINKED_OLE_OBJECTS_IN_A_DOCUMENT_STEPS;H_EDITING_LINK_INFORMATION_STEPS;H_UPDATING_A_LINKED_OLE_OBJECT_STEPS;H_BREAKING_LINKS_STEPS',0)} [See related topics](#)

Details: Changing the icon for an OLE object

You can change the icon for an OLE object when you first create the OLE object. You cannot change the icon for an existing OLE object.

Specifying a file path and file name

To change the icon for an OLE object, you must select a file which has the icon you want to use for your OLE object. You can select a file of any type or format as long as the file has at least one icon stored in it. In most instances, the files which contain icons are executable files (*.EXE).

When you specify a path and name, Word Pro displays any icons which are stored with that file underneath the "From File" box. If the file does not contain any icons, Word Pro warns you with a message.

Selecting an icon

If the file you specify contains more than one icon, Word Pro displays all the icons in a box beneath the "From File" box. You can select any one of the icons displayed in that box. Word Pro uses the icon you select to represent the OLE object you are inserting.

{button ,AL('H_CHANGING_THE_ICON_FOR_AN_OLE_OBJECT_STEPS',1)} [Go to procedure](#)

{button ,AL('H_EDITING_LINKED_OLE_OBJECTS_OVER;H_EDITING_EMBEDDED_OLE_OBJECTS_OVER;H_USING_WORD_PRO_AS_A_DESTINATION_APPLICATION_OVER;H_LAUNCHING_THE_SOURCE_APPLICATION_FOR_AN_OLE_OBJECT_STEPS;H_DISPLAYING_THE_CONTENTS_OF_AN_OLE_OBJECT_STEPS;H_DISPLAYING_AN_OLE_OBJECT_AS_AN_ICON_STEPS',0)} [See related topics](#)

Changing the icon for an OLE object

You must be in the [Paste Special](#) or Create Object dialog box.

1. Select the "Display as icon" option.

2. Click Change Icon.

3. Select the "From File" option.

4. Specify a file path and file name in the "From File" box.

{button ,AL(`H_CHANGING_THE_ICON_FOR_AN_OLE_OBJECT_DETAILS',1)} [See details](#)

5. Press TAB.

6. Select the icon you want to use from the box underneath the "From File" box.

{button ,AL(`H_CHANGING_THE_ICON_FOR_AN_OLE_OBJECT_DETAILS',1)} [See details](#)

7. Click OK.

{button ,AL(`H_CHANGING_THE_ICON_FOR_AN_OLE_OBJECT_DETAILS',1)} [See details](#)

{button ,AL(`H_EDITING_LINKED_OLE_OBJECTS_OVER;H_EDITING_EMBEDDED_OLE_OBJECTS_OVER;H_USING_WORD_PRO_AS_A_DESTINATION_APPLICATION_OVER;H_LAUNCHING_THE_SOURCE_APPLICATION_FOR_AN_OLE_OBJECT_STEPS;H_DISPLAYING_THE_CONTENTS_OF_AN_OLE_OBJECT_STEPS;H_DISPLAYING_AN_OLE_OBJECT_AS_AN_ICON_STEPS',0)} [See related topics](#)

Details: Creating an OLE object from an entire file

Typing the file path and name

You can type the file path and name in the "File" text box or you can click Browse and use the Browse dialog box to locate the file you want to use as the source for the object.

Selecting Link to file

By default, any object you create by choosing Create - Object will be an embedded OLE object. You must select the "Link to file" option to create a linked OLE object.

Displaying the OLE object as an icon

You can display any OLE object as an icon by selecting the "Display as icon" option. When you display an OLE object as an icon, the default is the icon for the source application. But you can choose another icon by clicking Change Icon. For more information, see [Changing the icon for an OLE object](#).

{button ,AL(`H_CREATING_AN_OLE_OBJECT_FROM_AN_ENTIRE_FILE_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_OBJECT_LINKING_AND_EMBEDDING_OLE_OVER;H_OBJECT_LINKING_VS_OBJECT_EMBEDDING_OVER;H_LINKED_OLE_OBJECTS_OVER;H_EMBEDDED_OLE_OBJECTS_OVER;H_USING_WORD_PRO_AS_A_SOURCE_APPLICATION_OVER;H_USING_WORD_PRO_AS_A_DESTINATION_APPLICATION_OVER;H_CREATING_AN_OLE_OBJECT_FROM_PART_OF_A_FILE_STEPS;H_CREATING_A_NEW_OLE_OBJECT_STEPS',0)} [See related topics](#)

Creating an OLE object from an entire file

1. Open the Word Pro document in which you want to place the OLE object.
2. Place the insertion point where you want to insert the OLE object.
3. Choose Create - Object.



4. Select "Object from a file."
5. Type the path and name for the file you are using as the source.
{button ,AL('H_CREATING_AN_OLE_OBJECT_FROM_AN_ENTIRE_FILE_DETAILS',1)} [See details](#)
6. If you want to make this a linked OLE object, select "Link to file."
{button ,AL('H_CREATING_AN_OLE_OBJECT_FROM_AN_ENTIRE_FILE_DETAILS',1)} [See details](#)
7. To display an icon instead of the contents of the object, select "Display as icon."
{button ,AL('H_CREATING_AN_OLE_OBJECT_FROM_AN_ENTIRE_FILE_DETAILS',1)} [See details](#)
8. Click OK.

{button ,AL('H_CREATING_AN_OLE_OBJECT_FROM_AN_ENTIRE_FILE_DETAILS',1)} [See details](#)

{button ,AL('H_OBJECT_LINKING_AND_EMBEDDING_OLE_OVER;H_OBJECT_LINKING_VS_OBJECT_EMBEDDING_OVER;H_LINKED_OLE_OBJECTS_OVER;H_EMBEDDED_OLE_OBJECTS_OVER;H_USING_WORD_PRO_AS_A_SOURCE_APPLICATION_OVER;H_USING_WORD_PRO_AS_A_DESTINATION_APPLICATION_OVER;H_CREATING_AN_OLE_OBJECT_FROM_PART_OF_A_FILE_STEPS;H_CREATING_A_NEW_OLE_OBJECT_STEPS',0)} [See related topics](#)

Details: Creating an OLE object from part of a file

Selecting the format for the data you are pasting

In most instances, you will paste an OLE object in the format of the object's source application. However, there may be times when you want to paste the object in a different format. The format options are different for each type of data. For example, a graphic can be pasted as a Windows Metafile or as a Windows Bitmap.

Word Pro lists the format options in the "As" list box.

The formats available to you depend on the original data. Not every format produces an OLE object.

You can insert a graphic from Freelance Graphics as a Windows Metafile or a Windows Bitmap.

You can insert text from Lotus 1-2-3 as Rich Text Format, Text, a Windows Metafile, DIB, or a Windows Bitmap.

You can insert text from another Word Pro document as Rich Text Format, Text, a Windows Metafile, or a Windows Bitmap.

To improve system performance when you have many links in a file, designate the links as manually updated or deactivate them. See [Changing a link's update mode](#).

Notes DocLinks

You can use Paste Special to insert a DocLink from a Notes database. Instead of copying something to the Clipboard, select the Notes document in a view and, from the Edit menu, choose Copy As Link, and then Document Link. This places the DocLink in the Clipboard. When you use Paste Special, select the "Paste link to source" option and select "Notes Link Object" as the format. This feature only works with Notes Version 4 and higher.

Displaying the OLE object as an icon

You can display any OLE object as an icon by selecting the "Display as icon" option. When you display an OLE object as an icon, the default is the icon for the source application. But you can choose another icon by clicking Change Icon. For more information see [Changing the icon for an OLE object](#).

{button ,AL(`H_CREATING_AN_OLE_OBJECT_FROM_PART_OF_A_FILE_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_OBJECT_LINKING_AND_EMBEDDING_OLE_OVER;H_OBJECT_LINKING_VS_OBJECT_EMBEDDING_OVER;H_LINKED_OLE_OBJECTS_OVER;H_EMBEDDED_OLE_OBJECTS_OVER;H_USING_WORD_PRO_AS_A_SOURCE_APPLICATION_OVER;H_USING_WORD_PRO_AS_A_DESTINATION_APPLICATION_OVER;H_CREATING_AN_OLE_OBJECT_FROM_AN_ENTIRE_FILE_STEPS;H_CREATING_A_NEW_OLE_OBJECT_STEPS;H_USING_PASTE_SPECIAL_STEPS',0)} [See related topics](#)

Creating an OLE object from part of a file

The source application must support OLE.

1. Start the source application.
2. Open the file that contains the original object you want to use as your OLE object.
3. If the original object is in a new untitled file, save the file and give it a name.
4. Select the original object you want to use as the basis for your OLE object.
5. Choose Edit - Copy.



6. Open the Word Pro document in which you want to place the OLE object.
7. Place the insertion point where you want to insert the OLE object.
8. Choose Edit - Paste Special.



9. To create an embedded OLE object, select Paste.

OR

To create a linked OLE object, select the "Paste link to source" option.

10. Select the format for the data you are pasting.

{button ,AL('H_CREATING_AN_OLE_OBJECT_FROM_PART_OF_A_FILE_DETAILS',1)} [See details](#)

11. To display an icon instead of the contents of the object, select "Display as icon."

{button ,AL('H_CREATING_AN_OLE_OBJECT_FROM_PART_OF_A_FILE_DETAILS',1)} [See details](#)

12. Click OK.

{button ,AL('H_CREATING_AN_OLE_OBJECT_FROM_PART_OF_A_FILE_DETAILS',1)} [See details](#)

{button ,AL('H_OBJECT_LINKING_AND_EMBEDDING_OLE_OVER;H_OBJECT_LINKING_VS_OBJECT_EMBEDDING_OVER;H_LINKED_OLE_OBJECTS_OVER;H_EMBEDDED_OLE_OBJECTS_OVER;H_USING_WORD_PRO_AS_A_SOURCE_APPLICATION_OVER;H_USING_WORD_PRO_AS_A_DESTINATION_APPLICATION_OVER;H_CREATING_AN_OLE_OBJECT_FROM_AN_ENTIRE_FILE_STEPS;H_CREATING_A_NEW_OLE_OBJECT_STEPS;H_USING_PASTE_SPECIAL_STEPS',0)} [See related topics](#)

Details: Creating a new OLE object

Because you cannot link to a file that hasn't been saved, all OLE objects you create on the fly are OLE embedded objects.

Object Types

The "Object Type" list box in the Insert Object dialog box lists the different types of objects you can create.

You cannot create an object unless you have access to that object's source application on your computer. For example, if you have Lotus 1-2-3 installed on your computer but you do not have Freelance Graphics, you can create a Lotus 1-2-3 object but you cannot create a Freelance Graphics object.

Displaying the OLE object as an icon

You can display any OLE object as an icon by selecting the "Display as icon" option. When you display an OLE object as an icon, the default is the icon for the source application. But you can choose another icon by clicking Change Icon. For more information see [Changing the icon for an OLE object](#).

{button ,AL('H_CREATING_A_NEW_OLE_OBJECT_STEPS',1)} [Go to procedure](#)

{button ,AL('H_OBJECT_LINKING_AND_EMBEDDING_OLE_OVER;H_OBJECT_LINKING_VS_OBJECT_EMBEDDING_OVER;H_LINKED_OLE_OBJECTS_OVER;H_EMBEDDED_OLE_OBJECTS_OVER;H_USING_WORD_PRO_AS_A_SOURCE_APPLICATION_OVER;H_USING_WORD_PRO_AS_A_DESTINATION_APPLICATION_OVER;H_CREATING_AN_OLE_OBJECT_FROM_PART_OF_A_FILE_STEPS;H_CREATING_AN_OLE_OBJECT_FROM_AN_ENTIRE_FILE_STEPS',0)} [See related topics](#)

Creating a new OLE object

1. Open the Word Pro document in which you want to place the OLE object.
2. Place the insertion point where you want to insert the OLE object.
3. Choose Create - Object.



4. Select Object.
5. Select the type of object you want to create from the "Object type" box.
{button ,AL('H_CREATING_A_NEW_OLE_OBJECT_DETAILS',1)} [See details](#)
6. To display an icon instead of the contents of the object, select the "Display as icon" option.
{button ,AL('H_CREATING_A_NEW_OLE_OBJECT_DETAILS',1)} [See details](#)
7. Click OK.

{button ,AL('H_CREATING_A_NEW_OLE_OBJECT_DETAILS',1)} [See details](#)

{button ,AL('H_OBJECT_LINKING_AND_EMBEDDING_OLE_OVER;H_OBJECT_LINKING_VS_OBJECT_EMBEDDING_OVER;H_LINKED_OLE_OBJECTS_OVER;H_EMBEDDED_OLE_OBJECTS_OVER;H_USING_WORD_PRO_AS_A_SOURCE_APPLICATION_OVER;H_USING_WORD_PRO_AS_A_DESTINATION_APPLICATION_OVER;H_CREATING_AN_OLE_OBJECT_FROM_PART_OF_A_FILE_STEPS;H_CREATING_AN_OLE_OBJECT_FROM_AN_ENTIRE_FILE_STEPS',0)} [See related topics](#)

Source application

The destination application is the application in which you paste an OLE object. While there can be only one source application for the original object, you can create multiple OLE objects from that original object. Each application which contains an OLE object is a destination application.

For example, you can create a Lotus 1-2-3 worksheet and enter data into a range of cells. You can then copy that range of cells and paste it into a Word Pro document as a linked or embedded OLE object. The destination application for the pasted OLE object is Word Pro.

The destination application is also known as the client application.

Displaying an OLE object as an icon

Select "Display as icon" when creating the OLE object.

You can also convert contents to an icon. Just right-click the object, choose the object menu (Bitmap Image Object, for example), and then choose Convert. In the conversion dialog box, select the Display as icon option and click OK.

```
{button ,AL(^H_EDITING_LINKED_OLE_OBJECTS_OVER;H_EDITING_EMBEDDED_OLE_OBJECTS_OVER;H_USING_WORD_PRO_AS_A_DESTINATION_APPLICATION_OVER;H_LAUNCHING_THE_SOURCE_APPLICATION_FOR_AN_OLE_OBJECT_STEPS;H_DISPLAYING_THE_CONTENTS_OF_AN_OLE_OBJECT_STEPS;H_HANGING_THE_ICON_FOR_AN_OLE_OBJECT_STEPS',0)} See related topics
```

Details: Displaying properties for an OLE object

Displaying the object's frame handles

Some OCX controls activate when you click on them, rather than displaying frame handles. You can display the handles by choosing View - Design Mode prior to clicking the object.

Choosing the OLE property menu

The first menu item displays the properties for the OLE object.

Name

The OLE object's name is the same as the name of the frame that contains it. The object's name can be used to reference the object in LotusScript, the Manage Links dialog box, and the Go To dialog box.

Type

The type of OLE object contained in the frame.

Created in

The application used to create the object. If you want to open or edit the object, this application must be installed on your system.

Size

The amount of space the object takes in Word Pro. If the object is embedded, the size will be the size of the object, plus the amount of overhead space Word Pro required to maintain the object. If the object is linked, the size will reflect only the amount of overhead space, not the size of the object itself.

Linked to

The name of the source file if the object is linked.

Source

The range or portion of the source file which is linked.

{button ,AL(^H_DISPLAYING_PROPERTIES_FOR_AN_OLE_OBJECT_STEPS',1)} [Go to procedure](#)

{button ,AL(^H_EDITING_LINKED_OLE_OBJECTS_OVER;H_EDITING_EMBEDDED_OLE_OBJECTS_OVER;H_USING_WORD_PRO_AS_A_DESTINATION_APPLICATION_OVER;H_LAUNCHING_THE_SOURCE_APPLICATION_FOR_AN_OLE_OBJECT_STEPS;H_INFOBOX_OVER',0)} [See related topics](#)

Displaying properties for an OLE object

1. Select the OLE object so that the frame handles appear.

When you select the OLE object's frame, Word Pro displays a menu containing commands which are appropriate for the OLE object. The menu has the same name as the type of OLE object in the frame.

{button ,AL('H_DISPLAYING_PROPERTIES_FOR_AN_OLE_OBJECT_DETAILS',1)} [See details](#)

2. Choose the OLE object's related properties menu.

For example, if the OLE object is a bitmap image, choose Object Properties from the Bitmap Image menu. If the OLE object is a Lotus 1-2-3 workbook, choose Object Properties from the Workbook menu.

3. If desired, change the name of the OLE object in the "Object Name" box.
4. Review the OLE object properties.

{button ,AL('H_DISPLAYING_PROPERTIES_FOR_AN_OLE_OBJECT_DETAILS',1)} [See details](#)

{button ,AL('H_EDITING_LINKED_OLE_OBJECTS_OVER;H_EDITING_EMBEDDED_OLE_OBJECTS_OVER;H_USING_WORD_PRO_AS_A_DESTINATION_APPLICATION_OVER;H_LAUNCHING_THE_SOURCE_APPLICATION_FOR_AN_OLE_OBJECT_STEPS;H_INFOBOX_OVER',0)} [See related topics](#)

Displaying the contents of an OLE object

Word Pro automatically displays the contents of an OLE object unless you select the "Display as icon" option when you create the OLE object.

You can convert from displaying an icon to displaying content. Just right-click the object, choose the object menu (Bitmap Image Object, for example), and then choose Convert. In the conversion dialog box, deselect the Display as icon option and click OK.

```
{button ,AL('H_EDITING_LINKED_OLE_OBJECTS_OVER;H_EDITING_EMBEDDED_OLE_OBJECTS_OVER;H_EDITING_AN_EMBEDDED_OBJECT_IN_PLACE_STEPS;H_USING_WORD_PRO_AS_A_DESTINATION_APPLICATION_OVER;H_LAUNCHING_THE_SOURCE_APPLICATION_FOR_AN_OLE_OBJECT_STEPS;H_DISPLAYING_AN_OLE_OBJECT_AS_AN_ICON_STEPS;H_CHANGING_THE_ICON_FOR_AN_OLE_OBJECT_STEPS',0)  
} See related topics
```

Details: Editing an embedded object *in-place*

Double-clicking an embedded OLE object

Applications that fully support OLE2 functionality allow you to edit embedded objects *in-place*. This means you do not exit Word Pro to edit the object. Instead, the menus and tools for the object's source application replace the Word Pro menus and tools when you double-click the object. When you double-click an embedded object that can be edited *in-place*, the following happens:

- The selected object looks as though it is still embedded in Word Pro.
- The menus (except for the File and Window menus) change to match the source application.
- The user interface of the source application may appear around the edges of the object. For example, spreadsheet rows and columns appear if the embedded object is from a spreadsheet.

Check the documentation for the source application to determine if it supports all OLE2 functionality.

Even though an application supports OLE2, it may not support the edit *in-place* feature of OLE2. Word Pro supports edit *in-place* as both a server and a container. Assuming the other application supports edit *in-place* as a container, you can edit *in-place* a Word Pro OLE object which you paste into another application. Assuming the other application supports edit *in-place* as a server, you can edit *in-place* an OLE object which you paste into a Word Pro document.

Clicking outside an embedded object

Some source applications do not fully support the *in-place* editing feature. If clicking outside the embedded object does not deactivate the source application and update the embedded object, choose File - Update Lotus Word Pro.

{button ,AL('H_EDITING_AN_EMBEDDED_OBJECT_IN_PLACE_STEPS',1)} [Go to procedure](#)

{button ,AL('H_EDITING_LINKED_OLE_OBJECTS_OVER;H_EDITING_EMBEDDED_OLE_OBJECTS_OVER;H_EDITING_EMBEDDED_OBJECTS_AS_A_SEPARATE_FILE_STEPS;H_EDITING_LINKED_OLE_OBJECTS_STEPS;H_OBJECT_LINKING_AND_EMBEDDING_OLE_OVER',0)} [See related topics](#)

Editing an embedded object *in-place*

Not all applications support this feature.

1. Double-click the object you want to edit.
{button ,AL('H_EDITING_AN_EMBEDDED_OBJECT_IN_PLACE_DETAILS',1)} [See details](#)
 2. Edit the object.
 3. Click outside the object or choose File - Update Lotus Word Pro.
-

{button ,AL('H_EDITING_AN_EMBEDDED_OBJECT_IN_PLACE_DETAILS',1)} [See details](#)

{button ,AL('H_EDITING_LINKED_OLE_OBJECTS_OVER;H_EDITING_EMBEDDED_OLE_OBJECTS_OVER;H_EDITING_EMBEDDED_OBJECTS_AS_A_SEPARATE_FILE_STEPS;H_EDITING_LINKED_OLE_OBJECTS_STEPS;H_EMBEDDED_OLE_OBJECTS_OVER;H_DISPLAYING_PROPERTIES_FOR_AN_OLE_OBJECT_STEPS',0)} [See related topics](#)

Details: Editing embedded objects as a separate file

Applications that do not support *in-place* editing do allow you to edit an object in a separate window. When you double-click an object that is editable in a separate window, the following happens:

- Word Pro launches the source application for the object.
- The source application displays the embedded object in a new untitled file.
- The source application may display special Exit and Update commands in the File menu:

Update Lotus Word Pro

This command, or one like it, updates the embedded object in your Word Pro document without closing the Source application.

Exit & Return to Lotus Word Pro

This command, or one like it, updates the embedded object in your Word Pro document and closes the Source application.

{button ,AL(`H_EDITING_EMBEDDED_OBJECTS_AS_A_SEPARATE_FILE_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_EDITING_LINKED_OLE_OBJECTS_OVER;H_EDITING_EMBEDDED_OLE_OBJECTS_OVER;H_EDITING_AN_EMBEDDED_OBJECT_IN_PLACE_STEPS;H_EDITING_LINKED_OLE_OBJECTS_STEPS;H_EMBEDDED_OLE_OBJECTS_OVER;H_DISPLAYING_PROPERTIES_FOR_AN_OLE_OBJECT_STEPS',0)} [See related topics](#)

Editing embedded objects as a separate file

Some embedded objects allow you to edit in place and click outside the object when finished. Other objects open in their own applications.

1. Double-click the object.
2. Edit the object.
3. Choose File - Exit.

Note When editing OLE objects, the Exit command may be different ("Exit & Return" or "Exit & Update") in some applications.

{button ,AL(`H_EDITING_EMBEDDED_OBJECTS_AS_A_SEPARATE_FILE_DETAILS',1)} [See details](#)

{button ,AL(`H_EDITING_LINKED_OLE_OBJECTS_OVER;H_EDITING_EMBEDDED_OLE_OBJECTS_OVER;H_EDITING_AN_EMBEDDED_OBJECT_IN_PLACE_STEPS;H_EDITING_LINKED_OLE_OBJECTS_STEPS;H_EMBEDDED_OLE_OBJECTS_OVER;H_DISPLAYING_PROPERTIES_FOR_AN_OLE_OBJECT_STEPS',0)} [See related topics](#)

Overview: Editing Embedded OLE objects

You can edit embedded OLE objects *in-place* or as a separate document. All OLE applications allow you to edit an embedded object as a separate file, but only some of those applications allow you to edit an embedded OLE object *in-place*. Both kinds of editing affect the embedded OLE object itself. The difference between the two kinds of editing is how the object is displayed while you edit it.

Editing *in-place*

When you edit an embedded OLE object *in-place*, you can still see the rest of the destination document as you make your changes, but the menus and other tools on the screen all belong to the source application for the object you are editing. The source application must support the *in-place* editing feature.

For example, you can embed part of a Lotus 1-2-3 worksheet as an OLE object in a Word Pro document. To edit the embedded worksheet, you can click once in the worksheet to activate 1-2-3. When 1-2-3 activates, the Word Pro document remains on the screen but the Word Pro menus and tools are replaced by the menus and tools for 1-2-3. This allows you to edit the worksheet without leaving your Word Pro document.

Note You cannot edit a linked OLE object *in-place*.

Editing as a separate file

Editing as a separate file takes you out of the destination application and displays the embedded object as a separate file.

When you edit an embedded OLE object as a separate document, you actually leave Word Pro and open the embedded object as an untitled file in the source application. This is almost the same as launching an application from the Program Manager and opening a file. The difference is how you close and save the embedded object. When you edit an embedded object as a separate file, the source application changes its File menu. Instead of the usual Close and Exit commands, the OLE File menu includes the Close & Update Word Pro and the Exit & Return to Word Pro commands.

{button ,AL(`H_OBJECT_LINKING_AND_EMBEDDING_OLE_OVER;H_OBJECT_LINKING_VS_OBJECT_EMBEDDING_OVER;H_LINKED_OLE_OBJECTS_OVER;H_EMBEDDED_OLE_OBJECTS_OVER;H_USING_WORD_PRO_AS_A_DESTINATION_APPLICATION_OVER;H_CREATING_AN_OLE_OBJECT_FROM_PART_OF_A_FILE_STEPS;H_CREATING_AN_OLE_OBJECT_FROM_AN_ENTIRE_FILE_STEPS;H_CREATING_A_NEW_OLE_OBJECT_STEPS',0)} [See related topics](#)

Details: Editing linked OLE objects

Double-clicking a linked OLE object

When you double-click a linked OLE object, Word Pro launches the OLE object's source application and opens the file which contains the original object. Any changes you make to the original object are passed on to the linked OLE object by the source application. Some source applications send the changes to Word Pro as they occur; other applications wait until you close the original object file. If the source application does not notify Word Pro of the changes, Word Pro updates the OLE object automatically when it opens the file which contains the linked OLE object.

Linked objects created with drag and drop

If you created the linked OLE object with the OLE drag and drop feature, the object has two handles - one on each side of the object. You can click in and edit the object itself without exiting Word Pro or affecting the original object or you can double-click one of the handles to launch the source application and edit the original object.

Choosing File - Exit in the source application

Depending on the source application, Word Pro displays the changes you make to an original object as they occur, when you save the original object, or when you ask for an update through the Manage Links dialog box. If the OLE object is set to update automatically, Word Pro will update the OLE object when you reopen the document.

{button ,AL('H_EDITING_LINKED_OLE_OBJECTS_STEPS',1)} [Go to procedure](#)

{button ,AL('H_EDITING_LINKED_OLE_OBJECTS_OVER;H_EDITING_EMBEDDED_OLE_OBJECTS_OVER;H_EDITING_AN_EMBEDDED_OBJECT_IN_PLACE_STEPS;H_EDITING_EMBEDDED_OBJECTS_AS_A_SEPARATE_FILE_STEPS',0)} [See related topics](#)

Overview: Editing Linked OLE objects

To make changes to a linked OLE object, you must change the original object. OLE makes this easy by allowing you to launch the source application for the linked object by double-clicking the linked object. When you double-click a linked OLE object, Word Pro launches the source application and opens the document which contains the original object.

When you edit the original object, Word Pro displays your changes in the linked OLE object as soon as the source application tells Word Pro to update the linked OLE object. Some source applications notify Word Pro with each keystroke or mouse click. Other source applications do not send any changes to Word Pro until Word Pro asks for the changes during an update. Check the source application's documentation for details on when updates are passed on to destination applications.

Because you edit the original object for a linked object and not the linked object itself, you cannot edit a linked OLE object *in-place*.

Linked objects receive updated information in one of two ways. Either you ask for the updated information (manual updating) or the source application sends the update to Word Pro (automatic updating).

Manual updating

When you set a link to manual updating, the linked object will not change until you select that object and tell Word Pro to update the object's contents.

Automatic updating

When you set a link to automatic updating, the linked object will change each time the source application sends an update to Word Pro. Not all applications send updates to Word Pro automatically. Some source applications send updates to Word Pro with each keystroke or mouse click in the original object; other applications wait until you close the original object. There are even some applications which send no updates unless Word Pro asks for them. Word Pro compensates for these differences by automatically asking for updates on automatic links each time you open a file which contains linked OLE objects. Only the objects which are marked for automatic update will be updated. You can also select any link (automatic or manual) and update it, using the Manage Links dialog box.

If you move an original object to a new location after you create linked OLE objects from that file, you must edit the link information for all the linked OLE objects based on that file. If you do not edit the link information for the linked OLE objects, they will produce an error message the next time they are updated.

{button ,AL('H_EDITING_EMBEDDED_OLE_OBJECTS_OVER;H_EDITING_AN_EMBEDDED_OBJECT_IN_PLACE_STEPS;H_EDITING_EMBEDDED_OBJECTS_AS_A_SEPARATE_FILE_STEPS;H_EDITING_LINKED_OLE_OBJECTS_STEPS',0)} [See related topics](#)

Editing linked OLE objects

1. Double-click the linked OLE object.

{button ,AL('H_EDITING_LINKED_OLE_OBJECTS_DETAILS',1)} [See details](#)

2. Edit the object.

3. Choose File - Save.



4. Choose File - Exit.



{button ,AL('H_EDITING_LINKED_OLE_OBJECTS_DETAILS',1)} [See details](#)

{button ,AL('H_EDITING_LINKED_OLE_OBJECTS_OVER;H_EDITING_EMBEDDED_OLE_OBJECTS_OVER;H_EDITING_AN_EMBEDDED_OBJECT_IN_PLACE_STEPS;H_EDITING_EMBEDDED_OBJECTS_AS_A_SEPARATE_FILE_STEPS',0)} [See related topics](#)

Details: Editing link information

Editing the link

When you click Edit Link in the Manage Links dialog box, Word Pro opens the Edit Link dialog box.

You can use the "Look In", "File Name" and "Item" boxes in this dialog box to specify a new path, file name, or even a new part of the same file. When you edit a link in this way, you change the contents of the linked OLE object. Word Pro displays that change when it updates the linked OLE object. This change affects only the link you select in the Manage Links dialog box.

{button ,AL(`H_EDITING_LINK_INFORMATION_STEPS',1)} Go to procedure

{button ,AL(`H_OBJECT_LINKING_VS_OBJECT_EMBEDDING_OVER;H_LINKED_OLE_OBJECTS_OVER;H_EMBEDDED_OLE_OBJECTS_OVER;H_EDITING_LINKED_OLE_OBJECTS_OVER;H_VIEWING_ALL_THE_LINKED_OLE_OBJECTS_IN_A_DOCUMENT_STEPS;H_UPDATING_A_LINKED_OLE_OBJECT_STEPS;H_CHANGING_A_LINKS_UPDATE_MODE_STEPS;H_BREAKING_LINKS_STEPS',0)} See related topics

Editing link information

1. Select the OLE object whose link you want to edit.
2. Choose Edit - Manage Links.



3. Click Edit Link.
`{button ,AL('H_EDITING_LINK_INFORMATION_DETAILS',1)} See details`
4. Edit the link.
5. Click OK.
6. Click Cancel.

`{button ,AL('H_EDITING_LINK_INFORMATION_DETAILS',1)} See details`

`{button ,AL('H_OBJECT_LINKING_VS_OBJECT_EMBEDDING_OVER;H_LINKED_OLE_OBJECTS_OVER;H_EMBEDDED_OLE_OBJECTS_OVER;H_EDITING_LINKED_OLE_OBJECTS_OVER;H_VIEWING_ALL_THE_LINKED_OLE_OBJECTS_IN_A_DOCUMENT_STEPS;H_UPDATING_A_LINKED_OLE_OBJECT_STEPS;H_CHANGING_A_LINKS_UPDATE_MODE_STEPS;H_BREAKING_LINKS_STEPS',0)} See related topics`

Edit Link dialog box

You can change the source for a link from the Edit Link dialog box. For example, if the directory of the source file changes, or if the name of the source file changes, you need to modify your links to reflect the changes.

Look in

Select the drive where the source file is located.

File Name

Enter the current name of the source file.

Files of Type

Select the format of the source file.

Item

Specify the object you want to link to in the source file. For example, if you are linking to a range of data in a 1-2-3 file, and you want to specify a larger range, you can enter the new range. If your application does not recognize what you specify, it will look for the previously specified item instead.

{button ,AL(`H_EDITING_LINKED_OLE_OBJECTS_STEPS',0)} [See related topics](#)

Overview: Embedded OLE objects

An embedded OLE object is not connected to the original object. Once you create an embedded OLE object, it acts as a completely independent object and is part of the destination file.

You can create an embedded OLE object from all or part of an existing file. You can also create a new embedded OLE object.

You can display the contents of the OLE object or you can display the OLE object as an icon. When you display an OLE object as an icon, you can use the icon from OLE object's source application or you can choose a different icon.

You can edit embedded OLE objects *in-place* or as a separate document. All OLE applications allow you to edit an embedded object as a separate file, but only some of those applications allow you to edit an embedded OLE object *in-place*. Both kinds of editing affect the embedded OLE object itself. The difference between the two kinds of editing is how the object is displayed while you edit it. Editing *in-place* displays the destination document with the menus and tools of the source application. Editing as a separate file takes you out of the destination application and displays the embedded object as a separate file.

After you make changes to an embedded object, Word Pro displays those changes as soon as the source application tells Word Pro to update the OLE object. Some source applications will update the object automatically, others will prompt you to update or discard your changes, and others will do nothing until you select the embedded object and tell Word Pro to update it. Check the source application's documentation for details on when updates are passed on to destination applications.

Word Pro supports the drag and drop features of OLE2. If the application you are sharing data with also supports OLE drag and drop, you can create an embedded OLE object by dragging the data out of one application and dropping it in another application.

You embed objects using Edit - Paste Special or Create - Object. These commands are similar but you use Edit - Paste Special to embed an object that you have either copied or cut from another application. You use Create - Object to embed an entire file or to create an embedded OLE object "on the fly". For more information see [Creating an OLE object from part of a file](#), [Creating an OLE object from an entire file](#), or [Creating A New Ole Object](#).

{button ,AL('H_OBJECT_LINKING_AND_EMBEDDING_OLE_OVER;H_OBJECT_LINKING_VS_OBJECT_EMBEDDING_OVER;H_LINKED_OLE_OBJECTS_OVER;H_USING_WORD_PRO_AS_A_SOURCE_APPLICATION_OVER;H_USING_WORD_PRO_AS_A_DESTINATION_APPLICATION_OVER;H_CREATING_AN_OLE_OBJECT_FROM_PART_OF_A_FILE_STEPS;H_CREATING_AN_OLE_OBJECT_FROM_AN_ENTIRE_FILE_STEPS;H_CREATING_A_NEW_OLE_OBJECT_STEPS;H_EDITING_EMBEDDED_OLE_OBJECTS_OVER',0)} [See related topics](#)

Embedding OLE controls in a document

You can embed OLE controls in a Word Pro document to create customized applications for other users.

1. From the View menu, choose Design OLE Controls.
2. Place the insertion point where you want the control to appear.
3. From the Create menu, choose Object.
4. Under "Create new," select Control or JavaBean.

Note If JavaBean appears dimmed, you must install the Java Runtime Environment (JRE). This is available free on the internet.

5. From the "Object type" box, select the type of control that you want to embed.
6. Click OK.

Word Pro embeds the control in a frame that is anchored at the insertion point and selects it for you. When a control is selected, Word Pro displays the menu for that control. If Word Pro is in Design mode, you can use the control's menu to name the control and change its settings.

{button ,AL(`H_EMBEDDING_OLE_CONTROLS_IN_A_DOCUMENT_DETAILS',1)} [See details](#)

{button ,AL(`H_OLE_CONTROLS_PROVIDED_BY_LOTUS_OVER;H_OLE_CONTROLS_IN_WORD_PRO_OVER;H_SETTING_PROPERTIES_FOR_AN_OLE_CONTROL_STEPS;H_SCRIPTING_OLE_CONTROLS_STEPS;H_CREATING_A_NEW_OLE_OBJECT_STEPS',0)} [See related topics](#)

Embed

When you create or paste an OLE object without a link, Word Pro embeds the object and remembers which application created the object. You can double-click the embedded object to launch the source application and edit the original.

Launching the source application for an OLE object

Double-click the OLE object or the OLE object icon.

```
{button ,AL('H_EDITING_LINKED_OLE_OBJECTS_OVER;H_EDITING_EMBEDDED_OLE_OBJECTS_OVER;H_USING_WORD_PRO_AS_A_DESTINATION_APPLICATION_OVER;H_DISPLAYING_THE_CONTENTS_OF_AN_OLE_OBJECT_STEPS;H_DISPLAYING_AN_OLE_OBJECT_AS_AN_ICON_STEPS;H_CHANGING_THE_ICON_FOR_AN_OLE_OBJECT_STEPS;H_EDITING_AN_EMBEDDED_OBJECT_IN_PLACE_STEPS;H_DISPLAYING_PROPERTIES_FOR_AN_OLE_OBJECT_STEPS',0)} See related topics
```

Overview: Linked OLE objects

A linked OLE object is connected to its original object through an OLE link. When you edit a linked OLE object, you are editing the original. When other users make changes to the original object, those changes are passed on to all OLE objects which you created from that original object. You can tell Word Pro to update a linked OLE object automatically or manually by setting the link options for each OLE object.

You can create a linked OLE object from all or part of an existing file. You can also create a new linked OLE object.

You can display the contents of the OLE object or you can display the OLE object as an icon. When you display an OLE object as an icon, you can use the icon from the OLE object's source application or you can choose a different icon.

You cannot edit linked OLE objects *in-place* because when you double-click a linked OLE object, the source application opens the original object file. Any changes you make to the original object affect both the original and the OLE object(s) created from that original.

When you edit an original object, Word Pro displays those changes in the OLE object as soon as the source application tells Word Pro to update the OLE object. Some source applications notify Word Pro with each keystroke or mouse click. Other source applications do not send any changes to Word Pro until Word Pro asks for them during an update. Check the source application's documentation for details on when updates are passed on to destination applications.

Word Pro supports the drag and drop features of OLE2. If the application you are sharing data with also supports OLE drag and drop, you can create a linked OLE object by dragging the data out of one application and dropping it in another application.

If an original object has been moved since the link was last updated, you must edit the link information for that link. You can access and edit the link information through the Manage Links dialog box by choosing Edit - Manage Links.

You link objects using Edit - Paste Special or Create - Object. These commands are similar but you use Edit - Paste Special to link an object that you have either copied or cut from another application. You use Create - Object to link an entire file or to create a linked OLE object "on the fly." For more information see [Creating an OLE object from part of a file](#), [Creating an OLE object from an entire file](#), or [Creating A New Ole Object](#).

{button ,AL('H_OBJECT_LINKING_AND_EMBEDDING_OLE_OVER;H_OBJECT_LINKING_VS_OBJECT_EMBEDDING_OVER;H_EMBEDDED_OLE_OBJECTS_OVER;H_USING_WORD_PRO_AS_A_SOURCE_APPLICATION_OVER;H_USING_WORD_PRO_AS_A_DESTINATION_APPLICATION_OVER;H_CREATING_AN_OLE_OBJECT_FROM_PART_OF_A_FILE_STEPS;H_CREATING_AN_OLE_OBJECT_FROM_AN_ENTIRE_FILE_STEPS;H_CREATING_A_NEW_OLE_OBJECT_STEPS',0)} [See related topics](#)

Link

A link is a connection between an original object and the OLE object created from that original. When you create or paste an OLE object as a linked object, Word Pro establishes a live link between the OLE object and the original object. Word Pro then uses that link to update the OLE object when the original object changes.

Manage Links dialog box

You can use the Manage Links dialog box to:

- View a list of all the linked OLE objects in a document
- Edit link information
- Update one or more linked OLE objects
- Change a linked OLE object's update mode
- Launch a linked OLE object's source application
- Break the link between an OLE object and its original object

To display the Manage Links dialog box, choose Edit - Manage Links.

If you select a linked OLE object in your document before you open the Manage Links dialog box, Word Pro highlights the information for the selected object when it opens the dialog box.

Word Pro displays information about the source for each link under these headings:

Source -- The path and name of the file that contains the original object. This may also include other information, such as a range.

Type -- The name of the source application for the original and OLE object.

Update -- The update setting for the linked OLE object (Auto or Manual).

Update Now

Click Update Now to update the object selected in the list box.

Open Source

Click Open Source to launch the source application for the object selected in the list box. The source application will also open the original object for you to edit.

Edit Link

Click Edit Link to point the link to a different source object.

Break Link

Click Break Link to disconnect the OLE object from its linked original. This leaves the OLE object in your Word Pro document as an embedded object with no link to the original. Once you break the link, it cannot be reestablished. You must create a new linked object from the original.

Update

Select Automatic or Manual to set the update option for the selected link.

```
{button ,AL(^H_OBJECT_LINKING_VS_OBJECT_EMBEDDING_OVER;H_LINKED_OLE_OBJECTS_OVER;H_EMBEDDED_OLE_OBJECTS_OVER;H_EDITING_LINKED_OLE_OBJECTS_OVER;H_VIEWING_ALL_THE_LINKED_OLE_OBJECTS_IN_A_DOCUMENT_STEPS;H_EDITING_LINK_INFORMATION_STEPS;H_UPDATING_A_LINKED_OLE_OBJECT_STEPS;H_CHANGING_A_LINKS_UPDATE_MODE_STEPS;H_BREAKING_LINKS_STEPS',0)} See related topics
```

Overview: Object Linking and Embedding (OLE)

Word Pro supports Version 2 of Object Linking and Embedding (OLE). OLE is a tool that allows you to share information created in one application with documents you create in other applications. The information you share can be anything from a range of cells in Lotus 1-2-3 to a paragraph of text in Word Pro or a picture in Freelance Graphics. You can share all of a file or part of a file. Whatever form the shared information takes, it is always a copy of the original and you refer to that copy as an OLE object.

Each OLE object has an original object, a source application, and a destination application.

For example, you can copy data in a Lotus 1-2-3 worksheet and paste it as an OLE object in a Word Pro document. You can embed the object or link the object. If you embed the OLE object, the OLE object has no link to the original object and you can edit it independently of the original. If you link the OLE object, the OLE object will derive its contents from the original object and can be updated automatically. You can launch any OLE object's source application by double-clicking the OLE object.

Dynamic Data Exchange (DDE)

Word Pro uses OLE where you might have used DDE in previous versions of Ami Pro. However, Word Pro still supports DDE functionality through LotusScript tools.

The Word Pro documentation describes how Word Pro behaves as a destination application. While Word Pro supports nearly all OLE2 features as a source application, you must consult the documentation for the destination application to determine how a Word Pro OLE object is handled in that application.

```
{button ,AL('H_OBJECT_LINKING_VS_OBJECT_EMBEDDING_OVER;H_LINKED_OLE_OBJECTS_OVER;H_EMBEDDED_OLE_OBJECTS_OVER;H_USING_WORD_PRO_AS_A_SOURCE_APPLICATION_OVER;H_USING_WORD_PRO_AS_A_DESTINATION_APPLICATION_OVER;H_USING_OLE_DRAG_AND_DROP_OVER;H_CREATING_AN_OLE_OBJECT_FROM_PART_OF_A_FILE_STEPS;H_CREATING_AN_OLE_OBJECT_FROM_AN_ENTIRE_FILE_STEPS;H_CREATING_A_NEW_OLE_OBJECT_STEPS',0)} See related topics
```

Overview: Object Linking vs. Object Embedding

When you create an OLE object, Word Pro allows you to link or embed the OLE object.

Both linking and embedding allow you to launch the source application by double-clicking the OLE object.

However, when you double-click a linked OLE object, you launch the object's source application and open the original object. The linked OLE object can be set to update its contents automatically or manually any time you make changes to the original object.

Embedded objects are not connected to the original object and cannot be linked to or updated by changes to the original object. When you double-click an embedded OLE object, you launch the embedded object's source application and open the embedded object itself. Once you open it, you can edit the embedded OLE object.

When should you link an OLE object to the original object?

Link an OLE object to the original object when **all** of the following are true:

- You need to share the original object between two or more Windows applications.
- You expect the original object contents to change frequently.
- You need to update the OLE object each time the original object changes.

When should you embed an OLE object?

Embed an OLE object when **both** of the following are true:

- You expect to edit or update the original object occasionally.
- You want to launch the source application from within Word Pro.

{button ,AL(^H_OBJECT_LINKING_AND_EMBEDDING_OLE_OVER;H_LINKED_OLE_OBJECTS_OVER;H_EMBEDDED_OLE_OBJECTS_OVER;H_USING_WORD_PRO_AS_A_SOURCE_APPLICATION_OVER;H_USING_WORD_PRO_AS_A_DESTINATION_APPLICATION_OVER;H_CREATING_AN_OLE_OBJECT_FROM_PART_OF_A_FILE_STEPS;H_CREATING_AN_OLE_OBJECT_FROM_AN_ENTIRE_FILE_STEPS;H_CREATING_A_NEW_OLE_OBJECT_STEPS',0)} [See related topics](#)

Overview: OLE controls in Word Pro

OLE controls are embeddable objects that can take a variety of forms, including buttons, scroll bars, miniature spreadsheets, and drawing applets. You can embed OLE controls (including ActiveX and Java controls) in any Word Pro document. Many controls are programmable with LotusScript. Once you embed a programmable control in a Word Pro document, you can name it and write scripts to automate its behavior.

For example, by adding controls to a legal document, you can automate the process of constructing the document. You can add menus for multiple choice text, buttons for pasting standard paragraphs, calculators for totaling figures, and so on. OLE controls take many forms, but the two most common controls are ActiveX and JavaBeans.

About ActiveX controls

ActiveX controls are components that provide a specific service that a developer may want to use in a customized application. ActiveX controls have the file extension, .OCX.

The most familiar controls include standard user interface elements, such as buttons, check boxes, text boxes, radio buttons, and drop down lists. In addition to standard Lotus controls, you can also add third-party custom controls to a document.

About Java controls

JavaBeans are self-contained objects, written in Java, which require the Java Runtime Environment (JRE) to function. JavaBeans are similar to other OLE controls in that they can be embedded in a Word Pro document to add functionality which wouldn't otherwise exist.

Scripting the controls

OLE controls have the ability to generate events. Examples include the MouseOver event, generated by some OLE controls when you pass the mouse over them, and the Click event, generated by some controls when you click them. Once you embed a control in a Word Pro document and give it a name, Word Pro displays the control and its events in the Script Editor. You can write a script for any event displayed in the Script Editor. Some controls do not generate events because they are designed to function independently. For example, you might find a control that lets you play movies or sounds, but does not generate any events for you to script.

{button ,AL('H_OLE_CONTROLS_PROVIDED_BY_LOTUS_OVER;H_SETTING_PROPERTIES_FOR_AN_OLE_C
ONTROL_STEPS;H_SCRIPTING_OLE_CONTROLS_STEPS;H_CREATING_A_NEW_OLE_OBJECT_STEPS;H
_EMBEDDING_OLE_CONTROLS_IN_A_DOCUMENT_STEPS',0)} [See related topics](#)

Overview: OLE controls provided by Lotus

The OLE controls created by Lotus were originally designed to work within the Lotus Dialog Editor. However, you can embed them in Word Pro documents and write scripts to control their behavior.

Note If you embed a control in a Word Pro document, some of the properties options may not function. These control properties only work when the control is part of a dialog box.

Lotus controls

The table below describes some of the standard Lotus controls.

<u>Object type</u>	<u>Description</u>
Lotus CheckBox	Displays a box where users can select or deselect options.
Lotus ComboBox	Combines the features of a text box and a list box. Users choose an item in a combo box, either by typing it or selecting from the list.
Lotus CommandButton	Performs an action.
Lotus Frame	Groups a set of related controls, such as option buttons.
Lotus Image	Displays bitmaps and other graphics.
Lotus Label	Displays text that users cannot (directly) change.
Lotus ListBox	Displays a list of items specified by a script. When the script runs and fills the list, a user can choose items from the list.
Lotus OptionButton	Lets users choose a (single) selection from one or more options.
Lotus ProgressBar	Indicates the (approximate) progress of an operation.
Lotus Slider	Displays a slider (rule), which users can use to select a value, or range of values.
Lotus SpinButton	Increments and decrements numbers. Also scrolls back and forth through a range of values. Must be used with another control that displays the values, such as a text box.
Lotus TextBox	Displays a box where users can enter text.

Custom controls

In addition to Lotus OLE controls, you can use any OCX custom control that is installed on your system. Custom controls provide specialized features or enhanced versions of the standard controls.

Tip You can see a list of the custom controls registered on your system. From the Create menu, choose Object and then select "Control." Word Pro displays a list of the registered OLE controls under "Object type." You can add and remove controls from the list by clicking the appropriate button.

{button ,AL(^H_OLE_CONTROLS_IN_WORD_PRO_OVER;H_SETTING_PROPERTIES_FOR_AN_OLE_CONTROL_STEPS;H_SCRIPTING_OLE_CONTROLS_STEPS;H_CREATING_A_NEW_OLE_OBJECT_STEPS;H_EMBEDDING_OLE_CONTROLS_IN_A_DOCUMENT_STEPS',0)} [See related topics](#)

OLE object

An OLE object is a copy of a file or part of a file which has been pasted into a Word Pro document using OLE. Each OLE object is either embedded or linked in the destination application. Both embedded and linked objects allow you to launch the source application by double-clicking the OLE object. Linked OLE objects derive their contents from the original object and can display the latest version of the original object. Embedded objects have no link to the original object and are treated as independent objects.

For example, you can create a Lotus 1-2-3 worksheet and enter data into a range of cells. You can then copy that range of cells and use Paste Special to paste it into a Word Pro document. The pasted range of cells is an OLE object.

Original object

The original object is the file or part of a file which you used when you created the OLE object.

For example, you can create a Lotus 1-2-3 worksheet and enter data into a range of cells. Once you save the worksheet and give it a name, you can copy a range of cells in that worksheet and paste it into a Word Pro document as a linked or embedded OLE object. The original object is the range of cells you copied in the Lotus 1-2-3 worksheet.

Scripting OLE controls

Before you can attach a script to an OLE control, you must give the control a name. Some controls can have more than one name. The only name required for scripting is found in the Object Properties dialog box.

1. If the control is not already named, right-click the control and choose Object Properties.
2. Specify a name in the "Object Name" box.
3. From the Edit menu, choose Script & Macros, and then choose Show Script Editor.
4. Select your control from "!Body" section in the "Object" box.

Note Word Pro displays all the objects by name within each division. For example, if you insert your control in the Body division and name it "MyButton," Word Pro displays the control in the "!Body" object as "!Body:MyButton."

5. In the "Script" box, select the desired event or script section.
6. Specify the script steps for the selected event.
7. From the File menu, choose Save.

You must turn off Design mode to test your control. To make sure you are not in Design mode, choose the View menu. If Design OLE Controls is checked, deselect it to turn off Design mode.

```
{button ,AL(`H_OLE_CONTROLS_PROVIDED_BY_LOTUS_OVER;H_OLE_CONTROLS_IN_WORD_PRO_OVER;H  
_SETTING_PROPERTIES_FOR_AN_OLE_CONTROL_STEPS;H_CREATING_A_NEW_OLE_OBJECT_STEPS;  
H_EMBEDDING_OLE_CONTROLS_IN_A_DOCUMENT_STEPS',0)} See related topics
```

Setting properties for an OLE control

You must be in Design mode to set the properties of an OLE control.

The properties you can set vary from one control to another. Some controls allow you to set their size, position, caption, name, default settings, and more. The Properties dialog box itself also varies from one control to the next.

Note that when you use a Lotus Dialog Editor control in a Word Pro document instead of a Lotus dialog box, some of the InfoBox options may not work. For example, there is a Properties button in the InfoBox for the LotusCommandButton control. This button only works within the Lotus Dialog Editor.

1. From the View menu, choose Design OLE Controls.
2. Click the desired control.
3. From the control's menu, choose Properties.

Note Do not choose Object Properties.

4. Set the properties for the control.

{button ,AL(`H_SETTING_PROPERTIES_FOR_AN_OLE_CONTROL_DETAILS',1)} [See details](#)

{button ,AL(`H_OLE_CONTROLS_PROVIDED_BY_LOTUS_OVER;H_OLE_CONTROLS_IN_WORD_PRO_OVER;H_SCRIPTING_OLE_CONTROLS_STEPS;H_CREATING_A_NEW_OLE_OBJECT_STEPS;H_EMBEDDING_OLE_CONTROLS_IN_A_DOCUMENT_STEPS',0)} [See related topics](#)

The source application is the application you use to create an original object. The source application for a linked or embedded object is always the application which created the original object.

For example, you can create a Lotus 1-2-3 worksheet and enter data into a range of cells. You can then copy that range of cells and paste it into a Word Pro document as a linked or embedded OLE object. The source application for the original worksheet and the pasted OLE object is Lotus 1-2-3.

You can launch the source application for an OLE object by double-clicking the OLE object.

The source application is also known as the server application.

Updating a linked OLE object

1. Select the linked OLE object.
2. From the Edit menu, choose Manage Links.



3. Click Update Now.
4. Click Close.

{button ,AL(`H_OBJECT_LINKING_VS_OBJECT_EMBEDDING_OVER;H_LINKED_OLE_OBJECTS_OVER;H_EMBEDDED_OLE_OBJECTS_OVER;H_EDITING_LINKED_OLE_OBJECTS_OVER;H_VIEWING_ALL_THE_LINKED_OLE_OBJECTS_IN_A_DOCUMENT_STEPS;H_EDITING_LINK_INFORMATION_STEPS;H_CHANGING_A_LINKS_UPDATE_MODE_STEPS;H_BREAKING_LINKS_STEPS',0)} [See related topics](#)

Overview: Using OLE drag and drop

Word Pro supports many of the drag and drop features available through OLE2.

As the source application, Word Pro allows you to use drag and drop to copy, embed, and link Word Pro objects in other applications. However, the destination application must also support OLE drag and drop.

As the destination application, Word Pro allows you to move, copy, embed, and link objects from a source application into a Word Pro document.

When you drop an object from another application into a Word Pro document, Word Pro checks the object to see what format the object is in. Depending on the format of the object and the modifier keys you hold down while dragging the object, Word Pro will either move, copy, embed, or link the OLE object.

```
{button ,AL(^H_USING_WORD_PRO_AS_A_SOURCE_APPLICATION_OVER;H_OBJECT_LINKING_AND_EMBED  
DING_OLE_OVER;H_USING_WORD_PRO_AS_A_DESTINATION_APPLICATION_OVER;H_USING_THE_MOU  
SE_TO_MOVE_DATA_FROM_A_SOURCE_APPLICATION_INTO_A_WORD_PRO_FILE_STEPS;H_USING_TH  
E_MOUSE_TO_MOVE_DATA_FROM_WORD_PRO_TO_A_DESTINATION_APPLICATION_STEPS;H_DRAG_A  
ND_DROP_OVER',0)} See related topics
```

Details: Moving data into Word Pro using drag and drop

As a destination application, Word Pro allows you to use OLE drag and drop to copy, move, embed, and link objects.

Using modifier keys with OLE drag and drop

When you use OLE drag and drop, you can specify whether you want to move, copy, embed, or link the object you are dragging and dropping. You specify which action you want by using modifier keys. However, when you drag something into a Word Pro document from another application, Word Pro also looks at the file type of the object you are dragging, to determine how to handle that object.

First, Word Pro checks the format of the object you are dragging. If the object is in ASCII text or Rich Text Format (RTF), Word Pro checks for modifier keys and handles the object as described in this table:

<u>Modifier Keys</u>	<u>Dragging into Word Pro (Destination)</u>
unmodified drag	Cut from source and paste into Word Pro
CTRL + drag	Copy into Word Pro as ASCII or RTF
CTRL + SHIFT + drag	Copy as linked OLE object

If the object is in a Lotus 1-2-3 worksheet or another spreadsheet which supports OLE2, Word Pro checks for modifier keys and handles the object as described in this table:

<u>Modifier Keys</u>	<u>Dragging into Word Pro (Destination)</u>
unmodified drag	Embed as OLE object in Word Pro
CTRL + SHIFT + drag	Linked as OLE object in Word Pro

If the object isn't ASCII or RTF, Word Pro checks to see if the source application supports OLE2 drag and drop. If so, Word Pro copies it and pastes it as an OLE object. Word Pro uses the modifier keys listed below to determine whether the OLE object is linked or embedded.

<u>Modifier Keys</u>	<u>Dragging into Word Pro (Destination)</u>
unmodified drag	Move as embedded OLE object
CTRL + drag	Copy as embedded OLE object
CTRL + SHIFT + drag	Copy as linked OLE object

If the object is not ASCII text or RTF and cannot be turned into an OLE object, Word Pro tries to bring the object into your Word Pro document as a Windows Metafile. Word Pro again checks your modifier keys and handles the object as described in this table:

<u>Modifier Keys</u>	<u>Dragging into Word Pro (Destination)</u>
unmodified drag	Move as embedded OLE object
CTRL + drag	Copy as embedded OLE object
CTRL + SHIFT + drag	Copy as linked OLE object

If the object is not ASCII text or RTF and cannot be turned into an OLE object or a Windows Metafile, Word Pro tries to bring the object into your Word Pro document as a Windows Bitmap. Word Pro again checks your modifier keys and handles the object as described in this table:

<u>Modifier Keys</u>	<u>Dragging into Word Pro (Destination)</u>
unmodified drag	Move as embedded OLE object
CTRL + drag	Copy as embedded OLE object
CTRL + SHIFT + drag	Copy as linked OLE object

Check the documentation for your other OLE-compliant applications to determine how they handle these different object formats and what modifier keys they support.

{button ,AL('H_USING_THE_MOUSE_TO_MOVE_DATA_FROM_A_SOURCE_APPLICATION_INTO_A_WORD_PRO_FILE_STEPS',1)} [Go to procedure](#)

{button ,AL('H_OBJECT_LINKING_AND_EMBEDDING_OLE_OVER;H_USING_WORD_PRO_AS_A_DESTINATION_APPLICATION_OVER;H_USING_OLE_DRAG_AND_DROP_OVER;H_USING_THE_MOUSE_TO_MOVE_DA

TA_FROM_WORD_PRO_TO_A_DESTINATION_APPLICATION_STEPS',0)} [See related topics](#)

Moving data into Word Pro using drag and drop

1. Launch Word Pro.
 2. Open the destination file.
 3. Launch the source application.
 4. Open the source file.
 5. Tile and resize the source and destination application windows so you can see both simultaneously.
 6. Select the source object you want to drag and drop.
 7. Hold the left mouse button down.
 8. If you want to create a linked or embedded object, press and hold down the appropriate modifier key(s).
{button ,AL(`H_USING_THE_MOUSE_TO_MOVE_DATA_FROM_A_SOURCE_APPLICATION_INTO_A_WORD_PRO_FILE_DETAILS',1)} [See details](#)
 9. Drag the object over to the Word Pro application window.
 10. Still holding down the mouse button and modifier key(s), move the mouse to the place where you want to insert the object.
 11. Release the mouse button and modifier key(s).
-

{button ,AL(`H_USING_THE_MOUSE_TO_MOVE_DATA_FROM_A_SOURCE_APPLICATION_INTO_A_WORD_PRO_FILE_DETAILS',1)} [See details](#)

{button ,AL(`H_OBJECT_LINKING_AND_EMBEDDING_OLE_OVER;H_USING_WORD_PRO_AS_A_SOURCE_APPLICATION_OVER;H_USING_WORD_PRO_AS_A_DESTINATION_APPLICATION_OVER;H_USING_OLE_DRAG_AND_DROP_OVER;H_USING_THE_MOUSE_TO_MOVE_DATA_FROM_WORD_PRO_TO_A_DESTINATION_APPLICATION_STEPS',0)} [See related topics](#)

Details: Using the mouse to move data from Word Pro to a destination application

As a source application, Word Pro allows you to use OLE drag and drop to copy, embed, and link objects.

Using modifier keys with OLE drag and drop

Note You must press the modifier keys *after* you start dragging the selection toward the destination application.

When you use OLE drag and drop, you can specify whether you want to move, copy, embed, or link the object you are dragging and dropping. You specify which action you want by using modifier keys. This table shows the modifier keys supported by Word Pro:

<u>Modifier Keys</u>	<u>Dragging out of Word Pro (Source)</u>
unmodified drag	Copy
CTRL + drag	Copy
CTRL + SHIFT + drag	Inserts as a linked OLE object

When you drag something out of Word Pro and drop it into another application, the destination application looks to the file type of the object you are dragging to determine how to handle that object. The destination application can insert your object as text, a Rich Text Format object, an OLE object, or as a Windows Metafile or Bitmap.

Check the documentation for your other OLE-compliant applications to determine how they handle these different formats and what modifier keys they support.

When Word Pro is the source application for an OLE object, Word Pro uses a SmartMaster called "OLESRV.MWP" to display the contents of the OLE object. You should modify this SmartMaster to meet your stylistic needs. If Word Pro cannot find OLESRV.MWP, the Word Pro OLE objects will use a 6 by 20-inch page with no margins, no header or footer, and only the Default Text paragraph style.

{button ,AL('H_USING_THE_MOUSE_TO_MOVE_DATA_FROM_WORD_PRO_TO_A_DESTINATION_APPLICATION_STEPS',1)} Go to procedure

{button ,AL('H_USING_WORD_PRO_AS_A_SOURCE_APPLICATION_OVER;H_USING_WORD_PRO_AS_A_DESTINATION_APPLICATION_OVER;H_USING_OLE_DRAG_AND_DROP_OVER;H_USING_THE_MOUSE_TO_MOVE_DATA_FROM_A_SOURCE_APPLICATION_INTO_A_WORD_PRO_FILE_STEPS',0)} See related topics

Using the mouse to move data from Word Pro to a destination application

1. Launch the destination application.
 2. Open the destination file.
 3. Launch Word Pro.
 4. Open the source file.
 5. Tile and resize the source and destination application windows so you can see both simultaneously.
 6. Select the Word Pro object you want to drag and drop.
 7. Hold the left mouse button down.
 8. If you want to create a linked or embedded object, hold down the appropriate modifier key(s).
{button ,AL(`H_USING_THE_MOUSE_TO_MOVE_DATA_FROM_WORD_PRO_TO_A_DESTINATION_APPLICATION_DETAILS',1)} [See details](#)
 9. Drag the object over to the source application window.
 10. Still holding down the mouse button and modifier key(s), move the mouse to the place where you want to insert the object.
 11. Release the mouse button and modifier key(s).
-

{button ,AL(`H_USING_THE_MOUSE_TO_MOVE_DATA_FROM_WORD_PRO_TO_A_DESTINATION_APPLICATION_DETAILS',1)} [See details](#)

{button ,AL(`H_USING_WORD_PRO_AS_A_SOURCE_APPLICATION_OVER;H_USING_WORD_PRO_AS_A_DESTINATION_APPLICATION_OVER;H_USING_OLE_DRAG_AND_DROP_OVER;H_USING_THE_MOUSE_TO_MOVE_DATA_FROM_A_SOURCE_APPLICATION_INTO_A_WORD_PRO_FILE_STEPS',0)} [See related topics](#)

Overview: Using Word Pro as a destination application

Word Pro supports all OLE2 features as a destination application.

You can:

- Embed part of a file in a Word Pro file
- Embed an entire file in a Word Pro file
- Display the contents of an embedded OLE object
- Display an embedded OLE object as an icon
- Link part of a file in a Word Pro file
- Link an entire file in a Word Pro file
- Display the contents of a linked OLE object
- Display a linked OLE object as an icon
- Create an embedded object on the fly
- Use drag & drop to copy or move data from another application into a Word Pro file
- Use drag & drop to copy or move data from Word Pro into a destination application
- Use drag & drop to create a linked or embedded OLE object in a Word Pro file
- Use drag & drop to create a linked or embedded Word Pro OLE object in another application

The Word Pro documentation describes how Word Pro behaves as a destination application. While Word Pro supports nearly all OLE2 features as a source application, you must consult the documentation for the destination application to determine how a Word Pro OLE object is handled in that application.

{button ,AL('H_OBJECT_LINKING_AND_EMBEDDING_OLE_OVER;H_OBJECT_LINKING_VS_OBJECT_EMBEDDING_OVER;H_LINKED_OLE_OBJECTS_OVER;H_EMBEDDED_OLE_OBJECTS_OVER;H_USING_WORD_PRO_AS_A_SOURCE_APPLICATION_OVER;H_CREATING_AN_OLE_OBJECT_FROM_PART_OF_A_FILE_STEPS;H_CREATING_AN_OLE_OBJECT_FROM_AN_ENTIRE_FILE_STEPS;H_CREATING_A_NEW_OLE_OBJECT_STEPS',0)} [See related topics](#)

Overview: Using Word Pro as a source application

Word Pro supports nearly every OLE2 feature as a source application.

You can:

- Copy a Word Pro object and embed it as an OLE object in a destination application
- Copy a Word Pro object and link it as an OLE object in a destination application
- Display the contents of Word Pro OLE objects
- Display Word Pro OLE objects as icons
- Use drag and drop to copy from Word Pro to a destination application
- Use drag and drop to copy from Word Pro and embed an OLE object in a destination application
- Use drag and drop to copy from Word Pro and link an OLE object in a destination application

The Word Pro documentation describes how Word Pro behaves as a destination application. While Word Pro supports nearly all OLE2 features as a source application, you must consult the documentation for the destination application to determine how a Word Pro OLE object is handled in that application.

When Word Pro is the source application for an OLE object, Word Pro uses a SmartMaster called "_OLESRV.MWP" to display the contents of the OLE object. You should modify this SmartMaster to meet your stylistic needs. If Word Pro cannot find _OLESRV.MWP, the Word Pro OLE objects will use a 6 by 20-inch page with no margins, no header or footer, and only the Default Text paragraph style.

{button ,AL('H_OBJECT_LINKING_AND_EMBEDDING_OLE_OVER;H_OBJECT_LINKING_VS_OBJECT_EMBEDDING_OVER;H_LINKED_OLE_OBJECTS_OVER;H_EMBEDDED_OLE_OBJECTS_OVER;H_USING_WORD_PRO_AS_A_DESTINATION_APPLICATION_OVER',0)} [See related topics](#)

Viewing all the linked OLE objects in a document

Choose Edit - Manage Links.




Word Pro displays a list of all the linked OLE objects in the active Word Pro document.

```
{button ,AL(^H_OBJECT_LINKING_VS_OBJECT_EMBEDDING_OVER;H_LINKED_OLE_OBJECTS_OVER;H_EMBEDDED_OLE_OBJECTS_OVER;H_EDITING_LINKED_OLE_OBJECTS_OVER;H_EDITING_LINK_INFORMATION_STEPS;H_UPDATING_A_LINKED_OLE_OBJECT_STEPS;H_CHANGING_A_LINKS_UPDATE_MODE_STEPS;H_BREAKING_LINKS_STEPS',0)} See related topics
```

Adding a designer border

Designer borders provide special effects not available with standard options. You can design borders to combine line options with graphics and customize a page, frame, table, header or footer.

1. Place the insertion point on the page (or in the table, frame, header or footer).
2. Click the right mouse button and select the appropriate Properties option.
(If you want to add a designer border to a table, choose Table Properties; to a frame, choose Frame Properties, etc.)
3. Click the Lines & Colors tab.

4. Select a border in the "Designer Borders" box.
You can also click Other to select from additional styles.

The options in the Lines and Colors panel change to reflect your customized border selection.

{button ,AL(`H_USING_A_CUSTOM_DESIGNER_BORDER_STEPS;H_PLACING_LINES_AROUND_A_PAGE_STEPS;H_PLACING_LINES_AROUND_A_TABLE_STEPS;H_PLACING_LINES_AROUND_HEADERS_AND_FOOTERS_STEPS;H_PLACING_LINES_AROUND_A_FRAME_STEPS;','0)} [See related topics](#)

Details: Adding a shadow with color and depth to lines around a page

Allows you to select a shadow depth for lines around a page. The options are:

- Shallow
- Normal
- Deep
- Other - Specify a value (between 0 and 0.2) for the shadow depth in the Shadow Depth dialog box and click OK.

{button ,AL('H_ADDING_A_SHADOW_WITH_COLOR_AND_DEPTH_TO_LINES_AROUND_A_PAGE_STEPS',1)}
[Go to procedure](#)

{button ,AL('H_ADDING_BACKGROUND_COLOR_AND_PATTERN_TO_A_PAGE_STEPS;H_SELECTING_ROUND_CORNERS_FOR_LINES_AROUND_A_PAGE_STEPS;H_SETTING_MARGINS_ON_A_PAGE_STEPS;H_INSERTING_A_NEW_PAGE_LAYOUT_STEPS;H_PAGE_LAYOUT_OVER;H_PLACING_LINES_AROUND_A_PAGE_STEPS;H_CREATING_A_CUSTOM_COLOR_STEPS',0)} [See related topics](#)

Adding a shadow with color and depth to lines around a page

1. Place the insertion point on the page and click the right mouse button.
2. Choose Page Properties.

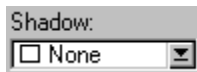


 Tip

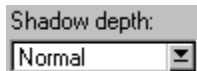
3. Click the Lines & Colors tab.



4. Select an option in the "Shadow" box.

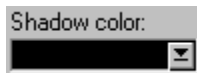


5. Select a "Shadow depth."



{button ,AL('H_ADDING_A_SHADOW_WITH_COLOR_AND_DEPTH_TO_LINES_AROUND_A_PAGE_DETAILS',1)}
[See details](#)

6. Select a "Shadow color."



{button ,AL('H_ADDING_A_SHADOW_WITH_COLOR_AND_DEPTH_TO_LINES_AROUND_A_PAGE_DETAILS',1)}
[See details](#)

{button ,AL('H_SELECTING_ROUND_CORNERS_FOR_LINES_AROUND_A_PAGE_STEPS;H_SETTING_MARGINS_ON_A_PAGE_STEPS;H_INSERTING_A_NEW_PAGE_LAYOUT_STEPS;H_PAGE_LAYOUT_OVER;H_PLACING_LINES_AROUND_A_PAGE_STEPS;H_ADDING_BACKGROUND_COLOR_AND_PATTERN_TO_A_PAGE_STEPS',0)} [See related topics](#)

Details: Adding a watermark

Watermark

This list displays all the graphics files in the background directory in the default graphics directory. Select "Other" to specify a watermark from another location and then click Open.

Transparent

In addition to displaying background pattern and color in the watermark's container, selecting this option lets you display any contents, and background pattern or color in the main container. For example, if the watermark itself is in a frame, you can also display text, pattern, and color on the page behind the frame.

Scaling

The options are:

- Original size - Displays the graphic in the size it was originally created.
- Fit to - Displays the graphic so it fits in the object, for example, within a table cell.
- Percentage - Displays a box so you can specify what percentage of the original graphic to display.
- Custom - Allows you to specify a custom width and height for the graphic.

Width

If you select "Custom" in the "Scaling" box, you can specify a custom width for the graphic.

Height

If you select "Custom" in the "Scaling" box, you can specify a custom height for the graphic.

Scale proportionately

Keeps the size of the watermark proportionate to the graphic's original width and height.

Placement

Allows you to specify how you want to place the watermark within the object (page, table, table cell, frame, column, header, or footer).

- Automatic - Aligns the watermark at the top left corner of the object.
- Centered - Centers the watermark horizontally and vertically within the object (page, table, table cell, frame, column, header, or footer).
- Tiled - Tiles the watermark within the object (page, table, table cell, frame, column, header, or footer).

Rotate image

Rotates the watermark within the parent container. Options are:

- | | |
|-------------|--|
| 0 degrees | Graphic displays normally. |
| 90 degrees | Top of graphic faces right. |
| 180 degrees | Graphic is upside down. |
| 270 degrees | Top of graphic faces left. |
| Other | Dialog box displays where you can specify a custom rotation. |

Image processing

Allows you to change the brightness and contrast of the watermark.


{button ,AL('H_ADDING_A_WATERMARK_STEPS',1)} [Go to procedure](#)

{button ,AL('H_REMOVING_A_WATERMARK_STEPS;H_WATERMARKS_OVER;H_PLACING_SCALING_AND_SIZING_A_WATERMARK_STEPS;H_CHANGING_THE_PLACEMENT_OF_AN_IMAGE_STEPS;H_ROTATING_AN_IMAGE_STEPS;H_CHANGING_THE_APPEARANCE_OF_A_PICTURE_OR_GRAPHIC_STEPS;H_SIZING_AN_IMAGE_STEPS;',0)} [See related topics](#)

Adding a watermark

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You can create watermarks in pages, headers, footers, tables, table cells, frames, and parallel columns.

1. Place the insertion point where you want to create the watermark.
2. Click the right mouse button and then choose the related Properties option.
For example, if you want to create a watermark on a page, choose Page Properties. If you want to add a watermark in a table cell, choose Cell Properties.
3. Click the Graphics tab.
4.  Click Watermark.
5. Select a watermark from the list and click Open.
You can choose "Other" from the list to select a watermark in a different location.
6. Select "Transparent" if you want to display a background pattern and/or color behind the watermark.
For example, in a frame that has a background color, choosing "Transparent" allows the color to show "through" the watermark graphic.
7. Select placement, scaling, rotation, and image processing options.

{button ,AL(`H_ADDING_A_WATERMARK_DETAILS',1)} [See details](#)

{button ,AL(`H_REMOVING_A_WATERMARK_STEPS;H_WATERMARKS_OVER;H_PLACING_SCALING_AND_SIZING_A_WATERMARK_STEPS;H_CHANGING_THE_PLACEMENT_OF_AN_IMAGE_STEPS;H_ROTATING_AN_IMAGE_STEPS;H_CHANGING_THE_APPEARANCE_OF_A_PICTURE_OR_GRAPHIC_STEPS;H_SIZING_AN_IMAGE_STEPS;',0)} [See related topics](#)

Adding background color and pattern to a page

1. Place the insertion point on the page and click the right mouse button.
2. Choose Page Properties.

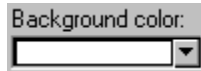


 Tip

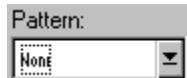
3. Click the Lines & Colors tab.



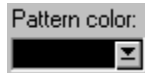
4. Select a "Background color."



5. Select a background "Pattern."



6. You can select a contrasting color for a pattern by selecting a "Pattern color."



{button ,AL(^H_SELECTING_ROUND_CORNERS_FOR_LINES_AROUND_A_PAGE_STEPS;H_SETTING_MARGINS_ON_A_PAGE_STEPS;H_INSERTING_A_NEW_PAGE_LAYOUT_STEPS;H_PAGE_LAYOUT_OVER;H_PLACING_LINES_AROUND_A_PAGE_STEPS;H_ADDING_A_SHADOW_WITH_COLOR_AND_DEPTH_TO_LINES_AROUND_A_PAGE_STEPS;H_WATERMARKS_OVER',0)} [See related topics](#)

Details: Adding or removing a grid

When you add a grid to a page, the grid displays on all pages with the same page layout.

For example, if all pages use the same page layout, the grid appears on all pages or divisions within a [division](#). If you change the page layout in the middle of the document or division, the grid disappears from the changed page to the end (unless you add it back).

Exception: If you set two different page layouts on one page, the first page layout on a page supersedes the second. Therefore, if you add a grid to the first page layout, the grid appears on the page. If you add a grid to the second page layout, it will not appear until the following page.

{button ,AL('H_ADDING_OR_REMOVING_A_GRID_STEPS',1)} [Go to procedure](#)

{button ,AL('H_VERTICALLY_ALIGNING_PAGE_CONTENTS_STEPS;H_SETTING_TABS_USING_THE_INFOBOX_STEPS;H_GRIDS_OVER;H_DEFINING_A_WORD_PRO_NAMED_OBJECT_FOR_EXCHANGE_WITH_NOTES_STEPS;H_PAGE_LAYOUT_OVER;H_SETTING_AN_INITIAL_PARAGRAPH_STYLE_STEPS;H_SETTING_UP_MIRROR_PAGE_LAYOUTS_STEPS;H_CREATING_ALTERNATING_PAGE_LAYOUTS_STEPS',0)} [See related topics](#)

Adding or removing a grid

Using an InfoBox, you can add a grid to a page, header, footer, frame, column, and table cell (but not a table).

1. Place the insertion point where you want the grid and click the right mouse button.

2. Choose the related Properties option.

For example, to add a grid to a page, select Page Properties. To add a grid to a frame, select Frame Properties.

3. Click the Misc tab.



4. Click a Grid settings button.



{button ,AL('H_ADDING_OR_REMOVING_A_GRID_DETAILS',1)} [See details](#)

You can expand or contract the grid size by specifying a custom-size value in the text box.

5. Select "Snap frames to grid" if you want a frame to automatically align with the grid.

6. To remove a grid from an area, click the blank Grid settings button.

{button ,AL('H_ADDING_OR_REMOVING_A_GRID_DETAILS',1)} [See details](#)

{button ,AL('H_SETTING_TABS_USING_THE_INFOBOX_STEPS;H_GRIDS_OVER;H_PAGE_LAYOUT_OVER',0)}

[See related topics](#)

Adjusting page settings to printer settings

These steps instruct Word Pro to print the entire page layout using the settings in the Print dialog box, not the settings in the Page layout InfoBox.

1. Place the insertion point on the page and click the right mouse button.
2. Choose Page Properties.



Tip

3. Click the Size & Margins tab.



4. Select "Use settings from printer driver."

{button ,AL('H_SETTING_PRINTER_SETUP_OPTIONS_STEPS;H_SELECTING_MANUAL_AND_AUTOMATIC_PRINTER_FEED_OPTIONS_STEPS;H_SETTING_MARGINS_ON_A_PAGE_STEPS;H_CHANGING_THE_PAGE_SIZE_STEPS;H_CHANGING_THE_PAGE_ORIENTATION_TO_LANDSCAPE_OR_PORTRAIT_STEPS;H_PAGE_LAYOUT_OVER',0)} [See related topics](#)

Changing space on a page

1. Place the insertion point on the page and click the right mouse button.
2. Choose Page Properties.



Tip

3. Click the Lines & Colors tab.
4. Choose a "Lines around page" or "Designer border" option.
5. In the "Line placement" box, select "Other."
6. In the Line Placement dialog box, specify a value for the distance between the line and the page edge.



7. Click OK.

Changing text direction on a page

1. Place the insertion point on the page and click the right mouse button.
2. Choose Page Properties.



Tip

3. Click the Misc tab.
4. Click one of the Text direction buttons.

{button ,AL('H_CHANGING_TEXT_DIRECTION_IN_A_FRAME_STEPS;H_CHANGING_TEXT_DIRECTION_IN_A_TABLE_CELL_STEPS;H_REMOVING_AN_INSERTED_PAGE_LAYOUT_STEPS;H_SETTING_TABS_USING_THE_INFOBOX_STEPS;H_INSERTING_A_NEW_PAGE_LAYOUT_STEPS;H_REMOVING_A_PAGE_BREAK_STEPS;H_CHANGING_TEXT_DIRECTION_IN_A_HEADER_OR_FOOTER_STEPS',0)} [See related topics](#)

Changing page orientation

If you select the landscape option, be sure your printer can accommodate this layout.

Show me a QuickDemo

1. Place the insertion point on the page and click the right mouse button.
2. Choose Page Properties.



Tip

3. Click the Size & Margins tab.
4. To print text across the width of the page, click the portrait button.



5. To print text across the length of the page, click the landscape button.



{button ,AL(^H_SETTING_MARGINS_ON_A_PAGE_STEPS;H_SELECTING_MANUAL_AND_AUTOMATIC_PRINTING_FEED_OPTIONS_STEPS;H_ADJUSTING_PAGE_SETTINGS_TO_PRINTER_SETTINGS_STEPS;H_INSERTING_A_NEW_PAGE_LAYOUT_STEPS;H_MARGINS_OVER;H_PAGE_LAYOUT_OVER;H_CHANGING_THE_PAGE_SIZE_STEPS',0)} [See related topics](#)

Details: Changing the page size

Word Pro lets you select from several page size options in the "Page size" box.

Word Pro's page size options are based on the settings for your printer (in File - Print). The page sizes found in the "Page size" box are the ones supported by that printer.

You can also select "Custom" for page size where you can specify the desired width and length in the Custom Page Size dialog box. Click OK when you are finished.

{button ,AL('H_CHANGING_THE_PAGE_SIZE_STEPS',1)} [Go to procedure](#)

{button ,AL('H_SETTING_MARGINS_ON_A_PAGE_STEPS;H_SELECTING_MANUAL_AND_AUTOMATIC_PRINTING_OPTIONS_STEPS;H_ADJUSTING_PAGE_SETTINGS_TO_PRINTER_SETTINGS_STEPS;H_INSERTING_A_NEW_PAGE_LAYOUT_STEPS;H_MARGINS_OVER;H_PAGE_LAYOUT_OVER',0)} [See related topics](#)

Changing the page size

[Show me a QuickDemo](#)

1. Place the insertion point on the page and click the right mouse button.
2. Choose Page Properties.



Tip

3. Click the Size & Margins tab.
4. Select the desired Page size.

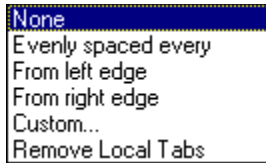
Page size:

{button ,AL(`H_CHANGING_THE_PAGE_SIZE_DETAILS',1)} [See details](#)

{button ,AL(`H_SETTING_MARGINS_ON_A_PAGE_STEPS;H_SELECTING_MANUAL_AND_AUTOMATIC_PRINTING_FEED_OPTIONS_STEPS;H_ADJUSTING_PAGE_SETTINGS_TO_PRINTER_SETTINGS_STEPS;H_INSERTING_A_NEW_PAGE_LAYOUT_STEPS;H_MARGINS_OVER;H_PAGE_LAYOUT_OVER',0)} [See related topics](#)

Clearing all tabs using the InfoBox

1. Place the insertion point at the desired location or select the desired text.
2. Click the right mouse button and choose the related Properties option.
For example, to clear tabs for text in a frame, choose Frame Properties. To clear tabs on a page, choose Page Properties.
3. Click the Misc tab.
4. In the "Tab settings" box, choose "None."



{button ,AL('H_DELETING_TEXT_RULERS_STEPS;H_SETTING_TABS_USING_THE_INFOBOX_STEPS;H_CLEARING_ALL_TABS_USING_THE_RULER_STEPS;H_STYLES_OVER;H_PAGE_LAYOUT_OVER',0)} [See related topics](#)

Details: Creating alternating page layouts

Start page layout

The options are:

- Within page - Starts the new page layout at the insertion point. Starts a header change on the next page. Starts a footer change on the current page.

If you insert or delete information on pages prior to the layout change, the location of the layout will also change.

- On next page - Creates a page break at the insertion point and starts the new page layout on the following page.
- On odd page - Creates a page break at the insertion point.

If the insertion point is on an odd page, Word Pro inserts a filler page and starts the new page layout on the next odd page. If the insertion point is on an even page, Word Pro starts the new page layout on the next page.

- On even page - Creates a page break at the insertion point.

If the insertion point is on an even page, Word Pro inserts a filler page and starts the new page layout on the next even page. If the insertion point is on an odd page, Word Pro starts the new page layout on the next page.

If the odd and even page layouts are set for a starting page, Word Pro adds or removes a filler page as needed to ensure the correct starting page.


Changing margins for alternating pages

When you create an alternating page layout, odd pages are considered "Right" pages and even pages are considered "Left" pages. The Page [InfoBox](#) reflects the page settings (of the current page). To change the properties for right pages, move your insertion point to an odd page; to change the properties for left pages, move your insertion point to an even page.

{button ,AL('H_CREATING_ALTERNATING_PAGE_LAYOUTS_STEPS',1)} [Go to procedure](#)

{button ,AL('H_CREATING_ALTERNATING_HEADERS_AND_FOOTERS_STEPS;H_CREATING_FLOATING_ALTERNATING_HEADERS_AND_FOOTERS_STEPS;H_CHANGING_OR_SUPPRESSING_HEADERS_AND_FOOTERS_STEPS;H_SETTING_THE_PAGE_WHERE_HEADERS_AND_FOOTERS_BEGIN_STEPS;H_CREATING_A_HEADER_OR_FOOTER_STEPS;H_HEADERS_AND_FOOTERS_OVER;H_PAGE_LAYOUT_OVER',0)} [See related topics](#)

Creating alternating page layouts

1. Place the insertion point on the page.
2. From the Page menu, choose Insert Page Layout.

3. Select a page layout in the "Insert page layout with page style" box.
4. Select an option in the "Start page layout" box.
{button ,AL('H_CREATING_ALTERNATING_PAGE_LAYOUTS_DETAILS',1)} [See details](#)
5. Click Insert & Edit.
6. Click the Alternating Layout Type button.
7. Change margin options for the current page type, if desired.
8. Place the insertion point on the next page.
9. Change margin options for the other page type, if desired.

{button ,AL('H_CREATING_ALTERNATING_PAGE_LAYOUTS_DETAILS',1)} [See details](#)

{button ,AL('H_CREATING_ALTERNATING_HEADERS_AND_FOOTERS_STEPS;H_CREATING_FLOATING_ALTERNATING_HEADERS_AND_FOOTERS_STEPS;H_SETTING_UP_MIRROR_PAGE_LAYOUTS_STEPS;H_PAGE_LAYOUT_OVER;H_INSERTING_A_NEW_PAGE_LAYOUT_STEPS',0)} [See related topics](#)

To display page break marks, choose View - Set View Preferences and click the Show tab. In the "Show marks" box, select "Page breaks."

Overview: Grids

Grids are light-colored vertical and horizontal guides you can add to a text background to more precisely align graphics. Grids act as visible background guides while you work in text. They do not print.

You can add a preselected or custom-sized grid to a page, header, footer, frame, column, and table cell (but not to a table).

You can automatically align (snap to) graphics, tables, and frames to a grid if you want to specify a precise position for them.

```
{button ,AL(`H_STYLES_OVER;H_PAGE_LAYOUT_OVER;H_ADDING_OR_REMOVING_A_GRID_STEPS;H_PLACING_LINES_AROUND_A_PAGE_STEPS',0)} See related topics
```

Details: Inserting a new page layout

If you set two different page layouts on one page, page size, columns, and tabs take effect at the point of insertion while page orientation and top/bottom margins take effect at the next page break.

The options are:

- Within page - Starts the new page layout at the insertion point. Starts a header change on the next page. Starts a footer change on the current page.
If you insert or delete information on pages prior to the layout change, the location of the layout will also change.
- On next page - Creates a page break at the insertion point and starts the new page layout on the following page.
- On odd page - Creates a page break at the insertion point.
If the insertion point is on an odd page, Word Pro inserts a filler page and starts the new page layout on the next odd page. If the insertion point is on an even page, Word Pro starts the new page layout on the next page.
- On even page - Creates a page break at the insertion point.
If the insertion point is on an even page, Word Pro inserts a filler page and starts the new page layout on the next even page. If the insertion point is on an odd page, Word Pro starts the new page layout on the next page.

If the odd and even page layouts are set for a starting page, Word Pro adds or removes a filler page as needed to ensure the correct starting page.

Using header and footer text from a previous page layout


If selected, Word Pro continues the current header or footer in the new page layout. If you change the header or footer text in either layout, the change reflects in the other.

If you deselect these options, you can create an independent header/footer which does not change if you change the preceding header/footer.

{button ,AL('H_INSERTING_A_NEW_PAGE_LAYOUT_STEPS',1)} [Go to procedure](#)

{button ,AL('H_REMOVING_AN_INSERTED_PAGE_LAYOUT_STEPS;H_VERTICALLY_ALIGNING_PAGE_CONTENTS_STEPS;H_SETTING_TABS_USING_THE_INFOBOX_STEPS;H_ADDING_OR_REMOVING_A_GRID_STEPS;H_GRIDS_OVER;H_PAGE_LAYOUT_OVER;H_SETTING_AN_INITIAL_PARAGRAPH_STYLE_STEPS',0)}
[See related topics](#)

Inserting a new page layout

1. Click on the desired page.
2. From the Page menu, choose Insert Page Layout.

3. Select an option in the "Insert page layout with page style" box.
4. In the "Start page layout" box, select where the new layout should begin.
{button ,AL('H_INSERTING_A_NEW_PAGE_LAYOUT_DETAILS',1)} [See details](#)
5. If you want to use header and footer text from the previous page layout, select these options.
6. If you want to edit the new page layout, click Insert & Edit.

This brings you back to the document and activates the Page layout [InfoBox](#) that you can use to apply page properties to the new layout.

Otherwise, click Insert.

Word Pro displays a marker line and the page style name wherever the new page layout begins.

{button ,AL('H_INSERTING_A_NEW_PAGE_LAYOUT_DETAILS',1)} [See details](#)

{button ,AL('H_REMOVING_AN_INSERTED_PAGE_LAYOUT_STEPS;H_VERTICALLY_ALIGNING_PAGE_CONTENTS_STEPS;H_SETTING_TABS_USING_THE_INFOBOX_STEPS;H_ADDING_OR_REMOVING_A_GRID_STEPS;H_GRIDS_OVER;H_PAGE_LAYOUT_OVER;H_SETTING_AN_INITIAL_PARAGRAPH_STYLE_STEPS;H_SETTING_UP_MIRROR_PAGE_LAYOUTS_STEPS;',0)} [See related topics](#)

Details: Inserting a page break

You can insert a page break anywhere to end one page and begin another.

If the option to display page break marks is set in View Preferences, you can see the page break mark at the end of the page.

{button ,AL(`H_INSERTING_A_PAGE_BREAK_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_REMOVING_A_PAGE_BREAK_STEPS;H_INSERTING_A_COLUMN_BREAK_STEPS;H_FORCING_A_PAGE_BREAK_BEFORE_OR_AFTER_A_PARAGRAPH_STEPS',0)} [See related topics](#)

Inserting a page break

1. Place the insertion point where you want to end the page.
2. From the Page menu, choose Insert Page Break.



If the option to display page break marks is set in View Preferences, you can see the page break mark at the end of the page.

 Tip

{button ,AL(`H_INSERTING_A_PAGE_BREAK_DETAILS',1)} [See details](#)

{button ,AL(`H_REMOVING_A_PAGE_BREAK_STEPS;H_FORCING_A_PAGE_BREAK_BEFORE_OR_AFTER_A_PARAGRAPH_STEPS;H_INSERTING_A_COLUMN_BREAK_STEPS;H_INSERTING_PAGE_BREAKS_IN_PARALLEL_COLUMNS_STEPS;H_INSERTING_PAGE_BREAKS_IN_TABLES_STEPS;';0)} [See related topics](#)

Overview: Margins

Page margins are areas of space outside the main document text. You can set left, right, top, and bottom margins, and use the [InfoBox](#) or the ruler to create or change them. Headers, footers, frames, tables, table cells, and columns can all contain margins.

Page margins determine the amount of space available for main document text. For example, if you increase the size of any margin, less space is available for the main document text on each page. If you decrease the size, more space is available for the main text.

If some text does not print, the text is in the unprintable area for the selected printer. You can modify the margins and then reprint the document.

{button ,AL('H_PAGE_LAYOUT_OVER;H_SETTING_MARGINS_ON_A_PAGE_STEPS;H_SETTING_LEFT_AND_RIGHT_MARGINS_ON_THE_RULER_STEPS;H_SETTING_TOP_AND_BOTTOM_MARGINS_ON_THE_RULER_STEPS;H_INSERTING_A_NEW_PAGE_LAYOUT_STEPS;H_CHANGING_THE_PAGE_SIZE_STEPS;H_RULER_OVER',0)} [See related topics](#)

Page Columns properties

The Page Columns panel allows you to create, adjust, and format newspaper columns on a page.

Choose a task:

[Creating newspaper columns on a page](#)

[Placing lines between newspaper columns](#)

[Setting space between newspaper columns](#)

[Balancing newspaper column lengths](#)

{button ,AL('H_INFOBOX_OVER;H_PAGE_SIZE_AND_MARGINS_PROPERTIES_CS;H_PAGE_LINES_AND_COLORS_PROPERTIES_CS;H_PAGE_HEADER_PROPERTIES_CS;H_PAGE_FOOTER_PROPERTIES_CS;H_PAGE_MISC_PROPERTIES_CS;H_STYLE_PROPERTIES_CS',0)} [See related topics](#)

Page Footer properties

The Page Footer panel allows you to set and adjust footer margins on a page.

Choose a task:

[Setting footer margins and margin options using the InfoBox](#)

[Setting the page where headers and footers begin](#)

{button ,AL(`H_INFOBOX_OVER;H_PAGE_SIZE_AND_MARGINS_PROPERTIES_CS;H_PAGE_COLUMNS_PROPERTIES_CS;H_PAGE_LINES_AND_COLORS_PROPERTIES_CS;H_PAGE_HEADER_PROPERTIES_CS;H_PAGE_MISC_PROPERTIES_CS;H_STYLE_PROPERTIES_CS',0)} [See related topics](#)

Page Header properties

The Page Header panel allows you to set and adjust header margins on a page.

Choose a task:

[Setting header margins and margin options using the InfoBox](#)

[Setting the page where headers and footers begin](#)

{button ,AL(`H_INFOBOX_OVER;H_PAGE_SIZE_AND_MARGINS_PROPERTIES_CS;H_PAGE_COLUMNS_PROPERTIES_CS;H_PAGE_LINES_AND_COLORS_PROPERTIES_CS;H_PAGE_FOOTER_PROPERTIES_CS;H_PAGE_MISC_PROPERTIES_CS;H_STYLE_PROPERTIES_CS',0)} [See related topics](#)

Overview: Page layout

You can take advantage of the following page layout formatting features using the InfoBox and menu options:

- Left, right, top, and bottom margin options
- Left, right, center, numeric, and leader tab options
- Page size and orientation (landscape or portrait)
- Watermark that appears behind the text on each page
- Placement and style of lines around a page and lines between columns
- Newspaper columns and varying space between columns (gutter width)
- Margins and page settings for headers and footers
- Tab settings, grid settings, alignment, and text direction on a page
- Page styles

When you create a document, the SmartMaster you select contains a default page layout which determines the way pages initially appear. In addition, each time you insert a [section](#) or [division](#) into a document, you are creating a new page layout. You can modify the page layout for the entire document or for a specific section or division.

You can insert a new page layout anywhere in a document. If you change the original page layout provided by the SmartMaster, Word Pro reformats pages in the document using the new layout. If you insert a new page layout, Word Pro reformats the pages after the insertion.

Any changes you make to a page layout affect only the current document, unless you save the new layout to a SmartMaster. If you save the new layout as a SmartMaster, you can use the layout again in other sections, divisions, or documents.

{button ,AL('H_INSERTING_A_NEW_PAGE_LAYOUT_STEPS;H_MARGINS_OVER;H_SETTING_MARGINS_ON_A_PAGE_STEPS;H_CHANGING_THE_PAGE_SIZE_STEPS;H_PLACING_LINES_AROUND_A_PAGE_STEPS;H_RULER_OVER;H_CHANGING_THE_PAGE_ORIENTATION_TO_LANDSCAPE_OR_PORTRAIT_STEPS;H_REMOVING_AN_INSERTED_PAGE_LAYOUT_STEPS;H_SETTING_UP_MIRROR_PAGE_LAYOUTS_STEPS;H_ADJUSTING_PAGE_SETTINGS_TO_PRINTER_SETTINGS_STEPS;H_HEADERS_AND_FOOTERS_OVER;H_PAGE_STYLES_OVER;H_WATERMARKS_OVER',0)} [See related topics](#)

Page Lines & Colors properties

The Page Lines & Colors panel allows you to add lines, shadows, corner designs, background filler, pattern, and color to a page.

Choose a task:

[Placing lines around a page](#)

[Adding a designer border](#)

[Changing space between lines around a page and the page edge](#)

[Adding a shadow with color and depth to lines around a page](#)

[Adding background color and pattern to a page](#)

[Selecting round corners for lines around a page](#)

{button ,AL('H_INFOBOX_OVER;H_PAGE_SIZE_AND_MARGINS_PROPERTIES_CS;H_PAGE_COLUMNS_PROPERTIES_CS;H_PAGE_HEADER_PROPERTIES_CS;H_PAGE_FOOTER_PROPERTIES_CS;H_PAGE_MISC_PROPERTIES_CS;H_STYLE_PROPERTIES_CS',0)} [See related topics](#)

Page Misc properties

The Page Misc panel allows you to set and clear tabs, add or remove grids, and vertically align page contents.

Choose a task:

[Vertically aligning page contents](#)

[Setting tabs using the InfoBox](#)

[Setting an initial paragraph style](#)

[Clearing all tabs using the InfoBox](#)

[Adding or removing a grid](#)

[Defining a Word Pro named object for exchange with Notes](#)

[Changing text direction on a page](#)

{button ,AL('H_INFOBOX_OVER;H_PAGE_SIZE_AND_MARGINS_PROPERTIES_CS;H_PAGE_COLUMNS_PROPERTIES_CS;H_PAGE_LINES_AND_COLORS_PROPERTIES_CS;H_PAGE_FOOTER_PROPERTIES_CS;H_PAGE_HEADER_PROPERTIES_CS;H_STYLE_PROPERTIES_CS',0)} [See related topics](#)

You can also reach the Page InfoBox this way: from the Page menu, choose Page Properties.

Page Size & Margins properties

The Page Size & Margins panel allows you to change the page margins, page size, and orientation.

Choose a task:

[Setting margins on a page](#)

[Changing the page size](#)

[Changing page orientation](#)

[Selecting manual and automatic printer feed options](#)

[Adjusting page settings to printer settings](#)

[Creating alternating page layouts](#)

[Setting up mirror page layouts](#)

{button ,AL('H_INFOBOX_OVER;H_PAGE_LINES_AND_COLORS_PROPERTIES_CS;H_PAGE_COLUMNS_PROPERTIES_CS;H_PAGE_HEADER_PROPERTIES_CS;H_PAGE_FOOTER_PROPERTIES_CS;H_PAGE_MISC_PROPERTIES_CS;H_STYLE_PROPERTIES_CS',0)} [See related topics](#)

Details: Placing lines around a page

Designer borders

Allows you to select a border with various types of edges, instead of a plain line. If you select a designer border, you cannot select line style and width options, since these are set by the designer border you choose.

Line style

Allows you to select a line type, including single, double, and dotted lines.

Line width

Allows you to select a line width. If you choose "Other" in the drop down list, you can specify a custom width.

Line color

Allows you to select a line color.

Show lines

Allows you to select where to put the line.

Line placement

The options are:

- On margin
- Middle
- Page edge
- Other - Specify a value for the distance between the line and the paper edge in the Line Placement dialog box and click OK.

{button ,AL('H_PLACING_LINES_AROUND_A_PAGE_STEPS',1)} [Go to procedure](#)

{button ,AL('H_ADDING_BACKGROUND_COLOR_AND_PATTERN_TO_A_PAGE_STEPS;H_ADDING_A_SHADOW_WITH_COLOR_AND_DEPTH_TO_LINES_AROUND_A_PAGE_STEPS;H_SELECTING_ROUND_CORNERS_FOR_LINES_AROUND_A_PAGE_STEPS;H_SETTING_MARGINS_ON_A_PAGE_STEPS;H_INSERTING_A_NEW_PAGE_LAYOUT_STEPS;H_PAGE_LAYOUT_OVER',0)} [See related topics](#)

Placing lines around a page

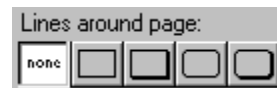
Show me a QuickDemo

1. Place the insertion point on the page and click the right mouse button.
2. Choose Page Properties.



Tip

3. Click the Lines & Colors tab.
4. Click the desired Lines around page button.



5. If you want to display a border around the page, select an option in the "Designer borders" box.
6. Select the desired line style, width, and color options.
7. Select an option in the "Show lines" and "Line placement" boxes.

{button ,AL('H_PLACING_LINES_AROUND_A_PAGE_DETAILS',1)} [See details](#)

{button ,AL('H_ADDING_BACKGROUND_COLOR_AND_PATTERN_TO_A_PAGE_STEPS;H_ADDING_A_SHADOW_WITH_COLOR_AND_DEPTH_TO_LINES_AROUND_A_PAGE_STEPS;H_SELECTING_ROUND_CORNERS_FOR_LINES_AROUND_A_PAGE_STEPS;H_SETTING_MARGINS_ON_A_PAGE_STEPS;H_INSERTING_A_NEW_PAGE_LAYOUT_STEPS;H_PAGE_LAYOUT_OVER',0)} [See related topics](#)

Removing an inserted page layout

Place the cursor in front of the desired page marker and page layout name, and press DELETE.

```
{button ,AL('H_INSERTING_A_NEW_PAGE_LAYOUT_STEPS;H_VERTICALLY_ALIGNING_PAGE_CONTENTS_S  
TEPS;H_SETTING_TABS_USING_THE_INFOBOX_STEPS;H_ADDING_OR_REMOVING_A_GRID_STEPS;H_  
GRIDS_OVER;H_PAGE_LAYOUT_OVER;H_SETTING_AN_INITIAL_PARAGRAPH_STYLE_STEPS',0)} See  
related topics
```

Removing a page break

1. Place the insertion point just before the page break.

 **Tip**

2. From the Page menu, choose Delete Page Break.

{button ,AL('H_REMOVING_AN_INSERTED_PAGE_LAYOUT_STEPS;H_FORCING_A_PAGE_BREAK_BEFORE_OR_AFTER_A_PARAGRAPH_STEPS;H_REMOVING_A_COLUMN_BREAK_STEPS;H_INSERTING_A_PAGE_BREAK_STEPS;H_INSERTING_A_PAGE_BREAK_IN_COLUMNS_STEPS',0)} [See related topics](#)

Removing a watermark

1. Place the insertion point in the container for which you want to remove the watermark.
2. Click the right mouse button and then choose the related Properties option.

For example, if you want to remove a watermark from a page, choose Page Properties. If you want to remove a watermark in a table cell, choose Cell Properties.

3. Click the Watermark tab.



4. In the "Watermark" box, select "None."

{button ,AL(`H_ADDING_A_WATERMARK_STEPS;H_PLACING_SCALING_AND_SIZING_A_WATERMARK_STEP
S',0)} [See related topics](#)

Selecting printer feed options

1. Place the insertion point on the page and click the right mouse button.
2. Choose Page Properties.

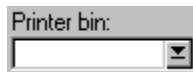


 Tip

3. Click the Size & Margins tab.



4. Select an option in the "Printer bin" box.



{button ,AL(^H_SETTING_MARGINS_ON_A_PAGE_STEPS;H_CHANGING_THE_PAGE_SIZE_STEPS;H_CHANGING_THE_PAGE_ORIENTATION_TO_LANDSCAPE_OR_PORTRAIT_STEPS;H_ADJUSTING_PAGE_SETTINGS_TO_PRINTER_SETTINGS_STEPS;H_SETTING_TABS_USING_THE_INFOBOX_STEPS;H_PAGE_LAYOUT_OVER',0)} [See related topics](#)

Details: Selecting round corners for lines around a page

If you select "Other" in the "Corners" box, you can specify a percent value (between 0 and 100) for the angle degree of roundness in the "Rounded Amount" box. If you enter 100%, the lines become an oval. Click OK when you are finished.

{button ,AL(`H_SELECTING_ROUND_CORNERS_FOR_LINES_AROUND_A_PAGE_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_ADDING_A_SHADOW_WITH_COLOR_AND_DEPTH_TO_LINES_AROUND_A_PAGE_STEPS;H_ADDING_BACKGROUND_COLOR_AND_PATTERN_TO_A_PAGE_STEPS;H_SETTING_MARGINS_ON_A_PAGE_STEPS;H_INSERTING_A_NEW_PAGE_LAYOUT_STEPS;H_PAGE_LAYOUT_OVER;H_PLACING_LINES_AROUND_A_PAGE_STEPS',0)} [See related topics](#)

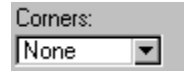
Selecting round corners for lines around a page

1. Place the insertion point on the page and click the right mouse button.
2. Choose Page Properties.



Tip

3. Click the Lines & Colors tab.
4. Select an option in the "Lines around page" or "Line style" boxes.
5. Select an option in the "Corners" box.



{button ,AL(`H_SELECTING_ROUND_CORNERS_FOR_LINES_AROUND_A_PAGE_DETAILS',1)} [See details](#)

{button ,AL(`H_ADDING_A_SHADOW_WITH_COLOR_AND_DEPTH_TO_LINES_AROUND_A_PAGE_STEPS;H_ADDING_BACKGROUND_COLOR_AND_PATTERN_TO_A_PAGE_STEPS;H_SETTING_MARGINS_ON_A_PAGE_STEPS;H_INSERTING_A_NEW_PAGE_LAYOUT_STEPS;H_PAGE_LAYOUT_OVER;H_PLACING_LINES_AROUND_A_PAGE_STEPS',0)} [See related topics](#)

Setting an initial paragraph style

You can set an initial paragraph style for a page, frame, table, table cell, or column, so that each time you type text in one of these objects, that specific paragraph style is used. For example, if you are working in a document that contains many tables, you can set the initial paragraph style for table cells to "Table text." Then, each time you click in a table cell, "Table text" is the default paragraph style.

1. Place the insertion point where you want to set the initial paragraph style.
2. Click the right mouse button and then choose the related Properties option.

For example, if you want to set an initial paragraph style for text in a frame, choose Frame Properties. If you want to set an initial paragraph style on a page, choose Page Properties.

3. Click the Misc tab.



4. Select an option in the "Initial paragraph style" box.

Available options depend on the SmartMaster template in effect for this document or area.

{button ,AL('H_VERTICALLY_ALIGNING_PAGE_CONTENTS_STEPS;H_SETTING_TABS_USING_THE_INFOBOX_STEPS;H_ADDING_OR_REMOVING_A_GRID_STEPS;H_DEFINING_A_WORD_PRO_NAMED_OBJECT_FOR_EXCHANGE_WITH_NOTES_STEPS;H_PARAGRAPH_STYLES_OVER;H_PAGE_LAYOUT_OVER',0)} See related topics

Details: Setting margins on a page

Layout type

You can use the same margin, column, tab, and line options on all pages of your document, or you can use different settings for left and right pages.

If you select an alternating layout, the Page [InfoBox](#) will display the settings for the page type where the insertion point is located. If the insertion point is on an odd page, the InfoBox shows Right Page settings. If the insertion point is on an even page, the InfoBox shows Left Page settings.



{button ,AL(`H_SETTING_MARGINS_ON_A_PAGE_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_INSERTING_A_NEW_PAGE_LAYOUT_STEPS;H_MARGINS_OVER;H_PAGE_LAYOUT_OVER;H_C
HANGING_THE_PAGE_SIZE_STEPS;H_PLACING_LINES_AROUND_A_PAGE_STEPS;H_INFOBOX_OVER;H
SETTING_UP_MIRROR_PAGE_LAYOUTS_STEPS;H_CREATING_ALTERNATING_PAGE_LAYOUTS_STEPS',
0)} [See related topics](#)

Setting margins on a page

[Show me a QuickDemo](#)

1. Place the insertion point on the page and click the right mouse button.
2. Choose Page Properties.



Tip

3. Click the Size & Margins tab.



4. If you want to set margins for different pages, select an option in the "Layout type" box.



{button ,AL('H_SETTING_MARGINS_ON_A_PAGE_DETAILS',1)} [See details](#)

5. Specify a value for margins in the "Top," "Left," "Right," and "Bottom" boxes.
-

{button ,AL('H_SETTING_MARGINS_ON_A_PAGE_DETAILS',1)} [See details](#)

{button ,AL('H_INSERTING_A_NEW_PAGE_LAYOUT_STEPS;H_MARGINS_OVER;H_PAGE_LAYOUT_OVER;H_C
HANGING_THE_PAGE_SIZE_STEPS;H_PLACING_LINES_AROUND_A_PAGE_STEPS;H_SETTING_UP_MIRR
OR_PAGE_LAYOUTS_STEPS;H_CREATING_ALTERNATING_PAGE_LAYOUTS_STEPS',0)} [See related topics](#)

Setting up mirror page layouts

You can use mirror page (facing page) layouts to design the layout for a book where the left margin of the odd page is a mirror of the right margin of the even page. For example, you can use mirror page layouts to set a two-inch left margin and a one-inch right margin for the right pages, and the reverse for the left pages -- a one-inch left margin and a two-inch right margin.

1. Place the insertion point on the desired page and click the right mouse button.
2. From the menu, choose Page Properties.



Tip


3. Click the Size & Margins tab.
4. Click the Alternating Layout Type button.
5. Specify the desired margins in the "Top," "Left," "Right," and "Bottom" boxes.
6. Click Mirror pages.

Word Pro sets up the reverse margins for the opposite pages.

{button ,AL('H_INSERTING_A_NEW_PAGE_LAYOUT_STEPS;H_SETTING_FILLER_PAGE_OPTIONS_STEPS;H_CHANGING_THE_PAGE_SIZE_STEPS;H_PLACING_LINES_AROUND_A_PAGE_STEPS;H_PAGE_LAYOUT_OVER;H_CREATING_ALTERNATING_PAGE_LAYOUTS_STEPS',0)} [See related topics](#)

Using a custom designer border

You can place designer borders around pages, frames, tables, headers or footers.

1. Place the insertion point on the page (or in the table, frame, header or footer).
2. Click the right mouse button and choose the related Properties option.
(If you want to add a designer border to a table, choose Table Properties; to a frame, choose Frame Properties, etc.)
3. Click the Lines & Colors tab.

4. Select Other in the "Designer Borders" box.
5. Select a border from the list.
6. Click Select.

{button ,AL(^H_ADDING_A_DESIGNER_BORDER_STEPS;H_PLACING_LINES_AROUND_A_PAGE_STEPS;H_PLACING_LINES_AROUND_A_FRAME_STEPS;H_PLACING_LINES_AROUND_HEADERS_AND_FOOTERS_STEPS;H_PLACING_LINES_AROUND_A_TABLE_STEPS;,,0)} [See related topics](#)

Vertically aligning page contents

1. Place the insertion point on the page and click the right mouse button.
2. Choose Page Properties.



Tip

3. Click the Misc tab.



4. Click the desired Vertical alignment button.



{button ,AL('H_ADDING_OR_REMOVING_A_GRID_STEPS;H_PAGE_STYLES_OVER;H_PAGE_LAYOUT_OVER',
0)} [See related topics](#)

Overview: Watermarks

A watermark is a background graphic you can use to enhance the appearance of pages, tables, table cells, frames, headers, footers, and columns. Because they are contained within frames that also allow you to type text and insert drawings and other images, watermarks are an easy way to add visual appeal to a whole page or to highlight important information.

You can

- import a graphic (photograph, logo, picture, design) to use as a watermark
- create a transparent watermark so you can type text on top of it
- place, size, and scale a watermark to specify/adjust its appearance

Why use a watermark?

To enhance your product report, you can display a watermark in the header or footer that illustrates the product logo and/or slogan.

To remind your reader that information in a document is confidential, you can display the "Confidential" watermark on every page.

To add a personal touch to letterhead, you can display a photograph as a watermark in the background of your heading or in the background of each page.

To jazz up your newsletter, you can display watermarks to illustrate different sections ("News," "Fun," "Tips and Tricks").

To highlight important information in a table, you can display a watermark as the background for the whole table or for specific table cells.

{button ,AL('H_PAGE_LAYOUT_OVER;H_ADDING_A_WATERMARK_STEPS;H_REMOVING_A_WATERMARK_STEPS;H_IMPORTING_A_PICTURE_OR_GRAPHIC_OVER;H_PLACING_SCALING_AND_SIZING_A_WATERMARK_STEPS;',0)} [See related topics](#)

Adding a file to a master document

1. Choose Create - Master Document.



When you highlight a division in the list, its status appears at the bottom of the dialog box, either as an *Internal* division or by its file path and name.

2. Click Add.
3. In the Browse dialog box, select an external file to add as a division.
You can browse through all available folders and files before selecting.
4. Click Open to return to the Master Document dialog box.
5. (Optional) Use the up and down arrows to position the division at the correct location.
6. Click OK.

{button ,AL('H_MASTER_DOCUMENTS_OVER;H_CREATING_A_MASTER_DOCUMENT_STEPS;H_REMOVING_A_DIVISION_FROM_A_MASTER_DOCUMENT_STEPS;H_SAVING_AN_INTERNAL_DIVISION_AS_AN_EXTERNAL_FILE_STEPS',0)} [See related topics](#)

Details: Creating a master document

All internal (divisions) and external files in the master document are listed in the "Top level divisions in master document" box. External files are referenced in the master document. When you highlight a division in this list, its status appears at the bottom of the dialog box, either as an *Internal* division, or by its file path and name.

{button ,AL(`H_CREATING_A_MASTER_DOCUMENT_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_MASTER_DOCUMENTS_OVER;H_ADDING_A_FILE_TO_A_MASTER_DOCUMENT_STEPS;H_REMOVING_A_DIVISION_FROM_A_MASTER_DOCUMENT_STEPS',0)} [See related topics](#)

Creating a master document

When you create a master document, you reference an external file in the current document which then becomes the master. The referenced files become divisions in the master document.

1. From the Create menu, choose Master Document.



2. Click Add.
3. In the Browse dialog box, select an external file to add as a division.
You can browse through all available folders and files before selecting.
4. Click Open to return to the Master Document dialog box.
5. Repeat steps 2 - 4 as many times as necessary.
6. Click OK.

{button ,AL('H_CREATING_A_MASTER_DOCUMENT_DETAILS',1)} [See details](#)

{button ,AL('H_MASTER_DOCUMENTS_OVER;H_ADDING_A_FILE_TO_A_MASTER_DOCUMENT_STEPS;H_REMOVING_A_DIVISION_FROM_A_MASTER_DOCUMENT_STEPS;H_DIVISIONS_OVER',0)} [See related topics](#)

Overview: Master documents

Master documents are placeholders designed to enable you to connect separate files and treat them as one document. You can create an index, table of contents, footnotes, endnotes, and sequential page numbers for your whole document, because each file is referenced as a division within the master document.

You can

- add or remove files from your master document
- create a table of contents, index, footnotes, endnotes, and sequential page number

When you reference a file in the master document, Word Pro creates a separate division for that file and a divider tab that displays the file path and name. Each division is a separate document within the master document and retains its own individual properties.

Each time you open a master document, Word Pro automatically opens the external files it references. Changes you make to the master document affect the files it references.

Note If you customize a style in one file, that change is not reflected in the other files. Each file uses its own SmartMaster. For more information, see Overview: Divisions.

{button ,AL('H_CREATING_A_MASTER_DOCUMENT_STEPS;H_ADDING_A_FILE_TO_A_MASTER_DOCUMENT_STEPS;H_REMOVING_A_DIVISION_FROM_A_MASTER_DOCUMENT_STEPS',0)} [See related topics](#)

Master Document dialog box

You can create a master document from this dialog box by referencing an external file that becomes part of your document. This creates a division in the master document and a divider tab (if this display option is set in View Preferences) that uses the external file path and name as the text in the tab. You can also remove external files from a master document.

All divisions in the master document, both external and internal, are listed in the "Top level divisions in master document" box.

Choose a task:

[Creating a master document](#)

[Adding a file to a master document](#)

[Removing a division from a master document](#)

{button ,AL('H_MASTER_DOCUMENTS_OVER',0)} [See related topics](#)

Removing a division from a master document

You can remove both internal and external divisions in a document using these steps.

1. Choose Create - Master Document.



All divisions in the document display in the "Top level divisions in master document" box.

2. Select the division you want to remove.

When you highlight a division in this list, its status appears at the bottom of the dialog box, either as an *Internal* division or by its file path and name.

3. Click Remove.
4. Click OK.

{button ,AL('H_MASTER_DOCUMENTS_OVER;H_CREATING_A_MASTER_DOCUMENT_STEPS;H_ADDING_A_FILE_TO_A_MASTER_DOCUMENT_STEPS;H_SAVING_AN_INTERNAL_DIVISION_AS_AN_EXTERNAL_FILE_STEPS;H_SETTING_DIVISION_PROPERTIES_STEPS',0)} [See related topics](#)

Saving external division files

When you save a master document or a document with externally-linked files, Word Pro displays the Save External Divisions dialog box which lists all the external files in the current document.

To save changes you made to both the current document and to the referenced files, you must select and save the external files.

1. Select the external division files you want to save.
2. Click Save.

{button ,AL(^H_MASTER_DOCUMENTS_OVER;H_CREATING_A_MASTER_DOCUMENT_STEPS;H_ADDING_A_FILE_TO_A_MASTER_DOCUMENT_STEPS;H_REMOVING_A_DIVISION_FROM_A_MASTER_DOCUMENT_STEPS;H_DIVISIONS_OVER',0)} [See related topics](#)

Adding a name and address to the Address dialog box

1. If you want to add a name and address from an existing envelope, place the insertion point in the desired envelope frame.

If you want to add a name and address for a new envelope, place the insertion point anywhere in the document.

2. From the Create menu, choose Envelope.



3. To add a name and address to the recipient list, click Send To Address.
To add a name and address to the return list, click Return Address.
4. Type a name associated with the new address in the "Available Send Addresses" or "Available Return Addresses" box.
5. Type the new address in the "Current Send Addresses" or "Current Return Address" box.
To use a name and address from a Notes database, click [Notes Data](#).
6. Click Add to List.
7. Click OK.

```
{button ,AL(`H_CREATING_AN_ENVELOPE_STEPS;H_CREATING_AN_ENVELOPE_OVER;H_DELETING_A_NAME_AND_ADDRESS_FROM_THE_ADDRESS_DIALOG_BOX_STEPS;H_MODIFYING_A_NAME_AND_ADDRESS_IN_THE_ADDRESS_DIALOG_BOX_STEPS;H_ADDRESSING_AN_ENVELOPE_USING_THE_ADDRESS_DIALOG_BOX_STEPS;H_INSERTING_A_BAR_CODE_ON_AN_ENVELOPE_STEPS',0)} See related topics
```


Adding Notes data to the address list

1. From the Create menu, choose Envelope.



2. On the Envelope bar, click Send To Address or Return Address.
3. Click Notes Data.
4. Specify the desired server and Notes Name & Address Book database.
Note You can only get names from databases which were created from the Notes Name & Address Book template.
5. Click OK.
6. Select a name from the "Select Address for Envelope" list box and click OK.
7. Click Add to List.
8. To add another name, repeat steps 3 through 7.
9. When you are finished adding names to your Word Pro address list, click OK.
If prompted to save your changes to the address list, click Yes to save the last name you chose or click No to discard the last name.

{button ,AL('H_CREATING_AN_ENVELOPE_STEPS;H_CREATING_AN_ENVELOPE_OVER;H_DELETING_A_NAME_AND_ADDRESS_FROM_THE_ADDRESS_DIALOG_BOX_STEPS;H_MODIFYING_A_NAME_AND_ADDRESS_IN_THE_ADDRESS_DIALOG_BOX_STEPS;H_ADDRESSING_AN_ENVELOPE_USING_THE_ADDRESS_DIALOG_BOX_STEPS;H_INSERTING_A_BAR_CODE_ON_AN_ENVELOPE_STEPS',0)} [See related topics](#)

Addressing an envelope using the Address dialog box

1. If you want to address an existing envelope, place the insertion point anywhere in the envelope.
If you want to address a new envelope, place the insertion point anywhere in the document.
2. Choose Create - Envelope.



Word Pro selects the recipient address frame and, if an address is available in the current document, inserts it in the frame.

You can type or edit this address manually. If you do this, skip to Step 4.

3. Click Send To Address to choose from an available list of addresses and then click OK.
4. If you want a bar code inserted automatically, click Postal Code, make your selection, and click OK.
5. Click the frame in the upper left corner for the return address.
6. Click Return Address to choose from an available list of addresses. If you don't want a return address, click "No Return Address."

Tip

7. Click OK.

You can also type or edit a return address manually.

{button ,AL(^H_ADDING_A_NAME_AND_ADDRESS_TO_THE_ADDRESS_DIALOG_BOX_STEPS;H_DELETING_A_NAME_AND_ADDRESS_FROM_THE_ADDRESS_DIALOG_BOX_STEPS;H_MODIFYING_A_NAME_AND_ADDRESS_IN_THE_ADDRESS_DIALOG_BOX_STEPS;H_CREATING_AN_ENVELOPE_STEPS;H_MODIFYING_AN_ENVELOPE_STEPS;H_SPECIFYING_PERSONAL_INFORMATION_TO_USE_WITH_SMARTMASTERS_STEPS;H_CREATING_AN_ENVELOPE_OVER',0)} [See related topics](#)

Address (Send or Return) dialog box

You can maintain a list of commonly used names/addresses, both for recipients and returns, and use these lists to automatically address an envelope. You can even add data from Notes Name & Address Book databases to your envelope address list.

If Word Pro finds an address in the current document, it uses this address as the first option on the list for send addresses. Word Pro automatically uses the personal information you provide in Word Pro Preferences as the first option for return addresses.

Choose a task:

[Adding a name and address to the Address dialog box](#)

[Adding Notes data to the address list](#)

[Deleting a name and address from the Address dialog box](#)

[Modifying a name and address in the Address dialog box](#)

[Addressing an envelope using the Address dialog box](#)

{button ,AL(^H_PRINTING_AN_ENVELOPE_STEPS;H_MERGING_AN_ENVELOPE_STEPS;H_CREATING_AN_ENVELOPE_OVER;H_INSERTING_A_BAR_CODE_ON_AN_ENVELOPE_STEPS;H_SPECIFYING_PERSONAL_INFORMATION_TO_USE_WITH_SMARTMASTERS_STEPS',0)} [See related topics](#)

Details: Creating another envelope SmartMaster

Creating an envelope

Word Pro uses the default envelope SmartMaster (_LWPENV) to create an envelope, or it bases the appearance of the envelope on the plain document SmartMaster default text. You can, however, create other envelope SmartMaster templates.

For example, you can create an envelope SmartMaster and insert text and graphics on the envelope to simulate rubber stamps.

To use another envelope SmartMaster, you can change the SmartMaster for an existing envelope or you can create a new document or division using the desired envelope SmartMaster.

Page Setup

The original envelope in your document uses the default envelope SmartMaster's layout. You can modify the envelope layout, just as you modify any page layout.

Clicking Page Setup displays the Page layout InfoBox where you can redefine the default style or create new styles, as desired. You can assign these styles to the appropriate paragraphs in the envelope. Make sure that you type a return symbol at the end of a paragraph to anchor the style.

From the Page layout InfoBox, you can move to the Text InfoBox and modify the text attributes that you want to appear consistently in your envelope SmartMaster. Insert any text or object that you want to appear in every envelope, and delete any text or object that you don't want in every envelope.

Save As SmartMaster Options

The options are:

- Update preview image with current contents of SmartMaster (default).
- Change document language to user's language when creating new files.
- Use page settings from printer driver when creating new files. This indicates that Word Pro will set the envelope size to the printer default when you use this SmartMaster.
- Assign all edits to 'SmartMaster'. This keeps SmartMaster creators anonymous.
- Initial save format - specifies the file format of the SmartMaster.
- Category - specifies the category under which the SmartMaster appears when you are creating a new document.

{button ,AL('H_CREATING_ANOTHER_ENVELOPE_SMARTMASTER_STEPS',1)} [Go to procedure](#)

{button ,AL('H_ENVELOPE_SMARTMASTER_OVER;H_CREATING_A_DEFAULT_ENVELOPE_SMARTMASTER_STEPS;H_CREATING_AN_ENVELOPE_OVER;H_MODIFYING_AN_ENVELOPE_STEPS;H_WHAT_IS_A_SMARTMASTER_OVER;H_CREATING_A_SMARTMASTER_STEPS',0)} [See related topics](#)

Creating another envelope SmartMaster

1. Create an envelope.

{button ,AL(`H_CREATING_ANOTHER_ENVELOPE_SMARTMASTER_DETAILS',1)} [See details](#)

2. If you want to save this file as a document, choose Save from the File menu, specify the folder and file name, and click Save.



3. For each document division, except the envelope division, click the right mouse button on the divider tab and choose Delete Division.



Tip

4. Click Page Setup to modify the appearance and content of the envelope, as desired.

{button ,AL(`H_CREATING_ANOTHER_ENVELOPE_SMARTMASTER_DETAILS',1)} [See details](#)

5. Choose File - Save As.



6. Select "Lotus Word Pro SmartMaster" in the "Save as type" box.

7. Specify the desired folder and file name.

8. Click Save.

9. Choose the appropriate options in the Save As SmartMaster Options dialog box.

{button ,AL(`H_CREATING_ANOTHER_ENVELOPE_SMARTMASTER_DETAILS',1)} [See details](#)

10. Click OK.

{button ,AL(`H_CREATING_ANOTHER_ENVELOPE_SMARTMASTER_DETAILS',1)} [See details](#)

{button ,AL(`H_ENVELOPE_SMARTMASTER_OVER;H_CREATING_A_DEFAULT_ENVELOPE_SMARTMASTER_STEPS;H_CREATING_AN_ENVELOPE_OVER;H_MODIFYING_AN_ENVELOPE_STEPS;H_WHAT_IS_A_SMARTMASTER_OVER;H_CREATING_A_SMARTMASTER_STEPS',0)} [See related topics](#)

Details: Creating an envelope

Create - Envelope

When you choose Create - Envelope, Word Pro creates an envelope in a new division in the document and displays it in a full-page view. The selected frame is for the recipient address. The frame for the return address is in the upper left-hand corner of the envelope.

Send To Address

Clicking Send To Address displays the Send Address dialog box. You can choose an existing address entry to paste into the envelope or you can create a new address entry. If you are currently creating an envelope in a document that has an address, Word Pro will place this address as the first option in the send list. You can add, change, delete, or use Notes data to supplement this information.

Return Address

Clicking Return Address displays the Return Address dialog box. Word Pro uses the personal information in Word Pro Preferences as the first option in the return list. However, you can add, change, delete, or use Notes data to supplement this information.

Page Setup

The original envelope in your document uses the default envelope SmartMaster's layout. You can modify this layout, just as you can any page layout. Changes that you make to the envelope layout affect only the current envelope, unless you save the new layout to an envelope SmartMaster.

Clicking Page Setup displays the Page layout InfoBox where you can redefine the default style or create new styles, as desired. From the Page layout InfoBox, you can move to the Text InfoBox and modify the text options and attributes.

{button ,AL('H_CREATING_AN_ENVELOPE_STEPS',1)} [Go to procedure](#)

{button ,AL('H_CREATING_AN_ENVELOPE_OVER;H_MODIFYING_AN_ENVELOPE_STEPS;H_DELETING_AN_ENVELOPE_STEPS;H_PRINTING_AN_ENVELOPE_STEPS;H_MERGING_AN_ENVELOPE_STEPS;H_ADDING_A_NAME_AND_ADDRESS_TO_THE_ADDRESS_DIALOG_BOX_STEPS;H_ADDRESSING_AN_ENVELOPE_USING_THE_ADDRESS_DIALOG_BOX_STEPS;H_INSERTING_A_BAR_CODE_ON_AN_ENVELOPE_STEPS',0)} [See related topics](#)

Overview: Creating an envelope

Envelopes are similar to standard Word Pro documents in that they can contain text, graphics, tables, and so on. Word Pro determines the size of the envelope by checking the paper size of the default document SmartMaster (_default.mwp). Word Pro places each envelope in its own division and provides you with an envelope bar each time you enter the envelope division. The envelope bar contains tools for addressing the envelope, changing its layout, and inserting postal bar codes.

Default envelope SmartMaster

Rather than letting Word Pro create envelopes based on the paper size of default document SmartMaster, you may want to create a special envelope SmartMaster with a specific look and feel. While Word Pro does not include an envelope SmartMaster, it does check for the presence of an envelope SmartMaster each time you create a new envelope. That SmartMaster is named _LWPENV.MWP.

If you want Word Pro to create the same type of envelope regardless of the active document's paper size, you can create an envelope SmartMaster called _LWPENV.MWP and place it in the Word Pro SmartMasters directory. Word Pro will use that SmartMaster every time you create an envelope.

Note The default envelope SmartMaster should be designed to accommodate the type of envelope you use the most.

In addition to the default envelope SmartMaster, you can create other envelope SmartMasters and assign them to new envelope divisions after creating the divisions from the default envelope SmartMaster.

One-time envelopes

For special envelopes which you are not likely to print again, you can create a new envelope division and edit the layout and content to meet your needs. There is no need to create a SmartMaster unless you think you will need that layout again.

Storing all your envelopes in one document

You may find it convenient to create a single document which contains one envelope division for each type of envelope you use. Once you create this document, you can use it each time you need to print an envelope, changing only the content of the address and postal code fields before you print.

```
{button ,AL(`H_MODIFYING_AN_ENVELOPE_STEPS;H_DELETING_AN_ENVELOPE_STEPS;H_PRINTING_AN_ENVELOPE_STEPS;H_MERGING_AN_ENVELOPE_STEPS;H_ADDING_A_NAME_AND_ADDRESS_TO_THE_ADDRESS_DIALOG_BOX_STEPS;H_ADDRESSING_AN_ENVELOPE_USING_THE_ADDRESS_DIALOG_BOX_STEPS;H_INSERTING_A_BAR_CODE_ON_AN_ENVELOPE_STEPS;H_CREATING_AN_ENVELOPE_STEPS;H_SPECIFYING_PERSONAL_INFORMATION_TO_USE_WITH_SMARTMASTERS_STEPS';0)} See related topics
```

Creating an envelope

1. From the Create menu, choose Envelope.



{button ,AL(`H_CREATING_AN_ENVELOPE_DETAILS',1)} [See details](#)

2. For the recipient address, verify or type the desired name and address.

 Tip

{button ,AL(`H_CREATING_AN_ENVELOPE_DETAILS',1)} [See details](#)

3. For the return address, click in the upper left corner of the envelope, and verify or type the desired name and address.

 Tip

{button ,AL(`H_CREATING_AN_ENVELOPE_DETAILS',1)} [See details](#)

4. If you want to add a bar code to the envelope at this point, click Postal Code, choose one from the "Bar Codes" list box, and click OK.
5. If you want to change the envelope size and other setup options for the envelope, click Page Setup.
{button ,AL(`H_CREATING_AN_ENVELOPE_DETAILS',1)} [See details](#)
6. If you want to print the envelope, click Print to display the Print dialog box, and then click Print again.
7. Click Done.

{button ,AL(`H_CREATING_AN_ENVELOPE_DETAILS',1)} [See details](#)

{button ,AL(`H_CREATING_AN_ENVELOPE_OVER;H_MODIFYING_AN_ENVELOPE_STEPS;H_DELETING_AN_ENVELOPE_STEPS;H_PRINTING_AN_ENVELOPE_STEPS;H_MERGING_AN_ENVELOPE_STEPS;H_ADDING_A_NAME_AND_ADDRESS_TO_THE_ADDRESS_DIALOG_BOX_STEPS;H_ADDRESSING_AN_ENVELOPE_USING_THE_ADDRESS_DIALOG_BOX_STEPS;H_INSERTING_A_BAR_CODE_ON_AN_ENVELOPE_STEPS',0)} [See related topics](#)

Details: Creating a default envelope SmartMaster

Word Pro uses the default envelope SmartMaster as the template for any envelope which you create by choosing Envelope from the Create menu. If you want to use a different envelope SmartMaster, you can either create a new document or division and specify the SmartMaster you want to use or you can change the SmartMaster for an existing envelope division.

Page Setup

The original envelope in your document uses the default envelope SmartMaster's layout. You can modify this layout, just as you modify any page layout.

Clicking Page Setup displays the Page layout InfoBox where you can redefine the default style or create new styles, as desired. You can assign these styles to the appropriate paragraphs in the envelope. Make sure that you type a return symbol at the end of a paragraph to anchor the style.

From the Page layout InfoBox, you can move to the Text InfoBox and modify the text attributes that you want to appear consistently in your envelope SmartMaster. Insert any text or object that you want to appear in every envelope, and delete any text or object that you don't want in every envelope.

Save As SmartMaster Options

The options are:

- Update preview image with current contents of SmartMaster (default).
- Change document language to user's language when creating new files.
- Use page settings from printer driver when creating new files. This indicates that Word Pro will set the envelope size to the printer default when you use this SmartMaster.
- Assign all edits to 'SmartMaster'. This keeps SmartMaster creators anonymous.
- Initial save format - specifies the file format of the SmartMaster.
- Category - specifies the category under which the SmartMaster appears when you are creating a new document.

{button ,AL('H_CREATING_A_DEFAULT_ENVELOPE_SMARTMASTER_STEPS',1)} [Go to procedure](#)

{button ,AL('H_ENVELOPE_SMARTMASTER_OVER;H_CREATING_ANOTHER_ENVELOPE_SMARTMASTER_STEPS;H_CREATING_AN_ENVELOPE_OVER;H_MODIFYING_AN_ENVELOPE_STEPS;H_WHAT_IS_A_SMARTMASTER_OVER;H_CREATING_A_SMARTMASTER_STEPS',0)} [See related topics](#)

Creating a default envelope SmartMaster

Create a default envelope SmartMaster if you want all your envelopes to look the same.

1. Create an envelope.



2. If you want to save this file as a document, choose Save from the File menu, specify the folder and file name, and click Save.



3. For each document division, except the envelope division, click the right mouse button on the divider tab and choose Delete Division.



Tip

4. Click Page Setup to modify the appearance and content of the envelope, as desired.

{button ,AL(`H_CREATING_A_DEFAULT_ENVELOPE_SMARTMASTER_DETAILS',1)} [See details](#)

5. Choose File - Save As.



6. Select "Lotus Word Pro SmartMaster" in the "Save as type" box.
7. Specify the folder as your default SmartMaster folder and specify the file name as _LWPENV.
8. Click Save.
9. Choose the appropriate options in the Save As SmartMaster Options dialog box.
{button ,AL(`H_CREATING_A_DEFAULT_ENVELOPE_SMARTMASTER_DETAILS',1)} [See details](#)
10. Click OK.

{button ,AL(`H_CREATING_A_DEFAULT_ENVELOPE_SMARTMASTER_DETAILS',1)} [See details](#)

{button ,AL(`H_ENVELOPE_SMARTMASTER_OVER;H_CREATING_ANOTHER_ENVELOPE_SMARTMASTER_STEPS;H_CREATING_AN_ENVELOPE_OVER;H_MODIFYING_AN_ENVELOPE_STEPS;H_WHAT_IS_A_SMARTMASTER_OVER;H_CREATING_A_SMARTMASTER_STEPS',0)} [See related topics](#)

Setting a custom size for a page

1. Specify the desired width of the page or envelope.
2. Specify the desired height of the page or envelope.
3. Click OK.

Deleting an envelope

1. Click the right mouse button on the envelope divider tab.

Tip

2. Choose Delete Division.

Word Pro deletes the division containing the envelope.

{button ,AL(^H_CREATING_AN_ENVELOPE_OVER;H_CREATING_AN_ENVELOPE_STEPS;H_MODIFYING_AN_ENVELOPE_STEPS;H_PRINTING_AN_ENVELOPE_STEPS;H_DIVIDER_TABS_OVER;H_DISPLAYING_AND_HIDING_DIVIDER_TABS_STEPS',0)} [See related topics](#)

Deleting a name and address from the Address dialog box

1. Choose Create - Envelope.



2. To delete a name and address from the recipient list, click Send To Address.
To delete a name and address from the return list, click Return Address.
3. Select a name in the "Available Send Addresses" or "Available Return Addresses" box.
4. Click Delete from List.
5. Click OK.

{button ,AL('H_CREATING_AN_ENVELOPE_STEPS;H_MODIFYING_AN_ENVELOPE_STEPS;H_ADDING_A_NAME_AND_ADDRESS_TO_THE_ADDRESS_DIALOG_BOX_STEPS;H_MODIFYING_A_NAME_AND_ADDRESS_IN_THE_ADDRESS_DIALOG_BOX_STEPS;H_ADDRESSING_AN_ENVELOPE_USING_THE_ADDRESS_DIALOG_BOX_STEPS;H_INSERTING_A_BAR_CODE_ON_AN_ENVELOPE_STEPS',0)} [See related topics](#)

If the divider tabs in the document do not display, click the icon at the top of the document window.



You can also choose View - Set View Preferences, and select "Show divider tabs" on the Show panel.

Envelope bar

You can use the Envelope bar to automatically address an envelope, insert a postal code, set print options, and print the envelope.

Button...	What it does...
Send To Address	Displays the Send Address dialog box where you can maintain a list of recipient names and addresses. Use this list to automatically address an envelope.
Return Address	Displays the Return Address dialog box where you can maintain a list of return names and addresses. Use this list to automatically address an envelope.
Postal Code	Displays the Bar Codes dialog box which you can use to insert a postal bar code on the envelope.
Print	Displays the Print dialog box where you can select print/printer setup options, and print the envelope.
Page Setup	Displays the Page layout InfoBox where you can redefine the default page style for the envelope. From the Page layout InfoBox, you can move to the Text InfoBox and modify the text attributes on the envelope.
Done	Closes the Envelope bar.

{button ,AL(^H_CREATING_AN_ENVELOPE_OVER;H_CREATING_AN_ENVELOPE_STEPS;H_MODIFYING_AN_ENVELOPE_STEPS;H_INSERTING_A_BAR_CODE_ON_AN_ENVELOPE_STEPS;H_PRINTING_AN_ENVELOPE_STEPS;H_ADDRESSING_AN_ENVELOPE_USING_THE_ADDRESS_DIALOG_BOX_STEPS',0)} [See related topics](#)

Overview: Envelope SmartMaster

When you create an envelope, Word Pro searches your default SmartMaster folder for a default envelope SmartMaster (_LWPENV). If it does not find this SmartMaster, it bases the appearance of the envelope on your plain document SmartMaster default text (typeface, point size, and text attributes). For example, if your plain document SmartMaster uses Courier type for the default text, the envelope also uses Courier type. If your plain document SmartMaster uses italic Helvetica for the default text, the envelope also uses italic Helvetica type.

If you want to ensure that every envelope looks a certain way, you can create an envelope SmartMaster (and name it _LWPENV). This SmartMaster becomes the default envelope SmartMaster, and Word Pro will automatically use it every time you create an envelope.

You can also create custom envelope SmartMaster templates for when you want a different look for your envelope.

{button ,AL(^H_CREATING_A_DEFAULT_ENVELOPE_SMARTMASTER_STEPS;H_CREATING_ANOTHER_ENVELOPE_SMARTMASTER_STEPS;H_CREATING_AN_ENVELOPE_OVER;H_WHAT_IS_A_SMARTMASTER_OVER;H_CHANGING_THE_SMARTMASTER_LOCATION_PREFERENCE_STEPS',0)} [See related topics](#)

Inserting a bar code on an envelope

Word Pro places the bar code frame in the exact position required by the postal OCR software. If you move the frame, the OCR software may read the bar codes incorrectly.

1. Place the insertion point anywhere in the envelope.
2. Choose Create - Envelope.



3. Click Postal Code on the Envelope bar.
4. Select the desired bar code in the "Bar Codes" box.
5. Click OK.

{button ,AL(`H_CREATING_AN_ENVELOPE_STEPS;H_MODIFYING_AN_ENVELOPE_STEPS;H_DELETING_AN_ENVELOPE_STEPS;H_PRINTING_AN_ENVELOPE_STEPS;H_ADDRESSING_AN_ENVELOPE_USING_THE_ADDRESS_DIALOG_BOX_STEPS',0)} [See related topics](#)

Modifying an envelope

1. Place the insertion point anywhere in the envelope.
2. Make the desired changes.
3. Click Done.

{button ,AL('H_CREATING_AN_ENVELOPE_OVER;H_CREATING_AN_ENVELOPE_STEPS;H_DELETING_AN_ENVELOPE_STEPS;H_PRINTING_AN_ENVELOPE_STEPS;H_INSERTING_A_BAR_CODE_ON_AN_ENVELOPE_STEPS;H_ADDRESSING_AN_ENVELOPE_USING_THE_ADDRESS_DIALOG_BOX_STEPS',0)} [See related topics](#)

Changing an entry in an address list

1. If you want to modify a name and address from an existing envelope, place the insertion point anywhere in the envelope.

If you want to modify a name and address from a new envelope, place the insertion point anywhere in the document.

2. From the Create menu, choose Envelope.



3. To modify a name and address in the recipient list, click Send To Address.
To modify a name and address in the return list, click Return Address.
4. Select the name you want to modify from the "Available Send Addresses" or "Available Return Addresses" list.
5. Modify the name and address, as necessary.
6. Click Update List.
7. Click OK.

{button ,AL('H_CREATING_AN_ENVELOPE_STEPS;H_MODIFYING_AN_ENVELOPE_STEPS;H_ADDING_A_NAME_AND_ADDRESS_TO_THE_ADDRESS_DIALOG_BOX_STEPS;H_DELETING_A_NAME_AND_ADDRESS_FROM_THE_ADDRESS_DIALOG_BOX_STEPS;H_ADDRESSING_AN_ENVELOPE_USING_THE_ADDRESS_DIALOG_BOX_STEPS;H_INSERTING_A_BAR_CODE_ON_AN_ENVELOPE_STEPS';0)} [See related topics](#)

The first option in this list is the information from the Personal panel in Word Pro Preferences.

Printing an envelope

When you print an envelope using the Envelope bar, you print only the envelope. To print other parts of the document, use the Print icon or the File menu.

1. Place the insertion point anywhere in the envelope.
2. From the Create menu, choose Envelope.



3. Click Print on the Envelope bar.
4. Type the number of copies to print in the "Number of copies" box.
5. To print the envelope to a file, select "Print to file."
6. Click Print.

{button ,AL('H_CREATING_AN_ENVELOPE_OVER;H_CREATING_AN_ENVELOPE_STEPS;H_MODIFYING_AN_ENVELOPE_STEPS;H_MERGING_AN_ENVELOPE_STEPS;H_PRINTING_A_DOCUMENT_TO_A_FILE_STEPS;H_SETTING_PRINT_OPTIONS_STEPS;H_PRINTING_A_DOCUMENT_STEPS;H_PRINTING_A_DOCUMENT_OVER',0)} [See related topics](#)

Click Return Address to choose from a customized list of names and addresses. If you do not want a return address, select "No Return Address." Click OK to return to the envelope.

Selecting an address for an envelope

1. Select a name from the "Select Address for Envelope" list box.
2. Click OK.

{button ,AL(^H_CREATING_AN_ENVELOPE_STEPS;H_CREATING_AN_ENVELOPE_OVER;H_DELETING_A_NAME_AND_ADDRESS_FROM_THE_ADDRESS_DIALOG_BOX_STEPS;H_MODIFYING_A_NAME_AND_ADDRESS_IN_THE_ADDRESS_DIALOG_BOX_STEPS;H_ADDRESSING_AN_ENVELOPE_USING_THE_ADDRESS_DIALOG_BOX_STEPS;H_INSERTING_A_BAR_CODE_ON_AN_ENVELOPE_STEPS;H_ADDING_NOTES_DATA_TO_THE_ADDRESS_LIST_STEPS',0)} [See related topics](#)

Click Send To Address to choose from a customized list of names and addresses. You can also select "Envelope BarCode" to print a bar code on the envelope. Click OK to return to the envelope.

Details: Adding a new document field

Field name

The "Field name" column lists all the predefined document fields and the names of any document fields you create. In the "Type" column, Word Pro marks predefined document fields as "Doc. Info" and any document field you create as "Doc. Field."

Word Pro automatically gives each new field a default name, such as Field1, Field2, Field3, and so on. You can specify a more descriptive name, up to 31 characters long. Specify the new name in the "Field name" box. The list of fields also displays the word "Yes" in the "FX" column when a field has been designated as a Notes/FX field.

Type

You cannot select the field type. Word Pro defaults this field to "Doc Field."

FX

If you want Word Pro to export the data through Notes/FX, select "Export as Notes/FX field data." You cannot use spaces for a field name you are marking as Notes/FX.

The field name must match a field name in the Notes database form to display the information in Notes documents and views.

Contents

Specify the information for the field by typing the data using the desired format in the "Contents" box. Word Pro displays the text exactly as you typed it when you insert the field into your document.

{button ,AL(^H_ADDING_A_NEW_DOCUMENT_FIELD_STEPS',1)} [Go to procedure](#)

{button ,AL(^H_USING_DOCUMENT_FIELDS_FOR_EXCHANGE_WITH_NOTES_STEPS;H_FIELDS_OVER;H_DOCUMENT_PROPERTIES_OVER;H_INSERTING_A_DOCUMENT_FIELD_REFERENCE_STEPS;H_EDITING_THE_FIELD_NAME_AND_CONTENTS_OF_A_DOCUMENT_FIELD_STEPS;H_DELETING_A_DOCUMENT_FIELD_STEPS;H_LOCATING_FIELDS_IN_A_DOCUMENT_STEPS',0)} [See related topics](#)

Adding a new document field

1. From the File menu, choose Document Properties, and then choose Document.



2. Click the Fields tab.
3. Click New.

A new field entry appears in the box with a default field name (for example, Field1).

You can type another name in the "Field name" box.

4. Specify the information for the document field in the "Contents" box.

{button ,AL('H_ADDING_A_NEW_DOCUMENT_FIELD_DETAILS',1)} [See details](#)



Tip

5. If you want to add another document field, repeat steps 3 - 4.
6. Click OK.

{button ,AL('H_ADDING_A_NEW_DOCUMENT_FIELD_DETAILS',1)} [See details](#)

{button ,AL('H_USING_DOCUMENT_FIELDS_FOR_EXCHANGE_WITH_NOTES_STEPS;H_DOCUMENT_PROPE
RTIES_OVER;H_INSERTING_A_DOCUMENT_FIELD_REFERENCE_STEPS;H_EDITING_THE_FIELD_NAME_
AND_CONTENTS_OF_A_DOCUMENT_FIELD_STEPS;H_FIELDS_OVER;H_DELETING_A_DOCUMENT_FIEL
D_STEPS;H_LOCATING_FIELDS_IN_A_DOCUMENT_STEPS',0)} [See related topics](#)

Details: Assigning categories to documents and divisions

Document category

You can type a name in the "Document category" box to create a new category, or select a category from the list of available categories.

Division to categorize

Each document has at least one division, usually called Body.

If there is more than one division in the document, this box is active. You can select the division to which you want to assign the category. Word Pro does not list divisions within divisions.

Category

You can type or select the category you want to assign to the division. If the division uses an external file, Word Pro displays a message indicating you can select the category in the Division Properties dialog box.

Word Pro categorizes SmartMaster templates into logical groupings. For example, all the report SmartMaster templates would be in the Report category.

{button ,AL('H_ASSIGNING_CATEGORIES_TO_DOCUMENTS_AND_DIVISIONS_STEPS',1)} [Go to procedure](#)

{button ,AL('H_DOCUMENT_PROPERTIES_OVER;H_DIVISIONS_OVER;H_WHAT_IS_A_SMARTMASTER_OVER';,0)} [See related topics](#)

Assigning categories to documents and divisions

Word Pro uses the categories you assign to documents to determine the appropriate menu set to display. If a menu set was created for a specific category, it is automatically used when a document of that category is active.

1. From the File menu, choose Document Properties, and then choose Document.



2. Click the General tab.
3. Specify a category for the document in the "Document category" box.
4. If you want to assign a category to a division, select the division in the "Division to categorize" box.
In the "Category" box, specify the category for that division.
5. Click OK.

{button ,AL(^H_ASSIGNING_CATEGORIES_TO_DOCUMENTS_AND_DIVISIONS_DETAILS',1)} [See details](#)

{button ,AL(^H_DOCUMENT_PROPERTIES_OVER;H_DIVISIONS_OVER;H_WHAT_IS_A_SMARTMASTER_OVER ;',0)} [See related topics](#)

Details: Deleting a document field

You cannot delete a predefined document field. You can only delete fields you create which will list as "Doc. Field" in the "Type" box.

When you delete a reference to a field, you remove the reference from the document, leaving the original field and its contents intact. When you delete the actual document field, you delete the field and its contents. Once you delete a document field, you cannot insert any new references to the field. Any existing references to the deleted field are also deleted.

{button ,AL('H_DELETING_A_DOCUMENT_FIELD_STEPS',1)} [Go to procedure](#)

{button ,AL('H_EXCHANGING_DATA_BETWEEN_WORD_PRO_AND_NOTES_OVER;H_DOCUMENT_PROPERTIES_OVER;H_INSERTING_A_DOCUMENT_FIELD_REFERENCE_STEPS;H_EDITING_THE_FIELD_NAME_AND_CONTENTS_OF_A_DOCUMENT_FIELD_STEPS;H_DELETING_A_DOCUMENT_FIELD_REFERENCE_STEPS;H_LOCATING_FIELDS_IN_A_DOCUMENT_STEPS',0)} [See related topics](#)

Deleting a document field reference

1. Select the field reference you want to delete in the document.
2. Press DEL.

Word Pro removes the reference from the document, not the actual document field.

{button ,AL(^H_DELETING_A_DOCUMENT_FIELD_STEPS;H_DOCUMENT_PROPERTIES_OVER;H_FIELDS_OVER;H_LOCATING_FIELDS_IN_A_DOCUMENT_STEPS;H_ADDING_A_NEW_DOCUMENT_FIELD_STEPS;H_INSERTING_A_DOCUMENT_FIELD_REFERENCE_STEPS',0)} [See related topics](#)

Deleting a document field

You can only delete document fields you created.

1. From the File menu, choose Document Properties, and then choose Document.



2. Click the Fields tab.
3. Select the field you want to delete.
{button ,AL('H_DELETING_A_DOCUMENT_FIELD_DETAILS',1)} [See details](#)
4. Click Delete.
5. Click Yes to the confirmation message.
Word Pro deletes the field from the list and any references to the field.
6. If you want to delete another document field, repeat steps 3 - 5.
7. Click OK.

{button ,AL('H_EXCHANGING_DATA_BETWEEN_WORD_PRO_AND_NOTES_OVER;H_DOCUMENT_PROPERTIES_OVER;H_INSERTING_A_DOCUMENT_FIELD_REFERENCE_STEPS;H_EDITING_THE_FIELD_NAME_AND_CONTENTS_OF_A_DOCUMENT_FIELD_STEPS;H_DELETING_A_DOCUMENT_FIELD_REFERENCE_STEPS;H_LOCATING_FIELDS_IN_A_DOCUMENT_STEPS',0)} [See related topics](#)

You can display the power field formulas by clicking the Show/Hide Power fields icon.



You can also display power fields by choosing File - Document Properties, choosing Document, clicking the Fields tab, selecting "Show power field formulas in text," and clicking OK.

Displaying power field formulas in text

1. Display the document that contains power fields.
2. From the View menu, choose Show/Hide, and then choose Power Field Formulas.

Tip

3. Word Pro displays the formulas for all the power fields in the document (for example, `<Index "Divider tabs" #>`).
You can copy, move, or drag and drop displayed power fields as you would any other text.

{button ,AL(^H_FIELDS_OVER;H_LOCATING_FIELDS_IN_A_DOCUMENT_STEPS;H_SETTING_SHOW_HIDE_OPTIONS_USING_THE_VIEW_MENU_STEPS;H_UPDATING_A_POWER_FIELDS_OUTPUT_STEPS;H_PREDEFINED_POWER_FIELDS_OVER;H_PRINTING_POWER_FIELD_INSTRUCTIONS_STEPS',0)} See related topics

Document Properties: Fields tab

Word Pro uses predefined fields to centralize information about a document, such as the file name and size of the document.

You can also add, delete, or edit end-user created fields. End-user fields can be document fields or information used for exporting Notes/FX field data. Typically, the document fields contain information that you can insert directly into the document.

When you want to change the information in document fields, you can edit the contents on the Fields panel. Word Pro updates all the document field references in the document for you.

Choose a task:

[Reviewing document fields](#)

[Adding a new document field.](#)

[Editing the field name and contents of a document field](#)

[Deleting a document field](#)

[Displaying power field formulas in text](#)

[Hiding Click Here Block prompt text](#)

[Using document fields for exchange with Notes](#)

{button ,AL('H_DOCUMENT_PROPERTIES_OVER;H_FIELDS_OVER',0)} [See related topics](#)

Document Properties: General tab

Word Pro displays file statistics about the document, such as the file name and last editor.

You can edit the document's description and keywords from this panel.

You can also assign categories to documents and divisions. These categories record what type of SmartMaster is currently attached to the document.

In addition, Word Pro allows you to manage OLE links in your document from this panel.

Choose a task:

[Reviewing file statistics](#)

[Assigning categories to documents and divisions](#)

[Editing the description of a document](#)

[Editing keywords for a document](#)

{button ,AL('H_DOCUMENT_PROPERTIES_OVER',0)} [See related topics](#)

Document Properties: Options tab

You can specify the typographic and language options you want to use for the document and for divisions within that document. You can specify different options for each division. Word Pro uses the settings you specify for the current division only.

You can set options for marked edits and comment notes.

You can set options for a filler page.

You can embed the fonts in your document so they are available to anyone who opens your document. However, embedding the fonts will increase the size of your document significantly.

You can insert numbers for each line of the document.

Choose a task:

[Setting typographical and language options](#)

[Setting review and comment options](#)

[Setting filler page options](#)

[Setting language options using the File menu](#)

[Embedding fonts in a document](#)

[Inserting line numbers](#)

Overview: Document Properties

This dialog box displays the following information and stores it in the current file:

- Document statistics, such as the file name and location where the document is stored.
- Version statistics, such as the name of the last person to edit the current version.
- Field options, such as whether or not to show field formulas in document text.
- Typographical and language options, such as hyphenation settings for the document.
- Review and comment options, such as the revision indicators used for tracking changes in the document.
- Filler page options, such as the text that displays on the filler pages.

{button ,AL(`H_FIELDS_OVER;H_SETTING_WORD_PRO_PREFERENCES_OVER;H_TEAMSECURITY_OVER;H_SETTING_DIVISION_PROPERTIES_STEPS;H_SETTING_SECTION_PROPERTIES_STEPS;H_PAGE_LAYOUT_OVER;H_PRINTING_A_DOCUMENT_OVER',0)} [See related topics](#)

Editing keywords for a document

1. Choose File - Document Properties.



2. Choose Document.
3. Click the General tab.
4. Click in the "Keywords" box and make the desired changes.
5. Click OK.

{button ,AL(`H_DOCUMENT_PROPERTIES_OVER;H_EDITING_THE_DESCRIPTION_OF_A_DOCUMENT_STEPS ;H_ASSIGNING_CATEGORIES_TO_DOCUMENTS_AND_DIVISIONS_STEPS',0)} [See related topics](#)

Editing the description of a document

1. From the File menu, choose Document Properties, and then choose Document.



2. Click the General tab.
3. Click in the "Description" box and make the desired changes.
To create a new paragraph in the description, press CTRL+ENTER.
This description stays with the document; it does not change if you create a new version.
4. Click OK.

{button ,AL(^H_DOCUMENT_PROPERTIES_OVER;H_TYPING_A_NEW_REMARK_ABOUT_A_VERSION_STEPS;H_REVIEWING_DOCUMENT_FIELDS_STEPS;H_REVIEWING_VERSION_INFORMATION_FOR_A_FILE_STEPS;H_EDITING_KEYWORDS_FOR_A_DOCUMENT_STEPS;H_ASSIGNING_CATEGORIES_TO_DOCUMENTS_AND_DIVISIONS_STEPS',0)} [See related topics](#)

Editing the field name and contents of a document field

You can only edit fields you created.

1. Choose File - Document Properties.



2. Choose Document.
3. Click the Fields tab.
4. Select the field you want to edit.
5. Make the desired changes to the field name and contents in the boxes.
6. If you want Word Pro to export the information in the field through Notes/FX, select "Export as Notes/FX field data."
7. If you want to edit another document field, repeat steps 4 - 6.
8. Click OK.

{button ,AL('H_DOCUMENT_PROPERTIES_OVER;H_FIELDS_OVER;H_EDITING_A_POWER_FIELD_STEPS;H_INSERTING_A_DOCUMENT_FIELD_REFERENCE_STEPS',0)} [See related topics](#)

Details: Embedding fonts in a document

This option saves the fonts used in the current file with the file. When another user opens the document, Word Pro automatically installs the embedded fonts on that user's computer (in the Windows System folder), provided the fonts are not already installed.

This option ensures that all users who open the file see the fonts you used, even if not everyone has installed those fonts.

Note Word Pro cannot embed read-only or protected fonts. Word Pro does not display a message when it cannot embed a font.

{button ,AL('H_EMBEDDING_FONTS_IN_A_DOCUMENT_STEPS',1)} Go to procedure

Embedding fonts in a document

1. Choose File - Document Properties.



2. Choose Document.
3. Click the Options tab.
4. Select "Embed fonts in document."

{button ,AL(`H_EMBEDDING_FONTS_IN_A_DOCUMENT_DETAILS',1)} [See details](#)

5. Click OK.

{button ,AL(`H_EMBEDDING_FONTS_IN_A_DOCUMENT_DETAILS',1)} [See details](#)

{button ,AL(`H_DOCUMENT_PROPERTIES_OVER;H_PRINTER_FONTS_OVER',0)} [See related topics](#)

Inserting a document field reference

1. Place the insertion point where you want to insert the document field reference.
2. From the Text menu, choose Insert Other, and then choose Power/Doc. Field.
3. Select "Document Field."
4. In the box, select the document field you want to insert.
5. Click Insert.

To insert a field reference in a header or footer, place the insertion point in the header or footer and click Insert Field. Then choose the desired field or "Other" to display the Document Fields dialog box.

{button ,AL(^H_DOCUMENT_PROPERTIES_OVER;H_ADDING_A_NEW_DOCUMENT_FIELD_STEPS;H_EDITING_THE_FIELD_NAME_AND_CONTENTS_OF_A_DOCUMENT_FIELD_STEPS;H_DELETING_A_DOCUMENT_FIELD_REFERENCE_STEPS;H_INSERTING_A_POWER_FIELD_STEPS;H_LOCATING_FIELDS_IN_A_DOCUMENT_STEPS;H_FIELDS_OVER',0)} [See related topics](#)

You can insert the document field and its contents into your document. For information, see [Inserting a document field reference](#)

Details: Reviewing document fields

You can edit document fields from the Fields panel. When you click OK, Word Pro updates the field references in the document for you.

Doc. Info., Bookmark, "Click here" blocks, and named layout (Misc) fields cannot be changed from the Document Properties dialog box. Named layout fields include frame, page, table cell, column block, header, or footer layouts marked as a "Notes/FX field" in the appropriate InfoBox. Only the bookmark fields marked as a "Notes/FX field" in the Bookmarks dialog box display on the Fields panel.

You can update the read-only fields by saving, closing, and reopening the document. You can also update the fields by selecting the Fields option in the Print Options dialog box.

Document Properties Fields

<u>Column...</u>	<u>What it means...</u>
Field name	Displays the name of the field.
Type	Displays the type of field (for example, Doc Info, Bookmark).
FX	Displays "Yes" or "No" to indicate whether or not the information in the field has been designated as a Notes/FX field.
Contents	Displays the contents of the field (for example, the contents of the Path field may be: c:\wordpro\ docs).

{button ,AL('H_REVIEWING_DOCUMENT_FIELDS_STEPS',1)} [Go to procedure](#)

{button ,AL('H_FIELDS_OVER;H_CLICK_HERE_BLOCKS_OVER',0)} [See related topics](#)

Reviewing document fields

1. Choose File - Document Properties.



2. Choose Document.
3. Click the Fields tab.
4. Click any field in the box to display information about that field.
5. Click OK.

{button ,AL('H_REVIEWING_DOCUMENT_FIELDS_DETAILS',1)} [See details](#)

{button ,AL('H_DOCUMENT_PROPERTIES_OVER;H_FIELDS_OVER;H_EXCHANGING_DATA_BETWEEN_WORDS_PRO_AND_NOTES_OVER;H_LOCATING_FIELDS_IN_A_DOCUMENT_STEPS;H_ADDING_A_NEW_DOCUMENT_FIELD_STEPS;H_REVIEWING_FILE_STATISTICS_STEPS;H_COUNTING_WORDS_IN_A_DOCUMENT_STEPS',0)} [See related topics](#)

Details: Reviewing file statistics

Some of the statistics may be marked as "not shown" depending on the options selected in the TeamSecurity dialog box.

Document Statistics section

<u>This statistic...</u>	<u>Provides this information...</u>
File name	The file name you specified in the Save As dialog box when you saved the document.
Location	The drive and folder where the document is located.
Size	The size of the document in kilobytes.
Versions	The number of versions in the file.
SmartMaster	The SmartMaster template associated with the document.
Created	The date and time the document was first created.
Created by	The Word Pro user name of the person who first saved the document.
Last edited	The date and time the document was last saved.
Last editor	The initials of the editor who last saved the document.
Other editors	The number of editors who have saved the document and their initials.
Total edit time	The total number of minutes the document was open.

Version Statistics section

<u>This statistic...</u>	<u>Provides this information...</u>
Version name	The name of the current version.
Created	The date and time the

version was created.

Created by	The Word Pro user name of the person who first saved the version.
Last edited	The date and time the version was last saved.
Last editor	The initials of the editor who last saved the document.
Other editors	The number of other editors and their initials.
Revisions	The number of times the document was opened, edited, and saved.
Pages	The number of pages in the document.
Words	The number of words in the document.
Characters	The number of characters in the document.

{button ,AL('H_REVIEWING_FILE_STATISTICS_STEPS',1)} [Go to procedure](#)

{button ,AL('H_TEAMSECURITY_OVER;H_DOCUMENT_PROPERTIES_OVER;H_SETTING_WORD_PRO_PREFERENCES_OVER;H_VERSIONING_OVER',0)} [See related topics](#)

Reviewing file statistics

1. Chooses File - Document Properties.



2. Choose Document.
3. Click the General tab.

You can review the document and version statistics.

4. Click OK when you are finished.

{button ,AL('H_REVIEWING_FILE_STATISTICS_DETAILS',1)} [See details](#)

{button ,AL('H_DOCUMENT_PROPERTIES_OVER;H_EDITING_THE_DESCRIPTION_OF_A_DOCUMENT_STEPS;H_REVIEWING_DOCUMENT_FIELDS_STEPS;H_REVIEWING_VERSION_INFORMATION_FOR_A_FILE_STEPS;H_VERSIONING_OVER;H_COUNTING_WORDS_IN_A_DOCUMENT_STEPS',0)} [See related topics](#)

Details: Setting filler page options

Filler page options

When you set up a document as a book, you also specify the layout for left (even) and right (odd) pages. A book or chapter (division) within a book should always start on an odd page and end on an even page. If a division ends on an odd page, Word Pro inserts a filler page to ensure it ends on an even page. You can specify what text should display, if any, and whether or not you want to suppress headers and footers on a filler page.

You can set these options for each division in the document.

If you select this...	Word Pro does this...
Options for	Displays a list of all the divisions in the document. Select the division for which you want to set filler page options.
Filler page text	Prints the text in this box on the filler page in the division. You can type the text you want to display on filler pages in the box or use the default text.
Suppress headers/footers on filler pages	Does not print headers or footers on filler pages if this option is selected.

{button ,AL('H_SETTING_FILLER_PAGE_OPTIONS_STEPS',1)} [Go to procedure](#)

{button ,AL('H_CREATING_ALTERNATING_PAGE_LAYOUTS_STEPS;H_SETTING_UP_MIRROR_PAGE_LAYOUT_S_STEPS;H_PAGE_LAYOUT_OVER;H_CREATING_A_DIVISION_OVER;H_DOCUMENT_PROPERTIES_OVER;H_HEADERS_AND_FOOTERS_OVER',0)} [See related topics](#)

Setting filler page options

1. Choose File - Document Properties.



2. Choose Document.
3. Click the Options tab.
4. Select the desired filler page options.

{button ,AL('H_SETTING_FILLER_PAGE_OPTIONS_DETAILS',1)} [See details](#)

5. Click OK.

{button ,AL('H_SETTING_FILLER_PAGE_OPTIONS_DETAILS',1)} [See details](#)

{button ,AL('H_CREATING_ALTERNATING_PAGE_LAYOUTS_STEPS;H_SETTING_UP_MIRROR_PAGE_LAYOUTS_STEPS;H_PAGE_LAYOUT_OVER;H_CREATING_A_DIVISION_OVER;H_DOCUMENT_PROPERTIES_OVER',0)} [See related topics](#)

Details: Setting review and comment options

Review and comment options

<u>If you select this...</u>	<u>Word Pro does this...</u>
Indicate marked edits in column with	<p>Displays an indicator in the margin on any lines where you make marked insertions or deletions. You can select "None," "Character," or "Bar."</p> <p>If you select "Character," specify the revision character you want Word Pro to use in the box. Word Pro displays the revision character in the margin on any lines where you make marked insertions or deletions.</p> <p>If you select "Bar," a revision bar appears as a vertical line in the margin on any lines where you make marked insertions or deletions.</p>
Position in margin	<p>Displays the revision indicators (character or bar) in the margin on any lines where you make marked insertions or deletions. You can select "Left," "Right," or "Outside."</p> <p>If the page layout for the document uses more than one column, the left and right position displays the indicator in the margins between columns. The outside position displays the indicator in the outermost right margin, regardless of the number of columns.</p>
Show editor initials in comments	<p>Shows or hides the initials for the original editor of a comment</p>

note in the comment
note mark.

{button ,AL('H_SETTING_REVIEW_AND_COMMENT_OPTIONS_STEPS',1)} [Go to procedure](#)
{button ,AL('H_DOCUMENT_PROPERTIES_OVER;H_SHOWING_OR_HIDING_AN_EDITORS_INITIALS_ON_COMMENT_NOTES_STEPS;H_SETTING_AND_CHANGING_MARKUP_OPTIONS_FOR_AN_EDITOR_STEPS',0)}
[See related topics](#)

Setting review and comment options

1. Choose File - Document Properties.



2. Choose Document.
3. Click the Options tab.
4. Select the desired review and comment options.

{button ,AL(`H_SETTING_REVIEW_AND_COMMENT_OPTIONS_DETAILS',1)} [See details](#)

5. Click OK.

{button ,AL(`H_SETTING_REVIEW_AND_COMMENT_OPTIONS_DETAILS',1)} [See details](#)

{button ,AL(`H_DOCUMENT_PROPERTIES_OVER;H_SHOWING_OR_HIDING_AN_EDITORS_INITIALS_ON_COMMENT_NOTES_STEPS;H_SETTING_AND_CHANGING_MARKUP_OPTIONS_FOR_AN_EDITOR_STEPS',0)}
[See related topics](#)

Details: Setting typographical and language options

Typographic & language options

You can set these options for the entire document or for each division in the document.

<u>If you select this option...</u>	<u>Word Pro does this...</u>
Options for	Displays a list of all the divisions in the document. Select the division for which you want to set typographic and language options.
Auto hyphenation	<p>Hyphenates a word (based on the settings you specify in the minimum number of characters before and after hyphen boxes) whenever Word Pro encounters a word that does not fit on a line.</p> <p>You can customize the hyphenation for specific portions of the document in the Text InfoBox.</p>
Ignore soft hyphens	Ignores hyphens you entered manually (CTRL + -) and moves the word to the next line with no hyphenation.
Minimum number of characters - Before and/or After hyphen	<p>Displays the minimum number of characters a word must have before and after a hyphen. You can specify any number between 2 and 9. When a word matches the minimum character criteria, Word Pro hyphenates the word instead of moving it to the next line.</p> <p>The number of characters you specify determines the amount of space between the right margin and the last character of text on a line.</p> <p>This option does not affect hyphens you entered manually.</p>

Hyphenate last word in - Paragraph or Column/page Allows hyphenation of the last word in a paragraph, a column, or on a page.

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

Consecutive hyphenated lines Prevents Word Pro from hyphenating words at the end of every line. You can select "Only one," "Maximum of two," or "No maximum."

Language Displays a list of the available languages.

Word Pro ships 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, UK English, Norwegian, Swedish, and Danish.

Word Pro displays "(installed)" next to the language name to indicate it is installed.

If you select a language which is not installed, the hyphenation, Spell Check, Grammar Check, and Thesaurus functions are not available.

Word Pro accesses the language dictionary when you use hyphenation, Spell Check, Grammar Check, and Thesaurus.

You can customize the language for specific portions of the document in the Text InfoBox.

Widow/Orphan control

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

{button ,AL(`H_SETTING_TYPOGRAPHICAL_AND_LANGUAGE_OPTIONS_STEPS',1)} [Go to procedure](#)
{button ,AL(`H_DOCUMENT_PROPERTIES_OVER;H_SETTING_WORD_PRO_PREFERENCES_OVER;H_LANGUAGE_OPTIONS_OVER;H_TURNING_HYPHENATION_OFF_AND_ON_STEPS;H_SPELL_CHECK_OVER',0)}
[See related topics](#)

Setting typographical and language options

1. Choose File - Document Properties.



2. Choose Document.
3. Click the Options tab.
4. Select the desired typographical and language options.
{button ,AL(`H_SETTING TYPOGRAPHICAL AND LANGUAGE OPTIONS DETAILS`,1)} [See details](#)
5. Click OK.

{button ,AL(`H_SETTING TYPOGRAPHICAL AND LANGUAGE OPTIONS DETAILS`,1)} [See details](#)

{button ,AL(`H_DOCUMENT_PROPERTIES_OVER;H_SETTING_WORD_PRO_PREFERENCES_OVER;H_LANGUAGE_OPTIONS_OVER;H_TURNING_HYPHENATION_OFF_AND_ON_STEPS;H_SPELL_CHECK_OVER`,0)}
[See related topics](#)

Adding a new user dictionary to Spell Check

1. Choose Edit - Check Spelling.



2. Click Options.
3. Click New Dictionary.
4. Type the file name for the new dictionary.
5. Click OK to return to the Spell Check Options dialog box.

Word Pro now lists the dictionary in the "User dictionary(s) to use" box.

You can now add to and remove words from this dictionary.



6. Click OK.

```
{button ,AL(^H_USER_DICTIONARIES_OVER;H_SELECTING_OR_DESELECTING_USER_DICTIONARIES_FOR_SPELL_CHECK_STEPS;H_SETTING_A_DEFAULT_USER_DICTIONARY_FOR_SPELL_CHECK_STEPS;H_ADDING_WORDS_TO_A_USER_DICTIONARY_BEFORE_RUNNING_SPELL_CHECK_STEPS;H_ADDING_WORDS_TO_A_USER_DICTIONARY_WHILE_SPELL_CHECK_IS_ACTIVE_STEPS;H_CLEARING_A_DOCUMENTS_SKIPPED_WORDS_LIST_STEPS;H_REMOVING_INDIVIDUAL_WORDS_FROM_A_USER_DICTIONARY_STEPS',0)} See related topics
```

Details: Adding words to a user dictionary before running Spell Check

Selecting different word options

<u>If you select...</u>	<u>It means...</u>
Language	This is the language for the entire user dictionary. You can select a desired language from the list.
Always mark word as misspelled	You always want a specific word highlighted, even if correctly spelled. The word you type as a "Replacement option" will always be the first replacement alternative.
Special hyphenation	The word is placed in the user dictionary with the hyphenation you specify.

{button ,AL(^H_ADDING_WORDS_TO_A_USER_DICTIONARY_BEFORE_RUNNING_SPELL_CHECK_STEPS',1)}
[Go to procedure](#)

{button ,AL(^H_USER_DICTIONARIES_OVER;H_ADDING_A_NEW_USER_DICTIONARY_TO_SPELL_CHECK_STEPS;H_SETTING_A_DEFAULT_USER_DICTIONARY_FOR_SPELL_CHECK_STEPS;H_ADDING_WORDS_TO_A_USER_DICTIONARY_WHILE_SPELL_CHECK_IS_ACTIVE_STEPS;H_REMOVING_INDIVIDUAL_WORDS_FROM_A_USER_DICTIONARY_STEPS',0)} [See related topics](#)

Adding words to a user dictionary before running Spell Check

1. From the Edit menu, choose Check Spelling, and then click Options.



2. Click Edit Dictionary.
3. Confirm the dictionary selection in the "Dictionary to edit" box.
4. Type the new word in the "Word to edit" box.

You can select from different options before you add the word to the dictionary.

```
{button ,AL('H_ADDING_WORDS_TO_A_USER_DICTIONARY_BEFORE_RUNNING_SPELL_CHECK_DETAIL  
S',1)} See details
```

5. Click Add.
6. Repeat steps 4 - 5 as many times as necessary.
7. Click Save.
8. Repeat steps 4 - 7 to add words to other user dictionaries.
9. Click OK to return to the Spell Check Options dialog box.
10. Click OK.

```
{button ,AL('H_ADDING_WORDS_TO_A_USER_DICTIONARY_BEFORE_RUNNING_SPELL_CHECK_DETAILS',1)  
} See details
```

```
{button ,AL('H_USER_DICTIONARIES_OVER;H_SELECTING_OR_DESELECTING_USER_DICTIONARIES_FOR_  
SPELL_CHECK_STEPS;H_ADDING_A_NEW_USER_DICTIONARY_TO_SPELL_CHECK_STEPS;H_SETTING_  
A_DEFAULT_USER_DICTIONARY_FOR_SPELL_CHECK_STEPS;H_ADDING_WORDS_TO_A_USER_DICTIO  
NARY_WHILE_SPELL_CHECK_IS_ACTIVE_STEPS;H_CLEARING_A_DOCUMENTS_SKIPPED_WORDS_LIST_  
_STEPS;H_REMOVING_INDIVIDUAL_WORDS_FROM_A_USER_DICTIONARY_STEPS',0)} See related topics
```

The word will be added to the first available user dictionary.

Adding words to a user dictionary while Spell Check is active

1. Choose Edit - Check Spelling.



2. Proceed with Spell Check.
3. When you encounter a word you want to add to a user dictionary, click Add to User Dictionary on the Spell Check bar.

Tip

You can also select to add to a dictionary using the Spell button on the status bar, provided you first click in the suspect word. Spell Check adds the corrected word to the user dictionary, then clears the word's highlight and proceeds to the next error.

{button ,AL(^H_USER_DICTIONARIES_OVER;H_SELECTING_OR_DESELECTING_USER_DICTIONARIES_FOR_SPELL_CHECK_STEPS;H_ADDING_A_NEW_USER_DICTIONARY_TO_SPELL_CHECK_STEPS;H_SETTING_A_DEFAULT_USER_DICTIONARY_FOR_SPELL_CHECK_STEPS;H_ADDING_WORDS_TO_A_USER_DICTIONARY_BEFORE_RUNNING_SPELL_CHECK_STEPS;H_CLEARING_A_DOCUMENTS_SKIPPED_WORDS_LIST_STEPS;H_REMOVING_INDIVIDUAL_WORDS_FROM_A_USER_DICTIONARY_STEPS',0)} [See related topics](#)

Details: Adding words to SmartCorrect using Spell Check

Add SmartCorrect Entry dialog box

Word Pro adds both the original error and its correction to SmartCorrect. Once in SmartCorrect, if you type the same error again, the word corrects itself *when you press the spacebar*. SmartCorrect honors the word and its replacement using the exact case you type.

SmartCorrect does not correct any existing occurrences of the word in the document. You still must use Spell Check to make the correction.

{button ,AL(`H_ADDING_WORDS_TO_SMARTCORRECT_USING_SPELL_CHECK_STEPS',1)} [Go to procedure](#)
{button ,AL(`H_CORRECTING_SPELLING_ERRORS_AFTER_TYPING_TEXT_STEPS;H_ADDING_WORDS_TO_SMARTCORRECT_USING_THE_EDIT_MENU_STEPS;H_SETTING_SMARTCORRECT_OPTIONS_STEPS;H_DELETING_WORDS_FROM_SMARTCORRECT_STEPS;H_SETTING_SPELL_CHECK_OPTIONS_STEPS',0)}
[See related topics](#)

Adding words to SmartCorrect using Spell Check

If you add a correction to SmartCorrect, Spell Check adds both the original error and its correction to SmartCorrect so the next time you type the error, it corrects itself.

1. From the Edit menu, choose Check Spelling.



2. When you find a highlighted word you want to add to SmartCorrect, click SmartCorrect on the Spell Check bar.
The word in error highlights in the "SmartCorrect entry" box.

3. Type a correction in the "Replacement text" box.

4. Click OK.

{button ,AL('H_ADDING_WORDS_TO_SMARTCORRECT_USING_SPELL_CHECK_DETAILS',1)} [See details](#)

5. Correct the word in the document as usual by selecting a replacement or editing the word.

6. Repeat steps 2 - 5 as many times as necessary.

7. Click Done to remove the Spell Check bar.

{button ,AL('H_ADDING_WORDS_TO_SMARTCORRECT_USING_SPELL_CHECK_DETAILS',1)} [See details](#)

{button ,AL('H_CORRECTING_SPELLING_ERRORS_AFTER_TYPING_TEXT_STEPS;H_ADDING_WORDS_TO_SMARTCORRECT_USING_THE_EDIT_MENU_STEPS;H_SETTING_SMARTCORRECT_OPTIONS_STEPS;H_DELETING_WORDS_FROM_SMARTCORRECT_STEPS',0)} [See related topics](#)

Adding words to SmartCorrect using the menu

1. From the File menu, choose User Setup, and then choose SmartCorrect Setup.



2. Confirm the language for this entry in the "SmartCorrect language" box, and select one, if necessary.
3. Click Add Entry.
4. Type the word you want to add in the "SmartCorrect entry" box.
5. Type the replacement spelling in the "Replacement text" box.
6. Click OK to return to the SmartCorrect dialog box.
7. Repeat steps 2 - 6 as often as necessary.
8. Click OK.

Tip You can quickly add words to SmartCorrect from the Spell Check Bar by clicking the SmartCorrect button.

{button ,AL('H_ADDING_WORDS_TO_SMARTCORRECT_USING_SPELL_CHECK_STEPS;H_SETTING_SMARTCORRECT_OPTIONS_STEPS;H_DELETING_WORDS_FROM_SMARTCORRECT_STEPS;H_TURNING_SMARTCORRECT_OFF_AND_ON_STEPS',0)} [See related topics](#)

Clearing a document's skipped words list

When you skip words in Spell Check, Word Pro keeps them on record for the specific document. You can clear the document of all previously skipped words.

1. Choose Edit - Check Spelling.



2. Click Options.
3. Click Clear Skipped Words.
4. Click OK.

{button ,AL(^H_USER_DICTIONARIES_OVER;H_SELECTING_OR_DESELECTING_USER_DICTIONARIES_FOR_SPELL_CHECK_STEPS;H_ADDING_A_NEW_USER_DICTIONARY_TO_SPELL_CHECK_STEPS;H_HIGHLIGHTING_MISSPELLED_WORDS_IN_A_DOCUMENT_STEPS;H_ADDING_WORDS_TO_A_USER_DICTIONARY_BEFORE_RUNNING_SPELL_CHECK_STEPS;H_ADDING_WORDS_TO_A_USER_DICTIONARY_WHILE_SPELL_CHECK_IS_ACTIVE_STEPS;H_REMOVING_INDIVIDUAL_WORDS_FROM_A_USER_DICTIONARY_STEPS',0)} [See related topics](#)

Details: Correcting spelling errors after typing text

Edit - Spell Check

Spell Check uses a highlight color for errors and inverses the color for the current word. Spell Check starts at the first highlighted word after the insertion point in the document.

Status bar commands

Word Pro will provide alternative words, if any, and all or some of the following commands: Add to Dictionary, Skip, Skip All, Replace.

Spell Check command buttons

<u>Button...</u>	<u>What it does...</u>
Replace All	<p>Replaces all instances of this error with the selected word or with your edit in the "Replace with" box.</p> <p>If you edit the word yourself in the document, you correct only this occurrence of the error. Spell Check does not store it as an alternative.</p>
Replace	<p>Replaces only this error with the selected word or with your edit in the "Replace with" box. Moves on to the next error when you click to replace.</p> <p>If you edit the word yourself in the document, you correct only this occurrence of the error. Spell Check does not store it as an alternative.</p>
Continue Spell Check	<p>Only displays when you edit an error yourself in the document rather than choosing an alternative in Spell Check.</p> <p>Spell Check resumes at the next error after the insertion point.</p> <p>If you move the cursor down in the document after editing the error and skip over errors in the process, Spell Check misses the skipped errors.</p>
Skip All	<p>Skips all occurrences of the specific error.</p> <p>Does not skip all highlighted words in the document.</p>

The word is recorded in the document's skipped words list so that it is not highlighted again.

- Skip** Skips only this occurrence of the specific error. Does not add word to skipped words list.
- Add to User Dictionary** Adds the selected word to the first selected user dictionary and moves on to the next error.
The word is not highlighted again.
- SmartCorrect** Brings up the Add SmartCorrect Entry dialog box with the error word highlighted. Type a correction in the "Replacement text" box. Click OK to add the error and its correction to SmartCorrect (the Word Pro feature that corrects errors as you type).
Once in SmartCorrect, the word corrects itself if you type the same error again. You still must correct the word in the document.
- Options** Takes you to the Spell Check Options dialog box where you can tell Spell Check how to proceed by selecting from a variety of options.
- Done** Closes the Spell Check bar.
- Globe icon** Confirms the document's language and lets you select from a list of available languages if you want to change.

{button ,AL('H_CORRECTING_SPELLING_ERRORS_AFTER_TYPING_TEXT_STEPS',1)} Go to procedure
{button ,AL('H_CORRECTING_SPELLING_ERRORS_WHILE_TYPING_TEXT_STEPS;H_ADDING_WORDS_TO_SMARTCORRECT_USING_SPELL_CHECK_STEPS;H_SETTING_SMARTCORRECT_OPTIONS_STEPS;H_DELETING_WORDS_FROM_SMARTCORRECT_STEPS;H_HIGHLIGHTING_MISSPELLED_WORDS_IN_A_DOCU

MENT_STEPS;H_COUNTING_WORDS_IN_A_DOCUMENT_STEPS',0)} [See related topics](#)

Correcting spelling errors after typing text

You can also correct spelling errors using the Spell Check button on the status bar. See [Correcting spelling errors while typing text](#) for more information.

1. Choose Edit - Check Spelling.



Word Pro displays the Spell Check bar, highlights all unrecognized words in the document, and takes you to the first misspelled word after the insertion point.

2. If an alternative word in the Spell Check word list is correct, select it.
Otherwise, click in the word and type the correction.
3. Click a command button in the Spell Check bar.
4. Repeat steps 2 - 3 for each highlighted word.
5. Click Done to remove the Spell Check bar.

{button ,AL('H_CORRECTING_SPELLING_ERRORS_AFTER_TYPING_TEXT_DETAILS',1)} [See details](#)

{button ,AL('H_USER_DICTIONARIES_OVER;H_CORRECTING_SPELLING_ERRORS_WHILE_TYPING_TEXT_STEPS;H_SETTING_SPELL_CHECK_OPTIONS_STEPS;H_HIGHLIGHTING_MISPELLED_WORDS_IN_A_DOCUMENT_STEPS;H_SPELL_CHECK_OVER',0)} [See related topics](#)

Details: Correcting spelling errors while typing text

Background Spell Check

You must activate "Background Spell Check" to use the status bar to check spelling. From the File menu, choose User Setup, and then choose Word Pro Preferences. Click the Enable panel, select "Background Spell Check" in the "Performance" box, and click OK.

If this option is disabled, you can choose Turn on Background Spell Check by clicking the Spell Check button on the status bar.

Spell Check button

The Spell Check button on the status bar offers limited options for correcting words as you type. In order to display all options, you must display the Spell Check bar.

The options are:

- Add to Dictionary
Adds the word at the insertion point to the first selected user dictionary.
- Skip
Marks the word as skipped so it is no longer highlighted.
- Skip All
Marks all occurrences of the word as skipped and adds the word to the document's skipped words list so it is not flagged again as misspelled.
- Replace
Replaces the word with the selected alternative; only appears if alternatives display.
- (Alternatives)
Replaces the word with the selected alternative; not always available for misspelled words.
- Turn on Background Spell Check
Only appears if this option is disabled in Word Pro preferences.
- Show/Hide Misspelled Words
Toggles the highlighting of misspelled words in a document.

{button ,AL(`H_CORRECTING_SPELLING_ERRORS_WHILE_TYPING_TEXT_STEPS',1)} [Go to procedure](#)
{button ,AL(`H_CORRECTING_SPELLING_ERRORS_AFTER_TYPING_TEXT_STEPS;H_ADDING_WORDS_TO_SMARTCORRECT_USING_SPELL_CHECK_STEPS;H_SETTING_SMARTCORRECT_OPTIONS_STEPS;H_DELETING_WORDS_FROM_SMARTCORRECT_STEPS;H_HIGHLIGHTING_MISSPELLED_WORDS_IN_A_DOCUMENT_STEPS;H_COUNTING_WORDS_IN_A_DOCUMENT_STEPS',0)} [See related topics](#)

Correcting spelling errors while typing text

In order to correct spelling errors while typing, make sure "Background Spell Check" is activated in User Setup.

1. Start typing text.

If Word Pro does not recognize a word, a question mark appears on the Spell Check button on the status bar.

2. Click the Spell Check button and choose an alternative, or correct the word manually in the text.

{button ,AL('H_CORRECTING_SPELLING_ERRORS_WHILE_TYPING_TEXT_DETAILS';1)} [See details](#)

{button ,AL('H_SPELL_CHECK_OVER;H_CORRECTING_SPELLING_ERRORS_AFTER_TYPING_TEXT_STEPS;
H_USER_DICTIONARIES_OVER;H_STATUS_BAR_OVER;H_HIGHLIGHTING_MISSPELLED_WORDS_IN_A_D
OCUMENT_STEPS';0)} [See related topics](#)

Deleting words from SmartCorrect

1. From the File menu, choose User Setup, and then choose SmartCorrect Setup.



2. Select a word in the "SmartCorrect entries" box.
3. Click Delete Entry.
4. Repeat steps 2 - 3 as often as necessary.
5. Click OK.

{button ,AL(`H_TURNING_SMARTCORRECT_OFF_AND_ON_STEPS;H_ADDING_WORDS_TO_SMARTCORRECT_USING_THE_EDIT_MENU_STEPS;H_SETTING_SMARTCORRECT_OPTIONS_STEPS',0)} [See related topics](#)

Edit User Dictionary dialog box

From this dialog box, you can edit a user dictionary at any time and add words to it before and during Spell Check. You can also remove words from a user dictionary at any time.

For each word in a user dictionary, you can set the exact case, hyphenation, and a replacement option.

Click OK to return to the Spell Check Options dialog box.

Choose a task:

[Adding words to a user dictionary before running Spell Check](#)

[Removing words from a user dictionary](#)

{button ,AL(`H_USER_DICTIONARIES_OVER;H_SELECTING_OR_DESELECTING_USER_DICTIONARIES_FOR_SPELL_CHECK_STEPS;H_ADDING_A_NEW_USER_DICTIONARY_TO_SPELL_CHECK_STEPS;H_SETTING_A_DEFAULT_USER_DICTIONARY_FOR_SPELL_CHECK_STEPS;H_ADDING_WORDS_TO_A_USER_DICTIONARY_WHILE_SPELL_CHECK_IS_ACTIVE_STEPS';0)} [See related topics](#)

Highlighting misspelled words in a document

You can immediately view all misspelled words in your document, provided that "Background Spell Check" is activated in User Setup.

1. In the document, choose View - Show/Hide.
2. Choose Misspelled Words.



All misspelled words recognized by Spell Check immediately highlight throughout the document.

3. To remove the highlight from the words, choose View - Show/Hide and deselect Misspelled Words.

{button ,AL('H_CORRECTING_SPELLING_ERRORS_WHILE_TYPING_TEXT_STEPS;H_CORRECTING_SPELLING_ERRORS_AFTER_TYPING_TEXT_STEPS;H_SETTING_SPELL_CHECK_OPTIONS_STEPS',0)} [See related topics](#)

Overview: Language options

Word Pro assigns a language to every character you type. This language is called the "text's language" and it determines the dictionary used during Spell Check, the hyphenation used for the text, the thesaurus, and the rules used for Grammar Check.

How it works

For example, you can type the word, "Si," in a document and set the text's language for that word to one of the languages listed in the Language option in the Text Properties dialog box. If you set the text's language for "Si" to English and run Spell Check, Word Pro checks it against the English dictionary and finds that "Si" is not a word. On the other hand, if you set the text's language to Spanish and run Spell Check, Word Pro checks the spelling against the Spanish dictionary and finds that "Si" is a word.

Using a SmartMaster to set the language

Word Pro sets the text's language when the document is created, and stores that setting in the Document Properties dialog box. The language used is based on the SmartMaster with which the document is created.

If the editor selected the option to change the document's language to the user's language when the SmartMaster was saved, the text's language is the language chosen in the Windows 95 Regional Settings dialog box. This is the default when creating documents with SmartMaster templates provided by Lotus. Otherwise, the text language is the same as the text language of the SmartMaster.

How Word Pro sets a document's language

There are three ways to set the text's language:

- You can change the text's language for an entire division by selecting the desired language on the Options panel of the Document Properties dialog box. If you set the language at the division level and then look at the setting in the Text Properties box, Misc panel, it displays with the text, "(Division)," after it. For example, if you set Spanish as the language in Document Properties, the Text InfoBox displays "Spanish (Division)" as the current language. You still can override this setting in the InfoBox.
- You can change a portion of the text's language by selecting the text and changing the Language option on the Misc panel of the Text InfoBox. If no text is selected, the change is in effect until the next time the language is changed, or until the end of the document. If Spell Check displays, you can also click the globe icon and select the language there.
- You can let Word Pro set the text's language, based on the keyboard layout chosen in the Windows 95 Keyboard Settings dialog box.

Keyboard layout language

The Windows 95 keyboard layout language is not the same as Word Pro text's language. The keyboard layout language determines what characters appear when you type. The text's language determines which dictionary is used for Spell Check, Grammar Check, hyphenation, and the thesaurus. You can instruct Word Pro to automatically set the text's language to match the keyboard layout language. You can also override the Windows 95 keyboard layout setting, but the two settings are separate and distinct.

The language version of Word Pro does not affect the text language. Word Pro comes with the primary language dictionary and thesaurus used with the language version you purchased.

{button ,AL('H_SPELL_CHECK_OVER;H_GRAMMAR_CHECK_OVER;H_SETTING_LANGUAGE_OPTIONS_USING_SPELL_CHECK_STEPS;H_SETTING_LANGUAGE_OPTIONS_USING_THE_FILE_MENU_STEPS;H_SETTING_LANGUAGE_OPTIONS_USING_THE_TEXT_INFOBOX_STEPS;H_SETTING_KEYBOARD_OPTIONS_STEPS',0)} [See related topics](#)

Removing words from a user dictionary

1. From the Edit menu, choose Check Spelling.



2. Click Options.
3. Click Edit Dictionary.
4. Choose the desired dictionary from the "Dictionary to edit" box.
5. Select a word from the "Word to edit" box, and click Remove.
6. Repeat step 5 as many times as necessary.
7. Click Save.
8. Repeat steps 4 - 7 for additional dictionaries.
9. Click OK.

```
{button ,AL('H_USER_DICTIONARIES_OVER;H_SELECTING_OR_DESELECTING_USER_DICTIONARIES_FOR_SPELL_CHECK_STEPS;H_ADDING_A_NEW_USER_DICTIONARY_TO_SPELL_CHECK_STEPS;H_SETTING_A_DEFAULT_USER_DICTIONARY_FOR_SPELL_CHECK_STEPS;H_ADDING_WORDS_TO_A_USER_DICTIONARY_BEFORE_RUNNING_SPELL_CHECK_STEPS;H_ADDING_WORDS_TO_A_USER_DICTIONARY_WHILE_SPELL_CHECK_IS_ACTIVE_STEPS;H_CLEARING_A_DOCUMENTS_SKIPPED_WORDS_LIST_STEPS',0)}
```

See related topics

Details: Choosing a dictionary for Spell Check

The "User dictionary(s) to use" box contains all dictionaries set up for use. Selecting or deselecting a dictionary from this list does not change its available status for other documents.

If you decide not to use a dictionary, deselect it.

{button ,AL('H_SELECTING_OR_DESELECTING_USER_DICTIONARIES_FOR_SPELL_CHECK_STEPS',1)} [Go to procedure](#)

{button ,AL('H_USER_DICTIONARIES_OVER;H_ADDING_A_NEW_USER_DICTIONARY_TO_SPELL_CHECK_STEPS;H_SETTING_A_DEFAULT_USER_DICTIONARY_FOR_SPELL_CHECK_STEPS;H_ADDING_WORDS_TO_A_USER_DICTIONARY_BEFORE_RUNNING_SPELL_CHECK_STEPS;H_ADDING_WORDS_TO_A_USER_DICTIONARY_WHILE_SPELL_CHECK_IS_ACTIVE_STEPS;H_REMOVING_INDIVIDUAL_WORDS_FROM_A_USER_DICTIONARY_STEPS',0)} [See related topics](#)

Choosing a dictionary for Spell Check

1. From the Edit menu, choose Check Spelling.



2. Click Options.
3. Select the desired dictionary in the "User dictionary(s) to use" box.

 [See details](#)

To remove a dictionary from use, deselect it in the list.

4. Click OK.

{button ,AL('H_SELECTING_OR_DESELECTING_USER_DICTIONARIES_FOR_SPELL_CHECK_DETAILS',1)} [See details](#)

{button ,AL('H_USER_DICTIONARIES_OVER;H_ADDING_A_NEW_USER_DICTIONARY_TO_SPELL_CHECK_STEPS;H_SETTING_A_DEFAULT_USER_DICTIONARY_FOR_SPELL_CHECK_STEPS;H_ADDING_WORDS_TO_A_USER_DICTIONARY_BEFORE_RUNNING_SPELL_CHECK_STEPS;H_ADDING_WORDS_TO_A_USER_DICTIONARY_WHILE_SPELL_CHECK_IS_ACTIVE_STEPS;H_CLEARING_A_DOCUMENTS_SKIPPED_WORDS_LIST_STEPS;H_REMOVING_INDIVIDUAL_WORDS_FROM_A_USER_DICTIONARY_STEPS',0)} [See related topics](#)

Details: Setting a default user dictionary for Spell Check

Word Pro displays the names of all previously created user dictionaries in this box. The first name in the list is the default dictionary and is the one which has words added to it during Spell Check.

You can also click Browse to review the folders before you select. If you make a selection, click Open to return to the Default files panel in User Setup.

{button ,AL('H_SETTING_A_DEFAULT_USER_DICTIONARY_FOR_SPELL_CHECK_STEPS',1)} [Go to procedure](#)
{button ,AL('H_USER_DICTIONARIES_OVER;H_ADDING_A_NEW_USER_DICTIONARY_TO_SPELL_CHECK_STEPS;H_ADDING_WORDS_TO_A_USER_DICTIONARY_BEFORE_RUNNING_SPELL_CHECK_STEPS;H_ADDING_WORDS_TO_A_USER_DICTIONARY_WHILE_SPELL_CHECK_IS_ACTIVE_STEPS;H_REMOVING_INDIVIDUAL_WORDS_FROM_A_USER_DICTIONARY_STEPS',0)} [See related topics](#)

Setting a default user dictionary for Spell Check

1. Choose Edit - Check Spelling.



2. Click Options.
3. Click Choose Dictionaries.
4. Click the Default files tab.
5. The current default user dictionary (or dictionaries) appear in the "Default user dictionary(s)" box.

You can select from this list or type a file name for the default dictionary.

{button ,AL('H_SETTING_A_DEFAULT_USER_DICTIONARY_FOR_SPELL_CHECK_DETAILS',1)} [See details](#)

6. Click OK to return to the Spell Check Options dialog box.
7. Click OK.

{button ,AL('H_SETTING_A_DEFAULT_USER_DICTIONARY_FOR_SPELL_CHECK_DETAILS',1)} [See details](#)

{button ,AL('H_USER_DICTIONARIES_OVER;H_SELECTING_OR_DESELECTING_USER_DICTIONARIES_FOR_SPELL_CHECK_STEPS;H_ADDING_A_NEW_USER_DICTIONARY_TO_SPELL_CHECK_STEPS;H_ADDING_WORDS_TO_A_USER_DICTIONARY_BEFORE_RUNNING_SPELL_CHECK_STEPS;H_ADDING_WORDS_TO_A_USER_DICTIONARY_WHILE_SPELL_CHECK_IS_ACTIVE_STEPS;H_CLEARING_A_DOCUMENTS_SKIPPED_WORDS_LIST_STEPS',0)} [See related topics](#)

Details: Setting language options using Spell Check

Clicking the globe icon

Word Pro displays the current language used and a list of available languages (installed and not installed). If you choose to use a language that is not installed, Word Pro displays a warning message but still marks the text for the new language. You can only implement your changes automatically when you use a language installed in the current version of Word Pro.

Click on another available language to use it now

If text is selected, the selected text uses the new language. If the insertion point is in a word, that word uses the new language. If the insertion point is not in a word, the new language is used for text inserted at that location.

If you add any words in the new language to the user dictionary for the document, the new language will be part of the user dictionary. You can change back to the original language at any time.

{button ,AL('H_SETTING_LANGUAGE_OPTIONS_USING_SPELL_CHECK_STEPS',1)} [Go to procedure](#)

{button ,AL('H_USER_DICTIONARIES_OVER;H_SELECTING_OR_DESELECTING_USER_DICTIONARIES_FOR_SPELL_CHECK_STEPS;H_ADDING_WORDS_TO_A_USER_DICTIONARY_WHILE_SPELL_CHECK_IS_ACTIVE_STEPS;H_CLEARING_A_DOCUMENTS_SKIPPED_WORDS_LIST_STEPS;H_REMOVING_INDIVIDUAL_WORDS_FROM_A_USER_DICTIONARY_STEPS;H_LANGUAGE_OPTIONS_OVER;H_SETTING_LANGUAGE_OPTIONS_USING_THE_FILE_MENU_STEPS',0)} [See related topics](#)

Setting language options using Spell Check

Using the globe icon on the Spell Check bar overrides a previously set language option.

1. Choose Edit - Check Spelling.



2. At the location where you want to change languages, click the globe icon on the Spell Check bar.



If you want to check in a language for specific words, first select the text and then click the globe icon.

{button ,AL('H_SETTING_LANGUAGE_OPTIONS_USING_SPELL_CHECK_DETAILS',1)} [See details](#)


3. Make a selection from the list of languages.

{button ,AL('H_SETTING_LANGUAGE_OPTIONS_USING_SPELL_CHECK_DETAILS',1)} [See details](#)

{button ,AL('H_USER_DICTIONARIES_OVER;H_SELECTING_OR_DESELECTING_USER_DICTIONARIES_FOR_SPELL_CHECK_STEPS;H_ADDING_WORDS_TO_A_USER_DICTIONARY_WHILE_SPELL_CHECK_IS_ACTIVE_STEPS;H_CLEARING_A_DOCUMENTS_SKIPPED_WORDS_LIST_STEPS;H_REMOVING_INDIVIDUAL_WORDS_FROM_A_USER_DICTIONARY_STEPS;H_LANGUAGE_OPTIONS_OVER;H_SETTING_LANGUAGE_OPTIONS_USING_THE_FILE_MENU_STEPS',0)} [See related topics](#)

Setting language options using the File menu

When you set a language using these steps, this language becomes the default for the current division.

1. From the File menu, choose Document Properties, and then choose Document.

2. Click the Options tab.
3. Select the desired division in the "Options for" box, if the document has more than one division.
4. Select a language from the "Language" box.
5. Click OK.

{button ,AL('H_USER_DICTIONARIES_OVER;H_SETTING TYPOGRAPHICAL_AND_LANGUAGE_OPTIONS_STEPS;H_SETTING_LANGUAGE_OPTIONS_USING_THE_TEXT_INFOBOX_STEPS;H_LANGUAGE_OPTIONS_OVER;H_SETTING_LANGUAGE_OPTIONS_USING_SPELL_CHECK_STEPS',0)} [See related topics](#)

Details: Setting SmartCorrect options

The options are:

- Change straight quotes to smart quotes - Word Pro replaces the quotation marks if they are at the beginning or end of a word.
- Correct TWo INitial CAPitals - Words typed with the first two letters capitalized are corrected so that the first letter is capitalized (unless the entire word is two letters). If more than two letters are capitalized at the beginning, the word is not corrected.
- Start sentences with capital letters - Word Pro automatically capitalizes the first letter of the first word in a sentence.
- Change Internet address to Hyperlink - Word Pro automatically links Internet addresses that you type to that address. For example, if you type "http://www.lotus.com," Word Pro links that phrase to the Web site, www.lotus.com.

In order for SmartCorrect to recognize a phrase as an Internet address, it must begin with "http://," followed by all the typed characters, until you press the spacebar.

- SmartCorrect language - You can choose to use SmartCorrect in a different language.

