

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 header change on the next page unless the insertion point is on the first line of the current page. Starts the footer change on the current 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. Choose Text - 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_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.



Tip

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

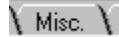
{button ,AL('H_VERTICALLY_ALIGNING_HEADER_AND_FOOTER_CONTENTS_STEPS;H_SETTING_HEADER_MARGINS_AND_MARGIN_OPTIONS_USING_THE_INFOBOX_STEPS;H_SETTING_FOOTER_MARGINS_AND_MARGIN_OPTIONS_USING_THE_INFOBOX_STEPS;H_HEADERS_AND_FOOTERS_OVER;H_PLACING_LINES_AROUND_HEADERS_AND_FOOTERS_STEPS;H_DISPLAYING_HEADER_AND_FOOTER_AREAS_STEPS;H_UPDATING_THE_CONTENTS_OF_A_HEADER_OR_FO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

Changing text direction in a header or footer

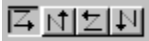
1. Place the insertion point in the header or footer and click the right mouse button.
2. Choose Header Properties or Footer Properties.



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

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. In the "Settings for" box, select "Left pages" or "Right pages."
5. Click in the header and specify the contents, or leave blank.
6. Go to the next header and specify contents, or leave blank.

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

Creating a header or footer

1. Click in the header or footer area.
2. Type text or enter contents.

{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](#)

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 unless the insertion point is on the first line of the current 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. Choose Text - 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 & Edit.
6. In the "Settings for" box, select "Left pages."
7. Click in the header and specify the contents, or leave blank.
8. Go to the next header and specify contents, or leave blank.

{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_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.

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 and click the right mouse button.
2. Choose 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

1. Choose View - Show/Hide.



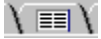
2. Choose Headers & Footers.

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.

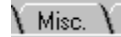
Choose a task:

[Placing lines around headers and footers](#)

[Customizing lines around headers and footers](#)

{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](#)

[Changing or suppressing headers and footers](#)

{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](#)

Footer Watermark properties



The Footer Watermark panel allows you to create watermarks in the footer of your document.

Choose a task:

[Adding a watermark](#)

[Removing a watermark](#)

[Placing, scaling, and sizing a watermark](#)

[Importing a custom picture as a watermark](#)

{button ,AL(`H_FOOTER_SIZE_AND_MARGINS_PROPERTIES_CS;H_FOOTER_LINES_AND_COLORS_PROPERTIES_CS;H_FOOTER_MISC_PROPERTIES_CS;H_INFOBOX_OVER;H_FOOTER_COLUMNS_PROPERTIES_CS;H_STYLE_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.

Header and footer margins

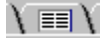
Word Pro calculates header and footer top/bottom margins as a subset of the page margins. Header and footer left/right margins, however, are independent of and can be different from page left/right margins.

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',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](#)

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](#)

{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. Choose File - Document Properties, choose Page, and 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](#)

[Changing or suppressing headers and footers](#)

{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](#)

Header Columns properties



The Header Watermark panel allows you to create watermarks in the header of your document.

Choose a task:

[Adding a watermark](#)

[Removing a watermark](#)

[Placing, scaling, and sizing a watermark](#)

[Importing a custom picture as a watermark](#)

{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_COLUMNS_PROPERTIES_CS;H_STYLE_PROPERTIES_CS',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.

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

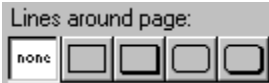
1. Place the insertion point in the header or footer and click the right mouse button.
2. Choose Header Properties or Footer Properties.



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 and click the right mouse button.
2. Choose Footer Properties.



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 and click the right mouse button.
2. Choose 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](#)

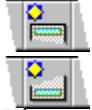
{button ,AL(`H_SETTING_FOOTER_MARGINS_AND_MARGIN_OPTIONS_USING_THE_INFOBOX_STEPS;H_HEADERS_AND_FOOTERS_OVER;H_MARGINS_OVER;H_PLACING_LINES_AROUND_HEADERS_AND_FOOTERS_STEPS;H_DISPLAYING_HEADER_AND_FOOTER_AREAS_STEPS;H_SETTING_THE_PAGE_WHERE_HEADERS_AND_FOOTERS_BEGIN_STEPS;H_CREATING_NEWSPAPER_COLUMNS_IN_A_HEADER_STEPS', 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 the right mouse button.
3. Choose Header Properties or Footer Properties.



 Tip

4. Click the Size & Margins tab.
5. 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_UPDATING_THE_CONTENTS_OF_A_HEADER_OR_FOOTER_IN_ALL_DIVISIONS_DETAILS',1)}
[See details](#)

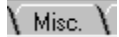
{button ,AL('H_DIVISIONS_OVER;H_HEADERS_AND_FOOTERS_OVER;H_CHANGING_OR_SUPPRESSING_HEADERS_AND_FOOTERS_STEPS',0)} [See related topics](#)

Vertically aligning header and footer contents

1. Place the insertion point in the desired header or footer and click the right mouse button.
2. Choose Header Properties or Footer Properties.



3. Click the Misc tab.



4. Click the desired 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. Choose File - Document Properties, choose Page, and 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 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

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

CycleKey Setup dialog box

From this dialog box, 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:

[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. Choose File - User Setup.
2. Choose CycleKey Setup.



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. Choose File - User Setup.
2. Choose CycleKey Setup.



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. Choose File - User Setup.
2. Choose CycleKey Setup.



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.
You do not have to use all six cycle choices.
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. Choose File - User Setup.
2. Choose CycleKey Setup.



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_APP
LYING_ATTRIBUTES_USING_A_CYCLEKEY_OVER',0)} [See related topics](#)

Setting the F6 CycleKey sequence for alignment

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



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. Choose File - User Setup.
2. Choose CycleKey Setup.



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

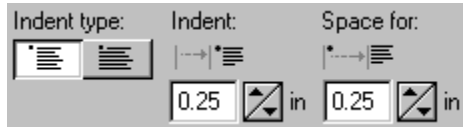
1. Choose File - User Setup.
2. Choose CycleKey Setup.



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.
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. Choose File - User Setup.
2. Choose CycleKey Setup.

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 if you want.
{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

- 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](#)

Overview: 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_PARAGRAPH_TAGS_OVER;H_MARKED_EDITS_OVER;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](#)

Overview: Marked edits

You can mark the insertions and deletions (of text, frames, table cells, and column blocks, for example) you make in a document. Word Pro displays edits which you can review and accept or reject. You can change how edits look and determine who can make and review edits.

Revision marking is useful in many situations:

- You can markup edits in a document in order to be able to determine what changes are made later.
- Your team can use TeamReview to independently markup changes to a document. When each member of the team has marked up their changes, the TeamConsolidate function can reconcile all edits and produce a final document.
- You can specify different markup options for each editor using the TeamSecurity function. You can specify editing rights/restrictions with TeamSecurity, regardless of whether you use TeamReview.

When markup is done, you can use the Review Bar to review and decide whether to accept or reject each edit.

```
{button ,AL('H_REVIEW_MARKED_EDITS_BAR_COMMAND_BUTTONS_OVER;H_ACCEPTING_OR_REJECTING_ALL_EDITS_OVER;H_REVIEW_AND_COMMENT_TOOLS_ICONS_OVER;H_PARAGRAPH_TAGS_OVER;H_TEAMCONSOLIDATE_OVER;H_TEAMREVIEW_ASSISTANT_OVER;H_MARKING_EDITS_USING_THE_EDIT_MENU_STEPS;H_SETTING_REVIEW_AND_COMMENT_OPTIONS_STEPS',0)} See related topics
```

Marking edits using a document greeting

When you open a document that was 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 may allow you to set or change markup options.

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

If you want to set or change markup options, you can click Markup Style.

3. Click OK.

When you make revisions, Word Pro marks them as either an insertion or a deletion using the markup options for the current editor.

{button ,AL(^H_SETTING_AND_CHANGING_MARKUP_OPTIONS_FOR_AN_EDITOR_STEPS;H_MARKED_EDITS_OVER;H_MARKING_EDITS_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 an insertion or a deletion 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_MARKED_EDITS_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 Mark up edits icon.



When you make revisions, Word Pro marks them as either an insertion or a deletion 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_MARKED_EDITS_OVER;H_SMARTICONS_OVER;H_REVIEWING_MARKED_EDITS_OVER;H_SETTING_REVIEW_AND_COMMENT_OPTIONS_STEPS',0)} [See related topics](#)

Overview: Paragraph tags

When you compare more than two copies of a document, Word Pro duplicates corresponding paragraphs which were different and tags each paragraph with the initials of the editor who made the first insertion (or if there are no insertions, the editor who made the first deletion).

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 copies are compared.

DM.1 This tag represents the initials of the person who made the first insertion or the first deletion (if there are no insertions) in a paragraph.

Paragraph tags do not appear when you compare a document to only one copy of the same document.

You can click Clear Tags on the Review Marked Edits bar to remove all paragraph tags.

{button ,AL(^H_ACCEPTING_OR_REJECTING_ALL_EDITS_OVER;H_MARKED_EDITS_OVER;H_TEAMCONSOLIDATE_OVER;H_VERSIONING_OVER;H_REVIEWING_MARKED_EDITS_STEPS;H_SETTING_AND_CHANGING_MARKUP_OPTIONS_FOR_AN_EDITOR_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_ACCEPTING_OR_REJECTING_ALL_EDITS_OVER;H_MARKED_EDITS_OVER;H_REVIEWING_MARKED_EDITS_OVER;H_PARAGRAPH_TAGS_OVER',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_ACCEPTING_OR_REJECTING_ALL_EDITS_OVER;H_MARKED_EDITS_OVER;H_REVIEWING_MARKED_EDITS_OVER;H_PARAGRAPH_TAGS_OVER',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

You can use the Review Marked Edits bar to:

- Find marked edits in the document and determine who made the changes.
- Accept or reject marked edits individually or as groups. Once you accept or reject an insertion or deletion, the effect on your document is permanent.
- Change the version of a document being reviewed. While you can accept or reject marked edits only in the most recent version of a document, you can refer to prior versions as part of the review process.
- Clear paragraph tags created during consolidation. Tags contain initials that identify who made the first edit in each paragraph.

{button ,AL('H_MARKED_EDITS_OVER;H_ACCEPTING_OR_REJECTING_ALL_EDITS_OVER;H_PARAGRAPH_TAGS_OVER;H_VERSIONING_OVER;H_TEAMCONSOLIDATE_OVER',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:

- Choose Help - Help Topics and 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 on any topic 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 and choosing Edit - Annotate.









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 Word Pro Help menu, choose Help - Help Topics 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.

When the Expert finds the answer to your question, it displays the information in a Help window. If it cannot find the exact answer, the Expert displays a list of possible answers. You can select one of these answers or rephrase the question.

You can leave the Expert bar up while you work in Word Pro. That way, when you have a question about how to do something, you can ask the Expert for help.

Demos and Tours

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

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](#)

Details: Reusing questions you asked the Expert

During the current session of Word Pro, the History dialog box displays the last 50 questions you asked the Expert. Between sessions of Word Pro, the History dialog box displays the last 10 questions you asked.

Word Pro only lists questions in the current language. For example, if you created a document in English, switched to Spanish and then back to English, any questions you asked the Expert while using Spanish will not display in the History dialog box.

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. Therefore, the answers you get when you reuse a question may be different from the answers you got when you first asked the question.

{button ,AL('H_REUSING_QUESTIONS_YOU_ASKED_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](#)

Reusing questions you asked the Expert

While you are working with the Expert, you can display a list of the last 50 questions you asked. You can then reuse any of those questions.





1. Click History.
2. Select the question in the box.
{button ,AL('H_REUSING_QUESTIONS_YOU_ASKED_THE_EXPERT_DETAILS',1)} [See details](#)
3. Click OK to return to the Expert bar.
4. Click OK.

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

{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](#)

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

{button ,AL('H_SEARCHING_FOR_A_HELP_TOPIC_STEPS',0)} See related topics

Searching for information by category

1. Choose Help - Help Topics.
 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

<u>Pointer Shape...</u>	<u>Description...</u>
	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_STEPS;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.

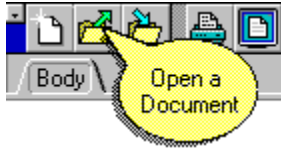
Click the desired cross-reference to display another Help topic.

{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
_DISPLAYING_OR_HIDING_BUBBLE_HELP_FOR_SMARTICONS_AND_THE_INFOBOX_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 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_STEPS;H_NAVIGATING_THE_WORD_PRO_HELP_SYSTEM_OVER',0)} [See related topics](#)

Using Demos

A demo opens a sample file, then performs the steps you see in Help. At the end of the demo, 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 demo, click the demo icon in a procedure.



You can see demos 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](#)

[Naming or renaming a divider tab](#)

[Using SmartCorrect](#)

[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.

Using the Expert

1. Choose Help - Ask the Expert.
2. Type a question in a "How do I?" format.
3. Click OK.

Word Pro tries to display Help topics that answer your question.

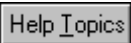
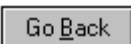


If you want to display additional answers, select one of the topics from the list and click OK.

4. When you are finished using the Expert, click Done.

{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.
Ask the Expert	Displays the Expert bar. 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.
Tour	Runs the Word Pro guided tour.
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

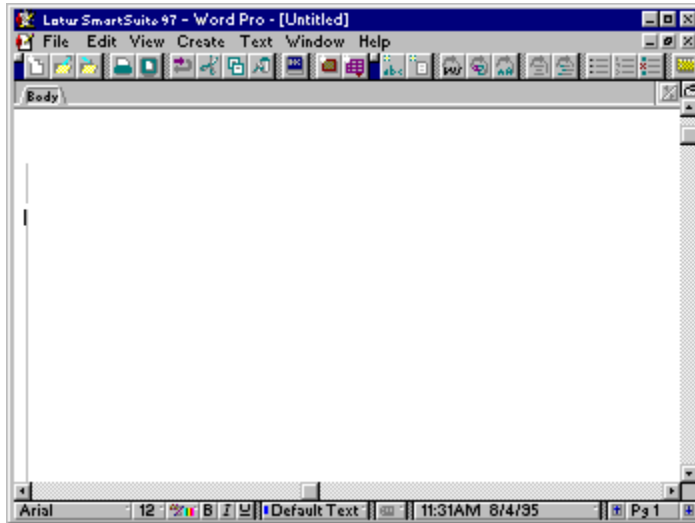
1. Choose Help.
2. Choose the desired menu item.

{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](#)

Overview: What is a modeless bar?

A modeless bar is a tool that allows you to go back and forth between a function and the document without opening and closing a dialog box. The modeless bar contains the same components as a dialog box: list boxes, text boxes, command buttons, and so on. The difference is you can leave it up and go in and out of it while you are working. For example, if you are running Spell Check on your document and want to change a misspelled word to a completely different word, you can go into the document, change the word, and then continue checking the spelling for the rest of the document.

More than one modeless bar can be displayed at one time. For example, you can have the Grammar Check, Spell Check, and Format Check bars open at the same time. In addition, the same modeless bar can be displayed in multiple windows during the current session of Word Pro. For example, if you have two documents open and run Spell Check on each of them, the Spell Check bar displays in each document window.

The Expert bar spans across the top of the workspace and is not document specific. Only one Expert bar can display during the current session.

Word Pro provides bars for the following functions:


- [Cross references](#)
- [Envelope](#)
- [The Expert](#)
- [Find & Replace](#)
- [Format Check](#)
- [Grammar Check](#)
- [Mark \(index, toc\) Entry](#)
- [Review Marked Edits](#)
- [Spell Check](#)

{button ,AL('H_GETTING_STARTED_IN_WORD_PRO_OVER;H_USING_THE_WORD_PRO_WINDOW_STEPS',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](#)

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) provides 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_SPECIFYING_ACCESS_RIGHTS_TO_THE_TEAMSECURITY_DIALOG_BOX_STEPS;
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. Choose File - TeamSecurity.



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

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. Cannot use drag and drop on any part of 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;H_MARKED_EDITS_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.
5. In the section, "When this document is being edited by," select one or more editing rights options.
{button ,AL(^H_ASSIGNING_EDITOR_RIGHTS_AND_OPTIONS_DETAILS',1)} [See details](#)
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_MARKED_EDITS_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_MARKED_EDITS_OVER;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 for document access

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.

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

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

Entering a password for document access

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



3. Click the Access tab.
4. In the "Who can open (access) this file" section, select "Anyone with this password."
5. Click Change.
6. Type a new password.
7. Click OK.
8. Retype the password.
{button ,AL('H_ENTERING_A_PASSWORD_FOR_DOCUMENT_ACCESS_DETAILS',1)} [See details](#)
9. Click OK to return to the TeamSecurity dialog box.
10. Click OK.

From now on, the password must be entered every time this document is opened.

{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;H_SPECIFYING_ACCESS_RIGHTS_TO_THE_TEAMSECURITY_DIALOG_BOX_STEPS',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.

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_TEAMSE
CURITY_PROTECTION_OPTIONS_STEPS;H_CREATING_A_CUSTOM_COLOR_STEPS;H_MARKED_EDITS_
OVER',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_AN_OLD_VERSION_STEPS;H_PROTECTING_FRAME_CONTENTS_STEPS',0)} [See related topics](#)

Details: Specifying access rights to a document

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.

{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;H_SPECIFYING_ACCESS_RIGHTS_TO_THE_TEAMSECURITY_DIALOG_BOX_STEPS',0)} [See related topics](#)

Specifying access rights to a document

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



3. Click the Access tab.
4. Select the desired option in the "Who can open (access) this file" 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;H_SPECIFYING_ACCESS_RIGHTS_TO_THE_TEAMSECURITY_DIALOG_BOX_STEPS',0)} [See related topics](#)

Details: Specifying access rights to the TeamSecurity dialog box

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_THE_TEAMSECURITY_DIALOG_BOX_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;H_SPECIFYING_ACCESS_RIGHTS_TO_A_DOCUMENT_STEPS',0)} [See related topics](#)

Specifying access rights to the TeamSecurity dialog box

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



3. Click the Access tab.
4. 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_THE_TEAMSECURITY_DIALOG_BOX_DETAILS',1)} [See details](#)
5. Click OK.

{button ,AL('H_SPECIFYING_ACCESS_RIGHTS_TO_THE_TEAMSECURITY_DIALOG_BOX_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;H_SPECIFYING_ACCESS_RIGHTS_TO_A_DOCUMENT_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 for document access](#)

[Specifying access rights to a document](#)

[Specifying access rights to the TeamSecurity dialog box](#)

[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;H_MARKED_EDITS_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_WORKING_WITH_OLD_VERSIONS_
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;H_MARKED_EDITS_OVER',0)} [See related topics](#)

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;H_SPECIFYING_ACCESS_RIGHTS_TO_THE_TEAMSECURITY_DIALOG_BOX_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;H_SPECIFYING_ACCESS_RIGHTS_TO_THE_TEAMSECURITY_DIALOG_BOX_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. Choose File - 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. 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.
5. Click Attach Script.
6. Select the script you want to attach to the icon.
7. Click Open to return to the Edit SmartIcons dialog box.
8. Click Save.
9. Click Done to return to the SmartIcons Setup dialog box.
10. 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 text" 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 Close 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_DELETING_A_CUSTOM_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_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_TOOLS_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 bubble help for SmartIcons and the Infobox

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. Choose File - 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](#)

Displaying or hiding SmartIcons

1. Choose View - Show/Hide.
2. Choose SmartIcons.

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 text" 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. Choose File - User Setup.
2. Choose Word Pro Preferences.
3. Click the Locations tab.
4. In the "SmartIcons" box, accept the default directory or specify the correct directory and file name.
5. 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: Setting location preferences for context SmartIcons

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_OVER;H_CREATING_A_NEW_SMARTICONS_SET_STEPS;H_DISPLAYING_A_SPECIFIC_ICON_SET_STEPS',0)}
See related topics

Setting location preferences for context Smartlcons

One set of Smartlcons exists for each context supported by Word Pro (text, text in a frame, text in a table, and so on).

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



Tip

3. Select the desired Smartlcons 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 Smartlcons, all other sets of context Smartlcons 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 are icons that 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 modify SmartIcons for use as a custom set, or you can create and edit custom icons to be part of a standard Word Pro set.

When you use SmartIcons, you can:

- Check to see what each icon represents.
- Place sets of SmartIcons at the side of or floating in the Word Pro window.
- Specify their size.
- Display different SmartIcons sets while you're working in specific parts of a document.
- Customize one or more specific sets.
- Add, move, group, and remove icons in a set.
- Delete them, either individually or as a set.
- 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.
- Place them in the default icon folder as .BMP files.

{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](#)

[Setting location preferences for context SmartIcons](#)

[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

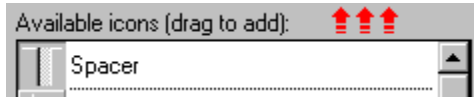


1. Choose File - User Setup.
2. Choose SmartIcons Setup.



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_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
```


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_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](#)

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. Choose Create - 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

A master document is typically used for creating large documents that consist of more than one file. You can use the master document to reference each file and then print a table of contents and index for all the files at one time.

For example, you are creating an employee manual that consists of several chapters with rules and policies, a spreadsheet with productivity charts, and a presentation file depicting the company organizational chart. You create a master document that references each of these files so you can easily organize, print, and produce your handbook.

When you reference an external file in the master document, Word Pro creates a separate division for that file and a divider tab with the file path and name on it. These divisions are separate documents within the master, each having the same properties as any Word Pro document.

You can create and generate a table of contents, index, sequential page numbers, footnotes, and endnotes for each division in a master document, as well as for the whole master document.

Whenever you open a master document, Word Pro also opens the external files it references. You can use the Master Document dialog box to quickly add or remove referenced files from a master document.

The master document is just a placeholder for the external files, so changes you make to external files appear every time you open the master document. Conversely, changes you make to the master document, such as page layout changes, affect the external files the master document references. However, if you customize a style in one file, the change is not reflected in the other files. Each external file uses its own SmartMaster. For 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](#)

[Saving external division files](#)

{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. Choose Create - 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.
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
```


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.

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](#)

[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 create an envelope and then choose another SmartMaster, just as you do for any document.

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 users'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.

{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_SMA
RTMASTER_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 File - Save, specify the folder and file name, and click OK.



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 with addresses on a customized list. 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 with addresses on a customized list. 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

Word Pro's Envelope feature lets you:

- Create and print various size envelopes.
- Automatically address envelopes using your own list of commonly used names and addresses.
- Insert a bar code on the envelope.
- Print multiple envelopes using merge.

You can create and print an envelope from within any document. Word Pro places the envelope in a separate division within the document, and attaches an envelope SmartMaster to it. When the envelope first appears on your screen, Word Pro displays it in a full-page view. The envelope contains two frames, one for the recipient address and one for the return address.

Word Pro searches the current document for an address and, if one is found, selects and places it in the recipient address frame. You can add to, change, or delete this address, if necessary.

You can also choose from a customized list of both recipient and return addresses by clicking the appropriate buttons on the Envelope bar. For the return address, Word Pro uses the personal information in Word Pro Preferences as the first option in the list.

{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. Choose Create - 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

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 users'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.

{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 only 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 File - Save, specify the folder and file name, and click OK.



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](#)

Modifying a name and address in the Address dialog box

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. Choose Create - 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. Modify the name and address, as necessary.
5. Click Update List.
6. 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. Choose Create - 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.

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 "Field name" box 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 correct format in the "Contents" box. Word Pro displays the contents in this box 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. Choose File - Document Properties.



2. Choose Document.
3. Click the Fields tab.
4. Click New.

A new field entry appears in the box with a default field name (for example, Field1).

5. Specify the information for the document field in the "Contents" box.

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



Tip

6. If you want to add another document field, repeat steps 4 - 5.
7. 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_PROPERTIES_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_FIELD_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
;H_CREATING_A_NEW_DOCUMENT_OVER',0)} [See related topics](#)

Assigning categories to documents and divisions

1. Choose File - Document Properties.



2. Choose Document.
3. Click the General tab.
4. Specify a category for the document in the "Document category" box.
5. 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.
6. 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;H_CREATING_A_NEW_DOCUMENT_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. Choose File - Document Properties.



2. Choose Document.
3. Click the Fields tab.
4. Select the field you want to delete.
{button ,AL(^H_DELETING_A_DOCUMENT_FIELD_DETAILS',1)} [See details](#)
5. Click Delete.
6. Click Yes to the confirmation message.
Word Pro deletes the field from the list and any references to the field.
7. If you want to delete another document field, repeat steps 4 - 6.
8. 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.

Details: Displaying power field formulas in text

You can copy, move, or drag and drop displayed power fields as you would any other text.

Word Pro hides power field formulas when you use the Save command.

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

{button ,AL(^H_COPYING_TEXT_USING_THE_EDIT_MENU_STEPS;H_COPYING_TEXT_USING_DRAG_AND_DROP_STEPS;H_MOVING_TEXT_USING_THE_EDIT_MENU_STEPS;H_MOVING_TEXT_USING_DRAG_AND_DROP_STEPS;H_SELECTING_TEXT_USING_THE_KEYBOARD_STEPS;H_SELECTING_TEXT_USING_THE_MOUSE_STEPS',0)} [See related topics](#)

Displaying power field formulas in text

1. Display the document that contains power fields.
2. Choose View - Show/Hide



Tip

3. Choose Power Field Formulas.

Word Pro displays the formulas for all the power fields in the document (for example, <Index "Divider tabs" #>).

{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](#)

[Inserting a document field reference](#)

[Deleting a document field reference](#)

{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](#)

[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. Choose File - Document Properties.



2. Choose Document.
3. Click the General tab.
4. Click in the "Description" box and make the desired changes.

You cannot use paragraph returns (pressing ENTER) when editing the description.

This description stays with the document; it does not change if you create a new version.

5. Click OK.

{button ,AL('H_DOCUMENT_PROPERTIES_OVER;H_SAVING_A_DOCUMENT_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. Choose Text - Insert Other.
3. Choose Power/Doc. Field.
4. Select "Document Field."
5. In the box, select the document field you want to insert.
6. Click Insert.

```
{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_FI  
ELD_REFERENCE_STEPS;H_INSERTING_A_POWER_FIELD_STEPS;H_LOCATING_FIELDS_IN_A_DOCUM  
ENT_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_BOOKMARKS_OVER;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_LAYOUT
S_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_COMMENT_NOTES_OVER;H_SETTING_AND_CHANGING_MARKUP_OPTIONS_FOR_AN_EDITOR_STEPS;H_MARKED_EDITS_OVER',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_COMMENT_NOTES_OVER;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.



Tip

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. Choose Edit - Check Spelling.



2. Click Options.
3. Click Edit Dictionary.
4. Confirm the dictionary selection in the "Dictionary to edit" box.
5. Type the new word in the "Word to edit" box.
6. 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_DETAILS',1)} [See details](#)
7. Click Add.
Repeat steps 5 - 7 as many times as necessary.
8. Click Save.
9. Repeat steps 4 - 8 to add words to other user dictionaries.
10. Click OK to return to the Spell Check Options dialog box.
11. 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_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](#)

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.

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_OVER;H_CORRECTING_SPELLING_ERRORS_AFTER_TYPING_TEXT_STEPS;H_SMARTCORRECT_OVER;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. Choose Edit - Check Spelling.



2. When you find a highlighted word you want to add to SmartCorrect, click SmartCorrect on the Spell Check bar.
3. The word in error highlights in the "SmartCorrect entry" box.
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, editing the word in the "Word in question" box, or correcting it in the document.
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_OVER;H_CORRECTING_SPELLING_ERRORS_AFTER_TYPING_TEXT_STEPS;H_SMARTCORRECT_OVER;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 Edit menu

1. Choose Edit - SmartCorrect.



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.

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

{button ,AL(^H_SMARTCORRECT_OVER;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_OVER;H_CORRECTING_SPELLING_ERRORS_WHILE_TYPING_TEXT_STEPS;H_SMARTCORRECT_OVER;H_ADDING_WORDS_TO_SMARTCORRECT_USING_SPELL_CHECK_STEPS;H_SETTING_SMARTCORRECT_OPTIONS_STEPS;H_DELETING_WORDS_FROM_SMAR

TCORRECT_STEPS;H_HIGHLIGHTING_MISSPELLED_WORDS_IN_A_DOCUMENT_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.

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

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.

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

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_CORRECTING_SPELLING_ERRORS_OVER;H_USER_DICTIONARIES_OVER;H_CORRECTING_SPELLING_ERRORS_WHILE_TYPING_TEXT_STEPS;H_SETTING_SPELL_CHECK_OPTIONS_STEPS;H_HIGHLIGHTING_MISSPELLED_WORDS_IN_A_DOCUMENT_STEPS;H_SPELL_CHECK_OVER',0)} [See related topics](#)

Overview: Correcting spelling errors

You can keep the Spell Check bar active while you work in a document, or use several Spell Check features that appear on the status bar without activating the Spell Check bar. You can activate Spell Check commands with Word Pro SmartIcons (such as Skip words, Skip all words, SmartCorrect, Add words to user dictionary).

SmartCorrect is a Word Pro feature that 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*.

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 the Spell button on the status bar, using the color selected in Spell Check options for misspelled words. You can click the button on the status bar to make corrections.

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.

As long as background Spell Check is disabled, you can only correct misspellings by displaying the Spell Check bar.

{button ,AL('H_CORRECTING_SPELLING_ERRORS_AFTER_TYPING_TEXT_STEPS;H_CORRECTING_SPELLING_ERRORS_WHILE_TYPING_TEXT_STEPS;H_SMARTCORRECT_OVER;H_SETTING_SPELL_CHECK_OPTIONS_STEPS;H_USER_DICTIONARIES_OVER;H_HIGHLIGHTING_MISSPELLED_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. Choose File - User Setup - Word Pro Preferences. Deselect "Background Spell Check" from the "Disable" 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_OVER;H_CORRECTING_SPELLING_ERRORS_AFTER_TYPING_TEXT_STEPS;H_SMARTCORRECT_OVER;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, the Spell Check button on the status bar activates and appears in the color you selected for misspelled words.

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_CORRECTING_SPELLING_ERRORS_OVER;H_SPELL_CHECK_OVER;H_CORRECTING_SPELLING_ERRORS_AFTER_TYPING_TEXT_STEPS;H_SMARTCORRECT_OVER;H_USER_DICTIONARIES_OVER;H_STATUS_BAR_OVER;H_HIGHLIGHTING_MISPELLED_WORDS_IN_A_DOCUMENT_STEPS',0)} [See related topics](#)

From the Spell Check Options dialog box, you can select a default user dictionary from the "User dictionary(s) to use" box. If you continue with these steps, you will then see your selection as the default dictionary in Word Pro preferences.

Deleting words from SmartCorrect

1. Choose Edit - SmartCorrect.



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_SMARTCORRECT_OVER;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 individual 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_CORRECTING_SPELLING_ERRORS_OVER;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.

For example, you can type the letter "y" in a document, and set the text's language for that letter to one of the languages listed in the Language option in the Text Properties dialog box. If you set the text's language for "y" to English and run Spell Check, Word Pro will check it against the English dictionary and find that "y" is not a word. On the other hand, if you set the text's language to Spanish and run Spell Check, Word Pro would check the spelling against the Spanish dictionary and find that "y" is a word.

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 SmartMaster editor selected the option to change the document's language to the user's language when the SmartMaster was saved, the text's language will be the language chosen in the Windows 95 Regional Settings dialog box. This is the default when creating documents with SmartMasters provided by Lotus. Otherwise, the text language will be the same as the text language of the SmartMaster.

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 through 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 the Spell Check bar is displayed, you can also click the globe icon and select the language there.
- You can let Word Pro set the text's language, based on which keyboard layout is chosen in the Windows 95 Keyboard Settings dialog box.

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 for Spell Check, Grammar Check, hyphenation, and the thesaurus. 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.

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_USIN  
G_SPELL_CHECK_STEPS;H_SETTING_LANGUAGE_OPTIONS_USING_THE_FILE_MENU_STEPS;H_SETTI  
NG_LANGUAGE_OPTIONS_USING_THE_TEXT_INFOBOX_STEPS;H_SETTING_KEYBOARD_OPTIONS_STE  
PS;H_THESAURUS_OVER',0)} See related topics
```

Removing individual words from a user dictionary

1. Choose Edit - 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.
6. Click Remove.
Repeat steps 5 - 6 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: Selecting or deselecting user dictionaries 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](#)

Selecting or deselecting user dictionaries for Spell Check

1. Choose Edit - 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

If more than one dictionary is assigned to the document, all file or folder names appear across this box.

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.



Tip

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

Word Pro highlights words using the new language, from the location of insertion point until the language changes again.

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. Choose File - Document Properties.
2. Choose Document.



3. Click the Options tab.
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.

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

{button ,AL(`H_SMARTCORRECT_OVER;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. Choose Edit - SmartCorrect.



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_SMARTCORRECT_OVER;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.
{button ,AL('H_SETTING_SPELL_CHECK_OPTIONS_DETAILS',1)} [See details](#)
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 Edit menu](#)

[Setting SmartCorrect options](#)

[Deleting words from SmartCorrect](#)

{button ,AL(^H_CORRECTING_SPELLING_ERRORS_OVER;H_CORRECTING_SPELLING_ERRORS_AFTER_TYPING_TEXT_STEPS;H_SMARTCORRECT_OVER;H_ADDING_WORDS_TO_SMARTCORRECT_USING_SPELL_CHECK_STEPS',0)} [See related topics](#)

Overview: 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*.



Show me a demo

You can continually add suspect words to SmartCorrect.