{button ,AL('H_SETTING_SMARTCORRECT_OPTIONS_STEPS',1)} [Go to procedure](#)

{button ,AL('H_ADDING_WORDS_TO_SMARTCORRECT_USING_THE_EDIT_MENU_STEPS;H_DELETING_WORDS_FROM_SMARTCORRECT_STEPS;H_TURNING_SMARTCORRECT_OFF_AND_ON_STEPS',0)} [See related topics](#)

Setting SmartCorrect options

1. From the File menu, choose User Setup, and then choose SmartCorrect Setup.



2. Words already in SmartCorrect display in the "SmartCorrect entries" box.
As you select a word, its correction displays in the "Replacement text for" box.
3. You can change any options.
{button ,AL(`H_SETTING_SMARTCORRECT_OPTIONS_DETAILS',1)} [See details](#)
4. Click OK.

{button ,AL(`H_SETTING_SMARTCORRECT_OPTIONS_DETAILS',1)} [See details](#)

{button ,AL(`H_TURNING_SMARTCORRECT_OFF_AND_ON_STEPS;H_ADDING_WORDS_TO_SMARTCORRECT_USING_THE_EDIT_MENU_STEPS;H_DELETING_WORDS_FROM_SMARTCORRECT_STEPS',0)} [See related topics](#)

Details: Setting Spell Check options

Options

<u>If you select...</u>	<u>This is what happens...</u>
Check for repeated words	Spell Check identifies words that occur more than once in succession.
Check words with numbers	Spell Check identifies misspelled words that include numbers.
Check words with initial caps	Spell Check identifies misspelled words that have their first letter capitalized.
Include user dictionary alternatives	Spell Check selects replacement words from the primary user dictionary for this document, in addition to words in the main dictionary.
Color for unrecognized words	Select the color you want Word Pro to use when highlighting words that are misspelled.

{button ,AL(^H_SETTING_SPELL_CHECK_OPTIONS_STEPS',1)} [Go to procedure](#)

{button ,AL(^H_SELECTING_OR_DESELECTING_USER_DICTIONARIES_FOR_SPELL_CHECK_STEPS;H_ADDING_A_NEW_USER_DICTIONARY_TO_SPELL_CHECK_STEPS;H_SETTING_A_DEFAULT_USER_DICTIONARY_FOR_SPELL_CHECK_STEPS;H_ADDING_WORDS_TO_A_USER_DICTIONARY_BEFORE_RUNNING_SPELL_CHECK_STEPS;H_REMOVING_INDIVIDUAL_WORDS_FROM_A_USER_DICTIONARY_STEPS;H_SETTING_LANGUAGE_OPTIONS_USING_SPELL_CHECK_STEPS',0)} [See related topics](#)

Setting Spell Check options

1. Choose Edit - Check Spelling.



2. Click Options.
3. Select the desired options.
4. Click OK.

{button ,AL(`H_SETTING_SPELL_CHECK_OPTIONS_DETAILS',1)} [See details](#)

{button ,AL(`H_SELECTING_OR_DESELECTING_USER_DICTIONARIES_FOR_SPELL_CHECK_STEPS;H_ADDING_A_NEW_USER_DICTIONARY_TO_SPELL_CHECK_STEPS;H_SETTING_A_DEFAULT_USER_DICTIONARY_FOR_SPELL_CHECK_STEPS;H_ADDING_WORDS_TO_A_USER_DICTIONARY_BEFORE_RUNNING_SPELL_CHECK_STEPS;H_REMOVING_INDIVIDUAL_WORDS_FROM_A_USER_DICTIONARY_STEPS;H_SETTING_LANGUAGE_OPTIONS_USING_SPELL_CHECK_STEPS',0)} [See related topics](#)

SmartCorrect dialog box

SmartCorrect is a Word Pro feature that automatically corrects errors as you type them. As long as error words and misspellings (and their replacements) are in SmartCorrect, they correct themselves *when you press the spacebar*.

From this dialog box, you can add words and their replacements to SmartCorrect. You can also review words and their replacements that are already in SmartCorrect, delete words, and set word options.

You can continually add suspect words to SmartCorrect, using either this dialog box or the SmartCorrect button on the Spell Check bar.

You can correct words and add them to SmartCorrect at the same time you use Spell Check by clicking SmartCorrect on the Spell Check bar. When you do this, Spell Check adds both the original error and its correction to SmartCorrect.

Choose a task:

[Adding words to SmartCorrect using the menu](#)

[Setting SmartCorrect options](#)

[Deleting words from SmartCorrect](#)

{button ,AL('H_CORRECTING_SPELLING_ERRORS_AFTER_TYPING_TEXT_STEPS;H_ADDING_WORDS_TO_SMARTCORRECT_USING_SPELL_CHECK_STEPS',0)} [See related topics](#)

Spell Check bar

Spell Check is a Word Pro proofing tool that checks a document for misspelled words and highlights them for correction.

You can use Spell Check in two ways:

- You can activate Spell Check before you start typing text.
- You can activate Spell Check when you finish typing a document.

Status bar commands

You can correct errors using the Spell Check button on the status bar, without activating the Spell Check bar. You must first click in the suspect word in the document to activate the Spell Check button. Word Pro will provide alternative words, if any, and all or some of the following commands: Add to Dictionary, Skip, Skip All, Replace.

Spell Check command buttons

<u>Button...</u>	<u>What it does...</u>
Replace All	<p>Replaces all instances of this error with the selected word or with your edit in the "Replace with" box.</p> <p>Note that if you edit the word yourself in the document, this button does not activate and you correct only this occurrence of the error. Spell Check does not store it as an alternative.</p>
Replace	<p>Replaces only this error with the selected word or with your edit in the "Replace with" box. Moves on to the next error when you click to replace.</p> <p>Note that if you edit the word yourself in the document, this button does not activate and you correct only this occurrence of the error. Spell Check does not store it as an alternative.</p>
Continue Spell Check	<p>Only displays when you edit an error yourself in the document rather than choosing an alternative in Spell Check.</p> <p>Spell Check resumes at the next error after the insertion point.</p> <p>If you move the cursor down in the document after editing the error</p>

and skip over errors in the process, Spell Check misses the skipped errors.

Skip All Skips all occurrences of the specific error. Does not skip all highlighted words in the document. The word is recorded in the document's skipped words list so that it is not highlighted again.

Skip Skips only this occurrence of the specific error. Does not add word to skipped words list.

Add to User Dictionary Adds the selected word to the first selected user dictionary and moves on to the next error. The word is not highlighted again.

SmartCorrect Displays the Add SmartCorrect Entry dialog box with the error word highlighted. Type a correction in the "Replacement text" box. Click OK to add the error and its correction to SmartCorrect (Word Pro's feature that corrects errors as you type). Once in SmartCorrect, the word corrects itself if you type the same error again. You still must correct the word in the document.

Options Displays the Spell Check Options dialog box where you can set detailed options.

Done Removes the Spell Check bar from the workspace.

Globe icon Confirms the document's language and lets you select from a list of available languages if you want to change.

```
{button ,AL('H_SPELL_CHECK_OVER;H_CORRECTING_SPELLING_ERRORS_AFTER_TYPING_TEXT_STEPS;H_USER_DICTIONARIES_OVER;H_LANGUAGE_OPTIONS_OVER',0)} See related topics
```

Spell Check Options dialog box

From this dialog box, you can tell Spell Check how to proceed by selecting from the following options:

- Choosing a highlight color for errors
- Establishing one or more new user dictionaries
- Expanding and editing user dictionaries
- Clearing skipped words

Choose a task:

[Setting Spell Check options](#)

[Choosing a dictionary for Spell Check](#)

[Adding a new user dictionary to Spell Check](#)

[Adding words to a user dictionary before running Spell Check](#)

[Clearing a document's skipped words list](#)

[Removing words from a user dictionary](#)

[Setting a default user dictionary for Spell Check](#)

Overview: Spell Check features

Spell Check is a proofing tool that checks a document for misspelled words and highlights them for correction.

How it works

Spell Check lets you:

- Select from a word list and replace a word in error.
- Edit your own errors and see errors highlight immediately as you type.
- Establish one or more user dictionaries for a document.
- Add to a user dictionary as you go along.
- Choose a language in which to check errors.
- Tell Spell Check to use various options.
- End at your original starting point.

If you display the Spell Check bar, you can use the command buttons on the bar to make corrections. When you use the bar, Word Pro automatically moves the insertion point to the next error in a document. You can deactivate the Spell Check bar at any time by clicking Done.

Using SmartIcons for Spell Check

You can also set up Spell Check options with Word Pro SmartIcons (such as skip words, skip all words, SmartCorrect, and add words to a user dictionary).

Spell Check user dictionaries

Spell Check uses two types of dictionaries when correcting words:

- A main dictionary containing frequently used words that cannot be edited
- One or more user dictionaries which are customized word lists for the document, to which you can add words not included in the main dictionary

Using Spell Check on the status bar

Even though you can keep the Spell Check bar up and active while you work in a document, you can also use several Spell Check features that appear on the status bar, without activating the Spell Check bar.

As long as background Spell Check is enabled in Word Pro preferences, Word Pro continuously checks the spelling of words in a document. If the insertion point is on an unrecognized word, Word Pro displays a question mark on the Spell button. You can click the button on the status bar to make corrections.

If background Spell Check is disabled, you can only correct misspellings by displaying the Spell Check bar.

SmartCorrect

SmartCorrect instantly corrects errors as you type them. As long as error words and misspellings (and their replacements) are in SmartCorrect, they correct themselves *when you press the spacebar*.

You can correct words and add them to SmartCorrect at the same time you use Spell Check, by clicking SmartCorrect on the Spell Check bar. When you do this, Spell Check adds both the original error and its correction to SmartCorrect.

{button ,AL(^H_SETTING_SPELL_CHECK_OPTIONS_STEPS;H_USER_DICTIONARIES_OVER;H_LANGUAGE_OPTIONS_OVER;H_CORRECTING_SPELLING_ERRORS_WHILE_TYPING_TEXT_STEPS;H_HIGHLIGHTING_MISSPELLED_WORDS_IN_A_DOCUMENT_STEPS',0)} [See related topics](#)

Turning SmartCorrect off and on

1. From the File menu, choose User Setup, and then choose Word Pro Preferences.



2. Click the Enable panel.
3. To turn off SmartCorrect, deselect "SmartCorrect" in the "General usage" box.
To turn on SmartCorrect, select "SmartCorrect."
4. Click OK.

{button ,AL('H_ADDING_WORDS_TO_SMARTCORRECT_USING_THE_EDIT_MENU_STEPS;H_SETTING_SMAR
TCORRECT_OPTIONS_STEPS;H_DELETING_WORDS_FROM_SMARTCORRECT_STEPS',0)} [See related
topics](#)

Overview: User dictionaries

A user dictionary is a customized word list that Word Pro uses during Spell Check. You can add words to a user dictionary that are not included in the main dictionary. (Spell Check also uses a main dictionary containing frequently used words that cannot be edited.)

Once created and saved, a dictionary becomes part of the specific user dictionary list for the document.

You can set up and use one or more user dictionaries for Spell Check, all of which can provide alternative words.

You can customize, change, add, and delete words in each user dictionary.

- For each word in a user dictionary, you can set exact case, abbreviation, and specific properties.
- You can edit a user dictionary at any time by adding words to it before and during Spell Check.
- You can remove words from a user dictionary at any time.
- When you skip words in Spell Check, Word Pro maintains them on a skipped words list for the document. You can clear this list of any words that were previously skipped by Spell Check.
- A user dictionary can be specific to any subject and can be in any language.
- You can select a language for a user dictionary. If you select a specific language, it is only used when the text in the document uses that language. If the language is set to "Universal," Word Pro uses the dictionary, regardless of what language is set in the document.

{button ,AL(^H_SELECTING_OR_DESELECTING_USER_DICTIONARIES_FOR_SPELL_CHECK_STEPS;H_ADDING_A_NEW_USER_DICTIONARY_TO_SPELL_CHECK_STEPS;H_SETTING_A_DEFAULT_USER_DICTIONARY_FOR_SPELL_CHECK_STEPS;H_ADDING_WORDS_TO_A_USER_DICTIONARY_BEFORE_RUNNING_SPELL_CHECK_STEPS;H_ADDING_WORDS_TO_A_USER_DICTIONARY_WHILE_SPELL_CHECK_IS_ACTIVE_STEPS;H_CLEARING_A_DOCUMENTS_SKIPPED_WORDS_LIST_STEPS;H_REMOVING_INDIVIDUAL_WORDS_FROM_A_USER_DICTIONARY_STEPS',0)} [See related topics](#)

If you want to use this dictionary for a specific language, click Edit Dictionary, choose the dictionary from the "Dictionary to edit" box, and the desired language in the "Language" box. Click OK to return to the Spell Check Options dialog box.

Using SmartCorrect

1. Spelling errors and typos are corrected as you type.
2. The error is corrected when the SPACEBAR is pressed.
3. The typo is corrected.
4. The spelling error is corrected.

Details: Adding a shadow with color and depth to lines around a frame

Shadow depth

The options are:

- Shallow
- Normal
- Deep
- Other - Specify a value (between 0 and 0.2) in the Shadow Depth dialog box and click OK.

{button ,AL('H_ADDING_A_SHADOW_WITH_COLOR_AND_DEPTH_TO_LINES_AROUND_A_FRAME_STEPS',1)}
[Go to procedure](#)

{button ,AL('H_PLACING_LINES_AROUND_A_FRAME_STEPS;H_CUSTOMIZING_LINES_AROUND_A_FRAME_STEPS;H_SELECTING_A_STYLE_AND_WIDTH_FOR_LINES_AROUND_A_FRAME_STEPS;H_SELECTING_A_COLOR_FOR_LINES_AROUND_A_FRAME_STEPS;H_ADDING_BACKGROUND_PATTERN_AND_COLOR_TO_A_FRAME_STEPS;H_CREATING_A_CUSTOM_COLOR_STEPS',0)} [See related topics](#)

Adding a shadow with color and depth to lines around a frame

1. Click in the frame.
2. Choose Frame - Lines Around Frame, or click the right mouse button and choose Frame Properties.



3. Click the Lines & Colors tab.



4. Select an option in the "Shadow" box.



5. Select a "Shadow depth."



6. Select a "Shadow color."



{button ,AL(`H_ADDING_A_SHADOW_WITH_COLOR_AND_DEPTH_TO_LINES_AROUND_A_FRAME_DETAILS',
1)} [See details](#)

{button ,AL(`H_PLACING_LINES_AROUND_A_FRAME_STEPS;H_CUSTOMIZING_LINES_AROUND_A_FRAME_
STEPS;H_SELECTING_A_STYLE_AND_WIDTH_FOR_LINES_AROUND_A_FRAME_STEPS;H_SELECTING_A_
_COLOR_FOR_LINES_AROUND_A_FRAME_STEPS;H_ADDING_BACKGROUND_PATTERN_AND_COLOR_T
O_A_FRAME_STEPS;H_CREATING_A_CUSTOM_COLOR_STEPS',0)} [See related topics](#)

Adding background pattern and color to a frame

1. Click in the frame.
2. Choose Frame - Background Color, or click the right mouse button and choose Frame Properties.

 Tip

3. Click the Lines & Colors tab.



4. Select a "Background color."

You can set up white text on a black background by selecting black for the background and then selecting white for the text.



5. Select a background "Pattern."



To make the frame transparent, set the pattern to "None."

6. You can select a contrasting color for a pattern by selecting a "Pattern color."



{button ,AL('H_PLACING_LINES_AROUND_A_FRAME_STEPS;H_CREATING_A_CUSTOM_COLOR_STEPS;H_CUSTOMIZING_LINES_AROUND_A_FRAME_STEPS;H_WATERMARKS_OVER;H_SELECTING_A_STYLE_AND_WIDTH_FOR_LINES_AROUND_A_FRAME_STEPS;H_SELECTING_A_COLOR_FOR_LINES_AROUND_A_FRAME_STEPS;H_ADDING_A_SHADOW_WITH_COLOR_AND_DEPTH_TO_LINES_AROUND_A_FRAME_STEP S',0)} [See related topics](#)

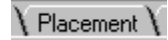
Aligning a frame to the left margin

You cannot align a frame that is anchored "In text," in "Same page as text," or "In text - Vertical."

1. Click in the frame.

 Tip

2. Click the right mouse button and choose Frame Properties.
3. Click the Placement tab.

 Placement

4. Click the left placement Quick alignment button.

{button ,AL('H_ALIGNING_A_FRAME_TO_THE_RIGHT_MARGIN_STEPS;H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_STEPS;H_RESIZING_A_FRAME_TO_FIT_THE_PAGE_STEPS;H_PLACING_A_FRAME_IN_A_DOCUMENT_STEPS;H_WRAPPING_TEXT_AROUND_A_FRAME_STEPS;H_CREATING_A_FRAME_USING_THE_CREATE_MENU_STEPS;H_CENTERING_A_FRAME_BETWEEN_MARGINS_STEPS',0)} [See related topics](#)

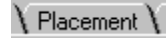
Aligning a frame to the right margin

You cannot align a frame that is anchored "In text," in "Same page as text," or "In text - Vertical."

1. Click in the frame.

 Tip

2. Click the right mouse button and choose Frame Properties.
3. Click the Placement tab.

 Placement

4. Click the right placement Quick alignment button.

{button ,AL('H_ALIGNING_A_FRAME_TO_THE_LEFT_MARGIN_STEPS;H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_STEPS;H_RESIZING_A_FRAME_TO_FIT_THE_PAGE_STEPS;H_PLACING_A_FRAME_IN_A_DOCUMENT_STEPS;H_WRAPPING_TEXT_AROUND_A_FRAME_STEPS;H_CREATING_A_FRAME_USING_THE_CREATE_MENU_STEPS;H_CENTERING_A_FRAME_BETWEEN_MARGINS_STEPS',0)} [See related topics](#)

You can display frame anchors by choosing View - Set View Preferences and selecting "Anchors" in the "Show marks" box.

Details: Anchoring a frame to text or a page

Place frame

<u>If you use this option...</u>	<u>The frame...</u>
On current page	Appears at the location where you place it, only on the current page. The frame does not move if the text around it moves. You control all anchor points.
On all pages	Appears at the location where you place it, on all pages. The frame does not move if the text around it moves. You control all anchor points.
On left/right pages	Appears at the location where you place it, on either all left pages or all right pages, depending on where the frame was created. The frame does not move if the text around it moves. You control all anchor points.
* With paragraph above	Anchors to the paragraph above it. You can specify the frame's horizontal position, but not the vertical position.
Same page as text	Always appears on the same page as the anchor point. You can specify both a vertical and horizontal position for the frame, relative to the text. This is the default option for frame placement.
* In text	Anchors to a character in the text. The frame moves with the character when

information is inserted or deleted around it. You cannot adjust anchor points.

*** In text - Vertical**

Anchors to a specific character in the text. The frame moves vertically with the character when information is inserted or deleted around it, but not horizontally. You can adjust anchor points relative to the text anchor point.

*** In frame**

Anchors to the frame around it and moves with it. This option only applies if the frame is completely inside another frame.

* If you anchor a frame using this option, the frame cannot be grouped.

Vertical

Every time you increase or decrease a vertical offset, you move the frame up or down from its anchor point. You can also use the up or down arrows to move the frame vertically.

Horizontal

Every time you increase or decrease a horizontal offset, you move the frame left or right from its anchor point. You can also use the up or down arrows to move the frame left or right.

Anchoring and grouping frames

You cannot group a frame if it anchors in text, in text vertical, to the paragraph above it, or if it is inside another frame.

You can group frames if they are anchored to the current page, to all pages, or to all left or right pages. This group takes on the anchoring type of the first frame in the group.

Frames that are anchored to the same page as text can be grouped together, but the first anchor point in the text becomes the anchor point for all frames in the group.

{button ,AL('H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_STEPS',1)} [Go to procedure](#)

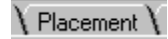
{button ,AL('H_MOVING_A_FRAME_OR_TABLE_ANCHOR_USING_THE_MOUSE_STEPS;H_MOVING_AN_ANCHORED_FRAME_STEPS;H_PLACING_A_FRAME_IN_A_DOCUMENT_STEPS;H_ALIGNING_A_FRAME_TO_THE_LEFT_MARGIN_STEPS;H_ALIGNING_A_FRAME_TO_THE_RIGHT_MARGIN_STEPS;H_WRAPPING_TEXT_AROUND_A_FRAME_STEPS',0)} [See related topics](#)

Anchoring a frame to text or a page

1. Click in the frame.
2. Click the right mouse button and choose Frame Properties.

 Tip

3. Click the Placement tab.

 Placement

4. Click Placement and Anchoring Options.
5. Select where you want to place the frame in the "Place frame" box.
{button ,AL('H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_DETAILS',1)} [See details](#)
6. Click a location for the frame's anchor on the "Anchor point" graphic, provided that the "Place frame" option is *not* "In text" or "Same page as text."
7. Attach the anchor to the frame by clicking a location on the "Tie anchor to frame" graphic.
8. You can specify values in the "Vertical" and "Horizontal" boxes to locate the frame in relation to its anchor.

{button ,AL('H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_DETAILS',1)} [See details](#)

 Tip

9. Click Done.

 Tip

Anchoring a frame affects how the frame is able to group with other frames.

{button ,AL('H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_DETAILS',1)} [See details](#)

{button ,AL('H_MOVING_A_FRAME_OR_TABLE_ANCHOR_USING_THE_MOUSE_STEPS;H_PLACING_A_FRAME_IN_A_DOCUMENT_STEPS;H_MOVING_AN_ANCHORED_FRAME_STEPS;H_GROUPING_FRAMES_TOGETHER_STEPS;H_WRAPPING_TEXT_AROUND_A_FRAME_STEPS;H_POSITIONING_A_LAYERED_FRAME_STEPS',0)} [See related topics](#)

You can restart this process by clicking Clear Offsets.

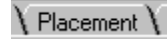
Centering a frame between margins

1. Click in the frame.

 Tip

2. Click the right mouse button and choose Frame Properties.

3. Click the Placement tab.

 Placement

4. Click the center placement Quick alignment button.

{button ,AL('H_ALIGNING_A_FRAME_TO_THE_RIGHT_MARGIN_STEPS;H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_STEPS;H_RESIZING_A_FRAME_TO_FIT_THE_PAGE_STEPS;H_PLACING_A_FRAME_IN_A_DOCUMENT_STEPS;H_WRAPPING_TEXT_AROUND_A_FRAME_STEPS;H_CREATING_A_FRAME_USING_THE_CREATE_MENU_STEPS',0)} [See related topics](#)

Changing text direction in a frame

1. Click in the frame.
2. Click the right mouse button and choose Frame Properties.

 Tip

3. Click the Misc tab.



4. Click one of the Text direction buttons.



{button ,AL(^H_VERTICALLY_ALIGNING_FRAME_CONTENTS_STEPS;H_PLACING_LINES_AROUND_A_FRAME_STEPS;H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_STEPS;H_ALIGNING_A_FRAME_TO_THE_LEFT_MARGIN_STEPS;H_SETTING_ALL_MARGINS_AT_ONE_TIME_IN_A_FRAME_STEPS',0)} [See related topics](#)

Copying a frame

1. Click in the frame and press ESC to select the frame.
2. From the Edit menu, choose Copy.
3. Place the insertion point where you want the new frame.
4. From the Edit menu, choose Paste.



Tip

{button ,AL(`H_MOVING_A_FRAME_TO_A_DIFFERENT_PAGE_STEPS;H_ANCHORING_A_FRAME_TO_TEXT_O
R_A_PAGE_STEPS;H_WRAPPING_TEXT_AROUND_A_FRAME_STEPS;H_MOVING_A_FRAME_ON_THE_SA
ME_PAGE_STEPS;H_PLACING_A_FRAME_IN_A_DOCUMENT_STEPS;H_ALIGNING_A_FRAME_TO_THE_LE
FT_MARGIN_STEPS;H_ALIGNING_A_FRAME_TO_THE_RIGHT_MARGIN_STEPS';0)} [See related topics](#)

The copied frame's placement depends on the anchoring options set for the original frame.

If the copied frame is anchored to the page, it pastes in the same location on other pages. If the insertion point is on the same page as the frame, the copied frame pastes over the original frame. If the copied frame is anchored to a character, it pastes at the same relative location to the new insertion point.

If you click Size & Place Frame Manually, the mouse pointer changes to the Create Frame mouse pointer. Click and drag until the frame expands to the desired size. Word Pro sets the frame size when you release the mouse.

Details: Creating a frame caption

You can define the placement and contents of a frame caption, edit captions contents, and automatically number frame captions in different sequences.

Caption numbering uses Sequence power fields. As you add frames with captions, Word Pro automatically adjusts caption numbers. To ensure caption numbers are accurate when you print the document, click Options in the Print dialog box and select to update "Fields."

Caption options

Caption type

Select the type of caption to create. Word Pro uses the type as the basis for the text that appears before the caption number. Each caption type maintains its own numbering sequence, independent of other caption types.

Text before

Type the text to appear before the caption number. This option defaults to the caption type you select. If you want a space between the text and the number, press the spacebar after you type the text.

Numbering type

Select a numbering style for the caption. If you select "None," the caption is not numbered and the caption number is not incremented for the selected caption type.

Text after

Type the text to follow the caption number. If you want a space between the number and the text, press the spacebar before the text.

Initial paragraph style

Select the paragraph style to use for the first line of the caption.

Layout options

Caption position

Select the position for the caption in relation to the parent frame. You can position the caption below, above, to the left of, or to the right of the frame.

Lines around caption

Select an option for lines around the caption.

Caption text alignment

Select left, right, or centered alignment for the caption text.

{button ,AL('H_CREATING_A_FRAME_CAPTION_STEPS',1)} [Go to procedure](#)

{button ,AL('H_DELETING_A_FRAME_CAPTION_STEPS;H_FIELDS_OVER;H_SETTING_CAPTION_TEXT_OPTIONS_STEPS;H_SETTING_CAPTION_LAYOUT_OPTIONS_STEPS;H_GROUPING_FRAMES_TOGETHER_STEPS;H_LINKED_FRAMES_OVER;H_PLACING_A_FRAME_IN_A_DOCUMENT_STEPS;H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_STEPS;',0)} [See related topics](#)

Creating a frame caption

It's easy to create a caption for a [frame](#) in your newsletter or other document. Frame captions can help illustrate graphics or other objects contained within frames. When you create a caption, Word Pro places it in a frame anchored to the parent frame and groups them so they move together.

1. Select the frame for which you want to create a caption.
2. From the Frame menu, choose New Caption.
3. Select options on the Caption panel.
You can type a caption for the frame before or after its "Number type."
4. Click the Layout tab.
5. Select the caption layout options.
6. Click OK.

{button ,AL('H_CREATING_A_FRAME_CAPTION_DETAILS',1)} [See details](#)

{button ,AL('H_DELETING_A_FRAME_CAPTION_STEPS;H_FIELDS_OVER;H_SETTING_CAPTION_TEXT_OPTIONS_STEPS;H_SETTING_CAPTION_LAYOUT_OPTIONS_STEPS;H_GROUPING_FRAMES_TOGETHER_STEPS;H_MOVING_A_FRAME_ON_THE_SAME_PAGE_STEPS;H_PLACING_A_FRAME_IN_A_DOCUMENT_STEPS;H_CREATING_A_FRAME_USING_THE_CREATE_MENU_STEPS;H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_STEPS;H_WRAPPING_TEXT_AROUND_A_FRAME_STEPS;H_IMPORTING_A_PICTURE_OR_GRAPHIC_STEPS;H_FRAME_POINTER_SHAPES_STEPS;H_DELETING_A_FRAME_CAPTION;H_POWER_FIELDS_OVER;',0)} [See related topics](#)

Creating a frame using the Create menu

1. Place the insertion point wherever you want the frame.
2. Choose Create - Frame.

 Tip

3. Select the desired style in the "Frame style" box or accept the "Default Frame" style.
4. Specify options in the "Width" and "Height" boxes.
5. Click OK.

 Tip

{button ,AL(`H_MOVING_A_FRAME_ON_THE_SAME_PAGE_STEPS;H_PLACING_A_FRAME_IN_A_DOCUMENT_STEPS;H_CREATING_A_FRAME_USING_THE_FRAME_ICON_STEPS;H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_STEPS;H_WRAPPING_TEXT_AROUND_A_FRAME_STEPS;H_IMPORTING_A_PICTURE_OR_GRAPHIC_STEPS',0)} [See related topics](#)

If the frame is not the correct size or is in the wrong position, you can change its size and position. The frame anchors at the point closest to where you click and begin dragging, using the "Same page as text" default anchoring option.

Creating a frame using the frame icon

1. Click the [frame](#) icon.



2. Place the mouse pointer where you want the frame.
3. Click and drag the frame arrow until the frame expands to the desired size.

The dimensions of the frame display as you drag the mouse pointer.

{button ,AL('H_MOVING_A_FRAME_ON_THE_SAME_PAGE_STEPS;H_PLACING_A_FRAME_IN_A_DOCUMENT_STEPS;H_CREATING_A_FRAME_USING_THE_CREATE_MENU_STEPS;H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_STEPS;H_WRAPPING_TEXT_AROUND_A_FRAME_STEPS;H_IMPORTING_A_PICTURE_OR_GRAPHIC_STEPS;H_FRAME_POINTER_SHAPES_STEPS',0)} [See related topics](#)

Details: Customizing lines around a frame

Line options

Above, Below, Left, Right

Allows you to specify individual line styles, widths and colors for each side of the frame.

Style

Allows you to select a line style.

Width

Allows you to select a line width.

Color

Allows you to select a line color.

{button ,AL(`H_CUSTOMIZING_LINES_AROUND_A_FRAME_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_PLACING_LINES_AROUND_A_FRAME_STEPS;H_SELECTING_A_STYLE_AND_WIDTH_FOR_LINES_AROUND_A_FRAME_STEPS;H_SELECTING_A_COLOR_FOR_LINES_AROUND_A_FRAME_STEPS;H_ADDING_A_SHADOW_WITH_COLOR_AND_DEPTH_TO_LINES_AROUND_A_FRAME_STEPS;H_ADDING_BACKGROUND_PATTERN_AND_COLOR_TO_A_FRAME_STEPS',0)} [See related topics](#)

Customizing lines around a frame

1. Click in the frame.
2. Choose Frame - Lines Around Frame, or click the right mouse button and choose Frame Properties.

 Tip

3. Click the Lines & Colors tab.



4. Click Options.
5. Select the desired options.
6. Click OK.

{button ,AL('H_CUSTOMIZING_LINES_AROUND_A_FRAME_DETAILS',1)} [See details](#)

{button ,AL('H_PLACING_LINES_AROUND_A_FRAME_STEPS;H_SETTING_ALL_MARGINS_AT_ONE_TIME_IN_A_FRAME_STEPS;H_SELECTING_A_STYLE_AND_WIDTH_FOR_LINES_AROUND_A_FRAME_STEPS;H_SELECTING_A_COLOR_FOR_LINES_AROUND_A_FRAME_STEPS;H_ADDING_A_SHADOW_WITH_COLOR_AND_DEPTH_TO_LINES_AROUND_A_FRAME_STEPS;H_ADDING_BACKGROUND_PATTERN_AND_COLOR_TO_A_FRAME_STEPS',0)} [See related topics](#)

Deleting a frame caption

When you delete a frame caption, you ungroup the caption from the parent frame, delete the caption contents, and delete the frame containing the caption.

1. Place the insertion point in the caption frame.
2. From the Frame menu, choose Delete Frame.

{button ,AL('H_MOVING_A_FRAME_ON_THE_SAME_PAGE_STEPS;H_PLACING_A_FRAME_IN_A_DOCUMENT_STEPS;H_CREATING_A_FRAME_USING_THE_CREATE_MENU_STEPS;H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_STEPS;H_WRAPPING_TEXT_AROUND_A_FRAME_STEPS;H_IMPORTING_A_PICTURE_OR_GRAPHIC_STEPS;H_FRAME_POINTER_SHAPES_STEPS',0)} [See related topics](#)

Deleting a frame

There are two ways to delete a frame:

- Click inside the frame. From the Frame menu, choose Delete Frame.
- Click on the frame border until the black bars and handles appear, and press DELETE.

To delete text inside a frame without deleting the frame itself, click inside the frame, select the contents, and press DELETE.

To delete an image without deleting the container, click the image, and then choose Delete from the Image menu. The name of the Image menu is determined by the image type.

{button ,AL('H_DELETING_A_FRAME_CAPTION_STEPS;H_CREATING_A_FRAME_USING_THE_FRAME_ICON_STEPS;H_PLACING_LINES_AROUND_A_FRAME_STEPS;H_UNDOING_YOUR_LAST_ACTION_USING_THE_EDIT_MENU_STEPS;H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_STEPS;H_WRAPPING_TEXT_AROUND_A_FRAME_STEPS',0)} [See related topics](#)

Deselecting a frame

Click in the main body of the document.

```
{button ,AL(`H_SELECTING_A_FRAME_STEPS;H_FRAMES_OVER;H_DELETING_A_FRAME_STEPS;H_TYPING  
_TEXT_IN_A_FRAME_STEPS;H_POSITIONING_A_LAYERED_FRAME_STEPS',0)} See related topics
```

Overview: Frames

A frame is a container where you can insert text, a table, a graphic, or columns. All graphics, equations, drawings, and charts are contained in frames.

You can

- use one or more frames anywhere on a page, including the margins
- overlap frames on a page
- add lines, shadows, corner designs, background filler, pattern, and colors to a frame
- size a frame to any dimension, place it anywhere on a page
- determine the position of surrounding text in relation to the frame.
- create automatically numbered captions for frames.

Why use frames?

It's easy to emphasize text on a page with frames. For example, you can place a quotation in a frame (that acts as its "container") and wrap the rest of the text around it for your magazine or newsletter.

You can link frames so that text flows from one frame to another. For example, if your newsletter article starts on page one and is continued on page six, you can put the text for the article in two linked frames--the first frame on page one and the second on page six.

{button ,AL('H_CREATING_A_FRAME_USING_THE_CREATE_MENU_STEPS;H_CREATING_A_FRAME_USING_THE_FRAME_ICON_STEPS;H_PLACING_A_FRAME_IN_A_DOCUMENT_STEPS;H_FRAME_MARGINS_OVER;H_FRAME_STYLES_OVER;H_FRAME_POINTER_SHAPES_STEPS;H_LINKED_FRAMES_OVER',0)} [See related topics](#)

You can also choose Frame - Alignment and then choose Center Frame.

You can also choose Frame - Alignment and then choose Left Align Frame.

You can also choose Frame - Alignment.

If you want the frame to span the page width, choose Span Margin to Margin. If you want the frame to span the page height, click Span Top to Bottom.

You can also choose Frame - Alignment and then choose Right Align Frame.

You can choose Frame - Alignment as a shortcut. Then choose Top Align Contents, Center Align Contents, or Bottom Align Contents.

Frame Columns properties

The Frame Columns panel allows you to set and format newspaper columns for text in a frame.

Choose a task:

[Inserting newspaper columns into a frame](#)

[Placing lines between newspaper columns](#)

[Setting space between newspaper columns](#)

[Balancing newspaper column lengths](#)

```
{button ,AL(^H_INFOBOX_OVER;H_FRAME_LINES_AND_COLORS_PROPERTIES_CS;H_FRAME_SIZE_AND_M  
ARGINS_PROPERTIES_CS;H_FRAME_PLACEMENT_PROPERTIES_CS;H_FRAME_MISC_PROPERTIES_CS  
;H_STYLE_PROPERTIES_CS;H_FRAME_WATERMARK_PROPERTIES_CS',0)} See related topics
```

Frame Lines & Colors properties

The Frame Lines & Colors panel allows you to add lines, shadows, corner designs, background filler, pattern, and color to a frame.

Choose a task:

[Placing lines around a frame](#)

[Selecting a style and width for lines around a frame](#)

[Selecting a color for lines around a frame](#)

[Adding a shadow with color and depth to lines around a frame](#)

[Adding background pattern and color to a frame](#)

{button ,AL('H_INFOBOX_OVER;H_FRAME_SIZE_AND_MARGINS_PROPERTIES_CS;H_FRAME_COLUMNS_PROPERTIES_CS;H_FRAME_PLACEMENT_PROPERTIES_CS;H_FRAME_MISC_PROPERTIES_CS;H_STYLE_PROPERTIES_CS;H_FRAME_WATERMARK_PROPERTIES_CS',0)} [See related topics](#)

Overview: Frame margins

Frame margins are the areas of space between the frame's edges and its contents.

When you place lines around a frame, the line placement depends on the frame margin options. You can set margins inside the lines, and adjust the amount of padding between the frame border line and the surrounding text.

If you increase the size of a frame margin, there is less space for inserting inside the frame, but more space between the contents of the frame and the main document text.

If you decrease the size of a frame margin, there is more space for inserting inside the frame, but less space between the contents of the frame and the main document text.

```
{button ,AL('H_SETTING_A_TOP_BOTTOM_LEFT_OR_RIGHT_MARGIN_IN_A_FRAME_STEPS;H_SETTING_ALL_MARGINS_AT_ONE_TIME_IN_A_FRAME_STEPS;H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_STEPS;H_WRAPPING_TEXT_AROUND_A_FRAME_STEPS;H_POSITIONING_A_LAYERED_FRAME_STEPS',0)}
```

[See related topics](#)

Frame Misc properties

The Frame Misc panel allows you to assign the direction and alignment of text in a frame, set tabs in a frame, and set a grid in a frame.

Choose a task:

[Defining a Word Pro named object for exchange with Notes](#)

[Vertically aligning frame contents](#)

[Setting tabs using the InfoBox](#)

[Setting tabs using the Set Tabs on Ruler dialog box](#)

[Changing text direction in a frame](#)

[Setting an initial paragraph style](#)

[Protecting frame contents](#)

[Removing protection from frame contents](#)

[Adding or removing a grid](#)

[Linking two frames by specifying the frame name](#)

{button ,AL('H_INFOBOX_OVER;H_FRAME_LINES_AND_COLORS_PROPERTIES_CS;H_FRAME_SIZE_AND_MARGINS_PROPERTIES_CS;H_FRAME_COLUMNS_PROPERTIES_CS;H_FRAME_PLACEMENT_PROPERTIES_CS;H_STYLE_PROPERTIES_CS;H_FRAME_WATERMARK_PROPERTIES_CS',0)} [See related topics](#)

Frame Placement properties

The Frame Placement panel allows you to set options for frame alignment, placement, wrap text, and anchoring.

Choose a task:

[Moving an anchored frame](#)

[Vertically aligning frame contents](#)

[Wrapping text around a frame](#)

[Anchoring a frame to text or a page](#)

[Placing a frame in a document](#)

[Resizing a frame to fit the page](#)

[Customizing text wrap](#)

[Aligning a frame to the left margin](#)

[Aligning a frame to the right margin](#)

[Centering a frame between margins](#)

```
{button ,AL(`H_INFOBOX_OVER;H_FRAME_LINES_AND_COLORS_PROPERTIES_CS;H_FRAME_SIZE_AND_M  
ARGINS_PROPERTIES_CS;H_FRAME_COLUMNS_PROPERTIES_CS;H_FRAME_MISC_PROPERTIES_CS;H  
_STYLE_PROPERTIES_CS;H_FRAME_WATERMARK_PROPERTIES_CS',0)} See related topics
```

You can also reach the Frame InfoBox by choosing Frame - Frame Properties.

Frame Size & Margins properties

The Frame Size & Margins panel allows you to set margins and margin options within a frame.

Choose a task:

[Resizing a frame by specifying height and width](#)

[Setting all margins at one time in a frame](#)

[Setting a top, bottom, left, or right margin in a frame](#)

{button ,AL(`H_INFOBOX_OVER;H_FRAME_LINES_AND_COLORS_PROPERTIES_CS;H_FRAME_COLUMNS_P
ROPERTIES_CS;H_FRAME_PLACEMENT_PROPERTIES_CS;H_FRAME_MISC_PROPERTIES_CS;H_STYLE_
PROPERTIES_CS;H_FRAME_WATERMARK_PROPERTIES_CS',0)} [See related topics](#)

Details: Grouping frames

Grouping frames

Before you select multiple frames, make sure the first frame is not selected for editing (make sure it does not have gray handles). If it is selected for editing, click on an edge of the frame to change the handles from gray to black. Then continue clicking the other frames you want to group.

You cannot group a frame if it anchors in text, in text vertical, to a paragraph above it, or if it is inside another frame.

You can group frames if they are anchored to the current page, to all pages, or to all left or right pages. This group takes on the anchoring type of the first frame in the group.

Frames that are anchored to the same page as text can be grouped together, but the anchor point becomes the first anchor in the text.

When you group frames

To activate the group of frames, you must first select one of the frames in the group.

You can now work with all the selected frames as a group. By clicking and dragging on the colored box handles, you can move, enlarge, and contract the group of frames, just as you do with a single frame.

The frames within the group expand and contract to conform to the group.

{button ,AL('H_GROUPING_FRAMES_TOGETHER_STEPS',1)} [Go to procedure](#)

{button ,AL('H_POSITIONING_A_LAYERED_FRAME_STEPS;H_PLACING_A_FRAME_IN_A_DOCUMENT_STEPS;H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_STEPS;H_WRAPPING_TEXT_AROUND_A_FRAME_STEPS;H_ALIGNING_A_FRAME_TO_THE_RIGHT_MARGIN_STEPS;H_PROTECTING_FRAME_CONTENTS_STEPS',0)} [See related topics](#)

Grouping frames together

Grouping depends on how the frames are anchored to text or a page.

1. Create more than one frame in the document.
2. Click in one of the frames you want to group and press ESC to select the frame.
3. Press SHIFT and click all other frames you want to add to the group.

{button ,AL(`H_GROUPING_FRAMES_TOGETHER_DETAILS',1)} [See details](#)

4. From the Frame menu, choose Group.

Tip

To ungroup the frame, from the Frame menu, choose Deselect Group.

{button ,AL(`H_GROUPING_FRAMES_TOGETHER_DETAILS',1)} [See details](#)

{button ,AL(`H_POSITIONING_A_LAYERED_FRAME_STEPS;H_SELECTING_A_FRAME_STEPS;H_PLACING_A_FRAME_IN_A_DOCUMENT_STEPS;H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_STEPS;H_WRAPPI NG_TEXT_AROUND_A_FRAME_STEPS;H_ALIGNING_A_FRAME_TO_THE_RIGHT_MARGIN_STEPS;H_SEL ECTING_AND_SIZING_A_GROUP_OF_FRAMES_STEPS;H_LINKED_FRAMES_OVER',0)} [See related topics](#)

Word Pro groups all selected frames, depending on their anchoring options, within the colored box. Although you can move, expand, and contract the group using the colored box, the colored box itself is **not** a frame.

Inserting a table into a frame

1. Click in the frame.
2. Choose Create - Table.



Tip

3. Select an option in the "Table style" box.
4. Specify options in the "Number of columns" and "Number of rows" boxes.
5. Click OK.

{button ,AL(^H_CREATING_A_FRAME_USING_THE_FRAME_ICON_STEPS;H_CREATING_A_FRAME_USING_TH
E_CREATE_MENU_STEPS;H_CREATING_A_TABLE_USING_THE_MENU_STEPS;H_TYPING_TEXT_IN_A_F
RAME_STEPS;H_INSERTING_A_DOCUMENT_OR_FILE_INTO_THE_CURRENT_DOCUMENT_STEPS;H_CR
EATING_A_TABLE_USING_EXISTING_TEXT_STEPS;H_TABLES_AND_TABLE_CELLS_OVER',0)} [See related
topics](#)

Details: Inserting newspaper columns into a frame

Number of newspaper columns

Allows you to specify the number of newspaper columns you want.

Newspaper column text runs down the column length and resumes at the top of the next column.

Space between columns

Allows you to specify the amount of space you want between columns.

Line style

Allows you to select a style for the lines.

Line width

Allows you to select a width for the lines.

Line color

Allows you to select a color for the lines.

Column balance

Places an equal amount of text in each column.

Word Pro attempts to put equal amounts of text in all columns. However, if there is not enough text to fill all columns, Word Pro fills the first column with text and puts the remaining text in the next column. If you want an equal amount of text in each column, you must select "Column balance."

{button ,AL('H_INSERTING_NEWSPAPER_COLUMNS_INTO_A_FRAME_STEPS',1)} [Go to procedure](#)

{button ,AL('H_FRAME_MARGINS_OVER;H_SETTING_SPACE_BETWEEN_NEWSPAPER_COLUMNS_STEPS;H_BALANCING_NEWSPAPER_COLUMN_LENGTHS_STEPS;H_PLACING_LINES_BETWEEN_NEWSPAPER_COLUMNS_STEPS;H_CREATING_A_CUSTOM_COLOR_STEPS;H_CHANGING_COLUMN_SETTINGS_ON_THE_RULER_STEPS',0)} [See related topics](#)

Inserting newspaper columns into a frame

1. Click in the frame.
2. Click the right mouse button and choose Frame Properties.

 Tip

3. Click the Columns tab.

4. Specify the desired "Number of newspaper columns."

{button ,AL('H_INSERTING_NEWSPAPER_COLUMNS_INTO_A_FRAME_DETAILS',1)} [See details](#)

5. Specify the desired space, line, and column balance options.

{button ,AL('H_INSERTING_NEWSPAPER_COLUMNS_INTO_A_FRAME_DETAILS',1)} [See details](#)

{button ,AL('H_FRAME_MARGINS_OVER;H_SETTING_SPACE_BETWEEN_NEWSPAPER_COLUMNS_STEPS;H_BALANCING_NEWSPAPER_COLUMN_LENGTHS_STEPS;H_PLACING_LINES_BETWEEN_NEWSPAPER_COLUMNS_STEPS;H_CHANGING_COLUMN_SETTINGS_ON_THE_RULER_STEPS;H_CREATING_PARALLEL_COLUMNS_STEPS',0)} [See related topics](#)

Overview: Linked frames

You can link two or more frames so the text in the first automatically flows to the next. Linked frames are useful in newsletters, brochures, and other instances when you want to begin information on one page and continue it on a later page.

A frame which is linked to a following frame displays a link arrow on the lower half of the right side when the frame is selected.

A frame which is linked to the preceding frame displays a link arrow on the upper half of the left side when selected.

If a linked frame does not have any contents because there is not enough text in the preceding frame to flow into it, you cannot select the frame. Therefore, you cannot modify its properties or unlink the frame. If necessary, you can type text into the preceding frame so the text flows into the linked frame and then select it.

All frames you link must have the same placement option. For example, all frames must have their placement set to "On Current Page." If the placement option is set to "On Current Page," you can link to any frame on the same or following pages. You cannot link to a frame on a previous page. Text in the frames flows in the order that you link them.

If you set the placement option to "Same Page as Text," "With Paragraph Above," "In Text - Vertical," "In Text," or "In Frame," you can only link to a frame whose anchor follows the anchor of the frame you are linking from. This applies, regardless of where the frame is placed on the page.

{button ,AL('H_PLACING_A_FRAME_IN_A_DOCUMENT_STEPS;H_FRAMES_OVER;H_LINKING_FRAMES_BY_SELECTION_STEPS;H_LINKING_TWO_FRAMES_BY_SPECIFYING_THE_FRAME_NAME_STEPS;H_UNLINKING_FRAMES_STEPS;H_FRAME_POINTER_SHAPES_STEPS',0)} [See related topics](#)

Linking frames by selection

1. Place the insertion point in the first frame you want to link.
2. From the Frame menu, choose Link Frame Contents.



3. Hold SHIFT and click on the frame to which you want to link.
4. Repeat step 3 until you have linked all the desired frames.
5. Press ESC.

{button ,AL(`H_LINKED_FRAMES_OVER;H_PLACING_A_FRAME_IN_A_DOCUMENT_STEPS;H_LINKING_TWO_FRAMES_BY_SPECIFYING_THE_FRAME_NAME_STEPS;H_UNLINKING_FRAMES_STEPS;H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_STEPS;H_FRAMES_OVER',0)} [See related topics](#)

Details: Linking two frames by specifying the frame name

The "Link Frame Contents To" box lists the names of all frames which can be linked to this frame. You can determine the name of a specific frame by selecting it and looking in the "Name" box on the Misc panel of the Frame InfoBox. You will need to name the frames you want to link before you link them.

If the name of the frame you want to link to does not appear in the list, it may have a different placement type than the linking frame, or it may be anchored to a location prior to the anchor of the linking frame.

You cannot link the second frame to the third frame using this method until you have typed enough contents into the first frame for the text to flow to the second. When the second frame contains text, you can select it and specify the name of the third frame.

{button ,AL(`H_LINKING_TWO_FRAMES_BY_SPECIFYING_THE_FRAME_NAME_STEPS',1)} [Go to procedure](#)
{button ,AL(`H_LINKED_FRAMES_OVER;H_PLACING_A_FRAME_IN_A_DOCUMENT_STEPS;H_UNLINKING_FRAMES_STEPS;H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_STEPS;H_LINKING_FRAMES_BY_SELECTION_STEPS;H_DEFINING_A_WORD_PRO_NAMED_OBJECT_FOR_EXCHANGE_WITH_NOTES_STEPS',0)} [See related topics](#)

Linking two frames by specifying the frame name

1. Place the insertion point in the first frame you want to link.
2. From the Frame menu, choose Frame Properties.



3. Click the Misc tab.



4. Select the name of the frame you want to link to this frame in the "Link Frame Contents To" box.

{button ,AL(`H_LINKING_TWO_FRAMES_BY_SPECIFYING_THE_FRAME_NAME_DETAILS',1)} [See details](#)

{button ,AL(`H_LINKED_FRAMES_OVER;H_PLACING_A_FRAME_IN_A_DOCUMENT_STEPS;H_UNLINKING_FRAMES_STEPS;H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_STEPS;H_LINKING_FRAMES_BY_SELECTION_STEPS;H_DEFINING_A_WORD_PRO_NAMED_OBJECT_FOR_EXCHANGE_WITH_NOTES_STEPS',0)} [See related topics](#)

Details: Moving an anchored frame

You can also move an anchored frame by selecting it and dragging it to the desired location. The "Vertical" and "Horizontal" position indicators change as you move the frame.

Vertical

Every time you increase or decrease a vertical offset, you move the frame up or down from its anchor point. You can also use the up and down arrows to move the frame vertically.

Horizontal

Every time you increase or decrease a horizontal offset, you move the frame left or right from its anchor point. You can also use the up and down arrows to move the frame left or right.

{button ,AL(`H_MOVING_AN_ANCHORED_FRAME_STEPS',1)} [Go to procedure](#)

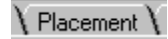
{button ,AL(`H_MOVING_A_FRAME_OR_TABLE_ANCHOR_USING_THE_MOUSE_STEPS;H_PLACING_A_FRAME_IN_A_DOCUMENT_STEPS;H_ALIGNING_A_FRAME_TO_THE_LEFT_MARGIN_STEPS;H_ALIGNING_A_FRAME_TO_THE_RIGHT_MARGIN_STEPS;H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_STEPS;H_WRAPPING_TEXT_AROUND_A_FRAME_STEPS;H_FRAMES_OVER',0)} [See related topics](#)

Moving an anchored frame

1. Click in the frame.
2. Click the right mouse button and choose Frame Properties.

 Tip

3. Click the Placement tab.



4. To move the frame up or down from its anchor point, specify a value in the "Vertical" box.
5. To move the frame left or right from its anchor point, specify a value in the "Horizontal" box.

Click Placement and Anchoring Options for more detailed options.

 Tip

6. Click Clear to reset the options to zero.

{button ,AL('H_MOVING_AN_ANCHORED_FRAME_DETAILS',1)} [See details](#)

{button ,AL('H_MOVING_A_FRAME_ON_THE_SAME_PAGE_STEPS;H_PLACING_A_FRAME_IN_A_DOCUMENT_STEPS;H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_STEPS;H_WRAPPING_TEXT_AROUND_A_FRAME_STEPS;H_MOVING_A_FRAME_OR_TABLE_ANCHOR_USING_THE_MOUSE_STEPS;H_FRAME_POINTER_SHAPES_STEPS;H_COPYING_A_FRAME_STEPS',0)} [See related topics](#)

Moving a frame on the same page

You cannot move frames that are of type, "In text," or move frames *vertically* that are of type, "With paragraph above."

1. Click in the frame.
2. Place the mouse pointer at the edge of the frame so that a hand appears.



3. Click and drag the hand to where you want the frame on the page.

The hand closes around the frame as you move it.

{button ,AL(`H_MOVING_AN_ANCHORED_FRAME_STEPS;H_PLACING_A_FRAME_IN_A_DOCUMENT_STEPS;H_ALIGNING_A_FRAME_TO_THE_LEFT_MARGIN_STEPS;H_COPYING_A_FRAME_STEPS;H_CENTERING_A_FRAME_BETWEEN_MARGINS_STEPS;H_DRAG_AND_DROP_OVER;H_MOVING_A_FRAME_TO_A_DIFFERENT_PAGE_STEPS;H_FRAME_POINTER_SHAPES_STEPS',0)} [See related topics](#)

Moving a frame or table anchor using the mouse

1. Choose View - Set View Preferences.



2. In the "Show marks" box, select "Anchors" to display frame and table anchors.
3. Click OK.
4. Click the desired frame or table border until the bars and handles appear.
5. To move the anchor, place the mouse pointer on the anchor and drag it to the desired location.
When you release the mouse, the anchor point moves to the new location.
6. To move the frame or table, click the desired frame or table border again until the bars and handles appear and drag the frame or table to the desired location.

{button ,AL(`H_MOVING_A_FRAME_ON_THE_SAME_PAGE_STEPS;H_PLACING_A_FRAME_IN_A_DOCUMENT_STEPS;H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_STEPS;H_MOVING_AN_ANCHORED_FRAME_STEPS;H_FRAMES_OVER;H_DRAG_AND_DROP_OVER',0)} [See related topics](#)

Moving a frame to different page

1. Click the frame border until the bars and handles appear.
2. Choose Edit - Cut.



3. Place the insertion point where you want the frame.
4. Choose Edit - Paste.



The frame's placement depends on the anchoring options set for the frame. If the frame is anchored to the page, Word Pro pastes the frame at the same location on the page. If the frame is anchored to a character, Word Pro pastes the frame at the same location on the page, but moves the anchor point to the location of the insertion point.

```
{button ,AL(^H_MOVING_AN_ANCHORED_FRAME_STEPS;H_MOVING_A_FRAME_ON_THE_SAME_PAGE_STEPS;H_PLACING_A_FRAME_IN_A_DOCUMENT_STEPS;H_ALIGNING_A_FRAME_TO_THE_LEFT_MARGIN_STEPS;H_ALIGNING_A_FRAME_TO_THE_RIGHT_MARGIN_STEPS;H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_STEPS;H_WRAPPING_TEXT_AROUND_A_FRAME_STEPS;H_COPYING_A_FRAME_STEPS',0)}  
See related topics
```


Details: Placing a frame in a document

Place frame

<u>If you use this option...</u>	<u>The frame...</u>
On current page	Appears at the location where you place it, only on the current page. The frame does not move if the text around it moves. You control all anchor points.
On all pages	Appears at the location where you place it, on all pages. The frame does not move if the text around it moves. You control all anchor points.
In cell	Appears at the location where you place it in the table cell.
On left/right pages	Appears at the location where you place it, on either all left pages or all right pages, depending on where the frame was created. The frame does not move if the text around it moves. You control all anchor points.
* With paragraph above	Anchors to the paragraph above it. You can specify the frame's horizontal position, but not the vertical position.
Same page as text	Always appears on the same page as the anchor point. You can specify both a vertical and horizontal position for the frame, relative to the text. This is the default option for frame placement.
* In text	Anchors to a character in the text. The frame moves with the

character when information is inserted or deleted around it. You cannot adjust anchor points.

*** In text - Vertical**

Anchors to a specific character in the text. The frame moves vertically with the character when information is inserted or deleted around it, but not horizontally. You can adjust anchor points relative to the text anchor point.

*** In frame**

Anchors to the frame around it and moves with it. This option only applies if the frame is completely inside another frame.

* If you anchor a frame using this option, the frame cannot be grouped.

{button ,AL('H_PLACING_A_FRAME_IN_A_DOCUMENT_STEPS',1)} [Go to procedure](#)

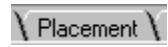
{button ,AL('H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_STEPS;H_WRAPPING_TEXT_AROUND_A_FRAME_STEPS;H_POSITIONING_A_LAYERED_FRAME_STEPS;H_CREATING_A_FRAME_USING_THE_FRAME_ICON_STEPS;H_CREATING_A_FRAME_USING_THE_CREATE_MENU_STEPS;H_POSITIONING_A_LAYERED_FRAME_STEPS;H_PROTECTING_FRAME_CONTENTS_STEPS',0)} [See related topics](#)

Placing a frame in a document

1. Click in the frame.
2. Click the right mouse button and choose Frame Properties.

 Tip

3. Click the Placement tab.



4. Select an option in the "Place frame" box.

 Tip

{button ,AL('H_PLACING_A_FRAME_IN_A_DOCUMENT_DETAILS',1)} [See details](#)

{button ,AL('H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_STEPS;H_WRAPPING_TEXT_AROUND_A_FRAME_STEPS;H_POSITIONING_A_LAYERED_FRAME_STEPS;H_CREATING_A_FRAME_USING_THE_FRAME_ICON_STEPS;H_CREATING_A_FRAME_USING_THE_CREATE_MENU_STEPS;H_POSITIONING_A_LAYERED_FRAME_STEPS;H_SELECTING_AND_SIZING_A_GROUP_OF_FRAMES_STEPS',0)} [See related topics](#)

Details: Placing lines around a frame

Designer borders

Allows you to select a border with various types of edges and looks for the lines; includes a "None" option.

Line style

Allows you to select a line style.

Line width

Allows you to select a line width.

Line color

Allows you to select a line color.

Background color

Allows you to select a background color for the frame.

You can set up white text on a black background by selecting black for the background and then selecting white for the text.

(Background) Pattern

Lets you select from different types of background patterns.

(Background) Pattern color

Lets you select a background pattern color.

Shadow

Allows you to select a shadow for the lines.

Shadow depth

Allows you to select a shadow depth for the lines.

Shadow color

Allows you to select a shadow color for the lines.

Show sides

Allows you to select where to place the lines.

Corners

Allows you select a rounded corners option for the lines.

{button ,AL(`H_PLACING_LINES_AROUND_A_FRAME_STEPS',1)} [Go to procedure](#)


{button ,AL(`H_CUSTOMIZING_LINES_AROUND_A_FRAME_STEPS;H_SELECTING_A_STYLE_AND_WIDTH_FOR_LINES_AROUND_A_FRAME_STEPS;H_SELECTING_A_COLOR_FOR_LINES_AROUND_A_FRAME_STEPS;H_ADDING_A_SHADOW_WITH_COLOR_AND_DEPTH_TO_LINES_AROUND_A_FRAME_STEPS;H_ADDING_BACKGROUND_PATTERN_AND_COLOR_TO_A_FRAME_STEPS',0)} [See related topics](#)

Placing lines around a frame

[Show me a QuickDemo](#)

1. Click in the [frame](#)
2. Choose Frame - Lines Around Frame, or click the right mouse button and choose Frame Properties.

[Tip](#)

3. Click the Lines & Colors tab.
- 
4. Click the desired Lines around the frame button, or click Designer borders, and select a border option.



5. Select the desired options.

{button ,AL('H_PLACING_LINES_AROUND_A_FRAME_DETAILS',1)} [See details](#)

{button ,AL('H_SETTING_ALL_MARGINS_AT_ONE_TIME_IN_A_FRAME_STEPS;H_CUSTOMIZING_LINES_AROUND_A_FRAME_STEPS;H_SELECTING_A_STYLE_AND_WIDTH_FOR_LINES_AROUND_A_FRAME_STEPS;H_SELECTING_A_COLOR_FOR_LINES_AROUND_A_FRAME_STEPS;H_ADDING_A_SHADOW_WITH_COLOR_AND_DEPTH_TO_LINES_AROUND_A_FRAME_STEPS;H_ADDING_BACKGROUND_PATTERN_AND_COLOR_TO_A_FRAME_STEPS',0)} [See related topics](#)

Positioning a layered frame

To complete these steps, frames must be placed "On all pages," "On left/right pages," or "On current page" in the "Place frame" box (Frame InfoBox, Placement tab).

1. Click in the frame and press ESC to select the frame.

If the frame is completely underneath other frames, click to display the top frame bar. Then press CTRL and click until the frame is reached.

2. From the Frame menu, choose Priority.

Select from Bring to Front, Bring Forward One, Send to Back, or Send Back One.

{button ,AL(`H_SELECTING_A_FRAME_STEPS;H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_STEPS;H_GROUPING_FRAMES_TOGETHER_STEPS;H_PLACING_A_FRAME_IN_A_DOCUMENT_STEPS;H_ADDING_BACKGROUND_PATTERN_AND_COLOR_TO_A_FRAME_STEPS;H_CREATING_A_FRAME_USING_THE_CREATE_MENU_STEPS;H_COPYING_A_FRAME_STEPS',0)} [See related topics](#)

Protecting frame contents

1. Choose File - TeamSecurity.
2. Click the Other Protection tab.
3. Select "Honor protection on frames and table cells."
4. Click OK.
5. Click in the frame.
6. Click the right mouse button and choose Frame Properties.

Tip

7. Click the Misc tab.




8. Select "Protect frame."


When frame contents are protected, you are prevented from selecting either the frame or its contents.

```
{button ,AL(^H_REMOVING_PROTECTION_FROM_AN_ENTIRE_TABLE_STEPS;H_REMOVING_PROTECTION_F  
ROM_FRAME_CONTENTS_STEPS;H_REMOVING_PROTECTION_FROM_TABLE_CELL_CONTENTS_STEPS  
;H_PROTECTING_TEXT_STEPS;H_SETTING_OTHER_TEAMSECURITY_PROTECTION_OPTIONS_STEPS;H  
_PLACING_LINES_AROUND_A_FRAME_STEPS;H_ALIGNING_A_FRAME_TO_THE_LEFT_MARGIN_STEPS',  
0)} See related topics
```

Removing protection from frame contents

1. Choose File - TeamSecurity.

2. Click the Other Protection tab.
3. Deselect "Honor protection on frames and table cells."
4. Click OK.
5. Click in the frame.
6. Click the right mouse button and choose Frame Properties.

Tip

7. Click the Misc tab.

8. Deselect "Protect frame."

{button ,AL(^H_PROTECTING_AN_ENTIRE_TABLE_STEPS;H_PROTECTING_FRAME_CONTENTS_STEPS;H_PROTECTING_TABLE_CELL_CONTENTS_STEPS;H_PROTECTING_TEXT_STEPS;H_UNPROTECTING_TEXT_STEPS;H_SETTING_OTHER_TEAMSECURITY_PROTECTION_OPTIONS_STEPS;H_PLACING_LINES_AROUND_A_FRAME_STEPS;H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_STEPS',0)} [See related topics](#)

Details: Resizing a frame by specifying height and width

Automatic frame sizing to fit contents



Allows the frame to expand to accommodate the contents (including the size of a picture, graphic, or chart).

The options are:

- None - The frame stays a constant size.
- Grow down - The frame maintains its set height and width unless the contents do not fit into the frame. If the contents do not fit, the frame expands downward to fit the contents. You cannot adjust the height after you select this option.
- Grow up - The frame maintains its set height and width unless the contents do not fit into the frame. If the contents do not fit, the frame expands upward to fit the contents. You cannot adjust the height after selecting this option.
- Fit graphic - Word Pro automatically resizes the frame to fit the graphic or OLE object it contains. You cannot adjust the height or width. If you choose this option, do not select "Fit To" in the "Scaling" box on the Frame InfoBox, Image panel.
- Grow right - The frame maintains its set height and width unless the contents do not fit into the frame. If the contents do not fit, the frame expands to the right to fit the contents. You cannot adjust the width after selecting this option.
- Grow left - The frame maintains its set height and width unless the contents do not fit into the frame. If the contents do not fit, the frame expands to the left to fit the contents. You cannot adjust the width after selecting this option.
- Grow center - The frame maintains its set height and width unless the contents do not fit into the frame. If the contents do not fit, the frame expands equally to the left and right to fit the contents. You cannot adjust the width after selecting this option.

{button ,AL('H_RESIZING_A_FRAME_BY_SPECIFYING_HEIGHT_AND_WIDTH_STEPS',1)} [Go to procedure](#)
{button ,AL('H_RESIZING_A_FRAME_USING_THE_MOUSE_STEPS;H_RESIZING_A_FRAME_TO_FIT_THE_PAGE_STEPS;H_MOVING_AN_ANCHORED_FRAME_STEPS;H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_STEPS;H_WRAPPING_TEXT_AROUND_A_FRAME_STEPS;H_POSITIONING_A_LAYERED_FRAME_STEPS',0)} [See related topics](#)

Resizing a frame by specifying height and width

1. Click in the frame.
2. Click the right mouse button and choose Frame Properties.
3.  Tip
Click the Size & Margins tab.
4.  Specify values in the "Frame width" and "Frame height" boxes.
5. If you want to set the frame size to accommodate its contents, select an option in the "Automatic frame sizing to fit contents" box.

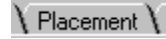
{button ,AL(`H_RESIZING_A_FRAME_BY_SPECIFYING_HEIGHT_AND_WIDTH_DETAILS',1)} [See details](#)

{button ,AL(`H_RESIZING_A_FRAME_TO_FIT_THE_PAGE_STEPS;H_RESIZING_A_FRAME_USING_THE_MOUSE_STEPS;H_SELECTING_AND_SIZING_A_GROUP_OF_FRAMES_STEPS;H_SIZING_A_PICTURE_OR_GRAPHIC_IN_A_FRAME_STEPS;H_SETTING_ALL_MARGINS_AT_ONE_TIME_IN_A_FRAME_STEPS;H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_STEPS;H_WRAPPING_TEXT_AROUND_A_FRAME_STEPS',0)} [See related topics](#)

Resizing a frame to fit the page

You can only select these options if the frame is anchored to a page, another frame, or to the paragraph above.

1. Click in the frame.
2. Click the right mouse button and choose Frame Properties.
3. Click the Placement tab.



4. To make the frame span the page width, click the wide margin to margin Quick alignment button.



5. To make the frame span the page height, click the high margin to margin Quick alignment button.



{button ,AL(`H_RESIZING_A_FRAME_USING_THE_MOUSE_STEPS;H_RESIZING_A_FRAME_BY_SPECIFYING_HEIGHT_AND_WIDTH_STEPS;H_PLACING_A_FRAME_IN_A_DOCUMENT_STEPS;H_MOVING_A_FRAME_ON_THE_SAME_PAGE_STEPS;H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_STEPS;H_WRAPPING_TEXT_AROUND_A_FRAME_STEPS;H_POSITIONING_A_LAYERED_FRAME_STEPS';0)} [See related topics](#)

Resizing a frame using the mouse

You will not be able to resize the frame if the "Automatic frame sizing to fit contents" option on the Frame InfoBox, Size & Margins panel, is set to "Fit graphic."

If this option is set to "Grow down" or "Grow up," you can only change the frame's width. If it is set to "Grow center," "Grow left," or "Grow right," you can only change the frame's height.

Show me a QuickDemo

1. Click on the frame.
2. Move the mouse pointer to a corner of the frame until a double arrow appears.

3. Drag the double arrow to make the frame smaller or larger.

To size just width or height, place the mouse pointer at the center of a frame side and drag horizontally or vertically.

```
{button ,AL('H_RESIZING_A_FRAME_BY_SPECIFYING_HEIGHT_AND_WIDTH_STEPS;H_RESIZING_A_FRAME_TO_FIT_THE_PAGE_STEPS;H_SIZING_A_PICTURE_OR_GRAPHIC_IN_A_FRAME_STEPS;H_SELECTING_AND_SIZING_A_GROUP_OF_FRAMES_STEPS;H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_STEPS;H_FRAME_POINTER_SHAPES_STEPS;H_WRAPPING_TEXT_AROUND_A_FRAME_STEPS;H_POSITIONING_A_LAYERED_FRAME_STEPS',0)} See related topics
```

Selecting and sizing a group of frames

1. Select one of the frames in the group.

Word Pro displays a colored box around all frames in the group.

2. To size the group, click the colored box border until the handles appear, and drag it to the desired position.

You can also resize an individual frame in the group.

 **Tip**

{button ,AL('H_GROUPING_FRAMES_TOGETHER_STEPS;H_PLACING_A_FRAME_IN_A_DOCUMENT_STEPS;H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_STEPS;H_WRAPPING_TEXT_AROUND_A_FRAME_STEPS;H_POSITIONING_A_LAYERED_FRAME_STEPS;H_MOVING_AN_ANCHORED_FRAME_STEPS;H_RESIZING_A_FRAME_USING_THE_MOUSE_STEPS',0)} [See related topics](#)

Selecting a color for lines around a frame

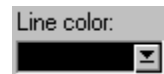
1. Click in the frame.
2. Choose Frame - Lines Around Frame, or click the right mouse button and choose Frame Properties.

 Tip

3. Click the Lines & Colors tab.



4. Select a "Line color."

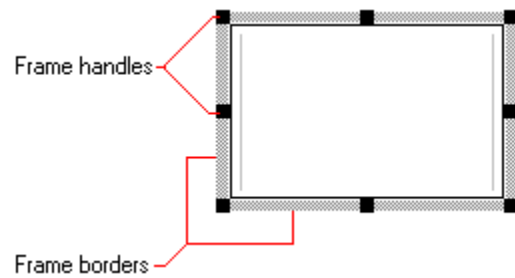


{button ,AL(^H_PLACING_LINES_AROUND_A_FRAME_STEPS;H_CUSTOMIZING_LINES_AROUND_A_FRAME_STEPS;H_SELECTING_A_STYLE_AND_WIDTH_FOR_LINES_AROUND_A_FRAME_STEPS;H_CREATING_A_CUSTOM_COLOR_STEPS;H_ADDING_A_SHADOW_WITH_COLOR_AND_DEPTH_TO_LINES_AROUND_A_FRAME_STEPS;H_ADDING_BACKGROUND_PATTERN_AND_COLOR_TO_A_FRAME_STEPS',0)} [See related topics](#)

Selecting a frame

You must select a frame before you can add or edit contents.

1. If you want to move or resize a frame, click the frame border until the bars and handles appear.



2. If you want to type in or insert contents into a frame, click in the frame.

If a frame is not the first frame in a linked set of frames, you cannot select it until it contains text which flows from the previous frame in the linked set.

{button ,AL('H_DESELECTING_A_FRAME_STEPS;H_DELETING_A_FRAME_STEPS;H_TYPING_TEXT_IN_A_FRAME_STEPS;H_POSITIONING_A_LAYERED_FRAME_STEPS;H_FRAME_POINTER_SHAPES_STEPS',0)} [See related topics](#)

Selecting a style and width for lines around a frame

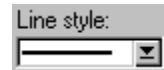
1. Click in the frame.
2. Choose Frame - Lines Around Frame, or click the right mouse button and choose Frame Properties.

 Tip

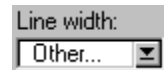
3. Click the Lines & Colors tab.



4. Select a "Line style."



5. Select a "Line width."




{button ,AL('H_PLACING_LINES_AROUND_A_FRAME_STEPS;H_CUSTOMIZING_LINES_AROUND_A_FRAME_STEPS;H_SELECTING_THE_PLACEMENT_OF_LINES_AROUND_A_FRAME_STEPS;H_SELECTING_A_COLOR_FOR_LINES_AROUND_A_FRAME_STEPS;H_ADDING_A_SHADOW_WITH_COLOR_AND_DEPTH_TO_LINES_AROUND_A_FRAME_STEPS;H_ADDING_BACKGROUND_PATTERN_AND_COLOR_TO_A_FRAME_STEPS',0)} [See related topics](#)

Selecting the placement of lines around a frame

1. Click in the frame.
2. Choose Frame - Lines Around Frame, or click the right mouse button and choose Frame Properties.

 Tip

3. Click the Lines & Colors tab.

4. Select an option in the "Lines around frame" or "Line style" boxes.
5. Select an option in "Show sides" box.



{button ,AL(`H_PLACING_LINES_AROUND_A_FRAME_STEPS;H_CUSTOMIZING_LINES_AROUND_A_FRAME_STEPS;H_SELECTING_A_STYLE_AND_WIDTH_FOR_LINES_AROUND_A_FRAME_STEPS;H_SELECTING_A_COLOR_FOR_LINES_AROUND_A_FRAME_STEPS;H_ADDING_A_SHADOW_WITH_COLOR_AND_DEPTH_TO_LINES_AROUND_A_FRAME_STEPS;H_ADDING_BACKGROUND_PATTERN_AND_COLOR_TO_A_FRAME_STEPS',0)} [See related topics](#)

Setting all margins at one time in a frame

1. Click in the [frame](#).
2. Click the right mouse button and choose Frame Properties.

 Tip

3. Click the Size & Margins tab.



4. Type a value in the "Margin all sides" box. This defines the amount of space between the frame contents and the lines around the frame.
5. Type a value in the "Padding around border" box. This defines the space between the lines and surrounding text. If there are no lines around the frame, the margin and padding values are added together to define the space between the frame contents and surrounding text.

{button ,AL(^H_SETTING_A_TOP_BOTTOM_LEFT_OR_RIGHT_MARGIN_IN_A_FRAME_STEPS;H_PLACING_A_FRAME_IN_A_DOCUMENT_STEPS;H_RESIZING_A_FRAME_BY_SPECIFYING_HEIGHT_AND_WIDTH_STEPS;H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_STEPS;H_FRAME_MARGINS_OVER',0)} [See related topics](#)

Details: Setting a top, bottom, left, or right margin in a frame

Margins

The options are:

- Inside of border - the space between the frame contents and the lines (border) around the frame
- Outside of border - the space between the lines (border) around the frame and surrounding text

{button ,AL('H_SETTING_A_TOP_BOTTOM_LEFT_OR_RIGHT_MARGIN_IN_A_FRAME_STEPS',1)} [Go to procedure](#)

{button ,AL('H_MOVING_A_FRAME_ON_THE_SAME_PAGE_STEPS;H_SETTING_ALL_MARGINS_AT_ONE_TIME_IN_A_FRAME_STEPS;H_MOVING_AN_ANCHORED_FRAME_STEPS;H_MOVING_A_FRAME_TO_A_DIFFERENT_PAGE_STEPS;H_PLACING_A_FRAME_IN_A_DOCUMENT_STEPS;H_ALIGNING_A_FRAME_TO_THE_LEFT_MARGIN_STEPS;H_ALIGNING_A_FRAME_TO_THE_RIGHT_MARGIN_STEPS;H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_STEPS',0)} [See related topics](#)

Setting a top, bottom, left, or right margin in a frame


1. Click in the frame.
2. Click the right mouse button and choose Frame Properties.

 Tip

3. Click the Size & Margins tab.



4. Click Margin Options.



5. Select where you want the margins placed in the "Margins" box.
6. Specify values for each margin using the "Top," "Left," "Right," and "Bottom" boxes.
7. Click OK.

{button ,AL(`H_SETTING_A_TOP_BOTTOM_LEFT_OR_RIGHT_MARGIN_IN_A_FRAME_DETAILS',1)} [See details](#)
{button ,AL(`H_MOVING_A_FRAME_ON_THE_SAME_PAGE_STEPS;H_FRAME_MARGINS_OVER;H_SETTING_ALL_MARGINS_AT_ONE_TIME_IN_A_FRAME_STEPS;H_PLACING_LINES_AROUND_A_FRAME_STEPS;H_PLACING_A_FRAME_IN_A_DOCUMENT_STEPS;H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_STEP S',0)} [See related topics](#)

Details: Setting caption layout options

Caption position

Select the position for the caption in relation to the parent frame. You can position the caption below, above, to the left, or to the right of the frame.

Lines around caption

Select an option for lines around the caption.

Caption text alignment

Select left, right, or centered alignment for the caption text.

{button ,AL('H_SETTING_CAPTION_LAYOUT_OPTIONS_STEPS',1)} [Go to procedure](#)

{button ,AL('H_DELETING_A_FRAME_CAPTION_STEPS;H_FIELDS_OVER;H_SETTING_CAPTION_TEXT_OPTIONS_STEPS;H_GROUPING_FRAMES_TOGETHER_STEPS;H_CREATING_A_FRAME_CAPTION_STEPS;H_MOVING_A_FRAME_ON_THE_SAME_PAGE_STEPS;H_PLACING_A_FRAME_IN_A_DOCUMENT_STEPS;H_CREATING_A_FRAME_USING_THE_CREATE_MENU_STEPS;H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_STEPS;H_IMPORTING_A_PICTURE_OR_GRAPHIC_STEPS;H_FRAME_POINTER_SHAPES_STEPS;H_CREATING_A_FRAME_USING_THE_CREATE_MENU_STEPS;H_WRAPPING_TEXT_AROUND_A_FRAME_STEPS',0)} [See related topics](#)

Setting caption layout options

1. Select an option for "Caption position."
 2. Select an option for "Line around caption."
 3. Select the "Caption text alignment."
 4. Click the Caption tab to specify caption options, or click OK to create the caption.
-

{button ,AL('H_SETTING_CAPTION_LAYOUT_OPTIONS_DETAILS',1)} [See details](#)

{button ,AL('H_DELETING_A_FRAME_CAPTION_STEPS;H_FIELDS_OVER;H_SETTING_CAPTION_TEXT_OPTIONS_STEPS;H_GROUPING_FRAMES_TOGETHER_STEPS;H_CREATING_A_FRAME_CAPTION_STEPS;H_MOVING_A_FRAME_ON_THE_SAME_PAGE_STEPS;H_PLACING_A_FRAME_IN_A_DOCUMENT_STEPS;H_CREATING_A_FRAME_USING_THE_CREATE_MENU_STEPS;H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_STEPS;H_IMPORTING_A_PICTURE_OR_GRAPHIC_STEPS;H_FRAME_POINTER_SHAPES_STEPS;H_WRAPPING_TEXT_AROUND_A_FRAME_STEPS;',0)} [See related topics](#)

Details: Setting caption text options

Caption type

Select the type of caption to create. Word Pro uses the type as the basis for the text that appears before the caption number. Each caption type maintains its own numbering sequence, independent of other caption types.

Text before

Type the text to appear before the caption number. This option defaults to the caption type you select. If you want a space to appear between the text and number, press the spacebar after the text.

Number type

Select the numbering style for the caption. If you select "None," the caption is not numbered and the caption number is not incremented for the caption type you selected.

Text after

Type the text you want to follow the caption number. If you want a space between the number and the text that follows it, press the spacebar before the text.

Initial paragraph style

Select the paragraph style to use for the first line of the caption.

{button ,AL('H_SETTING_CAPTION_TEXT_OPTIONS_STEPS',1)} [Go to procedure](#)

{button ,AL('H_MOVING_A_FRAME_ON_THE_SAME_PAGE_STEPS;H_PLACING_A_FRAME_IN_A_DOCUMENT_STEPS;H_CREATING_A_FRAME_USING_THE_CREATE_MENU_STEPS;H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_STEPS;H_WRAPPING_TEXT_AROUND_A_FRAME_STEPS;H_IMPORTING_A_PICTURE_OR_GRAPHIC_STEPS;H_FRAME_POINTER_SHAPES_STEPS;H_CREATING_A_FRAME_CAPTION_STEPS;H_FIELDS_OVER;H_SETTING_CAPTION_LAYOUT_OPTIONS_STEPS;',0)} [See related topics](#)

Setting caption text options

You can define text and numbering for captions by choosing options on this panel. Caption numbering uses Sequence power fields. As you add frames with captions, Word Pro automatically adjusts the caption numbering.

To ensure accurate caption numbering when you print the document, click Options in the Print dialog box and update "Fields."

1. Select a "Caption type."
2. Type the caption text in the "Text before" and "Text after" fields.
3. Select a "Number type."
4. Select a paragraph style for the caption in the "Initial paragraph style" box.
5. Click the Layout tab to specify layout options, or click OK to create the caption.

{button ,AL('H_SETTING_CAPTION_TEXT_OPTIONS_DETAILS',1)} [See details](#)

{button ,AL('H_DELETING_A_FRAME_CAPTION_STEPS;H_POWER_FIELDS_OVER;H_SETTING_CAPTION_LAYOUT_OPTIONS_STEPS;H_GROUPING_FRAMES_TOGETHER_STEPS;H_MOVING_A_FRAME_ON_THE_SAME_PAGE_STEPS;H_PLACING_A_FRAME_IN_A_DOCUMENT_STEPS;H_CREATING_A_FRAME_USING_THE_CREATE_MENU_STEPS;H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_STEPS;H_WRAPPING_TEXT_AROUND_A_FRAME_STEPS;H_IMPORTING_A_PICTURE_OR_GRAPHIC_STEPS;H_FRAME_POINTER_SHAPES_STEPS',0)} [See related topics](#)

Typing text in a frame

1. Click in the frame.
2. To insert text, start typing.

If the frame contains any other object, such as a drawing or picture, you cannot type in the frame.

```
{button ,AL('H_CREATING_A_FRAME_USING_THE_FRAME_ICON_STEPS;H_CREATING_A_FRAME_USING_TH  
E_CREATE_MENU_STEPS;H_SELECTING_A_FRAME_STEPS;H_IMPORTING_A_PICTURE_OR_GRAPHIC_S  
TEPS;H_INSERTING_A_DOCUMENT_OR_FILE_INTO_THE_CURRENT_DOCUMENT_STEPS;H_INSERTING_  
A_TABLE_INTO_A_FRAME_STEPS;H_INSERTING_NEWSPAPER_COLUMNS_INTO_A_FRAME_STEPS',0)}  
See related topics
```

Details: Unlinking frames

Select the frame the text flows from. For example, if Frame1 is linked to Frame2, place the insertion point in Frame1 to break the link to Frame2.

If you cannot select the frame you want to unlink, it may be linked to a previous frame that does not contain enough text to flow into the frame you want to unlink. You can either break the link from the previous frame or type enough text that it flows into the frame you want to unlink.

You can increase the size of a frame to make all text visible. If the frame you want to unlink is itself linked to other frames, the links still remain after you break the first link.

{button ,AL('H_UNLINKING_FRAMES_STEPS',1)} [Go to procedure](#)

{button ,AL('H_LINKED_FRAMES_OVER;H_LINKING_FRAMES_BY_SELECTION_STEPS;H_LINKING_TWO_FRAMES_BY_SPECIFYING_THE_FRAME_NAME_STEPS;H_DELETING_A_FRAME_STEPS',0)} [See related topics](#)

Unlinking frames

1. Select the frame you want to unlink.
2. From the Frame menu, choose Unlink.

{button ,AL('H_UNLINKING_FRAMES_DETAILS',1)} [See details](#)

{button ,AL('H_LINKED_FRAMES_OVER;H_LINKING_FRAMES_BY_SELECTION_STEPS;H_LINKING_TWO_FRAMES_BY_SPECIFYING_THE_FRAME_NAME_STEPS;H_DELETING_A_FRAME_STEPS',0)} [See related topics](#)

Vertically aligning frame contents

1. Click in the frame.



Tip

2. Click the right mouse button and choose Frame Properties.

3. Click the Misc tab.



4. Click one of the Vertical alignment buttons.



{button ,AL(^H_ALIGNING_TEXT_USING_A_CYCLEKEY_STEPS;H_ALIGNING_A_FRAME_TO_THE_LEFT_MARGIN_STEPS;H_ALIGNING_A_FRAME_TO_THE_RIGHT_MARGIN_STEPS;H_RESIZING_A_FRAME_TO_FIT_THE_PAGE_STEPS;H_WRAPPING_TEXT_AROUND_A_FRAME_STEPS;H_CREATING_A_FRAME_USING_THE_CREATE_MENU_STEPS;H_CENTERING_A_FRAME_BETWEEN_MARGINS_STEPS',0)} [See related topics](#)

Details: Wrapping text around a frame

You cannot change the wrap if the "Place frame" option on the Frame InfoBox, Placement panel, is set to "In text" or "With paragraph above." Text will flow above and below the frame.

Wrap options

The picture on each wrap button previews the look of the text in relation to the frame. The options are:

- Flow behind the frame
- Flow above and below the frame
- Flow on both sides of the frame
- Flow on the left side of the frame
- Flow on the right side of the frame
- Flow on the side of the frame which is widest


{button ,AL(`H_WRAPPING_TEXT_AROUND_A_FRAME_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_PLACING_A_FRAME_IN_A_DOCUMENT_STEPS;H_PLACING_LINES_AROUND_A_FRAME_STEPS;H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_STEPS;H_RESIZING_A_FRAME_BY_SPECIFYING_HEIGHT_AND_WIDTH_STEPS;H_SETTING_ALL_MARGINS_AT_ONE_TIME_IN_A_FRAME_STEPS;H_CHANGING_TEXT_DIRECTION_IN_A_FRAME_STEPS',0)} [See related topics](#)

Wrapping text around a frame

1. Click in the [frame](#).
2. Click the right mouse button and choose Frame Properties.

 Tip

3. Click the Placement tab.
- 
4. Click a Wrap options button.

{button ,AL('H_WRAPPING_TEXT_AROUND_A_FRAME_DETAILS',1)} [See details](#)

{button ,AL('H_PLACING_A_FRAME_IN_A_DOCUMENT_STEPS;H_PLACING_LINES_AROUND_A_FRAME_STEPS;H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_STEPS;H_RESIZING_A_FRAME_BY_SPECIFYING_HEIGHT_AND_WIDTH_STEPS;H_SETTING_ALL_MARGINS_AT_ONE_TIME_IN_A_FRAME_STEPS;H_CHANGING_TEXT_DIRECTION_IN_A_FRAME_STEPS;H_WRAPPING_TEXT_AROUND_A_GRAPHIC_DRAWING_OR_OLE_OBJECT_STEPS;',0)} [See related topics](#)

Details: Adding a shadow with color and depth to lines around paragraphs

Shadow depth

The options are:

- Shallow
- Normal
- Deep
- Other - Specify a value (between 0 and 0.2) in the Shadow Depth dialog box and click OK.

{button ,AL('H_ADDING_A_SHADOW_WITH_COLOR_AND_DEPTH_TO_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS',1)} [Go to procedure](#)

{button ,AL('H_PLACING_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_CREATING_A_CUSTOM_COLOR_STEPS;H_SELECTING_A_LOCATION_FOR_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_SELECTING_A_STYLE_AND_WIDTH_FOR_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_SELECTING_A_COLOR_FOR_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS',0)} [See related topics](#)

Adding a shadow with color and depth to lines around text or a paragraph

1. Place the insertion point in the paragraph, or select the paragraphs you want to place lines around.
2. Click the right mouse button and choose Text Properties.

 Tip

3. Click the Lines and Colors tab.



4. Select an option in the "Shadow" box.



5. Select a "Shadow depth."



6. Select a "Shadow color."



7. To apply the shadow to individual paragraphs, select "Length of text" in the "Line Length" box. To create a shadow around all selected paragraphs, choose "To margins" in the "Line Length" box.

{button ,AL(^H_ADDING_A_SHADOW_WITH_COLOR_AND_DEPTH_TO_LINES_AROUND_TEXT_OR_A_PARAGRAPH_DETAILS',1)} [See details](#)

{button ,AL(^H_PLACING_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_CREATING_A_CUSTOM_COLOR_STEPS;H_SELECTING_A_LOCATION_FOR_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_SELECTING_A_STYLE_AND_WIDTH_FOR_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_SELECTING_A_COLOR_FOR_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS',0)} [See related topics](#)

Adding background color and pattern to paragraphs

1. Place the insertion point in the paragraph, or select more than one paragraph.
2. From the Text menu, choose Text Properties.



3. Click the Lines & Colors tab.



4. Select a "Background color."
5. Select a background "Pattern."
6. You can select a contrasting color for a pattern by selecting a "Pattern color."

{button ,AL(^H_PLACING_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_CREATING_A_CUSTOM_COLOR_STEPS;H_SELECTING_A_LOCATION_FOR_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_SELECTING_A_STYLE_AND_WIDTH_FOR_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_SELECTING_A_COLOR_FOR_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_APPLYING_A_COLOR_TO_TEXT_USING_THE_INFOBOX_STEPS;";0)} [See related topics](#)

Advanced Options Dialog box

This dialog box enables you to perform several advanced tasks for working with text.

Choose a task:

[Overstriking text](#)

[Changing the space between text characters](#)

[Setting vertical character alignment](#)

{button ,AL(`H_TEXT_FONT_PROPERTIES_CS;H_TEXT_ALIGNMENT_PROPERTIES_CS;H_TEXT_LINES_AND_COLORS_PROPERTIES_CS;H_TEXT_BULLETS_PROPERTIES_CS;H_TEXT_MISC_PROPERTIES_CS;H_STYLE_PROPERTIES_CS',0)} [See related topics](#)

Aligning text to the left and right margins

1. From the View menu, choose Show/Hide, and then choose Ruler.



2. Click the right mouse button on the ruler and choose Clear All Tabs.
3. Click the right mouse button on the ruler and choose Quick Right Tab.
4. Type the desired text at the left margin.
5. Press TAB to go to the right.
6. Type the desired text at the right margin.

{button ,AL(^H_INSERTING_A_PAGE_BREAK_STEPS;H_ALIGNING_TEXT_USING_A_CYCLEKEY_STEPS;H_ALIGNING_TEXT_USING_THE_TEXT_MENU_STEPS;H_ALIGNING_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_SETTING_TABS_ON_THE_RULER_STEPS;H_SETTING_TABS_USING_THE_INFOBOX_STEPS;H_SETTING_NUMERIC_ALIGNMENT_STEPS;H_SETTING_PARAGRAPH_BREAK_RULES_STEPS',0)} [See related topics](#)

Aligning text using a CycleKey

1. Select the desired paragraph(s).

To change one paragraph, you can place the insertion point anywhere in the paragraph.

2. Press F6 until you reach the desired type of alignment.








Press SHIFT+F6 to cycle through the alignments in the opposite direction.

Note Function keys can act as CycleKeys if you select "Assign function keys to CycleKeys" in Function Key Setup.

```
{button ,AL(`H_CYCLEKEYS_OVER;H_ALIGNING_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_SETTING_TH  
E_F6_CYCLEKEY_SEQUENCE_FOR_ALIGNMENT_STEPS;H_APPLYING_ATTRIBUTES_USING_A_CYCLEK  
EY_OVER;H_ALIGNING_TEXT_USING_THE_TEXT_MENU_STEPS',0)} See related topics
```

Details: Aligning text using the Text InfoBox

The options are:

When you press...	The button...
	Aligns text to the left margin.
	Centers text between margins.
	Aligns text to the right margin.
	Justifies text between the left and right margins.
	Aligns text to the left margin and aligns numbers according to the "Numeric alignment" options set on the Misc panel of the Text InfoBox. This option only works when the text is in a table cell.

{button ,AL('H_ALIGNING_TEXT_USING_THE_TEXT_INFOBOX_STEPS',1)} [Go to procedure](#)

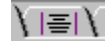
{button ,AL('H_INSERTING_A_PAGE_BREAK_STEPS;H_ALIGNING_TEXT_TO_THE_LEFT_AND_RIGHT_MARGINS_STEPS;H_INSERTING_A_PAGE_BREAK_STEPS;H_ALIGNING_TEXT_USING_A_CYCLEKEY_STEPS;H_ALIGNING_TEXT_USING_THE_TEXT_MENU_STEPS;H_SETTING_TABS_ON_THE_RULER_STEPS;H_SETTING_TABS_USING_THE_INFOBOX_STEPS;H_SETTING_NUMERIC_ALIGNMENT_STEPS',0)} [See related topics](#)

Aligning text using the Text InfoBox

1. Select the desired paragraph(s) or place the insertion point at the desired location.
2. Click the right mouse button and choose Text Properties.



3. Click the Alignment tab.



4. Click the desired "Alignment" button.

{button ,AL('H_ALIGNING_TEXT_USING_THE_TEXT_INFOBOX_DETAILS',1)} [See details](#)

{button ,AL('H_ALIGNING_TEXT_USING_THE_TEXT_INFOBOX_DETAILS',1)} [See details](#)

{button ,AL('H_INSERTING_A_PAGE_BREAK_STEPS;H_ALIGNING_TEXT_TO_THE_LEFT_AND_RIGHT_MARGINS_STEPS;H_INSERTING_A_PAGE_BREAK_STEPS;H_ALIGNING_TEXT_USING_A_CYCLEKEY_STEPS;H_ALIGNING_TEXT_USING_THE_TEXT_MENU_STEPS;H_SETTING_TABS_ON_THE_RULER_STEPS;H_SETTING_TABS_USING_THE_INFOBOX_STEPS;H_SETTING_NUMERIC_ALIGNMENT_STEPS;H_CHANGING_THE_SPACE_BETWEEN_THE_MARGIN_AND_INDENTED_TEXT_STEPS',0)} [See related topics](#)

Aligning text using the Text menu

1. Select the desired paragraphs or place the insertion point at the desired location.
2. Choose Text - Alignment.
3. Choose Left, Center, Right, or Full Justify (aligns text at both margins).

{button ,AL('H_ALIGNING_TEXT_TO_THE_LEFT_AND_RIGHT_MARGINS_STEPS;H_CHANGING_THE_SCOPE_OF_PARAGRAPH_SPACING_STEPS;H_ALIGNING_TEXT_USING_A_CYCLEKEY_STEPS;H_ALIGNING_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_SETTING_TABS_ON_THE_RULER_STEPS;H_SETTING_TABS_USING_THE_INFOBOX_STEPS;H_SETTING_NUMERIC_ALIGNMENT_STEPS';0)} [See related topics](#)

Overview: Applying attributes using a CycleKey

You can apply an attribute to text by using a function key to cycle through a list of options. For example, if your setup specifies cycling through bold, italic, and underline, then repeatedly pressing the CycleKey changes selected text to bold, then italics, then underline.

CycleKeys are additive in that you can cumulatively add attributes to selected text. Then, if you reselect the same text and press the CycleKey, you continue to add attributes assigned to that CycleKey. You can also go backwards in the sequence by pressing SHIFT+ the CycleKey.

{button ,AL('H_APPLYING_ATTRIBUTES_USING_A_CYCLEKEY_STEPS;H_CYCLEKEYS_OVER;H_SETTING_TH
E_F5_CYCLEKEY_SEQUENCE_FOR_ATTRIBUTES_STEPS',0)} [See related topics](#)

Applying attributes using a CycleKey

1. Select the text or place the insertion point in the desired word.
2. Press F5 until the text has the desired attribute.



Press SHIFT+F5 to cycle through the attributes in the opposite direction.

Note Function keys can act as CycleKeys if you select "Assign Function keys to CycleKeys" in Function Key Setup.

```
{button ,AL(`H_CHANGING_THE_SIZE_OF_TEXT_USING_A_CYCLEKEY_STEPS;H_APPLYING_A_COLOR_TO_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_APPLYING_A_FONT_TO_TEXT_USING_A_CYCLEKEY_STEPS;H_ALIGNING_TEXT_USING_A_CYCLEKEY_STEPS;H_SETTING_THE_F5_CYCLEKEY_SEQUENCE_FOR_ATTRIBUTES_STEPS;H_APPLYING_ATTRIBUTES_USING_A_CYCLEKEY_OVER;H_CYCLEKEYS_OVER;H_ASSIGNING_FUNCTION_KEYS_TO_PARAGRAPH_STYLES_STEPS;';0)} See related topics
```

Applying a color to text using the Text InfoBox

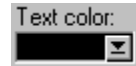
1. Select the text or place the insertion point at the desired location.
2. Choose Text - Text Properties or Text - Font & Color.

 Tip

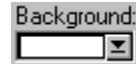
3. Click the Font tab.



4. Select a "Text color."



5. You can select an option for "Background" color for the text.



Selecting "Transparent" allows the background color to display behind the text.

{button .AL(^H_CHANGING_THE_SPACE_BETWEEN_TEXT_CHARACTERS_STEPS;H_ADDING_BACKGROUND_COLOR_AND_PATTERN_TO_A_PAGE_STEPS;H_APPLYING_ATTRIBUTES_USING_A_CYCLEKEY_STEPS;H_CHANGING_THE_SIZE_OF_TEXT_USING_A_CYCLEKEY_STEPS;H_CREATING_A_CUSTOM_COLOR_STEPS;H_APPLYING_A_COLOR_TO_TEXT_USING_THE_STATUS_BAR_STEPS;H_ADDING_BACKGROUND_COLOR_AND_PATTERN_TO_PARAGRAPHS_STEPS;','0)} [See related topics](#)

Applying a font to text using a CycleKey

1. Select the text or place the insertion point in the desired word.
2. Press F3 until the text changes to the desired font.



Tip

Press SHIFT+F3 to cycle through the fonts in the opposite direction.

Note Function keys can act as CycleKeys if you select "Assign Function keys to CycleKeys" in Function Key Setup.

```
{button ,AL(^H_APPLYING_ATTRIBUTES_USING_A_CYCLEKEY_OVER;H_CYCLEKEYS_OVER;H_CHANGING_T  
HE_SIZE_OF_TEXT_USING_A_CYCLEKEY_STEPS;H_APPLYING_A_COLOR_TO_TEXT_USING_THE_TEXT  
_INFOBOX_STEPS;H_APPLYING_A_FONT_TO_TEXT_USING_THE_STATUS_BAR_STEPS;H_APPLYING_A  
FONT_TO_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_ALIGNING_TEXT_USING_A_CYCLEKEY_STEPS;  
H_SETTING_THE_F3_CYCLEKEY_SEQUENCE_FOR_FONT_STEPS',0)} See related topics
```

The current font and font size appears on the status bar as you cycle through the fonts.

Applying a font to text using the status bar

1. Select the text or place the insertion point in the desired word.
2. Click the Font button in the status bar.



3. Select a new font name.

```
{button ,AL(`H_APPLYING_A_FONT_TO_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_APPLYING_A_COLOR_
TO_TEXT_USING_THE_STATUS_BAR_STEPS;H_APPLYING_ATTRIBUTES_USING_A_CYCLEKEY_STEPS;H
_INDENTING_TEXT_USING_A_CYCLEKEY_STEPS;H_STATUS_BAR_OVER;H_CHANGING_THE_SIZE_OF_T
EXT_USING_THE_STATUS_BAR_STEPS',0)} See related topics
```

Applying a font to text using the Text InfoBox

1. Select the text or place the insertion point in the desired word.
2. Choose Text - Text Properties or Text - Font & Color.

 Tip

3. Click the Font tab.



4. Select a new "Font name."

{button ,AL(`H_APPLYING_A_FONT_TO_TEXT_USING_THE_STATUS_BAR_STEPS;H_APPLYING_A_COLOR_TO_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_CHANGING_UPPER_AND_LOWERCASE_STEPS;H_STRIKING_THROUGH_TEXT_STEPS;H_OVERSTRIKING_TEXT_STEPS;H_PROTECTING_TEXT_STEPS;H_HIDING_TEXT_STEPS;H_REMOVING_ALL_TEXT_FORMATTING_STEPS;H_APPLYING_ATTRIBUTES_USING_A_CYCLEKEY_STEPS',0)} [See related topics](#)

Applying a paragraph style using a CycleKey

1. Place the insertion point at the desired location.
2. Press F2 until the paragraph has the desired style.



Press SHIFT+F2 to cycle through the paragraph styles in the opposite direction.
The current style appears on the status bar as you cycle through the styles.

```
{button ,AL(`H_CYCLEKEYS_OVER;H_SETTING_THE_F2_CYCLEKEY_SEQUENCE_FOR_STYLE_STEPS;H_STYLES_OVER;H_PARAGRAPH_STYLES_OVER;H_APPLYING_A_STYLE_USING_THE_STYLE_STATUS_BUTTON_STEPS;H_APPLYING_A_STYLE_USING_THE_INFOBOX_STEPS;H_APPLYING_A_STYLE_USING_A_FUNCTION_KEY;',0)} See related topics
```

Applying bullets to text using a CycleKey

1. Place the insertion point at the desired location.
2. Press F8 until the paragraph has the desired bullet style.



Press SHIFT+F8 to cycle through the bullets in the opposite direction.

Note Function keys can act as CycleKeys if you select "Assign Function keys to CycleKeys" in Function Key Setup.

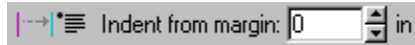
{button ,AL(`H_SETTING_THE_F8_CYCLEKEY_SEQUENCE_FOR_A_BULLETED_LIST_STEPS;H_CYCLEKEYS_OVER;H_CREATING_A_NUMBERED_LIST_USING_A_CYCLEKEY_STEPS;H_APPLYING_BULLETS_TO_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_SKIPPING_A_BULLET_OR_NUMBER_STEPS;H_DISCONTINUING_BULLETS_STEPS',0)} [See related topics](#)

Details: Applying bullets to text using the Text InfoBox

If you do not see a suitable button, you can customize an existing bullet button or a blank button.

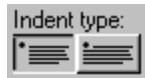
Indent from margin

Allows you to specify a distance between the bullet and the left margin.



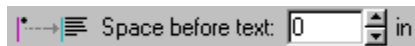
Indent type

Allows you to specify how to align paragraph lines from the bullet, either all lines indented or only the first line indented.



Space before text

Allows you to specify a distance between the bullet and the first character of the text.

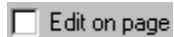


Skip bullet/number

Allows you to skip over a bullet or number indented paragraph.

Edit on page

Allows you to click into the space before the paragraph to apply attributes to the bullet.



Right align

Allows you to align multi-digit numbers to the right.

{button ,AL('H_APPLYING_BULLETS_TO_TEXT_USING_THE_TEXT_INFOBOX_STEPS',1)} [Go to procedure](#)
{button ,AL('H_CREATING_A_CUSTOM_BULLET_BUTTON_STEPS;H_CHANGING_INDENTION_AROUND_A_BULLET_OR_OUTLINE_NUMBER_STEPS;H_INSERTING_A_SYMBOL_STEPS;H_SKIPPING_A_BULLET_OR_NUMBER_STEPS;H_USING_A_PICTURE_OR_GRAPHIC_AS_A_BULLET_STEPS;H_APPLYING_BULLETS_TO_TEXT_USING_A_CYCLEKEY_STEPS;H_CHANGING_THE_PROPERTIES_OF_A_BULLET_NUMBER_OR_LEADING_TEXT_STEPS',0)} [See related topics](#)

Applying bullets to text using the Text Infobox

1. Place the insertion point at the desired location.
2. Click the right mouse button and choose Text Properties.



3. Click the Bullets tab.



4. Click the desired "Bullet" style button.



5. Select any other options.

{button ,AL(^H_APPLYING_BULLETS_TO_TEXT_USING_THE_TEXT_INFOBOX_DETAILS',1)} [See details](#)

{button ,AL(^H_CREATING_A_CUSTOM_BULLET_BUTTON_STEPS;H_CHANGING_INDENTATION_AROUND_A_BULLET_OR_OUTLINE_NUMBER_STEPS;H_INSERTING_A_SYMBOL_STEPS;H_SKIPPING_A_BULLET_OR_NUMBER_STEPS;H_CHANGING_THE_SPACE_BETWEEN_TEXT_CHARACTERS_STEPS;H_USING_A_PICTURE_OR_GRAPHIC_AS_A_BULLET_STEPS;H_CHANGING_THE_PROPERTIES_OF_A_BULLET_NUMBER_OR_LEADING_TEXT_STEPS',0)} [See related topics](#)

Applying small caps to text

1. Select the text or place the insertion point in the desired location.
2. From the Text menu, choose Text Properties or Font & Color.

 Tip

3. Click the Font tab.



4. In the "Attributes" box, select "Small Caps."



{button ,AL(`H_CHANGING_UPPER_AND_LOWERCASE_STEPS;H_APPLYING_ATTRIBUTES_USING_A_CYCLE_KEY_STEPS;H_APPLYING_A_FONT_TO_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_CHANGING_THE_SIZE_OF_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_CREATING_A_DROP_CAP_STEPS;H_REMOVING_ALL_TEXT_FORMATTING_STEPS',0)} [See related topics](#)

Bolding text using the Text InfoBox

1. Select the text or place the insertion point at the desired location.
2. Click the right mouse button and choose Text Properties.

 Tip

3. Click the Font tab.



4. Select "Bold" in the "Attributes" box.



```
{button ,AL(^H_BOLDING_TEXT_USING_THE_STATUS_BAR_STEPS;H_CHANGING_THE_SIZE_OF_TEXT_USING_THE_STATUS_BAR_STEPS;H_APPLYING_ATTRIBUTES_USING_A_CYCLEKEY_STEPS;H_BOLDING_TEXT_USING_THE_TEXT_MENU_STEPS;H_CHANGING_THE_SIZE_OF_TEXT_USING_A_CYCLEKEY_STEPS;H_APPLYING_A_COLOR_TO_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_REMOVING_INDENTS_FROM_TEXT_USING_A_CYCLEKEY_STEPS';0)} See related topics
```

Bolding text using the Text menu

1. Select the text or place the insertion point at the desired location.
2. Choose Text - Attributes.
3. Choose Bold.

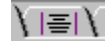
```
{button ,AL('H_BOLDING_TEXT_USING_THE_STATUS_BAR_STEPS;H_CHANGING_THE_SIZE_OF_TEXT_USING_THE_STATUS_BAR_STEPS;H_APPLYING_ATTRIBUTES_USING_A_CYCLEKEY_STEPS;H_ALIGNING_TEXT_USING_A_CYCLEKEY_STEPS;H_CHANGING_THE_SIZE_OF_TEXT_USING_A_CYCLEKEY_STEPS;H_APPLYING_A_COLOR_TO_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_BOLDING_TEXT_USING_THE_TEXT_INFOBOX_STEPS',0)} See related topics
```

Centering text using the Text InfoBox

1. Select the desired paragraphs or place the insertion point at the desired location.
2. Click the right mouse button and choose Text Properties.



3. Click the Alignment tab.



4. Click the center placement Alignment button.



```
{button ,AL('H_INSERTING_A_PAGE_BREAK_STEPS;H_CENTERING_TEXT_USING_THE_TEXT_MENU_STEPS
;H_ALIGNING_TEXT_USING_A_CYCLEKEY_STEPS;H_ALIGNING_TEXT_TO_THE_LEFT_AND_RIGHT_MAR
GINS_STEPS;H_USING_FAST_FORMAT_TO_FORMAT_TEXT_STEPS;H_SETTING_PARAGRAPH_BREAK_R
ULES_STEPS',0)} See related topics
```

Centering text using the Text menu

1. Select the desired paragraphs or place the insertion point at the desired location.
2. Choose Text - Alignment.
3. Choose Center.

{button ,AL(`H_INSERTING_A_PAGE_BREAK_STEPS;H_CENTERING_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_ALIGNING_TEXT_USING_A_CYCLEKEY_STEPS;H_ALIGNING_TEXT_TO_THE_LEFT_AND_RIGHT_MARGINS_STEPS;H_USING_FAST_FORMAT_TO_FORMAT_TEXT_STEPS;H_SETTING_PARAGRAPH_BREAK_RULES_STEPS',0)} [See related topics](#)

Indenting around a bullet or numbered list

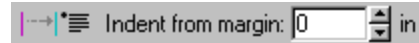
1. Place the insertion point at the desired location.
2. Click the right mouse button and choose Text Properties.

 Tip

3. Click the Bullets tab.



4. To change the space between the left margin and bullet or number, specify the distance under "Indent from margin."



5. To change the space between the bullet or number and the first character of the text, specify the distance under "Space before text."



6. Select the desired "Indent type."



7. To right-align multi-digit numbers, select "Right align."


{button ,AL('H_CREATING_A_CUSTOM_BULLET_BUTTON_STEPS;H_USING_A_PICTURE_OR_GRAPHIC_AS_A_BULLET_STEPS;H_SKIPPING_A_BULLET_OR_NUMBER_STEPS;H_INDENTING_TEXT_OVER;H_OUTLINE_NUMBERING_OVER;H_CREATING_A_CUSTOM_NUMBERED_LIST_STEPS;H_CHANGING_THE_PROPERTIES_OF_A_BULLET_NUMBER_OR_LEADING_TEXT_STEPS',0)} [See related topics](#)

If you type a negative number, the text will have a negative indent and will appear outside the margin.

Changing the distance between lines and text

1. Place the insertion point in the paragraph.
2. Click the right mouse button and choose Text Properties.

 Tip

3. Click the Lines & Colors tab.
-  Select a "Lines around paragraph" option.
5. Specify a value in the "Distance from text" box.

{button ,AL(^H_PLACING_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_CUSTOMIZING_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_SELECTING_A_LOCATION_FOR_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_SELECTING_A_STYLE_AND_WIDTH_FOR_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_SELECTING_A_COLOR_FOR_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_ADDING_A_SHADOW_WITH_COLOR_AND_DEPTH_TO_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS', 0)} [See related topics](#)

Details: Changing the length of lines around paragraphs

When the line length is set to "Length of text," each paragraph uses the line options you select. If the line length is set "To margins" or, to "Custom," Word Pro treats the paragraphs as a group, applying the lines around all selected paragraphs.

Line length

The options are:

- To margins - Extends the line from margin to margin.
- Length of text - Extends the line to the right edge of the text.
- Custom - Only available when the lines are above or below a paragraph. Allows you to specify the line length in inches in the Line Length dialog box. Click OK to return to the Text InfoBox.

{button ,AL(^H_CHANGING_THE_LENGTH_OF_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS',1)} Go to procedure

{button ,AL(^H_PLACING_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_CUSTOMIZING_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_SELECTING_A_LOCATION_FOR_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_SELECTING_A_STYLE_AND_WIDTH_FOR_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_SELECTING_A_COLOR_FOR_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_ADDING_A_SHADOW_WITH_COLOR_AND_DEPTH_TO_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS',0)} See related topics

Changing the length of lines around paragraphs

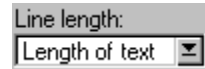
1. Place the insertion point in the paragraph.
2. Click the right mouse button and choose Text Properties.

 Tip

3. Click the Lines & Colors tab.



4. Select a "lines around paragraph" option.
5. Select the desired "Line length."



{button ,AL(^H_CHANGING_THE_LENGTH_OF_LINES_AROUND_TEXT_OR_A_PARAGRAPH_DETAILS',1)} [See details](#)

{button ,AL(^H_PLACING_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_CUSTOMIZING_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_SELECTING_A_LOCATION_FOR_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_SELECTING_A_STYLE_AND_WIDTH_FOR_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_SELECTING_A_COLOR_FOR_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_ADDING_A_SHADOW_WITH_COLOR_AND_DEPTH_TO_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS',0)} [See related topics](#)

Details: Changing the line spacing of text

Line spacing

<u>Line spacing value...</u>	<u>What it means...</u>
Single *	One line of spacing.
1/2 *	One-half line of spacing.
1 1/2 *	One-and-one-half lines of spacing.
Double *	Two lines of spacing.
Multiple *	You specify a multiple number of lines. For example, you select "Multiple" and then specify 4 to have four lines of spacing.

* For each option with an asterisk, the line height is determined by the point size of the largest font on the line.

Leading Allows you to add a specified amount of space to the current font size. Leading is typically expressed in points. You can set this value using any unit of measure.

For example, if you set Leading to 2 points and the font size is 12 points, you have a total of 14 points between the baseline of the first line and the baseline of the next line.

If you change the font size to 24

points, the spacing becomes 26 points between the two baselines.

Custom

A fixed measurement set in inches, centimeters, picas, or points.

For example, if you specify 5 centimeters, each baseline is five centimeters from the next line regardless of the font size.

{button ,AL('H_CHANGING_THE_LINE_SPACING_OF_TEXT_STEPS',1)} [Go to procedure](#)

{button ,AL('H_INSERTING_A_PAGE_BREAK_STEPS;H_KEEPING_TWO_WORDS_TOGETHER_WITH_A_NON_BREAKING_SPACE_STEPS;H_KEEPING_A_PARAGRAPH_ON_THE_SAME_PAGE_STEPS;H_FORCING_A_PAGE_BREAK_BEFORE_OR_AFTER_A_PARAGRAPH_STEPS;H_CHANGING_THE_PARAGRAPH_SPACING_OF_TEXT_STEPS;H_SETTING_PARAGRAPH_BREAK_RULES_STEPS',0)} [See related topics](#)

Changing the line spacing of text

1. Select the paragraph(s) or place the insertion point at the desired location.
2. Click the right mouse button and choose Text Properties.

 Tip

3. Click the Alignment tab.



4. Select the desired "Line spacing."

{button ,AL('H_CHANGING_THE_LINE_SPACING_OF_TEXT_DETAILS',1)} [See details](#)

{button ,AL('H_INSERTING_A_PAGE_BREAK_STEPS;H_KEEPING_TWO_WORDS_TOGETHER_WITH_A_NON_BREAKING_SPACE_STEPS;H_KEEPING_A_PARAGRAPH_ON_THE_SAME_PAGE_STEPS;H_FORCING_A_PAGE_BREAK_BEFORE_OR_AFTER_A_PARAGRAPH_STEPS;H_CHANGING_THE_PARAGRAPH_SPACING_OF_TEXT_STEPS;H_SETTING_PARAGRAPH_BREAK_RULES_STEPS',0)} [See related topics](#)

Details: Changing the paragraph spacing of text

Paragraph spacing

<u>Above and Below values...</u>	<u>What they mean...</u>
1/2 line	One-half line of spacing.
One line	One line of spacing.
1 1/2	One-and-one-half lines of spacing.
Two	Two lines of spacing.
Multiple	You specify a multiple number of lines. For example, you select "Multiple" and then specify 4 to have four lines of spacing.
Custom	A fixed measurement set in inches, centimeters, picas, or points. For example, if you specify 5 centimeters, the baseline of the next paragraph is five centimeters from the last line of the current paragraph.

{button ,AL(^H_CHANGING_THE_PARAGRAPH_SPACING_OF_TEXT_STEPS',1)} [Go to procedure](#)

{button ,AL(^H_KEEPING_TWO_WORDS_TOGETHER_WITH_A_NON_BREAKING_SPACE_STEPS;H_USING_A_SPECIFIC_STYLE_FOR_A_NEW_PARAGRAPH_STEPS;H_CHANGING_THE_SCOPE_OF_PARAGRAPH_SPACING_STEPS;H_SETTING_TABS_USING_THE_INFOBOX_STEPS;H_CHANGING_THE_LINE_SPACING_OF_TEXT_STEPS;H_SETTING_PARAGRAPH_BREAK_RULES_STEPS;H_LINKING_TWO_PARAGRAPHS_TOGETHER_STEPS',0)} [See related topics](#)

Changing the paragraph spacing of text

1. Select the paragraph(s) or place the insertion point at the desired location.
2. Click the right mouse button and choose Text Properties.

 Tip

3. Click the Alignment tab.



4. Select the desired option in "Paragraph spacing," "Above" and "Below."

{button ,AL('H_CHANGING_THE_PARAGRAPH_SPACING_OF_TEXT_DETAILS',1)} [See details](#)

{button ,AL('H_KEEPING_TWO_WORDS_TOGETHER_WITH_A_NON_BREAKING_SPACE_STEPS;H_USING_A_SPECIFIC_STYLE_FOR_A_NEW_PARAGRAPH_STEPS;H_CHANGING_THE_SCOPE_OF_PARAGRAPH_SPACING_STEPS;H_KEEPING_A_PARAGRAPH_ON_THE_SAME_PAGE_STEPS;H_CHANGING_THE_LINE_SPACING_OF_TEXT_STEPS;H_SETTING_PARAGRAPH_BREAK_RULES_STEPS;H_LINKING_TWO_PARAGRAPHS_TOGETHER_STEPS',0)} [See related topics](#)

Changing the properties of a bullet, number, or leading text

The properties of a bullet, number, or leading text can be different from other text in the paragraph.

1. Place the insertion point at the desired bullet or number.
2. Click the right mouse button and choose Text Properties.
3. Click the Bullets tab.



4. Select "Edit on page."
The cursor moves to the protected space immediately to the left of the bullet or outline number.
5. Make the necessary changes.
When you resume working in the text, Word Pro deselects "Edit on page."

{button ,AL(^H_CREATING_A_CUSTOM_BULLET_BUTTON_STEPS;H_OUTLINE_NUMBERING_OVER;H_APPLYING_BULLETS_TO_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_APPLYING_OUTLINE_NUMBERING_TO_TEXT_STEPS;H_INSERTING_TEXT_AROUND_AN_OUTLINE_NUMBER_STEPS;H_USING_A_PICTURE_OR_GRAPHIC_AS_A_BULLET_STEPS;H_CHANGING_INDENTION_AROUND_A_BULLET_OR_OUTLINE_NUMBER_STEPS;H_CHANGING_THE_APPEARANCE_OF_OUTLINE_NUMBERS_STEPS;:,0)} [See related topics](#)

Details: Changing the scope of paragraph spacing

If you add paragraph spacing above or below a paragraph, you can choose whether the spacing applies if the paragraph is on the first line of a column or page, or the last line of a column or page.

Add paragraph spacing

When not at break

Ignores paragraph spacing above when the paragraph is at the beginning of a column, page, cell, frame, or column block. Ignores paragraph spacing below when at the end of a column, page, cell, frame, or column block.

Always

Always honors paragraph spacing.

{button ,AL('H_CHANGING_THE_SCOPE_OF_PARAGRAPH_SPACING_STEPS',1)} [Go to procedure](#)

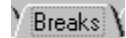
{button ,AL('H_KEEPING_TWO_WORDS_TOGETHER_WITH_A_NON_BREAKING_SPACE_STEPS;H_KEEPING_A_PARAGRAPH_ON_THE_SAME_PAGE_STEPS;H_FORCING_A_PAGE_BREAK_BEFORE_OR_AFTER_A_PARAGRAPH_STEPS;H_USING_FAST_FORMAT_TO_FORMAT_TEXT_STEPS;H_CHANGING_THE_PARAGRAPH_SPACING_OF_TEXT_STEPS;H_CHANGING_THE_LINE_SPACING_OF_TEXT_STEPS;H_SETTING_PARAGRAPH_BREAK_RULES_STEPS',0)} [See related topics](#)

Changing the scope of paragraph spacing

1. Place the insertion point at the desired location.
2. Click the right mouse button and choose Text Properties.

 Tip

3. Click the Breaks tab.



4. Select an option in the "Add paragraph spacing" box.

{button ,AL('H_CHANGING_THE_SCOPE_OF_PARAGRAPH_SPACING_DETAILS',1)} [See details](#)

{button ,AL('H_KEEPING_TWO_WORDS_TOGETHER_WITH_A_NON_BREAKING_SPACE_STEPS;H_KEEPING_A_PARAGRAPH_ON_THE_SAME_PAGE_STEPS;H_FORCING_A_PAGE_BREAK_BEFORE_OR_AFTER_A_PARAGRAPH_STEPS;H_USING_A_SPECIFIC_STYLE_FOR_A_NEW_PARAGRAPH_STEPS;H_CHANGING_THE_PARAGRAPH_SPACING_OF_TEXT_STEPS;H_CHANGING_THE_LINE_SPACING_OF_TEXT_STEPS;H_SETTING_PARAGRAPH_BREAK_RULES_STEPS',0)} [See related topics](#)

Changing the size of text using a CycleKey

1. Select the text or place the insertion point in the desired word.
2. To increase font size, press F4 until the text changes to the desired size.



Press SHIFT+F4 to decrease font size.



Note Function keys can act as CycleKeys if you select "Assign Function keys to CycleKeys" in Function Key Setup.

{button ,AL(`H_CYCLEKEYS_OVER;H_APPLYING_ATTRIBUTES_USING_A_CYCLEKEY_OVER;H_APPLYING_A_FONT_TO_TEXT_USING_A_CYCLEKEY_STEPS;H_CHANGING_THE_SIZE_OF_TEXT_USING_THE_TEXT_INFOWINDOW_STEPS;H_CHANGING_THE_SIZE_OF_TEXT_USING_THE_STATUS_BAR_STEPS;H_SETTING_THE_F4_CYCLEKEY_SEQUENCE_FOR_FONT_SIZE_STEPS',0)} [See related topics](#)

Changing the size of text using the status bar

1. Select the text or place the insertion point in the desired word.
2. Click the Size button in the status bar.



3. Select a new size.

```
{button ,AL('H_CHANGING_THE_SIZE_OF_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_CHANGING_THE_SIZE_OF_TEXT_USING_A_CYCLEKEY_STEPS;H_APPLYING_A_COLOR_TO_TEXT_USING_THE_STATUS_BAR_STEPS;H_APPLYING_A_FONT_TO_TEXT_USING_THE_STATUS_BAR_STEPS;H_STATUS_BAR_OVER',0) } See related topics
```

Changing the size of text using the Text InfoBox

1. Select the text or place the insertion point in the desired word.
2. Choose Text - Text Properties or Text - Font & Color.

 Tip

3. Click the Font tab.



4. Select a new "Size."



If you want a custom size, such as a fraction, specify a size in the box.

```
{button ,AL(^H_PROTECTING_TEXT_STEPS;H HIDING_TEXT_STEPS;H CHANGING_THE_SIZE_OF_TEXT_USI  
NG_THE_STATUS_BAR_STEPS;H APPLYING_ATTRIBUTES_USING_A_CYCLEKEY_STEPS;H ALIGNING_T  
EXT_USING_A_CYCLEKEY_STEPS;H CHANGING_THE_SIZE_OF_TEXT_USING_A_CYCLEKEY_STEPS;H  
APPLYING_A_COLOR_TO_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H REMOVING_INDENTS_FROM_T  
EXT_USING_A_CYCLEKEY_STEPS',0)} See related topics
```

Changing the space between text characters

1. Select the first character of the letter pair.
2. Click the right mouse button and choose Text Properties.

 Tip

3. Click the Misc tab.



4. Click "Advanced Options."
5. Specify a numeric value in the "Kerning" box.

You can specify negative values if you want the characters closer together.

6. Click OK.

{button ,AL('H APPLYING A FONT TO TEXT USING THE TEXT INFOBOX STEPS;H CHANGING THE SIZE OF TEXT USING THE TEXT INFOBOX STEPS;H CHANGING THE SIZE OF TEXT USING THE STATUS BAR STEPS;H SETTING THE F3 CYCLEKEY SEQUENCE FOR FONT STEPS;H FORCING A PAGE BREAK BEFORE OR AFTER A PARAGRAPH STEPS;H CHANGING THE LINE SPACING OF TEXT STEPS',0)} [See related topics](#)

Changing the space between the margin and indented text

1. Select the desired paragraph(s).
2. Click the right mouse button and choose Text Properties.

 Tip

3. Click the Alignment tab.



4. Select an indent option.

5. Specify a distance in the "Indent from margin" box.

 Tip

{button ,AL(^H_CUSTOMIZING_TEXT_INDENTS_STEPS;H_INDENTING_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_SETTING_A_HANGING_INDENT_STEPS;H_INDENTING_TEXT_USING_A_CYCLEKEY_STEPS;H_SETTING_THE_F7_CYCLEKEY_SEQUENCE_FOR_INDENTATION_STEPS;H_REMOVING_INDENTS_FROM_TEXT_USING_THE_TEXT_INFOBOX_STEPS;';0)} [See related topics](#)

Details: Changing upper and lowercase

You can assign upper or lowercase to text.

- Upper Case - Capitalizes all selected letters
- Lower Case - Makes all selected letters lowercase

{button ,AL('H_CHANGING_UPPER_AND_LOWERCASE_STEPS',1)} [Go to procedure](#)

{button ,AL('H_STRIKING_THROUGH_TEXT_STEPS;H_OVERSTRIKING_TEXT_STEPS;H_SUPERSCRIPTING_TEXT_STEPS;H_SUBSCRIPTING_TEXT_STEPS;H_CHANGING_THE_SPACE_BETWEEN_TEXT_CHARACTER_S_STEPS;H_APPLYING_SMALL_CAPS_TO_TEXT_STEPS;H_REMOVING_ALL_TEXT_FORMATTING_STEPS;H_APPLYING_ATTRIBUTES_USING_A_CYCLEKEY_STEPS;H_CREATING_A_DROP_CAP_STEPS',0)} [See related topics](#)

Changing upper and lowercase

1. Select the text or place the insertion point at the desired location.
2. Click the right mouse button and choose Text Properties.

 Tip

3. Click the Font tab.



4. In the "Attributes" box, select "Upper Case" or "Lower Case."



{button ,AL(^H_CHANGING_UPPER_AND_LOWERCASE_DETAILS',1)} [See details](#)

{button ,AL(^H_STRIKING_THROUGH_TEXT_STEPS;H_OVERSTRIKING_TEXT_STEPS;H_SUPERSCRIPTING_T
EXT_STEPS;H_SUBSCRIPTING_TEXT_STEPS;H_CHANGING_THE_SPACE_BETWEEN_TEXT_CHARACTER
S_STEPS;H_APPLYING_SMALL_CAPS_TO_TEXT_STEPS;H_REMOVING_ALL_TEXT_FORMATTING_STEPS;
H_APPLYING_ATTRIBUTES_USING_A_CYCLEKEY_STEPS;H_CREATING_A_DROP_CAP_STEPS',0)} [See
related topics](#)

Creating a custom bullet button

1. Place the insertion point at the desired location.
2. Click the right mouse button and choose Text Properties.

 Tip

3. Click the Bullets tab.



4. Under "Bullet" style, click an existing bullet button.

The custom bullet icon will override this button.



5. Select a type of bullet in the "Other" box.
6. If you want to use another font, click Font, select the desired font, and click OK.
Word Pro displays the new bullet button on the Bullets panel.

{button ,AL('H_CHANGING_INDENTATION_AROUND_A_BULLET_OR_OUTLINE_NUMBER_STEPS;H_USING_A_PICTURE_OR_GRAPHIC_AS_A_BULLET_STEPS;H_SKIPPING_A_BULLET_OR_NUMBER_STEPS;H_CHANGING_THE_SPACE_BETWEEN_TEXT_CHARACTERS_STEPS;H_APPLYING_BULLETS_TO_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_INSERTING_A_SYMBOL_STEPS',0)} [See related topics](#)

Details: Creating a drop cap

Word Pro creates the drop cap using the font of the first character of text in the paragraph, and places that character in the drop cap frame. Once the drop cap is created, you can select the frame and change the properties of the text or drop cap frame, just as you would with text in any other frame.

Place Drop Cap

The options are:

- Below first line (dropped) - Word Pro positions the left side of the drop cap against the left margin of the text and makes the height the number of lines you specify. Text in the paragraph wraps around the drop cap frame.
- Above first line (raised) - Word Pro positions the bottom of the drop cap level with the bottom of the first line of text and makes the height the number of lines you specify. The spacing between the current paragraph and the previous paragraph is increased by the height of the drop cap.
- Beside paragraph (dropped) - Word Pro positions the right side of the drop cap against the left margin of text and makes the height the number of lines you specify.

Height of Drop Cap

Allows you to specify the number of lines used to determine the height of the drop cap. Word Pro calculates the height of the drop cap by multiplying the number you type by the height of a single line, based on the line spacing used for the paragraph.

{button ,AL('H_CREATING_A_DROP_CAP_STEPS',1)} [Go to procedure](#)

{button ,AL('H_FRAMES_OVER;H_FRAME_STYLES_OVER',0)} [See related topics](#)

Creating a drop cap

[Show me a QuickDemo](#)

1. Place the insertion point in the paragraph where you want the drop cap.
2. Choose Create - Drop Cap.
3. Select an option for placing the drop cap.
4. Specify the number of lines for the drop cap in the "Height of Drop Cap" box.
5. Click OK.

{button ,AL('H_CREATING_A_DROP_CAP_DETAILS',1)} [See details](#)

{button ,AL('H_FRAMES_OVER;H_FRAME_STYLES_OVER',0)} [See related topics](#)

Details: Creating a hierarchical indent

You can set a hierarchical indent scheme where text indents a specified amount relative to the preceding paragraph's document level (in the outline settings on the Misc panel in the Text Infobox). For example, if the preceding paragraph is indented 1 inch, the current paragraph is indented 1.5 inches; if the preceding paragraph is indented 2 inches, the current paragraph is indented 2.5 inches, and so on.

Note Paragraphs at the same level of outlining indent the same amount.

Hierarchy Indent for next lower level is set to

The options are:

- All lines indent - Adds the value of the all lines indent setting of the previous paragraph to the indent settings of the current paragraph to determine the ultimate indent amount.
- First line indent - Adds the value of the first line indent setting of the previous paragraph to the indent settings of the current paragraph to determine the ultimate indent amount.
- Rest of paragraph indent - Adds the value of the rest of the paragraph indent setting of the previous paragraph to the indent settings of the current paragraph to determine the ultimate indent amount.

{button ,AL('H_CREATING_A_HIERARCHICAL_INDENT_STEPS',1)} [Go to procedure](#)

{button ,AL('H_CUSTOMIZING_TEXT_INDENTS_STEPS;H_INDENTING_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_SETTING_A_HANGING_INDENT_STEPS;H_INDENTING_TEXT_USING_A_CYCLEKEY_STEPS;H_SETTING_THE_F7_CYCLEKEY_SEQUENCE_FOR_INDENTATION_STEPS;H_REMOVING_INDENTS_FROM_TEXT_USING_THE_TEXT_INFOBOX_STEPS;',0)} [See related topics](#)

Creating a hierarchical indent

1. Select the desired paragraph or place the insertion point at the desired location.
2. Click the right mouse button and choose Text Properties.

 Tip

3. Click the Alignment tab.



4. Click Options.
5. Specify the desired indents.
6. Select "Hierarchy indent of next higher level paragraph."
7. Select an option in the "Hierarchy Indent for next lower level is set to" box.
{button ,AL('H_CREATING_A_HIERARCHICAL_INDENT_DETAILS',1)} [See details](#)
8. If you want to use hierarchical indents only in the main body of the document, select "Ignore indent when not in main body of document."
9. Click OK.

{button ,AL('H_CREATING_A_HIERARCHICAL_INDENT_DETAILS',1)} [See details](#)

{button ,AL('H_CUSTOMIZING_TEXT_INDENTS_STEPS;H_INDENTING_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_SETTING_A_HANGING_INDENT_STEPS;H_INDENTING_TEXT_USING_A_CYCLEKEY_STEPS;H_SETTING_THE_F7_CYCLEKEY_SEQUENCE_FOR_INDENTATION_STEPS;H_INDENTING_TEXT_OVER;H_HIERARCHICAL_INDENTS_OVER',0)} [See related topics](#)

Creating a numbered list using a CycleKey

1. Place the insertion point at the desired location.
2. Press F9 until the paragraph has the desired number format.



Press SHIFT+F9 to cycle through the number formats in the opposite direction.

Note Function keys can act as CycleKeys if you select "Assign Function keys to CycleKeys" in Function Key Setup.

{button ,AL(`H_SETTING_THE_F9_CYCLEKEY_SEQUENCE_FOR_A_NUMBERED_LIST_STEPS;H_CYCLEKEYS_OVER;H_NUMBERING_TEXT_OVER;H_SKIPPING_A_BULLET_OR_NUMBER_STEPS;H_DISCONTINUING_NUMBERING_STEPS;H_CREATING_A_QUICK_NUMBERED_LIST_STEPS;H_CREATING_A_CUSTOM_NUMBERED_LIST_STEPS',0)} [See related topics](#)

Creating a soft hyphen

1. Place the insertion point where you want to hyphenate.
2. Press CTRL+Hyphen.

If appropriate, Word Pro hyphenates the word at the location you specified. A hyphen does not display if the word is not in a location where it should be hyphenated.

{button ,AL(^H_SETTING TYPOGRAPHICAL AND LANGUAGE OPTIONS STEPS;H_TURNING_HYPHENATION OFF AND ON STEPS;H_LINKING_TWO_PARAGRAPHS_TOGETHER STEPS;H_KEEPING_A_PARAGRAPH ON THE SAME PAGE STEPS;H_FORCING_A_PAGE_BREAK_BEFORE_OR_AFTER_A_PARAGRAPH STEPS;H_USING_FAST_FORMAT_TO_FORMAT_TEXT STEPS;H_APPLYING_A_STYLE_USING_FAST_FORMAT STEPS',0)} [See related topics](#)

Details: Customizing lines around paragraphs

Line options

Above, Below, Right, Left

If any of these options are checked, a line will display on the appropriate side, using the options you select.

Between

Allows Word Pro to place lines between individual paragraphs. If the "Line length/position" option for lines above and below the text are set "To margins" or to "custom," Word Pro treats selected paragraphs as a group and does not place lines between individual paragraphs, unless you select this option.

Style

Allows you to select a style for the lines.

Width

Allows you to select a width for the lines.

Color

Allows you to select a color for the lines.

From text

Allows you to specify a distance between the text and the line.

Line length/position

For lines above, between, and below paragraphs, you can specify if the line should be as wide as the margins of the container holding the paragraph, as wide as the longest line of the paragraph, or a custom length you specify.

For lines to the right, you can specify if the line appears at the right margin of the paragraph's container, or to the right of the longest line of the paragraph.

Shadow options

Direction

Allows you to specify where a shadow will appear.

Depth

Allows you to specify a shadow depth.

Color

Allows you to specify a shadow color.


{button ,AL(^H_CUSTOMIZING_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS',1)} [Go to procedure](#)

{button ,AL(^H_PLACING_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_SELECTING_A_LOCATION_FOR_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_SELECTING_A_STYLE_AND_WIDTH_FOR_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_SELECTING_A_COLOR_FOR_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_ADDING_A_SHADOW_WITH_COLOR_AND_DEPTH_TO_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS',0)} [See related topics](#)

Customizing lines around paragraphs

1. Place the insertion point in the paragraph.
2. Click the right mouse button and choose Text Properties.

 Tip

3. Click the Lines & Colors tab.

4. Click Options.
5. Select the desired line and shadow options.
6. Click OK.

{button ,AL('H_CUSTOMIZING_LINES_AROUND_TEXT_OR_A_PARAGRAPH_DETAILS',1)} [See details](#)

{button ,AL('H_PLACING_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_SELECTING_A_LOCATION_FOR_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_SELECTING_A_STYLE_AND_WIDTH_FOR_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_SELECTING_A_COLOR_FOR_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_ADDING_A_SHADOW_WITH_COLOR_AND_DEPTH_TO_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_CHANGING_THE_LENGTH_OF_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_CHANGING_THE_DISTANCE_BETWEEN_LINES_AND_TEXT_STEPS;H_ADDING_BACKGROUND_COLOR_AND_PATTERN_TO_TEXT_STEPS;',0)} [See related topics](#)

Details: Customizing text indents

You can specify indent levels in positive or negative amounts.

All lines from left

Indents all lines from the left by a specified amount.

All lines from right

Indents all lines from the right by a specified amount.

First line of paragraph

Indents the first line from the left by a specified amount.

Rest of paragraph

Indents all but the first line from the left by a specified amount.

Hierarchy Indent for next lower level is set to

The options are:

- All lines indent - Adds the value of the all lines indent setting of the previous paragraph to the indent settings of the current paragraph to determine the ultimate indent amount.
- First line indent - Adds the value of the first line indent setting of the previous paragraph to the indent settings of the current paragraph to determine the ultimate indent amount.
- Rest of paragraph indent - Adds the value of the rest of the paragraph indent setting of the previous paragraph to the indent settings of the current paragraph to determine the ultimate indent amount.

Ignore indents when not in main body of document

Select this option when you are defining styles that you want to use in multiple locations in the document where you do not want indents to apply.


{button ,AL('H_CUSTOMIZING_TEXT_INDENTS_STEPS',1)} [Go to procedure](#)

{button ,AL('H_CREATING_A_HIERARCHICAL_INDENT_STEPS;H_INDENTING_TEXT_USING_THE_TEXT_INFO_BOX_STEPS;H_SETTING_A_HANGING_INDENT_STEPS;H_INDENTING_TEXT_USING_A_CYCLEKEY_STEP S;H_SETTING_THE_F7_CYCLEKEY_SEQUENCE_FOR_INDENTATION_STEPS;H_REMOVING_INDENTS_FRO M_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_CHANGING_THE_SPACE_BETWEEN_THE_MARGIN_AN D_INDENTED_TEXT_STEPS',0)} [See related topics](#)

Customizing text indents

1. Select the desired paragraph(s).
2. Click the right mouse button and choose Text Properties.

Tip

3. Click the Alignment tab.

4. Click Options.
5. Specify the desired indents.
{button ,AL(`H_CUSTOMIZING_TEXT_INDENTS_DETAILS',1)} [See details](#)
6. You can select to indent text an amount relative either to the margin or to the preceding paragraph.
Select "Margin" to indent relative to the margin, or "Hierarchy indent of next higher level paragraph."
7. If you create a hierarchy indent, select an option in the "Hierarchy Indent for next lower level is set to" box.
{button ,AL(`H_CUSTOMIZING_TEXT_INDENTS_DETAILS',1)} [See details](#)
8. If you want to use indents only in the main body of the document, select "Ignore indents when not in main body of document."
9. Click OK.

{button ,AL(`H_CUSTOMIZING_TEXT_INDENTS_DETAILS',1)} [See details](#)

{button ,AL(`H_CREATING_A_HIERARCHICAL_INDENT_STEPS;H_INDENTING_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_SETTING_A_HANGING_INDENT_STEPS;H_INDENTING_TEXT_USING_A_CYCLEKEY_STEPS;H_SETTING_THE_F7_CYCLEKEY_SEQUENCE_FOR_INDENTATION_STEPS;H_REMOVING_INDENTS_FROM_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_CHANGING_THE_SPACE_BETWEEN_THE_MARGIN_AND_INDENTED_TEXT_STEPS',0)} [See related topics](#)

Overview: CycleKeys

CycleKeys are function keys or icons that cycle through a sequence of related settings, applying these settings to your selections.

You can customize function keys F2 through F9 (and their related icons) to cycle through specific sequences. Two of the CycleKeys can be used to change selection by sentence or by paragraph.

CycleKeys are additive in that you can cumulatively add properties to selected text. Then, if you reselect the same text and press the CycleKey, you continue to add properties assigned to that CycleKey. You can also go backwards in the sequence by pressing SHIFT and pressing the function key. For example, by pressing F5, you can add text attributes cumulatively and then deselect them one by one. But when pressing F4, you can only cycle through one font size at a time.

If text already has an attribute when you start cycling, you can add more attributes through cycling. For example, if the text is already bold, you can press F5 to add underline and italics. When you finish, the text is underlined, italicized, and bold.

<u>You can use this key...</u>	<u>To set a cycle for...</u>
F2	Style
F3	Font
F4	Font size
F5	Attributes
F6	Alignment
F7	Indent
F8	Bullet list
F9	Numbered list

Function keys as CycleKeys

Function keys can act either as CycleKeys or be used to apply a style, but cannot do both. You can toggle between the two settings in the Function Key Setup dialog box. From the File menu, choose User Setup, and then choose Function Key Setup. Select "Assign function keys to CycleKeys" and click OK to activate.

{button ,AL(`H APPLYING_ATTRIBUTES_USING_A_CYCLEKEY_OVER;H ALIGNING_TEXT_USING_A_CYCLEKEY_STEPS;H CHANGING_THE_SIZE_OF_TEXT_USING_A_CYCLEKEY_STEPS;H INDENTING_TEXT_USING_A_CYCLEKEY_STEPS;H REMOVING_INDENTS_FROM_TEXT_USING_A_CYCLEKEY_STEPS;H CREATING_A_NUMBERED_LIST_USING_A_CYCLEKEY_STEPS;H APPLYING_BULLETS_TO_TEXT_USING_A_CYCLEKEY_STEPS',0)} [See related topics](#)

Discontinuing bullets

1. Place the insertion point at the desired location.
2. Click the right mouse button and choose Text Properties.

 Tip

3. Click the Bullets tab.



4. Under "Bullet style," click "None."



{button ,AL(^H_CREATING_A_CUSTOM_BULLET_BUTTON_STEPS;H_CHANGING_INDENTATION_AROUND_A_BULLET_OR_OUTLINE_NUMBER_STEPS;H_DISCONTINUING_NUMBERING_STEPS;H_SKIPPING_A_BULLET_OR_NUMBER_STEPS;H_APPLYING_BULLETS_TO_TEXT_USING_THE_TEXT_INFOBOX_STEPS',0)} [See related topics](#)

Double underlining text

1. Select the text or place the insertion point at the desired location.
2. Click the right mouse button and choose Text Properties.

■ Tip

3. Click the Font tab.

■

4. Select "Dbl Underline" in the "Attributes" box.



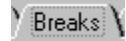
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{button ,AL(`H_CHANGING_THE_SPACE_BETWEEN_TEXT_CHARACTERS_STEPS;H_APPLYING_ATTRIBUTES_USING_A_CYCLEKEY_STEPS;H_UNDERLINING_TEXT_USING_THE_STATUS_BAR_STEPS;H_UNDERLINING_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_APPLYING_ATTRIBUTES_USING_A_CYCLEKEY_STEPS;H_UNDERLINING_WORDS_ONLY_STEPS;H_APPLYING_A_COLOR_TO_TEXT_USING_THE_TEXT_INFOBOX_STEPS',0)} See related topics
```

Forcing a page break before or after a paragraph

1. Place the insertion point in the desired paragraph.
2. Click the right mouse button and choose Text Properties.

 Tip

3. Click the Breaks tab.



4. Select "Before paragraph" and/or "After paragraph."
5. Select "Break page."

{button ,AL('H_INSERTING_A_PAGE_BREAK_STEPS;H_KEEPING_A_PARAGRAPH_ON_THE_SAME_PAGE_STEPS;H_USING_A_SPECIFIC_STYLE_FOR_A_NEW_PARAGRAPH_STEPS;H_CHANGING_THE_SCOPE_OF_PARAGRAPH_SPACING_STEPS;H_LINKING_TWO_PARAGRAPHS_TOGETHER_STEPS;H_CHANGING_THE_LINE_SPACING_OF_TEXT_STEPS;H_SETTING_PARAGRAPH_BREAK_RULES_STEPS',0)} [See related topics](#)

Hiding text

To hide text in a document, you first mark the text which is to be hidden, and then hide the marked text.

1. Select the text or place the insertion point at the desired location.
2. Choose Text - Text Properties or Text - Font & Color.

 Tip

3. Click the Font tab.



4. In the "Attributes" box, select "Hidden."

Word Pro marks the text with a gray background to indicate that it is hidden.

5. Choose File - Team Security.
6. Click the Other Protection tab.
7. Deselect "Show hidden text."
8. Click OK.

{button ,AL(^H_SETTING_AND_CHANGING_MARKUP_OPTIONS_USING_THE_FILE_MENU_STEPS;H_SHOWING_HIDDEN_TEXT_STEPS;H_SETTING_OTHER_TEAMSECURITY_PROTECTION_OPTIONS_STEPS',0)} See related topics

Overview: Hierarchical indents

You can create an indent scheme which indents text in an amount relative to the indent of the preceding paragraph, rather than to the margin. This type of indent is useful when creating an outline or structured document, or when a document contains nested levels of lists.

When you create a document with hierarchical indents, it prints similar to the way a document appears on the screen when outline tools are activated and the show level indents option is selected (in View Preferences). Each level of the outline is indented a different amount on the screen.

Word Pro provides an outline indented paragraph style in the plain document SmartMaster which you can use to create an indented outline.

{button ,AL('H_CUSTOMIZING_TEXT_INDENTS_STEPS;H_CREATING_A_HIERARCHICAL_INDENT_STEPS;H_SETTING_THE_F7_CYCLEKEY_SEQUENCE_FOR_INDENTION_STEPS;H_INDENTING_TEXT_OVER;H_APPLYING_OUTLINE_NUMBERING_USING_PARAGRAPH_STYLES_STEPS;');0)} [See related topics](#)

Overview: Indenting text

You can indent from the left margin, the right margin, or from both margins. You can indent existing text or text you are about to type.

When indenting from the left margin, you can indent all lines of a paragraph, the first line only, all lines except the first line, or a combination of these options.

You can combine the left and right margin indents so that both sides of a paragraph are indented. If you want to type outside the page margins, you can specify a negative value for left or right indents.

You can also create a hierarchical indent that indents the current paragraph by the amount you specify from the indent level of the preceding paragraph (rather than from the left margin).

You can always remove indents from a paragraph.

{button ,AL('H_SETTING_TABS_USING_THE_INFOBOX_STEPS;H_HIERARCHICAL_INDENTS_OVER;H_INDENTING_TEXT_USING_A_CYCLEKEY_STEPS;H_SETTING_THE_F7_CYCLEKEY_SEQUENCE_FOR_INDENTION_STEPS;H_SETTING_A_HANGING_INDENT_STEPS;H_CUSTOMIZING_TEXT_INDENTS_STEPS;');0)} See related topics

Indenting text using a CycleKey

1. Select the desired paragraph(s).
2. Press F7 until you reach the desired type of indent.



The types of indents are first line, all but the first line, all lines, and from the right.

Note Function keys can act as CycleKeys if you select "Assign Function keys to CycleKeys" in Function Key Setup.

{button ,AL(`H_CUSTOMIZING_TEXT_INDENTS_STEPS;H_CYCLEKEYS_OVER;H_SETTING_THE_F7_CYCLEKEY_SEQUENCE_FOR_INDENTATION_STEPS;H_APPLYING_ATTRIBUTES_USING_A_CYCLEKEY_OVER;H_INDENTING_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_CHANGING_THE_SIZE_OF_TEXT_USING_A_CYCLEKEY_STEPS;H_REMOVING_INDENTS_FROM_TEXT_USING_A_CYCLEKEY_STEPS';0)} See related topics

Details: Indenting text using the Text InfoBox

Indent from margin

Only displays if indents have not been set in the Indent Options dialog box. Specifies the distance for all lines in the paragraph between the margin and the edge of the text.

Options

You can specify an increase or decrease in indent size as follows:

- All lines from left
- All lines from right
- First line of paragraph
- Rest of paragraph

No Indent

Clears indents after you set them.

{button ,AL(`H_INDENTING_TEXT_USING_THE_TEXT_INFOBOX_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_SETTING_TABS_USING_THE_INFOBOX_STEPS;H_CREATING_A_HIERARCHICAL_INDENT_STEPS;H_INDENTING_TEXT_USING_A_CYCLEKEY_STEPS;H_SETTING_THE_F7_CYCLEKEY_SEQUENCE_FOR_INDENTATION_STEPS;H_SETTING_PARAGRAPH_BREAK_RULES_STEPS;H_SETTING_A_HANGING_INDENT_STEPS',0)} [See related topics](#)

Indenting text using the Text InfoBox





1. Select the desired text or place the insertion point at the desired location.
2. Click the right mouse button and choose Text Properties.

 Tip

3. Click the Alignment tab.



4. Click the desired Indent button.

-  indents all lines.
-  indents the first line.
-  indents all lines except the first line.
-  indents all lines from left and right margins.

{button ,AL('H_INDENTING_TEXT_USING_THE_TEXT_INFOBOX_DETAILS',1)} [See details](#)

5. Specify an indent level in the "Indent from margin" box.

 Tip

This box only displays if indents have not been set in the Indent Options dialog box.

 Tip

{button ,AL('H_INDENTING_TEXT_USING_THE_TEXT_INFOBOX_DETAILS',1)} [See details](#)

{button ,AL('H_SETTING_TABS_USING_THE_INFOBOX_STEPS;H_CREATING_A_HIERARCHICAL_INDENT_STEPS;H_INDENTING_TEXT_USING_A_CYCLEKEY_STEPS;H_INDENTING_TEXT_OVER;H_SETTING_THE_F7_CYCLEKEY_SEQUENCE_FOR_INDENTION_STEPS;H_SETTING_A_HANGING_INDENT_STEPS;H_CHANGING_THE_SPACE_BETWEEN_THE_MARGIN_AND_INDENTED_TEXT_STEPS;H_REMOVING_INDENTS_FROM_TEXT_USING_THE_TEXT_INFOBOX_STEPS',0)} [See related topics](#)

You can also indent text by selecting the desired paragraph(s) and following this procedure: From the Text menu, choose Alignment, and then choose Indent.

Indent Options dialog box

You can customize indent levels for your text by specifying an increase or decrease in indent size. You can choose from the following options:

- All lines from left
- All lines from right
- First line of paragraph
- Rest of paragraph

Choose a task:

[Customizing text indents](#)

[Creating a hierarchical indent](#)

{button ,AL('H_SETTING_A_HANGING_INDENT_STEPS;H_SETTING_THE_F7_CYCLEKEY_SEQUENCE_FOR_I
NDENTATION_STEPS;H_INDENTING_TEXT_OVER',0)} [See related topics](#)

Inserting a symbol

You can insert typographical characters, bullets, and dingbats in your document. You can choose from any typeface on your computer. You can leave the insert symbol bar on the screen as you work.

Show me a QuickDemo

1. Place the insertion point at the desired location.
 2. Choose Text - Insert Other and choose Symbol.
 3. Choose a desired "Font."
 4. Click a symbol.
 5. Click Insert.
Repeat Steps 3 - 5 as necessary.
 6. Click Done.
-

```
{button ,AL(^H_SETTING TYPOGRAPHICAL AND LANGUAGE OPTIONS STEPS;H APPLYING BULLETS TO TEXT USING THE TEXT INFOBOX STEPS;H APPLYING A FONT TO TEXT USING THE STATUS BAR STEPS;H LANGUAGE OPTIONS OVER;H APPLYING BULLETS TO TEXT USING A CYCLEKEY STEPS', 0)} See related topics
```

Italicizing text using the Text InfoBox

1. Select the text or place the insertion point at the desired location.
2. Click the right mouse button and choose Text Properties.

■ Tip

3. Click the Font tab.

■

4. Select "Italic" in the "Attributes" box.



{button ,AL(^H APPLYING_ATTRIBUTES_USING_A_CYCLEKEY_STEPS;H_ITALICIZING_TEXT_USING_THE_STATUS_BAR_STEPS;H_ITALICIZING_TEXT_USING_THE_TEXT_MENU_STEPS;H_APPLYING_ATTRIBUTES_USING_A_CYCLEKEY_STEPS;H_APPLYING_A_FONT_TO_TEXT_USING_THE_STATUS_BAR_STEPS;H_APPLYING_A_COLOR_TO_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_CHANGING_THE_SIZE_OF_TEXT_USING_THE_STATUS_BAR_STEPS',0)} [See related topics](#)

Italicizing text using the Text menu

1. Select the text or place the insertion point at the desired location.
2. Choose Text - Attributes.
3. Choose Italic.

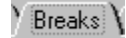
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{button ,AL('H_APPLYING_ATTRIBUTES_USING_A_CYCLEKEY_STEPS;H_ITALICIZING_TEXT_USING_THE_STATUS_BAR_STEPS;H_ITALICIZING_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_APPLYING_ATTRIBUTES_USING_A_CYCLEKEY_STEPS;H_APPLYING_A_FONT_TO_TEXT_USING_THE_STATUS_BAR_STEPS;H_APPLYING_A_COLOR_TO_TEXT_USING_THE_TEXT_INFOBOX_STEPS',0)} See related topics
```

Keeping a paragraph on the same page

1. Place the insertion point anywhere in the desired paragraph.
2. Click the right mouse button and choose Text Properties.

 Tip

3. Click the Breaks tab.



4. Select "Keep entire paragraph on same page."

Keep entire paragraph on same page

{button ,AL('H_KEEPING_TWO_WORDS_TOGETHER_WITH_A_NON_BREAKING_SPACE_STEPS;H_USING_A_SPECIFIC_STYLE_FOR_A_NEW_PARAGRAPH_STEPS;H_CHANGING_THE_SCOPE_OF_PARAGRAPH_SPACING_STEPS;H_SETTING_TABS_USING_THE_INFOBOX_STEPS;H_CHANGING_THE_LINE_SPACING_OF_TEXT_STEPS;H_SETTING_PARAGRAPH_BREAK_RULES_STEPS;H_CHANGING_THE_PARAGRAPH_SPACING_OF_TEXT_STEPS',0)} [See related topics](#)

Keeping two words together with a non-breaking space

1. Type the first word.
2. Press CTRL+SPACEBAR.
3. Type the second word.

Word Pro will keep the two words on the same line, regardless of any future editing.

{button ,AL(^H_LINKING_TWO_PARAGRAPHS_TOGETHER_STEPS;H_KEEPING_A_PARAGRAPH_ON_THE_SAME_PAGE_STEPS;H_FORCING_A_PAGE_BREAK_BEFORE_OR_AFTER_A_PARAGRAPH_STEPS;H_CHANGING_THE_LINE_SPACING_OF_TEXT_STEPS;H_USING_FAST_FORMAT_TO_FORMAT_TEXT_STEPS;H_APPLYING_A_STYLE_USING_FAST_FORMAT_STEPS',0)} [See related topics](#)

Line and Shadow options

Line width

You can specify a value between 0.1 and 720 points. There are 72 points in an inch. You can set line width for lines around text, frames, tables, table cells, pages, headers, footers, parallel columns, and text entry fields.

Rounded corners

You can specify a value between 0 and 100 percent. You can set rounded corners for lines around frames, tables, headers, footers, and pages.

Shadow depth

You can specify a value between 0 and 0.2 inches. You can set shadow depth for lines around text, frames, tables, headers, footers, and pages.

Details: Linking paragraphs

Keep paragraph

These options are designed to keep related, consecutive paragraphs together on the same page or in the same newspaper column. Word Pro never inserts page or column breaks between linked paragraphs.

- To keep this paragraph with the next paragraph, select "Keep paragraph With next paragraph."
- To keep this paragraph with the previous paragraph, select "Keep paragraph With previous paragraph."
- To keep this paragraph with both the next and previous paragraphs, select "Keep paragraph Next and Previous."

{button ,AL('H_LINKING_TWO_PARAGRAPHS_TOGETHER_STEPS',1)} [Go to procedure](#)

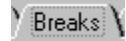
{button ,AL('H_KEEPING_TWO_WORDS_TOGETHER_WITH_A_NON_BREAKING_SPACE_STEPS;H_KEEPING_A_PARAGRAPH_ON_THE_SAME_PAGE_STEPS;H_FORCING_A_PAGE_BREAK_BEFORE_OR_AFTER_A_PARAGRAPH_STEPS;H_CHANGING_THE_LINE_SPACING_OF_TEXT_STEPS;H_SETTING_PARAGRAPH_BREAK_RULES_STEPS',0)} [See related topics](#)

Linking paragraphs

1. Select the text or place the insertion point at the desired location.
2. Click the right mouse button and choose Text Properties.

 Tip

3. Click the Breaks tab.



4. Select "Keep paragraph," and specify an option.


{button ,AL('H_LINKING_TWO_PARAGRAPHS_TOGETHER_DETAILS',1)} [See details](#)

{button ,AL('H_KEEPING_TWO_WORDS_TOGETHER_WITH_A_NON_BREAKING_SPACE_STEPS;H_USING_A_SPECIFIC_STYLE_FOR_A_NEW_PARAGRAPH_STEPS;H_CHANGING_THE_SCOPE_OF_PARAGRAPH_SPACING_STEPS;H_KEEPING_A_PARAGRAPH_ON_THE_SAME_PAGE_STEPS;H_CHANGING_THE_LINE_SPACING_OF_TEXT_STEPS;H_SETTING_PARAGRAPH_BREAK_RULES_STEPS;H_CHANGING_THE_PARAGRAPH_SPACING_OF_TEXT_STEPS',0)} [See related topics](#)

Overstriking text

1. Select the text or place the insertion point at the desired location.
2. Click the right mouse button and choose Text Properties.

 Tip

3. Click the Misc tab.
-  4. Click "Advanced Options."
5. Specify an "Overstrike Character."
6. Click OK.

{button ,AL(^H_STRIKING_THROUGH_TEXT_STEPS;H_SUPERSCRIPING_TEXT_STEPS;H_SUBSCRIPING_T
EXT_STEPS;H_CHANGING_THE_SPACE_BETWEEN_TEXT_CHARACTERS_STEPS;H_HIDING_TEXT_STEP
S;H_REMOVING_ALL_TEXT_FORMATTING_S;H_APPLYING_ATTRIBUTES_USING_A_CYCLEKEY_STE
PS',0)} [See related topics](#)

Details: Placing lines around paragraphs

Options

Takes you to a Lines & Shadow Options dialog box where you can specify options in more detail for lines above, below, between, to the right or to the left of the text or paragraph. Make your selection and click OK to return to the Lines & Colors panel on the Text InfoBox.

Line style

Allows you to select a style for the lines.



Line width

Allows you to select a width for the lines.



Line color

Allows you to select a color for the lines.



Shadow

Allows you to select a shadow for the paragraph.



Shadow depth

Allows you to select a shadow depth.



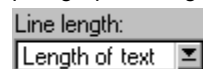
Shadow color

Allows you to select a shadow color.



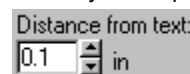
Line length

Allows you to select the length of the lines. If you select "To margins" or "Custom", Word Pro places the lines around all selected paragraphs, instead of each individual paragraph. If you set the line length to "Length of text," successive paragraphs using the same line options will have lines between them.



Distance from text

Allows you to specify the distance between the lines and the text.



{button ,AL(`H_PLACING_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_PLACING_LINES_AROUND_A_PAGE_STEPS;H_APPLYING_A_COLOR_TO_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_SELECTING_A_LOCATION_FOR_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_SELECTING_A_STYLE_AND_WIDTH_FOR_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_SELECTING_A_COLOR_FOR_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_ADDING_A_SHADOW_WITH_COLOR_AND_DEPTH_TO_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS',0)} [See related topics](#)

Placing lines around text

1. Place the insertion point in the paragraph, or select the paragraphs.
2. Click the right mouse button and choose Text Properties.

 Tip

3. Click the Lines & Colors tab.
4. Click the desired "Lines around paragraph" button.



5. Select a width for the lines.
6. Select a color for the lines.
7. Select any other options.


{button ,AL(`H_PLACING_LINES_AROUND_TEXT_OR_A_PARAGRAPH_DETAILS',1)} [See details](#)

{button ,AL(`H_APPLYING_A_COLOR_TO_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_PLACING_LINES_AROUND_A_PAGE_STEPS;H_SELECTING_A_LOCATION_FOR_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_SELECTING_A_STYLE_AND_WIDTH_FOR_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_SELECTING_A_COLOR_FOR_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_ADDING_A_SHADOW_WITH_COLOR_AND_DEPTH_TO_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_ADDING_BACKGROUND_COLOR_AND_PATTERN_TO_TEXT_STEPS;',0)} [See related topics](#)

Protecting text

1. Select the text or place the insertion point at the desired location.
2. From the Text menu, choose Font & Color.

Tip

3. Click the Font tab.

4. In the "Attributes" box, select "Protected."
If you want to edit protected text, do the following:
5. From the File menu, choose Team Security.
6. Click the Other Protection tab.
7. Select "Allow editing of protected text."
8. Click OK.

If you want to prevent editing of protected text, repeat Steps 5 - 6, deselect "Allow editing of protected text," and click OK.

```
{button ,AL(^H_PROTECTING_TABLE_CELL_CONTENTS_STEPS;H_PROTECTING_PARALLEL_COLUMN_BLOCK_CONTENTS_STEPS;H_PROTECTING_AN_ENTIRE_TABLE_STEPS;H_USING_FAST_FORMAT_TO_FORMAT_TEXT_STEPS;H_UNPROTECTING_TEXT_STEPS;H_SETTING_OTHER_TEAMSECURITY_PROTECTION_OPTIONS_STEPS',0)} See related topics
```

Removing all text formatting

When you remove all text formatting, Word Pro removes text attributes (font, point size, bold, color, etc.) from selected text. Word Pro also removes paragraph attributes from selected paragraphs (bullets, indention, spacing, etc.).

1. Select the text or place your insertion point at the desired location.
2. From the Text menu, choose Normal.

Word Pro removes all settings for the entire paragraph that were not part of the original paragraph style, including bullets, numbering, font, and indention.

If a character style was applied to the selected text, it is removed.

 Tip

```
{button ,AL('H_REMOVING_SETTINGS_NOT_IN_A_STYLE_STEPS;H_LINKING_TWO_PARAGRAPHS_TOGETHER_STEPS;H_KEEPING_A_PARAGRAPH_ON_THE_SAME_PAGE_STEPS;H_FORCING_A_PAGE_BREAK_BEFORE_OR_AFTER_A_PARAGRAPH_STEPS;H_CHANGING_THE_LINE_SPACING_OF_TEXT_STEPS;H_USING_FAST_FORMAT_TO_FORMAT_TEXT_STEPS;H_APPLYING_A_STYLE_USING_FAST_FORMAT_STEPS',0)} See related topics
```

To remove formatting from selected text within a paragraph, display the Styles panel on the Text InfoBox, and click Reset to Style.

Removing indents from text using a CycleKey

1. Select the desired paragraph(s).
2. Press SHIFT+F7 until the text is indented to the desired level.



Note Function keys can act as CycleKeys if you select "Assign Function keys to CycleKeys" in Function Key Setup.

```
{button ,AL(`H_CUSTOMIZING_TEXT_INDENTS_STEPS;H_REMOVING_INDENTS_FROM_TEXT_USING_THE_T  
EXT_INFOBOX_STEPS;H_SETTING_THE_F7_CYCLEKEY_SEQUENCE_FOR_INDENTATION_STEPS;H_APPLYI  
NG_ATTRIBUTES_USING_A_CYCLEKEY_STEPS;H_INDENTING_TEXT_USING_THE_TEXT_INFOBOX_STE  
S;H_CYCLEKEYS_OVER;H_INDENTING_TEXT_USING_A_CYCLEKEY_STEPS',0)} See related topics
```

Removing indents from text using the Text InfoBox

1. Select the desired paragraph(s).
2. Click the right mouse button and choose Text Properties.

 Tip

3. Click the Alignment tab.



4. Click No Indent.



{button ,AL(^H_CUSTOMIZING_TEXT_INDENTS_STEPS;H_INDENTING_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_SETTING_A_HANGING_INDENT_STEPS;H_INDENTING_TEXT_USING_A_CYCLEKEY_STEPS;H_SETTING_THE_F7_CYCLEKEY_SEQUENCE_FOR_INDENTATION_STEPS;H_REMOVING_INDENTS_FROM_TEXT_USING_A_CYCLEKEY_STEPS;',0)} [See related topics](#)

Selecting a location for lines around text

1. Place the insertion point anywhere in the paragraph.
2. Click the right mouse button and choose Text Properties.

■ Tip

3. Click the Lines and Colors tab.
4. Click the desired Lines around paragraph button.



If you want to select locations more precisely, click Options and specify the options for each line.

```
{button ,AL('H_PLACING_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_CUSTOMIZING_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_SELECTING_A_STYLE_AND_WIDTH_FOR_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_SELECTING_A_COLOR_FOR_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_ADDING_A_SHADOW_WITH_COLOR_AND_DEPTH_TO_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS',0)} See related topics
```

Selecting a style and width for lines around text

1. Place the insertion point in the paragraph.
2. Click the right mouse button and choose Text Properties.

 Tip

3. Click the Lines & Colors tab.



4. Select a "Line style."



5. Select a "Line width."



If you select "Other," you can specify a width for the line in the Line Width dialog box and then click OK.

{button ,AL(^H_PLACING_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_CUSTOMIZING_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_SELECTING_A_LOCATION_FOR_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_SELECTING_A_COLOR_FOR_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_ADDING_A_SHADOW_WITH_COLOR_AND_DEPTH_TO_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS',0)} [See related topics](#)

Setting a hanging indent

1. From the View menu, choose Show/Hide, and then choose Ruler.



2. Set a left-aligned tab where you want to indent.

Be sure to note the numeric location of the indent on the ruler.

3. Clear all tabs on the ruler to the left of the indent point.

4. Click the right mouse button in the text and choose Text Properties.



5. Click the Alignment tab.



6. Click Options.

7. In the "Rest of paragraph" box, specify the same numeric value as the left-aligned ruler tab, *minus the margin value*.

8. Click OK.

{button ,AL('H_CUSTOMIZING_TEXT_INDENTS_STEPS;H_INDENTING_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_CREATING_A_HIERARCHICAL_INDENT_STEPS;H_INDENTING_TEXT_USING_A_CYCLEKEY_STEPS;H_SETTING_THE_F7_CYCLEKEY_SEQUENCE_FOR_INDENTATION_STEPS;H_REMOVING_INDENTS_FROM_TEXT_USING_THE_TEXT_INFOBOX_STEPS;','0)} [See related topics](#)

Setting language options using the Text InfoBox

Setting a language option using these steps overrides the language setting for the division. The language you select will be used for Spell Check and hyphenation.

1. Select the text or place the insertion point at the desired location.
2. Click the right mouse button and choose Text Properties.

 Tip

3. Click the Misc tab.



4. Select an option in the "Language" box.

{button ,AL(^H_SELECTING_OR_DESELECTING_USER_DICTIONARIES_FOR_SPELL_CHECK_STEPS;H_SETTING_LANGUAGE_OPTIONS_USING_THE_FILE_MENU_STEPS;H_SETTING_LANGUAGE_OPTIONS_USING_SPELL_CHECK_STEPS;H_DISPLAYING_STATISTICS_USING_THE_STATUS_BAR_STEPS;H_LANGUAGE_OPTIONS_OVER',0)} [See related topics](#)

Details: Setting numeric alignment

Numeric alignment aligns the decimal point at a specified location, as if it were a number tab but without a tab setting. It is particularly useful for text where you want to align numbers around a decimal but don't want to set tabs.

Numeric alignment


The options are:

- None - No numeric alignment
- From right margin - Aligns the decimal point at the specified distance from the right margin
- From left margin - Aligns the decimal point at the specified distance from the left margin

{button ,AL('H_SETTING_NUMERIC_ALIGNMENT_STEPS',1)} [Go to procedure](#)

{button ,AL('H_SETTING_TABS_USING_THE_INFOBOX_STEPS;H_INSERTING_A_PAGE_BREAK_STEPS;H_ADDING_OR_REMOVING_LEADERS_IN_A_TABLE_CELL_STEPS;H_CHANGING_THE_APPEARANCE_OF_TABLE_NUMBER_FORMATS_STEPS;H_ALIGNING_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_ALIGNING_TEXT_TO_THE_LEFT_AND_RIGHT_MARGINS_STEPS',0)} [See related topics](#)

Setting numeric alignment

In order for numbers to line up at the decimal point, you must first click the numeric alignment button  on the Alignment panel, Text InfoBox.

1. Select the text, table cells, or column block.
2. Click the right mouse button and choose Text Properties.

 Tip

3. Click the Misc tab.



4. Choose an option in the "Numeric alignment" box.
5. Specify a value for the distance between the margin and the numeric separator.

{button ,AL(`H_SETTING_NUMERIC_ALIGNMENT_DETAILS',1)} [See details](#)

{button ,AL(`H_SETTING_TABS_USING_THE_INFOBOX_STEPS;H_INSERTING_A_PAGE_BREAK_STEPS;H_ADDING_OR_REMOVING_LEADERS_IN_A_TABLE_CELL_STEPS;H_CHANGING_THE_APPEARANCE_OF_TABLE_NUMBER_FORMATS_STEPS;H_ALIGNING_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_ALIGNING_TEXT_TO_THE_LEFT_AND_RIGHT_MARGINS_STEPS',0)} [See related topics](#)

Details: Setting paragraph break rules

Keep paragraph

Allows you to keep a paragraph with the next paragraph, the previous paragraph, or with both the next and previous paragraphs. You can use this feature to link related, consecutive paragraphs together on the same page. Word Pro never inserts a page or column break between linked paragraphs.

Keep entire paragraph on same page

Prevents Word Pro from creating a page break inside a paragraph.

Before paragraph

Allows you to insert a page or column break immediately before the paragraph, regardless of where the paragraph falls on the page.

After paragraph

Allows you to insert a page or column break immediately after the paragraph, regardless of where the paragraph falls on the page.

Add paragraph spacing

When not at break

Ignores paragraph spacing above when the paragraph is at the beginning of a column, page, cell, or column block. Ignores paragraph spacing below when at the end of a column, page, cell, or column block.

Always

Always honors paragraph spacing.

Style to use for next paragraph

Allows you to change to a specific paragraph style every time you press ENTER at the end of a paragraph. Word Pro implements a new paragraph 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. In this case, Word Pro does not change to another paragraph style.

{button ,AL('H_SETTING_PARAGRAPH_BREAK_RULES_STEPS',1)} [Go to procedure](#)

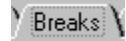
{button ,AL('H_KEEPING_TWO_WORDS_TOGETHER_WITH_A_NON_BREAKING_SPACE_STEPS;H_USING_A_SPECIFIC_STYLE_FOR_A_NEW_PARAGRAPH_STEPS;H_CHANGING_THE_SCOPE_OF_PARAGRAPH_SPACING_STEPS;H_KEEPING_A_PARAGRAPH_ON_THE_SAME_PAGE_STEPS;H_CHANGING_THE_LINE_SPACING_OF_TEXT_STEPS;H_CHANGING_THE_PARAGRAPH_SPACING_OF_TEXT_STEPS;H_LINKING_TWO_PARAGRAPHS_TOGETHER_STEPS',0)} [See related topics](#)

Setting paragraph break rules

1. Place the insertion point at the desired location.
2. Click the right mouse button and choose Text Properties.

 Tip

3. Click the Breaks tab.



4. Select the desired option.

{button ,AL('H_SETTING_PARAGRAPH_BREAK_RULES_DETAILS',1)} [See details](#)

{button ,AL('H_KEEPING_TWO_WORDS_TOGETHER_WITH_A_NON_BREAKING_SPACE_STEPS;H_USING_A_SPECIFIC_STYLE_FOR_A_NEW_PARAGRAPH_STEPS;H_CHANGING_THE_SCOPE_OF_PARAGRAPH_SPACING_STEPS;H_KEEPING_A_PARAGRAPH_ON_THE_SAME_PAGE_STEPS;H_CHANGING_THE_LINE_SPACING_OF_TEXT_STEPS;H_CHANGING_THE_PARAGRAPH_SPACING_OF_TEXT_STEPS;H_LINKING_TWO_PARAGRAPHS_TOGETHER_STEPS',0)} [See related topics](#)

Details: Setting tabs using the InfoBox

Tabs set depending on the InfoBox you are using. For example, if you set tabs using the Text InfoBox, the tabs are in effect only for the currently selected paragraph. If you set tabs using the Page Layout InfoBox, the tabs take effect for the entire page layout.

If you set tabs in a header, footer, frame, or table cell, the tabs change only in these areas, not on the page or in the text. If you make tab changes in the Text InfoBox after setting these tabs, those changes will override tabs set in these areas.

Tabs settings

The options are:


- None - No tabs set; the default settings will be used.
- Evenly spaced every (you set this value) - Tabs are set evenly, based on the value you type.
- From left edge - A single tab is set at the distance you specify from the left edge.
- From right edge - A single tab is set at the distance you specify from the right edge.
- Custom - Displays the Set Tabs on Ruler dialog box.
- Remove local tabs - Only available when using the Text InfoBox to set tabs. If you previously set tabs, you can remove them and revert to the tabs specified in the parent container.

{button ,AL('H_SETTING_TABS_USING_THE_INFOBOX_STEPS',1)} [Go to procedure](#)

{button ,AL('H_SETTING_TABS_ON_THE_RULER_STEPS;H_SETTING_NUMERIC_ALIGNMENT_STEPS;H_SETTING_DEFAULT_TABS_ON_THE_RULER_STEPS;H_SETTING_TABS_USING_THE_SET_TABS_ON_RULER_DIALOG_BOX_STEPS;H_SETTING_A_QUICK_TAB_STEPS',0)} [See related topics](#)

Setting tabs using the InfoBox

Choose View - Show/Hide and then Ruler to immediately view the tabs on the ruler as you set them.

1. Place the insertion point wherever you want the tabs.
{button ,AL('H_SETTING_TABS_USING_THE_INFOBOX_DETAILS',1)} [See details](#)
2. Click the right mouse button and choose the related Properties option.
For example, to set tabs in a frame, choose Frame Properties. To set tabs in columns, choose Column Properties.
3. Click the Misc tab.

4. Select where you want the tabs placed in the "Tabs settings" box.
{button ,AL('H_SETTING_TABS_USING_THE_INFOBOX_DETAILS',1)} [See details](#)
5. If you want to set tabs with more detailed options, click Set Tabs to display the Set Tabs on Ruler dialog box.

{button ,AL('H_SETTING_TABS_USING_THE_INFOBOX_DETAILS',1)} [See details](#)

{button ,AL('H_SETTING_TABS_ON_THE_RULER_STEPS;H_SETTING_NUMERIC_ALIGNMENT_STEPS;H_SETTING_DEFAULT_TABS_ON_THE_RULER_STEPS;H_RULER_OVER;H_DEFAULT_TABS_ON_THE_RULER_OVER;H_SETTING_TABS_USING_THE_SET_TABS_ON_RULER_DIALOG_BOX_STEPS;H_SETTING_A_QUICK_TAB_STEPS;H_DELETING_TEXT_RULERS_STEPS;H_CLEARING_ALL_TABS_USING_THE_INFOBOX_STEPS',0)} [See related topics](#)

Setting vertical character alignment

Unlike superscripting or subscripting, you can raise or lower selected text by setting vertical character alignment. This does not affect text point size, as it adjusts the spacing above or below the text.

1. Select the desired text.
2. From the Text menu, choose Text Properties
3. Click the Misc tab.
4. Click "Advanced options."
5. In "Vertical character alignment," specify the number of points to raise or lower the text.
 - Specify a positive number to raise the text.
 - Specify a negative number to lower the text.
6. Click OK.

{button ,AL('H_SETTING_TABS_USING_THE_INFOBOX_STEPS;H_INSERTING_A_PAGE_BREAK_STEPS;H_ALIGNING_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_ALIGNING_TEXT_TO_THE_LEFT_AND_RIGHT_MARGINS_STEPS;H_SUPERSCRIPTING_TEXT_STEPS;H_SUBSCRIPTING_TEXT_STEPS;',0)} [See related topics](#)

Showing hidden text

To display hidden text in a document, you first display the hidden text, and then remove the hidden attribute.

1. Choose File - Team Security.
2. Click the Other Protection tab.
3. Select "Show hidden text."
4. Click OK.

Word Pro displays the text marked as hidden with a gray background.

5. Select the text.
6. Choose Text - Text Properties or Text - Font & Color.

 Tip

7. Click the Font tab.



8. In the "Attributes" box, deselect "Hidden."

{button ,AL('H_SETTING_AND_CHANGING_MARKUP_OPTIONS_USING_THE_FILE_MENU_STEPS;H_HIDING_TEXT_STEPS;H_SETTING_OTHER_TEAMSECURITY_PROTECTION_OPTIONS_STEPS',0)} [See related topics](#)

Details: Skipping a bullet or number

In the case of numbering, the sequence resumes when you deselect the option. For example, if you complete paragraph 3 and skip numbering paragraph 4, the fifth paragraph will be numbered 4.

{button ,AL('H_SKIPPING_A_BULLET_OR_NUMBER_STEPS',1)} [Go to procedure](#)

{button ,AL('H_CREATING_A_CUSTOM_BULLET_BUTTON_STEPS;H_APPLYING_BULLETS_TO_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_APPLYING_OUTLINE_NUMBERING_TO_TEXT_STEPS;H_CHANGING_THE_SPACE_BETWEEN_TEXT_CHARACTERS_STEPS;H_DISCONTINUING_BULLETS_STEPS;H_DISCONTINUING_NUMBERING_STEPS;H_USING_A_LINE_BREAK_WITHOUT_STARTING_A_NEW_PARAGRAPH_STEPS',0)} [See related topics](#)

Skipping a bullet or number

1. Place the insertion point at the desired location.
2. Click the right mouse button and choose Text Properties.

 Tip

3. Click the Bullets tab.



4. Select "Skip bullet/number."

Skip bullet/number

{button ,AL(^H_SKIPPING_A_BULLET_OR_NUMBER_DETAILS',1)} [See details](#)

{button ,AL(^H_CREATING_A_CUSTOM_BULLET_BUTTON_STEPS;H_APPLYING_BULLETS_TO_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_APPLYING_OUTLINE_NUMBERING_TO_TEXT_STEPS;H_CHANGING_THE_SPACE_BETWEEN_TEXT_CHARACTERS_STEPS;H_DISCONTINUING_BULLETS_STEPS;H_DISCONTINUING_NUMBERING_STEPS;H_USING_A_LINE_BREAK_WITHOUT_STARTING_A_NEW_PARAGRAPH_STEPS',0)} [See related topics](#)

Spacing options

Multiple

You specify a multiple number of lines. For example, you select "Multiple" and then specify 4 to have four lines of spacing. The line height is determined by the point size of the largest font on the line.

Leading (pronounced "ledding")

Allows you to add a specified amount of space to the current font size. "Leading" is typically expressed in points. You can set this value using any unit of measure.

For example, if you set "Leading" to 2 points and the font size is 12 points, you have a total of 14 points between the baseline of the first line and the baseline of the next line.

If you change the font size to 24 points, the spacing becomes 26 points between the two baselines.

"Leading" only applies to line spacing, not paragraph spacing.

Custom

A fixed measurement set in inches, centimeters, picas, or points. For example, if you specify 5 centimeters, each base line is 5 centimeters from the next line, regardless of the font size.

{button ,AL('H_CHANGING_THE_LINE_SPACING_OF_TEXT_STEPS;H_CHANGING_THE_PARAGRAPH_SPACING_OF_TEXT_STEPS;H_CHANGING_THE_SCOPE_OF_PARAGRAPH_SPACING_STEPS',0)} [See related topics](#)

Striking through text

1. Select the text or place the insertion point at the desired location.
2. Click the right mouse button and choose Text Properties.

 Tip

3. Click the Font tab.



4. Select "Strikethrough" in the "Attributes" box.



{button ,AL(^H_STRIKING_THROUGH_DRAW_TEXT_STEPS;H_OVERSTRIKING_TEXT_STEPS;H_SETTING_AND_CHANGING_MARKUP_OPTIONS_USING_THE_FILE_MENU_STEPS;H_CHANGING_THE_SPACE_BETWEEN_TEXT_CHARACTERS_STEPS;H_HIDING_TEXT_STEPS;H_REMOVING_ALL_TEXT_FORMATTING_STEPS;H_APPLYING_ATTRIBUTES_USING_A_CYCLEKEY_STEPS',0)} [See related topics](#)

Style properties

The Style panel allows you to assign, create, redefine, rename, delete, copy, and reset styles to help you maintain consistency in your documents.

Choose a task:

[Applying a style using the InfoBox](#)

[Creating a style](#)

[Creating a hierarchy for styles](#)

[Redefining a style](#)

[Renaming a style](#)

[Deleting a style](#)

[Copying a style](#)

[Removing settings not in a style](#)

[Assigning a function key to a style](#)

{button ,AL('H_TEXT_FONT_PROPERTIES_CS;H_TEXT_ALIGNMENT_PROPERTIES_CS;H_TEXT_LINES_AND_COLORS_PROPERTIES_CS;H_TEXT_BULLETS_PROPERTIES_CS;H_TEXT_MISC_PROPERTIES_CS;H_TEXT_ADVANCED_PROPERTIES_CS',0)} [See related topics](#)

Subscripting text

1. Select the text or place the insertion point at the desired location.
2. Click the right mouse button and choose Text Properties.

 Tip

3. Click the Font tab.



4. Select "Subscript" in the "Attributes" box.



```
{button ,AL(`H_STRIKING_THROUGH_TEXT_STEPS;H_OVERSTRIKING_TEXT_STEPS;H_SUPERSCRIPTING_T  
EXT_STEPS;H_CHANGING_THE_SPACE_BETWEEN_TEXT_CHARACTERS_STEPS;H_PROTECTING_TEXT  
_STEPS;H_REMOVING_ALL_TEXT_FORMATTING_STEPS;H_APPLYING_ATTRIBUTES_USING_A_CYCLEKE  
Y_STEPS;H_SETTING_VERTICAL_CHARACTER_ALIGNMENT_STEPS;';0)} See related topics
```

Superscripting text

1. Select the text or place the insertion point at the desired location.
2. Click the right mouse button and choose Text Properties.

 Tip

3. Click the Font tab.



4. Select "Superscript" in the "Attributes" box.



{button ,AL(^H_STRIKING_THROUGH_TEXT_STEPS;H_OVERSTRIKING_TEXT_STEPS;H_SUBSCRIPTING_TEX
T_STEPS;H_CHANGING_THE_SPACE_BETWEEN_TEXT_CHARACTERS_STEPS;H_PROTECTING_TEXT_S
TEPS;H_REMOVING_ALL_TEXT_FORMATTING_STEPS;H_APPLYING_ATTRIBUTES_USING_A_CYCLEKEY_
STEPS;H_SETTING_VERTICAL_CHARACTER_ALIGNMENT_STEPS;','0)} [See related topics](#)

You can also reach the Text InfoBox by clicking the right mouse button and choosing Text Properties.

Text Alignment properties

The Text Alignment panel allows you to:

- Center, left align, right align, and justify text
- Set indent amounts
- Change line spacing and paragraph spacing

Choose a task:

[Aligning text](#)

[Centering text](#)

[Indenting text](#)

[Changing the space between the margin and indented text](#)

[Customizing text indents](#)

[Removing indents from text](#)

[Changing the line spacing of text](#)

[Changing the paragraph spacing of text](#)

[Creating a hierarchical indent](#)

{button ,AL('H_TEXT_FONT_PROPERTIES_CS;H_TEXT_LINES_AND_COLORS_PROPERTIES_CS;H_TEXT_BULLETS_PROPERTIES_CS;H_TEXT_MISC_PROPERTIES_CS;H_TEXT_ADVANCED_PROPERTIES_CS;H_STYLE_PROPERTIES_CS',0)} [See related topics](#)

Text Breaks panel

The Text Breaks panel allows you to set rules about how you want page breaks to affect paragraphs.

Choose a task:

[Setting paragraph break rules](#)

[Linking paragraphs](#)

[Keeping a paragraph on the same page](#)

[Forcing a column break](#)

[Forcing a page break before or after a paragraph](#)

[Choosing a style for the next paragraph](#)

[Changing the scope of paragraph spacing](#)

{button ,AL('H_TEXT_FONT_PROPERTIES_CS;H_TEXT_ALIGNMENT_PROPERTIES_CS;H_TEXT_LINES_AND_COLORS_PROPERTIES_CS;H_TEXT_BULLETS_PROPERTIES_CS;H_TEXT_MISC_PROPERTIES_CS;H_STYLE_PROPERTIES_CS',0)} [See related topics](#)

Text Bullets properties

The Text Bullets panel allows you to do the following:

- Insert and change bullets in text.
- Set indents with bullets.
- Insert and change number styles in text.

Choose a task:

[Applying bullets to text](#)

[Creating a custom bullet button](#)

[Creating a custom numbered list](#)

[Creating a quick numbered list](#)

[Discontinuing bullets](#)

[Changing indention around a bullet or numbered list](#)

[Using a picture or graphic as a bullet](#)

[Changing the properties of a bullet, number, or leading text](#)

[Discontinuing numbering](#)

[Skipping a bullet or number](#)

{button ,AL('H_TEXT_FONT_PROPERTIES_CS;H_TEXT_ALIGNMENT_PROPERTIES_CS;H_TEXT_LINES_AND_COLORS_PROPERTIES_CS;H_TEXT_MISC_PROPERTIES_CS;H_TEXT_ADVANCED_PROPERTIES_CS;H_STYLE_PROPERTIES_CS;H_INFOBOX_OVER',0)} [See related topics](#)

Text Font properties

The Text Font panel allows you to change fonts, attributes, and color.

Choose a task:

[Applying a font to text](#)

[Changing the size of text](#)

[Applying a color to text using the Text InfoBox](#)

[Bolding text](#)

[Italicizing text](#)

[Underlining text](#)

[Underlining words only](#)

[Double underlining text](#)

[Changing upper and lowercase](#)

[Striking through text](#)

[Superscripting text](#)

[Subscripting text](#)

[Protecting text](#)

[Unprotecting text](#)

[Hiding text](#)

[Showing hidden text](#)

[Turning hyphenation off and on](#)

[Applying small caps to text](#)

{button ,AL(^H_TEXT_ALIGNMENT_PROPERTIES_CS;H_TEXT_LINES_AND_COLORS_PROPERTIES_CS;H_TEXT_BULLETS_PROPERTIES_CS;H_TEXT_MISC_PROPERTIES_CS;H_TEXT_ADVANCED_PROPERTIES_CS;H_STYLE_PROPERTIES_CS',0)} [See related topics](#)

Text Lines and Colors properties

The Text Lines and Colors panel allows you to draw lines around paragraphs and adjust line properties.

Choose a task:

[Placing lines around text](#)

[Customizing lines around text](#)

[Selecting a location for lines around paragraphs](#)

[Selecting a style and width for lines around paragraphs](#)

[Adding a shadow with color and depth to lines around paragraphs](#)

[Changing the length of lines around paragraphs](#)

[Changing the distance between lines and paragraphs](#)

[Adding background color and pattern to paragraphs](#)

Text Misc properties

The Text Misc panel allows you to overstrike characters, change the space between text characters, set tabs, set numeric alignment, set language options, and create heading paragraphs.

Choose a task:

[Overstriking text](#)

[Setting tabs using the InfoBox](#)

[Changing the space between text characters](#)

[Setting language options using the Text InfoBox](#)

[Setting numeric alignment](#)

[Setting vertical character alignment](#)

[Overview: Document level, SmartLevel, and heading paragraphs](#)

```
{button ,AL('H_TEXT_FONT_PROPERTIES_CS;H_TEXT_ALIGNMENT_PROPERTIES_CS;H_TEXT_LINES_AND_COLORS_PROPERTIES_CS;H_TEXT_BULLETS_PROPERTIES_CS;H_TEXT_ADVANCED_PROPERTIES_CS;H_STYLE_PROPERTIES_CS',0)} See related topics
```

Turning hyphenation off and on

This procedure affects hyphenation only for selected text. You can set global hyphenation in the Document Properties dialog box.

1. Select the desired text.
2. Click the right mouse button and choose Text Properties.

 Tip

3. Click the Font tab.



4. Select "No Hyphenation" in the "Attributes" box to turn off hyphenation.
Deselect "No Hyphenation" to resume hyphenation.

```
{button ,AL('H_SETTING TYPOGRAPHICAL AND LANGUAGE OPTIONS STEPS;H_CREATING_A_SOFT_HYPHEN_STEPS;H_LINKING_TWO_PARAGRAPHS_TOGETHER_STEPS;H_KEEPING_A_PARAGRAPH_ON_THE_SAME_PAGE_STEPS;H_FORCING_A_PAGE_BREAK_BEFORE_OR_AFTER_A_PARAGRAPH_STEPS;H_USING_FAST_FORMAT_TO_FORMAT_TEXT_STEPS;H_APPLYING_A_STYLE_USING_FAST_FORMAT_STEPS',0)} See related topics
```

Underlining text using the Text InfoBox

1. Select the text or place the insertion point at the desired location.
2. Click the right mouse button and choose Text Properties.

■ Tip

3. Click the Font tab.

■

4. Select "Underline" in the "Attributes" box.

■

{button ,AL(`H_CHANGING_THE_SPACE_BETWEEN_TEXT_CHARACTERS_STEPS;H_APPLYING_ATTRIBUTES_USING_A_CYCLEKEY_STEPS;H_UNDERLINING_TEXT_USING_THE_STATUS_BAR_STEPS;H_UNDERLINING_WORDS_ONLY_STEPS;H_DOUBLE_UNDERLINING_TEXT_STEPS;H_APPLYING_A_COLOR_TO_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_UNDERLINING_TEXT_USING_THE_TEXT_MENU_STEPS;','0)} See related topics

Underlining text using the Text menu

1. Select the text or place the insertion point at the desired location.
2. Choose Text - Attributes.
3. Choose Underline.

```
{button ,AL('H_UNDERLINING_TEXT_USING_THE_STATUS_BAR_STEPS;H_UNDERLINING_TEXT_USING_THE  
_TEXT_INFOBOX_STEPS;H_APPLYING_ATTRIBUTES_USING_A_CYCLEKEY_STEPS;H_APPLYING_A_COL  
OR_TO_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_UNDERLINING_WORDS_ONLY_STEPS;H_DOUBLE  
_UNDERLINING_TEXT_STEPS',0)} See related topics
```

Underlining words only

1. Select the text or place the insertion point at the desired location.
2. Click the right mouse button and choose Text Properties.

 Tip

3. Click the Font tab.



4. Select "Word Underline" in the "Attributes" box.



{button ,AL(^H_CHANGING_THE_SPACE_BETWEEN_TEXT_CHARACTERS_STEPS;H_APPLYING_ATTRIBUTES_USING_A_CYCLEKEY_STEPS;H_UNDERLINING_TEXT_USING_THE_STATUS_BAR_STEPS;H_UNDERLINING_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_APPLYING_A_FONT_TO_TEXT_USING_THE_STATUS_BAR_STEPS;H_DOUBLE_UNDERLINING_TEXT_STEPS',0)} [See related topics](#)

Unprotecting text

1. Choose File - TeamSecurity.
2. Click the Other Protection tab.
3. Select "Allow editing of protected text."
4. Click OK.
5. Select the text.
6. Choose Text - Text Properties or Text - Font & Color.

Tip

7. Click the Font tab.



8. In the "Attributes" box, deselect "Protected."

{button ,AL(`H_REMOVING_PROTECTION_FROM_TABLE_CELL_CONTENTS_STEPS;H_REMOVING_PROTECTION_FROM_PARALLEL_COLUMN_BLOCK_CONTENTS_STEPS;H_PROTECTING_AN_ENTIRE_TABLE_STEPS;H_PROTECTING_TEXT_STEPS;H_SETTING_OTHER_TEAMSECURITY_PROTECTION_OPTIONS_STEPS', 0)} [See related topics](#)

Using a line break without starting a new paragraph

1. Start typing text.
2. Press SHIFT+ENTER when you want to begin a new line.
3. Continue typing text.

Word Pro formats text following a line break as if it were on the second line of the paragraph.

{button ,AL(^H_INSERTING_A_PAGE_BREAK_STEPS;H_KEEPING_TWO_WORDS_TOGETHER_WITH_A_NON_BREAKING_SPACE_STEPS;H_LINKING_TWO_PARAGRAPHS_TOGETHER_STEPS;H_KEEPING_A_PARAGRAPH_ON_THE_SAME_PAGE_STEPS;H_FORCING_A_PAGE_BREAK_BEFORE_OR_AFTER_A_PARAGRAPH_STEPS;H_CHANGING_THE_LINE_SPACING_OF_TEXT_STEPS;H_SKIPPING_A_BULLET_OR_NUMBER_STEPS',0)} [See related topics](#)

Using a picture or graphic as a bullet

1. Place the insertion point in the desired paragraph.
2. Click the right mouse button and choose Text Properties.
3. Click the Bullets tab.



4. Select one of the "Bullet style" buttons.
5. Select "Edit on page."
The insertion point moves to the protected area of text next to the bullet.
6. Select the bullet.
7. Choose File - Import Picture and select the desired picture.
8. Click OK.

You can format the frame and adjust the graphic scaling as necessary before moving the insertion point back into the regular area of text.

{button ,AL('H_APPLYING_BULLETS_TO_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_CREATING_A_CUSTOM_BULLET_BUTTON_STEPS;H_IMPORTING_A_PICTURE_OR_GRAPHIC_OVER;H_SIZING_A_PICTURE_OR_GRAPHIC_IN_A_FRAME_STEPS;H_CHANGING_THE_PROPERTIES_OF_A_BULLET_NUMBER_OR_LEADING_TEXT_STEPS',0)} [See related topics](#)

Details: Choosing a style for the next paragraph

Style to use for next paragraph

Allows you to change to a specific style every time you press ENTER at the end of a paragraph. Word Pro implements a new 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 style. In this case, Word Pro does not change to another style.

{button ,AL('H_USING_A_SPECIFIC_STYLE_FOR_A_NEW_PARAGRAPH_STEPS',1)} [Go to procedure](#)
{button ,AL('H_REDEFINING_A_STYLE_STEPS;H_KEEPING_A_PARAGRAPH_ON_THE_SAME_PAGE_STEPS;H_FORCING_A_PAGE_BREAK_BEFORE_OR_AFTER_A_PARAGRAPH_STEPS;H_USING_FAST_FORMAT_TO_FORMAT_TEXT_STEPS;H_APPLYING_A_STYLE_USING_THE_INFOBOX_STEPS;H_CHANGING_THE_LINE_SPACING_OF_TEXT_STEPS;H_SETTING_PARAGRAPH_BREAK_RULES_STEPS;H_PARAGRAPH_STYLES_OVER',0)} [See related topics](#)

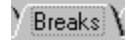
Choosing a style for the next paragraph

You can select a style that will automatically be applied when you press RETURN. For example, you can set the Heading paragraph style to automatically change to Default text when you press RETURN.

1. Place the insertion point in the desired paragraph.
2. Click the right mouse button and choose Text Properties.

 Tip

3. Click the Breaks tab.



4. Select an option in the "Style to use for next paragraph" box.

{button ,AL('H_USING_A_SPECIFIC_STYLE_FOR_A_NEW_PARAGRAPH_DETAILS',1)} [See details](#)

{button ,AL('H_REDEFINING_A_STYLE_STEPS;H_KEEPING_A_PARAGRAPH_ON_THE_SAME_PAGE_STEPS;H_FORCING_A_PAGE_BREAK_BEFORE_OR_AFTER_A_PARAGRAPH_STEPS;H_USING_FAST_FORMAT_TO_FORMAT_TEXT_STEPS;H_APPLYING_A_STYLE_USING_THE_INFOBOX_STEPS;H_CHANGING_THE_LINE_SPACING_OF_TEXT_STEPS;H_SETTING_PARAGRAPH_BREAK_RULES_STEPS;H_PARAGRAPH_STYLES_OVER',0)} [See related topics](#)

Using Fast Format to format text

1. Place the insertion point in the text that has the format or the paragraph style you want to duplicate.
2. Choose Text - Fast Format.



3. If you want to duplicate the text format, select "the look of the text at the insertion point."
If you want to duplicate the paragraph style, select "the paragraph's named style only (advanced)."
4. Click OK.
The cursor changes to a paintbrush.
5. To copy the formatting to a word, click the word.
To copy the formatting to specific text, select the text.
If you are copying a paragraph style, you only need to click in the paragraph.
6. Repeat step 5 as many times as necessary.
7. When you are finished, choose Text - Fast Format again.



The cursor changes back to an I-beam.

```
{button ,AL('H_REMOVING_ALL_TEXT_FORMATTING_STEPS;H_REDEFINING_A_STYLE_STEPS;H_CREATING_A_STYLE_STEPS;H_CREATING_A_HIERARCHY_FOR_STYLES_STEPS;H_CHANGING_THE_LINE_SPACING_OF_TEXT_STEPS;H_APPLYING_A_STYLE_USING_FAST_FORMAT_STEPS',0)} See related topics
```

You can also reach the Text InfoBox by choosing Text - Text Properties.

Details: Adding a shadow with color and depth to lines around the outside of a table

Shadow depth

Allows you to select a shadow depth for lines around a table. The options are:




- Shallow
- Normal
- Deep
- Other - Specify a value (between 0 and 0.2) for the shadow depth in the Shadow Depth dialog box and click OK.

{button ,AL('H_ADDING_A_SHADOW_WITH_COLOR_AND_DEPTH_TO_LINES_AROUND_THE_OUTSIDE_OF_A_TABLE_STEPS',1)} [Go to procedure](#)

{button ,AL('H_PLACING_LINES_AROUND_THE_OUTSIDE_OF_A_TABLE_STEPS;H_SELECTING_ROUND_CORNERS_FOR_LINES_AROUND_THE_OUTSIDE_OF_A_TABLE_STEPS;H_PLACING_LINES_AROUND_ONE_OR_MORE_TABLE_CELLS_STEPS;H_TABLES_AND_TABLE_CELLS_OVER;H_ADDING_BACKGROUND_PATTERN_AND_COLOR_TO_A_TABLE_STEPS',0)} [See related topics](#)

Adding a shadow with color and depth to lines around the outside of a table

1. Click in the table.
2. Choose Table - Table Properties.
3. Click the Lines & Colors tab.
4. Select an option in the "Shadow" box.
5. Select a "Shadow depth."

  
{button ,AL('H_ADDING_A_SHADOW_WITH_COLOR_AND_DEPTH_TO_LINES_AROUND_THE_OUTSIDE_OF_A_TABLE_DETAILS',1)} [See details](#)


6. Select a "Shadow color."



{button ,AL('H_ADDING_A_SHADOW_WITH_COLOR_AND_DEPTH_TO_LINES_AROUND_THE_OUTSIDE_OF_A_TABLE_DETAILS',1)} [See details](#)

{button ,AL('H_PLACING_LINES_AROUND_THE_OUTSIDE_OF_A_TABLE_STEPS;H_SELECTING_ROUND_CORNERS_FOR_LINES_AROUND_THE_OUTSIDE_OF_A_TABLE_STEPS;H_PLACING_LINES_AROUND_ONE_OR_MORE_TABLE_CELLS_STEPS;H_TABLES_AND_TABLE_CELLS_OVER;H_ADDING_BACKGROUND_PATTERN_AND_COLOR_TO_A_TABLE_STEPS',0)} [See related topics](#)

Adding background pattern and color to a table

1. Click in the table.
2. Choose Table - Table Properties.
3. Click the Lines & Colors tab.
4.  Select a "Background color."
You can set up white text on a black background by selecting black for the background and white for the text.
5. Select a background "Pattern."
Tip To allow the background of the table's container to show through, select "None" for the pattern.
6. You can select a contrasting color for a pattern by selecting a "Pattern color."



{button ,AL('H_CREATING_A_CUSTOM_COLOR_STEPS;H_PLACING_LINES_AROUND_THE_OUTSIDE_OF_A_TABLE_STEPS;H_ADDING_A_SHADOW_WITH_COLOR_AND_DEPTH_TO_LINES_AROUND_THE_OUTSIDE_OF_A_TABLE_STEPS;H_SELECTING_ROUND_CORNERS_FOR_LINES_AROUND_THE_OUTSIDE_OF_A_T
ABLE_STEPS;H_ADDING_BACKGROUND_PATTERN_AND_COLOR_TO_ONE_OR_MORE_TABLE_CELLS_S
TEPS;H_APPLYING_A_COLOR_TO_TEXT_USING_THE_TEXT_INFOBOX_STEPS',0)} [See related topics](#)

Details: Adding background pattern and color to one or more table cells

If you are selecting options for each line style (in the Lines & Background Options dialog box), select which cells, rows, or columns you want to fill in the "Fill" box and select the desired background and pattern options.

Fill

Allows you to select background filler options for one or more cells. The options are:

- All cells transparent
- All cells
- Every other row
- Every other column

Background color

Allows you to select a background color for the selected cells.

(Background) Pattern

Allows you to select from different types of background patterns.

(Background) Pattern color

Allows you to select a background pattern color.

Note If you want to make the cells transparent, select "None" for the pattern.

```
{button ,AL('H_ADDING_BACKGROUND_PATTERN_AND_COLOR_TO_ONE_OR_MORE_TABLE_CELLS_STEPS',1)} Go to procedure
```

```
{button ,AL('H_PLACING_LINES_AROUND_THE_OUTSIDE_OF_A_TABLE_STEPS;H_PLACING_LINES_AROUND_ONE_OR_MORE_TABLE_CELLS_STEPS;H_ADDING_BACKGROUND_PATTERN_AND_COLOR_TO_A_TABLE_STEPS',0)} See related topics
```

Adding background pattern and color to one or more table cells

1. Click in the table cell or select the desired table cells.
2. Choose Table - Lines & Fill Color.
3. Click the Lines & Colors tab.



Tip

4. Select a background color, pattern, and pattern color options.
5. If you want to select background options for alternating columns or rows, click Options.

You can set up white text on a black background by selecting black for the background and then selecting white for the text.

{button ,AL('H_ADDING_BACKGROUND_PATTERN_AND_COLOR_TO_ONE_OR_MORE_TABLE_CELLS_DETAIL S',1)} [See details](#)

{button ,AL('H_PLACING_LINES_AROUND_THE_OUTSIDE_OF_A_TABLE_STEPS;H_PLACING_LINES_AROUND_ONE_OR_MORE_TABLE_CELLS_STEPS;H_CREATING_A_CUSTOM_COLOR_STEPS;H_ADDING_BACKGROUND_PATTERN_AND_COLOR_TO_A_TABLE_STEPS',0)} [See related topics](#)

Adding frequently used number formats

You can add or remove number formats from the list of frequently used number formats.

1. Click the right mouse button and choose Cell Properties.



 Tip

2. Click the Number Format tab.



3. Select a "Format category."
4. Select the desired number format in the "Current format" box.
5. Select "Frequently used" to add number formats to the list.

You can remove number formats from the list by deselecting this option.

{button ,AL(`H_NUMBER_FORMATS_IN_A_TABLE_OVER;H_FORMATTING_NUMBERS_IN_A_TABLE_CELL_STEPS;H_CHANGING_THE_APPEARANCE_OF_TABLE_NUMBER_FORMATS_STEPS',0)} [See related topics](#)

Details: Adding or removing leaders in a table cell

The alignment of the table contents determines how leading characters appear.

For example, If you left align or justify the table contents, leading text appears between the last character in a cell and the right side of the cell.

If you center the contents, leading text does not appear.

If you right align table contents, leading text appears between the left side of the cell and the first character on the last line of the cell.

{button ,AL(`H_ADDING_OR_REMOVING_LEADERS_IN_A_TABLE_CELL_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_TABLES_AND_TABLE_CELLS_OVER;H_SETTING_NUMERIC_ALIGNMENT_STEPS;H_TABLE_MARGINS_OVER;H_SETTING_TABS_USING_THE_INFOBOX_STEPS;H_ALIGNING_TEXT_USING_THE_TEXT_MENU_STEPS;H_ALIGNING_TEXT_USING_A_CYCLEKEY_STEPS',0)} [See related topics](#)

Adding or removing leaders in a table cell

1. Place the insertion point in the desired cell.
2. Click the right mouse button and choose Cell Properties.

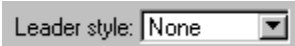


 Tip

3. Click the Misc tab.



4. To add leaders, select an option in the "Leader style" box.



To remove leaders, select "None" in the "Leader style" box.

{button ,AL(^H_ADDING_OR_REMOVING_LEADERS_IN_A_TABLE_CELL_DETAILS',1)} [See details](#)

{button ,AL(^H_SETTING_NUMERIC_ALIGNMENT_STEPS;H_TABLE_MARGINS_OVER;H_SETTING_TABS_USING_THE_INFOBOX_STEPS;H_ALIGNING_TEXT_USING_THE_TEXT_MENU_STEPS;H_ALIGNING_TEXT_USING_A_CYCLEKEY_STEPS',0)} [See related topics](#)

Aligning a table on a page

1. Click in the table.
2. From the Table menu, choose Table Properties.



3. Click the Placement tab.



4. Click the left, center, or right "Quick alignment" button.

To make the table's width equal that of its container, click the margin to margin alignment button.

Note The Quick alignment buttons are dimmed if the "Place table" option is set to "In text" or "Same page as text."

{button ,AL(^H_ALIGNING_CONTENTS_VERTICALLY_IN_A_TABLE_STEPS;H_ANCHORING_A_TABLE_TO_TEXT_OR_A_PAGE_STEPS;H_TABLE_MARGINS_OVER;H_PLACING_AND_MOVING_A_TABLE_ON_A_PAGE_STEPS;H_MOVING_A_FRAME_OR_TABLE_ANCHOR_USING_THE_MOUSE_STEPS',0)} [See related topics](#)

You can also click the right mouse button in the table, choose Cell Properties, click the Misc tab, and click a Vertical alignment button.

Aligning contents vertically in a table

1. Click in the table.
2. Choose Table - Alignment.



3. Choose Top Align Contents, Center Align Contents, or Bottom Align Contents.

 Tip

{button ,AL(^H_ALIGNING_A_TABLE_ON_A_PAGE_STEPS;H_CONNECTING_CELLS_IN_A_TABLE_STEPS;H_ALIGNING_TEXT_USING_THE_TEXT_MENU_STEPS;H_TABLE_MARGINS_OVER;H_SETTING_NUMERIC_ALIGNMENT_STEPS;H_SETTING_LOCKING_OPTIONS_FOR_TABLE_COLUMNS_AND_ROWS_STEPS',0)} [See related topics](#)

Details: Anchoring a table to text or a page

Place table

The options are:

- On all pages

The table appears on all pages of the document. You can adjust the anchor point of the table on the page, as well as the table's vertical and horizontal offsets from the anchor point.

- On left/right pages

If the insertion point is on a left page, the table appears on all left pages of the document. If the insertion point is on a right page, the table appears on all right pages of the document. You can adjust the anchor point of the table on the page, as well as the table's vertical and horizontal offsets from the anchor point.

- In text

The table is anchored to a character in the text and moves with that character. You cannot adjust anchoring options.

- With paragraph above

The table is anchored to the paragraph above it and moves with that paragraph. You can adjust the table's horizontal offset from the anchor point and its horizontal alignment, but not the vertical offset.

- Same page as text

The table is anchored to a character in the text and moves with that character. The table will always appear on the same page as its anchor. You can adjust the table's vertical and horizontal offsets from the anchor point.

- On current page

The table appears on the current page of the document. You can adjust the anchor point of the table on the page, as well as the table's vertical and horizontal offsets from the anchor point.

- In text - Vertical

The table is anchored to a character in the text and moves with that character. The table will always appear on the same page as its anchor. You can adjust the table's vertical and horizontal offsets from the anchor point. Unlike the "In text" option, the table can move vertically.

- In Frame

The table is anchored inside its parent frame and always appears inside it. You can adjust the anchor point inside the frame as well as the vertical and horizontal offsets, as long as the table remains inside the frame.

Note Anchor Point refers to the available locations for the anchor point, depending on the option you select for placing the table. Each available location is indicated by a small dot in the picture of the parent container.

Offset from anchor point to table

Vertical

Every time you increase or decrease a vertical offset, you move the table up or down on the page. To place the table below the anchor point, click down and specify the offset. To place the table above the anchor point, click up and specify the offset.

Horizontal

Every time you increase or decrease a horizontal offset, you move the table left or right on the page. To place the table to the left of the anchor point, click left and specify the offset.

{button ,AL(`H_ANCHORING_A_TABLE_TO_TEXT_OR_A_PAGE_STEPS`,1)} [Go to procedure](#)

{button ,AL(`H_PLACING_AND_MOVING_A_TABLE_ON_A_PAGE_STEPS;H_MOVING_OR_COPYING_AN_ENTIRE_TABLE_USING_THE_EDIT_MENU_STEPS;H_MOVING_A_FRAME_OR_TABLE_ANCHOR_USING_THE_MOUSE_STEPS;H_ALIGNING_A_TABLE_ON_A_PAGE_STEPS;H_TABLES_AND_TABLE_CELLS_OVER`,0)}
[See related topics](#)

Anchoring a table to text or a page

You cannot anchor a table if its placement is "In text."

1. Click in the table.
2. From the Table menu, choose Table Properties.



3. Click the Placement tab.



4. Click Placement and Anchoring.
5. First, select where you want to place the table in the "Place table" box.
{button ,AL('H_ANCHORING_A_TABLE_TO_TEXT_OR_A_PAGE_DETAILS',1)} [See details](#)
6. Then select an anchor point in the document by clicking a location on the "Anchor point" graphic.



The description of the location appears above the graphic as you move the anchor point.

7. Select a location by clicking on the "Tie anchor to table" graphic.



The description of the location appears above the graphic as you move the anchor point.

8. In the "Offset from anchor point to table" section, you can specify values that more precisely anchor the table to the text or on the page.

{button ,AL('H_ANCHORING_A_TABLE_TO_TEXT_OR_A_PAGE_DETAILS',1)} [See details](#)

Click Clear Offsets to restart this process.

9. Click Done.

{button ,AL('H_ANCHORING_A_TABLE_TO_TEXT_OR_A_PAGE_DETAILS',1)} [See details](#)

{button ,AL('H_MOVING_A_FRAME_OR_TABLE_ANCHOR_USING_THE_MOUSE_STEPS;H_PLACING_AND_MOVING_A_TABLE_ON_A_PAGE_STEPS',0)} [See related topics](#)

Changing text direction in a table cell

Show me a QuickDemo

1. Select the desired cell(s).
2. Click the right mouse button, and choose Cell Properties.



3. Click the Misc tab.



4. Click one of the Text direction buttons.



If you set a vertical text direction, you must disable the automatic row height to accommodate the text.

{button ,AL(^H_TABLE_MARGINS_OVER;H_TABLES_AND_TABLE_CELLS_OVER;H_SETTING_MARGINS_FOR_A_TABLE_CELL_STEPS;H_SETTING_LOCKING_OPTIONS_FOR_TABLE_COLUMNS_AND_ROWS_STEPS;H_CHANGING_THE_SIZE_OF_A_TABLE_USING_THE_INFOBOX_STEPS;H_ALIGNING_A_TABLE_ON_A_PAGE_STEPS',0)} See related topics

Details: Changing the appearance of numbers in a table cell

The options are:

- Any number
- Negative number
- Zero

{button ,AL('H_CHANGING_THE_APPEARANCE_OF_TABLE_NUMBER_FORMATS_STEPS',1)} [Go to procedure](#)
{button ,AL('H_NUMBER_FORMATS_IN_A_TABLE_OVER;H_FORMATTING_NUMBERS_IN_A_TABLE_CELL_STEPS;H_ADDING_FREQUENTLY_USED_NUMBER_FORMATS_STEPS;H_INSERTING_A_FORMULA_IN_A_TABLE_CELL_STEPS;H_USING_SMARTSUM_TO_ADD_NUMBERS_IN_A_TABLE_STEPS;H_SETTING_NUMERIC_ALIGNMENT_STEPS;H_REDEFINING_A_STYLE_STEPS',0)} [See related topics](#)

Changing the appearance of table number formats

1. Click the right mouse button and choose Cell Properties.



Tip

2. Click the Number Format tab.



3. Choose the number format you want to modify in the "Current format" list.
4. Click Format Options.
5. Select the type of number you want these changes to apply to in the "Condition to edit" box.
{button ,AL(`H_CHANGING_THE_APPEARANCE_OF_TABLE_NUMBER_FORMATS_DETAILS`,1)} [See details](#)
6. If you want text to appear before or after a number, specify it in the "Text before" and "Text after" boxes, or select from the lists.
7. If you want different color numbers, select "Number color" and a color in the list.
8. Click OK to process the changes, or click Reset to return to the table cell with the original formats.

{button ,AL(`H_CHANGING_THE_APPEARANCE_OF_TABLE_NUMBER_FORMATS_DETAILS`,1)} [See details](#)

{button ,AL(`H_NUMBER_FORMATS_IN_A_TABLE_OVER;H_FORMATTING_NUMBERS_IN_A_TABLE_CELL_STEPS;H_ADDING_FREQUENTLY_USED_NUMBER_FORMATS_STEPS;H_INSERTING_A_FORMULA_IN_A_TABLE_CELL_STEPS;H_USING_SMARTSUM_TO_ADD_NUMBERS_IN_A_TABLE_STEPS;H_SETTING_NUMERIC_ALIGNMENT_STEPS;H_REDEFINING_A_STYLE_STEPS`,0)} [See related topics](#)

Details: Changing the size of a table using the InfoBox

Automatic row height

Increases the height of the row when the text needs to wrap to another line, or when the point or font size changes. If you select this option, you can specify a minimum row height in the "At least" box.

Lock row height

If you select this option, you cannot change the row height using the mouse or InfoBox.

Row spans pages

Allows text in a table cell to continue to the next page without moving the entire row to the next page. You cannot select this option unless Automatic row height is selected.

Fix column width

If you select this option, Word Pro will not adjust the column's size when you insert or delete columns.

Lock column width

If you select this option, you cannot change the column width using the InfoBox or the column guides.

{button ,AL('H_CHANGING_THE_SIZE_OF_A_TABLE_USING_THE_INFOBOX_STEPS',1)} [Go to procedure](#)
{button ,AL('H_SETTING_LOCKING_OPTIONS_FOR_TABLE_COLUMNS_AND_ROWS_STEPS;H_SIZING_A_PICTURE_OR_GRAPHIC_IN_A_TABLE_CELL_STEPS;H_TABLE_MARGINS_OVER;H_SETTING_MARGINS_FOR_A_TABLE_CELL_STEPS;H_TABLES_AND_TABLE_CELLS_OVER;H_SETTING_ALL_MARGINS_AT_ONE_TIME_FOR_A_TABLE_STEPS;H_SETTING_A_TOP_BOTTOM_LEFT_OR_RIGHT_MARGIN_FOR_A_TABLE_STEPS;H_CHANGING_THE_WIDTH_OF_A_TABLE_STEPS;',0)} [See related topics](#)

Changing the size of a table using the InfoBox

1. Select the row or column where you want to change the size.
2. From the Table menu, choose Size Row/Column.



 Tip

3. Click the Size & Margins tab.



4. If you want Word Pro to determine the row height based on the point size of the text, select "Automatic Row height" and specify the minimum row height in the "At least" box.

OR

If you want to maintain a specific row height, deselect "Automatic Row height" and specify a height.

5. To change a column width, specify a "Width" and select any other option.

{button ,AL('H_CHANGING_THE_SIZE_OF_A_TABLE_USING_THE_INFOBOX_DETAILS',1)} [See details](#)

{button ,AL('H_CHANGING_THE_SIZE_OF_A_TABLE_USING_THE_INFOBOX_DETAILS',1)} [See details](#)

{button ,AL('H_SETTING_LOCKING_OPTIONS_FOR_TABLE_COLUMNS_AND_ROWS_STEPS;H_SIZING_A_PICTURE_OR_GRAPHIC_IN_A_TABLE_CELL_STEPS;H_TABLE_MARGINS_OVER;H_SETTING_MARGINS_FOR_A_TABLE_CELL_STEPS;H_SETTING_ALL_MARGINS_AT_ONE_TIME_FOR_A_TABLE_STEPS;H_SETTING_A_TOP_BOTTOM_LEFT_OR_RIGHT_MARGIN_FOR_A_TABLE_STEPS;H_CHANGING_THE_WIDTH_OF_A_TABLE;',0)} [See related topics](#)

Details: Changing the size of a table using the mouse

Table cells by default can automatically grow in height ("Automatic row height" option in the Table Cell InfoBox, Size & Margins panel) to fit inserted contents. If this option is set, the arrow will not appear and you cannot use the mouse to change table cell size.

If the "Lock column width" option is set, a "No" icon appears instead of the arrow.

If you press CTRL while dragging the arrow, the width/height of the selected column or row increases and the width/height of the column or row next to it decreases. The table will remain the same size.

If you do not press CTRL, the size of the table depends on the following:

- If the table alignment is set margin to margin, cells whose column width is not locked adjust so the table stays margin to margin (unless the column width is fixed).
- If the table alignment is left, right, or center, all other cells move left or right as necessary, even into the right margin.

{button ,AL('H_CHANGING_THE_SIZE_OF_A_TABLE_USING_THE_MOUSE_STEPS',1)} [Go to procedure](#)

{button ,AL('H_CHANGING_THE_SIZE_OF_A_TABLE_USING_THE_INFOBOX_STEPS;H_SETTING_LOCKING_OPTIONS_FOR_TABLE_COLUMNS_AND_ROWS_STEPS;H_SIZING_A_PICTURE_OR_GRAPHIC_IN_A_TABLE_CELL_STEPS;H_TABLE_MARGINS_OVER;H_SETTING_MARGINS_FOR_A_TABLE_CELL_STEPS;H_SETTING_ALL_MARGINS_AT_ONE_TIME_FOR_A_TABLE_STEPS;H_SETTING_A_TOP_BOTTOM_LEFT_OR_RIGHT_MARGIN_FOR_A_TABLE_STEPS;H_TABLE_POINTER_SHAPES_STEPS',0)} [See related topics](#)

Changing the size of a table using the mouse

1. Click in the table. To change the width of a column, move the mouse pointer to the right edge of the desired table column until an arrow appears.



To change the height of a row, move the mouse pointer to the bottom edge of the desired row until an arrow appears. To change the column width and row height simultaneously, move the mouse pointer to any corner of the desired cell until an arrow appears.



{button ,AL('H_CHANGING_THE_SIZE_OF_A_TABLE_USING_THE_MOUSE_DETAILS',1)} [See details](#)

2. Drag the arrow until the column, row, or cell is the size you want.

If specific locking options are set for table columns and rows, you may not be able to change their size.

{button ,AL('H_CHANGING_THE_SIZE_OF_A_TABLE_USING_THE_MOUSE_DETAILS',1)} [See details](#)

{button ,AL('H_CHANGING_THE_SIZE_OF_A_TABLE_USING_THE_INFOBOX_STEPS;H_SETTING_LOCKING_OPTIONS_FOR_TABLE_COLUMNS_AND_ROWS_STEPS;H_SIZING_A_PICTURE_OR_GRAPHIC_IN_A_TABLE_CELL_STEPS;H_TABLE_MARGINS_OVER;H_SETTING_MARGINS_FOR_A_TABLE_CELL_STEPS;H_SETTING_ALL_MARGINS_AT_ONE_TIME_FOR_A_TABLE_STEPS;H_SETTING_A_TOP_BOTTOM_LEFT_OR_RIGHT_MARGIN_FOR_A_TABLE_STEPS;H_TABLE_POINTER_SHAPES_STEPS',0)} [See related topics](#)

Changing the width of a table

When you change the width of a table, Word pro adjusts the columns to fit within the new table width. You can only change the width of tables set to "On current page", "On all pages", or "On left/right pages." For tables with other placement options, you can change the width of columns within the table to change the table width. When you set the alignment to "margin-to-margin" on the Placement panel of the Table Infobox, Word Pro automatically resets the width to be left-aligned.

1. Click in the table.
2. From the Table menu, choose Table Properties.



3. Click the Size & Margins tab.



4. Specify a "Table Width."

{button ,AL(`H_SETTING_ALL_MARGINS_AT_ONE_TIME_FOR_A_TABLE_STEPS;H_ALIGNING_A_TABLE_ON_A_PAGE_STEPS;H_PLACING_AND_MOVING_A_TABLE_ON_A_PAGE_STEPS;H_CHANGING_THE_SIZE_OF_A_TABLE_USING_THE_INFOBOX_STEPS;H_SETTING_LOCKING_OPTIONS_FOR_TABLE_COLUMNS_AND_ROWS_STEPS;','0)} [See related topics](#)

Connecting cells in a table

1. To connect all table cells in a row, place the mouse pointer in any cell in the row and choose Table - Connect Row.



2. To connect two or more table cells, select the desired table cells and choose Table - Connect Cells.



The connected cell assumes the properties of the leftmost cell. Data from all the cells is combined and separated by returns.

{button ,AL(`H_SPLITTING_A_CELL_IN_A_TABLE_STEPS;H_SPLITTING_AN_ENTIRE_TABLE_STEPS;H_DISCONNECTING_CELLS_IN_A_TABLE_STEPS;H_TABLES_AND_TABLE_CELLS_OVER',0)} [See related topics](#)

Copying table columns, rows, or cells

1. Select the table columns, rows, or cells you want to copy.

 Tip

2. Place the mouse pointer over an edge of the selected columns and rows until the hand appears.



3. Press CTRL and click and drag the columns, rows, or text to the desired location in the table or document.



4. Release the mouse.

{button ,AL(^H_DISABLING_DRAG_AND_DROP_STEPS;H_MOVING_TABLE_COLUMNS_ROWS_OR_CELLS_STEPS;H_SMARTFILL_OVER;H_DISABLING_GENERAL_USAGE_OPTIONS_STEPS;H_DRAG_AND_DROP_OVER',0)} [See related topics](#)

You can also copy cell contents by choosing Edit - Copy, placing the insertion point where you want the copied information, and choosing Edit - Paste.

You can also click Size & Place Table Manually. The mouse pointer changes to the Create table icon. Drag it until the table expands to the desired width (the row height is pre-defined). The table column width sets whenever you release the mouse. Word Pro uses the number of columns and rows specified in the Create Table dialog box.

The table's anchor point on the page sets where you first clicked in the document.

Creating a table using existing text

When you create a table from existing text, Word Pro looks for tabs or groups of three or more spaces to separate columns, and hard returns to indicate rows.

1. Select the text you want placed in the table.
2. Choose Create - Table.
3. Click Yes to confirm.

If you click No, Word Pro displays the Create Table dialog box.

{button ,AL(`H_TABLES_AND_TABLE_CELLS_OVER;H_TABLE_MARGINS_OVER;H_UNDOING_YOUR_LAST_ACTION_USING_THE_EDIT_MENU_STEPS;H_ANCHORING_A_TABLE_TO_TEXT_OR_A_PAGE_STEPS;H_INSERTING_A_DOCUMENT_OR_FILE_INTO_THE_CURRENT_DOCUMENT_STEPS;H_CREATING_A_TABLE_USING_THE_MENU_STEPS;H_CREATING_A_TABLE_USING_THE_TABLE_GRID_STEPS;H_PLACING_AND_MOVING_A_TABLE_ON_A_PAGE_STEPS',0)} [See related topics](#)

Creating a table using the menu

1. Choose Create - Table.



2. Specify the number of columns and rows for the table, or accept the default of 4.

3. You can accept the "Default Table" option in the "Table style" box, or, if you previously set and named table styles, select another option.



Tip

4. Click OK.

{button ,AL(^H_TABLES_AND_TABLE_CELLS_OVER;H_TABLE_MARGINS_OVER;H_TABLE_STYLES_OVER;H_CREATING_A_TABLE_USING_EXISTING_TEXT_STEPS;H_INSERTING_A_TABLE_INTO_A_FRAME_STEPS;H_CREATING_A_TABLE_USING_THE_TABLE_GRID_STEPS;H_PLACING_AND_MOVING_A_TABLE_ON_A_PAGE_STEPS',0)} [See related topics](#)

Creating a table using the table grid

1. Place the insertion point where you want the table.
2. Click the table grid SmartIcon.



Word Pro drops down a table grid.

3. Drag the mouse pointer over the grid until you select the desired number of columns and rows.

When you release the mouse, Word Pro inserts the table in the document and places the insertion point in the first cell.

{button ,AL(`H_TABLES_AND_TABLE_CELLS_OVER;H_TABLE_MARGINS_OVER;H_CREATING_A_TABLE_USING_EXISTING_TEXT_STEPS;H_ANCHORING_A_TABLE_TO_TEXT_OR_A_PAGE_STEPS;H_INSERTING_A_TABLE_INTO_A_FRAME_STEPS;H_CREATING_A_TABLE_USING_THE_MENU_STEPS;H_PLACING_AND_MOVING_A_TABLE_ON_A_PAGE_STEPS';0)} [See related topics](#)

Details: Customizing lines around the outside of a table

Above, Below, Right, Left

Selecting each of these causes the appropriate line to appear around the outside of the table. When the line appears, you can select options for line style, width, and color.

Line style

Allows you to select a line style.

Line width

Allows you to select a line width.

Line color

Allows you to select a line color.

{button ,AL(`H_CUSTOMIZING_LINES_AROUND_A_TABLE_STEPS',1)} [Go to procedure](#)


{button ,AL(`H_CREATING_A_CUSTOM_COLOR_STEPS;H_SETTING_ALL_MARGINS_AT_ONE_TIME_FOR_A_TABLE_STEPS;H_PLACING_LINES_AROUND_ONE_OR_MORE_TABLE_CELLS_STEPS',0)} [See related topics](#)

Customizing lines around the outside of a table

1. Click in the table.
2. From the Table menu, choose Table Properties.



Tip

3. Click the Lines & Colors tab.
- 
4. Click Options.
 5. Select the options you want.
 6. Click OK.
-

{button ,AL('H_CUSTOMIZING_LINES_AROUND_A_TABLE_DETAILS',1)} [See details](#)

{button ,AL('H_ADDING_A_SHADOW_WITH_COLOR_AND_DEPTH_TO_LINES_AROUND_THE_OUTSIDE_OF_A_TABLE_STEPS;H_SELECTING_ROUND_CORNERS_FOR_LINES_AROUND_THE_OUTSIDE_OF_A_TABLE_STEPS;H_PLACING_LINES_AROUND_ONE_OR_MORE_TABLE_CELLS_STEPS;H_ADDING_BACKGROUND_PATTERN_AND_COLOR_TO_A_TABLE_STEPS;H_ADDING_A_DESIGNER_BORDER_STEPS;',0)} [See related topics](#)

You can also delete a row by choosing Table - Delete and choosing Row. You can delete a column by choosing Table - Delete and choosing Column.

Deleting an entire table

1. Place the insertion point anywhere in the table.
2. Choose Table - Delete.
3. Choose Entire Table.



{button ,AL(`H_INSERTING_A_SINGLE_ROW_OR_COLUMN_INTO_A_TABLE_STEPS;H_DELETING_A_ROW_OR_COLUMN_FROM_A_TABLE_STEPS;H_DELETING_TEXT_STEPS;H_CHANGING_THE_SIZE_OF_A_TABLE_USING_THE_MOUSE_STEPS;H_MOVING_OR_COPYING_AN_ENTIRE_TABLE_USING_THE_EDIT_MENU_STEPS',0)} [See related topics](#)

Deleting a row or column from a table

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1. Place the insertion point in the row or column you want to delete.
2. Choose Table - Delete and choose Row/Column.

[Tip](#)

3. Select "Column" or "Row."
4. Specify the number of rows or columns you want to delete.
5. Click OK.

{button ,AL(`H_TABLES_AND_TABLE_CELLS_OVER;H_INSERTING_A_SINGLE_ROW_OR_COLUMN_INTO_A_TABLE_STEPS;H_DELETING_AN_ENTIRE_TABLE_STEPS;H_CONNECTING_CELLS_IN_A_TABLE_STEPS;H_SPLITTING_AN_ENTIRE_TABLE_STEPS;H_INSERTING_MULTIPLE_ROWS_OR_COLUMNS_INTO_A_TABLE_STEPS',0)} [See related topics](#)

Disconnecting cells in a table

1. Place the insertion point in the cell.
2. Choose Table - Disconnect Cell.

You can only disconnect cells that previously were connected. All data remains in the leftmost cell.

{button ,AL('H_SPLITTING_A_CELL_IN_A_TABLE_STEPS;H_CONNECTING_CELLS_IN_A_TABLE_STEPS;H_TABLES_AND_TABLE_CELLS_OVER;H_SPLITTING_AN_ENTIRE_TABLE_STEPS',0)} [See related topics](#)

Details: Displaying table headings for columns and rows

Clicking on the column headings (letters) selects the whole column. Clicking on the row headings (numbers) selects the whole row. Clicking the control button in upper left corner of the table selects the whole table.

{button ,AL(`H_DISPLAYING_TABLE_HEADINGS_FOR_COLUMNS_AND_ROWS_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_SELECTING_TABLE_COLUMNS_OR_ROWS_STEPS;H_ENTERING_A_SEQUENCE_OF_DATA_USING_SMARTFILL_STEPS;H_REPEATING_TABLE_TEXT_AS_A_HEADING_STEPS;H_TABLES_AND_TABLE_CELLS_OVER',0)} [See related topics](#)

Displaying table headings for columns and rows

1. From the View menu, choose Set View Preferences.



2. Select "Show table row/col. headings."

3. Click OK.

Table headings only appear when the insertion point is in the table.

{button ,AL(`H_DISPLAYING_TABLE_HEADINGS_FOR_COLUMNS_AND_ROWS_DETAILS',1)} [See details](#)

{button ,AL(`H_TABLES_AND_TABLE_CELLS_OVER;H_USING_FORMULAS_IN_A_TABLE_OVER;H_REPEATING_TABLE_TEXT_AS_A_HEADING_STEPS;H_SETTING_UP_THE_DOCUMENT_DISPLAY_STEPS;H_PLACING_LINES_AROUND_THE_OUTSIDE_OF_A_TABLE_STEPS',0)} [See related topics](#)

Editing a formula in a table cell

1. Place the insertion point in the cell containing a formula.
2. From the Table menu, choose Edit Formula.



3. Make edits as necessary.
4. If you want to add an [@function](#) to the formula, select an option from the "@Functions" box and click Add to Formula.
5. Click OK.

{button ,AL(`H_NUMBER_FORMATS_IN_A_TABLE_OVER;H_USING_FORMULAS_IN_A_TABLE_OVER;H_FORMATTING_NUMBERS_IN_A_TABLE_CELL_STEPS;H_ADDING_FREQUENTLY_USED_NUMBER_FORMATS_STEPS;H_INSERTING_A_FORMULA_IN_A_TABLE_CELL_STEPS;H_USING_SMARTSUM_TO_ADD_NUMBERS_IN_A_TABLE_STEPS';0)} [See related topics](#)

Details: Formatting numbers in a table cell

Word Pro groups all number formats into standard format categories:

- Number
- Currency
- Text
- All
- Frequently Used - Use this for the most frequently used number formats

The "Current format" box lists the specific number formats assigned to each of the above categories.

The number format in use in the table cell at the insertion point always appears in the "Current format" box. Therefore, if you change a number format, your change will apply to a specific table cell, not all table cells.

{button ,AL('H_FORMATTING_NUMBERS_IN_A_TABLE_CELL_STEPS',1)} [Go to procedure](#)

{button ,AL('H_NUMBER_FORMATS_IN_A_TABLE_OVER;H_ADDING_FREQUENTLY_USED_NUMBER_FORMATS_STEPS;H_INSERTING_A_FORMULA_IN_A_TABLE_CELL_STEPS;H_CHANGING_THE_APPEARANCE_OF_TABLE_NUMBER_FORMATS_STEPS;H_SETTING_NUMERIC_ALIGNMENT_STEPS;H_REDEFINING_A_STYLE_STEPS',0)} [See related topics](#)

Formatting numbers in a table cell

1. Click in the table cell or select the cells you want to format.
2. Click the right mouse button and choose Cell Properties.



3. Click the Number Format tab.



4. Select the desired "Format category" and related "Current format" from the boxes.
{button ,AL('H_FORMATTING_NUMBERS_IN_A_TABLE_CELL_DETAILS',1)} [See details](#)
5. Specify a number for "Decimal Places" or accept the default.

{button ,AL('H_FORMATTING_NUMBERS_IN_A_TABLE_CELL_DETAILS',1)} [See details](#)

{button ,AL('H_NUMBER_FORMATS_IN_A_TABLE_OVER;H_ADDING_FREQUENTLY_USED_NUMBER_FORMATS_STEPS;H_INSERTING_A_FORMULA_IN_A_TABLE_CELL_STEPS;H_CHANGING_THE_APPEARANCE_OF_TABLE_NUMBER_FORMATS_STEPS;H_SETTING_NUMERIC_ALIGNMENT_STEPS;H_REDEFINING_A_STYLE_STEPS',0)} [See related topics](#)

Details: Inserting a formula in a table cell

Cutting, copying, and pasting a formula

Cell addresses that refer to a formula normally change when you cut or copy the formula cell and paste it into another cell. These cell addresses relate 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 you always refer to the contents of a specific cell, even if you copy, cut, or paste the formula cell. You can specify an absolute address 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.

Typing the desired formula

You can use Lotus 1-2-3 syntax in table formulas:

You can start a formula with @ or =.

You can specify a range of cells using two periods (..) or a colon (:).

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.

@ Functions

@ Functions are tools used to calculate a value for a table cell. Word Pro provides six @functions for use inside Word Pro tables. They are:

@SUM(*list*)

Adds the values in *list*.

@AVG(*list*)

Calculates the average of the values in *list*.

@COUNT(*list*)

Counts all the non-blank cells in *list*.

@MAX(*list*)

Finds the largest value in *list*.

@MIN(*list*)

Finds the smallest value in *list*.

In each of these @functions, you must provide a list of values or a list of cells whose values you want to use in your @function. Each value in the list must be separated by a semicolon (;). You can refer to a range of cells by naming the first and last cells separated by a colon (:).

@IF(*condition*; *x*; *y*)

Evaluates *condition* and returns *x* if condition is true or *y* if condition is false. A condition is any formula that uses a logical operator (=, <, >, <>, >=, <=, #NOT#, #AND#, and #OR#). The @IF function evaluates the condition and proceeds according to whether it is true or false.

{button ,AL('H_INSERTING_A_FORMULA_IN_A_TABLE_CELL_STEPS',1)} [Go to procedure](#)

{button ,AL('H_NUMBER_FORMATS_IN_A_TABLE_OVER;H_USING_FORMULAS_IN_A_TABLE_OVER;H_FORMATTING_NUMBERS_IN_A_TABLE_CELL_STEPS;H_USING_SMARTSUM_TO_ADD_NUMBERS_IN_A_TABLE_STEPS;H_CHANGING_THE_APPEARANCE_OF_TABLE_NUMBER_FORMATS_STEPS;H_EDITING_A_FORMULA_IN_A_TABLE_CELL_STEPS;H_DISPLAYING_TABLE_HEADINGS_FOR_COLUMNS_AND_ROWS_STEPS',0)} [See related topics](#)

Inserting a formula in a table cell

1. Place the insertion point in the desired cell.

If you later cut or copy a formula and paste it into a cell, the cell address changes unless you specify an absolute cell address.

2. From the Table menu, choose Insert Formula.

3. Type the desired formula.

{button ,AL('H_INSERTING_A_FORMULA_IN_A_TABLE_CELL_DETAILS',1)} [See details](#)

4. If you want to add an "@Function" to the formula, select an option from the "@Functions" box and click Add to Formula.

5. Click OK.

{button ,AL('H_INSERTING_A_FORMULA_IN_A_TABLE_CELL_DETAILS',1)} [See details](#)

{button ,AL('H_NUMBER_FORMATS_IN_A_TABLE_OVER;H_USING_FORMULAS_IN_A_TABLE_OVER;H_EDITING_A_FORMULA_IN_A_TABLE_CELL_STEPS;H_USING_SMARTSUM_TO_ADD_NUMBERS_IN_A_TABLE_STEPS;H_USING_SMARTTOTAL_TO_SUM_TABLE_ROWS_OR_COLUMNS;',0)} [See related topics](#)

Inserting a single row or column into a table

1. Place the insertion point in the row above where you want to insert a row, or in the column to the left of where you want to insert a column.

 Tip

2. Choose Table - Insert.
3. Choose Row or Column.



You must have enough room for an extra column to insert.

{button ,AL('H_TABLE_MARGINS_OVER;H_TABLES_AND_TABLE_CELLS_OVER;H_DELETING_A_ROW_OR_COLUMN_FROM_A_TABLE_STEPS;H_SPLITTING_A_CELL_IN_A_TABLE_STEPS;H_SPLITTING_AN_ENTIRE_TABLE_STEPS;H_INSERTING_MULTIPLE_ROWS_OR_COLUMNS_INTO_A_TABLE_STEPS',0)} [See related topics](#)

Inserting multiple rows or columns into a table

Show me a QuickDemo

1. Place the insertion point in the row or column next to where you want to insert.
2. Choose Table - Insert and choose Row/Column.



3. Select "Row" or "Column".
4. Specify the number of columns or rows you want to insert.
5. Select whether you want to place the columns or rows before or after the cell containing the insertion point.
6. Click OK.

You must have enough room on the page for an extra column to insert.

{button ,AL(`H_INSERTING_A_SINGLE_ROW_OR_COLUMN_INTO_A_TABLE_STEPS;H_DELETING_A_ROW_OR_COLUMN_FROM_A_TABLE_STEPS;H_TABLE_MARGINS_OVER;H_TABLES_AND_TABLE_CELLS_OVER', 0)} [See related topics](#)

Inserting page breaks in tables

You can insert a page break where the cursor is located or before the row that follows.

1. Place the cursor where you want to insert a page break. To insert a page break before the row that follows, place the cursor anywhere within the current row.
2. From the Table menu, choose Page Breaks.
3. To insert a page break where the cursor is located, choose "Insert Within cell".
To insert a page break in the row that follows, choose "Insert After Row".

{button ,AL(`H_REMOVING_A_PAGE_BREAK_STEPS;H_REMOVING_A_PAGE_BREAK_STEPS;H_FORCING_A_PAGE_BREAK_IN_TABLES_OR_PARALLEL_COLUMNS_STEPS;H_INSERTING_A_PAGE_BREAK_STEPS;H_REMOVING_PAGE_BREAKS_IN_TABLES_STEPS;',0)} [See related topics](#)

To add a table row at the end of an existing table, place the insertion point in the last row and column and press TAB.
To add a table row above an existing table, place the insertion point in the first column of the first row and press SHIFT+TAB.

Lines & Background Options dialog box

You can select line styles, line widths, line colors, and backgrounds for table cells or column blocks with lines around them.

Choose a task:

Placing lines around parallel column blocks

Selecting a color for lines around parallel column blocks

Selecting a style and width for lines around parallel column blocks

Placing lines around one or more table cells

Adding background pattern and color to one or more table cells

Adding background pattern and color to parallel column blocks

You can also move cells or their contents by selecting the cells or their contents, choosing Edit - Cut, placing the insertion point where you want the information, and choosing Edit - Paste.

Moving or copying an entire table

1. Click in the table.
2. From the Table menu, choose Select, and then choose Entire Table.



If you do not select the entire table, Word Pro only copies the table contents, not the table itself.

3. To move the table: from the Edit menu, choose Cut.



To copy the table: from the Edit menu, choose Copy.



4. Place the insertion point where you want the new table.

5. From the Edit menu, choose Paste.



The location of the table depends on anchoring options for the original table.

 Tip

{button ,AL('H_COPYING_TABLE_COLUMNS_ROWS_OR_CELLS_STEPS;H_MOVING_TABLE_COLUMNS_ROW
S_OR_CELLS_STEPS;H_PLACING_AND_MOVING_A_TABLE_ON_A_PAGE_STEPS;H_MOVING_TEXT_USIN
G_DRAG_AND_DROP_STEPS;H_MOVING_TEXT_USING_THE_EDIT_MENU_STEPS;H_DISABLING_GENER
AL_USAGE_OPTIONS_STEPS',0)} [See related topics](#)


You can also use the mouse to move an entire table by placing the pointer at the table's edge until a hand appears and then dragging the table where you want it.


Moving table columns, rows, or cells

1. Select the table columns, rows, or cells you want to move.

 Tip

2. Place the mouse pointer over the selected columns, rows, or cells until the hand appears.

 3. Click and drag the columns, rows, or text to the desired location in the table or document.

 4. Release the mouse.

{button ,AL('H_MOVING_TEXT_USING_THE_EDIT_MENU_STEPS;H_DISABLING_DRAG_AND_DROP_STEPS;H_COPYING_TABLE_COLUMNS_ROWS_OR_CELLS_STEPS;H_MOVING_A_FRAME_OR_TABLE_ANCHOR_USING_THE_MOUSE_STEPS;H_PLACING_AND_MOVING_A_TABLE_ON_A_PAGE_STEPS;H_DISABLING_GENERAL_USAGE_OPTIONS_STEPS;H_MOVING_TEXT_USING_DRAG_AND_DROP_STEPS',0)} See related topics

Overview: Number formats in a table

There are many options for formatting numbers in a Word Pro table. These options tend to fall into three categories: regular text, mathematical numbers, and currency. Word Pro displays these options in the Table Cell InfoBox on the number format panel. To open this dialog box, place the insertion point in a table cell and choose Cell Properties from the Table menu. Then select the number format panel (#).

When you open the Table Cell InfoBox, the format which is selected in the "Current format" box is the format assigned to the table cell at the insertion point. If you select a different format, you change format at the insertion point. Other cells are not affected. If more than one cell is selected when you make a change, only the selected cells are affected.

Number format categories

Word Pro has five categories for listing the different number formats. When you select a category from the list on the left, the formats in that category appear in the list on the right. In addition to the Number, Currency, and Text categories, Word Pro uses the All category to display all the formats in a single list. Finally, there is a Frequently Used category which allows you to list your favorite number formats.

Frequently used

The "Frequently used" category contains frequently used number formats. You can add and remove formats from this category.

Format options

If you click Format Options on the Number panel of the Table Cell InfoBox, Word Pro displays the Edit Format dialog box. Here is where you can set the option for numbers in the table cell at the insertion point. When you edit a format, Word Pro applies those changes only to currently selected cell(s). If you want to redefine the format globally, you must create or redefine the style of the table cell and apply that style to the desired cells.

Aligning numbers

Word Pro uses the regular alignment options in the Text InfoBox to determine text and numeric alignment within table cells. You can specify numeric alignment to align text to the left and numbers to the right.

{button ,AL('H_USING_FORMULAS_IN_A_TABLE_OVER;H_SETTING_NUMERIC_ALIGNMENT_STEPS;H_FORMATTING_NUMBERS_IN_A_TABLE_CELL_STEPS;H_ADDING_FREQUENTLY_USED_NUMBER_FORMATS_STEPS;H_CHANGING_THE_APPEARANCE_OF_TABLE_NUMBER_FORMATS_STEPS;H_ADDING_OR_REMOVING_LEADERS_IN_A_TABLE_CELL_STEPS;H_SMARTFILL_OVER',0)} [See related topics](#)

Details: Placing and moving a table in a document

Placement options define the location of the table on the page and whether the table moves as text is inserted or deleted around it.

Place table

- On all pages
The table appears on all pages of the document. You can adjust the anchor point of the table on the page, as well as the table's vertical and horizontal offsets from the anchor point.
- On left/right pages
If the insertion point is on a left page, the table appears on all left pages of the document. If the insertion point is on a right page, the table appears on all right pages of the document. You can adjust the anchor point of the table on the page, as well as the table's vertical and horizontal offsets from the anchor point.
- In text
The table is anchored to a character in the text and moves with that character. You cannot adjust anchoring options.
- With paragraph above
The table is anchored to the paragraph above it and moves with that paragraph. You can adjust the table's horizontal offset from the anchor point and its horizontal alignment, but not the vertical offset.
- Same page as text
The table is anchored to a character in the text and moves with that character. The table will always appear on the same page as its anchor. You can adjust the table's vertical and horizontal offsets from the anchor point.
- On current page
The table appears on the current page of the document. You can adjust the anchor point of the table on the page, as well as the table's vertical and horizontal offsets from the anchor point.
- In text - Vertical
The table is anchored to a character in the text and moves with that character. The table will always appear on the same page as its anchor. You can adjust the table's vertical and horizontal offsets from the anchor point. Unlike the "In text" option, the table can move vertically.
- In Frame
The table is anchored inside its parent frame and always appears inside it. You can adjust the anchor point inside the frame as well as the vertical and horizontal offsets, as long as the table remains inside the frame.

Offset from anchor point to table

Vertical

Every time you increase or decrease a vertical offset, you move the table up or down on the page. To place the table above the anchor point, type a negative number. To place it below, type a positive number.

Horizontal

Every time you increase or decrease a horizontal offset, you move the table left or right on the page. To place the table to the left of the anchor point, type a negative number. To place it to the right, type a positive number.

{button ,AL(^H_PLACING_AND_MOVING_A_TABLE_ON_A_PAGE_STEPS',1)} [Go to procedure](#)

{button ,AL(^H_MOVING_OR_COPYING_AN_ENTIRE_TABLE_USING_THE_EDIT_MENU_STEPS;H_ANCHORING_A_TABLE_TO_TEXT_OR_A_PAGE_STEPS;H_MOVING_A_FRAME_OR_TABLE_ANCHOR_USING_THE_MOUSE_STEPS',0)} [See related topics](#)

Placing and moving a table on a page

1. Click in the table.
2. Choose Table - Table Properties.



3. Click the Placement tab.



4. Use the options in the "Place table" box to place the table.
5. In the "Offset from anchor point to table" section, you can specify values that more precisely anchor the table to the text or on the page.

To move the table up or down from its anchor point, specify a value in the "Vertical" box.

To move the table left or right from its anchor point, specify a value in the "Horizontal" box.

6. Click Clear to restart the "Vertical" and "Horizontal" options.

Click Placement and Anchoring to use a more detailed version of the above options.

{button ,AL(`H_PLACING_AND_MOVING_A_TABLE_ON_A_PAGE_DETAILS',1)} [See details](#)

{button ,AL(`H_MOVING_OR_COPYING_AN_ENTIRE_TABLE_USING_THE_EDIT_MENU_STEPS;H_ANCHORING_A_TABLE_TO_TEXT_OR_A_PAGE_STEPS;H_MOVING_A_FRAME_OR_TABLE_ANCHOR_USING_THE_MOUSE_STEPS',0)} [See related topics](#)

Details: Placing lines around one or more table cells

You can click Options to set options for each line's style, width, color, and background. You can also select diagonal lines from the Lines & Background Options dialog box.

Line options

If you are selecting options for each line style (in the Lines & Background Options dialog box), select the line (Top, Bottom, Left, Right) and select the desired options. The options you set for the bottom line in one cell also affect the top line of the cell below, even if the cells are separated by a page break.

Line style

Allows you to select a line style.

Line width

Allows you to select a line width.

Line color

Allows you to select a line color.

Outline options

Outline line style

Allows you to select a line style outline for the selected table cells.

Outline line width

Allows you to select a line width for the selected table cells.

Outline line color

Allows you to select a line color for the selected table cells.

Diagonal line options

If you are selecting options for each line style (in the Lines & Background Options dialog box), select the direction for the line (Top/Bottom, Bottom/Top) and select the desired options.

Line style

Allows you to select a line style.

Line width

Allows you to select a line width.

Line color

Allows you to select a line color.

Background fill options

If you are selecting options for each line style (in the Lines & Background Options dialog box), select which cells, rows, or columns you want to fill in the "Fill" box and select the desired background and pattern options.

Fill

Allows you to select background filler options for one or more cells. The options are:

- All cells transparent
- All cells
- Every other row
- Every other column

Background color

Allows you to select a background color for the selected cells.

(Background) Pattern

Allows you to select from different types of background patterns.

(Background) Pattern color

Allows you to select a background pattern color.

{button ,AL('H_PLACING_LINES_AROUND_ONE_OR_MORE_TABLE_CELLS_STEPS',1)} [Go to procedure](#)
{button ,AL('H_PLACING_LINES_AROUND_THE_OUTSIDE_OF_A_TABLE_STEPS;H_ADDING_BACKGROUND_PATTERN_AND_COLOR_TO_ONE_OR_MORE_TABLE_CELLS_STEPS;H_CONNECTING_CELLS_IN_A_TABLE_STEPS;H_TABLES_AND_TABLE_CELLS_OVER;H_CHANGING_THE_SIZE_OF_A_TABLE_USING_THE_IN_FOBOX_STEPS',0)} [See related topics](#)

Placing lines around one or more table cells

[Show me a QuickDemo](#)

1. Click in the table cell or select the desired table cells.
2. Choose Table - Lines & Fill Color.
3. Click a "Lines around cells" button.



4. Select the desired line style, color, width, outline, background, and pattern options.
5. If you want to select options for each line, or if you want to insert diagonal lines, click Options.

Tip

{button ,AL(`H_PLACING_LINES_AROUND_ONE_OR_MORE_TABLE_CELLS_DETAILS',1)} [See details](#)

{button ,AL(`H_PLACING_LINES_AROUND_THE_OUTSIDE_OF_A_TABLE_STEPS;H_ADDING_BACKGROUND_PATTERN_AND_COLOR_TO_ONE_OR_MORE_TABLE_CELLS_STEPS;H_CREATING_A_CUSTOM_COLOR_STEPS',0)} [See related topics](#)

On the Lines & Colors panel, clicking "Line style," "Line width," and "Line color" applies to lines around one cell. Clicking "Outline line style," "Outline line width," and "Outline line color" applies to lines around the perimeter of the selected cells.

Details: Placing lines around the outside of a table

Designer borders

Allows you to select a border with various types of edges and looks for the line; includes a "None" option. If you choose a designer border, options for style and width are automatically set for you. If you change one of these options, designer borders are turned off automatically.

Line style

Allows you to select a line style.

Line width

Allows you to select a line width. You can choose a custom width by selecting "Other" and typing a width in points.

Line color

Allows you to select a line color.

Show lines

Allows you to select where to place the line; includes a "None" option.

Corners

Allows you to determine how the lines intersect at the four corners of the table. If you select "Other" in the Corners box, you can specify a percent value for the degree of roundness. If you enter 100%, the lines form an oval shape.

{button ,AL('H_PLACING_LINES_AROUND_THE_OUTSIDE_OF_A_TABLE_STEPS',1)} [Go to procedure](#)

{button ,AL('H_CREATING_A_CUSTOM_COLOR_STEPS;H_SETTING_ALL_MARGINS_AT_ONE_TIME_FOR_A_TABLE_STEPS;H_PLACING_LINES_AROUND_ONE_OR_MORE_TABLE_CELLS_STEPS',0)} [See related topics](#)

Placing lines around the outside of a table

[Show me a QuickDemo](#)

1. Click in the table.
2. Choose Table - Table Properties.
3. Click the Lines & Colors tab.
4. Click the desired "Lines around table" button.



5. If you want to display a border around the table, select an option in the "Designer borders" box.
6. Select the desired line style, width, and color options.
7. Select an option in the "Show lines" box.
8. Select an option in the "Corners" box.

{button ,AL(`H_PLACING_LINES_AROUND_THE_OUTSIDE_OF_A_TABLE_DETAILS`,1)} [See details](#)

{button ,AL(`H_ADDING_A_SHADOW_WITH_COLOR_AND_DEPTH_TO_LINES_AROUND_THE_OUTSIDE_OF_A_TABLE_STEPS;H_SELECTING_ROUND_CORNERS_FOR_LINES_AROUND_THE_OUTSIDE_OF_A_TABLE_STEPS;H_PLACING_LINES_AROUND_ONE_OR_MORE_TABLE_CELLS_STEPS;H_ADDING_BACKGROUND_PATTERN_AND_COLOR_TO_A_TABLE_STEPS;H_ADDING_A_DESIGNER_BORDER_STEPS`;!,0)} [See related topics](#)

Printing a table form

If there are preprinted areas in the table form, you can use these areas as prompts on-screen. You can skip printing the label text using these steps.

1. Open the file containing the table form.
2. Choose File - TeamSecurity.
3. Click the Other Protection tab.
4. Select "Honor protection on frames and table cells."
5. Deselect "Allow editing of protected text."
6. Click OK.
7. Choose File - Print.



8. Click Options.
9. Select "On preprinted form."
10. Click OK to return to the Print dialog box.
11. Click Print.

Note Word Pro does not print lines around the table or cells, nor does it print background patterns/colors. Word Pro does not print cells which are protected.

{button ,AL(^H_DISPLAYING_TABLE_HEADINGS_FOR_COLUMNS_AND_ROWS_STEPS;H_SETTING_OTHER_T
EAMSECURITY_PROTECTION_OPTIONS_STEPS;H_SETTING_PRINT_OPTIONS_STEPS;H_PRINTING_A_D
OCUMENT_STEPS;H_PROTECTING_TABLE_CELL_CONTENTS_STEPS',0)} [See related topics](#)

Protecting an entire table

1. Choose File - TeamSecurity.
2. Click the Other Protection tab.
3. Select "Honor protection on frames and table cells."
4. Click OK.
5. Click in the table.
6. Choose Table - Table Properties.



7. Click the Misc tab.



8. Select "Protect entire table."

You can also select "Prevent editing of protected cells" if some table cells are already protected.

{button ,AL(`H_PROTECTING_TABLE_CELL_CONTENTS_STEPS;H_REMOVING_PROTECTION_FROM_TABLE_CELL_CONTENTS_STEPS;H_REMOVING_PROTECTION_FROM_AN_ENTIRE_TABLE_STEPS;H_SETTING_OTHER_TEAMSECURITY_PROTECTION_OPTIONS_STEPS;H_PROTECTING_TEXT_STEPS;H_UNPROTECTING_TEXT_STEPS;H_TEAMSECURITY_OVER',0)} [See related topics](#)

Protecting table cell contents

In addition to protecting individual text characters within a table cell, you can also protect the entire cell. To enable table cell protection, make sure you have selected "Honor protection for frames and table cells" in the TeamSecurity dialog box.

1. From the Table menu, choose Table Properties.



2. Click the Misc tab.



3. Select "Prevent editing of protected cells."
4. Select the table cells you want to protect.
5. Click the right mouse button and choose Cell Properties.



Tip

6. Click the Misc tab.
7. Select "Protect cell."

{button ,AL(`H_REMOVING_PROTECTION_FROM_TABLE_CELL_CONTENTS_STEPS;H_PROTECTING_AN_ENTIRE_TABLE_STEPS;H_REMOVING_PROTECTION_FROM_AN_ENTIRE_TABLE_STEPS;H_SETTING_OTHER_TEAMSECURITY_PROTECTION_OPTIONS_STEPS;H_PROTECTING_TEXT_STEPS;H_UNPROTECTING_TEXT_STEPS;H_PRINTING_A_TABLE_FORM_STEPS;H_TEAMSECURITY_OVER',0)} [See related topics](#)

Removing page breaks in parallel columns

The way you remove a page break in a table depends on how you created it--within the cell or after the current row.

If you created the page break within the cell...

You will see a page break mark in the cell before the break. To remove the page break:

1. Place the cursor at the beginning of the column block following the break.
2. From the Table menu, choose Page Breaks, and then choose "Remove Within Cell".

If you created the page break after a row...

You will see a dashed line at the bottom of the cell, above the page break, and "Insert After Row" will be checked in the Table menu.

1. Place the cursor anywhere in the row above the break. From the Columns menu, choose "Page Breaks" and deselect "Insert After Row".

{button ,AL('H_REMOVING_PAGE_BREAKS_IN_TABLES_DETAILS',1)} [See details](#)

{button ,AL('H_REMOVING_A_PAGE_BREAK_STEPS;H_FORCING_A_PAGE_BREAK_IN_TABLES_OR_PARALLEL_COLUMNS_STEPS;H_INSERTING_A_PAGE_BREAK_STEPS;',0)} [See related topics](#)

Removing protection from an entire table

1. Choose File - TeamSecurity.
2. Click the Other Protection tab.
3. Deselect "Honor protection on frames and table cells."
4. Click OK.
5. Click in the table.
6. Choose Table - Table Properties.



7. Click the Misc tab.








8. Deselect "Protect entire table."

You can also deselect "Prevent editing of protected cells" if some table cells are already protected.

{button ,AL(`H_PROTECTING_TABLE_CELL_CONTENTS_STEPS;H_PROTECTING_AN_ENTIRE_TABLE_STEPS
;H_REMOVING_PROTECTION_FROM_TABLE_CELL_CONTENTS_STEPS;H_SETTING_OTHER_TEAMSECURITY_PROTECTION_OPTIONS_STEPS;H_PROTECTING_TEXT_STEPS;H_UNPROTECTING_TEXT_STEPS;
H_TEAMSECURITY_OVER',0)} [See related topics](#)

Removing protection from table cell contents

1. Choose File - TeamSecurity.
2. Click the Other Protection tab.
3. Deselect "Honor protection on frames and table cells."
4. Click OK.
5. From the Table menu, choose Table Properties.

6. Click the Misc tab.

7. Deselect "Prevent editing of protected cells."
8. Select the table cells that hold the contents you don't want to be protected.
9. Click the right mouse button and choose Cell Properties.

-  Tip
10. Click the Misc tab.

11. Deselect "Protect cells."

{button ,AL(`H_PROTECTING_TABLE_CELL_CONTENTS_STEPS;H_PROTECTING_AN_ENTIRE_TABLE_STEPS ;H_REMOVING_PROTECTION_FROM_AN_ENTIRE_TABLE_STEPS;H_SETTING_OTHER_TEAMSECURITY_PROTECTION_OPTIONS_STEPS;H_PROTECTING_TEXT_STEPS;H_UNPROTECTING_TEXT_STEPS;H_PRINTING_A_TABLE_FORM_STEPS;H_TEAMSECURITY_OVER',0)} [See related topics](#)

Repeating table text as a heading

1. Click in the table row or select multiple rows.
2. Choose Table - Mark as Repeated Heading.



If the table is more than one page long, the selected rows appear at the top of each page.

```
{button ,AL('H_DISPLAYING_TABLE_HEADINGS_FOR_COLUMNS_AND_ROWS_STEPS;H_TABLE_MARGINS_O  
VER;H_TABLES_AND_TABLE_CELLS_OVER;H_SETTING_LOCKING_OPTIONS_FOR_TABLE_COLUMNS_AN  
D_ROWS_STEPS;H_CONNECTING_CELLS_IN_A_TABLE_STEPS;H_PROTECTING_TABLE_CELL_CONTE  
NTS_STEPS',0)} See related topics
```

Restarting numbers for table contents

1. Click in the table.

2. Choose Table - Table Properties.



3. Click the Misc tab.



4. Select "Restart paragraph numbers on each column."

The numbers appear in consecutive order down each column and restart at the top of each column.

{button ,AL('H_DISCONTINUING_NUMBERING_STEPS;H_SKIPPING_A_BULLET_OR_NUMBER_STEPS;H_CREATING_A_CUSTOM_NUMBERED_LIST_STEPS;H_OUTLINE_NUMBERING_OVER;H_OUTLINE_TOOLS_OVER;H_APPLYING_OUTLINE_NUMBERING_TO_TEXT_STEPS',0)} [See related topics](#)

Selecting table columns or rows

You can select the contents of an object or the object itself. If you select the contents of a cell and paste the contents elsewhere, just the contents paste into the new container. If you select the cell, copy and then paste it, the cell with all its attributes and the cell contents paste into the new container.

1. Click in the table.

2. Select one of the following methods:

- To select a table cell, choose Table - Select and choose Cells. To select multiple cells, select their contents and choose Table - Select Cells.
- To select table column contents, place the mouse pointer above or below the desired column so that a small up or down arrow appears and click.



- To select table row contents, place the mouse pointer to the right or left of the desired row so that a small right or left arrow appears and click.



- To select an entire table, choose Table - Select and select Entire Table.



- To select table contents, choose Table - Select and choose Cell Contents, Row Contents, Column Contents, or Entire Table Contents.



{button ,AL('H_MOVING_TABLE_COLUMNS_ROWS_OR_CELLS_STEPS;H_COPYING_TABLE_COLUMNS_ROWS_OR_CELLS_STEPS;H_TABLES_AND_TABLE_CELLS_OVER;H_SELECTING_TEXT_USING_THE_KEYBOARD_STEPS;H_SELECTING_TEXT_USING_THE_MOUSE_STEPS;H_TABLE_POINTER_SHAPES_STEPS',0)}
[See related topics](#)



Select one of these methods:

- To select a table cell, choose Table - Select and choose Cells.
- To select a table column, place the mouse pointer above or below the desired column so that a small up or down arrow appears and click .
-
- To select a table row, place the mouse pointer to the right or left of the desired row so that a small right or left arrow appears and click.
-
- To select table contents, choose Table - Select and choose Cell Contents, Row Contents, Column Contents, or Entire Table Contents.



Setting all margins at one time for a table



Table margins consist of the space between the table cells and the lines or border around the table. As well as margins, you can specify padding between the border and the surrounding contents. If there are no lines around the table, Word Pro adds the amounts of margins and padding together to determine the overall (space) value.

1. Click in the table.
2. From the Table menu, choose Table Properties.

3. Click the Size & Margins tab.

4. Specify a value in the "Margin All sides" box.
5. Specify a value for "Padding around border All sides."

{button ,AL('H_SETTING_A_TOP_BOTTOM_LEFT_OR_RIGHT_MARGIN_FOR_A_TABLE_STEPS;H_SETTING_MARGINS_FOR_A_TABLE_CELL_STEPS;H_TABLE_MARGINS_OVER;H_TABLES_AND_TABLE_CELLS_OVER;H_PLACING_LINES_AROUND_THE_OUTSIDE_OF_A_TABLE_STEPS',0)} [See related topics](#)

Setting a top, bottom, left, or right margin for a table

Table margins consist of the space between the table cells and the lines or border around the table. As well as margins, you can specify padding between the border and the surrounding contents. If there are no lines around the table, Word Pro adds the amounts of margins and padding together to determine the overall (space) value.

1. Click in the table.
2. Choose Table - Table Properties.

3. Click the Size & Margins tab.

4. Click Margin Options.
5. Select if you want the margins placed inside or outside of the border in the "Margins" box.
6. Specify values for each margin using the "Top," "Left," "Right," and "Bottom" boxes.
7. Click OK.

{button ,AL(^H_SETTING_ALL_MARGINS_AT_ONE_TIME_FOR_A_TABLE_STEPS;H_SETTING_MARGINS_FOR_A_TABLE_CELL_STEPS;H_TABLE_MARGINS_OVER;H_TABLES_AND_TABLE_CELLS_OVER;H_PLACING_LINES_AROUND_THE_OUTSIDE_OF_A_TABLE_STEPS',0)} [See related topics](#)

Details: Setting locking options for table columns and rows

<u>Option...</u>	<u>What it does...</u>
Automatic row height	Lets Word Pro set the row height to fit the cell's contents.
Lock row height	Locks the row height at the current setting and does not allow any further resizing.
Row spans pages	Rows can span contents from one page to the next.
Fix column width	<p>Future adjustments to other columns will not affect this column's width.</p> <p>Word Pro takes space from or gives space to unfixed columns when resizing columns in a table that spans margin to margin.</p> <p>When you use the mouse to adjust a column, that column becomes fixed.</p>
Lock column width	Locks the column width at the current setting and does not allow any further resizing.

{button ,AL('H_SETTING_LOCKING_OPTIONS_FOR_TABLE_COLUMNS_AND_ROWS_STEPS',1)} Go to procedure

{button ,AL('H_SETTING_ALL_MARGINS_AT_ONE_TIME_FOR_A_TABLE_STEPS;H_CHANGING_THE_SIZE_OF_A_TABLE_USING_THE_MOUSE_STEPS;H_CHANGING_THE_SIZE_OF_A_TABLE_USING_THE_INFOBOX_STEPS;H_INSERTING_A_SINGLE_ROW_OR_COLUMN_INTO_A_TABLE_STEPS;H_INSERTING_MULTIPLE_ROWS_OR_COLUMNS_INTO_A_TABLE_STEPS;H_TABLE_MARGINS_OVER;H_TABLES_AND_TABLE_CELLS_OVER',0)} See related topics

Setting locking options for table columns and rows

1. Click in the specific table cell or select the desired cells.
2. Click the right mouse button and choose Cell Properties.



Tip

3. Click the Size & Margins tab.



4. Select the desired options.

{button ,AL(`H_SETTING_LOCKING_OPTIONS_FOR_TABLE_COLUMNS_AND_ROWS_DETAILS',1)} [See details](#)

{button ,AL(`H_SETTING_ALL_MARGINS_AT_ONE_TIME_FOR_A_TABLE_STEPS;H_CHANGING_THE_SIZE_OF_A_TABLE_USING_THE_MOUSE_STEPS;H_CHANGING_THE_SIZE_OF_A_TABLE_USING_THE_INFOBOX_STEPS;H_INSERTING_A_SINGLE_ROW_OR_COLUMN_INTO_A_TABLE_STEPS;H_INSERTING_MULTIPLE_ROWS_OR_COLUMNS_INTO_A_TABLE_STEPS;H_TABLE_MARGINS_OVER;H_TABLES_AND_TABLE_CELLS_OVER',0)} [See related topics](#)

Setting margins for a table cell

1. Click in the specific table cell where you want the new margin, or select the desired cells.
2. Click the right mouse button and choose Cell Properties.



Tip

3. Click the Size & Margins tab.



4. In the "Cell margins" section, specify a value in the "Left," "Right," "Top," and/or "Bottom" boxes.

As you specify the values, Word Pro displays a margin indicator that shows you where the margins (and any existing cell contents) will be.

{button ,AL(^H_SETTING_A_TOP_BOTTOM_LEFT_OR_RIGHT_MARGIN_FOR_A_TABLE_STEPS;H_SETTING_LEFT_AND_RIGHT_MARGINS_ON_THE_RULER_STEPS;H_SETTING_TOP_AND_BOTTOM_MARGINS_ON_THE_RULER_STEPS;H_SETTING_ALL_MARGINS_AT_ONE_TIME_FOR_A_TABLE_STEPS;H_TABLE_MARGINS_OVER;H_PLACING_LINES_AROUND_ONE_OR_MORE_TABLE_CELLS_STEPS;H_TABLES_AND_TABLE_CELLS_OVER',0)} [See related topics](#)

Sizing and placing a table manually

If you want to create a table with a specific width and in a specific location on the page, you can do the following:

1. From the Create menu, choose Table.
2. Specify the number of columns and rows for the table, or accept the default.
3. You can accept the "Default Table" style in the "Table style" box or select another table style.
4. Click Size & Place Table Manually.
The mouse pointer changes to the Create table icon.
5. Click and drag the mouse until the table expands to the desired width (the row height is pre-defined).

{button ,AL(`H_TABLES_AND_TABLE_CELLS_OVER;H_TABLE_MARGINS_OVER;H_TABLE_STYLES_OVER;H_CREATING_A_TABLE_USING_EXISTING_TEXT_STEPS;H_INSERTING_A_TABLE_INTO_A_FRAME_STEPS;H_CREATING_A_TABLE_USING_THE_TABLE_GRID_STEPS;H_PLACING_AND_MOVING_A_TABLE_ON_A_PAGE_STEPS',0)} [See related topics](#)

Splitting an entire table

1. Click where you want to split the table.
2. Choose Table - Split Entire Table.



The table breaks horizontally across the row after the insertion point.

```
{button ,AL('H_CONNECTING_CELLS_IN_A_TABLE_STEPS;H_SPLITTING_A_CELL_IN_A_TABLE_STEPS;H_TABLE_MARGINS_OVER;H_PROTECTING_TABLE_CELL_CONTENTS_STEPS;H_DISCONNECTING_CELLS_IN_A_TABLE_STEPS;H_INSERTING_A_PAGE_BREAK_STEPS;H_REPEATING_TABLE_TEXT_AS_A_HEADING_STEPS',0)} See related topics
```

Splitting a cell in a table

When you split table cells, Word Pro inserts the number of rows and columns you specify inside the space occupied by the current cell, and places the contents of this cell in the upper left cell of the newly created cells.

1. Place the insertion point in the desired cell.
2. From the Table menu, choose Split Cell.
3. Select the number of columns and/or rows for the split.
4. Click OK.

{button ,AL(`H_CONNECTING_CELLS_IN_A_TABLE_STEPS;H_DISCONNECTING_CELLS_IN_A_TABLE_STEPS;
H_ANCHORING_A_TABLE_TO_TEXT_OR_A_PAGE_STEPS;H_SPLITTING_AN_ENTIRE_TABLE_STEPS;H_IN
SERTING_A_SINGLE_ROW_OR_COLUMN_INTO_A_TABLE_STEPS;H_INSERTING_MULTIPLE_ROWS_OR_
COLUMNS_INTO_A_TABLE_STEPS',0)} [See related topics](#)

You can also reach the Table Cell InfoBox by choosing Table - Cell Properties, or by clicking the right mouse button in the table and choosing Cell Properties.

Overview: Tables and table cells

A table consists of columns and rows which present data in a worksheet format. Each intersection of a table column and a row forms a table cell.

When you create a table, you specify how many columns and rows you want. You then insert information into table cells. The information can be text (characters, words, and numbers), pictures, graphics, equations, or formulas.

You can change the appearance of the text and edit the contents of the cells just as in any Word Pro document. You can also change the size and appearance of the table itself.

You can create a table in document text, in a frame, in columns, in headers and footers, and so on. You can also set two tables side by side on a page.

You can use a table as a template for designing a form, or you can reproduce an existing form. You can also print information onto a preprinted form or print the entire form onto a blank sheet of paper.

Word Pro lets you adjust table size depending on where you want it to appear. For example, if you know the table will be larger than a page, you can create a page table. Word Pro breaks the table for you and continues it on the next page.

{button ,AL('H_CREATING_A_TABLE_USING_THE_TABLE_GRID_STEPS;H_CREATING_A_TABLE_USING_THE_MENU_STEPS;H_TABLE_MARGINS_OVER;H_NUMBER_FORMATS_IN_A_TABLE_OVER;H_USING_FORMULAS_IN_A_TABLE_OVER;H_TABLE_STYLES_OVER;H_CELL_STYLES_OVER',0)} [See related topics](#)

Table Cell Lines & Colors properties

The Table Cell Lines & Colors panel allows you to add lines, background fillers, patterns, and colors to individual table cells.

Choose a task:

[Placing lines around one or more table cells](#)

[Adding background pattern and color to one or more table cells](#)

{button ,AL(`H_TABLE_CELL_SIZE_AND_MARGINS_PROPERTIES_CS;H_TABLE_CELL_NUMBER_FORMAT_PROPERTIES_CS;H_TABLE_CELL_MISC_PROPERTIES_CS;H_STYLE_PROPERTIES_CS;H_INFOBOX_OVER', 0)} [See related topics](#)

Table Cell Misc properties

The Table Cell Misc panel allows you to set tabs, set a grid, protect a cell, set a Notes/FX field, and change text direction.

Choose a task:

[Setting tabs using the InfoBox](#)

[Aligning contents vertically in a table](#)

[Changing text direction in a table cell](#)

[Setting an initial paragraph style](#)

[Protecting table cell contents](#)

[Removing protection from table cell contents](#)

[Adding or removing a grid](#)

[Adding or removing leaders in a table cell](#)

[Defining a Word Pro named object for exchange with Notes](#)

{button ,AL('H_TABLE_CELL_LINES_AND_COLORS_PROPERTIES_CS;H_TABLE_CELL_SIZE_AND_MARGINS_PROPERTIES_CS;H_TABLE_CELL_NUMBER_FORMAT_PROPERTIES_CS;H_STYLE_PROPERTIES_CS;H_INFOBOX_OVER',0)} [See related topics](#)

Table Cell Number Format properties

The Table Cell Number Format panel allows you to identify and edit number formats in a table cell.

Choose a task:

[Formatting numbers in a table cell](#)

[Adding frequently used number formats](#)

[Changing the appearance of table number formats](#)

{button ,AL(`H_TABLE_CELL_LINES_AND_COLORS_PROPERTIES_CS;H_TABLE_CELL_SIZE_AND_MARGINS_PROPERTIES_CS;H_TABLE_CELL_MISC_PROPERTIES_CS;H_STYLE_PROPERTIES_CS;H_INFOBOX_OVE
R',0)} [See related topics](#)

Table Cell Size & Margins properties

The Table Cell Size & Margins panel allows you to change the size of and set size options for table columns and rows and set margins for table cells.

Choose a task:

[Setting margins for a table cell](#)

[Setting locking options for table columns and rows](#)

[Changing the size of a table using the InfoBox](#)

[Changing the width of a table using the InfoBox](#)

```
{button ,AL(^H_TABLE_CELL_LINES_AND_COLORS_PROPERTIES_CS;H_TABLE_CELL_NUMBER_FORMAT_P  
ROPERTIES_CS;H_TABLE_CELL_MISC_PROPERTIES_CS;H_STYLE_PROPERTIES_CS;H_INFOBOX_OVER  
;H_CHANGING_THE_WIDTH_OF_A_TABLE_STEPS;','0)} See related topics
```

You can also reach the Table InfoBox by choosing Table - Table Properties.

Table Lines & Colors properties

The Table Lines & Colors panel allows you to add lines, shadows, corner designs, background filler, pattern, and color to a table.

Choose a task:

[Placing lines around the outside of a table](#)

[Adding background pattern and color to a table](#)

[Adding a shadow with color and depth to lines around the outside of a table](#)

[Adding a designer border](#)

{button ,AL(^H_TABLE_SIZE_AND_MARGINS_PROPERTIES_CS;H_TABLE_PLACEMENT_PROPERTIES_CS;H_TABLE_MISC_PROPERTIES_CS;H_STYLE_PROPERTIES_CS;H_INFOBOX_OVER',0)} [See related topics](#)

Overview: Table margins

Table margins are the areas of space between the outer table cells and the table frame.

When you place lines around a table, the placement of the lines depends on the table margin options. You can set margins inside the lines, and adjust the amount of padding between the table border line and the surrounding text. If you later remove the lines, Word Pro adds the margin amount and the padding amount together to create a single margin amount.

In addition to the margins for the entire table, you can set margins for individual table cells. Each cell has top, bottom, left, and right margins. The space between cells includes the margins of the cell plus the margin of the adjacent cell. If the cell is on the outside of the table, the space between the cells and the surrounding text includes the cell's margin and the table margin.

When you place lines around a table cell, the lines always appear at the outside of the cell's margin area.

{button ,AL(^H_SETTING_ALL_MARGINS_AT_ONE_TIME_FOR_A_TABLE_STEPS;H_SETTING_A_TOP_BOTTOM_LEFT_OR_RIGHT_MARGIN_FOR_A_TABLE_STEPS;H_PLACING_LINES_AROUND_ONE_OR_MORE_TABLE_CELLS_STEPS;H_PLACING_LINES_AROUND_THE_OUTSIDE_OF_A_TABLE_STEPS;H_WRAPPING_TEXT_AROUND_A_TABLE_STEPS;H_ANCHORING_A_TABLE_TO_TEXT_OR_A_PAGE_STEPS;H_TABLE_STYLES_OVER;H_TABLES_AND_TABLE_CELLS_OVER',0)} [See related topics](#)

Table Misc properties

The Table Misc panel allows you to protect a table and its contents, restart numbers in table columns, and name a table.

Choose a task:

[Protecting an entire table](#)

[Removing protection from an entire table](#)

[Restarting numbers for table contents](#)

[Defining a Word Pro named object for exchange with Notes](#)

{button ,AL('H_TABLE_SIZE_AND_MARGINS_PROPERTIES_CS;H_TABLE_PLACEMENT_PROPERTIES_CS;H_TABLE_LINES_AND_COLORS_PROPERTIES_CS;H_STYLE_PROPERTIES_CS;H_INFOBOX_OVER',0)} [See related topics](#)

Table Placement properties

The Table Placement panel allows you to place a table anywhere in a document and anchor a table anywhere on a page.

Choose a task:

[Aligning a table on a page](#)

[Wrapping text around a table](#)

[Placing and moving a table on a page](#)

[Anchoring a table to text or a page](#)

{button ,AL('H_TABLE_SIZE_AND_MARGINS_PROPERTIES_CS;H_TABLE_LINES_AND_COLORS_PROPERTIES_CS;H_TABLE_MISC_PROPERTIES_CS;H_STYLE_PROPERTIES_CS;H_INFOBOX_OVER',0)} [See related topics](#)

Table Size & Margins properties

The Table Size & Margins panel allows you to set margins for a table.

Choose a task:

[Setting all margins at one time for a table](#)

[Setting a top, bottom, left, or right margin for a table](#)

{button ,AL('H_TABLE_LINES_AND_COLORS_PROPERTIES_CS;H_TABLE_PLACEMENT_PROPERTIES_CS;H_TABLE_MISC_PROPERTIES_CS;H_STYLE_PROPERTIES_CS;H_INFOBOX_OVER',0)} [See related topics](#)

Typing contents into a table cell

1. Place the insertion point in the cell where you want the text to appear.
2. Type the desired text.

While typing text in a table, you can press ENTER to create a new line in the current cell or press TAB to move the insertion point horizontally to the next cell. To insert a tab character, press CTRL-SHIFT-TAB.

Tip When you type multiple lines into one cell and then copy the cell contents to the Clipboard, the text may paste into multiple cells. You can prevent the text from being pasted into multiple cells by changing an option in User Setup. From the File menu, choose User Setup, and then choose Word Pro Preferences. Under the Enable tab, deselect "Multiple cell paste" in the Performance box.

Note When the insertion point is in the last table cell, you can press TAB to create a new row. When the insertion point is in the first table cell, you can press SHIFT-TAB to create a new row above the top row.

{button ,AL(`H_INSERTING_A_DOCUMENT_OR_FILE_INTO_THE_CURRENT_DOCUMENT_STEPS;H_ENTERING_A_SEQUENCE_OF_DATA_USING_SMARTFILL_STEPS;H_USING_FORMULAS_IN_A_TABLE_OVER;H_NUMBER_FORMATS_IN_A_TABLE_OVER;H_KEYBOARD_SHORTCUTS_FOR_NAVIGATING_A_TABLE_STEPS;H_IMPORTING_A_PICTURE_OR_GRAPHIC_STEPS',0)} [See related topics](#)

Overview: Using formulas in a table

Formulas

You can create or change formulas to add, subtract, multiply, divide, and use sums and percents for numbers in a table. Word Pro displays the results of the calculations in the table cells.

You can create or change a formula in a table cell before you enter numbers in other cells referenced by the formula. Word Pro will compute and display the calculations after you enter the numbers.

If a formula refers to a cell which does not exist, Word Pro displays "REF" in the cell. This occurs when you delete rows or columns, or move the formula to a different cell. You must edit the formula and refer to a valid cell to display the result.

If a formula contains a circular reference, "CIR" displays in the cell. A circular reference is a formula which depends on the value of the current cell to determine the value of the formula. For example, if cell A1 contained formula "A1+B1," it is a circular formula, since the formula references its own cell.

You can specify any combination of five mathematical operations in a formula: addition (+), subtraction (-), multiplication (*), division (/), and percent (%).

You can also use @ [Functions](#) for range or logical calculations.

In addition, you can choose to add 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 @ or =.

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.

Cell addresses

Each table cell has a unique identifier or cell address which you can use to create formulas. The location of the row or column determines the cell address. Letters identify columns and numbers identify rows. To view the letters and numbers which apply to a table, choose View - Set View Preferences and select "Show table row/col headings."

Cutting, copying, and pasting a formula cell

Cell addresses that refer to a formula normally change when you cut or copy the formula cell and paste it 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 you always refer to the contents of a specific cell, even if you copy, cut, or paste the formula cell. You can specify an absolute address 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.

{button ,AL('H_NUMBER_FORMATS_IN_A_TABLE_OVER;H_INSERTING_A_FORMULA_IN_A_TABLE_CELL_STEPS;H_DISPLAYING_TABLE_HEADINGS_FOR_COLUMNS_AND_ROWS_STEPS;H_EDITING_A_FORMULA_IN_A_TABLE_CELL_STEPS;H_USING_SMARTSUM_TO_ADD_NUMBERS_IN_A_TABLE_STEPS;H_USING_SMARTTOTAL_TO_SUM_TABLE_ROWS_OR_COLUMNS_STEPS;',0)} [See related topics](#)

Using SmartSum to add numbers in a table

SmartSum automatically constructs a formula that adds the numbers to the left of the cell (for a row) or above the cell (for a column).

1. Place the insertion point in the desired cell.
2. Choose Table - Insert SmartSum.



3. Choose Row or Column.

{button ,AL(^H_NUMBER_FORMATS_IN_A_TABLE_OVER;H_USING_FORMULAS_IN_A_TABLE_OVER;H_INSERTING_A_FORMULA_IN_A_TABLE_CELL_STEPS;H_CHANGING_THE_APPEARANCE_OF_TABLE_NUMBER_FORMATS_STEPS;H_EDITING_A_FORMULA_IN_A_TABLE_CELL_STEPS;H_USING_SMARTTOTAL_TO_SUM_TABLE_ROWS_OR_COLUMNS_STEPS;';0)} [See related topics](#)

Details: Using SmartTotal to sum table rows or columns

How does Word Pro know what data to sum?

When you enter "Total" or "Totals" in a cell, Word Pro checks to see if there are numbers in columns above and to the right, or in rows below and to the left.

- To sum columns, type "Total" or "Totals" to the left of the cells where you want to create the sums.
You can have up to 10 blank rows between the row where you want the totals to appear and the numbers in the columns above.
- To sum rows, type "Total" or "Totals" above the cells where you want to create the sums.
You can have up to 10 blank columns between the column where you want the totals to appear and the numbers in the rows to the left.

To turn off automatic summing: from the File menu, choose User Setup, and then choose Word Pro Preferences (Enable).

Automatic summing won't work if...

- you type any word other than Total or Totals.
- the cells below (for rows) or to the right of (for columns) where you want to put the sum are not blank.
- SmartTotal is turned off.

{button ,AL(^H_USING_SMARTTOTAL_TO_SUM_TABLE_ROWS_OR_COLUMNS_STEPS',1)} [Go to procedure](#)
{button ,AL(^H_DISABLING_GENERAL_USAGE_OPTIONS_STEPS;H_USING_SMARTSUM_TO_ADD_NUMBERS_IN_A_TABLE_STEPS;H_INSERTING_A_FORMULA_IN_A_TABLE_CELL_STEPS;H_USING_FORMULAS_IN_A_TABLE_OVER;',0)} [See related topics](#)

Using SmartTotal to sum table rows or columns

1. To sum columns, select the cell to the left of the cell where you want to display the sum(s).
To sum rows, select the cell above the cells where you want to display the sum(s).
2. Type "Total" or "Totals."
3. Move the insertion point out of the cell.

{button ,AL(`H_USING_SMARTTOTAL_TO_SUM_TABLE_ROWS_OR_COLUMNS_DETAILS',1)} [See details](#)

{button ,AL(`H_DISABLING_GENERAL_USAGE_OPTIONS_STEPS;H_USING_SMARTSUM_TO_ADD_NUMBERS_IN_A_TABLE_STEPS;H_INSERTING_A_FORMULA_IN_A_TABLE_CELL_STEPS;H_USING_FORMULAS_IN_A_TABLE_OVER;',0)} [See related topics](#)

Details: Wrapping text around a table

The picture on each wrap button previews the look of the text in relation to the table. You can choose an option that lets your text

- flow behind the table.
- flow above and below the table.
- flow on both sides of the table.
- wrap around the left side of the table.
- wrap around the right side of the table.
- wrap around the side of the table with the most space available. When you select this option, text is placed on the right side of the table if the table is left or center aligned. Text is placed on the left side if the table is right-aligned.

{button ,AL('H_WRAPPING_TEXT_AROUND_A_TABLE_STEPS',1)} [Go to procedure](#)

{button ,AL('H_ALIGNING_A_TABLE_ON_A_PAGE_STEPS;H_ALIGNING_CONTENTS_VERTICALLY_IN_A_TABLE_STEPS;H_ANCHORING_A_TABLE_TO_TEXT_OR_A_PAGE_STEPS;H_TABLE_MARGINS_OVER;H_PLACING_AND_MOVING_A_TABLE_ON_A_PAGE_STEPS',0)} [See related topics](#)

Wrapping text around a table

You cannot set wrap options if the table is anchored "In text" or "With paragraph above." If the anchoring option is "In text," the table acts as a character and flows with the text. If the anchoring option is "With paragraph above," the text wraps above and below the table.

1. Click in the table.
2. Choose Table - Table Properties.



3. Click the Placement tab.



4. Click a Wrap options button.



{button ,AL('H_WRAPPING_TEXT_AROUND_A_TABLE_DETAILS',1)} [See details](#)

{button ,AL('H_ALIGNING_A_TABLE_ON_A_PAGE_STEPS;H_ALIGNING_CONTENTS_VERTICALLY_IN_A_TABLE_STEPS;H_ANCHORING_A_TABLE_TO_TEXT_OR_A_PAGE_STEPS;H_PLACING_AND_MOVING_A_TABLE_ON_A_PAGE_STEPS;H_TABLE_MARGINS_OVER',0)} [See related topics](#)

Details: Adding background pattern and color to parallel column blocks

Background/Pattern options

If you are selecting options for each line style (in the Lines & Background Options dialog box), select which cells, rows, or columns you want to fill in the "Fill" box and select the desired background and pattern options.

Fill

Allows you to select background filler options for one column block or selected column blocks. The options are:

- All cells transparent
- All cells
- Every other row
- Every other column

Background color

Allows you to select a background color for the selected column blocks.

(Background) Pattern

Allows you to select from different types of background patterns.

(Background) Pattern color

Allows you to select a background pattern color.

```
{button ,AL('H_ADDING_BACKGROUND_PATTERN_AND_COLOR_TO_PARALLEL_COLUMN_BLOCKS_STEPS',  
1)} Go to procedure
```

```
{button ,AL('H_PLACING_LINES_AROUND_PARALLEL_COLUMN_BLOCKS_STEPS;H_CREATING_A_CUSTOM_  
COLOR_STEPS;H_SELECTING_A_STYLE_AND_WIDTH_FOR_LINES_AROUND_PARALLEL_COLUMN_BLO  
CKS_STEPS;H_SELECTING_A_COLOR_FOR_LINES_AROUND_PARALLEL_COLUMN_BLOCKS_STEPS',0)}  
See related topics
```


Adding background pattern and color to parallel column blocks

1. Click in the column block or select the desired column blocks.
2. Click the right mouse button and choose Column Block Properties.
3. Click the Lines & Colors tab.



Tip

4. Select a background color, pattern, and pattern color.
If you want a different background pattern and color for alternating row(s), click Options.
For a transparent background, choose "None" as the pattern.

{button ,AL(`H_ADDING_BACKGROUND_PATTERN_AND_COLOR_TO_PARALLEL_COLUMN_BLOCKS_DETAILS',1)} [See details](#)

{button ,AL(`H_PLACING_LINES_AROUND_PARALLEL_COLUMN_BLOCKS_STEPS;H_CREATING_A_CUSTOM_COLOR_STEPS;H_SELECTING_A_STYLE_AND_WIDTH_FOR_LINES_AROUND_PARALLEL_COLUMN_BLOCKS_STEPS;H_SELECTING_A_COLOR_FOR_LINES_AROUND_PARALLEL_COLUMN_BLOCKS_STEPS',0)} [See related topics](#)

Details: Adding or removing leaders in a parallel column block

The column block alignment determines how leading characters appear.

For example, if you left align or justify the column block contents, leading text appears between the last character in a column block and the right side of the column block.

If you center the contents, leading text does not appear.

If you right align column block contents, leading text appears between the left side of the column block and the first character on the last line of the column block.

{button ,AL(`H_ADDING_OR_REMOVING_LEADERS_IN_A_PARALLEL_COLUMN_BLOCK_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_RULER_OVER;H_SETTING_TABS_ON_THE_RULER_STEPS;H_CREATING_A_SIGNATURE_LINE_STEPS;H_ALIGNING_TEXT_USING_A_CYCLEKEY_STEPS;H_ALIGNING_TEXT_USING_THE_TEXT_INFOBOX_STEPS',0)} [See related topics](#)

Adding or removing leaders in a parallel column block

1. Place the insertion point in the desired column block.
2. Click the right mouse button and choose Column Block Properties.

 Tip

3. Click the Misc tab.



4. To add leaders, select an option in the "Leader style" box.



{button ,AL(`H_ADDING_OR_REMOVING_LEADERS_IN_A_PARALLEL_COLUMN_BLOCK_DETAILS',1)} [See details](#)

To remove leaders, select "None" in the "Leader style" box.

{button ,AL(`H_ADDING_OR_REMOVING_LEADERS_IN_A_PARALLEL_COLUMN_BLOCK_DETAILS',1)} [See details](#)

{button ,AL(`H_RULER_OVER;H_SETTING_TABS_ON_THE_RULER_STEPS;H_CREATING_A_SIGNATURE_LINE_STEPS;H_ALIGNING_TEXT_USING_A_CYCLEKEY_STEPS;H_ALIGNING_TEXT_USING_THE_TEXT_INFOBOX_STEPS',0)} [See related topics](#)

Aligning contents vertically in parallel columns

1. Click in the column block or select the desired column blocks.
2. Click the right mouse button and choose Column Block Properties.

 Tip

3. Click the Misc tab.



4. Click the desired Vertical alignment button.



{button ,AL(^H_CHANGING_TEXT_DIRECTION_IN_PARALLEL_COLUMNS_STEPS;H_ALIGNING_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_ALIGNING_TEXT_USING_A_CYCLEKEY_STEPS',0)} [See related topics](#)

Balancing newspaper column lengths

Newspaper column text runs down the column length and resumes at the top of the next column. You can horizontally align text in columns that are only partially full. Word Pro cannot balance columns with column breaks in the text.

1. Place the insertion point in the columns you want to balance.
2. Click the right mouse button and choose the related Properties option.

For example, if you want to balance column lengths in a frame, choose Frame Properties. If you want to balance column lengths on a page, choose Page Properties.

3. Click the Columns tab.



4. To place an equal amount of text in each column, select "Column balance."

If you deselect this option, Word Pro fills the first column with text before placing text in the second column.

{button ,AL(^H_PLACING_LINES_BETWEEN_NEWSPAPER_COLUMNS_STEPS;H_SETTING_SPACE_BETWEEN_NEWSPAPER_COLUMNS_STEPS;H_INSERTING_A_COLUMN_BREAK_STEPS;H_REMOVING_A_COLUMN_BREAK_STEPS;H_INSERTING_A_PAGE_BREAK_IN_COLUMNS_STEPS;H_REMOVING_A_PAGE_BREAK_STEPS',0)} [See related topics](#)

Changing text direction in parallel columns

1. Click in the column block or select the desired column blocks.
2. Click the right mouse button and choose Column Block Properties.
3. Click the Misc tab.



4. Click one of the Text direction buttons.



{button ,AL(`H_REPEATING_PARALLEL_COLUMN_TEXT_AS_A_HEADING_STEPS;H_TYPING_CONTENTS_INT
O_A_PARALLEL_COLUMN_BLOCK_STEPS;H_ALIGNING_CONTENTS_VERTICALLY_IN_PARALLEL_COLUM
NS_STEPS;H_CONNECTING_TWO_OR_MORE_PARALLEL_COLUMN_BLOCKS_STEPS;H_CHANGING_TEX
T_DIRECTION_ON_A_PAGE_STEPS',0)} [See related topics](#)

Details: Changing the size of parallel columns using the InfoBox

Fix column width

Column blocks are always as wide as the margins of their container (page, frame, and so on). When you adjust the width of one column, Word Pro adjusts the width of other columns to keep the total width the same.

Selecting this option locks the width of the selected column so it cannot be changed using the mouse or InfoBox. Word Pro will not use this column when adjusting column widths. Future adjustments to other columns will not affect this column's width.

Row spans pages

Allows text in a column block to continue to the next page without moving the entire row to the next page.

{button ,AL(`H_CHANGING_THE_SIZE_OF_PARALLEL_COLUMNS_USING_THE_INFOBOX_STEPS',1)} Go to procedure

{button ,AL(`H_SIZING_A_PICTURE_OR_GRAPHIC_IN_A_PARALLEL_COLUMN_BLOCK_STEPS;H_SETTING_LOCKING_OPTIONS_FOR_PARALLEL_COLUMNS_STEPS;H_SETTING_MARGINS_FOR_A_PARALLEL_COLUMN_BLOCK_STEPS;H_CHANGING_THE_SIZE_OF_PARALLEL_COLUMNS_USING_THE_MOUSE_STEPS',0)} See related topics

Changing the size of parallel columns using the InfoBox

1. Click in the parallel column whose width you want to change.
2. Click the right mouse button and choose Column Block Properties.

 Tip

3. Click the Size & Margins tab.



4. To change a column width, specify a "Column width" and select any other option.

{button ,AL('H_CHANGING_THE_SIZE_OF_PARALLEL_COLUMNS_USING_THE_INFOBOX_DETAILS',1)} [See details](#)

If specific locking options are set for parallel columns, you may not be able to change their size.

{button ,AL('H_CHANGING_THE_SIZE_OF_PARALLEL_COLUMNS_USING_THE_INFOBOX_DETAILS',1)} [See details](#)

{button ,AL('H_CREATING_PARALLEL_COLUMNS_STEPS;H_SETTING_LOCKING_OPTIONS_FOR_PARALLEL_COLUMNS_STEPS;H_SETTING_MARGINS_FOR_A_PARALLEL_COLUMN_BLOCK_STEPS;H_CHANGING_THE_SIZE_OF_PARALLEL_COLUMNS_USING_THE_MOUSE_STEPS',0)} [See related topics](#)

Details: Changing the size of parallel columns using the mouse

Column blocks are always as wide as the margins of their container (page, frame, and so on). When you adjust the width of one column, Word Pro adjusts the width of other columns to keep the total width the same.

Selecting "Fix column width" locks the width of the selected column so it cannot be changed using the mouse or InfoBox. Word Pro will not use this column when adjusting column widths. Future adjustments to other columns will not affect this column's width.

{button ,AL(`H_CHANGING_THE_SIZE_OF_PARALLEL_COLUMNS_USING_THE_MOUSE_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_SETTING_LOCKING_OPTIONS_FOR_PARALLEL_COLUMNS_STEPS;H_SETTING_MARGINS_FOR_A_PARALLEL_COLUMN_BLOCK_STEPS;H_CHANGING_THE_SIZE_OF_PARALLEL_COLUMNS_USING_THE_INFOBOX_STEPS',0)} [See related topics](#)

Changing the size of parallel columns using the mouse

1. Click in the parallel column whose width you want to change.
2. Place the cursor on the edge of the column block until it turns into a double arrow.
3. Drag the edge until the column is the desired width.

{button ,AL('H_CHANGING_THE_SIZE_OF_PARALLEL_COLUMNS_USING_THE_MOUSE_DETAILS',1)} [See details](#)

{button ,AL('H_CREATING_PARALLEL_COLUMNS_STEPS;H_SETTING_LOCKING_OPTIONS_FOR_PARALLEL_COLUMNS_STEPS;H_SETTING_MARGINS_FOR_A_PARALLEL_COLUMN_BLOCK_STEPS;H_CHANGING_THE_SIZE_OF_PARALLEL_COLUMNS_USING_THE_INFOBOX_STEPS;H_DRAG_AND_DROP_OVER',0)} [See related topics](#)

Column Lines & Colors properties

The Column Lines & Colors panel allows you to add lines, background filler, pattern, and color to a parallel column.

Choose a task:

[Placing lines around parallel column blocks](#)

[Selecting a color for lines around parallel column blocks](#)

[Adding background pattern and color to parallel column blocks](#)

[Selecting a style and width for lines around parallel column blocks](#)

{button ,AL('H_COLUMN_MISC_PROPERTIES_CS;H_COLUMN_SIZE_AND_MARGINS_PROPERTIES_CS;H_STYLE_PROPERTIES_CS;H_INFOBOX_OVER;H_COLUMN_WATERMARK_PROPERTIES_CS',0)} [See related topics](#)

Column Misc properties

The Column Misc panel allows you to set tabs, scale a graphic, set a grid, set a Notes/FX field, and change text direction in the parallel columns.

Choose a task:

[Setting tabs using the InfoBox](#)

[Changing text direction in parallel columns](#)

[Aligning contents vertically in parallel columns](#)

[Setting an initial paragraph style](#)

[Protecting parallel column block contents](#)

[Removing protection from parallel column block contents](#)

[Adding or removing a grid](#)

[Adding or removing leaders in a parallel column block](#)

[Defining a Word Pro named object for exchange with Notes](#)

{button ,AL('H_COLUMN_LINES_AND_COLORS_PROPERTIES_CS;H_COLUMN_SIZE_AND_MARGINS_PROPERTIES_CS;H_STYLE_PROPERTIES_CS;H_INFOBOX_OVER;H_COLUMN_WATERMARK_PROPERTIES_CS', 0)} [See related topics](#)

Column Size & Margins properties

The Column Size & Margins tab allows you to change the width of parallel columns, set margins for parallel columns, and set size options for parallel columns.

Choose a task:

[Changing the size of parallel columns using the InfoBox](#)

[Setting margins for a parallel column block](#)

[Setting locking options for parallel columns](#)

[Setting margins for a table cell](#)

{button ,AL(^H_COLUMN_LINES_AND_COLORS_PROPERTIES_CS;H_COLUMN_MISC_PROPERTIES_CS;H_STYLE_PROPERTIES_CS;H_INFOBOX_OVER;H_COLUMN_WATERMARK_PROPERTIES_CS',0)} [See related topics](#)

Connecting parallel column blocks

1. Select the desired parallel column blocks.

Tip

2. From the Columns menu, choose Connect Column Blocks.

The connected column block assumes the properties of the leftmost block.

```
{button ,AL('H_SPLITTING_A_PARALLEL_COLUMN_BLOCK_STEPS;H_DISCONNECTING_PARALLEL_COLUMN_BLOCKS_STEPS;H_ENDING_PARALLEL_COLUMNS_STEPS;H_REPEATING_PARALLEL_COLUMN_TEXT_AS_A_HEADING_STEPS',0)} See related topics
```

To connect all column blocks across an entire row, place the insertion point in the row, and choose Columns - Connect Across Row.

Details: Creating newspaper columns in a footer

Number of newspaper columns

Allows you to specify the number of newspaper columns you want.

Newspaper column text runs down the column length and resumes at the top of the next column.

Space between columns

Allows you to specify the amount of space you want between columns.

Line style

Allows you to select a style for the lines.

Line width

Allows you to select a width for the lines.

Line color

Allows you to select a color for the lines.

Column balance



Places an equal amount of text in each column.

Word Pro fills the first column with text before placing text in the second column. If you want an equal amount of text in each column, you must select "Column balance." Word Pro cannot balance columns if you insert column breaks in the text.

{button ,AL('H_CREATING_NEWSPAPER_COLUMNS_IN_A_FOOTER_STEPS',1)} [Go to procedure](#)

{button ,AL('H_BALANCING_NEWSPAPER_COLUMN_LENGTHS_STEPS;H_PLACING_LINES_BETWEEN_NEWSPAPER_COLUMNS_STEPS;H_SETTING_SPACE_BETWEEN_NEWSPAPER_COLUMNS_STEPS;H_CREATING_A_CUSTOM_COLOR_STEPS;H_SETTING_FOOTER_MARGINS_AND_MARGIN_OPTIONS_USING_THE_INFORMATION_BOX_STEPS',0)} [See related topics](#)

Creating newspaper columns in a footer

1. Place the insertion point in the footer and click the right mouse button.
2. Choose Footer Properties.

3. Click the Columns tab.

4. Specify the desired "Number of newspaper columns."
5. Specify the desired space, line, and column balance options.

{button ,AL(`H_CREATING_NEWSPAPER_COLUMNS_IN_A_FOOTER_DETAILS',1)} [See details](#)

{button ,AL(`H_HEADERS_AND_FOOTERS_OVER;H_MARGINS_OVER;H_SETTING_SPACE_BETWEEN_NEWSPAPER_COLUMNS_STEPS;H_BALANCING_NEWSPAPER_COLUMN_LENGTHS_STEPS;H_PLACING_LINES_BETWEEN_NEWSPAPER_COLUMNS_STEPS;H_CREATING_PARALLEL_COLUMNS_STEPS',0)} [See related topics](#)

Details: Creating newspaper columns in a header

Number of newspaper columns

Allows you to specify the number of newspaper columns you want.

Newspaper column text runs down the column length and resumes at the top of the next column.

Space between columns

Allows you to specify the amount of space you want between columns.

Line style

Allows you to select a style for the lines.

Line width

Allows you to select a width for the lines.

Line color

Allows you to select a color for the lines.

Column balance



Places an equal amount of text in each column.

Word Pro fills the first column with text before placing text in the second column. If you want an equal amount of text in each column, you must select "Column balance." Word Pro cannot balance columns if you insert column breaks in the text.

{button ,AL('H_CREATING_NEWSPAPER_COLUMNS_IN_A_HEADER_STEPS',1)} [Go to procedure](#)

{button ,AL('H_BALANCING_NEWSPAPER_COLUMN_LENGTHS_STEPS;H_PLACING_LINES_BETWEEN_NEWSPAPER_COLUMNS_STEPS;H_SETTING_SPACE_BETWEEN_NEWSPAPER_COLUMNS_STEPS;H_CREATING_A_CUSTOM_COLOR_STEPS;H_SETTING_HEADER_MARGINS_AND_MARGIN_OPTIONS_USING_THE_INFORMATION_BOX_STEPS',0)} [See related topics](#)

Creating newspaper columns in a header

1. Place the insertion point in the header and click the right mouse button.
2. Choose Header Properties.

3. Click the Columns tab.

4. Specify the desired "Number of newspaper columns."
5. Specify the desired space, line, and column balance options.

{button ,AL(`H_CREATING_NEWSPAPER_COLUMNS_IN_A_HEADER_DETAILS',1)} [See details](#)

{button ,AL(`H_HEADERS_AND_FOOTERS_OVER;H_MARGINS_OVER;H_SETTING_SPACE_BETWEEN_NEWSPAPER_COLUMNS_STEPS;H_BALANCING_NEWSPAPER_COLUMN_LENGTHS_STEPS;H_PLACING_LINES_BETWEEN_NEWSPAPER_COLUMNS_STEPS;H_CREATING_PARALLEL_COLUMNS_STEPS',0)} [See related topics](#)

Details: Creating newspaper columns on a page

Number of newspaper columns

Allows you to specify the number of newspaper columns you want.

Newspaper column text runs down the column length and resumes at the top of the next column.

Space between columns

Allows you to specify the amount of space you want between each column.

Line style

Allows you to select a style for the lines.

Line width

Allows you to select a width for the lines.

Line color

Allows you to select a color for the lines.

Column balance

Places an equal amount of text in each column.

Word Pro fills the first column with text before placing text in the second column. If you want an equal amount of text in each column, you must select "Column balance." Word Pro cannot balance columns if you insert column breaks in the text.

{button ,AL('H_CREATING_NEWSPAPER_COLUMNS_ON_A_PAGE_STEPS',1)} [Go to procedure](#)

{button ,AL('H_BALANCING_NEWSPAPER_COLUMN_LENGTHS_STEPS;H_PLACING_LINES_BETWEEN_NEWSPAPER_COLUMNS_STEPS;H_SETTING_SPACE_BETWEEN_NEWSPAPER_COLUMNS_STEPS;H_SETTING_MARGINS_ON_A_PAGE_STEPS;H_CREATING_A_CUSTOM_COLOR_STEPS',0)} [See related topics](#)

Creating newspaper columns on a page

[Show me a QuickDemo](#)

1. Place the insertion point on the page and click the right mouse button.
2. Choose Page Properties.



Tip

3. Click the Columns tab.
 4. Specify the desired Number of newspaper columns.
 5. Specify the desired space, line, and column balance options.
-

{button ,AL('H_CREATING_NEWSPAPER_COLUMNS_ON_A_PAGE_DETAILS',1)} [See details](#)

{button ,AL('H_PAGE_LAYOUT_OVER;H_MARGINS_OVER;H_SETTING_SPACE_BETWEEN_NEWSPAPER_COLUMNS_STEPS;H_BALANCING_NEWSPAPER_COLUMN_LENGTHS_STEPS;H_PLACING_LINES_BETWEEN_NEWSPAPER_COLUMNS_STEPS;H_INSERTING_A_NEW_PAGE_LAYOUT_STEPS;H_CREATING_PARALLEL_COLUMNS_STEPS',0)} [See related topics](#)

Details: Creating parallel columns

Columns are always created across the width of their containers. After you create them, you can adjust individual column widths. Quick layout buttons let you determine whether all columns will have the same width, or if the first or last column will be narrow.

Number of parallel columns

Allows you to specify the desired number of parallel columns.

Parallel columns function as horizontal units. After typing text in one column, you can press CTRL+ENTER to go across to the next column. When you reach the last column on the right, press CTRL+ENTER to begin a new row at the left side of the page.

Quick layout

Allows you to select a predetermined parallel column layout that uses two columns.

{button ,AL('H_CREATING_PARALLEL_COLUMNS_STEPS',1)} [Go to procedure](#)

{button ,AL('H_PLACING_LINES_AROUND_PARALLEL_COLUMN_BLOCKS_STEPS;H_SETTING_LOCKING_OPTIONS_FOR_PARALLEL_COLUMNS_STEPS;H_INSERTING_A_SINGLE_ROW_OR_COLUMN_INTO_PARALLEL_COLUMNS_STEPS;H_CHANGING_THE_SIZE_OF_PARALLEL_COLUMNS_USING_THE_INFOBOX_STEPS;H_INSERTING_MULTIPLE_ROWS_OR_COLUMNS_INTO_PARALLEL_COLUMNS_STEPS',0)} [See related topics](#)

Creating parallel columns

You can set parallel columns on a page or in a table, frame, header, or footer.

1. Place the insertion point where you want to create parallel columns (on the page or in the frame, header, or footer).
2. Choose Create - Parallel Columns.



3. Specify the "Number of columns" and click a Quick layout button.
{button ,AL(`H_CREATING_PARALLEL_COLUMNS_DETAILS',1)} [See details](#)
4. Click OK.

{button ,AL(`H_CREATING_PARALLEL_COLUMNS_DETAILS',1)} [See details](#)

{button ,AL(`H_PAGE_LAYOUT_OVER;H_MARGINS_OVER;H_CREATING_NEWSPAPER_COLUMNS_ON_A_PAGE_STEPS;H_CHANGING_THE_SIZE_OF_PARALLEL_COLUMNS_USING_THE_MOUSE_STEPS;H_SETTING_MARGINS_FOR_A_PARALLEL_COLUMN_BLOCK_STEPS;H_TYPING_CONTENTS_INTO_A_PARALLEL_COLUMN_BLOCK_STEPS',0)} [See related topics](#)

You can also delete a row by choosing Columns - Delete and choosing Row. You can delete a column by choosing Columns - Delete and choosing Column.

Deleting all parallel columns

1. Place the insertion point anywhere in the parallel columns.
2. Choose Columns - Delete.



3. Choose All Columns.

```
{button ,AL(`H_DELETING_A_ROW_OR_COLUMN_FROM_PARALLEL_COLUMNS_STEPS;H_DELETING_TEXT_STEPS;H_ENDING_PARALLEL_COLUMNS_STEPS;H_CONNECTING_TWO_OR_MORE_PARALLEL_COLUMN_BLOCKS_STEPS',0)} See related topics
```

Deleting a row or column from parallel columns

1. Place the insertion point in the row or column you want to delete.
2. From the Columns menu, choose Delete.



3. Choose Row/Column.

 Tip

4. Select Column or Row.
5. Specify the number of rows or columns you want to delete.
6. Click OK.

{button ,AL('H_INSERTING_A_SINGLE_ROW_OR_COLUMN_INTO_PARALLEL_COLUMNS_STEPS;H_INSERTING_MULTIPLE_ROWS_OR_COLUMNS_INTO_PARALLEL_COLUMNS_STEPS;H_DELETING_ALL_PARALLEL_COLUMNS_STEPS;H_DELETING_TEXT_STEPS',0)} [See related topics](#)

Disconnecting parallel column blocks

1. Place the insertion point in the column block.
2. From the Columns menu, choose Disconnect Column Block.

You can only disconnect column blocks that were previously connected.

{button ,AL('H_SPLITTING_A_PARALLEL_COLUMN_BLOCK_STEPS;H_CONNECTING_TWO_OR_MORE_PARALLEL_COLUMN_BLOCKS_STEPS;H_ENDING_PARALLEL_COLUMNS_STEPS',0)} [See related topics](#)

Ending parallel columns

You can split a group of parallel columns into two parts, provided the insertion point is **not** in the last row of column blocks and there are two or more rows. Each group of column blocks will become a separate column area.

1. Place the insertion point in the last desired column.
2. Choose Columns - Turn Off Columns.

The columns break horizontally across the page immediately after the insertion point.

```
{button ,AL('H_SPLITTING_A_PARALLEL_COLUMN_BLOCK_STEPS;H_DELETING_ALL_PARALLEL_COLUMNS_STEPS;H_CONNECTING_TWO_OR_MORE_PARALLEL_COLUMN_BLOCKS_STEPS;H_DELETING_A_ROW_OR_COLUMN_FROM_PARALLEL_COLUMNS_STEPS;H_INSERTING_A_PAGE_BREAK_IN_COLUMNS_STEPS;H_INSERTING_A_SINGLE_ROW_OR_COLUMN_INTO_PARALLEL_COLUMNS_STEPS',0)} See related topics
```

Forcing a column break

You can set a column break for newspaper columns using these steps.

1. Place the insertion point anywhere in the paragraph and click the right mouse button.
2. Choose Text Properties.

 Tip

3. Click the Breaks tab.



4. Select "Before paragraph" or "After paragraph," and then select "Break column."

<input type="checkbox"/> Before paragraph:	Break page	▼
<input type="checkbox"/> After paragraph:	Break page	▼

{button ,AL('H_INSERTING_A_COLUMN_BREAK_STEPS;H_REMOVING_A_COLUMN_BREAK_STEPS;H_REDEFINING_A_STYLE_STEPS;H_FORCING_A_PAGE_BREAK_IN_TABLES_OR_PARALLEL_COLUMNS_STEPS',0)
} [See related topics](#)

Details: Inserting a column break

Inserting a column break in newspaper columns

Word Pro inserts default column breaks based on the settings specified for the page layout, paragraph styles, selected text, and frames.

You can insert a column break anywhere in the document text to end one column and begin another. When you insert a column break, Word Pro places a column break mark at the insertion point and places the insertion point (and any text beyond it) in the next column.

Inserting a column break in parallel columns

Word Pro treats column and page breaks in parallel columns the same way. If you insert a column or page break, Word Pro places a column or page break mark at the insertion point. Word Pro moves any text in that column beyond the insertion point to the same column on the next page. The text in the other columns remain in the same place on the original page.

{button ,AL(`H_INSERTING_A_COLUMN_BREAK_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_REMOVING_A_COLUMN_BREAK_STEPS;H_BALANCING_NEWSPAPER_COLUMN_LENGTHS_STEPS;H_FORCING_A_COLUMN_BREAK_BEFORE_OR_AFTER_A_PARAGRAPH_STEPS;H_INSERTING_A_PAGE_BREAK_IN_COLUMNS_STEPS',0)} [See related topics](#)

Inserting a column break

1. Place the insertion point where you want to end a column.
2. From the Page menu, choose Column Break.



{button ,AL(`H_INSERTING_A_COLUMN_BREAK_DETAILS';1)} [See details](#)

{button ,AL(`H_REMOVING_A_COLUMN_BREAK_STEPS;H_FORCING_A_COLUMN_BREAK_BEFORE_OR_AFTER_A_PARAGRAPH_STEPS;H_INSERTING_A_PAGE_BREAK_IN_COLUMNS_STEPS;H_BALANCING_NEWS_PAPER_COLUMN_LENGTHS_STEPS';0)} [See related topics](#)

Inserting a single row or column into parallel columns

1. To insert a row, place the insertion point above the desired location.

To insert a column, place the insertion point to the left of the desired location.



2. Choose Columns - Insert..



3. Choose Row or Column.

If you insert a column, Word Pro adjusts the widths of other columns to make room.

{button ,AL(^H_INSERTING_MULTIPLE_ROWS_OR_COLUMNS_INTO_PARALLEL_COLUMNS_STEPS;H_DELETING_A_ROW_OR_COLUMN_FROM_PARALLEL_COLUMNS_STEPS;H_DELETING_ALL_PARALLEL_COLUMNS_STEPS;H_CONNECTING_TWO_OR_MORE_PARALLEL_COLUMN_BLOCKS_STEPS;H_SPLITTING_A_PARALLEL_COLUMN_BLOCK_STEPS;H_ENDING_PARALLEL_COLUMNS_STEPS',0)} [See related topics](#)

You can also insert a single row by clicking in the last column block and pressing CTRL + ENTER.

Inserting multiple rows or columns into parallel columns

1. Place the insertion point in the row or column next to where you want to insert.
2. Choose Columns - Insert.



3. Choose Row/Column.
4. Select "Row" or "Column".
5. Specify the number of columns or rows you want to insert.
6. Select whether you want to place the columns or rows before or after the column block containing the insertion point.
7. Click OK.

{button ,AL(^H_INSERTING_A_SINGLE_ROW_OR_COLUMN_INTO_PARALLEL_COLUMNS_STEPS;H_DELETING_A_ROW_OR_COLUMN_FROM_PARALLEL_COLUMNS_STEPS;H_DELETING_ALL_PARALLEL_COLUMNS_STEPS;H_CONNECTING_TWO_OR_MORE_PARALLEL_COLUMN_BLOCKS_STEPS;H_SPLITTING_A_PARALLEL_COLUMN_BLOCK_STEPS;H_ENDING_PARALLEL_COLUMNS_STEPS',0)} [See related topics](#)

Inserting page breaks in parallel columns

You can insert a page break where the cursor is located or before the row that follows.

1. Place the cursor where you want to insert a page break. To insert a page break before the row that follows, place the cursor anywhere within the current row.
2. From the Columns menu, choose Insert Page Break.
3. To insert a page break where the cursor is located, choose "Within cell".
To insert a page break in the row that follows, choose "After Row".

{button ,AL(`H_INSERTING_A_COLUMN_BREAK_STEPS;H_REMOVING_A_COLUMN_BREAK_STEPS;H_FORCING_A_COLUMN_BREAK_BEFORE_OR_AFTER_A_PARAGRAPH_STEPS;H_REMOVING_A_PAGE_BREAK_STEPS;H_FORCING_A_PAGE_BREAK_IN_TABLES_OR_PARALLEL_COLUMNS_STEPS;H_INSERTING_A_PAGE_BREAK_STEPS;H_REMOVING_PAGE_BREAKS_IN_TABLES_STEPS;`,`0)} [See related topics](#)

Moving or copying all parallel columns using the mouse

1. Select all the parallel columns.

 Tip

2. Place the mouse pointer at the left edge of the parallel columns until a hand appears.



3. To move the columns, click and drag the hand to the desired position.



To copy the columns, press CTRL, then click and drag the hand to the desired position.

The hand closes around the edge of the columns as you move them.



```
{button ,AL(^H_SELECTING_PARALLEL_COLUMNS_OR_ROWS_STEPS;H_MOVING_TEXT_USING_THE_EDIT_MENU_STEPS;H_SELECTING_IN_PARALLEL_COLUMNS_STEPS;H_TYPING_CONTENTS_INTO_A_PARALLEL_COLUMN_BLOCK_STEPS;H_DRAG_AND_DROP_OVER',0)} See related topics
```

You can select all parallel columns by choosing Columns - Select and then Columns. You can also click and drag the mouse across all the parallel columns and rows. When you release the mouse, all the parallel columns are selected.

You can also reach the Column InfoBox by choosing Columns - Column Block Properties.

Details: Placing lines around parallel column blocks

You can click Options to set options for each line's style, width, color, and background. You can also select diagonal lines from the Lines & Background Options dialog box.

Line options

If you are selecting options for each line style (in the Lines & Background Options dialog box), select the line (Top, Bottom, Left, Right) and select the desired options. The options you set for the bottom line in one column block also affect the top line of the column block below, even if the blocks are separated by a page break.

Line style

Allows you to select a line style.

Line width

Allows you to select a line width.

Line color

Allows you to select a line color.

Outline options

Outline line style

Allows you to select a line style outline for the selected column blocks.

Outline line width

Allows you to select a line width for the selected column blocks.

Outline line color

Allows you to select a line color for the selected column blocks.

Diagonal line options

If you are selecting options for each line style (in the Lines & Background Options dialog box), select the direction for the line (Top/Bottom, Bottom/Top) and select the desired options.

Line style

Allows you to select a line style.

Line width

Allows you to select a line width.

Line color

Allows you to select a line color.

Background/Pattern options

If you are selecting options for each line style (in the Lines & Background Options dialog box), select which cells, rows, or columns you want to fill in the "Fill" box and select the desired background and pattern options.

Fill

Allows you to select background filler options for one column block or selected column blocks. The options are:

- All cells transparent
- All cells
- Every other row
- Every other column

Background color

Allows you to select a background color for the selected column blocks.

(Background) Pattern

Allows you to select from different types of background patterns.

(Background) Pattern color

Allows you to select a background pattern color.

{button ,AL('H_PLACING_LINES_AROUND_PARALLEL_COLUMN_BLOCKS_STEPS',1)} [Go to procedure](#)

{button ,AL('H_SELECTING_A_STYLE_AND_WIDTH_FOR_LINES_AROUND_PARALLEL_COLUMN_BLOCKS_STEPS;H_SELECTING_A_COLOR_FOR_LINES_AROUND_PARALLEL_COLUMN_BLOCKS_STEPS;H_ADDING_BACKGROUND_PATTERN_AND_COLOR_TO_PARALLEL_COLUMN_BLOCKS_STEPS;H_ADDING_OR_REMOVING_LEADERS_IN_A_PARALLEL_COLUMN_BLOCK_STEPS',0)} [See related topics](#)

Placing lines around parallel column blocks

1. Click in the column block or select the desired column blocks.
2. Click the right mouse button and choose Column Block Properties.
3. Click the Lines & Colors tab.



Tip

4. Click a "Lines around columns" button.



5. Select the desired line style, color, pattern, and width options.



Tip

6. If you want to select options for each line, or if you want to insert diagonal lines, click Options.

{button ,AL(`H_PLACING_LINES_AROUND_PARALLEL_COLUMN_BLOCKS_DETAILS',1)} [See details](#)

{button ,AL(`H_SELECTING_A_STYLE_AND_WIDTH_FOR_LINES_AROUND_PARALLEL_COLUMN_BLOCKS_STEPS;H_SELECTING_A_COLOR_FOR_LINES_AROUND_PARALLEL_COLUMN_BLOCKS_STEPS;H_ADDING_BACKGROUND_PATTERN_AND_COLOR_TO_PARALLEL_COLUMN_BLOCKS_STEPS;H_ADDING_OR_REMOVING_LEADERS_IN_A_PARALLEL_COLUMN_BLOCK_STEPS',0)} [See related topics](#)

On the Lines & Colors panel, clicking "Line style," "Line width," and "Line color" applies to lines around one column block. Clicking "Outline line style," "Outline line width," and "Outline line color" applies to lines around selected column blocks.

Placing lines between newspaper columns

1. Place the insertion point in the column text and click the right mouse button.

2. Choose the related Properties option.

For example, if you want to place a line between columns in a frame, choose Frame Properties. If you want to place a line between columns on a page, choose Page Properties.

3. Click the Columns tab.



4. Select the desired "Line style," or select "None" if you want to remove lines between columns.



5. Select a "Line width."

If you select "Other" in the "Line Width" box, you can specify a custom width for the line in the Line Width dialog box and then click OK.



6. Select a "Line color."



{button ,AL(`H_PLACING_LINES_AROUND_A_PAGE_STEPS;H_CREATING_A_CUSTOM_COLOR_STEPS;H_PLACING_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS;H_SETTING_SPACE_BETWEEN_NEWSPAPER_COLUMNS_STEPS',0)} [See related topics](#)

Protecting parallel column block contents

1. Choose File - TeamSecurity.



2. Click the Other Protection tab.

3. Select "Honor protection on frames and table cells."

4. Click OK.

5. In the document, select the desired column blocks.

6. Click the right mouse button and choose Column Block Properties.



Tip

7. Click the Misc tab.

8. Select "Protect cell."

{button ,AL(`H_REMOVING_PROTECTION_FROM_PARALLEL_COLUMN_BLOCK_CONTENTS_STEPS;H_SETTING_OTHER_TEAMSECURITY_PROTECTION_OPTIONS_STEPS;H_TEAMSECURITY_OVER',0)} [See related topics](#)

Removing a column break

1. Place the insertion point just before the column break.
2. Press DELETE.

{button ,AL(^H_INSERTING_A_COLUMN_BREAK_STEPS;H_FORCING_A_COLUMN_BREAK_BEFORE_OR_AFTER_A_PARAGRAPH_STEPS;H_REMOVING_A_PAGE_BREAK_STEPS;H_BALANCING_NEWSPAPER_COLUMN_LENGTHS_STEPS',0)} [See related topics](#)

Removing page breaks in parallel columns

The way you remove a page break in parallel columns depends on how you created it--within the cell or after the current row.

If you created the page break within the cell...

You will see a page break mark in the cell before the break. To remove the page break:

1. Place the cursor at the beginning of the column block following the break.
2. From the Columns menu, choose Delete Page Break.

If you created the page break after a row...

You will see a dashed line at the bottom of the cell, above the page break, and "Insert Page Break" will be checked in the Columns menu.

1. Place the cursor anywhere in the row above the break. From the Columns menu, choose "Insert Page Break" and deselect "After Row".

{button ,AL(`H_REMOVING_PAGE_BREAKS_IN_PARALLEL_COLUMNS_DETAILS',1)} [See details](#)

{button ,AL(`H_INSERTING_A_COLUMN_BREAK_STEPS;H_REMOVING_A_COLUMN_BREAK_STEPS;H_FORCING_A_COLUMN_BREAK_BEFORE_OR_AFTER_A_PARAGRAPH_STEPS;H_REMOVING_A_PAGE_BREAK_STEPS;H_FORCING_A_PAGE_BREAK_IN_TABLES_OR_PARALLEL_COLUMNS_STEPS;H_INSERTING_A_COLUMN_BREAK_STEPS;',0)} [See related topics](#)

Removing protection from parallel column block contents

1. Choose File - TeamSecurity.



2. Click the Other Protection tab.

3. Deselect "Honor protection on frames and table cells."

4. Click OK.

5. In the document, select the desired column blocks.

6. Click the right mouse button and choose Column Block Properties.



Tip

7. Click the Misc tab.

8. Deselect "Protect cell."

{button ,AL('H_PROTECTING_PARALLEL_COLUMN_BLOCK_CONTENTS_STEPS;H_SETTING_OTHER_TEAMS
SECURITY_PROTECTION_OPTIONS_STEPS;H_TEAMSECURITY_OVER',0)} [See related topics](#)

Repeating parallel column text as a heading

1. Click in the desired row or select multiple rows.
2. Choose Columns - Mark as Repeated Heading.

The selected rows repeat at the top of each following page if the columns extend to more than one page.

To remove column headings, repeat step 2.

{button ,AL(`H_CONNECTING_TWO_OR_MORE_PARALLEL_COLUMN_BLOCKS_STEPS;H_TYPING_CONTENT
S_INTO_A_PARALLEL_COLUMN_BLOCK_STEPS;H_INSERTING_A_SINGLE_ROW_OR_COLUMN_INTO_PA
RALLEL_COLUMNS_STEPS',0)} [See related topics](#)

Selecting a color for lines around parallel column blocks

1. Click in the column block or select the desired column blocks.
2. Click the right mouse button and choose Column Block Properties.
3. Click the Lines & Colors tab.



Tip

4. Select an option for "Lines around columns".
5. Select a color for the lines in the "Line color" box.

If you want a different color for each line around a column block or selected column blocks, click Options.



Tip

{button ,AL('H_PLACING_LINES_AROUND_PARALLEL_COLUMN_BLOCKS_STEPS;H_CREATING_A_CUSTOM_COLOR_STEPS;H_SELECTING_A_STYLE_AND_WIDTH_FOR_LINES_AROUND_PARALLEL_COLUMN_BLOCKS_STEPS;H_ADDING_BACKGROUND_PATTERN_AND_COLOR_TO_PARALLEL_COLUMN_BLOCKS_STEPS',0)} [See related topics](#)

Selecting a parallel column block using the menu

When you select a parallel column block, you select the column contents and the formatting of the block itself.

1. Click in the parallel columns.
2. Choose Columns - Select.
3. Choose Column Blocks.

If you copy column contents and paste outside columns, the text is pasted as text, not as columns. If you copy the entire column block, the text is pasted as columns. If you copy the column block and paste inside another column block, new columns are created inside the current column block.

```
{button ,AL(`H_SELECTING_PARALLEL_COLUMNS_OR_ROWS_STEPS;H_SELECTING_TEXT_USING_THE_KEYBOARD_STEPS;H_SELECTING_TEXT_USING_THE_MOUSE_STEPS;H_SELECTING_TEXT_USING_THE_T  
EXT_MENU_STEPS;H_SELECTING_IN_PARALLEL_COLUMNS_STEPS',0)} See related topics
```

Details: Selecting a style and width for lines around parallel column blocks

You can click Options to set options for each line's style, width, color, and background. You can also select diagonal lines from the Lines & Background Options dialog box.

Line options

If you are selecting options for each line style (in the Lines & Background Options dialog box), select the line (Top, Bottom, Left, Right) and select the desired options.

Line style

Allows you to select a line style.

Line width

Allows you to select a line width.

Line color

Allows you to select a line color.

Outline options

Outline line style

Allows you to select a line style outline for the selected column blocks.

Outline line width

Allows you to select a line width for the selected column blocks.

Outline line color

Allows you to select a line color for the selected column blocks.

{button ,AL(`H_SELECTING_A_STYLE_AND_WIDTH_FOR_LINES_AROUND_PARALLEL_COLUMN_BLOCKS_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_PLACING_LINES_AROUND_PARALLEL_COLUMN_BLOCKS_STEPS;H_SELECTING_A_COLOR_FOR_LINES_AROUND_PARALLEL_COLUMN_BLOCKS_STEPS;H_ADDING_BACKGROUND_PATTERN_AND_COLOR_TO_PARALLEL_COLUMN_BLOCKS_STEPS',0)} [See related topics](#)

Selecting a style and width for lines around parallel column blocks

1. Click in the column block or select the desired column blocks.
2. Click the right mouse button and choose Column Block Properties.
3. Click the Lines & Colors tab.



Tip

4. Select a line style and width in the "Line style" and "Line width" boxes.
If you want a different style and width for each line around a column block or selected column blocks, click Options.



Tip

{button ,AL('H_SELECTING_A_STYLE_AND_WIDTH_FOR_LINES_AROUND_PARALLEL_COLUMN_BLOCKS_DE
TAILS',1)} [See details](#)

{button ,AL('H_PLACING_LINES_AROUND_PARALLEL_COLUMN_BLOCKS_STEPS;H_SELECTING_A_COLOR_
FOR_LINES_AROUND_PARALLEL_COLUMN_BLOCKS_STEPS;H_ADDING_BACKGROUND_PATTERN_AND_
_COLOR_TO_PARALLEL_COLUMN_BLOCKS_STEPS',0)} [See related topics](#)

Details: Selecting in parallel columns

When you select a parallel column block, you select the column contents and the formatting of the block itself. If you copy column contents and paste outside columns, the text is pasted as text, not as columns. If you copy the entire column block, the text is pasted as columns. If you copy the column block and paste inside another column block, new columns are created inside the current column block.

The options are:

- Column Block Contents - Selects the contents of one column block at the insertion point.
- Row Contents - Selects the contents across the row at the insertion point.
- Column Contents - Selects the contents up and down the column at the insertion point.
- All Columns Contents - Selects all contents in all columns.
- Column Blocks - Selects one column block at the insertion point with its contents and formatting.
- Columns - Selects all columns with their contents and formatting.

{button ,AL('H_SELECTING_IN_PARALLEL_COLUMNS_STEPS',1)} [Go to procedure](#)

{button ,AL('H_SELECTING_PARALLEL_COLUMNS_OR_ROWS_STEPS;H_SELECTING_A_PARALLEL_COLUMN_BLOCK_USING_THE_MENU_STEPS',0)} [See related topics](#)

Selecting in parallel columns

1. Click in the parallel columns.
2. Choose Columns - Select.
3. Choose one of the options.

{button ,AL(`H_SELECTING_IN_PARALLEL_COLUMNS_DETAILS',1)} [See details](#)

{button ,AL(`H_SELECTING_PARALLEL_COLUMNS_OR_ROWS_STEPS;H_SELECTING_A_PARALLEL_COLUMN_BLOCK_USING_THE_MENU_STEPS',0)} [See related topics](#)

Selecting parallel columns or rows

1. Click in the parallel column.
2. To select a column, place the mouse pointer above or below the desired column so that a small up or down arrow appears.



To select a row, place the mouse pointer to the right or left of the desired row so that a small right or left arrow appears.



3. Click to select the column or row.

{button ,AL(^H_SELECTING_IN_PARALLEL_COLUMNS_STEPS;H_SELECTING_A_PARALLEL_COLUMN_BLOCK_USING_THE_MENU_STEPS;H_SELECTING_TEXT_USING_THE_KEYBOARD_STEPS;H_SELECTING_TEXT_USING_THE_MOUSE_STEPS;H_SELECTING_TEXT_USING_THE_TEXT_MENU_STEPS',0)} [See related topics](#)

Details: Setting locking options for parallel columns

Fix column width

Column blocks are always as wide as the margins of their container (page, frame, and so on). When you adjust the width of one column, Word Pro adjusts the width of other columns to keep the total width the same.

Selecting this option locks the width of the selected column so it cannot be changed using the mouse or InfoBox. Word Pro will not use this column when adjusting column widths. Future adjustments to other columns will not affect this column's width.

Row spans pages

Allows text in a column block to continue to the next page without moving the entire row to the next page.

{button ,AL(`H_SETTING_LOCKING_OPTIONS_FOR_PARALLEL_COLUMNS_STEPS',1)} [Go to procedure](#)
{button ,AL(`H_CHANGING_THE_SIZE_OF_PARALLEL_COLUMNS_USING_THE_INFOBOX_STEPS;H_SETTING_MARGINS_FOR_A_PARALLEL_COLUMN_BLOCK_STEPS',0)} [See related topics](#)

Setting locking options for parallel columns

1. Click in the desired parallel column.
2. Click the right mouse button and choose Column Block Properties.

 Tip

3. Click the Size & Margins tab.



4. Select the desired options.

{button ,AL(`H_SETTING_LOCKING_OPTIONS_FOR_PARALLEL_COLUMNS_DETAILS',1)} [See details](#)

{button ,AL(`H_CHANGING_THE_SIZE_OF_PARALLEL_COLUMNS_USING_THE_INFOBOX_STEPS;H_CHANGING_THE_SIZE_OF_PARALLEL_COLUMNS_USING_THE_MOUSE_STEPS;H_SETTING_MARGINS_FOR_A_PARALLEL_COLUMN_BLOCK_STEPS',0)} [See related topics](#)

Setting margins for a parallel column block

1. Click in the specific column block where you want the new margin, or select the desired column blocks.
2. Click the right mouse button and choose Column Block Properties.

 Tip

3. Click the Size & Margins tab.



4. In the "Column block margins" section, specify a value in the "Left," "Right," "Top," and/or "Bottom" boxes.

As you specify the values, Word Pro displays a margin indicator that shows you where the margins (and any existing column block contents) will be.

 Tip

{button ,AL('H_SPLITTING_A_PARALLEL_COLUMN_BLOCK_STEPS;H_CONNECTING_TWO_OR_MORE_PARALLEL_COLUMN_BLOCKS_STEPS;H_CHANGING_COLUMN_SETTINGS_ON_THE_RULER_STEPS;H_MARGIN_S_OVER;H_CHANGING_THE_SIZE_OF_PARALLEL_COLUMNS_USING_THE_INFOBOX_STEPS',0)} [See related topics](#)

You can also use the ruler to change the margins of a column.

Setting space between newspaper columns

1. Place the insertion point in the column text and click the right mouse button.
2. Choose the related Properties option.

For example, if you want to change the space between columns in a frame, choose Frame Properties. If you want to change the space between columns on a page, choose Page Properties.

3. Click the Columns tab.



4. Specify the desired amount of "Space between columns."



Tip

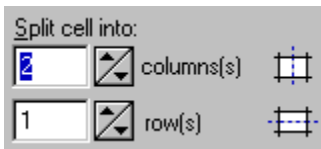
You can see the margin guides for each column adjust as you specify a value.

```
{button ,AL(`H_PLACING_LINES_BETWEEN_NEWSPAPER_COLUMNS_STEPS;H_CREATING_NEWSPAPER_COLUMNS_ON_A_PAGE_STEPS;H_CHANGING_COLUMN_SETTINGS_ON_THE_RULER_STEPS;H_DRAG_AND_DROP_OVER',0)} See related topics
```

If you want unequal amounts of space between newspaper columns, you can display the ruler and adjust the space on the ruler.

Splitting a parallel column block

1. Place the insertion point in the desired column block.
2. Choose Columns - Split Column Block.



3. Select the number of columns and/or rows for the split.
4. Click OK.

{button ,AL(`H_CONNECTING_TWO_OR_MORE_PARALLEL_COLUMN_BLOCKS_STEPS;H_DISCONNECTING_PARALLEL_COLUMN_BLOCKS_STEPS;H_ENDING_PARALLEL_COLUMNS_STEPS;H_INSERTING_A_SINGLE_ROW_OR_COLUMN_INTO_PARALLEL_COLUMNS_STEPS',0)} [See related topics](#)

Typing contents into a parallel column block

1. Place the insertion point in the column block where you want the text to appear.
2. Type the desired text.

While typing text in a column block, you can press ENTER to create a new line in the current block, or press CTRL+ENTER to move the insertion point horizontally to the next column block.

{button ,AL(^H_ALIGNING_CONTENTS_VERTICALLY_IN_PARALLEL_COLUMNS_STEPS;H_REPEATING_PARALLEL_COLUMN_TEXT_AS_A_HEADING_STEPS;H_INSERTING_A_DOCUMENT_OR_FILE_INTO_THE_CURRENT_DOCUMENT_STEPS;H_IMPORTING_A_PICTURE_OR_GRAPHIC_STEPS;H_CONNECTING_TWO_OR_MORE_PARALLEL_COLUMN_BLOCKS_STEPS;H_ADDING_OR_REMOVING_LEADERS_IN_A_PARALLEL_COLUMN_BLOCK_STEPS',0)} [See related topics](#)

Details: Adding footnote separator lines

Select "Separator line for" if you want a line to separate a footnote from the document text. You can display a separator line for regular and continued footnotes.

Line options

- "Span to margin" - Word Pro displays a line from the left margin to the right margin.
- "Custom length" - You can specify how long the line can be.
- "Indent from left" - You can specify how far the line indents from the left margin.
- "Space above" - You can specify the line's distance from the document text.
- "Space below" - You can specify the line's distance from the footnote text.

{button ,AL(`H_ADDING_FOOTNOTE_SEPARATOR_LINES_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_CREATING_A_FOOTNOTE_OR_ENDNOTE_STEPS;H_NUMBERING_FOOTNOTES_AND_ENDNOTES_STEPS;H_FOOTNOTES_OVER;H_CREATING_A_CONTINUED_MESSAGE_FOR_A_FOOTNOTE_STEPS',0)} [See related topics](#)

Adding footnote separator lines

You can use separator lines to separate the footnote text from the main document text.

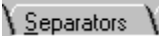
1. Choose Create - Footnote/Endnote.



2. Click Options.



3. Click the Separators tab.



4. Select the options you want to use for the separator line.
{button ,AL('H_ADDING_FOOTNOTE_SEPARATOR_LINES_DETAILS',1)} [See details](#)
5. Click OK to return to the Footnotes dialog box.
6. Click Cancel.

{button ,AL('H_ADDING_FOOTNOTE_SEPARATOR_LINES_DETAILS',1)} [See details](#)

{button ,AL('H_CREATING_A_FOOTNOTE_OR_ENDNOTE_STEPS;H_NUMBERING_FOOTNOTES_AND_ENDNOTES_STEPS;H_CREATING_A_CONTINUED_MESSAGE_FOR_A_FOOTNOTE_STEPS;H_FOOTNOTES_OVER',0)} [See related topics](#)

Details: Changing a footnote to an endnote

<u>Option...</u>	<u>What happens...</u>
Bottom of page	Inserts footnotes at the bottom of each page.
End of division	Inserts endnotes at the end of the current division.
End of division group	Inserts endnotes at the end of a group of divisions.
End of document	Inserts endnotes at the end of the document.

{button ,AL('H_CHANGING_A_FOOTNOTE_TO_AN_ENDNOTE_STEPS',1)} [Go to procedure](#)

{button ,AL('H_CREATING_A_FOOTNOTE_OR_ENDNOTE_STEPS;H_EDITING_A_FOOTNOTE_OR_ENDNOTE_STEPS;H_GOING_TO_A_FOOTNOTE_MARK_OR_FOOTNOTE_TEXT_STEPS;H_FOOTNOTES_OVER;H_ENDNOTES_OVER',0)} [See related topics](#)

Changing a footnote to an endnote

1. Select the footnote reference number in the main document text.
2. Choose Create - Footnote/Endnote.



3. In the "Place footnote at" box, select "End of division," "End of division group," or "End of document."
{button ,AL('H_CHANGING_A_FOOTNOTE_TO_AN_ENDNOTE_DETAILS',1)} [See details](#)
4. Click OK to display the Move Notes dialog box.
5. To change the selected footnote to an endnote, click Move This Note.
Click Move All Notes to change all footnotes in your document to endnotes.

{button ,AL('H_CHANGING_A_FOOTNOTE_TO_AN_ENDNOTE_DETAILS',1)} [See details](#)

{button ,AL('H_CREATING_A_FOOTNOTE_OR_ENDNOTE_STEPS;H_EDITING_A_FOOTNOTE_OR_ENDNOTE_STEPS;H_GOING_TO_A_FOOTNOTE_MARK_OR_FOOTNOTE_TEXT_STEPS',0)} [See related topics](#)

Changing the footnote or endnote style

If you want to change the format of all the footnotes in your document, you can change the properties of one footnote and then redefine the footnote style. This is particularly useful if you want to change the type of numbering used. When you change the numbering options on the Text Bullets panel and redefine the style, the numbering for all footnotes automatically changes to match.

1. Place the insertion point in the footnote or endnote text.
2. Choose Text - Text Properties.



3. Select the text properties for the footnote or endnote.
4. Click the Style tab.



5. Select "Footnote style" in the "Style" box, if it is not already selected.
6. Click Redefine Style.
7. Click OK.

{button ,AL('H_EDITING_A_FOOTNOTE_OR_ENDNOTE_STEPS;H_PARAGRAPH_STYLES_OVER;H_FOOTNOTES_OVER;H_ENDNOTES_OVER;H_REDEFINING_A_STYLE_STEPS',0)} [See related topics](#)

Details: Creating a continued message for a footnote

You can generate continued messages for footnote text that continues on to the next page.

Word Pro increases the footnote area of the page to accommodate a long footnote. As you add footnote text, the footnote area expands upward until it reaches a footnote reference mark on the page.

You cannot control the size of the footnote area on the page. If you have several long footnotes, you may want to consider changing the footnotes to endnotes. For information, see [Changing a footnote to an endnote](#)

Generate 'continued on' message

- Select "Generate 'continued on' message" and type the message in the box.

After you create the first footnote, you only can make changes to this message directly in the text of the message.

If you don't type a message, Word Pro uses the default text, "Continued on next page."

- Choose the left, center, or right alignment option.



Word Pro displays the message below the last line of the footnote to be continued.

time for all good men to come to
Continued on next page...

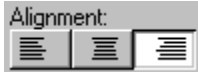
Generate 'continued from' message

- Select "Generate 'continued from' message" and type the message in the box.

After you create the first footnote, you only can make changes to this message directly in the text of the message.

If you don't type a message, Word Pro uses the default text, "Continued from previous page."

- Choose the left, center, or right alignment option.



Word Pro displays the message above the first line of the continued footnote.

¹Continued from previous page...

Repeat reference number when continued

If you want a reference number to display on the second and subsequent pages of a continued footnote, select "Repeat reference number when continued."

{button ,AL('H_CREATING_A_CONTINUED_MESSAGE_FOR_A_FOOTNOTE_STEPS',1)} [Go to procedure](#)

{button ,AL('H_CREATING_A_FOOTNOTE_OR_ENDNOTE_STEPS;H_NUMBERING_FOOTNOTES_AND_ENDNOTES_STEPS;H_ADDING_FOOTNOTE_SEPARATOR_LINES_STEPS;H_FOOTNOTES_OVER;',0)} [See related topics](#)

Creating a continued message for a footnote

If you want to use continued messages in your document, you should specify the text for the message before creating any continued footnotes in your document.

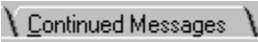
1. Choose Create - Footnote/Endnote.



2. Click Options.



3. Click the Continued Messages tab.



4. Select the options you want to use for continued messages.

{button ,AL(`H_CREATING_A_CONTINUED_MESSAGE_FOR_A_FOOTNOTE_DETAILS',1)} [See details](#)

5. Click OK to return to the Footnotes dialog box.

6. Click Cancel.

{button ,AL(`H_CREATING_A_CONTINUED_MESSAGE_FOR_A_FOOTNOTE_DETAILS',1)} [See details](#)

{button ,AL(`H_CREATING_A_FOOTNOTE_OR_ENDNOTE_STEPS;H_NUMBERING_FOOTNOTES_AND_ENDNOTES_STEPS;H_ADDING_FOOTNOTE_SEPARATOR_LINES_STEPS;H_FOOTNOTES_OVER',0)} [See related topics](#)

Details: Creating a footnote or endnote

If you want to create a footnote, select "Bottom of page" from the "Place footnote at" box.

If you want to create an endnote, select "End of division," "End of division group," or "End of document" from the "Place footnote at" box.

Place footnote at

<u>Option...</u>	<u>What happens...</u>
Bottom of page	Inserts footnotes at the bottom of each page.
End of division	Inserts endnotes at the end of the current division.
End of division group	Inserts endnotes at the end of a group of divisions.
End of document	Inserts endnotes at the end of the document.

Endnotes

Word Pro places the first endnote you create immediately after the last text you typed in the division or document. If you want to start endnotes on a new page, insert a page break prior to the endnote area.

{button ,AL(^H_CREATING_A_FOOTNOTE_OR_ENDNOTE_STEPS',1)} [Go to procedure](#)

{button ,AL(^H_NUMBERING_FOOTNOTES_AND_ENDNOTES_STEPS;H_ADDING_FOOTNOTE_SEPARATOR_LINES_STEPS;H_CREATING_A_CONTINUED_MESSAGE_FOR_A_FOOTNOTE_STEPS;H_DELETING_A_FOOTNOTE_OR_ENDNOTE_STEPS;H_CHANGING_A_FOOTNOTE_TO_AN_ENDNOTE_STEPS;H_FOOTNOTES_OVER',0)} [See related topics](#)

Creating a footnote or endnote

You can create a footnote and then indicate where you want to place it in the document. The location of the note determines whether it is a footnote or an endnote:

Show me a QuickDemo

1. Place the insertion point where you want the footnote or endnote reference number.
If you want to create a footnote or endnote in a table or a frame, place the insertion point where you want the reference to appear in the table or frame.
2. Choose Create - Footnote/Endnote.



3. In the "Place footnote at" box, select where you want to insert the footnote text.
{button ,AL('H_CREATING_A_FOOTNOTE_OR_ENDNOTE_DETAILS',1)} [See details](#)
4. Click OK.
Word Pro moves the insertion point to the location you specified for the note.
5. Type the text for the note.
6. Click in the document, or press ESC to return to the main document text.

{button ,AL('H_CREATING_A_FOOTNOTE_OR_ENDNOTE_DETAILS',1)} [See details](#)

{button ,AL('H_NUMBERING_FOOTNOTES_AND_ENDNOTES_STEPS;H_ADDING_FOOTNOTE_SEPARATOR_LINES_STEPS;H_CREATING_A_CONTINUED_MESSAGE_FOR_A_FOOTNOTE_STEPS;H_DELETING_A_FOOTNOTE_OR_ENDNOTE_STEPS;H_CHANGING_A_FOOTNOTE_TO_AN_ENDNOTE_STEPS;H_FOOTNOTES_OVER;H_ENDNOTES_OVER',0)} [See related topics](#)

Deleting a footnote or endnote

1. Select the footnote or endnote reference number that displays in the document text.
2. Press DEL.

{button ,AL(^H_CREATING_A_FOOTNOTE_OR_ENDNOTE_STEPS;H_CHANGING_A_FOOTNOTE_TO_AN_ENDNOTE_STEPS;H_EDITING_A_FOOTNOTE_OR_ENDNOTE_STEPS',0)} [See related topics](#)

Editing a footnote or endnote

You can edit regular footnotes, continued footnotes, and endnotes.

1. Place the insertion point at the reference mark in the text.
2. Choose Create - Footnote/Endnote.
3. Select "Edit footnote."
4. Click OK.
5. Make your changes.
6. Click in the main document text, or press ESC.

{button ,AL(`H_NUMBERING_FOOTNOTES_AND_ENDNOTES_STEPS;H_ADDING_FOOTNOTE_SEPARATOR_LINES_STEPS;H_CREATING_A_CONTINUED_MESSAGE_FOR_A_FOOTNOTE_STEPS;H_CHANGING_THE_FOOTNOTE_OR_ENDNOTE_STYLE_STEPS;H_FOOTNOTES_OVER;H_ENDNOTES_OVER',0)} [See related topics](#)

Overview: Endnotes

Endnotes are footnotes that appear at the end of a division or a document. You can place endnotes at the end of a document, at the end of a division, or at the end of a group of divisions, regardless of the number of pages or divisions.

You can create new endnotes or you can convert footnotes to endnotes.

Endnotes use the same numbering options as footnotes. For example, you can create custom reference numbers, superscript numbers, brackets, and so on. However, endnotes are numbered separately from footnotes.

```
{button ,AL(^H_CREATING_A_FOOTNOTE_OR_ENDNOTE_STEPS;H_NUMBERING_FOOTNOTES_AND_ENDNOTES_STEPS;H_ADDING_FOOTNOTE_SEPARATOR_LINES_STEPS;H_CREATING_A_CONTINUED_MESSAGE_FOR_A_FOOTNOTE_STEPS;H_CHANGING_A_FOOTNOTE_TO_AN_ENDNOTE_STEPS;H_EDITING_A_FOOTNOTE_OR_ENDNOTE_STEPS;H_FOOTNOTES_OVER',0)} See related topics
```

Overview: Footnotes

You can create a footnote and then indicate where you want to place it in the document. The location of the note determines whether it is a footnote or an endnote.

If the footnotes or endnotes are too long to fit on one page, Word Pro continues them onto the next page.

You can insert footnotes into pages, documents, [sections](#), tables, and [frames](#).

Word Pro places a footnote reference symbol (number, letter, or asterisk) in the main body of your document, and moves the insertion point to an area of the document specifically created for the footnote text.

All footnotes initially use the default footnote paragraph style. The footnote paragraph style has all the characteristics of the body text paragraph style, plus a footnote reference number.

You can:

- specify the location of footnotes.

You can place a footnote at the bottom of a page, at the end of a [division](#), at the end of a group of divisions, or at the end of a document.

- specify the style and numbering method for footnotes and endnotes.

You can specify at what number to start numbering and when to reset the numbering.

- specify the appearance of the reference numbers.

You can specify the style of the reference number, whether it is enclosed by special characters, and if you want to superscript the number (superscript#).

- create and customize [separator lines](#).

You can specify the length, indent from left, space above, and space below for the separator line. You can also specify the length of the separator line to the margin.

- create and customize messages to indicate that a footnote continues on to the next page or continues from a previous page.

{button ,AL(^H_CREATING_A_FOOTNOTE_OR_ENDNOTE_STEPS;H_NUMBERING_FOOTNOTES_AND_ENDNOTES_STEPS;H_ADDING_FOOTNOTE_SEPARATOR_LINES_STEPS;H_CREATING_A_CONTINUED_MESSAGE_FOR_A_FOOTNOTE_STEPS;H_CHANGING_A_FOOTNOTE_TO_AN_ENDNOTE_STEPS;H_ENDNOTES_OVER',0)} [See related topics](#)

Going to a footnote mark or footnote text

You can go to footnote text only if the insertion point is on a footnote mark.

1. Place the insertion point in the text or on the footnote mark.
2. From the Edit menu, choose Go To.



Tip

3. Select "Footnote Mark" or "Footnote Text" in the box.
4. If you selected "Footnote Mark," select "Next" or "Previous."
5. Click OK.

{button ,AL(^H_CREATING_A_FOOTNOTE_OR_ENDNOTE_STEPS;H_CHANGING_A_FOOTNOTE_TO_AN_ENDNOTE_STEPS',0)} [See related topics](#)

You can use the shortcut key combination CTRL + G to display the Go To dialog box.

Details: Numbering footnotes and endnotes

Reference number style:

You can select "Same as footnote/endnote style" or "Enclosed by text before/text after," but not both.

<u>Option...</u>	<u>What happens...</u>
Same as footnote/endnote style	Word Pro determines the "look" of the reference number by using the number in the note itself. You can modify the footnote style to change the appearance of the reference number.
Enclosed by text before/text after	Encloses the reference number with the characters you specify in the boxes.
Superscript reference number	Places the footnote reference number in a raised, smaller font. Note If you use a character other than a number to mark footnotes: Word Pro does not automatically superscript the mark in the note unless you select this option.

Reset footnote numbers on each:

<u>Option...</u>	<u>What happens...</u>
Continuous	The footnote numbers increase each time you add a new footnote and continue increasing throughout the document (For example, 1, 2, 3, 4,).
Division group	The footnote numbers increase throughout this division group and reset with the first footnote in the next division group.
Division	The footnote numbers increase throughout this division and reset with the first footnote in the next division.
Page	The footnote numbers increase on this page and reset with the first footnote on the next page.

After you select an option, you can specify a starting number for the option in the "Starting at" box.

{button ,AL('H_NUMBERING_FOOTNOTES_AND_ENDNOTES_STEPS',1)} [Go to procedure](#)

{button ,AL('H_CREATING_A_FOOTNOTE_OR_ENDNOTE_STEPS;H_ADDING_FOOTNOTE_SEPARATOR_LINE_S_STEPS;H_CREATING_A_CONTINUED_MESSAGE_FOR_A_FOOTNOTE_STEPS;H_EDITING_A_FOOTNOTE_OR_ENDNOTE_STEPS;H_FOOTNOTES_OVER;H_ENDNOTES_OVER',0)} [See related topics](#)

Numbering footnotes and endnotes

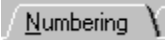
1. Choose Create - Footnote/Endnote.



2. Click Options.



3. Click the Numbering tab.



4. Select the type of note you want to set options for in the "Numbering options for footnotes at" box.
5. Select the options you want to use for numbering this type of note.
{button ,AL('H_NUMBERING_FOOTNOTES_AND_ENDNOTES_DETAILS',1)} [See details](#)
6. Click OK to return to the Footnotes dialog box.
7. Click Cancel.

{button ,AL('H_NUMBERING_FOOTNOTES_AND_ENDNOTES_DETAILS',1)} [See details](#)

{button ,AL('H_CREATING_A_FOOTNOTE_OR_ENDNOTE_STEPS;H_ADDING_FOOTNOTE_SEPARATOR_LINE
S_STEPS;H_CREATING_A_CONTINUED_MESSAGE_FOR_A_FOOTNOTE_STEPS;H_EDITING_A_FOOTNOT
E_OR_ENDNOTE_STEPS;H_FOOTNOTES_OVER;H_ENDNOTES_OVER',0)} [See related topics](#)

Separator lines separate the footnote from the main document text.

Adding items to a SmartFill list

1. Choose File - User Setup.
2. Choose SmartFill Setup.



3. Select the desired "Language."
4. Select the desired "List name."
5. Select an item in the list just before where you want to add the new item.
6. Click Add Item.
7. Type an item in the "New SmartFill item" box.
8. Click OK.
9. Repeat steps 5 - 8 for each item you want to add to the list.
10. Click Close.

{button ,AL('H_CREATING_CUSTOM_SMARTFILL_LISTS_STEPS;H_SMARTFILL_OVER;H_DELETING_ITEMS_FROM_A_SMARTFILL_LIST_STEPS;H_REARRANGING_ITEMS_IN_A_SMARTFILL_LIST_STEPS',0)} See related topics

Details: Creating custom SmartFill lists

Language

Word Pro uses the language that is set for the current document to determine which custom SmartFill lists are available. To view the language for the current document, choose File - Document Properties - Document and click the Options tab.

The custom SmartFill list is only available in the language specified in this box.

Fill with exact case

If you select "Fill with exact case," Word Pro enters the data in the same combination of uppercase and lowercase letters that appear in the list, regardless of how the data was initially entered in the table.

If you do not select "Fill with exact case," Word Pro determines the case based on text in the first cell of the table you want to fill. If all the letters in the text are uppercase, Word Pro enters the items from the list in all uppercase letters. If all the letters in the text are lowercase, Word Pro enters the items from the list in all lowercase letters. If the letters in the text are any combination of uppercase and lowercase, Word Pro enters the items from the list in proper case.

{button ,AL('H_CREATING_CUSTOM_SMARTFILL_LISTS_STEPS',1)} [Go to procedure](#)

{button ,AL('H_ADDING_ITEMS_TO_A_SMARTFILL_LIST_STEPS;H_DELETING_A_SMARTFILL_LIST_STEPS;H_DELETING_ITEMS_FROM_A_SMARTFILL_LIST_STEPS;H_REARRANGING_ITEMS_IN_A_SMARTFILL_LIST_STEPS;H_SMARTFILL_OVER;H_LANGUAGE_OPTIONS_OVER',0)} [See related topics](#)

Creating custom SmartFill lists

1. Choose File - User Setup.
2. Choose SmartFill Setup.



3. Select the desired "Language."
{button ,AL(`H_CREATING_CUSTOM_SMARTFILL_LISTS_DETAILS',1)} [See details](#)
4. Click New List.
5. Type a descriptive name for the list in the "New list name" box and click OK.
6. Click Add Item and type one item in the "New SmartFill Item" box.
7. Click OK to return to the SmartFill Setup dialog box.
8. Repeat steps 6 - 7 for each item you want to add to the list.
9. Select "Fill with exact case" if you want Word Pro to use the same combination of uppercase and lowercase letters that appear in the list.
{button ,AL(`H_CREATING_CUSTOM_SMARTFILL_LISTS_DETAILS',1)} [See details](#)
10. Click Close.

{button ,AL(`H_CREATING_CUSTOM_SMARTFILL_LISTS_DETAILS',1)} [See details](#)

{button ,AL(`H_ADDING_ITEMS_TO_A_SMARTFILL_LIST_STEPS;H_DELETING_A_SMARTFILL_LIST_STEPS;H_DELETING_ITEMS_FROM_A_SMARTFILL_LIST_STEPS;H_REARRANGING_ITEMS_IN_A_SMARTFILL_LIST_STEPS;H_SMARTFILL_OVER;H_LANGUAGE_OPTIONS_OVER',0)} [See related topics](#)

Deleting a SmartFill list

1. Choose File - User Setup.
2. Choose SmartFill Setup.



3. Select the desired "Language."
4. Select the desired "List name."
5. Click Delete List.
6. Click Close.

{button ,AL(`H_DELETING_ITEMS_FROM_A_SMARTFILL_LIST_STEPS;H_CREATING_CUSTOM_SMARTFILL_LISTS_STEPS;H_SMARTFILL_OVER',0)} [See related topics](#)

Deleting items from a SmartFill list

1. Choose File - User Setup.
2. Choose SmartFill Setup.



3. Select the desired "Language."
4. Select the desired "List name."
5. Select the item you want to delete from the list.
6. Click Delete Item.
7. Repeat steps 5 - 6 for each item you want to delete.
8. Click Close.

{button ,AL(^H_ADDING_ITEMS_TO_A_SMARTFILL_LIST_STEPS;H_SMARTFILL_OVER;H_REARRANGING_ITEMS_IN_A_SMARTFILL_LIST_STEPS',0)} [See related topics](#)

Details: Entering a sequence of data using SmartFill

When you use SmartFill, Word Pro enters the items in the order they appear in the SmartFill list.

For example, you want to use the SmartFill list: Monday, Tuesday, Wednesday, Thursday, and Friday. If you type Monday in the initial table cell, Word Pro enters Tuesday, Wednesday, and so on. However, if you type Thursday in the initial table cell, Word Pro enters Friday, Monday, Tuesday, and so on.


If Word Pro cannot recognize a connection between the data in the first and second cells in the table (for example, Monday, February) and no custom list is found, it fills the table with the contents of the first cell. If the custom list is shorter than the cells to be filled, the list repeats until the selected cells are filled.

Note If one of the items Word Pro enters is not correct, it may be in a connected cell (a cell that was originally two cells). If the initial table cell (where you type the item) is a connected cell, Word Pro does not enter the other items.

{button ,AL('H_ENTERING_A_SEQUENCE_OF_DATA_USING_SMARTFILL_STEPS',1)} [Go to procedure](#)

{button ,AL('H_SMARTFILL_OVER;H_TYPING_CONTENTS_IN_A_TABLE_CELL_STEPS;H_REPEATING_TABLE_TEXT_AS_A_HEADING_STEPS;H_DISCONNECTING_CELLS_IN_A_TABLE_STEPS;H_PROTECTING_TABLE_CELL_CONTENTS_STEPS;H_REMOVING_PROTECTION_FROM_TABLE_CELL_CONTENTS_STEPS',0)}
[See related topics](#)

Entering a sequence of data using SmartFill

1. Select the table cell or cells that contain the data you want to continue entering.
{button ,AL('H_ENTERING_A_SEQUENCE_OF_DATA_USING_SMARTFILL_DETAILS',1)} [See details](#)
2. Place the mouse in the lower right corner of the last selected cell until the mouse pointer changes appearance.

3. Click the mouse and drag the pointer over the cells you want to fill.
Word Pro writes over any existing data in the table cells selected.
4. Release the mouse button to fill the cells.

{button ,AL('H_ENTERING_A_SEQUENCE_OF_DATA_USING_SMARTFILL_DETAILS',1)} [See details](#)

{button ,AL('H_SMARTFILL_OVER;H_TYPING_CONTENTS_IN_A_TABLE_CELL_STEPS;H_REPEATING_TABLE_TEXT_AS_A_HEADING_STEPS;H_DISCONNECTING_CELLS_IN_A_TABLE_STEPS;H_PROTECTING_TABLE_CELL_CONTENTS_STEPS;H_REMOVING_PROTECTION_FROM_TABLE_CELL_CONTENTS_STEPS',0)}
[See related topics](#)

Rearranging items in a SmartFill list

1. Choose File - User Setup.
2. Choose SmartFill Setup.



3. Select the desired "Language."
4. Select the desired "List name."
5. Select the item you want to move.
6. Click the up or down arrow to move the item up or down in the list.
7. Repeat steps 5 - 6 for each item you want to move.
8. Click Close.

{button ,AL(^H_ADDING_ITEMS_TO_A_SMARTFILL_LIST_STEPS;H_SMARTFILL_OVER;H_DELETING_ITEMS_FROM_A_SMARTFILL_LIST_STEPS',0)} [See related topics](#)

Overview: SmartFill

SmartFill lets you use the mouse to fill a table with a sequence of data. Word Pro fills the table cells based on SmartFill lists and the style of the data already in the table. You can place your cursor in any table cell and use SmartFill; however, you can only fill the cells by dragging the mouse down and to the right.

You can fill the table cells with a list that Word Pro creates or with a custom list that you create.

The following table shows examples of data sequences Word Pro creates:

<u>Data already in table...</u>	<u>Sequence created...</u>
A	B, C, D, E...
3, 6	9, 12, 15, 18...
January	February, March, April...
Q1	Q2, Q3, Q4, Q1...
MON	TUE, WED, THU, FRI...

1. You can create a custom list so that when any item in the list is in a table cell, you can use SmartFill to enter the other items in the order they appear in the list.

For example, suppose you frequently enter the following list of cities in a table: New York, Los Angeles, London, Brussels, Tokyo, Seoul, and Singapore. If New York is in the first cell in a table and you use SmartFill, Word Pro enters Los Angeles, London, and so on. If Seoul is in the first cell in a table, Word Pro enters Singapore, New York, Los Angeles, and so on.

{button ,AL('H_CREATING_CUSTOM_SMARTFILL_LISTS_STEPS;H_ENTERING_A_SEQUENCE_OF_DATA_USI
NG_SMARTFILL_STEPS;H_TABLES_AND_TABLE_CELLS_OVER;H_DRAG_AND_DROP_OVER;H_ADDING_I
TEMS_TO_A_SMARTFILL_LIST_STEPS',0)} [See related topics](#)

SmartFill Setup dialog box

You can create custom [SmartFill](#) lists, add or delete items in existing lists, or rearrange items in a SmartFill list.

Choose a task:

[Creating custom SmartFill lists](#)

[Deleting a SmartFill list](#)

[Adding items to a SmartFill list](#)

[Rearranging items in a SmartFill list](#)

[Deleting items from a SmartFill list](#)

Details: Adding Notes/FX fields to a Notes form

Predefined Word Pro document fields

To create a field that exchanges document field data, use a Notes field name and data type listed in the table below.

For example, in a Notes form you can create a field named Subject. Specify Text as the data type. Embed a Word Pro object in the form. The form displays the description from the Word Pro "Document Description" document field.

Notes/FX exchanges Word Pro fields as plain text. Word Pro displays them using the paragraph style and formatting of the Word Pro field.

<u>Document field</u>	<u>Notes field name</u>	<u>Data type</u>
Filename	Filename	Text
Path	Path	Text
Document Description	Subject	Text
Keywords	Categories	Text
Date Created	DateCreated	Time
Date Last Revised	LastRevisionDate	Time
Total Editing Time	EditingTime	Number
Created by	DocumentCreatedBy	Text
Last Editor	DocumentLastEditedBy	Text
Other Editors	OtherDocumentEditors	Text
SmartMaster	StyleSheet	Text
Number of Pages	SizeInPages	Number
Number of Words	SizeInWords	Number
Number of Chars	SizeInCharacters	Number
Size of Document	SizeInK	Number
Document Category	DocumentCategories	Text
Version Created by	VersionCreatedBy	Text
Date Version Created	VersionCreationDate	Time

Version name	VersionName	Text
Date Version Last Edited	VersionLastEditDate	Time
Number of Versions	NumberOfVersions	Number
Other Editors for Version	OtherVersionEditors	Text
All Version Names	AllVersionNames	Text
Version Remarks	VersionRemarks	Text
Version Last Edited by	VersionLastEditedBy	Text
Number of Revisions	NumberOfEdits	Number
Custom-defined document fields, bookmarks, Click Here Blocks, named objects	The Notes field name is the same as the name assigned to the custom-defined document field, bookmark, Click Here Block, or named object. Do not use a predefined name for a custom-defined object.	Always Text

{button ,AL(^H_ADDING_NOTESFX_FIELDS_TO_A_NOTES_FORM_STEPS',1)} [Go to procedure](#)

{button ,AL(^H_EMBEDDING_A_WORD_PRO_DOCUMENT_OBJECT_IN_A_NOTES_FORM_STEPS;H_SETTING_UP_NOTES_FIELD_EXCHANGE_OVER;H_EXCHANGING_DATA_BETWEEN_WORD_PRO_AND_NOTES_OVER',0)} [See related topics](#)

Adding Notes/FX fields to a Notes form

You can exchange data between Notes and Word Pro by adding a field to a Notes form that corresponds to the name of a Word Pro field already defined for Notes/FX.

1. From the Design menu in Notes, choose Forms from the Folders Navigator.
 2. Select a form to edit, or choose Create - Design - Form to create a new form.
 3. From the Create menu, choose Field.
 4. Enter the Notes field name of a Word Pro document field or the name of an object that is defined for Notes/FX in the "Name" box.
{button ,AL('H_ADDING_NOTESFX_FIELDS_TO_A_NOTES_FORM_DETAILS',1)} [See details](#)
 5. Specify the type of field in the "Type" field.
-

{button ,AL('H_ADDING_NOTESFX_FIELDS_TO_A_NOTES_FORM_DETAILS',1)} [See details](#)

{button ,AL('H_EMBEDDING_A_WORD_PRO_DOCUMENT_OBJECT_IN_A_NOTES_FORM_STEPS;H_SETTING_UP_NOTES_FIELD_EXCHANGE_OVER;H_EXCHANGING_DATA_BETWEEN_WORD_PRO_AND_NOTES_OVER;H_UPDATING_FIELDS_IN_NOTES_FROM_AN_ATTACHED_DOCUMENT_STEPS',0)} [See related topics](#)

Creating a new Notes document

If a Notes form contains an embedded Word Pro document object, Notes embeds a new copy of the object in each new document you compose.

1. In Notes, choose Create.
2. Choose the name of a form that contains an embedded Word Pro document object.
3. If the form does not automatically launch Word Pro, double-click the Word Pro document object.
4. In Word Pro, type new text into the document.

{button ,AL(`H_UPDATING_FIELDS_IN_A_NOTES_DOCUMENT_FROM_WORD_PRO_STEPS;H_UPDATING_INFORMATION_IN_WORD_PRO_FROM_A_NOTES_DOCUMENT_STEPS;H_SETTING_UP_NOTES_FIELD_EXCHANGE_OVER;H_EXCHANGING_DATA_BETWEEN_WORD_PRO_AND_NOTES_OVER',0)} [See related topics](#)

Defining a Word Pro bookmark for exchange with Notes

With bookmarks, you can exchange document text, such as address fields in a form letter, between Word Pro and Notes.

1. Select the text you want to exchange with Notes.

Note Do not select text that is contained within another bookmark or an object that is defined as a Notes/FX field. Word Pro cannot exchange nested Notes/FX fields.

 Tip

2. Choose Create - Bookmark.



3. Type a bookmark name that matches a corresponding field in Notes.

Notes field names cannot contain spaces.

4. Select "Notes/FX field."
5. Click Mark.

{button ,AL('H_ADDING_NOTESFX_FIELDS_TO_A_NOTES_FORM_STEPS;H_SETTING_UP_NOTES_FIELD_EXCHANGE_OVER;H_CREATING_A_BOOKMARK_STEPS;H_DEFINING_A_WORD_PRO_NAMED_OBJECT_FOR_EXCHANGE_WITH_NOTES_STEPS;H_DEFINING_A_WORD_PRO_CLICKHERE_BLOCK_FOR_EXCHANGE_WITH_NOTES_STEPS;H_EXCHANGING_DATA_BETWEEN_WORD_PRO_AND_NOTES_OVER;H_USING_DOCUMENT_FIELDS_FOR_EXCHANGE_WITH_NOTES_STEPS',0)} [See related topics](#)

You can select any existing bookmark and redefine it as a Notes/FX field.

Defining a Word Pro Click Here Block for exchange with Notes

You can define "Click here" blocks for a two-way exchange of text between Notes and an embedded Word Pro document.

1. From the Create menu, choose Click Here Block.

Tip

To name or edit a "Click here" block, type a Notes field name without spaces in the "Click Here Block name" box.

2. Click the Options tab.
3. Select "Notes/FX field."
4. Click OK.

{button ,AL('H_SETTING_UP_NOTES_FIELD_EXCHANGE_OVER;H_ADDING_NOTESFX_FIELDS_TO_A_NOTE_S_FORM_STEPS;H_CREATING_A_CLICK_HERE_BLOCK_STEPS;H_CLICK_HERE_BLOCKS_OVER;H_EXCHANGING_DATA_BETWEEN_WORD_PRO_AND_NOTES_OVER;H_DEFINING_A_WORD_PRO_NAMED_OBJECT_FOR_EXCHANGE_WITH_NOTES_STEPS;H_DEFINING_A_WORD_PRO_BOOKMARK_FOR_EXCHANGE_WITH_NOTES_STEPS;H_USING_DOCUMENT_FIELDS_FOR_EXCHANGE_WITH_NOTES_STEPS',0)} See related topics

If you want to define an existing "Click here" block, from the Edit menu, choose Click Here Management. Select the desired "Click here" block and then select "Notes/FX field."

Defining a Word Pro named object for exchange with Notes

You can define any Word Pro object (page, table cell, frame, column, bookmark, header, or footer) for Notes field exchange, except named styles or named tables.

1. Select a Word Pro object.

If you want to exchange the contents of a page layout, place the insertion point anywhere in the text of the layout.

2. Click the right mouse button.
3. Choose Properties for the object you selected.

For example, if you are on a page, select Page Properties; if you are in a frame, select Frame Properties.

4. Click the Misc tab.



5. Select "Notes/FX field."
6. In the "Name" box, type a one word field name, with no spaces.

```
{button ,AL(^H_SETTING_UP_NOTES_FIELD_EXCHANGE_OVER;H_ADDING_NOTESFX_FIELDS_TO_A_NOTE  
S_FORM_STEPS;H_EXCHANGING_DATA_BETWEEN_WORD_PRO_AND_NOTES_OVER;H_DEFINING_A_W  
ORD_PRO_BOOKMARK_FOR_EXCHANGE_WITH_NOTES_STEPS;H_DEFINING_A_WORD_PRO_CLICKHER  
E_BLOCK_FOR_EXCHANGE_WITH_NOTES_STEPS;H_USING_DOCUMENT_FIELDS_FOR_EXCHANGE_WI  
TH_NOTES_STEPS',0)} See related topics
```

Details: Embedding a Word Pro document object in a Notes document

By embedding a Word Pro document object in an existing Notes form, you can:

- Use Notes to store Word Pro documents of different types.
- Collect document field data for a group of otherwise unrelated documents.
- Use Notes mail routing to distribute Word Pro documents to members of your work group.
- Use Notes dial-in features to allow remote users to work on Word Pro documents.
- Use Notes to view and sort the Word Pro documents according to the contents of Notes/FX fields.

For more information, see your Notes documentation.

{button ,AL(`H_EMBEDDING_A_WORD_PRO_DOCUMENT_OBJECT_IN_A_NOTES_DOCUMENT_STEPS',1)} Go to procedure

{button ,AL(`H_SETTING_UP_NOTES_FIELD_EXCHANGE_OVER;H_OBJECT_LINKING_AND_EMBEDDING_OLE_OVER;H_EXCHANGING_DATA_BETWEEN_WORD_PRO_AND_NOTES_OVER;H_EMBEDDING_A_WORD_PRO_DOCUMENT_OBJECT_IN_A_NOTES_FORM_STEPS;H_CREATING_A_NEW_NOTES_DOCUMENT_STEPS',0)} See related topics

Embedding a Word Pro document object in a Notes document

You can embed a Word Pro document object in any rich text field in an existing Notes document that contains Notes/FX fields, and update the Notes/FX fields from the Word Pro document.

1. In Notes, open a document for editing.
2. Place the insertion point where you want to insert the Word Pro document object.
3. From the Create menu, choose Object.
4. To embed a new Word Pro document object in the Notes document, select "Create a new object" and specify "Lotus Word Pro 9 Document" as the object type.
5. To embed an existing Word Pro document as an object in the Notes document, select "Create an object from a file" and specify an existing Word Pro document.
6. Click OK.

{button ,AL('H_EMBEDDING_A_WORD_PRO_DOCUMENT_OBJECT_IN_A_NOTES_DOCUMENT_DETAILS',1)}
[See details](#)

{button ,AL('H_SETTING_UP_NOTES_FIELD_EXCHANGE_OVER;H_OBJECT_LINKING_AND_EMBEDDING_OLE_OVER;H_EXCHANGING_DATA_BETWEEN_WORD_PRO_AND_NOTES_OVER;H_EMBEDDING_A_WORD_PRO_DOCUMENT_OBJECT_IN_A_NOTES_FORM_STEPS;H_CREATING_A_NEW_NOTES_DOCUMENT_STEPS',0)} [See related topics](#)

Details: Embedding a Word Pro document object in a Notes form

Uses

By embedding a Word Pro object in a Notes form, you can:

- Use a common template for all documents.
- Include a consistent set of fields in all documents.
- Provide a consistent document style for a group of users who share the same Notes database.
- Use Notes security features to protect Word Pro documents from unauthorized reading or editing.
- Use Notes views to organize and categorize Word Pro documents for tracking and reporting. For example, you can see which documents were created in a particular month or on which projects each writer worked.
- Use Notes formulas to track a project's tasks. For example, you could track the number of days spent editing a group of Word Pro documents in a project.

{button ,AL('H_EMBEDDING_A_WORD_PRO_DOCUMENT_OBJECT_IN_A_NOTES_FORM_STEPS',1)} Go to procedure

{button ,AL('H_SETTING_UP_NOTES_FIELD_EXCHANGE_OVER;H_OBJECT_LINKING_AND_EMBEDDING_OLE_OVER;H_EXCHANGING_DATA_BETWEEN_WORD_PRO_AND_NOTES_OVER;H_EMBEDDING_A_WORD_PRO_DOCUMENT_OBJECT_IN_A_NOTES_DOCUMENT_STEPS;H_ADDING_NOTESFX_FIELDS_TO_A_NOTE_S_FORM_STEPS',0)} See related topics

Embedding a Word Pro document object in a Notes form

You can embed a Word Pro document object anywhere in a Notes form that contains Notes/FX fields. New documents composed with this form automatically include the embedded Word Pro document object.

1. From the Create menu in Notes, choose Design, and then choose Form.
2. Place the insertion point where you want to insert the Word Pro document object.
3. From the Create menu, choose Object.
4. To embed a new Word Pro document object in the Notes form, select "Create a new object" and specify "Lotus Word Pro 9 Document" as the object type.
5. To embed an existing Word Pro document as an object in the Notes form, select "Create an object from a file" and specify an existing Word Pro document.
6. Click OK.
7. Close the Notes form.
8. Click Yes to save the form.

{button ,AL('H_EMBEDDING_A_WORD_PRO_DOCUMENT_OBJECT_IN_A_NOTES_FORM_DETAILS',1)} [See details](#)

{button ,AL('H_SETTING_UP_NOTES_FIELD_EXCHANGE_OVER;H_OBJECT_LINKING_AND_EMBEDDING_OLE_OVER;H_EXCHANGING_DATA_BETWEEN_WORD_PRO_AND_NOTES_OVER;H_EMBEDDING_A_WORD_PRO_DOCUMENT_OBJECT_IN_A_NOTES_DOCUMENT_STEPS;H_ADDING_NOTESFX_FIELDS_TO_A_NOTES_FORM_STEPS',0)} [See related topics](#)

Overview: Exchanging data between Word Pro and Notes

Notes/FX lets you exchange field data between Word Pro and Notes. With Notes/FX, you can:

- Display any Word Pro document field in a Notes form.
- Exchange custom-defined document fields on a per-document basis.
- Display bookmarked text in a Notes field and update the text from either Notes or Word Pro.
- Include text from Word Pro "Click here" blocks in a Notes document, and update the text from either Notes or Word Pro.
- Display the contents of any named Word Pro object in Notes.
- Use NotesFlow to publish Notes actions to Word Pro.

Notes/FX exchanges Word Pro fields as plain text. Word Pro displays them using the paragraph style and formatting of the Word Pro field.

Using Notes/FX

To use Notes/FX with Word Pro, you can either embed a Word Pro document into a Notes document or form design, or attach a Word Pro document to a new Notes document by opening from and saving to Notes in Word Pro.

Embedding a Word Pro document

If you are embedding a Word Pro document into a Notes document:

- Define the fields to exchange.
- Embed a Word Pro object that contains those fields into a Notes document or form design.
- Create new Notes documents that exchange data with embedded Word Pro objects.
- Update information in a Notes document from the Word Pro fields.
- Update information in Word Pro from Notes.

For example, you can create a Notes form for contract agreements and embed a Word Pro document object in the form. When you compose a new contract, Notes inserts the contract information into the Word Pro document.

When you complete the contract and close Word Pro, you can update the document embedded in the Notes form. Information from the contract agreement, such as the name and address of the company, now appears in the Notes document or in the Notes view. The contract agreement is centrally stored in a Notes database with other contract agreements.

Attaching a Word Pro document

If you are attaching a Word Pro document into a Notes document:

- Define the fields to exchange.
- Create a Word Pro SmartMaster and a Notes form design containing those fields.
- Create a new Word Pro document and save it to Notes as an attachment to the new Notes document.
- Update information in the Notes document from the Word Pro fields.
- Update information in the Word Pro document from the Notes document.

For example, you can create a Notes form for storing Word Pro documents and define fields in the form which will hold Notes/FX data that you want to exchange with Word Pro. You can create one or more Word Pro SmartMaster templates containing the same field definitions.

When you create a document based on one of the SmartMaster templates, and save it to Notes in a new Notes document, information from the Word Pro document (for example, the name of a company, the type of document, the amount of time working on the document) now appears in the Notes document or in the Notes view.

Using NotesFlow to publish Notes actions to Word Pro

Notes/FX also lets you use NotesFlow technology to publish Notes actions to Word Pro and other Lotus desktop products. With NotesFlow, you can create a Notes action using formulas or scripts, and publish the action in a Notes form. When you edit or view a Word Pro document that is embedded in the form, the NotesFlow action appears in the Word Pro Actions menu.

NotesFlow publishing lets you define a sequence of tasks that gives you control over the flow of work. For example, you can integrate file creation and storage in other desktop products with the document sharing, storage, security, and management tools in Notes.

For more information about NotesFlow publishing, see the Notes application developer documentation.

{button ,AL('H_SETTING_UP_NOTES_FIELD_EXCHANGE_OVER;H_DEFINING_A_WORD_PRO_BOOKMARK_F
OR_EXCHANGE_WITH_NOTES_STEPS;H_DEFINING_A_WORD_PRO_CLICKHERE_BLOCK_FOR_EXCHAN
GE_WITH_NOTES_STEPS;H_DEFINING_A_WORD_PRO_NAMED_OBJECT_FOR_EXCHANGE_WITH_NOTE
S_STEPS;H_USING_DOCUMENT_FIELDS_FOR_EXCHANGE_WITH_NOTES_STEPS',0)} [See related topics](#)

Options for exchanging Notes/FX information

In order to exchange Notes/FX field contents between Word Pro and Notes, a Word Pro document must be stored within a Notes document, either as an embedded OLE object in, or as an attachment to, a Notes document.

If you are using the OS/2 operating system, you can only attach, not embed, a Word Pro document to a Notes document.

Embedding a Word Pro document as an OLE object

If you store a Word Pro document as an embedded OLE object in a Notes document, you can open the Notes document containing the object, and then launch Word Pro to display and edit the Word Pro document. When you save changes to the embedded document, the contents of the Notes/FX fields in the Word Pro document automatically update in the Notes document.

Attaching a Word Pro document

If you store a Word Pro document as an attachment to a Notes document, you can open the Word Pro document from Notes to display and edit it. When you save your edits, they write back to the Notes document and the Notes/FX fields update. Notes/FX field contents are *not* exchanged if you open or launch the attachment from inside Notes.

How to store Word Pro documents

Options for storing Word Pro documents are not compatible. Select one method below for each Notes database used to store Word Pro documents:

<u>If you want to...</u>	<u>Do this...</u>
Use OS/2 as your operating system	Store the document as an attachment. Since OS/2 does not support OLE, you cannot launch embedded OLE objects. From within Word Pro, open the document from Notes to exchange Notes/FX data.
View the contents of the Word Pro document while in Notes	Embed the Word Pro document in the Notes document. The text of the Word Pro document displays within the Notes document.
Open the Word Pro document from within Word Pro, without switching to Notes to display the information	Store the document as an attachment. You can open the document from Notes to display it, without displaying the Notes container document.
Open the Word Pro document from within Notes	Embed the Word Pro document in the Notes document. You can then edit the document by double-clicking on it.
Create new documents from within Word Pro and store them in Notes documents	Store the documents as attachments. You can create new documents from within Word Pro, then save them to Notes to create a new Notes document that stores the Word Pro document.

Overview: Setting up Notes/FX

To set up Notes/FX, you define fields in Word Pro to exchange with Notes, then embed or save the document to Notes in order to attach a Word Pro document with those fields into a Notes document.

What can you exchange?

You can exchange the following types of data between Word Pro and Notes:

- Bookmarked text
- Document fields supplied by Word Pro
- Custom-defined document fields
- "Click here" blocks
- Any named Word Pro object

Notes/FX exchanges Word Pro fields as plain text. Word Pro displays them using the paragraph style and formatting of the Word Pro field.

Bookmarked text

You can select text and define a Word Pro bookmark as a Notes/FX field.

For example, you can select the text that sums a contract's total price and create a bookmark called "TotalPrice" as a Notes/FX field. You can then display the total price data in Notes and update the data in either direction.

Document fields supplied by Word Pro

Word Pro supplies document fields with predefined names that contain information about a document, such as its size and number of pages. You can use any of these fields for exchange with Notes.

Custom-defined document fields

You can define your own document fields for storing information about a Word Pro document and use them for two-way exchange with Notes.

For example, you can include the sales manager's name in a custom-defined document field that lets you store the name with a contract document in Notes, but not display it in the Word Pro contract document.

"Click here" blocks

You can name any "Click here" block in Word Pro as a Notes/FX field and exchange the text with Notes. You can have the embedded Word Pro document display the initial text for a named "Click here" block from the contents of the corresponding Notes field.

Named objects

You can use any Word Pro object for Notes/FX, except named styles or named tables. Named objects that you can use include page layouts, frames, table cells, and parallel-column blocks.

Using LotusScript with Notes/FX

You can use LotusScript with Word Pro Notes/FX fields. When you embed or attach a document that contains a script in a Notes form or document, the script is also stored in Notes. All items in Word Pro that can be enabled for Notes/FX can be manipulated through LotusScript.


You can specify a script or an Ami Pro macro which should run when the document is opened from Notes. By setting the contents of the special Notes/FX field (_FXMACRO) to the name of a script or macro, that script or macro runs automatically when the document opens.

For more information, see the Notes application developer's documentation.

```
{button ,AL('H_EXCHANGING_DATA_BETWEEN_WORD_PRO_AND_NOTES_OVER;H_USING_DOCUMENT_FIELDS_FOR_EXCHANGE_WITH_NOTES_STEPS;H_DEFINING_A_WORD_PRO_BOOKMARK_FOR_EXCHANGE_WITH_NOTES_STEPS;H_DEFINING_A_WORD_PRO_CLICKHERE_BLOCK_FOR_EXCHANGE_WITH_NOTES_STEPS;H_DEFINING_A_WORD_PRO_NAMED_OBJECT_FOR_EXCHANGE_WITH_NOTES_STEPS;H_ADDING_NOTESFX_FIELDS_TO_A_NOTES_FORM_STEPS',0)} See related topics
```

Updating fields in Notes from an embedded document

You can update any changes in Word Pro fields already defined for use as Notes/FX fields.

1. In Notes, display the document that contains the fields you want to update.
2. Double-click the embedded Word Pro object.
3.  Tip
4. In Word Pro, type any new information into editable Notes/FX fields.
5. From the File menu, choose Update Notes Document.
6. Do one of the following:
 - Choose File - Exit Word Pro & Return to Lotus Notes to close Word Pro and return to Notes.
 - Choose File - Close and Return to Notes Document to close the Word Pro document without closing Word Pro.

{button ,AL('H_UPDATING_INFORMATION_IN_WORD_PRO_FROM_A_NOTES_DOCUMENT_STEPS;H_EXCHANGING_DATA_BETWEEN_WORD_PRO_AND_NOTES_OVER;H_OBJECT_LINKING_AND_EMBEDDING_OLE_OVER;H_UPDATING_FIELDS_IN_NOTES_FROM_AN_ATTACHED_DOCUMENT_STEPS';0)} See related topics

If you are editing the document in place, any changes you make to fields are automatically updated to Notes when you click out of the Word Pro document.

Updating fields in Notes from an attached document

You can update any changes in Word Pro fields already defined for use as Notes/FX fields.

1. From the File menu, choose Open.



2. Click Lotus Notes.
3. Select the desired server, Notes database, and Notes document.
Type your Notes password, if required.
4. Select the desired Word Pro document and click Open.
5. Make the necessary changes.
6. From the File menu, choose Save.
7. Click Yes to overwrite the old copy of the Word Pro document.
When you save the changes, corresponding fields in Notes update with the new information.

Updating information in Word Pro from a Notes document

When the Word Pro document contains editable fields defined for use with Notes/FX, you can update these fields in the Notes form.

1. In Notes, select the document you want to edit.
2. Choose Actions - Edit Document.
3. Type new information in the Notes/FX fields.
The Word Pro document object is automatically updated.

{button ,AL(`H_UPDATING_FIELDS_IN_A_NOTES_DOCUMENT_FROM_WORD_PRO_STEPS;H_EXCHANGING_DATA_BETWEEN_WORD_PRO_AND_NOTES_OVER;H_OBJECT_LINKING_AND_EMBEDDING_OLE_OVER;H_UPDATING_FIELDS_IN_NOTES_FROM_AN_ATTACHED_DOCUMENT_STEPS',0)} [See related topics](#)

Using document fields for exchange with Notes

You can use any document field for Notes/FX exchange.

1. Choose File - Document Properties.



2. Choose Document.
3. Click the Fields tab.
4. In the "Fields" box, select the field you want to export.
5. Select "Export as Notes/FX field data."

You cannot use spaces in the name of fields you create. The field name must also match a field name in a Notes database form to display the information in Notes document and views.

Word Pro changes the FX column in the "Fields" box to Yes and makes the contents of this field available for import and export through Notes/FX.

6. Repeat steps 4 and 5 to use additional fields.
7. Click OK.

{button ,AL(^H_ADDING_NOTESFX_FIELDS_TO_A_NOTES_FORM_STEPS;H_DOCUMENT_PROPERTIES_OVER;H_FIELDS_OVER;H_ADDING_A_NEW_DOCUMENT_FIELD_STEPS;H_SETTING_UP_NOTES_FIELD_EXCHANGE_OVER;H_EXCHANGING_DATA_BETWEEN_WORD_PRO_AND_NOTES_OVER;H_DEFINING_A_WORD_PRO_BOOKMARK_FOR_EXCHANGE_WITH_NOTES_STEPS;H_DEFINING_A_WORD_PRO_CLICKHERE_BLOCK_FOR_EXCHANGE_WITH_NOTES_STEPS;H_DEFINING_A_WORD_PRO_NAMED_OBJECT_FOR_EXCHANGE_WITH_NOTES_STEPS',0)} [See related topics](#)

Using Notes to store Word Pro documents

You can use a Lotus Notes database as a central storage location for Word Pro documents, by opening a Word Pro document from Notes and saving a Word Pro document to Notes. In this way, you can use Notes to manage your documents and replicate them to remote locations.

How it works

Because Notes/FX fields update when you open from or save to Notes, changes you make to Word Pro documents reflect in Notes/FX fields within the Notes documents, and vice-versa. By using fields exchanged through Notes/FX as the basis for views in a Notes database, you can use Notes to display summary information about the Word Pro documents.

Opening documents from Notes

By opening documents from Notes, you can display and edit Word Pro documents that are stored as attachments to Notes documents. You can select a Word Pro document to edit from any Notes database. Edits are saved back to the Notes document, and the contents of any Notes/FX fields in the Word Pro document automatically update within the Notes document.

Saving documents to Notes

By saving documents to Notes, you can save a new or existing Word Pro document in a Notes database. You can select the Notes form and the field you want to use to hold the document, and specify the contents of other fields in the Notes document. When you save the Word Pro document, a new Notes document is created. The contents of any shared Notes/FX fields in the new document update with values from the Word Pro document. You can also send a mail message to others in your workgroup, notifying them of any changes.

Details: Adding records to a merge data file

Do not specify extra spaces or punctuation in the data. For example, in the "City" field, type only the actual city name. Do not type a comma after the city name. You can insert commas and spaces between the field names when you create the merge document.

By default, records appear in the reverse order that you add them. You can sort the records to appear in the order you want to view them (and print them) at any time.

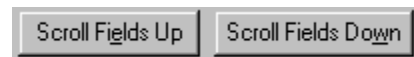
The tabs at the top of the Edit Data File dialog box display the contents of the field used in sorting the data file. If you never sorted the data file, the tab displays the contents of the first field in each record.

To navigate the field boxes

You can press TAB to skip a field and leave it blank. For example, you can leave the second address field blank if it is not needed.

You can also press SHIFT+TAB or click in any field text box to move back to a previous field so you can edit the data.

If the merge data file contains more than nine fields, Word Pro displays a Scroll Fields Up and a Scroll Fields Down button.



You can click a button to display the additional field boxes and type the desired data.

{button ,AL('H_ADDING_RECORDS_TO_A_MERGE_DATA_FILE_STEPS',1)} [Go to procedure](#)
{button ,AL(' ',0)} [See related topics](#)

Adding records to a merge data file

1. Display the Edit Data File dialog box.

Tip

2. Specify the information for each field of the record in the text boxes.
{button ,AL('H_ADDING_RECORDS_TO_A_MERGE_DATA_FILE_DETAILS',1)} [See details](#)
3. Click Add Record.
4. For each new record you want to add, repeat steps 2 - 3.
5. Click Close and Save Data File.
6. Click Yes to save the file.

If you are creating a new merge data file, specify the desired folder and file name and click Save.

{button ,AL('H_ADDING_RECORDS_TO_A_MERGE_DATA_FILE_DETAILS',1)} [See details](#)

{button ,AL('H_DELETING_RECORDS_FROM_A_MERGE_DATA_FILE_STEPS;H_SORTING_RECORDS_IN_A_MERGE_DATA_FILE_STEPS;H_MERGE_DATA_FILES_OVER;H_GOING_TO_A_RECORD_IN_A_MERGE_DATA_FILE_STEPS;H_SPECIFYING_FIELDS_FOR_A_MERGE_DATA_FILE_STEPS;H_MERGE_OVER',0)} [See related topics](#)

Changing the merge data file field and record delimiters

Word Pro (or you, if you manually create a merge data file) uses a special character to identify where one field ends and the next field begins, just as you identify where one sentence ends and another begins. The special character used to indicate where a field ends is called a field delimiter. The default field delimiter is the tilde (~).

Word Pro also identifies where one record ends and the next record begins. The special character used to indicate where a record ends is called a record delimiter. The default record delimiter is the pipe symbol (|).

1. Display the Create Data File dialog box.

Tip

2. Click Options to display the Data File Options dialog box.
3. Specify the desired field and record delimiters in the text boxes.

These characters cannot appear in the actual merge data records (the data that you enter); therefore, it's a good idea to specify unusual characters (such as @, ^, %, and so on).

4. Click OK.

{button ,AL('H_SPECIFYING_FIELDS_FOR_A_MERGE_DATA_FILE_STEPS;H_MERGE_OVER;H_MERGE_DATA_FILES_OVER;H_CREATING_A_MERGE_DATA_FILE_STEPS',0)} [See related topics](#)

Copying, moving, or deleting merge fields

You can delete existing fields and copy or move fields to another location.

1. Open the merge document or envelope that contains the fields you want to edit.
2. Select the entire field including the angle brackets surrounding it.
3. Cut, copy, paste, drag & drop, or delete the field.

Note You can also assign character styles and apply text formatting to fields. When you perform the merge, the data appears with the formatting you specify.

{button ,AL(`H_MERGE_DATA_FILES_OVER;H_MERGE_OVER;H_COPYING_TEXT_USING_THE_EDIT_MENU_STEPS;H_CHARACTER_STYLES_OVER;H_MOVING_TEXT_USING_THE_EDIT_MENU_STEPS;H_DELETING_TEXT_STEPS',0)} [See related topics](#)

Create Data File dialog box

- You can specify fields (such as "first name," "last name") for a new merge data file.
- You can update fields for an existing merge data file.
- You can change the default characters (delimiters) that separate fields and records.
- You can specify the fields used in a description file for a non-Word Pro merge data file.

Choose a task:

[Specifying fields for a merge data file](#)

[Changing the merge data file field and record delimiters](#)

[Creating a description file](#)

{button ,AL(`H_MERGE_DATA_FILES_OVER;H_CREATING_A_MERGE_DATA_FILE_STEPS',0)} [See related topics](#)

Details: Creating a description file

When you specify field names in the Create Data File dialog box, Word Pro places the information into a new description file. When you finish adding fields, Word Pro prompts you to save and name the file.

Word Pro places the name of the application where the data is stored on the first line of the file. This is the same name that appears in the "Type of file" box in the Select Data File dialog box.

On the second line of the file, Word Pro places the name of the first field. On the third and subsequent lines, Word Pro places the names of each additional field, with each field name on a separate line.

If the merge data file is a fixed length ASCII file, Word Pro places the field name, a comma, and the number of characters you specified for the field on each line.

{button ,AL(`H_CREATING_A_DESCRIPTION_FILE_STEPS',1)} [Go to procedure](#)

{button ,AL(`',0)} [See related topics](#)

Creating a description file

When you use a merge data file which was created in another application and it does not provide field names, you must create a description file so that Word Pro can access the field names.

1. Choose Text - Merge.
2. Choose Letter or Envelope.
3. For the "Select Data File" option, click Use Existing.
4. Locate and select the file which contains the data for the merge.
5. Click Open.
6. If prompted, select ASCII delimited or Fixed ASCII.
7. Click OK.
8. In the Merge Data File Fields dialog box, select "Field names listed in a separate description file."
9. Click "Create New Description File."
10. For each field in the specified data file, specify the field name and click Add.
If the merge data file is a fixed length ASCII file, specify the field name, a comma, and the number of characters in the field. You can obtain the field lengths from the application used to create the data.
11. Click OK.
12. Click Yes to save the description file, specify the desired folder and file name, and click Save.
13. Click OK.
14. You can insert the fields in the merge document and perform the merge.

{button ,AL(^H_CREATING_A_DESCRIPTION_FILE_DETAILS',1)} [See details](#)

{button ,AL(^H_PERFORMING_A_MERGE_USING_DATA_IN_ANOTHER_APPLICATION_STEPS;H_MERGE_OVER;H_MERGE_DATA_FILES_OVER;H_USING_AN_EXISTING_DATA_FILE_STEPS;',0)} [See related topics](#)

Details: Creating a merge data file

When you create a data file, you can enter all or some of the data for your merge. You can also edit the the data file from within the Mail Merge Assistant. You cannot edit data files from other applications.

Ascii delimiters

Word Pro uses the tilde (~) and pipe (|) characters to separate fields and records, respectively. The only reason for changing these delimiters on a new data file is if you want to use the tilde (~) or the pipe (|) character as part of your data. For example, your company may use the tilde character to signify a senior partner in the firm. In such a case, you would need to change the field delimiter to a charcter you don't use as part of your data file.

Field name

Before you specify the field names, analyze the types of information you want to use and how you plan to use it. For example, if you need two address lines for each record, you should specify separate field names for the first and second address lines. If you want Henry Potter to appear in an address, but you only want Henry to appear in a salutation, you should specify separate field names for the first and last names.

Specify the field names in the order that you want to organize and refer to data, not necessarily in the order that the data appears in the merge document. For example, you can use "last" name as the first field name so that you can quickly identify individual records.

If you decide you want to change the order of the field names, you can click Field Mgt. in the Edit Data File dialog box, select a name in the "Fields for new data file" list, and use the up or down arrows to change the field name position.

Note You can use letters, numbers, or spaces in field names.

{button ,AL(`H_CREATING_A_MERGE_DATA_FILE_STEPS',1)} [Go to procedure](#)

{button ,AL(`',0)} [See related topics](#)

Merging data into Word Pro documents

This task consists of the following parts:

- 1 [Merging data into Word Pro documents](#)
- 2 **Creating a merge data file**
- 3 [Inserting merge fields in a letter](#)
- 4 [Monitoring the merge](#)

Creating a merge data file

You can [use an existing data file](#) instead of creating a new one.

1. From the Text menu, choose Merge, and then choose Letter or Envelope.



or



2. Click Create New in "Step 1 - Select Data File."
3. Type a "Field name" in the box, or select a field name from the "Commonly used fields" box, and click Add.
Repeat for each field you want to add.
{button ,AL('H_CREATING_A_MERGE_DATA_FILE_DETAILS',1)} [See details](#)
4. Click OK to open the data file.
5. Specify values for each field in the record.
6. Click Add Record, then repeat for each record you want to add.
Note To edit a record, click the record's tab, edit the values, and click Update Record.
7. Click Close and Save Data File.
8. Click Yes and specify the desired folder and file name to save the file.
9. Click Save to return to the Mail Merge Assistant dialog box.

{button ,AL('H_CREATING_A_MERGE_DATA_FILE_DETAILS',1)} [See details](#)

{button ,AL('H_MERGE_DATA_FILES_OVER;H_SPECIFYING_FIELDS_FOR_A_MERGE_DATA_FILE_STEPS;H_SELECTING_A_MERGE_DATA_FILE_STEPS;H_ADDING_RECORDS_TO_A_MERGE_DATA_FILE_STEPS;H_CHANGING_THE_MERGE_DATA_FILE_FIELD_AND_RECORD_DELIMITERS_STEPS',0)} [See related topics](#)

Deleting records from a merge data file

1. Display the Edit Data File dialog box.

2. Click the  or the



to scroll to the desired record or click Go To to find the desired record.

3. Click Delete Record.

4. Repeat steps 2 - 3 for each record you want to delete.

5. Click Close and Save Data File.

6. Click Yes to save the changes.

{button ,AL('H_ADDING_RECORDS_TO_A_MERGE_DATA_FILE_STEPS;H_UPDATING_RECORDS_IN_A_MERGE_DATA_FILE_STEPS;H_SORTING_RECORDS_IN_A_MERGE_DATA_FILE_STEPS;H_GOING_TO_A_RECORD_IN_A_MERGE_DATA_FILE_STEPS;H_SPECIFYING_FIELDS_FOR_A_MERGE_DATA_FILE_STEPS;H_MERGE_OVER',0)} [See related topics](#)

To display the Create Data File dialog box:

- Choose Text - Merge, choose Letter or Envelope, and then click Create New in "Step 1 - Select Data File," or
- Click Field Mgt. in the Edit Data File dialog box.

You can display the Edit Data File dialog box this way: From the Text menu, choose Merge, and then choose Letter or Envelope. In Step 1, click Edit.

To display the Envelope Setup Options dialog box, choose Text - Merge and choose Envelope. In "Step 1 - Select Data File," select or create a data file. In "Step 2 - Setup Envelope," click Setup.

To display the Merge bar, choose Text - Merge and choose Letter or Envelope. In "Step 1 - Select Data File," select the desired data file or create a new data file. In "Step 2," select a document or click Setup to create an envelope and then click OK.

You can also display the Merge bar by choosing Text - Insert Other and then choosing Merge Field.



The Merge Data File Fields dialog box displays when you choose a file that Word Pro does not recognize as a type of data file.

To display the Merge Data File Fields dialog box, choose Text - Merge and then Letter or Envelope. In "Step 1 - Select Data File," click Use Existing. In the Browse dialog box, select a file type and the name of the file. If Word Pro does not recognize the file, the File Type dialog box displays. Choose the type of file that corresponds to the file that you selected and click OK. If the file is an ASCII file, Word Pro displays the Merge ASCII File dialog box. Select the desired ASCII option and click OK.

To display the Merge, View and Print dialog box, choose Text - Merge, choose Letter or Envelope, select or create a data file, select or create a merge document, and click Merge.

Edit Data File dialog box

- You can insert, delete, and change the location of fields (such as "first name," "last name") in an existing merge data file.
- You can add, delete, update, sort, or go to specific records (such as Mary Smith or John Brown) in a merge data file.
- You can change the default delimiters that separate fields and records.

Choose a task:

[Adding records to a merge data file](#)

[Deleting records from a merge data file](#)

[Updating records in a merge data file](#)

[Sorting records in a merge data file](#)

[Going to a record in a merge data file](#)

[Specifying fields for a merge data file](#)

[Changing the merge data file field and record delimiters](#)

{button ,AL('H_SELECTING_A_MERGE_DATA_FILE_STEPS;H_MERGE_DATA_FILES_OVER;H_MERGING_AN_ENVELOPE_STEPS;H_MERGE_OVER;H_MERGING_A_LETTER_STEPS',0)} [See related topics](#)

Going to a record in a merge data file

1. Display the Edit Data File dialog box.

Tip

2. Click Go To.
3. Select the "Specific record" option.

Note To go to the first or last record in the file, click "First Record" or "Last Record," and click OK.

4. Select a field for Word Pro to search.
5. Specify the desired value for the field.

For example, to find the first record with Mary in the FIRST_NAME field, select FIRST_NAME from the list of merge fields and specify Mary as the value.

6. Click OK.

Note If Word Pro cannot find a matching record in the data file, Word Pro places you at the end of the data file. If Word Pro finds more than one matching record in the data file, Word Pro displays the first matching record.

{button ,AL(^H_ADDING_RECORDS_TO_A_MERGE_DATA_FILE_STEPS;H_UPDATING_RECORDS_IN_A_MERGE_DATA_FILE_STEPS;H_DELETING_RECORDS_FROM_A_MERGE_DATA_FILE_STEPS;H_SORTING_RECORDS_IN_A_MERGE_DATA_FILE_STEPS;H_SPECIFYING_FIELDS_FOR_A_MERGE_DATA_FILE_STEPS;H_MERGE_OVER',0)} [See related topics](#)

Details: Inserting merge fields

Inserting and formatting field names

You must insert field names using the Merge bar. Word Pro does not recognize brackets and field names you type into the document.

You can insert spaces and punctuation between field names. For example, you can insert the "City" field name, type a comma and a space, and then insert the "State" field name.

You can insert one or more field names on a line. However, the text in the document may wrap differently when you perform the merge if the merge data is shorter or longer than the field names.