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_CORRECTING_SPELLING_ERRORS_OVER;H_TURNING_SMARTCORRECT_OFF_AND_ON_STEPS;H_ADDING_WORDS_TO_SMARTCORRECT_USING_SPELL_CHECK_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
```

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_CORRECTING_SPELLING_ERRORS_OVER;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](#)

[Selecting or deselecting user dictionaries 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 individual words from a user dictionary](#)

[Setting a default user dictionary for Spell Check](#)

Overview: Spell Check

Spell Check is a proofing tool that checks a document for misspelled words and highlights them for correction.

SmartCorrect is a Word Pro feature that 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*. For information, see Overview: SmartCorrect.

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.

You can keep the Spell Check bar up and active while you work in a document, or use several Spell Check features that appear on the status bar without activating the Spell Check bar. You can also set up Spell Check options with Word Pro SmartIcons (skip words, skip all words, SmartCorrect, add words to a user dictionary). For information, see Overview: SmartIcons.

Every time you start Spell Check, you can tell Spell Check to use various options.

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

Spell Check ends at your original starting point.

{button ,AL(^H_CORRECTING_SPELLING_ERRORS_OVER;H_SETTING_SPELL_CHECK_OPTIONS_STEPS;H_SMARTCORRECT_OVER;H_USER_DICTIONARIES_OVER;H_LANGUAGE_OPTIONS_OVER;H_CORRECTING_SPELLING_ERRORS_WHILE_TYPING_TEXT_STEPS;H_USER_DICTIONARIES_OVER;H_HIGHLIGHTING_MISSPELLED_WORDS_IN_A_DOCUMENT_STEPS',0)} [See related topics](#)

Turning SmartCorrect off and on

1. Choose File - User Setup.
2. Choose Word Pro Preferences.



3. To turn off SmartCorrect, select "SmartCorrect" in the "Disable" box on the General panel.
To turn on SmartCorrect, deselect "SmartCorrect."
4. Click OK.

{button ,AL(`H_SMARTCORRECT_OVER;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](#)

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, choose 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.



Tip

3. Click the Lines & Colors tab.



4. Select an option in the "Shadow" box.

Shadow:
 None

5. Select a "Shadow depth."

Shadow depth:
Normal

6. Select a "Shadow color."

Shadow color:
[Color selection box]

{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_TO_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.



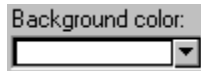
Tip

3. Click the Lines & Colors tab.

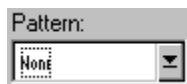


4. Select a "Background color."

You can set up white text on a black background by selecting black for the background and then selecting white for the text.

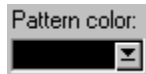


5. Select a background "Pattern."



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

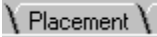
You cannot align a frame that is anchored "In text," in "Same page as text," or "In text - Vertical."

1. Click in the frame.



Tip

2. Click the right mouse button and choose Frame Properties.
3. Click the Placement tab.



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

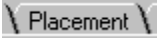
You cannot align a frame that is anchored "In text," in "Same page as text," or "In text - Vertical."

1. Click in the frame.



Tip

2. Click the right mouse button and choose Frame Properties.
3. Click the Placement tab.



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_USING_THE_INFOBOX_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.



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 on the "Anchor point" graphic, provided that the "Place frame" option is *not* "In 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](#).

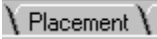
Centering a frame between margins

1. Click in the frame.



Tip

2. Click the right mouse button and choose Frame Properties.
3. Click the Placement tab.



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 the frame border until the bars and handles appear.
2. Choose Edit - Copy.



3. Place the insertion point where you want the new frame.
4. Choose Edit - Paste.



Tip

{button ,AL('H_MOVING_A_FRAME_TO_A_DIFFERENT_PAGE_STEPS;H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_STEPS;H_WRAPPING_TEXT_AROUND_A_FRAME_STEPS;H_MOVING_A_FRAME_USING_THE_INFOBOX_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',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.

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_USING_THE_INFOBOX_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.

{button ,AL('H_MOVING_A_FRAME_USING_THE_INFOBOX_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

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 to select a rounded corners option for the lines.

{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. Select the desired options.

{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

There are two ways to delete a frame:

- Click in the frame and choose Frame - Delete Frame.
- Click on the frame border until the bars and handles appear, and press DELETE.

To delete frame contents without deleting the frame itself, click inside the frame, select the contents, and press DELETE.

{button ,AL('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 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 use one or more frames anywhere on a page, including in the margins, and can overlap frames on a page. You can add lines, shadows, corner designs, background filler, pattern, and color to a frame.

Word Pro lets you size a frame to any dimension, place it anywhere on a page, and determine the position of surrounding text in relation to the frame.

You can use frames to emphasize text on a page. For example, if you are writing a magazine article and want to emphasize a quote from an interview, you can put the quote in a frame and wrap the rest of the text around the frame.

You can link frames so that text flows from one frame to another. For example, if you are creating a newsletter where an 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 and outside the lines, and adjust the amount of padding between the frame 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.

If there are no lines around the frame, you can only set margins around the frame layout.

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, scale a graphic in a frame, and set a grid in a frame.

Choose a task:

[Sizing a picture or graphic in a frame](#)

[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](#)

{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](#)

{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_MISC_PROPERTIES_CS;H_FRAME_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](#)

Frame Watermark properties

The Frame Watermark panel allows you to create a watermark in a frame.

Choose a task:

[Adding a watermark](#)

[Removing a watermark](#)

[Placing, scaling, and sizing a watermark](#)

[Importing a custom picture as a watermark](#)

{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_FRAME_MISC_PROPERTIES_CS;H_STYLE_PROPERTIES_CS',0)} [See related topics](#)

Details: Grouping frames together

Grouping frames

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 one of the frames you want to group until the bars and handles display.
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. Choose Frame - Group.



Tip

5. To ungroup the frame, choose Frame and 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_WRAPPING_TEXT_AROUND_A_FRAME_STEPS;H_ALIGNING_A_FRAME_TO_THE_RIGHT_MARGIN_STEPS;H_SELECTING_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_THE_CREATE_MENU_STEPS;H_CREATING_A_TABLE_USING_THE_MENU_STEPS;H_TYPING_TEXT_IN_A_FRAME_STEPS;H_INSERTING_A_DOCUMENT_OR_FILE_INTO_THE_CURRENT_DOCUMENT_STEPS;H_CREATING_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. Choose Frame - 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 Frames InfoBox.

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_FR  
AMES_STEPS;H_ANCHORING_A_FRAME_TO_TEXT_OR_A_PAGE_STEPS;H_LINKING_FRAMES_BY_SELE  
CTION_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. Choose Frame - 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_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
```

Margin Options dialog box

You can set individual margins at the top, bottom, left, or right side of a frame or a table from this dialog box.

Choose a task:

[Setting a top, bottom, left, or right margin in a frame](#)

[Setting a top, bottom, left, or right margin for a table](#)

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_A_FRAME_USING_THE_INFOBOX_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_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_SHAPE_S_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_USING_THE_INFOBOX_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_A_FRAME_USING_THE_INFOBOX_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](#)

Placement Options dialog box

You can select where you want to place a frame or table, select an anchor point, and attach an anchor to a frame or table.

If the dialog box interferes with your view of the frame or table, click the title bar and drag it to another place on the screen.

Choose a task:

[Anchoring a frame to text or a page](#)

[Moving a frame or table anchor using the mouse](#)

[Anchoring a table to text or a page](#)

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.
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](#)

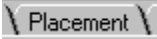
Placing a frame in a document

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 demo

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 frame button.



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

In order 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 desired frame.

If the desired frame is completely underneath other frames, click to display the top frame bar. Then press CTRL and click until the desired frame is reached.

2. Choose Frame - Priority.
3. 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. In the "Other options" box, 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. In the "Other options" box, deselect "Protect frame."

{button ,AL('H_PROTECTING_AN_ENTIRE_TABLE_STEPS;H_PROTECTING_FRAME_CONTENTS_STEPS;H_P
ROTECTING_TABLE_CELL_CONTENTS_STEPS;H_PROTECTING_TEXT_STEPS;H_UNPROTECTING_TEXT
_STEPS;H_SETTING_OTHER_TEAMSECURITY_PROTECTION_OPTIONS_STEPS;H_PLACING_LINES_ARO
UND_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 in frame" in the "Graphic scaling" box on the Frame Infobox, Misc panel.

{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.



Tip

3. 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.

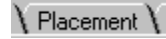
{button ,AL('H_RESIZING_A_FRAME_BY_SPECIFYING_HEIGHT_AND_WIDTH_DETAILS',1)} [See details](#)

{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.



Tip

{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_USING_THE_INFOBOX_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." Also, if this option is set to "Grow down" or "Grow up," you can only change the frame's width.



Show me a demo

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_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.

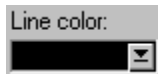


Tip

3. Click the Lines & Colors tab.



4. Select a "Line color."

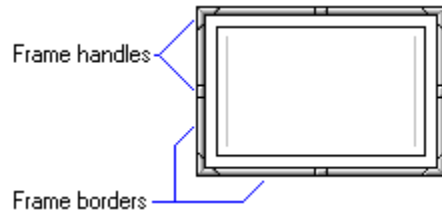


{button ,AL(^H_PLACING_LINES_AROUND_A_FRAME_STEPS;H_CUSTOMIZING_LINES_AROUND_A_FRAME_STEPS;H_SELECTING_A_STYLE_AND_WIDTH_FOR_LINES_AROUND_A_FRAME_STEPS;H_CREATING_A_CUSTOM_COLOR_STEPS;H_ADDING_A_SHADOW_WITH_COLOR_AND_DEPTH_TO_LINES_AROUND_A_FRAME_STEPS;H_ADDING_BACKGROUND_PATTERN_AND_COLOR_TO_A_FRAME_STEPS',0)} [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

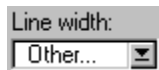
3. Click the Lines & Colors tab.



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 "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](#)

Details: Setting all margins at one time in a frame

Padding around border, All sides

Frame margin padding is the amount of space between the surrounding text and the frame lines, if any. If you later remove lines around a frame, Word Pro adds together the margin and padding values.

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

{button ,AL('H_MOVING_A_FRAME_ON_THE_SAME_PAGE_STEPS;H_MOVING_A_FRAME_USING_THE_INFO_BOX_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 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. If there are no lines around the frame, type a value in the "Margin all sides" box. This defines the space between the frame contents and the surrounding text.

If there are lines around the frame, type a value in the "Margin all sides" box to define the space between the frame contents and the lines around the frame.

You can also type a value in the "Padding around border, All sides" box for the distance between the lines and surrounding text.

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

{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:

- Around layout - only available if there are no lines around the frame
 - 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_MOVING_A_FRAME_USING_THE_INFO_BOX_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.

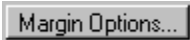


Tip

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](#)

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

Place the insertion point in 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 place the insertion point in 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. Place the insertion point in the frame you want to unlink.
2. Choose Frame - Unlink Frames.

{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:

- Wrap around one side of the frame
- Flow above and below the frame
- Flow behind a frame

If you want to wrap text around both sides of the frame, use a page layout with newspaper columns behind the frame.

{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](#)

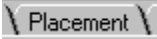
Wrapping text around a frame

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',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 contain all SFX layouts found in the default graphics directory stored in Word Pro preferences. 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, choosing this option lets you display any contents, 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.

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 upper 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).

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.

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

Adding a watermark



Show me a demo

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 Watermark tab.



4. In the "Watermark" box, select the graphic you want to use as the watermark.
You can also click Browse to select an option in a different location, and then click Open.
5. 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.
6. Select the desired placement, scaling, width, and height 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`,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. 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_PRINT_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 between lines around a page and the page edge

1. Place the insertion point on the page and click the right mouse button.
2. Choose Page Properties.

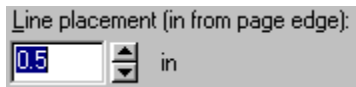


Tip

3. Click the Lines & Colors tab.



4. In the "Line placement" box, select "Other."
5. In the Line Placement dialog box, specify a value for the distance between the line and the page edge.



6. 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 the page orientation to landscape or portrait

If you select the landscape option, be sure your printer can accommodate this layout.



[Show me a demo](#)

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_PRINTER_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 demo

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](#)

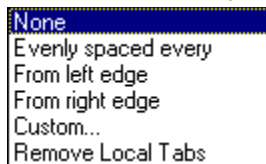
{button ,AL('H_SETTING_MARGINS_ON_A_PAGE_STEPS;H_SELECTING_MANUAL_AND_AUTOMATIC_PRINTING_FEED_OPTIONS_STEPS;H_ADJUSTING_PAGE_SETTINGS_TO_PRINTER_SETTINGS_STEPS;H_INSERTING_A_NEW_PAGE_LAYOUT_STEPS;H_MARGINS_OVER;H_PAGE_LAYOUT_OVER',0)} [See related topics](#)

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 unless the insertion point is on the first line of the current 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.

{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. Choose Text - 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_ALTERNATING_PAGE_LAYOUTS_DETAILS',1)} [See details](#)
5. Click Insert & Edit.
6. In the "Settings for" box, select "Left pages."
7. Change margin options for the left pages, if desired.
8. In the "Settings for" box, select "Right pages."
9. Change margin options for the right pages, 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 that you can add to a text background to help you 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
```

Importing a custom picture as a watermark

You can create custom watermarks by importing a custom picture.

1. Place the insertion point where you want to create a 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 Watermark tab.



4. In the "Watermark" box, select "Other."

You can also click Browse to select an option in a different location.

5. Specify the graphic you want to import and click Open.
6. Select "Transparent" if you want text to display on top of the watermark, or if you want to display any background pattern and/or color in the watermark's container (for example, pattern and color in a frame, table cell, column, and so on).
7. Select the desired placement, scaling, width, and height options.

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

{button ,AL('H_ADDING_A_WATERMARK_STEPS;H_PLACING_SCALING_AND_SIZING_A_WATERMARK_STEP
S;H_IMPORTING_A_PICTURE_OR_GRAPHIC_OVER;H_WATERMARKS_OVER',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 unless the insertion point is on the first line of the current 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. Choose Text - 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 which 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',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. Choose Text - 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',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](#)

[Changing or suppressing headers and footers](#)

[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](#)

[Changing or suppressing headers and footers](#)

[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)
- 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](#)

[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 by choosing File - Document Properties and then choosing Page.

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 the page orientation to landscape or portrait](#)

[Selecting manual and automatic printer feed options](#)

[Adjusting page settings to printer settings](#)

[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](#)

Page Watermark properties

The Page Watermark panel allows you to create page watermarks in your document.

Choose a task:

[Adding a watermark](#)

[Removing a watermark](#)

[Placing, scaling, and sizing a watermark](#)

[Importing a custom picture as a watermark](#)

{button ,AL('H_PAGE_LINES_AND_COLORS_PROPERTIES_CS;H_PAGE_COLUMNS_PROPERTIES_CS;H_PAGE_FOOTER_PROPERTIES_CS;H_PAGE_HEADER_PROPERTIES_CS;H_PAGE_SIZE_AND_MARGINS_PROPERTIES_CS;H_STYLE_PROPERTIES_CS;H_INFOBOX_OVER;H_PAGE_MISC_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 demo

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](#)

Details: Placing, scaling, and sizing a watermark

Scaling

Allows you to specify:

- 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.

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 upper 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).

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.

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



[Print topic](#)

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

Placing, scaling, and sizing a watermark

1. Click the right mouse button and then choose the related Properties option.

For example, if you want to modify a watermark on a page, choose Page Properties. If you want to modify a watermark in a table cell, choose Cell Properties.

2. Click the Watermark tab.



3. In the "Placement" box, select where you want the watermark to display.
4. In the "Scaling" box, select how you want the watermark to display.
If you want to maintain the proportions of the original graphic, select "Scale proportionately."
5. If you want to specify a custom size for the watermark, specify the measurements in the "Width" and "Height" boxes.

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

{button ,AL(`H_ADDING_A_WATERMARK_STEPS;H_PAGE_LAYOUT_OVER;H_REMOVING_A_WATERMARK_STEPS;H_WATERMARKS_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. Press DELETE.

{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 object 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_REMOVING_A_WATERMARK_DETAILS',1)} [See details](#)

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

Selecting manual and automatic printer feed options

1. Place the insertion point on the page and click the right mouse button.
2. Choose Page Properties.

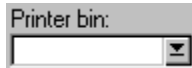


Tip

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.

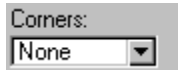


Tip

3. Click the Lines & Colors tab.



4. Select an option in the "Corners" box.



{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.

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

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

Settings for

When you need different margins, columns, tabs, or lines on odd and even pages, use "Left pages" and "Right pages" to specify the desired margins, columns, and lines for each.

<u>If you select...</u>	<u>This is what happens...</u>
All pages (default)	Sets margins on all pages.
Left pages	Sets margins only on the left pages.
Right pages	Sets margins only on the right pages.

{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 demo](#)

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 "Settings for" box.

Settings for:

{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. Choose Page Properties.



Tip

3. Click the Size & Margins tab.



4. In the "Settings for" box, select "Right pages."
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 left 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](#)

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 that you can apply to pages, tables, table cells, frames, headers, footers, and columns.

You can create a transparent watermark so you can type text over the graphic. For example, if you are working on sensitive documents, you can display the "Confidential" watermark on every page to remind the reader that the information is secure.

You can also import your own pictures as watermarks. For example, you can import a favorite vacation photo as a page watermark and create custom stationery. If you want to add a caption to a graphic, you can import a picture as a watermark and then type the caption in the same frame.

A watermark is not the same as an imported graphic. When you import a graphic into a frame, the frame can only contain a graphic. When you import a watermark into a frame, the frame can contain text, drawings, or graphics.

When you import a graphic as a watermark, it displays with the intensity of the original graphic. If you want a faint watermark, you can modify the intensity of the graphic used for the watermark in a paint or image processing program and then import it again.

You can use the placement, sizing, and scaling options on the Watermark panel to adjust how the watermark displays.

{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;H_GRAPHIC_FILE_TYPES_YOU_CAN_IMPORT_INTO_WORD_PRO_OVER',0)} [See related topics](#)

Details: Adding a shadow with color and depth to lines around text or a paragraph

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

You can only place lines around a paragraph.

1. Place the insertion point in the paragraph.
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."



{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](#)

Aligning text to the left and right margins

1. Choose View - Show/Hide and then 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.

```
{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.

{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.



Tip

3. Click the Alignment tab.



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

4. Click the desired Alignment button.

{button ,AL('H_INSERTING_A_PAGE_BREAK_STEPS;H_ALIGNING_TEXT_TO_THE_LEFT_AND_RIGHT_MARGIN_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.

```
{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',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.

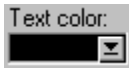


Tip

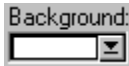
3. Click the Font tab.



4. Select a "Text color."



5. You can select an option for "Background color" for the text.



Selecting "Transparent" allows the background color of the container to display.

```
{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',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.



Press SHIFT+F3 to cycle through the fonts in the opposite direction.

```
{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_ON_STEPS;H_APPLYING_A_STYLE_USING_THE_INFOBOX_STEPS',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.

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

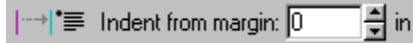
{button ,AL(`H_SETTING_THE_F8_CYCLEKEY_SEQUENCE_FOR_A_BULLETED_LIST_STEPS;H_CYCLEKEYS_OVER;H_CREATING_A_NUMBERED_LIST_USING_A_CYCLEKEY_STEPS;H_APPLYING_BULLETS_TO_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_SKIPPING_A_BULLET_OR_NUMBER_STEPS;H_DISCONTINUING_BULLETS_STEPS',0)} [See related topics](#)

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.

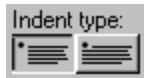
Indent from margin

Allows you to specify a distance between the bullet and the left margin.



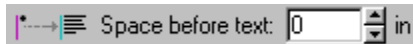
Indent type

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.

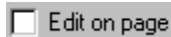


Skip bullet/number

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_INDENTATION_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.



Tip

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. Choose Text - Text Properties or Text - Font & Color.



Tip

3. Click the Font tab.
4. In the "Attributes" box, select "Small Caps."

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

{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.



Tip

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_MARGINS_STEPS;H_USING_FAST_FORMAT_TO_FORMAT_TEXT_STEPS;H_SETTING_PARAGRAPH_BREAK_RULES_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](#)

Changing indentation around a bullet or outline number

1. Place the insertion point at the desired location.
2. Click the right mouse button and choose Text Properties.

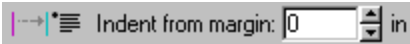


Tip

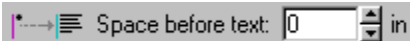
3. Click the Bullets tab.



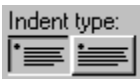
4. To change the space between the left margin and bullet or number, specify the distance under "Indent from margin."



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 page 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 and Colors tab.



4. 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 text or a paragraph

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 text or a paragraph

You can only place lines around a paragraph.

1. Place the insertion point in the paragraph.
2. Click the right mouse button and choose Text Properties.

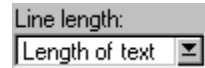


Tip

3. Click the Lines and Colors tab.



4. 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.

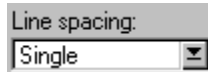


Tip

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',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 Advanced 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.



{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_INFOWBOX_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. Specify a numeric value in the "Kerning" box.

You can specify negative values if you want the characters closer together.

{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.

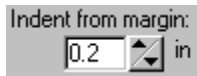


Tip

3. Click the Alignment tab.



4. 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_INDENTION_STEPS;H_REMOVING_INDENTS_FROM_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_INDENTING_TEXT_USING_THE_TEXT_MENU_STEPS',0)} [See related topics](#)

Details: Changing upper and lowercase

You can assign upper or lowercase, and/or small caps to text. The options are:

- Small Caps - Capitalizes all selected letters with small caps
- 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_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

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

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.

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.

{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 demo

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 up a hierarchical indent scheme where text is indented a specified amount relative to the preceding paragraph's document level (in the outline settings of the text panel). 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.

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_INDENTION_STEPS;H_REMOVING_INDENTS_FROM_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_INDENTING_TEXT_USING_THE_TEXT_MENU_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.

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

{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_PARAGRAP H_ON_THE_SAME_PAGE STEPS;H_FORCING_A_PAGE_BREAK_BEFORE_OR_AFTER_A_PARAGRAPH_S TEPS;H_USING_FAST_FORMAT_TO_FORMAT_TEXT STEPS;H_APPLYING_A_STYLE_USING_FAST_FORM AT STEPS',0)} [See related topics](#)

Details: Customizing lines around text or a paragraph

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.

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 and below, 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 text or a paragraph

You can only place lines around a paragraph.

1. Place the insertion point in the paragraph.
2. Click the right mouse button and choose Text Properties.



Tip

3. Click the Lines and Colors tab.



4. Click Options.
5. Select the desired line and shadow options.
6. Click OK.

{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',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_STEPS;H_SETTING_THE_F7_CYCLEKEY_SEQUENCE_FOR_INDENTATION_STEPS;H_REMOVING_INDENTS_FROM_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_INDENTING_TEXT_USING_THE_TEXT_MENU_STEPS;H_CHANGING_THE_SPACE_BETWEEN_THE_MARGIN_AND_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 page margin or to the preceding paragraph.
Select "Margin" to indent relative to the page 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_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_FROM_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_INDENTING_TEXT_USING_THE_TEXT_MENU_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

{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.



{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 Advanced tab.



4. Select "Break page" in the "Before paragraph" or "After paragraph" boxes.

<input type="checkbox"/>	Before paragraph:	Break page	▼
<input type="checkbox"/>	After paragraph:	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_HIDING_TEXT_DETAILS',1)} [See details](#)

{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',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_THE_TEXT_MENU_STEPS;H_INDENTING_TEXT_USING_A_CYCLEKEY_STEPS;H_SETTING_THE_F7_CYCLEKEY_SEQUENCE_FOR_INDENTATION_STEPS;H_SETTING_A_HANGING_INDENT_STEPS;H_CUSTOMIZING_TEXT_INDENTS_STEPS;H_SETTING_INDENTS_ON_THE_RULER_OVER',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.

```
{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_INDENTING_TEXT_USING_THE_TEXT_MENU_STEPS;H_CREATING_A_HIERARCHICAL_INDENT_STEPS;H_INDENTING_TEXT_USING_A_CYCLEKEY_STEPS;H_SETTING_THE_F7_CYCLEKEY_SEQUENCE_FOR_INDENTION_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.







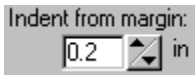
Tip

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.

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

{button ,AL(`H_SETTING_TABS_USING_THE_INFOBOX_STEPS;H_INDENTING_TEXT_USING_THE_TEXT_MENU_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_INDENTATION_STEPS;H_SETTING_A_HANGING_INDENT_STEPS;H_CHANGING_THE_SPACE_BETWEEN_THE_MARGIN_AND_INDENTED_TEXT_STEPS',0)} [See related topics](#)

Indenting text using the Text menu

1. Select the desired paragraph(s).
2. Choose Text - Alignment.
3. Choose Indent.

{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_SETTING_A_HANGING_INDENT_STEPS;H_INDENTING_TEXT_OVER',0)} [See related topics](#)

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.



Show me a demo

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.

```
{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
```

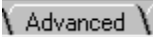
Keeping a paragraph on the same page

1. Place the insertion point anywhere in the desired paragraph.
2. Click the right mouse button and choose Text Properties.



Tip

3. Click the Advanced tab.



4. Select "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 .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, and parallel columns.

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 .2 inches. You can set shadow depth for lines around text, frames, tables, headers, footers, and pages.

Details: Linking two paragraphs together

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 two paragraphs together

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 Advanced tab.



4. Select an option under "Keep paragraph."



{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. Specify an "Overstrike character."

{button ,AL(^H_STRIKING_THROUGH_TEXT_STEPS;H_SUPERSCRIBING_TEXT_STEPS;H_SUBSCRIBING_T
EXT_STEPS;H_CHANGING_THE_SPACE_BETWEEN_TEXT_CHARACTERS_STEPS;H_HIDING_TEXT_STEP
S;H_REMOVING_ALL_TEXT_FORMATTING_STEPS;H_APPLYING_ATTRIBUTES_USING_A_CYCLEKEY_STE
PS',0)} [See related topics](#)

Word Pro recognizes text before a hard return as a paragraph, no matter how short or how long.

Details: Placing lines around text or a paragraph

Options

Takes you to a Lines and Shadow Options dialog box where you can specify in more detail options for lines above, below, to the right or to the left of the text or paragraph. Make your selection and click OK to return to the Lines and 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.

Line length:

Distance from text

Allows you to specify the distance between the lines and the text.

Distance from text:
 in

{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 or a paragraph

You can only place lines around a paragraph.

1. Place the insertion point 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.



5. 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',0)} [See related topics](#)

Protecting 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 "Protected."

If you want to edit protected text, do the following:

5. Choose File - 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

1. Select the text or place your insertion point at the desired location.
2. Choose Text - Normal.

Word Pro removes all settings for the entire paragraph that were not part of the original paragraph or character style, including bullets, numbering, font, and indentation.



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.



```
{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_INDENTION_STEPS;H_APPLYI  
NG_ATTRIBUTES_USING_A_CYCLEKEY_STEPS;H_INDENTING_TEXT_USING_THE_TEXT_INFOBOX_STE  
PS;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;H_INDENTING_TEXT_USING_THE_TEXT_MENU_STEPS',0)} [See related topics](#)

Selecting a color for lines around text or a paragraph

You can only place lines around a paragraph.

1. Place the insertion point in the paragraph.
2. Click the right mouse button and choose Text Properties.



Tip

3. Click the Lines and Colors tab.



4. Select a "Line 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_ADDING_A_SHADOW_WITH_COLOR_AND_DEPTH_TO_LINES_AROUND_TEXT_OR_A_PARAGRAPH_STEPS',0)} See related topics

Selecting a location for lines around text or a paragraph

You can only place lines around a paragraph.

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 or a paragraph

You can only place lines around a paragraph.

1. Place the insertion point in the paragraph.
2. Click the right mouse button and choose Text Properties.



Tip

3. Click the Lines and 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. Choose View - Show/Hide and then Ruler.



2. Set a left-aligned tab at the desired indent point.
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;H_INDENTING_TEXT_USING_THE_TEXT_MENU_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 Advanced 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](#)

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_SHOWING_HIDDEN_TEXT_DETAILS',1)} [See details](#)

{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](#)

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

You can also reach the Text InfoBox by clicking the right mouse button and choosing Text Properties.

Text Advanced properties

The Text Advanced panel allows you to set rules about how you want page breaks to affect paragraphs.

Choose a task:

[Setting paragraph break rules](#)

[Linking two paragraphs together](#)

[Keeping a paragraph on the same page](#)

[Forcing a page break before or after a paragraph](#)

[Using a specific style for a new 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 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 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.
- Edit outline sequences.

Choose a task:

[Applying bullets to text](#)

[Creating a custom bullet button](#)

[Discontinuing bullets](#)

[Inserting text around an outline number](#)

[Changing a starting outline number](#)

[Changing indention around a bullet or outline number](#)

[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 or a paragraph](#)

[Customizing lines around text or a paragraph](#)

[Selecting a location for lines around text or a paragraph](#)

[Selecting a style and width for lines around text or a paragraph](#)

[Selecting a color for lines around text or a paragraph](#)

[Adding a shadow with color and depth to lines around text or a paragraph](#)

[Changing the length of lines around text or a paragraph](#)

[Changing the distance between lines and text](#)

{button ,AL('H_TEXT_FONT_PROPERTIES_CS;H_TEXT_ALIGNMENT_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 Misc properties

The Text Misc panel allows you to overstrike characters, change the space between text characters, set tabs, set numeric alignment, 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](#)

[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_APPLYING_ATTRIBUTES_USING_A_CYCLEKEY_STEPS;H_DOUBLE_UNDERLINING_TEXT_STEPS;H_APPLYING_A_COLOR_TO_TEXT_USING_THE_TEXT_INFOBOX_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_ATTRIBUTES_USING_A_CYCLEKEY_STEPS;H_APPLYING_A_FONT_TO_TEXT_USING_THE_STATUS_BAR_STEPS;H_DOUBLE_UNDERLINING_TEXT_STEPS',0)} [See related topics](#)

Unprotecting text

1. Select the text.
2. Choose Text - Text Properties or Text - Font & Color.



Tip

3. Click the Font tab.



4. In the "Attributes" box, deselect "Protected."

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

{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_USING_A_PICTURE_OR_GRAPHIC_AS_A_BULLET_DETAILS',1)} [See details](#)

{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: Using a specific style for a new 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](#)

Using a specific style for a new paragraph

1. Place the insertion point in the desired paragraph.
2. Click the right mouse button and choose Text Properties.



Tip

3. Click the Advanced 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."
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_TABLE_STEPS;H_ADDING_BACKGROUND_PATTERN_AND_COLOR_TO_ONE_OR_MORE_TABLE_CELLS_STEPS;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, click "None."

{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 the desired line background color, pattern, and pattern color options.
5. If you want to select background options for each line, 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."

{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.

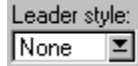


Tip

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. Choose Table - Table Properties.



3. Click the Placement tab.



4. Click the left, center, or right "Quick alignment" button.

Note To make the table's width equal that of its container, click "Span margin to margin."

{button ,AL('H_ALIGNING_CONTENTS_VERTICALLY_IN_A_TABLE_STEPS;H_ANCHORING_A_TABLE_TO_TEX
T_OR_A_PAGE_STEPS;H_TABLE_MARGINS_OVER;H_PLACING_AND_MOVING_A_TABLE_ON_A_PAGE_S
TEPS;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. Choose Table - Table Properties.



3. Click the Placement tab.



4. Click Placement and Anchoring Options.
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 demo

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_NUMBERS_IN_A_TABLE_CELL_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.

Lock row height

You cannot select this option if Automatic row height is selected.

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/Lock column width

If you select these options, you cannot drag the column guides to change column size.

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

Changing the size of a table using the InfoBox

1. Click in the table.
2. Choose Table - Size Row/Column, or click the right mouse button and choose Cell Properties.



Tip

3. Click the Size & Margins tab.



4. To change a row height, specify a "Height" and select any other option.
If specific locking options are set for table columns and rows, you may not be able to change their size.
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',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](#)

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_COPYING_TABLE_COLUMNS_ROWS_OR_CELLS_DETAILS',1)} [See details](#)

{button ,AL(`H_DISABLING_DRAG_AND_DROP_STEPS;H_MOVING_TABLE_COLUMNS_ROWS_OR_CELLS_STEPS;H_COPYING_TEXT_USING_DRAG_AND_DROP_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 placement 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 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](#)

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



Show me a demo

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. 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. Choose View - 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_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. Choose Table - 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.



_Tip

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.

{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 are cutting or copying a formula and pasting it into a cell, the cell address changes unless you specify an absolute cell address.

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

2. Choose Table - 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',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 demo

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

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 row of the first column 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](#)

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 using the Edit menu

1. Click in the table.
2. Choose Table - Select.
3. Choose Entire Table.



If you do not select the entire table, Word Pro only copies the table contents, not the table itself.

4. To move the table, choose Edit - Cut.



To copy the table, choose Edit - Copy.



5. Place the insertion point where you want the new table.
6. Choose Edit - Paste.



The location of the table depends on anchoring options for the original table.

{button ,AL(`H_COPYING_TABLE_COLUMNS_ROWS_OR_CELLS_STEPS;H_MOVING_OR_COPYING_AN_ENTIRE_TABLE_USING_THE_MOUSE_STEPS;H_MOVING_TABLE_COLUMNS_ROWS_OR_CELLS_STEPS;H_PLACING_AND_MOVING_A_TABLE_ON_A_PAGE_STEPS;H_MOVING_TEXT_USING_DRAG_AND_DROP_STEPS;H_MOVING_TEXT_USING_THE_EDIT_MENU_STEPS;H_DISABLING_GENERAL_USAGE_OPTIONS_STEPS',0)} [See related topics](#)

Moving or copying an entire table using the mouse

1. Select the entire table.



Tip

2. Place the mouse pointer at the edge of the table until a hand appears.



3. To move the table, click and drag the hand to the desired position.



To copy the table, press CTRL, then click and drag the hand to the desired position.



The hand closes around the table as you move it.

```
{button ,AL(`H_COPYING_TABLE_COLUMNS_ROWS_OR_CELLS_STEPS;H_PLACING_AND_MOVING_A_TABLE_ON_A_PAGE_STEPS;H_MOVING_OR_COPYING_AN_ENTIRE_TABLE_USING_THE_EDIT_MENU_STEPS;H_MOVING_TABLE_COLUMNS_ROWS_OR_CELLS_STEPS;H_MOVING_A_FRAME_OR_TABLE_ANCHOR_USING_THE_MOUSE_STEPS;H_USING_OLE_DRAG_AND_DROP_OVER;H_DRAG_AND_DROP_OVER;H_TABLE_POINTER_SHAPES_STEPS',0)} See related topics
```

You can select the entire table by choosing Table - Select and then Entire Table.

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

Word Pro groups all number formats into standard format categories (number, currency, text, and an All category), which appear in the "Format category" box in the Table Cell InfoBox, Number Format panel.

Word Pro also provides a "Frequently used" category that contains frequently used number formats. You can add and remove formats from this category.

The "Current format" box lists the specific number formats assigned to each standard category. For example, if you want to apply a specific currency format to numbers, select "Currency" in the "Format category" box and a currency type in the "Current format" box.

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.

If you click Format Options on this panel, Word Pro displays the Edit Format dialog box where you can set 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.

{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_MOUSE_STEPS;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 Options 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_MOUSE_STEPS;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 demo

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.

{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 demo

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.

{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`,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

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 table cells.
6. Click the right mouse button and choose Cell Properties.



Tip

7. Click the Misc tab.



8. In the "Other options" box, 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 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. In the document, select the desired table cells.
6. Click the right mouse button and choose Cell Properties.



Tip

7. Click the Misc tab.



8. In the "Other options" box, deselect "Protect cell."

{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 desired 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_CONTEN  
TS_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](#)

Details: Selecting round corners for lines around the outside of a table

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_THE_OUTSIDE_OF_A_TABLE_STEPS',  
1)} Go to procedure
```

```
{button ,AL('H_PLACING_LINES_AROUND_THE_OUTSIDE_OF_A_TABLE_STEPS;H_ADDING_A_SHADOW_WIT  
H_COLOR_AND_DEPTH_TO_LINES_AROUND_THE_OUTSIDE_OF_A_TABLE_STEPS;H_PLACING_LINES_A  
ROUND_ONE_OR_MORE_TABLE_CELLS_STEPS;H_TABLES_AND_TABLE_CELLS_OVER;H_ADDING_BACK  
GROUND_PATTERN_AND_COLOR_TO_A_TABLE_STEPS',0)} See related topics
```

Selecting round corners for 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 "Corners" box.