You can insert the same field name in more than one location.

You can specify formatting for the merge data. You can either assign the desired style to the paragraphs where you insert the field names or use SmartIcons, the status bar, the InfoBox, or the Text menu to apply text formatting to the field names. When you perform the merge, the data appears with the formatting you specify.

{button ,AL(`H_INSERTING_MERGE_FIELDS_STEPS',1)} [Go to procedure](#)

{button ,AL(`',0)} [See related topics](#)

Details: Inserting merge fields in an envelope

Inserting and formatting field names

You must insert field names using the Merge bar. Word Pro does not recognize brackets and field names you type into the document.

You can insert spaces and punctuation between field names. For example, you can insert the "City" field name, type a comma and a space, and then insert the "State" field name.

You can insert one or more field names on a line. However, the text in the document may wrap differently when you perform the merge if the merge data is shorter or longer than the field names.

You can insert the same field name in more than one location.

You can specify formatting for the merge data. You can either assign the desired style to the paragraphs where you insert the field names or use SmartIcons, the status bar, the InfoBox, or the Text menu to apply text formatting to the field names. When you perform the merge, the data appears with the formatting you specify.

{button ,AL(`H_INSERTING_MERGE_FIELDS_IN_AN_ENVELOPE_STEPS`,1)} [Go to procedure](#)

{button ,AL(``,0)} [See related topics](#)

Inserting merge fields in an envelope

If you just set up the data file for your merge, the Mail Merge Assistant should still be displayed. If it is not, from the Text menu, choose Merge, and then choose Envelope.

1. In "Step 2 - Setup Envelope," click Setup.
2. Specify the envelope size and other options.
3. Click OK.
4. If you chose to include the return address, specify the return address in the Return Address dialog box and click OK.

Word Pro displays the Merge bar at the top of your document.

5. Place the insertion point where you want to insert the first field, select the desired field on the merge bar, and click Insert Field. Repeat for each field you want to insert.

You can also type any other information, such as a return address, on the envelope.

6. Click Done on the Merge bar.

Word Pro returns to the Mail Merge Assistant dialog box.

{button ,AL(^H_CREATING_AN_ENVELOPE_OVER;H_INSERTING_MERGE_FIELDS_IN_AN_ENVELOPE_STEPS;H_SPECIFYING_MERGE_ENVELOPE_SETUP_OPTIONS_STEPS;H_MERGING_A_LETTER_STEPS;H_MERGING_LABELS_STEPS;H_MERGE_OVER;H_VIEWING_AND_PRINTING_THE_MERGED_DOCUMENTS_STEPS',0)} [See related topics](#)

Details: Inserting merge fields in a letter

Inserting and formatting field names

You must insert field names using the Merge bar. Word Pro does not recognize brackets and field names you type into the document.

You can insert spaces and punctuation between field names. For example, you can insert the "City" field name, type a comma and a space, and then insert the "State" field name.

You can insert one or more field names on a line. However, the text in the document may wrap differently when you perform the merge if the merge data is shorter or longer than the field names.

You can insert the same field name in more than one location.

You can specify formatting for the merge data. You can either assign the desired style to the paragraphs where you insert the field names or use SmartIcons, the status bar, the InfoBox, or the Text menu to apply text formatting to the field names. When you perform the merge, the data appears with the formatting you specify.

{button ,AL(`H_INSERTING_MERGE_FIELDS_IN_A_LETTER_STEPS',1)} [Go to procedure](#)

{button ,AL(`',0)} [See related topics](#)

Merging data into Word Pro documents

This task consists of the following parts:

- 1** [Merging data into Word Pro documents](#)
- 2** [Creating a merge data file](#)
- 3** **[Inserting merge fields in a letter](#)**
- 4** [Monitoring the merge](#)

Inserting merge fields in a letter

If you just set up the data file for your merge, the Mail Merge Assistant should still be displayed. If it is not, from the Text menu, choose Merge, and then choose Letter.

Note You can insert merge fields in any Word Pro document. However, the steps for [inserting merge fields in an envelope](#) are a little different.

1. In "Step 2 - Select Letter to Merge," click the desired option.

Note Click Use Current to use the active document as your merge letter. Click Create New to create a new letter. Click Browse to locate an existing letter.

When Word Pro opens the desired document, it displays the Merge bar which contains a list of the merge fields in your data file.

2. Place the insertion point in the letter where you want one of the merge fields.
3. Select the desired field from the list on the Merge bar.
4. Click Insert Field.
5. Repeat steps 2 - 4 for each field you want to insert.

Note You can insert a field in more than one place in your letter.

6. Click Done to return to the Mail Merge Assistant dialog box.

{button ,AL('H_INSERTING_MERGE_FIELDS_IN_A_LETTER_DETAILS',1)} [See details](#)

{button ,AL('H_MERGE_DATA_FILES_OVER;H_COPYING_MOVING_OR_DELETING_MERGE_FIELDS_STEPS',0)} [See related topics](#)

Inserting merge fields

1. Display the Merge bar.

 Tip

2. Place the insertion point in the desired document or envelope location.

3. Select the desired field from the list on the Merge bar.

4. Click Insert Field.

{button ,AL(^H_INSERTING_MERGE_FIELDS_DETAILS',1)} [See details](#)

5. Repeat steps 2 - 4 for each field you want to insert.

6. Click Done to return to the Mail Merge Assistant dialog box.

{button ,AL(^H_INSERTING_MERGE_FIELDS_DETAILS',1)} [See details](#)

{button ,AL(^H_MERGE_OVER;H_COPYING_MOVING_OR_DELETING_MERGE_FIELDS_STEPS',0)} [See related topics](#)

Overview: Merge data files

The merge data file has a unique structure that allows Word Pro to recognize it as a merge data file. You can use the Mail Merge Assistant dialog box to create a merge data file or you can manually create one.

A merge data file contains field names which describe the information you want to include (such as "Last Name," "First Name," and "Address") and the information itself (such as specific names and addresses). You can use the Mail Merge Assistant dialog box to create a merge data file in Word Pro format. You also can use data stored in another application as a merge data file, but you cannot edit the data in Word Pro.

The data in a merge data file is arranged into records. A record contains the complete data for a single item, subject, or person. A record is similar to one card in an index card file. For example, a record can contain the name and address for one person.

Each record is divided into fields. Each field contains one type of data corresponding to a field name. For example, if you specify "Company," "First Name," "Last Name," and "Address" as field names, each record contains company, first name, last name, and address data.

Word Pro displays the field and record delimiters in the first paragraph of the merge data file. Each field name, separated by the field delimiter and ending with the record delimiter, displays in the second paragraph. The data for each record appears on the third and subsequent paragraphs. The fields for each record are separated by the field delimiter, and each record ends with the record delimiter. Although a record can occupy more than one paragraph, it must always start on a new paragraph.

{button ,AL(`H_MERGE_OVER;H_CREATING_A_MERGE_DATA_FILE_STEPS;H_SPECIFYING_FIELDS_FOR_A_MERGE_DATA_FILE_STEPS;H_SELECTING_A_MERGE_DATA_FILE_STEPS;H_ADDING_RECORDS_TO_A_MERGE_DATA_FILE_STEPS;H_PERFORMING_A_MERGE_USING_DATA_IN_ANOTHER_APPLICATION_STEPS;H_CHANGING_THE_MERGE_DATA_FILE_FIELD_AND_RECORD_DELIMITERS_STEPS',0)} [See related topics](#)

Merging data into Word Pro documents

This task consists of the following parts:

- 1** Merging data into Word Pro documents
- 2** Creating a merge data file
- 3** Inserting merge fields in a letter
- 4** Monitoring the merge

Merging data into Word Pro documents

When you want to print a document for a large number of people, but you want to change some parts of the document for each copy you print, you can use the merge feature. For example, when you want to address the same letter to 100 different people, Word Pro lets you merge a list of names and addresses into a master copy of the letter, resulting in 100 copies of the letter, each addressed to a different person.

Note In addition to printing merged copies, you can save merged copies in a document on your computer.

How merge works

When you use merge, you work with two files: the merge data file and the merge document. The merge data file contains a list of data (names, addresses, cities, zip codes, and so on) that might change from one merged copy to the next. The merge document contains the static text (the date, the body of the letter, and so on) which remains the same from one merged copy to the next.

The link between these two files is the merge field. When you create the merge document, you can insert placeholders for the data listed in the merge data file. The placeholders are called merge fields. You do not have to include all the merge fields in your merge document, but the ones you include will appear in every merged copy. You can use a merge field more than once in the same merge document. When you merge the data file into the merge document, Word Pro cycles through the data file, making one copy of the document for each line of data in the data file.

The merge data file

The first step in using the merge feature is choosing or creating a merge data file. You can use an existing data file, such as a Lotus Organizer file, a database, or a spreadsheet, or you can create your own data file in Word Pro. If you create your own data file, you must define the fields for the data file and then create the records for the data file, filling in the fields for each record. The data file should contain at least one record for each merge copy you want to produce. Once you choose or create a merge data file, Word Pro links that data file with your merge document and retains that link until you delete the data file or choose a different one.

Some data files contain more information than you need for a particular merge document. For example, you might choose a Lotus Organizer file which contains both home and business fields. You can create a merge document which uses the home fields, but not the business fields. In addition, when you merge the data file with the merge document, you can limit your merged copies to the records which contain the same zip code, or state, or some other criteria.

You can use the same data file in multiple merge documents, but each merge document can be linked to only one data file at a time.

The merge document

Only a Word Pro document can become a merge document. Once you choose or create a data file, you must choose or create a merge document. If you create a new merge document, you have an opportunity to insert merge fields into the merge document. The merge fields are listed in the merge bar at the top of your document.

You can add each merge field as many times as necessary. You can also omit any merge field from your document. For example, if your data file contains fields for "First Name" and "Home Telephone," you can use the "First Name" field several times and omit the "Home Telephone" field.

{button ,AL('H_MERGE_DATA_FILES_OVER;H_MERGING_LABELS_STEPS;H_USING_AN_EXISTING_DATA_FILE_STEPS;H_PERFORMING_A_MERGE_USING_DATA_IN_ANOTHER_APPLICATION_STEPS',0)} [See related topics](#)

Merge, View and Print dialog box

To perform the final step of a merge, you must select the desired viewing and printing options. You can merge all records or only those records that you specify or that meet certain conditions, and you can select desired print options.

Choose a task:

[Viewing and printing the merged documents](#)

[Merging specified records](#)

Merging an envelope

You can use the Mail Merge Assistant to create an envelope to merge with a data file. When you create an envelope for a merge, the envelope becomes the merge document. You can customize the style for the envelope and the type of text that will remain the same (such as the return address).

1. Create a new document using the plain document SmartMaster.
2. From the Text menu, choose Merge.
3. Choose Envelope.
4. In "Step 1 - Select Data File," specify an existing data file or create a new one.

Tip

5. In "Step 2 - Setup Envelope," click Setup.
6. Complete the Envelope Setup Options dialog box and click OK.
7. If you chose to include the return address, specify the return address in the Return Address dialog box and click OK.
8. Place the insertion point where you want to insert the first field, select the desired field on the merge bar, and click Insert Field. Repeat for each field you want to insert.

You can also type any other information, such as a return address, on the envelope.

9. Click Done on the Merge bar.
10. In "Step 3 - Merge, View and Print," click Merge.
11. Select the desired view and print options.
12. Click OK.

{button ,AL('H_CREATING_AN_ENVELOPE_OVER;H_INSERTING_MERGE_FIELDS_IN_AN_ENVELOPE_STEPS;H_SPECIFYING_MERGE_ENVELOPE_SETUP_OPTIONS_STEPS;H_MERGING_A_LETTER_STEPS;H_MERGING_LABELS_STEPS;H_MERGE_OVER;H_VIEWING_AND_PRINTING_THE_MERGED_DOCUMENTS_STEPS',0)} [See related topics](#)

Merging a letter

1. Choose Text - Merge.
2. Choose Letter.
3. In "Step 1 - Select Data File," specify an existing data file or create a new one.

Tip

4. In "Step 2 - Select Letter to Merge," specify an existing letter, use the current letter, or create a new one.
Word Pro displays the letter and the Merge bar.
5. Place the insertion point where you want to insert the first field, select the desired field on the merge bar, and click Insert Field. Repeat for each field you want to insert.
6. Click Done on the Merge bar.
7. In "Step 3 - Merge, View and Print," click Merge.
8. Select the desired view and print options.
9. Click OK.

{button ,AL('H_MERGE_OVER;H_MERGING_AN_ENVELOPE_STEPS;H_MERGING_LABELS_STEPS;H_PERFORMING_A_MERGE_USING_DATA_IN_ANOTHER_APPLICATION_STEPS',0)} [See related topics](#)

Merging labels

You can use merge to create mailing labels using the records in a previously created merge data file.

1. Choose File - New Document.



2. Click the Create From Any SmartMaster tab.
3. Select "Label" in the "Select a type of SmartMaster" box.
4. Select "label.mwp" in the "Select a look" box and click OK.
5. Select the desired type of label.

The list box displays the labels in alphabetical order by type of label. If you want the list organized by part numbers in numerical order, deselect "Sort by label number." If you would like to see the international label list, select "Show International labels."

6. Click Merge.
7. Select or create the merge data file in "Step 1 - Select Data File."
8. Click Use Current in "Step 2 - Select Letter to Merge."
9. Insert merge fields in the label as desired and click Done.
10. Click Merge in "Step 3 - Merge, View and Print," select the desired merge, view, and print options, and click OK.
11. If necessary, click Done to close the Merge bar.

{button ,AL(^H_CREATING_LABELS_STEPS;H_MERGE_OVER;H_MERGING_A_LETTER_STEPS;H_MERGING_AN_ENVELOPE_STEPS;','0)} [See related topics](#)

Details: Merging specified records

Operator

Select a relational "Operator" to indicate the rule you want Word Pro to follow when comparing the data in the records to the text you type as the "Value." When you perform the merge, Word Pro searches the merge data file for records that match the "Field name," "Operator," and "Value" you specify. You can use the following operators:

- Equal to (=)
Includes all records that exactly match the "Value" you specify. For example, if you specify State for the "Field name," "=" for the "Operator," and GA for the "Value," Word Pro includes only the records for people who live in Georgia.
- Less than (<)
Includes all records that are less than the "Value" you specify. For example, if you specify Last_Name for the "Field name," "<" for the "Operator," and G for the "Value," Word Pro includes only the records for people whose last names start with A through F.
- Greater than (>)
Includes all records that are greater than the "Value" you specify. For example, if you specify State for the "Field name," ">" for the "Operator," and S for the "Value," Word Pro includes only the records for people who live in states that start with T through Z.
- Not equal to (!=)
Includes all records that do not match the "Value" you specify. For example, if you specify State for the "Field name," "!=" for the "Operator," and GA for the "Value," Word Pro excludes the records for people who live in the state of Georgia.
- Less than or equal to (<=)
Includes all records that are the same or less than the Value you specify. For example, if you specify Zip for the "Field name," "<=" for the "Operator," and 30350-9999 for the "Value," Word Pro includes only the records for people that have zip codes from 0000 through 30350.
- Greater than or equal to (>=)
Includes all records that are the same or greater than the Value you specify. For example, if you specify Balance_Due for the "Field name," ">=" for the "Operator," and \$5 for the "Value," Word Pro includes only the records for people that owe \$5 or more.

Multiple conditions

Select "And" to merge all records that match both the "Field name," "Operator," and "Value" specified in the first set of conditions and the "Field name," "Operator," and "Value" specified in subsequent sets of conditions.

Select "Or" to merge all records that match either the "Field name," "Operator," and "Value" specified in the first set of conditions or the "Field name," "Operator," and "Value" specified in subsequent sets of conditions.

If you use more than two conditions, Word Pro evaluates condition pairs connected with "And" before condition pairs connected with "Or." For example, if you set up the following multiple conditions:

```
NAME    =    Lewis    AND
CITY    =    Atlanta  OR
CITY    =    Cincinnati
```

Word Pro includes all records where the city is Cincinnati and all records for people named Lewis whose city is Atlanta.

Delete Condition

Click Delete Condition to delete the highlighted condition in the list box.

{button ,AL('H_MERGING_SPECIFIED_RECORDS_STEPS',1)} [Go to procedure](#)

{button ,AL('',0)} [See related topics](#)

Merging specified records

When you perform a merge, you can include or exclude specific records in the merge data file by specifying conditions for the merge. You must specify the field name, the text, and the condition you want Word Pro to use as the basis for including or excluding records.

1. Display the Merge, View and Print dialog box.

 Tip

2. Click Set Conditions.
3. Select the "Field name" you want to use as the basis for including or excluding records when you perform the merge.
4. Select the "Operator."
{button ,AL('H_MERGING_SPECIFIED_RECORDS_DETAILS',1)} [See details](#)
5. In the "Value" box, type the text you want to use as the basis for including or excluding records.
Note You cannot use wildcards (* or ?) in the "Value" box.
6. If you want to merge records with the same capitalization as the text in the "Value" box, select "Exact Case."
7. If you want to establish more than one condition, select "And" or "Or" and repeat steps 3 - 6.
8. Click OK.

{button ,AL('H_MERGING_SPECIFIED_RECORDS_DETAILS',1)} [See details](#)

{button ,AL('H_VIEWING_AND_PRINTING_THE_MERGED_DOCUMENTS_STEPS;H_MERGE_OVER;H_SORTING_RECORDS_IN_A_MERGE_DATA_FILE_STEPS;H_GOING_TO_A_RECORD_IN_A_MERGE_DATA_FILE_STEPS',0)} [See related topics](#)

Merging data into Word Pro documents

This task consists of the following parts:

- 1** Merging data into Word Pro documents
- 2** Creating a merge data file
- 3** Inserting merge fields in a letter
- 4** **Monitoring the merge**

Monitoring the merge

If you just inserted the merge fields in your merge document, the Mail Merge Assistant should still be displayed. If it is not, from the Text menu, choose Merge, and then choose Letter or Envelope.

1. In "Step 3 - Merge, View, and Print," click Merge.
2. Specify the desired merge options.
3. Specify the desired options for viewing and printing.
4. If desired, specify conditions for the merge.
5. If desired, specify any special printer settings.
6. Click OK.
7. Use the buttons on the Merge bar to control the merge process.

{button ,AL(^H_MERGING_SPECIFIED_RECORDS_STEPS;H_PERFORMING_A_MERGE_USING_DATA_IN_ANOTHER_APPLICATION_STEPS;H_VIEWING_AND_PRINTING_THE_MERGED_DOCUMENTS_STEPS;^,0)} See related topics

Details: Performing a merge using data in another application

You can use data created in another application as a merge data file. The application can be another word processing format supported by Word Pro, delimited or fixed-length ASCII text, DIF, or a spreadsheet or database format supported by Word Pro.

When you specify the merge data file, you must specify the names Word Pro should use to identify the fields. The field names can either appear as the first record of the file, or you can create a description file containing the field names. See [Creating a description file](#).

Note If the data is fixed-length ASCII text, you must specify the field names in a description file, along with the length of each field.

Unknown file types

If you choose to use a file with a file type that Word Pro cannot recognize as a merge data file, Word Pro will display the File Type dialog box. To continue the merge process in the File Type dialog box, specify the file type and click OK.

In the Merge Data File Fields dialog box, select the location of field names for your data file and click OK, or click Create New Description File to create a new file.

ASCII file types and import options

If you choose to use an ASCII file as the merge data file, Word Pro will display the Merge ASCII File dialog box. To continue the merge process, select the ASCII file type of your merge data file. The fields in an ASCII file are separated by a unique character delimiter that is not present in the data itself. (If the delimiter character is also present in the data, the fields will be contained by quotation marks.) The most common type of ASCII delimited files are comma delimited and tab delimited.

If your merge data file is tab delimited, leave the "Delimiter" text box blank. Otherwise, type the delimiter character.

In the Merge Data File Fields dialog box, select the location of field names for your data file and click OK, or click Create New Description File to create a new file.

Note Before merging an ASCII data file, you must ensure that the ASCII import options are set correctly. From the File menu, choose Import/Export and then click Text Options. Select the "Carriage return and line feed after each paragraph" option, and click OK to close the Text File Options dialog box. Click Cancel to close the Import or Export dialog box.

Spreadsheet file types

If you choose to use a spreadsheet file as the merge data file, Word Pro will display the Choose Range dialog box. To continue the merge process, select the desired scope option, and if appropriate, select the desired range and click OK.

Database file types

If you choose to use a database file as the merge data file, Word Pro will display the Import dialog box. To continue the merge process, select the desired option and click OK.

Word processor file types

If the data is stored in another word processing application, the data must use tabs as field delimiters and returns as record delimiters. Alternatively, you can use data created in a table in another application if the table is first in the file.

{button ,AL('H_PERFORMING_A_MERGE_USING_DATA_IN_ANOTHER_APPLICATION_STEPS',1)} [Go to procedure](#)

{button ,AL('',0)} [See related topics](#)

Performing a merge using data in another application

Before merging an ASCII data file, you must ensure that the ASCII import options are set correctly.

1. From the Text menu, choose Merge, and then choose Letter or Envelope.



or



2. Click Use Existing in "Step 1 - Select Data File."
3. Specify a file type for your data file in the "Files of type" box.
{button ,AL('H_PERFORMING_A_MERGE_USING_DATA_IN_ANOTHER_APPLICATION_DETAILS',1)} [See details](#)
4. Locate the data file and specify its name in the "File name" box.
5. Click Open.
6. Select the merge document in "Step 2 - Select Letter to Merge" or "Step 2 - Setup Envelope."
7. Insert the merge fields in your letter or envelope as desired.
8. Click Done on the Merge bar to return to the Mail Merge Assistant dialog box.
9. Click Merge in "Step 3 - Merge, View and Print" and specify merge, view, and print options.
10. Click OK.
11. If necessary, click Done to close the Merge bar.

{button ,AL('H_PERFORMING_A_MERGE_USING_DATA_IN_ANOTHER_APPLICATION_DETAILS',1)} [See details](#)

{button ,AL('H_USING_AN_EXISTING_DATA_FILE_STEPS;H_CREATING_A_DESCRIPTION_FILE_STEPS;H_MERGE_OVER;H_IMPORTING_OR_EXPORTING_A_FILE_OVER',0)} [See related topics](#)

Selecting a merge data file

1. From the Text menu, choose Merge and then choose Letter or Envelope.



or



2. Click Use Existing in "Step 1 - Select Data File."
3. Specify the name of an existing merge data file in the Browse dialog box.
4. Click Open.
5. If you are using a data file that was created in another application, specify additional information.

For the File Type dialog box, specify the file type and click Open.

For the Merge ASCII File dialog box, select the ASCII file type of your merge data file. If your merge data file is ASCII delimited, specify the delimiter and click OK.

For the spreadsheet or database range dialog box, select the desired scope option. If appropriate, select the desired range, and click OK.

For the Merge Data File Fields dialog box, select the location of field names for your data file and click OK, or click Create New Description File to create a new file.

{button ,AL(^H_MERGE_OVER;H_MERGE_DATA_FILES_OVER;H_INSERTING_MERGE_FIELDS_STEPS;H_PERFORMING_A_MERGE_USING_DATA_IN_ANOTHER_APPLICATION_STEPS;H_MERGING_A_LETTER_STEPS;H_MERGING_AN_ENVELOPE_STEPS;H_MERGING_LABELS_STEPS';0)} [See related topics](#)

Before merging an ASCII data file, you must ensure that the ASCII import options are set correctly. From the File menu, choose Import/Export and then click Text Options. Select the "Carriage return and line feed after each paragraph" option, and click OK to close the Text File Options dialog box. Click Cancel to close the Import or Export dialog box.

Details: Sorting records in a merge data file

Sort by field

Specify the field name Word Pro should sort on. When you sort the data file, Word Pro displays the sort field at the top of the record and displays the sort field value in the record tab.

If you want to do a multi-level sort, you can sort the records multiple times using different field names each time.

Type

Alphanumeric

Word Pro sorts by both text and numbers, character by character.

Word Pro sorts numbers first, then letters. Therefore, it lists all text that begins with number 1 before text that begins with number 2.

If you want number 10 to appear consecutively after number 9 in an alphanumeric sort, all numbers should contain the same number of digits. For example, specify 001, 021, and 105 rather than 1, 21, and 105.

Numeric

Word Pro places unnumbered text alphabetically at the end of the list.

Note Items that are neither alphabetic nor numeric (such as symbols) sort in the order in which they appear in the ANSI character set.

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.

{button ,AL('H_SORTING_RECORDS_IN_A_MERGE_DATA_FILE_STEPS',1)} [Go to procedure](#)

{button ,AL(' ',0)} [See related topics](#)

Sorting records in a merge data file

1. Display the Edit Data File dialog box.

 Tip

2. Click Sort.

3. Specify the field to sort in the "Sort by field" box.

4. Select the desired "Sort type" option.

{button ,AL(`H_SORTING_RECORDS_IN_A_MERGE_DATA_FILE_DETAILS',1)} [See details](#)

5. Select the desired "Sort order" option.

6. Click OK to close the Sort Records dialog box.

{button ,AL(`H_SORTING_RECORDS_IN_A_MERGE_DATA_FILE_DETAILS',1)} [See details](#)

{button ,AL(`H_ADDING_RECORDS_TO_A_MERGE_DATA_FILE_STEPS;H_UPDATING_RECORDS_IN_A_MERGE_DATA_FILE_STEPS;H_DELETING_RECORDS_FROM_A_MERGE_DATA_FILE_STEPS;H_GOING_TO_A_RECORD_IN_A_MERGE_DATA_FILE_STEPS;H_SORTING_TEXT_AND_DATA_STEPS;H_SPECIFYING_FIELDS_FOR_A_MERGE_DATA_FILE_STEPS;H_MERGE_OVER',0)} [See related topics](#)

Specifying fields for a merge data file

1. Display the Create Data File dialog box.

 Tip

2. Type a "Field name" in the box or select a field from the "Commonly used fields" box.

3. Click Add.

4. Repeat steps 2 - 3 for each field you want to add.

5. Select the desired field in the "Fields for new data file" box to arrange the fields in the desired order.

6. Click the  or the



button until the field name reaches the desired position in the list.

7. Repeat steps 5 - 6 for each field you want to move.

8. Click OK.

{button ,AL('H_MERGE_DATA_FILES_OVER;H_CREATING_A_MERGE_DATA_FILE_STEPS;H_CHANGING_THE_MERGE_DATA_FILE_FIELD_AND_RECORD_DELIMITERS_STEPS;H_MERGE_OVER',0)} [See related topics](#)

Specifying merge envelope setup options

1. Display the Envelope Setup Options dialog box.

Tip

2. Specify the "Envelope Size."

3. Select the printer "Bin."

4. If desired, select "US Bar Code" in the "Bar code" box to print a bar code on the envelope.

Note If you want Word Pro to print bar code data, the last field in your data file must be ZIP or ZIPCODE.

5. If desired, select "Include return address."

6. Click OK.


{button ,AL(^H_MERGE_OVER;H_MERGING_AN_ENVELOPE_STEPS;H_ADDRESSING_AN_ENVELOPE_USING
_THE_ADDRESS_DIALOG_BOX_STEPS',0)} [See related topics](#)

Updating records in a merge data file

1. Display the Edit Data File dialog box.

 Tip

2. Click the  or the

 to scroll to the desired record, or click Go To, specify the record and click OK to find the desired record.

3. Change the field information as necessary.
4. Click Update Record.
5. Repeat steps 2 - 4 for each record you want to update.
6. Click Close and Save Data File.
7. Click Yes to save the changes.

{button ,AL('H_ADDING_RECORDS_TO_A_MERGE_DATA_FILE_STEPS;H_DELETING_RECORDS_FROM_A_MERGE_DATA_FILE_STEPS;H_SORTING_RECORDS_IN_A_MERGE_DATA_FILE_STEPS;H_GOING_TO_A_RECORD_IN_A_MERGE_DATA_FILE_STEPS;H_MERGE_OVER',0)} [See related topics](#)

Details: Setting up the merge data file

A data file is a collection of records. Each record is divided into fields. Each field holds a piece of information, such as a name or an address. When you merge the data file into a merge document, each document gets the data from a different record in the data file.

Use Existing

If you want to use information from a database or a personal organizer, you must first export that data into a text file. Most applications allow you to export data as delimited or tab-delimited text. Some applications only export as fixed-length ASCII. Word Pro can use either type of text as a merge data file.

Ascii delimiters

Word Pro displays this dialog box when you specify an Ascii text data file. By default, Word Pro reads tab-delimited text (where the fields are separated by tab marks and the records are separated by paragraph marks). If you choose a tab-delimited text file as your data file, you can leave the "Ascii delimited" box empty. If the fields in your data file are separated by a different delimiter, you must specify that delimiter in the "Ascii delimited" box. If your data file is in fixed-length Ascii format, specify the "Fixed ascii" option.

Note You can use the same data file for more than one merge document. For example, you can use the same data file for both a letter and the corresponding envelope merge.

Field names

In a data file, the first record is often used to store the names of the fields just as the first row in a table often holds the names of the columns. If your data files does not contain field names in the first row, you might want to create a description file. If you already have a description file, you can tell Word Pro where it is and use it.

Description files

Description files help Word Pro read the data file accurately. They are usually used for fixed-length Ascii data files, but you can also use them for delimited files. If you have a fixed-length data file, you must have a description file so Word Pro will know the length of each field. If you have a delimited data file, you only need the description file if your data file does not have field names in the first record.

{button ,AL('H_USING_AN_EXISTING_DATA_FILE_STEPS',1)} [Go to procedure](#)

{button ,AL('',0)} [See related topics](#)

Using an existing data file

1. From the Text menu, choose Merge, and then choose Letter or Envelope.

or



2. Click Use Existing.
3. Specify a file type in the "Files of type" box.
4. Locate the file and specify its name in the "File name" box.
5. Click Open.
6. If necessary, specify the Ascii options.
{button ,AL(^H_USING_AN_EXISTING_DATA_FILE_DETAILS',1)} [See details](#)
7. Click OK.
8. If necessary, specify the location of the field names.
{button ,AL(^H_USING_AN_EXISTING_DATA_FILE_DETAILS',1)} [See details](#)
9. Click OK.

{button ,AL(^H_USING_AN_EXISTING_DATA_FILE_DETAILS',1)} [See details](#)

{button ,AL(^H_MERGE_DATA_FILES_OVER;H_PERFORMING_A_MERGE_USING_DATA_IN_ANOTHER_APPLICATION_STEPS;H_CREATING_A_DESCRIPTION_FILE_STEPS;H_SELECTING_A_MERGE_DATA_FILE_STEP S;H_CREATING_A_MERGE_DATA_FILE_STEPS;',0)} [See related topics](#)

Details: Viewing and printing the merged documents

View on screen before printing

Combines the data for each record with the specified document (envelope) and displays each merged document (envelope) on the screen. When you choose this option, Word Pro displays the Merge bar. From the Merge bar, you can:

- Print the current merged document and view the next one.
- Skip the current merged document and view the next one.
- Print all merged documents.
- Skip over one or more documents at the beginning of the file and print the rest.

Send directly to printer

Sends all merged documents (envelopes) directly to the printer without displaying them.

Print to file

Combines the data with the specified document (envelope) and places the merged documents (envelopes) in the specified file. Each document is separated with a page break.

{button ,AL('H_VIEWING_AND_PRINTING_THE_MERGED_DOCUMENTS_STEPS',1)} [Go to procedure](#)

{button ,AL(' ',0)} [See related topics](#)

Viewing and printing the merged documents

1. Display the Merge, View and Print dialog box.

Tip

2. Select the desired view or print option.
`{button ,AL('H_VIEWING_AND_PRINTING_THE_MERGED_DOCUMENTS_DETAILS',1)} See details`
3. Click OK.
4. If the Merge bar displays, choose the desired option.
To print all the merged documents, click Print All.
To print the current document and view the next merged document, click Print and View Next.
To skip the current document and view the next merged document, click Skip and View Next.
To print the remaining merged documents after skipping one or more, click Print Rest.
5. Click Done to close the Merge bar.

`{button ,AL('H_VIEWING_AND_PRINTING_THE_MERGED_DOCUMENTS_DETAILS',1)} See details`

`{button ,AL('H_MERGING_SPECIFIED_RECORDS_STEPS;H_SETTING_PRINT_OPTIONS_STEPS;H_MERGE_OVER;H_PRINTING_A_DOCUMENT_OVER;H_SORTING_RECORDS_IN_A_MERGE_DATA_FILE_STEPS',0)}`
[See related topics](#)

Address1

Displays the contents of the "Address1" field located on the Personal panel in the Word Pro Preferences dialog box.

Syntax

Address1

Return Value

Returns the contents of the "Address1" field. If this field is empty, it returns the null string.

Example

Address1

This example displays 1000 Abernathy Road if the text in the "Address1" field is 1000 Abernathy Road.

```
{button ,AL(^H_FIELDS_OVER;H_PREDEFINED_POWER_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STEPS;H_SPECIFYING_PERSONAL_INFORMATION_TO_USE_WITH_SMARTMASTERS_STEPS',0)} See related topics
```

Address2

Displays the contents of the "Address 2" field located on the Personal panel in the Word Pro Preferences dialog box.

Syntax

Address2

Return Value

Returns the contents of the "Address 2" field. If this field is empty, it returns the null string.

Example

<Address2>

This example displays 1461 Stone Mill Trace if the text in the "Address 2" field is 1461 Stone Mill Trace.

{button ,AL(^H_FIELDS_OVER;H_PREDEFINED_POWER_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STEPS;H_SPECIFYING_PERSONAL_INFORMATION_TO_USE_WITH_SMARTMASTERS_STEPS',0)} [See related topics](#)

Address3

Displays the contents of the "Address 3" field located on the Personal panel in the Word Pro Preferences dialog box.

Syntax

Address3

Return Value

Returns the contents of the "Address 3" field. If this field is empty, it returns the null string.

Example

Address3

This example displays Atlanta, Georgia if the text in the "Address 3" field is Atlanta, Georgia.

```
{button ,AL(^H_FIELDS_OVER;H_PREDEFINED_POWER_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STEPS;H_SPECIFYING_PERSONAL_INFORMATION_TO_USE_WITH_SMARTMASTERS_STEPS',0)} See related topics
```

Bookmark Fields

Bookmark

Index

PageRef

Seq

TOC

ParaRef

Bookmark

Inserts the contents of a bookmark at the insertion point. You can select which bookmark you want to insert by choosing the bookmark's name from the "Options" box or by typing the bookmark's name in the "Instructions" box.

Syntax

bookmarkname

You must specify the bookmark name using the exact case and spelling used when the bookmark was created. For documents with multiple divisions or sections, you must include the division and/or section names in the bookmark reference. If you choose the bookmark's name from the "Options" box, the appropriate name and information is automatically included.

If you later copy or move a Bookmark power field, or you create, rename, or delete a division or section, any Bookmark power fields is not updated to reference the changed name. You must manually edit and update the Bookmark power fields.

If you change the contents of a bookmark, you must update any Bookmark power fields for the changes to appear in the document.

Return Value

Returns the contents of the specified bookmark at the location of the insertion point.

Example

<LastName>

This example inserts the contents of the LastName bookmark at the insertion point. If you modify the contents of the LastName bookmark and update this power field, Word Pro updates the text inserted by the power field.

```
{button ,AL('H_PREDEFINED_POWER_FIELDS_OVER;H_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STE  
PS;'0)}
```

[See related topics](#)

Call

Runs a macro from Ami Pro 3.x.

Syntax

Call [*path*]macro filename[*!macro function name*] (*macro parameters*)

If the macro function does not use parameters, you must place parentheses following the function name.

Return Value

Returns the value specified in the macro function.

Example

```
Call OPENDOCS.SMM()
```

This example executes the first function from the macro file OPENDOCS.SMM.

```
{button ,AL(`H_FIELDS_OVER;H_PREDEFINED_POWER_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STE  
PS;H_PLAYING_AN_AMI_PRO_3X_MACRO_STEPS',0)} See related topics
```

Company

Displays the contents of the "Company" field located on the Personal panel in the Word Pro Preferences dialog box.

Syntax

Company

Return Value

Returns the contents of the "Company" field. If this field is empty, it returns the null string.

Example

Company

This example displays Acme Corporation if the text in the "Company" field is Acme Corporation.

```
{button ,AL(^H_FIELDS_OVER;H_PREDEFINED_POWER_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STEPS;H_SPECIFYING_PERSONAL_INFORMATION_TO_USE_WITH_SMARTMASTERS_STEPS',0)} See related topics
```


CreateDate

A power field that inserts the date or time you first created the document. This is the same as the "Date Created" field in the Document Properties dialog box. You can choose a format for this date or time from the "Options" box when you define the power field.

Syntax

CreateDate [%Dx]

or

CreateDate [%Tx]

The format of the returned date is determined by the format option you choose. For information, see [Formatting power field dates and times](#).

Return Value

Returns date or time you first created the document.

If you do not select a format in the "Options" box for either the date or time function, Word Pro inserts a number. This number represents the number of seconds, Greenwich mean time, between January 1, 1970 at midnight and the date and time the document was created. Word Pro can make calculations using this numeric value.

Example

```
CreateDate %Db, CreateDate %T6
```

This example inserts "August 23, 1991, 11:00am" for a file created on that date at that time.

{button ,AL('H_PREDEFINED_POWER_FIELDS_OVER;H_FIELDS_OVER;H_FORMATTING_POWER_FIELD_DAT
ES_AND_TIMES_STEPS;H_INSERTING_A_POWER_FIELD_STEPS',0)} [See related topics](#)

Details: Creating a custom power field

You can create up to 255 custom power fields.

Typing the instructions for a custom power field

Be sure to type the field names and their instructions rather than clicking the field names in the "Field name" box. Clicking the names will replace any instructions you may have already typed.

Your instructions can combine one or more of the following elements:

- another power field
- a merge field name
- a text string
- a number
- a bookmark name
- global variable
- a mathematical operator (+, -, *, /)

Specifying a name for your power field

Once you save the power field, Word Pro displays this name in the "Field name" box with the predefined power field names.

{button ,AL(`H_CREATING_A_CUSTOM_POWER_FIELD_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_USING_PROPER_SYNTAX_IN_POWER_FIELD_INSTRUCTIONS_STEPS;H_FORMATTING_POWER_FIELD_DATES_AND_TIMES_STEPS;H_INSERTING_A_POWER_FIELD_STEPS;H_DELETING_A_POWER_FIELD_STEPS;H_PREDEFINED_POWER_FIELDS_OVER;H_EDITING_A_POWER_FIELD_STEPS;H_FIELDS_OVER',0)} [See related topics](#)

Creating a custom power field

1. From the Text menu, choose Insert Other, and then choose Power/Doc. Field.
2. Click Power Field.
3. Specify the instructions for the power field in the "Instructions" box.
4. Click Save.
5. Specify a name for the power field.
6. Type a description.
7. Click OK to return to the Document Fields dialog box.
8. To insert a copy of the new field, click Insert.

{button ,AL('H_CREATING_A_CUSTOM_POWER_FIELD_DETAILS',1)} [See details](#)

{button ,AL('H_USING_PROPER_SYNTAX_IN_POWER_FIELD_INSTRUCTIONS_STEPS;H_FORMATTING_POWER_FIELD_DATES_AND_TIMES_STEPS;H_INSERTING_A_POWER_FIELD_STEPS;H_DELETING_A_POWER_FIELD_STEPS;H_PREDEFINED_POWER_FIELDS_OVER;H_EDITING_A_POWER_FIELD_STEPS;H_FIELDS_OVER',0)} [See related topics](#)

Decide

Displays a dialog box with the specified title, prompt, and command buttons for Yes and No. Word Pro waits for the user to acknowledge the message by clicking Yes or No.

Syntax

```
Decide("prompt", "title")
```

prompt is the text Word Pro uses as a prompt to the user. A prompt can contain a maximum of 250 characters.

title is the title for the message box. The default is "Word Pro Macro".

Return Value

Returns 1 if you choose Yes, or 0 if you choose No.

Example

```
If Decide("Use Creation date?") CreateDate ELSE EditDate ENDIF %Da>.
```

This example uses a "Decide" power field inside an IF power field. Each time Word Pro updates this example power field, Word Pro evaluates the "Decide" power field first and displays a dialog box with the prompt, "Use Creation date?" and the Yes and No buttons.

The "Decide" power field returns a True when the user clicks Yes and a False when the user clicks No. The IF power field gets the value of CreateDate when Decide returns a True and the value of EditDate when Decide returns a False.

Thus, if the user clicks Yes, the Decide is True and Word Pro inserts CreateDate. If the user clicks No, the Decide is False and Word Pro inserts EditDate.

```
{button ,AL(`H_FIELDS_OVER;H_PREDEFINED_POWER_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STE  
PS',0)} See related topics
```

Defined

Helps avoid errors in power fields by making sure that a name has been defined before using it in a document. The name can either be a bookmark name, merge field name, or a global variable name. This field is usually used in conjunction with an IF power field.

Syntax

Defined *variable*

Return Value

Returns 1 if variable exists in the document; otherwise, it returns 0.

Example

```
IF Defined myname myname ELSE "Unknown Author" ENDIF
```

This example first checks to see whether or not the variable *myname* has been defined in this document. If it has, the value of the myname variable is inserted into the document. If *myname* has not been defined, Word Pro inserts the phrase "Unknown Author" into the document.

Defined only works to determine the existence of variables whose names do not contain any spaces. For example, you cannot use Defined to determine if a bookmark whose name contains spaces exists.

{button ,AL(^H_FIELDS_OVER;H_PREDEFINED_POWER_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STEPS;H_SET_STEPS',0)} [See related topics](#)

Details: Deleting a power field

Showing and Selecting a power field reference

It is easier to select a power field if you show the power field reference first.

Choose View - Show/Hide - Power Field Formulas to toggle between showing a field reference and showing a field's value. When you show field references, Word Pro displays all referenced field names inside angle brackets (<fieldname>).

The easiest way to select a field name or value is to drag the mouse over the field name or value.

{button ,AL(`H_DELETING_A_POWER_FIELD_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_INSERTING_A_POWER_FIELD_STEPS;H_PREDEFINED_POWER_FIELDS_OVER;H_CREATING_A_CUSTOM_POWER_FIELD_STEPS;H_EDITING_A_POWER_FIELD_STEPS;H_LOCKING_A_POWER_FIELD_STEPS;H_UNLOCKING_A_POWER_FIELD_STEPS;H_PRINTING_POWER_FIELD_INSTRUCTIONS_STEP_S;H_FIELDS_OVER',0)} [See related topics](#)

Deleting a power field

1. Place the insertion point in the power field.
2. Click the right mouse button.
3. Choose Delete Field.

{button ,AL('H_DELETING_A_POWER_FIELD_DETAILS',1)} [See details](#)

{button ,AL('H_INSERTING_A_POWER_FIELD_STEPS;H_PREDEFINED_POWER_FIELDS_OVER;H_CREATING_A_CUSTOM_POWER_FIELD_STEPS;H_EDITING_A_POWER_FIELD_STEPS;H_LOCKING_A_POWER_FIELD_STEPS;H_UNLOCKING_A_POWER_FIELD_STEPS;H_PRINTING_POWER_FIELD_INSTRUCTIONS_STEPS;H_FIELDS_OVER',0)} [See related topics](#)

Description

A power field that inserts the contents of the document description. The description is located in the General panel of the Document Properties dialog box. If you make any changes to the description after you insert a "Description" power field, you must update the "Description" power field to display those changes in your document.

Syntax

Description

Return Value

Returns the contents of the document description.

Example

Description

This example inserts the contents of the description field as entered in the Document Properties dialog box.

```
{button ,AL(`H_PREDEFINED_POWER_FIELDS_OVER;H_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STE  
PS',0)} See related topics
```


DivisionName

Returns the name of the division where the power field is located.

Syntax

DivisionName

Return Value

Returns the name of the division where the power field is located.

Example

DivisionName

In a document with one division named "Analysis" and another named "Executive Summary," this example inserts "Analysis" when the power field is located in the Analysis division and "Executive Summary" when the power field is located in the Executive Summary division.

```
{button ,AL(^H_PREDEFINED_POWER_FIELDS_OVER;H_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STE  
PS;H_DIVISIONS_OVER',0)} See related topics
```

Document Fields

CreateDate

Description

DivisionName

EditDate

FileSize

Now

NumChars

NumEdits

NumPages

NumWords

SectionName

TotalEditingTime

EditDate

A power field that inserts the date or time you last saved the document. This is the same as the "Date Last Revised" field in the Document Properties dialog box. You can choose a format for this date or time from the "Options" box when you define the power field.

Syntax

EditDate [%Dx]

or

EditDate [%Tx]

You can specify the output format. For information, see [Formatting power field date and times](#).

Return Value

Returns the date or time you last saved the document.

If you do not select a style in the "Options" box for either the date or time function, Word Pro inserts a number. This number represents the number of seconds, Greenwich mean time, between January 1, 1970 at midnight and the time the document was last edited. Word Pro makes calculations using this numeric value.

Example

```
EditDate %Db, EditDate %T6
```

This example inserts "August 31, 1991, 9:00am" for a file saved on that date at that time.

{button ,AL(`H_PREDEFINED_POWER_FIELDS_OVER;H_FIELDS_OVER;H_FORMATTING_POWER_FIELD_DAT
ES_AND_TIMES_STEPS;H_INSERTING_A_POWER_FIELD_STEPS',0)} [See related topics](#)

Details: Editing a power field

Clicking Apply to save changes

Word Pro saves changes to a power field each time you click Apply. However, Word Pro leaves the Document Fields dialog box open so you can edit other fields. When you are finished editing fields, click Close to close the dialog box.

{button ,AL('H_EDITING_A_POWER_FIELD_STEPS',1)} [Go to procedure](#)

{button ,AL('H_USING_PROPER_SYNTAX_IN_POWER_FIELD_INSTRUCTIONS_STEPS;H_FORMATTING_POWER_FIELD_DATES_AND_TIMES_STEPS;H_INSERTING_A_POWER_FIELD_STEPS;H_DELETING_A_POWER_FIELD_STEPS;H_PREDEFINED_POWER_FIELDS_OVER;H_CREATING_A_CUSTOM_POWER_FIELD_STEPS;H_LOCKING_A_POWER_FIELD_STEPS;H_UNLOCKING_A_POWER_FIELD_STEPS;H_PRINTING_POWER_FIELD_INSTRUCTIONS_STEPS;H_UPDATING_A_POWER_FIELDS_OUTPUT_STEPS;H_UPDATING_ALL_POWER_FIELDS_STEPS;H_UPDATING_FIELDS_WITH_THE_AUTO_RUN_FEATURE_STEPS',0)} [See related topics](#)

Editing a power field

1. Locate the power field you want to edit.

Tip

2. Place the insertion point within that power field.
3. Right-click the mouse and choose Edit Field.
Word Pro displays the field and its instructions.
4. Edit the power field instructions or options.
5. Click Apply.

{button ,AL('H_EDITING_A_POWER_FIELD_DETAILS',1)} [See details](#)

6. Click Close.
-

{button ,AL('H_EDITING_A_POWER_FIELD_DETAILS',1)} [See details](#)

{button ,AL('H_USING_PROPER_SYNTAX_IN_POWER_FIELD_INSTRUCTIONS_STEPS;H_FORMATTING_POWER_FIELD_DATES_AND_TIMES_STEPS;H_INSERTING_A_POWER_FIELD_STEPS;H_DELETING_A_POWER_FIELD_STEPS;H_PREDEFINED_POWER_FIELDS_OVER;H_CREATING_A_CUSTOM_POWER_FIELD_STEPS;H_LOCKING_A_POWER_FIELD_STEPS;H_UNLOCKING_A_POWER_FIELD_STEPS;H_PRINTING_POWER_FIELD_INSTRUCTIONS_STEPS;H_UPDATING_A_POWER_FIELDS_OUTPUT_STEPS;H_UPDATING_ALL_POWER_FIELDS_STEPS;H_UPDATING_FIELDS_WITH_THE_AUTO_RUN_FEATURE_STEPS',0)} [See related topics](#)

You can use the Next Field and Previous Field buttons to locate a field without closing the Document Fields dialog box.

Email

Displays the contents of the "E-mail" field located on the Personal panel in the Word Pro Preferences dialog box.

Syntax

Email

Return value

Returns the contents of the "E-mail" field. If the field is empty, it returns the null string.

Example

Email

This example displays "Jane_ Doe@acme.com" if the text in the "E-mail" field is Jane_Doe@acme.com.

```
{button ,AL(^H_FIELDS_OVER;H_PREDEFINED_POWER_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STEPS;H_SPECIFYING_PERSONAL_INFORMATION_TO_USE_WITH_SMARTMASTERS_STEPS',0)} See related topics
```

ExecuteScript

Executes a LotusScript function.

Syntax

```
ExecuteScript "Filename!Function"
```

Filename cannot contain spaces.

Function must be stored in the Globals object.

You cannot execute a script which requires arguments.

Return value

Returns the value specified within the script function.

Example

```
ExecuteScript "myscripts.lss!JohnsFormat"
```

In this example, the function named JohnsFormat is located in a script file called myscripts.lss. The JohnsFormat function executes each time the ExecuteScript power field updates.

```
{button ,AL(`H_FIELDS_OVER;H_PREDEFINED_POWER_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STE  
PS;H_SCRIPTS_OVER',0)} See related topics
```


Exec

Executes a new application. Using this function is equivalent to launching an application from the operating system.

Syntax

Exec(App,Parameters[,State])

App is the name of the program, including the extension, which should be executed. The program name cannot contain spaces. If the desired program has any parameters, they should be passed in *Parameters*. If the file to be executed is not in the path, you must supply the path. If the program has no parameters, a null string ("") must be used.

State is a number corresponding to the state that the window should be displayed. This parameter can be one of the following:

- 0 - Exec hidden
- 1 - Exec and show the window normally
- 2 - Exec the program minimized
- 3 - Exec the program maximized
- 4 - Exec normally, but do not make active
- 5 - Exec normally
- 6 - Exec program minimized in the background
- 7 - Exec the program minimized and do not activate it
- 8 - Exec the program and display it normally
- 9 - Exec the program and display it restored

Return Value

Returns a number less than 0 or greater than 32 if the program was executed successfully.

Example

```
Exec("123g.exe", Query$("Spreadsheet name?"))
```

This example displays a dialog box requesting the name of the spreadsheet you want to open. When you specify the file, Word Pro runs Lotus 1-2-3 and opens that file.

{button ,AL(^H_PREDEFINED_POWER_FIELDS_OVER;H_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STE
PS',0)} [See related topics](#)

External Control Fields

Exec

Include

FaxNumber

Displays the contents of the "Fax" field located on the Personal panel in the Word Pro Preferences dialog box.

Syntax

FaxNumber

Return value

Returns the contents of the "Fax" field. If this field is empty, it returns the empty string.

Example

FaxNumber

This example displays (404) 555-5000 if the text in the "Fax" field is (404) 555-5000.

```
{button ,AL(^H_FIELDS_OVER;H_PREDEFINED_POWER_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STEPS;H_SPECIFYING_PERSONAL_INFORMATION_TO_USE_WITH_SMARTMASTERS_STEPS',0)} See related topics
```

Overview: Fields

Word Pro provides a variety of fields which let you gather and manipulate information automatically, display the information within a document, and regularly update that information. The information displayed by a field is called the output. The commands used to gather and manipulate the information are called instructions. Used individually or together, these fields are powerful tools for automating the production of your documents.

Each field contains instructions for gathering and displaying a specific piece of information. When you insert a field into a document, you can update the field manually or automatically. You can insert a field into any part of a document including any division, section, text frame, table cell, header, footer, column block, or comment note.

Each field falls into one of two categories: Document fields or power fields.

Document fields provide instant access to information about your documents such as editor names, file attributes, and version information. Power fields can collect fresh data each time you open a document, call scripts when certain data is present, and manipulate strings to customize the look and feel of a document. They can even control which records are included in a file merge.

While there are many ways to use these fields, the ultimate purpose of any field is to store and display information in your document.

- Use Document fields to display information about your document.
- Use power fields to monitor, calculate, and manipulate information in your document.

{button ,AL(^H_PREDEFINED_POWER_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STEPS;H_EDITING_A_POWER_FIELD_STEPS;H_CREATING_A_CUSTOM_POWER_FIELD_STEPS;H_REVIEWING_DOCUMENT_FIELDS_STEPS;H_ADDING_A_NEW_DOCUMENT_FIELD_STEPS;H_INSERTING_A_DOCUMENT_FIELD_REFERENCE_STEPS',0)} [See related topics](#)

FileSize

Inserts the size of the document. This is the same as the "Size of Document" field in the Fields panel of the Document Properties dialog box.

Syntax

FileSize

Return Value

Returns the size of the document. If the document has not been saved, it returns 0.

Example

```
IF FileSize<100000 "Concise Writing" ELSE "You need to omit some words" ENDIF
```

This field uses the "FileSize" power field to check the document's size. If the size is less than 100,000 bytes, the IF statement evaluates to True and the "Concise Writing" message displays.

```
{button ,AL(`H_PREDEFINED_POWER_FIELDS_OVER;H_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STE  
PS',0)} See related topics
```

FormatNum\$

Formats a number and, optionally, adds a prefix or suffix to the number. The decimal point character and thousands separator character are set in the Regional Settings of the control panel.

Syntax

`FormatNum$(prefix, suffix, decimals, number)`

prefix is a string which Word Pro places at the beginning of *number*.

suffix is a string which Word Pro appends to the end of *number*.

decimals is the number of decimal places to display in *number*.

number is the number to format; this parameter must be a plain number with no thousands separator (such as a comma), prefix (such as \$), or suffix (such as %).

Return Value

Returns the formatted number.

Example

```
FormatNum$(" $" , "" , 2 , 235.8)
```

This example displays the number 235.8 as "\$235.80."

```
FormatNum$("", " shares" , 3 , 235)
```

This example displays the number 235 as "235.000 shares." Note the extra space before the word "shares."

```
FormatNum$(" $" , " million" , 0 , 235.238789)
```

This example displays the number 235 as "\$235 million." Note the extra space before the word "million."

{button ,AL('H_FIELDS_OVER;H_PREDEFINED_POWER_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STEPS;H_FORMATTING_POWER_FIELD_DATES_AND_TIMES_STEPS';0)} [See related topics](#)

Details: Formatting power field dates and times

Selecting a power field date

If you select a power field name from the "Field name" box, you can then select the format for that power field from the "Options" box. However, you cannot use this method when combining more than one field in a single power field instruction because selecting a second power field will overwrite the instructions from the first power field.

Typing the format code

You can specify the format for any power field which inserts a date or time by using one of the format codes listed below. You can use only one format code for each power field. The proper syntax is *FieldName FormatCode*.

To display both a date and a time for the same power field, you must insert the power field twice: once with a date format code and once with a time format code.

Date formats

<u>FormatCode</u>	<u>Format</u>
%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
%DE	MAY 20
%Df	Wednesday May 20
%DF	WEDNESDAY MAY 20
%Dg	05/20
%Dh	05/20/1992
%Di	20. May
%DI	20. MAY
%Dj	20. May 1992
%DJ	20. MAY1992
%Dk	1992 May 20
%DK	1992 MAY 20
%DI	May, 1992
%DL	MAY, 1992
%Dm	20/05/1992

Time formats

<u>FormatCode</u>	<u>Format</u>
%T1	09:00
%T2	9:00AM
%T3	09:00AM
%T4	9:00A
%T5	09:00A
%T6	9:00am
%T7	09:00am
%T8	9:00a

{button ,AL('H_FORMATTING_POWER_FIELD_DATES_AND_TIMES_STEPS',1)} [Go to procedure](#)

{button ,AL('H_USING_PROPER_SYNTAX_IN_POWER_FIELD_INSTRUCTIONS_STEPS;H_INSERTING_A_POWER_FIELD_STEPS;H_PREDEFINED_POWER_FIELDS_OVER;H_CREATING_A_CUSTOM_POWER_FIELD_STEPS;H_EDITING_A_POWER_FIELD_STEPS;H_FIELDS_OVER;H_CREATEDATE_STEPS;H_EDITDATE_STEPS',0)} [See related topics](#)

Formatting power field dates and times

1. Place the insertion point where you want to insert the power field.
2. Choose Text - Insert Other.
3. Choose Power/Doc. Field.
4. Select "Power Field."



5. Select the desired power field in the "Field name" box.
6. Specify the desired date or time format by selecting it from the "Options" box or by typing the format code in the "Instructions" box.

{button ,AL(`H_FORMATTING_POWER_FIELD_DATES_AND_TIMES_DETAILS',1)} [See details](#)

{button ,AL(`H_USING_PROPER_SYNTAX_IN_POWER_FIELD_INSTRUCTIONS_STEPS;H_INSERTING_A_POWER_FIELD_STEPS;H_PREDEFINED_POWER_FIELDS_OVER;H_CREATING_A_CUSTOM_POWER_FIELD_STEPS;H_EDITING_A_POWER_FIELD_STEPS;H_FIELDS_OVER;H_CREATEDATE_STEPS;H_EDITDATE_STEPS',0)} [See related topics](#)

IF

Evaluates conditions, decides which expression to act upon, and performs the appropriate action.

Syntax

IF condition expression [Elseif condition expression] [Else expression] EndIf

You can use IF statements to customize merge documents.

Return value

Returns one of the expressions specified in the IF, Elseif, or Else clauses.

Example

Example 1

```
IF SALES > 10000 "Great Job!" Else "Keep up the good work" Endif
```

This example determines if the value of the variable, SALES, is greater than 10000. If it is, Word Pro inserts "Great Job!" into the document. If sales are less than 10,000, Word Pro inserts "Keep up the good work."

Example 2

```
IF Len(Query$("Enter Address - Max 40 characters"))>40 Message ("Address is too Long!") ENDIF
```

This example is a basic IF statement which translates into "If the length of text typed into the Query\$ text box is greater than 40 display a Message box which says 'Address is too Long!'."

When Word Pro processes this statement, it first prompts you for address text with a maximum of 40 characters.

```
Query$("Enter Address - Max 40 characters")
```

then calculates the length of the text you type...

```
Len(Query$("prompt"))
```

checks to see if the length is greater than 40...

```
IF Len(Query$("prompt"))>40 Message ("Address is too Long!") ENDIF
```

and displays a message if you type more than 40 characters.

{button ,AL(`H_FIELDS_OVER;H_PREDEFINED_POWER_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STE
PS',0)} [See related topics](#)

Include

Inserts a file at the insertion point. If you insert a Word Pro or Ami Pro file you can insert either main document text or the contents of a bookmark. You can use any file type supported by Word Pro for import. If Word Pro recognizes the file type, it is automatically brought in to the current document without prompting. If the file type is not recognized, Word Pro displays a dialog box asking for the correct file type.

Syntax

Include "[path]filename[!bookmark]"

- Path - The full path of the file you want to include. If you do not specify a path, Word Pro looks in your document directory.
- Filename - The name of the file you want to include.
- Bookmark - If you include a Word Pro or Ami Pro file, the name of the bookmarked text you want to include.

Return Value

Returns the contents of the specified file.

Example

```
Include "Standard.sam!Greeting"
```

This example inserts the contents of the Greeting bookmark in the STANDARD.SAM document at the insertion point.

```
{button ,AL('H_PREDEFINED_POWER_FIELDS_OVER;H_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STE  
PS',0)} See related topics
```

Index

Creates an index entry using the terms provided in the power field's parameters. This is the same as choosing Text - Mark Text As and choosing Index Entry.

Note, however, that the Index power field does not require you to select text before creating an index entry. Any selected text will be replaced by the power field formula.

Syntax

Index "*Primary*" [#] ["*Secondary*"] ["*other*"]

Primary is the text you want to appear as a primary index entry.

is an optional command which indicates that you want this index entry to be accompanied by a page number.

Secondary is an optional text string which you can include as a secondary index entry for the primary entry.

Other is an entry for a cross reference. When Word Pro generates the index, it places "See also", followed by this value, and optionally the page number where the cross reference appears.

Return Value

Does not return a value.

Example

Index "memory" #

This example displays "memory" as a primary index entry followed by a page number.

Index "memory" # "extended"

This example displays "memory" as a primary index entry and "extended" as a secondary index entry followed by a page number.

Index "memory" # "extended" "ram"

This example displays "memory" as a primary index entry, "extended" as a secondary index entry, and "ram" as a cross reference followed by a page number.

{button ,AL(^H_PREDEFINED_POWER_FIELDS_OVER;H_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STEPS;0)} [See related topics](#)

Initials

Displays the contents of the "Initials" field located on the Personal panel in the Word Pro Preferences dialog box.

Syntax

Initials

Return value

Returns the contents of the "Initials" field. If this field is empty, it returns the null string.

Example

Initials

This example displays JD if the text in the "Initials" field is JD.

```
{button ,AL(^H_FIELDS_OVER;H_PREDEFINED_POWER_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STEPS;H_SPECIFYING_PERSONAL_INFORMATION_TO_USE_WITH_SMARTMASTERS_STEPS',0)} See related topics
```

Details: Inserting a power field

Selecting a power field from the "Field name" box

When you click the power field name, Word Pro places the power field in the "Instructions" box, displays any available options for that field in the "Options" box, and displays any additional syntax required in the syntax description beneath the "Instructions" box.

You can insert a copy of one of the predefined power fields or you can create a custom power field by combining predefined power fields and other instructions .

Word Pro displays the names of custom power fields in the "Field name" box with the predefined power fields so you can insert a copy of the custom power field in the same way you insert a copy of a predefined power field.

Each of the predefined power fields falls into one of the following categories:

- Task Automation Fields
- Document Fields
- External Control Fields
- Programming Fields
- BookMark Fields
- Merge Fields
- String Manipulation Fields

You can insert these power fields into any part of a document.

Specifying instructions for a power field

Word Pro provides the first power field instruction when you click its name.

To specify additional power field instructions, you must type them in the "Instructions" box instead of than clicking the field names. Clicking a field name overwrites the contents of the "Instructions" box.

Your instructions can combine one or more of the following elements:

- another power field
- a merge field name
- a text string
- a number
- a bookmark
- a global variable
- a mathematical operator (+, -, *, /)

Some power fields require no special instructions; their names are all that are required to insert information into a document.

Other power fields require one or more instructions to function properly.

Word Pro displays the syntax for each power field's instructions beneath the "Instructions" box.

To include text you must type a quotation mark (") immediately before and after the text.

The angle brackets you see in the syntax description indicate beginning and ending points for the examples only. Do not type the angle brackets in the "Instructions" box. Word Pro uses angle brackets to indicate where power fields begin and end. You can see them by clicking the Show power Fields icon.

{button ,AL(^H_INSERTING_A_POWER_FIELD_STEPS',1)} [Go to procedure](#)

{button ,AL(^H_USING_PROPER_SYNTAX_IN_POWER_FIELD_INSTRUCTIONS_STEPS;H_FORMATTING_POWER_FIELD_DATES_AND_TIMES_STEPS;H_DELETING_A_POWER_FIELD_STEPS;H_PREDEFINED_POWER_FIELDS_OVER;H_CREATING_A_CUSTOM_POWER_FIELD_STEPS;H_EDITING_A_POWER_FIELD_STEPS;H_LOCKING_A_POWER_FIELD_STEPS;H_UNLOCKING_A_POWER_FIELD_STEPS;H_UPDATING_FIELDS_WITH_THE_AUTO_RUN_FEATURE_STEPS;H_FIELDS_OVER;H_UPDATING_FIELDS_WITH_THE_CONVERT_ON_NEW_FEATURE_STEPS',0)} [See related topics](#)

Inserting a power field

1. Place the insertion point where you want to insert the power field.
2. Choose Text - Insert Other.
3. Choose Power/Doc. Field.
4. Select "Power Field."



5. Select the power field name in the "Field name" box.
6. Specify the instructions for the power field in the "Instructions" box.
7. Click Insert.

{button ,AL('H_INSERTING_A_POWER_FIELD_DETAILS',1)} [See details](#)

{button ,AL('H_USING_PROPER_SYNTAX_IN_POWER_FIELD_INSTRUCTIONS_STEPS;H_FORMATTING_POWER_FIELD_DATES_AND_TIMES_STEPS;H_DELETING_A_POWER_FIELD_STEPS;H_PREDEFINED_POWER_FIELDS_OVER;H_CREATING_A_CUSTOM_POWER_FIELD_STEPS;H_EDITING_A_POWER_FIELD_STEPS;H_LOCKING_A_POWER_FIELD_STEPS;H_UNLOCKING_A_POWER_FIELD_STEPS;H_UPDATING_FIELDS_WITH_THE_AUTO_RUN_FEATURE_STEPS;H_FIELDS_OVER;H_UPDATING_FIELDS_WITH_THE_CONVERT_ON_NEW_FEATURE_STEPS',0)} [See related topics](#)

LCase\$

Converts upper case letters to lower case letters. LCase\$ does not convert the case of punctuation or numbers.

Syntax

LCase\$("textstring")

Return Value

Returns "textstring" in lower case.

Example

LCase\$ ("HELLO")

This example converts "HELLO" to "hello."

{button ,AL(^H_FIELDS_OVER;H_PREDEFINED_POWER_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STE
PS',0)} [See related topics](#)

Left\$

Extracts the number of characters specified in the *length* parameter from *textstring*, beginning with the leftmost character, and inserts those characters in your document at the insertion point.

Syntax

```
Left$(textstring, length)
```

Return Value

Returns the specified number of characters from the left end of the string.

Example

```
Left$("John", 1)
```

This example inserts "J", the first letter of "John," into your document.

```
Strcat$(Left$(Fname, 1), Left$(Lname, 1))
```

In this example, *Fname* is a merge field which contains first names and *Lname* is a merge field which contains last names. The `Left$` statements extract the initials from the first and last name fields, while `StrCat$()` concatenates the two initials and inserts them into the merged document as each record is merged.

```
Strcat$(Left$(Fname, 1), ". ", Lname)
```

This example shows how you can use the same technique to insert a first initial and a last name into a non-merge document.

```
{button ,AL(`H_FIELDS_OVER;H_PREDEFINED_POWER_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STEPS',0)} See related topics
```

Len

Calculates the number of characters in the *textstring* you specify.

Syntax

```
Len("textstring")
```

Return Value

Returns the length of the string.

Example

Example 1

```
Len(FullName)
```

This example inserts the length of the FullName variable into the document at the insertion point.

Example 2

```
IF Len(Query$("Enter Address - Max 40 characters"))>40 Message ("Address is too Long!") EndIf
```

This example is a basic IF statement which translates into "If the length of text typed into the Query\$ text box is greater than 40, display a Message box which says 'Address is too Long!'."

When Word Pro processes this statement, it first prompts you for address text with a maximum of 40 characters...

```
Query$("Enter Address - Max 40 characters")
```

then calculates the length of the text you type...

```
Len(Query$("prompt"))
```

checks to see if the length is greater than 40...

```
IF Len(Query$("prompt"))>40 Message ("Address is too Long!") ENDIF
```

and displays a message if you type more than 40 characters.

{button ,AL(^H_FIELDS_OVER;H_PREDEFINED_POWER_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STE
PS',0)} [See related topics](#)

Details: Locating fields in a document

Using the Next Field and Previous Field buttons

The Next field and Previous field buttons will find either power or Document fields, depending on the type that you specify.

Using the right mouse button to locate fields in a document

You can also locate fields in a document by placing the insertion point in a field, clicking the right mouse button, and selecting Next Field or Previous Field.

{button ,AL(`H_LOCATING_FIELDS_IN_A_DOCUMENT_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_FIELDS_OVER;H_GO_TO_OVER;H_DISPLAYING_POWER_FIELD_FORMULAS_IN_TEXT_STEPS
;H_PRINTING_POWER_FIELD_INSTRUCTIONS_STEPS;H_UPDATING_A_POWER_FIELDS_OUTPUT_STEPS',0)} [See related topics](#)

Locating fields in a document

1. Place the insertion point at the beginning of the document.
2. From the Text menu, choose Insert Other, and then choose Power/Doc. Field.
3. To locate a document field, click "Document Field."
To locate a power field, click "Power Field."
4. Click Next Field.



The insertion point moves to the first field in the document.

5. Use the Next Field and Previous Field buttons to move the insertion point from one field to another.

{button ,AL(`H_LOCATING_FIELDS_IN_A_DOCUMENT_DETAILS',1)} [See details](#)

{button ,AL(`H_FIELDS_OVER;H_GO_TO_OVER;H_DISPLAYING_POWER_FIELD_FORMULAS_IN_TEXT_STEPS
;H_PRINTING_POWER_FIELD_INSTRUCTIONS_STEPS;H_UPDATING_A_POWER_FIELDS_OUTPUT_STEP
S',0)} [See related topics](#)

Details: Locking a power field

Locking a power field prevents Word Pro from updating the power field output when you choose Update or Update All.

The "Auto run" feature, which automatically updates power fields each time you open a document, has no effect on a locked power field.

Locking one power field does not lock all instances of that power field. You can lock or unlock multiple copies of the same power field independently of one another.

{button ,AL(`H_LOCKING_A_POWER_FIELD_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_INSERTING_A_POWER_FIELD_STEPS;H_CREATING_A_CUSTOM_POWER_FIELD_STEPS;H_EDITING_A_POWER_FIELD_STEPS;H_UNLOCKING_A_POWER_FIELD_STEPS;H_PRINTING_POWER_FIELD_INSTRUCTIONS_STEPS;H_UPDATING_A_POWER_FIELDS_OUTPUT_STEPS;H_UPDATING_ALL_POWER_FIELDS_STEPS;H_UPDATING_FIELDS_WITH_THE_AUTO_RUN_FEATURE_STEPS;H_UPDATING_FIELDS_WITH_THE_CONVERT_ON_NEW_FEATURE_STEPS',0)} [See related topics](#)

Locking a power field

1. Locate the power field you want to lock.
 2. Place the insertion point within that power field.
 3. From the Text menu, choose Insert Other, and then choose Power/Doc. Field.
 4. Select "Lock."
 5. Click Apply.
 6. Click Close.
-

{button ,AL('H_LOCKING_A_POWER_FIELD_DETAILS',1)} [See details](#)

{button ,AL('H_INSERTING_A_POWER_FIELD_STEPS;H_CREATING_A_CUSTOM_POWER_FIELD_STEPS;H_EDITING_A_POWER_FIELD_STEPS;H_UNLOCKING_A_POWER_FIELD_STEPS;H_PRINTING_POWER_FIELD_INSTRUCTIONS_STEPS;H_UPDATING_A_POWER_FIELDS_OUTPUT_STEPS;H_UPDATING_ALL_POWER_FIELDS_STEPS;H_UPDATING_FIELDS_WITH_THE_AUTO_RUN_FEATURE_STEPS;H_UPDATING_FIELDS_WITH_THE_CONVERT_ON_NEW_FEATURE_STEPS',0)} [See related topics](#)

MergeField

Inserts a merge field into your document. The merge field displays within angle brackets, <>. This is the same as choosing Text - Insert Other, choosing Merge Field, selecting a field name in the box, and clicking Insert.

Syntax

MergeField *Mergefieldname*

If the *Mergefieldname* is not defined in your data file, Word Pro warns you and then inserts the field name within angle brackets.

Return Value

Returns a merge field into your document.

Example

MergeField ADDRESS

This example inserts the ADDRESS merge field in the merge document.

{button ,AL(^H_FIELDS_OVER;H_PREDEFINED_POWER_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STEPS;H_MERGE_OVER;H_INSERTING_MERGE_FIELDS_STEPS',0)} [See related topics](#)

MergeRec

Inserts the current record number when performing a merge.

Syntax

MergeRec

Word Pro does not count merge records skipped as a result of conditions specified in the Merge Specified Records dialog box. It does count merge records skipped as a result of the Skip power field.

Return Value

Returns the current record number when performing a merge.

Example

MergeRec

This example inserts the merge record number into the merge document.

```
IF MergeRec = 1 set total subtotal Else set total total + subtotal EndIf
```

This example checks to see if the current record is the first record of a merge. If it is the first record, Word Pro sets the total variable equal to subtotal. Otherwise, Word Pro adds subtotal to total.

```
{button ,AL(`H_FIELDS_OVER;H_PREDEFINED_POWER_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STE  
PS;H_MERGE_OVER;H_VIEWING_AND_PRINTING_THE_MERGED_DOCUMENTS_STEPS',0)} See related  
topics
```


Merge Fields

MergeField

MergeRec

NextRec

Skip

Message

Displays a dialog box with the specified title, prompt, and an OK button. Word Pro waits for the user to acknowledge the message by clicking OK.

Syntax

```
Message("prompt"[, "title"])
```

prompt is the text Word Pro uses as a prompt to the user. A prompt can contain a maximum of 250 characters.

title is the title for the message box. The default is "Word Pro Macro".

Return Value

Returns no value

Example

Example 1

```
Message("Good morning")
```

This power field displays "Good Morning" in a dialog box. Word Pro waits for the user to acknowledge the message by clicking OK.

Example 2

```
IF Len(Query$("Enter Address - Max 40 characters"))>40 Message ("Address is too Long!") EndIf
```

This example is a basic IF statement which translates into "If the length of text typed into the Query\$ text box is greater than 40, display a Message box which says 'Address is too Long!'."

When Word Pro processes this statement, it first prompts you for address text with a maximum of 40 characters...

```
Query$("Enter Address - Max 40 characters")
```

then calculates the length of the text you type...

```
Len(Query$("prompt"))
```

checks to see if the length is greater than 40...

```
IF Len(Query$("prompt"))>40 Message ("Address is too Long!") ENDIF
```

and displays a message if you type more than 40 characters.

{button ,AL(^H_FIELDS_OVER;H_PREDEFINED_POWER_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STE
PS',0)} [See related topics](#)

Mid\$

Extracts the characters from the middle of the text in *textstring*.

Syntax

Mid\$("textstring",start,length)

textstring is a string from which you want to extract the characters.

start is the position of the first character extracted from *textstring*.

length is the number of characters extracted from *textstring*.

Return Value

Returns the requested text.

Example

```
Mid$(" (404) 555-1234", 2, 3)
```

In this example position 1 of "(404) 555-1234" is the open parenthesis " (". The power field starts at position 2 (the character 4) and extracts three characters which, in this case, is "404." Those three characters are inserted at the power field insertion point.

```
{button ,AL(^H_FIELDS_OVER;H_PREDEFINED_POWER_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STE  
PS',0)} See related topics
```

NextRec

Acts as a divider between merge records so that you can have multiple records appear on the same page.

Syntax

NextRec

You can use NextRec to print a master list of all records in a merge data file.

Return Value

Does not return a value.

Example

```
<NAME><ADDRESS><PHONE><NextRec>
<NAME><ADDRESS><PHONE><NextRec>
<NAME><ADDRESS><PHONE><NextRec>
<NAME><ADDRESS><PHONE><NextRec>
<NAME><ADDRESS><PHONE><NextRec>
<NAME><ADDRESS><PHONE>
```

This example inserts the name, address, phone number from the current merge record, followed by a record divider. Then it inserts the name, address, and phone number from each of the five subsequent merge records.

```
{button ,AL(^H_FIELDS_OVER;H_PREDEFINED_POWER_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STE
PS;H_MERGE_OVER;H_VIEWING_AND_PRINTING_THE_MERGED_DOCUMENTS_STEPS',0)} See related
topics
```

Now

A power field that inserts the current date or time. You can choose a format for this date or time from the "Options" box when you define the power field.

Syntax

Now() [%Dx]

or

Now() [%Tx]

For information on the options available for the date output, see [Formatting power fields date and time](#).

Return Value

Returns the current date or time.

If you do not select a format for either the date or time in the "Options" box, Word Pro inserts a number. This number represents the number of seconds, Greenwich mean time, since January 1, 1970 at midnight. Word Pro can make calculations using this numeric value.

Example

Now() %Db

This example displays the current date in the format (July 17, 1995).

{button ,AL(^H_PREDEFINED_POWER_FIELDS_OVER;H_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STEPS;H_FORMATTING_POWER_FIELD_DATES_AND_TIMES_STEPS',0)} [See related topics](#)

NumChars

A Power field that inserts the total number of characters in the document. This is the same as the "Number of Chars" field in the Document Properties dialog box.

Syntax

NumChars

Return Value

Returns the total number of characters in the document.

Example

NumChars

This example displays 3594 if there are 3,594 characters in the document.

```
{button ,AL(`H_PREDEFINED_POWER_FIELDS_OVER;H_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STE  
PS',0)} See related topics
```

NumEdits

A power field that inserts the number of times you opened, edited, and saved the document. This is the same as the "Number of Revisions" field in the Document Properties dialog box.

Syntax

NumEdits

Return Value

Returns the number of times you opened, edited, and saved the document.

Example

```
<StrCat("Version 1.", NumEdits)> Inserts Version 1.9 for a file saved 9 times.
```

```
{button ,AL(^H_PREDEFINED_POWER_FIELDS_OVER;H_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STE  
PS',0)} See related topics
```

NumPages

A power field that inserts the total number of pages in the document. This is the same as the "Number of Pages" field in the Document Properties dialog box.

Syntax

NumPages

You can use NumPages to create page numbers such as Page 1 of 7, Page 2 of 7, and so on.

Return Value

Returns the total number of pages in the document.

Example

Page x of <numpages>

In this example, x represents the number created by a page number inserted into the document's header. The header displays page 3 of 7 if the insertion point is on page 3, and there are 7 pages in the document.

```
{button ,AL('H_PREDEFINED_POWER_FIELDS_OVER;H_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STE  
PS;H_PAGE_NUMBERING_OVER',0)} See related topics
```


NumWords

A power field that inserts the total number of words in the document. This is the same as the "Number of Words" field in the Document Properties dialog box.

Syntax

NumWords

Return Value

Returns the total number of words in the document.

Example

NumWords

This example inserts 67 if there are 67 words in the document.

```
{button ,AL('H_PREDEFINED_POWER_FIELDS_OVER;H_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STEPS;H_COUNTING_WORDS_IN_A_DOCUMENT_STEPS',0)} See related topics
```

PageRef

Inserts the page number for a specified bookmark. By placing bookmarks at key points throughout your document, you can use the PageRef power field to create cross-references to those key points. This is the same as choosing "Page number" when you reference marked text, using the Cross-Reference function.

Syntax

PageRef *bookmarkname*

bookmarkname is the name of the bookmark for which you are retrieving the page number.

The name of the bookmark must be capitalized using the same capitalization as the original bookmark. For documents with multiple divisions and/or sections, you must include the bookmark name with the division name and/or section name. If the bookmark is not located in the current division/section, the bookmark name must be separated by colons.

If you copy or move a PageRef power field, or later create, remove, or rename divisions or sections, Word Pro does not automatically adjust the bookmark names to account for the new divisions/sections. You must edit the power fields manually.

Return Value

Returns the page number for a specified bookmark.

Example

PageRef Chapter5

This example inserts "22" if the bookmark Chapter5 is located on page 22.

{button ,AL(^H_PREDEFINED_POWER_FIELDS_OVER;H_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STEPS;H_CROSS_REFERENCES_OVER',0)} [See related topics](#)

ParaRef

Inserts the paragraph number for a specified bookmark. By placing bookmarks at key points throughout your document, you can use the ParaRef Power field to create cross-references to those key points. This is the same as choosing "Paragraph number" when you reference marked text using the Cross Reference function.

Syntax

ParaRef *bookmarkname*

bookmarkname is the name of the bookmark for which you are retrieving the paragraph number.

The name of the bookmark must be capitalized using the same capitalization as the original bookmark. For documents with multiple divisions and/or sections, you must include the bookmark name with the division name and/or section name. If the bookmark is not located in the current division/section, the bookmark name must be separated by colons.

If you copy or move a ParaRef power field, or later create, remove, or rename divisions or sections, Word Pro does not automatically adjust the bookmark names to account for the new divisions/sections. You must edit the power fields manually.

Return Value

Returns the paragraph number for a specified bookmark in the same format as it appears in the original paragraph.

Example

Pageref Chapter5

This example inserts "V" if the bookmark Chapter5 is numbered "V."

{button ,AL(^H_PREDEFINED_POWER_FIELDS_OVER;H_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STEPS;H_CROSS_REFERENCES_OVER',0)} [See related topics](#)

PersonalData1

Displays the contents of the "Data 1" field located on the Personal panel in the Word Pro Preferences dialog box.

Syntax

PersonalData1

Return Value

Returns the value of the "Data 1" field. If this field is empty, it returns the null string.

Example

PersonalData1

This example displays Quarterly report if the text in the "Data 1" field is Quarterly report.

```
{button ,AL(^H_FIELDS_OVER;H_PREDEFINED_POWER_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STEPS;H_SPECIFYING_PERSONAL_INFORMATION_TO_USE_WITH_SMARTMASTERS_STEPS',0)} See related topics
```

PersonalData2

Displays the contents of the "Data 2" field located on the Personal panel in the Word Pro Preferences dialog box.

Syntax

PersonalData2

Return Value

Returns the value of the "Data 2" field. If this field is empty, it returns the empty string.

Example

PersonalData2

This example displays Monthly report if the text in the "Data 2" field is Monthly report.

```
{button ,AL(^H_FIELDS_OVER;H_PREDEFINED_POWER_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STEPS;H_SPECIFYING_PERSONAL_INFORMATION_TO_USE_WITH_SMARTMASTERS_STEPS',0)} See related topics
```

PersonalData3

Displays the contents of the "Data 3" field located on the Personal panel in the Word Pro Preferences dialog box.

Syntax

PersonalData3

Return Value

Returns the value of the "Data 3" field. If this field is empty, it returns the null string.

Example

PersonalData3

This example displays Weekly report if the text in the "Data 3" field is Weekly report.

```
{button ,AL(^H_FIELDS_OVER;H_PREDEFINED_POWER_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STEPS;H_SPECIFYING_PERSONAL_INFORMATION_TO_USE_WITH_SMARTMASTERS_STEPS',0)} See related topics
```

PersonalData4

Displays the contents of the "Data 4" field located on the Personal panel in the Word Pro Preferences dialog box.

Syntax

PersonalData4

Return Value

Returns the value of the "Data 4" field. If this field is empty, it returns the null string.

Example

PersonalData4

This example displays Daily report if the text in the "Data 4" field is Daily report.

```
{button ,AL(^H_FIELDS_OVER;H_PREDEFINED_POWER_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STEPS;H_SPECIFYING_PERSONAL_INFORMATION_TO_USE_WITH_SMARTMASTERS_STEPS',0)} See related topics
```

Personal Information Fields

UserName

Initials

Title

Company

Address1

Address2

Address3

PostalCode

PhoneNumber

FaxNumber

Email

PersonalData1

PersonalData2

PersonalData3

PersonalData4

PhoneNumber

Displays the contents of the "Phone" field located on the Personal panel in the Word Pro Preferences dialog box.

Syntax

PhoneNumber

Return Value

Returns the contents of the "Phone" field. If this field is empty, it returns the null string.

Example

PhoneNumber

This example displays (404) 555-0909 if the text in the "Phone" field is (404) 555-0909.

```
{button ,AL(^H_FIELDS_OVER;H_PREDEFINED_POWER_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STEPS;H_SPECIFYING_PERSONAL_INFORMATION_TO_USE_WITH_SMARTMASTERS_STEPS',0)} See related topics
```

PostalCode

Displays the contents of the "Post code" field located on the Personal panel in the Word Pro Preferences dialog box.

Syntax

Postal Code

Return Value

Returns the value of the "Post code" field. If this field is empty, it returns the null string.

Example

Postal Code

This example displays 30328 if the text in the "Post code" field is 30328.

```
{button ,AL(^H_FIELDS_OVER;H_PREDEFINED_POWER_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STEPS;H_SPECIFYING_PERSONAL_INFORMATION_TO_USE_WITH_SMARTMASTERS_STEPS',0)} See related topics
```

Power/Document Fields dialog box

Document fields display information about your document. Power fields allow you to monitor, calculate, and manipulate information in your document.

Choose a task:

[Inserting a document field reference](#)

[Inserting a power field](#)

[Creating a custom power field](#)

[Editing a power field](#)

[Locating fields in a document](#)

[Locking a power field](#)

[Unlocking a power field](#)

[Updating fields with the Auto run feature](#)

[Updating fields with the Convert on New feature](#)

{button ,AL('H_PREDEFINED_POWER_FIELDS_OVER;H_FIELDS_OVER',0)} [See related topics](#)

Overview: Predefined power fields

Word Pro provides a selection of predefined power fields for common tasks. Each field falls into one of the following categories:

- [Task Automation Fields](#)
- [Document Fields](#)
- [External Control Fields](#)
- [Programming Fields](#)
- [BookMark Fields](#)
- [Merge Fields](#)
- [String Manipulation Fields](#)
- [Personal Information Fields](#)

{button ,AL('H_USING_PROPER_SYNTAX_IN_POWER_FIELD_INSTRUCTIONS_STEPS;H_FORMATTING_POWER_FIELD_DATES_AND_TIMES_STEPS;H_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STEPS;H_CREATING_A_CUSTOM_POWER_FIELD_STEPS;H_EDITING_A_POWER_FIELD_STEPS;H_PRINTING_POWER_FIELD_INSTRUCTIONS_STEPS',0)} [See related topics](#)

PrintEscape

Inserts the printer codes you specify. Word Pro sends these codes to the printer without translating them. The results appear only in the printed document. PrintEscape allows you to give your printer different instructions without canceling the print job.

Syntax

PrintEscape "[27]*text*"

[27] is the ASCII code for the ESC keystroke. For Hex, type [0x1b].

text is the printer code. See your printer manual for the appropriate printer codes.

Return Value

Does not display a value. Inserts the codes you specify when you print the document.

Example

```
PrintEscape "[27]&12H"
```

This example tells an HP Laserjet printer to change from its default tray to the manual feed tray.

{button ,AL(`H_FIELDS_OVER;H_PREDEFINED_POWER_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STE
PS;H_PRINTING_A_DOCUMENT_OVER',0)} [See related topics](#)

Printing power field instructions

1. Before printing power field instructions, you must display power field formulas by choosing View - Show/Hide and choosing Power Field Formulas.
2. Choose File - Print.



Word Pro prints the document as it displays on the screen. The document's format may be different while power fields display.

{button ,AL(`H_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STEPS;H_DISPLAYING_POWER_FIELD_FOR
MULAS_IN_TEXT_STEPS;H_PRINTING_A_DOCUMENT_OVER;H_SETTING_PRINT_OPTIONS_STEPS;H_PR
INTING_A_DOCUMENT_STEPS',0)} [See related topics](#)

Programming Fields

Defined

ExecuteScript

IF

Set

User

Void

Query\$

Displays a dialog box with the specified prompt, a text box, and command buttons for OK and Cancel. Default text displays in the text box, and the user can edit the text. Word Pro inserts the contents of the text box in the document when the user chooses OK.

Syntax

```
Query$("prompt"[,"default text"])
```

Prompt is the text Word Pro uses as a prompt to the user. You can create a prompt with a maximum of 240 characters.

Default text is optional and is placed in the text box as a default. The user can edit the text.

Return Value

Returns the string typed by the user.

Returns null string ("") if the user does not type anything.

If the user chooses Cancel instead of OK, it returns 0.

Example

Example 1

```
Query$("What is your name?")
```

This example prompts the user for a name. When the user clicks OK, Word Pro inserts the user's name into the document where the power field is located.

Example 2

```
IF Len(Query$("Enter Address - Max 40 characters"))>40 Message ("Address is too Long!") EndIf
```

This example is a basic IF statement which translates into "If the length of text typed into the Query\$ text box is greater than 40 display a Message box which says 'Address is too Long!'."

When Word Pro processes this statement, it first prompts you for address text with a maximum of 40 characters...

```
Query$("Enter Address - Max 40 characters")
```

then calculates the length of the text you type...

```
Len(Query$("prompt"))
```

checks to see if the length is greater than 40...

```
IF Len(Query$("prompt"))>40 Message ("Address is too Long!") ENDIF
```

and displays a message if you type more than 40 characters.

{button ,AL(^H_FIELDS_OVER;H_PREDEFINED_POWER_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STE
PS',0)} [See related topics](#)

Right\$

Extracts the number of characters specified in the *length* parameter from *textstring*, beginning with the rightmost character, and inserts those characters in your document at the insertion point.

Syntax

Right\$(*textstring*,*length*)

Textstring is the string to parse.

Length is the number of characters to return.

Return Value

Returns a string that contains the specified characters parsed from the original string that may be the null string.

Example

```
Right$(" (404) 555-1234", 4)
```

In this example, Word Pro starts at the rightmost character in the phone number, extracts the last characters (1234) and inserts them into the document at the power field insertion point.

```
{button ,AL(`H_FIELDS_OVER;H_PREDEFINED_POWER_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STE  
PS',0)} See related topics
```

SectionName

Returns the name of the section in which the power field is located.

Syntax

SectionName

Return Value

Returns the name of the section in which the power field is located. If the field is not in a section, it returns the null string.

Example

SectionName

In a document with one section named "Analysis" and another named "Executive Summary," this example inserts "Analysis" when the power field is located in the Analysis section and "Executive Summary" when the power field is located in the Executive Summary section.

```
{button ,AL(`H_PREDEFINED_POWER_FIELDS_OVER;H_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STE  
PS;H_SECTIONS_OVER',0)} See related topics
```

Example: Seq power field

This example shows how Seq power fields containing two different Sequence Names can be placed in one or more documents to produce one numbered sequence which continues across documents and a second numbered sequence which restarts with each new set of figures.

The power fields would read as follows:

Document One

[document text]

Figure # <Seq Figurenumber = 1 %N1>

[document text]

Figure # <Seq Figurenumber + 1 %N1><Seq subfigurenumber = 1 %N5>

[document text]

Figure # <Seq Figurenumber + 0 %N1><Seq subfigurenumber + 1 %N5>

[document text]

Figure # <Seq Figurenumber + 1 %N1>

[document text]

Figure # <Seq Figurenumber + 1 %N1><Seq subfigurenumber = 1 %N5>

Figure # <Seq Figurenumber + 0 %N1><Seq subfigurenumber + 1 %N5>

[document text]

Figure # <Seq Figurenumber + 1 %N1>

Document Two

[document text]

Figure # <Seq Figurenumber = 6 %N1>

[document text]

Figure # <Seq Figurenumber + 1 %N1>

The result of the power fields would read as follows:

Document One

[document text]

Figure # 1

[document text]

Figure # 2a

[document text]

Figure # 2b

[document text]

Figure # 3

[document text]

Figure # 4a

Figure # 4b

[document text]

Figure # 5

Document Two

[document text]

Figure # 6

[document text]

Figure # 7

PS;H_SEQ_STEPS',0}} [See related topics](#)

Seq

Inserts a sequential number in one of five formats listed in the "Options" box. Use the first Seq power field to set the starting value of your numbered sequence. Use subsequent power fields with the same *SequenceName* to increment that number throughout the rest of your document. All sequence numbers must be integers greater than or equal to zero. Any Seq statement which returns a negative number will result in an error.

Syntax

Seq *SequenceName* [= <value> + <value> - <value>] %Format

SequenceName is the name you give to a particular sequence of numbers. You can create as many numbered sequences as you need.

- The first instance of each *SequenceName* in your document has a default value of 1.
- The value of each subsequent instance of that particular *SequenceName* is incremented automatically by 1.
 - = Value - Sets the value of *SequenceName* to the value specified
 - + Value - Increments the value of *SequenceName* by the value specified
 - Value - Decrements the value of *SequenceName* by the value specified

You may use one of the three above options. If you do not specify an option, the value of *SequenceName* is incremented by 1 or set to 1 (if this is the first instance).

Format specifies the display numeric format for

- %N1 - Arabic (1, 2, 3)
- %N2 - Uppercase Roman Numerals (I, II, III)
- %N3 - Lowercase Roman Numerals (i, ii, iii)
- %N4 - Uppercase Alphabetic (A, B, C)
- %N5 - Lowercase Alphabetic (a, b, c)

Return Value

Returns a sequential number in one of five formats listed in the "Options" box.

{button ,AL(`H_SEQ_EX',1)} [See example](#)

{button ,AL(`H_PREDEFINED_POWER_FIELDS_OVER;H_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STEPS;H_SEQ_EX',0)} [See related topics](#)

Set

Defines and sets the value of a Global Variable. This variable and its value are then available to all documents as long as the document which contains the Set power field is open. If the Set power field is deleted, the variable and its value remain available until you exit Word Pro. Once you delete a Set power field and exit Word Pro, the value of the variable will remain in those power fields which use that variable until you update those power Fields.

Syntax

Set *GlobalVariableName* *expression*

The value of *GlobalVariableName* is set to the value of the *expression*. You can use Set to modify text in multiple documents if you open the documents and update the power fields.

Return Value

Does not display a value.

Example

```
Set myname "John Smith"
```

This example assigns the text string "John Smith" as the value of the variable *myname*. The variable *myname* and its value are then available until you delete them. Once deleted, the value "John Smith" will remain in any power field that used the variable until that power field is updated.

```
<Set total total + subtotal>
```

This example adds the current value of the variable *total* to the value of *subtotal* and then changes the value of *total* to match the result.

{button ,AL(^H_FIELDS_OVER;H_PREDEFINED_POWER_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STE
PS',0)} [See related topics](#)

Skip

Skips over a merge record when you perform a merge.

Syntax

Use this power field in conjunction with a qualifying power field such as IF...ENDIF when you want a merge procedure to skip certain records. Always insert the Skip power field within a merge document rather than its data file.

Return Value

Does not return a value.

Example

```
IF <ZIP>!= "30347-1334" Skip ENDIF
```

This example checks to see if the zip code for the current merge record equals "30347-1334." If it does, Word Pro skips the record during the merge.

```
<IF Decide("Do you want to include this record?") "" ELSE Skip ENDIF>
```

Inserted at the top or bottom of a merge document, this example prompts you before merging each record. If you click Yes, the record is merged. If you click No, the record is skipped. Note that this example does not display skipped records.

{button ,AL(`H_FIELDS_OVER;H_PREDEFINED_POWER_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STEPS;H_MERGE_OVER;H_MERGING_SPECIFIED_RECORDS_STEPS',0)} [See related topics](#)

StrCat\$

Concatenates text strings to make a single text string. You can append any number of text strings together at one time.

Syntax

```
StrCat$("Text1","Text2"[,"Text3"..])
```

Text1 is a string to which Word Pro appends *Text2*.

Text2 is a string which Word Pro appends to *Text1*.

Text3 is a string which Word Pro appends to *Text1* and *Text2*.

Return Value

Returns the new string.

Example

```
StrCat$(Query$("Type greeting here:"), " Mr. Jones")
```

This example concatenates the text you type in the "Query" box with "(space) Mr. Jones".

```
Strcat$(Fname, " ",Lname)
```

In this example, Fname is a merge field which contains first names and Lname is a merge field which contains last names. The StrCat\$() concatenates the two fields with the space in between and inserts the whole string into the merged document as each record is merged.

{button ,AL(^H_FIELDS_OVER;H_PREDEFINED_POWER_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STE
PS',0)} [See related topics](#)

StrField\$

Extracts individual fields from a field delimited string. The function assumes a record format where variable length fields have a unique character separating them from each other.

Syntax

StrField\$(*textstring*, *fieldnumber*, *separator*)

textstring is the string from which Word Pro extracts the field.

fieldnumber is the number of the field (or column number) to extract from *textstring* (1 = first field).

separator is the character that separates the fields in *textstring*. (comma, space, etc.)

Return Value

Returns the extracted field. If there are not enough fields in the string, it returns -1. If the desired field is empty, it returns the null string.

Example

```
StrField$("one,two,three", 2, ",")
```

This example inserts the word "two" in the document.

```
{button ,AL(^H_FIELDS_OVER;H_PREDEFINED_POWER_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STE  
PS',0)} See related topics
```

String Manipulation Fields

FormatNum\$

LCase\$

Left\$

Len

Mid\$

Right\$

StrCat\$

StrField\$

UCase\$

Task Automation Fields

Call

Decide

Message

PrintEscape

Query\$

ExecuteScript

Title

Displays the contents of the "Title" field located on the Personal panel in the Word Pro Preferences dialog box.

Syntax

Title

Return Value

Returns the contents of the "Title" field. If the field is empty, it returns the null string.

Example

Title

This example displays Manager if the text in the "Title" field is Manager.

```
{button ,AL(^H_FIELDS_OVER;H_PREDEFINED_POWER_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STEPS;H_SPECIFYING_PERSONAL_INFORMATION_TO_USE_WITH_SMARTMASTERS_STEPS',0)} See related topics
```

TOC

Marks text to reference as a table of contents (TOC) entry. When you generate the table of contents, Word Pro includes the specified text in the TOC. This is the same as selecting text, choosing Text - Mark Text As, and choosing TOC Entry.

Syntax

TOC *levelnum* "*TOCText*"

levelnum is the number for the level of the TOC entry.

TOCText is the text which you want to appear in the TOC.

Return Value

Does not return a value.

Example

```
TOC 1 "Making Bread"
```

This example marks the text "Making Bread" as a level1 TOC entry. This is the same as selecting the "Making Bread" heading in your document, choosing Text - Mark Text As, and then choosing TOC Entry.

```
{button ,AL('H_PREDEFINED_POWER_FIELDS_OVER;H_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STE  
PS;H_TABLE_OF_CONTENTS_OVER',0)} See related topics
```

TotalEditingTime

A power field that inserts the accumulated total number of minutes (as a whole number) that you kept the document open.

Syntax

TotalEditingTime

Return Value

Returns the accumulated total number of minutes (as a whole number) that you kept the document open.

Example

```
Set Cost Rate * TotalEditingTime
```

This example multiplies the number of minutes (TotalEditingTime) by the pay rate (Rate) and inserts the results into Cost.

```
{button ,AL(`H_PREDEFINED_POWER_FIELDS_OVER;H_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STE  
PS',0)} See related topics
```

UCase\$

Converts lower case letters to upper case letters. UCase\$ does not convert the case of punctuation or numbers.

Syntax

```
UCase$("textstring")
```

Textstring is the string which should be uppercased.

Return Value

Returns the string with all uppercase letters.

Example

```
UCase$("hello")
```

This example converts "hello" to "HELLO".

```
{button ,AL(`H_FIELDS_OVER;H_PREDEFINED_POWER_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STE  
PS',0)} See related topics
```

Details: Unlocking a power field

Unlocking a power field allows Word Pro to update the power field output when you choose Update or Update All.

Unlocking one power field does not unlock all instances of that power field. You can lock or unlock multiple copies of the same power field independently of one another.

{button ,AL('H_UNLOCKING_A_POWER_FIELD_STEPS',1)} [Go to procedure](#)

{button ,AL('H_INSERTING_A_POWER_FIELD_STEPS;H_CREATING_A_CUSTOM_POWER_FIELD_STEPS;H_EDITING_A_POWER_FIELD_STEPS;H_LOCKING_A_POWER_FIELD_STEPS;H_PRINTING_POWER_FIELD_INSTRUCTIONS_STEPS;H_UPDATING_A_POWER_FIELDS_OUTPUT_STEPS;H_UPDATING_ALL_POWER_FIELDS_STEPS;H_UPDATING_FIELDS_WITH_THE_AUTO_RUN_FEATURE_STEPS;H_UPDATING_FIELDS_WITH_THE_CONVERT_ON_NEW_FEATURE_STEPS',0)} [See related topics](#)

Unlocking a power field

1. Locate the power field you want to unlock.
2. Place the insertion point within that power field.
3. From the Text menu, choose Insert Other.
4. Choose Power/Doc. Field.
5. Deselect "Lock."
6. Click Apply.
7. Click Close.

{button ,AL('H_UNLOCKING_A_POWER_FIELD_DETAILS',1)} [See details](#)

{button ,AL('H_INSERTING_A_POWER_FIELD_STEPS;H_CREATING_A_CUSTOM_POWER_FIELD_STEPS;H_EDITING_A_POWER_FIELD_STEPS;H_LOCKING_A_POWER_FIELD_STEPS;H_PRINTING_POWER_FIELD_INSTRUCTIONS_STEPS;H_UPDATING_A_POWER_FIELDS_OUTPUT_STEPS;H_UPDATING_ALL_POWER_FIELDS_STEPS;H_UPDATING_FIELDS_WITH_THE_AUTO_RUN_FEATURE_STEPS;H_UPDATING_FIELDS_WITH_THE_CONVERT_ON_NEW_FEATURE_STEPS',0)} [See related topics](#)

Details: Updating all power fields

This procedure updates all unlocked power fields.

Word Pro updates all unlocked power fields which are set to auto run each time you open or save a document, and each time you generate a table of contents or an index.

Word Pro will also update unlocked fields each time you print the document if you specify "Update Power Fields" in the Print Options dialog box.

{button ,AL('H_UPDATING_ALL_POWER_FIELDS_STEPS',1)} [Go to procedure](#)

{button ,AL('H_INSERTING_A_POWER_FIELD_STEPS;H_CREATING_A_CUSTOM_POWER_FIELD_STEPS;H_EDITING_A_POWER_FIELD_STEPS;H_LOCKING_A_POWER_FIELD_STEPS;H_PRINTING_POWER_FIELD_INSTRUCTIONS_STEPS;H_UPDATING_A_POWER_FIELDS_OUTPUT_STEPS;H_UNLOCKING_A_POWER_FIELD_STEPS;H_UPDATING_FIELDS_WITH_THE_AUTO_RUN_FEATURE_STEPS;H_UPDATING_FIELDS_WITH_THE_CONVERT_ON_NEW_FEATURE_STEPS',0)} [See related topics](#)

Updating all power fields

1. Place the insertion point in a power field.
2. Click the right mouse button.
3. Choose Update All Fields.



{button ,AL(^H_UPDATING_ALL_POWER_FIELDS_DETAILS',1)} [See details](#)

{button ,AL(^H_INSERTING_A_POWER_FIELD_STEPS;H_CREATING_A_CUSTOM_POWER_FIELD_STEPS;H_EDITING_A_POWER_FIELD_STEPS;H_LOCKING_A_POWER_FIELD_STEPS;H_PRINTING_POWER_FIELD_INSTRUCTIONS_STEPS;H_UPDATING_A_POWER_FIELDS_OUTPUT_STEPS;H_UNLOCKING_A_POWER_FIELD_STEPS;H_UPDATING_FIELDS_WITH_THE_AUTO_RUN_FEATURE_STEPS;H_UPDATING_FIELDS_WITH_THE_CONVERT_ON_NEW_FEATURE_STEPS',0)} [See related topics](#)

Details: Updating a power field's output

This procedure updates a single power field.

Word Pro updates all unlocked power fields which are set to auto run each time you open or save a document, and each time you generate a table of contents or an index.

Word Pro will also update unlocked fields each time you print the document if you select "Fields" in the Update box in the Print Options dialog box.

{button ,AL('H_UPDATING_A_POWER_FIELDS_OUTPUT_STEPS',1)} [Go to procedure](#)

{button ,AL('H_INSERTING_A_POWER_FIELD_STEPS;H_DELETING_A_POWER_FIELD_STEPS;H_PREDEFINE
D_POWER_FIELDS_OVER;H_EDITING_A_POWER_FIELD_STEPS;H_LOCKING_A_POWER_FIELD_STEPS;
H_UNLOCKING_A_POWER_FIELD_STEPS;H_UPDATING_ALL_POWER_FIELDS_STEPS;H_UPDATING_FIEL
DS_WITH_THE_AUTO_RUN_FEATURE_STEPS;H_UPDATING_FIELDS_WITH_THE_CONVERT_ON_NEW_FE
ATURE_STEPS',0)} [See related topics](#)

Updating a power field's output

1. Place the insertion point within the power field you want to update.
2. Click the right mouse button.
3. Choose Update Field.



{button ,AL(`H_UPDATING_A_POWER_FIELDS_OUTPUT_DETAILS',1)} [See details](#)

{button ,AL(`H_FIELDS_OVER;H_LOCKING_A_POWER_FIELD_STEPS;H_UNLOCKING_A_POWER_FIELD_STEPS;H_PRINTING_POWER_FIELD_INSTRUCTIONS_STEPS;H_UPDATING_ALL_POWER_FIELDS_STEPS;H_UPDATING_FIELDS_WITH_THE_AUTO_RUN_FEATURE_STEPS;H_UPDATING_FIELDS_WITH_THE_CONVERT_ON_NEW_FEATURE_STEPS',0)} [See related topics](#)

Details: Updating fields with the Auto run feature

Selecting Auto run

The Auto run feature updates unlocked power fields each time the document is opened.

Clicking Apply to save changes

Word Pro saves changes to a power field each time you click Apply. However, Word Pro leaves the Document Fields dialog box open so you can edit other fields. When you are finished editing fields, click Close to close the dialog box.

{button ,AL(`H_UPDATING_FIELDS_WITH_THE_AUTO_RUN_FEATURE_STEPS',1)} [Go to procedure](#)
{button ,AL(`H_INSERTING_A_POWER_FIELD_STEPS;H_DELETING_A_POWER_FIELD_STEPS;H_EDITING_A_POWER_FIELD_STEPS;H_LOCKING_A_POWER_FIELD_STEPS;H_UNLOCKING_A_POWER_FIELD_STEPS;H_UPDATING_A_POWER_FIELDS_OUTPUT_STEPS;H_UPDATING_ALL_POWER_FIELDS_STEPS;H_UPDATING_FIELDS_WITH_THE_CONVERT_ON_NEW_FEATURE_STEPS',0)} [See related topics](#)

Updating fields with the Auto run feature

1. Locate the power field you want to update.

Note From the View menu, choose Show/Hide, and then choose Power Field Formulas to toggle the display of power field formulas.

2. Place the insertion point within that power field.
3. From the Text menu, choose Insert Other.
4. Choose Power/Doc. Field.
5. Select "Auto run."
6. Click Apply.
7. Click Close.

{button ,AL(`H_UPDATING_FIELDS_WITH_THE_AUTO_RUN_FEATURE_DETAILS',1)} [See details](#)

{button ,AL(`H_INSERTING_A_POWER_FIELD_STEPS;H_FIELDS_OVER;H_EDITING_A_POWER_FIELD_STEPS;H_LOCKING_A_POWER_FIELD_STEPS;H_UNLOCKING_A_POWER_FIELD_STEPS;H_PRINTING_POWER_FIELD_INSTRUCTIONS_STEPS;H_UPDATING_A_POWER_FIELDS_OUTPUT_STEPS;H_UPDATING_ALL_POWER_FIELDS_STEPS;H_UPDATING_FIELDS_WITH_THE_CONVERT_ON_NEW_FEATURE_STEPS',0)} [See related topics](#)

Details: Updating fields with the Convert on New feature

The "Convert on new" option allows you to define a power field in a SmartMaster so that each time you create a new document from that SmartMaster, the power field updates and converts to text.

This option is useful when you want personal information about the person creating the document (such as user name or company name) inserted in a new document, but you don't want the information updated after you create the document.

The "Convert on New" option has no effect on an existing document.

{button ,AL(`H_UPDATING_FIELDS_WITH_THE_CONVERT_ON_NEW_FEATURE_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_INSERTING_A_POWER_FIELD_STEPS;H_DELETING_A_POWER_FIELD_STEPS;H_PREDEFINE
D_POWER_FIELDS_OVER;H_CREATING_A_CUSTOM_POWER_FIELD_STEPS;H_EDITING_A_POWER_FIEL
D_STEPS;H_LOCKING_A_POWER_FIELD_STEPS;H_UNLOCKING_A_POWER_FIELD_STEPS;H_PRINTING_
POWER_FIELD_INSTRUCTIONS_STEPS;H_UPDATING_ALL_POWER_FIELDS_STEPS;H_UPDATING_FIELD
S_WITH_THE_AUTO_RUN_FEATURE_STEPS',0)} [See related topics](#)

Updating fields with the Convert on New feature

1. Place the insertion point in the power field you want to update.
 2. From the Text menu, choose Insert Other.
 3. Choose Power/Doc. Field.
 4. Select "Convert on New."
 5. Click Apply.
 6. Click Close.
-

{button ,AL(`H_UPDATING_FIELDS_WITH_THE_CONVERT_ON_NEW_FEATURE_DETAILS',1)} [See details](#)

{button ,AL(`H_INSERTING_A_POWER_FIELD_STEPS;H_EDITING_A_POWER_FIELD_STEPS;H_LOCKING_A_POWER_FIELD_STEPS;H_UNLOCKING_A_POWER_FIELD_STEPS;H_PRINTING_POWER_FIELD_INSTRUCTIONS_STEPS;H_UPDATING_ALL_POWER_FIELDS_STEPS;H_UPDATING_FIELDS_WITH_THE_AUTO_RUN_FEATURE_STEPS;H_FIELDS_OVER',0)} [See related topics](#)

UserName

Displays the contents of the "UserName" field located on the Personal panel in the Word Pro Preferences dialog box.

Syntax

UserName

Return Value

Returns the value of the "UserName" field. If the field is empty, it returns the null string.

Example

UserName

This example displays Jane Doe if the text in the "User name" field is Jane Doe.

```
{button ,AL(^H_FIELDS_OVER;H_PREDEFINED_POWER_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STEPS;H_SPECIFYING_PERSONAL_INFORMATION_TO_USE_WITH_SMARTMASTERS_STEPS',0)} See related topics
```

User

This field lets the user place anything inside a power field. Any instructions inside the User power field are not executed when the power field is updated.

Syntax

User *Anything*

Return Value

Does not return a value

Example

User 1 This is a test

The field is inserted, but does not display.

```
{button ,AL(`H_FIELDS_OVER;H_PREDEFINED_POWER_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STE  
PS',0)} See related topics
```

Using proper syntax in power field instructions

Power field instructions use the following syntax conventions:

- Surround all text strings with quotation marks, " ".
- Angle brackets, < >, indicate where power fields begin and end. Do not use them in the power field instructions unless they are part of an expression (for example, NumPages>5).
- Parentheses, (), indicate parameters for macro commands.
- Square brackets, [], indicate that a parameter is optional. Do not include the brackets in the power field instructions.
- Do not place a global variable within quotation marks.
- If Word Pro displays a message about an undefined variable, click OK. Word Pro may insert the message into the document as the result of the power field. When you later define the variable, Word Pro replaces the message with the correct result.

{button ,AL(`H_FIELDS_OVER;H_FORMATTING_POWER_FIELD_DATES_AND_TIMES_STEPS;H_INSERTING_A_POWER_FIELD_STEPS;H_DELETING_A_POWER_FIELD_STEPS;H_PREDEFINED_POWER_FIELDS_OVER;H_EDITING_A_POWER_FIELD_STEPS;H_PRINTING_POWER_FIELD_INSTRUCTIONS_STEPS',0)} See related topics

Void

Performs the action you specify without inserting a value into the document. Void must precede the expression that inserts unwanted results. You can use Void to suppress any display results you do not want. For example, a macro command displays 0 until you initiate an action.

Syntax

Void expression

Expression is any combination of power fields which could normally be used in a document.

Return Value

Does not return a value.

Example

exec "clock.exe"

This example displays the return code for the "Exec" power field in the document (returns a number).

void exec "clock.exe"

This example does not display the return code.

```
{button ,AL(`H_FIELDS_OVER;H_PREDEFINED_POWER_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STE  
PS',0)} See related topics
```

Add Other Server dialog box

Use this dialog box to add a server that is not part of the local Lotus Notes network.

1. Enter the name of the Notes server in the "Server" box.
2. Click OK.

If the server is available, it will be added to your list of available Lotus Notes servers.

Add Remove Servers dialog box

By default, all Notes servers on your local network display in your list of available Lotus Notes servers. If you want to display only certain Notes servers in your list, complete the following steps.

1. Deselect "Always include local servers in my server list."
2. To remove servers from your list, select the server in the "My Server List" box and click Remove.
To remove all servers from your list, click Remove All.
3. To add servers to your list, select the server in the "Local Notes Servers" and click Add.
The Add button is available only if you deselect "Always include local servers in my server list."
4. To add Notes servers that are not part of your local network, click Other, and enter the server name.
5. Click OK.

Attachment Properties dialog box

This dialog displays information about the currently selected attachment.

File

The name of the attachment.

Length

The size of the attachment.

Created

The date the attachment was created.

Modified

The most recent date the attachment was modified.

Details: Opening a document

File name

Type the document name in the "File name" box or select the drive and directory of the desired document.

If you select the drive and directory, all the documents with the chosen format in the directory appear in the list. Select the desired document from the list to display in the "File name" box.

Files of type

Enables you to specify a file format.

You do not have to specify an extension unless you are importing the file.

Look in

Displays all the drives and folders that are available to your system.

Description

Displays a brief description of the document.

Date/time/file size stamp

Displays the last save date/time and the size of a selected document.

{button ,AL('H_OPENING_A_DOCUMENT_STEPS',1)} [Go to procedure](#)

{button ,AL('H_OPENING_AN_EXISTING_DOCUMENT_USING_THE_WELCOME_SCREEN_STEPS;H_ENTERING_A_PASSWORD_FOR_DOCUMENT_ACCESS_STEPS;H_REMOVING_AN_EDITOR_FROM_DOCUMENT_ACCESS_STEPS;H_VERIFYING_ASSIGNED_EDITORS_STEPS;H_OPENING_A_DOCUMENT_FROM_A_NOTES_DATABASE_STEPS',0)} [See related topics](#)

Details: Opening a document from a Notes database

Look in

Lists all available Lotus Notes servers.

Up One Level



Takes the current display up one level in the hierarchy. For example, if you have a Notes document selected, pressing this button selects the view or category that contains the document. If you have a Notes view selected, pressing this button selects the database that contains the view.

Add/Modify Notes Server



Displays the Add/Remove Servers dialog box.

Properties



If you have an attachment selected, this button displays the properties of that attachment.

Refresh



Refreshes the currently selected item. For example, if you have a Notes document selected, pressing this button refreshes the list of attachments contained within that document.

List



Displays items in an abbreviated list format.

Details



Displays items with applicable detail information. For example, the Details view displays attachments along with their file size, document type, and last modified date.

File name

Allows you to enter the filename to open or save.

Files of type

Allows you to select the type of file to open or save.

Browse

Allows you to select local Notes databases not stored in your Notes data directory.

```
{button ,AL('H_OPENING_A_DOCUMENT_FROM_A_NOTES_DATABASE_STEPS',1)} Go to procedure
{button ,AL('H_OPENING_A_DOCUMENT_STEPS;H_SAVING_A_DOCUMENT_TO_A_NOTES_DATABASE_STEPS;H_WP_OPENING_A_DOCUMENT_FROM_AN_FTP_SERVER_ON_THE_INTERNET_STEPS;H_WP_OPENING_A_DOCUMENT_FROM_A_WEB_SERVER_ON_THE_INTERNET_STEPS;H_SELECTING_THE_NOTES_DOCUMENT_STEPS;H_SELECTING_THE_NOTES_FILE_STEPS;',0)} See related topics
```

Opening a document from a Notes database

1. From the File menu, choose Open.



2. Click Lotus Notes to display the "Open from Lotus Notes/Domino" dialog box.

3. Select the server in either the "Look in" or "Available Servers" box.

You can also select "Add/Modify Notes Servers" in the "Look in" box to add a remote Notes server.

4. Click the "+" to expand the appropriate database, view, and document category.

Note Not all views contain document categories.

5. Select the desired document, then select the desired attachment from the right hand display pane.

6. Click Open.

{button ,AL('H_OPENING_A_DOCUMENT_FROM_A_NOTES_DATABASE_DETAILS',1)} [See details](#)

{button ,AL('H_OPENING_A_DOCUMENT_STEPS;H_SAVING_A_DOCUMENT_TO_A_NOTES_DATABASE_STEPS;H_WP_OPENING_A_DOCUMENT_FROM_AN_FTP_SERVER_ON_THE_INTERNET_STEPS;H_WP_OPENING_A_DOCUMENT_FROM_A_WEB_SERVER_ON_THE_INTERNET_STEPS;H_SELECTING_THE_NOTES_DOCUMENT_STEPS;H_SELECTING_THE_NOTES_FILE_STEPS',0)} [See related topics](#)

Opening a document

1. From the File menu, choose Open.



2. Specify the desired document in the "File name" box by typing it or selecting it from the list.

{button ,AL(`H_OPENING_A_DOCUMENT_DETAILS',1)} [See details](#)

3. If you want to display a document with a different extension, select the file type from the "Files of type" box.

4. Click Open.

{button ,AL(`H_OPENING_A_DOCUMENT_DETAILS',1)} [See details](#)

{button ,AL(`H_OPENING_AN_EXISTING_DOCUMENT_USING_THE_WELCOME_SCREEN_STEPS;H_ENTERING_A_PASSWORD_FOR_DOCUMENT_ACCESS_STEPS;H_REMOVING_AN_EDITOR_FROM_DOCUMENT_ACCESS_STEPS;H_VERIFYING_ASSIGNED_EDITORS_STEPS;H_SPECIFYING_ACCESS_RIGHTS_TO_A_DOCUMENT_STEPS;H_OPENING_A_DOCUMENT_FROM_A_NOTES_DATABASE_STEPS;H_WP_OPENING_A_DOCUMENT_FROM_AN_FTP_SERVER_ON_THE_INTERNET_STEPS;H_WP_OPENING_A_DOCUMENT_FROM_A_WEB_SERVER_ON_THE_INTERNET_STEPS',0)} [See related topics](#)

Open dialog box

You can open a document on your hard drive, a network drive, from Lotus Notes, or from the Internet.

Choose a task:

[Opening a document](#)

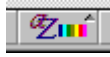
[Opening a document from an FTP server](#)


[Opening a document from a Notes database](#)

[Opening a document from a Web server](#)

Applying a color to text using the status bar

1. Select the text or place the insertion point where you are about to type.
To change a single word, place the insertion point anywhere in the word.



2. Click the Color button  on the status bar.
3. Select a color.

{button ,AL('H_APPLYING_A_COLOR_TO_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_CREATING_A_CUSTOM_COLOR_STEPS;H_STATUS_BAR_OVER',0)} [See related topics](#)

Bolding text using the status bar

Show me a QuickDemo

1. Select the text or place the insertion point at the desired location.
2. Click the Bold button on the status bar.



{button ,AL('H APPLYING_ATTRIBUTES_USING_A_CYCLEKEY_STEPS;H APPLYING_A_COLOR_TO_TEXT_USING_THE_STATUS_BAR_STEPS;H STATUS_BAR_OVER;H ITALICIZING_TEXT_USING_THE_STATUS_BAR_STEPS;H UNDERLINING_TEXT_USING_THE_STATUS_BAR_STEPS;H APPLYING_A_FONT_TO_TEXT_USING_THE_STATUS_BAR_STEPS',0)} See related topics

Details: Displaying statistics using the status bar

You can select one of the options below from the popup list on the status bar. The option you select displays on the status bar until you choose another selection.

<u>Option...</u>	<u>What Word Pro does...</u>
Document Path	Displays the path (drive and directory) for the current document. If you have not yet saved the document, Word Pro displays the default path specified on the Locations tab in the Word Pro Preferences dialog box.
Time and Date	Displays the current system time and date.
Editing type	Displays information about the editing mode for the current document. The document can be in either insert or typeover mode. The document can also be in either Markup Edits or Read Only mode.
Editor	Displays the current user's editor name as specified on the Personal tab in the Word Pro Preferences dialog box.
Language	Displays the language being used for the current document.
Position	Displays the location of the insertion point in the current document.
Version	Displays the version of the current document and whether it is editable or read-only.
Document Type	Displays the type of file for the current document. This is the same file type used in the Open dialog box.

{button ,AL(^H_DISPLAYING_STATISTICS_USING_THE_STATUS_BAR_STEPS',1)} [Go to procedure](#)

{button ,AL(^H_STATUS_BAR_OVER;H_VERSIONING_OVER;H_LANGUAGE_OPTIONS_OVER;H_COUNTING_WORDS_IN_A_DOCUMENT_STEPS;H_TEAMSECURITY_OVER;H_SPECIFYING_A_TYPING_MODE_STEPS;H_RECEIVING_MAIL_USING_THE_STATUS_BAR_STEPS',0)} [See related topics](#)

Displaying statistics using the status bar

1. Click the Status button on the status bar.
2. Select the statistic you want to display on the bar.

{button ,AL(`H_DISPLAYING_STATISTICS_USING_THE_STATUS_BAR_DETAILS',1)} [See details](#)

{button ,AL(`H_STATUS_BAR_OVER;H_VERSIONING_OVER;H_LANGUAGE_OPTIONS_OVER;H_COUNTING_WORDS_IN_A_DOCUMENT_STEPS;H_TEAMSECURITY_OVER;H_SPECIFYING_A_TYPING_MODE_STEPS',0)
} [See related topics](#)

Going to a specific page using the status bar


1. Click the Page Status button on the status bar.

Pg 1

2. In the "Type of document part to go to" box, select Page.
3. Type the desired page number in the box, or select the desired page from the list.
4. Click OK.


{button ,AL(^H_STATUS_BAR_OVER;H_SCROLLING_TO_MOVE_THROUGH_A_DOCUMENT_STEPS;H_KEYBOARD_SHORTCUTS_FOR_COMMANDS_STEPS;H_KEYBOARD_SHORTCUTS_FOR_NAVIGATING_A_DOCUMENT_STEPS;H_GOING_TO_THE_PREVIOUS_PAGE_USING_THE_STATUS_BAR_STEPS;H_GOING_TO_THE_NEXT_PAGE_USING_THE_STATUS_BAR_STEPS;H_DISPLAYING_STATISTICS_USING_THE_STATUS_BAR_STEPS;H_GO_TO_OVER',0)} [See related topics](#)

Going to the next page using the status bar

To move to the top of the next page, click the page down indicator  on the status bar.

```
{button ,AL(^H_STATUS_BAR_OVER;H_SCROLLING_TO_MOVE_THROUGH_A_DOCUMENT_STEPS;H_KEYBOARD_SHORTCUTS_FOR_COMMANDS_STEPS;H_KEYBOARD_SHORTCUTS_FOR_NAVIGATING_A_DOCUMENT_STEPS;H_GOING_TO_A_SPECIFIC_PAGE_USING_THE_STATUS_BAR_STEPS',0)} See related topics
```

Going to the previous page using the status bar

To move to the top of the previous page, click the page up indicator  on the status bar.

```
{button ,AL(^H_STATUS_BAR_OVER;H_SCROLLING_TO_MOVE_THROUGH_A_DOCUMENT_STEPS;H_KEYBOARD_SHORTCUTS_FOR_COMMANDS_STEPS;H_KEYBOARD_SHORTCUTS_FOR_NAVIGATING_A_DOCUMENT_STEPS;H_GOING_TO_A_SPECIFIC_PAGE_USING_THE_STATUS_BAR_STEPS',0)} See related topics
```

Italicizing text using the status bar

Show me a QuickDemo

1. Select the text or place the insertion point at the desired location.
2. Click the Italics button on the status bar.



{button ,AL(^H APPLYING_ATTRIBUTES_USING_A_CYCLEKEY_STEPS;H APPLYING_A_COLOR_TO_TEXT_USING_THE_STATUS_BAR_STEPS;H STATUS_BAR_OVER;H BOLDING_TEXT_USING_THE_STATUS_BAR_STEPS;H UNDERLINING_TEXT_USING_THE_STATUS_BAR_STEPS;H APPLYING_A_FONT_TO_TEXT_USING_THE_STATUS_BAR_STEPS',0)} [See related topics](#)

Receiving mail using the status bar

1. Click the envelope icon on the status bar.



Word Pro accesses your electronic mail system.

2. To return to Word Pro, press ALT + ESC until the Word Pro window is active.

Note Word Pro checks for mail every ten minutes. The "new mail" indicator appears only when you have new mail.

{button ,AL(^H_TEAMREVIEW_ASSISTANT_OVER;H_STATUS_BAR_OVER;','0)} [See related topics](#)

Overview: Status bar

The status bar consists of buttons that provide shortcuts for Word Pro functions and commands. You can also display statistics about the current document from the status bar.

Choose a task:

[Apply a font to text](#)

[Apply a color to text](#)

[Change the size of text](#)

[Bold text](#)

[Italicize text](#)

[Underline text](#)

[Select a paragraph style](#)

[Correcting spelling errors while typing text](#)

[Using the Expert](#)

[Going to the previous page using the status bar](#)

[Going to a specific page using the status bar](#)

[Going to the next page using the status bar](#)

[Displaying statistics using the status bar](#)

[Receiving mail using the status bar](#)

[Canceling or continuing a print job](#)

{button ,AL(^H_SMARTICONS_OVER;H_WHAT_IS_A_MODELESS_BAR_OVER;H_INFOBOX_OVER;H_USING_T
HE_WORD_PRO_WINDOW_STEPS',0)} [See related topics](#)

Underlining text using the status bar

[Show me a QuickDemo](#)

1. Select the text or place the insertion point at the desired location.
2. Click the Underline button on the status bar.



{button ,AL('H APPLYING_ATTRIBUTES_USING_A_CYCLEKEY_STEPS;H APPLYING_A_COLOR_TO_TEXT_USING_THE_STATUS_BAR_STEPS;H STATUS_BAR_OVER;H ITALICIZING_TEXT_USING_THE_STATUS_BAR_STEPS;H BOLDING_TEXT_USING_THE_STATUS_BAR_STEPS;H APPLYING_A_FONT_TO_TEXT_USING_THE_STATUS_BAR_STEPS',0)} [See related topics](#)

Applying a style using a function key

1. Select or place the insertion point in the desired part(s) of the document.
2. Press the appropriate function key.

{button ,AL(`H APPLYING_A_STYLE_USING_THE_STYLE_STATUS_BUTTON_STEPS;H APPLYING_A_STYLE_USING_THE_INFOBOX_STEPS;H CREATING_A_STYLE_STEPS;H REDEFINING_A_STYLE_STEPS;H STYLES_OVER;H REMOVING_SETTINGS_NOT_IN_A_STYLE_STEPS;H USING_FAST_FORMAT_TO_FORMAT_TEXT_STEPS;H FINDING_AND_REPLACING_PARAGRAPH_STYLES_IN_A_DOCUMENT_STEPS';0)} See related topics

Applying a style using Fast Format

1. Place the insertion point in the paragraph that uses the style you want to apply.

2. From the Text menu, choose Fast Format.



3. Select the option "the paragraph's named style only (advanced)."

4. Click OK.

The mouse pointer changes to a paintbrush.

5. Click in the paragraph where you want to apply the style.

Word Pro changes the style of the paragraph, but does not override any previously applied formatting.

6. Repeat step 5 as many times as necessary.

7. When you are finished, choose Text - Fast Format again, or press ESC.



The mouse pointer changes back to an I-beam.

{button ,AL(`H APPLYING_A_STYLE_USING_THE_STYLE_STATUS_BUTTON_STEPS;H APPLYING_A_STYLE_USING_THE_INFOBOX_STEPS;H_CREATING_A_STYLE_STEPS;H_REDEFINING_A_STYLE_STEPS;H_STYLES_OVER;H_REMOVING_SETTINGS_NOT_IN_A_STYLE_STEPS;H_USING_FAST_FORMAT_TO_FORMAT_TEXT_STEPS;H_FINDING_AND_REPLACING_PARAGRAPH_STYLES_IN_A_DOCUMENT_STEPS',0)} See related topics

Applying a style using the InfoBox

1. Place the insertion point at the desired location .
2. Click the right mouse button.
3. Choose Properties.

For example, if you want to apply a style to a frame, choose Frame Properties.

4. Click the Style tab.



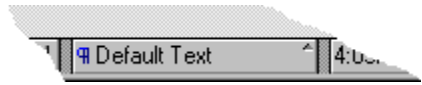
5. Select the desired style in the "Style" box.

```
{button ,AL(`H APPLYING_A_STYLE_USING_THE_STYLE_STATUS_BUTTON_STEPS;H APPLYING_A_STYLE_USING_FAST_FORMAT_STEPS;H_CREATING_A_STYLE_STEPS;H_REDEFINING_A_STYLE_STEPS;H_STYLES_OVER;H_INFOBOX_OVER;H_REMOVING_SETTINGS_NOT_IN_A_STYLE_STEPS;H_COPYING_A_STYLE_STEPS;H_DELETING_A_STYLE_STEPS;H_RENAMING_A_STYLE_STEPS;H APPLYING_A_PARAGRAPH_STYLE_USING_A_CYCLEKEY_STEPS;H_REMOVING_A_CHARACTER_STYLE_STEPS';0)} See related topics
```

Applying a style using the Style Status button

1. Place the insertion point at the desired location .
2. Click the Style Status button on the status bar.

The styles in the list change depending on the context of the insertion point. For example, when the insertion point is in a frame that contains text, the list contains character, paragraph, and frame styles. However, if the insertion point is in a paragraph of text, the list only contains character and paragraph styles.



3. Select the desired style.

{button ,AL('H APPLYING_A_STYLE_USING_THE_INFOBOX_STEPS;H REMOVING_SETTINGS_NOT_IN_A_STYLE_STEPS;H APPLYING_A_STYLE_USING_FAST_FORMAT_STEPS;H_CREATING_A_STYLE_STEPS;H_REDEFINING_A_STYLE_STEPS;H_STATUS_BAR_OVER;H_STYLES_OVER;H_FINDING_AND_REPLACING_PARAGRAPH_STYLES_IN_A_DOCUMENT_STEPS;H_CHARACTER_STYLES_OVER;H APPLYING_A_PARAGRAPH_STYLE_USING_A_CYCLEKEY_STEPS;H_REMOVING_A_CHARACTER_STYLE_STEPS';0)) See related topics

Assigning a function key to a style

Function keys can be used for [CycleKeys](#) or for applying styles, but not both. If the CycleKey feature is active when you assign a function key to a style, Word Pro disables the CycleKey feature for all documents. You can use the [CycleKey Setup Dialog Box](#) to turn on the CycleKey feature.

1. From the Text menu, choose Named Styles and then choose Manage.
2. Click Function Keys.

Tip

3. Select one style for each of the desired function keys.

Note All styles appear in the style lists including paragraph styles, cell styles, page styles, and so on.

4. Click OK to return to the Manage Styles dialog box.
5. Click Close.

{button ,AL('H_COPYING_A_STYLE_STEPS;H_RENAMING_A_STYLE_STEPS;H_DELETING_A_STYLE_STEPS;
H_REDEFINING_A_STYLE_STEPS;H_CREATING_A_STYLE_STEPS;H_STYLES_OVER;H_SETTING_THE_F2
_CYCLEKEY_SEQUENCE_FOR_STYLE_STEPS',0)} [See related topics](#)

From the File menu, you can also choose User Setup, and then choose Function Key Setup. Select "Assign Function Keys to Styles," and then click Style Setup.

Overview: Cell styles

Cell styles determine the format for table cells and parallel column blocks. To change the properties of cell styles, use the Table Cell InfoBox or the Column InfoBox.

Because one of the properties of a cell is the initial paragraph style used by that cell, you can use cell styles to format text within a cell. For example, suppose you create a table with table headings. You can create a Title cell style with a background color of yellow, and specify that it use the Heading paragraph style (which contains bold and centered properties.) Then you can apply the Title cell style to the table headings, which will have a yellow background, with bold and centered text.

If you have several cell styles that you use frequently in a table and you want to use the whole table at a later time, you can create a table style.

Cell styles contain the following format information:

- Cell protection
- Contents (drawings, frames, tables, and so on)
- Graphic scaling
- Line style and color placement, fill pattern, fill color
- Margins and tabs
- Numeric format and negative format
- Text direction, leaders
- Vertical alignment
- Watermarks

A table cell style is identified by a #.

{button ,AL('H_STYLES_OVER;H_CHARACTER_STYLES_OVER;H_FRAME_STYLES_OVER;H_PARAGRAPH_STYLES_OVER;H_PAGE_STYLES_OVER;H_HEADER_AND_FOOTER_STYLES_OVER;H_TABLE_STYLES_OVER;H_TABLES_AND_TABLE_CELLS_OVER',0)} [See related topics](#)

Overview: Character styles


You can use a character style when you want a specific look for a set of words or terms in your document. Character styles are an alternative to local formatting because just like local formatting they allow you to override the properties of the current paragraph style (without changing the paragraph style); however, they also allow you quick and easy access to formatting text.

For example, when you need to easily identify words which are defined in a glossary, you can create a character style named "MyGlossary" and set the attributes of the style to something which stands out such as 14-point and bold. Then you can apply the "MyGlossary" character style to the words in your document which are defined in the glossary. Later, if you decide that the glossary words should look different, you can change them all at the same time by changing the attributes of the "MyGlossary" style.

Applying a character style to text is not the same as applying a character attribute to text. While you can apply several character properties to the same text, such as bold, italics, and so on, you can only apply one character style. However, a character style can have several character properties.

Character styles contain the following format information:

- Attributes (bold, italic, underline, double underline, word underline, caps, language)
- Color (text, background)
- Font face
- Hyphenation
- Kerning
- Text size

A character style is identified by a .


{button ,AL(^H_STYLES_OVER;H_FRAME_STYLES_OVER;H_TABLE_STYLES_OVER;H_PAGE_STYLES_OVER;H_PARAGRAPH_STYLES_OVER;H_HEADER_AND_FOOTER_STYLES_OVER;H_CELL_STYLES_OVER;H_TABLE_STYLES_OVER;H_REMOVING_A_CHARACTER_STYLE_STEPS',0)} [See related topics](#)

Copying a style

You can copy one or more styles using an InfoBox.

1. Right-click on the document or division which contains the style you want to copy.
2. From the right-mouse menu, choose the appropriate Properties option.

For example, to delete a page style, right click on the page and choose Page Properties. To delete a cell style, right click on a cell and choose Cell Properties. To delete a paragraph style, right click on some text and choose Text Properties.

3. Click the  Style tab.

4. Click Manage Styles.

 Tip

5. Click Copy From.
6. Select whether you want to copy styles from another file or from within the current document.
If you copy within the current document, you can only copy styles from other divisions.
If you want to copy from another file, click Browse, select the desired file, and click Open.
7. Select the styles you want to copy in the "Select the styles to copy" box.
8. If there is more than one division and you want to copy this style to all the divisions, select the "Paste this style in all divisions in this document" option.
9. Click Copy to copy the styles and return to the Manage Styles dialog box.
If the style you are copying already exists, Word Pro asks if you want to overwrite, rename, or cancel.
10. Click Close.

{button ,AL('H_RENAMING_A_STYLE_STEPS;H_DELETING_A_STYLE_STEPS;H_REMOVING_SETTINGS_NOT_IN_A_STYLE_STEPS;H_DIVISIONS_OVER;H_WHAT_IS_A_SMARTMASTER_OVER;H_STYLES_OVER',0)}
[See related topics](#)

For paragraph or character styles, you can also choose Text - Named Styles and then Create to display the Create Style dialog box.

Details: Creating a hierarchy for styles

All properties

All properties of the currently selected object are stored in the style's definition. No properties come from the original style on which this style was based.

All local settings of current selection

Only the local properties of the currently selected object are stored in this style's definition. All other properties come from the original style on which this style was based. Word Pro automatically selects any properties that are different from those of the original style.

Specific properties

Only the checked properties of the currently selected object are stored in this style's definition. All other properties come from the original style on which this style was based. Word Pro automatically selects this option if you check or uncheck properties in the list.

Properties box

If you select "Specific properties," you can select or deselect properties that are stored as part of the current style.

{button ,AL('H_CREATING_A_HIERARCHY_FOR_STYLES_STEPS',1)} [Go to procedure](#)

{button ,AL('H_CREATING_A_STYLE_STEPS;H_REDEFINING_A_STYLE_STEPS;H_STYLES_OVER;H_CHARACTER_STYLES_OVER;H_FRAME_STYLES_OVER;H_PAGE_STYLES_OVER;H_PARAGRAPH_STYLES_OVER;H_TABLE_STYLES_OVER;H_CREATING_A_HIERARCHY_FOR_STYLES_EX',0)} [See related topics](#)

Example: Creating a hierarchy for styles

For example, suppose you want all headings and subheadings to be in the Helvetica font, but you want headings in 18-point black Helvetica and you want subheadings in 12-point blue Helvetica. You can create a Heading style and then create a SubHeading style based on the heading style. Creating styles in this manner allows you to create a main style, Heading, and base many subordinate styles on it.

To create the SubHeading style from the Heading style, do the following:

1. Format a paragraph using black, 18-point Helvetica.
2. Create a "Heading" style based on that paragraph and save it.
3. Change the point size and color of the paragraph to represent the first subheading style.
4. Create a "Subheading" style and click Hierarchy.
5. Choose "All local settings of current selection," and make sure that the attributes you want for the subheading are the only ones checked in the list box.
6. Click OK to create the Subheading style.

The Subheading style inherits its font (Helvetica) from the Heading. Any time you change the font for a Heading paragraph, all Subhead paragraphs will change as well.

This is my Heading

This is my SubHeading

Creating a hierarchy for styles

1. Display the Style Hierarchy Definition dialog box.

Tip

2. Select the properties you want to include as part of the definition of this style.

The properties selected in the lower box may change if you select one of the three options in the upper box.

{button ,AL('H_CREATING_A_HIERARCHY_FOR_STYLES_DETAILS',1)} [See details](#)

3. Click OK to return to the Create Style or Redefine Style dialog box.
4. Click OK.

{button ,AL('H_CREATING_A_HIERARCHY_FOR_STYLES_DETAILS',1)} [See details](#)

{button ,AL('H_CREATING_A_HIERARCHY_FOR_STYLES_EX',1)} [See example](#)

{button ,AL('H_CREATING_A_STYLE_STEPS;H_COPYING_A_STYLE_STEPS;H_DIVISIONS_OVER;H_DELETIN
G_A_STYLE_STEPS;H_REDEFINING_A_STYLE_STEPS;H_STYLES_OVER;H_CREATING_A_HIERARCHY_F
OR_STYLES_EX',0)} [See related topics](#)

Details: Creating a style

Style name

Style names are case-sensitive. For example, Word Pro differentiates between styles named **Heading** and **heading**.

Description

Type a description for the style you want to create. For example, you can explain when to use a particular style.

Style type

Specify the type of style you want to create. For example, if you are working in text, you can create either a paragraph or character style.

Create in all divisions

If you select this option, this style is available in the entire document. If you deselect this option, this style is only available in the current division.

Hierarchy

Specify the properties that you would like to include in the new style. Any properties you do not select are inherited from the original style.

{button ,AL(`H_CREATING_A_STYLE_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_STYLES_OVER;H_COPYING_A_STYLE_STEPS;H_DIVISIONS_OVER;H_DELETING_A_STYLE_STEPS;H_REDEFINING_A_STYLE_STEPS;H_CREATING_A_HIERARCHY_FOR_STYLES_STEPS',0)} [See related topics](#)

Creating a style

Show me a QuickDemo

You can create a style for any Word Pro object (character, header, footer, frame, paragraph, page, table, and table cell). Word Pro creates all styles "by example." This means that first you must format an object (character, paragraph, frame, and so on) and select it, then create the style based on the sample object you have selected.

1. Select the object (character, paragraph, and so on) on which you want to base the new style.
2. Click the right mouse button.
3. Choose Properties.

For example, if you want to create a style for a frame, choose Frame Properties.

4. Click the Style tab.



5. Click Create Style.

Tip

6. Specify a "Style name" and "Description" for the new style.
7. Choose an option in the "Style type" box.
8. Select or deselect "Create in all divisions."
9. Click OK.

When you create a style, Word Pro adds it to the Style Status list on the status bar.

{button ,AL('H_CREATING_A_STYLE_DETAILS',1)} See details

{button ,AL('H_STYLES_OVER;H_COPYING_A_STYLE_STEPS;H_DIVISIONS_OVER;H_DELETING_A_STYLE_STEPS;H_REDEFINING_A_STYLE_STEPS;H_CREATING_A_HIERARCHY_FOR_STYLES_STEPS',0)} See related topics

Deleting a style

You can delete one or more styles using an InfoBox.

1. Right-click on the document or division which contains the style you want to delete.
2. From the right-mouse menu, choose the appropriate Properties option.

For example, to delete a page style, right click on the page and choose Page Properties. To delete a cell style, right click on a cell and choose Cell Properties. To delete a paragraph style, right click on some text and choose Text Properties.

3. Click the Style tab.



4. Click Manage Styles.



Tip

5. Select the style you want to delete in the "Style name" box.
6. Click Delete.
7. If there is more than one division and you want to delete this style from all divisions, select the "Delete this style from all divisions in this document" option.
8. Click Yes to delete the style.
9. Click Close.

{button ,AL('H_RENAMING_A_STYLE_STEPS;H_COPYING_A_STYLE_STEPS;H_REMOVING_SETTINGS_NOT_IN_A_STYLE_STEPS;H_REDEFINING_A_STYLE_STEPS',0)} [See related topics](#)

To display the Style Hierarchy Definition dialog box, click the Styles panel in the appropriate InfoBox, click Create Style or Redefine Style, and click Hierarchy.


Overview: Frame styles

Frame styles determine formatting for frames in your document. When you create a frame, Word Pro uses the "Default Frame" style. When Word Pro creates a frame automatically (for example, when you import a picture), it uses the "Default Graphic/OLE" frame style. You can use these default styles, redefine these styles, or create and apply different styles to your frames.


Frame styles can be very useful if you need to create a document that will contain multiple frames with the same characteristics. For example, suppose you want several frames to stand out in a document. You can create a frame style with a thick shadow on its right side, color it blue, and name the style Shadow. Every time you select a frame in the document and apply the Shadow style to it, the frame appears with a blue and thick shadow on its right side. Assigning a style to a frame, ensures consistency and makes formatting easier.

Frame styles can contain the following format information:

- Columns
- Corners
- Contents (text, tables, parallel columns, or other frames)
- Fill pattern and color
- Graphic scaling
- Line placement, style, color
- Margins
- Placement and anchor options
- Shadow placement, size, color
- Size
- Tabs
- Watermarks
- Wrap options

A frame style is identified by a .

Drop Cap styles are a special subset of frame styles. When you create a Drop Cap in your document, it uses the Default Drop Cap style. You can format a Drop Cap by using the Frame InfoBox.

A Drop Cap style is identified by a .

{button ,AL(^H_STYLES_OVER;H_PARAGRAPH_STYLES_OVER;H_CHARACTER_STYLES_OVER;H_TABLE_STYLES_OVER;H_PAGE_STYLES_OVER;H_HEADER_AND_FOOTER_STYLES_OVER;H_FRAMES_OVER;H_CELL_STYLES_OVER',0)} [See related topics](#)


Overview: Header and footer styles

Header and footer styles are useful when you want specific text to appear in the headers or footers of your document. For example, suppose you regularly create two types of documents, one with the file name and revision date in the footer and one with page number and total number of pages in the footer. You can create two footer styles: "File Name" and "Page Number." As you create new documents and apply these two styles, the contents of the footer are automatically inserted and formatted according to the two footer styles that you defined.

Page styles and header/footer styles are related since page styles contain headers and footers. When you create or redefine a page style, the currently applied header and footer style names are saved in the new page style. When you apply a page style, Word Pro uses the current definition of header and footer styles to format header and footers. For example, suppose you define a page style, "Letter," that includes a header style named "Mine." The header style "Mine" has a blue background. If you change the properties of the header style "Mine" to have a red background, the page style "Letter" will use the new properties. Therefore, if you insert a page layout using the page style "Letter," the headers will use the header style "Mine" and will have a red background.

Header and footer styles contain the following format information (depending on the SmartMaster or document you are using):

- Content
- Lines around a page, including style, color, shadow, and designer borders
- Newspaper columns
- Page settings, size, orientation, and margins
- Scripts
- Tabs
- Text direction
- Vertical alignment
- Watermarks

A header style is identified by a  in the front of the style name.

A footer style is identified by a  in the front of the style name.

{button ,AL(^H_STYLES_OVER;H_CHARACTER_STYLES_OVER;H_FRAME_STYLES_OVER;H_PARAGRAPH_STYLES_OVER;H_TABLE_STYLES_OVER;H_PAGE_STYLES_OVER;H_HEADERS_AND_FOOTERS_OVER;H_CELL_STYLES_OVER',0)} [See related topics](#)

Manage Styles dialog box

You can copy, rename, and delete a style from this dialog box. You can also assign a function key to a style.

Choose a task:

[Renaming a style](#)

[Deleting a style](#)

[Copying a style](#)

[Assigning a function key to a style](#)

You can also choose Text - Named Styles and then Manage to display the Manage Styles dialog box.

Overview: Page styles

Page styles determine the page layout for pages in your document. Each time you insert a new page layout, division, or section, Word Pro uses a page style. If you want to change the page style, you can use the style tab of the Page layout InfoBox.

You can use page styles when you want several types of page formats in a document. For example, if your document needs to use single column formatting and three newspaper columns, you can create two page styles, one named "Single" and one named "Newspaper." As you create the document, you can insert page layouts and apply the page styles to create single columns or newspaper columns.

You can also use page styles when you want to change the look of an entire document. For example, suppose you have a long document with several sections and inserted page layouts that were created using the "Default Page" style. If you want to change the page margins for the entire document, you can change the margins for one section and redefine the "Default Page" style. By redefining the "Default Page," you change the margins for the entire document.

Page styles can contain the following format information (depending on the SmartMaster or document you are using):

- Contents (drawings, frames, graphics, parallel columns, tables, and so on)
- Lines around a page, including style, color, shadow, and designer borders
- Newspaper columns
- Page settings, size, orientation, and margins
- Scripts
- Tabs
- Text direction
- Vertical alignment
- Watermarks

A page style is identified by a [B](#).

{button ,AL(^H_STYLES_OVER;H_CHARACTER_STYLES_OVER;H_FRAME_STYLES_OVER;H_PARAGRAPH_STYLES_OVER;H_TABLE_STYLES_OVER;H_HEADER_AND_FOOTER_STYLES_OVER;H_PAGE_LAYOUT_OVER;H_CELL_STYLES_OVER',0)} [See related topics](#)

Overview: Paragraph styles

You use paragraph styles to determine the appearance of the text in your document. When you create a new document, Word Pro applies the "Default Text" paragraph style to the first paragraph you type. All Word Pro SmartMaster templates contain paragraph styles. You can apply paragraph styles to text in your document by using the style status button on the status bar, the InfoBox, Function Keys, or Fast Format.

When do I apply paragraph styles?

If you want to specify how your text appears (other than in "Default Text"), it's easy to define the style you want and use it as often as you like. If your document needs to have headings, subheadings, and regular text, you can define a paragraph style for "Headings," "Subheadings," and "Regular text."

When you type a heading paragraph, you can apply the appropriate "Heading" paragraph style. Using the "Heading" paragraph style means that each heading paragraph will be formatted in the same way. In addition, if you decide that you want a different format for all headings in your document, you can redefine the "Heading" paragraph style. Once you have redefined a style, all the paragraphs that use that style will automatically change to use the new format.

What kinds of information do they contain?

Paragraph styles contain the following format information:

- alignment and spacing, including indentation, line spacing, character spacing
- bullet appearance and placement
- character appearance including font, attributes, text color
- lines around a paragraph, including style, color, shadow
- overstrike characters (overstrike characters)
- rules about page breaks
- tabs
- outline settings

Note A paragraph style is identified by a ¶ .

{button ,AL(^H_STYLES_OVER;H_CHARACTER_STYLES_OVER;H_FRAME_STYLES_OVER;H_TABLE_STYLES_OVER;H_PAGE_STYLES_OVER;H_HEADER_AND_FOOTER_STYLES_OVER;H_CELL_STYLES_OVER',0)}
[See related topics](#)

If you are redefining paragraph or character styles, you can also choose Text - Named Styles and then Redefine to display the Redefine Style dialog box.

Redefining a style

To redefine a style you must first format an appropriate part of your document so that it has all the attributes which you want in your style. Then you can use the redefine style feature to transfer those attributes to the style. For example, if the Body Text style is set to 12-point plain text and you want the style to be 11 point italic text, you would first select a Body Text paragraph, change its attributes to 11 point italic, and then use the redefine style feature to apply those attributes to the style. Follow the steps below.

1. Click the right mouse button on a part of the document which uses the style you want to redefine.
2. From the right-mouse menu, choose the appropriate Properties option.

For example, to redefine a page style, right click on a page which uses that style and choose Page Properties. To redefine a paragraph style, right click on a paragraph of text which uses that style and choose Text Properties.

3. Use the InfoBox controls to make any changes you want to appear in the style.
4. Click the Style tab.



5. Click Redefine Style.



Tip

6. For style hierarchy options, click Hierarchy, select the desired options, and click OK to return to the Redefine Style dialog box.

To apply changes to styles with the same name in other divisions, select "Redefine in all divisions."

7. Click OK.

{button ,AL('H_CREATING_A_STYLE_STEPS;H_CREATING_A_HIERARCHY_FOR_STYLES_STEPS;H_EDITING_A_SMARTMASTER_STEPS;H_STYLES_OVER;H_COPYING_A_STYLE_STEPS',0)} [See related topics](#)

Removing a character style

1. Select the text that has a character style applied to it.

Note You must select only the text to which the character style is applied.

2. Click the right mouse button.

3. Choose Text Properties.

4. Click the Style tab.



5. Click Reset to Style.

6. Select "Remove only character style."

7. Click OK.

{button ,AL(^H_STYLES_OVER;H_APPLYING_A_STYLE_USING_THE_STYLE_STATUS_BUTTON_STEPS;H_APPLYING_A_STYLE_USING_THE_INFOBOX_STEPS;H_REMOVING_ALL_TEXT_FORMATTING_STEPS;H_APPLYING_A_STYLE_USING_FAST_FORMAT_STEPS;H_CHARACTER_STYLES_OVER',0)} [See related topics](#)

Details: Removing settings not in a style

When you revert a style to its original settings, you remove local settings that override the style assigned to the object. You do not remove the settings inherent in the assigned style.

The following options are available only when removing settings to text, paragraph, or character styles.

Remove all overrides to the paragraph settings

You can remove all the (local) formatting applied to a paragraph and reset the paragraph to its original settings.

Remove only overrides to character settings

You can remove only the (local) character settings applied to text, such as font, size, color, and attributes.


Remove only character style

This option appears only when you select the character or characters using a character style. When you select this option, the text reverts to its current paragraph style.

{button ,AL(`H_REMOVING_SETTINGS_NOT_IN_A_STYLE_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_STYLES_OVER;H_APPLYING_A_STYLE_USING_THE_STYLE_STATUS_BUTTON_STEPS;H_APPLYING_A_STYLE_USING_THE_INFOBOX_STEPS;H_REMOVING_ALL_TEXT_FORMATTING_STEPS;H_APPLYING_A_STYLE_USING_FAST_FORMAT_STEPS;H_CHARACTER_STYLES_OVER;H_REMOVING_A_CHARACTER_STYLE_STEPS',0)} [See related topics](#)

Removing settings not in a style

1. Select the object (character, paragraph, page, or so on).
To remove a character style, you must select only the text to which the character style is applied.
2. Click the right mouse button.
3. Choose Properties.
For example, if you want to reset a frame to its style, choose Frame Properties.
4. Click the Style tab.

5. Click Reset to Style.
6. If you are removing settings from text, select which settings you want to remove and click OK.

{button ,AL('H_REMOVING_SETTINGS_NOT_IN_A_STYLE_DETAILS',1)} [See details](#)


{button ,AL('H_STYLES_OVER;H_APPLYING_A_STYLE_USING_THE_STYLE_STATUS_BUTTON_STEPS;H_APPLYING_A_STYLE_USING_THE_INFOBOX_STEPS;H_REMOVING_ALL_TEXT_FORMATTING_STEPS;H_APPLYING_A_STYLE_USING_FAST_FORMAT_STEPS;H_CHARACTER_STYLES_OVER;H_REMOVING_A_CHARACTER_STYLE_STEPS',0)} [See related topics](#)

Renaming a style

You can rename one or more styles using an InfoBox.

1. Right-click the document or division which contains the style you want to rename.
2. From the right-mouse menu, choose the appropriate Properties option.

For example, to rename a page style, right click on the page and choose Page Properties. To rename a cell style, right click on a cell and choose Cell Properties. To rename a paragraph style, right click on some text and choose Text Properties.

3. Click the  Style tab.

4. Click Manage Styles.

 Tip

5. Select a style in the "Style name" box.
6. Click Rename.
7. Type the new name and add a description if you want.
8. If there is more than one division and you want the new name to appear in all divisions, select the "Rename this style in all divisions in this document" option.
9. Click OK to return to the Manage Styles dialog box.
10. Click Close.

{button ,AL(^H_COPYING_A_STYLE_STEPS;H_DELETING_A_STYLE_STEPS;H_REDEFINING_A_STYLE_STEP
S;H_CREATING_A_STYLE_STEPS;H_STYLES_OVER',0)} [See related topics](#)

Overview: Styles

Using styles makes formatting easier. Styles apply appearance and formatting properties to Word Pro objects (frames, tables, pages, graphics, etc.). Styles can apply to an entire document or to specific divisions within a document.

You can

- apply appearance and formatting properties using the InfoBox, the status bar, Fast Format, cycle keys, or keyboard shortcuts
- create, apply, redefine, and manage a style for any object in Word Pro
- select a SmartMaster template that contains predefined styles
- use the default style (12-point Times New Roman font with no spacing above or below text)
- create your own style (for example, you can make text bold and create a character style named Bold)

Note When you create styles, Word Pro adds them to the list on the status bar. Table and table cell styles only appear when you are working in tables; frame styles only appear when you are working in a frame, and so on.

{button ,AL('H_WHAT_IS_A_SMARTMASTER_OVER;H_CELL_STYLES_OVER;H_HEADER_AND_FOOTER_STYLES_OVER;H_CHARACTER_STYLES_OVER;H_FRAME_STYLES_OVER;H_PAGE_STYLES_OVER;H_PARAGRAPH_STYLES_OVER;H_TABLE_STYLES_OVER;H_CREATING_A_STYLE_STEPS',0)} [See related topics](#)

Overview: Table styles


Table styles contain format information for an entire table (such as a line around the entire table).

If you create a table using the Table menu, you can specify the Table style that you want. If you create a table using the Create Table icon, Word Pro creates the table using the default table style. To select a different table style, use the Style panel of the Table InfoBox.

You can use table styles to create specific types of frequently used tables. For example, suppose you regularly create a financial sheet that has 12 rows and 3 columns with specific column headings. You can create a table style called Balance Sheet that has the appropriate number of rows and columns, and the correct column headings. Then, when you need to create a balance sheet, you can create a table and apply the Balance Sheet table style to automatically format it.

Table styles can contain the following format information:

- Honor protection
- Line placement style and color, designer borders, corners
- Number of columns and rows
- Placement and anchor options
- Shadow placement, size, color
- Size and margins
- Wrap options

A table style is identified by a .

{button ,AL(^H_STYLES_OVER;H_CHARACTER_STYLES_OVER;H_FRAME_STYLES_OVER;H_PARAGRAPH_STYLES_OVER;H_PAGE_STYLES_OVER;H_HEADER_AND_FOOTER_STYLES_OVER;H_CELL_STYLES_OVER,0)} [See related topics](#)

You can modify a numbering sequence or you can create your own numbering sequence. To modify an existing sequence, make any changes and click OK. To create a new numbering sequence, make any changes, click Save As, type a name for the sequence, and click OK.

Applying outline numbering to an outline style sequence

If you have created an outline sequence using the paragraph styles in the current document, you can apply a numbering sequence to it.

1. Choose Text - Outline.
2. Choose Outline Styles.

Tip

3. Select the "Outline style sequence" you want to number.
4. Select the desired numbering sequence from the "Numbering sequence to apply" box.

All numbering sequences available in the current document appear in the box.

Tip

5. Click Apply.
6. Click OK.

{button ,AL('H_OUTLINE_NUMBERING_OVER;H_OUTLINE_TOOLS_OVER;H_CHANGING_A_STARTING_OUTLINE_NUMBER_STEPS;H_OUTLINE_SEQUENCES_OVER;H_CREATING_AN_OUTLINE_STYLE_SEQUENCE_STEPS;H_EDITING_AN_OUTLINE_STYLE_SEQUENCE_STEPS;H_EDITING_AN_OUTLINE_NUMBERING_SEQUENCE_STEPS',0)} [See related topics](#)

Details: Applying outline numbering using outline paragraph styles

Both of the outline paragraph styles are part of the default SmartMaster. If you are not using the default SmartMaster, you can copy the styles to your current SmartMaster.

Outline (Indented)

Indents the paragraphs hierarchically so that they look like a traditional outline. For example,

I. Heading

 A. SubHead

 1. Topic

Outline (Not Indented)

Does not indent paragraphs, but numbers them like a traditional outline. For example,

I. Heading

A. SubHead

1. Topic

{button ,AL(^H_APPLYING_OUTLINE_NUMBERING_USING_OUTLINE_PARAGRAPH_STYLES_STEPS',1)} [Go to procedure](#)

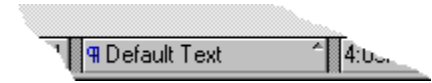
Applying outline numbering using outline numbering paragraph styles

The paragraph styles listed below are part of the default SmartMaster template. If these paragraph styles aren't available in your document, you can copy them from another document or use the Outline Assistant to create your outline.

1. Place the insertion point in the paragraph where you want to use outline numbering.

You may select more than one paragraph.

2. Click the Style Status button.



3. Select "Outline (Indented)" or "Outline (Not Indented)."

As you promote or demote text using this style, the outline numbering will adjust without using different paragraph styles.

{button ,AL(`H_APPLYING_OUTLINE_NUMBERING_USING_OUTLINE_PARAGRAPH_STYLES_DETAILS',1)} [See details](#)

{button ,AL(`H_COPYING_A_STYLE_STEPS;H_CREATING_AN_OUTLINE_USING_THE_OUTLINE_ASSISTANT_STEPS;H_OUTLINE_NUMBERING_OVER;H_CREATING_A_QUICK_NUMBERED_LIST_STEPS;H_NUMBERING_TEXT_OVER;H_SELECTING_AN_OUTLINE_NUMBERING_SEQUENCE_STEPS;H_APPLYING_OUTLINE_NUMBERING_TO_TEXT_STEPS;H_PARAGRAPH_STYLES_OVER;H_SKIPPING_A_BULLET_OR_NUMBER_STEPS;H_HIERARCHICAL_INDENTS_OVER;H_DOCUMENT_LEVEL_SMARTLEVEL_AND_HEADING_PARAGRAPHS_OVER;',0)} [See related topics](#)

Details: Changing a starting outline number

Level and numbering type

Specifies the outline level that you want to modify.

Text before and Text after options

Allows you to specify text to appear before or after the numbering character in the specified outline sequence position.

In the following example for Text before, Rule is the leading text:

- Rule A. This is the first paragraph.
- Rule B. This is the second paragraph.

In the following example for Text after, (Tentative) is the trailing text:

- Rule A (Tentative) This is the first paragraph.
- Rule B (Tentative) This is the second paragraph.

You can click Clear if you want to clear the current entries.

Number type

Allows you to select a numbering character or "None." If you do not see the desired numbering character, you can select "Other." Selecting this option displays a dialog box in which you can specify any character, including ASCII characters.

When you choose "Other" as a number type, Word Pro increments the "other" character one time for each item in a list.

For example,

¢ Apples
¢¢ Bananas
¢¢¢ Oranges

Start at

Specifies the starting number for the sequence.

Additional information to include

The options are:

- Number from higher position
- Division name
- Section name
- None

Only number

This option is available only if the level's "Additional information to include" option is set to "Number from higher position."

If the "Only number" option is selected, Word Pro includes only the outline number from the level above. If the "Only number" option is not selected, Word Pro includes the outline number and any text before or after the outline number.

Restart numbering based on

Tells Word Pro to restart the outline numbering after a higher outline level or at the beginning of every division or section. If you want a level's outline numbering to increment without restarting, select "None."

{button ,AL('H_CHANGING_A_STARTING_OUTLINE_NUMBER_STEPS',1)} [Go to procedure](#)

Changing a starting outline number

You can use the Outline Assistant to change the number at which an outline begins.

1. From the Create menu, choose Outline.
If the Outline bar is already displayed, you can click Outline Assistant.
2. Click the "Modify the Style" tab.
3. Select the "Edit Outline" option.
4. Click Number & Bullets.
5. Select the desired outline level in the "Level and numbering type" box.
6. Select "Restart numbering based on" and select a renumbering option.
7. Specify the starting number position in the "Start at" box.

Tip

8. Choose any other desired options.
{button ,AL('H_CHANGING_A_STARTING_OUTLINE_NUMBER_DETAILS',1)} [See details](#)
 9. Click OK.
 10. Click Done.
-









{button ,AL('H_CHANGING_A_STARTING_OUTLINE_NUMBER_DETAILS',1)} [See details](#)

{button ,AL('H_INSERTING_TEXT_AROUND_AN_OUTLINE_NUMBER_STEPS;H_OUTLINE_NUMBERING_OVER ;H_NUMBERING_TEXT_OVER;H_CHANGING_INDENTION_AROUND_A_BULLET_OR_OUTLINE_NUMBER_S TEPS;H_APPLYING_OUTLINE_NUMBERING_TO_AN_OUTLINE_STYLE_SEQUENCE_STEPS;H_EDITING_A N_OUTLINE_NUMBERING_SEQUENCE_STEPS;H_SKIPPING_A_BULLET_OR_NUMBER_STEPS',0)} [See related topics](#)

For example, suppose you choose to start renumbering level 1 of your outline based on the division and you want to start with the number 4. Word Pro will begin renumbering your outline sequence after each division starting with the number 4.

If you are using Roman numerals or letters, Word Pro begins renumbering paragraphs with corresponding Roman numeral or letters.

Details: Changing outline levels

Options	Descriptions
	The current paragraph is demoted to the next lower level.
	The current paragraph is promoted to the next higher level.
	The current paragraph and its subordinate paragraph(s) exchange position with the preceding paragraph and its subordinate paragraph(s).
	The current paragraph and its subordinate paragraph(s) exchange position with the following paragraph and its subordinate paragraph(s).
	All levels of outline text are expanded.
	All levels of outline text are collapsed. Only first level paragraphs are displayed.
	One level of the current paragraph is expanded.
	One level of the current paragraph is collapsed.
Show Levels	Only the paragraphs that are at or above the outline level you choose are exposed.
Outline Assistant	Displays the Outline Assistant.
Done	Closes the Outline bar and returns the document to layout view.

{button ,AL('H_CHANGING_OUTLINE_LEVELS_STEPS',1)} [Go to procedure](#)

{button ,AL('H_OUTLINE_SEQUENCES_OVER;H_CREATING_AN_OUTLINE_STYLE_SEQUENCE_STEPS;H_APPLYING_OUTLINE_NUMBERING_TO_AN_OUTLINE_STYLE_SEQUENCE_STEPS;H_OUTLINE_NUMBERING_OVER;H_DOCUMENT_LEVEL_SMARTLEVEL_AND_HEADING_PARAGRAPHS_OVER',0)} [See related topics](#)

Changing outline levels

1. From the View menu, choose Outline.

Tip

2. Use the outline tools to promote or demote the text.

{button ,AL('H_CHANGING_OUTLINE_LEVELS_DETAILS',1)} [See details](#)

{button ,AL('H_OUTLINE_TOOLS_OVER;H_OUTLINE_SEQUENCES_OVER;H_DOCUMENT_LEVEL_SMARTLEVEL_AND_HEADING_PARAGRAPHS_OVER;H_KEYBOARD_SHORTCUTS_FOR_OUTLINES_STEPS;H_CREATING_AN_OUTLINE_STYLE_SEQUENCE_STEPS;H_EDITING_AN_OUTLINE_STYLE_SEQUENCE_STEPS;H_DISPLAYING_OR_HIDING_OUTLINE_TOOLS_STEPS',0)} [See related topics](#)

You can also change outline levels by placing the insertion point on the desired outline button, clicking the right mouse button, and selecting an option from the menu.

Details: Changing the appearance of outline numbers

Changes that you make to the appearance of the outline numbers affect only the selected paragraph style.

Font name

Specifies which font to use for the outline number.

Size

Specifies what font size to use for the outline number.

Attributes

Specifies any attributes to apply to the outline number.

Text Color

Specifies which color to use for the outline number.

Background

Specifies which background color to use for the outline number.

{button ,AL('H_CHANGING_THE_APPEARANCE_OF_OUTLINE_NUMBERS_STEPS',1)} [Go to procedure](#)

{button ,AL('H_CHANGING_THE_APPEARANCE_OF_OUTLINE_TEXT_STEPS;H_CREATING_AN_OUTLINE_USI
NG_THE_OUTLINE_ASSISTANT_STEPS;H_CHANGING_INDENTION_AROUND_A_BULLET_OR_OUTLINE_N
UMBER_STEPS;H_OUTLINE_NUMBERING_OVER;H_OUTLINE_SEQUENCES_OVER;',0)} [See related topics](#)

Changing the appearance of outline numbers

You can use the Outline Assistant to change the color, font, and size of the outline numbers in your outline.

1. From the Create menu, choose Outline.
2. Click the "Modify the Style" tab.
3. Select "Edit Outline."
4. Select the outline paragraph style that you want to modify in the list on the left side of the dialog box.
5. Click the "Font, Color & Attributes" button.
6. Click the "Number" tab.
7. Make any desired changes.
8. Click OK.
9. Click Done.

{button ,AL(^H_CHANGING_THE_APPEARANCE_OF_OUTLINE_NUMBERS_DETAILS',1)} [See details](#)

{button ,AL(^H_CHANGING_THE_APPEARANCE_OF_OUTLINE_TEXT_STEPS;H_CREATING_AN_OUTLINE_USI
NG_THE_OUTLINE_ASSISTANT_STEPS;H_CHANGING_INDENTION_AROUND_A_BULLET_OR_OUTLINE_N
UMBER_STEPS;H_OUTLINE_NUMBERING_OVER;H_OUTLINE_SEQUENCES_OVER;',0)} [See related topics](#)

Details: Changing the appearance of outline text

Changes that you make to the appearance of the outline text affect only the selected paragraph style.

Font name

Specifies which font to use for the outline text.

Size

Specifies what font size to use for the outline text.

Attributes

Specifies any attributes to apply to the outline text.

Text Color

Specifies which color to use for the outline text.

Background

Specifies which background color to use for the outline text.

{button ,AL('H_CHANGING_THE_APPEARANCE_OF_OUTLINE_TEXT_STEPS',1)} [Go to procedure](#)

{button ,AL('H_CHANGING_THE_APPEARANCE_OF_OUTLINE_NUMBERS_STEPS;H_CREATING_AN_OUTLINE_USING_THE_OUTLINE_ASSISTANT_STEPS;H_CHANGING_INDENTION_AROUND_A_BULLET_OR_OUTLINE_NUMBER_STEPS;H_OUTLINE_NUMBERING_OVER;H_OUTLINE_SEQUENCES_OVER;',0)} [See related topics](#)

Changing the appearance of outline text

You can use the Outline Assistant to change the color, font, and size of the text in your outline.

1. From the Create menu, choose Outline.
2. Click the "Modify the Style" tab.
3. Select "Edit Outline."
4. Select the outline paragraph style that you want to modify in the list on the left side of the dialog box.
5. Click the "Font, Color & Attributes" button.
6. Click the "Text" tab.
7. Make any desired changes.
8. Click OK.
9. Click Done.

{button ,AL(`H_CHANGING_THE_APPEARANCE_OF_OUTLINE_TEXT_DETAILS',1)} [See details](#)

{button ,AL(`H_CHANGING_THE_APPEARANCE_OF_OUTLINE_NUMBERS_STEPS;H_CREATING_AN_OUTLINE_USING_THE_OUTLINE_ASSISTANT_STEPS;H_CHANGING_INDENTION_AROUND_A_BULLET_OR_OUTLINE_NUMBER_STEPS;H_OUTLINE_NUMBERING_OVER;H_OUTLINE_SEQUENCES_OVER;',0)} [See related topics](#)

Details: Changing the indentation of outline paragraphs

All lines

Indents all lines the specified distance from the left margin.

First line

Indents the first line of the paragraph the specified distance from the left margin.

Rest of lines

Indents the second and any subsequent lines of the paragraph the specified distance from the left margin.

Note If you want to apply negative indentation values to an outline paragraph style, enter the value in the "Indent from margin" box on the Text Alignment properties panel.

{button ,AL('H_CHANGING_THE_INDENTATION_OF_OUTLINE_PARAGRAPHS_STEPS',1)} [Go to procedure](#)

{button ,AL('H_CHANGING_INDENTATION_AROUND_A_BULLET_OR_OUTLINE_NUMBER_STEPS;H_OUTLINE_NUMBERING_OVER;H_OUTLINE_SEQUENCES_OVER;H_CHANGING_THE_APPEARANCE_OF_OUTLINE_NUMBERS_STEPS;H_CHANGING_THE_APPEARANCE_OF_OUTLINE_TEXT_STEPS;H_CREATING_AN_OUTLINE_USING_THE_OUTLINE_ASSISTANT_STEPS;H_CREATING_AN_OUTLINE_STYLE_SEQUENCE_STEPS;H_CHANGING_OUTLINE_LEVELS_STEPS',0)} [See related topics](#)

Changing the indentation of outline paragraphs

Using the Outline Assistant, you can change the indentation settings for each paragraph style used in your outline.







1. From the Create menu, choose Outline.
2. Click the "Modify the Style" tab.
3. Select "Edit Indent."
4. Select the outline paragraph style that you want to modify in the list on the left side of the dialog box.
5. Make any desired changes.
6. Click Done.

{button ,AL('H_CHANGING_THE_INDENTATION_OF_OUTLINE_PARAGRAPHS_DETAILS',1)} [See details](#)

{button ,AL('H_CHANGING_INDENTATION_AROUND_A_BULLET_OR_OUTLINE_NUMBER_STEPS;H_OUTLINE_NUMBERING_OVER;H_OUTLINE_SEQUENCES_OVER;H_CHANGING_THE_APPEARANCE_OF_OUTLINE_NUMBERS_STEPS;H_CHANGING_THE_APPEARANCE_OF_OUTLINE_TEXT_STEPS;H_CREATING_AN_OUTLINE_USING_THE_OUTLINE_ASSISTANT_STEPS;H_CREATING_AN_OUTLINE_STYLE_SEQUENCE_STEPS;H_CHANGING_OUTLINE_LEVELS_STEPS',0)} [See related topics](#)

Details: Creating an outline style sequence

Using the command buttons on the Set Outline Style Sequences dialog box

Command buttons	What they do
	Moves the style up to a higher outline level
	Moves the style back to a lower outline level
	Removes the style to the end of the position list under "None"
	Applies the selected type of outline numbering to the styles in the "Position" box
	Clears all outline numbers from the styles in the "Position" box
	Takes you to the Edit Numbering Sequence dialog box where you can edit a numbering sequence or create a new one

{button ,AL(`H_CREATING_AN_OUTLINE_STYLE_SEQUENCE_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_OUTLINE_SEQUENCES_OVER;H_APPLYING_OUTLINE_NUMBERING_TO_AN_OUTLINE_STYLE_SEQUENCE_STEPS;H_OUTLINE_NUMBERING_OVER;H_PARAGRAPH_STYLES_OVER;H_DOCUMENT_LEVEL_SMARTLEVEL_AND_HEADING_PARAGRAPHS_OVER;H_EDITING_AN_OUTLINE_STYLE_SEQUENCE_STEPS',0)} [See related topics](#)

Creating an outline style sequence

1. Choose Text - Outline.
2. Choose Outline Styles.



3. Click New.
4. Type a name for the new outline sequence and click OK.
5. Deselect "Heading sequence" if you do not want to make this outline sequence a heading sequence.
6. Select a style from the "Position" box.

If a paragraph style has already been assigned an outline level position in another outline sequence, it will not appear in the "Position" box. A paragraph style can only belong to one outline sequence in each document.

7. Use the arrows to move the style to the desired outline level position.



{button ,AL(^H_CREATING_AN_OUTLINE_STYLE_SEQUENCE_DETAILS',1)} [See details](#)

8. Repeat steps 6 - 7 for as many styles as you want in this outline sequence.
9. If you want to number the outline sequence, select an outline numbering style from the "Numbering sequence to apply" box and click Apply.
10. Click OK.

{button ,AL(^H_CREATING_AN_OUTLINE_STYLE_SEQUENCE_DETAILS',1)} [See details](#)

{button ,AL(^H_OUTLINE_SEQUENCES_OVER;H_OUTLINE_NUMBERING_OVER;H_APPLYING_OUTLINE_NUMBERING_TO_AN_OUTLINE_STYLE_SEQUENCE_STEPS;H_EDITING_AN_OUTLINE_STYLE_SEQUENCE_STEPS;H_DOCUMENT_LEVEL_SMARTLEVEL_AND_HEADING_PARAGRAPHS_OVER',0)} [See related topics](#)

Creating an outline using the Outline Assistant

The Outline Assistant is the quickest and easiest way to create an outline.

1. From the Create menu, choose Outline.
2. Click Next to display the [Select the Style panel](#).
3. Select the desired style of outline.
Word Pro automatically creates any paragraph styles that you need to create your outline. Usually this includes paragraph styles "Heading 1" through "Heading 9."
4. If you want to make additional changes to the appearance of the outline paragraph styles, click Next to display the [Modify the Style panel](#).
If you do not want to make changes to the appearance of the outline paragraph styles, go to step 6.
5. Make any desired changes to the appearance of the outline levels.
6. Click Done.
7. Type any outline text and use the outline tools to promote, demote, and move text.

{button ,AL(`H_CREATING_AN_OUTLINE_USING_THE_OUTLINE_ASSISTANT_DETAILS',1)} [See details](#)

{button ,AL(`H_OUTLINE_NUMBERING_OVER;H_NUMBERING_TEXT_OVER;H_SELECTING_AN_OUTLINE_NUMBERING_SEQUENCE_STEPS;H_APPLYING_OUTLINE_NUMBERING_TO_TEXT_STEPS;H_PARAGRAPH_STYLES_OVER;H_SKIPPING_A_BULLET_OR_NUMBER_STEPS;H_HIERARCHICAL_INDENTS_OVER;H_DOCUMENT_LEVEL_SMARTLEVEL_AND_HEADING_PARAGRAPHS_OVER',0)} [See related topics](#)

Details: Creating a custom numbered list

Text before and Text after options

Allows you to specify text to appear before or after the numbering character. In the following example of "Text before," Rule is the leading text:

- Rule A. This is the first paragraph.
- Rule B. This is the second paragraph.

In the following example of "Text after," (Tentative) is the following text:

- Rule A (Tentative) This is the first paragraph.
- Rule B (Tentative) This is the second paragraph.

Number type

Allows you to select a numbering character or "None." If you do not see the desired numbering character, you can select "Other." Selecting this option displays a dialog box in which you can specify any character, including ANSI characters. When you choose "Other" as a number type, Word Pro increments the "other" character one time for each item in a list.

For example,

¢ Apples
¢¢ Bananas
¢¢¢ Oranges

Start at

Specifies the starting number or alphanumeric character for the sequence.

Additional information to include

Allows you to include the division or section name with the specified number.

Restart numbering based on

Tells Word Pro to restart the numbering at the specified outline level or at the beginning of every division or section. You can also choose to restart numbering based on a paragraph style. If you choose this option, Word Pro restarts the numbering in the paragraph that follows the style specified in this box.

{button ,AL('H_CREATING_A_CUSTOM_NUMBERED_LIST_STEPS',1)} [Go to procedure](#)

Creating a custom numbered list

1. Place the insertion point in the paragraph or text that you want to number.
2. Click the right mouse button and choose Text Properties.

Tip

3. Click the Bullets tab.



4. Click Custom.

5. Select the desired options on the Custom tab of the Custom Numbering dialog box.

{button ,AL('H_CREATING_A_CUSTOM_NUMBERED_LIST_DETAILS',1)} [See details](#)

6. Click OK.

Word Pro numbers the paragraph or text with the numbering you selected.

7. If you want all paragraphs with this style name to be numbered, click the Style tab, click Redefine Style, and click OK.

{button ,AL('H_CREATING_A_CUSTOM_NUMBERED_LIST_DETAILS',1)} [See details](#)

{button ,AL('H_OUTLINE_NUMBERING_OVER;H_DISCONTINUING_NUMBERING_STEPS;H_SKIPPING_A_BULLET_OR_NUMBER_STEPS;H_APPLYING_BULLETS_TO_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_CHANGING_INDENTION_AROUND_A_BULLET_OR_OUTLINE_NUMBER_STEPS;H_NUMBERING_TEXT_OVER;H_CREATING_A_QUICK_NUMBERED_LIST_STEPS;H_CREATING_A_NUMBERED_LIST_USING_A_CYCLEKEY_STEPS;H_RESTARTING_NUMBERS_FOR_TABLE_CONTENTS_STEPS',0)} [See related topics](#)

Details: Creating a quick numbered list

To use quick numbering keystrokes, you must press the desired key at the beginning of the paragraph.


To perform this action...	Press this...
Indent the text $\frac{1}{4}$ inch and use the numbering style defined for the next level of numbering	TAB
Outdent the text $\frac{1}{4}$ inch and use the numbering style defined for the previous level of numbering	SHIFT+TAB
Skip numbering for the current paragraph. Pressing backspace additional times decreases the indentation by $\frac{1}{4}$ inch until the left margin is reached	BACKSPACE
Restart numbering with the next number in the current numbering sequence	SHIFT+BACKSPACE

If you paste paragraphs of text into your list or change paragraph styles, you may need to adjust the numbering.

{button ,AL(`H_CREATING_A_QUICK_NUMBERED_LIST_STEPS',1)} [Go to procedure](#)

Creating a quick numbered list

You can use quick numbering to create a nested list without using paragraph styles. Each level of your list is indented ¼ inch from the preceding level.

1. Place the insertion point at the location where you want to begin quick numbering.
2. Click the right mouse button.
3. Choose Text properties.
4. Click the Bullets tab.

5. Click the style of the number you want to use.
6. Type the text for the first list item and press ENTER.
7. Use the TAB, SHIFT+TAB, BACKSPACE, and SHIFT+BACKSPACE keys to indent, outdent, and number additional paragraphs.

{button ,AL('H_CREATING_A_QUICK_NUMBERED_LIST_DETAILS',1)} [See details](#)

{button ,AL('H_OUTLINE_NUMBERING_OVER;H_DISCONTINUING_NUMBERING_STEPS;H_SKIPPING_A_BULLET_OR_NUMBER_STEPS;H_APPLYING_BULLETS_TO_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_CREATING_A_NUMBERED_LIST_USING_A_CYCLEKEY_STEPS;H_CHANGING_INDENTION_AROUND_A_BULLET_OR_OUTLINE_NUMBER_STEPS;H_NUMBERING_TEXT_OVER;H_CREATING_A_CUSTOM_NUMBERED_LIST_STEPS;H_RESTARTING_NUMBERS_FOR_TABLE_CONTENTS_STEPS',0)} [See related topics](#)

Creating heading paragraphs

When you create a heading paragraph, Word Pro restarts all non-heading sequences—including numbered lists and outline sequences—following the heading paragraph. This option lets you use independent lists within a single document, division, or section.

1. Place the insertion point in the desired paragraph.
2. Click the right mouse button and choose Text Properties.

Tip

3. Click the Misc tab.



4. Select "Heading paragraph."
5. If you want all paragraphs with this style name to be heading paragraphs, click the Style tab, click Redefine style, and click OK.

{button ,AL(^H_OUTLINE_NUMBERING_OVER;H_OUTLINE_TOOLS_OVER;H_APPLYING_OUTLINE_NUMBERING_TO_TEXT_STEPS;H_DOCUMENT_LEVEL_SMARTLEVEL_AND_HEADING_PARAGRAPHS_OVER;H_CREATING_AN_OUTLINE_STYLE_SEQUENCE_STEPS;H_NUMBERING_TEXT_OVER',0)} [See related topics](#)

Custom Numbering: Custom tab

From this dialog box, you can set the following options for paragraph numbering:

- You can select or deselect a numbering character.
- You can specify text to appear before and/or after a number or numbering character.
- You can start a paragraph with a higher character than 1 or A.
- You can include additional information with the outline numbers such as division name, section name, and so on.
- You can restart numbering based on outline position or document position.

Choose a task:

[Creating a custom numbered list](#)

[Using character options to create a numbered list](#)

{button ,AL('H_OUTLINE_NUMBERING_OVER;H_NUMBERING_TEXT_OVER',0)} [See related topics](#)

Custom Numbering: Outline tab

From this dialog box, you can select an outline numbering sequence to apply to text in your document. After you determine the type of outline numbering that you want to use, you can specify the outline level position and numbering type for the current paragraph.

You can also edit any outline numbering sequence in this document or you can create a new one.

Choose a task:

[Editing an outline numbering sequence](#)

[Inserting text around an outline number](#)

[Changing a starting outline number](#)

[Deleting an outline numbering sequence](#)

[Selecting an outline numbering sequence](#)

{button ,AL('H_OUTLINE_NUMBERING_OVER;H_NUMBERING_TEXT_OVER',0)} [See related topics](#)

Deleting an outline numbering sequence

1. Place the insertion point in the desired text and click the right mouse button.
2. Choose Text Properties.
3. Click the Bullets tab.
4. Click Custom.
5. Click the Outline tab.
6. Click Edit.

Tip

7. Click Delete.

All numbering sequences in the current document appear in the "Outline sequences to delete" box.

8. Select the sequence(s) you want to delete.
9. Click Delete.

Any text using the deleted outline sequence reverts to the default outline numbering sequence.

Note You cannot delete the Default outline sequence.

10. Click Cancel to return to the Custom Numbering dialog box.
11. Click OK.

```
{button ,AL(^H_OUTLINE_NUMBERING_OVER;H_APPLYING_OUTLINE_NUMBERING_TO_AN_OUTLINE_STYLE_SEQUENCE_STEPS;H_EDITING_AN_OUTLINE_NUMBERING_SEQUENCE_STEPS;H_DISCONTINUING_NUMBERING_STEPS',0)} See related topics
```

Discontinuing numbering

1. Place the insertion point anywhere in the paragraph.

 Tip

2. Click the right mouse button and choose Text Properties.

 Tip

3. Click the Bullets tab.



4. Under "Number style," click None.

{button ,AL('H_APPLYING_OUTLINE_NUMBERING_TO_TEXT_STEPS;H_SKIPPING_A_BULLET_OR_NUMBER_STEPS;H_CREATING_A_QUICK_NUMBERED_LIST_STEPS;H_OUTLINE_NUMBERING_OVER;H_CREATING_A_CUSTOM_NUMBERED_LIST_STEPS;H_NUMBERING_TEXT_OVER',0)} [See related topics](#)

You can also discontinue numbering by placing the insertion point at the beginning of a numbered paragraph and pressing Backspace until the insertion point is at the left margin.

Displaying or hiding outline tools

1. From the View menu, choose Outline.

Word Pro enters outline view and displays the outline tools in the outline bar.

```
{button ,AL(^H_OUTLINE_SEQUENCES_OVER;H_OUTLINE_TOOLS_OVER;H_SETTING_SHOW_HIDE_OPTION  
S_USING_THE_VIEW_MENU_STEPS;H_CHANGING_OUTLINE_LEVELS_STEPS;H_SETTING_OUTLINE_VIE  
W_OPTIONS_STEPS';0)} See related topics
```

Overview: Document level, SmartLevel, and heading paragraphs

Document level and SmartLevel are two special tools that can help you number text in a document.

Document level is a text property that can be found in the Text InfoBox on the Misc tab. It determines the level a paragraph displays at when using outline tools. If you create an outline using only one outline style sequence, the document level will be the same as the outline level. Paragraphs that are assigned styles with a position of "None" in the Outline Style Sequences dialog box appear at a document level that is one greater than the document level of the preceding paragraph.

Documents can contain up to 99 document levels, even though only nine outline levels can be assigned to an outline style sequence. The 99 document levels allow for multiple nested outline style sequences to be used in extremely complex documents.

Word Pro automatically assigns and manages the appropriate document level for each paragraph. Therefore, when you assign an outline style to a paragraph or promote or demote a paragraph, Word Pro changes the document level accordingly. In general, you do not have to adjust the document level.

SmartLevel is a Word Pro feature that automatically manages the document level of a paragraph, based on the paragraph's numbering style and numbering sequence. If you are not using outline style sequences, you can activate SmartLevel to determine and track a paragraph's document level. SmartLevel assists Word Pro in correctly setting the indent level for numbered or bulleted text, so you don't have to do it manually. For example, when you assign a bullet or number to a paragraph and SmartLevel is enabled, Word Pro changes the document level to indicate text hierarchy. SmartLevel also allows Word Pro to adjust the text indentation if relative indent is enabled.

If you have SmartLevel selected, you can use heading paragraphs to determine when SmartLevel resets numbering. Placing a heading paragraph between numbered paragraphs tells SmartLevel to reset numbers for the list after the heading paragraph. Do not use heading paragraphs unless SmartLevel is enabled.

{button ,AL(^H APPLYING_OUTLINE_NUMBERING_TO_TEXT_STEPS;H_OUTLINE_NUMBERING_OVER;H_OUTLINE_TOOLS_OVER;H_OUTLINE_SEQUENCES_OVER;H_CREATING_HEADING_PARAGRAPHS_STEPS',0)}
[See related topics](#)

Details: Editing an outline numbering sequence

Level and numbering type

Specifies the outline level that you want to modify.

Text before and Text after options

Allows you to specify text to appear before or after the numbering character in the specified outline sequence position.

In the following example for Text before, Rule is the leading text:

- Rule A. This is the first paragraph.
- Rule B. This is the second paragraph.

In the following example for Text after, (Tentative) is the trailing text:

- Rule A (Tentative) This is the first paragraph.
- Rule B (Tentative) This is the second paragraph.

You can click Clear if you want to clear the current entries.

Number type

Allows you to select a numbering character or "None." If you do not see the desired numbering character, you can select "Other." Selecting this option displays a dialog box in which you can specify any character, including ASCII characters.

When you choose "Other" as a number type, Word Pro increments the "other" character one time for each item in a list.

For example,

¢ Apples
¢¢ Bananas
¢¢¢ Oranges

Start at

Specifies the starting number for the sequence.

Additional information to include

The options are:

- Number from higher position
- Division name
- Section name
- None

Only number

This option is available only if the level's "Additional information to include" option is set to "Number from higher position."

If the "Only number" option is selected, Word Pro includes only the outline number from the level above. If the "Only number" option is not selected, Word Pro includes the outline number and any text before or after the outline number.

Restart numbering based on

Tells Word Pro to restart the outline numbering after a higher outline level or at the beginning of every division or section. If you want a level's outline numbering to increment without restarting, deselect this option.

{button ,AL(^H_EDITING_AN_OUTLINE_NUMBERING_SEQUENCE_STEPS',1)} [Go to procedure](#)

{button ,AL(^H_OUTLINE_NUMBERING_OVER;H_APPLYING_OUTLINE_NUMBERING_TO_AN_OUTLINE_STYLE_SEQUENCE_STEPS;H_INSERTING_TEXT_AROUND_AN_OUTLINE_NUMBER_STEPS;H_CHANGING_A_STARTING_OUTLINE_NUMBER_STEPS;H_DELETING_AN_OUTLINE_NUMBERING_SEQUENCE_STEPS',0)}
[See related topics](#)

Editing an outline numbering sequence

You can use the Outline Assistant to modify outline numbering sequences.

1. From the Create menu, choose Outline.
If the Outline bar is already displayed, you can click Outline Assistant.
 2. Click the "Modify the Style" tab.
 3. Select the "Edit Outline" option.
 4. Click Number & Bullets.
 5. Select the desired outline level in the "Level and numbering type" box.
 6. Select any options.
{button ,AL(`H_EDITING_AN_OUTLINE_NUMBERING_SEQUENCE_DETAILS',1)} [See details](#)
 7. Repeat steps 5 - 6 for each outline position that you want to modify.
 8. Click OK to return to the Outline Assistant dialog box.
 9. Click Done.
-







{button ,AL(`H_EDITING_AN_OUTLINE_NUMBERING_SEQUENCE_DETAILS',1)} [See details](#)

{button ,AL(`H_OUTLINE_NUMBERING_OVER;H_APPLYING_OUTLINE_NUMBERING_TO_AN_OUTLINE_STYLE_SEQUENCE_STEPS;H_INSERTING_TEXT_AROUND_AN_OUTLINE_NUMBER_STEPS;H_CHANGING_A_STARTING_OUTLINE_NUMBER_STEPS;H_DELETING_AN_OUTLINE_NUMBERING_SEQUENCE_STEPS;H_SELECTING_AN_OUTLINE_NUMBERING_SEQUENCE_STEPS',0)} [See related topics](#)

You can also view the Edit Numbering Sequence dialog box by using Outline Styles. From the Text menu, choose Outline, and then choose Outline Styles, select the numbering sequence you want to edit in the "Numbering sequence to apply" box, and click Edit Numbering.

Details: Editing an outline style sequence

Using the command buttons on the Set Outline Style Sequences dialog box

Command buttons	What they do
	Moves the style up to a higher outline level
	Moves the style back to a lower outline level
	Removes the style to the end of the position list under "None"
	Applies the selected type of outline numbering to the styles in the "Position" box
	Clears all outline numbers from the styles in the "Position" box
	Takes you to the Edit Numbering Sequence dialog box where you can edit a numbering sequence or create a new one

{button ,AL(`H_EDITING_AN_OUTLINE_STYLE_SEQUENCE_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_OUTLINE_SEQUENCES_OVER;H_CREATING_AN_OUTLINE_STYLE_SEQUENCE_STEPS;H_APPLYING_OUTLINE_NUMBERING_TO_AN_OUTLINE_STYLE_SEQUENCE_STEPS;H_OUTLINE_NUMBERING_OVER;H_DOCUMENT_LEVEL_SMARTLEVEL_AND_HEADING_PARAGRAPHS_OVER',0)} [See related topics](#)

Editing an outline style sequence

1. Choose Text - Outline.
2. Choose Outline Styles.



3. Select an outline style sequence from the "Outline style sequence" box.

Each style in the selected outline sequence appears under its current outline level in the Set Outline Style Sequences dialog box. If Word Pro has not assigned a style to an outline level, the style appears under the heading "None."

4. Select a style from the "Position" box.
5. Use the arrows to move the style to the desired outline level.



{button ,AL('H_EDITING_AN_OUTLINE_STYLE_SEQUENCE_DETAILS',1)} [See details](#)

6. Repeat steps 4 - 5 for as many styles as you want in this outline sequence.
7. If you want to number the outline sequence, select an outline numbering style from the "Numbering sequence to apply" box and click Apply.
8. Click Save to save the outline sequence.
9. Click OK.

{button ,AL('H_EDITING_AN_OUTLINE_STYLE_SEQUENCE_DETAILS',1)} [See details](#)

{button ,AL('H_OUTLINE_SEQUENCES_OVER;H_CREATING_AN_OUTLINE_STYLE_SEQUENCE_STEPS;H_APPLYING_OUTLINE_NUMBERING_TO_AN_OUTLINE_STYLE_SEQUENCE_STEPS;H_DOCUMENT_LEVEL_SMARTLEVEL_AND_HEADING_PARAGRAPHS_OVER',0)} [See related topics](#)

Edit Numbering Sequence dialog box

From this dialog box, you can modify outline numbering sequences. You can specify text before and after numbers in an outline sequence and customize a numbering sequence by telling Word Pro to start an outline paragraph with a higher character than 1 or A. You can also include additional information with the outline numbers, such as division name, section name, and so on.

Choose a task:

[Editing an outline numbering sequence](#)

[Inserting text around an outline number](#)

[Changing a starting outline number](#)

[Deleting an outline numbering sequence](#)

Details: Inserting text around an outline number

Level and numbering type

Specifies the outline level that you want to modify.

Text before and Text after options

Allows you to specify text to appear before or after the numbering character in the specified outline sequence position.

In the following example for Text before, Rule is the leading text:

- Rule A. This is the first paragraph.
- Rule B. This is the second paragraph.

In the following example for Text after, (Tentative) is the trailing text:

- Rule A (Tentative) This is the first paragraph.
- Rule B (Tentative) This is the second paragraph.

You can click Clear if you want to clear the current entries.

Number type

Allows you to select a numbering character or "None." If you do not see the desired numbering character, you can select "Other." Selecting this option displays a dialog box in which you can specify any character, including ASCII characters.

When you choose "Other" as a number type, Word Pro increments the "other" character one time for each item in a list.

For example,

¢ Apples
¢¢ Bananas
¢¢¢ Oranges

Start at

Specifies the starting number for the sequence.

Additional information to include

The options are:

- Number from higher position
- Division name
- Section name
- None

Only number

This option is available only if the level's "Additional information to include" option is set to "Number from higher position."

If the "Only number" option is selected, Word Pro includes only the outline number from the level above. If the "Only number" option is not selected, Word Pro includes the outline number and any text before or after the outline number.

Restart numbering based on

Tells Word Pro to restart the outline numbering after a higher outline level or at the beginning of every division or section. If you want a level's outline numbering to increment without restarting, select "None."

{button ,AL(^H_INSERTING_TEXT_AROUND_AN_OUTLINE_NUMBER_STEPS',1)} [Go to procedure](#)

Inserting text around an outline number

You can use the Outline Assistant to insert text before and after an outline number.

1. From the Create menu, choose Outline.

If the Outline bar is already displayed, you can click Outline Assistant.

2. Click the "Modify the Style" tab.
3. Select the "Edit Outline" option.
4. Click Number & Bullets.
5. Select the desired outline level in the "Level and numbering type" box.
6. If you want to place text before an outline number, type the desired text in the "Text before" box.
If you want to place text after an outline number, type the desired text in the "Text after" box.
7. Choose any other desired options.

{button ,AL('H_INSERTING_TEXT_AROUND_AN_OUTLINE_NUMBER_DETAILS',1)} [See details](#)

8. To save the outline numbering sequence with another name, click Save As, type the new name in the box, and click OK.

To save the outline numbering sequence with the same name, click Save.

9. Click OK.
10. Click Done.

{button ,AL('H_INSERTING_TEXT_AROUND_AN_OUTLINE_NUMBER_DETAILS',1)} [See details](#)

{button ,AL('H_OUTLINE_NUMBERING_OVER;H_NUMBERING_TEXT_OVER;H_APPLYING_OUTLINE_NUMBERING_TO_AN_OUTLINE_STYLE_SEQUENCE_STEPS;H_EDITING_AN_OUTLINE_NUMBERING_SEQUENCE_STEPS;H_CHANGING_INDENTATION_AROUND_A_BULLET_OR_OUTLINE_NUMBER_STEPS;H_CHANGING_A_STARTING_OUTLINE_NUMBER_STEPS;H_CHANGING_THE_PROPERTIES_OF_A_BULLET_NUMBER_OR_LEADING_TEXT_STEPS',0)} [See related topics](#)

Overview: Numbering text

Word Pro provides three distinct ways to number text: outline numbering, custom numbering, and quick numbering. Depending on the type of numbering you want, you can use any of the three methods in your document.

The table below describes different numbering needs and suggestions for each.

<u>When you want to...</u>	<u>You can...</u>
Create a long document with numbered sections.	Use outline numbering and select an outline numbering sequence with up to nine levels.
Use paragraph styles to control the look and numbering of the document.	Use the Outline Assistant to create an outline style sequence. Word Pro controls numbering based on the styles you assign paragraphs. It can also change a paragraph style when you promote and demote a paragraph.
Create a numbered list with little or no intervening text. Each level of the list should be indented from the next.	Use quick numbering. Word Pro uses a single numbering sequence and indents subordinate levels of text.
Create a numbering style for a single level of numbering, such as a numbered list.	Use custom numbering. You can define the look of numbers and leading text while using only one level of numbering.
Create a numbered list with subordinate levels of numbered text throughout the document.	Use outline numbering and a hierarchical indent.
Organize a document by numbering the headings and be able to promote or demote headings (and subordinate text levels) while editing.	Use outline numbering and outline tools to create and edit the document.

{button ,AL(^H_APPLYING_OUTLINE_NUMBERING_TO_TEXT_STEPS;H_OUTLINE_NUMBERING_OVER;H_OUTLINE_TOOLS_OVER;H_CREATING_A_QUICK_NUMBERED_LIST_STEPS;H_CREATING_A_CUSTOM_NUMBERED_LIST_STEPS',0)} [See related topics](#)

Outline Assistant Modify the Style panel

You can change the appearance of outline text, change the appearance of outline bullets or numbers, or edit outline numbering sequences.

Choose a task:

[Changing the starting outline number.](#)

[Editing an outline numbering sequence.](#)

[Inserting text around an outline number.](#)

[Changing the appearance of an outline number.](#)

[Changing the appearance of outline text.](#)

{button ,AL(^H_OUTLINE_SEQUENCES_OVER;H_OUTLINE_NUMBERING_OVER;H_EDITING_AN_OUTLINE_NUMBERING_SEQUENCE_STEPS;H_EDITING_AN_OUTLINE_STYLE_SEQUENCE_STEPS;H_CHANGING_THE_APPEARANCE_OF_OUTLINE_NUMBERS_STEPS;H_CHANGING_THE_APPEARANCE_OF_OUTLINE_TEXT_STEPS',0)} [See related topics](#)

Outline Assistant Select the Style panel

Use this panel to select the style of your outline.

If you do not need to change the appearance of the outline paragraph styles, click Done.

Otherwise, click Next to display the [Modify the Style panel](#).

When you select the style of outline that you want to use, Word Pro automatically creates the necessary outline paragraph styles. These paragraph styles, "Heading 1" through "Heading 9," can then be assigned to your text using the promote and demote outline tools.

{button ,AL(^H_OUTLINE_SEQUENCES_OVER;H_OUTLINE_NUMBERING_OVER;H_EDITING_AN_OUTLINE_NUMBERING_SEQUENCE_STEPS;H_EDITING_AN_OUTLINE_STYLE_SEQUENCE_STEPS;H_CHANGING_THE_APPEARANCE_OF_OUTLINE_NUMBERS_STEPS;H_CHANGING_THE_APPEARANCE_OF_OUTLINE_TEXT_STEPS',0)} [See related topics](#)

Outline bar

You can use the Outline bar to view and arrange text in an outline.



The current paragraph is demoted to the next lower level.



The current paragraph is promoted to the next higher level.



The current paragraph and its subordinate paragraph(s) exchange position with the preceding paragraph and its subordinate paragraph(s).



The current paragraph and its subordinate paragraph(s) exchange position with the following paragraph and its subordinate paragraph(s).



All levels of outline text are expanded.



All levels of outline text are collapsed. Only first level paragraphs are displayed.



One level of the current paragraph is expanded.



One level of the current paragraph is collapsed.

Show Levels

Only the paragraphs that are at or above the outline level you choose are exposed.

Outline Assistant

Displays the Outline Assistant.

Done

Closes the Outline bar and returns the document to layout view.

{button ,AL(^H_OUTLINE_SEQUENCES_OVER;H_OUTLINE_NUMBERING_OVER;H_EDITING_AN_OUTLINE_NUMBERING_SEQUENCE_STEPS;H_EDITING_AN_OUTLINE_STYLE_SEQUENCE_STEPS;H_CHANGING_THE_APPEARANCE_OF_OUTLINE_NUMBERS_STEPS;H_CHANGING_THE_APPEARANCE_OF_OUTLINE_TEXT_STEPS',0)} [See related topics](#)

Overview: Outline numbering

Using Word Pro's outline numbering feature, you can create numbered lists, outlines, and numbered document sections, such as tables of contents.

Word Pro provides an Outline Assistant to help you create and modify outlines. Use the Outline Assistant to specify a style for your outline and then use the outline tools to promote and demote the text. The Outline Assistant is the quickest and easiest way to create an outline.

Word Pro also allows you to edit, delete, and create an outline numbering sequence. You can specify a numbering style, starting number, leading and trailing text, and other information, such as division and section name, for up to nine positions in an outline numbering sequence. However, Word Pro also supplies predefined numbering sequences.

You can combine the features of outline numbering with outline style sequences and outline tools. When you assign outline level positions to paragraph styles, you create an outline style sequence. This outline style sequence can be saved, modified, or numbered to make your outline suit the needs of your document. Once you have assigned an outline style sequence to an outline, you can use outline tools to easily rearrange the outline or to view specific sections of the outline.

If you create an outline style sequence and apply it to an outline numbering sequence, Word Pro manages your paragraph numbering for you as you change outline levels, add paragraphs, and/or rearrange paragraphs.

{button ,AL('H APPLYING_OUTLINE_NUMBERING_TO_TEXT_STEPS;H_OUTLINE_TOOLS_OVER;H_SELECTING_AN_OUTLINE_NUMBERING_SEQUENCE_STEPS;H APPLYING_OUTLINE_NUMBERING_TO_AN_OUTLINE_STYLE_SEQUENCE_STEPS;H_EDITING_AN_OUTLINE_NUMBERING_SEQUENCE_STEPS;H_NUMBERING_TEXT_OVER;H_DOCUMENT_LEVEL_SMARTLEVEL_AND_HEADING_PARAGRAPHS_OVER',0)} [See related topics](#)

Overview: Outline Sequences

When you assign outline level positions to paragraph styles in the current document, you create an outline sequence. This outline sequence can be saved, modified, or numbered to make your outline suit the needs of your document. Word Pro allows you to set up to nine outline levels in one sequence. However, you can create more than one outline sequence for each document.

When you use the Outline Assistant to specify a style for your outline, Word Pro automatically modifies outline sequences and applies them to your text.

If you are creating a large document in Word Pro, outline sequences can help you to number heading paragraphs independently of document text. For example, if you want your chapter titles and your division titles to number sequentially while your body text numbering restarts after every chapter heading, you use a heading paragraph to tell Word Pro where to renumber your document. If you have more than one heading paragraph style, you will need to create a heading paragraph sequence.

Word Pro also allows you to create, edit, and/or save outline numbering schemes.

{button ,AL(^H_OUTLINE_TOOLS_OVER;H_OUTLINE_NUMBERING_OVER;H_CREATING_AN_OUTLINE_STYLE_SEQUENCE_STEPS;H_EDITING_AN_OUTLINE_STYLE_SEQUENCE_STEPS;H_KEYBOARD_SHORTCUTS_FOR_OUTLINES_STEPS;H_DISPLAYING_OR_HIDING_OUTLINE_TOOLS_STEPS;H_APPLYING_OUTLINE_NUMBERING_TO_AN_OUTLINE_STYLE_SEQUENCE_STEPS',0)} [See related topics](#)

You can also reach the Set Outline Style Sequences dialog box by clicking the right mouse button on an outline button and choosing Outline Styles.

Overview: Outline tools

The Outline Assistant is the easiest way to create an outline. Use the Outline Assistant to select a style for your outline. When you are done, Word Pro enters outline view and the outline tools are displayed.

You can use the Word Pro outline tools to view, edit, and organize large documents quickly and easily. When in outline view, Word Pro displays the outline tools in the outline bar. Word Pro also displays outline buttons to the left of each paragraph. These outline buttons can be used to collapse, expand, or move large sections of the document.

Viewing your document

You can view selected parts of a document by collapsing the parts of the outline that you do not want to view. You also can move a section of a document by collapsing it and moving the corresponding outline button.

Nested outline levels

If an outline level contains nested levels beneath it, the outline button that corresponds with the outline level appears as a "+" symbol. You can click the outline button to expand or collapse the nested levels beneath it.

Note You do not need to enter outline mode to use outline numbering.

{button ,AL(`H_CHANGING_OUTLINE_LEVELS_STEPS;H_SETTING_OUTLINE_VIEW_OPTIONS_STEPS;H_OUTLINE_NUMBERING_OVER;H_DISPLAYING_OR_HIDING_OUTLINE_TOOLS_STEPS',0)} [See related topics](#)

Selecting an outline numbering sequence

1. Place the insertion point in the desired text and click the right mouse button.
2. Choose Text Properties.
3. Click the Bullets tab.
4. Click Custom.
5. Click the Outline tab in the Custom Numbering dialog box.
6. Select the desired "Outline numbering sequence."
7. Click OK.

The number sequence appears on the "Number style" buttons in the Text InfoBox on the Bullets tab. You can click the desired button to number your paragraphs.

{button ,AL(`H_APPLYING_OUTLINE_NUMBERING_TO_TEXT_STEPS;H_OUTLINE_NUMBERING_OVER;H_EDITING_AN_OUTLINE_NUMBERING_SEQUENCE_STEPS;H_CHANGING_INDENTATION_AROUND_A_BULLET_OR_OUTLINE_NUMBER_STEPS;H_APPLYING_OUTLINE_NUMBERING_TO_AN_OUTLINE_STYLE_SEQUENCE_STEPS;H_CHANGING_A_STARTING_OUTLINE_NUMBER_STEPS;H_NUMBERING_TEXT_OVER',0)} [See related topics](#)

Set Outline Style Sequences dialog box

You can use the options in this dialog box to:

- Create an outline sequence by assigning an outline level to any style in the current SmartMaster.
- Create a heading sequence.
- Save an outline sequence and/or a heading sequence with a specific name.
- Apply outline numbering to styles in an outline sequence.
- Edit any numbering option or create a new numbering option.

Choose a task:

[Creating an outline style sequence](#)

[Editing an outline style sequence](#)

[Applying outline numbering to an outline style sequence](#)


{button ,AL(`H_OUTLINE_SEQUENCES_OVER;H_DOCUMENT_LEVEL_SMARTLEVEL_AND_HEADING_PARAGRAPHS_OVER;H_OUTLINE_TOOLS_OVER',0)} [See related topics](#)

Using character options to create a numbered list

When you create a list, instead of a letter or number, you can specify a keyboard character that will increment every time you press ENTER.

1. Place the insertion point in the paragraph or text where you want the numbered list.
2. Click the right mouse button and choose Text Properties.

 Tip

3. Click the Bullets tab.

4. Click Custom.
5. Select "Other" in the "Number type" box.
6. Type the desired character in the "Character to Repeat" box.
You can specify any character, including ANSI characters.
7. Click OK.
8. Select any desired options in the Custom Numbering dialog box.
9. Click OK.

{button ,AL('H_CREATING_A_CUSTOM_NUMBERED_LIST_STEPS;H_DISCONTINUING_NUMBERING_STEPS;H_SKIPPING_A_BULLET_OR_NUMBER_STEPS;H_CREATING_A_QUICK_NUMBERED_LIST;','0)} [See related topics](#)

Details: Assigning editing rights to a reviewer

Set options for all people to Review and Comment

Select this option if you want the options to apply to all reviewers assigned to this document.

When a reviewer opens the document, Word Pro displays the Review & Comment Tools icon bar, activates marked edits, and allows edits in a new version only. The markup options match the author's default settings.

You can also type a greeting. Word Pro displays the greeting when a reviewer opens the document.

Set specific options for all people sharing the document

Select this option if you want to define specific options for all reviewers assigned to this document.

Set specific options for specific people

Select this option if you want to define specific options for each reviewer assigned to this document.

Click Options to display the Editing Rights panel in the TeamSecurity dialog box.

Display Greeting with this text

Select this option if you want to display a greeting when the reviewer opens the document. Then type the message in the box.

Request Editor's remark on close

Select this option if you want the editor to add remarks when closing the document.

{button ,AL('H_ASSIGNING_EDITING_RIGHTS_TO_A_REVIEWER_STEPS',1)} [Go to procedure](#)

{button ,AL('H_ASSIGNING_REVIEWERS_TO_A_DOCUMENT_STEPS;H_SETTING_AND_CHANGING_MARKUP_OPTIONS_FOR_AN_EDITOR_STEPS;H_ASSIGNING_EDITOR_RIGHTS_AND_OPTIONS_STEPS;H_EDITING_RIGHTS_OVER;H_DISTRIBUTING_A_DOCUMENT_TO_REVIEWERS_STEPS;H_TEAMREVIEW_ASSISTANT_OVER',0)} [See related topics](#)

Assigning editing rights to a reviewer

Before assigning editing rights, you must complete Step 1 (Who tab).

1. Choose File - TeamReview.



2. Click the What tab.
3. Select the desired editing rights for the reviewer.
{button ,AL(^H_ASSIGNING_EDITING_RIGHTS_TO_A_REVIEWER_DETAILS',1)} [See details](#)
4. To define specific options for each reviewer assigned to this document, select "Set specific options for specific people" and click Options.
In the Editor's name box, select the reviewer to whom you want to assign rights and select one or more editing rights options.
Click OK to return to the TeamReview Assistant dialog box.
{button ,AL(^H_ASSIGNING_EDITING_RIGHTS_TO_A_REVIEWER_DETAILS',1)} [See details](#)
5. To add a greeting that displays when the document opens, select "Display Greeting with this text."
Type the greeting in the box below it.
6. If you want to require all editors to enter a remark when the document closes, select "Request Editor's remark on close."
7. Click Back to add or remove reviewers.
8. Click Next to select how you want to distribute the document.
9. Click Done.

{button ,AL(^H_ASSIGNING_EDITING_RIGHTS_TO_A_REVIEWER_DETAILS',1)} [See details](#)

{button ,AL(^H_ASSIGNING_REVIEWERS_TO_A_DOCUMENT_STEPS;H_SETTING_AND_CHANGING_MARKUP_OPTIONS_FOR_AN_EDITOR_STEPS;H_ASSIGNING_EDITOR_RIGHTS_AND_OPTIONS_STEPS;H_EDITING_RIGHTS_OVER;H_DISTRIBUTING_A_DOCUMENT_TO_REVIEWERS_STEPS;H_TEAMREVIEW_ASSISTANT_OVER',0)} [See related topics](#)

Details: Assigning reviewers to a document

Verify editors by

You can choose the verification method you want Word Pro to use when verifying the reviewer's access to the document.

If you choose...	<u>How Word Pro verifies the editor's identity...</u>
Word Pro user name	The user name listed on the Personal panel of the Word Pro Preferences dialog box. This choice offers the least security.
E-mail login	The name used to log onto the editor's e-mail system. This choice offers the most security.
OS login	The name used to log onto the editor's operating system.

Allow alternate verification

You can select this option if the document is set up to use an e-mail or an operating system login as the verification method. If the preferred method is not available, Word Pro will verify the reviewer by the user name specified in User Setup.

For example, suppose you set up a document where the preferred method of verification is an e-mail login. One of the reviewers is using Word Pro while on the road and is not logged into the network. In this case, Word Pro will verify the reviewer's access by checking the user name in User Setup.

{button ,AL('H_ASSIGNING_REVIEWERS_TO_A_DOCUMENT_STEPS',1)} [Go to procedure](#)

{button ,AL('H_ASSIGNING_EDITING_RIGHTS_TO_A_REVIEWER_STEPS;H_DISTRIBUTING_A_DOCUMENT_TO_REVIEWERS_STEPS;H_TEAMREVIEW_ASSISTANT_OVER;H_USING_THE_ADDRESS_BOOK_TO_ADD_AN_EDITOR_STEPS;H_VERIFYING_ASSIGNED_EDITORS_STEPS',0)} [See related topics](#)

Assigning reviewers to a document

1. Choose File - TeamReview.



2. Click the Who tab.
3. Select an option in the "Verify editors by" box.
4. Click Add.

The reviewer's name you type in this box must be consistent with the method of verification you use. Only the people listed in the Who panel can participate in the review process.

5. Click OK to return to the Who panel.
6. If you want to remove a reviewer, select the name in the box and click Remove.

You can only remove reviewers who have not edited the document.

7. Click Next to specify the editing rights and options for the reviewers.
8. Click Done.

{button ,AL('H_ASSIGNING_REVIEWERS_TO_A_DOCUMENT_DETAILS',1)} [See details](#)

{button ,AL('H_ASSIGNING_EDITING_RIGHTS_TO_A_REVIEWER_STEPS;H_DISTRIBUTING_A_DOCUMENT_TO_REVIEWERS_STEPS;H_TEAMREVIEW_ASSISTANT_OVER;H_USING_THE_ADDRESS_BOOK_TO_ADD_AN_EDITOR_STEPS;H_VERIFYING_ASSIGNED_EDITORS_STEPS',0)} [See related topics](#)

Details: Distributing a document to reviewers

<u>If you select...</u>	<u>Word Pro...</u>
Saving document to file	Displays the Save As dialog box. You can store it in an accessible location on the network so the reviewers can access it, or on a floppy disk.
Saving document to file on Internet	Displays the Save to Internet dialog box so you can <u>FTP</u> the files to reviewers.
Saving document to Notes	Displays the Save to Lotus Notes Assistant so you can save the document as an attachment to an existing Notes document.
Saving document and sending via E-mail	Displays the TeamMail dialog box so you can send it to all reviewers by e-mail.
Saving document and routing via E-mail	Displays the TeamMail dialog box so you can route it to all reviewers by e-mail.

{button ,AL('H_DISTRIBUTING_A_DOCUMENT_TO_REVIEWERS_STEPS',1)} [Go to procedure](#)

{button ,AL('H_ASSIGNING_EDITING_RIGHTS_TO_A_REVIEWER_STEPS;H_TEAMCONSOLIDATE_OVER;H_W
P_WORKING_WITH_INTERNET_CONNECTIONS_OVER;H_ASSIGNING_REVIEWERS_TO_A_DOCUMENT_S
TEPS;H_PREPARING_A_DOCUMENT_FOR_TEAMREVIEW_STEPS;H_TEAMREVIEW_ASSISTANT_OVER',0)
} [See related topics](#)

Distributing a document to reviewers

Before distributing the document, you must complete Step 1 (Who tab) and Step 2 (What tab).

1. Choose File - TeamReview.



2. Click the How tab.
3. Select the distribution option in the "Distribute document by" box.
4. Click Back to specify the editing rights and options for all reviewers.
5. Click Done.

{button ,AL('H_DISTRIBUTING_A_DOCUMENT_TO_REVIEWERS_DETAILS',1)} [See details](#)

{button ,AL('H_ASSIGNING_EDITING_RIGHTS_TO_A_REVIEWER_STEPS;H_TEAMCONSOLIDATE_OVER;H_W
P_WORKING_WITH_INTERNET_CONNECTIONS_OVER;H_ASSIGNING_REVIEWERS_TO_A_DOCUMENT_S
TEPS;H_PREPARING_A_DOCUMENT_FOR_TEAMREVIEW_STEPS;H_TEAMREVIEW_ASSISTANT_OVER',0)
} [See related topics](#)

Document Greeting Message dialog box

You can view a message from one or more previous editors of the document. You also can choose to edit in the current version of the document, edit in a new version, or open the document as read-only.

Choose a task:

[Setting and changing markup options for an editor](#)

[Marking edits using a document greeting](#)

{button ,AL(`H_TEAMREVIEW_ASSISTANT_OVER;H_REVIEW_AND_COMMENT_TOOLS_ICONS_OVER',0)} [See related topics](#)

Preparing a document for TeamReview

1. Choose File - TeamReview.



2. Click the Who tab.
3. Assign reviewers to the document and select the method for verifying the reviewer's rights.
4. Click Next.
5. Select the editing rights for the reviewers.
6. Click Next.
7. Select the distribution option in the "Distribute document by" box.
8. Click Done.

{button ,AL(^H_ASSIGNING_EDITING_RIGHTS_TO_A_REVIEWER_STEPS;H_ASSIGNING_REVIEWERS_TO_A_DOCUMENT_STEPS;H_REVIEWING_MARKED_EDITS_OVER;H_DISTRIBUTING_A_DOCUMENT_TO_REVIEWERS_STEPS;H_TEAMREVIEW_ASSISTANT_OVER',0)} [See related topics](#)

Overview: TeamReview Assistant

TeamReview lets you automate the process of reviewing documents for changes.

You can assign which reviewers you want to edit the current document. For example, if several people worked together on a proposal to a client, you can send a copy of the proposal to each person who worked on it.

You can also set options for the editing rights for each reviewer, such as whether or not a reviewer can edit in the current version or in a new version. Then you can select a method for distributing the document to each reviewer, such as saving it to a file or sending it through e-mail. If you send the document via e-mail, you can send it to all reviewers simultaneously or route it to one reviewer at a time. If you send a separate copy of the document to each reviewer, you can use Word Pro's TeamConsolidate function to reconcile each editor's changes into a single document.

{button ,AL('H_EDITING_RIGHTS_OVER;H_VERSIONING_OVER;H_PREPARING_A_DOCUMENT_FOR_TEAMR
EVIEW_STEPS;H_ASSIGNING_EDITING_RIGHTS_TO_A_REVIEWER_STEPS;H_ASSIGNING_REVIEWERS_
TO_A_DOCUMENT_STEPS;H_DISTRIBUTING_A_DOCUMENT_TO_REVIEWERS_STEPS',0)} See related
topics

Bookmarks

Bookmarks are non-printing markers that allow you to move to specific locations in a document. Text contained within a bookmark can be repeated later in the document and updates automatically when the text in the bookmark is updated.

Bookmarks are also used to transfer data to Lotus Notes, via Notes/FX.

Clean Screen

Clean Screen hides Word Pro's menus and tools and displays only the content of your document. You can activate Clean Screen from the View menu by choosing Show/Hide, and then choosing Clean Screen. You can return to normal viewing by clicking the Clean Screen icon in the bottom right corner of the screen.

You can choose which tools and menus display in Clean Screen mode. From the View menu, choose Set View Preferences and then click the Clean Screen panel. The options selected on this panel will display while you are in Clean Screen mode.

Click Here blocks

Click Here blocks are placeholders that make it easy to enter text in predefined locations. For example, Click Here blocks are effective when you design fill-in forms, since you can TAB from one Click Here block to the next and insert instructions for the user.

You can also specify an action (such as "insert a picture") that reminds the user what to do when selecting a Click Here block.

CycleKeys

CycleKeys are function keys that cycle through a sequence of related settings (style, font, indentation, and other attributes). You can customize function keys F2 through F9 to cycle through specific sequences.

Dialog Editor

The Lotus Dialog Editor provides a way to create custom dialog boxes that can be used in Lotus applications for Windows.

Divisions

Divisions are parts of a document that can use their own SmartMaster. They can contain text, sections, and other divisions. They can also contain external files, OLE objects, and Internet files.

Divisions are like documents within documents. Each division maintains its own numbering sequences, styles, headers, footers, and footnotes.

Expert

The Expert is a tool you can use to get the help you need by typing a question or phrase in your own words. The Expert provides a list of Help topics from which you can choose.

Fields

Word Pro has two types of fields: document fields and power fields.

Document fields provide instant access to information about your document, including the file name, number of pages, and total editing time.

Power fields can help you perform simple automation tasks. For example, you can query for data and execute a program such as 1-2-3 or Freelance.

Power fields can also format various types of data. For example, you can automatically format numbers to include dollar signs, commas, and decimals or change the case of all words in a sentence.

Frames

A frame is a container in which you can insert text, a table, a graphic, or columns. All graphics, pictures, equations, drawings, and charts are placed in frames.

You can specify the size and position of a frame and how text surrounding the frame will wrap.

FTP

File Transfer Protocol (FTP) is a client-server protocol that allows a user on one computer to transfer files to and from another computer over a TCP/IP network, such as the Internet or an Intranet.

@ Functions

You can use @functions to calculate a value for a table cell. Word Pro provides six @functions for use inside Word Pro tables.

@SUM (<i>list</i>)	Adds the values in <i>list</i> .
@AVG (<i>list</i>)	Calculates the average of the values in <i>list</i> .
@COUNT (<i>list</i>)	Counts all the non-blank cells in <i>list</i> .
@MAX (<i>list</i>)	Finds the largest value in <i>list</i> .
@MIN (<i>list</i>)	Finds the smallest value in <i>list</i> .
@IF (<i>condition</i> ; x; y)	Evaluates <i>condition</i> and returns x if <i>condition</i> is true or y if <i>condition</i> is false.

HTML

HTML: Hypertext Markup Language is a document format, built on top of SGML (Standard General Markup Language) used on the World Wide Web. "Tags" are embedded in the text. A tag consists of a "<", a "directive" (case insensitive), zero or more parameters and a ">". Matched pairs of directives, like "<TITLE>" and "</TITLE>" are used to delimit text which is to appear in a special place or style. When you save a document in HTML format, Word Pro automatically converts styles and other formatting to the appropriate HTML tags.

HTTP

Hypertext Transfer Protocol (HTTP) is the client-server TCP/IP protocol used on the World Wide Web for the exchange of Hypertext Markup Language (HTML) documents.

Image container

Any part of a document which can contain an image.

Pages, frames, table cells, entire tables, headers, footers, and column blocks are all image containers.

All image containers can store an image as a watermark, but only a few image containers can store an image in place of the container's usual contents. For example, you can place an image in a frame as a watermark and still type text in the frame. However, if you don't place the image in the frame as a watermark, the image replaces the usual contents of the frame and prevents you from typing text or adding tables and so on.

InfoBox

The InfoBox is a dialog box used to specify attributes and settings for the parts of your document. For example, you can use the InfoBox to change page margins, increase font size, modify the background color of a frame, and more. Changes you make using the InfoBox are immediately reflected in your document. Because the InfoBox is modeless, you can leave it on the screen while you work.

Master documents

Master documents are placeholders designed to enable you to connect separate files and treat them as one document. You can create an index, table of contents, footnotes, endnotes, and sequential page numbers for your whole document, because each file is referenced as a division within the master document.

Modeless bar

A modeless bar is a dialog box that remains open while you work in your document. For example, Spell Check remains open while you make changes in your document. Word Pro uses these modeless bars: Cross Reference, Envelope, Find & Replace, Format Check, Grammar Check, Spell Check, Mark (Index, TOC) Entry, and Review Marked Edits. Modeless bars display between the document and the Word Pro menu bar. You can have multiple bars open at the same time.

Notes/FX

Notes/FX allows you to exchange data between Notes and Word Pro. When you modify the data in either Notes or Word Pro, it automatically updates in the other application. You can exchange bookmarked text, document fields, Click Here blocks, and named objects (frames, page layouts, parallel column blocks, and so on).

OCX

An OCX is a custom control you can insert into a Web page. For example, you can insert an Edit, Listbox, or Submit control into your document and save it as a Web page.

Paste Special

Paste Special allows you to specify the format in which data is pasted from the Clipboard into your document. You can use this option to embed an object or create a link to an object copied from a source file. You can also display the link as an icon in your current file.

Script

LotusScript, the programming language supplied with SmartSuite applications, is an object-oriented programming language similar to Visual Basic. You can record scripts or create them using the Script Editor. Scripts can be used to automate tasks, customize the appearance of Word Pro's user interface, gather and display information, and more.

Sections

You can create sections to change layouts on a page. For example, on a page that has a single column layout, you can create a section that has a three-column layout. Just as a document can contain multiple divisions, a division can contain multiple sections.

SmartFill

SmartFill is an easy way to fill table cells with related data. For example, you can type "Monday" and use SmartFill to enter the days of the week that follow. You can also fill in non-sequential information, such as odd or even numbers, or multiples of a number (5,10,15,20...).

You can also create a custom SmartFill list. For example, your custom list might be "Ann, Cindy, Collin, David, Deborah." When you type "Ann" in a table cell and use SmartFill, the other names automatically fill the table cells.

SmartIcons

SmartIcons represent mouse shortcuts for Word Pro actions, commands, and scripts. At least two SmartIcons sets appear at the top of the page when you first start Word Pro. You can add, move, group, delete, change the size of SmartIcons, and more.

SmartMaster

A SmartMaster is a template that makes it easy to create documents in Word Pro. Each Word Pro documents is based on a SmartMaster. Word Pro provides a variety of these for memos, faxes, calendars, business letters, newsletters, and more. You can also create your own SmartMaster.

A SmartMaster provides default styles and text. For example, the newsletter SmartMaster provides paragraph styles for headlines, captions, company name, and other common newsletter elements.

Sort

You can use Sort to arrange information alphabetically or numerically, in ascending or descending order. Word Pro can sort all of a simple list, table, or division. You can sort one or more fields, and you can prioritize the sort order by levels.

Special Views

Word Pro provides four Special Views which can simultaneously display your document in different ways. For example, the DocSkimmer Special View lets you see your document in draft, outline, and full page view at the same time. Other available Special Views include PageWalker, Panorama, and Zoomer.

Styles

Styles are formatting and appearance properties that you assign via the status bar, InfoBox, Fast Format, or keyboard shortcuts. You can apply, redefine, or create a style for any Word Pro object (page, frame, table, and so on) to make formatting easier. Styles enable you to control the appearance of an object by automatically applying a format so you can achieve the look you want.

Versions

You can maintain more than one version of a document in the same Word Pro (.lwp) file. This comes in handy when you need to track changes made by multiple editors.

Watermarks

A watermark is an image stored in the background of a part of your document. All image containers (such as pages, tables, table cells, frames, headers, footers, and columns) can store an image as a watermark. Because watermark images are stored in the background of an image container, the usual contents such as text and other items are unaffected. For example, when you place a watermark image on a page, none of the text, frames, tables, or other items are affected by that watermark.

Bookmarks dialog box

You can use this dialog box to create, remove, or move to a bookmark.

Choose a task:

[Creating a bookmark](#)

[Removing a bookmark](#)

Details: Creating a bookmark

Typing a bookmark name

A bookmark name can consist of any character and/or spaces, unless it is marked as Notes/FX.

Current bookmark

Lists the existing bookmarks. For bookmarks in the current division or section, Word Pro lists only the bookmark name. For bookmarks in other divisions or sections, Word Pro adds extra location information, such as division name, external file name, and so on.

Notes/FX field

Embeds the bookmark contents in a Notes document. The bookmark name must match the field name in the Notes document and cannot contain spaces.


Mark

Word Pro marks the location in the document, or marks the selected frame, text, or table cell as a bookmark.

{button ,AL('H_CREATING_A_BOOKMARK_STEPS',1)} [Go to procedure](#)

{button ,AL('H_EXCHANGING_DATA_BETWEEN_WORD_PRO_AND_NOTES_OVER;H_DEFINING_A_WORD_PRO_BOOKMARK_FOR_EXCHANGE_WITH_NOTES_STEPS;H_REMOVING_A_BOOKMARK_STEPS;H_SHOWING_BOOKMARK_MARKERS_STEPS;H_EDITING_THE_CONTENTS_OF_A_BOOKMARK_STEPS;H_MOVING_TO_A_BOOKMARK_USING_THE_EDIT_MENU_STEPS;H_INSERTING_A_POWER_FIELD_STEPS',0)} [See related topics](#)

Creating a bookmark

1. If you want to create a bookmark with contents, select the text or object at the desired location.
If you want to create a bookmark without contents to mark a specific location in the document, place the insertion point at the desired location.
{button ,AL('H_CREATING_A_BOOKMARK_DETAILS',1)} [See details](#)
2. From the Create menu, choose Bookmark.

3. Type a name for the bookmark.
4. If you want the bookmark contents to embed in a Notes document, select "Notes/FX field."
5. Click Mark.

{button ,AL('H_CREATING_A_BOOKMARK_DETAILS',1)} [See details](#)

{button ,AL('H_EXCHANGING_DATA_BETWEEN_WORD_PRO_AND_NOTES_OVER;H_REMOVING_A_BOOKMARK_STEPS;H_SHOWING_BOOKMARK_MARKERS_STEPS;H_EDITING_THE_CONTENTS_OF_A_BOOKMARK_STEPS;H_MOVING_TO_A_BOOKMARK_USING_THE_EDIT_MENU_STEPS;',0)} [See related topics](#)

Details: Editing the contents of a bookmark


You can edit the contents of a bookmark just as you edit a Word Pro document. You can copy, cut, or paste data from the document into the bookmark or from the bookmark into the document.

{button ,AL(`H_EDITING_THE_CONTENTS_OF_A_BOOKMARK_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_CREATING_A_BOOKMARK_STEPS;H_REMOVING_A_BOOKMARK_STEPS;H_SHOWING_BOOKMARK_MARKERS_STEPS;H_MOVING_TO_A_BOOKMARK_USING_THE_EDIT_MENU_STEPS;',0)} [See related topics](#)

Editing the contents of a bookmark

You can edit bookmark contents or add contents to an empty bookmark using these steps.

1. Choose Create - Bookmark.

2. Select the desired bookmark in the "Current bookmark" box.
3. Click Go To.
4. Edit the contents of the bookmark.

{button ,AL(`H_EDITING_THE_CONTENTS_OF_A_BOOKMARK_DETAILS';1)} [See details](#)

{button ,AL(`H_CREATING_A_BOOKMARK_STEPS;H_REMOVING_A_BOOKMARK_STEPS;H_SHOWING_BOOKMARK_MARKERS_STEPS;H_MOVING_TO_A_BOOKMARK_USING_THE_EDIT_MENU_STEPS';0)} [See related topics](#)

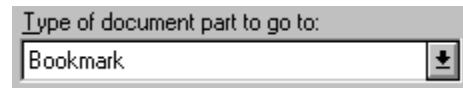
Moving to a bookmark using the Edit menu

1. From the Edit menu, choose Go To.



Tip

2. Select "Bookmark" in the "Type of document part to go to" box.

A screenshot of a dialog box titled "Type of document part to go to:". The dialog box has a light gray background. At the top, the title is displayed. Below the title is a text input field containing the word "Bookmark". To the right of the input field is a small square button with a downward-pointing arrow.

3. Select the desired bookmark in the list box.
4. Click OK.



Tip

{button .AL('H_CREATING_A_BOOKMARK_STEPS;H_REMOVING_A_BOOKMARK_STEPS;H_SHOWING_BOOK
MARK_MARKERS_STEPS;H_EDITING_THE_CONTENTS_OF_A_BOOKMARK_STEPS;H_GO_TO_OVER',0)}
[See related topics](#)

You can also move to a bookmark from the Create menu by choosing Bookmark, selecting the name of the desired bookmark, and clicking Go To.

Removing a bookmark

1. Choose Create - Bookmark.



2. Select the desired bookmark in the "Current bookmark" box.
3. Click Remove.

Word Pro removes only the bookmark, not the contents of the bookmark.

{button ,AL(`H_CREATING_A_BOOKMARK_STEPS;H_SHOWING_BOOKMARK_MARKERS_STEPS;H_EDITING_THE_CONTENTS_OF_A_BOOKMARK_STEPS;H_MOVING_TO_A_BOOKMARK_USING_THE_EDIT_MENU_STEPS';0)} [See related topics](#)

Showing bookmark markers

1. Choose View - Set View Preferences.



2. Select "Bookmark" in the "Show marks" box.

3. Click OK.

```
{button ,AL('H_CREATING_A_BOOKMARK_STEPS;H_REMOVING_A_BOOKMARK_STEPS;H_EDITING_THE_CO  
NTENTS_OF_A_BOOKMARK_STEPS;H_MOVING_TO_A_BOOKMARK_USING_THE_EDIT_MENU_STEPS;',0)  
} See related topics
```

Browse dialog box

- You can review available files and select one for Word Pro to use.
- You can change drives by selecting from the list in the "Look in" box.
- You can select a type of file in the "Files of type" box.

Browsing for another file

From this dialog box, you can review available files and select one for Word Pro to use.

- You can review all available files in a directory by specifying an asterisk (*) or a type of file (for example, .LWP) in the "File name" box. Therefore, by typing *.LWP in the "File name" box, you can see all files of file type .LWP.
- You can change folders by selecting from the list in the "Look in" box.
- You can review all available files in a folder or change to another folder by clicking one in the list.
- You can use the icons to help you browse:



takes you back one level



lets you create a new folder





lists the files or displays the file details, such as the file size, file type, and last date modified

- You can select a type of file in the "Files of type" box.
- When you select a file, the file name highlights in the "File name" box.
- If a specific file has a description attached to it, the description displays in the "Description" box when the file name highlights.

Closing the InfoBox

To close the [InfoBox](#):

- double-click the icon  in the top left corner of the box, or
- Click the icon  and choose Close.

{button ,AL('H_INFOBOX_OVER;H_USING_THE_INFOBOX_STEPS;H_COLLAPSING_AND_EXPANDING_THE_IN
FOBOX_STEPS;H_MOVING_THE_INFOBOX_STEPS;H_OPENING_THE_INFOBOX_STEPS;H_GETTING_STA
RTED_IN_WORD_PRO_OVER;H_CYCLEKEYS_OVER',0)} [See related topics](#)

Collapsing and expanding the InfoBox

You can collapse the InfoBox so that only the title bar and tabs show.



Double-click the title bar, or click the icon in the top left corner and choose Collapse.

To expand the box to its full size:

- Double-click the title bar again, or
- Click a tab, or
- Click the icon in the top left corner and choose Restore.

{button ,AL(^H_INFOBOX_OVER;H_USING_THE_INFOBOX_STEPS;H_OPENING_THE_INFOBOX_STEPS;H_MOVING_THE_INFOBOX_STEPS;H_CLOSING_THE_INFOBOX_STEPS;H_GETTING_STARTED_IN_WORD_PRO_OVER;H_CYCLEKEYS_OVER',0)} [See related topics](#)

Overview: InfoBox

The InfoBox is a single place where you can change the properties of text, pages, frames, tables, table cells, headers, footers, columns, OLE objects, and Word Pro drawings. Using the InfoBox can make your work easier.

[Show me a demo](#)

You can:

- leave the InfoBox open on your screen while you work in a document.
- drag and drop the InfoBox to a different part of your Word Pro workspace.
- make a choice in the InfoBox and see your changes applied immediately.

Note To apply your changes immediately, you must select (highlight) an option. If you type your choice in an InfoBox text box, the change occurs only when you press TAB, press ENTER, or click outside the InfoBox.

{button ,AL(^H_GETTING_STARTED_IN_WORD_PRO_OVER;H_OPENING_THE_INFOBOX_STEPS;H_USING_THE_INFOBOX_STEPS;H_COLLAPSING_AND_EXPANDING_THE_INFOBOX_STEPS;H_MOVING_THE_INFOBOX_STEPS;H_CLOSING_THE_INFOBOX_STEPS;H_CYCLEKEYS_OVER;';0)} [See related topics](#)

Moving the InfoBox

Click the title bar and drag the box to a different part of the screen.

```
{button ,AL(`H_INFOBOX_OVER;H_USING_THE_INFOBOX_STEPS;H_COLLAPSING_AND_EXPANDING_THE_IN  
FOBOX_STEPS;H_OPENING_THE_INFOBOX_STEPS;H_CLOSING_THE_INFOBOX_STEPS;H_GETTING_ST  
ARTED_IN_WORD_PRO_OVER;H_CYCLEKEYS_OVER',0)} See related topics
```


Opening the InfoBox

To open the InfoBox, click the right mouse button in the appropriate area or object and choose the related Properties option from the menu.

You can also choose the appropriate menu and then the specific properties function:

- To open the Text InfoBox, click the right mouse button anywhere in the text and choose Text Properties. *
- To open the Page layout InfoBox, click the right mouse button anywhere on a page and choose Page Properties.
- To open the Frame InfoBox, click the right mouse button in a frame and choose Frame Properties. *
- To open the Table or Table cell InfoBox, click the right mouse button anywhere in a table and choose Table Properties or Cell Properties. *
- To open the Header or Footer InfoBox, click the right mouse button in a header or footer and choose Header Properties or Footer Properties.
- To open the Columns InfoBox, click the right mouse button in a parallel column (only created by choosing Create - Parallel Columns) and choose Column Block Properties. *
- To open the Drawings InfoBox, click the right mouse button in a frame, or table cell, where a drawing resides and choose Draw Properties. *
- To open the OLE object InfoBox, click the right mouse button in the frame where the OLE object resides and choose its properties. *

* Object must already exist in the document for this menu to appear.

{button ,AL(^H_INFOBOX_OVER;H_USING_THE_INFOBOX_STEPS;H_COLLAPSING_AND_EXPANDING_THE_IN
FOBOX_STEPS;H_MOVING_THE_INFOBOX_STEPS;H_CLOSING_THE_INFOBOX_STEPS;H_GETTING_STA
RTED_IN_WORD_PRO_OVER;H_CYCLEKEYS_OVER',0)} [See related topics](#)

Overview: Using LotusScript in Word Pro

LotusScript is a structured programming language that lets you automate tasks in Word Pro, as well as customize Lotus products and work with them more effectively.

Because LotusScript uses the same development environment as other SmartSuite applications and Lotus Notes, you can create, debug, and run scripts in Word Pro and across other applications, such as Freelance Graphics, 1-2-3, and Notes. LotusScript is compatible with Visual Basic.

Accessing LotusScript Help

For more information on LotusScript, click one of the topics below:

[LotusScript Index](#)

[Word Pro LotusScript A - Z](#)

[Word Pro Classes](#)

[Word Pro Events](#)

[Word Pro Methods](#)

[Word Pro Properties](#)

[Chart Classes](#)

[Chart Methods](#)

[Chart Properties](#)

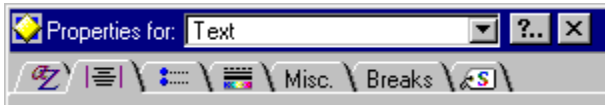
Using the InfoBox

1. To display the properties for this text, click the right mouse button...
2. ...and choose Text Properties.
3. The InfoBox shows you the current settings for the text.
4. Select the text.
5. You can change the settings of the selected text from the InfoBox.
6. The text changes instantly.
7. Click the tabs to see different options related to Text.
8. Click the "Properties for" box to display settings for a different object.
9. The InfoBox now displays the settings for the page.
10. You can collapse the InfoBox to see more of your document.
11. Double-click the InfoBox title bar.
12. Double-click it again to expand it.
13. To close the InfoBox, click the Close button.

Using the InfoBox

You can move between properties by selecting an option in the list box at the top of the InfoBox.

For example, if you are in the Page layout InfoBox and want to change text properties, go to the top of the InfoBox (where the words "Properties for" appear) and select "Text" to display the Text InfoBox.



You can click InfoBox tabs to display different panels. For example, if you want to change a style on a page, click the Style tab in the Page layout InfoBox to view your options.

Note Because Word Pro is context-sensitive, in some cases the InfoBox does not automatically change with your cursor placement. For example, if you create a table and click in a cell, InfoBox properties do not change because the "Text" context is still available. If you select the entire table, the context changes because "Text" is no longer available and Word Pro assumes you want to modify properties of the selected table.

{button ,AL(^H_INFOBOX_OVER;H_OPENING_THE_INFOBOX_STEPS;H_COLLAPSING_AND_EXPANDING_THE_INFOBOX_STEPS;H_MOVING_THE_INFOBOX_STEPS;H_CLOSING_THE_INFOBOX_STEPS;H_GETTING_STARTED_IN_WORD_PRO_OVER;H_CYCLEKEYS_OVER',0)} [See related topics](#)

Browse Lotus Notes/Domino Dialog box

1. Select the Notes/Domino object (server, database, or document) you want to use.
2. Click Done.

Changing proxy settings

When you installed Word Pro, it detected that your default browser uses a proxy to connect to the Internet. A proxy is a computer which sits between your company's local area network and the Internet, and prevents unauthorized access. The information about the proxy server was stored will be used when you connect.

You can view or change this information if you wish. You may want to do this if your computer has multiple ways of connecting to the Internet.

- To view or change proxy settings, click Edit.
- To continue with Internet setup, click Next.

Details: Configuring FTP server settings

Host description

Type a name to identify the FTP server. This can be any name you want.

Host address

Type the address of the FTP server on the Internet. Typically, the address is specified in three parts, separated by periods, with the first part of the address being 'ftp'. For example, ftp.lotus.com.

Port

Type the port the server uses to communicate. In most cases, you can accept the default option.

Initial directory

FTP servers have a directory structure much like that of your computer. Specify the starting directory you want to use when you connect to the server.

User ID

Type the User ID which was assigned to you to access the FTP server. User IDs are typically case sensitive, so make sure to use correct capitalization.

Anonymous FTP

If you do not have a specific User ID to access the FTP server, you can probably access the server using anonymous FTP. The anonymous user name typically can read files from certain directories on the server, and usually cannot write files to the server.

If you select this option, the User ID is automatically changed to 'anonymous'.

Password

Type the password that was assigned to you to access the server. Passwords are typically case-sensitive, so make sure to use correct capitalization. If you selected Anonymous FTP, you should use your email address as the password, for example mailuser@company.com

Save Password

If you want to save the password information with the information about this server, select Save Password. The password will be stored from session to session, however, this means that anyone using your computer can access the ftp site. If you want the password remembered for this session of Word Pro only, deselect this option.

Use Proxy

Most companies use a proxy server as an intermediary between their local area networks and the Internet to prevent unauthorized users from accessing the network. A proxy is sometimes known as a firewall. If you are using an Internet service provider, you typically will not use a proxy.

If you use a proxy to access the Internet, select this option.

Passive

If the FTP server you are connecting to is a passive server, it does not provide any information about its directory structure to computers connected to it, and does not provide any confirmation that commands issued to it are correct. If this is a passive server, select this option.

{button ,AL('H_CONFIGURING_FTP_SERVER_SETTINGS_STEPS',1)} [Go to procedure](#)

Configuring FTP server settings

When you use FTP to open a file from or save a file to the Internet, you communicate with a server that manages the process. You must provide information about the server you want to use in order to make the connection. You can get the required information from your system administrator or from the person or organization in charge of the FTP server you want to use.

1. Type a descriptive name for the server you want to access in the “Host description box”.
2. Type the server’s address in the “Host address” box, and the port in the “Port” box.
3. Type the starting directory on the server in the “Initial directory” box.
4. Type the information about your password in the spaces provided.
5. If you will use a proxy to access the server, select “Use Proxy”.
6. If this is a passive FTP server, select “Passive”.
7. Click Next to continue with the Setup Assistant.

{button ,AL(`H_CONFIGURING_FTP_SERVER_SETTINGS_DETAILS',1)} [See details](#)

Configuring proxy settings

A proxy server is used as a bridge between a local area network and the Internet. It prevents unauthorized users from accessing the network. Word Pro did not detect a proxy server was being used by your Internet browser program. If you connect to the Internet through an Internet service provider such as America Online or AT&T, this is probably correct. If you connect to the Internet through your company's local area network, it probably uses a proxy server. You can check with your system administrator to make sure.

1. If you connect to the Internet through a proxy server, select "Connect through a proxy server". If you connect directly, deselect this option, and continue to step 4.
2. Type the address used for the proxy server. You can get the address from your system administrator.
3. Type the port used to access the proxy server. You can typically accept the default option here.
4. Click Next to continue with Internet setup.

Details: Defining the content of documents exported to HTML

Export

If you select "Entire document," all divisions of the document are exported, except hidden divisions.

If you select "Current division," only the current division exports.

Content options

Save divisions as separate files

If the document contains multiple divisions and you select this option, each division is saved in its own HTML file. In the Layout panel, you can define navigation options for each division. Word Pro determines the filenames for each division by adding a sequential number to the filename you specify.

Save sections as separate files

If the document contains sections and you select this options, each section is saved in its own HTML file. Word Pro determines the filenames for each section by adding a sequential letter to the filename you specify. You cannot select this option unless you also select to save divisions as separate files.

Include header from document

The contents of the first header in the division or document are placed at the top of the HTML document. Header changes within the document are not exported. If you deselect this option, headers are not included.

Include footer from document

The contents of the last footer in the division or document are placed at the end of the HTML document. Any footers other than the last footer in the division or document are not exported. If you deselect this option, footers are not included.

Font face support

Word Pro uses the Font Face HTML tag to specify font information in the exported document. This provides better font display if the fonts you used in the document are not available when the document is read with a browser. Not all browsers support this tag. If you deselect this option, Word Pro encodes the font names you used with the document; this may result in inaccurate font display if the font is not installed in the reader's computer.

{button ,AL('H_DEFINING_THE_CONTENT_OF_DOCUMENTS_EXPORTED_TO_HTML_STEPS',1)} [Go to procedure](#)

{button ,AL('H_SPECIFYING_PREVIEW_AND_SAVE_OPTIONS_FOR_HTML_DOCUMENTS_STEPS;H_SPECIFYING_THE_LAYOUT_OF_DOCUMENTS_EXPORTED_TO_HTML_STEPS;H_WP_SAVING_YOUR_DOCUMENT_AS_A_LOCAL_HTML_FILE_STEPS;H_WP_SAVING_A_DOCUMENT_TO_AN_FTP_SERVER_ON_THE_INTERNET_STEPS;',0)} [See related topics](#)

Defining the content of documents exported to HTML

1. From the File menu, choose Internet, and then choose HTML Export Assistant.
If the Web Tools bar is displayed, click Export Assistant.
 2. Click the Content tab.
 3. Select whether to export the entire document or the current division.
 4. Select the desired "Content Options."
 5. Click Next to display the Layout panel, or click Done to save the options without exporting the document.
-

{button ,AL('H_DEFINING_THE_CONTENT_OF_DOCUMENTS_EXPORTED_TO_HTML_DETAILS',1)} [See details](#)
{button ,AL('H_SPECIFYING_PREVIEW_AND_SAVE_OPTIONS_FOR_HTML_DOCUMENTS_STEPS;H_SPECIFYING_THE_LAYOUT_OF_DOCUMENTS_EXPORTED_TO_HTML_STEPS;H_WP_SAVING_YOUR_DOCUMENT_AS_A_LOCAL_HTML_FILE_STEPS;H_WP_SAVING_A_DOCUMENT_TO_AN_FTP_SERVER_ON_THE_INTERNET_STEPS;',0)} [See related topics](#)

Deleting a hyperlink

1. Place the insertion point in the text of the link you want to delete. If the link source is a graphic, select the graphic.
2. From the Edit menu, choose Remove Hyperlink.

Tip You can also click Edit Link on the Web Tools bar, and then choose Remove Link.

Word Pro removes the link but does not delete the text.

{button ,AL(`H_WP_CREATING_A_HYPERLINK_STEPS;H_WP_EDITING_A_HYPERLINK_STEPS;H_WP_USING_HYPERLINKS_OVER;',0)} [See related topics](#)

Getting started with the Internet Setup Assistant

Before you can open a file from or save a file to the Internet, you must provide information about the FTP server(s) you want to use and information about your Internet connection. Word Pro simplifies the process by providing a series of dialog boxes for you to enter all the necessary information. Once you have completed the information requested in the dialog boxes, Word Pro will try to connect to the Internet using the information you provided.

Click Next to get started.

Internet Setup: Advanced panel

You can specify options for the behavior of hypertext links you create or view in Word Pro. You can also specify security options for viewing Web pages you download and options for opening and saving HTML files.

Choose a task:

[Specifying options for hyperlinks](#)

[Specifying security options for Internet downloads](#)

[Specifying options for opening and saving documents on the Internet](#)

Details: Specifying HTML import options

Import as source code

Word Pro displays HTML documents as ASCII source code. You will see the HTML formatting tags themselves instead of a formatted document.

Show unknown tags in comment notes

Word Pro places HTML tags it does not recognize in comment notes. If you do not select this option, Word Pro places unrecognized HTML tags in the text of the document and marks them with a unique character style so they are recognized as tags.

Download graphics from the Internet

Word Pro downloads graphics referenced by the web page on the Internet. If you deselect this option, frames are displayed with a default graphic *in them* instead of the graphic.

You may want to select this option if you are changing the content of a web page and plan to upload it once you have made the changes. Since Word Pro maintains the names and locations of the graphic files if they are not downloaded, you can save your changes back to the Internet and not lose the graphic references.

{button ,AL(`H_SPECIFYING_HTML_IMPORT_OPTIONS_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_WP_OPENING_A_DOCUMENT_FROM_AN_FTP_SERVER_ON_THE_INTERNET_STEPS;H_WP_OPENING_A_LOCAL_HTML_FILE_STEPS;H_WP_OPENING_A_DOCUMENT_FROM_A_WEB_SERVER_ON_THE_INTERNET_STEPS;H_WP_SAVING_YOUR_DOCUMENT_AS_A_LOCAL_HTML_FILE_STEPS;',0)} [See related topics](#)

Specifying HTML import options

Options you select here are used whenever you open an HTML document from the Internet or from your local computer network.

1. From the File menu, choose Internet, and then choose HTML Import Options.
2. To open HTML documents as source code, select "Import as source code."
3. To place unknown HTML tags in comment notes, select "Show unknown tags in comment notes."
4. To download graphics to your local computer when opening HTML documents from the Internet, select "Download graphics from the Internet."
5. Click OK.

{button ,AL('H_SPECIFYING_HTML_IMPORT_OPTIONS_DETAILS',1)} [See details](#)

{button ,AL('H_WP_OPENING_A_DOCUMENT_FROM_AN_FTP_SERVER_ON_THE_INTERNET_STEPS;H_WP_OPENING_A_LOCAL_HTML_FILE_STEPS;H_WP_OPENING_A_DOCUMENT_FROM_A_WEB_SERVER_ON_THE_INTERNET_STEPS;H_WP_SAVING_YOUR_DOCUMENT_AS_A_LOCAL_HTML_FILE_STEPS;',0)} [See related topics](#)

Details: Specifying preview and save options for HTML documents

Location of files when saving

This option lets you specify the locations of graphics and other files referenced in the HTML document.

<u>Location of files...</u>	<u>What this does...</u>
Same as document	Related files are saved to the same directory as the main document.
Single directory	All related files are saved to a single directory; does not have to be the same as the document directory. You specify the directory name when you save the file.
Different directory	You specify the directory for each related file as it is saved.

Include linked files

If you select this option, HTML files and graphic files on your local computer or network referenced in the document are saved to the location specified in the "Location of files when saving" option. Links in the files are adjusted so that they point to the correct location of the files on the Internet. Links to files already on the Internet are not affected.

Word Pro copies not only files directly referenced in the document you are saving to HTML, but also files on your local computer or network referenced in any other HTML documents which are copied to the Internet. For example, if you have a link to file A in your document, and File A has a link to File B, both File A and File B are copied to the Internet.

Save graphics as

Graphics in your document are always saved in their original format, if the original format was JPEG, GIF, or PING. Graphics in formats other than these are saved to the format you specify here.

- **JPEG** - Saves the file in JPEG format. This option is best for graphics that have high resolution.
- **PNG** - Saves the document in PNG format. This option is best for line graphics and graphics that use blocks of continuous color.

Preview in Browser

Saves the document using the options you have selected to a temporary file, then displays the file in your default browser. Use this option to check the formatting of the document before saving the document.

Save Locally

Displays the Save As dialog box so you can save the document to your local computer or network.

Save to Notes

Displays the Save to Notes/Domino dialog box so you can save the HTML document as an attachment to a Notes document.

Save to Internet

Displays the Save to Internet dialog box so you can save the HTML document to an FTP server on the Internet.

{button ,AL('H_SPECIFYING_PREVIEW_AND_SAVE_OPTIONS_FOR_HTML_DOCUMENTS_STEPS',1)} Go to procedure

{button ,AL('H_SAVING_A_DOCUMENT_TO_A_NOTES_DATABASE_STEPS;H_EXPORTING_A_FILE_STEPS;H_WP_SAVING_A_DOCUMENT_TO_AN_FTP_SERVER_ON_THE_INTERNET_STEPS;H_WP_PREVIEWING_A_WEB_PAGE_IN_A_BROWSER_STEPS;H_SPECIFYING_THE_LAYOUT_OF_DOCUMENTS_EXPORTED_TO_HTML;H_DEFINING_THE_CONTENT_OF_DOCUMENTS_EXPORTED_TO_HTML;',0)} See related topics

Specifying preview and save options for HTML documents

1. From the File menu, choose Internet, and then choose HTML Export Assistant.

Note If the Web Tools bar is displayed, click "Export Assistant."

2. Click the Preview & Save tab.

3. Specify the "Saving options" you want.

4. Click one of the following:

- Preview in Browser
- Save Locally
- Save to Notes
- Save to Internet

5. Click Done.

{button ,AL('H_SPECIFYING_PREVIEW_AND_SAVE_OPTIONS_FOR_HTML_DOCUMENTS_DETAILS';1)} [See details](#)

{button ,AL('H_SAVING_A_DOCUMENT_TO_A_NOTES_DATABASE_STEPS;H_EXPORTING_A_FILE_STEPS;H_WP_SAVING_A_DOCUMENT_TO_AN_FTP_SERVER_ON_THE_INTERNET_STEPS;H_WP_PREVIEWING_A_WEB_PAGE_IN_A_BROWSER_STEPS;H_DEFINING_THE_CONTENT_OF_DOCUMENTS_EXPORTED_TO_HTML_STEPS;H_SPECIFYING_THE_LAYOUT_OF_DOCUMENTS_EXPORTED_TO_HTML';0)} [See related topics](#)

Details: Specifying the layout of documents exported to HTML

Table of contents

If you specified that Word Pro save divisions or sections as separate files, selecting this option creates a table of contents listing each division and section. The table of contents appears in a frame at the left of the page when it is displayed in a browser and contains links to the pages represented by each division and section. The titles used in the table of contents are determined by the division names and section names used in the divider tabs for the divisions and sections. When the user clicks on a link in the table of contents, the appropriate division or section is displayed in a frame at the right of the page.

Caution Word Pro does not support the importing of HTML documents that contain frames. As a result, it cannot read HTML documents it creates if this option is selected. Be certain you have a copy of the document in Word Pro format so you can edit it later, if necessary.

Navigation arrows

If you create a table of contents, you can display navigation arrows at the top, bottom, or top and bottom of each page. These direct the user to the next or previous division or section. Choose "Bottom of page," "Top of page," or "Both Top and bottom of page" to display navigation arrows. Choose None to disable their display.

Include link to URL

If you select this option, Word Pro includes a link to a web page you specify at the bottom of each page. This is useful if you want to offer users a way to return to a home page from each page in your web site.

URL address

If you included a link to a URL, specify the link destination in this box.

URL description

If you included a link to a URL, specify the descriptive text you would like to use as the source of the link.

{button ,AL('H_SPECIFYING_THE_LAYOUT_OF_DOCUMENTS_EXPORTED_TO_HTML_STEPS',1)} Go to
procedure

{button ,AL('H_WP_WHAT_IS_HTML_OVER;H_DEFINING_THE_CONTENT_OF_DOCUMENTS_EXPORTED_TO_HTML_STEPS;H_SPECIFYING_PREVIEW_AND_SAVE_OPTIONS_FOR_HTML_DOCUMENTS_STEPS';0)}
See related topics

Specifying the layout of documents exported to HTML

1. From the File menu, choose Internet, and then choose HTML Export Assistant.

Note If the Web Tools bar is displayed, click Export Assistant.

2. Click the Layout tab.

3. If you are exporting divisions as separate files, select the desired table of contents and navigation arrow options.

4. If you want to display a link to a different web page at the bottom of the document, select "Include link to URL" and specify the URL address and URL description.

5. Click Next to display the Preview & Save panel or click Done to save the options without exporting the document.

{button ,AL('H_SPECIFYING_THE_LAYOUT_OF_DOCUMENTS_EXPORTED_TO_HTML_DETAILS',1)} [See details](#)

{button ,AL('H_WP_WHAT_IS_HTML_OVER;H_DEFINING_THE_CONTENT_OF_DOCUMENTS_EXPORTED_TO_HTML_STEPS;H_SPECIFYING_PREVIEW_AND_SAVE_OPTIONS_FOR_HTML_DOCUMENTS_STEPS;',0)} [See related topics](#)

Activating or deactivating OCX design mode

- Choose View - Design OLE controls to activate.
- Choose View - Design OLE controls again to deactivate.

```
{button ,AL(^H_WP_CHANGING_OCX_FORM_CONTROL_PROPERTIES_OVER;H_WP_CREATING_A_FORM_IN  
_A_WEB_PAGE_OVER;H_WP_WHAT_IS_HTML_OVER;H_WP_CREATING_A_FORM_WITHIN_A_WEB_PAGE  
_STEPS;H_WP_BUILDING_A_WEB_PAGE_OVER;H_OBJECT_LINKING_AND_EMBEDDING_OLE_OVER',0)}
```

[See related topics](#)

Adding an item to a Combobox control

1. Select a Combo Box Control.
2. From the Lotus HTML Combobox Control, choose Properties.
3. Type the text you want to display in the control in the "Item Text" box.
4. Type the value you want the control to return to the CGI program in the "Item Value" box.
5. If you want this item to be the default, select "This item initially selected."
Note Comboboxes must have a default value. If you deselect this option on all items, Word Pro uses the last item marked as the default.
6. Click Add to add the item to the "Item List" box.
7. Repeat steps 3 - 6 to add other items.
8. Reorder the list, if necessary.
9. Click OK.

{button ,AL(`H_WP_CREATING_A_FORM_IN_A_WEB_PAGE_OVER;H_WP_CREATING_A_FORM_WITHIN_A_WEB_PAGE_STEPS;H_WP_REMOVING_AN_ITEM_FROM_A_COMBO_BOX_CONTROL_STEPS;H_WP_REORDERING_ITEMS_IN_A_COMBO_BOX_CONTROL_STEPS;H_WP_SPECIFYING_THE_NAME_OF_A_COMBO_BOX_CONTROL_STEPS',0)} [See related topics](#)

Adding an item to a List box control

1. Select a Listbox control.
2. From the Lotus HTML Listbox Control, choose Properties.
3. Type the text you want to display in the control in the "Item Text" box.
4. Type the value you want the control to return to the CGI program in the "Item Value" box.
5. If you want this item to be the default, select "This item initially selected."
6. Click Add to add the item to the "Item List" box.
7. Repeat steps 3 - 6 to add other items.
8. If you want to allow selection of multiple items, select "Multiple selection."
9. Reorder the list, if necessary.
10. Click OK.

```
{button ,AL('H_WP_CREATING_A_FORM_IN_A_WEB_PAGE_OVER;H_WP_CREATING_A_FORM_WITHIN_A_W  
EB_PAGE_STEPS;H_WP_REMOVING_AN_ITEM_FROM_A_LIST_BOX_CONTROL_STEPS;H_WP_REORDER  
ING_ITEMS_IN_A_LIST_BOX_CONTROL_STEPS;H_WP_SPECIFYING_THE_NAME_AND_SELECTION_PRO  
PERTIES_OF_A_LIST_BOX_CONTROL_STEPS',0)} See related topics
```

Adding a horizontal line to a Web page

1. If necessary, choose File - Internet.
2. Choose Show Web Tools.
3. Place the insertion point in the paragraph below where you want the horizontal line.
4. Choose Create - Horizontal Line.

{button ,AL(`H_WP_BUILDING_A_WEB_PAGE_OVER;H_WP_FORMATTING_TEXT_TABLES_AND_GRAPHICS_FOR_A_WEB_PAGE_OVER;H_WP_PREVIEWING_A_WEB_PAGE_IN_A_BROWSER_STEPS;H_WP_SHOWING_OR_HIDING_WEB_TOOLS_STEPS;H_WP_WHAT_IS_HTML_OVER;H_WP_CREATING_A_LINK_FROM_A_WEB_PAGE_STEPS;H_WP_ADDING_BACKGROUND_WALLPAPER_TO_A_WEB_PAGE_STEPS',0)} [See related topics](#)

Details: Adding background wallpaper to a Web page

Background wallpaper appears behind the text on your Web page. When you import a graphic as background wallpaper, Word Pro tiles the graphic on the page at its original size. You can adjust the graphic scaling and whether the wallpaper is tiled or centered on the page. From the Page menu, choose Page Properties. Click the Graphic tab and make the desired changes.

Background Wallpaper Options

- You can change folders by selecting from the list in the "Look in" box.
- You can review all available files in a folder or change to another folder by clicking one in the list.
- You can use the icons to help you browse.
- You can select a type of file in the "Files of type" box.

Files of type

There are different file types under which you can create wallpaper. To change to a different file type, select an option in this box.

Preview

Displays the wallpaper in the adjacent box.

Link to file

Links the picture or graphic to its original file when imported. If you select this option, Word Pro copies the file to the Internet, using its original name when you publish your Web Page. If you deselect this option, Word Pro embeds the picture or graphic in the document. When you publish the Web page, Word Pro saves the file and assigns it a random name.

If you plan to use this graphic several times in your Web page(s), you should select this option. That way, only one copy of the graphic is copied to the Internet and all pages refer to that copy. This saves space on the server and reduces the time required to load your page.

```
{button ,AL(^H_WP_ADDING_BACKGROUND_WALLPAPER_TO_A_WEB_PAGE_STEPS',1)} Go to procedure  
{button ,AL(^H_WP_BUILDING_A_WEB_PAGE_OVER;H_WATERMARKS_OVER;H_ADDING_BACKGROUND_CO  
LOR_AND_PATTERN_TO_A_PAGE_STEPS;H_WP_ADDING_A_HORIZONTAL_LINE_TO_A_WEB_PAGE_STE  
PS;H_WP_SHOWING_OR_HIDING_WEB_TOOLS_STEPS;H_WP_WHAT_IS_HTML_OVER;H_WP_USING_LIN  
KS_IN_A_WEB_PAGE_OVER',0)} See related topics
```

Adding background wallpaper to a Web page

1. If necessary, choose File - Internet - Show Web Tools to display the Web Tools bar.
2. From the Create menu, choose Background Wallpaper.
3. Select the folder holding the graphic file you want to use as wallpaper in the "Look in" box.
4. Select the type of file you want to use for the wallpaper in the "Files of type" box.
5. Specify the "File name."
6. Select "Link to file."
7. Click Open.

{button ,AL('H_WP_ADDING_BACKGROUND_WALLPAPER_TO_A_WEB_PAGE_DETAILS',1)} [See details](#)

{button ,AL('H_WP_BUILDING_A_WEB_PAGE_OVER;H_WATERMARKS_OVER;H_ADDING_BACKGROUND_COLOR_AND_PATTERN_TO_A_PAGE_STEPS;H_WP_ADDING_A_HORIZONTAL_LINE_TO_A_WEB_PAGE_STEPS;H_WP_SHOWING_OR_HIDING_WEB_TOOLS_STEPS;H_WP_WHAT_IS_HTML_OVER;H_WP_USING_LINKS_IN_A_WEB_PAGE_OVER',0)} [See related topics](#)

Details: Adding connection information for FTP hosts

Host description

Type a description of the host. You can specify any desired descriptive name for a host domain name address. This is the host name you see in the "FTP servers" box.

Host address

Type the host domain address of the FTP server (required).

Initial directory

Displays this directory when you first connect to the selected host domain.

User ID

Identifies you as someone with an account on the host. A system administrator assigns you this name. A user ID is not required for anonymous FTP.

Password

Gives you access to your account. A system administrator originally assigns you a password which you can change. For anonymous FTP, you should use your email address as the password.

Anonymous FTP

Identifies that the remote host supports FTP without requiring a user ID and password. You should use your e-mail address as the password.

Save password

Saves the password you have entered.

Use proxy

Identifies that your internal network is connected to the Internet via a firewall acting as a proxy server. If unsure, check with your system administrator.

If you choose this option, you must set up your proxy information before using this connection. Click the Proxies tab to specify the information.

Passive

Identifies that your internal network is connected to the Internet via a firewall that supports passive transfers. If unsure, check with your system administrator.

{button ,AL('H_WP_ADDING_CONNECTION_INFORMATION_FOR_INTERNET_HOSTS_STEPS',1)} [Go to procedure](#)

{button ,AL('H_WP_WORKING_WITH_INTERNET_CONNECTIONS_OVER;H_WP_EDITING_CONNECTION_INFORMATION_FOR_INTERNET_HOSTS_STEPS;H_WP_DELETING_CONNECTION_INFORMATION_FOR_INTERNET_HOSTS_STEPS;H_WP_CONFIGURING_FTP_CONNECTION_OPTIONS_STEPS;H_WP_ADDING_EDITING_OR_SETTING_A_DEFAULT_PROXY_STEPS',0)} [See related topics](#)

Adding connection information for FTP hosts

Before you can connect to an [FTP](#) host, you must add the connection information to access it.

1. From the File menu, choose Internet, and then choose Setup.
2. Click the FTP Hosts tab.
3. Type a description name for the host in the "Host description" box.
4. Type the address, port and other connection information.
5. Click Save.
6. To specify information for additional hosts, click New and repeat steps 3-5.
7. Click OK.

{button ,AL('H_WP_ADDING_CONNECTION_INFORMATION_FOR_INTERNET_HOSTS_DETAILS',1)} [See details](#)

{button ,AL('H_WP_WORKING_WITH_INTERNET_CONNECTIONS_OVER;H_WP_EDITING_CONNECTION_INFORMATION_FOR_INTERNET_HOSTS_STEPS;H_WP_DELETING_CONNECTION_INFORMATION_FOR_INTERNET_HOSTS_STEPS;H_WP_CONFIGURING_FTP_CONNECTION_OPTIONS_STEPS;H_WP_ADDING_EDITING_OR_SETTING_A_DEFAULT_PROXY_STEPS',0)} [See related topics](#)

Overview: Building a Web page

You can use a Web page to communicate directly with an audience anywhere in the world.

A good way to get ideas for your Web page is to look at examples of Web pages on the Internet. You can take a look at how the Web pages are designed and see how and when tables, colors, pictures, and links are used. You can also purchase a variety of books about designing a Web page.

When you are ready to start building a Web page in Word Pro, you can choose from a variety of Internet and Intranet SmartMaster templates.

Word Pro also provides Web authoring tools to make the process of creating a Web page easy. When you display these tools, Word Pro enables Web authoring menu items and a modeless Web Tools bar. You can toggle the tools on and off by choosing File - Internet - Show/Hide Web Tools.

You do not have to understand or be an expert in HTML to create Web pages in Word Pro. Word Pro has automated the process of applying HTML tags, creating links, applying horizontal rules, importing/exporting pictures, and so on. Word Pro takes care of details, such as converting styles to HTML tags and exporting graphics as JPEG images for you.

{button ,AL('H_WP_BUILDING_A_WEB_PAGE_STEPS;H_WP_WHAT_IS_HTML_OVER;H_WP_USING_LINKS_IN_A_WEB_PAGE_OVER;H_WP_SHOWING_OR_HIDING_WEB_TOOLS_STEPS;H_WP_FORMATTING_TEXT_TABLES_AND_GRAPHICS_FOR_A_WEB_PAGE_OVER;H_WP_CREATING_A_FORM_IN_A_WEB_PAGE_OVER;H_WP_USING_WORD_PRO_FEATURES_TO_MANAGE_YOUR_WEB_PAGE_OVER',0)} [See related topics](#)

Building a Web page

The steps below guide you through the entire process of building a Web page.

1. [Select an Internet SmartMaster.](#)
2. [Name a Web page.](#)
3. Type and format the text of your Web page.
4. [Add a horizontal line.](#)
5. [Add a link.](#)
6. [Import a picture.](#)
7. Add [background color](#) or [wallpaper](#).
8. [Preview your Web page in a browser.](#)
9. [Save your document to HTML.](#)
10. [Publish your Web page to the Internet.](#)

{button ,AL('H_WP_BUILDING_A_WEB_PAGE_OVER;H_WP_CREATING_A_FORM_IN_A_WEB_PAGE_OVER;H_WP_SAVING_YOUR_DOCUMENT_AS_A_LOCAL_HTML_FILE_STEPS;H_WP_CONVERTING_AN_EXISTING_DOCUMENT_TO_A_WEB_PAGE_STEPS;H_WP_FORMATTING_TEXT_TABLES_AND_GRAPHICS_FOR_A_WEB_PAGE_OVER;H_WP_SHOWING_OR_HIDING_WEB_TOOLS_STEPS;H_WP_WHAT_IS_HTML_OVER',0)}
[See related topics](#)

Overview: Changing OCX form control properties

Most OCX OLE objects, including the form controls provided with Word Pro, activate when they are clicked a single time. This is different from the normal behavior of OLE objects, which activate when they are double-clicked. A single click on an OLE object activates the frame handles which you can use to modify the object's properties.

If you want to change the properties of an OCX object, rather than activate the object itself you can use the OCX design mode built into Word Pro. In design mode, clicking the control displays the control's context-sensitive menu on the menu bar and allows you to change the size and position of the control on the page. You can access the control's properties through its context-sensitive menu.

{button ,AL(`H_WP_ACTIVATING_OR_DEACTIVATING_OCX_DESIGN_MODE_STEPS;H_WP_CREATING_A_FORM_WITHIN_A_WEB_PAGE_OVER;H_WP_WHAT_IS_HTML_OVER;H_WP_CREATING_A_FORM_WITHIN_A_WEB_PAGE_STEPS;H_WP_BUILDING_A_WEB_PAGE_OVER;H_OBJECT_LINKING_AND_EMBEDDING_OLE_OVER',0)} [See related topics](#)

Connecting to Lotus Customer Support

- You must have Netscape Navigator or Microsoft Internet Explorer installed and configured on your system to connect to Lotus Customer Support.
- You must connect to the Internet before you can connect to Lotus Customer Support.

1. From the Help menu, choose Lotus Internet Support, and then choose Lotus Customer Support.



Your default browser launches and displays the Lotus Customer Support page.

{button ,AL('H_GETTING_HELP_IN_WORD_PRO_OVER;H_WP_CONNECTING_TO_THE_LOTUS_HOME_PAGE_STEPS;H_WP_CONNECTING_TO_THE_LOTUS_FTP_SITE_STEPS',0)} [See related topics](#)

Connecting to the Internet

You have completed all the information necessary to connect to the Internet. Word Pro will use this information to complete the connection. You can change the information or add additional FTP hosts at any time: From the File menu, choose Internet, and then choose Setup.

- Click Back to review or change the information you provided.
- Click Save to save the FTP host and proxy information for future Word Pro use.
- Click Connect to connect to the Internet and to display the Open from Internet or Save to Internet dialog box.

{button ,AL(^H_WP_WORKING_WITH_INTERNET_CONNECTIONS_OVER;H_WP_CONNECTING_TO_THE_LOTUS_HOME_PAGE_STEPS;H_WP_CONNECTING_TO_THE_LOTUS_FTP_SITE_STEPS;H_WP_OPENING_A_DOCUMENT_FROM_AN_FTP_SERVER_ON_THE_INTERNET;H_WP_SAVING_A_DOCUMENT_TO_AN_FTP_SERVER_ON_THE_INTERNET',0)} [See related topics](#)

Connecting to the Lotus FTP site

- You must have Netscape Navigator or Microsoft Internet Explorer installed and configured on your system to connect to the Lotus FTP site.
- You must connect to the Internet before you can connect to Lotus Customer Support.

1. From the Help menu, choose Lotus Internet Support, and then choose Lotus FTP Site.



Your default browser launches and displays the Lotus FTP site.

{button ,AL('H_WP_WORKING_WITH_INTERNET_CONNECTIONS_OVER;H_WP_CONNECTING_TO_THE_LOTUS_HOME_PAGE_STEPS;H_WP_CONNECTING_TO_LOTUS_CUSTOMER_SUPPORT_STEPS',0)} See related topics

Connecting to the Lotus Home page

- You must have Netscape Navigator or Microsoft Internet Explorer installed and configured on your system to connect to the Lotus Home page.
- You must connect to the Internet before you can connect to Lotus Customer Support.

1. From the Help menu, choose Lotus Internet Support., and then choose Lotus Home Page.



Your default browser launches and displays the Lotus Home page.

{button ,AL('H_WP_CONNECTING_TO_LOTUS_CUSTOMER_SUPPORT_STEPS;H_WP_CONNECTING_TO_THE
_LOTUS_FTP_SITE_STEPS',0)} [See related topics](#)

Details: Converting an existing document to a Web page

When the converted document is saved to HTML, Word Pro applies the following HTML tags to styles in the document. This conversion is done even if you did not change to the HTML SmartMaster.

<u>Word Pro style name...</u>	<u>HTML tag name...</u>
Body Single	Converts using local attributes
Bullet 1	Unordered list (UL)
Bullet 2	Unordered list (UL)
Default Text	Converts using local attributes
First Line Indent	Converts using local attributes
Heading 1	Heading2 (H2)
Heading 2	Heading3 (H3)
Heading 3	Heading4 (H4)
Number List	Ordered list (OL)
Outline (Indented)	Ordered list (OL)
Outline (Not Indented)	Ordered list (OL)
Table Text	Converts using local attributes
Title	Heading1 (H1)

{button ,AL('H_WP_CONVERTING_AN_EXISTING_DOCUMENT_TO_A_WEB_PAGE_STEPS',1)} [Go to procedure](#)
{button ,AL('H_COPYING_A_STYLE_STEPS;H_STYLES_OVER;H_WP_BUILDING_A_WEB_PAGE_OVER;H_WP_FORMATTING_TEXT_TABLES_AND_GRAPHICS_FOR_A_WEB_PAGE_OVER;H_WP_PREVIEWING_A_WEB_PAGE_IN_A_BROWSER_STEPS;H_WP_NAMING_OR_RENAMING_A_WEB_PAGE_STEPS;H_WP_SHOWING_OR_HIDING_WEB_TOOLS_STEPS;H_WP_WHAT_IS_HTML_OVER;H_WP_CREATING_A_LINK_FROM_A_WEB_PAGE_STEPS',0)} [See related topics](#)

Converting an existing document to a Web page

If you want to convert an existing document to a Web page, change to an Internet SmartMaster before saving the document in HTML format. This allows you to use HTML styles in the document and ensures that the document has the information needed to create the appropriate codes in the HTML file.

If you save a document to HTML without converting the non-HTML styles, Word Pro extracts the attributes of the style and exports them as local attributes.

1. Open the file you want to convert.
2. From the File menu, choose *Choose Another SmartMaster*.
3. Click the Change to any SmartMaster tab.
4. Choose "Internet - Corporate" in the "Select a type of SmartMaster" box.
5. Choose "html.mwp" in the "Select a look" box.
6. Select "Entire document" in the "Apply SmartMaster across" box.
7. Click OK.

Word Pro applies the styles and layout of the HTML SmartMaster to your document. You can make additional changes to improve the look of your Web page document. For information, see *Overview: Formatting text, tables, and graphics for a Web Page*.

{button ,AL('H_WP_CONVERTING_AN_EXISTING_DOCUMENT_TO_A_WEB_PAGE_DETAILS',1)} [See details](#)

{button ,AL('H_COPYING_A_STYLE_STEPS;H_STYLES_OVER;H_WP_BUILDING_A_WEB_PAGE_OVER;H_WP_FORMATTING_TEXT_TABLES_AND_GRAPHICS_FOR_A_WEB_PAGE_OVER;H_WP_PREVIEWING_A_WEB_PAGE_IN_A_BROWSER_STEPS;H_WP_NAMING_OR_RENAMING_A_WEB_PAGE_STEPS;H_WP_SHOWING_OR_HIDING_WEB_TOOLS_STEPS;H_WP_WHAT_IS_HTML_OVER;H_WP_CREATING_A_LINK_FROM_A_WEB_PAGE_STEPS',0)} [See related topics](#)

Overview: Creating a form in a Web page

Fill-in forms are easy to create. You can create forms that ask users to choose options from pull-down lists, click on-screen buttons, or type text into entry fields. You can use edit boxes, list boxes, combo boxes, command buttons, radio buttons, and check boxes.

Once a user clicks Submit, all information on the form is then consolidated and sent to the server. You must therefore consider carefully what information you want to request on a form and what you want to do with it. To make the form work, you must do the following:

- The server must be configured to receive the information from the form and send it to the proper program or script to respond.
- A program must be written that contains the intelligence to receive the information and process it properly.
- Many form-related events involve checking databases for information. This means that the database must be structured in a way that is tightly coupled with the response program.

Information sent by forms and processed by receiving applications uses a protocol called CGI, or Common Gateway Interface. This protocol defines the available types of form controls, how they are displayed and handled by the browser, and how the information sent by each control should be processed by the receiving application. The form controls provided by Word Pro conform to this specification.

A full explanation of CGI and how to write Web server programs or scripts that respond to CGI commands can be found in the manual that comes with your Web server program, or in many third party books published about creating Web pages.

{button ,AL('H_WP_CREATING_A_FORM_WITHIN_A_WEB_PAGE_STEPS;H_WP_BUILDING_A_WEB_PAGE_OVER;H_WP_WHAT_IS_HTML_OVER;H_OBJECT_LINKING_AND_EMBEDDING_OLE_OVER;H_WP_CHANGING_OCX_FORM_CONTROL_PROPERTIES_OVER',0)} [See related topics](#)

Details: Creating a form within a Web page

In the "Select a Control" box, Word Pro displays a list of the form controls provided by Lotus. If the control you are inserting is not in the list below, refer to the documentation from the vendor to determine what options to set.

You can choose from the following controls provided by Word Pro:

<u>Control...</u>	<u>What it does...</u>
Edit Control	Displays a single line text entry field for the user to type information.
Multi-line Edit Control	Displays a multiple line entry field for the user to type information. Text wraps within the multiple lines.
Checkbox Control	Displays a check box so the user can select whether or not to activate an option.
Radio Button Control	Displays a radio button. The user can select a single option from several choices by using a radio button for each choice.
Combo Box Control	Displays a drop-down list of items. The user can select one item from the list.
List Box Control	Displays a list of items. The user can select one or, optionally, more than one item from the list.
Submit Button	Displays a button which, when clicked, causes the contents of all fields in the form to be sent to the server.
Reset Button	Displays a button which, when clicked, resets the contents of all fields in the form to their initial default state.
End-of-form control	Indicates the end of a form. This control may be used to separate

multiple forms on the same Web page.

The End-of-form control does not have a property sheet.

Property sheet

Each control, except the End-of-form control, has a property sheet that allows you to assign it a name and option. The exact options available in a control's property sheet depend on the control. Be sure to set the options to work correctly with the CGI application that receives the input from the form.

Note To display the options for each control listed above, refer to the related topics attached to this task.

{button ,AL('H_WP_CREATING_A_FORM_WITHIN_A_WEB_PAGE_STEPS',1)} [Go to procedure](#)

{button ,AL('H_WP_CREATING_A_FORM_IN_A_WEB_PAGE_OVER;H_WP_LOTUS_HTML_COMBO_BOX_CONTROL_PROPERTIES_CS;H_WP_LOTUS_HTML_CHECK_BOX_CONTROL_PROPERTIES_STEPS;H_WP_LOTUS_HTML_LIST_BOX_CONTROL_PROPERTIES_CS;H_WP_LOTUS_HTML_EDIT_CONTROL_PROPERTIES_STEPS;H_WP_LOTUS_HTML_RADIO_BUTTON_CONTROL_PROPERTIES_STEPS;H_WP_LOTUS_HTML_RESET_BUTTON_CONTROL_PROPERTIES_STEPS;H_WP_LOTUS_HTML_SUBMIT_CONTROL_PROPERTIES_STEPS;H_WP_LOTUS_HTML_MULTI_LINE_EDIT_CONTROL_PROPERTIES_STEPS',0)} [See related topics](#)

Creating a form within a Web page

You create a Web page form just as any other Web page, except you place the form controls on the page at locations where the user should enter information. Each form you create must have a Submit button, so the user can send the information back to the Web server.

You can create multiple forms on a single Web page by separating the controls for each form with an "End of Form" control.

1. From the File menu, choose Internet, and then choose Show Web Tools.
2. Create or display the Web page that will hold the form.
3. At the location where you want a form control, type the label for the control.
4. From the Create menu, choose Form OCX Control.

Tip

5. Select a control from the "Select a Control" box and click OK.
6. Fill out the property sheet for the control and click OK.

See details

7. Use the frame handles to make the control the size you want.
8. Repeat steps 3 - 7 for each additional control.

{button ,AL('H_WP_CREATING_A_FORM_WITHIN_A_WEB_PAGE_DETAILS',1)} [See details](#)

{button ,AL('H_WP_CREATING_A_FORM_IN_A_WEB_PAGE_OVER;H_WP_WHAT_IS_HTML_OVER;H_WP_SHOWING_OR_HIDING_WEB_TOOLS_STEPS;H_WP_USING_LINKS_IN_A_WEB_PAGE_OVER;H_WP_ADDING_A_HORIZONTAL_LINE_TO_A_WEB_PAGE_STEPS;H_WP_ACTIVATING_OR_DEACTIVATING_OCX_DESIGN_MODE_STEPS;H_WP_CHANGING_OCX_FORM_CONTROL_PROPERTIES_OVER;H_EMBEDDING_OLE_CONTROLS_IN_A_DOCUMENT_STEPS;',0)} [See related topics](#)

If you want to insert a control not provided by Lotus, you can choose Create - Object.
Click "Control" in the Create New box and select the control in the "Object type" box.

Details: Creating a hyperlink

Type of link

<u>Link option...</u>	<u>What it does...</u>
Go to Web document	<p>Opens a Web page on the Internet. Specify the address of the Web page to open in the "Link to" box.</p> <p>You can click Browse to display your Internet browser, copy the Web site address, switch to Word Pro and paste the address into the "Link to" box.</p>
Go to another document in this web site	<p>Opens a different page on your Web site. You can type the name of the page which should be opened in the "Link to" box, or click Browse and select the page in the Browse dialog box.</p> <p>When you click Browse, Word Pro displays the HTML documents on your local computer. In order for the link to function correctly on the Internet, you must copy all the Web pages to the same directory on your Web site.</p>
Go to a bookmarked location	<p>Jumps to a different location in this document. To use this type of link, you must create a bookmark at the destination point of the link prior to creating the link. Select the name of the bookmark from the drop-down list in the "Link to" box.</p> <p>To go to a bookmarked location in a different</p>

document, open the document and click Browse. Specify the document name and desired bookmark and click OK.

Go to Domino location Displays a Domino web page in your browser or in Word Pro. Specify the Domino URL in the "Link to" box. You can click Browse to display the Open from Notes/Domino dialog box and select a database, view, document, or attachment.

Start a file transfer Begins downloading a file from an FTP site. Specify the name of the FTP site and the file to download in the "Link to" box.

Click Browse to display the Open from Internet dialog box where you can select an FTP host and filename. Click Open to copy the information to the "Link to" box.

Create a mail message Brings up the browser's mail program with the address set to the name you specify, so the reader can create a message and e-mail it. Specify the address of the person who should receive the message in the "Link to" box.

Open a Gopher session Displays a list of files available from an FTP site, along with tools to determine which file is desired. Specify the name of the FTP site in the "Link to" box.



Read a newsgroup Brings up the browser's newsreader program with the specified newsgroup loaded. Type the name of the newsgroup to display.

Open a telnet session Displays a terminal window in the browser so the user can issue commands to a remote site. Specify the name of the remote site in the "Link to" box.

{button ,AL('H_WP_CREATING_A_LINK_FROM_A_WEB_PAGE_STEPS',1)} [Go to procedure](#)

{button ,AL('H_WP_USING_LINKS_IN_A_WEB_PAGE_OVER;H_WP_EDITING_A_LINK_IN_A_WEB_PAGE_STEP S;H_WP_CREATING_A_FORM_WITHIN_A_WEB_PAGE_STEPS;H_WP_PREVIEWING_A_WEB_PAGE_IN_A_BROWSER_STEPS;H_WP_WHAT_IS_HTML_OVER;H_WP_SHOWING_OR_HIDING_WEB_TOOLS_STEPS;H_CREATING_A_CLICK_HERE_LINK_STEPS;H_DELETING_A_HYPERLINK;',0)} [See related topics](#)

Creating a hyperlink

1. Select the text or graphic you want to use as the source of the link.
2. From the Create menu, choose Hyperlink.
-  Tip
3. Select the type of link in the “Action” box.
-  See details
4. Type the destination of the link in the “Link to” box.
5. Click OK.

{button ,AL('H_WP_CREATING_A_LINK_FROM_A_WEB_PAGE_DETAILS',1)} See details

{button ,AL('H_WP_USING_LINKS_IN_A_WEB_PAGE_OVER;H_WP_EDITING_A_LINK_IN_A_WEB_PAGE_STEP
S;H_WP_CREATING_A_FORM_WITHIN_A_WEB_PAGE_STEPS;H_WP_PREVIEWING_A_WEB_PAGE_IN_A
BROWSER_STEPS;H_WP_WHAT_IS_HTML_OVER;H_WP_SHOWING_OR_HIDING_WEB_TOOLS_STEPS;H_
CREATING_A_CLICK_HERE_LINK_STEPS;H_DELETING_A_HYPERLINK_STEPS;H_WP_SPECIFYING_OPTI
ONS_FOR_HYPERTEXT_LINKS_STEPS;',0)} See related topics

You can also click Create Link from the Web Tools bar.

Deleting connection information for FTP hosts

1. From the File menu, choose Internet, and then choose Setup.
2. Click the FTP Hosts tab.
3. Choose an Internet host from the "Host description" box.
4. Click Delete.
5. Click Yes to confirm the message.
6. Click OK.

{button ,AL('H_WP_WORKING_WITH_INTERNET_CONNECTIONS_OVER;H_WP_ADDING_CONNECTION_INFORMATION_FOR_INTERNET_HOSTS_STEPS;H_WP_EDITING_CONNECTION_INFORMATION_FOR_INTERNET_HOSTS_STEPS;H_WP_CONFIGURING_FTP_CONNECTION_OPTIONS_STEPS',0)} [See related topics](#)

Details: Editing a link in a Web page

Action

<u>Link option...</u>	<u>What it does...</u>
Go to web document	<p>Opens a Web page on the Internet. Specify the address of the Web page to open in the "Link to" box.</p> <p>You can click Browse to display your Internet browser, copy the Web site address, switch to Word Pro and paste the address into the "Link to" box.</p>
Go to another document in this web site	<p>Opens a different page on your Web site. You can type the name of the page to open in the "Link to" box, or click Browse and select the page in the Browse dialog box.</p> <p>When you click Browse, Word Pro displays the HTML documents on your local computer. In order for the link to function correctly on the Internet, you must copy all the Web pages to the same directory on your Web site.</p>
Go to a bookmarked location	<p>Jumps to a different location in this document. To use this type of link, you must create a bookmark at the destination point of the link, prior to creating the link. Select the name of the bookmark from the drop-down list in the "Link to" box.</p> <p>To go to a bookmarked location in a different</p>

document, open the document and click Browse. Specify the document name and desired bookmark and click OK.

Go to Domino location Displays a Domino web page in your browser or in Word Pro. Specify the Domino URL in the "Link to" box. You can click Browse to display the Open from Notes/Domino dialog box and select a database, view, document, or attachment.

Start a file transfer Begins downloading a file from an FTP site. Specify the name of the FTP site and the file to download in the "Link to" box.

Click Browse to display the Open from Internet dialog box where you can select an FTP host and filename. Click Open to copy the information to the "Link to" box.

Create a mail message Brings up the browser's mail program with the address set to the name you specify, so the reader can create a message and e-mail it. Specify the address of the person who should receive the message in the "Link to" box.

Open a Gopher session Displays a list of files available from an FTP site, along with tools to determine which file is desired. Specify the name of the FTP site in the "Link to" box.

Read a newsgroup Brings up the browser's newsreader program with the specified newsgroup loaded. Type the name of the newsgroup to display.

Open a telnet session Displays a terminal window in the browser so the user can issue commands to a remote site. Specify the name of the remote site in the "Link to" box.

{button ,AL('H_WP_EDITING_A_LINK_IN_A_WEB_PAGE_STEPS',1)} [Go to procedure](#)

{button ,AL('H_WP_USING_LINKS_IN_A_WEB_PAGE_OVER;H_WP_BUILDING_A_WEB_PAGE_OVER;H_WP_CREATING_A_LINK_FROM_A_WEB_PAGE_STEPS;H_WP_SHOWING_OR_HIDING_WEB_TOOLS_STEPS;H_DELETEING_A_HYPERLINK;',0)} [See related topics](#)

Editing a hyperlink

1. Place the insertion point in the text of the link you want to edit. If the link source is a graphic, select the graphic.
2. From the Edit menu, choose Edit Hyperlink.

You can also click Edit Link on the Web Tools Bar.

3. If necessary, change the type of link in the "Action" box.

 [See details](#)

4. Change the destination of the link in the "Link to" box.

5. Click OK.

{button ,AL(`H_WP_EDITING_A_LINK_IN_A_WEB_PAGE_DETAILS',1)} [See details](#)

{button ,AL(`H_WP_USING_LINKS_IN_A_WEB_PAGE_OVER;H_WP_BUILDING_A_WEB_PAGE_OVER;H_WP_CREATING_A_LINK_FROM_A_WEB_PAGE_STEPS;H_WP_SHOWING_OR_HIDING_WEB_TOOLS_STEPS;',0)}
[See related topics](#)

Details: Editing connection information for FTP hosts

Host description

Displays a description of the host. You can specify any desired descriptive name for a host domain name address.

Host address

Displays host domain addresses of the FTP servers (required).

User ID

Identifies you as someone with an account on the host. A system administrator assigns you this name. A user ID is not required for anonymous FTP.

Password

Gives you access to your account. A system administrator originally assigns you a password which you can change. For anonymous FTP, you should use your e-mail address as the password.

Initial directory at remote host

Displays this directory when you first connect to the selected host domain.

Anonymous FTP

Identifies that the remote host supports FTP without requiring a user ID and password. You should use your e-mail address as the password.

Save password

Saves the password you have chosen.

Passive

Identifies that your internal network is connected to the Internet via a firewall that supports passive transfers. If unsure, check with your system administrator.

Use proxy

Identifies that your internal network is connected to the Internet via a firewall acting as a proxy server. If unsure, check with your system administrator.

If you choose this option, you must have your proxy information already set up. If you do not have proxy information, click the Proxies tab and specify this information.

{button ,AL('H_WP_EDITING_CONNECTION_INFORMATION_FOR_INTERNET_HOSTS_STEPS',1)} [Go to procedure](#)

{button ,AL('H_WP_WORKING_WITH_INTERNET_CONNECTIONS_OVER;H_WP_ADDING_CONNECTION_INFORMATION_FOR_INTERNET_HOSTS_STEPS;H_WP_DELETING_CONNECTION_INFORMATION_FOR_INTERNET_HOSTS_STEPS;H_WP_CONFIGURING_FTP_CONNECTION_OPTIONS_STEPS;H_WP_ADDING_EDITING_OR_SETTING_A_DEFAULT_PROXY_STEPS',0)} [See related topics](#)

Editing connection information for FTP hosts

1. From the File menu, choose Internet, and then choose Setup.
 2. Click the FTP Hosts tab.
 3. Choose a host from the "Host description" box.
 4. Make your desired changes to the connection information.
 5. Click Save.
 6. Click OK.
-

{button ,AL('H_WP_EDITING_CONNECTION_INFORMATION_FOR_INTERNET_HOSTS_DETAILS',1)} [See details](#)

{button ,AL('H_WP_WORKING_WITH_INTERNET_CONNECTIONS_OVER;H_WP_ADDING_CONNECTION_INFORMATION_FOR_INTERNET_HOSTS_STEPS;H_WP_DELETING_CONNECTION_INFORMATION_FOR_INTERNET_HOSTS_STEPS;H_WP_CONFIGURING_FTP_CONNECTION_OPTIONS_STEPS;H_WP_ADDING_EDITING_OR_SETTING_A_DEFAULT_PROXY_STEPS',0)} [See related topics](#)

Overview: Formatting text, tables, and graphics for a Web page

Formatting text

You can format the text in your document by applying the HTML styles provided in the Internet SmartMaster templates. Each HTML SmartMaster provides a variety of character and paragraph styles designed to convert to HTML tags. When you use HTML styles to format your document, Word Pro converts them to the matching HTML tags that Web browsers can understand and display correctly.

If you apply the attributes and formatting locally, Word Pro extracts them and exports them as local attributes. This can prevent users from taking advantage of features built into their browser. For example, some browsers allow the user to specify whether text should be displayed as "Small", "Medium," or "Large" fonts. If you use HTML styles, your pages display using the desired relative size for text, headings, and other elements. If you format the text locally, then it displays using the size you specified, rather than what the user wants.

Formatting tables

When you create a table in a Web page, you can either apply lines around the entire table (all cells) or apply no lines at all. Although you can select different line options for different cells, Word Pro ignores line options for individual cells. When Word Pro exports a table to HTML, line options for individual cells are ignored.

Word Pro exports the table columns with the same width as you see on the screen. However, if you have a high resolution monitor, the columns may not fit on a lower resolution monitor. You can use the "HTML_TableCell_Percent" table cell style to adjust the column width. When you use this style, the browser resizes the cell widths to fit the entire table on the screen at once.

Formatting frames

You can place frames in your Web pages just as you can in your documents. When a frame is exported to HTML, it uses the same size, lines, and background color options as it does in the document. Word Pro only exports anchored frames to HTML. Frames whose placement is "On Current Page", "On Every Page", "On All Pages," or "On Left/Right Pages" are not exported. In addition, frames which are embedded inside other frames are not exported.

Formatting graphics

Graphics Interchange Format (GIF) and Joint Photographic Experts Group Format (JPEG) are the most frequently used graphics file formats you'll find on the Web.

When you save a document as HTML, Word Pro handles embedded and linked graphics differently. You determine whether a graphic is linked or embedded by selecting or deselecting the "Link to File" option in the Import Picture dialog box.

If the graphic is linked, Word Pro exports the graphic using the same name and graphics format used in the original graphic. You should use this option if you are using the same image several times in your web page, since it is only exported once. You should make sure that the graphics format you use is one which is readable by the user's browser.

{button ,AL(^H_PLACING_LINES_AROUND_THE_OUTSIDE_OF_A_TABLE_STEPS;H_APPLYING_A_STYLE_USI
NG_THE_STYLE_STATUS_BUTTON_STEPS;H_IMPORTING_A_PICTURE_OR_GRAPHIC_OVER;H_IMPORTI
NG_A_PICTURE_OR_GRAPHIC_STEPS;H_WP_SHOWING_OR_HIDING_WEB_TOOLS_STEPS;H_WP_WHAT
_IS_HTML_OVER;H_WP_ADDING_BACKGROUND_WALLPAPER_TO_A_WEB_PAGE_STEPS',0)} [See related
topics](#)

Internet Setup: FTP Hosts panel

You can add, edit, or delete FTP connection information.

Choose a task:

[Adding connection information for FTP hosts](#)

[Deleting connection information for FTP hosts](#)

[Editing connection information for FTP hosts](#)

Inserting HTML tags in a document

You can insert HTML tags that Word Pro doesn't support by placing the tags in a comment note. Word Pro also places HTML tags that it cannot translate in comment notes.

1. Place the insertion point where you want the code.
2. From the Create menu, choose Comment Note.
3. Type the HTML tag you want to insert.
4. Click the close box in the comment note window to close the note.

When Word Pro exports the document, the HTML tags are inserted into the document at the location of the comment note.

{button ,AL('H_CREATING_A_COMMENT_NOTE_STEPS;H_WP_WHAT_IS_HTML_OVER;H_WP_CREATING_A_FORM_IN_A_WEB_PAGE_OVER;H_WP_VIEWING_HTML_SOURCE_CODE_STEPS',0)} [See related topics](#)

Lotus HTML Checkbox control properties

The Checkbox control displays as a check box when the form is viewed in the browser. If the box is checked when the form is submitted, the value specified in the "Value" parameter is returned to the CGI application. If the box is not checked, the control returns the empty string.

Although you can size the control's frame in Word Pro, it always appears as the size of a check box when viewed in a browser.

Name

Type the name you want to use to identify this control.

Value

Type the value you want the control to return if the box is checked when the user clicks Submit.

Initially Checked

Select this option if you want the check box to be selected when it is initially displayed in the browser.

```
{button ,AL('H_WP_CREATING_A_FORM_IN_A_WEB_PAGE_OVER;H_WP_CREATING_A_FORM_WITHIN_A_W  
EB_PAGE_STEPS;H_WP_LOTUS_HTML_COMBO_BOX_CONTROL_PROPERTIES_CS;H_WP_LOTUS_HTML  
_LIST_BOX_CONTROL_PROPERTIES_CS;H_WP_LOTUS_HTML_EDIT_CONTROL_PROPERTIES_STEPS;H  
_WP_LOTUS_HTML_RADIO_BUTTON_CONTROL_PROPERTIES_STEPS;H_WP_LOTUS_HTML_RESET_BU  
TTON_CONTROL_PROPERTIES_STEPS;H_WP_LOTUS_HTML_SUBMIT_CONTROL_PROPERTIES_STEPS;  
H_WP_LOTUS_HTML_MULTI_LINE_EDIT_CONTROL_PROPERTIES_STEPS;H_WP_CHANGING_OCX_FOR  
M_CONTROL_PROPERTIES_OVER;H_WP_ACTIVATING_OR_DEACTIVATING_OCX_DESIGN_MODE_STEPS  
,0)} See related topics
```

Lotus HTML Combobox control properties

The Combobox control displays a drop-down list of choices when displayed in a browser. The user can select a single item from the list. The "Item value" of the selected item is returned to the CGI application when Submit is clicked.

Although you can size the control's frame in Word Pro, when viewed in a browser, it always appears as high as a single line and as wide as the widest item in the list.

Choose a task:

[Specifying the name of a Combobox control](#)

[Adding an item to a Combo box control](#)

[Removing an item from a Combobox control](#)

[Reordering items in a Combobox control](#)

```
{button ,AL(^H_WP_CREATING_A_FORM_IN_A_WEB_PAGE_OVER;H_WP_CREATING_A_FORM_WITHIN_A_W  
EB_PAGE_STEPS;H_WP_LOTUS_HTML_CHECK_BOX_CONTROL_PROPERTIES_STEPS;H_WP_LOTUS_H  
TML_LIST_BOX_CONTROL_PROPERTIES_CS;H_WP_LOTUS_HTML_EDIT_CONTROL_PROPERTIES_STEP  
S;H_WP_LOTUS_HTML_RADIO_BUTTON_CONTROL_PROPERTIES_STEPS;H_WP_LOTUS_HTML_RESET_  
BUTTON_CONTROL_PROPERTIES_STEPS;H_WP_LOTUS_HTML_SUBMIT_CONTROL_PROPERTIES_STEP  
S;H_WP_LOTUS_HTML_MULTI_LINE_EDIT_CONTROL_PROPERTIES_STEPS;H_WP_CHANGING_OCX_FO  
RM_CONTROL_PROPERTIES_OVER;H_WP_ACTIVATING_OR_DEACTIVATING_OCX_DESIGN_MODE_STEP  
S',0)} See related topics
```

Lotus HTML Edit control properties

The Edit control accepts text typed in an edit box and returns its contents to the CGI application when Submit is pressed.

Although you can specify the size of the frame containing the control, the height, when viewed in a browser, is determined by the height of a line of text and the width by the "Number of visible characters" parameter.

Name

Type the name you want to use to identify this control.

Type

<u>Type of entry...</u>	<u>What it does...</u>
Text	The control is a standard text box control. Text typed in the control displays normally.
Password	The control is used to type a password. Text typed in the control displays as asterisks.
Hidden	The control is not displayed to the user. You can use a hidden control to return information to the CGI application. This type of entry cannot be changed.

Number of visible characters

Type the maximum number of characters that this control can display. The number determines the width of the control when it displays in the browser.

Maximum size

Type the maximum number of characters that this control can contain. The user cannot type more characters than you specify here.

Initial text

Type the text you want to display as a default for this control.

```
{button ,AL('H_WP_CREATING_A_FORM_IN_A_WEB_PAGE_OVER;H_WP_CREATING_A_FORM_WITHIN_A_W  
EB_PAGE_STEPS;H_WP_LOTUS_HTML_CHECK_BOX_CONTROL_PROPERTIES_STEPS;H_WP_LOTUS_H  
TML_COMBO_BOX_CONTROL_PROPERTIES_CS;H_WP_LOTUS_HTML_LIST_BOX_CONTROL_PROPERTI  
ES_CS;H_WP_LOTUS_HTML_RADIO_BUTTON_CONTROL_PROPERTIES_STEPS;H_WP_LOTUS_HTML_RE  
SET_BUTTON_CONTROL_PROPERTIES_STEPS;H_WP_LOTUS_HTML_SUBMIT_CONTROL_PROPERTIES_  
STEPS;H_WP_LOTUS_HTML_MULTI_LINE_EDIT_CONTROL_PROPERTIES_STEPS;H_WP_CHANGING_OC  
X_FORM_CONTROL_PROPERTIES_OVER;H_WP_ACTIVATING_OR_DEACTIVATING_OCX_DESIGN_MODE_  
STEPS',0)} See related topics
```

Lotus HTML End-of-form control properties

This control separates two forms on a single Web page. There are no properties to set for this control.

```
{button ,AL(^H_WP_CREATING_A_FORM_IN_A_WEB_PAGE_OVER;H_WP_CREATING_A_FORM_WITHIN_A_W  
EB_PAGE_STEPS;H_WP_LOTUS_HTML_COMBO_BOX_CONTROL_PROPERTIES_CS;H_WP_LOTUS_HTML  
_LIST_BOX_CONTROL_PROPERTIES_CS;H_WP_LOTUS_HTML_EDIT_CONTROL_PROPERTIES_STEPS;H  
_WP_LOTUS_HTML_RADIO_BUTTON_CONTROL_PROPERTIES_STEPS;H_WP_LOTUS_HTML_RESET_BU  
TTON_CONTROL_PROPERTIES_STEPS;H_WP_LOTUS_HTML_SUBMIT_CONTROL_PROPERTIES_STEPS;  
H_WP_LOTUS_HTML_MULTI_LINE_EDIT_CONTROL_PROPERTIES_STEPS;H_WP_CHANGING_OCX_FOR  
M_CONTROL_PROPERTIES_OVER;H_WP_ACTIVATING_OR_DEACTIVATING_OCX_DESIGN_MODE_STEPS  
,0)} See related topics
```

Lotus HTML Listbox control properties

The Listbox control displays a list of choices when displayed in a browser. The user can select one or more items from the list, depending on whether the "Multiple selection" option is clicked in the control's property sheet. The "Item value" of the selected item(s) is returned to the CGI application when Submit is clicked.

The number of items displayed in the list is determined by the height of the control's frame in Word Pro. When viewed in a browser, it is as wide as the widest item in the list.

Choose a task:

[Specifying the name and selection properties of a Listbox control](#)

[Adding an item to a List boxcontrol](#)

[Removing an item from a Listbox control](#)

[Reordering items in a Listbox control](#)

{button ,AL('H_WP_CREATING_A_FORM_IN_A_WEB_PAGE_OVER;H_WP_CREATING_A_FORM_WITHIN_A_WEB_PAGE_STEPS;H_WP_LOTUS_HTML_CHECK_BOX_CONTROL_PROPERTIES_STEPS;H_WP_LOTUS_HTML_COMBO_BOX_CONTROL_PROPERTIES_CS;H_WP_LOTUS_HTML_EDIT_CONTROL_PROPERTIES_STEPS;H_WP_LOTUS_HTML_RADIO_BUTTON_CONTROL_PROPERTIES_STEPS;H_WP_LOTUS_HTML_RESET_BUTTON_CONTROL_PROPERTIES_STEPS;H_WP_LOTUS_HTML_SUBMIT_CONTROL_PROPERTIES_STEPS;H_WP_LOTUS_HTML_MULTI_LINE_EDIT_CONTROL_PROPERTIES_STEPS;H_WP_CHANGING_OCX_FORM_CONTROL_PROPERTIES_OVER;H_WP_ACTIVATING_OR_DEACTIVATING_OCX_DESIGN_MODE_STEPS',0)} [See related topics](#)

Lotus HTML Multi-line Edit control properties

The Multi-line Edit control accepts text typed in an edit box and returns the contents of the edit box to the CGI application when Submit is pressed.

Although you can specify the size of the frame containing the control, the height, when viewed in a browser, is determined by the "Number of rows" parameter and the width by the "Number of columns" parameter.

Name

Type the name you want to use to identify this control.

Rows

Type the number of rows of text that the control can display. This number determines the height of the control when viewed in the browser.

Columns

Type the number of columns of text that the control can display. This number determines the width of the control when viewed in the browser.

Initial text

Type the text you want to display as a default for this control.

```
{button ,AL('H_WP_CREATING_A_FORM_IN_A_WEB_PAGE_OVER;H_WP_CREATING_A_FORM_WITHIN_A_W  
EB_PAGE_STEPS;H_WP_LOTUS_HTML_CHECK_BOX_CONTROL_PROPERTIES_STEPS;H_WP_LOTUS_H  
TML_COMBO_BOX_CONTROL_PROPERTIES_CS;H_WP_LOTUS_HTML_LIST_BOX_CONTROL_PROPERTI  
ES_CS;H_WP_LOTUS_HTML_EDIT_CONTROL_PROPERTIES_STEPS;H_WP_LOTUS_HTML_RADIO_BUTT  
ON_CONTROL_PROPERTIES_STEPS;H_WP_LOTUS_HTML_RESET_BUTTON_CONTROL_PROPERTIES_S  
TEPS;H_WP_LOTUS_HTML_SUBMIT_CONTROL_PROPERTIES_STEPS;H_WP_CHANGING_OCX_FORM_C  
ONTROL_PROPERTIES_OVER;H_WP_ACTIVATING_OR_DEACTIVATING_OCX_DESIGN_MODE_STEPS',0)}  
See related topics
```

Lotus HTML Radio Button control properties

The Radio Button control displays as an option button when the form is viewed in the browser. If the button is selected when the form is submitted, the value specified in the "Value" parameter is returned to the CGI application. If the button is not selected, the control does not return a value.

Only one radio button control can be selected within a single form. You can assign the same name to multiple radio controls and have each return a different value. By testing the return value in the CGI application, you can determine which button was selected. Selecting a radio control automatically clears the selection from other radio controls.

Although you can size the control's frame in Word Pro, when viewed in a browser, it always appears as the size of a radio button.

Name

Type the name you want to use to identify this control.

Value

Type the value you want the control to return if the button is selected when the user clicks Submit.

Initially Selected

Select this option if you want the radio button to be selected when it is initially displayed in the user's browser.

```
{button ,AL('H_WP_CREATING_A_FORM_IN_A_WEB_PAGE_OVER;H_WP_CREATING_A_FORM_WITHIN_A_W  
EB_PAGE_STEPS;H_WP_LOTUS_HTML_CHECK_BOX_CONTROL_PROPERTIES_STEPS;H_WP_LOTUS_H  
TML_COMBO_BOX_CONTROL_PROPERTIES_CS;H_WP_LOTUS_HTML_LIST_BOX_CONTROL_PROPERTI  
ES_CS;H_WP_LOTUS_HTML_EDIT_CONTROL_PROPERTIES_STEPS;H_WP_LOTUS_HTML_RESET_BUTT  
ON_CONTROL_PROPERTIES_STEPS;H_WP_LOTUS_HTML_SUBMIT_CONTROL_PROPERTIES_STEPS;H_  
WP_LOTUS_HTML_MULTI_LINE_EDIT_CONTROL_PROPERTIES_STEPS;H_WP_CHANGING_OCX_FORM_  
CONTROL_PROPERTIES_OVER;H_WP_ACTIVATING_OR_DEACTIVATING_OCX_DESIGN_MODE_STEPS',0)  
} See related topics
```


Lotus HTML Reset button control properties

The Reset button control appears as a push button on the form. When clicked, Reset causes all other controls in the form to return to their default values.

Although you can specify the size of the frame containing the control, the button displays as high as a single line and as wide as its caption.

Caption

Type the caption you want the control to display.

```
{button ,AL(^H_WP_CREATING_A_FORM_IN_A_WEB_PAGE_OVER;H_WP_CREATING_A_FORM_WITHIN_A_W  
EB_PAGE_STEPS;H_WP_LOTUS_HTML_CHECK_BOX_CONTROL_PROPERTIES_STEPS;H_WP_LOTUS_H  
TML_COMBO_BOX_CONTROL_PROPERTIES_CS;H_WP_LOTUS_HTML_LIST_BOX_CONTROL_PROPERTI  
ES_CS;H_WP_LOTUS_HTML_EDIT_CONTROL_PROPERTIES_STEPS;H_WP_LOTUS_HTML_RADIO_BUTT  
ON_CONTROL_PROPERTIES_STEPS;H_WP_LOTUS_HTML_SUBMIT_CONTROL_PROPERTIES_STEPS;H_  
WP_LOTUS_HTML_MULTI_LINE_EDIT_CONTROL_PROPERTIES_STEPS;H_WP_CHANGING_OCX_FORM_  
CONTROL_PROPERTIES_OVER;H_WP_ACTIVATING_OR_DEACTIVATING_OCX_DESIGN_MODE_STEPS',0)  
} See related topics
```

Lotus HTML Submit button control properties

The Submit button control sends the information in the form to the CGI application when it is activated. The control appears as a push button if the "Caption" option is selected, or as a picture if the "Image" option is selected.

Although you can specify the size of the frame containing the control, if the "Caption" option is selected, the button displays as high as a single line and as wide as the caption. If the "Image" option is selected, the control appears as the original size of the picture.

Method

There are two ways to format the string containing the information in the form, as identified in the CGI specification. The method you select should match what your CGI application uses.

- Get - The values of the form controls are sent to the CGI application using the CGI "Get" protocol.
- Post - The values of the form controls are sent to the CGI application using the CGI "Post" protocol.

Action

Specify the action that should be taken when Submit is pressed. The action is normally the name and path of the CGI application or script which will process the data in the form.

Caption

The control displays as a button. Type the caption you want in the "Caption/Image" box.

Image

The control displays as a graphic image. Type the path and name of the graphic image you want in the "Caption/Image" box.

```
{button ,AL('H_WP_CREATING_A_FORM_IN_A_WEB_PAGE_OVER;H_WP_CREATING_A_FORM_WITHIN_A_W  
EB_PAGE_STEPS;H_WP_LOTUS_HTML_CHECK_BOX_CONTROL_PROPERTIES_STEPS;H_WP_LOTUS_H  
TML_COMBO_BOX_CONTROL_PROPERTIES_CS;H_WP_LOTUS_HTML_LIST_BOX_CONTROL_PROPERTI  
ES_CS;H_WP_LOTUS_HTML_EDIT_CONTROL_PROPERTIES_STEPS;H_WP_LOTUS_HTML_RADIO_BUTT  
ON_CONTROL_PROPERTIES_STEPS;H_WP_LOTUS_HTML_RESET_BUTTON_CONTROL_PROPERTIES_S  
TEPS;H_WP_LOTUS_HTML_MULTI_LINE_EDIT_CONTROL_PROPERTIES_STEPS;H_WP_CHANGING_OCX  
_FORM_CONTROL_PROPERTIES_OVER;H_WP_ACTIVATING_OR_DEACTIVATING_OCX_DESIGN_MODE_S  
TEPS;H_WP_CHANGING_OCX_FORM_CONTROL_PROPERTIES_OVER;H_WP_ACTIVATING_OR_DEACTIV  
ATING_OCX_DESIGN_MODE_STEPS',0)} See related topics
```

Naming or renaming a Web page

When a user displays a Web page you create, the name of the page displays in the title bar of the Internet browser. Word Pro uses the division name, found on the division's divider tab, as the page name. This is the name used when a link is created to your Web page. You can also repeat this name at the top of the Web page itself.

When you save your document in HTML format, you have the option of saving each division or section as a separate page. Word Pro can automatically create a table of contents based on the names of each division and section divider tabs, making navigation of your Web site easy.

1. Create or display the document you want to use for your Web page.
2. Select the Heading1 paragraph style on the status bar and type a title for your Web page.
3. Double-click on the divider tab and type the name of your Web page.

 Tip

{button ,AL(^H_WP_BUILDING_A_WEB_PAGE_OVER;H_WP_BUILDING_A_WEB_PAGE_STEPS;H_DISPLAYING_AND_HIDING_DIVIDER_TABS_STEPS;H_WP_SHOWING_OR_HIDING_WEB_TOOLS_STEPS;H_DIVISIONS_OVER;H_DIVIDER_TABS_OVER;H_WP_WHAT_IS_HTML_OVER',0)} [See related topics](#)

Details: Opening a document from an FTP server

Server type

Web - enables you to open a Web Page from the Internet.

FTP - enables you to open a file from an FTP server.

FTP Servers

Lists the FTP servers for which you have defined connection information. Select a server.

Auto connect to this server next time

If you select this option, Word Pro automatically connects to this server when you open or save a file to the Internet. You can specify another server for connection at any time. A server defined for automatic connection has "(Default)" next to its name in the FTP servers box. You can only select one default server at a time.

Look In

Displays the current directory on the server.

Current path

Displays the selected path on the FTP server, including all lower level (sub)directories.

Directories and Files box

Displays the available subdirectories and files in the current directory. You can select one to access it.

File Name

Specifies the name of the file you want to open.

Files of Type

Lists available file types. Select a file type to view files by type (.lwp, .sam, etc.) in the directories and files box.

{button ,AL(^H_WP_OPENING_A_DOCUMENT_FROM_AN_FTP_SERVER_STEPS',1)} [Go to procedure](#)
{button ,AL(^H_WP_WORKING_WITH_INTERNET_CONNECTIONS_OVER;H_WP_OPENING_A_DOCUMENT_FR
OM_A_WEB_SERVER_ON_THE_INTERNET_STEPS;H_WP_CONFIGURING_FTP_CONNECTION_OPTIONS_
STEPS;H_WP_SELECTING_HTML_IMPORT_EXPORT_OPTIONS_STEPS',0)} [See related topics](#)

Details: Opening a document from an FTP server

Server type

Web - enables you to open a Web Page from the Internet.

FTP - enables you to open a file from an FTP server.

FTP Servers

Lists the FTP servers for which you have defined connection information. Select a server.

Auto connect to this server next time

If you select this option, Word Pro automatically connects to this server when you open or save a file to the Internet. You can specify another server for connection at any time. A server defined for automatic connection has "(Default)" next to its name in the FTP servers box. You can only select one default server at a time.

Look In

Displays the current directory on the server.

Current path

Displays the selected path on the FTP server, including all lower level (sub)directories.

Directories and Files box

Displays the available subdirectories and files in the current directory. You can select one to access it.

File Name

Specifies the name of the file you want to open.

Files of Type

Lists available file types. Select a file type to view files by type (.lwp, .sam, etc.) in the directories and files box.

{button ,AL('H_WP_OPENING_A_DOCUMENT_FROM_AN_FTP_SERVER_ON_THE_INTERNET_STEPS',1)} [Go to procedure](#)

{button ,AL('H_WP_WORKING_WITH_INTERNET_CONNECTIONS_OVER;H_WP_OPENING_A_DOCUMENT_FROM_A_WEB_SERVER_ON_THE_INTERNET_STEPS;H_WP_CONFIGURING_FTP_CONNECTION_OPTIONS_STEPS;H_WP_SELECTING_HTML_IMPORT_EXPORT_OPTIONS_STEPS',0)} [See related topics](#)

Opening a document from an FTP server on the Internet

To open a document from an [FTP](#) server, you must first connect to the server. If this is the first time you connect to the Internet, click Setup to display the Internet Setup Assistant. The assistant walks you through the process of specifying information about the FTP server to which you want to connect and provides other information needed to connect to the Internet.

1. From the File menu, choose Open.
2. Click Internet.



3. Select FTP as the "Server type."
4. Select the desired FTP server to connect to in the "FTP servers" box.
If there are no servers in the list, click Setup to display the Setup Assistant.
5. To automatically connect to this server each time you open or save a file to the Internet, select "Auto-connect to this server next time".
6. Click Connect.
Word Pro connects to the server you specified. When the connection is successful, the Open from Internet dialog box expands to display the server's directory tree where you can select a file to open. You can stop the connection process by clicking Stop.
7. Specify the name of the file you want to open in the "File name" box.
8. Specify the type of file you want to open in the "Files of type" box.
9. Click Open.

{button ,AL('H_WP_OPENING_A_DOCUMENT_FROM_AN_FTP_SERVER_ON_THE_INTERNET_DETAILS',1)}
[See details](#)

{button ,AL('H_WP_SAVING_A_DOCUMENT_TO_AN_FTP_SERVER_ON_THE_INTERNET_STEPS;H_IMPORTING_OR_EXPORTING_A_FILE_OVER;H_SELECTING_TEXT_OPTIONS_STEPS;H_OPENING_A_DOCUMENT_FROM_A_NOTES_DATABASE_STEPS;H_WP_WORKING_WITH_INTERNET_CONNECTIONS_OVER;H_WP_OPENING_A_DOCUMENT_FROM_A_WEB_SERVER_ON_THE_INTERNET_STEPS;H_WP_CONFIGURING_FTP_CONNECTION_OPTIONS_STEPS;H_WP_SELECTING_HTML_IMPORT_EXPORT_OPTIONS_STEPS',0)}
[See related topics](#)

Opening a document from an FTP server

1. If you want to connect to a different server, select its name from the "FTP servers" box, and select Yes in the message box asking if you want to connect.

OR

If you want to connect to a server not on the list, click Setup to display the FTP Hosts tab in the Internet Setup dialog box, where you can define additional servers.

Tip If the "FTP servers" box is empty, no servers are defined. Click Setup to define an FTP server.

2. To automatically connect to this server each time you open or save a file to the Internet, select "Auto-connect to this server next time".
3. Click Connect.
Word Pro connects to the server you specified. When the connection is successful, the Open from Internet dialog box expands to display the server's directory tree where you can select a file to open. You can stop the connection process by clicking Stop.
4. Specify the name of the file you want to open in the "File name" box.
5. Specify the type of file you want to open in the "Files of type" box.
8. Click Open.

{button ,AL('H_WP_OPENING_A_DOCUMENT_FROM_AN_FTP_SERVER_DETAILS',1)} [See details](#)

{button ,AL('H_WP_SAVING_A_DOCUMENT_TO_AN_FTP_SERVER_ON_THE_INTERNET_STEPS;H_IMPORTING_OR_EXPORTING_A_FILE_OVER;H_SELECTING_TEXT_OPTIONS_STEPS;H_OPENING_A_DOCUMENT_FROM_A_NOTES_DATABASE_STEPS;H_WP_WORKING_WITH_INTERNET_CONNECTIONS_OVER;H_WP_OPENING_A_DOCUMENT_FROM_A_WEB_SERVER_ON_THE_INTERNET_STEPS;H_WP_CONFIGURING_FTP_CONNECTION_OPTIONS_STEPS;H_WP_SELECTING_HTML_IMPORT_EXPORT_OPTIONS_STEPS',0)}
[See related topics](#)

Opening a document from a Web server

1. From the File menu, choose Open.
2. Click Internet.



3. Select Web as the "Server type."

Tip If you connect to the Internet using a proxy, click Setup to specify proxy information.

4. Specify the web page address in the "Address box."
5. Click Open.

{button ,AL('H_WP_OPENING_A_LOCAL_HTML_FILE_STEPS;H_WP_SAVING_A_DOCUMENT_TO_AN_FTP_SERVER_ON_THE_INTERNET_STEPS;H_WP_OPENING_A_DOCUMENT_FROM_AN_FTP_SERVER_ON_THE_INTERNET_STEPS;H_IMPORTING_OR_EXPORTING_A_FILE_OVER;H_SELECTING_TEXT_OPTIONS_STEPS;H_WP_WORKING_WITH_INTERNET_CONNECTIONS_OVER;H_WP_SELECTING_HTML_IMPORT_EXPORT_OPTIONS_STEPS;H_WP_ADDING_EDITING_OR_SETTING_A_DEFAULT_PROXY_STEPS',0)} [See related topics](#)

Opening a file using the Web Tools bar

If you set a default proxy for either FTP or Web sites, Word Pro uses it when opening a file from the Web Tools bar.

1. From the File menu, choose Internet, and then choose Show Web Tools.
 2. Type the file address in the "Address" box on the Web Tools bar.
 - To open a file from an FTP server, type "ftp://," followed by the name of the FTP site and the file you want to open.
 - To open a World Wide Web site, type "http://," followed by the address of the site you want to open.
 - To open a file on a local drive, type the folder and file name.
 3. Press ENTER.
-

```
{button ,AL(^H_WP_WEB_TOOLS_BAR_COMMAND_BUTTONS_OVER;H_WP_BUILDING_A_WEB_PAGE_OVER;  
H_WP_OPENING_A_LOCAL_HTML_FILE_STEPS;H_OPENING_URL_OBJECTS_STEPS;H_ADDING_WP_CO  
NNECTION_INFORMATION_FOR_INTERNET_HOSTS_STEPS;H_WP_OPENING_A_DOCUMENT_FROM_AN_  
FTP_SERVER_ON_THE_INTERNET_STEPS;H_WP_OPENING_A_DOCUMENT_FROM_A_WEB_SERVER_O  
N_THE_INTERNET_STEPS;';0)} See related topics
```

Opening a local HTML file

1. From the File menu, choose Open.

When you open a local HTML file, Word Pro uses the options you have set in the HTML Import Options dialog box.

2. Select HTML in the "Files of type" box.
3. Specify the drive and folder that contains the HTML file you want to open.
4. Type the name of the HTML file in the "File name" box.
5. Click Open.

{button ,AL(^H_WP_PREVIEWING_A_WEB_PAGE_IN_A_BROWSER_STEPS;H_WP_SAVING_A_DOCUMENT_TO_AN_FTP_SERVER_ON_THE_INTERNET_STEPS;H_WP_SELECTING_HTML_IMPORT_EXPORT_OPTIONS_STEPS;H_WP_WHAT_IS_HTML_OVER;H_WP_SAVING_YOUR_DOCUMENT_AS_A_LOCAL_HTML_FILE_STEPS;H_OPENING_URL_OBJECTS_STEPS;H_WP_OPENING_A_FILE_USING_THE_WEB_TOOLS_BAR_STEPS;H_WP_SPECIFYING_HTML_IMPORT_OPTIONS;H_WP_OPENING_A_DOCUMENT_FROM_AN_FTP_SERVER_ON_THE_INTERNET_STEPS;H_WP_OPENING_A_DOCUMENT_FROM_A_WEB_SERVER_ON_THE_INTERNET_STEPS',0)} [See related topics](#)

Open Documents and Bookmarks dialog box

From this dialog box, you can select the bookmark you want to use as the destination for your hyperlink.

1. Select the document that holds the bookmark you want to link.

Word Pro lists all open documents in the box. If the document you want to link to does not appear in the list, cancel creating the link, open the document and try again to create the link.

2. Select the name of the bookmark you want to link.
3. Click OK.

{button ,AL(^H_WP_CREATING_A_LINK_FROM_A_WEB_PAGE_STEPS;H_WP_EDITING_A_LINK_IN_A_WEB_PAGE_STEPS;H_BOOKMARKS_OVER;H_CREATING_A_BOOKMARK_STEPS;';0)} [See related topics](#)

Previewing a Web page in a browser

You can preview how your Web page will look before you publish it to the Internet. The appearance of your Web page is controlled by the browser you use, so the page may look different in preview form than in Word Pro.

When you preview a Web page, Word Pro uses the settings currently specified in the HTML Export Options dialog box to determine the formatting of the page. You may want to adjust these settings prior to previewing.

In order for this function to work correctly, Netscape Navigator or Microsoft Internet Explorer must be installed.

1. If necessary: from the File menu, choose Internet, and then choose Show Web Tools.
2. Click the Preview in Browser button on the Web Tools bar.

Word Pro launches your browser and displays the Web page in it. You can use the Windows taskbar to switch between Word Pro and the browser.

{button ,AL(^H_WP_SHOWING_OR_HIDING_WEB_TOOLS_STEPS;H_WP_SAVING_YOUR_DOCUMENT_AS_A_LOCAL_HTML_FILE_STEPS;H_WP_VIEWING_HTML_SOURCE_CODE_STEPS;H_WP_WHAT_IS_HTML_OVER;H_WP_BUILDING_A_WEB_PAGE_OVER;H_SPECIFYING_PREVIEW_AND_SAVE_OPTIONS_FOR_HTML_DOCUMENTS_STEPS;H_SPECIFYING_THE_LAYOUT_OF_DOCUMENTS_EXPORTED_TO_HTML;H_DEFININ G_THE_CONTENT_OF_DOCUMENTS_EXPORTED_TO_HTML;';0)} [See related topics](#)

Removing an item from a Combobox control

1. Right-click the control, choose Lotus HTML Combobox Control, and then choose Properties.
2. Select the item you want to remove in the "Item List" box.
3. Click Remove.
4. Repeat steps 2 - 3 to remove other items.
5. Choose any other options.
6. Click OK.

{button ,AL('H_WP_CREATING_A_FORM_IN_A_WEB_PAGE_OVER;H_WP_CREATING_A_FORM_WITHIN_A_WEB_PAGE_STEPS;H_WP_REORDERING_ITEMS_IN_A_COMBO_BOX_CONTROL_STEPS;H_WP_SPECIFYING_THE_NAME_OF_A_COMBO_BOX_CONTROL_STEPS;H_WP_ADDING_AN_ITEM_TO_A_COMBO_BOX_CONTROL_STEPS',0)} [See related topics](#)

Removing an item from a List box control

1. Right-click the control, choose Lotus HTML Listbox Control, and then choose Properties.
2. Select the item you want to remove in the "Item list" box.
3. Click Remove.
4. Repeat steps 2 - 3 to remove other items.
5. Choose any other options.
6. Click OK.

{button ,AL(^H_WP_CREATING_A_FORM_IN_A_WEB_PAGE_OVER;H_WP_CREATING_A_FORM_WITHIN_A_W
EB_PAGE_STEPS;H_WP_REORDERING_ITEMS_IN_A_LIST_BOX_CONTROL_STEPS;H_WP_SPECIFYING_
THE_NAME_AND_SELECTION_PROPERTIES_OF_A_LIST_BOX_CONTROL_STEPS;H_WP_ADDING_AN_IT
EM_TO_A_LIST_BOX_CONTROL_STEPS',0)} [See related topics](#)

Reordering items in a Combobox control

1. Select a Combobox control in the document object, and then choose Properties.
2. Right-click and choose Lotus HTML Combobox Control.
3. Select the item you want to move in the "Item List" box.
4. Click Up to move the item up the list or Down to move it down the list.
5. Repeat steps 3 - 4 to reorder other items.
6. Choose any other options.
7. Click OK.

{button ,AL('H_WP_CREATING_A_FORM_IN_A_WEB_PAGE_OVER;H_WP_CREATING_A_FORM_WITHIN_A_WEB_PAGE_STEPS;H_WP_REMOVING_AN_ITEM_FROM_A_COMBO_BOX_CONTROL_STEPS;H_WP_SPECIFYING_THE_NAME_OF_A_COMBO_BOX_CONTROL_STEPS;H_WP_ADDING_AN_ITEM_TO_A_COMBO_BOX_CONTROL_STEPS',0)} [See related topics](#)

Reordering items in a Listbox control

1. Select the Listbox control.
2. Right-click on the Listbox control and choose Lotus HTML Listbox Control Object, and then choose Properties.
3. Select the item you want to move in the "Item List" box.
4. Click Up to move the item up the list or Down to move it down the list.
5. Repeat steps 3 - 4 to reorder other items.
6. Choose any other options.
7. Click OK.

{button ,AL('H_WP_CREATING_A_FORM_IN_A_WEB_PAGE_OVER;H_WP_CREATING_A_FORM_WITHIN_A_WEB_PAGE_STEPS;H_WP_REMOVING_AN_ITEM_FROM_A_LIST_BOX_CONTROL_STEPS;H_WP_SPECIFYING_THE_NAME_AND_SELECTION_PROPERTIES_OF_A_LIST_BOX_CONTROL_STEPS;H_WP_ADDING_AN_ITEM_TO_A_LIST_BOX_CONTROL_STEPS',0)} [See related topics](#)

Details: Saving a document to an FTP server

FTP Servers

Lists the FTP servers for which you have defined connection information. Select the desired server.

Auto connect to this server next time

If you select this option, Word Pro automatically connects to this server whenever you open or save a file to the Internet. You can specify another server to connect to at any time. A server defined for automatic connection has "(Default)" next to its name in the FTP servers box. You can only select one default server at a time.

Save In

Displays the current directory on the server.

Current path

Displays the selected path on the FTP server, including all lower level directories.

Directories and Files box

Displays the available subdirectories and files in the current directory. You can select one to access it.

File name

Specifies the name of the file you want to save.

Files of type

Lists the available file types. Select the format you want to use to save the file.

{button ,AL('H_WP_SAVING_A_DOCUMENT_TO_AN_FTP_SERVER_STEPS',1)} [Go to procedure](#)
{button ,AL('H_WP_ADDING_CONNECTION_INFORMATION_FOR_INTERNET_HOSTS_STEPS;H_WP_EDITING_CONNECTION_INFORMATION_FOR_INTERNET_HOSTS_STEPS;H_WP_DELETING_CONNECTION_INFORMATION_FOR_INTERNET_HOSTS_STEPS;H_WP_CONFIGURING_FTP_CONNECTION_OPTIONS_STEPS;H_WP_WORKING_WITH_INTERNET_CONNECTIONS_OVER;H_WP_ADDING_EDITING_OR_SETTING_A_DEFAULT_PROXY_STEPS',0)} [See related topics](#)

Details: Saving a document to an FTP server

FTP Servers

Lists the FTP servers for which you have defined connection information. Select the desired server.

Auto connect to this server next time

If you select this option, Word Pro automatically connects to this server whenever you open or save a file to the Internet. You can specify another server to connect to at any time. A server defined for automatic connection has "(Default)" next to its name in the FTP servers box. You can only select one default server at a time.

Save In

Displays the current directory on the server.

Current path

Displays the selected path on the FTP server, including all lower level directories.

Directories and Files box

Displays the available subdirectories and files in the current directory. You can select one to access it.

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Specifies the name of the file you want to save.

Files of type

Lists the available file types. Select the format you want to use to save the file.

{button ,AL('H_WP_SAVING_A_DOCUMENT_TO_AN_FTP_SERVER_ON_THE_INTERNET_STEPS',1)} [Go to procedure](#)

{button ,AL('H_WP_ADDING_CONNECTION_INFORMATION_FOR_INTERNET_HOSTS_STEPS;H_WP_EDITING_CONNECTION_INFORMATION_FOR_INTERNET_HOSTS_STEPS;H_WP_DELETING_CONNECTION_INFORMATION_FOR_INTERNET_HOSTS_STEPS;H_WP_CONFIGURING_FTP_CONNECTION_OPTIONS_STEPS;H_WP_WORKING_WITH_INTERNET_CONNECTIONS_OVER;H_WP_ADDING_EDITING_OR_SETTING_A_DEFAULT_PROXY_STEPS',0)} [See related topics](#)

Saving a document to an FTP server

To save a document to an [FTP](#) server, you must first connect to the server. Then you can specify the directory in which to save the file and the file name. If this is the first time you connect to the Internet, click Setup to display the Internet Setup Assistant. The assistant walks you through the process of specifying information about the FTP server to which you want to connect and provides other information needed to connect to the Internet.

1. From the File menu, choose Save As.
2. Click Internet.



3. Select the desired FTP server to connect to from the FTP servers box.

Tip If you want to connect to a server not on the list, click Setup to display the FTP Hosts tab of the Internet Setup dialog box, where you can define additional servers.

4. To automatically connect to this server each time you open or save a file to the Internet, select “Auto-connect to this server next time”.
5. Click Connect.
Word Pro connects to the server you specified. You can stop the connection process by clicking the Stop button. When the connection is successful, the Save to Internet dialog box expands to display the server’s directory tree, so you can select a directory and file name.
6. Specify the directory you want to save the file in in the “Save in” box.
7. Specify the name of the file you want to save in the “File name” box.
8. Specify the format you want to use to save the file in the “Save As type” box.
9. Click Save.

{button ,AL('H_WP_SAVING_A_DOCUMENT_TO_AN_FTP_SERVER_ON_THE_INTERNET_DETAILS',1)} [See details](#)

{button ,AL('H_WP_OPENING_A_DOCUMENT_FROM_AN_FTP_SERVER_ON_THE_INTERNET_STEPS;H_SELECTING_TEXT_OPTIONS_STEPS;H_EXPORTING_A_FILE_STEPS;H_IMPORTING_OR_EXPORTING_A_FILE_OVER;H_WP_SELECTING_HTML_IMPORT_EXPORT_OPTIONS_STEPS;H_WP_WORKING_WITH_INTERNET_CONNECTIONS_OVER',0)} [See related topics](#)

Saving a document to an FTP server

To save a document to an [FTP](#) server you are currently connected to, select an FTP server from the FTP Servers box, and select Yes to the message box asking if you want to connect.

Tip If you want to connect to a server not on the list, click Setup to display the FTP Hosts tab of the Internet Setup dialog box, where you can define additional servers.

1. To automatically connect to this server each time you open or save a file to the Internet, select “Auto-connect to this server next time”.
2. Click Connect.

Word Pro connects to the server you specified. You can stop the connection process by clicking the Stop button. When the connection is successful, the Save to Internet dialog box expands to display the server’s directory tree, so you can select a directory and file name.

3. Specify the directory you want to save the file in in the “Save in” box.
4. Specify the name of the file you want to save in the “File name” box.
5. Specify the format you want to use to save the file in the “Save As type” box.
6. Click Save.

{button ,AL(^H_WP_SAVING_A_DOCUMENT_TO_AN_FTP_SERVER_DETAILS',1)} [See details](#)

{button ,AL(^H_WP_OPENING_A_DOCUMENT_FROM_AN_FTP_SERVER_ON_THE_INTERNET_STEPS;H_SELECTING_TEXT_OPTIONS_STEPS;H_EXPORTING_A_FILE_STEPS;H_IMPORTING_OR_EXPORTING_A_FILE_OVER;H_WP_SELECTING_HTML_IMPORT_EXPORT_OPTIONS_STEPS;H_WP_WORKING_WITH_INTERNET_CONNECTIONS_OVER',0)} [See related topics](#)

Saving your document as an HTML file

1. From the File menu, choose Internet, and then choose HTML Export Assistant.

Tip You can also click Export Assistant on the Web Tools bar.

2. Select a Content option and click Next.

3. Select a Layout option and click Next.

4. On the Preview & Save panel, select the desired Saving options.

5. Click one of the following:

- Save locally
- Save to Notes
- Save to Internet

6. Complete the Save dialog box.

7. Click Save.

{button ,AL('H_WP_SAVING_A_DOCUMENT_TO_AN_FTP_SERVER_ON_THE_INTERNET_STEPS;H_WP_OPENING_A_LOCAL_HTML_FILE_STEPS;H_WP_WHAT_IS_HTML_OVER;H_WP_SELECTING_HTML_IMPORT_EXPORT_OPTIONS_STEPS;H_SPECIFYING_PREVIEW_AND_SAVE_OPTIONS_FOR_HTML_DOCUMENTS_STEPS;H_SPECIFYING_THE_LAYOUT_OF_DOCUMENTS_EXPORTED_TO_HTML_STEPS;H_DEFINING_THE_CONTENT_OF_DOCUMENTS_EXPORTED_TO_HTML_STEPS;','0)} [See related topics](#)

Selecting an Internet SmartMaster

1. From the File menu, choose New Document.

If you want to convert the active document to HTML, you can choose File - Choose Another SmartMaster instead.

2. Click "Create from any SmartMaster."
3. Select one of the Internet SmartMaster types in the "Select a type of SmartMaster" box.
4. Select a specific Internet SmartMaster in the "Select a look" box.
5. Click OK.

{button ,AL('H_WP_CONVERTING_AN_EXISTING_DOCUMENT_TO_A_WEB_PAGE_STEPS;H_WP_BUILDING_A_WEB_PAGE_OVER;H_WP_WHAT_IS_HTML_OVER;H_WP_BUILDING_A_WEB_PAGE_STEPS',0)} See related topics

Details: Setting Advanced HTTP connection options

The first time you connect to the Internet, Word Pro attempts to obtain the correct proxy information from your default Web browser. If you are able to open documents using your browser, the default settings are correct.

Ask your system administrator for the correct settings to use in this dialog box.

HTTP proxy exceptions

You can specify Web sites that do not have to be accessed through a proxy. You can also specify that a proxy server not be used for Intranet addresses.

- Do not use a proxy server for Web site addresses that do not have to be accessed through a proxy. For multiple sites, separate each site address with a semicolon.
- Do not use a proxy server for local (Intranet) addresses: When you select this option, Word Pro does not use the proxy server to access sites on a local Intranet. When you deselect this option, Word Pro uses the proxy server for Intranet addresses.

HTTP proxy settings

<u>Option...</u>	<u>What it means...</u>
Host	Displays the current proxy for HTTP connections
Port	Displays the current port number used for HTTP connections
User ID	Specifies the user ID with access to the proxy server
Password	Specifies the password with access to the proxy server
Save Password	Saves the password you type and automatically uses the new password when accessing Web pages. If you do not select this option, the password you type is used for the current Word Pro session only.

{button ,AL(`H_WP_SETTING_ADVANCED_HTTP_CONNECTION_OPTIONS_STEPS',1)} [Go to procedure](#)

Setting advanced HTTP connection options

These options enable you to specify locations on the Internet or on an Intranet that does not use the proxy information you specified for HTTP. You can also specify a user ID and password for HTTP connections. If you are not using a proxy to access Web pages, do not complete the information in this dialog box.

1. From the File menu, choose Internet, and then choose Setup.
2. Click the Proxies tab.
3. Select "Connect through a proxy server" in the HTTP Proxy settings and specify the proxy information.
4. Click Advanced.
5. Specify HTTP proxy exceptions.
6. Specify HTTP proxy settings.
7. Click OK to close the HTTP Advanced Options dialog box.
8. Click OK.

{button ,AL('H_WP_SETTING_ADVANCED_HTTP_CONNECTION_OPTIONS_DETAILS',1)} [See details](#)

{button ,AL('H_WP_WORKING_WITH_INTERNET_CONNECTIONS_OVER;H_WP_CONFIGURING_FTP_CONNECTION_OPTIONS_STEPS;H_WP_SPECIFYING_PROXY_INFORMATION_STEPS;',0)} [See related topics](#)

Showing or hiding Web tools

To show Web Tools

- From the File menu, choose Internet, and then choose Show Web Tools.

Word Pro enables Web builder menu items and displays the Web Tools bar at the top of the screen.

To hide Web Tools...

- Click Done on the Web Tools bar.

OR

- From the File menu, choose Internet, and then choose Hide Web Tools.

{button ,AL(^H_WP_BUILDING_A_WEB_PAGE_OVER;H_WHAT_IS_A_MODELESS_BAR_OVER;H_WP_USING_LI
NKS_IN_A_WEB_PAGE_OVER;H_WP_OPENING_A_FILE_USING_THE_WEB_TOOLS_BAR_STEPS;H_WP_
WEB_TOOLS_BAR_COMMAND_BUTTONS_OVER',0)} [See related topics](#)

Details: Specifying options for hyperlinks

Link behavior

These options tell Word Pro how to react when you click on a hyperlink in a document.

Open a link in...

- **Word Pro**

If you select this option, links you follow are displayed in Word Pro, unless the link does not refer to a document (as in a Telnet or Mailto link). If the link is to a document on your computer or a local network, it is displayed. If the link is to a document on the Internet or Intranet, Word Pro opens the document from the Internet.

- **Default Browser**

If you select this option, Word Pro launches your default browser to display any links you follow with destinations on the Internet or Intranet. Links to bookmarked locations in the current document or to a document on your local drive or network, along with FTP links that refer to Word Pro files are *always opened* in Word Pro, even if you select the default browser option.

Activate link by:

You can activate a link by single or double-clicking it. If you single-click to activate the link, it is harder to select the text and edit the link than if you double-click to activate.

Document link colors

Select the color you want to use for links you have visited and for links you have not yet visited.

{button ,AL('H_WP_SPECIFYING_OPTIONS_FOR_HYPertext_LINKS_STEPS',1)} Go to procedure
{button ,AL('H_WP_CREATING_A_LINK_FROM_A_WEB_PAGE_STEPS;H_WP_SPECIFYING_SECURITY_OPTIONS_FOR_INTERNET_DOWNLOADS_STEPS;H_WP_SPECIFYING_OPTIONS_FOR_OPENING_AND_SAVING_DOCUMENTS_ON_THE_INTERNET_STEPS;H_WP_SPECIFYING_PROXY_INFORMATION_STEPS',0)} See related topics

Specifying options for hyperlinks

You can specify the behavior of hyperlinks when they are displayed in Word Pro.

1. From the File menu, choose Internet, and then choose Setup.
2. Click the Advanced tab.
3. Specify the desired "Link behavior" options.
4. Specify the desired colors for visited and unvisited links.
5. Select other desired options.
6. Click OK.

{button ,AL('H_WP_SPECIFYING_OPTIONS_FOR_HYPERTEXT_LINKS_DETAILS',1)} [See details](#)

{button ,AL('H_WP_CREATING_A_LINK_FROM_A_WEB_PAGE_STEPS;H_WP_SPECIFYING_SECURITY_OPTIONS_FOR_INTERNET_DOWNLOADS_STEPS;H_WP_SPECIFYING_OPTIONS_FOR_OPENING_AND_SAVING_DOCUMENTS_ON_THE_INTERNET_STEPS;H_WP_SPECIFYING_PROXY_INFORMATION_STEPS;',0)} [See related topics](#)

Details: Specifying options for opening and saving documents on the Internet

Save file using this extension

Some Web Page hosting services require HTML documents to have the ".HTML" extension. Others require the ".HTM." If you are using a Web Page hosting service, determine the required option and select it here. You can override the default you set by typing a specific extension for HTML files in the Save As dialog box.

Enable cascading style sheets

Like Word Pro SmartMasters, cascading style sheets contain formatting information for paragraphs and text. Cascading style sheets offer more formatting options than standard HTML tags. If the imported document does not use a cascading style sheet, it is imported as standard HTML. For documents being exported, Word Pro converts paragraph and character styles in the SmartMaster to a cascading style sheet that becomes available to the browser for display.

If you deselect this option, Word Pro ignores cascading style sheet information when it imports HTML documents. Though standard HTML tags are honored, the imported document may lose some of its formatting information. When exporting documents to HTML, information in paragraph and character styles is converted to local attributes.

Character encoding

This option affects how Word Pro displays international characters when documents are downloaded from the Internet. Word Pro applies character encoding as specified in the document. If encoding is not specified within the document, Word Pro uses the encoding you specify here.

```
{button ,AL('H_WP_SPECIFYING_OPTIONS_FOR_OPENING_AND_SAVING_DOCUMENTS_ON_THE_INTERNET_STEPS',1)} Go to procedure
{button ,AL('H_WP_SPECIFYING_OPTIONS_FOR_HYPERTEXT_LINKS_STEPS;H_SPECIFYING_HTML_IMPORT_OPTIONS_STEPS;H_WP_SPECIFYING_SECURITY_OPTIONS_FOR_INTERNET_DOWNLOADS_STEPS;',0)} See related topics
```

Specifying options for opening and saving documents on the Internet

These options define how Word Pro treats HTML documents you download from or save to the Internet. You can specify additional options for saving HTML documents using the HTML Export Assistant.

1. From the File menu, choose Internet, and then choose Setup.
2. Click the Advanced panel.
3. Specify the extension Word Pro should use when saving files to the Internet.
4. Select (or deselect) "Enable cascading style sheets."
5. Select a character conversion option in the "Character encoding" box.
6. Select any other options.
7. Click OK.

{button ,AL(`H_WP_SPECIFYING_OPTIONS_FOR_OPENING_AND_SAVING_DOCUMENTS_ON_THE_INTERNET_DETAILS',1)} [See details](#)

{button ,AL(`H_WP_SPECIFYING_OPTIONS_FOR_HYPERTEXT_LINKS_STEPS;H_SPECIFYING_HTML_IMPORT_OPTIONS_STEPS;H_WP_SPECIFYING_SECURITY_OPTIONS_FOR_INTERNET_DOWNLOADS_STEPS;',0)} [See related topics](#)

Details: Specifying proxy information

When you install Word Pro, the installation program attempts to obtain the correct proxy information from your default Web browser. If you are able to open documents and access FTP sites using your browser, the default settings are correct.

If you have questions about any of these settings, check with your system administrator.

HTTP Proxy settings	Description...
	These options specify how Word pro opens documents from Web pages on the Internet.
Connect through a proxy server	Word Pro uses the proxy information you specify for downloading Web pages. If your Internet connection requires a proxy and you do not specify proxy information, you will not be able to display Web pages.
HTTP proxy address	Identifies the network address of the proxy server used for normal HTTP downloads.
Port	Identifies the port number for your HTTP proxy server.
Secure proxy address	Identifies the network address of the proxy server used for secure HTTP (https) downloads.
Advanced button	Allows you to select advanced options for downloading Web pages and accessing (local) Intranet sites.
FTP Proxy settings	Description...
	These options affect how Word Pro accesses Internet FTP sites.
Connect through a proxy server	Word Pro uses the proxy information you specified for accessing FTP sites. If you deselect this option, Word Pro does not use a proxy when accessing FTP sites. If your Internet connection requires a proxy and you do not specify proxy information, you cannot access FTP servers.
FTP proxy address	Identifies the network address of the proxy server used for FTP downloads.
Port	Identifies the port number for your FTP proxy server.
FTP Proxy settings	Description...
	These options affect how Word Pro accesses Internet FTP sites.
Connect through a proxy server	Word Pro uses the proxy information you specified for accessing FTP sites. If you deselect this option, Word Pro does not use a proxy when accessing FTP sites. If your Internet connection requires a proxy and you do not specify proxy information, you cannot access FTP servers.
FTP proxy address	Identifies the network address of the proxy server used for FTP downloads.
Port	Identifies the port number for your FTP proxy server.

{button ,AL(^H_WP_SPECIFYING_PROXY_INFORMATION_STEPS',1)} [Go to procedure](#)

{button ,AL(^H_WP_WORKING_WITH_INTERNET_CONNECTIONS_OVER;H_WP_EDITING_CONNECTION_INFORMATION_FOR_INTERNET_HOSTS_STEPS;H_WP_DELETING_CONNECTION_INFORMATION_FOR_INTERNET_HOSTS_STEPS;H_WP_CONFIGURING_FTP_CONNECTION_OPTIONS_STEPS;H_WP_ADDING_CONNECTION_INFORMATION_FOR_INTERNET_HOSTS_STEPS;H_WP_SETTING_ADVANCED_HTTP_CONNECTION_OPTIONS_STEPS;',0)} [See related topics](#)

Specifying proxy information

For guidance with issues or questions about proxies, see your system administrator.

1. From the File menu, choose Internet, and then choose Setup.
 2. Click the Proxies tab.
 3. Specify the "HTTP proxy settings."
 4. Specify the "FTP proxy settings."
 5. Click OK.
-

{button ,AL('H_WP_SPECIFYING_PROXY_INFORMATION_DETAILS',1)} [See details](#)

{button ,AL('H_WP_WORKING_WITH_INTERNET_CONNECTIONS_OVER;H_WP_EDITING_CONNECTION_INFORMATION_FOR_INTERNET_HOSTS_STEPS;H_WP_DELETING_CONNECTION_INFORMATION_FOR_INTERNET_HOSTS_STEPS;H_WP_CONFIGURING_FTP_CONNECTION_OPTIONS_STEPS;H_WP_ADDING_CONNECTION_INFORMATION_FOR_INTERNET_HOSTS_STEPS;H_WP_SETTING_ADVANCED_HTTP_CONNECTION_OPTIONS_STEPS;',0)} [See related topics](#)

Details: Specifying security options for Internet downloads

Secure Socket Layer

Documents identified with "HTTPS" instead of "HTTP" are opened through a layer of security designed to protect you against system corruption. If you deselect this option, Word Pro will open an unsecure version of the document.

Download Java

Word Pro downloads Java applets and runs them once the Web Page is displayed. If you deselect this option, Word Pro will not open the applets.

{button ,AL(`H_WP_SPECIFYING_SECURITY_OPTIONS_FOR_INTERNET_DOWNLOADS_STEPS',1)} Go to
procedure

Specifying security options for Internet downloads

You can ensure Word Pro will enforce security measures when you download from the Internet. You may want to restrict downloading programs that run on your computer, unless you are confident they are virus-free and compatible with your system.

You can set restrictions or enable options for documents you download from a Web page or hypertext links you follow. Specifying these options will not affect what is downloaded when you follow a link using your default browser.

Options suggested below are commonly used in downloading documents via the Internet:

1. From the File menu, choose Internet, and then choose Setup.
2. Click the Advanced tab.
3. Select (or deselect) "Secure socket layer."
4. Select (or deselect) "Download Java."
5. Select any other options you want.
6. Click OK.

{button ,AL('H_WP_SPECIFYING_SECURITY_OPTIONS_FOR_INTERNET_DOWNLOADS_DETAILS',1)} [See details](#)

{button ,AL('H_WP_SPECIFYING_OPTIONS_FOR_HYPERTEXT_LINKS_STEPS;H_WP_SPECIFYING_OPTIONS_FOR_OPENING_AND_SAVING_DOCUMENTS_ON_THE_INTERNET_STEPS;',0)} [See related topics](#)

Specifying the name and selection properties of a Listbox control

1. Select the control you want to name.
2. Choose Lotus HTML Listbox Control - Properties.
3. Type the name you want to use for the control in the "Name" box.
4. If you want to allow to select multiple items from the list, select "Multiple selection."
5. Choose any other options.
6. Click OK.

{button ,AL(`H_WP_CREATING_A_FORM_IN_A_WEB_PAGE_OVER;H_WP_CREATING_A_FORM_WITHIN_A_WEB_PAGE_STEPS;H_WP_REMOVING_AN_ITEM_FROM_A_LIST_BOX_CONTROL_STEPS;H_WP_REORDERING_ITEMS_IN_A_LIST_BOX_CONTROL_STEPS;H_WP_ADDING_AN_ITEM_TO_A_LIST_BOX_CONTROL_STEPS',0)} [See related topics](#)

Specifying the name of a Combobox control

1. Select the Combobox control in the document object, and then choose Properties.
2. Right-click and choose Lotus HTML Combobox Control.
3. Type the name you want to use for the control in the "Name" box.
4. Choose any other options.
5. Click OK.

```
{button ,AL(`H_WP_CREATING_A_FORM_IN_A_WEB_PAGE_OVER;H_WP_CREATING_A_FORM_WITHIN_A_W  
EB_PAGE_STEPS;H_WP_REMOVING_AN_ITEM_FROM_A_COMBO_BOX_CONTROL_STEPS;H_WP_REOR  
DERING_ITEMS_IN_A_COMBO_BOX_CONTROL_STEPS;H_WP_ADDING_AN_ITEM_TO_A_COMBO_BOX_C  
ONTROL_STEPS',0)} See related topics
```

Storing graphic files on the Internet

When you save an HTML document that contains one or more graphic files, you can specify where to store the graphic files.

1. Select the path for the graphic files.
2. Click Save.

{button ,AL('H_WP_SAVING_A_DOCUMENT_TO_AN_FTP_SERVER_ON_THE_INTERNET_STEPS;H_WP_SELECTING_HTML_IMPORT_EXPORT_OPTIONS_STEPS;H_WP_WORKING_WITH_INTERNET_CONNECTIONS_OVER',0)} [See related topics](#)

Typing a password for an FTP site

If a password was not specified in the FTP Setup dialog box, Word Pro prompts you for a password when you connect to an FTP site by choosing File - Open - Internet.

1. Type the password for the FTP site host.
2. Click OK.

{button ,AL(^H_WP_OPENING_A_DOCUMENT_FROM_AN_FTP_SERVER_ON_THE_INTERNET_STEPS;H_WP_CONFIGURING_FTP_CONNECTION_OPTIONS_STEPS;H_WP_WORKING_WITH_INTERNET_CONNECTIONS_OVER',0)} [See related topics](#)

Typing a user name and password for an FTP site

Word Pro received an error when trying to access the [FTP](#) site indicating the Username or password was incorrect. Try typing the information again. If you are unsuccessful, see your system administrator.

1. Type the User ID for this FTP site, or select "Anonymous FTP."
2. Type the password for this FTP site. If you are connecting via Anonymous FTP, type your email address.
3. If you want to save the password information, select "Save password." Otherwise, the password will be used only during this session of Word Pro.

{button ,AL(^H_WP_OPENING_A_DOCUMENT_FROM_AN_FTP_SERVER_ON_THE_INTERNET_STEPS;H_WP_CONFIGURING_FTP_CONNECTION_OPTIONS_STEPS;H_WP_WORKING_WITH_INTERNET_CONNECTIONS_OVER;H_WP_TYPING_A_NAME_FOR_AN_FTP_SITE_STEPS;',0)} [See related topics](#)

Overview: Using Hyperlinks

A hyperlink is a cross-reference or connection to related information in another location. Hyperlinks are used to navigate the World Wide Web. They can jump you to a different location in the same Web document or to a different Web document on another Web site.

The four most commonly created hyperlinks are used to:

- Jump to a document on a different Web site
- Jump to a specific location in a document
- Jump to a document on the same Web site
- Send a mail message

When you create hyperlinks in your Web pages, use the following guidelines:

- Make sure you indicate to readers where the hyperlink will go or what the hyperlink will do when they follow it.
- If you have a multi-page web site, provide hyperlinks so that the reader can navigate to and from the different pages on your site. You should also provide a hyperlink to your home page on each page of your site.
- Hyperlinks can be created from text or from images. If you create a hyperlink from an image, you may want to create a corresponding text hyperlink, since some readers may disable display of images to save time downloading your page.
- Periodically check the hyperlinks to make sure they are still valid. Web page names can change or reorganize, and a hyperlink destination may no longer exist.

{button ,AL(^H_WP_CREATING_A_LINK_FROM_A_WEB_PAGE_STEPS;H_WP_BUILDING_A_WEB_PAGE_OVER ;H_WP_CREATING_A_FORM_IN_A_WEB_PAGE_OVER;H_WP_EDITING_A_LINK_IN_A_WEB_PAGE_STEPS; H_DELETING_A_HYPERLINK_STEPS;','0)} [See related topics](#)

Overview: Using Word Pro features to manage your Web page

Word Pro offers several features that let you manage the creation and modification of Web pages. For example, you can use the TeamConsolidate feature to compare different versions of your pages for changes. To take advantage of some Word Pro features, you should save and edit your documents as Word Pro .LWP files, rather than in HTML format. When you are ready to publish your Web page, you can save the latest version of your document in HTML.

The following features are only available if you save the file in Word Pro format:

- Versioning lets you store multiple versions of your document in a single file, so you can see how your document looked previously.
- TeamReview lets you track and look at changes you make while editing.
- TeamSecurity lets you limit access rights to the document to specific editors.
- OLE and DDE links, that let you gather information from other documents and files, ensure you are using the most up-to-date information.
- TeamMail lets you distribute your Web page to others.

Most Word Pro formatting features, including Spell Check, Grammar Check, and Thesaurus, are available for any document, whether you are using Word Pro or HTML format.

Some Word Pro formatting features cannot be saved in an HTML document and are not available when you are creating a Web page.

{button ,AL('H_WP_BUILDING_A_WEB_PAGE_OVER;H_VERSIONING_OVER;H_TEAMREVIEW_ASSISTANT_OVER;H_TEAMSECURITY_OVER;H_TEAMCONSOLIDATE_OVER;H_OBJECT_LINKING_AND_EMBEDDING_OLE_OVER',0)} [See related topics](#)

Viewing HTML source code

When you view HTML source code, you see the raw formatting codes in the [HTML](#) document, rather than the formatting represented by the codes.

1. From the File menu, choose Internet, and then choose HTML Import Options.
2. Select "Import as source code".
3. Click OK.
4. From the File menu, chose Open.



Note If the file you want to open resides within an FTP site, click the Internet button to open the file from the Internet.

5. Select "HTML" in the "Files of type" box.
6. Specify the drive and folder that contains the HTML file you want to open.
7. Type the name of the HTML file in the "File name" box.
8. Click Open.

{button ,AL(^H_WP_SAVING_A_DOCUMENT_TO_AN_FTP_SERVER_ON_THE_INTERNET_STEPS;H_WP_WHAT_IS_HTML_OVER;H_WP_INSERTING_HTML_TAGS_IN_A_DOCUMENT_STEPS;H_WP_PREVIEWING_A_WEB_PAGE_IN_A_BROWSER_STEPS;H_WP_SELECTING_HTML_IMPORT_EXPORT_OPTIONS_STEPS;H_SPE
CIFYING_HTML_IMPORT_OPTIONS_STEPS;',0)} [See related topics](#)

Overview: Web Tools bar command buttons

<u>Button...</u>	<u>What it does...</u>
Left Arrow	Displays the previous open document.
Right Arrow	Displays the next open document.
Reload	Recalls a document from the Web with the HTML Import options most recently used. <i>Not available for local files.</i>
Stop	Stops loading the specified Web Page from the Internet.
Create Link	Enables you to create a link between text you highlight (select) and another location. <i>Visible only if the insertion point is not on another link.</i>
Edit Link	Enables you to edit the type or destination of the currently selected link. <i>Visible only if the insertion point is on a link.</i>
Preview in Browser	Saves the active document in HTML format. Displays a picture of the document as it appears when published to the Web.
Export Assistant	Displays the HTML Export Assistant that provides options for saving your document locally, to Notes, or to the Internet.
Done	Closes the Web Tools bar and removes Web Menu items.

{button ,AL(^H_WP_OPENING_A_FILE_USING_THE_WEB_TOOLS_BAR_STEPS;H_WP_ADDING_EDITING_OR_SETTING_A_DEFAULT_PROXY_STEPS;H_WP_SHOWING_OR_HIDING_WEB_TOOLS_STEPS;H_WP_BUILD

ING_A_WEB_PAGE_OVER',0)} [See related topics](#)

Overview: What is HTML?

Hypertext Markup Language (HTML) is the World Wide Web's authoring language which you can use to click keywords or images to jump to other references in a page and access different Web pages.

HTML uses markup tags, contained in brackets, to designate certain formats or styles for all the information on your Web pages. These tags are ASCII text indicators that you use to surround the text and images. Word Pro has created SmartMaster templates with these tags coded into the paragraph styles so you don't have to keep track of them. When you apply a Word Pro HTML style to text, you apply an HTML tag.

You can use HTML styles to organize your Web pages. The HTML styles define the type and structure of the text for the browser. For example, if you use the Heading1 style, the browser recognizes the text as a top level heading and displays it with a large, bold font. Heading2 style is recognized as subordinate to Heading1 and displays with a smaller font, and so on. The HTML styles do not determine how the information displays when you export your HTML document to the Internet. The appearance of the Web page is controlled by the browser you are using.

You do not have to understand or be expert in HTML to create Web pages in Word Pro. Word Pro automates the process of applying HTML tags, creating links, applying horizontal rules, importing/exporting pictures, and so on. Word Pro takes care of the details, such as converting styles to HTML tags and exporting graphics.

{button ,AL('H_WP_BUILDING_A_WEB_PAGE_OVER;H_WP_USING_WORD_PRO_FEATURES_TO_MANAGE_YOUR_WEB_PAGE_OVER;H_WP_WORKING_WITH_INTERNET_CONNECTIONS_OVER;H_WP_CREATING_A_FORM_IN_A_WEB_PAGE_OVER;H_WP_USING_LINKS_IN_A_WEB_PAGE_OVER;H_WP_FORMATTING_TEXT_TABLES_AND_GRAPHICS_FOR_A_WEB_PAGE_OVER',0)} [See related topics](#)

Overview: Working with Internet connections

Using Word Pro, you can open any document from an FTP (File Transfer Protocol) or a Web (World Wide Web) server via the Internet. You can also save a document to an FTP server.

Before you can open or save a document on the Internet:

- Your computer and the server must both be connected to the Internet.
- Your computer must have a WinSock-compatible TCP/IP stack installed.
- The server must meet one of the following criteria:
 - The server must be a public Web server.
 - The server must support anonymous FTP.
 - The server must support FTP, and you must have an account with permission to access files.

When you open a document on the Internet, Word Pro copies the document to your workstation where you can make changes. To write the changes to the FTP server, you must save the modified document to the Internet. You must also have Write permission to an FTP server to save changes.

You can maintain a list of addresses to FTP servers that you often use. You can also add, edit, or delete FTP connection information.

Access to FTP servers can be anonymous or require a user ID and password. You can access an FTP server directly or via a firewall (proxy server).

{button ,AL('H_WP_OPENING_A_DOCUMENT_FROM_AN_FTP_SERVER_ON_THE_INTERNET_STEPS;H_WP_OPENING_A_DOCUMENT_FROM_A_WEB_SERVER_ON_THE_INTERNET_STEPS;H_WP_CONFIGURING_FTP_CONNECTION_OPTIONS_STEPS;H_WP_SAVING_A_DOCUMENT_TO_AN_FTP_SERVER_ON_THE_INTERNET_STEPS;H_WP_ADDING_CONNECTION_INFORMATION_FOR_INTERNET_HOSTS_STEPS;H_WP_ADDING_EDITING_OR_SETTING_A_DEFAULT_PROXY_STEPS;H_WP_PUBLISHING_A_DOCUMENT_TO_THE_INTERNET_STEPS;',0)} [See related topics](#)

Browsing for a script

From this dialog box, you can review available scripts and select one to run, record, or attach to an icon.

- You can change folders by selecting from the list in the "Look in" box.
- You can review all available files in a folder or change to another folder by clicking one in the list.
- You can use the icons to help you browse:



takes you back one level



lets you create a new folder



lists the files or displays the file details, such as the file size, file type, and last date modified

- You can select a type of file in the "Files of type" box.
- When you select a file, the file name highlights in the "File name" box.
- If a script has a description attached to it, the description displays in the "Description" box when the file name highlights.

Canceling or continuing a print job

Unless Background printing is disabled in Word Pro preferences, all documents print in the background of the Word Pro application. If background printing is enabled, all print jobs are spooled to the Background Printing dialog box. You can view this dialog box and control the print jobs listed in it by clicking the printer button in the status bar while the print job is running.



Note If a print job does not appear in the list box, Word Pro has sent it to the Windows Print spooler. If the job does not print, check the Windows Print spooler for the job status.

While you are in the Background Printing dialog box, you can:

Cancel Job(s)

Cancel selected print jobs in the list box.

Cancel All Job(s)

Cancel all print jobs in the list box.

Continue Printing

Continue printing the selected print job in the list box.

Note If you attempt to close the document or the Word Pro application, the dialog box appears. You can continue the print job and the document does not close. If you cancel the print job, the document does not print and it closes.

{button ,AL('H_PRINTING_A_DOCUMENT_OVER;H_PRINTING_IN_THE_BACKGROUND_STEPS;H_PRINTING_A_DOCUMENT_STEPS',0)} [See related topics](#)

Overview: Printer fonts

The availability of fonts depends on the specific printer and the fonts installed on that printer. If you create a document using one printer and then print that document using a different printer, certain fonts that were available on the original printer may not be available on the current printer. When this occurs, the application must "map" the unavailable fonts to fonts that are available.

Word Pro uses a system based upon a Panose database that identifies characteristics of a wide range of different fonts. To disable the Panose font matching system, deselect the "Advanced Font Matching" option in the "Performance" list on the Enable panel of the Word Pro Preferences dialog box.

Note If you disable "Advanced font matching," font matching may not be exact.

{button ,AL(`H_PRINTING_A_DOCUMENT_OVER;H_EMBEDDING_FONTS_IN_A_DOCUMENT_STEPS;H_APPLYING_A_FONT_TO_TEXT_USING_THE_STATUS_BAR_STEPS;H_APPLYING_A_FONT_TO_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_APPLYING_A_FONT_TO_TEXT_USING_A_CYCLEKEY_STEPS',0)} [See related topics](#)

Details: Printing a document

Print range

All pages

Prints the entire document.

Current page

Prints only the current page.

Pages: From

Prints the specified page range beginning with this page number.

Pages: To

Prints the specified page range ending with this page number.

Copies

Number of copies

Specifies the number of copies to print.

Collate

Prints an entire copy of the document before printing the next copy.

If you specify multiple copies and do not select this option, Word Pro prints all copies of page 1, then all copies of page 2, and so on.

Print

Limit pages to

Current division

Prints only the current division.

Selected pages only

Prints a list of pages or whole divisions that are not consecutive.

For example, you can print pages 1-4, 7, 13-16, and 20, or you can print the divisions TOC and Chapter 4. See [Selecting a list of pages to print](#) and [Selecting whole divisions to print](#).

Including

Prints odd and even pages, only even pages, or only odd pages.

{button ,AL(`H_PRINTING_A_DOCUMENT_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_PRINTING_A_DOCUMENT_OVER;H_PRINTING_A_DOCUMENT_TO_A_FILE_STEPS;H_SETTING_PRINT_OPTIONS_STEPS;H_PRINTING_IN_THE_BACKGROUND_STEPS;H_PRINTING_BOOKLETS_OVER;H_SETTING_PRINTER_SETUP_OPTIONS_STEPS;H_CREATING_LABELS_STEPS',0)} [See related topics](#)

Overview: Printing a document

Word Pro allows you to print an entire document or part of a document. You can print part of a document by specifying a list of pages that are not consecutive or you can print whole divisions. For example, you can print pages 1-4, 7, 13-16, and 20, or you can print divisions, such as TOC and Chapter 4.

In addition, Word Pro lets you print a document to a file, so you can print the document from a computer that does not have Word Pro installed.

Word Pro also allows you to print a document:

- In reverse order
- With crop marks
- Without pictures
- With comment notes
- With unfilled click here blocks and their prompt text
- On a preprinted form
- As a booklet

You can also have Word Pro update power fields in the document, in the table of contents, or in the index when you send the document to print.

```
{button ,AL(^H_PRINTING_A_DOCUMENT_TO_A_FILE_STEPS;H_PRINTER_FONTS_OVER;H_PRINTING_A_DOCUMENT_STEPS;H_SETTING_PRINT_OPTIONS_STEPS;H_PRINTING_IN_THE_BACKGROUND_STEPS;H_MERGE_OVER;H_CREATING_LABELS_STEPS;H_SETTING_PRINTING_OPTIONS_FOR_PICTURES_OR_GRAPHICS_STEPS;H_PRINTING_BOOKLETS_OVER;H_CANCELING_OR_CONTINUING_A_PRINT_JOB_STEPS',0)} See related topics
```

Printing a document

1. Make the document you want to print the active window.
2. From the File menu, choose Print.



3. Select a printer from the list in the "Name" box.
4. To print the document to a file, select "Print to file."
5. Specify the "Print range."
6. Specify the "Number of copies."
7. To print collated copies, select "Collate."

Note Collate is only an option when your document contains multiple pages.

8. Click Print.

{button ,AL('H_PRINTING_A_DOCUMENT_DETAILS',1)} [See details](#)

{button ,AL('H_PRINTING_A_DOCUMENT_OVER;H_PRINTING_A_DOCUMENT_TO_A_FILE_STEPS;H_SELECTING_A_LIST_OF_PAGES_TO_PRINT_STEPS;H_PRINTING_BOOKLETS_OVER;H_SELECTING_WHOLE_DIVISIONS_TO_PRINT_STEPS;H_SETTING_PRINT_OPTIONS_STEPS;H_PRINTING_IN_THE_BACKGROUND_STEPS;H_PRINTING_AN_ENVELOPE_STEPS;H_CANCELING_OR_CONTINUEING_A_PRINT_JOB_STEPS;H_CREATING_LABELS_STEPS;H_SELECTING_YOUR_PRINTER_STEPS',0)} [See related topics](#)

Printing a document to a file

Printing to a file allows you to print the document from a computer that does not have Word Pro installed.

1. Make the document you want to print the active window.
2. From the File menu, choose Print.
3. Specify the "Print range."
4. Select "Print to file."
5. Click Print to go to the Print to File dialog box.
6. Type the file name in the "File name" box.
The default file extension for printer files is .PRN.
7. Click Save.

{button ,AL('H_PRINTING_A_DOCUMENT_OVER;H_PRINTING_A_DOCUMENT_STEPS;H_SETTING_PRINT_OPTIONS_STEPS;H_SELECTING_A_PRINTER_FOR_A_DOCUMENT_STEPS';0)} [See related topics](#)

Details: Printing booklets

When you choose "As booklet," the following print options are set:

- Collate is enabled so that one document booklet will print at a time.
- Printing only odd or even pages is disabled.
- Duplex printing is enabled, if available.

When printing a document as a booklet, Word Pro attempts to honor the original margins set for the document.

{button ,AL(`H_PRINTING_BOOKLETS_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_PRINTING_A_DOCUMENT_OVER;H_PRINTING_BOOKLETS_OVER;H_SETTING_PRINT_OPTIONS_STEPS;H_PAGE_LAYOUT_OVER',0)} [See related topics](#)

Overview: Printing booklets

Booklet printing enables you to create a document and print it so that if you fold the pages in half and staple them, you have a booklet or leaflet.

When you choose to print a document "As booklet," Word Pro does the following:

- Verifies that your current printer setting is the best one possible for printing the booklet.
- Rotates the paper to landscape if necessary.
- Prints outside pages first, as viewed with the booklet opened to its center.
- Prompts you to turn the pages over.
- Prints inside pages on the back of the outside pages.

For example, if you had a document with the page settings 8.5" X 5" and you choose File - Print, Word Pro would first check to see that the pages would fit on a landscape 8" X 11" page. It would then print the pages so that the right edge of right hand pages are at the edge of the paper and the left edge of left hand pages were at the edge of the paper.

You can use the booklet SmartMaster to set up a booklet.

{button ,AL(^H_PRINTING_A_DOCUMENT_OVER;H_PRINTING_BOOKLETS_STEPS;H_PAGE_LAYOUT_OVER;H_PRINTING_A_DOCUMENT_STEPS',0)} [See related topics](#)

Printing booklets

If you are printing to a laser printer that supports duplex printing, the duplex option must be installed. You also must manually turn the pages over for consecutive page printing.

1. From the File menu, choose Print.
2. Click Options.
3. Select "As booklet" printing.
4. Click OK to return to the Print dialog box.
5. Click Print.

Word Pro prints all the pages for one side of the booklet and prompts you to turn the pages over.

For example, if you are printing an 8-page booklet, Word Pro first prints pages 4, 5 and 2, 7. Then you must manually turn the pages over to print pages 1, 8 and 3, 6.

6. After you turn the pages over, click OK .





Word Pro prints the other side of the booklet pages.

{button ,AL(`H_PRINTING_BOOKLETS_DETAILS',1)} [See details](#)

{button ,AL(`H_PRINTING_A_DOCUMENT_OVER;H_SETTING_PRINT_OPTIONS_STEPS;H_PRINTING_BOOKLETS_OVER;H_PRINTING_A_DOCUMENT_STEPS;H_PAGE_LAYOUT_OVER',0)} [See related topics](#)

Printing in landscape mode


You can print in landscape mode if your printer and printer driver support landscape or sideways printing.

1. Place the insertion point on the page and click the right mouse button.
2. Choose Page Properties.

3. Click the Size & Margins tab.

4. Click the landscape button.

5. Choose File - Print.

6. Specify the desired options.
7. Click Print.

{button ,AL('H_PRINTING_A_DOCUMENT_OVER;H_PRINTING_A_DOCUMENT_STEPS;H_PAGE_LAYOUT_OVER;H_CHANGING_THE_PAGE_ORIENTATION_TO_LANDSCAPE_OR_PORTRAIT_STEPS;H_ADJUSTING_PAGE_SETTINGS_TO_PRINTER_SETTINGS_STEPS;H_SELECTING_A_PRINTER_FOR_A_DOCUMENT_STEPS', 0)} [See related topics](#)

Printing in the background

You can perform other Word Pro functions and commands while documents print.

1. From the File menu, choose User Setup, and then choose Word Pro Preferences.

2. Select the Enable tab.
3. Check "Background Printing" in the "Performance" list box.
4. Click OK.

{button ,AL(^H_SETTING_WORD_PRO_PREFERENCES_OVER;H_PRINTING_A_DOCUMENT_OVER;H_PRINTING_A_DOCUMENT_STEPS;H_PRINTING_THE_CURRENT_DOCUMENT_IN_THE_BACKGROUND_STEPS;H_CANCELING_OR_CONTINUING_A_PRINT_JOB_STEPS',0)} [See related topics](#)

Selecting a list of pages to print

Using this option, you can print a list of pages that are not consecutive.


1. Make the document you want to print the active window.
2. Choose File - Print.
3. Select "Limit pages to."
4. Select "Selected pages only."
5. Click Select Pages.
6. Select "List of pages."
7. Type the page numbers in the "List the pages" box.

Use hyphens for a range of numbers, commas to separate pages, and no spaces. For example, you could type 1-4,7,13-16,20 as the list of page numbers.

8. Click OK to return to the Print dialog box.
9. Click Print.

{button ,AL(^H_PRINTING_A_DOCUMENT_OVER;H_PRINTING_A_DOCUMENT_STEPS;H_SELECTING_WHOLE_DIVISIONS_TO_PRINT_STEPS;H_SETTING_PRINT_OPTIONS_STEPS;H_PRINTING_IN_LANDSCAPE_MODE_STEPS',0)} [See related topics](#)


Selecting your printer

1. Make the document you want to print the active window.
2. From the File menu, choose Print.
3.  Select the desired printer in the "Name" box.
4. Click Properties.
5. Select any desired options.
6. Click OK.
7. Choose any other desired print options.
8. Click Print.

{button ,AL('H_PRINTING_A_DOCUMENT_OVER;H_PRINTING_A_DOCUMENT_STEPS;H_SETTING_PRINTER_SETUP_OPTIONS_STEPS;H_PRINTING_IN_LANDSCAPE_MODE_STEPS;H_SETTING_PRINT_OPTIONS_STEPS;H_PRINTING_A_TABLE_FORM_STEPS;H_ADJUSTING_PAGE_SETTINGS_TO_PRINTER_SETTINGS_STEPS',0)} [See related topics](#)

Selecting whole divisions to print

Using this option, you can print whole divisions.

1. Make the document you want to print the active window.
2. Choose File - Print.
3.  Select "Limit pages to."
4. Select "Selected pages only."
5. Click Select Pages.
6. Select "Whole divisions."
7. Select the desired division names in the "Divisions to print" box.
8. Click OK to return to the Print dialog box.
9. Click Print.

{button ,AL(^H_PRINTING_A_DOCUMENT_OVER;H_PRINTING_A_DOCUMENT_STEPS;H_SELECTING_A_LIST_OF_PAGES_TO_PRINT_STEPS;H_SETTING_PRINT_OPTIONS_STEPS;H_PRINTING_IN_LANDSCAPE_MODE_STEPS;H_DIVISIONS_OVER',0)} [See related topics](#)

Select Pages dialog box

You can print a list of pages or whole divisions. For example, you can print pages 1-4, 7, 13-16, and 20. Or, you can print divisions, such as TOC and Chapter 4.

Choose a task:

[Selecting a list of pages to print](#)

[Selecting whole divisions to print](#)

Details: Setting printer setup options

You can only set printer setup options for the current document. The printer selection you make stays with the document until you make another selection, even if you close and reopen the document.

If you select a printer that is not available, Word Pro uses the Windows 95 default printer. Also, Word Pro uses the Windows 95 default printer for all new documents, unless you select another printer in Word Pro's Print Setup dialog box.

{button ,AL('H_SETTING_PRINTER_SETUP_OPTIONS_STEPS',1)} [Go to procedure](#)

{button ,AL('H_PRINTING_A_DOCUMENT_OVER;H_PRINTING_A_DOCUMENT_STEPS;H_SETTING_PRINT_OPTIONS_STEPS;H_PRINTING_IN_LANDSCAPE_MODE_STEPS;H_SELECTING_A_PRINTER_FOR_A_DOCUMENT_STEPS',0)} [See related topics](#)

Setting printer setup options

You can select a printer, select the orientation, and change the paper size and source for the current document.

1. Make the document the active window.
2. Choose File - Document Properties.
3. Choose Print Setup.
4. Select the desired printer.
 - To use the default printer, select "Default printer."
 - To use another printer, select the desired printer from the "Specific printer" list.
5. Select "Portrait" or "Landscape" as the page orientation.
6. Select the paper size in the "Size" box.
7. Select the source for the paper in the "Source" box.
8. To select additional printer specific options, click Options.
9. Click OK.

{button ,AL(`H_SETTING_PRINTER_SETUP_OPTIONS_DETAILS',1)} [See details](#)

{button ,AL(`H_PRINTING_A_DOCUMENT_OVER;H_PRINTING_A_DOCUMENT_STEPS;H_SETTING_PRINT_OPTIONS_STEPS;H_PRINTING_IN_LANDSCAPE_MODE_STEPS;H_SELECTING_A_PRINTER_FOR_A_DOCUMENT_STEPS;H_ADJUSTING_PAGE_SETTINGS_TO_PRINTER_SETTINGS_STEPS',0)} [See related topics](#)

Details: Setting print options

Print options

In reverse order

Prints the last page of the document first, then the next to the last page, and so on.

With 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 InfoBox 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 comments

Prints each open comment note at its location in the document.

With unfilled click here blocks

Prints unfilled click here blocks with prompt text.

On preprinted form

Does not print protected text if "Allow editing of protected text" is deselected on the Other Protection panel of the TeamSecurity dialog box. Also, it does not print lines and background colors/patterns in column blocks, frames, headers/footers, pages, paragraphs, and table cells.

As booklet

Prints the document so that if you fold the paper in half and staple it, you have a book with pages in the correct order. See [Overview: Printing booklets](#).

Update options

Fields

Updates the results of each power and document field in the document and prints the results at the location of the field.

Table of contents

Updates the table of contents prior to printing.


Index

Updates the index prior to printing.

{button ,AL('H_SETTING_PRINT_OPTIONS_STEPS',1)} [Go to procedure](#)

{button ,AL('H_PRINTING_A_DOCUMENT_OVER;H_PRINTING_A_DOCUMENT_STEPS;H_SETTING_PRINTER_SETUP_OPTIONS_STEPS;H_PRINTING_IN_LANDSCAPE_MODE_STEPS;H_SELECTING_A_PRINTER_FOR_A_DOCUMENT_STEPS;H_PRINTING_COMMENT_NOTES_STEPS;H_OPENING_ALL_COMMENT_NOTES_AT_ONE_TIME_STEPS;H_SETTING_OTHER_TEAMSECURITY_PROTECTION_OPTIONS_STEPS;H_PRINTING_CLICK_HERE_BLOCK_PROMPT_TEXT_STEPS',0)} [See related topics](#)

Setting print options

1. Make the document you want to print the active window.
2. Choose File - Print.

3. Click Options.
4. Select the desired "Print options."
5. Select the desired "Update options."
6. Click OK to return to the Print dialog box.
7. Click Print.

{button ,AL(`H_SETTING_PRINT_OPTIONS_DETAILS',1)} [See details](#)

{button ,AL(`H_PRINTING_A_DOCUMENT_OVER;H_PRINTING_A_DOCUMENT_STEPS;H_SETTING_PRINTER_SETUP_OPTIONS_STEPS;H_PRINTING_BOOKLETS_STEPS;H_PRINTING_POWER_FIELD_INSTRUCTIONS_STEPS;H_PRINTING_COMMENT_NOTES_STEPS;H_SELECTING_A_PRINTER_FOR_A_DOCUMENT_STEP_S;H_PRINTING_A_TABLE_FORM_STEPS;H_SETTING_PRINTING_OPTIONS_FOR_PICTURES_OR_GRAPHICS_STEPS',0)} [See related topics](#)

Word Pro is printing your document

Word Pro displays the range of pages you chose in the Print dialog box. Word Pro also displays the path and name of the currently selected printer.

```
{button ,AL('H_PRINTING_A_DOCUMENT_OVER;H_PRINTING_A_DOCUMENT_TO_A_FILE_STEPS;H_SELECTI  
NG_A_LIST_OF_PAGES_TO_PRINT_STEPS;H_PRINTING_BOOKLETS_OVER;H_SELECTING_WHOLE_DIVI  
SIONS_TO_PRINT_STEPS;H_SETTING_PRINT_OPTIONS_STEPS;H_PRINTING_IN_THE_BACKGROUND_S  
TEPS;H_PRINTING_AN_ENVELOPE_STEPS;H_CANCELING_OR_CONTINUEING_A_PRINT_JOB_STEPS',0)}  
See related topics
```















Details: Changing column settings on the ruler

When you work in columns, each column has its own ruler, so you must change the settings for each column individually.

To change the settings for a column from the ruler, you must move the column indicators on the ruler by dragging them with the mouse. Note that some column indicators allow you to control column margins, while other indicators control indentation of individual paragraphs within a column.

Column indicators and mouse pointers

Each column indicator has a corresponding mouse pointer which appears when the mouse pointer passes over the column indicator. The table below shows the different types of column indicators and their corresponding mouse pointers.

<u>When you pass over this column indicator...</u>	<u>The mouse pointer changes to...</u>	<u>Which allows you to control...</u>
		the indentation of the first line of a paragraph
		the indentation of all lines in a paragraph
		the indentation of all the lines which follow the first line of a paragraph
		the indentation from the right margin for all lines in a paragraph
		the left margin of a column
		the right margin of a column
		the position of the gutter between two newspaper columns only (Moving this indicator resizes the newspaper columns on either side.)

Note The column indicator for gutters is only available in newspaper columns. The gutters for table and parallel columns are controlled from their respective InfoBoxes.

Column size and gutter size

When you change the size of a table column or parallel column, the other columns move to accommodate your changes while the gutter size remains the same. However, when you change the size of a newspaper column, the gutter size increases or decreases to accommodate your change, leaving the other newspaper columns unaffected.

Margins and indents

When working in a column, margins apply to the entire column, while indents apply to one or more paragraphs within a column.

{button ,AL('H_CHANGING_COLUMN_SETTINGS_ON_THE_RULER_STEPS',1)} [Go to procedure](#)

{button ,AL('H_UNDERSTANDING_WORD_PRO_POINTER_SHAPES_STEPS;H_RULER_OVER;H_SETTING_SP
ACE_BETWEEN_NEWSPAPER_COLUMNS_STEPS',0)} [See related topics](#)

Changing column settings on the ruler

The insertion point must be in a table column, parallel column or newspaper column in order for you to use the ruler to change a column's settings.



1. From the View menu, choose Show/Hide, and then choose Ruler to display the horizontal ruler.
■
2. Place the insertion point in the desired column.
3. In the ruler, locate the desired column indicator.
The mouse pointer changes as it passes over each column indicator.
4. Drag the column indicator to the desired position on the ruler.

{button ,AL('H_CHANGING_COLUMN_SETTINGS_ON_THE_RULER_DETAILS',1)} [See details](#)

{button ,AL('H_UNDERSTANDING_WORD_PRO_POINTER_SHAPES_STEPS;H_RULER_OVER;H_CREATING_NEWSPAPER_COLUMNS_ON_A_PAGE_STEPS;H_MARGINS_OVER;H_SETTING_SPACE_BETWEEN_NEWSPAPER_COLUMNS_STEPS',0)} [See related topics](#)

Clearing all tabs using the ruler

When you clear tabs using the ruler, Word Pro applies the changes only to the current text ruler.

1. Choose View - Show/Hide and then Ruler to display the horizontal ruler.



2. Click the right mouse button anywhere over the ruler.

3. Choose Clear All Tabs.

To clear all tabs from a layout or style ruler, display the Set Tabs on Ruler dialog box, select the appropriate ruler, and click Clear All Tabs.

{button ,AL(`H_SETTING_TABS_ON_THE_RULER_STEPS;H_DELETING_A_TAB_STEPS;H_SETTING_TABS_USI
NG_THE_SET_TABS_ON_RULER_DIALOG_BOX_STEPS;H_CLEARING_ALL_TABS_USING_THE_INFOBOX_
STEPS',0)} [See related topics](#)

Creating a signature line

You can use a blank Text Entry Field to add a signature line to a document.

1. Place the insertion point at the desired location.
2. Type any text you want to appear in front of the signature line.
3. From the Create menu, choose Text Entry Field.
4. On the Text Entry Field bar specify the length of the field.
5. Specify the style, width, and color for the line underneath the field.
6. Click Create Field.
7. Click Done.

{button ,AL('H_CREATING_A_TEXT_ENTRY_FIELD_STEPS;H_DELETING_A_TEXT_ENTRY_FIELD_STEPS;H_CLICK_HERE_BLOCKS_OVER;',0)} [See related topics](#)

Overview: Default tabs on the ruler

Every horizontal ruler has a set of default tabs attached to it which you can use instead of setting new tabs. The default tabs are marked by small red "tick" marks on the ruler.



Default tabs apply to all rulers (layout, style, and text) for the entire division.

If you use the defaults and then adjust document margins, default tab settings adjust to and move with the new margins.

Any new tabs you create override the default tabs. The default tab settings disappear to the left of the first tab you set but remain to the right of the last tab you set.

{button ,AL('H_SETTING_DEFAULT_TABS_ON_THE_RULER_STEPS;H_RULER_OVER;','0)} [See related topics](#)

Deleting a tab

When you delete a tab on the ruler, Word Pro applies your change to the current text ruler, not to any layout or style rulers.

1. Choose View - Show/Hide and then Ruler to display the horizontal ruler.



Tip


2. Drag a tab off the ruler and release the mouse button.

To delete a tab from a layout or style ruler, display the Set Tabs on Ruler Dialog box, select the ruler, and delete the tab.

{button ,AL('H_DRAG_AND_DROP_OVER;H_SETTING_TABS_ON_THE_RULER_STEPS;H_DELETING_TEXT_RULERS_STEPS;H_RULER_OVER;H_CLEARING_ALL_TABS_USING_THE_RULER_STEPS',0)} [See related topics](#)

You can also delete all the tabs on the ruler by clicking the right mouse button anywhere over the ruler and choosing Clear All Tabs.

Deleting text rulers

When you create a text ruler, Word Pro inserts a ruler mark  at the beginning of the paragraph.

1. Display the ruler.



2. Click the right mouse button over the ruler.

3. Choose Remove Ruler.



Tip

When you remove the text ruler, Word Pro also removes the ruler mark.

{button ,AL('H_RULER_OVER;H_DEFAULT_TABS_ON_THE_RULER_OVER',0)} [See related topics](#)

You can also remove a text ruler by placing the insertion point at the desired location, clicking the right mouse button and choosing Text Properties, clicking the Misc tab, and selecting "Remove Local Tabs" in the "Tab settings" box.

The horizontal ruler appears at the top of the Word Pro workspace.
You can use the indent, tab, and margin indicators to adjust the ruler settings.

Overview: Ruler

Word Pro has two rulers which allow you to see how certain parts of your document are laid out. The main ruler is **horizontal** and extends across the top of your document. The other ruler is **vertical** and extends down the left side of your document. While both rulers let you set margins and help you see the exact position of text and objects in your document, the horizontal ruler provides extra tools for adjusting indentation and tab stops for paragraphs.

To show the rulers, choose Set View Preferences from the View menu and then select the "Ruler" and "Vertical Ruler" options.

Margins

Each place where you can insert text or graphics has its own set of margins (left, right, top, and bottom). The horizontal ruler displays the left and right margins, while the vertical ruler displays the top and bottom margins. The rulers always display the margins at the location of the insertion point. For example, when the insertion point is in a standard 1-column page of text, the rulers display the margins for that page. When you move the insertion point into a table or frame, the rulers display the margins for the corresponding table or frame. The same is true for parallel columns, headers, footers, and so on.

At first, each object inherits its margins from its style (page style, table style, frame style, and so on). But you can change the margins for an object by dragging its margin indicators to new positions on the rulers. When you change the margins of a single object, you override the style for that object. Other objects which use the same style are not affected, but the object you changed will keep the new settings until you change them again or reset them to the style. To reset an object's margins to its former style, click Reset to Style on the style panel of the corresponding InfoBox (Page layout, Table Cell, Frame, and so on).

Indentation

Each paragraph in Word Pro has its own indentation settings. The horizontal ruler displays these settings using indentation indicators. The ruler always displays the indentation indicators for the current paragraph. As you move the insertion point from one paragraph to the next, the ruler displays the corresponding indentation settings.

Note If more than one paragraph is selected, the ruler displays the settings for the paragraph at the end of the selection. For example, if you select a group of paragraphs by dragging from top to bottom, the ruler displays the settings for the paragraph at the bottom of the page.

At first, each paragraph you create uses the indentation settings defined in its paragraph style. But you can change the indentation settings for a paragraph by dragging the indentation indicators to new positions on the horizontal ruler. When you change the indentation settings of a single paragraph, you override the style for that paragraph. Other paragraphs which use the same paragraph style are not affected, but the paragraph you changed will keep the new indentation settings until you change them again or reset them to the style. To reset a paragraph's indentation to its style settings, click Reset to Style on the style panel of the Text InfoBox.

There are no indentation indicators on the vertical ruler.

Tab stops

Tab stops can be applied to an entire layout, a particular paragraph style, or the selected text. Each page, frame, table cell, column, header, footer, and so on, has its own layout, and each layout can have its own tab stops. Further, you can set up tabs for one or more paragraph styles and use those paragraph styles to override the tab stops within the layout. Finally, you can select one or more paragraphs and change the tab stops on the ruler itself. When you change the tab stops on the ruler, the changes override any tab stops found in the paragraph style or the layout.

The horizontal ruler displays tab stops using tab indicators. The ruler always displays the tab indicators for the current paragraph, but the paragraph may be getting those tab settings from the layout, the paragraph style, or from local settings. As you move the insertion point from one paragraph to the next, the ruler displays the tab settings which are applied to that paragraph.

Note If more than one paragraph is selected, the ruler displays the tab settings for the paragraph at the end of the selection. For example, if you select a group of paragraphs by dragging from top to bottom, the ruler displays the tab settings for the paragraph at the bottom of the page.

When you change tab settings on the ruler, the paragraph you change keeps the new tab settings until you change them again or reset them to the style.

To reset a paragraph's tabs to the settings found in its former style, click Reset to Style on the style panel of the Text InfoBox. This will also reset other local formatting to the formatting specified in the paragraph style.

To reset a paragraph's tabs to the settings found in its layout, you must open the InfoBox for that layout and click Reset to Style on the Misc panel. This will also remove any other local settings, such as fonts, indentation, bullets, and so on.

There are no tab indicators on the vertical ruler.

{button ,AL('H_SETTING_THE_STANDARD_UNIT_OF_MEASUREMENT_STEPS;H_UNDERSTANDING_WORD_P
RO_POINTER_SHAPES_STEPS;H_SETTING_TABS_ON_THE_RULER_STEPS;H_CHANGING_COLUMN_SET
TINGS_ON_THE_RULER_STEPS;H_SETTING_LEFT_AND_RIGHT_MARGINS_ON_THE_RULER_STEPS;H_S
ETTING_TOP_AND_BOTTOM_MARGINS_ON_THE_RULER_STEPS',0)} [See related topics](#)

Setting a quick tab

You can use a quick tab as a shortcut for setting a center or right tab. Quick tabs are applied only to text rulers.

1. Choose View - Show/Hide and then Ruler to display the horizontal ruler.



2. Click the right mouse button anywhere over the ruler.
3. Choose Quick Center Tab or Quick Right Tab.

A quick center tab indicates the center position of the displayed ruler.

A quick right tab indicates the furthest right point on the displayed ruler.

{button ,AL('H_SETTING_TABS_ON_THE_RULER_STEPS;H_RULER_OVER;H_SETTING_TABS_USING_THE_SET_TABS_ON_RULER_DIALOG_BOX_STEPS;H_DELETING_A_TAB_STEPS;H_CLEARING_ALL_TABS_USING_THE_RULER_STEPS',0)} [See related topics](#)

Details: Setting default tabs on the ruler

Division

You can select the division to which you want to apply the default tabs in the "Division" box. Word Pro applies default tabs to all rulers in the division, including layout, style, and text rulers.

Set default tab stops every

You can type the distance you want between default tabs in this box. The tab stops begin from the left margin and increment by the amount of space you specify.



{button ,AL(`H_SETTING_DEFAULT_TABS_ON_THE_RULER_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_RULER_OVER;H_SETTING_TABS_ON_THE_RULER_STEPS;H_DEFAULT_TABS_ON_THE_RULE
R_OVER;H_SETTING_TABS_USING_THE_SET_TABS_ON_RULER_DIALOG_BOX_STEPS;H_SETTING_TAB
S_USING_THE_INFOBOX_STEPS;',0)} [See related topics](#)

Setting default tabs on the ruler

1. From the View menu, choose Show/Hide, and then choose Ruler to display the horizontal ruler.



2. Click the right mouse button anywhere over the ruler.

3. Choose Set Tabs.



Tip

4. Click Set Defaults.

5. Specify the division for and distance between the tabs.

6. Click Set Tabs.

Word Pro displays the new tab settings on the ruler.

7. Click Close.





{button ,AL('H_SETTING_DEFAULT_TABS_ON_THE_RULER_DETAILS',1)} [See details](#)

{button ,AL('H_RULER_OVER;H_DEFAULT_TABS_ON_THE_RULER_OVER;H_SETTING_TABS_ON_THE_RULER_STEPS;H_SETTING_TABS_USING_THE_SET_TABS_ON_RULER_DIALOG_BOX_STEPS',0)} [See related topics](#)

You can also display the Set Tabs on Ruler dialog box by displaying the Page layout, Header, Footer, Frame, Table cell, Text, or Column Block InfoBox, clicking the Misc tab, and clicking Set Tabs.

Details: Setting indents on the ruler

Type of indents

- You can set an indent for the first line in a paragraph using the first line indent indicator. 
- You can set an indent for all lines in a paragraph (except the first line) using the rest indent indicator. 
- You can set an indent for all lines in a paragraph using the all lines indent indicator. 
- You can set an indent from the right margin for all lines in a paragraph using the right indent indicator. 

When you drag the indent indicator, the mouse pointer changes.

If you click the right mouse button on the horizontal ruler and choose Set Indents, you can set indents from the InfoBox.

When you set indents on the ruler, Word Pro applies the indents but does not insert a text ruler.

{button ,AL('H_SETTING_INDENTS_ON_THE_RULER_STEPS',1)} [Go to procedure](#)

{button ,AL('H_INDENTING_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_RULER_INDENTS_POINTER_SHAPES_STEPS;H_INDENTING_TEXT_OVER',0)} [See related topics](#)

Setting indents on the ruler

Show me a QuickDemo

1. Choose View - Show/Hide and then Ruler to display the horizontal ruler.



2. Place the insertion point in the paragraph you want to indent.

If you want to indent several paragraphs at one time, select all the text.

3. Place the mouse pointer over the appropriate indent indicator on the ruler and drag it to the desired position.

When you release the mouse, Word Pro reformats the text.

{button ,AL(`H_SETTING_INDENTS_ON_THE_RULER_DETAILS',1)} [See details](#)

{button ,AL(`H_RULER_INDENTS_POINTER_SHAPES_STEPS;H_RULER_OVER;H_INDENTING_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_INDENTING_TEXT_OVER;',0)} [See related topics](#)

Details: Setting left and right margins on the ruler

You can set left and right margins on any ruler, no matter how long or short.

As you drag the margin indicator, Word Pro displays a line down the screen to indicate the margin's new position. When you release the mouse, Word Pro reformats the text.

If you click the right mouse button on the horizontal ruler and choose Set Margins, you can set margins from the InfoBox.

{button ,AL('H_SETTING_LEFT_AND_RIGHT_MARGINS_ON_THE_RULER_STEPS',1)} [Go to procedure](#)

{button ,AL('H_SETTING_TOP_AND_BOTTOM_MARGINS_ON_THE_RULER_STEPS;H_SETTING_MARGINS_ON_A_PAGE_STEPS;H_PAGE_LAYOUT_OVER;H_MARGINS_OVER',0)} [See related topics](#)

Setting left and right margins on the ruler

[Show me a QuickDemo](#)

1. Choose View - Show/Hide - Ruler to display the horizontal ruler.



2. Drag the left or right margin indicator to the desired position.



{button ,AL(^H_SETTING_LEFT_AND_RIGHT_MARGINS_ON_THE_RULER_DETAILS',1)} [See details](#)

{button ,AL(^H_SETTING_TOP_AND_BOTTOM_MARGINS_ON_THE_RULER_STEPS;H_SETTING_MARGINS_ON_A_PAGE_STEPS;H_MARGINS_OVER;H_RULER_OVER;',0)} [See related topics](#)

Setting tabs on the ruler

Show me a QuickDemo

1. Choose View - Show/Hide and then Ruler to display the horizontal ruler.



2. Place the insertion point in the paragraph for which you want to set the tabs.

3. Click the right mouse button anywhere over the ruler.

Tip

4. Choose a left aligned, right aligned, centered, or numeric tab.

5. Click in the ruler wherever you want to set the tab.

If you want to change the type of tab, click the right mouse button over the ruler again and choose another type of tab.

{button ,AL(`H_SETTING_TABS_USING_THE_SET_TABS_ON_RULER_DIALOG_BOX_STEPS;H_SETTING_A_QUICK_TAB_STEPS;H_DELETING_A_TAB_STEPS;H_RULER_OVER;H_DEFAULT_TABS_ON_THE_RULER_OVER;H_CLEARING_ALL_TABS_USING_THE_RULER_STEPS;`;0)} [See related topics](#)

When you set tabs on the ruler, Word Pro creates a text ruler for the paragraph that contains the insertion point. To modify a layout or a style ruler, use the Set Tabs on Ruler dialog box.

Details: Setting tabs using the Set Tabs on Ruler dialog box

Tab to set

You can select a previously set tab, or select New Tab and set the tab options yourself. If you select a previously set tab, Word Pro displays the position, location, type, and leader for the tab (for example, LM, 0.5, Left aligned) in the box and highlights the tab on the ruler.

Tab type

You can select left aligned, right aligned, centered, or numeric tabs. You can also select which leader you want to precede the tab in the "Leader" box.

Tab position on ruler


You can specify where you want to position a tab on the ruler, and then specify a numeric value for the space between tabs in the box.

- "From left margin" - Word Pro inserts the tab at the distance you specify from the left margin.
- "From right margin" - Word Pro inserts the tab at the distance you specify from the right margin.
- "On center between margins" - Word Pro inserts the tab centered between the right and left margin.
- "Evenly spaced every" (enter numeric value) - Word Pro inserts the tabs beginning from the left margin and incrementing by the amount of space you specify in the box.

Ruler to which these settings apply

Word Pro applies the tab settings you chose according to the following hierarchy. All of the options listed below may not be available. For example, if you click Set Tabs from the Text InfoBox, only Text is available.

- "Layout" - Each page layout, footer, frame, table cell, and column block contains a single layout ruler, which applies to all paragraphs in the layout unless overridden by other types of rulers. When you choose this option, Word Pro applies the tab settings to the layout, not to a specific paragraph or paragraph style.
- "Style" - Every paragraph has a style associated with it (for example, Default Text). When you choose this option, Word Pro applies the tab settings to the paragraph in which the insertion point is located. Every paragraph in the document using that paragraph style will use the new tab settings. Tab settings for the paragraph style override tab settings for the page layout.
- "Text" - Word Pro can apply local tab settings for a paragraph. When you choose this option, Word Pro applies the tab settings to the paragraph in which the insertion point is located. The tab settings are local, so they only apply to that paragraph. Tab settings for the paragraph override settings for the paragraph style and page layout.

When you set tabs and apply them to the Text ruler, Word Pro inserts an inserted ruler indicator .

{button ,AL('H_SETTING_TABS_USING_THE_SET_TABS_ON_RULER_DIALOG_BOX_STEPS',1)} [Go to procedure](#)

{button ,AL('H_SETTING_TABS_ON_THE_RULER_STEPS;H_SETTING_A_QUICK_TAB_STEPS;H_DELETING_A_TAB_STEPS;H_CLEARING_ALL_TABS_USING_THE_RULER_STEPS;H_RULER_OVER;H_SETTING_TABS_USING_THE_INFOBOX_STEPS',0)} [See related topics](#)

Setting tabs using the Set Tabs on Ruler dialog box

When you set tabs, they move with and adjust to the margins if the margins change.

1. Choose View - Show/Hide and then Ruler to display the horizontal ruler.
2. If you want to set tabs locally, select the paragraph to which you want to apply the tabs.
3. Click the right mouse button anywhere over the ruler.
4. Choose Set Tabs.

Tip

5. Select the desired tab options.
{button ,AL(`H_SETTING_TABS_USING_THE_SET_TABS_ON_RULER_DIALOG_BOX_DETAILS',1)} [See details](#)
6. Click Set Tabs.
7. Repeat steps 5 - 6 for each additional tab.
8. Click Close.

{button ,AL(`H_SETTING_TABS_USING_THE_SET_TABS_ON_RULER_DIALOG_BOX_DETAILS',1)} [See details](#)
{button ,AL(`H_SETTING_TABS_ON_THE_RULER_STEPS;H_SETTING_A_QUICK_TAB_STEPS;H_DELETING_A_TAB_STEPS;H_CLEARING_ALL_TABS_USING_THE_RULER_STEPS;H_DEFAULT_TABS_ON_THE_RULER_OVER;H_RULER_OVER',0)} [See related topics](#)

Setting top and bottom margins on the ruler

1. Display the vertical ruler if it does not show.

2. Drag the top  or bottom



margin indicator to the desired position.