{button ,AL('H_PLACING_LINES_AROUND_THE_OUTSIDE_OF_A_TABLE_STEPS;H_ADDING_BACKGROUND_PATTERN_AND_COLOR_TO_A_TABLE_STEPS;H_ADDING_A_SHADOW_WITH_COLOR_AND_DEPTH_TO_LINES_AROUND_THE_OUTSIDE_OF_A_TABLE_STEPS;H_PLACING_LINES_AROUND_ONE_OR_MORE_TABLE_CELLS_STEPS;H_TABLES_AND_TABLE_CELLS_OVER',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

1. Click in the table.
2. Choose Table - Table Properties.



3. Click the Size & Margins tab.



4. Specify a value in the "Margin All sides" box.
5. If there are lines around the table, specify a value for "Padding around border."

{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

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.
If there are no lines around the table, the only option is "Around layout."
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. 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_CELL_S_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](#)

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 right cell of the newly created cells.

1. Place the insertion point in the desired cell.
2. Choose Table - 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, scale a graphic, set a grid, set a Notes/FX field, and change text direction.

Choose a task:

[Setting tabs using the InfoBox](#)

[Sizing a picture or graphic in a table cell](#)

[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](#)

[Forcing a page break in tables or parallel columns](#)

[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](#)

```
{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'  
.0)}` See related topics
```

Table Cell Watermark properties

The Table Cell Watermark panel allows you to create watermarks in cells.

Choose a task:

[Adding a watermark](#)

[Removing a watermark](#)

[Placing, scaling, and sizing a watermark](#)

[Importing a custom picture as a watermark](#)

{button ,AL('H_TABLE_CELL_SIZE_AND_MARGINS_PROPERTIES_CS;H_TABLE_CELL_LINES_AND_COLORS_PROPERTIES_CS;H_TABLE_CELL_NUMBER_FORMAT_PROPERTIES_CS;H_STYLE_PROPERTIES_CS;H_INFOBOX_OVER;H_TABLE_CELL_MISC_PROPERTIES_CS',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](#)

[Selecting round corners for lines around the outside of a table](#)

{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.

If there are no lines around the table, you can only set margins around the table layout.

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](#)

Table Watermark properties

The Table Watermark panel allows you to create watermarks in tables.

Choose a task:

[Adding a watermark](#)

[Removing a watermark](#)

[Placing, scaling, and sizing a watermark](#)

[Importing a custom picture as a watermark](#)

{button ,AL(`H_TABLE_LINES_AND_COLORS_PROPERTIES_CS;H_TABLE_SIZE_AND_MARGINS_PROPERTIES_CS;H_STYLE_PROPERTIES_CS;H_INFOBOX_OVER;H_TABLE_MISC_PROPERTIES_CS;H_TABLE_PLACEMENT_PROPERTIES_CS',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.

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 (%). 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 "Set 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',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',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:

- Wrap around one side of the table
- Flow above and below the table
- Flow behind a table

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 of the table if the table is right-aligned. To place text on both sides of the table, you can create newspaper columns in the table area.

{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 the desired background pattern and color for the lines.
If you want a different background pattern and color for the column block(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_DIFFERENT_TYPES_OF_TABS_OVER;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_DIFFERENT_TYPES_OF_TABS_OVER;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."

Word Pro fills the first column with text before placing text in the second column.

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

{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](#)

[Sizing a picture or graphic in a parallel column block](#)

[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](#)

[Forcing a page break in tables or parallel columns](#)

[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](#)

Column Watermark properties

The Column Watermark panel allows you to create watermarks in parallel columns.

Choose a task:

[Adding a watermark](#)

[Removing a watermark](#)

[Placing, scaling, and sizing a watermark](#)

[Importing a custom picture as a watermark](#)

{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_MISC_PROPERTIES_CS',0)} [See related topics](#)

Connecting two or more parallel column blocks

1. Select the desired parallel column blocks.



Tip

2. Choose Columns - 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_NEWS_PAPER_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_NEWS_PAPER_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 demo

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. Choose Columns - Delete.



3. Choose Row/Column.



Tip

4. Select Column or Row.

{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. Choose Columns - 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 before or after a paragraph

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 Advanced tab.



4. Select "Break column" in the "Before paragraph" or "After paragraph" boxes.



{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](#)

Forcing a page break in tables or parallel columns

1. Place the insertion point in the row before the intended break.
2. Click the right mouse button and choose Cell Properties or Column Block Properties.
3. Click the Misc tab.
4. In the "Other options" box, choose "Page break after row."

{button ,AL(`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;H_REDEFINING_A_STYLE_STEPS;H_FORCING_A_COLUMN_BREAK_BEFORE_OR_AFTER_A_PARAGRAPH_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. Choose Text - Insert Other.
3. 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](#)

Details: Inserting a page break in columns

Inserting a page break in newspaper columns

Word Pro inserts default page breaks based on the settings specified for the page layout, paragraph styles, selected text, and frames.

You can insert a page break anywhere in the document text to end one page and begin another. If you insert a page break, Word Pro places a page break mark at the insertion point and places the insertion point (and any text beyond it) in the first column of the next page.

Inserting a page 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_PAGE_BREAK_IN_COLUMNS_STEPS',1)} [Go to procedure](#)

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

Inserting a page break in columns

1. Place the insertion point where you want to insert a page break.
2. Choose Text - Insert Page Break.



{button ,AL(^H_INSERTING_A_PAGE_BREAK_IN_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',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.



Tip

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 or column 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. 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 column block containing the insertion point.
6. 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](#)

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_MOVING_PARALLEL_COLUMNS_OR_ROWS_STEPS;H_SELECTING_PARALLEL_COLUMNS_OR_ROWS_STEPS;H_COPYING_PARALLEL_COLUMNS_AND_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 All 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. In the "Other options" box, 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 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. In the "Other options" box, 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 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_SELECTING_A_COLOR_FOR_LINES_AROUND_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_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 Block - 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_MARGINS_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."



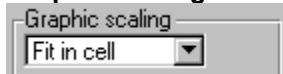
Tip

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](#)

Details: Sizing a picture or graphic in a parallel column block

Graphic scaling



<u>Option...</u>	<u>What it means...</u>	<u>What Word Pro does...</u>
Original size	Word Pro changes the picture to its original size, regardless of column block size. The part of the picture that does not fit in the column block does not display but is still part of the picture.	Indicates the width and height of the original picture. If you change these values, the option becomes "Custom."
Fit in column	The picture expands or contracts to fit the column block.	Indicates the width and height of the newly sized picture in the column block. If you change these values, the option becomes "Custom."
Percentage	You can increase or decrease the size of the picture to a desired scale.	Defaults to a value of 100%. You can specify new values to increase or decrease the size.
Custom	You can increase or decrease the size of the picture to a desired scale.	Indicates the width and height of the original picture as a starting point. You can specify new values.

{button ,AL('H_SIZING_A_PICTURE_OR_GRAPHIC_IN_A_PARALLEL_COLUMN_BLOCK_STEPS',1)} Go to procedure

{button ,AL('H_IMPORTING_A_PICTURE_OR_GRAPHIC_OVER;H_SIZING_PICTURES_OR_GRAPHICS_OVER;H_SIZING_A_PICTURE_OR_GRAPHIC_IN_A_FRAME_STEPS;H_SIZING_A_PICTURE_OR_GRAPHIC_IN_A_TABLE_CELL_STEPS',0)} See related topics

Sizing a picture or graphic in a parallel column block

When you size a picture or graphic in a column block, the column block acts as the frame. Word Pro does not create a frame around contents in a column block.

1. Click in the column block.

A picture or graphic must already be in the column block to complete these steps.

2. Click the right mouse button and choose Column Block Properties.



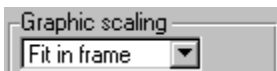
Tip

3. Click the Misc tab.



Tip

4. Select an option in the "Graphic scaling" box.



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

Width and height values change as you make your selection.

5. If you specify "Custom," you can also specify values in the "Width" and "Height" boxes, or use the up and down arrows to set a specific size.

If you specify "Percentage," you can specify the percentage of the graphic's original size.

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

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

{button ,AL('H_IMPORTING_A_PICTURE_OR_GRAPHIC_OVER;H_SIZING_PICTURES_OR_GRAPHICS_OVER;H_CHANGING_THE_SIZE_OF_PARALLEL_COLUMNS_USING_THE_INFOBOX_STEPS;H_CHANGING_THE_SIZE_OF_PARALLEL_COLUMNS_USING_THE_MOUSE_STEPS;H_CHANGING_THE_APPEARANCE_OF_PICTURES_OR_GRAPHICS_OVER',0)} [See related topics](#)

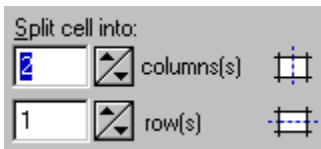
You can also choose Columns - Column Block Properties and click the Misc tab



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_EDITING_A_DOCUMENT_OVER;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.

Separator line for

The line options are:

- "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.

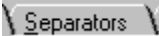
1. Choose Create - Footnote/Endnote.



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 note and then redefine the footnote style.

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;H_CREATING_A_FOOTNOTE_OR_ENDNOTE_STEPS',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 demo

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.

When you work with footnotes, Word Pro allows you to:

- Specify where to place 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.
- 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 main document text or on the footnote mark.
2. Choose Edit - Go To.



Tip

3. Select "Footnote Mark" or "Footnote Text" in the box.
4. 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 uses the same style for the reference number as the footnote and endnote text.
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.

Reset footnote numbers on each:

<u>Option...</u>	<u>What happens...</u>
Continuou s	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.

You can then specify a starting number for the option in the "Starting at" box.

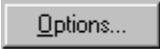
```
{button ,AL(^H_NUMBERING_FOOTNOTES_AND_ENDNOTES_STEPS',1)} Go to procedure  
{button ,AL(^H_CREATING_A_FOOTNOTE_OR_ENDNOTE_STEPS;H_ADDING_FOOTNOTE_SEPARATOR_LINE  
S_STEPS;H_CREATING_A_CONTINUED_MESSAGE_FOR_A_FOOTNOTE_STEPS;H_EDITING_A_FOOTNOT  
E_OR_ENDNOTE_STEPS;H_FOOTNOTES_OVER;H_ENDNOTES_OVER',0)} See related topics
```


Numbering footnotes and endnotes

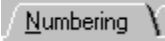
1. Choose Create - Footnote/Endnote.



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_FOOTNOTE_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

Document Class Field

The Notes DocumentClass field provides the OLE class name of the embedded object. Use this field if a Notes database contains documents with embedded objects from different applications and you want to display the application name in a form or view.

The table below lists the OLE class names for Lotus desktop applications.

<u>Application</u>	<u>OLE class name</u>
1-2-3	123Worksheet
Word Pro	WordProDocument
Freelance Graphics	FLWPresentation
Approach	ApproachApplication

{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 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 that is defined for Notes/FX.

1. In Notes, choose Design - Forms from the Folders Navigator.
 2. Select a form to edit, or choose Create - Design - Form to create a new form.
 3. Choose Create - 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',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.

Caution 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_BOOKMARKS_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. Choose Create - Click Here Block.
2. If you are defining an existing Click Here Block, click Edit Current.
3. Click Options.
4. Type a Notes field name in the "Click Here Block name" box.
Notes field names cannot contain spaces.
5. Select the "Notes/FX" field.
6. Click OK to save the Click Here Block options.
7. 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_EXCH  
ANGING_DATA_BETWEEN_WORD_PRO_AND_NOTES_OVER;H_DEFINING_A_WORD_PRO_NAMED_OBJE  
CT_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
```

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. Click Notes/FX field.

6. Type a field name.

Type a one word name with no spaces for the object in the "Name" box.

```
{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. Choose Create - Object.
4. To embed a new Word Pro document object in the Notes document, select "Create a new object" and specify "Lotus Word Pro 97 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

Automatically activating the Word Pro object

You can set Notes to activate the embedded Word Pro document object each time you open or edit the form in Notes. To do this, choose Design - Form Properties, click Object Activation, and select the object activation method you want to use.

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_NOTES_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. In Notes, choose Create - Design.
2. Choose Form.
3. Place the insertion point where you want to insert the Word Pro document object.
4. Choose Create - Object.
5. To embed a new Word Pro document object in the Notes form, select "Create a new object" and specify "Lotus Word Pro 97 Document" as the object type.
6. 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.
7. Click OK.
8. Close the Notes form.
9. 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:

- Define fields to exchange.
- Embed a Word Pro object that contains those fields in 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 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 in the Word Pro document.

When you complete the contract and close Word Pro, you can update the document object embedded in the Notes form. Information from the contract agreement document, 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.

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 object 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](#)

Overview: Setting up Notes/FX

To set up Notes/FX, you define fields in Word Pro to exchange with Notes, then embed a Word Pro document object 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 a document that contains a script in a Notes form or document, the script is stored in Notes as well. All items in Word Pro that can be enabled for Notes/FX can be manipulated through LotusScript. 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 a Notes document from Word Pro

You can update to Notes any changes in Word Pro fields defined for use with Notes/FX.

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. Choose File - 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',0)} [See related topics](#)

If you are editing the document in place, changes you make to fields are automatically updated to Notes when you check out of the Word Pro document.

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', 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](#)

Adding or removing files for consolidation

You can only consolidate files, not versions. If you created multiple versions of a document, you must first save each version as a separate file.

1. Open the file (the original copy) to which you want to compare the other files.
2. Choose File - TeamConsolidate.



3. Click Add Files.
4. Specify the files you want to add.
5. Click Open to return to the TeamConsolidate dialog box.
6. Repeat steps 3 - 5 for each file you want to add.
7. To add files from the Internet, click [Internet](#).
8. To remove files, select the file in the box and click Remove.
9. Click OK.

{button ,AL('H_COMPARING_AND_CONSOLIDATING_FILES_STEPS;H_SAVING_A_VERSION_AS_A_SEPARATE_FILE_STEPS;H_TEAMCONSOLIDATE_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',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_ADDING_OR_REMOVING_FILES_FOR_CONSOLIDATION_STEP S;H_REVIEWING_MARKED_EDITS_OVER;H_SAVING_A_VERSION_AS_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.

Word Pro displays the Edit review bar which you can use to compare and consolidate all the revisions.

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 Marked Edits bar.
9. Click Done to remove the Review Marked Edits bar from the workspace.

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_ADDING_OR_REMOVING_FILES_FOR_CONSOLIDATION_STEPS;H_REVIEWING_MARKED_EDITS_OVER;H_SAVING_A_VERSION_AS_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-timed save.

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

Creating a new version at specified intervals

1. Choose File - 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. Choose File - 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. Choose Create - 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_WORKING_WITH_OLD_VERSIONS_OVER;H_VERSIONING_OVER;H_DELETING_A_VERSION_I
N_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_WORKING_WITH_OLD_VERSIONS_OVER;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_WORKING_WITH_OLD_VERSIONS_OVER;H_VERSIONING_OVER;H_DELETING_A_VERSION_I
N_EXTERNAL_FILES_OF_A_MASTER_DOCUMENT_STEPS;H_CREATING_A_NEW_VERSION_STEPS;H_RE
NAMING_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_WORKING_WITH_OLD_VERSIONS_OVER;H_VIEWING_A_N_OLD_VERSION_STEPS;H_VERSIONING_OVER',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;H_WORKING_WITH_OLD_VERSIONS_OVER',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:



This tag means the paragraph belongs to the original with which the other versions are compared.



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_MARKED_EDITS_OVER;H_ACCEPTING_OR_REJECTING_ALL_EDITS_OVER;H_COMPARING_A
ND_CONSOLIDATING_FILES_STEPS;H_TEAMCONSOLIDATE_OVER',0)} [See related topics](#)

Reviewing version information for a file

1. Choose File - 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_WORKING_WITH_OLD_VERSIONS_OVER;H_EDITING_THE_DESCRIPTION_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_WORKING_WITH_OLD_VERSIONS_OVER;H_TEAMCONSOLIDATE_OVE
R;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](#)

[Adding or removing files for consolidation](#)

[Reviewing Marked edits](#)

Overview: TeamConsolidate

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.

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.

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_MARKED_EDITS_OVER;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

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.

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.

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.

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

{button ,AL(^H_WORKING_WITH_OLD_VERSIONS_OVER;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](#)

[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_WORKING_WITH_OLD_VERSIONS_OVER;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_WORKING_WITH_OLD_VERSIONS_OVER;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](#)

Overview: Working with old versions

When you create a new version, Word Pro marks the old version as read-only. You can use an old version as you would any read-only file.

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_OVER;H_DELETING_A_VERSION_STEPS;H_SAVING_A_VERSION_AS_A_SEPARATE_FILE_STEPS;H_VIEWING_AN_OLD_VERSION_STEPS;H_PRINTING_AN_OLD_VERSION_STEPS;H_FINDING_INFORMATION_IN_A_DOCUMENT_QUICKLY_OVER',0)} [See related topics](#)

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.

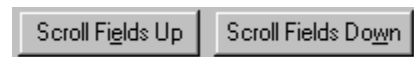
The tabs at the top of the Edit Data File dialog box display the contents of the first field in the record. You can reorder the fields, if desired, to display the field you want in the tabs.

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(`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_MERGE_DATA_FILES_OVER;H_GOING_TO_A_RECORD_IN_A_MERGE_DATA_FILE_STEPS;H_MERGE_OVER;H_SPECIFYING_FIELDS_FOR_A_MERGE_DATA_FILE_STEPS',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.



Tip

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_EDITING_A_DOCUMENT_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 the file you specified. The file has a special structure that causes Word Pro to recognize it as a merge description 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(^H_PERFORMING_A_MERGE_USING_DATA_IN_ANOTHER_APPLICATION_STEPS;H_MERGE_OVER;H_MERGE_DATA_FILES_OVER;H_SPECIFYING_FIELDS_FOR_A_MERGE_DATA_FILE_STEPS',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. Display the Merge Data File Fields dialog box.



Tip

2. Select "Field names listed in a separate description file."
3. Type a name for the description file in the "Description file" box and press ENTER.
4. Click Yes to create the description file.
5. 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.
6. Click OK.
7. Click Yes to save the file, specify the desired folder and file name, and click Save.
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_SPECIFYING_FIELDS_FOR_A_MERGE_DATA_FILE_STEPS',0)} [See related topics](#)

Details: Creating a merge 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(`H_MERGE_OVER;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](#)

Creating a merge data file

1. Choose Text - Merge.



2. Choose Letter or Envelope.
3. Click "Create New" in "Step 1 - Select Data File."
4. Type a "Field name" in the box or select a field 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](#)
5. Click OK to open the Edit Data File dialog box.
6. Type the information for a record and click Add Record.
Repeat for each record you want to add.
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_OVER;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.



Tip

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 also display the Data File Options dialog box and change file delimiters when you create a data file.

To display the Edit Data File dialog box, choose Text - Merge, choose Letter or Envelope, and then click Edit in "Step 1 - Select Data File."

The Edit Data File dialog box also displays after you complete the Create Data File dialog box and click OK.

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 "Specific record" in the "Go To" options.

Note To go to the first or last record in the file, click "First Record" or "Last Record," and click OK.

4. Select the desired field in the "Specific record" list box.
5. Type the desired information in the corresponding text box.

For example, select FIRST_NAME in the "Specific record" list box and type Mary in the text box.

6. Click OK.

Note If you try to go to a specific record and Word Pro cannot find a match, Word Pro places you at the end of the data file.

{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(`H_SELECTING_A_MERGE_DATA_FILE_STEPS;H_MERGE_DATA_FILES_OVER;H_MERGING_AN_ENVELOPE_STEPS;H_MERGING_A_LETTER_STEPS;H_MERGE_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_SELECTING_A_MERGE_DATA_FILE_STEPS;H_MERGE_DATA_FILES_OVER;H_MERGING_AN_ENVELOPE_STEPS;H_MERGING_A_LETTER_STEPS;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](#)

Overview: Merge

You can use Merge to combine variable data in one file—such as names and address—with text in another.

For example, you want to send the same letter or envelope to 30 different people. Rather than type and print the letter or envelope 30 times, you can use Merge to print 30 copies in one pass. You can also personalize each letter or envelope with a different name and address.

You can complete a merge using three steps:

1. Create/Select Data File

The data file holds the variable information, such as names and addresses, which is combined with the standard information in a letter or envelope. You can use data created by Word Pro, another word processor, a spreadsheet program, or a database program.

To perform the first step of a merge, you must select an existing merge data file or create a new merge data file. If you create a file in Word Pro, you can create new records, update existing records, and delete records you no longer need. You can also sort the information in the records.

If you select a file that is not created in Word Pro, you cannot use Word Pro to edit or sort the data. Instead, you should use the program in which the file was created to edit or sort the data.

2. Create/Select Letter to Merge or Setup Envelope

To perform the second step of a merge, you must specify the document that you want to merge with your merge data file. If you are merging a letter, you can use an existing file or the current file on the screen. You can also create a new file. If you are merging an envelope, first you must create a new plain document. Then, the plain document becomes the envelope after you complete the Envelope Setup dialog box.

The merge document or envelope must contain fields that match the fields defined in the merge data file. If not, you can use the Merge bar to insert fields. You can place the merge fields anywhere in document or envelope, and you can use the same field multiple times.

3. Merge, View, and Print

The final step of merge combines the information in the data file with the merge document or envelope.

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. You can also view each merged document, make any final changes, and then select print options.

{button ,AL('H_SELECTING_A_MERGE_DATA_FILE_STEPS;H_MERGE_DATA_FILES_OVER;H_MERGING_A_LETTER_STEPS;H_MERGING_AN_ENVELOPE_STEPS;H_MERGING_LABELS_STEPS;H_CREATING_A_MERGE_DATA_FILE_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](#)

[Setting print options](#)

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. Choose Text - Merge
3. Choose Envelope.
4. In "Step 1 - Select Data File," specify an existing data file or create a new one.
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_MERGING_AN_ENVELOPE_DETAILS',1)} [See details](#)

{button ,AL('H_MERGE_OVER;H_CREATING_AN_ENVELOPE_OVER;H_INSERTING_MERGE_FIELDS_STEPS;H_MERGING_A_LETTER_STEPS;H_MERGING_LABELS_STEPS;H_SPECIFYING_MERGE_ENVELOPE_SETUP_OPTIONS_STEPS;H_CREATING_A_MERGE_DATA_FILE_STEPS;H_SELECTING_A_MERGE_DATA_FILE_STEPS;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.
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_MERGING_A_LETTER_DETAILS',1)} [See details](#)

{button ,AL(`H_MERGE_OVER;H_CREATING_AN_ENVELOPE_OVER;H_CREATING_A_MERGE_DATA_FILE_STEPS;H_SELECTING_A_MERGE_DATA_FILE_STEPS;H_INSERTING_MERGE_FIELDS_STEPS;H_MERGING_AN_ENVELOPE_STEPS;H_MERGING_LABELS_STEPS;H_VIEWING_AND_PRINTING_THE_MERGED_DOCUMENTS_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_MERGE_OVER;H_VIEWING_AND_PRINTING_THE_MERGED_DOCUMENTS_STEPS;H_CREATING_A_MERGE_DATA_FILE_STEPS;H_MERGING_A_LETTER_STEPS;H_MERGING_AN_ENVELOPE_STEPS;H_INSERTING_MERGE_FIELDS_STEPS;H_CREATING_A_NEW_DOCUMENT_STEPS;H_CREATING_LABELS_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('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 specified records

When you perform a merge, you can include or exclude specific records in the merge data file by specifying conditions. For example, you can send a letter only to people who live in Georgia, or exclude any people who live in Massachusetts from the mailing.

You can use multiple sets of conditions to more precisely specify the records you want to merge. For example, you can send a letter only to people who live in London, England, or exclude any people who live in Rome, Italy or Paris, France from the mailing.

You must specify the field name, the text, and the rule 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 set of criteria to select the records to merge, 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](#)

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

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.

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('H_CREATING_A_DESCRIPTION_FILE_STEPS;H_MERGE_OVER;H_MERGING_A_LETTER_STEPS;H_MERGING_AN_ENVELOPE_STEPS;H_MERGING_LABELS_STEPS;H_IMPORTING_OR_EXPORTING_A_FILE_OVER',0)} [See related topics](#)

Performing a merge using data in another application

You can use data created in another application as a merge data file, but you cannot edit the data in Word Pro.

1. Choose Text - Merge.



2. Click Use Existing in "Step 1 - Select Data File."
3. Select the type of file that you would like to merge in the "Files of type" list box.
{button ,AL('H_PERFORMING_A_MERGE_USING_DATA_IN_ANOTHER_APPLICATION_DETAILS',1)} [See details](#)
4. Specify the folder and name for the merge data file in the "File name" box and click Open.
5. If necessary, complete the Merge Data File fields dialog box to indicate the location of field names.
{button ,AL('H_PERFORMING_A_MERGE_USING_DATA_IN_ANOTHER_APPLICATION_DETAILS',1)} [See details](#)
6. Provide other information as necessary.
{button ,AL('H_PERFORMING_A_MERGE_USING_DATA_IN_ANOTHER_APPLICATION_DETAILS',1)} [See details](#)
7. Select the merge document in "Step 2 - Select Letter to Merge" or setup up the envelope in "Step 2 - Setup Envelope."
8. Insert the merge fields in your document or envelope as desired, and 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_CREATING_A_DESCRIPTION_FILE_STEPS;H_MERGE_OVER;H_MERGING_AN_ENVELOPE_STEPS;H_MERGING_A_LETTER_STEPS;H_MERGING_LABELS_STEPS;H_IMPORTING_OR_EXPORTING_A_FILE_OVER',0)} [See related topics](#)

Selecting a merge data file

1. Choose Text - Merge.



2. Choose Letter or Envelope.
3. Click Use Existing in "Step 1 - Select Data File."
4. Specify a name of an existing merge data file.
You can also click Browse to locate a file.
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](#)

Details: Sorting records in a merge data file

Sort by field

Specify the field name Word Pro should sort on.

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(`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_TEXT_AND_DATA_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](#)

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.
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: 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.

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(`H_MERGING_SPECIFIED_RECORDS_STEPS;H_SETTING_PRINT_OPTIONS_STEPS;H_MERGE_OVER;H_PRINTING_A_DOCUMENT_OVER;H_MERGING_A_LETTER_STEPS;H_MERGING_AN_ENVELOPE_STEPS;H_SORTING_RECORDS_IN_A_MERGE_DATA_FILE_STEPS',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 not print the current document and view the next merged document, click Skip and View Next.
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_MERGING_A_LETTER_STEPS;H_MERGING_AN_ENVELOPE_STEPS;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;H_BOOKMARKS_OVER',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. Choose Text - Insert Other.
2. Choose Power/Doc. Field.
3. Click Power Field.
4. Specify the instructions for the power field in the "Instructions" box.
5. Click Save.
6. Specify a name for the power field.
7. Type a description.
8. Click OK to return to the Document Fields dialog box.
9. 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 "Created by {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 phrase "Created by *myname*" (where *myname* is 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_BOOKMARKS_OVER;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 Insert to save changes

Word Pro saves changes to a power field each time you click Insert. However, Word Pro leaves the Document Fields dialog box open so you can edit other fields. When you are finished editing fields, click Cancel 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 Insert.

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

6. Click Cancel.
-

{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 Internet Jane_Doe@ crd.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
```


Fields dialog box

The Document Fields dialog box lets you:

- Insert a Document field
- View the contents of document fields
- Insert a power field
- Create a power field
- Edit a power field
- Lock a power field
- Set a power field to run automatically
- Locate Document and power fields in a document
- Convert a power field to text in a new document

{button ,AL(`H_FIELDS_OVER;H_PREDEFINED_POWER_FIELDS_OVER;H_INSERTING_A_POWER_FIELD_STE
PS',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<100,000 "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

Marks text you want to reference as an index entry. This is the same as choosing Text - Mark Text As and choosing Index Entry.

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;H_INDEX_OVER,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 both power and Document fields.

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_STEP
S',0)} [See related topics](#)

Locating fields in a document

1. Place the insertion point at the beginning of the document.
2. Choose Text - Insert Other.
3. Choose Power/Doc. 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. Choose Text - Insert Other.
 4. Choose Power/Doc. Field.
 5. Select "Lock."
 6. Click Cancel.
-

{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

<"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_FORMULAS_IN_TEXT_STEPS;H_PRINTING_A_DOCUMENT_OVER;H_SETTING_PRINT_OPTIONS_STEPS;H_PRINTING_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 subfignumber = 1 %N5>

[document text]

Figure # <Seq Figurenumber + 0 %N1><Seq subfignumber + 1 %N5>

[document text]

Figure # <Seq Figurenumber + 1 %N1>

[document text]

Figure # <Seq Figurenumber + 1 %N1><Seq subfignumber = 1 %N5>

Figure # <Seq Figurenumber + 0 %N1><Seq subfignumber + 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.

To enter a Tab key as part of *textstring*, you must hold down the CTRL key when you press Tab.

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_STEPS;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. Choose Text - Insert Other.
 4. Choose Power/Doc. Field.
 5. Deselect "Lock."
 6. Click Cancel.
-

{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 Insert to save changes

Word Pro saves changes to a power field each time you click Insert. However, Word Pro leaves the Document Fields dialog box open so you can edit other fields. When you are finished editing fields, click Cancel 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.
 2. Place the insertion point within that power field.
 3. Choose Text - Insert Other.
 4. Choose Power/Doc. Field.
 5. Select "Auto run."
 6. Click Insert.
 7. Click Cancel.
-

{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_PO
WER_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_FIEL
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. Choose Text - Insert Other.
 3. Choose Power/Doc. Field.
 4. Select "Convert on New."
 5. Click Insert.
 6. Click Cancel.
-

{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
```

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 demo

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.

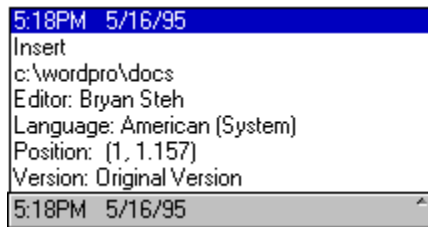
<u>Option...</u>	<u>What Word Pro does...</u>
Document Path	Displays the path (drive and directory) for the current document. If you have not yet saved the document, Word Pro displays the default path specified on the Locations tab in the Word Pro Preferences dialog box.
Time and Date	Displays the current 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 demo

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_US  
ING_THE_STATUS_BAR_STEPS;H_STATUS_BAR_OVER;H_BOLDING_TEXT_USING_THE_STATUS_BAR_S  
TEPS;H_UNDERLINING_TEXT_USING_THE_STATUS_BAR_STEPS;H_APPLYING_A_FONT_TO_TEXT_USIN  
G_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.

{button ,AL(^H_TEAMREVIEW_ASSISTANT_OVER;H_STATUS_BAR_OVER;H_TEAMMAIL_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](#)

[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 demo

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 Fast Format

1. Place the insertion point in the paragraph that uses the style you want to apply.
2. Choose Text - 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.



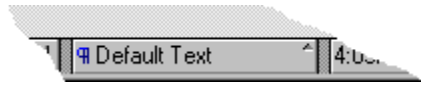
5. Select the desired style in the "Style" box.

{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

Overview: Cell styles

Cell styles determine the formatting 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 that has 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 the properties bold and centered.) Then, you can apply the "Title" cell style to the table headings to format the heading cells with a yellow background and bold and centered text.

Note 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

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, you need to write a manual explaining how to complete a process. You want the reader to be able to easily identify words which are defined in the manual's glossary. You might create a character style named "Glossary" that is 14-point and bold. By selecting a word and applying the "Glossary" character style, you change the properties for one word without changing the properties for the rest of the words in the paragraph. Later, if you need to make the glossary words italics as well as bold and 14-point, you can redefine the "Glossary" character style. Because you used a character style rather applying attributes locally, all the words with the "Glossary" character style automatically are updated with the new italic property.

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

1. Click the right mouse button.
2. Choose 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. 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.
9. 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 option that you select in the list box determines the properties that are checked in the check 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 demo

You can create a style for any Word Pro object (character, paragraph, page, frame, 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

1. Click the right mouse button
2. Choose 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. Click Yes to delete the style.
8. 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_TABLE_STYLES_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 a style, rename a style, and delete a style from this dialog box.

Choose a task:

[Renaming a style](#)

[Deleting a style](#)

[Copying 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 .

{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

Paragraph styles include all text formatting information and determine the way text in a document initially appears. 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, or Fast Format.

You can use paragraph styles to maintain a consistent look for your document. For example, suppose 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.

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
- Rules about page breaks
- Tabs
- Outline settings

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

When you redefine a style, you change a style and save it with the new property settings. For example, you want the Heading paragraph style to be bold. Select a Heading paragraph and make it bold. Then, redefine Heading to include the new characteristics.

1. Select an object that has the desired style.
2. Click the right mouse button.
3. Choose Properties.

For example, if you want to redefine a frame style, choose Frame Properties.

4. Change or add properties.
5. Click the Style tab.



6. Click Redefine Style.



Tip

7. For style hierarchy options, click Hierarchy, select the desired options, and click OK to return to the Redefine Style dialog box.
8. 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 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 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. Select "Remove only character style."
7. Click OK.

{button ,AL('H_REMOVING_A_CHARACTER_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',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

1. Click the right mouse button.
2. Choose 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. Click OK to return to the Manage Styles dialog box.
9. 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

You can create, apply, redefine, and manage a style for any object in Word Pro. Styles are formatting and appearance properties that you assign to Word Pro objects through the InfoBox, the status bar, Fast Format, or keyboard shortcuts. For example, you can make text bold and create a character style named Bold, or you can create a frame with a shadow and create a frame style named Shadow. Using styles makes formatting easier.

The SmartMaster template that you select when creating a document contains predefined styles. The first time you type a new paragraph or insert an object, Word Pro uses the Default style for that object. For example, the "Default Text" paragraph style in Word Pro is a 12-point Times New Roman font with no spacing above or below it. You can use the Default style for an object, choose another predefined style, or create your own style.

When you create styles, Word Pro adds them to the Style Status list on the status bar. However, you will only see table and table cell styles when you are working in tables, frame styles when you are working in a frame, and so on.

Note Styles can apply to the entire document or to specific divisions within a document.

{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

A table style governs the formatting for entire tables (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 would like to use. If you create a table using the Create Table icon ([graphic](#)), 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 balance 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 by clicking Edit, making the desired changes, clicking Save or Save As, and clicking 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 to Text

Outline numbering sequence

You can edit any available numbering sequence or create another numbering sequence.

Position and numbering type

These levels conform to those in the selected outline numbering sequence.

For example:

- If you use the default outline numbering sequence and you specify outline number position 1 in this box, Word Pro numbers the paragraph at the insertion point as I. When you press ENTER, the next paragraph is II, and so on.
- If you specify "Position and numbering type" as 2, Word Pro numbers the paragraph at the insertion point as A. When you press ENTER, the next text is B, and so on.

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

{button ,AL(^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_USING_OUTLINE_PARAGRAPH_STYLES_STEPS;H_SKIPPING_A_BULLET_OR_NUMBER_STEPS;H_DISCONTINUING_NUMBERING_STEPS;H_DOCUMENT_LEVEL_SMARTLEVEL_AND_HEADING_PARAGRAPHS_OVER',0)} [See related topics](#)

Applying outline numbering to Text

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 right mouse button and choose Text Properties.



Tip

3. Click the Bullets tab.



4. Click the appropriate "Number style."

If you want to select an outline number that is not displayed in "Number style," click Custom, click the Outline tab, and select the desired "Position and numbering type."

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

{button ,AL('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_USING_OUTLINE_PARAGRAPH_STYLES_STEPS;H_SKIPPING_A_BULLET_OR_NUMBER_STEPS;H_DISCONTINUING_NUMBERING_STEPS;H_DOCUMENT_LEVEL_SMARTLEVEL_AND_HEADING_PARAGRAPHS_OVER',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

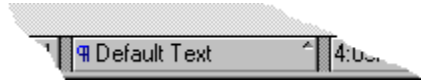
{button ,AL('H_OUTLINE_NUMBERING_OVER;H_CREATING_A_QUICK_NUMBERED_LIST_STEPS;H_NUMBERING_TEXT_OVER;H_SELECTING_AN_OUTLINE_NUMBERING_SEQUENCE_STEPS;H_APPLYING_OUTLINE_NUMBERING_TO_AN_OUTLINE_STYLE_SEQUENCE_STEPS;H_SKIPPING_A_BULLET_OR_NUMBER_STEPS;H_DISCONTINUING_NUMBERING_STEPS;H_DOCUMENT_LEVEL_SMARTLEVEL_AND_HEADING_PARAGRAPHS_OVER',0)} See related topics

Applying outline numbering using Outline Numbering paragraph styles

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_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

Sequence position

Specifies the outline sequence position for which you want to modify numbering. An example of the outline sequence position's current numbering displays in the Example area.

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

Additional information to include

The options are:

- Number from higher position
- Division name
- Section name
- None

Restart numbering based on

Tells Word Pro to restart the outline numbering at the outline level or at the beginning of every division or section. If you do not want to restart numbering, deselect this option.

Start at

Specifies the starting position for the sequence.

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

{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](#)

Changing a starting outline number

1. Choose Text - Outline.



Tip

2. Choose Outline Styles.



Tip

3. Select the numbering sequence that contains the paragraph style you want to change the starting number for in the "Numbering sequence to apply" box.
4. Click Edit Numbering.
5. Specify the desired outline level in the "Sequence position" box.
Word Pro displays the corresponding outline level character in the "Example" 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. 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.
10. Click OK.

{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

<u>Options</u>	<u>Descriptions</u>
Promote	The current paragraph is assigned to the next higher level.
Demote	The current paragraph is assigned to the next lower level.
Move Up	The current paragraph and its subordinate paragraph(s) exchange position with the preceding paragraph and its subordinate paragraph(s).
Move Down	The current paragraph and its subordinate paragraph(s) exchange position with the following paragraph and its subordinate paragraph(s).
Expand	One level of the current paragraph is exposed.
Collapse	One level of the current paragraph is hidden.
Expand All	All subordinate levels of the current paragraph are exposed.
Collapse All	All subordinate levels of the current paragraph are hidden.
Collapse to Level	Only the level you choose (and the levels above the chosen level) are exposed.

{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. Choose Text - Outline.



Tip

2. Select an option from the menu list.
-







{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: 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.



Tip

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](#)

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](#)

{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](#)

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.

<u>To perform this action...</u>	<u>Press this...</u>
Indent the text ¼ inch and use the numbering style defined for the next level of numbering	TAB
Outdent the text ¼ 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 ¼ 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](#)

{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 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](#)

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:

[Applying outline numbering to Text](#)

[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.



Tip

6. Click Delete.
All numbering sequences in the current document appear in the "Outline sequences to delete" box.
7. Select the sequence(s) you want to delete.
8. Click Delete.
Any text using the deleted outline sequence reverts to the default outline numbering sequence.
Note You cannot delete the Default outline sequence.
9. Click Cancel to return to the Custom Numbering dialog box.
10. 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 once.

Displaying or hiding outline tools

1. Choose View - Show/Hide.
2. Choose Outline Tools.

To return to your previous view, choose View - Show/Hide and deselect Outline Tools.

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

{button ,AL('H_OUTLINE_SEQUENCES_OVER;H_OUTLINE_TOOLS_OVER;H_SETTING_SHOW_HIDE_OPTIONS_USING_THE_VIEW_MENU_STEPS;H_CHANGING_OUTLINE_LEVELS_STEPS;H_SETTING_OUTLINE_VIEW_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

Sequence position

Specifies the outline sequence position for which you want to modify numbering. An example of the outline sequence position's current numbering displays in the Example area.

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

Additional information to include

The options are:

- Number from higher position
- Division name
- Section name
- None

Restart numbering based on

Tells Word Pro to restart the outline numbering at the specified outline level or at the beginning of every division or section. If you do not want to restart numbering, deselect this option.

Start at

Specifies the starting position for the sequence.

{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

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.



Tip

6. Click Edit.
7. Specify a "Sequence position."
Word Pro displays the corresponding outline numbering style in the "Example" box.
8. Select any options.
{button ,AL(^H_EDITING_AN_OUTLINE_NUMBERING_SEQUENCE_DETAILS',1)} [See details](#)
9. Repeat steps 5 - 6 for each outline position that you want to modify.
10. 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.
11. Click OK.







{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. Choose Text - Outline, 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.



Tip

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 edit, delete, and create an outline numbering sequence. 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. Also, you can have Word Pro include additional information with the outline numbers, such as division name, section name, and so on.

You can modify any of the current document's outline number sequences or use Save As to create a new outline number sequence for future use.

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

Sequence position

Specifies the outline sequence position for which you want to modify numbering. An example of the outline sequence position's current numbering displays in the Example area.

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

Additional information to include

The options are:

- Number from higher position
- Division name
- Section name
- None

Restart numbering based on

Tells Word Pro to restart the outline numbering at the outline level or at the beginning of every division or section. If you do not want to restart numbering, deselect this option.

Start at

Specifies the starting position for the sequence.

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

{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_INDENTION_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](#)

Inserting text around an outline number

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.



Tip

6. Click Edit.
7. Specify the outline level that you want to insert text around in the "Sequence position" box.
Word Pro displays the corresponding outline numbering style in the "Example" box.
8. 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.
9. Choose any other desired options.
{button ,AL(`H_INSERTING_TEXT_AROUND_AN_OUTLINE_NUMBER_DETAILS',1)} [See details](#)
10. 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.
11. Click OK.

{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_INDENTION_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 an outline numbering sequence combined with 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](#)

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 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 pre-defined 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_SELECTIN
G_AN_OUTLINE_NUMBERING_SEQUENCE_STEPS;H_APPLYING_OUTLINE_NUMBERING_TO_AN_OUTLIN
E_STYLE_SEQUENCE_STEPS;H_EDITING_AN_OUTLINE_NUMBERING_SEQUENCE_STEPS;H_NUMBERIN
G_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.

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](#)

Two other ways you can reach the Set Outline Style Sequences dialog box are:

- Click the right mouse button on an outline button and choose Outline Styles
- Choose View - Set View Preferences, click the Outline tab, and then click Quick outline setup using paragraph styles.

Overview: Outline tools

If you assign outline levels to the paragraphs in your document, you can use Word Pro's outline tools to view, edit, and organize large documents in a fast and easy manner. When you view a document using outline tools, Word Pro displays outline buttons to the left of each paragraph and switches from your current view to draft view. These outline buttons can be used to collapse, expand, or move large sections of the document with ease.

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.

If an outline level contains nested levels beneath it, the outline button that corresponds with the outline level appears with a shadow. You can double click the outline button to expand or collapse the nested levels beneath it.

Note You do not need to use Outline tools 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_SELECTING_AN_OUTLINE_NUMBERING_SEQUENCE_DETAILS',1)} [See details](#)

{button ,AL(`H_APPLYING_OUTLINE_NUMBERING_TO_TEXT_STEPS;H_OUTLINE_NUMBERING_OVER;H_EDITING_AN_OUTLINE_NUMBERING_SEQUENCE_STEPS;H_CHANGING_INDENTION_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](#)

{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.

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 on the Who panel can open the document.

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.

{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 FTP 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 Email	Displays the TeamMail dialog box so you can send it to all reviewers by e-mail.
Saving document and routing via Email	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_MARKED_EDITS_OVER;H_REVIEW_AND_COMMENT_TO
OLS_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 in to 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;H_MARKED_EDITS
_OVER',0)} [See related topics](#)

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](#)

[Moving to a bookmark using the Create menu](#)

Overview: Bookmarks

- You can use bookmarks to move to specific locations in a document.
- If you create a bookmark, you can always edit its contents. You can also add contents to an empty bookmark.
- You can display bookmark markers in the document. However, bookmark markers for frames, tables, or table cells do not display.
- A bookmark marker does not print.
- A bookmark can have the same name in different divisions.
- You can identify a bookmark by name so that Word Pro can supply the bookmark contents to Lotus Notes, via Notes/FX.

{button ,AL('H_CREATING_A_BOOKMARK_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_MOVING_TO_A_BOOKMARK_USING_THE_CREATE_MENU_STEPS;H_EXCHANGING_DATA_BETWEEN_WORD_PRO_AND_NOTES_OVER;H_DEFINING_A_WORD_PRO_BOOKMARK_FOR_EXCHANGE_WITH_NOTES_STEPS',0)} [See related topics](#)

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_MOVING_TO_A_BOOKMARK_USING_THE_CREATE_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. Choose Create - 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_BOOKMARKS_OVER;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;H_MOVING_TO_A_BOOKMARK_USING_THE_CREATE_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_EDITING_A_DOCUMENT_OVER;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;H_MOVING_TO_A_BOOKMARK_USING_THE_CREATE_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_BOOKMARKS_OVER;H_EDITING_A_DOCUMENT_OVER;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;H_MOVING_TO_A_BOOKMARK_USING_THE_CREATE_MENU_STEPS',0)} [See related topics](#)

Moving to a bookmark using the Create menu

1. Choose Create - Bookmark.



2. Type or select the name of the desired bookmark.
3. Click Go To.

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

Moving to a bookmark using the Edit menu


1. Choose Edit - Go To.



Tip

2. Select "Bookmark" in the "Type of document part to go to" box.

Type of document part to go to:

3. Select the desired bookmark in the list box.
4. Click OK.

{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_MOVING_TO_A_BO
OKMARK_USING_THE_CREATE_MENU_STEPS;H_GO_TO_OVER',0)} [See related topics](#)

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_BOOKMARKS_OVER;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;H_MOVING_TO_A_BOOKMARK_USING_THE_CREATE_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_BOOKMARKS_OVER;H_VIEW_PREFERENCES_OVER;H_CREATING_A_BOOKMARK_STEPS;H_REMOVING_A_BOOKMARK_STEPS;H_EDITING_THE_CONTENTS_OF_A_BOOKMARK_STEPS;H_MOVING_TO_A_BOOKMARK_USING_THE_EDIT_MENU_STEPS;H_MOVING_TO_A_BOOKMARK_USING_THE_CREATE_MENU_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 Close.

{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 Close.

{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 "Create an 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, choose Edit - Make DocLink in Notes. 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 Create a new 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](#)

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 cannot switch between displaying an OLE object's contents and displaying an OLE object as an icon. To change this setting you must recreate the OLE object.

```
{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_CHANGING_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.

{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 Bitmap Image Properties. If the OLE object is a Lotus 1-2-3 workbook, choose Workbook Properties.

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 cannot switch between displaying an OLE object's contents and displaying an OLE object as an icon. To change this setting you must recreate the OLE object.

```
{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 displays two special commands in the File menu:

Update Lotus Word Pro

This command updates the embedded object in your Word Pro document without closing the Source application.

Exit & Return to Lotus Word Pro

This command 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

1. Double-click the object.
2. Edit the object.
3. Choose File - Exit & Return.

{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.
4. Edit the link.
{button ,AL(^H_EDITING_LINK_INFORMATION_DETAILS',1)} [See details](#)
5. Click OK.

{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](#)

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 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](#)

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](#)

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.

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.

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. Choose Edit - 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. Word Pro does not support the ability to move an object to a destination application using 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_MOUSE_TO_MOVE_DATA_FROM_A_SOURCE_APPLICATION_INTO_A_WORD_PRO_FILE_STEPS;H_USING_THE_MOUSE_TO_MOVE_DATA_FROM_WORD_PRO_TO_A_DESTINATION_APPLICATION_STEPS;H_DRAG_AND_DROP_OVER',0)} [See related topics](#)

Details: Using the mouse to move data from a source application into a Word Pro file

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](#)

Using the mouse to move data from a source application into a Word Pro file

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. Word Pro does not allow you to move data out of a Word Pro file with OLE drag and drop.

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

You cannot use drag and drop to move data from Word Pro to 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
```


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_INFOBOX_STEPS;H_MOVING_THE_INFOBOX_STEPS;H_OPENING_THE_INFOBOX_STEPS;H_GETTING_STARTED_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 on 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.



Show me a demo

The box has features that make your tasks easier:

- You can leave the InfoBox open on your screen while you work in a document.
- You can drag and drop the InfoBox to a different part of the Word Pro workspace.
- When you make a choice in the InfoBox, the text on your screen changes instantly.

If you type your choice in an InfoBox text box instead of selecting a highlighted option, the change occurs only when you tab or click outside the InfoBox.

{button ,AL(^H_GETTING_STARTED_IN_WORD_PRO_OVER;H_OPENING_THE_INFOBOX_STEPS;H_USING_T
HE_INFOBOX_STEPS;H_COLLAPSING_AND_EXPANDING_THE_INFOBOX_STEPS;H_MOVING_THE_INFOB
OX_STEPS;H_CLOSING_THE_INFOBOX_STEPS;H_CYCLEKEYS_OVER;H_EDITING_A_DOCUMENT_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 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

You can use LotusScript to customize Lotus products. LotusScript can help you work with multiple Lotus products more effectively.

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](#)

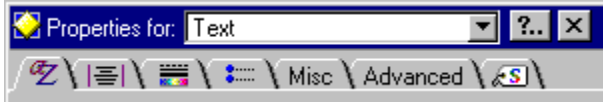
Using the InfoBox

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.

```
{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
```

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.

Script Editor Edit Menu

Undo

Undo the last edit.

Redo

Redo the last undone edit.

Cut

Cut to the Clipboard.

Copy

Copy to the Clipboard.

Paste

Paste from the Clipboard.

Find & Replace

Find and replace text in scripts.

Insert Script Template...

Insert a frequently used code template into the Script Editor.

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_CANCELING_OR_CONTINUING_A_PRINT_JOB_DETAILS',1)} [See details](#)

{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, select the "Advanced font matching" option in the "Disable" list on the General 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. Choose File - 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',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. Choose File - 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 OK.

{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 even pages first.
- Prompts you to turn the pages over.
- Print odd pages on the back of the even 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

1. Choose File - Print.
2. Click Options.
3. Select "As booklet" printing.
4. Click OK to return to the Print dialog box.
5. Click Print.

{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. Choose File - User Setup.
2. Choose Word Pro Preferences.



3. Select the General tab.
4. In "Other general usage options - Disable," deselect "Background Printing."
Word Pro prints all documents in the background until you select this option.
5. Click OK.

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

{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 a printer for a document

1. Make the document you want to print the active window.
2. Choose File - Print.



3. Select the desired printer from within 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."
{button ,AL('H_SETTING_PRINT_OPTIONS_DETAILS',1)} [See details](#)
5. Select the desired "Update options."
{button ,AL('H_SETTING_PRINT_OPTIONS_DETAILS',1)} [See details](#)
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_STEPS;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_CONTINUING_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. You have to set the margins for each column individually.

Column margin indicators

- When you drag the right  or left  margin indicator to the left or right, you can increase or decrease the space between columns (gutter space).
If the column is the outermost column on the page, you can increase or decrease the space between the margin and the edge of the page.
- When you drag the both margins indicator  to the left or right, you can move the entire column to a new position on the page.
- When you drag the between columns margin indicator  to the left or right, you can move the gutter space between columns.
The column ruler changes to conform to the new settings.

{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_RULER_INDICATORS_OVER;H_SETTING_SPACE_BETWEEN_NEWSPAPER_COLUMNS_STEPS',0)} [See related topics](#)

Changing column settings on the ruler


If you previously set columns on the page or in a frame, table, header or footer, you can use the horizontal ruler to change column settings.



1. Choose View - Show/Hide and then Ruler to display the horizontal ruler.




2. Place the insertion point in the column text.
3. Place the mouse pointer over the ruler until the desired mouse pointer displays.

To widen or narrow a column, drag the right  or left



column indicator to the left or right.

To move a newspaper or table column, drag the both margins  indicator to the left or right.

{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_RULER_INDICATORS_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

1. Display the ruler by choosing View - Show/Hide and then Ruler.



2. Place the insertion point at the desired location.
3. Delete any existing tabs on the ruler that might interfere with the signature line by dragging them off the ruler.
4. Click the right mouse button on the ruler and choose Set Tabs.
5. Select "Left-aligned" as the Tab type.
6. Select the underline Leader.
7. Select the position where you want the tab to end in the "Tab position on ruler" box, and specify a distance.
8. Click Set Tabs.
9. Click Close.

To display the line, type any preceding text and then press TAB.

{button ,AL(`H_RULER_OVER;H_RULER_INDICATORS_OVER;H_DEFAULT_TABS_ON_THE_RULER_OVER;H_SETTING_TABS_ON_THE_RULER_STEPS',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;H_RULER_INDICATORS_OVER;H_DIFFERENT_TYPES_OF_TABS_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_RULER_INDICATORS_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_RULER_INDICATORS_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.

Overview: Different types of tabs

<u>This type of tab...</u>	<u>Displays text...</u>
Left aligned	To the right of the tab position.
Right aligned	To the left of the tab position.
Centered	Equally to the left and right of the tab position.
Numeric	<p>To the left of the tab position.</p> <p>Make sure you set numeric tabs so the largest numbers have sufficient space between them. Otherwise, the numbers may not align correctly.</p> <p>When you type a numeric separator, the text appears to the right of the tab position.</p> <p>The numeric separator is determined by the decimal symbol specified on the Numbers panel of the Regional Settings Properties box in the Windows Control Panel.</p>













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

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. For information, see [Ruler Indicators](#)

Overview: Ruler indicators

You can use these ruler indicators to adjust indents, tabs, and margins.

<u>Indicator...</u>	<u>Description...</u>
	Marks the indentation of the first line of a paragraph
	Marks the indentation for all lines in a paragraph
	Marks the indentation for all lines (except the first line) in a paragraph
	Marks the indentation from the right margin for all lines in a paragraph
	Marks the margin for the top of the page
	Marks the bottom margin for the text area of the page
	Marks the left margin for the text area of the page
	Marks the right margin for the text area of the page
	Marks the position of a center tab
	Marks the position of a left tab
	Marks the position of a numeric tab
	Marks the position of a right tab

{button ,AL(^H_SETTING_TABS_ON_THE_RULER_STEPS;H_SETTING_LEFT_AND_RIGHT_MARGINS_ON_THE_RULER_STEPS;H_UNDERSTANDING_WORD_PRO_POINTER_SHAPES_STEPS;H_RULER_OVER;H_RULE_R_MARGINS_POINTER_SHAPES_STEPS;H_RULER_TABS_POINTER_SHAPES_STEPS',0)} [See related topics](#)

Overview: Ruler

Word Pro uses horizontal and vertical rulers to indicate tab settings, indents, margins, and columns. You can adjust these settings directly on the ruler or you can adjust them using their dialog boxes.

Word Pro uses three types of rulers: Layout, Style, and Text.

- Layout rulers

Layout rulers affect the entire layout and are the default rulers (unless you create others). When you insert a page layout, or create a division or section, Word Pro uses the layout ruler stored in the page style as the layout ruler for the page(s). When you create a frame, Word Pro uses the layout ruler stored in the frame style as the frame's layout ruler. When you create a table cell or column block, Word Pro uses the layout ruler stored in the cell style. Each type of layout can only use one layout ruler at a time.

- Style rulers

Style rulers are attached to paragraph styles and affect any paragraphs using the style that contains the ruler. Style rulers take precedence over a layout ruler; for example, when you apply a style to a paragraph, the style ruler is used instead of the default (layout) ruler.

- Text rulers

Text rulers apply to individual paragraphs of text and take precedence over both layout and style rulers. You can use a text ruler to affect individual paragraphs of your document.

When you change margins or column settings on the ruler, you are modifying the layout ruler. When you set tabs on the ruler, you are creating a text ruler. If you select multiple paragraphs of text before setting tabs, Word Pro creates a text ruler for each selected paragraph. Word Pro places a ruler mark at the beginning of each paragraph that has a text ruler. When you change indents on the ruler, Word Pro records the settings in the Text Properties InfoBox, but does not insert a new ruler.

If you redefine a paragraph style based on a paragraph that contains a text ruler, that ruler becomes a style ruler and affects all paragraphs using that style. If you redefine a page, header, footer, frame, or cell style, the current layout ruler becomes part of the style and affects any other layouts using that style.

In addition to user-defined tabs, Word Pro maintains a set of default tabs that apply to all layout, style, and text rulers in the entire division. Default tabs are evenly spaced across the ruler and are used only if you do not set other tabs. You can change default tab spacing using the Set Tabs on Ruler dialog box.

When you use the Set Tabs on Ruler dialog box, the ruler being modified depends on how you access the dialog box. If you access the dialog box from the Misc panel of the Text Properties InfoBox, you will modify the text ruler. If you access the dialog box from the Page layout, Header, Footer, Frame, Table cell, or Column Block Properties InfoBox, you will modify the layout ruler for the object whose properties display. If you access the dialog box by right-clicking on the ruler, Word Pro lets you select the specific ruler you want to modify.

{button ,AL('H_SETTING_THE_STANDARD_UNIT_OF_MEASUREMENT_STEPS;H_SETTING_INDENTS_ON_THE_RULER_OVER;H_DIFFERENT_TYPES_OF_TABS_OVER;H_UNDERSTANDING_WORD_PRO_POINTER_SHAPES_STEPS;H_SETTING_TABS_ON_THE_RULER_STEPS;H_CHANGING_COLUMN_SETTINGS_ON_THE_RULER_STEPS;H_RULER_INDICATORS_OVER;H_SETTING_LEFT_AND_RIGHT_MARGINS_ON_THE_RULER_STEPS;H_SETTING_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_S
ET_TABS_ON_RULER_DIALOG_BOX_STEPS;H_DIFFERENT_TYPES_OF_TABS_OVER;H_DELETING_A_TA
B_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;H_DIFFERENT_TYPES_OF_TABS_OVER',0)} [See related topics](#)

Setting default tabs on the 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 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_DIFFERENT_TYPES_OF_TABS_OVER;H_RULER_INDICATORS_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_SETTING_INDENTS_ON_THE_RULER_OVER;H_INDENTING_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_RULER_INDENTS_POINTER_SHAPES_STEPS;H_INDENTING_TEXT_OVER',0)} [See related topics](#)

Overview: Setting indents on the ruler

You can set indents directly on the horizontal ruler.

- 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. 

The first line indent, rest indent, and all indent indicators originally display as a group  from which you can drag one of the indicators.

If you click the right mouse button on the horizontal ruler and choose Set Indents, you can set indents from the InfoBox.

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

Setting indents on the ruler



Show me a demo

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_SETTING_INDENTS_ON_THE_RULER_OVER;H_RULER_INDENTS_POINTER_SHAPES_STEPS;
H_RULER_OVER;H_INDENTING_TEXT_USING_THE_TEXT_INFOBOX_STEPS;H_INDENTING_TEXT_OVER;
H_RULER_INDICATORS_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_RULER_INDICATORS_OVER;H_PAGE_LAYOUT_OVER;H_MARGINS_OVER',0)} [See related topics](#)

Setting left and right margins on the ruler



Show me a demo

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;H_RULER_INDICATORS_OVER',0)} [See related topics](#)

Setting tabs on the ruler



Show me a demo

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;H_DIFFERENT_TYPES_OF_TABS_OVER',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_DIFFERENT_TYPES_OF_TABS_OVER;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_SETTING_TOP_AND_BOTTOM_MARGINS_ON_THE_RULER_DETAILS',1)} [See details](#)

{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_INDICATORS_OVER;H_RULER_OVER;H_MARGINS_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](#)

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.

You can also click the right mouse button on a selected image and choose Image Properties to display the Image Properties dialog box.

If you want Word Pro to set brightness and contrast values for all subsequently imported pictures or graphics (but not images already in a document), choose Image - Auto Contrast on Import. Word Pro then processes all pictures and graphics until you deselect this option.

Details: Changing the appearance of a picture or graphic

Image Properties 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.

Use Image - Auto Contrast on Import to set auto-contrast for **all** pictures.

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 Properties 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_CHANGING_THE_APPEARANCE_OF_PICTURES_OR_GRAPHICS_OVER;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_SIZING_PICTURES_OR_GRAPHICS_OVER;H_IMPORTING_A_PICTURE_OR_GRAPHIC_OVER',0)} [See related topics](#)

Changing the appearance of a picture or graphic

You must have an image already in a frame or other container before attempting these steps.

1. Select the frame, table cell, or other container that holds the picture or graphic.
2. Double-click on the image to activate the Image menu.
3. Choose Image - Image Properties.



Tip

4. Specify the desired options using the slider button or scroll arrows, or specify numeric values in each section.
{button ,AL('H_CHANGING_THE_APPEARANCE_OF_A_PICTURE_OR_GRAPHIC_DETAILS',1)} [See details](#)
Click Apply to immediately see the results.
5. Select "Auto contrast" if you want Word Pro to figure out the best brightness and contrast values for this specific image.
Click Apply to see the results.



Tip

6. If you want a reverse photo-negative type image for this specific picture, select "Invert Image."
Click Apply to see the results.
{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_CHANGING_THE_APPEARANCE_OF_PICTURES_OR_GRAPHICS_OVER;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_SIZING_PICTURES_OR_GRAPHICS_OVER;H_IMPORTING_A_PICTURE_OR_GRAPHIC_OVER',0)} [See related topics](#)

Overview: Changing the appearance of pictures or graphics

Image processing lets you enhance the brightness, contrast, edges, and smoothing values for a picture or graphic imported into a frame.

Once you import a picture or graphic, you can access Image Properties by selecting the frame, table cell, or other container and double-clicking the image. This activates the Image menu.

You can then choose Image - Image Properties from the menu, or click the right mouse button on the image and choose Image Properties.

{button ,AL(`H_CHANGING_THE_APPEARANCE_OF_A_PICTURE_OR_GRAPHIC_STEPS;H_SETTING_OR_REMOVING_AUTO_CONTRAST_FOR_IMAGES_STEPS;H_SIZING_PICTURES_OR_GRAPHICS_OVER;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](#)

Image Properties dialog box

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. Select the container that holds the picture or graphic.
2. Double-click the image to activate the Image menu.
3. Choose Image - Revert.

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_CHANGING_THE_APPEARANCE_OF_PICTURES_OR_GRAPHICS_OVER;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_SIZING_PICTURES_OR_GRAPHICS_OVER;H_IMPORTING_A_PICTURE_OR_GRAPHIC_OVER',0)} [See related topics](#)

When you double-click on an image, you also activate the Image menu. You can choose Revert directly from the Image menu.

Setting or removing auto contrast for images

You must have an image already in a frame or other container before attempting these steps.

1. Select the container that holds the picture or graphic.
2. Double-click on the image to activate the Image menu.
3. Choose Image - Auto Contrast on Import.
4. To remove auto contrast, repeat these steps and deselect Auto Contrast on Import.

Setting auto contrast using these steps will affect all subsequently imported images (while auto-contrast is turned on), but not images already in the document.

{button ,AL(^H_CHANGING_THE_APPEARANCE_OF_PICTURES_OR_GRAPHICS_OVER;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',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_CHANGING_THE_APPEARANCE_OF_PICTURES_OR_GRAPHICS_OVER;H_PRINTING_A_DOCUMENT_OVER;H_SELECTING_A_PRINTER_FOR_A_DOCUMENT_STEPS;H_SETTING_OR_REMOVING_AU_TO_CONTRAST_FOR_IMAGES_STEPS;H_CHANGING_THE_APPEARANCE_OF_A_PICTURE_OR_GRAPHIC_STEPS;H_REVERTING_TO_AN_ORIGINAL_PICTURE_OR_GRAPHIC_STEPS',0)} [See related topics](#)

Setting printing options for pictures or graphics

You must have an image already in a container before attempting these steps.

1. Select the container that holds the picture or graphic.
2. Double-click on the image to activate the Image menu.
3. Choose Image - Halftone Printing.
4. Choose the desired 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_CHANGING_THE_APPEARANCE_OF_PICTURES_OR_GRAPHICS_OVER;H_PRINTING_A_DOCUMENT_OVER;H_SELECTING_A_PRINTER_FOR_A_DOCUMENT_STEPS;H_SETTING_OR_REMOVING_AU TO_CONTRAST_FOR_IMAGES_STEPS;H_CHANGING_THE_APPEARANCE_OF_A_PICTURE_OR_GRAPHIC _STEPS;H_REVERTING_TO_AN_ORIGINAL_PICTURE_OR_GRAPHIC_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_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;H_EDITING_THE_STYLE_OF_A_CLICK_HERE_BLOCK_STEPS',0)} See related topics
```

Changing the default plain document SmartMaster

A plain document is the general-purpose SmartMaster you use when you click Create a Plain Document to create a new 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_CREATING_A_NEW_DOCUMENT_OVER;H_CHANGING_THE_SMARTMASTER_LOCATION_PREFERENCE_STEPS;H_CHOOSING_A_DIFFERENT_SMARTMASTER_OVER;H_EDITING_A_SMARTMASTER_STEPS;H_CLICK_HERE_BLOCKS_OVER',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. Click Options.
3. 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, select "Notes F/X Field."

4. Click OK to return to the Create Click Here Block dialog box.
5. Click OK.

{button ,AL('H_CREATING_A_CLICK_HERE_BLOCK_STEPS;H_CLICK_HERE_BLOCKS_OVER;H_DEFINING_THE_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_CHOOSING_A_DIFFERENT_SMARTMASTER_OVER;
H_EDITING_A_SMARTMASTER_STEPS;H_CHANGING_THE_DEFAULT_PLAIN_DOCUMENT_SMARTMASTE
R_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.

You must assign a unique tab order number to each Click Here Block. If you assign the same tab order number to two Click Here Blocks, Word Pro tabs to the nearest block.

Note Changing the tab order of one Click Here Block does not change the tab order of succeeding blocks. You must change their order manually.

Allow tabs to be inserted as data in this block

If you select this option, when someone presses TAB with the insertion point inside this Click Here Block, Word Pro inserts a tab in the Click Here Block rather than moving the insertion point to the next Click Here Block in the 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_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_EDITING_A_CLICK_  
HERE_BLOCK_STEPS',0)} See related topics
```

Changing the tab order for Click Here Blocks

1. Place the insertion point in a Click Here Block for which you want to change the tab order.
2. Choose Create - Click Here Block.



3. Click "Edit Current" to edit the Click Here Block.
4. Click Options.
5. Specify the desired tab order number in the "Order when tabbing between blocks" box.
{button ,AL(`H_CHANGING_THE_TAB_ORDER_FOR_CLICK_HERE_BLOCKS_DETAILS',1)} [See details](#)
6. If you want to allow others to insert a tab in the Click Here Block, select "Allow tabs to be inserted as data in this block."
7. Click OK to return to the Click Here Block Properties dialog box.
8. Click OK.

{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;H_CHOOSING_A_DIFFERENT_SMARTMASTER_OVER',0)} [See related topics](#)

Overview: Choosing a different SmartMaster

- You can replace the current SmartMaster with another SmartMaster.
Word Pro uses the styles and page layout of the new SmartMaster.
- You can apply a SmartMaster change through the entire document, the current division, or all divisions at the same level and below.

If you had already typed contents into the document, any contents from the SmartMaster are not placed in the document. The existing contents will assume the formatting defined in the styles of the new SmartMaster.

{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;H_CHOOSING_A_DIFFERENT_SMARTMASTER_STEPS',0)} [See related topics](#)

Choosing a different SmartMaster

1. Choose File - 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;H_CHOOSING_A_DIFFERENT_SMARTMASTER_OVER',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 or to follow a link to another location in the same or a different document.

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.
- Create links to locations in other documents by using Click Here blocks. These links are particularly useful when the document is saved to the Internet.
- 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_EDITING_THE_STYLE_OF_A_CLICK_HERE_BLOCK_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',0)} See related topics
```


Click Here Block Options dialog box

You can set the order for accessing each Click Here Block with the Tab key, change the name of a Click Here Block, and define the properties for a Click Here Block script.

Choose a task:

[Changing the tab order for Click Here Blocks](#)

[Changing the name of a Click Here Block](#)

[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](#)

Click Here Block Properties dialog box

You can use the Click Here Block Properties dialog box to edit a Click Here Block, attach a script to a Click Here Block, change the name of a Click Here Block, define properties for a Click Here Block script, and change the order for accessing each Click Here Block with the TAB key.

Choose a task:

[Editing a Click Here Block](#)

[Changing the name of a Click Here Block](#)

[Defining the properties for a Click Here Block script](#)

[Modifying a script for a Click Here Block](#)

[Changing the tab order for Click Here Blocks](#)

[Creating a Click Here Link](#)

[Creating a Click Here Keyword List](#)

Create Click Here Block dialog box

You can create a Click Here Block, attach a script to a Click Here Block, change the name of a Click Here Block, define properties for a Click Here Block script, and change the order for accessing each Click Here Block with the Tab key.