When you release the mouse, Word Pro reformats the text.

{button ,AL('H_SHOWING_OR_HIDING_THE_VERTICAL_RULER_STEPS;H_SETTING_LEFT_AND_RIGHT_MARGINS_ON_THE_RULER_STEPS;H_SETTING_MARGINS_ON_A_PAGE_STEPS;H_RULER_OVER;H_MARGIN_S_OVER',0)} [See related topics](#)

Set Tabs on Ruler dialog box

You can set tabs on the ruler from this dialog box.

- You can select from several options for preset distances between tabs or set the distance between tabs in the box.
- You can specify left aligned, right aligned, centered, or numeric tabs, and set a numeric value for the space between tabs.
- You can also choose to apply tabs set in this dialog box to other areas of the document.

Choose a task:

[Setting default tabs on the ruler](#)

[Setting tabs using the Set Tabs on Ruler dialog box](#)

Showing or hiding the horizontal ruler

1. Choose View - Show/Hide.
2. Choose Ruler.



Tip

{button ,AL('H_SHOWING_OR_HIDING_THE_VERTICAL_RULER_STEPS;H_RULER_OVER',0)} [See related topics](#)

To show the horizontal ruler, choose View - Show/Hide - Ruler.

To hide the horizontal ruler, choose View - Show/Hide, and deselect Ruler. You can also place the mouse pointer anywhere on the ruler, click the right mouse button, and choose Hide Ruler.

Showing or hiding the vertical ruler

1. Choose View - Set View Preferences.



2. Click the Show tab.

3. Select "Show vertical ruler."




4. If you want the vertical ruler to show (or hide) every time you open or create a document, select "Make Default."


5. Click OK.

{button ,AL(`H_SHOWING_OR_HIDING_THE_HORIZONTAL_RULER_STEPS;H_RULER_OVER',0)} [See related topics](#)

Vertical ruler

The vertical ruler appears at the left side of the Word Pro workspace.

You can use the top , bottom

, and both margin indicators on the ruler to change the margins.

The name of the image's menu changes to indicate the image type. For example, when you select a bitmap image, the menu name is Bitmap, but when you select a JPEG image, the menu name is JPEG. While the name of the menu may change, the menu itself is the same for all images, except Word Pro drawings (.SDW files).

For most images, the menu only allows you to delete, convert, crop and view the properties for the image object. But some images, such as bitmaps and TIFFs, can also be edited using Word Pro's image processing tools.

If the image's menu contains an Edit command, the image can be edited. Double-click the image or choose Edit from the image's menu to access this feature. This menu includes image processing tools, halftone printing, auto contrast options, and a revert command for reverting an edited image to its original state.

If you want Word Pro to set brightness and contrast values for all the images you import in the future (but not images already in a document), choose Auto Contrast on Import from any image's menu. This menu option is only available while in edit mode and only affects image types which can be edited, such as bitmap and TIFF. This option remains active until you deselect it.

Details: Changing the appearance of a picture or graphic

Image Processing options

<u>Option...</u>	<u>What it does...</u>
Brightness	<p>An increase in brightness results in more light color (or white in a black/white picture) and less dark color (or black in a black/white picture).</p> <p>A decrease in brightness results in more darkness and less lightness.</p>
Contrast	<p>An increase in contrast results in a picture that contains fewer gray or contrast areas. The picture appears sharper.</p> <p>A decrease in contrast blends colors or blacks/whites together, resulting in more gray or contrast areas. Items in the picture blend together and appear less distinct.</p>
Edge Enhancement	<p>Determines the contrast between the picture and any edges within the picture. You can define a picture by making its edges crisp and distinct. Increasing edge enhancement brings out details in the picture.</p>
Smoothing	<p>Blends areas in the picture that have harsh or jagged edges or stray pixels, producing a softer-looking picture. You can use smoothing to eliminate unwanted ripples and lines, or to remove irregularities that appear as the result of a poor scan.</p>
Auto contrast	<p>Lets Word Pro set automatic contrast and brightness for this image. Click Apply to</p>

see the results.

 Tip

Invert Image Reverses the image in color or black/white like a photo negative. Click Apply to see the results.

Clicking Apply

When you click Apply, Word Pro shows you the effect of your selections on the picture. The Image Processing dialog box remains in the Word Pro window so you can make additional changes.

{button ,AL('H_CHANGING_THE_APPEARANCE_OF_A_PICTURE_OR_GRAPHIC_STEPS',1)} [Go to procedure](#)
{button ,AL('H_SETTING_OR_REMOVING_AUTO_CONTRAST_FOR_IMAGES_STEPS;H_REVERTING_TO_AN_ORIGINAL_PICTURE_OR_GRAPHIC_STEPS;H_SETTING_PRINTING_OPTIONS_FOR_PICTURES_OR_GRAPHICS_STEPS;H_IMPORTING_A_PICTURE_OR_GRAPHIC_OVER',0)} [See related topics](#)

Changing the appearance of a picture or graphic

Only certain types of images, such as bitmaps and TIFFs, support Word Pro's image processing features. If your image's menu does not contain an Edit command, you must convert your image to a bitmap before attempting these steps.

Note All images can be cropped, resized, and repositioned.

1. Click the desired image to activate its menu.
2. From the image's menu, choose Edit.

Word Pro changes the image's menu to editing mode.

Tip

3. From the image's menu, choose Image Processing.
4. Specify the desired options using the slider buttons, arrows, or by specifying numeric values.
{button ,AL('H_CHANGING_THE_APPEARANCE_OF_A_PICTURE_OR_GRAPHIC_DETAILS',1)} [See details](#)
Click Apply to see the results without closing the dialog box.
5. Select "Auto contrast" if you want Word Pro to figure out the best brightness and contrast values for this specific image.

Tip

6. If you want a reverse photo-negative type image for this specific picture, select "Invert Image."
{button ,AL('H_CHANGING_THE_APPEARANCE_OF_A_PICTURE_OR_GRAPHIC_DETAILS',1)} [See details](#)
7. Click OK.

{button ,AL('H_CHANGING_THE_APPEARANCE_OF_A_PICTURE_OR_GRAPHIC_DETAILS',1)} [See details](#)

{button ,AL('H_SETTING_OR_REMOVING_AUTO_CONTRAST_FOR_IMAGES_STEPS;H_REVERTING_TO_AN_ORIGINAL_PICTURE_OR_GRAPHIC_STEPS;H_SETTING_PRINTING_OPTIONS_FOR_PICTURES_OR_GRAPHICS_STEPS;H_IMPORTING_A_PICTURE_OR_GRAPHIC_OVER;H_CONVERTING_AN_IMAGE_TO_ANOTHER_TYPE_STEPS',0)} [See related topics](#)

Converting an image to another type

Converting an image to bitmap format allows you to use Word Pro's image processing features. Converting an image to JPEG or PNG is useful when creating images for use in HTML documents.

Caution Vector-based images lose some information when converted and the conversion cannot be reversed.

1. Click the desired image.
2. From the image's menu, choose Convert.
3. Select an object type for the image.
4. Click OK.

{button ,AL('H_SETTING_OR_REMOVING_AUTO_CONTRAST_FOR_IMAGES_STEPS;H_CHANGING_THE_APPEARANCE_OF_A_PICTURE_OR_GRAPHIC_STEPS;H_SETTING_PRINTING_OPTIONS_FOR_PICTURES_OR_GRAPHICS_STEPS;H_ROTATING_AN_IMAGE_STEPS;H_IMPORTING_A_PICTURE_OR_GRAPHIC_OVER;H_REVERTING_TO_AN_ORIGINAL_PICTURE_OR_GRAPHIC_STEPS',0)} [See related topics](#)

Image Processing dialog box

This dialog box is only available for certain types of images, including bitmap and TIFF images. To use these features on another type of image, you must first convert that image to bitmap or TIFF format.

From this dialog box, you can enhance the brightness, contrast, edges, and smoothing for a picture or graphic. You can leave the dialog box open and click Apply to immediately see how your changes will affect the image.

Choose a task:

[Changing the appearance of a picture or graphic](#)

[Reverting to an original picture or graphic](#)

Reverting to an original picture or graphic

You must have an image already in a container before attempting these steps.

1. Double-click the desired image.

Tip

2. From the image's menu, choose Revert.

Note This option is not available from the right-mouse menu.

You can revert a picture or graphic, regardless of how many times you changed it, *provided you do not save and close the document*.

Once you save and close the document, the changes you made cannot be undone.

{button ,AL('H_SETTING_OR_REMOVING_AUTO_CONTRAST_FOR_IMAGES_STEPS;H_CHANGING_THE_APPEARANCE_OF_A_PICTURE_OR_GRAPHIC_STEPS;H_SETTING_PRINTING_OPTIONS_FOR_PICTURES_OR_GRAPHICS_STEPS;H_IMPORTING_A_PICTURE_OR_GRAPHIC_OVER;H_CONVERTING_AN_IMAGE_TO_A_NOTHER_TYPE_STEPS',0)} [See related topics](#)

Setting or removing auto contrast for images

You must have an image already in a frame or other container before attempting these steps. This option is only available for bitmaps (.BMP and .TIF files).

1. Double-click the desired image.

Tip

2. From the image's menu, choose Auto Contrast on Import.

Note If this option does not appear in the image's menu, the image must be converted to bitmap format. This option is never available from the right-mouse menu.

3. To remove auto contrast, repeat these steps and deselect Auto Contrast on Import.

Setting auto contrast using these steps affects all subsequently imported images (while auto-contrast is turned on), but not images already in the document.

{button ,AL('H_CHANGING_THE_APPEARANCE_OF_A_PICTURE_OR_GRAPHIC_STEPS;H_SETTING_PRINTING_OPTIONS_FOR_PICTURES_OR_GRAPHICS_STEPS;H_REVERTING_TO_AN_ORIGINAL_PICTURE_OR_GRAPHIC_STEPS;H_IMPORTING_A_PICTURE_OR_GRAPHIC_OVER;H_CONVERTING_AN_IMAGE_TO_AN_OTHER_TYPE_STEPS',0)} [See related topics](#)

Details: Setting printing options for pictures or graphics

Halftone Printing options

<u>Option...</u>	<u>What it does...</u>
Fastest Printing	Prints the fastest way allowed by your printer. This type of processing may change contrast and brightness values in the picture or graphic.
Best Quality	Prints the best quality picture or graphic allowed by your printer. This type of processing may add to printing time.
Automatic	Using your printer settings, Word Pro decides how you can obtain the best quality printing in the quickest time.
Use Printer Driver	Uses the printer driver at its current setting when printing the picture or graphic. If you use a color printer with a color printer driver, your choice is limited to this option. You can change printer driver settings prior to selecting this option to determine the outcome of future print jobs.
Posterize	Prints only in black and white. If you are printing a color image, this option adjusts lighter colors to white and darker colors to black. This is the best option for printing in a draft mode.

{button ,AL(^H_SETTING_PRINTING_OPTIONS_FOR_PICTURES_OR_GRAPHICS_STEPS',1)} [Go to procedure](#)
{button ,AL(^H_PRINTING_A_DOCUMENT_OVER;H_SELECTING_A_PRINTER_FOR_A_DOCUMENT_STEPS;H_SETTING_OR_REMOVING_AUTO_CONTRAST_FOR_IMAGES_STEPS;H_CHANGING_THE_APPEARANCE_OF_A_PICTURE_OR_GRAPHIC_STEPS;H_REVERTING_TO_AN_ORIGINAL_PICTURE_OR_GRAPHIC_STEP S',0)} [See related topics](#)

Setting printing options for pictures or graphics

You must have an image already in a container before attempting these steps. This option is only available for bitmaps (.BMP and .TIF files).

1. Double-click the desired image.

Tip

2. From the image's menu, choose Halftone Printing, and then choose the desired printing option.
If you use a color printer with a color printer driver, your choice is limited to Use Printer Driver.

{button ,AL('H_SETTING_PRINTING_OPTIONS_FOR_PICTURES_OR_GRAPHICS_DETAILS',1)} [See details](#)
{button ,AL('H_PRINTING_A_DOCUMENT_OVER;H_SELECTING_A_PRINTER_FOR_A_DOCUMENT_STEPS;H_SETTING_OR_REMOVING_AUTO_CONTRAST_FOR_IMAGES_STEPS;H_CHANGING_THE_APPEARANCE_OF_A_PICTURE_OR_GRAPHIC_STEPS;H_REVERTING_TO_AN_ORIGINAL_PICTURE_OR_GRAPHIC_STEP_S;H_CONVERTING_AN_IMAGE_TO_ANOTHER_TYPE_STEPS',0)} [See related topics](#)

Details: Changing the appearance of Click Here Block prompt text

Edit Click Here Block prompts on-screen

Before you can insert a new Click Here Block, you must deselect this option.

{button ,AL('H_CHANGING_THE_APPEARANCE_OF_CLICK_HERE_BLOCK_PROMPT_TEXT_STEPS',1)} [Go to procedure](#)

{button ,AL('H_CREATING_A_CLICK_HERE_BLOCK_STEPS;H_CLICK_HERE_BLOCKS_OVER;H_CHANGING_THE_NAME_OF_A_CLICK_HERE_BLOCK_STEPS;H_DEFINING_THE_PROPERTIES_FOR_A_CLICK_HERE_BLOCK_SCRIPT_STEPS;H_MODIFYING_A_SCRIPT_FOR_A_CLICK_HERE_BLOCK_STEPS;H_PRINTING_CLICK_HERE_BLOCK_PROMPT_TEXT_STEPS;H_HIDING_CLICK_HERE_BLOCK_PROMPT_TEXT_STEPS;H_EDITING_A_CLICK_HERE_BLOCK_STEPS;H_CHANGING_THE_TAB_ORDER_FOR_CLICK_HERE_BLOCKS_STEPS',0)} [See related topics](#)

Changing the appearance of Click Here Block prompt text

1. Choose File - TeamSecurity.



2. Click the Other Protection tab.
3. Select "Edit Click Here Block prompts on-screen."

{button ,AL('H_CHANGING_THE_APPEARANCE_OF_CLICK_HERE_BLOCK_PROMPT_TEXT_DETAILS',1)}
[See details](#)

4. Click OK.
5. Click the Click Here Block and select the Click Here Block prompt text.
If a dialog box appears, click Cancel to remove it. If a frame appears, choose Frame - Delete Frame to remove it.
6. Change the prompt text appearance or edit the style as desired.

{button ,AL('H_CHANGING_THE_APPEARANCE_OF_CLICK_HERE_BLOCK_PROMPT_TEXT_DETAILS',1)} [See details](#)

{button ,AL('H_CREATING_A_CLICK_HERE_BLOCK_STEPS;H_CLICK_HERE_BLOCKS_OVER;H_CHANGING_T
HE_NAME_OF_A_CLICK_HERE_BLOCK_STEPS;H_DEFINING_THE_PROPERTIES_FOR_A_CLICK_HERE_B
LOCK_SCRIPT_STEPS;H_MODIFYING_A_SCRIPT_FOR_A_CLICK_HERE_BLOCK_STEPS;H_PRINTING_CLI
CK_HERE_BLOCK_PROMPT_TEXT_STEPS;H_HIDING_CLICK_HERE_BLOCK_PROMPT_TEXT_STEPS;H_E
DITING_A_CLICK_HERE_BLOCK_STEPS;H_CHANGING_THE_TAB_ORDER_FOR_CLICK_HERE_BLOCKS_S
TEPS;',0)} [See related topics](#)

Changing the default plain document SmartMaster

When you create a new document, you can base the document on a specific SmartMaster that you choose, or you can create a plain document. Follow these steps to change the SmartMaster template that is used when you click Create a Plain Document.

1. Choose File - User Setup.
2. Choose Word Pro Preferences.



3. Click the Default files tab.
4. Specify a name for the plain document SmartMaster.
You can type a folder name and a file name in the "Plain Document SmartMaster" box or click Browse.
5. Click OK.

{button ,AL(^H_CREATING_A_SMARTMASTER_STEPS;H_CHANGING_THE_SMARTMASTER_LOCATION_PREFERENCE_STEPS;H_EDITING_A_SMARTMASTER_STEPS;H_SETTING_AN_INITIAL_PARAGRAPH_STYLE_STEPS',0)} [See related topics](#)

Changing the name of a Click Here Block

Click Here Block names are used to identify the Click Here Block within LotusScript. Word Pro automatically generates a unique name for each new Click Here Block. However, if you desire, you can rename a Click Here Block.

1. Choose Create - Click Here Block.



You can also edit an existing Click Here Block to change the name.


2. Specify the desired name without any spaces in the "Click Here Block name" box.

If you want the contents of this Click Here Block to be available for exchange with Lotus Notes, using Notes/FX, click the Options tab and select "Notes/FX field."

3. Click OK.

{button ,AL('H_CREATING_A_CLICK_HERE_BLOCK_STEPS;H_CLICK_HERE_BLOCKS_OVER;H_DEFINING_TH
E_PROPERTIES_FOR_A_CLICK_HERE_BLOCK_SCRIPT_STEPS;H_MODIFYING_A_SCRIPT_FOR_A_CLICK
_HERE_BLOCK_STEPS;H_EDITING_A_CLICK_HERE_BLOCK_STEPS;H_DEFINING_A_WORD_PRO_CLICK
HERE_BLOCK_FOR_EXCHANGE_WITH_NOTES_STEPS',0)} [See related topics](#)

Changing the SmartMaster location preference

1. Choose File - User Setup.
2. Choose Word Pro Preferences.

3. Click the Locations tab.
4. Specify a location for SmartMaster files. Type a semicolon to separate each folder.
You can also click Browse to locate folders.
5. Click OK.

{button ,AL('H_CREATING_A_SMARTMASTER_STEPS;H_EDITING_A_SMARTMASTER_STEPS;H_CHANGING_THE_DEFAULT_PLAIN_DOCUMENT_SMARTMASTER_STEPS',0)} [See related topics](#)

Details: Changing the tab order for Click Here Blocks

Order when tabbing between blocks

When you create Click Here Blocks, Word Pro automatically assigns a tab order based on the order of creation. When someone clicks inside a Click Here Block and presses TAB, the insertion point automatically moves to the next Click Here Block in the tab order. Word Pro automatically places each new Click Here Block that you create at the end of the tab order.

Sometimes this may not be what you want. For example, you might move a Click Here Block later. In that case, you might want to change the tab order to match the new placement.

Click Here Blocks are grouped by document division. Each division that contains Click Here Blocks has a separate Click Here Block tab order.

{button ,AL('H_CHANGING_THE_TAB_ORDER_FOR_CLICK_HERE_BLOCKS_STEPS',1)} [Go to procedure](#)
{button ,AL('H_CREATING_A_CLICK_HERE_BLOCK_STEPS;H_CLICK_HERE_BLOCKS_OVER;H_CHANGING_THE_NAME_OF_A_CLICK_HERE_BLOCK_STEPS;H_DEFINING_THE_PROPERTIES_FOR_A_CLICK_HERE_BLOCK_SCRIPT_STEPS;H_MODIFYING_A_SCRIPT_FOR_A_CLICK_HERE_BLOCK_STEPS;H_CHANGING_THE_APPEARANCE_OF_CLICK_HERE_BLOCK_PROMPT_TEXT_STEPS;H_PRINTING_CLICK_HERE_BLOCK_PROMPT_TEXT_STEPS;H_HIDING_CLICK_HERE_BLOCK_PROMPT_TEXT_STEPS;H_EDITING_A_CLICK_HERE_BLOCK_STEPS',0)} [See related topics](#)

Changing the tab order for Click Here Blocks

1. From the Edit menu, choose Click Here Management.
 2. Select the Click Here Block to be reordered in the "Block Name" box.
If the document contains multiple divisions, select the desired Click Here Block in the "Division & Block Name" box.
 3. If you want to skip this Click Here Block when tabbing, select "Skip Block when tabbing."
 4. Click the up arrow to move the selected Click Here Block higher in the tab order.
Click the down arrow to move the selected Click Here Block lower in the tab order.
 5. Repeat steps 2 - 4 for any additional Click Here Blocks.
Note Each document division has its own set of Click Here Blocks and Click Here Block tab orders.
 6. Click Done.
-

{button ,AL('H_CHANGING_THE_TAB_ORDER_FOR_CLICK_HERE_BLOCKS_DETAILS',1)} [See details](#)

{button ,AL('H_CREATING_A_CLICK_HERE_BLOCK_STEPS;H_CLICK_HERE_BLOCKS_OVER;H_CHANGING_T
HE_NAME_OF_A_CLICK_HERE_BLOCK_STEPS;H_HIDING_CLICK_HERE_BLOCK_PROMPT_TEXT_STEPS;
H_EDITING_A_CLICK_HERE_BLOCK_STEPS',0)} [See related topics](#)

Details: Choosing a different SmartMaster

Change to any SmartMaster

The following lists display when you click the Change to any SmartMaster tab:

Select a type of SmartMaster

This list contains each SmartMaster type (such as memo, newsletter, fax, and so on) in your default SmartMaster folder. Other document types (such as other applications' document types) are listed in parentheses. When you select a type, each file of that type displays in the "Select a look" box.

Changing to a SmartMaster of the same type as the current SmartMaster has certain advantages. For example, each SmartMaster has paragraph styles with the same names.

Select a look

After you select a SmartMaster type, select the desired file in this list. You can select different page layouts for each type of document.

For example, if you want to create a memo (type of SmartMaster), you could select a standard legal memo or a standard corporate memo (look of document).

Browse for More Files

If you want to create a document using a SmartMaster that you have not recently used or that is not in your default SmartMaster folder, click Browse for More Files to select the desired SmartMaster.

Apply SmartMaster across

You can apply the SmartMaster change to one of the following:

- Current division only
- All divisions at same level & below - If the current division is a nested division (a division within a division), the SmartMaster change only affects those divisions with the same parent division.
- Entire document

{button ,AL('H_CHOOSING_A_DIFFERENT_SMARTMASTER_STEPS',1)} [Go to procedure](#)

{button ,AL('H_CREATING_A_SMARTMASTER_STEPS;H_WHAT_IS_A_SMARTMASTER_OVER;H_DIVISIONS_OVER;H_STYLES_OVER;H_PAGE_LAYOUT_OVER;H_EDITING_A_SMARTMASTER_STEPS;',0)} [See related topics](#)

Choosing a different SmartMaster

1. From the File menu, choose Choose Another SmartMaster.



2. If you want to choose a recently used SmartMaster, select an option from the list.
If you want to choose another SmartMaster, click the Change to any SmartMaster tab and make your selection.
{button ,AL(`H_CHOOSING_A_DIFFERENT_SMARTMASTER_DETAILS',1)} [See details](#)
3. Select the scope of the SmartMaster change from the "Apply SmartMaster across" box.
4. Click OK.

{button ,AL(`H_CHOOSING_A_DIFFERENT_SMARTMASTER_DETAILS',1)} [See details](#)

{button ,AL(`H_CREATING_A_SMARTMASTER_STEPS;H_WHAT_IS_A_SMARTMASTER_OVER;H_DIVISIONS_OVER;H_STYLES_OVER;H_PAGE_LAYOUT_OVER;H_EDITING_A_SMARTMASTER_STEPS;',0)} [See related topics](#)

Overview: Click Here blocks

Click Here blocks are placeholders that help you create or use a document. When you create a document based on a SmartMaster that contains Click Here blocks, you can tab to each block to be prompted for the information required. You can also use Click Here blocks to run a script that assists in document preparation.

You can:

- Create Click Here blocks in a SmartMaster you develop and define the action to take place when the user selects the Click Here block.
- Specify text which prompts the user to type the appropriate information.
- Write scripts to run when the user selects one or more Click Here blocks.
- Use SmartCollect to automate the information-gathering process for new documents.
- Use repeating Click Here blocks to automatically copy information to multiple locations throughout the document.
- Use required Click Here blocks to ensure necessary information is entered before the document is saved.
- Create additional instructive text which pops up as bubble help when the insertion point is in the empty Click Here block.
- Arrange the tab order in which information will be entered in Click Here blocks.

```
{button ,AL('H_EDITING_A_CLICK_HERE_BLOCK_STEPS;H_CREATING_A_CLICK_HERE_BLOCK_STEPS;H_FILLING_IN_CLICK_HERE_BLOCKS_STEPS;H_CREATING_A_CLICK_HERE_LINK_STEPS;H_DEFINING_A_WORD_PRO_CLICKHERE_BLOCK_FOR_EXCHANGE_WITH_NOTES_STEPS;H_CREATING_A_CLICK_HERE_KEYWORD_LIST_STEPS;H_USING_CLICK_HERE_BLOCKS_WITH_LOTUSSCRIPT_OVER;H_CREATING_A_SMARTCOLLECT_SMARTMASTER_STEPS;',0)} See related topics
```

Click Here Block Management dialog box

You can use the Click Here Block Management dialog box to change the tab order of Click Here Blocks within a division, edit Click Here Blocks, delete Click Here Blocks, and set other attributes of Click Here Blocks.

Delete

Deletes the selected Click Here Block.

Edit

Displays the Click Here Block properties dialog box.

Fill-in required

If this option is enabled, the selected Click Here Block must contain information before the document can be saved or exported. However, you can still save a document as a SmartMaster without filling in required Click Here Blocks.

SmartCollect

If this options is enabled, the selected Click Here Block will be used with SmartCollect. SmartCollect is an automatic data-gathering utility used in SmartMasters.

Skip Block when tabbing

If this option is enabled, the insertion point will not move to the selected Click Here Block when using the TAB key.

Notes/FX field

If this option is enabled, the selected Click Here Block can be used with Lotus Notes to exchange information.

```
{button ,AL('H_CHANGING_THE_TAB_ORDER_FOR_CLICK_HERE_BLOCKS_STEPS;H_CREATING_A_CLICK_H  
ERE_BLOCK_STEPS;H_DELETING_A_CLICK_HERE_BLOCK_STEPS;H_EDITING_A_CLICK_HERE_BLOCK_  
STEPS;H_DEFINING_THE_BEHAVIOR_OF_A_CLICK_HERE_BLOCK_STEPS;H_DEFINING_A_WORD_PRO_  
CLICKHERE_BLOCK_FOR_EXCHANGE_WITH_NOTES_STEPS;H_CREATING_A_SMARTCOLLECT_SMART  
MASTER_STEPS;H_MODIFYING_A_SCRIPT_FOR_A_CLICK_HERE_BLOCK_STEPS;H_CHANGING_THE_AP  
PEARANCE_OF_CLICK_HERE_BLOCK_PROMPT_TEXT_STEPS',0)} See related topics
```


Click Here Block Options tab

You can set the navigation behavior for a Click Here Block, or you can set the advanced properties for a Click Here Block.

Navigation behavior

Order when tabbing between blocks

Allows you to set the order in which you tab through the Click Here Blocks in a division. Click Here management is the recommended method of changing the tab order of Click Here Blocks. From the Edit menu, choose Click Here Management to display the Click Here Block Management dialog box.

Allow tabs to be inserted as data in this block

If this option is not selected, pressing TAB while in the Click Here Block moves the insertion point to the next Click Here Block in the tab order. If this option is selected, a tab is inserted inside the Click Here Block when you press TAB.

Allow returns to be inserted as data in this block

If this option is not selected, pressing ENTER while in the Click Here Block moves the insertion point to the next Click Here Block in the tab order. If this option is selected, a return is inserted inside the Click Here Block when you press ENTER.

Advanced properties

Fill-in required

If this option is selected, the Click Here Block must contain information before the document can be saved or exported. You can, however, save the document as a SmartMaster without filling in required Click Here Blocks.

SmartCollect

If this option is selected, the Click Here Block is used with SmartCollect. SmartCollect is an automatic data-gathering utility used in SmartMasters.

Skip Block when tabbing

If this option is selected, the insertion point will not move to the Click Here Block when using the TAB key.

Notes/FX field

If this option is selected, the Click Here Block can be used with Lotus Notes to exchange information.

```
{button ,AL('H_CHANGING_THE_TAB_ORDER_FOR_CLICK_HERE_BLOCKS_STEPS;H_DEFINING_A_WORD_P  
RO_CLICKHERE_BLOCK_FOR_EXCHANGE_WITH_NOTES_STEPS;H_CREATING_A_SMARTCOLLECT_SM  
ARTMASTER_STEPS;H_MODIFYING_A_SCRIPT_FOR_A_CLICK_HERE_BLOCK_STEPS;H_DELETING_A_C  
LICK_HERE_BLOCK_STEPS;H_CHANGING_THE_APPEARANCE_OF_CLICK_HERE_BLOCK_PROMPT_TEX  
T_STEPS',0)} See related topics
```

Click Here Block Script tab

You can define the properties for a Click Here Block [script](#), or modify a script for a Click Here Block.

Choose a task:

[Defining the properties for a Click Here Block script](#)

[Creating a property for a Click Here Block script](#)

[Deleting a property for a Click Here Block script](#)

[Modifying a script for a Click Here Block](#)

{button ,AL('H_CHANGING_THE_TAB_ORDER_FOR_CLICK_HERE_BLOCKS_STEPS;H_DEFINING_A_WORD_P
RO_CLICKHERE_BLOCK_FOR_EXCHANGE_WITH_NOTES_STEPS;H_CREATING_A_SMARTCOLLECT_SM
ARTMASTER_STEPS;H_DELETING_A_CLICK_HERE_BLOCK_STEPS;H_CHANGING_THE_APPEARANCE_O
F_CLICK_HERE_BLOCK_PROMPT_TEXT_STEPS;H_EDITING_A_CLICK_HERE_BLOCK_STEPS;',0)} [See
related topics](#)

Click Here Block tab

You can change the type, behavior, prompt text, bubble help text, and name of a Click Here Block.

Type of Click Here Block

Create New Click Here Block

Creates a new Click Here Block with the specified name, behavior, and properties.

Normal Click Here Block

Sets an existing Click Here Block to a non-repeating Click Here Block with the specified name, behavior, and properties. This option is only available when you edit an existing Click Here Block.

Repeat Existing Click Here Block

Creates a new Click Here Block that repeats the contents of another text Click Here Block. Select the Click Here Block to be repeated in the "Existing block" box.

Repeated Click Here Block

Sets an existing Click Here Block to a repeating Click Here Block. Select the Click Here Block to be repeated in the "Existing block" box. This option is only available when you edit an existing Click Here Block.

Click Here Block options

Behavior

Specifies the behavior of a Click Here Block. For example, a Click Here Block can be set to insert text, insert a table, and so on. This option is only available for non-repeating Click Here Blocks.

Existing Block

Specifies which Click Here Block should be repeated. Only standard text Click Here Blocks can be repeated. This option is only available for repeating Click Here Blocks.

Prompt text

Specifies the prompt text for the Click Here Block.

Bubble help text

Specifies the bubble help text for the Click Here Block.

Click Here Block name

Specifies the name of the Click Here Block. A meaningful name is needed for Click Here Blocks that will be used with LotusScript or SmartCollect.

```
{button ,AL('H_CHANGING_THE_TAB_ORDER_FOR_CLICK_HERE_BLOCKS_STEPS;H_DEFINING_A_WORD_P  
RO_CLICKHERE_BLOCK_FOR_EXCHANGE_WITH_NOTES_STEPS;H_CREATING_A_SMARTCOLLECT_SM  
ARTMASTER_STEPS;H_MODIFYING_A_SCRIPT_FOR_A_CLICK_HERE_BLOCK_STEPS;H_DELETING_A_C  
LICK_HERE_BLOCK_STEPS;H_CHANGING_THE_APPEARANCE_OF_CLICK_HERE_BLOCK_PROMPT_T  
E_XT_STEPS;H_EDITING_A_CLICK_HERE_BLOCK_STEPS;H_CREATING_A_CLICK_HERE_BLOCK_STEPS;H_D  
EFINING_THE_BEHAVIOR_OF_A_CLICK_HERE_BLOCK_STEPS;',0)} See related topics
```

Click Here SmartCollection dialog box

This SmartMaster uses SmartCollect to gather initial information for the document. SmartCollect takes any information that is entered in this dialog box and enters it into the document at the appropriate location. Any Click Here Block with a red check mark next to the name is required and must be filled in before the document can be saved.

1. Select a Click Here Block in the "Click Here Block name" box.
If there are multiple divisions in the document, the division name appears before the field name.
2. Type the appropriate information in the "Data" box.
3. Press ENTER to select the next field.
4. Repeat steps 2 - 3 for any remaining Click Here Blocks.
5. Click Done.

Creating a Click Here Block

1. Place the insertion point at the desired location.
From the Create menu, choose [Click Here Block](#).



2. Specify a name for the Click Here Block in the "Click Here Block name" box.
3. Specify any other desired options on the [Click Here Block panel](#).
4. Specify any desired options on the [Options panel](#).
5. Specify any desired options on the Script panel.
6. Click OK.

```
{button ,AL('H_CLICK_HERE_BLOCKS_OVER;H_CHANGING_THE_NAME_OF_A_CLICK_HERE_BLOCK_STEPS  
;H_DEFINING_THE_PROPERTIES_FOR_A_CLICK_HERE_BLOCK_SCRIPT_STEPS;H_MODIFYING_A_SCRIP  
T_FOR_A_CLICK_HERE_BLOCK_STEPS;H_CHANGING_THE_APPEARANCE_OF_CLICK_HERE_BLOCK_PR  
OMPT_TEXT_STEPS;H_PRINTING_CLICK_HERE_BLOCK_PROMPT_TEXT_STEPS;H_HIDING_CLICK_HERE  
_BLOCK_PROMPT_TEXT_STEPS;H_EDITING_A_CLICK_HERE_BLOCK_STEPS;H_CHANGING_THE_TAB_O  
RDER_FOR_CLICK_HERE_BLOCKS_STEPS;H_CREATING_A_CLICK_HERE_LINK_STEPS;H_CREATING_A_  
CLICK_HERE_KEYWORD_LIST_STEPS',0)} See related topics
```

Creating a Click Here Keyword list

You can create a list of keywords that displays when the document's author clicks in a Click Here Block. When the author selects an item from the keyword list, it is inserted at the location of the Click Here Block.

1. Choose Create - Click Here Block.
2. Select "Display Keyword List" in the "Behavior" box.
3. If you want to customize the prompt text, specify it in the "Prompt Text" box.
4. Click Keywords.
5. Type one keyword per line.
6. Click Sort to display the keyword list in alphabetical order.
7. Click "Allow Multi Values" to allow the author more than one selection when the list displays.
8. Click "Allow Values Not On This List" to allow the author to specify a different value.
9. Click OK to return to the Create Click Here dialog box.
10. Click OK.

```
{button ,AL(^H_CLICK_HERE_BLOCKS_OVER;H_WP_OPENING_A_DOCUMENT_FROM_AN_FTP_SERVER_ON  
_THE_INTERNET_STEPS;H_WP_OPENING_A_DOCUMENT_FROM_A_WEB_SERVER_ON_THE_INTERNET  
_STEPS;H_CREATING_AN_OLE_DIVISION_STEPS;H_WP_CREATING_A_LINK_FROM_A_WEB_PAGE_STEP  
S;H_WP_EDITING_A_LINK_IN_A_WEB_PAGE_STEPS',0)} See related topics
```

Creating a property for a Click Here Block script

1. Choose Create - Click Here Block.



2. Click the Script tab.
3. Specify the property name in the "Property" box.
4. Specify the value of the property in the "Current value" box.
5. Click Add.
6. Repeat steps 3 - 5 for additional properties.
7. Click OK.

```
{button ,AL('H_CLICK_HERE_BLOCKS_OVER;H_CHANGING_THE_NAME_OF_A_CLICK_HERE_BLOCK_STEPS  
;H_DEFINING_THE_PROPERTIES_FOR_A_CLICK_HERE_BLOCK_SCRIPT_STEPS;H_MODIFYING_A_SCRIP  
T_FOR_A_CLICK_HERE_BLOCK_STEPS;H_EDITING_A_CLICK_HERE_BLOCK_STEPS;H_DELETING_A_PR  
OPERTY_FOR_A_CLICK_HERE_BLOCK_SCRIPT_STEPS;H_USING_CLICK_HERE_BLOCKS_WITH_LOTUSS  
CRIP_T_OVER',0)} See related topics
```

Creating a SmartCollect SmartMaster

SmartCollect is used in SmartMasters to automate the data gathering process when you create a new document. When you create a new document using SmartCollect, you are prompted to fill in information for any Click Here Blocks that are marked as SmartCollect Click Here Blocks.

1. Open the document that you want to make a SmartCollect SmartMaster.
2. Place the cursor at the location where you want information to be automatically entered.
3. From the Create menu, choose Click Here Block.
Only Standard text Click Here Blocks can be used with SmartCollect.
4. Specify a name for the Click Here Block in the "Click Here Block name" box.
5. Click the Options tab.
6. Click the "SmartCollect" box.
7. Click OK.
8. Repeat steps 2 - 7 for any other desired Click Here Blocks.
9. Save the document as a SmartMaster.

When you create a new document based on this SmartMaster, you will be prompted to fill in information for all of the SmartCollect Click Here Blocks.

```
{button ,AL('H_CREATING_A_SMARTMASTER_STEPS;H_CREATING_A_CLICK_HERE_BLOCK_STEPS;H_EDITING_A_CLICK_HERE_BLOCK_STEPS;H_CLICK_HERE_BLOCKS_OVER;H_WHAT_IS_A_SMARTMASTER_OVER;');0)} See related topics
```


Details: Creating a SmartMaster

Customizing styles, contents, and scripts for a SmartMaster


A SmartMaster always contains styles. You can create new styles, and you can copy styles from other documents. You can also add or delete contents and/or scripts to and from a SmartMaster.

Styles	Consistent formatting information for a document including page layout, paragraph, character, frame, table, and so on.
Contents	Text, graphics, OLE objects, tables, frames, Click Here Blocks (placeholders with instructions that tell you what to type or insert), and so on.
Scripts	An automated task or group of tasks stored in a SmartMaster document.

{button ,AL(^H_CREATING_A_SMARTMASTER_STEPS',1)} [Go to procedure](#)

{button ,AL(^H_TEAMSECURITY_OVER;H_WHAT_IS_A_SMARTMASTER_OVER;H_STYLES_OVER;H_EDITING_A_SMARTMASTER_STEPS;H_LANGUAGE_OPTIONS_OVER;H_ASSIGNING_CATEGORIES_TO_DOCUMENTS_AND_DIVISIONS_STEPS;H_CHOOSING_A_DIFFERENT_SMARTMASTER_DETAILS;H_CHANGING_THE_DEFAULT_PLAIN_DOCUMENT_SMARTMASTER_STEPS;H_OPTIONS_FOR_SAVING_A_SMARTMASTER_CS',0)} [See related topics](#)

Creating a SmartMaster

1. Open the document that you want to make a SmartMaster and customize its styles, contents, or scripts.
2. Choose File - Save As.

3. Select "Lotus Word Pro SmartMaster" from the "Save as type" box.
4. Specify the document name in the "File name" box.
5. Specify the drive and folder for the SmartMaster.
6. If you want to set TeamSecurity options, click Protect File, change the desired options, and click OK.
7. Click Save.
8. Select the desired options for saving the SmartMaster.
9. Click OK.

{button ,AL('H_CREATING_A_SMARTMASTER_DETAILS',1)} [See details](#)

{button ,AL('H_TEAMSECURITY_OVER;H_WHAT_IS_A_SMARTMASTER_OVER;H_EDITING_A_SMARTMASTER_STEPS;H_CLICK_HERE_BLOCKS_OVER;H_ASSIGNING_CATEGORIES_TO_DOCUMENTS_AND_DIVISIONS_STEPS;H_CREATING_A_SMARTCOLLECT_SMARTMASTER_STEPS;H_MARKING_AN_INITIAL_INSERTION_POINT_IN_A_SMARTMASTER_STEPS;',0)} [See related topics](#)

Details: Creating a text entry field

Delete Field

Deletes the current text entry field. Your cursor must be inside a text entry field to use this option.

Create Field

Creates a new text entry field at the cursor location with the current settings.

Edit Field

Allows you to change the properties of the Click Here Block associated with the current text entry field. Your cursor must be inside a text entry field to use this option.

Maximize Field Length

Sets the width of the current text entry field to its maximum value. Your cursor must be inside a text entry field to use this option.

Field length

Sets the length value of the current text entry field. If the cursor is not inside a text entry field, this is the length value that will be used for the next text entry field that is created.

Line style

Sets the style of the line that appears at the bottom of the current text entry field. If the cursor is not inside a text entry field, this is the line style value that will be used for the next text entry field that is created.

Line width

Sets the width of the line that appears at the bottom of the current text entry field. If the cursor is not inside a text entry field, this is the line width value that will be used for the next text entry field that is created.

Line color

Sets the color of the line that appears at the bottom of the current text entry field. If the cursor is not inside a text entry field, this is the line color that will be used for the next text entry field that is created.

{button ,AL('H_CREATING_A_TEXT_ENTRY_FIELD_STEPS',1)} [Go to procedure](#)

{button ,AL('H_CREATING_A_SIGNATURE_LINE_STEPS;H_CREATING_A_SMARTCOLLECT_SMARTMASTER;H_DELETING_A_TEXT_ENTRY_FIELD_STEPS;H_CREATING_A_SMARTCOLLECT_SMARTMASTER_STEPS;H_EDITING_A_CLICK_HERE_BLOCK_STEPS;H_CHANGING_THE_TAB_ORDER_FOR_CLICK_HERE_BLOCKS_STEPS;H_CLICK_HERE_BLOCKS_OVER;',0)} [See related topics](#)

Creating a text entry field

Text entry fields are Click Here Blocks within frames that can be set to a specific width and location on the page. Text entry fields can be filled in online by tabbing from one field to the next, or they can be printed with optional underlines and filled out by hand.

Since text entry fields are a special type of Click Here Block, they can also be used in conjunction with SmartCollect to gather all of the information when the document is first created.

1. From the Create menu, choose Text Entry Field.
You can leave the Text Entry Field bar open while you create, delete, and modify Text Entry Fields.
2. Place the cursor at the desired location in the document.
3. Specify the desired settings for field length, line style, line width, and line color.
4. Click Create Field.
5. Repeat steps 2 - 4 for any additional fields.
6. To close the Text Entry Field bar, click Done.

{button ,AL('H_CREATING_A_TEXT_ENTRY_FIELD_DETAILS',1)} [See details](#)

{button ,AL('H_CREATING_A_SIGNATURE_LINE_STEPS;H_CREATING_A_SMARTCOLLECT_SMARTMASTER;H_DELETING_A_TEXT_ENTRY_FIELD_STEPS;H_CREATING_A_SMARTCOLLECT_SMARTMASTER_STEPS;H_EDITING_A_CLICK_HERE_BLOCK_STEPS;H_CHANGING_THE_TAB_ORDER_FOR_CLICK_HERE_BLOCKS_STEPS;H_CLICK_HERE_BLOCKS_OVER;',0)} [See related topics](#)

Creating labels

You can create name tags, index cards, and standard Avery labels using a Word Pro SmartMaster.

1. Choose File - New Document.



2. Click the Create From Any SmartMaster tab.
3. Select "Label" from the "Select a type of SmartMaster" box.
4. Select "label.mwp" from the "Select a look" box and click OK.
5. Select the desired type of Avery label.

The 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, select "Sort by label number."

If you want to display a list of international labels, choose "Show International Labels."

6. Click Create.
7. In each label, type the text you want to appear.

If you fill more than one page of labels, press TAB to create a new row of labels on a new page. Continue to press TAB to create additional rows.

{button ,AL('H_PRINTING_A_DOCUMENT_OVER;H_PRINTING_A_DOCUMENT_STEPS;H_MERGING_LABELS_STEPS;H_CREATING_AN_ENVELOPE_STEPS';0)} [See related topics](#)

Details: Defining the behavior of a Click Here Block

Behavior

A Click Here Block activates when you click inside it. When the Click Here Block activates, it produces the behavior you select from the "Behavior" box.

<u>This option...</u>	<u>Produces this behavior...</u>
Standard - Insert typed text	Places the insertion point at the beginning of the Click Here Block.
Insert Table	Displays the Create Table dialog box.
Insert Date/Time	Displays the Insert Date/Time dialog box.
Insert Symbol	Displays the Insert Symbol bar.
Insert Power/Doc. Field	Displays the Document Fields dialog box.
Insert Page Number	Displays the Insert Page Number dialog box.
Display keyword List	Displays a list of keywords.
Insert Picture	Displays the Import Picture dialog box.
Insert OLE object	Displays the Insert Object dialog box.
Insert Chart	Displays the Create Chart dialog box.
Insert Drawing	Creates the drawing's frame and switches to drawing mode.
Insert Glossary Text	Displays the Glossary dialog box.
Insert Equation	Creates the equation's frame and switches to equation mode.

{button ,AL('H_EDITING_A_CLICK_HERE_BLOCK_STEPS;H_CHANGING_THE_TAB_ORDER_FOR_CLICK_HERE_BLOCKS_STEPS;H_DEFINING_A_WORD_PRO_CLICKHERE_BLOCK_FOR_EXCHANGE_WITH_NOTES_STEPS;H_CREATING_A_SMARTCOLLECT_SMARTMASTER_STEPS;H_MODIFYING_A_SCRIPT_FOR_A_CLICK_HERE_BLOCK_STEPS;H_DELETING_A_CLICK_HERE_BLOCK_STEPS;H_CHANGING_THE_APPEARANCE_OF_CLICK_HERE_BLOCK_PROMPT_TEXT_STEPS',0)} [See related topics](#)

Defining the behavior of a Click Here Block

The behavior of a Click Here Block determines whether it is used to insert text, insert a table, and so on.

1. From the Edit menu, choose Click Here Management.
2. Select the desired Click Here Block.
3. Click Edit.

Note You can also define the behavior of a new Click Here Block from the Create menu by choosing Click Here Block.

4. Click the Click Here Block tab.
5. Specify the desired behavior from the options in the "Behavior" box.
6. Click OK to return to the Click Here Management dialog box.
7. Click Done.

{button ,AL('H_DEFINING_THE_BEHAVIOR_OF_A_CLICK_HERE_BLOCK_DETAILS',1)} [See details](#)

{button ,AL('H_EDITING_A_CLICK_HERE_BLOCK_STEPS;H_CHANGING_THE_TAB_ORDER_FOR_CLICK_HERE_BLOCKS_STEPS;H_DEFINING_A_WORD_PRO_CLICKHERE_BLOCK_FOR_EXCHANGE_WITH_NOTES_STEPS;H_CREATING_A_SMARTCOLLECT_SMARTMASTER_STEPS;H_MODIFYING_A_SCRIPT_FOR_A_CLICK_HERE_BLOCK_STEPS;H_DELETING_A_CLICK_HERE_BLOCK_STEPS;H_CHANGING_THE_APPEARANCE_OF_CLICK_HERE_BLOCK_PROMPT_TEXT_STEPS',0)} [See related topics](#)

Details: Defining the properties for a Click Here Block script

Script properties/Current value

For each property, type the desired value or accept the default.

When Click Here Block properties are used in LotusScript, they function the same way as other Word Pro objects. The initial values of these properties are defined here.

Note Click Here Block properties defined in this dialog box do not appear in the list of Click Here Block properties listed in the Script Editor Browser.

{button ,AL('H_DEFINING_THE_PROPERTIES_FOR_A_CLICK_HERE_BLOCK_SCRIPT_STEPS',1)} Go to procedure

{button ,AL('H_CREATING_A_CLICK_HERE_BLOCK_STEPS;H_CLICK_HERE_BLOCKS_OVER;H_CHANGING_THE_NAME_OF_A_CLICK_HERE_BLOCK_STEPS;H_MODIFYING_A_SCRIPT_FOR_A_CLICK_HERE_BLOCK_STEPS;H_CHANGING_THE_APPEARANCE_OF_CLICK_HERE_BLOCK_PROMPT_TEXT_STEPS;H_EDITING_A_CLICK_HERE_BLOCK_STEPS;H_USING_CLICK_HERE_BLOCKS_WITH_LOTUSSCRIPT_OVER;H_CREATING_A_PROPERTY_FOR_A_CLICK_HERE_BLOCK_SCRIPT_STEPS;H_DELETING_A_PROPERTY_FOR_A_CLICK_HERE_BLOCK_SCRIPT_STEPS',0)} See related topics

Defining the properties for a Click Here Block script

When you define properties for a Click Here Block script, the values you assign are attached to the Click Here Block when it is created.

1. Choose Create - Click Here Block.



2. Click the Script tab.
3. Select the desired script property from the "Script properties" box.

{button ,AL('H_DEFINING_THE_PROPERTIES_FOR_A_CLICK_HERE_BLOCK_SCRIPT_DETAILS',1)} [See details](#)

4. Specify the value in the "Current value" box.
5. Click OK.

{button ,AL('H_DEFINING_THE_PROPERTIES_FOR_A_CLICK_HERE_BLOCK_SCRIPT_DETAILS',1)} [See details](#)
{button ,AL('H_CREATING_A_CLICK_HERE_BLOCK_STEPS;H_CLICK_HERE_BLOCKS_OVER;H_CHANGING_THE_NAME_OF_A_CLICK_HERE_BLOCK_STEPS;H_MODIFYING_A_SCRIPT_FOR_A_CLICK_HERE_BLOCK_STEPS;H_CHANGING_THE_APPEARANCE_OF_CLICK_HERE_BLOCK_PROMPT_TEXT_STEPS;H_EDITING_A_CLICK_HERE_BLOCK_STEPS;H_USING_CLICK_HERE_BLOCKS_WITH_LOTUSSCRIPT_OVER;H_CREATING_A_PROPERTY_FOR_A_CLICK_HERE_BLOCK_SCRIPT_STEPS;H_DELETING_A_PROPERTY_FOR_A_CLICK_HERE_BLOCK_SCRIPT_STEPS',0)} [See related topics](#)

Deleting a Click Here Block

1. From the Edit menu, choose Click Here Management.
You must have at least one Click Here Block in your document to use Click Here Management.
2. Select the desired Click Here Block in the "Block Name" box.
3. Click Delete.
4. Repeat steps 2 - 3 for any additional Click Here Blocks.
5. Click Done.

{button ,AL(`H_CLICK_HERE_BLOCKS_OVER;H_CREATING_A_CLICK_HERE_BLOCK_STEPS;H_EDITING_A_CLICK_HERE_BLOCK_STEPS;H_FILLING_IN_CLICK_HERE_BLOCKS_STEPS;H_SETTING_UP_THE_DOCUMENT_DISPLAY_STEPS',0)} [See related topics](#)

Deleting a property for a Click Here Block script

1. Choose Create - Click Here Block.



2. Click the Script tab.
3. Select a property from the "Script Properties" box.
4. Click Remove.
5. Repeat steps 3 - 4 to delete additional properties.
6. Click OK.

{button ,AL('H_CLICK_HERE_BLOCKS_OVER;H_CHANGING_THE_NAME_OF_A_CLICK_HERE_BLOCK_STEPS ;H_DEFINING_THE_PROPERTIES_FOR_A_CLICK_HERE_BLOCK_SCRIPT_STEPS;H_MODIFYING_A_SCRIP T_FOR_A_CLICK_HERE_BLOCK_STEPS;H_EDITING_A_CLICK_HERE_BLOCK_STEPS;H_CREATING_A_PR OPERTY_FOR_A_CLICK_HERE_BLOCK_SCRIPT_STEPS;H_USING_CLICK_HERE_BLOCKS_WITH_LOTUSS CRIPT_OVER',0)} [See related topics](#)

Deleting a text entry field

1. From the Create menu, choose Text Entry Field.

You can leave the Text Entry Field bar open while you create, delete, and modify text entry fields.



2. Place the cursor inside the text entry field to be deleted.
3. Click Delete Field.
4. Repeat steps 2 - 3 for any additional fields.
5. To close the Text Entry Field bar, click Done.

Editing a Click Here Block

1. From the Edit menu, choose Click Here Management.
You must have at least one Click Here Block in your document to use Click Here Management.
2. Select the desired Click Here Block in the "Block Name" box and click Edit.
If the document contains multiple divisions, select the desired Click Here Block in the "Division & Block Name" box and click Edit.
3. Make any desired changes on the [Click Here Block panel](#).
4. Make any desired changes on the [Options panel](#).
5. Make any desired changes on the Script panel.
6. Click OK.
7. Repeat steps 2 - 6 for any additional Click Here Blocks.
8. Click Done.

{button ,AL(`H_CREATING_A_CLICK_HERE_BLOCK_STEPS;H_CLICK_HERE_BLOCKS_OVER;H_CHANGING_T
HE_NAME_OF_A_CLICK_HERE_BLOCK_STEPS;H_DEFINING_THE_PROPERTIES_FOR_A_CLICK_HERE_B
LOCK_SCRIPT_STEPS;H_MODIFYING_A_SCRIPT_FOR_A_CLICK_HERE_BLOCK_STEPS;H_CHANGING_T
HE_APPEARANCE_OF_CLICK_HERE_BLOCK_PROMPT_TEXT_STEPS;H_PRINTING_CLICK_HERE_BLOCK
_PROMPT_TEXT_STEPS;H_HIDING_CLICK_HERE_BLOCK_PROMPT_TEXT_STEPS;H_CHANGING_THE_TA
B_ORDER_FOR_CLICK_HERE_BLOCKS_STEPS;H_DEFINING_A_WORD_PRO_CLICKHERE_BLOCK_FOR_
EXCHANGE_WITH_NOTES_STEPS';0)} [See related topics](#)

Editing a SmartMaster

1. From the File menu, choose Open.

2. Select "Lotus Word Pro SmartMaster" in the "Files of type" box.
3. Specify the drive and folder where the SmartMaster is located.
4. Specify the SmartMaster name in the "File name" box or select from the list.
5. Click Open.
6. Make the desired changes.
7. Choose File - Save As.

8. Specify a file name.
9. Select "Lotus Word Pro SmartMaster" in the "Save as type" box.
10. Click Save.
11. Select the desired options and click OK.

{button ,AL('H_WHAT_IS_A_SMARTMASTER_OVER;H_STYLES_OVER;H_CREATING_A_SMARTMASTER_STEPS;H_LANGUAGE_OPTIONS_OVER;H_ADJUSTING_PAGE_SETTINGS_TO_PRINTER_SETTINGS_STEPS;H_MARKING_AN_INITIAL_INSERTION_POINT_IN_A_SMARTMASTER_STEPS;H_CHOOSING_A_DIFFERENT_SMARTMASTER_DETAILS;H_CHANGING_THE_DEFAULT_PLAIN_DOCUMENT_SMARTMASTER_STEPS',0)}
[See related topics](#)

Details: Filling in Click Here Blocks

Moving to a Click Here Block

If you want to use the keyboard to move through the Click Here Blocks, refer to the following table:

<u>To do this...</u>	<u>Press this...</u>
Move to the next Click Here Block	TAB
Move to the previous Click Here Block	SHIFT + TAB

Note Some Click Here Blocks may not be included in the tab order. If you want to modify the Click Here Block tab order for a division, use Click Here Management. From the Edit menu, choose Click Here Management to display the Click Here Block Management dialog box.

{button ,AL('H_FILLING_IN_CLICK_HERE_BLOCKS_STEPS',1)} [Go to procedure](#)

{button ,AL('H_CLICK_HERE_BLOCKS_OVER;H_CREATING_A_CLICK_HERE_BLOCK_STEPS;H_EDITING_A_CLICK_HERE_BLOCK_STEPS;',0)} [See related topics](#)

Filling in Click Here Blocks


1. Open the desired document.
2. Click inside a Click Here Block.
3. Enter the appropriate data in the Click Here Block.
 - If a frame displays, use the menu items or icons to insert the desired drawing or equation.
 - If a dialog box displays, complete the dialog box and click OK to insert the appropriate object.
 - If only the insertion point displays, type the desired text.
4. Repeat steps 2 - 3 for each Click Here Block you want to fill in.

{button ,AL('H_FILLING_IN_CLICK_HERE_BLOCKS_DETAILS';1)} [See details](#)

{button ,AL('H_CLICK_HERE_BLOCKS_OVER;H_CREATING_A_CLICK_HERE_BLOCK_STEPS;H_EDITING_A_CLICK_HERE_BLOCK_STEPS;';0)} [See related topics](#)

Hiding Click Here Block prompt text

You can hide Click Here Block prompt text on your screen to see how the document will print.

1. Choose File - Document Properties.
2. Choose Document.
3.  Click the Fields tab.
4. Deselect "Show unfilled Click Here Block prompts."
5. Click OK.

```
{button ,AL('H_CREATING_A_CLICK_HERE_BLOCK_STEPS;H_CLICK_HERE_BLOCKS_OVER;H_CHANGING_T  
HE_NAME_OF_A_CLICK_HERE_BLOCK_STEPS;H_DEFINING_THE_PROPERTIES_FOR_A_CLICK_HERE_B  
LOCK_SCRIPT_STEPS;H_MODIFYING_A_SCRIPT_FOR_A_CLICK_HERE_BLOCK_STEPS;H_CHANGING_T  
HE_APPEARANCE_OF_CLICK_HERE_BLOCK_PROMPT_TEXT_STEPS;H_PRINTING_CLICK_HERE_BLOCK  
_PROMPT_TEXT_STEPS;H_EDITING_A_CLICK_HERE_BLOCK_STEPS;H_CHANGING_THE_TAB_ORDER_F  
OR_CLICK_HERE_BLOCKS_STEPS',0)} See related topics
```

Marking an initial insertion point in a SmartMaster

You can control the default location of the insertion point by creating a bookmark named InitialInsertionPoint.

1. Place the cursor at the desired default location.
2. From the Create menu, choose Bookmark.
3. Enter "InitialInsertionPoint" as the Bookmark name.
Bookmark names are case sensitive and must be typed exactly as shown.
4. Click Mark.

{button ,AL(`H_CREATING_A_SMARTMASTER_STEPS;H_WHAT_IS_A_SMARTMASTER_OVER;H_EDITING_A_S
MARTMASTER_STEPS;H_CREATING_A_BOOKMARK_STEPS;',0)} [See related topics](#)

Modifying a script for a Click Here Block

Word Pro provides four scripts which can be automatically activated by events associated with Click Here Blocks. These four scripts are EnterClickHere, ExitClickHere, Initialize, and Terminate. You can modify scripts for new or existing Click Here Blocks.

1. Place the cursor in the Click Here Block that you want to modify.
2. From the Create menu, choose Click Here Block.



3. Click Edit Current.
4. Click the Script tab.
5. Click Script.
6. Make your selections from the Script Editor dialog box.
7. From the Script menu, choose Check All Scripts for "xxx."
8. From the File menu, choose Close Script Editor.

```
{button ,AL('H_CLICK_HERE_BLOCKS_OVER;H_DEFINING_THE_PROPERTIES_FOR_A_CLICK_HERE_BLOCK_SCRIPT_STEPS;H_CREATING_A_PROPERTY_FOR_A_CLICK_HERE_BLOCK_SCRIPT_STEPS;H_DELETING_A_PROPERTY_FOR_A_CLICK_HERE_BLOCK_SCRIPT_STEPS;H_USING_CLICK_HERE_BLOCKS_WITH_LOTUSSCRIPT_OVER;H_USING_LOTUSSCRIPT_IN_WORD_PRO_OVER',0)} See related topics
```

Options for Saving a SmartMaster

Update preview image with current contents of SmartMaster

Select this option to use the contents of the current SmartMaster to update the preview image in the New dialog box.

Change document language to user's language when creating new files

Select this option to determine the document's language based on the settings in the Regional Settings dialog box of the Windows Control Panel.

If this option is not selected, the document's language is based on the language stored in the SmartMaster.

Use page settings from printer driver when creating new files

Select this option to use the page size and orientation specified for the default printer.

If this option is not selected, the page size is determined by the settings in the Page InfoBox.

Note Selecting this option selects the option "Use settings from printer driver" in the Margins panel of the Page InfoBox.

Assign all edits to "SmartMaster." This keeps SmartMaster creators anonymous

Select this option to clear the list of document authors and editors and assign all edits to SmartMaster.

Initial Save Format


Select the desired file type. When a document created with this SmartMaster is initially saved, this file type will be selected in the "Save as type" box in the Save As dialog box.

Category

Select the desired category for this SmartMaster, or create a new category by typing the name for the category. The category you specify is used when creating a new document, and determines which menu set is displayed with documents based on this SmartMaster.

Printing Click Here Block prompt text

You can print Click Here Block prompt text to see how a document appears before Click Here Blocks are completed.

1. From the File menu, choose Print.

2. Click Options.
3. Select "With unfilled click here blocks."
4. Click OK to return to the Print dialog box.
5. Click Print.

```
{button ,AL(^H_CLICK_HERE_BLOCKS_OVER;H_CHANGING_THE_NAME_OF_A_CLICK_HERE_BLOCK_STEPS  
;H_SETTING_PRINT_OPTIONS_STEPS;H_CHANGING_THE_APPEARANCE_OF_CLICK_HERE_BLOCK_PRO  
MPT_TEXT_STEPS;H_HIDING_CLICK_HERE_BLOCK_PROMPT_TEXT_STEPS;H_EDITING_A_CLICK_HERE  
_BLOCK_STEPS',0)} See related topics
```

Selecting a keyword

1. Click in the Click Here Block to display the keyword list.
2. Select a keyword from the "Keywords" box.
3. If the "New Keyword" box displays, you can type your own value instead of selecting a predefined option.
4. Click OK to insert the keyword in your document.

Overview: Using Click Here Blocks with LotusScript

You can write scripts that run in conjunction with Click Here Blocks in your document. You can use scripts to validate the contents the user types into a Click Here Block, or you can use scripts to cause an action based on the value the user types. You can use Click here Block script properties to provide information to or store information from scripts.

There are four events associated with each Click Here Block which activate their matching scripts:

- *EnterClickHere* occurs each time the insertion point enters the Click Here Block.
- *ExitClickHere* occurs each time the insertion point moves out of the Click Here Block.
- *Initialize* is triggered each time the document is displayed.
- *Terminate* occurs each time the document is closed.

You can define properties unique to a Click Here Block when you create it. Word Pro provides default LotusScript properties such as MaxValue, MinValue, and Required. You can create additional properties. Scripts read the value of each property using the GetNamedProperty method. Scripts write revised property values using the SetNamedProperty method. Revised values are stored with the Click Here Block and are available for use by other scripts.

```
{button ,AL('H_EDITING_A_CLICK_HERE_BLOCK_STEPS;H_CREATING_A_CLICK_HERE_BLOCK_STEPS;H_DEFINING_A_WORD_PRO_CLICKHERE_BLOCK_FOR_EXCHANGE_WITH_NOTES_STEPS;H_USING_LOTUS_SCRIPT_IN_WORD_PRO_OVER;H_CLICK_HERE_BLOCKS_OVER;H_CREATING_A_PROPERTY_FOR_A_CLICK_HERE_BLOCK_SCRIPT_STEPS;H_DELETING_A_PROPERTY_FOR_A_CLICK_HERE_BLOCK_SCRIPT_STEPS;H_DEFINING_THE_PROPERTIES_FOR_A_CLICK_HERE_BLOCK_SCRIPT_STEPS',0)} See related topics
```


Overview: What is a SmartMaster?

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

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

Contents Text, graphics, OLE objects, tables, frames, Click Here Blocks (placeholders with instructions that tell you what to type or insert), and so on.

Scripts An automated task or group of tasks stored in a SmartMaster document.

- You can create a new SmartMaster from any document.
- You can protect a SmartMaster by assigning a password to it when you create or edit it.

When to use a SmartMaster

- You use a SmartMaster to create every document, including a plain document.
- You use a specific SmartMaster when you want consistent formatting each time you create a document such as a company newsletter or brochure.

For example, in each issue of the company newsletter, you may want to include the company logo and have the same margins and columns.

By creating a SmartMaster, you can save the format and contents you want to use consistently and then use the SmartMaster every time you create the company newsletter.

Where to find a SmartMaster

- You can find a recently used SmartMaster by clicking the Create a New Document from a SmartMaster tab on the Welcome screen or by choosing File - New Document.
- You can find a specific SmartMaster type and look by clicking the Create a New Document from a SmartMaster tab and the Browse for More Files button on the Welcome screen, or by choosing File - New Document and clicking the Create from any SmartMaster tab.
- You can find any other SmartMaster by clicking the Create a New Document from a SmartMaster tab and the Browse for More Files button on the Welcome screen, or by choosing File - New Document, clicking the Create from any SmartMaster tab, and clicking Browse for More Files.

{button ,AL(^H_CREATING_A_SMARTMASTER_STEPS;H_STYLES_OVER;H_EDITING_A_SMARTMASTER_STEPS;H_SCRIPTS_OVER;H_CLICK_HERE_BLOCKS_OVER',0)} [See related topics](#)

Changing the color of comment note marks

1. Display the Review & Comment Tools bar.



Tip

2. Click the Markup options for current editor icon.



3. Select a color from the "Highlighter/comment color" box.
4. Click OK.

{button ,AL('H_DISPLAYING_THE_REVIEW_AND_COMMENT_TOOLS_ICON_BAR_STEPS;H_SHOWING_OR_HIDING_AN_EDITORS_INITIALS_ON_COMMENT_NOTES_STEPS;H_SETTING_AND_CHANGING_MARKUP_OPTIONS_FOR_AN_EDITOR_STEPS;H_CREATING_A_CUSTOM_COLOR_STEPS',0)} [See related topics](#)

Closing all comment notes at one time

1. Display the Review & Comment Tools bar.



Tip

2. Click the Close all comment notes icon.




Tip

```
{button ,AL(^H_CLOSING_A_COMMENT_NOTE_STEPS;H_CREATING_A_COMMENT_NOTE_STEPS;H_DISPLAYING_THE_REVIEW_AND_COMMENT_TOOLS_ICON_BAR_STEPS;H_OPENING_A_COMMENT_NOTE_STEPS;H_REMOVING_ALL_COMMENT_NOTES_AT_ONE_TIME_STEPS',0)} See related topics
```


You can also close all the comment notes in a document by opening one note, clicking the right mouse button in the title bar and choosing Close All Comments.

Closing a comment note

Click the close box  in the comment note window.

```
{button ,AL('H_CLOSING_ALL_COMMENT_NOTES_AT_ONE_TIME_STEPS;H_DISPLAYING_THE_REVIEW_AND_COMMENT_TOOLS_ICON_BAR_STEPS;H_REMOVING_A_COMMENT_NOTE_STEPS;H_OPENING_A_COMMENT_NOTE_STEPS;H_SHOWING_OR_HIDING_COMMENT_NOTE_MARKS_STEPS',0)} See related topics
```

Details: Creating a comment note

You can resize the note by clicking on the note's frame, moving the mouse pointer to any corner of the frame until the double-headed arrow  appears, and then dragging the double arrow to make the frame smaller or larger.

{button ,AL('H_CREATING_A_COMMENT_NOTE_STEPS',1)} [Go to procedure](#)

{button ,AL('H_DISPLAYING_THE_REVIEW_AND_COMMENT_TOOLS_ICON_BAR_STEPS;H_EDITING_THE_TEXT_IN_A_COMMENT_NOTE_STEPS;H_CLOSING_A_COMMENT_NOTE_STEPS',0)} [See related topics](#)

Creating a comment note

Show me a QuickDemo

1. Place the insertion point where you want the comment note.
2. Choose Create - Comment Note.



3. Type the text for the note.
{button ,AL('H_CREATING_A_COMMENT_NOTE_DETAILS',1)} [See details](#)
4. If you want to close the note, click the close box in the comment note window.



















{button ,AL('H_CREATING_A_COMMENT_NOTE_DETAILS',1)} [See details](#)

{button ,AL('H_DISPLAYING_THE_REVIEW_AND_COMMENT_TOOLS_ICON_BAR_STEPS;H_EDITING_THE_TEXT_IN_A_COMMENT_NOTE_STEPS;H_CLOSING_A_COMMENT_NOTE_STEPS',0)} [See related topics](#)

You can display the Review & Comment Tools bar by choosing View - Show/Hide and choosing Review & Comment Tools.

Details: Displaying the Review & Comment Tools bar

Icon...	What it does...
	Creates a new comment note at the location of the insertion point. You can type the text of your note in the comment note window.
	Displays the Highlighter mouse pointer  which you can use to select the text you want to highlight.
	Displays the Highlighter mouse pointer  which you can use to select the text you want to highlight. After you select the text, Word Pro displays the comment note window where you can type a note about the highlighted text.
	Finds the previous comment note.
	Finds the next comment note.
	Displays all notes in the document.
	Closes all the notes in the document.
	Displays or hides the note marks in the document.
	Displays the initials of the note author in comment note marks.
	Removes all highlighting in the document.
	Toggles revision marking on or off.
	Displays the markup options for the current editor. You can set the markup options to use when marking edits.
	Displays the Review bar.
	Displays the Versions for file dialog box.

{button ,AL('H_DISPLAYING_THE_REVIEW_AND_COMMENT_TOOLS_ICON_BAR_STEPS',1)} [Go to procedure](#)
{button ,AL('H_CREATING_A_COMMENT_NOTE_STEPS;H_PRINTING_COMMENT_NOTES_STEPS;H_REMOVING_A_COMMENT_NOTE_STEPS;H_SETTING_AND_CHANGING_MARKUP_OPTIONS_FOR_AN_EDITOR_STEPS;H_FINDING_COMMENT_NOTES_IN_A_DOCUMENT_STEPS;H_SELECTING_TEXT_USING_THE_HIGHLIGHTER_STEPS;H_REVIEW_AND_COMMENT_TOOLS_ICONS_OVER',0)} [See related topics](#)

Displaying the Review & Comment Tools bar

1. Choose View - Show/Hide.




2. Choose Review & Comment Tools.

{button ,AL('H_DISPLAYING_THE_REVIEW_AND_COMMENT_TOOLS_ICON_BAR_DETAILS',1)} [See details](#)

{button ,AL('H_SETTING_SHOW_HIDE_OPTIONS_USING_THE_VIEW_MENU_STEPS;H_USING_SMARTICONS_OVER;H_SETTING_REVIEW_AND_COMMENT_OPTIONS_STEPS',0)} [See related topics](#)

Editing the text in a comment note

1. Open a comment note.
2. Edit the text.
3. Click the close box  to close the note.

{button ,AL('H_CLOSING_A_COMMENT_NOTE_STEPS;H_DISPLAYING_THE_REVIEW_AND_COMMENT_TOOLS_ICON_BAR_STEPS;H_FINDING_COMMENT_NOTES_IN_A_DOCUMENT_STEPS;H_REPOSITIONING_THE_COMMENT_NOTE_WINDOW_STEPS;',0)} [See related topics](#)

Finding comment notes in a document

1. Place the insertion point where you want to start searching for the comment notes.
2. Choose Edit - Go To.



Tip

3. Select "Comment Note" in the "Type of document part to go to" box.
4. Click "Next" or "Previous."
5. Click OK.
6. Repeat steps 2 - 5 for each note you want to find.

{button ,AL(`H_CREATING_A_COMMENT_NOTE_STEPS;H_DISPLAYING_THE_REVIEW_AND_COMMENT_TOOLS_ICON_BAR_STEPS;H_GO_TO_OVER;H_SHOWING_OR_HIDING_COMMENT_NOTE_MARKS_STEPS;H_SHOWING_OR_HIDING_AN_EDITORS_INITIALS_ON_COMMENT_NOTES_STEPS',0)} [See related topics](#)

If Review and Comment tools are displayed, you can click the Previous comment note



and Next comment note



icons to find comment notes in a document.

You can also find comment notes by displaying the comment note window, clicking the right mouse button on the comment note title bar, and selecting Find Next Comment or Find Previous Comment.

You can also show or hide initials for comment notes by choosing File - Document Properties, choosing Document, clicking the Options tab, selecting "Show editor initials in comments," and clicking OK.

Opening all comment notes at one time

1. Display the document that contains comment notes.
2. Display the Review & Comment Tools bar.



Tip

3. Click the Open all comment notes icon.




Tip

{button ,AL(^H_CLOSING_A_COMMENT_NOTE_STEPS;H_CREATING_A_COMMENT_NOTE_STEPS;H_DISPLAYING_THE_REVIEW_AND_COMMENT_TOOLS_ICON_BAR_STEPS;H_FINDING_COMMENT_NOTES_IN_A_DOCUMENT_STEPS;H_OPENING_A_COMMENT_NOTE_STEPS;H_REMOVING_ALL_COMMENT_NOTES_AT_ONE_TIME_STEPS',0)} [See related topics](#)


You can also open all the comment notes in a document by opening one note, clicking the right mouse button in the title bar, and choosing Open All Comments.

Opening a comment note

1. Display the document that contains comment notes.
2. Double-click the note mark  in the text.

{button ,AL('H_CLOSING_A_COMMENT_NOTE_STEPS;H_CREATING_A_COMMENT_NOTE_STEPS;H_DISPLAYING_THE_REVIEW_AND_COMMENT_TOOLS_ICON_BAR_STEPS;H_OPENING_ALL_COMMENT_NOTES_AT_ONE_TIME_STEPS;H_SHOWING_OR_HIDING_COMMENT_NOTE_MARKS_STEPS',0)} [See related topics](#)

Printing comment notes

1. Display the document that contains comment notes.
2. Open the notes you want to print.
3. Choose File - Print.
-  4. Click Options.
5. Select "With comments."
6. Click OK to return to the Print dialog box.
7. Click Print.

Comment notes print at the same location on the page as they appear on your screen. Any text covered by the comment note(s) is overwritten.

{button ,AL(^H_DISPLAYING_THE_REVIEW_AND_COMMENT_TOOLS_ICON_BAR_STEPS;H_FINDING_COMMENT_NOTES_IN_A_DOCUMENT_STEPS;H_OPENING_ALL_COMMENT_NOTES_AT_ONE_TIME_STEPS;H_OPENING_A_COMMENT_NOTE_STEPS;H_PRINTING_A_DOCUMENT_STEPS;H_SETTING_PRINT_OPTIONS_STEPS',0)} [See related topics](#)

Removing all comment notes at one time

1. Display the document containing the comment notes.
2. Open one comment note.
3. Click the right mouse button in the title bar.
4. Select Delete All Comments.
5. Click Yes at the confirmation message.


{button ,AL('H_CLOSING_ALL_COMMENT_NOTES_AT_ONE_TIME_STEPS;H_CLOSING_A_COMMENT_NOTE_STEPS;H_DISPLAYING_THE_REVIEW_AND_COMMENT_TOOLS_ICON_BAR_STEPS;H_FINDING_COMMENT_NOTES_IN_A_DOCUMENT_STEPS;H_REMOVING_A_COMMENT_NOTE_STEPS',0)} [See related topics](#)

Removing a comment note

1. Open the note you want to delete.
2. Click the right mouse button in the title bar.
3. Select Delete This Comment.

 Tip

{button ,AL('H_DISPLAYING_THE_REVIEW_AND_COMMENT_TOOLS_ICON_BAR_STEPS;H_EDITING_THE_TEXT_IN_A_COMMENT_NOTE_STEPS;H_FINDING_COMMENT_NOTES_IN_A_DOCUMENT_STEPS;H_SHOWING_OR_HIDING_COMMENT_NOTE_MARKS_STEPS;H_OPENING_A_COMMENT_NOTE_STEPS;H_REMOVING_ALL_COMMENT_NOTES_AT_ONE_TIME_STEPS',0)} [See related topics](#)

You can also remove a comment note by selecting the comment note mark  in the document and pressing DELETE.



Details: Repositioning the comment note window

A comment note is anchored to the location where the insertion point was when it was created. As you type text in a document before or after the note mark, the note mark moves in line with the text.

{button ,AL(^H_REPOSITIONING_THE_COMMENT_NOTE_WINDOW_STEPS',1)} [Go to procedure](#)

{button ,AL(^H_FINDING_COMMENT_NOTES_IN_A_DOCUMENT_STEPS;H_OPENING_ALL_COMMENT_NOTES_AT_ONE_TIME_STEPS;H_OPENING_A_COMMENT_NOTE_STEPS',0)} [See related topics](#)
















Repositioning the comment note window

1. Open the note you want to move.
2. Place the mouse pointer at the edge of the note's frame until a hand appears.

3. Click and drag the hand to the desired location.


{button ,AL(`H_REPOSITIONING_THE_COMMENT_NOTE_WINDOW_DETAILS',1)} [See details](#)

{button ,AL(`H_DISPLAYING_THE_REVIEW_AND_COMMENT_TOOLS_ICON_BAR_STEPS;H_OPENING_A_COMMENT_NOTE_STEPS;H_CLOSING_A_COMMENT_NOTE_STEPS;H_DRAG_AND_DROP_OVER',0)} [See related topics](#)

Overview: Review & Comment Tools SmartIcons

Icon...	What it does...
	Creates a new comment note at the location of the insertion point. You can type the text of your note in the comment note window.
	Displays the Highlighter mouse pointer  which you can use to select the text you want to highlight.
	Displays the Highlighter mouse pointer  which you can use to select the text you want to highlight. After you select the text, Word Pro displays the comment note window where you can type a note about the highlighted text.
	Finds the previous comment note.
	Finds the next comment note.
	Displays all notes in the document.
	Closes all the notes in the document.
	Displays or hides the note marks in the document.
	Displays the initials of the note author in comment note marks.
	Removes all highlighting in the document.
	Toggles revision marking on or off.
	Displays the markup options for the current editor. You can set the markup options to use when marking edits.
	Displays the Review bar.



Displays the Versions for
file dialog box.

{button ,AL(^H_DISPLAYING_THE_REVIEW_AND_COMMENT_TOOLS_ICON_BAR_STEPS;H_SETTING_AND_C
HANGING_MARKUP_OPTIONS_FOR_AN_EDITOR_STEPS;H_SELECTING_TEXT_USING_THE_HIGHLIGHTE
R_STEPS',0)} [See related topics](#)

Showing or hiding an editor's initials on comment notes

1. Display the Review & Comment Tools bar.



Tip

2. Click the Show initials icon.



{button ,AL('H_SHOWING_OR_HIDING_COMMENT_NOTE_MARKS_STEPS;H_DISPLAYING_THE_REVIEW_AND_COMMENT_TOOLS_ICON_BAR_STEPS;H_DOCUMENT_PROPERTIES_OVER',0)} [See related topics](#)

Showing or hiding comment note marks

1. Open the document containing the comment notes.
2. Display the Review & Comment Tools bar.



Tip

3. Click the Show/Hide comment notes icon.



Tip

{button ,AL(^H_CHANGING_THE_COLOR_OF_COMMENT_NOTE_MARKS_STEPS;H_SHOWING_OR_HIDING_A
N_EDITORS_INITIALS_ON_COMMENT_NOTES_STEPS',0)} [See related topics](#)

You can also show or hide comment note marks by choosing View - Set View Preferences, clicking the Show tab, selecting "Comment marks" in the "Show marks" box, and clicking OK.

Chart menu

Chart Type

Select the type of chart to use.

Chart Style

Define or apply a chart style.

- Apply
Change the style.
- Create
Create a new chart style.
- Set Default Chart
Specify the type of chart created by default.
- Change Path
Specify the location of chart style files.

Chart Properties

Display the Chart InfoBox where you can change chart properties.

Title

Change the chart title and specify its position in the chart.

Legend

Hide, display, or reposition the chart legend.

Axes & Grids

Specify tick marks and descriptions for each axis.

- X Axis & Grids
- Y Axis & Grids

Series

Specify labels for the series in the chart, and whether to display specific values.

Series Labels

Specify which labels display at each point in the chart.

Plot

Specify line and background color for the plotted data and other options.

Note

Create or edit a note about the chart, and specify its position within the chart.

Table

Display a table containing the chart data along with the chart.

Edit Data

Modify the data displayed within the chart.

Import Data

Import chart data from a workbook or file.

```
{button ,AL(^H_WORD_PRO_MENUS_OVER;H_FILE_MENU_OVER;H_EDIT_MENU_OVER;H_VIEW_MENU_OVE  
R;H_WINDOW_MENU_OVER;H_TEXT_MENU_OVER;H_TABLE_MENU_OVER;H_DRAW_MENU_OVER;H_HE
```

LP_MENU_OVER;H_FRAME_MENU_OVER;H_EQUATION_MENU_OVER;H_COLUMNS_MENU_OVER;H_I
GE_MENU_OVER;H_PAGE_MENU_OVER;','0)} [See related topics](#)

Columns menu

Change the properties for selected parallel columns.

Column Block Properties

View and modify column properties.

Size Columns

View and edit the width and margins of selected columns.

Lines & Fill Color

View and edit column borders, background color, and fill pattern.

Goto Next Column Block

Move the insertion point into the next column block to the right or down.

Insert

Add rows and columns to parallel columns.

- Row
Add one row below the cursor location.
- Column
Add one column to the right of the cursor location.
- Row/Column
Add a specified number of columns or rows to parallel columns.

Delete

Remove a portion or all of the column block from the page.

- Row
Remove the selected row(s) .
- Column
Remove the selected column(s).
- Row/Column
Remove a specified number of column(s) or row(s).
- All Columns
Remove all parallel columns from the page.

Split Column Block

Divide the selected column block into multiple columns/rows.

Connect Column Blocks

Connects selected column blocks into one column.

Disconnect Column Block

Disconnects previously connected column blocks.

Connect Across Row

Connect all column blocks in the current row.

Mark as Repeated Heading

Mark selected text to repeat as a heading if the columns grow over one page.

Insert Page Break

Create a new page.

- After Row

Insert a page break following the current row.

- Within Cell

Insert a page break within the current cell.

Delete Page Break

Remove a hard page break at the insertion point.

Select

- Column Block Contents
Select the contents of the current column block.
- Row Contents
Select the contents of the current row.
- Column Contents
Select the contents of the current column.
- All Columns Contents
Select the contents of all parallel columns.
- Column Blocks
Select the current column block with its contents.
- Columns
Select all parallel columns and their contents.

Turn Off Columns

Create a space between sets of parallel columns that conforms to normal page layout.

```
{button ,AL('H_WORD_PRO_MENU_OVER;H_FILE_MENU_OVER;H_EDIT_MENU_OVER;H_CREATE_MENU_O  
VER;H_VIEW_MENU_OVER;H_WINDOW_MENU_OVER;H_TEXT_MENU_OVER;H_TABLE_MENU_OVER;H_  
DRAW_MENU_OVER;H_HELP_MENU_OVER;H_FRAME_MENU_OVER;H_EQUATION_MENU_OVER;H_IMAG  
E_MENU_OVER;H_PAGE_MENU_OVER;H_CHART_MENU_OVER',0)} See related topics
```

Create menu

Create new document parts.

Horizontal Line

Display a horizontal line at the insertion point.

Note This menu item is only available when Word Pro Web Authoring Tools are available.

Background Wallpaper

Specify a graphic to use as a background for a Web page.

Note This menu item is only available when Word Pro Web Authoring Tools are available.

Form/OCX Control

Allows you to place fields in a document. These fields become parts of a fill-in form when the document is saved as a Web page.

Note This menu item is only available when Word Pro Web Authoring Tools are available.

Frame

Create a new frame by specifying height and width or create a frame manually.

Table

Create a new table by specifying the number of columns and rows or create a table manually.

Text Entry Field

Create an area of text that you can use in forms, as a signature line, and so on.

Parallel Columns

Create parallel columns by specifying the number of columns and the layout.

Drop Cap

Create a large text letter in a document.

Chart

Create column, stacked column, bar, stacked bar, line, area, line and picture, pie, expanded pie, picture, and/or stacked picture charts.

Drawing

Create pictures that consist of lines, arcs, ellipses, and rectangles.

Equation

Create many types of scientific and mathematical equations.

Division

Create and edit a division in a document.

Section

Create a section to restart page numbering, use new headers and footers, and/or build a table of contents.

Envelope

Create and print an envelope using current document information.

Outline

Automate setting up outline sequences in a document.

Other Document Part

Create and edit other parts of a document.

- **Table of Contents**
Create, format, compile, and update a table of contents.
- **Index**
Create, format, compile, and update an index.
- **Table of Authorities**
Create, format, compile, and update a table of authorities.
- **Cross Reference**
Create a reference to another location.

Master Document

Create a master document consisting of other documents.

Footnote/Endnote

Create and edit footnotes/endnotes.

Comment Note

Create comment notes in the current document at the insertion point.

Bookmark

Create and name bookmarks to move to or refer to a specific location in a document.

Click Here Block

Create "hot spots" that tell you where to insert text or data.

Version

Create a new copy of a document in the same file.

Hyperlink

Create a link to a location in the Internet, an intranet, or a document.

Object

Create an OLE object.

InfoBus Data Link

Share information with Java applications

Note This menu item is only available if a Java application is running.

```
{button ,AL(^H_WORD_PRO_MENUS_OVER;H_FILE_MENU_OVER;H_EDIT_MENU_OVER;H_VIEW_MENU_OVE
R;H_WINDOW_MENU_OVER;H_TEXT_MENU_OVER;H_TABLE_MENU_OVER;H_DRAW_MENU_OVER;H_HE
LP_MENU_OVER;H_FRAME_MENU_OVER;H_EQUATION_MENU_OVER;H_COLUMNS_MENU_OVER;H_IMA
GE_MENU_OVER;H_PAGE_MENU_OVER;H_CHART_MENU_OVER;','0)} See related topics
```

Details: Creating a new menu set

Category name

Word Pro lists the available SmartMaster categories. You can select an existing category or type a new category name. Based on the SmartMaster category selected here, Word Pro automatically selects the menu set created for that category whenever you open a document. You can only create one menu set per category per menu path.

Save in

When you assign a menu set to a category, you can save it in a designated menu path. Select an existing location or type a new path. Word Pro lists the menu paths on the Locations panel in Word Pro Preferences.

Whenever you open or create a document, Word Pro searches the paths in the order you specified on the Locations panel for the menu set associated with the document's category.

Base menu on

Word Pro uses the menu set you select here as the starting point for modifications.

{button ,AL('H_CREATING_A_NEW_MENU_SET_STEPS',1)} [Go to procedure](#)

{button ,AL('H_EDITING_A_MENU_SET_STEPS;H_SELECTING_A_DEFAULT_MENU_SET_STEPS;H_MOVING_A_MENU_ITEM_STEPS',0)} [See related topics](#)

Creating a new menu set

1. From the File menu, choose User Setup, and then choose Menu Customization.
2. Click Create Menu Set.
3. In the "Category name" box, type or select a category to assign to the new menu set.
4. In the "Save in" box, type or select a location in which to store the menu set.
5. In the "Base menu on" box, select the menu set on which to base the new menu set .
6. Click OK to return to the Menu Customization dialog box.
7. Click Done.

{button ,AL(`H_CREATING_A_NEW_MENU_SET_DETAILS',1)} [See details](#)

{button ,AL(`H_EDITING_A_MENU_SET_STEPS;H_SELECTING_A_DEFAULT_MENU_SET_STEPS;H_MOVING_A_MENU_ITEM_STEPS;',0)} [See related topics](#)

To delete a menu set, click Delete Menu Set. If you modify the standard Word Pro menu set and want to change back to the original, select it and click Restore Menu Set.

Draw menu

Create and edit drawn objects.

Draw Properties

View and modify all available draw properties.

Extract Properties

Extract the line style and color, fill color, and pattern and color of a selected object.

Apply Properties

Apply the line style, color, fill color, and background pattern to a selected object.

Import Drawing

Import a Word Pro draw file (.SDW) or a bitmap (.BMP) file.

Save As Drawing

Save entire object or part of an object in a separate draw file.

Rotate

Rotate the current object to the degree and direction specified in the Drawing Properties Misc tab.

Align

Align selected objects.

- Top
- Bottom
- Left
- Right
- Center Vertically
- Center Horizontally
- Center on Centers

Flip

Flip selected objects.

- Top to bottom
- Side to side

Priority

Set the drawing priority of selected objects.

- Bring to front
Layer the selected object on top of all other objects in the drawing frame.
- Bring forward one
Bring the selected object forward one level.
- Send to back
Layer the selected object behind all the other objects in the drawing frame.
- Send back one
Send the selected object backward one level.

Group

Treat multiple objects as one unit.

Ungroup

Treat previously grouped objects as separate draw objects.

Curved Text

Convert text objects to shaped text.

Select All

Select all objects in the current drawing.

```
{button ,AL(`H_WORD_PRO_MENUS_OVER;H_FILE_MENU_OVER;H_EDIT_MENU_OVER;H_CREATE_MENU_O  
VER;H_VIEW_MENU_OVER;H_WINDOW_MENU_OVER;H_TEXT_MENU_OVER;H_TABLE_MENU_OVER;H_  
HELP_MENU_OVER;H_FRAME_MENU_OVER;H_EQUATION_MENU_OVER;H_COLUMNS_MENU_OVER;H_I  
MAGE_MENU_OVER;H_PAGE_MENU_OVER;H_CHART_MENU_OVER;',0)} See related topics
```


Details: Editing a menu set

Main Menu tab and Right Mouse Menu tab

These two panels have identical controls. Depending on the menu set selected, items on a specific menu set display. For example, if you choose Word Pro's standard menu, top level items that display on the Main Menu tab include File, Edit, View, Create, Page, and so on.

Menu Item Properties

When you select from the "Type" of menu item in this section, other options change to display the specific properties of the item. For example, if you choose "Top Level Menu," the properties of a top level menu display.

Type

<u>If you select...</u>	<u>this is what happens...</u>	<u>and these properties display...</u>
Top Level Menu	Highlights a top level item on the menu bar, or the menu context identifier on a right-mouse menu.	Caption, Menu displays in this context
Standard Menu Item	Highlights a menu item that is a standard Word Pro function.	Caption, Shortcut Key, Word Pro Area, Word Pro Function
Cascading Menu Item	Highlights a menu item at the top of a cascade of additional items.	Caption
Script Menu Item	Highlights a menu item created by the user that launches a script, when selected.	Caption, Script name
Separator	Highlights a line that separates one menu item from another.	None required

Caption

Allows you to define the caption to be used for the selected menu item. Available for all types of menu items, except the separator.

Note You can specify a shortcut key for a menu item by typing an ampersand (&) in front of the character you want to use as the shortcut. To include the ampersand as part of the menu text, type two ampersands in a row. Make sure you do not assign the same shortcut key to two items at the same level.

Menu displays in this context

Allows you to identify one or more contexts in which to display this top level menu item. You can also select "Always" to display the menu item at all times. Only available when a top level menu item is selected.

Shortcut Key

Displays the control key shortcut combination assigned to a menu item. Only displays when a Word Pro menu item is selected. You cannot change this value.

Word Pro Area

Lists the available functional areas within Word Pro. Only displays when a standard menu item is selected.

Word Pro Function

Lists the available functions within Word Pro. Only displays when a standard menu item is selected.

Script

Displays the currently assigned script when a script menu item is selected. If the script is located in the default Scripts directory, only the name of the script file and the function being called displays. If a full path is specified, it displays with the file name and function name.

You can click Assign Script to display available scripts. Select the desired script and click Open to return to the Word Pro Menu Editor dialog box.

{button ,AL(^H_EDITING_A_MENU_SET_STEPS',1)} [Go to procedure](#)

{button ,AL(^H_CREATING_A_NEW_MENU_SET_STEPS;H_SELECTING_A_DEFAULT_MENU_SET_STEPS;H_MOVING_A_MENU_ITEM_STEPS;';0)} [See related topics](#)

Editing a menu set

1. From the File menu, choose User Setup, and then choose Menu Customization.
2. Select the desired menu set in the "Available Menu Sets" box.
3. Click Edit Menu Set.

Tip

4. On the Main Menu tab, place the cursor where you want to make a change.
5. To insert an item, click Insert Item and select the type of item in "Menu Item Properties."
The space for the new item appears to the left or above the selected item.

Note If you want to undo a change, click Revert to return to the last saved version of the menu set.

6. To remove a menu item, click on it, and then click Delete Item.
7. Select other options in "Menu Item Properties."
{button ,AL('H_EDITING_A_MENU_SET_DETAILS',1)} [See details](#)
8. Click the Right Mouse Menu tab if you want to change right mouse menu options.
9. Repeat steps 4-7 as many times as necessary.
10. Click OK to return to the Menu Customization dialog box.
11. Click Done.

{button ,AL('H_EDITING_A_MENU_SET_DETAILS',1)} [See details](#)

{button ,AL('H_CREATING_A_NEW_MENU_SET_STEPS;H_SELECTING_A_DEFAULT_MENU_SET_STEPS;H_MOVING_A_MENU_ITEM_STEPS';0)} [See related topics](#)

Edit menu

Edit the file.

Undo

Undo the last command or action.

Undo/Redo Special

Undo or redo multiple commands or actions.

Cut

Cut to Clipboard.

Copy

Copy to Clipboard.

Paste

Paste Clipboard contents.

Paste Special

Select a format for pasting information into the document.

Go To

Go to a specific page, frame, etc.

Find & Replace Text

Specify attributes, properties, and paragraph styles for text you want to find and replace.

Check Spelling

Check spelling in the current document.

Proofing Tools

Use to check your document for accuracy.

- Quick Find
Specify text you want to find quickly.
- Check Thesaurus
Find the meanings and synonyms of a selected word and replace that word with one of its synonyms.
- Check Grammar
Analyze your document for possible grammatical errors.
- Check Format
Find and correct basic format errors, common typing mistakes, and inconsistency in the current document.
- Word Count
Count the words in a document.

Glossary

Create a glossary to store frequently used contents, such as text, tables, frames, etc.

Markup Edits

Toggle markup mode on and off.

Review Marked Edits

Find, review, accept and/or reject marked edits.

Click Here Management

Manage, edit, and set properties for all Click Here blocks in the document.

Edit Hyperlink

Change the link destination for a hyperlink.

Note This menu item appears only when the cursor is on a hyperlink.

Remove Hyperlink

Remove the link destination for a hyperlink.

Note This menu item appears only when the cursor is on a hyperlink.

Manage Links

Edit, delete, or update links to data that is already linked to other applications.

Script & Macros

Create and use a script.

- Run
Run an existing script.
- Record Script
Record actions for a new script.
- Show Script Editor
Open the LotusScript Editor window.
- Show Dialog Editor
Open the Lotus Dialog Editor window.
- Set Startup Scripts
Select scripts to run every time that Word Pro runs.
- Insert LSO
Insert compiled LotusScript object code into the document.

{button ,AL(^H_WORD_PRO_MENUS_OVER;H_FILE_MENU_OVER;H_CREATE_MENU_OVER;H_VIEW_MENU_OVER;H_WINDOW_MENU_OVER;H_TEXT_MENU_OVER;H_TABLE_MENU_OVER;H_DRAW_MENU_OVER;H_HELP_MENU_OVER;H_FRAME_MENU_OVER;H_EQUATION_MENU_OVER;H_COLUMNS_MENU_OVER;H_IMAGE_MENU_OVER;H_PAGE_MENU_OVER;H_CHART_MENU_OVER;','0)} [See related topics](#)

Equation menu

Create and edit scientific and mathematical equations.

Insert Symbol

Insert a symbol by choosing the name of the desired symbol palette.

- Greek Character
- Binary Operator
- Binary Relation
- Negative Binary Relation
- Arrow
- Corner
- Accented Character
- Misc. Symbol

Insert Math Form

Configure a particular math form before inserting it into an equation.

- Fraction
- Radical
- Superscript
- Subscript
- Big Operator
- Brackets
- Function
- Decoration
- Matrix
- Space
- Binomial

Import Equation

Import an equation from a .TEX file.

Save As Equation

Save individual equations as .TEX files.

Revise

Revise an element of an equation by changing its value.

Text Mode

Switch from math mode to text mode.

Math Mode

Switch from text mode to math mode.

Greek Keyboard

Switch to the Greek keyboard to type a character.

Symbol Keyboard

Switch to the symbol keyboard to type a character.

Global Settings

Specify colors for math forms and other elements as well as formats for alphabetic characters, superscript, and subscript notation.

View Preferences

Set up how equations will display.

- Hide Matrix Lines
- Hide Input Box Lines
- Show Marks

```
{button ,AL('H_WORD_PRO_MENUS_OVER;H_FILE_MENU_OVER;H_EDIT_MENU_OVER;H_CREATE_MENU_O  
VER;H_VIEW_MENU_OVER;H_WINDOW_MENU_OVER;H_TEXT_MENU_OVER;H_TABLE_MENU_OVER;H_  
DRAW_MENU_OVER;H_HELP_MENU_OVER;H_FRAME_MENU_OVER;H_COLUMNS_MENU_OVER;H_IMAG  
E_MENU_OVER',0)} See related topics
```

File menu

Manage files and documents.

New Document

Create a new document.

Open

Open an existing file.

Close

Close the current file.

Update (application)

Update the application connected to this file by OLE.

Note This menu option only displays when you edit a Word Pro embedded object through OLE.

Save

Save the current file.

Save As

Save the current document with another file name, as a different file type, or in a different location.

Import/Export

Transfer text or data between Word Pro and other applications.

Import Picture

Place a picture into a column block, frame, or a table cell by importing a graphic file.

Twain Image

- Acquire Image
Scan a picture into Word Pro.
- Select Source
Specify which device to use to scan images.

TeamMail

Create a new mail message or route this document using your mail system.

- Send New Message
Use your existing e-mail system to send a message.
- Send to Next Stop
Use to route a message to its next stop.
- Edit Route
Edit a mail route.

TeamReview

Distribute documents for review by specifying reviewers, reviewing options, and the distribution method.

TeamConsolidate

Gather copies of a document, then compare and display the differences for review.

TeamSecurity

Assign document access, editing rights, password protection, colors that show editor markups, and document protection.

Internet

Open and save files to the Internet, select Internet options or create and manage Web pages.

- **HTML Export Assistant**
Set options for displaying, storing, and converting graphics and character sets when you export an HTML file.
- **Open from Internet**
Open any document from an FTP (File Transport Protocol) or a Web (World Wide Web) server via the Internet.
- **Save to Internet**
Save a document to an FTP server.
- **Show/Hide Web Tools**
Display or hide the Web Tools bar.
- **HTML Import Options**
Set options for importing an HTML file.
- **Setup**
Set Internet options for proxies, FTP hosts, links, and security.

Versions

Save multiple copies of a document in one file.

Print

Print all or part of the current document.

Choose Another SmartMaster

Apply another SmartMaster to the current document.

Document Properties

Update and view status information for this file.

- **Document**
Display document statistics and version statistics. Set properties for field options, typographical and language options, review and comment options, and filler page options.
- **Division**
Name or rename, copy, or set properties for divisions.
- **Section**
Name or rename, copy, or set properties for sections.
- **Print Setup**
Select a printer for the current document.

User Setup

Customize Word Pro with your preferences.

- **Word Pro Preferences**
Set default options for start up, save, undo, file locations, personal information, and other options.
- **SmartIcons Setup**
Modify, create, and set options for SmartIcon sets.
- **SmartCorrect Setup**
Set options for automatic replacement of common errors.
- **SmartFill Setup**
Create custom SmartFill lists to fill tables.
- **Function Key Setup**
Assign function keys to apply specific styles or attributes.
- **Menu Customization**
Customize and edit menu sets and right-click menus.

Exit Word Pro

End the current Word Pro session.

Most recently used files

Open recently used file(s).

```
{button ,AL(`H_WORD_PRO_MENUS_OVER;H_EDIT_MENU_OVER;H_CREATE_MENU_OVER;H_VIEW_MENU_OVER;H_WINDOW_MENU_OVER;H_TEXT_MENU_OVER;H_TABLE_MENU_OVER;H_DRAW_MENU_OVER;H_HELP_MENU_OVER;H_FRAME_MENU_OVER;H_EQUATION_MENU_OVER;H_COLUMNS_MENU_OVER;H_IMAGE_MENU_OVER;H_PAGE_MENU_OVER;H_CHART_MENU_OVER;',0)} See related topics
```

Frame menu

Change the properties for the selected frame.

Frame Properties

View and modify frame properties.

Lines Around Frame

View and edit frame borders.

Background Color

View and edit frame background color and fill pattern.

Graphics Scaling

Specify graphic width, height, and scale.

Show Wrap Handles

When the frame placement is set to irregular wrap, display the location where text can wrap.

Hide Wrap Handles

When the frame placement is set to irregular wrap, display the regular frame handles.

Named Styles

Define, create, apply, and delete named styles.

- Create
Create a frame style based on the current settings.
- Redefine
Change a style to conform to the current settings.
- Apply
Select a defined style to apply to the selected frame.
- Manage
Rename or delete styles; copy styles from other documents.
- Reset to Style
Remove locally applied properties from the selected frame so that the frame reverts to its original style.

Alignment

Control frame and frame contents alignment.

- Left Align Frame
- Center Frame
- Right Align Frame
- Span Margin to Margin
- Span Top to Bottom
- Top Align Contents
- Center Align Contents
- Bottom Align Contents

Priority

Set the layering priority of selected frames.

- Bring to Front
Layer the selected frame on top of all other frames.
- Bring Forward One
Bring the selected frame forward one frame.

- **Send to Back**
Layer the selected frame behind all the other frames.
- **Send Back One**
Send the selected frame backward one frame.

Delete Frame

Remove the selected frame.

New Caption

Specify a caption for the frame.

Group

Treat multiple frames as one unit.

Ungroup

Treat previously grouped frames as separate frames.

Link Frame Contents

Flow text between frames.

```
{button ,AL('H_WORD_PRO_MENUS_OVER;H_FILE_MENU_OVER;H_EDIT_MENU_OVER;H_CREATE_MENU_O  
VER;H_VIEW_MENU_OVER;H_WINDOW_MENU_OVER;H_TEXT_MENU_OVER;H_TABLE_MENU_OVER;H_  
DRAW_MENU_OVER;H_HELP_MENU_OVER;H_EQUATION_MENU_OVER;H_COLUMNS_MENU_OVER;H_IM  
AGE_MENU_OVER;H_PAGE_MENU_OVER;H_CHART_MENU_OVER;');0)} See related topics
```

Help menu

Display Help options.

Help Topics

Display online Help window.

Ask the Expert

Ask the Word Pro Expert a question using your own words.

Ami Pro Menu Help

Display Word Pro Help for Ami Pro menu commands.

Microsoft Word Menu Help

Display Word Pro Help for Word for Windows menu commands.

For WordPerfect Users

Display Word Pro Help for WordPerfect commands.

- Ask the WordPerfect DOS Expert
Display Word Pro Help for WordPerfect DOS keystrokes.
- WordPerfect Win Menu Help
Display Word Pro Help for WordPerfect for Windows menu commands.
- Ask the WordPerfect Win Expert
Display Word Pro Help for WordPerfect for Windows keystrokes.
- WordPerfect DOS Topic Help
Display Word Pro Help for WordPerfect Help topics.

Lotus Internet Support

Display Internet sites.

- Lotus Home Page
Display your browser and the Lotus home page.
- Lotus Customer Support
Display your browser and the Lotus customer support page.
- Lotus FTP Site
Display the contents of the Lotus FTP site.

Year 2000

Display information about how SmartSuite applications handle two-digit years.

About Word Pro

Display release, trademark, and copyright information.

{button ,AL(^H_WORD_PRO_MENUS_OVER;H_FILE_MENU_OVER;H_EDIT_MENU_OVER;H_CREATE_MENU_O
VER;H_VIEW_MENU_OVER;H_WINDOW_MENU_OVER;H_TEXT_MENU_OVER;H_TABLE_MENU_OVER;H_
DRAW_MENU_OVER;H_FRAME_MENU_OVER;H_EQUATION_MENU_OVER;H_COLUMNS_MENU_OVER;H_
IMAGE_MENU_OVER;H_PAGE_MENU_OVER;H_CHART_MENU_OVER;','0)} [See related topics](#)

Image menu

Change the properties for selected images.

Note The selections on this menu only appear for a bitmap or TIFF image. You can double-click the image, or choose Bitmap or TIFF from the main menu and then choose Edit.

Image Properties

View and modify image properties.

Revert

Revert a picture or graphic to its original state.

Auto Contrast on Import

Word Pro determines the best brightness and contrast values for images when you import them.

Halftone Printing

Set the print option for the current image.

- Fastest Printing
Print the fastest way allowed by your printer.
- Best Quality
Print the best quality picture or graphic allowed by your printer.
- Automatic
Using your printer settings, Word Pro decides how to obtain the best quality printing in the quickest time.
- Use Printer Driver
Use the printer driver at its current setting when printing the picture or graphic.
- Posterize
Print in black and white only.

```
{button ,AL(^H_WORD_PRO_MENUS_OVER;H_FILE_MENU_OVER;H_EDIT_MENU_OVER;H_CREATE_MENU_O  
VER;H_VIEW_MENU_OVER;H_WINDOW_MENU_OVER;H_TEXT_MENU_OVER;H_TABLE_MENU_OVER;H_  
DRAW_MENU_OVER;H_HELP_MENU_OVER;H_FRAME_MENU_OVER;H_EQUATION_MENU_OVER;H_COL  
UMNS_MENU_OVER;H_PAGE_MENU_OVER;H_CHART_MENU_OVER;','0)} See related topics
```

Menu Customization dialog box

You can create, edit, move, and select a default menu set to use in any Word Pro document.

[Creating a new menu set](#)

[Editing a menu set](#)

[Selecting a default menu set](#)

[Moving a menu item](#)

Moving a menu item

You can move a menu item to a different location anywhere within the menu structure.

1. From the File menu, choose User Setup, and then choose Menu Customization.
2. Select the desired menu set in the "Available Menu Sets" box.
3. Click Edit Menu Set.
4. Click on the desired menu item and drag it to its new position.
Repeat as many times as necessary.
5. Click OK to return to the Menu Customization dialog box.
6. Click Done.

{button ,AL('H_CREATING_A_NEW_MENU_SET_STEPS;H_SELECTING_A_DEFAULT_MENU_SET_STEPS;H_EDITING_A_MENU_SET_STEPS;',0)} [See related topics](#)

Object menu

Displays when a frame other than a text frame is selected.

Note The name of the menu varies, depending on the type of object or image. For example:

<u>If you embed...</u>	<u>the menu displays...</u>
a Lotus 1-2-3 workbook	1-2-3 Workbook
a bitmap image	Bitmap
a JPEG file	JPEG
a GIF file	GIF
a PNG file	PNG
from a specific application	XXXX Image

Note Properties

View information about the object and change the name of the object.

Edit

Edit the object in-place if the client supports in-place editing. For imported bitmaps, this option provides access to image processing tools. For charts, drawings, and equations, this option displays their SmartIcons and editing tools.

Open

Edit the OLE object within the server application.

Delete

Delete the object without removing the frame containing it.

Convert

Convert an object created in one application to a format readable by another application. Display the object as an icon or change the icon displayed.

Crop

Change the region of the object which displays within the frame.

```
{button ,AL(^H_WORD_PRO_MENU_OVER;H_FILE_MENU_OVER;H_EDIT_MENU_OVER;H_CREATE_MENU_O  
VER;H_VIEW_MENU_OVER;H_WINDOW_MENU_OVER;H_TEXT_MENU_OVER;H_TABLE_MENU_OVER;H_  
DRAW_MENU_OVER;H_HELP_MENU_OVER;H_FRAME_MENU_OVER;H_EQUATION_MENU_OVER;H_COL  
UMNS_MENU_OVER;H_PAGE_MENU_OVER;H_CHART_MENU_OVER;','0)} See related topics
```

Page menu

Set up options for a page's properties, including layout, orientation, page breaks, margins, style, and so on.

Page Properties

Display the Page layout InfoBox where you can modify all properties for the page.

Header/Footer Properties

Display the Header or Footer InfoBox where you can modify the properties for the header or footer.

Note You must first click in the header or footer for this option to activate.

Page Size

Display the Size & Margins tab of the Page layout InfoBox where you can modify the page size.

Margins

Display the Size & Margins tab of the Page layout InfoBox where you can modify the page margins.

Orientation

Display the Size & Margins tab of the Page layout InfoBox where you can modify the page orientation.

Background

Display the Page layout InfoBox where you can modify the page background.

Header

Moves the insertion point to the header.

Footer

Moves the insertion point to the footer.

Insert Page Layout

Change and edit the look of pages anywhere in the document.

Insert Page Number

Create page numbers anywhere in the document.

Edit Page Number

Edit an existing page number.

Insert Line Numbering

Insert line numbering in any part of the document.

Insert Page Break

Create a new page at the insertion point.

Delete Page Break

Delete a page break.

Insert Column Break

Force following text to display in the next column.

Selecting a default menu set

1. From the File menu, choose User Setup, and then choose Menu Customization.
2. Select the desired menu in the "Available Menu Sets" box.
3. Click Make Default.
4. Click Done.

{button ,AL(`H_EDITING_A_MENU_SET_STEPS;H_CREATING_A_NEW_MENU_SET_STEPS;H_MOVING_A_MENU_ITEM_STEPS;`,`0)} [See related topics](#)

Table menu

Customize a Word Pro table.

Cell Properties

View and modify cell properties.

Table Properties

View and modify properties that apply to the whole table.

Lines & Fill Color

Choose properties for cell background and borders.

Size Row/Column

Change the size of selected rows or columns.

Alignment

Control table and table contents alignment.

- Left Align Table
- Center Table
- Right Align Table
- Span Margin to Margin
- Top Align Contents
- Center Align Contents
- Bottom Align Contents

Named Styles

Define, create, apply, and delete named styles.

- Create Cell Style
Create a cell style based on the current settings.
- Redefine Cell Style
Change a style to conform to the current settings.
- Apply
Select a defined style to apply to the selected table.
- Manage
Rename or delete styles; copy styles from other documents.
- Reset to Cell Style
Remove locally applied properties from the selected table cell so that the table cell reverts to its original style.

Insert

Add rows and columns.

- Row
Add one row below the cursor location.
- Column
Add one column to the right of the cursor location.
- Row/Column
Add a specified number of columns or rows to a table.

Delete

Remove a portion or all of the table from the page.

- Row
Remove the selected table row(s) .

- Column
Remove the selected table column(s).
- Row/Column
Remove a specified number of column(s) or row(s).
- Entire Table
Remove the entire table from the page.

Connect Row

Connects all cells in the current row.

Split Cell

Break the current cell into the desired number of rows or columns.

Connect Cells

Connects selected cells that previously had been split.

Split Entire Table

Break the table horizontally into two separate tables.

Mark as Repeated Heading

Mark selected table text to repeat as a heading if the table grows over one page.

Page Breaks

Create a new page.

- Insert After Row
- Within Cell
- Remove Within Cell

Insert SmartSum

Add the numbers in a table row or column and place the total in the current cell.

- Row
- Columns

Insert Formula

Create or edit formulas to add, subtract, and multiply numbers in cells; use sums and percents to calculate numbers.

Edit Formula

Edit the formula in the current cell. Only appears if the cell contains a formula.

Select

- Cell Contents
- Row Contents
- Column Contents
- Entire Table Contents
- Cells
- Entire Table

{button ,AL(^H_WORD_PRO_MENUS_OVER;H_FILE_MENU_OVER;H_EDIT_MENU_OVER;H_CREATE_MENU_O
VER;H_VIEW_MENU_OVER;H_WINDOW_MENU_OVER;H_TEXT_MENU_OVER;H_DRAW_MENU_OVER;H_H
ELP_MENU_OVER;H_FRAME_MENU_OVER;H_EQUATION_MENU_OVER;H_COLUMNS_MENU_OVER;H_IM
AGE_MENU_OVER;H_PAGE_MENU_OVER;H_CHART_MENU_OVER;';0)} [See related topics](#)

Text menu

Change the properties for selected text and insert items into text.

Text Properties

View and modify properties for selected text.

Font & Color

View and modify fonts and colors for selected text

Bullets & Numbers

View and modify the bullet style or numbering sequence for selected text.

Lines

View and modify the line style and color for selected text.

Named Styles

Define, create, manage, and delete named styles.

- Create
Create a paragraph or character style based on the current settings.
- Redefine
Change a style to conform to the current settings.
- Apply
Select a defined style to apply to selected text.
- Manage
Rename or delete styles; copy styles from other documents.
- Reset to Style
Remove locally applied properties from selected text so that the text reverts to its original style.

Normal

Remove all locally applied text properties.

Attributes

Change the formatting of selected text.

- Bold
- Italic
- Underline
- Other
Change properties for selected text.
- Enlarge Text
- Reduce Text

Fast Format

Set the mouse pointer to apply the properties of selected text to other text.

Alignment

Control text alignment.

- Left
- Center
- Right
- Full Justify
Align selected text at both the left and right margins.

- Indent
Move selected text in.
- Outdent
Move selected text out.

Outline

Outline tools for the current document.

- Promote
Move the current paragraph to the next higher level or move selected table contents one column to the left.
- Demote
Move the current paragraph to the next lower level or move selected table contents one column to the right.
- Move Up
Move the current paragraph before the paragraph preceding it or move selected table contents one row up.
- Move Down
Move the current paragraph after the paragraph following it or move selected table contents one row down.
- Expand
Display the next outline level beneath the current paragraph.
- Collapse
Hide the next outline level beneath the current paragraph.
- Expand All
Display all outline levels in the document.
- Collapse All
Collapse whole document to first level headings.
- Collapse to Level
Collapse the document down to the desired level (1-9).
- Outline Styles
Set up outline sequences and/or apply outline numbering to selected styles.

Insert Other

Insert special text and text fields.

- Date/Time
Insert and format date/time fields at the insertion point.
- Symbol
Insert a different font character at the insertion point.
- Power/Doc Field
Insert any available power/document field at the insertion point.
- Merge Field
Insert any available merge field at the insertion point.

Mark Text As

Choose selected text for use in a table of contents or index.

- TOC Entry
Mark selected text as a table of contents entry.
- Index Entry
Insert or mark selected text as an index entry.

Merge

Combine variable data in one file, such as names and addresses, with text in another.

- Letter

- Envelope

Sort

Arrange information alphabetically or numerically, in ascending or descending order.

Select

- Word
- Sentence
- Paragraph
- Entire Division
- Entire Document

```
{button ,AL(^H_WORD_PRO_MENUS_OVER;H_FILE_MENU_OVER;H_EDIT_MENU_OVER;H_CREATE_MENU_O  
VER;H_VIEW_MENU_OVER;H_WINDOW_MENU_OVER;H_TABLE_MENU_OVER;H_DRAW_MENU_OVER;H_  
HELP_MENU_OVER;H_FRAME_MENU_OVER;H_EQUATION_MENU_OVER;H_COLUMNS_MENU_OVER;H_I  
MAGE_MENU_OVER;H_PAGE_MENU_OVER;H_CHART_MENU_OVER;','0)} See related topics
```

View menu

Set up the way documents appear on the screen.

Layout

Display documents in WYSIWYG (What You See Is What You Get).

Draft

Display document text 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.

Outline

Display the outline bar and outline tools.

Page Sorter

Display documents as "thumbnails" for easy reorganization of pages.

Full Page

Display a full page view of the document.

Standard (100%)

Display the document at 100% magnification.

Facing Pages

View two pages at once as they appear in a book.

Zoom to

Display additional zoom options.

- Margin Width
Display the document so it fills the window without right and left margins.
- Page Width
Display the document so the edges of the page including the margins are visible.
- 75%
Display the document at 75% magnification.
- 150%
Display the document at 150% magnification.
- 200%
Display the document at 200% magnification.
- Custom Level
Display the document at the custom magnification level specified in the View Preferences dialog box.
- Other
Display the View Preferences dialog box where you can choose other zoom options.

Show/Hide

- SmartIcons
Show or hide all the SmartIcons on the workspace.
- Ruler
Show or hide the Ruler at the top of the workspace.
- Headers & Footers
Show or hide the header/footer area of the page.
- Clean Screen
Show or hide the clean screen view of the document.

- Review & Comment Tools
Show or hide the Review & Comment Tools icon bar.
- Internet Tools
Show or hide the Internet icon bar.
- Misspelled Words
Toggle highlighting of misspelled words on and off.
- Power Field Formulas
Show or hide power fields in the current document.
- Click Here Prompts
Show or hide prompt text in Click here blocks.

Set View Preferences

Set up the document display by showing or hiding marks, the vertical ruler, margin guides, margins in color, parallel column grid lines, table row/columns headings, table guides, the page gauge, graphics, divider tabs, and Click Here Blocks. Also set zoom options, outline options, and Clean Screen options.

Special Views

View a document from four special views: PageWalker, Panorama, DocSkimmer, and Zoomer.

Split Left-Right

Display the document in a window split left to right.

Split Top-Bottom

Display the document in a window split top to bottom.

Clear All Splits

Remove all document splits.

Design OLE Controls

Toggle between editing an OLE object and modifying properties.

```
{button ,AL('H_WORD_PRO_MENUS_OVER;H_FILE_MENU_OVER;H_EDIT_MENU_OVER;H_CREATE_MENU_O
VER;H_WINDOW_MENU_OVER;H_TEXT_MENU_OVER;H_TABLE_MENU_OVER;H_DRAW_MENU_OVER;H_
HELP_MENU_OVER;H_FRAME_MENU_OVER;H_EQUATION_MENU_OVER;H_COLUMNS_MENU_OVER;H_I
MAGE_MENU_OVER;H_PAGE_MENU_OVER;H_CHART_MENU_OVER;','0)} See related topics
```

Window menu

Control the display of windows.

New Window

Open a new Word Pro window.

Close Window

Close the current Word Pro window.

Close All Windows

Close all open Word Pro windows.

Tile Left-Right

Arrange open windows side by side.

Tile Top-Bottom

Arrange open windows one above the other.

Cascade

Arrange open windows diagonally.

(List of open windows)

Display the selected open window.

```
{button ,AL(^H_WORD_PRO_MENUS_OVER;H_FILE_MENU_OVER;H_EDIT_MENU_OVER;H_CREATE_MENU_O  
VER;H_VIEW_MENU_OVER;H_TEXT_MENU_OVER;H_TABLE_MENU_OVER;H_DRAW_MENU_OVER;H_HEL  
P_MENU_OVER;H_FRAME_MENU_OVER;H_EQUATION_MENU_OVER;H_COLUMNS_MENU_OVER;H_IMAG  
E_MENU_OVER',0)} See related topics
```

Overview: Word Pro menus

Word Pro has dynamic, or selection-sensitive, menus. As you work with your documents, the menu changes to reflect your current selection. For example, when you select a frame, you see the Frame menu; if you select a drawing, you see the Draw menu.

The menus that change are always in the same location on your menu bar.

Constant Menus

These menus are always available. Click any menu below to see a brief description of each command on that menu.

[File menu](#)

[Edit menu](#)

[View menu](#)

[Create menu](#)

[Page menu](#)

[Window menu](#)

[Help menu](#)

Selection-sensitive menus

The following list shows the menus for the different objects you can select in Word Pro.

[Columns Menu](#)

[Draw menu](#)

[Equation Menu](#)

[Chart Menu](#)

[Frame Menu](#)

[Image Menu](#)

[Object Menu](#)

[Table menu](#)

[Text menu](#)

Checking your format

You can check your document for consistent use of spacing between sentences, correct bulleted lists, and the appearance of acronyms in a paragraph. Format Check also replaces incorrect characters and common typing mistakes.

1. From the Edit menu, choose Proofing Tools, and then choose Check Format.



Format Check finds and highlights the errors and inconsistencies. For each error and inconsistency, Format Check gives the rule that determines the error and the suggested correction for the error.

2. Click the desired command button.

{button ,AL(`H_FORMAT_CHECK_BAR_CS;H_SETTING_FORMAT_CHECK_OPTIONS_STEPS',0)} See related topics

Format Check bar

You can keep the Format Check bar up and active while you work in a document. Every time you start Format Check, you can tell Format Check to use various options.

Format Check finds and highlights the errors and inconsistencies. For each error and inconsistency, Format Check gives the rule that determines the error and the suggested correction for the error.

Button...	What it does...
------------------	------------------------

Replace	Replaces the selected text with the suggested correction and then moves on to the next error. If you edit the error yourself in the document, you correct only this occurrence of the error.
----------------	---

Replace All of Rule	Replaces all formatting errors related to the current rule with the suggested correction. If you edit the error yourself in the document, you correct only this occurrence of the error.
----------------------------	---

Replace All	Replaces all formatting errors in the document. Format Check does not correct any formatting errors of rules you previously skipped.
--------------------	---

Continue Format Check	Resumes at the next error after the insertion point. This button displays when you edit an error yourself in the document rather than choosing the suggestion. If you move the cursor down in the document after editing the error and skip over errors in the process, Format Check will not go back and find the skipped errors.
------------------------------	--

Skip	Skips only this occurrence of the specific formatting error.
-------------	--

Skip All of Rule	Skips all future occurrences of the specific formatting error related to the current rule.
-------------------------	--

Does not skip all format errors in the document.

Options Takes you to the Format Check Options dialog box where you can tell Format Check how to proceed by selecting from a variety of options.

Done Closes the Format Check bar.

{button ,AL('H_CHECKING_YOUR_FORMAT_STEPS;H_WHAT_IS_A_MODELESS_BAR_OVER',0)} [See related topics](#)

Details: Setting Format Check options

Spacing between sentences

Format Check identifies any sentences with the incorrect number of spaces in between them and deletes the extra spaces.

For example, if you select "1 space," Format Check finds any instance of two or more spaces between sentences and changes it to one space.

Bulleted lists

Format Check formats lists by changing dashes and asterisks to typographical bullets. Also, Format Check inserts an indentation between the bullets and the text so that the indentation is consistent for all items in the list. The style of the bullet is the first style for bullets in the CycleKey Setup dialog box.

Acronyms

Format Check decreases the font size of acronyms by 10%.

Proper characters

For example, you can have Format Check replace straight quotes with typographical quotes, or (r) with ®.

Mis-typed correction options

For example, you can have Format Check find double commas and replace them with one comma.

{button ,AL(`H_SETTING_FORMAT_CHECK_OPTIONS_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_CHECKING_YOUR_FORMAT_STEPS;H_SETTING_THE_F8_CYCLEKEY_SEQUENCE_FOR_A_BULLETED_LIST_STEPS',0)} [See related topics](#)

Setting Format Check options

You can check your document for consistent use of spacing between sentences, correct bulleted lists, and the appearance of acronyms in a paragraph. You can also replace incorrect characters and common typing mistakes.

1. From the Edit menu, choose Proofing Tools, and then choose Check Format.



2. Click Options.
3. If you want to check for spacing, select "Check spacing between sentences."
Select the number of spaces you want between sentences, either 1 or 2.
4. If you want to check for true bullets, select "Improve format of bulleted lists."
5. If you want to check for acronyms, select "Improve the appearance of acronyms."
6. In the "Replace with proper character" box, select the characters you want to replace with proper characters.
7. In the "Mis-typed correction options" box, select the formatting errors you want Format Check to correct.
8. Click OK.

{button ,AL(`H_SETTING_FORMAT_CHECK_OPTIONS_DETAILS',1)} [See details](#)

{button ,AL(`H_CHECKING_YOUR_FORMAT_STEPS',0)} [See related topics](#)

Details: Checking your grammar

Word Pro displays the number of errors associated with the current sentence. For example, in this sentence - Those children sits and reads all day -, there is more than one grammatical error. Word Pro highlights the first error and displays 1 of 2 in the "Possible error" box.

Word Pro displays a brief explanation of the rule it used to flag the item in the rule box. You can see a more detailed explanation by clicking Explain.

You can replace the item with Word Pro's suggestion, skip the item, or click in your document to edit the item yourself.

Using Grammar Check with different languages

Word Pro uses the International Proof Reader (IPR) for non-English languages when checking grammar. IPR files should be placed with your other language dictionaries, (for example, where spell and hyphen reside). All languages that ship with Word Pro contain about 10 rule types common to all languages and another 15 or so rule types that are unique to a specific language.

You can use Grammar Check in more than one language in the same document (for example, if you have paragraphs in a language different from the original language), provided the language is installed on your system. If you want to check grammar in a different language, the text must first be marked in that language. To change to a different language, select the desired text, bring up the Text InfoBox, click the Misc tab, and select the desired language in the "Language" box.

When you bring up Grammar Check, the language *at the insertion point* determines the language rules Grammar Check uses, even for paragraphs marked in another language. Grammar Check rules and examples are presented in the language used by Word Pro's dialogs and menus.

Button...	What it does...
------------------	------------------------

Continue	Only displays when you edit an item yourself in the document rather than choosing an alternative in Grammar Check. If you click this button, Grammar Check resumes after the insertion point.
-----------------	--

Replace	Replaces the item with Word Pro's suggestion. This button is only available if Word Pro has a suggestion.
----------------	--

Skip	Skips the item and goes to the next grammatically incorrect item.
-------------	---

Explain	Displays the Rule Explanation dialog box with a more detailed explanation of the grammar error and shows the correct usage of the grammar rule.
----------------	---

Done Closes the Grammar Check bar.

Options Displays the Grammar Options dialog box where you can review and set rule and grammatical style options for Grammar Check.

{button ,AL('H_CHECKING_YOUR_GRAMMAR_STEPS',1)} [Go to procedure](#)

{button ,AL('H_SKIPPING_A_SENTENCE_IN_GRAMMAR_CHECK_STEPS;H_REPLACING_A_SENTENCE_IN_GRAMMAR_CHECK_STEPS;H_DISPLAYING_THE_GRAMMAR_CHECK_EXPLANATION_FOR_AN_ERROR_STEPS',0)} [See related topics](#)

Checking your grammar

1. Place the insertion point where you want to begin.
2. From the Edit menu, choose Proofing Tools, and then choose Check Grammar.



3. Review the grammatically incorrect sentences.
If there is more than one error associated with a sentence, select the error you want to correct in the "Possible error" box.
You can replace the item with Word Pro's suggestion, skip the item, or click in the document to edit the item yourself.
{button ,AL('H_CHECKING_YOUR_GRAMMAR_DETAILS',1)} [See details](#)
 4. Repeat step 3 for each item that Word Pro flags during the Grammar Check process.
 5. To remove the Grammar Check bar from the top of the page, click Done.
 6. Click Close to close the Readability Statistics dialog box.
-

{button ,AL('H_CHECKING_YOUR_GRAMMAR_DETAILS',1)} [See details](#)

{button ,AL('H_SKIPPING_A_SENTENCE_IN_GRAMMAR_CHECK_STEPS;H_REPLACING_A_SENTENCE_IN_GRAMMAR_CHECK_STEPS;H_GRAMMAR_CHECK_OVER',0)} [See related topics](#)

Displaying the Grammar Check explanation for an error

1. Open the desired document.
2. From the Edit menu, choose Proofing Tools, and then choose Check Grammar.



3. When Grammar Check selects a grammatically incorrect item, click Explain.
You can review the details about the error and why Grammar Check selected it.
4. Click OK to continue with Grammar Check.

{button ,AL(^H_GRAMMAR_CHECK_OVER;H_REPLACING_A_SENTENCE_IN_GRAMMAR_CHECK_STEPS;H_SKIPPING_A_SENTENCE_IN_GRAMMAR_CHECK_STEPS',0)} [See related topics](#)

Details: Document Statistics

Displays statistics such as the total word count and the total number of passive sentences. These statistics help you see at a glance whether your document is too long, too passive, or too wordy.

<u>Type of Statistic...</u>	<u>What it means...</u>
Totals	Indicates the total number of words, sentences, and paragraphs in the document, and the number of syllables used in calculating Readability Statistics. Standard writing averages 147 syllables per 100 words.
Averages	Indicates the average number of words per sentence and number of sentences per paragraph in the document. Standard writing averages 17 words per sentence.
Percentages	Indicates the percentage of sentences that contain passive voice instead of active voice. For example, the sentence - The marathon was run by Bryan - is passive. The sentence - Bryan ran the marathon - is active.

{button ,AL('H_VIEWING_READABILITY_STATISTICS_STEPS;H_GRAMMAR_CHECK_OVER;',0)} [See related topics](#)

Flesch Reading Ease Score	Flesch Grade Level	Reading Difficulty
90-100	5th Grade	Very easy
80-89	6th Grade	Easy
70-79	7th Grade	Fairly easy
60-69	8th-9th Grade	Standard
50-59	High School	Fairly difficult
30-49	College	Difficult
0-29	College Graduate	Very difficult

Grammar Check Bar

Word Pro displays the number of errors associated with the current sentence. For example, in this sentence - Those children sits and reads all day - there is more than one grammatical error. Word Pro highlights the first error and displays 1 of 2 in the "Possible error" box.

Word Pro displays a brief explanation of the rule it used to flag the item in the rule box. You can see a more detailed explanation by clicking Explain.

You can replace the item with Word Pro's suggestion, skip the item, or click in your document to edit the item yourself.

<u>Button...</u>	<u>What it does...</u>
Continue	Only displays when you edit an item yourself in the document rather than choosing an alternative in Grammar Check. If you click this button, Grammar Check resumes after the insertion point.
Replace	Replaces the item with Word Pro's suggestion. This button is only available if Word Pro has a suggestion.
Skip	Skips the item and goes to the next grammatically incorrect item.
Explain	Displays the Rule Explanation dialog box with a more detailed explanation of the grammar error and shows the correct usage of the grammar rule.
Done	Closes the Grammar Check bar.
Options	Displays the Grammar Options dialog box where you can review and set rule and grammatical style options for Grammar Check.

Using Grammar Check with different languages

Word Pro uses the International Proof Reader (IPR) for non-English languages when checking grammar. IPR files should be placed with your other language dictionaries, (for example, where spell and hyphenation reside). All languages that ship with Word Pro contain about 10 rule types common to all languages and another 15 or so rule

types that are unique to a specific language.

You can use Grammar Check in more than one language in the same document (for example, if you have paragraphs in a language different from the original language), provided the language is installed on your system. If you want to check grammar in a different language, the text must first be marked in that language. To change to a different language, select the desired text, bring up the Text InfoBox, click the Misc tab, and select the desired language in the "Language" box.

When you bring up Grammar Check, the language *at the insertion point* determines the language rules Grammar Check uses, even for paragraphs marked in another language. Grammar Check rules and examples are presented in the language used by Word Pro's dialogs and menus.

{button ,AL('H_GRAMMAR_CHECK_OVER;H_WHAT_IS_A_MODELESS_BAR_OVER',0)} [See related topics](#)

Overview: Grammar Check

Grammar Check is a grammatical proofing tool that displays as a modeless bar at the top of the workspace.

Grammar Check analyzes your document for possible errors and supplies suggestions and examples for incorrect sentences.

- You can proofread and edit a document for grammar, style, and mechanics.
- You can keep the bar active as you work in your document.
- You can display document and readability statistics.

Using Grammar Check with different languages

Word Pro uses the International Proof Reader (IPR) for non-English languages when checking grammar. IPR files should be placed with your other language dictionaries, (for example, where spell and hyphenation reside). All languages that ship with Word Pro contain about 10 rule types common to all languages and another 15 or so rule types that are unique to a specific language.

You can use Grammar Check in more than one language in the same document (for example, if you have paragraphs in a language different from the original language), provided the language is installed on your system. If you want to check grammar in a different language, the text must first be marked in that language. To change to a different language, select the desired text, bring up the Text InfoBox, click the Misc tab, and select the desired language in the "Language" box.

When you bring up Grammar Check, the language *at the insertion point* determines the language rules Grammar Check uses, even for paragraphs marked in another language. Grammar Check rules and examples are presented in the language used by Word Pro's dialogs and menus.

{button ,AL(^H_CHECKING_YOUR_GRAMMAR_STEPS',0)} [See related topics](#)

Details: Readability Statistics

Displays statistics about the document's readability, such as the Flesch Grade Level and Flesch Reading Ease Score. These statistics help you determine if you are writing at a level your audience can understand.

<u>Type of Statistic...</u>	<u>What it means...</u>
Flesch Grade Level	Flesch Grade Level indicates the Flesch Reading Ease score as a grade level. See the Flesch Scoring Table .
Coleman-Liau Grade Level	Indicates the grade level of the document based on the average number of letters per word and number of sentences per 100 words.
Bormuth Grade Level	Indicates the grade level of the document based on the average number of letters per word and per sentence. These scores indicate grade levels ranging from 6.3 to 11.6.
Flesch Reading Ease Score	Indicates how easy the document is to read based on the number of syllables per word and number of words per sentence. These scores indicate a number between 0 and 100. The higher the score, the easier the document is to read. See the Flesch Scoring Table .
Flesch-Kincaid Score	Indicates the grade level of the document based on the number of syllables per word and number of words per sentence. This score predicts the difficulty of reading technical documents, and is based on Navy training manuals that score in difficulty from 5.5 to 16.3. It meets military readability specifications MIL-M-38784 and DOD-STD-

{button ,AL(`H_VIEWING_READABILITY_STATISTICS_STEPS;H_GRAMMAR_CHECK_OVER;`,`0`)} See related topics

Readability Statistics dialog box

Word Pro displays the Readability Statistics dialog box after you finish reviewing your document for grammatically incorrect sentences. You can view document and readability statistics in the current session of Grammar Check only.

If you edit the document or correct errors manually with the grammar bar displayed, the displayed statistics may be incorrect. For the most accurate reading, check the entire document and skip any errors rather than correcting them.

You can view the following statistics:

[Document Statistics](#)

[Readability Statistics](#)

Replacing a sentence in Grammar Check

You can replace a grammatically incorrect item with Word Pro's suggestion.

1. Place the insertion point where you want to begin.
2. From the Edit menu, choose Proofing Tools, and then choose Check Grammar.



Word Pro finds the first instance of a grammatically incorrect item.

3. Click Replace to exchange the word, phrase, or sentence with Word Pro's suggestion.

You can continue checking your document for grammatically incorrect items, or click Done to remove the Grammar Check bar.

{button ,AL(^H_SKIPPING_A_SENTENCE_IN_GRAMMAR_CHECK_STEPS;H_GRAMMAR_CHECK_OVER;H_DIS
PLAYING_THE_GRAMMAR_CHECK_EXPLANATION_FOR_AN_ERROR_STEPS',0)} [See related topics](#)

Details: Setting options for Grammar Check

Using Grammar Check with different languages

Word Pro uses the International Proof Reader (IPR) for non-English languages when checking grammar. IPR files should be placed with your other language dictionaries, (for example, where spell and hyphenation reside). All languages that ship with Word Pro contain about 10 common rule types and 15 or so rule types that are unique to a specific language.

You can use Grammar Check in more than one language in the same document (for example, if you have paragraphs in a language different from the original language), provided the language is installed on your system. If you want to check grammar in a different language, the text must first be marked in that language. To change to a different language, select the desired text, bring up the Text InfoBox, click the Misc tab, and select the desired language in the "Language" box.

When you bring up Grammar Check, the language *at the insertion point* determines the language rules Grammar Check uses, even for paragraphs marked in another language. Grammar Check rules and examples are presented in the language used by Word Pro's dialogs and menus.

Maximum number of words per sentence

You can specify the maximum number of words you want Word Pro to allow before flagging a sentence for review.

Number of spaces between sentences

You can specify how many spaces you want Word Pro to allow between sentences before flagging a sentence for review.

Flag consecutive prepositional phrases

An example of a sentence using consecutive prepositional phrases is: Dawn's baby pictures are *in a box on the top shelf of the closet in her bedroom*.

<u>Flag...</u>	<u>What it means...</u>
Never	Does not flag sentences that use consecutive prepositional phrases
If 3 or more in a row	Flags sentences that have three or more prepositional phrases in a row
If 4 or more in a row	Flags sentences that have four or more prepositional phrases in a row
If 5 or more in a row	Flags sentences that have five or more prepositional phrases in a row

Flag consecutive nouns

An example of a sentence using consecutive nouns is: The *television movie director* sat quietly watching the actress rehearse the scene.

<u>Flag...</u>	<u>What it means...</u>
Never	Does not flag sentences that use consecutive nouns

If 3 or more in a row	Flags sentences that have three or more nouns in a row
If 4 or more in a row	Flags sentences that have four or more nouns in a row
If 5 or more in a row	Flags sentences that have five or more nouns in a row

Flag split infinitives

Infinitives are a verb's primary form, and the word "to" usually appears with them. For example, **to go** or **to cook**. An example of a sentence using a split infinitive is: He wanted **to secretly and mysteriously leave** the party without the hostess noticing his absence.

<u>Flag...</u>	<u>What it means...</u>
Never	Does not flag sentences that use split infinitives
Always	Flags every sentence that uses split infinitives
If 2 or more intervening words	Flags sentences that have two or more words between an infinitive
If 3 or more intervening words	Flags sentences that have three or more words between an infinitive
If 4 or more intervening words	Flags sentences that have four or more words between an infinitive

Maximum number of identical sentence openers

For consecutive sentences

You can specify how many identical sentence openers you want Word Pro to allow before flagging a sentence for review.

Within 10 sentences

You can specify how many identical sentence openers, within 10 sentences, you want Word Pro to allow before flagging a sentence for review.

{button ,AL('H_SETTING_GRAMMATICAL_STYLE_OPTIONS_FOR_GRAMMAR_CHECK_STEPS',1)} [Go to procedure](#)

{button ,AL('H_GRAMMAR_CHECK_OVER;H_CHECKING_YOUR_GRAMMAR_STEPS;H_SETTING_RULES_FOR_GRAMMAR_CHECK_STEPS',0)} [See related topics](#)

Setting options for Grammar Check

1. From the Edit menu, choose Proofing Tools, and then choose Check Grammar.



2. Click Options.

3. Click the Grammatical Style tab.

4. Select the desired options.

{button ,AL('H_SETTING_GRAMMATICAL_STYLE_OPTIONS_FOR_GRAMMAR_CHECK_DETAILS',1)} [See details](#)

5. To save the selected styles as the default standard, click Save As Default.

6. Click OK.

{button ,AL('H_SETTING_GRAMMATICAL_STYLE_OPTIONS_FOR_GRAMMAR_CHECK_DETAILS',1)} [See details](#)

{button ,AL('H_GRAMMAR_CHECK_OVER;H_SETTING_RULES_FOR_GRAMMAR_CHECK_STEPS',0)} [See related topics](#)

Details: Setting rules for Grammar Check

Grammar check level

Determines how thoroughly Word Pro checks your document.

<u>Option...</u>	<u>What it means...</u>
Full proof	Grammar Check uses the complete rule set.
Quick proof	Grammar Check uses a smaller rule set.

Formality

Determines the rules Word Pro uses to check your document.

<u>Option...</u>	<u>What it means...</u>
Formal	Grammar Check uses all the rules in the "Rule type" box.
Standard	Grammar Check uses most of the available rules in the "Rule type" box.
Informal	Grammar Check uses most of the available rules in the "Rule type" box except those involving jargon, stock phrases and wordy expressions.

Rule type

Lists all available grammar rule options for the specific language.

You can select the options you want to use and then save them as the default rule set which Grammar Check uses for each document.

Description of rule type

When you select an option in the "Rule type" box, its description appears in this box. You can also use the up and down arrow keys to cycle through the description of the rules.

Using Grammar Check with different languages

Word Pro uses the International Proof Reader (IPR) for non-English languages when checking grammar. IPR files should be placed with your other language dictionaries, (for example, where spell and hyphenation reside). All languages that ship with Word Pro contain about 10 rule types common to all languages and another 15 or so rule types that are unique to a specific language.

You can use Grammar Check in more than one language in the same document (for example, if you have paragraphs in a language different from the original language), provided the language is installed on your system. If you want to check grammar in a different language, the text must first be marked in that language. To change to a different language, select the desired text, bring up the Text InfoBox, click the Misc tab, and select the desired language in the "Language" box.

When you bring up Grammar Check, the language *at the insertion point* determines the language rules Grammar Check uses, even for paragraphs marked in another language. Grammar Check rules and examples are presented in the language used by Word Pro's dialogs and menus.

{button ,AL('H_SETTING_RULES_FOR_GRAMMAR_CHECK_STEPS',1)} Go to procedure

Setting rules for Grammar Check

1. From the Edit menu, choose Proofing Tools, and then choose Check Grammar.



2. Click Options.

3. Click the Rules tab.

4. Select the level and formality for the rules.

{button ,AL('H_SETTING_RULES_FOR_GRAMMAR_CHECK_DETAILS',1)} [See details](#)

5. In the "Rule type" box, select and deselect the rules you want Word Pro to apply when checking the grammar in your document.

6. To use the selected rules for future documents, click Save As Default.

7. Click OK.

{button ,AL('H_SETTING_RULES_FOR_GRAMMAR_CHECK_DETAILS',1)} [See details](#)

{button ,AL('H_SETTING_GRAMMATICAL_STYLE_OPTIONS_FOR_GRAMMAR_CHECK_STEPS;H_GRAMMAR_CHECK_OVER',0)} [See related topics](#)

Skipping a sentence in Grammar Check

When Word Pro flags an item that you do not want to replace, you can skip it and go on to the next item.

1. Place the insertion point where you want to begin.
2. From the Edit menu, choose Proofing Tools, and then choose Check Grammar.



Word Pro finds the first instance of a grammatically incorrect item.

3. Click Skip to go to the next item.

You can continue checking your document for grammatically incorrect items, or click Done to remove the Grammar Check bar.

{button ,AL(^H_REPLACING_A_SENTENCE_IN_GRAMMAR_CHECK_STEPS;H_GRAMMAR_CHECK_OVER;H_DISPLAYING_THE_GRAMMAR_CHECK_EXPLANATION_FOR_AN_ERROR_STEPS',0)} [See related topics](#)

Viewing readability statistics

1. Place the insertion point at the beginning of your document.
2. From the Edit menu, choose Proofing Tools, and then choose Check Grammar.



3. Review the document for grammatical errors.
4. Click Done.
Word Pro displays the Readability Statistics dialog box.
5. Click Close.

{button ,AL('H_CHECKING_YOUR_GRAMMAR_STEPS;H_GRAMMAR_CHECK_OVER',0)} [See related topics](#)

Clearing split views

Choose View - Clear All Splits.



Tip

{button ,AL('H_SETTING_A_VIEW_OPTION_STEPS;H_CREATING_SPLIT_VIEWS_OF_YOUR_DOCUMENT_OVER;H_CREATING_SPLIT_VIEWS_OF_YOUR_DOCUMENT_STEPS;H_SYNCHRONIZING_THE_WINDOWS_IN_SPLIT_AND_SPECIAL_VIEWS_STEPS',0)} [See related topics](#)

Clearing split views

You can also clear splits or special views by choosing View - Special Views, selecting "Clear all splits and Special Views," and clicking OK.

Overview: Creating split views of your document

You can split a window into panes, so you can display other parts of your document while you are editing in one or more windows. When you choose a split option from the View menu, Word Pro divides the window into two separate views (panes).

You can split a document two ways:

- Split Left-Right



- Split Top-Bottom



You can create multiple splits of one document and edit your document from any of the views. You can also adjust the size of the panes using the mouse.

When you split the window into multiple panes, you can then select specific view options for each individual pane. For example, one pane can display a full page view and another display the text in draft view.

To synchronize the position of the insertion point in all views of a document, double-click on the view splitter.



{button ,AL('H_SETTING_A_VIEW_OPTION_STEPS;H_CREATING_SPLIT_VIEWS_OF_YOUR_DOCUMENT_STEPS;H_CLEARING_SPLIT_VIEWS_STEPS',0)} [See related topics](#)

Creating split views of your document

1. If you want to split your document left to right, from the View menu, choose Split Left-Right.



2. If you want to split your document top to bottom, from the View menu, choose Split Top-Bottom.



3. Repeat steps 1 or 2 for each split you want to create. Word Pro splits the pane that contains the insertion point.

 Tip

4. If you want to undo the split views you created, from the View menu, choose Clear All Splits.



Note When you clear split views, you will be returned to the view in which your cursor is located.

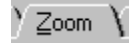
{button ,AL(^H_SETTING_A_VIEW_OPTION_STEPS;H_CLEARING_SPLIT_VIEWS_STEPS;H_CREATING_SPLIT_VIEWS_OF_YOUR_DOCUMENT_OVER;H_SYNCHRONIZING_THE_WINDOWS_IN_SPLIT_AND_SPECIAL_VIEWS_STEPS',0)} [See related topics](#)

Displaying a document in draft view

1. Choose View - Set View Preferences.



2. Click the Zoom tab.



3. Select "Show draft."



4. If you want to make the draft view the default view, select "Make Default."
5. Click OK.

{button ,AL(^H_SETTING_A_VIEW_OPTION_STEPS;H_SETTING_SHOW_HIDE_OPTIONS_USING_THE_VIEW_MENU_STEPS;H_SETTING_UP_THE_DOCUMENT_DISPLAY_STEPS',0)} [See related topics](#)

Displaying a document in draft view

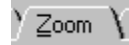
You can also choose View - Draft.

Displaying multiple pages of a document

1. Choose View - Set View Preferences.



2. Click the Zoom tab.





3. Select "View to show multiple pages."
4. Specify how many pages you want to display in the "Pages across screen" box.
5. If you want multiple pages to display every time you open or create a document, select "Make Default."
Your selections remain in effect until you set a new default.
If you do not select "Make Default," the selections take effect for the current document and current session only.
6. Click OK.

{button ,AL(`H_USING_PAGE_SORTER_TO_REORGANIZE_A_DOCUMENT_STEPS;H_SETTING_SPECIAL_VIEWS_OPTIONS_STEPS;H_CREATING_SPLIT_VIEWS_OF_YOUR_DOCUMENT_STEPS;H_SETTING_ZOOM_PREFERENCES_USING_THE_VIEW_MENU_STEPS',0)} [See related topics](#)

If you disable all of the clean screen options, there will be no way to leave clean screen view using your mouse.
To leave clean screen view, press ALT+V on the keyboard to display the View menu, choose Show/Hide, and then choose Clean Screen to exit clean screen view.

Setting a view option

Choose View and then one of the view options.

View option...	What it does...
Layout	Displays a document in WYSIWYG (What You See Is What You Get) view. The document on-screen is a preview of how the document will print.
Draft 	Wraps the document text to the size of the window. Displays document text 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.
Outline	Displays the document in outline view. Document display is similar to draft, with additional tools for contracting, expanding, and moving large blocks of text.
Page Sorter 	Organizes the current document into groups of pages, based on where sections, divisions, and page breaks reside in the document. For example, if you create a ten page document, then insert a page break on page 3 and create a division starting on page 7, the document will contain three groupings in Page Sorter view: 1-3 (first page to page break), 4-6 (page break to new division), 7-10 (new division to the end of the document). You can use the Expand button to view all pages within a group. For example, when expanded, the page range 1-3 displays as 1, 2, and 3. You can use the Collapse button to condense pages in

a group into a page range.
For example, when
collapsed, pages 7, 8, 9, and
10 display as 7-10.

You can reorganize a
document by dragging a
group of pages to a new
location in the document.
Word Pro reorders the
pages.

{button ,AL(^H_USING_PAGE_SORTER_TO_REORGANIZE_A_DOCUMENT_STEPS;H_SETTING_SHOW_HIDE_OPTIONS_USING_THE_VIEW_MENU_STEPS;H_SETTING_SPECIAL_VIEW_OPTIONS_STEPS;H_DISPLAYING_A_DOCUMENT_IN_DRAFT_VIEW_STEPS;';0)} [See related topics](#)

Details: Setting clean screen options

<u>Clean Screen option...</u>	<u>What it does...</u>
Show title bar	Displays the title bar at the top of the Word Pro workspace.
Show menu	Displays the menus across the top of the Word Pro workspace.
Show SmartIcons	Displays the SmartIcons across the top of the Word Pro workspace.
Show status bar	Displays the status bar at the bottom of the Word Pro workspace.
Show vertical scroll bar	Displays the vertical scroll bar along the right side of the Word Pro workspace.
Show horizontal scroll bar	Displays the horizontal scroll bar at the bottom of the Word Pro workspace.
Show return icon	Displays the Return icon in the lower right corner of the Word Pro workspace.

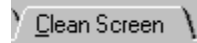
{button ,AL(`H_SETTING_CLEAN_SCREEN_OPTIONS_STEPS',1)} [Go to procedure](#)

Setting clean screen options

1. Choose View - Set View Preferences.



2. Click the Clean Screen tab.



3. Select the options you want to display while working in the clean screen view.
{button ,AL('H_SETTING_CLEAN_SCREEN_OPTIONS_DETAILS',1)} [See details](#)
4. If you want to make these selections the default, select "Make Default."
Your selections remain in effect until you set a new default.
If you do not select "Make Default," the selections take effect for the current document and current session only.
5. Click OK.





Tip

{button ,AL('H_SETTING_CLEAN_SCREEN_OPTIONS_DETAILS',1)} [See details](#)

Details: Setting outline view options

Outline options section

<u>Option...</u>	<u>What it means...</u>
Show outline buttons	Displays buttons on the left side of the document. There are two types of outline buttons:  - division button  - appears on all other paragraphs of text. Buttons also indicate whether there are collapsed levels below them and/or the paragraph is a heading paragraph.
Show level indents	Indents the text on screen according to the outline level.
Show outline button for headings only	Displays buttons for each paragraph that is assigned a heading style.
Show only headings when collapsed to level	Displays only the headings when the outline is collapsed to the highest level.
Wrap within window	Wraps the text to the size of the Word Pro window.

{button ,AL(^H_SETTING_OUTLINE_VIEW_OPTIONS_STEPS',1)} [Go to procedure](#)

{button ,AL(^H_SETTING_A_VIEW_OPTION_STEPS;H_DISPLAYING_OR_HIDING_OUTLINE_TOOLS_STEPS;H_OUTLINE_TOOLS_OVER;H_CREATING_AN_OUTLINE_STYLE_SEQUENCE_STEPS',0)} [See related topics](#)

Setting outline view options

1. Choose View - Set View Preferences.



2. Click the Outline tab.



3. If you want to display outline tools, select "Show outline."
4. Select the outline options you want when displaying outline tools.
{button ,AL(`H_SETTING_OUTLINE_VIEW_OPTIONS_DETAILS',1)} [See details](#)
5. If you want to make these selections the default, select "Make Default."
Your selections remain in effect until you set a new default.
If you do not select "Make Default," the selections take effect for the current document and current session only.
6. Click OK.

{button ,AL(`H_SETTING_OUTLINE_VIEW_OPTIONS_DETAILS',1)} [See details](#)

{button ,AL(`H_SETTING_A_VIEW_OPTION_STEPS;H_DISPLAYING_OR_HIDING_OUTLINE_TOOLS_STEPS;H_OUTLINE_TOOLS_OVER;H_CREATING_AN_OUTLINE_STYLE_SEQUENCE_STEPS',0)} [See related topics](#)

Details: Setting Show/Hide options

<u>Show/Hide option...</u>	<u>What it does...</u>
SmartIcons	Shows or hides the active sets of SmartIcons on the workspace.
Ruler	Shows or hides the ruler at the top of the workspace.
Headers & Footers	Shows or hides the header/footer area of the page.
Clean Screen	Shows or hides the clean screen view of the document.
Review & Comment Tools	Shows or hides the Review & Comment Tools icon bar at its last location.
Internet Tools	Shows or hides the Internet Tools icon bar at its last location.
Misspelled Words	Highlights or unhighlights misspelled words on the page.
Power Field Formulas	Shows or hides power field formulas in your document.
Click Here Prompts	Shows or hides the prompt text for Click Here blocks which have not been filled in. Does not affect Click Here blocks which contain user-provided information.

{button ,AL('H_SETTING_SHOW_HIDE_OPTIONS_USING_THE_VIEW_MENU_STEPS',1)} [Go to procedure](#)
{button ,AL('H_SETTING_A_VIEW_OPTION_STEPS;H_SETTING_ZOOM_LEVELS_USING_THE_VIEW_PREFERENCES_DIALOG_BOX_STEPS;H_SETTING_SPECIAL_VIEW_OPTIONS_STEPS;H_SETTING_OUTLINE_VIEW_OPTIONS_STEPS',0)} [See related topics](#)

Setting Show/Hide options

1. From the View menu, choose Show/Hide.
 2. Choose one of the options.
{button ,AL('H_SETTING_SHOW_HIDE_OPTIONS_USING_THE_VIEW_MENU_DETAILS',1)} [See details](#)
 3. Repeat Steps 1 and 2 for each Show/Hide option you want to select.
-

{button ,AL('H_SETTING_SHOW_HIDE_OPTIONS_USING_THE_VIEW_MENU_DETAILS',1)} [See details](#)
{button ,AL('H_SETTING_A_VIEW_OPTION_STEPS;H_SETTING_ZOOM_LEVELS_USING_THE_VIEW_PREFERENCES_DIALOG_BOX_STEPS;H_SETTING_SPECIAL_VIEW_OPTIONS_STEPS;',0)} [See related topics](#)

Details: Setting Special View options

Special View option...

What it shows...

PageWalker



Displays your document side by side in two views: layout and full page.

Panorama



Displays your document top to bottom in two views: layout and full page. Word Pro displays four pages of your document in full page view, directly below the layout view.

DocSkimmer



Displays your document in three views: draft, outline, and full page. Word Pro displays the draft view in the left half of the Word Pro window, with the outline and full page view from top to bottom on the right side of the window.

Zoomer



Displays your document in three views: draft, layout, and full page. Word Pro displays the draft and layout views side by side on the top half of the Word Pro window, and the full page view directly below. The full page view displays all pages of the document fit to the size of the window.

{button ,AL('H_SETTING_SPECIAL_VIEW_OPTIONS_STEPS',1)} [Go to procedure](#)

{button ,AL('H_SETTING_A_VIEW_OPTION_STEPS;H_USING_PAGE_SORTER_TO_REORGANIZE_A_DOCUMENT_STEPS;H_CREATING_SPLIT_VIEWS_OF_YOUR_DOCUMENT_STEPS;H_CLEARING_SPLIT_VIEWS_STEPS;H_SYNCHRONIZING_THE_WINDOWS_IN_SPLIT_AND_SPECIAL_VIEWS_STEPS',0)} [See related topics](#)

Setting Special View options

1. From the View menu, choose [Special Views](#).
















2. Select a "Special View" option.
{button ,AL('H_SETTING_SPECIAL_VIEW_OPTIONS_DETAILS',1)} [See details](#)
3. If you want to remove the special views and return to the view that is currently active, select "Clear all splits and Special Views."
4. Click OK.

{button ,AL('H_SETTING_SPECIAL_VIEW_OPTIONS_DETAILS',1)} [See details](#)

{button ,AL('H_SETTING_A_VIEW_OPTION_STEPS;H_USING_PAGE_SORTER_TO_REORGANIZE_A_DOCUMENT_STEPS;H_CREATING_SPLIT_VIEWS_OF_YOUR_DOCUMENT_STEPS;H_CLEARING_SPLIT_VIEWS_STEPS;H_SYNCHRONIZING_THE_WINDOWS_IN_SPLIT_AND_SPECIAL_VIEWS_STEPS',0)} [See related topics](#)

Details: Setting up the document display

Display option...	What it means...
<p>Show marks</p> 	<p>You can select whether all, none, or specific marks display in your document. Below is a list of the mark options with a brief description and picture of each.</p> <ul style="list-style-type: none"> • None - displays none of the marks used in the document • All - displays all marks used in the document • Tabs - displays tab marks  • Returns - displays return marks  • Rulers - displays inserted page ruler marks  • Page breaks - displays page break marks  • Section breaks - displays section break marks  • Column breaks - displays column break marks  • Bookmark - displays bookmark marks  • OLE/DDE Marks - displays OLE/DDE link marks • New page styles - displays new page style marks  • Comment marks - displays comment marks  • Anchors - displays frame and table anchor marks 
<p>Show margin guides</p> 	<p>Displays lines representing left and right margins. These lines do not print.</p>
<p>Show margins in color</p>	<p>Displays the margins around the page in color. This option is not available in draft view.</p>
<p>Show parallel column grid lines</p> 	<p>Displays light gray solid lines between parallel columns. These lines do not print.</p>
<p>Show table row/col.</p>	<p>Displays table row and</p>

headings



column headings when your insertion point is in the table. Row headings are identified by numbers and appear along the left side of the table. Column headings are identified by letters of the alphabet and appear from left to right across the top of the table.

Show ruler



Displays a horizontal ruler at the top of the document. This option is not available in draft view.

Show vertical ruler



Displays a vertical ruler at the left side of the workspace. This option is not available in draft view.

Show page gauge



Displays the page gauge indicator when you drag the



vertical scroll box. As you drag the scroll box, the page gauge displays the division (or section) and page number at the current location.

Show table guides



Displays light gray solid lines between table columns and rows. These lines do not print.

Show Click Here Blocks



Displays an area of the document where you can click to type information or insert graphics. These blocks are most commonly used with SmartMasters.

Show misspelled words

Displays misspelled words in a background color so you can easily identify them.

Show graphics



Displays graphics inserted into the document. If you hide the graphic, an X displays inside the frame as a placeholder.

Show divider tabs



Displays division tabs at the top of the document.

Show no-print zone Displays the area of the document in which the current printer cannot print.

In order to see the no-print zone, you must also show margins in color.

The no-print zone appears as a white area around the edge of the document. For example, frames that are located in the no-print zone do not display on screen, and they will not print.

{button ,AL('H_SETTING_UP_THE_DOCUMENT_DISPLAY_STEPS',1)} [Go to procedure](#)

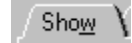
{button ,AL('H_SETTING_A_VIEW_OPTION_STEPS;H_CREATING_SPLIT_VIEWS_OF_YOUR_DOCUMENT_STEPS;H_DISPLAYING_A_DOCUMENT_IN_DRAFT_VIEW_STEPS;H_SETTING_ZOOM_LEVELS_USING_THE_VIEW_PREFERENCES_DIALOG_BOX_STEPS;H_SETTING_CLEAN_SCREEN_OPTIONS_STEPS',0)} [See related topics](#)

Setting up the document display

1. Choose View - Set View Preferences.



2. Click the Show tab.



3. Click the options you want to display when working in a document.
{button ,AL('H_SETTING_UP_THE_DOCUMENT_DISPLAY_DETAILS',1)} [See details](#)
4. If you want to make these selections the default, select "Make Default."
Your selections remain in effect until you set a new default.
If you do not select "Make Default," the selections take effect for the current document and current session only.
5. Click OK.

{button ,AL('H_SETTING_UP_THE_DOCUMENT_DISPLAY_DETAILS',1)} [See details](#)

{button ,AL('H_SETTING_A_VIEW_OPTION_STEPS;H_CREATING_SPLIT_VIEWS_OF_YOUR_DOCUMENT_STEPS;H_DISPLAYING_A_DOCUMENT_IN_DRAFT_VIEW_STEPS;H_SETTING_ZOOM_LEVELS_USING_THE_VIEW_PREFERENCES_DIALOG_BOX_STEPS;H_SETTING_CLEAN_SCREEN_OPTIONS_STEPS',0)} [See related topics](#)

Details: Setting zoom levels

<u>Zoom level...</u>	<u>What it does...</u>
Full Page	Displays the entire page on-screen.
Margin Width	Displays the document so it fills the window without right and left margins.
Page Width	Displays the document so the edges of the page, including the margins, are visible.
75%	Displays the document at 75% magnification.
100%	Displays the document at 100% magnification.
150%	Displays the document at 150% magnification.
200%	Displays the document at 200% magnification.
Custom	Displays the document at the custom magnification level you specify in the "Custom level" box.

{button ,AL(^H_SETTING_ZOOM_LEVELS_USING_THE_VIEW_PREFERENCES_DIALOG_BOX_STEPS',1)} [Go to procedure](#)

{button ,AL(^H_SETTING_ZOOM_PREFERENCES_USING_THE_VIEW_MENU_STEPS;H_SETTING_A_VIEW_OPTION_STEPS;H_SETTING_UP_THE_DOCUMENT_DISPLAY_STEPS',0)} [See related topics](#)

Setting zoom levels

1. From the View menu, choose Set View Preferences.



2. Click the Zoom tab.



3. Select the magnification level or page display for your document from the "Zoom level" box.

{button ,AL(`H_SETTING_ZOOM_LEVELS_USING_THE_VIEW_PREFERENCES_DIALOG_BOX_DETAILS',1)}
[See details](#)

4. If you select "Custom" from the "Zoom level" box, specify the custom percentage in the "Custom level" box.

5. If you want to make this zoom level the default, select "Make Default."

Your selections remain in effect until you set a new default.

If you do not select "Make Default," the selections take effect for the current document and current session only.









6. Click OK.

{button ,AL(`H_SETTING_ZOOM_LEVELS_USING_THE_VIEW_PREFERENCES_DIALOG_BOX_DETAILS',1)} [See details](#)

{button ,AL(`H_SETTING_ZOOM_PREFERENCES_USING_THE_VIEW_MENU_STEPS;H_SETTING_A_VIEW_OPTION_STEPS;H_SETTING_UP_THE_DOCUMENT_DISPLAY_STEPS',0)} [See related topics](#)

Setting zoom preferences

From the View menu, choose one of the zoom options.

<u>Zoom option...</u>	<u>What it does...</u>
Full Page 	Sizes the document so that an entire page is visible.
Standard (100%) 	Displays the document at 100% magnification.
Facing Pages	Displays the document two pages at a time, with odd numbered pages on the right and even numbered pages on the left.
Zoom To -	Displays additional zoom options.
Margin Width 	Displays the document so it fills the window without right and left margins.
Page Width 	Displays the document so the left and right edges of the page including the margins are visible.
75% 	Displays the document at 75% magnification.
150% 	Displays the document at 150% magnification.
200% 	Displays the document at 200% magnification.
Custom Level (xx %) 	Displays the document at the custom magnification level you specify in the View Preferences dialog box.

Other



Displays the View Preferences dialog box where you can choose other zoom options.

{button ,AL(^H_SETTING_ZOOM_LEVELS_USING_THE_VIEW_PREFERENCES_DIALOG_BOX_STEPS;H_DISPLAYING_MULTIPLE_PAGES_OF_A_DOCUMENT_STEPS;H_SETTING_UP_THE_DOCUMENT_DISPLAY_STEPS;H_SETTING_A_VIEW_OPTION_STEPS',0)} [See related topics](#)

Tip: Synchronizing views

In order to synchronize split or special views of a document, double-click the view splitter, located between adjacent windows.



Word Pro moves the insertion point to the same position in the adjacent window.

Details: Using page sorter to reorganize a document

If you have page breaks, divisions, or sections in your document, Page Sorter organizes your document into groups of pages based on where the page breaks, divisions, or sections reside in the document.

Moving pages

If you want to move a group of pages, collapse the pages into a page range before dragging them to the new location.

When you drag and drop pages in Page Sorter view, Word Pro moves all the pages in a grouping. You cannot move pages in Page Sorter view if drag and drop is disabled.


{button ,AL(`H_USING_PAGE_SORTER_TO_REORGANIZE_A_DOCUMENT_STEPS',1)} [Go to procedure](#)


{button ,AL(`H_SETTING_A_VIEW_OPTION_STEPS;H_DRAG_AND_DROP_OVER;H_SETTING_UP_THE_DOCUMENT_DISPLAY_STEPS;H_SETTING_SPECIAL_VIEW_OPTIONS_STEPS;H_USING_THE_PAGE_GAUGE_TO_MOVE_THROUGH_A_DOCUMENT_STEPS',0)} [See related topics](#)

Using page sorter to reorganize a document

1. From the View menu, choose Page Sorter.



2. To display all the pages in a group, click the plus sign  Pages 1-7.

3. To collapse all the pages in a group, click the minus sign  Page 1 on the first page of the group.

4. To move pages or groups of pages, place the insertion point over the page grouping title bar and drag the page to the new location.



When you drag and drop pages in Page Sorter view, Word Pro moves all the pages in a grouping.

5. To return to another view, choose the desired view from the View menu.

{button ,AL(^H_USING_PAGE_SORTER_TO_REORGANIZE_A_DOCUMENT_DETAILS',1)} [See details](#)

{button ,AL(^H_SETTING_A_VIEW_OPTION_STEPS;H_DRAG_AND_DROP_OVER;H_SETTING_UP_THE_DOCUMENT_DISPLAY_STEPS;H_SETTING_SPECIAL_VIEW_OPTIONS_STEPS;H_USING_THE_PAGE_GAUGE_TO_MOVE_THROUGH_A_DOCUMENT_STEPS',0)} [See related topics](#)

View Preferences: Zoom tab



You can display a document in draft view every time you open or create a document, and set how many pages of your document to display.

Use the View Preferences dialog box to set the magnification level or page display for your document.

Choose a task:

[Displaying a document in draft view](#)

[Setting zoom levels](#)

[Displaying multiple pages of a document](#)

Closing all open documents using the Window menu

From the Window menu, choose Close All Windows to close all open documents.



- If you made changes to any open documents, the Save prompt appears for each document and prompts you to save your changes.
- Word Pro closes all open documents and takes you to a clear workspace.

{button ,AL('H_CLOSING_WORD_PRO_STEPS;H_CLOSING_THE_CURRENT_DOCUMENT_USING_THE_FILE_MENU_STEPS;H_CLOSING_THE_CURRENT_DOCUMENT_USING_THE_WINDOW_MENU_STEPS;H_CREATING_A_NEW_DOCUMENT_STEPS;H_OPENING_A_DOCUMENT_STEPS;H_REVERTING_TO_THE_LAST_SAVED_VERSION_STEPS',0)} [See related topics](#)

Closing the current document using the File menu

Choose File - Close to close the current document.



- If you made changes to the document, the Save prompt appears, which allows you to save your changes.
- Word Pro closes the current document and takes you to a clear workspace or to the next open document.

```
{button ,AL(`H_CLOSING_WORD_PRO_STEPS;H_CLOSING_THE_CURRENT_DOCUMENT_USING_THE_WINDOW_MENU_STEPS;H_CLOSING_ALL_OPEN_DOCUMENTS_USING_THE_WINDOW_MENU_STEPS;H_REVERTING_TO_THE_LAST_SAVED_VERSION_STEPS;H_CREATING_A_NEW_DOCUMENT_STEPS;H_OPENING_A_DOCUMENT_STEPS',0)} See related topics
```


Closing the current document using the Window menu

Choose Window - Close Window to close the current document.



Tip

- If you made changes to the document, the Save prompt appears which allows you to save your changes.
- Word Pro closes the current document and takes you to a clear workspace or to the next open document.

{button ,AL('H_CLOSING_WORD_PRO_STEPS;H_CLOSING_THE_CURRENT_DOCUMENT_USING_THE_FILE_MENU_STEPS;H_CLOSING_ALL_OPEN_DOCUMENTS_USING_THE_WINDOW_MENU_STEPS;H_REVERTING_TO_THE_LAST_SAVED_VERSION_STEPS;H_CREATING_A_NEW_DOCUMENT_STEPS;H_OPENING_A_DOCUMENT_STEPS',0)} [See related topics](#)

Closing Word Pro

Choose File - Exit Word Pro to close the Word Pro application.



- If you made changes to any open document, the Save prompt appears for each document and allows you to save your changes.
- Word Pro closes all open documents and takes you back to the Desktop.

{button ,AL(`H_CLOSING_THE_CURRENT_DOCUMENT_USING_THE_FILE_MENU_STEPS;H_CLOSING_THE_CURRENT_DOCUMENT_USING_THE_WINDOW_MENU_STEPS;H_CLOSING_ALL_OPEN_DOCUMENTS_USING_THE_WINDOW_MENU_STEPS',0)} [See related topics](#)

You can also choose File - Close for each open document or you can use the active SmartIcons to close a document.

Closing the Script Editor

In the Script Editor, choose File - Close Script Editor.

{button ,AL(`H_SCRIPTS_OVER;H_RECORDING_A_SCRIPT_OVER;H_PLAYING_A_SCRIPT_STEPS;H_DISPLAYING_THE_SCRIPT_EDITOR_STEPS;H_CREATING_A_NEW_CUSTOM_DIALOG_DIVISION_STEPS',0)} See related topics

Displaying the Dialog Editor

1. Choose Edit - Script & Macros.
2. Choose Show Dialog Editor.

```
{button ,AL(^H_SCRIPTS_OVER;H_RECORDING_A_SCRIPT_OVER;H_RECORDING_A_TASK_WHILE_USING_T  
HE_SCRIPT_EDITOR_STEPS;H_PLAYING_A_SCRIPT_STEPS;H_CLOSING_THE_SCRIPT_EDITOR_STEPS;  
H_CREATING_A_NEW_CUSTOM_DIALOG_DIVISION_STEPS;H_USING_LOTUSSCRIPT_IN_WORD_PRO_O  
VER',0)} See related topics
```

Displaying the Script Editor

1. Choose Edit - Script & Macros.
2. Choose Show Script Editor.

```
{button ,AL(^H_SCRIPTS_OVER;H_RECORDING_A_SCRIPT_OVER;H_RECORDING_A_TASK_WHILE_USING_T  
HE_SCRIPT_EDITOR_STEPS;H_PLAYING_A_SCRIPT_STEPS;H_CLOSING_THE_SCRIPT_EDITOR_STEPS;  
H_CREATING_A_NEW_CUSTOM_DIALOG_DIVISION_STEPS;H_USING_LOTUSSCRIPT_IN_WORD_PRO_O  
VER',0)} See related topics
```

Inputbox dialog box

Enter any requested information and click OK. You can also click Cancel to close the dialog box without entering any information.

Inserting and removing LotusScript objects

LotusScript objects must be available in order to complete this task.

1. Click Browse to locate the LotusScript object file that you want to insert into this document.
2. Select the desired LotusScript object file and click OK.
3. Click OK to insert the object.

To remove an object, select it in the "LSOs included in this file" list and click Remove.

Details: Inserting a script template in a script

Name	Description
Basic - Cut, Copy and Paste	Statements for scripting basic selecting, cutting (copying), and pasting of text.
Basic - Find and Replace	Statements for scripting the Find and Replace feature in Word Pro.
Basic - List fonts	Builds a list of all available fonts in a parallel column format.
Basic - Set Page margins	Statements for scripting basic changes in margin and page layout.
Collection - All layouts	Retrieves all of the layouts in the current division and prints the following information: Layout information, class name, layout name, and editor name.
Collection - All styles	Creates a collection from the ParagraphStyleCollection. Prints the following for the current document: paragraph style name, description, font name, font size, bold=True/False, and TrueType=True/False.
Create a DataSet	Attaches a dataset to the current document and names the dataset.
Create a Timer	Names the timer within Word Pro, sets the interval in seconds, and turns the timer on.
Display a common dialog box	Creates a common File - Open dialog box for the current operating system.
Frame - modify a frame	Modifies an existing frame's layout.
Intermediate - Using Bookmarks	Creates, manipulates, and goes to a bookmark.
Issue a menu/icon command	Issues a menu/icon command to Word Pro.
Menu - Create a new menu item	Creates a new top-level menu item. Also, provides a HitMenu sub to use when a menu item is selected.
Type text	Types text and changes the font. Also shows how to manipulate the current text object.

{button ,AL('H_INSERTING_A_SCRIPT_TEMPLATE_INTO_A_SCRIPT_STEPS',1)} [Go to procedure](#)

Inserting a script template into a script

Use a script template to insert frequently used script code into the current script in the Script Editor.

1. Place the insertion point at the location where you want to insert the template.
2. In the Script Editor, choose Script - Insert Template.
3. Select a script template in the list box.

{button ,AL(`H_INSERTING_A_SCRIPT_TEMPLATE_INTO_A_SCRIPT_DETAILS',1)} [See details](#)

4. Click Insert.

Word Pro places the script code and comments in the current script at the insertion point. You can and will probably want to modify the code that was inserted from the script template because the templates contain example text and/or variable names.

Note For some of the script templates, Word Pro places variable names and comments in the !Globals section under (Declarations). For other templates, you need to move the variables to the !Globals section under (Declarations). The comments that are provided with the templates explain where you should place the variables.

{button ,AL(`H_INSERTING_A_SCRIPT_TEMPLATE_INTO_A_SCRIPT_DETAILS',1)} [See details](#)

{button ,AL(`H_USING_LOTUSSCRIPT_IN_WORD_PRO_OVER;H_DISPLAYING_THE_SCRIPT_EDITOR_STEPS',0)} [See related topics](#)

Details: Playing an Ami Pro 3.x macro

After you convert a macro, you still may not be able to successfully run it. If a macro will not run or will not run properly inside Word Pro, the whole macro or one of its functions may have a compatibility problem. Word Pro may not be able to run a macro for any of the following reasons:

- The function is not supported in Word Pro.

Some Ami Pro functions are not supported in Word Pro at all. For example, the Ami Pro functions ShowStylesBox, HideStylesBox, and ToggleStylesBox are not supported in Word Pro because Word Pro does not use the styles box.

- The function is supported in a different manner in Word Pro.

The majority of Word Pro's interface and functionality is completely different from the interface and functionality of Ami Pro. This difference can lead to macro incompatibility.

The Type function is a good example of how the Word Pro interface and functionality have changed. The Type function is still fully supported in that all keystrokes specified to be typed are still sent to the document to be typed; however, Word Pro responds differently to some keystrokes. For example, in Ami Pro, function keys are used to select a paragraph style, but in Word Pro, function keys are used as CycleKeys. If the Ami Pro macro selects styles using the Type command, it will not have the same functionality in Word Pro.

- Options or parameters of the function are not supported in Word Pro.

In some cases, a macro function is supported, but because of product differences, one or more of the function's options or parameters are not supported. For example, the New function, which creates a new document, is supported in both Ami Pro and Word Pro. However, in Ami Pro, options for the New function include bringing in the contents of a style sheet. In Word Pro, contents of style sheets (SmartMaster templates) are always brought in.

- The function is supported in Word Pro, but cannot be converted.

Occasionally, functionality that is supported by both Ami Pro and Word Pro is not supported by the macro conversion process. Examples of product functionality that may not be converted include master document, table of contents, and index. Because the same functionality can be very different in both products, some required parameters for Word Pro cannot be supplied using the Ami Pro macro language. Therefore, the macro does not convert correctly.

Note When you try to run functions that are not convertible, Word Pro displays a message that indicates that the function is not supported.

- The function uses 16-bit API calls.

Some macros may contain Windows 3.1 API calls. Since Word Pro is a 32-bit, or Windows 95, product, it cannot convert or use 16-bit API calls for two reasons. First, all handles in Windows 95 moved from 16-bit to 32-bit, thus changing the signature for all Windows calls. Second, the way you call a 16-bit DLL differs from the way you call a 32-bit DLL. Therefore, if you have any macros that contain calls to a 16-bit DLL, Word Pro cannot execute the call. For example, if your macro contains DllLoad or DllCall functions, the macro will not run in Word Pro.

Strategies for editing existing macros

If your Ami Pro 3.x macro does not run in Word Pro, open the macro in Word Pro and try one or more of the following:

- Remove any nonsupported functions.
- Remove any 16-bit API calls.
- Verify that all macro parameters and values have equivalent parameters and values in Word Pro.
- Use the SingleStep command to see each statement as it is executed.

If you try to run a macro that creates and formats documents and it does not execute, you can use a Word Pro SmartMaster as a substitute. Because SmartMaster templates can contain Click Here Blocks and because they have the ability to include multiple page layouts, they can replace much of the functionality of this type of macro.

If you try to run a macro that was recorded in Ami Pro and it does not execute, you can rerecord the functionality using the Word Pro Script Editor. A recorded script will play back faster than an Ami Pro 3.x macro, and you will not have to spend time converting it.

{button ,AL('H_PLAYING_AN_AMI_PRO_3X_MACRO_STEPS',1)} [Go to procedure](#)

{button ,AL('H_SCRIPTS_OVER;H_RECORDING_A_SCRIPT_OVER;H_PLAYING_A_SCRIPT_STEPS;H_DISPLAYING_THE_SCRIPT_EDITOR_STEPS',0)} [See related topics](#)

Playing an Ami Pro 3.x macro

Two types of macros that users can create in Ami Pro are recorded macros and coded macros. If a macro is coded using the Ami Pro macro language (if it has Function and EndFunction statements), the user can run it in Word Pro and Word Pro automatically converts the macro to a format that LotusScript can read. If the macro was recorded in Ami Pro, the user must open the macro inside Ami Pro and save it back to a .SMM file before he tries to run it in Word Pro. This process of opening the macro and saving it in Ami Pro creates the Function and EndFunction statements in the recorded macro and makes it possible for Word Pro to convert the macro.

Note If you attempt to play an Ami Pro recorded macro in Word Pro without displaying and saving it in Ami Pro first, Word Pro will display an error message.

1. Choose Edit - Script & Macros.
2. Choose Run.
3. Select "Run script saved in another file."
4. Specify the name of the Ami Pro macro that you want to run in Word Pro.

{button ,AL('H_PLAYING_AN_AMI_PRO_3X_MACRO_DETAILS',1)} [See details](#)

Note After Word Pro converts a macro file, Ami Pro can no longer use it. You should backup a macro to a separate file before you play it in Word Pro.

5. Click OK.
Word Pro displays a message indicating that it is converting the macro.
6. Click Yes.
Word Pro runs the macro.

{button ,AL('H_PLAYING_AN_AMI_PRO_3X_MACRO_DETAILS',1)} [See details](#)

{button ,AL('H_SCRIPTS_OVER;H_RECORDING_A_SCRIPT_OVER;H_PLAYING_A_SCRIPT_STEPS;H_DISPLAYING_THE_SCRIPT_EDITOR_STEPS',0)} [See related topics](#)

Details: Playing a script

Run script saved in the current file

"Main" is the default script that is displayed in the "Run script saved in current file" box. This box lists all functions stored in the !Globals section of the current document.

Run script saved in another file

To run a script saved in another file, you must specify the file name, type an exclamation point (!), and then specify the name of the script that you want to run. If you do not specify the name of a script, Word Pro will run the "Main" script in the file that you specify.

Note You can also play a macro created in Ami Pro but you should first make a copy of the macro and confirm that the macro works in Word Pro.

Debug

If you choose to "Run script saved in the current file," you can choose to run the script in Debug mode.

When you select debug, Word Pro displays the Script Editor and steps through each line of the script so you can see the script commands as they execute.

{button ,AL('H_PLAYING_A_SCRIPT_STEPS',1)} [Go to procedure](#)

{button ,AL('H_SCRIPTS_OVER;H_RECORDING_A_SCRIPT_OVER;H_PLAYING_AN_AMI_PRO_3X_MACRO_STEPS;H_DISPLAYING_THE_SCRIPT_EDITOR_STEPS;',0)} [See related topics](#)

Playing a script

1. From the Edit menu, choose Script & Macros, and then choose Run.
2. To play a script saved in the current file, select "Run script saved in the current file" and specify the name of the function in the script.
To play a script contained in another file, select "Run script saved in another file" and specify the filename, and, if desired, the name of the function in the script.
{button ,AL('H_PLAYING_A_SCRIPT_DETAILS',1)} [See details](#)
3. Click OK.

{button ,AL('H_PLAYING_A_SCRIPT_DETAILS',1)} [See details](#)

{button ,AL('H_SCRIPTS_OVER;H_RECORDING_A_SCRIPT_OVER;H_PLAYING_AN_AMI_PRO_3X_MACRO_STEPS;H_DISPLAYING_THE_SCRIPT_EDITOR_STEPS;H_USING_LOTUSSCRIPT_IN_WORD_PRO_OVER',0)}
[See related topics](#)

Details: Recording a script into another file

To specify a name for the sub, use the following structure:

MYFILE.LWP!MySub

If you do not specify a name for the sub, Word Pro inserts the recorded script in the !Globals section Main of the specified document.

{button ,AL(`H_RECORDING_A_SCRIPT_INTO_ANOTHER_FILE_STEPS',1)} Go to procedure

{button ,AL(`H_SCRIPTS_OVER;H_RECORDING_A_SCRIPT_OVER;H_RECORDING_A_SCRIPT_INTO_THE_ACTIVE_FILE_STEPS;H_RECORDING_A_TASK_WHILE_USING_THE_SCRIPT_EDITOR_STEPS;H_DISPLAYING_THE_SCRIPT_EDITOR_STEPS;H_CREATING_A_NEW_CUSTOM_DIALOG_DIVISION_STEPS',0)} See related topics

Recording a script into another file

1. Choose Edit - Script & Macros.
2. Choose Record Script.
3. Select "Into another file."
4. Specify a file name, and, if desired, type an exclamation point (!) and specify a name for the script.
{button ,AL(`H_RECORDING_A_SCRIPT_INTO_ANOTHER_FILE_DETAILS',1)} [See details](#)
5. Click OK to start recording.
6. Perform any task(s) you want to record.
7. To stop recording, choose Edit - Script & Macros - Stop Recording.

Tip

Word Pro opens the file into which you recorded the script and then opens the Script Editor so you can view and test your recorded script.

{button ,AL(`H_RECORDING_A_SCRIPT_INTO_ANOTHER_FILE_DETAILS',1)} [See details](#)

{button ,AL(`H_SCRIPTS_OVER;H_RECORDING_A_SCRIPT_OVER;H_RECORDING_A_SCRIPT_INTO_THE_ACTIVE_FILE_STEPS;H_RECORDING_A_TASK_WHILE_USING_THE_SCRIPT_EDITOR_STEPS;H_DISPLAYING_THE_SCRIPT_EDITOR_STEPS;H_CREATING_A_NEW_CUSTOM_DIALOG_DIVISION_STEPS;H_USING_LOU_SCRIPT_IN_WORD_PRO_OVER',0)} [See related topics](#)

Details: Recording a script into the active file

If you do not specify a name for the sub, Word Pro inserts the script into the !Globals section Main.

{button ,AL(`H_RECORDING_A_SCRIPT_INTO_THE_ACTIVE_FILE_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_SCRIPTS_OVER;H_RECORDING_A_SCRIPT_OVER;H_PLAYING_A_SCRIPT_STEPS;H_DISPLAYING_THE_SCRIPT_EDITOR_STEPS;H_CLOSING_THE_SCRIPT_EDITOR_STEPS;H_CREATING_A_NEW_CUSTOM_DIALOG_DIVISION_STEPS',0)} [See related topics](#)

Recording a script into the active file

1. Choose Edit - Script & Macros.
2. Choose Record Script.
3. Select "Into this file."
4. Type a name for your script in the box.
{button ,AL(`H_RECORDING_A_SCRIPT_INTO_THE_ACTIVE_FILE_DETAILS',1)} [See details](#)
5. Click OK to start recording.
6. Perform any task(s) you want to record.
7. To stop recording, choose Edit - Script & Macros - Stop Recording.

Tip

The Script Editor opens for you to view and test your recorded script.

{button ,AL(`H_RECORDING_A_SCRIPT_INTO_THE_ACTIVE_FILE_DETAILS',1)} [See details](#)

{button ,AL(`H_SCRIPTS_OVER;H_RECORDING_A_SCRIPT_OVER;H_RECORDING_A_TASK_WHILE_USING_T
HE_SCRIPT_EDITOR_STEPS;H_RECORDING_A_SCRIPT_INTO_ANOTHER_FILE_STEPS;H_DISPLAYING_T
HE_SCRIPT_EDITOR_STEPS;H_CREATING_A_NEW_CUSTOM_DIALOG_DIVISION_STEPS;H_USING_LOTU
SSCRIPT_IN_WORD_PRO_OVER',0)} [See related topics](#)

Overview: Recording a script

The easiest way to learn how LotusScript works in Word Pro is to record a script. When you record a script, Word Pro writes program code that corresponds to the actions you perform in the program, such as creating a frame, changing background colors, setting view preference options, and so on.

Where to record

When you record a script, you can insert the code in three places:

- In the current file
- In a separate file
- In the Script Editor at the current location

For most purposes, you will want to record the script in the current file.

What is recorded

Because Word Pro uses an object-oriented programming language similar to Visual Basic, Word Pro doesn't record keystrokes that correspond to your actions. Instead, Word Pro will record modifications of an object's properties (such as color, width, number of columns, and so on), or calls of an object's methods (such as delete, copy, save, and so on).

When you finish recording your actions, Word Pro displays the LotusScript code that was written. Recording one action may actually require Word Pro to modify several of an object's properties or call several of an object's methods. Recording scripts is a great way to become familiar with all of the objects available in Word Pro. All objects, properties, and methods available in Word Pro are known collectively as the object model.

Note Word Pro does not record mouse movement. If you want to record cursor movement as part of your script, you should use the keyboard.

```
{button ,AL('H_SCRIPTS_OVER;H_RECORDING_A_SCRIPT_INTO_THE_ACTIVE_FILE_STEPS;H_RECORDING_A_TASK_WHILE_USING_THE_SCRIPT_EDITOR_STEPS;H_RECORDING_A_SCRIPT_INTO_ANOTHER_FILE_STEPS;H_PLAYING_A_SCRIPT_STEPS;H_DISPLAYING_THE_SCRIPT_EDITOR_STEPS;H_DISPLAYING_THE_DIALOG_EDITOR_STEPS;H_USING_LOTUSSCRIPT_IN_WORD_PRO_OVER',0)} See related topics
```

Recording a task while using the Script Editor

When you are writing a script and you want to include the LotusScript equivalent of a certain task, but do not know what that equivalent is, you may want to record a script and store it in the Script Editor at the insertion point.

Note This option is only available if the Script Editor is already open.

1. Choose Edit - Script & Macros - Show Script Editor.
2. In the Script Editor, place the insertion point in the desired sub or function at the point where you want to insert the recorded task.
3. Minimize or move the Script Editor.
4. In Word Pro, choose Edit - Script & Macros.
5. Choose Record Script.
6. Select "Into the script editor at the current location."
7. Click OK to start recording.
8. Perform any task(s) you want to record.
9. To stop recording, choose Edit - Script & Macros - Stop Recording.

 Tip

```
{button ,AL(^H_SCRIPTS_OVER;H_RECORDING_A_SCRIPT_OVER;H_PLAYING_A_SCRIPT_STEPS;H_DISPLAYING_THE_SCRIPT_EDITOR_STEPS;H_CLOSING_THE_SCRIPT_EDITOR_STEPS;H_CREATING_A_NEW_CUSTOM_DIALOG_DIVISION_STEPS;H_USING_LOTUSSCRIPT_IN_WORD_PRO_OVER',0)} See related topics
```

Record Script dialog box

When you record a script, you have the option of storing the script as part of the document you are working in or as part of another document.

Choose a task:

[Recording a script into the active file](#)

[Recording a script into another file](#)

[Recording a task while using the Script Editor](#)

Removing a startup script

1. Choose Edit - Script & Macros.
2. Choose Set Startup Scripts.
3. Select the script(s) you want to remove from the "Scripts to run on startup of Word Pro" box.
4. Click Remove.
5. Click OK.

Note Instead of removing scripts from the Set Startup Scripts dialog box, you can choose to disable them in File - User Setup - Word Pro Preferences.

{button ,AL(^H_SCRIPTS_OVER;H_RECORDING_A_SCRIPT_OVER;H_PLAYING_A_SCRIPT_STEPS;H_SETTING_A_STARTUP_SCRIPT_STEPS;H_DISPLAYING_THE_SCRIPT_EDITOR_STEPS',0)} [See related topics](#)

Overview: Scripts

LotusScript is an object-oriented programming language developed by Lotus to give you complete access and control over all the applications in Lotus SmartSuite as well as Lotus Notes.

With LotusScript, you can access and manipulate almost any aspect of Word Pro. You can use LotusScript simply to record and play back a script, or you can go a step further and use the Script Editor to edit scripts and write new ones. You can even create new classes of objects designed specifically for your organization's needs.

LotusScript is similar to the Ami Pro macro language in that both are tools which allow you to record repetitive tasks and play them back as often as necessary. However, LotusScript is a more powerful tool because it puts more of Word Pro in your control.

LotusScript makes it easy to record and play back a series of tasks without having to edit the recorded script. In addition, with the Script Editor, you can associate the scripts you record with specific parts of your document, such as a frame, a Click Here Block, or a table. You can even associate scripts with specific events, such as a keystroke or a mouse click, inside any Word Pro object.

If you use the Lotus [Dialog Editor](#), you can create custom dialog boxes to use with the LotusScript objects and code that you write.

Note To allow you the greatest possible flexibility in your use of LotusScript, Word Pro provides very few safeguards against accidentally deleting or changing files which Word Pro needs to function properly. You should take the time to study the LotusScript language and the Word Pro object model closely before editing or writing scripts with the Script Editor.

```
{button ,AL('H_RECORDING_A_SCRIPT_OVER;H_PLAYING_A_SCRIPT_STEPS;H_PLAYING_AN_AMI_PRO_3X
_MACRO_STEPS;H_DISPLAYING_THE_DIALOG_EDITOR_STEPS;H_DISPLAYING_THE_SCRIPT_EDITOR_S
TEPS;H_USING_LOTUSSCRIPT_IN_WORD_PRO_OVER',0)} See related topics
```


Setting a startup script

1. From the Edit menu, choose Script & Macros, and then choose Set Startup Scripts.
2. Click Browse.
3. Specify a file name in the "File name" box.
4. Click Open to return to the Set Startup Scripts dialog box .
The file name appears in the "Scripts to run on startup of Word Pro" box.
5. Repeat steps 2 - 4 to select another startup script.
6. Click OK.

The script(s) in "Scripts to run on startup of Word Pro" box run each time Word Pro starts.

{button ,AL('H_SCRIPTS_OVER;H_RECORDING_A_SCRIPT_OVER;H_PLAYING_A_SCRIPT_STEPS;H_PLAYING_AN_AMI_PRO_3X_MACRO_STEPS;H_REMOVING_A_STARTUP_SCRIPT_STEPS',0)} [See related topics](#)

Startup Scripts dialog box

A startup script runs each time you start Word Pro.

Choose a task:

[Setting a startup script](#)

[Removing a startup script](#)

You can also click the Recording button in the status bar to stop recording.

Details: Combining divisions or sections

Word Pro uses the division or section at the insertion point as the first one to combine.

Combine

This box lists all divisions or sections in the document by divider tab name.

If you combine divisions, they are separated by an inserted page layout so the page formatting that differs across divisions is preserved. For example, if each division in your document uses a different header, the differences are maintained when you combine the headers.

When you combine divisions, Word Pro uses the SmartMaster of the first selected division.

Note If you combine divisions containing one or more external files, Word Pro automatically converts the external divisions to internal divisions. The combined divisions will no longer reference the external file.

{button ,AL(`H_COMBINING_DIVISIONS_OR_SECTIONS_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_MOVING_A_SECTION_STEPS;H_DIVIDER_TABS_OVER;H_CREATING_A_DIVISION_OVER;H_SETTING_DIVISION_PROPERTIES_STEPS;H_GROUPING_DIVIDER_TABS_STEPS;H_SPLITTING_A_DIVISION_STEPS',0)} [See related topics](#)

Combining divisions or sections

You can combine [divisions](#) with divisions and [sections](#) with sections. But you cannot combine divisions and sections.

You cannot combine non-adjacent divisions or sections, or OLE divisions.

1. Click the right mouse button on an existing division or section divider tab.
2. Choose Combine Divisions or Combine Sections.
{button ,AL(`H_COMBINING_DIVISIONS_OR_SECTIONS_DETAILS',1)} [See details](#)
3. Select the desired divisions or sections.
4. Click OK.

{button ,AL(`H_COMBINING_DIVISIONS_OR_SECTIONS_DETAILS',1)} [See details](#)

{button ,AL(`H_DIVIDER_TABS_OVER;H_CREATING_A_DIVISION_USING_THE_CREATE_MENU_STEPS;H_DIVISIONS_OVER;H_GROUPING_DIVIDER_TABS_OVER;H_SECTIONS_OVER;H_CREATING_A_SECTION_USING_THE_CREATE_MENU_STEPS;H_SPLITTING_A_DIVISION_STEPS',0)} [See related topics](#)

Copying a division

You can copy an entire division including its divider tabs and other structure, or you can simply copy its contents.

To copy just the contents, select the contents and, from the Edit menu, choose Copy.

To copy the entire division, follow these steps:

1. Right-click the desired divider tab.
2. Choose Copy Division.

Word Pro copies the entire division, including any child divisions and sections, to the Clipboard.

Note If you want to move the division, choose Cut Division instead of Copy Division.

3. To paste the division, right-click the desired divider tab and choose Paste Division.

Word Pro pastes the division after the divider tab you clicked.

{button ,AL(^H_COPYING_A_SECTION_STEPS;H_SAVING_AN_INTERNAL_DIVISION_AS_AN_EXTERNAL_FILE_STEPS;H_DELETING_A_SECTION_MARK_STEPS;H_SETTING_DIVISION_PROPERTIES_STEPS;H_COMBINING_DIVISIONS_OR_SECTIONS_STEPS;H_GROUPING_DIVIDER_TABS_STEPS;H_DIVISIONS_OVER;H_SPLITTING_A_DIVISION_STEPS;H_DELETING_A_DIVISION_STEPS';0)} [See related topics](#)

Copying a section

1. Click the right mouse button on the desired section's divider tab and choose Select Section.

Tip

2. Click the right mouse button on the same section's divider tab and choose Copy.
3. Place the insertion point at the place where you want to insert the section.
4. From the Edit menu, choose Paste.



Word Pro pastes the selected text in a new section and displays a section divider tab.

Note You must choose Select Section for Word Pro to recognize that text as a *section*. Text that you select manually is not treated as a section and will be copied and pasted only as text.

{button ,AL(^H_COPYING_A_DIVISION_STEPS;H_DELETING_A_SECTION_MARK_STEPS;H_MOVING_A_SECTION_STEPS;H_DIVIDER_TABS_OVER;H_SETTING_SECTION_PROPERTIES_STEPS;H_GROUPING_DIVIDER_TABS_OVER;H_SECTIONS_OVER',0)} [See related topics](#)

Word Pro lets you select from the most recently used files list. Click OK after you make your selection. You can also click Browse for More Files to select from all files and folders in the Document to Insert as Division dialog box, and then click Open.

Word Pro displays recently used SmartMaster templates. Select the one you want and click OK.

You can also click Browse for More Files to select from the list in the New Division dialog box. Select the one you want and click OK.

If you want to select a SmartMaster template that is not on the list, click Browse for More Files, select the desired folder, and then click Open. Word Pro displays the SmartMasters from the selected folder so you can select one.

Word Pro creates a division by copying the specified web page from the Internet into a new division. Click Open after you specify the URL. At the Insert Division dialog box, select the "Linked to external file" option if you want Word Pro to refresh the internet division contents each time you open the document.

Word Pro creates an OLE division that will launch the OLE server when you click the division's divider tab.

Word Pro creates the division using the standard or default Word Pro SmartMaster.

Create Section dialog box

You can create a new section and specify the name and other properties of the new section.

Choose a task:

[Creating a section using the Create menu](#)

[Changing or suppressing headers and footers](#)

{button ,AL(`H_CREATING_A_SECTION_USING_A_DIVIDER_TAB_STEPS;H_SETTING_SECTION_PROPERTIES
_STEPS;H_COMBINING_DIVISIONS_OR_SECTIONS_STEPS;H_SECTIONS_OVER;H_DELETING_A_SECTIO
N_MARK_STEPS',0)} [See related topics](#)

Details: Creating an OLE division

Use or link to an existing file, or create a new OLE object

If you select this option, you can:

- Select an existing file to link to the division (you cannot link to a Word Pro document).
- Select an existing file to embed in the document (you cannot embed a Word Pro document).
- Create a new object to embed in the document.
- Embed a Java, Active X, or other OLE control as a division in the document.

Note To embed a JavaBean, you must first install the Java Runtime Environment (JRE).

If you select an existing file to link to the division, changes you make to the file outside of Word Pro are reflected in the document each time you open the document. If you select an existing file to embed in the document, changes you make to the file outside of Word Pro are not reflected in the document.

Note Once you have created an OLE division, clicking on the divider tab activates the OLE object's server. In some cases (particularly with OCX controls as divisions), more than one option is available. In this case, you can right-click the division tab to see a menu of options available for the OLE object type.

Embed clipboard data

Word Pro places a copy of the Clipboard data in your document and launches the server application. This option is only available if there is data in the Clipboard, and the application where the data is created supports OLE embedding.

Link to clipboard data

Word Pro creates a link to the Clipboard data and launches the server application. This option is only available if there is data in the Clipboard, and the application where the data is created supports OLE linking.

{button ,AL('H_CREATING_AN_OLE_DIVISION_STEPS',1)} [Go to procedure](#)

{button ,AL('H_CREATING_A_DIVISION_USING_THE_CREATE_MENU_STEPS;H_SETTING_DIVISION_PROPERTIES_STEPS;H_DIVISIONS_OVER;H_DELETING_A_DIVISION_STEPS;H_OBJECT_LINKING_AND_EMBEDDING_OLE_OVER;H_CREATING_A_DIVISION_OVER',0)} [See related topics](#)

Creating an OLE division

1. From the Create menu, choose Division.
2. Click Create OLE Division.



3. Select the desired option for using an entire file or data from the Clipboard.
4. Select whether you want to insert the OLE division before or after the current division.
5. Click OK.

Note If you embedded or linked to Clipboard data, you are finished.

If you chose to use an existing file or create a new one, follow the remaining steps.

6. Select the type of object you want to use for your new OLE division.

If you select "Object," "Control," or "JavaBean," select an object in the "Object type" box.

If you select "Object from a file," specify the file name and click OK, or click Browse and specify the file.

Note When you create a object from a file, you can also specify whether or not you want to create a link to that file. If you link to the file, Word Pro displays any changes made to the original file. If you don't link to the file, Word Pro embeds a copy of the file in the new OLE division.

7. Click OK.

{button ,AL(^H_CREATING_AN_OLE_DIVISION_DETAILS',1)} [See details](#)

{button ,AL(^H_CREATING_A_DIVISION_OVER;H_CREATING_A_DIVISION_USING_THE_CREATE_MENU_STEP
S;H_SETTING_DIVISION_PROPERTIES_STEPS;H_DIVISIONS_OVER;H_OBJECT_LINKING_AND_EMBEDDI
NG_OLE_OVER',0)} [See related topics](#)

Overview: Creating a division

Divisions can contain:

- Text, frames, tables, and sections
- Other divisions
- External files
- Internet files
- OLE objects

Division contents can either be internal text in a document or external files that you link to a document. Divisions cannot contain both text and other divisions with text, just one or the other.

Divisions function as documents within documents and always start on a new page.

If you create a division that links to an external file, your original document becomes a master document. The file name appears on its division divider tab.

```
{button ,AL('H_CREATING_A_DIVISION_USING_THE_CREATE_MENU_STEPS;H_CREATING_A_DIVISION_USING_A_DIVIDER_TAB_STEPS;H_DIVISIONS_OVER;H_SETTING_DIVISION_PROPERTIES_STEPS;H_COMBINING_DIVISIONS_OR_SECTIONS_STEPS;H_DELETING_A_DIVISION_STEPS;H_GROUPING_DIVIDER_TABS_OVER;H_SPLITTING_A_DIVISION_STEPS;H_UPDATING_THE_CONTENTS_OF_A_HEADER_OR_FOOTER_IN_ALL_DIVISIONS_STEPS;H_COPYING_A_DIVISION_STEPS',0)} See related topics
```


Creating a division using a divider tab

Creating a "Quick Division" automatically places a new division that uses the default SmartMaster immediately after the current division.

1. Click the right mouse button on an existing division divider tab.
2. Choose Create Quick Division.

 Tip

{button ,AL('H_CREATING_A_DIVISION_USING_THE_CREATE_MENU_STEPS;H_CREATING_A_DIVISION_OVER;H_SETTING_DIVISION_PROPERTIES_STEPS;H_COMBINING_DIVISIONS_OR_SECTIONS_STEPS;H_DIVISIONS_OVER;H_DELETING_A_DIVISION_STEPS;H_GROUPING_DIVIDER_TABS_OVER;H_SPLITTING_A_DIVISION_STEPS;H_COPYING_A_DIVISION_STEPS',0)} [See related topics](#)

Details: Creating a division using the Create menu

The options are:

- Insert division:
 - After current division
 - Before current division
 - At insertion point - If no text is selected, splits the current division into two divisions. The options you previously chose are ignored. If text is selected, Word Pro creates a new division from the selected text, with its own divider tab.
- Selected file will be:
 - Inserted into current document - Word Pro copies the file into the desired location and names the new division with the name of the inserted document. If you make changes to the original file, they do not reflect in the copied division, and vice-versa.
 - Linked to external file - *This option only appears when you insert an existing document or Internet file.* Word Pro opens the external file and names the new division with the same name as the linked document. You can change the external file, either in the parent document or in the file itself, and the changes will appear in the other location.