Choose a task:

[Creating a Click Here Block](#)

[Changing the name of a Click Here Block](#)

[Defining the properties for a Click Here Block script](#)

[Modifying a script for a Click Here Block](#)

[Changing the tab order for Click Here Blocks](#)

[Creating a Click Here Link](#)

[Creating a Click Here Keyword List](#)

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

Details: Creating 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.
Display Keyword List	Displays a list of keywords you can select.
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.
Follow a Link	Creates a link which a user can follow to another point in the document or to another document.

Prompt text

Prompt text displays in the Click Here Block to instruct others what to type or insert. When someone activates the Click Here Block, the prompt text disappears. Also, if someone inserts text or an object inside a Click Here Block, the prompt text disappears.

You can use the default Click Here Block prompt text or you can customize it.

Deleting the text or object in a Click Here Block causes the prompt text to reappear.

You can print, hide, and change the appearance of prompt text.

Bubble help text

You can only select bubble help text when you select the option, "Standard - Insert typed text," in the "Behavior" box.

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

{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_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;H_CHANGING_THE_TAB_ORDER_FOR_CLICK_HERE_BLOCKS_STEPS',0)} [See related topics](#)

Creating a Click Here Block

1. Place the insertion point at the desired location.
2. Choose Create - Click Here Block.



3. Select the desired option in the "Behavior" box.
`{button ,AL('H_CREATING_A_CLICK_HERE_BLOCK_DETAILS',1)}` [See details](#)
4. If you want to customize the prompt text, specify it in the "Prompt text" box.
5. If you want to create bubble help, select "Bubble help text" and specify the desired text.
6. Click OK.

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

`{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_CREATING_A_CLICK_HERE_KEYWORD_LIST_DETAILS',1)} [See details](#)

{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](#)

Details: Creating a Click Here Link

Link's Destination Path or URL

The location and name of the destination document.

Word Pro does not automatically open the destination document you specify.

Bookmark or Named Anchor

The name of the bookmark or anchor you want to go to when the link is activated.

In order to go to a bookmark or named anchor, the bookmark or named anchor must already exist in the destination document. If you select a name that is not associated with a bookmark or named anchor, Word Pro places an anchor at the end of the destination document.

Link's description text

The text you want to appear in the source document at the location of the link, i.e. the prompt text.

Apply Character Style to Link Text

When you create a Click Here Link, the prompt text for the link appears using an "unread" character style which identifies it as a Click Here Link. After the user follows the link and views the text at the destination, Word Pro changes the character style. The new character style is different to identify that the destination text has already been viewed. If the source document is closed and reopened later, the Click Here Link text reappears in the "unread" character style.

If you choose this option, select the character style to apply or accept the default "Anchor (A)." When the user follows the link, the character style for the link source will change to "Viewed Anchor (A)."

{button ,AL(^H_CREATING_A_CLICK_HERE_LINK_STEPS',1)} Go to procedure

{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_USING_LINKS_IN_A_WEB_PAGE_OVER;H_WP_EDITING_A_LINK_IN_A_WEB_PAGE_STEPS',0)}
See related topics

Creating a Click Here Link

Using Click Here Blocks, you can create links to locations in the current document, other documents, or documents on the Internet. When you double-click a Click Here Link, Word Pro opens the destination document and moves to a specified bookmark or named anchor.

Click Here Links are generally created in a document rather than in a SmartMaster.

1. Place the insertion point at the desired location.
Choose Create - Click Here Block.
2. In the "Behavior" box, choose "Follow a Link."
3. Click Link.
4. In the "Link's Destination Path or URL" box, specify the document to display when the link is activated.
If the destination document is already open, click Open Documents, specify the document, and click OK.
If the destination document is not open, click Browse, specify the folder and file name, and click Open.
If the destination document is on the Internet, click Internet, and complete the Browse from Internet dialog box.
5. If you want to go to a specific location in the destination document each time it is opened, select "Bookmark or Named Anchor" and type the name of the bookmark or anchor in the box.
6. In the "Link's Description Text" box, type the text you want to appear in the source document at the location of the link.
7. If you want the description text to use an identifying character style, select "Apply Character Style to Link Text" and specify the character style you want the description text to use.
8. Click OK to return to the Create Click Here Block dialog box.
9. Click OK.

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

{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 Options.
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 to return to the Create Click Here Block dialog box.
8. 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  
CRIPT_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_CREATING_A_NEW_DOCUMENT_OVER;H_STYLES_OVER;H_SCRIPTS_OVER;H_CHOOSING_A_DIFFERENT_SMARTMASTER_OVER;H_EDITING_A_SMARTMASTER_STEPS;H_CLICK_HERE_BLOCKS_OVER;H_SAVING_A_DOCUMENT_OVER;H_LANGUAGE_OPTIONS_OVER;H_ADJUSTING_PAGE_SETTINGS_TO_PRINTER_SETTINGS_STEPS;H_ASIGNING_CATEGORIES_TO_DOCUMENTS_AND_DIVISIONS_STEPS',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.
{button ,AL('H_CREATING_A_SMARTMASTER_DETAILS',1)} [See details](#)

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_CREATING_A_NEW_DOCUMENT_OVER;H_CHOOSING_A_DIFFERENT_SMARTMASTER_OVER;H_EDITING_A_SMARTMASTER_STEPS;H_CLICK_HERE_BLOCKS_OVER;H_SAVING_A_DOCUMENT_OVER;H_LANGUAGE_OPTIONS_OVER;H_AS_SIGNING_CATEGORIES_TO_DOCUMENTS_AND_DIVISIONS_STEPS',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 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 Options.
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 to return to the Create Click Here Block dialog box.
6. 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_T
HE_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_CREA
TING_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

It is easier to delete a Click Here Block if you set up the document display to show Click Here Block marks.

1. Place the insertion point in front of the first Click Here Block mark for the desired Click Here Block.
If Click Here Blocks are not displayed in your document, place the insertion point in front of the desired Click Here Block prompt text.
2. Press and hold the mouse button and drag the mouse until the entire Click Here Block is selected.
3. Press Delete.

{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 Options.
3. Select a property from the "Script Properties" box.
4. Click Delete.
5. Repeat steps 3-4 to delete additional properties.
6. Click OK to return to the Create Click Here Block dialog box.
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_SCRIPT_FOR_A_CLICK_HERE_BLOCK_STEPS;H_EDITING_A_CLICK_HERE_BLOCK_STEPS;H_CREATING_A_PROPERTY_FOR_A_CLICK_HERE_BLOCK_SCRIPT_STEPS;H_USING_CLICK_HERE_BLOCKS_WITH_LOTUSSCRIPT_OVER',0)) [See related topics](#)

Details: Editing 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.
Display Keyword List	Displays a list of keywords you can select.
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 File	Displays the Import or Export dialog box.
Insert Glossary Text	Displays the Glossary dialog box.
Insert Equation	Creates the equation's frame and switches to equation mode.
Follow a Link	Creates a link which a user can follow to another point in the document or to another document.

Prompt text

Prompt text displays in the Click Here Block to instruct others what to type or insert. When someone activates the Click Here Block, the prompt text disappears. Also, if someone inserts text or an object inside a Click Here Block, the prompt text disappears.

You can use the default Click Here Block prompt text or you can customize it.

Deleting the text or object in a Click Here Block causes the prompt text to reappear.

You can print, hide, and change the appearance of prompt text.

Bubble help text

You can only select bubble help text when you select the option, "Standard - Insert typed text," in the "Behavior" box.

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

Editing a Click Here Block

1. Click inside the desired Click Here Block.
2. Choose Create - Click Here Block.



3. Click "Edit Current" in the message box.
4. Make the necessary edits.
5. Click OK.

{button ,AL('H_EDITING_A_CLICK_HERE_BLOCK_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_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_CHANGING_THE_TAB_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. Choose File - 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_SCRIPTS_OVER;H_CHOOSING_A_DIFFERENT_SMARTMASTER_OVER;H_CREATING_A_SMARTMASTER_STEPS;H_CLICK_HERE_BLOCKS_OVER;H_SAVING_A_DOCUMENT_OVER;H_LANGUAGE_OPTIONS_OVER;H_ADJUSTING_PAGE_SETTINGS_TO_O_PRINTER_SETTINGS_STEPS',0)} [See related topics](#)

Editing the style of a Click Here Block

When you click in a Click Here Block, you type text that uses an assigned paragraph style. You can redefine this style and apply it to all Click Here Block paragraphs that you create.

1. Place the insertion point in the desired paragraph.
2. Click the right mouse button.
3. Choose Text Properties.
4. Change the appearance of the paragraph as desired.
5. Click the Style tab.



6. If you want to change all paragraphs that use the same style, click Redefine Style and click OK.

If you want to create a new style which you can apply to other Click Here Block paragraphs, click Create Style, specify a style name and description, and click OK.

{button ,AL(^H_CLICK_HERE_BLOCKS_OVER;H_CREATING_A_CLICK_HERE_BLOCK_STEPS;H_CHANGING_T
HE_APPEARANCE_OF_CLICK_HERE_BLOCK_PROMPT_TEXT_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 Not all Click Here Blocks are designed to let you TAB to them. Also, some Click Here Blocks are actually Click Here Links. If you tab to a Click Here Block and the prompt text does not disappear, you have tabbed to a Click Here Link. Double-click on the link to go to the link destination or press TAB to go to the next Click Here Block.

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

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. Scripts for each Click Here Block are initially empty.

1. Choose Create - Click Here Block.



2. Click Script.
3. Make your selections from the Script Editor dialog box.
4. Choose File - 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
```

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. Choose File - 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.

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

{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](#)

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_CREATING_A_NEW_DOCUMENT_OVER;H_STYLES_OVER;H_CHOOSING_A_DIFFERENT_SMARTMASTER_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_COMMENT_NOTES_OVER;H_DISPLAYING_THE_REVIEW_AND_COMMENT_TOOLS_ICON_BAR_STEPS;H_SHOWING_OR_HIDING_AN_EDITORS_INITIALS_ON_COMMENT_NOTES_STEPS;H_SETTING_A_CUSTOM_COLOR_FOR_COMMENT_NOTES;H_CHANGING_MARKUP_OPTIONS_FOR_AN_EDITOR_STEPS;H_CREATING_A_CUSTOM_COLOR_STEP S',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_COMMENT_NOTES_OVER;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 check mark  in the comment note window.

```
{button ,AL(`H_COMMENT_NOTES_OVER;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
```

Overview: Comment notes


When you are working in a document, you can insert a comment note anywhere inside its text without actually changing document text.

You can insert your note into a window that appears as a small colored note in the document's text. These windows are called comment notes. They are similar to the sticky notes used on printed documents.

- You can open a comment note by double-clicking on the colored comment note mark in the text.
- You can close a comment note by clicking the check mark in the comment note window. When a comment note is closed, it appears as a small colored box. 
- Once a note is open, you can edit it the same way you edit any Word Pro document.
- You can change the color of the comment note mark.
- You can show or hide the editor's initials in the comment note mark.
- You can move or resize the comment note, as long as it stays on the same page as its comment note mark.

{button ,AL(^H_CHANGING_THE_COLOR_OF_COMMENT_NOTE_MARKS_STEPS;H_CREATING_A_COMMENT_NOTE_STEPS;H_REVIEW_AND_COMMENT_TOOLS_ICONS_OVER;H_EDITING_THE_TEXT_IN_A_COMMENT_NOTE_STEPS;H_FINDING_COMMENT_NOTES_IN_A_DOCUMENT_STEPS;H_PRINTING_COMMENT_NOTES_STEPS;H_REMOVING_A_COMMENT_NOTE_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_COMMENT_NOTES_OVER;H_DISPLAYING_THE_REVIEW_AND_COMMENT_TOOLS_ICON_BAR_STEPS;H_EDITING_THE_TEXT_IN_A_COMMENT_NOTE_STEPS;H_CLOSING_A_COMMENT_NOTE_STEP S',0)} [See related topics](#)

Creating a comment note



Show me a demo

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_COMMENT_NOTES_OVER;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 marked edits 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_COMMENT_NOTES_OVER;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_COMMENT_NOTES_OVER;H_SETTING_SHOW_HIDE_OPTIONS_USING_THE_VIEW_MENU_STEPS;H_USING_SMARTICONS_OVER;H_MARKED_EDITS_OVER;H_SETTING_REVIEW_AND_COMMENT_OPTIONS_STEPS',0)} [See related topics](#)

Details: Editing the text in a comment note

You can edit the text in the comment note window just as you edit text in a Word Pro document.


You can copy, cut, or paste data from the document into the comment note, or from the comment note into the document.

You can move back and forth between the document text and the note text.

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

{button ,AL('H_COMMENT_NOTES_OVER;H_COPYING_TEXT_USING_THE_EDIT_MENU_STEPS;H_MOVING_T
EXT_USING_THE_EDIT_MENU_STEPS;H_REPOSITIONING_THE_COMMENT_NOTE_WINDOW_STEPS;H_E
DITING_A_DOCUMENT_OVER',0)} [See related topics](#)

Editing the text in a comment note

1. Open a comment note.
 2. Edit the text.
{button ,AL('H_EDITING_THE_TEXT_IN_A_COMMENT_NOTE_DETAILS',1)} [See details](#)
 3. Click the check mark  to close the note.
-

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

{button ,AL('H_COMMENT_NOTES_OVER;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;H_EDITING_A_DOCUMENT_OVER',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_COMMENT_NOTES_OVER;H_CREATING_A_COMMENT_NOTE_STEPS;H_DISPLAYING_THE_R
VIEW_AND_COMMENT_TOOLS_ICON_BAR_STEPS;H_GO_TO_OVER;H_SHOWING_OR_HIDING_COMME
NT_NOTE_MARKS_STEPS;H_SHOWING_OR_HIDING_AN_EDITORS_INITIALS_ON_COMMENT_NOTES_ST
EPS',0)} [See related topics](#)

You can also 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, 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_COMMENT_NOTES_OVER;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_COMMENT_NOTES_OVER;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_COMMENT_NOTES_OVER;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_COMMENT_NOTES_OVER;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_COMMENT_NOTES_OVER;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_COMMENT_NOTES_OVER;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_COMMENT_NOTES_OVER;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 marked edits 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_COMMENT_NOTES_OVER;H_DISPLAYING_THE_REVIEW_AND_COMMENT_TOOLS_ICON_BAR  
_STEPS;H_SETTING_AND_CHANGING_MARKUP_OPTIONS_FOR_AN_EDITOR_STEPS;H_SELECTING_TE  
XT_USING_THE_HIGHLIGHTER_STEPS;H_MARKED_EDITS_OVER',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_COMMENT_NOTES_OVER;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_COMMENT_NOTES_OVER;H_VIEW_PREFERENCES_OVER;H_CHANGING_THE_COLOR_OF_COMMENT_NOTE_MARKS_STEPS;H_SHOWING_OR_HIDING_AN_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.

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. Choose Edit - 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_OVER;H_FORMAT_CHECK_BAR_CS;H_SETTING_FORMAT_CHECK_OPTION S_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_FORMAT_CHECK_OVER;H_CHECKING_YOUR_FORMAT_STEPS;H_WHAT_IS_A_MODELESS_BAR_OVER',0)} [See related topics](#)

Overview: Format Check

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, ®.

When you begin checking your document's format, the Format Check bar appears. 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 and gives suggestions for correcting each one. You can choose whether or not you want to use each suggestion.

Format Check ends at your original starting point.

{button ,AL(`H_FORMAT_CHECK_BAR_CS;H_CHECKING_YOUR_FORMAT_STEPS',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_FORMAT_CHECK_OVER',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. Choose Edit - 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;H_FORMAT_CHECK_OVER';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.
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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_CORRECTING_GRAMMATICALLY_INCORRECT_SENTENCES_MANUALLY_STEPS;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. Choose Edit - 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_CORRECTING_GRAMMATICALLY_INCORRECT_SENTENCES_MANUALLY_STEPS;H_SKIPPING_A_SENTENCE_IN_GRAMMAR_CHECK_STEPS;H_REPLACING_A_SENTENCE_IN_GRAMMAR_CHECK_STEPS;H_GRAMMAR_CHECK_OVER',0)} [See related topics](#)

Correcting grammatically incorrect sentences manually

1. Place the insertion point where you want to begin.
2. Choose Edit - Check Grammar.



Word Pro finds the first instance of a grammatically incorrect item.

3. Click in the document and make the desired changes.
4. To continue checking your document for grammatically incorrect items, click Continue.
Word Pro continues checking from the location of the insertion point.
5. To remove the Grammar Check bar from the workspace, click Done.

{button ,AL(^H_GRAMMAR_CHECK_OVER;H_DISPLAYING_THE_GRAMMAR_CHECK_EXPLANATION_FOR_AN_ERROR_STEPS;H_REPLACING_A_SENTENCE_IN_GRAMMAR_CHECK_STEPS;H_SKIPPING_A_SENTENCE_IN_GRAMMAR_CHECK_STEPS',0)} [See related topics](#)

Displaying the Grammar Check explanation for an error

1. Open the desired document.
2. Choose Edit - 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_CORRECTING_GRAMMATICALLY_INCORRECT_SENTENCES_MANUALLY_STEPS;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 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](#)

Grammar Options dialog box

You can select the rules for Word Pro to check when reviewing grammatically incorrect sentences in your document. You can also set grammatical style options.

Choose a task:

[Setting rules for Grammar Check](#)

[Setting grammatical style options for Grammar Check](#)

{button ,AL('H_GRAMMAR_CHECK_OVER',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-

1685.

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. Choose Edit - 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_CORRECTING_GRAMMATICALLY_INCORRECT_SENTENCES_MANUALLY_STEPS;H_SKIPPING_A_SENTENCE_IN_GRAMMAR_CHECK_STEPS;H_GRAMMAR_CHECK_OVER;H_DISPLAYING_THE_GRAMMAR_CHECK_EXPLANATION_FOR_AN_ERROR_STEPS';0)} [See related topics](#)

Details: Setting 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 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 grammatical style options for Grammar Check

1. Choose Edit - 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. Choose Edit - 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. Choose Edit - 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_CORRECTING_GRAMMATICALLY_INCORRECT_SENTENCES_MANUALLY_STEPS;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. Choose Edit - 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_SPECIAL_VIEWS_OVER;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

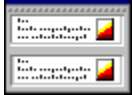
You can split a window into panes, so you can display other parts of your document while you are editing in one or more windows. When you choose a split option from the View menu, Word Pro divides the window into two separate views (panes).

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_VIEW_PREFERENCES_OVER;H_SPECIAL_VIEWS_OVE
R;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, choose View - Split Left-Right.



2. If you want to split your document top to bottom, choose View - Split Top-Bottom.



3. Repeat steps 1 and 2 for each split you want to create. Word Pro splits the pane that contains the insertion point.

4. If you want to undo the split views you created, choose View - Clear All Splits.



{button ,AL(^H_SETTING_A_VIEW_OPTION_STEPS;H_CLEARING_SPLIT_VIEWS_STEPS;H_CREATING_SPLIT_VIEWS_OF_YOUR_DOCUMENT_OVER;H_SPECIAL_VIEWS_OVER;H_SYNCHRONIZING_THE_WINDOWS_I
N_SPLIT_AND_SPECIAL_VIEWS_STEPS';0)} [See related topics](#)

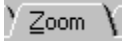
Displaying a document in draft view

1. Choose View - Set View Preferences.



Tip

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

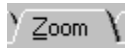
You can also choose View - Draft.

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_VIEWING_A_DOCUMENT_OVER',0)} [See related topics](#)

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	<p>Wraps the document text to the size of the window.</p> <p>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.</p>
 Page Sorter	<p>Organizes the current document into groups of pages, based on where sections, divisions, and page breaks reside in the document.</p> <p>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).</p> <p>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.</p> <p>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.</p> <p>You can reorganize a document by dragging a group of pages to a new</p>

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;H_VIEWING_A_DOCUMENT_OVER',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](#)

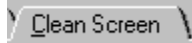
{button ,AL('H_VIEW_PREFERENCES_OVER',0)} [See related topics](#)

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.

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

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

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](#)

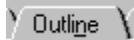
{button ,AL(^H_SETTING_A_VIEW_OPTION_STEPS;H_DISPLAYING_OR_HIDING_OUTLINE_TOOLS_STEPS;H_OUTLINE_TOOLS_OVER;H_CREATING_AN_OUTLINE_STYLE_SEQUENCE_STEPS',0)} [See related topics](#)

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 set up an outline using the paragraph styles in the document, click the Quick outline setup using paragraph styles button.
6. 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.
7. 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 using the View menu

<u>Show/Hide option...</u>	<u>What it does...</u>
SmartIcons	Shows or hides the active SmartIcons sets 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.
Outline Tools	Shows or hides outline symbols. See Overview: Outline tools
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_VIEW_PREFERENCES_OVER;H_SETTING_OUTLINE_VIEW_OPTIONS_STEPS',0)} [See related topics](#)

Setting Show/Hide options using the View menu

1. Choose View - 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;H_VIEW_PREFERENCES_OVER',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_SPECIAL_VIEWS_OVER;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. Choose View - 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 default view, 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_SPECIAL_VIEWS_OVER;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

<u>Display Option...</u>	<u>What it means...</u>
Show marks 	<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 
Show ruler 	<p>Displays a horizontal ruler at the top of the document. This option is not available in draft view.</p>
Show vertical ruler 	<p>Displays a vertical ruler at the left side of the workspace. This option is not available in draft view.</p>

Show margin guides



Displays lines representing left and right margins. These lines do not print.

Show margins in color

Displays the margins around the page in color. This option is not available in draft view.

Show parallel column grid lines



Displays light gray solid lines between parallel columns. These lines do not print.

Show table row/col. headings



Displays table row and 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 table guides



Displays light gray solid lines between table columns and rows. These lines do not print.

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 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 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.

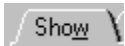
{button ,AL('H_SETTING_UP_THE_DOCUMENT_DISPLAY_STEPS',1)} [Go to procedure](#)
{button ,AL('H_SETTING_A_VIEW_OPTION_STEPS',0)} [See related topics](#)

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_VIEW_PREFERENCES_OVER',0)} [See related topics](#)

Details: Setting zoom levels using the View Preferences dialog box

<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_VIEW_PREFERENCES_OVER',0)} [See related topics](#)

Setting zoom levels using the View Preferences dialog box

1. Choose View - 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_VIEW_PREFERENCES_OVER',0)} [See related topics](#)

Setting zoom preferences using the View menu

Choose View and then one of the zoom options.

<u>Zoom option...</u>	<u>What it does...</u>
Zoom to Full Page 	Sizes the document so that an entire page is visible.
Zoom to 100% 	Displays the document at 100% magnification.
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_VIEWING_A_DOCUMENT_OVER',0)} [See related topics](#)

Overview: Special Views

The Special Views feature allows you to look at a document from several perspectives. Word Pro divides one document into several panes (windows). This grouping of panes is called a Special View. For example, the DocSkimmer view lets you see your document in draft, outline, and full page view all at the same time.

When you choose a special view, Word Pro removes all the splits you previously created.

Word Pro provides four predefined Special Views:

- PageWalker



- Panorama



- DocSkimmer



- Zoomer



You can edit your document from any of the panes in the Special View.

You can also adjust the sizes of the panes using the mouse. Word Pro automatically resizes the panes so they all fit in your workspace.

You can synchronize the panes to the position of the insertion point by double-clicking on the view splitter (located between adjacent windows). This allows you to type in more than one window at the same time.



{button ,AL('H_SETTING_A_VIEW_OPTION_STEPS;H_VIEW_PREFERENCES_OVER;H_SETTING_SPECIAL_VIEW_OPTIONS_STEPS;H_CREATING_SPLIT_VIEWS_OF_YOUR_DOCUMENT_OVER;H_USING_PAGE_SORTER_TO_REORGANIZE_A_DOCUMENT_STEPS',0)} [See related topics](#)

Synchronizing the windows in split and special views

1. Display the document that is split or in a special view.
2. In any window, click at the location where you want the insertion point.
3. Double-click the view splitter, located between adjacent windows.



Word Pro moves the insertion point to the same position in the adjacent window.

{button ,AL(`H_CREATING_SPLIT_VIEWS_OF_YOUR_DOCUMENT_STEPS;H_CREATING_SPLIT_VIEWS_OF_YOUR_DOCUMENT_OVER;H_SETTING_SPECIAL_VIEW_OPTIONS_STEPS;H_SPECIAL_VIEWS_OVER',0)}
[See related topics](#)

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](#)

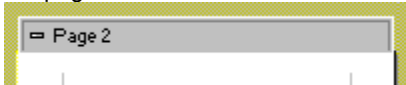
{button ,AL('H_SETTING_A_VIEW_OPTION_STEPS;H_DISABLING_DRAG_AND_DROP_STEPS',0)} [See related topics](#)

Using page sorter to reorganize a document

1. Choose View - Page Sorter.



2. To display all the pages in a grouping, click the plus sign  Pages 1-7 .
3. To collapse all the pages in a grouping, 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 View and choose the desired view.

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

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

Overview: Viewing a document

Word Pro lets you customize the screen and document display so you can view your document in many ways:

- You can magnify the page to different zoom levels.
- You can specify settings for marks to display in your document (for example, tabs and returns).
- You can split one document into multiple panes in multiple windows. Each pane of each window can have different view settings.
- You can display multiple pages of your document at one time.
- You can customize what parts of the Word Pro window display (for example, SmartIcons, rulers).
- You can set default view options.

If you select "Make Default," all currently selected View Preferences options will be used to view documents in the future.

{button ,AL(^H_SETTING_A_VIEW_OPTION_STEPS;H_SETTING_SHOW_HIDE_OPTIONS_USING_THE_VIEW_MENU_STEPS;H_CREATING_SPLIT_VIEWS_OF_YOUR_DOCUMENT_OVER;H_SPECIAL_VIEWS_OVER',0)}
[See related topics](#)

Overview: View Preferences

The View Preferences dialog box lets you customize your screen and document display.

You can specify settings, including marks to display in your document (for example, tabs and returns), a magnification level and page width, and what to display when showing outline tools or using a clean screen view.

Changes you make in the View Preferences dialog box affect the current document, except the clean screen options which affect the entire Word Pro workspace. If you display a split or special view, changes affect only the current pane.

If you select to make your view options the default, all currently selected View Preferences options will be used for future documents, in addition to the currently selected document or view pane.

{button ,AL(^H_SETTING_UP_THE_DOCUMENT_DISPLAY_STEPS;H_DISPLAYING_MULTIPLE_PAGES_OF_A_DOCUMENT_STEPS;H_SETTING_ZOOM_PREFERENCES_USING_THE_VIEW_MENU_STEPS;H_SETTING_OUTLINE_VIEW_OPTIONS_STEPS;H_SETTING_CLEAN_SCREEN_OPTIONS_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 using the View Preferences dialog box](#)

[Displaying multiple pages of a document](#)

Closing all open documents using the Window menu

Choose Window - 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
```

Details: Inserting a script template in a script

<u>Name</u>	<u>Description</u>
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 97 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;H_PLAYING_A_REXX_SCRIPT_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;H_PLAYING_A_REXX_SCRIPT_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;H_PLAYING_A_REXX_SCRIPT_STEPS',0)} [See related topics](#)

Playing a script

1. Choose Edit - Script & Macros.
 2. Choose Run.
 3. 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](#)
 4. 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_PLAYING_A_REXX_SCRIPT_STEPS;H_USING_LOT USSCRIPT_IN_WORD_PRO_OVER',0)} [See related topics](#)

Details: Recording a script into another file

The filename that you specify must already exist.

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_LOUUSSCRIPT_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

In Word Pro, you can record your actions in the product and then view the code behind the actions. This process is called recording a script. 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

Because Word Pro uses an object-oriented programming language, LotusScript, to record actions, it does not record exact keystrokes. Instead, Word Pro records the results of actions in the interface as values of methods and properties for instantiated objects. In other words, a table, a frame, a dialog box, or really everything in the interface is an object, and you can set various properties and methods for an object that determines such things as color, size, shape, and so on.

As a result of Word Pro viewing pieces of the interface as objects, most dialog boxes control more than one value. For example, if you record a script that opens the Print dialog box, changes the number of copies to two, and then closes the print dialog, you would expect to have a script that only sets one option, the number of copies. However, because the print dialog box is one object, the script records the settings for all of the options in the dialog box. Therefore, you should be aware that when you play the script back, the script will change all of the print options in the Print dialog box unless you edit it.

Note Word Pro does not record mouse activity. 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.
{button ,AL(^H_RECORDING_A_TASK_WHILE_USING_THE_SCRIPT_EDITOR_DETAILS',1)} [See details](#)
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_RECORDING_A_TASK_WHILE_USING_THE_SCRIPT_EDITOR_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;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. Choose Edit - Script & Macros.

2. Choose Set Startup Scripts.

3. Click Browse.

4. Specify a file name in the "File name" box.

5. 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.

6. Repeat steps 3 - 6 to select another startup script.

7. Click OK.

The script(s) in "Scripts to run on startup of Word Pro" box run each time Word Pro starts.

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

{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.

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.

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 the selected 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 cells in the current row.

Mark as Repeated Heading

Mark select text to repeat as a heading if the column grows over one page.

Select

- Column Block Contents
Select the contents of the current cell.

- 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 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_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_IMAG  
E_MENU_OVER',0)} See related topics
```


Create menu

Create new document parts.

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.

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.

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.

Object

Create an OLE object.

```
{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',0)} See related topics
```

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 of 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 Center

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 object.
- 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 object.

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',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.

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.

SmartCorrect

Set options for the correction of errors as you type.

Glossary

Create a glossary to store frequently used contents, such as text, tables, frames, etc.

Word Count

Count the words in a document.

Markup Edits

Toggle markup mode on and off.

Review Marked Edits

Find, review, accept and/or reject marked edits.

Manage Links

Edit, delete, or update links to data that is already linked to Windows applications.

Object

Edit an OLE embedded object.

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',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.

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.

TeamMail

Create a new mail message or route this document using your mail system.

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 a file from the Internet, save a file to the Internet, or select Internet options.

- 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.
- Internet options
 - Set auto connect, auto save, and host options for using the Internet.

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.
- Page
Modify the page properties for the current page layout.
- 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.
- CycleKey Setup
Customize the function keys (and their related icons) so that they cycle through a sequence of specific and related settings.
- SmartFill Setup
Create custom SmartFill lists to fill tables.

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',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.

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.

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',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 for Windows menu commands.

- Welcome WordPerfect Users
Display an overview for WordPerfect users.
- 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 users.
- Ask the WordPerfect Win Expert
Display Word Pro Help for WordPerfect 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.

Tour

Start the Word Pro tour.

About Word Pro

Display release, trademark, and copyright information.

{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_FRAME_MENU_OVER;H_EQUATION_MENU_OVER;H_COLUMNS_MENU_OVER;H_
IMAGE_MENU_OVER',0)} [See related topics](#)

Image menu

Change the properties for selected images.

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',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
Create a table 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 table.
- Manage
Rename or delete styles; copy styles from other documents.
- Reset to Style
Remove locally applied properties from the selected table or table cell so that the table or 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 the selected 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.

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.

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',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
Display 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 Page Break

Create a new page at the insertion point.

Insert Page Number

Create page numbers at the insertion point.

Edit Page Number

Edit page numbers at the insertion point.

Insert Page Layout

Change and edit the look of pages following the inserted layout.

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.

- Column Break

Create a new newspaper column 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

{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',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.

Page Sorter

Display documents as "thumbnails" for easy reorganization of pages.

Zoom to Full Page

Display a full page view of the document.

Zoom to 100%

Display the document at 100% magnification.

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.
- Outline Tools
Show or hide outline options set in View Preferences.
- 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 Mode

Toggle between editing and OLE object, and modify 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',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](#)

[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](#)

[Frame Menu](#)

[Image Menu](#)

[Table menu](#)

[Text menu](#)

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

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 section

1. Click the right mouse button on a section divider tab and choose Select Section.
2. Click the right mouse button on this section's divider tab.
3. Choose Copy.



4. Click the right mouse button on the desired section divider tab.
5. 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_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 a template, and then click Open.

Word Pro creates a division by copying a file from the Internet into a new division. This file is refreshed each time you open the document. Click Open after you make your selection.

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, display or hide a section divider tab, and decide if the header/footer contents should apply to the new section.

Choose a task:

[Creating a section using the Create menu](#)

[Changing or suppressing headers and footers](#)

[Setting section properties](#)

{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
- Select an existing file to embed in the document
- Create a new object to embed in the document
- Embed an OCX control as a division in the document

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_NAMING_OR_RENAMING_A_DIVIDER_TAB_STEPS;H_CREATING_A_DIVISION_OVER',0)} [See related topics](#)

Creating an OLE division

1. Choose Create - Division.
2. Click Create OLE Division.



3. Select an option for the OLE link.
4. Select if you want to insert the division before or after the current division.
5. If you embedded or linked to Clipboard data, click OK to create the OLE division. Otherwise, click OK and continue with the following steps.
6. Select if you want to create a new object, an object that uses an existing file, or a new control.
7. If you chose "Create a new object," or "Create a new control," select an "Object type" from the box. If you chose "Create an object from a file," specify the file name and click OK, or click Browse to select a folder.
8. Select "Link to file" if you want the division to link to the original file. When you change the original file, the changes will reflect in the document. Deselect this option to copy the file into your document. Changes will not reflect in the document.
9. 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',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 Quick Division.

{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',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. Choose Create - 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](#)
- [Create Internet Division](#)

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.
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 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 a section divider tab

If you choose this option, Word Pro displays a section divider tab for the new section when you display divider tabs. If you deselect this option, no divider tab displays, even if you are displaying other divider tabs. Word Pro displays a section mark wherever the section begins (if this option is set to display in View Preferences).

{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. Choose Create - Section.



2. In the "Start section" list box, select where in the document you want to place the section.
3. Select a page style in the "Initial page layout style" box.
4. If you want the section's divider tab to display, select "Show divider tab."
5. 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.
6. 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 and any child divisions 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',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.
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, choose View - Set View Preferences.



2. Click the Show tab.

3. Select "Show divider tabs."

4. To hide divider tabs, you can repeat steps 2 and 3 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_DISPLAYING_AND_HIDING_DIVIDER_TABS_DETAILS',1)} [See details](#)

{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:

Feature...	What it does...
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, such as Division Properties, Quick Division, New Division, Combine Divisions, Delete Division, Group Tabs, and Collapse/Expand Nested Group. If the division is an OLE division, you can choose the available options for it.
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.

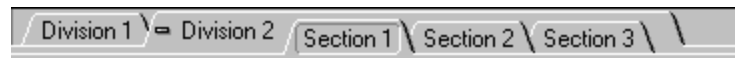
Features such as page numbering, line numbering, table of contents, and index can be specific to a division or span across all divisions.

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 name or rename and set properties for a division. You can save an internal division as an external file and then copy the external file into the parent document, so that it becomes an internal division in the document.

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_USI  
NG_A_DIVIDER_TAB_STEPS;H_COMBINING_DIVISIONS_OR_SECTIONS_STEPS;H_DIVISIONS_OVER;H_D  
ELETING_A_DIVISION_STEPS;H_DIVIDER_TABS_OVER',0)} See related topics
```

Expanding or collapsing a group or nest of divider tabs

1. Click the plus sign to display all divider tabs under the parent tab.

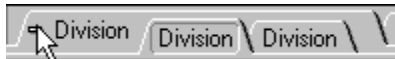


When you expand the parent divider tab containing a group, its plus sign becomes a minus sign.



Tip

2. Click the minus sign to contract the tabs.



Word Pro displays just the parent tab.

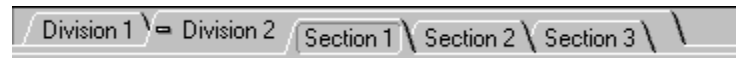
{button ,AL(^H_CREATING_A_DIVISION_USING_A_DIVIDER_TAB_STEPS;H_CREATING_A_SECTION_USING_A_DIVIDER_TAB_STEPS;H_DIVIDER_TABS_OVER;H_GROUPING_DIVIDER_TABS_OVER;H_REORGANIZING_A_DOCUMENT_USING_DIVIDER_TABS_OVER;H_DISPLAYING_AND_HIDING_DIVIDER_TABS_STEPS',0)}
[See related topics](#)

If the group consists only of divisions, you can click the right mouse button on a division tab and choose Expand Nested Group or Collapse Nested Group. These menu items toggle between expanding and contracting the tabs.

Overview: Grouping divider tabs

You can use the grouping feature as follows:

- When you click the right mouse button on a division's divider tab and choose Group Tabs, the divider tab on which you clicked becomes a child in the new parent division.
- You can group sections, other divisions, or imported files under a parent division divider tab.
For example, if you create a division for each appendix in a document, you can group all the appendix divisions under a parent "Appendix" division.
- When you create sections, they always group under their parent division. Sections always use "Text" divisions as their parent for grouping purposes.
- If you drag a parent division tab to a new location, all child division and section divider tabs move with it and group under it at their new location.
- If you drag a section, only that section moves to its new location. If you drag a section to a parent division, Word Pro creates a "Text" division to hold the section.



```
{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_TAB
S_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 Tabs.

Word Pro makes a group by creating a new (parent) division tab which includes the original tab on which you clicked. If more divider tabs were nested under the original tab, they also are part of the group. You can drag additional divisions inside the new parent division.

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

{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. Select all the text in an existing section, or click the right mouse button on a section divider tab and choose Select Section.
2. Click the right mouse button on this section's divider tab.
3. Click Cut.



4. Click the right mouse button on the desired section divider tab.
5. Choose Paste.



Word Pro moves the section next to the existing section 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](#)

Naming or renaming a divider tab



Show me a demo

1. Double click the divider tab.
2. Type the name or edit a previous entry.
You can type as many characters as you want for the new name.



Tip

3. Click outside the divider tab or press ENTER.
The tab changes its width to accommodate the new name.

{button ,AL('H_SETTING_DIVISION_PROPERTIES_STEPS;H_SETTING_SECTION_PROPERTIES_STEPS;H_DIVIDER_TABS_OVER;H_REORGANIZING_A_DOCUMENT_USING_DIVIDER_TABS_OVER;H_SECTIONS_OVER;H_DIVISIONS_OVER;H_GROUPING_DIVIDER_TABS_OVER',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. Choose File - Document Properties.
2. Choose Division.



If you want to rename a section, choose Section.



Tip

3. Specify a new name in the "Division name" box.
If you are renaming a section, specify a new name in the "Section name" box.
4. 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](#)

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.

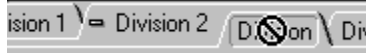
If you drag a parent divider tab, all divider tabs under it move as a group.

{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.
 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

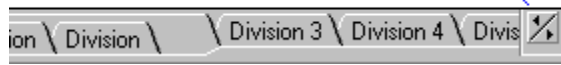
2. The current division name displays in the "Division name" box. You can change the name of the division by typing a new name.
3. Click Save as File.
4. Specify a name and location for the external file in the Save Copy As dialog box.
5. Click Save to return to the Division Properties box.
6. Click 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_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

Documents can contain divisions and sections. Divisions are subdivisions of a document that function as documents within documents. Sections are subdivisions of a division.

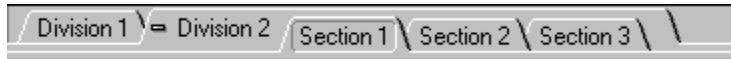
You can use sections to start a new page layout on the same page. For example, you can use two columns on a page and then return to a single column on the same page, or use a table in the upper half of a page and halfway down the page, begin columns.

Sections can start anywhere in a document, even in the middle of a page, or be tied to a page break.

While you can use sections to begin new page layouts, their main value lies in organizing areas of text within a document. All sections share the same styles and SmartMaster templates with other sections in the same division.

Sections can have their own divider tabs. You can use a section to restart page numbering, use new headers and footers, and build a table of contents.

When you create a section, a section mark displays (if you've chosen the "Show marks" option in View Preferences).



```
{button ,AL('H_CREATING_A_SECTION_USING_THE_CREATE_MENU_STEPS;H_CREATING_A_SECTION_USI  
NG_A_DIVIDER_TAB_STEPS;H_DIVIDER_TABS_OVER;H_DIVISIONS_OVER;H_SETTING_SECTION_PROPE  
RTIES_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.)

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.

Start section

The options are:

- 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.

{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_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_SPLITTING_A_DIVISION_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',0)} [See related topics](#)

Details: Confirming the removal of TOA marks

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 the 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.

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

{button ,AL('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](#)

Confirming the removal of TOA marks

1. Choose Create - Other Document Part.
2. Choose Table of Authorities.



3. On the Mark TOA bar, select "Show TOA Marks" and click inside the desired citation in the document.
4. On the Mark TOA bar, click Remove.
5. Select the desired option and select "Prompt for confirmation of removal."



[See details](#)

6. Click OK.
Word Pro finds each mark and prompts you to confirm removal.
7. In the dialog box, click OK to remove the TOA mark or click Cancel to ignore the TOA mark.
8. Repeat step 7 for each removal prompt that displays.
9. (Optional) Click Done to remove the Mark TOA bar from the workspace.

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

{button ,AL(`H_GENERATING_A_TABLE_OF_AUTHORITIES_STEPS;H_REMOVING_A_TABLE_OF_AUTHORITIES_CITATION_MARK_STEPS;H_DISPLAYING_TABLE_OF_AUTHORITIES_MARKS_STEPS`,0)} [See related topics](#)

Creating a new citation category

1. Choose Create - Other Document Part.
2. Choose Table of Authorities.



3. Select text for a new citation and click New citation or click inside an existing citation and click Edit Citation.
4. On the New TOA Citation bar or the Edit TOA Citation bar, click New Category.
5. Specify the new category in the "New category name" box.
The new citation or the existing citation will now appear under the new category in the generated TOA.
6. If you want to create the category for the current document only, select "Make category document specific."
7. Click Done.
8. (Optional) Click Done again 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;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. Choose Create - Other Document Part.
2. Choose Table of Authorities.



3. On the Mark TOA bar, select "Show TOA Marks."
4. (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 an existing citation

1. Choose Create - Other Document Part.
2. Choose Table of Authorities.



3. On the Mark TOA bar, select "Show TOA Marks" and click inside the desired citation.
4. On the Mark TOA bar, click Edit Citation.
Word Pro displays a new window for you to edit the citation text.
5. Edit the citation as required.
You may change text attributes, add carriage returns, delete text, or add text.
6. Edit the citation's name in the "Citation Name" box, if desired.
7. Select the desired category heading in the "Category" box.
8. Click Done.
9. Repeat steps 3 - 8 for each new citation that you want to edit
10. (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](#)

Overview: Edit 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_MARKING_ANOTHER_OCCURRENCE_OF_AN_EXISTING_CITATION_STEPS;H_EDITING_AN_EXISTING_CITATION_STEPS;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](#)

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	Cancels 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. Choose Create - Other Document Part.
3. Choose Table of Authorities.



4. On the Mark TOA bar, click Generate TOA.
5. Select the desired options.



[See details](#)

6. If you want to specify the sort order for citation categories, click Sort Order, specify the desired sort order, and click OK.
7. Click OK.
Word Pro generates the table of authorities.
8. (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 an existing 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 an existing 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. Choose Create - Other Document Part.
2. Choose Table of Authorities.



3. 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.

4. Select the citation you want to mark all occurrences of in the "Existing Citations" box.
5. Click Mark All.

Word Pro displays the Mark All TOA Citations dialog box.

6. In the "Search For" box, type or edit the text that should be marked or that you want Word Pro to search for.
7. Click OK.

Word Pro finds the first instance of the text that you typed.

8. 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.

9. (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 an existing 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. Choose Create - Other Document Part.
2. Choose Table of Authorities.



3. Select all of the text that you would like to appear in the TOA as a citation.
4. On the Mark TOA bar, select a previously created citation in the "Existing Citations" box.
5. Click Mark.
6. (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. Choose Create - Other Document Part.
2. Choose Table of Authorities.



3. Select all of the text that you would like to appear in the TOA as a new citation.
4. On the Mark TOA bar, click New Citation.
Word Pro displays a new window for you to edit the citation text.
5. Edit the citation text as desired.
You may change text attributes, add carriage returns, delete text, or add text.
6. 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.
7. Select the desired category heading in the "Category" box.
8. Click Done.
9. Repeat steps 3 - 8 for each new citation that you want to mark.
10. (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](#)

Overview: Mark TOA bar command buttons

<u>Command button...</u>	<u>What it does...</u>
New Citation	Displays the New TOA Citation bar which allows you to create and mark a new citation in your document.
Edit Citation	Displays the Edit TOA Citation bar which allows you to edit an existing citation in your document.
Mark All	Marks all occurrences of an existing citation in your document.
Mark	Marks another occurrence of an existing citation in your document.
Next Mark	Moves to the next table of authorities mark in your document.
Remove	Deletes the selected table of authorities mark in your document.
Next Same Mark	Moves to the next table of authorities mark for the citation selected in the "Existing Citations" box on the Mark TOA bar.
Done	Removes the Mark TOA bar from the workspace.
Generate TOA	Displays the Generate Table of Authorities dialog box which allows you to determine the TOA appearance. Then creates a TOA division and places the TOA in the new division.

{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](#)

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](#)

Overview: 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_CONFIRMING_THE_REMOVAL_OF_TOA_MARKS_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. Choose Create - Other Document Part.
2. Choose Table of Authorities.



3. On the Mark TOA bar, select "Show TOA Marks"
4. Click inside the desired citation in the document.
5. On the Mark TOA bar, click Remove.
6. Select the desired option or options.



[See details](#)

7. Click OK.
8. (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_CONFIRMING_THE_REMOVAL_OF_TOA_MARKS_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. Choose Create - Other Document Part.
2. Choose Table of Authorities.



3. On the Mark TOA bar, click Generate TOA.
4. Select the desired options.



[See details](#)

5. Click Sort Order.
6. Select the desired category.
7. 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.
8. Click OK.
9. (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 an existing 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 an existing table of authorities

1. Open the document that contains the table of authorities citations.
2. Choose Create - Other Document Part.
3. Choose Table of Authorities.



4. On the Mark TOA bar, click Generate TOA.
5. Select the desired options.



[See details](#)

6. If you want to change the sort order for citation categories, click Sort Order, change the sort order as required, and click OK.
7. Click OK.
8. (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](#)

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.

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 and hold the right mouse button, 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. Choose File - Import/Export.



3. Select "Export your data into another file format."
4. Select the file format.
If you want to export to a text file format, 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;H_SAVING_A_DOCUMENT_OVER',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 Advanced 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_FORMAT_CHECK_OVER;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 OK.

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_FORMAT_CHECK_OVER;H_INSERTING_A_DOCUMENT_OR_FILE_INTO_THE_CURRENT_DOCUMENT_STEPS',0)} [See related topics](#)

Overview: Importing or exporting a file

You can transfer text or data (a collection of related words or numbers) between Word Pro and other applications. Opening a file created in another application is called importing a file. Saving a file in the format of another application is called exporting a file.

Other applications create files that have a different file format than Word Pro. For this reason, Word Pro uses filters to import and export files.

An import filter translates formatting commands in a file created in another application into formatting information recognized by Word Pro. An export filter translates formatting information in a Word Pro document into formatting commands recognized by another application.

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_SAVING_A_DOCUMENT_OVER;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;H_INSERTING_A_DOCUMENT_OR_FILE_INTO_THE_CURRENT_DOCUMENT_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 Advanced 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

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 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

Imports all paragraph style names. If there are paragraph style names available to the Word Pro document that exactly match the paragraph style names in the original file, Word Pro formats the text using the settings in the Word Pro paragraph styles.

Each paragraph in the text file must be preceded by the paragraph style name enclosed in angle brackets, for example, <Style Name>. Otherwise, Word Pro formats the text using the settings in the Default Text paragraph style and displays the paragraph style name in red in the status bar. You can assign another paragraph style or create a paragraph style with the original style name.

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_FILES_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_FILES_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_INDEX_OVER;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 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.

[Details: Defining the appearance of an 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.

[Details: Defining the scope and placement of an index](#)

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

{button ,AL('H_INDEX_OVER;H_MARKING_INDEX_ENTRIES_STEPS;H_DEFINING_THE_APPEARANCE_OF_A
N_INDEX_STEPS;H_DEFINING_THE_SCOPE_AND_PLACEMENT_OF_AN_INDEX_STEPS;H_INDEX_LIST_D
OCUMENT_OVER;H_UPDATING_AN_EXISTING_INDEX_STEPS;H_DELETING_AN_INDEX_STEPS;H_DISPL
AYING_INDEX_MARKS_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_OVER;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 choose Create - Parallel Columns.
 2. Specify "2" in the "Number of parallel columns" box and click OK.
 3. Choose Columns - 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. 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](#)
 6. Repeat Step 5 as required.
 7. 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. Choose Create - Other Document Part.
2. Choose Index.



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_INDEX_OVER;H_MARKING_INDEX_ENTRIES_STEPS;H_DEFINING_THE_APPEARANCE_OF_A
N_INDEX_STEPS;H_DEFINING_THE_SCOPE_AND_PLACEMENT_OF_AN_INDEX_STEPS;H_INDEX_LIST_D
OCUMENT_OVER;H_UPDATING_AN_EXISTING_INDEX_STEPS;H_DELETING_AN_INDEX_STEPS;H_DISPL
AYING_INDEX_MARKS_STEPS',0)} [See related topics](#)

Details: Defining the appearance of an index

Index look

<u>If you select...</u>	<u>Word Pro does this...</u>
Standard	Bases the appearance of the index on the current document.
Corporate Formal Informal Fancy	Bases the appearance of the index on the look you select.
SmartMaster	Opens the Choose Index SmartMaster dialog box which allows you to select another SmartMaster.

Type

<u>If you select...</u>	<u>Word Pro does this...</u>
Indented	Indents secondary index entries under primary entries.
Run-in	Places both the primary and the secondary index entries on the same line.

Include alphabetic separators

Select this option to insert a letter of the alphabet in the index before each group of index entries beginning with that letter.

Deselect this option to omit alphabetic separators and additional line spacing between each group of index entries beginning with the same letter.

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

{button ,AL('H_INDEX_OVER;H_CREATING_AN_INDEX_STEPS;H_DEFINING_THE_SCOPE_AND_PLACEMENT_OF_AN_INDEX_STEPS;H_UPDATING_AN_EXISTING_INDEX_STEPS;H_DELETING_AN_INDEX_STEPS',0)}
[See related topics](#)

Defining the appearance of an index

1. Choose Create - Other Document Part.
2. Choose Index.



3. Select the desired options to define the appearance of the index.
{button ,AL(`H_DEFINING_THE_APPEARANCE_OF_AN_INDEX_DETAILS',1)} [See details](#)
4. Click Next to go to the Scope and Placement panel.

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

{button ,AL(`H_INDEX_OVER;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_INDEX_OVER;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_INDEX_OVER;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_INDEX_OVER;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_CREATING_AN_INDEX_STEPS;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_INDEX_OVER;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_INDEX_OVER;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](#)

Overview: Index

- You can create an index for an entire document, division, section, or selected text in a document.
- You can mark (identify) selected text as a primary or secondary index entry.
- You can define how an index looks.
- You can place an index anywhere in a document except in repeating frames, headers, or footers.
- You can create an index entry with primary and secondary text (for example, Dog, Poodle) and let Word Pro create a new index entry using the reverse order (for example, Poodle, Dog).
- You can create a separate document to automate the process of marking index entries in a document.
- You can specify a page number or text as an index entry reference.
- You can update or delete one or all indexes from a document.

{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_UPDATING_AN_EXISTING_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_INDEX_OVER;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_INDEX_OVER;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_INDEX_OVER;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 existing index

You must have an index already in your document to complete these steps.

1. Choose Create - Other Document Part.
2. Choose Index.
3. Select the index(es) you want to update in the "Index(es) to update" box.
Click Select All to select all indices.
4. To update the existing index, click Update.
Word Pro replaces the selected index(es) with your changes.
5. 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, you must first delete the index and then recreate it with the different options.

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

{button ,AL(^H_INDEX_OVER;H_CREATING_AN_INDEX_STEPS;H_DELETING_AN_INDEX_STEPS',0)} [See related topics](#)

Copying text using drag & drop

1. Select the text you want to copy.
2. Press CTRL and place the mouse pointer over the selected text so that a hand appears.



3. Press and hold the mouse button.



The hand closes and a plus sign appears to indicate the information is being copied.

4. Drag the text to the place where you want to copy it.
5. Release the mouse button.

{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_MOVING_OR_COPYING_TEXT_BETWEEN_DOCUMENTS_STEPS;H_DRAG_AND_DROP_OVER',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_COPYING_TEXT_USING_DRAG_AND_DROP_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. Choose Edit - Copy.



3. Place the insertion point where you want to insert the selected text.
4. Choose Edit - Paste.



The contents of the Clipboard appear in the desired location.

{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_COPYING_TEXT_USING_DRAG_AND_DROP_STEPS;H_USING_PASTE_STEPS;H_MOVING_OR_COPYING_TEXT_BETWEEN_DOCUMENTS_STEPS',0)} [See related topics](#)

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. Choose Edit - 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. 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.

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

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_COPYING_TEXT_USING_DRAG_AND_D
ROP_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 down 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_EDITING_A_DOCUMENT_OVER;H_DISABLING_DRAG_AND_DROP_STEPS;H_USING_OLE_DRAG_AND_DROP_OVER;H_MOVING_TEXT_USING_DRAG_AND_DROP_STEPS;H_COPYING_TEXT_USING_DRAG_AND_DROP_STEPS',0)} [See related topics](#)

Overview: Editing a document

While working in a Word Pro document, you can:

- Move through the document using the mouse, divider tabs, keyboard, or page gauge
- Select and deselect text using the mouse, Text menu, and keyboard
- Move and copy text within the document or between documents using the Edit menu or the drag & drop function
- Insert the date and time into the document
- Undo (reverse) actions

{button ,AL(`H_PAGE_GAUGE_OVER;H_UNDOING_YOUR_LAST_ACTION_USING_THE_EDIT_MENU_STEPS;H_UNDOING_OR_REDOING_ACTIONS_STEPS;H_REVERTING_TO_THE_LAST_SAVED_VERSION_STEPS;H_DRAG_AND_DROP_OVER;H_COUNTING_WORDS_IN_A_DOCUMENT_STEPS;H_GLOSSARY_OVER;H_COMMENT_NOTES_OVER;H_SPELL_CHECK_OVER;H_STYLES_OVER',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;H_EDITING_A_DOCUMENT_OVER',0)}
[See related topics](#)

Inserting the date into a document

1. Place the insertion point where you want to insert the date.
2. Choose Text - Insert Other.
3. Choose Date/Time.



4. Select "Date."
5. Select the options you want to use for the date format.
6. 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;H_EDITING_A_DOCUMENT_OVER',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;H_EDITING_A_DOCUMENT_OVER',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;H_EDITING_A_DOCUMENT_OVER',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](#)

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_DRAG_AND_DROP_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_DRAG_AND_DROP_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_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',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. Choose File - Close.



2. When asked if you want to save your changes, choose No.
3. Choose File - 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_EDITING_A_DOCUMENT_OVER;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. Choose Text - Select.
3. Select Word, Sentence, Paragraph, or 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. In the document, 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. Choose Edit - Paste Special.
4. Select "Paste."
Select a format from the list.
5. Click OK.

Word Pro pastes the information in the format you selected.

For additional information, choose Edit - Paste Special and click Help.

{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_DRAG_AND_DROP_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_KEYBOARD_SHORTCUTS_FOR_NAVIGATING_A_DOCUMENT_STEPS;H_USING_DIVIDER_TABS_TO_MOVE_THROUGH_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.

[Details: Defining 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.

[Details: Defining the scope and placement of 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.

[Details: Defining the contents of the table of contents](#)

{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. Choose Create - Other Document Part.
2. Choose Table of Contents.



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](#)

Details: Defining the appearance of the table of contents

Table of contents look

Select an option from this box:

- "Standard" to base the appearance of the table of contents on the current document.
- "Corporate," "Formal," "Informal," or "Fancy" to use a predefined appearance.
- "SmartMaster" to open the Choose TOC SmartMaster dialog box and select another SmartMaster. For information, see [Browsing for another file](#).

Page number for TOC

For each table of contents heading level that you use, you can include or omit the page numbers in the table of contents. If you want to choose different page number options for each heading level, select the level in the box before you select or deselect "Page number for TOC."

Selecting "Page number for TOC" enables "Right align page number" and the leader options.

Right align page number

For each table of contents heading level that displays the page numbers in the table of contents, you can align the page numbers at the right margin or align the page numbers next to the entries. If you want to choose different page number options for each heading level, select the level in the box and select "Page number for TOC" before you select or deselect "Right align page number."

Selecting "Right align page number" enables the "Leader" options.

Deselecting "Right align page number" enables the "Separator" options.

Leader and Separator

- Leader

For each table of contents heading level that displays right aligned page numbers in the table of contents, you can select the leader that separates the table of contents entries from the page numbers:

Period (...)

Dash (----)

Underline (___)

None

If you want to choose different page number options for each heading level, select the heading level in the box, select "Page number for TOC," and select "Right align page number" before you select the desired leader.

- Separator

For each table of contents heading level that displays page numbers next to the entries in the table of contents, you can select the separator between entries and the page numbers:

Comma (,)

Period (...)

None

If you want to choose different page number options for each heading level, select the heading level in the box, select "Page number for TOC," and deselect "Right align page number" before you select the desired separator.

```
{button ,AL('H_DEFINING_THE_APPEARANCE_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_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
```

Defining the appearance of the table of contents

1. Choose Create - Other Document Part.
2. Choose Table of Contents.
3. Select the desired appearance option in the "Table of contents look" box.
{button ,AL('H_DEFINING_THE_APPEARANCE_OF_THE_TABLE_OF_CONTENTS_DETAILS',1)} [See details](#)
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.

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."

1. Choose Create - Other Document Part.
2. Choose Table of Contents.
3. Click the Contents tab.
4. 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](#)
5. 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.
6. Select the desired paragraph style inclusion option in the "Include paragraph" box.
7. Repeat steps 4 - 6 for each paragraph style.
8. 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_S  
TEPS;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_OVER;H_INDEX_MARK_TEXT_BAR_COMMAND_BUTTONS_OVER,0)} [See related topics](#)

Overview: Table of contents Mark Text bar command buttons

<u>Command button...</u>	<u>What it does...</u>
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. Choose Create - 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 insure 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. Choose Create - 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;H_BOOKMARKS_OVER',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. Choose Create - 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. Choose Create - 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_VIEW_PREFERENCES_OVER;H_CREATING_A_CROSS_REFERENCE_TO_MARKED_TEXT_STEPS',0)} [See related topics](#)

Overview: Creating a document using the Welcome screen

Each time you create a new document, you select a SmartMaster template that determines the appearance of the page and text.

- You can create a new document from a recently used SmartMaster.
- You can create a new document from any SmartMaster.
- You can also create a new document from a plain document that uses the default SmartMaster.

{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_CREATING_A_NEW_DOCUMENT_OVER',0)} [See related topics](#)

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_CREATING_A_DOCUMENT_USING_THE_WELCOME_SCREEN_OVER;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_CREATING_A_DOCUMENT_USING_THE_WELCOME_SCREEN_OVER;H_WELCOME_SCREEN_OVER;H_TAKING_A_TOUR_STEPS;H_OPENING_A_DOCUMENT_OVER',0)} [See related topics](#)

Taking a tour

1. From the Welcome screen, click Take a Tour or choose Help - Tour.
2. Click Menu to see the list of tour topics.
3. Click the subject you want to view.

```
{button ,AL('H_OPENING_AN_EXISTING_DOCUMENT_USING_THE_WELCOME_SCREEN_STEPS;H_CREATING_A_DOCUMENT_USING_THE_WELCOME_SCREEN_OVER;H_CREATING_A_NEW_DOCUMENT_USING_THE_WELCOME_SCREEN_STEPS;H_GETTING_STARTED_IN_WORD_PRO_OVER;H_NAVIGATING_THE_WORD_PRO_HELP_SYSTEM_OVER',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.
- Take a tour of Word Pro features.

{button ,AL(`H_OPENING_AN_EXISTING_DOCUMENT_USING_THE_WELCOME_SCREEN_STEPS;H_CREATING_A_DOCUMENT_USING_THE_WELCOME_SCREEN_OVER;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](#)

Creating a glossary data file

1. Choose Edit - 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.



Tip

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](#)

If you select an object other than text, nothing displays.

Editing a glossary entry in a glossary data file

1. Choose File - 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;H_BOOKMARKS_OVER',0)}
[See related topics](#)

Inserting a glossary entry

1. Place the insertion point at the location for the glossary entry.
2. Choose Edit - Glossary.



3. If the correct glossary filename 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](#)

Overview: Creating a new document

Each time you create a new document, you use a SmartMaster (style sheet) that determines the format of the document.

- You can create a new document from any of the ten most recently used SmartMasters.
- You can create a new document from any SmartMaster. You can browse to see other drives and folders and store a document in more than one folder.
- You can create a new document from a plain (default) SmartMaster. A plain document uses the default SmartMaster.

{button ,AL('H_CREATING_A_NEW_DOCUMENT_STEPS;H_WP_BUILDING_A_WEB_PAGE_STEPS;H_WHAT_IS_A_SMARTMASTER_OVER;H_CREATING_A_NEW_DOCUMENT_USING_THE_WELCOME_SCREEN_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_CREATING_A_NEW_DOCUMENT_OVER;H_CHANGING_THE_DEFAULT_PLAIN_DOCUMENT_S
MARTMASTER_STEPS;H_CHOOSING_A_DIFFERENT_SMARTMASTER_STEPS;H_CREATING_LABELS_ST
EPS',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.

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_INFORMATION_IN_A_DOCUMENT_QUICKLY_OVER;H_FINDING_AND_REPLACING_T
EXT_IN_A_DOCUMENT_STEPS;H_SETTING_FIND_AND_REPLACE_OPTIONS_STEPS;H_SETTING_FIND_A
ND_REPLACE_PROPERTIES_STEPS;H_USING_SPECIAL_CHARACTERS_TO_FIND_AND_REPLACE_INFO
RMATION_OVER;H_FINDING_AND_REPLACING_TEXT_USING_SPECIAL_CHARACTERS_STEPS;H_FINDIN
G_AND_REPLACING_SPECIAL_CHARACTERS_IN_A_DOCUMENT_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';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',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',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',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_FINDING_INFORMATION_IN_A_DOCUMENT_QUICKLY_OVER;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](#)

Finding and replacing text in a document

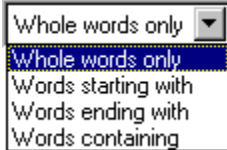


Show me a demo

1. Place the 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.
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. If you want to search backwards or forward in the document, click the right or left arrow button.
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_FINDING_INFORMATION_IN_A_DOCUMENT_QUICKLY_OVER;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](#)

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',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',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.

Overview: Finding information in a document quickly

Word Pro provides several tools that help you find information in a document quickly:

- You can use Go To to move the insertion point to a page or to find an object such as a bookmark, a footnote, or a frame.
- You can use Find & Replace on text, text properties, paragraph styles, or special characters.
- You can use bookmarks to mark text, frames, table cells, or a location in the document.
- You can use the page gauge to scroll to a specific page in a document.

{button ,AL(`H_FINDING_AND_REPLACING_TEXT_IN_A_DOCUMENT_STEPS;H_GO_TO_OVER;H_BOOKMARKS_OVER;H_PAGE_GAUGE_OVER',0)} [See related topics](#)

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_FIND_AND_REPLACE_COMMAND_BUTTONS_OVER;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',0)}
[See related topics](#)

Overview: Find & Replace command buttons

You can use the command buttons on the Find & Replace bar as follows:

Button...	What it does...
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 & Replace Text Options dialog box. When you set options in the dialog box, Word Pro displays an asterisk (*) on this button.
Done	Removes the Find & Replace bar from the

workspace.

```
{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_DELETING_INFORMATION_USING_FIND_AND_REPLACE_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](#)

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_INFORMATION_IN_A_DOCUMENT_QUICKLY_OVER;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',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_INFORMATION_IN_A_DOCUMENT_QUICKLY_OVER;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',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_INFORMATION_IN_A_DOCUMENT_QUICKLY_OVER;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_INFORMATION_IN_A_DOCUMENT_QUICKLY_OVER;H_FINDING_AND_REPLACING_T
EXT_IN_A_DOCUMENT_STEPS;H_SETTING_FIND_AND_REPLACE_OPTIONS_STEPS;H_FINDING_AND_R
EPLACING_PARAGRAPH_STYLES_IN_A_DOCUMENT_STEPS',0)} [See related topics](#)

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_INFORMATION_IN_A_DOCUMENT_QUICKLY_OVER;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',0)} See related topics

Overview: Different types of graphic files

Word Pro supports three kinds of graphic objects: bitmap, vector, and Word Pro's own drawings. Bitmap graphics can be edited and displayed more quickly than either Word Pro drawings or vector graphics.

- Bitmap graphics store images as maps of pixels (a pattern of black/white/color dots). PC PaintBrush (.PCX), Tagged Image File Format (.TIF), and Bitmap (.BMP) files are examples of bitmap graphics.
- 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. DrawPerfect 1 and 2 can also be edited in Drawing.
- Vector graphics and Word Pro drawings store images as a series of lines, including each line's beginning and ending points. Graphics Interchange (.GIF) is an example of a vector graphic.

{button ,AL(^H_GRAPHIC_FILE_TYPES_YOU_CAN_IMPORT_INTO_WORD_PRO_OVER;H_IMPORTING_A_PICTURE_OR_GRAPHIC_OVER;H_SIZING_PICTURES_OR_GRAPHICS_OVER;H_CHANGING_THE_APPEARANCE_OF_PICTURES_OR_GRAPHICS_OVER',0)} [See related topics](#)

Overview: Graphic file types you can import into Word Pro

Graphics in a Word Pro document require considerable disk space.

Word Pro can import the following types of graphic files:

- Bitmap (.BMP)
- Corel 3 (.CDR)
- Computer Graphics Metafile (.CGM)
- DrawPerfect 1 and 2 (.WPG)
- Encapsulated PostScript (.EPS)
- Equations (.TEX)
- Freelance Graphics (.DRW)
- Graphics Interchange (.GIF)
- Hewlett-Packard Graphics Language (.PLT)
- JPEG (.JPG)
- Kodak Photo CD (.PCD)
- Lotus PIC (.PIC)
- PC Paintbrush (.PCX)
- Tagged Image File Format (.TIF) versions 5.0 and previous
- Windows Metafile (.WMF)
- Word Pro Draw (.SDW)
- Any graphic that you copy to the clipboard and paste in a document

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

Note If you want to import a graphic type listed above that is unavailable in the import picture dialog box, use the Lotus Installation program to install the additional graphic filter.

Screen Snapshots

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

The snapshot option is usually enabled as a default in Word Pro Preferences. You can disable it by choosing File - User Setup, choosing Word Pro Preferences, and deselecting "Save graphics for fast display."

{button ,AL('H_DIFFERENT_TYPES_OF_GRAPHIC_FILES_OVER;H_IMPORTING_A_PICTURE_OR_GRAPHIC_S
TEPS;H_SIZING_PICTURES_OR_GRAPHICS_OVER;H_MOVING_A_PICTURE_OR_GRAPHIC_WITHIN_A_FR
AME_OR_TABLE_CELL_STEPS;H_CHANGING_THE_APPEARANCE_OF_PICTURES_OR_GRAPHICS_OVER
;H_WATERMARKS_OVER',0)} [See related topics](#)

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

There are different file types under which you can import pictures or graphics. To change to a different file type, select an option from the "Files of type" box.

Preview

Displays the picture or graphic in the adjacent box.

Link to file

Links the picture or graphic to its original file when imported. After import, Word Pro always uses the original file in its original location to display the image. If the picture or graphic is not in the same location, the image will not display.

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. When you publish the Web page, Word Pro saves the file as a JPEG image and assigns it a random name.

If you plan to use this graphic several times in a Web page, 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.

Frame style

Lets you select the style you want to use for the frame which will hold the picture or graphic.

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

{button ,AL('H_DIFFERENT_TYPES_OF_GRAPHIC_FILES_OVER;H_GRAPHIC_FILE_TYPES_YOU_CAN_IMPORT_INTO_WORD_PRO_OVER;H_SIZING_PICTURES_OR_GRAPHICS_OVER;H_SIZING_A_PICTURE_OR_GRAPHIC_IN_A_FRAME_STEPS;H_SIZING_A_PICTURE_OR_GRAPHIC_IN_A_TABLE_CELL_STEPS;H_IMPORTING_A_PICTURE_OR_GRAPHIC_OVER',0)} [See related topics](#)

Overview: Importing a picture or graphic

Graphics in a Word Pro document require considerable disk space. You can import a picture or graphic directly into any part of a document.

If you import before creating a frame, Word Pro creates a default frame around the picture or graphic, with one exception. When you import a picture or graphic to a table cell, the table cell acts as the frame. Word Pro does not place a frame around contents in a table cell.

When you import a picture into a default frame, the picture scales to its original size.

If the imported picture is too big for the layout containing it (page, cell, header/footer, frame, and so on), Word Pro creates the default frame and scales the picture or graphic no larger than its container (in other words, it maintains the aspect ratio proportion).

You can link a picture or graphic 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 picture or graphic and always want the latest version to be displayed.

Screen Snapshots

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

The snapshot option is usually enabled as a default in Word Pro Preferences. You can disable it by choosing File - User Setup, choosing Word Pro Preferences, and deselecting "Save graphics for fast display."