{button ,AL(`H_CREATING_A_DIVISION_USING_THE_CREATE_MENU_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_CREATING_A_DIVISION_USING_A_DIVIDER_TAB_STEPS;H_SETTING_DIVISION_PROPERTIES_STEPS;H_COMBINING_DIVISIONS_OR_SECTIONS_STEPS;H_DELETING_A_DIVISION_STEPS;H_GROUPING_DIVIDER_TABS_OVER;H_DIVISIONS_OVER;H_CREATING_A_DIVISION_OVER;H_UPDATING_THE_CONTENTS_OF_A_HEADER_OR_FOOTER_IN_ALL_DIVISIONS_STEPS',0)} [See related topics](#)

Creating a division using the Create menu

1. From the Create menu, choose [Division](#).



2. Select from the following options.

Preview displays the format so you can see it before you click OK.

- [Create a Division from an Existing Document](#)
- [Create a Division Using a SmartMaster](#)
- [Create Plain Division](#)
- [Create OLE Division](#)
- [Internet](#)

3. Choose where you want the division inserted in the document.
4. Click OK.

{button ,AL('H_CREATING_A_DIVISION_USING_THE_CREATE_MENU_DETAILS',1)} [See details](#)

{button ,AL('H_CREATING_A_DIVISION_USING_A_DIVIDER_TAB_STEPS;H_DIVISIONS_OVER;H_CREATING_A_DIVISION_OVER;H_CREATING_AN_OLE_DIVISION_STEPS;H_SETTING_DIVISION_PROPERTIES_STEPS;H_COMBINING_DIVISIONS_OR_SECTIONS_STEPS;H_DELETING_A_DIVISION_STEPS;H_SPLITTING_A_DIVISION_STEPS;H_UPDATING_THE_CONTENTS_OF_A_HEADER_OR_FOOTER_IN_ALL_DIVISIONS_STEPS',0)} [See related topics](#)

Creating a section using a divider tab

When you create a Quick Section, Word Pro starts the new section at the insertion point and begins the section on the next page.

1. Click the right mouse button on an existing section divider tab.

 Tip

2. Choose Quick Section.

{button ,AL('H_SETTING_SECTION_PROPERTIES_STEPS;H_COMBINING_DIVISIONS_OR_SECTIONS_STEPS;H_SECTIONS_OVER;H_DIVIDER_TABS_OVER;H_DELETING_A_SECTION_MARK_STEPS;H_CREATING_A_SECTION_USING_THE_CREATE_MENU_STEPS',0)} [See related topics](#)

Details: Creating a section using the Create menu

Start section

The options are:

- Within column - Creates a new section at the insertion point. Use this option when you want to create a section within a newspaper column without changing the page layout. This option does not balance the contents of the column.
- Within page - Creates the new section at the insertion point.
- On next page - Creates the new section at the insertion point, and inserts a page break so text following the insertion point appears on the new page.
- On odd page - Starts the new section at the insertion point and ensures that the section starts on the next odd page. If the insertion point is already on an odd page, Word Pro creates a filler page.
- On even page - Starts the new section at the insertion point and ensures that the section starts on the next even page. If the insertion point is already on an even page, Word Pro creates a filler page.

Show divider tab

This option is selected by default. You can deselect this option to hide a specific division while leaving the others visible.

Note If you hide a divider tab, you can only display it again through TeamSecurity or LotusScript. To display a divider tab that you've hidden, you must first reveal all the hidden tabs.

- From the File menu, choose TeamSecurity, and then click the Other Protection tab.
- Select the "Display all division tabs in document" option and click OK.
- Once you can see the hidden tab, you must right-click the divider tab, choose Section Properties, and then select the "Show divider tab" option to show that tab.
- Finally, return to TeamSecurity and deselect the "Display all division tabs in document" option.

Divider tab color

Sets the color of the section's divider tab.

```
{button ,AL(^H_CREATING_A_SECTION_USING_THE_CREATE_MENU_STEPS',1)} Go to procedure  
{button ,AL(^H_CREATING_A_DIVISION_USING_THE_CREATE_MENU_STEPS;H_SETTING_SECTION_PROPERTIES_STEPS;H_COMBINING_DIVISIONS_OR_SECTIONS_STEPS;H_SECTIONS_OVER;H_GROUPING_DIVIDER_TABS_OVER;H_CREATING_A_SECTION_USING_A_DIVIDER_TAB_STEPS',0)} See related topics
```

Creating a section using the Create menu

1. From the Create menu, choose Section.



2. Specify a name in the "Section name" box.
3. In the "Start section" box, select a starting point for the section.
4. Select a page style in the "Page style for section" box.
5. If you want the section's divider tab to display, select "Show divider tab."
6. Select a color from the "Divider tab color" box.
7. If you want the header and footer text from the preceding division or section to appear in the new section, select the options.

If the header or footer options are not checked, the headers and footers reset to blank.

8. Click OK.

{button ,AL(^H_CREATING_A_SECTION_USING_THE_CREATE_MENU_DETAILS',1)} [See details](#)

{button ,AL(^H_CREATING_A_DIVISION_USING_THE_CREATE_MENU_STEPS;H_SECTIONS_OVER;H_CREATING_AN_OLE_DIVISION_STEPS;H_SETTING_SECTION_PROPERTIES_STEPS;H_COMBINING_DIVISIONS_OR_SECTIONS_STEPS;H_DELETING_A_SECTION_MARK_STEPS;H_GROUPING_DIVIDER_TABS_OVER;H_CREATING_A_SECTION_USING_A_DIVIDER_TAB_STEPS',0)} [See related topics](#)

Deleting a division

You cannot delete a division if it is the only division in the document.

1. Click the right mouse button on the desired divider tab.
2. Choose Delete Division.

Word Pro deletes the division contents, any child divisions, and any sections contained in the original division.

{button ,AL(^H_SAVING_AN_INTERNAL_DIVISION_AS_AN_EXTERNAL_FILE_STEPS;H_DELETING_A_SECTION_MARK_STEPS;H_SETTING_DIVISION_PROPERTIES_STEPS;H_COMBINING_DIVISIONS_OR_SECTIONS_STEPS;H_GROUPING_DIVIDER_TABS_STEPS;H_DIVISIONS_OVER;H_SPLITTING_A_DIVISION_STEPS;H_COPYING_A_DIVISION_STEPS',0)} [See related topics](#)

Deleting a section mark

Deleting a section mark does not delete contents in the section.

1. Click the right mouse button on an existing section divider tab.

 **Tip**

2. Choose Delete Section Mark.

Any contents in the section moves back up to the section or division preceding the deleted section mark.

{button ,AL(^H_MOVING_A_SECTION_STEPS;H_SETTING_SECTION_PROPERTIES_STEPS;H_COMBINING_DIVISIONS_OR_SECTIONS_STEPS;H_SECTIONS_OVER;H_DELETING_A_DIVISION_STEPS;H_GROUPING_DIVIDER_TABS_STEPS',0)} [See related topics](#)

Displaying and hiding divider tabs

1. To display divider tabs, from the View menu, choose Set View Preferences.



2. Click the Show tab.

3. Select "Show divider tabs."

4. To hide divider tabs, you can repeat steps 1 and 2 and deselect "Show divider tabs."

5. Click OK.

You can also click the tab icon at the top of the vertical scroll bar to display or hide divider tabs.



{button ,AL('H_SCROLLING_DIVIDER_TABS_STEPS;H_REORGANIZING_A_DOCUMENT_USING_DIVIDER_TABS_STEPS;H_DIVIDER_TABS_OVER;H_GROUPING_DIVIDER_TABS_STEPS',0)} [See related topics](#)

You can also show or hide individual divider tabs by choosing File - Document Properties, choosing Division or Section (depending on the type of tab), and selecting or deselecting "Show divider tab."

Overview: Divider tabs

Divider tabs represent divisions and sections in a document. They can be used to structure a document and reveal its organization at a glance. Word Pro does not display divider tabs by default; you can display them by clicking the icon on your workspace.



You can use several Word Pro features with divider tabs:

<u>Feature...</u>	<u>What it does...</u>
Dragging a divider tab	Reorganizes a document by moving the division or section anywhere you want.
Clicking a divider tab	Immediately brings that page forward, no matter how far down in the document.
Double-clicking a divider tab	Expands a divider tab so you can edit the name.
Clicking the right mouse button on a division divider tab	Brings up a menu list for a division from which you can choose division functions. If the division is an OLE division, there may be a few OLE-related options on this menu.
Clicking the right mouse button on a section divider tab	Brings up a menu list for a section from which you can choose section functions, such as Section Properties, Cut, Copy, Paste, Quick Section, New Section, Combine Section, Select Section, and Delete Section Mark.

You can create many divisions and sections in a document, each with its own divider tab. Divider tabs do not print in a document.

You can import or link external files into a document. When you import an external file, Word Pro places a copy of the file in its own division in the main document. When you link to an external file, the file appears in its own division and any changes you make to the file outside of Word Pro are reflected in the document each time you open the document.

When you import or link an external file, Word Pro displays the file name on a group divider tab and displays the external file's division and section tabs in the group.

{button ,AL('H_SECTIONS_OVER;H_DIVISIONS_OVER;H_DISPLAYING_AND_HIDING_DIVIDER_TABS_STEPS;H_GROUPING_DIVIDER_TABS_OVER',0)} [See related topics](#)

Overview: Divisions

Documents can contain divisions and sections. Divisions are subdivisions of a document that function as documents within documents. Divisions can contain either text or other divisions with text, not both. Each division uses its own SmartMaster template.

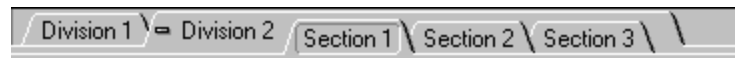
Features such as page numbering, table of contents, and index can be specific to a division or span across all divisions.

Divisions can contain:

- Text, frames, tables, and sections
- Other divisions
- External files
- Internet files
- OLE objects

Using external files

If you create a division that links to an external file, your original document becomes a master document. The external files become divisions in the master document. You can display and name the divider tabs for divisions. For information about master documents, see Overview: Master documents.



Linking to an external file creates a division which opens the original external file when the division is activated. When you make changes in the division, those changes are also reflected in the external file.

Inserting an external file into a document creates a division containing a copy of the file. The original file is not referenced after it is inserted. This does not create a master document.

You can import and unlink an external division. This creates an internal division in the document. The original file is no longer referenced by the parent document.

You can save an internal division as a separate file. When you do this, the division's contents are removed from the original document, and placed in an external file. The division becomes an external division, and the document then becomes a master document.

Using styles in a division

You can apply a SmartMaster template to a division, to an entire document, or to all divisions in a document. Even if you assign the same SmartMaster to more than one division, each division keeps its own copy of the SmartMaster. As a result, when you create a style in one division, you do not have to create it in all divisions. If you redefine a style in one division, you can restrict the changes to that division or apply the changes across all divisions. You can also copy styles across divisions.

Naming or renaming divisions

You can name or rename a division to help organize and partition the document. Division names are useful for bookmarks, power fields, and page numbering text, as well as for divider tabs.

{button ,AL('H_CREATING_A_DIVISION_USING_THE_CREATE_MENU_STEPS;H_DIVIDER_TABS_OVER;H_SECTIONS_OVER;H_CREATING_A_DIVISION_USING_A_DIVIDER_TAB_STEPS;H_CREATING_AN_OLE_DIVISION_STEPS;H_SETTING_DIVISION_PROPERTIES_STEPS;H_GROUPING_DIVIDER_TABS_OVER;H_SPLITTING_A_DIVISION_STEPS',0)} [See related topics](#)

Division Properties dialog box

You can specify the name of a division as well as its starting point, divider tab color, and page style. If the division is derived from an external file, you can set TeamSecurity, versioning, and other external file options. You can also save the division as a separate Word Pro document or in another file format.

Choose a task:

[Setting division properties](#)

[Saving an internal division as an external file](#)

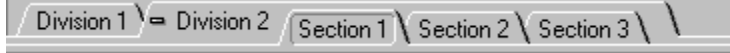
{button ,AL('H_CREATING_A_DIVISION_USING_THE_CREATE_MENU_STEPS;H_CREATING_A_DIVISION_USING_A_DIVIDER_TAB_STEPS;H_COMBINING_DIVISIONS_OR_SECTIONS_STEPS;H_DIVISIONS_OVER;H_DELETING_A_DIVISION_STEPS;H_DIVIDER_TABS_OVER';0)} [See related topics](#)

Expanding or collapsing divider tabs

1. Click the plus sign to display all divider tabs under the parent tab.



When you expand the parent divider tab containing a group, its plus sign becomes a minus sign.



Tip

2. Click the minus sign to contract the tabs.



Word Pro displays just the parent tab.

{button ,AL('H_CREATING_A_DIVISION_USING_A_DIVIDER_TAB_STEPS;H_CREATING_A_SECTION_USING_A_DIVIDER_TAB_STEPS;H_DIVIDER_TABS_OVER;H_GROUPING_DIVIDER_TABS_OVER;H_REORGANIZING_A_DOCUMENT_USING_DIVIDER_TABS_OVER;H_DISPLAYING_AND_HIDING_DIVIDER_TABS_STEPS',0)}
[See related topics](#)

You can click the right mouse button on a divider tab and choose Expand Grouped Divisions or Collapse Nested Group. These menu items toggle between expanding and contracting the tabs.

Overview: Grouping divider tabs

Some documents can grow so large that individual divider tabs are not enough to organize their content. To help you organize long documents, Word Pro allows you to group division tabs under a single divider tab, known as a parent tab. The only function of a parent tab is to provide a grouping tool for divisions. Once created, a parent tab can be expanded or collapsed to show or hide its division tabs, making it easier to navigate large documents.

Note Sections can only exist as part of a division. Therefore, if you drag a section tab onto a parent tab, Word Pro creates a new division under the parent tab and stores the section in the new division.

	<u>Uses tabs for...</u>	<u>Type of content...</u>	<u>Cannot contain...</u>
Parent division	Grouping division tabs.	None. (For organizational purposes only.)	Text, graphics, sections, and so on.
Division	Organizing the contents of a document.	Anything including sections, text, graphics, and so on.	Other divisions.
Section	Organizing the contents of a division.	Text, graphics, and so on.	Divisions or other sections.

The procedure is described in [Grouping divider tabs](#), but there are a few things to keep in mind.

- You can create a parent tab from the right mouse menu of any division tab.
- When you create the parent tab, the division tab you use becomes a child of the new parent tab.
- After you create a parent tab, you can drag other division tabs onto the parent tab.
- You can rearrange, add, or remove division tabs at any time.
- When you drag a parent tab to a new location, all its divisions move with it.
- You must keep at least one division tab in the parent tab at all times. If you remove the last division tab, the parent tab is destroyed.

{button ,AL(^H_CREATING_A_DIVISION_USING_A_DIVIDER_TAB_STEPS;H_CREATING_A_SECTION_USING_A_DIVIDER_TAB_STEPS;H_GROUPING_DIVIDER_TABS_STEPS;H_DISPLAYING_AND_HIDING_DIVIDER_TABS_STEPS;H_REORGANIZING_A_DOCUMENT_USING_DIVIDER_TABS_OVER;H_DIVIDER_TABS_OVER',0)}
[See related topics](#)

Grouping divider tabs

1. Click the right mouse button on an existing division divider tab.
2. Choose Group Divisions.

Word Pro makes a group by creating a new (parent) division tab that contains the division on which you clicked. When you group a division, any group it contains also moves into the parent. You can drag additional groups and divisions into the new parent division. When you click the parent division tab, the insertion point moves to the beginning of the first division or section in the parent division.

```
{button ,AL(^H_CREATING_A_DIVISION_USING_A_DIVIDER_TAB_STEPS;H_DIVIDER_TABS_OVER;H_CREATING_A_SECTION_USING_A_DIVIDER_TAB_STEPS;H_DISPLAYING_AND_HIDING_DIVIDER_TABS_STEPS;H_REORGANIZING_A_DOCUMENT_USING_DIVIDER_TABS_OVER;H_GROUPING_DIVIDER_TABS_OVER',0)}  
See related topics
```

Moving a section

1. Click the right mouse button on the desired section's divider tab and choose Select Section.

Tip

2. Click the right mouse button on the same section's divider tab and choose Cut.

3. Place the insertion point in the document where you want to move the section.

4. From the Edit menu, choose Paste.



Word Pro places the section at the insertion point and displays a new section divider tab.

{button ,AL(^H_DIVIDER_TABS_OVER;H_SECTIONS_OVER;H_SETTING_SECTION_PROPERTIES_STEPS;H_GROUPING_DIVIDER_TABS_OVER;H_DELETING_A_SECTION_MARK_STEPS;H_COPYING_A_SECTION_STEPS',0)} [See related topics](#)

You can double-click the divider tab and type the new name.

You can also click the right mouse button on the division or section's divider tab, choose Division Properties or Section Properties, type a new name in the box, and click OK.

Naming or renaming a division or section

1. Place the insertion point in the desired division or section.
2. Choose File - Document Properties.
3. Choose Division.



If you want to rename a section, choose Section.



Tip

4. Specify a new name in the "Division name" box.
If you are renaming a section, specify a new name in the "Section name" box.
5. Click OK.

{button ,AL(^H_DIVIDER_TABS_OVER;H_SETTING_DIVISION_PROPERTIES_STEPS;H_SETTING_SECTION_PROPERTIES_STEPS;H_GROUPING_DIVIDER_TABS_OVER;H_DISPLAYING_AND_HIDING_DIVIDER_TABS_STEPS',0)} [See related topics](#)

Other items on the right mouse menu include Create New Division, which opens the Create Division dialog box, and Create Division from Selected Text, which places selected text into its own division.

Overview: Reorganizing a document using divider tabs

You can drag division and section divider tabs to reorganize the document.

You can move one or more division divider tabs inside another division. You can move one or more section divider tabs next to other sections, inside or outside the current division.

If you drag a parent divider tab, all divider tabs under it move as a group.

{button ,AL(^H_DIVIDER_TABS_OVER;H_EXPANDING_OR_COLLAPSING_A_GROUP_OR_NEST_OF_DIVIDER_TABS_STEPS;H_REORGANIZING_A_DOCUMENT_USING_DIVIDER_TABS_STEPS;H_GROUPING_DIVIDER_TABS_OVER;H_DRAG_AND_DROP_OVER;H_DISPLAYING_AND_HIDING_DIVIDER_TABS_STEPS',0)} See related topics

Reorganizing a document using divider tabs

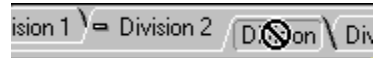
1. Place the mouse pointer on the divider tab.

 Tip

2. Click and drag the divider tab to the desired location.

Follow the graphics to see where you can and cannot drop the tab.

- If you see this graphic, you cannot drop a tab into that place.



- If you see this graphic, you can drop it at that location.



{button ,AL('H_DIVIDER_TABS_OVER;H_COMBINING_DIVISIONS_OR_SECTIONS_STEPS;H_GROUPING_DIVIDER_TABS_STEPS;H_EXPANDING_OR_COLLAPSING_A_GROUP_OR_NEST_OF_DIVIDER_TABS_STEPS;H_DISPLAYING_AND_HIDING_DIVIDER_TABS_STEPS;H_REORGANIZING_A_DOCUMENT_USING_DIVIDER_TABS_OVER',0)} [See related topics](#)

Saving an internal division as an external file

Saving a division as an external file creates a master document. You can edit the contents of the external division, either in the original document or in the new file, and changes will appear in both places.

1. Click the right mouse button on a division divider tab and choose Division Properties.



Tip

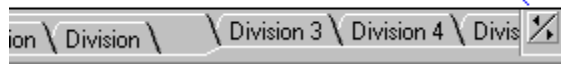
2. The current division name displays in the "Division name" box. You can change the name of the division by typing a new name.
3. Click Save as File.
4. Specify a name and location for the external file in the Save Copy As dialog box.
5. Click Save to return to the Division Properties box.
6. Click OK.

{button ,AL(^H_SETTING_DIVISION_PROPERTIES_STEPS;H_COMBINING_DIVISIONS_OR_SECTIONS_STEPS;H_REORGANIZING_A_DOCUMENT_USING_DIVIDER_TABS_STEPS;H_DELETING_A_DIVISION_STEPS;H_MASTER_DOCUMENTS_OVER;H_CREATING_A_MASTER_DOCUMENT_STEPS;H_DIVISIONS_OVER',0)}
[See related topics](#)

Scrolling divider tabs

- Click the arrows on the right of the divider tab area to review divider tabs that cannot fit on the page.

Tab Scroller



- If the divider tabs fit on the page, the arrows are dimmed.

```
{button ,AL('H_DISPLAYING_AND_HIDING_DIVIDER_TABS_STEPS;H_REORGANIZING_A_DOCUMENT_USING_DIVIDER_TABS_STEPS;H_GROUPING_DIVIDER_TABS_OVER;H_DIVIDER_TABS_OVER;H_CREATING_A_DIVISION_USING_A_DIVIDER_TAB_STEPS;H_CREATING_A_SECTION_USING_A_DIVIDER_TAB_STEPS',0)}
```

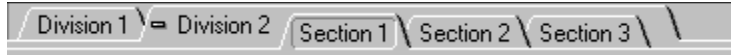
[See related topics](#)

Overview: Sections

Just as a document can be comprised of one or more divisions, a division can be comprised of one or more sections. Sections allow you to group text and other content within a division.

Section tabs and marks

Each section has its own section tab which you can hide or display independently of other section tabs. Section tabs are grouped within their respective division tabs, as seen in the picture below.



In addition to the section tab, Word Pro inserts a section mark in your document at the beginning of each section. These section marks will only display if you've chosen the "Show marks" option in View Preferences.

Section formatting

You can use a section to start a new page layout on the same page or a new page. For example, you can start a page with a 2-column layout and then insert a new section with a 3-column layout and finish the page with a section which uses a 1-column layout. Sections can start anywhere within the body of a document, even in the middle of a page. You can use a section to restart page numbering, use new headers and footers, and build a table of contents.

Section styles

Paragraph, table, and other styles are all derived from a SmartMaster template. The SmartMaster is assigned at the division level. Therefore, all the sections in a division get their styles from the division.

{button ,AL(^H_CREATING_A_SECTION_USING_THE_CREATE_MENU_STEPS;H_CREATING_A_SECTION_USING_A_DIVIDER_TAB_STEPS;H_DIVIDER_TABS_OVER;H_DIVISIONS_OVER;H_SETTING_SECTION_PROPERTIES_STEPS',0)} [See related topics](#)

Details: Setting division properties

Division name

If you change the name of the current division, the new name displays on the divider tab, if divider tabs are displayed when you click OK.

Page style for division

You can select the page style you want to use for the division.

Start division

The options are:

- On next page
- On odd page (If the preceding division ends on an odd page, Word Pro inserts a filler page so this division starts on an odd page.)
- On even page (If the preceding division ends on an even page, Word Pro inserts a filler page so this division starts on an even page.)

Show divider tab

This option is selected by default. You can deselect this option to hide a specific division while leaving the others visible.

Note If you hide a divider tab, you can only display it again through TeamSecurity or LotusScript. To display a divider tab that you've hidden, you must first reveal all the hidden tabs.

- From the File menu, choose TeamSecurity, and then click the Other Protection tab.
- Select the "Display all division tabs in document" option and click OK.
- Once you can see the hidden tab, you must right-click the divider tab, choose Division Properties, and then select the "Show divider tab" option to show that tab.
- Finally, return to TeamSecurity and deselect the "Display all division tabs in document" option.

Divider tab color

If you use highlight color for a division divider tab that has other divider tabs grouped underneath it, the color of this tab appears behind all other group member divider tabs.

External file options

<u>Command button...</u>	<u>What it does...</u>
Browse	Allows you to browse through all files and select the one you want. Click Save to return to the Division Properties dialog box. This option replaces the current external division with the file you select. If you made changes to the original external division, you will have an opportunity to save them.
Versions	Allows you to establish different versions for this division.
TeamSecurity	Allows you to set editing rights and access options for the division.
Document Properties	Allows you to set general document properties for the division.
Import & Unlink	This button appears if an external file is linked to the division. If you click this button, the file is imported into the document. Once you import the file, changes to the

original file are no longer reflected in the document.

{button ,AL('H_SETTING_DIVISION_PROPERTIES_STEPS',1)} [Go to procedure](#)

{button ,AL('H_CREATING_A_DIVISION_USING_THE_CREATE_MENU_STEPS;H_CREATING_A_DIVISION_USING_A_DIVIDER_TAB_STEPS;H_COMBINING_DIVISIONS_OR_SECTIONS_STEPS;H_DIVISIONS_OVER;H_DELETING_A_DIVISION_STEPS;H_GROUPING_DIVIDER_TABS_OVER;H_SAVING_AN_INTERNAL_DIVISION_AS_AN_EXTERNAL_FILE_STEPS',0)} [See related topics](#)

Setting division properties

1. Click the right mouse button on a division divider tab and choose Division Properties.



Tip

2. The current division name displays in the "Division name" box. You can type a new name.
3. Select a page style in the "Page style for division" box.
4. In the "Start division" box, select where in the document you want to place the division.
5. If you want the division's divider tab to display, select "Show divider tab."
6. Select a color from the "Divider tab color" box.
7. If you are working with a division that is an external file, choose the desired "External file options."
{button ,AL('H_SETTING_DIVISION_PROPERTIES_DETAILS',1)} [See details](#)
8. Click OK.

{button ,AL('H_SETTING_DIVISION_PROPERTIES_DETAILS',1)} [See details](#)

{button ,AL('H_CREATING_A_DIVISION_USING_THE_CREATE_MENU_STEPS;H_COMBINING_DIVISIONS_OR_SECTIONS_STEPS;H_SAVING_AN_INTERNAL_DIVISION_AS_AN_EXTERNAL_FILE_STEPS;H_DELETING_A_DIVISION_STEPS;H_GROUPING_DIVIDER_TABS_OVER;H_DIVISIONS_OVER;H_DIVIDER_TABS_OVER',0)}
[See related topics](#)

You can also display the Division Properties dialog box by choosing File - Document Properties and then Division.

Details: Setting section properties

Section name

If you change the name of the current section, the new name displays when you click OK.

Page style for section

You can select the page style you want to use for the section.

Start section

The options are:

- Within column - The new section starts immediately following the section mark, without a page break, and inside the newspaper column.
- Within page - The new section immediately following the section mark, without a page break.
- On next page - Word Pro inserts a page break following the section mark.
- On odd page - The section starts on the next odd page. If the insertion point is already on an odd page, Word Pro creates a filler page.
- On even page - The section starts on the next even page. If the insertion point is already on an even page, Word Pro creates a filler page.

Show divider tab

This option is selected by default. You can deselect this option to hide a specific division while leaving the others visible.

Note If you hide a divider tab, you can only display it again through TeamSecurity or LotusScript. To display a divider tab that you've hidden, you must first reveal all the hidden tabs.

- From the File menu, choose TeamSecurity, and then click the Other Protection tab.
- Select the "Display all division tabs in document" option and click OK.
- Once you can see the hidden tab, you must right-click the divider tab, choose Section Properties, and then select the "Show divider tab" option to show that tab.
- Finally, return to TeamSecurity and deselect the "Display all division tabs in document" option.

Divider tab color

Sets the color of the section's divider tab.

{button ,AL('H_SETTING_SECTION_PROPERTIES_STEPS',1)} [Go to procedure](#)

{button ,AL('H_DIVIDER_TABS_OVER;H_SECTIONS_OVER;H_SETTING_DIVISION_PROPERTIES_STEPS;H_CREATING_A_SECTION_USING_A_DIVIDER_TAB_STEPS;H_CREATING_A_SECTION_USING_THE_CREATE_MENU_STEPS',0)} [See related topics](#)

Setting section properties

1. Click the right mouse button on a section divider tab and choose Section Properties.



Tip

2. If you want to type a new name, select the current section name in the "Section name" box and type the desired name.
3. Select a page style in the "Page style for section" box.
4. In the "Start section" box, select where in the document you want to place the section.
5. If you want the section's divider tab to display, select "Show divider tab."
6. If you want to select a color for the divider tab, select a color from the "Divider tab color" box.
7. Click OK.

{button ,AL('H_SETTING_SECTION_PROPERTIES_DETAILS',1)} [See details](#)

{button ,AL('H_DIVIDER_TABS_OVER;H_SETTING_DIVISION_PROPERTIES_STEPS;H_SECTIONS_OVER;H_GROUPING_DIVIDER_TABS_OVER;H_CREATING_A_SECTION_USING_A_DIVIDER_TAB_STEPS;H_CREATING_A_SECTION_USING_THE_CREATE_MENU_STEPS',0)} [See related topics](#)

You can also display the Section Properties dialog box by choosing File - Document Properties and then Section.

Splitting a division

1. Place the insertion point in an existing division at the place where you want a new division.
2. Click the right mouse button on the divider tab.

Tip

3. Choose Split Division.

The new division starts at the insertion point with another divider tab.

{button ,AL(^H_CREATING_A_DIVISION_USING_A_DIVIDER_TAB_STEPS;H_DIVISIONS_OVER;H_CREATING_A
_DIVISION_OVER;H_CREATING_AN_OLE_DIVISION_STEPS;H_SETTING_DIVISION_PROPERTIES_STEPS;
H_COMBINING_DIVISIONS_OR_SECTIONS_STEPS;H_DELETING_A_DIVISION_STEPS',0)} [See related
topics](#)

Details: Comparing and consolidating files

Select the files you want to compare to your current file.

You can add or remove files which will be compared to the current file. You can select files on your computer, on the network, or on the Internet. When you include files from the Internet, Word Pro saves the documents to a local temporary file.

Protect current version of this document?

You can select whether or not you want to consolidate and markup the files in the current version of the displayed document or in a new version. The new version created by TeamConsolidate is always named "Markup version."

What do you want to do with the consolidated document?

You can select whether to leave the consolidated document in the displayed file or copy it to a new file. If you save it to a copy of the file, the file will be marked "Untitled."

Every time you consolidate files, Word Pro adds a remark to the current version. The remark lists the files used for the consolidation process and the remarks for the most recent version of each file.

{button ,AL(`H_COMPARING_AND_CONSOLIDATING_FILES_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_TEAMCONSOLIDATE_OVER;H_REVIEWING_MARKED_EDITS_OVER;H_SAVING_A_VERSION_A_S_A_SEPARATE_FILE_STEPS',0)} [See related topics](#)

Comparing and consolidating files

You can consolidate two or more files. You can only consolidate files, not versions. If you created multiple versions of a document, you must first save each version you want to consolidate as a separate file.

1. Open the file to which you want to compare the other files.

Tip

2. Choose File - TeamConsolidate.



3. Select the files you want to compare to the current file.
4. Select the consolidate options.
5. Click OK.
6. Place the insertion point where you want to start reviewing the edits.
7. Click Find Next.
8. Act on the edits using the command buttons on the Review bar.
9. Click Done to remove the Review bar from the workspace.

Word Pro displays the Review bar which you can use to compare and consolidate all the revisions.

After you review the edits, you can save the document as a new file or overwrite the current file.

{button ,AL('H_COMPARING_AND_CONSOLIDATING_FILES_DETAILS',1)} [See details](#)

{button ,AL('H_TEAMCONSOLIDATE_OVER;H_REVIEWING_MARKED_EDITS_OVER;H_SAVING_A_VERSION_A_S_A_SEPARATE_FILE_STEPS',0)} [See related topics](#)

Typically, you want to select an older version of the document as the file to compare. For example, you create a document that has three versions. You send out the third version to your project team for review. Each reviewer created a new version. When you consolidate the files, you want to start with the third version and compare all the others to it. So, you save Version 3 as a separate file and open it before choosing File - TeamConsolidate.

Details: Creating a new version at specified intervals

Auto versioning

If you want Word Pro to automatically create versions of the current file at specified intervals, select this option.

If you select ... Word Pro ...

- | | |
|---------------------|--|
| On file open | Word Pro creates a new version every time someone opens the file. |
| Every day | Word Pro creates a new version and reuses that version until the file is opened the next day.

If you leave a file open into the next day, Word Pro does not create a new version until you close and reopen the file. |
| Every week | Word Pro creates a new version and reuses that version until the file is opened on Monday.

If you leave a file open into Monday, Word Pro does not create a new version until you close and reopen the file. |
| On file save | Word Pro creates a new version every time the file is saved, except when the file is auto-time saved. |

{button ,AL('H_CREATING_A_NEW_VERSION_AT_SPECIFIED_INTERVALS_STEPS',1)} [Go to procedure](#)

Creating a new version at specified intervals

1. From the File menu, choose Versions.



2. Select "Auto versioning."

3. Select an auto versioning option in the box.

4. Click OK.

{button ,AL(`H_CREATING_A_NEW_VERSION_AT_SPECIFIED_INTERVALS_DETAILS',1)} [See details](#)

{button ,AL(`H_CREATING_A_NEW_VERSION_STEPS;H_VERSIONING_OVER;H_SAVING_A_VERSION_AS_A_SEPARATE_FILE_STEPS;H_RENAMING_A_VERSION_STEPS;H_DELETING_A_VERSION_STEPS',0)} [See related topics](#)

Details: Creating a new version

When you create a new version for a master document, Word Pro only creates a new version for internal divisions. If the document is a master document, you must manually create a version for each external division file.

Version name

Word Pro suggests a default name for each version you create (for example, Version 2 for the second version, Version 3 for the third version, and so on). You can type your own name (up to 256 characters) or use Word Pro's default name.

If you delete an old version of a file, Word Pro will not reuse the default version name. For example, you create a file that contains Original version, Version 2, Version 3, Version 4, and Version 5. You delete Version 3. When you create a new version, Word Pro creates Version 6. It does not recognize the missing version.

Editor's remark

You can type a description of the version's contents in the box.

{button ,AL('H_CREATING_A_NEW_VERSION_STEPS',1)} Go to procedure

{button ,AL('H_CREATING_A_VERSION_IN_EXTERNAL_FILES_OF_A_MASTER_DOCUMENT_STEPS;H_CREATING_A_NEW_VERSION_AT_SPECIFIED_INTERVALS_STEPS;H_VERSIONING_OVER;H_SAVING_A_VERSION_AS_A_SEPARATE_FILE_STEPS;H_RENAMING_A_VERSION_STEPS;H_DELETING_A_VERSION_STEPS',0)} See related topics

Creating a new version

1. Open the desired file.
2. From the File menu, choose Versions.

Tip

3. Click Create Version.



4. If you want to change the version's default name, type a name in the "Version name" box. You can also type a description for the version in the "Editor's remark" box.
5. Click OK to return to the Versions dialog box.
Creating a new version does not automatically save the file. Click OK to remove the warning message.
6. Click OK.

{button ,AL('H_CREATING_A_NEW_VERSION_DETAILS',1)} [See details](#)

{button ,AL('H_CREATING_A_NEW_VERSION_USING_THE_CREATE_MENU_STEPS;H_CREATING_A_NEW_VERSION_AT_SPECIFIED_INTERVALS_STEPS;H_VERSIONING_OVER;H_SAVING_A_VERSION_AS_A_SEPARATE_FILE_STEPS;H_RENAMING_A_VERSION_STEPS;H_DELETING_A_VERSION_STEPS',0)} [See related topics](#)

You can also create a new version by choosing Create - Version, typing a name and description, and clicking OK.

Creating a new version using the Create menu

1. Open the desired file.
2. From the Create menu, choose Version.



Tip


3. If you want to change the version's default name, type a name in the "Version name" box. You can also type a description for the version in the "Editor's remark" box.
4. Click OK.
Creating a new version does not automatically save the file. Click OK to remove the warning message.

{button ,AL(^H_CREATING_A_NEW_VERSION_STEPS;H_CREATING_A_NEW_VERSION_AT_SPECIFIED_INTERVALS_STEPS;H_VERSIONING_OVER;H_SAVING_A_VERSION_AS_A_SEPARATE_FILE_STEPS;H_RENAMING_A_VERSION_STEPS;H_DELETING_A_VERSION_STEPS',0)} [See related topics](#)

You can also create a new version by choosing File - Versions, clicking Create Version, typing a name and description, and clicking OK.

Creating a version in external files of a master document

If there are external divisions in the master document, you must create a version for each division.

1. Open the master document.
2. Click the divider tab for the external division.
If necessary, display the divider tabs by clicking the  icon.
3. Click the right mouse button and choose Division Properties.
4. Click Versions.
5. Click Create Version.
6. If you want to change Word Pro's default name, type a name in the "Version name" box. You can also type a description for the version in the "Editor's remark" box.
7. Click OK to return to the Versions dialog box.
Creating a new version does not automatically save the file. Click OK to remove the warning message.
8. Click OK to return to the Division Properties dialog box.
9. Click OK.

{button ,AL('H_CREATING_A_MASTER_DOCUMENT_STEPS;H_ADDING_A_FILE_TO_A_MASTER_DOCUMENT_STEPS;H_DELETING_A_VERSION_IN_EXTERNAL_FILES_OF_A_MASTER_DOCUMENT_STEPS;H_REMOVING_A_DIVISION_FROM_A_MASTER_DOCUMENT_STEPS;H_VERSIONING_OVER',0)} [See related topics](#)

Details: Deleting a version

If you delete a version of a master document, Word Pro only deletes version information in internal divisions. If there are external divisions, you must delete the version for each division in the Division Properties dialog box.

Word Pro only saves the differences between versions, not an entire copy of the document. Therefore, the amount of disk space you save by deleting a version may not be significant.

{button ,AL(`H_DELETING_A_VERSION_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_VERSIONING_OVER;H_DELETING_A_VERSION_IN_EXTERNAL_FILES_OF_A_MASTER_DOCUMENT_STEPS;H_MASTER_DOCUMENTS_OVER',0)} [See related topics](#)

Details: Deleting a version in external files of a master document


If you delete a version of a master document, Word Pro only deletes version information in internal divisions. If there are external divisions, you must delete the version for each external file.

Word Pro only saves the differences between versions, not an entire copy of the document. Therefore, the amount of disk space you save by deleting a version may not be significant.

{button ,AL('H_DELETING_A_VERSION_IN_EXTERNAL_FILES_OF_A_MASTER_DOCUMENT_STEPS',1)} Go to procedure

Deleting a version in external files of a master document


If there are external divisions in the master document, you must delete the version for each external division.

1. Open the master document.
2. Click the divider tab for the external division.
If necessary, display the divider tabs by clicking the  icon.
3. Click the right mouse button and choose Division Properties.
4. Click Versions.
5. Select the version you want to delete.
6. Click Delete Version.
Read the confirming message and click Yes.
7. Click OK to return to the Division Properties dialog box.
8. Click OK.

{button ,AL('H_DELETING_A_VERSION_IN_EXTERNAL_FILES_OF_A_MASTER_DOCUMENT_DETAILS',1)} [See details](#)

{button ,AL('H_CREATING_A_MASTER_DOCUMENT_STEPS;H_REMOVING_A_DIVISION_FROM_A_MASTER_DOCUMENT_STEPS;H_VERSIONING_OVER;H_CREATING_A_VERSION_IN_EXTERNAL_FILES_OF_A_MASTER_DOCUMENT_STEPS;H_MASTER_DOCUMENTS_OVER',0)} [See related topics](#)

Deleting a version


1. Open the file that contains the version you want to delete.
2. Choose File - Versions.

3. Select the version you want to delete.
4. Click Delete Version.
Read the confirming message and click Yes.
5. Click OK.

{button ,AL(^H_DELETING_A_VERSION_DETAILS',1)} [See details](#)

{button ,AL(^H_VERSIONING_OVER;H_DELETING_A_VERSION_IN_EXTERNAL_FILES_OF_A_MASTER_DOCUMENT_STEPS;H_CREATING_A_NEW_VERSION_STEPS;H_RENAMING_A_VERSION_STEPS',0)} [See related topics](#)

Entering an editor's remark for a version

You can add remarks for the current version or an old (read-only) version.



1. Open the file that contains the version to which you want to add a remark.
2. Choose File - Versions.
3.  Select the desired version.
4. Click New Remark.
5. Type your remarks in the box.

If the version already contains remarks, Word Pro adds your remarks with a new date and time stamp. You can only delete existing remarks by deleting the version.

6. Click OK to return to the Versions dialog box.
7. Click OK.


{button ,AL(^H_VERSIONING_OVER;H_CREATING_A_NEW_VERSION_STEPS;H_EDITING_THE_DESCRIPTION_OF_A_DOCUMENT_STEPS',0)} [See related topics](#)

Printing an old version

1. Open the file that contains the version you want to print.
2. Choose File - Versions.

3. Select the version you want to print.
4. Click OK.
5. Choose File - Print.

6. Click Print.

{button ,AL('H_PRINTING_A_DOCUMENT_STEPS;H_VIEWING_AN_OLD_VERSION_STEPS;H_VERSIONING_O
VER',0)} [See related topics](#)

Renaming a version

1. Open the file that contains the version you want to rename.
2. Choose File - Versions.

3. Select the version you want to rename.
4. Click Rename Version.
5. Specify a new name for the version in the box.
6. Click OK to return to the Versions dialog box.
7. Click OK.

{button ,AL(^H_CREATING_A_NEW_VERSION_STEPS;H_VERSIONING_OVER;H_DELETING_A_VERSION_STEPS;H_SAVING_A_VERSION_AS_A_SEPARATE_FILE_STEPS',0)} [See related topics](#)

Overview: Reviewing marked edits

When you consolidate more than two copies of a document, Word Pro copies the paragraphs that contain edits and displays them below the original paragraph in the same order as they were in the TeamConsolidate box.

The paragraphs are identified by paragraph tags. These tags contain initials that identify who made the first edit in each paragraph. Paragraph tags do not appear when you compare only one version to its original.

Paragraph tags also number each group of edits. For example:

Original.1 This tag means the paragraph belongs to the original document with which the other versions are compared.

DM.1 This tag represents the initials of the person who made the first edit in a paragraph.

Other insertions or deletions *companies*.~~companies~~ in the paragraph might belong to other editors whose names display on the Marked Edits review bar.

{button ,AL('H_COMPARING_AND_CONSOLIDATING_FILES_STEPS;H_TEAMCONSOLIDATE_OVER',0)} [See related topics](#)

Reviewing version information

1. From the File menu, choose Versions.



Word Pro displays a list of all versions of the document with each editor's ID, date and time of the last edit, and any remarks about the specific version.



Tip

2. To display complete remarks for a version, select the desired version in the box.


Word Pro displays all remarks for the version with the editor's initials and a time/date stamp.

3. Click OK.

{button ,AL(^H_REVIEWING_FILE_STATISTICS_STEPS;H_VERSIONING_OVER;H_EDITING_THE_DESCRIPTOR_OF_A_DOCUMENT_STEPS',0)} [See related topics](#)

You can see more version information by choosing File - Document Properties, choosing Document, and clicking the General tab.

Saving a version as a separate file

1. Open the file that contains the version you want to save as a separate file.
2. Choose File - Versions.

3. Select the version you want to save as a separate file.
4. Click Save As File.
5. Specify a name and folder for the new file.
6. Click Save to return to the Versions dialog box.
7. Click OK.

Word Pro saves the version, plus all earlier versions, to a separate file. For example, if you save Version 4 to a separate file, Word Pro also saves the Original version, Version 2, and Version 3 as part of that file.

{button ,AL(^H_VERSIONING_OVER;H_TEAMCONSOLIDATE_OVER;H_CREATING_A_NEW_VERSION_STEPS;H_TEAMSECURITY_OVER',0)} [See related topics](#)

TeamConsolidate dialog box

Word Pro's TeamConsolidate feature lets you compare and consolidate the input from multiple reviewers into one file. The differences between the files are marked as insertions or deletions in the markup style of the person who made the edits.

You can only consolidate files, not versions. If you have created multiple versions that you want to consolidate, you must first save each version as a separate file. You can then use TeamConsolidate to compare the versions.

Choose a task:

[Comparing and consolidating files](#)

[Reviewing Marked edits](#)

Overview: TeamConsolidate

How it works

You can compare and consolidate the input from multiple reviewers into one file. The differences between the files are marked as insertions or deletions in the markup style of the person who made the edits.

Comparing documents

When comparing files, Word Pro compares documents paragraph by paragraph. Word Pro searches for differences in paragraphs that are in approximately the same location. For example, in a second file, a paragraph was moved more than a few paragraphs from its original location. When Word Pro comes to the location where the paragraph used to be, it knows something is missing, but it doesn't know where it is. When you move text to another location in a document, Word Pro records the move as a deletion from the original location, and an insertion at the new location.

Getting the best results

When you select the files you want to compare, you should try to select files where the content is not significantly reorganized. The closer the organization matches compared files, the more usable the results.

Word Pro compares all the textual edits in the documents, but not styles, layout, and so on.

Word Pro also compares anchored frames (in text, in text vertical, same page as text), anchored tables, comment notes, endnotes, footnotes, and parallel columns in the compared documents to like objects in the same paragraph in the original document.

Word Pro cannot keep track of divisions you delete, but it can find divisions you add.

{button ,AL(^H_COMPARING_AND_CONSOLIDATING_FILES_STEPS;H_REVIEWING_MARKED_EDITS_OVER;H_SAVING_A_VERSION_AS_A_SEPARATE_FILE_STEPS',0)} [See related topics](#)

Typing a new remark about a version

1. Type your remarks in the box.
2. Click OK.

If the version already contains remarks, Word Pro adds your remarks with a new date and time stamp.

Example: Versioning

The following table describes a team scenario where versioning is used to review and change a document. You will also find this team process useful for documents you work on alone.

<u>Task</u>	<u>Letter.lwp contains...</u>
Tom creates a letter.lwp file. Tom forwards letter.lwp to Mary and asks for her input.	Original version
Mary creates a new version (Version 2) of letter.lwp and makes her edits in that version. Mary sends letter.lwp to Chris, who also needs to edit the document.	Original version Version 2
Chris creates a new version (Version 3) of the document. The version Chris creates contains Tom's original information, plus Mary's edits. Chris adds some new information to his new version and sends it to Tom.	Original version Version 2 Version 3
Tom reviews letter.lwp by viewing Chris and Mary's versions and saving them as separate files. Tom then uses TeamConsolidate to compare and consolidate the versions (separate files).	Original version Version 2 Version 3
Word Pro creates a new version (Markup version) of the document that contains the edits from Mary and Chris. Tom accepts or rejects	Original version Version 2 Version 3 Markup version

their edits.

Tom creates a final
version (Version 5)
that incorporates
the edits from Mary
and Chris.

Original version
Version 2
Version 3
Markup version
Version 5

Overview: Versioning

How it works

Word Pro lets you create several versions of a document without having to save multiple files. You can create a single document that contains multiple versions. For example, letter.lwp can contain the Original Version, Version 2, Version 3, and so on.

When you create a new version, Word Pro marks the old version as read-only.

Word Pro only saves the differences between versions, not an entire copy of the document. For example, if Mary creates a new version of letter.lwp and changes the text in one paragraph and adds a frame, Word Pro only saves the modified paragraph and the frame in the new version. The rest of the document consists of previous versions in the file.

Sharing objects

Versions share objects such as embedded objects, document properties (for example, file name), linked objects, OLE objects, drawing objects, equations, and charting objects with all versions of a document. Word Pro only stores one copy of these objects in the file. In fact, all versions in the file use the same shared object. The shared object acts as an externally linked file. For example, if you link a Lotus 1-2-3 spreadsheet to a Word Pro document, the spreadsheet is maintained and updated in the 1-2-3 application. Word Pro does not make a copy of the spreadsheet, it just maintains the "link" between Word Pro and 1-2-3.

This same principle applies to shared objects in versioning. For example, if you created a chart in Version 2, and then you edited the chart in Version 3, Version 3 does not contain a copy of that chart. The same chart is updated and maintained in both versions. Any changes you make to the chart are also used in Version 2.

Tracking version history

Versioning also lets you track the history of the document through the Versions dialog box. You can create new versions, view old ones, rename them, and save them as separate files. When you open a file, Word Pro always displays the most recent version.

Working with old versions

You can perform the following tasks in an old version:

- View old versions of a document.
- Save old versions as separate files so they can be edited.
- Print old versions of a document.
- Copy data from old versions to the Clipboard.
- Use Find & Replace to locate information. You can find information but you cannot replace information.
- Use Go To to move anywhere in the version.

If the old version contains embedded objects or links (such as charts, drawings, or equations) that were edited in more recent versions, those objects or links display in their most current state, regardless of which version you view.

When you are working with a master document, you may want to switch to old versions of external divisions. For example, your company has an employee handbook where each chapter of the handbook is an external division. You recently updated the vacation benefit section to reflect changes in how the employee earned vacation time. However, these changes only affect new hires. You can print the handbook (the master document) as it is for new hires, but you may want to revert to older versions of the vacation benefit section for employees hired prior to the updates.

{button ,AL('H_VERSIONING_EX',1)} [See example](#)

{button ,AL('H_TEAMCONSOLIDATE_OVER;H_SAVING_A_VERSION_AS_A_SEPARATE_FILE_STEPS;H_REVIEWING_MARKED_EDITS_OVER;H_CREATING_A_NEW_VERSION_STEPS;H_REVIEWING_VERSION_INFORMATION_FOR_A_FILE_STEPS',0)} [See related topics](#)

Versions dialog box

Word Pro lets you keep track of each version of a document from this dialog box. You can create new versions, view old ones, rename them, and save them as separate files.

The Versions dialog box displays the name of the version, the initials of the people who edited the version, the date and time the version was last edited, and any remarks entered about the version, including the date and time each version was created.

Choose a task

[Creating a new version](#)

[Deleting a version](#)

[Reviewing version information](#)

[Renaming a version](#)


[Saving a version as a separate file](#)

[Entering an editor's remark for a version](#)

[Creating a new version at specified intervals](#)

{button ,AL(`H_VERSIONING_OVER',0)} [See related topics](#)

Viewing an old version

1. Open the file that contains the version you want to view.
2. Choose File - Versions.
3. Select the version in the box.

4. Click OK.

Word Pro displays the version as a read-only file.

{button ,AL(^H_VERSIONING_OVER;H_PRINTING_AN_OLD_VERSION_STEPS;H_REVIEWING_VERSION_INFORMATION_FOR_A_FILE_STEPS;H_SAVING_A_VERSION_AS_A_SEPARATE_FILE_STEPS',0)} [See related topics](#)

Control Menu Boxes

Display a menu with commands that allow you to restore, move, size, minimize, maximize, or close the application or document window.

Divider tabs

Divider tabs represent divisions and sections in a document. They visibly structure and organize a document so you can quickly navigate through text.

For information, see [Overview: Divider tabs](#).

Divider tabs show/hide icon

Click this icon to hide or display all of the divider tabs.



For information, see [Overview: Divider tabs](#).

Divider tab scroller

Click the tab scroller at the right of the workspace to review divider tabs that cannot fit on the screen.

The tab scroller is active only when the width of the divider tabs exceed the width of the Word Pro workspace.

For information, see [Overview: Divider tabs](#).

Header

A header is an area in the top margin of a page. Typically, page numbers or the date would appear in the header and repeat on every page of the document. Footers are areas in the bottom margin of a page.

For information, see [Overview: Headers and Footers](#).

Main document

The area on the page where you create the main body of the document.

Margins

Margins are areas of space around the edge of the page.

For information, see [Setting margins on a page](#).

Maximize Button

Enlarges the Word Pro application or document window to fill the entire screen.

Minimize Button

Reduces the Word Pro application or document window to an icon at the bottom of the screen.

Restore Button

Restores the window to the size before you maximized it.

Close Button

Closes the Word Pro application or document window.

Menu Bar

Lists the menus in Word Pro. Some menus are context-sensitive and only appear when you need them.

Restore Buttons

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

Scroll Bars

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

For information, see [Scrolling to move through a document](#).

SmartIcons Bar

Displays a set of icons (small symbols) that represent shortcuts for Word Pro functions, commands, and scripts. You must have a mouse to use SmartIcons. If you position the mouse pointer on an icon, Word Pro displays the description for the icon.

For information, see [Overview: Using SmartIcons](#).

Status Bar

The status bar consists of buttons that provide shortcuts for Word Pro functions and commands. You can also display statistics about the current document on the status bar.

For information, see [Overview: Status bar](#).

Title Bar

Displays the name of the application and the name of the current document.

Converting multiple files to the Word Pro format

You can convert several documents into Word Pro files (.lwp) at the same time.

1. Choose File - Import/Export.




2. Select "Import data from another application (or Word Pro file)."
3. Select "Import and convert into Word Pro document(s)."
4. Click Import.
5. Select the files you want to convert.
6. Click Open.

Word Pro places the converted files in the same directory as the original files.

{button ,AL(^H_IMPORTING_OR_EXPORTING_A_FILE_OVER;H_IMPORTING_A_FILE_STEPS;H_SELECTING_T
EXT_OPTIONS_STEPS',0)} [See related topics](#)

Exporting a file quickly

You can quickly export a file using File - Save As. However, if you want to select specific export options you must use File - Import/Export.

1. Display the document you want to export.
2. Choose File - Save As.

3. Specify the name and type of the file you want to export.
4. Click Save.

{button ,AL('H_IMPORTING_OR_EXPORTING_A_FILE_OVER;H_EXPORTING_A_FILE_STEPS',0)} [See related topics](#)

Exporting a file

1. Display the document you want to export.
2. From the File menu, choose Import/Export.



3. Select "Export your data into another file format."
4. Select the file format.

If you are exporting to an ASCII file and you want to specify export options other than the defaults, click Text Options and select the desired options.

5. Click Export.
6. Specify the name for the exported file.
7. Click Save.

{button ,AL('H_IMPORTING_OR_EXPORTING_A_FILE_OVER;H_EXPORTING_A_FILE_QUICKLY_STEPS;H_SELECTING_TEXT_OPTIONS_STEPS;',0)} [See related topics](#)

Details: Importing a file

Import into a new document

Creates a new document and inserts the file into it.

Word Pro uses the page layout from the imported document.

Word Pro may insert rulers or apply text formatting in order to maintain the formatting commands from the other application. You may need to remove the rulers or the text formatting before editing changes made in Word Pro take effect.

If you import a spreadsheet or database file, Word Pro imports the data as a table.

Import at the current insertion point

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. You can insert a file into main document text, a text frame, a parallel column block, or a table. See "Inserting a word processing file" below.

Word Pro inserts a page layout at the location of the insertion point and keeps any inserted page layouts in that document. At the end of the inserted document, Word Pro inserts a new page layout that reverts to the page layout in effect before you inserted the document.

You can remove the inserted page layout if you want to use the same layout for the entire document.

If you insert a Word Pro document that uses the same paragraph style name as one in the current document but with different settings, Word Pro uses the settings of the paragraph style in the current document.

If you import a spreadsheet or database file, Word Pro imports the data as a table. See Inserting a spreadsheet or database file below.

Automatically run Format Check

Scrolls through your document and, using common typing conventions, quickly finds and corrects basic errors, common typing mistakes, and inconsistency in presentation. For example, you can have Format Check remove double spaces between words, replace dashes and asterisks with true bullets, set proper indentation for bulleted lists, and replace characters such as (r) with the correct symbol ®.

Inserting a word processing file

If the insertion point is in main document text or inside a frame when you insert a word processing file, Word Pro inserts the information at the location of the insertion point.

If the insertion point is in a table cell or parallel column block when you insert a word processing file, Word Pro inserts the contents of the file into the current cell or column block. If the pages do not flow as you anticipate (for example, you have only one line of text on a page), you can correct the page flow by:

- Choosing Text - Text Properties, clicking the Breaks tab, and deselecting the Keep paragraph, Before paragraph, and After paragraph options. Then click the Style tab, choose Redefine Style, and click OK.
- Choosing Table - Size Row/Column and increasing the column's width.
- Choosing Columns - Size Columns and increasing the column's width.

Inserting a spreadsheet or database file

If the insertion point is in main document text or inside a frame when you insert a spreadsheet or database file, Word Pro creates a table at the location of the insertion point and inserts the data into the cells. The table contains the correct number of columns and rows for the data you are inserting.

If the insertion point is in a table cell or parallel column block when you insert a spreadsheet or database file, Word Pro creates a table within that cell or column block, which may make the data difficult to read.

You can modify the frame size if it is not large enough to accommodate the data you are inserting.

{button ,AL(`H_IMPORTING_A_FILE_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_IMPORTING_OR_EXPORTING_A_FILE_OVER;H_IMPORTING_A_FILE_QUICKLY_STEPS;H_CONVERTING_MULTIPLE_FILES_TO_THE_WORD_PRO_FORMAT_STEPS;H_SELECTING_TEXT_OPTIONS_STEPS;H_SETTING_DEFAULT_LOCATIONS_STEPS;H_SETTING_DEFAULT_FILES_STEPS;H_INSERTING_A_DOCUMENT_OR_FILE_INTO_THE_CURRENT_DOCUMENT_STEPS',0)} [See related topics](#)

Importing a file quickly

You can quickly import a file using File - Open. However, if you want to select specific import options, you must use File - Import/Export.

1. Choose File - Open.



2. Select the file type of the file you want to import.
3. Specify the name of the file you want to import.
4. Click Open.

If Word Pro does not automatically recognize the file type, a dialog box appears asking for the file type. Specify the file type and click OK.

If you want Word Pro to automatically recognize the file type you are importing, set the "Files of type" to Custom, All files, or Lotus Word Pro.


{button ,AL('H_IMPORTING_OR_EXPORTING_A_FILE_OVER;H_IMPORTING_A_FILE_STEPS;H_CONVERTING_MULTIPLE_FILES_TO_THE_WORD_PRO_FORMAT_STEPS',0)} [See related topics](#)

Importing a file

1. Choose File - Import/Export.



2. Select "Import data from another application (or Word Pro file)."
3. Select the desired import options.

 [See details](#)

If you want to import an ASCII text file, click Text Options and select the desired options.

4. Click Import.
5. Specify the file name you want to import.
6. Select the file type (optional).
7. Click Open.

{button ,AL(`H_IMPORTING_A_FILE_DETAILS',1)} [See details](#)

{button ,AL(`H_IMPORTING_OR_EXPORTING_A_FILE_OVER;H_IMPORTING_A_FILE_QUICKLY_STEPS;H_CONVERTING_MULTIPLE_FILES_TO_THE_WORD_PRO_FORMAT_STEPS;H_SELECTING_TEXT_OPTIONS_STEPS;H_SETTING_DEFAULT_LOCATIONS_STEPS;H_SETTING_DEFAULT_FILES_STEPS;H_INSERTING_A_DOCUMENT_OR_FILE_INTO_THE_CURRENT_DOCUMENT_STEPS',0)} [See related topics](#)

Overview: Importing or exporting a file

When you want to read documents created by another application you must import that file into Word Pro using the appropriate import filter. When you want to open a Word Pro document in a different application, you must export the Word Pro document into the appropriate export filter.

An import filter translates files created by another application into a file recognized by Word Pro. An export filter translates a Word Pro document into a format recognized by another application. Filters are named after the applications they represent. For example, when you want to open an Ami Pro file in Word Pro, you must import the Ami Pro file using the Lotus Ami Pro import filter. When you want to save a Word Pro document in Ami Pro format, you must export the file using the Ami Pro export filter.

Most spreadsheet and database filters display dialog boxes that allow you to specify the amount of data you want to import.

{button ,AL('H_IMPORTING_A_FILE_QUICKLY_STEPS;H_IMPORTING_A_FILE_STEPS;H_IMPORTING_A_PICTURE_OR_GRAPHIC_OVER;H_CONVERTING_MULTIPLE_FILES_TO_THE_WORD_PRO_FORMAT_STEPS;H_EXPORTING_A_FILE_QUICKLY_STEPS;H_EXPORTING_A_FILE_STEPS;H_INSERTING_A_DOCUMENT_OR_FILE_INTO_THE_CURRENT_DOCUMENT_STEPS',0)} [See related topics](#)

Import or Export dialog box

You can import or export files, convert multiple files for use in Word Pro and select ASCII options for importing ASCII files.

Choose a task:

[Importing a file](#)

[Exporting a file](#)

[Converting multiple files to the Word Pro format](#)

[Selecting text options](#)

[Inserting a document or file into the current document](#)

{button ,AL(^H_IMPORTING_OR_EXPORTING_A_FILE_OVER;H_IMPORTING_A_FILE_QUICKLY_STEPS;H_EXPORTING_A_FILE_QUICKLY_STEPS',0)} [See related topics](#)

Details: Inserting a document or file into the current document

If you insert a spreadsheet or database file, Word Pro creates a new table for the data. This occurs even if the insertion point is already in a table. If you want the table to hold just a spreadsheet or database file, import the file into the main body of the document, rather than into a table.

If you want to combine a spreadsheet or database file with existing table data, consider copying or pasting the data from the other application, or importing the data into a different table and then copying or moving the data into the desired table.

If the insertion point is in a column block when you insert a spreadsheet or database file, Word Pro creates a table within the column block. Depending on available space, the data may be difficult to read.

Inserting a word processing file

If the insertion point is in main document text or inside a frame when you insert a word processing file, Word Pro inserts the information at the location of the insertion point.

If the insertion point is in a table cell or parallel column block when you insert a word processing file, Word Pro inserts the contents of the file into the current cell or column block. If the pages do not flow as you anticipate (for example, you have only one line of text on a page), you can correct the page flow by:

- Choosing Text - Text Properties, clicking the Breaks tab, and deselecting the Keep paragraph, Before paragraph, and After paragraph options. Then click the Style tab, choose Redefine Style, and click OK.
- Choosing Table - Size Row/Column and increasing the column's width.
- Choosing Columns - Size Columns and increasing the column's width.

Inserting a spreadsheet or database file

If the insertion point is in main document text or inside a frame when you insert a spreadsheet or database file, Word Pro creates a table at the location of the insertion point and inserts the data into the cells. The table contains the correct number of columns and rows for the data you are inserting.

If the insertion point is in a table cell or parallel column block when you insert a spreadsheet or database file, Word Pro creates a table within that cell or column block, which may make the data difficult to read.

You can modify the frame size if it is not large enough to accommodate the data you are inserting.

{button ,AL('H_INSERTING_A_DOCUMENT_OR_FILE_INTO_THE_CURRENT_DOCUMENT_STEPS',1)} Go to procedure

{button ,AL('H_IMPORTING_OR_EXPORTING_A_FILE_OVER;H_IMPORTING_A_FILE_STEPS;H_MOVING_OR_COPYING_TEXT_BETWEEN_DOCUMENTS_STEPS;H_SELECTING_TEXT_OPTIONS_STEPS',0)} See related topics

Inserting a file or document into the current document

1. Click in the document, desired frame, table cell, or parallel column block.

Word Pro will place the document or file at this location.

{button ,AL('H_INSERTING_A_DOCUMENT_OR_FILE_INTO_THE_CURRENT_DOCUMENT_DETAILS',1)} [See details](#)

2. Choose File - Import/Export.



3. Select "Import data from another application (or Word Pro file)."
4. Select "Import at the current insertion point."
5. Click Import.
6. Select the file type (optional).
7. Select the desired file.
8. Click Open.

{button ,AL('H_INSERTING_A_DOCUMENT_OR_FILE_INTO_THE_CURRENT_DOCUMENT_DETAILS',1)} [See details](#)

{button ,AL('H_IMPORTING_OR_EXPORTING_A_FILE_OVER;H_IMPORTING_A_FILE_STEPS;H_MOVING_OR_COPYING_TEXT_BETWEEN_DOCUMENTS_STEPS;H_SELECTING_TEXT_OPTIONS_STEPS',0)} [See related topics](#)

Details: Selecting text options

Caution Word Pro remembers these text options even after you exit. If you choose an option other than "Carriage return and line feed after each paragraph," you must reset that option before using an ASCII data file in a merge operation.

Carriage return and line feed after each line

When importing

Combines the lines into single paragraphs. Select this option if the text 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.

When exporting

Places a carriage return/line feed at the end of every line (a maximum of 64 characters, not the width of the text in Word Pro) and two carriage returns/line feeds at the end of every paragraph.

Carriage return and line feed after each paragraph

When merging

The Merge feature requires this option when merging an ASCII data file, especially when a description file is used.

When importing

Imports each line as a separate paragraph. Select this option if the text file is formatted with a carriage return/line feed at the end of each paragraph.

When exporting

Places a carriage return/line feed at the end of each paragraph.

Keep style names

When importing

Looks for paragraph style names at the beginning of each paragraph in the source document. These style names are enclosed in angle brackets like this: <Body Text>. If the style name for a paragraph matches a paragraph style name in the destination document, Word Pro assigns that style to the imported paragraph. If the style does not exist in the destination document, Word Pro assigns the Default Text style but displays the original style name in red in the status bar.

For example, if the style name is <SingleLine> and the destination document does not have a style named "SingleLine" Word Pro imports the paragraph and assigns the Default Text style. However, when you place the insertion point in that paragraph, the status bar displays "SingleLine" in red to indicate that the "SingleLine" style was assigned to this text but no such style exists in the document.

Caution Paragraph style names are case-sensitive. For example, Word Pro does not recognize Heading and heading as matching paragraph styles.

When exporting

Places paragraph style names at the beginning of each paragraph. Word Pro encloses each paragraph style name in angle brackets, for example, <Style Name>. The paragraph style names are part of the text in the ASCII file.

If the application receiving the text file recognizes this format for paragraph style names, and its style sheet has identically named paragraph styles, the text file created in Word Pro is formatted according to the paragraph styles in the other application.

Character set

Select the character set (code page) that Word Pro should use when importing the file. The standard ANSI character set is "Windows International (CP 1252)." The standard PC ASCII character set is "DOS USA (CP 437)."

{button ,AL('H_SELECTING_TEXT_OPTIONS_STEPS',1)} [Go to procedure](#)

{button ,AL('H_IMPORTING_A_FILE_STEPS;H_EXPORTING_A_FILE_STEPS;H_CONVERTING_MULTIPLE_FILE_S_TO_THE_WORD_PRO_FORMAT_STEPS',0)} [See related topics](#)

Selecting text options

1. Choose File - Import/Export.



2. Select whether to import a file from another application or export a file to another file format.
3. Click Text Options.
4. Select the desired text file options.
5. Click OK.

{button ,AL('H_SELECTING_TEXT_OPTIONS_DETAILS',1)} [See details](#)

{button ,AL('H_IMPORTING_A_FILE_STEPS;H_EXPORTING_A_FILE_STEPS;H_CONVERTING_MULTIPLE_FILE_S_TO_THE_WORD_PRO_FORMAT_STEPS',0)} [See related topics](#)

Converting the index list document to index entry words

You must create the index list document before you can convert it to index entry words.

1. Choose Text - Mark Text As.
2. Choose Index Entry.



3. Click Options.
4. Click Fill Lists.
5. Type the index list document name in the "Primary/secondary list file" box and click OK to close the Fill Lists with Data From File dialog box.



Tip

6. Click OK.

Word Pro fills the Primary and Secondary list boxes on the Index Mark Text bar with the words from the index list document.

{button ,AL(^H_CREATING_AN_INDEX_STEPS;H_MARKING_INDEX_ENTRIES_STEPS;H_INDEX_LIST_DOCUMENT_OVER;H_CREATING_AN_INDEX_LIST_DOCUMENT_STEPS',0)} [See related topics](#)

You can also select the index list document by clicking Browse, selecting the desired file, and clicking Open. Click OK to close the Browse dialog box. Click OK again.

Details: Creating an index

Index Assistant: Look tab

This panel allows you to define the appearance of the index.

Index Assistant: Scope and Placement tab

This panel allows you to choose the portion of the document for which you want to generate an index and where in the document you want to locate the index.

{button ,AL(`H_CREATING_AN_INDEX_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_MARKING_INDEX_ENTRIES_STEPS;H_DEFINING_THE_APPEARANCE_OF_AN_INDEX_STEPS;
H_DEFINING_THE_SCOPE_AND_PLACEMENT_OF_AN_INDEX_STEPS;H_INDEX_LIST_DOCUMENT_OVER;
H_UPDATING_AN_EXISTING_INDEX_STEPS;H_DELETING_AN_INDEX_STEPS;H_DISPLAYING_INDEX_MA
RKS_STEPS',0)} [See related topics](#)

Details: Creating an index list document

Type the desired primary and secondary index words

Type each primary word in a separate row. After typing a primary word, you can press CTRL+ENTER to move to the second column. Type the corresponding secondary word and press ENTER to type another secondary word or press CTRL+ENTER to begin a new row. If a primary word does not have a corresponding secondary word, leave the second column blank in that row.

{button ,AL('H_CREATING_AN_INDEX_LIST_DOCUMENT_STEPS',1)} [Go to procedure](#)

{button ,AL('H_MARKING_INDEX_ENTRIES_STEPS;H_CREATING_AN_INDEX_STEPS;H_INDEX_MARK_TEXT_BAR_COMMAND_BUTTONS_OVER;H_INDEX_LIST_DOCUMENT_OVER;H_CONVERTING_THE_INDEX_LIST_DOCUMENT_TO_INDEX_ENTRY_WORDS_STEPS',0)} [See related topics](#)

Creating an index list document

1. Create a new document and from the Create menu, choose Parallel Columns.
2. Specify "2" in the "Number of parallel columns" box and click OK.
3. From the Columns menu, choose Mark as Repeated Heading.
4. Type Primary in the first column, type Secondary in the second column, and press CTRL+ENTER to begin a new row.
5. From the Columns menu, deselect "Mark as Repeated Heading."
6. Type the desired primary word in the first column, any corresponding secondary words in the second column and press CTRL+ENTER to begin a new row.
{button ,AL(`H_CREATING_AN_INDEX_LIST_DOCUMENT_DETAILS',1)} [See details](#)
7. Repeat Step 6 as required.
8. Save the file.

{button ,AL(`H_CREATING_AN_INDEX_LIST_DOCUMENT_DETAILS',1)} [See details](#)

{button ,AL(`H_MARKING_INDEX_ENTRIES_STEPS;H_CREATING_AN_INDEX_STEPS;H_INDEX_MARK_TEXT_BAR_COMMAND_BUTTONS_OVER;H_INDEX_LIST_DOCUMENT_OVER;H_CONVERTING_THE_INDEX_LIST_DOCUMENT_TO_INDEX_ENTRY_WORDS_STEPS',0)} [See related topics](#)

Creating an index

Before you can create an index, you must mark the desired index entries.

1. From the Create menu, choose Other Document Part.
2. Choose Index.



If the "Update or create Index" dialog box appears, click "Create New."

3. Select the desired Look panel options.
{button ,AL('H_CREATING_AN_INDEX_DETAILS',1)} [See details](#)
4. Click Next.
5. Select the desired Scope and Placement panel options.
{button ,AL('H_CREATING_AN_INDEX_DETAILS',1)} [See details](#)
6. Click Done to generate the index.

{button ,AL('H_CREATING_AN_INDEX_DETAILS',1)} [See details](#)

{button ,AL('H_MARKING_INDEX_ENTRIES_STEPS;H_DEFINING_THE_APPEARANCE_OF_AN_INDEX_STEPS;
H_DEFINING_THE_SCOPE_AND_PLACEMENT_OF_AN_INDEX_STEPS;H_INDEX_LIST_DOCUMENT_OVER;
H_UPDATING_AN_EXISTING_INDEX_STEPS;H_DELETING_AN_INDEX_STEPS;H_DISPLAYING_INDEX_MA
RKS_STEPS',0)} [See related topics](#)

Defining the appearance of an index

1. From the Create menu, choose Other Document Part.
2. Choose Index.



3. Select the desired options to define the appearance of the index.
4. Click Next to go to the Scope and Placement panel.

{button ,AL('H_CREATING_AN_INDEX_STEPS;H_MARKING_INDEX_ENTRIES_STEPS;H_SETTING_INDEX_ENTRY_REFERENCE_OPTIONS_STEPS;H_INDEX_LIST_DOCUMENT_OVER;H_DEFINING_THE_SCOPE_AND_PLACEMENT_OF_AN_INDEX_STEPS;H_UPDATING_AN_EXISTING_INDEX_STEPS',0)} [See related topics](#)

Details: Defining the scope and placement of an index

Generate index across

Select the portion of the document for which you want to generate the index. The options are:

- Entire Document
- Current Group
- Current Division
- Current Section (only displays if the insertion point is in a section)
- Selected Text (only displays if text is selected)

Place index

Select where you want to locate the index in the document. The options are:

- At end of document
- At end of division
- At end of group
- At end of section (only displays if the insertion point is in a section)
- At insertion point

Place in separate division

Select this option to place the index in a separate division. Deselect this option to place the index in a separate section.

{button ,AL(`H_DEFINING_THE_SCOPE_AND_PLACEMENT_OF_AN_INDEX_STEPS',1)} [Go to procedure](#)
{button ,AL(`H_CREATING_AN_INDEX_STEPS;H_DEFINING_THE_APPEARANCE_OF_AN_INDEX_STEPS;H_UPDATING_AN_EXISTING_INDEX_STEPS;H_DELETING_AN_INDEX_STEPS',0)} [See related topics](#)

Defining the scope and placement of an index

1. Choose Create - Other Document Part.
2. Choose Index.



3. Click the Scope and Placement tab.
4. Select the desired scope and placement options.
{button ,AL(^H_DEFINING_THE_SCOPE_AND_PLACEMENT_OF_AN_INDEX_DETAILS',1)} [See details](#)
5. Click Done to generate the index.

{button ,AL(^H_DEFINING_THE_SCOPE_AND_PLACEMENT_OF_AN_INDEX_DETAILS',1)} [See details](#)

{button ,AL(^H_DEFINING_THE_APPEARANCE_OF_AN_INDEX_STEPS;H_CREATING_AN_INDEX_STEPS;H_UPDATING_AN_EXISTING_INDEX_STEPS;H_DELETING_AN_INDEX_STEPS;H_MARKING_INDEX_ENTRIES_STEPS;H_DIVISIONS_OVER',0)} [See related topics](#)

Deleting an index

1. Display the desired index.
2. If the index is in a separate division, click the right mouse button on the index divider tab and choose Delete Division.

Tip

If the index is in a separate section, click the right mouse button on the index divider tab, choose Select Section, and press DELETE.

{button ,AL(^H_CREATING_AN_INDEX_STEPS;H_INDEX_MARK_TEXT_BAR_COMMAND_BUTTONS_OVER;H_MARKING_INDEX_ENTRIES_STEPS;H_UPDATING_AN_EXISTING_INDEX_STEPS',0)} [See related topics](#)

Displaying index marks

1. Choose Text - Mark Text As.
2. Choose Index Entry.



3. Select "Show Index Marks."

{button ,AL('H_MARKING_INDEX_ENTRIES_STEPS;H_CREATING_AN_INDEX_STEPS;H_SETTING_SHOW_HIDE_OPTIONS_USING_THE_VIEW_MENU_STEPS;H_INDEX_MARK_TEXT_BAR_COMMAND_BUTTONS_OVER;H_UPDATING_AN_EXISTING_INDEX_STEPS;H_DELETING_AN_INDEX_STEPS',0)} [See related topics](#)

Overview: Index list document

- You can create a separate index list document that contains all the primary and secondary words that you want to appear in your index.
- You can convert the index list document to index entry words that display in the "Primary" and "Secondary" boxes on the Index Mark Text bar.
- You can mark index entries in your document using the index entry words in the list boxes and ensure consistent spelling and capitalization.
- You can save time since you only type each primary and secondary word once when you create the index list document, and you do not have to select text when you mark the index entries.

{button ,AL(^H_MARKING_INDEX_ENTRIES_STEPS;H_INDEX_MARK_TEXT_BAR_COMMAND_BUTTONS_OVER;H_CREATING_AN_INDEX_LIST_DOCUMENT_STEPS;H_CONVERTING_THE_INDEX_LIST_DOCUMENT_TO_INDEX_ENTRY_WORDS_STEPS',0)} [See related topics](#)

Overview: Index Mark Text bar command buttons

Command button	What it does
Mark	Marks (identifies) selected text or location as an index entry.
Next Mark	Moves to the next index mark in the document.
Left arrow	Directs the Next Mark or Next Same Mark button to the beginning of the document.
Right arrow	Directs the Next Mark or Next Same Mark button to the end of the document.
Mark All	Marks every occurrence of the selected text as an index entry. Selecting text enables the Mark All button.
Next Same Mark	Moves to the next index mark with the same text as the current mark.
Remove	Deletes the selected index mark from the document.
Remove all	Deletes all index marks from the document.
Done	Closes the Index Mark Text bar.
Options	Opens the Index Mark Options dialog box where you can include or omit page

numbers and
cross references,
or name a
separate
document that
automates
marking entries in
the current
document.

{button ,AL('H_CREATING_AN_INDEX_STEPS;H_MARKING_INDEX_ENTRIES_STEPS;H_INDEX_LIST_DOCUMENT_OVER;H_UPDATING_AN_EXISTING_INDEX_STEPS;H_DELETING_AN_INDEX_STEPS',0)} See related topics

Details: Marking index entries

Mark text as

"Index Entry" appears as the default option when you choose Text - Mark Text As and then choose Index Entry.

Primary

Any text you selected appears in this box, where each primary index entry will be stored in a list. You can change the selected text or select another index entry.

Secondary

This box is blank by default. Each secondary entry will be stored in a list. You can type an entry in this box or select another index entry from the list.

And vice versa

Automatically creates another index entry that reverses the order of the primary and secondary words. For example, if you created a primary/secondary index entry for Dog, Poodle, Word Pro automatically creates an additional index entry for Poodle, Dog.

Command button	What it does
Mark	Marks (identifies) selected text as a index entry.
Next Mark	Moves to the next index mark in the document.
Left arrow	Directs the Next Mark or Next Same Mark button to the beginning of the document.
Right arrow	Directs the Next Mark or Next Same Mark button to the end of the document.
Mark All	Marks every occurrence of the selected text.
Next Same Mark	Moves to the next index mark with the same text as the current mark.
Remove	Deletes the selected index mark from the document.
Remove all	Deletes all index marks from the document.

Done	Closes the Index Mark Text bar.
Options	Opens the Index Mark Options dialog box where you can include or omit page numbers and cross references, or name a separate document that automates marking entries in the current document.

{button ,AL('H_MARKING_INDEX_ENTRIES_STEPS',1)} [Go to procedure](#)

{button ,AL('H_CREATING_AN_INDEX_STEPS;H_INDEX_MARK_TEXT_BAR_COMMAND_BUTTONS_OVER;H_INDEX_LIST_DOCUMENT_OVER;H_UPDATING_AN_EXISTING_INDEX_STEPS;H_DELETING_AN_INDEX_STEPS;H_DISPLAYING_INDEX_MARKS_STEPS',0)} [See related topics](#)

Marking index entries

1. Choose Text - Mark Text As.
2. Choose Index Entry.



3. Select the desired text or place the insertion point in the desired location.
4. If you want to mark selected text, you can edit the text in the "Primary" box.
If you want to mark the location with your own text, specify the desired text in the "Primary" box.
{button ,AL(`H_MARKING_INDEX_ENTRIES_DETAILS',1)} [See details](#)
5. If you want to create a secondary index entry, specify the desired text in the "Secondary" box.
6. If you want Word Pro to automatically create another index entry that reverses the order of the primary and secondary words, select "And vice versa."
7. If you want to select more detailed options, click Options.
8. Click Mark.
9. Repeat Steps 3 - 8 for each index entry.
10. Click Done to remove the bar.

{button ,AL(`H_MARKING_INDEX_ENTRIES_DETAILS',1)} [See details](#)

{button ,AL(`H_CREATING_AN_INDEX_STEPS;H_INDEX_MARK_TEXT_BAR_COMMAND_BUTTONS_OVER;H_INDEX_LIST_DOCUMENT_OVER;H_UPDATING_AN_EXISTING_INDEX_STEPS;H_DELETING_AN_INDEX_STEPS;H_DISPLAYING_INDEX_MARKS_STEPS',0)} [See related topics](#)

Setting index entry reference options

1. Choose Text - Mark Text As.
2. Choose Index Entry.



3. Select the desired text or place the insertion point in the desired location.
4. Click Options.
5. If you want to use the page number as an index entry reference, select "Page number."
6. If you want to create a cross reference for an index entry, select "See also" and specify any additional desired text in the list box.
7. Click OK.
8. Repeat Steps 3 - 7 for each index entry for which you want to set options.

{button ,AL(`H_CREATING_AN_INDEX_STEPS;H_INDEX_MARK_TEXT_BAR_COMMAND_BUTTONS_OVER;H_MARKING_INDEX_ENTRIES_STEPS;H_INDEX_LIST_DOCUMENT_OVER;H_UPDATING_AN_EXISTING_INDEX_STEPS;H_DELETING_AN_INDEX_STEPS',0)} [See related topics](#)

Updating an index

You must have an index already in your document to complete these steps.

1. From the Create menu, choose Other Document Part, and then choose Index.
2. Select the index(es) you want to update in the "Index(es) to update" box.
Click Select All to select all indices.
3. To update the existing index, click Update.
Word Pro replaces the selected index(es) with your changes.
4. Click Create New if you want to generate a completely different index.

Note If you want to change options for the look, scope, and placement of an existing index, you must first delete the index and then recreate it with the different options.

{button ,AL(`H_CREATING_AN_INDEX_STEPS;H_DELETING_AN_INDEX_STEPS',0)} [See related topics](#)

Details: Copying text using the Edit menu


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


Text remains on the Clipboard until you replace it with more text or a picture.

{button ,AL('H_COPYING_TEXT_USING_THE_EDIT_MENU_STEPS',1)} [Go to procedure](#)

{button ,AL('H_MOVING_TEXT_USING_DRAG_AND_DROP_STEPS;H_MOVING_TEXT_USING_THE_EDIT_MENU_STEPS;H_USING_PASTE_STEPS;H_MOVING_OR_COPYING_TEXT_BETWEEN_DOCUMENTS_STEPS',0)} [See related topics](#)

Copying text using the Edit menu

1. Select the text you want to copy.
2. From the Edit menu, choose Copy.

3. Place the insertion point where you want to insert the selected text.
4. From the Edit menu, choose Paste.

 The contents of the Clipboard appear in the desired location.

 Tip

{button ,AL('H_COPYING_TEXT_USING_THE_EDIT_MENU_DETAILS',1)} [See details](#)

{button ,AL('H_MOVING_TEXT_USING_DRAG_AND_DROP_STEPS;H_MOVING_TEXT_USING_THE_EDIT_MENU_STEPS;H_USING_PASTE_STEPS;H_MOVING_OR_COPYING_TEXT_BETWEEN_DOCUMENTS_STEPS',0)} [See related topics](#)

You can also copy text using drag and drop:

- Select the text you want to copy, press CTRL, and place the mouse pointer over the selected text so that a hand appears.



- Press and hold the mouse button until the hand closes and a plus sign appears to indicate the information is being copied.



- Drag the text to the place where you want it to copy, and release the mouse button.

Counting words in a document

1. Select the text for which you want to count words.

To count the words in the entire document, click in the document.

2. From the Edit menu, choose Proofing Tools, and then choose Word Count.

Word Pro displays the word count for the selected text and/or the entire document.

Details: Creating a custom color

You can control the hue, saturation, and luminance of a color you create. You can also control the amount of red, green, and blue in the custom colors.

There are three ways to change these values:

- Dragging the mouse pointer to change the hue and saturation of the color.
- Dragging the mouse to change the luminance of the color.
- Specifying new values for each option in the boxes.

Word Pro changes the color in the Color/Solid box to match the new values.

{button ,AL('H_CREATING_A_CUSTOM_COLOR_STEPS',1)} [Go to procedure](#)

Creating a custom color

1. Display the color palette by:

- Clicking the down arrow on the color box in a dialog box or InfoBox.

Tip You may have to click the Lines & Colors tab to find a color box.



- Clicking the Color button on the status bar.



2. Press CTRL and click the color on which you want to base the new color.

3. Specify the new values for the color in the boxes.

You can also create a color using the mouse.

4. Click Add Color.

{button ,AL('H_CREATING_A_CUSTOM_COLOR_DETAILS',1)} [See details](#)

Creating a link to Word Pro

1. In the source application, copy the information that you want to link to the Clipboard.
2. In Word Pro, place the insertion point at the location where you want the link.
3. Choose Edit - Paste Special.
4. Select "Paste link to source."
5. If you want to change the format of the link, select a different format from the list.
6. Click OK.

{button ,AL('H_USING_PASTE_SPECIAL_STEPS;H_CREATING_AN_OLE_OBJECT_FROM_PART_OF_A_FILE_S
TEPS;H_OBJECT_LINKING_AND_EMBEDDING_OLE_OVER',0)} [See related topics](#)

Deleting text

Using DEL or BACKSPACE, you can delete individual characters, a block of text, or a page. If you delete something unintentionally, choose Edit - Undo to retrieve it.

- Press BACKSPACE to delete individual characters to the left of the insertion point.
- Press DEL to delete individual characters to the right of the insertion point.
- To delete blocks of text, select the text and press DEL.
- To delete an entire page, select the text from the top of one page to the top of the next page and then press DEL.

{button ,AL(`H_SELECTING_TEXT_USING_THE_MOUSE_STEPS;H_SELECTING_TEXT_USING_THE_TEXT_MENU_STEPS;H_SELECTING_TEXT_USING_THE_KEYBOARD_STEPS;H_DESELECTING_TEXT_STEPS;H_KEYBOARD_SHORTCUTS_FOR_COMMANDS_STEPS;H_MOUSE_SHORTCUTS_STEPS',0)} [See related topics](#)

Deselecting text

You can deselect text by clicking outside the selected text or by pressing ESC.

```
{button ,AL(^H_SELECTING_TEXT_USING_THE_MOUSE_STEPS;H_SELECTING_TEXT_USING_THE_TEXT_MENU_STEPS;H_SELECTING_TEXT_USING_THE_KEYBOARD_STEPS;H_DELETING_TEXT_STEPS;H_KEYBOARD_SHORTCUTS_FOR_COMMANDS_STEPS;H_MOUSE_SHORTCUTS_STEPS',0)} See related topics
```

Disabling drag & drop

1. Choose File - User Setup.
2. Choose Word Pro Preferences.
3. Select "Drag & drop" in the "Disable" box.
4. Click OK.

{button ,AL(`H_MOVING_TEXT_USING_DRAG_AND_DROP_STEPS;H_DRAG_AND_DROP_OVER',0)} See related topics

Overview: Drag and drop

Instead of using menu options or SmartIcons, you can use drag and drop to copy or move text or Word Pro objects. When you drag and drop, you select text or an object and use the mouse to copy or move it to another location. To "drag," you press and hold the left mouse button and move the mouse pointer to its destination. When you release the mouse button, you "drop" the text or object.

Drag and drop is most convenient when you're moving text or objects on the same page. When you use the Clipboard (by "cutting" or "copying"), the material you are copying or moving stays in the Clipboard until you paste it somewhere else. If you want to move something across a multiple-page document, use cut and paste.

{button ,AL(`H_DISABLING_DRAG_AND_DROP_STEPS;H_USING_OLE_DRAG_AND_DROP_OVER;H_MOVING_TEXT_USING_DRAG_AND_DROP_STEPS;',0)} [See related topics](#)

Details: Inserting the date into a document

Date

You can select what type of date stamp to use in your document.

<u>Date stamp...</u>	<u>What it does...</u>
Today's date (system)	Inserts a date that is updated to the current system date each time you open the document and display that page.
Today's date (static)	Inserts today's date. The date does not change the next time you open the document and display that page.
Yesterday's date	Inserts yesterday's date.
Tomorrow's date	Inserts the next day's date.
Date created	Inserts the date you created the document.
Date of last save	Inserts that date you last saved the document.

Date format

You can select the format for the date in this box.

Word Pro displays today's date in all the available formats (for example, Tuesday, March 28, 1995).

Word Pro also displays the character format below the box (for example, Weekday, Month DD, YYYY).

List formats as

You can select how the information in the "Date format" box displays. Word Pro arranges the information in one of the following formats:

- MDY - month, day, year
- DMY - day, month, year
- YMD - year, month, day

All caps

If you want the date to display in all caps, select this option.

{button ,AL(`H_INSERTING_THE_DATE_INTO_A_DOCUMENT_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_INSERTING_THE_TIME_INTO_A_DOCUMENT_STEPS',0)} [See related topics](#)

Inserting the date into a document

1. Place the insertion point where you want to insert the date.
2. From the Text menu, choose Insert Other, and then choose Date/Time.



3. Select "Date" and the type of date you want to insert.
4. Select the options you want to use for the date format.
5. Click OK.

{button ,AL(`H_INSERTING_THE_DATE_INTO_A_DOCUMENT_DETAILS',1)} [See details](#)

{button ,AL(`H_INSERTING_THE_TIME_INTO_A_DOCUMENT_STEPS;',0)} [See related topics](#)

Details: Inserting the time into a document

Time

You can select what type of time stamp to use in your document.

<u>Time stamp . . .</u>	<u>What it does . . .</u>
Current time	Inserts the system time. Each time you open the document and display that page, the time is updated to the current time.
Time Created	Inserts the time you created the document.
Time of last save	Inserts the time you last saved the document.

Time format

You can select the format for the time stamp in this box.

Word Pro displays the current time in all the available formats (for example, 7:14:29).

{button ,AL('H_INSERTING_THE_TIME_INTO_A_DOCUMENT_STEPS',1)} [Go to procedure](#)
{button ,AL('H_INSERTING_THE_DATE_INTO_A_DOCUMENT_STEPS;',0)} [See related topics](#)

Inserting the time into a document

1. Place the insertion point where you want to insert the time.
2. Choose Text - Insert Other.
3. Choose Date/Time.



4. In the "Time" box, select the time you want to insert.
5. In the "Time format" box, select the format you want to use for the time.
6. Click OK.

{button ,AL('H_INSERTING_THE_TIME_INTO_A_DOCUMENT_DETAILS',1)} [See details](#)

{button ,AL('H_INSERTING_THE_DATE_INTO_A_DOCUMENT_STEPS',0)} [See related topics](#)

Insert Date/Time dialog box

You can insert a date or time into your document.

Choose a task:

[Insert and format a date stamp](#)

[Insert and format a time stamp](#)

Details: Modifying a link

Update Now

Word Pro updates the linked data by obtaining a new copy of the data from the server.

Edit Link

Application - the name of the server for the link.

For DDE, this is the application name and path.

Topic - the drive, directory, and file name for the DDE link.

Item - the type of data item, such as a chart, a range of cells, or a named spreadsheet range.

Break Link

Word Pro stops updating the linked data in the Word Pro document and terminates the link. Changes in the server file are no longer applied to the document.

Open Source

Word Pro opens the application that created the linked object to enable you to make changes. Changes you save in the source application are reflected in your document.

{button ,AL('H_MODIFYING_A_LINK_STEPS',1)} Go to procedure

Moving or copying text between documents

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.



3. Choose File - Open.



 Tip

4. Specify the document name you want to open.
5. Click Open.
6. Place the insertion point where you want to insert the text.
7. Choose Edit - Paste.



{button ,AL(`H_MOVING_TEXT_USING_DRAG_AND_DROP_STEPS;H_MOVING_TEXT_USING_THE_EDIT_MENU_STEPS;H_COPYING_TEXT_USING_THE_EDIT_MENU_STEPS;H_USING_PASTE_STEPS;H_INSERTING_A_DOCUMENT_OR_FILE_INTO_THE_CURRENT_DOCUMENT_STEPS',0)} [See related topics](#)

If the document is already open, you can choose Window - [document name], and then paste the text.

Moving text using drag & drop

1. Select the text you want to move.
2. Place the mouse pointer over the selected text so that a hand appears.



3. Press and hold the mouse button.



The hand closes to indicate the information is being moved.

4. Drag the text to the place where you want to move it.
5. Release the mouse button.

{button ,AL(`H_MOVING_TEXT_USING_THE_EDIT_MENU_STEPS;H_COPYING_TEXT_USING_THE_EDIT_MENU_STEPS;H_USING_PASTE_STEPS;H_MOVING_OR_COPYING_TEXT_BETWEEN_DOCUMENTS_STEPS;H_DRAG_AND_DROP_OVER',0)} [See related topics](#)

Moving text using the Edit menu

1. Select the text you want to move.
2. Choose Edit - Cut.
■
3. Move the insertion point to the place where you want to insert the text.
4. Choose Edit - Paste.
■

When you copy or cut information, such as text or pictures from the document, it is temporarily placed on the Clipboard. It remains there until it is replaced with additional text or pictures you copy or cut to the Clipboard.

```
{button ,AL(^H_MOVING_TEXT_USING_DRAG_AND_DROP_STEPS;H_COPYING_TEXT_USING_THE_EDIT_MENU_STEPS;H_USING_PASTE_STEPS;H_MOVING_OR_COPYING_TEXT_BETWEEN_DOCUMENTS_STEPS', 0)} See related topics
```

Overview: Page gauge



The page gauge  appears when you drag the scroll box on the vertical scroll bar.

As you drag the scroll box, the page gauge displays the division (or section) and page number for the current location of the indicator.

```
{button ,AL('H_USING_THE_PAGE_GAUGE_TO_MOVE_THROUGH_A_DOCUMENT_STEPS;H_REORGANIZING_A_DOCUMENT_USING_A_DIVIDER_TAB_STEPS;H_GOING_TO_A_SPECIFIC_PART_OF_A_DOCUMENT_STEPS;H_NUMBERING_PAGES_IN_A_DOCUMENT_STEPS;H_USING_DIVIDER_TABS_TO_MOVE_THROUGH_A_DOCUMENT;',0)} See related topics
```

Reverting to the last saved version

This procedure does not reverse any action after editing changes are saved using File - Save or CTRL+S.

1. From the File menu, choose Close.

2. When asked if you want to save your changes, choose No.
3. From the File menu, choose Open.

4. Select the name of the original file.
5. Click Open.

{button ,AL('H_UNDOING_OR_REDOING_ACTIONS_STEPS;H_SETTING_THE_NUMBER_OF_UNDO_LEVELS_STEPS',0)} [See related topics](#)

Scrolling to move through a document

- You can use the vertical scroll box on the right side of the Word Pro workspace, or the page number indicator in the right bottom corner of the Word Pro window to go forward or backward in a document.
- You can also use the horizontal scroll box at the bottom of the Word Pro workspace to move left or right.

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

{button ,AL('H_USING_DIVIDER_TABS_TO_MOVE_THROUGH_A_DOCUMENT_STEPS;H_USING_THE_PAGE_GAUGE_TO_MOVE_THROUGH_A_DOCUMENT_STEPS;H_KEYBOARD_SHORTCUTS_FOR_NAVIGATING_A_DOCUMENT_STEPS',0)} [See related topics](#)

Selecting text using the highlighter

1. Display the Review & Comment Tools icon bar.

 Tip

2. Click the highlighter  icon.

Word Pro displays the highlighter mouse pointer.



3. Select the word, sentence, paragraph, or entire division you want to highlight.
4. Click the highlighter icon again to turn it off.

{button ,AL(^H_SELECTING_TEXT_USING_THE_MOUSE_STEPS;H_SELECTING_TEXT_USING_THE_KEYBOARD_STEPS;H_SELECTING_TEXT_USING_THE_TEXT_MENU_STEPS;H_DESELECTING_TEXT_STEPS;H_REVIEW_AND_COMMENT_TOOLS_ICONS_OVER;H_DISPLAYING_THE_REVIEW_AND_COMMENT_TOOLS_ICON_BAR_STEPS',0)} [See related topics](#)

You can display the Review & Comment Tools icon bar by choosing View - Show/Hide and choosing Review & Comment Tools.

Selecting text using the keyboard

1. Click the insertion point where you want to begin selecting text.
2. Press and hold SHIFT.
3. Press the arrow keys to select the word, sentence, paragraph, or entire document.

{button ,AL(`H_SELECTING_TEXT_USING_THE_MOUSE_STEPS;H_SELECTING_TEXT_USING_THE_TEXT_MENU_STEPS;H_DESELECTING_TEXT_STEPS;H_DELETING_TEXT_STEPS;H_KEYBOARD_SHORTCUTS_FOR_COMMANDS_STEPS;H_MOUSE_SHORTCUTS_STEPS;H_SELECTING_TABLE_COLUMNS_OR_ROWS_STEPS;H_USING_F11_AND_F12_TO_SELECT_TEXT_STEPS',0)} [See related topics](#)

Selecting text using the mouse

1. Click at the beginning of the text you want to select.
2. Drag the mouse pointer until you reach the end of the text you want to select.
3. Release the mouse button.

You can now type over, delete, move, copy, or change the text.

```
{button ,AL(`H_SELECTING_TEXT_USING_THE_TEXT_MENU_STEPS;H_SELECTING_TEXT_USING_THE_KEY  
BOARD_STEPS;H_DESELECTING_TEXT_STEPS;H_DELETING_TEXT_STEPS;H_KEYBOARD_SHORTCUTS  
_FOR_COMMANDS_STEPS;H_SELECTING_TABLE_COLUMNS_OR_ROWS_STEPS;H_MOUSE_SHORTCUT  
S_STEPS;H_DRAG_AND_DROP_OVER',0)} See related topics
```

Selecting text using the Text menu

1. Place the insertion point where you want to begin selecting text.
2. From the Text menu, choose Select.
3. Select Word, Sentence, Paragraph, or Entire Document.

Note If the document contains more than one division, "Entire Document" is replaced by "Entire Division."

{button ,AL(`H_SELECTING_TEXT_USING_THE_MOUSE_STEPS;H_SELECTING_TEXT_USING_THE_KEYBOARD_STEPS;H_DESELECTING_TEXT_STEPS;H_DELETING_TEXT_STEPS;H_KEYBOARD_SHORTCUTS_FOR_COMMANDS_STEPS;H_MOUSE_SHORTCUTS_STEPS',0)} [See related topics](#)

Specifying a typing mode

You can toggle between Insert and Typeover mode by pressing INSERT on the keyboard.

In Insert mode, you can insert and delete text at the location of the insertion point without overwriting existing text.

In Typeover mode, you can replace existing text at the location of the insertion point.

```
{button ,AL(`H_SELECTING_TEXT_USING_THE_MOUSE_STEPS;H_SELECTING_TEXT_USING_THE_KEYBOARD_STEPS;H_SELECTING_TEXT_USING_THE_TEXT_MENU_STEPS;H_DESELECTING_TEXT_STEPS;H_DELETING_TEXT_STEPS',0)} See related topics
```

Details: Undoing or redoing actions

You can use undo/redo to reverse actions in Word Pro if the "Undo levels" indicator in the Word Pro Preferences dialog box is set to one or more levels.

Edits you can undo

You must undo actions in the order they were implemented. For example, if you want to undo the fourth action in the box, the previous first, second, and third actions are also selected.

When you click Undo, Word Pro:

- moves the selected actions to the "Edits you can redo" box
- reverses all the actions in the document

Edits you can redo

You must redo actions in the order they were implemented. For example, if you want to redo the fourth action in the box, the previous first, second, and third actions are also selected.

When you click Redo, Word Pro:

- moves the selected actions to the "Edits you can undo" box
- reverses all the actions in the document

{button ,AL('H_UNDOING_OR_REDOING_ACTIONS_STEPS',1)} [Go to procedure](#)

{button ,AL('H_REVERTING_TO_THE_LAST_SAVED_VERSION_STEPS;H_SETTING_THE_NUMBER_OF_UNDO_LEVELS_STEPS',0)} [See related topics](#)

Undoing or redoing actions

1. Choose Edit - Undo/Redo Special.
2. To undo an action, select the action you want to undo from the "Edits you can undo" box and click Undo.
3. To redo an action or event, select the action you want to redo from the "Edits you can redo" box and click Redo.
4. Click OK.

{button ,AL('H_UNDOING_OR_REDOING_ACTIONS_DETAILS',1)} [See details](#)

{button ,AL('H_REVERTING_TO_THE_LAST_SAVED_VERSION_STEPS;H_SETTING_THE_NUMBER_OF_UNDO_LEVELS_STEPS',0)} [See related topics](#)

Undoing your last action using the Edit menu

You can use undo to reverse actions in Word Pro if the "Undo levels" indicator in the Word Pro Preferences dialog box is set to one or more undo levels.

Choose Edit - Undo to undo the last action you performed.



Undo does not cancel equation, chart, or image processing operations. There is only one level of undo available in Drawing mode.

{button ,AL('H_UNDOING_OR_REDOING_ACTIONS_STEPS;H_SETTING_THE_NUMBER_OF_UNDO_LEVELS_STEPS;H_REVERTING_TO_THE_LAST_SAVED_VERSION_STEPS',0)} [See related topics](#)

Using divider tabs to move through a document

Click a divider tab to bring the first page of the division or section forward.

```
{button ,AL(^H_SCROLLING_TO_MOVE_THROUGH_A_DOCUMENT_STEPS;H_KEYBOARD_SHORTCUTS_FOR  
_NAVIGATING_A_DOCUMENT_STEPS;H_USING_THE_PAGE_GAUGE_TO_MOVE_THROUGH_A_DOCUMEN  
T_STEPS',0)} See related topics
```


Using Paste Special

1. Copy or cut the information you want to paste to the Clipboard.
2. Place the insertion point where you want to paste the information.
3. From the Edit menu, choose Paste Special.
4. Select "Paste."
Select a format from the list.
5. Click OK.
Word Pro pastes the information in the format you selected.

{button ,AL(`H_USING_PASTE_STEPS;H_CREATING_A_LINK_TO_WORD_PRO_STEPS',0)} [See related topics](#)

Using paste

1. Select the desired text, graphic, or picture.
2. Choose Edit - Cut or Edit - Copy to place the selected information on the Clipboard.



3. Place the insertion point where you want to insert the contents of the Clipboard.
4. Choose Edit - Paste.



{button ,AL(^H_MOVING_TEXT_USING_DRAG_AND_DROP_STEPS;H_MOVING_TEXT_USING_THE_EDIT_MENU_STEPS;H_COPYING_TEXT_USING_THE_EDIT_MENU_STEPS;H_MOVING_OR_COPYING_TEXT_BETWEEN_DOCUMENTS_STEPS',0)} [See related topics](#)

Using the page gauge to move through a document

1. Click and hold down the vertical scroll box until the page gauge displays.



The page gauge shows you where you are in the document with the name of the division (or section) and the page number.

2. Click and drag the page gauge up or down on the scroll bar to navigate quickly through the document.
3. Release the mouse when you are at the desired location.

```
{button ,AL(`H_PAGE_GAUGE_OVER;H_SCROLLING_TO_MOVE_THROUGH_A_DOCUMENT_STEPS;H_KEYBO  
ARD_SHORTCUTS_FOR_NAVIGATING_A_DOCUMENT_STEPS;H_USING_DIVIDER_TABS_TO_MOVE_THR  
OUGH_A_DOCUMENT_STEPS',0)} See related topics
```

Details: Creating and generating a table of contents

Table of Contents Assistant: Look tab

This panel allows you to define the appearance of the table of contents.

Table of Contents Assistant: Scope and Placement tab

This panel allows you to choose the portion of the document for which you want to generate the table of contents and where in the document you want to locate the table of contents.

Table of Contents Assistant: Contents tab

This panel allows you to choose which paragraph styles you want to use as entries in the table of contents and which level (from 1 to 9) you want to assign to a paragraph style.

{button ,AL('H_CREATING_AND_GENERATING_A_TABLE_OF_CONTENTS_STEPS',1)} [Go to procedure](#)

{button ,AL('H_TABLE_OF_CONTENTS_OVER;H_DEFINING_THE_APPEARANCE_OF_THE_TABLE_OF_CONTENTS_STEPS;H_DEFINING_THE_SCOPE_AND_PLACEMENT_OF_THE_TABLE_OF_CONTENTS_STEPS;H_DEFINING_THE_CONTENTS_OF_THE_TABLE_OF_CONTENTS_STEPS;H_CREATING_A_TABLE_OF_CONTENTS_ENTRY_FROM_SELECTED_TEXT_STEPS;H_DISPLAYING_TABLE_OF_CONTENTS_MARKS_STEPS;H_UPDATING_A_TABLE_OF_CONTENTS_STEPS;H_DELETING_A_TABLE_OF_CONTENTS_STEPS',0)} [See related topics](#)

Creating and generating a table of contents

1. From the Create menu, choose Other Document Part.
2. Choose Table of Contents.



If the "Update or create Table of Contents" dialog box appears, click "Create New."

3. Select the desired Look panel options.
{button ,AL(`H_CREATING_AND_GENERATING_A_TABLE_OF_CONTENTS_DETAILS',1)} [See details](#)
4. Click Next.
5. Select the desired Scope and Placement panel options.
{button ,AL(`H_CREATING_AND_GENERATING_A_TABLE_OF_CONTENTS_DETAILS',1)} [See details](#)
6. Click Next.
7. Specify the desired Contents panel options.
{button ,AL(`H_CREATING_AND_GENERATING_A_TABLE_OF_CONTENTS_DETAILS',1)} [See details](#)
8. Click Done to generate the table of contents.

{button ,AL(`H_CREATING_AND_GENERATING_A_TABLE_OF_CONTENTS_DETAILS',1)} [See details](#)

{button ,AL(`H_TABLE_OF_CONTENTS_OVER;H_DEFINING_THE_APPEARANCE_OF_THE_TABLE_OF_CONTENTS_STEPS;H_DEFINING_THE_SCOPE_AND_PLACEMENT_OF_THE_TABLE_OF_CONTENTS_STEPS;H_DEFINING_THE_CONTENTS_OF_THE_TABLE_OF_CONTENTS_STEPS;H_CREATING_A_TABLE_OF_CONTENTS_ENTRY_FROM_SELECTED_TEXT_STEPS;H_DISPLAYING_TABLE_OF_CONTENTS_MARKS_STEPS;H_UPDATING_A_TABLE_OF_CONTENTS_STEPS;H_DELETING_A_TABLE_OF_CONTENTS_STEPS',0)} [See related topics](#)

Details: Creating a table of contents entry from selected text

Mark text as

"TOC Entry" appears as the default option when you choose Text - Mark Text As and then choose TOC Entry.

TOC level

You can arrange up to nine levels for the table of contents. The levels range from level 1 (main headings) to level 9 (lowest headings).

{button ,AL(^H_CREATING_A_TABLE_OF_CONTENTS_ENTRY_FROM_SELECTED_TEXT_STEPS',1)} [Go to procedure](#)

{button ,AL(^H_TABLE_OF_CONTENTS_OVER;H_CREATING_AND_GENERATING_A_TABLE_OF_CONTENTS_STEPS;H_DELETING_A_TABLE_OF_CONTENTS_STEPS;H_DISPLAYING_TABLE_OF_CONTENTS_MARKS_STEPS;H_UPDATING_A_TABLE_OF_CONTENTS_STEPS',0)} [See related topics](#)

Creating a table of contents entry from selected text

1. Choose Text - Mark Text As.
2. Choose TOC Entry.



3. Select the text you want to include in the table of contents.
4. Specify the desired level for the text in the "TOC level" box.
{button ,AL(`H_CREATING_A_TABLE_OF_CONTENTS_ENTRY_FROM_SELECTED_TEXT_DETAILS',1)} [See details](#)
5. Click Mark.
6. Repeat steps 3 - 5 for as many entries as you want to mark.
7. Click Done to close the Mark Text bar.

{button ,AL(`H_CREATING_A_TABLE_OF_CONTENTS_ENTRY_FROM_SELECTED_TEXT_DETAILS',1)} [See details](#)

{button ,AL(`H_TABLE_OF_CONTENTS_OVER;H_CREATING_AND_GENERATING_A_TABLE_OF_CONTENTS_STEPS;H_DELETING_A_TABLE_OF_CONTENTS_STEPS;H_DISPLAYING_TABLE_OF_CONTENTS_MARKS_STEPS;H_UPDATING_A_TABLE_OF_CONTENTS_STEPS;H_TABLE_OF_CONTENTS_MARK_TEXT_BAR_COMMAND_BUTTONS_OVER',0)} [See related topics](#)

Defining the appearance of the table of contents

1. From the Create menu, choose Other Document Part.
2. Choose Table of Contents.
3. Select the desired appearance option in the "Table of contents look" box.
4. If you want to generate a table of contents without page numbers, complete the following items:
 - Select "All" in the "Page number for TOC" box.
 - Deselect "Page number for TOC."
5. If you want your table of contents to include page numbers with the same formatting options for each heading level, complete the following items:
 - Select "All" in the "Page number for TOC" box.
 - Select "Page number for TOC."
 - Select or deselect "Right align page number."
 - Select the desired leader or separator.
6. If you want your table of contents to include different page number formatting options for each heading level, complete the following items for the first table of contents heading level and repeat for each heading level that you use:
 - Select a table of contents heading level in the "Page number for TOC" box.
 - Select or deselect "Page number for TOC."If you select "Page number for TOC," the two options below activate:
 - Select or deselect "Right align page number" to include page numbers for this heading level.
 - Select the desired leader or separator to include page numbers for this heading level.
7. Click Next to go to the Scope and Placement panel.

{button ,AL(^H_TABLE_OF_CONTENTS_OVER;H_CREATING_AND_GENERATING_A_TABLE_OF_CONTENTS_STEPS;H_DEFINING_THE_SCOPE_AND_PLACEMENT_OF_THE_TABLE_OF_CONTENTS_STEPS;H_DEFINING_THE_CONTENTS_OF_THE_TABLE_OF_CONTENTS_STEPS;H_CREATING_A_TABLE_OF_CONTENTS_ENTRY_FROM_SELECTED_TEXT_STEPS;H_DISPLAYING_TABLE_OF_CONTENTS_MARKS_STEPS;H_UPDATING_A_TABLE_OF_CONTENTS_STEPS;H_DELETING_A_TABLE_OF_CONTENTS_STEPS',0)} [See related topics](#)

Details: Defining the contents of the table of contents

Text to include in table of contents

- **1 - 9**

Table of contents entry levels from 1 (main headings) through 9 (lowest headings).

- **None**

Excludes a paragraph style as a table of contents entry.

- **TOC Level**

Clicking the left arrow assigns a higher table of contents level.

Clicking the right arrow assigns a lower table of contents level.

Clicking the double arrow moves any paragraph style to None.

Note You must create a paragraph style in all divisions for it to appear on this list, unless the insertion point is in the division your unique paragraph style was created in. To be able to create a table of contents across all divisions, copy the styles used for headings to all divisions in the document.

Include paragraph

For each table of contents level, you can include text, an outline number for the paragraph, or both, from the paragraph style.

{button ,AL('H_DEFINING_THE_CONTENTS_OF_THE_TABLE_OF_CONTENTS_STEPS',1)} Go to procedure
{button ,AL('H_TABLE_OF_CONTENTS_OVER;H_CREATING_AND_GENERATING_A_TABLE_OF_CONTENTS_STEPS;H_DEFINING_THE_APPEARANCE_OF_THE_TABLE_OF_CONTENTS_STEPS;H_DEFINING_THE_SCOPE_AND_PLACEMENT_OF_THE_TABLE_OF_CONTENTS_STEPS;H_CREATING_A_TABLE_OF_CONTENTS_ENTRY_FROM_SELECTED_TEXT_STEPS;H_DISPLAYING_TABLE_OF_CONTENTS_MARKS_STEPS;H_UPDATING_A_TABLE_OF_CONTENTS_STEPS;H_DELETING_A_TABLE_OF_CONTENTS_STEPS',0)} See related topics

Defining the contents of the table of contents

If you want to use paragraph styles to define the contents, specify them on the Contents Tab. If you are not using paragraph styles to define the contents, you must assign each style a level of "None."

Note Paragraph styles that apply to specific divisions within your document and are external to the division you are working in are excluded from this list.

1. From the Create menu, choose Other Document Part, and then choose Table of Contents.
2. Click the Contents tab.
3. Select a paragraph style in the "Text to include in table of contents" box.
{button ,AL('H_DEFINING_THE_CONTENTS_OF_THE_TABLE_OF_CONTENTS_DETAILS',1)} [See details](#)
4. Click a TOC level button to assign a level of 1 through 9 to a paragraph style or to exclude a paragraph style as a table of contents entry.
5. Select the desired paragraph style inclusion option in the "Include paragraph" box.
6. Repeat steps 4 - 6 for each paragraph style.
7. Click Done to generate the table of contents.

{button ,AL('H_DEFINING_THE_CONTENTS_OF_THE_TABLE_OF_CONTENTS_DETAILS',1)} [See details](#)

{button ,AL('H_TABLE_OF_CONTENTS_OVER;H_CREATING_AND_GENERATING_A_TABLE_OF_CONTENTS_STEPS;H_DEFINING_THE_APPEARANCE_OF_THE_TABLE_OF_CONTENTS_STEPS;H_DEFINING_THE_SCOPE_AND_PLACEMENT_OF_THE_TABLE_OF_CONTENTS_STEPS;H_CREATING_A_TABLE_OF_CONTENTS_ENTRY_FROM_SELECTED_TEXT_STEPS;H_DISPLAYING_TABLE_OF_CONTENTS_MARKS_STEPS;H_UPDATING_A_TABLE_OF_CONTENTS_STEPS;H_DELETING_A_TABLE_OF_CONTENTS_STEPS',0)} [See related topics](#)

Details: Defining the scope and placement of the table of contents

Generate table of contents across

Select the portion of the document for which you want to generate the table of contents. The options are:

- Entire Document
- Current Group
- Current Division
- Current Section (only displays if the insertion point is in a section)
- Selected Text (only displays if text is selected)

Place table of contents

Select where you want to locate the table of contents in the document. The options are:

- At beginning of document
- At beginning of division
- At beginning of group
- At beginning of section (only displays if the insertion point is in a section)
- At insertion point

Place in separate division

Select this option to place the table of contents in a separate division. Deselect this option to place the table of contents in a separate section.

{button ,AL('H_DEFINING_THE_SCOPE_AND_PLACEMENT_OF_THE_TABLE_OF_CONTENTS_STEPS',1)} [Go to procedure](#)

{button ,AL('H_TABLE_OF_CONTENTS_OVER;H_CREATING_AND_GENERATING_A_TABLE_OF_CONTENTS_STEPS;H_DEFINING_THE_APPEARANCE_OF_THE_TABLE_OF_CONTENTS_STEPS;H_DEFINING_THE_CONTENTS_OF_THE_TABLE_OF_CONTENTS_STEPS;H_UPDATING_A_TABLE_OF_CONTENTS_STEPS;H_DELETING_A_TABLE_OF_CONTENTS_STEPS;H_GROUPING_DIVIDER_TABS_OVER',0)} [See related topics](#)

Defining the scope and placement of the table of contents

1. Choose Create - Other Document Part.
2. Choose Table of Contents.
3. Click the Scope and Placement tab.
4. Select the desired option in the "Generate table of contents across" box.
{button ,AL('H_DEFINING_THE_SCOPE_AND_PLACEMENT_OF_THE_TABLE_OF_CONTENTS_DETAILS',1)}
[See details](#)
5. Select an option where to place the table of contents.
6. Select or deselect "Place in separate division."
7. Click Next to go to the Contents panel.

```
{button ,AL('H_TABLE_OF_CONTENTS_OVER;H_CREATING_AND_GENERATING_A_TABLE_OF_CONTENTS_STEPS;H_DEFINING_THE_APPEARANCE_OF_THE_TABLE_OF_CONTENTS_STEPS;H_DEFINING_THE_CONTENTS_OF_THE_TABLE_OF_CONTENTS_STEPS;H_CREATING_A_TABLE_OF_CONTENTS_ENTRY_FROM_SELECTED_TEXT_STEPS;H_DISPLAYING_TABLE_OF_CONTENTS_MARKS_STEPS;H_UPDATING_A_TABLE_OF_CONTENTS_STEPS;H_DELETING_A_TABLE_OF_CONTENTS_STEPS',0)} See related topics
```

Deleting a table of contents

1. Display the desired table of contents.
2. If the table of contents is in a separate division, click the right mouse button on the table of contents divider tab and choose Delete Division.

Tip

If the table of contents is not in a separate division, place the insertion point anywhere in the desired table of contents, choose Table - Delete, and choose Entire Table.

```
{button ,AL(^H_TABLE_OF_CONTENTS_OVER;H_CREATING_AND_GENERATING_A_TABLE_OF_CONTENTS_STEPS;H_CREATING_A_TABLE_OF_CONTENTS_ENTRY_FROM_SELECTED_TEXT_STEPS;H_DISPLAYING_TABLE_OF_CONTENTS_MARKS_STEPS;H_UPDATING_A_TABLE_OF_CONTENTS_STEPS';0)} See related topics
```

Displaying table of contents marks

1. Choose Text - Mark Text As.
2. Choose TOC Entry.



3. Select "Show TOC Marks."

```
{button ,AL(^H_TABLE_OF_CONTENTS_OVER;H_CREATING_A_TABLE_OF_CONTENTS_ENTRY_FROM_SELECTED_TEXT_STEPS;H_CREATING_AND_GENERATING_A_TABLE_OF_CONTENTS_STEPS;H_TABLE_OF_CONTENTS_MARK_TEXT_BAR_COMMAND_BUTTONS_OVER;H_UPDATING_A_TABLE_OF_CONTENTS_STEPS',0)} See related topics
```

Mark Text bar

The Mark Text bar lets you create entries for either a table of contents or an index.

You can select "TOC Entry" in the "Mark text as" box to display the table of contents bar. You can use this bar to display table of contents marks in the document and to create a table of contents entry from selected text by marking the text and assigning a table of contents level to it.

You can select "Index Entry" in the "Mark text as" box to display the index bar. You can use this bar to display index marks in the document and to mark selected text as a primary or secondary index entry. You can also use the bar in conjunction with the Find and Replace bar to find and mark index entries in your document.

Choose a task:

[Creating a table of contents entry from selected text](#)

[Displaying table of contents marks](#)

[Marking index entries](#)

[Displaying index marks](#)

{button ,AL('H_TABLE_OF_CONTENTS_OVER;H_WHAT_IS_A_MODELESS_BAR_OVER;H_TABLE_OF_CONTENTS_MARK_TEXT_BAR_COMMAND_BUTTONS_OVER;H_CREATING_A_TABLE_OF_CONTENTS_ENTRY_FROM_SELECTED_TEXT_STEPS;H_INDEX_MARK_TEXT_BAR_COMMAND_BUTTONS_OVER',0)} [See related topics](#)

Overview: Table of contents Mark Text bar command buttons

Command button...	What it does...
Mark	Marks (identifies) text as a table of contents entry. Selecting text enables the Mark command button.
Next Mark	Moves to the next table of contents mark in the document.
Left arrow	Directs the Next Mark or Next At Same Level button to the beginning of the document.
Right arrow	Directs the Next Mark or Next At Same Level button to the end of the document.
Next At Same Level	Moves to the next table of contents mark at the same level as the current mark.
Remove	Deletes the selected table of contents mark from the document.
Remove all	Deletes all table of contents marks from the document.
Done	Closes the Mark Text review bar.

{button ,AL(`H_TABLE_OF_CONTENTS_OVER;H_CREATING_AND_GENERATING_A_TABLE_OF_CONTENTS_STEPS;H_CREATING_A_TABLE_OF_CONTENTS_ENTRY_FROM_SELECTED_TEXT_STEPS;H_DISPLAYING_TABLE_OF_CONTENTS_MARKS_STEPS',0)} [See related topics](#)

Overview: Table of contents

- You can arrange table of contents entries from level 1 (main headings) to level 9 (lowest headings).
- You can assign a table of contents level to a paragraph style.
- You can mark (identify) text and assign it a table of contents level.
- You can define how the table of contents looks.
- You can create a table of contents for an entire document, or for a section, division, or selected text in a document.
- You can create multiple tables of contents for a document.
- You can place a table of contents anywhere in a document except in repeating frames, headers, or footers.
- You can update or delete one or all tables of contents from a document.

{button ,AL('H_CREATING_AND_GENERATING_A_TABLE_OF_CONTENTS_STEPS;H_DEFINING_THE_APPEARANCE_OF_THE_TABLE_OF_CONTENTS_STEPS;H_DEFINING_THE_SCOPE_AND_PLACEMENT_OF_THE_TABLE_OF_CONTENTS_STEPS;H_DEFINING_THE_CONTENTS_OF_THE_TABLE_OF_CONTENTS_STEPS;H_CREATING_A_TABLE_OF_CONTENTS_ENTRY_FROM_SELECTED_TEXT_STEPS;H_DISPLAYING_TABLE_OF_CONTENTS_MARKS_STEPS;H_UPDATING_A_TABLE_OF_CONTENTS_STEPS;H_DELETING_A_TABLE_OF_CONTENTS_STEPS',0)} [See related topics](#)

Updating a table of contents

You must have a table of contents already in your document to complete these steps.

1. Choose Create - Other Document Part.
2. Choose Table of Contents.
3. Select the table of contents you want to update in the "Table of contents to update" box.
Click Select All to select all tables of contents.
4. To update the existing table, click Update.
Word Pro replaces the selected table(s) of contents with your changes.
5. Click Create New if you want to generate a completely different table of contents.

Note If you want to change options for the look, scope and placement, you must first delete the table of contents and then recreate it with the different options.

{button ,AL('H_TABLE_OF_CONTENTS_OVER;H_CREATING_AND_GENERATING_A_TABLE_OF_CONTENTS_STEPS;H_DEFINING_THE_APPEARANCE_OF_THE_TABLE_OF_CONTENTS_STEPS;H_DEFINING_THE_SCOPE_AND_PLACEMENT_OF_THE_TABLE_OF_CONTENTS_STEPS;H_DEFINING_THE_CONTENTS_OF_THE_TABLE_OF_CONTENTS_STEPS;H_CREATING_A_TABLE_OF_CONTENTS_ENTRY_FROM_SELECTED_TEXT_STEPS;H_DISPLAYING_TABLE_OF_CONTENTS_MARKS_STEPS;H_DELETING_A_TABLE_OF_CONTENTS_STEPS',0)} [See related topics](#)

Creating a cross reference mark

You can create a cross reference mark at one location that you will reference elsewhere in your document.

1. From the Create menu, choose Other Document Part.
2. Choose Cross Reference.
3. Select the text in your document you want to cross-reference.
4. Select "Mark Text to be Referenced" on the Cross Reference bar.
5. Specify the name you want to give this reference mark in the Create Reference Mark dialog box and click OK.
6. Click Done.

{button ,AL(`H_CROSS_REFERENCES_OVER;H_DISPLAYING_THE_CROSS_REFERENCE_BAR_STEPS;H_CREATING_A_CROSS_REFERENCE_TO_MARKED_TEXT_STEPS;H_SHOWING_OR_HIDING_CROSS_REFERENCE_MARKS_STEPS;H_REMOVING_A_BOOKMARK_STEPS',0)} [See related topics](#)

Details: Creating a cross reference to marked text

Insert reference as

Actual Text

Word Pro inserts the text contained inside the cross reference mark. If you later change the text inside the mark, this text changes to match it when you update power fields.

Page Number

Word Pro inserts the number of the page containing the cross reference mark as an Arabic number. If the mark moves to a different page as a result of your editing the document, this number updates when you update power fields.

Paragraph Number

Word Pro inserts the paragraph number or outline number associated with the paragraph containing the cross reference mark. The number appears in the same style used for numbering the paragraph. If the paragraph has no numbering style, nothing is inserted. If the paragraph number of the marked text changes after you edit the document, this number updates when you update power fields.

Updating or deleting cross references

Cross references that you insert are power fields in the document. To update a reference, select it, right-click it, and choose Update All Power Fields. References are also updated when you open or save the document. To ensure all references are correct when you print the document, choose "Update Power Fields" in the Print Options dialog box.

{button ,AL('H_CREATING_A_CROSS_REFERENCE_TO_MARKED_TEXT_STEPS',1)} [Go to procedure](#)

{button ,AL('H_CROSS_REFERENCES_OVER;H_DISPLAYING_THE_CROSS_REFERENCE_BAR_STEPS;H_CREATING_A_CROSS_REFERENCE_MARK_STEPS;H_SHOWING_OR_HIDING_CROSS_REFERENCE_MARKS_STEPS',0)} [See related topics](#)

Creating a cross reference to marked text

1. From the Create menu, choose Other Document Part.
2. Choose Cross Reference.
3. Place the insertion point where you want to create the cross reference.
4. Select "Reference Marked Text" on the Cross Reference bar.
5. Select the mark you want to reference in the "Text to Reference" box.
6. Specify the type of reference you want to insert.
7. Click Reference Marked Text.
8. Click Done.

{button ,AL('H_CROSS_REFERENCES_OVER;H_DISPLAYING_THE_CROSS_REFERENCE_BAR_STEPS;H_CREATING_A_CROSS_REFERENCE_MARK_STEPS;H_SHOWING_OR_HIDING_CROSS_REFERENCE_MARKS_STEPS',0)} [See related topics](#)

Overview: Cross References

Cross references direct the reader to locations in the document where they can find further information about a subject.

- You can create cross references for any Word Pro document by marking the information to be referenced and then creating a cross reference elsewhere in the document to the marked information.
- You can insert the text contained by the cross reference mark, the page number where the mark resides, or the paragraph number associated with the mark. You may want to insert multiple references at the same location to refer to the chapter number and page number.
- Cross reference marks you create are actually Word Pro bookmarks. You can use the Bookmarks dialog box to go to or delete cross reference marks.
- References you create are power fields. You can use the Power Fields dialog box to go to references in your document.
- You can make sure all references in your document are correct by choosing the Update Fields option in the Print Options dialog box to have Word Pro update fields automatically.

{button ,AL(^H_DISPLAYING_THE_CROSS_REFERENCE_BAR_STEPS;H_CREATING_A_CROSS_REFERENCE_MARK_STEPS;H_CREATING_A_CROSS_REFERENCE_TO_MARKED_TEXT_STEPS;H_SHOWING_OR_HIDING_CROSS_REFERENCE_MARKS_STEPS;!,0)} [See related topics](#)

Cross Reference bar

You can create and insert references to specific information in your document by using the Cross Reference bar. You can leave the bar at the top of your screen as you create cross references in your document.

Choose a task:

[Creating a cross reference mark](#)

[Creating a cross reference to marked text](#)

[Showing or hiding cross reference marks](#)

{button ,AL('H_CROSS_REFERENCES_OVER;H_WHAT_IS_A_MODELESS_BAR_OVER',0)} [See related topics](#)

Displaying the Cross Reference bar

1. From the Create menu, choose Other Document Part.
2. Choose Cross Reference.

```
{button ,AL(^H_CROSS_REFERENCES_OVER;H_CREATING_A_CROSS_REFERENCE_TO_MARKED_TEXT_STEPS;H_CREATING_A_CROSS_REFERENCE_MARK_STEPS;H_SHOWING_OR_HIDING_CROSS_REFERENCE_MARKS_STEPS',0)} See related topics
```


Showing or hiding cross reference marks

1. From the Create menu, choose Other Document Part.
2. Choose Cross Reference.
3. Select "Show Cross Reference Marks."
4. To hide cross reference marks, deselect "Show Cross Reference Marks."

{button ,AL(`H_CROSS_REFERENCES_OVER;H_DISPLAYING_THE_CROSS_REFERENCE_BAR_STEPS;H_CREATING_A_CROSS_REFERENCE_MARK_STEPS;H_CREATING_A_CROSS_REFERENCE_TO_MARKED_TEXT_STEPS',0)} [See related topics](#)

Creating a curved text object in a drawing

1. Select an existing text object.
2. Choose Draw - Curved Text.
3. Select the desired shape for the curved text.
4. Click OK.

```
{button ,AL(`H_CREATING_A_TEXT_OBJECT_IN_A_DRAWING_STEPS;H_EDITING_A_TEXT_OBJECT_IN_A_DRAWING_STEPS;H_ROTATING_TEXT_OBJECTS_IN_A_DRAWING_USING_THE_INFOBOX_STEPS;H_SELECTING_OBJECTS_IN_A_DRAWING_STEPS;H_CREATING_A_FREEHAND_OBJECT_IN_A_DRAWING_STEPS', 0)} See related topics
```

Creating a glossary data file

1. From the Edit menu, choose Glossary.



2. Click Browse.
3. Type the new glossary file name.
4. Click Open.
Word Pro displays the message "File does not exist."
5. Click Yes to create the file.
Word Pro displays the message "File does not contain a glossary."
6. Click Yes to make the new file a glossary data file.
Word Pro takes you to the Glossary dialog box.
7. Click Cancel.

{button ,AL(^H_GLOSSARY_DATA_FILE_OVER;H_GLOSSARY_OVER;H_INSERTING_A_GLOSSARY_ENTRY_STEPS;H_CREATING_A_GLOSSARY_ENTRY_STEPS;H_EDITING_A_GLOSSARY_ENTRY_IN_A_GLOSSARY_DATA_FILE_STEPS;H_SETTING_DEFAULT_LOCATIONS_STEPS;H_SETTING_DEFAULT_FILES_STEPS',0)}
[See related topics](#)

Creating a glossary entry

1. Open the document and select the desired contents.
2. Choose Edit - Glossary.



3. Type a name in the "Glossary entry name" box.
The selected text displays in the "Contents of glossary entry" box.
4. Click Create.

{button ,AL(`H_GLOSSARY_OVER;H_INSERTING_A_GLOSSARY_ENTRY_STEPS;H_GLOSSARY_DATA_FILE_OVER;H_CREATING_A_GLOSSARY_DATA_FILE_STEPS;H_EDITING_A_GLOSSARY_ENTRY_IN_A_GLOSSARY_DATA_FILE_STEPS',0)} [See related topics](#)

Editing a glossary entry in a glossary data file

1. From the File menu, choose Open.



2. Type or select the glossary file name.

3. Click Open.

4. Make desired changes to the glossary entries.

5. Choose File - Save.



```
{button ,AL(`H_GLOSSARY_DATA_FILE_OVER;H_CREATING_A_GLOSSARY_DATA_FILE_STEPS;H_INSERTING_A_GLOSSARY_ENTRY_STEPS;H_CREATING_A_GLOSSARY_ENTRY_STEPS;H_GLOSSARY_OVER',0)}
```

[See related topics](#)

Overview: Glossary data file

A glossary data file can contain frequently used information which can be saved and edited.

For example:

Name	Contents
Salutation	Greetings fellow members of the Delta Society
Paragraph 1	Thank you for your overwhelming response to our latest fund raising drive.
Closing	Sincere thanks from the Delta Society

{button ,AL('H_CREATING_A_GLOSSARY_DATA_FILE_STEPS;H_CREATING_A_GLOSSARY_ENTRY_STEPS;H_INSERTING_A_GLOSSARY_ENTRY_STEPS;H_GLOSSARY_OVER;H_EDITING_A_GLOSSARY_ENTRY_IN_A_GLOSSARY_DATA_FILE_STEPS',0)} [See related topics](#)

Glossary dialog box

You can create glossary entries that store frequently used information and insert them into your documents.

Choose a task:

[Creating a glossary entry](#)

[Inserting a glossary entry](#)

{button ,AL('H_GLOSSARY_OVER',0)} [See related topics](#)

Overview: Glossary

Word Pro allows you to create glossaries where you can store frequently used text, frames, tables, etc. You can then insert the glossary entry into your Word Pro documents.

For example, each time you produce a letter, you can avoid typing the same salutation, closing, and/or other frequently used contents by making each item a glossary entry. You can insert the glossary entry in the letter instead of typing it each time.

{button ,AL('H_CREATING_A_GLOSSARY_ENTRY_STEPS;H_INSERTING_A_GLOSSARY_ENTRY_STEPS;H_GLOSSARY_DATA_FILE_OVER;H_CREATING_A_GLOSSARY_DATA_FILE_STEPS;','0)} [See related topics](#)

Inserting a glossary entry

1. Place the insertion point at the location for the glossary entry.
2. From the Edit menu, choose Glossary.



3. If the correct glossary file name is already displayed in the lower left of the dialog box, skip to step 7.
4. Click Browse.
5. Type or select the glossary file name.
6. Click Open to return to the Glossary dialog box.
7. Select a glossary entry name from the "Glossary entry name" box.
8. Click Insert.

{button ,AL(`H_GLOSSARY_OVER;H_CREATING_A_GLOSSARY_ENTRY_STEPS',0)} [See related topics](#)

Creating a new citation category

1. From the Create menu, choose Other Document Part and then choose Table of Authorities.



2. Select text for a new citation and click New Citation or click inside an existing citation and click Edit Citation. Word Pro opens the New Citation or Edit Citation bar.
3. Click New Category.
4. Specify the name of the new category in the "New category name" box.
5. If you want the new category to appear in the current document only, select the "Make category document specific" option.
6. Click OK. Word Pro adds the new category to the Category list and assigns the selected citation to the new category.
7. Click Done to return to the document.
8. (Optional) Click Done again to close the Mark TOA bar.

{button ,AL(^H_MARKING_ANOTHER_OCCURRENCE_OF_AN_EXISTING_CITATION_STEPS;H_GENERATING_A_TABLE_OF_AUTHORITIES_STEPS;H_EDITING_AN_EXISTING_CITATION_STEPS;H_REMOVING_A_TABLE_OF_AUTHORITIES_CITATION_MARK_STEPS;H_DISPLAYING_TABLE_OF_AUTHORITIES_MARKS_STEPS;H_SPECIFYING_THE_SORT_ORDER_FOR_CITATION_CATEGORIES_STEPS',0)} [See related topics](#)

Deleting a table of authorities

1. Display the desired table of authorities.
2. Click the right mouse button on the table of authorities divider tab.
3. Choose Delete Division.

Word Pro deletes the table of authorities division and the table of authorities.

```
{button ,AL(^H_MARKING_ANOTHER_OCCURRENCE_OF_AN_EXISTING_CITATION_STEPS;H_GENERATING_A_TABLE_OF_AUTHORITIES_STEPS;H_EDITING_AN_EXISTING_CITATION_STEPS;H_UPDATING_AN_EXISTING_TABLE_OF_AUTHORITIES_STEPS;H_REMOVING_A_TABLE_OF_AUTHORITIES_CITATION_MARK_STEPS;H_DISPLAYING_TABLE_OF_AUTHORITIES_MARKS_STEPS;H_SPECIFYING_THE_SORT_ORDER_FOR_CITATION_CATEGORIES_STEPS',0)} See related topics
```

Displaying table of authorities marks

1. From the Create menu, choose Other Document Part and then choose Table of Authorities.



2. On the Mark TOA bar, select "Show TOA Marks."
3. (Optional) Click Done to remove the Mark TOA bar from the workspace.

```
{button ,AL('H_MARKING_ANOTHER_OCCURRENCE_OF_AN_EXISTING_CITATION_STEPS;H_GENERATING_A_TABLE_OF_AUTHORITIES_STEPS;H_EDITING_AN_EXISTING_CITATION_STEPS;H_REMOVING_A_TABLE_OF_AUTHORITIES_CITATION_MARK_STEPS',0)} See related topics
```

Editing a citation

1. From the Create menu, choose Other Document Part and then choose Table of Authorities.



2. On the Mark TOA bar, select "Show TOA Marks" and click inside the desired citation.
3. On the Mark TOA bar, click Edit Citation.

Word Pro displays a new window for you to edit the citation text.
4. Edit the citation as required.

You may change text attributes, add carriage returns, delete text, or add text.
5. Edit the citation's name in the "Citation Name" box, if desired.
6. Select the desired category heading in the "Category" box.
7. Click Done.
8. Repeat steps 3 - 8 for each new citation that you want to edit
9. (Optional) Click Done on the Mark TOA bar to remove the Mark TOA bar from the workspace.

{button ,AL(^H_MARKING_ANOTHER_OCCURRENCE_OF_AN_EXISTING_CITATION_STEPS;H_GENERATING_A_TABLE_OF_AUTHORITIES_STEPS;H_REMOVING_A_TABLE_OF_AUTHORITIES_CITATION_MARK_STEPS;H_DISPLAYING_TABLE_OF_AUTHORITIES_MARKS_STEPS;H_SPECIFYING_THE_SORT_ORDER_FOR_CITATION_CATEGORIES_STEPS',0)} [See related topics](#)

Find TOA Citation Dialog Box

When you are marking all occurrences of an existing citation, Word Pro gives you several options for finding and marking citations.

<u>Command Button...</u>	<u>What it means...</u>
Mark & Find Next	Marks the selected text with the selected existing citation name and information and finds the next occurrence of the selected text.
Mark All	Marks every occurrence of the selected text with the selected existing citation name and information.
Find Next	Does not mark this occurrence of the selected text, but finds the next occurrence.
Cancel	Cancel the process of marking all TOA citations and closes the Find TOA Citation dialog box.

{button ,AL('H_TABLE_OF_AUTHORITIES_OVER',0)} [See related topics](#)

Details: Generating a table of authorities

Tab Leader

Select the leader that you want to use to separate the citations from the page numbers in the table of authorities. The options are:

- Period (...)
- Dash (----)
- Underline (___)
- None

Use Passim

Select this option to place the word "passim" in the page number column instead of the specific page numbers. If selected, Word Pro uses this option for any citation that occurs five or more times.

Use Dash to Show Consecutive Pages

Select this option to indicate consecutive pages in the table of authorities by placing a dash between the first consecutive page and the last consecutive page. For example, "3 - 8" rather than "3, 4, 5, 6, 7, 8."

{button ,AL('H_GENERATING_A_TABLE_OF_AUTHORITIES_STEPS',1)} [Go to procedure](#)

{button ,AL('H_MARKING_ANOTHER_OCCURRENCE_OF_AN_EXISTING_CITATION_STEPS;H_EDITING_AN_EXISTING_CITATION_STEPS;H_UPDATING_AN_EXISTING_TABLE_OF_AUTHORITIES_STEPS;H_REMOVING_A_TABLE_OF_AUTHORITIES_CITATION_MARK_STEPS;H_DISPLAYING_TABLE_OF_AUTHORITIES_MARKS_STEPS;H_CHOOSING_A_DIFFERENT_SMARTMASTER_STEPS',0)} [See related topics](#)

Generating a table of authorities

Before you can generate a table of authorities, you must create the desired citations in your document.

1. Open the document that contains table of authorities citations.
2. From the Create menu, choose Other Document Part and then choose Table of Authorities.



3. On the Mark TOA bar, click Generate TOA.
4. Select the desired options.

 [See details](#)

5. If you want to specify the sort order for citation categories, click Sort Order, specify the desired sort order, and click OK.
6. Click OK.
Word Pro generates the table of authorities.
7. (Optional) Click Done to remove the Mark TOA bar from the workspace.

{button ,AL('H_GENERATING_A_TABLE_OF_AUTHORITIES_DETAILS',1)} [See details](#)

{button ,AL('H_MARKING_ANOTHER_OCCURRENCE_OF_AN_EXISTING_CITATION_STEPS;H_EDITING_AN_EXISTING_CITATION_STEPS;H_UPDATING_AN_EXISTING_TABLE_OF_AUTHORITIES_STEPS;H_REMOVING_A_TABLE_OF_AUTHORITIES_CITATION_MARK_STEPS;H_DISPLAYING_TABLE_OF_AUTHORITIES_MARKS_STEPS;H_CHOOSING_A_DIFFERENT_SMARTMASTER_STEPS',0)} [See related topics](#)

Details: Marking all occurrences of a citation

Find TOA Citation dialog box command buttons

<u>Command Button...</u>	<u>What it means...</u>
Mark & Find Next	Marks the selected text with the selected existing citation name and information and finds the next occurrence of the selected text.
Mark All	Marks every occurrence of the selected text with the selected existing citation name and information.
Find Next	Does not mark this occurrence of the selected text, but finds the next occurrence.
Cancel	Cancels the process of marking all TOA citations and closes the Find TOA Citation dialog box.

{button ,AL(`H_MARKING_ALL_OCCURRENCES_OF_AN_EXISTING_CITATION_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_MARKING_ANOTHER_OCCURRENCE_OF_AN_EXISTING_CITATION_STEPS;H_CREATING_A_NEW_CITATION_CATEGORY_STEPS;H_GENERATING_A_TABLE_OF_AUTHORITIES_STEPS;H_EDITING_AN_EXISTING_CITATION_STEPS;H_REMOVING_A_TABLE_OF_AUTHORITIES_CITATION_MARK_STEPS;H_DISPLAYING_TABLE_OF_AUTHORITIES_MARKS_STEPS',0)} [See related topics](#)

Marking all occurrences of a citation

In some cases, you may have more than one occurrence of the same citation.

For example, you have a citation for Barnes v. Chattooga County on page 3 of your document and you want to create another citation for Barnes v. Chattooga County on pages 5, 6, and 7. Instead of going through the process of creating a completely new citation, you can mark the new citations using the original citation's information.

1. From the Create menu, choose Other Document Part and then choose Table of Authorities.



2. Select the desired text.

Word Pro can search for every occurrence of the selected text in your document.

Note Word Pro searches forward from the insertion point.

3. Select the citation you want to mark all occurrences of in the "Existing Citations" box.

4. Click Mark All.

Word Pro displays the Mark All TOA Citations dialog box.

5. In the "Search For" box, type or edit the text that should be marked or that you want Word Pro to search for.

6. Click OK.

Word Pro finds the first instance of the text that you typed.

7. If you want to mark this and all remaining instances of this citation without examining them, click Mark All.

If you want to mark this citation and examine each remaining citation before marking it, click Mark & Find Next and then click Cancel when you finish marking citations.

If you do not want to mark this citation but you want to continue searching, click Find Next.

8. (Optional) Click Done to remove the Mark TOA bar from the workspace.

{button ,AL('H_MARKING_ALL_OCCURRENCES_OF_AN_EXISTING_CITATION_DETAILS',1)} [See details](#)

{button ,AL('H_MARKING_ANOTHER_OCCURRENCE_OF_AN_EXISTING_CITATION_STEPS;H_CREATING_A_NEW_CITATION_CATEGORY_STEPS;H_GENERATING_A_TABLE_OF_AUTHORITIES_STEPS;H_EDITING_AN_EXISTING_CITATION_STEPS;H_REMOVING_A_TABLE_OF_AUTHORITIES_CITATION_MARK_STEPS;H_DISPLAYING_TABLE_OF_AUTHORITIES_MARKS_STEPS;H_MARKING_A_NEW_CITATION_STEPS',0)} [See related topics](#)

Marking another occurrence of a citation

In some cases you may have more than one occurrence of the same citation.

For example, you have a citation for Barnes v. Chattooga County on page 3 of your document and you want to create another citation for Barnes v. Chattooga County on page 5. Instead of going through the process of creating a completely new citation, you can mark the new citation using the original citation's information.

1. From the Create menu, choose Other Document Part and then choose Table of Authorities.



2. Select all of the text that you would like to appear in the TOA as a citation.
3. On the Mark TOA bar, select a previously created citation in the "Existing Citations" box.
4. Click Mark.
5. (Optional) Click Done to remove the Mark TOA bar from the workspace.

{button ,AL('H_MARKING_ALL_OCCURRENCES_OF_AN_EXISTING_CITATION_STEPS;H_CREATING_A_NEW_CITATION_CATEGORY_STEPS;H_GENERATING_A_TABLE_OF_AUTHORITIES_STEPS;H_EDITING_AN_EXISTING_CITATION_STEPS;H_REMOVING_A_TABLE_OF_AUTHORITIES_CITATION_MARK_STEPS;H_DISPLAYING_TABLE_OF_AUTHORITIES_MARKS_STEPS;H_MARKING_A_NEW_CITATION_STEPS',0)} [See related topics](#)

Creating a new citation

1. From the Create menu, choose Other Document Part and then choose Table of Authorities.



2. Select all of the text that you would like to appear in the TOA as a new citation.
3. On the Mark TOA bar, click New Citation.
Word Pro displays a new window for you to edit the citation text.
4. Edit the citation text as desired.
You may change text attributes, add carriage returns, delete text, or add text.
5. Specify the desired name in the "Citation Name" box.
Word Pro gives the citation a name based on when it was created in the document. For example "citation_31" would be the 31st citation added to your document. You may change the Word Pro citation name to any desired name.
6. Select the desired category heading in the "Category" box.
7. Click Done.
8. Repeat steps 3 - 8 for each new citation that you want to mark.
9. (Optional) Click Done on the Mark TOA bar to remove the Mark TOA bar from the workspace.

{button ,AL('H_MARKING_ANOTHER_OCCURRENCE_OF_AN_EXISTING_CITATION_STEPS;H_MARKING_ALL_OCCURRENCES_OF_AN_EXISTING_CITATION_STEPS;H_CREATING_A_NEW_CITATION_CATEGORY_STEPS;H_GENERATING_A_TABLE_OF_AUTHORITIES_STEPS;H_EDITING_AN_EXISTING_CITATION_STEPS;H_REMOVING_A_TABLE_OF_AUTHORITIES_CITATION_MARK_STEPS;H_DISPLAYING_TABLE_OF_AUTHORITIES_MARKS_STEPS',0)} [See related topics](#)

Mark TOA bar

You can use the Mark TOA bar to mark citations in your document and generate a table of authorities. You can also use the Mark TOA bar to edit an existing citation, remove a citation mark, update an existing table of authorities, or display TOA marks in your document.

Choose a task:

[Creating a new citation](#)

[Marking another occurrence of an existing citation](#)

[Marking all occurrences of an existing citation](#)

[Removing a table of authorities citation mark](#)

[Displaying table of authorities marks](#)

[Editing an existing citation](#)

[Updating an existing table of authorities](#)

[Generating a table of authorities](#)

{button ,AL('H_CREATING_A_NEW_CITATION_CATEGORY_STEPS;H_DELETING_A_TABLE_OF_AUTHORITIES_STEPS',0)} [See related topics](#)

New TOA Citation bar command buttons

<u>Command button...</u>	<u>What it does...</u>
New Category	Displays the New Category dialog box which allows you to create a new category in the current document or all documents.
Done	Adds the new citations to the document and removes the New TOA bar from the workspace.
Cancel	Removes the New TOA bar from the workspace.

{button ,AL(^H_CREATING_A_NEW_CITATION_CATEGORY_STEPS;H_REMOVING_A_TABLE_OF_AUTHORITIES_CITATION_MARK_STEPS;H_DISPLAYING_TABLE_OF_AUTHORITIES_MARKS_STEPS;H_SPECIFYING_THE_SORT_ORDER_FOR_CITATION_CATEGORIES_STEPS',0)} [See related topics](#)

Details: Removing a table of authorities citation mark

Remove TOA Entry dialog box options

<u>Option...</u>	<u>What it means...</u>
Remove this mark	Removes the TOA mark for this occurrence of the selected citation.
Remove all marks of: XXX	Removes TOA marks for every occurrence of the selected citation.
Remove all TOA marks in this document	Removes the TOA marks for every occurrence of every citation.
Prompt for confirmation of removal	Displays a dialog box that confirms whether or not you want to remove each TOA mark.

{button ,AL('H_REMOVING_A_TABLE_OF_AUTHORITIES_CITATION_MARK_STEPS',1)} [Go to procedure](#)

{button ,AL('H_GENERATING_A_TABLE_OF_AUTHORITIES_STEPS;H_EDITING_AN_EXISTING_CITATION_STEPS;H_DELETING_A_TABLE_OF_AUTHORITIES_STEPS;H_UPDATING_AN_EXISTING_TABLE_OF_AUTHORITIES_STEPS',0)} [See related topics](#)

Removing a table of authorities citation mark

You can remove one TOA mark, all TOA marks for a specified citation, or all TOA marks in a document.

1. From the Create menu, choose Other Document Part and then choose Table of Authorities.



2. On the Mark TOA bar, select "Show TOA Marks."
3. Click inside the desired citation in the document.
4. On the Mark TOA bar, click Remove.
5. Select the desired option or options.

[See details](#)

6. Click OK.
7. (Optional) Click Done to remove the Mark TOA bar from the workspace.

{button ,AL(`H_REMOVING_A_TABLE_OF_AUTHORITIES_CITATION_MARK_DETAILS',1)} [See details](#)

{button ,AL(`H_GENERATING_A_TABLE_OF_AUTHORITIES_STEPS;H_EDITING_AN_EXISTING_CITATION_STEPS;H_DELETING_A_TABLE_OF_AUTHORITIES_STEPS;H_UPDATING_AN_EXISTING_TABLE_OF_AUTHORITIES_STEPS',0)} [See related topics](#)

Details: Specifying the sort order for citation categories

Tab Leader

Select the leader that you want to use to separate the citations from the page numbers in the table of authorities. The options are:

- Period (...)
- Dash(----
- Underline (___)
- None

Use Passim

Select this option to place the word "passim" in the page number column instead of the specific page numbers. If selected, Word Pro uses this option for any citation that occurs five or more times.

Use Dash to Show Consecutive Pages

Select this option to indicate consecutive pages in the table of authorities by placing a dash between the first consecutive page and the last consecutive page. For example, "3 - 8" rather than "3, 4, 5, 6, 7, 8."

{button ,AL('H_SPECIFYING_THE_SORT_ORDER_FOR_CITATION_CATEGORIES_STEPS',1)} [Go to procedure](#)
{button ,AL('H_MARKING_ANOTHER_OCCURRENCE_OF_AN_EXISTING_CITATION_STEPS;H_GENERATING_A_TABLE_OF_AUTHORITIES_STEPS;H_EDITING_AN_EXISTING_CITATION_STEPS;H_REMOVING_A_TABLE_OF_AUTHORITIES_CITATION_MARK_STEPS;H_DISPLAYING_TABLE_OF_AUTHORITIES_MARKS_STEPS',0)} [See related topics](#)

Specifying the sort order for citation categories

1. From the Create menu, choose Other Document Part and then choose Table of Authorities.



2. On the Mark TOA bar, click Generate TOA.
3. Select the desired options.

 [See details](#)

4. Click Sort Order.
5. Select the desired category.
6. Click the up arrow to move the category up one level.
Click the down arrow to move the category down one level.
Repeat as desired.
7. Click OK.
8. (Optional) Click Done to remove the Mark TOA bar from the workspace.

{button ,AL('H_SPECIFYING_THE_SORT_ORDER_FOR_CITATION_CATEGORIES_DETAILS',1)} [See details](#)

{button ,AL('H_MARKING_ANOTHER_OCCURRENCE_OF_AN_EXISTING_CITATION_STEPS;H_GENERATING_A_TABLE_OF_AUTHORITIES_STEPS;H_EDITING_AN_EXISTING_CITATION_STEPS;H_REMOVING_A_TABLE_OF_AUTHORITIES_CITATION_MARK_STEPS;H_DISPLAYING_TABLE_OF_AUTHORITIES_MARKS_STEPS',0)} [See related topics](#)

Overview: Table of authorities

Word Pro's Table of Authorities feature allows you to mark text (references to cases, court rules, statutes, and so on) in your document as a citation and then generate a table of authorities that contains those citations. A table of authorities is a list that contains citation names and where the citations occur in a brief or other legal document. When you generate a table of authorities, Word Pro places the table of authorities in a separate division.

- You can organize each citation in any of the following standard categories: cases, statutes, regulations, U.S. Constitution, federal rule, court rule, or legislative material.
- You can also create your own categories for a particular document or for all future documents.
- You can use the Mark TOA bar to mark a citation or to mark all occurrences of a citation.
- You can define how a table of authorities looks.

{button ,AL('H_MARKING_A_NEW_CITATION_STEPS;H_MARKING_ANOTHER_OCCURRENCE_OF_AN_EXISTING_CITATION_STEPS;H_MARKING_ALL_OCCURRENCES_OF_AN_EXISTING_CITATION_STEPS;H_CREATING_A_NEW_CITATION_CATEGORY_STEPS;H_GENERATING_A_TABLE_OF_AUTHORITIES_STEPS;H_EDITING_AN_EXISTING_CITATION_STEPS;H_DELETING_A_TABLE_OF_AUTHORITIES_STEPS',0)} [See related topics](#)

Details: Updating a table of authorities

Tab Leader

Select the leader that you want to use to separate the citations from the page numbers in the table of authorities. The options are:

- Period (...)
- Dash (----)
- Underline (___)
- None

Use Passim

Select this option to place the word "passim" in the page number column instead of the specific page numbers. If selected, Word Pro uses this option for any citation that occurs five or more times.

Use Dash to Show Consecutive Pages

Select this option to indicate consecutive pages in the table of authorities by placing a dash between the first consecutive page and the last consecutive page. For example, "3 - 8" rather than "3, 4, 5, 6, 7, 8."

{button ,AL('H_UPDATING_AN_EXISTING_TABLE_OF_AUTHORITIES_STEPS',1)} [Go to procedure](#)
{button ,AL('H_MARKING_ANOTHER_OCCURRENCE_OF_AN_EXISTING_CITATION_STEPS;H_GENERATING_A_TABLE_OF_AUTHORITIES_STEPS;H_EDITING_AN_EXISTING_CITATION_STEPS;H_REMOVING_A_TABLE_OF_AUTHORITIES_CITATION_MARK_STEPS;H_DISPLAYING_TABLE_OF_AUTHORITIES_MARKS_STEPS;H_SPECIFYING_THE_SORT_ORDER_FOR_CITATION_CATEGORIES_STEPS',0)} [See related topics](#)

Updating a table of authorities

1. Open the document that contains the table of authorities citations.
2. From the Create menu, choose Other Document Part and then choose Table of Authorities.



3. On the Mark TOA bar, click Generate TOA.
4. Select the desired options.

 [See details](#)

5. If you want to change the sort order for citation categories, click Sort Order, change the sort order as required, and click OK.
6. Click OK.
7. (Optional) Click Done to remove the Mark TOA bar from the workspace.

{button ,AL(`H_UPDATING_AN_EXISTING_TABLE_OF_AUTHORITIES_DETAILS`,1)} [See details](#)

{button ,AL(`H_MARKING_ANOTHER_OCCURRENCE_OF_AN_EXISTING_CITATION_STEPS;H_GENERATING_A_TABLE_OF_AUTHORITIES_STEPS;H_EDITING_AN_EXISTING_CITATION_STEPS;H_REMOVING_A_TABLE_OF_AUTHORITIES_CITATION_MARK_STEPS;H_DISPLAYING_TABLE_OF_AUTHORITIES_MARKS_STEPS;H_SPECIFYING_THE_SORT_ORDER_FOR_CITATION_CATEGORIES_STEPS`,0)} [See related topics](#)

Creating a new document

Word Pro documents use SmartMaster templates (style sheets) when formatting new documents.

1. Choose File - New Document.



2. Word Pro lets you select from three options:

- [Create from recently used SmartMaster](#)
- [Create from any SmartMaster](#)
- [Create a Plain Document](#)

Preview displays the format of each selection so you can see it before you click OK.

{button ,AL('H_CHANGING_THE_DEFAULT_PLAIN_DOCUMENT_SMARTMASTER_STEPS;H_CHOOSING_A_DIFFERENT_SMARTMASTER_STEPS;H_CREATING_LABELS_STEPS',0)} [See related topics](#)

Word Pro displays up to ten recently used SmartMasters. Select the one you want and click OK.

Word Pro displays two lists. From them, you can select a specific document type and look for it, and then click OK. Word Pro lists the files in the following order: Word Pro SmartMasters, SmartMasters with no type or category, and non-SmartMasters.

You can click Browse for More Files, specify another drive and folder, and click Open to return to the New dialog box.

You can click this button to automatically create a document using the standard blank or default Word Pro SmartMaster.

Creating a new document using the Welcome screen

The Welcome screen appears when you load Word Pro.

Note The Welcome screen does not appear if you disabled it in File - User Setup - Word Pro Preferences.

1. Click the Create a New Document from a SmartMaster tab.
2. Word Pro lets you select from three options:
 - Select a recently used SmartMaster
 - Select any SmartMaster
 - Create a Plain Document

If you select an existing SmartMaster, Preview displays the format so you can see it before you click OK.

3. When you are ready to save your document, choose File - Save As.
4. Specify the file name in the "File name" box.
5. Select any desired Save As options.
6. Click Save.

{button ,AL(^H_OPENING_AN_EXISTING_DOCUMENT_USING_THE_WELCOME_SCREEN_STEPS;H_TAKING_A_TOUR_STEPS',0)} [See related topics](#)

Details: Opening an existing document using the Welcome screen

Browse for More Files button

Displays the Open dialog box for additional selections.

From the Open dialog box, specify a document in "File name" box by typing it or selecting it and click Open.

{button ,AL('H_OPENING_AN_EXISTING_DOCUMENT_USING_THE_WELCOME_SCREEN_STEPS',1)} Go to procedure

Opening an existing document using the Welcome screen

The Welcome screen appears when you load Word Pro.

Note The Welcome screen does not appear if you disabled it in File - User Setup - Word Pro Preferences.

1. Click the Open an Existing Document tab.
2. Make a selection from the "Select a document to open" box and click OK.

If you want to select from additional documents, click Browse for More Files, make your selection, and click Open.

{button ,AL('H_OPENING_AN_EXISTING_DOCUMENT_USING_THE_WELCOME_SCREEN_DETAILS',1)} [See details](#)

{button ,AL('H_TAKING_A_TOUR_STEPS;',0)} [See related topics](#)

Overview: Welcome screen

The Lotus Word Pro Welcome screen appears each time you start Word Pro, unless it is disabled in File - User Setup - Word Pro Preferences.

From this screen you can:

- Open an existing document.
- Create a new document from a recently used SmartMaster.
- Create a new document from a plain document that uses the default SmartMaster.
- Preview an existing document or a SmartMaster format.

{button ,AL(^H_OPENING_AN_EXISTING_DOCUMENT_USING_THE_WELCOME_SCREEN_STEPS;H_CREATING_A_NEW_DOCUMENT_USING_THE_WELCOME_SCREEN_STEPS;H_TAKING_A_TOUR_STEPS;H_GETTING_STARTED_IN_WORD_PRO_OVER',0)} [See related topics](#)

Deleting information using Find & Replace

1. Choose Edit - Find & Replace Text.



2. Specify the information you want to delete in the "Find" box.
3. Make sure the "Replace with" box is clear of information.
4. Click Find to highlight the desired information.
To delete one occurrence, click Replace.
To delete all occurrences, click Replace All.
5. Click Done to remove the Find & Replace bar.

{button ,AL('H_FINDING_AND_REPLACING_TEXT_IN_A_DOCUMENT_STEPS;H_SETTING_FIND_AND_REPLACE_OPTIONS_STEPS;H_SETTING_FIND_AND_REPLACE_PROPERTIES_STEPS;H_USING_SPECIAL_CHARACTERS_TO_FIND_AND_REPLACE_INFORMATION_OVER;H_FINDING_AND_REPLACING_TEXT_USING_SPECIAL_CHARACTERS_STEPS;H_FINDING_AND_REPLACING_SPECIAL_CHARACTERS_IN_A_DOCUMENT_STEPS;H_USING_QUICK_FIND_STEPS',0)} [See related topics](#)

Details: Finding and replacing paragraph styles in a document

Clicking the Find, Replace, and Replace All command buttons

<u>Button...</u>	<u>What it does...</u>
Find	Starts the Find process by highlighting the first paragraph using the specified style. When Word Pro finds the first selection, the Replace button activates.
Replace	Replaces highlighted text with what is specified in the "Replace with" box.
Left arrow	Directs the Find & Replace from the insertion point back to the beginning of the document.
Right arrow	Directs the Find & Replace from the insertion point to the end of the document.
Continue Find and Replace	Displays only during an interruption or at the completion of the Find & Replace process. Replaces the Find and directional arrow command buttons. You can resume Find & Replace at the insertion point.
Replace all	Replaces all the Find text throughout the document or selected area, immediately, with what is in the "Replace with" box.
Options	Opens the Find and Replace Text Options dialog box.
Done	Removes the Find & Replace bar from the workspace.

procedure

{button ,AL(^H_FINDING_AND_REPLACING_TEXT_IN_A_DOCUMENT_STEPS;H_SETTING_FIND_AND_REPLACE_OPTIONS_STEPS;H_SETTING_FIND_AND_REPLACE_PROPERTIES_STEPS;H_FINDING_AND_REPLACING_SPECIAL_CHARACTERS_IN_A_DOCUMENT_STEPS;H_DELETING_INFORMATION_USING_FIND_AND_REPLACE_STEPS;H_USING_QUICK_FIND_STEPS',0)} [See related topics](#)

Finding and replacing paragraph styles in a document

To find and replace paragraph styles, you must use the special character, ^p.

1. Place the insertion point where you want to begin.
2. Choose Edit - Find & Replace Text.



3. Type ^p in both the "Find" and "Replace with" boxes.
4. Click Options.



5. In the "Find options" section, click the Text format button.



6. On the Find panel, select "Style" and the paragraph style you want to find in the "Style" box.
7. Click the Replace with tab, select "Style" and the replacement paragraph style in the "Style" box.
8. Click OK to return to the Find and Replace Options dialog box.
9. Click OK.
10. Start the Find & Replace process by clicking Find.
To replace one occurrence, click Replace.
To replace all occurrences, click Replace All.

{button ,AL(`H_FINDING_AND_REPLACING_PARAGRAPH_STYLES_IN_A_DOCUMENT_DETAILS',1)} [See details](#)

{button ,AL(`H_FINDING_AND_REPLACING_TEXT_IN_A_DOCUMENT_STEPS;H_SETTING_FIND_AND_REPLACE_OPTIONS_STEPS;H_SETTING_FIND_AND_REPLACE_PROPERTIES_STEPS;H_FINDING_AND_REPLACING_SPECIAL_CHARACTERS_IN_A_DOCUMENT_STEPS;H_DELETING_INFORMATION_USING_FIND_AND_REPLACE_STEPS;H_USING_QUICK_FIND_STEPS',0)} [See related topics](#)

Details: Finding and replacing special characters in a document

Special characters

Special characters are keyboard symbols which you use to find and replace specific information. For examples and information, see [Overview: Using special characters to find and replace information](#).

<u>Special characters...</u>	<u>Represents...</u>
^?	Any one character
^*	Zero or more characters (to the end of the word)
^+	Zero or more characters (across multiple words) For example, you want to find the sentence, <i>Word Pro makes word processing easy</i> . All you remember is that the sentence begins with <i>Word Pro</i> and ends with <i>easy</i> . Type <i>Word Pro^+easy</i> (without spaces) in the Find text box and keep clicking Find. Word Pro finds every combination of words between <i>Word Pro</i> and <i>easy</i> .
^p	To the end of paragraph
^t	Tab character
^r	Return character
^^	^character

Examples

- To eliminate extra paragraph returns, type ^r^r in the "Find" box and ^r in the "Replace with" box. When you start the process, Word Pro will find two returns and replace them with one return.
- To find spaces and replace them with a tab, press the space bar five times in the "Find" box and type ^t in the "Replace with" box. When you start the process, Word Pro replaces the spaces with a tab.
- To find the ^ character, type ^^ in the "Find" box and then click Find.

Clicking the Find, Replace, and Replace All command buttons

<u>Command Button...</u>	<u>What it does...</u>
Find	Starts the Find process by highlighting the first instance of Find text. When Word Pro finds the first selection, the Replace button activates.

Replace	Replaces highlighted text with what is specified in the "Replace with" box.
Left arrow	Directs the Find & Replace from the insertion point back to the beginning of the document.
Right arrow	Directs the Find & Replace from the insertion point to the end of the document.
Continue Find and Replace	Displays only during an interruption or at the completion of the Find & Replace process. Replaces the Find and directional arrow command buttons. You can resume Find & Replace at the insertion point.
Replace all	Replaces all highlighted text throughout the document or selected area, immediately, with what is in the "Replace with" box.
Options	Opens the Find & Replace Text Options dialog box.
Done	Removes the Find & Replace bar from the workspace.

{button ,AL(^H_FINDING_AND_REPLACING_SPECIAL_CHARACTERS_IN_A_DOCUMENT_STEPS',1)} [Go to procedure](#)

{button ,AL(^H_FINDING_AND_REPLACING_TEXT_IN_A_DOCUMENT_STEPS;H_SETTING_FIND_AND_REPLACE_OPTIONS_STEPS;H_SETTING_FIND_AND_REPLACE_PROPERTIES_STEPS;H_USING_SPECIAL_CHARACTERS_TO_FIND_AND_REPLACE_INFORMATION_OVER;H_FINDING_AND_REPLACING_TEXT_USING_SPECIAL_CHARACTERS_STEPS;H_DELETING_INFORMATION_USING_FIND_AND_REPLACE_STEPS;H_FINDING_AND_REPLACING_PARAGRAPH_STYLES_IN_A_DOCUMENT_STEPS;H_USING_QUICK_FIND_STEPS',0)} [See related topics](#)

Finding and replacing special characters in a document

1. Place the insertion point where you want to begin.
2. Choose Edit - Find & Replace Text.



3. Type the desired special characters in the "Find" and "Replace with" boxes.
{button ,AL(`H_FINDING_AND_REPLACING_SPECIAL_CHARACTERS_IN_A_DOCUMENT_DETAILS',1)} [See details](#)
 4. Select any other options.
 5. Click Find.
If you want to replace one occurrence, click Replace.
If you want to replace all occurrences, click Replace All.
 6. Click Done to remove the Find & Replace bar from the workspace.
-

{button ,AL(`H_FINDING_AND_REPLACING_SPECIAL_CHARACTERS_IN_A_DOCUMENT_DETAILS',1)} [See details](#)

{button ,AL(`H_FINDING_AND_REPLACING_TEXT_IN_A_DOCUMENT_STEPS;H_SETTING_FIND_AND_REPLACE_OPTIONS_STEPS;H_SETTING_FIND_AND_REPLACE_PROPERTIES_STEPS;H_USING_SPECIAL_CHARACTERS_TO_FIND_AND_REPLACE_INFORMATION_OVER;H_FINDING_AND_REPLACING_TEXT_USING_SPECIAL_CHARACTERS_STEPS;H_DELETING_INFORMATION_USING_FIND_AND_REPLACE_STEPS;H_FINDING_AND_REPLACING_PARAGRAPH_STYLES_IN_A_DOCUMENT_STEPS;H_USING_QUICK_FIND_STEPS',0)} [See related topics](#)

Details: Finding and replacing text in a document

Find and Replace

<u>When you select...</u>	<u>Word Pro...</u>
Whole words only	Finds only the exact words.
Words starting with	Finds text that begins with the letters you specify.
Words ending with	Finds text that ends with the letters you specify.
Words containing	Finds text that contains the letters you specify.

Clicking the Find, Replace, and Replace All command buttons

<u>Button...</u>	<u>What it does...</u>
Find	Starts the Find process by highlighting the first instance of Find text. When Word Pro finds the first selection, the Replace button activates.
Replace	Replaces highlighted text with what is specified in the "Replace with" box.
Left arrow	Directs the Find & Replace from the insertion point back to the beginning of the document.
Right arrow	Directs the Find & Replace from the insertion point to the end of the document.
Continue Find and Replace	Displays only during an interruption or at the completion of the Find & Replace process. Replaces the Find and directional arrow command buttons. You can resume Find & Replace at the insertion point.
Replace all	Replaces all the Find text throughout the document or selected area,

immediately, with what is in the "Replace with" box.

Options Opens the Find and Replace Text Options dialog box.

Done Removes the Find & Replace bar from the workspace.

{button ,AL(`H_FINDING_AND_REPLACING_TEXT_IN_A_DOCUMENT_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_SETTING_FIND_AND_REPLACE_OPTIONS_STEPS;H_SETTING_FIND_AND_REPLACE_PROPERTIES_STEPS;H_USING_SPECIAL_CHARACTERS_TO_FIND_AND_REPLACE_INFORMATION_OVER;H_FINDING_AND_REPLACING_TEXT_USING_SPECIAL_CHARACTERS_STEPS;H_FINDING_AND_REPLACING_SPECIAL_CHARACTERS_IN_A_DOCUMENT_STEPS;H_DELETING_INFORMATION_USING_FIND_AND_REPLACE_STEPS;H_FINDING_AND_REPLACING_PARAGRAPH_STYLES_IN_A_DOCUMENT_STEPS;H_USING_QUICK_FIND_STEPS',0)} [See related topics](#)

Finding and replacing text in a document

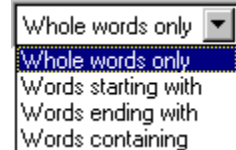
Show me a QuickDemo

1. Place the insertion point where you want to begin.
2. From the Edit menu, choose Find & Replace Text.



Tip

3. Type the desired text in the "Find" box and its replacement in the "Replace with" box.
You can use the arrows in each box to drop a list down and see previous find and replace text.
4. If you want to narrow your search through the document, select an option in the "Find & Replace" box.



{button ,AL('H_FINDING_AND_REPLACING_TEXT_IN_A_DOCUMENT_DETAILS',1)} [See details](#)

5. Click the right arrow button to search forward in the document. Click the left arrow button to search backward.
6. If you want to select more detailed options, click Options.
7. Click Find to select the find text.
8. Click Replace to replace one occurrence.

If you want to replace all occurrences, click Replace All.

{button ,AL('H_FINDING_AND_REPLACING_TEXT_IN_A_DOCUMENT_DETAILS',1)} [See details](#)

9. Click Done to remove the Find & Replace bar from the workspace.

{button ,AL('H_FINDING_AND_REPLACING_TEXT_IN_A_DOCUMENT_DETAILS',1)} [See details](#)

{button ,AL('H_SETTING_FIND_AND_REPLACE_OPTIONS_STEPS;H_SETTING_FIND_AND_REPLACE_PROPERTIES_STEPS;H_USING_SPECIAL_CHARACTERS_TO_FIND_AND_REPLACE_INFORMATION_OVER;H_FINDING_AND_REPLACING_TEXT_USING_SPECIAL_CHARACTERS_STEPS;H_FINDING_AND_REPLACING_SPECIAL_CHARACTERS_IN_A_DOCUMENT_STEPS;H_DELETING_INFORMATION_USING_FIND_AND_REPLACE_STEPS;H_FINDING_AND_REPLACING_PARAGRAPH_STYLES_IN_A_DOCUMENT_STEPS;H_USING_QUICK_FIND_STEPS',0)} [See related topics](#)

Details: Finding and replacing text using special characters

Special characters

Special characters are keyboard symbols which you use to find and replace specific information. For examples and information, see [Overview: Using special characters to find and replace information](#).

<u>Special characters...</u>	<u>Represents...</u>
^?	Any one character
^*	Zero or more characters (to the end of the word)
^+	Zero or more characters (across multiple words). For example, you want to find the sentence, Word Pro makes word processing easy. All you remember is that the sentence begins with Word Pro and ends with easy. Type Word Pro^+easy (without spaces) in the "Find" box and keep clicking Find. Word Pro finds every combination of words between Word Pro and easy.
^ p	To the end of paragraph
^ t	Tab character
^r	Return character
^^	^character

Clicking the Find, Replace, and Replace All command buttons

<u>Command Button...</u>	<u>What it does...</u>
Find	Starts the Find process by highlighting the first instance of Find text. When Word Pro finds the first selection, the Replace button activates.
Replace	Replaces highlighted text with what is specified in the "Replace with" box.
Left arrow	Directs the Find & Replace from the insertion point back to the beginning of

the document.

Right arrow	Directs the Find & Replace from the insertion point to the end of the document.
Continue Find and Replace	Displays only during an interruption or at the completion of the Find & Replace process. Replaces the Find and directional arrow command buttons. You can resume Find & Replace at the insertion point.
Replace all	Replaces all the Find text throughout the document or selected area, immediately, with what is in the "Replace with" box.
Options	Opens the Find and Replace Options dialog box.
Done	Removes the Find & Replace bar from the workspace.

{button ,AL('H_FINDING_AND_REPLACING_TEXT_USING_SPECIAL_CHARACTERS_STEPS',1)} Go to procedure

{button ,AL('H_FINDING_AND_REPLACING_TEXT_IN_A_DOCUMENT_STEPS;H_SETTING_FIND_AND_REPLACE_OPTIONS_STEPS;H_SETTING_FIND_AND_REPLACE_PROPERTIES_STEPS;H_USING_SPECIAL_CHARACTERS_TO_FIND_AND_REPLACE_INFORMATION_OVER;H_FINDING_AND_REPLACING_SPECIAL_CHARACTERS_IN_A_DOCUMENT_STEPS;H_DELETING_INFORMATION_USING_FIND_AND_REPLACE_STEPS;H_FINDING_AND_REPLACING_PARAGRAPH_STYLES_IN_A_DOCUMENT_STEPS;H_USING_QUICK_FIND_STEPS',0)} See related topics

Finding and replacing text using special characters

1. Choose Edit - Find & Replace Text.



2. Type the desired text and special characters in the "Find" box.

 Tip

{button ,AL('H_FINDING_AND_REPLACING_TEXT_USING_SPECIAL_CHARACTERS_DETAILS',1)} [See details](#)

3. If appropriate, type the replacement text and special characters in the "Replace with" box.

 Tip

{button ,AL('H_FINDING_AND_REPLACING_TEXT_USING_SPECIAL_CHARACTERS_DETAILS',1)} [See details](#)

4. Select any other options.
5. Click Find to select the text.
 - If you want to replace one occurrence, click Replace.
 - If you want to replace all occurrences, click Replace All.
6. Click Done to remove the Find & Replace bar from the workspace.

{button ,AL('H_FINDING_AND_REPLACING_TEXT_USING_SPECIAL_CHARACTERS_DETAILS',1)} [See details](#)

{button ,AL('H_FINDING_AND_REPLACING_TEXT_IN_A_DOCUMENT_STEPS;H_SETTING_FIND_AND_REPLACE_OPTIONS_STEPS;H_SETTING_FIND_AND_REPLACE_PROPERTIES_STEPS;H_USING_SPECIAL_CHARACTERS_TO_FIND_AND_REPLACE_INFORMATION_OVER;H_FINDING_AND_REPLACING_SPECIAL_CHARACTERS_IN_A_DOCUMENT_STEPS;H_DELETING_INFORMATION_USING_FIND_AND_REPLACE_STEPS;H_FINDING_AND_REPLACING_PARAGRAPH_STYLES_IN_A_DOCUMENT_STEPS;H_USING_QUICK_FIND_STEPS',0)} [See related topics](#)

You can refer to a list of special characters by clicking Options and selecting a special character in the "Special characters help" box.

Find & Replace bar

The Find & Replace bar allows you to:

- Specify attributes, properties, and paragraph styles for text you want to find and replace.
- Specify the direction of the find and replace within the document.
- Open the Find and Replace Text Options dialog box and set parameters for find and replace text.
- Use special characters, such as using ^p, to find specific text in a paragraph.

{button ,AL(^H_FINDING_AND_REPLACING_TEXT_IN_A_DOCUMENT_STEPS;H_SETTING_FIND_AND_REPLACE_OPTIONS_STEPS;H_USING_SPECIAL_CHARACTERS_TO_FIND_AND_REPLACE_INFORMATION_OVER;H_DELETING_INFORMATION_USING_FIND_AND_REPLACE_STEPS;H_FINDING_AND_REPLACING_PARAGRAPH_STYLES_IN_A_DOCUMENT_STEPS;H_USING_QUICK_FIND_STEPS',0)} [See related topics](#)

Find and Replace Text Options dialog box

You can use this dialog box to set options and parameters for find and replace text, text properties, and paragraph and character styles.

Choose a task:

[Finding and replacing text in a document](#)

[Setting Find & Replace options](#)

[Setting Find & Replace properties](#)

[Finding and replacing paragraph styles in a document](#)

Find & Replace Text Properties: Find tab

The Find and Replace Text Properties Find tab lets you set options for text fonts, sizes, attributes, text colors, background colors, and paragraph and character styles when finding text.

Choose a task:

[Setting Find & Replace properties](#)

[Finding and replacing paragraph styles in a document](#)

Find & Replace Text Properties: Replace with tab

The Find & Replace Text Properties Replace with tab lets you set options for text fonts, sizes, attributes, text colors, background colors, and paragraph styles when replacing text.

Choose a task:

[Setting Find & Replace properties](#)

[Finding and replacing paragraph styles in a document](#)

If you want to quickly find text in the document, from the Edit menu, choose Proofing Tools, and then choose Quick Find.

Details: Setting Find & Replace options

Find and replace scope

Look in

Allows you to set a Find & Replace range for a search. The options are:

- Entire document
- Current division
- Current section's text (available only when the insertion point is in a section)

Include

Allows you to search in specific areas of the document. The options are:

- All text
- Main document text
- Headers & footers
- Tables
- Frames
- Footnotes

Find options and Replace options

Match case

Matches the case of the word you typed in the "Find" box.

Exact case

Replaces words in the "Find" box with the case you used in the "Replace" box. If you do not select this option, Word Pro uses the case of the found word to determine the case of its replacement.

Include Properties

Opens the Find & Replace Text Properties dialog box where you can select text sizes, fonts, attributes, colors, and styles for find and replace. See [Setting Find & Replace properties](#)

Special characters help

Displays a list of special characters and provides examples of how to use each special character.

See [Overview: Using special characters to find and replace information](#)

{button ,AL(^H_SETTING_FIND_AND_REPLACE_OPTIONS_STEPS',1)} [Go to procedure](#)

{button ,AL(^H_FINDING_AND_REPLACING_TEXT_IN_A_DOCUMENT_STEPS;H_SETTING_FIND_AND_REPLACE_PROPERTIES_STEPS;H_USING_SPECIAL_CHARACTERS_TO_FIND_AND_REPLACE_INFORMATION_OVER;H_FINDING_AND_REPLACING_TEXT_USING_SPECIAL_CHARACTERS_STEPS;H_FINDING_AND_REPLACING_SPECIAL_CHARACTERS_IN_A_DOCUMENT_STEPS;H_DELETING_INFORMATION_USING_FIND_AND_REPLACE_STEPS;H_FINDING_AND_REPLACING_PARAGRAPH_STYLES_IN_A_DOCUMENT_STEPS;H_USING_QUICK_FIND_STEPS',0)} [See related topics](#)

Setting Find & Replace options

1. Place your insertion point where you want to begin.
2. Choose Edit - Find & Replace Text.



3. Type the desired text in the "Find" box and its replacement in the "Replace with" box.
4. Click Options.



5. Make your selections in the section marked "Find & replace scope."
{button ,AL(`H_SETTING_FIND_AND_REPLACE_OPTIONS_DETAILS',1)} [See details](#)
6. Make your selections in the sections marked "Find options" and "Replace options."
{button ,AL(`H_SETTING_FIND_AND_REPLACE_OPTIONS_DETAILS',1)} [See details](#)
If you want to set find and/or replace text properties, click the desired Text format button.
7. If you want to use special characters, refer to the "Special characters help" box.
8. Click OK.

{button ,AL(`H_SETTING_FIND_AND_REPLACE_OPTIONS_DETAILS',1)} [See details](#)

{button ,AL(`H_FINDING_AND_REPLACING_TEXT_IN_A_DOCUMENT_STEPS;H_SETTING_FIND_AND_REPLACE_PROPERTIES_STEPS;H_USING_SPECIAL_CHARACTERS_TO_FIND_AND_REPLACE_INFORMATION_OVER;H_FINDING_AND_REPLACING_TEXT_USING_SPECIAL_CHARACTERS_STEPS;H_FINDING_AND_REPLACING_SPECIAL_CHARACTERS_IN_A_DOCUMENT_STEPS;H_DELETING_INFORMATION_USING_FIND_AND_REPLACE_STEPS;H_FINDING_AND_REPLACING_PARAGRAPH_STYLES_IN_A_DOCUMENT_STEPS;H_USING_QUICK_FIND_STEPS',0)} [See related topics](#)

Details: Setting Find & Replace properties

Find or Replace with panel options

The Find and Replace with panels are identical and allow you to select from the same options, for fonts, sizes, attributes, text colors, text background, and paragraph and character styles. If you select one of these options on the Find panel, the "found" text will have that option. If you select one of these options on the Replace panel, replacement text will have that option.

Font name

Allows you to select text fonts.

Size

Allows you to select text sizes.

Attributes

Allows you to select text attributes (underline, italic, superscript, and so on). If the option is checked, Word Pro finds only text with that attribute, or replaces text using that attribute. If there is a gray box next to the attribute name, Word Pro finds text with or without the attribute, and does not change the attribute when replacing.

Text color

Allows you to select text colors.

Background

Allows you to select background colors for text.

Style

Allows you to select paragraph styles.

{button ,AL('H_SETTING_FIND_AND_REPLACE_PROPERTIES_STEPS',1)} [Go to procedure](#)

{button ,AL('H_FINDING_AND_REPLACING_TEXT_IN_A_DOCUMENT_STEPS;H_SETTING_FIND_AND_REPLACE_OPTIONS_STEPS;H_USING_SPECIAL_CHARACTERS_TO_FIND_AND_REPLACE_INFORMATION_OVER;H_FINDING_AND_REPLACING_TEXT_USING_SPECIAL_CHARACTERS_STEPS;H_FINDING_AND_REPLACING_SPECIAL_CHARACTERS_IN_A_DOCUMENT_STEPS;H_DELETING_INFORMATION_USING_FIND_AND_REPLACE_STEPS;H_FINDING_AND_REPLACING_PARAGRAPH_STYLES_IN_A_DOCUMENT_STEPS',0)}
[See related topics](#)

Setting Find & Replace properties


1. Choose Edit - Find & Replace Text.



2. Click Options.

The properties are identical for Find options and Replace options.

3. Select "Include properties" in the "Find options" or "Replace options" section.

4. Click the Text format button .

5. Select the desired options on the Find panel and Replace with panel.

{button ,AL('H_SETTING_FIND_AND_REPLACE_PROPERTIES_DETAILS',1)} [See details](#)

6. Click OK to return to the Find & Replace Text Options dialog box.

7. Click OK.

You can now find and replace information as desired.

{button ,AL('H_SETTING_FIND_AND_REPLACE_PROPERTIES_DETAILS',1)} [See details](#)

{button ,AL('H_FINDING_AND_REPLACING_TEXT_IN_A_DOCUMENT_STEPS;H_SETTING_FIND_AND_REPLACE_OPTIONS_STEPS;H_FINDING_AND_REPLACING_PARAGRAPH_STYLES_IN_A_DOCUMENT_STEPS;H_USING_QUICK_FIND_STEPS',0)} [See related topics](#)

Using Quick Find

1. From the Edit menu, choose Proofing Tools, and then choose Quick Find.
2. Type the desired text or character in the "Find" box.

Word Pro immediately selects the first instance of the text you are typing.

Tip

3. Continue typing, click Next, or press ENTER to find the next occurrence.
4. Click Done to remove the Quick Find bar.

{button ,AL(^H_SETTING_FIND_AND_REPLACE_OPTIONS_STEPS;H_SETTING_FIND_AND_REPLACE_PROPERTIES_STEPS;H_USING_SPECIAL_CHARACTERS_TO_FIND_AND_REPLACE_INFORMATION_OVER;H_FINDING_AND_REPLACING_TEXT_USING_SPECIAL_CHARACTERS_STEPS;H_FINDING_AND_REPLACING_SPECIAL_CHARACTERS_IN_A_DOCUMENT_STEPS;H_DELETING_INFORMATION_USING_FIND_AND_REPLACE_STEPS;H_FINDING_AND_REPLACING_PARAGRAPH_STYLES_IN_A_DOCUMENT_STEPS',0)} [See related topics](#)

You can click an arrow to go back or forward in the document.

Overview: Using special characters to find and replace information

Special characters are keyboard symbols which are used to find and replace specific information. The following table identifies some special characters and how they can be used.

<u>Special characters...</u>	<u>Represents...</u>
^?	Any one character
^*	Zero or more characters (to the end of the word)
^+	Zero or more characters (across multiple words)
^ p	To the end of paragraph
^ t	Tab character
^r	Return character
^^	^character

Examples of finding and replacing text using special characters

<u>If you use...</u>	<u>Word Pro...</u>
^?	<p>Finds any one character in a word.</p> <p>For example, you want to find four-letter words that begin with l and end with an. Type l^?an (without spaces) in the "Find" box and keep clicking Find. Word Pro highlights every four-letter word that begins with l and ends in an, such as lean, loan, and so on.</p>
^*	<p>Finds all words with text just before or after this command.</p> <p>For example, you want to check the word, extraordinary, for correct spelling. Type extra^* (without spaces) in the "Find" box and keep clicking Find. Word Pro highlights every word that begins with extra.</p>
^+	<p>Finds text when you only know the beginning and ending word.</p> <p>For example, you want to find the sentence, Word Pro makes word processing easy. You only remember that the sentence</p>



begins with Word Pro and ends with easy.

Type Word Pro^+easy (without spaces) in the "Find" box and keep clicking Find. Word Pro finds every combination of words between Word Pro and easy.

^p

Finds specific text and all the text that follows it in a paragraph.

For example, you want to find the paragraph that begins with the sentence, Word Pro makes word processing easy. Type Word Pro makes^p (no space between makes and ^p) and keep clicking Find. Word Pro selects the paragraph that begin with Word Pro makes...

You can also use special characters to find and replace display characters, such as returns  or tabs .

{button ,AL('H_FINDING_AND_REPLACING_TEXT_IN_A_DOCUMENT_STEPS;H_SETTING_FIND_AND_REPLACE_OPTIONS_STEPS;H_SETTING_FIND_AND_REPLACE_PROPERTIES_STEPS;H_FINDING_AND_REPLACING_TEXT_USING_SPECIAL_CHARACTERS_STEPS;H_FINDING_AND_REPLACING_SPECIAL_CHARACTERS_IN_A_DOCUMENT_STEPS;H_USING_QUICK_FIND_STEPS',0)} [See related topics](#)

Details: Disabling general usage options

You can enable or disable any feature or option listed under General usage or Performance. Disabling features and options that you do not use can improve Word Pro's performance. You can change these settings at any time.

General usage

These options are found on the Enable panel of the Word Pro Preferences dialog box.

SmartCorrect

Causes Word Pro to instantly correct errors as you type.

Drag & drop

Disable this option to prevent selected text from accidentally being copied or moved during editing.

SmartSelect

Selects text one word at a time after you've selected at least one word. Disable this option to select text one character at a time.

Bubble help

Displays descriptions of SmartIcons and InfoBox panels as you pass the mouse over them.

Header/Footer bar

Automatically displays the Header/Footer bar when you place the insertion point inside a header or footer.

Export warning messages

Disable this option to prevent Word Pro from displaying warning messages when you export a document to a different file type.

Version warning messages

Disable this option to prevent Word Pro from displaying warning messages when document versions are created and displayed.

Smart Total

Automatically totals a numeric row or column when you type "total" in a table cell.

Menu Customization tool

Disable this option to hide the Menu Customization tool.

Accessibility Options

Enable this option if you want to use a screen reader with Word Pro.

Performance

Application startup scripts

Disable this option to prevent Word Pro from executing scripts set to run upon starting Word Pro.

Document open scripts

Disable this option to prevent Word Pro from executing scripts in a document set to run when that document is opened.

Small file format

Deselect this option to prevent Word Pro from compressing files. If you select this option, Word Pro compresses files to save disk space, but takes more time to open and save files.

Welcome Dialog

Disable this option to prevent the Welcome dialog box from appearing when starting Word Pro. Word Pro displays a plain document instead of the Welcome dialog box.

Multiple Cell Paste

Disable this option to prevent text in the Clipboard from being pasted into multiple table cells or parallel column blocks.

New mail indicator

Disable this option to prevent Word Pro from automatically displaying the new mail indicator when you receive new e-mail.

Background Spell Check

Disable this option to prevent Word Pro from checking the spelling of words until you display the Spell Bar. If you disable this option, you cannot correct misspellings using the status bar. Newly typed text that is misspelled will not appear highlighted.

Advanced Font Matching

Enable this option if you want Word Pro to perform an exhaustive check of the fonts available on your machine when attempting to display text in a font that does not exist on your computer. Word Pro uses the PANOSE system of font-matching to select the closest font available. Using this option reduces performance time but results in more accurate font selection, particularly when displaying documents edited in a different operating system or containing decorative fonts.

Fast graphic display

Disable this option to prevent Word Pro from storing snapshot or graphic display bitmap files in the document, rather than creating them each time the document is opened. Disabling this option can slow Word Pro's performance but reduces the size of the document.

Consistency Check

Disable this option to prevent Word Pro from automatically checking for and fixing any differences it finds in documents which were created in earlier releases of Word Pro. Disabling this option may result in unpredictable behavior in older documents.

Full OLE support

If you disable this option, OLE will not function unless you open a document which contains an OLE object or you create an OLE object. When this option is disabled, you cannot use drag and drop or Paste Special to link or embed Word Pro OLE objects into other applications.

If Word Pro is already running with this option disabled and you activate a Word Pro OLE object in another application (such as Lotus 123), a separate instance of Word Pro will launch with this option enabled.

Full DDE support

If you disable this option, DDE will not function unless you open a document which contains a DDE link or you create a DDE link. When this option is disabled, you cannot paste Word Pro DDE links into other applications.

If Word Pro is already running with this option disabled and you activate a Word Pro DDE link in another application (such as Lotus 123), a separate instance of Word Pro will launch with this option enabled. The same is true if you open a Word Pro document from Windows Explorer or My Computer or drag and drop the file onto a printer icon (the document does not have to contain any DDE links for this to occur).

Background Printing

Disable this option to prevent Word Pro from printing documents in the background. If background printing is enabled, Word Pro uses a background task to print and, as a result, you are able to continue working while the document prints. You are also able to control the print jobs in Word Pro's spool by activating the printer icon on the status bar. If background printing is disabled, Word Pro sends the document to the Windows print spooler before you can continue working. You must use the Windows print spooler to control multiple print jobs.

{button ,AL(^H_DISABLING_GENERAL_USAGE_OPTIONS_STEPS',1)} [Go to procedure](#)

{button ,AL(^H_SETTING_WORD_PRO_PREFERENCES_OVER;H_SETTING_THE_NUMBER_OF_UNDO_LEVELS_STEPS;H_SETTING_AND_CHANGING_MARKUP_OPTIONS_USING_THE_FILE_MENU_STEPS;H_SETTING_THE_STANDARD_UNIT_OF_MEASUREMENT_STEPS;H_SETTING_THE_NUMBER_OF_RECENT_FILES_STEPS',0)} [See related topics](#)

Disabling general usage options

1. From the File menu, choose User Setup, and then choose Word Pro Preferences.



2. Click the Enable tab.

3. Select or deselect the desired options.

{button ,AL(`H_DISABLE_GENERAL_USAGE_OPTIONS_DETAILS',1)} [See details](#)

4. Click OK.

{button ,AL(`H_DISABLE_GENERAL_USAGE_OPTIONS_DETAILS',1)} [See details](#)

{button ,AL(`H_SETTING_WORD_PRO_PREFERENCES_OVER;H_SETTING_THE_NUMBER_OF_UNDO_LEVELS_STEPS;H_SETTING_AND_CHANGING_MARKUP_OPTIONS_USING_THE_FILE_MENU_STEPS;H_SETTING_THE_STANDARD_UNIT_OF_MEASUREMENT_STEPS;H_SETTING_THE_NUMBER_OF_RECENT_FILES_STEPS',0)} [See related topics](#)

Details: Setting or changing markup options

In addition to standard editing, Word Pro allows you edit a document in Markup mode. This special mode marks any text you insert or delete so you can review your changes before making them final. The markup options described below let you decide how text will look when you insert or delete it in Markup mode.

Note Your edits retain your chosen colors and attributes, even if you share the document with someone else. However, if someone else edits the document in Markup mode, Word Pro uses the Markup options from that person's version of Word Pro. Furthermore, if two people choose the exact same markup options and both of them edit the same document, there is no way to tell which edits belong to each person. If you want more than one person to edit a document and you need to know the source of each edit, use the TeamReview and TeamConsolidate features.

Markup for insertions

Attribute

Inserted text appears in the selected attribute.

- Bold
- Italic
- Underline
- Double Underline
- No attribute

Text color

Inserted text appears in the selected color.

Background color

The background of inserted text appears in the selected color.

Markup for deletions

Attribute

Deleted text and background appears in the selected attribute.

- Strikethrough
- Overstrike
You can specify any character to use for overstriking deletions.
- Hidden
- Hidden with deleted marker
- No attribute

Note If you choose "Hidden" or "Hidden with deleted marker," you will not be able to use Find & Replace or the options on the Review bar to process your edits. To display hidden edits, choose "Show Hidden Text" in the TeamSecurity dialog box.

Same colors as insertions

Deleted text and its background appear in the same color as insertions.

Different colors for deletions

Deleted text and its background appear in a different color from that of insertions.

Text color

Deleted text appears in the selected color.

Background color

The background of deleted text appears in the selected color.

Highlighter and comment icon

Highlighter/comment color

The color of highlighted text and comment notes appears in the selected color.

procedure

{button ,AL(^H_MARKING_EDITS_USING_THE_EDIT_MENU_STEPS;H_SETTING_WORD_PRO_PREFERENCES_OVER;H_SETTING_THE_NUMBER_OF_UNDO_LEVELS_STEPS;H_DISABLING_GENERAL_USAGE_OPTIONS_STEPS;H_SETTING_THE_STANDARD_UNIT_OF_MEASUREMENT_STEPS;H_SETTING_THE_NUMBER_OF_RECENT_FILES_STEPS;H_TEAMSECURITY_OVER',0)} [See related topics](#)

Setting or changing markup options

You can specify how you want insertions, deletions, and highlighter edits to look when you edit documents.

1. From the File menu, choose User Setup.

2. Choose Word Pro Preferences.



3. Click the General tab.

4. Click Markup Options.



Tip

5. Specify the attribute, text color, and background color for insertions.

{button ,AL('H_SETTING_AND_CHANGING_MARKUP_OPTIONS_USING_THE_FILE_MENU_DETAILS',1)}
[See details](#)

6. Specify the attribute, text color, and background color for deletions.

You can also select to use the same colors for deletions that you use for insertions.

{button ,AL('H_SETTING_AND_CHANGING_MARKUP_OPTIONS_USING_THE_FILE_MENU_DETAILS',1)}
[See details](#)

7. Specify the highlighter/comment color.

{button ,AL('H_SETTING_AND_CHANGING_MARKUP_OPTIONS_USING_THE_FILE_MENU_DETAILS',1)}
[See details](#)

8. Click OK to set options for the current document only.

Click Make Default to use these settings for all future documents and click OK to return the Word Pro Preferences dialog box.

9. Click OK.

{button ,AL('H_SETTING_AND_CHANGING_MARKUP_OPTIONS_USING_THE_FILE_MENU_DETAILS',1)} [See details](#)

{button ,AL('H_MARKING_EDITS_USING_THE_EDIT_MENU_STEPS;H_SETTING_WORD_PRO_PREFERENCES_OVER;H_SETTING_THE_NUMBER_OF_UNDO_LEVELS_STEPS;H_DISABLING_GENERAL_USAGE_OPTIONS_STEPS;H_SETTING_THE_STANDARD_UNIT_OF_MEASUREMENT_STEPS;H_SETTING_THE_NUMBER_OF_RECENT_FILES_STEPS;H_TEAMSECURITY_OVER',0)} [See related topics](#)

You can also reach the Markup Options for dialog box by choosing View - Show/Hide, choosing Review & Comment Tools and clicking the Mark up options for current editor icon.

You can also click the bar button on the SmartIcons bar, choose Comment Tools and then click the Mark up options for current editor icon.

Details: Setting default files

If you type a path with the file name, Word Pro looks for the default file in each folder in this path only. For example, you specify C:\WORDPRO\SMARTERS\DEFAULT.MWP as the plain document SmartMaster default file. Word Pro looks for the DEFAULT.MWP file only in C:\WORDPRO\SMARTERS, even if you specified multiple paths in the "SmartMaster" box on the Locations panel.

If you type a file name and do not include a path, Word Pro looks through each folder in the path(s) you specified for those types of files on the Locations panel. For example, in the "SmartMaster" box on the Locations panel, you specify C:\WORDPRO\SMARTERS;H:\CORP\SMARTERS. Word Pro looks for DEFAULT.MWP first in C:\WORDPRO\SMARTERS. If it cannot find the file, Word Pro looks in H:\CORP\SMARTERS.

Plain Document SmartMaster

The file name that Word Pro uses as the plain document SmartMaster. This is normally set to DEFAULT.MWP.

Default user dictionary(s)

The file name that Word Pro uses as the default user dictionary. You can specify any name you want for the default user dictionary, but the extension must be .UDC. If you do not specify a name for the user dictionary, Word Pro uses the name, LTSUSER1.UDC.

Default glossary file(s)

The file name that Word Pro uses as the default glossary file. To set up different glossaries, separate their names with semicolons. You can specify multiple extensions by separating each one with a comma or semicolon.

Default File Open Types (*.lwp;*.sam,...)

Lets you specify which types of files Word Pro displays in the Open and Browse dialog boxes. You can specify multiple extensions by separating each one with a semicolon or comma. For example, If you specify the four file types you work with most often (*.LWP, *.SAM, *.TXT, *.MWP), Word Pro would initially display only the files of those types in its directory lists. You could then override the setting by choosing another file type from the "Files of type" list box.

Note You must deselect the "Use working type" option on the Locations panel if you want to use this feature.

Default Menu File

Lets you specify the menu set to use when you launch Word Pro. Word Pro creates a menu file when you create a new menu set in the Menu Customization tool. Menu files have a .MNU extension and are stored in the Word Pro directory by default. You can specify a location for menu sets in the "Menus" box on the Location panel of the Word Pro Preferences dialog box. Word Pro uses the default menu set, unless you use a document based on a SmartMaster that calls for a different menu set. Word Pro uses that SmartMaster's menu set as long as a document based on the SmartMaster is active.

You can also specify a default menu set in the Menu Customization dialog box. From the File menu, choose User Setup, and then choose Menu Customization. Select the desired menu set and click Make Default.

{button ,AL('H_SETTING_DEFAULT_FILES_STEPS',1)} [Go to procedure](#)

{button ,AL('H_SETTING_WORD_PRO_PREFERENCES_OVER;H_SETTING_DEFAULT_LOCATIONS_STEPS;H_CHANGING_THE_DEFAULT_PLAIN_DOCUMENT_SMARTMASTER_STEPS;H_USER_DICTIONARIES_OVER',0)} [See related topics](#)

Setting default files

You can specify the files you want Word Pro to use for the plain document SmartMaster, the default user dictionary, and the default glossary. You can also specify which types of files should display in the Open and Save dialog boxes.

1. From the File menu, choose User Setup, and then choose Word Pro Preferences.



2. Click the Default files tab.

3. Specify a file name for the plain document SmartMaster, default user dictionary, and default glossary.

4. Specify the file types you want to display in the Open and Save dialog boxes.

5. Specify a file name for a default menu set.

Note Leave this box blank to use the standard Word Pro menu.

{button ,AL(`H_SETTING_DEFAULT_FILES_DETAILS',1)} [See details](#)

6. Click OK.

{button ,AL(`H_SETTING_DEFAULT_FILES_DETAILS',1)} [See details](#)

{button ,AL(`H_SETTING_WORD_PRO_PREFERENCES_OVER;H_SETTING_DEFAULT_LOCATIONS_STEPS;H_CHANGING_THE_DEFAULT_PLAIN_DOCUMENT_SMARTMASTER_STEPS;H_USER_DICTIONARIES_OVER',0)} [See related topics](#)

Details: Setting default locations

When you specify multiple paths, you must separate them with semicolons. For example, you can specify the following paths for "Documents":

```
C:\WORDPRO\DOCS;D:\LETTERS;F:\MEETING\MINUTES
```

Documents

The drive and folder Word Pro uses to store and retrieve documents. You should specify a folder on the hard disk or network drive. This is normally set to:

```
C:\LOTUS\WORK\WORDPRO
```

SmartMaster

The drive and folder Word Pro uses to store and retrieve SmartMaster templates. You should specify a folder on the hard disk or network drive. This is normally set to:

```
C:\LOTUS\SMASTERS\WORDPRO
```

SmartIcons

The drive and folder Word Pro uses to store SmartIcons and sets of SmartIcons. This is normally set to:

```
C:\LOTUS\WORDPRO\ICONS
```

Note You cannot set multiple paths for SmartIcons.

Backups

The drive and folder Word Pro uses to store backup files if you select "Auto back up documents (.BAK)" on the General panel. A folder you specify must exist before you type its name in the text box. If you specify more than one backup folder, Word Pro uses the first one.

Note If the "Backups" box is blank, Word Pro puts your backup files in the Windows directory. The actual directory is set during installation of the Windows operating system, but it is usually labeled as follows:

```
C:\WINDOWS
```

User dictionaries

The drive and folder Word Pro uses to store and retrieve user dictionary files. The folder you specify must exist before you type its name in the box. This is normally set to:

```
C:\LOTUS\COMPONENT\SPELL
```

Glossaries

The drive and folder Word Pro uses to store and retrieve glossary files. The folder you specify must exist before you type its name in the text box.

Scripts

The drive and folder containing the scripts you want Word Pro to run when it launches. Word Pro executes scripts in alphabetical order. This is normally set to:

```
C:\LOTUS\WORDPRO\SCRIPTS
```

Graphics

The drive and folder Word Pro uses to retrieve graphics files. Word Pro uses this folder as the default the first time you use File - Import Picture. If you change to a different folder when importing a picture, Word Pro uses the new folder the next time you use the Import Picture function. Word Pro also looks in this folder if a linked graphic referenced in a document or SmartMaster cannot be found at the location specified in the file or SmartMaster.

For example, if you create a new document based on a SmartMaster with a linked graphic (such as one of the HTML SmartMaster templates provided by Word Pro), Word Pro looks in your graphics directory for the image associated with the SmartMaster.

Menus

The drive and folder Word Pro uses for storing menu sets. This is normally set to:

```
C:\LOTUS\WORDPRO
```

Use working directory

Word Pro continues to use the folder you chose when opening a document, and when it displays file names in the Open and Browse dialog boxes. Word Pro continues to use the working directory until you either deselect the option or exit the application.

Deselect "Use working directory" to use the default document location.

Use working type

Word Pro continues to use the first file type you chose when opening a document, and when it displays file names in the Open and Browse dialog boxes. Word Pro continues to use the working type until you either deselect the option or exit the application.

Deselect "Use working type" if you want to use Lotus Word Pro as the default file type or you want to use the "Default File Open Types" feature on the Default files panel. This option overrides the "Default File Open Types" specified in the Default files panel.

Retain name of imported files

Word Pro keeps the name of any files you import and allows you to save the files back to their original name and file type, even if some of the text enhancements and other features you used in the document are not supported by the original file type.


If you deselect this option, all files import as "Untitled." You must use File - Save As instead of File - Save to save any changes.

{button ,AL('H_SETTING_DEFAULT_LOCATIONS_STEPS',1)} [Go to procedure](#)

{button ,AL('H_SETTING_WORD_PRO_PREFERENCES_OVER;H_SETTING_DEFAULT_FILES_STEPS;H_CHANGING_THE_SMARTMASTER_LOCATION_PREFERENCE_STEPS;H_SETTING_FILE_SAVING_OPTIONS_STEPS',0)} [See related topics](#)

Setting default locations

You can specify the default drives and folders for documents, SmartMaster templates, SmartIcons, backup files, user dictionaries, glossaries, scripts, and graphics. Word Pro uses this information to access and store files.

1. Choose File - User Setup.
2. Choose Word Pro Preferences.

3. Click the Locations tab.
4. In each box, specify the desired default location separated by semicolons.
You can specify multiple locations in each box. Word Pro uses the locations in the order you specify them.
5. To use the last folder you specified when you opened a document, select "Use working directory."
6. To use the last file type you specified when you opened a document, select "Use working type."
7. To use the existing file names of files you import, select "Retain name of imported files."
8. Click OK.

{button ,AL('H_SETTING_DEFAULT_LOCATIONS_DETAILS',1)} [See details](#)

{button ,AL('H_SETTING_WORD_PRO_PREFERENCES_OVER;H_SETTING_DEFAULT_FILES_STEPS;H_CHANGING_THE_SMARTMASTER_LOCATION_PREFERENCE_STEPS;H_SETTING_FILE_SAVING_OPTIONS_STEPS',0)} [See related topics](#)

Details: Setting file saving options

Automatically time save every

Word Pro creates a .~TS file the first time it autosaves the document. The .~TS file is a copy of the current titled or untitled document, located in the same folder as the original document.

Word Pro updates the .~TS file each time it autosaves the document. When you save a document, Word Pro saves the .~TS file to the original document and deletes the .~TS file. When you close a document, Word Pro deletes the .~TS file without saving it to the original document.

If you exit Word Pro abnormally, the .~TS file is not deleted. The next time you start Word Pro or open the original document, Word Pro prompts you about opening the .~TS file. If you do not open the .~TS file, Word Pro deletes it.

Auto back up documents

The backup file has the same name as the original document and the extension .BAK.

Word Pro places the copy in the backup folder specified in the "Backups" box on the Locations panel. If you specified more than one backup folder, Word Pro uses the first one. If the "Backups" box is blank, Word Pro puts the backup file in the same folder as the original file.

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

{button ,AL('H_SETTING_FILE_SAVING_OPTIONS_STEPS',1)} [Go to procedure](#)

{button ,AL('H_SETTING_WORD_PRO_PREFERENCES_OVER;H_SETTING_DEFAULT_LOCATIONS_STEPS;H_DISABLE_GENERAL_USAGE_OPTIONS_STEPS;H_SETTING_THE_STANDARD_UNIT_OF_MEASUREMENT_STEPS;H_SETTING_LOAD_OPTIONS_STEPS',0)} [See related topics](#)

Setting file saving options

1. Choose File - User Setup.
 2. Choose Word Pro Preferences.
 3. Click the General tab.
 4. To save each document when the number of minutes you specify elapses, select "Automatically time save every" and specify the number of minutes.
{button ,AL('H_SETTING_FILE_SAVING_OPTIONS_DETAILS',1)} [See details](#)
 5. To have Word Pro create a backup copy of each document when you save it, select "Auto back up documents (.BAK)."
{button ,AL('H_SETTING_FILE_SAVING_OPTIONS_DETAILS',1)} [See details](#)
 6. Click OK.
-

{button ,AL('H_SETTING_FILE_SAVING_OPTIONS_DETAILS',1)} [See details](#)

{button ,AL('H_SETTING_WORD_PRO_PREFERENCES_OVER;H_SETTING_DEFAULT_LOCATIONS_STEPS;H_DISABLE_GENERAL_USAGE_OPTIONS_STEPS;H_SETTING_THE_STANDARD_UNIT_OF_MEASUREMENT_STEPS;H_SETTING_LOAD_OPTIONS_STEPS',0)} [See related topics](#)

Details: Setting keyboard options

The options you select affect the language used in Word Pro document text and the keyboard layout used for typing.

Note The Windows 95 keyboard layout language is not the same as Word Pro text's language. The keyboard layout language determines which characters appear when you type. The text's language determines which dictionary is used during Spell Check. You can set Word Pro so that it automatically sets the text's language to match the keyboard layout language, and you can override the Windows 95 keyboard layout setting, but the two settings are separate and distinct.

No changes

This option is the default. The language used for the Windows keyboard layout does not affect the language used in Word Pro, and vice-versa. The language used for newly created documents is determined by the document's SmartMaster and the option chosen in the Regional Settings dialog box of the Windows 95 Control Panel.

Keyboard language sets text's language

Word Pro keeps the text's language setting in sync with the keyboard layout language setting in the Windows 95 Keyboard Properties dialog box, and with any keyboard changes you make using the Windows taskbar.

Keyboard layout is set by text's language

When working in Word Pro, the text's language setting overrides the layout setting in the Windows 95 Keyboard Properties dialog box (on the Control Panel). This option only applies while you are working in Word Pro.

{button ,AL(^H_SETTING_KEYBOARD_OPTIONS_STEPS',1)} [Go to procedure](#)

{button ,AL(^H_SETTING_WORD_PRO_PREFERENCES_OVER;H_LANGUAGE_OPTIONS_OVER;H_SETTING_LANGUAGE_OPTIONS_USING_THE_FILE_MENU_STEPS;H_DISABLING_GENERAL_USAGE_OPTIONS_STEPS;H_SETTING_LOAD_OPTIONS_STEPS;H_SETTING_AND_CHANGING_MARKUP_OPTIONS_USING_THE_FILE_MENU_STEPS',0)} [See related topics](#)

Setting keyboard options

1. Choose File - User Setup.
2. Choose Word Pro Preferences.
3. Click the General tab.
4. Select the desired keyboard option.
5. Click OK.

{button ,AL(`H_SETTING_KEYBOARD_OPTIONS_DETAILS',1)} [See details](#)

{button ,AL(`H_SETTING_WORD_PRO_PREFERENCES_OVER;H_LANGUAGE_OPTIONS_OVER;H_SETTING_LANGUAGE_OPTIONS_USING_THE_FILE_MENU_STEPS;H_DISABLING_GENERAL_USAGE_OPTIONS_STEPS;H_SETTING_LOAD_OPTIONS_STEPS;H_SETTING_AND_CHANGING_MARKUP_OPTIONS_USING_THE_FILE_MENU_STEPS',0)} [See related topics](#)

Setting load options

1. From the File menu, choose User Setup and then choose Word Pro Preferences.



2. Click the General tab.

3. To have Word Pro cover the entire window workspace, select "Load Word Pro maximized."

4. To have Word Pro files cover the entire application workspace, select "Load files maximized."



Tip

5. To display only the Clean Screen items, select "Load in clean screen view."

6. To display the File New dialog box when you click the "Create a new document" SmartIcon, select "Show File New dialog box."

Note If you deselect this option, Word Pro creates a new document using the plain document SmartMaster. This option only affects the "Create a new document" SmartIcon. Word Pro always displays the File New dialog box when you launch Word Pro or choose New Document from the File menu.

7. Click OK.

{button ,AL(^H_SETTING_WORD_PRO_PREFERENCES_OVER;H_SETTING_CLEAN_SCREEN_OPTIONS_STEP
S;H_DISABLING_GENERAL_USAGE_OPTIONS_STEPS;H_SETTING_KEYBOARD_OPTIONS_STEPS;H_SET
TING_FILE_SAVING_OPTIONS_STEPS;';0)} [See related topics](#)

When you change the setting for "Load Word Pro maximized," you must exit and restart Word Pro for the new setting to take effect.

When you change the setting for "Load files maximized," the new setting takes effect the next time you load another file without having to exit and restart Word Pro.

Setting the number of recent files

1. Choose File - User Setup.
2. Choose Word Pro Preferences.
3. Click the General tab.
4. Specify the desired number of "Recent files" you want to display under the File menu.

Tip

You can specify any number from 0 - 5. Word Pro displays the names of these recently opened files below the other File menu items.

5. Click OK.

{button ,AL('H_SETTING_WORD_PRO_PREFERENCES_OVER;H_DISABLING_GENERAL_USAGE_OPTIONS_STEPS;H_SETTING_FILE_SAVING_OPTIONS_STEPS';0)} [See related topics](#)

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

Setting the number of undo levels

1. Choose File - User Setup.
2. Choose Word Pro Preferences.



3. Click the General tab.
4. Specify the desired number of "Undo levels."

The level you specify determines the number of actions or levels Word Pro can reverse.


The fewer the levels of Undo, the faster Word Pro operates.

5. Click OK.

{button ,AL(^H_SETTING_WORD_PRO_PREFERENCES_OVER;H_UNDOING_YOUR_LAST_ACTION_USING_TH
E_EDIT_MENU_STEPS;H_UNDOING_OR_REDOING_ACTIONS_STEPS;H_REVERTING_TO_THE_LAST_SAV
ED_VERSION_STEPS',0)} [See related topics](#)

Setting the standard unit of measurement

Word Pro uses the unit set here for all measurements. You can select another unit of measurement for line and paragraph spacing.

1. Choose File - User Setup.
2. Choose Word Pro Preferences.

3. Click the General tab.
4. In the "Measure in" box, select the desired unit of measurement:
 - Inches (in)
 - Centimeters (cm)
 - Picas (pi) - 1/6 inch
 - Points (pts) - 1/72 inch
5. Click OK.

{button ,AL(`H_SETTING_WORD_PRO_PREFERENCES_OVER;H_DISABLING_GENERAL_USAGE_OPTIONS_STEPS;H_SETTING_LOAD_OPTIONS_STEPS;H_SETTING_KEYBOARD_OPTIONS_STEPS;H_SETTING_THE_NUMBER_OF_UNDO_LEVELS_STEPS',0)} [See related topics](#)

Overview: Setting Word Pro preferences

You can customize Word Pro by setting various file saving, file location, and default file options as well as many general and personal options.

If you usually work on longer documents, you can have Word Pro automatically save them after a specified number of minutes elapses. You can also have Word Pro make an automatic backup of your document. This helps keep loss of data to a minimum in the event of unforeseen circumstances, such as a power outage.

You can specify one or more locations for certain types of files, such as documents and SmartMaster templates (style sheets). The options on the Locations panel allow you to set up paths for your files according to your own file structure. You can also specify default files and paths to use for the plain document SmartMaster, user dictionaries, and glossaries.

Several general options let you determine how you want Word Pro to react when you are using it. For example, you can specify whether or not you want Word Pro or its files to load maximized or load in a [clean screen](#) view.

If speed is important when you work in Word Pro, you may want to specify a low number of Undo levels. The more Undo levels there are, the slower Word Pro operates. To speed up the display of a document with several graphics, you can select to store the graphic display bitmaps in the document.

If you regularly access existing documents, you can set "Recent files" to 5 so that more files display under the File menu. If you do not usually access existing documents, you can set this option so that fewer files display under the File menu.

You can select the default unit of measurement you want to use in Word Pro. You can also decide how you want edits to look when you mark up a document. The Enable tab lets you enable or disable features to meet your needs.

Each time you use an automated SmartMaster, Word Pro uses the information from the Word Pro Preferences: Personal panel. For example, if you use a SmartMaster for a letter, your name and address automatically appear in the document.

{button ,AL('H_SETTING_DEFAULT_LOCATIONS_STEPS;H_SETTING_DEFAULT_FILES_STEPS;H_SPECIFYING_PERSONAL_INFORMATION_TO_USE_WITH_SMARTMASTERS_STEPS;H_DISABLING_GENERAL_USAGE_OPTIONS_STEPS;H_SETTING_LOAD_OPTIONS_STEPS;H_SETTING_FILE_SAVING_OPTIONS_STEPS',0)}
[See related topics](#)

Details: Storing personal information for use in Word Pro

User name

Your name.

Initials

Your initials.

Title

Your job title.

Company

The company's name.

Address 1

The street address or P.O. Box number. For example, 301 Main Street

Address 2

The second line of the address. For example, Building 222; Suite 4

Do **not** use the Address 2 field for city, state, and/or country.

Address 3

The city, state, and/or country.

Post code

The zip or postal code.

Phone

Your area code and phone number.

Fax

Your area code and fax number.

E-mail

Your electronic mailing address.

Other personal data

Any other miscellaneous information.

{button ,AL(^H_SPECIFYING_PERSONAL_INFORMATION_TO_USE_WITH_SMARTMASTERS_STEPS',1)} [Go to procedure](#)

{button ,AL(^H_SETTING_WORD_PRO_PREFERENCES_OVER;H_FIELDS_OVER;H_WHAT_IS_A_SMARTMASTER_OVER;H_CLICK_HERE_BLOCKS_OVER',0)} [See related topics](#)

Storing personal information for use in Word Pro

1. From the File menu, choose User Setup.
2. Choose Word Pro Preferences.
3. Click the Personal tab.
4. Specify the desired information in each box.
5. Click OK.

Word Pro uses this information each time you create a document using an automated SmartMaster.

{button ,AL('H_SPECIFYING_PERSONAL_INFORMATION_TO_USE_WITH_SMARTMASTERS_DETAILS',1)} [See details](#)

{button ,AL('H_SETTING_WORD_PRO_PREFERENCES_OVER;H_FIELDS_OVER;H_WHAT_IS_A_SMARTMASTER_OVER;H_CLICK_HERE_BLOCKS_OVER',0)} [See related topics](#)

Word Pro Preferences: General tab

You can tell Word Pro how often to save your files as you work on them and whether or not to create a backup of your files each time you save them.

You can also set other options for your documents including how you want them to display upon loading Word Pro, how many undo levels and recent files to display, and what you want as the standard unit of measurement.

Choose a task:

[Setting file saving options](#)

[Setting the number of undo levels](#)

[Setting the number of recent files](#)

[Setting the standard unit of measurement](#)

[Setting load options](#)

[Setting keyboard options](#)

[Setting or changing markup options](#)

To display the header or footers in a document, choose View - Show/Hide, and then choose Headers & Footers.

Details: Editing page numbers in a document

Text before or after a page number

To include text before and/or after page numbers in a table of contents or index, you must use the "Text before" and/or "Text after" boxes on the Insert Page Number dialog box. If you type the text directly on the page next to the page number, the text will not appear when you generate a table of contents or an index. Only the page number will appear.

If you want to include the division or section name before or after the page number, you can select "Include in number style" in the Page Number Options dialog box.

Page numbering does not have to be enabled to generate page numbers in a table of contents or an index.

Start at

The number that Word Pro begins with when numbering pages.

Note This option is not the same as the "Begin numbering on page" option specified in the Page Number Options dialog box.

For example, you create a 10 page document and you want to begin numbering page 1 as page 33 because the document is part of a larger book. If you place your insertion point in the header or footer of page one, choose Text - Insert page number, and specify 33 in the "Start at" box, Word Pro will start numbering on page one with the number 33. Page two will be numbered 34 and so on.

{button ,AL(^H_EDITING_PAGE_NUMBERS_IN_A_DOCUMENT_STEPS',1)} [Go to procedure](#)

{button ,AL(^H_PAGE_NUMBERING_OVER;H_RESTARTING_PAGE_NUMBERING_FOR_EACH_SECTION_OR_DIVISION_STEPS;H_CREATING_A_HEADER_OR_FOOTER_STEPS;H_HEADERS_AND_FOOTERS_OVER;H_CREATING_ALTERNATING_HEADERS_AND_FOOTERS_STEPS;H_CREATING_FLOATING_ALTERNATING_HEADERS_AND_FOOTERS_STEPS;H_CREATING_ALTERNATING_PAGE_LAYOUTS_STEPS;H_CHANGING_OR_SUPPRESSING_HEADERS_AND_FOOTERS_STEPS;H_INCLUDING_DIVISION_OR_SECTION_NAMES_WITH_PAGE_NUMBERS_STEPS;H_SPECIFYING_A_PAGE_ON_WHICH_TO_BEGIN_PAGE_NUMBERING_STEPS',0)} [See related topics](#)

Editing page numbers in a document

1. Place the insertion point on the existing page number in the document.
2. From the Page menu, choose Edit Page Number.
3. Select the desired page number options.
4. Click OK.

{button ,AL('H_EDITING_PAGE_NUMBERS_IN_A_DOCUMENT_DETAILS',1)} [See details](#)

{button ,AL('H_PAGE_NUMBERING_OVER;H_INCLUDING_DIVISION_OR_SECTION_NAMES_WITH_PAGE_NUMBERS_STEPS;H_SPECIFYING_A_PAGE_ON_WHICH_TO_BEGIN_PAGE_NUMBERING_STEPS;H_RESTARTING_PAGE_NUMBERING_FOR_EACH_SECTION_OR_DIVISION_STEPS;H_HEADERS_AND_FOOTERS_OVER;H_PAGE_LAYOUT_OVER',0)} [See related topics](#)

Including division or section names with page numbers

If you would like to include the section name or division name with the page number, you can use this option instead of the "Text before/Text after" boxes on the Insert Page Number dialog box.

1. Place the insertion point where you want the page number to appear in the document.
If you are editing an existing page number, place the insertion point on the page number.
2. From the Page menu, choose Insert Page Number.
If you are editing an existing page number, choose Edit Page Number.



3. Click Options.
4. Select "Include in number style."
5. Select "Section name" to include section names with page numbers.
Select "Division name" to include division names with page numbers.
6. Select "Before number" or "After number."

Note In order for Word Pro to display the division/section name and the page number spaced correctly, you must type a space before or after the page number in the "Text before" or "Text after" boxes in the Insert Page Number dialog box.

7. Click OK to return to the Insert Page Number dialog box.
8. Click OK.

{button ,AL(`H_PAGE_NUMBERING_OVER;H_NUMBERING_PAGES_IN_A_DOCUMENT_STEPS;H_SPECIFYING_A_PAGE_ON_WHICH_TO_BEGIN_PAGE_NUMBERING_STEPS;H_EDITING_PAGE_NUMBERS_IN_A_DOCUMENT_STEPS;H_NAMING_OR_RENAMING_A_DIVISION_OR_SECTION_STEPS;H_RESTARTING_PAGE_NUMBERING_FOR_EACH_SECTION_OR_DIVISION_STEPS',0)} [See related topics](#)

Details: Numbering pages in a document

Text before or after a page number

To include text before and/or after page numbers in a table of contents or index, you must use the "Text before" and/or "Text after" boxes on the Insert Page Number dialog box. If you type the text directly on the page next to the page number, the text will not appear when you generate a table of contents or an index. Only the page number will appear.

If you want to include the division or section name before or after the page number, you can select "Include in number style" in the Page Number Options dialog box.

Page numbering does not have to be enabled to generate page numbers in a table of contents or an index.

Start at

The number that Word Pro begins with when numbering pages.

Note This option is not the same as the "Begin numbering on page" option specified in the Page Number Options dialog box.

For example, you create a 10 page document and you want to begin numbering page 1 as page 33 because the document is part of a larger book. Place the insertion point in the header or footer of page 1: from the Page menu, choose Insert Page Number, and specify 33 in the "Start at" box. Word Pro starts numbering Page 1 as "33." Page two will be numbered "34" and so on.

{button ,AL(^H_NUMBERING_PAGES_IN_A_DOCUMENT_STEPS',1)} [Go to procedure](#)

{button ,AL(^H_PAGE_NUMBERING_OVER;H_RESTARTING_PAGE_NUMBERING_FOR_EACH_SECTION_OR_DIVISION_STEPS;H_CREATING_A_HEADER_OR_FOOTER_STEPS;H_HEADERS_AND_FOOTERS_OVER;H_CREATING_ALTERNATING_HEADERS_AND_FOOTERS_STEPS;H_CREATING_FLOATING_ALTERNATING_HEADERS_AND_FOOTERS_STEPS;H_CREATING_ALTERNATING_PAGE_LAYOUTS_STEPS;H_CHANGING_OR_SUPPRESSING_HEADERS_AND_FOOTERS_STEPS;H_INCLUDING_DIVISION_OR_SECTION_NAMES_WITH_PAGE_NUMBERS_STEPS;H_SPECIFYING_A_PAGE_ON_WHICH_TO_BEGIN_PAGE_NUMBERING_STEPS',0)} [See related topics](#)

Numbering pages in a document

Show me a QuickDemo

1. Place the insertion point where you want the page number to appear in the document.

If you want to number more than one page, you should place the insertion point in the header or footer of the document.

Tip

2. From the Page menu, choose Insert Page Number.



3. Select the page number style in the "Number" box.
4. To display text before a page number, type it in the "Text before" box.
To display text after a page number, type it in the "Text after" box.
{button ,AL('H_NUMBERING_PAGES_IN_A_DOCUMENT_DETAILS',1)} [See details](#)
5. Specify the beginning page number in the "Start at" box.
6. Click OK.

{button ,AL('H_NUMBERING_PAGES_IN_A_DOCUMENT_DETAILS',1)} [See details](#)

{button ,AL('H_PAGE_NUMBERING_OVER;H_EDITING_PAGE_NUMBERS_IN_A_DOCUMENT_STEPS;H_RESTA
RTING_PAGE_NUMBERING_FOR_EACH_SECTION_OR_DIVISION_STEPS;H_CREATING_A_HEADER_OR_F
OOTER_STEPS;H_HEADERS_AND_FOOTERS_OVER;H_CREATING_ALTERNATING_HEADERS_AND_FOOT
ERS_STEPS;H_CREATING_FLOATING_ALTERNATING_HEADERS_AND_FOOTERS_STEPS;H_CHANGING_
OR_SUPPRESSING_HEADERS_AND_FOOTERS_STEPS;H_INCLUDING_DIVISION_OR_SECTION_NAMES_
WITH_PAGE_NUMBERS_STEPS;H_SPECIFYING_A_PAGE_ON_WHICH_TO_BEGIN_PAGE_NUMBERING_ST
EPS',0)} [See related topics](#)

Overview: Page numbering

Word Pro allows you to include page numbers in a document in a variety of ways.

You can

- specify a number style.
- specify the beginning page number.
- specify the page on which you want numbering to start.
- specify text that comes before or after page numbers.
- restart page numbers for each division or section in a document.
- include the division or section name with a page number.

{button ,AL('H_NUMBERING_PAGES_IN_A_DOCUMENT_STEPS;H_RESTARTING_PAGE_NUMBERING_FOR_EACH_SECTION_OR_DIVISION_STEPS;H_HEADERS_AND_FOOTERS_OVER;H_CREATING_A_HEADER_OR_FOOTER_STEPS;H_CHANGING_OR_SUPPRESSING_HEADERS_AND_FOOTERS_STEPS;H_PAGE_LAYOUT_OVER;H_INCLUDING_DIVISION_OR_SECTION_NAMES_WITH_PAGE_NUMBERS_STEPS;H_SPECIFYING_A_PAGE_ON_WHICH_TO_BEGIN_PAGE_NUMBERING_STEPS',0)} [See related topics](#)

Page Number Options dialog box

You can restart page numbers for each division or section of a document, specify on which page to begin numbering pages, and choose to include the division or section name with the page number.

Choose a task:

[Including division or section names with page numbers](#)

[Restarting page numbers](#)

[Specifying a page on which to begin page numbering](#)

Restarting page numbers

1. Place the insertion point where you want the page number to appear in the document.
If you are editing an existing page number, place the insertion point on the page number.
2. From the Page menu, choose Insert Page Number.
If you are editing an existing page number: from the Page menu, choose Edit Page Number.
3. Click Options.
4. Select "On each new section" in the "Reset page number" box to restart numbering for each section.

Select "On each new division" in the "Reset page number" box to restart numbering for each division.

Select "Never (continuous in document)" to use consecutive numbering regardless of divisions or sections.

5. Click OK to return to the Insert Page Number dialog box.
6. Click OK.

{button ,AL(`H_PAGE_NUMBERING_OVER;H_NUMBERING_PAGES_IN_A_DOCUMENT_STEPS;H_HEADERS_A
ND_FOOTERS_OVER;H_INCLUDING_DIVISION_OR_SECTION_NAMES_WITH_PAGE_NUMBERS_STEPS;H
_SPECIFYING_A_PAGE_ON_WHICH_TO_BEGIN_PAGE_NUMBERING_STEPS;H_DIVISIONS_OVER;H_SECT
IONS_OVER',0)} [See related topics](#)

Specifying a page on which to begin page numbering

If you want to reset page numbers in each new section or division, follow these steps to specify the starting page number.

1. Place the insertion point where you want the page number to appear in the document.
If you are editing an existing page number, place the insertion point on the page number.
2. From the Page menu, choose Insert Page Number.
If you are editing an existing page number, choose Edit Page Number.



3. Click Options.
4. In the "Begin numbering on page" box, specify the page on which to begin page numbering.
5. Click OK to return to the Insert Page Number dialog box.
6. Click OK.

{button ,AL(^H_PAGE_NUMBERING_OVER;H_NUMBERING_PAGES_IN_A_DOCUMENT_STEPS;H_HEADERS_A
ND_FOOTERS_OVER;H_CHANGING_OR_SUPPRESSING_HEADERS_AND_FOOTERS_STEPS;H_INCLUDIN
G_DIVISION_OR_SECTION_NAMES_WITH_PAGE_NUMBERS_STEPS',0)} [See related topics](#)

Examples of sorting text and data

[Sorting a list alphabetically by last name](#)

[Sorting a list alphabetically by company](#)

[Sorting a list alphabetically by state](#)

[Sorting numbers in lists](#)

[Sorting within a sort](#)

[Sorting a list from the end of a field](#)

Example: Sorting a list alphabetically by company

You can use Sort to arrange the table below alphabetically by company.

<u>Department Manager</u>	<u>Company</u>	<u>City/State</u>
John Zielinski	<i>Techcom Consulting Associates</i>	Atlanta, Georgia
Mildred Bell	<i>York Development Group</i>	San Fransisco, California
Karmyn Johnson	<i>Behavioral Solutions, Inc.</i>	Stone Mountain, Georgia
Marie Ann Waller	<i>Compliance, Inc.</i>	Boston, Massachusetts

1. Select the information you want to sort.

For this example, you need to select the names that appear in the second column. Do not select the heading Company.

2. Choose Text - Sort.



3. In Level 1 - "First sort by" fields, do the following:


- Specify "2" in "Field/col." box since company names are in the second column.
- Select "Alphanumeric" in the "Type" box because you want to sort words.
- Select "Ascending" in the "Order" box.
- Select "First" in the "Word" box because you want to sort the companies by their first names which are the first words in the column..

4. Specify "1" in "Number of paragraphs/rows in record."

5. Click OK.

The table should look like this after the text is sorted.

<u>Department Manager</u>	<u>Company</u>	<u>City/State</u>
Karmyn Johnson	<i>Behavioral Solutions, Inc.</i>	Stone Mountain, Georgia
Marie Ann Waller	<i>Compliance, Inc.</i>	Boston, Massachusetts
John Zielinski	<i>Techcom Consulting Associates</i>	Atlanta, Georgia
Mildred Bell	<i>York Development Group</i>	San Fransisco, California

 [See example](#)

{button ,AL('H_SORTING_TEXT_AND_DATA_STEPS;H_SORTING_BY_ANY_WORD_IN_A_FIELD_STEPS',0)}

[See related topics](#)

Example: Sorting a list alphabetically by last name

You can use Sort to arrange the table below alphabetically by the department manager's last name.

<u>Department Manager</u>	<u>Company</u>	<u>City/State</u>
Mildred Bell	<i>York Development Group</i>	San Fransisco, California
Marie Ann Waller	<i>Compliance, Inc.</i>	Boston, Massachusetts
John Zielinski	<i>Techcom Consulting Associates</i>	Atlanta, Georgia
Karmyn Johnson	<i>Behavioral Solutions, Inc.</i>	Stone Mountain, Georgia

1. Select the information you want to sort.

For this example, you need to select the names that appear in the first column. Do not select the heading Department Manager.

2. Choose Text - Sort.



3. In Level 1 - "First sort by" fields, do the following:


- Specify "1" in the "Field/col" box since department manager names are in the first column.
- Select "Alphanumeric" in the "Type" box because you want to sort words.
- Select "Ascending" in the "Order" box.
- Select "Last" in the "Word" box because you want to sort the department managers by their last names which are the last words in the column.

4. Specify "1" in "Number of paragraphs/rows in record."

5. Click OK.

The table should look like this after the text is sorted.

<u>Department Manager</u>	<u>Company</u>	<u>City/State</u>
<i>Mildred Bell</i>	York Development Group	San Fransisco, California
<i>Karmyn Johnson</i>	Behavioral Solutions, Inc.	Stone Mountain, Georgia
<i>Marie Ann Waller</i>	Compliance, Inc.	Boston, Massachusetts
<i>John Zielinski</i>	Techcom Consulting Associates	Atlanta, Georgia

 [See example](#)

{button ,AL('H_SORTING_TEXT_AND_DATA_STEPS;H_SORTING_BY_ANY_WORD_IN_A_FIELD_STEPS',0)}

[See related topics](#)

Example: Sorting a list alphabetically by state

You can use Sort to alphabetically arrange the table below by state.

<u>Department Manager</u>	<u>Company</u>	<u>City/State</u>
John Zielinski	<i>Techcom Consulting Associates</i>	Atlanta, Georgia
Mildred Bell	<i>York Development Group</i>	San Fransisco, California
Marie Ann Waller	<i>Compliance, Inc.</i>	Boston, Massachusetts
Karmyn Johnson	<i>Behavioral Solutions, Inc.</i>	Stone Mountain, Georgia

1. Select the information you want to sort.

For this example, you need to select the cities and states that appear in the last column. Do not select the heading City/State.

2. Choose Text - Sort.



3. In Level 1 - "First sort by" fields, do the following:


- Specify "3" in "Field/col." box since the cities and states are in the third column.
- Select "Alphanumeric" in the "Type" box because you want to sort words.
- Select "Ascending" in the "Order" box.
- Select "Last" in the "Word" box because you want to sort the department managers by the state their companies are in and states are the last words in the column.

4. Specify "1" in "Number of paragraphs/rows in record."

5. Click OK.

The table should look like this after the text is sorted.

<u>Department Manager</u>	<u>Company</u>	<u>City/State</u>
<i>Mildred Bell</i>	<i>York Development Group</i>	San Fransisco, California
<i>John Zielinski</i>	<i>Techcom Consulting Associates</i>	Atlanta, Georgia
<i>Karmyn Johnson</i>	<i>Behavioral Solutions, Inc.</i>	Stone Mountain, Georgia
<i>Marie Ann Waller</i>	<i>Compliance, Inc.</i>	Boston, Massachusetts

 [See example](#)

{button ,AL('H_SORTING_TEXT_AND_DATA_STEPS;H_SORTING_BY_ANY_WORD_IN_A_FIELD_STEPS';0)}

[See related topics](#)

Example: Sorting a list from the end of a field

You can use Sort to arrange the list of names below by first name even though some of the names are preceded by titles (Mr., Ms., Dr.) and others are not.

Name

Sam Wainwright
Mr. George Bailey
Ms. Mary Hatch
Ernie Bishop
Violet Bick

1. Select the information you want to sort.
2. Choose Text - Sort.




3. In Level 1 - "First sort by" fields, do the following:
 - Specify "1" in "Field/col." box because the example has one column of text.
 - Select "Alphanumeric" in the "Type" box because you want to sort words.
 - Select "Ascending" in the "Order" box.
 - Select "Other" in the "Word" box to sort on a specified word other than the first word or the last word in the column.
4. Select "From end of field" since you want to sort the names by the first names and the first names are all in the same place in relation to the end of the field.
5. Specify "2" in the "Word on which to sort" box because you want to sort by the first names which are the second words from the end of the fields.
6. Click OK to return to the Sort dialog box.
7. Click OK to sort the list.

The list should look like this after the text is sorted.

Name

Ernie Bishop
Mr. George Bailey
Ms. Mary Hatch
Sam Wainwright
Violet Bick

 [See example](#)

{button ,AL('H_SORTING_TEXT_AND_DATA_STEPS;H_SORTING_BY_ANY_WORD_IN_A_FIELD_STEPS',0)}

[See related topics](#)

Details: Sorting by any word in a field

Selecting what to sort

To sort an entire division or table, place the insertion point in the desired division or table.

If you only want to sort certain rows in a table or certain text, select the desired rows or text.

Field/col.

Each item in a record is a field. Fields must be separated by tabs or a character that is not otherwise used in the text. You can sort on the first field, the second field, and so on.

For example, a record might consist of these fields: "Name," "Address," "City," "State," "Zip." In this example, "Name" is Field 1, "Address" is Field 2, and so on.

If the data is in a table, the columns are fields and the rows are records.

For example, if you want to sort data in the third column of a table, specify "3" in the "Level 1 Field/col." box.

Type

Alphanumeric

Word Pro sorts by both numbers and letters, character by character.

Numbers appear first if you select "First" for the "Sort numbers" option. Word Pro lists all text that begins with number 1 before text that begins with number 2.

If you want number 10 to appear consecutively after number 9 in an alphanumeric sort, all numbers should contain the same number of digits. For example, specify "001," "021," and "105" rather than "1," "21," and "105."

Numeric

Word Pro sorts numbers in correct ranking order. Text appears before or after numbers depending on the "Sort numbers" option you choose.

Items that are neither alphabetic nor numeric (such as symbols) sort in the order in which they appear in the ANSI character set.

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.

Word

Each item in a field is considered to be a word.

<u>Name</u>	<u>City/State</u>
Susan-Diane Hayes	City of Hope, New Jersey
Carol Lehmon	St. Petersburg, Florida

For example, in the above table, City, of, Hope, New, and Jersey are all words in the second field, City/State.

Words are separated by spaces and/or commas.

First

Sorts by the first word in the selected field.

For example, in the above table Susan-Diane and Carol are the first words in the Name field and City and St. are the first words in the City/State field.

Last

Sorts by the last word in the selected field

For example, in the above table Hayes and Lehmon are the last words in the Name field and Jersey and Florida are the last words in the City/State field.

All

Sorts by all the letters/numbers in the selected field beginning with the first word.

Other

Word Pro displays the Sort on a Word dialog box. If your field has multiple words, you can choose which word in the field on which to base the sort.

Note You can also choose a word in the field based on its relationship to the end of the field instead of the beginning. For example, in the table above, if you chose to sort on the third word from the beginning of the field, City/State, Word Pro sorts based on Hope and Florida. However, if you chose to sort "From end of field" and selected to sort on the third word, you would sort based on Hope and St. in the City/State field.

Sort options**National sort order**

The language of the selected text or the language of the text at the insertion point. To sort using a different national sort order, choose Text - Text Properties, click the Misc. tab, and select the language in the "Language" box.

Number of paragraphs/rows in record

If data is set up so that each field within the record is a separate paragraph or multiple fields are within one paragraph, Word Pro can count 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.

Sort numbers

You can sort numbers in the data before or after alphabetic characters.

Field delimiter

If a character or symbol separates the fields in each record, select "Text" and specify the character or symbol you use in the text box. If table cells or tabs separate the fields, select "Tab."

{button ,AL('H_SORTING_BY_ANY_WORD_IN_A_FIELD_STEPS',1)} [Go to procedure](#)

{button ,AL('H_SORTING_TEXT_AND_DATA_STEPS',0)} [See related topics](#)

Sorting by any word in a field

1. Select the text, table, or division you want to sort.

{button ,AL(`H_SORTING_BY_ANY_WORD_IN_A_FIELD_DETAILS',1)} [See details](#)

2. Choose Text - Sort.



3. Specify the field or column to sort in the "Field/col." box in Level 1 - "First sort by."

{button ,AL(`H_SORTING_BY_ANY_WORD_IN_A_FIELD_DETAILS',1)} [See details](#)

4. Select options in the "Type" and "Order" boxes.

{button ,AL(`H_SORTING_BY_ANY_WORD_IN_A_FIELD_DETAILS',1)} [See details](#)

5. Select "Other" in the "Word" box.

6. Specify the number of the desired word in the "Word on which to sort" box.


7. Select "From end of field" if you want to specify a word by its position relative to the end of the field.

8. Click OK to return to the Sort dialog box.

9. Select any other "Sort options."

10. Click OK.

{button ,AL(`H_SORTING_BY_ANY_WORD_IN_A_FIELD_DETAILS',1)} [See details](#)

 [See example](#)

{button ,AL(`H_SORTING_TEXT_AND_DATA_STEPS',0)} [See related topics](#)

Example: Sorting numbers in lists

You can use Sort to arrange the department managers in the table below by their extension numbers in ascending order.

<u>Department Manager</u>	<u>Company</u>	<u>City/State</u>	<u>Extension</u>
Mildred Bell	<i>York Development Group</i>	San Fransisco, California	3655
Marie Ann Waller	<i>Compliance, Inc.</i>	Boston, Massachusetts	1200
John Zielinski	<i>Techcom Consulting Associates</i>	Atlanta, Georgia	1058
Karmyn Johnson	<i>Behavioral Solutions, Inc.</i>	Stone Mountain, Georgia	9070

1. Select the information you want to sort.

For this example, you need to select the extension numbers that appear in the last column. Do not select the heading Extension.

2. Choose Text - Sort.



3. In Level 1 - "First sort by" fields, do the following:


- Specify "4" in "Field/col." box since the extension numbers are in the fourth column.
- Select "Numeric" in the "Type" box because you want to sort numbers.
- Select "Ascending" in the "Order" box.

4. Specify "1" in "Number of paragraphs/rows in record."

5. Click OK.

The table should look like this after the text is sorted.

<u>Department Manager</u>	<u>Company</u>	<u>City/State</u>	<u>Extension</u>
John Zielinski	<i>Techcom Consulting Associates</i>	Atlanta, Georgia	1058
Marie Ann Waller	<i>Compliance, Inc.</i>	Boston, Massachusetts	1200
Mildred Bell	<i>York Development Group</i>	San Fransisco, California	3655
Karmyn Johnson	<i>Behavioral Solutions, Inc.</i>	Stone Mountain, Georgia	9070

 [See example](#)

{button ,AL('H_SORTING_TEXT_AND_DATA_STEPS;H_SORTING_BY_ANY_WORD_IN_A_FIELD_STEPS',0)}

[See related topics](#)

Details: Sorting text and data

Selecting what to sort

To sort an entire division or table, place the insertion point in the desired division or table.

If you only want to sort certain rows in a table, select the desired rows.

Field/col.

Each item in a record is a field. Fields must be separated by tabs or a character that is not otherwise used in the text. You can sort on the first field, the second field, and so on.

For example, a record might consist of these fields: "Name," "Address," "City," "State," "Zip." In this example, "Name" is Field 1, "Address" is Field 2, and so on.

If the data is in a table, the columns are fields and the rows are records.

For example, if you want to sort data in the third column of a table, specify "3" in the "Level 1 Field/col." box.

Type

Alphanumeric

Word Pro sorts by both numbers and letters, character by character.

Numbers appear first if you select "First" for the "Sort numbers" option. Word Pro lists all text that begins with number 1 before text that begins with number 2.

If you want number 10 to appear consecutively after number 9 in an alphanumeric sort, all numbers should contain the same number of digits. For example, specify "001," "021," and "105" rather than "1," "21," and "105."

Numeric

Word Pro sorts numbers in correct ranking order. Text appears before or after numbers depending on the "Sort numbers" option you choose.

Items that are neither alphabetic nor numeric (such as symbols) sort in the order in which they appear in the ANSI character set.

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.

Word

Each item in a field is considered to be a word.

<u>Name</u>	<u>City/State</u>
Susan-Diane Hayes	City of Hope, New Jersey
Carol Lehmon	St. Petersburg, Florida

For example, in the above table, City, of, Hope, New, and Jersey are all words in the second field, City/State.

Words are separated by spaces and/or commas.

First

Sorts by the first word in the selected field.

For example, in the above table Susan-Diane and Carol are the first words in the Name field and City and St. are the first words in the City/State field.

Last

Sorts by the last word in the selected field

For example, in the above table Hayes and Lehmon are the last words in the Name field and Jersey and Florida are the last words in the City/State field.

All

Sorts by all the letters/numbers in the selected field beginning with the first word.

Other

Word Pro displays the Sort on a Word dialog box. If your field has multiple words, you can choose which word in the field on which to base the sort.

Note You can also choose a word in the field based on its relationship to the end of the field instead of the beginning. For example, in the table above, if you chose to sort on the third word from the beginning of the field, City/State, Word Pro sorts based on Hope and Florida. However, if you chose to sort "From end of field" and selected to sort on the third word, you would sort based on Hope and St. in the City/State field.

Sort options**National sort order**

The language of the selected text or the language of the text at the insertion point. To sort using a different national sort order, choose Text - Text Properties, click the Misc. tab, and select the language in the "Language" box.

Number of paragraphs/rows in record

If data is set up so that each field within the record is a separate paragraph or multiple fields are within one paragraph, Word Pro can count 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.

Sort numbers

You can sort numbers in the data before or after alphabetic characters.

Field delimiter

If a character or symbol separates the fields in each record, select "Text" and specify the character or symbol you use in the text box. If table cells or tabs separate the fields, select "Tab."

{button ,AL('H_SORTING_TEXT_AND_DATA_STEPS',1)} [Go to procedure](#)

{button ,AL('H_SORTING_BY_ANY_WORD_IN_A_FIELD_STEPS;H_SORTING_RECORDS_IN_A_MERGE_DATA_FILE_STEPS',0)} [See related topics](#)

Sorting text and data

You can sort up to three levels of information at one time. If you sort more than one level of information, you perform a sort within a sort.

1. Select the text, table, or division you want to sort.


{button ,AL(`H_SORTING_TEXT_AND_DATA_DETAILS',1)} [See details](#)

2. Choose Text - Sort.



3. Specify the field or column to sort in the "Field/col." box in Level 1 - "First sort by."
4. Select options in the "Type" and "Order" boxes.
5. Select an option in the "Word" box.
6. Repeat steps 3 - 5 for as many as two additional sort levels.
7. Select other "Sort options."
8. Click OK.

{button ,AL(`H_SORTING_TEXT_AND_DATA_DETAILS',1)} [See details](#)

 [See example](#)

{button ,AL(`H_SORTING_BY_ANY_WORD_IN_A_FIELD_STEPS;H_SORTING_RECORDS_IN_A_MERGE_DATA_FILE_STEPS',0)} [See related topics](#)

Example: Sorting within a sort

When you sort more than one level of information at one time, it is called a sort within a sort.

For example, if you want to sort the data in the following table alphabetically by state, and then, alphabetically by department manager's last name, you perform a sort within a sort.

<u>Department Manager</u>	<u>Company</u>	<u>City/State</u>	<u>Extension</u>
Mildred Bell	York Development Group	San Fransisco, California	9070
Marie Ann Waller	Compliance, Inc.	Boston, Massachusetts	3655
John Zielinski	Techcom Consulting Associates	Atlanta, Georgia	1058
Karmyn Johnson	Behavioral Solutions, Inc.	Stone Mountain, Georgia	1200

1. Select the information you want to sort.

For this example, you need to select the entire table. Do not select the headings.


2. Choose Text - Sort.



3. To sort the states first, in Level 1 - "First sort by" fields, do the following:
 - Specify "3" in "Field/col." box since the states are in the third column.
 - Select "Alphanumeric" in the "Type" box because you want to sort words.
 - Select "Ascending" in the "Order" box.
 - Select "Last" in the "Word" box because you want to sort the department managers by the state their companies are in and states are the last words in the column.
4. To sort the cities next, in Level 2 - "Then by" fields, do the following:
 - Specify "1" in "Field/col." box since the names are in the first column.
 - Select "Alphanumeric" in the "Type" box because you want to sort words.
 - Select "Ascending" in the "Order" box.
 - Select "Last" in the "Word" box because you want to sort the department managers by their last names and their last names are the last words in the column.
5. Specify "1" in "Number of paragraphs/rows in record."
6. Click OK.

The table should look like this after the text is sorted.

<u>Department Manager</u>	<u>Company</u>	<u>City/State</u>	<u>Extension</u>
Mildred Bell	York Development Group	San Fransisco, California	9070
Karmyn Johnson	Behavioral Solutions, Inc.	Stone Mountain, Georgia	1200
John Zielinski	Techcom Consulting Associates	Atlanta, Georgia	1058
Marie Waller	Compliance, Inc.	Boston, Massachusetts	3655

 [See example](#)

{button ,AL('H_SORTING_TEXT_AND_DATA_STEPS;H_SORTING_BY_ANY_WORD_IN_A_FIELD_STEPS',0)}
[See related topics](#)

Failing to find a word in the Thesaurus

Word Pro cannot find the word you want to replace. The word you selected is either spelled incorrectly or is not contained in the thesaurus.

1. Select a replacement word from the "Replace with" box.
2. Click OK.

Word Pro displays the Thesaurus dialog box.

{button ,AL('H_REPLACING_WORDS_USING_THE_THESAURUS_STEPS',0)} [See related topics](#)

Details: Replacing words using the Thesaurus

Looked up word

Lists the currently selected word and all other selected words during the session.

Meanings for

Lists all the words that have the same or nearly the same meanings as the selected word.

Word to look up or to be replaced

Displays the word that you selected in the "Meanings for" box or "Synonyms for" box. You can use this word as the replacement by clicking Replace.

You can also type a word in the "Word to look up or to be replaced" box and click Lookup. Word Pro displays meanings and synonyms for the new word in the "Meanings for" box and "Synonyms for" box.

Synonyms for

Lists all the words that have the same or nearly the same meanings for a selected word in the "Meanings for" box.

Meaning for

Displays a definition of the selected word in the "Meanings for" box.

Replace

Replaces the selected word in the document with the word in the "Word to look up or to be replaced" box.

Lookup

Provides meanings and synonyms for the word specified in the "Word to look up or to be replaced" box.

{button ,AL('H_REPLACING_WORDS_USING_THE_THESAURUS_STEPS',1)} [Go to procedure](#)

{button ,AL('H_LANGUAGE_OPTIONS_OVER',0)} [See related topics](#)

Replacing words using the Thesaurus

1. Place the insertion point in the word you want to replace.
2. From the Edit menu, choose Proofing Tools, and then choose Check Thesaurus.



3. If you want to find synonyms for one of the word meanings, select the word in the "Meanings for" box.
Word Pro places the word in the "Word to look up or to be replaced" box and creates a new list of synonyms in the "Synonyms for" box.
4. If you want to find synonyms for a word that is not in the "Meanings for" box, type the word in the "Word to look up or to be replaced" box and click Lookup.
{button ,AL(`H_REPLACING_WORDS_USING_THE_THESAURUS_DETAILS',1)} [See details](#)
5. Select the desired replacement word in the "Meanings for" box or "Synonyms for" box.
Word Pro displays the selection in the "Word to look up or to be replaced" box.
6. Click Replace.
Word Pro replaces the word in the document.
7. Click Cancel to return to the Word Pro document.

{button ,AL(`H_REPLACING_WORDS_USING_THE_THESAURUS_DETAILS',1)} [See details](#)
{button ,AL(`H_LANGUAGE_OPTIONS_OVER',0)} [See related topics](#)

Overview: File Management in Word Pro

WordPerfect provides its own file management facilities because DOS does not enable you to run both an application and a separate file manager. In Windows, however, you can run the File Manager or Windows Explorer side-by-side with an application program.

For more information on File Management, see your Windows documentation.

Overview: Controlling printing in Word Pro

WordPerfect provides its own printer drivers to control the printer. In addition, WordPerfect has its own print management system to allow starting, stopping, and spooling of print jobs.

Word Pro, like other Windows applications, uses Windows printer drivers and the Windows Print Manager to print your document. To select printer settings, use the Windows Control Panel and/or the Windows Print Manager.

For more information, see your Windows documentation.

{button ,AL('H_PRINTING_A_DOCUMENT_OVER;H_SELECTING_A_PRINTER_FOR_A_DOCUMENT_STEPS;H_SETTING_PRINTER_SETUP_OPTIONS_STEPS',0)} [See related topics](#)

Overview: Saving options as defaults for new documents

WordPerfect allows you to set many options for defaults in new documents. Most of the same options can also be set in Word Pro.

When you create a new document, Word Pro reads options from the SmartMaster template that is used to create the document. These options include styles, the initial font, hyphenation, and more. In general, any setting that can be changed in a Word Pro InfoBox is saved as part of the SmartMaster template.

If you want to change the options, you can redefine the appropriate style to match your desired settings. If you want to make the change permanent (affecting all newly created documents using that SmartMaster), you can copy the modified style to the SmartMaster or edit the SmartMaster itself.

{button .AL('H_WHAT_IS_A_SMARTMASTER_OVER;H_STYLES_OVER;H_CREATING_A_STYLE_STEPS',0)} [See related topics](#)

Overview: Setting screen, mouse, and keyboard functions

WordPerfect offers an extensive setup facility which allows you to control keyboard functionality, screen colors, and more. In Word Pro, as in other Windows applications, you select these functions using the Windows Control Panel.

For more information on using the Control Panel, see your Windows documentation.

Overview: Suggestions for using function keys

You can type a WordPerfect function key combination to get Word Pro help on specific topics. For example, for WordPerfect 5.x, you can press Ctrl+F8 (WordPerfect's font menu), followed by 5 (WordPerfect's color option) to find out how to change the font color in Word Pro, or Ctrl+F8 followed by 1 to find out how to change the font size. The more detailed you are in specifying the exact WordPerfect function you want, the more accurate Word Pro's suggestions will be.

You can type questions or press function keys to ask the Expert for the Word Pro equivalent to WordPerfect options. However, you must type either text or press function keys; you cannot enter both in the same instance.

Once you press a function key, you are in function key mode. You will not be able to use editing keys (delete, backspace, arrow keys) until you click Clear.

{button ,AL(`H_NAVIGATING_THE_WORD_PRO_HELP_SYSTEM_OVER;H_WORD_PRO_MENUS_OVER;H_GETTING_HELP_IN_WORD_PRO_OVER;H_SUGGESTIONS_FOR_ASKING_QUESTIONS_STEPS;H_USING_THE_WORDPERFECT_EXPERT_STEPS',0)} [See related topics](#)

There is no Advance equivalent in Word Pro

Word Pro does not have a direct equivalent to WordPerfect's Advance feature. By using a Word Pro frame, you can achieve the same result, as explained below.

When you create a Word Pro frame, you can position it at any location on the page. For precise positioning, use the Frame anchoring options. Place the frame at the desired location on the page and type the text in the frame.

{button ,AL('H_PLACING_A_FRAME_IN_A_DOCUMENT_STEPS;H_FRAMES_OVER;H_MOVING_A_FRAME_OR
_TABLE_ANCHOR_USING_THE_MOUSE_STEPS',0)} [See related topics](#)

There is no functional equivalent in Word Pro

The function you chose does not have a Word Pro equivalent. However, you can probably achieve the same result with a Word Pro function. You can choose Help - Ask the Expert in Word Pro and type your question to see a list of topics that will steer you in the right direction.

Using Ami Pro Menu Help

Ami Pro Menu Help gives you Word Pro equivalents to the Ami Pro functions with which you are familiar. When you select an Ami Pro menu item, the Expert displays the matching Word Pro topic or a list of choices.

1. Choose Help - Ami Pro Menu Help.
2. Click an Ami Pro Menu.
3. Select a menu item.

Word Pro displays Help topics that tell you how to do that menu item's functions in Word Pro.

If you want to display additional answers, select one of the topics from the list and click OK.

4. When you are finished using the Menu Help, click Done.

{button ,AL('H_NAVIGATING_THE_WORD_PRO_HELP_SYSTEM_OVER;H_WORD_PRO_MENUS_OVER;H_GETTING_HELP_IN_WORD_PRO_OVER',0)} [See related topics](#)

Using Microsoft Word for Windows Menu Help

Microsoft Word Menu Help gives you Word Pro equivalents to the Microsoft Word functions with which you are familiar. When you select a Word for Windows menu item, the Expert displays the matching Word Pro topic or a list of choices.

1. Choose Help - Microsoft Word for Windows Menu Help.
2. Click a Word for Windows Menu.
3. Select a menu item.

Word Pro displays Help topics that tell you how to do that menu item's functions in Word Pro.

If you want to display additional answers, select one of the topics from the list and click OK.

4. When you are finished using the Menu Help, click Done.

{button ,AL('H_NAVIGATING_THE_WORD_PRO_HELP_SYSTEM_OVER;H_WORD_PRO_MENUS_OVER;H_GETTING_HELP_IN_WORD_PRO_OVER',0)} [See related topics](#)

Using the WordPerfect Expert

The WordPerfect Expert gives you Word Pro equivalents to the WordPerfect tasks and keystrokes with which you are familiar. When you type a question or keystroke, the Expert displays the matching Word Pro topic or a list of choices.

1. Choose Help - For WordPerfect Users.
2. Choose Ask the WordPerfect DOS Expert, or Ask the WordPerfect Win Expert.
3. Type a question in a "How do I?" format or a WordPerfect keystroke combination.
4. Click OK.

Word Pro displays Help topics that answer your question.

If you want to display additional answers, select one of the topics from the list and click OK.

5. If you want to type another question or another WordPerfect keystroke combination, click Clear and repeat steps 2 - 4.
6. When you are finished using the Expert, click Done.

{button ,AL(`H_NAVIGATING_THE_WORD_PRO_HELP_SYSTEM_OVER;H_WORD_PRO_MENUS_OVER;H_GETTING_HELP_IN_WORD_PRO_OVER;H_SUGGESTIONS_FOR_ASKING_QUESTIONS_STEPS;H_SUGGESTIONS_FOR_USING_FUNCTION_KEYS_STEPS',0)} [See related topics](#)

Using WordPerfect Menu Help

WordPerfect Menu Help gives you Word Pro equivalents to the WordPerfect functions with which you are familiar. When you select a WordPerfect menu item, the Expert displays the matching Word Pro topic or a list of choices.

1. Choose Help - For WordPerfect Users.
2. Choose WordPerfect Win Menu Help.
3. Click a WordPerfect Menu.
4. Select a menu item.

Word Pro displays Help topics that tell you how to do that menu item's functions in Word Pro.

If you want to display additional answers, select one of the topics from the list and click OK.

5. When you are finished using the Menu Help, click Done.

{button ,AL('H_NAVIGATING_THE_WORD_PRO_HELP_SYSTEM_OVER;H_WORD_PRO_MENUS_OVER;H_GETTING_HELP_IN_WORD_PRO_OVER',0)} [See related topics](#)

Using WordPerfect Topic Help

WordPerfect Topic Help gives you Word Pro equivalents to the WordPerfect functions with which you are familiar. When you select a WordPerfect topic from the list, Word Pro displays the matching topic or a list of choices.

1. Choose Help - For WordPerfect Users.
2. Choose WordPerfect DOS Topic Help.
3. Select a Help topic from the list.
4. Click OK.

Word Pro displays Help topics that answer your question.

If you want to display additional answers, select one of the topics from the list and click OK.

5. When you are finished using the Topic Help, click Done.

{button ,AL(`H_NAVIGATING_THE_WORD_PRO_HELP_SYSTEM_OVER;H_WORD_PRO_MENUS_OVER;H_GETTING_HELP_IN_WORD_PRO_OVER',0)} [See related topics](#)

Details: Going to a specific part of a document

Type of document part to go to

Lists the document parts Word Pro can go to. The options in the list box depend on the type of document part you select:

- Page - Word Pro lists the page numbers and the text at the beginning of the page in the list. Choose a page number from the box, or type the page number, and click OK.
- Mark - choose "Next" or "Previous," and click OK.
- Named Object - includes bookmarks, Click here blocks, frames, OLE objects, tables, and table cells. Select the object type you want and click OK. If the object you want to go to does not have a name, it is not listed in the box. Bookmarks and Click here blocks are named when you create them. You can name tables, table cells, frames, and OLE objects by displaying the Misc panel of the appropriate InfoBox.
- Unnamed Object - includes headers, footers, and footnote text. Word Pro places the insertion point in the object you select. The insertion point must be at a footnote reference in the main document to go to its text.

Document position

Displays Next or Previous. If you select Next, Word Pro goes to the next document part you selected in the "Type of document part to go to" box. If you select Previous, Word Pro goes back to the previous document part.

If you select Page in the "Type of document part to go to" box, you can type a page number in the "document position" box or you can select a page description. Word Pro generates page descriptions from the first few characters of each page in the document.

Go to options

These options apply only when you go to a page or named object:

- View alphabetically - lists the page descriptions alphabetically.
- View by page order in document - lists the page descriptions by position in the document.
The following option only applies if you select Page in the "Type of document part to go to" box.
- Generate all page listings now - updates page descriptions when you add new pages to the current document.

{button ,AL('H_GOING_TO_A_SPECIFIC_PART_OF_A_DOCUMENT_STEPS',1)} [Go to procedure](#)

{button ,AL('H_GO_TO_OVER',0)} [See related topics](#)

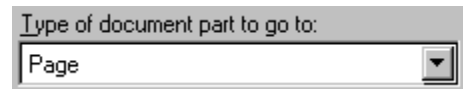
Going to a specific part of a document

1. From the Edit menu, choose Go To.



Tip

2. Select the document part you want to go to from the "Type of document part to go to" box.

A screenshot of a dialog box titled "Type of document part to go to:". The dialog box has a light gray background and a white text area. The text area contains the word "Page" and a small downward-pointing arrow on the right side, indicating a dropdown menu.

3. Select the document position for the document part that you want to go to; for example, you can select Next or Previous.

If you selected page in the "Type of document part to go to" box, you can specify a page number.

{button ,AL(`H_GOING_TO_A_SPECIFIC_PART_OF_A_DOCUMENT_DETAILS',1)} [See details](#)

4. Click OK.

{button ,AL(`H_GOING_TO_A_SPECIFIC_PART_OF_A_DOCUMENT_DETAILS',1)} [See details](#)

{button ,AL(`H_GO_TO_OVER;H_GOING_TO_A_SPECIFIC_PAGE_USING_THE_STATUS_BAR_STEPS;H_GOING_TO_THE_NEXT_PAGE_USING_THE_STATUS_BAR_STEPS;H_GOING_TO_THE_PREVIOUS_PAGE_USING_THE_STATUS_BAR_STEPS;H_KEYBOARD_SHORTCUTS_FOR_NAVIGATING_A_DOCUMENT_STEPS',0)}
[See related topics](#)

Overview: Go To

You can use Go To to quickly move to any part of a Word Pro document, such as index marks, pages, and so on.

There are four types of document parts you can go to:

- Pages - select the page number you want to go to.
- Marks - go to the next or previous mark in the document. Marks include footnote marks, inserted ruler marks, index marks, and more.
- Named Objects - go to a named object in your document. Named objects include bookmarks, Click here blocks, frames, OLE objects, tables, and table cells.
- Unnamed Objects - go to an unnamed object in your document. Unnamed objects include headers, footers, and footnote text.

You can display the Go To dialog box by choosing Edit - Go To, using the keyboard shortcut CTRL+G, clicking the page status button on the status bar, or using the icon. You can go to the next mark of the same type by using the keyboard shortcut CTRL+H.

{button ,AL('H_GOING_TO_A_SPECIFIC_PART_OF_A_DOCUMENT_STEPS;H_GOING_TO_A_SPECIFIC_PAGE_USING_THE_STATUS_BAR_STEPS;H_KEYBOARD_SHORTCUTS_FOR_NAVIGATING_A_DOCUMENT_STEP_S;H_PAGE_GAUGE_OVER',0)} [See related topics](#)

You can also display the Go To dialog box by clicking the page status button in the status bar.



Details: Inserting line numbers

Number lines in:

Entire document

Inserts line numbers in every division of the document. Line numbers reset at the beginning of each division.

Just this division

Inserts line numbers only in the current division.

Numbering options

Number: Text lines

Numbers lines of text by aligning the line number with text lines and/or blank lines on the pages in the division or document.

Number: Equally spaced every

Places numbers on the page based on the increment you specify in the boxes below, regardless of text, text spacing, font size, blank lines, and so on.

Count by lines

Counts only the lines evenly divisible by the number specified (1-99). This allows you to use different line numbering sequences.

For example,

If you specify . .	The following lines are numbered . . .
1	1, 2, 3, 4, . . .
2	2, 4, 6, 8, . . .
3	3, 6, 9, 12, . . .
50	50, 100, 150, 200, . . .
99	99, 198, 297, 396, . . .

Count blank lines

Includes blank lines when numbering lines on the page.

Restart on each page

Numbers the first line of each page as line number 1.

Distance from left margin

Leaves the specified amount of distance between the line number and the left margin.

{button ,AL(`H_INSERTING_LINE_NUMBERS_STEPS',1)} [Go to procedure](#)

{button ,AL(`H_LINE_NUMBERING_OVER;H_REMOVING_LINE_NUMBERS_STEPS',0)} [See related topics](#)

Inserting line numbers

1. From the Page menu, choose Insert Line Numbering.
 2. Select the desired line numbering options.
{button ,AL(`H_INSERTING_LINE_NUMBERS_DETAILS',1)} [See details](#)
 3. Click Insert.
-

{button ,AL(`H_INSERTING_LINE_NUMBERS_DETAILS',1)} [See details](#)

{button ,AL(`H_LINE_NUMBERING_OVER;H_REMOVING_LINE_NUMBERS_STEPS',0)} [See related topics](#)

Line Numbering dialog box

You can number lines in some or all divisions of a document by aligning line numbers with text or blank lines or by spacing out line numbers according to a specified increment. You can also remove existing line numbering.

Choose a task:

[Inserting line numbers](#)

[Removing line numbers](#)

Overview: Line numbering

Line numbers make it easy to find and refer to information in a document. They are especially useful in legal or educational documents. For example, if you need to refer a client to line 30 on page 10 of a legal contract, you can set Word Pro's line numbering feature to number every line of text and to restart the numbering on every page. You can also print the document with the line numbers so that line 30 of page 10 is easy to find. Another example would be if you needed to write a long paper or poem and you wanted to number every fifth line for easy reference. If you set Word Pro's line numbering feature to number every fifth line, you can make references easy to find.

{button ,AL('H_INSERTING_LINE_NUMBERS_STEPS;H_REMOVING_LINE_NUMBERS_STEPS',0)} [See related topics](#)

Removing line numbers

1. From the Page menu, choose Insert Line Numbering.
2. Select "Entire document" or "Just this division."
3. Click Remove.

{button ,AL(`H_INSERTING_LINE_NUMBERS_STEPS;H_LINE_NUMBERING_OVER',0)} [See related topics](#)

Keyboard shortcuts for commands

You can use keyboard shortcuts to implement Word Pro functions and commands.

Hold the first key and press the second key to use these shortcuts.

You can also assign function keys to apply formatting or paragraph styles.

For more information, from the File menu, choose User Setup, and then choose CycleKey Setup.

<u>To perform this action</u>	<u>Press this</u>
Access the Style Status button	CTRL+Y
Bold text	CTRL+B
Center text	CTRL+E
Copy	CTRL+INS or CTRL+C
Cut	SHIFT+DEL or CTRL+X
Delete next word	CTRL+DEL
Delete previous word	CTRL+BACKSPACE
Delete a row in a table	CTRL+-(minus key on numeric keypad)
Exchange the selected paragraph with the paragraph above it	ALT+
Exchange the selected paragraph with the paragraph below it	ALT+↓
Fast Format	CTRL+T
Find & Replace	CTRL+F
Go To	CTRL+G
Go To next item	CTRL+H
Insert a row in a table	CTRL++(plus key on numeric keypad)
Insert glossary record	CTRL+K
Italicize text	CTRL+I
Justify text	CTRL+J
Left align text	CTRL+L
Normal text	CTRL+N
Open document	CTRL+O
Paste	SHIFT+INS or CTRL+V
Print document	CTRL+P
Redo action	ALT+SHIFT+BACKSPACE or CTRL+SHIFT+Z
Right align text	CTRL+R
Save	CTRL+S
Select entire frame contents	CTRL+ALT+HOME or END

Show/Hide set of SmartIcons	CTRL+Q
Underline text	CTRL+U
Undo previous action	ALT+BACKSPACE or CTRL+Z
Word underline text	CTRL+W
Check spelling	CTRL+F2
Display InfoBox	ALT+ENTER
Display Help	F1
Insert hard space	CTRL+SPACEBAR
Insert page break	CTRL+ENTER
Insert soft hyphen	CTRL+- (CTRL+DASH)
Insert soft page break	CTRL+SHIFT+ENT E R
Quick find	CTRL+A
Toggle SmartCorrect	CTRL+' (CTRL+QUOTE)

{button ,AL('H_KEYBOARD_SHORTCUTS_FOR_NAVIGATING_A_DOCUMENT_STEPS;H_KEYBOARD_SHORTCUTS_FOR_NAVIGATING_A_TABLE_STEPS;H_MOUSE_SHORTCUTS_STEPS;H_KEYBOARD_SHORTCUTS_FOR_OUTLINES_STEPS',0)} [See related topics](#)

Keyboard shortcuts for navigating a document

You can use keyboard shortcuts to move around in a document.

Hold the first key and press the second key to use these shortcuts.

To perform this action	Press this
Move down one line	DOWN ARROW
Move down one screen	PG DN
Move down one page	CTRL+PG DN
Move between the InfoBox and the document	ALT+ENTER
Move left one character	LEFT ARROW
Move left one word	CTRL+LEFT ARROW
Move right one word	CTRL+RIGHT ARROW
Move right one character	RIGHT ARROW
Move to the beginning of the next paragraph	CTRL+DOWN ARROW
Move to the beginning of the line	HOME
Move to the beginning of the next sentence	CTRL+. (period)
Move to the end of line	END
Move to next document	CTRL+TAB
Move to the beginning of the paragraph	CTRL+UP ARROW
Move to the beginning of the division	CTRL+HOME
Move to the end of the division	CTRL+END
Move to the beginning of the document	CTRL+HOME CTRL+HOME
Move to the end of a document	CTRL+END CTRL+END
Move to the beginning of the previous sentence	CTRL+, (comma)
Move up one screen	PG UP
Move up one page	CTRL+PG UP
Move up one line	UP ARROW
Move from the document to an open modeless bar H_MODELESS_BAR, or between modeless bars, if more than one is open	ALT+SHIFT+ENTER
Move back to the document from an open modeless bar	ALT+ENTER

{button ,AL(`H_KEYBOARD_SHORTCUTS_FOR_COMMANDS_STEPS;H_KEYBOARD_SHORTCUTS_FOR_OUTLINES_STEPS;H_KEYBOARD_SHORTCUTS_FOR_NAVIGATING_A_TABLE_STEPS;H_MOUSE_SHORTCUTS_STEPS',0)} [See related topics](#)

Keyboard shortcuts for navigating a table

You can use keyboard shortcuts to move around in a table.

<u>To perform this action</u>	<u>Press this</u>
Move to next tab stop	CTRL+SHIFT+TAB
Move to next cell	TAB
Move to rightmost cell in row	END+END
Move to leftmost cell in row	HOME+HOME
Move to cell A1	HOME+HOME in first column of table
Move to last cell in bottom row	END+END in last column of table

{button ,AL('H_KEYBOARD_SHORTCUTS_FOR_COMMANDS_STEPS;H_KEYBOARD_SHORTCUTS_FOR_NAVIGATING_A_DOCUMENT_STEPS;H_MOUSE_SHORTCUTS_STEPS;','0')} [See related topics](#)

Keyboard shortcuts for outlines

You can use keyboard shortcuts to implement Word Pro outline functions and commands.

Hold the first key and press the second key to use these shortcuts.

To perform this action	Press this
Promote the current paragraph to the next highest level	ALT+LEFT
Demote the current paragraph to the next lower level	ALT+RIGHT
Move the paragraph up one paragraph but keep it at the same outline level	ALT+UP
Move the paragraph down one paragraph but keep it at the same outline level	ALT+DOWN
The current outline level expands by one level	ALT+PGDN
The current outline level's first subordinate level collapses	ALT+PGUP
All subordinate levels below the current outline level expand	ALT+SHIFT+PGDN
All subordinate levels below the current outline level collapse	ALT+SHIFT+PGUP
Collapse outline to specific level	ALT+DESIRED LEVEL NUMBER
Expand entire outline	ALT+0

{button ,AL('H_KEYBOARD_SHORTCUTS_FOR_COMMANDS_STEPS;H_OUTLINE_SEQUENCES_OVER;H_KEYBOARD_SHORTCUTS_FOR_NAVIGATING_A_DOCUMENT_STEPS;H_OUTLINE_TOOLS_OVER;H_MOUSE_SHORTCUTS_STEPS',0)} [See related topics](#)

Mouse shortcuts

You can use mouse shortcuts to implement Word Pro functions and commands.

<u>To perform this action</u>	<u>Do this</u>
Copy text	Select text, release mouse button, hold CTRL and drag.
Display the context menu	Click right mouse button over the object (table, frame, page, text, and so on)
Move text	Select text, release mouse button, and drag.
Select a paragraph	Hold CTRL and double-click.
Select a sentence	Hold CTRL and click.
Select a word	Double-click the word.
Select multiple paragraphs	Hold CTRL, double-click, and drag.
Select multiple sentences	Hold CTRL, click, and drag.
Select multiple words	Double-click and drag.
Select text from location of insertion point to desired location	Place insertion point where you want to start the selection, hold SHIFT, and click at the endpoint of selection.

{button ,AL(^H_KEYBOARD_SHORTCUTS_FOR_COMMANDS_STEPS;H_KEYBOARD_SHORTCUTS_FOR_NAVIGATING_A_DOCUMENT_STEPS;H_KEYBOARD_SHORTCUTS_FOR_NAVIGATING_A_TABLE_STEPS;H_DRAG_AND_DROP_OVER',0)} [See related topics](#)

Shortcuts

[Keyboard shortcuts for commands](#)

[Keyboard shortcuts for navigating a document](#)

[Keyboard shortcuts for navigating a table](#)

[Keyboard shortcuts for outlines](#)

[Mouse shortcuts](#)

Select the desired Notes document category or database view and double-click the "New" document icon in the right hand display pane.

Select the existing document under the appropriate database view or document category, enter a name for the attachment in the "File name" box and click Save.

Select the existing document and double-click the appropriate attachment in the right hand display pane.

Other Fields dialog box

You can enter information into text fields in the Notes document before you save the attachment. Word Pro lists all available fields in the "Non-computed text fields" box.

1. Select the field into which you want to enter information.
2. Enter the information in the "Text to display in selected field" box.
3. Repeat steps 1 - 2 for any additional fields.
4. Click Done to return to the "Save to Lotus Notes" dialog box.

Save As dialog box

Choose a task:

[Saving an untitled document](#)

[Saving a document using a different name](#)

[Saving a version as a separate file](#)

[Saving a document to another drive and folder](#)

[Saving a document to a Notes database](#)

[Saving a document to an FTP server on the Internet](#)

{button ,AL('H_SAVING_A_NAMED_DOCUMENT_STEPS;H_ACCESS_RIGHTS_OVER;H_TEAMSECURITY_OVE
R;H_EDITING_RIGHTS_OVER',0)} [See related topics](#)

Details: Saving an untitled document

File name

Type the document name in the "File name" box or select the drive and folder for the desired document.

If you select the drive and folder, all the documents in the folder appear in the list. Select the desired document from the list to display in the "File name" box.

Save as type

Displays the file format that Word Pro uses to save the file.

Save in

Displays all the drives and folders that are available to your system.

Description

Enables you to type a description for the document you want to save.

Protect File

Opens the TeamSecurity dialog box for you to set protection options.

{button ,AL('H_SAVING_AN_UNTITLED_DOCUMENT_STEPS',1)} [Go to procedure](#)

{button ,AL('H_SAVING_A_DOCUMENT_TO_ANOTHER_DRIVE_AND_DIRECTORY_STEPS;H_SAVING_A_DOCUMENT_USING_A_DIFFERENT_NAME_STEPS;H_SAVING_A_NAMED_DOCUMENT_STEPS;H_ACCESS_RIGHTS_OVER;H_TEAMSECURITY_OVER;H_EDITING_RIGHTS_OVER',0)} [See related topics](#)

Saving an untitled document

1. From the File menu, choose Save.



2. Specify a document name in the "File name" box.

3. If you want to export the document, select a document type other than Lotus Word Pro from the "Save as type" box.

4. Click Save.

{button ,AL('H_SAVING_AN_UNTITLED_DOCUMENT_DETAILS',1)} [See details](#)

{button ,AL('H_SAVING_A_DOCUMENT_TO_ANOTHER_DRIVE_AND_DIRECTORY_STEPS;H_SAVING_A_DOCUMENT_USING_A_DIFFERENT_NAME_STEPS;H_SAVING_A_NAMED_DOCUMENT_STEPS;H_ACCESS_RIGHTS_OVER;H_TEAMSECURITY_OVER;H_EDITING_RIGHTS_OVER;H_SAVING_A_DOCUMENT_TO_ANOTHER_DRIVE_AND_FOLDER_STEPS;H_WP_PUBLISHING_A_DOCUMENT_TO_THE_INTERNET_STEPS',0)}
[See related topics](#)

Details: Saving a document to another drive and folder

File name

Type the document name in the "File name" box or select the drive and folder of the desired document.

If you select the drive and folder, all the documents in the folder appear in the list. Select the desired document from the list to display in the "File name" box.

Save as type

Enables you to specify the file format in which you save the file.

Save in

Displays all the drives and folders that are available to your system.

Description

Enables you to type a description of the document you want to save.

Protect File

Opens the TeamSecurity dialog box for you to set protection options.

{button ,AL('H_SAVING_A_DOCUMENT_TO_ANOTHER_DRIVE_AND_FOLDER_STEPS',1)} [Go to procedure](#)

{button ,AL('H_SAVING_A_DOCUMENT_USING_A_DIFFERENT_NAME_STEPS;H_SAVING_AN_UNTITLED_DOCUMENT_STEPS;H_SAVING_A_NAMED_DOCUMENT_STEPS;H_ACCESS_RIGHTS_OVER;H_TEAMSECURITY_OVER;H_EDITING_RIGHTS_OVER;H_IMPORTING_OR_EXPORTING_A_FILE_OVER',0)} [See related topics](#)

Saving a document to another drive and folder

1. Choose File - Save As.



2. Specify another drive and/or folder in the "Save in" box.

3. If you want to export the document, select a document type other than Lotus Word Pro from the "Save as type" box.

4. Click Save.

{button ,AL('H_SAVING_A_DOCUMENT_TO_ANOTHER_DRIVE_AND_FOLDER_DETAILS';1)} [See details](#)

{button ,AL('H_SAVING_A_DOCUMENT_USING_A_DIFFERENT_NAME_STEPS;H_SAVING_AN_UNTITLED_DOCUMENT_STEPS;H_SAVING_A_NAMED_DOCUMENT_STEPS;H_ACCESS_RIGHTS_OVER;H_TEAMSECURITY_OVER;H_EDITING_RIGHTS_OVER;H_IMPORTING_OR_EXPORTING_A_FILE_OVER';0)} [See related topics](#)

Details: Saving a document to a Notes database

Look in

Lists all available Lotus Notes servers.

Up One Level



Takes the current display up one level in the hierarchy. For example, if you have a Notes document selected, pressing this button selects the view or category that contains the document. If you have a Notes view selected, pressing this button selects the database that contains the view.

Add/Modify Notes Server



Displays the Add/Remove Servers dialog box.

Properties



If you have an attachment selected, this button displays the properties of that attachment.

Refresh



Refreshes the currently selected item. For example, if you have a Notes document selected, pressing this button refreshes the list of attachments contained within that document.

List



Displays items in an abbreviated list format.

Details



Displays items with applicable detail information. For example, the Details view displays attachments along with their file size, document type, and last modified date.

File name

Allows you to enter the filename to open or save.

Files of type

Allows you to select the type of file to open or save.

Browse

Allows you to select local Notes databases not stored in your Notes data directory.

{button ,AL('H_SAVING_A_DOCUMENT_TO_A_NOTES_DATABASE_STEPS',1)} [Go to procedure](#)

{button ,AL('H_SAVING_A_NAMED_DOCUMENT_STEPS;H_WP_SAVING_A_DOCUMENT_TO_AN_FTP_SERVER_ON_THE_INTERNET_STEPS;H_SAVING_A_DOCUMENT_USING_A_DIFFERENT_NAME_STEPS;H_SAVING_A_DOCUMENT_TO_ANOTHER_DRIVE_AND_FOLDER_STEPS;H_SAVING_A_DOCUMENT_TO_ANOTHER_DRIVE_AND_DIRECTORY_STEPS;H_IMPORTING_OR_EXPORTING_A_FILE_OVER;H_SELECTING_FORM_AND_FIELD_INFORMATION_STEPS;H_OPENING_A_DOCUMENT_FROM_A_NOTES_DATABASE_STEPS;H_SAVING_A_DOCUMENT_IN_THE_NOTES_FORM_STEPS',0)} [See related topics](#)

Saving a document to a Notes database

1. From the File menu, choose Save As.



2. Click Lotus Notes to display the "Open from Lotus Notes/Domino" dialog box.

Note The option for Lotus Notes is not available if you use File - Import/Export to save a file.

3. Select the server in either the "Look in" or "Available Servers" box.

4. Click the "+" to expand the appropriate database, view, and document category.

Note Not all views contain document categories.

5. To notify others that your Word Pro document has been saved to Notes, select the "Notify others via Email on save" option.

6. Word Pro allows you to do one of the following:

- Attach a new Word Pro document to a a new Notes document
- Attach a new Word Pro document to an existing Notes document
- Save the Word Pro document over an existing attachment in an existing Notes document

{button ,AL('H_SAVING_A_DOCUMENT_TO_A_NOTES_DATABASE_DETAILS',1)} [See details](#)

{button ,AL('H_SAVING_A_NAMED_DOCUMENT_STEPS;H_WP_SAVING_A_DOCUMENT_TO_AN_FTP_SERVER_ON_THE_INTERNET_STEPS;H_SAVING_A_DOCUMENT_USING_A_DIFFERENT_NAME_STEPS;H_SAVING_A_DOCUMENT_TO_ANOTHER_DRIVE_AND_FOLDER_STEPS;H_SAVING_A_DOCUMENT_TO_ANOTHER_DRIVE_AND_DIRECTORY_STEPS;H_IMPORTING_OR_EXPORTING_A_FILE_OVER;H_SELECTING_FORM_AND_FIELD_INFORMATION_STEPS;H_OPENING_A_DOCUMENT_FROM_A_NOTES_DATABASE_STEPS;H_SAVING_A_DOCUMENT_IN_THE_NOTES_FORM_STEPS',0)} [See related topics](#)

Details: Saving a document using a different name

File name

Type the document name in the "File name" box or select the drive and folder of the desired document.

If you select the drive and folder, all the documents in the folder appear in the list. Select the desired document from the list to display in the "File name" box.

Save as type

Enables you to specify the file format in which you save the document.

Save in

Displays all the drives and folders that are available to your system.

Description

Enables you to type a description for the document you want to save.

Protect File

Opens the TeamSecurity dialog box for you to set protection options.

{button ,AL('H_SAVING_A_DOCUMENT_USING_A_DIFFERENT_NAME_STEPS',1)} [Go to procedure](#)

{button ,AL('H_SAVING_A_DOCUMENT_TO_ANOTHER_DRIVE_AND_DIRECTORY_STEPS;H_SAVING_AN_UNTITLED_DOCUMENT_STEPS;H_SAVING_A_NAMED_DOCUMENT_STEPS;H_ACCESS_RIGHTS_OVER;H_TEAMSECURITY_OVER;H_EDITING_RIGHTS_OVER',0)} [See related topics](#)

Saving a document using a different name

1. From the File menu, choose Save As.



2. Specify a different document name in the "File name" box.

3. If you want to export the document, select a document type other than Lotus Word Pro from the "Save as type" box.

4. Click Save.

{button ,AL('H_SAVING_A_DOCUMENT_USING_A_DIFFERENT_NAME_DETAILS',1)} [See details](#)

{button ,AL('H_SAVING_A_DOCUMENT_TO_ANOTHER_DRIVE_AND_DIRECTORY_STEPS;H_SAVING_AN_UNTITLED_DOCUMENT_STEPS;H_SAVING_A_NAMED_DOCUMENT_STEPS;H_ACCESS_RIGHTS_OVER;H_SECURITY_OVER;H_EDITING_RIGHTS_OVER;H_SAVING_A_DOCUMENT_TO_ANOTHER_DRIVE_AND_FOLDER_STEPS;H_SAVING_A_DOCUMENT_TO_A_NOTES_DATABASE_STEPS',0)} [See related topics](#)

Saving a named document

From the File menu, choose Save to save any changes to a named document.



Word Pro saves the changes without displaying the Save As dialog box. The document remains in the window so you can continue to edit it.

Note If the document was opened from Lotus Notes, Word Pro saves the document over the original attachment.

{button ,AL('H_SAVING_A_DOCUMENT_TO_ANOTHER_DRIVE_AND_DIRECTORY_STEPS;H_SAVING_A_DOCUMENT_USING_A_DIFFERENT_NAME_STEPS;H_SAVING_AN_UNTITLED_DOCUMENT_STEPS;H_ACCESS_RIGHTS_OVER;H_TEAMSECURITY_OVER;H_EDITING_RIGHTS_OVER;H_SAVING_A_DOCUMENT_TO_ANOTHER_DRIVE_AND_FOLDER_STEPS',0)} [See related topics](#)

Selecting form and field information

1. Select the form in the "Form" box.
2. Select the field that will store the document in the "Field in which you want to save the file" box.
3. Enter the file name for the attachment in the "File name" box.
You can save the document as a different file type by selecting the desired format in the "Save as type" box.
4. To add text into a field on the Notes form, click Other fields.
5. To send e-mail to others when you save your document, select the "Notify others via Email on save" option.
6. Click Done.

{button ,AL(`H_SAVING_A_DOCUMENT_IN_THE_NOTES_FORM_STEPS;H_SAVING_A_DOCUMENT_TO_A_NOTES_DATABASE_STEPS',0)} [See related topics](#)

Unable to change directory to (directory name).

You were trying to access an FTP host on the Internet, but Word Pro was unable to access a directory on the server.

Check to make sure the directory you want to access exists on the server you are connected to. If the directory exists, you might not have access rights on the server to access the directory.

Unable to change to initial directory (directory name).

You are trying to connect to an FTP server, and Word Pro was unable to connect to the initial directory you specified when you defined the FTP host.

Make sure the initial directory name you want to use exists on the specified server, and that you have the rights to access it. From the File menu, choose Internet, and then choose Setup. Click the FTP Hosts tab, and type the correct initial directory name.

Unable to create the directory (directory name).

Word Pro is unable to create the directory on the FTP server.

Make sure that there is not already a directory or file on the server with the name you want to use. You may not have the authority to create directories on the server, or you may only be able to create directories within certain directories. Check with your server administrator to make sure.

Unable to delete file (filename).

You tried to delete a file from an FTP server, and Word Pro was unable to remove the file.

Make sure you have correctly specified the name of the file you want to delete. It is possible you do not have the appropriate access rights on the server to delete files. Check with your system administrator to make sure.

Are you sure you want to delete (Filename)?

You indicated that you want to delete a file from an FTP server. If you are sure, choose Yes to delete the file from the server. If you want to keep the file, choose No, and the file will not be deleted.

Are you sure you want to remove the folder (Directory Name)?

You indicated that you want to remove a folder or directory from an FTP server. To delete the specified folder, choose Yes. The folder, and any files it contains, will be deleted from the server. If you want to keep the folder, choose No. The folder will not be deleted.

Are you sure you want to delete the (Server name) server?

You indicated that you want to delete the connection information for the server. If you are sure you want to delete the server information, choose Yes. If you want to keep the server information, choose No.

Unable to get default file.

Word Pro tried is unable to retrieve the default file from the Web site. The default file is the file that is retrieved when you specify only the site name, rather than specifying a specific file on a Web site.

Make sure that you have correctly identified the Web site where you want to open the file. If you are using a proxy server to access the Web, make sure the proxy is functioning correctly.

Unable to get file (Filename).

Word Pro tried to open a file from a Web site, and was unable to retrieve the file.

Make sure you have correctly identified the Web site where you want to open the file, and that you have spelled the filename, including the extension, correctly. If you are using a proxy server to access the Web, make sure the proxy is functioning correctly.

Unable to connect to host (Host name).

Word Pro is unable to connect to the FTP host.

Make sure you have provided the correct host information in the Internet setup dialog box, including your user ID and password. If you have connected to this host before, it is possible that the host is offline, or that the host is busy. Try the connection again later.

Unable to open file (Filename).

Word pro cannot open the document you have chosen from the FTP server on the Internet.

Check to make sure the name of the file is correct, you have identified the correct FTP host, and you have provided the correct host information. Make sure you have access rights on the server to open files. If you connect to the Internet using a proxy, make sure that you have provided the correct proxy ID and address.

The proxy address is required to connect through a proxy.

You indicated that you wish to connect to the Internet using a proxy server. You must provide the address of the proxy to use. Proxy servers are typically used when accessing the Internet through a local area network.

If you do connect to the Internet using a proxy, select the Proxies tab in the Internet Setup dialog box, and type the name of the proxy you want to use. You can get this information from your network administrator.

If you do not connect to the Internet using a proxy server, deselect the option "Connect through a proxy server".

Note If you are accessing the Internet through a dial-up connection, you will not use a proxy server.

The host address is required.

You tried to save information about an FTP host in the Internet setup dialog box, and did not provide the name of the FTP host.

Type the address should be used to access the FTP host in the "Host Address" box, then try saving the information again.

The proxy port is required to connect through a proxy.

You indicated that you connect to the Internet using a proxy server. You must provide the port number of the proxy to use. Proxy servers are typically used when accessing the Internet through a local area network.

If you do connect to the internet using a proxy, select the Proxies tab in the Internet Setup dialog box, and type the port number of the proxy you want to use. You can get this information from your network administrator.

If you do not connect to the Internet using a proxy server, deselect the option "Connect through a proxy server".

Note If you are accessing the Internet through a dial-up connection, you will not use a proxy server.

Unable to connect to Internet.

Word Pro was unable to establish an Internet connection. As a result, you will not be able to open or save files to the Internet. If you connect to the Internet through a modem, make sure the modem is turned on and the connection to the Internet service provider is successful. If you connect to the Internet through a network, make sure you have enabled the network connection.

The maximum port number allowed is (number).

You typed a port number of a proxy port; however, the number is out of range for allowed proxy ports. Check with your network administrator for the correct port number to use.

Unable to rename (File or directory name).

You are trying to rename a file or directory on an FTP server, and Word Pro is unable to complete the rename.

Make sure the file you are renaming does exist. Make sure the new name you want to use does not already exist and follows the naming conventions of the server's operating system.

Note You may not have the appropriate access rights to rename files on the server. Check with the server's administrator to make sure.

Unable to remove directory (Directory name).

You tried to delete a directory from an FTP server, and Word Pro was unable to remove the directory.

Make sure you have correctly specified the name of the directory you want to remove, and it does not contain any files. It is possible you do not have the appropriate access rights on the server to remove directories. Check with your system administrator to make sure.

Unable to save file (Filename).

You tried to save a document to an FTP host, and Word Pro was unable to complete the save.

Make sure you have identified the correct FTP host and provided the correct host information. Some FTP servers allow you to save files only in specific directories. Make sure you have access rights on the server to save files in the directory you used.

If you connect to the Internet using a proxy, make sure you have provided the correct proxy ID and address.

Unable to connect to site (Site name).

Word Pro is unable to connect to the web site where you are trying to open a document.

Make sure that you correctly spelled the name of the site you want to access. It is possible that the site is offline or busy. You may wish to try the connection again later. If you are using a proxy to access HTTP connections, make sure the proxy name and address is correct.

Would you like to create a new division from the selected text?

"Current data record has not been saved. Would you like to save the record?"

You have typed information into a merge record, and either selected the "New Record" button or the "Close and Save Data File" button before selecting the "Save Record" button in the Merge dialog box.

If you want to save the record on the screen, choose Yes. Word Pro will save the record to your merge data file.

If you want to discard the record on the screen, choose No. Word Pro will not save the information, and you will need to retype it if you want to use it again.

If you want to continue to make changes to the record on the screen, choose Cancel. Word Pro will return you to the Merge dialog box, leaving the current record on the screen.

Unable to create OLE object. Word Pro cannot be embedded within or linked to itself.

You tried to link or embed an OLE object with Word Pro as the server application. This is not supported by Word Pro.

If you want the current Word Pro document to reference another Word Pro document, consider creating a division from the file you want to place in this document. If you want to be able to make changes in the original file and see them in this document, choose the "Link to File" option when creating the division. This will create a master document.

You can also copy a portion of the other file and paste it into this one. If you use this option, the copy will not be updated when the original text changes.

(Filename) is read-only. Word Pro was unable to save the file.

You tried to save a file, but the name you chose for the file is being used by another file. This can occur for several reasons:

- The file has been marked read-only by the operating system. Use the operating system to change the file to read-write, and then try saving over it again.
- The file is already open in Word Pro. Although you can open the same file several times in a Word Pro session, only the first instance can be saved to its original name.
- The file is already open in a different application. When another application opens a file, Word Pro cannot overwrite it.

From the File menu, choose Save As and type a different filename.

A menu set for the (category name) category already exists.

You are creating a custom menu set, and selected a category name for which there is already a menu set defined.

Word Pro determines the appropriate menu set to use by examining the category of the document or SmartMaster currently on the screen. You can only have one menu set per category.

- Choose Yes to replace the current menu set defined for this category with the new menu set you are creating.
- Choose No to keep the current menu set defined for this category.
Select a different category, or type a new category name, for the menu set you are defining.

Pasting may overwrite data in your document with data on the clipboard.

You are about to paste data from the Clipboard into a table cell, and "Multiple Cell Paste" is enabled in Word Pro Preferences. If the text you are pasting contains multiple paragraphs, the first paragraph will be pasted into the current cell, and each additional paragraph will be pasted in the cells below. If the text you are pasting contains only one paragraph, the contents will be pasted following any existing data in the current cell, and other cells will not be affected.

To continue with the paste, click Yes. To cancel pasting the data, click No.

If you always want data you are pasting to be pasted into the current cell, no matter how large, from the File menu, choose User Setup, and then choose Word Pro Preferences. Click the Enable tab, and deselect "Multiple Cell Paste" in the performance tab.

To disable this message for the remainder of your current Word Pro session, check the box, then click Yes or No.

Printing has been restricted for this document.

Current TeamSecurity settings prevent this document from being printed.

If you have access to the TeamSecurity dialog box for this document, you can print by deselecting "No Printing" in the "Limited to" box on the Editing Rights panel of the TeamSecurity dialog box.

If you do not have access to the TeamSecurity dialog box, ask the document's author to grant you rights to print the document.

(Filename) has changed. The file is read only.

You have made changes to the document you are closing, but Word Pro cannot save your changes because the file is read-only.

You can

- save your document under a new filename:
Click Yes. From the File menu, choose Save As, and type a new filename for your document.
- close the document and discard your changes: click No.
- continue editing the document: click Cancel.

"Switching to a different menu set could mean that some features will not be available via the menus. Online help will be inaccurate for a customized menu set. Would you like to continue anyway?"

You may not have access to Word Pro features if the feature was not included in the menu set. To continue with the new menu set, click Yes. To return the current menu set, click No. To hide this warning permanently, select "Disable this message," then click Yes or No.

You must have a user dictionary to be able to edit.

To edit a user dictionary you must first select an existing user dictionary in the "User dictionary(s) to use" list box. To create a new user dictionary, click "New Dictionary."

Cannot find TWAIN source manager.

You tried to acquire an image using a scanner, and Word Pro could not find the program file necessary to communicate with your scanner, reader, or other device. Your scanner must support the TWAIN standard in order to work with Word Pro. If your device does support the TWAIN standard, ensure the software is properly installed.

Cannot open TWAIN source manager.

You tried to acquire an image using a scanner, and Word Pro could not communicate with your scanner, reader, or other device. Your scanner must support the TWAIN standard in order to work with Word Pro. If your device does support the TWAIN standard, ensure the software is properly installed.

Cannot open selected TWAIN source.

You tried to acquire an image using a scanner, and Word Pro could not communicate with your scanner, reader, or other device. Your scanner must support the TWAIN standard in order to work with Word Pro. If your device does support the TWAIN standard, ensure the software is properly installed.

"Would you like to create a new Click Here Block inside the current Click Here Block or edit the current Click Here Block?"

You chose Create - Click Here Block while the insertion point was inside an existing Click Here Block. You can create a new Click Here Block inside the current one, or change the options of the existing Click Here Block.

To create a new Click Here Block inside the current one, click "Create new." To edit the options for the current Click Here Block, click "Edit current."

"Word Pro could not initialize the printer driver (Printer)."

Word Pro was unable to format the document for the specified printer. As a result, you will not be able to print the document.

This message appears most frequently because of insufficient memory available. Exit Word Pro and the operating system, reboot your computer, restart, and try printing the document again.

It is possible that the printer driver has been damaged. Try printing from another application. If you cannot print from the other application, you must reinstall the printer in the operating system before continuing.

"The file (Filename) is the current Master Document. A Master Document cannot be added to itself."

You specified the name of the current document as a new division for the master document you are creating or modifying. Since any text in the current master document is automatically part of the master document, you cannot add it to itself.

Click OK to close the message box. Choose a different file to add to the master document.

Your system does not have a default printer driver. Formatting for the screen.

Word Pro could not determine which printer to use for formatting this document.

When creating a new document, Word Pro uses the default printer specified in the operating system as the printer for the document.

For an existing document, Word Pro uses the printer previously specified, or the default printer specified in the operating system (if the previously specified printer is not installed).

Since you do not have a default printer specified, Word Pro cannot format the document for the printer. To select a printer for this document, do this:

1. From the File menu, choose Document Properties.
2. Choose Print Setup.
3. Select a printer from the "Specific printer" box.
4. Click OK.

To prevent this message from appearing again, use your operating system to set a default printer.

"This address already exists. Do you want to replace it?"

You are modifying an envelope address and specified an existing address ID when you clicked Save. If you continue, the current address will overwrite the saved address.

If this is what you want to do, click Yes. The displayed address will overwrite the saved address.

If you want to keep the original address, click No. Specify a new ID for the address and click Save again.

"Unable to complete backup for file (Filename)."

Word Pro tried to create a backup for the file. However, the backup was not successful. You no longer have a backup for the document.

Check the following:

- Make sure there is enough room on the disk specified for backup files to contain the backup copy.
- If you are backing up to a network drive, make sure you are connected to the network and that the network drives are mapped correctly.
- Make sure there is not a read-only copy of the backup file already on the drive.

Once you correct the problem, save the file again to create a backup copy.

"The selected filter is not installed. Add the filter using 'Custom option' during installation or see Readme for ordering supplemental filters."

You tried to import or export a file. However, the program filter required to complete the conversion is not installed on your computer. The default installation of Word Pro does not install every possible conversion program. You can use Word Pro's custom installation option to install the filter, then proceed with the conversion.

Exit Word Pro, and run the installation program.

When asked for the type of installation you would like, choose the "Custom" option.

When the list of custom installation options displays, select the tab for Text Filters, Graphics Filters, or Spreadsheet/Database Filters (depending on the type of document or picture you were trying to convert), and choose the desired filter.

You do not need to install any other options. Complete the installation, then try converting the file again.

"The external file is in a format to which Word Pro cannot export. Do you want to import the file and your changes into an internal division and save as part of the document?"

You made changes to the external division, and told Word Pro you wanted to save those changes. However, the format of the original file is one to which Word Pro cannot export. You can import the file and your changes into an internal division and break the link to the external file or you can discard your changes and maintain the link to the external file. In either case, the changes you made will not be saved to the external file.

To save your changes, import the external file into an internal division, and break the link to the external file, click Save.

To discard your changes and maintain the link to the external file, click Don't Save.

"The division's original file is in a format Word Pro cannot support. Changes to this division cannot be saved."

You told Word Pro that you wanted to save the edits you made locally to the external division before you update the division link. However, the format of the division's original file is one to which Word Pro cannot save changes.

To discard the changes you made locally to this external division and bring in the updated version, click OK.

To cancel bringing in the updated version from the external file, click Cancel.

"No mail package is currently installed."

You tried to use the TeamMail function and Word Pro was unable to start your mail package to send the message. In order to send electronic mail, you must have an electronic mail package installed and Word Pro must be able to switch to it or launch it.

If the mail package is installed on the network, make sure that you are connected to the network and that you are mapped to the correct network drive. Try starting the mail package through the operating system and then use the TeamMail command.

"The division you are about to replace has been modified. Do you want to save these changes to the external division's original file?"

You are trying to replace an external division with a different file. However, you made changes to the external division in this document that were not saved back to the original file. If you proceed without saving those changes, they will be lost.

To save the changes back to the original file and then import the new division, click Yes. Word Pro will save the changes to the original file.

To discard the changes you made in the external division and bring in the replacement division, click No. Changes you made in this editing session will be lost.

To cancel the division replacement function, click Cancel. No changes will be made to this division or the external division and you can rethink your options.

"Unable to combine divisions. Your current selection of divisions spans hidden or OLE divisions, which cannot be combined."

Word Pro is unable to combine the divisions you requested because one or more of the divisions specified is hidden or is an OLE division.

To show hidden divisions, choose File - TeamSecurity - Other Protection panel. Then choose the hidden division and deselect the option, "Hide entire division."

If you want to combine divisions, you may be able to change the division order so that hidden or OLE divisions are not between the divisions you want to combine.

"Error during conversion. Check available temp space."

Word Pro could not convert the file because there was insufficient disk space available on the drive holding the temporary directory. Make certain there is sufficient disk space available. If necessary, move or delete some files.

- Check the AUTOEXEC.BAT file to see if there is a SET TEMP= statement. If not, temporary files used by Word Pro are written to the root directory of your hard disk. You may want to add a SET TEMP= statement in the AUTOEXEC.BAT file to have temporary files placed in a particular drive or directory. An example of a SET TEMP= statement is:

```
SET TEMP=C:\TEMP
```

where \TEMP represents the directory on drive C where temporary files should be placed.

- If you already have a SET TEMP= statement in the AUTOEXEC.BAT file, make certain the directory path specified is valid.
- There may not be enough files available to create the temporary file. Increase the number following the FILES= statement in your CONFIG.SYS file, reboot your computer, and retry the command.

"Convert selected text to a table?"

You are trying to create a table and you selected text before issuing the command. Word Pro can change the selected text to table format if you want.

To convert the selected text to table format, click Yes.

To replace the text with a table, click No. Warning: this will cause the selected text to be deleted.

To cancel table creation, click Cancel. If necessary, deselect the text and try the Create Table command again.

"(Name) already exists."

You are naming an object in your document and the name you chose is already in use by another object. For example, you are naming a frame and the name you chose is already in use by another frame.

Specify a different name for the object.

You can name pages, tables, table cells, parallel columns, headers, footers, OLE objects, and frames.

"Warning: Setting your own editing rights to Read Only remains in effect until you close the document. If you save the document with your rights set to Read Only, it may not be able to be edited again. Press F1 for more information."

This message appears when you modify the Editing Rights panel in the TeamSecurity dialog box and set your editing rights to "Not allowed (read only)" in the "Edits Are" box.

If you leave the settings the way they are and close this dialog box, you cannot save any changes you made to this document prior to changing your rights. You also cannot edit this document in the future.

If there is another editor who has greater than read only rights and if that editor has access to the TeamSecurity dialog box, then that editor can still edit the document and reassign editing rights to allow you to edit the document again. If no other editor has the ability to save document changes or no other editor can modify the TeamSecurity dialog box, then the document may be completely read only and cannot be changed by anyone.

If you wish to continue, click OK to close the TeamSecurity dialog box. Once you close the dialog box, you cannot save changes using File - Save. To make the changes permanent, you must use File - Save As to save your changes, using the current name of the file as the name to which to save changes.

"Delete all Comment Notes in this document?"

This message appears to confirm your request to delete all the comment notes in the document. If you continue, all the comment notes created by any editor will be permanently removed. You will not be able to retrieve them.

If you are sure you want to delete all the comment notes, click Yes.

If you do not want to delete all the notes, click No.

If you only want to delete the current note, click No. Then click the right mouse button on the comment frame and click Delete This Note.

"Access to this dialog box is currently restricted to the editor named (Name). Continuing will change TeamSecurity protection to unprotected. Continue anyway?"

You are deleting an editor from the TeamSecurity dialog box. However, the editor you are deleting is currently the only editor allowed to access the TeamSecurity dialog box. As a result, access rights to the TeamSecurity dialog box will be changed to "Anyone (unprotected)." If you want to give someone rights to the TeamSecurity dialog box, you must also give them access rights to the document.

If you want to leave access rights to this dialog box unprotected, click Yes. The editor will be deleted and the dialog box will be unprotected.

If you want to assign a new editor to access the TeamSecurity dialog box, click Yes and then assign a new editor in the Access panel of the dialog box. The current editor will be removed.

If you want to maintain this editor as the person who has access rights to this dialog box, click No. The editor will remain.

"Are you sure you want to delete the editor named '(Name)'?"

This confirmation message appears when you click Delete Editor on the Editing Rights panel of the TeamSecurity dialog box.

If you delete this editor, any editing rights and options you created for this editor will be removed. You cannot delete this editor if he or she has already made changes to this document.

If you delete an editor accidentally, you can always add the editor again later.

"Are you sure you want to delete the field named '(Fieldname)?' The contents of (Fieldname) will also be deleted."

You clicked Delete on the Fields panel of the Document Properties dialog box and Word Pro is ready to delete the selected field. If you continue with the deletion, the field and its contents will be removed from the document. If you inserted a reference to the field in your document, the reference will be removed as well.

To permanently delete the field, click Yes. To keep the field, click No.

Are you sure you want to delete the (Menu Name) menu set?

You indicated that you wanted to delete a menu set. If you delete the menu set, you will not be able to use it again.

To delete the menu set, click Yes.

To keep the menu set, click No.

"Are you sure you want to permanently delete the version named '(Version Name)'?"

You clicked Delete Version in the Versions dialog box and Word Pro is ready to delete the selected version.

If the version you are about to delete is the latest version (the one which appears at the top of the list of versions), then any changes you have made to the document since the version was created will be lost permanently. The document will look as it did when you created the version.

If the version you are about to delete is a prior version, then the document will continue to look as it does now. You will not be able to look at the prior version or save the prior version as a separate file.

To permanently delete the version, click Yes. To keep the version, click No.

Delete (Style Name)?

You are using the Manage Styles dialog box and specified that the style name should be deleted. This is your last chance to confirm that the style should really be deleted.

If you really want to delete the style from the document, click Yes. If you want to keep the style, click No.

Normally, styles are deleted from the current division only. If you want to remove this style from all divisions in the document, select "Delete this style from all divisions in this document," and click Yes.

"At least one set of paragraphs has editing tags from different reviewers. Would you like to leave these tags for later review?"

You chose Clear Tags from the Review bar and Word Pro found at least one paragraph that contains edits from two different reviewers. This indicates that you probably did not finish reviewing the entire document for revisions, since only one edit of each paragraph should exist when you have completed reviewing edits.

If you click Yes, the tags on both versions of the paragraph will be maintained so you can go back and review those changes later. Tags for paragraphs where only one edit exists will be removed.

If you click No, Word Pro will remove the editing tags from both versions of the paragraph(s). Both versions of the paragraph(s) will be left in the document so it will be more difficult to identify them.

"This document is currently in a route. Would you like to save and send it to the next user in that route"

The current document is in a route and you chose File - TeamMail and selected "Send" a message. You cannot use the same document as the basis for two routes at the same time.

If what you wanted to do was send the message on to the next person in the route, click Yes and the message will be forwarded.

If you want to stop the old route so you can create a new one, click No. Fill out the new route information in the TeamMail dialog box and send the message to the new list of people.

If you want to send the message onto the next person in the original route and start a new route to additional people, click Yes now to send the message to the next person on the old route. Then fill out the new route information in the TeamMail dialog box.

"You cannot delete the editor named '(Name)'. Press F1 for more information."

You are attempting to delete an editor in the TeamSecurity dialog box. However, the editor you are trying to remove made changes to this document. Because all changes are identified by editor, this editor cannot be deleted.

If you wish to prevent this editor from making further changes to this document, you can modify his or her rights to prevent editing the document, or limit the changes that can be made. You can do this in the Editing rights panel of the TeamSecurity dialog box. You can also change document access to always prevent the editor from opening the document by using the Access panel in the TeamSecurity dialog box.

Word Pro cannot convert object to new type.

You tried to convert the contents of a frame or cell from its original format to a different format, and the conversion did not complete correctly. There are features or objects used by the original format that cannot be converted.

The object in the frame or table cell remains in its original format.

There are no more formatting errors.

This message appears to let you know that Format Check has completed checking the entire document. If you skipped any formatting errors, you can review them again by clicking Yes. If you want to close the Format Check bar and resume editing, click No.

"Word Pro has finished checking your selection. Would you like to continue checking the entire document?"

This message tells you that the selected text has been checked for grammatical errors. You can continue checking the rest of the document, if you choose.

To continue checking the rest of the document, click Yes.

To close the Grammar bar, click No.

Review of markups has finished.

Word Pro has completed reviewing all the marked edits in the document. To close the review bar, click Yes. To leave the review bar on the screen, click No.

"Word Pro has finished checking your selection. Words found (Count) Words replaced (Count) Would you like to finish checking the entire document?"

This message tells you that the selected text has been searched. The number of words found and replaced appears for your information. You can continue the search for the rest of the document, if you choose.

To continue checking the rest of the document, click Yes.

To close the Find & Replace bar, click No.

"Search finished. Words found (Count) Words replaced (Count) Do you want to close Find & Replace?"

This message tells you that the search you requested has finished. The number of words found and replaced appears for your information.

To close the Find & Replace bar and return to editing the document, click Yes.

To leave the Find & Replace bar on the screen so you can conduct additional searches as you type, click No.

"There are no more misspelled words in your selection. Would you like to continue checking the entire document?"
Spell Check completed finding misspellings in the area of text which was selected when you started Spell Check. There may be additional misspelled words elsewhere in the document.
To Spell Check the entire document from the beginning, click Yes. Spell Check will resume checking words from the insertion point.
To close the Spell Check bar, click No. You will be able to continue editing.

"There are no more misspelled words. Would you like to close the Spell check bar?"

This message tells you that Spell Check has completed reviewing the document for spelling errors.

To close the Spell Check bar and return to editing the document, click Yes.

To leave the Spell Check bar on the screen so you can check spelling as you type, click No.

Are you sure you want to check the format of the rest of this document automatically?

You are checking the format of your document and clicked Replace All on the Format Check bar. This option lets Format Check run automatically through the document, making all the corrections you specified in the Format Check Options dialog box. You will not be able to selectively reject format changes.

If you want Format Check to automatically make changes for the currently displayed rule only, click Cancel to close this message box, and then click Replace All of Rule from the Format Check bar. Format Check will automatically change all instances to match this rule, but will allow you to specify whether changes should be made for other rules.

If you want Format Check to automatically correct the document to conform to *all* rules, click OK. Once Format Check is complete, you can review the document to make sure it is the way you want before saving your changes.

If you want to confirm Format Check changes manually, click Cancel to continue with Format Check.

"Could not create a glossary entry. The glossary is full."

You tried to add a new glossary entry. However, the glossary data file you are using already has the maximum number of entries available.

You can:

- Use a different glossary file
- Edit the current glossary file and remove entries you no longer need

Click OK to close the message box and try again.

"You have selected one of the standard Word Pro icons. These cannot be edited. You can however use these icons as a starting image for a new custom icon."

This message appears when you click on a standard Word Pro icon in the Edit SmartIcons dialog box. Because you selected one of the icons that comes with Word Pro, you cannot change it. You can, however, make changes to the icon, save it with a different name, and use it with a script you provide.

Click OK to continue.

"Are you sure you want to permanently remove this icon from the available list and delete the file (filename)?"

You chose Delete from the Edit SmartIcons dialog box. This message appears to make sure that you do indeed want to delete the icon and its bitmap file. Once you complete this operation, you will not be able to get the icon back without recreating it from scratch.

To permanently delete the icon and its bitmap, click Yes. To keep the icon, click No.

"The icon (bitmap file) has been modified. Would you like to save your changes?"

You made changes to an icon in the Edit SmartIcons dialog box and selected another icon to edit without saving your changes.

If you click Yes, Word Pro will save your changes to the icon and display the newly selected icon so you can change it.

If you click No, Word Pro will abandon your changes and display the newly selected icon so you can change it.

If you click Cancel, you will be able to continue editing the current icon and then decide later on whether to save your changes.

"The division you are about to import has been modified. Do you want to save these changes to the division's original file before importing?"

You are trying to import and unlink an external division. However, you made changes to the external division in this document that were not saved back to the original file. If you proceed without saving those changes, they will be lost.

To save the changes back to the original file and then continue with the import, click Yes. Word Pro will save the changes to the original file and then import it. The changes will be reflected both in the original file and in the division you import.

To discard the changes you made in the external division and bring in the original version of that division, click No. Changes you made in this editing session will be lost and the division will be imported as it was when you opened this file.

To cancel the Import and Unlink function, click Cancel. No changes will be made to this division or the external division and you can rethink your options.

"The formula you typed has errors. Try again."

You were typing a formula into the Insert Formula dialog box and the formula you typed was incorrect. As a result, Word Pro could not insert it into the cell. Click OK to close this message box.

Choose Table - Insert Formula to retry entering the formula. The following are some reasons why the formula may have been rejected:

- You mistyped the name of an @function. For example, you typed @SUN instead of @SUM.
- You used an @function. However, you did not correctly type the arguments the function requires. Make sure that you typed the proper number of arguments for the function in the correct order
- You used a cell address which does not exist in the table. You can choose View - Set View Preferences and select Show table row/col. headings to display a grid showing column numbers and row letters that verify cell addresses
- You did not use a correct operator in the formula. For example, you typed a1 & a2 instead of a1 + a2. Valid operators are +, -, *, and /.
- You did not specify a range correctly. To identify a range for your formula, use the format 'first cell in range .. last cell in range'

"Warning: Your computer is too low on conventional DOS memory for Word Pro to function optimally. It is suggested that you save your files, close Word Pro and reboot your system. You may have to change your system configuration. Press F1 for help."

Word Pro may not be able to function properly because there is not enough available memory in DOS. This occurs because you are running too many Terminate and Stay Resident programs (TSR's) or have loaded device drivers, such as ANSI.SYS, which are not needed by Word Pro or Windows, and which take up memory.

Exit Word Pro and Windows. Check your CONFIG.SYS and AUTOEXEC.BAT files for unneeded device drivers or programs. Make changes, restart your computer and Windows. If you continue see this message, you may need to remove additional device drivers, or upgrade your computer.

"Warning: Your computer is too low on temporary disk space for Word Pro to function optimally. It is suggested that you free some space (delete some files) or adjust your temporary disk space allocation. Press F1 for help."

Word Pro may not be able to function properly because there is insufficient disk space available on the drive holding the temporary directory. With insufficient disk space, Word Pro may not be able to correctly save documents, particularly if they contain graphics.

Make certain there is sufficient disk space available on the drive holding the temporary directory. (For information on the location of the temporary directory, see below). If necessary, move or delete some files.

- Check the AUTOEXEC.BAT file to see if there is a SET TEMP= statement. If there is not, temporary files used by Word Pro are written to the root directory of your hard disk. You may want to add a SET TEMP= statement in the AUTOEXEC.BAT file to have temporary files placed in a particular drive or directory. An example of a SET TEMP= statement is:

```
SET TEMP=C:\TEMP
```

where \TEMP represents the directory on drive C where temporary files should be placed.

- If you already have a SET TEMP= statement in the AUTOEXEC.BAT file, make certain the directory path specified is valid.

"Warning: Your computer is too low on memory for Word Pro to function optimally. It is suggested that you close other applications to free the memory. If this message continues, close Word Pro and reboot your system. Press F1 for help."

Word Pro may not be able to function properly because there is not enough available memory. Try closing any unneeded Word Pro document windows, and closing any other programs which you are not using. If the message appears after you have done this, exit Word Pro and restart your system. Then restart Word Pro.

If you see this message frequently, you may want to consider upgrading your computer, or contacting a hardware consultant for information about optimizing your computer.

"You can only edit merge data files of type Word Pro."

You chose the command to edit a merge data file. However, the file name you used is not in Word Pro format. You can only edit records in files of type Word Pro.

If you want to change the information in the file, you can either use the application which originally created the data, or you can import the file into Word Pro and change the data using the regular Word Pro editing functions. You will not be able to use the merge cardfile type editor.

"Your new version has been created. All edits made to the document will be made in this new version.

Creating a new version does not save this document, instead, it preserves all previous edits as an old version. You must use File Save or File Save As to save the changes made in this file."

You just created a new version of the document and the new version is now displayed on the screen. All edits in the document up to this point will be maintained in the previous version, which is now read-only.

Creating a new version does not save the document. You must save the document in the normal way to save your changes.

You can save the previous version to a separate file using the following steps:

1. Click OK to close the message box.
2. From the File menu, choose Versions.
3. Select the previous version from the list.
4. Click Save As File.
5. Specify a name for the new file and click Save.
6. From the File menu, choose Open.
7. Choose the file you named in step 5 and click Open.

To disable this warning message so it will not display again, select the check box in the message box.

"Cannot change to 'SmartMaster' editor because of the protection that is set."

You are saving the current document as a SmartMaster and requested that the editor of the document be changed to an editor called "SmartMaster," prior to saving. Word Pro cannot change the editor name because the access rights in the TeamSecurity dialog box were set in one of the following ways:

- You set document access to "Current editors only" or "Original author only."
- You set editing rights for "All Others" to "Not allowed (read only)."
- You set editing rights for "SmartMaster" to "Not allowed (read only)."

When you close the message box, the SmartMaster will be saved but with you as the editor. If you want to save the SmartMaster with the SmartMaster editor, change the protection rights to remove the restriction, then use Save As to resave the document as a SmartMaster. Click Yes to overwrite the current filename and select the option to use the SmartMaster editor.

"Currently, no editor may make changes to the document. Also, you will be unable to save this file."

This message appears in the TeamSecurity dialog box to tell you that you have set document editing rights so that no editor can make changes to the document. This will occur if each editor listed in the Editing Rights panel has read-only access to the document.

If you continue, no one will ever be able to make changes to this document again. If this is what you want, close this message box and the Teamsecurity dialog box. Choose File - Save As and save the file, either under the same name or a different name.

If you want to be able to make changes later, close this message box and change the editing rights for one or more editors so that someone has read/write access to the document.

"There was no filter to save (filename) in the format specified."

You tried to save or export a file. However, the filter required to save the file in the specified format is not installed on your system. Click OK and then choose another format in which to save your file.

If you want to save files in the specified file type, you must reinstall Word Pro and choose the desired filter when installing.

"This text cannot be edited because it is protected."

The text you are trying to change is protected. You cannot modify it.

To remove protection from text, choose File - TeamSecurity - Other Protection panel, and select the option, "Allow editing of protected text." You can then select the text and either change it, or remove the protection using the Font panel of the Text InfoBox.

"Cannot access Document (Filename). You do not have the appropriate access rights to open this file."

You tried to open or access a file in Word Pro through a document management system and an error occurred in the document management system. Refer to your document management system's error message for more information. If no error message displays from the document management system, contact your network administrator or system administrator for more information.

"Unable to perform requested DMS operation for Document (Filename)."

You tried to open or access a file in Word Pro through a document management system and an error occurred in the document management system. Refer to your document management system's error message for more information. If no error message displays from the document management system, contact your network administrator or system administrator for more information.

"Unable to perform requested DMS operation for Document (Filename)."

You tried to open or access a file in Word Pro through a document management system and an error occurred in the document management system. Refer to your document management system's error message for more information. If no error message displays from the document management system, contact your network administrator or system administrator for more information.

"Cannot access Document (Filename). This file is checked out by another user."

You tried to open or access a file in Word Pro through a document management system and an error occurred in the document management system. Refer to your document management system's error message for more information. If no error message displays from the document management system, contact your network administrator or system administrator for more information.

"Unable to perform requested DMS operation for Document (Filename). Error in connection with DMS."

You tried to open or access a file in Word Pro through a document management system and an error occurred in the document management system. Refer to your document management system's error message for more information. If no error message displays from the document management system, contact your network administrator or system administrator for more information.

"Cannot save Document (Filename). Reopen in a modifiable mode."

You tried to open or access a file in Word Pro through a document management system and an error occurred in the document management system. Refer to your document management system's error message for more information. If no error message displays from the document management system, contact your network administrator or system administrator for more information.

"Cannot load the (Driver name) Printer driver. Word Pro will format for the screen."

Word Pro was unable to format the document for the specified printer. As a result, you cannot print the document.

This message appears most frequently because there is insufficient memory available. Exit Word Pro and the operating system, reboot your computer, restart, and try printing the document again.

It is possible that the printer driver has been damaged. Try printing from another application. If you cannot print from the other application, you must reinstall the printer in the operating system before continuing.

"The version you are about to view is READ-ONLY, and you will not be able to edit the document while viewing this version.

Word Pro is about to display a previous version of this document. This message appears to inform you that the version cannot be modified and saved in the original file.

If you want to be able to modify the original document, you must display the most recent version.

If you want to modify the current version and still save your changes, you must save this version to a separate file using the following steps:

1. Click OK to close the message box.
2. From the File menu, choose Versions.
3. Click Save As File.
4. Specify a name for the new file and click Save.
5. From the File menu, choose Open.
6. Choose the file you named in step 4 and click Open.

Once you save the version to a new file, changes made in the new file will no longer be reflected in the original document.

To disable this warning message so it will not display again, select "Don't show version warning messages again," and click OK.

"(Style Name) already exists. Do you want to overwrite it?"

You are renaming a style in your document and the name you chose for the new name is already in use by another style.

If you want to replace the current style with the style you are renaming, click Yes. Word Pro will delete the current style definition and replace it with the style you are renaming.

If you want to keep the original style, click No. Choose another name for the style you are renaming and try the operation again.

"This file is protected. Contact: (Name)"

The document you tried to open is protected and you cannot open it.

Document authors can assign protection rights to documents that prevent users, other than the original author or specified people, from editing documents. In order to edit this document, you must contact the person specified in the message box. It is this person who must modify the editing rights for this document.

"This file is protected."

The document you tried to open is protected and you cannot open it.

Document authors can assign protection rights to documents that prevent users, other than the original author or specified people, from editing documents. In order to edit this document, you must contact the original author. The original author must modify the editing rights for this document.

"The Review bar has accepted (number) edit(s) in your selected text. Would you like to continue accepting all edits in the rest of your document?"

This message displays after you click Accept All Edits on the Review bar. It tells you the number of edits which were accepted in the text you selected.

You can accept all the edits in the rest of the document by clicking Yes. If you click Yes, Word Pro will remove all text marked for deletion, and will make text marked for insertion regular text.

If you want to continue reviewing this document's edits manually, click No. You will then be able to place the insertion point in the next edit and continue.

"The Review bar has accepted (number) edit(s) in your document."

This message displays after you click Accept All Edits on the Review bar. It tells you the number of edits which were accepted in the entire document.

"The Review bar has accepted (number) edit(s) in your paragraph."

This message displays after you click Accept All Edits on the Review bar. It tells you the number of edits which were accepted in the current paragraph.

"There are no more edits in your selection. Would you like to continue reviewing the entire document?"

You clicked Accept Edit or Reject Edit from the Edit Review bar. However, there are no edits in the text currently selected to accept or reject. You have the option of continuing reviewing the rest of the document or stopping where you are.

To continue reviewing the document, click Yes. To pause the review at this point, click No.

"Word Pro has finished reviewing your selection. Would you like to finish reviewing the entire document?"

This message tells you that the selected text has been checked for revision changes. You can continue checking the rest of the document, if you choose.

To continue checking the rest of the document, click Yes.

To close the Review bar, click No.

"Revision check has found a hidden deletion which cannot be displayed. Press F1 for more information."

You are reviewing the marked edits in the document and Word Pro found a deleted section of the document that is marked as hidden text. Since hidden text is not displayed, the deleted text cannot be shown so you can decide what to do with it.

One of the options for revision markup is to mark deleted text as hidden. If this option is selected, deleted text will always be hidden. You can change this option by choosing File - User Setup - Word Pro Preferences, and clicking Markup Options.

To show hidden deletions, choose File - TeamSecurity - Other Protection panel, and select "Show hidden text." Then retry the Review Marked Edits command.

This alert will not display again until the Review bar is closed and reopened.

"The Review bar has rejected (number) edit(s) in your selected text. Would you like to continue rejecting all edits in the rest of your document?"

This message displays after you click Reject All Edits on the Review bar. It tells you the number of edits which were rejected in the text you selected.

You can reject all the edits in the rest of the document by clicking Yes. If you click Yes, Word Pro will remove all text marked for insertion and will make text marked for deletion regular text.

If you want to continue manually reviewing this document's edits, click No. You will then be able to place the insertion point in the next edit and continue.

"The Review bar has rejected (number) edit(s) in your document."

This message displays after you click Reject All Edits on on the Review bar. It tells you the number of edits which were rejected in the entire document.

"The Review bar has rejected (number) edit(s) in your paragraph."

This message displays after you click Reject All Edits on the Review bar. It tells you the number of edits which were rejected in the current paragraph.

"Send to (Name)?"

The document you are editing was sent to you by electronic mail and is supposed to be sent to the next user after you finish with it. To send the document to the next user, click Yes.

"This document is currently in a route. Would you like to also send it to the next user while it's being saved?"

This document was sent to you as part of an e-mail message and is scheduled to be sent to another user when you are finished with it. If you click Yes, Word Pro will forward the message to the next person on the route. If you click No, you will be able to continue changing or reviewing the document and will be able to forward the document later.

"The field and record delimiters cannot be the same. Please change one."

You are working with a merge data file and you specified the same delimiter for both fields and records in the file. The two separators must be different so that Word Pro can tell where each field and record ends.

Use different characters for each delimiter. Do not use characters as delimiters that are also used in the information you will store in the data file.

Current address has been modified. Save to address list?

You changed the return address in the Print Envelope function but did not save your changes before closing the Address dialog box. If you want to save the address to use later, you now have an additional chance.

To save the address, click Yes.

If you want to use the address for this envelope but don't want to keep it to use later, click No.

"This document's Auto Open scripts have been disabled."

The document you just opened or created contains a script specified to be run when the document is opened. However, you disabled running document open scripts in your Word Pro preferences. As a result, the script will not run. This means that the document may not behave as you expected.

For example, a document may have a script to fill out a weekly calendar when it is opened. The document will open but the calendar will not be filled in.

If you want to run the script, choose File - User Setup - Word Pro Preferences, and deselect "Document open scripts" in the "Performance" list box on the Enable tab. Then reopen or recreate the document.

"(Style Name) already exists. Do you want to overwrite it or give the copied style a new name?"

You are copying a style from a different SmartMaster, and the style you chose already exists in the current SmartMaster.

If you want to replace the current style with the style you are copying, click Overwrite. Word Pro will delete the current style definition and replace it with the style you are copying.

If you want to keep the original style, click Rename. Choose another name for the style you are copying.

If you do not want to copy the style, click Cancel.

"Could not open SmartMaster (SmartMaster). Create with standard look?"

You chose a specific look for your table of contents or index. However, the SmartMaster used to create this look is not available. Word Pro is offering to create the table of contents using the standard look.

The SmartMaster might not be available if:

- You changed the default SmartMaster directory using Word Pro Preferences
- You deleted the SmartMaster using the operating system
- The SmartMaster required was never installed

If you want to use the default SmartMaster to create the table of contents or index, click Yes. If you want to try again after verifying the conditions above, or if you want to try another look, click No and specify a different look.

"Could not add the word to the user dictionary."

You attempted to add a word to the user dictionary and Word Pro could not add the word successfully. This could occur because the disk holding the user dictionary was full or because the disk holding the user dictionary is read only. Remember that if Word Pro is installed on a network, the volume holding the program executable files is usually read only.

Cancel Spell Check and determine that you have read-write access to the disk holding the user dictionary, and that there is enough room on the disk to hold additional words. Then try again.

"Cannot load one or more user dictionaries."

You were trying to run Spell Check and Word Pro was unable to load the user dictionary(s) you specified.

When you start Spell Check, Word Pro looks for the dictionary file(s) specified in File - User Setup - Word Pro Preferences - Default files panel, "Default user dictionary(s)" option, located in the directory specified on the Locations panel for user dictionary(s). If it cannot find the file(s) in any specified location, this message displays.

Check the path and filenames of the user dictionaries in Word Pro Preferences and try the Spell Check command again. If you continue with Spell Check, you will not be able to add words to your user dictionary and Word Pro will not look in your user dictionary for alternative spellings.

"The tab (tab type) has changed. Set this tab to (new tab type)?"

You are using the Set Tabs on Ruler dialog box to change the tab settings for the document and made a change to one of the existing tab stops, without clicking Set Tabs to record your changes. If you want to make more than one change to the tabs, you need to click Set Tabs before selecting the next tab you want to change.

To have Word Pro change the existing tab to the new setting, click Yes. To skip the change and keep the tab the way it was, click No.

"Wrong Password (Passwords are case sensitive - be sure to use correct upper and lower case)."

You typed a password to open a document or display the TeamSecurity dialog box and the password you typed is incorrect.

Click OK to close the message box and retype the password.

Passwords must be typed exactly as they were originally entered, including using the same combination of upper and lowercase letters and numbers. Check the CAPS LOCK key to make sure it is not turned on since this will affect the case you type.

If you do not remember the password to this document, it *cannot* be opened, even by Lotus.

"Your server or directory permission does not permit this action."

You were trying to copy a file from an FTP server, or were trying to save a file to an FTP server. Word Pro could not complete the operation because you do not have permission to complete the action.

Each server user is granted certain rights, both to the server, and to individual directories on the server. For instance, you may only be able to access certain directories, or may be able to read from a directory, but not write to it. Check with your server administrator to determine your rights.

"The SmartCorrect entry, (entry), is already in the SmartCorrect list. Do you want to replace it?"

You are adding a new entry to the SmartCorrect word list. However, the entry already exists in the word list, possibly with different replacement text.

To keep the existing entry and replacement text, click No. To overwrite the existing entry with the new replacement text, click Yes.

"Cannot run with the current code page."

Word Pro was unable to determine the code page in use by the operating system. Exit the operating system, restart your computer, and try starting Word Pro again.

"Wrong Password (Passwords are case sensitive - be sure to use correct upper and lower case)."

The password you typed in the "Confirm" dialog box does not match the password you typed in the FTP Hosts dialog box. Try typing the password again. You must type the same password in both dialog boxes in order for the new password to be accepted and saved.

Cannot save document or exit Word Pro.

You are trying to exit the operating system while in Word Pro. However, because one of your unsaved documents contains an OLE object, changes made to that document will not save if Word Pro closes.

Because of this, the operating system will not close.

If you want to exit Word Pro and the operating system, either save your documents before closing or exit Word Pro before exiting the operating system.

"The drive containing the selected file is inaccessible."

The drive you specified does not exist or has become disconnected from your system.

If you are accessing a file on your local computer, make sure you type a drive letter that exists on your system.

If you are accessing a file from the network, make sure you are logged into the network and that you use the correct drive mapping commands to attach the network volume to a drive letter. Also make sure that you were not disconnected from the network during the Word Pro session. You may want to use the operating system to check or change your drive mappings.

Try the command again, using a valid drive.

"The current file has not been saved. Would you like to save the changes in the current file before copying it as Untitled?"

You are about to run TeamConsolidate on a document which contains changes which have not yet been saved. You also asked that the consolidated document be placed in an Untitled file when the file compare is complete. If you want to keep a copy of the original document as it was before consolidation, including the changes you just made, you need to save it to the original file now.

To save the document as it is now to the original filename, click Yes. The file will be saved, and the document will be compared as it is now. To not save the changes you have made to the original file, click No. The changes you made will be reflected in the Untitled file which results from the comparison.

"Not enough temp space available."

You tried to save a document and Word Pro cannot create or write to the temporary file created during the Save process.

Click OK. Check the following before you retry:

- Make certain there is sufficient disk space available. If necessary, move or delete some files.
- Check the AUTOEXEC.BAT file to see if there is a SET TEMP= statement. If there is not, temporary files used by Word Pro are written to the root directory of your hard disk. You may want to add a SET TEMP= statement in the AUTOEXEC.BAT file to have temporary files placed in a particular drive or directory. An example of a SET TEMP= statement is:

```
SET TEMP=C:\TEMP
```

where \TEMP represents the directory on drive C for placing temporary files.

- If you already have a SET TEMP= statement in the AUTOEXEC.BAT file, make certain the directory path specified is valid.
- There may not be enough files available to create the temporary file. Increase the number following the FILES= statement in your CONFIG.SYS file, reboot your computer, and retry the command.

"Would you like to connect to (server) now?"

You selected an FTP server from the list of available servers in the Open from Internet or Save to Internet dialog box. If you want to connect to this server, click Yes. If you want to connect to a different server, click No. Select a different server and click Connect.

"Document has script errors. Close it anyway?"

You tried to close a document containing a script. However, at least one script attached to the document has errors which have not yet been corrected. You can either go back and correct the script errors before closing the document, or save the document with errors in the script.

If you want to correct the errors now, click No, and make changes, then close the document again. If you want to correct the errors at a later time, click Yes. The document will be closed, and the script will be saved with the errors.

"This graphic will not display on the screen. However, it will print on PostScript printers."

Rather than an image, the graphic frame contains instructions for printing the image on a PostScript printer. The information will print correctly on PostScript printers. Since there is no image to display, an X appears instead, along with this message.

"Unable to create OLE object. Create operation was either cancelled, resulted in an OLE server error, or the server did not respond."

You are trying to create an OLE object. However, the object could not be created. There are several reasons why this occurs:

- The source application was renamed or deleted from the disk drive. However, it still remains in the OLE registration database.
- The source file or server application is located on a network drive and you are not currently connected to that network drive.
- The server application launched. However you did not create anything within the application or you closed the application without saving changes.
- You were trying to create an OCX control, and the control was compiled for a different version of the operating system. For example, if you are using the Windows 95 version of Word Pro, you cannot use an OCX which was compiled for Windows 3.1.
- You tried to link or embed a Word Pro document object within Word Pro. Word Pro cannot be linked or embedded to itself.

If the server application launched, you must save the object before returning to Word Pro. If the application launched, check to make sure that the application is on your system and you are connected to your network. Then retry.

"Word Pro could not determine the type of file for: (filename)"
You tried to open or import a file that Word Pro does not recognize.
Choose from the list of available file types and click OK.

"This document contains LotusScript dialogs, which are not supported by Word Pro. Proceed with save?"

You are trying to save a document to Word Pro 96 format which contains dialog boxes created with the LotusScript Dialog Editor for the current version. However, Word Pro 96 does not support the current version of LotusScript dialog boxes. As a result, if you try to run scripts in Word Pro 96 that refer to these dialog boxes, they will fail.

The dialog boxes themselves will be correctly saved in Word Pro 96 format, and will be accessible if the document is opened using the current version of Word Pro. If you want to save the documents in Word Pro 96 format, click Yes. To save the document in the format of the current version of Word Pro, click No. Choose File - Save As, and select "Lotus Word Pro" as the file type.

"The document (document name) was edited with a newer version of Word Pro. The document cannot be opened with your current version of Word Pro."

The file you specified is not a document recognizable by this version of Word Pro. It was created by a later version of Word Pro which has inserted features which this version cannot read. In order to read this document, you will need to upgrade to a later version of Word Pro, or the person who edited this document will need to save it in a format which is readable by both versions of the product.

"Unable to load the (filter name) filter. To install the (filter name) filter, run the WordPro install program, select customize features, and select (filter name)."

You tried to import or export a file in a different file format, and the file filter necessary to complete the function is not installed on your computer. If you want to use the filter, you can use the installation program to install it. Exit Word Pro, run the installation program to install the filter, and then restart the program and try the import or export command.

"There are no more grammar errors. Would you like to close the Grammar check bar?"

This message appears to inform you that Grammar Check has completed reviewing the document for errors.

To close the Grammar Check bar and return to editing the document, click Yes.

To leave the Grammar Check bar on the screen, click No.

"(ftp host description) has been modified. Do you want to save your changes?"

You made one or more changes to the connection information for this FTP host, and clicked Close before saving your changes. If you want to save the changes you have made, click Yes. If you want to discard the changes, click No. If you want to make additional changes before exiting, click Cancel.

"The file type you specified does not match its format."

You opened or imported a file after specifying the type of file. However, the type of file you specified does not match the contents of the file. As a result, the file cannot be imported.

Verify the correct file type and try importing or opening the file again.

"There is no currently installed filter for graphic type (file extension)."

You tried to import a picture. However, Word Pro could not determine the type of graphic being used. Try importing the picture again, but specify the picture type in the "Files of type" box, rather than leaving the option set to "All graphic files."

"This function requires either the Netscape Navigator or the Microsoft Internet Explorer browser. Word Pro was not able to detect either browser in your system."

You tried to connect to the Lotus Home Page, Customer Support, or the Lotus FTP site. Preview your web page, or browse for a link to use these functions.

"Some paragraphs were duplicated because they were different in more than one file. The paragraphs were duplicated so all differences can be reviewed."

This message appears to alert you that some paragraphs in the consolidated document have been duplicated. As a result, you should carefully review the results of the consolidation to make sure the final document is what you want.

If you use TeamReview to review the marked up document, it will indicate which editor made changes to which paragraph. You will be able to decide which paragraph to keep and which to discard, or, you can make up your own new paragraph.

"Unable to load the Lotus Internet DLL."

You tried to access the Internet. However, the required Lotus program file was not available. Either the file is not installed, or it was removed after installation. If you are running Word Pro from a network, make sure you are connected to the network and that the drives are mapped correctly.

Click OK. Exit Word Pro and the operating system, restart, and try the command again. If the problem persists, reinstall Word Pro and retry.

"You need to install TCP/IP in order to access the Internet."

You tried to open a document from or save a document to the Internet. Word Pro could not complete the command because the TCP/IP communications protocol is not installed on your computer. For information on installing the TCP/IP protocol, see your operating system manual or your networking software manual.

"Either temporary disk space was too low or one or more graphic or OLE objects have been deleted by another editor. Please reopen file then save it."

You are trying to save a read-only file using a different file name. However, graphics or OLE objects in the original file have changed since you opened the read-only copy. As a result, Word Pro cannot retrieve the information from the original file.

You have two choices. You can discard the changes you made to this file, reopen the file and save it again using a different name. This will cause you to lose any changes you made, but will correctly reflect the contents of the file.

You can also find the missing graphic or OLE object in this file. It is now an empty frame. Delete the empty frame, then save the document to a different name. In this way, you will save any changes you have made, but the original document and this copy will not match.

Saving this file in a file type other than Word Pro can cause loss of formatting or data not supported by the format.

You are trying to save a document in a type other than Word Pro. If you continue with this command, it is possible that some of the document may be lost because the new file format does not support a Word Pro feature.

For example, since most word processors do not support versioning information and contents of previous versions will be lost if you save it in a different format.

To save the file in the file type you have chosen, click Yes.

To save the file in Word Pro format, click No. The Save As type is changed to Lotus Word Pro. You can then complete the save.

If you do not want to see this alert again, select "Disable this message" prior to clicking Yes or No.

"This document contains corrupted LotusScript dialogs."

Word Pro detected a problem with the Lotus dialogs stored in the document. As a result, scripts which refer to these dialogs may not run correctly. If you have a backup copy of this document, open it and copy the dialogs from the backup version.

"Continue execution of dialog?"

You pressed CTRL+BREAK while a LotusScript dialog box was open. As a result, processing of the script has been paused.

You can cancel execution of the script by clicking No. You can continue execution of the script by clicking Yes. Note that canceling the script in this manner is not the same thing as clicking Cancel within the dialog box. If all you want to do is cancel the dialog box, click Yes to this alert, then click Cancel within the original dialog box.

"LotusScript IDE load failed"

Word Pro was unable to load the program files necessary to record or play a script, or to display the Script Editor. Exit Word Pro and the operating system, then restart and try again. If the problem persists, you will need to reinstall Word Pro.

"LotusScript IDE open failed, status = (status)"

Word Pro was unable to load the program files necessary to record or play a script, or to display the Script Editor. Exit Word Pro and the operating system, then restart and try again. If the problem persists, you will need to reinstall Word Pro.

"Continue execution of script?"

You pressed CTRL+BREAK while a LotusScript script was running. As a result, processing of the script has been paused.

You can cancel execution of the script by clicking No. You can continue execution of the script by clicking Yes.

"Warning: This macro will be converted. In order to run this macro in Word Pro, it must be converted to a new format. After the conversion, Ami Pro must open and save it, before it can be played by Ami Pro. Convert and playback this macro?"

You are trying to play an Ami Pro macro in Word Pro. You can cancel playing the macro before it is converted to a format which Word Pro can process. Converting the macro takes a few seconds, and does not make the file unreadable by Ami Pro. However, Ami Pro will be unable to play the macro until the file is saved again in Ami Pro format.

In addition, there are some Ami Pro macro functions which are not available in Word Pro. If your macro contains these functions, the macro may not run correctly. If you do continue with playing the macro, check to make sure that the macro does what it is supposed to do.

"Your current data file is in a file format not supported by Word Pro's Merge. To use this file, you must first import it and save it as a Word Pro document."

The document you specified for your merge data file cannot be read directly by Word Pro when merging. In order to use the information in the data file, you must import the file into Word Pro format, and then specify the Word Pro file as your merge data file. Make sure that there are field names on the first line of the file, separated by tabs, before you save the file in Word Pro format.

Data file (filename) is not open. To continue merge, do not press cancel when the range dialog box appears.

You are trying to print a merge letter or envelope using a spreadsheet or database as an external data file. When Word Pro opens a spreadsheet or database file, it displays a dialog box asking for the spreadsheet or database range to be implemented. Since you clicked Cancel at this dialog box, Word Pro did not open the file, and Merge cannot continue.

Try merging again, but select the appropriate range of data instead of clicking cancel.

"Data file (filename) does not exist. Choose a new data file to continue."

The file you chose as your merge data file does not exist. Either it was deleted, or it is not in the same location when you selected the data file originally. To continue, you must either choose a different data file, or tell Word Pro where to find the original data file.

"There are no merge fields in the current document. You must insert merge fields to continue."

You chose the option to View and Print the merge document. However you have yet to insert any fields to display the information from the merge records. Click OK to close the message. Insert the fields, then try printing again.

"Current data file has changed. Save changes?"

You made changes to one or more records in the Merge data file. These changes won't be permanent until you save the data file. To save the changes, click Yes. To discard the changes permanently, click No. To continue working on the data file, click Cancel.

"Data file (filename) has changed. Save changes?"

You made changes to one or more records in the Merge data file. These changes won't be permanent until you save the data file. To save the changes, click Yes. To discard the changes permanently, click No. To continue working on the data file, click Cancel.

"Cannot display the (SmartIcons Set) SmartIcons Set."

The SmartIcons set you tried to display is not available. This may happen because you deleted this SmartIcons set, this SmartIcons set was never installed, or the location specified for SmartIcons in User Setup does not exist or is not available.

If the SmartIcons set is one of the sets provided with Word Pro, you can reinstall the program and the SmartIcons set. If the SmartIcons set was provided with another application, you must reinstall that application.

Choose File - User Setup - Word Pro Preferences - Locations panel and ensure the correct path for SmartIcons. You can use Browse to specify a new path, if necessary. If you are running Word Pro from a network, make sure that you are properly connected to the network drive.

"(Filename) does not contain a glossary. Do you want to create it?"

You specified a file to use as a glossary data file and the file does not contain a glossary. This occurs if you are creating a new glossary file or if you specified an existing file without a glossary.

To create a glossary in the specified file, click Yes. Word Pro will create the glossary and allow you to proceed.

If you do not want a glossary in this file, click No. Select a different file for the glossary.

"Lotus Notes is not available."

Word Pro tried to access Lotus Notes in order to use Notes/FX, when saving a document to a Notes database, or when using TeamMail. You cannot use Word Pro functionality requiring Lotus Notes because Word Pro could not determine the location of Notes on your computer. There are several reasons why this can happen:

- You are running an incorrect version of Notes. You cannot use Notes functionality if you are running Lotus Notes for a different operating system.
- You do not have Lotus Notes installed on your system. Install Lotus Notes, restart your computer, and try the operation again.

"(Filename) contains characters which cannot be used in a filename."

The filename you used is not properly formed. Filenames cannot contain the following characters:

`/ ? * \ | + = " [] ; ,`

Specify a properly formed filename to continue.

"Your user defined filter is not in the correct form. You need to have it as such: *.lwp;*.sam."

You tried to specify the types of files that should display when you open a file. However, you did not specify the file types correctly.

You should use a wildcard expression for each type of file you want to display. For example, to display rich text format files, use the expression, *.RTF. Separate each file type with a comma or a semicolon.

Try again using the correct syntax.

"Unable to load the (Word Pro Function) program. To install the (Word Pro Function) program, run the Word Pro install program, select customize features, and select (Function Name)."

You tried to use a Word Pro feature. However, the feature was not installed when you installed Word Pro. If you want to use the feature, you can use the installation program to install it. Exit Word Pro, run the installation program, and then restart the program to use the feature.

"Unable to edit object. Link could not be loaded."

You are trying to edit an OLE linked object and the source file for the link is not found. There are several reasons why this occurs:

- The source file was renamed or deleted from the disk drive.
- You received this document from someone else and that person did not send the source file along with the document.
- The source file is located on a network drive and you are not currently connected to that network drive.

You can choose Edit - Manage Links to view the original object name and location. If necessary, adjust the location and try the command again.

"Unable to edit object. Server or link could not be loaded."

You are trying to edit an OLE linked object and either the source file for the link is not found or the server application which created the object cannot launch. There are several reasons why this occurs:

- The source file or application was renamed or deleted from the disk drive.
- You received this document from someone else and that person did not send the source file along with the document.
- You received this document from someone else and you do not have the server application installed on your system.
- The source file or server application is located on a network drive to which you are not currently connected.
- The server application was able to load the source file. However, the file was damaged and the part of the object needed was not found.

You can choose Edit - Manage Links to view the original object name and location. If necessary, adjust the location and try the command again. If you do not have the server application, you cannot edit the object.

The Click-Here Block (Name) is a required field. You tried to save your document, but some of the required information is missing. When you click OK, the insertion point will move to the location of the required information. Type the required information and save the document.

"(Your Name), This file is protected. Contact: (Name)"

The document you tried to open is protected and you cannot open it.

Document authors can assign protection rights to documents that prevent users other than the original author or people specified by the author from editing. In order to edit this document, you must contact the person named in the message and ask him or her to modify the editing rights for this document.

"(Your Name), This file is protected."

The document you tried to open is protected and you cannot open it.

Document authors can assign protection rights to documents that prevent users other than the original author or people specified by the author from editing. In order to edit this document, you must contact the original author and ask him or her to modify the editing rights for this document.

"In order to include your Editor's Remark, this document will be closed and saved before sending."

Word Pro needs to close this document in order to process your editor's remark and include it with the document when the document is sent to the next recipient. If you want to continue to edit the document after sending it, you will need to reopen it after it is sent.

Changes in (filename) include mark(s) for new OLE or DDE link(s) to its contents. You have also made other changes to the document. You must save the changes for your links to function. Save Changes?

You tried to exit Word Pro or the operating system without saving changes to this document. Because you created a link from this document to another application, you must save this document in order to maintain the link in the future. You also made other changes to the document, in addition to the link, which need to be saved as well.

To save the changes, click Yes. The link, along with the other changes you made, will be saved in the document.

To abandon the changes, click No. Neither the text changes or the link will be saved. You will need to reestablish the link with the other application later.

To continue editing the documents, click Cancel. You will be able to save or discard your changes later.

Because you created OLE or DDE link(s) from (filename) you must save it for your links to function in the future. Save Changes?

You tried to exit Word Pro or the operating system without saving changes to this document. Because you created a link from this document to another application, you must save this document in order to maintain the link in the future. No other changes were made to the document besides the link.

To save the changes, click Yes. The link will be saved in the document.

To abandon the changes, click No. You will need to reestablish the link with the other application later.

To continue editing, click Cancel.

"Line limit exceeded in Text to Table conversion."

You tried to create a table from text in your document. However, there was not enough memory to convert all the lines of text to a table. Try selecting a smaller range of text, and using the Create Table command again.

"Update footer content across all divisions in document? Note: Yes will replace existing footers with the current footer."

You changed the page number for this footer. You can copy the contents of this footer to all the divisions in the document. Normally, changes made to the footer in one division of the document are not reflected in other divisions. If you want the same footer in all divisions of the document, you must use the Update All command.

If you want to update all footers now, click Yes. If you want to make additional changes to this footer, click No. Finish making the desired changes, then right-click in the footer area, and choose Update All Footers. If you do not want to insert the page number, click Cancel.

If this document uses a facing pages layout, the Update Footer command updates only odd pages, if this is an odd page; or even pages, if this is an even page.

"Update header content across all divisions in document? Note: Yes will replace existing headers with the current header."

You changed the page number for this header. You can copy the contents of this header to all the divisions in the document. Normally, changes made to the header in one division of the document are not reflected in other divisions. If you want the same header in all divisions of the document, you must use the Update All command.

If you want to update all headers now, click Yes. If you want to make additional changes to this header, click No. Finish making the desired changes, then right-click in the header area, and choose Update All Headers. If you do not want to insert the page number, click Cancel.

If this document uses a facing pages layout, the Update Header command updates only odd pages, if this is an odd page; or even pages, if this is an even page.

"Cannot modify the user dictionary because it is in use by another program."

You tried to add a word to the user dictionary, or tried to edit the user dictionary. However, Word Pro cannot write to the dictionary file. If you are using another Lotus application, the other application may be using the user dictionary.

If you are not using another application, the dictionary may be marked as read-only. You can use the operating system to check the properties of the file, and, if necessary, remove the read-only attribute. If you change the attribute, you will need to exit and restart Word Pro to be able to use the dictionary.

"This document was created with a previous version of Word Pro. Lotus suggests that you convert it to the current Word Pro format before continuing. For best results, make a backup of the original document, then save, close, and reopen it. Press F1 for more information."

The document you are trying to open was created using a previous version of Word Pro. Word Pro now uses a new internal format for documents which works better than in previous versions.

The document has been partially converted. To complete the conversion, and ensure the consistency of the document, you should save the document to disk, close the document, then reopen it. If this document is a Master Document, you should save the document, and then save each external division when prompted. You should save the document before making additional changes to it.

Before saving, Lotus suggests that you back up the document. If automatic backup is enabled, a backup has already been made. If not, use operating system utilities to copy this document to a different folder before saving the file.

"The SmartMaster you chose was created using a previous version of Word Pro. Lotus suggests you convert it to the current Word Pro format before you create documents or divisions from it. Press F1 for more information."

You are creating a new document, or a new division in a document, and the SmartMaster you chose was created using a previous version of Word Pro. Word Pro is using a new internal format for documents and SmartMaster templates which works better than in previous versions.

You should upgrade this SmartMaster to current Word Pro format before using it to create new documents or divisions. To upgrade the SmartMaster, follow the steps below:

1. From the File menu, choose Open.
2. Select "Lotus Word Pro SmartMaster" in the "List files of type" box.
3. Select the appropriate SmartMaster, and click OK.

Word Pro displays a message asking you to upgrade the SmartMaster.

4. From the File menu, choose Save to save the document in current Word Pro format.
5. From the File menu, choose Close to close the SmartMaster.

Once you convert the SmartMaster, you can choose File - New and create the new document. If you do not convert the SmartMaster, Word Pro will continue to display this dialog box each time you create a document using this SmartMaster.

If you do not have the rights to make changes to this SmartMaster, either because it is on a protected network drive, or because of the settings in the TeamSecurity dialog box, you should contact the author of the SmartMaster, and have them upgrade it for you.

This file is read-only. You can make changes, but you must save using a new name.

The file you want to open is either read-only or in use by someone else. You cannot save changes to it. You can make changes and save it with a different filename.

To open the file, click Yes and make your changes. From the File menu, choose Save As and type a new filename.

To cancel opening the file, click No.

"(Filename) already exists. Do you want to overwrite it?"

You tried to use File - Save As or File - Import/Export and you specified the name of an existing file.

Click Yes to overwrite the contents of the existing file. To keep the original document, click No, retry the command, and specify a different file name.

"Should the bookmark apply to the cells instead of the text?"

You tried to create a bookmark in a table and Word Pro can mark either the cells or text within the cells as the bookmark.

If you apply the bookmark to the cells, the bookmark will always point to the cells, no matter what their contents. If you apply the bookmark to the text, the bookmark location may change if you move or delete the text.

Click Yes to apply the bookmark to the cells. Click No to apply the bookmark to the text in the cells.

"(Application) is not active. Run it now?"

Word Pro tried to establish a DDE link to the host application but either that application is not running, Ignore Remote Request is specified in that application, or the particular file is not open.

Click Yes to run the application. Click No if you know the host application is running and you want to change the Ignore Remote Request option.

Bookmark (bookmark name) already exists. Type another name.

You tried to add a bookmark or cross-reference mark to your document and specified an existing bookmark name.

Click OK and specify a different name for the bookmark you want to add.

"Field name (field name) is already in use. Try a new name."

You tried to save a power field you created. However, the name you specified has the same name as a power field provided with Word Pro.

Click OK. Specify a different field name and retry.

"An error has occurred in Word Pro."

Word Pro has detected an internal error.

Click OK. Choose File - Save As, specify a new file name, and click Save.

Exit, restart Word Pro, and retry. Open the new document and scroll or page through it to ensure that it is intact. If not, try using the original document.

"Glossary field name (field name) has too many characters."

The glossary field name referenced in the message contains too many characters. The maximum length for a field name is 27 characters.

Click OK. Use File - Open to display the glossary data file and reduce the length of the referenced field name.

"(Filename) is already open. You will not be able to save changes to this copy of the file. Use Save As to save changes to a new copy of the file."

You chose File - Open, or File - Import/Export and selected a file that is already open.

Click OK to display a second copy of the same document. This second copy will be read-only. You cannot save any changes to it.

If you want to display different pages of the same document at the same time, you can choose Split Views or Special Views from the View menu.

"Bookmark (bookmark name) does not exist."

You specified a bookmark name and then chose Go To or Remove to locate the bookmark. Word Pro cannot find the bookmark to which you assigned that name.

Click OK. Specify a different bookmark name or select another document that contains the bookmark name.

"(Filename) does not exist. Do you want to create it?"

You typed a file name that does not exist.

If you are sure the file exists, click No, check the spelling of the path and file name, and retry. Click Yes if you intentionally typed a name that does not exist and you want Word Pro to create a new document with that name.

"One of the paths is currently not a valid directory. You can use the Browse button to find a valid directory."

You typed the name of a directory that either does not exist or is spelled incorrectly.

Click OK. Check the spelling of the path name and retry.

If you want to use a directory that does not exist, you must create the directory in the operating system before specifying the directory name in Word Pro.

If you want to use a network directory, you should connect to the network and map to the network drive before specifying the directory name in Word Pro.

"(Word) is not in the thesaurus."

You tried to use Edit - Check Thesaurus but the word you selected is either spelled incorrectly or is not contained in the thesaurus.

Click OK. Make certain the word is spelled correctly and retry.

"Program file (filename) has been damaged."

The operating system indicated that one of the program files needed for the function you want to use is damaged. Click OK. Exit Word Pro and the operating system, and reboot your computer. Restart the computer, and try the command again. If this does not help, reinstall Word Pro and retry.

"(Filename) has changed. Save changes?"

You tried to exit Word Pro or the operating system, but you did not save the changes you made to the current document.

Click Yes to save the changes. Click No to lose the changes. Click Cancel to return to your document.

"Bad seek in (filename)."

Word Pro tried to read a file and encountered an error.

Click OK. Exit, restart Word Pro, and retry.

If the problem reoccurs, exit Word Pro and reinstall.

"(Directory) is full."

You tried to use File - Save As and the directory you specified is full.

Click OK. Move or delete some files or specify another directory and retry.

"(Server or drive)'s Disk is full."

You tried to save a file and the entire disk is full.

Click OK. Move or delete some files or specify another drive and folder, and retry.

"(Filename) already exists. Try a different name."

You tried to save a file and specified a name that already exists.

Click OK. Specify a different file name and retry. If you still cannot determine the problem, exit Word Pro, reboot your computer, then retry the command.

"A file or clipboard error occurred in Word Pro."

Word Pro encountered a disk error trying to read or write a file.

Click OK. Exit and restart Word Pro and retry.

If the problem reoccurs, exit Word Pro and reinstall.

"(Filename) is invalid."

Word Pro tried to open a file, and the operating system indicated that the file is invalid.

Click OK. Exit, restart Word Pro and the operating system, and retry.

If the problem reoccurs, you may wish to run a disk utility on your disk.

If the file is in the Word Pro directory, you must exit Word Pro and reinstall.

"(Filename) cannot be found."

Word Pro cannot find the specified file.

Click OK. If you are sure the file exists, check the spelling of the path and filename, and retry.

If you are using a network, make sure you are connected to the network and that your network drive is mapped correctly. If you still cannot determine the problem, exit Word Pro, reboot your computer, then retry the command.

"(Filename) is in use by another application and cannot be opened by Word Pro."

The file is being used by another application. The other application is preventing Word Pro from accessing it.

Click OK. Close the file in the other application and retry. If the file is on a network drive, the file could be in use by someone else. You may have to wait a while before using the file.

If you cannot determine who is using the file or if the file doesn't appear to be open in another application, exit Word Pro and the operating system, reboot your computer, and retry the command.

(Style name) is already used.

You tried to create a new style and the name you chose is in use by an existing style.

Click OK. Retry the command, and specify a different style name.

"Word Pro has detected a more recent timed save version of (filename). Do you want to open the *.~TS file instead of the original document?"

You tried to use File - Open, specified a file name, and a more recent timed save version of the document is available.

While you are editing a document, Word Pro saves your changes to a temporary file. When the document is closed normally, the changes are saved to the regular file, and the timed save version is deleted. Because the timed save version currently exists, it indicates that the last time you displayed the file, Word Pro exited abnormally.

Click Yes to open the more recent document. Click No to open the original document.

"Word Pro has detected a timed save version of one or more untitled documents. Do you want to open the file(s)?"

You started Word Pro and one or more time saved versions of untitled documents were found. A timed save version of an untitled document could occur for the following reasons: if the computer lost power, if the operating system ended abnormally, or if Word Pro ended abnormally.

- To open the untitled document(s), click Yes. If you do not need them, you can close them without saving.
- To delete the documents without looking at them, click No. You will not be able to access them again.
- To disable timed save, choose File - User Setup - Word Pro Preferences, and deselect "Automatically time save."

"(Number) is too large or too small. Try again using a number between (number) and (number)."

You specified a number which was too large or too small for the value required in a dialog box or InfoBox. For example, you may have typed a page length of 110 inches instead of 11 inches.

Click OK. Specify a number within the range indicated in the message.

Word Pro messages

A
B
C
D
E
F
G
H
I
J
K
L
M

N
O
P
Q
R
S
T
U
V
W
X
Y
Z

Click a letter above to view messages beginning with that letter, then click the message for which you want to display Help or press TAB until the desired message is highlighted and press ENTER.

* (variable)

(Application) is not active. Run it now?

(Directory) is full.

(Filename) already exists. Do you want to overwrite it?

(Filename) already exists. Try a different name.

(Filename) cannot be found.

(Filename) contains characters which cannot be used in a filename.

(Filename) does not contain a glossary. Do you want to create it?

(Filename) does not exist. Do you want to create it?

(Filename) has changed. The file is read-only.

(Filename) has changed. Save changes?

(Filename) is already open. You will not be able to save changes to this copy of the file.

(Filename) is in use by another program and cannot be opened by Word Pro.

(Filename) is invalid.

(Filename) is read-only. Word Pro was unable to save the file.

(ftp host description) has been modified. Do you want to save your changes?

(Name) already exists.

(Number) is too large or too small. Try again, using a number between (number) and (number).

(Server or drive)'s disk is full.

(Style Name) already exists. Do you want to overwrite it?

(Style Name) already exists. Do you want to overwrite it or give the copied style a new name?

(Style name) is already used. Do you want to replace it?

(Word) is not in the thesaurus.

(Your Name), This file is protected.

(Your Name), This file is protected. Contact: (Name)

A

A file or clipboard error occurred in Word Pro.

A menu set for the (Category Name) category already exists.

Access to this dialog box is currently restricted to the editor named '(Name).'

An error has occurred in Word Pro.

Are you sure you want to check the format of the rest of this document automatically?

Are you sure you want to delete (Filename)?

Are you sure you want to delete the editor named '(Name)'?

Are you sure you want to delete the field named '(Fieldname)'?

Are you sure you want to delete the (Menu Name) menu set?

Are you sure you want to delete the (Server Name) server?

Are you sure you want to permanently delete the version named '(Version Name)'?

Are you sure you want to permanently remove this icon from the available list and delete the file (filename)?

Are you sure you want to remove the folder (Folder Name)?

At least one set of paragraphs has editing tags from different reviewers. Would you like to leave these tags for later review?

B

Bad seek in (filename).

Because you created OLE or DDE Link(s) from (filename) you must save it for your links to function in the future.

Bookmark (bookmark name) already exists.

Bookmark (bookmark name) does not exist.

C

Cannot access Document (Filename). This file is checked out by another user.

Cannot access Document (Filename). You do not have the appropriate access rights to open this file.

Cannot change to "SmartMaster" editor because of the protection that is set.

Cannot complete the command because the disk is full.

Cannot create temp file to complete export to (filename).

Cannot display the (SmartIcons Set) SmartIcons set.

Cannot edit a picture stored in an external file.

Cannot establish DDE link to an acceptable DDE format.

Cannot establish DDE link to (application).

Cannot find (directory) (filename).

Cannot find the file you specified.

Cannot find the grammar data file in (directory).

Cannot find the hyphenation dictionary in (directory).

Cannot find the spelling dictionary in (directory).

Cannot find the thesaurus in (directory).

Cannot go to that type of item right now.

Cannot import file.

Cannot load (application).

Cannot load one or more user dictionaries.

Cannot load the (driver name) Printer driver. Word Pro will format for the screen.

Cannot load the grammar program.

Cannot load the hyphenation program. Hyphenation will not be available.
Cannot load the spelling program.
Cannot load the thesaurus program.
Cannot locate (filename).
Cannot locate path for (filename).
Cannot modify the user dictionary because it is in use by another program.
Cannot open (filename).
Cannot open (filename). Too many files are open.
Cannot open SmartMaster (filename).
Cannot overwrite (filename).
Cannot run with the current code page.
Cannot save Document (Filename). Reopen in a modifiable mode.
Cannot save Document or exit Word Pro.
Cannot use the Internet functionality.
Cannot write to directory (directory).
Changes in (filename) include mark(s) for new OLE or DDE link(s) to its contents.
Click on the word you want to look up and try again.
Continue execution of dialog?
Continue execution of script?
Convert selected text to a table?
Could not add the word to the user dictionary.
Could not convert object to new type.
Could not create a glossary entry. The glossary is full.
Could not open SmartMaster (SmartMaster). Create with standard look?
Current address has been modified. Save to address list?
Current data file has changed. Save changes?
Current data record has not been saved.
Current data record has not been updated.
Currently, no editor may make changes to the document. Also, you will be unable to save this file.

D

Data file (filename) does not exist. Choose a new data file to continue.
Data file (filename) has changed. Save changes?
Data file (filename) is not open. To continue merge do not press cancel when the range dialog box appears.
Data file is not in valid format.
Delete all Comment Notes in this document?
Delete (Style Name)?
Document has script errors. Close it anyway?

E

Either temporary disk space was too low or one or more graphic or OLE objects have been deleted...
Error during conversion. Check available temp space.

F

Field name (fieldname) is already in use. Try a new name.
Fixed ASCII files must have field lengths of 1 - 2047 characters.

G

Global Memory full.

Glossary field name (fieldname) has too many characters.

Glossary record name (record name) is already in use.

Grammar check is not available in the current language.

Graphic file (filename) does not exist.

H

There are no messages that begin with the letter H.

I

In order to include your Editor's remark, this document will be closed and saved before sending.

J

There are no messages that begin with the letter J.

K

There are no messages that begin with the letter K.

L

Line limit exceeded in Text to Table conversion.

Local Memory full.

Lotus Notes is not available.

LotusScript IDE load failed.

LotusScript IDE open failed, status = (status)

M

Maximum paragraph size encountered.

N

No mail package is currently installed.

Not enough memory to display the picture as you move it.

Not enough temp space available.

O

One of the paths is currently not a valid directory.

P

Pasting may overwrite data in your document with data on the clipboard.

Paste all the text into the current cell?

Please enter a file password.

Please enter a password for this dialog box.

Printing has been restricted for this document.

Program file (filename) has been damaged.

Q

There are no messages that begin with the letter Q.

R

Review of markups has finished.

Revision check has found a hidden deletion which cannot be displayed.

S

Saving this file to another type could cause loss of formatting or data.

Search finished. Words found (Count) Words replaced (Count) Do you want to close Find & Replace?

Send to (Name)?

Should the bookmark apply to the cell(s) instead of the text?

Some paragraphs were duplicated because they were different in more than one file.

Switching to a different menu set could mean that some features will not be available

T

Text cannot be imported at the current insertion point.

The Click Here Block (Name) is a required field.

The current file has not been saved. Would you like to save the changes in the current file...

The division's original file is in a format Word Pro cannot support. Changes to this division cannot be saved.

The division you are about to import has been modified. Do you want to save these changes to the division's original file before importing?

The division you are about to replace has been modified. Do you want to save these changes to the external division's original file?

The document (document name) was edited with a newer version of Word Pro.

The drive containing the selected file is inaccessible.

The external file is in a format to which Word Pro cannot export.

The field and record delimiters cannot be the same. Please change one.

The field name (field name) is already in the data file.

The file (filename) is in use by another program and cannot be opened by Word Pro.

The file (filename) is not compatible with this version of Word Pro.

The file (filename) is the current Master Document. A Master Document cannot be added to itself.

The file is not a Word Pro document.

The file type you specified does not match its format.

The file you are importing is password protected.

The file you want to use with that command is password protected. Remove the password protection and try again.

The filename (filename) is actually a device name. Try again.

The formula you typed has errors. Try again.

The glossary file contains an internal error.

The glossary record you are trying to insert is too large.

The graphic file is either of the wrong type or is damaged.

The host address is required.

The icon (bitmap file) has been modified. Would you like to save your changes?

The maximum port number allowed is (number).

The program required to display the contents of this frame or cell is not installed.

The program required to edit the contents of this frame or cell is not installed.

The proxy address is required to connect through a proxy.

The proxy port is required to connect through a proxy.

The Review bar has accepted (number) edit(s) in your document.

The Review bar has accepted (number) edit(s) in your paragraph.

The Review bar has accepted (number) edit(s) in your selected text.

The Review bar has rejected (number) edit(s) in your document.

The Review bar has rejected (number) edit(s) in your paragraph.

The Review bar has rejected (number) edit(s) in your selected text.

The selected filter is not installed.

The SmartCorrect entry, (entry), is already in the SmartCorrect list.

The SmartMaster you chose was created using a previous version of Word Pro

The tab (tab type) has changed. Set this tab to (new tab type)?

The table of contents cannot be generated while in revision marking mode
The version you are about to view is READ-ONLY, and you will not be able to edit the document while viewing this version.
The word immediately before this one was spelled exactly the same.
There are merge fields in the current document that do not match this data file.
There are no field names in the description file.
There are no merge fields in the current document. You must insert merge fields to continue.
There are no more edits in your selection. Would you like to continue reviewing the entire document?
There are no more formatting errors.
There are no more grammar errors. Would you like to close the Grammar check bar?
There are no more misspelled words. Would you like to close the Spell check bar?
There are no more misspelled words in your selection. Would you like to continue checking the entire document?
There is no currently installed filter for graphic type (file extension).
There is not enough room on the disk to back up (filename).
There was no filter to save (filename) in the format specified.
This address already exists. Do you want to replace it?
This document contains corrupted LotusScript dialogs.
This document contains LotusScript dialogs which are not supported by Word Pro 96.
This document is currently in a route. Would you like to also send it to the next user while it's being saved?
This document is currently in a route. Would you like to save and send it to the next user in that route?
This document was saved while in revision marking mode.
This document's Auto Open scripts have been disabled.
This feature is not available.
This file is protected.
This file is protected. Contact: (Name).
This file is read only. You may make changes to this file, but you must save it with a new name.
This function requires either the Netscape Navigator or the Microsoft Internet Explorer browser.
This graphic will not display on the screen.
This text cannot be edited because it is protected.
This document was created using a previous version of Word Pro.

U

Unable to change directory to (Directory Name).
Unable to change to initial directory (Directory Name).
Unable to combine divisions. Your current selection of divisions spans hidden or OLE divisions, which cannot be combined.
Unable to complete backup for file (Filename).
Unable to complete copy.
Unable to complete export to (filename).
Unable to complete paste.
Unable to connect to host (Host Name).
Unable to connect to Internet.
Unable to connect to site (Site Name).
Unable to copy or cut to the clipboard.
Unable to create (filename).
Unable to create OLE object. Create operation was either cancelled...
Unable to create the directory (Directory Name). You may not have rights on this server.
Unable to delete file (Filename).

Unable to edit object. Link could not be loaded.
Unable to edit object. Server or link could not be loaded.
Unable to get default file.
Unable to import all of (filename).
Unable to import or export. Exit and restart Word Pro and then try again.
Unable to load (filename).
Unable to load (filename) due to low memory.
Unable to load resource.
Unable to load the (filter name) filter.
Unable to load the Lotus Internet DLL.
Unable to load the (Word Pro Function) program.
Unable to open file (Filename).
Unable to perform requested DMS operation for Document (Filename).
Unable to perform requested DMS operation for Document (Filename). Error in connection with DMS.
Unable to remove directory (Directory Name).
Unable to rename (File or Directory Name).
Unable to save file (Filename).
Update footer content across all divisions in document?
Update header content across all divisions in document?

V

Virtual Memory full.

W

Warning: Setting your own editing rights to Read Only remains in effect until you close the document.
Warning: This macro will be converted...
Warning: Your computer is too low on conventional DOS memory.
Warning: Your computer is too low on operating system memory.
Warning: Your computer is too low on system resources.
Warning: Your computer is too low on temporary disk space.
Word Pro could not determine the type of file for: (filename)
Word Pro could not initialize the printer driver (Printer).
Word Pro could not read or write (filename).
Word Pro has detected a more recent timed save version of (filename).
Word Pro has detected a timed save version of one or more untitled documents.
Word Pro has finished checking your selection. Words found (Count) Words replaced (Count) Would you like to finish checking the entire document?
Word Pro has finished checking your selection. Would you like to continue checking the entire document?
Word Pro has finished reviewing your selection. Would you like to finish reviewing the entire document?
Word Pro is low on resources and could not create a window.
Would you like to connect to (server) now?
Would you like to create a new Click Here Block inside the current Click Here Block?
Would you like to create a new division from the selected text?
Wrong Password (Passwords are case sensitive - be sure to use correct upper and lower case).
Wrong Password (Passwords are case sensitive - be sure to use correct upper and lower case).

X

There are no messages that begin with the letter X.

Y

You can only edit merge data files of type Word Pro.

You cannot delete the editor named (Name).

You cannot use spaces for this bookmark name.

You have selected one of the standard Word Pro icons. These cannot be edited. You can however use these icons as a starting image for a new custom icon.

You must have a user dictionary active to be able to edit.

You must select some text or a frame in order to create a link.

You must specify a field length for Fixed length ASCII files.

You need to install TCP/IP in order to access the Internet.

Your current data file is in a file format not supported by Word Pro's Merge.

Your new version has been created. All edits made to the document will be made in this new version. Creating a new version does not save this document, instead, it preserves all previous edits as an old version.

Your server or directory permission do not permit this action.

Your system does not have a default printer driver.

Your user defined filter is not in the correct form.

Z

There are no messages that begin with the letter Z.

"Fixed ASCII files must have field lengths of 1 - 2047 characters."

You tried to use Text - Merge with an external merge data file and the ASCII file is not in fixed field format.

Click OK. Make certain the application in which the ASCII file was created uses fixed field lengths and the description file specifies the correct field lengths. Retry.

"Data file is not in valid format."

You tried to use Text - Merge, specified an external file as the data file, and the file either does not match the format required by Word Pro or the information typed in the description file.

Click OK. Make certain the data file matches the information in the description file, and retry.

"You must select some text or a frame in order to create a link."

You tried to create a link in a document and did not have any text or a frame selected. Select the desired text or frame and try again.

"Cannot edit a picture stored in an external file. Re-import the picture and deselect the Link to File option."

You tried to edit a graphic which is stored in an external file. You cannot use Drawing, Image Processing, or Equations with picture files that have not been imported into Word Pro.

Click OK. Reimport the picture and deselect "Link to file."

"Cannot find (directory) (filename)"

The path or file name you tried to use either does not exist or is spelled incorrectly.

Click OK. Check the spelling of the directory and file name. If the source path and file name are correct, check the destination path and file name.

If the file is stored on the network, make sure you are connected to the network and that the drive mappings are correct.

If this message is *Cannot find the specified file*, you tried to display or print a page that contains a picture. Word Pro cannot find the graphic file that contains the picture.

"Cannot establish DDE link to acceptable DDE format."

You tried to create or update a DDE link, and Word Pro either cannot paste the data or reestablish the link.

Click OK. Check the following before you retry:

- Close any unnecessary running applications to increase the amount of available memory.
- Make certain the other application is available.
- Make certain the other application can supply data in a format Word Pro can use.

To check this, recopy the data from the other application, then use the Clipboard Viewer application to display the data you copied. Choose Display and make certain Bitmap, Picture, and Text are available options.

"Cannot establish DDE link to (application) for (filename) item (name)."

You tried to create or update a DDE link and Word Pro cannot establish a link to the specified item in the file in the other application.

Click OK. Check the following before you retry:

- Make certain the other application is running.
- Make certain the linked file has not been deleted or renamed.
- Make certain the item, such as a range, has not been deleted.

"Cannot find the spelling dictionary in (directory). Either the (Language) dictionary is not installed or the path is incorrect."

You tried to use Spell Check and Word Pro cannot find the dictionary files. In most cases, this will be because the document, or a portion of the document, is marked for a language other than that installed on your system.

Click OK. Check the following before you retry:

- The document or portion of the document may have been marked to use a language other than that installed on your system. If the language displayed in the error message is incorrect, you can change it. Choose File - Document Properties - Document - Options panel, select another language, and retry.
- Close any unnecessary running applications to increase the amount of available memory.
- Make sure that there are enough files available in the operating system. Increase the number following the FILES= line in the CONFIG.SYS file, reboot your computer, and retry the command.

"Cannot load the spelling program."

You tried to use Edit - Check Spelling and Word Pro cannot find the spelling program files.

Click OK. If you are running Word Pro from a network, make sure that you are connected to the network and that you mapped the program files and your Lotus applications directory to the proper drive.

If you cannot determine the problem, reinstall Word Pro.

"Cannot write to directory (directory)."

You tried to write to a directory and were denied access.

Click OK. Make sure you have rights to that directory and retry.

"Cannot complete the command because the disk is full."

You tried to use File - Save, or File - Save As for a file that contains pictures or equations, or you tried to import, copy, or edit a picture or equation. There is not enough disk space available to save the document or create a temporary file for the picture or equation.

Click OK. Make certain there is sufficient disk space available. If necessary, move or delete some files.

"Cannot overwrite (filename)."

You tried to use File - Save and the file is write-protected.

Click OK. Use the operating system to change the attribute of the file to Read/Write. You can also try saving the file using File - Save As and specifying a different path or file name.

"Glossary record name (record name) is already in use."

You tried to create a glossary record from selected text and the name you specified is already in use.

Click OK. Specify a different record name and retry.

"The file you want to use with that command is password protected. Remove the password protection and try again."
You tried to use Edit - Glossary, or Create - Bookmark, or Text - Merge when either the current document or the data file is password protected.

Click OK, remove the password protection, and retry.

To remove password protection:

1. Open the document that is password protected.
2. Choose File - TeamSecurity.
3. Deselect "Anyone with this password."
4. Click OK.
5. Save the document.

"The graphic file is either of the wrong type or is damaged."

You tried to copy a picture or tried to use File - Open to display a document that contains a picture, and Word Pro cannot produce the image.

Click OK. Check the following before you retry:

- The required file may be stored on a network drive and you may not be connected to the network, or mapped to the correct drive or directory.
- The required file may have been moved or deleted from the specified location.
- You may have a disk error. Check the disk using the DOS/CHKDSK command. Make certain the file you are trying to use is not corrupted.
- Close any unnecessary running applications to increase the amount of available memory.

"Cannot open (filename)."

Word Pro cannot find the file name you specified.

Click OK. Check the spelling of the file name, make certain the file is located in the drive and folder you specified, and retry.

"Cannot go to that type of item right now."

You tried to use Edit - Go To and Word Pro cannot move the insertion point to the item you specified.

Click OK. If you are in Draft view, change to Layout view, place the insertion point in the main document text, and retry.

"You must specify the field length for Fixed length ASCII Files."

You tried to use a fixed length ASCII file as a merge data file and typed a name for the field in the Create Description File dialog box, but you did not specify the length for the field.

Click OK. Type the field name, a comma, and the number of characters in the field before you press ENTER or click Add. For example, type "Last, 25".

"The glossary file contains an internal error."

Word Pro is unable to complete the glossary command.

Click OK. Check the following before you retry:

- Make certain the glossary file name is correct and the file name exists in the specified folder.
- Make certain the glossary file is not read-only. Use the operating system to change the attribute of the glossary file to read-write.
- Use File - Open to display the glossary data file. Then use File - Save to save it again.

Grammar check is not available in the current language.

You tried to check grammar but Grammar Check is not available for the current language.

Click OK. You can select another language. Choose File - Document Properties - Document - Options panel, and select a new language.

Cannot find the grammar data file in (Directory). Either the (Language) grammar checker is not installed or the path is incorrect.

You tried to use Grammar Check and Word Pro cannot find the grammar file.

Click OK. Check the following before you retry:

- A grammar checker for the language you are using may not be available. Choose File - Document Properties - Document - Options panel, select another language, and retry.
- Close any unnecessary running applications to increase the amount of available memory.
- Make sure that there are enough files available in the operating system. Increase the number following the FILES= line in the CONFIG.SYS file, reboot your computer, and retry the command.

Cannot load the grammar program.

You tried to use Grammar Check and Word Pro cannot find the grammar program file.

Click OK. If you are running Word Pro from a network, make sure that you are connected to the network and that you mapped the program files and your Lotus applications directory to the proper drive.

If you cannot determine the problem, reinstall Word Pro.

"Cannot find the hyphenation dictionary in (directory). Either the (Language) dictionary is not installed, or the path is incorrect."

Word Pro cannot find the hyphenation file.

Click OK. Check the following before you retry:

- The document or portion of the document may have been marked to use a language other than what is installed on your system. If the language displayed in the error message is incorrect, you can change it. Choose File - Document Properties - Document - Options panel, select another language, and retry.
- Close any unnecessary running applications to increase the amount of available memory.
- Make sure that there are enough files available in the operating system. Increase the number following the FILES= line in the CONFIG.SYS file, reboot your computer, and retry the command.

"Cannot load the hyphenation program. Hyphenation will not be available."

You tried to use hyphenation in a document and Word Pro cannot find the hyphenation program file.

Click OK. If you are running Word Pro from a network, make sure that you are connected to the network and that you mapped the program files and your Lotus applications directory to the proper drive.

If you cannot determine the problem, reinstall Word Pro.

"Cannot import file: (filename)"

You tried to use File - Open or File - Import Picture and Word Pro encountered an error while importing the specified file.

Click OK. Check the following before you retry:

- You may have exceeded the limit of 65,408 paragraphs allowed in a document. Try dividing either the current document or the file you are importing into two smaller files.
- Make certain the file you are trying to import is not corrupted.

"The filename (filename) is actually a device name. Try again."

You specified a file name that is a device. You cannot use a device name (such as CON, AUX, PRN, LPT1, and so on) as a file name.

Click OK. Specify another file name.

"Graphic file (filename) doesn't exist."

You tried to display or print a page that contains a picture and Word Pro cannot find the graphic file that contains the picture.

Click OK. Make certain the file exists in the referenced location. If it does not, copy the graphic file to the specified directory and retry.

"The program required to display the contents of this frame or cell is not installed."

You tried to create an object or display a page in a document that contains a picture, drawing, or equation, and Word Pro cannot find the program library for the graphic you are trying to create or display.

Depending on how this document was saved, the contents may not display at all, or may display and print incorrectly.

If you received this file from someone else, it is possible that they used a feature in Word Pro that you did not install.

If you want to edit the document, or create the object, you must install the missing feature in order to use it.

"Cannot load (application)."

You tried to update a DDE link to another application and Word Pro cannot start the application.
Click OK. Start the application manually and retry.

"You cannot uses spaces for this bookmark name."

You tried to add a bookmark to your document and specified a name that contains spaces.

Click OK and specify a name that does not contain spaces.

"Cannot open SmartMaster (filename). Please select another SmartMaster."

This message can occur as a result of several conditions:

- You chose the option to create a plain document from the New document screen, and Word Pro could not locate the plain document SmartMaster specified in the message. Check the SmartMaster path specified in File - User Setup - Word Pro Preferences - Locations panel to determine that the correct path to your SmartMaster exists. Check the default plain document SmartMaster name in File - User Setup - Word Pro Preferences - Default files panel and make sure that it exists. If not, specify a new SmartMaster as your plain document SmartMaster.
- You chose a recently used SmartMaster from the File New dialog box, and the SmartMaster is no longer at the specified location. If the location is on a network, make sure that you are connected to the network, and that your drive mappings are correct. Otherwise, you must select a different SmartMaster from the dialog box.
- You tried to use File - Open, or File - Import to open an Ami Pro file, and Word Pro cannot open the style sheet (SmartMaster) associated with the document. The file you want to open may have been copied from another disk without a style sheet, or the style sheet specified is not in the current SmartMaster directory.

Click OK. You can choose either a Word Pro SmartMaster or an Ami Pro style sheet. Select the SmartMaster you want to use and click OK.

If you want to avoid this message when importing or opening other Ami Pro files in the future, you can choose File - User Setup - Word Pro Preferences - Locations panel, and type the path to your Ami Pro style sheets in addition to the path to your Word Pro Smartmasters; for example: C:\WORDPRO\MASTERS;C:\AMIPRO\STYLES.

As an alternative, you can copy the style sheets from Ami Pro to your default SmartMaster directory.

"Cannot find the file you specified."

You tried to insert a file into a Word Pro document and the file name you specified either does not exist or is spelled incorrectly.

Click OK. Check the spelling of the file name and retry. If the file is stored on the network, make sure you are connected to the network and that the drive mappings are correct.

Click on the word you want to look up and try again.

You tried to use the Thesaurus but did not select the word you want to look up.

Click OK. Either select or place the insertion point on the word you want to look up, and retry.

You tried to edit an OLE object or display a page in a document that contains an OLE object, and Word Pro cannot find the program library for the object. Depending on how this document was saved, its contents may not display at all or may display and print incorrectly.

If you want to edit the contents of the frame or table cell, you will need to install the application or OCX that created it on your machine.

Cannot locate (filename).

Word Pro cannot find the program file necessary to complete the command.

Click OK. If you are running Word Pro from a network, make sure that you are connected to the network, and that you mapped the program files and your Lotus applications directory to the proper drive.

Exit Word Pro and the operating system. Reboot your computer, restart, and try the command again. If you still cannot determine the problem, reinstall Word Pro.

"Cannot locate path for (filename)."

Word Pro cannot find the path to the program file necessary to complete the command.

Click OK. If you are running Word Pro from a network, make sure that you are connected to the network, and that you mapped the program files and your Lotus applications directory to the proper drive.

Exit Word Pro and the operating system. Reboot your computer, restart, and try the command again. If you still cannot determine the problem, reinstall Word Pro.

"The file (filename) is not compatible with this version of Word Pro."

Word Pro cannot load a program file because it is invalid for your operating system. The file may have been copied from another release of Word Pro.

Click OK. Exit Word Pro. Rename or delete the .DLL file and reinstall Word Pro.

"Word Pro could not read or write (filename)."

Word Pro encountered a disk error and cannot read or write to the document.

If you are opening the document, click OK. Exit, restart Word Pro and retry. If the error persists, you may need to use a backup copy of the file.

If you are saving the document, try saving the document to a different name or a different disk. If the error persists, you may want to use a disk utility to repair the damaged disk.

"Cannot open (filename). Too many files are open."

Word Pro tried to open a file. However, the maximum number of files allowed by the operating system were already open.

Click OK. Close several open files or other open applications, and retry.

You can also open the CONFIG.SYS file, increase the number in the FILES= statement, save and then close the CONFIG.SYS file. Shut down and restart your computer to implement the new setting.

"Cannot create temp file to complete export to (filename)."

You tried to save or export a document and Word Pro cannot create or write to the temporary file created during the Export process.

Click OK. Check the following before you retry:

- Make certain there is sufficient disk space available. If necessary, move or delete some files.
- Check the AUTOEXEC.BAT file to see if there is a SET TEMP= statement. If there is not, temporary files used by Word Pro are written to the root directory of your hard disk. You may want to add a SET TEMP= statement in the AUTOEXEC.BAT file to have temporary files placed in a particular drive or directory. An example of a SET TEMP= statement is:

```
SET TEMP=C:\TEMP
```

where \TEMP represents the directory on drive C for placing temporary files.

- If you already have a SET TEMP= statement in the AUTOEXEC.BAT file, make certain the directory path specified is valid.
- There may not be enough files available to create the temporary file. Increase the number following the FILES= statement in your CONFIG.SYS file, reboot your computer, and retry the command.

"Cannot find the thesaurus in (Directory). Either the (Language) thesaurus is not installed or the path is incorrect."

You tried to use the Thesaurus and Word Pro cannot find the thesaurus files.

Click OK. Check the following before you retry:

- The document or portion of the document may have been marked to use a language other than what is installed on your system. You can change the language. Choose File - Document Properties - Document - Options panel, select another language, and retry.
- If you are using a Lotus International Dictionary and you installed it before you installed Word Pro, reinstall the International Dictionary.
- Close any unnecessary running applications to increase the amount of available memory.
- Make sure that there are enough files available in the operating system. Increase the number following the FILES= line in the CONFIG.SYS file, reboot your computer, and retry the command.

Cannot load the thesaurus program.

You tried to use the Thesaurus and Word Pro cannot find the thesarus program file.

Click OK. If you are running Word Pro from a network, make sure that you are connected to the network, and that you mapped the program files and your Lotus applications directory to the proper drive.

If you cannot determine the problem, reinstall Word Pro.

"Unable to create (filename)."

Word Pro encountered a disk error while saving a file.

Click OK. Check the following before you retry:

- Make certain there is sufficient disk space available. If necessary, move or delete some files.
- Make certain you have rights to the drive or folder or try saving the file to another drive or folder.
- Reduce memory and file usage by closing other windows and applications.

"Unable to complete export to (filename)."

You tried to use File - Save As or File - Import/Export and either Word Pro encountered a disk error or there is not enough memory available.

Click OK. Check the following before you retry:

- Make certain there is sufficient disk space available. If necessary, move or delete some files.
- There may not be enough system memory available. To increase the amount of available memory, close any unnecessary running applications.

"There are merge fields in the current document that do not match this data file. Continue?"

You tried to perform a merge and the merge data file assigned to the document does not contain some of the merge fields that exist in the document.

Click OK to continue the merge. Word Pro cannot insert merge data for the fields that do not exist in the merge data file.

"Not enough memory to display the picture as you move it. The picture will reappear when you release the mouse button."

You tried to move or copy a graphic and there is not enough memory available.

Click OK. The graphic displays with an X while cropping, and reappears when you finish cropping and release the mouse button.

"Unable to import or export. Exit and restart Word Pro and then try again."

You tried to import or export a file and Word Pro cannot complete the function because the memory is corrupted.

Click OK. Exit, restart Word Pro, and retry.

"Unable to import all of (filename)."

You tried to use File - Open or File - Import/Export and Word Pro cannot import the entire file.

Click OK. Check the following before you retry:

- Make certain there is sufficient disk space available. If necessary, move or delete some files.
- Make certain there is sufficient disk space available on the drive where the temp file is located. If necessary, move or delete some files on that drive.
- There may not be enough system memory available. To increase the amount of available memory, close any unnecessary running applications.
- Make certain the file you are trying to import is not corrupted.

"Text cannot be imported at the current insertion point."

You tried to import a text file into a frame that already contains a picture.

Click OK. Create or select a text frame, place the insertion point in the desired location in the frame, and retry.

"The glossary record you are trying to insert is too large."

You tried to use Edit - Glossary to insert a glossary record. The glossary record you specified is larger than 2 kilobytes (2048 characters). Word Pro cannot insert glossary records larger than 2 kilobytes.

Click OK. Open the glossary data file, divide the glossary record into two or more records, and retry.

"Maximum paragraph size encountered."

The number of characters in the current paragraph exceeds the Word Pro maximum paragraph size of 65,536 characters.

Click OK. Divide the large paragraph into smaller paragraphs by placing the insertion point in the paragraph and pressing ENTER. Text to the right and below the insertion point will become the new paragraph.

"Global Memory full."

You do not have enough memory available to continue.

Click OK. Close any unnecessary running applications.

"Local Memory full."

You do not have enough memory available to continue.

Click OK. Check the following before you retry:

- Close any unnecessary running applications.
- Close any unnecessary document windows.

"Virtual Memory full."

You do not have enough memory available to continue.

Click OK. Close any unnecessary running applications.

"Please enter a file password."

You selected "Anyone with this password" under "Who can open (access) this file," but you failed to enter a password.

1. Click OK to close the message box.
2. Click "Change" under "Who can open (access) this file."
3. Specify a password.

You can type up to 50 characters, including spaces and special characters.

There is no undo when setting a password. The next time you open the document, you must specify the correct password with upper and lowercase letters as originally typed. If you do not know or cannot remember the correct password, you cannot display the document.

"Please enter a password for this dialog box."

You selected "Anyone with this password" under "Who can open this dialog, and change access, editing rights, and other protection options" but you failed to enter a password.

4. Click OK to close the message box.
5. Click "Change" under "Who can open this dialog, and change access, editing rights, and other protection options."
6. Specify a password.

You can type up to 50 characters, including spaces and special characters.

There is no undo when setting a password. The next time you open the document, you must specify the correct password with upper and lowercase letters as originally typed. If you do not know or cannot remember the correct password, you cannot display the document.

"Unable to complete copy."

You tried to use Edit - Copy or Edit - Cut and either Word Pro encountered a disk error or there is not enough memory available.

Click OK. Check the following before you retry:

- There may not be enough system memory available. To increase the amount of available memory, close any unnecessary running applications.
- You may need to copy or cut a smaller amount of text or graphics.

"There are no field names in the description file."

You tried to use Text - Merge with an external merge data file and specified a description file that does not contain field names.

Click OK. Field names must be specified in a description file unless you are using a DIF file that contains the field names.

"Unable to complete paste."

You tried to use Edit - Paste and either Word Pro encountered a disk error or there is not enough memory available.

Click OK. Check the following before you retry:

- There may not be enough system memory available. To increase the amount of available memory, close any unnecessary running applications.
- You may need to copy or cut a smaller amount of text or graphics.

"Unable to copy or cut to the clipboard."

You tried to use Edit - Copy or Edit - Cut and Word Pro encountered an operating system error.

Click OK. Check the following before you retry:

- You may need to copy or cut a smaller amount of text or graphics.
- There may not be enough system memory available. To increase the amount of available memory, close any unnecessary running applications.

"The file is not a Word Pro document."

The file you specified is not a document recognizable by this version of Word Pro because:

- It was created by another application and is not really a Word Pro file at all, or
- It was created by a later version of Word Pro which has inserted features that this version cannot read, or
- The file is damaged to the point where it is no longer readable.

If you chose a file from the File Type dialog box, you may have incorrectly identified the type of file. Click OK and choose a different file type. Click OK.

"This feature is a feature not yet implemented or a feature being considered for Word Pro"
You tried to use a menu command and that function is not yet implemented in the software.
Click OK to remove the message from the screen.

"This document was saved while in revision marking mode. Would you like to enter revision marking mode?"

You chose File - Open and selected a document that was previously saved and closed while Revision Marking mode was enabled.

Click Yes to automatically enable Revision Marking. Click No if you do not want to enable Revision Marking.

"The file you are importing is password protected. Remove the password from the original file and try again."
You tried to open or import a password protected document that Word Pro cannot unencrypt.
Click OK. Use the application which created the file to remove the password and try again.

"Paste all the text into the current cell?"

You tried to use Edit - Paste to place text containing carriage returns into a table.

Click Yes to place all the text in the current cell. Click No to place each paragraph of text into a separate row.

"Word Pro is low on resources and could not create a window."

You tried to use a command that requires another window and Word Pro cannot create the window.

Click OK. Check the following before you retry:

- There may not be enough system memory available. To increase the available memory, close any unnecessary running applications.
- Exit Word Pro and the operating system, reboot your computer, then retry the command.

"Unable to load (filename) due to low memory."

Word Pro cannot load the program file because there is not enough memory available in the operating system.

Click OK. Check the following before you retry:

- There may not be enough system memory available. To increase the available memory, close any unnecessary running applications.
- Make certain there is sufficient disk space available on the drive where the temp file is located. If necessary, move or delete some files on that drive.

"Unable to load (filename)."

Word Pro cannot load the program file necessary to complete the command you requested.

Make sure that the file is available. If you are running Word Pro from a network, make sure you are connected to the network and that the drives are mapped correctly.

Click OK. Exit Word Pro and the operating system, restart, and try the command again. If the problem persists, reinstall Word Pro and retry.

"Unable to load resource."

You do not have enough memory available and Word Pro cannot load the necessary files.

Click OK. Check the following before you retry:

- Close any unnecessary running applications.
- Make certain there is sufficient disk space available on the drive where the temp file is located. If necessary, move or delete some files on that drive.

"The word immediately before this one was spelled exactly the same."

You are running SpellCheck, and Word Pro spotted side-by-side duplicate words. For example, *and and* is a common typing error.

Click OK. To delete one of the words, delete the word in the "Replace with" text box and click Replace. To leave the two instances of the words as they are, click Skip.

"There is not enough room on the disk to back up (filename)."

You specified "Auto back up documents" in the User Setup dialog box and the disk you specified for the backup is full.

Click OK.

- Make certain there is sufficient disk space available. If necessary, move or delete some files.
- Choose File - User Setup - Word Pro Preferences - Locations panel, and specify another drive and folder in the "Backups" text box.

"The file (filename) is in use by another program and cannot be opened by Word Pro."

Word Pro cannot open the file because it is either read-only or non-sharable.

Click OK. Modify the attributes or permissions for the file and retry. If the file is on a network, someone else may be using the file. You must wait until the other user has finished with the file before you can use it.

"The field name <Field name> is already in the data file. Please choose a new name."

You specified a field name which has already been defined for this data file. Merge data files cannot have two fields with the same name.

Click OK to close this message, and then type a different name for this field.

"Warning: Your computer is too low on system resources for Word Pro to function optimally. It is suggested that you close other applications to free resources. If this message continues, close Word Pro and reboot your system. Press F1 for help."

Word Pro may not be able to function properly because there is not enough available memory. Try closing any unneeded Word Pro document windows, and closing any other programs which you are not using. If the message appears after you have done this, exit Word Pro and restart your system. Then restart Word Pro.

If you see this message frequently, you may want to consider upgrading your computer, or contacting a hardware consultant for information about optimizing your computer.

"Current data record has not been updated."

You have changed the information in a previously added merge record, and either selected the "New Record" button or the "Close and Save Data File" button before selecting the "Save Record" button in the Merge dialog box.

If you want to save the record on the screen, choose Yes. Word Pro will replace the existing record with the new information.

If you want to discard the record on the screen, choose No. Word Pro will not save the new information. The information you previously added will remain in the file.

If you want to continue to make changes to the record on the screen, choose Cancel. Word Pro will return you to the Merge dialog box, leaving the current record on the screen.

There is no additional Help available for this message.

Cannot use the Internet functionality.

You tried to open or save a file to the Internet, and Word Pro could not find the necessary program files to complete the operation.

When accessing the Internet, Word Pro uses program files provided with Word Pro, and uses other program files provided with the operating system. If any of these required files are missing, you cannot use Word Pro's Internet functionality.

If you are able to access the Internet using other applications, Word Pro was probably not installed correctly. Reinstall Word Pro and try again. If you cannot access the Internet with other applications, required operating system files may be missing. Check with your system administrator to determine the problem.

The Table of Contents cannot be generated while in revision marking mode.
If you want to create a Table of Contents, you must first exit revision markup mode.
From the Edit menu, deselect "Markup Edits," and try to create the Table of Contents again.

TeamMail dialog box

You can create a simple text message and send it by itself or with part of a document to one person or a group of people. You can also attach the current document to a message and send (broadcast) it to all recipients at the same time, or route it from one recipient to the next.

1. Select the desired "Send" option.
2. Click OK.

Word Pro and FastSite

Once you add a Word Pro™ file to a FastSite site, you still can make changes to the Web conversion format and to a subset of the Web conversion options you've already selected for the file in Word Pro.

You can publish Word Pro files as HTML pages or as jDoc documents. A jDoc document, which uses the Net-It Software technology, is a compact, cross-platform, high-fidelity replica of a file.

Changing the conversion format

1. In the site hierarchy, which is the left pane of the FastSite desktop, right-click the Word Pro file.
2. Select Properties.
3. Under Conversion format, select "HTML pages" or "jDoc document."
4. Click OK.

Changing Web conversion options

1. In the site hierarchy pane, which is the left pane of the FastSite desktop, right-click the Word Pro file.
2. Select Properties.
3. Click Word Pro Publishing Options.
4. Under File, select the parts of the document you want to include: the header, the footer, and/or the table of contents.
5. Click OK to close the Web Conversion Options dialog box.
6. Click OK.

Supported file types

You can include the following types of Word Pro files in a FastSite site:

<u>File type</u>	<u>File extension</u>
Word Pro 97 and higher	.LWP
Ami Pro®	.SAM

{button ,AL('H_WP_WHAT_IS_ODYSSEY_OVER',0)} [See related topics](#)

FastSite and the other SmartSuite applications

FastSite, the newest member of SmartSuite, is designed for users who want to contribute information to a Web site. You can use FastSite even if you're not a Webmaster and you don't need to know HTML.

FastSite lets you do the following:

- Create and manage Web sites.
- Post existing SmartSuite documents to the Web without having to copy and reformat them.
- Use ready-made Web SmartMaster looks to give your site a cohesive and professional look.
- Seamlessly update your information once it's on the Web.

Once you create a Web site, you can post it to any Web server. For example, you can post the Web site to a Domino server where FastSite takes advantage of the Domino search technology.

Using FastSite

To use FastSite, from the Start menu, choose Programs - Lotus SmartSuite - FastSite. Then on the Choose Task tab, click "Create a new site." FastSite guides you through the steps for creating a site.

FastSite and SmartSuite files

When you include SmartSuite files in a FastSite site, FastSite provides Web publishing information about each file--or a subset of it, depending on the application--that you can change without leaving FastSite. To learn more about specific file types and the publishing information FastSite provides, see the topic below:

[Word Pro and FastSite](#)

{button ,AL('H_WP_APPS_ODYSSEY_AND_WORD_PRO_STEPS',0)} [See related topics](#)

Configuring ODBC drivers

After the ODBC drivers are installed on your computer, you need to configure the drivers, so that the SmartSuite applications can access your data source files.

1. In the Windows 95 taskbar, click Start.
2. Choose Settings - Control Panel.
3. To start the ODBC Data Source Administrator, double-click the 32bit ODBC icon.
4. Do one of the following:

To configure the driver so that it is	Click the
Visible only to the person who creates the data source	User DSN tab
Visible to anyone who logs onto the system	System DSN tab
Stored in a file and can be shared on a network	File DSN tab

5. Click Add.
6. Select the driver for which you want to set up a data source from the list of installed drivers.
7. Click Finish.

The ODBC Driver Setup dialog box for the driver you selected appears.

8. In the General tab, specify the required data source settings.
9. Click Apply.

Each driver's Setup dialog box has a different number of tabs for configuring optional settings, such as connection information or performance settings.

10. Click each tab and enter information for optional settings.
11. Click Apply for each tab.
12. Click OK to write these values to the ODBC.INI section of the registry.

The values you specify in the Setup dialog box become the defaults for your connection to the data source.

- Change the defaults by configuring your data source again.
- Override the defaults by connecting to the data source using a connection string.

Opening an ODBC data source file in Word Pro

After you have configured an ODBC driver and installed the Word Pro ODBC filter files, you can open a data source file in Word Pro.

Tip To configure an ODBC driver, open the Control Panel and double-click the 32 Bit ODBC icon.

1. From the File menu in Word Pro, choose Open.
2. Select ODBC data (*.*) as the "Type of file."
3. Locate the drive and directory where the data source file resides.
4. Specify the data source file you want to open in the "Open file name" box by typing it or selecting it from the list. For example, specify a file with the extension .dbf if you want to open a dBASEFile data source.
5. Click Open.
The Select Data Source dialog box for ODBC displays.
6. On the Machine Data Source tab, click the appropriate Data Source Name.
The Data Source Name is the name you assigned to the configured ODBC driver in the ODBC Administrator.
7. Click OK to close the Select Data Source dialog box.
The ODBC Import dialog box displays.
8. In the Available Tables box, select the data source file you want to open.
The Available Tables box lists the file you specified in step 4, as well as any other files located in the same directory that can be opened by the selected Data Source Name. You can open any of these files using this ODBC driver.
9. Click OK to display the file.

{button ,AL('H_WP_CONFIGURING_ODBC_DRIVERS_STEPS',0)} [See related topics](#)

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