{button ,AL(^H_DIFFERENT_TYPES_OF_GRAPHIC_FILES_OVER;H_GRAPHIC_FILE_TYPES_YOU_CAN_IMPORT_INTO_WORD_PRO_OVER;H_IMPORTING_A_PICTURE_OR_GRAPHIC_STEPS;H_SIZING_PICTURES_OR_GRAPHICS_OVER;H_RESIZING_A_FRAME_BY_SPECIFYING_HEIGHT_AND_WIDTH_STEPS;H_MOVING_A_PICTURE_OR_GRAPHIC_WITHIN_A_FRAME_OR_TABLE_CELL_STEPS;H_WATERMARKS_OVER',0)} [See related topics](#)

Importing a picture or graphic

Word Pro imports a picture or graphic into its own frame. If a frame already exists and you want to use it, you must first select it.

1. Choose File - 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 Picture Manually.

3. Click Open.

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

{button ,AL('H_DIFFERENT_TYPES_OF_GRAPHIC_FILES_OVER;H_GRAPHIC_FILE_TYPES_YOU_CAN_IMPORT INTO_WORD_PRO_OVER;H_SIZING_PICTURES_OR_GRAPHICS_OVER;H_IMPORTING_A_PICTURE_OR_GRAPHIC_OVER;H_CHANGING_THE_APPEARANCE_OF_PICTURES_OR_GRAPHICS_OVER;H_WATERMARKS_OVER',0)} [See related topics](#)

Moving a picture or graphic within a frame or table cell

A picture or graphic must already be in the frame or table cell to complete these steps.

1. Double-click on the picture.

Word Pro displays a flat, open hand.



2. Drag the hand and move the picture anywhere in the frame or table cell.

{button ,AL('H_IMPORTING_A_PICTURE_OR_GRAPHIC_OVER;H_SIZING_PICTURES_OR_GRAPHICS_OVER;H_RESIZING_A_FRAME_BY_SPECIFYING_HEIGHT_AND_WIDTH_STEPS;H_DRAG_AND_DROP_OVER;H_CHANGING_THE_APPEARANCE_OF_PICTURES_OR_GRAPHICS_OVER',0)} [See related topics](#)

Details: Sizing a picture or graphic in a frame

Graphic scaling



<u>Option...</u>	<u>What it means...</u>	<u>What Word Pro does...</u>
Original size	<p>Word Pro changes the picture to its original size, regardless of frame size.</p> <p>The part of the picture that does not fit in the frame does not display but is still part of the picture.</p>	<p>Indicates the width and height of the original picture. If you specify new values, this option changes to Custom.</p>
Fit in frame	<p>The picture expands or contracts to fit the existing frame.</p>	<p>Indicates the width and height of the newly sized picture in the frame.</p> <p>If you change the size of the frame, the picture resizes to fit the new dimensions.</p> <p>You can specify new values but if you do, the picture does not <i>fit in frame</i>, since you changed the scale of the picture.</p>
Percentage	<p>You can increase or decrease the size of the picture to a desired scale.</p>	<p>Pops up a default value of 100%. You can specify new values to increase or decrease the size.</p>
Custom	<p>You can increase or decrease the size of the picture to a desired scale.</p>	<p>Indicates the width and height of the original picture as a starting point. You can specify new values.</p>

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

{button ,AL('H_DIFFERENT_TYPES_OF_GRAPHIC_FILES_OVER;H_GRAPHIC_FILE_TYPES_YOU_CAN_IMPORT_INTO_WORD_PRO_OVER;H_IMPORTING_A_PICTURE_OR_GRAPHIC_STEPS;H_SIZING_PICTURES_OR_GRAPHICS_OVER;H_SIZING_A_PICTURE_OR_GRAPHIC_IN_A_TABLE_CELL_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](#)

Sizing a picture or graphic in a frame

You can set the frame to automatically fit a picture or graphic's original size. A picture or graphic must already be in the frame to complete these steps.

1. Click in the frame.
2. Choose Frame - Graphics Scaling.



Tip

3. Select an option in the "Graphic scaling" box.



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

Width and height values change as you make your selection.

4. You can also specify values in the "Width" and "Height" boxes, or use the up and down arrows to set a specific size.
5. If you want to keep the size proportionate to the graphic's original width and height, select "Scale proportionately."

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

{button ,AL('H_DIFFERENT_TYPES_OF_GRAPHIC_FILES_OVER;H_GRAPHIC_FILE_TYPES_YOU_CAN_IMPORT INTO_WORD_PRO_OVER;H_IMPORTING_A_PICTURE_OR_GRAPHIC_STEPS;H_SIZING_PICTURES_OR_GRAPHICS_OVER;H_CHANGING_THE_APPEARANCE_OF_PICTURES_OR_GRAPHICS_OVER;H_RESIZING_A_FRAME_BY_SPECIFYING_HEIGHT_AND_WIDTH_STEPS;H_RESIZING_A_FRAME_USING_THE_MOUSE_STEPS;H_MOVING_A_PICTURE_OR_GRAPHIC_WITHIN_A_FRAME_OR_TABLE_CELL_STEPS',0)} [See related topics](#)

There are two other ways you can reach the Frame InfoBox Misc panel. Click the right mouse button, choose Frame Properties, and click the Misc tab, or choose Frame - Frame Properties and click the Misc tab.

Details: Sizing a picture or graphic in a table cell

Graphic scaling



<u>Option...</u>	<u>What it means...</u>	<u>What Word Pro does...</u>
Original size	Word Pro changes the picture to its original size, regardless of table cell size. The part of the picture that does not fit in the table cell does not display but is still part of the picture.	Indicates the width and height of the original picture. If you specify new values, this option changes to Custom.
Fit in cell	The picture expands or contracts to fit the table cell.	Indicates the width and height of the newly sized picture in the table cell. If you change the cell size, the picture resizes automatically to fit the new dimensions. You can specify new values but if you do, the picture does not <i>fit in cell</i> , since you changed the scale of the picture.
Percentage	You can increase or decrease the size of the picture to a desired scale.	Pops up a default value of 100%. You can specify new values to increase or decrease the size.
Custom	You can increase or decrease the size of the picture to a desired scale.	Indicates the width and height of the original picture as a starting point. You can specify new values.

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

{button ,AL('H_DIFFERENT_TYPES_OF_GRAPHIC_FILES_OVER;H_CHANGING_THE_APPEARANCE_OF_PICTURES_OR_GRAPHICS_OVER;H_IMPORTING_A_PICTURE_OR_GRAPHIC_OVER;H_SIZING_PICTURES_OR_GRAPHICS_OVER;H_CHANGING_THE_SIZE_OF_A_TABLE_USING_THE_MOUSE_STEPS;H_CHANGING_THE_SIZE_OF_A_TABLE_USING_THE_INFOBOX_STEPS;H_MOVING_A_PICTURE_OR_GRAPHIC_WITHIN_A_FRAME_OR_TABLE_CELL_STEPS',0)} [See related topics](#)

Sizing a picture or graphic in a table cell

When you size a picture or graphic in a table cell, the table cell acts as the frame. Word Pro does not create a frame around contents in a table cell.

A picture or graphic must already be in the table cell to complete these steps.

1. Click in the table cell.
2. Click the right mouse button and choose Cell Properties.



Tip

3. Click the Misc tab.



Tip

4. Select an option in the "Graphic scaling" box.




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

Width and height values change as you make your selection.

5. You can also specify values in the "Width" and "Height" boxes, or use the up and down arrows to set a specific size.
6. If you want to keep the size proportionate to the graphic's original width and height, select "Scale proportionately."

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

{button ,AL('H_DIFFERENT_TYPES_OF_GRAPHIC_FILES_OVER;H_CHANGING_THE_APPEARANCE_OF_PICTURES_OR_GRAPHICS_OVER;H_IMPORTING_A_PICTURE_OR_GRAPHIC_OVER;H_SIZING_PICTURES_OR_GRAPHICS_OVER;H_CHANGING_THE_SIZE_OF_A_TABLE_USING_THE_MOUSE_STEPS;H_CHANGING_THE_SIZE_OF_A_TABLE_USING_THE_INFOBOX_STEPS;H_MOVING_A_PICTURE_OR_GRAPHIC_WITHIN_A_FRAME_OR_TABLE_CELL_STEPS',0)} [See related topics](#)

You can also choose Table - Cell Properties and click the Misc tab .

Overview: Sizing pictures or graphics

You can precisely size a picture or graphic to fit a frame and adjust the ratio of picture size to frame size. When you size a picture or graphic, you can:

- Size the frame so that the entire picture or a part of the picture appears inside the frame. You can accommodate the frame size to fit the original picture or graphic size.
- Make sure the picture stays a certain size even if you enlarge or reduce the frame.

```
{button ,AL('H_CHANGING_THE_APPEARANCE_OF_PICTURES_OR_GRAPHICS_OVER;H_IMPORTING_A_PICTURE_OR_GRAPHIC_STEPS;H_SIZING_A_PICTURE_OR_GRAPHIC_IN_A_FRAME_STEPS;H_SIZING_A_PICTURE_OR_GRAPHIC_IN_A_TABLE_CELL_STEPS;H_RESIZING_A_FRAME_BY_SPECIFYING_HEIGHT_AND_WIDTH_STEPS;H_MOVING_A_PICTURE_OR_GRAPHIC_WITHIN_A_FRAME_OR_TABLE_CELL_STEPS;H_SIZING_A_PICTURE_OR_GRAPHIC_IN_A_PARALLEL_COLUMN_BLOCK_STEPS',0)} See related topics
```


Details: Disabling general usage options

Disable

SmartCorrect

Prevents Word Pro from instantly correcting errors as you type them.

Drag & drop

Prevents selected text from accidentally being copied or moved during editing.

Version warning messages

Prevents Word Pro from displaying warning messages when document versions are created and displayed.

Application startup scripts

Prevents Word Pro from executing scripts set to run upon starting Word Pro.

Document open scripts

Prevents Word Pro from executing scripts in a document set to run when that document is opened.

Small file format

Prevents Word Pro from compressing files. If you do not select this option to disable it, Word Pro compresses files so they use less disk space.

Multiple cell paste

Prevents text in the Clipboard from being pasted into multiple table cells or parallel column blocks.

Welcome Dialog

Prevents the Welcome dialog box from appearing when starting Word Pro. Word Pro displays a plain document instead of the Welcome dialog box.

SmartSelect

Prevents Word Pro from automatically selecting entire words. Disable this option to select text by character.

New mail indicator

Prevents Word Pro from automatically displaying the new mail indicator when you receive new e-mail.

Background Spell Check

Prevents 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

Prevents Word Pro from performing 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 that contain decorative fonts.

Fast graphic display

Prevents 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 reduces Word Pro's performance and also reduces the size of the document on the disk.

Bubble help

Prevents Word Pro from automatically displaying bubble help for SmartIcons when the mouse pointer pauses on an icon.

OLE Automation

Prevents external OLE scripts from controlling Word Pro. Normal OLE activities including drag and drop and Paste Special are not affected.

OLE unless required

Prevents OLE from functioning unless an OLE object is already present in the document or you choose Create - Object or Edit - Paste Special. If you disable this function, you will not be able to drag and drop Word Pro objects or Paste Link OLE objects into other applications. If you activate a Word Pro OLE object in another application while Word Pro is loaded and this function is disabled, a second instance of Word Pro will launch to accommodate the OLE

link.

DDE unless required

Prevents DDE from functioning unless a DDE link is already present in the document or you choose Edit - Paste Special. If you disable this function, you will not be able to paste DDE links into other applications from Word Pro. If you activate a Word Pro DDE link in another application while Word Pro is loaded and this function is disabled, a second instance of Word Pro will launch to accommodate the DDE link. In addition, if DDE is disabled, Word Pro will launch again if you launch a document from Windows Explorer or My Computer, or if you drag and drop a Word Pro file on a printer icon.

Background Printing

Prevents 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. Choose File - User Setup.
2. Choose Word Pro Preferences.



3. Click the General tab.
 4. Select the options you want to disable.
{button ,AL(^H_DISABLING_GENERAL_USAGE_OPTIONS_DETAILS',1)} [See details](#)
 5. Click OK.
-

{button ,AL(^H_DISABLING_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 and changing markup options using the File menu

Edits marked as insertions or deletions appear in the markup style of the editor who made the edits. You can always change markup styles in a document, except if the document is protected by another editor.

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

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.

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.

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

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

Setting and changing markup options using the File menu

You can specify how you want insertions, deletions, and highlighter edits to look when you edit documents.

1. Choose File - 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_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_MARKED_EDITS_OVER;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,...)

The file extension that Word Pro uses as the default when it displays file names in the Open or Browse dialog boxes. You can specify multiple extensions by separating each one with a semicolon or comma. Using this option causes Word Pro to ignore the "Use working type" option on the Locations panel. If you do not specify a default file type, Word Pro uses *.LWP as the 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 default file names for the plain document SmartMaster, the default user dictionaries, and the default glossary files.

1. Choose File - User Setup.
2. Choose Word Pro Preferences.



3. Click the Default files tab.
4. In each box, type the desired file name or file type.
{button ,AL(^H_SETTING_DEFAULT_FILES_DETAILS',1)} [See details](#)
5. 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\SMASERS\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. If the "Backups" box is blank, Word Pro puts the backup file in the same folder as the original file. This is normally set to

C:\LOTUS\BACKUP\WORDPRO.

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 SmartMasters provided by Word Pro), Word Pro looks in your graphics directory for the image associated with the SmartMaster.

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. This option is ignored if you

specify "Default File Open Types" 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 directory 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_SAVING_A_DOCUMENT_OVER;H_SETTING_DEFAULT_LOCATIONS_STEPS;H_DISABLING_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_SAVING_A_DOCUMENT_OVER;H_SETTING_DEFAULT_LOCATIONS_STEPS;H_DISABLING_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 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

Word Pro overrides the Windows 95 keyboard layout setting and keep the keyboard layout in sync with the text's language setting. This option does not affect the setting in the Windows 96 Keyboard Properties dialog box. It only applies while 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. Choose File - User Setup.
2. Choose Word Pro Preferences.



3. Click the General tab.
4. To have Word Pro cover the entire window workspace, select "Load Word Pro maximized."
5. To have Word Pro files cover the entire application workspace, select "Load files maximized."



Tip

6. To display only the parts of the window you selected in the View Preferences - Clean Screen dialog box, select "Load in clean screen view."
7. Click OK.

{button ,AL('H_SETTING_WORD_PRO_PREFERENCES_OVER;H_SETTING_CLEAN_SCREEN_OPTIONS_STEPS;H_DISABLING_GENERAL_USAGE_OPTIONS_STEPS;H_SETTING_KEYBOARD_OPTIONS_STEPS;H_SETTING_FILE_SAVING_OPTIONS_STEPS;H_VIEW_PREFERENCES_OVER',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_OPENING_A_DOCUMENT_OVER;H_DISABLE_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. "Disable" lets you turn off certain features, such as Drag & drop, SmartCorrect, and multiple cell paste.

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_VIEW_PREFERENCES_OVER;H_SETTING_LOAD_OPTIONS_STEPS;H_SETTING_FILE_SAVING_OPTIONS_STEPS',0)} [See related topics](#)

Details: Specifying personal information to use with a SmartMaster

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](#)

Specifying personal information to use with a SmartMaster

1. Choose File - 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_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](#)

[Disabling general usage options](#)

[Setting keyboard options](#)

[Setting and changing markup options using the File menu](#)

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. Choose Text - 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. Choose Text - Insert Page Number.
If you are editing an existing page number, choose Text - 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_INCLUDING_DIVISION_OR_SECTION_NAMES_WITH_PAGE_NUMBERS_DETAILS',1)} [See details](#)
{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. 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_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 demo

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. Choose Text - 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 numbering for each section or division](#)

[Specifying a page on which to begin page numbering](#)

Restarting page numbering for each section or division

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.

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

2. Choose Text - Insert Page Number.

If you are editing an existing page number, choose Text - 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_AND_FOOTERS_OVER;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;H_DIVISIONS_OVER;H_SECTIONS_OVER',0)} [See related topics](#)

Specifying a page on which to begin page numbering

If you have chosen to the reset page numbers on each new section or each new division, the page number that you specify in this option is relative to the starting page of the division or section.

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. Choose Text - Insert Page Number.
If you are editing an existing page number, choose Text - 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_SPECIFYING_A_PAGE_ON_WHICH_TO_BEGIN_PAGE_NUMBERING_DETAILS',1)} [See details](#)
{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_SORT_OVER;H_SORTING_TEXT_AND_DATA_STEPS;H_SORTING_BY_ANY_WORD_IN_A_FIEL D_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_SORT_OVER;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_SORT_OVER;H_SORTING_TEXT_AND_DATA_STEPS;H_SORTING_BY_ANY_WORD_IN_A_FIEL D_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_SORT_OVER;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_SORT_OVER;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_SORT_OVER;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_SORT_OVER;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_SORT_OVER;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. Select other "Sort options."
7. Click OK.
8. Repeat steps 3 - 5 for as many as two additional sort levels.

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



[See example](#)

{button ,AL(`H_SORT_OVER;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_SORT_OVER;H_SORTING_TEXT_AND_DATA_STEPS;H_SORTING_BY_ANY_WORD_IN_A_FIEL
D_STEPS',0)} [See related topics](#)

Overview: Sort

You can use Sort to arrange information alphabetically or numerically, in ascending or descending order. Word Pro can sort all of a division, portions of a division, tables, simple lists, and complex data.

When sorting, you use a record as a basic unit that contains information about a single item, subject, or person. Each item in a record is a field.

You can sort one or more fields. When you sort more than one field, you can prioritize the sort order by levels.

- You can sort up to three levels or fields at a time.
- If data is in a table, the columns are fields and the rows are records.



[See example](#)

{button ,AL('H_SORTING_TEXT_AND_DATA_STEPS;H_SORTING_BY_ANY_WORD_IN_A_FIELD_STEPS;H_SORTING_RECORDS_IN_A_MERGE_DATA_FILE_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;H_THESAURUS_OVER',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_THESAURUS_OVER;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. Choose Edit - 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_THESAURUS_OVER;H_LANGUAGE_OPTIONS_OVER',0)} [See related topics](#)

Overview: Thesaurus

The Thesaurus enables you to find the meanings and synonyms (words with similar meanings) of a selected word. You can also replace that word with one of its synonyms.

You can use the Thesaurus dialog box to view:

- The current selected word or words.
- All the words that have the same or nearly the same meanings as the selected word.
- All the words that have the same or nearly the same meanings for other selected words.
- A definition of the selected word.
- The replacements for the selected word.
- The meanings and synonyms of a selected word.

{button ,AL(`H_REPLACE_WORDS_USING_THE_THESAURUS_STEPS;H_LANGUAGE_OPTIONS_OVER;H_G
RAMMAR_CHECK_OVER;H_SPELL_CHECK_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 options in Word Pro

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.



Tip

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](#)

You can also access the WordPerfect Win Expert by choosing Option 4, or the WordPerfect DOS Expert by choosing Option 1 from the WordPerfect Users Welcome Pack dialog box.

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.



Tip

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](#)

You can also display WordPerfect Menu Help by choosing Option 3 in the WordPerfect Users Welcome Pack dialog box.

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.



Tip

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](#)

You can also display topic help by choosing Option 2 from the WordPress Users Welcome Pack dialog box.

Welcome WordPerfect Users

Click one of the WordPerfect Help options in this WordPerfect Users Welcome Pack dialog box. Word Pro provides help for WordPerfect menus, keystroke combinations, and tasks. Select the option most appropriate for your needs.

{button ,AL(`H_USING_THE_WORDPERFECT_EXPERT_STEPS;H_USING_WORDPERFECT_MENU_HELP_STEPS;H_USING_WORDPERFECT_TOPIC_HELP_STEPS',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. Choose Edit - Go To.



Tip

2. Select the document part you want to go to from the "Type of document part to go to" box.

Type of document part to go to:
Page

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 CTL+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 the entire document.

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](#)

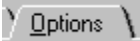
{button ,AL(`H_LINE_NUMBERING_OVER;H_REMOVING_LINE_NUMBERS_STEPS',0)} [See related topics](#)

Inserting line numbers

1. Choose File - Document Properties.



2. Choose Document.
3. Click the Options tab.



4. Click Line Numbering Options.



5. Select the desired line numbering options.
{button ,AL('H_INSERTING_LINE_NUMBERS_DETAILS',1)} [See details](#)
6. Click Insert to return to the Document Properties dialog box.
7. Click OK.

{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 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.

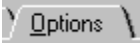
{button ,AL('H_INSERTING_LINE_NUMBERS_STEPS;H_REMOVING_LINE_NUMBERS_STEPS',0)} [See related topics](#)

Removing line numbers

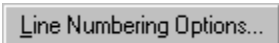
1. Choose File - Document Properties.



2. Choose Document.
3. Click the Options tab.



4. Click Line Numbering Options.



5. Select "Entire document" or "Just this division."
6. Click Remove to return to the Document Properties dialog box.
7. Click OK.

{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.

To perform this action	Press this
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
Show/Hide set of SmartIcons	CTRL+Q
Underline text	CTRL+U
Undo previous action	ALT+BACKSPACE or CTRL+Z

Word underline text **CTRL+W**

{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 the 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+HOME
Move to the end of the document	CTRL+END+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

{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;H_EDITING_A_DOCUMENT_OVER',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

{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](#)

[Keyboard shortcuts for commands](#)

[Keyboard shortcuts for navigating a document](#)

[Keyboard shortcuts for navigating a table](#)

[Keyboard shortcuts for outlines](#)

[Mouse shortcuts](#)

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_A_DOCUMENT_OVER;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](#)

Opening a document from a Notes database

1. Choose File - Open.
 2. Click Lotus Notes to display the Notes Assistant.
 3. Select the server in the "Server" box.
 4. Specify the database that contains the file you want to open.
 5. Click Next to select a Notes document.
-

{button ,AL('H_OPENING_A_DOCUMENT_OVER;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](#)

Overview: Opening a document

You can:

- Open a document at the beginning of every Word Pro session.
 - Open a document while you are working in another document.
 - Open a recently used document from the File menu.
 - Display the last save date and time, the size, and a brief description of a document.
-

{button ,AL(^H_OPENING_A_DOCUMENT_STEPS;H_WP_OPENING_A_LOCAL_HTML_FILE_STEPS;H_OPENING_AN_EXISTING_DOCUMENT_USING_THE_WELCOME_SCREEN_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](#)

Opening a document

1. Choose File - 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](#)

Selecting the Notes document

1. Select the document view in the "View" box.
2. Select the desired document in the "Documents in view" box.
3. If you want to select a different database, click Back.
4. Click Next to select the file you want to open.

Selecting the Notes file

You can open any attached file or embedded object contained within the Notes document. If the object is embedded, an OLE extension is added to the file name, for example, "Lotus Freelance 96 Presentation (OLE:1.)"

1. Select the file you want to open.
2. If you want to select a different Notes database or document, click Back.
3. Click Done.

The selected file opens in a new window.

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](#)

{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. Choose File - 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_OVER;H_SAVING_A_DOCUMENT_TO_ANOTHER_DRIVE_AND_FOLDER_STEPS;H_WP_PUBLISHING_A_DOCUMENT_TO_THE_INTERNET_STEPS',0)} [See related topics](#)

Saving a document in the Notes form

1. Specify the name of the Word Pro file in the "File name" box.
2. If you want to enter information in other Notes fields, select the field in the "Non computed text fields form" and type the text in the "Enter text to display in field" box.
Repeat this step for as many fields as necessary.
3. If you want to send a mail message to others, indicating that you've saved this file, select "Notify others via Email on Save."
4. If you want to select a different form or database, click Back.
5. Click Done.
If you've selected the option to send a mail message, the TeamMail dialog box displays.
Enter the names, type the message, and click Send.

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

Overview: Saving a document

You can:

- Save changes to a document.
- Save a document using a different name in the same drive and folder or in another drive and folder.
- Save a document using the same name in another drive and folder.
- Type a brief document description and save it with the document.
- Name and save an untitled document.
- Protect and assign editing rights to a document.
- Save a document as a different type of file other than Word Pro so you can export the document.

{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_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;H_IMPORTING_OR_EXPORTING_A_FILE_OVER;H_SAVING_A_DOCUMENT_TO_A_NOTES_DATABASE_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_SAVING_A_DOCUMENT_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_SAVING_A_DOCUMENT_OVER;H_IMPORTING_OR_EXPORTING_A_FILE_OVER',0)} [See related topics](#)

Saving a document to a Notes database

1. Choose File - Save As.
 2. Click Lotus Notes to display the Notes Assistant.
 3. Select the server in the "Server" box.
 4. Specify the database where you want to save the document.
 5. Click Next to select the form and field into which you want to save the file.
-



[Print topic](#)

{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_SAVING_A_DOCUMENT_OVER;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_OVER;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. Choose File - 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_TEAMSECURITY_OVER;H_EDITING_RIGHTS_OVER;H_SAVING_A_DOCUMENT_TO_ANOTHER_DRIVE_AND_FOLDER_STEPS;H_SAVING_A_DOCUMENT_OVER;H_SAVING_A_DOCUMENT_TO_A_NOTES_DATABASE_STEPS',0)} [See related topics](#)

Saving a named document

Choose File - 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.

{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_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 in the "Field" box.
3. If you want to select a different Notes database, click Back.
4. Click Next to enter more information about the file.

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

"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.

"No default printer driver could be found. 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:

1. Choose File - Document Properties.
2. Click Print Setup.
3. Select a printer from the "Printer for this document" 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.

Some filters are not provided with the Word Pro program, particularly if you installed Word Pro from floppy disks. These filters can be obtained from the Internet, or through Lotus Customer Service. Use Word Pro to open the README.LWP file provided in your documents directory, and read the section on file filters for more information.

"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 - Document Properties, choose Document Control, and click the Other Protection tab. 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, 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 *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 from the Editing Rights tab 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 in 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 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.

"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 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.

"There are no more formatting errors."

This message appears to let you know that Format Check has completed checking the entire document. Click OK to remove the message from the screen. If you skipped any formatting errors, you can review them again by clicking Continue Format Check on the bar. If you want to close the Format Check bar and resume editing, click Done on the bar.

"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. Click OK to close the message box, then click Done to close the Edit Review Bar.

"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 OK. Spell Check will resume checking words from the beginning of the document.

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 click Replace All from 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 No 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 Yes. 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 No 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 have completed 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 Windows 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 in Windows. Try closing any unneeded Word Pro document windows, and closing any other Windows programs which you are not using. If the message appears after you have done this, exit Word Pro and restart Windows. 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. Choose File - Versions.
3. Select the previous version from the list.
4. Click Save As File
5. Specify a name for the new file and click OK.
6. Choose File - Open.
7. Choose the file you named in step 5 and click OK.

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 *Original Author Only* or *Current Editors 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 Yes 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 Document Control 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 Document Control 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, use the Text Infobox to remove the protected attribute. As an alternative, you can change the option by choosing File - Document Properties, choosing Document Control, clicking the Other Protection tab, and changing the options to allow editing of protected text.

"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. You can use the Save as File option in the Version dialog to create an editable version. For more information, press F1."

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. Choose File - Versions.
3. Click Save As File.
4. Specify a name for the new file and click OK.
5. Choose File - Open.
6. Choose the file you named in step 4 and click OK.

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, choose File - User Setup. choose Word Pro Preferences. Select Version warning messages from the Disable list box 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 choose the Accept All Edits button 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 choosing Yes. If you choose 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, choose 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 choose the Accept All Edits button 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 document."

This message displays after you choose the Accept All Edits button 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.

To show hidden deletions, choose File - TeamSecurity, click the Other Protection tab, and select Show hidden text. Then retry the review marked edits command.

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, choosing Word Pro Preferences and clicking Markup Options.

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 choose the Reject All Edits button 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 choosing Yes. If you choose 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, choose 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 choose the Reject All Edits button 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 choose the Reject All Edits button 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, then type a name and click Add Address in the Address dialog box. If you want to save the address to the current name, click Yes, then click OK in the Address dialog box.

If you want to use the address for this envelope but don't want to keep it to use later, click No.

"The file (Filename) was opened from the Internet. All previous saves were made to a local temporary file. Do you want to save your changes back to the original location on the Internet? (Choosing No, will enable you to save a permanent local copy.)"

You modified a document that was opened from the Internet and used the Close File command without saving your changes back to the Internet. Now is the last chance to save your changes.

To save your changes back to the Internet, click Yes. The changes will automatically be saved.

To save your changes to a file on your local hard disk, click No. A Save As dialog box will display, allowing you to name the file locally.

"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, choose Word Pro Preferences, and deselect Document open scripts from the Disable drop down list box. Then reopen or recreate the document.

"Would you like the names of the editors who created this SmartMaster kept anonymous by assigning all edits to an editor named "SmartMaster"? (Choosing No will leave edits assigned to their current editors.)"

You are saving a document as a SmartMaster, or are saving a SmartMaster and must decide whether to preserve the list of editors for the SmartMaster. As in all Word Pro documents, Word Pro keeps a record of each SmartMaster's creator and editors. If you are distributing this SmartMaster to people other than yourself, you may not wish to be identified as the SmartMaster's author.

If you click Yes, the names of all editors for this SmartMaster will be removed and an editor called SmartMaster will be listed instead. If you click No, the present editing history will be maintained.

"(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.

"Could not open SmartMaster (SmartMaster). Create with standard look?"

You chose a specific look for your table of contents. 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, 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.

"Update object in (filename)?"

You modified an OLE object which is linked to your document. You must decide whether to save your changes back to the source OLE file.

To save the changes back to the source OLE file, click Yes. To discard your changes, click No.

"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) 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 choosing 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 do 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, choose No. To overwrite the existing entry with the new replacement text, choose 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.

"Unable to save and 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.

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, choose 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 choose 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.

"Unable to initialize or maintain connection to host"

Word Pro was unable to connect to the server or web page. This could be because you typed the name of the server or web page incorrectly, because the server is not responding, or because you are using a proxy server, and the proxy server is not responding, or you have incorrect proxy information.

Check to make sure you have used the correct name and proxy information, and retry the operation.

"Unable to initialize or maintain connection to (name)"

Word Pro was unable to connect to the specified server or web page. This could be because you typed the name of the server or web page incorrectly, because the server is not responding, or because you are using a proxy server, and the proxy server is not responding, or you have incorrect proxy information.

Check to make sure you have used the correct name and proxy information, and retry the operation.

"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, choose Yes. If you want to connect to a different server, choose No. Select a different server, and choose Connect.

"This Ami Pro Document object was created by Lotus Ami Pro which has since been upgraded to Lotus Word Pro. If you convert it to a Lotus Word Pro Document object it will no longer be editable by Lotus Ami Pro. Convert this to a Lotus Word Pro Document object?"

You are using another application to launch a linked or embedded Lotus Ami Pro document object. Since you have Lotus Word Pro on your system, Word Pro is used as the server for this object and is used for editing.

You can convert this object to a Lotus Word Pro object which will enable you to use all the features of Word Pro not supported in Ami Pro. Choose this option if you no longer have Ami Pro on your system and if you don't expect any other users to edit this object with Ami Pro in the future.

If you are still using Ami Pro, you may want to leave this object as an Ami Pro object. This is particularly true if you are using the Ami Pro 3.1/Lotus Notes Document Sharing database. You will be able to edit this object in Word Pro, but only features in Ami Pro will be saved in the document.

If you want to convert this object to Word Pro format permanently, click Yes. When you save your changes and return to the parent application, the object will save in Word Pro format.

If you want this object to remain in Ami Pro format when it is saved, click No. You can make changes and they will save in Ami Pro format when you exit.

"Could not load (filename)"

Word Pro was unable to load a program file necessary to communicate with the Internet. Exit Word Pro and the operating system, restart, and try the command again.

"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, choose No, and make changes, then close the document again. If you want to correct the errors at a later time, choose 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.

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.

"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.

"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 the Close button before saving your changes. If you want to save the changes you have made, choose Yes. If you want to discard the changes, choose No. If you want to make additional changes before exiting, choose 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. In order to access these web pages on the Internet, you must have the appropriate browser software installed.

"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.

"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.

"Unable to login to (ftp server)"

Word Pro could not login to the specified server because the server required a password, and you did not provide one, or the password you provided was incorrect.

Check with the server administrator for the correct password, verify the password in the FTP connection setup dialog box, and try the operation again.

"Saving this file in a file type other than Word Pro can cause data to be lost in features not supported by the chosen format. Would you like to permanently hide this warning?"

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 in a different format. If you are not sure, you may want to cancel the Export or Save As function, and save the file in Word Pro format before you continue. Then you will have a Word Pro copy and a copy in the other format.

You can disable this message if you choose. To hide this message, click Yes. To display this message each time you save a file in a type other than Word Pro, click No.

"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 choosing No. You can continue execution of the script by choosing Yes. Note that canceling the script in this manner is not the same thing as choosing Cancel within the dialog box. If all you want to do is cancel the dialog box, choose Yes to this alert, then choose 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 choosing No. You can continue execution of the script by choosing 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 an external file, but did not tell Word Pro where to find the field names used by the external file. Try the merge again, filling out the required information in the Data File Fields dialog box, and clicking OK to continue.

"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, then choose Step 2, Insert fields. 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, choose Yes. To discard the changes permanently, choose No. To continue working on the data file, choose 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, choose Yes. To discard the changes permanently, choose No. To continue working on the data file, choose 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 and ensure the correct path for SmartIcons. You can use the Browse button 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.

"(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.

"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 file (filename) on the server has changed since it was copied. File information when originally copied: (file information). Server file's current information (file information). Replace server file with your copy?"

You are trying to save changes you made to a file you downloaded from an FTP server back to the FTP server. Since the time you downloaded the file, the file on the server was changed by someone else.

You can replace the copy of the file on the server with the editing changes you made. The copy currently on the server will be lost. To do this, choose Yes.

You can keep the copy of the file on the server by choosing No. To save the file using a different name, choose File - Save as, choose Internet, and save the file with a different name back to the server.

"(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, choose Yes. The link, along with the other changes you made, will be saved in the document.

To abandon the changes, choose No. Neither the text changes or the link will be saved. You will need to reestablish the link with the other application 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, choose Yes. The link will be saved in the document.

To abandon the changes, choose No. You will need to reestablish the link with the other application later.

"Installed Windows Sockets DLL does not have enough sockets available."

Word Pro could not communicate with the Internet because needed resources were being used by other Internet applications. Close other Internet applications, such as browsers or monitor programs, and try the command again. If you continue to have difficulty, close Word Pro and the operating system, restart, and try again.

"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.

"Unable to complete transfer of (filename) with (server)"

Word Pro could not transfer the file between your computer and the specified server.

The connection has failed. Retry the operation again, after reestablishing the connection to the server.

"Update footer content across all divisions in document? Note: Yes will replace existing footers in each division 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 how, choose Yes. If you want to make additional changes to this footer, choose No. Finish making the desired changes, then right-click in the footer area, and choose Update All Footers.

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 in each division 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, choose Yes. If you want to make additional changes to this header, choose No. Finish making the desired changes, then right-click in the header area, and choose Update All Headers.

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.

"Network operation is unavailable. A Windows Sockets 1.1 conformant DLL must be installed."

You tried to open a document from the Internet, however the communication protocol used by Word Pro to communicate with the Internet was not available.

If you know that you have a sockets program installed on your computer, exit Word Pro and the operating system, restart, and try the command again. If you do not have a sockets program installed, contact your operating system vendor for assistance.

"Windows Sockets error (number): (description)"

You tried to open a document from the Internet, however the communication protocol used by Word Pro to communicate with the Internet returned an error.

Exit Word Pro and the operating system, restart, and try the command again. If you continue to have difficulty, contact the vendor of your sockets program.

"This document was created with a previous version of Word Pro. Lotus suggests that you convert it to Word Pro 97 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 97 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.

Note Once you convert this document to Word Pro 97 format, it will not be readable by previous versions of Word Pro. If you are using Word Pro 97 and earlier versions at the same time, Lotus strongly suggests that for best results in both versions, you use File - Save As to resave the document in Word Pro 96 format.

"The SmartMaster you chose was created using a previous version of Word Pro. Lotus suggests you convert it to Word Pro 97 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 97 is using a new internal format for documents and SmartMasters which works better than in previous versions.

You should upgrade this SmartMaster to Lotus Word Pro 97 format before using it to create new documents or divisions. To upgrade the SmartMaster, follow the steps below:

1. Choose File - Open.
2. Select "Lotus Word Pro SmartMaster" in the "List Files of Type" box.
3. Select the appropriate SmartMaster, and click OK.
Word Pro will display a message asking you to upgrade the SmartMaster.
4. Choose File - Save to save the document in Word Pro 97 format.
5. Choose File - Close to close the SmartMaster.

Once you have converted 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.

Note Once you convert this SmartMaster to Word Pro 97 format, it will not be readable by previous versions of Word Pro. If you are using Word Pro 97 and earlier versions at the same time, Lotus suggests that you use different SmartMaster folders for each version.

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.

"(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 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 OK. 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 used File - Open and 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. Do you want to replace it?"

You tried to create a new style and the name you chose is in use by an existing style.

Click Yes to overwrite the existing style. To keep the original style, click No, 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 as you are trying to open the document again, it indicates that the last time you displayed the file, Word Pro was 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 clear the option for "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.

"(Filename) is currently protected. You cannot save any changes to the displayed document."

You tried to use File - Open, File - Save As, or File - Close, and the document you specified is either write protected, already displayed by you, or is being used by another person on the network.

If you tried to use File - Open, click OK to display a read-only copy of the document. Otherwise, click Cancel, remove the read-only attribute, and retry.

If you tried to use File - Save As or File - Close in a read-only document after you made changes, click OK to close the document without saving the changes. To save the changes, click Cancel, then choose File - Save As and specify a different file name.

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) can not 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) already exists. Try a different name.

(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 currently protected. You cannot save any changes.

(Filename) is in use by another program and cannot be opened by Word Pro.

(Filename) is invalid.

(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.

Accept all corrections the Format Check suggests?

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 delete the editor named '(Name)'?

Are you sure you want to delete the field named '(Fieldname)'?

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)?

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. Acceptable DDE format is not available.

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 (filename). Hyphenation will not be available.

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 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 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 create a glossary entry. The glossary is full.
Could not load (filename).
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?
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 (Style Name)?
Delete all Comment Notes in this document?
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 reading graphic.

F

Field name (fieldname) is already in use. Try a new name.
File is not the correct type for the import filter.
Fixed ASCII files must have field lengths of 1 - 2047 characters.
Format Check has finished.

G

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.
Installed Windows Sockets DLL does not have enough sockets available.

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.

LotusScript IDE load failed.

LotusScript IDE open failed, status = (status)

M

Maximum paragraph size encountered.

Memory full.

N

Network operation is unavailable.H_STR_MSG_WINSOCKBAD_ERR

No default printer driver could be found. Formatting for the screen.

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

Paste all the text into the current cell?

Please enter a file password.

Please enter a password for this dialog box.

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 in a file type other than Word Pro can cause data to be lost...

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.

T

Text cannot be imported at the current insertion point.

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 field and record delimiters cannot be the same. Please change one.

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 (filename) on the server has changed since it was copied.

The file (filename) was opened from the Internet. All previous saves were made to a local temporary file. Do you want to save your changes back to the original location on the Internet?

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 file is not a Word Pro document.

The filename (filename) is actually a device name. Try a 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 icon (bitmap file) has been modified. Would you like to save your changes?

The program required to display the contents of thisframe or cell is not installed.

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 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 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 edits in your selection. Would you like to continue reviewing the entire document?

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 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 Ami Pro Document object was created by Lotus Ami Pro which has since been upgraded to Lotus Word Pro.

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 created using a previous version of Word Pro.

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 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 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 complete transfer of (filename) with (server).

Unable to copy or cut to the clipboard.

Unable to create (style filename).

Unable to create OLE object. Create operation was either cancelled...

Unable to edit object. Link could not be loaded.

Unable to edit object. Server or link could not be loaded.

Unable to import all of (filename).

Unable to import or export. Exit and restart Word Pro and then try again.

Unable to initialize or maintain connection to (name).

Unable to initialize or maintain connection to host.

Unable to load (filename).

Unable to load (filename) due to low memory.

Unable to load resource.

Unable to load the (Word Pro Function) program.

Unable to login to (ftp server).

Unable to perform requested DMS operation for Document (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 save and exit Word Pro

Update footer content across all divisions in document?

Update header content across all divisions in document?

Update object in (filename)?

V

There are no messages that begin with the letter V.

W

Warning: Setting your own editing rights to Read Only remains in effect until you close the document.

Warning: This macro will be converted...

Windows Sockets error (number): (Description)

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 the names of the editors who created this SmartMaster kept anonymous by assigning all edits to an editor named "SmartMaster"?

Would you like to connect to (server) now?

Would you like to create a new Click Here Block inside the current Click Here Block? (Choosing No will allow you to edit the options of the current Click Here Block).

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). Press F1 for more information.

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 select some text or a frame in order to create a link.

You must specify a field length for Fixed length ASCII files.

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.

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 the "Link to file" option.

"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 what is 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 what is installed on your system. If the language displayed in the error message is incorrect, you can change it. Choose File - Document Properties, choose Document, click the Options tab, 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, 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.

"Error reading graphic."

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 mode, change to Layout mode, 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 chose Edit - Check Grammar but Grammar Check is not available for the current language.

Click OK. You can select another language. Choose File - Document Properties, choose Document, click the 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 Edit - Check Grammar 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, choose Document, click the Options tab, 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 Edit - Check Grammar 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, choose Document, click the Options tab, 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 use 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 Edit - Check 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.

"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.

If you are trying to open, save, import or export a file, the filter for the file type you are using was not installed when you installed Word Pro. You can use the installation program that came with your package to install the filter you need.

To install the filter, run the installation program and choose Customize Features - Manual Install. You can deselect all of the program installation options on the first tab of the options screen, and all the filter options on the other tabs, except for the filter or filters you want to install.

"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 Edit - Check 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. Choose Document, click the Options tab, 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 Edit - Check Thesaurus and Word Pro cannot find the thesaurus 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 Yes to continue the merge. Word Pro cannot insert merge data for the fields that do not exist in the merge data file. Click No to cancel the merge. You can now assign another 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. Check the following before you retry:

- 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. Check the following before you retry:

- 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.

1. Click OK to close the message box.
2. Click "Change" under "Who can open this dialog, and change access, editing rights, and other protection options."
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.

"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 used Edit - Check Spelling 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 Backup 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, click the Locations tab, 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.

"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 in Windows. Try closing any unneeded Word Pro document windows, and closing any other Windows programs which you are not using. If the message appears after you have done this, exit Word Pro and restart Windows. 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.

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.

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

Overview: TeamMail

TeamMail works with your current electronic mail system to allow you to send and receive mail messages from within Word Pro. Using TeamMail, you can:

- Send a simple text message and distribute it to one or more people.
- Send a message with part of a document or an entire document.
- Route a document from one person to the next.
- Track the progress of a routed message by having a mail message sent to you each time a recipient forwards your document to the next recipient.
- Distribute an entire document to members of a workgroup using TeamReview. This gives you access to the review and comment tools.
- Save a distribution route and use it to quickly send messages to commonly used names and addresses.

{button ,AL('H_SENDING_A_MESSAGE_STEPS;H_SENDING_A_MESSAGE_WITH_PART_OF_A_DOCUMENT_S
TEPS;H_SENDING_A_BROADCAST_MESSAGE_WITH_THE_CURRENT_DOCUMENT_STEPS;H_SENDING_
A_ROUTED_MESSAGE_WITH_THE_CURRENT_DOCUMENT_STEPS;H_EDITING_THE_ROUTE_OF_A_MES
SAGE_SENT_TO_YOU_STEPS;H_SENDING_A_ROUTED_MESSAGE_TO_THE_NEXT_RECIPIENT_STEPS;H
_RECEIVING_MAIL_USING_THE_STATUS_BAR_STEPS',0)} [See related topics](#)

Using the address book to add an editor

1. Choose File - TeamReview.
2. In the "Verify editors by" box, select "E-mail login."
3. Click Add.
4. Specify your password and click OK.
5. In the "Address Books" box, select the desired address book.
6. Select the desired editor from the list of names and click Add.
If you decide to remove a name from the editor list box, select the desired name and click Remove.
7. Repeat step 6 for each editor you want to add.
8. Click OK.

```
{button ,AL(`H_SENDING_A_MESSAGE_STEPS;H_SENDING_A_MESSAGE_WITH_PART_OF_A_DOCUMENT_S  
TEPS;H_SENDING_A_BROADCAST_MESSAGE_WITH_THE_CURRENT_DOCUMENT_STEPS;H_SENDING_  
A_ROUTED_MESSAGE_WITH_THE_CURRENT_DOCUMENT_STEPS;H_EDITING_THE_ROUTE_OF_A_MES  
SAGE_SENT_TO_YOU_STEPS;H_SENDING_A_ROUTED_MESSAGE_TO_THE_NEXT_RECIPIENT_STEPS',0  
)} See related topics
```

Activating or deactivating OCX design mode

- Choose View - Design Mode to activate.
- Choose View - Design Mode 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 Combo box control

1. Select the control.
2. Choose Lotus HTML Combobox Control - 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. Choose any other options.
9. 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_SPECIFYING_THE_NAME_OF_A_COMBO_  
BOX_CONTROL_STEPS',0)} See related topics
```

Adding an item to a List box control

1. Select the control.
2. Choose Lotus HTML Listbox Control - 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. Choose any other options.
9. Click OK.

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

{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_SPECIFYING_THE_NAME_AND_SELECTION_PROPERTIES_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 Authoring 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 by right-clicking on the page and choosing Page Properties. Then click the Watermark 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 as a JPEG image 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_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](#)

Adding background wallpaper to a Web page

1. Choose Create - Background Wallpaper.
2. Select the folder holding the graphic file you want to use as wallpaper in the "Look in" box.
3. Select the type of file you want to use for the wallpaper in the "Files of type" box.
4. Specify the "File name."
5. Select "Link to file."
6. Click Open.

{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 Internet 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.

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.

Passive (PASV)

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 Edit Proxies and specify this information.

Proxy Information: Proxy

Identifies the network address of your proxy server. If unsure, check with your system administrator.

Proxy Information: Port

Identifies the port number of your proxy server. 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 Internet hosts

1. Choose File - Internet.
2. Choose FTP Connection Setup.
3. Click Hosts.
4. Click New.
5. Specify the host description, address, and connection information.



[See details](#)

6. If you use a proxy, select "Use Proxy" and specify a proxy.
7. Click Save.
8. Click Done.
9. 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](#)

Adding, editing, or setting a default proxy

For guidance using proxies, see your system administrator.

1. Display the Edit Proxies dialog box.



Tip

2. Make changes to the proxies as desired.
 - To add a proxy, click New, specify the proxy address and port, and click Save.
 - To edit a proxy, select the proxy address, specify the new information, and click Save.
 - To delete a proxy, select the proxy address, and click Delete.
 - To make a proxy the default, select the proxy address, and select "Default proxy."
3. Click Done.
4. 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](#)

You can display the Edit Proxies dialog box for FTP servers by choosing File - Internet - FTP Connection Setup, clicking Hosts, selecting "Use Proxy," and clicking Edit Proxies.

You can display the Edit Proxies dialog box for Web servers by choosing File - Internet - Open from Internet, selecting "WWW," selecting "Use Proxy," and clicking Edit Proxies.

Browse from Internet dialog box

You can open any document from an FTP (File Transfer Protocol) or a Web (World Wide Web) server via the Internet. When you open a document on the Internet, Word Pro copies the document to your workstation where you can make changes.

Choose a task:

Opening a document from an FTP server on the Internet

Opening a document from a Web server on the Internet

Overview: Building a Web page

You can use a Web page to communicate directly with an audience anywhere in the world.

Before you build a Web page, you should ask the following questions:

- Why am I creating this Web page?
- What audience do I hope to reach?
- How do I want to organize and structure the information?
- What links do I want to create?

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 Authoring 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. (For more information about the conversion process and what HTML features are supported, see the README file.)

{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_T
ABLES_AND_GRAPHICS_FOR_A_WEB_PAGE_OVER;H_WP_CREATING_A_FORM_IN_A_WEB_PAGE_OVE
R;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. [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](#)

Details: Configuring FTP connection options

Auto connect Open from Internet

Logs you in (requires a password, if needed) to the specified server when you choose to open from the Internet.

Auto connect Save to Internet

Logs you in (requires a password, if needed) to the specified server when you choose to save to the Internet.

Capture record of Open from Internet

Records the date, time, and full path from which a file was copied when you open a document.

The record is added to the document's description or, if the host application supports it, creates a more detailed record. For example, in Word Pro, a version remark can be created, indicating the current editor, the full path, date/time, and directory listing for the original file from which the copy was opened.

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

Configuring FTP connection options

If you regularly connect to the same FTP server, you can set connection options so that you automatically connect to that server when opening or saving a file on the Internet.

1. Choose File - Internet.
2. Choose FTP Connection Setup.
3. Select the desired options.
4. For each "Auto connect" option you select, specify the domain name address of the server.
5. Click OK.

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

{button ,AL('H_WP_WORKING_WITH_INTERNET_CONNECTIONS_OVER;H_WP_OPENING_A_DOCUMENT_FROM_AN_FTP_SERVER_ON_THE_INTERNET_STEPS;H_WP_ADDING_CONNECTION_INFORMATION_FOR_INTERNET_HOSTS_STEPS;H_WP_SAVING_A_DOCUMENT_TO_AN_FTP_SERVER_ON_THE_INTERNET_STEPS;H_WP_ADDING_EDITING_OR_SETTING_A_DEFAULT_PROXY_STEPS;H_WP_EDITING_CONNECTION_INFORMATION_FOR_INTERNET_HOSTS_STEPS',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.

1. Choose Help - Lotus Internet Support.
2. Choose Lotus Customer Support.



{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 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.

1. Choose Help - Lotus Internet Support.
2. Choose 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.

1. Choose Help - Lotus Internet Support.
2. Choose 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 ensure 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. Choose File - 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 that information. 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 control's 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.
Check box 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 has a property sheet which allows you to assign it a name and set any options for the control. The exact options available in a control's property sheet depend on the control. Set the options so they work correctly with the CGI application which receives the input from the form.

To see 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

A Web page form is created just as any other Web page, except that form controls are placed on the page at locations where the user should enter information. Prompt text for the form is typed just as any other text is typed. Each form you create must have a Submit button, so that 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. If necessary, choose File - Internet.
2. Choose Show Web Authoring Tools.
3. Create or display the Web page that will hold the form.
4. At the location where you want a form control, type the prompt text for the control.
5. Choose Create - Form OCX Control.



Tip

6. Select the desired control from the "Select a control" box and click OK.
7. Fill out the property sheet for the control and click OK.



See details

8. Use the frame handles to make the control the desired size.
9. Repeat steps 4 - 8 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',0)} [See related topics](#)

If you want to insert a control not provided by Lotus, you can choose Create - Object. Then click "Create a new control" and select the control in the "Object type" box.

Details: Creating a link from a Web page

Type of link

<u>Link option...</u>	<u>What it does...</u>
Jump to Web document	Opens a Web page on the Internet. Specify the address of the Web page to open in the "Link to" box.
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	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.
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.
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.

Start 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_CLICK_HERE_BLOCKS_OVER;H_CREATING_A_CLICK_HERE_LINK_STEPS',0)} [See related topics](#)

Creating a link from a Web page

1. If necessary, choose File - Internet - Show Web Authoring Tools.
2. Select the text or graphic you want to use as the source of the link.
3. Click Create Link on the Web Tools bar.



Tip

4. Select the type of link in the "Type of link" box.



See details

5. Type the destination of the link in the "Link to" box.
6. Click OK.

{button ,AL('H_WP_USING_LINKS_IN_A_WEB_PAGE_OVER;H_WP_EDITING_A_LINK_IN_A_WEB_PAGE_STEPS;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_CLICK_HERE_BLOCKS_OVER;H_CREATING_A_CLICK_HERE_LINK_STEPS',0)} [See related topics](#)

You can also choose Create - Link from the menu.

Deleting connection information for Internet hosts

1. Choose File - Internet.
2. Choose FTP Connection Setup.
3. Click Hosts.
4. Choose the desired Internet host from the "Host description" box.
5. Click Delete.
6. Click Done.
7. 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

Type of link

<u>Link option...</u>	<u>What it does...</u>
Jump to Web document	Opens a Web page on the Internet. Specify the address of the Web page to open in the "Link to" box.
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	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.
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.
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.

Start 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_EDITING_A_CLICK_HERE_BLOCK_STEPS;H_WP_SHOWING_OR_HIDING_WEB_TOOLS_STEPS;H_CLICK_HERE_BLOCKS_OVER',0)} [See related topics](#)

Editing a link in a Web page

1. If necessary, choose File - Internet - Show Web Authoring Tools.
2. Place the insertion point in the text of the link you want to edit. If the link source is a graphic, select the graphic.
3. Click Edit Link on the Web Tools bar.
4. If necessary, change the type of link in the "Type of link" box.



[See details](#)

5. Change the destination of the link in the "Link to" box.
6. Click OK.

{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_EDITING_A_CLICK_HERE_BLOCK_STEPS;H_WP_SHOWING_OR_HIDING_WEB_TOOLS_STEPS;H_CLICK_HERE_BLOCKS_OVER',0)} [See related topics](#)

Details: Editing connection information for Internet 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.

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.

Passive (PASV)

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 Edit Proxies and specify this information.

Proxy Information: Proxy

Identifies the network address of your proxy server. If unsure, check with your system administrator.

Proxy Information: Port

Identifies the port number of your proxy server. If unsure, check with your system administrator.

{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 Internet hosts

1. Choose File - Internet.
2. Choose FTP Connection Setup.
3. Click Hosts.
4. Choose the desired Internet host from the "Host description" box.
5. Make the desired changes to the connection information.



[See details](#)

6. Click Save.
7. Click Done.
8. 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 properly 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, 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 are amazingly easy to incorporate in your Web pages. Images can serve as hotlinks to other resources.

Graphics Interchange Format (GIF) and Joint Photographic Experts Group Format (JPEG) are currently your best choices for formats and 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.

All embedded graphics are exported or saved to HTML as JPEG images. Depending on the source graphics format, this can cause a loss in image quality. For example, if an animated GIF file is embedded, it is exported as a JPEG image, and is no longer animated. Word Pro assigns a random name to exported JPEG images. If you want a graphic to have a name you specify, you should link the graphic instead of embedding it. (For more information about graphics, see the README file.)

```
{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_SIZING_PICTURES_OR_GRAPHICS_OVER;H_WP_SHOWING_O
R_HIDING_WEB_TOOLS_STEPS;H_WP_WHAT_IS_HTML_OVER;H_WP_ADDING_BACKGROUND_WALLPAP
ER_TO_A_WEB_PAGE_STEPS',0)} See related topics
```


FTP Hosts dialog box

You can add, edit, or delete FTP connection information.

Choose a task:

[Adding connection information for Internet hosts](#)

[Deleting connection information for Internet hosts](#)

[Editing connection information for Internet hosts](#)

Inserting HTML tags in a document

You can insert HTML tags that are not supported by Word Pro 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. Choose Create - Comment Note.
3. Type the HTML tag you want to insert.
4. Click the check mark 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_COMMENT_NOTES_OVER;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_ST  
EPS',0)} See related topics
```

Lotus HTML Check box control properties

The Check box 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 Combo box control properties

The Combo box 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 Combo box control](#)

[Adding an item to a Combo box control](#)

[Removing an item from a Combo box control](#)

[Reordering items in a Combo box 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 List box control properties

The List box 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 List box control](#)

[Adding an item to a List box control](#)

[Removing an item from a List box control](#)

[Reordering items in a List box 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 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 control properties

The Submit 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 (the name on the first division divider tab) displays in the title bar of the Internet browser. 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.

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_NAMING_OR_RENAMING_A_DIVIDER_TAB_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 on the Internet

Server type

Enables you to select either "FTP" (File Transfer Protocol) or "WWW" (World Wide Web).

FTP Servers

Displays host domain name/addresses or descriptions for the FTP hosts for which you created connections. To add connection information for a new server, click Hosts.

List by description

Enables you to view FTP servers by a description rather than an address. You can determine the host description when you add or edit host information.

Look in

Displays all the folders for a specific drive.

File name

Displays all the files in the selected folder.

List files of type

Enables you to specify a file format.

Status bar

Displays a brief description of the file, such as access rights, owner, size, date, time, and file name. It also displays login status and errors.

{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_OPENING_A_DOCUMENT_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

1. Choose File - Open.
2. Click Internet.



3. Select "FTP" as the server type.
4. Select a host domain name/address from the "FTP Servers" box.
5. Click Connect to connect to the host.
6. Specify the file you want to open.
7. Select the file type (optional).
8. Click OK.

{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_IMPORTIN
G_OR_EXPORTING_A_FILE_OVER;H_SELECTING_TEXT_OPTIONS_STEPS;H_OPENING_A_DOCUMENT_F
ROM_A_NOTES_DATABASE_STEPS;H_WP_WORKING_WITH_INTERNET_CONNECTIONS_OVER;H_OPENI
NG_A_DOCUMENT_OVER;H_WP_OPENING_A_DOCUMENT_FROM_A_WEB_SERVER_ON_THE_INTERNE
T_STEPS;H_WP_CONFIGURING_FTP_CONNECTION_OPTIONS_STEPS;H_WP_SELECTING_HTML_IMPORT
T_EXPORT_OPTIONS_STEPS',0)} [See related topics](#)

Details: Opening a document from a Web server on the Internet

Server type

Enables you to select either "FTP" (File Transfer Protocol) or "WWW" (World Wide Web).

File name

Displays a list of previously used Web page addresses.

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 Edit Proxies and specify this information.

Proxy Information: Proxy

Identifies the network address of your proxy server. If unsure, check with your system administrator.

Proxy Information: Port

Identifies the port number of your proxy server. If unsure, check with your system administrator.

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

{button ,AL(^H_WP_WORKING_WITH_INTERNET_CONNECTIONS_OVER;H_OPENING_A_DOCUMENT_OVER;H_WP_OPENING_A_DOCUMENT_FROM_AN_FTP_SERVER_ON_THE_INTERNET_STEPS;H_WP_SELECTING_HTML_IMPORT_EXPORT_OPTIONS_STEPS;H_WP_ADDING_EDITING_OR_SETTING_A_DEFAULT_PROXY_STEPS',0)} [See related topics](#)

Opening a document from a Web server on the Internet

1. Choose File - Open.
2. Click Internet.



3. Select "WWW" as the server type.
4. Specify the Web page file name.
5. If you use a server proxy, select "Use Proxy" and specify the proxy name.
6. Click OK.

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

{button ,AL('H_OPENING_A_DOCUMENT_OVER;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 WWW sites, Word Pro uses it when opening a file from the Web Tools bar.

1. Choose File - Internet.
2. Choose Show Web Authoring Tools.
3. Type the file address in the "Open Web Page" 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.
4. Press ENTER.

{button ,AL('H_WP_WEB_TOOLS_BAR_COMMAND_BUTTONS_OVER;H_WP_ADDING_EDITING_OR_SETTING_A_DEFAULT_PROXY_STEPS;H_WP_SHOWING_OR_HIDING_WEB_TOOLS_STEPS;H_WP_BUILDING_A_WEB_PAGE_OVER',0)} [See related topics](#)

Opening a local HTML file

1. Choose File - Open.
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.
6. If necessary, select the desired import options in the HTML Import/Export Options dialog box.
For information about import options, see [Selecting HTML Import/Export options](#).
7. Click OK.

{button ,AL('H_OPENING_A_DOCUMENT_OVER;H_WP_PREVIEWING_A_WEB_PAGE_IN_A_BROWSER_STEP
S;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_DOCUM
ENT_AS_A_LOCAL_HTML_FILE_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.

In order for this function to work correctly, Netscape Navigator or Microsoft Internet Explorer must be installed.

1. If necessary, choose File - Internet.
2. Choose Show Web Authoring Tools.
3. 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',0)} [See related topics](#)

Publishing a document to the Internet

1. Choose File - Internet.



Tip

2. Choose Publish as Web Page(s).
3. (Optional) Select "Do not show me this message again" and click OK.
4. Save your document to an FTP server on the Internet.
5. Click Save.

{button ,AL('H_WP_SAVING_A_DOCUMENT_TO_AN_FTP_SERVER_ON_THE_INTERNET_STEPS;H_WP_SAVING_YOUR_DOCUMENT_AS_A_LOCAL_HTML_FILE_STEPS;H_WP_WORKING_WITH_INTERNET_CONNECTIONS_OVER;H_WP_BUILDING_A_WEB_PAGE_OVER;H_WP_SELECTING_HTML_IMPORT_EXPORT_OPTIONS_STEPS',0)} [See related topics](#)

If the Web Tools bar is displayed, click Publish to Internet.

Removing an item from a Combo box control

1. Select the control.
2. Choose Lotus HTML Combobox Control - Properties.
3. Select the item you want to remove in the "Item list" box.
4. Click Remove.
5. Repeat steps 3 - 4 to remove 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_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. Select the control.
2. Choose Lotus HTML Listbox Control - Properties.
3. Select the item you want to remove in the "Item list" box.
4. Click Remove.
5. Repeat steps 3 - 4 to remove 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_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_ITEM_TO_A_LIST_BOX_CONTROL_STEPS',0)} [See related topics](#)

Reordering items in a Combo box control

1. Select the control.
2. Choose Lotus HTML Combobox Control - 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_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 List box control

1. Select the control.
2. Choose Lotus HTML Listbox Control - 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 on the Internet

FTP Servers

Displays host domain name/addresses or descriptions for the FTP hosts for which you created connections. To add connection information for a new server, click Hosts.

List by description

Enables you to view FTP servers by a description rather than an address. You can determine the host description when you add or edit host information.

Save in

Displays all the folders for a specified drive.

File name

Word Pro displays the name of the file you are saving.

Save as type

Enables you to specify a file format for saving the file.

Save HTML graphics as files on server

If you select this option, Word Pro saves any graphic files associated with your HTML document on the same server as your document. If you previously opened the HTML document from the server and did not add any new graphics, you can save time by not recopying the same graphics back to their original locations. If you added new graphics or did not previously save the document to the server, select this option.

This option is ignored if you are not saving files of type HTML.

{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 on the Internet

1. Choose File - Save As.
2. Click Internet.



3. Select a host domain name/address or description from the "FTP Servers" box.
4. Click Connect to connect to the host.
5. Select the file type.
6. Specify the file you want to save.



[See details](#)

7. If you want to copy the graphics in your document to the server, select "Save HTML graphics as files on server." If all the graphics are already on the server, deselect this option.
8. Click Save.
9. If prompted, specify the type of file you are importing.

{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_SAVING_A_DOCUMENT_OVER;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 a local HTML file

1. Choose File - Save As.
2. Specify a folder in the "Save in" box.
3. Type a file name with the HTML extension in the "File name" box.
4. Specify "HTML" in the "Save as type" box.
5. Click Save.
6. If necessary, select the desired export options in the HTML Import/Export Options dialog box.
For information about export options, see [Selecting HTML Import/Export options](#).
7. Click OK.

{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_SAVING_A_DOCUMENT_OVER',0)} [See related topics](#)

Selecting an Internet SmartMaster

1. Choose File - New Document.

If you want to convert an existing document to HTML, you can choose File - Choose Another SmartMaster instead.

2. Select one of the Internet SmartMaster types in the "Select a type of SmartMaster" box.
3. Select a specific Internet SmartMaster in the "Select a look" box.
4. Click OK.

{button ,AL(`H_WP_CONVERTING_AN_EXISTING_DOCUMENT_TO_A_WEB_PAGE_STEPS;H_CHOOSING_A_DIFFERENT_SMARTMASTER_OVER;H_CREATING_A_NEW_DOCUMENT_OVER;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: Selecting HTML Import/Export options

Import options

<u>If you select...</u>	<u>This is what happens...</u>
Always display this dialog box before importing	Word Pro displays the HTML Import/Export Options dialog box each time you import an HTML file.
Import as source code	Word Pro displays HTML formatting commands instead of formatting the 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 commands.
Download graphics from the Internet	<p>Word Pro downloads graphics referenced by the Web page on the Internet. If you deselect this option, frames with question marks in them display instead of the graphic.</p> <p>Since Word Pro maintains the names and locations of the graphic files, you can save your changes back to the Internet and not lose the graphic references.</p>
Embed graphics in document	<p>Word Pro stores a copy of each graphic in the file inside the document, instead of referring to the original file to display the image.</p> <p>If you deselect this option, graphic files are downloaded in a temporary directory. This lets you maintain the original graphic format and file name if the document is exported as HTML at a later time.</p>
Character Encoding	<p>Word Pro displays the default character encoding for imported HTML files in this box.</p> <p>When you open the HTML document from the Web, some Web servers can automatically detect the character encoding. Therefore, this option may not be available.</p>

Export options

<u>If you select...</u>	<u>This is what happens...</u>
--------------------------------	---------------------------------------

Always display this dialog box before exporting Word Pro displays the HTML Import/Export Options dialog box each time you export an HTML file.

Copy linked graphics when saving locally Word Pro copies linked graphics to the same directory as the HTML document.

Path of graphics when saving to Internet Word Pro saves graphic files to the Internet, using the option you specify. You can select whether graphics should be saved in the same directory as the document, to a single directory for all graphics, or to a different directory for each graphic. Word Pro prompts for the desired directory names as the document saves.

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

{button ,AL(^H_WP_WORKING_WITH_INTERNET_CONNECTIONS_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_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_SAVING_YOUR_DOCUMENT_AS_A_LOCAL_HTML_FILE_STEPS;H_IMPORTING_OR_EXPORTING_A_FILE_OVER',0)} [See related topics](#)

Selecting HTML Import/Export Options

1. Choose File - Internet.
2. Choose HTML Import/Export Options.
3. Select the desired options.
4. Click OK.

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

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

Showing or hiding Web tools

1. To show the Web tools, choose File - Internet.

2. Choose Show Web Authoring Tools.

Word Pro enables Web builder menu items and displays the Web Tools bar at the top of the screen.

3. To hide the Web tools, choose File - Internet - Hide Web Authoring 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](#)

Specifying the name and selection properties of a List box 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 the selection of 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 Combo box control

1. Select the control you want to name.
2. Choose Lotus HTML Combobox Control - Properties.
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 Hosts 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](#)

Overview: Using links in a Web page

A link is a cross-reference or connection to related information in another location. Links 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 links 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 links in your Web pages, use the following guidelines:

- Make sure you indicate to readers where the link will go or what the link will do when they follow it.
- If you have a multi-page web site, provide links so that the reader can navigate to and from the different pages on your site. You should also provide a link to your home page on each page of your site.
- Links can be created from text or from images. If you create a link from an image, you may want to create a corresponding text link, since some readers may disable display of images to save time downloading your page.
- Periodically check the links to make sure they are still valid. Web page names can change or reorganize, and a link destination may no longer exist.

When you create a link in Word Pro, you are actually creating a special type of Click here block. When you display Web authoring tools, Word Pro enables Create Link and Edit Link menu items and buttons to simplify the process. You can, however, use standard Word Pro commands and options for creating, editing, and formatting Click here blocks with your links.

{button ,AL('H_WP_CREATING_A_LINK_FROM_A_WEB_PAGE_STEPS;H_WP_BUILDING_A_WEB_PAGE_OVER ;H_CLICK_HERE_BLOCKS_OVER;H_DELETING_A_CLICK_HERE_BLOCK_STEPS;H_WP_CREATING_A_FO RM_IN_A_WEB_PAGE_OVER;H_WP_EDITING_A_LINK_IN_A_WEB_PAGE_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, which 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. For more information about supported features, see the README file.

{button ,AL('H_WP_BUILDING_A_WEB_PAGE_OVER;H_VERSIONING_OVER;H_TEAMREVIEW_ASSISTANT_OVER;H_TEAMSECURITY_OVER;H_TEAMCONSOLIDATE_OVER;H_TEAMMAIL_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. Choose File - Internet.
2. Choose HTML Import/Export Options.
3. Select "Import as source code" and click OK.
4. Choose File - Open.
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.
9. When you are finished viewing the code, click OK.

{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',0)} See related topics

Overview: Web Tools bar command buttons

Button...	What it does...
Left Arrow	Displays the previous open document
Right Arrow	Displays the next open document
Create Link	Lets you create a link between the currently selected text and another location
Edit Link	Lets you edit the type or destination of the currently selected link
Preview in Browser	Saves the active document in HTML format and displays it in the Web browser, so you can see what it will look like when published to the Web
Publish to Internet	Displays the Save to Internet dialog box so you can save your Web page to the Internet

{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_BUILDING_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 as JPEG images. For more information about the conversion process and what HTML features are supported, see the README file.

```
{button ,AL('H_WP_BUILDING_A_WEB_PAGE_OVER;H_WP_USING_WORD_PRO_FEATURES_TO_MANAGE_Y  
OUR_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_TE  
XT_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).

If you regularly connect to the same server, you can set Internet options so that you automatically connect to that server when opening or saving a file on the Internet. You can also capture a transaction record of the date, time, and full path from which a file was copied when you open a document.

For each Internet connection, a log is kept of the messages sent to and from the Internet server. The log file is called LTSNET.LOG and is stored in the operating system's temporary directory. Word Pro maintains only a log of the most recent connection. Each time you connect to a server, the previous file is overwritten.

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

